



**DUBLIN SAN RAMON SERVICES DISTRICT  
Board of Directors**

**NOTICE OF REGULAR MEETING**

**TIME:** 6:00 p.m.  
**PLACE:** Regular Meeting Place  
7051 Dublin Boulevard, Dublin, CA

**DATE:** Tuesday, March 4, 2014

**AGENDA**

(NEXT RESOLUTION NO. 12-14)

(NEXT ORDINANCE NO. 333)

**Our mission is to provide reliable water and wastewater services to the communities we serve in a safe, efficient and environmentally responsible manner.**

**BUSINESS:**

**REFERENCE**

<u>Recommended Action</u>	<u>Anticipated Time</u>
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1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL – Members: Benson, Duarte, Halket, Howard, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)

At this time those in the audience are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight’s agenda. Comments should not exceed five minutes. Speakers’ cards are available from the District Secretary and should be completed and returned to the Secretary prior to addressing the Board. The President of the Board will recognize each speaker, at which time the speaker should proceed to the lectern, introduce him/herself, and then proceed with his/her comment.

6. REPORTS
  - A. Reports by General Manager and Staff
    - Event Calendar
    - Correspondence to and from the Board
  - B. Committee Reports  
None
  - C. Agenda Management (consider order of items)

- |    |   |                       |                      |
|----|---|-----------------------|----------------------|
| 7. | <u>APPROVAL OF MINUTES</u> - Regular Meeting of<br><i>February 18, 2014</i> | District<br>Secretary | Approve<br>by Motion |
|----|---|-----------------------|----------------------|

**BUSINESS:**

**REFERENCE**

			<b><u>Recommended Action</u></b>	<b><u>Anticipated Time</u></b>
8.	<b><u>CONSENT CALENDAR</u></b>			
	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 of Directors or the public prior to the time the Board votes on the Motion to adopt.			
	A. Revisions to Rules and Regulations Governing Employer-Employee Organization Relations and Rescind Resolution No. 69-09	Organizational Services Manager	Approve by Resolution	
	B. Adopt New Water Expansion Fund Management Policy	Financial Services Manager	Approve by Resolution	
	C. Upcoming Board Calendar	General Manager	Accept by Motion	
	D. Report of Checks and Electronic Disbursements Made	Treasurer	Accept by Motion	
9.	<b><u>BOARD BUSINESS</u></b>			
	A. Hold Public Hearing: Adopt Resolution Establishing Miscellaneous Fees and Charges and Rescind Resolution No. 7-12	Financial Services Manager	Hold Public Hearing & Approve by Resolution	10 min
	B. Hold Public Hearing: Adopt Resolution Establishing Industrial Waste Program User Fees and Charges and Rescind Resolution No. 9-08	Financial Services Manager	Hold Public Hearing & Approve by Resolution	10 min
10.	<b><u>BOARDMEMBER ITEMS</u></b>			
	• Submittal of Written Reports from Travel and Training Attended by Directors			
11.	<b><u>CLOSED SESSION</u></b>			
	A. Conference with Labor Negotiators—Pursuant to Government Code Section 54957.6 Agency Negotiators: Bert Michalczyk, General Manager Michelle Gallardo, Organizational Services Manager Employee Organizations: 1. Stationary Engineers, Local 39 2. Mid-Management Employees Bargaining Unit 3. Professional Employees Bargaining Unit 4. Confidential Employees Bargaining Unit Additional attendees: General Counsel Carl P. A. Nelson			5 min

- 12. REPORT FROM CLOSED SESSION
- 13. ADJOURNMENT

BOARD CALENDAR\*

<u>Committee &amp; Board Meetings</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Special Board Meeting	March 5, 2014	12:45 p.m.	Martinelli Event Center
Finance	March 10, 2014	8:30 a.m.	District Office
Wastewater	March 12, 2014	8:30 a.m.	District Office
Regular Board Meeting	March 18, 2014	6:00 p.m.	District Office

\*Note: Agendas for regular meetings of District Committees are posted not less than 72 hours prior to each Committee meeting at the District Administrative Offices, 7051 Dublin Boulevard, Dublin, California

**All materials made available or distributed in open session at Board or Board Committee meetings are public information and are available for inspection at the front desk of the District Office at 7051 Dublin Blvd., Dublin, during business hours, or by calling the District Secretary at (925) 828-0515. A fee may be charged for copies. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Secretary as soon as possible, but at least two days prior to the meeting.**

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

**February 18, 2014**

A regular meeting of the Board of Directors was called to order at 6:00 p.m. by President Georgean M. Vonheeder-Leopold. Boardmembers present: President Georgean M. Vonheeder-Leopold, Vice President Edward R. Duarte, Director D.L. (Pat) Howard, Director Richard M. Halket, and Director Dawn L. Benson. District staff present: Bert Michalczyk, General Manager; Rhodora Biagtan, Interim Engineering Services Manager; John Archer, Interim Financial Services Manager/Treasurer; Dan Gallagher, Operations Manager; Michelle Gallardo, Interim Organizational Services Manager; Carl P.A. Nelson, General Counsel; and Nancy Gamble Hatfield, District Secretary.

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL - Members: Benson, Duarte, Halket, Howard, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:01 p.m.
6. REPORTS
  - A. Reports by General Manager and Staff
    - Event Calendar – General Manager Michalczyk reported on the following:
      - o On Wednesday, February 12, 2014 he and President Vonheeder-Leopold attended San Ramon City Mayor Clarkson’s State of the City address luncheon.
      - o On Wednesday, February 26, 2014 Dublin City Mayor Tim Sbranti will hold his State of the City address luncheon.
      - o On Wednesday, March 5, 2014 ACWA will hold their Annual Legislative Symposium in Sacramento. Directors should contact Mr. Michalczyk or District Secretary Hatfield for reservations.
      - o On Wednesday, March 5, 2014 the Tri-Valley Utility Coordination and Integration study will be discussed at a joint meeting of elected officials from DSRSD, Zone 7 and the Cities of Dublin, San Ramon, Pleasanton and Livermore. The study identifies possible options for coordination and integration of utility service to the Tri-Valley. If three Directors plan to attend and participate in the discussion, the meeting will need to be agendized as a Special Board meeting. Director Vonheeder-Leopold stated she would attend and might wish to participate in the discussion.

**DRAFT**

- o Dublin City Manager Chris Foss has asked District staff to make a presentation to the Dublin City Council on the water supply situation at the Council's March 18, 2014 meeting which will immediately follow the District's Board meeting that evening.
- Correspondence to and from the Board

General Manager Michalczyk stated that staff will send a response letter to Mr. Healy.

<b>Date</b>	<b>Format</b>	<b>From</b>	<b>To</b>	<b>Subject</b>
2/13/14	Letter	Andy Katz President EBMUD Board of Directors	Georgean Vonheeder- Leopold	Water Conservation for Customers
2/18/14	Letter	Elliott Healy	Dublin San Ramon Services District	Water usage reduction basis

B. Committee Reports  
Finance

February 10, 2014

President Vonheeder-Leopold invited comments on recent committee activities. Directors felt the available staff reports adequately covered the many matters considered at committee meetings and made a few comments about some of the committee activities.

C. Agenda Management (consider order of items) – **No changes were made.**

General Manager Michalczyk reported that there would not be a need for the closed session if the Board does not wish to discuss the legal issues prior to its consideration of Item 8.A – Notice of Rejection of Claim – Mr. Eric Pierson c/o Berg Injury Lawyers.

7. APPROVAL OF MINUTES – Regular Meeting of *February 4, 2014*

Director Benson MOVED for the approval of the February 4, 2014 minutes. V.P. Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

Director Howard MOVED for approval of the items on the Consent Calendar. Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

- A. Notice of Rejection of Claim – Mr. Eric Pierson c/o Berg Injury Lawyers – Approved
- B. Approve the Agreement with the City of Pleasanton Regarding a Permanent Pharmaceutical Waste Collection Program – Approved – Resolution No. 8-14

- C. Adopt Revised Day of Service Policy Regarding Eligibility for Compensation for Board Members and Rescind Resolution No. 3-13 – Approved – Resolution No. 9-14
- D. Upcoming Board Calendar – Approved

9. BOARD BUSINESS

A. Accept Monthly Water Supply Report

General Manager Michalczyk reported that this agenda item is an update to the status of the water supply that the Board received at the February 4, 2014 meeting. This report will provide the context for the next four agenda items for which the Board will consider: 1) Declaration of a State of Emergency; 2) Endorsement of the District Drought Response Plan; 3) Informational discussion about a future Board decision on staged water rates; and, 4) Endorsement of the Statewide Water Action Plan.

Mr. Michalczyk reviewed the water supply situation and the changes in that situation since February 4, 2014. He stated that precipitation is slightly above average for the month of February to date and that precipitation for the water year is no longer worse than the 1976 – 1977 period. He stated that while rainfall reduces demand that it is the snowpack that adds to the water supply. Regarding the snowpack, there is only about 16% of average snowpack for the year which is only a very slight improvement over the past two weeks. Long term forecasts still project below average precipitation for the remainder of the rainy season. Lake Oroville storage remains below historic lows in the 1976-77 period but has improved slightly. Mr. Michalczyk stated the water situation remains critical but not yet desperate.

V.P. Duarte MOVED to accept the Monthly Water Supply Report. Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

B. Adopt a Declaration of a Community Drought Emergency

Operations Manager Gallagher addressed the Board and explained this item is a declaration of a community drought emergency. The District drought emergency declaration mirrors the State of California's and Zone 7's recent declarations. The declaration of a community drought emergency will reinforce the urgency of the water supply and what is being planned for, and the declaration will direct staff to work to achieve a 20% system-wide reduction in water consumption, targeting 5% interior water use curtailment and 40% exterior water use curtailment.

Mr. Gallagher noted that a revised resolution was distributed this evening, with the revision specifically in item 3 of the resolution. He explained the change states that the District's state of emergency will remain in place until the earlier of: (a) the Board rescinding the state of emergency, (b) Zone 7 rescinding its drought emergency, or (c) December 31, 2014. Mr. Gallagher noted that the Board may later choose to extend the declaration beyond December 31, 2014 if the drought persists.

The emergency declaration will: 1) streamline contracting and purchasing and provide for some exemptions to more expediently get work done; 2) provide for some exceptions under CEQA to get projects done more quickly; 3) streamline staff appointments related to drought activities; and, 4) increase the FYE 2014 operating budget by \$150,000 to cover expenses in March and April related to drought preparedness.

General Manager Michalczyk mentioned that Zone 7 and the City of Pleasanton have declared a state of emergency in their areas, and next Monday the City of Livermore will consider the same with a request for 20% system-wide reduction.

Directors asked questions about the funding source for the budget increase, the District's new AMI system capabilities, CEQA exceptions, and temporary recycled water hookups.

Director Halket MOVED to adopt Resolution No. 10-14, to Declare a Community Drought Emergency. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

C. Endorse District Drought Response Action Plan

Operations Manager Gallagher explained that staff is asking the Board to endorse the Drought Response Action Plan dated February 18, 2014 in the agenda which contains a list of actions and initiatives staff will investigate. Mr. Gallagher noted the Board received a presentation on the list of the proposed action items at the February 4, 2014 meeting. Board input from that meeting has been incorporated.

The Drought Response Action Plan contains a description of the status of other agencies' actions in response to the drought, fiscal impacts, action plan activities, implementation of the plan, and expected status reports and achievements. The key activities in the Drought Response Action Plan are to achieve a 20% system-wide curtailment in water usage consisting of 5% interior water use curtailment and 40% exterior water use curtailment on a system wide basis. Some of the key components in the Action Plan include: immediate water use curtailment at District facilities and in District activities, focused public outreach, expanded recycled water use, enhanced customer service, affordability and enticement programs, and cooperation with Zone 7 related to deliveries of the limited supply of water. Mr. Gallagher mentioned that he has a meeting tomorrow with the

CDPH in Richmond to discuss DSRSD's proposal to allow the public to take recycled water home in containers for outdoor use during this drought. Currently, this type of distribution to the public has never been considered before. The Directors suggested making recycled water available to the public for pickup at scheduled locations throughout the service area where there are purple hydrants, rather than requiring customers to come all the way to the treatment plant to fill their containers.

Directors asked some questions including District participation in the upcoming Art and Wind Festival and St. Patrick Day's celebration, and the District's AMI system capabilities as an information source for customer water usage data.

General Manager Michalczyk noted that participation in community events to spread the word about the drought was not budgeted and would be one of the ways the budget increase in the last agenda item could be used.

V.P. Duarte MOVED to endorse District's Drought Response Action Plan. Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

D. Receive Fiscal Analysis of Stage 2 Water Shortage Condition Rate Implementation

Financial Services Manager Archer addressed the Board and explained this agenda item is a presentation and not for a rate action this evening. Instead, Mr. Archer stated the presentation is for the Board to get a sense about how potential drought rates may affect different customers. The Board last adopted water rates in 2013 with four conservation levels, stages one to four at that same time. When rates were set, the Board identified the following goals for the staged rates:

- Maintain fiscal integrity;
- Minimize impact on low usage customers;
- Minimize impact on higher usage customers who meet reduction targets; and
- Encourage conservation overall.

Additionally, the staged rates will generate additional revenue from the third tier customers to cover the cost of additional programs required to respond to the drought conditions.

Mr. Archer discussed the presentation materials contained in the agenda packet materials noting that Attachments A to C assume Stage 2 rates which correspond to a 20% reduction in water sales system-wide. The analyses also assume no change in the Zone 7 rates. One of the key aspects of the staged rate design is that if a residential customer curtails water usage by the staged amount (in this case 20% in Stage 2), their bill would actually decrease.



Mr. Archer discussed that while potable irrigation customers show a net bill increase, that increase can be offset by achieving approximately a 27% water reduction.

General Manager Michalczyk mentioned that staff is studying affordability programs for very low water users.

Directors discussed various aspects of the impacts of Stage 2 water rates, particularly the potential impact on a low water user, District finances, hooking up users close in proximity to recycled water pipelines.

E. Endorse Association of California Water Agencies' (ACWA) Statewide Action Plan

Community Affairs Supervisor Stephenson reported that this item is a request for the Board to endorse the Association of California Water Agencies' (ACWA) Statewide Action Plan. The analysis and comparison between ACWA's plan and the Governor's California Water Action Plan is contained in the agenda materials. The Board recently heard California Natural Resources Secretary John Laird on January 30, 2014 speak on the California Water Action Plan. Ms. Stephenson stated that ACWA's plan may be more focused than the State's plan but the two are very similar.

General Manager Michalczyk reminded the Board that discussions on the plan started at an ACWA meeting held at EBMUD in Fall 2013 that President Vonheeder-Leopold attended and adoption of the plan is a natural progression from that meeting and the recent community meeting at which secretary Laird spoke.

Director Howard commented he believes ACWA is on target with this plan.

Director Howard MOVED to adopt Resolution No. 11-14, Endorsing the Statewide Water Action Plan Prepared by the Association of California Water Agencies. Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

F. Second Reading: Adopt Ordinance Repealing and Replacing Chapter 6.10 (Personnel Merit System) of the District Code

President Vonheeder-Leopold read aloud the title of the Ordinance.

Director Howard MOVED to WAIVE the reading of the Ordinance Repealing and Replacing Chapter 6.10 Section 6.10.010 of its District Ordinance Code to update the definition, purpose, administration and positions covered by the Personnel Merit System. Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

Organizational Services Manager Gallardo reported that this item is to request repealing and replacing Chapter 6.10, Section 6.10.010 by way of the proposed Ordinance. Since senior managers are not part of the classified service, the language needs to be revised to accurately reflect this. By adoption of the Ordinance, the language will be updated and the changes will be effective March 20, 2014.

General Manager Michalczyk noted that this change is being proposed to very clearly specify that the General Manager as well as Senior Managers entering into Personal Services Agreements are at-will employees. These positions serve at the pleasure of the Board.

V.P. Duarte MOVED to adopt Ordinance No. 332 Repealing and Replacing Chapter 6.10, Section 6.10.010 of its District Ordinance Code to Update the Definition, Purpose, Administration and Positions Covered by the Personnel Merit System. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

10. BOARDMEMBER ITEMS

Director Halket mentioned that he and his family visited Truckee and it looks as though it is in the late April time period rather than February with the lack of snow on the terrain. He stated it is very grim situation in Lake Tahoe with the lack of snow at this time of year.

Director Benson thanked District Secretary Hatfield and her staff for their efforts in planning the Employee Recognition event. She mentioned she was in Fresno this past weekend as was President Obama who met with farmers and others. She stated it was a good opportunity for the President to get an awareness of the current water situation.

Director Howard thanked District Secretary Hatfield and her staff for organizing the great get together for the Employee Recognition event. He mentioned that he talked with several employees who had the desire to have retirees invited to attend the employee event the year after they retire so they could catch up with current employees. He suggested the matter be referred to the Personnel Committee for discussion.

V.P. Duarte congratulated District Secretary Hatfield on her Supervisor of the Year award and the great event planned by her and her staff, and the Master of Ceremonies role performed by General Manager Michalczyk. He thought employees truly appreciated all of the awards and recognition given and V.P. Duarte stated it was a very good party. Additionally, V.P. Duarte after the last board meeting approached the two Rotary Clubs in San Ramon about receiving the stellar presentation given by Mr. Dan Gallagher and Ms. Amparo Flores from Zone 7. Both clubs agreed to hear the presentation. V.P. Duarte noted the several influential individuals who participate in

these San Ramon clubs. He agreed it would be a good idea to have them also speak at the Dublin Rotary Club.

President Vonheeder-Leopold thanked staff for the work they did on planning the Employee Recognition event, which the Board hosts for employees. She commented on how impressed she was with the many staff accomplishments in 2013. She also noted last Wednesday she attended the San Ramon Mayor's State of the City address luncheon.

Director Benson commented she had an extra ticket for the Dublin Mayor Sbranti State of the City address on February 26, 2014 as she will be unable to attend.

11. CLOSED SESSION

A. NOT HELD - Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: One case. Receipt of a claim pursuant to the Tort Claims Act from Mr. Eric Pierson.

12. REPORT FROM CLOSED SESSION

13. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 7:06 p.m.

Submitted by,

Nancy Gamble Hatfield  
District Secretary



Reference Organizational Services Manager	Type of Action Revise Rules and Regulations	Board Meeting of March 4, 2014
Subject Revisions to Rules and Regulations Governing Employer-Employee Organization Relations and Rescind Resolution No. 69-09		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input checked="" type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	M. Gallardo
		<input type="checkbox"/> Board Member

**Recommendation:**

The Organizational Services Manager recommends the Board adopt, by Resolution, revisions to the Rules and Regulations Governing Employer-Employee Organization Relations for the Dublin San Ramon Services District, and rescind Resolution No. 69-09.

**Summary:**

The District’s current Rules and Regulations Governing Employer-Employee Organization Relations was adopted by Resolution No. 69-09 on December 15, 2009. In accordance with District policy, practice and Strategic Plan Initiative 5.1.(10) pertaining to sustaining effective District Governance, all Board policies are to be evaluated and updated every four years at a minimum.

District staff has reviewed the current Resolution and Rules Governing Employer-Employee Organization Relations with employment attorney Alison Kosinski of Liebert Cassidy Whitmore and incorporated her revisions into the revised document. The revisions proposed are primarily for clarification purposes only, and do not constitute major changes in direction or application of existing procedures. New additions to the document include procedures for when the District and a bargaining unit reach impasse, in compliance with recent changes in the Government Code. Other changes proposed by Ms. Kosinski are for clarification purposes only, and do not constitute major changes in direction or application of existing procedures.

Meetings with all employee bargaining unit representatives have been held and staff received no objections to the proposed revisions. That effort satisfied all meet and consult obligations related to this matter.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Yes	ORIGINATOR M. Gallardo	DEPARTMENT Organizational Services	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. 2. 3.				

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING REVISED RULES AND REGULATIONS GOVERNING EMPLOYER-EMPLOYEE ORGANIZATION RELATIONS AND RESCINDING RESOLUTION NO. 69-09

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WHEREAS, in July 1970, the Valley Community Services District enacted Ordinance No. 83 to establish local rules and regulations governing employer-employee organization relations to implement Sections 3500-3510 of the California Government Code (the Meyers-Milias-Brown Act, or “MMBA”); and

WHEREAS, in 1977, the Valley Community Services District adopted its current name, Dublin San Ramon Services District (“District”); and

WHEREAS, the District adopted new Rules and Regulations Governing Employer-Employee Organization Relations on March 19, 2002 and Repealed District Ordinance No. 83; and

WHEREAS, the District adopted new Rules and Regulations Governing Employer-Employee Organization Relations on May 3, 2004 due to significant changes to the MMBA in late 2002 and Rescinded Resolution No. 11-02; and

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

WHEREAS, the District has reviewed its local rules and regulations governing its employer-employee organization relations and now desires to adopt revised Rules and Regulations Governing Employer-Employee Organization Relations to incorporate language reflecting changes in the law related to impasse procedures consistent with that of the MMBA.

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 as follows, effective upon adoption of this Resolution.

(1) Resolution No. 69-09 is hereby rescinded.

(2) The policies set forth in Exhibit “A” attached hereto shall govern the District’s employer-employee relations pursuant to the MMBA.

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 4<sup>th</sup> of 104

Res. No. \_\_\_\_\_

day of March 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Georgan M. Vonheeder-Leopold, President

ATTEST:

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Nancy G. Hatfield, District Secretary

## **EXHIBIT A**

### **RULES AND REGULATIONS GOVERNING EMPLOYER-EMPLOYEE ORGANIZATION RELATIONS FOR THE DUBLIN SAN RAMON SERVICES DISTRICT**

#### Article I. General Provisions

##### Section 1. Statement of Purpose.

This Resolution implements Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Sections 3500, *et seq.*) by providing orderly procedures for the administration of employer-employee relations between the District and its employee organizations. It is the purpose of this Resolution to provide procedures for meeting and conferring in good faith with Recognized Employee Organizations regarding matters that directly affect and primarily involve the wages, hours and other terms and conditions of employment of employees in appropriate units and that are not preempted by Federal or State law. However, nothing herein shall be construed to restrict any legal or inherent exclusive District rights with respect to matters of general legislative or managerial policy, which include, among others: the exclusive right to determine the mission of its constituent departments; set standards of service; determine the procedures and standards of selection for employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other lawful reasons; determine the content of job classifications; maintain the efficiency of operations; determine the methods, means and personnel by which operations are to be conducted; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

##### Section 2. Definitions.

As used in this Resolution, the following terms shall have the meanings indicated:

- (a) “Appropriate Unit” or “Unit” means a unit of employee classifications or positions, established pursuant to Article II hereof.
- (b) “District” means Dublin San Ramon Services District, and, where appropriate herein, refers to the Board of Directors or any duly authorized District representative as herein defined.
- (c) “Confidential Employee” means an employee who, in the course of his or her duties, has access to confidential information relating to the District’s administration of employer-employee relations.
- (d) “Consult/Consultation in Good Faith” means to communicate orally or in writing with all affected exclusively recognized employee organizations for the purpose of presenting and obtaining views or advising of proposed actions in a good faith effort to reach a consensus; and, as distinguished from meeting and conferring in good faith regarding matters within the required scope of such

meet and confer process, does not involve an exchange of proposals and counter-proposals with an exclusively recognized employee organization in an endeavor to reach agreement in the form of a Memorandum of Understanding, nor is it subject to Article IV hereof.

- (e) “Day” means calendar day unless expressly stated otherwise.
- (f) “Employee” means any person employed by the District, but does not include: (1) elected officials; (2) persons employed by contract with a third party agency or company; and (3) independent contractors.
- (g) “Employee Relations Officer” means the General Manager or his/her duly authorized representative.
- (h) “Exclusively Recognized Employee Organization” means an employee organization which has been formally acknowledged by the District as the sole employee organization representing the employees in an appropriate representation unit pursuant to Article II hereof, having the exclusive right to meet and confer in good faith concerning statutorily required subjects pertaining to unit employees, and thereby assuming the corresponding obligation of fairly representing such employees.
- (i) “Impasse” means that the representatives of the District and an Exclusively Recognized Employee Organization have reached a point in their meeting and conferring in good faith where their differences on matters to be included in a Memorandum of Understanding, and concerning that which they are required to meet and confer, remain so substantial and prolonged that further meeting and conferring would be futile.
- (j) “Management Employee” means an employee having significant responsibility for formulating, administering or managing the implementation of District policies and programs.
- (k) “Memorandum of Understanding” (or “MOU”) means a written agreement between the District and an exclusively recognized employee organization regarding wages, hours and working conditions within the scope of representation. MOUs shall not be valid or enforceable unless and until adopted by the Board of Directors.
- (l) “Proof of Employee Support” means (1) an authorization card recently signed and personally dated by an employee; (2) a verified authorization petition or petitions recently signed and personally dated by an employee or employees; or (3) employee dues deduction authorization, using the payroll register for the period immediately prior to the date a petition is filed hereunder, except that dues deduction authorizations for more than one employee organization for the account of any one employee shall not be considered as proof of employee support for any employee organization. The only authorization which shall be considered as proof of employee support hereunder shall be the authorization last signed by an employee. The words “recently signed” shall mean within sixty (60) days prior to the filing of a petition.
- (m) “Supervisory Employee” means any employee having authority, in the interest of the District, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or evaluate their performance, or effectively to recommend such action if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.



(n) “Working Days” means the days that the Public Employment Relations Board is open for business.

## Article II. Unit Determination and Representation Proceedings

### Section 3. Policy and Standards for Determination of Appropriate Units.

The policy objectives in determining the appropriateness of units shall be the effect of a proposed unit on (1) the efficient operations of the District including the compatibility of the unit with the mission of the District and the unit’s impact on the District’s ability to effectively and economically serve the public; and (2) providing employees with effective representation based on recognized community of interest considerations. These policy objectives require that the appropriate unit shall be the broadest feasible grouping of positions that share an identifiable community of interest. Factors to be considered may include:

- (a) Similarity of the general kinds of work performed, types of qualifications required, and the general working conditions.
- (b) History of representation in the District and similar employment; except however, that no unit shall be deemed to be an appropriate unit solely on the basis of the extent to which employees in the proposed unit have organized.
- (c) Consistency with the organizational structure of the District.
- (d) The effect of differing legally mandated impasse resolution procedures.
- (e) Number of employees and classifications, and the effect on the administration of employer-employee relations created by the fragmentation of classifications and proliferation of units.
- (f) Effect on the classification structure and impact on the stability of the employer-employee relationship of dividing single or related classifications among two or more units.
- (g) The application and consistency of wage, hour and benefit packages within the bargaining unit.
- (h) Specific legal requirements, such as the rights of professional employees to form their own bargaining units.

Notwithstanding the foregoing provisions of this Section, managerial, supervisory and confidential responsibilities, as defined in Section 2 of this Resolution, are determining factors in establishing appropriate units hereunder, and therefore such managerial, supervisory and confidential employees may only be included in units that do not include non-managerial, non-supervisory and non-confidential employees. Managerial, supervisory and confidential employees may not represent any employee organization that represents other employees.

### Section 4. Procedure for the Establishment of Appropriate Units.

The Employee Relations Officer shall have the authority to establish Appropriate Units, pursuant to the

provisions of Section 3 of this Article II. Whenever the Employee Relations Officer establishes an Appropriate Unit, he/she shall give written notice of such action to the affected employees and/or employee organizations, if any. Thereafter, an affected employee organization may appeal the Employee Relations Officer's determination pursuant to the provisions of Section 6 of this Article II.

Following final determination of the Employee Relations Officer establishing an Appropriate Unit, employee organizations may file Recognition Petitions pursuant to Section 7 of this Article II, seeking to become the Exclusively Recognized Employee Organization for such unit.

#### Section 5. Procedure for Modification of Established Appropriate Units.

Bargaining unit modifications may be initiated by: (a) the District; (b) a group of employees; or (c) a recognized employee organization.

- (a.) District-initiated unit modifications: The District may initiate a modification of its unit structure, including the creation of new units, or the reallocation of classifications from one bargaining unit to another bargaining unit. The District shall provide written notice of the proposed modification, at which time all affected employee organizations shall be heard. After a final determination is made, the Employee Relations Officer will give written notice and call a meeting with all affected recognized employee organizations, for the purposes of providing all parties with copies of the Employee Relations Officer's decision in writing. Within ten (10) days of notice regarding the Employee Relations Officer's determination to modify a bargaining unit, or reallocate classifications, an affected recognized employee organization may submit an appeal to the Employee Relations Officer as provided in Section 6 of this Article II. If a unit is modified pursuant to the motion of the Employee Relations Officer hereunder, employee organizations may thereafter file Recognition Petitions seeking to become the Exclusively Recognized Organization for such new appropriate unit or units pursuant to Section 7 hereof.
- (b.) Employee and recognized employee organization-initiated modifications: An employee, group of employees, or a recognized employee organization may request that a unit be modified, or that one or more classifications be reallocated to a new or existing bargaining unit. Such request may be filed only during the time period specified in Section 12. The District shall provide notice to any and all affected employee organizations upon receipt of such a request. The request must be accompanied by documentation, dated no later than six months earlier than the request, showing that at least thirty percent (30%) of the employees in the classification(s) proposed to be reallocated to another unit, support the request.
  - (i) The Employee Relations Officer may exercise discretion to deny the request in the event the criteria in Section 3 and Section 7 of this Resolution suggest to the Employee Relations Officer that the modification or reallocation is inappropriate. The Employee Relations Officer shall provide notice of the rejection to all affected employee organizations promptly after such determination.
  - (ii) If the Employee Relations Officer determines that the modification or reallocation of a unit is consistent with the criteria listed in Section 3 and Section 7, the Employee Relations Officer shall further process the request. If the Employee Relations Officer determines that a new unit or reallocation is appropriate, the

Employee Relations Officer shall provide notice to all affected employee organizations in the District. If no protest is filed within ten (10) days, the Employee Relations Officer shall promptly reassign affected classifications to the new unit, or reallocate the classifications to an existing bargaining unit. In the event of an assignment to a newly created bargaining unit, the Employee Relations Officer shall also notify the employees of their rights under this Resolution, including the right to select an employee organization of their choice for the purpose of meeting and conferring with the District regarding wages, hours and working condition under the MMBA.

- (iii) Within ten (10) days of notice regarding the Employee Relations Officer's determination to modify a bargaining unit, or reallocate classifications, an affected recognized employee organization may submit an appeal to the Employee Relations Officer as provided in Section 6 of this Article II.

#### Section 6. Appeals of Appropriate Unit Determinations and Unit Modifications.

An employee organization aggrieved by the establishment or modification of an Appropriate Unit by the Employee Relations Officer pursuant to the provisions of this Article II may, within ten (10) days of notice thereof, file a written appeal with the Employee Relations Officer. Such appeal shall specify the provisions of this Article II to have been violated and the corrective action requested.

The Employee Relations Officer shall provide in writing his/her final determination within ten (10) days of receipt of the appeal. Either the employee organization or the Employee Relations Officer may request to meet with the other to discuss the appeal. If such a meeting is requested, it shall take place. If the parties meet, the Employee Relations Officer shall provide his/her final determination in writing within ten (10) days following the meeting.

The employee organization has ten (10) days after notice of the Employee Relations Officer's final determination to request that the matter be submitted for mediation to the California State Mediation and Conciliation Service (CSMCS), or fifteen (15) days to appeal the decision directly to the Board of Directors.

The request shall be made in writing to the Employee Relations Officer. If the employee organization chooses mediation and those efforts fail, the employee organization has ten (10) days from termination of the mediation to appeal to the Board. Such an appeal shall be filed in writing with the Board President and a copy thereof served on the Employee Relations Officer. The Board of Directors shall commence to consider the matter within thirty (30) days of the filing of the appeal and shall render a decision within sixty (60) days. The Board of Directors may, at its discretion, refer the dispute to a neutral third party, such as an appointed hearing officer, who shall conduct a hearing and provide an advisory decision to the Board. Any decision of the Board of Directors on the use of such procedure, and/or any decision of the Board of Directors determining the substance of the dispute shall be final and binding.

If, at any stage of this appeal process, the employee organization fails to comply with the time limits contained herein, the appeal shall be deemed to have been resolved based upon the last response/action of the District. If, at any stage of this appeal process, the District fails to comply with the time limits contained herein, the employee organization may advance the appeal to the next level. Nothing herein is intended to prohibit the parties from waiving and/or modifying these time limits by mutual agreement. Such waivers shall be in writing to a date certain.

Section 7. Filing of Recognition Petition by Employee Organization.

An employee organization that seeks to be formally acknowledged as the Exclusively Recognized Employee Organization representing the employees in an appropriate unit shall file a petition with the Employee Relations Officer containing the following information and documentation:

- (a) Name and address of the employee organization.
- (b) Names and titles of its officers.
- (c) Names of employee organization representatives who are authorized to speak on behalf of the organization.
- (d) A statement that the employee organization has, as one of its primary purposes, the responsibility of representing employees in their employment relations with the District.
- (e) A statement whether the employee organization is a chapter of, or affiliated directly or indirectly in any manner, with a local, regional, state, national or international organization, and, if so, the name and address of each such other organization.
- (f) Certified copies of the employee organization's constitution and bylaws.
- (g) A designation of those persons, not exceeding two in number, and their addresses, to whom notice sent by regular United States mail will be deemed sufficient notice on the employee organization for any purpose.
- (h) A statement that the employee organization has no restriction on membership based on race, color, creed, sex, national origin, age, religion, sexual orientation, mental or physical disability, or medical condition.
- (i) The job classifications or position titles of employees in the unit claimed to be appropriate and the approximate number of member employees therein.
- (j) A statement that the employee organization has in its possession proof of employee support as defined herein to establish that a majority of the employees in the unit claimed to be appropriate have designated the employee organization to represent them in their employment relations with the District. Such written proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party. In the case of a unit modification, the petition shall state that the signing employees support the request for the unit modification.
- (k) A request that the Employee Relations Officer formally acknowledge the petitioner as the Exclusively Recognized Employee Organization representing the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith.

The Petition, including the proof of employee support and all accompanying documentation, shall be declared to be true, correct and complete, under penalty of perjury, by the duly authorized officer(s) of the employee organization executing it.

#### Section 8. District Response to Recognition Petition.

Upon receipt of the Petition, the Employee Relations Officer shall determine whether:

- (a) There has been compliance with the requirements of Section 7 of this Article II, and
- (b) The representation unit has been determined to be an appropriate unit in accordance with the provisions of Sections 3 and 4 of this Article II.

If the Employee Relations Officer determines that the foregoing two conditions have been satisfied, he/she shall so inform the petitioning employee organization, shall give written notice of such request for recognition to the employees in the unit and shall take no action on said request for thirty (30) days thereafter. If either of the foregoing conditions has not been satisfied, the Employee Relations Officer shall offer to consult thereon with such petitioning employee organization and, if such determination thereafter remains unchanged, shall inform that organization of the reasons therefore in writing. The petitioning employee organization may appeal such determination in accordance with Section 6 of this Article II.

#### Section 9. Open Period for Filing Challenging Petition.

Within thirty (30) days of the date written notice was given to affected employees that a valid recognition petition for an appropriate unit has been filed, any other employee organization may file a competing request to be formally acknowledged as the exclusively recognized employee organization of the employees in the same or in an overlapping unit (one which corresponds with respect to some but not all of the classifications or positions set forth in the recognition petition being challenged) by filing a petition evidencing proof of employee support in the unit claimed to be appropriate of at least thirty percent (30%) and otherwise in the same form and manner as set forth in Section 7 of this Article II. If such challenging petition seeks establishment of an overlapping unit, the Employee Relations Officer shall call for a hearing on such overlapping petitions for the purpose of ascertaining the more appropriate unit, at which time the petitioning employee organizations shall be heard. Thereafter, the Employee Relations Officer shall determine the appropriate unit or units in accordance with the standards in Section 3 of this Article II. The petitioning employee organizations shall have fifteen (15) days from the date of notice if such unit determination is communicated to them by the Employee Relations Officer to amend their petitions to conform to such determination or to appeal such determination pursuant to Section 6 of this Article II.

#### Section 10. Granting Recognition Without an Election.

If the proof of support shows that a majority of the employees in the appropriate unit has designated the petitioning employee organization to represent them, and if no other employee organization filed a challenging petition, the petitioning employee organization and the Employee Relations Officer shall request the California State Mediation and Conciliation Service, or another agreed upon neutral third party, to review the count, form, accuracy and propriety of the proof of support. If the neutral third party makes an affirmative determination, the Employee Relations Officer shall formally acknowledge the petitioning employee organization as the Exclusive Recognized Employee Organization for the designated unit.

## Section 11. Election Procedure.

The Employee Relations officer shall arrange for a secret ballot election to be conducted by a third party agreed to by the Employee Relations Officer and the concerned employee organization(s), in accordance with its rules and procedures subject to the provisions of this Resolution. All employee organizations that have duly submitted petitions that have been determined to be in conformance with this Article II shall be included as a choice on the ballot. The ballot shall also reserve to employees the option of having "No Representation." Employees entitled to vote in such election shall be those persons employed in regular permanent positions within the designated appropriate unit who are employed on the date of the election and who were employed during the pay period immediately prior to the date of the election, but which ended at least fifteen (15) days before the date the election commences. Voters shall include employees who did not work during such period because of illness, vacation or other authorized leaves of absence. An employee organization shall be formally acknowledged as the Exclusively Recognized Employee Organization for the designated appropriate unit following an election or run-off election if it receives a numerical majority of all valid votes cast in the election. In an election involving three or more choices, where none of the choices receives a majority of the valid votes cast, a run-off election shall be conducted only between the two choices receiving the largest number of valid votes cast, the rules governing an initial election being applicable to a run-off election.

There shall be no more than one (1) valid election under this Resolution pursuant to any petition in a twelve (12) month period affecting the same unit.

In the event that the parties are unable to agree on a third party to conduct an election, the election shall be conducted by the State Mediation and Conciliation Service.

Costs of conducting elections shall be borne in equal shares by the District and by each employee organization appearing on the ballot.

## Section 12. Procedure for Decertification of Exclusively Recognized Employee Organization.

A Decertification Petition alleging that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in an established appropriate unit may be filed with the Employee Relations Officer only during the thirty (30) day period commencing October 1 of each calendar year. In accordance with the MMBA, decertification may not be requested during the first year after recognition of a unit. A Decertification Petition may be filed by two or more employees or their representative, or an employee organization, and shall contain the following information and documentation declared by the duly authorized signatory under penalty of perjury to be true, correct and complete:

- (a) The name, address and telephone number of the petitioner and a designated representative authorized to receive notices or requests for further information.
- (b) The name of the established appropriate unit and of the incumbent Exclusively Recognized Employee Organization sought to be decertified as the representative of that unit.
- (c) An allegation that the incumbent Exclusively Recognized Employee Organization no longer

represents a majority of the employees in the appropriate unit and any other relevant and material facts relating thereto.

- (d) Proof of employee support that at least thirty percent (30%) of the employees in the established appropriate unit no longer desire to be represented by the incumbent Exclusively Recognized Employee Organization. Such proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party within the time limits specified in the first paragraph of this Section.

The Employee Relations Officer shall initially determine whether the Petition has been filed in compliance with the applicable provisions of this Article II. If his determination is in the negative, he shall offer to consult thereon with the representative(s) of such petitioning employees or employee organization and, if such determination thereafter remains unchanged, shall return such Petition to the employees or employee organization with a statement of the reasons therefore in writing. The petitioning employees or employee organization may appeal such determination in accordance with Section 6 of this Article II. If the determination of the Employee Relations Officer is in the affirmative, or if his negative determination is reversed on appeal, he shall give written notice of such Decertification to the incumbent Exclusively Recognized Employee Organization and to unit employees.

The Employee Relations Officer shall thereupon arrange for a secret ballot election to be held on or about fifteen (15) days after the above notice to determine the wishes of unit employees as to the question of decertification. Such election shall be conducted in conformance with Section 11 of this Article II.

If, pursuant to this Section 12, a different employee organization is formally acknowledged as the Exclusively Recognized Employee Organization or a majority of voting employees select "No Representation" in such organization (if any), the employees assigned to the unit in question and the District shall be bound by all the terms and conditions of any Memorandum of Understanding then in effect for its remaining term.

### Article III. Administration

#### Section 13. Submission of Current Information by Exclusively Recognized Employee Organizations.

All changes in the information filed with the District by an Exclusively Recognized Employee Organization under items (a) through (k) of its Recognition Petition under Section 7 of this Resolution shall be submitted in writing to the Employee Relations Officer within fourteen (14) days of such change.

#### Section 14. Employee Organization Activities -- Use of District Resources.

Access to District work locations and the use of District paid time, facilities, equipment and other resources by employee organizations and those representing them shall be authorized only to the extent provided for in Memoranda of Understanding and/or administrative procedures, shall be limited to lawful activities consistent with the provisions of this Resolution that pertain directly to the employer-employee relationship and not such internal employee organization business as soliciting

membership, campaigning for office, and organizing meetings and elections during working time and shall not interfere with the efficiency, safety and security of District operations.

Section 15. Administrative Rules and Procedures.

The General Manager is hereby authorized to establish such rules and procedures as appropriate to implement and administer the provisions of this Resolution after consultation with affected employee organizations.

Article IV. Impasse Procedures

Section 16. Initiation of Impasse Procedures.

If the meet and confer process has reached impasse as defined in this Resolution, either party may initiate impasse procedures by filing with the other party a written request for an impasse meeting, together with a statement of its position on all unresolved issues. Once impasse is declared, a meeting between the parties shall then be scheduled promptly by the Employee Relations Officer. The purpose of this meeting shall be:

- (a) To review the position of the parties in a final effort to reach agreement; and
- (b) If this final effort does not result in an agreement, to discuss arrangements for the utilization of the impasse procedures provided herein.

Section 17. Impasse Procedures.

- (a) If the parties agree to submit the dispute to mediation, and agree on the selection of a mediator, the dispute shall be submitted to mediation. Selection of the mediator will be decided jointly by the District and the Exclusively Recognized Employee Organization. In the event that the District and the Exclusively Recognized Employee Organization are unable to agree on the selection of a mediator, the District will request the California State Mediation and Conciliation Service to appoint a mediator. All mediation proceedings shall be confidential. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues.
- (b) If the parties participate in mediation, and if the mediator is unable to effect settlement of the dispute, the Exclusively Recognized Employee Organization may present a request to the Public Employment Relations Board (“PERB”) to submit the impasse to fact-finding. This request by the Exclusively Recognized Employee Organization to submit the impasse to fact-finding must be made no sooner than 30 days, but no later than 45 days, following the selection of a mediator by the parties.
- (c) If the parties do not agree to participate in mediation, the Exclusively Recognized Employee Organization may present a request to PERB to submit the impasse to fact-finding no later than 30 days following the date that either party has provided the other a written notice of declaration of impasse.



- (d) If the Exclusively Recognized Employee Organization does not request fact-finding within the timeframes provided for above, the District may impose its last, best and final offer.
- (e) Within five (5) working days after PERB's determination that the request for fact-finding is sufficient, the District and the Exclusively Recognized Employee Organization shall each appoint one member to the panel. PERB shall, within five (5) working days after the parties appoint the two members to the panel, select a chairperson for the panel.
- (f) The following constitute the jurisdictional and procedural requirements for fact-finding:
  - (1) The panel shall, within ten (10) days after its appointment unless extended by the parties, meet with the parties or their representatives, either jointly or separately, and may make inquiries and investigations, hold hearings, and take any other steps it deems appropriate.
  - (2) Subject to the stipulations of the parties, the fact-finders shall consider, weigh and be guided by the following measures and criteria in arriving at their findings and recommendations:
    - a. State and federal laws that are applicable to the District.
    - b. The District's rules, regulations, and resolutions.
    - c. Stipulations of the parties.
    - d. The interests and welfare of the public, and the financial ability of the District.
    - e. Comparison of the wages, hours, and conditions of employment of the employees involved in the fact-finding proceeding with the wages, hours, and conditions of employment of other employees performing similar services in comparable public agencies.
    - f. The consumer price index for goods and services, commonly known as the cost of living.
    - g. The overall compensation presently received by the employees, including direct wage compensation, vacations, holidays, and other excused time, insurance and pensions, medical and hospitalization benefits, the continuity and stability of employment, and all other benefits received.
    - h. Any other facts that are normally or traditionally taken into consideration in making the findings and recommendations, including, but not limited to:
      - (i.) Maintaining appropriate compensation relationships between classifications and positions within the District;

- (ii.) Other legislatively determined and projected demands on District resources (i.e., budgetary priorities as established by the Board of Directors);
  - (iii.) Allowance for equitable compensation increases for other employees and employee groups for the corresponding fiscal period(s);
  - (iv.) Revenue projections not to exceed currently authorized tax and fee rates for the relevant fiscal year(s);
  - (v.) Assurance of sufficient and sound budgetary reserves; and
  - (vi.) Constitutional, statutory, and local limitations on the level and use of revenues and expenditures.
- (3) Within thirty (30) days after the appointment of the fact-finding panel, or, upon agreement by both parties within a longer period, the panel shall make written findings of fact and advisory recommendations for the resolution of the issues in dispute, which shall be presented in terms of the criteria and limitations specified above. Any member of a fact-finding panel shall be accorded the right to file dissenting written findings of fact and recommendations. The fact-finder or chairperson of the fact-finding panel shall serve such findings and recommendations on the District and the designated representative of the Exclusively Recognized Employee Organization before they are made available to the public.
- (f) If the parties have not resolved the impasse within ten (10) days after service of the findings and recommendations upon them, the District shall make the findings and recommendations public.
- (g) After any applicable mediation and fact-finding procedures have been exhausted, but no earlier than ten (10) days after the fact-finders' written findings of fact and recommended terms of settlement have been submitted to the parties, the Board of Directors may hold a public hearing regarding the impasse, and take such action regarding the impasse as in its discretion it deems appropriate to the public interest, including implementation of the District's last, best and final offer. Any legislative action by the District on the impasse shall be final and binding.

**Section 18. Costs of Impasse Procedures.**

The costs for the services of a mediator and a chairperson of a fact-finding panel utilized by the parties, and other mutually incurred costs of mediation and fact-finding, shall be borne equally by the District and the Exclusively Recognized Employee Organization. The chairperson's per diem fees shall not exceed the per diem fees stated on the chairperson's resumé on file with PERB. The chairperson's bill showing the amount payable by the parties shall accompany his or her final report to the parties and PERB. The cost for a fact-finding panel member selected by each party, and other separately incurred costs, shall be borne by such party.

## Article V. Miscellaneous Provisions

### Section 19. Construction.

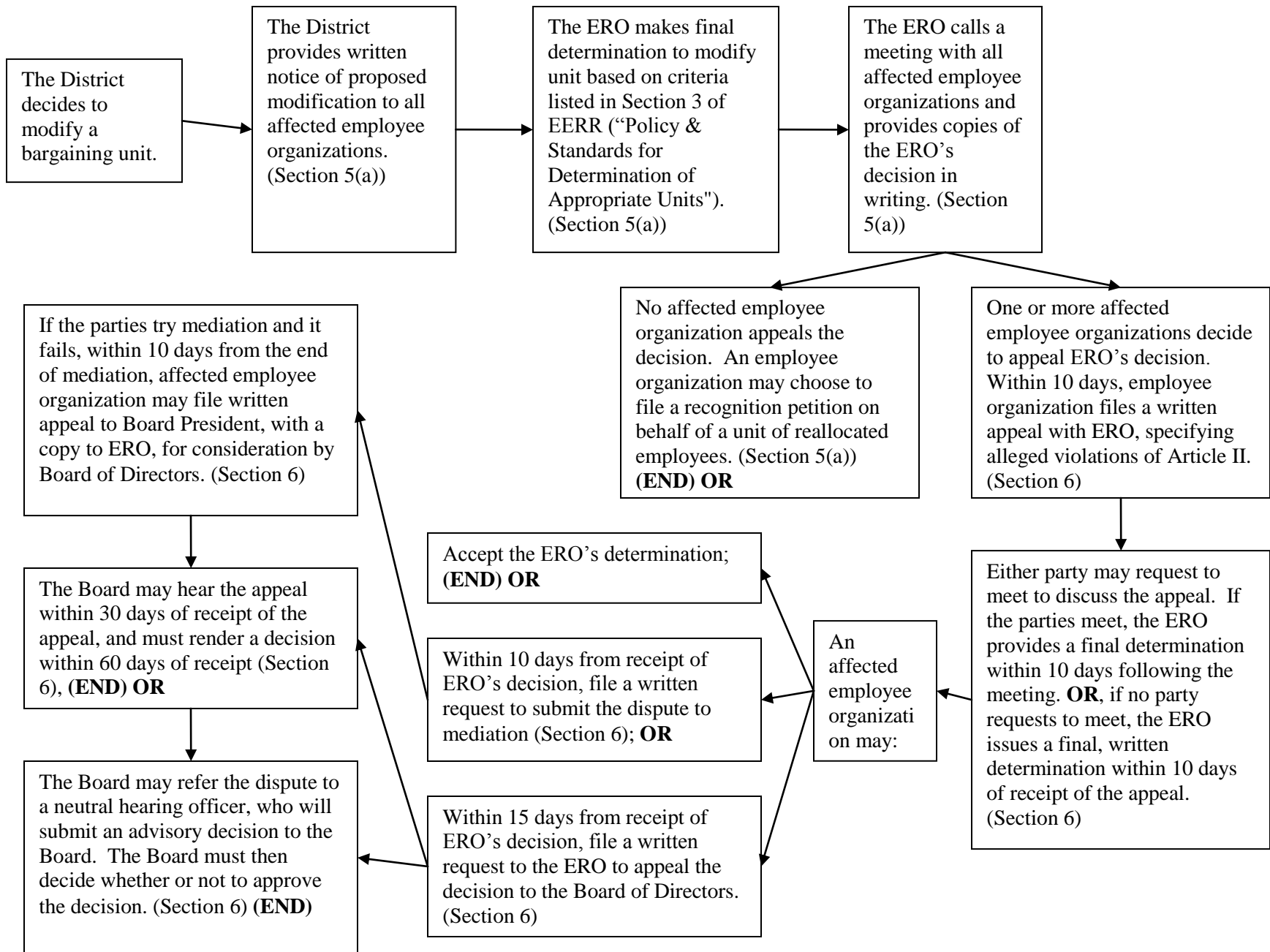
This Resolution shall be administered and construed as follows:

- (a) Nothing in this Resolution shall be construed to deny to any person, employee, organization, the District, or any authorized officer, body or other representative of the District, the rights, powers and authority granted by Federal or State law.
- (b) This Resolution shall be interpreted so as to carry out its purposes as set forth in Article I.

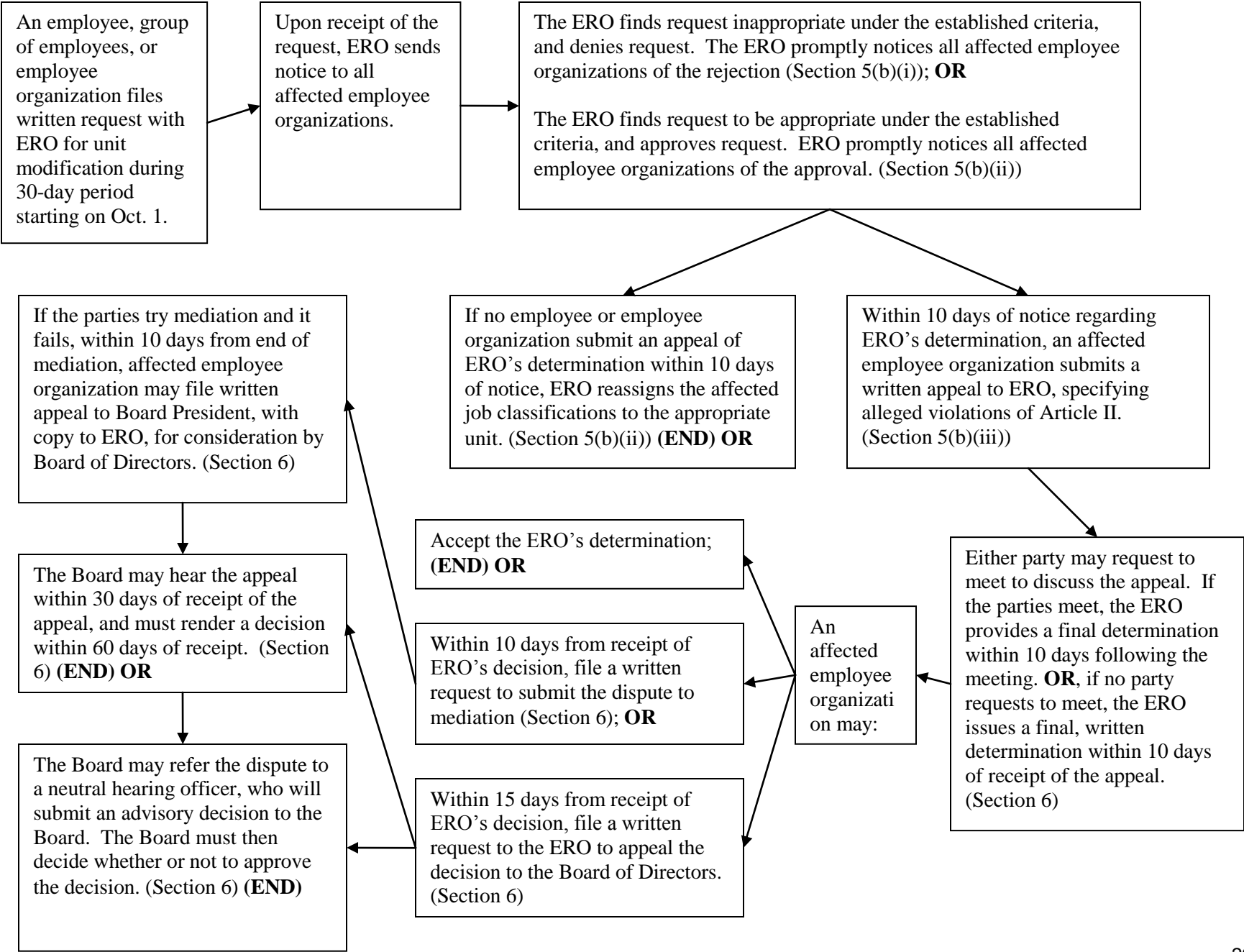
### Section 20. Severability.

If any provision of this Resolution, or the application of such provision to any persons or circumstance, shall be held invalid, the remainder of this Resolution, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

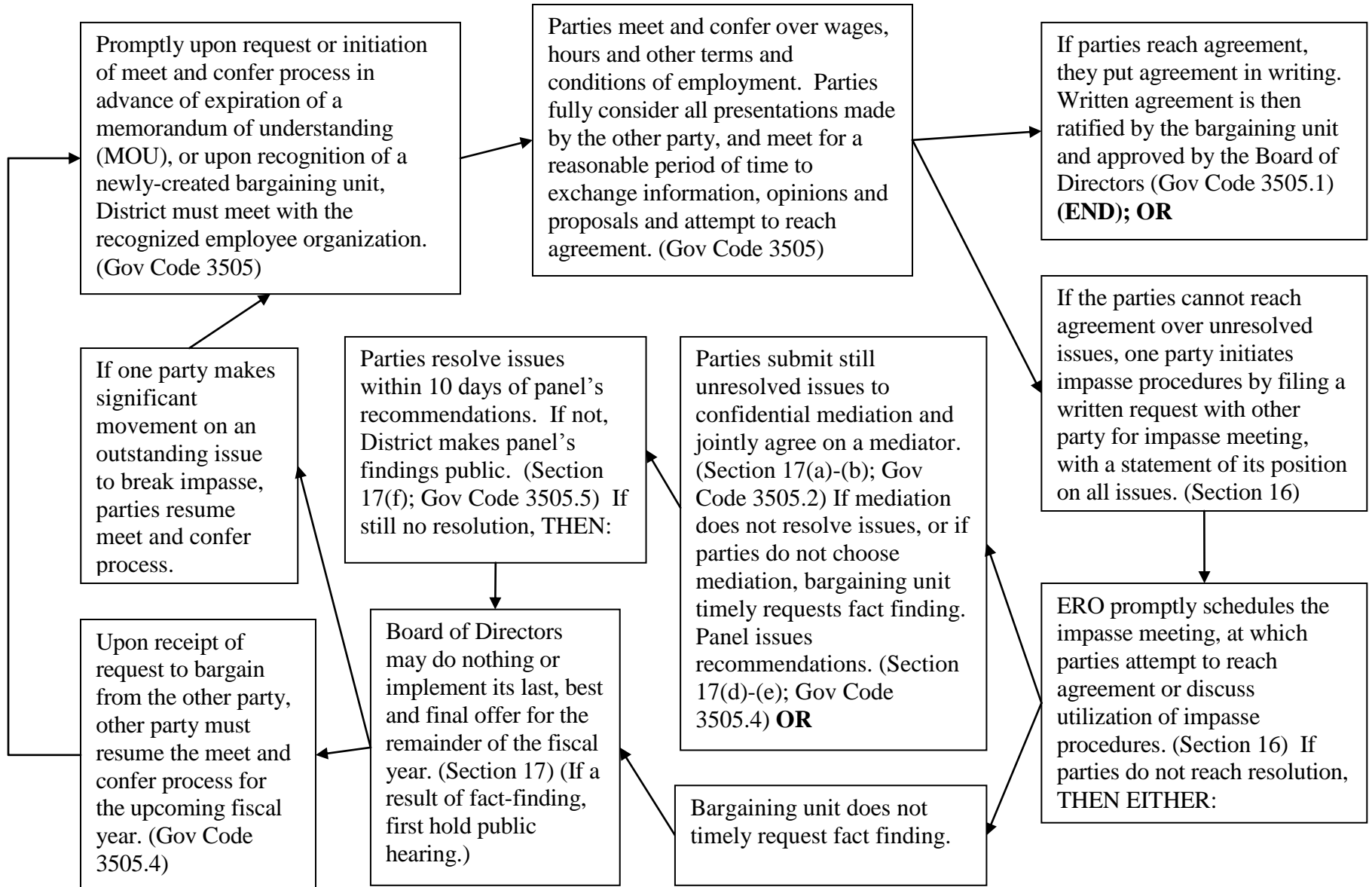
## DISTRICT-INITIATED UNIT MODIFICATION



**EMPLOYEE-INITIATED UNIT MODIFICATION**



## MEET AND CONFER PROCESS





Reference Financial Services Manager	Type of Action Adopt New Policy	Board Meeting of March 4, 2014
Subject Adopt New Water Expansion Fund Management Policy		
<input type="checkbox"/> Motion <input type="checkbox"/> Minute Order <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Informational <input type="checkbox"/> Other		
REPORT: <input type="checkbox"/> Verbal <input type="checkbox"/> Presentation <input checked="" type="checkbox"/> Staff            J. Archer <input type="checkbox"/> Board Member		

**Recommendation:**

The Financial Services Manager recommends the Board of Directors adopt, by Resolution, the new Water Expansion Fund Management policy.

**Summary:**

At the February 4, 2014 Board meeting staff was directed to develop a policy based on the Finance Committee’s approved action plan. The Finance Committee developed, and the Board endorsed, the “priority order” for sequentially addressing the emerging issues related to the Water Expansion fund. The “Water Expansion Fund Management policy” is to guide the long-term management of the Water Expansion fund.

Committee Review			Legal Review	Staff Review		
COMMITTEE Finance	DATE 1-13-14	RECOMMENDATION Approve	Not Required	ORIGINATOR J. Archer	DEPARTMENT Fin Serv	REVIEWED BY B. Michalczyk
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Minute Order <input type="checkbox"/> Task Order <input type="checkbox"/> Staff Report <input type="checkbox"/> Ordinance						
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. 2. 3.			

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE WATER EXPANSION FUND MANAGEMENT POLICY

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WHEREAS, The Water Expansion fund (Fund) is dedicated to pay for the expansion of the District and to paying a share of the debt related to facilities already built to serve growth of the District; and

WHEREAS, the Fund faces a number of issues that will have a material bearing on the fund balance; and

WHEREAS, the District recognizes the significance of debt service and contractual obligations and they are to be given primary importance when determining payment priorities; and

WHEREAS, the District wishes to establish policy to guide future decisions related to the Fund so that it is prudently and consistently managed over the long term; and

WHEREAS, the Finance Committee of the Board of Directors has endorsed the priorities of the issues to be resolved when evaluating payments and obligations from the Fund; and

WHEREAS, this Water Expansion Fund Management policy is consistent with the priorities endorsed by the Board of Directors.

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

The new policy titled "Water Expansion Fund Management" is hereby adopted by the Board of Directors of Dublin San Ramon Services District and is attached as "Exhibit A".



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 4th day of March 2014 and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgan M. Vonheeder-Leopold, President

ATTEST: \_\_\_\_\_  
Nancy G. Hatfield, District Secretary



# POLICY

## Dublin San Ramon Services District

<b>Policy No.:</b>		<b>Type of Policy:</b>	Finance
<b>Policy Title:</b>	Water Expansion Fund Management Policy		
<b>Policy Description:</b>	The obligations of the Water Expansion Fund are to be prioritized according to the direction provided in this policy.		
<b>Approval Date:</b>	March 4, 2014	<b>Last Review Date:</b>	2014
<b>Approval Resolution No.:</b>		<b>Next Review Date:</b>	2018
<b>Rescinded Resolution No.:</b>		<b>Rescinded Resolution Date:</b>	

It is the Policy of the Board of Directors of Dublin San Ramon Services District that the obligations of the Water Expansion fund (Fund) are to be prioritized according to the direction provided in this policy:

### **BACKGROUND, DEFINITIONS AND BASIS FOR POLICY**

The District's Water Expansion fund is dedicated to paying for the expansion of water facilities to serve growth (and to pay a share of debt related to facilities that have been already built to serve growth). The facilities funded by the Water Expansion fund were required to be built well in advance of the projected development and resultant capacity fee revenue required to pay for the facilities. The District secured funding for these projects in a variety of manners – traditional debt via the capital markets, loans from the State and advances in the form of developer construction or debts to be repaid by future connection revenue to be received over many years.

This fund remains one of the most critically funded of the various funds maintained by the District. The Water Expansion fund would have depleted its working capital in FYE 2010 had the District not taken the unprecedented step of instituting a Temporary Infrastructure Charge, as well as administratively suspending several “credit against fee” arrangements with developers. In the intervening years, the Board has taken various actions to significantly strengthen the Fund (refinanced District and some JPA debt and delayed many capital expenditures) so that, at the moment, the Fund has a working capital balance that meets debt covenants and Board established policy targets.

The Water Expansion fund faces a number of ongoing “issues” that will have a material bearing on the fund balance. How these issues are handled and their priority for resolution is critical to being able to

manage the Fund in accordance with the Financial Reserve policy. It should be noted that this Water Expansion Fund Management policy is intended to be used in conjunction with the Financial Reserves policy for setting of targeted fund levels and is intended to ensure compliance with that primary policy. Also, in no way is this policy intended to supersede the District obligations in its various indentures and loans documents.

### **FUND MANAGEMENT ISSUES**

While a number of emerging issues have already been resolved, a listing and brief explanation of those issues which continue to have impact on the Water Expansion fund are as follows:

- **Windemere BLC Closeout** Windemere BLC is one of the two organizations having major interests in the Dougherty Valley. Their portion of that development is now essentially complete. The District and Windemere BLC entered into a development agreement under which Windemere BLC directly funded some of the major infrastructure for the District of a size sufficient for the then-planned level of development. The District was obligated to provide credits to Windemere BLC for their capacity right payments in accordance with the development agreement. That agreement is now being closed out and it has become apparent that the process for extending the credits was not precisely followed in all instances due to the complexity associated with that project.
- **Other Reimbursements** The District has entered into development agreements with various other developers. These include Shapell / Lin and Pinn Brothers<sup>1</sup>. The projects associated with those agreements have not yet been completed so the agreements are still active. The agreements allow the District, at its discretion, to administratively suspend providing credits against payments for capacity rights when the Water Expansion Fund's balance is insufficient. The credits were suspended in FYE 2010 and have remained suspended. The District has been asked to resume the crediting program. Doing so will affect future cash flows in that the connection fees received from those developments will be about fifty percent of the full price until the reimbursement amounts are fully satisfied. The recent Code revision to make payments for capacity rights payable at building permit also had the effect of deferring the crediting of these reimbursements.
- **Regional Wastewater Disposal Credits for Recycling** Given the size of the District's current and Pleasanton's planned recycled water programs, there is some degree of recycling that occurs year-round. Year-round recycling benefits the Wastewater Enterprise fund which is approximately 3 mgd short of the disposal capacity needed for build-out of the general plans of Dublin, San Ramon and Pleasanton. That deficiency arose when the District abandoned<sup>2</sup> its indirect potable reuse project (Clean Water Revival) in the face of litigation initiated by Pleasanton and Zone 7. Very preliminary analyses indicate that the value to the District's Water Expansion fund would be approximately \$1.0M. This value would arise as a transfer

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<sup>1</sup> Pinn Brothers is no longer in business; their interest is now with Tralee.

<sup>2</sup> Per Board Policy P300-11-1 (Operations) adopted by Resolution No. 56-11

from the Regional Expansion fund to the Water Expansion fund (in essence a “purchase” of the winter time disposal capacity that is embedded in the recycled water programs).

- **New Water Master Plan** The District’s Water Master Plan dates to 2005. Best practice is that master plans should be reviewed and updated every five years to keep them current. The District’s Water Master Plan was scheduled to be updated in FYE 2010. That effort was deferred at that time in response to the then reeling economy. The balance in the Water Expansion Fund in future years are heavily driven by anticipated CIP capital expenditures. The District’s Water Master Plan, which at the time represented a 15-year planning horizon, is out of date and does not project beyond FYE 2021. Funding is provided in the CIP for an update to the Water Master Plan. Earlier, more or larger facilities will affect the Fund. Later, fewer or smaller facilities will improve the Fund’s health. The update to the Water Master Plan is scheduled to be initiated in the second half of FYE 2014 and be completed in FYE 2015. The impact of the “updated Water Master Plan issue” is difficult to predict at the present time<sup>3</sup> and is the single most critical piece of information needed to analyze the long-term health of the Water Expansion fund.
- **“Repayment” of Temporary Infrastructure Charge** During the four fiscal years during which the Temporary Infrastructure Charge was in place, the District ratepayers contributed \$8.2M towards obligations that were properly the responsibility of new growth. As of the date of adoption of this policy, \$3.3M of that amount has been “repaid,” leaving \$4.9M still to be addressed.

### **FUND MANAGEMENT GUIDELINES**

Fund Management Guidelines in the following priority order:

Priority I. **Pay Bonds, Meet Terms of Debt Covenants and Maintain Reserves** Payment of debt obligations and ensuring compliance with contractual debt covenants is a primary concern. It is a priority not only that funds be available to make all scheduled debt payments, but that the District comply with all contractual debt covenants including reserve and coverage ratios.

Priority II. **Fund Approved CIP Expenditures** Undertake projects in furtherance of the Mission of the District to provide a safe, reliable water supply for the communities it serves and do so in accordance with the Board approved Capital Improvement Budget, including proceeding with the Water Master Plan in Fiscal Year Ending 2014 and Fiscal Year Ending 2015 CIP as approved by the Board in the Capital Improvement Budget.

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<sup>3</sup> It is anticipated that costs will go up for the anticipated facilities for inflationary reasons and that perhaps one additional water reservoir may be needed as driven by development at Camp Parks. Tempering this may be a slower pace needed for the facilities given the slow-down in building that has occurred over the last several years and which is expected to continue (at least as compared to the 2005-era pace of development).

- Priority III. **Windemere BLC Closeout** Equitable close-out the reimbursement agreement with Windemere BLC in general accordance with direction given by the Board.
- Priority IV. **Other Reimbursements** Conditionally, un-suspend the reimbursements to developers with whom the District has other reimbursement agreements. The need to re-impose suspension shall be considered annually at the start of each fiscal year when analyzing the fund status and development projections.
- Priority V. **Regional Wastewater Disposal Credits for Recycling** Equitably, ensure that the Regional fund contributes toward the cost of the District and Pleasanton's recycled water programs in an amount that is related to the benefit those recycled water programs provide to the Water Expansion fund because of the recycled water program's year round recycling in general accordance with the prior direction given by the Board.
- Priority VI. **Conditional TIC Repayment** Equitably reimburse District ratepayers for obligations that were properly the responsibility of new growth and that were paid for by ratepayers through the imposition of the Temporary Infrastructure Charge (TIC). The repayment shall be done in accordance with the following principles until the outstanding amount is satisfied:
- A. Conditionally repay the TIC provided that the priorities above have been satisfied.
  - B. At the end of each fiscal year, commencing with FYE 2014, the Board will review the Water Expansion fund balance and any surplus for the fiscal year. Based on the Board's assessment of the projected health of the Water Expansion fund over the ensuing ten-year period, the Board will use its best business judgment to repay all, some or none of the TIC each year in consideration of the following parameters:
    - a. Board established financial policies;
    - b. Fund balances as compared to fund reserve targets are the key decision making tool;
    - c. Contractual obligations;
    - d. District's infrastructure needs;
    - e. Projected fund balances should be at or above target levels based on development as planned scenario for the ensuing three-year period;
    - f. Projected fund balances should be no more than 15% below fund target level during years 4 through 10 and in no more than one such year; and
    - g. Projected fund balances should never be negative under the stressed development scenario (60% of the planned development after 3 years).
  - C. An amount as decided above will be transferred from the Water Expansion fund to the Water Rate Stabilization fund. It is the intent to keep that amount in the Rate Stabilization fund, only to be used should Water Expansion fund balances

drop, so as to offset, as much as possible, any potential need for the re-  
imposition of a TIC.

- D. The transfer amount would not be budgeted but is to be decided each year.
- E. This approach is guidance and shall not be binding and would only be done provided the targeted Fund balance can be maintained as described herein and upon approval by the Board of Directors.



Reference General Manager	Type of Action Accept Report	Board Meeting of March 4, 2014
Subject Upcoming Board Calendar		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
<input checked="" type="checkbox"/> Staff	B. Michalczyk	<input type="checkbox"/> Board Member

**Recommendation:**

The General Manager recommends that the Board of Directors accept, by Motion, the attached upcoming Board calendar.

**Summary:**

The attached Board calendar presents items anticipated by staff to be presented to the Board at the next two Board meetings. This report represents the most current information available to staff as of the preparation of this agenda. Items that are listed may be deferred or eliminated for various reasons including but not limited to staff work not being fully complete, the need for further management, Committee and/or legal review, needed material or information not being received by the District in a timely fashion, etc. Furthermore, matters not listed may be placed on the Board agenda.

This report should be used only as a general guide of what business the District Board will be considering in the near future. The District Secretary should be contacted to confirm the contents of specific agendas. Agendas will be finalized in accordance with the requirements of the Brown Act (generally 72 hours for regular meetings and 24 hours for special meetings).

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR BLM	DEPARTMENT Executive	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. Upcoming Board Calendar 2. 3.				

# TENTATIVE BOARD ITEMS

2/25/2014 12:14:09 PM

Board Mtg	Agenda Item	Water	WWC	Finance	Personnel	Ext. Aff.
3/18/2014	Approve Updated Bay Area Integrated Regional Water Management Plan (Proposition 84 Grant)					
	Briefing of PERS Actuarial Report for DSRSD					
	2014 Water Supply Outlook and Conservation Report					
	Policy - Approve Revised Guidelines for Conducting District Business					
	Policy - Consider Changes to Capital Financing and Debt Management Policy			3/10/2014		
	Policy - Consider Changes to Purchasing Policy			3/10/2014		
	Policy - Consider Changes to Surplus Personal Property Policy			3/10/2014		
	Tri-Valley Utility Coordination/Integration - Discussion					3/25/2014
4/1/2014	Power Sharing Agreement with AT&T for R300					
	Lease Agreement with AT&T for Cell Tower at Reservoir 1A					
	Approve Areawide Facilities Agreement (AWFA) with SunCal/Argent Co. related to Dublin Crossing Project at Camp Parks RFTA	3/20/2014				





Reference Treasurer	Type of Action Accept Report	Board Meeting of March 4, 2014
Subject Report of Checks and Electronic Disbursements Made		
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Minute Order <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Informational <input type="checkbox"/> Other		
REPORT: <input type="checkbox"/> Verbal <input type="checkbox"/> Presentation <input checked="" type="checkbox"/> Staff            J. Archer <input type="checkbox"/> Board Member		

**Recommendation:**

The Treasurer recommends that the Board of Directors accept, by Motion, the report showing checks and electronic disbursements made since the last Board agenda

**Summary:**

Payments shown have been made in accordance with Board established policies for processing payments and are summarized below:

Date Range	01/28/14 – 02/24/2014
Total Amount Paid	\$ 4,470,208.28

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Archer	DEPARTMENT Fin Serv	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost As shown above	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. Check History Description Listing 2. 3.				

## Check History Description Listing

Dublin San Ramon Services District

From: 1/28/2014 To: 2/24/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/28/2014	1282014	03718 HR SIMPLIFIED	2013 DCA/ 2014 POS	8,541.87	8,541.87
01/28/2014	33713056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	22,166.81	22,166.81
01/28/2014	805710249	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	125,707.28	125,707.28
01/30/2014	80406	03460 ACCO ENGINEERED SYSTEMS II	MAIN AIR HANDLER: WORK TO REPAIR PILOT P COGEN COMPRESSOR REPLACEMENT	1,354.00 3,408.00	4,762.00
01/30/2014	80407	00031 ALLIED PACKING & SUPPLY INC.	GORETEX UNIVERSAL PIPE RING GASKETS FOR	283.16	283.16
01/30/2014	80408	01013 BARRETT BUSINESS SERVICES	M. ROBERSON: W/E 1/5/14 M. MULLER: W/E 1/5/14	409.60 449.28	858.88
01/30/2014	80409	02623 ROBERT BROUGH	BROUGH CERTIFICATE REIMB MECHANIC 2	82.00	82.00
01/30/2014	80410	01381 JOYCE CHANG	CHANG REIMB EXPENSES FOR CA WATER ACTION	55.84	55.84
01/30/2014	80411	05524 HERMAN CHEN	CHEN REIMB STAMPS (X120)	55.20	55.20
01/30/2014	80412	00228 STEVE DELIGHT	DELIGHT REIMB EXP AT WINTER CASA	397.89	397.89
01/30/2014	80413	00249 DLT SOLUTIONS, LLC.	SOLARWINDS NPM SL500 RENEWA;L	1,647.62	1,647.62
01/30/2014	80414	03119 FERGUSON WATERWORKS INC	FERGUSON - LAST 9 REGISTERS	598.41	598.41
01/30/2014	80415	00386 HDR ENGINEERING INC.	LOCAL LIMITS STUDY TO NO. 1 12/1/13-12/2	2,818.96	2,818.96
01/30/2014	80416	03623 GARRY LEE	LEE CERTIFICATE REIMBURSE PROFESSIONAL E	115.00	115.00
01/30/2014	80417	03653 LORI MARTIN	MARTIN REIMB EXP FOR 457 11/12/13 AND GE	585.56	585.56
01/30/2014	80418	00608 OFFICE TEAM	TEMP SVCS W/E 01/17/14 - MONTAGUE	338.44	338.44
01/30/2014	80419	01078 STEFANIE OLSON	OLSON REIMB EXP AT ALAMEDA COUNTY WATER	7.50	7.50
01/30/2014	80420	00666 RUDY PORTUGAL	PORTUGAL REIMBURSE EXP AT PUG & ASCE CLA	15.70	15.70
01/30/2014	80421	00685 R.S. HUGHES CO., INC.	(3DZ) ANSELL ULTRALIGHT HYFLEX CUT RSTNT (12PR) GLOVES LG MEDIUM DUTY	360.64 255.28	

## Check History Description Listing

Dublin San Ramon Services District

From: 1/28/2014 To: 2/24/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			(12PR) GLOVES XL MEDIUM DUTY	252.30	868.22
01/30/2014	80422	00805 SUE STEPHENSON	STEPHENSON REIMB EXP AT 2014 WINTER CASA	29.86	29.86
01/30/2014	80423	00843 THE COVELLO GROUP INC	620C520 TO NO. 1 12/1/13-12/31/13	190.00	190.00
01/30/2014	80424	00937 W.W. GRAINGER, INC.	VIDEO EXTENDER FOR DO SECURITY CAMERAS	523.13	
			OUTDOOR CONVEX MIRROR	269.04	
			(4) PORTABLE OIL CHANGING UNIT FOR WWTP	253.90	
			VIDEO EXTENDER FOR DO SECURITY CAMERAS	120.45	1,166.52
01/30/2014	80425	03622 JUDY ZAVADIL	ZAVADIL RIEMB EXP AT SFRWQCB 01/15/14	12.00	12.00
01/30/2014	80426	00007 AA FIRE SYSTEMS, INC.	WWTP: BLDGS S & T FIRE RISER TESTS	900.00	900.00
01/30/2014	80427	02158 AMADOR VALLEY INDUSTRIES	FOD DUMPSTER RENTAL FOR DECEMBER	295.62	295.62
01/30/2014	80428	06211 ASSOCIATED SERVICES CO.	OPS DEPT HOT BEVERAGE SERVICE JAN '14	238.95	238.95
01/30/2014	80429	00622 AT&T	LAWWMA PS & SAN LEANDRO DECHLOR STATION	98.28	
			SCADA FOD TO DO THRU 01/12/2014	186.33	
			DO T-1 TO FOD THRU 01/12/2014	186.33	
			WWTP TO PS300 DV THRU 01/12/2014	252.95	
			TELE SVCS & USAGE THRU 01/12/2014	1,520.30	2,244.19
01/30/2014	80430	00622 AT&T	LAWWMA PS PHONE & DSL JAN '13	168.16	168.16
01/30/2014	80431	05097 BATTERIES PLUS	BATTERIES FOR PORTABLE FLOW METER (6) &	76.19	76.19
01/30/2014	80432	01254 BAY AREA BARRICADE SVC, INC	FLAGS FOR TRAFFIC WORK	42.52	42.52
01/30/2014	80433	01289 BURLINGAME ENGINEERS INC	LAWWMA: DIAPHARMS, O-RING & GASKET	1,230.98	1,230.98
01/30/2014	80434	00105 CAL-STEAM	DERWA: PIPING FOR BANDSCREEN	1,290.02	1,290.02
01/30/2014	80435	00148 CHEVRON & TEXACO CARD SVC	DO GASOLINE PURCHASE 12/23/13 - 01/23/14	134.02	134.02
01/30/2014	80436	00157 CITY OF PLEASANTON	LAWWMA: POTABLE WATER DEC '13	142.48	
			DERWA: POTABLE WATER DEC '13	143.78	

## Check History Description Listing

Dublin San Ramon Services District

From: 1/28/2014 To: 2/24/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			WWTP: POTABLE WATER DEC '13	209.11	495.37
01/30/2014	80437	06381 CROW CANYON COUNTRY CLUE	CROW CANYON COUNTRY CLUB- 2013 EE RECOG	1,835.61	1,835.61
01/30/2014	80438	03154 DAPPER TIRE CO	#91 TIRES	400.36	400.36
01/30/2014	80439	03737 DEPARTMENT OF PUBLIC HEALT	R.ROBLES DISTRIBUTION CERTIFICATION RENE	105.00	105.00
01/30/2014	80440	02529 DFM ASSOCIATES	CALIFORNIA ELECTIONS CODE 2014	53.75	53.75
01/30/2014	80441	00241 DGS OFS SVC REVOLVING FUNI	NATURAL GAS SERVICE AT WWTP - 12/2013	36,031.06	36,031.06
01/30/2014	80442	00277 EBMUD	FEBRUARY 2014 AUDIT/ACCT SVCS	100.51	100.51
01/30/2014	80443	00307 FAIRWAY EQUIPMENT & SUPPLY	PARTS FOR DIGESTER FERROUS PUMPS	3,375.48	
			COGEN CRANKCASE BLOWER MOTOR ASSEMBLY	2,098.36	
			SECONDARY WASHDOWN BRONZE GLOBE VALVES	1,397.62	6,871.46
01/30/2014	80444	00314 FEDEX	WWTP: OVERNIGHT DELIVER CHARGES WK 1/10/	14.18	
			FEDEX RETURN PACKAGE FEES	14.06	28.24
01/30/2014	80445	00352 GOLDEN STATE FLOW MEASURI	GSFM - PROJECT MANAGEMENT	37,500.00	37,500.00
01/30/2014	80446	00388 HEATH'S WELDING SUPPLY	DEMURRAGE CHARGES ON 8 CYLINDERS FOR CY2	632.00	632.00
01/30/2014	80447	00401 HOME DEPOT	GROUT FOR WWTP WALKWAY	15.11	15.11
01/30/2014	80448	06440 JOHN LISEE PUMPS, INC.	BLDG D: REPLT CIRCULATION PUMP ON GLYCOL	1,988.59	1,988.59
01/30/2014	80449	06166 KBA	COPIERS UCC & LEASE 12/30-01/29/14	805.52	805.52
01/30/2014	80450	06166 KBA	COPIER FOD/ENGR/MAINT 12/1/13 - 12/31/13	221.06	221.06
01/30/2014	80451	01282 KELLY SERVICES, INC.	D. JETER: W/E 1/5/14	435.12	
			C. BARRAGAN: W/E 1/5/14	330.48	765.60
01/30/2014	80452	02353 KELLY-MOORE PAINT CO., INC.	PAINT FOR PS R300B	36.69	36.69
01/30/2014	80453	04634 LABWORKS EQUIPMENT SRVC,	BOD MIELE DISHWASHER REPAIR	1,887.64	1,887.64
01/30/2014	80454	00509 LIEBERT CASSIDY WHITMORE	GENERAL LEGAL FEES 12/13	5,819.00	5,819.00

## Check History Description Listing

Dublin San Ramon Services District

From: 1/28/2014 To: 2/24/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/30/2014	80455	03958 LIVERMORE AUTO GROUP	#91 FRONT PADS	52.30	52.30
01/30/2014	80456	05852 LOOKING POINT, INC.	CISCO UCS B200 M3 SERVERS SEC	17,856.63	17,856.63
01/30/2014	80457	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 1/5/14	390.00	390.00
01/30/2014	80458	04796 NAPA AUTO PARTS	SHOP SUPPLIES E22 ALTERNATOR	78.61 49.54	128.15
01/30/2014	80459	00582 NATIONAL NOTARY ASSOCIATIO	S. TOM - NOTARY ERRORS AND OMISSIONS INS	156.00	156.00
01/30/2014	80460	00620 P G & E	MISC PUMP STNS; DUBLIN LIFT STN - DEC 20	8,158.70	8,158.70
01/30/2014	80461	04211 PLATT ELECTRIC SUPPLY	SOFT START EXCHANGE FOR PS 2A	1,144.69	1,144.69
01/30/2014	80462	00663 PLEASANTON GARBAGE SVC IN	TRANSPORT OF SOLIDS/GRIT SCREENINGS DEC	2,969.71	2,969.71
01/30/2014	80463	01882 POLLARD WATER.COM - EAST	SLUDGE JUDGES (2)	284.22	284.22
01/30/2014	80464	00680 QUENVOLD'S SAFETY SHOEMOI	A. GARCIA: FY14 EMPLOYEE SAFETY SHOES	155.87	155.87
01/30/2014	80465	03442 RABBIT OFFICE AUTOMATION	OVERAGE USAGE COLOR COPIES 10/16 - 01/15	582.31	582.31
01/30/2014	80466	00709 RETTIG BROS. INC.	CO-GEN OIL ADDITIVES	4,414.50	4,414.50
01/30/2014	80467	04698 SAMPLE TRAPS, LLC	SAMPLE BOTTLES	74.12	74.12
01/30/2014	80468	02125 SEEVER & SONS TIRE	#71 ALIGNMENT	89.95	89.95
01/30/2014	80469	00596 SPRINT/NEXTEL	CELL PHONES DEC. 15 - JAN. 14, 2014	1,469.04	1,469.04
01/30/2014	80470	00798 STANDARD PACIFIC HOMES	REFUND METER #65495584	149.67	149.67
01/30/2014	80471	01519 STONERIDGE MOTORS, INC.	#79 ALTERNATOR	258.70	258.70
01/30/2014	80472	06240 SWINERTON BUILDERS	REFUND METER #64727118	413.40	413.40
01/30/2014	80473	00903 UNITED RENTALS, INC.	SAW RENTAL FOR REPAIRS AT DEMARCUS ST.,	129.15	129.15
01/30/2014	80474	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE FOR THE WWTP ON 01/0 SODIUM HYPO 12.5% FOR THE WWTP ON 01/09/	2,179.34 1,883.67	4,063.01
01/30/2014	80475	00907 UNIVERSITY OF SOUTHERN CAL	WATER PURVEYOR MEMBERSHIP RENEWAL 2014	598.85	598.85

## Check History Description Listing

Dublin San Ramon Services District

From: 1/28/2014 To: 2/24/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/30/2014	80476	00914 VALLEY PLUMBING HOME CENT	BACKFLOW TESTING FOR DISTRICT - 8137 CRE	127.19	127.19
01/30/2014	80477	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT ON 01/02 &	628.49	628.49
01/30/2014	80478	03149 WHITE CAP CONST SUPPLY	MARKING SPRAY PAINTS	474.65	474.65
01/31/2014	733019	00591 NEOPOST USA INC.	POSTAGE ADVANCE 01/31/2014	1,000.00	1,000.00
01/31/2014	1312014	01016 THE BANK OF NEW YORK MELL	020114 WATER DEBT PMT	974,634.38	974,634.38
02/03/2014	2032014	03718 HR SIMPLIFIED	2013/2014 POS	332.92	332.92
02/03/2014	607020314	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	65.00	65.00
02/04/2014	67133056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	10.00	10.00
02/04/2014	94438899	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	173.18	173.18
02/06/2014	80479	00710 AAI TERMITE & PEST CONTROL	DO & FOD PEST CONTROL EVERY OTHER MONTH FOD PC RODENT SERVICE & INSPECTION 10653 DUBLIN BLVD BAIT RODENT INSPECTION	99.00 45.00 45.00	189.00
02/06/2014	80480	01013 BARRETT BUSINESS SERVICES	M. MULLER: W/E 1/12/14	645.12	645.12
02/06/2014	80481	02749 DAN GALLAGHER	GALLAGHER REIMB EXP AT CASA 2014 01/16-	166.47	166.47
02/06/2014	80482	00473 KEMIRA WATER SOLUTIONS INC	FERROUS/FERRIC CHLORIDE FOR WWTP 1-9-14	5,590.07	5,590.07
02/06/2014	80483	00478 FLORENCE KHAW	KHAW CERTIFICATE REIMBURSE LAB ANALYST I	82.00	82.00
02/06/2014	80484	00525 RAQUEL MADARANG	MADARANG COMPUTER LOAN	1,006.99	1,006.99
02/06/2014	80485	00685 R.S. HUGHES CO., INC.	RAYOVAC 3V LITH BATTERIES	38.61	38.61
02/06/2014	80486	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	944.76	944.76
02/06/2014	80487	05127 VISION SERVICE PLAN - CA (VSF	FEBRUARY 2014 - VISION	2,326.84	2,326.84
02/06/2014	80488	00991 ACCU STANDARD, INC.	LAB STANDARD SOLUTIONS	326.44	326.44
02/06/2014	80489	03035 ALPHA ANALYTICAL LABS INC	SAMPLE ANALYSES	103.00	103.00
02/06/2014	80490	06349 ARCSINE ENGINEERING	09-6101 TO NO. 1 12/1/13-12/31/13	39,274.01	39,274.01

Printed on: 02/24/2014 7:43AM

Dublin San Ramon Services District

From: 1/28/2014

To: 2/24/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/06/2014	80491	00058 ARROWHEAD MOUNTAIN SPRING	LAVWMA: BOTTLED WATER DEC '13	1.59	1.59
02/06/2014	80492	06505 LISA ASCH	REFUND 3112 CEDARWOOD LOOP	275.96	275.96
02/06/2014	80493	06502 MANDEEP AULUCK	REFUND 3925 SAGEWOOD PL	77.86	77.86
02/06/2014	80494	01476 AVALONBAY COMMUNITIES INC	REFUND METER #63983842	217.08	217.08
02/06/2014	80495	04536 BICKMORE	OPEB ACTUARIAL VALUATION 07/01/13	8,300.00	8,300.00
02/06/2014	80496	02217 BSK ASSOCIATES INC.	UCMR3 TESTING SE3 UCMR3 SE3 RESAMPLE	855.00 17.00	872.00
02/06/2014	80497	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	98.26	98.26
02/06/2014	80498	00105 CAL-STEAM	DERWA: PARTS FOR REPAIR	563.02	563.02
02/06/2014	80499	06107 COGENT COMMUNICATIONS INC	DUBLINSA00001 INTERENT SERVICE 02/01/201	2,300.00	2,300.00
02/06/2014	80500	06381 CROW CANYON COUNTRY CLUB	CROW CANYON COUNTRY CLUB- 2013 EE RECOG	5,634.19	5,634.19
02/06/2014	80501	06499 JACK DOUGLAS	REFUND 2316 W CANTARA DR	76.65	76.65
02/06/2014	80502	05495 EWING	L/P PLASTIC VALVE BOX PUMP FOR TRUCK #60	45.74	45.74
02/06/2014	80503	00307 FAIRWAY EQUIPMENT & SUPPLY	GAUGES FOR FUEL SKID	732.77	732.77
02/06/2014	80504	02914 STATE OF CALIFORNIA FRANCHISE	FRANCHISE TAX BOARD: PAYMENT	530.51	530.51
02/06/2014	80505	04342 GENERAL WHOLESALE ELECTRIC	CABLE TO FEED SAG MEDIA SCREW AUGER MOTO	104.51	104.51
02/06/2014	80506	00352 GOLDEN STATE FLOW MEASUREMENT	GSFM INSTALLATION	14,213.50	14,213.50
02/06/2014	80507	01949 GOODFELLOW TOP GRADE CONSULTING	REFUND METER # 1576585	858.79	858.79
02/06/2014	80508	06507 GROUNDWORKS, INC	REFUND METER #65583843	627.21	627.21
02/06/2014	80509	06321 GSG EXCAVATION INC.	REFUND METER #1578554	45.64	45.64
02/06/2014	80510	00368 HACH COMPANY	(6) STABLCAL STD, 20 NTU 1000ML FOR PLAN DPD TOT CHLORINE RGT FOR LAVWMA	853.99 46.63	900.62
02/06/2014	80511	06501 TIMM HANNULA	REFUND 5138 S FORESTDALE CIR	184.20	184.20

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Date	Check #	Vendor	Description	Amount Paid	Check Total
02/06/2014	80512	06196 HDSWW - UNION CITY CA	MISC REPAIR PARTS	824.70	824.70
02/06/2014	80513	00401 HOME DEPOT	LUMBER FOR DIGESTER #3 PLATFORM	236.34	
			(8) 80LB SAKRETE CONCRETE MIX FOR FSL BO	28.69	265.03
02/06/2014	80514	01376 J & M INC	REFUND METER #1628473	675.23	675.23
02/06/2014	80515	01225 KAESER COMPRESSORS, INC	FLEX HOSE FOR WWTP AIR COMPRESSORS	610.41	610.41
02/06/2014	80516	05882 KB HOMES	REFUND 7001 N MARIPOSA LN	40.74	40.74
02/06/2014	80517	01282 KELLY SERVICES, INC.	C. BARRAGAN: W/E 1/12/14	979.20	
			F. SOLIS: W/E 1/12/14	734.08	
			D. JETER: BACKGROUND CHECK	5.95	1,719.23
02/06/2014	80518	06496 LAST MILE PROPERTIES LLC	REFUND 6835 LANGMUIR LN	185.04	185.04
02/06/2014	80519	05354 LEO TIDWELL EXCAVATING	REFUND METER #64727120	914.47	914.47
02/06/2014	80520	00536 MC MASTER-CARR SUPPLY CO.	VALVES FOR FUEL SKID	245.68	245.68
02/06/2014	80521	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 1/12/14	1,200.00	1,200.00
02/06/2014	80522	04060 MITEL LEASING	TELEPHONE EQ LEASE JAN. 2014	3,644.68	3,644.68
02/06/2014	80523	02595 MSDS ONLINE	MSDS ONLINE ANNUAL RENEWAL	1,898.00	1,898.00
02/06/2014	80524	04796 NAPA AUTO PARTS	STOCK ORDER: ANTIFREEZE; LAMPS	156.18	
			CREDIT MEMO FOR RETURNED FUEL FILTER	-22.24	133.94
02/06/2014	80525	00595 NEWARK ELECTRONICS	DC CLAMP ON AMMETER WITH SET OF NEW LEAD	363.12	
			CONNECTORS FOR SCADA ARCNET	94.56	457.68
02/06/2014	80526	00619 ORCHARD SUPPLY HARDWARE	RUBBER MATTING FOR ORT TOWER	69.67	
			PVC PIPE CUTTER; LEFT HAND NC THREAD; NC	41.46	
			HANDWASH GEL FOR DO	34.79	145.92
02/06/2014	80527	00620 P G & E	PUMP STATION 300B ELEC - JANUARY 2014	4,608.71	
			PUMP STATION 30A ELEC - JANUARY 2014	1,726.86	



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Date	Check #	Vendor	Description	Amount Paid	Check Total
			PUMP STATION 300C ELEC - JAN 2014	1,444.75	
			PUMP STATION R200A ELEC - JANUARY 2014	883.95	
			TO NO. 4 ELEC - JANUARY 2014	96.69	
			RESERVOIR R200 DERWA TANK 2 ELEC - JAN 2	34.26	
			TO NO. 4 ELEC - DECEMBER 2013	-91.39	8,703.83
02/06/2014	80528	00699 REDWOOD COAST PETROLEUM	GASOLINE DELIVERY TO THE WWTP ON 1/16/14	1,593.22	1,593.22
02/06/2014	80529	06486 KRYSTEL SCHLEY	DECOR FROM ORIENTAL TRADING CO FOR EE RE	104.55	104.55
02/06/2014	80530	01531 SHEA HOMES	REFUND METER #65583845	661.92	661.92
02/06/2014	80531	06498 THE CHAN TRUST	REFUND 6917 PENN DR	73.53	73.53
02/06/2014	80532	03377 TRI VALLEY AUTO INTERIORS	#60 HEADLINER	256.75	256.75
02/06/2014	80533	00891 U S POSTMASTER - DUBLIN	12 MONTH RENTAL - PO BOX CC 2014	266.00	266.00
02/06/2014	80534	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	233.93	233.93
02/06/2014	80535	00918 VANTON PUMP AND EQUIP. COR	SPARE PARTS FOR VANTON PUMP - BODY BLOCK	640.81	640.81
02/06/2014	80536	00933 VWR INTERNATIONAL, INC.	NITRILE GLOVES FOR PLANT OPS - SIZE SMAL	393.05	
			ICE PACKET SHEET FOR EC INSPECTORS	12.70	405.75
02/06/2014	80537	00938 WALLACE ENTERPRISES INC	EVENTS BY WALLACE/2013 EE RECOG/EVENT PL	900.00	900.00
02/06/2014	80538	04355 WASTEWATER SOLIDS MANAGE	Digester Cleaning #3	10,700.00	10,700.00
02/06/2014	80539	03149 WHITE CAP CONST SUPPLY	24 CANS GREEN SPRAY CHALK RUSTOLEUM	146.76	146.76
02/06/2014	80540	06497 NOEL WHITE	REFUND 8366 CYPRESS CT	173.23	
			REFUND 8366 CYPRESS CT	166.01	339.24
02/06/2014	80541	00966 WHITLEY BURCHETT & ASSOCIA	14-P021 DECEMBER 2013	2,475.00	2,475.00
02/06/2014	80542	05541 WINZER CORPORATION	JANITORIAL SUPPLIES	4,266.71	
			JANITORIAL SUPPLIES	56.70	4,323.41
02/06/2014	80544	06500 PHILLIP YBARROLAZA	REFUND PROCESSED TODAY FOR 7251 AMANDA S	39.38	39.38

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02/06/2014	80545	06297 YERGLER CONSTRUCTION CO.	REFUND METER # 65615501	823.61	823.61
02/07/2014	1000390763	01111 CALPERS	FEBRUARY 2014 - ER CODE 0740 & 7316	170,940.29	170,940.29
02/10/2014	7937	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	380.30	380.30
02/10/2014	2102014	03718 HR SIMPLIFIED	2013/2014 POS/FSA/DCA	5,478.65	5,478.65
02/10/2014	607021014	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	44,993.60	44,993.60
02/10/2014	1000392781	00494 PERS	RETIREMENT: PAYMENT	44,672.61	44,672.61
02/11/2014	2112014	06456 CIGNA GROUP INSURANCE	01/14 - EE LIFE & DISABILITY INSURANCE P	8,437.07	8,437.07
02/11/2014	4803056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	22,092.68	22,092.68
02/11/2014	74622057	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	124,883.36	124,883.36
02/13/2014	80546	03536 U S BANK/ CORP PMT SYSTEMS	NICOTRA/GEBHARDT,6109M, MULTI-STAGE SLUDGE & SEDIMENT SAMPLER CASA CONF LODGING FOR S. DELIGHT EE RECOGNITION EVENT GIFT CLASSROOM RENTAL DEPOSIT- 1/16/14 LEAD E MARRIOTT ESERALDA INDIAN WELLS - CASA 2 CASA 2013 WASHINGTON DC CONF-DIRECTOR BE R. BIAGTAN CASA CONFERENCE REGISTRATION FYE2013 GFOA CAFR APPLICATION 4 HOSES STEPHENSON - CASA CONFERENCE LODGING REGISTRATION: 2014 WINTER CONFERENCE D. CASA CONFERENCE REGISTRATION S. DELIGHT COPY PAPER, CHAIRMAT, ENVELOPES, ETC EE RECOGNITION EVENT GIFT EE RECOGNITION EVENT GIFT EYEWASH PARTS FOR REPAIR AT HYPO AREA (W	2,048.87 1,711.96 858.81 765.99 750.00 685.80 575.00 575.00 505.00 503.58 477.48 475.00 475.00 465.46 435.99 417.19 403.50	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			LEVEL TRANSDUCER FOR DERWA HYPO TANK	368.35	
			EYEWASH PARTS FOR DERWA	359.65	
			SOUTHWEST AIRLINES-DIRECTOR BENSON-2014	351.00	
			LEVEL TRANSDUCER FOR SF REJECT WATER LEV	349.99	
			SPARE LEVEL TRANSMITTER FOR WWTP HYPO TA	311.54	
			GAS/OIL ADDITIVES FOR FLEET USE	292.88	
			STEPHENSON - UTILITY BRANDING MTG 2/13/1	278.00	
			EQUIP RENTAL FOR IGLESIA DR., DUBLIN REP	267.73	
			SAFETY OFFICER RECRUITMENT - ADVERTISEME	250.00	
			SAFETY OFFICER RECRUITMENT - JOB POSTING	250.00	
			Lodging: CASA Conference - D. Gallagher	246.72	
			ICE PACKET MAT FOR EC DIVISION	241.98	
			QTY (1) HP FUSER FOR ENV COMP COLOR LASE	229.95	
			LEAD TRAINING 1/16/14 - BUSINESS EXPENSE	224.14	
			REPLT PART FOR EALS GAS MONITOR	216.30	
			SAFETY OFFICER RECRUITMENT - ADVERTISEME	200.00	
			C. BRACKETT BACKFLOW TESTER CERT EXAM	180.00	
			ERGO AID (R. LI) AND HR-SAFETY PRINTER	175.47	
			OFFICE SUPPLIES: INK STAMPERS, BINDERS,	171.42	
			DECOR FOR EE RECOGNITION EVENT DINNER	148.44	
			TSTODDARD: MEMBERSHIP RENEWAL	148.00	
			RRAMOS: MEMBERSHIP APPLICATION	148.00	
			JOHN PETTINICHIO CWEA MEMBERSHIP RENEWAL	148.00	
			S.ROBERSON 2014 CWEA MEMBERSHIP RENEWAL	148.00	
			DECOR FOR EE RECOGNITION EVENT DINNER	146.12	
			PLAN COPIES FOR JR ENGINEER/ASSISTANT RE	137.34	
			QTY (2) AMD RADEON HD 6450 VIDEO CARDS F	136.66	
			1/2 YD 3/8 6 SACK FOR BART FIRE HYDRANT	134.44	
			FLOODLIGHT, ION BATTERY, 18VFLASHLIGHT F	117.62	

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			R. ROBLES 2014 AWWA MEMBERSHIP RENEWAL	101.00	
			OFFICE SUPPLIES:VELLUM & PRINTER PAPER	95.93	
			STEPHENSON - CAPIO REGIONAL WORKSHOP 2/4	95.00	
			ARMA NORCAL SPRING SEMINAR - N. GENZALE	95.00	
			ARMA NORCAL SPRING SEMINAR - N. HATFIELD	95.00	
			AMAZON CHARGE (J. RODRIGUEZ CALCARD) ERR	86.11	
			EXECUTIVE COMMUNICATION SYSTEMS-COMPUTER	81.67	
			J HAYES CROSS CONNECTION CERT RENEWAL	80.00	
			DUBLIN CHAMBER OF COMMERCE- STATE OF THE	80.00	
			DUBLIN CHAMBER OF COMMERCE-2014 STATE OF	80.00	
			LED CALENDAR CLOCK	79.99	
			VALVE WATER FOR MAINT BLDG WASHER	67.67	
			(2) KVM SWITCH FOR SCADA	65.38	
			KNEE PADS FOR B. SMITH (PPE)	61.52	
			DROP TEST KIT FOR LOOP WATER SYSTEMS	57.88	
			FOD TRAILER RENEWAL CCC8490 - 2014	57.00	
			FOD TRAILER RENEWAL DECAL CCC8491 - 2014	57.00	
			SHELTER IN PLACE & CPR TRNG SUPPLIES	56.06	
			QTY (1) MICROSOFT 4000 ERGO KEYBOARD FOR	54.49	
			3 WALL CLOCKS FOR LAB	49.02	
			PHOTOS - SAFETY OFFICER RECRUITMENT FLYE	49.00	
			STEPHENSON - CASA CONFERENCE MEAL 1/15/1	48.19	
			STEPHENSON - CASA CONFERENCE AIRPORT PRK	48.00	
			LEADS' MEETING	45.72	
			LEAD TRAINING 1/16/14 - BUSINESS EXPENSE	45.09	
			LEAD TRAINING 1/16/14 - BUSINESS EXPENSE	41.85	
			SUPPLIES FOR ODOR REMOVAL TOWER	41.49	
			COVER FOR CONFINED SPACE RESCUE TRAILER	40.87	
			LUNCHEON MEETING: THE STATE OF THE CITY	40.00	

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			NCH SOFTWARE - EXPRESS SCRIBE PROFESSION	39.46	
			2014 STANDARD DIARY FOR OPS	36.05	
			ELECTRICIAN RECRUITMENT- ASSESSMENT EXAM	35.00	
			QTY (1) BELKIN USB WIRELESS ADAPTER FOR	32.69	
			Parking: CASA conference - D. Gallagher	32.00	
			MT. DIABLO ARMA MEETING/TRAINING - N. GE	31.05	
			DSRSD RETIREMENT GIFT: D. FREDERICK (BAC	29.63	
			LEAD TRAINING 1/16/14 SHANNON CENTER SET	28.00	
			DIGITAL TIMER FOR SECONDARTY BIOBED SPRI	21.77	
			2 - 2014 CALENDAR REFILLS	20.69	
			POWER ADAPTER FOR DO CAMERA MONITORS	20.68	
			DONUTS FOR JOINT MAINT MEETING-01/16/14	20.00	
			PRO SUBSCRIPTION (JANUARY 2014)	19.95	
			SLIM CASE FOR NEXUS 7 TABLET - A. JOHNSO	18.99	
			GEAR TIE; 18" PILOT BIT FOR FUEL SKID DI	18.19	
			WIRE FOR SOFFIT BALLASTS @ DO BOARDROOM	17.42	
			LRIDDLE/RBAKER: LUNCH RE: PICK-UP PARTS	15.67	
			MICHAEL'S-2013 EMPLOYEE RECOGNITION EVEN	10.79	
			ACE HARDWARE-2013 EMPLOYEE RECOGNITION E	9.60	
			LEAD TRAINING 1/16/14 - BUSINESS EXPENSE	8.99	
			ACE HARDWARE-2013 EMPLOYEE RECOGNITION E	7.04	
			DECOR FOR EE RECOGNITION EVENT DINNER	6.84	
			LEAD TRAINING 1/16/14 - BUSINESS EXPENSE	6.58	
			COUPLINGS FOR BUILDING DRAIN	6.48	
			EXECUTIVE COMMUNICATIONS SYSTEMS- PROTEC	5.93	
			OFFICE MAX- OFFICE SUPPLY-REFILL INK FOR	5.43	
			SALES FEE E-BAY 11-26-13	2.57	
			DECOR FOR EE RECOGNITION EVENT DINNER	2.45	
			CREDIT FOR CALENDAR RETURNED	-15.40	

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			CREDIT FOR PART OF DEPOSIT ON RENTAL EQU	-27.24	
			CREDIT FOR CALENDARS RETURNED	-57.17	
			CREDIT - RETURN J. RODRIGUEZ SAFETY SHOE	-96.98	
			CREDIT CLASSROOM RENTAL DEPOSIT- 1/16/14	-750.00	19,966.45
02/13/2014	80547	01013 BARRETT BUSINESS SERVICES	M. MULLER: W/E 1/19/14	587.52	587.52
02/13/2014	80548	03614 CAROLLO ENGINEERS	12-W006 TO OC-1 AND OC-5 12/1/13-12/31/1	2,640.60	2,640.60
02/13/2014	80549	00386 HDR ENGINEERING INC.	HDR ENGINEERING, INC. - ASSISTANCE WITH	3,125.00	3,125.00
02/13/2014	80550	01242 INFO SEND, INC	INFOSEND BILL PROCESSING	2,082.48	2,082.48
02/13/2014	80551	04594 MCCAMPBELL ANALYTICAL INC	LOCAL LIMITS STUDY SAMPLE 1/14/14	189.00	189.00
02/13/2014	80552	01171 MCGUIRE & HESTER	12-P004 PP#1 WWTP FENCING AND SECURITY	135,612.50	135,612.50
02/13/2014	80553	01086 JOHN PETTINICHIO	PETTINICHIO CERTIFICATE REIMB FOR WATER	90.00	90.00
02/13/2014	80554	01403 PRAXAIR DISTRIBUTION INC 186	CYLINDER RENTAL	53.94	53.94
02/13/2014	80555	00685 R.S. HUGHES CO., INC.	MAXIDRY ULTRA LIGHT NITRILE GLOVE, (6) S	105.17	105.17
02/13/2014	80556	03542 LOUISE RUMMEL	RUMMEL REIMBURSE EXPENSES FOR EE REC. DI	608.01	608.01
02/13/2014	80557	00801 STATE CHEMICAL MFG. CO.	WWTP SUPPLIES: CHEMICALS & PAINT	2,397.83	2,397.83
02/13/2014	80558	01296 STODDARD, TODD	STODDARD REIMB EXP AT SEL UNIVERSITY CLA	99.67	99.67
02/13/2014	80559	00762 TESTAMERICA LABORATORIES I	LOCAL LIMITS STUDY SAMPLE 1/17/14	180.00	
			SAMPLE ANALYSES	25.00	205.00
02/13/2014	80560	05490 JESSIE VALDEZ	VALDEZ CERTIFICATE REIMBURSEMENT FOR CPR	90.00	90.00
02/13/2014	80561	00937 W.W. GRAINGER, INC.	REPAIR KIT FOR AERATION BASIN VALVE CONT	95.41	95.41
02/13/2014	80562	03473 ALAMEDA COUNTY CHAPTER - C	ALAMEDA COUNTY CHAPTER - CSDA CHAPTER -	50.00	50.00
02/13/2014	80563	06091 TRAINING CENTER ALAMEDA CC	LEADERSHIP TRAINING WORKSHOP & MATERIALS	1,870.00	1,870.00
02/13/2014	80564	05958 ALLIANCE WELDING SUPPLIES	CYLINDER RENTAL (QTY 8) 12/04/13 - 12/26	466.40	466.40

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Date	Check #	Vendor	Description	Amount Paid	Check Total
02/13/2014	80565	01076 ALSCO INC	WWTP TOWEL SERVICE JAN '14 FOD TOWEL SERVICE JAN '13	196.40 162.25	358.65
02/13/2014	80566	00052 ARAMARK UNIFORM SERVICES	JAN 2014: WEEKLY FIRE RESISTANT UNIFORM	644.21	644.21
02/13/2014	80567	05097 BATTERIES PLUS	BACK-UP BATTERIES FOR WWTP FIRE ALARM SY	404.31	404.31
02/13/2014	80568	01167 CITY OF DUBLIN	PUBLIC WORKS GRADING PERMIT-MOVE CLEAN S	364.50	364.50
02/13/2014	80569	04820 COASTAL IGNITION & CONTROL	(12) THERMOCOUPLES FOR CO-GEN	1,383.69	1,383.69
02/13/2014	80570	05082 CODE PUBLISHING INC.	CODE PUBLISHING- SUPPLEMENT #4 - JANUARY	1,239.30	1,239.30
02/13/2014	80571	01633 CPS HUMAN RESOURCE SVCS	ELECTRICIAN RECRUITMENT - TESTING MATERI	502.70	502.70
02/13/2014	80572	01973 CROMER EQUIPMENT	OIL FORK LIFT WWTP VAPORIZER	125.91	125.91
02/13/2014	80573	03737 DEPARTMENT OF PUBLIC HEALTH	SYSTEM NO. 0191001 RECYCLED WATER FEES	1,071.00	1,071.00
02/13/2014	80574	00237 DERWA	JAN 2014 OPER EXP - DSRSD SHARE DEC 2013 OPER EXP - DSRSD SHARE	239,660.44 4,818.31	244,478.75
02/13/2014	80575	00271 EARL ISING INC.	DI EXCHANGE	366.65	366.65
02/13/2014	80576	00297 ENVIRONMENTAL EXPRESS LTD	CHEMICALS AND SUPPLIES	148.71	148.71
02/13/2014	80577	00300 ENVIRONMENTAL SCIENCE ASS	RESTORATION MONITORING - DECEMBER 2013	1,382.78	1,382.78
02/13/2014	80578	00307 FAIRWAY EQUIPMENT & SUPPLY	HOT WATER RELIEF VALVE FOR LOOP WATER MA	129.51	129.51
02/13/2014	80579	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES JAN '14	15.85	15.85
02/13/2014	80580	06196 HDSWW - UNION CITY CA	SUPPLIES FOR REPAIRS	2,876.16	2,876.16
02/13/2014	80581	03428 HOPKINS TECHNICAL PRODUCT	REPLACEMENT PROBES FOR FLUORIDE ANALYZER	4,751.14	4,751.14
02/13/2014	80582	05940 HULA NETWORKS	BARRACUDA WEB FILTER ENERGIZE RENEWAL	1,011.08	1,011.08
02/13/2014	80583	06445 INDUSTRIAL SHELVING USA	CANTILEVER RACK FOR PS 3C STOCK EMERGENC	4,030.63	4,030.63
02/13/2014	80584	06061 JACKSON LEWIS LLP	GENERAL LEGAL FEES 12/13	91.20	91.20
02/13/2014	80585	01282 KELLY SERVICES, INC.	F. SOLIS: W/E 1/19/14	686.72	

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			C. BARRAGAN: W/E 1/19/14	440.64	1,127.36
02/13/2014	80586	00514 LIVERMORE-PLEASANTON FIRE	12-P001 UNDERGROUND STORAGE TANK REMOVAL	1,020.00	1,020.00
02/13/2014	80587	06510 JOSE NONATO LUMINGO	REFUND - 3738 BRANDING IRON PL	302.86	302.86
02/13/2014	80588	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 1/19/2014	1,140.00	1,140.00
02/13/2014	80589	04231 MSC INDUSTRIAL SUPPLY CO	REPLT WINDOW AC UNIT FOR IT EQPT @ FLEET	411.27	411.27
02/13/2014	80590	00591 NEOPOST USA INC.	NEPOST - SUPPLIES - PRINTHEAD	211.61	211.61
02/13/2014	80591	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY- BOD MAIL DELIVERY- 12	120.00	
			ONE HOUR DELIVERY- BOD MAIL DELIVERY- 1/	120.00	
			ONE HOUR DELIVERY- BOD MAIL DELIVERY- 1/	120.00	
			ONE HOUR DELIVERY- BOD MAIL DELIVERY- 1/	120.00	
			ONE HOUR DELIVERY- BOD MAIL DELIVERY- 1/	120.00	600.00
02/13/2014	80592	00620 P G & E	LAWWMA PS FEEDER B JAN '13	69,758.34	
			LAWWMA PS FEEDER A JAN '14	27,418.36	
			WWTP ELECTRICITY - JANUARY 2014	15,525.66	
			PUMP STATION 200A ELEC - JANUARY 2014	3,362.35	
			DISTRICT OFFICE ELECTRICITY - JANUARY 20	3,200.33	
			DISTRICT OFFICE GAS SERVICE - JANUARY 20	947.72	
			PUMP STATION R300B ELEC - JANUARY 2014	363.36	
			PUMP STATION 4A ELEC JANUARY 2014	223.82	
			DO UTILITY BUILDING ELEC - JANUARY 2014	157.89	
			DO UTILITY BUILDING GAS SVC - JANUARY 20	51.72	
			RESERVOIR R100 ELEC - JANUARY 2014	21.33	
			ALAMO TRUNK SEWER ELEC - JANUAR2014	14.56	
			JOHNSON DRIVE STREETSCAPE ELEC - JANUAR2	12.57	121,058.01
02/13/2014	80594	05543 ADMINISTRATORS (PBIA) PREFE	FEBRUARY 2014 - DENTAL	22,648.41	22,648.41
02/13/2014	80595	03830 APPLIED FILTER TECHNOLOGY I	MONTHLY TESTING OF SAG MEDIA JAN '14	655.00	655.00



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02/13/2014	80596	02470 SHRED-IT	SHREDDING SERVICES JANUARY 2014	84.53	84.53
02/13/2014	80597	00810 STUDIO BLUE REPROGRAPHICS	12-P004 BID DOCUMENT REPRODUCTION	250.26	250.26
02/13/2014	80598	00848 THE LIGHTHOUSE	FIRE EXTINGUISHER	202.74	202.74
02/13/2014	80599	00903 UNITED RENTALS, INC.	AUGER RENTAL FOR POST HOLE BOLLARDS @ FS	95.15	95.15
02/13/2014	80600	05026 UNIVAR USA INC.	HYPO DELIVERY WWTP ON 1/20/14	2,320.47	
			SODIUM HYPOCHLORITE FOR THE WWTP ON 01/1	2,264.02	
			SODIUM HYPOCHLORITE FOR DERWA PS ON 01/2	191.44	4,775.93
02/13/2014	80601	04489 WATER ENVIRONMENT FEDERA	WEF MEMBERSHIP RENEWAL - 2014 RENEWAL	249.00	249.00
02/13/2014	80602	02123 WESTECH ENGINEERING, INC.	06-3103 REPLACEMENT SEW GEAR MOTOR	2,062.28	2,062.28
02/13/2014	80603	03149 WHITE CAP CONST SUPPLY	PLANT SUPPLIES	101.10	
			HIGH STRENGTH EPOXY FOR DIGESTER #3 FERR	95.12	196.22
02/13/2014	80604	03508 XYLEM WATER SOLUTIONS USA	REPLACEMENT UV BALLASTS: 60 EA.	36,582.86	36,582.86
02/13/2014	80605	00987 ZONE 7 WATER AGENCY	JANUARY 2014 CONNECTION FEES	1,691,728.15	1,691,728.15
02/18/2014	2182014	03718 HR SIMPLIFIED	2013/2014 POS	2,664.03	2,664.03
02/20/2014	80606	00031 ALLIED PACKING & SUPPLY INC.	8" X 13'4" SIGMA AQUA PVC S&D HOSE M/F A	861.10	861.10
02/20/2014	80607	01013 BARRETT BUSINESS SERVICES	M. MULLER: W/E 1/26/14	345.60	345.60
02/20/2014	80608	00216 DAIHOS U.S.A. INC.	HOT BEVERAGE @ DO - FEBRUARY 2014	154.97	154.97
02/20/2014	80609	00231 DELTA DIABLO SANITATION DIST	WESTERN RECYC WATER COALITION (WRWC) 201	9,431.86	9,431.86
02/20/2014	80610	04691 EQUIFAX INFORMATION SVCS LI	EQUIFAX	336.54	336.54
02/20/2014	80611	03165 ESRI, INC.	ARCGIS RENEWAL 5/1/14-4/30/15	5,799.76	5,799.76
02/20/2014	80612	00396 FIRST ADVANTAGE SBS	PRE-EMPLOYMENT BACKGROUND SCREENING (HER	133.92	133.92
02/20/2014	80613	04424 GRAYBAR ELECTRIC COMPANY	FLUORESCENT LAMPS	329.55	329.55
02/20/2014	80614	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS JAN. 14	3,078.66	

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			PROGRAMMING SERVICES - NEW LOGO FOR STAT	300.00	3,378.66
02/20/2014	80615	00439 IUOE LOCAL 39	LOCAL 39 UNION DUES: PAYMENT	4,310.27	4,310.27
02/20/2014	80616	00473 KEMIRA WATER SOLUTIONS INC	FERROUS CHLORIDE ON 01/30/14	5,335.01	5,335.01
02/20/2014	80617	04529 LAI & ASSOCIATES, INC.	FIELD DENSITY TESTING @ 5129 HARTLAND CT	688.26	688.26
02/20/2014	80618	03643 GEMMA LATHI	LATHI REIMB EXP FOR ENGINEERING INTERVIE	102.11	102.11
02/20/2014	80619	04553 PACHECO BROTHERS GARDENI	REPAIR @ DO DROUGHT GARDEN	588.13	588.13
02/20/2014	80620	01403 PRAXAIR DISTRIBUTION INC 186	LIQUID ARGON	493.45	493.45
02/20/2014	80621	00685 R.S. HUGHES CO., INC.	BATTERIES, SIZE C & D	79.98	79.98
02/20/2014	80622	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	944.76	944.76
02/20/2014	80623	00801 STATE CHEMICAL MFG. CO.	WWTP SUPPLIES: CHEMICALS & PAINT	271.56	271.56
02/20/2014	80624	00762 TESTAMERICA LABORATORIES I	SAMPLE ANALYSES	150.00	
			SAMPLE ANALYSES	45.00	195.00
02/20/2014	80625	04694 VULCAN MATERIALS CO	5.39 TONS COLD MIX 3/8 SC8	502.65	
			24.43 TONS OF 3/4IN CL2 BASE	296.19	
			23.57 TONS 3/4IN CL 2 BASE	285.87	1,084.71
02/20/2014	80626	00937 W.W. GRAINGER, INC.	BARRIER CHAIN FOR TURN OUTS	217.70	217.70
02/20/2014	80627	00019 A-1 ENTERPRISES	LAVWMA: WEEKLY STREET SWEEPING JAN '14	275.00	275.00
02/20/2014	80628	05990 ALAMEDA COUNTY SEF	2014 ALCOSEF SPONSORSHIP - REGIONAL W &	1,000.00	1,000.00
02/20/2014	80629	05958 ALLIANCE WELDING SUPPLIES	Cylinder (Qty 6) Cost & Delivery	1,756.36	
			CYLINDER RENTAL (QTY 6) 01/28/14 - 01/31	47.70	1,804.06
02/20/2014	80630	03035 ALPHA ANALYTICAL LABS INC	SAMPLE ANALYSES	324.00	324.00
02/20/2014	80631	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE- DO 107786 JAN. 2014	295.62	295.62
02/20/2014	80632	02158 AMADOR VALLEY INDUSTRIES	FOD DUMPSTER RENTAL FOR JANUARY 2014	295.62	295.62

## Check History Description Listing

Dublin San Ramon Services District

From: 1/28/2014 To: 2/24/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/20/2014	80633	00058 ARROWHEAD MOUNTAIN SPRING	OPS DEPT BOTTLED WATER JAN '14	181.49	
			LAB BOTTLED WATER	70.09	251.58
02/20/2014	80634	02217 BSK ASSOCIATES INC.	SAMPLE ANALYSES	640.00	640.00
02/20/2014	80635	03079 CALCON SYSTEMS INC	620C520 PROGRAMMING - PS4A CONTROLLER UP	2,682.00	2,682.00
02/20/2014	80636	05404 CALIFORNIA FIRST AID AND SAFETY	FIRST AID KIT MAINTENANCE - DO	116.03	116.03
02/20/2014	80637	01085 CALPERS LONG-TERM CARE PROGRAM	LONG-TERM CARE: PAYMENT	98.26	98.26
02/20/2014	80638	00105 CAL-STEAM	2 PVC SW SPRG CHK VLV FOR LAVWMA PUMP ST	16.06	16.06
02/20/2014	80639	01167 CITY OF DUBLIN	ENCROACHMENT PERMIT DIG TO REPAIR WATER	698.00	
			ENCROACHMENT PERMITE TO DIG TO REPAIR BL	467.00	1,165.00
02/20/2014	80640	02639 CITY OF SAN RAMON	2 WATER LEAK REPAIRS: 1518 BANBURY DR &	600.00	600.00
02/20/2014	80641	05196 COMCAST	BUSINESS TV BASIC 02/07/14-03/06/14	13.95	13.95
02/20/2014	80642	01156 CWEA	C. SANCHEZ 2014 CWEA MEMBERSHIP RENEWAL	148.00	
			T. TROY 2014 CWEA MEMBERSHIP RENEWAL	148.00	296.00
02/20/2014	80643	06489 DIGITAL ENGINEERING SYSTEMS	HP Z5400PS POSTSCRIPT E-PRINTER	6,656.63	6,656.63
02/20/2014	80644	00280 ECOWATER SYSTEMS	LAB WATER SOFTENER EXCHANGE TANKS FEB '14	205.20	205.20
02/20/2014	80645	05201 EMERSON NETWORK POWER	VRLA BATTERY EQUIPMENT REPLACEMENT	4,182.28	4,182.28
02/20/2014	80646	00291 ENERGY SYSTEMS - CALIFORNIA	OIL FILTERS	250.61	250.61
02/20/2014	80647	00307 FAIRWAY EQUIPMENT & SUPPLY	STEEL FOR SHOP USE - WWTP	1,569.79	
			WELDABLE FLANGE FOR LAVWMA BASINS	502.99	
			ZOELLER PUMP FOR SHOP STOCK	455.54	
			PARTS & MATERIALS FOR CO-GEN	414.11	2,942.43
02/20/2014	80648	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES FEB '14	21.42	
			WWTP: OVERNIGHT DELIVERY CHARGES FEB '14	15.85	37.27
02/20/2014	80649	02914 STATE OF CALIFORNIA FRANCHISE TAX BOARD	FRANCHISE TAX BOARD: PAYMENT	530.51	530.51

## Check History Description Listing

Dublin San Ramon Services District

From: 1/28/2014 To: 2/24/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/20/2014	80650	00368 HACH COMPANY	FLUORIDE ANALYZER STANDARD	249.02	249.02
02/20/2014	80651	00401 HOME DEPOT	PIPE PLUGS FOR LAVWMA PUMP	218.81	218.81
02/20/2014	80652	00468 KAMAN INDUSTRIAL TECHNOLO	BEARINGS FOR BIO-BED BLOWERS	548.57	548.57
02/20/2014	80653	06166 KBA	COPIERS UCC & LEASE 01/30-02/28/14	805.52	805.52
02/20/2014	80654	06166 KBA	COPIER FOD/ENGR/MAINT 01/1/14 - 01/31/14	350.13	350.13
02/20/2014	80655	01282 KELLY SERVICES, INC.	C. BARRAGAN: W/E 1/26/14 F. SOLIS: W/E 1/26/14	783.36 757.76	1,541.12
02/20/2014	80656	05709 LESCURE COMPANY, INC.	12-P001 PP#5 UG DIESEL TANK REPLACEMENT	42,522.00	42,522.00
02/20/2014	80657	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 1/26/14	1,140.00	1,140.00
02/20/2014	80658	04796 NAPA AUTO PARTS	OIL FILTERS FOR STOCK #326 GOLF CART SWITCH (BRAKE LIGHT)	27.04 7.97	35.01
02/20/2014	80659	00591 NEOPOST USA INC.	NEOPOST - RATE CHANGE PROTECTION - EFFEC	148.20	148.20
02/20/2014	80660	00620 P G & E	PUMP STATION R200B ELEC - JANUARY 2014 FSL AERATORS; LAB HVAC; FLEET - JANUARY PUMP STATION R20 ELEC - FEBRUARY 2014 PUMP STATION 2B ELEC - JANUARY 2014 PUMP STATION 300A ELEC - JANUARY 2014 PUMP STATION R300A ELEC - JANUARY 2014 LAVWMA PIPELINE & LIVERMORE LINE JAN '14 PUMP STATION 10A ELEC - JANUARY 2014 RESERVOIR 10B ELECTRICITY - FEBRUARY 201 ALTITUDE VALVE (RES 10B) ELEC - FEBRUARY	1,937.91 1,930.81 1,184.85 978.18 710.63 425.12 395.70 181.05 49.58 10.53	7,804.36
02/20/2014	80661	02564 PIPE USERS GROUP	PIPE USERS GROUP - MEMBERSHIP FEE - JULY	350.00	350.00
02/20/2014	80662	00663 PLEASANTON GARBAGE SVC IN	TRANSPORT OF SOLIDS/GRIT SCREENINGS JAN	4,178.91	4,178.91
02/20/2014	80663	04951 PLEASANTON TRUCKING	TRUCKING 3/4" AGGREGATE BASE TO FOD 1-29	183.23	183.23

Check History Description Listing  
Dublin San Ramon Services District

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/20/2014	80664	01882 POLLARD WATER.COM - EA	SLUDGE JUDGE FOR PLANT OPERATIONS	153.70	153.70
02/20/2014	80665	04105 R&B COMPANY	SUPPLIES FOR FOD	21,792.37	21,792.37
02/20/2014	80666	04251 R.L. RIGHETTI ENTERPRISE	COGEN: VHP HEADS CHANGED / REBUILDS	9,656.86	9,656.86
02/20/2014	80667	03442 RABBIT OFFICE AUTOMATIO	COPIER LEASE LAB/CUST SVC - FEB. 2014	440.36	440.36
02/20/2014	80668	00699 REDWOOD COAST PETROLI	GASOLINE DELIVERY TO THE WWTP ON 1/29/14	1,529.41	1,529.41
02/20/2014	80669	05841 SABAH INTERNATIONAL, INC	FIRE SYSTEM CORRECTIVE ACTION ASSESSMENT	960.00	960.00
02/20/2014	80670	05449 SAMBA HOLDINGS, INC.	DMV REPORTING FOR 01-14	163.77	163.77
02/20/2014	80671	00847 THE IMPRINT WORKS	THE IMPRINT WORKS - PLAQUES FOR 2013 EMP	100.28	100.28
02/20/2014	80672	00556 UNITED WAY OF THE BAY AF	UNITED WAY: PAYMENT	233.93	233.93
02/20/2014	80673	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE FOR THE WWTP ON 01/2	2,262.64	2,262.64
02/20/2014	80674	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT ON 1/20, 1	1,189.56	1,189.56
02/20/2014	80675	00924 VERIZON WIRELESS	ON-CALL OP'S CELL PH SVC 01/04 -02/03/14	967.74	967.74
02/20/2014	80676	04489 WATER ENVIRONMENT FEDI	MEMBERSHIP DUES 2014: R. GUMBER	249.00	249.00
02/20/2014	80677	02884 WEST VALLEY CONSTRUCTI	REPAIR 10" MAIN LEAK 12-913 TO 12-12-13	16,729.15	
			INSTALL 2" SERVICE, RELOACE METERS AND B	13,914.65	
			REPAIR LEAK AND CONCRETE WORK 12/16/13 T	6,740.86	
			REPAIR LEAK 12/5/13 - 12/13/13 @ 4096 CE	6,578.79	
			REPAIR SERVICE LEAK 12/17/13 @ 7541 BROO	3,924.80	47,888.25
02/24/2014	7938	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	380.30	380.30
02/24/2014	607022414	01098 NATIONWIDE RETIREMENT	NATIONAL DEFERRED COMPENSATION: PAYMENT	44,093.60	44,093.60
02/24/2014	1000397246	00494 PERS	RETIREMENT: PAYMENT	45,150.11	45,150.11

291 checks in this report

**Total Checks: 4,470,208.28**

*90*  
*2/24/14*



Reference Financial Services Manager	Type of Action Hold Public Hearing/Adopt Fees and Charges	Board Meeting of March 4, 2014
Subject Hold Public Hearing: Adopt Resolution Establishing Miscellaneous Fees and Charges and Rescind Resolution No. 7-12		
<input type="checkbox"/> Motion <input type="checkbox"/> Minute Order <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Informational <input type="checkbox"/> Other		
REPORT: <input type="checkbox"/> Verbal <input type="checkbox"/> Presentation <input checked="" type="checkbox"/> Staff            J. Archer <input type="checkbox"/> Board Member		

**Recommendation:**

The Interim Financial Services Manager recommends the Board of Directors hold a Public Hearing and adopt, by Resolution, Miscellaneous Fees and Charges, and rescind Resolution No. 7-12.

**Summary:**

The District reviews and updates its fees biennially to ensure that the cost of providing a service is fully covered by the fee. Staff reviewed all existing fees and updated assumptions and applied updated staff billing rates. A Staff Report on Miscellaneous Fees and Industrial Waste Program User Fee Review was presented to the Finance Committee at their meeting on February 10, 2014 showing the current and proposed fees along with the variances. The fee for Grease/Trap Interceptor inspections and re-inspections has been restructured to more accurately reflect the work being provided. Four new fees are being added; Site Visit fee, Automotive Pollution Prevention Inspection Fee, Recycled Water Fill Station – Annual Permit Fee and Recycled Water Fill Station – Water Truck Load fee.

Committee Review			Legal Review	Staff Review		
COMMITTEE Finance	DATE 02/10/2014	RECOMMENDATION Approve	Yes	ORIGINATOR J. Archer	DEPARTMENT Fin Serv	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Minute Order <input type="checkbox"/> Task Order <input checked="" type="checkbox"/> Staff Report <input type="checkbox"/> Ordinance						
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Staff Report - Finance Committee February 10, 2014 2. 3.			



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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ESTABLISHING FEES AND CHARGES UNDER DISTRICT CODE SECTIONS 1.30.010 (B) (GENERAL PENALTY – INFRACTION), 1.40.040 (COPIES OF PUBLIC RECORDS - FEES), 1.50.010 (ASSESSMENT OF LATE CHARGES), 1.50.070 (CHARGE FOR UNPAID RETURNED CHECKS), 2.30.050 (PROCESSING FEE [PUBLIC FACILITY PLANNING AGREEMENTS]), 1.100.010 (ESCROW FEES), 3.70.070 (A) & (B) (INSPECTION AND PROJECT REVIEW FEES – MISCELLANEOUS FEES), 3.70.060 (METER ASSEMBLY INSTALLATION FEE - WATER), 4.40.070 (BACKFLOW PREVENTION ADMINISTRATION FEE), 4.40.040 (A) & (B) (OTHER FEES AND CHARGES FOR WATER SERVICE), 4.40.080 (A) (FEES AND CHARGES FOR USE OF TEMPORARY METERS), 4.40.080 (C) (FEES AND CHARGES FOR USE OF TEMPORARY METERS - DEPOSIT), AND 4.40.090 (A) & (B) (FEES AND CHARGES FOR USE OF CONSTRUCTION WATER METER) AND RESCINDING RESOLUTION NO. 7-12

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WHEREAS, the above referenced sections of the District Code allow the Board of Directors to establish the respective fees and charges by ordinance or resolution; and

WHEREAS, these fees and charges, which are not assessed as an incident of property ownership, but are imposed upon and due to the nature of the use of the property, and not by virtue of the landowner's ownership of the property and are therefore not subject to Proposition 218 notification, have been reviewed and require adjustment; and

WHEREAS, these fees and charges are imposed for specific services provided by the District directly to the customer required to pay them, which services are not provided to those not charged, and the amount of the fees and charges have each been calculated using an accepted methodology of allocating costs to the customers that benefit from the services provided such that the fee or charge does not exceed the reasonable costs of providing the service; and

WHEREAS, some of the fees and charges are imposed for the reasonable regulatory costs for issuing licenses and permits, performing investigations, inspections, and audits, and the administrative enforcement and adjudication thereof, based on an accepted methodology of allocating the reasonable regulatory costs to those whose activities give rise to the need for regulation; and

WHEREAS, some of the fees and charges comprise monetary charges imposed by the District for violations of law; and

WHEREAS, the rates, as adopted by this resolution, once operative, will supersede those previously established in Resolution No. 7-12.

Res. No. \_\_\_\_\_

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, as follows:

1. The charges authorized under Sections 1.30.010 (B), 1.40.040, 1.50.010, 1.50.070, 2.30.50, 1.10.010, 3.70.070 (A)& (B), 3.70.060, 4.40.040 (A) & (B), 4.40.070, 4.40.080 (A), 4.40.080 (C), and 4.40.090 (A) & (B) of Dublin San Ramon Services District Code are established in the respective amounts set forth in Exhibit A, attached.

2. This resolution will be effective immediately upon its adoption; provided that the charges as shown on Exhibit A shall be operative from and after April 7, 2014.

3. Resolution No. 7-12 is rescinded effective April 7, 2014.

ADOPTED by the Board of Directors of Dublin San Ramon Services District at its regular meeting held on the 4th day of March 2014, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgean M. Vonheeder-Leopold, President

ATTEST:

\_\_\_\_\_  
Nancy G. Hatfield, District Secretary



**Miscellaneous Fees - Administrative**

Exhibit A

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE
General Penalty - Code Infraction	1.30.010(B)	First violation. Second violation of the same provision or ordinance within one year. Each additional violation of the same provision or ordinance within one year.	\$250.00 \$500.00 \$1,000.00
Copies of Public Records Fee	1.40.040	Per page.	\$0.10
Assessment of Late Charges	1.50.010	Shall be assessed on the overdue amount outstanding.	10%
Additional Late Charges	1.50.010	Shall be assessed for each 30 day period during which the overdue bill remains unpaid.	1%
Charge for Unpaid Returned Checks	1.50.070	First occurrence. Each additional occurrence.	\$25.00 \$35.00
Escrow Account - Set-up Fee	1.100.010	Fee to establish an escrow account requested by contractor.	\$370.00
Escrow Account - Handling Fee	1.100.010	Fee for each escrow account transaction will be deducted from the contractor's regular progress payment.	\$30.00
Regional Sewer Capacity Reserve Fee - Installment Plan - 10 year	3.70.070(B)	Initial set-up of 10 year installment plan.	\$3,060.00

## Miscellaneous Fees - Customer Service

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE
Backflow Prevention Administrative Fee - Reduced Pressure Device	4.40.070	Bi-monthly backflow prevention device maintenance administrative fee for reduced pressure device.	\$ 14.50
Backflow Prevention Administrative Fee - Double check/Detector check		Bi-monthly backflow prevention device maintenance administrative fee for double check/detector check devices.	\$ 23.50
New Accounts Set-up Fee	4.40.040(A)	Establishing a new account, including transferring one account from one address to another, or re-establishing an account within a 12 month period for a customer who is current in all payments to the district.	\$ 29.00
Service Termination Fee	4.40.040(B)	For each occasion.	\$ 52.00
Service Reinstatement Fee	4.40.040(B)	Performed during regular business hours. Performed during non-regular business hours.	\$ 52.00 \$ 283.00
Curb Stop Repair Fee	4.40.040(B)	For repair of damaged curb stop.	\$ 385.00
Trim Charge	4.40.040(B)	For trimming around meter box after customer failed to do trimming after being notified.	\$ 133.00
Hand Delivered Notification Fee	4.40.040(B)	Hand delivering to customer notification of past due balance and possible service shut-off if balance not paid.	\$ 26.00
Broken Lock Fee	4.40.040(B)	To replace a lock, placed on the meter to prevent the customer from reinstating service without payment, cut off by the customer.	\$ 66.00
Meter Removal Fee	4.40.040(B)	Removing meter after customer cut lock and did not pay on past due account.	\$ 105.00
Meter Reinstall Fee	4.40.040(B)	Reinstalling meter after customer has paid on past due account.	\$ 105.00
Site Visit	4.40.080(A)	Site visit to required due to collections action.	\$ 51.00
Temporary Meter - Charge for Breaking Seal	4.40.080(A)	Penalty for breaking a seal on a temporary meter.	\$ 630.00
Refund of Deposit for Temporary Meter	4.40.080(C)	Upon termination of service and return of the meter assembly to the district, the district shall refund the deposit, less the following amounts: Actual cost for necessary repairs to, or replacement of, the meter assembly. Amounts due and owing for water service.	

**Miscellaneous Fees - Customer Service**

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE
Construction Water Meter Fee - Non-residential	4.40.090(B)	Deposit plus New Account Set-up fee (per Section 4.40.040(A)). Bi-monthly service charge for a comparable size meter under section 4.40.010. Field tracing charge each time a meter user fails to present the meter for reading. Penalty for tampering with the meter assembly. Quantity charge for construction meters is the same as for regular water service as shown in Section 4.40.020.  Upon return of the meter, the deposit required is refunded, less any unpaid charges listed in this section and less the cost of necessary repair or replacement of the meter assembly.	\$1,000.00 \$ 29.00 \$ 226.00 \$ 630.00

## Miscellaneous Fees - Engineering

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE
Planning Agreement Application Fee	2.30.050	Minimum processing fee for planning agreement application.	\$3,485.00
Water Main Installation Inspection	3.70.070(A)	Inspection of repair of water main line with <u>no</u> bacteriological testing required.	\$985.00
		Minimum for inspection of installation or repair of water main line <u>with</u> bacteriological testing required. (Laboratory testing charges billed separately.)	\$4,360.00
		Additional cost per linear foot over 300 ft. for inspection of installation or repair of water main line with bacteriological testing required.	\$7.87
Chlorination/Bacti retest	3.70.070	Fee for Chlorination/Bacti retest when initial testing fails.	\$715.00
Water Pressure retest	3.70.070	Fee for water pressure retest when initial testing fails.	\$320.00
Fire Hydrant Inspection Fee	3.70.070(A)	Per unit fee for inspection of fire hydrant installation.	\$395.00
Building Service Line Inspection Fee	3.70.070(A)	Per unit fee for inspection of water service line installation.	\$525.00
Blow-off Valve or Air Relief Valve Inspection Fee	3.70.070(A)	Per unit fee for inspection of blow-offs and air relief valves.	\$260.00
Backflow Prevention Device Inspection Fee	3.70.070(A)	Per unit fee for inspection of backflow prevention - domestic and irrigation service lines.	\$260.00
Fire Service Installation and Backflow Prevention Device Inspection Fee	3.70.070(A)	Per unit fee for fire service installation and inspection of backflow prevention device.	\$755.00
Service Assembly and Service Connection Inspection Fee	3.70.070(A)	Per unit fee for inspection of service assembly and service connection (water tap)	\$525.00
Inspection Conducted Outside Regular Working Hours.	3.70.070(A)	Hourly rate for inspection conducted other than during regular working hours (8:30-4:30 weekdays).	\$210.00
Inspection Conducted on Weekends or Holidays	3.70.070(A)	Minimum for inspections conducted on weekends or holidays.	\$685.00
		For each hour in excess of four hours.	\$210.00
Project Planning and Review Fees (for potable water and/or recycled water plans)  All fees assume a maximum of two plan reviews; all additional reviews will be billed at the staff's actual burdened hour rate. Fee includes staff time for project support during construction and project acceptance.	3.70.070(A)	Single family home	\$390.00
		Commercial Unit Improvement/Expansion	\$2,045.00
		New Single commercial unit/building	\$4,085.00
		Additional commercial unit/building	\$1,530.00
		Additional fee per linear foot for water service over 300ft	\$4.80
		Minimum new water system installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$4,085.00
		Additional per residential unit over 5	\$145.00
		Additional fee per linear foot for new main installation over 300ft	\$4.80
Variance review	\$1,335.00		

## Miscellaneous Fees - Engineering

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE
Project Planning and Review Fees (Minimum for combination of any <b>two</b> potable water, recycled water and/or sewer plans submitted on the same sheet(s) of the plan (1)).	3.70.070(A)	Single family home	\$585.00
		Commercial Unit Improvement/Expansion	\$3,415.00
		New Single commercial unit/building	\$6,825.00
		Additional commercial unit/building	\$2,050.00
		Additional fee per linear foot for new main installation over 300ft	\$6.89
		Minimum new water system installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$5,635.00
		Additional per residential unit over 5	\$175.00
Additional fee per linear foot for new main installation over 300ft	\$6.89		
(1) The same fee appears among the fees authorized by Section 3.70.070(B) of the District code, for the first two plan submittals. It is the District's intent to charge one fee for the first two plan submittals. If two or more plans are included in one submittal, one fee would apply, and shall be based upon the greater of the length of potable water, recycled water, or sewer line submitted.			
Project Planning and Review Fees (Minimum for combination of any <b>three</b> potable water, recycled water and/or sewer plans submitted on the same sheet(s) of the plan (1)).	3.70.070(A)	Single family home	\$585.00
		Commercial Unit Improvement/Expansion	\$4,435.00
		New Single commercial unit/building	\$8,865.00
		Additional commercial unit/building	\$2,565.00
		Additional fee per linear foot for new main installation over 300ft	\$8.99
		Minimum new water system installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$7,190.00
		Additional per residential unit over 5	\$205.00
Additional fee per linear foot for new main installation over 300ft	\$8.99		
Recycled Water - Irrigation System Plan Review Fees	3.70.070(A)	Minimum for recycled water irrigation system plan review.	\$3,865.00
		Additional cost per acre for recycled water irrigation system plan review over 2 acres.	\$480.00
Recycled Water - Irrigation System Inspection Fees (includes one zero pressure test for one building and one irrigation system)	3.70.070(A)	Minimum for recycled water irrigation system inspection.	\$3,870.00
		Additional cost per acre for recycled water irrigation system inspection over 2 acres.	\$600.00
		Additional zero pressure test	\$600.00
Recycled Water - Irrigation System License Fee	3.70.070(A)	Recycled water irrigation system license fee.	\$1,090.00

## Miscellaneous Fees - Engineering

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE
Meter Assembly Installation Fee (including meter and meter spud)	3.70.060	5/8" Meter assembly installation fee.	\$507.00
		3/4" Meter assembly installation fee.	\$538.00
		1" Meter assembly installation fee.	\$591.00
		1-1/2" Non-irrigation meter assembly installation fee.	\$872.00
		1-1/2" Irrigation meter assembly installation fee.	\$1,245.00
		All meters 2" or greater, fee will be determined by district engineer at District's actual cost plus overhead.	
Sewer Main Installation Inspection	3.70.070(B)	Inspection of single reach sewer main installation without TV Inspection.	\$985.00
		Minimum for inspection of single or multiple reach sewer main installation <u>with</u> TV inspection.	\$5,040.00
		Additional cost per linear foot over 350 ft. for inspection of single or multiple reach sewer main installation with TV inspection.	\$8.66
Sewer air retest	3.70.070	Fee for sewer air retest when initial testing fails.	\$320.00
Saddle or Manhole Connection Inspection	3.70.070(B)	Inspection of Saddle installation or Manhole connection.	\$395.00
Sewer manhole vacuum retest	3.70.070	Fee for sewer manhole vacuum retest when initial testing fails.	\$190.00
Sewer Lateral Installation Inspection Fee	3.70.070(B)	Inspection of sewer lateral installation.	\$260.00
House Sewer Installation Inspection Fee	3.70.070(B)	Inspection of house sewer installation.	\$260.00
Fees for Grease Traps/Interceptors	3.70.070(B)	Annual maintenance inspection - grease trap/interceptor	\$135.00
		Annual maintenance inspection for additional grease trap/interceptors for same customer at the same location	\$50.00
Fees for Grease Traps/Interceptors - Reinspections	3.70.070(B)	Reinspection - grease trap/interceptor	\$135.00
		Reinspection for additional grease trap/interceptors for same customer at the same location	\$50.00
Repairs or Minor Alteration Inspection Fee	3.70.070(B)	Inspection of repairs or minor alterations.	\$260.00
Automotive Pollution Prevention Inspection	3.70.070(B)	Inspection of vehicle service and wash facilities every other year .	\$155.00
Fees for Inspection of Special or Single Structure (e.g., manholes) Appurtenant Projects	3.70.070(B)	Per structure less than 350 lineal feet of sewer main.	\$460.00
		Additional per structure over 350 lineal feet of sewer main.	\$195.00
Inspection Conducted Outside Regular Working Hours.	3.70.070(B)	Hourly rate for inspection conducted other than during regular working hours (8:30-4:30 weekdays).	\$210.00

## Miscellaneous Fees - Engineering

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE
Inspection Conducted on Weekends or Holidays	3.70.070(B)	Minimum for inspection conducted on weekends or holidays.	\$680.00
		For each hour in excess of four hours.	\$210.00
Sewer Flushing Fee	3.70.070(B)	Sewer flushing to be billed at hourly rate per staff and equipment billing rates in effect at time of request.(2 hour minimum).	
Project Planning and Review Fees (for sewer system plans)  All fees assume a maximum of two plan reviews; all additional reviews will be billed at the staff's actual burdened hour rate.	3.70.070(B)	Single family home	\$390.00
		Commercial Unit Improvement/Expansion	\$2,390.00
		New Single commercial unit/building	\$4,780.00
		Additional commercial unit/building	\$1,035.00
		Additional fee per linear foot for sewer service over 300ft	\$4.18
		Minimum new sewer main installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$3,103.63
		Additional per residential unit over 5	\$60.00
		Additional fee per linear foot for sewer service over 300ft	\$4.18
Variance review	\$1,335.00		
Project Planning and Review Fees (Minimum for combination of any <b>two</b> potable water, recycled water and/or sewer plans submitted on the same sheet(s) of the plan (1)).	3.70.070(B)	Single family home	\$585.00
		Commercial Unit Improvement/Expansion	\$3,415.00
		New Single commercial unit/building	\$6,825.00
		Additional commercial unit/building	\$2,050.00
		Additional fee per linear foot for new main installation over 300ft	\$6.89
		Minimum new sewer main installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$5,635.00
		Additional per residential unit over 5	\$175.00
		Additional fee per linear foot for new main installation over 300ft	\$6.89
Project Planning and Review Fees (Minimum for combination of any <b>three;</b> potable water, recycled water and/or sewer plans submitted on the same sheet(s) of the plan (1)).	3.70.070(B)	Single family home	\$585.00
		Commercial Unit Improvement/Expansion	\$4,435.00
		New Single commercial unit/building	\$8,865.00
		Additional commercial unit/building	\$2,565.00
		Additional fee per linear foot for new main installation over 300ft	\$8.99
		Minimum new sewer main installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$7,190.00
		Additional per residential unit over 5	\$205.00
		Additional fee per linear foot for new main installation over 300ft	\$8.99

### Miscellaneous Fees - Engineering

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE
(1) The same fee appears among the fees authorized by Section 3.70.070(A) of the District code, for the first two plan submittals. It is the District's intent to charge one fee for the first two plan submittals. If two or more plans are included in one submittal, one fee would apply, and shall be based upon the greater of the length of potable water, recycled water, or sewer line submitted.			
Recycled Water Fill Station - Annual Permit Fee	4.30.070	Annual Permit fee for water trucks to fill with recycled water at the wastewater treatment plant	\$73.00
Recycled Water Fill Station - Water Truck Load		Fee per truck load of recycled water	\$10.00
Construction Water Meter Fee - Residential (Jumper Fee)	4.40.090(A)	Flat rate fee per 3/4-inch residential service line.	\$190.00





## STAFF REPORT

FINANCE COMMITTEE

February 10, 2014

MISCELLANEOUS FEE AND INDUSTRIAL WASTE PROGRAM USER FEE REVIEW

## BACKGROUND

### Miscellaneous Fees

In accordance with Strategic Work Plan item 1.2.4, miscellaneous fees are updated every two years to ensure that the cost of customer specific services provided to customers is recovered. Miscellaneous fees were last updated in 2012.

Miscellaneous fees recover approximately \$2.2 million annually and if not recovered as a miscellaneous fee would have to be included in the rate base for all customers. Annual revenue for water and local service charges is \$25 million, miscellaneous fees would represent an 8.8% increase in rates to cover the cost of the miscellaneous services.

### Industrial Waste Program User Fees and Laboratory Analysis Fees

The Industrial Waste Program User fees and Laboratory Analysis fees were last reviewed in 2007, since then in accordance with Resolution No. 12-07 the Consumer Price Index, as specified in the resolution; was applied annually and the user fees adjusted accordingly. In fiscal year 2013, revenue from Industrial Waste Program Users was \$342,000 and represents 1.8% of regional sewer revenue.

## DISCUSSION

### Proposed 2014 Rate updates

#### Miscellaneous Fee Revisions

There is a worksheet for each miscellaneous fee which lists the staff position(s) that typically provide the service, the staff's current billing rate, the amount of time required to provide the service, and any miscellaneous costs incurred to provide the service (postage, printing, etc.). A comprehensive review of the current process is performed by the supervisors to ensure that the worksheets capture the current level of service provided for each fee.

Attachment A recaps all the miscellaneous fees. The table compares the updated fee with the current fee and shows the dollar change and percentage change. Notes are provided for those fees that are increasing beyond adjustments to salary (and benefit) rates.

When supervisors reviewed the fees there were a couple of fees which they felt should be restructured in order to more accurately reflect the work being provided to the customer. Below is a recap of the fees with major changes.

### **Grease Trap/Interceptor Inspections and Re-inspections**

In the past the grease trap/interceptor inspection and re-inspection fees were based on the size of the grease trap/interceptor. It was determined that the time involved for the inspection was the same regardless of the grease trap/interceptor size. Also, because many of the new commercial areas have several traps/interceptors at one location with one owner, a new cost for inspection of additional traps/interceptors at a site was added. The cost to inspect additional traps was based on the time involved for the inspection only and excluded the time for transportation to and from a site. The recommended fees for grease trap/interceptor inspection and re-inspection reflect this change in methodology.

## **NEW FEES**

Customer Service is requesting the establishment of a Site Visit fee.

**Site Visit** - This fee would cover the cost of site visit resulting from customer required collections action or follow up primarily as a result of service interruptions.

Engineering is requesting the establishment of an inspection fee for automotive facilities as part of the Pollution Minimization Program. The Pollution Minimization Program is a requirement of our WWTP NPDES Permit. They are also requesting two new fees for the recycled water fill station at the wastewater treatment plant.

**Automotive Pollution Prevention Inspection Fee** – District staff will inspect vehicle service and wash facilities every other year to ensure proper maintenance of interceptors and sumps and proper disposal of waste. Inspectors will also verify that the businesses are implementing applicable best management practices. The fee will cover the cost of inspecting the facilities and related administrative duties.

**Recycled Water Fill Station - Annual Permit Fee** – This fee will cover the cost of staff time to review recycled water application and issue a permit to customers who will come to the wastewater treatment plant to fill water trucks.

**Recycled Water Fill Station - Water Truck Load** – A flat fee will be charged for each water truck filled at the wastewater treatment plant recycled water fill station.

## **Industrial Waste Program User Fees Revisions**

There is a worksheet for each Industrial Waste Program fee which lists the staff position(s) that typically provide the service, the staff's current billing rate, the amount of time required to provide the service, and any miscellaneous costs incurred to provide the service (postage, printing, etc.). A comprehensive review of the current process is performed by the supervisors to ensure that the worksheets capture the current level of service provided for each fee.

This year the Industrial Waste Program User fees have been thoroughly reviewed and have been restructured to simplify the billing and to provide more transparency to the customer regarding the nature of the charges. Going forward Industrial Waste Program User fees will be reviewed every two years along with the Miscellaneous Fees. Below is a recap of the fee restructuring.

**Users Charges:**

These charges are related to the cost of sampling industrial users for the strength of their wastewater and for pollutants monitored as part of the District's Pretreatment Program. Previously, the charges varied by the estimated number of times an industrial user's wastewater would be sampled in a billing period.

**Old Format****Significant Users**

Weekly Sampling (Bi-monthly charge)	\$ 1,164.05
Monthly Sampling (Bi-monthly charge)	\$ 289.59

**Intermediate Users**

Semi-annual Sampling (Semi-Annual charge)	\$ 147.64
Annual Sampling (Annual charge)	\$ 147.64

These charges have been simplified, to reflect the cost to set up the sampling equipment and collect the samples for lab analyses. The new structure will provide more clarity to the customer on the nature of the charges and provide more flexibility for different sampling situations.

**New Format****Sampling**

Composite Sampler set	\$375.00
Sampling, each site per day	\$240.00

**Analyses**

These charges were previously based on a combination of the costs to set-up a sampler to sample an industrial user's wastewater and perform the lab analyses on the samples. To provide a clear correlation between the work performed and the charge for analysis, the costs of the two tasks have been separated. The cost to set up the sampler is reflected in a new separate charge (noted above) and the cost of the lab analyses are provided separately in the Laboratory Analysis price sheet.

**Special Analyses**

The cost of the metals analyses is provided in the Laboratory Analysis price sheet.

**Special Tasks**

Special tasks include industrial user inspections, application review and inspection, and permit issuance. An industrial user must initially fill out or update a permit application for a new or renewed permit. All Industrial users are inspected every year but permit renewal varies from one to two years based on the user. The charges have been simplified. The new fees reflect the cost for a permit issuance; permit renewal; permit amendments; and inspections

**Old format****New permits**

Review application & inspection

Significant users	\$ 2,299.71
Intermediate users	\$ 1,152.70

Permit issuance

Significant users	\$ 431.55
Intermediate users	\$ 215.78

**Renewal of permits**

Review application & inspection

Significant users	\$ 1,152.70
Intermediate users	\$ 573.51

**Permit issuance**

Significant users	\$ 289.59
Intermediate users	\$ 141.96

**Permit amendment**

Significant users	\$ 141.96
Intermediate users	\$ 73.82

**Routine or compliance inspection**

Significant users	\$ 431.55
Intermediate users	\$ 289.59

**New Format****Inspections and Permitting**

Inspection, initial (Significant user)	\$1,475
Inspection, initial (Intermediate user)	\$740
Inspection, compliance (Significant user)	\$870
Inspection, compliance (Intermediate user)	\$435
Permit Issuance, includes application review (SIU)	\$1,105
Permit Issuance, includes application review (IIU)	\$740
Permit Renewal, includes application review (SIU)	\$660
Permit Renewal, includes application review (IIU)	\$330
Permit Amendments (Significant user)	\$370
Permit Amendments (Intermediate user)	\$225

The charges for hearings have changed based on the changes in labor rates.

Description	Proposed	Current	Change
Show cause hearing	\$ 890.00	\$ 863.10	\$ 26.90
Enforcement hearing	\$ 1,185.00	\$ 1,152.70	\$ 32.30

**Laboratory Fees**

The fees are based on the cost of performing certain laboratory tests and are included as a schedule. Quite a few fees decreased because of a factor that was included previously for equipment depreciation. This factor has been removed because the labor rate for staff includes overhead costs. There are several fees that increased significantly; this is due to re-evaluation of the time spent by the Laboratory Technician to process the tests. There are also six new tests that have been added because they are run on a regular basis for Zone 7, LAVWMA or DERWA, so the fee for these tests has been added to the schedule.

Attachment B recaps the Industrial Waste Program fees and Laboratory Analysis fees

**RECOMMENDATION**

Staff recommends that fees be approved as shown on Attachment A and B.

Attachment C shows calculations for new fees and fees with large increases.

## Miscellaneous Fees - Administrative

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES
General Penalty - Code Infraction	1.30.010(B)	First violation.	\$250.00	\$250.00	\$0.00	0%	Jul-04	CA Penal Code Section 19.8
		Second violation of the same provision or ordinance within one year.	\$500.00	\$500.00	\$0.00	0%	Jul-04	CA Water Code Section 378
		Each additional violation of the same provision or ordinance within one year.	\$1,000.00	\$1,000.00	\$0.00	0%	Jul-04	CA Water Code Section 378
Copies of Public Records Fee	1.40.040	Per page.	\$0.10	\$0.10	\$0.00	0%	Apr-10	CA Gov. Code Section 6253(b)
Assessment of Late Charges	1.50.010	Shall be assessed on the overdue amount outstanding.	10%	10%	0%	0%	Jul-04	CA Gov. Code Section 61115(a)(3)(C)
Additional Late Charges	1.50.010	Shall be assessed for each 30 day period during which the overdue bill remains unpaid.	1%	1%	0%	0%	Jul-04	CA Gov. Code Section 61115(a)(3)(C)
Charge for Unpaid Returned Checks	1.50.070	First occurrence.	\$25.00	\$25.00	\$0.00	0%	Aug-03	CA Civil Code 1719
		Each additional occurrence.	\$35.00	\$35.00	\$0.00	0%		CA Civil Code 1719
Escrow Account - Set-up Fee	1.100.010	Fee to establish an escrow account requested by contractor.	\$370.00	\$ 360.00	\$10.00	3%	Apr-12	
Escrow Account - Handling Fee	1.100.010	Fee for each escrow account transaction will be deducted from the contractor's regular progress payment.	\$30.00	\$30.00	\$0.00	0%	Apr-10	
Regional Sewer Capacity Reserve Fee - Installment Plan - 10 year	3.70.070(B)	Initial set-up of 10 year installment plan.	\$3,060.00	\$ 2,800.00	\$260.00	9%	Apr-10	
<del>Regional Sewer Capacity Reserve Fee - Monthly Administration</del>	<del>3.70.070(B)</del> -	<del>Monthly administration charge for installment payment plans established before October 16, 2003.</del>	<del>\$0.00</del>	<del>\$20.00</del>	<del>(\$20.00)</del>	<del>-100%</del>	<del>Apr-10</del>	This fee can be dropped. All customers that were under this plan have paid their accounts in full. This fee does not apply to new installment plans. See fee above.

## Miscellaneous Fees - Customer Service

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES
Backflow Prevention Administrative Fee - Reduced Pressure Device	4.40.070	Bi-monthly backflow prevention device maintenance administrative fee for reduced	\$ 14.50	\$ 16.00	(\$1.50)	-9%	Apr-12	
Backflow Prevention Administrative Fee - Double check/Detector check		Bi-monthly backflow prevention device maintenance administrative fee for double check/detector check devices.	\$ 23.50	\$ 30.00	(\$6.50)	-22%	Apr-12	
New Accounts Set-up Fee	4.40.040(A)	Establishing a new account, including transferring one account from one address to another, or re-establishing an account within a 12 month period for a customer who is current in all payments to the district.	\$ 29.00	\$ 28.00	\$1.00	4%	Apr-12	
Service Termination Fee	4.40.040(B)	For each occasion.	\$ 52.00	\$ 49.00	\$3.00	6%	Apr-12	
Service Reinstatement Fee	4.40.040(B)	Performed during regular business hours.	\$ 52.00	\$ 49.00	\$3.00	6%	Apr-12	
		Performed during non-regular business hours.	\$ 283.00	\$ 266.00	\$17.00	6%	Apr-12	
Curb Stop Repair Fee	4.40.040(B)	For repair of damaged curb stop.	\$ 385.00	\$ 366.00	\$19.00	5%	Apr-12	
Trim Charge	4.40.040(B)	For trimming around meter box after customer failed to do trimming after being notified.	\$ 133.00	\$ 66.00	\$67.00	102%	Apr-12	Have found that these can require significantly more time to locate & dig out than previously thought. This is an avoidable fee and the customer is given adequate notice and time.
Hand Delivered Notification Fee	4.40.040(B)	Hand delivering to customer notification of past due balance and possible service shut-off if balance not paid.	\$ 26.00	\$ 25.00	\$1.00	4%	Apr-12	
Broken Lock Fee	4.40.040(B)	To replace a lock, placed on the meter to prevent the customer from reinstating service without payment, cut off by the customer.	\$ 66.00	\$ 50.00	\$16.00	32%	Apr-12	Increased time required by Customer Service Rep to record information on customer record, also increased cost of lock.

## Miscellaneous Fees - Customer Service

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES
Meter Removal Fee	4.40.040(B)	Removing meter after customer broke lock and did not pay on past due account.	\$ 105.00	\$ 75.00	\$30.00	40%	Apr-12	Included the cost of digging out the meter and replacing parts or repairing connections as needed as a result of meter removal and reinstallation. This is only done if customer cuts locks repeatedly.
Meter Reinstall Fee	4.40.040(B)	Reinstalling meter after customer has paid on past due account.	\$ 105.00	\$ 75.00	\$30.00	40%	Apr-12	Included the cost of digging out the meter and replacing parts or repairing connections as needed as a result of meter removal and reinstallation. This is only done if customer cuts locks repeatedly.
<b>Site Visit</b>	<b>4.40.080(A)</b>	<b>Site visit to required due to collections action.</b>	<b>\$ 51.00</b>	<b>\$ -</b>	<b>\$51.00</b>			<b>New Fee</b>
Temporary Meter - Charge for Breaking Seal	4.40.080(A)	Penalty for breaking a seal on a temporary meter.	\$ 630.00	\$ 604.00	\$26.00	4%	Apr-12	
Refund of Deposit for Temporary Meter	4.40.080(C)	Upon termination of service and return of the meter assembly to the district, the district shall refund the deposit, less the following amounts: Actual cost for necessary repairs to, or replacement of, the meter assembly. Amounts due and owing for water service.						

**Miscellaneous Fees - Customer Service**

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES
Construction Water Meter Fee - Non-residential	4.40.090(B)	Deposit plus	\$1,000.00	\$1,000.00	\$0.00	0%	Jul-04	Increased time allocated for Cust.Service Rep II from 1/2 hr to 1 hr.
		New Account Set-up fee per code Section 4.40.040	\$ 29.00	\$ 28.00	\$1.00	4%	Apr-12	
		Bi-monthly service charge for a comparable size meter under section 4.40.010.						
		Field tracing charge each time a meter user fails to present the meter for reading.	\$ 226.00	\$ 190.00	\$36.00	19%	Apr-12	
		Penalty for tampering with the meter assembly.	\$ 630.00	\$ 604.00	\$26.00	4%	Apr-12	
Quantity charge for construction meters is the same as for regular water service as shown in Section 4.40.020.								
Upon return of the meter, the deposit required is refunded, less any unpaid charges listed in this section and less the cost of necessary repair or replacement of the meter assembly.								



## Miscellaneous Fees - Engineering

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES
Planning Agreement Application Fee	2.30.050	Minimum processing fee for planning agreement application.	\$3,485.00	\$3,260.00	\$225.00	7%	Apr-12	
Water Main Installation Inspection	3.70.070(A)	Inspection of repair of water main line with <u>no</u> bacteriological testing required.	\$985.00	\$ 920.00	\$65.00	7%	Apr-12	
		Minimum for inspection of installation or repair of water main line <u>with</u> bacteriological testing required. (Laboratory testing charges billed seperately.)	\$4,360.00	\$4,075.00	\$285.00	7%	Apr-12	
		Additional cost per linear foot over 300 ft. for inspection of installation or repair of water main line with bacteriological testing required.	\$7.87	\$ 7.35	\$0.52	7%		
Chlorination/Bacti retest	3.70.070	Fee for Chlorination/Bacti retest when initial testing fails.	\$715.00	\$670.00	\$45.00	7%	Apr-12	
Water Pressure retest	3.70.070	Fee for water pressure retest when initial testing fails.	\$320.00	\$300.00	\$20.00	7%	Apr-12	
Fire Hydrant Inspection Fee	3.70.070(A)	Per unit fee for inspection of fire hydrant installation.	\$395.00	\$ 370.00	\$25.00	7%	Apr-12	
Building Service Line Inspection Fee	3.70.070(A)	Per unit fee for inspection of water service line installation.	\$525.00	\$ 490.00	\$35.00	7%	Apr-12	
Blow-off Valve or Air Relief Valve Inspection Fee	3.70.070(A)	Per unit fee for inspection of blow-offs and air relief valves.	\$260.00	\$ 245.00	\$15.00	6%	Apr-12	
Backflow Prevention Device Inspection Fee	3.70.070(A)	Per unit fee for inspection of backflow prevention - domestic and irrigation service lines.	\$260.00	\$ 245.00	\$15.00	6%	Apr-12	
Fire Service Installation and Backflow Prevention Device Inspection Fee	3.70.070(A)	Per unit fee for fire service installation and inspection of backflow prevention device.	\$755.00	\$ 725.00	\$30.00	4%	Apr-12	
Service Assembly and Service Connection Inspection Fee	3.70.070(A)	Per unit fee for inspection of service assembly and service connection (water tap)	\$525.00	\$ 490.00	\$35.00	7%	Apr-12	
Inspection Conducted Outside Regular Working Hours.	3.70.070(A)	Hourly rate for inspection conducted other than during regular working hours (8:30-4:30 weekdays).	\$210.00	\$ 200.00	\$10.00	5%	Apr-12	
Inspection Conducted on Weekends or Holidays	3.70.070(A)	Minimum for inspections conducted on weekends or holidays.	\$685.00	\$ 640.00	\$45.00	7%	Apr-12	
		For each hour in excess of four hours.	\$210.00	\$ 200.00	\$10.00	5%		

Miscellaneous Fees - Engineering

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES
Project Planning and Review Fees (for potable water and/or recycled water plans)  All fees assume a maximum of two plan reviews; all additional reviews will be billed at the staff's actual burdened hour rate. Fee includes staff time for project support during construction and project acceptance.	3.70.070(A)	Single family home	\$390.00	\$360.00	\$30.00	8%	Apr-12	Added 0.25 hr of Engineering Assistant time to collect connection fee at Building Permit Issuance.
		Commercial Unit Improvement/Expansion	\$2,045.00	\$1,915.00	\$130.00	7%		
		New Single commercial unit/building	\$4,085.00	\$3,830.00	\$255.00	7%		
		Additional commercial unit/building	\$1,530.00	\$1,430.00	\$100.00	7%		
		Additional fee per linear foot for water service over 300ft	\$4.80	\$4.49	\$0.31	7%		
		Minimum new water system installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$4,085.00	\$3,830.00	\$255.00	7%		
		<b>Additional per residential unit over 5</b>	<b>\$145.00</b>	<b>\$110.00</b>	<b>\$35.00</b>	<b>32%</b>		
		Additional fee per linear foot for new main installation over 300ft	\$4.80	\$4.49	\$0.31	7%		
Variance review	\$1,335.00	\$1,280.00	\$55.00	4%				
Project Planning and Review Fees (Minimum for any <b>two</b> combination of potable water, recycled water and/or sewer plans submitted on the same sheet(s) of the plan (1)).	3.70.070(A)	Single family home	\$585.00	\$540.00	\$45.00	8%	Apr-12	Added 0.25 hr of Engineering Assistant time to collect connection fee at Building Permit Issuance.
		Commercial Unit Improvement/Expansion	\$3,415.00	\$3,200.00	\$215.00	7%		
		New Single commercial unit/building	\$6,825.00	\$6,395.00	\$430.00	7%		
		Additional commercial unit/building	\$2,050.00	\$1,915.00	\$135.00	7%		
		Additional fee per linear foot for new main installation over 300ft	\$6.89	\$6.45	\$0.44	7%		
		Minimum new water system installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$5,635.00	\$5,285.00	\$350.00	7%		
		<b>Additional per residential unit over 5</b>	<b>\$175.00</b>	<b>\$125.00</b>	<b>\$50.00</b>	<b>40%</b>		
		Additional fee per linear foot for new main installation over 300ft	\$6.89	\$6.45	\$0.44	7%		
(1) The same fee appears among the fees authorized by Section 3.70.070(B) of the District code, fee for the first two plan submittals. It is the District's intent to charge one fee for the first two plan submittals. If two or more plans are included in one submittal, one fee would apply, and shall be based upon the greater of the length of potable water, recycled water, or sewer line submitted.								

Miscellaneous Fees - Engineering

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES
Project Planning and Review Fees (Minimum for any <b>three</b> combination of potable water, recycled water and/or sewer plans submitted on the same sheet(s) of the plan (1)).	3.70.070(A)	Single family home	\$585.00	\$540.00	\$45.00	8%	Apr-12	Added 0.25 hr of Engineering Assistant time to collect connection fee at Building Permit Issuance.
		Commercial Unit Improvement/Expansion	\$4,435.00	\$4,155.00	\$280.00	7%		
		New Single commercial unit/building	\$8,865.00	\$8,310.00	\$555.00	7%		
		Additional commercial unit/building	\$2,565.00	\$2,400.00	\$165.00	7%		
		Additional fee per linear foot for new main installation over 300ft	\$8.99	\$8.41	\$0.58	7%		
		Minimum new water system installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$7,190.00	\$6,745.00	\$445.00	7%		
		Additional per residential unit over 5	\$205.00	\$140.00	\$65.00	46%		
Recycled Water - Irrigation System Plan Review Fees	3.70.070(A)	Minimum for recycled water irrigation system plan review.	\$3,865.00	\$3,625.00	\$240.00	7%	Apr-12	
		Additional cost per acre for recycled water irrigation system plan review over 2 acres.	\$480.00	\$ 450.00	\$30.00	7%		
Recycled Water - Irrigation System Inspection Fees (includes one zero pressure test for one building and one irrigation system)	3.70.070(A)	Minimum for recycled water irrigation system inspection.	\$3,870.00	\$3,770.00	\$100.00	3%	Apr-12	
		Additional cost per acre for recycled water irrigation system inspection over 2 acres.	\$600.00	\$ 635.00	(\$35.00)	-6%		
		Additional zero pressure test	\$600.00	\$ 635.00	(\$35.00)	-6%		
Recycled Water - Irrigation System License Fee	3.70.070(A)	Recycled water irrigation system license fee.	\$1,090.00	\$1,020.00	\$70.00	7%	Apr-12	
Meter Assembly Installation Fee (including meter and meter spud)	3.70.060	5/8" Meter assembly installation fee.	\$507.00	\$ 503.00	\$4.00	1%	Apr-12	
		3/4" Meter assembly installation fee.	\$538.00	\$534.00	\$4.00	1%		
		1" Meter assembly installation fee.	\$591.00	\$587.00	\$4.00	1%		
		1-1/2" Non-irrigation meter assembly installation	\$872.00	\$ 868.00	\$4.00	0%		
		1-1/2" Irrigation meter assembly installation fee.	\$1,245.00	\$1,239.00	\$6.00	0%		
		All meters 2" or greater, fee will be determined by district engineer at District's actual cost plus overhead.						

Miscellaneous Fees - Engineering

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES
Sewer Main Installation Inspection	3.70.070(B)	Inspection of single reach sewer main installation without TV Inspection.	\$985.00	\$ 920.00	\$65.00	7%	Apr-12	
		Minimum for inspection of single or multiple reach sewer main installation <u>with</u> TV inspection.	\$5,040.00	\$4,735.00	\$305.00	6%		
		Additional cost per linear foot over 350 ft. for inspection of single or multiple reach sewer main installation with TV inspection.	\$8.66	\$ 8.12	\$0.53	7%		
Sewer air retest	3.70.070	Fee for sewer air retest when initial testing fails.	\$320.00	\$300.00	\$20.00	7%	Apr-12	
Saddle or Manhole Connection Inspection	3.70.070(B)	Inspection of Saddle installation or Manhole connection.	\$395.00	\$ 365.00	\$30.00	8%	Apr-12	
Sewer manhole vacuum retest	3.70.070	Fee for sewer manhole vacuum retest when initial testing fails.	\$190.00	\$ 180.00	\$10.00	6%	Apr-12	
Sewer Lateral Installation Inspection Fee	3.70.070(B)	Inspection of sewer lateral installation.	\$260.00	\$ 245.00	\$15.00	6%	Apr-12	
House Sewer Installation Inspection Fee	3.70.070(B)	Inspection of house sewer installation.	\$260.00	\$ 245.00	\$15.00	6%	Apr-12	
Fees for Grease Traps/Interceptors	3.70.070(B)	Annual maintenance inspection - grease trap/interceptor	\$135.00	\$ 105.00	\$30.00	29%	Apr-12	The inspection fee being charged for grease trap/interceptors was reevaluated. It was determined that the size of the grease trap/interceptor did not incur additional time. It is when there are additional grease trap/interceptors for the same customer at the same location that incurred additional time. The recommended fees reflect this change.
		<b>Annual maintenance inspection for additional grease trap/interceptors for same customer at the same location</b>	<b>\$50.00</b>	<b>\$ -</b>	<b>\$50.00</b>			
		<del>Annual maintenance inspection - grease trap/interceptor greater than 30gals and equal to or less than 750 gals.</del>	<del>\$0.00</del>	<del>\$ 135.00</del>	<del>(\$135.00)</del>			
		<del>Annual maintenance inspection - grease trap/interceptor greater than 750 gals.</del>	<del>\$0.00</del>	<del>\$ 165.00</del>	<del>(\$165.00)</del>			
		New installation inspection.	\$335.00	\$ 305.00	\$30.00	10%		

Miscellaneous Fees - Engineering

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES
Fees for Grease Traps/Interceptors - Reinspections	3.70.070(B)	Reinspection - grease trap/ interceptor	\$135.00	\$ 75.00	\$60.00	80%	Apr-12	<b>See Note previous page.</b>
		<b>Reinspection for additional grease trap/interceptors for same customer at the same location</b>	<b>\$50.00</b>	\$ -	\$50.00			
		<del>Reinspection - grease trap/ interceptor greater than 30gals and equal to or less than 750 gals.</del>	<del>\$0.00</del>	<del>\$ 105.00</del>	<del>(\$105.00)</del>			
		<del>Reinspection - grease trap/ interceptor greater than 750 gals.</del>	<del>\$0.00</del>	<del>\$ 135.00</del>	<del>(\$135.00)</del>			
Repairs or Minor Alteration Inspection Fee	3.70.070(B)	Inspection of repairs or minor alterations.	\$260.00	\$ 245.00	\$15.00	6%	Apr-12	
<b>Automotive Pollution Prevention Inspection</b>	<b>3.70.070(B)</b>	<b>Inspection of vehicle service and wash facilities every other year .</b>	<b>\$155.00</b>	<b>\$ -</b>	<b>\$155.00</b>		<b>Apr-12</b>	<b>New Fee</b>
Fees for Inspection of Special or Single Structure (e.g., manholes) Appurtenant Projects	3.70.070(B)	Per structure less than 350 lineal feet of sewer main.	\$460.00	\$ 430.00	\$30.00	7%	Apr-12	
		Additional per structure over 350 lineal feet of sewer main.	\$195.00	\$ 185.00	\$10.00	5%		
Inspection Conducted Outside Regular Working Hours.	3.70.070(B)	Hourly rate for inspection conducted other than during regular working hours (8:30-4:30 weekdays).	\$210.00	\$ 195.00	\$15.00	8%	Apr-12	
Inspection Conducted on Weekends or Holidays	3.70.070(B)	Minimum for inspection conducted on weekends or holidays.	\$680.00	\$ 635.00	\$45.00	7%	Apr-12	
		For each hour in excess of four hours.	\$210.00	\$ 195.00	\$15.00	8%		
Sewer Flushing Fee	3.70.070(B)	Sewer flushing to be billed at hourly rate per staff and equipment billing rates in effect at time of request.(2 hour minimum).			\$0.00 \$0.00		Apr-12	

Miscellaneous Fees - Engineering

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES
Project Planning and Review Fees (for sewer system plans)  All fees assume a maximum of two plan reviews; all additional reviews will be billed at the staff's actual burdened hour rate.	3.70.070(B)	Single family home	\$390.00	\$360.00	\$30.00	8%	Apr-12	Added 0.25 hr of Engineering Assistant time to collect connection fee at Building Permit Issuance.
		Commercial Unit Improvement/Expansion	\$2,390.00	\$2,240.00	\$150.00	7%		
		New Single commercial unit/building	\$4,780.00	\$4,480.00	\$300.00	7%		
		Additional commercial unit/building	\$1,035.00	\$970.00	\$65.00	7%		
		Additional fee per linear foot for sewer service over 300ft	\$4.18	\$3.91	\$0.27	7%		
		Minimum new sewer main installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$3,103.63	\$2,914.02	\$189.61	7%		
		Additional per residential unit over 5	\$60.00	\$30.00	\$30.00	100%		
		Additional fee per linear foot for sewer service over 300ft	\$4.18	\$3.91	\$0.27	7%		
Project Planning and Review Fees (Minimum for any <b>two</b> combination of potable water, recycled water and/or sewer plans submitted on the same sheet(s) of the plan (1)).	3.70.070(B)	Variance review	\$1,335.00	\$1,280.00	\$55.00	4%		
		Single family home	\$585.00	\$540.00	\$45.00	8%	Apr-12	Added 0.25 hr of Engineering Assistant time to collect connection fee at Building Permit Issuance.
		Commercial Unit Improvement/Expansion	\$3,415.00	\$3,200.00	\$215.00	7%		
		New Single commercial unit/building	\$6,825.00	\$6,395.00	\$430.00	7%		
		Additional commercial unit/building	\$2,050.00	\$1,915.00	\$135.00	7%		
		Additional fee per linear foot for new main installation over 300ft	\$6.89	\$6.45	\$0.44	7%		
		Minimum new sewer main installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$5,635.00	\$5,285.00	\$350.00	7%		
		Additional per residential unit over 5	\$175.00	\$125.00	\$50.00	40%		
Additional fee per linear foot for new main installation over 300ft	\$6.89	\$6.45	\$0.44	7%				

Miscellaneous Fees - Engineering

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES
Project Planning and Review Fees (Minimum for any <b>three</b> combination of potable water, recycled water and/or sewer plans submitted on the same sheet(s) of the plan (1)).	3.70.070(B)	Single family home	\$585.00	\$540.00	\$45.00	8%	Apr-12	Added 0.25 hr of Engineering Assistant time to collect connection fee at Building Permit Issuance.
		Commercial Unit Improvement/Expansion	\$4,435.00	\$4,155.00	\$280.00	7%		
		New Single commercial unit/building	\$8,865.00	\$8,310.00	\$555.00	7%		
		Additional commercial unit/building	\$2,565.00	\$2,400.00	\$165.00	7%		
		Additional fee per linear foot for new main installation over 300ft	\$8.99	\$8.41	\$0.58	7%		
		Minimum new sewer main installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$7,190.00	\$6,745.00	\$445.00	7%		
		Additional per residential unit over 5	\$205.00	\$140.00	\$65.00	46%		
Additional fee per linear foot for new main installation over 300ft	\$8.99	\$8.41	\$0.58	7%				
(1) The same fee appears among the fees authorized by Section 3.70.070(A) of the District code, fee for the first two plan submittals. It is the District's intent to charge one fee for the first two plan submittals. If two or more plans are included in one submittal, one fee would apply, and shall be based upon the greater of the length of potable water, recycled water, or sewer line submitted.								
<b>Recycled Water Fill Station - Annual Permit Fee</b>	<b>4.30.070</b>	<b>Annual Permit fee for water trucks to fill with recycled water at the wastewater treatment plant</b>	<b>\$73.00</b>	<b>\$ -</b>	<b>\$73.00</b>			<b>New Fee</b>
<b>Recycled Water Fill Station - Water Truck Load</b>		<b>Fee per truck load of recycled water</b>	<b>\$10.00</b>	<b>\$ -</b>	<b>\$10.00</b>			<b>New Fee</b>
Construction Water Meter Fee - Residential (Jumper Fee)	4.40.090(A)	Flat rate fee per 3/4-inch residential service line.	\$190.00	\$ 190.00	\$0.00	0%	Apr-12	Rate is for 54.5 CCF's of water.
Dental Amalgam Program	5.30.090	Permit fee - 3 year permit for dental offices with amalgam seperator devices	\$120.00	\$115.00	\$5.00			Fees to cover the cost of the dental amalgam program required by San Francisco Regional Water Quality Control Board
		Inspection fee - inspection of amalgam separator devices	\$215.00	\$225.00	(\$10.00)			

**Industrial Waste Program User Fees**

<b>TYPE OF FEE</b>	<b>DISTRICT CODE</b>	<b>FEE DESCRIPTION</b>	<b>FEE</b>
Sampling	5.30.090	Composite Sampler set-up	\$375.00
		Sampling, each site per day	\$240.00
Inspections and Permitting - Significant Industrial User	5.30.090	Inspection, initial (Significant Industrial User (SIU))	\$1,475.00
		Inspection, compliance (SIU)	\$870.00
		Permit Issuance, includes application review (SIU)	\$1,105.00
		Permit Renewal, includes application review (SIU)	\$660.00
		Permit Amendments (SIU)	\$370.00
Inspections and Permitting - Intermediate Industrial User	5.30.090	Inspection, initial (Intermediate Industrial User (IIU))	\$740.00
		Inspection, compliance (IIU)	\$435.00
		Permit Issuance, includes application review (IIU)	\$740.00
		Permit Renewal, includes application review (IIU)	\$330.00
		Permit Amendments (IIU)	\$225.00
Hearings and Enforcement	5.30.090	Show Cause Hearing, each hearing, hours	\$890.00
		Enforcement Hearing, each hearing, hours	\$1,185.00



## Laboratory Analysis

<b>Calculated User Charges:</b>				
<b>Laboratory Analysis</b>	<b>Fee</b>	<b>Current Fee</b>	<b>Increase</b>	<b>% Change</b>
Alkalinity Total	\$ 32.00	\$ 29.80	\$ 2.20	7%
Alkalinity Bicarbonate, HCO <sub>3</sub>	\$ 32.00	\$ 29.80	\$ 2.20	7%
Alkalinity Carbonate, CO <sub>3</sub>	\$ 32.00	\$ 29.80	\$ 2.20	7%
Alkalinity Hydroxide, OH	\$ 32.00	\$ 29.80	\$ 2.20	7%
Ammonia	\$ 126.00	\$ 112.38	\$ 13.62	12%
Arsenic	\$ 60.00	\$ 74.22	\$ (14.22)	-19%
Beryllium	\$ 61.00	\$ 69.85	\$ (8.85)	-13%
Biochemical Oxygen Demand (BOD)	\$ 76.00	\$ 89.92	\$ (13.92)	-15%
<b>Boron</b>	<b>\$ 100.00</b>			
Cadmium	\$ 60.00	\$ 74.22	\$ (14.22)	-19%
<b>Calcium (by calculation only)</b>	<b>\$ -</b>	<b>\$ 7.78</b>	<b>\$ (7.78)</b>	<b>-100%</b>
Calcium & Calcium Hardness	\$ 38.00	\$ 29.80	\$ 8.20	28%
Chemical Oxygen Demand (COD)	\$ 32.00	\$ 24.47	\$ 7.53	31%
Chloride	\$ 79.00	\$ 69.85	\$ 9.15	13%
Chlorine	\$ 94.00	\$ 84.86	\$ 9.14	11%
Chromium	\$ 60.00	\$ 74.22	\$ (14.22)	-19%
Coliform, Total, MPN Method	\$ 188.00	\$ 167.44	\$ 20.56	12%
Coliform, Total, P/A Method	\$ 63.00	\$ 57.33	\$ 5.67	10%
Color	\$ 19.00	\$ 13.28	\$ 5.72	43%
Conductivity	\$ 32.00	\$ 29.80	\$ 2.20	7%
Copper	\$ 60.00	\$ 47.19	\$ 12.81	27%
Cyanide	\$ 131.00	\$ 114.95	\$ 16.05	14%
Dissolved Oxygen	\$ 19.00	\$ 13.28	\$ 5.72	43%
E-Coli, P/A Method	\$ 63.00	\$ 57.33	\$ 5.67	10%
<b>Enterococcus</b>	<b>\$ 88.00</b>			
Fecal Coliform, MPN Method	\$ 188.00	\$ 167.44	\$ 20.56	12%
Fluoride	\$ 79.00	\$ 69.85	\$ 9.15	13%
Hardness, Total	\$ 38.00	\$ 29.80	\$ 8.20	28%
<b>Langelier Index</b>	<b>\$ 126.00</b>			
Lead	\$ 60.00	\$ 74.22	\$ (14.22)	-19%
<b>Manganese</b>	<b>\$ 61.00</b>			
Mercury	\$ 130.00	\$ 118.18	\$ 11.82	10%
Nickel	\$ 60.00	\$ 74.22	\$ (14.22)	-19%
Nitrate, NO <sub>3</sub>	\$ 79.00	\$ 69.85	\$ 9.15	13%
Nitrate, NO <sub>3</sub> , Hach Method	\$ 32.00	\$ 29.80	\$ 2.20	7%
Nitrite and Nitrate, Total	\$ 79.00	\$ 69.85	\$ 9.15	13%
Nitrite, NO <sub>2</sub>	\$ 79.00	\$ 69.85	\$ 9.15	13%
Nitrite, NO <sub>2</sub> , Hach Method	\$ 32.00	\$ 29.80	\$ 2.20	7%
pH	\$ 32.00	\$ 22.85	\$ 9.15	40%
Phenol	\$ 131.00	\$ 114.95	\$ 16.05	14%
<b>Potassium</b>	<b>\$ 61.00</b>			
Selenium	\$ 60.00	\$ 74.22	\$ (14.22)	-19%
Silica	\$ 79.00	\$ 69.85	\$ 9.15	13%
Silver	\$ 60.00	\$ 47.19	\$ 12.81	27%
<b>Sodium</b>	<b>\$ 61.00</b>			
Sulfate	\$ 79.00	\$ 69.85	\$ 9.15	13%
Sulfide	\$ 32.00	\$ 29.80	\$ 2.20	7%
Temperature	\$ 11.00	\$ 7.78	\$ 3.22	41%
Total Dissolved Solids, TDS	\$ 63.00	\$ 57.33	\$ 5.67	10%
Total Solids, TS	\$ 63.00	\$ 57.33	\$ 5.67	10%
Total Suspended Solids, TSS	\$ 63.00	\$ 66.41	\$ (3.41)	-5%
Turbidity	\$ 32.00	\$ 29.80	\$ 2.20	7%
UV 254	\$ 26.00	\$ 18.79	\$ 7.21	38%
Volatile Acids, VA	\$ 76.00	\$ 68.34	\$ 7.66	11%
Volatile Organics, EPA 624	\$ 131.00	\$ 237.60	\$ (106.60)	-45%
Volatile Solids, VS	\$ 76.00	\$ 57.33	\$ 18.67	33%
Zinc	\$ 60.00	\$ 47.19	\$ 12.81	27%

Any lab analysis not specifically identified will be billed at Time & Materials.

**Outside Contract Laboratory Analysis** - billed at cost + staff time

**Dublin San Ramon Service District  
Fee Calculation Worksheet**

**Fee Year  
2014**

**Fee Type**  
New

**Fee Description:** Automotive Pollution Prevention Inspection

**Purpose:** Inspect vehicle service and wash facilities every other year

<b>Ordinance Number</b>	<b>Date of Last Action:</b>	<b>District Code Reference</b>
	<b>Effective Date:</b>	

**Labor (User Staff Billing Rates):**

	Number of Hours	Productive Rate Plus Benefits	Total
Sr Envir Compliance Insp	0.08	\$ 159.11	\$ 12.73
Environmental Compliance Insp II	1.00	\$ 144.61	\$ 144.61
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
<b>Total Labor:</b>	<b>1.08</b>		<b>\$ 157.34</b>

**Equipment (District Owned or Rented)**

	Number of Hours	Vehicle & Equip Billing Rates	Total
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
<b>Total Equipment:</b>	<b>-</b>		<b>\$ -</b>

**Miscellaneous:**

Description:	Billing / Invoiced Expenses	Total
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>Total Miscellaneous:</b>		<b>\$ -</b>

**Key Assumptions:**

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**Total Dollars**  
\$ 157.34

**Total Estimated Cost** \$ 157.34

**Suggested Fee** \$ 155.00

**Responsible Party:** Judy Zavadil

**Current Fee:** \$ - \$0 of 104

Dublin San Ramon Service District  
 Fee Calculation Worksheet

Fee Year  
 2014

Fee Type  
 New

Fee Description: Recycled Water Fill Station Permit Fee - Annual

Purpose: Fee for staff to review recycled water application and issue permit  
 User will be billed separately for water used.

Ordinance Number	Date of Last Action:	District Code Reference
	Effective Date:	4.30.070

Labor (User Staff Billing Rates):

	Number of Hours	Productive Rate Plus Benefits	Total
Environmental Compliance Insp II -	0.50	\$ 144.61	\$ 72.31
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
<b>Total Labor:</b>	<b>0.50</b>		<b>\$ 72.31</b>

Equipment (District Owned or Rented)

	Number of Hours	Vehicle & Equip Billing Rates	Total
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
<b>Total Equipment:</b>	<b>-</b>		<b>\$ -</b>

Miscellaneous:

Description:	Billing / Invoiced Expenses	Total
		\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>Total Miscellaneous:</b>		<b>\$ -</b>

Key Assumptions:

Total Dollars	\$ 72.31
Total Estimated Cost	\$ 72.31
Suggested Fee	\$ 73.00

Responsible Party: Judy Zavadil

Current Fee: \$ - 91 of 104

Dublin San Ramon Service District

Fee Calculation Worksheet

Fee Year  
2014

Fee Type

Fee Description: Site Visit

New

Purpose: covers the cost of site visit resulting from customer required collections action - \*NEW FEE\*

Ordinance Number

Date of Last Action:  
Effective Date:

District Code Reference

Labor (User Staff Billing Rates):

Position:	Number of Hours	Productive Rate Plus Benefits	Total
Customer Services Rep II	0.25	\$ 94.67	\$ 23.67
Customer Field Rep II	0.25	\$ 108.38	\$ 27.10
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
<b>Total Labor:</b>	<b>0.50</b>		<b>\$ 50.76</b>

Equipment (District Owned or Rented)

Description:	Number of Hours	Vehicle & Equip Billing Rates	Total
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
<b>Total Equipment:</b>	<b>-</b>		<b>\$ -</b>

Miscellaneous:

Description:	Billing / Invoiced Expenses	Total
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>Total Miscellaneous:</b>		<b>\$ -</b>

Key Assumptions:

Key Assumptions:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Total Dollars  
\$ 50.76

Total Estimated Cost \$ 50.76

Suggested Fee \$ 51.00

Responsible Party: V. Goldman

Current Fee: \_\_\_\_\_

Dublin San Ramon Service District

Fee Year  
2014

Fee Calculation Worksheet

Fee Description: Recycled Water Fill Station - Water usage

Fee Type

New

Purpose: Flat fee per truck load of recycled water

Ordinance Number

Date of Last Action:  
Effective Date:

District Code Reference  
4.30.070

Labor (User Staff Billing Rates):

Position:	Number of Hours	Productive Rate Plus Benefits	Total
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
<b>Total Labor:</b>	-	\$ -	\$ -

Equipment (District Owned or Rented)

Description:	Number of Hours	Vehicle & Equip Billing Rates	Total
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
<b>Total Equipment:</b>	-	\$ -	\$ -

Miscellaneous:

Description:	RW CCF	Rate	Total
2,000 gallon truck = 2.67 ccf	2.67	\$ 3.39	\$ 9.06
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
<b>Total Miscellaneous:</b>			\$ 9.06

Key Assumptions:

Total Dollars  
\$ 9.06

Total Estimated Cost \$ 9.06

Suggested Fee \$ 10.00

Responsible Party: Judy Zavadil

Current Fee: \$ -

Dublin San Ramon Service District  
 Fee Calculation Worksheet

Fee Year  
 2014

Fee Type  
 Existing

Fee Description: Trim Charge

Purpose:

Ordinance Number

Date of Last Action: 23-Apr-12  
 Effective Date:

District Code Reference  
 4.40.040(B)

Labor (User Staff Billing Rates):

Position:	Number of Hours	Productive Rate Plus Benefits	Total
Customer Services Rep II	0.25	\$ 94.67	\$ 23.67
Customer Field Rep II	1.00	\$ 108.38	\$ 108.38
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
<b>Total Labor:</b>	<b>1.25</b>		<b>\$ 132.05</b>

Equipment (District Owned or Rented)

Description:	Number of Hours	Vehicle & Equip Billing Rates	Total
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
<b>Total Equipment:</b>	<b>-</b>		<b>\$ -</b>

Miscellaneous:

Description:	Billing / Invoiced Expenses	Total
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>Total Miscellaneous:</b>		<b>\$ -</b>

Key Assumptions:

Total Dollars  
 \$ 132.05

Total Estimated Cost \$ 132.05

Suggested Fee \$ 133.00

Responsible Party: V. Goldman

Current Fee: \$ 66.00 of 104

Dublin San Ramon Service District  
 Fee Calculation Worksheet

Fee Year  
 2014

Fee Type  
 Existing

Fee Description: Broken Lock  
 Purpose: Check, remove, and replace lock

Ordinance Number

Date of Last Action: 23-Apr-12  
 Effective Date:

District Code Reference  
 4.40.040(B)

Labor (User Staff Billing Rates):

Position:	Number of Hours	Productive Rate Plus Benefits	Total
Customer Services Rep II	0.25	\$ 94.67	\$ 23.67
Customer Field Rep II	0.25	\$ 108.38	\$ 27.10
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
<b>Total Labor:</b>	<b>0.50</b>		<b>\$ 50.76</b>

Equipment (District Owned or Rented)

Description:	Number of Hours	Vehicle & Equip Billing Rates	Total
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
<b>Total Equipment:</b>	<b>-</b>		<b>\$ -</b>

Miscellaneous:

Description:	Billing / Invoiced Expenses	Total
Parts - Lock	\$ 15.00	\$ 15.00
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>Total Miscellaneous:</b>		<b>\$ 15.00</b>

Key Assumptions:

Total Dollars  
 \$ 65.76

Total Estimated Cost \$ 65.76

Suggested Fee \$ 66.00

Responsible Party: V. Goldman

Current Fee: \$ 50.00 of 104

**Dublin San Ramon Service District  
Fee Calculation Worksheet**

**Fee Year  
2014**

**Fee Type**  
Existing

**Fee Description:** Meter Removal / Meter Reinstall  
Purpose: \_\_\_\_\_

**Ordinance Number**

**Date of Last Action:** 23-Apr-12  
**Effective Date:**

**District Code Reference**  
4.40.040(B)

**Labor (User Staff Billing Rates):**

Position:	Number of Hours	Productive Rate Plus Benefits	Total
Customer Services Rep II	0.25	\$ 94.67	\$ 23.67
Customer Field Rep II	0.75	\$ 108.38	\$ 81.29
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
<b>Total Labor:</b>	<b>1.00</b>		<b>\$ 104.95</b>

**Equipment (District Owned or Rented)**

Description:	Number of Hours	Vehicle & Equip Billing Rates	Total
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
<b>Total Equipment:</b>	<b>-</b>		<b>\$ -</b>

**Miscellaneous:**

Description:	Billing / Invoiced Expenses	Total
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>Total Miscellaneous:</b>		<b>\$ -</b>

**Key Assumptions:**

**Total Dollars**  
\$ 104.95

**Total Estimated Cost** \$ 104.95

**Suggested Fee** \$ 105.00

**Responsible Party:** V. Goldman

**Current Fee:** \$ 75.00 of 104



Dublin San Ramon Service District  
 Fee Calculation Worksheet  
 Fee Description: Construction Meter Field Tracing

Fee Year  
 2014

Fee Type  
 Existing

Purpose: fee is assessed when const. company fails to comply with requirement to report meter consumption for billing.

Ordinance Number

Date of Last Action: 23-Apr-12  
 Effective Date:

District Code Reference  
 4.40.090(B)

Labor (User Staff Billing Rates):

Position:	Number of Hours	Productive Rate Plus Benefits	Total
Customer Services Rep II	1.00	\$ 94.67	\$ 94.67
Construction Inspector II	1.00	\$ 131.16	\$ 131.16
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
<b>Total Labor:</b>	<b>2.00</b>		<b>\$ 225.83</b>

Equipment (District Owned or Rented)

Description:	Number of Hours	Vehicle & Equip Billing Rates	Total
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
<b>Total Equipment:</b>	<b>-</b>		<b>\$ -</b>

Miscellaneous:

Description:	Billing / Invoiced Expenses	Total
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>Total Miscellaneous:</b>		<b>\$ -</b>

Key Assumptions:

Total Dollars  
 \$ 225.83

Total Estimated Cost  
 \$ 225.83

Suggested Fee  
 \$ 226.00

Responsible Party: V. Goldman

Current Fee: \$ 190.00 of 104

Calculated User Charges: Laboratory Analysis	Lab Supervisor	Sr Env Chemist	Env Chemist II	Env Chemist I	Lab Technician	Total Cost per Analysis	Fee	Current Fee	Increase	% Change
		\$198.05	\$170.44	\$156.03	\$142.91	\$125.03				
<b>Calcium (by calculation only)</b>						<b>\$0.00</b>	<b>\$</b>	<b>\$ 7.78</b>	<b>\$ (7.78)</b>	<b>-100%</b>
Calcium & Calcium Hardness					0.30	\$37.51	\$ 38.00	\$ 29.80	\$ 8.20	28%
Chemical Oxygen Demand (COD)					0.25	\$31.26	\$ 32.00	\$ 24.47	\$ 7.53	31%
Color					0.15	\$18.75	\$ 19.00	\$ 13.28	\$ 5.72	43%
Copper	0.03		0.35			\$59.56	\$ 60.00	\$ 47.19	\$ 12.81	27%
Dissolved Oxygen					0.15	\$18.75	\$ 19.00	\$ 13.28	\$ 5.72	43%
Hardness, Total					0.30	\$37.51	\$ 38.00	\$ 29.80	\$ 8.20	28%
pH					0.25	\$31.26	\$ 32.00	\$ 22.85	\$ 9.15	40%
Silver	0.03		0.35			\$59.56	\$ 60.00	\$ 47.19	\$ 12.81	27%
Temperature					0.08	\$10.00	\$ 11.00	\$ 7.78	\$ 3.22	41%
UV 254					0.20	\$25.01	\$ 26.00	\$ 18.79	\$ 7.21	38%
Volatile Solids, VS					0.60	\$75.02	\$ 76.00	\$ 57.33	\$ 18.67	33%
Zinc	0.03		0.35			\$59.56	\$ 60.00	\$ 47.19	\$ 12.81	27%

Any lab analysis not specifically identified will be billed at Time & Materials.

**Outside Contract Laboratory Analysis** - billed at cost + staff time

FEE DESCRIPTIONS	ANNUAL GREASE TRAP/INTERCEPTOR INSPECTION	ADDITIONAL TRAP/INTERCEPTOR INSPECTION	GREASE TRAP/INTERCEPTOR RE-INSPECTION	ADDITIONAL TRAP/INTERCEPTOR RE-INSPECTION	TRAP/INTERCEPTOR INSTALLATION INSPECTION
<b>ESTIMATES USED FOR REVISED FEES:</b>					
KEY ASSUMPTIONS	Each existng interceptor/trap is inspected one time per year.	For same customer and same location sinpection of additional grease trap/interceptors	Re-inspect interceptor/trap that did not pass initial inspection.	For same customer and same location sinpection of additional grease trap/interceptors	2 trips 1 hr/trip 2 trips & dye test
<b>LABOR (includes fringe benefits):</b>	<b>\$/HR</b>	<b>HOURS</b> <b>\$</b>	<b>HOURS</b> <b>\$</b>	<b>HOURS</b> <b>\$</b>	<b>HOURS</b> <b>\$</b>
Accounting Technician II	70.58				
Admin. Assistant II - ENG	88.36				
Administrative Technician - ENG	103.82				
ASSISTANT ENGINEER	145.69				
Clean Water Program Specialist	149.59				
CONSTRUCT. INSP.II	131.16				2 262.32
CUSTOMER SERVICE REP III	119.25				
ENGR. SERVICE MANAGER	224.70				
ENGR. TECH/GIS SPECIALIST II	120.11				
ENVIRONMENTAL COMP. INSP. I - P	131.50				
ENVIRONMENTAL COMP. INSP. II - P	144.61	0.83 120.03	0.33 47.72	0.83 120.03	0.33 47.72
Maintenance Worker II - Field Ops	110.79				
PRINCIPAL CIVIL ENGR. - SUPV.	213.99				
Sr. Environmental Compliance Inspectr	159.11	0.08 12.73		0.08 12.73	
Water/Wastewater Sys Op IV - On Call	141.30				
Water/Wastewater Sys Op VI	155.74				
LABOR SUBTOTAL:		132.76	47.72	132.76	47.72
<b>Subtotal</b>		132.76	47.72	132.76	47.72
<b>TOTAL ESTIMATE</b>		132.76	47.72	132.76	47.72
<b>SUGGESTED FEES</b>		<b>\$135.00</b>	<b>\$50.00</b>	<b>\$135.00</b>	<b>\$50.00</b>
					<b>\$335.00</b>



Reference Financial Services Manager	Type of Action Hold Public Hearing/Adopt Fees and Charges	Board Meeting of March 4, 2014
Subject Hold Public Hearing: Adopt Resolution Establishing Industrial Waste Program User Fees and Charges and Rescind Resolution No. 9-08		
<input type="checkbox"/> Motion <input type="checkbox"/> Minute Order <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Informational <input type="checkbox"/> Other		
REPORT:	<input type="checkbox"/> Verbal <input type="checkbox"/> Presentation <input checked="" type="checkbox"/> Staff	J. Archer <input type="checkbox"/> Board Member

**Recommendation:**

The Interim Financial Services Manager recommends the Board of Directors hold a Public Hearing and adopt, by Resolution, Industrial Waste Program User Fees and Charges, and rescind Resolution No. 9-08.

**Summary:**

The Industrial Waste Program User fees and Laboratory Analysis fees were last reviewed in 2007. This year the Industrial Waste Program User fees have been thoroughly reviewed and have been restructured to simplify the billing and to provide more transparency to the customer regarding the nature of the charges. Going forward Industrial Waste Program User fees will be reviewed every two years along with the Miscellaneous Fees. A Staff Report on Miscellaneous Fees and Industrial Waste Program User Fee Review was presented to the Finance Committee at their meeting on February 10, 2014 showing the current and proposed fees along with the variances. The full staff report is attached to Agenda Item 9.A , Miscellaneous Fees and Charges.

Committee Review			Legal Review	Staff Review		
COMMITTEE Finance	DATE 02/10/2014	RECOMMENDATION Approve	Yes	ORIGINATOR J. Archer	DEPARTMENT Fin Serv	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Minute Order <input type="checkbox"/> Task Order <input type="checkbox"/> Staff Report <input type="checkbox"/> Ordinance						
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. 2. 3.			

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ESTABLISHING FEES AND CHARGES UNDER DISTRICT CODE SECTION 5.30.090, INDUSTRIAL WASTE PROGRAM USER FEES AND CHARGES AND RESCINDING RESOLUTION NO 9-08.

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WHEREAS, the above referenced section of the District Code allow the Board of Directors to establish the respective fees and charges by ordinance or resolution; and

WHEREAS, these fees and charges, which are not assessed as an incident of property ownership, but are imposed upon and due to the nature of the use of the property, and not by virtue of the landowner's ownership of the property and are therefore not subject to Proposition 218 notification, have been reviewed and require adjustment; and

WHEREAS, these fees and charges are imposed for specific services provided by the District directly to the customer required to pay them, which services are not provided to those not charged, and the amount of the fees and charges have each been calculated using an accepted methodology of allocating costs to the customers that benefit from the services provided such that the fee or charge does not exceed the reasonable costs of providing the service; and

WHEREAS, some of the fees and charges are imposed for the reasonable regulatory costs for issuing licenses and permits, performing investigations, inspections, and audits, and the administrative enforcement and adjudication thereof, based on an accepted methodology of allocating the reasonable regulatory costs to those whose activities give rise to the need for regulation; and

WHEREAS, the rates, as adopted by this resolution, once operative, will supersede those previously established in Resolution No. 9-08.

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, as follows:

1. The charges authorized under Section 5.30.090 of Dublin San Ramon Services District Code are established in the respective amounts set forth in Exhibit A, attached.
2. This resolution will be effective immediately upon its adoption; provided that the charges as shown on Exhibit A shall be operative from and after April 7, 2014.
3. Resolution No. 9-08 is rescinded effective April 7, 2014.

Res. No. \_\_\_\_\_

ADOPTED by the Board of Directors of Dublin San Ramon Services District at its regular meeting held on the 4th day of March 2014, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

\_\_\_\_\_  
Georgan M. Vonheeder-Leopold, President

\_\_\_\_\_  
Nancy G. Hatfield, District Secretary

## Industrial Waste Program User Fees

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE
Sampling	5.30.090	Composite Sampler set-up Sampling, each site per day	\$375.00 \$240.00
Inspections and Permitting - Significant Industrial User	5.30.090	Inspection,initial (Significant Industiral User (SIU) Inspection, compliance (SIU) Permit Issuance, includes application review (SIU) Permit Renewal, includes application review (SIU) Permit Amendments (SIU)	\$1,475.00 \$870.00 \$1,105.00 \$660.00 \$370.00
Inspections and Permitting - Intermediate Industrial User	5.30.090	Inspection,initial (Intermediate Industiral User (IIU) Inspection, compliance (IIU) Permit Issuance, includes application review (IIU) Permit Renewal, includes application review (IIU) Permit Amendments (IIU)	\$740.00 \$435.00 \$740.00 \$330.00 \$225.00
Hearings and Enfoucement	5.30.090	Show Cause Hearing, each hearing, hours Enforcement Hearing, each hearing, hours	\$890.00 \$1,185.00
Dental Amalgam Program	5.30.090	Permit fee - 3 year permit for dental offices with amalgam seperator devices Inspection fee - inspection of amalgam separator devices	\$120.00 \$215.00

<b>Calculated User Charges: Laboratory Analysis</b>	<b>Fee</b>
Alkalinity Total	\$ 32.00
Alkalinity Bicarbonate, HCO <sub>3</sub>	\$ 32.00
Alkalinity Carbonate, CO <sub>3</sub>	\$ 32.00
Alkalinity Hydroxide, OH	\$ 32.00
Ammonia	\$ 126.00
Arsenic (included in Metals)	\$ 60.00
Beryllium	\$ 61.00
Biochemical Oxygen Demand (BOD)	\$ 76.00
Boron	\$ 100.00
Cadmium (included in Metals)	\$ 60.00
Calcium & Calcium Hardness	\$ 38.00
Chemical Oxygen Demand (COD)	\$ 32.00
Chloride	\$ 79.00
Chlorine	\$ 94.00
Chromium (included in Metals)	\$ 60.00
Coliform, Total, MPN Method	\$ 188.00
Coliform, Total, P/A Method	\$ 63.00
Color	\$ 19.00
Conductivity	\$ 32.00
Copper (included in Metals)	\$ 60.00
Cyanide	\$ 131.00
Dissolved Oxygen	\$ 19.00
E-Coli, P/A Method	\$ 63.00
Enterococcus	\$ 88.00
Fecal Coliform, MPN Method	\$ 188.00
Fluoride	\$ 79.00
Hardness, Total	\$ 38.00
Langelier Index	\$ 126.00
Lead (included in Metals)	\$ 60.00
Manganese	\$ 61.00
Mercury	\$ 130.00
Metals	\$ 358.00
Nickel (included in Metals)	\$ 60.00
Nitrate, NO <sub>3</sub>	\$ 79.00
Nitrate, NO <sub>3</sub> , Hach Method	\$ 32.00
Nitrite and Nitrate, Total	\$ 79.00
Nitrite, NO <sub>2</sub>	\$ 79.00
Nitrite, NO <sub>2</sub> , Hach Method	\$ 32.00
pH	\$ 32.00
Phenol	\$ 131.00
Potassium	\$ 61.00
Selenium (included in Metals)	\$ 60.00
Silica	\$ 79.00
Silver (included in Metals)	\$ 60.00
Sodium	\$ 61.00
Sulfate	\$ 79.00
Sulfide	\$ 32.00
Temperature	\$ 11.00
Total Dissolved Solids, TDS	\$ 63.00
Total Solids, TS	\$ 63.00
Total Suspended Solids, TSS	\$ 63.00
Turbidity	\$ 32.00
UV 254	\$ 26.00
Volatile Acids, VA	\$ 76.00
Volatile Organics, EPA 624	\$ 131.00
Volatile Solids, VS	\$ 76.00
Zinc (included in Metals)	\$ 60.00

Any lab analysis not specifically identified will be billed at Time & Materials.

**Outside Contract Laboratory Analysis** - billed at cost + staff time