

**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, October 1, 2013

AGENDA

(NEXT RESOLUTION NO. 40-13)

(NEXT ORDINANCE NO. 331)

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>
1. <u>CALL TO ORDER</u>		
2. <u>PLEDGE TO THE FLAG</u>		
3. <u>ROLL CALL</u> – Members: Benson, Duarte, Halket, Howard, Vonheeder-Leopold		
4. <u>SPECIAL ANNOUNCEMENTS/ACTIVITIES</u>		
A. Introduction of LTC Christopher P. Gerdes, Garrison Commander – Camp Parks		
5. <u>PUBLIC COMMENT</u> (MEETING OPEN TO THE PUBLIC)		
<p>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.</p>		
6. <u>REPORTS</u>		
A. <u>Reports by General Manager and Staff</u>		
• Event Calendar		
• Correspondence to and from the Board		
B. <u>Committee Reports</u>		
Personnel		September 9, 2013
Finance		September 23, 2013
C. <u>Agenda Management</u> (consider order of items)		
7. <u>APPROVAL OF MINUTES</u> - Regular Meeting of <i>September 3, 2013</i>	District Secretary	Approve by Motion

BUSINESS:

REFERENCE

			<u>Recommended</u>	<u>Anticipated</u>
			<u>Action</u>	<u>Time</u>
8.	<u>CONSENT CALENDAR</u>			
	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. Contract with the Army for Studies Related to Plan of Services for Army Cantonment Area	District Engineer	Approve by Resolution	
	B. Upcoming Board Calendar	General Manager	Accept by Motion	
	C. Report of Checks and Electronic Disbursements Made	Treasurer	Accept by Motion	
9.	<u>BOARD BUSINESS</u>			
	A. Reconsideration of the Board’s Prior Decision Related to the Safety Officer Position	Director Duarte	Accept By Motion	15 min
	B. Resolution Addressing Expiring Water and Wastewater Capacity Rights and Rescinding Resolution Nos. 23-11 and 7-13	General Manager	Approve by Resolution	15 min
10.	<u>BOARDMEMBER ITEMS</u>			
	• Submittal of Written Reports from Travel and Training Attended by Directors			
11.	<u>CLOSED SESSION</u>			
	A. Conference with Real Property Negotiator – Pursuant to Government Code Section 54956.8 Property: Water Supply Contract & leases of portions of Tassajara Reservoir, 5450 Tassajara Road, Dublin, and of pipeline beneath Fallon Road Agency Negotiators: Bert Michalczyk, General Manager David Requa, Assistant General Manager/District Engineer Lori Rose, Financial Services Manager Dan Gallagher, Operations Manager Carl P.A. Nelson, General Counsel Negotiating Parties: City of Pleasanton Under Negotiation: Terms and Conditions			5 min
	B. Conference with Legal Counsel Anticipated Litigation. Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9: One Case.			5 min
	C. Public Employee Performance Evaluation – Pursuant to Government Code Section 54957 Title: General Manager			5 min

- D. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6 15 min
Agency Designated Representative: Bert Michalczyk, General Manager
Unrepresented Employee: Interim Financial Services Manager

12. REPORT FROM CLOSED SESSION

13. ADJOURNMENT

BOARD CALENDAR*

<u>Committee & Board Meetings</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Personnel	October 7, 2013	5:30 p.m.	District Office
Wastewater	October 9, 2013	8:30 a.m.	District Office
Finance	October 9, 2013	5:30 p.m.	District Office
Regular Board Meeting	October 15, 2013	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**

September 3, 2013

A regular meeting of the Board of Directors was called to order at 6:00 p.m. by President Dawn L. Benson. Boardmembers present: Vice President Georgean M. Vonheeder-Leopold, Director Edward R. Duarte, Director D.L. (Pat) Howard, and Director Richard M. Halket. President Dawn L. Benson entered the meeting at 6:09 p.m. District staff present: Bert Michalczyk, General Manager; David Requa, District Engineer/Assistant General Manager; Lori Rose, Financial Services Manager/Treasurer; Dan Lopez, Sr. Mechanical Engineer - Supervisory; 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) – 6:02 p.m.
6. REPORTS
 - A. Reports by General Manager and Staff
 - Event Calendar – General Manager Michalczyk reported on the following:
 - o The Alameda County Special Districts Association will hold a meeting on Wednesday, September 11, 2013 at Zone 7 Water Agency. The meeting will begin at approximately 8:00 a.m.
 - o The Fourth Edition of the District’s Strategic Plan that the Board approved on June 4, 2013 is in paper copy before Directors tonight and is also posted on the website.
 - o The District’s anaerobic Digester No. 2 is out of service for cleaning. This is routine maintenance but is a significant event. Staff anticipates it may be out of service for up to three weeks. Plant processes will be monitored very carefully during this period.
 - o Mr. Dan Lopez is present at tonight’s meeting as Acting Operations Manager in the place of Mr. Dan Gallagher; it is his first Board meeting in this capacity.
 - Correspondence to and from the Board – None.
 - B. Committee Reports - None .
 - C. Agenda Management (consider order of items)

DRAFT

The General Manager addressed the Board and stated that since the Agenda for this meeting was posted, information was received by the District regarding a matter not on the Agenda. The information concerns negotiations with regard to real property, specifically the price and terms of contemplated contracts with the City of Pleasanton for lease of various facilities of theirs, as well as to supply water generated by the District's recycled water treatment plant pursuant to Water Code section 1210, under which the District is facing significant exposure to litigation. Mr. Michalczyk stated that he and the District's general counsel believe that the new information requires the Board to take immediate action.

Mr. Michalczyk further stated that to do so in a manner protecting the District's interests in these matters will require that this action take place in closed session: first, a conference with the District's real property negotiator, Bert Michalczyk, and his support team, regarding the price and terms of the contemplated lease contracts with the City of Pleasanton and to supply the water generated by the District's treatment plant pursuant to Water Code section 1210, and second, a conference with District's counsel concerning a significant exposure to litigation is therefore recommended, and is permitted under Government Code Sections 54956.8, and 54956.9 (d)(2) and 54956.9 (e)(1), respectively. He stated that under Government Code Section 54954.2 (b)(2), a motion and four affirmative votes are necessary for the Board to add these two matters to the Agenda as closed sessions.

V.P. Vonheeder-Leopold invited a motion.

Director Duarte MOVED to add two new matters to the Agenda (based on the new information described by the General Manager) because of the need to take immediate action: to hold a closed session for a conference with the District's property negotiator, Bert Michalczyk, regarding the price and terms of contemplated contracts with the City of Pleasanton to lease portions of Tassajara Reservoir, 5450 Tassajara Road in Dublin, and portions of the Clean Water Revival pipeline segment from Tassajara Creek to south of I-580 in Fallon Road, in Dublin and Pleasanton, and to supply water generated by the District's Wastewater Treatment Plant pursuant to Water Code section 1210, and to hold a second closed session for a conference with District's counsel concerning a significant exposure to litigation, and to add these two matters under Item 11 – Closed Session. Director Howard SECONDED the MOTION, which CARRIED with FOUR AYES, ONE ABSENT (Benson).

Mr. Michalczyk suggested the Board hold these two closed sessions ahead of the one closed session already listed on the agenda. The Board agreed.

7. APPROVAL OF MINUTES – Regular Meeting of *August 20, 2013*

Director Halket MOVED for the approval of the August 20, 2013 minutes. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Benson).

8. CONSENT CALENDAR

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

- A. Approve Health Insurance Contribution for Calendar Year 2014 – Approved – Resolution No. 38-13
- B. Adopt Pay Schedule in Accordance with California Code of Regulations Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule – Approved – Resolution No. 39-13
- C. Upcoming Board Calendar – Approved
- D. Report of Checks and Electronic Disbursements Made – Approved

Date Range	Amount
07/29/13 – 08/25/2013	\$ 7,096,589.44

9. BOARD BUSINESS - None.

10. BOARDMEMBER ITEMS

Director Duarte reported that he along with President Benson and V.P. Vonheeder-Leopold attended the CASA conference in San Diego last week. He stated that this was his second CASA conference. Director Duarte gave a detailed report of the many sessions that he attended at the conference including the CASA Executive Board and General Session meetings. Some of the discussions and presentations included legislative issues, significant projects underway, and emergency preparedness. He stated that CASA will be raising its dues approximately 4 percent; this is the first dues increase since 2008.

President Benson entered the meeting at 6:09 p.m.

V.P. Vonheeder-Leopold mentioned that she also attended the CASA conference in San Diego and that Director Duarte covered a lot of the topics discussed at the meetings. She noted that in one of the sessions she learned that Carlsbad is constructing a \$50 million ocean water desalination plant that will serve 3 million people with a cost of \$2,014/AF. She also highlighted the impending increase in dues to CASA member agencies and the sessions related to communications that included the use of Facebook and other social media.

President Benson commented that she, too, attended the San Diego CASA conference. She noted that she also attended the CSRMA Board meeting and stated that the District will receive a dividend related to its workers compensation program. She also mentioned that CASA is looking at more revenue opportunities and that she was very impressed with the speakers.

V.P. Vonheeder-Leopold commented on a recent newspaper article about the vintners and the affect they are having on the groundwater basin in Paso Robles.

11. CLOSED SESSION

General Manager Michalczyk reported that in addition to himself, attendees for Closed Sessions 11.B & 11.C would be Dave Requa, Lori Rose, and General Counsel Carl Nelson.

At 6:17 p.m. the Board went into Closed Session.

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

- B. ADDED – Conference with the District’s real property negotiator – Pursuant to Government Code Sections 54956.8
Agency Negotiator: Bert Michalczyk
Negotiating Party: Pleasanton
Property: Water Supply Contract & portions of Tassajara Reservoir, 5450 Tassajara Road, Dublin, and portions of the Clean Water Revival pipeline segment from Tassajara Creek to south of I-580 in Fallon Road, in Dublin and Pleasanton
Under negotiation: Price & Terms

- C. ADDED – Conference with District’s counsel concerning a significant exposure to litigation – Pursuant to Government Code Sections 54956.9 (d)(2) and 54956.9 (e)(1)

12. REPORT FROM CLOSED SESSION

At 7:06 p.m. the Board came out of Closed Session.

13. ADJOURNMENT

President Benson adjourned the meeting at 7:07 p.m.

Submitted by,

Nancy Gamble Hatfield
District Secretary



**Dublin San Ramon Services District
Summary & Recommendation**

Reference District Engineer	Type of Action Approve Contract	Board Meeting of October 1, 2013
Subject Contract with the Army for Studies Related to Plan of Services for Army Cantonment Area		
<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	D. Requa
		<input type="checkbox"/> Board Member

Recommendation:

The District Engineer recommends the Board of Directors approve, by Resolution, Army Contract No. W9124N-13-P-0129 and Amendment No. P00001 for a study related to plan of services for the Parks Reserve Forces Training Area.

Summary:

In March 2013, the Army completed a master plan for future development of its cantonment area, which is shown on Attachment 1. As a result of the Camp Parks Property Exchange, the Army will be able to make much needed improvements in accordance with their master plan. To ensure adequate water and wastewater services, the Army has requested that the District enter into a federal contract for the purpose of conducting a planning study for their development.

The timing for the preparation of this study is pressing. The Camp Parks Property Exchange contract between the developer, SunCal, and the Army requires that SunCal construct improvements in Camp Parks. SunCal is the master developer for the Dublin Crossings Project. As SunCal completes improvements in the cantonment area, the Army releases a portion of the 180 acres to SunCal for its development project. SunCal continues to plan for and make progress with their on-base projects. SunCal's improvements include some water and wastewater facilities in the cantonment area.

The Army has presented to the District a federal contract to reimburse the District for the cost of preparation of the study. A subsequent modification to the contract was prepared to correct the scope of work. This contract is similar to public facilities planning agreements that the District enters into with developers for preparation of planning studies. It is consistent with the District policy that the planning study be conducted at no cost to the District. District General Counsel has reviewed the contract.

Staff recommends that the District enter into this contract with the Army.

Committee Review			Legal Review	Staff Review		
COMMITTEE -----	DATE ----	RECOMMENDATION -----	Yes	ORIGINATOR R. Biagtan	DEPARTMENT Engineering	REVIEWED BY DAR
ATTACHMENTS <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 \$0.00 to District	<input checked="" type="checkbox"/> Funding Source A. All costs to be funded by the Army B.		Attachments to S&R 1. Map of the Camp Parks Cantonment Area 2. 3.			

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING A CONTRACT WITH THE ARMY TO CONDUCT STUDIES RELATED TO PLAN OF SERVICES FOR THE CAMP PARKS CANTONMENT AREA

WHEREAS, Department of the Army, Army Reserve Division (Army) wishes to conduct a property exchange for approximately 180 acres of property in Camp Parks so that it may make much needed improvements within its cantonment area that would allow the Army to fulfill its mandate and mission; and

WHEREAS, the Army completed a master plan in March 2013 for future development of its cantonment area; and

WHEREAS, the Army has requested that the District enter into a federal contract for the purpose of conducting a planning study (Study) related to the provision of water and wastewater services to their planned development; and

WHEREAS, District Code Chapter 2.30 provides a mechanism for undertaking such Advanced Planning Studies at no cost to the District; and

WHEREAS, the Army has presented to the District Federal Contract No. W9124N-13-P-0129 and Amendment No. P00001 (“Contract”), attached hereto and incorporated herein by reference, to reimburse the District for the cost of preparation of the Study; and

WHEREAS, the “Contract” meets the intent of the District’s planning services agreement as provided by District Code Chapter 2.30.

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:

That Federal Contract No. W9124N-13-P-0129 and Amendment No. P00001, attached hereto and incorporated herein by reference, by and between Dublin San Ramon Services District and Army Reserve, pursuant to which this District shall perform certain planning period services

Res. No. _____

related to provision of water and wastewater investigation services for the Army, is hereby approved, and the General Manager and the District Secretary are hereby authorized and directed to execute said Agreement for and on behalf of the District (Exhibit A).

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 1st day of October 2013, and passed by the following votes:

AYES:

NOES:

ABSENT:

Dawn L. Benson, President

ATTEST:

Nancy G. Hatfield, District Secretary

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER 0010311757-0001		PAGE 1 OF 35					
2. CONTRACT NO. W9124N-13-P-0129		3. AWARD/EFFECTIVE DATE 31-Jul-2013		4. ORDER NUMBER		5. SOLICITATION NUMBER		6. SOLICITATION ISSUE DATE			
7. FOR SOLICITATION INFORMATION CALL:		a. NAME				b. TELEPHONE NUMBER (No Collect Calls)		8. OFFER DUE DATE/LOCAL TIME			
9. ISSUED BY ARMY RESERVE CONTRACTING CENTER-WEST BUILDING 4385 SUITE 2041 400 GIGLING ROAD SEASIDE CA 93955-6771 TEL: FAX:		CODE W9124N		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: 33.5 M NAICS: 561210		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		12. DISCOUNT TERMS Net 30 Days			
15. DELIVER TO CAMP PARKS (RFTA) CAMP PARKS (RFTA) 4TH STREET CAMP PARKS DUBLIN 94568		CODE W81T4F		16. ADMINISTERED BY MISSION & INSTALLATION CONTRACTING CMD ATTN: BEVERLY REID 831-386-2508 685 VERNON AVE MOUNTAIN VIEW CA 94043		CODE W912CJ					
17a. CONTRACTOR/OFFEROR DUBLIN SAN RAMON SERVICES DIST. RHODORA BIAGTEN 7051 DUBLIN BLVD DUBLIN CA 94568-3018 TEL. 925-875-2255		CODE 1HJB2		18a. PAYMENT WILL BE MADE BY DFAS- INDY VP GFEB5 8899 E. 56TH ST INDIANAPOLIS IN 46249-3800		CODE HQ0490					
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		FACILITY CODE		<input type="checkbox"/> 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM							
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES		21. QUANTITY		22. UNIT		23. UNIT PRICE		24. AMOUNT	
		SEE SCHEDULE									
25. ACCOUNTING AND APPROPRIATION DATA See Schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$52,029.88					
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED						<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED					
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. REF:						29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE					
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <i>Warren G. Seymour</i>				31c. DATE SIGNED 31-Jul-2013			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)			30c. DATE SIGNED			31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) LTC Warren G. Seymour / Contingency Contracting Office TEL: 831-242-5279 EMAIL: warren.g.seymour.mil@mail.mil					

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				PAGE 2 OF 35		
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT	
	SEE SCHEDULE					
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____						
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
33. SHIP NUMBER		34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT		
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY				
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY (<i>Print</i>)				
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE		42b. RECEIVED AT (<i>Location</i>)		
				42c. DATE REC'D (<i>YY/MM/DD</i>)		42d. TOTAL CONTAINERS

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Engineering Services Evaluation of Water FFP Engineering Services Evaluation of Parks RFTA Water/Wastewater per the Statement of Work. FOB: Destination PURCHASE REQUEST NUMBER: 0010311757-0001	1	Job	\$52,029.88	\$52,029.88
NET AMT					\$52,029.88
ACRN AA CIN: GFEB001031175700001					\$52,029.88

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 05-AUG-2013 TO 08-NOV-2013	N/A	CAMP PARKS (RFTA) CAMP PARKS (RFTA) 4TH STREET CAMP PARKS DUBLIN 94568 FOB: Destination	W81T4F

ACCOUNTING AND APPROPRIATION DATA

AA: 0212013201320800000113131252 S.0005545.7.1 6100.9000021001
COST CODE: A2AIV
AMOUNT: \$52,029.88
CIN GFEBS001031175700001: \$52,029.88

STATEMENT OF WORK

**STATEMENT OF WORK
Engineering Services - Evaluation of Potable Water, Recycled
Water and Wastewater Infrastructure for Parks RFTA Future
Development Plan**

Project Site Address:

Cantonment Area North of 5th Street, Including the Firing Range
Parks Reserve Forces Training Area
Dublin, CA 94568



IMCOM
SOLDIERS • FAMILIES • CIVILIANS

Submitted by:

Directorate of Public Works – Engineering Division
Parks Reserve Forces Training Area
Building 791 5th Street
Dublin, Alameda County, CA 94568

Preparation Date:

21 February 2013

GENERAL CONTACT INFORMATION:

Contracting Officer: LTC. WARREN SEYMOUR (650) 603-8065

Contract Specialist: BEVERLY REID (831) 386-2508

Contracting Officer Representative: Alfonso Gonzalezmagdalen, (925) 875-4638,
alfons.gonzalezmagdalen.civ@mail.mil

PERFORMANCE:

Performance duration shall be 120 days after receipt of Notice to Proceed. The Contractor shall work with/around the Government's schedule to minimize interruptions to PRFTA operations. The schedule will be discussed at the pre-work meeting

Contractor shall supply Government with complete construction drawings, construction specifications and cost analysis based on logical sequencing for phasing the work. The water supply line to the Range area is included in this scope.

The Contractor shall evaluate the existing and new potable and recycled water demands and wastewater flows, and identify required potable, recycled water and wastewater infrastructure needs for Camp Parks RFTA future and current needs.

The Future development plan includes numerous new buildings and facilities to serve the future needs of Camp Parks RFTA, including new barracks, administrative buildings, training facilities, maintenance facilities and a 300 room hotel. This engineering service is needed by Camp Parks RFTA and the Dublin San Ramon Services District to calculate the water flow rates, sewer and recycled water sizing and replacement of much needed old and under sized utility piping on Camp Parks RFTA. The new buildings and facilities will be constructed within the cantonment area of the Camp Parks RFTA (generally north of 5th Street) as a result of a real property exchange (RPX), in which a portion of the land within the Camp Parks RFTA boundary (approximately 188 acres between Dublin Boulevard and 5th Street) will be exchanged for the construction of new facilities. To allow for the construction of the new facilities at Camp Parks RFTA, new potable water, recycled water and sanitary sewer infrastructure must be constructed to tie into the District's existing potable water, recycled water and wastewater main connections.

TECHNICAL REQUIREMENTS:

Upon project completion, Contractor shall provide working construction drawings, specifications, and cost estimates for phased work, (i.e., upgrade of existing, and installation of new water and wastewater piping and all appurtenances.) All work shall be done in accordance with the statement of work, DSRSD standards and guidelines, manufacturer's recommendations and latest applicable codes to include, but not necessarily limited Uniform Facilities Guide

Specifications, California Plumbing Code, etc. A complete and usable product shall be delivered to PRFTA upon completion of this project.

The contractor shall schedule and attend a pre-work meeting prior to scheduling or starting any portion of the work. To schedule this meeting at least one week in advance contact Ed Cantor, DPW, (925) 875-4638, Monday through Friday, 7:00 A.M. to 4:00 P.M.

Note: Work cannot commence until all personnel security vetting requirements are met.

STATEMENT OF WORK
**Engineering Services - Evaluation of Potable Water, Recycled
Water and Wastewater Infrastructure for Parks RFTA Future
Development Plan**
Parks Reserve Forces Training Area (PRFTA)
Dublin, CA 94568

Date: 21 February 2013

Location: PRFTA, North of 5th Street, cantonment area including firing range

Job: SCK2907; Engineering Services - Evaluation of Potable Water, Recycled Water and Wastewater Infrastructure for Parks RFTA Future Development Plan

PR Number: 10311757

POC: Mr. Edward J. Cantor, (925) 875-4638

INTRODUCTION:

Parks Reserve Forces Training Area (PRFTA) is a military installation located approximately 40 miles southeast of San Francisco in Alameda and Contra Costa Counties. The Army Reserve acquired this 2,478-acre parcel of land from the US Army in 1980. The primary mission is to provide an environment that supports individual, collective, and institutional training, as well as provide training facilities and selected installation services for the total force, especially U.S. Army Reserve components.

DESCRIPTION OF WORK AND SERVICES:

The objective of this project is to provide PRFTA with complete construction drawings, construction specifications and cost analysis based on logical sequencing for phasing the work. The water supply line to the firing Range is included in this scope. Replacement and upgrading of potable water, recycled water and wastewater systems will occur based on available funding, hence the need for sequenced work pieces. Preliminary phased work plan will be submitted to the Contracting Officer's Representative for approval prior to the Contractor developing the detailed construction cost estimates.

Requirement Item 1: Determine Potable and Recycled Water Demands and Wastewater Flows for Build Out of the PRFTA as delineated in the PRFTA Future Development Plan, compliant with all controlling regulations, agencies and municipalities

Requirement Item 2: Determine Backbone Potable Water, Recycled Water and Wastewater Infrastructure Needs compliant with all controlling regulations, agencies and municipalities

Requirement Item 3: Design Fully Operational Potable Water, Recycled Water and Wastewater Infrastructure Systems for PRFTA Build Out compliant with all controlling regulations, agencies

and municipalities, including construction specifications and drawings for phased construction work.

Requirement Item 4: Generate complete cost estimates of the phased work, ranking phases from worst existing condition to be repaired/replaced down to the least existing condition to be repaired/replaced. This is in addition to new portions of work to be added to meet the demands of the PRFTA buildout. Phases shall be estimated separately, and shall be delineated on a map and included in the submittals.

1.0 General Requirements

- 1.** All proposals received **MUST** include the minimum requirements set-forth in this statement of work in addition to providing construction drawings in AutoCAD format (auto-cad *.dwg file), construction specifications based on Construction Specification Institute and cost estimates in Excel format for phased work at the completion of the project.
- 2.** The primary consideration of this solicitation is obtaining the minimum requirements set forth for design in this project.
- 3.** The Contractor shall supervise and direct the work. The Contractor must be duly licensed in accordance with the State of California's statutory requirements to perform the work. The Contractor shall be responsible for determining required permits to perform under the contract. Any necessary permits shall be verified by the Directorate of Public Works.
- 4.** The Contractor shall be responsible for coordinating with DSRSD and obtaining their approval of the design. Contractor shall submit a written approval of the design from DSRSD to PRFTA.
- 5.** The Contractor shall assure that every building will be equipped with a "smart" water meter on its service line.
- 6.** The Contractor shall be responsible for taking corrective action for any notices of violations issued as a result of the Contractors or any subcontractors' actions or operations during the performance of this contract. Corrections for any such violations shall be at no additional expense to PRFTA.
- 7.** This project will require work adjacent to a Federal Correctional Institution. Communications and/or interaction with inmates is strictly prohibited. All contractors will be briefed on this policy during the pre-work meeting and will be required to sign a Memorandum of Understanding prior to commencing any work. Contractors found to be engaging in prohibited contact with inmates or violating the terms of the MOU will be subject to investigation with the possibility of prosecution to the fullest extent of the law.
- 8.** The Contractor shall be responsible for providing PRFTA with a finished, constructible product in accordance with all applicable Federal (especially DoD, Army, and Army Corp of Engineers (USACE)), State of California, DSRSD, and local regulations, standards and

guidelines. A complete and usable product shall be available upon completion of this project. The Contractor shall submit matters of interpretation of standards to the appropriate administrative agency for resolution before starting work.

9. It is expected that the professional contractor will understand the job as described and complete the job as intended per standard codes. The professional contractor is expected to identify all possible issues involved with completion of the intended outcome, and notify the Government of such issues. The contractor shall provide all supervision/quality control, labor, equipment, materials and transportation to safely complete the project described herein and in accordance with the contract documents.

2.0 Submittals

DSRSD and Government approval is required for all submittals prior to Contractor proceeding to the next phase of work. The following shall be submitted in accordance with SUBMITTAL PROCEDURES (as discussed at the pre-work meeting):

Pre-work Submittals:

- List of Contact Personnel including phone, fax, and e-mail address information.
- List of all Contractor/Subcontractor Personnel
- Security vetting information as listed below:

All contractors, including subs, shall complete the online Force Protection Training (<https://atlevel1.dtic.mil/at/>) and provide C.O.R. with Antiterrorism Level I Awareness Training certificates of completion (.pdf file). All required vetting information includes the following:

- (1) Full Legal Name (with suffix if applicable);
- (2) SSN;
- (3) Place of Birth (City & State or City, Province, & Country);
- (4) Drivers License Number and State of Issue, or State Issued ID;
- (5) Current Address (not a post office box);
- (6) Date of Birth;
- (7) "A" Number on the Resident Alien Card (must carry card and/or work permit);
- (8) Submit a signed and completed Release of Information form, available from the C.O.R.

Item # 1-7 should be submitted in a typed, legible list, form available from the C.O.R. All Resident Alien personnel must carry their Resident Alien Card and present it with Drivers License to the Gate Guard. All of the requirements of this paragraph must be completed before work is scheduled to start. Information shall be evaluated by the Security Force prior to approval given for these individuals to gain access to PRFTA.

- Proof of Insurance
- Schedule
- Proof of Accreditation
- Thirty-five percent, 85% and 100% design review submittal cycle

Code Compliance: evidence of compliance of the specified codes is required.

All submittals shall be approved by Contractor Quality Control prior to submitting to DSRSD and the Government. Dublin San Ramon Services District and Government approval is required for all submittals.

APPENDIX

Appendix A – Record of Decision for Real Property Master Plan and Real Property Exchange at US Army Garrison, Camp Parks, CA, October 2009

Appendix B – Parks Reserve Forces Training Area Future Development Plan, John Gallup & Associates LLC, September 2012

CLAUSES INCORPORATED BY REFERENCE

52.212-4 Contract Terms and Conditions--Commercial Items FEB 2012

CLAUSES INCORPORATED BY FULL TEXT

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (JAN 2013)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

___ Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

___ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

___ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

___ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

XX (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Aug 2012) (Pub. L. 109-282) (31 U.S.C. 6101 note).

___ (5) 52.204-11, American Recovery and Reinvestment Act—Reporting Requirements (Jul 2010) (Pub. L. 111-5).

XX (6) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Dec 2010) (31 U.S.C. 6101 note).

___ (7) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Feb 2012) (41 U.S.C. 2313).

XX (8) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (MAY 2012) (section 738 of Division C of Pub. L. 112-74, section 740 of Division C of Pub. L. 111-117, section 743 of Division D of Pub. L. 111-8, and section 745 of Division D of Pub. L. 110-161).

____ (9) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (NOV 2011) (15 U.S.C. 657a).

____ (10) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Jan 2011) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

____ (11) [Reserved]

____ (12)(i) 52.219-6, Notice of Total Small Business Set-Aside (NOV 2011) (15 U.S.C. 644).

____ (ii) Alternate I (NOV 2011).

____ (iii) Alternate II (NOV 2011).

____ (13)(i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).

____ (ii) Alternate I (Oct 1995) of 52.219-7.

____ (iii) Alternate II (Mar 2004) of 52.219-7.

____ (14) 52.219-8, Utilization of Small Business Concerns (Jan 2011) (15 U.S.C. 637(d)(2) and (3)).

____ (15)(i) 52.219-9, Small Business Subcontracting Plan (Jan 2011) (15 U.S.C. 637(d)(4)).

____ (ii) Alternate I (Oct 2001) of 52.219-9.

____ (iii) Alternate II (Oct 2001) of 52.219-9.

____ (iv) Alternate III (Jul 2010) of 52.219-9.

____ (16) 52.219-13, Notice of Set-Aside of Orders (NOV 2011) (15 U.S.C. 644(r)).

____ (17) 52.219-14, Limitations on Subcontracting (NOV 2011) (15 U.S.C. 637(a)(14)).

____ (18) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).

____ (19)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (Oct 2008) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

____ (ii) Alternate I (June 2003) of 52.219-23.

- ____ (20) 52.219-25, Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting (Dec 2010) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- ____ (21) 52.219-26, Small Disadvantaged Business Participation Program— Incentive Subcontracting (Oct 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- ____ (22) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (NOV 2011) (15 U.S.C. 657f).
- ____ (23) 52.219-28, Post Award Small Business Program Rerepresentation (Apr 2012) (15 U.S.C. 632(a)(2)).
- ____ (24) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (APR 2012) (15 U.S.C. 637(m)).
- ____ (25) 52.219-30, Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (APR 2012) (15 U.S.C. 637(m)).
- XX** (26) 52.222-3, Convict Labor (June 2003) (E.O. 11755).
- XX** (27) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (MAR 2012) (E.O. 3126).
- XX** (28) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).
- XX** (29) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).
- ____ (30) 52.222-35, Equal Opportunity for Veterans (Sep 2010)(38 U.S.C. 4212).
- XX** (31) 52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010) (29 U.S.C. 793).
- ____ (32) 52.222-37, Employment Reports on Veterans (Sep 2010) (38 U.S.C. 4212).
- ____ (33) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).
- ____ (34) 52.222-54, Employment Eligibility Verification (Jul 2012). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)
- ____ (35)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- ____ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- ____ (36) 52.223-15, Energy Efficiency in Energy-Consuming Products (Dec 2007) (42 U.S.C. 8259b).
- ____ (37)(i) 52.223-16, IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (Dec 2007) (E.O. 13423).
- ____ (ii) Alternate I (Dec 2007) of 52.223-16.

XX (38) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011) (E.O. 13513).

____ (39) 52.225-1, Buy American Act—Supplies (Feb 2009) (41 U.S.C. 10a-10d).

____ (40)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (NOV 2012) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).

(ii) Alternate I (MAR 2012) of 52.225-3.

(iii) Alternate II (MAR 2012) of 52.225-3.

(iv) Alternate III (NOV 2012) of 52.225-3.

(41) 52.225-5, Trade Agreements (NOV 2012) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

____ (42) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

____ (43) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150)

____ (44) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

____ (45) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

____ (46) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

XX (47) 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration (Oct 2003) (31 U.S.C. 3332).

____ (48) 52.232-34, Payment by Electronic Funds Transfer—Other than Central Contractor Registration (May 1999) (31 U.S.C. 3332).

____ (49) 52.232-36, Payment by Third Party (Feb 2010) (31 U.S.C. 3332).

____ (50) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

____ (51)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

____ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

XX (1) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.).

_____ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

_____ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act—Price Adjustment (Multiple Year and Option Contracts) (Sep 2009) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

_____ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act—Price Adjustment (Sep 2009) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

_____ (5) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (Nov 2007) (41 351, et seq.).

_____ (6) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services—Requirements (Feb 2009) (41 U.S.C. 351, et seq.).

_____ (7) 52.222-17, Nondisplacement of Qualified Workers (JAN 2013) (E.O.13495).

_____ (8) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247).

_____ (9) 52.237-11, Accepting and Dispensing of \$1 Coin (Sept 2008) (31 U.S.C. 5112(p)(1)).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note).

(ii) 52.219-8, Utilization of Small Business Concerns (DEC 2010) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

- (iii) 52.222-17, Nondisplacement of Qualified Workers (JAN 2013) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.
- (iv) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).
- (v) 52.222-35, Equal Opportunity for Veterans (SEP 2010) (38 U.S.C. 4212).
- (vi) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 1998) (29 U.S.C. 793).
- (vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.
- (viii) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.).
- (ix) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).
Alternate I (AUG 2007) of 52.222-50 (22 U.S.C. 7104(g)).
- (x) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (Nov 2007) (41 U.S.C. 351, et seq.).
- (xi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (FEB 2009) (41 U.S.C. 351, et seq.).
- (xii) 52.222-54, Employment Eligibility Verification (JUL 2012).
- (xiii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (MAR 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.
- (xiv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.
- (2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/>

(End of clause)

CLAUSES INCORPORATED BY REFERENCE

252.211-7003	Item Identification and Valuation	JUN 2011
252.227-7013	Rights in Technical Data--Noncommercial Items	FEB 2012
252.227-7015	Technical Data--Commercial Items	DEC 2011
252.227-7037	Validation of Restrictive Markings on Technical Data	JUN 2012
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012

CLAUSES INCORPORATED BY FULL TEXT

FAR 52.204-99 System for Award Management Registration (August 2012) (DEVIATION)

(a) Definitions. As used in this clause –

“Central Contractor Registration (CCR) database” means the retired primary Government repository for Contractor information required for the conduct of business within the Government.

“Commercial and Government Entity (CAGE) code” means –

- (1) A code assigned by the Defense Logistics Agency (DLA) Logistics Information Service to identify a commercial or Government entity; or
- (2) A code assigned by a member of the North Atlantic Treaty Organization that DLA records and maintains in the CAGE master file. This type of code is known as an “NCAGE code.”

“Data Universal Numbering System (DUNS) number” means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

“Data Universal Numbering System+4 (DUNS+4) number” means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional SAM records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at Subpart 32.11) for the same concern.

“Registered in the SAM database” means that –

- (1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the SAM database;
- (2) The Contractor’s CAGE code is in the SAM database; and
- (3) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS), and has marked the record “Active”. The Contractor will be required to provide consent for TIN validation to the Government as a part of the SAM registration process.

“System for Award Management (SAM)” means the primary Government repository for prospective federal awardee information and the centralized Government system for certain contracting, grants, and other assistance related processes. It includes –

- (1) Data collected from prospective federal awardees required for the conduct of business within the Government;
- (2) Prospective contractor submitted annual representations and certifications in accordance with FAR Subpart 4.12; and
- (3) The list of all parties suspended, proposed for debarment, debarred, declared ineligible, or excluded or disqualified under the nonprocurement common rule by agencies, Government corporations, or by the Government Accountability Office.

(b) (1) The Contractor shall be registered in the SAM database prior to submitting an invoice and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

- (2) The SAM registration shall be for the same name and address identified on the contract, with its associated CAGE code and DUNS or DUNS+4.
- (3) If indicated by the Government during performance, registration in an alternate system may be required in lieu of SAM.

(c) If the Contractor does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) A contractor may obtain a DUNS number –

- (i) Via the internet at <http://fedgov.dnb.com/webform> or if the contractor does not have internet access, it may call Dun and Bradstreet at 1-866-705-5711 if located within the United States; or
- (ii) If located outside of the United States, by contacting the local Dun and Bradstreet office. The contractor should indicate that it is a contractor for a U.S. Government contract when contacting the local Dun and Bradstreet office.

(2) The Contractor should be prepared to provide the following information:

- (i) Company legal business name.
- (ii) Tradestyle, doing business, or other name by which your entity is commonly recognized
- (iii) Company physical street address, city, state, and Zip Code.
- (iv) Company mailing address, city, state and Zip Code (if separate from physical).
- (v) Company telephone number.
- (vi) Date the company was started.
- (vii) Number of employees at your location.
- (viii) Chief executive officer/key manager.
- (ix) Line of business (industry).
- (x) Company Headquarters name and address (reporting relationship within your entity).

- (d) Reserved.
- (e) Processing time for registration in SAM, which normally takes five business days, should be taken into consideration when registering. Contractors who are not already registered should consider applying for registration at least two weeks prior to invoicing.
- (f) The Contractor is responsible for the accuracy and completeness of the data within the SAM database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the SAM database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the SAM database to ensure it is current, accurate and complete. Updating information in the SAM does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.
- (g) (1)(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer sufficient documentation to support the legally changed name with a minimum of one business day's written notification of its intention to –
- (A) Change the name in the SAM database;
 - (B) Comply with the requirements of subpart 42.12 of the FAR; and
 - (C) Agree in writing to the timeline and procedures specified by the responsible Contracting Officer.
- (iii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the SAM information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.
- (2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the SAM record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the SAM database. Information provided to the Contractor's SAM record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.
- (h) Contractors may obtain information on registration and annual confirmation requirements via the SAM accessed through <https://www.acquisition.gov> or by calling 866-606-8220, or 334-206-7828 for international calls.

(End of Clause)

This clause implements the temporary policy provided by OMB Policy Memorandum M-12-16, Providing Prompt Payment to Small Business Subcontractors, dated July 11, 2012.

- (a) Upon receipt of accelerated payments from the Government, the contractor is required to make accelerated payments to small business subcontractors to the maximum extent practicable after receipt of a proper invoice and all proper documentation from the small business subcontractor.
- (b) Include the substance of this clause, including this paragraph (b), in all subcontracts with small business concerns.
- (c) The acceleration of payments under this clause does not provide any new rights under the Prompt Payment Act.

AMC LEVEL PROTEST**5152.233-4000 AMC-LEVEL PROTEST PROGRAM (Sep 2011) (LOCAL CLAUSE)**

If you have complaints about this procurement, it is preferable that you first attempt to resolve those concerns with the responsible contracting officer. However, you can also protest to Headquarters (HQ), Army Materiel Command (AMC). The HQ AMC-Level Protest Program is intended to encourage interested parties to seek resolution of their concerns within AMC as an Alternative Dispute Resolution forum, rather than filing a protest with the Government Accountability Office (GAO) or other external forum. Contract award or performance is suspended during the protest to the same extent, and within the same time periods, as if filed at the GAO. The AMC protest decision goal is to resolve protests within 20 working days from filing. To be timely, protests must be filed within the periods specified in FAR 33.103. If you want to file a protest under the HQ AMC-Level Protest Program, the protest must request resolution under that program and be sent to the address below. All other agency-level protests should be sent to the contracting officer for resolution.

Headquarters U.S. Army Materiel Command
Office of Command Counsel
4400 Martin Road
Rm: A6SE040.001
Redstone Arsenal, AL 35898-5000
Fax: (256) 450-8840

Packages sent by FedEx or UPS should be addressed to:
Headquarters U.S. Army Materiel Command
Office of Command Counsel
4400 Martin Road
Rm: A6SE040.001
Redstone Arsenal, AL 35898-5000
Fax: (256) 450-8840

The AMC-Level Protest procedures are found at:
<http://www.amc.army.mil/pa/COMMANDCOUNSEL.asp>.

If internet access is not available, contact the contracting officer or HQ, AMC to obtain the HQ AMC-Level Protest Procedures.

(End of Clause)

AT LEVEL 1 TRAINING**5152.209-4000 DOD LEVEL I ANTITERRORISM (AT) STANDARDS (FEB 2009)
(LOCAL CLAUSE)**

- (a) Pursuant to Department of Defense Instruction Number 2000.16, "DoD Antiterrorism (AT) Standards," dated October 2, 2006, each contractor employee requiring access to a Federally-controlled installation, facility and/or Federally-controlled information system(s) shall complete Level I AT Awareness Training on an annual basis and receive a certificate of completion. The training is accessible from any computer and is available at <https://atlevel1.dtic.mil/at/>. The contractor is responsible for ensuring that all applicable employees have completed antiterrorism awareness training and shall certify that their workforce has completed the training through the submission of completion certificate(s) to the Contracting Officer and the Contracting Officer's Representative (if appointed) within five working days after contract award or prior to access to a Federally-controlled installation or information system.
- (b) In the event that the automated system at <https://atlevel1.dtic.mil/at/> is not available (e.g., server problems), Level I AT Awareness Training can be provided by a qualified instructor. However, if the training is not completed online, the Level I AT Awareness Instructor qualification must be coordinated with the Installation Antiterrorism Officer (or Installation Security equivalent) and the resultant name(s) of approved instructors shall be provided the contracting officer or designee along with all associated cost or schedule impacts to the contract.
- (c) Antiterrorism performance (Level I AT Awareness Training attendance and compliance) may be documented as a performance metric under the resultant contract, and be part of past performance information in support of future source selections.

(End of clause)

SECURITY REQUIREMENTS

AT Level 1 Training:

AT Level I Training. This provision/contract text is for contractor employees with an area of performance within an Army controlled installation, facility or area. All contractor employees, to include subcontractor employees, requiring access Army installations, facilities and controlled access areas shall complete AT Level I awareness training prior to start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the COR or to the contracting officer, if a COR is not assigned, within [insert number of calendar days] calendar days after completion of training by all employees and subcontractor personnel. AT level I awareness training is available at the following website: <https://atlevel1.dtic.mil/at>. The contractor shall submit the certificates of completion for each contractor, employee(s), subcontractor(s), and subcontractor's employee(s) to the Contracting Officer and or Contracting Officer's Representative. Contracting Officer or Representative will provide a copy of the completed certificate to the AT Officer

iWATCH Training:

This standard language is for contractor employees with an area of performance within an Army controlled installation, facility or area. The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This local developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to FHL Law Enforcement Agency 831-386-2526 or iSALUTE, located on the Fort Hunter Liggett website. This training shall be completed within 7 calendar days of contract award and within 7calendar days of new employees commencing performance with the results reported to the COR NLT 7 calendar days after contract award.

Any and all personnel hired after the contract has been awarded, and work has started, shall complete the vetting process prior to start of work. Including completion of the AT Level 1 certificate, and all required documentation checked and verified through Physical Security and Personnel Security Manger. Personnel need vetted prior to any work on the installation.

Employee escort for services in secure areas (i.e.: housecleaning, NEC escorts to sites)

The contractor has complied with all personnel identity verification procedures. Employees must be accompanied by an authorized Government employee at all times while in Building.

FPCON impact on work levels.

During FPCONs Charlie and Delta, services are discontinued. Services will resume when the FPCON level is reduced to level Bravo or lower.

Or, if contract and its employees are considered mission essential. Therefore, all contractor employees are required to report for duty and remain on duty during declared emergencies and/or elevated FPCON levels unless otherwise directed by the contacting officer via the appropriate COR.

Physical Security:

The contractor will have a law enforcement background check completed for all employees who will be entering Army-controlled installations or facilities.

- The contractor will provide to the COR, fifteen days in advance of the event, names and Social Security numbers (or equivalent identification numbers for non-U.S. citizens) of all employees who will be entering Army-controlled installations or facilities. Non-U.S. citizens must produce a valid work visa along with said documentation. The contractor will ensure that this requirement is met for all subsequent employees who will be entering the installation after the initial start date. The contractor will also ensure that a law enforcement background check is completed for all employees on a yearly basis thereafter.
- The contractor will ensure that its employees entering Army-controlled installations or facilities have obtained access badges and passes in accordance with facility regulations and that these badges and passes are obtained in advance so as not to delay the accomplishment of contracted services.
- The contractor will return all issued U.S. Government Common Access Cards, installation badges, and/or access passes to the Army installation Physical Security Officer when the contract is completed or when a contractor employee no longer requires access to the installation or facility.

Personnel Security:

Contractor personnel required to access an Army Network to perform their duties, shall successfully complete, as a minimum, a National Agency Check with Inquiries (NACI), background investigation processed through the Office of Personnel Management (OPM). These investigations shall be submitted by the installation Personnel Security Manager at no cost to the contractor. Prior to the contractor reporting to the installation to commence work, the contractor's company will submit the required documentation, obtained from the installation Personnel Security Manager. It is the contractor's responsibility to ensure that the information for all employees on contract accessing FHL is provided to the installation Personnel Security Manager (i.e., the required information to initiate the NACI) 15 days prior to work on the installation. Upon initiation of the NACI, the contractor will have a window of five days to complete the background investigation package for applicable employees. The contractor will not adequately be performing the scope of work if its employees do not fill out the aforementioned questionnaire within the required time frame. Failure to provide the necessary documentation for the local Police vetting or the NACI background investigation are grounds for contract termination. The Common Access Card (CAC) will be authorized after all NACI background documentation is submitted to OPM, the investigation is opened and access to the Army Network will be granted upon a favorable adjudication of the NACI.

OPSEC:

For Contracts that Require an OPSEC Standing Operating Procedure/Plan. The contractor shall develop an OPSEC Standing Operating Procedure (SOP)/Plan within 90 calendar days of contract award, to be reviewed and approved by the responsible Government OPSEC officer, per AR 530-1, Operations Security. This SOP/Plan will include the government's critical information, why it needs to be protected, where it is located, who is responsible for it, and how to protect it. In addition, the contractor shall identify an individual who will be an OPSEC Coordinator. The contractor will ensure this individual becomes OPSEC Level II certified per AR 530-1.

For Contracts that Require OPSEC Training. Per AR 530-1, Operations Security, new contractor employees must complete Level I OPSEC training within 30 calendar days of their reporting for duty. All

contractor employees must complete annual OPSEC awareness training. OPSEC training is available through the Fort Hunter Liggett Security Office, 831-386-2119/3814.

Industrial Security:

For Contracts That Require Handling or Access to Classified Information. The contractor shall comply with FAR 52.204-2, Security Requirements. This clause involves access to information classified “Confidential,” “Secret,” or “Top Secret” and requires contractors to comply with— (1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); any revisions to DOD 5220.22-M, notice of which has been furnished to the contractor. For more information and required forms, contact the Fort Hunter Liggett Security Office at 831-386-2119/3814.

SCA WAGE DETERMINATION

WD 05-2051 (Rev.-13) was first posted on www.wdol.gov on 06/25/2013

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
 THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION

By direction of the Secretary of Labor | WAGE AND HOUR DIVISION
 WASHINGTON D.C. 20210

| Wage Determination No.: 2005-2051

Diane C. Koplewski | Division of | Revision No.: 13
 Director | Wage Determinations | Date Of Revision: 06/19/2013

State: California

Area: California Counties of Alameda, Contra Costa

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I	17.92	
01012 - Accounting Clerk II	20.12	
01013 - Accounting Clerk III	22.50	
01020 - Administrative Assistant	30.87	
01040 - Court Reporter	28.31	
01051 - Data Entry Operator I	15.38	
01052 - Data Entry Operator II	16.78	
01060 - Dispatcher, Motor Vehicle	29.13	
01070 - Document Preparation Clerk	15.37	
01090 - Duplicating Machine Operator	15.37	
01111 - General Clerk I	15.87	
01112 - General Clerk II	17.31	
01113 - General Clerk III	19.97	
01120 - Housing Referral Assistant	28.83	
01141 - Messenger Courier	14.03	
01191 - Order Clerk I	16.98	
01192 - Order Clerk II	18.53	
01261 - Personnel Assistant (Employment) I		19.80
01262 - Personnel Assistant (Employment) II		22.18
01263 - Personnel Assistant (Employment) III		24.69
01270 - Production Control Clerk	28.05	
01280 - Receptionist	17.21	
01290 - Rental Clerk	18.47	
01300 - Scheduler, Maintenance	23.12	
01311 - Secretary I	23.12	
01312 - Secretary II	25.86	
01313 - Secretary III	28.83	
01320 - Service Order Dispatcher	24.26	
01410 - Supply Technician	30.87	
01420 - Survey Worker	24.06	
01531 - Travel Clerk I	15.41	
01532 - Travel Clerk II	17.34	
01533 - Travel Clerk III	19.53	
01611 - Word Processor I	20.77	

01612 - Word Processor II	23.32
01613 - Word Processor III	26.09
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	24.75
05010 - Automotive Electrician	24.95
05040 - Automotive Glass Installer	21.76
05070 - Automotive Worker	24.96
05110 - Mobile Equipment Servicer	21.71
05130 - Motor Equipment Metal Mechanic	26.06
05160 - Motor Equipment Metal Worker	23.84
05190 - Motor Vehicle Mechanic	26.07
05220 - Motor Vehicle Mechanic Helper	20.54
05250 - Motor Vehicle Upholstery Worker	22.78
05280 - Motor Vehicle Wrecker	23.84
05310 - Painter, Automotive	24.96
05340 - Radiator Repair Specialist	23.84
05370 - Tire Repairer	17.31
05400 - Transmission Repair Specialist	26.07
07000 - Food Preparation And Service Occupations	
07010 - Baker	15.83
07041 - Cook I	16.43
07042 - Cook II	18.65
07070 - Dishwasher	11.28
07130 - Food Service Worker	11.00
07210 - Meat Cutter	16.59
07260 - Waiter/Waitress	11.39
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	21.13
09040 - Furniture Handler	15.26
09080 - Furniture Refinisher	21.13
09090 - Furniture Refinisher Helper	17.41
09110 - Furniture Repairer, Minor	19.28
09130 - Upholsterer	21.15
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	12.97
11060 - Elevator Operator	14.10
11090 - Gardener	23.78
11122 - Housekeeping Aide	14.89
11150 - Janitor	14.89
11210 - Laborer, Grounds Maintenance	18.29
11240 - Maid or Houseman	12.80
11260 - Pruner	17.19
11270 - Tractor Operator	21.58
11330 - Trail Maintenance Worker	18.29
11360 - Window Cleaner	15.68
12000 - Health Occupations	
12010 - Ambulance Driver	23.48
12011 - Breath Alcohol Technician	23.48
12012 - Certified Occupational Therapist Assistant	25.93
12015 - Certified Physical Therapist Assistant	27.94
12020 - Dental Assistant	21.98
12025 - Dental Hygienist	46.56
12030 - EKG Technician	27.59
12035 - Electroneurodiagnostic Technologist	27.59
12040 - Emergency Medical Technician	23.48

12071 - Licensed Practical Nurse I	24.53	
12072 - Licensed Practical Nurse II	27.47	
12073 - Licensed Practical Nurse III	30.62	
12100 - Medical Assistant	20.98	
12130 - Medical Laboratory Technician	23.05	
12160 - Medical Record Clerk	21.00	
12190 - Medical Record Technician	23.48	
12195 - Medical Transcriptionist	20.55	
12210 - Nuclear Medicine Technologist	45.90	
12221 - Nursing Assistant I	13.66	
12222 - Nursing Assistant II	15.35	
12223 - Nursing Assistant III	16.75	
12224 - Nursing Assistant IV	18.81	
12235 - Optical Dispenser	21.80	
12236 - Optical Technician	18.22	
12250 - Pharmacy Technician	21.69	
12280 - Phlebotomist	18.81	
12305 - Radiologic Technologist	35.21	
12311 - Registered Nurse I	43.85	
12312 - Registered Nurse II	53.66	
12313 - Registered Nurse II, Specialist	53.66	
12314 - Registered Nurse III	64.90	
12315 - Registered Nurse III, Anesthetist	64.90	
12316 - Registered Nurse IV	77.80	
12317 - Scheduler (Drug and Alcohol Testing)	34.02	
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I	25.45	
13012 - Exhibits Specialist II	31.05	
13013 - Exhibits Specialist III	37.98	
13041 - Illustrator I	24.07	
13042 - Illustrator II	29.81	
13043 - Illustrator III	36.48	
13047 - Librarian	35.64	
13050 - Library Aide/Clerk	20.80	
13054 - Library Information Technology Systems Administrator	31.06	
13058 - Library Technician	26.04	
13061 - Media Specialist I	22.42	
13062 - Media Specialist II	25.08	
13063 - Media Specialist III	27.96	
13071 - Photographer I	20.39	
13072 - Photographer II	22.81	
13073 - Photographer III	28.23	
13074 - Photographer IV	34.56	
13075 - Photographer V	39.08	
13110 - Video Teleconference Technician	23.30	
14000 - Information Technology Occupations		
14041 - Computer Operator I	19.80	
14042 - Computer Operator II	22.18	
14043 - Computer Operator III	24.69	
14044 - Computer Operator IV	27.43	
14045 - Computer Operator V	30.39	
14071 - Computer Programmer I	(see 1)	27.62
14072 - Computer Programmer II	(see 1)	
14073 - Computer Programmer III	(see 1)	

14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		19.80
14160 - Personal Computer Support Technician		27.43
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		36.80
15020 - Aircrew Training Devices Instructor (Rated)		44.51
15030 - Air Crew Training Devices Instructor (Pilot)		53.36
15050 - Computer Based Training Specialist / Instructor		36.97
15060 - Educational Technologist		32.38
15070 - Flight Instructor (Pilot)		53.36
15080 - Graphic Artist		31.77
15090 - Technical Instructor		28.46
15095 - Technical Instructor/Course Developer		34.82
15110 - Test Proctor		22.97
15120 - Tutor		22.97
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		10.71
16030 - Counter Attendant		10.71
16040 - Dry Cleaner		14.57
16070 - Finisher, Flatwork, Machine		10.71
16090 - Presser, Hand		10.71
16110 - Presser, Machine, Drycleaning		10.71
16130 - Presser, Machine, Shirts		10.71
16160 - Presser, Machine, Wearing Apparel, Laundry		10.71
16190 - Sewing Machine Operator		15.86
16220 - Tailor		17.13
16250 - Washer, Machine		12.01
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		21.02
19040 - Tool And Die Maker		26.94
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		19.56
21030 - Material Coordinator		26.53
21040 - Material Expediter		26.53
21050 - Material Handling Laborer		16.69
21071 - Order Filler		15.60
21080 - Production Line Worker (Food Processing)		19.56
21110 - Shipping Packer		17.51
21130 - Shipping/Receiving Clerk		17.51
21140 - Store Worker I		14.54
21150 - Stock Clerk		20.01
21210 - Tools And Parts Attendant		19.56
21410 - Warehouse Specialist		19.56
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		30.51
23021 - Aircraft Mechanic I		29.02
23022 - Aircraft Mechanic II		30.51
23023 - Aircraft Mechanic III		31.80
23040 - Aircraft Mechanic Helper		22.12
23050 - Aircraft, Painter		27.52
23060 - Aircraft Servicer		25.34
23080 - Aircraft Worker		26.87

23110 - Appliance Mechanic	24.30
23120 - Bicycle Repairer	16.15
23125 - Cable Splicer	30.82
23130 - Carpenter, Maintenance	26.08
23140 - Carpet Layer	25.09
23160 - Electrician, Maintenance	37.22
23181 - Electronics Technician Maintenance I	30.54
23182 - Electronics Technician Maintenance II	32.27
23183 - Electronics Technician Maintenance III	34.02
23260 - Fabric Worker	24.18
23290 - Fire Alarm System Mechanic	24.69
23310 - Fire Extinguisher Repairer	23.32
23311 - Fuel Distribution System Mechanic	29.93
23312 - Fuel Distribution System Operator	23.97
23370 - General Maintenance Worker	22.50
23380 - Ground Support Equipment Mechanic	29.02
23381 - Ground Support Equipment Servicer	25.34
23382 - Ground Support Equipment Worker	26.87
23391 - Gunsmith I	23.32
23392 - Gunsmith II	26.46
23393 - Gunsmith III	29.48
23410 - Heating, Ventilation And Air-Conditioning Mechanic	28.32
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	29.77
23430 - Heavy Equipment Mechanic	30.65
23440 - Heavy Equipment Operator	33.19
23460 - Instrument Mechanic	32.04
23465 - Laboratory/Shelter Mechanic	27.92
23470 - Laborer	16.00
23510 - Locksmith	23.20
23530 - Machinery Maintenance Mechanic	28.28
23550 - Machinist, Maintenance	27.28
23580 - Maintenance Trades Helper	17.19
23591 - Metrology Technician I	32.04
23592 - Metrology Technician II	33.68
23593 - Metrology Technician III	35.11
23640 - Millwright	32.53
23710 - Office Appliance Repairer	23.42
23760 - Painter, Maintenance	23.13
23790 - Pipefitter, Maintenance	31.65
23810 - Plumber, Maintenance	30.33
23820 - Pneudraulic Systems Mechanic	29.48
23850 - Rigger	29.56
23870 - Scale Mechanic	26.46
23890 - Sheet-Metal Worker, Maintenance	31.09
23910 - Small Engine Mechanic	20.20
23931 - Telecommunications Mechanic I	28.12
23932 - Telecommunications Mechanic II	29.56
23950 - Telephone Lineman	26.42
23960 - Welder, Combination, Maintenance	24.28
23965 - Well Driller	29.48
23970 - Woodcraft Worker	29.48
23980 - Woodworker	22.25
24000 - Personal Needs Occupations	

24570 - Child Care Attendant	13.57	
24580 - Child Care Center Clerk	16.04	
24610 - Chore Aide	11.44	
24620 - Family Readiness And Support Services Coordinator		19.02
24630 - Homemaker	16.68	
25000 - Plant And System Operations Occupations		
25010 - Boiler Tender	38.18	
25040 - Sewage Plant Operator	32.79	
25070 - Stationary Engineer	38.18	
25190 - Ventilation Equipment Tender	27.90	
25210 - Water Treatment Plant Operator	32.79	
27000 - Protective Service Occupations		
27004 - Alarm Monitor	29.88	
27007 - Baggage Inspector	14.34	
27008 - Corrections Officer	38.39	
27010 - Court Security Officer	39.43	
27030 - Detection Dog Handler	30.14	
27040 - Detention Officer	38.39	
27070 - Firefighter	36.20	
27101 - Guard I	14.34	
27102 - Guard II	30.14	
27131 - Police Officer I	42.92	
27132 - Police Officer II	47.21	
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator	13.91	
28042 - Carnival Equipment Repairer	16.16	
28043 - Carnival Equipment Worker	10.77	
28210 - Gate Attendant/Gate Tender	18.04	
28310 - Lifeguard	13.82	
28350 - Park Attendant (Aide)	20.19	
28510 - Recreation Aide/Health Facility Attendant		15.30
28515 - Recreation Specialist	17.44	
28630 - Sports Official	15.85	
28690 - Swimming Pool Operator	21.68	
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer	29.10	
29020 - Hatch Tender	29.10	
29030 - Line Handler	29.10	
29041 - Stevedore I	27.42	
29042 - Stevedore II	30.75	
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	42.35	
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	29.02	
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	32.16	
30021 - Archeological Technician I	23.47	
30022 - Archeological Technician II	27.47	
30023 - Archeological Technician III	34.44	
30030 - Cartographic Technician	34.44	
30040 - Civil Engineering Technician	31.67	
30061 - Drafter/CAD Operator I	24.86	
30062 - Drafter/CAD Operator II	27.80	
30063 - Drafter/CAD Operator III	30.99	
30064 - Drafter/CAD Operator IV	38.15	
30081 - Engineering Technician I	18.90	

30082 - Engineering Technician II	21.22
30083 - Engineering Technician III	23.73
30084 - Engineering Technician IV	29.40
30085 - Engineering Technician V	35.98
30086 - Engineering Technician VI	43.51
30090 - Environmental Technician	27.51
30210 - Laboratory Technician	23.42
30240 - Mathematical Technician	35.89
30361 - Paralegal/Legal Assistant I	23.52
30362 - Paralegal/Legal Assistant II	29.13
30363 - Paralegal/Legal Assistant III	35.65
30364 - Paralegal/Legal Assistant IV	43.11
30390 - Photo-Optics Technician	35.89
30461 - Technical Writer I	25.89
30462 - Technical Writer II	32.03
30463 - Technical Writer III	38.31
30491 - Unexploded Ordnance (UXO) Technician I	26.92
30492 - Unexploded Ordnance (UXO) Technician II	32.56
30493 - Unexploded Ordnance (UXO) Technician III	39.03
30494 - Unexploded (UXO) Safety Escort	26.92
30495 - Unexploded (UXO) Sweep Personnel	26.92
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 27.82
30621 - Weather Observer, Senior	(see 2) 30.90
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	14.41
31030 - Bus Driver	20.03
31043 - Driver Courier	17.77
31260 - Parking and Lot Attendant	12.24
31290 - Shuttle Bus Driver	19.22
31310 - Taxi Driver	13.64
31361 - Truckdriver, Light	19.22
31362 - Truckdriver, Medium	20.55
31363 - Truckdriver, Heavy	21.78
31364 - Truckdriver, Tractor-Trailer	21.78
99000 - Miscellaneous Occupations	
99030 - Cashier	12.06
99050 - Desk Clerk	13.00
99095 - Embalmer	25.13
99251 - Laboratory Animal Caretaker I	14.45
99252 - Laboratory Animal Caretaker II	15.64
99310 - Mortician	29.47
99410 - Pest Controller	18.10
99510 - Photofinishing Worker	17.25
99710 - Recycling Laborer	24.32
99711 - Recycling Specialist	27.68
99730 - Refuse Collector	21.87
99810 - Sales Clerk	15.51
99820 - School Crossing Guard	12.89
99830 - Survey Party Chief	31.52
99831 - Surveying Aide	18.98
99832 - Surveying Technician	27.74
99840 - Vending Machine Attendant	16.67
99841 - Vending Machine Repairer	19.22
99842 - Vending Machine Repairer Helper	16.67

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.81 per hour or \$152.40 per week or \$660.40 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 15 years, and 5 weeks after 25 years.

Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear"

materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or

notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

WAWF PAYMENT INFO.**WIDE AREA WORK FLOW (WAWF) IMPLEMENTATION INSTRUCTIONS**

A. Contractor shall submit invoices through the Wide Area Work Flow (WAWF) per instructions herein and DFARS 252.232-7003, Electronic Submission of Payment Requests (MAR 2007). WAWF is a secure web-based system for electronic invoicing, receipt and acceptance and allows DoD contractors to submit and track invoice and receipt documents electronically. As a Contractor, you can use the WAWF system to perform many functions. You can: **Create** and submit documents, **View** documents you have submitted and check their status, **Correct** and **resubmit** documents that have been rejected, **Void** documents you have submitted (in some cases), **Recall** documents you have submitted (*if they have not been processed*), make changes and resubmit them.

B. WAWF Implementation:

(1) The Contractor shall utilize the WAWF system when processing invoices and receiving reports under this contract, unless the provision at DFARS 252.232-7003(c) applies.

(2) The Contractor shall register to use WAWF at <https://wawf.eb.mil>.

(3) The Contractor shall ensure an Electronic Business Point of Contact is designated in the **SYSTEM FOR AWARD MANAGEMENT (SAM) SITE @ <https://www.sam.gov/portal/public/SAM/> within ten (10) calendar days after issuance of this Contract modification or Award**. The Electronic Business Point of Contact will function as the Group Administrator (GAM) and be responsible for authorizing contractor employee(s) access to submit, modify and/or view data in WAWF on behalf of the contractor.

(4) The Contractor is required to submit all future invoices via WAWF effective the signed date of this contract.

C. The following WAWF CODES are incorporated into this contract. These Department of Defense Activity Address Codes (DODAACs) are required to ensure successful flow of your WAWF documents.

(1) Contractor shall utilize only the WAWF COMBO (Invoice and Receiving Report) Type. Invoices shall not be submitted until efforts have been accomplished. If this contract is for a service, invoices shall be submitted monthly.

(2) Input into WAWF following DoDAAC's and information when submitting invoices for this contract:

Administered By: W912CJ

Contractor's CAGE Code: 1HJB2

Issued By: W9124N

Ship To: W81T4F

Acceptance By: **Alfonso Gonzalez** Acceptor's email: alfons.gonzalezmagdaleno.civ@mail.mil
telephone number: (925) 875-4683

Payment Office: **HQ0490**, DFAS email cin-wawf-corp.db@dfas.mil

D. The following web links contain additional information and training on WAWF:

(1) WAWF General Information and Registration: <https://wawf.eb.mil>

(2) WAWF Training Practice Web-Site (go here to practice using WAWF): <https://wawftraining.eb.mil>

(3) WAWF Web-based Training Site (go here to learn how to use WAWF): www.wawftraining.com

(4) DFAS Electronic Commerce End Users Tool Box (register for classroom training and obtain user guides): <http://www.dfas.mil/contractorpay/electroniccommerce/ECToolBox.htm>

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J	PAGE OF PAGES 1 6	
2. AMENDMENT/MODIFICATION NO. P00001	3. EFFECTIVE DATE 12-Sep-2013	4. REQUISITION/PURCHASE REQ. NO. 0010311757-0001		5. PROJECT NO.(If applicable)		
6. ISSUED BY CODE W9124N ARMY RESERVE CONTRACTING CENTER-WEST BUILDING 4385 SUITE 2041 400 GIGLING ROAD SEASIDE CA 93955-6771		7. ADMINISTERED BY (If other than item 6) CODE W912CJ MISSION & INSTALLATION CONTRACTING CMD ATTN: BEVERLY REID 831-386-2508 685 VERNON AVE MOUNTAIN VIEW CA 94043				
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) DUBLIN SAN RAMON SERVICES DIST. RHODORA BIAGTEN 7051 DUBLIN BLVD DUBLIN CA 94568-3018				9A. AMENDMENT OF SOLICITATION NO.		
				9B. DATED (SEE ITEM 11)		
				X	10A. MOD. OF CONTRACT/ORDER NO. W9124N-13-P-0129	
				X	10B. DATED (SEE ITEM 13) 31-Jul-2013	
CODE 1HJB2		FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS						
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.						
12. ACCOUNTING AND APPROPRIATION DATA (If required)						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.						
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).						
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 43.103(a)						
D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.						
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: arccw 15133029 THE PURPOSE OF THIS NO COST MODIFICATION IS TO: a.) INSERT A REVISED STATEMENT OF WORK OMITTING ANY CONSTRUCTION DETAILS, AS THIS WAS INADVERTINGLY INSERTED PREVIOUSLY. NO CONSTRUCTION IS REQUIRED DURING THE PERFORMANCE OF THIS CONTRACT. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.						
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.						
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) LTC WARREN G. SEYMOUR / CONTINGENCY CONTRACTING OFFICE TEL: (650) 603-8065 EMAIL: warren.g.seymour.mil@mail.mil			
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)		16C. DATE SIGNED 12-Sep-2013	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

The following have been added by full text:

REVISED STATEMENT OF WORK

STATEMENT OF WORK
**Engineering Services - Evaluation of Potable Water, Recycled
Water and Wastewater Infrastructure for Parks RFTA Future
Development Plan**

Project Site Address:

Cantonment Area North of 5th Street, Including the Firing Range
Parks Reserve Forces Training Area
Dublin, CA 94568



IMCOM
SOLDIERS • FAMILIES • CIVILIANS

Submitted by:

Directorate of Public Works – Engineering Division
Parks Reserve Forces Training Area
Building 791 5th Street
Dublin, Alameda County, CA 94568

Preparation Date:

21 February 2013

Revised: 04 September 2013

GENERAL CONTACT INFORMATION:

Contracting Officer:

Contract Specialist: Beverly Reid, (831) 386-2508, beverly.reid.civ@us.army.mil

Contracting Officer Representative: Lelia Vollmer, (925) 875-4629,
lelia.e.vollmer.civ@mail.mil

PERFORMANCE:

Performance duration shall be 120 days after receipt of Notice to Proceed. The Contractor shall work with/around the Government's schedule to minimize interruptions to PRFTA operations. The schedule will be discussed at the pre-work meeting

The Contractor shall evaluate the existing and new potable and recycled water demands and wastewater flows, and identify required potable, recycled water and wastewater infrastructure needs for Camp Parks RFTA future and current needs.

The Future development plan includes numerous new buildings and facilities to serve the future needs of Camp Parks RFTA, including new barracks, administrative buildings, training facilities, maintenance facilities and a 300 room hotel. This engineering service is needed by Camp Parks RFTA and the Dublin San Ramon Services District to calculate the water flow rates, sewer and recycled water sizing and replacement of much needed old and under sized utility piping on Camp Parks RFTA. The new buildings and facilities will be constructed within the cantonment area of the Camp Parks RFTA (generally north of 5th Street) as a result of a real property exchange (RPX), in which a portion of the land within the Camp Parks RFTA boundary (approximately 188 acres between Dublin Boulevard and 5th Street) will be exchanged for the construction of new facilities. To allow for the construction of the new facilities at Camp Parks RFTA, new potable water, recycled water and sanitary sewer infrastructure must be constructed to tie into the District's existing potable water, recycled water and wastewater main connections.

TECHNICAL REQUIREMENTS:

Upon project completion, Contractor shall provide written analysis of needed upgrades of water, wastewater and recycled water pipelines. All work shall be done in accordance with the statement of work, and DSRSD standards and guidelines. A complete and usable product shall be delivered to PRFTA upon completion of this project.

The contractor shall schedule and attend a pre-work meeting prior to scheduling or starting any portion of the work. To schedule this meeting at least one week in advance contact Lelia Vollmer, DPW, (925) 875-4638, Monday through Friday, 7:00 A.M. to 4:00 P.M.

STATEMENT OF WORK
**Engineering Services - Evaluation of Potable Water, Recycled
Water and Wastewater Infrastructure for Parks RFTA Future
Development Plan**
Parks Reserve Forces Training Area (PRFTA)
Dublin, CA 94568

Date: 21 February 2013, revised 04 September 2013

Location: PRFTA, North of 5th Street, cantonment area including firing range

Job: SCK2907; Engineering Services - Evaluation of Potable Water, Recycled Water and Wastewater Infrastructure for Parks RFTA Future Development Plan

PR Number: 10311757

POC: Ms. Lelia Vollmer at (925) 875-4629

INTRODUCTION:

Parks Reserve Forces Training Area (PRFTA) is a military installation located approximately 40 miles southeast of San Francisco in Alameda and Contra Costa Counties. The Army Reserve acquired this 2,478-acre parcel of land from the US Army in 1980. The primary mission is to provide an environment that supports individual, collective, and institutional training, as well as provide training facilities and selected installation services for the total force, especially U.S. Army Reserve components.

DESCRIPTION OF WORK AND SERVICES:

The objective of this project is to provide PRFTA with a complete written analysis reflecting the following:

Requirement Item 1: Determine Potable and Recycled Water Demands and Wastewater Flows for Build Out of the PRFTA as delineated in the PRFTA Future Development Plan, compliant with all controlling regulations, agencies and municipalities

Requirement Item 2: Determine Backbone Potable Water, Recycled Water and Wastewater Infrastructure needs to serve the Build Out of PRFTA, compliant with all controlling regulations, agencies and municipalities

Requirement Item 3: Provide cost estimates for recommended Backbone Potable Water, Recycled Water and Wastewater Infrastructure needs based on 2013 dollars and include cost estimate assumptions.

1.0 General Requirements

1. All proposals received **MUST** include the minimum requirements set-forth in this statement of work.
2. The primary consideration of this solicitation is obtaining the minimum requirements set forth for design in this project.
3. The Contractor shall supervise and direct the work. The Contractor must be duly licensed in accordance with the State of California's statutory requirements to perform the work.
4. A complete and usable product shall be available upon completion of this project. The Contractor shall submit matters of interpretation of standards to the appropriate administrative agency for resolution before starting work.

2.0 Submittals

Pre-work Submittals:

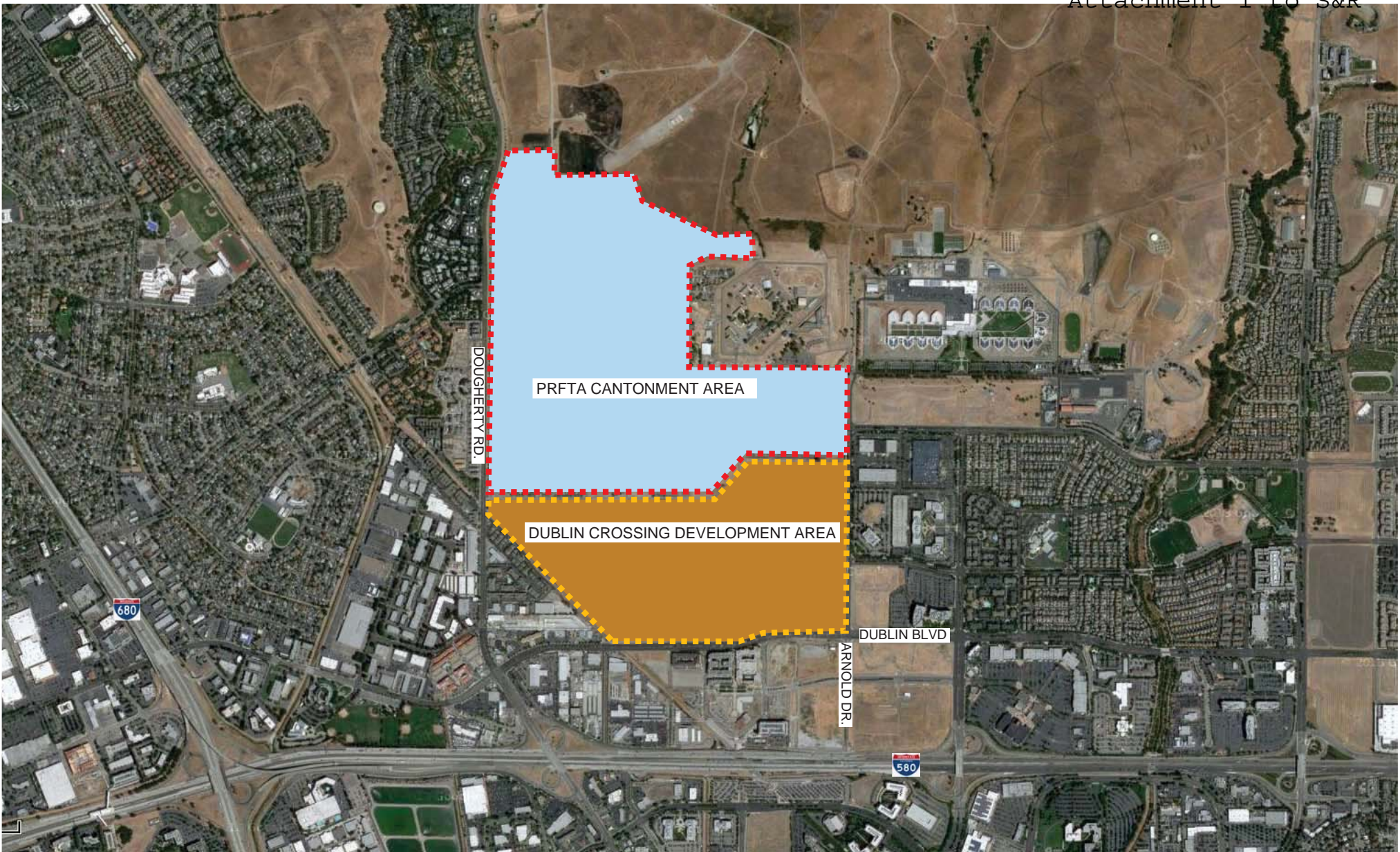
- List of Contact Personnel including phone, fax, and e-mail address information.
- List of all Contractor/Subcontractor Personnel

APPENDIX

Appendix A – Record of Decision for Real Property Master Plan and Real Property Exchange at US Army Garrison, Camp Parks, CA, October 2009

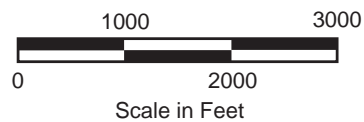
Appendix B – Parks Reserve Forces Training Area Future Development Plan, John Gallup & Associates LLC, September 2012

(End of Summary of Changes)



Legend:

- - - - - PRFTA CANTONMENT AREA
- - - - - DUBLIN CROSSING DEVELOPMENT AREA



ATTACHMENT 1

DSRSD Parks RFTA VICINITY MAP





**Dublin San Ramon Services District
Summary & Recommendation**

Reference General Manager	Type of Action Accept Report	Board Meeting of October 1, 2013
Subject Upcoming Board Calendar		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input checked="" 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
ATTACHMENTS <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

9/25/2013 9:36:19 AM

Board Mtg	Agenda Item	Water	WWC	Finance	Personnel	Ext. Aff.
10/15/2013	Approve Corporation Yard Lease Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Approve License Agreement between DSRSD and Zone 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Award Construction Agreement to _____: WWTP Fencing & Security - Phase I (CIP 12-P004)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Approve Power Sharing Agreement with AT&T for R300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Requirement for On-Call Performance Bonds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Closed Session - Conference with Legal Counsel Anticipated Litigation. Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9: One case.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Closed Session - Conference Involving a Joint Powers Agency Pursuant to Gov Code Section 54956.96 (DSRSD-EBMUD Recycled Water Authority (DERWA))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Approve Fifth Supplemental Agreement to the Agreement for Wastewater Disposal Services with Pleasanton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Approve Increase in Change Order Contingency for Construction Agreement with J. R. Filanc Construction for the DAFT Rehabilitation Project (CIP 06-3103)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Closed Session - Conference with Real Property Negotiator - Pursuant to Gov Code Section 54956.8 Real Property. Property: Water Supply Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11/5/2013	Approve Lease Agreement with AT&T for Cell Tower at Reservoir 1A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1st Reading: Code Revision to Eliminate Expiration of Capacity Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Closed Session - Public Employee Performance Review - Discuss District Secretary / Treasurer Performance Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Policy - Guidelines for Conducting District Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/17/2013
	Policy - Board Correspondence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/17/2013
	Review Live Broadcasting and Video Recording of Board Meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/17/2013



**Dublin San Ramon Services District
Summary & Recommendation**

Reference Treasurer	Type of Action Accept Report	Board Meeting of October 1, 2013
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 L. Rose <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	08/26/13 – 09/22/2013
Total Amount Paid	\$ 5,592,164.50

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR L. Rose	DEPARTMENT Fin Serv	REVIEWED BY
ATTACHMENTS <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: 8/26/2013 To: 9/22/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
08/26/2013	7924	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	34.15	34.15
08/26/2013	8262013	03718 HR SIMPLIFIED	2013 POS/FSA/DCA	2,282.93	2,282.93
08/26/2013	607082613	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	40,729.22	40,729.22
08/26/2013	1000332917	00494 PERS	RETIREMENT: PAYMENT	45,856.72	45,856.72
08/27/2013	24232070	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	123,091.12	123,091.12
08/27/2013	90358056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	22,450.67	22,450.67
08/29/2013	78909	04074 MAURICE ATENDIDO	ATENDIDO REIMB EXP FOR DIV 54 RECOG. EVE	45.48	45.48
08/29/2013	78910	04797 BANC OF AMERICA LEASING & C	ACCT#2044500 08/2013 PMT	1,150,144.27	1,150,144.27
08/29/2013	78911	01013 BARRETT BUSINESS SERVICES	J. KAUFFMAN: W/E 8/4/13	1,126.40	
			J. PHILIPPE: W/E 8/4/13	1,024.00	
			M. ROBERSON: W/E 8/4/13	1,024.00	
			M. LEE: W/E 8/4/13	768.00	
			S. THERKILDSEN: W/E 8/4/13	737.28	
			K. VONG: W/E 8/4/13	729.60	
			M. MULLER: W/E 8/4/13	633.60	
			J. TREBES: W/E 8/4/13	384.00	6,426.88
08/29/2013	78912	00216 DAIOHS U.S.A. INC.	HOT BEVERAGE @ DO - SEPTEMBER 2013	118.94	118.94
08/29/2013	78913	02749 DAN GALLAGHER	TAXI: CASA CONFERENCE D. GALLAGHER 8/22	25.00	25.00
08/29/2013	78914	04424 GRAYBAR ELECTRIC COMPANY	(3) INDX 1254 H2012 LITHONIA LIGHTING	1,345.73	
			05-3103: ELE SUPPLIES FOR FSL #7 VALVES	683.33	
			SPLICING TOOL & SUPPLIES	82.99	2,112.05
08/29/2013	78915	03643 GEMMA LATHI	LATHI REIMB EXP FOR BIOSOLID INTERVIEW &	30.19	30.19
08/29/2013	78916	00608 OFFICE TEAM	TEMP SVCS W/E 08/16/13 - MONTAGUE	505.59	505.59

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08/29/2013	78917	04553 PACHECO BROTHERS GARDENI	BACKFLOW REPAIRS AND RETESTING FLUSH CUT SPLIT TREE AT DISTRICT OFFICE	1,600.00 450.00	2,050.00
08/29/2013	78918	00685 R.S. HUGHES CO., INC.	BATTERIES	249.75	249.75
08/29/2013	78919	00805 SUE STEPHENSON	STEPHENSON REIMB EXP AT 2013 CASA CONF 0	97.15	97.15
08/29/2013	78920	00843 THE COVELLO GROUP INC	620C520 TO NO 1 7/1/13-7/31/13 12-P004 GEOTECHNICAL ADVISORY SUPPORT 7/	15,920.00 1,145.00	17,065.00
08/29/2013	78921	03733 SARA TOM	TOM REIMB SUPPLIES FOR SCADA DESIGN WORK	15.67	15.67
08/29/2013	78922	05127 VISION SERVICE PLAN - CA (VSF	SEPTEMBER 2013 - VISION	2,428.91	2,428.91
08/29/2013	78923	04694 VULCAN MATERIALS CO	MATERIAL FOR REPAIRS MATERIAL FOR REPAIRS	844.55 290.55	1,135.10
08/29/2013	78924	01719 A & M PRINTING, INC.	NEW LOGO PRESS PROOFS	2,765.07	2,765.07
08/29/2013	78925	00021 AAF INTERNATIONAL	(12) VARICEL M-PAK 24X24X6 AIR FILTERS	1,624.31	1,624.31
08/29/2013	78926	05872 ALL INDUSTRIAL ELECTRIC SUPI	REPLT MOTOR FOR TO #2 (PS 1A) EXHAUST FA	238.70	238.70
08/29/2013	78927	00058 ARROWHEAD MOUNTAIN SPRIN	LAVWMA: BOTTLED WATER JUL '13	9.83	9.83
08/29/2013	78928	00622 AT&T	TELE SVCS & USAGE THRU 08/12/2013 WWTP TO PS300 DV THRU 08/12/2013 SCADA FOD TO DO THRU 08/12/2013 DO T-1 TO FOD THRU 08/12/2013	1,647.32 253.47 186.72 186.72	2,274.23
08/29/2013	78929	01676 BANK OF AMERICA	JULY 2013 - BANK CHARGES	1,055.43	1,055.43
08/29/2013	78930	04042 BAY AREA NEWS GROUP	BAY AREA NEWS GROUP/DV STANDBY CHR/ AD#	184.00	184.00
08/29/2013	78931	00105 CAL-STEAM	LAVWMA: (16) 14" GARLOCK GASKETS	1,366.75	1,366.75
08/29/2013	78932	00148 CHEVRON & TEXACO CARD SVC	DO GASOLINE PURCHASE 7/23 - 8/22/13	125.34	125.34
08/29/2013	78933	01167 CITY OF DUBLIN	ENCROACHMENT PERMIT TO REPAIR WATER LEAK ENCROACHMENT PERMIT 8119 LOCUST PL, DUBL	467.00 467.00	934.00

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08/29/2013	78934	01633 CPS HUMAN RESOURCE SVCS	MECHANIC I/II EXAM/MATERIAL FEES	1,578.50	1,578.50
08/29/2013	78935	01973 CROMER EQUIPMENT	#11 FORK LIFT PARTS	121.14	121.14
08/29/2013	78936	00241 DGS OFS SVC REVOLVING FUNE	NATURAL GAS SERVICE AT THE WWTP - JULY 2	33,677.14	33,677.14
08/29/2013	78937	05899 DUBLIN CAR TEK	#74 SMOG CERTIFICATION FOR 2013	50.00	
			#68 SMOG CERTIFICATION FOR 2013	50.00	
			#51 SMOG CERTIFICATION FOR 2013	50.00	150.00
08/29/2013	78938	00277 EBMUD	SEPTEMBER 2013 AUDIT/ACCT SVCS	204.52	204.52
08/29/2013	78939	00307 FAIRWAY EQUIPMENT & SUPPLY	FILTERS FOR WASHER COMPACTOR	617.47	
			MATLS FOR DAFT AIR TANK	309.68	927.15
08/29/2013	78940	02656 FASTENAL COMPANY	MEDIUM FALL PROTECTION HARNESS	322.55	
			NUTS & BOLTS FOR PS 1A	147.11	
			5/16 X 2 SPRING PIN	7.91	477.57
08/29/2013	78941	01797 GOLDEN STATE WESTERN AREA	SEVERAL 1" & 5/8" METERS	46,305.38	46,305.38
08/29/2013	78942	02099 H & N ENTERPRISES	REFUND METER # 64833102	702.41	702.41
08/29/2013	78943	06293 HPROF, LLC	REFUND 2966 INNISBROOK WAY	100.92	100.92
08/29/2013	78944	06061 JACKSON LEWIS LLP	GENERAL LEGAL FEES 07/13	699.20	699.20
08/29/2013	78945	05882 KB HOMES	REFUND METER #01576583	916.72	916.72
08/29/2013	78946	06166 KBA	COPIERS UCC & LEASE 7/29-8/29/13	840.51	840.51
08/29/2013	78947	01282 KELLY SERVICES, INC.	C. BARRAGAN: W/E 8/4/13	587.52	
			C. BARRAGAN: W/E 8/4/13	183.60	771.12
08/29/2013	78948	04873 KIMBALL MIDWEST	ELECTRICAL SUPPLIES	309.45	309.45
08/29/2013	78949	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 8/4/13	1,200.00	1,200.00
08/29/2013	78950	00545 BERT MICHALCZYK	MICHALCZYK REIMB TRAVEL EXP THRU 08/26/1	1,002.69	1,002.69

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08/29/2013	78951	06291 JACKLYN I MOUCHA	REFUND 6872 MAPLE DR	153.78	153.78
08/29/2013	78952	04231 MSC INDUSTRIAL SUPPLY CO	PARTS & SUPPLIES FOR DAFT & SEC #4 SLIDE PARTS FOR DAFT DOORS THREADED ROD FOR SECONDARY #4 SLIDE GATE HEX NUT FOR SECONDARTY #4 SLIDE GATE	771.04 280.42 182.99 6.28	1,240.73
08/29/2013	78953	01776 MUTUAL OF OMAHA	9/13 - EE LIFE INSURANCE PREMIUMS	11,172.32	11,172.32
08/29/2013	78954	04796 NAPA AUTO PARTS	INNER TUBE/TIRE FOR DLD INJECTOR #82 TV VAN SWITCH	26.96 13.07	40.03
08/29/2013	78955	06292 CARL OLSON	REFUND 10898 GLENGARRY LN	46.66	46.66
08/29/2013	78956	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL MAIL DELIVE ONE HOUR DELIVERY - BOD MAIL DELIVERY 7/	315.74 255.94	571.68
08/29/2013	78957	00620 P G & E	PUMP STATION 20B ELEC - JULY 2013	21,311.35	21,311.35
08/29/2013	78958	02095 PG&E	REFUND METER #63983850	686.92	686.92
08/29/2013	78959	04211 PLATT ELECTRIC SUPPLY	LAWWMA: PARTS FOR MOTOR CABLE CONNECTS	118.91	118.91
08/29/2013	78960	04951 PLEASANTON TRUCKING	TRUCKING ROCK MATERIAL TO FOD FOR REPAIR	701.85	701.85
08/29/2013	78961	04105 R&B COMPANY	GASKETS FOR PS 1A	100.35	100.35
08/29/2013	78962	00699 REDWOOD COAST PETROLEUM	GASOLINE DELIVERY TO WWTP ON 8/6/13	1,476.82	1,476.82
08/29/2013	78964	02470 SHRED-IT	SHREDDING SERVICES AUGUST 2013	86.19	86.19
08/29/2013	78965	00786 SNAP-ON INDUSTRIAL	KEYS FOR TOOL BOX	9.81	9.81
08/29/2013	78966	00596 SPRINT/NEXTEL	CELL PHONES JULY 15 - AUG. 14, 2013	2,125.47	2,125.47
08/29/2013	78967	05781 THERMO ELECTRON NORTH AM	SAMPLE CONE, SKIMMER CONE	916.07	916.07
08/29/2013	78968	00014 TREASURER OF ALAMEDA COU	JUN 2013: MONTHLY 800MHZ RADIO ACCESS CH	299.82	299.82
08/29/2013	78969	05498 TRI VALLEY AUTO GLASS	#93 REAR GLASS REPLACEMENT	536.60	536.60

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08/29/2013	78970	00890 U S POSTMASTER	POSTAGE - FOG/SPRINKLERS BILL INSERT	1,408.39	1,408.39
08/29/2013	78971	06129 DIRECTORATE RESOURCE MGM	JUL-SEP 13 EMERGENCY SVCS (FOD)	1,613.50	1,613.50
08/29/2013	78972	06290 NICK VASALLO	REFUND 6932 TYNE CT	76.68	76.68
08/29/2013	78973	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT ON 8/01 &	749.15	749.15
08/29/2013	78974	05785 WAUKESHA PEARCE INDUSTRIE	CO-GEN SPARE PARTS: PRE-CL ELEMENT; FILT	1,118.31	1,118.31
08/29/2013	78975	00966 WHITLEY BURCHETT & ASSOCIA	12-W021 T.O. OC-24 FEASIBILITY STUDY PRE	14,565.79	14,565.79
09/03/2013	9032013	03718 HR SIMPLIFIED	2013 POS	692.11	692.11
09/03/2013	608090313	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	65.00	65.00
09/04/2013	24133056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	60.00	60.00
09/04/2013	85535568	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	500.20	500.20
09/06/2013	78976	06294 JAMAL AHSAN	REFUND 1733 CAMPANULA DR	211.89	211.89
09/06/2013	78977	00068 AMERICAN WATER WORKS ASSC	AMERICAN WATER WORKS ASSOC (AWWA) MEMBER	3,351.00	3,351.00
09/06/2013	78978	01954 ANDERSON'S UNIFORMS	REPLACEMENT UNIFORMS ANN CIGLIUTI	212.17	212.17
09/06/2013	78979	00052 ARAMARK UNIFORM SERVICES	AUG 2013: WEEKLY FIRE RESISTANT UNIFORM	529.19	529.19
09/06/2013	78980	00622 AT&T	LAVWMA PS & SANLEANDRO DECHLOR STATION A	98.48	98.48
09/06/2013	78981	00092 BORGES & MAHONEY CO	CL2 ANALYZER REPAIR PARTS	2,087.15	
			CL2 ANALYZER REPAIR PARTS	521.79	2,608.94
09/06/2013	78982	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	194.16	194.16
09/06/2013	78983	00105 CAL-STEAM	PIPE WRAP TAPE & 2 GALV 2H PIPE STRP FOR	54.36	54.36
09/06/2013	78984	00118 CALTEST ANALYTICAL LAB	SAMPLE ANALYSES	462.65	462.65
09/06/2013	78985	01167 CITY OF DUBLIN	EMERGENCY WATER LEAK REPAIR YORK & LANCA	567.00	
			REPAIR WATER SERVICE 8/14/13 6680 SPRUCE	467.00	1,034.00
09/06/2013	78986	00280 ECOWATER SYSTEMS	LAB WATER SOFTENER EXCHANGE TANKS SEP '1	201.20	201.20

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09/06/2013	78987	00300 ENVIRONMENTAL SCIENCE ASS	RESTORATION MONITORING - JULY 2013	4,346.11	4,346.11
09/06/2013	78988	00313 FASTSIGNS	EMPLOYEE NAME PLATE GALVES	43.06	43.06
09/06/2013	78989	03461 FORD HALL COMPANY, INC	PM PLAN FOR ALGAE SWEEP AUTOMATION SYSTE	1,006.37	1,006.37
09/06/2013	78990	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	70.00	70.00
09/06/2013	78991	00352 GOLDEN STATE FLOW MEASURI	820 FLEX NET SINGLE PORT, TC HOURLY WIRE	139,520.00	
			METRO TGB POLE MOUNT 300B, RES 30 AND RE	130,800.00	270,320.00
09/06/2013	78992	00375 HARDY MEDIA, INC.	A.VIRIDANS	87.07	87.07
09/06/2013	78993	00401 HOME DEPOT	MISC GENERAL SUPPLIES	99.94	
			MATERIALS FOR PATIO BEHIND BLDG T	83.37	
			POINT SHOVEL; BOSCH FAST SPIRAL 14PC MAS	47.97	
			PIPE INSUL FOR WWTP #1 WATER REPAIRS	8.33	239.61
09/06/2013	78994	06037 INSTRUMART	DYNASONICS ULTRASONIC FLOW METER	9,739.15	9,739.15
09/06/2013	78995	04952 JIFCO FABRICATED PIPING	PS 1A: (2) SPOOLS FOR PUMP	1,297.10	1,297.10
09/06/2013	78996	01225 KAESER COMPRESSORS, INC	DRIVE COUPLING FOR SHOP AIR COMPRESSOR	335.87	335.87
09/06/2013	78997	00468 KAMAN INDUSTRIAL TECHNOLO	REPLT MOTOR FOR SHOP DRILL PRESS	545.55	545.55
09/06/2013	78998	01282 KELLY SERVICES, INC.	C. BARRAGAN - W/E 8/11/13	587.52	
			C. BARRAGAN: W/E 8/11/13	391.68	
			C. BARRAGAN: DRUG SCREENING	11.00	
			C. BARRAGAN: DRUG SCREENING	11.00	1,001.20
09/06/2013	78999	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 8/11/13	1,200.00	1,200.00
09/06/2013	79000	04231 MSC INDUSTRIAL SUPPLY CO	REPLT STRIP FOR DAFT DOORS	753.11	753.11
09/06/2013	79001	04796 NAPA AUTO PARTS	STOCK ORDER - LIGHT BULBS	9.70	
			TRAILER SIDE MARKER LAMPS	6.19	15.89
09/06/2013	79002	01257 OMEGA INDUSTRIAL SUPPLY INC	CHEMICALS FOR PLANT USE	1,791.95	1,791.95

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09/06/2013	79003	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL DELIVERY 8/	120.00	120.00
09/06/2013	79004	00619 ORCHARD SUPPLY HARDWARE	(4) 3/4" F FAUCET FOR SHOP USE BRASS HOSE & NOZZLES	47.92 34.27	82.19
09/06/2013	79005	00620 P G & E	PUMP STATION 300B ELEC - AUGUST 2013 PUMP STATION 30A ELEC - AUGUST 2013 PUMP STATION R200A ELEC - AUGUST 2013 PUMP STATION 300C ELEC - AUGUST 2013 TO NO. 4; RES 3B W/PS 4B ELEC - AUG 2013 RESERVOIR R200 DERWA TANK 2 ELEC - 08/13	10,001.48 5,542.83 4,371.48 3,509.97 165.92 16.53	23,608.21
09/06/2013	79006	04211 PLATT ELECTRIC SUPPLY	SPARE REPLACEMENT MOTOR SOFT STARTER	1,863.90	1,863.90
09/06/2013	79007	05543 ADMINISTRATORS (PBIA) PREFE	SEPTEMBER 2013 - DENTAL	22,838.16	22,838.16
09/06/2013	79008	00699 REDWOOD COAST PETROLEUM	OIL FOR BLOWER MOTORS GASOLINE DELIVERY TO WWTP ON 8/15/13	1,735.97 1,341.15	3,077.12
09/06/2013	79009	00786 SNAP-ON INDUSTRIAL	SOCKET FOR MEC MAINT WWTP: VARIOUS HAND TOOLS VARIOUS TOOLS FOR MEC MAINT WWTP: VARIOUS HAND TOOLS WWTP: VARIOUS HAND TOOLS: COMBO WRENCH 1	12.84 2,780.67 1,162.91 500.77 19.70	4,476.89
09/06/2013	79010	06105 TURBO POWER SYSTEMS, INC.	CO-GEN SPARE PARTS: TURBO PART 208350F	2,169.91	2,169.91
09/06/2013	79011	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	238.93	238.93
09/06/2013	79012	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE FOR DERWA OPS 08/16/	2,038.87	2,038.87
09/06/2013	79013	06004 VANGUARD CLEANING SYSTEMS,	AUG 2013: CUSTODIAL SERVICES FOR WWTP AN	2,800.00	2,800.00
09/06/2013	79014	00933 VWR INTERNATIONAL, INC.	IODINE	17.89	17.89
09/06/2013	79015	02884 WEST VALLEY CONSTRUCTION	PAVING WORK AT VARIOUS DUBLIN/SAN RAMON 7366 BROOKDALE, DUBLIN REPAIR SERVICE LE	18,605.07 3,946.80	

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			8TH & DAVIS, DUBLIN REPAIRED 8" SEWER BR	3,108.00	25,659.87
09/06/2013	79016	05541 WINZER CORPORATION	JANITORIAL SUPPLIES	2,272.17	
			JANITORIAL SUPPLIES	369.62	2,641.79
09/06/2013	79017	00987 ZONE 7 WATER AGENCY	JULY TREATED WATER SERVICE	1,157,735.66	1,157,735.66
09/06/2013	79018	01013 BARRETT BUSINESS SERVICES	J. PHILIPPE: W/E 8/11/13	1,408.00	
			M. ROBERSON: W/E 8/11/13	1,024.00	
			K. VONG: W/E 8/11/13	768.00	
			M. LEE: W/E 8/11/13	768.00	
			S. THERKILDSEN: W/E 8/11/13	737.28	
			M. MULLER: W/E 8/11/13	576.00	
			J. TREBES: W/E 8/11/13	384.00	5,665.28
09/06/2013	79019	00099 BUCKLES SMITH	CRIMPON LUGS FOR #6 WIRE	396.78	396.78
09/06/2013	79020	05359 BURKE, WILLIAMS & SORENSEN	GENERAL COUNSEL SVCS - JULY 2013	190.32	190.32
09/06/2013	79021	02457 ED CUMMINGS, INC.	Z7 SALT MGT PLAN	511.25	511.25
09/06/2013	79022	02749 DAN GALLAGHER	GALLAGHER REIMB EXP AT CASA CONF 08/22-2	22.43	22.43
09/06/2013	79023	04424 GRAYBAR ELECTRIC COMPANY	REPLT LIGHT FIXTURES @ CO-GEN AREA	1,205.87	
			05-3103: SPLICING SUPPLIES FOR FSL VALVE	186.55	
			WHIP FOR SOLENOID @ DAFT	82.84	1,475.26
09/06/2013	79024	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS AUG. 13	5,305.57	5,305.57
09/06/2013	79025	00503 LEADERSHIP SERVICES LTD	LEADERSHIP COACHING SESSION W/ MARK GROS	1,017.85	1,017.85
09/06/2013	79026	00608 OFFICE TEAM	TEMP SVCS W/E 08/26/13 - MONTAGUE	532.20	532.20
09/06/2013	79027	00685 R.S. HUGHES CO., INC.	MISC OPERATING SUPPLIES	460.40	
			(6) PELICAN 3330 BLACK	278.96	739.36
09/06/2013	79028	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	944.76	944.76
09/06/2013	79029	00801 STATE CHEMICAL MFG. CO.	PAINTS & CHEMICALS FOR PLANT USE	1,505.02	1,505.02

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09/06/2013	79030	00762 TESTAMERICA LABORATORIES I	SAMPLE ANALYSES	25.00	25.00
09/06/2013	79031	04694 VULCAN MATERIALS CO	ROCK FOR SERVICE REPAIRS	584.34	584.34
09/06/2013	79032	00937 W.W. GRAINGER, INC.	YELLOW TAPE FOR LABELER (SAFETY LABELS) LABELS FOR WIRE MARKER	247.70 61.32	309.02
09/09/2013	7925	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	380.30	380.30
09/09/2013	9092013	03718 HR SIMPLIFIED	2013 POS/FSA/DCA	904.98	904.98
09/09/2013	607090913	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	41,363.84	41,363.84
09/09/2013	1000339106	00494 PERS	RETIREMENT: PAYMENT	45,851.31	45,851.31
09/10/2013	44511666	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	119,664.64	119,664.64
09/10/2013	77775056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	22,386.87	22,386.87
09/10/2013	1000335199	01111 CALPERS	SEPTEMBER 2013 - ER CODE 0740 & 7316	169,987.66	169,987.66
09/12/2013	79033	01013 BARRETT BUSINESS SERVICES	K. VONG: W/E 8/18/13 M. ROBERSON: W/E 8/18/13 M. LEE: W/E 8/18/13 S. THERKILDSEN: W/E 8/18/13 J. TREBES: W/E 8/18/13 J. PHILIPPE: W/E 8/18/13 M. MULLER: W/E 8/18/13	1,126.40 1,024.00 768.00 737.28 614.40 563.20 529.92	5,363.20
09/12/2013	79034	00258 DUBLIN SAN RAMON SERVICES	620C520 BACTERIOLOGICAL SAMPLING	917.28	917.28
09/12/2013	79035	00473 KEMIRA WATER SOLUTIONS INC	KEMIRA PAX-XL8 (POLYALUMINUM CHLORIDE) 0 FERROUS CHLORIDE DELIVERY ON 08/15/13	13,910.43 5,412.94	19,323.37
09/12/2013	79036	01060 CHRISTIE LAWSON	LAWSON REIMB EXP AT NCCIPMA-HR SEMINAR	5.00	5.00
09/12/2013	79037	00608 OFFICE TEAM	TEMP SVCS W/E 08/30/13 - MONTAGUE	385.85	385.85
09/12/2013	79038	04553 PACHECO BROTHERS GARDENI	LANDSCAPE REPAIRS @ STAGECOACH & CHEVRON	520.00	520.00

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09/12/2013	79039	00685 R.S. HUGHES CO., INC.	UTILITY CLOTH ROLLS 1 1/2 X 50YD P320J 314D PRO CLO RL UTILITY CLOTH ROLL	106.81 41.13 40.23	188.17
09/12/2013	79040	00805 SUE STEPHENSON	STEPHENSON REIMB EXP THRU 08/09/2013	93.00	93.00
09/12/2013	79041	00830 TAB PRODUCTS CO	VARIOUS CALENDAR YEAR LABELS	54.70	54.70
09/12/2013	79042	00762 TESTAMERICA LABORATORIES I	SAMPLE ANALYSES	45.00	45.00
09/12/2013	79043	00937 W.W. GRAINGER, INC.	SAFETY GLASSES (PLANT OPS PPE CACHE)	82.40	82.40
09/12/2013	79044	03035 ALPHA ANALYTICAL LABS INC	SAMPLE ANALYSES SAMPLE ANALYSES	123.00 103.00	226.00
09/12/2013	79045	01076 ALSCO INC	WWTP TOWEL SERVICE AUG '13 FOD TOWEL SERVICE AUG '13	293.25 142.32	435.57
09/12/2013	79046	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE- DO 107786 AUGUST 2013	295.62	295.62
09/12/2013	79047	01195 AMERICAN BATTERY CO.	#325 TAYLOR DUNN CART BATTERIES	1,149.12	1,149.12
09/12/2013	79048	01954 ANDERSON'S UNIFORMS	M. DAVIS: UNIFORM ITEMS R. LAWRENCE: UNIFORM ITEMS J. PETTINICHIO - UNIFORM ITEMS	349.05 191.57 129.44	670.06
09/12/2013	79049	02217 BSK ANALYTICAL LABORATORIE	SAMPLE ANALYSES	160.00	160.00
09/12/2013	79050	00105 CAL-STEAM	MISC ITEMS SERVICE LEAK @ VILLAGE PKWY GALV MI BUSH FOR SHOP USE	217.05 19.19 18.93	255.17
09/12/2013	79051	05545 CHAIN LINK FENCE & SUPPLY IN	FENCING PROJ-CAMP PARKS-SO. END OF FERNA	820.00	820.00
09/12/2013	79052	00156 CITY OF LIVERMORE	12-W008 LIVERMORE EMERGENCY SVCS REIMBUR	19,439.00	19,439.00
09/12/2013	79053	02288 COMPUCOM SYSTEMS INC.	MICROSOFT EA TRUE UP 2013	1,717.45	1,717.45
09/12/2013	79054	00237 DERWA	AUG 2013 OPER EXP - DSRSD SHARE	161,906.79	161,906.79

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Date	Check #	Vendor	Description	Amount Paid	Check Total
09/12/2013	79055	01498 DIONEX CORPORATION	LAB SUPPLIES	443.90	443.90
09/12/2013	79056	00277 EBMUD	BACWA: ASSOCIATION/ AFFILIATION CONTRIBU	21,298.00	21,298.00
09/12/2013	79057	04342 GENERAL WHOLESALE ELECTR	CAT6 FOR POWER MONITORING @ DPE 52-M & 5	305.94	305.94
09/12/2013	79058	00352 GOLDEN STATE FLOW MEASURI	ONE TIME IMPLEMENTATION / SET UP FEE CREDIT SALES TAX FROM INV# I-038486	6,812.50 -562.50	6,250.00
09/12/2013	79059	03142 HI-LINE	SHOP SUPPLIES	311.81	311.81
09/12/2013	79060	03142 HI-LINE	ELECTRICAL SUPPLIES	277.68	277.68
09/12/2013	79061	06212 INFRA-RED ANALYZERS INC.	14-P016: INFRARED ROOF MOISTURE ANALYSIS 14-P016: INFRARED ROOF MOISTURE ANALYSIS	2,750.00 2,250.00	5,000.00
09/12/2013	79062	00464 JWC ENVIRONMENTAL	DRIVE FOR MUFFIN MONSTER	2,007.50	2,007.50
09/12/2013	79063	01282 KELLY SERVICES, INC.	C. BARRAGAN: W/E 8/18/13	697.68	697.68
09/12/2013	79064	00509 LIEBERT CASSIDY WHITMORE	GENERAL LEGAL FEES 08/13	5,020.00	5,020.00
09/12/2013	79065	04452 LOWE'S	MISC FOD SUPPLIES	141.48	141.48
09/12/2013	79066	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 8/18/13	1,200.00	1,200.00
09/12/2013	79067	04231 MSC INDUSTRIAL SUPPLY CO	CHEMICAL/SEWER GLOVES FOR FOD (PPE)	104.25	104.25
09/12/2013	79068	00584 NBS GOVT FINANCE GROUP	FY13/14 DV STANDBY CHARGE DISTRICT	8,753.19	8,753.19
09/12/2013	79069	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL DELIVERY 8/	120.00	120.00
09/12/2013	79070	00620 P G & E	LAWWMA PS FEEDER A AUG '13 LAWWMA PS FEEDER B AUG '13 PUMP STATION 200A ELEC - AUGUST 2013 DISTRICT OFFICE ELECTRICITY - AUGUST 201 PUMP STATION 4A ELEC - AUGUST 2013 PUMP STATION R300B ELEC - AUGUST 2013 DO UTILITY BUILDING ELEC - AUGUST 2013	33,341.94 31,892.09 8,711.53 4,730.64 2,004.92 1,435.83 151.76	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			RESERVOIR R100 ELEC - AUGUST 2013	17.85	
			ALAMO TRUNK SEWER ELEC - AUGUST 2013	16.21	
			JOHNSON DRIVE STREETScape ELEC - AUGUST	12.79	82,315.56
09/12/2013	79071	00699 REDWOOD COAST PETROLEUM	GASOLINE DELIVERY TO WWTP 8/21/13	1,381.18	
			#82 GEN SET OIL	74.81	1,455.99
09/12/2013	79072	00721 ROCHESTER MIDLAND CORP	JUL 2013: HANDSFREE RESTROOM MONTHLY SER	113.36	113.36
09/12/2013	79073	02692 SELLTECH COMP PUMPS & ENG	COGEN SPARES - REBUILD OF GOVERNOR	1,996.54	1,996.54
09/12/2013	79074	03618 SKILLSOFT	IT PRO REFERENCE BOOKS 24X7 SUBSCRIPTION	1,497.00	1,497.00
09/12/2013	79075	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE FOR THE WWTP ON 08/2	2,337.59	
			SODIUM HYPOCHLORITE FOR THE WWTP ON 08/2	2,173.33	
			SODIUM HYPOCHLORITE FOR THE WWTP ON 08/2	2,171.47	6,682.39
09/12/2013	79076	00933 VWR INTERNATIONAL, INC.	CENTRFUGE TUBES, BOD POWDER BUFFER	159.75	
			E.COLI	45.47	
			TOTAL CHLORINE DPD REAGENT	39.35	244.57
09/12/2013	79077	02918 WALNUT CREEK FORD	#36 SENSOR FOR TRANS SHIFT	63.28	
			#36 TRANS SERVICE PARTS	58.98	122.26
09/12/2013	79078	00957 WEST YOST & ASSOCIATES	PFPA131 DUBLIN CROSSING INFRASTRUCTURE E	6,243.50	
			13-SO14 PARKS RFTA INFRASTRUCTURE EVAL	5,037.50	11,281.00
09/12/2013	79079	00987 ZONE 7 WATER AGENCY	AUGUST 2013 CONNECTION FEES	1,450,790.00	1,450,790.00
09/20/2013	79080	03460 ACCO ENGINEERED SYSTEMS II	AUG 2013: WWTP HVAC QUARTERLY MAINTENANC	564.00	564.00
09/20/2013	79081	01013 BARRETT BUSINESS SERVICES	K. VONG: W/E 8/25/13	1,126.40	
			J. KAUFFMAN: W/E 8/11/13	1,126.40	
			J. KAUFFMAN: W/E 9/1/13	1,126.40	
			M. LEE: W/E 8/25/13	1,049.60	
			M. ROBERSON: W/E 8/25/13	1,024.00	

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			J. PHILIPPE: W/E 8/25/13	1,024.00	
			J. TREBES: W/E 8/25/13	819.20	
			M. MULLER: W/E 8/25/13	599.04	
			J. KAUFFMAN: W/E 8/18/13	563.20	8,458.24
09/20/2013	79082	00099 BUCKLES SMITH	12-W015: CRIMPON LUGS FOR #6 WIRE	400.34	400.34
09/20/2013	79083	03614 CAROLLO ENGINEERS	12-W021 TITLE XVI FEASIBILITY STUDY TECH	611.65	611.65
09/20/2013	79084	05524 HERMAN CHEN	CHEN REIMB EXP AT L/T PLANNING 09/05	50.85	50.85
09/20/2013	79085	04424 GRAYBAR ELECTRIC COMPANY	LAVWMA: ELECTRICAL SUPPLIES	351.50	351.50
09/20/2013	79086	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS SEPT. 1	268.50	268.50
09/20/2013	79087	00439 IUOE LOCAL 39	LOCAL 39 UNION DUES: PAYMENT	4,207.05	4,207.05
09/20/2013	79088	00608 OFFICE TEAM	TEMP SVCS W/E 09/06/13 - MONTAGUE	505.59	505.59
09/20/2013	79089	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	944.76	944.76
09/20/2013	79090	00762 TESTAMERICA LABORATORIES I	SAMPLE ANALYSES	70.00	70.00
09/20/2013	79091	05490 JESSIE VALDEZ	VALDEZ REIMB 2014 PAYROLL YEAR END REGIS	415.00	415.00
09/20/2013	79092	04694 VULCAN MATERIALS CO	COLD MIX FOR SERVICE REPAIRS	1,191.97	1,191.97
09/20/2013	79093	03536 U S BANK/ CORP PMT SYSTEMS	VMWORLD CONF 2013 - PENAFLO TROUBLESHOOT & REPAIR VEEDER ROOT PRINTE FERRIC INJECTORS ACWA FALL CONF REGIS/MICHALCZYK/DEC 3-6, 6 OFFICE CHAIRS FOR LAB DEPT REQUA WATEREUSE REGISTRATION LABEL FOR WATER TANK LEVEL GAUGE QTY (1) INFOCUS BULB FOR BOARD ROOM PROJ OFFICE SUPPLIES: OFFICE CHAIRS & BATTERI MISAC 2013 ANNUAL CONFERENCE FEE - TREPP	1,695.00 1,223.09 914.92 695.00 649.42 575.00 535.86 514.00 476.71 475.00	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			CASA 2013 ANNUAL CONFERENCE REGISTRATION	475.00	
			VALVE CTRLR FOR DIGESTER TEMPERATURE CON	408.50	
			CSDA - GM LEADERSHIP SUMMIT/MICHALCZYK/J	369.84	
			GRIT FABRIC FOR THE WWTP GRIT BIN	348.71	
			REFRESHMENTS FOR OPS RECOGNITION BBQ	348.52	
			PRESSURE WASHER FOR PLANT OPS	325.91	
			GALLARDO - CALPERS ED FORUM 2013 REGISTR	325.00	
			C. HOFFMANN - CALPERS ED FORUM 2013 REGI	325.00	
			REQUA WATEREUSE AIRFARE TO DENVER	301.80	
			DIESELE FUEL IN TRUCK #35	300.00	
			RMADARANG: AIR FARE RE: LUCITY 2013 ACT,	288.70	
			COPY PAPER, LABEL TAPE, ENVELOPES, ETC	284.67	
			RENTAL: DEMO HAMMER 60# ELECTRIC; CLAY S	278.60	
			QTY (1) LAPTOP VEHICLE MOUNT FOR CHARLIE	278.20	
			Airfare: CASA Conference D. Gallagher	257.80	
			HAYES - BACKFLOW PREVENTION TESTER REFRE	250.00	
			PAINT FOR UNLEADED GAS TANK	244.76	
			COPY PAPER, STAPLER, CUTERLY, ETC	231.57	
			ROSE AICPA CPEXPRESS SUBSCRIPTION	221.00	
			ARMA ANNUAL MEMBERSHIP RENEWAL/HATFIELD	220.00	
			NEXUS 7 TABLET - GIS DIV	217.89	
			(2) USA FLAGS; (2) CA FLAGS FOR DO	208.12	
			TSTODDARD: REG FEE RE: 32HR RENEWAL PACK	200.00	
			S.ROBERSON CWEA NRTC 2013 CONFERENCE MOD	199.00	
			J.CHALK CWEA CONFERENCE NRTC 2013-MODEST	199.00	
			J PETTINICHIO CWEA NRTC 2013 CONFERENCE	199.00	
			C. HOFFMANN - PUBLIC RETIREMENT SEMINAR	190.00	
			HAYES - BACKFLOW RECERTIFICATION EXAM FE	180.00	
			WIRE MARKER FOR 1" LABELS; HARD DRIVE FO	177.66	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			FSL/DLD HARVESTING: TIRES FOR INJECTOR	173.44	
			OFFICE SUPPLIES:PENS,TONER,CREAMER,POCKE	167.80	
			C. HOFFMANN - PROF MEMBERSHIP 13/14	164.00	
			OFFICE SUPPLIES:MARKERBOARDS,POST-ITS,MA	161.92	
			CART FOR PERSONAL GAS MONITOR STORAGE &	160.83	
			GLEE: AIR FARE ON 09/11/13 RE: LUCITY 20	149.80	
			GLEE: AIR FARE ON 09/07/13 RE: LUCITY 20	146.80	
			ORCHARD SUPPLY TOOLS	144.27	
			JMILLER: MEMBERSHIP RENEWAL - 09/01/13	140.00	
			SQUINLAN: MEMBERSHIP RENEWAL - 09/01/13	140.00	
			RENTAL: DEMO HAMMER #60 ELECTRIC & ASPHA	139.30	
			SHADE CANOPIES	138.76	
			OFFICE SUPPLIES:ENVELOPES,STAPLES,TONERS	137.60	
			GE MEETING 8/6/13 - BUSINESS EXPENSE	136.25	
			OFFICE SUPPLIES:PAPER,STIR STICKS,JACKET	130.93	
			CLASS 2 TRAFFIC VESTS	130.19	
			4' PLASTIC PARKING BLOCKS (CURBS)	129.51	
			1.2 YD 3.8 6 SACK FOR MCPEAK JOB	126.44	
			GLEE: AIR FARE ON 09/05/13 RE: LUCITY 20	119.90	
			ROSE MEMBERSHIP AICPA	110.00	
			GENERAL EMPLOYEES MTG 08/06/13 - BUS EXP	109.34	
			OFFICE SUPPLIES:BATTERIES,CASE PAPER,RUB	109.23	
			09-6101 DESIGN KICK OFF MTG	104.42	
			CENTRAL DUBLIN RW CELEBRATION - BUS EXPE	98.19	
			LOUVER FOR TURN-OUT #2	92.18	
			LEADERSHIP CERTIFICATE FRAMES	91.47	
			CS TOOLS	80.88	
			S.R. CHAMBER OF COMMERCE/TRI-VALLEY MAYO	80.00	
			DECALS FOR UNLEADED GAS TANK	78.55	

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			OFFICE SUPPLIES - NAME BADGES	70.84	
			DUBLIN CHAMBER OF COMMERCE 31ST BBQ/ 8-2	70.00	
			FSL/DLD HARVESTING: QUICK LINK; WIRE ROP	63.30	
			QTY (1) LTO CLEANING TAPE	62.02	
			MAILING - CENTRAL DUBLIN RW PROJECT PLAQ	61.75	
			FENDER 6.5" X 23" - FSL DREDGE	61.13	
			BATTERIES FOR GAS DETECTORS & LIGHTS	52.29	
			GE MEETING 8/6/13 - BUSINESS EXPENSE	51.84	
			DERWA MGRS BREAKFAST MEETING 8-19-13	47.06	
			TRANSLUCENT DOCUMENT SLEEVES-SEVERAL PAC	45.70	
			REQUA WATEREUSE SYMPOSIUM EVENT - COORS	45.00	
			LUNCH: SIEMENS APOGEE TRAINING	40.49	
			KPETERSON: REG RE: ANNUAL PRODUCT SHOW/W	40.00	
			POWER SUPPLY FOR DO SECURITY CAMERA	39.23	
			INTERN FAREWELL/RECOGNITION/PROJECT CLOS	32.94	
			GE MEETING 8/6/13 - BUSINESS EXPENSE	32.63	
			CLEANING SUPPLIES	25.23	
			REMAINING BALANCE FOR 3 STANDARD SINGLE	22.01	
			STEPHENSON - UTILITY BRANDING NETWORK MT	22.00	
			DONUTS FOR JOINT MAINT MEETING - 08/15/1	20.00	
			SQL SERVER MAGAZINE RENEWAL	19.95	
			PRO SUBSCRIPTION (AUGUST 2013)	19.95	
			BRINE LINE JOB	19.26	
			REPLACEMENT CASH TRAY FOR CS DRAWER	16.45	
			Bottled Water for Water Repair - PETCO	14.80	
			FOD SUPPLY	10.89	
			2 BAGS OF ICE	10.88	
			ELE SUPPLIES FOR BLDG S LIGHT SWITCH INS	10.67	
			09-6101 SNACKS FOR SCADA DESIGN WKSHP MT	8.98	

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			CENTRAL DUBLIN RW CELEBRATION - BUS EXPE	5.63	
			PARKING RE: DERWA COORDINATION MEETING	0.75	20,343.92
09/20/2013	79094	06307 JENNIFER ACORD	REFUND 4681 MYRTLE DR	67.16	67.16
09/20/2013	79095	03035 ALPHA ANALYTICAL LABS INC	SAMPLE ANALYSES	123.00	123.00
09/20/2013	79096	02158 AMADOR VALLEY INDUSTRIES	FOD DUMPSTER RENTAL FOR AUGUST	295.62	295.62
09/20/2013	79097	01195 AMERICAN BATTERY CO.	#316 AND #302 BATTERIES	1,227.17	1,227.17
09/20/2013	79098	00058 ARROWHEAD MOUNTAIN SPRING	WATER FOR THE LAB	48.82	48.82
09/20/2013	79099	00091 BOLD, POLISNER, MADDOW, NEWMAN	MONTHLY LEGAL SERVICES - 08/13	8,188.50	8,188.50
09/20/2013	79100	00092 BORGES & MAHONEY CO	(2) CL2 ANALYZER PROBES	1,302.10	1,302.10
09/20/2013	79101	02217 BSK ANALYTICAL LABORATORIES	SAMPLE ANALYSES	667.50	
			SAMPLE ANALYSES	320.00	987.50
09/20/2013	79102	06304 CALIFORNIA EQUITY MGMT GRC	REFUND 6624 SPRUCE LN	136.79	136.79
09/20/2013	79103	01085 CALPERS LONG-TERM CARE PROGRAM	LONG-TERM CARE: PAYMENT	194.16	194.16
09/20/2013	79104	00105 CAL-STEAM	6 BRASS COUPLINGS FOR REPAIR	258.40	258.40
09/20/2013	79105	06315 RAYMOND CHAN	REFUND FOR 4543 BRANNIGAN ST	23.73	23.73
09/20/2013	79106	01167 CITY OF DUBLIN	REPAIR WATER LINE @ 6874 FIR CT., DUBLIN	467.00	467.00
09/20/2013	79107	05196 COMCAST	BUSINESS TV BASIC 09/07/13-10/06/13	13.40	13.40
09/20/2013	79108	00229 DELL MARKETING LP	POWERSHIELD LTO-6 EXTERNAL TAPE BACKUP	3,829.51	3,829.51
09/20/2013	79109	06319 CARRIE FERNANDEZ	REFUND FOR 8463 TIGER LILY DR	208.86	208.86
09/20/2013	79110	02914 STATE OF CALIFORNIA FRANCHISE TAX BOARD	FRANCHISE TAX BOARD: PAYMENT	70.00	70.00
09/20/2013	79111	06318 BILL GUNN	REFUND FOR 868 BANDOL WAY	116.74	116.74
09/20/2013	79112	06312 YOUNG HAM	REFUND 4808 PIPER GLEN TER	137.65	137.65
09/20/2013	79113	06316 SHRIKANT HARKARE	REFUND 4658 RIMINI CT	33.88	33.88

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09/20/2013	79114	00388 HEATH'S WELDING SUPPLY	LPG FOR FORKLIFT USE	200.56	200.56
09/20/2013	79115	06313 JUIBIN HUNG	REFUND FOR 4240 FITZWILLIAM ST	95.04	95.04
09/20/2013	79116	06314 VON HUTCHINS	REFUND 4297 FITZWILLIAM ST	30.28	30.28
09/20/2013	79117	05851 JENFITCH, LLC	WWTP: STRUVITE REMOVER JS 9325	10,182.97	10,182.97
09/20/2013	79118	06166 KBA	COPIERS UCC & LEASE 8/30-9/29/13	812.43	812.43
09/20/2013	79119	01282 KELLY SERVICES, INC.	C. BARRAGAN: W/E 8/25/13	979.20	979.20
09/20/2013	79120	06306 XUYANG LI	REFUND 5723 MOORJANI ST	430.81	430.81
09/20/2013	79121	06309 AMMIEL MACONDECUA	REFUND FOR 4231 DAMPHIER CT	149.79	149.79
09/20/2013	79122	06317 ANNESTELLE MAES	REFUND FOR 3302 RUTHERGLEN DR	151.93	151.93
09/20/2013	79123	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 8/25/13	1,200.00	1,200.00
09/20/2013	79124	06311 DARIN MOSS	REFUND FOR 4615 SANDYFORD CT	35.83	35.83
09/20/2013	79125	04231 MSC INDUSTRIAL SUPPLY CO	EARPLUGS AND EARMUFFS (PPE)	110.58	
			EYEWASH SOLUTION AND FIRST AID KIT	102.34	212.92
09/20/2013	79126	00574 MUNICIPAL MAINT EQUIP INC.	LEADER HOSE (2)	357.49	357.49
09/20/2013	79127	04796 NAPA AUTO PARTS	BATTERY CHARGER	87.15	
			E112 AIR FILTER	43.32	
			E112 DREDGE FUEL FILTER	16.07	146.54
09/20/2013	79128	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL DELIVERY 8/	120.00	120.00
09/20/2013	79129	00620 P G & E	WWTP ELECTRICITY - AUGUST 2013	35,178.97	
			MISC PUMP STNS; DUBLIN LIFT STN - JULY 2	23,521.75	
			PUMP STATION 20B ELEC - AUGUST 2013	23,040.73	
			MISC PUMP STNS; DUBLIN LIFT STN - AUGUST	20,113.09	
			PUMP STATION R200B ELEC - AUGUST 2013	8,067.51	
			PUMP STATION R20 ELEC - SEPTEMBER 2013	4,412.70	

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			PUMP STATION 300A ELEC - AUGUST 2013	2,860.70	
			FSL AERATORS; LAB HVAC; FLEET - AUGUST 2	2,157.33	
			PUMP STATION 2B ELEC - AUGUST 2013	1,821.94	
			PUMP STATION R300A ELEC - AUGUST 2013	1,750.93	
			LAVVMA PIPELINE & LIVERMORE LINE AUG '13	470.35	
			DISTRICT OFFICE GAS SERVICE - AUGUST 201	220.49	
			PUMP STATION 10A ELEC - AUGUST 2013	111.62	
			RESERVOIR 10B ELECTRICITY - SEPTEMBER 20	79.46	
			DO UTILITY BUILDING GAS SVC - AUGUST 201	14.13	
			ALTITUDE VALVE (RES 10B) ELEC - SEPTEMBE	9.90	123,831.60
09/20/2013	79130	06310 YOUNG PARK	REFUND FOR 5315 ALAGRO CT	100.04	100.04
09/20/2013	79131	06305 DEIDRA PEILER	REFUND 11448 WINDING TRAIL LN	58.20	58.20
09/20/2013	79132	04211 PLATT ELECTRIC SUPPLY	PANELBOARDS 25KW, GEN, UPS1, UPS2	1,413.76	1,413.76
09/20/2013	79133	04211 PLATT ELECTRIC SUPPLY	LIGHTING BREAKERS GROUND GROUNDS	248.21	248.21
09/20/2013	79134	00663 PLEASANTON GARBAGE SVC IN	TRANSPORT OF SOLIDS/GRIT SCREENINGS AUG	4,454.74	4,454.74
09/20/2013	79135	04951 PLEASANTON TRUCKING	TRUCKING ROCK MATERIAL TO FOD ON 8/13/13	361.43	
			TRUCKING ROCK MATERIAL TO FOD IN CAMP PA	350.30	711.73
09/20/2013	79136	03442 RABBIT OFFICE AUTOMATION	COPIER LEASE LAB/CUST SVC	440.36	440.36
09/20/2013	79137	06303 REALBAY PROPERTIES	REFUND 7600 IRONWOOD DR	184.70	184.70
09/20/2013	79138	00699 REDWOOD COAST PETROLEUM	GASOLINE DELIVERY TO THE WWTP 8/28/13	1,617.44	1,617.44
09/20/2013	79139	06284 RELIANT TECHNOLOGY	QTY (6) 2TB SATA II DISK DRIVES UC	8,812.21	8,812.21
09/20/2013	79140	00721 ROCHESTER MIDLAND CORP	AUG 2013: HANDSFREE RESTROOM MONTHLY SER	113.36	113.36
09/20/2013	79141	02444 STAPLES ADVANTAGE	TWO CHAIRS FOR OPS OFFICE	439.44	439.44
09/20/2013	79142	06268 TABARES ENTERTAINMENT, INC	REFUND METER # 1637110	898.53	898.53
09/20/2013	79143	00903 UNITED RENTALS, INC.	RENTAL - AIR PAVEMENT BREAKER FOR WORK @	72.58	72.58

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
09/20/2013	79144	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	238.93	238.93
09/20/2013	79145	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE FOR DERWA OPS ON 08/	2,145.00	2,145.00
09/20/2013	79146	00924 VERIZON WIRELESS	ON-CALL OP'S CELL PH SVC 08/04 -09/03/13	767.95	767.95
09/20/2013	79147	00933 VWR INTERNATIONAL, INC.	CHEMICALS & SUPPLIES	72.99	72.99
09/20/2013	79148	02918 WALNUT CREEK FORD	#91-92 DOOR HANDLES	64.17	64.17
09/20/2013	79149	04061 WAXIE SANITARY SUPPLY	TOUCHFREE FOAM HANDWASH	441.56	441.56
09/20/2013	79150	05541 WINZER CORPORATION	UNIV ROLL TWL	510.88	510.88
09/20/2013	79151	06308 SHERRY WONG	REFUND 4853 MANGROVE DR	39.25	39.25

259 checks in this report

Total Checks: 5,592,164.50



**Dublin San Ramon Services District
Summary & Recommendation**

Reference Director Duarte	Type of Action Reconsider Prior Board Decision	Board Meeting of October 1, 2013
Subject Reconsideration of the Board's Prior Decision Related to the Safety Officer Position		
<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 type="checkbox"/> Staff	Director Duarte
		<input checked="" type="checkbox"/> Board Member

Recommendation:

Director Duarte requests that the Board reconsider its prior decision to authorize an increase in District staff related to the Safety Officer position. The Board should first consider, by Motion, the request to re-open the discussion. If the discussion is re-opened, the Board should receive a presentation, discuss the position, as well as the budget to support that position and, by Motion, conceptually approve:

- A reduction of authorized District staff by 1.0 Full Time Equivalent Safety Officer;
- Make appropriate revisions to the FYE 2014 and FYE 2015 operating budgets related to funding of that position; and
- Direct staff to proceed with the procurement of safety consulting services.

If the Board takes no action staff will continue to implement the direction previously given in the budget approval resolution.

Summary:

On June 4, 2013 the Board approved operating budgets for FYE 2014 and FYE 2015 and an increase in authorized staff for FYE 2014 and beyond. That action included budget for and the re-filling of the Safety Officer position that has been vacant since the retirement of the prior incumbent in August 2010. The budget was approved 5-0; as such, the matter is decided Board policy (Attachment 1). Nevertheless, in accordance with the Guidelines for Conducting District Business, any Board Member may request an item be agendaized for consideration by the Board (Attachment 2). In conversations with the General Manager, Director Duarte reiterated the position he expressed on June 4th that the Board should reconsider the Safety Officer position and continued to express his view that the duties of the Safety Officer can be provided in a manner that is more cost effective than by the re-filling of the position, while maintaining adequate safety oversight of the District's operation. In accordance with the Board Guidelines, Director Duarte intended to request Board reconsideration of the Safety Officer position at the Board meeting of September 17, 2013. However, the Board meeting of September 17th was cancelled. Staff has completed the recruitment process and is waiting to make a formal offer of employment. As the Board was aware of Director Duarte's concern, in the spirit of the Board Guidelines, staff decided to place the item on this agenda.

To facilitate the Board's deliberations the following material is provided:

- Material provided by Director Duarte related to this matter (Attachment 3);
- Material that supported the budget and that supports staff's recommendation to re-fill the Safety Officer position (Attachment 4);
- A copy of the job description for the Safety Officer (Attachment 5); and
- Supplemental information developed or solicited to support the Board's discussion at this meeting - Statement from CSRMA Risk Control Advisor, Safety staffing comparisons to other agencies and "Ex-Mod" historical data (Attachment 6).

Committee Review			Legal Review	Staff Review		
COMMITTEE	DATE	RECOMMENDATION	Not Required	ORIGINATOR	DEPARTMENT	REVIEWED BY
---	----	----		BLM	Executive	
ATTACHMENTS <input type="checkbox"/> None						
<input 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 TBD	<input checked="" type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Budget Approval Resolution 2. Excerpt from Board Guidelines 3. Material Provided by Director Duarte 4. Material that Supported the Budget and that Supports the Staff Recommendation 5. Safety Officer Job Description 6. Supplemental Information			
<small>H:\Board\10-01-13\Reconsideration of Safety Officer\Reconsideration of Safety Officer S&R.docx</small>						

RESOLUTION NO. 22-13

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT
ADOPTING THE ANNUAL OPERATING BUDGETS FOR FISCAL YEARS ENDING 2014 AND 2015

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

WHEREAS, the budgets as presented provide a financial plan that supports the Board's policy objectives for the next two fiscal years as expressed in the District Strategic Plan; and

WHEREAS, said budgets incorporate expenditures for operating the District to efficiently provide high quality wastewater and water services to the communities it serves in an environmentally and fiscally responsible manner; and

WHEREAS, each Board Committee reviewed strategic expenditures as part of its review of the District Strategic Plan; and

WHEREAS, the Finance Committee, which has responsibility for budget oversight to ensure the organization's financial health, has examined the proposed budgets for Fiscal Years Ending 2014 and 2015; and

WHEREAS, on May 21, 2013 the Board of Directors of Dublin San Ramon Services District examined the proposed budgets for Fiscal Years Ending 2014 and 2015 and provided final guidance in the adoption thereof.

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

1. The Expense Budgets for Fiscal Years Ending 2014 and 2015 are hereby adopted with operating expenses exclusive of Administrative Cost Allocations as shown in the following table:

Fund Name	FYE 2014 Operating Expenses	FYE 2015 Operating Expenses
Local Sewer Enterprise	\$1,610,077	\$1,662,440
Local Sewer Replacement	381,640	488,300
Local Sewer Expansion	253,433	265,347
Regional Sewer Enterprise	13,423,706	13,528,792
Regional Sewer Replacement	412,300	143,350
Regional Sewer Expansion	7,047,518	7,035,891
Water Enterprise	17,237,168	17,765,427
Water RSF	50,000	50,000
Water Replacement	307,698	289,688
Water Expansion	3,741,737	3,860,821
Administrative Cost Center	6,491,795	7,002,215
OPEB	708,422	764,050
Dougherty Valley Standby District	1,429,211	1,429,211
Total Operating Expenses	\$53,094,704	\$54,285,531

2. Revenue estimates are approved as follows:

Fund Name	FYE 2014 Revenues	FYE 2015 Revenues
Local Sewer Enterprise	\$2,105,748	\$2,149,299
Local Sewer Rate Stabilization	3,815	2,901
Local Sewer Replacement	498,695	660,203
Local Sewer Expansion	845,977	1,006,124
Regional Sewer Enterprise	19,228,838	19,917,394
Regional Sewer Rate Stabilization	30,642	31,783
Regional Sewer Replacement	2,369,921	2,255,759
Regional Sewer Expansion	15,445,210	14,421,106
Water Enterprise	23,633,363	24,336,793
Water Rate Stabilization	514,047	524,658
Water Replacement	2,546,110	2,385,000
Water Expansion	4,045,957	7,834,063
Administrative Cost Center	1,167,489	1,179,647
OPEB	719,629	775,313
Dougherty Valley Standby District	1,429,211	1,429,211
Total Revenue Estimates	\$74,584,652	\$78,909,255

3. Replacement transfers shall be made in order to achieve reserve targets calculated in accordance with the District's adopted Financial Reserves Policy (Resolution No. 16-11) and are hereby approved as follows:

Fund	FYE 2014 Replacement Transfers		FYE 2015 Replacement Transfers	
	From	To	From	To
Local Sewer Enterprise	287,000		287,000	
Local Sewer Replacement		287,000		287,000
Regional Sewer Enterprise	2,516,580		2,574,461	
Regional Sewer Replacement		2,516,580		2,574,461
Water Enterprise	2,458,000		2,501,000	
Water Replacement		2,458,000		2,501,000
Total	\$5,261,580	\$5,261,580	\$5,362,461	\$5,362,461

4. A transfer shall be made in order to provide funding for the ratepayer share of the 2011 Water Bonds debt service in accordance with policy direction from the adoption of Resolution No. 24-11 and is hereby approved as follows:

Fund	FYE 2014 Debt Service Transfer		FYE 2015 Debt Service Transfer	
	From	To	From	To
Water Enterprise	675,000		675,000	
Water Expansion		675,000		675,000
Total	\$675,000	\$675,000	\$675,000	\$675,000

5. Allocation of the Administrative Cost Center's net costs shall be as follows:

Fund Name	FYE 2014 Allocation %	FYE 2015 Allocation %
Local Sewer Enterprise	9.42%	9.49%
Local Sewer Expansion	1.81%	1.80%
Regional Sewer Enterprise	51.35%	51.16%
Regional Sewer Expansion	0.46%	0.53%
Water Enterprise	33.57%	33.54%
Water Expansion	3.39%	3.48%
Total	100.00%	100.00%

6. The threshold to capitalize assets purchased or constructed is established at \$10,000 or greater.

7. The maximum number of full time equivalent (FTE) positions as shown in the following table are hereby approved. At no time shall the number of regular and limited term FTE positions exceed that shown below without prior Board approval. Furthermore, the total of the salaries for regular positions as shown in the budget shall not be increased through conversion of limited term positions to permanent positions without prior Board approval.

Position Type	FYE 2014	FYE 2015
Regular FTE	112.00	113.00
Limited Term FTE	0.00	0.00
Total FTE Positions	112.00	113.00

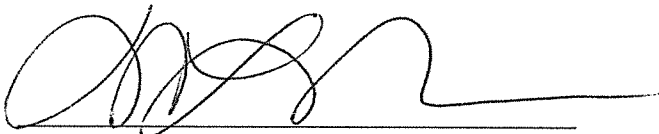
8. The Board authorizes and directs the General Manager, in conformance with the District Code, Board Policy, Memoranda of Understanding and District Rules and Procedures, to take prudent and appropriate steps to control personnel costs as needed to achieve the adopted expense budgets for Fiscal Years Ending 2014 and 2015.
9. The Board authorizes and directs the General Manager to transfer \$1,817,335.51 from the Water Expansion fund to the CERBRT Trust before June 30, 2013. This transfer from the Water Expansion fund is deemed a partial repayment of the Temporary Infrastructure Charge payable from capacity fees for the benefit of Water Ratepayers. This payment to the CERBRT Trust is for the purpose of relieving the Water Enterprise fund's liability for prior costs associated with retiree benefits. With this action, Section 3 of Resolution Number 54-06 is satisfied.

ADOPTED by the Board 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 June 2013, and passed by the following vote:

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

NOES: 0

ABSENT: 0


Dawn L. Benson, President

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

ATTACHMENT 2

EXCERPT FROM BOARD GUIDELINES

Items Originating from or of Interest to a Director

Chapter 8; Page 27

Any Director may request that an item be placed on a future Board agenda during the Board Member Items portion of a Board meeting. If time allows, a committee may review the matter prior to discussion by the Board. The Director who originated the item contacts the General Manager to more fully explain the issue so that staff can prepare a Summary and Recommendation (which allows the Board to discuss the matter). The Director who placed the item on the agenda is cited as the reference and is expected to lead the discussion.

September 26, 2013

TO: Directors Benson, Vonheeder-Leopold, Halket, & Howard

CC: Bert Michalczyk, Nancy Hatfield, Nicole Genzale

FR: Director Ed Duarte

RE; Safety Officer Position

As previously noted, I am asking that the Board review and discuss the position of Safety Officer as provided in the 2013-2014 budget that we recently approved. My reasons for asking this discussion are as follows:

1. Regardless of the fact that the current MOU allows it, the entire compensation package is entirely way out of line compared to the private sector. The fact that other agencies pay comparable salaries should not be the sole reason for spending that amount of money.
2. I have contacted three local contractors who all have over 100 employees doing similar work, and NONE of them come close to paying those kinds of salaries and benefits.
3. More importantly, the fact that the district has been able to function without this position for over two years is proof positive that we can do without it.
4. There is an alternative option of hiring a consulting safety firm who could provide all the safety services and training we need at less than half the cost.

I do want to be perfectly clear about one thing, I am not advocating that we not spend money on a Safety Program. As a contractor, I am very aware how important this issue can be to an organization like ours. Rather, I think it is imperative that we as directors monitor our staff's operations and contribute expertise and commentary when appropriate, if we see something that could possibly be improved.

As discussed in previous meetings, we know that DSRSD is moving towards an emphasis in Operations and Maintenance as opposed to infrastructure expansion. That is why it is important that we keep staffing levels to the appropriate levels commensurate with the need to operate safely and efficiently. Given the size of our operation, I do not believe an FTE is justified.

I will make a very short presentation to illustrate my point and then the board can discuss.

Finally, if my points are considered, there will not be any need to amend the budget, as a lesser expenditure will simply result in an under run expense on that line item.

I appreciate the opportunity for my commentary.

H:\Board\10-01-13\Reconsideration of Safety Officer\Attachment 3 Safety Officer Report.docx



DUBLIN SAN RAMON SERVICES DISTRICT SAFETY PROGRAM



Introduction



- Employee-owned company founded in 1993, Corporate Offices in Los Angeles with offices throughout the state, with a local office located in San Jose, California. We've worked throughout the United States and Internationally.
- Citadel provides a wide range of Environmental, Health, Safety & Sustainability Consulting Services



Our Team Members

The Citadel Management team that will assist DSRSD includes:

▲▲▲ **Mark Drollinger, M.Eng, CSP, CHMM**

▲ *Director of Environmental Geology and Engineering - Project Manager and Certified Safety Professional*

▲▲▲ **Natasha Stratton, MS, CSST**

▲ *Safety Manager and Senior Industrial Hygienist – Program Development and Training Coordinator*

▲▲▲ **Nalinna Rasu, CHMM, CAC**

▲ *Compliance Manager- Program Development and Quality Control*

▲▲▲ In addition, professional registration and certifications for Citadel's staff include: Ph.D., CIH, PE, PG, CSP, CHMM, CAC, REA and many others.



Types of Projects



Safety Experience

- Citadel's safety experience includes comprehensive identification of safety hazards and occupational safety compliance for the US Dept. of Veteran Affairs Central Plant facilities in Los Angeles and San Diego.

Job Hazard Analysis & Safety Training

- Job Hazard Analysis and Safety training for Aerospace Contractors (PPG and Woodward HRT).

Health & Safety Plan Development

- Developing written health and safety plans for construction and industrial projects, tail-gate safety meetings, IIPP development and implementation with significant safety experience in refineries, education and construction.

Program Development

For the DSRSD, Citadel will develop a comprehensive safety program that will include:

- ✓ Reviewing on-site safety manuals, SOPs, and other relevant materials (estimated effort 60 hours)
- ✓ Identifying safety related gaps in written and operational procedures for the operator, maintenance and office employees (estimated effort 40 hours)
- ✓ Identifying training needs, developing the programs and implementing both in-person and on-line training to meet those needs (estimated effort 60 hours)
- ✓ Providing a qualified safety person to be present on-site for 2 days a week to monitor the program and provide safety direction (estimated effort 800 hours)
- ✓ Providing safety management for the DSRSD safety committee (estimated effort 60 hours)



Cost Estimate



1st Year

1. Review Manuals	60 hours	\$ 7,230.00
2. Define Gaps	40 hours	\$ 4,280.00
3. Provide Training	60 hours	\$ 7,520.00
4. Safety Person	800 hours	\$ 76,100.00
5. Safety Management	60 hours	\$ 8,440.00

Total: 1020 hours Total: \$103,570.00

Reimbursables/Expenses Total: \$ 8,900.00

Total: \$112,470.00

2nd Year

- ▲ After year 1, eliminating tasks 1 & 2, saves approximately \$11,510.00/year
- ▲ Reducing task 4 to 1 day per week saves approximately \$38,050.00
- ▲ Annual cost estimate beginning in year 2 is approximately \$62,080.00/year

ATTACHMENT 4 to S&R

CHRONOLOGY OF AND MATERIAL THAT SUPPORTED THE BUDGET AND THAT SUPPORTS THE STAFF RECOMMENDATION

Item	Date	Source	Reference	Description
1	3-12-13	Board Meeting Minutes	4A Two Pages	Excerpt related to revised Mission and Vision Statements <i>(Conceptual endorsement of the specific inclusion of safety in each)</i>
2	3-19-13	Board Meeting Minutes	4B Two Pages	Excerpt related to revised Core Values and Strategic Goals <i>(Conceptual endorsement of the specific inclusion of safety in each)</i>
3	4-8-13	Personnel Committee Minutes	4C One Page	Excerpt related to discussion of Strategic Goals <i>(Endorsement of "vigilant safety program and management attention on the importance of safety in the workplace)</i>
4	5-7-13	Board Meeting Minutes	4D Two Pages	Excerpt related to discussion of Strategic Goals <i>(Endorsement of draft Strategic goals as developed by Committees)</i>
5	5-13-13	Personnel Committee Minutes	4E One Page	Excerpt related to discussion of Strategic Work Plan <i>(Endorsement of Item 4.2.1 "Fill Safety Officer Position")</i>
6	5-21-13	Board Meeting Minutes	4F Three Pages	Excerpt related to "workshop" discussion of Operating Budget <i>(Discussion of Safety Officer position and direction to staff)</i>
7	6-4-13	Board Meeting Minutes	4G Two Pages	Excerpt related to Board approval of: <ul style="list-style-type: none"> • Operating Budget • Strategic Plan • Strategic Work Plan
8	6-4-13	Excerpt from Staff Report Related to Operating Budget	4H Five Pages	<ul style="list-style-type: none"> • Budget Development Process <i>(summary of concerns related to Safety Officer)</i> • Staffing Summary • Staffing Detail <i>(justification provided for Safety Officer)</i> • Position Listing by Department • Presentation slide related to proposed staffing
9	6-4-13	Excerpts from Approved Strategic Plan	4I Five Pages	<ul style="list-style-type: none"> • Mission Statement <i>(Addition of "safety" to the Mission)</i> • Vision Statement <i>(Addition of Safety to the Vision)</i> • Core Values <i>(Addition of Safety as a Core Value)</i> • Strategic Goal & Descriptions <i>(Continuation of a Safe Working Environment as a Goal)</i> • Strategic Work Plan <i>(Hiring of the Safety Officer)</i>

3. Professional Employees Bargaining Unit
4. Employees Bargaining Unit
Additional Attendee: Michelle Gallardo, Human Resources Supervisor
Carl P.A. Nelson, General Counsel
Jack Hughes, Liebert Cassidy Whitmore

B. Conference with Real Property Negotiator – Pursuant to Government Code Section 54956.8

Property: Water Supply
Agency Negotiator: Bert Michalczyk, General Manager
David Requa, Assistant General Manager/District Engineer
Lori Rose, Financial Services Manager
Dan Gallagher, Operations Manager
Carl P.A. Nelson, General Counsel
Negotiating Parties: City of Pleasanton
Under Negotiation: Terms and Conditions

C. Conference Involving a Joint Powers Agency Pursuant to Government Code Section 54956.96 (DSRSD-EBMUD Recycled Water Authority (DERWA))
Discussion Will Concern: Conference with Real Property Negotiator – Pursuant to Government Code Section 54956.8

Property: Water Supply Contract
Negotiating Parties: City of Pleasanton & DERWA
Under Negotiation: Price & Terms
Local Agency Representatives of Joint Powers Agency Board:
Director Halket
Director Vonheeder-Leopold
Other Attendees: Bert Michalczyk, General Manager
David Requa, Assistant General Manager/District Engineer
Lori Rose, Financial Services Manager
Dan Gallagher, Operations Manager
Carl P.A. Nelson, General Counsel

7. REPORT FROM CLOSED SESSION

At 5:36 p.m. the Board came out of Closed Session. President Benson announced that there was no reportable action.

5. BOARD BUSINESS

A. Discuss the Fourth Edition of the District's Five Year Strategic Plan – FYE 2014 – 2018

General Manager Michalczyk introduced the discussion on the District's Strategic Plan for FYEs 2014 – 2018 and explained that tonight the Board would focus on the mission, vision, core values, and logo.

Mr. Michalczyk showed the current Mission Statement which is:

“Our mission is to efficiently provide high quality wastewater and water services to the communities we serve in an environmentally and fiscally responsible manner.”

Directors discussed their thoughts and opinions about the Mission Statement and tentatively arrived at the following revised Mission Statement:

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

Directors next discussed the proposed revised Vision Statement, which managers reviewed and made suggestions for Board review. The Board decided to edit, delete, and move some statements to the goals and/or work plan section of the Strategic Plan. The Board tentatively agreed to the following as a vision statement for the next five years:

In the next five years, the District will:

1. Maintain long-term financial stability with appropriate rate and fee structures that support at least a credit rating of AA;
2. Develop additional and more reliable water sources for the communities we serve;
3. Diversify use of biosolids in an environmentally sound manner;
4. Develop and promote a culture of safe operations District wide;
5. Deliver utility services more efficiently and effectively by continuing to work with regional partner agencies on Tri-Valley integration;
6. Maintain a highly qualified, motivated and innovative workforce to ensure a high performing organization;
7. Enhance our public information, education and outreach methods to ensure public awareness of issues important to the communities we serve; and
8. Continue our partnership with Camp Parks as development occurs.

During the review of the Mission and Vision Statements, Directors focused on some key areas that included the importance of working cohesively with Camp Parks on the various phases of major development at Dublin Crossings; the importance of staff safety, public safety and emergency preparedness; the importance of seeking alternative water supplies other than the Delta from which the District receives the majority of its water via wholesaler Zone 7; and the importance of seeking opportunities for diversification of the District’s biosolids.

Due to time constraints, Directors agreed to discuss the Core Values and Goals in the Strategic Plan at their next regular meeting on Tuesday, March 19, 2013. At

4A 2 of 2

- B. Committee Reports
 - Wastewater March 13, 2013
 - Special DERWA March 13, 2013

President Benson 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)

President Benson mentioned that V.P. Vonheeder-Leopold needed to leave the meeting to attend the Dublin City Council meeting at 7:00 p.m. Directors agreed to move Board Business Item 9.C ahead of Items 9.A and 9.B.

- 7. APPROVAL OF MINUTES – Regular Meeting of *March 5, 2013* and Special Meeting – Workshop of *March 12, 2013*

V.P. Vonheeder-Leopold MOVED for the approval of the March 5, 2013 minutes. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Howard MOVED for the approval of the March 12, 2013 minutes. V.P. Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8. CONSENT CALENDAR

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

- A. Second Amended and Restated Memorandum of Agreement Western Recycled Water Coalition Federal Legislative – Approved – Resolution No. 9-13
- B. Upcoming Board Calendar – Approved

- 9. BOARD BUSINESS

- C. Continued Discussion of the Fourth Edition of the District's Five Year Strategic Plan – FYE 2014 - 2018

General Manager Michalczyk reviewed that at the Special Board meeting on March 12, 2013 Directors discussed and agreed that the draft Mission and Vision Statements reflected the discussion of March 12, 2013. He noted that once the complete review and revisions to the Strategic Plan are made, the Board will approve the document in full.

Mr. Michalczyk explained the next area for discussion was the Core Values.

Directors then reviewed and discussed the proposed Core Values and overall agreed with the suggested edits and deletions made by District managers for Board consideration. The Board tentatively agreed to the following Core Values for the next five years:

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

Mr. Michalczyk then referred the discussion to the agenda packet materials, "Attachment 6 - Preliminary Issues Identified Related to Goals for the Next Five Years" and explained that he would like to hear the Board engage in a conceptual level discussion on the listed issues. These items originated from discussions and emails with Directors and staff over the past several months. Mr. Michalczyk stated that he had placed each item into one of the seven Strategic Plan elements. He invited Board discussion.

Directors reviewed and discussed the items in Attachment 6 and gave direction to staff for possible goals for the revised Strategic Plan.

Mr. Michalczyk stated that staff will develop the goals further based on this discussion and, as needed, the proposed goals will be discussed with the Committees and the Board over the next several weeks as they are refined.

V.P. Vonheeder-Leopold departed from the meeting at approximately 6:50 p.m. to attend the Dublin City Council meeting.

D-4 Strategic Goal Development and Review

General Manager Michalczyk reported that staff, in response to input received from the Board on March 12 and March 19, 2013, has drafted goals for the Fourth Edition to the District's Strategic Plan. Staff has also identified possible tasks for the Strategic Plan Work Plan that will be used to accomplish the Goals the Board ultimately sets.

Mr. Michalczyk stated that the Board's various Committees will be reviewing the draft Goals during April with a target date of May 7, 2013 for presentation of all the goals to the full Board. Accordingly, the purpose of the discussion at this Committee meeting is a detailed review of the goals and the goal statements. In addition, any input the Board may have to the list of possible Strategic Plan Work Plan tasks would be appropriate so staff can incorporate the Committee's ideas into the Work Plan as it is being developed.

Mr. Michalczyk reported that the Charter of the Personnel Committee aligns with the following Strategic Element which the Committee discussed:

- 4.0 Personnel Organization

With regard to Element 4.0 and after discussion, the Committee endorsed the Goals and goal statements as drafted. The Committee asked, however, that a few of the Goals be re-ordered to signal the strategic importance of the goals. The Committee asked that the goals be in the following order:

- 4.1 Ensure Effective Workforce Succession;
- 4.2 Provide a Safe, Non-Hostile and Collegial Work Place;
- 4.3 Recruit and Retain a High Performing Workforce;
- 4.4 Optimize District Organizational Structure and Staffing to Improve Productivity while Achieving the Mission; and
- 4.5 through 4.8 as proposed in the draft.

The Committee discussed several of the possible Work Plan tasks expressing its support for and the importance of those tasks.

- Maintaining a vigilant safety program and management attention on the importance of safety in the workplace;
- Capturing the institutional knowledge of existing employees before they depart;
- Developing a transition plan for a new senior management team;
- Assessing bench strength in critical areas and taking steps to ensure the District can achieve its Mission; and
- Planning for the hiring of a new General Manager within the timeframe of this Strategic Plan.

Customer Services Supervisor Goldman discussed some of the specifics about the water and sewer product options and getting the information out to District customers.

General Manager Michalczyk noted that by approving the proposed agreement the Board will agree to allow HomeServe to offer both the water and sewer lateral insurance products to District customers.

V.P. Vonheeder-Leopold MOVED to adopt Resolution No. 17-13, approving an Agreement for Marketing Services with HomeServe USA Corp., for Emergency Repair of Domestic Infrastructure and Related Systems. Director Duarte SECONDED the MOTION, which CARRIED with THREE AYES, ONE NAY (Halket), ONE ABSENT (Howard).

B. Receive a Presentation for a New District Logo Design

Organizational Services Manager Gordon stated that on March 12, 2013 at their workshop, the Board agreed to have staff bring back some logo designs for their consideration. Ms. Gordon stated that Graphics Designer Joyce Chang would show four logo designs for the Board to consider and to provide staff with feedback. Staff is also interested in developing a tagline to accompany an updated logo and presented the Board with numerous options.

Graphics Designer Joyce Chang presented four logo designs to the Board. She noted that two colors for a logo would be more cost effective than three colors. The Board preferred a circular logo as opposed to a square or rectangle design. They did comment that the options were all very modern looking. The Board selected one possible logo design and noted their preferences for a few possible taglines.

Ms. Gordon stated that given the Board's direction, staff will further focus and develop the preferred logo design with a water drop and the tagline and return to a future meeting for presentation and consideration.

C. Review the Proposed Goals for the Fourth Edition of the District's Five-Year Strategic Plan (FYE 2014 to FYE 2018)

General Manager Michalczyk explained that tonight he was presenting the Strategic Plan goals that have been formulated with each of the Committees. He noted that the purpose tonight is for the full Board to review all the goals and determine if they are acceptable. Staff is working on the Work Plan Items, the "to do" list, which the Committees will be discussing starting next week.

Mr. Michalczyk then reviewed with the Board "Attachment 2 to the Summary and Recommendation – Strategic Goals and Description," specifically Tables 1 through 7.

The Board accepted the recommended goals of the Committees as contained in the agenda packet materials and directed staff to develop Work Plan Items to support the goals. The Strategic Plan will be presented to the Board for adoption on June 4, 2013.

10. BOARDMEMBER ITEMS

Director Duarte reported that he attended the April 24 – 26, 2013 CASA conference held in Newport Beach. He discussed the variety of excellent sessions he attended ranging in topics from personnel, earthquake preparedness, and biosolids. Director Duarte stated that this conference was a very good use of his time.

Director Duarte also commented that on Monday, April 29, 2013 he and V.P. Vonheeder-Leopold, the Wastewater Committee Members, attended the Neighborhood Meeting at the WWTP.

V.P. Vonheeder-Leopold reported that she also attended the April 24 – 26, 2013 CASA conference held in Newport Beach. She discussed the several meetings and activities that she attended and about the recent change in the business structure of CASA, noting Ms. Bobbi Larson's new role. She complimented DSRSD Operations Manager Dan Gallagher and Administrative Analyst Louanne Ivy for their presentation on the chemical consortium.

V.P. Vonheeder-Leopold also commented that she saw the recent notice from CCCSD announcing plans to increase customers' sewer rates July 1, 2013 from \$371 to \$405 per year per single family unit and on July 1, 2014 increase the rates up to \$439 per year. She commented that the District's rates are set at approximately \$360 per year.

President Benson commented that she attended the Alameda County Board of Supervisors meeting today where the District was honored by the Supervisors with a proclamation "Proclaiming May as Water Awareness Month."

11. CLOSED SESSION

At 7:35 p.m. the Board went into Closed Session. General Counsel Nelson announced that Dave Requa would not be attending the Closed Sessions as noted.

A. Conference with Real Property Negotiator – Pursuant to Government Code Section 54956.8

Property:	Water Supply
Agency Negotiator:	Bert Michalczyk, General Manager David Requa, Assistant General Manager/District Engineer Lori Rose, Financial Services Manager Dan Gallagher, Operations Manager Carl P.A. Nelson, General Counsel
Negotiating Parties:	City of Pleasanton

The Committee noted the progress being made on the various tasks in the current Strategic Plan Work Plan and noted that there will be updates once the Board adopts the Fourth Edition to the Strategic Plan.

D-4 Committee Review of Strategic Work Plan

General Manager Michalczyk reminded the Committee that the District is in the process of revising its Strategic Plan and that the Board as already thoroughly reviewed the Mission, Vision, Core Values and Goals. The last element to be developed is the Strategic Plan Work Plan. The Work Plan is a document developed and implemented by staff and is not approved by the Board. However, the resources needed to accomplish the Work Plan must be included in the FYE 2014 and FYE 2015 operating budgets that the Board does approve. Accordingly, it is appropriate for the Board and its Committees to review the Work Plan. As such, development of the Work Plan is an iterative process. If the Board is not supportive of the resource needs, the operating budget will be adjusted as directed and the Strategic Goals will require revision (in scope and/or schedule) to reflect the reduced resources as decided by the Board.

The Committee reviewed the portion of the Work Plan that lies within the charter responsibilities of the Committee. The Committee specifically discussed the following tasks:

- 4.2.1 Fill Safety Officer function;
- 4.2.12 Continue to formally recognize employees at events such as the annual recognition event and other similar venues and opportunities;
- 4.3.1 Assess impact of Affordable Care Act on District;
- 4.3.5 Maintain an empowerment program (currently the District's Total Quality Improvement "TQI" initiative) assuring that staff at all levels is prepared, empowered, and willing to make decisions that affect their work;
- 4.4.1 Regularly review organizational structures to identify opportunities for efficiencies and better alignment at least as often as whenever a key vacancy occurs; and
- 4.4.2 Periodically assess alternative staffing strategies to meet the Mission on an ongoing basis given current economic conditions and labor markets.

After discussion, the Committee agreed to endorse the Work Plan as presented together with the resources identified in the Work Plan that will be needed to accomplish the tasks.

D-5 Format for FYE 2013 Performance Assessment – General Manager

General Manager Michalczyk reported that at the January 2013 Personnel Committee meeting, the Committee asked that it be presented with a proposed structure for the General Manager's evaluation. Mr. Michalczyk proposed that the following be included in the evaluation:

Customer Services Supervisor Vicki Goldman explained the specifics about securing registers from the Elster Company that are compatible with the new Sensus Flex Net AMI meter reading system. Ferguson Water Works has assisted District staff to have the Elster Company agree to manufacture compatible AMI meter registers before Elster stops manufacturing that type of component. Ferguson will also install the approximately 4,900 units at cost for the District.

Director Duarte MOVED to approve issuing a purchase order to Ferguson Water Works for the purchase and installation of new registers to approximately 4,900 AMCO meters in the amount of \$365,152. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

D. Upcoming Board Calendar – Approved

9. BOARD BUSINESS

A. Review Operating Budgets for Fiscal Years Ending 2014 and 2015

Financial Services Manager Rose reported that this evening Financial Services Supervisor John Archer would give the Board a presentation on the Operating Budgets for Fiscal Years Ending 2014 and 2015. She credited Mr. Archer and his staff for preparing and coordinating the budgets while she was on leave.

Financial Services Supervisor Archer presented the Operating Budgets for Fiscal Years Ending 2014 and 2015. He noted that Directors also have before them in the agenda packet detailed explanations of assumptions made in the budgets as contained in the Staff Report as well as the line item detail for each budget year. Mr. Archer stated his opinion that this is a budget reflective of a District moving forward on a sound financial footing.

In his presentation, Mr. Archer discussed the following topics: 1) budget process development; 2) revenue from water rates, regional and local sewer rates, and capacity reserve fees; 3) notable new expenses; 4) personnel costs; 5) proposed new staff positions including Safety Officer, Operations Control System Specialist, Assistant Engineer, and IT Analyst; 6) capital spending to include CIP projects and capital outlay; 7) fund highlights; 8) debt coverage; 9) working capital targets vs. projected targets; and 10) the partial repayment of the Temporary Infrastructure Charge (TIC).

General Manager Michalczyk thanked Mr. Archer for his presentation and stated that he shares Mr. Archer's opinion that this is the best budget picture within the last five years. He complimented the entire organization for having the discipline to stay the course for the past several years. He noted that there are a few places in the budget where Board policy guidelines are not quite met but that in each case the District is heading towards meeting those targets. He stated he is pleased

with the overall financial health of the District and that on June 4, 2013 he will recommend Board approval.

V.P. Vonheeder-Leopold thanked staff for the presentation and invited Board questions and discussion. She asked for an explanation of the partial repayment of the (TIC).

Financial Services Manager Rose responded that she would be happy to summarize the repayment of the TIC and noted that this information was also in the Finance Committee notes. Ms. Rose stated that the proposal at the June 4, 2013 meeting will be approval of a partial repayment of the TIC for approximately \$1.8 million. The proposal will be to use Water Expansion funds to pay off the Water Enterprise fund OPEB (other post-employment benefits) liability. When the OPEB trust was set up, all of the District's funds were able to fully fund their liability for prior costs with the exception of the Water Enterprise fund. The unfunded amount has been amortized over a period of years and one-half of the property taxes received have been earmarked to reduce that Water Enterprise fund liability. The Water Enterprise fund's OPEB liability is a water customer, water rate obligation. The TIC is a loan from ratepayers to the development community. The proposal would be to take funds from the Water Expansion fund to pay off that OPEB liability. The advantages for the District are that the trust fund balance will be increased by \$1.8 million, which will have a positive impact on the going forward OPEB contribution (the "Normal" of going forward amount that is paid for by each fund on an annual basis as the benefits are earned). The next actuarial study of the OPEB fund is scheduled for August 2013 for the period ending June 30, 2013. This action would fully fund past OPEB liabilities as they are currently estimated in the most recent actuarial study and will also allow all of the property tax money to remain in the Water Rate Stabilization fund thereby improving cash flow and building reserves.

Director Halket stated that the OPEB trust is a decision the District made some time back. Most governments are paying down their OPEB liabilities from current revenues. He stated that he was pleased that the District will have fully funded its OPEB liability by this payment and that this is a good thing for the ratepayers.

Director Duarte commented on the five proposed staff positions. He asked about the mechanics of hiring a staff member.

Mr. Michalczyk explained that once the budget is approved, then this would give staff the authority to hire those positions.

Director Duarte asked questions specifically about the proposed Safety Officer position and the associated salary and benefits. He expressed his view that the salary and benefit levels were excessive for the position. He expressed his concern about the public's perception of the District and what it pays employees

in general. Director Duarte did state that he is supportive of this District and its employees but he has issue with the proposed salary and benefits.

Organizational Services Manager Gordon explained the importance and need for filling this position once again because after 2009 during the economic downturn the incumbent left the position and it remained vacant to save costs.

Directors had a lengthy discussion about the salary and benefits of the Safety Officer and the other proposed staff positions.

Mr. Michalczyk summarized that in the context of this discussion on the budget, that he believes the Board has the following possible options. On June 4, 2013 the Board could: 1) approve the budget as proposed with the staff positions; 2) approve the budget as proposed without some or all of the newly proposed staff positions; 3) direct staff to open up salary discussions with the Professional Employees Bargaining Unit (the unit representing the Safety Officer and the Assistant Engineer) by opening up that MOU; or 4) direct staff to propose a different safety classification at a lower salary level that would still have to be negotiated with the bargaining unit. Mr. Michalczyk stated that any time MOUs are opened up before their expiration that there can arise risks related to being unable to successfully conclude the negotiations. He emphasized that he and Ms. Gordon feel that filling the Safety Officer position is extremely important.

V.P. Vonheeder-Leopold stated that staff needed some clear direction on the proposed budget.

V.P. Vonheeder-Leopold MOVED to direct staff to present the same budget for consideration on June 4, 2013 as was presented tonight, with the inclusion of the four staff positions. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

B. Review Strategic Plan

General Manager Michalczyk reported that given discussions with the Board and its Committees over the last few months related to the Strategic Plan that he believes the Board has reached consensus on a revised Mission Statement, Vision, Statement, Core Values, and Strategic Goals. These will be presented to the Board for consideration at the June 4, 2013 meeting. Mr. Michalczyk explained that before the Board tonight is the Strategic Work Plan; this is staff's plan of how to achieve the Strategic Goals. The Work Plan, as a staff implementation effort, does not require Board approval. Nevertheless, Mr. Michalczyk requested that the Board endorse the Work Plan because resources are needed in the budget to accomplish the various tasks in the Work Plan. In light of the Board's discussion of Item 9.A. on the agenda, he specifically highlighted Work Plan items 4.3.1 through 4.3.4 under the "Recruit and Retain a High Performing Workforce" goal. He stated that staff would need direction on these tasks in the Work Plan if the

update was already included in the Ten-Year plan. For the CIP Budget, the fund limits and cash flows are all good with the potential exception of Fund 610, which is below the target level due to the Central Dublin Recycled Water project and the new meters project. However, the fund is projected to recover fully in the third year.

Mr. Requa explained that when the Board adopts the CIP Budget they have essentially approved four actions: 1) total project budgets; 2) work can start in any year; 3) total expenditures cannot exceed what is established in the fund limit; and, 4) authorize the General Manager to file appropriate exemptions for those projects exempt under CEQA. Mr. Requa acknowledged Senior Civil Engineer – Subject Matter Expert Steve Delight who was present at the meeting and credited him for his large part in preparing the CIP Budget.

President Benson declared the Public Hearing open.

Hearing no comments from the public, Director Halket MOVED to CLOSE the Public Hearing. V.P. Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Halket MOVED to adopt Resolution No. 21-13, adopting the Capital Improvement Program Two-Year Budget for Fiscal Years Ending 2014 and 2015. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

B. Public Hearing: Adopt Operating Budgets for Fiscal Years Ending 2014 and 2015

Treasurer Rose reported that the Operating Budgets for Fiscal Years Ending 2014 and 2015 were presented to the Board in detail at the May 21, 2013 meeting. The only significant change since that meeting was the inclusion of the \$1.8 million dollars in the Temporary Infrastructure Charge (TIC) repayment. The transfer from the Water Rate Stabilization fund to the Other Post-Employment Benefits (OPEB) fund was also eliminated because it is no longer needed since the TIC repayment was used to pay off the Water fund OPEB liability. She acknowledged Financial Analyst Herman Chen and Financial Services Supervisor John Archer who had a large workload in preparing the budgets.

Director Howard commented that the Board vetted the budgets in detail at the last meeting and that he was pleased with them.

Director Duarte commented that staff has done an excellent job and, as Director Howard stated, the budgets were reviewed extensively at the last meeting.

President Benson declared the Public Hearing open.

Hearing no comments from the public, Director Halket MOVED to CLOSE the Public Hearing. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Halket MOVED to adopt Resolution No. 22-13, adopting the Annual Operating Budgets for Fiscal Years Ending 2014 and 2015. V.P. Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

C. Approve the Fourth Edition of the District’s Five Year Strategic Plan – Sustaining Success – FYE 2014 – 2018

General Manager Michalczyk presented the Strategic Plan for consideration by the Board. He noted that the document has been reviewed by Committees and the Board over the last several months at 15 separate public meetings and that the Plan incorporates all of their input. The Strategic Plan will serve as a roadmap for the District in the next five years as the agency transitions from a growth organization to one that focuses on operations and maintenance. Mr. Michalczyk thanked the Board for their hard work and input into this Strategic Plan and recommended its approval.

Hearing no comments, President Benson asked for a motion.

Director Duarte MOVED to adopt Resolution No. 23-13, approving the Fourth Edition of the Strategic Plan – Sustaining Success – FYE 2014 to FYE 2018. V.P. Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

D. Presentation on Asset Management Program for the Wastewater Collection System

District Engineer Requa first acknowledged Principal Engineer – Supervisory Garry Lee who was unable to be at tonight’s meeting for his leadership in the Asset Management Program. Mr. Requa noted that the District’s collection system portion of the Asset Management Program is the first part to be deployed. This is because of the availability of historical data and the proven methods for collecting and analyzing data as it relates to managing the collection system. The Field Operations Division is using the program and dealing with deploying the proper electronic tools and equipment in the field and working out challenges. Once the first round of comprehensive data is completed over the next year or so, a final assessment can be made for the methods being used.

The Asset Management Program has integrated data from the existing Graphic Information System (GIS), Computerized Maintenance Management System (CMMS), and the Closed Circuit TV (CCTV) observations. The program addresses not only when to replace or rehabilitate collection system assets and the associated costs of those assets, but also what maintenance should be performed

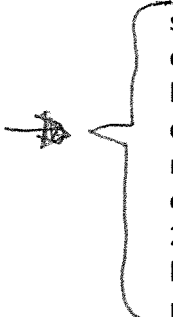
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Overview

The expenditure budget is summarized in the 11x17 sheets titled "Estimated Change in Net Assets". Note that the 11X17 worksheets also include calculations of all the Board reserve targets for Fiscal Years Ending (FYE) 2014 and 2015. Detailed discussions of each element of the budget follow the "Issues for Committee Discussion" section. This section is presented below to preview the areas that staff believes present the greatest challenges in the proposed budget.

Budget Development Process

The FY14 and FY 15 Operating Budgets were developed in an interactive manner over the first course of calendar year 2013. The process started with development of conservative revenue estimates for the ensuing two fiscal years along with adjustments of those estimates. Those adjustments were related to policy level decisions the Board made regarding water rates, suspension of the Temporary Infrastructure Charge ("TIC") and establishing "Normal" water supply conditions (and the associate rate schedule) for the year. Early in the process, the General Manager issued guidance for development of the expenditure budgets so that the expenditure budget would conform to policy direction given by the Board. In March and April, 2013, the budgets were prepared by staff, summarized and reviewed at various management levels for conformity to guidance previously given and adopted Board policy. During the week of May 13, 2013 each of the Board Committees reviewed the implications of the Strategic Plan being developed on the expenditure budget and endorsed those expenditures. On May 15, 2013, the Finance Committee reviewed the budget for compliance with various policy directives of the Board (fund balance minimums, maximums and targets, bond coverage tests, net gain / loss, etc.) and did so for each fund maintained by the District. On May 21, 2013 the Board reviewed the budget in a workshop setting. During that discussion the Board endorsed using a portion of the Water expansion funds that originated as TIC payments to pay off the currently know OPEB balance for the Water Enterprise fund. In addition, at that same meeting the Board discussed the General Manager's recommendation for four additional staffing positions to be added over the course of FY 13 and FY 14. Director Duarte questioned the compensation and benefit levels budgeted for those new positions, stating that he felt the salaries and benefits used in the budget were excessive as compared to what is paid in the private sector. The Board discussed Director Duarte's concerns, noting that matters of compensation are mandatory subjects of meet and confer bargaining under State law. To make changes in wages or benefits requires either re-opening existing MOU's or placing those issues on the bargaining table when the MOUs expire in late 2016. After discussion at the May 20, 2013 meeting, the Board informally directed staff to bring the budget as proposed for formal consideration on June 4, 2013 with the four staff positions as recommended but with the OPEB payoff included in the action to be taken on June 4, 2013. All Board and Committee discussions noted above were held in open session and all materials were made publically available in accordance with the Brown Act. No public comments have been received as of the deadline for publishing this agenda. A Public Hearing (notice of which was published) will be held on June 4, 2013 during which hearing the public can formally make comments directly to the Board. Any correspondence related to the budget received after the agenda is published and before the Public Hearing will be made available to the Board at the June 4, 2013 meeting. After the Public Hearing is closed the Board will discuss and consider adopting the FY 13 and FY 14 Operating Budgets.



CAPITAL OUTLAY REQUESTS - FY2014/2015			2014			2015		
Division	Asset description	Total Cost	Local	Regional	Water	Local	Regional	Water
IT	Network security upgrade	44,000	7,040	15,400	21,560	-	-	-
IT	Electrical upgrade for IT systems	25,000	4,000	8,750	12,250	-	-	-
IT	License wireless point-to-point radio	40,000	-	-	-	6,400	14,000	19,600
FOD	* Vac Con Jetter / Combo Truck (with vacuum)	350,000	350,000	-	-	-	-	-
FOD	* F-350 truck w/utility bed and accessories	59,000	-	-	59,000	-	-	-
FOD	* Combination Vacuum/Jetter truck	400,000	-	-	-	400,000	-	-
FOD	* New CCTV camera w/ inclinometer & lift	43,000	-	-	-	43,000	-	-
FOD	* F-450 truck with utility bed, crane, compressor	59,000	-	-	-	29,500	-	29,500
Plant	Truck for LAVWMA Operations	23,000	-	-	-	-	23,000	-
Mech Maint	Aeration Tank Spare Mixer	15,000	-	15,000	-	-	-	-
Mech Maint	EPS2 Large Pump Rehabilitation	60,000	-	60,000	-	-	-	-
Mech Maint	WWTP Waste gas modifications and rehab	30,000	-	30,000	-	-	-	-
Mech Maint	Diesel Truck CARB retrofit (2 vehicles)	32,000	-	32,000	-	-	-	-
Mech Maint	WWTP Plant Air Compressors	90,000	-	90,000	-	-	-	-
Mech Maint	* Used 75hp tractor with loader bucket	40,000	-	40,000	-	-	-	-
Mech Maint	New tier 4 dredge engine	40,300	-	40,300	-	-	-	-
Mech Maint	WWTP Primary Sludge End Collectors(4)	60,000	-	-	-	-	60,000	-
Mech Maint	* Used Bucket Truck	35,000	-	-	-	-	-	35,000
Mech Maint	FSL Mixer (2)	26,000	-	13,000	-	-	13,000	-
Mech Maint	Fleet Pool Vehicles (2)	40,000	3,200	7,000	9,800	3,200	7,000	9,800
Elec Maint	Replace panel for WWTP Aeration Blower Sys	10,000	-	10,000	-	-	-	-
Elec Maint	District Office HVAC units (3)	70,000	11,200	24,500	34,300	-	-	-
Elec Maint	Truck for Operations Control Sys Specialist	25,000	-	-	-	-	-	25,000
GRAND TOTAL OF REQUESTS		\$1,616,300	\$375,440	\$385,950	\$136,910	\$482,100	\$117,000	\$118,900

Staffing

Our current staffing level in FYE13 of 109.00 Full Time Equivalent (FTE) is well below the peak staffing level of 134.0 FTE in FYE09. The current staffing level is the result of attrition and layoffs. Earlier this year the Senior Managers met to assess how this decrease in staffing has impacted the day-to-day work. Based upon this assessment, the Senior Managers recommended an increase of 6.5 positions. Of those positions, the General Manager is recommending four (Attachment B). This would still represent a decrease of 21.0 FTEs (-15.7%) since FYE09. The table below shows the staffing changes since FYE11.

Department	2011 Actual	2012 Actual	2013 Forecast	2014 Budget	2015 Budget	Change from 2011
Executive Group	5.00	5.00	5.00	5.00	5.00	-
Organizational Services	12.00	10.00	10.00	11.00	11.00	(1.00)
Financial Services	18.50	18.75	19.00	19.00	20.00	1.50
Engineering	21.00	21.00	21.00	22.00	22.00	1.00
Operations	54.00	54.00	54.00	55.00	55.00	1.00
Total	110.50	108.75	109.00	112.00	113.00	2.50

From Budget Approval Staff Report

Attachment B

New Positions	Effective Date	Additional Costs		Justification
		2014	2015	
→ Safety Officer	10/1/2013	\$ 123,822	\$ 176,979	A subject-matter expert with project management experience in safety policy implementation and evaluation is required to integrate industry work practices within the specifications of the law. Expertise is also required to develop, implement, and evaluate work practices and multi-employer safety requirements to conform with CalOSHA standards.
Operations Control System Specialist	1/1/2014	77,464	159,618	The District's SCADA systems are not all performing satisfactorily to meet the District's needs and requirements. Significant upgrades to the system are needed. Delay in implementation over a longer time frame would result in unnecessary operations and maintenance costs and would risk a significant reduction in SCADA system reliability. The current level of staffing is not adequate to support the recommended implementation of the SCADA Master Plan projects within a desirable time frame.
Assistant Engineer	1/1/2014	80,492	165,757	This position would be primarily responsible for development permitting activities paid for from developer fees. The District's service area is currently at approximately 60% of its ultimate development expansion. The development work is projected to continue at current levels for the next 10 years. The work is currently being covered by engineering staff also assigned capital projects. Timely response and thorough customer service to developers has been impacted due to increasing work load and priority conflicts. Inadequate staffing has also led to delays in key CIP projects and limited engineering support in evaluating operating issues such as maintaining delivered water quality and improving operational and energy efficiency. This position is required to enable the District to meet expectations for customer service to developers who pay capacity reserve fees and permit-related fees; and to effectively implement the District's CIP program and Strategic Plan Work Plan.
IT Analyst II (Network Admin)	7/1/2014	-	177,210	Technology is an integral part of everyone's job and supportive of the District's mission. New technology solutions are proposed throughout the District with an expectation that IT will deploy and support. Since losing our network engineer in 2009, we lack bench strength in network engineering, storage area network administration of 15 terabytes, and our virtualized computing platform. This shortage, continuing support for existing applications, new phone system, new District-wide wireless network and changed network security paradigm as well as continuing evolving technology will seriously impact our ability to deliver our services. This new position will allow us to fully implement and support these new integral services and provide backup to other existing services
Cost of New Positions		\$ 281,778	\$ 679,564	

4#

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Position Listing by Department

Attachment A

From Budget Approval Staff Report

Position	FY12 Positions Actual	Changes	FY13 Positions Actual	Changes	FY14 Positions Budgeted	Changes	FY15 Positions Budgeted
Executive Department							
General Manager	1.00		1.00		1.00		1.00
Office of the General Manager (Div 12)	1.00	-	1.00	-	1.00	-	1.00
Executive Services Supervisor	1.00		1.00		1.00		1.00
Administrative Analyst		1.00	1.00		1.00		1.00
Administrative Technician	1.00	(1.00)	-		-		-
Administrative Assistant I/II	2.00		2.00		2.00		2.00
Management (Div 15)	4.00	-	4.00	-	4.00	-	4.00
Executive Department	5.00	-	5.00	-	5.00	-	5.00

Organizational Services Department							
Organizational Serv. Manager	1.00		1.00		1.00		1.00
Administrative Assistant I/II	0.50		0.50	(0.50)	-		-
Administration (Div 20)	1.50	-	1.50	(0.50)	1.00	-	1.00
HR Supervisor	1.00		1.00		1.00		1.00
HR Analyst II	1.00		1.00		1.00		1.00
HR Technician	2.00		2.00		2.00		2.00
Administrative Assistant I/II - Conf	-		-	0.50	0.50		0.50
Human Resources (Div 22)	4.00	-	4.00	0.50	4.50	-	4.50
Community Affairs Supervisor	1.00		1.00		1.00		1.00
Graphic Designer	1.00		1.00		1.00		1.00
Community Affairs Specialist I/II	1.00		1.00		1.00		1.00
Administrative Assistant I/II - Conf	-		-	0.50	0.50		0.50
Administrative Assistant I/II	0.50		0.50	(0.50)	-		-
Public Information (Div 24)	3.50	-	3.50	-	3.50	-	3.50
Safety Officer	-		-	1.00	1.00		1.00
Safety Technician	1.00		1.00		1.00		1.00
Safety (Div 26)	1.00	-	1.00	1.00	2.00	-	2.00
Organizational Services Department	10.00	-	10.00	1.00	11.00	-	11.00

Financial Services Department							
Financial Services Manager	1.00		1.00		1.00		1.00
Administration (Div 30)	1.00	-	1.00	-	1.00	-	1.00
Financial Services Supervisor	1.00		1.00		1.00		1.00
Financial Analyst	1.00		1.00		1.00		1.00
Accountant II	1.00		1.00		1.00		1.00
Sr. Accounting Technician	1.00		1.00		1.00		1.00
Accounting Technician	1.00		1.00		1.00		1.00
Accounting (Div 31)	5.00	-	5.00	-	5.00	-	5.00
Customer Service Supervisor	1.00		1.00		1.00		1.00
Customer Service Rep III	1.00		1.00		1.00		1.00
Customer Field Rep I/II	3.00		3.00		3.00		3.00
Administrative Assistant I/II	1.00		1.00		1.00		1.00
Customer Service Rep II	2.00		2.00		2.00		2.00
Customer Service (Div 33)	8.00	-	8.00	-	8.00	-	8.00
Information Services Supervisor	1.00		1.00		1.00		1.00
IT Analyst I/II	2.00		2.00		2.00	1.00	3.00
IT Analyst (Web Programmer)	0.75	0.25	1.00		1.00		1.00
IS Technician I/II	1.00		1.00		1.00		1.00
Information Services (Div 34)	4.75	0.25	5.00	-	5.00	1.00	6.00
Financial Services Department	18.75	0.25	19.00	-	19.00	1.00	20.00

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From Budget Approval Staff Presentation

Budgeted Positions

Historical (Budgeted) & Proposed for 2014 & 2015

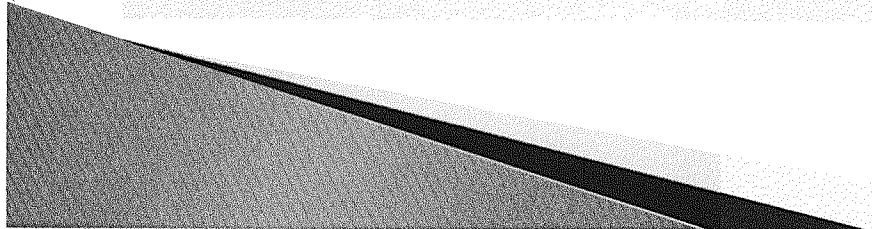
	2010	2011	2012	2013	2014	2015
FTE	131.5	110.5	108.75	109	112	113

Position Title	New or Reinstated?	Estimated Hire Date	2014	2015
Safety Officer	Reinstated	10/1/2013	\$123,822	\$176,979
Operations Control System Specialist	New	1/1/2014	77,464	159,618
Assistant Engineer	New	1/1/2014	80,492	165,757
IT Analyst II (Network Admin)	Reinstated	7/1/2014	-	177,210
		Total Cost	\$281,778	\$679,564

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MISSION STATEMENT, VISION STATEMENT AND CORE VALUES

Mission Statement: The Mission Statement is what the District does.

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

Vision Statement: The Vision Statement points to where the District wants to be in the next five years.

In the next five years, the District will:

1. *Maintain long-term financial stability with appropriate rate and fee structures that support at least a credit rating of AA;*
2. *Develop additional and more reliable water sources for the communities we serve;*
3. *Diversify use of biosolids in an environmentally sound manner;*
4. *Develop and promote a culture of safe operations District wide;*
5. *Deliver utility services more efficiently and effectively by continuing to work with regional partner agencies on Tri-Valley integration;*
6. *Maintain a highly qualified, motivated and innovative workforce to ensure a high performing organization;*
7. *Enhance our public information, education and outreach methods to ensure public awareness of issues important to the communities we serve; and*
8. *Continue our partnership with Camp Parks as development occurs.*

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

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

**Table 4
Personnel / Organizational Element**

Objective: Sustain a high performing, highly qualified, motivated, safe and innovative workforce and an adaptable organization.

Strategy: We will do this by using appropriate and sound policies, rules and procedures, offering appropriate and sustainable compensation and benefits, and providing opportunities for training, development, and professional growth, all while ensuring a safe, non-hostile and collegial workplace

Personnel / Organization Goals

No	Importance	Title	Description
4.1	Mission Critical	Ensure Effective Workplace Succession	Sustaining a high-performing workforce is critical to the mission and operation of the District. Like many other public agencies in California, the District is facing a “perfect storm” will lead to significant employee turnover in the time horizon of this Strategic Plan. The factors at play include: an improving economy, local and industry wide competition for certain job classifications, the fact that presently almost 30% of the workforce is essentially eligible to retire and the fact that over 45% percent of the workforce will essentially be eligible to retire within the next five years (including the entire Senior Management team). Furthermore, due to the recent economic downturn and the resultant significant down-sizing of the workforce, there is less depth in “bench strength” in many work areas who can quickly step in behind departing co-workers, indicating the need for better planning and staff development.
4.2	Mission Critical	Provide a Safe, Non-hostile and Collegial Work	Maintaining a safe, non-hostile and collegial work environment is necessary, important, and essential to a modern organization.
4.3	Important	Recruit and Retain A High Performing Workforce	To ensure the District is able to recruit and retain a high-performing workforce, the District will conduct periodic compensation and benefit studies to determine its competitiveness relative to local and regional public and private labor markets. The District will also regularly assess its corporate culture to ensure it remains an attractive place to work for potential and current employees.
4.4	Important	Optimize District Organizational Structure and Staffing to Improve Productivity while Achieving the Mission	With the potential for a number of employees to retire in the next five years, the addition of new programs due to regulatory requirements, and evolution from a construction organization to a maintenance organization, the District will continue to benefit from a gradual repositioning of some functions and reassignment of some staff to improve productivity and better meet its operational needs including workplace safety.
4.5	Best Practice	Effectively and Consistently Manage Performance	Retaining a high performing workforce is dependent on having a solid performance management program. The District needs to effectively manage employee job performance in order to sustain the high degree of workmanship and customer service our ratepayers deserve and expect.
4.6	Best Practice	Foster Positive Employee-Employer Relations	Good employee-employer relations are based on trust and consistent, up-front communications. The District will periodically update and revise its rules and regulations governing employee-employer relations to ensure ease of use and understanding and will continue to meet regularly with employee representatives to maintain good relations and discuss matters of mutual importance including matters subject to bargaining.

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**STRATEGIC PLAN
Sustaining Success
Fourth Edition FYE 2014 to FYE 2018
Work Plan**

Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved				
		FYE14	FYE15	FYE16	FYE17	FYE18
3.3.3.5	Work with ACWA and other statewide agencies to implement the statewide RW policy on regional and local level	X	X	X	X	X
3.3.3.6	Support WaterReuse in the development of State wide potable reuse policy and regulations	X	X	X	X	X
3.3.4	Seek Financial Assistance for Recycled Water Projects	Important Ongoing Long Term				
3.3.4.1	Resolve the allocation of Water Resources Development Act grants to DERWA as called for in various DERWA agreements	X				
3.3.4.2	Partner with Tri-Valley retailers to encourage Zone 7 to financially support recycled water expansion in a prudent and cost effective manner	X	X	X	X	X
3.3.4.3	Support and continue to participate in the Western Recycled Water Coalition seeking federal support for recycled water projects	X	X	X	X	X
4.1	ENSURE EFFECTIVE WORKFORCE SUCCESSION	Mission Critical Short Term Mid Term				
4.1.1	Develop a transition plan for a new senior management team	X				
4.1.2	Assess bench strength in critical areas and take steps (training, education, early hiring, re-assignments, etc.) to ensure the District can achieve its Mission	X				
4.1.3	Plan to hire a new General Manager within the time frame of this Strategic Plan	X	X			
4.1.4	Capture the institutional knowledge of existing employees before they depart	X	X	X	X	X
4.1.5	Take a leadership role in the ROP Water Pollution Control Program	X	X	X	X	X
4.1.6	Continue to develop and expand the existing OJT Program	X	X	X	X	X
4.1.7	Update long-term staffing plan that is compatible with revenue projections		X		X	
4.1.8	Assess training needs biennially		X		X	
4.1.9	Annually review and update electronic FOD O&M manuals	X	X	X	X	X
4.1.10	Annually review and update electronic WWTP O&M manuals	X	X	X	X	X
4.2	PROVIDE A SAFE, NON-HOSTILE AND COLLEAGIAL WORK PLACE	Mission Critical Ongoing Continuous				

STRATEGIC PLAN
Sustaining Success
Fourth Edition FYE 2014 to FYE 2018
Work Plan

Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved				
		FYE14	FYE15	FYE16	FYE17	FYE18
4.2.1	Assess District wide safety program	X				
4.2.2	Maintain a vigilant safety program and management attention on the importance of safety in the workplace	X	X	X	X	X
4.2.3	Promptly and thoroughly investigate all accidents and near misses	X	X	X	X	X
4.2.4	Routinely inspect work areas for hazards, and correct hazards when identified	X	X	X	X	X
4.2.5	Provide the necessary tools and equipment to ensure a safe work environment	X	X	X	X	X
4.2.6	Promptly investigate and take action related to allegations of workplace discrimination, harassment, or any other bias proscribed by law	X	X	X	X	X
4.2.7	Provide mandatory safety training in accordance with federal and state regulatory requirements	X	X	X	X	X
4.2.8	Provide workplace violence prevention training	X	X	X	X	X
4.2.9	Provide diversity training	X	X	X	X	X
4.2.10	Provide non-harassment training	X	X	X	X	X
4.2.11	Continue to formally recognize employees at events such as the annual recognition event and other similar venues and opportunities	X	X	X	X	X
4.3	RECRUIT AND RETAIN A HIGH PERFORMING WORKFORCE	Important Ongoing Continuous				
4.3.1	Fill Safety Officer function	X				
4.3.2	Fill Operations Control Systems Specialist position	X				
4.3.3	Fill Assistant Engineer Position	X				
4.3.4	Fill IT Analyst position		X			
4.3.4	Assess impact of Affordable Care Act on District	X	X	X	X	X
4.3.5	Review and update the New Employee Orientation Program	X			X	
4.3.6	Assess hiring practices and procedures to ensure that the District is effectively and efficiently hiring the top candidates	X				X
4.3.7	Maintain a viable suggestion program to improve business practices	X	X	X	X	X
4.3.8	Review current District work practices and Personnel work rules to reflect the cultural shift towards a maintenance organization	X	X	X	X	X

**STRATEGIC PLAN
Sustaining Success
Fourth Edition FYE 2014 to FYE 2018
Work Plan**

Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved				
		FYE14	FYE15	FYE16	FYE17	FYE18
4.3.9	Maintain an empowerment program (currently the District's Total Quality Improvement "TQI" initiative) assuring that staff at all levels is prepared, empowered, and willing to make decisions that affect their work	X	X	X	X	X
4.3.10	Undertake timely and appropriate compensation and benefit surveys as job classifications are modified or created and in advance of labor contract negotiations			X		
4.4	OPTIMIZE DISTRICT ORGANIZATIONAL STRUCTURE AND STAFFING TO IMPROVE PRODUCTIVITY WHILE ACHIEVING THE MISSION	Important Ongoing Continuous				
4.4.1	Regularly review organizational structures to identify opportunities for efficiencies and better alignment at least as often as whenever a key vacancy occurs	X	X	X	X	X
4.4.2	Periodically assess alternative staffing strategies to meet the Mission on an ongoing basis given current economic conditions and labor markets	X	X	X	X	X
4.5	EFFECTIVELY AND CONSISTENTLY MANAGE PERFORMANCE	Best Practice Ongoing Continuous				
4.5.1	Regularly assess, update and implement performance management program	X		X		X
4.5.2	Conduct performance evaluations for all District employees at least annually and as new employees reach the end of probationary periods	X	X	X	X	X
4.5.3	Conduct annual performance evaluations for all Board appointed positions	X	X	X	X	X
4.5.4	Assess new supervisory academy program triennially		X			X
4.6	FOSTER POSITIVE EMPLOYEE-EMPLOYER RELATIONS	Best Practice Ongoing Continuous				
4.6.1	Evaluate and update employer-employee relations resolution process	X				X
4.6.2	Meet regularly with representatives of recognized employee groups to address labor issues	X	X	X	X	X
4.6.3	Seek to resolve all grievances at the lowest possible level	X	X	X	X	X
4.7	MAINTAIN FAIR AND EQUITABLE LABOR AGREEMENTS	Important Mid Term Long Term				
4.7.1	Monitor and implement as appropriate the provisions of the enacted California pension reform legislation and meet and confer as may be needed to address issues as they arise	X	X	X	X	X



Safety Officer

Class Code:
PSAFOF

Bargaining Unit: Professional Employees Bargaining
Unit

DUBLIN SAN RAMON SERVICES DISTRICT
Established Date: Mar 5, 2002
Revision Date: Nov 4, 2008

SALARY RANGE

\$48.71 - \$59.20 Hourly
\$3,896.77 - \$4,736.31 Biweekly
\$8,443.00 - \$10,262.00 Monthly
\$101,316.00 - \$123,144.00 Annually

DEFINITION:

Under general direction of the Organizational Services Manager, develops, monitors, conducts, and administers the District's safety, security, emergency preparedness, and environmental programs in compliance with federal, state, and local safety, health, and environmental regulations, as well as industry standards; assists in the administration of the risk management program; acts as the District's Safety Officer; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a single position professional classification responsible for the development, implementation, and administration of District policies and procedures, as well as training activities in the expertise areas of safety, security, emergency preparedness, and environmental compliance. Incumbent receives general direction from the Organizational Services Manager. Incumbent exercises technical and functional supervision over lower-level positions.

ESSENTIAL FUNCTIONS:

Develops, coordinates, oversees, and participates in the day-to-day operations of programs designed to reduce risk and ensure workplace safety and facility security; performs a variety of professional level duties involved in the development, organization, implementation, and coordination of a variety of safety management programs, including security, training, safety, environmental compliance, and emergency preparedness programs.

Reviews, develops, and updates safety related policies and procedures as required by law or as necessary; maintains District safety-related manuals and documentation, including preparing and distributing appropriate communications.

Establishes and implements safety training objectives; plans, develops, schedules, conducts, or arranges for regulatory and other safety/health related training; maintain records and database; prepare reports.

Inspects and monitors District facilities for compliance with federal, state, and local safety, health, and environmental regulations, as well as industry standards.

Develops and maintains the District's Injury and Illness Prevention Program.

Conducts thorough audits and investigations and analysis of hazards, accidents, and injuries; develop findings, prepares reports, and makes recommendations.

Oversees and participates in the development and maintenance of a comprehensive security program for the District, including overseeing security and facility access badge system, training employees, creating access protocols, evaluating systems, and serving as a liaison with external vendors, law enforcement, and public safety agencies.

Develops and maintains the District's Emergency Preparedness Program, including program development and updating changes to reflect regulatory requirements; provide training and annual drills; coordinate with other agencies.

Monitors employee exposure to noise and air contaminants and enforce the use of safety equipment.

Performs related report preparation and record maintenance for Environmental Protection, Fire Protection,

Hazardous Waste Management, and Occupational Safety.

Coordinates necessary permitting for compliance with environmental and Bay Area Air Quality Management District (BAAQMD) regulations.

Develops and maintains District hazardous material business plans and petroleum storage tank permitting in compliance with Environmental and Livermore/Pleasanton Fire Departments Regulations.

Maintains a library of reference materials on training records and coordinates the acquisition of training materials, including manuals, technical resources, videos, recordings, and self-instruction workbooks.

Coordinates necessary safety certification and license obtainment and renewal for District employees.

Represents the District and assist regulatory agencies during and after audits of District operation and coordinates corrective actions and follow up.

Coordinates the collection and disposal of hazardous waste in compliance with environmental regulations.

Participates in budget preparation for the safety program by performing research, developing cost estimates, and making recommendations.

Serves as a key member of internal and external safety committee meetings.

Evaluates construction certificates for insurance and bonding to ensure adequate coverage for District liability.

Reviews and maintain vehicle and property insurance policies.

Provides assistance to a third party administrator for case management of workers' compensation cases and maintain OSHA 300 logs.

Develops and maintains the District's Emergency Preparedness and Evacuation Procedures, including annual drills.

Provides technical and functional direction to assigned staff, reviews and controls quality of work.

Trains employees in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations.

Assists in developing work plans, procedures, and schedules.

Assists in the implementation of goals, objectives, policies, procedures, and work standards for the Division, including recommending improvements.

Provides input into budget requests and administers program budgets after adoption; may prepare and assist in the administration of various grants.

Plans, schedules, prioritizes, and assigns safety-related projects, studies, and programs in consultation with the Organizational Services Manager; communicates status of projects, studies, and programs to appropriate personnel, working cooperatively to schedule same in accordance with established priorities; instructs staff in work procedures.

Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate other department-specific equipment.

Supports Total Quality Improvement initiatives by implementing principles into daily work practices and demonstrating such support through the participation in TQI activities.

Builds and maintains positive working relationships with co-workers, other District employees, and the public.

Drives a motor vehicle.

Performs other duties as assigned.

QUALIFICATIONS:

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

Knowledge of:

Basic principles of supervision and training.

Policies, regulations, specifications, and requirements governing industrial safety, loss prevention, environmental compliance, disaster control, emergency preparedness, and accident prevention for industrial and office environments.

Principles and practices of assessments, inspections, and investigations as related to job responsibilities.

Principles and practices of employee training and instructional methods and techniques.

Practices of water system operations, wastewater treatment plant operations, and general office activities.

Rules and regulations pertaining to the handling, storage, and disposal of hazardous and toxic materials.

Practices, methods, materials, and equipment used in air and noise exposure monitoring.

Occupational hazards and standard safety procedures.

Modern office practices, methods, and computer equipment.

Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.

Recordkeeping principles and procedures.

Principles and practices of program development, implementation, review, and evaluation.

Computer applications related to the work, including word processing, spreadsheet and database applications:

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

Plan, schedule, assign, and oversee activities of an efficient safety program.

Inspect the work of others and maintain established quality control standards.

Train others in work procedures.

Analyze data and information using established criteria in order to determine consequences and to identify and select alternatives.

Oversee and participate in safety related projects, studies, and programs.

Meet the requirements to wear respiratory protection or other safety equipment.

Develop, modify, implement, and coordinate the provision of a variety of safety training pertinent to water and wastewater operations, including emergency preparedness and environmental compliance.

Investigate and analyze a variety of plant, field, and office operations in order to implement and provide effective training and safety programs for a variety of staff covering a wide spectrum of operations and areas.

Prepare and maintain both manual and automated safety logs, records, reports, and charts.

Recognize unusual, inefficient, or dangerous operating conditions.

Represent the District in matters related to safety, occupational health, emergency preparedness, and environmental compliance programs as required.

Interpret, apply, and explain complex laws, codes, regulations, and ordinances.

Effectively represent the division and the District in meetings with governmental agencies, professional, and regulatory, and legislative organizations.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Make accurate arithmetic, financial, and statistical computations.

Make effective public presentations.

Understand written sentences and paragraphs in work-related documents.

Assemble data, prepare reports and notices, and maintain records of testing and findings.

Recommend and administer program and project budgets after approval.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Maintain attention to detail and accuracy while meeting critical deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Modify existing policies, strategies, and/or methods to meet unusual conditions.

Identify and take appropriate action when unusual operating problems occur.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.

Establish and maintain effective working relationships with those contacted in the course of the work.

Perform work in confined spaces, following required confined space entry procedures.

EDUCATION AND EXPERIENCE:

To qualify, a successful incumbent must possess both education and experience, which would provide the required knowledge and abilities. Experience may not substitute for education. However, the requirement for equivalent to a Bachelor's degree could be met by demonstrating completion of a number of higher-level educational units that would normally meet a Bachelor degree requirement. Minimum requirements to obtain the requisite knowledge and abilities are:

A Bachelors degree majoring in industrial engineering, safety engineering, occupational health, or closely related field and four (4) years of experience in the areas of workplace safety, Workers' Compensation program administration, and employee training, including at least two (2) years of which have involved administration of a comprehensive safety and accident prevention program.

CERTIFICATION, LICENSES AND REGISTRATIONS:

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

Possession of a Cardiopulmonary Resuscitation and Emergency Cardiac Care Provider certificate and First Aid certificate is required within one (1) year of employment.

Certification as a Certified Safety Professional (CSP) and an Associate Risk Manager (ARM) is highly desirable.

DISASTER SERVICE WORKER

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

expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to talk, hear, taste, or smell. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The noise level in the work environment is usually moderate, but the employee will be exposed to loud industrial equipment and machinery when performing job responsibilities.

Incumbents in this class are required to wear respiratory protection or other safety equipment and must comply with the Districts Shave-on-Demand Policy. The employee is occasionally exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock or mechanical hazards. The employee works indoors, which is temperature controlled. Works outdoors, and is subject to inclement weather. Works at heights including ladders.

STANDING

Average Frequency: Up to ½ hour.

Duration: Seconds to 5 minutes at a time.

Maximum Frequency: Up to 2 hours.

Duration: Seconds to 5 minutes at a time.

Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.

Description: Performs during trainings, visiting field sites including performing investigations and observations, performing confined space entry trainings, maintaining signage and markings including using basic tools, communicating with coworkers, contractors or public during informal meetings, operating standard office equipment, accessing files, drawers or shelves and performing other described job duties.

WALKING

Average Frequency: ½ hour to 1 hour.

Duration: Seconds to 10 minutes at a time.

Maximum Frequency: Up to 1 ½ hours.

Duration: Seconds to 10 minutes at a time.

Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.

Description: Performs during trainings, visiting field sites including performing investigations and observations, within buildings, to and from offices, relocating files, paperwork or office supplies, using carts, or dollies, transporting video projectors, and performing other described job duties.

SITTING

Average Frequency: 7 to 8 hours.

Duration: ½ to 2 hours at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Surfaces: Cushioned vehicle seat or office chair.

Description: Performing various desk station activities including using a computer, reading and writing, driving a vehicle, during meetings, and performing other described job duties.

KNEELING/CROUCHING/SQUATTING

Average Frequency: 2 to 4 times.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.

Description: Performs while retrieving or positioning paperwork/files, boxes or equipment on and off lower shelves, drawers or ground level, visiting field sites including performing investigations or and equipment inspections.

CRAWLING

Average Frequency: 1 time every 6 months.

Duration: Seconds to 5 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, metal grating.

Description: Performs while visiting field sites including performing accident investigations or equipment inspections.

LAYING ON BACK/STOMACH

Average Frequency: 1 time every 6 months.

Duration: Seconds to 5 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, metal grating.

Description: Performs while visiting field sites including performing accident investigations or equipment inspections.

CLIMBING/BALANCING

Average Frequency: 6 to 10 times.

Duration: Seconds at a time.

Maximum Frequency: Up to 30 times.

Duration: Seconds at a time.

Surfaces: Stair or ladder steps, vehicle floorboard.

Description: Performs while ascending or descending stair steps to access plant sites; entering or exiting vehicle cabs, one step; using step, extension or vertical ladders to access manholes, reservoirs, pump stations, and performing other described job duties. A variable to using a step stool or ladder includes employee's height.

REACHING

- Above Shoulder Level:

Average Frequency: 2 times.

Duration: Seconds to 1 minute at a time.

Maximum Frequency: Up to 10 times.

Duration: Seconds to 1 minute at a time.

Description: Performs while maintaining signs in conjunction with using basic tools, accessing or placing files/paperwork and related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

- Between Waist and Shoulder Level:

Average Frequency: 3 to 5 hours.

Duration: Seconds to 30 minutes at a time.

Maximum Frequency: 5 to 6 hours.

Duration: Seconds to 30 minutes at a time.

Description: Performs during trainings including setups, using basic tools, while maintaining signs or markings, visiting field sites including performing investigations, utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, using a cart or dollies while transporting projectors and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

- Below Waist Level:

Average Frequency: 2 to 4 times.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while retrieving or positioning paperwork/files, boxes or equipment on and off lower shelves, drawers or ground level, visiting field sites including performing investigations or observations. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

PUSHING/PULLING

Average Frequency: Up to 10 minutes.

Duration: Seconds to 5 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while opening or closing file cabinet drawers, using a four-wheel cart or dolly, transporting projectors, using basic tools to maintain signs including wrenches. Unilateral or bilateral arm use.

TWISTING/ROTATING

- Waist:

Not a job requirement.

- Neck:

Average Frequency: 1 to 2 hours.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs during normal body mechanics, performing general office tasks, driving, visiting field sites including performing investigations and observations, and performing other described job duties.

- Wrists:

Average Frequency: 15 to 30 minutes.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while handling office supplies and paperwork, using basic tools including wrenches, pliers, screwdrivers, etc. while maintaining signs, possibly during field investigations and performing other described job duties. Unilateral or bilateral hand use.

BENDING

- Waist:

Alternated with squatting, employee preference.

- Head/Neck:

Average Frequency: 2 to 3 hours.

Duration: Seconds to 10 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs during normal body mechanics, using basic tools to maintain signs and markings, visiting field sites including performing investigations and observations, reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks and other described job duties.

- Wrists:

Average Frequency: 2 to 3 hours.

Duration: Seconds to 5 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs during normal body mechanics, handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, using basic tools to maintain signs and markings, visiting field sites including performing investigations and performing other described job duties. Unilateral or bilateral hand use.

LIFTING/CARRYING

0 to 10 lbs.

Objects: Basic tools including tape measures, wrenches, pliers, hammers, screwdrivers etc., testing instrumentation, writing utensils, paperwork/files, telephone handset, office supplies, standard office tools, cameras, and other related items,

Average Frequency: 2 to 3 hours.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds to 15 minutes at a time.

Distance: 0 to 50 yards.

Height: Ground to shoulder or above.

Description: Performs while utilizing basic tools including tape measures, wrenches, pliers, hammers, screwdrivers etc., testing instrumentation, a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

11 to 25 lbs.

Objects: File box, supplies, fire extinguishers, SCBA equipment.

Average Frequency: 1 to 2 times per week.

Maximum Frequency: Up to 10 times, during special projects.

Duration: Seconds at a time.

Distance: Up to 15 feet.

Height: Ground to shoulder or above.

Description: Performs while retrieving and relocating a file box, supplies, fire extinguishers, SCBA equipment.

26 to 50 lbs.

Objects: File box, equipment, materials, fire extinguishers, SCBA equipment.

Average Frequency: 2 to 3 times per week.

Maximum Frequency: Up to 10 times, during special projects.

Duration: Seconds at a time.

Distance: Up to 15 feet.

Height: Ground to waist level.

Description: Performs while retrieving and relocating a file box, equipment, materials, fire extinguishers, SCBA equipment.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

SIMPLE GRASPING

Average Frequency: 2 to 3 hours.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while handling paperwork and files, handling office supplies, using a telephone handset, driving in conjunction with maneuvering a steering wheels using carts, dollies or transporting projectors, using a variety of basic tools to maintain signs and markings, during field investigations, and performing other described job duties. Unilateral or bilateral hand use.

POWER GRASPING

Average Frequency: 5 to 10 minutes.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while retrieving and relocating a file box, fire extinguishers, confined space entry equipment, using basic tools, maintaining signs and markings including using wrenches, pliers, screwdrivers, hammers etc., and performing other described job duties. Bilateral hand use.

FINE MANIPULATION

Average Frequency: 2 ½ to 3 hours.

Duration: Seconds to 30 minutes at a time.

Maximum Frequency: 4 to 4 ½ hours.

Duration: Seconds to 30 minutes at a time.

Description: Performs while maintaining signs including handling hardware, using basic tools, handling instruments including performing calibrations, utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork, using a digital camera, and performing other described job duties. Unilateral or bilateral hand use.

MACHINES/TOOLS

- Writing utensils
- Computer
- Standard office equipment including copy and fax machines, scanners and printers, laminator, shredder
- Telephone
- Standard office tools including staplers, stapler removers and other related items
- Vehicle
- Camera
- Cart or dolly
- Confined space entry equipment
- Basic tools, wrenches, tape measures, pliers, hammers, screwdrivers
- Testing instrumentation

PERSONAL PROTECTIVE EQUIPMENT

- Depending on the exposure, the employee is required to wear hearing, foot, eye, respiratory, head protection, raingear, and a Tyvex suit.
- Incumbents in this class are required to be clean-shaven as required to wear respiratory protection or other safety equipment.

WEIGHTS AND MEASURES

- None.

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

ATTACHMENT

6

to S&R

*Statement of
David Patzer
CSRMA Risk Control Advisor
September 1, 2013*

Based on 14 years experience providing risk control consulting services to the 60-plus members of CSRMA, evidence has repeatedly demonstrated that wastewater districts with either more than 40 employees or those that conduct both sewage collections and treatment (regardless of number of employees) who do not have a full time equivalent professional safety/risk control support find themselves in significant non compliance with CalOSHA employer requirements and CSRMA's Best Recommended Risk Control Practices.

Additionally, experience has shown that those agencies who attempt to meet CalOSHA's requirements for employers by sharing compliance responsibilities between multiple positions who are not experts on CalOSHA's compliance requirements have disorganized and generally ineffective compliance and employee safety programs. The complexity of CalOSHA's requirements and the number of CalOSHA regulations triggered by wastewater collections and treatment make this a failed strategy. The failure of this approach to address basic CalOSHA compliance responsibilities typically carries over into an employer's responsibility to protect the public and its contractors from the risks and hazards of the activities an agency is involved in (I.e. Confined space, excavation, traffic control, etc). This raises significant civil liability concerns and is the reason behind many of CSRMA's Best Recommended Risk Control Practices.

CalOSHA has repeatedly demonstrated an expectation that employers, as part of their business and operating expenses, budget the necessary funds to provide a safe and healthful workplace for employees. This includes complying with all of the regulations an employer's activities trigger. And, unlike a private enterprise, the CalOSHA Appeals Board takes a skeptical view on any public agency that attempts to raise a financial hardship defense to charges of non-compliance.

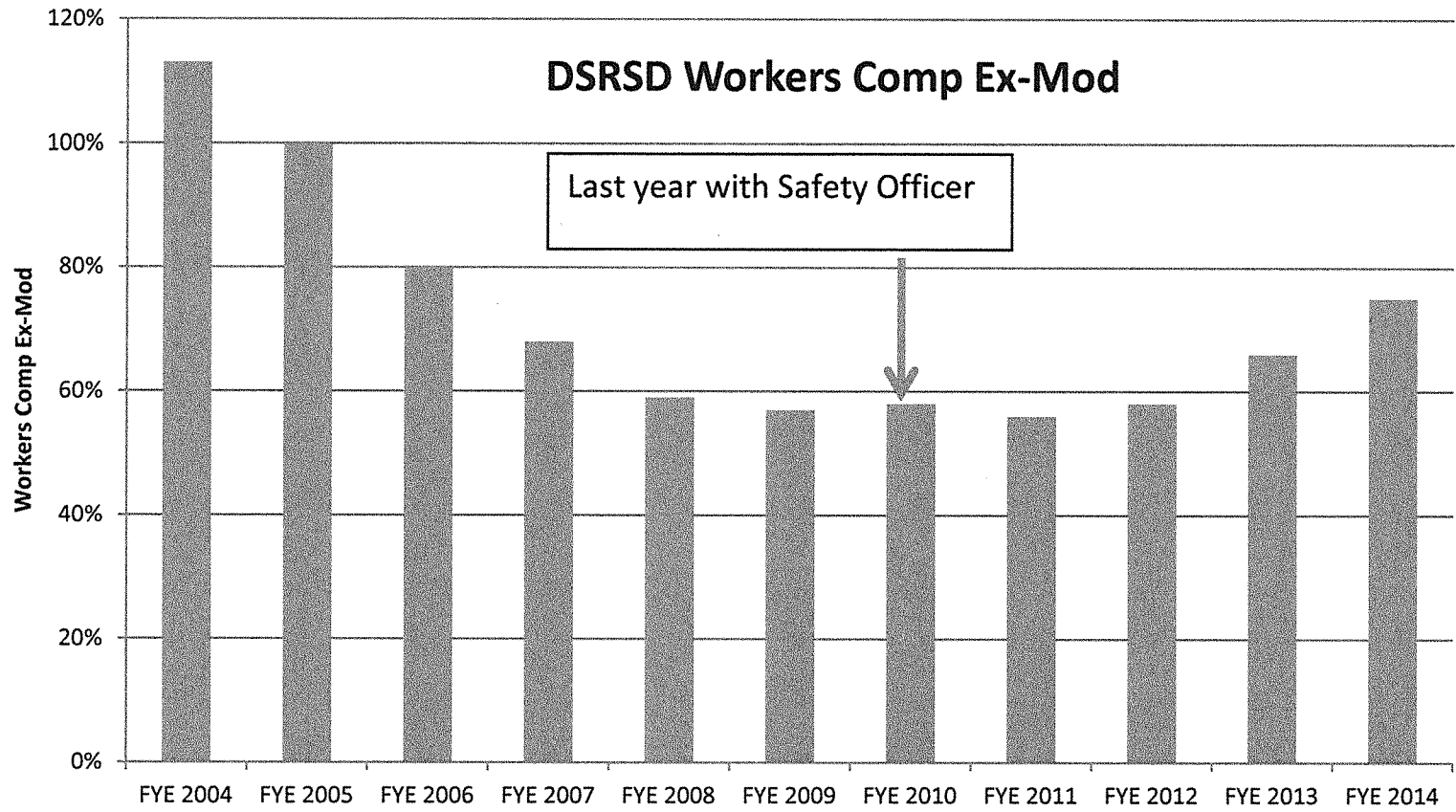
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Risk Control Staffing Comparison

Source: CSRMA

AGENCY	STATISTICS			ACTIVITIES PERFORMED						Comment
	# of Emp.'s	# of Full-Time Risk Control Persons	Employees / Safety FTE	Plant Operations	Maintenance	Lab	Source Control	Collections	Admin	
Ojai VSD	19	0.5	38	X	X	X		X	X	
Carmel AWD	24	0.5	48	X	X	X	X	X	X	
Victor Valley Wastewater Reclamation	42	1	42	X	X	X	X	X	X	Duties shared between 2 people
Napa SD	47	1	47	X	X	X	X	X	X	
Oro Loma SD	48	1	48	X	X	X	X	X	X	
City of Livermore WWTP	50	1	50	X	X	X	X	X	X	Also contracts with outside safety consultant
Encina WA	51	1	51	X	X	X	X		X	
Delta Diablo SD	65	1	65	X	X	X	X	X	X	
Ventura Regional	67	0.5	134	X	X	X	X	X	X	½ staff person + consultant
South Bayside System Authority	71	1	71	X	X	X	X		X	
Monterey Regional WPCA	81	1	81	X	X	X	X	X	X	
Vallejo SFCD	84	1.5	56	X	X	X	X	X	X	
South Tahoe PUD	93	1	93	X	X	X	X	X	X	Duties shared between 2 people
Marin Area SD's (4 agencies sharing 1 FT)	100	2	50	X	X	X	X	X	X	Duties shared between 2 people
Union Sanitary District (USD)	123	2	62	X	X	X	X	X	X	
Central Contra Costa SD	256	3	85	X	X	X	X	X	X	
<i>Median</i>			54							
<i>Average</i>			64							
DSRSD FYE 2013	109	1	109	X	X	X	X	X	X	
DSRSD FYE 2014	113	2	57	X	X	X	X	X	X	

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**Dublin San Ramon Services District
Summary & Recommendation**

Reference General Manager	Type of Action Approve Amending Program	Board Meeting of October 1, 2013
Subject Resolution Addressing Expiring Water and Wastewater Capacity Rights and Rescinding Resolution Nos. 23-11 and 7-13		
<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	B. Michalczyk
		<input type="checkbox"/> Board Member

Recommendation:

The General Manager recommends that the Board of Directors approve, by Resolution, amending the Economic Stimulus Water Capacity Rights Extension Program and rescinding Resolution Nos. 23-11 and 7-13.

Summary:

At its August 6, 2013 meeting, the Board discussed expiring water and wastewater capacity rights. After careful consideration of the Board discussion along with developer comments prior to and during the meeting, staff is recommending a two-step process to address issues pertaining to expiring capacity rights. The first step is a resolution that would address at-risk expiring capacity rights. The second step is to develop a Code revision to eliminate provisions related to expiration of capacity rights. This recommendation is being made in consideration of the time consuming nature of implementing a Code amendment and also to revise the Code permanently to address financial impacts to the development community now that economic recovery is in progress.

Step 1: The attached Resolution addresses all current outstanding capacity rights and any capacity rights purchased prior to implementation of Step 2. The Resolution documents all the various groups of outstanding capacity rights to assist staff in responding to each developer’s specific situation as illustrated in Attachment 1. It provides the following for all capacity rights purchased prior to the completion of Step 2:

- All outstanding capacity rights, water and wastewater, are extended indefinitely.
- If a capacity right is not utilized before the current expiration date of the right, a Subsequent Incremental Capacity Reserve Fee for both water and wastewater will be due and payable when the capacity right is utilized.
- The Subsequent Incremental Capacity Reserve Fee to be paid for both water and wastewater will be the difference between the Capacity Reserve Fee current as of the expiration date of the capacity right and the Capacity Reserve Fee current when the capacity right is utilized, evidenced by issuance of a building permit or at meter set if a building permit is not required.

Two issues discussed by the Board were not incorporated in the Resolution. (1) The amounts previously paid as an Incremental Water Capacity Reserve Fee (\$1,000 or \$1,500) will not be credited toward the new Subsequent Incremental Capacity Reserve Fee. While the subject was brought up, the Board did not reach consensus. And, (2) no limitation has been placed on the length of time a capacity right may be extended. The Code revision in Step 2 will incorporate provisions for the right of the Board to suspend the use of outstanding capacity rights in case of a shortage of available capacity.

In the attached Staff Report, the financial impacts of this proposed Resolution are discussed.

Step 2: The Code will be revised to eliminate payment of Water and Wastewater Capacity Reserve Fees at the time a District construction permit is issued. Instead, the fee will be payable at the time of building permit issuance or meter set if a building permit is not required. The expiration provision in the Code will be eliminated. However, if the capacity is not utilized within 3 years of purchase, a Subsequent Incremental Capacity Reserve Fee as in the Resolution will be due. This approach will make for smaller but more frequent fee payments. However, this approach will eliminate the major “rush to the counter” when a significant fee hike is anticipated. Overall, while cash flow will be spread out, total revenue will be increased.

Committee Review			Legal Review	Staff Review		
COMMITTEE Finance	DATE 09/23/13	RECOMMENDATION Approve	Yes	ORIGINATOR Requa/Biagtan	DEPARTMENT Engineering	REVIEWED BY
ATTACHMENTS <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 Administrative cost; income unknown	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Graphic of Various Groups with Outstanding Capacity Rights 2. 9/23/13 Finance Committee Materials 3. Resolution Nos. 23-11 and 7-13			

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT AMENDING THE ECONOMIC STIMULUS WATER CAPACITY RIGHTS EXTENSION PROGRAM AND RESCINDING RESOLUTION NOS. 23-11 AND 7-13

WHEREAS, Section 3.60.020 of the District Code provides that if, for each unit of water and wastewater capacity purchased, no connection is made to District facilities within three years of purchase, the water and wastewater capacity right for each such unit shall expire and, under Section 3.70.050 of the District Code, the fees paid, therefore, shall be forfeited; and

WHEREAS, the unprecedented severe reduction in economic activity and the resultant slowdown in real estate development which occurred in the service area from 2008 to 2010 caused a large number of water and wastewater capacity rights to expire prior to them being connected; and

WHEREAS, the fees that would have been forfeited, were the District to strictly enforce Sections 3.60.020 and 3.70.050, could exceed \$10 million and would have additional economic impacts on both the developers and local economy; and

WHEREAS, Section 1.90.030 of the District Code allows the Board, by resolution, to order the suspension or modification of provisions of the District Code as applied to particular premises if it finds that by reason of special circumstances, the provisions should be suspended or modified; and

WHEREAS, a primary purpose of Section 3.60.020 of the District Code is to protect the District from the speculative purchase of available water capacity to the detriment of others who may wish to purchase that water capacity at times when available water capacity is limited; and

Res. No. _____

WHEREAS, another purpose of Section 3.60.020 of the District Code is to provide reasonable assurances to the purchasers and their lenders that capacity will be available within a reasonable time frame after they begin site development but before a building permit or certificate of occupancy is issued; and

WHEREAS, based upon the District's 2010 Urban Water Management Plan, water capacity is not currently limited and is not expected to be limited in the near future; and

WHEREAS, within the City of Dublin where the District provides both water and wastewater service, wastewater capacity is commonly purchased at the same time as water capacity; and

WHEREAS, with the expansion of the District's Wastewater Treatment Plant and the export pipeline of the Livermore Amador Valley Water Management Agency, wastewater treatment and disposal capacity is not currently limited and is not expected to be limited in the near future; and

WHEREAS, on November 2, 2010 the Board found that the unprecedented severe reduction in economic activity and the resultant slowdown in real estate development which occurred in the service area comprised special circumstances that warranted the suspension of Section 3.60.020 so as to avoid the forfeiture of water and sewer capacity rights purchased after June 30, 2004 that had expired or that would have expired on or before June 30, 2011; and

WHEREAS, on November 2, 2010 the Board of Directors adopted Resolution No. 47-10 to create the Economic Stimulus Water Capacity Rights Extension Program ("Program"); and

WHEREAS, the structure of the Program as then established under Resolution

Res. No. _____

No. 47-10 was based upon the anticipated approval of revised Water Capacity Reserve Fees in a two-step increase effective December 2010 and January 2011; and

WHEREAS, the adoption of revised Water Capacity Reserve Fees was delayed and on January 4, 2011 the Board rescinded Resolution No. 47-10 and enacted Resolution No. 3-11 to reflect the delay; and

WHEREAS, on June 7, 2011 the Board rescinded Resolution No. 3-11 and enacted Resolution No. 23-11 to revise the structure of the Program to be consistent with the Water Capacity Reserve Fees as adopted effective July 1, 2011; and

WHEREAS, on June 7, 2011, the Board enacted Resolution No. 24-11 to phase in the water capacity reserve fees established by Resolution No. 24-11 and to provide limited exception to the expiration of water and wastewater capacity rights pursuant to Section 3.60.020 of the District Code; and

WHEREAS, on March 5, 2013 the Board enacted Resolution No. 7-13 to extend the benefits of the Program to certain capacity rights holders whose owners had not previously availed themselves of the Program under either Resolution No. 3-11 or Resolution No. 23-11; and

WHEREAS, the Board has now determined that economic development, while improved, has not returned and will probably not return to pre-2008 levels in the near term; and

WHEREAS, the Board once again desires to avoid a situation wherein water and wastewater capacity rights would expire; and

WHEREAS, the Board desires to consider options for amending the District Code to reflect the anticipated slower paced economic development and to modify the Code to require payment for capacity at the time of issuance of building permits as defined herein.

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

1. The following definition shall apply to this resolution: “Building permit” means a permit or other official document, or certificate or permit issued by the city or county having jurisdiction which authorizes the construction of a building that will receive water or wastewater service from the District as determined by the District Engineer. Any other permit, regardless of what it is called by the city or county issuing it, including a permit issued for the installation of Plumbing, Mechanical, Electrical, Retaining Walls or Site Work is not a Building Permit for purposes of this resolution.
2. The General Manager is authorized and directed to implement a revised Economic Stimulus Water Capacity Rights Extension Program with elements described as follows:
 - a. **Group A – Pre-December 31, 2010 Capacity Rights.**
 - i. All outstanding Water and Sewer Capacity Rights that were to expire on December 31, 2011 and for which a payment of a one thousand dollar (\$1,000) Incremental Water Capacity Reserve Extension Fee per unit of water capacity has been previously made shall be extended indefinitely.
 - ii. A Subsequent Incremental Capacity Reserve Fee for both Water Capacity and Wastewater Capacity Rights, as the case may be, shall be due and payable on the date the building permit is

issued for the structure(s) for which all or a substantial portion of capacity is issued by the city or county having land use authority and jurisdiction if a building permit is required, or installation of a water meter or a District facilities construction permit if a building permit is not required, for the property associated with the Water and/or Wastewater Capacity Rights.

iii. The amount of that Subsequent Incremental Water Capacity Reserve Fee shall be the difference between the Water Capacity Reserve Fee applicable to the property that will be in effect on June 30, 2014 and the amount of the Water Capacity Reserve Fee applicable to the property that will be in effect on the date the building permit is issued by the city or county having land use authority and jurisdiction if a building permit is required, or installation of a water meter if a building permit is not required, for the property associated with the Water Capacity Rights.

iv. The amount of that Subsequent Incremental Wastewater Capacity Reserve Fee shall be the difference between the Wastewater Capacity Reserve Fee applicable to the property that will be in effect on June 30, 2014 and the amount of the Wastewater Capacity Reserve Fee applicable to the property that will be in effect on the date the building permit is issued.

b. Group B – Purchased before June 8, 2011 and not expiring before June 30, 2011.

i. All outstanding Water and Wastewater Capacity Rights that

were purchased before June 8, 2011 and which were not to expire on or before June 30, 2011 shall be extended indefinitely.

- ii. A Subsequent Incremental Capacity Reserve Fee for both Water Capacity and Wastewater Capacity Rights, as the case may be, shall be due and payable on the date the building permit is issued for the structure(s) for which all or a substantial portion of capacity is issued by the city or county having land use authority and jurisdiction if a building permit is required, or installation of a water meter if a building permit is not required, for the property associated with the Water and/or Wastewater Capacity Rights.
- iii. The amount of that Subsequent Incremental Water Capacity Reserve Fee shall be the difference between the Water Capacity Reserve Fee applicable to the property that will be in effect on June 30, 2014 and the amount of the Water Capacity Reserve Fee applicable to the property that will be in effect on the date the building permit is issued by the city or county having land use authority and jurisdiction if a building permit is required, or installation of a water meter if a building permit is not required, for the property associated with the Water Capacity Rights.
- iv. Notwithstanding the preceding subsection 2.b.iii, if a payment of a one thousand dollar (\$1,000) Incremental Water Capacity Reserve Extension Fee per unit of water capacity has been made prior to adoption of this resolution, the amount of that Subsequent Incremental Water Capacity Reserve Fee shall be the difference

between the Water Capacity Reserve Fee applicable to the property that will be in effect on June 30, 2016 and the amount of the Water Capacity Reserve Fee applicable to the property that will be in effect on the date the building permit is issued by the city or county having land use authority and jurisdiction if a building permit is required, or installation of a water meter if a building permit is not required, for the property associated with the Water Capacity Rights.

v. The amount of that Subsequent Incremental Wastewater Capacity Reserve Fee shall be the difference between the Wastewater Capacity Reserve Fee applicable to the property that will be in effect on June 30, 2014 and the amount of the Wastewater Capacity Reserve Fee applicable to the property that will be in effect on the date the building permit is issued.

c. Group C – Purchased after June 7, 2011 and before July 1, 2011.

i. All outstanding Water and Wastewater Capacity Rights that were purchased after June 7, 2011 and before July 1, 2011 shall be extended indefinitely.

ii. A Subsequent Incremental Capacity Reserve Fee for both Water Capacity and Wastewater Capacity Rights, as the case may be, shall be due and payable on the date the building permit is issued for the structure(s) for which all or a substantial portion of capacity is issued by the city or county having land use authority

and jurisdiction if a building permit is required, or installation of a water meter if a building permit is not required, for the property associated with the Water and/or Wastewater Capacity Rights.

- iii. The amount of that Subsequent Incremental Water Capacity Reserve Fee shall be the difference between the Water Capacity Reserve Fee applicable to the property that will be in effect on June 30, 2014 and the amount of the Water Capacity Reserve Fee applicable to the property that will be in effect on the date the building permit is issued by the city or county having land use authority and jurisdiction if a building permit is required, or installation of a water meter if a building permit is not required, for the property associated with the Water Capacity Rights.
- iv. Notwithstanding the preceding subsection 2.c.iii, if a payment of a one thousand dollar (\$1,000) Incremental Water Capacity Reserve Extension Fee per unit of water capacity has been at the time of payment of the Water Capacity Reserve Fee, the amount of that Subsequent Incremental Water Capacity Reserve Fee shall be the difference between the Water Capacity Reserve Fee applicable to the property that will be in effect on June 30, 2016 and the amount of the Water Capacity Reserve Fee applicable to the property that will be in effect on the date the building permit is issued by the city or county having land use authority and jurisdiction if a building permit is required, or installation of a water meter if a building permit is not required, for the property

associated with the Water Capacity Rights.

v. The amount of that Subsequent Incremental Wastewater Capacity Reserve Fee shall be the difference between the Wastewater Capacity Reserve Fee applicable to the property that will be in effect on June 30, 2014 and the amount of the Wastewater Capacity Reserve Fee applicable to the property that will be in effect on the date the building permit is issued.

d. Group D – Purchased After June 30, 2011 and Before January 1, 2012 and Plan Review Fees Paid Before January 1, 2011.

i. All outstanding Water and Wastewater Capacity Rights that were purchased after June 30, 2011 and before January 1, 2012 and for which Plan Review Fees were paid before January 1, 2011 shall be extended indefinitely.

ii. A Subsequent Incremental Capacity Reserve Fee for both Water Capacity and Wastewater Capacity Rights, as the case may be, shall be due and payable on the date the building permit is issued for the structure(s) for which all or a substantial portion of capacity is issued by the city or county having land use authority and jurisdiction if a building permit is required, or installation of a water meter if a building permit is not required, for the property associated with the Water and/or Wastewater Capacity Rights.

iii. The amount of that Subsequent Incremental Water Capacity Reserve Fee shall be the difference between the Water Capacity Reserve Fee applicable to the property that will be in effect three

years after the Water Capacity Reserve Fees were paid and the amount of the Water Capacity Reserve Fee applicable to the property that will be in effect on the date the building permit is issued by the city or county having land use authority and jurisdiction if a building permit is required, or installation of a water meter if a building permit is not required, for the property associated with the Water Capacity Rights.

iv. Notwithstanding the preceding subsection 2.d.iii, if a payment of a one thousand dollar (\$1,000) Incremental Water Capacity Reserve Extension Fee per unit of water capacity has been at the time of payment of the Water Capacity Reserve Fee, the amount of that Subsequent Incremental Water Capacity Reserve Fee shall be the difference between the Water Capacity Reserve Fee applicable to the property that will be in effect five years after the Water Capacity Reserve Fees were paid and the amount of the Water Capacity Reserve Fee applicable to the property that will be in effect on the date the building permit is issued by the city or county having land use authority and jurisdiction if a building permit is required, or installation of a water meter if a building permit is not required, for the property associated with the Water Capacity Rights.

v. The amount of that Subsequent Incremental Wastewater Capacity Reserve Fee shall be the difference between the Wastewater Capacity Reserve Fee applicable to the property that

will be in effect three years after the Wastewater Capacity Reserve Fees were paid and the amount of the Wastewater Capacity Reserve Fee applicable to the property that will be in effect on the date the building permit is issued.

e. Group E – Purchased After June 30, 2011 and Before January 1, 2012 and Plan Review Fees Not Paid Before January 1, 2011.

i. All outstanding Water and Wastewater Capacity Rights that were purchased after June 30, 2011 and before January 1, 2012 and for which Plan Review Fees were not paid before January 1, 2011 shall be extended indefinitely.

ii. A Subsequent Incremental Capacity Reserve Fee for both Water Capacity and Wastewater Capacity Rights, as the case may be, shall be due and payable on the date the building permit is issued for the structure(s) for which all or a substantial portion of capacity is issued by the city or county having land use authority and jurisdiction if a building permit is required, or installation of a water meter if a building permit is not required, for the property associated with the Water and/or Wastewater Capacity Rights.

iii. The amount of that Subsequent Incremental Water Capacity Reserve Fee shall be the difference between the Water Capacity Reserve Fee applicable to the property that will be in effect five years after the Water Capacity Reserve Fees were paid and the amount of the Water Capacity Reserve Fee applicable to the property that will be in effect on the date the building permit is

issued by the city or county having land use authority and jurisdiction if a building permit is required, or installation of a water meter if a building permit is not required, for the property associated with the Water Capacity Rights.

iv. The amount of that Subsequent Incremental Wastewater Capacity Reserve Fee shall be the difference between the Wastewater Capacity Reserve Fee applicable to the property that will be in effect three years after the Wastewater Capacity Reserve Fees were paid and the amount of the Wastewater Capacity Reserve Fee applicable to the property that will be in effect on the date the building permit is issued.

f. **Group F – Purchased after December 31, 2011 and before July 1, 2012.**

i. All outstanding Water and Wastewater Capacity Rights that were purchased after December 31, 2011 and before July 1, 2012 shall be extended indefinitely.

ii. A Subsequent Incremental Capacity Reserve Fee for both Water Capacity and Wastewater Capacity Rights, as the case may be, shall be due and payable on the date the building permit is issued for the structure(s) for which all or a substantial portion of capacity is issued by the city or county having land use authority and jurisdiction if a building permit is required, or installation of a water meter if a building permit is not required, for the property associated with the Water and/or Wastewater Capacity Rights.

- iii. The amount of that Subsequent Incremental Water Capacity Reserve Fee shall be the difference between the Water Capacity Reserve Fee applicable to the property that will be in effect five years after the Water Capacity Reserve Fees were paid and the amount of the Water Capacity Reserve Fee applicable to the property that will be in effect on the date the building permit is issued by the city or county having land use authority and jurisdiction if a building permit is required, or installation of a water meter if a building permit is not required, for the property associated with the Water Capacity Rights.
- iv. The amount of that Subsequent Incremental Wastewater Capacity Reserve Fee shall be the difference between the Wastewater Capacity Reserve Fee applicable to the property that will be in effect three years after the Wastewater Capacity Reserve Fees were paid and the amount of the Wastewater Capacity Reserve Fee applicable to the property that will be in effect on the date the building permit is issued.
- g. **Group G – Purchased after June 30, 2012 and before January 1, 2014.**
 - i. All outstanding Water and Wastewater Capacity Rights that were purchased after June 30, 2012 and before January 1, 2014 shall be extended indefinitely.
 - ii. A Subsequent Incremental Capacity Reserve Fee for both Water Capacity and Wastewater Capacity Rights, as the case may

be, shall be due and payable on the date the building permit is issued for the structure(s) for which all or a substantial portion of capacity is issued by the city or county having land use authority and jurisdiction if a building permit is required, or installation of a water meter if a building permit is not required, for the property associated with the Water and/or Wastewater Capacity Rights.

iii. The amount of that Subsequent Incremental Water Capacity Reserve Fee shall be the difference between the Water Capacity Reserve Fee applicable to the property that will be in effect three years after the Water Capacity Reserve Fees were paid and the amount of the Water Capacity Reserve Fee applicable to the property that will be in effect on the date the building permit is issued by the city or county having land use authority and jurisdiction if a building permit is required, or installation of a water meter if a building permit is not required, for the property associated with the Water Capacity Rights.

iv. The amount of that Subsequent Incremental Wastewater Capacity Reserve Fee shall be the difference between the Wastewater Capacity Reserve Fee applicable to the property that will be in effect three years after the Wastewater Capacity Reserve Fees were paid and the amount of the Wastewater Capacity Reserve Fee applicable to the property that will be in effect on the date the building permit is issued.

h. Group H – Capacity Rights Subject to Resolution No. 7-13 adopted March 5, 2013.

- i. All outstanding Water and Wastewater Capacity Rights that were subject to Resolution No. 7-13 adopted on March 5, 2013, and for which a payment of a one thousand five hundred dollar (\$1,500) Incremental Water Capacity Reserve Fee per unit of water capacity has been previously made shall be extended indefinitely.
- ii. A Subsequent Incremental Capacity Reserve Fee for both Water Capacity and Wastewater Capacity Rights, as the case may be, shall be due and payable on the date the building permit is issued for the structure(s) for which all or a substantial portion of capacity is issued by the city or county having land use authority and jurisdiction if a building permit is required, or installation of a water meter if a building permit is not required, for the property associated with the Water and/or Wastewater Capacity Rights.
- iii. The amount of that Subsequent Incremental Water Capacity Reserve Fee shall be the difference between the Water Capacity Reserve Fee applicable to the property that will be in effect on June 30, 2014 and the amount of the Water Capacity Reserve Fee applicable to the property that will be in effect on the date the building permit is issued by the city or county having land use authority and jurisdiction if a building permit is required, or installation of a water meter if a building permit is not required, for the property associated with the Water Capacity Rights.

- iv. The amount of that Subsequent Incremental Wastewater Capacity Reserve Fee shall be the difference between the Wastewater Capacity Reserve Fee applicable to the property that was in effect on June 30, 2014 and the amount of the Wastewater Capacity Reserve Fee applicable to the property that will be in effect on the date the building permit is issued.
3. Under no circumstances shall the District issue a rebate or credit of any Water or Wastewater Capacity Reserve Fee, or of any amount previously paid for reinstatement under Resolution No. 7-13, or of any amount paid as an Incremental Water Capacity Reserve Extension Fee pursuant to Resolution No. 23-11.
4. The General Manager is directed to develop and propose revisions to the District Code for the Board's consideration on a schedule such that the changes will be effective on January 1, 2014. The revisions shall make Water and Wastewater Capacity Reserve Fees generally due and payable at time of building permit issuance where applicable.
5. All extensions of capacity rights previously granted pursuant to Resolution Nos. 23-11 and 7-13 are hereby re-affirmed and ratified. Except to the extent required to implement the preceding sentence, Resolution Nos. 23-11 and 7-13 are hereby rescinded effective upon the effective date of this resolution.

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

Res. No. _____

regular meeting held on the 1st day of October 2013, and passed by the following vote:

AYES:

NOES:

ABSENT:

Dawn L. Benson, President

ATTEST: _____
Nancy G. Hatfield, District Secretary

**Attachment 1 to S&R
WATER CAPACITY RESERVE FEES AND CAPACITY EXPIRATION EXTENSION TIMELINE
BASED ON RES. 23-11, Res. 24-11, AND RES. 7-13**

2004	6/30/08	7/1/08	6/7/11	6/8/11	6/30/11	7/1/11	12/31/11	1/1/12	6/30/12	7/1/12	6/30/13	7/1/13	12/31/13	1/1/12	7/1/14	12/31/14	1/1/13	7/1/15
<p>GROUP A: Res.23-11 Paragraph 2b Water capacity rights purchased after 6/30/2004 expiring on or before 6/30/2011 * Expiration is extended to 12/31/2011 * Expiration extended to 12/30/2013 upon payment of \$1000 fee before 12/31/2011</p>																		
<p>GROUP B: Res. 23-11 Paragraph 2c Water capacity rights purchased before 6/8/2011, not expiring before 6/30/2011 *Expiration extended by 2 years if \$1000 fee per 5/8 equiv is paid before expiration date</p>																		
<p>GROUP C: Res. 23-11 Paragraph 2c Water capacity rights purchased after 6/7/2011 & before 7/1/2011 *Expires 3 years after payment of fee *Expiration may be extended by 2 years if \$1000 fee per 5/8 equiv is paid at time of payment</p>																		
<p>GROUP D: Res. 24-11 Exhibit A.1 If plan review fees were paid before 12/31/2010, previous year's water capacity reserve fees apply *If fees paid between 7/1/2011 and 12/31/2011 *Expires 3 years after fee payment *Expiration may be extended by 2 years if \$1000 fee per 5/8 equiv is paid at time of payment</p>																		
<p>GROUP E: Res. 24-11 Exhibit A.1 All other projects, interim water capacity reserve fees apply *If fees paid between 7/1/2011 and 12/31/2011 *Expires 5 years after fee payment</p>																		
<p>GROUP F: Res. 24-11 Exhibit B.1 New, full water capacity reserve fees apply *If fees paid between 1/1/2012 and 6/30/2012 *Expires 5 years after fee payment</p>																		
<p>GROUP G: Res. 24-11 Ex. B.1 New, full water capacity reserve fees apply; *Fee adjusted annually by Engineering News Record SF Bay Area Construction Cost Index *Expires 3 years after fee payment in accordance with current District Code.</p>																		
<p>GROUP H: Res.7-13 Water capacity rights purchased after 6/30/2004 expiring on or before 6/30/2011 * Capacity expired per Res. 23-11 (non-payment of \$1000 fee) * Expiration is extended to 12/31/2011 * Expiration extended to 12/30/2013 upon payment of \$1500 fee before 4/4/2013</p>																		
<p>Water capacity rights purchased after 6/30/2004 expiring on or before 6/30/2011 * Expiration is extended to 12/31/2011 * Expiration extended to 12/30/2013 upon payment of \$1000 fee before 12/31/2011</p>																		

TODAY





Memo

September 26, 2013

To: Finance Committee

From: Bert L. Michalczyk, General Manager

Subject: Expiring Capacity Rights

After carefully considering the Board discussion of August 6th regarding expiring capacity rights and the developer comments both prior to and during the Board meeting, District staff is recommending a revised 2 step process to address the expiring capacity rights issue. Step 1 is a Resolution and Step 2 is a Code revision. This recommendation is being made in part because of the time consuming nature of implementing a Code amendment and also to revise the Code permanently to better suit the development community now that the rate of building and financing available has leveled off from the previous highs.

Step 1: The first step is a Resolution of the Board that addresses all current outstanding capacity rights and any capacity rights purchased prior to implementation of Step 2. Attached is the Resolution for implementing Step 1. The Resolution documents all the various groups of outstanding capacity rights to assist staff in responding to each developer's specific situation as illustrated in Attachment 1. However, the Resolution provides the following for all outstanding capacity rights and any capacity rights purchased prior to the completion of Step 2:

- All outstanding capacity rights, water and wastewater, are extended indefinitely.
- If a capacity right is not utilized before the current expiration date of the right, a Subsequent Incremental Capacity Reserve Fee for both water and wastewater will be due and payable when the capacity right is utilized.
- The Subsequent Incremental Capacity Reserve Fee to be paid for both water and wastewater will be the difference between the Capacity Reserve Fee current as of the expiration date of the capacity right and the Capacity Reserve Fee current when the capacity right is utilized, evidenced by issuance of a building permit or at meter set if a building permit is not required.

Two issues discussed at the Board meeting of August 6th were not incorporated into the Resolution:

- The amounts previously paid as an Incremental Water Capacity Reserve Fee (\$1,000 or \$1,500) will not be credited toward the new Subsequent Incremental Capacity Reserve Fee. While this issue was discussed, there was no consensus of the Board on the issue.

- No limitation is being placed on the length of time a capacity right may be outstanding in the Resolution. The right of the Board to suspend the use of outstanding capacity rights in case of a shortage of available capacity will be incorporated in Step 2.

In the attached staff report, the financial impacts of past Resolutions—Resolution Nos. 23-11, 24-11, and 7-13, adopted by the Board to maintain the “Economic Stimulus Water Capacity Rights Extension Program”—and the financial impacts of this proposed Resolution are discussed.

Step 2: The second step is a Code revision to eliminate payment of Capacity Reserve Fees at the time a District construction permit is issued and making the fee payable at the time of building permit issuance or meter set if a building permit is not required. The three year “use it or lose it” provision of the Code will be eliminated. However, if not utilized within three years of purchase, a Subsequent Incremental Capacity Reserve Fee as stated in the Resolution will be due. This approach will make for smaller but more frequent fee payments. However, this approach will eliminate the major “rush to the counter” when a significant fee hike is anticipated. Overall, while cash flow will be spread out, total revenue will be increased.

Attachment:

- 1 – Water Capacity Reserve Fees and Capacity Expiration and Extension Timeline
- 2 – Staff Report – September 23, 2013
- 3 – Draft Resolution

Financial Impact of Capacity Fees Extension

Recommendation:

The Financial Services Manager recommends that the Committee review the financial impacts from prior and upcoming decisions related to capacity fees.

Background:

The Board discussed the extension of capacity rights at its August 6, 2013 meeting. Staff captured what they believed was direction from the Board based on various Board member responses to Mr. Bob Glover. This report is provided to give the financial impacts of the resolution as presented. It utilizes the same “groupings” of fees that is presented in the Engineering staff report.

Discussion:

Because the series of resolutions that have been approved have different impacts, impacts from each decision point will be highlighted here in narrative format. Attachment A provides a summarized spreadsheet.

Group A

Resolution No. 23-11 allowed the owners of expired DUEs to make a payment of \$1,000 to extend their expiration date to 12/31/13. 636 DUEs were expired. If the owners had been required to repurchase capacity, the cost would have been \$7.5 million (\$11,802/DUE). Extension fees totaled \$636K. *Note that this group was not factored into the Water Capacity fee study (meaning that these DUEs were not included in the ‘denominator’ to spread the revenue requirement over).*

Group B

Resolution No. 23-11 also provided that for DUEs paid for or invoiced during the period 7/1/08 - 6/7/11, developers could pay \$1,000 to extend their expiration date for an additional two years. Of the 1,307 sold during this time, 73.5 paid for an extension. For the 73.5 DUEs extended, the revenue forgone by the District is \$867,447 (revenue the District would have received if the expired DUEs were repurchased). If all the remaining DUEs were to be extended for \$1,000, the District would forgo revenue of \$5.9 million.

Group B includes the “rush to counter” DUEs. These DUEs were included in the Water Capacity fee study. At the time the fee study was implemented, estimates were made about the impacts of delaying the implementation of the fee determined by the study. The actual impact can now be calculated and is discussed below.

Groups C-G

These groups were included in the Water Capacity fee study and are included in the impact analysis below. The new resolution sets the T or basis adjustment date to either 6/30/14 or to a later date derived from the prior resolutions of up to five years from purchase date.

Group H

This group is those DUEs in Group A that didn't pay to extend originally and came to the Board later. \$10,500 was collected from this group of fees for which they received a basis adjustment date of 6/30/14 (like Group A). Foregone revenue for this group is \$83,503 (or \$73,003 net of the extension fee).

Financial Impacts to the District

When the Capacity Fee study was prepared in 2010, it assumed a certain amount of money was needed to pay for infrastructure expansion and for debt related to prior infrastructure expansion. This is the "numerator" in the equation. The "denominator" is the number of DUEs that are expected to be sold after the new capacity fee is implemented.

Any shortage in capacity fees is either borne by the ratepayers (recall that \$21 million of infrastructure debt was shifted from the development community to the ratepayers as part of the capacity fee study) or by future development through a future capacity fee study.

Fees sold between 6/8/11 and 12/31/11 were priced less than the amount determined by the Water Capacity Fee study. The impact of those discounted DUEs is that the water funds are short by \$7.3 million. This is offset by the \$720,000 collected in extension fees and will also be offset by any "true-up" payments (the amounts estimated from the proposed resolution are shown below). 'True-up' payments are estimated to be a minimal amount due to the shifting of the 'basis' of the fee paid to 6/30/14 so that only minor ENR increases in the fee will be collected in the short term projections.

A summary of the impacts is shown below.

Water Capacity Study revenue shortfall (from Groups B-E)	\$7,269,235
Extension fees collected	(720,000)
Shortfall remaining	\$6,549,235

The above narrative captures the financial impact (to the Water funds) of the discussion held at the August 6, 2013 Board meeting where the Board asked staff to analyze the developer proposed option of shifting the basis of their capacity right from what was paid for it to what the fee is at a future date. The projected true up revenue from the developer proposed option would only mitigate a tiny portion of the Water Capacity fee study revenue shortfall. In addition, the District's administration costs for implementation of the developer proposal will surpass the minimal revenue generated.

For comparison, the original staff report presented to the Finance Committee on July 22, 2013 proposed the true up be based on the difference in the fee at the time the capacity is used, less the original purchase price. The staff report projected ‘true-up’ revenue of \$4,585,267, which would mitigate approximately 70.0% of the Water Capacity Study revenue shortfall. The difference is from those ‘rush to counter’ discounted DUEs that have or will connect prior to July 2014.

Options

1. Revisit the original staff proposal of having the developer pay the difference in cost between the original payment and the cost of the fee at the time of connection. Credits could be applied for the extension fee paid; this could be characterized as a ‘non-refundable deposit’. Those developers that are able to connect by their expiration date would not have to pay any additional costs (meaning that an estimated 1,153 DUEs of the 1,950 in groups A, B & H will be connected for a cost of less than \$8,000/DUE). This option provides the most revenue to cover approximately 70% of the revenue shortfall.
2. Adopt the resolution as presented. This option covers 1.6% of the shortfall.
3. Implement another ‘flat’ payment for DUEs that are not connected by their current expiration date. This would simplify administration of the program, provide a known cost to the developer and provide an increased amount of revenue (over option 2) to cover the shortage in the water funds. Staff recommended flat payments are shown below (for the purpose of extending the capacity right indefinitely):

Enterprise	Water	Local Sewer	Regional Sewer	Total
1. For those that already paid \$1,000 or \$1,500	\$2,000	\$175	\$1,450	\$3,625
2. For those that did not pay for an extension	\$3,000	\$175	\$1,450	\$4,625

The developers that paid the lowest cost for their fees and have not connected their capacity by expiration would pay \$8,200 to \$10,302 per Water DUE. Of course, those who connect by the expiration date would not incur any additional fees.

Based on an estimated 797 DUEs that will not reach building permit issuance by expiration, the administration fee would generate \$2,187,000 in additional revenue and mitigate 33.4% in Water Capacity Study revenue shortfall. This proposal eliminates the need for establishing and tracking various basis adjustment dates for multiple capacity rights groups. Revenue generated from wastewater extension fees is estimated to be \$1,295,125 and would be used to offset program costs and mitigate future wastewater capacity reserve fee increases.

It is proposed that only those in groups A-D and H would be required to pay this fee and only if they did not connect by their expiration date.

Summary of the Fiscal Impact of Each of the Options

\$ 6,549,235	Amount of Shortfall
---------------------	----------------------------

	Additional Revenue	Coverage
Option 1	\$ 4,585,267	70.0%
Option 2	\$ 104,669	1.6%
Option 3	\$ 2,187,000	33.4%

Conclusion:

From a financial perspective, Option 1 provides the most funding of the revenue gap, reducing the amount that must be recovered in the future. This option should only impact developers who paid low initial fees and that were not required to repurchase expired fees in accordance with District Code. This option has been modified from the original staff proposal to allow that the \$1,000 extension fee already paid for the DUE to be used as a credit (per DUE on those that would require a future payment).

Option 2 generates little to cover the funding gap and is the most administratively intensive.

Option 3 is easier to administer and funds about 1/3 of the shortfall. The proposed numbers could be adjusted to generate more revenue for water if greater coverage is desired. If this option is selected, the fee should be payable at the expiration date of the DUE so that administration of this program doesn't continue indefinitely.

Based upon the financial analysis, it is recommended that the Committee consider Option 1 or Option 3 for presentation to the full Board.

Attachments:

A – Capacity Reserve Fee Extension Program Fiscal Impact Summary

Group	Capacity Purchase Date	Fee Paid	Capacity Purchased	Capacity Extended ¹	Current Expiration Date	Cost Basis Adjustment Date Developer Proposed Program ²	Projected Capacity Remaining at 6/30/14 ³	Revenue Forgone from Expired Extended DUEs			Future DUEs in CRF Study ⁶	Impact to Water funds from Discounted DUEs Sold ⁷	
								Extension Program Res No 23-11 ³	Special Ext Program Res No 7-13 ⁹	True Up ⁵ Revenue Estimated			
A	<6/30/08	\$5,200-\$6,500	636.00	636.00	12/31/13	6/30/14	204.00	\$ 7,506,072		\$ 26,791			
B	7/1/08-6/7/11	\$6,759-\$6,993	1,307.00	73.50	6/30/11-6/6/14	6/30/14	593.00	\$ 867,447		\$ 77,878	x	\$ 6,799,349	
C	6/8/11-6/30/11	\$6,993	7.00	-	6/7/14-6/29/14	6/30/14	-			\$ -	x	\$ 33,663	
D	7/1/11-12/31/11	\$7,302	51.00	-	6/30/14-12/30/14	6/30/14-12/30/14					x	\$ 228,764	
E	7/1/11-12/31/11	\$10,200	129.50		6/30/16-12/30/16	6/30/16-12/30/16					x	\$ 207,459	
F	1/1/12-6/30/12	\$11,802	287.00		12/31/17-6/29/17	12/31/17-6/29/17					x	\$ -	
G	7/1/12-ongoing	\$11,929-\$11,931	433.50		6/30/17-ongoing	6/30/17-ongoing					x	\$ -	
H	7/23/07	\$6,250	7.00	7.00	12/31/2013	6/30/2014			\$ 83,503	\$ -		\$ -	
			<u>2,858.00</u>	<u>716.50</u>			<u>797.00</u>	\$ 8,373,519	\$ 83,503	\$ 104,669		\$ 7,269,235	
								Less Extension fees	\$ (709,500)	\$ (10,500)		(720,000.00)	
								Net Impact	\$ 7,664,019	\$ 73,003	\$ 104,669		\$ 6,549,235

¹ Capacity rights for which the owner has paid an expiration extension fee.

² The Developers requested that the price of a capacity right at the time of expiration be used in place of what they actually paid for calculation of the 'true up' payment. Note that the expiration dates for groups A - C & H are to provide consistency among these groups. The price of a capacity right is the same (prices adjusted annually on 7/1). The other groups have expiration dates as determined by the prior resolutions.

³ These are the capacity rights that Engineering estimates would still be unconnected as of the "Cost Basis Adjustment Date." Note that none of the DUE's purchased after the "rush to counter" are expected to need any true up payment.

⁴ This column calculates the loss of revenue to the district when the capacity right does not expire and have to be repurchased.

⁵ Based on the developer proposal, a right that originally cost between \$5,200 and \$6,500 would be 'revalued' as a \$11,931 right. As the ENR has been very low the past few years, a 1.1% ENR is assumed for FY 2015 which results in a fee of \$12,062 or a "true up" of \$131 per DUE. This is the minimum amount the District would receive if all the "Projected Capacity Remaining" is set in FY 2015. The amount will continue to be immaterial barring any major increases in ENR or in an updated study.

⁶ This column identifies those DUEs that were included in the Water Capacity fee study to be sold at a minimum of \$11,802, but were sold at a discounted price due to the phase in and delay in implementation of the revised fee to 1/1/12. These DUEs are referred to as "discounted DUEs" in the staff report.

⁷ This column calculates the true shortage of funding in the Water funds based upon the needs identified in the Water Capacity fee study. This revenue will need to be generated in some way in order to implement the projects and make the debt service payments identified in the study.

RESOLUTION NO. 23-11

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT RESCINDING RESOLUTION NO. 3-11 AND AMENDING THE ECONOMIC STIMULUS WATER CAPACITY RIGHTS EXTENSION PROGRAM

WHEREAS, Section 3.60.020 of the District Code provides that the water and sewer capacity right for each dwelling unit equivalent (“DUE”) of water and sewer capacity purchased shall expire, and the fees paid therefor shall be forfeited, if no connection is made within three years of purchase; and

WHEREAS, the unprecedented severe reduction in economic development being experienced in the service area and elsewhere is the primary cause of the large number of water and sewer capacity rights that have expired or will soon expire; and

WHEREAS, the fees that would be forfeited, were the District to strictly enforce Section 3.60.020, would exceed \$6 million, which would have additional adverse economic impacts on both the developers and local economy during this unprecedented severe reduction in economic development; and

WHEREAS, Section 1.90.030 of the District Code allows the Board, by resolution, to order the suspension or modification of provisions of the District Code as applied to particular premises if, it finds that by reason of special circumstances, the provisions should be suspended or modified; and

WHEREAS, one of the primary purposes of Section 3.60.020 of the District Code is to protect the District from the speculative purchase and/or hoarding of unused water capacity by purchasers in times when available water capacity is limited; and

WHEREAS, based upon the District’s 2010 Urban Water Management Plan, water capacity will not be so limited in the next five (5) years; and

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WHEREAS, for development within the City of Dublin, wastewater capacity is commonly purchased at the same time as water capacity; and

WHEREAS; based upon the remaining unused capacity in wastewater facilities, wastewater capacity will not be limited in the next (5) years; and

WHEREAS, in Resolution No. 47-10 enacted on November 2, 2010, the Board found that the unprecedented severe reduction in economic development comprised special circumstances that warranted the suspension of then Section 3.6.02 (now section 3.60.020) so as to avoid the forfeiture of water and sewer capacity rights purchased after June 30, 2004 that had expired or would expire on or before June 30, 2011, and created the "Economic Stimulus Water Capacity Rights Extension Program ("Program") based in part upon the contemplated approval of the water capacity reserve fees as a two-step increase effective in December 2010 and January 2011; and

WHEREAS, on January 4, 2011 the Board Rescinded Resolution No. 47-10 and enacted Resolution No. 3-11 because the new water capacity reserve fees were not enacted as contemplated; and

WHEREAS, the District desires to revise the structure of the Program to be consistent with the water capacity reserve fees being adopted on June 7, 2011 to become operative July 1, 2011; and

WHEREAS, the Board finds that the revisions to the Program as described below will be consistent with the five (5) year capacity rights life for water and wastewater capacity that future capacity holders will receive under the resolution establishing new water capacity reserve fees and an implementation program, and will be fair to existing holders of water and wastewater capacity.

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

1. Resolution No. 3-11 is hereby rescinded.
2. The General Manager is authorized and directed to implement a revised Economic

Stimulus Water Capacity Rights Extension Program described as follows:

- a. All outstanding water capacity rights (measured in 5/8" meter equivalents) purchased after June 30, 2004 that have expired or would otherwise expire on or before June 30, 2011 have been extended so that they expire on December 31, 2011. These capacity rights may be further extended, at the discretion of the purchaser, through December 31, 2013 with the payment of a one thousand dollar (\$1,000) incremental water capacity reserve extension fee (in lieu of an additional water capacity reserve fee) per dwelling unit equivalent ("DUE") of water capacity on or before December 31, 2011.
- b. All water capacity rights purchased prior to June 8, 2011 that have not expired and would not otherwise expire on or before June 30, 2011 may be extended, at the discretion of the purchaser, two (2) additional years beyond the years beyond the normal three-year duration specified in section 3.60.020 of the District Code upon the payment, on or before the date the capacity right would otherwise expire pursuant to section 3.60.020 of the District Code, of a one thousand dollar (\$1,000) incremental water capacity reserve extension fee for each 5/8 inch meter equivalent, such that the capacity rights for each 5/8 inch meter equivalent for which the \$1,000 incremental capacity reserve extension fee was paid would expire five years after the date of payment of the pertinent water capacity reserve fees.

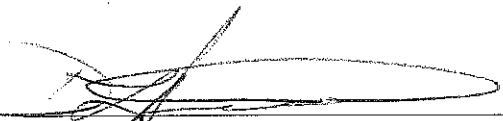
- c. All water capacity rights purchased after June 7, 2011 and before July 1, 2011 may, notwithstanding section 3.60.020 of the District Code, have a five (5) year duration rather than a three (3) year duration, at the discretion of the purchaser, upon the payment of a one thousand dollar (\$1,000) incremental water capacity reserve extension fee for each 5/8 inch meter equivalent at the same time that the water capacity reserve fee is paid for that 5/8 inch meter equivalent, prior to issuance of the certificate of capacity rights.
- d. Wastewater capacity rights shall be extended at no cost so that they have the same duration as the water capacity rights appurtenant to the same property, but only to the extent that the duration of the pertinent water capacity rights are affected by the Program created by this resolution or by the resolution establishing new water capacity reserve fees and an implementation program. This shall be accomplished on a dwelling unit equivalent basis, such that one dwelling unit equivalent of wastewater capacity shall be entitled to a duration identical to the water capacity right for each 5/8 inch meter equivalent for which the \$1,000 incremental capacity reserve extension fee was timely paid.
- e. The District shall maintain an accurate database of the status of all capacity rights under this Program and notify each owner specifically of pending water capacity rights expiration at least ninety (90) days in advance of the date upon which the water capacity right is scheduled to expire.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 7th day of June 2011, and passed by the following vote:

AYES: 5 - Directors Daniel J. Scannell, Georgean M. Vonheeder-Leopold, Dawn L. Benson, Richard M. Halket, D.L. (Pat) Howard

NOES: 0

ABSENT: 0



D. L. (Pat) Howard, President

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

RESOLUTION NO. 7-13

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REGARDING THE REINSTATEMENT OF CERTAIN EXPIRED CAPACITY RIGHTS OF CHARTER PROPERTIES AND SHAPELL HOMES

WHEREAS, Section 3.60.020 of the District Code provides that the water and wastewater capacity rights shall expire, and the fees paid therefor shall be forfeited, if no connection is made within three years of purchase; and

WHEREAS, the purposes of Section 3.60.020 of the District Code are to prevent the speculative purchase and/or hoarding of unused capacity rights by purchasers in times when available capacity rights are limited and to ensure that purchasers pay a current price for those capacity rights at the time they are put into service; and

WHEREAS, based upon the District's 2010 Urban Water Management Plan, through December 31, 2013 water capacity is not now so limited; and

WHEREAS, based upon the remaining unused capacity in wastewater facilities, through December 31, 2013 wastewater capacity is not now so limited; and

WHEREAS, in 2007 Charter Properties had purchased water and wastewater capacity rights for seven (7) single family dwelling unit equivalents and at various times from 2002 through 2007 and Shapell Homes had purchased water capacity rights for nineteen and a half (19.5) single family dwelling unit equivalents, all of which capacity rights held by Charter Properties and Shapell Homes had previously expired in accordance with the operation of the District Code, and all of which were subsequently reinstated by the District for a period of time in 2011 in accordance with Resolution No. 23-11; and

WHEREAS, due to continuing adverse local, state and national economic conditions, as was the case when Resolution No. 23-11 was adopted, there still exists severe economic pressures in the

District's service area that are constraining the amount and pace of economic development and home building; and

WHEREAS, the price paid by Charter Properties in 2007 for the expired water and wastewater capacity rights was \$122,857, which amount was forfeited in accordance with District Code Section 3.60.020 and Resolution No. 23-11 because Charter Properties did not choose to extend those capacity rights on or before December 31, 2011 and if purchased anew today those water and wastewater capacity rights would cost \$196,385; and

WHEREAS, the price paid by Shapell Homes at various times between 2002 and 2007 for the expired water capacity rights was \$110,200, which amount was forfeited in accordance with District Code Section 3.60.020 and Resolution No. 23-11 because Shapell Homes did not choose to extend those capacity rights on or before December 31, 2011 and if purchased anew today those water capacity rights would cost \$139,450; and

WHEREAS, Section 1.90.030 of the District Code allows the Board, by Resolution, to order the suspension or modification of provisions of the District Code as applied to particular premises if, it finds that by reason of special circumstances, the provisions should be suspended or modified; and

WHEREAS, the Board of Directors has considered the request made by Charter Properties on February 4, 2013 and finds that the continuing adverse local, state and national economic conditions that are constraining the amount and pace of economic development and home building comprise special circumstances that warrant the suspension of Section 3.6.020 through December 31, 2013 so as to reinstate certain expired water and wastewater capacity rights for seven (7) single family dwelling unit equivalents for Charter Properties and water capacity rights for nineteen and a half (19.5) single family dwelling unit equivalents for Shapell Homes subject to the provisions of this Resolution.

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

1. A maximum of seven (7) currently expired water capacity rights (equivalent 5/8 inch meters) purchased by Charter Properties on July 23, 2007 for Fallon Village Tract 7854 Lots 114, 125-130 shall be reinstated upon payment of \$1,500 per equivalent 5/8 inch meter (\$10,500 for all seven) provided such payment is made to the District by Charter Properties on or before April 4, 2013. Provided payment is timely made, any reinstated water capacity rights shall be effective through December 31, 2013.
2. A maximum of nineteen and a half (19.5) currently expired water capacity rights (equivalent 5/8 inch meters) purchased by Shapell Homes between 2002 and 2007 for the following projects:

- Bollinger Canyon Road, RA 1122
- Gale Ranch Phase 3, RA 1153
- Gale Ranch Phase 3, RA 1156
- Gale Ranch Phase 3, Tract 8306
- Plaza at Gale Ranch

shall be reinstated upon payment of \$1,500 per equivalent 5/8 inch meter (\$29,250 for all nineteen and a half) provided such payment is made to the District by Shapell Homes on or before April 4, 2013. Provided payment is timely made, any reinstated water capacity rights shall be effective through December 31, 2013.

3. To the extent and provided that water capacity rights are reinstated as described above, wastewater capacity rights (Regional and Local) if any, that were associated with the expired water capacity rights and associated with the same property described above,

shall be reinstated and remain effective through December 31, 2013. This shall be accomplished on a dwelling unit equivalent basis, such that one dwelling unit equivalent of wastewater capacity rights shall be reinstated concurrently with and be entitled to a duration identical to the associated water capacity right.

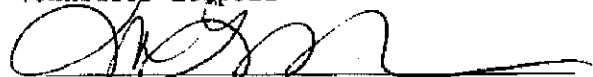
4. The General Manager is authorized and directed to maintain an accurate database of the status of all water and wastewater capacity rights reinstated under this Resolution and to notify Charter Properties and / or Shapell Homes as the case may be, on or before October 3, 2013, of the possible pending December 31, 2013 re-expiration of any water and / or wastewater capacity rights reinstated in accordance with the terms of this Resolution.

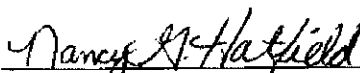
ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 5th day of March 2013, and passed by the following vote:

AYES: 3 - Directors D.L. (Pat) Howard, Edward R. Duarte, Dawn L. Benson

NOES: 1 - Director Richard M. Halket

ABSENT: 1 - Director Georgean M. Vonhedeer-Legpold


Dawn L. Benson, President

ATTEST: 
Nancy G. Hatfield, District Secretary