



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

NOTICE OF REGULAR MEETING

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

DATE: Tuesday, March 3, 2015

AGENDA

(NEXT RESOLUTION NO. 9-15)

(NEXT ORDINANCE NO. 336)

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

BUSINESS:

REFERENCE

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

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

6. REPORTS
 - A. Reports by General Manager and Staff
 - Event Calendar
 - Correspondence to and from the Board
 - B. Agenda Management (consider order of items)

<ol style="list-style-type: none"> C. <u>Committee Reports</u> <ul style="list-style-type: none"> Special DSRSD/Pleasanton Liaison Special LAVWMA 	<p>February 20, 2015 March 2, 2015</p>
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7. APPROVAL OF MINUTES - Special Meeting of
February 17, 2015
Regular Meeting of
February 17, 2015

<p>District Secretary</p>	<p>Approve by Motion</p>
<p>District Secretary</p>	<p>Approve by Motion</p>

BUSINESS:

REFERENCE

<u>Recommended Action</u>	<u>Anticipated Time</u>
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8. **CONSENT CALENDAR**

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

- | | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------|
| A. | Adopt the Board Minutes Policy | General Manager | Adopt Policy by Resolution |
| B. | Approve Master Consulting Services Agreement and Task Order No. 1 with HydroScience Engineers, Inc., for the Recycled Water Expansion Phase 1 - Distribution to West Dublin and Alameda County Facilities (CIP 15-R009) | Engineering Services Manager | Approve by Resolution & by Motion |
| C. | Approve Budget Adjustment and Authorize Task Order No. 2 to the Master Consulting Agreement with West Yost Associates for the Wastewater Treatment Plant and Biosolids Master Plan (CIP 14-P004) | Engineering Services Manager | Approve by Motion |
| D. | Approve Categorical Exemption for R200 Security Fence Installation (derwcip.r200sf.sup) | Operations Manager | Approve by Resolution |

9. **BOARD BUSINESS**

- | | | | | |
|----|------------------------------------------------------------------------------------------------------------|---------------------------------|------------------------------------------|--------|
| A. | Discuss Drought Management Program | General Manager | Provide Direction | 5 min |
| B. | Receive Debt Disclosure Training | Administrative Services Manager | Receive Presentation | 15 min |
| C. | Discuss Strategic Goals for the Fifth Edition of the District's Five Year Strategic Plan - FYE 2016 - 2020 | General Manager | Receive Presentation & Provide Direction | 20 min |

10. **BOARDMEMBER ITEMS**

- Submittal of Written Reports from Travel and Training Attended by Directors

BUSINESS:

REFERENCE

	<u>Recommended Action</u>	<u>Anticipated Tim</u>
11. <u>CLOSED SESSION</u>		
A. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6		20 min
Agency Negotiators: Bert Michalczyk, General Manager Michelle Gallardo, Interim Organizational Services Manager		
Employee Organizations: 1. Mid-Management Employees Bargaining Unit (MEBU)		
Additional Attendee: General Counsel, Carl P.A. Nelson		
12. <u>REPORT FROM CLOSED SESSION</u>		
13. <u>ADJOURNMENT</u>		

BOARD CALENDAR*

<u>Committee & Board Meetings</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Financial Affairs	March 17, 2015	4:30 p.m.	District Office
Regular Board Meeting	March 17, 2015	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 SPECIAL MEETING OF THE BOARD OF DIRECTORS**

February 17, 2015

A special meeting of the Board of Directors was called to order at 5:00 p.m. by President Edward R. Duarte. Boardmembers present: President Edward R. Duarte, Vice President D.L. (Pat) Howard, Director Richard M. Halket, Director Dawn L. Benson, and Director Georgan M. Vonheeder-Leopold. District staff present: Bert Michalczyk, General Manager; Rhodora Biagtan, Interim Engineering Services Manager; John Archer, Financial Services Manager/Treasurer; Dan Gallagher, Operations 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. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 5:01 p.m. – No members of the public addressed the Board.
5. BOARD BUSINESS
 - A. Long Term Alternative Water Supply Study Workshop

General Manager Michalczyk stated at this evening’s workshop the Board would receive a presentation from RMC Water and Environment (RMC) consultants and be discussing the District’s long term water supply study and options. Examining long term water supply options became readily apparent and important when the State Water Project was shut down and water service was severely curtailed to District customers in 2014 during the current drought. The Board added a project to the Capital Improvement Program budget to study the District’s long term water supply District this fiscal year. A series of Tri-Valley Water Policy Roundtable meetings have begun and discussions at those meetings are covering much of the same material as tonight’s discussion. The study, being discussed at this meeting however, is to focus solely on the District. Mr. Michalczyk stated the Board is not set to make any decisions tonight, but rather staff is looking for guidance on long term water supply considerations for this District.

No members of the public addressed the Board.

Before the presentation, Directors collectively agreed this effort is not intended to usurp water reliability discussions and planning being done valley-wide, but rather to focus the issue specifically on the District’s situation and water portfolio.

Engineering Services Manager Biagtan introduced presenters Mr. Randy Raines and Ms. Carrie Del Boccio from RMC who gave the remainder of the presentation which covered the following topics. The Board provided policy input to each topic area as noted:

- Project Drivers
- Identify Policy Framework for Project
 - Reduce Demand
 - Increase Reuse
 - Increase Reliability
 - BOD: Reliability needs to be comparable to nearby agencies
 - Decrease Variability
 - Reduce Dependence on Imported Supplies
 - Reduce “Concentration Risk”
- Possible Portfolio Elements
 - Existing Water Supply Conditions
 - Future Water Supply Needs
 - Demand Management
 - BOD: Focus should be on potable water demand management
 - BOD: Any targets should be on a system-wide, rather than individual basis
 - BOD: Any targets should be based on the total of indoor plus outside potable water use
 - BOD: Include demand management in the commercial and institutional sectors
 - Water Supply Options
 - BOD: Look at mandating rainwater capture and gray water systems for new development
- Evaluation Process
 - BOD: Add water quality impacts to evaluation criteria
 - BOD: Add rate impacts to evaluation criteria
- Project Schedule

Following the presentation, the Board concurred with the direction of the study and tentatively endorsed the following policy framework around which the portfolios to be evaluated for this study will be formed:

Reduce Potable Demand	70 gallons per person per day
Increase Reuse	No discharge to Bay 300 days per year
Increase Supply Portfolio Reliability & Variability	<ul style="list-style-type: none"> • 85% deliveries once every 10 years • 70% deliveries once every 30 years
Increase Local Control	At least 60% of demand satisfied by local and regional supplies

Reduce Concentration Risk	No more than 40% of supply originates from one source
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The Board requested that a second workshop be held on this topic in the April 2015 timeframe when the portfolios are developed with more specificity.

No formal action was taken.

6. ADJOURNMENT

President Duarte adjourned the meeting at 6:25 p.m.

Submitted by,

Nancy Gamble Hatfield
District Secretary

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

February 17, 2015

A regular meeting of the Board of Directors was called to order at 6:42 p.m. by President Edward R. Duarte. Boardmembers present: President Edward R. Duarte, Vice President D.L. (Pat) Howard, Director Richard M. Halket, Director Dawn L. Benson, and Director Georgean M. Vonheeder-Leopold. District staff present: Bert Michalczyk, General Manager; Rhodora Biagtan, Interim Engineering Services Manager; John Archer, Financial Services Manager/Treasurer; Dan Gallagher, Operations 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) – There was no public comment received.
6. REPORTS
 - A. Reports by General Manager and Staff
 - Event Calendar – General Manager Michalczyk reported on the following:
 - o On Friday, February 20, 2015 at 9:00 a.m. there will be a tour at the WWTP with Pleasanton Councilmembers Karla Brown and Kathy Narum along with Directors Benson and Howard. That group constitutes a DSRSD/Pleasanton Liaison Committee meeting and as such, an agenda will be posted for that meeting. If another Boardmember wanted to attend, that would result in a Special Board meeting and a different format for posting. No other Directors than committee members stated that they planned to attend.
 - o On Sunday and Monday, March 22-23, 2015 the ACWA Region 5 meeting will be held at the Santa Clara Valley Water District. The program will focus on their Silicon Valley Advanced Water Purification Center.
 - o On March 26, 2015 the ACSDA will hold their 25th Annual dinner.
 - o Tonight is the last Board meeting Ms. Biagtan will attend in her Interim Engineering Services Manager capacity. Mr. Michalczyk commended and thanked her for serving in this role for many months.
 - o General Counsel Nelson announced that under Government Code section 54592.3 of the Brown Act, the District's Day of Service policy does not permit the payment of more than one stipend per day to the Board. Since the

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Board held a Special meeting prior to this Regular meeting, Directors will receive payment for attending only one meeting today.

- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject
2/3/15	Email	Sashi Gaddam	DSRSD Customer Service and Board Members	Account setup charges

- B. Agenda Management (consider order of items) – No changes were made

- C. Committee Reports

Tri-Valley Water Policy Roundtable Ad Hoc Committee February 5, 2015

Directors discussed highlights of this meeting at the special meeting held earlier this evening.

7. APPROVAL OF MINUTES – Regular Meeting of *February 5, 2015*

Director Halket MOVED for the approval of the February 5, 2015 minutes. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

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

- A. Rejection of Claim – Farmers Insurance as Subrogee for Mr. Shihchen Chang – Approved
- B. Accept the Following Regular and Recurring Reports: District Financial Statements, Warrant List and Upcoming Board Business – Approved

9. BOARD BUSINESS

- A. Discuss Drought Management Program

General Manager Michalczyk reported the District continues to operate essentially the same Drought Management Program in 2015 as it did in 2014. Staff is planning to return to the Board in the April to May timeframe with possible changes to the program depending on the water supply situation that will exist after the wet season. Currently, the Drought Management Program expires on June 30, 2015.

No members of the public addressed the Board on this topic.

The Board did not direct staff to develop any changes to the program.

B. Accept Water Supply and Demand and Drought Response Action Plan Status Reports and Find that the Need for the Community Drought Emergency Still Exists

General Manager Michalczyk reported that in 2015 year-to-date the District is operating below water demand levels compared to 2014, as customer awareness has increased over time. Recent storms helped improve the water supply some, but more significant storms would be very helpful. He reported that the District very recently received a preliminary and conditional approval of the District's treated water deliveries from Zone 7; the approval is for a continuation of the water availability pattern from 2014. A final delivery approval will not be made until at least the April timeframe.

No members of the public addressed the Board on this topic.

Director Vonheeder-Leopold MOVED to accept the Water Supply and Demand Report and the Drought Response Action Plan Status Report and find that the need for the Community Drought Emergency Still Exists. Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

C. Asset Management Program and the Development of the 10-Year and 2-Year Capital Improvement Program

Engineering Services Manager Biagtan explained that in advance of the Board's review of the 10-Year and 2-Year Capital Improvement Programs (CIPs), staff wanted to give the Board an Asset Management Program presentation to show how the program is incorporated into the preparation of the 10-Year and 2-Year CIPs.

Principal Engineer-Supervisory Garry Lee gave a presentation titled "Asset Management and CIP Development." He explained the importance of the District's assets and noted the values (excluding replacement value):

- Local Sewer - \$31 million; and
- Water Distribution - \$146 million; and
- Regional (WWTP) - \$144 million.

He highlighted the fact that much of this value is located in utilities underground.

No members of the public addressed the Board on this topic.

The Board discussed that in the future they will be looking harder at the District's reserve funds and how to plan for large rehabilitation and replacement of assets as that becomes necessary. The Board expressed appreciation for the staff presentation.

D. Coordination between Land Use Planning Agencies and Water Supply Agencies for Water Service to New Development

General Manager Michalczyk gave a presentation titled “Water Supply Planning – How DSRSD Plans for Water Service to Proposed Projects.” As an outgrowth of a question from Director Vonheeder-Leopold about how the drought and water supply planning interact, this presentation was developed to explain the different roles and responsibilities of the District, the various land use planning agencies (Dublin, San Ramon, and to a lesser degree Alameda and Contra Costa Counties) and LAFCo in this process. He noted that the District will prepare an Urban Water Master Plan this year which will reflect new information about water supply reliability.

No members of the public addressed the Board on this topic.

The Board discussed the interactive process as it relates to the Dublin Aquatic Park that is now under construction and the water supply needed for that project. Mr. Michalczyk stated the District and the City have had discussions about this project in regard to the water supply. He noted the District’s water limitations ordinance would prohibit, without specific Board approval, filling the new swimming facilities. However, that ordinance is set to expire on June 30, 2015 unless there is Board action to extend it.

The Board discussed the interactive process as it relates to planning and providing water service to new development noting any water supply curtailment or suspension for new development must be done Valley wide for it to have any affect. No direction was given to staff to address the matter further.

10. BOARDMEMBER ITEMS

Director Vonheeder-Leopold submitted reports and summarized the following meetings:

- She attended the Dublin Chamber of Commerce Economic Development meeting held at the Dublin Civic Center on February 5, 2015. Mr. David Stark, Director of Governmental Affairs, East Bay Realtors Association was the featured speaker.
- She attended the Alameda County Special District Association Executive Committee meeting on February 11, 2015 at the Castro Valley Sanitary District. Planning continues to be underway for the ACSDA Annual Dinner and 25th Anniversary celebration scheduled for March 26, 2015 at the Pleasanton Marriott. They are trying to secure Eric Swalwell as the featured speaker.
- She attended the Tri-Valley Water Policy Roundtable meeting on February 5, 2015 hosted by the City of Pleasanton.

11. CLOSED SESSION

Director Benson announced for the record that for Closed Session 11.C - Conference with Real Property Negotiator-Pursuant to Government Code Section 54956.8, Potential

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Water Supply Contract with Negotiating Parties of East Bay Municipal Utility District and Yuba County Water Agency, and as a Director of DSRSD and as a salaried employee of EBMUD, she will recuse herself from any participation in any discussions, decisions, and voting of any potential DSRSD water supply contract with EBMUD to ensure that she neither influences nor attempt to influence another member of the DSRSD Board regarding any matters pertinent to the contract, consistent with applicable provisions of the Government Code.

At 7:50 p.m. the Board went into Closed Session.

A. NOT HELD - Conference with Legal Counsel – Anticipated Litigation.
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: One case. Receipt of claim from Farmers Insurance as Subrogee for Mr. Shihchen Chang pursuant to the Government Claims Act (Government Code §§810-996.6)

B. Conference Involving a Joint Powers Agency pursuant to Section 54956.96 (Livermore-Amador Valley Water Management Agency (LAVWMA))

Discussion will concern: Conference with Legal Counsel (Government Code 54956.9(d)(4)) Anticipated Litigation – Initiation of litigation

Number of potential cases: 1 case

Name of District representatives on LAVWMA Board: Director Benson, Director Howard

Other Attendees: Bert Michalczyk, General Manager
Dan Gallagher, Operations Manager
General Counsel Carl P. A. Nelson

At 7:54 p.m. Director Benson came out of Closed Session immediately prior to the commencement of Closed Session Item 11.C.

C. Conference with Real Property Negotiator-Pursuant to Government Code Section 54956.8
Property: Potential Water Supply Contract

Agency Negotiators: Bert Michalczyk, General Manager
Dan Gallagher, Operations Manager
John Archer, Administrative Services Manager
Carl P.A. Nelson, General Counsel
Robert B. Maddow, Assistant General Counsel

Negotiating Parties: East Bay Municipal Utility District and Yuba County Water Agency
Under Negotiation: Price and Terms

12. REPORT FROM CLOSED SESSION

At 8:15 p.m. the Board came out of Closed Session. President Duarte announced that there was no reportable action.

13. ADJOURNMENT

President Duarte adjourned the meeting at 8:16 p.m.

Submitted by,

Nancy Gamble Hatfield
District Secretary



Reference General Manager	Type of Action Adopt Policy	Board Meeting of March 3, 2015
Subject Adopt the Board Minutes Policy		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	B. Michalczyk
		<input type="checkbox"/> Board Member

Recommendation:

Then General Manager recommends the Board of Directors adopt, by Resolution, the Board Minutes policy.

Summary:

The Community Services District law (Government Code section 61000), sets forth the requirement under which the Dublin San Ramon Services District (“District”) is organized and must comply. In addition, the District must also comply with the California Public Records Act (Government Code section 6250 et seq.), the Ralph M. Brown Act (Government Code section 54950 et seq.) and conducts the business and other activities of the District in an open and transparent manner.

The District is legally required to keep a formal record of Board of Director’s board meetings by way of written minutes that record decisions made and actions taken by the Board. As stipulated in the District’s Record Retention Schedule policy, Board minutes will be kept as a “permanent record.”

There are several different styles of minutes commonly used in the public sector in California: 1) Verbatim; 2) Detailed Summary; 3) Brief Summary; and 4) Action. Although the law does not require the inclusion of details other than a record of the official actions taken by the Board (with few exceptions), the District’s historic practice has been to utilize a Detailed Summary style. However, with the recording of regular Board meetings and posting of those videos to the District website, full transparency of the Board’s deliberations is easily available to the public by allowing viewing access to the full conversations at the meetings. Under these circumstances, a more concise and streamlined approach to reporting Board meetings would be beneficial and time efficient. Furthermore, the trend in minute styles in the public sector is toward brief summary and action style minutes.

At the February 3, 2015 Board meeting, Directors discussed the various styles of minutes and supported a Brief Summary minute format, agreeing that the format captures the essence of decisions better than pure Action style minutes while balancing public access to Board deliberations now available via the video recordings. At that time, the Board asked to have this matter put into the form of a policy and brought back for consideration.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ----	RECOMMENDATION ---	Not required	ORIGINATOR NGH	DEPARTMENT Executive	REVIEWED BY
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 Will result in cost savings	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. 2. 3.				

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING THE BOARD MINUTES POLICY

WHEREAS, the District is organized and exists under, and must comply with, the Community Services District law (Government Code section 61000 *et seq.*), and also must comply with the California Public Records Act (Government Code section 6250 *et seq.*), the Ralph M. Brown Act (Government Code section 54950 *et seq.*) and conducts the business and other activities of the District in an open and transparent manner; and

WHEREAS, in that spirit of openness and transparency, the Board of Directors' regular meetings are now video recorded and posted to the District website; and

WHEREAS, District business practices have always required that written minutes of meetings of the Board of Directors be maintained as the District's official written record, to record the conduct of the meeting, and to reflect decisions made and actions taken by the Board, and the District's Records Retention Schedule policy stipulates that Board meeting minutes will be kept as a "permanent record," and

WHEREAS, the Board has been steadily streamlining its process of District business (per revised Board Guidelines policy and Committee business structure), and in that regard the Board has considered commonly used minute formats including Action, Brief Summary, Detailed Summary, and Verbatim; and

WHEREAS, the Board has determined that it supports moving from the previously used Detailed Summary format to Brief Summary minutes in an effort to further the creation of greater efficiency.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the counties of Alameda and Contra Costa, California, that the new policy titled "Board Minutes" (attached hereto as Exhibit "A") is hereby adopted by the Board of Directors.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 3rd day of March 2015, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nancy G. Hatfield, District Secretary



POLICY

Dublin San Ramon Services District

Policy No.:		Type of Policy:	Board
Policy Title:	Board Minutes		
Policy Description:	Format for Board of Directors' Meeting Minutes		
Approval Date:		Last Review Date:	2015
Approval Resolution No.:		Next Review Date:	2019
Rescinded Resolution No.:	N/A	Rescinded Resolution Date:	N/A

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

In consideration that:

1. It is the desire of the Board to establish guidelines for the preparation of Board of Directors' meeting minutes.
2. The laws under which the District operates set forth the requirements to keep a written record of minutes of the Board's proceedings.
3. The format of the written record is not a legal matter; rather, the Board may choose a preferred style to reflect their decisions, actions and policies.
4. The District's Records Retention Schedule policy states Board meeting minutes are a "permanent record," and as such, will be kept permanently.
5. Minutes are stored in the District's vault and current minutes are posted to the District's website.
6. To maintain openness and transparency in the way the Board conducts its business, it has opted to video record Regular Board meetings and post recordings to the District's website.
7. The Board has steadily been streamlining its processing of District business (per revised Guidelines for Conducting District Business policy and Committee business structure).

DSRSD Policy

Page 2 of 2

Policy No.:

Policy Title: **Board Minutes**

8. Commonly used minute format styles include Action, Brief Summary, Detailed Summary and Verbatim.

For the reasons above, Board meeting minutes shall be prepared in Brief Summary format documenting:

- a. Action items, motions, seconds and vote counts;
- b. Summarized comments made by members of the public;
- c. "For the record" statements made by Directors; and
- d. Policy reasons for decisions made.



Reference Engineering Services Manager	Type of Action Approve Agreement and Authorize Task Order No. 1	Board Meeting of March 3, 2015
Subject Approve Master Consulting Services Agreement and Task Order No. 1 with HydroScience Engineers, Inc., for the Recycled Water Expansion Phase 1 - Distribution to West Dublin and Alameda County Facilities (CIP 15-R009)		
<input checked="" 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. McIntyre
		<input type="checkbox"/> Board Member

Recommendation:

The Engineering Services Manager recommends the Board of Directors approve, by Resolution, a Master Agreement for Consulting Services with HydroScience Engineers, Inc., and authorize, by Motion, the General Manager to execute Task Order No. 1 for Engineering Design Services for the Recycled Water Expansion Phase 1 – Distribution to West Dublin and Alameda County Facilities (CIP 15-R009) in an amount not to exceed \$439,255.

Summary:

In July of 2014 the Board of Directors approved an amendment to the CIP Two-Year Budget for Fiscal Years Ending 2014 & 2015 that included the addition of the Recycled Water Expansion Phase 1 – Distribution to West Dublin and Alameda County Facilities (Project). Phase 1 of the Recycled Water Expansion Project includes construction of approximately five miles of pipeline to extend the District's existing recycled water distribution system to customers in western Dublin and to Alameda County facilities, including the Santa Rita Jail in central Dublin, permanently reducing potable water demand by approximately 350 acre-feet per year (AFY). The construction of the portion of pipeline to the Alameda County facilities is underway and estimated to be complete in the spring. The remaining portion of the pipeline that will extend recycled water distribution to West Dublin is expected to go out to bid in April 2015.

This design contract is for the conversion from potable to recycled water of approximately 34 sites that are along the route through west Dublin. HydroScience Engineers, Inc., (HydroScience) will contact each customer and assess their existing systems. They will determine what is needed to convert each site and create design drawings for each site. They will also conduct cross-connection and coverage tests at each site.

The scope of services provided by HydroScience is detailed in the Scope of Work attached to the Task Order. The design is expected to be completed in June 2015.

The project is funded 65% through the Water Expansion Fund (620) and 35% through Water Replacement Fund (610). To offset costs, the District has obtained a \$2,000,000 grant for the project from the California Department of Water Resources (DWR) through the Bay Area Integrated Regional Water Management Plan (IRWMP) funded through Proposition 84.

The Master Agreement for Consulting Services has a three-year term. Services will be authorized by task order. Each task order will include a scope of work and compensation on a time and materials basis with a not-to-exceed amount. Adequate funds are available for this project.

Committee Review			Legal Review	Staff Review		
COMMITTEE	DATE	RECOMMENDATION		ORIGINATOR	DEPARTMENT	REVIEWED BY
---	---	---	Not Required	S. Delight	Engineering	
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 \$439,255	<input checked="" type="checkbox"/> Funding Source A. Water Expansion (620) 65% B. Water Replacement (610) 35%		Attachments to S&R 1. Task Order No. 1 2. 3.			

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING A MASTER AGREEMENT FOR CONSULTING SERVICES WITH HYDROSCIENCE ENGINEERS, INC., FOR THE RECYCLED WATER EXPANSION PHASE 1 – DISTRIBUTION TO WEST DUBLIN AND ALAMEDA COUNTY FACILITIES (CIP 15-R009) PROFESSIONAL ENGINEERING SERVICES

WHEREAS, the District desires to obtain professional consulting services for the Recycled Water Expansion Phase 1 – Distribution to West Dublin and Alameda County Facilities, and has solicited proposals in accordance with Board Resolution No. 14-06; and

WHEREAS, District staff have evaluated professional engineering services proposals and have recommended the selection of HydroScience Engineers, Inc., for providing professional engineering services; and

WHEREAS, District staff have evaluated the need for professional engineering consulting services for future District projects.

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 certain “Master Agreement for Consulting Services” (Exhibit “A”) by and between Dublin San Ramon Services District and HydroScience Engineers, Inc., is hereby approved, and the General Manager and District Secretary are hereby authorized and directed to execute, and to attest thereto, respectively, said agreements for and on behalf of Dublin San Ramon Services District.

Res. No. _____

ADOPTED by the Board of Directors of the Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 3rd day of March 2015, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nancy G. Hatfield, District Secretary

MASTER AGREEMENT for CONSULTING SERVICES
WITH
[HydroScience Engineers, Inc.](#)

THIS AGREEMENT, made and entered into this _____ day of _____, 20__ by and between DUBLIN SAN RAMON SERVICES DISTRICT, a public agency in the counties of Alameda and Contra Costa, California (“District”) and [HydroScience Engineers, Inc.](#) (“Consultant”), [741 Allston Way, Berkeley, CA, 94710, \(510\) 540-7100](#);

WHEREAS, District requires professional [Engineering](#) consulting services; and

WHEREAS, Consultant’s principals are duly licensed [Professional Engineer’s](#) in the State of California and Consultant represents that it is experienced in performing, and uniquely qualified to perform, the professional [Engineering](#) consulting services; and

WHEREAS, District desires to engage Consultant for such services; and

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES. Consultant shall perform assignments in accordance with the terms and conditions of this Agreement and written Task Orders issued from time to time by District to Consultant and accepted by Consultant. Each such Task Order shall include, but not be limited to: (i) a description of the services to be performed by Consultant, and the key personnel to be assigned by Consultant to the performance of the specific Task (who shall not be replaced without the prior written approval of the District, which shall not be unreasonably withheld); (ii) the time of performance for providing such services; (iii) maximum compensation payable for providing such services, provided that such compensation shall be payable pursuant to Paragraph 2 hereof unless otherwise expressly provided in the Task Order; (iv) District’s source of funding; and (v) such other provisions as the parties deem appropriate or necessary to accomplish the purpose of the Task Order. To the extent not expressly modified by Task Order, all other terms and conditions of this Agreement shall be deemed incorporated in each Task Order.

2. COMPENSATION. District shall compensate Consultant for all services performed by Consultant pursuant to Paragraph 1 in an amount equal to Consultant’s hourly rates of charge for Consultant’s personnel times the number of hours, or portions thereof, of services correspondingly performed by said personnel. Said rates of charge are set forth in Exhibit “A” hereof, attached hereto, and by reference incorporated herein. Said rates may be adjusted, from time to time, upon written approval of the District. District shall reimburse Consultant for other expenses directly incurred in performing services hereunder, if any, described in Exhibit “A.”

Compensation and reimbursement of expenses shall be payable by District within thirty (30) days upon receipt of billing by Consultant. Billing by Consultant to District shall not be more often than monthly for services corresponding to each Task Order. The billing shall include an itemized

statement briefly describing the services rendered and costs incurred and the authorized amount remaining.

3. RECORDS. Consultant shall keep and maintain accurate records of all time expended and costs and expenses incurred relating to services to be performed by Consultant hereunder. Said records shall be available to District for review and copying during regular business hours at Consultant's place of business, or as otherwise agreed upon by the parties.

4. NON-ASSIGNABILITY. Consultant shall not subcontract, assign, sell, mortgage, hypothecate or otherwise transfer its interest or obligations in this agreement or any Task Order issued hereunder in any manner, without the express prior written consent of District, which consent shall not be unreasonably withheld. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Consultant, upon District's written consent, from employing such independent consultants, associates, and subcontractors as may be necessary to assist in the performance of the services hereunder. Nothing herein shall be construed to give any rights or benefits to anyone other than District and Consultant.

5. STATUS. In the performance of services hereunder, Consultant shall be, and is, an independent contractor, and shall not be deemed to be an employee or agent of District. All services provided pursuant to this Agreement shall be authorized by Task Order issued by the District's General Manager or his or her designated representative and signed by the Consultant.

6. PERIOD OF SERVICE. Unless extended by Task Order, this Master Agreement shall expire on [December 31, 2018](#).

7. PERFORMANCE STANDARDS. In performing services hereunder, Consultant shall adhere to the standards generally prevailing for the performance of expert technical and consulting services similar to those to be performed by Consultant hereunder, shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily provided by a professional under similar circumstances, and shall, at no cost to District, re-perform services which fail to satisfy the foregoing standard of care. All drawings and specifications requiring certification by a Professional Engineer shall bear the stamp and signature of a registered engineer in the State of California.

Any costs incurred by the District (including but not limited to additional design costs, construction costs, and construction management costs, to the extent that any such costs are recoverable under California law) and used to correct deficiencies caused by Consultant's negligent errors and omissions or willful misconduct shall be borne solely by the Consultant. The District is relying upon the Consultant's qualifications concerning the services furnished hereunder and, therefore, the fact that the District has accepted or approved the Consultant's work shall in no way relieve the Consultant of these responsibilities.

8. TERMINATION. Either party may terminate this Agreement without cause by giving the other party written notice thereof not less than sixty (60) days in advance of the effective date of termination, which date shall be included in said notice.

In the event of such termination, District shall compensate Consultant for services rendered to the date of termination, as the case may be, calculated in accordance with the provisions of Paragraph 2. In ascertaining services actually rendered to the date of termination, consideration shall be given both to work completed and work in process of completion. Nothing herein contained shall be deemed a limitation upon the exercise of the right of District to terminate this Agreement for cause, or otherwise to exercise such legal or equitable rights, and to seek such remedies as may accrue to District, or to authorize Consultant to terminate this Agreement for cause.

9. TITLE TO, POSSESSION OF, AND RELIANCE UPON DOCUMENTS. All documents, work products, plans, specifications, negatives, drawings, computer disks, electronic tapes, renderings, data reports, files, estimates and other such papers, information and materials (collectively, "materials"), or copies thereof (except proprietary computer software purchased or developed by Consultant) obtained or prepared by Consultant pursuant to the terms of this Agreement, shall become the property of District. District and Consultant shall, from time to time pursuant to Task Orders, specify which materials Consultant shall deliver to District ("Deliverables"). Deliverables are intended to, and may, be relied upon by District, or others designated by District, where appropriate, for those purposes for which District requested their preparation, or for use in connection with planning-level activities including, without limitation, the preparation of environmental documentation pursuant to the California Environmental Quality Act ("CEQA") or the National Environmental Policy Act ("NEPA") or similar statutes. Consultant will not be responsible for use of Deliverables, or portions thereof, for any purpose other than those specified in the preceding sentence.

Materials not delivered to District ("Non-Deliverables") shall be retained by Consultant, but Consultant shall provide District access to such Non-Deliverables at all reasonable times upon District's request. District may make and retain copies of all Non-Deliverables, at District's expense, for information and reference. Unless otherwise specified in writing by Consultant, use thereof for any purpose other than the purpose for which the Non-Deliverables were prepared, or for use in connection with planning-level activities including, without limitation, the preparation of environmental documentation pursuant to CEQA or NEPA or similar statutes, shall be at the user's sole risk.

10. COMPLIANCE WITH LAWS. In performance of this Agreement, Consultant shall exercise due professional care in compliance with all applicable federal, state and local laws, rules, regulations, orders, codes, criteria and standards. Consultant shall procure all permits, certificates, and licenses necessary to allow Consultant to perform the Services specified herein. Consultant shall not be responsible for procuring permits, certificates, and licenses required for any construction unless such responsibilities are specifically assigned to Consultant under a Task Order.

Consultant shall comply at all times with California Occupational Safety and Health Act ("OSHA") regulations regarding necessary safety equipment or procedures and shall take all necessary precautions for safe operation of its work, and the protection of its personnel and the public from injury and damage from such work.

11. NON-DISCLOSURE OF PROPRIETARY INFORMATION. Consultant shall consider and treat all drawings, reports, studies, design calculations, specifications, and other documents and information provided to Consultant by District in furtherance of this Agreement to be the District's proprietary information, unless said information is available from public sources other than District. Consultant shall not publish or disclose District's proprietary information for any purpose other than in the performance of services hereunder without the prior written authorization of District or in response to legal process. Nothing herein contained shall be deemed to abrogate compliance with the California Public Records Act (Government Code Section 6250, et seq.); provided that District shall determine and advise Consultant which documents, if any, are required to be disclosed under said Act.

12. INSURANCE. Consultant shall procure and maintain for the duration of this Agreement, and any Task Orders issued hereunder, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

Minimum Scope and Limit of Insurance. Coverage shall be at least as broad as:

A. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

B. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

C. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. (*Not required if consultant provides written verification it has no employees*)

D. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the Consultant maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions:

A. Additional Insured Status: The District, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

B. Primary Coverage: For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

C. Notice of Cancellation: Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the District.

D. Waiver of Subrogation: Consultant hereby grants to District a waiver of any right to subrogation which any insurer of said Consultant may acquire against the District by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.

E. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the District. The District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

F. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

G. Claims Made Policies: If any of the required policies provide coverage on a claims-made basis:

i. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

ii. Insurance must be maintained and evidence of insurance must be provided *for at least five (5) years after completion of the contract of work.*

iii. If coverage is canceled or non-renewed, and not *replaced with another claims-made policy form with a Retroactive Date* prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of *five (5) years* after completion of contract work.

H. Verification of Coverage: Consultant shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting

coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

I. Subcontractors: Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that District is an additional insured on insurance required from subcontractors.

J. Special Risks or Circumstances: District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

13. INDEMNIFICATION. Consultant shall hold harmless, indemnify and defend District, its governing Board of Directors, other boards, commissions, committees, officers, officials, employees, volunteers, and agents (collectively, "Indemnities") from and against all claims for liability, losses, damages, expenses, costs (including, without limitation, costs and fees of litigation) of every nature, kind and description, which may be brought against or suffered or sustained by Indemnities, to the extent caused in whole or in part by the negligence, intentional tortuous acts or omissions, or willful misconduct of Consultant, its officers, employees or agents, in the performance of any services or work pursuant to this Agreement or any Task Order issued hereunder. Consultant's duty to indemnify and save harmless shall include the duty to defend as set forth in California Civil Code Section 2778; provided, that nothing herein contained shall be construed to require Consultant to indemnify Indemnities against any responsibility or liability in contravention of California Civil Code Section 2782.

A. In the event Consultant provides a defense pursuant to this Paragraph and such action or other claim is resolved by a final judicial determination, which includes a finding that there was no negligence on the part of Consultant, its officers, employees or agents, District shall refund to Consultant all defense costs, judgments and/or amounts paid by Consultant on behalf of Indemnities.

B. In the event Consultant provides a defense pursuant to this Paragraph and such action or other claim is resolved by a final judicial determination which includes a finding as to the respective negligence of Consultant, its officers, employees or agents and any Indemnities(s), then District shall be responsible to pay that portion of the judgment attributed to Indemnities(s), and shall refund to Consultant a pro rata share of any defense costs expended on behalf of Indemnities.

C. In the event Consultant provides a defense pursuant to this Paragraph and such action or other claim is finally resolved by any other means than those stated in Paragraphs 13(a) and 13(b), or in the event Consultant fails to provide a defense to Indemnities, Consultant and District shall meet and confer in an attempt to reach a mutual agreement regarding the apportionment of costs (including attorneys' fees), judgments and/or amounts paid by Consultant and/or Indemnities. In the event Consultant and District are unable to reach agreement regarding

such an apportionment, said dispute shall be submitted to arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association in effect on the date a demand for arbitration is submitted. The arbitration panel shall award the prevailing party its costs (including attorneys' fees) incurred in the arbitration.

14. COVENANT AGAINST CONTINGENCY FEES. Consultant hereby warrants that Consultant has not employed or retained any company or person, other than a *bona fide* employee working for Consultant, to solicit or secure this Agreement, and Consultant has not paid or agreed to pay any company or person, other than a *bona fide* employee, any fee, commission, percentage, brokerage fees, gifts or any other consideration, contingent upon or resulting from the award or formation of this Agreement. For breach or violation of this warranty, District shall have the right to annul this Agreement without liability or at District's discretion, to deduct from the Agreement price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fees, gifts or contingent fee.

15. ECONOMIC DISCLOSURE. Upon District's determination that the services provided through this Agreement involve making, or participation in making, decisions which may foreseeably have a material effect on a financial interest, Consultant and/or any of its employees identified by District shall prepare and file an Economic Disclosure Statement(s) consistent with District's local conflict of interest code and the Political Reform Act.

16. PARAGRAPH HEADINGS. Paragraph headings as used herein are for convenience only and shall not be deemed to be a part of any such paragraph and shall not be construed to change the meaning thereof.

17. WAIVER. A waiver by either District or Consultant of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

18. SURVIVABILITY. The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void.

19. INTEGRATION AND MODIFICATION. This Agreement, together with the Compensation Schedule setting forth Consultant's rates and charges and compensable expenses, attached hereto as Exhibit "A," is adopted by District and Consultant as a complete and exclusive statement of the terms of this Agreement between District and Consultant, except to the extent revised and/or implemented through issuance of Task Orders hereunder. This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the District and Consultant, whether written or oral.

20. AMENDMENTS. This Agreement may be amended or supplemented by the parties by written agreement approved and executed in the same manner as this Agreement.

21. SUCCESSORS AND ASSIGNS. This agreement shall be binding upon the respective successors, executors, administrators, assigns, and legal representatives to the parties.

22. GOVERNING LAW. This Agreement shall be governed by, and construed in accordance with, the laws of the State of California.

23. NOTICES. All notices to be given hereunder shall be written, and shall be sent by certified or registered mail, postage prepaid, addressed as follows:

To District: General Manager
Dublin San Ramon Services District
7051 Dublin Boulevard
Dublin, CA 94568

To Consultant: Curtis Lam
HydroScience Engineers, Inc.
741 Allston Way
Berkeley, CA, 94710

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first written.

DUBLIN SAN RAMON SERVICES DISTRICT, a
public agency

By _____
Bert Michalczyk, General Manager

Attest:

Nancy G. Hatfield, District Secretary

HYDROSCIENCE ENGINEERS, INC.

Curtis Lam, Principal

H:\Board\2015\03-03-15\15-R009 Design Agmt with HydroScience

Dublin San Ramon Services District
 Design and Cross Connection Testing, Customer Retrofits for Recycled Water Expansion - Phase 1, Distribution to Western Dublin
 HydroScience Engineers
 February 11, 2015
 Fee Proposal

Task	Description	Labor Classification									Hours	Fee	Other Direct Charges	Total Fee
		Curtis Lam Project Manager	Ed Francisco Project Engineer	Retrofit Design Engineers	Cross Connection Testing Specialists	Electrical Engineers	Site Insp., Cov. Testing, License	Designer/Drafter	Administration	Hourly Rate				
		E-VIII	E-III	E-III	E-III	E-III	E-III	CAD-II	Adm-II					
Base Services														
1	Project Management	90	0	0	0	0	0	0	0	90	\$18,000	\$600	\$18,600	
	Meetings (30)	60								60	\$12,000	\$600	\$12,600	
	Weekly status updates	30								30	\$6,000		\$6,000	
2	Customer Contact and Interface	42	82	24	0	0	0	0	12	160	\$23,490	\$300	\$23,790	
	Customer outreach	16	48						12	76	\$10,460	\$200	\$10,660	
	Three public customer meetings	24	24							48	\$8,040	\$100	\$8,140	
	Estimate volume of water required	2	10	24						36	\$4,990		\$4,990	
3	Design Site Retrofits	140	416	924	0	20	0	272	38	1810	\$238,550	\$2,175	\$240,725	
	10: Amador Apartments	6	24	24				20	1	75	\$9,545	\$75	\$9,620	
	19, 20, 21, 22, 23, 24: City of Dublin Medians (6 sites)	6	20	60				18	2	106	\$13,750	\$75	\$13,825	
	52: Whitney Investments	4	12	20				6	1	43	\$5,725	\$75	\$5,800	
	28: City of Dublin Senior Center	6	16	36				8	1	67	\$9,005	\$75	\$9,080	
	16: Firehouse #16	4	12	16				6	1	39	\$5,185	\$75	\$5,260	
	49: Town and Country Shopping Center	4	12	30				12	1	59	\$7,615	\$75	\$7,690	
	34: Dublin Iceland	4	12	20				6	1	43	\$5,725	\$75	\$5,800	
	30: Chevron Station	2	8	12				4	1	27	\$3,525	\$75	\$3,600	
	46: Shell Station	2	8	12				4	1	27	\$3,525	\$75	\$3,600	
	40: Heritage Park Office	4	8	24				8	1	45	\$5,905	\$75	\$5,980	
	48: The Springs (aka Sofi)	16	32	48				20	4	120	\$16,060	\$75	\$16,135	
	14: Church of Christ	6	16	24				4	1	51	\$7,025	\$75	\$7,100	
	39: Frankie, Johnnie, and Luigi Too	4	12	20				4	1	41	\$5,545	\$75	\$5,620	
	32: Dublin Blvd. Associates	4	12	32				8	1	57	\$7,525	\$75	\$7,600	
	41: Hexcel	4	12	32				8	1	57	\$7,525	\$75	\$7,600	
	33: Dublin Historic Park	4	16	36		8		8	1	73	\$9,685	\$75	\$9,760	
	29: Dublin Executive Center	4	12	36				8	1	61	\$8,065	\$75	\$8,140	
	35: Dublin Pioneer Cemetery	6	20	48				16	2	92	\$11,950	\$75	\$12,025	
	27: Mape Park	6	16	32				8	1	63	\$8,465	\$75	\$8,540	
	37: Nielsen Elementary	6	20	48				16	1	91	\$11,885	\$75	\$11,960	
	53: The Church of Jesus Christ of Latter-day Saints	4	8	32				8	1	53	\$6,985	\$75	\$7,060	
	44: Michael Perkins	4	8	24				8	1	45	\$5,905	\$75	\$5,980	
	43: McNamara's Steak House	4	8	24				8	1	45	\$5,905	\$75	\$5,980	
	45: Public Storage	4	8	32				8	1	53	\$6,985	\$75	\$7,060	
	36: Dublin Elementary	6	20	54				8	4	92	\$12,170	\$75	\$12,245	
	47: St. Raymond's Church	4	12	24				8	1	49	\$6,445	\$75	\$6,520	
	15: Shannon Community Center	4	20	36				12	1	73	\$9,505	\$75	\$9,580	
	25: Shannon Park	4	20	48				12	2	86	\$11,190	\$75	\$11,265	
	26: Dolan Park	4	12	40		12		8	1	77	\$10,225	\$75	\$10,300	
4	Site Inspection for Retrofits	88	192	100	160	0	460	0	60	1060	\$144,620	\$5,300	\$149,920	
	Site Inspection/Inspection logs	60	120	100				300		60	\$86,100	\$4,000	\$90,100	
	Post-construction inspection with customer/Use License	12	40					80		132	\$18,600	\$500	\$19,100	
	Cross Connection Testing	8	16		160					184	\$25,360	\$500	\$25,860	
	Coverage Testing	8	16					80		104	\$14,560	\$300	\$14,860	
5	Record Drawings	4	12	0	0	0	0	40	0	56	\$6,020	\$200	\$6,220	
	Prepare Record Drawings	4	12					40		56	\$6,020	\$200	\$6,220	
OVERALL TOTAL		364	702	1048	160	20	460	312	110	3176	\$430,680	\$8,575	\$439,255	

Notes:

Meetings assumed to occur weekly during design phase, biweekly during construction phase.
 No cross connection testing is required for the six site median retrofits.
 It is assumed that DSRSD has permission for HydroScience and the Contractor to go on-site to perform the retrofit design and construction at NTP.
 Access to tenant suites/apartments will be provided by Site Supervisor for cross-connection test.
 Customer will operate fixtures at the direction of the cross connection specialist.
 DSRSD will identify estimated pressure in distribution system. Expected that one one additional pump may be required at a retrofit site.
 All required repairs of the customers irrigation system will be done at their cost and will not result in extension of the construction contract. Additional work associated with coordinating and waiting for customer repairs is outside of the project scope.
 All charges will be invoiced in accordance with the HydroScience standard rate schedule in effect at the time services are performed.

HydroScience Engineers, Inc.
Task Order No. 1 to Agreement dated _____, 2015

Issue Date: March 3, 2015

Project Name and Number: RW Expansion Phase 1: Distribution to W. Dublin and Ala Co Facilities (CIP 15-R009)

Task Title: Design and Cross Connection Testing, Customer Retrofits

Project Manager Name & Signature: Steve Delight _____

Source of Funds: Water Expansion Fund (620) 65% and (610) 35%

Board Review Committee: Board

Account Number: 15-R009.design.cip

Authorization Amount: \$439,255

Purchase Order Number: TBD

Return Purchase Order to: Evita Schnupp

Compensation Method: Time and materials as per Agreement

Completion Date: December 31, 2015

Insurance Requirements: As per Agreement; no special requirements

Work Product: See Attachment "A"

Digital Drawings, if applicable: Digital files shall be in AutoCAD 2010 or higher drawing format. Drawing units shall be decimal with a precision of 0.00. Angles shall be in decimal degrees with a precision of 0. All objects and entities in layers shall be colored by layer. All layers shall be named in English. Abbreviations are acceptable. All submitted map drawings shall use the Global Coordinate system of USA, California, NAD 83 California State Planes, Zone III, U. S. foot.

Scope of Work: See Attachment "A"

Economic Disclosure: Required – Need to include Attachment B
 Not Required

Recommended by: Daniel McIntyre (_____)

Accepted by:

 Curtis Lam, Principal
 HydroScience Engineers, Inc.

 Date

Authorized by:

 Bert Michalczyk, General Manager
 Dublin San Ramon Services District

 Date

DESIGN AND CROSS CONNECTION TESTING, CUSTOMER REROFFITS FOR RECYCLED WATER EXPANSION – PHASE 1, DISTRIBUTION TO WESTERN DUBLIN

HYDROSCIENCE ENGINEERS

SCOPE OF WORK

February 11, 2015

The Scope of Work is for retrofit of the thirty four retrofit sites identified in the RFP, with the exception of substituting out the John Knox Church for The Church of Jesus Christ of Latter-day Saints on 8203 Village Parkway in Dublin, CA.

The work associated with each project task is described below.

Task 1: Project Management

HydroScience will be responsible for overseeing all the individual project tasks, making sure each task is successfully completed and integrating all the completed tasks into a successfully completed Project. The Consultant will be responsible for dealing with each retrofit customer, and coordinating with the District for overall direction. The Consultant will be responsible for keeping the District informed of the Project status through regular (up to 30) weekly status updates and informal updates as requested by the District.

HydroScience has budgeted 90 hours of effort by our Project Manager to perform the work associated with this task.

Deliverables:

- Weekly Status Update and Informal Status Updates as requested.

Task 2: Customer Contact and Interface

District staff will be the primary contact with customers and will make initial contact with each customer at up to three public meetings to introduce HydroScience to the customers and to discuss the District's projects and its potential impacts to them. HydroScience shall conduct follow-up work by meeting with the property owners or customer individually to conduct field investigations, to determine feasibility of converting customer's property to recycled water and to determine the extent of effort required for connection,

Prior to connection to recycled water, HydroScience will meet with each customer and ensure the Customer receives and understands the District's Recycled Water Use Guidelines. The Consultant will work with the District to ensure that each customer receives Customer Site Supervisor Training per the District's Recycled Water Use Guidelines. HydroScience will perform a site survey of each site to be retrofit to recycled water and estimate the volume of recycled water needed at each site.

Deliverables:

- Table of updated Recycled Water Demand volume per customer site.

Design and Cross Connection Testing, Customer Retrofits for Recycled Water Expansion –
 Phase 1, Distribution to Western Dublin
 HydroScience Engineers
 Scope of Work
 Page 2 of 3

Task 3: Design Site Retrofits

HydroScience will design the retrofits of the customer sites in accordance with the customer's recycled water needs and the District's Recycled Water Use Guidelines, including all piping, cross-connection prevention, and appurtenances. The Consultant will coordinate with the District to determine the recycled water meter locations. The Consultant will prepare construction drawings for each retrofit site and submit the plans to the District for approval.

The on-site retrofit drawings will show the following elements:

- Locations, size, and type of new recycled water piping and infrastructure on-site.
- Details for the new recycled water point of connection.
- How separation between recycled water and the existing potable water point of connection (and elsewhere on-site where required) would be achieved.
- The limits of the area to be irrigated with recycled water.
- The locations of all visible on-site irrigation control valves, quick coupler valves, irrigation controllers, and exterior uses of potable water (e.g. hose bibbs, drinking fountains, decorative fountains).
- Location of pressure regulators and/or irrigation pump stations (where required). It is assumed that up to one site may require an irrigation pump station, and all sites may require a pressure regulator.
- Eating areas and how the irrigation system may need to be adjusted to avoid overspray onto the eating area.
- The location and type of recycled water signage.
- The locations and type of backflow protection for exterior potable water uses on-site.
- Sidewalks, walkways, and relevant site features on the customer site, and
- Notes and details required to construct the project and to demonstrate compliance with DSRSD regulations

HydroScience shall produce signed and stamped drawings for the construction of the site retrofits. HydroScience will provide an engineer's estimate at 50% and 100% final design stages.

Deliverables:

- Construction drawings and estimate of each Customer site.

Task 4: Site Inspection for Retrofits HydroScience will perform site inspection during construction, perform cross-connection testing, and coordinate the coverage testing of each of the 34 retrofit sites. HydroScience has budgeted approximately 640 hours for on-site inspection, which is equivalent to one person full time for 16 weeks. During construction, HydroScience visit each site during the cross-connection test and irrigation coverage test to ensure the installed irrigation system meets customer needs and District standards. HydroScience shall coordinate with the District's Clean Water Section staff for the issuance of a Recycled Water Use License to each property's On-site Supervisor.

Design and Cross Connection Testing, Customer Retrofits for Recycled Water Expansion –
Phase 1, Distribution to Western Dublin
HydroScience Engineers
Scope of Work
Page 3 of 3

The level of effort for cross connection testing and coverage testing assumes that no retesting is required due to failed cross connection test or the need to retest sites for failure to pass the coverage test. HydroScience has assumed that one cross connection test and one coverage test is required for each site except sites with only one water supply (e.g. the six medians).

Repairs of the customer's irrigation system are expected to be the responsibility of the customer. During construction, the Contractor will prepare an irrigation system diagnostic report itemizing what existing deficiencies are required for the customer to make repairs. If the customer fails to make irrigation system repairs in a timely manner, the duration of the site inspection task may need to be extended to wait for the customer to perform this work at their cost.

HydroScience will resolve routine issues that arise during construction per the District's Standard Procedures, Specifications, and Drawings and the District's Recycled Water Use Guidelines. HydroScience will coordinate with the District and keep inspection logs of each site that is converted and will be present complete records for the District. HydroScience will be responsible for resolving any problems which are noted during District Inspection.

Engineering services during the bidding phase can be provided as an optional service.

Deliverables:

- Recycled water retrofit facilities inspection logs

Task 5: Record Drawings

HydroScience will provide record drawings of the recycled water retrofit facilities to the District based on markups provided by the Contractor and inspection performed by HydroScience.

Deliverables:

- Recycled water retrofit facilities record drawings for each site.

Dublin San Ramon Services District
 Design and Cross Connection Testing, Customer Retrofits for Recycled Water Expansion - Phase 1, Distribution to Western Dublin
 HydroScience Engineers
 February 11, 2015
 Fee Proposal

Task	Description	Labor Classification	Curtis Lam	Ed Francisco	Retrofit Design	Cross Connection	Electrical	Site Insp., Cov.	Designer/Drafter	Administration	Hours	Fee	Other Direct	Total Fee
			Project Manager	Project Engineer	Engineers	Testing Specialists	Engineers	Testing, License						
		Hourly Rate	E-VIII	E-III	E-III	E-III	E-III	E-III	CAD-II	Adm-II				
			\$200	\$135	\$135	\$135	\$135	\$135	\$90	\$65				
Base Services														
1	Project Management		90	0	0	0	0	0	0	0	90	\$18,000	\$600	\$18,600
	Meetings (30)		60								60	\$12,000	\$600	\$12,600
	Weekly status updates		30								30	\$6,000		\$6,000
2	Customer Contact and Interface		42	82	24	0	0	0	0	12	160	\$23,490	\$300	\$23,790
	Customer outreach		16	48						12	76	\$10,460	\$200	\$10,660
	Three public customer meetings		24	24							48	\$8,040	\$100	\$8,140
	Estimate volume of water required		2	10	24						36	\$4,990		\$4,990
3	Design Site Retrofits		140	416	924	0	20	0	272	38	1810	\$238,550	\$2,175	\$240,725
	10: Amador Apartments		6	24	24				20	1	75	\$9,545	\$75	\$9,620
	19, 20, 21, 22, 23, 24: City of Dublin Medians (6 sites)		6	20	60				18	2	106	\$13,750	\$75	\$13,825
	52: Whitney Investments		4	12	20				6	1	43	\$5,725	\$75	\$5,800
	28: City of Dublin Senior Center		6	16	36				8	1	67	\$9,005	\$75	\$9,080
	16: Firehouse #16		4	12	16				6	1	39	\$5,185	\$75	\$5,260
	49: Town and Country Shopping Center		4	12	30				12	1	59	\$7,615	\$75	\$7,690
	34: Dublin Iceland		4	12	20				6	1	43	\$5,725	\$75	\$5,800
	30: Chevron Station		2	8	12				4	1	27	\$3,525	\$75	\$3,600
	46: Shell Station		2	8	12				4	1	27	\$3,525	\$75	\$3,600
	40: Heritage Park Office		4	8	24				8	1	45	\$5,905	\$75	\$5,980
	48: The Springs (aka Sofi)		16	32	48				20	4	120	\$16,060	\$75	\$16,135
	14: Church of Christ		6	16	24				4	1	51	\$7,025	\$75	\$7,100
	39: Frankie, Johnnie, and Luigi Too		4	12	20				4	1	41	\$5,545	\$75	\$5,620
	32: Dublin Blvd. Associates		4	12	32				8	1	57	\$7,525	\$75	\$7,600
	41: Hexcel		4	12	32				8	1	57	\$7,525	\$75	\$7,600
	33: Dublin Historic Park		4	16	36		8		8	1	73	\$9,685	\$75	\$9,760
	29: Dublin Executive Center		4	12	36				8	1	61	\$8,065	\$75	\$8,140
	35: Dublin Pioneer Cemetery		6	20	48				16	2	92	\$11,950	\$75	\$12,025
	27: Mape Park		6	16	32				8	1	63	\$8,465	\$75	\$8,540
	37: Nielsen Elementary		6	20	48				16	1	91	\$11,885	\$75	\$11,960
	53: The Church of Jesus Christ of Latter-day Saints		4	8	32				8	1	53	\$6,985	\$75	\$7,060
	44: Michael Perkins		4	8	24				8	1	45	\$5,905	\$75	\$5,980
	43: McNamara's Steak House		4	8	24				8	1	45	\$5,905	\$75	\$5,980
	45: Public Storage		4	8	32				8	1	53	\$6,985	\$75	\$7,060
	36: Dublin Elementary		6	20	54				8	4	92	\$12,170	\$75	\$12,245
	47: St. Raymond's Church		4	12	24				8	1	49	\$6,445	\$75	\$6,520
	15: Shannon Community Center		4	20	36				12	1	73	\$9,505	\$75	\$9,580
	25: Shannon Park		4	20	48				12	2	86	\$11,190	\$75	\$11,265
	26: Dolan Park		4	12	40		12		8	1	77	\$10,225	\$75	\$10,300
4	Site Inspection for Retrofits		88	192	100	160	0	460	0	60	1060	\$144,620	\$5,300	\$149,920
	Site Inspection/Inspection logs		60	120	100			300		60	640	\$86,100	\$4,000	\$90,100
	Post-construction inspection with customer/Use License		12	40				80			132	\$18,600	\$500	\$19,100
	Cross Connection Testing		8	16		160					184	\$25,360	\$500	\$25,860
	Coverage Testing		8	16				80			104	\$14,560	\$300	\$14,860
5	Record Drawings		4	12	0	0	0	0	40	0	56	\$6,020	\$200	\$6,220
	Prepare Record Drawings		4	12					40		56	\$6,020	\$200	\$6,220
OVERALL TOTAL			364	702	1048	160	20	460	312	110	3176	\$430,680	\$8,575	\$439,255

Notes:

Meetings assumed to occur weekly during design phase, biweekly during construction phase.
 No cross connection testing is required for the six site median retrofits.
 It is assumed that DSRSD has permission for HydroScience and the Contractor to go on-site to perform the retrofit design and construction at NTP.
 Access to tenant suites/apartments will be provided by Site Supervisor for cross-connection test.
 Customer will operate fixtures at the direction of the cross connection specialist.
 DSRSD will identify estimated pressure in distribution system. Expected that one one additional pump may be required at a retrofit site.
 All required repairs of the customers irrigation system will be done at their cost and will not result in extension of the construction contract. Additional work associated with coordinating and waiting for customer repairs is outside of the project scope.
 All charges will be invoiced in accordance with the HydroScience standard rate schedule in effect at the time services are performed.



Reference Engineering Services Manager	Type of Action Approve Budget Adjustment and Authorize Task Order No. 2	Board Meeting of March 3, 2015
Subject Approve Budget Adjustment and Authorize Task Order No. 2 to the Master Consulting Agreement with West Yost Associates for the Wastewater Treatment Plant and Biosolids Master Plan (CIP 14-P004)		
<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 checked="" type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	D. McIntyre
		<input type="checkbox"/> Board Member

Recommendation:

The Engineering Services Manager recommends the Board of Directors: 1) approve, by Motion, an increase to the CIP project budget for the Wastewater Treatment Plant and Biosolids Master Plan (CIP 14-P004) from \$1,000,000 by \$700,000 for a new budget amount of \$1,700,000; and; 2) authorize, by Motion, the General Manager to execute Task Order No. 2 to the Master Consulting Agreement with West Yost Associates in an amount not to exceed \$1,513,972 for preparation of the Wastewater Treatment and Biosolids Facilities Master Plan.

Summary:

The Wastewater Treatment Plant and Biosolids Master Plan (CIP 14-P004) is a comprehensive update of both the District’s 2005 Wastewater Treatment Plant Master Plan Update and 2007 Biosolids Master Plan. The Master Plan will evaluate the existing processes and equipment and develop a plan for future replacement, rehabilitation or addition of facilities over a 25 year planning horizon. The Master Plan will provide clear guidance to navigate several key issues including:

- Planning for evolving regulations, especially anticipated limits on nutrient discharges into San Francisco Bay.
- Managing risk by selecting the best long-term options for diversifying the existing biosolids management, including the extent of participation in the Bay Area Biosolids to Energy Program.
- Assessing whether to rehabilitate or replace aging facilities. The Master Plan includes a condition assessment task that will support the asset management program for the regional assets.
- Optimizing energy production and use.
- Considering opportunities for cost effective recovery of vital water and natural resources.
- Maintaining the District’s good relationships with the neighbors through effective odor control.

The requested budget increase is based on a negotiated scope with West Yost Associates and estimated staff time in support of the project. The Master Plan is expected to be completed in 18 months. A detailed Scope of Services and cost estimate is provided with the attached Task Order.

The project is split-funded with 85% funding from the Regional Sewer Expansion (Fund 320) and 15% funding from the Regional Sewer Replacement (Fund 310).

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Zavadil	DEPARTMENT Engineering	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 \$700,000	<input checked="" type="checkbox"/> Funding Source A. Regional Sewer Expansion (Fund 320) B. Regional Sewer Replacement (Fund 310)		Attachments to S&R 1. Current Budget Sheet 2. Proposed Budget Sheet 3. Task Order No. 2			

<i>CIP Budget FYEs 14 and 15</i>	WWTP/Biosolids Master Plan	
<i>Initiate</i>	CIP #: 14-P004	Regional Sewer Expansion Fund (320)

Project Manager: Judy Zavadil**Project Sponsor:** Dan Gallagher**PURPOSE AND DESCRIPTION**

The current average dry weather flow (ADWF) to the WWTP is 11.5 MGD. Substantial WWTP improvements will be required at approximately 14.5 MGD. Prior to the flows reaching 14.5 MGD, a WWTP Master Plan will be completed. The Master Plan will: evaluate current and projected future wastewater flows and strength; determine when additional facilities are required due to hydraulic or treatment limitations; evaluate options for biosolids dewatering and disposal; evaluate current technologies to meet treatment requirements; develop costs estimates; evaluate staffing needs; and support a capacity reserve fee study.

IMPACT ANALYSIS

Operating Impact: Increase capacity may increase staffing requirements.
 Environmental: Not a project under CEQA [CEQA Guideline 15378].
 Public Info.: Neighborhood participation
 Scheduling: Required before 14.5 mgd ADWF
 Permits: NPDES
 Reference: Current WWTP and Biosolids Master Plans
 Strategic Plan Element: Goal 2.5.5 Prepare treatment plant regional master plan

FINANCIAL OVERVIEW

	Proposed Budget			Actual + Estimated Cash Flow					
	Adopted Budget	Proposed Adjustment	Revised Budget	Actual Thru FYE 2013	Actual FYE 2014 to Date	Actual FYE 2015 to Date	Est. Remaining FYE 2015	Estimated Future	Total Projected Budget
Planning	950,000	0	950,000	0	0	0	475,000	475,000	950,000
Design	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Const Mgmt	0	0	0	0	0	0	0	0	0
Admin Mgmt	0	0	0	0	0	0	0	0	0
Staff Time	50,000	0	50,000	0	0	0	25,000	25,000	50,000
Subtotal	1,000,000	0	1,000,000	0	0	0	500,000	500,000	1,000,000
<i>Other Funding</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Net Impact	1,000,000	0	1,000,000	0	0	0	500,000	500,000	1,000,000

Fund Split Basis: Fund split based on ADWF that initiates project vs. buildout flowrate

320	85%	850,000	850,000	425,000	425,000	850,000
310	15%	150,000	150,000	75,000	75,000	150,000

NOTES:

<i>CIP Budget FYEs 14 and 15</i>	WWTP/Biosolids Master Plan	
<i>Initiate</i>	CIP #: 14-P004	Regional Sewer Expansion Fund (320)

Project Manager: Judy Zavadił**Project Sponsor:** Dan Gallagher**PURPOSE AND DESCRIPTION**

The current average dry weather flow (ADWF) to the WWTP is 11.5 MGD. Substantial WWTP improvements will be required at approximately 14.5 MGD. Prior to the flows reaching 14.5 MGD, a WWTP Master Plan will be completed. The Master Plan will: evaluate current and projected future wastewater flows and strength; determine when additional facilities are required due to hydraulic or treatment limitations; evaluate options for biosolids dewatering and disposal; evaluate current technologies to meet treatment requirements; develop costs estimates; evaluate staffing needs; and support a capacity reserve fee study.

IMPACT ANALYSIS

Operating Impact: Increase capacity may increase staffing requirements.
 Environmental: Not a project under CEQA [CEQA Guideline 15378].
 Public Info.: Neighborhood participation
 Scheduling: Required before 14.5 mgd ADWF
 Permits: NPDES
 Reference: Current WWTP and Biosolids Master Plans
 Strategic Plan Element: Goal 2.5.5 Prepare treatment plant regional master plan

FINANCIAL OVERVIEW

	Proposed Budget			Actual + Estimated Cash Flow					
	Adopted Budget	Proposed Adjustment	Revised Budget	Actual Thru FYE 2013	Actual FYE 2014 to Date	Actual FYE 2015 to Date	Est. Remaining FYE 2015	Estimated Future	Total Projected Budget
Planning	950,000	683,477	1,633,477	0	0	0	475,000	1,158,477	1,633,477
Design	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Const Mgmt	0	0	0	0	0	0	0	0	0
Admin Mgmt	0	0	0	0	0	0	0	0	0
Staff Time	50,000	16,523	66,523	0	0	16,523	25,000	25,000	66,523
Subtotal	1,000,000	700,000	1,700,000	0	0	16,523	500,000	1,183,477	1,700,000
<i>Other Funding</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Net Impact	1,000,000	700,000	1,700,000	0	0	16,523	500,000	1,183,477	1,700,000

Fund Split Basis: Fund split based on ADWF that initiates project vs. buildout flowrate

320	85%	850,000	595,000	1,445,000	14,045	425,000	1,005,955	1,445,000
310	15%	150,000	105,000	255,000	2,478	75,000	177,522	255,000

NOTES:

Budget increase of \$700K requested for approval on Board Meeting 3/3/2015

West Yost Associates
Task Order No. 2 to Agreement dated May 6, 2014

Issue Date:	February 20, 2015
Project Name and Number:	WWTP and Biosolids Master Plan (CIP 14-P004)
Task Title:	Wastewater Treatment and Biosolids Facilities Master Plan
Project Manager Name & Signature:	Judy Zavadil _____
Source of Funds:	Regional Sewer Expansion Fund (320) 85% Regional Sewer Replacement Fund (320) 15%
Board Review Committee:	Board
Account Number:	14-P004.planni.cip
Authorization Amount:	\$1,513,972
Purchase Order Number:	TBD
Return Purchase Order to:	Evita Schnupp
Compensation Method:	Time and materials as per Agreement
Completion Date:	August 1, 2016
Insurance Requirements:	As per Agreement; no special requirements
Work Product:	See Attachment "A"
Digital Drawings, if applicable:	Digital files shall be in AutoCAD 2010 or higher drawing format. Drawing units shall be decimal with a precision of 0.00. Angles shall be in decimal degrees with a precision of 0. All objects and entities in layers shall be colored by layer. All layers shall be named in English. Abbreviations are acceptable. All submitted map drawings shall use the Global Coordinate system of USA, California, NAD 83 California State Planes, Zone III, U. S. foot.
Scope of Work:	See Attachment "A" exclude Optional Task 8
Economic Disclosure:	<input type="checkbox"/> Required – Need to include Attachment B <input checked="" type="checkbox"/> Not Required
Recommended by:	Dan McIntyre (_____)

Accepted by:

 Jeff Pelz, Vice President
 West Yost Associates

 Date

Authorized by:

 Bert Michalczyk, General Manager
 Dublin San Ramon Services District

 Date



SCOPE OF SERVICES WASTEWATER TREATMENT AND BIOSOLIDS FACILITIES (WWT&BF) MASTER PLAN

Task 1. Flow and Load Analysis

This task will involve the development of a flow and load projection for the wastewater treatment plant influent. The subtasks are as follows:

- **Subtask 1.1** – Compile Data and Develop Flow and Load Analysis
- **Subtask 1.2** – Flow and Load TM (Draft and Revised Draft)

Subtask 1.1 Compile Data and Develop Flow and Load Analysis

This task will involve working closely with District staff to define the current and anticipated future flow and load conditions for the District's WWT&BF. This effort will include the development of dry weather flow and loads for the current conditions. In addition, peaking factors will be defined for maximum day (wet and dry weather), maximum 30-day average (wet and dry weather), and peak hour conditions (wet and dry weather, as appropriate). Flow and loading projections for the 25-year planning horizon using a growth rate defined by District staff.

Subtask 1.2 Flow and Load Technical Memorandum (TM)

The information developed under this task will be summarized in *Technical Memorandum (TM) No. 1: Flow and Load Conditions*, which will ultimately be included as Chapter 2 of the Master Plan (under Task 13). A revised draft TM No. 1 will be developed based on District comments/input.

Task 1 Deliverables: One (1) electronic copy (in PDF format) of the Draft Flow and Load TM. One (1) electronic copy (in PDF format) of the Revised Draft Flow and Load TM. The Revised Draft Flow and Load TM will be finalized and hard copies included as Chapter 2 of the Master Plan under Task 13.

Task 2. Existing Facilities and Capacity

This task will involve evaluating and summarizing the capacities of the existing treatment facilities. The subtasks are as follows:

- **Subtask 2.1** – Tour Facilities and Review Background Information
- **Subtask 2.2** – Develop Process Schematics and Site Plans
- **Subtask 2.3** – Evaluate Process Performance
- **Subtask 2.4** – Existing Facilities and Capacity TM

Subtask 2.1 Tour Facilities and Review Background Information

Key members of the project team will tour the treatment facilities with District staff to record known information regarding changes in operation since previous planning documents were completed and/or known operational concerns.

Subtask 2.2 Develop Process Schematics and Site Plans

The Project Team will develop updated process schematics for the Wastewater Treatment, Biosolids Treatment, and Cogeneration systems. In addition, an overall Site Plan showing the locations of the major components of these facilities will be developed.

Subtask 2.3 Evaluate Process Performance

Models, calibrated using recent data provided by the District, will be used to evaluate the process loading and performance of the following systems:

- Headworks and primary treatment
- Secondary Reactors
- Secondary Clarifiers
- Chlorination System
- Tertiary Filters
- UV Disinfection
- Membrane Filters and UV Disinfection System
- Biosolids FSLs
- Sludge Injection Field
- Cogeneration System

Calibrated models will be used to verify the capacity of each process to perform at the range of updated flow and load conditions identified under Task 1 and to define the Average Dry Weather Flow (ADWF) capacity of each process.

Available capacity/performance information provided in previous planning documents will be compared to recent performance data.

As needed, the team will work with the District staff to identify potential deficiencies in process performance as compared to performance anticipated under the original design conditions.

Subtask 2.4 Existing Facilities and Capacity TM

The information developed under this task will be summarized in TM 2: Existing Facilities and Capacities, which will ultimately be included as Chapter 3 of the Master Plan.

Task 2 Deliverables: One (1) electronic copy (in PDF format) of the Draft Existing Facilities and Capacity TM. The Draft Existing Facilities and Capacity TM will be finalized and hard copies included as Chapter 3 of the Master Plan under Task 13.

Task 3. Condition Assessment/Asset Management

This task will involve providing assistance to the District in evaluating the condition of the major/critical components of the WWT&BF, with a more detailed assessment of the Primary Treatment facilities, and in establishing the framework for a WWT&BF asset management program. The subtasks (including optional tasks, as noted) are as follows:

- **Subtask 3.1** – Asset Inventory (Optional)
- **Subtask 3.2** – Major/Critical Asset Evaluation
- **Subtask 3.3** – Level 2 Condition Assessment Forms
- **Subtask 3.4** – Primary Treatment Facilities Level 2 Condition Assessment
- **Subtask 3.5** – Consequence/Risk Evaluation Framework
- **Subtask 3.6** – Prioritization Tool / Analysis (Optional)

Subtask 3.1 Asset Inventory (Optional)

If directed by the District, the project team will further develop (or assist with the further development of) the WWT&BF asset inventory starting from the information currently included in the District's asset management system. The specific level of effort to be provided under this task could vary depending on the services requested and/or what support efforts are provided by District staff or others. Project team assignment may include, but are not necessarily limited to:

- Assigning assets class and/or facility association information for each asset;
- Identifying and/or adding missing assets/asset class classes into the database;
- Reviewing design documents, O&M manuals, and other available information to identify/verify date of installation for each asset;
- Conducting field visits (along with District staff) to identify/verify asset status, name plate information and/or other changes; and
- Reviewing work orders or other documents to verify dates of upgrades, replacements or major repairs.

The specific work efforts and deliverables under this task cannot reasonably be determined at this time, so the associated fee estimate presented in this contract will be limited to work that can be completed within the available budget. All work will be performed on a time and materials basis, and monthly invoices will detail the efforts and costs. Depending on the level of effort required, a scope and budget amendment may be necessary.

Subtask 3.2 Major/Critical Asset Evaluation

Starting with an asset inventory provided by the District (or developed under Subtask 3.1), and in conjunction with District staff, the project team will identify the major/critical WWT&BF components to be evaluated under this subtask. WWT&BF components to be assessed will include the major and/or critical elements of the following system types:

- Mechanical
- Structural
- Electrical
- Coatings

WWT&BF building components to be assessed will include roofs and HVAC equipment.

This subtask also involves working with the District staff to identify the asset information to be developed and/or obtained in the field by the project team for each of the major/critical components identified as described above. This information to be obtained/developed is expected to include, but is not necessarily limited to, the following:

- Serial number/name plate information
- Engineer's notes on condition issues (based on visual inspection)
- Condition and/or repair/rehabilitation notes provided by District staff in the field or identified in recent condition assessment reports
- Recommended rehabilitation frequency
- Planning-level rehabilitation costs (per rehab, not lifecycle)
- Recommended replacement frequency
- Planning-level replacement costs
- Recommended recoating frequency
- Planning-level recoating costs

The information identified will be captured in an asset table (or database) that is compatible with the District's asset management program.

Condition Assessment team members will review condition assessment reports developed in the last few years as District staff have taken facilities offline for inspection to identify any major findings or recommendations that should be included in the asset table, as described above.

A Condition Assessment Team will spend up to two days in the field with District staff completing a preliminary condition assessments (and gathering additional information, as appropriate) for the major/critical WWT&BF components identified as described above. The condition assessments will be limited to major pieces of equipment and coatings or structures assessed through visual examination of exposed elements.

Planning-level cost estimates will be developed for rehabilitation, recoating, and/or replacement of each major/critical asset (as identified in the table developed in accordance with the scope discussed above). Major replacement/rehabilitation costs expected in the 25-year planning horizon will be considered when evaluating alternatives under later Master Planning tasks. Major rehabilitation/replacement costs expected in the 10-year planning horizon will be included in the CIP developed under Task 13.

It is assumed for this subtask that a preliminary asset database will be provided by the District that includes (at a minimum) the name of the WWT&BF assets, their associated treatment processes, their asset class, and date of installation. If directed by the District, development of this preliminary database could be completed under Subtask 3.1.

Subtask 3.2 Deliverables: One (2) electronic copies (in Microsoft Access or Excel and PDF format) of the completed asset information table. Hard copies of the completed table will also be included as Appendix A of the Master Plan under Task 13.

Subtask 3.3 “Level 2” Condition Assessment Forms

The project team will assist the District in developing “Level 2” condition assessment forms for each major WWT&BF process. A “Level 2” condition assessment generally would include evaluations or measures that can be completed in the field when a piece of equipment is offline (and thus not needed to meet treatment requirements). The purpose of the “Level 2” assessment forms is to guide District staff through the evaluations to be completed as facilities are taken offline for inspection, helping to provide consistency from inspection to inspection. The forms will also help District staff identify triggers that signal the need for additional “Level 3” inspections (such as destructive or non-destructive testing, vibration monitoring, thermal scanning, etc.).

Initial forms, developed by the project team for each treatment process, will be presented and updated with support from District staff over the course of two facilitated workshops.

Subtask 3.3 Deliverables: One (1) electronic copy (in PDF format) of a “Level 2” condition assessment form for each major WWT&BF process.

Subtask 3.4 Primary Treatment Facilities “Level 2” Condition Assessment

The District plans to take each of the primary clarifiers offline in the spring/early summer of 2015 to evaluate the condition of this facility. Project team experts in each of the following areas will evaluate the primary clarifiers:

- Mechanical
- Structural
- Electrical
- Coatings

The “Level 2” assessment will follow the protocols identified in appropriate “Level 2” condition assessment form (developed in accordance with Subtask 3.3). The specific level of effort to be provided under this task could vary depending on the detailed identified for the “Level 2” form under Subtask 3.3. Therefore, the associated fee estimate presented in this contract will be limited to work that can be completed within the available budget. All work will be performed

on a time and materials basis, and monthly invoices will detail the efforts and costs. Depending on the level of effort required, a scope and budget amendment may be necessary.

The project team will develop a Primary Treatment Facilities “Level 2” Condition Assessment TM that summarizes the condition assessment efforts (and data, as appropriate) completed under this subtask. The TM will include recommendations as appropriate for rehabilitation and replacement, addressing the areas identified by the “Level 2” assessment form developed under Subtask 3.2.

Subtask 3.4 Deliverables: One (1) electronic copy (in PDF format) of the Draft Primary Treatment Facilities “Level 2” Condition Assessment TM. Following District review, four (4) hard copies and one (1) electronic copy (in PDF format) of a final TM will be provided.

Subtask 3.5 Risk Model Development

The project team will assist the District in developing the consequence of failure and likelihood of failure (i.e., risk) criteria (and associated weighting, as appropriate) to be used for establishing rehabilitation/replacement prioritizations under the District’s asset management program. An initial list of criteria, developed by the project team, will be presented and updated (as appropriate), with support from District staff, in two facilitated workshops.

The weighted criteria developed will also be used by the project team to establish a prioritization of major rehabilitation/replacement projects identified for the 10-year horizon under task 3.2.

The project team will develop a Risk Assessment Framework TM, summarizing the recommended weighted prioritization criteria.

Subtask 3.5 Deliverables: One (1) electronic copy (in PDF format) of the Draft Risk Assessment Framework TM. Following District review, four (4) hard copies and one (1) electronic copy (in PDF format) of a final TM will be provided.

Subtask 3.6 Risk Model and Evaluation (Optional)

If directed by the District, the project team will develop (or assist with the development of) a prioritization tool for the WWT&BF asset inventory. The specific level of effort to be provided under this task could vary depending on the services requested and/or what support efforts are provided by District staff or others. Project team assignment may include, but are not necessarily limited to:

- Establishment of a systematic process for evaluating data collected using the Level 2 condition assessment forms to identify specific rehabilitation, replacement, maintenance, additional inspections, or optional actions to address identified issues.
- Establishment of a risk rating for each asset (or asset class) through a series of facilitated workshops.
- Development of a Microsoft Access-based risk model.
- Calibrate the risk model by adjusting risk criteria weighting based on sensitivity analyses.

- Working with District staff to develop standard operating procedures for ongoing use of the risk model.
- Development of a map-based data interface for viewing asset data.

The specific work efforts and deliverables under this task cannot reasonably be determined at this time, so the associated fee estimate presented in this contract will be limited to work that can be completed within the available budget. All work will be performed on a time and materials basis, and monthly invoices will detail the efforts and costs. Depending on the level of effort required, a scope and budget amendment may be necessary.

Task 4. Regulatory Requirements

This task will involve summarizing the current and potential future regulatory requirements applicable to the WWT&BF. The information will be summarized in TM 3: Regulatory Requirements, which will ultimately be included as Chapter 4 of the Master Plan. The major topics to be addressed include:

- Current and potential future NPDES requirements.
- Current BACWA activities and potential future nutrient requirements. This assessment will be provided by the HDR team currently completing the BACWA study.
- EBDA discharge flow limitations and operational requirements.
- Current and potential future requirements related to biosolids disposal.
- Current and future trends in Greenhouse Gas (GHG)/air emissions regulations for wastewater treatment plants and digester gas-fueled cogeneration systems. This will include an assessment of potential regulations that may be applied through federal, state or local agencies, including the Bay Area Air Quality Management District (BAAQMD). . This assessment will be provided by Don King, an expert in GHG/air quality requirements for wastewater and cogeneration facilities.
- Current requirements related to odor control at the WWT&BF as identified in the District's previous environmental documents, and a discussion of potential future trends related to odor control. This assessment will be provided by Tom Card, an expert in odor control requirements for wastewater facilities.

Risk factors and probabilities will be identified and discussed for each of the potential future requirements identified under the topics above.

Task 4 Deliverables: One (1) electronic copy (in PDF format) of the draft Regulatory Requirements TM. The Draft Regulatory Requirements TM will be finalized and hard copies included as Chapter 4 of the Master Plan under Task 13.

Task 5. Storage Needs Assessment

This task will involve the development of a flow and load projection for the wastewater treatment plant influent. The subtasks are as follows:

- **Subtask 5.1** – Evaluate Storage Needs
- **Subtask 5.2** – Storage Needs TM (Draft and Final)

Subtask 5.1 Evaluate Storage Needs

The District relies on the existing storage ponds to serve the following key purposes: storage during wet weather peaks to limit flow to the EBDA system (and/or discharge to local surface waters); recycled water storage; and emergency storage. This task will involve development of a water balance analysis to analyze these competing storage needs. Through this effort, the desired long-term volume of storage will be defined, so that storage facilities can be appropriately considered as part of the alternatives analysis efforts. This task will also identify a recommended strategy for operating the available storage system in a manner that balances the District's various storage needs.

Subtask 5.2 Technical Memorandum (TM)

The information developed under this task will be summarized in TM 4: Storage Needs Assessment, which will ultimately be included as Appendix B of the Master Plan.

Task 5 Deliverables: One (1) electronic copy (in PDF format) of the draft Storage Needs Assessment TM. One (1) electronic copy (in PDF format) of the final TM, incorporating District comments. Hard copies of the final TM will also be included as Appendix B of the Master Plan under Task 13.

Task 6. Energy Analysis

This task will be led by Whitley Burchett and Associates (WBA), with assistance from key HDR and West Yost Staff, and will involve an evaluation of the District's energy and cogeneration systems, including an assessment of possible system improvements/expansions. In addition, the task will involve evaluating options for improving energy efficiency and the changes in energy demands associated with the various treatment alternatives being considered under other tasks in the Master Plan. The subtasks are as follows:

- **Subtask 6.1** – Recommended Capacity Improvements
- **Subtask 6.2** – Energy Balance
- **Subtask 6.3** – Energy Conservation Recommendations
- **Subtask 6.4** – Energy Generation Expansion Alternatives
- **Subtask 6.5** – Evaluate Energy Impacts of Treatment Alternatives
- **Subtask 6.6** – Energy Management Plan TM

Subtask 6.1 Recommended Capacity Improvements

The Project Team will identify and develop planning-level cost estimates and recommended timing for improvements needed to address any existing cogeneration system bottleneck or reliability issues.

Subtask 6.2. Energy Balance

The Project Team will develop an energy balance across the WWT&BF indicating energy production and consumption of key processes. The energy balance will also address plant heat demands. The energy balance information will be presented schematically.

Subtask 6.3 Energy Conservation Recommendations

The Project Team will provide recommendations for possible process or equipment changes and/or other energy conservation measures that may be implemented at the WWT&BF to reduce energy demands and/or increase energy efficiency.

Subtask 6.4 Energy Generation Expansion Alternatives

The Project Team will identify, evaluate and recommend options for increasing power production. Options to be considered include: a) reciprocating engine cogeneration systems; b) small gas turbines; c) solar power. Each option will be evaluated using the plant-wide energy balance model to evaluate the following: anticipated generator (energy) output, recoverable heat output, digester gas piping and treatment needs (including existing bottlenecks that would need to be addressed), horsepower for a digester gas compressor, air permit issues, capital and operations & maintenance costs and a calculation of simple return on investment.

A cogeneration/energy systems schematic that shows the new and removed/replaced equipment recommendations for each power production alternative will also be prepared.

Subtask 6.5 Evaluate Energy Impacts of Treatment Alternatives

The Project Team will use the energy balance model to evaluate the impacts of modification to, or addition of, key processes identified under Task 10. Deliverables will include figures that depict the energy balance information and a table summarizing the energy impacts of each option, as compared to the existing treatment facilities. The evaluation will also address plant heat demands, as appropriate. The information developed from this subtask will be used to support decision-making regarding future process changes.

Subtask 6.6 Energy Management Plan Technical Memorandum (TM)

The information developed under this task will be summarized in TM 6: Energy Management Plan, which will ultimately be included as Appendix C of the Master Plan.

Task 6 Deliverables: One (1) electronic copy (in PDF format) of the draft Energy Management Plan TM. One (1) electronic copy (in PDF format) of the final TM, incorporating District comments. Hard copies of the final TM will also be included as Appendix C of the Master Plan under Task 13.

Task 7. Odor Control Plan

This task will be led by Environmental Management Consultants (EMC) and will include the following major subtasks:

- **Subtask 7.1** - Odor Control Consultation
- **Subtask 7.2** – Odor Control Recommendations

Subtask 7.1 Odor Control Consultation

EMC will review previous odor control studies and odor monitoring efforts. Following this review, EMC will tour the site and meet with District staff to discuss current chemical usage and monitoring practices.

Subtask 7.2 Odor Control Recommendations TM

Following the site visit described above EMC will develop TM 7: Odor Control Plan, which will ultimately be included as Appendix D of the Master Plan. The TM will provide the following information:

- Overview of previous odor control studies and data collection efforts.
- Recommendations for future data collection/evaluation efforts.
- Recommendations for future chemical use strategies.
- Identification of space needs for previously recommended odor control strategies.
- Review/update of costs previously developed for previously recommended odor control strategies.
- A table summarizing odor generation concerns and advantages associated with potential future treatment options (to be defined under Task 10) as compared to existing treatment processes.

Task 7 Deliverables: One (1) electronic copy (in PDF format) of the draft Odor Control Plan TM. One (1) electronic copy (in PDF format) of the final TM, incorporating District comments. Hard copies of the final TM will also be included as Appendix D of the Master Plan under Task 13.

Task 8. Greenhouse Gas (GHG)/Air Quality Control Plan (Optional)

If directed by the District, the Project Team will complete a GHG/air quality control evaluation of the WWT&BF. This effort would be led by Don King (independent consultant) and will include the following items:

- Develop a greenhouse gas/air emissions inventory for the WWT&BF indicating production at key processes (including the existing cogeneration system). Deliverable will be a graphical/spreadsheet model GHG/air quality emissions assessment.
- Identify and recommend GHG air pollution reduction/control strategies to meet current (as needed) and potential future regulatory requirements.

- Develop a summary table outlining the GHG/air pollution concerns associated with potential future options for increasing onsite power production as identified under Task 6.
- Develop a summary table identifying concerns/issues related to increases in GHG/air quality emissions associated with potential future treatment plant improvements (as identified under Task 10).
- Provide planning-level cost estimates associated with any recommended GHG/air quality Emissions control strategies.

The information developed under this task will be summarized in TM 8: GHG/Air Quality Plan, which will ultimately be included as Appendix E of the Master Plan.

Task 8 Deliverables: One (1) electronic copy (in PDF format) of the draft GHG/Air Quality Plan. One (1) electronic copy (in PDF format) of the final TM, incorporating District comments. Hard copies of the final TM will be included as Appendix E of the Master Plan under Task 13.

Task 9. Evaluation Criteria and Methodology

The evaluation criteria and methodology will be developed in conjunction with District Staff and the Visioning Panel in a Workshop setting, as identified under Task 14. The scope of services under this Task 9 will involve summarizing the evaluation criteria and methodology developed in TM 9: Evaluation Criteria and Methodology, which will ultimately be included as Chapter 5 in the Master Plan.

Task 9 Deliverables: One (1) electronic copy (in PDF format) of the draft Evaluation Criteria and Methodology TM. The Draft Evaluation Criteria and Methodology TM will be finalized and hard copies included as Chapter 5 of the Master Plan under Task 13.

Task 10. Alternatives Development and Evaluation

In conjunction with the Visioning Workshop process discussed under Task 14, the Project Team will identify and evaluate potential future alternatives for the WWT&BF. This work will include the following subtasks:

- **Subtask 10.1** – Identify and Evaluate Nutrient Removal Alternatives
- **Subtask 10.2** – Identify and Evaluate Biosolids Management Alternatives
- **Subtask 10.3** – Identify and Evaluate Recycled Water Expansion Alternatives
- **Subtask 10.4** - Combined Alternatives Analysis
- **Subtask 10.5** – Alternatives Evaluation TM

Subtask 10.1 Identify and Evaluate Nutrient Removal Alternatives

Consistent with the nutrient control study being completed for BACWA, the Project Team will assess the various alternatives available to the District to achieve the following nutrient reduction goals:

- Partial nitrogen load reduction
- Nitrogen load reductions consistent with total nitrogen ~10 mg/L
- Nitrogen load reductions consistent with total nitrogen ~3 mg/L
- Phosphorus load reductions consistent with total phosphorus ~0.5 mg/L

Planning-level capital and operating costs and preliminary layouts will be developed for each viable/desirable alternative identified. In conjunction with Task 6 and 7 (and possibly 8) the energy and odor generation (and possible GHG/air quality) impacts of each option will be identified.

Subtask 10.2 Identify and Evaluate Biosolids Management Alternatives

The Project Team will assess the various solids handling alternatives that would be needed under one (or possibly more) of the following future scenarios:

- Partial or full participation in the BAB2E program (requiring partial or full mechanical dewatering)
- Need to eliminate FSLs or land application due to odor or land need issues
- Need to diversify solids management practices due to disposal capacity limitations
- Need to remove/recover phosphorus to avoid struvite impacts

Planning-level capital and operating costs and preliminary layouts will be developed for each viable/desirable alternative identified. In conjunction with Task 6 and 7 (and possibly 8) the energy and odor generation (and possible GHG/air quality) impacts of each option will be identified.

Subtask 10.3 Recycled Water Treatment Alternatives

The Project Team will assess the various recycled water treatment alternatives that would be needed under one (or possibly both) of the following future scenarios:

- Expansion of disinfected tertiary treatment as influent flows increase and/or if the District can divert and treat a portion of the effluent discharged from the City of Livermore.
- Development of a direct or indirect potable reuse program to supplement regional water supplies.

Planning-level capital and operating costs and preliminary layouts will be developed for each viable/desirable alternative identified. In conjunction with Task 6 and 7 (and possibly 8) the energy and odor generation (and possible GHG/air quality) impacts of each option will be identified. The evaluation of disinfected tertiary treatment expansion will reference and build off of the recycled water planning work being completed by others.

Subtask 10.4 Combined Alternatives Analysis

In a facilitated workshop setting, the leadership team will guide District staff through preliminary future conditions mapping exercise to identify the combined permutations of the future conditions that should be considered and eliminate permutations that are not likely to occur in the 25-year planning horizon. The exercise will identify a vision of the WWT&BF that satisfies one or more of the possible future external conditions that may be applied to the WWT&BF. The mapping exercise will be finalized in Workshop No. 2, which is further described under Task 14.

The mapping exercise will be used to direct an evaluation of the most promising combined alternatives based on the estimated costs and the evaluation criteria developed in accordance with Task 9. The Project Team will work with District Staff to identify the preferred comparison methodology to be used. For purposes of this proposal, a pair-wise comparison is assumed.

Subtask 10.5 Alternatives Development and Evaluation Technical Memorandum (TM)

Following the completion of the third Visioning Workshop, the project team will document the alternatives development and evaluation efforts in TM #10: Alternatives Development and Evaluation, which will ultimately be included as Chapter 6 of the Master Plan.

Task 10 Deliverables: One (1) electronic copy (in PDF format) of the draft Alternatives Development and Evaluation TM. The Draft Alternatives Development and Evaluation TM will be finalized and hard copies included as Chapter 6 of the Master Plan under Task 13.

Task 11. Control Room Evaluation

The Project Team will work with District staff to identify anticipated/desired needs for the WWT&BF Control Room. Staff space needs will be based on an assumed staffing level equal to existing staff plus two additional staff. The team will then develop layouts and planning-level cost estimates for up to three (3) Control Room options that meet the District's anticipated/desired needs. The information developed under this task will be summarized in TM 11: Control Room Options, which will ultimately be included as Appendix F of the Master Plan.

Task 11 Deliverables: One (1) electronic copy (in PDF format) of the draft Control Room Options TM. One (1) electronic copy (in PDF format) of the final Control Room Options TM, incorporating District comments. Hard copies of the final Control Room Options TM will be included as Appendix D of the Master Plan under Task 13.

Task 12. Recommended Program

The recommended program will include a 25-year plan for navigating the anticipated change in external factors affecting the WWT&BF and a 10-year CIP that outlines and prioritizes the more immediate WWT&BF needs.

Subtask 12.1 Recommended Program Flow Chart

The Project Team will develop a recommended program that incorporates up to three possible future visions for the WWT&BF, each dependent on the outcome of future regulatory changes or other factors. The recommended program will detail the tasks, drivers/key trigger points (whether flow/load increases or regulatory changes), off-ramps, and/or pitfalls to avoid in continuing toward implementation of the preferred alternative(s), and as regulations change or as opportunities afforded by technological advancements arise. The recommended program will cover the entire 25-year planning horizon of the Master Plan.

Subtask 12.2 10-Year CIP

The Project Team will also develop a 10-year capital improvement program (CIP) that prioritizes the near-term facility needs, identifies an implementation schedule, and projects capital project cash flow needs. The CIP will include major replacement projects identified under Task 3 with a value of \$50,000 or more.

Subtask 12.3 Technical Memorandum (TM)

The recommended program and 10-year CIP will be detailed in TM #12: Recommended Program, which will ultimately be included as Chapter 7 of the Master Plan.

Task 12 Deliverables: One (1) electronic copy (in PDF format) of the draft Recommended Program TM. The Draft Recommended Program TM will be finalized and hard copies included as Chapter 7 of the Master Plan under Task 13.

Task 13. Master Plan

The Master Plan task will involve compiling and presenting the information developed under the tasks described above.

Subtask 13.1 Introduction and Executive Summary

Following the District's review of the Recommended Plan TM described above, an Executive Summary will be developed that summarizes the major findings from the Master Plan.

This task will also involve development of an Introduction chapter (Chapter 1) for the Master Plan that introduces the facilities and the primary objectives of the Master Planning effort.

Subtask 13.2 Finalize Chapters/Report

The Project Team will finalize Chapters 2, 3, 4, 5, 6 and 7 and develop a complete Master Plan Report, including all appendices described in the scope of services. The relationship between the TMs described above and the chapters/appendices is summarized in the following table:

Title	TM No.	Corresponding Chapter or Appendix	Primary Author
Introduction	--	1	
Flow and Load Projections	1	2	Kathryn Gies, PE
Existing Facilities & Capacity	2	3	Kathryn Gies, PE
Condition Assessment Table	3	Appendix A	Lani Good, PE
Regulatory Requirements	4	4	Kathryn Gies, PE
Storage Needs Assessment	5	Appendix B	Kathryn Gies, PE
Energy Management Plan	6	Appendix C	Tom Hendrey (WBA)
Odor Control Plan	7	Appendix D	Tom Card (EMC)
Green House Gas/Air Quality Plan (Optional)	8	Appendix E	Don King (I)
Evaluation Criteria and Methodology	9	5	Jeff Pelz, PE
Alternatives Development and Evaluation	10	6	Kathryn Gies, PE
Control Room Evaluation	11	Appendix F	Jeff Pelz, PE
Recommended Program	12	7	Jeff Pelz, PE

A Draft Master Plan Report will be provided and presented to District Board. Following Board adoption, a Final Master Plan Report will be developed and submitted to the District.

Subtask 13.2 Deliverables: One (1) electronic copy (in PDF format) of the Draft Master Plan. One (1) electronic copy (in PDF format) and four (4) hard copies of the Final Master Plan.

Subtask 13.3 Board Presentations

West Yost's project leadership team will prepare for and participate in up to two presentations to the District Board, one for the Draft Master Plan and one for the final Master Plan.

Subtask 13.3 Deliverables: Two (2) electronic copies (in MS Power Point and PDF format) of the Board Presentations.

Task 14. Project Management, Project Meetings, Visioning Workshops, and Overall QA/QC

This task includes the anticipated project meetings and workshops, as well as general project management and overall quality assurance and quality control (QA/QC). The following specific subtasks are included:

- **Subtask 14.1** – Visioning Workshop (3)
- **Subtask 14.2** – Recommended Program Workshop (Optional)
- **Subtask 14.3** – Progress Meetings (16)
- **Subtask 14.4** – Overall Project Management and QA/QC

Subtask 14.1 Visioning Workshops (3)

The project management team will lead the District through three Visioning Workshops, each anticipated to cover a 6-hour period. The purpose of these workshops is to focus District staff's goals and expectations for the WWT&BF and to develop a mutual vision for the future. The scope for each Workshop is as follows:

- At Visioning Workshop No. 1, the background information developed under Tasks 1 through 5 will be presented, and input will be solicited from District staff and Visioning Panel to identify possible technologies that should be considered given the known information and potential external requirements are placed on the facilities.
- In the second Visioning Workshop, the team will work with the District and Visioning Panel to a) discuss the outcome of a preliminary mapping exercise described under Task 10, and present combined alternatives identified by the project team for each reasonable future scenario, b) further develop the mapping exercise (as needed) to identify any additional combined alternatives (or scenarios) that should be considered and c) identify the most promising combined alternatives that should be considered further.
- The preferred and/or most viable long-term vision(s) for the WWT&BF will be selected at Visioning Workshop No. 3. The workshop will include a dynamic alternatives comparison process, where sensitivity to critical evaluation criteria can be reviewed and adjusted to ensure risks are adequately considered. It is expected that at least two to three potential future visions of the WWT&BF will be identified through this workshop process, each dependent on the outcome of regulatory/technological/policy efforts external to the WWT&BF planning efforts.

Subtask 14.1 Deliverables: One (1) electronic copy (in PDF format) of draft and final Vision Workshop agendas (one for each workshop) and meeting notes (one for each workshop).

Subtask 14.2 Recommended Program Workshop (Optional)

Should the District determine it would be beneficial to the Master Plan process, the Project Team will hold a fourth Recommended Program Workshop to review and discuss the recommended plan.

Subtask 14.2 Deliverables: One (1) electronic copy (in PDF format) of draft and final Recommended Program Workshop agendas and meeting notes.

Subtask 14.3 Progress Meetings

There will be sixteen project meetings, held at approximate one-month intervals over the 16-month project schedule. Up to eight (8) in-person meetings, averaging 4 hours in length, and eight (8) conference calls, averaging 1 hour in length, are assumed.

Subtask 14.3 Deliverables: One (1) electronic copy (in PDF format) of progress meeting agendas provided prior to the progress meetings. One (1) electronic copy (in PDF format) of progress meeting agendas, with action items and brief meeting notes identified, provided after the meeting.

Subtask 14.4 Overall Project Management and QA/QC

This subtask includes the overall project management and QA/QC activities associated with this project. The work to be performed includes:

- Walt Meyer, an engineer with over 42 years of wastewater facilities planning and design experience, will provide overall QC for this project. This will include final QC review of the Master Plan before it is submitted to the District.
- Monthly invoices will be provided that summarize (at a minimum) work completed during the billing cycle, project budget expended to date, and remaining project budget available. West Yost will work with District staff to identify any additional project status reporting requirements.

West Yost Associates	P/V/P \$239 J Peiz	P/V/P \$239 W Meyer	P/V/P \$239 G Chung	EM/SM/GM II \$228 K Gies	EM/SM/GM II \$228 E Mackey	EM/SM/GM II \$228 A Farrell	PE/PS/PG II \$211 J Waters	PE/PS/PG II \$211 C Thompson	PE/PS/PG II \$211 C Malone	SE/SS/SG I \$178 D. Cortinovis	SE/SS/SG II \$187 L Good	SE/SS/SG II \$187 C Hardy	SE/SS/SG II \$187 A Smith	ESG I \$128	ADM IV \$109	Labor			Sub. HDR	Sub. WBA	Sub. Tom	Sub. Don	Costs					
																Hours	Fee	Routine ODC 6%					Sub. w/ markup 10%	Other Direct	Total Costs			
PROJECT: DSRSD WWT&BF Master Plan																												
Task 1 Flow and Load Analysis																												
1.01				12					60			16		60			148	\$ 26,068	\$ 1,564									\$ 27,632
1.02	4			16					40						8		68	\$ 13,916	\$ 835									\$ 14,751
Subtotal, Task 1 (hours)		4	0	0	28	0	0	0	0	100	0	0	16	0	60	8	216											
Subtotal, Task 1 (\$)		\$ 956			\$ 6,384					\$ 21,100				\$ 2,992	\$ 7,680	\$ 872		\$ 39,984	\$ 2,399									\$ 42,383
Task 2 Existing Facilities and Capacities																												
2.01			12	8			8	8				8		40			84	\$ 14,684	\$ 881	\$ 8,184	\$ 2,848					\$ 12,135	\$ 200	\$ 27,900
2.02				16										60			76	\$ 11,328	\$ 680	\$ 17,342					\$ 19,076		\$ 31,084	
2.03			16	16			8	8				40		80			168	\$ 28,568	\$ 1,714	\$ 19,170					\$ 21,087		\$ 51,369	
2.04	8	4		16								40		20	8		96	\$ 17,428	\$ 1,046								\$ 18,474	
Subtotal, Task 2 (hours)		8	4	28	56	0	0	16	16	0	0	0	88	0	200	8	424											
Subtotal, Task 2 (\$)		\$ 1,912	\$ 956	\$ 6,692	\$ 12,768			\$ 3,376	\$ 3,376				\$ 16,456	\$ 25,600	\$ 872		\$ 72,008	\$ 4,320	\$ 8,184	\$ 39,360					\$ 52,298	\$ 200	\$ 128,827	
Task 3 Condition Assessment																												
3.01	8					4					24			200			236	\$ 32,912	\$ 1,975								\$ 34,887	
3.02	12			16		8					16			80	4		136	\$ 22,008	\$ 1,320	\$ 20,240	\$ 38,804				\$ 64,949		\$ 88,277	
3.03	24			8		8					40			60	16		156	\$ 26,288	\$ 1,577	\$ 19,700	\$ 12,500				\$ 35,420		\$ 63,285	
3.04	8					4					40			24	4		80	\$ 13,812	\$ 829	\$ 13,728	\$ 5,696				\$ 21,367		\$ 36,008	
3.05	30			20		30					72			16	8		176	\$ 34,954	\$ 2,097								\$ 37,051	
3.06	8					8					80			150			246	\$ 37,896	\$ 2,274								\$ 40,170	
Subtotal, Task 3 (hours)		90	0	0	44	0	62	0	0	0	0	272	0	0	530	32	1030											
Subtotal, Task 3 (\$)		\$ 21,510			\$ 10,032		\$ 14,136					\$ 50,864		\$ 67,840	\$ 3,488		\$ 167,870	\$ 10,072	\$ 53,668	\$ 57,001					\$ 121,735		\$ 299,678	
Task 4 Regulatory Requirements																												
4.01	4			16								40					60	\$ 12,084	\$ 725	\$ 14,784				\$ 7,000	\$ 23,962		\$ 36,771	
Subtotal, Task 4 (hours)		4	0	0	16	0	0	0	0	0	0	40	0	0	0	0	60											
Subtotal, Task 4 (\$)		\$ 956			\$ 3,648							\$ 7,480						\$ 12,084	\$ 725	\$ 14,784				\$ 7,000	\$ 23,962		\$ 36,771	
Task 5 Storage Needs/Water Balance																												
5.01				40								24					64	\$ 13,608	\$ 816								\$ 14,424	
5.02	4			8								40		8	8		68	\$ 12,156	\$ 729								\$ 12,885	
Subtotal, Task 5 (hours)		4	0	0	48	0	0	0	0	0	0	64	0	8	8	132												
Subtotal, Task 5 (\$)		\$ 956			\$ 10,944							\$ 11,968		\$ 1,024	\$ 872		\$ 25,764	\$ 1,546										\$ 27,310
Task 6 Energy Analysis																												
6.01																	0									\$ 19,402	\$ 21,342	\$ 21,342
6.02			16										24				40	\$ 8,312	\$ 499		\$ 24,563				\$ 27,020		\$ 35,830	
6.03																	0			\$ 15,224	\$ 25,391				\$ 44,677		\$ 44,677	
6.04			16											16			16	\$ 3,824	\$ 229	\$ 13,552	\$ 21,816		\$ 3,500	\$ 42,755		\$ 46,808		
6.05			16										40				56	\$ 11,304	\$ 678		\$ 5,575				\$ 6,133		\$ 18,115	
6.06	4		24	12											8		48	\$ 10,300	\$ 618	\$ 9,064	\$ 18,176				\$ 29,964		\$ 40,882	
Subtotal, Task 6 (hours)		4	0	72	12	0	0	0	0	0	0	0	64	0	8	160												
Subtotal, Task 6 (\$)		\$ 956		\$ 17,208	\$ 2,736							\$ 11,968		\$ 1,024	\$ 872		\$ 33,740	\$ 2,024	\$ 37,840	\$ 114,924			\$ 3,500	\$ 171,890		\$ 207,655		
Task 7 Odor Control Plan																												
7.01				8													8	\$ 1,824	\$ 109		\$ 3,720			\$ 4,092		\$ 6,025		
7.02	2			12													14	\$ 3,214	\$ 193		\$ 10,200			\$ 11,220		\$ 14,627		
Subtotal, Task 7 (hours)		2	0	0	20	0	0	0	0	0	0	0	0	0	0	22												
Subtotal, Task 7 (\$)		\$ 478			\$ 4,560													\$ 5,038	\$ 302		\$ 13,920			\$ 15,312		\$ 20,652		
Task 8 Greenhouse Gas/Air Quality Plan (Optional)																												
8.01	2		8	16													26	\$ 6,038	\$ 362					\$ 35,300	\$ 38,830		\$ 45,230	
Subtotal, Task 8 (hours)		2	0	8	16	0	0	0	0	0	0	0	0	0	0	0	26											
Subtotal, Task 8 (\$)		\$ 478		\$ 1,912	\$ 3,648													\$ 6,038	\$ 362					\$ 35,300	\$ 38,830		\$ 45,230	
Task 9 Evaluation Criteria and Methodology																												
9.01	12			8										40	8		68	\$ 10,684	\$ 641								\$ 11,325	
Subtotal, Task 9 (hours)		12	0	0	8	0	0	0	0	0	0	0	0	40	8	68												
Subtotal, Task 9 (\$)		\$ 2,868			\$ 1,824									\$ 5,120	\$ 872		\$ 10,684	\$ 641										\$ 11,325

West Yost Associates	P/V P \$239 J Peiz	P/V P \$239 W Meyer	P/V P \$239 G Chung	EM/SM/GM II \$228 K Gies	EM/SM/GM II \$228 E Mackey	EM/SM/GM II \$228 A Farrell	PE/PS/PG II \$211 J Waters	PE/PS/PG II \$211 C Thompson	PE/PS/PG II \$211 C Malone	SE/SS/SG I \$178 D. Cortinovis	SE/SS/SG II \$187 L Good	SE/SS/SG II \$187 C Hardy	SE/SS/SG II \$187 A Smith	ESG I \$128	ADM IV \$109	Labor			Sub. HDR	Sub. WBA	Sub. Tom	Sub. Don	Costs			
																Hours	Fee	Routine ODC 6%					Sub. w/ markup 10%	Other Direct	Total Costs	
PROJECT: DSRSD WWT&BF Master Plan																										
Task 10 Alternatives Development and Evaluation																										
10.01 Nutrient Management Alternatives				40			20									60	\$ 13,340	\$ 800	\$ 43,230					\$ 47,553	\$ 61,693	
10.02 Biosolids Management Alternatives			60	20			20						40	40		180	\$ 35,720	\$ 2,143	\$ 19,360					\$ 21,296	\$ 59,159	
10.03 Recycled Water Treatment Alternatives				20	80				60				60	60		280	\$ 54,360	\$ 3,262							\$ 57,622	
10.04 Combined Alternatives Analysis	40		20	60	20		20									160	\$ 36,800	\$ 2,208	\$ 23,012					\$ 25,313	\$ 64,321	
10.05 Draft TM No. 10	24	12	12	80	12		20							40	12	212	\$ 43,096	\$ 2,586	\$ 13,838					\$ 15,222	\$ 60,904	
Subtotal, Task 10 (hours)	64	12	92	220	112	0	80	60	0	0	0	0	100	140	12	892										
Subtotal, Task 10 (\$)	\$ 15,296	\$ 2,868	\$ 21,988	\$ 50,160	\$ 25,536		\$ 16,880	\$ 12,660					\$ 18,700	\$ 17,920	\$ 1,308		\$ 183,316	\$ 10,999	\$ 99,440					\$ 109,384	\$ 303,699	
Task 11 Control Room																										
11.01 Draft and Final TM No. 11	16											8			4	28	\$ 5,684	\$ 341	\$ 16,632					\$ 18,295	\$ 24,320	
Subtotal, Task 11 (hours)	16	0	0	0	0	0	0	0	0	0	8	0	0	0	4	28										
Subtotal, Task 11 (\$)	\$ 3,824										\$ 1,424				\$ 436		\$ 5,684	\$ 341	\$ 16,632					\$ 18,295	\$ 24,320	
Task 12 Recommended Program																										
12.01 10-Year CIP	8					24	40						40			112	\$ 23,304	\$ 1,398							\$ 24,702	
12.02 Recommended Program Flow Chart	8			24										24		56	\$ 10,456	\$ 627							\$ 11,083	
12.03 Draft TM No. 12	60	8		16		16							20	12	12	144	\$ 30,132	\$ 1,808		\$ 25,525				\$ 28,077	\$ 60,017	
Subtotal, Task 12 (hours)	76	8	0	40	0	40	40	0	0	0	0	0	60	36	12	312										
Subtotal, Task 12 (\$)	\$ 18,164	\$ 1,912		\$ 9,120		\$ 9,120	\$ 8,440						\$ 11,220	\$ 4,608	\$ 1,308		\$ 63,892	\$ 3,834		\$ 25,525				\$ 28,077	\$ 95,803	
Task 13 Master Plan Report																										
13.01 Introduction and Executive Summary	8			12								40			8	68	\$ 13,000	\$ 780							\$ 13,780	
13.02 Finalize Chapters/Report	16			40								40	20	60	40	216	\$ 36,204	\$ 2,172	\$ 15,620					\$ 17,182	\$ 55,958	
13.03 Presentations to DSRSD Board (2)	12			20								20				52	\$ 11,168	\$ 670						\$ 400	\$ 12,238	
Subtotal, Task 13 (hours)	36	0	0	72	0	0	0	0	0	0	0	100	20	60	48	336										
Subtotal, Task 13 (\$)	\$ 8,604			\$ 16,416								\$ 18,700	\$ 3,740	\$ 7,680	\$ 5,232		\$ 60,372	\$ 3,622	\$ 15,620					\$ 17,182	\$ 800	\$ 81,976
Task 14 Project Management and Meetings																										
14.01 Visioning Workshops (3)	36		24	36	24							36				156	\$ 34,752	\$ 2,085	\$ 24,288	\$ 9,858	\$ 2,360	\$ 2,600	\$ 43,016	\$ 400	\$ 80,253	
14.02 (Optional) Visioning Workshop No. 4	12		8	12	8							12				52	\$ 11,584	\$ 695	\$ 8,096	\$ 3,919			\$ 13,216		\$ 25,495	
14.03 Progress Meetings (16)	64		32	96	24	12						16				244	\$ 56,032	\$ 3,362	\$ 6,072	\$ 4,747			\$ 11,901	\$ 1,000	\$ 72,295	
14.04 Overall Project Management and QA/QC	80	24		40												144	\$ 33,976	\$ 2,039	\$ 7,106	\$ 10,635			\$ 19,515		\$ 55,530	
Subtotal, Task 14 (hours)	192	24	64	184	56	12	0	0	0	0	0	64	0	0	0	596										
Subtotal, Task 14 (\$)	\$ 45,888	\$ 5,736	\$ 15,296	\$ 41,952	\$ 12,768	\$ 2,736						\$ 11,968					\$ 136,344	\$ 8,181	\$ 45,562	\$ 29,159	\$ 2,360	\$ 2,600	\$ 87,649	\$ 1,400	\$ 233,573	
TOTAL (hours)	514	48	264	764	168	114	136	76	100	8	272	372	244	1,074	148	4,302										
TOTAL (\$)	\$ 122,846	\$ 11,472	\$ 63,096	\$ 174,192	\$ 38,304	\$ 25,992	\$ 28,696	\$ 16,036	\$ 21,100	\$ 1,424	\$ 50,864	\$ 69,564	\$ 45,628	\$ 137,472	\$ 16,132		\$ 822,818	\$ 49,369	\$ 291,730	\$ 265,968	\$ 16,280	\$ 48,400	\$ 684,615	\$ 2,400	\$ 1,559,202	



Reference Operations Manager	Type of Action Approve Categorical Exemption	Board Meeting of March 3, 2015
Subject Approve Categorical Exemption for R200 Security Fence Installation (derwcip.r200sf.sup)		
<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. Gallagher
		<input type="checkbox"/> Board Member

Recommendation:

The Operations Manager recommends the Board of Directors approve, by Resolution, the Categorical Exemption and authorize the General Manager to file the Notice of Exemption with the County Clerk for the R200 Security Fence Installation project.

Summary:

Dublin San Ramon Services District (District) is proposing to expand an existing fence to fully enclose Reservoir R200 located in the City of San Ramon. Reservoir R200 has had continuous vandalism (broken bottles, burned wooden pallet, vent destruction and attempts to open the hatches at the top of the reservoir). The existing fence encloses the pressure reducing valve pit that includes a parking stall, but does not include the stairway and top of the reservoir. The fence expansion will surround the existing stairway that goes up the side of the hill to the top of buried Reservoir R200 and would enclose the entire top of the reservoir. The fence is needed to prevent further vandalism and littering that has been a constant problem over the years. The project has been approved by the DERWA Board as a project. The DERWA approval did not include California Environmental Quality Act (CEQA) compliance for a Categorical Exemption.

The proposed project requires that the acting District Board approve a CEQA compliance for a Categorical Exemption. Attached is the Certificate of Determination which includes a full description of the exemption and the paperwork to be filed.

In conformance with CEQA, a Certificate of Determination of Exemption/Exclusion from Environmental Review has been prepared. Upon Board approval, a Notice of Exemption will be filed with the Contra Costa County Clerk's office.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Yes	ORIGINATOR J. Yee	DEPARTMENT Operations	REVIEWED BY C. Nelson
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	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Certificate of Determination of Exemption 2. 3.			

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING CATEGORICAL EXEMPTION FOR THE R200 SECURITY FENCE INSTALLATION (DERWCIP.R200SF.SUP) PROJECT AND AUTHORIZING AND DIRECTING THE FILING OF A CERTIFICATE OF DETERMINATION OF EXEMPTION

WHEREAS, Dublin San Ramon Services District's ("DSRSD") existing security fence does not entirely enclose the existing R200 reservoir facility; and

WHEREAS, DSRSD has identified a need to secure the existing R200 reservoir facility with an expanded fence ("Project"); and

WHEREAS, pursuant to the California Environmental Quality Act (Pub. Res. Code section 21000 et. seq.; "CEQA"), the "CEQA Guidelines" (14 Cal. Code of Regulations section 15000 et. seq.) and DSRSD's Local CEQA Guidelines, DSRSD has prepared a Certificate of Determination of Exemption/Exclusion from Environmental Review dated March 2015 for the Project, attached hereto as Exhibit "A," to which reference is hereby made for the full particulars 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, as follows:

1. Pursuant to the provisions of the California Environmental Quality Act (CEQA), Section 753.5(c)(1) of Title 14 of the California Code of Regulations (CEQA Guidelines), and DSRSD's Local CEQA Guidelines, the Board hereby finds, determines and declares:

- a. DSRSD, the principal offices of which are located at 7051 Dublin Boulevard, Dublin, California, is the Project proponent; and
- b. The Project, which is proposed to be located in the City of San Ramon in Contra Costa County; and
- c. Per Section 15303 of CEQA Guidelines, the Project meets criteria for exemption; and
- d. A Certificate of Determination of Exemption/Exclusion from Environmental Review dated March 2015 has been prepared and is hereby approved.

2. The General Manager is hereby authorized and directed to sign and file a Notice of Exemption with the County Clerk in Contra Costa County consistent with the foregoing findings and approvals pursuant to the CEQA Guidelines and DSRSD's Local CEQA Guidelines.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 3rd day of March 2015, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nancy G. Hatfield, District Secretary

[Agency Letterhead]
CERTIFICATE OF DETERMINATION
OF EXEMPTION/EXCLUSION FROM ENVIRONMENTAL REVIEW

Project Title: R200 Fencing
Project Location: Lilac Ridge Road
San Ramon, CA
Assessor's Parcel Numbers: 222-010-025-005
City and County: City of San Ramon, Contra Costa County

Description of Nature and Purpose of Project:

The Dublin San Ramon Services District and East Bay Municipal Utility District Recycled Water Authority (DERWA) own and, through the Dublin San Ramon Services District (District), operate a below ground 5,000,000-gallon water reservoir located on Lilac Ridge in the City of San Ramon, Contra Costa County, California. In order to reduce vandalism and littering by trespassers at the site, the District proposes to expand an existing fence to encompass the reservoir and pressure reducing valve pit. The proposed project consists of installing a chain link fence around Reservoir R200 (R200) and the pressure reducing valve pit facility associated with R200. The purpose of the fence expansion is to protect the utility and surrounding landscape from vandalism and fire. The existing fence around the pressure reducing valve pit area, which is approximately 200 linear feet, would be removed and replaced with a new fence, approximately 900 linear feet. The District has determined that compliance with California Environmental Quality Act (CEQA) is required for this project.

Existing Conditions

The existing site conditions include developed public utilities, non-native annual grassland habitat and disturbed/developed ruderal habitat. The pressure reducing valve pit (parking area) is paved with accessory structures and is accessed via a 450-foot long, paved driveway off Lilac Ridge Road. Adjacent to the parking area is a concrete stairway that leads north, up a steep slope, to the open space above the underground tank. The underground tank area is approximately 0.7-acres and contains compact soil (fill) devoid of vegetation. Within this area there is evidence of vandalism (broken bottles, campfires and dirt bike tracks) and tampering with the covered vent structures and other ancillary structures that are used for operation of the reservoir. The surrounding area consists of undeveloped habitat along the ridgeline and housing developments to the north (460-feet north) and to the south (1,700 feet south). East and west of the site consists of open space that is managed for fire prevention by the City of San Ramon. Dougherty Road is located approximately 1,000 feet east of the site. West Alamo Creek Trail is located approximately 1,700 feet south of the project site.

Project Construction

The installation activity will take approximately 4 weeks from initial mobilization and expected to occur in spring 2015. Construction access to the R200 site will be from the existing developed property that is owned and operated by the District. Fencing material may be brought to the site via a fire break that provides a more gradual slope. This access route would only be used for the initial delivery of fence. The District and their contractors would implement erosion control measures, such as fiber rolls, jute mats and mulch to reduce the risk of sedimentation resulting from project activities. There would be no removal of trees or native vegetation during construction of the project.

Name of Person, Board, Commission or Department Proposing to Carry Out Project:

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

EXEMPT STATUS:

CEQA Categorical Exemption, Class 3 California Public Resources Code § 15303(e)

General Rule Exemption [CEQA State Guidelines, § 15061(b)(3)]

Contact Person: Jaclyn Yee

Telephone: 925-875-2258

Date of Determination:

I do hereby certify that the above determination has been made pursuant to State and Local requirements.

Dan Gallagher, Operations Manager

REMARKS:

As described below, the project meets the CEQA criteria for Categorical Exemption §15303, Class 3, New construction, installation, or conversion of limited number of small structures, facilities or equipment.

Categorical Exemption §15303

This exemption applies to the installation or conversion of small facilities. In this case, installation of a fence to replace a smaller fence would have no adverse effect on the District's ability to provide potable and recycled water to other facilities, and is intended to prevent damage and destruction of District property.

General Rule Exemption §15061

In addition, the project also meets criteria for exemption under the general rule Code of Regulations §15061(b)(3), whereby "*The activity is covered by the General Rule that CEQA applies only to projects which have the potential for causing significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.*"

Installation of a new fence would have no significant impact on the environment. The site is developed and regularly disturbed for operation and maintenance activities. No regulatory permits from California Department of Fish and Wildlife, the United States Army Corps of Engineers, or Regional Water Quality Control Board would be required for installation activities. Installation of the fence would have no impact on plants protected under the Native Plant Protection Act nor would the project trigger compliance with either the California State Endangered Species Act or the Federal Endangered Species Act. The footprint of the fence poles would result in the permanent loss of a maximum of 50 square feet of ruderal habitat. The project site itself does not support any water or wetland habitat.

The project is considered a public utility improvement and is consistent with City of San Ramon General Plan designation and policies. No changes in land use or zoning are required. A right-of-entry permit may be required from the Geologic Hazard Abatement District 1990-01 (GHAD) to access the site from the GHAD owned and maintained fire break located to the northwest. The only effects of the proposed project on air quality would be temporary, construction-related effects (i.e. operation of a pick-up truck and equipment may result in minor dust generation during construction). The project would incorporate standard Bay Area Air Quality Management District dust-control measures. Construction of the project would not result in any ground disturbing activities with potential to unearth archaeological resources as fence posts will be placed on top of the existing reservoir in compact fill.

Visually, the new fence would look similar to the existing fence from viewers to the south; however because the project site is at a higher elevation than the existing fence, views may be slightly altered. The fence will be positioned (set back) to minimize alterations to the view shed from viewers to the north. The project includes additional design features that would minimize the project impact on visual resources from all viewers, including fence color (green or brown).

CEQA State Guidelines Section 15300.2 (Exceptions) states that a categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances. As described above, there are no unusual circumstances surrounding the proposed project that would suggest a reasonable possibility of a significant environmental effect.

For all the above reasons, the proposed project is appropriately exempt from environmental review.



Reference General Manager	Type of Action Provide Direction	Board Meeting of March 3, 2015
Subject Discuss Drought Management Program		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input checked="" type="checkbox"/> Other
REPORT:	<input checked="" type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	B. Michalczyk
		<input type="checkbox"/> Board Member

Recommendation:

The General Manager recommends the Board of Directors receive comments from the public related to the District’s Drought Management Program, discuss those as appropriate and, by Consensus, provide appropriate direction to staff and/or Board Committees for follow-up or action at future Board meeting.

Summary:

On May 5, 2014 the Board established the District’s Drought Management Program for 2014; on December 2, 2014 the Board took various actions to extend the Drought Management Program through June 30, 2015. The elements of the program include the following:

- Declared a Community Drought Emergency;
- Established Water Use Curtailment Goals;
- Adopted Water Use Limitations;
- Adopted Penalties and Enforcement Provisions (subsequently amended on August 5, 2014);
- Adopted Water Shortage Rate Stage 3;
- Approved a Wise Water User Credit for 2015;
- Approved an Enhanced Rebate Program;
- Endorsed the 2015 Drought Response Action Plan; and
- Approved budget amendments for FYE 2015 related to Drought Management Activities.

The various aspects of the Drought Management Program affect all customers of the District in various ways. To be as open and transparent as possible, the Board wishes to allow the public an opportunity to address the Board on the various aspects of the Drought Management Program in a manner that can lead to a productive outcome. The public may always address the Board under the “Public Comment” portion of the Board agenda. However, for public comment made at that time, the Board is precluded from having substantive discussions in response to the public comment received. This agenda item allows the Board to engage in a substantive discussion of issues that may be raised by the public and also to provide staff or a Board Committee appropriate direction related to the Drought Management Program in a timely fashion. This item will be a standing item on the Board agenda throughout the duration of the Community Drought Emergency which is currently scheduled to expire on June 30, 2015.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR B. Michalczyk	DEPARTMENT Executive	REVIEWED BY
ATTACHMENTS <input checked="" 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. 2. 3.				



Reference Administrative Services Manager	Type of Action Receive Training	Board Meeting of March 3, 2015
Subject Receive Debt Disclosure Training		
<input 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 checked="" type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	J. Archer
		<input type="checkbox"/> Board Member

Recommendation:

The Administrative Services Manager recommends the Board receive a training presentation by Mr. Chris Lynch of Jones Hall, the District’s Bond Counsel, and, by Consensus, provide appropriate direction to staff.

Summary:

As a result of the recent Municipalities Continuing Disclosure Cooperation Initiative, the Board on December 16, 2014 adopted the Debt Disclosure policy. Article VI of that policy (below) requires appropriate training for Boardmembers.

The Disclosure Coordinator shall ensure that the members of the District staff involved in the initial or continuing disclosure process and the Board of Directors are properly trained to understand and perform their responsibilities.

The Disclosure Coordinator shall arrange for disclosure training sessions conducted by the District’s disclosure counsel. Such training sessions shall include education on these Disclosure Procedures, the District’s disclosure obligations under applicable federal and state securities laws and the disclosure responsibilities and potential liabilities of members of the District’s staff and members of the Board of Directors. Such training sessions may be conducted using a recorded presentation.

Mr. Chris Lynch of Jones Hall, Bond Counsel for the District, will present the initial training required by the policy.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Archer	DEPARTMENT Admin Services	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. Presentation Materials 2. 3.				



JONES HALL

What Issuers of Municipal Securities Should Know about Federal Securities Laws

Chris Lynch
Jones Hall

Key Laws

**Securities Act of 1933
(' 33 Act)**

**Securities Exchange Act of 1934
(' 34 Act)**

SEC Rule 10b-5
SEC Rule 15c2-12
Dodd-Frank reforms

Securities Act of 1933

- ▣ Registration
 - Exemption for munis
- ▣ Anti-Fraud

Securities Exchange Act of 1934

- ▣ Anti-Fraud
 - Section 10(b) & Rule 10b-5
- ▣ Rule 15c2-12

Rule 15c2-12

■ Initial Disclosure

NEW ISSUE
FULL BOOK ENTRY

RATINGS: S&P: "A"
FITCH: "AA"

In the opinion of Jones Hall, A Professional Law Corporation, San Francisco, California, Bond Counsel, subject, however to certain qualifications described herein, under existing law, the interest on the Bonds is excluded from gross income for federal income tax purposes, and such interest is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals and corporations, although for the purpose of computing the alternative minimum tax imposed on certain corporations, such interest is taken into account in determining certain income and earnings. In the further opinion of Bond Counsel, such interest is exempt from California personal income taxes. See "TAX MATTERS."

\$35,620,000
DUBLIN SAN RAMON SERVICES DISTRICT
2011 WATER REVENUE REFUNDING BONDS

Dated: Date of Delivery

Due: August 1, as shown below

The captioned bonds (the "Bonds") are being issued by the Dublin San Ramon Services District (the "District") under an Indenture of Trust dated as of January 1, 2011 (the "Indenture") between the District and The Bank of New York Mellon Trust Company, N.A., as trustee (the "Trustee"). Proceeds of the Bonds will be used to (i) refinance certain outstanding payment obligations of the District and (ii) pay the costs of issuing the Bonds.

The Bonds will be delivered as fully registered bonds, registered in the name of Cade & Co. as nominee of The Depository Trust Company, New York, New York ("DTC"), and will be available to ultimate purchasers ("Beneficial Owners") in the denomination of \$5,000 or any integral multiple thereof, under the book-entry system maintained by DTC. Beneficial Owners will not be entitled to receive delivery of certificates representing their ownership interest in the Bonds. Interest on the Bonds is payable on August 1 and February 1 of each year, commencing August 1, 2011, by the Trustee to DTC for subsequent disbursement to DTC participants, so long as DTC or its nominee remains the registered owner of the Bonds.

The Bonds are subject to redemption prior to maturity. See "THE BONDS - Redemption."

The Bonds are special obligations of the District and are payable exclusively from Net Revenues (as defined in this Official Statement) of the District's Water System (the "Water System") and from amounts on deposit in certain funds and accounts established under the Indenture. Under the Indenture, the District may issue additional bonds secured by Net Revenues on a parity with the Bonds, provided that the conditions set forth in the Indenture are met. See "RISK FACTORS" and "SECURITY FOR THE BONDS - Parity Debt. The District will not maintain a debt service reserve fund for the Bonds.

THE BONDS ARE NOT A DEBT, LIABILITY OR OBLIGATION OF THE STATE OF CALIFORNIA, OR ANY OF ITS POLITICAL SUBDIVISIONS OTHER THAN THE DISTRICT, AND NEITHER THE STATE NOR ANY OF ITS POLITICAL SUBDIVISIONS, OTHER THAN THE DISTRICT, IS LIABLE THEREFOR. THE PRINCIPAL OF, PREMIUM, IF ANY, AND INTEREST ON THE BONDS ARE PAYABLE SOLELY FROM NET REVENUES PLEDGED BY THE DISTRICT FROM THE DISTRICT'S WATER SYSTEM AND AMOUNTS IN CERTAIN FUNDS AND ACCOUNTS HELD UNDER THE INDENTURE. NEITHER THE DISTRICT NOR ANY PERSONS EXECUTING THE BONDS ARE LIABLE PERSONALLY ON THE BONDS BY REASON OF THEIR ISSUANCE.

This cover page contains certain information for quick reference only. It is not intended to be a summary of all factors relating to an investment in the Bonds. Investors should review the entire Official Statement before making any investment decision.

MATURITY SCHEDULE

(See inside cover)

The Bonds are offered when, as and if issued, and accepted by the Underwriter, subject to approval as to legality by Jones Hall, A Professional Law Corporation, San Francisco, California, Bond Counsel, and subject to certain other conditions. Jones Hall is also acting as Disclosure Counsel to the District. It is anticipated that the Bonds will be available for delivery in book-entry form on or about January 20, 2011.

[Stone & Youngberg logo]

Dated: January 6, 2011

Rule 15c2-12

- Continuing Disclosure
 - Annual reporting
 - Events reporting

CONTINUING DISCLOSURE CERTIFICATE

\$35,620,000 DUBLIN SAN RAMON SERVICES DISTRICT 2011 WATER REVENUE REFUNDING BONDS

This CONTINUING DISCLOSURE CERTIFICATE (this "Disclosure Certificate") is executed and delivered by DUBLIN SAN RAMON SERVICES DISTRICT (the "District") in connection with the execution and delivery of the bonds captioned above (the "Bonds"). The Bonds are being executed and delivered pursuant to an Indenture of Trust, dated as of January 1, 2011 (the "Indenture"), by and between the District and The Bank of New York Trust Company, N.A., as trustee.

The District covenants and agrees as follows:

Section 1. Purpose of the Disclosure Certificate. This Disclosure Certificate is being executed and delivered by the District for the benefit of the holders and beneficial owners of the Bonds and in order to assist the Participating Underwriter in complying with S.E.C. Rule 15c2-12(b)(5).

Section 2. Definitions. In addition to the definitions set forth above and in the Indenture, which apply to any capitalized term used in this Disclosure Certificate unless otherwise defined in this Section 2, the following capitalized terms shall have the following meanings:

"Annual Report" means any Annual Report provided by the District pursuant to, and as described in, Sections 3 and 4 of this Disclosure Certificate.

"Annual Report Date" means the date that is seven months after the end of the District's fiscal year (currently January 31 based on the District's fiscal year end of June 30).

"Dissemination Agent" means the District or any successor Dissemination Agent designated in writing by the District and which has filed with the District a written acceptance of such designation.

"Listed Events" means any of the events listed in Section 5(a) of this Disclosure Certificate.

"MSRB" means the Municipal Securities Rulemaking Board, which has been designated by the Securities and Exchange Commission as the sole repository of disclosure information for purposes of the Rule, or any other repository of disclosure information that may be designated by the Securities and Exchange Commission as such for purposes of the Rule in the future.

"Official Statement" means the final official statement executed by the District in connection with the issuance of the Bonds.

"Participating Underwriter" means Stone & Youngberg, LLC the original underwriter of the Bonds required to comply with the Rule in connection with offering of the Bonds.

"Rule" means Rule 15c2-12(b)(5) adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as it may be amended from time to time.

MUNICIPAL DISCLOSURE ADVISORS

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NOTICE OF FILING FINANCIAL INFORMATION AND OPERATING DATA UNDER SEC RULE 15c2-12

\$35,620,000 DUBLIN SAN RAMON SERVICES DISTRICT 2011 Water Revenue Refunding Bonds

On behalf of the Dublin San Ramon Services District (the "District") in the issue captioned above (Base CUSIP: 26371U), please find attached data regarding the number of accounts and metered annual consumption by customer type for the District for fiscal years ended June 30, 2011, 2012 and 2013. This data is presented in the form of Table 6 of Appendix C of the Official Statement to the issue captioned above in satisfaction of Section 4b(i) of the Continuing Disclosure Certificate executed and delivered by the District on the issue.

For the issue captioned above, the data had not been filed previously with the Electronic Municipal Market Access, the disclosure document repository for the Municipal Securities Rulemaking Board, in compliance with Rule 15c2-12(b)(5) promulgated under the Securities Exchange Act of 1934, as amended.

Municipal Disclosure Advisors
November 25, 2014

www.munielopaiddisclosure.com

Where they got it wrong

- ▣ Orange County, California
- ▣ Maricopa County, Arizona
- ▣ City of Syracuse, New York
- ▣ City of Miami, Florida
- ▣ Massachusetts Turnpike Authority
- ▣ City of San Diego, California
- ▣ State of New Jersey

SEC Guidance

“Lessons Learned from San Diego,” Linda Chatman Thomsen, Director, SEC Division of Enforcement (2007)

- ▣ “What should the municipal securities markets take away from these actions? I can tell you that the Enforcement Division believes there are five critical lessons that municipalities should learn from our recent actions”
 - adopt written disclosure policies and procedures
 - provide appropriate training to city officials and employees
 - focus on the big picture issues facing the city
 - disclose the bad with the good
 - hire competent professionals

Questions

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Reference General Manager	Type of Action Discuss and Provide Direction	Board Meeting of March 3, 2015
Subject Discuss Strategic Goals for the Fifth Edition of the District's Five Year Strategic Plan - FYE 2016 - 2020		
<input 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 checked="" type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	B. Michalczyk
		<input type="checkbox"/> Board Member

Recommendation:

The General Manager recommends the Board discuss the Strategic Goals to be incorporated into the Strategic Plan and, as appropriate provide direction, by Consensus, to staff.

Summary:

The District is updating its current Strategic Plan (which will be that Plan's Fifth Edition). A summary of the update process, schedule and status as previously endorsed by the Board is presented in Attachment 1. In February, the Board discussed the Mission Statement, Vision Statement and Core Values; the tentatively endorsed items are presented in Attachment 2.

Tonight's discussion will focus on the Strategic Goals and their priorities that are to be included in the Fifth Edition of the Strategic Plan. Material to support the discussion of the Strategic Goals is included in Attachment 3. Following discussion at this meeting, the focus will shift to development of Work Plan tasks and required budgetary resources.

District management staff (senior managers and supervisors) has reviewed the Strategic Plan and has concluded that the District should streamline the number of elements in the Plan, as well as the number of goals. It is proposed to generally align the Strategic Goals with the 2015 Board's Committees. Accordingly, it is proposed to be streamlined as follows:

STRATEGIC PLAN STATISTICAL SUMMARY			
Component	Currently	Proposed	Comment
Vision Statements	9	11	Could be consolidated as Plan comes into focus
Strategic Elements	7	4	
Strategic Goals	57	22	
Strategic Work Plan Items	285	TBD	Next step in Strategic Plan development
The consolidation does not imply that work will be halted on prior tasks. Many of those are now woven into the fabric of District operations and will continue, but will not be elevated to the Strategic level. They are identified in Attachment 4.			

The current Strategic Plan is accessible for reference purposes on the District's website at:

<http://www.drsrd.com/home/showdocument?id=1977>

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR B. Michalczyk	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. Strategic Planning Process and Schedule 2. Tentatively Endorsed Mission Statement, Vision Statement and Core Values 3. Proposed Strategic Goals 4. Prior Goals and Tasks No Longer Considered Strategic.			76 of 83
H:\Board\2015\03-03-15\Review of Strategic Goals\Strategic Goals SR.docx						

**ATTACHMENT 1
STRATEGIC PLANNING PROCESS AND SCHEDULE
FIFTH EDITION 2015**

Step	Activity	Schedule	Status
1.	Board endorsement of Strategic Planning process and schedule	January 6, 2015	Completed
2.	Informal individual Board Member input to General Manager on items of importance	January 2015	Completed
3.	"Mission to Vision" review by Senior Management, Mid-Management and staff	January 2015	Completed
4.	"Mission to Vision" review by Board	February 3, 2015	Completed
5.	Goal review by Senior Management, Mid-Management and staff	January & February 2015	Completed
6.	Goal review by Board	March 3, 2015	This Meeting
7.	Work Plan drafted by staff	March & April 2015	Pending
8.	Board review of draft Work Plan and consideration of needed budgetary resources	April 21, 2015	Pending
9.	Board adoption of Strategic Plan Update and acceptance of Work Plan	May 19, 2015	Pending
10.	Assign Strategic Goals and Work Plan Tasks to Departments and Divisions	June 2015	Pending
11.	Align employee goals with Department / Division goals	July 2015	Pending

H:\Board\2015\03-03-15\Review of Strategic Goals\Attachment 1 Schedule.docx

ATTACHMENT 2
MISSION STATEMENT, VISION STATEMENT AND CORE VALUES
TENTATIVE

The Mission Statement is what the District does.

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

The Vision Statement points to where the District wants to be.

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. Secure a more diversified water supply for the communities we serve;
3. In cooperation with our partner agencies, implement an integrated Valley-wide recycled water distribution system;
4. Diversify use of biosolids in an environmentally sound manner;
5. Enhance our ability to respond to emergencies and maintain business continuity;
6. Continue to foster a culture of safe operations District-wide;
7. Deliver utility services more efficiently and effectively by continuing to work with regional partner agencies on Tri-Valley integration;
8. Maintain a highly qualified, motivated and innovative workforce to ensure a high performing organization;
9. Enhance our public information, education and outreach methods to ensure public awareness of issues important to the communities we serve;
10. Use technology throughout the District to improve operations and efficiency while securing that technology against external threats;
11. Use asset management data to improve maintenance, capital project decision making and financial planning; and
12. Complete planning and implementation, as appropriate for a permanent District corporation yard.

The Core Values are simple phrases that describe the values of the District; 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.

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

**ATTACHMENT 3
PROPOSED STRATEGIC GOALS**

Goal No.	Goal Statements (Possible Work Plan Tasks identified for context and information)	Importance To Be Started To Be Achieved
1.0 FINANCIAL AFFAIRS		
1.01	<p>ENSURE APPROPRIATE INVESTMENT AND SOUND FINANCIAL PLANNING TO SUPPORT THE DISTRICT'S MISSION WELL AHEAD OF NEED</p> <p><u>Example Work Plan Tasks</u></p> <ul style="list-style-type: none"> • Adequate reserves • Stable long term rate revenue • AA credit rating for debt • Prudent budgets 	Mission Critical Ongoing Continuous
1.02	SATISFY PENSION AND OPEB (OTHER POST EMPLOYMENT BENEFIT) OBLIGATIONS WITHIN FIVE YEARS	Important Ongoing Long Term
1.03	SATISFY RESIDUAL TEMPORARY INFRASTRUCTURE CHARGE OBLIGATION WITHIN FIVE YEARS IN ACCORDANCE WITH BOARD POLICY	Important Ongoing Long Term
1.04	USE AN ASSET MANAGEMENT DATA DRIVEN APPROACH FOR SETTING REPLACEMENT RESERVE TARGETS	Important Ongoing Mid Term
1.05	INTEGRATE MASTER PLANS WITH FEE SETTING FOR CAPACITY RIGHTS	Important Ongoing Mid Term
2.0 TECHNICAL AFFAIRS		
2.01	<p>INCREASE RELIABILITY OF WATER SUPPLY BY DIVERSIFYING THE WATER SUPPLY PORTFOLIO: <i>Goal to be finalized to be in conformance with final goals of Long Term Water Supply Master Plan - Tentatively:</i></p> <ul style="list-style-type: none"> • 85% deliveries once every 10 years; • 70% deliveries once every 30 years; • At least 60% of demand satisfied by local and regional supplies; • No more than 40% of supply originates from one source. <p><u>Example Work Plan Tasks</u></p> <ul style="list-style-type: none"> • Directly or indirectly develop a second physical way to deliver water to the District service area • Directly or indirectly participate in regional desalination project • Directly or indirectly participate in water transfers and exchanges • Directly or indirectly participate in indirect and direct potable reuse projects • Secure additional recycled water from other sources • Store recycled water • Minimize LAVWMA discharges • Use fringe basin groundwater 	Mission Critical Ongoing Long Term

**ATTACHMENT 3
PROPOSED STRATEGIC GOALS**

Goal No.	Goal Statements (Possible Work Plan Tasks identified for context and information)	Importance To Be Started To Be Achieved
2.02	<p>MANAGE POTABLE WATER DEMAND WHILE MEETING STATE MANDATES FOR WATER USAGE: <i>Goal to be finalized to be in conformance with final goals of Long Term Water Supply Master Plan - Tentatively:</i></p> <ul style="list-style-type: none"> • Reduce Potable Demand to 70 gallons per person per day on a system wide basis • Increase Reuse so that there is no discharge to Bay 300 days per year <p><u>Example Work Plan Tasks</u></p> <ul style="list-style-type: none"> • Sustain compliance with potable water use reduction mandates during water shortages • Pilot project for recycled water for residential front yards • West side recycled water • Provide incentives for new and existing structural conservation programs 	Mission critical Ongoing Near Term
2.03	<p>PARTICIPATE IN THE IMPLEMENTATION OF RECYCLED WATER DELIVERIES TO THE CITY OF PLEASANTON SERVICE AREA</p> <p><u>Example Work Plan Tasks</u></p> <ul style="list-style-type: none"> • Make 500 AF of “Initial Recycled Water Deliveries” • Provide “Firm Capacity Recycled Water Service” at 1.9 mgd by installation of “Sixth Filter” • Provide further “Firm Capacity Recycled Water Service” beyond 1.9 mgd by expansion of tertiary filtration facilities • Revise institutional arrangements for recycled water delivery that involve DSRSD, EBMUD, DERWA and Pleasanton to improve efficiency 	Important Ongoing Long Term
2.04	<p>DEFINE AND IMPLEMENT ESSENTIAL PROJECTS IN A TIMELY MANNER TO MEET COMMUNITY SERVICE EXPECTATIONS</p> <p><u>Example Work Plan Tasks</u></p> <ul style="list-style-type: none"> • Long Term Water Resources Master Plan • Wastewater Treatment Plant Master Plan • Water Facilities Master Plan • Collection System Master Plan • Electrical System Master Plan • Property and Facility Master Plan 	Mission Critical Short Term Mid Term
2.05	<p>USE ASSET MANAGEMENT TO IMPROVE MAINTENANCE EFFICIENCY AND PLAN FOR REPLACEMENT OF CRITICAL INFRASTRUCTURE</p>	Important Ongoing Continuous
2.06	<p>DIVERSIFY MANAGEMENT OF BIOSOLIDS TO REDUCE EXPOSURE TO OPERATIONAL, ENVIRONMENTAL AND FINANCIAL RISKS</p>	Mission Critical Ongoing Long Term
2.07	<p>PLAN FOR FUTURE WASTEWATER EFFLUENT NUTRIENT CONTROL BY ACTIVELY PARTICIPATING IN THE BAY AREA CLEAN WATER AGENCIES NUTRIENT MANAGEMENT STUDY</p>	Mission Critical Ongoing Long Term
2.08	<p>ENHANCE OUR CAPABILITY TO RESPOND TO AND RECOVER FROM EMERGENCIES</p>	Mission critical Ongoing Continuous

**ATTACHMENT 3
PROPOSED STRATEGIC GOALS**

Goal No.	Goal Statements (Possible Work Plan Tasks identified for context and information)	Importance To Be Started To Be Achieved
2.09	IMPLEMENT A SECURE INFORMATION TECHNOLOGY PLATFORM ENABLING EMPLOYEES TO PERFORM DUTIES IN A WAY THAT ELIMINATES OR MINIMIZES THE RISK OF ERROR, REPETITIVE AND REDUNDANT WORK AND IS SAFER AND MORE EFFICIENT	Important Ongoing Continuous
2.10	DELIVER WATER OF A QUALITY THAT MEETS ALL STANDARDS AND IS ACCEPTABLE TO OUR CUSTOMERS	Mission Critical Ongoing Long Term
3.0 EXTERNAL AFFAIRS		
3.01	GOVERN IN AN EFFECTIVE, EFFICIENT, OPEN AND TRANSPARENT MANNER	Best Practice Ongoing Continuous
3.02	SEEK NEW WAYS TO IMPROVE THE INSTITUTIONAL WAY WE DELIVER SERVICES <u>Example Work Plan Tasks</u> <ul style="list-style-type: none"> • Tri-Valley Utility Coordination and Integration process • Tri Valley Reciprocal Services Agreement • Tri-Valley Water Policy Roundtable 	Important Ongoing Long Term
3.03	ENSURE THAT THE PUBLIC IS AWARE OF AND UNDERSTANDS IMPORTANT ISSUES FACING THE DISTRICT <u>Example Work Plan Tasks</u> <ul style="list-style-type: none"> • Live streaming of Board meetings • Build our Brand by communicating the value we provide the community • Promote key messages • Solicit community input 	Best Practice Ongoing Continuous
3.04	EXPAND THE USE OF TECHNOLOGY TO PROVIDE ENHANCED CUSTOMER SERVICE TO ALL DISTRICT CUSTOMERS	Important Ongoing Continuous
3.05	IMPLEMENT NEEDED CHANGES TO RECORDS MANAGEMENT, RETENTION AND RETRIEVAL POLICIES AND SYSTEMS (INCLUDING ELECTRONIC RECORDS)	Important Ongoing Mid Term
4.0 PERSONNEL		
4.01	MAINTAIN FAIR AND EQUITABLE LABOR AGREEMENTS WITH COMPETITIVE SALARY AND BENEFIT PACKAGES	Important Short Term Long Term
4.02	DEVELOP AND IMPLEMENT A HUMAN RESOURCES MASTER PLAN <u>Example Work Plan Tasks</u> <ul style="list-style-type: none"> • Organizational Structure • Succession planning • Training • Recruitment • Retention • Safe Harassment free workplace 	Important Short Term Mid Term

ATTACHMENT 4
PRIOR GOALS AND TASKS NO LONGER CONSIDERED STRATEGIC

- Security
- CIP and Operating Budgets
- Comply with investment policy
- Ethics training for Board and senior staff
- Sustain competitive rates
- Control costs
- Actively manage debt
- Secure and grow alternative revenue sources
- Maintain and grow RSF
- Comply with regulations
- Optimize operations
- Evaluate emerging technologies
- Comply with CEQA and mitigate project impacts
- Secure financial assistance from recycled water projects
- Promote regional cooperation
- Nurture good neighbor relations around WWTP and other district facilities
- Increase Wet weather discharge capacity
- Resolve struvite issue at WWTP
- Participate in focused legislative matters
- Participate in focused regulatory matters
- Provide ways to dispose of pharmaceuticals
- Maintain security of physical assets
- Build, operate and work green
- Explore alternative energy
- Retain and recruit high performing workforce
- Provide collegial, safe and non-hostile work place
- Effectively and consistently monitor employee performance
- Foster positive employer-employee relationships
- Foster Positive employee morale
- Share and use organizational knowledge
- Foster effective District leadership and management
- Manage business risk
- Increase public accessibility to District decision making
- Administer contracts
- Support beneficial relationships with other public agencies
- Work well with neighboring utilities
- Collaborate with regulatory agencies
- Participate in professional activities
- Provide educational programs