

BUSINESS:

REFERENCE

<u>Recommended Action</u>	<u>Anticipated Time</u>
----------------------------------	--------------------------------

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. | Approve Travel to National Pretreatment & Pollution Prevention Training in Greenville, South Carolina for Senior Environmental Compliance Inspector | Engineering Services Manager | Approve by Motion | |
| B. | Approve Amendment to District's Conflict of Interest Code | District Secretary | Approve by Resolution | |
| C. | Accept the Following Regular and Recurring Reports: District Financial Statements, Warrant List, Upcoming Board Business, Administrative Operating Budget Adjustment ("No Net Change"), and Capital Outlay Budget Adjustment Request | General Manager | Accept by Motion | |

9. **BOARD BUSINESS**

- | | | | | |
|----|--|-----------------|-------------------|--------|
| A. | Discuss Drought Management Program | General Manager | Provide Direction | 5 min |
| 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 | Accept by Motion | 10 min |
| C. | Review Proposed Strategic Work Plan for FYE 2016 and FYE 2017 | General Manager | Review & Discuss | 10 min |

10. **BOARDMEMBER ITEMS**

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

11. **CLOSED SESSION**

- | | | | | |
|----|--|--|--|--------|
| A. | Conference with Real Property Negotiator – Pursuant to Government Code Section 54956.8
Property: 7035 Commerce Circle, Pleasanton California
Agency Negotiator: Bert Michalczyk, General Manager
Dan Gallagher, Operations Manager
Dan McIntyre, Engineering Services Manager
Judy Zavadil, Principal Engineer - Supervisory
Carl P.A. Nelson, General Counsel
Negotiating Parties: Nearon Enterprises
Under Negotiation: Terms and Conditions | | | 45 min |
|----|--|--|--|--------|

BUSINESS:

REFERENCE

	<u>Recommended Action</u>	<u>Anticipated Time</u>
B . 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		10 min

12. **REPORT FROM CLOSED SESSION**

13. **ADJOURNMENT**

BOARD CALENDAR*

<u>Committee & Board Meetings</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
DSRSD/Dublin Liaison	April 27, 2015	1:30 p.m.	Wastewater Treatment Plant
DSRSD/Zone7/Livermore Pleasanton/Cal Water Liaison	April 27, 2015	4:00 p.m.	Zone 7
DERWA	April 27, 2015	6:00 p.m.	District Office
Regular Board Meeting	May 5, 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 REGULAR MEETING OF THE BOARD OF DIRECTORS**

April 7, 2015

A regular meeting of the Board of Directors was called to order at 6:00 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 Georgean M. Vonheeder-Leopold. District staff present: Bert Michalczyk, General Manager; Dan McIntyre, Engineering Services Manager; John Archer, Administrative 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 - None
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:01 p.m. – 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 Monday, April 20, 2015 at 10:00 a.m. the Contra Costa Special Districts Association will meet at Central Contra Costa Sanitary District. Directors are invited to attend and reservations are not necessary.
 - o Staff would like the Board to hold a Special meeting on Tuesday, April 21, 2015 at 5:00 p.m. to further discuss the District’s Long Term Water Resources Master Plan, which the Board last discussed on February 17, 2015 at a Special Board meeting. Directors agreed to that meeting; V.P. Howard stated he would be unable to attend.
 - o ACWA will hold its Spring Conference May 5-8, 2015 in Sacramento. Given the location, the regularly scheduled Board meeting for May 5, 2015 should not need to be changed. Directors are invited to attend and registration is required.
 - o On Thursday, April 9, 2015 at 8:30 a.m. ACWA will hold a Drought Briefing in Sacramento (along with a simultaneous webinar).
 - Correspondence to and from the Board on an Item not on the Agenda - None
 - B. Agenda Management (consider order of items) -

General Manager Michalczyk mentioned Closed Session 11.A would not be needed if the Board approves Item 8.A on the Consent Calendar.

C. Committee Reports

Financial Affairs Committee

March 17, 2015

Director Halket highlighted the March 17, 2015 Financial Affairs Committee notes and encouraged Directors to make sure they review them as there is some important information about unfunded pension liabilities and where the District is financially related to this liability.

7. APPROVAL OF MINUTES – Regular Meeting of *March 17, 2015* and Special Meeting of *March 19, 2015*

General Counsel Nelson distributed a revision to pages 7 and 8 of the Regular Meeting minutes of March 17, 2015 intended to clarify which Directors attended or did not attend which of the multiple Closed Sessions.

Director Benson MOVED for the approval of the March 17, 2015 Regular Meeting minutes as amended. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Vonheeder-Leopold MOVED for the approval of the March 19, 2015 Special Meeting minutes. V.P. Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

V.P. Howard requested to remove Item 8.C from the Consent Calendar and Director Benson requested to remove Item 8.D from the Consent Calendar.

Director Vonheeder-Leopold MOVED for approval of Items 8.A, B and E-H on the Consent Calendar. Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

- A. Approve Amendment No. 6 to Personal Services Agreement between Michelle L. Gallardo and Dublin San Ramon Services District – Approved – Resolution No. 18-15
- B. Adopt Revised Election and Rotation of Board Officers Policy and Rescind Resolution No. 45-04 – Approved – Resolution No. 19-15
- C. REMOVED – Adopt Revised Joint Powers Agency Rotation Policy and Rescind Resolution No. 46-04

V.P. Howard stated he felt it was unnecessary for a Director to have served for a full year prior to holding an officer position on a Joint Powers Agency (JPA).

V.P. Halket suggested the policy could be revised to accommodate V. P. Howard's concern if the last sentence in section 4 of the policy was deleted. He also noted the fourth Whereas clause in the adopting resolution should also be stricken.

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

V.P. Howard MOVED for approval of Resolution No. 20-15 revising the Joint Powers Agency Rotation policy and Rescinding Resolution No. 46-04 with the recommended revisions to the resolution and the policy. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

- D. REMOVED - Adopt Revised Records Retention Schedule Policy and Rescind Resolution No. 11-11

Director Benson stated she believed the retention period for record series number 301-08 – Meeting Video Recordings should be changed from “Current Year plus Five Years” to “Permanent” to mirror the permanent retention for written Board minutes.

The Board discussed the merits of matching the retention periods stating their belief that a “Current Year plus Five Years” retention period for meeting video recordings was ample.

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

Director Benson MOVED for approval of Resolution No. 21-15, revising the Records Retention Schedule policy and Rescinding Resolution No. 11-11. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

- E. Support LAVWMA Operations & Maintenance Budget Submittal for FYE 2016 and FYE 2017 – Approved
- F. Support DERWA Operations & Maintenance Budget Submittal for FYE 2016 and FYE 2017 – Approved
- G. Approve Casting District Ballots in Favor of Revisions to the WateReuse Association and WateReuse Research Foundation Bylaws – Approved
- H. Increase Change Order Contingency from \$100,000 to \$200,000 for Construction Agreement with McGuire and Hester for Component 1 of the Recycled Water

Phase 1 – Distribution to Western Dublin and Alameda County Facilities (CIP 15-R009) – Approved

9. BOARD BUSINESS

A. Discuss Drought Management Program

General Manager Michalczyk reported this is the standing item to discuss the Drought Management Plan.

Mr. Michalczyk briefed the Board on current developments related to drought management including recent actions of:

- The State Water Resources Control Board’s emergency regulations;
- Governor Jerry Brown’s recent Executive Order;
- The State Water Resources Control Board’s proposed regulations related to the Governor’s Executive Order;
- The recently released Zone 7 Draft Sustainability Report;
- The upcoming April 9, 2015 Zone 7 Water Resources Committee;
- The upcoming April 22, 2015 Tri-Valley Water Policy Roundtable meeting;
- The upcoming April 27, 2015 Zone 7 Joint Liaison Committee meeting; and
- The status of the Yuba County Water Agency water transfer.

Mr. Michalczyk stated the Board would be asked to consider changes to the District’s Drought Management Plan at its May 19, 2015 meeting which should allow sufficient time for final state-level decisions on conservation targets and prohibitions.

Director Vonheeder-Leopold referred to an ACWA magazine article and asked the Mr. Michalczyk if she could get a list of the state water allocations received for the past several years.

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

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

B. Establish the Tri-Valley Water Policy Roundtable Committee as a Standing Committee of the District Board of Directors

General Manager Michalczyk introduced the agenda topic explaining this item is to consider retroactively designating the Tri-Valley Water Policy Roundtable (TVWPR) Committee as a Standing Committee of the District Board, rather than an Ad Hoc Committee

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

Director Vonheeder-Leopold MOVED to establish the Tri-Valley Water Policy Roundtable as a Standing Committee of the Board of Directors. Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

10. BOARDMEMBER ITEMS

V.P. Howard commented he would not be able to attend either the April 21, 2015 Special or Regular Board meetings.

Director Vonheeder-Leopold reported she attended the following meetings; she submitted associated reports:

- April 2, 2015 Dublin Chamber of Commerce Economic Development meeting;
- March 26, 2015 ACSDA dinner; and
- March 25, 2015 Dublin Chamber of Commerce, Mayor Haubert State of the City Address.

Director Benson reported she attended the following meetings; she submitted associated reports:

- March 28 & 29, 2015 Alameda County Science and Engineering Fair; and
- March 29, 2015 ACWA Region 5 meeting held in San Jose.

Director Benson also mentioned that Mr. Michalczyk gave a presentation on AquaHawk at the March 23, 2015 EBMUD Brown Bag Lunch meeting.

11. CLOSED SESSION

A. NOT HELD Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6

Agency Negotiators: Bert Michalczyk, General Manager

Employee Organizations: 1. Interim Organizational Services Manager

Additional Attendee: General Counsel, Carl P.A. Nelson

12. REPORT FROM CLOSED SESSION

13. ADJOURNMENT

President Duarte adjourned the meeting at 6:49 p.m.

Submitted by,

Nancy Gamble Hatfield
District Secretary



Reference Engineering Services Manager	Type of Action Approve Out of State Travel	Board Meeting of April 21, 2015
Subject Approve Travel to National Pretreatment & Pollution Prevention Training in Greenville, South Carolina for Senior Environmental Compliance Inspector		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
<input checked="" type="checkbox"/> Staff	D. McIntyre	<input type="checkbox"/> Board Member

Recommendation:

The Engineering Services Manager recommends the Board approve, by Motion, travel for Senior Environmental Compliance Inspector Erik Kuefner to the National Pretreatment & Pollution Prevention Workshop & Training on May 12-15, 2015 in Greenville, South Carolina.

Summary:

The National Association of Clean Water Agencies (NACWA) is the leading advocate for responsible national policies that advance clean water. For over two decades, pretreatment professionals from across the country have benefitted from the utility-focused speakers and panels, and the unique networking opportunities provided by NACWA’s National Pretreatment & Pollution Prevention Workshop & Training. Sending Mr. Kuefner to this conference will be helpful in expanding his knowledge about topics that promise to be important for pretreatment programs in the future, as well as issues that are currently affecting these programs. U.S. Environmental Protection Agency staff will provide the latest updates on National Pretreatment Program initiatives, and staff from the Centers for Disease Control and Prevention will discuss the Ebola virus and other potential risks to wastewater utility workers. Panel presentations will address the proposed dental amalgam separator rule, management of pretreatment programs, emerging contaminants updates, best management practices for industrial users and more.

Out of state training for Mr. Kuefner was approved in the two year budget to attend a National Pretreatment & Pollution Prevention Workshop. The original proposal was for Mr. Kuefner to attend in Calendar Year 2014 (first year of two year budget cycle). He was unable to attend in 2014, but is interested in attending in May of 2015. The direct cost of the trip would not exceed \$1,900. No additional spending authorization is being requested as budget projections indicate that the overall department budget should be adequate to accommodate the trip. In accordance with District rules and directives, out-of-state conference attendance must be approved by the Board unless it is identified in the approved operating budget.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Zavadil	DEPARTMENT Engineering	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 \$1,900 (within budget)	<input checked="" type="checkbox"/> Funding Source A. Regional Sewer Operations (Fund 300) B.		Attachments to S&R 1. 2. 3.			



Reference District Secretary	Type of Action Approve Amendment	Board Meeting of April 21, 2015
Subject Approve Amendment to District's Conflict of Interest Code		
<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	N. Hatfield
		<input checked="" type="checkbox"/> Board Member

Recommendation:

The District Secretary recommends the Board of Directors adopt, by Resolution, an amended Conflict of Interest Code and Appendix.

Summary:

Biennially, the District is required to review the Conflict of Interest Code under Government Code Section 87300. In December 2012, the District Board performed a review of the agency's Code and approved some changes to that Code. Before the revised Code was submitted to the Board, it was informally approved by Fair Political Practices Commission (FPPC) staff.

Per routine process, the revised Code adopted in December 2012 was submitted to the FPPC for formal approval. However, during that review, the FPPC requested the District make extensive additional changes to the Code that the Board had previously adopted in December 2012. After a lengthy period during which staff and General Counsel worked with the FPPC to clarify FPPC concerns and objectives and agree on additional changes, most of which were intended to simply facilitate FPPC review by standardizing language, staff is now in a position to present a revised Conflict of Interest Code to the Board for consideration. One of the more significant changes requested by the FPPC was a more elaborate set of eight disclosure categories (Exhibit "B" to Resolution), instead of the previously approved two disclosure categories. One reason for this break down – as explained by FPPC staff – is that filers will not be required to disclose more than is appropriate for their position and decision making authority within the agency, e.g., broader decision making requires broader disclosure. Additionally, the FPPC has undertaken a serious review of codes by agency type and is now requiring that similar agencies with similar functions have similar disclosure categories.

The review of the Code revealed seven "Substantive" changes and two "Non-Substantive" changes. The Appendix to the proposed Code (Exhibit "A" to Resolution) shows the changes to the designated positions subject to the Code, and the disclosure category for each of the positions. Attachment 1 to the Summary & Recommendation explains in detail the proposed amendments and revisions to Dublin San Ramon Service's Conflict of Interest Code.

A Public Notice (Attachment 2 to S&R) was published on March 7, 2015 notifying interested parties of the District's intent to amend the Conflict of Interest Code. A public hearing is not required because no interested person or applicable representative has requested a public hearing no later than 15 days prior to the close of the written comment period.

As is required by the FPPC, a Biennial review to the Code will be conducted later this year to make any updates.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Yes	ORIGINATOR N. Hatfield	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 \$0	<input checked="" type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Explanation of Proposed Amendments/Revisions to Code 2. Public Notice 3.			

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING AN AMENDED CONFLICT OF INTEREST CODE AND APPENDIX FOR DUBLIN SAN RAMON SERVICES DISTRICT

WHEREAS, pursuant to the Political Reform Act of 1974, as amended (Govt. Code § 81000 et seq.) and further pursuant to Regulation (2 Cal. Code of Regs. §18730) of the Fair Political Practices Commission (“FPPC”), this Board has adopted, through incorporation by reference, a standard Conflict of Interest Code, most recently revised on November 16, 2010, approved by the FPPC on May 3, 2011, and effective June 2, 2011; and

WHEREAS, the Appendix to said Conflict of Interest Code sets forth designated positions subject to that Code and corresponding disclosure categories for each position so designated; and

WHEREAS, the Conflict of Interest Code requires amendment to reflect creation by the District of new employment positions which are subject to that Code, and to make certain non-substantive changes to that Code; and

WHEREAS, the Board, by resolution adopted on December 3, 2012, approved a revised Conflict of Interest Code in a form previously submitted to and approved by FPPC staff, and District staff thereafter timely submitted the revised Conflict of Interest Code to the FPPC for approval as required; and

WHEREAS, the FPPC required a series of additional modifications to the District’s submitted Code, which modifications are now incorporated in the amended Conflict of Interest Code now submitted for Board approval; and

Res. No. _____

WHEREAS, a Notice of Intention to Amend the Conflict of Interest Code for Dublin San Ramon Services District was published in a newspaper of local circulation, and filed with the Fair Political Practices Commission not less than forty-five days prior to the close of the written comment period on April 21, 2015; and

WHEREAS, copies of said Notice and the exact terms of the proposed amendments to the District's Conflict of Interest Code were made duly available to the employees currently filling the affected positions and all interested persons for inspection and copying forty-five days prior to the close of the written comment period; and

WHEREAS, no interested person or his or her representative requested a public hearing no later than 15 days prior to the close of the written comment period on April 21, 2015 on the question of the adoption of the proposed amendment to the Code, and, therefore, a public hearing is not required; and

WHEREAS, this Board desires to approve an amended Conflict of Interest Code and Appendix to Code for Dublin San Ramon Services District, a copy of which amended Code and Appendix is attached hereto, marked Exhibit "A," and by this reference incorporated herein.

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

1. The Conflict of Interest Code for Dublin San Ramon Services District, as previously adopted by this Board, incorporating by reference the Standard Conflict of Interest Code of the Fair Political Practices Commission pursuant to 2 Cal. Code of Regs. Section 18730, is hereby amended by substituting the amended Conflict of Interest Code and Appendix, containing amendments and proposed revisions from April 2015, attached hereto as Exhibit "A"

Res. No. _____

(Conflict of Interest Code for Dublin San Ramon Services District) for and in place of the Conflict of Interest Code and Appendix currently in effect, and the amended Conflict of Interest Code and Appendix attached hereto are hereby approved.

2. The General Manager and the District Secretary are each hereby authorized to execute any and all additional documents as it may be necessary to submit to the Fair Political Practices Commission along with the amended Conflict of Interest Code and Appendix hereby approved, each in a form approved by General Counsel.

3. This resolution shall be effective upon its adoption; provided, however, that the amended Conflict of Interest Code and Appendix approved hereby shall become effective on the thirtieth day following approval thereof by the Fair Political Practices Commission.

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 21st day of April 2015, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nancy G. Hatfield, District Secretary

CONFLICT OF INTEREST CODE FOR
DUBLIN SAN RAMON SERVICES DISTRICT

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Sec. 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of **Dublin San Ramon Services District (District)**.

Individuals holding designated positions shall file their statements of economic interests with the **District**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the **District**.

**APPENDIX A
DESIGNATED POSITIONS**

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Office of the General Manager	
General Manager	1-5
Executive Services	
Executive Services Supervisor/District Secretary	1
Organizational Services Department	
Organizational Services Manager	1-5
Human Resources Supervisor	1
Safety Officer	1
Community Affairs Supervisor	1
Financial Services Department	
Financial Services Supervisor	1-5
Buyer	1-5
Customer Services Supervisor	1
Customer Services Representative III	1
Information Services Supervisor	8
Information Technology Analyst II	7
Operations Department	
Operations Manager	1-5
Assistant Operations Manager	1-5
Senior Electrical Engineer – Supervisory	1-5
WWTP Operations Supervisor	6
Environmental Services Administrator	6
Laboratory Supervisor	6
Senior Environmental Chemist	6
Mechanical Supervisor	6
Field Operations Supervisor	6
Electrical & Instrumentation Supervisor	6
Co-generation Specialist	6
Senior Mechanic	6
Operations Control System Specialist	6
Maintenance Supervisor	6
Fleet Mechanic	6
Senior Electrical/Electronic Technician	6
Water/Wastewater Systems Operator VI	6
Water/Wastewater Systems Operator V	6
Process Lead Wastewater Treatment Plant Operator IV-V	6

~~Senior Environmental Compliance Inspector 6~~

**APPENDIX A
DESIGNATED POSITIONS – Continued**

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Clean Water Programs Specialist	6
Environmental Compliance Inspector I/II-Clean Water	6
Environmental Compliance Inspector-Pretreatment	6
Operations Department (cont'd)	
Senior Mechanical Engineer-Supervisory	6
Senior Electrician	6
Senior Mechanic-Crane Certified	6
Senior Instrumentation and Controls Technician	6
Associate Civil Engineer-SME	1-5
Engineering Department	
Assistant General Manager/District Engineer	1-5
Principal Engineer - Supervisory	1-5
Principal Engineer - SME	1-5
Engineering Supervisor	1-5
Senior Civil Engineer - SME	1-5
Senior Civil Engineer - Supervisory	1-5
Senior Planner	1-5
Associate Planner	1-5
Associate Civil Engineer- Supervisory	1-5
Associate Civil Engineer-SME	1-5
Construction Inspector I/II	6
Senior Project Coordinator	6
Engineering Services Representative	6
<u>Senior Environmental Compliance Inspector</u>	<u>6</u>
<u>Clean Water Programs Specialist</u>	<u>6</u>
<u>Environmental Compliance Inspector I/II-Clean Water</u>	<u>6</u>
<u>Environmental Compliance Inspector-Pretreatment</u>	<u>6</u>

Consultants/New Positions

*

*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The General Manager may determine in writing that a particular consultant or new position, although not a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s

determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code Section 81008.)

Officials Who Manage Public Investments:

It has been determined that the positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200.

- Directors
- Financial Services Manager/Treasurer

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

APPENDIX B DISCLOSURE CATEGORIES

1. Investments and business positions in business entities, and income, including receipt of loans, gifts, and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the District.
2. Investments and business positions in business entities, and income, including receipt of loans, gifts, and travel payments, from sources (including business entities, governmental entities and non-profits) for which the agency has oversight authority. Sources include those subject to regulation, permits, fines or citations.
3. Investments and business positions in business entities, and sources of income, including receipt of loans, gifts, and travel payments, from sources that engage in the acquisition, appraisal, disposal, or development of real property within the District.
4. Investments and business positions in business entities, and sources of income, including receipt of loans, gifts, and travel payments, from sources that regularly engage in the preparation of environmental impact statements or reports.
5. Interests in real property located within the jurisdiction of the District or within two miles of the boundaries of the jurisdiction of the District, or within two miles of any land owned or used by the District.
6. Investments and business positions in business entities, and income, including receipt of loans, gifts, and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the designated position's division.
7. Investments and business positions in business entities, and sources of income (including receipt of gifts, loans, and travel payments) from information technology and telecommunications sources, including but not limited to, computer hardware or software companies, computer consultant services, training, and data processing firms of the type utilized by the designated position's division.
8. Investments and business positions in business entities, and sources of income (including receipt of gifts, loans, and travel payments) from information technology and telecommunications sources, including but not limited to, computer hardware or software companies, computer consultant services, training, and data processing firms of the type utilized by the District.

EXPLANATION OF PROPOSED AMENDMENTS AND REVISIONS TO DUBLIN SAN
RAMON SERVICES DISTRICT (“DSRSD”) CONFLICT OF INTEREST CODE

[Approved by FPPC 05/03/11; Effective 06/02/11]

(AMENDMENT AND REVISIONS PROPOSED APRIL 2015)

As a result of its biennial review of its Conflict of Interest Code (“Code”) pursuant to Fair Political Practices Commission (“FPPC”) requirements (2 Code Cal. Regs. § 18750.1), the Dublin San Ramon Services District (“DSRSD” or “District”) has determined, and is proposing, that certain substantive and non-substantive amendments shall be made to its Code. The proposed changes to the Code, together with relevant supporting material, are identified and explained below.

Substantive Changes

1. DSRSD is a multi-jurisdictional agency (i.e., its territory spans portions of two counties) and as such, the FPPC is its code reviewing body. Since 2012 FPPC staff has undertaken a serious review of codes by agency type and is preparing disclosure categories so that those agencies with similar functions also have similar disclosure categories. According to FPPC staff, this will help not only the individuals that must complete Form 700, but members of public who review codes and often question differences in the conflict of interest codes when agencies have similar functions. To that end, FPPC staff proposed new categories for DSRSD’s conflict of interest code; these categories have been preliminarily approved by the FPPC legal division and are similar to those of other service related agencies. Accordingly, the new Conflict of Interest Code has eight categories in lieu of the two categories contained in the Conflict of Interest Code approved by the DSRSD Board of Directors on December 3, 2012. A brief summary of the changes follows:

The first part of the District’s Category 1 as approved in 2012 – interests in real property – is the new category 5. The second part of the 2012 Category 1 – investments and business positions – has been eliminated. Instead, new category 1 tracks the first part of 2012 Category 2: “investments and business positions ... of the type utilized by the District,” and new category 6 is a more limited version thereof: “investments and business positions ... of the type utilized by the designated position’s division.” The second part of the 2012 Category 2 – “investments and business positions ... from sources that filed a claim” has been eliminated, and replaced by three new categories that involve “investments and business positions ... from sources” “over which the District has oversight authority” (new category 2); “that engage in ... real property” activities within the District (new category 3); and “that regularly engage in ... prepar[ing EIRs]” (new category 4).

A wholly new Category 7 – “Investments and business positions in business entities, and sources of income (including receipt of gifts, loans, and travel payments) from information technology and telecommunications sources, including but not limited to, computer hardware or software companies, computer consultant services, training, and

data processing firms of the type utilized by the designated position's division" – has been created for the Information Technology Analyst II; similarly, a wholly new Category 8 – "Investments and business positions in business entities, and sources of income (including receipt of gifts, loans, and travel payments) from information technology and telecommunications sources, including but not limited to, computer hardware or software companies, computer consultant services, training, and data processing firms of the type utilized by the District" – has been created for the Information Services Supervisor.

Most positions whose reporting responsibilities were classified as Category 1 under the Conflict of Interest Code approved by the DSRSD Board of Directors on December 3, 2012 would have reporting responsibilities classified as Categories 1 through 5; most positions that whose reporting responsibilities were classified as Category 2 under the Conflict of Interest Code approved by the DSRSD Board of Directors on December 3, 2012 would have reporting responsibilities classified as Category 6. The exceptions are identified below.

2. The position of "**Senior Mechanical Engineer - Supervisory**" is added to the list of designated employees and is designated for disclosure under Category 6.

This is a new agency position, added since DSRSD last amended its Code (effective June 2, 2011). Based on a review of the duties and responsibilities of the position, as described in the **Senior Mechanical Engineer - Supervisory** job description (see Exhibit "A-1," attached) and of DSRSD's current Organizational Chart, it has been determined that the **Senior Mechanical Engineer - Supervisory** may participate in the District's decision-making process, which may foreseeably have a material effect on his or her financial interest. Because the potential for participating in or attempting to influence District decision-making is not as great as the positions designated as Categories 1 through 5, the **Senior Mechanical Engineer - Supervisory** position has been placed into disclosure Category 6, requiring disclosure of all investments and business positions in business entities, and income, including receipt of loans, gifts, and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the designated position's division.

3. The position of "**Senior Electrician**" is added to the list of designated employees and is designated for disclosure under Category 6.

This is a new agency position, added since DSRSD last amended its Code (effective June 2, 2011). Based on a review of the duties and responsibilities of the position, as described in the **Senior Electrician** job description (see Exhibit "A-2," attached) and of DSRSD's current Organizational Chart, it has been determined that the **Senior Electrician** may participate in the District's decision-making process, which may foreseeably have a material effect on his or her financial interest. Because the potential

for participating in or attempting to influence District decision-making is not as great as the positions designated as Categories 1 through 5, the **Senior Electrician** position has been placed into disclosure Category 6, requiring disclosure of all investments and business positions in business entities, and income, including receipt of loans, gifts, and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the designated position's division.

4. The position of "**Senior Mechanic–Crane Certified**" is added to the list of designated employees and is designated for disclosure under Category 6.

This is a new agency position, added since DSRSD last amended its Code (effective June 2, 2011). Based on a review of the duties and responsibilities of the position, as described in the **Senior Mechanic–Crane Certified** job description (see Exhibit "A-3," attached) and of DSRSD's current Organizational Chart, it has been determined that the **Senior Mechanic–Crane Certified** may participate in the District's decision-making process, which may foreseeably have a material effect on his or her financial interest. Because the potential for participating in or attempting to influence District decision-making is not as great as the positions designated as Categories 1 through 5, the **Senior Mechanic–Crane Certified** position has been placed into disclosure Category 6, requiring disclosure all investments and business positions in business entities, and income, including receipt of loans, gifts, and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the designated position's division.

5. The position of "**Senior Instrumentation and Controls Technician**" is added to the list of designated employees and is designated for disclosure under Category 6.

This is a new agency position, added since DSRSD last amended its Code (effective June 2, 2011). Based on a review of the duties and responsibilities of the position, as described in the **Senior Instrumentation and Controls Technician** job description (see Exhibit "A-4," attached) and of DSRSD's current Organizational Chart, it has been determined that the **Senior Instrumentation and Controls Technician** may participate in the District's decision-making process, which may foreseeably have a material effect on his or her financial interest. Because the potential for participating in or attempting to influence District decision-making is not as great as the positions designated as Categories 1 through 5, the **Senior Instrumentation and Controls Technician** position has been placed into disclosure Category 6, requiring disclosure of all investments and business positions in business entities, and income, including receipt of loans, gifts, and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the designated position's division.

6. The reporting category for the position of “**Information Technology Analyst II,**” formerly Category 2, will now be Category 7, requiring disclosure of all investments and business positions in business entities, and sources of income (including receipt of gifts, loans, and travel payments) from information technology and telecommunications sources, including but not limited to, computer hardware or software companies, computer consultant services, training, and data processing firms of the type utilized by the designated position’s division.
7. The reporting category for the position of “**Information Services Supervisor,**” formerly Category 2, will now be Category 8, requiring disclosure of all investments and business positions in business entities, and sources of income (including receipt of gifts, loans, and travel payments) from information technology and telecommunications sources, including but not limited to, computer hardware or software companies, computer consultant services, training, and data processing firms of the type utilized by the District.

Non-substantive Changes

1. The position of “Clean Water Programs Specialist” was inaccurately listed as “Clean Water Program Specialist” in the current Code and, accordingly, the listing of this position is corrected in the Appendix to the proposed updated Code. The reporting category for the position, formerly Category 2, will now be Category 6.
2. Due to changes in DSRSD departmental structure, the following positions have been transferred from the Operations Department to the Engineering Department:
 - Senior Environmental Compliance Inspector
 - Clean Water Programs Specialist
 - Environmental Compliance Inspector I/II - Clean Water
 - Environmental Compliance Inspector I/II - Pretreatment

In the Appendix to the proposed updated Code, these positions are listed under the Engineering Department rather than the Operations Department. The reporting category for each position, formerly Category 2, will now be Category 6.

Due to changes in DSRSD departmental structure, one Associate Civil Engineer – SME position has been transferred from the Engineering Department to the Operations Department; the other Associate Civil Engineer – SME position remains in the Engineering Department. In the Appendix to the proposed updated Code, the position of Associate Civil Engineer – SME position is accordingly listed under both the Operations Department as well as the Engineering Department. The reporting category for each position of Associate Civil Engineer – SME, formerly Category 1, will now be Categories 1 through 5.

PUBLIC NOTICE
DUBLIN SAN RAMON SERVICES DISTRICT
NOTICE OF INTENTION TO AMEND ITS
CONFLICT-OF-INTEREST CODE

NOTICE IS HEREBY GIVEN that the Dublin San Ramon Services District (District) intends to amend its conflict-of-interest code pursuant to Government Code Section 87300 and 87306. Pursuant to Government Code Section 87302, the code will designate employees who must disclose certain investments, income, interests in real property and business positions, and who must disqualify themselves from making or participating in the making of governmental decisions affecting those interests.

A written comment period has been established commencing on March 7, 2015 and terminating on April 21, 2015. Any interested person may present written comments concerning the proposed code no later than April 21, 2015 to the District at its offices at 7051 Dublin Blvd., Dublin CA 94568. No public hearing on this matter will be held unless any interested person or his or her representative requests, no later than 15 days prior to the close of the written comment period, a public hearing.

The District has prepared a written explanation of the reasons for the designations and the disclosure responsibilities and has available all of the information upon which the proposed amendments to the code are based.

A conflict-of-interest code is being adopted to identify the officials that make or participate in making governmental decisions.

Copies of the proposed code and all of the information upon which it is based may be obtained from the District at its offices at 7051 Dublin Blvd., Dublin CA 94568.

NOTICE IS HEREBY FURTHER GIVEN that, if a public hearing is duly requested as set forth above, such public hearing on the adoption of the proposed amended Code will be held at the Board's regular meeting scheduled to be held on April 21, 2015, commencing at 6:00 p.m., or as soon thereafter as the matter may be heard, in the District Boardroom located at the above listed address at which time and place any person interested in the matter will be given the opportunity to be heard.

Any inquiries concerning the proposed code should be directed to Nancy Gamble Hatfield at (925) 875-2201.

Dated: March 7, 2015
By: Nancy Gamble Hatfield
District Secretary
Dublin San Ramon Services District



Job Title:	Senior Mechanical Engineer - Supervisory
W/C Code:	7580
FLSA Status:	Exempt
Unit:	Mid-Management
Adopted Date:	February 17, 2009
Revised Date:	
JD CODE:	MSRMES

DEFINITION

Under the general direction of the Operations Manager, plans, organizes, and provides direction and oversight for the Mechanical Maintenance Division of the District; provides full, first-line supervision to assigned field, technical, and professional staff; performs a variety of highly complex technical and professional engineering activities in the mechanical operations of water, wastewater, and recycled water equipment, fleet, energy co-generation systems, and facilities repair and maintenance functions; coordinates maintenance and implementation of services with other Divisions in the Operations Department and the Engineering Department, performs project management as assigned on District CIP Projects; ensures that division operations and maintenance functions meet all applicable laws, regulations, and District policies, provides professional assistance to District management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the mid-management, advanced journey level class in the professional engineering series that provides full second-line supervision to employees within a work section and/or assumes substantive and significant programmatic responsibility in a defined area or specialty. Incumbents have a thorough knowledge of various aspects of engineering as it relates to construction, operations, and maintenance of water and recycled water distribution system, wastewater collection, treatment and disposal systems, and recycled water treatment and disposal systems. The duties involve frequent contact with the consultants, engineers, contractors, and other District employees, and require independence and sound judgment. This class is distinguished from the Senior Civil Engineer – Supervisory by responsibility for work performed by technical and professional staff, and expertise in specific aspect(s) of mechanical engineering as applied to water, wastewater, and/or recycled water systems. The incumbent receives general direction from the Operations Manager and exercises general direction to assigned field, technical and professional staff in the Mechanical Maintenance Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, develops, and oversees the work of staff involved in the maintenance, installation and repair of water, wastewater, and recycled water equipment, fleet, energy co-generation systems, and facilities repair and maintenance program areas.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the division.
- Prepares, administers, and is responsible for the budget for assigned function; forecasts additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Authorizes, monitors, and controls expenditures.
- Plans, organizes, administers, reviews, and evaluates the work of operations and maintenance staff directly and through subordinate levels of supervision.
- Provides for the selection, training, professional development, and work evaluation of division staff; authorizes discipline as required; and provides policy guidance and interpretation to staff.
- Contributes to the overall quality of the division's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work,

Job Description

- support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Coordinates activities of staff and the division with those of other District divisions and outside agencies, in a manner that leads to maximum efficiency and effectiveness.
 - Directs, oversees, and develops the work plan related to mechanical operations, maintenance, and repair; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures; prepares various staff reports on operations and activities.
 - Prioritizes and allocates available resources; and reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
 - Inspects and evaluates repair and preventative maintenance projects; estimates time and material requirements; provides technical assistance to assigned equipment maintenance staff; reviews and monitors completed work to ensure quality control standards are met.
 - Reviews plans for accuracy, suitability, and completeness, and makes recommendations for revision and improvement; reviews specifications for content and accuracy; serves as project manager on sensitive and/or highly complex engineering projects; participates in a variety of internal and external meetings related to projects and/or programs.
 - Coordinates the establishment, implementation, and maintenance of a computerized maintenance management program, including proper accounting of time, materials, and equipment on projects.
 - Keeps required labor, equipment, and material records and submits reports as directed; estimates time and costs of repairs and parts.
 - Works together with supervisors and managers from other departments and divisions to develop, design, and implement new construction, upgrades, modifications, and other special projects to improve the efficiency, reliability, and effectiveness of treatment units, pumping systems, operational controls, and maintenance activities.
 - Administers various capital improvement contracts; authorizes, monitors, and controls expenditures.
 - Directs emergency repair operations.
 - Maintains and directs the maintenance of working and official divisional files.
 - Monitors changes in laws, regulations, and technology that may affect divisional operations; and implements policy and procedural changes as required.
 - Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
 - Provides technical advice to the District's management and the Board of Directors in area of expertise.
 - Contributes to a positive work environment by participating in solutions to problems as they occur.
 - Establishes and ensures compliance with operational safety standards.
 - Keeps Operations Manager fully informed on divisional activities and issues.
 - Attends and participates in group, committee, and task force meetings; represents the District in public and legal settings and associations.
 - Participates in strategic planning for the District and sets goals for the Division to support the strategic plan; develops policies, procedures, and protocols to implement District goals and objectives.
 - Supports Total Quality Improvement initiatives by implementing principles into daily division practices and demonstrating such support through the participation in TQI activities and encouraging active participation by staff members.
 - Builds and maintains positive working relationships with co-workers, other District employees, and the public.
 - Confers with and represents the division and the District in meetings with members of the Board of Directors, various governmental agencies, developers, contractors, business, and industrial groups and the public.
 - Drives a motor vehicle.
 - Performs other duties as assigned.

QUALIFICATIONS

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

Job Description

Knowledge of:

- Principles, practices and methods of mechanical, civil, environmental, or sanitary engineering as applied to the planning, design, construction, operations and maintenance of water, wastewater and recycled water systems.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Methods, tools, equipment and procedures used in the maintenance, construction, installation, and repair of District water and wastewater system facilities and equipment.
- Procedures, equipment, material and tools used in the operation, maintenance, and repair of motors, engines, pumps, compressors, disinfection systems, power generation systems, pneumatic systems, and other related equipment.
- Gas, diesel, and cogeneration engine maintenance and repair, including gas fuel treatment and conditioning systems.
- Hydraulics and control systems.
- Principles and practices of gas and electrical welding, masonry, carpentry, and plumbing.
- Principles of operation of District water production, treatment, distribution, wastewater, and collection systems including SCADA systems.
- Principles and practices of heating, ventilation, and air conditioning systems maintenance and repair.
- Maintenance methods and materials, including computerized maintenance management systems (CMMS).
- Engineering mathematics including statics, dynamics, hydraulics, thermodynamics, strength of materials, and applications such as pump curve development and analysis.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development, administration, and accountability.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organization and supervisory practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Modern office practices, methods, and computer equipment.
- Recordkeeping principles and procedures.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Plan, organize, administer, coordinate, review, and evaluate a comprehensive mechanical engineering program.
- Administer programs and the work of staff directly and through subordinate levels of supervision.
- Provide for the selection, training, development, motivation, and work evaluation of staff.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the division.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Effectively represent the division and the District in meetings with governmental agencies, professional, regulatory, and legislative organizations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Make sound, independent decisions in day-to-day activities and in emergency situations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Administer, review, and evaluate the operations of a complex water and wastewater mechanical construction, repair, and maintenance programs.
- Inspect, operate, and diagnose problems and perform preventive maintenance and repair work on various treatment units, gas and diesel engines, pumps, compressors, and mechanical equipment.

Job Description

- Plan, organize, coordinate, and oversee the work of contractors; negotiate contract terms when applicable.
- Perform a variety of support for engineering, including fabricating and design duties related to water and wastewater systems construction, maintenance and repair; prepare and interpret sketches and diagrams.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Apply engineering principles and techniques in the solution of difficult and complex problems.
- Make clear public presentations of complex planning, design, and engineering functions.
- Read and interpret plans and specifications.
- Make accurate arithmetic, financial, and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Maintain attention to detail and accuracy while meeting critical deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Identify and take appropriate action when unusual operating problems occur.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Perform work in confined spaces, following required confined space entry procedures.

EDUCATION and EXPERIENCE

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

A Bachelor's degree in mechanical, civil, environmental, sanitary, chemical, or industrial engineering or a related field and five (5) years of increasingly responsible professional engineering experience, including at least one (1) year of supervisory responsibility; and one (1) year of demonstrated field experience in the operation and/or maintenance of physical facilities. Direct experience at a water, wastewater, or recycled water facility of similar size is preferred.

A Master's degree in engineering, science, or administration may be substituted for a year of the required professional engineering experience.

CERTIFICATES, LICENSES, REGISTRATIONS

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

Possession of a valid Certificate of Registration as a Professional Engineer as issued by the California State Board of Registration for Professional Engineers and Land Surveyors. Possession of a Professional Engineering Certificate of Registration as a Civil, Mechanical, Chemical, Industrial, or other closely related discipline preferred.

Possession of a Cardiopulmonary Resuscitation and Emergency Cardiac Care Provider certificate and First Aide certificate is required within 12 months of hire.

Job Description

ADDITIONAL REQUIREMENTS

Incumbents in this class are required to participate in the District's Shave-on-Demand policy when required to wear respiratory protection or other safety equipment.

DISASTER SERVICE WORKER

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

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; talk or hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus and distinguish colors.

Additionally, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock or mechanical hazards. Employees in this classification may perform duties that involve a potential risk of exposure to blood-borne pathogens. In addition, employees use power and noise producing tools and equipment. The noise level in the work environment is usually loud. Incumbents in this class are required to shave on demand as required to wear respiratory protection or other safety equipment. The employee works indoors, which is temperature controlled. Works at heights, including reservoir ladders.

PHYSICAL DEMANDS

STANDING

Average Frequency:	Up to 1 hour.
Duration:	Seconds to 15 minutes at a time.
Maximum Frequency:	Average frequency is consistent.
Duration:	N/A
Surfaces:	Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description:	Performs while supervising and directing activities, communicating with coworkers, contractors, or the public during informal meetings, operating standard office equipment, accessing file drawers or shelves, performing field inspections and performing other described job duties.

WALKING

Average Frequency:	1 ½ to 2 hours.
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Job Description

Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while supervising and directing field activities, within building, to and from offices, relocating files/paperwork or office supplies, using dollies or carts as needed and performing other described job duties.

SITTING

Average Frequency: 7 to 7 ½ hours
Duration: 30 minutes to 1 hour at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Cushioned vehicle seat or office chair.
Description: Performs while performing various desk station activities including using a computer, reading or writing, driving a vehicle, during meetings and performing other described job duties.

KNEELING/CROUCHING/SQUATTING

Average Frequency: Up to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while retrieving or positioning paperwork, files or boxes on and off lower shelves or ground level, performing field inspections and performing other described job duties.

CRAWLING

Average Frequency: 1 time per year.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs possibly while performing field inspections.

LAYING ON BACK/STOMACH

Not a job requirement.

CLIMBING/BALANCING

Average Frequency: 6 to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Stair or ladder steps, vehicle floorboard.

Job Description

Description: Performs while ascending or descending stairs to access plant sites, entering or exiting vehicle cabs, one step, using extension or step ladders to access rooftops and reservoirs, up to 30 feet, ascending stair steps to access office.

REACHING

• **Above Shoulder Level:**

Average Frequency: 0 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while accessing or placing files/paperwork and other related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee’s height.

• **Between Waist and Shoulder Level:**

Average Frequency: 5 ½ to 6 ½ hours.
Duration: Seconds to 20 minutes.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, using a cart to transport office supplies or file boxes, possibly during a field inspection inspections and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

• **Below Waist Level:**

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

PUSHING/PULLING

Average Frequency: 2 to 4 times.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A

Job Description

Description: Performs while opening or closing file cabinet drawers, using a four-wheel cart to transport file boxes or related items. Unilateral or bilateral arm use.

TWISTING/ROTATING

- **Waist:**

Average Frequency: Up to 5 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during field inspections.

- **Neck:**

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

- **Wrists:**

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

BENDING

- **Waist:**

Average Frequency: 0 to 5 minutes.
Duration: Seconds to 5 minutes.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during field inspections.

- **Head/Neck:**

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

• **Wrists:**

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

LIFTING/CARRYING

0 to 10 lbs.

Objects:	Camera, measuring instruments, writing utensils, paperwork/files, telephone handset, office supplies, standard office tools and other related items.
Average Frequency:	2 to 3 hours.
Maximum Frequency:	Average frequency is consistent.
Duration:	Seconds to 15 minutes at a time.
Distance:	0 to 100 feet.
Height:	Ground to shoulder or above.
Description:	Performs while utilizing measuring instruments including tape measures, using a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, using a camera, and other related items.

11 to 30 lbs.

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

31 to 50 lbs.

Not a job requirement.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

SIMPLE GRASPING

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

POWER GRASPING

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

FINE MANIPULATION

Average Frequency: 5 to 6 hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A.
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork, using a digital camera, and performing other described job duties. Unilateral or bilateral hand use.

MACHINES/TOOLS

- Measuring instruments including measuring tapes
- Writing utensils
- Computer
- Standard office equipment including copy and fax machines, scanners and printers
- Telephone
- Standard office tools including staplers, stapler removers and other related items
- Vehicle
- Camera
- Cart or dolly

PERSONAL PROTECTIVE EQUIPMENT

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

WEIGHTS AND MEASURES

Items Weighed:

- File box (full) – 30 lbs.

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



Job Title:	Senior Electrician
W/C Code:	7580
FLSA Status:	Nonexempt
Unit:	Local 39
Adopted Date:	March 15, 2011
Revised Date:	

DEFINITION

Under general direction of the Senior Electrical Engineer - Supervisory, plans, coordinates, and implements a comprehensive electrical installation, maintenance, and repair program; provides lead direction to assigned staff; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs a variety of installation, maintenance, and repair of electrical equipment; maintains District facilities, Wastewater Treatment Plant, water distribution system, DERWA, and LAVWMA electrical equipment; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced working and lead-level for the electrical function. Incumbents provide work direction and scheduling for assigned staff and oversees daily activities related to electrical equipment installation, maintenance, and repair activities. This classification is distinguished from the Electrician by the performance of duties related to providing work direction and scheduling of others, and the oversight of electrical system installations, maintenance, and repairs. This class is further distinguished from the Senior Electrical Engineer - Supervisory in that the latter has overall responsibility and oversight for the Electrical section within the Electrical and Instrumentation division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects, installs, repairs, maintains, tests, and troubleshoots electrical equipment, such as electric motors, switches, panels, lines, controls, regulators, valve actuators, and other equipment related to the District's water, recycled water, and wastewater operations and related facilities.
- Performs preventative maintenance and service and test equipment, including metering and recording instruments, control apparatus, data logging and display equipment, communications according to an established schedule; makes recommendations, maintains documentation of changes; inspects facilities and equipment to determine the need for major maintenance or repair; develops and maintains a schedule for preventative maintenance of electrical equipment.
- Installs, troubleshoots, and repairs automated equipment and other power monitoring equipment.
- Reads and interprets electrical single line diagrams, electrical control schematics, mechanical and instrumentation drawings, wiring diagrams, and construction drawings necessary to install, service, and repair equipment in accordance with related regulations and vendor specifications.
- Maintains, tests, and repairs low and medium voltage electrical equipment, including circuits, transformers, medium voltage switches, motor control centers, AFD's, switchboards, and electrical components of process control.
- Plans, schedules, prioritizes, and assigns projects, studies, and programs in consultation with the Senior Electrical Engineer - Supervisory; communicates status of projects, studies, and programs to appropriate staff, working cooperatively to schedule in accordance with established priorities; instructs staff in work procedures.
- Provides technical and functional direction to assigned staff; reviews and controls quality of work; assists in completing employee evaluations; participates in performing complex electrical duties.
- Trains employees in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations; trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Assists in developing work plans, procedures, and schedules.

- Assists in the implementation of goals, objectives, policies, procedures, and work standards for the Division, including recommending improvements.
- Coordinates activities of staff and the division with those of other District divisions and outside agencies.
- Inspects job sites to check work progress, ensures satisfactory completion of installations, repairs, and maintenance projects on electrical and instrumentation systems; ensures jobs are completed within cost and time constraints.
- Recommends special work required or necessary equipment maintenance; obtains estimates for required services and materials as directed; assists Senior Electrical Engineer - Supervisory in evaluating vendors.
- Designs and/or participates in the design of electrical systems including the District-wide power cogeneration activities and power monitoring and control system.
- Answers questions and provides information to staff and to the public; investigates complaints and service requests; recommends corrective actions to resolve issues.
- Inspects, installs, repairs, maintains, tests, and troubleshoots electrical and associated control systems and power circuits, power generating equipment, switchgear, communication networks, and emergency systems used in water, recycled water, and wastewater collection and treatment.
- Reviews District Facilities energy usage accounts and third-party contracts; generates energy usage reports.
- Serves as subject matter expert (SME) or project manager on various capital improvement projects related to electrical systems including natural gas and co-generation systems.
- Directs and performs emergency repair operations.
- Maintains accurate records and files of work performed and materials and supplies used; estimates labor, materials, and supplies necessary for specific projects; accesses and updates work orders; generates reports.
- Prepare reports of completed job orders and the status of jobs in progress.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate other department-specific equipment.
- Observes appropriate safety procedures and work to applicable codes and guidelines.
- Coordinates the safety training and awareness programs within the division; inspects the plant for safety violations; ensures that safety procedures are followed and the safety equipment is worn; makes periodic safety presentations to staff.
- Attends training and safety sessions as assigned.
- Provides training to lower-level and new staff as required.
- Supports Total Quality Improvement initiatives by implementing principles into daily work practices and demonstrating such support through the participation in TQI activities.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Drives a motor vehicle.
- Performs confined space entry and rescue operations.
- Performs other duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Basic principles of supervision and training.
- Electrical theory, work methods, tools, and testing equipment used in the District's building maintenance, water, collections, and wastewater facilities.
- Communications equipment.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Regulations pertaining to electrical installation, maintenance, and repairs.
- Electrical schematic diagrams.

- Principles of operation of District water production, treatment, distribution, wastewater, and collection systems including micro-filtration and reverse osmosis.
- Principles and practices of heating, ventilation, and air conditioning systems maintenance and repair.
- Principles of energy (gas and electrical) billing and market indicators.
- Current literature on and practice of alternate energy generation.
- Principles of maintaining and troubleshooting cogeneration facilities.
- Analyze work problems and make corrections that will facilitate the completion of assignments.
- Read and interpret gauges and other recording devices, and interpret the information as it relates to repair and maintenance activities.
- Read and understand sketches, equipment manuals, schematic diagrams, construction drawings, and blueprints.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Prepare staff, equipment, and material estimates for projects and/or budget purposes.
- Principles and practices of capital improvement project management.
- Maintain manual and automated logs, records, parts inventory, reports, and charts.
- Modern office practices, methods, and computer equipment.
- Record keeping principles and procedures.
- Computer applications related to the work.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.
- Confined space entry procedures and related safety equipment.

Ability to:

- Plan, schedule, assign, and oversee activities of an efficient electrical systems maintenance program.
- Inspect the work of others and maintain established quality control standards.
- Train others in work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in electrical systems maintenance and repair and related projects, studies, and programs.
- Apply and explain complex laws, codes, regulations, and ordinances.
- Effectively represent the division and the District in meetings with governmental agencies, professional, and regulatory, and legislative organizations.
- Inspect, operate, diagnose problems, and perform preventive maintenance and repair work on electrical circuits and systems; take appropriate action when failures occur.
- Plan, organize, coordinate, and oversee the work of contractors.
- Read, interpret and work from sketches, blueprints, schematic diagrams, and equipment manuals.
- Perform a variety of support for engineering, fabricating, and design duties related to water and wastewater systems construction, maintenance, and repair; interpret sketches and diagrams.
- Accurately estimate time, materials, and supplies necessary to complete repairs.
- Operate, maintain, and calibrate a variety of hand, power, and shop tools related to the trade.
- Read and interpret instruction manuals and diagrams.
- Practice safe work habits.
- Maintain both manual and automated logs, records, reports and charts.
- Maintain clear and accurate records.
- Make accurate basic arithmetic computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Maintain attention to detail and accuracy.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Identify and take appropriate action when unusual operating problems occur.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Perform work in confined spaces, following required confined space entry procedures.

EDUCATION and EXPERIENCE

A combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

Equivalent to the completion of the twelfth (12th) grade and three (3) years of responsible work experience, equivalent to that of a DSRSD electrician, in skilled electrical maintenance and repair including direct experience at a water, wastewater treatment, or similar facility and experience working with co-generation or other alternate energy sources is required.

CERTIFICATES, LICENSES, REGISTRATIONS

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

Possession of California Water Environment Association Electrical/Instrumentation Technician Grade II certification is required. Possession of California Water Environment Association Electrical/Instrumentation Grade III certification is required within four (4) years of employment in the class. Maintenance of certificate is a condition of employment.

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

ADDITIONAL REQUIREMENTS

Incumbents in this class are required to participate in the District's Shave-on-Demand policy when required to wear respiratory protection or other safety equipment.

DISASTER SERVICE WORKER

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

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is frequently required to talk or hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus and distinguish colors.

Additionally, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock or mechanical hazards. Employees in this classification may perform duties that involve a potential risk of exposure to blood-borne pathogens. In addition, employees use power and noise producing tools and equipment. The noise level in the work environment is usually loud.

PHYSICAL DEMANDS

STANDING

Average Frequency: 2 to 3 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to 10 minutes at a time.
Surfaces: Carpet, tile, asphalt, concrete, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Leads, oversees and reviews the work of assigned electricians and maintenance workers and performs a variety of installation, maintenance and repair of electrical equipment, loading, unloading items on and off vehicles, using a variety of basic or power tools, removing or replacing manhole lids, communicating with co-workers during informal meetings and performing other described job duties.

WALKING

Average Frequency: 3 to 4 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Up to 5 hours.
Duration: Seconds to 5 minutes at a time.
Surfaces: Carpet, tile, asphalt, concrete, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while transporting tools, parts and equipment, walking to and from job sites including within the plant, using carts and dollies and performing other described job duties.

SITTING

Average Frequency: 2 to 3 hours.
Duration: ½ hour to 1 hour at a time.
Maximum Frequency: Up to 5 hours.
Duration: ½ hour to 1 hour at a time.
Surfaces: Cushioned vehicle seat or office chair.
Description: Performing various desk station activities including using a computer, reading, writing, during meetings and trainings, driving and operating vehicles and equipment, and performing other described job duties.

KNEELING/CROUCHING/SQUATTING

Average Frequency: Up to 1 hour.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to 20 minutes at a time.

Surfaces: Carpet, tile, asphalt, concrete, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while performing a variety of installation, maintenance and repair of electrical equipment, retrieving or positioning items on and off lower shelves, ground level or lower areas, inspecting and accessing equipment, and performing other described job duties.

CRAWLING

Average Frequency: 1 to 2 hours per month.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Dirt, gravel, concrete, asphalt, metal grating, all possible.
Description: Performs while working underneath building structures, accessing and inspecting equipment, and performing other described job duties.

LAYING ON BACK/STOMACH

Average Frequency: 0 to 5 minutes.
Duration: Seconds to 1 minute at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Concrete, dirt.
Description: Performs while accessing and inspecting equipment.

CLIMBING/BALANCING

Average Frequency: 6 to 10 times.
Duration: Seconds at a time.
Maximum Frequency: 10 to 20 times.
Duration: Seconds at a time.
Surfaces: Vehicle floorboard, stair or ladder steps.
Description: Performs while ascending or descending a step ladder, vertical fixed ladders up to 20 feet, stair steps to access work sites, entering or exiting vehicle or equipment cabs.

REACHING

• **Above Shoulder Level:**

Average Frequency: 5 to 15 minutes.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Up to 1 hour.
Duration: Seconds to 5 minutes at a time.
Description: Performs while installing conduit, wiring, replacing light bulbs, ballasts, telephone cables, accessing equipment in conjunction with using basic or power tools, repairing and servicing meters, display sensors, valves and related equipment, retrieving or positioning items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence.

- **Between Waist and Shoulder Level:**

Average Frequency: 5 to 6 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performing a variety of installation, maintenance and repair of electrical equipment in conjunction with using basic or power tools, driving, operating equipment in conjunction with maneuvering a steering wheel and/or levers, removing or replacing manhole lids, installing wiring, utilizing a computer keyboard to enter or retrieve data, utilizing digging tools, and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

- **Below Waist Level:**

Average Frequency: Up to 1 hour.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to 20 minutes at a time.
Description: Performs while performing a variety of installation, maintenance and repair of electrical equipment, retrieving or positioning items on and off lower shelves, ground level, or lower areas, inspecting and accessing equipment, and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

PUSHING/PULLING

Average Frequency: ½ hour to 1 hour.
Duration: Seconds to 15 minutes t a time.
Maximum Frequency: Up to 3 hours.
Duration: Seconds to 15 minutes at a time.
Description: Performs while securing conduit, utilizing manual pipe benders, installing and securing wiring, operating a jackhammer which includes pushing, pulling, guiding and lifting (performed approximately one time per year up to one hour), utilizing a metal hook to remove or replace manhole lids, using digging tools, come-along jacks to relocate and secure equipment, a variety of basic or power tools including drills, grinders, rotary hammers, various wrenches, valve keys, and performing other described job duties. Unilateral or bilateral arm use.

TWISTING/ROTATING

- **Waist:**
Average Frequency: Up to 10 minutes.
Duration: Seconds t a time.
Maximum Frequency: Up to ½ hour.
Duration: Seconds at a time.
Description: Performs while accessing and inspecting equipment, using digging tools, possibly while driving or operating equipment, and performing other described job duties. The motion is from center

to the right back to center or center to the left back to center up to 20-degrees.

- **Neck:**

Average Frequency: 2 to 4 hours.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Leads, oversees and reviews the work of assigned electricians and maintenance workers and performs a variety of installation, maintenance and repair of electrical equipment, driving and operating equipment, and performing other described job duties. The motion is from center to the right back to center or center to the left back to center up to 55-degrees.

- **Wrists:**

Average Frequency: Up to ½ hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes at a time.
Description: Performs while utilizing various basic or power tools including screwdrivers, wire strippers, pliers, and related tools, digging tools, hand starting nuts, bolts, small parts and performing other described job duties. Unilateral or bilateral hand use.

BENDING

- **Waist:**

Average Frequency: Up to 30 minutes.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: 1 to 2 hours.
Duration: Seconds to 5 minutes at a time.
Description: Performing a variety of installation, maintenance and repair of electrical equipment in conjunction with using basic or power tools, retrieving or positioning items on and off lower areas, inspecting and accessing equipment, using digging tools, installing and securing conduit or wiring, and performing other described job duties. The motion is in a forward direction from 5 to 65-degrees.

- **Head/Neck:**

Average Frequency: 4 to 5 hours.
Duration: Seconds to 15 minutes.
Maximum Frequency: 5 to 6 hours.
Duration: Seconds to 15 minutes at a time.
Description: Performs inspections, reading, writing, repairing and accessing equipment, using basic or power tools, and performing other described job duties.

- **Wrists:**

Average Frequency: 3 to 4 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: 5 to 6 hours.
Duration: Seconds to 15 minutes at a time.
Description: Performing installation, maintenance and repair of electrical equipment in conjunction with using various basic or power tools, driving or operating equipment in conjunction with maneuvering a steering wheel and/or levers, and performing other described job duties. Unilateral or bilateral hand use.

LIFTING/CARRYING

0 to 10 lbs.

Objects: Writing utensils, paperwork, reference manuals, grinders, drills, wire cutters, pliers, long-nosed pliers, wire strippers, pry bars, measuring tapes, levels, pipe wrenches, socket adapters, crimpers, ratchets, wrenches, screwdrivers, drills, reciprocating saws, testing instrumentation, hammers, diagnostic tools, Allen wrenches, meters, metal hooks, digging tools, come-along jacks, and related tools.

Average Frequency: 5 to 6 hours.
Maximum Frequency: 6 to 7 hours.
Duration: Seconds to 15 minutes at a time.
Distance: Up to 100 feet.
Height: Ground to shoulder or above.
Description: Performs while utilizing a variety of basic or power tools to maintain, inspect, install, repair and troubleshoot electrical equipment, using a writing utensil, handling paperwork and performing other described job duties.

11 to 25 lbs.

Objects: Motors, pipe, wire rolls, rotary hammers, tool buckets, light fixtures, wire boxes, grinders, come-along jacks, tool cases and related tools and equipment.

Average Frequency: Up to 15 minutes.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to 5 minutes at a time.
Distance: Up to 50 feet.
Height: Ground to shoulder or above.
Description: Performs while retrieving and relocating and/or using motors, pipes, wiring, rotary hammers, tool buckets, light fixtures, wire boxes, grinders, come-along jacks, tool cases and related tools and equipment.

26 to 50 lbs.

Objects: Band saws, motors, ladders, tool cases, control panels, wire rolls, tool cases/buckets, wire spools, confined space entry equipment and related parts and equipment.

Average Frequency: 0 to 1 time per week.
Maximum Frequency: Up to 5 times per week.
Duration: Seconds at a time.
Distance: Up to 10 feet.

Height: Ground to waist level.
Description: Performs while retrieving and relocating a variety of items including a band saws, motors, ladders, tool cases, control panels, wiring, tool cases/buckets, wire spools, confined space entry equipment and related parts and equipment.

51 to 75 lbs.

Objects: UPS units, electric motors, wire rolls, jackhammer, step/extension ladders, and related parts or equipment.
Average Frequency: 2 times per week. See below for jackhammer.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Up to 5 feet.
Height: Ground to waist level.
Description: Performs while retrieving and relocating UPS units, electric motors, wiring, step/extension ladders and related parts or equipment; operating a jackhammer which includes pushing, pulling, lifting, which is performed one time per year, less than 30 minutes.

76 to 100 lbs.

Objects: Electric motor.
Average Frequency: 1 time per month.*
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Up to 5 feet.
Height: Ground to waist level.
Description: *Performs with the assistance of a coworker, retrieves and relocates an electric motor.

100+ lbs.

Objects: UPS equipment, manhole lid.
Average Frequency: 1 time every 6 months.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: 0 feet.
Height: Waist to waist level.
Description: Performs with the assistance of a coworker, retrieving and relocating UPS equipment. Performed unassisted – using a metal hook to remove a manhole lid including pulling and lifting.

SIMPLE GRASPING

Average Frequency: 5 to 6 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while driving or operating equipment in conjunction with maneuvering a steering wheel and/or levers, retrieving and relocating tools, parts and light equipment, handling paperwork, using a telephone, using diagnostic tools and equipment, performs during inspections, installations and repairs, handling

parts and performing other described job duties. Unilateral or bilateral hand use.

POWER GRASPING

Average Frequency: ½ hour to 1 hour.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Up to 3 hours.
Duration: Seconds to 15 minutes at a time.
Description: Performs while securing conduit and wiring, operating a jackhammer which includes pushing, pulling, guiding and lifting (one time per year for up to 1 hour), using a metal hook to remove or replace manhole lids, using digging tools, various basic or power tools including drills, grinders, rotary hammers, wrenches, retrieving and relocating parts, tools and equipment. Unilateral or bilateral hand use.

FINE MANIPULATION

Average Frequency: 1 ½ to 2 ½ hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 4 hours.
Duration: Seconds to 15 minutes at a time.
Description: Performs while utilizing a computer keyboard and mouse to enter or retrieve data, pressing telephone buttons to make outgoing calls, operating standard office equipment in conjunction with pressing buttons, handling a variety of small parts including screws, nuts, washers, bolts, wiring, and other related items. Unilateral or bilateral hand use.

MACHINES/TOOLS

- Wire cutters
- Pliers
- Long-nosed pliers
- Wire strippers
- Measuring tapes
- Socket adapters
- Crimpers
- Ratchets
- Various wrenches
- Screwdrivers
- Drills
- Reciprocating saws
- Testing equipment
- Hammers
- Diagnostic tools
- Writing utensils
- Computer
- Ladders
- Lowering tools for confined space entries, including gas detectors, tripods
- Two-wheel dollies

- Four-wheel carts
- Metal hooks
- Golf carts
- Forklifts
- Crane/boom trucks
- Picks
- Shovels
- Digging bars
- Band saws
- Grinders
- Soldering iron
- Winches
- Pry bars
- Levels
- Meters
- Come-along jacks
- Band saws
- Rotary hammers
- Circular saws
- Pneumatic jackhammers
- Pipe benders

PERSONAL PROTECTIVE EQUIPMENT

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

WEIGHTS AND MEASURES

Items Weighed:

- 12' ladder – 45 pounds
- Band saw – 28 pounds
- Electric motor – 37 pounds
- UPS – 59 & 140 pounds with assistance
- Manhole lid – 30" – 185 pounds; 24" – 163 pounds
- Winch – 27 pounds
- 9" disc grinder – 15 pounds
- Come-along jack – 5 pounds
- 5" drill – 10 pounds
- Rotary hammer – 25 pounds with case
- Electric motor – 91 pounds
- 12' step/extension ladder – 70 pounds
- Wall mount light fixture – 15 pounds
- 1,000' #12 wire box – 25 pounds
- Wire spool – 38 pounds
- 14 gauge/500 foot wiring – 24 pounds; 1,000' – 50 pounds
- 4 conductor #6 wire, 150' – 55 pounds
- Motor controller – 50 pounds
- Control panel – 43 pounds

- Confined space entry tripod – 33 pounds

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



Job Title:	Senior Mechanic – Crane Certified
W/C Code:	7580
FLSA Status:	Non-exempt
Unit:	Local 39
Adopted Date:	April 4, 2000
Revised Date:	September 20, 2005 November 4, 2008 August 4, 2009
JD Code:	CSRMCC

DEFINITION

Under general direction of the Mechanical Supervisor, plans, coordinates, and implements a comprehensive preventative maintenance and repair program for all District water and wastewater pump, treatment, pressure, flow regulating, and related equipment; provides lead direction to assigned staff; sets priorities and directs the work of assigned staff on a project or day-to-day basis; troubleshoots and prioritizes equipment maintenance and repair; performs the full range of work in support of the District activities such as preventative maintenance on water treatment and distribution equipment, including sand filtration, micro-filtration, reverse osmosis, and ultraviolet systems; maintains LAVWMA equipment and pipelines; performs Underground Service Alert (USA) duties; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey-level class and lead level for the mechanical maintenance and repair function. Responsibilities include performing work in the research, diagnosis, analysis, maintenance, and repair work of water, wastewater, and recycled water systems and equipment. The incumbent troubleshoots problems and performs the more complex duties as well as providing training, guidance and oversight to staff as assigned. This class may also be assigned to special projects and additional administrative responsibilities. This class is further distinguished from the Mechanical Supervisor in that the latter has mid-management responsibility and oversight for the Mechanical section within the Maintenance division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides technical and functional direction to staff; reviews and controls quality of work; assists in completing employee evaluations; participates in performing complex mechanical duties.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with Mechanical Supervisor; communicates status of repairs to appropriate staff, working cooperatively to schedule repairs in accordance with established priorities and special operational priorities; instructs staff in work procedures.
- Assists lower-level and new staff as required.
- Develops work plans, procedures, and schedules.
- Assists in the implementation of goals, objectives, policies, procedures, and work standards for the Division, including recommending improvements.
- Inspects and evaluates repair and preventative maintenance projects; estimates time and material requirements; provides technical assistance to assigned equipment maintenance staff; reviews and monitors completed work to ensure quality control standards are met.
- Coordinates and performs Underground Service Alert (USAs), including coordinating with engineering staff and contractors, making site visits, scheduling and prioritizing requests, setting up grids, updating maps, remarking as necessary, and responding to issues.
- Performs difficult, technical, and complex maintenance and repair work on water and wastewater pump, treatment, pressure, flow regulating, and related equipment.
- Performs repairs and maintenance of valves, meters, water distribution pipelines.
- Directs emergency repair operations.

- Maintains and repairs LAVWMA equipment and pipelines.
- Recommends special work required or necessary equipment maintenance; obtains estimates for required services and materials as directed; assists Mechanical Supervisor in evaluating vendors.
- Observes appropriate safety procedures and work to applicable codes and guidelines.
- Coordinates the safety training and awareness programs within the maintenance department; inspects the plant for safety violations; ensures that safety procedures are followed and safety equipment is worn; makes periodic safety presentations to staff.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Maintains logs and records of work performed; prepares periodic reports.
- Keeps required labor, equipment, and material records and submits reports as directed; estimates time and costs of repairs and parts; assists in developing budget figures for the division.
- Responds to emergency situations as necessary
- Attends training and safety sessions as assigned.
- Coordinates activities of staff and the division with those of other District divisions and outside agencies.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other department-specific equipment.
- Participates in group problem solving activities to promote continual business process improvements and initiatives.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Performs confined space entry and rescue operations.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Drives a motor vehicle.
- Performs other duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Basic principles of supervision and training.
- Methods, tools, equipment, and procedures used in the maintenance, construction, installation, and repair of District water and wastewater system facilities.
- Procedures, equipment, material, and tools used in the operation, maintenance, and repair of motors, engines, pumps, compressors, disinfection systems, power generation systems, pneumatic systems, and other related equipment.
- Gas and diesel engine maintenance and repair.
- Hydraulics and control systems.
- Methods, procedures, guidelines, and practices of underground service alerts.
- Principles and practices of gas and electrical welding, masonry, carpentry and plumbing.
- Principles of operation of District water production, treatment, distribution, wastewater, and collection systems including SCADA systems.
- Principles and practices of heating, ventilation, and air conditioning systems maintenance, repair, and computerized HVAC control system.
- Operation of cranes and other hoisting equipment in accordance with OSHA regulations.
- Basic troubleshooting and repair estimation principles and practices.
- Safe work methods and safety practices pertaining to the work, including CAL OSHA rules and standards and confined space entry procedures and related safety equipment.
- Shop arithmetic.
- Basic accounting and budgeting principles, including purchase order and requisition processes and billing.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Recordkeeping principles and procedures.

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

Ability to:

- Oversee and participate in the activities of an efficient water and wastewater mechanical construction, repair, and maintenance program, and related projects, studies, and programs.
- Inspect the work of others and maintain established quality control standards.
- Plan, schedule, assign, and oversee activities of staff.
- Apply and explain complex laws, codes, regulations, and ordinances.
- Train others in work procedures.
- Identify and implement effective course of action to complete assigned work.
- Inspect, operate, diagnose problems, and perform preventive maintenance and repair work on electric motors, gas and diesel engines, pumps, compressors, and control equipment.
- Perform a variety of support engineering, fabricating and design duties related to water and wastewater systems construction, maintenance, and repair; interpret sketches and diagrams.
- Read and interpret gauges and other recording devices and interpret the information as it relates to repair and maintenance activities.
- Safely operate cranes and other hoisting equipment.
- Accurately estimate time, materials, and supplies necessary to complete repairs.
- Operate, maintain, and calibrate a variety of hand, power, and shop tools related to the trade.
- Read and interpret instruction manuals and diagrams.
- Practice safe work habits.
- Maintain clear and accurate records.
- Make accurate basic arithmetic computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Maintain attention to detail and accuracy.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Identify and take appropriate action when operating problems occur.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Perform work in confined spaces, following required confined space entry procedures.

EDUCATION and EXPERIENCE

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

Equivalent to the completion of the twelfth (12th) grade and three (3) years of responsible work experience comparable to a Dublin San Ramon Services District Mechanic II.

CERTIFICATES, LICENSES, REGISTRATIONS

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

Possession of a Class A Driver's License with air brakes and tanker endorsements within 12 months of appointment.

Possession of a valid certificate of competency to operate cranes and other hoisting equipment issued by an Accredited Certifying Entity in accordance with Section 5006.1 of the General Industry Safety Orders required within twelve months of appointment.

Possession of California State Water Environment Association Mechanical Technology Grade II certification is required.

Possession of California State Water Environment Association Mechanical Technology Grade III certification is required within four (4) years of employment in the class. Maintenance of said certificate is also required.

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

Possession of Competent Person Training Certificate is required within six (6) months of employment.

ADDITIONAL REQUIREMENTS

Incumbents in this class are required to participate in the District's Shave-on-Demand policy when required to wear respiratory protection or other safety equipment.

DISASTER SERVICE WORKER

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

WORK ENVIRONMENT

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

- Exposed to outside weather conditions.
- Exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock or mechanical hazards.
- A potential risk of exposure to blood-borne pathogens.
- Employees use power and noise producing tools and equipment. The noise level in the work environment is usually loud.
- As needed, works indoors, office setting, climate controlled.

PHYSICAL DEMANDS

STANDING

Average Frequency:	2 ½ to 4 hours.
Duration:	Seconds to less than 15 minutes at a time.
Maximum Frequency:	Average frequency is consistent.

Duration: N/A
Surfaces: Office – tile, carpet; Field/plant – asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.
Description: Performs while inspecting, troubleshooting, repairing and maintaining a variety of water and waste water treatment, pumping and regulating the equipment including motors, engines gas and electric powered pumps, compressors, emergency systems, power generation systems, chillers, pressure and flow regulators, flow recorders, chlorination and other chemical feeding equipment, maintaining facilities, welding, performing masonry, carpentry and minor electrical tasks, plumbing duties, inspecting safety switches, lubricating parts, disassembling equipment, replacing air and oil filters, performing utility services (USA) location and marking as requested in conjunction with utilizing a spray can, monitoring and repairing LAVWMA export stations and pipeline activities, operating a variety of basic hand and power tools, utilizing a shovel, pick or digging bar, a sledgehammer, grinders, chop saw, presses, skill saw, operating a jackhammer, performing electrical, plumbing, painting, landscaping, custodial and heating and ventilation tasks, installing water meters, cleaning floors, restrooms, toilets, windows, general office areas, meeting rooms, repairing electrical outlets, fixtures, switches, performing wiring repairs, performing a variety of carpentry work including remodeling and assembling cabinets, counters, drawers, renovating, relocating and altering the employee workstations including sanding, during traffic setup, utilizing a shampooer and extractor to clean floors, and performing a variety of other tasks.

WALKING

Average Frequency: 2 ½ to 4 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Office – tile, carpet; Field/plant – asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.
Description: Performs while relocating tools, equipment, parts, etc., within the plant, walking to and from field sites, operating a jackhammer, shoveling, inspecting equipment, painting, vacuuming, sweeping, cleaning windows, mopping, maintaining landscaping, during traffic, safety setups, utilizing a shampooer and extractor to clean floors.

SITTING

Average Frequency: Up to 2 hours.
Duration: Less than ½ hour to 1 hour at a time.
Maximum Frequency: Up to 7 hours.
Duration: Up to 1 hour at a time.
Surfaces: Cushioned vehicle seat, office chair.
Description: Performs while working at a desk station, during trainings, operating equipment including a forklift, 28-ton truck, golf cart, tractor, backhoe, pickup truck.

KNEELING/CROUCHING/SQUATTING

Average Frequency: 10 to 20 minutes.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to less than 15 minutes at a time.
Surfaces: Office – tile, carpet; Field/plant – asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.
Description: Performs while lubricating parts, changing oil, accessing heat exchangers, repairing and servicing equipment, retrieving and setting items on and off lower shelves, the ground, utilizing concrete setting tools to set concrete, performing carpentry and plumbing tasks, retrieving trash, cleaning toilets, urinals, cleaning windows, polishing furniture, painting in conjunction with utilizing rollers or brushes, performing electrical tasks, plumbing, installing water meters, repairing electrical outlets, fixtures, switches, performing wiring repairs, remodeling and assembling cabinets, counters, drawers, sanding, texturing and repairing walls, repairing and installing building hardware including door handles, accessing pipes, fixtures, valves, clearing clogged plumbing fixtures.

CRAWLING

Average Frequency: 10 to 20 minutes.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to less than 5 minutes at a time.
Surfaces: Concrete, asphalt, dirt, gravel, grass, waste.
Description: Performs while replacing filters, replacing oil, replacing filters, servicing cogeneration systems, accessing restricted areas, pipes, repairing plumbing/pipes, inspecting equipment, accessing electrical equipment and plumbing.

LAYING ON BACK/STOMACH

Average Frequency: 5 to 10 minutes.
Duration: Seconds to less than 2 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to less than 15 minutes at a time.
Surfaces: Concrete, asphalt, dirt, gravel, grass, mud, waste.
Description: Performs while inspecting, repairing and servicing pumps, blowers, welding, accessing equipment, plumbing tasks, electrical, possibly while installing and remodeling cabinets, counters, drawers.

CLIMBING/BALANCING

Average Frequency: 4 to 10 times.
Duration: Seconds to less than 2 minutes at a time.
Maximum Frequency: 10 to 20 times.
Duration: Seconds to less than 2 minutes at a time.
Surfaces: Ladder or stair steps, vehicle floorboards.
Description: Performs while ascending or descending extension ladders up to 40 feet, stepladders 10 to 12 feet, vertical ladders positioned alongside of vaults, stair steps at plant sites, accessing vehicles 1 to 5 steps.

REACHING

• **Above Shoulder Level:**

Average Frequency: 15 to 20 minutes.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to less than 5 minutes at a time.
Description: Performs while utilizing chains or circular valve handles to open or close valves, repairing and servicing equipment including plumbing in conjunction with utilizing a variety of hand or power tools, painting in conjunction with utilizing rollers or brushes, performing custodial tasks including dusting, polishing, cleaning windows, utilizing a squeegee, repairing electrical equipment including outlets, fixtures, switches, performing wiring repairs, carpentry work, including assembling cabinets, counters, sanding, texturing or repairing walls. Unilateral or bilateral upper extremities from a less than full-to-full extensions at each occurrence.

• **Between Waist and Shoulder Level:**

Average Frequency: 6 to 7 hours.
Duration: Seconds to less than ½ hour at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while operating a variety of equipment including a forklift, truck, golf cart, tractors, backhoes, man-lift in conjunction with maneuvering levers or a steering wheel, retrieving and relocating tools, supplies, equipment, inspecting, troubleshooting, repairing and maintaining a variety of water and waste water treatment, pumping and regulating equipment, including motors, engines gas and electric powered pumps, compressors, emergency systems, power generation systems, chillers, pressure and flow regulators, flow recorders, chlorination and other chemical feeding equipment, maintaining facilities, welding, performing masonry, carpentry and minor electrical tasks, plumbing duties, inspecting safety switches, lubricating parts, disassembling equipment, replacing air and oil filters, monitoring and repairing LAVWMA export stations and pipeline activities, utilizing a variety of basic hand and power tools, utilizing a shovel, pick or digging bar, a sledgehammer, grinders, chop saw, presses, skill saw, operating a jackhammer, and performing a variety of other tasks, manipulating plumbing, painting in conjunction with utilizing brushes or rollers, performing custodial tasks including sweeping, vacuuming, utilizing a squeegee, shampooer, extractor to clean floors, performing a variety of carpentry work including remodeling and assembling of cabinets/counters, drawers, renovating, relocating and altering workstations, sanding, texturing or repairing walls, repairing or installing building hardware including door handles, repairing plumbing systems during traffic setup. Unilateral or bilateral upper extremities from a less than full-to-full extensions on each occurrence.

- **Below Waist Level:**

Average Frequency: 10 to 20 minutes.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to less than 15 minutes at a time
Description: Performs while lubricating parts, changing oil, accessing heat exchangers, repairing and servicing equipment, retrieving and setting items on and off lower shelves, the ground, utilizing concrete setting tools to set concrete, performing carpentry and plumbing tasks, utilizing a variety of basic hand or power tools, utilizing a shovel, pick or digging bar, sledgehammer, operating a jackhammer, painting in conjunction with utilizing rollers or brushes, landscaping including utilizing basic hand tools to repair irrigation systems, a variety of custodial tasks including polishing furniture, utilizing a squeegee to clean windows, cleaning toilets, urinals, wiping walls, retrieving trash or debris, installing water meters including remodeling and assembling cabinets, counters, drawers, sanding, texturing and repairing walls, installing building hardware, marking utilities. Unilateral or bilateral upper extremities from a less than full-to-full extensions on each occurrence.

PUSHING/PULLING

Average Frequency: 1 to 2 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: Up to 4 hours.
Duration: Seconds to less than 15 minutes at a time.
Description: Performs while utilizing a shovel, digging bar or pick while digging, utilizing a valve key to open or close valves, operating a jackhammer a combination of pushing, pulling, partial lifting and guiding, utilizing wrenches to remove or secure bolts, pry bars to secure equipment, dollies or carts to relocate supplies, relocating 8" X 25' hoses, utilizing grinders, electric skill saw, chop saw, presses, drills, chainsaw, utilizing concrete setting tools., utilizing a metal hook to remove or replace a manhole lid includes lifting, partial lifting, pushing or pulling, mopping, sweeping, vacuuming, utilizing a squeegee to clean windows or mirrors, utilizing rollers or brushes to paint, utilizing saws, installing cabinetry. Unilateral or bilateral arm use.

TWISTING/ROTATING

- **Waist:**

Average Frequency: 1 to 2 hours.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: 2 to 3 hours.
Duration: Seconds to less than 5 minutes at a time.
Description: Performs while accessing restricted areas including equipment, inspecting equipment, shoveling, repairing, servicing and maintaining equipment in conjunction with utilizing a variety of tools, driving. The motion is from center to right back to center or center to left back to center up to 20-degrees.

- Neck:

Average Frequency: 3 to 4 hours.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to less than 5 minutes at a time.
Description: Performs while aiding visually, operating equipment including a forklift, truck, golf carts, tractors, backhoes, man-lifts, servicing, repairing and maintaining a variety of water and wastewater treatment pumping and regulating equipment, accessing or inspecting equipment, during normal body mechanics, while painting, performing carpentry tasks. The motion is from center to right back to center or center to left back to center up to 45-degrees.

- Wrists:

Average Frequency: 1 to 2 hours.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: 3 to 4 hours.
Duration: Seconds to less than 15 minutes at a time.
Description: Performs while utilizing various tools including drills, pliers, ratchets, screwdrivers, saws, digging tools, Alan wrenches, manipulating nuts, bolts, screws, small parts, utilizing a shovel to transfer dirt, utilizing a metal hook to remove or replace manhole lids, during normal body mechanics, utilizing rollers or brushes while painting, utilizing a vacuum, sweeping, mopping. Unilateral or bilateral hand use.

BENDING

- Waist:

Average Frequency: 15 minutes to 1 hour.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to less than 5 minutes at a time.
Description: Performs while lubricating parts, changing oil, accessing heat exchangers, repairing and servicing equipment, retrieving and setting items on and off lower shelves, the ground, utilizing concrete setting tools to set concrete, performing carpentry and plumbing tasks, utilizing a variety of basic hand or power tools, utilizing a shovel, pick or digging bar, a sledgehammer, operating a jackhammer, painting in conjunction with utilizing rollers or brushes, landscaping including utilizing basic hand or power tools to repair irrigation systems, custodial tasks including polishing furniture, utilizing a squeegee to clean windows, cleaning toilets, urinals, wiping walls, retrieving trash or debris, installing water meters, remodeling and assembling cabinets counters, drawers, sanding, texturing and repairing walls, installing building hardware, marking utilities. The motion is in a forward direction up to 65-degrees.

- Head/Neck:

Average Frequency: 4 to 5 hours.

Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: 5 to 6 hours.
Duration: Seconds to less than 15 minutes at a time.
Description: Performs while inspecting, troubleshooting, repairing and maintaining a variety of water and waste water treatment, pumping and regulating the equipment including motors, engines gas and electric powered pumps, compressors, emergency systems, power generation systems, chillers, pressure and flow regulators, flow recorders, chlorination and other chemical feeding equipment, maintaining facilities, welding, performing masonry, carpentry and minor electrical tasks, plumbing duties, inspecting safety switches, lubricating parts, disassembling equipment, replacing air and oil filters, performing utility services (USA) location and marking as requested in conjunction with utilizing a spray can, monitoring and repairing LAVWMA export stations and pipeline activities, operating a variety of basic hand and power tools, utilizing a shovel, pick or digging bar, a sledgehammer, grinders, chop saw, presses, skill saw, operating a jackhammer, plumbing, painting, landscaping, custodial, heating and ventilation tasks, installing water meters, cleaning floors, restrooms, toilets, windows, general office space areas, meeting rooms, repairing electrical outlets, fixtures, switches, performing wiring repairs, remodeling and assembling cabinets, counters, drawers, altering workstations, sanding, utilizing a shampooer or extractor, during normal body mechanics and performing a variety of other tasks.

- **Wrists:**

Average Frequency: 4 to 5 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: 5 to 6 hours.
Duration: Seconds to less than 15 minutes at a time.
Description: Performs utilizing a variety of tools including drills, wire cutters, pliers, wire strippers, tape measures, socket adapters, ratchets, tape measures, wrenches, screwdrivers, drills, hammers, diagnostic tools, Alan wrenches, shovel, pick, digging bars, manipulating bolts, nuts, small parts, utilizing concrete finishing tools, hammer, driving or operating equipment in conjunction with maneuvering a steering wheel, operating a jackhammer and during normal body mechanics, sweeping, mopping, vacuuming, utilizing rollers or brushes while painting, utilizing carpentry tools, during normal body mechanics. Unilateral or bilateral hand use.

LIFTING/CARRYING

0 to 10 lbs.

Objects: Drills, pliers, tape measures, socket adapters, ratchets, wrenches, screwdrivers, drills, reciprocating saws, hammers, diagnostic tools, Alan wrenches, shovel, digging bar, pick, bolts, nuts, screws, small parts, wiring, writing utensil, telephone handset, paperwork, manuals, sledgehammer, grinders, air tools, torch, welding gun, grease gun, skill saw, levels, pneumatic nail gun, squares, concrete finishing tools, trowel, edgers, wire strippers,

spray can, nails, miscellaneous parts, mop, broom, squeegee, grease gun, nails, screws.
Average Frequency: 6 to 7 hours.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to less than 15 minutes at a time.
Distance: Less than 100 feet.
Height: Ground to shoulder or above.
Description: Performs while utilizing a variety of tools while cleaning or servicing equipment, utilizing a writing utensil to complete paperwork, handling paperwork, utilizing a telephone handset, utilizing concrete finishing tools including trowels, edgers, utilizing a spray can to mark the street locations, utilizing a mop, broom, squeegee, grease gun, manipulating nails and screws.

11 to 25 lbs.

Objects: Valve, battery, band saw with a case, miscellaneous parts, shovel with dirt.
Average Frequency: Less than ½ hour.
Maximum Frequency: Less than 1 hour.
Duration: Seconds to less than 15 minutes at a time.
Distance: Less than 100 feet.
Height: Ground to shoulder or above.
Description: Performs while retrieving and relocating a valve, battery or parts, a band saw with a case, utilizing a shovel to transfer dirt.

26 to 50 lbs.

Objects: Impeller, electric motor, 12' ladder, trash pump, flange, pipe vice, battery, oil bucket, shaft, blower, confined space tripod, winch, portable threader head, toilet paper case.
Average Frequency: 5 to 10 times.
Maximum Frequency: 20 to 30 times.
Duration: Seconds at a time.
Distance: Less than 25 feet.
Height: Ground to shoulder or above.
Description: Performs while retrieving and relocating tools, supplies, equipment including an impeller, electric motor, 12' ladder, trash pump, flange, pipe vice, battery, oil bucket, shaft, blower, confined space tripod, winch, portable threader head, toilet paper case.

51 to 75 lbs.

Objects: Jackhammer, gear case, step/extension ladder, jack stand, bucket of chain, battery, puller kit.
Average Frequency: 2 to 3 times.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Distance: Less than 10 feet.
Height: Ground to waist.
Description: Performs while retrieving and relocating tools and supplies, a puller kit, utilizing a jackhammer a combination of pushing, pulling, partial lifting and guiding, gear case, step/extension ladder, jack stand, bucket of chain, battery.

76 to 100 lbs.

Objects: Pump, hydraulic pipe, air release valve, 24" plug, sand bag, release valve with an 8" head, battery.
Average Frequency: 1 to 2 times.
Maximum Frequency: 10 times.
Duration: Seconds at a time.
Distance: Less than 25 feet.
Height: Ground to shoulder or above.
Description: Performs while retrieving and relocating items including a pump, hydraulic pipe, air release valve, 24" plug, sand bag, release valve with an 8" head, battery.

100+ lbs.

Objects: Manhole lid, generator, electric snake, sandblaster, pressure washer.
Average Frequency: 2 times.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Distance: Less than 5 feet.
Height: Ground to waist.
Description: Performs while loading and unloading generator, electric snake, sandblaster, pressure washer, with the assistance of a coworker. Utilizing a metal hook to remove or replace a manhole lid – a combination of pushing, pulling, partial lifting.

SIMPLE GRASPING

Average Frequency: 5 to 6 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while operating a variety of equipment including a forklift, truck, golf cart, tractor, backhoe in conjunction with maneuvering a steering wheel or levers, retrieving or relocating miscellaneous parts, tools, utilizing concrete finishing tools, telephone handset, handling paperwork, utilizing a torch, welding gun, grease gun to lubricate parts, a level, handling voltage testers, utilizing a spray can to mark USA locations, painting in conjunction with utilizing rollers or brushes, mopping, sweeping, vacuuming, utilizing a squeegee to clean mirrors or windows, performing landscaping duties in conjunction with utilizing basic hand tools. Unilateral or bilateral hand use.

POWER GRASPING

Average Frequency: 2 to 3 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: Up to 4 hours.
Duration: Seconds to less than 15 minutes at a time.
Description: Performs while utilizing a shovel, digging bar or pick while digging, utilizing a valve key to open or close valves, operating a jackhammer a combination of pushing, pulling, partial lifting and guiding, utilizing wrenches to remove or secure bolts, pry bars to secure equipment, dollies or carts to relocate supplies, relocating

8" X 25' hoses, utilizing grinders, electric skill saw, chop saw, presses, drills, chainsaw, utilizing concrete setting tools., utilizing a metal hook to remove or replace a manhole lid, installing cabinetry and repairing walls. Unilateral or bilateral hand use.

FINE MANIPULATION

Average Frequency: 2 to 3 hours.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while utilizing a writing utensil, computer keyboard, mouse to enter or retrieve data, handling bolts, nuts, wiring, screws, small parts, components, pressing telephone buttons to make outgoing calls. Unilateral or bilateral hand use.

MACHINES/TOOLS

- Drills
- Pliers
- Tape measures
- Socket adapters
- Ratchets
- Wrenches
- Screwdrivers
- Reciprocating saws
- Hammers
- Diagnostic tools
- Alan wrenches
- Shovel
- Digging bar
- Pick
- Writing utensil
- Telephone handset
- Sledgehammer
- Grinders
- Air tools
- Torch
- Welding gun
- Grease gun
- Skill saw
- Levels
- Pneumatic nail gun
- Squares
- Concrete finishing tools
- Trowel
- Edgers
- Wire strippers
- Spray can
- Roto hammers
- Jackhammers
- Stud shooter/driver

- Plasma cutters
- Pipe wrenches
- Presses
- Chop saw
- Computer keyboard, mouse, monitor
- Band saw
- Sand blaster
- Cutoff saws
- Forklifts
- 28 ton truck
- Golf cart
- Pickup truck
- Tractor
- Backhoe
- Man lift
- Dollies
- 4-wheeled cart
- Spray can
- Confined space entry equipment including lowering tools, tripod, gas detectors
- Impellers
- Winch
- Motors
- Ladders
- Valves
- Generators
- Electric snake
- Blower
- Paint brushes
- Rollers
- Vacuum
- Broom
- Mop
- Squeegee
- Shampooer
- Electric extractor

PERSONAL PROTECTIVE EQUIPMENT

- Depending on the exposure, the employee is required to wear head, hearing, eye, foot, face, hand, and fall protection equipment.
- Employee is required to wear respiratory protection.

WEIGHTS AND MEASURES

Items Weighed:

- Gear case – 64 pounds
- Impeller – 30 to 42 pounds
- Confined space entry tripod – 33 pounds
- Winch – 27 pounds
- Portable threader head – 44 pounds
- Band saw with case – 20 pounds
- Electric motor – 37 pounds

- 12' ladder – 45 pounds
- Step/extension ladder – 70 pounds
- Pump – 90 pounds
- Trash pump – 35 pounds
- Valve – 15 pound
- Flange – 42 pounds
- Jack stand – 55 pounds
- Pipe vice – 40 pounds
- Hydraulic pipe – 90 pounds
- Air release valve – 77 pounds
- Bucket of chain – 70 pounds
- Pressure washer – 140 pounds
- Battery – 25 to 80 pounds
- 4" air release valve – 100 pounds
- Oil bucket – 50 pounds
- Blower – 34 pounds
- Electric snake – 102 pounds
- Generator – 200 pounds
- Shaft – 30 pounds
- 24" plug – 80 pounds
- Sandbag – 100 pounds
- Release valve with an 8" head – 77 pounds
- Sandblaster – 142 pounds
- 24" manhole cover – 163 pounds; 30" – 185 pounds
- Puller kit – 75 pounds

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



DUBLIN SAN RAMON SERVICES DISTRICT

JOB DESCRIPTION

Job Title:	Senior Instrumentation and Controls Technician
W/C Code:	7580
FLSA Status:	Nonexempt
Unit:	Local 39
Adopted Date:	March 15, 2011
Revised Date:	

DEFINITION

Under general direction of the Senior Electrical Engineer - Supervisory, plans, coordinates, and implements a comprehensive electronic and control system installation, maintenance, and repair program; performs a variety of installations, maintenance, and repairs of electronic and control system equipment to support operations of the wastewater treatment plant, LAVWMA export system, recycled water facilities, collection and water distribution systems, and District facilities; provides lead direction to assigned staff; sets priorities and directs the work of assigned staff on a project or day-to-day basis; assists in the development and design of improvements to the electronic and control systems; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced working and lead-level for the control system, electronic, and instrumentation function. Incumbents provide work direction and scheduling for assigned staff and oversees daily activities related to control systems, electronic, and telemetry equipment installation, maintenance, and repair activities. This classification is distinguished from the Operations Control System Specialist and Instrumentation Technician by the performance of duties relating to the performance of lead duties and overall oversight of control system, electronic, and telemetry related systems. This class is further distinguished from the Senior Electrical Engineer - Supervisory in that the latter has overall responsibility and oversight for the Electrical, Instrumentation, and Control System section within the Electrical and Instrumentation division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects, installs, repairs, maintains, calibrates, tests, and troubleshoots process instrumentation, such as indicators, recorders, flow meters, transmitters, transducers, controls, regulators, de-chlorination control equipment, valve actuators, and other equipment related to the District's water, recycled water, and wastewater operations and related facilities.
- Oversees, maintains, tests, and repairs electronic equipment, including metering and recording instruments, control apparatus, data logging and display equipment, circuits, transformers, uninterruptible power supplies, and electronic components of process control, cathodic protection systems, electronic equipment boards, communications and telemetry systems, SCADA, and PLC software and hardware.
- Inspects, installs, repairs, maintains, tests, and troubleshoots electronic and associated facilities, control systems, communication networks, and emergency systems used in water, recycled water, and wastewater collection and treatment; determines the need for major maintenance or repair; develops and maintains a schedule for preventative maintenance of instrumentation and SCADA equipment.
- Installs, troubleshoots, and repairs automated telemetry equipment including calibration of input sensors such as flow meters, level transducers, pressure transducers, and other monitoring equipment.
- Develops SCADA screens for the purpose of monitoring operational processes and field equipment and makes changes to existing application software to improve or expand control system or management information system performance.
- Assists in the development, design, and installation of new computer programs when required for the addition of new control system or management information system capabilities.
- Maintains the cathodic protection system for the wastewater treatment plant and for FOD, DERWA, and LAVWMA.

- Troubleshoots and corrects SCADA programming problems and writes programs for new or expanded SCADA functions. Monitor and implement technological advances in SCADA programs and advise management about upgrades and improved programs as necessary.
- Trains operations staff in the use of SCADA systems to monitor operational processes.
- Diagnoses hardware and software problems by logical tracing of the failed function from its source to its final destination.
- Develops, designs, and installs new computer programs when required for the addition of new control system or management information system capabilities; participates in the design of instrumentation systems including the District-wide SCADA systems.
- Formats and troubleshoots complex reports related to the operation of water, wastewater, recycled water systems, and the LAVWMA export system including monthly compliance and special project reports; develops and implements various reporting tools as necessary.
- Incorporates changes and additions to process control descriptions and proportional, integral, and derivative (PID) controls.
- Sets up and manipulates alarms, alarm software and paging programs, including alarm dialer, as necessary.
- Assists operators in the development of process control strategies as necessary; implements system set points to improve process control, improve process efficiency, and keep processes in a steady state conditions based on the recommendations of operations staff.
- Plans, schedules, prioritizes, and assigns projects, studies, and programs in consultation with the Senior Electrical Engineer - Supervisory; communicates status of projects, studies, and programs to appropriate staff, working cooperatively to schedule in accordance with established priorities; coordinates activities of staff and the division with those of other District divisions and outside agencies.
- Provides technical and functional direction to assigned staff; reviews and controls quality of work; assists in completing employee evaluations; assists in developing work plans, procedures, and schedules.
- Trains employees in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations; trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Assists in the development and development and implementation of goals, objectives, policies, procedures, and work standards for the Division, including recommending improvements.
- Inspects job sites to check work progress, ensures satisfactory completion of installations, repairs, and maintenance projects on electronic and instrumentation systems; ensures jobs are completed within cost and time constraints.
- Recommends special work required or necessary equipment maintenance; obtains estimates for required services and materials as directed; assists Senior Electrical Engineer – Supervisory in evaluating vendors.
- Serves as subject matter expert (SME) or project manager on various capital improvement projects related to SCADA and electronic systems.
- Uses computer system processors and diagnostics to back up and monitor software integrity and security.
- Uses plant computer control system to make changes to data bases and operator schematics.
- Reads and interprets electronic schematics, mechanical and instrumentation drawings, wiring diagrams, and construction drawings necessary to install, service, and repair equipment in accordance with related regulations and vendor specifications.
- Answers questions and provides information to staff and to the public; investigates complaints and service requests; recommends corrective actions to resolve issues.
- Maintains the District's two-way radio communication system.
- Directs and performs emergency repair operations.
- Maintain and update electronic operational and maintenance manuals and electronic emergency response plans.
- Maintains accurate records and files of work performed and materials and supplies used; estimates labor, materials, and supplies necessary for specific projects; accesses and updates work orders; prepares reports of completed job orders and the status of jobs in progress.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate other department-specific equipment.
- Observes appropriate safety procedures and works to applicable codes and guidelines; attends training and safety sessions as assigned.

- Coordinates the safety training and awareness programs within the division; inspects the plant for safety violations; ensures that safety procedures are followed and the safety equipment is worn; makes periodic safety presentations to staff.
- Supports Total Quality Improvement initiatives by implementing principles into daily work practices and demonstrating such support through the participation in TQI activities.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Drives a motor vehicle.
- Performs other duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Basic principles of supervision and training.
- Principles, practices, and methods related to monitoring and troubleshooting of various data acquisition software and hardware.
- Various PLC programming software applications.
- Control systems theory and its practical application to process control and field instrumentation.
- Basic computer programming.
- Electronic theory, work methods, tools, and testing equipment used in the District's building maintenance, water, collections, and wastewater facilities.
- Communications and SCADA equipment.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Regulations pertaining to electronic installation, maintenance, and repairs.
- Electronic schematic diagrams.
- Principles of operation of District water production, treatment, distribution, wastewater, and collection systems including micro-filtration and reverse osmosis.
- Modern office practices, methods, and computer equipment.
- Record keeping principles and procedures.
- Computer applications related to the work.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Plan, schedule, assign, and oversee activities of an efficient electronic instrumentation and control systems maintenance program; inspect the work of others and maintain established quality control standards.
- Train others in work procedures.
- Identify and implement effective course of action to complete assigned work.
- Apply and explain complex laws, codes, regulations, and ordinances.
- Analyze programming, observe monitoring signals, troubleshoot system, understand system operation, and explain new programs to operators; intermittently interpret data, and remember system MODS and system configurations.
- Sit at a computer for long periods of time on a continuous basis, write or use keyboard to communicate through written means, perform simple grasping and fine manipulation, and lift or carry weight of 50 pounds or less.
- Learn new computer systems from documentation and training.
- Apply the principles of software management to organize and maintain software integrity.
- Diagnose computer system and software problems to isolate cause.
- Learn and observe all appropriate safety precautions as required by the District including, but not limited to, Cal/OSHA General Industry Safety Orders, and the District's safety directives.
- Analyze work problems and make corrections that will facilitate the completion of assignments.

- Read and interpret gauges and other recording devices, and interpret the information as it relates to repair and maintenance activities.
- Read and understand sketches, equipment manuals, schematic diagrams, construction drawings, and blueprints.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Prepare staff, equipment, and material estimates for projects and/or budget purposes.
- Principles and practices of capital improvement project management.
- Maintain manual and automated logs, records, parts inventory, reports, and charts.
- Effectively represent the division and the District in meetings with governmental agencies, professional, regulatory, and legislative organizations.
- Inspect, operate, diagnose problems, and perform preventive maintenance and repair work on electronic circuits and systems; act appropriate action when failures occur.
- Plan, organize, coordinate, and oversee the work of contractors.
- Read, interpret and work from sketches, blueprints, schematic diagrams, and equipment manuals.
- Perform a variety of support for engineering, fabricating, and design duties related to water and wastewater systems construction, maintenance, and repair; interpret sketches and diagrams.
- Accurately estimate time, materials, and supplies necessary to complete repairs.
- Operate, maintain, and calibrate a variety of hand, power, and shop tools related to the trade.
- Develop, interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
- Research, analyze, and summarize data, and prepare and present accurate and reliable reports containing findings and recommendations.
- Organize, maintain, and update database and records systems.
- Read and interpret instruction manuals and diagrams.
- Maintain both manual and automated logs, records, reports, and charts.
- Maintain clear and accurate records.
- Make accurate basic arithmetic computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Maintain attention to detail and accuracy.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Identify and take appropriate action when unusual operating problems occur.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

EDUCATION and EXPERIENCE

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

Equivalent to completion of an Associate of Arts degree, preferably related to electronics, instrumentation, control systems, and/or computer systems and five (5) years of increasingly responsible experience in an industrial environment, maintaining, installing, troubleshooting, and repairing a wide variety of process instrumentation, control systems and communications systems including two years of experience configuring and programming PLCs and SCADA, and telemetry systems, including two (2) years of experience with operating system report generation. Experience working in a wastewater or water facility or engineering experience is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

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

Possession of California Water Environment Association Electrical/Instrumentation Technician Grade II certification is required. Possession of California Water Environment Association Electrical/Instrumentation Grade III or an Instrumentation, Systems, and Automation Society of America (ISA) Certified Control Systems Technician certification Level II is required within four (4) years of employment in the class. Maintenance of certificate is a condition of employment.

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

ADDITIONAL REQUIREMENTS

Incumbents in this class are required to participate in the District's Shave-on-Demand policy when required to wear respiratory protection or other safety equipment.

DISASTER SERVICE WORKER

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

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is frequently required to talk or hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus and distinguish colors.

Additionally, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock or mechanical hazards. Employees in this classification may perform duties that involve a potential risk of exposure to blood-borne pathogens. In addition, employees use power and noise producing tools and equipment. The noise level in the work environment is usually loud.

PHYSICAL DEMANDS

STANDING

Average Frequency: 2 to 3 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to 10 minutes at a time.
Surfaces: Carpet, tile, asphalt, concrete, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Leads, oversees and reviews the work of assigned control systems specialists and instrument technicians, and performs a variety of installation, maintenance and repair of electronic, SCADA and telemetry equipment, loading, unloading items on and off vehicles, using a variety of basic or power tools, removing or replacing manhole lids, communicating with co-workers during informal meetings and performing other described job duties.

WALKING

Average Frequency: 3 to 4 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Up to 5 hours.
Duration: Seconds to 5 minutes at a time.
Surfaces: Carpet, tile, asphalt, concrete, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while transporting tools, parts and equipment, walking to and from job sites including within the plant, using carts and dollies and performing other described job duties.

SITTING

Average Frequency: 2 to 3 hours.
Duration: ½ hour to 1 hour at a time.
Maximum Frequency: Up to 5 hours.
Duration: ½ hour to 1 hour at a time.
Surfaces: Cushioned vehicle seat or office chair.
Description: Performing various desk station activities including using a computer, reading, writing, during meetings and trainings, driving and operating vehicles and equipment, and performing other described job duties.

KNEELING/CROUCHING/SQUATTING

Average Frequency: Up to 1 hour.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to 20 minutes at a time.
Surfaces: Carpet, tile, asphalt, concrete, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while performing a variety of installation, maintenance and repair of electronics, SCADA and telemetry equipment, retrieving or positioning items on and off lower shelves, ground level or lower areas, inspecting and accessing equipment, and performing other described job duties.

CRAWLING

Average Frequency: 1 to 2 hours per month.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Dirt, gravel, concrete, asphalt, metal grating, all possible.
Description: Performs while working underneath building structures, accessing and inspecting equipment, and performing other described job duties.

LAYING ON BACK/STOMACH

Average Frequency: 0 to 5 minutes.
Duration: Seconds to 1 minute at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Concrete, dirt.
Description: Performs while accessing and inspecting equipment.

CLIMBING/BALANCING

Average Frequency: 6 to 10 times.
Duration: Seconds at a time.
Maximum Frequency: 10 to 20 times.
Duration: Seconds at a time.
Surfaces: Vehicle floorboard, stair or ladder steps.
Description: Performs while ascending or descending a step ladder, vertical fixed ladders up to 20 feet, stair steps to access work sites, entering or exiting vehicle or equipment cabs.

REACHING

• **Above Shoulder Level:**

Average Frequency: 5 to 15 minutes.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Up to 1 hour.
Duration: Seconds to 5 minutes at a time.
Description: Performs while installing conduit, wiring, replacing light bulbs, ballasts, telephone cables, accessing equipment in conjunction with using basic or power tools, repairing and servicing meters, display sensors, valves and related equipment, retrieving or positioning items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence.

• **Between Waist and Shoulder Level:**

Average Frequency: 5 to 6 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performing a variety of installation, maintenance and repair of electronics, SCADA and telemetry equipment in conjunction with

using basic or power tools, driving, operating equipment in conjunction with maneuvering a steering wheel and/or levers, removing or replacing manhole lids, installing wiring, utilizing a computer keyboard to enter or retrieve data, utilizing digging tools, and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

- **Below Waist Level:**

Average Frequency:	Up to 1 hour.
Duration:	Seconds to 20 minutes at a time.
Maximum Frequency:	Up to 2 hours.
Duration:	Seconds to 20 minutes at a time.
Description:	Performs while performing a variety of installation, maintenance and repair of electronics, SCADA and telemetry equipment, retrieving or positioning items on and off lower shelves, ground level, or lower areas, inspecting and accessing equipment, and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

PUSHING/PULLING

Average Frequency:	½ hour to 1 hour.
Duration:	Seconds to 15 minutes t a time.
Maximum Frequency:	Up to 3 hours.
Duration:	Seconds to 15 minutes at a time.
Description:	Performs while securing conduit, utilizing manual pipe benders, installing and securing wiring, operating a jackhammer which includes pushing, pulling, guiding and lifting (performed approximately one time per year up to one hour), utilizing a metal hook to remove or replace manhole lids, using digging tools, come-along jacks to relocate and secure equipment, a variety of basic or power tools including drills, grinders, rotary hammers, various wrenches, valve keys, and performing other described job duties. Unilateral or bilateral arm use.

TWISTING/ROTATING

- **Waist:**

Average Frequency:	Up to 10 minutes.
Duration:	Seconds t a time.
Maximum Frequency:	Up to ½ hour.
Duration:	Seconds at a time.
Description:	Performs while accessing and inspecting equipment, using digging tools, possibly while driving or operating equipment, and performing other described job duties. The motion is from center to the right back to center or center to the left back to center up to 20-degrees.

- **Neck:**

Average Frequency:	2 to 4 hours.
Duration:	Seconds to 5 minutes at a time.

Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Leads, oversees and reviews the work of assigned control systems specialists, and instrument technicians, and performs a variety of installation, maintenance and repair of electronic, SCADA and telemetry equipment, driving and operating equipment, and performing other described job duties. The motion is from center to the right back to center or center to the left back to center up to 55-degrees.

- **Wrists:**

Average Frequency: Up to ½ hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes at a time.
Description: Performs while utilizing various basic or power tools including screwdrivers, wire strippers, pliers, and related tools, digging tools, hand starting nuts, bolts, small parts and performing other described job duties. Unilateral or bilateral hand use.

BENDING

- **Waist:**

Average Frequency: Up to 30 minutes.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: 1 to 2 hours.
Duration: Seconds to 5 minutes at a time.
Description: Performing a variety of installation, maintenance and repair of electronic, SCADA and telemetry equipment in conjunction with using basic or power tools, retrieving or positioning items on and off lower areas, inspecting and accessing equipment, using digging tools, installing and securing conduit or wiring, and performing other described job duties. The motion is in a forward direction from 5 to 65-degrees.

- **Head/Neck:**

Average Frequency: 4 to 5 hours.
Duration: Seconds to 15 minutes.
Maximum Frequency: 5 to 6 hours.
Duration: Seconds to 15 minutes at a time.
Description: Performs inspections, reading, writing, repairing and accessing equipment, using basic or power tools, and performing other described job duties.

- **Wrists:**

Average Frequency: 3 to 4 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: 5 to 6 hours.
Duration: Seconds to 15 minutes at a time.
Description: Performing installation, maintenance and repair of electronic, SCADA and telemetry equipment in conjunction with using

various basic or power tools, driving or operating equipment in conjunction with maneuvering a steering wheel and/or levers, and performing other described job duties. Unilateral or bilateral hand use.

LIFTING/CARRYING

0 to 10 lbs.

Objects: Writing utensils, paperwork, reference manuals, grinders, drills, wire cutters, pliers, long-nosed pliers, wire strippers, pry bars, measuring tapes, levels, pipe wrenches, socket adapters, crimpers, ratchets, wrenches, screwdrivers, drills, reciprocating saws, testing instrumentation, hammers, diagnostic tools, Allen wrenches, meters, metal hooks, digging tools, come-along jacks, and related tools.

Average Frequency: 5 to 6 hours.
Maximum Frequency: 6 to 7 hours.
Duration: Seconds to 15 minutes at a time.
Distance: Up to 100 feet.
Height: Ground to shoulder or above.
Description: Performs while utilizing a variety of basic or power tools to maintain, inspect, install, repair and troubleshoot electronics, data and telemetry equipment, using a writing utensil, handling paperwork and performing other described job duties.

11 to 25 lbs.

Objects: Motors, pipe, wire rolls, rotary hammers, tool buckets, light fixtures, wire boxes, grinders, come-along jacks, tool cases and related tools and equipment.

Average Frequency: Up to 15 minutes.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to 5 minutes at a time.
Distance: Up to 50 feet.
Height: Ground to shoulder or above.
Description: Performs while retrieving and relocating and/or using motors, pipes, wiring, rotary hammers, tool buckets, light fixtures, wire boxes, grinders, come-along jacks, tool cases and related tools and equipment.

26 to 50 lbs.

Objects: Band saws, motors, ladders, tool cases, control panels, wire rolls, tool cases/buckets, wire spools, confined space entry equipment and related parts and equipment.

Average Frequency: 0 to 1 time per week.
Maximum Frequency: Up to 5 times per week.
Duration: Seconds at a time.
Distance: Up to 10 feet.
Height: Ground to waist level.
Description: Performs while retrieving and relocating a variety of items including a band saws, motors, ladders, tool cases, control panels, wiring, tool cases/buckets, wire spools, confined space entry equipment and related parts and equipment.

51 to 75 lbs.

Objects: UPS units, electric motors, wire rolls, jackhammer, step/extension ladders, and related parts or equipment.
Average Frequency: 2 times per week. See below for jackhammer.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Up to 5 feet.
Height: Ground to waist level.
Description: Performs while retrieving and relocating UPS units, electric motors, wiring, step/extension ladders and related parts or equipment; operating a jackhammer which includes pushing, pulling, lifting, which is performed one time per year, less than 30 minutes.

76 to 100 lbs.

Objects: Electric motor.
Average Frequency: 1 time per month.*
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Up to 5 feet.
Height: Ground to waist level.
Description: *Performs with the assistance of a coworker, retrieves and relocates an electric motor.

100+ lbs.

Objects: UPS equipment, manhole lid.
Average Frequency: 1 time every 6 months.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: 0 feet.
Height: Waist to waist level.
Description: Performs with the assistance of a coworker, retrieving and relocating UPS equipment. Performed unassisted – using a metal hook to remove a manhole lid including pulling and lifting.

SIMPLE GRASPING

Average Frequency: 5 to 6 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while driving or operating equipment in conjunction with maneuvering a steering wheel and/or levers, retrieving and relocating tools, parts and light equipment, handling paperwork, using a telephone, using diagnostic tools and equipment, performs during inspections, installations and repairs, handling parts and performing other described job duties. Unilateral or bilateral hand use.

POWER GRASPING

Average Frequency: ½ hour to 1 hour.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Up to 3 hours.
Duration: Seconds to 15 minutes at a time.
Description: Performs while securing conduit and wiring, operating a jackhammer which includes pushing, pulling, guiding and lifting (one time per year for up to 1 hour), using a metal hook to remove or replace manhole lids, using digging tools, various basic or power tools including drills, grinders, rotary hammers, wrenches, retrieving and relocating parts, tools and equipment. Unilateral or bilateral hand use.

FINE MANIPULATION

Average Frequency: 1 ½ to 2 ½ hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 4 hours.
Duration: Seconds to 15 minutes at a time.
Description: Performs while utilizing a computer keyboard and mouse to enter or retrieve data, pressing telephone buttons to make outgoing calls, operating standard office equipment in conjunction with pressing buttons, handling a variety of small parts including screws, nuts, washers, bolts, wiring, and other related items. Unilateral or bilateral hand use.

MACHINES/TOOLS

- Wire cutters
- Pliers
- Long-nosed pliers
- Wire strippers
- Measuring tapes
- Socket adapters
- Crimpers
- Ratchets
- Various wrenches
- Screwdrivers
- Drills
- Reciprocating saws
- Testing equipment
- Hammers
- Diagnostic tools
- Writing utensils
- Computer
- Ladders
- Lowering tools for confined space entries, including gas detectors, tripods
- Two-wheel dollies
- Four-wheel carts
- Metal hooks
- Golf carts
- Forklifts

- Crane/boom trucks
- Picks
- Shovels
- Digging bars
- Band saws
- Grinders
- Soldering iron
- Winches
- Pry bars
- Levels
- Meters
- Come-along jacks
- Band saws
- Rotary hammers
- Circular saws
- Pneumatic jackhammers
- Pipe benders

PERSONAL PROTECTIVE EQUIPMENT

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

WEIGHTS AND MEASURES

Items Weighed:

- 12' ladder – 45 pounds
- Band saw – 28 pounds
- Electric motor – 37 pounds
- UPS – 59 & 140 pounds with assistance
- Manhole lid – 30" – 185 pounds; 24" – 163 pounds
- Winch – 27 pounds
- 9" disc grinder – 15 pounds
- Come-along jack – 5 pounds
- 5" drill – 10 pounds
- Rotary hammer – 25 pounds with case
- Electric motor – 91 pounds
- 12' step/extension ladder – 70 pounds
- Wall mount light fixture – 15 pounds
- 1,000' #12 wire box – 25 pounds
- Wire spool – 38 pounds
- 14 gauge/500 foot wiring – 24 pounds; 1,000' – 50 pounds
- 4 conductor #6 wire, 150' – 55 pounds
- Motor controller – 50 pounds
- Control panel – 43 pounds
- Confined space entry tripod – 33 pounds

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



Reference General Manager	Type of Action Accept Report(s)	Board Meeting of April 21, 2015
Subject Accept the Following Regular and Recurring Reports: District Financial Statements, Warrant List, Upcoming Board Business, Administrative Operating Budget Adjustment (“No Net Change”), and Capital Outlay Budget Adjustment Request		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	B. Michalczyk
		<input type="checkbox"/> Board Member

Recommendation:

The General Manager recommends the Board accept, by Motion, the attached regular and recurring reports.

Summary:

To maximize openness and transparency and to allow the Board to be informed about key aspects of District business and to provide direction when appropriate, the Board directed that various regular and recurring reports be presented for Board acceptance at regular intervals. This item is routinely presented to the Board at the second meeting of each calendar month.

Attachment 1 summarizes the current regular and recurring reports; the actual reports are themselves attachments to Attachment 1. Reports presented this month for acceptance are:

- District Financial Statements;
- Warrant List;
- Upcoming Board Business;
- Administrative Operating Budget Adjustment (“No Net Change”); and
- Capital Outlay Budget Adjustment Request.

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. Summary of Regular and Recurring Reports 2. 3.				

SUMMARY OF REGULAR AND RECURRING REPORTS

Ref.	Description	Frequency	Authority	Last Acceptance	Acceptance at this Meeting?	Next Acceptance
A	Water Supply and Conservation Report ^{1 2}	Monthly	Board Direction	March 2015	YES	May 2015
B	District Financial Statements ³					
C	Warrant List					
D	Upcoming Board Business					
E	Strategic Work Plan Accomplishments Report	Annually. Fiscal Year Cycle	District Code	Oct 2014		Aug 2015
F	Employee Retention Statistics ⁴			Aug 2014 to Per. Com.		
G	Outstanding Receivables Report			Aug 2014		
H	Employee and Director Reimbursements greater than \$100 ⁵			CA Government Code Aug 2014		
I	Board Committee Goal Status Report	Annually, Calendar Year Cycle	Board Direction	Jan 2015		Jan 2016
J	“No Net Change” Operating Budget Adjustments	As they occur but not more frequently than monthly	Budget Accountability Policy (See Note A)	None in FYE 2014	YES	Before end of month after occurrence
K	Capital Outlay Budget Adjustments			Jan 2015	YES	
L	Capital Project Budget Adjustments			Oct 2014		
M	Unexpected Asset Replacements			Dec 2014		

Note A: For the current fiscal year the totals for these reports are as follows:

Category	YTD	This Meeting	Total
“No Net Change” Operating Budget Adjustments	\$0	\$10,000	\$10,000
Capital Outlay Budget Adjustments	\$13,453	\$4,067.06	\$17,520.06
Capital Project Budget Adjustments	\$45,000	\$0	\$45,000
Unexpected Asset Replacements	\$35,751	\$0	\$35,751

¹ Monthly during Community Drought Emergency; monthly during the winter season in non-drought years.
² Separate agenda item presented to Board as a Board Business item during Community Drought Emergency.
³ Except in July.
⁴ In Jan 2015 administratively moved to FY rather than CY cycle to accommodate data access issues which are reported on CY cycle
⁵ Reimbursements also reported monthly in the Warrant List (Item C).

**Monthly Financial Report**

Report Name	Page
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Dublin San Ramon Services District

Revenue Summary

March 2015

Revenue Source	Budget	Budget to Date	YTD Actual	Amount Remaining	%f Budget Received	% Revenue Expected
Local Sewer Operations	\$ 2,138,511	\$ 1,456,968	\$ 1,508,555	\$ 629,956	70.54%	68.13%
Regional Sewer Operations	\$ 19,374,765	\$ 12,109,228	\$ 12,189,830	\$ 7,184,935	62.92%	62.50%
Service Charges - Sewer	\$ 21,513,276	\$ 13,566,196	\$ 13,698,385	\$ 7,814,891	63.67%	63.06%
Water Operations	\$ 24,001,250	\$ 15,000,781	\$ 14,490,946	\$ 9,510,304	60.38%	62.50%
Water Expansion	\$ 0	\$ 0	\$ (640)	\$ 640	100.00%	75.00%
Service Charges - Water	\$ 24,001,250	\$ 15,000,781	\$ 14,490,306	\$ 9,510,944	60.37%	62.50%
Local Sewer Replacement	\$ 523,747	\$ 392,810	\$ 445,796	\$ 77,951	85.12%	75.00%
Local Sewer Expansion	\$ 509,233	\$ 381,925	\$ 433,486	\$ 75,747	85.13%	75.00%
Regional Sewer Replacement	\$ 1,663,501	\$ 1,247,625	\$ 1,449,260	\$ 214,241	87.12%	75.00%
Regional Sewer Expansion	\$ 10,846,201	\$ 8,134,651	\$ 9,545,259	\$ 1,300,942	88.01%	75.00%
Capacity Reserve Fees - Sewer	\$ 13,542,682	\$ 10,157,011	\$ 11,873,802	\$ 1,668,880	87.68%	75.00%
Water Replacement	\$ 2,063,802	\$ 1,547,852	\$ 1,393,312	\$ 670,490	67.51%	75.00%
Water Expansion	\$ 5,656,349	\$ 4,242,261	\$ 3,904,453	\$ 1,751,896	69.03%	75.00%
Capacity Reserve Fees - Water	\$ 7,720,151	\$ 5,790,113	\$ 5,297,765	\$ 2,422,386	68.62%	75.00%
Fees & Permits	\$ 3,836,199	\$ 2,877,149	\$ 2,935,491	\$ 900,708	76.52%	75.00%
Interest	\$ 659,744	\$ 494,808	\$ 610,477	\$ 49,267	92.53%	75.00%
Other Income	\$ 3,796,215	\$ 2,847,161	\$ 4,288,766	\$ (492,551)	112.97%	75.00%
	<u>\$ 75,069,518</u>	<u>\$ 50,733,221</u>	<u>\$ 53,194,992</u>	<u>\$ 21,874,526</u>	<u>70.86%</u>	<u>67.58%</u>

Note: Interfund transfers and Contributions of Property are excluded from this report.

Dublin San Ramon Services District
Working Capital Summary
March, 2015

Enterprise Funds					
Fund	Dollars (\$)		In Months		
	YTD Actual	Budget	Target (Months)	Last Month	Current Month
Local Enterprise	\$ 1,043,302	\$ 745,512	4	5.71	5.60
Regional Enterprise	\$ 8,139,004	\$ 5,531,747	4	5.86	5.89
Water Enterprise	\$ 10,650,010	\$ 6,625,683	4	6.97	6.43

Replacement Funds			
Fund	In Dollars (\$)		
	Actual	Target	Above (Below)
Local Replacement	\$ 9,290,171	\$ 3,764,249	\$ 5,525,922
Regional Replacement	\$ 14,613,511	\$ 7,950,853	\$ 6,662,658
Water Replacement	\$ 10,658,409	\$ 10,453,012	\$ 205,397

Expansion Funds			
Fund	In Dollars (\$)		
	Actual	Target	Above (Below)
Local Expansion	\$ 6,207,879	\$ 141,000	\$ 6,066,879
Regional Expansion	\$ 43,690,913	\$ 15,075,272	\$ 28,615,641
Water Expansion	\$ 16,038,990	\$ 8,373,072	\$ 7,665,918

Temporary Infrastructure Charge Status			
Revenue Type	In Dollars (\$)		
	Amount Collected	Amount Repaid	Net
Temporary Infrastructure Charge Status	\$ 8,208,152	\$ (4,037,358)	\$ 4,170,795

Dublin San Ramon Services District

Expense Summary by Fund

March 2015

% of Year Completed= 75%

Expense Summary by Fund	Budget	Budget to Date	Year To Date Actual	Dollars Remaining	Percent Used
200 - Local Sewer Operations	\$ 1,683,340	\$ 1,262,505	\$ 1,058,549	\$ 624,791	62.88 %
210 - Local Sewer Replacement	\$ 848,900	\$ 636,675	\$ 795,381	\$ 53,519	93.70 %
220 - Local Sewer Expansion	\$ 265,347	\$ 199,010	\$ 265,545	\$ (199)	100.07 %
300 - Regional Sewer Operations	\$ 13,613,842	\$ 10,210,381	\$ 10,420,078	\$ 3,193,764	76.54 %
310 - Regional Sewer Replacement	\$ 147,509	\$ 110,632	\$ 98,331	\$ 49,178	66.66 %
320 - Regional Sewer Expansion	\$ 7,070,891	\$ 5,303,168	\$ 4,992,335	\$ 2,078,556	70.60 %
600 - Water Operations	\$ 17,925,177	\$ 13,443,883	\$ 10,756,850	\$ 7,168,327	60.01 %
605 - Water Rate Stabilization Fund	\$ 50,000	\$ 37,500	\$ 10,105	\$ 39,895	20.21 %
610 - Water Replacement	\$ 389,588	\$ 292,191	\$ 262,515	\$ 127,073	67.38 %
620 - Water Expansion	\$ 3,860,821	\$ 2,895,616	\$ 2,907,877	\$ 952,944	75.32 %
900 - Administrative Overhead	\$ 7,002,215	\$ 5,251,661	\$ 4,359,598	\$ 2,642,617	62.26 %
965 - Other Post Employment Benefits	\$ 764,050	\$ 573,038	\$ 548,647	\$ 215,403	71.81 %
995 - DV Standby Assessment	\$ 1,429,211	\$ 1,071,908	\$ 1,648,522	\$ (219,311)	115.34 %
	<u>\$ 55,050,890</u>	<u>\$ 41,288,167</u>	<u>\$ 38,124,332</u>	<u>\$ 16,926,557</u>	<u>69.25 %</u>

Note: This report shows operating expenses prior to the Administrative Overhead fund's expenses being allocated to the other funds.

Dublin San Ramon Services District
Expense Summary By Department
March 2015

% of Year Completed= 75%

Expense Summary by Department	Budget	Budget To Date	Year To Date Actual	Dollars Remaining	Percentage Used
Executive	\$ 1,532,148	\$ 1,149,111	\$ 978,148	\$ 554,000	63.84%
Organizational Services	\$ 2,442,217	\$ 1,831,663	\$ 1,485,525	\$ 956,692	60.83%
Financial Services	\$ 3,981,849	\$ 2,986,386	\$ 2,497,751	\$ 1,484,098	62.73%
Engineering	\$ 4,160,502	\$ 3,120,376	\$ 2,683,789	\$ 1,476,712	64.51%
Operations	\$ 13,603,249	\$ 10,202,436	\$ 9,551,983	\$ 4,051,266	70.22%
Non-Departmental	\$ 29,330,926	\$ 21,998,194	\$ 20,927,137	\$ 8,403,789	71.35%
	<u>\$ 55,050,890</u>	<u>\$ 41,288,167</u>	<u>\$ 38,124,332</u>	<u>\$ 16,926,557</u>	<u>69.25%</u>

Dublin San Ramon Services District

Expense Summary by Category

March 2015

% of Year Completed= 75%

Expense Summary by Category	Budget	Budget to Date	Year to Date Actual	Budget Remaining	Percentage Used
Personnel	\$ 20,548,611	\$ 15,411,458	\$ 13,726,429	\$ 6,822,183	66.80%
Materials and Supplies	\$ 12,874,914	\$ 9,656,185	\$ 7,282,312	\$ 5,592,602	56.56%
Contract Services	\$ 4,698,436	\$ 3,523,827	\$ 3,963,966	734,470	84.37%
Other Expenses	\$ 15,746,270	\$ 11,809,702	\$ 12,221,069	3,525,201	77.61%
Capital Outlay	\$ 1,182,659	\$ 886,994	\$ 930,557	252,102	78.68%
	<u>\$ 55,050,890</u>	<u>\$ 41,288,167</u>	<u>\$ 38,124,332</u>	<u>\$ 16,926,557</u>	<u>69.25%</u>

Dublin San Ramon Services District

**Capital Outlay by Division
March, 2015**

<u>Capital Outlay - Identified</u>	<u>Budget</u>	<u>Year To Date Actual</u>	<u>Dollars Remaining</u>	<u>Percent Used</u>
License wireless point-to-point radio	\$ 40,000	\$ -	\$ 40,000	0.00%
Information Systems	\$ 40,000	\$ -	\$ 40,000	0.00%
Backflow Program Software	(1) \$ 25,000	\$ 26,045	\$ (1,045)	104.18%
Planning & Permitting	\$ 25,000	\$ 26,045	\$ (1,045)	104.18%
GeoKNXMobile for Lucity Software	\$ 26,500	\$ -	\$ 26,500	0.00%
F-350 truck w/utility bed and accessories	59,000		59,000	0.00%
New CCTV camera w/ inclinometer & lift	43,000		43,000	0.00%
F-450 truck with utility bed, crane, compressor	59,000		59,000	0.00%
Vac Con Jetter / Combo Truck (with vacuum)	(2) 350,000	380,912	(30,912)	108.83%
Combination Vacuum/Jetter truck	(3) 400,000	408,052	(8,052)	102.01%
Field Operations	\$ 937,500	\$ 788,964	\$ 148,536	0.00%
Truck for LAVWMA operations	(3) \$ 23,000	\$ 23,132	\$ (132)	100.57%
Plant Operations	\$ 23,000	\$ 23,132	\$ (132)	100.57%
WWTP Primary Sludge End Collectors	\$ 60,000	\$ -	\$ 60,000	0.00%
Fleet pool vehicle	20,000	18,677	1,323	93.38%
FLS Mixer (2)	(4)			
Used Bucket Truck	35,000		35,000	0.00%
Mechanical Maintenance	\$ 115,000	\$ 18,677	\$ 96,323	16.24%
Truck for Operations Control Sys Specialist	\$ 25,000	\$ 21,253	\$ 3,747	85.01%
WWTP Aeration Blowers	17,159	17,159	-	100.00%
Electrical Maintenance	\$ 42,159	\$ 38,412	\$ 3,747	91.11%
Total Capital Outlay - Identified	\$ 1,182,659	\$ 895,230	\$ 287,429	75.70%
Unexpected Capital Outlay				
Cogen#1 Intercooler heat exchanger	\$ 11,651	\$ 11,325	\$ 326	
Chlor-a-vac chemical induction unit	10,500	\$ 10,459	41	
Repalcement pump#2 for FSL sludge	13,600	\$ 13,542	58	
Total Unexpected Capital Outlay	\$ 35,751	\$ 35,326	\$ 425	
Total All Capital Outlay	\$ 1,218,410	\$ 930,556	\$ 287,854	

- (1) Cost for software support needs to be moved to Div 42 operating budget
(2) General Manager approved overage due to bids coming in higher than estimated.
(3) General Manager approved overage to cover tax and license cost
(4) Purchase of both FLS Mixers was completed in FY2014

Capital Project Expense Summary Report

Dublin San Ramon Services District

March, 2015

<u>Fund #</u>		<u>Budget</u>	<u>Year-to-date Expenditures</u>	<u>Balance</u>	<u>Prct Used</u>
210	Local Sewer Replacement	786,000.00	328,528.26	457,471.74	41.80%
220	Local Sewer Expansion	101,000.00	8,701.37	92,298.63	8.62%
310	Regional Sewer Replacement	3,666,000.00	890,053.80	2,775,946.20	24.28%
320	Regional Sewer Expansion	865,000.00	49,925.49	815,074.51	5.77%
610	Water Replacement	4,062,500.00	1,037,702.86	3,024,797.14	25.54%
620	Water Expansion	3,003,500.00	822,174.68	2,181,325.32	27.37%
	Grand Total	<u>12,484,000.00</u>	<u>3,137,086.46</u>	<u>9,346,913.54</u>	<u>25.13%</u>

**Financing Administration Agreement Calculations
March, 2015**

Bond Target Level Calculation

	Max Annual Debt	
LAVWMA 2011 Refunding Bonds (Expansion Portion) highest fiscal year debt service (2024)	\$ 4,332,552	
DSRSD Expansion Amount Outstanding	\$48,866,096	
<u>Bank of America Refunding Bond</u>		
Expansion Amount Outstanding	\$9,303,193	
BOND TARGET LEVEL (7c) or 2X		\$ 13,265,682
ADMINISTRATIVE TARGET LEVEL (7d) or 5XMADS		\$ 33,164,204
Working Capital in Rate Stabilization/Regional Sewer Expansion Fund		\$ 43,690,913
Number of Years of Maximum Debt Service on Hand (Working Capital/Max Annual Debt)	\$ 6,632,841	6.59
Capacity Fee Revenue this Fiscal Year		\$ 9,545,259
Debt Service for FY 14/15		\$ 6,613,538
Capacity fees in excess (deficiency) of this amount		\$ 2,931,721
Amount in Rate Stabilization Fund in Excess of (below) 5XMADS		\$10,526,709

Dublin San Ramon Services District
Dublin San Ramon Services District
March, 2015

Comparison of Actual DUE's to Budget

	Budget	Actual	Above (Below)
Sewer			
<i>DSRSD</i>	682	489	(193)
<i>Pleasanton</i>	250	254	4
Water	631	424	(207)

Dublin San Ramon Services District
Treasurer's Report - Portfolio Management Summary
As of : March 31, 2015

Description	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	5,819.81	5,819.81	5,819.81	0.01%	100%	Yes	0.060%
Certificate of Deposit	4,000,000.00	4,005,490.50	4,000,000.00	3.57%	30%	Yes	0.713%
Corporate Bonds	22,500,000.00	22,891,034.00	22,786,348.76	20.10%	30%	Yes	1.512%
Federal Agency Callables	53,880,000.00	53,881,664.90	53,884,911.74	48.13%	100%	Yes	1.069%
LAIF - Operating	31,561,381.91	31,561,381.91	31,561,381.91	28.19%	\$50 million	Yes	0.266%
Total Investments	\$ 111,947,201.72	\$ 112,345,391.12	\$ 112,238,462.22	100.00%			0.919%
Bank of America	22,920,301.66	22,920,301.66	22,920,301.66				
Total Cash & Investments	\$ 134,867,503.38	\$ 135,265,692.78	\$ 135,158,763.88				0.919%

I certify that this report reflects all Government Agency pooled investments and is in conformity with the Investment Policy of Dublin San Ramon Services District.

The investment program herein shown provides sufficient cash flow liquidity to meet the next six month's expenses.

Market values for Certificates of Deposit and Federal Agency Callables were provided by Wells Fargo Institutional Securities, LLC.


John Archer, Administrative Services Manager

4/8/15
Date

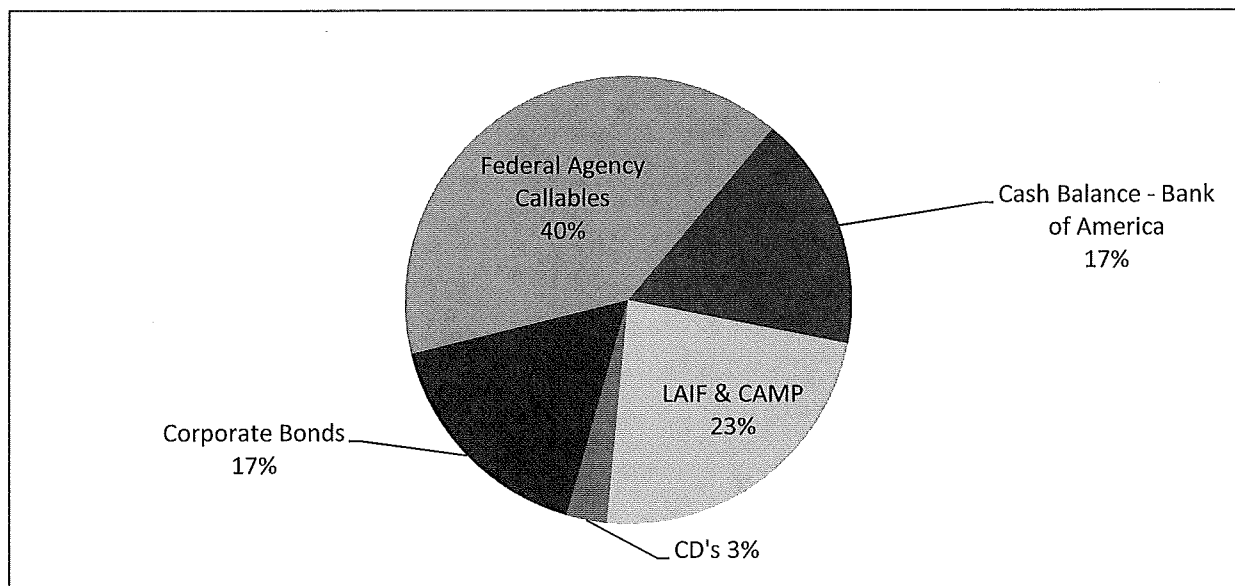
For comparison - prior month summary as of: 2/28/2015

Description	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	5,818.89	5,818.89	5,818.89	0.01%	100%	Yes	0.060%
Certificate of Deposit	4,250,000.00	4,246,339.00	4,250,000.00	3.80%	30%	Yes	0.724%
Corporate Bonds	22,500,000.00	22,888,714.50	22,801,849.45	20.10%	30%	Yes	1.559%
Federal Agency Callables	50,880,000.00	50,750,114.04	50,886,127.93	45.45%	100%	Yes	1.011%
LAIF - Operating	31,561,381.91	31,561,381.91	31,561,381.91	28.19%	\$50 million	Yes	0.266%
Total Investments	\$ 109,197,200.80	\$ 109,452,368.34	\$ 109,505,178.18	97.54%			0.898%
Bank of America	22,710,343.78	22,710,343.78	22,710,343.78				
Total Cash & Investments	\$ 131,907,544.58	\$ 132,162,712.12	\$ 132,215,521.96				0.898%

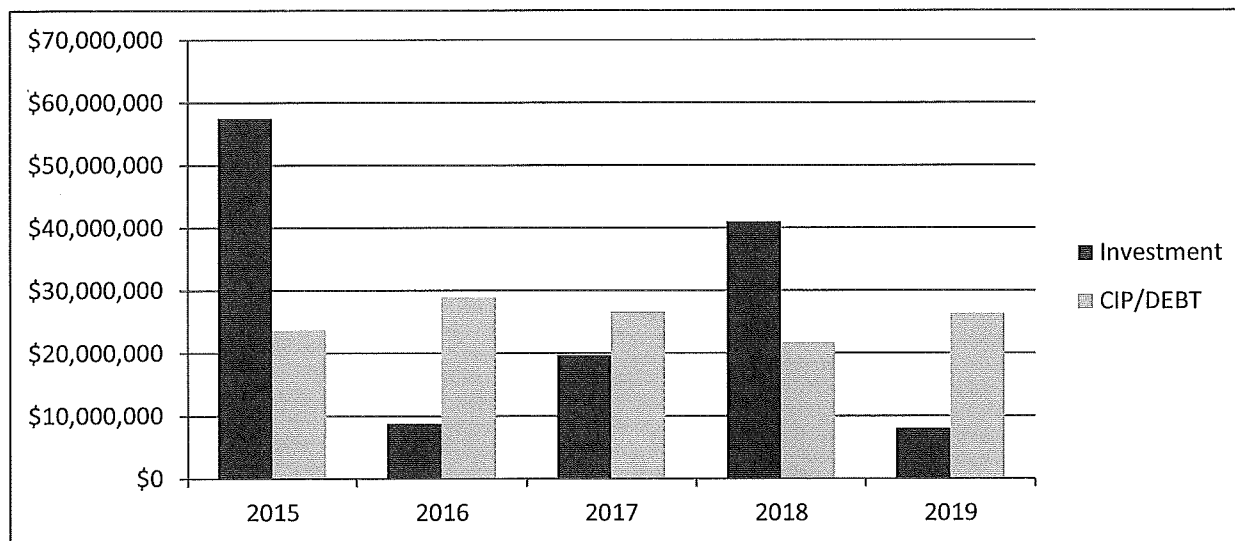
**Investment Review for :
Summary of Current Investments**

March 31, 2015

	Face Amount	% of Portfolio	Avg Maturity (in Years)	Avg Yield
Cash Balance - Bank of America	\$ 22,920,301.66	17%		
LAIF & CAMP	31,567,201.72	23%		0.266%
Certificates of Deposit	4,000,000.00	3%	1.4	0.713%
Corporate Bonds	22,500,000.00	17%	2.2	1.512%
Federal Agency Callables	53,880,000.00	40%	2.8	1.069%
	<u>\$ 134,867,503.38</u>			



Investment / Cash needs next 5 years



FYE	Investment	CIP/DEBT
2015	\$ 57,487,503.38	\$ 23,625,684.29
2016	8,750,000.00	\$ 28,908,068.29
2017	19,630,000.00	\$ 26,589,591.29
2018	41,000,000.00	\$ 21,568,996.29
2019	8,000,000.00	\$ 26,353,901.29
	<u>\$ 134,867,503.38</u>	<u>\$ 127,046,241.45</u>

Dublin San Ramon Services District
Treasurer's Report - Portfolio Management Detail
As of 03/31/2015

Description	CUSIP/Ticker	Settlement Date	Face Amount	Market Value	Book Value	Coupon Rate	YTM @ Cost	Next Call Date	DTC/M	DTM	Maturity Date	Accrued Interest
CAMP												
CAMP LGIP	LGIP6300	6/30/2011	5,819.81	5,819.81	5,819.81	0.060%	0.060%	N/A	1	1	N/A	N/A
Sub Total / Average			\$ 5,819.81	\$ 5,819.81	\$ 5,819.81	0.060%	0.060%		1	1		-
Certificate of Deposit												
GE Cap Retail Bk 0.8 9/28/2015	36157PRM3	9/27/2013	250,000.00	250,481.75	250,000.00	0.800%	0.800%		181	181	9/28/2015	21.92
SAFRA NB 0.5 9/30/2015	78658QFS7	9/30/2014	250,000.00	250,119.50	250,000.00	0.500%	0.500%		183	183	9/30/2015	623.29
SYNOVUS Bank 0.5 9/30/2015	87164DFR6	9/30/2014	250,000.00	250,119.50	250,000.00	0.500%	0.500%		183	183	9/30/2015	623.29
Sterling Svgs Bank 0.5 3/22/2016	8595316H3	3/22/2013	250,000.00	250,764.75	250,000.00	0.500%	0.500%		357	357	3/22/2016	30.82
Comenity Capital 0.7 3/29/2016	20033AGV6	9/29/2014	250,000.00	250,100.50	250,000.00	0.700%	0.700%		364	364	3/29/2016	14.38
Flushing Bank 0.7 3/29/2016	34387AAQ2	9/30/2014	250,000.00	250,125.00	250,000.00	0.700%	0.700%		364	364	3/29/2016	76.71
BMW Bk 0.5 5/16/2016	05580AAB0	5/16/2014	250,000.00	249,984.50	250,000.00	0.500%	0.500%		412	412	5/16/2016	462.33
Customers Bk 0.5 5/31/2016	23204HBF4	5/28/2014	250,000.00	249,989.00	250,000.00	0.500%	0.500%		427	427	5/31/2016	421.23
Oriental Bank 0.5 5/31/2016-14	686184UH3	5/29/2014	250,000.00	249,987.25	250,000.00	0.500%	0.500%		427	427	5/31/2016	10.27
First Fed S&L 0.5 5/31/2016	32023HAC2	5/30/2014	250,000.00	249,960.50	250,000.00	0.500%	0.500%		427	427	5/31/2016	10.27
Compass Bnk 0.5 5/31/2016	20451PJX5	5/28/2014	250,000.00	249,960.25	250,000.00	0.500%	0.500%		427	427	5/31/2016	421.23
American Exp Centr 1.15 9/26/2016	02587DTW8	9/26/2013	250,000.00	251,799.50	250,000.00	1.150%	1.150%		545	545	9/26/2016	39.38
Everbank 0.95 11/30/2016	29976DPX2	11/30/2012	250,000.00	250,673.50	250,000.00	0.950%	0.950%		610	610	11/30/2016	787.33
Washington Fed Seattle 0.75 5/30/2017-13	938828AB6	5/30/2013	250,000.00	250,166.75	250,000.00	0.750%	0.750%	4/30/2015	30	791	5/30/2017	15.41
Discover Bank 1.2 3/13/2018	254671LE8	3/13/2013	250,000.00	250,790.50	250,000.00	1.200%	1.200%		1078	1078	3/13/2018	147.95
State Bk of India 1.15 5/14/2018	856283UK0	5/14/2013	250,000.00	250,467.75	250,000.00	1.150%	1.150%		1140	1140	5/14/2018	1,079.11
Sub Total / Average			\$ 4,000,000.00	\$ 4,005,490.50	\$ 4,000,000.00	0.713%	0.713%		447	495		4,784.92
Corporate Bonds												
Wal-Mart 1.5 10/25/2015	931142CX9	5/21/2012	2,000,000.00	2,012,448.00	2,014,634.98	1.500%	0.757%		208	208	10/25/2015	13,000.00
GE Capital Var. Corp 2/8/2016	36962G5T7	2/8/2012	2,000,000.00	2,011,598.00	2,000,000.00	1.039%	1.034%		314	314	2/8/2016	3,109.33
GE Capital Corp 2.3 4/27/2017	36962G5W0	5/21/2012	3,000,000.00	3,078,066.00	2,995,698.45	2.300%	2.361%		758	758	4/27/2017	29,516.67
Barclays Bank PLC Var. Corp 5/11/2017	06738K4G3	5/11/2012	3,000,000.00	2,996,061.00	3,000,000.00	2.000%	2.000%		772	772	5/11/2017	8,333.33
JPMorgan Chase 2 8/15/2017	48126EAA5	12/22/2014	2,000,000.00	2,029,638.00	2,024,087.36	2.000%	1.506%		868	868	8/15/2017	5,111.11
Gen Elec Co 5.25 12/6/2017	369604BC6	12/17/2012	2,500,000.00	2,759,710.00	2,778,377.96	5.250%	1.396%		981	981	12/6/2017	41,927.08
AUST/NZ Bank Grp 1.5 1/16/2018	05253JAH4	1/26/2015	3,000,000.00	3,006,186.00	3,003,450.00	1.500%	1.460%		1022	1022	1/16/2018	9,375.00
Coca-cola 1.15 4/1/2018	191216BA7	2/20/2015	3,000,000.00	2,999,667.00	2,983,560.00	1.150%	1.330%		1097	1097	4/1/2018	17,250.00
Microsoft 1 5/1/2018	594918AS3	3/16/2015	2,000,000.00	1,997,660.00	1,986,540.00	1.000%	1.220%		1127	1127	5/1/2018	8,333.33
Sub Total / Average			\$ 22,500,000.00	\$ 22,891,034.00	\$ 22,786,348.76	2.004%	1.512%		819	819		135,955.85
Federal Agency Callables												
FHLB 0.55 6/5/2015	313379P78	6/5/2012	3,000,000.00	3,002,088.00	3,000,000.00	0.550%	0.550%		66	66	6/5/2015	5,316.67
FHLMC 0.5 6/27/2016-14	3134G4PX0	12/27/2013	2,000,000.00	1,997,644.00	2,000,000.00	0.500%	0.500%	6/27/2015	88	454	6/27/2016	2,611.11
FHLMC 0.625 9/26/2016-14	3134G4YA0	3/26/2014	2,500,000.00	2,500,090.00	2,500,000.00	0.625%	0.625%		545	545	9/26/2016	217.01
FHLMC 0.75 12/27/2016-14	3134G4NQ7	12/27/2013	2,500,000.00	2,501,957.50	2,500,000.00	0.750%	0.750%	6/27/2015	88	637	12/27/2016	4,895.83
FHLB 0.875 3/10/2017	3133782N0	8/22/2014	4,000,000.00	4,020,044.00	4,003,549.00	0.875%	0.830%		710	710	3/10/2017	2,041.67
FFCB 0.65 3/28/2017	3133ECKC7	5/8/2013	1,380,000.00	1,380,765.90	1,381,362.74	0.650%	0.600%		728	728	3/28/2017	74.75
FHLMC 1 6/27/2017-14	3134G4PB8	12/27/2013	2,500,000.00	2,504,072.50	2,500,000.00	1.000%	1.000%	6/27/2015	88	819	6/27/2017	6,527.78
FNMA Step 9/27/2017-13	3136G0C74	9/27/2012	3,000,000.00	3,004,854.00	3,000,000.00	1.000%	1.119%	9/27/2015	180	911	9/27/2017	333.33
FNMA Step 12/19/2017-13	3136G14A4	12/19/2012	5,000,000.00	5,006,145.00	5,000,000.00	1.000%	1.043%	6/19/2015	80	994	12/19/2017	14,166.67
FNMA Step 1/30/2018-13	3136G1BD0	1/30/2013	5,000,000.00	5,001,720.00	5,000,000.00	0.750%	1.045%	4/30/2015	30	1036	1/30/2018	6,250.00
FFCB 1.08 2/26/2018-14	3133ECGC2	2/26/2013	5,000,000.00	4,999,815.00	5,000,000.00	1.080%	1.080%		1063	1063	2/26/2018	5,250.00
FHLMC 1.2 6/12/2018-13	3134G46D5	6/12/2013	5,000,000.00	4,990,300.00	5,000,000.00	1.200%	1.200%	6/12/2015	73	1169	6/12/2018	18,166.67
FHLB 1 6/28/2018-13	313381HD0	12/28/2012	5,000,000.00	4,967,910.00	5,000,000.00	1.000%	1.000%		1185	1185	6/28/2018	12,916.67
FNMA 2.05 3/18/2020-15	3136G2FE2	3/18/2015	3,000,000.00	3,018,759.00	3,000,000.00	2.050%	2.050%	9/18/2015	171	1814	3/18/2020	2,220.83
FHLMC 1.5 4/30/2020-15	3134G42U1	5/1/2013	2,500,000.00	2,486,957.50	2,500,000.00	1.500%	1.500%	4/30/2015	30	1857	4/30/2020	15,625.00
FHLB Step 5/22/2020-13	313382YF4	5/22/2013	2,500,000.00	2,498,542.50	2,500,000.00	1.200%	1.910%	5/22/2015	52	1879	5/22/2020	3,250.00
Sub Total / Average			\$ 53,880,000.00	\$ 53,881,664.90	\$ 53,884,911.74	1.003%	1.069%		361	1015		99,863.99
LAIF - Operating												
LAIF LGIP	LGIP1001	6/30/2011	31,561,381.91	31,561,381.91	31,561,381.91	0.266%	0.266%	N/A	1	1	N/A	N/A
Sub Total / Average			\$ 31,561,381.91	\$ 31,561,381.91	\$ 31,561,381.91	0.266%	0.266%		1	1		-
Total / Average			\$ 111,947,201.72	\$ 112,345,391.12	\$ 112,238,462.22	0.986%	0.919%		355	671		240,604.76

	200 Local Sewer Operations	205 Local Rate Stabilization (RSF)	210 Local Sewer Replacement	220 Local Sewer Expansion	Total
BALANCE SHEETS					
CASH & INVESTMENTS	709,032	687,187	9,292,021	6,207,578	16,895,818
RECEIVABLES	393,263	703	11,848	6,546	412,359
OTHER	0	0	0	1,777	1,777
CURRENT ASSETS	1,102,296	687,890	9,303,869	6,215,901	17,309,955
FIXED ASSETS	31,688,253	0	398,230	12,928	32,099,411
LONG-TERM ASSETS	0	0	0	8,294	8,294
TOTAL ASSETS	32,790,549	687,890	9,702,099	6,237,123	49,417,660
ACCOUNTS PAYABLE	9,414	0	0	0	9,414
DEPOSITS	(10,648)	0	4,331	0	(6,317)
OTHER CURRENT LIABILITIES	60,229	0	9,367	8,022	77,617
CURRENT LIABILITIES	58,994	0	13,698	8,022	80,714
DEFERRED REVENUE	0	0	0	402,825	402,825
LONG-TERM LIABILITIES	0	0	0	402,825	402,825
RETAINED EARNINGS	32,731,555	687,890	9,688,401	5,826,276	48,934,121
TOTAL LIABILITIES & RETAINED EARNINGS	32,790,549	687,890	9,702,099	6,237,123	49,417,660
INCOME STATEMENT					
OPERATING REVENUE					
SERVICE CHARGES	1,508,555	0	0	0	1,508,555
OTHER OPERATING REVENUE	7,039	0	0	717,801	724,840
TOTAL OPERATING REVENUE	1,515,594	0	0	717,801	2,233,395
NON-OPERATING REVENUE					
CONNECTION FEES	0	0	445,796	433,486	879,283
INTEREST	4,166	3,012	45,628	27,489	80,296
OTHER NON-OPERATING REVENUE	589,380	0	0	0	589,380
TOTAL NON-OPERATING REVENUE	593,546	3,012	491,425	460,975	1,548,959
TRANSFERS IN	0	108,869	215,250	0	324,119
TOTAL RECEIPTS	2,109,140	111,881	706,675	1,178,776	4,106,472
DISBURSEMENTS					
OPERATING EXPENSES	1,379,478	0	795,381	326,416	2,501,275
CAPITAL PROJECTS	0	0	328,528	8,701	337,230
TRANSFER OUT	324,119	0	0	0	324,119
TOTAL DISBURSEMENTS	1,703,597	0	1,123,909	335,117	3,162,623
NET INCOME (LOSS)	405,543	111,881	(417,234)	843,658	943,849
EXPENSE BUDGET FOR FY 2015	2,236,537				
WORKING CAPITAL TARGET FOR FY 2015	745,512				
WORKING CAPITAL TARGET (in months)	4.00				
WORKING CAPITAL	1,043,302	687,890	9,290,171	6,207,879	17,229,241
WORKING CAPITAL ON HAND	5.60				
(in months) WC / (ExpBudget / 12)					
CURRENT EXCESS (DEFICIENCY)	297,789				
<i>Working Capital - Working Capital Target</i>					

	300 Regional Sewer Operations	305 Regional Rate Stabilization (RSF)	310 Regional Sewer Replacement	320 Regional Sewer Expansion	Total
BALANCE SHEETS					
CASH & INVESTMENTS	6,895,204	7,738,959	14,618,513	39,136,733	68,389,409
RECEIVABLES	1,831,076	7,599	19,552	387,343	2,245,570
OTHER	1,060,693	0	0	4,678,448	5,739,141
CURRENT ASSETS	9,786,974	7,746,558	14,638,065	44,202,524	76,374,120
FIXED ASSETS	98,169,692	0	10,698,290	32,397,174	141,265,156
LONG-TERM ASSETS	0	0	51,509	915,273	966,782
TOTAL ASSETS	107,956,666	7,746,558	25,387,863	77,514,970	218,606,057
ACCOUNTS PAYABLE	433,418	0	10,459	0	443,877
DEPOSITS	96,361	0	0	3,502	99,863
OTHER CURRENT LIABILITIES	1,118,191	0	14,094	508,109	1,640,394
CURRENT LIABILITIES	1,647,970	0	24,553	511,611	2,184,135
BONDS PAYABLE	8,054,010	0	0	44,895,595	52,949,605
ACCRUED EXPENSES/OTHER	690,000	0	0	0	690,000
DEFERRED REVENUE	0	0	51,509	784,841	836,350
LONG-TERM LIABILITIES	8,744,010	0	51,509	45,680,436	54,475,955
RETAINED EARNINGS	97,564,686	7,746,558	25,311,801	31,322,923	161,945,967
TOTAL LIABILITIES & RETAINED EARNINGS	107,956,666	7,746,558	25,387,863	77,514,970	218,606,057

INCOME STATEMENT

OPERATING REVENUE					
SERVICE CHARGES	12,189,830	0	0	0	12,189,830
OTHER OPERATING REVENUE	355,401	0	0	32,297	387,698
TOTAL OPERATING REVENUE	12,545,231	0	0	32,297	12,577,528
NON-OPERATING REVENUE					
CONNECTION FEES	0	0	1,449,260	9,545,259	10,994,519
INTEREST	31,213	33,372	64,132	175,043	303,761
OTHER NON-OPERATING REVENUE	0	0	0	0	0
TOTAL NON-OPERATING REVENUE	31,213	33,372	1,513,392	9,720,303	11,298,280
TRANSFERS IN	0	1,483,399	1,930,842	0	3,414,241
TOTAL RECEIPTS	12,576,444	1,516,771	3,444,234	9,752,600	27,290,049
DISBURSEMENTS					
OPERATING EXPENSES	12,150,200	0	98,331	5,010,257	17,258,787
CAPITAL PROJECTS	0	0	890,054	49,925	939,979
TRANSFER OUT	3,414,241	0	0	0	3,414,241
TOTAL DISBURSEMENTS	15,564,441	0	988,385	5,060,182	21,613,008
NET INCOME (LOSS)	(2,987,997)	1,516,771	2,455,849	4,692,418	5,677,041

EXPENSE BUDGET FOR FY 2015	16,595,241				
WORKING CAPITAL TARGET FOR FY 2015	5,531,747				
WORKING CAPITAL TARGET (in months)	4.00				
WORKING CAPITAL	8,139,004	7,746,558	14,613,511	43,690,913	74,189,985
WORKING CAPITAL ON HAND (in months) WC / (ExpBudget / 12)	5.89				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	2,607,257				

	600 Water Operations	605 Water Rate Stabilization (RSF)	610 Water Replacement	620 Water Expansion	Total
BALANCE SHEETS					
CASH & INVESTMENTS	12,987,422	10,332,667	10,650,611	16,906,929	50,877,628
RECEIVABLES	893,692	90,538	10,120	20,343	1,014,693
OTHER	0	0	0	0	0
CURRENT ASSETS	13,881,113	10,423,205	10,660,731	16,927,271	51,892,321
FIXED ASSETS	120,725,516	0	2,740,399	23,074,651	146,540,567
LONG-TERM ASSETS	0	0	0	2	2
TOTAL ASSETS	134,606,630	10,423,205	13,401,131	40,001,925	198,432,890
ACCOUNTS PAYABLE	17,890	0	0	3,929	21,818
DEPOSITS	491,641	0	0	0	491,641
OTHER CURRENT LIABILITIES	2,721,573	0	2,322	884,353	3,608,248
CURRENT LIABILITIES	3,231,104	0	2,322	888,281	4,121,707
BONDS PAYABLE	0	0	0	35,448,283	35,448,283
ACCRUED EXPENSES/OTHER	0	0	0	264,138	264,138
DEFERRED REVENUE	0	0	0	6,147,671	6,147,671
LONG-TERM LIABILITIES	0	0	0	41,860,092	41,860,092
RETAINED EARNINGS	131,375,526	10,423,205	13,398,809	(2,746,449)	152,451,091
TOTAL LIABILITIES & RETAINED EARNINGS	134,606,630	10,423,205	13,401,131	40,001,925	198,432,890
INCOME STATEMENT					
OPERATING REVENUE					
SERVICE CHARGES	14,490,946	0	0	(640)	14,490,306
OTHER OPERATING REVENUE	433,667	68,237	3,230	1,934,043	2,439,176
TOTAL OPERATING REVENUE	14,924,613	68,237	3,230	1,933,402	16,929,481
NON-OPERATING REVENUE					
CONNECTION FEES	0	0	1,393,312	3,904,453	5,297,765
INTEREST	59,975	40,004	45,567	74,424	219,971
OTHER NON-OPERATING REVENUE	550,821	386,544	31,607	0	968,972
TOTAL NON-OPERATING REVENUE	610,796	426,549	1,470,486	3,978,877	6,486,708
TRANSFERS IN	0	3,673,016	2,150,270	506,250	6,329,536
TOTAL RECEIPTS	15,535,409	4,167,801	3,623,985	6,418,530	29,745,725
DISBURSEMENTS					
OPERATING EXPENSES	11,891,101	10,105	262,515	3,025,566	15,189,287
CAPITAL PROJECTS	0	0	1,037,703	822,175	1,859,878
TRANSFER OUT	6,055,019	274,517	0	0	6,329,536
TOTAL DISBURSEMENTS	17,946,120	284,622	1,300,218	3,847,740	23,378,700
NET INCOME (LOSS)	(2,410,711)	3,883,179	2,323,768	2,570,789	6,367,025
EXPENSE BUDGET FOR FY 2015	19,877,050				
WORKING CAPITAL TARGET FOR FY 2015	6,625,683				
WORKING CAPITAL TARGET (in months)	4.00				
WORKING CAPITAL	10,650,010	10,423,205	10,658,409	16,038,990	47,770,614
WORKING CAPITAL ON HAND (in months) WC / (ExpBudget / 12)	6.43				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	4,024,326				

	900 Administrative Overhead	965 OPEB	995 DV Standby Assessment		Total
BALANCE SHEETS					
CASH & INVESTMENTS	(453,983)	285,959	97,685	0	(70,340)
RECEIVABLES	246,336	223	289,217	0	535,776
OTHER	564,921	0	0	0	564,921
CURRENT ASSETS	357,274	286,182	386,902	0	1,030,357
LONG-TERM ASSETS	125,413	12,134,452	0	0	12,259,864
TOTAL ASSETS	482,687	12,420,633	386,902	0	13,290,222
ACCOUNTS PAYABLE	55,941	50,432	0	0	106,373
OTHER CURRENT LIABILITIES	426,849	565,762	0	0	992,611
CURRENT LIABILITIES	482,790	616,194	0	0	1,098,984
RETAINED EARNINGS	(104)	11,804,439	386,902	0	12,191,237
TOTAL LIABILITIES & RETAINED EARNINGS	482,687	12,420,633	386,902	0	13,290,222

INCOME STATEMENT					
OPERATING REVENUE					
OTHER OPERATING REVENUE	977,585	0	1,136,606	0	2,114,191
TOTAL OPERATING REVENUE	977,585	0	1,136,606	0	2,114,191
NON-OPERATING REVENUE					
INTEREST	125	1,199	5,413	0	6,737
OTHER NON-OPERATING REVENUE	0	0	0	0	0
TOTAL NON-OPERATING REVENUE	125	1,199	5,413	0	6,737
TRANSFERS IN	0	0	0	0	0
TOTAL RECEIPTS	977,710	1,199	1,142,019	0	2,120,928
DISBURSEMENTS					
OPERATING EXPENSES	977,814	548,647	1,648,522	0	3,174,984
CAPITAL PROJECTS	0	0	0	0	0
TRANSFER OUT	0	0	0	0	0
TOTAL DISBURSEMENTS	977,814	548,647	1,648,522	0	3,174,984
NET INCOME (LOSS)	(104)	(547,448)	(506,504)	0	(1,054,056)

EXPENSE BUDGET FOR FY 2015	0				
WORKING CAPITAL TARGET FOR FY 2015	0				
WORKING CAPITAL TARGET (in months)	0.00				
WORKING CAPITAL	(125,517)	(330,012)	386,902	0	(68,627)
WORKING CAPITAL ON HAND (in months) WC / (ExpBudget / 12)	0.00				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	(125,517)				

March Budget Variance Report

Categories are flagged if Actual Expense % > Target Expense %
 (Target Expense % = (Period/12)*100 + Tolerance %)

Expected Expense: 75.00%
 Tolerance Level: 1.00%

Target Expense: 76.00%

Accounting Period: 9
 Accounting Year: 2015

Division: 10. Legislative

	<u>2015</u> <u>Adjusted Budget</u>	<u>YTD</u> <u>Expenditure</u>	<u>MTD</u> <u>Expenditure</u>	<u>% of YTD</u> <u>to Budget</u>	<u>Flag</u>
Employee Memberships & Certifications	0.00	0.00	0.00	- %	
Medical	36,647.28	12,894.00	1,569.00	35.18%	
Other Benefits	9,817.99	5,958.70	647.04	60.69%	
Retirement	4,126.92	1,482.22	266.18	35.92%	
Salaries	56,160.00	19,710.00	3,504.00	35.10%	
Salary / Benefit Credit	0.00	0.00	0.00	- %	
Training Costs	20,000.00	7,067.71	1,628.08	35.34%	
1. Personnel	126,752.19	47,112.63	7,614.30	37.17%	
Office Supplies	4,800.00	4,267.54	1,108.41	88.91%	FLAG
2. Materials and Supplies	4,800.00	4,267.54	1,108.41	88.91%	FLAG
Advertising	0.00	0.00	0.00	- %	
Other Services	101,500.00	15,988.52	4,936.52	15.75%	
Professional Services	33,000.00	15,474.00	0.00	46.89%	
Telephone Service	0.00	0.00	0.00	- %	
3. Contract Services	134,500.00	31,462.52	4,936.52	23.39%	
Meetings	700.00	499.06	118.00	71.29%	
Permits, Licenses & District Mbrshps	0.00	0.00	0.00	- %	
Subscriptions & Publications	0.00	0.00	0.00	- %	
4. Other	700.00	499.06	118.00	71.29%	
10. Legislative Total	266,752.19	83,341.75	13,777.23	31.24%	

apCkHistDesc

Check History Description Listing

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Dublin San Ramon Services District

From: 3/9/2015

To: 4/12/2015

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
03/09/2015	7976	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	276.92	276.92
03/09/2015	607030915	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	48,433.26	48,433.26
03/09/2015	1000529361	00494 PERS	RETIREMENT: PAYMENT	46,631.17	46,631.17
03/10/2015	3102015	03718 HR SIMPLIFIED	2014 POS / 2015 POS; FSA; DCA	8,433.73	8,433.73
03/10/2015	45059233	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	137,729.03	137,729.03
03/10/2015	230053056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	24,286.41	24,286.41
03/10/2015	1000529259	01111 CALPERS	MARCH 2015 - ER CODE 0740 & 7316	175,771.32	175,771.32
03/12/2015	84508	00710 AAI TERMITE & PEST CONTROL	MONTHLY SERVICE @ DO JAN & FEB PEST CONT	290.00	290.00
03/12/2015	84509	00031 ALLIED PACKING & SUPPLY INC.	EXHAUST MANIFOLD GASKETS PARTS FOR PULSATRON PUMP	1,621.95 543.29	2,165.24
03/12/2015	84510	01013 BARRETT BUSINESS SERVICES	S. TRAN: W/E 2/15/15 C. OLMSTEAD: W/E 2/15/15 N. POON: W/E 2/15/15 M. ZAVALA: W/E 2/15/15 C. DARCY: W/E 2/8/15 S. SWANSON: W/E 2/15/15	1,024.00 1,013.76 430.08 153.60 88.32 84.48	2,794.24
03/12/2015	84511	00085 RHODORA BIAGTAN	BIAGTAN REIMB EXP FOR W/E 03/10/2015	72.36	72.36
03/12/2015	84512	07020 ROBERT M. BROOKS	BROOKS COMPUTER LOAN	899.00	899.00
03/12/2015	84513	05359 BURKE, WILLIAMS & SORENSEN	GENERAL COUNSEL SVCS - JANUARY 2015	1,183.00	1,183.00
03/12/2015	84514	01494 DOC BAILEY CONST EQUIP INC	ANNUAL OSHA CRANE INSPECTIONS	3,050.00	3,050.00
03/12/2015	84515	00319 FISHER SCIENTIFIC	PIPET WIDE TIP	286.54	286.54
03/12/2015	84516	00386 HDR ENGINEERING INC.	15-R009 TO NO. 6 12/28/14-1/24/15	49,199.52	49,199.52
03/12/2015	84517	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS FEB. 15	2,337.74	2,337.74

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Dublin San Ramon Services District

From: 3/9/2015

To: 4/12/2015

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
03/12/2015	84518	00473 KEMIRA WATER SOLUTIONS INC	FERROUS CHLORIDE DELIVERY ON 02/09/15	4,990.02	4,990.02
03/12/2015	84519	00488 STANLEY KOLODZIE JR.	KOLODZIE REIMB EXP AT DROUGHT RESPONSE W	93.14	93.14
03/12/2015	84520	01171 MCGUIRE & HESTER	12-P004 1 YR POST CONSTRUCTION MAINTENAN	1,000.00	1,000.00
03/12/2015	84521	02076 NORTHERN TOOL & EQUIPMENT	PRESSURE PUMP & 200GAL TANK FOR TRUCK #7	2,008.81	2,008.81
03/12/2015	84522	00608 OFFICE TEAM	TEMP SVCS W/E 02/27/15 - MONTAGUE	953.47	953.47
03/12/2015	84523	04553 PACHECO BROTHERS GARDENI	FLUSH CUT & HAUL 4 DEAD TREES AT WWTP	450.00	450.00
03/12/2015	84524	00666 RUDY PORTUGAL	PORTUGAL REIMB EXP AT VACTOR RECEIVING S	545.05	545.05
03/12/2015	84525	01403 PRAXAIR DISTRIBUTION INC 186	CYLINDER RENTAL	62.40	62.40
03/12/2015	84526	00762 TESTAMERICA LABORATORIES I	SAMPLE TESTING	105.00	
			SAMPLE TESTING	45.00	150.00
03/12/2015	84527	01516 TREPPA, BOB	TREPPA REIMB EXP AT CISCO TECH DAY 02/05	32.20	32.20
03/12/2015	84528	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE FOR THE WWTP ON 2/19	2,299.92	2,299.92
03/12/2015	84529	02880 WUNDERLICH-MALEC SYSTEMS	06-6101 PRO SVCS THROUGH 1/31/15	1,485.67	
			06-6101 PRO SVCS THROUGH 1/31/15	319.39	1,805.06
03/12/2015	84530	01738 3T EQUIPMENT COMPANY INC.	ADAPTER FOR VACON TRUCK	326.09	326.09
03/12/2015	84531	01719 A & M PRINTING, INC.	PRINTING SERVICES - NO DRUGS DOWN THE DR	1,624.46	
			DROUGHT 15 - 3RD GRADE WATER HERO CAMPA	883.66	
			BUSINESS CARDS - MULTIPLE EMPLOYEES	255.68	2,763.80
03/12/2015	84532	06816 AIRWATCH	AIRWATCH TRUE UP ADD LICENSES	4,800.00	4,800.00
03/12/2015	84533	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE- DO 107786 FEBRUARY 2015	307.67	307.67
03/12/2015	84534	06552 BILLING SOLUTIONS INC. AMERI	AMERICAN CONSERVATION & BILLING	1,250.00	1,250.00
03/12/2015	84535	06349 ARCSINE ENGINEERING	09-6101 TO NO. 1 AMENDMENT 1/1/15-1/31/1	10,710.61	10,710.61
03/12/2015	84536	06211 ASSOCIATED SERVICES CO.	OPS DEPT HOT BEVERAGE SERVICE FEB '15	123.95	123.95

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Date	Check #	Vendor	Description	Amount Paid	Check Total
03/12/2015	84537	00622 AT&T	LAVWMA PS & SANLEANDRO DECHLOR STATION F	100.19	100.19
03/12/2015	84538	02838 AT&T MOBILITY	CONSTRUCTION INSPECTOR 4G HOT SPOTS X3 J	124.18	124.18
03/12/2015	84539	00079 BAY AREA AIR QUALITY MGMT.	BAAQMD PERMIT APP & 5 YRS OF BK FEES - P	2,834.00	2,834.00
03/12/2015	84540	00091 BOLD, POLISNER, MADDOW, NEI	MONTHLY LEGAL SERVICES - 02/15	16,461.00	16,461.00
03/12/2015	84541	02865 BRENNTAG PACIFIC INC	HYDROFLUOSILICIC ACID FOR TURNOUT #2	5,784.72	
			HYDROFLUOSILICIC ACID FOR TURNOUT #5	4,230.48	10,015.20
03/12/2015	84542	02217 BSK ASSOCIATES INC.	SAMPLE TESTING	250.00	
			SAMPLE TESTING	250.00	
			SAMPLE TESTING	250.00	750.00
03/12/2015	84543	05404 CALIFORNIA FIRST AID AND SAF	FIRST AID KIT RESTOCK WWTP	293.97	
			FIRST AID KITS RESTOCK - DO	218.98	
			FIRST AID KIT RESTOCKING LAVWMA	40.28	553.23
03/12/2015	84544	00116 CALIFORNIA URBAN WATER COL	WATER RATES WORKSHOP	50.00	50.00
03/12/2015	84545	06826 CHANG RUTHENBERG & LONG	LEGAL CONSULTING SERVICES	432.00	432.00
03/12/2015	84546	00153 CITY CLERKS ASSOC. OF CA	CCAC - MARCH TRAINING - HATFIELD	40.00	40.00
03/12/2015	84547	04723 CITY CLERKS ASSOCIATION OF	CCAC - REGIS- 4/22/15 ANNUAL CCAC CONFRN	160.00	160.00
03/12/2015	84548	01167 CITY OF DUBLIN	15-S011 MANHOLE & VALVE ADJ FYE 15	23,683.00	23,683.00
03/12/2015	84549	06107 COGENT COMMUNICATIONS INC	DUBLINSA00001 INTERENT SERVICE 3/1/15-3/	2,300.00	2,300.00
03/12/2015	84550	03997 CORRPRO COMPANIES, INC.	CATHODIC PROTECTION SERVICES - PHASE 2	18,923.00	18,923.00
03/12/2015	84551	00202 CREATIVE SUPPORTS INC	MCINTYRE ERGONOMIC CHAIR	414.96	
			REPLACEMENT OFFICE CHAIR FOR J. HAYES	414.96	829.92
03/12/2015	84552	00237 DERWA	JAN 2015 OPER EXP - DSRSD SHARE	191,535.30	191,535.30
03/12/2015	84553	00271 EARL ISING INC.	DI EXCHANGE	380.50	380.50

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03/12/2015	84554	00280 ECOWATER SYSTEMS	LAB WATER SOFTENER EXCHANGE TANKS MAR '15 RO TANKS (QTY 2) EXCHANGED ON A QTRLY BA	205.20 17.00	222.20
03/12/2015	84555	00307 FAIRWAY EQUIPMENT & SUPPLY	EALS PIPING - CHILLER PIPING	1,295.23	1,295.23
03/12/2015	84556	02656 FASTENAL COMPANY	CO-GEN: PARTS & SUPPLIES	50.86	50.86
03/12/2015	84557	00313 FASTSIGNS	EMPLOYEE NAME PLATE MCINTYRE	44.34	44.34
03/12/2015	84558	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES FEB '15 WWTP: OVERNIGHT DELIVERY CHARGES FEB '15	278.12 20.79	298.91
03/12/2015	84559	00699 FLYERS ENERGY, LLC	GASOLINE DELIVERY TO THE WWTP ON 2/16/15	1,322.30	1,322.30
03/12/2015	84560	03140 FUEL QUALITY MANAGEMENT	DIESEL FUEL CONDITIONER (QTY 1 CASE OF 6	899.67	899.67
03/12/2015	84561	00388 HEATH'S WELDING SUPPLY	COMPRESSED NITROGEN FOR FUEL SKID	158.05	158.05
03/12/2015	84562	03142 HI-LINE	SPECIAL TOOLS FOR #109	119.42	119.42
03/12/2015	84563	03958 LIVERMORE AUTO GROUP	#91 BRAKE PARTS	312.71	312.71
03/12/2015	84564	05852 LOOKING POINT, INC.	UCS MINI & SMARTNET UCS MINI & SMARTNET	37,736.15 20,842.92	58,579.07
03/12/2015	84565	00536 MC MASTER-CARR SUPPLY CO.	CO-GEN: HEX NUT, FLAT WASHERS, TOUCH SCR CO-GEN: PARTS & SUPPLIES	105.72 103.01	208.73
03/12/2015	84566	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 2/15/15	1,033.60	1,033.60
03/12/2015	84567	00582 NATIONAL NOTARY ASSOCIATIO	S. TOM - NOTARY ERRORS AND OMISSIONS INS	156.00	156.00
03/12/2015	84568	00585 NCBPA	S. OLSON - NCBPA MEMBERSHIP 2015	30.00	30.00
03/12/2015	84569	00620 P G & E	PUMP STATION 300B ELEC - FEBRUARY 2015 PUMP STATION R200A ELEC - FEBRUARY 2015 PUMP STATION 30A ELEC - FEBRUARY 2015 PUMP STATION R300B ELEC - FEBRUARY 2015 RESERVOIR 20A ELECTRICITY - FEBRUARY 2015	3,743.19 2,069.06 1,388.96 207.87 76.27	7,485.35

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03/12/2015	84570	04105 R&B COMPANY	PLUMBING PARTS FOR 3WATER LEAK REPAIR	430.31	430.31
03/12/2015	84571	00708 RESTEK CORP	LAB SUPPLIES AND CHEMICALS	885.56	885.56
03/12/2015	84572	06444 RICHERT LUMBER	GARDEN SPRAYER FOR CO-GEN; LUMBER FOR RA	122.94	122.94
03/12/2015	84573	02698 SHAMROCK OFFICE SOLUTIONS	OVERAGE USAGE COLOR COPIES 02/06 - 03/05	337.57	337.57
03/12/2015	84574	00774 SIEMENS INDUSTRY, INC	SIEMENS LEVEL TRANSMITTERS (QTY 2)	2,315.52	2,315.52
03/12/2015	84575	00848 THE LIGHTHOUSE	GOLF CART PARTS	58.39	58.39
03/12/2015	84576	00933 VWR INTERNATIONAL, INC.	POLYSEED	200.80	200.80
03/12/2015	84577	02884 WEST VALLEY CONSTRUCTION	PULLED 1" LONGSIDE SERVICE @ 7993 CROSSR INSTALLED NEW 3/4" SERVICE @ 7253 TINA P PLACE CLAMP ON MAIN @ SAN FERNANDO PARKS	3,861.00 3,810.40 3,062.40	10,733.80
03/12/2015	84578	00957 WEST YOST & ASSOCIATES	14-W007 TO NO. 1 1/3/15-2/6/15	29,766.00	29,766.00
03/12/2015	84579	05541 WINZER CORPORATION	JANITORIAL SUPPLIES WWTP JANITORIAL SUPPLIES WWTP	987.16 155.86	1,143.02
03/12/2015	84580	00987 ZONE 7 WATER AGENCY	FEBRUARY 2015 CONNECTION FEES	73,745.10	73,745.10
03/16/2015	3162015	03718 HR SIMPLIFIED	2014 / 2015 POS	3,444.71	3,444.71
03/18/2015	31815	03718 HR SIMPLIFIED	2014 POS (NOVEMBER)	291.74	291.74
03/19/2015	84581	03460 ACCO ENGINEERED SYSTEMS II	CO-GEN ELECTRICAL ROOM HVAC UNIT REPAIR	2,941.00	2,941.00
03/19/2015	84582	00053 JOHN ARCHER	EE RECOGNITION EVENT EXPENSE - DROUGHT A EE RECOGNITION EVENT EXPENSE - DROUGHT A EE RECOGNITION EVENT EXPENSE - DROUGHT A EE RECOGNITION EVENT EXPENSE - DROUGHT A	625.00 625.00 625.00 300.00	2,175.00
03/19/2015	84583	01013 BARRETT BUSINESS SERVICES	S. TRAN: W/E 2/22/15 C. OLMSTEAD: W/E 2/22/15 N. POON: W/E 2/22/15	1,024.00 691.20 307.20	

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			S. SWANSON: W/E 2/22/15	153.60	
			C. DARCY: W/E 2/22/15	88.32	
			M. ZAVALA: W/E 2/22/15	80.64	2,344.96
03/19/2015	84584	00228 STEVE DELIGHT	DELIGHT REIMB CASA BAB2E CONF 02/22 - 02	263.67	263.67
03/19/2015	84585	01494 DOC BAILEY CONST EQUIP INC	#16 CRANE INSPECTION - 2/25/15	375.00	375.00
03/19/2015	84586	04691 INC. EQUIFAX INFORMATION SV	EQUIFAX	314.26	314.26
03/19/2015	84587	04424 GRAYBAR ELECTRIC COMPANY	ELE SHOP STOCK MATERIALS	919.32	
			ELE SHOP STOCK MATERIAL	104.31	1,023.63
03/19/2015	84588	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS FEB. 15	3,464.05	3,464.05
03/19/2015	84589	00439 IUOE LOCAL 39	LOCAL 39 UNION DUES: PAYMENT	4,429.01	4,429.01
03/19/2015	84590	01416 MANCO	OPTO 22 PARTS FOR WWTP SCADA	777.52	777.52
03/19/2015	84591	01171 MCGUIRE & HESTER	15-R009 PP#1 RW TO COUNTY FACILITIES	485,905.00	485,905.00
03/19/2015	84592	00608 OFFICE TEAM	TEMP SVCS W/E 03/06/15 - MONTAGUE	791.56	791.56
03/19/2015	84593	00688 RMC WATER & ENVIRONMENT	CLEAN WATER PROGRAM ASSISTANCE	6,429.81	6,429.81
03/19/2015	84594	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	111.23	111.23
03/19/2015	84595	00762 TESTAMERICA LABORATORIES I	SAMPLE TESTING	25.00	25.00
03/19/2015	84596	03536 U S BANK/ CORP PMT SYSTEMS	MS SURFACE PRO FOR JUDY ZAVADIL	874.99	
			STEPHENSON - ACWA 2015 SPRING CONFERENCE	695.00	
			ACWA SPRING CONFERENCE - REGISTRATION -	695.00	
			FYE2014 GFOA CAFR APPLICATION	505.00	
			HOTEL PRE-PAY FOR S OLSON TO WATEREUSE C	497.68	
			MJOHNSTON: REGISTRATION RE: 2015 ANNUAL	475.00	
			AED REPLACEMENT PADS - BLDG A & DO	471.39	
			S. OLSON - REGISTRATION FOR 2015 WATEREU	455.00	
			DINNER: GEORGEAN, TOM, STEVE D., DAN L.,	423.16	

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			VARIDESK- WORKSTATION - RUMMEL	409.28	
			DISPOSABLE AIR BREATHER FILTERS	399.88	
			CALIFORNIA WATER POLICY 24 - REGISTRATIO	399.00	
			HILTON PALM SPRINGS - 2015 CASA WINTER C	398.72	
			HILTON PALM SPRINGS - 2015 CASA WINTER C	398.72	
			S. DELIGHT HOTEL FOR CASA 2015 WINTER CO	398.72	
			BIAGTAN WATEREUSE CA REGISTRATION	395.00	
			DISPOSABLE AIR BREATHER FILTERS	382.02	
			COPY PAPER, TONER, WRITING PADS, ETC	366.70	
			C. HOFFMANN - CALPELRA LABOR RELATIONS A	345.00	
			M. GALLARDO - CALPELRA LABOR RELATIONS A	345.00	
			OFFICE SUPPLIES:TONERS, BATTERIES, CREAM	331.31	
			F. KHAW HOTEL FOR P3 CONFERENCE NAPA CA	298.86	
			MCINTYRE WELCOME LUNCH	289.43	
			WEF ANNUAL MEMBERSHIP RENEWAL FOR JUDY Z	272.00	
			BSMITH: PRESCRIPTION SAFETY GLASSES	270.00	
			RLI: PRESCRIPTION SAFETY GLASSES	232.00	
			MISC OFFICE SUPPLIES	227.44	
			EXPANDABLE FOLDERS AND LABELS	225.73	
			ARMA - 2015 MEMBERSHIP RENEWAL - GENZAL	220.00	
			STEPHENSON - AWWA 2015 ANNUAL CONFERENCE	212.20	
			SOUTHWEST FLIGHT FOR TTC 200 RIVERSIDE,	206.70	
			SEMINAR VFD 101 BASICS FOR RUDY PORTUGAL	200.00	
			STEPHENSON - 2015 CASA WINTER CONFERENCE	199.36	
			DLOPEZ: CASA LODGING - 01/22/15	199.36	
			Lodging: D. Gallagher CASA Conference	199.36	
			LODGING: LEVI FULLER CASA CONFERENCE	199.36	
			MJOHNSTON: RT AIRFARE RE: 2015 ANNUAL CO	194.20	
			RBROOKS: RT AIRFARE RE: 2015 ANNUAL CONF	194.20	

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			BSMITH: RT AIRFARE RE: 2015 ANNUAL CONF	194.20	
			DYE TABLETS VARIOUS COLORS FOR GREASE IN	184.21	
			FUEL LINE REPAIR PARTS; PARTS FOR STOCK	179.99	
			ASSE SAFETY SYMPOSIUM - J. RODRIGUEZ	179.00	
			S. OLSON - FLIGHT TO LA FOR WATEREUSE CO	178.20	
			QTY (1) HP P1102W PERSONAL LASERJET PRIN	174.39	
			MISC SUPPLIES DLS# 2	171.21	
			TSTODDARD: PRESCRIPTION SAFETY GLASSES	167.40	
			SUPPLIES FOR WHITE CAMEL TRUCK	160.11	
			STEPHENSON - ACWA BOARD MEETING/WORKSHOP	156.25	
			S. KOZANDA: CWEA MEMBERSHIP RENEWAL	156.00	
			RRAMOS: MEMBERSHIP RENEWAL	156.00	
			LLANTIN: MEMBERSHIP RENEWAL	156.00	
			LRIDDLE: MEMBERSHIP RENEWAL	156.00	
			J. PETTINICHIO CWEA RENEWAL	156.00	
			TAIL GATE REPAIR FOR #21	154.75	
			OPERATING SUPPLIES FOR WWTP	148.68	
			SANITIZING WIPES - FOD	148.30	
			S. KOLODZIE - FLIGHT TO LA CONFERENCE ON	144.20	
			SPARE HARD DRIVE FOR SCADA SERVER	142.00	
			MS SURFACE PRO KEYBOARD FOR JUDY ZAVADIL	141.69	
			SEASONAL DEC - CENTERPIECES FOR EE RECOG	134.47	
			OFFICE SUPPLIES: ENVELOPES, BATTERIES, P	133.80	
			DECALS FOR NEW TRUCKS	132.71	
			OFFICE SUPPLIES: PAPER, CHAIR MAT	126.42	
			SEASONAL DEC - CENTERPIECES FOR EE RECOG	124.73	
			OFFICE SUPPLIES:PAPER, FILE FOLDERS, NOT	116.60	
			STEPHENSON - 2015 AWWA CONFERENCE TRANSP	116.00	
			RBROOKS: BLUETOOTH HEADPHONE	98.95	

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			SEASONAL DEC - CENTERPIECES FOR EE RECOG	92.62	
			(25.721G) DIESEL FUEL FOR WATER TRUCK	90.00	
			CWEA J. DRYDEN RENEWAL 2015	89.00	
			OFFICE SUPPLIES: PAPER, PENS, CREAMER	88.76	
			USB EXT CABLE; HDMI CABLE; AV ADAPTER	87.17	
			QTY (1) JABRA CRUISER 2 HANDS FREE SPEAK	79.36	
			RYOBI LITHIUM BATTERY PACK	79.30	
			OFFICE SUPPLIES - CALENDAR AND INSPECTOR	75.19	
			OFFICE SUPPLIES: SCISSORS, SUGAR	74.86	
			HDMI CABLE AND WIRELESS KB/MOUSE FOR FOD	70.81	
			FIRST AID AND CPR TRAINING - R. FREITAS	70.00	
			CPR, AED, AND FIRST AID CLASS - AARON CA	70.00	
			DIALER FOR WWTP MAIN GATE INTERCOM	67.16	
			PHOTOS FOR POLLUTION PREVENTION BILL INS	67.15	
			S. ROBERSON CRWA 2015 EXPO HOTEL RESERVA	66.67	
			J. PETTINICHIO CRWA 2015 EXPO HOTEL DEPO	66.67	
			LUNCH: DAN L., LEVI AND DAN G.	58.69	
			CLEAN WATER SUPPLIES - CLASSIFICATION FO	56.67	
			PHONE CASE	54.49	
			QTY (2) 6' MINI USB FOR INPECTORS PRESSU	43.58	
			HIGH VISIBILITY COVER FOR CABLE @ ENTRAN	40.39	
			LAVWMA: CVR 1G VERT FOR LAVWMA GATE #3 P	39.14	
			14-P004 LUNCH FOR INTERVIEW PANEL	37.17	
			SFO PARKING - D. LOPEZ CASA CONFERENCE	36.00	
			WIRELESS HEADPHONES	35.45	
			K. LEWIS: CPR AND FIRST AID TRAINING COU	34.95	
			FUEL: ENG EXPLORER 2/11/15	34.93	
			STEPHENSON - CASA 2015 WINTER CONFERENCE	30.89	
			REALTIME STRATEGIC PLANNING IN A RAPID-R	30.24	

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			KPETERSON: 2015 MEMBERSHIP RENEWAL	30.00	
			ICE MAKER FILTERS	27.58	
			PRO SUBSCRIPTION (FEBRUARY 2015)	26.00	
			STEPHENSON - CASA 2015 WINTER CONFERENCE	25.00	
			STEPHENSON - CASA 2015 WINTER CONFERENCE	25.00	
			FASTRAK REPLENISHING CHARGE FEB '15	25.00	
			DERWA: DISKS FOR DRESSING KAESER COMPRES	23.95	
			STEPHENSON - CASA 2015 WINTER CONFERENCE	23.08	
			SAFeway - BOARD MEETING REFRESHMENTS	22.25	
			DOOR HINGES FOR FOD DOOR REPAIR	21.78	
			RETRACTABLE HIGH SPEED HDMI CABLE	20.90	
			CALENDAR FOR R. BIAGTAN - OFFICE SUPPLIE	20.19	
			DONUTS FOR JOINT MAINT MEETING - 02/19/1	20.00	
			STEPHENSON - CASA 2015 WINTER CONFERENCE	18.67	
			DLOPEZ: 01/22/15 BREAKFAST RE: CASA WINT	16.82	
			POTENTIOMETERS FOR FSL VALVE GHOST VOLTA	11.97	
			O-RINGS FOR OPS HS2 ANALYZER	11.06	
			STEPHENSON - CASA 2015 WINTER CONFERENCE	9.12	
			FAX SERVICE - FEBRUARY 2015	7.95	
			STEPHENSON - FOSTERING SUSTAINABLE BEHAV	7.00	
			STEPHENSON - FOSTERING SUSTAINABLE BEHAV	7.00	
			STEPHENSON - FOSTERING SUSTAINABLE BEHAV	7.00	
			STEPHENSON - FOSTERING SUSTAINALBE BEHAV	7.00	
			CITY OF SACRAMENTO PARKING SERVICES - WE	6.50	
			CO-GEN: GASKET SEALANT	5.17	
			O-RINGS FOR H2S METER	4.72	
			5K LINEAR POT FOR FSL SCADA INPUT TUNING	3.80	20,091.85
03/19/2015	84597	01738 3T EQUIPMENT COMPANY INC.	CCTV CAMERA REPAIR: 1" CLEANING NOZZLE,	1,680.64	1,680.64

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03/19/2015	84598	05728 ALAMEDA COUNTY SHERIFF	CASE FILE # 14-10334: PAYMENT	479.19	479.19
03/19/2015	84599	02158 AMADOR VALLEY INDUSTRIES	FEBRUARY DUMPSTER RENTAL	308.90	308.90
03/19/2015	84600	01195 AMERICAN BATTERY CO.	BATTERIES FOR STOCK	169.35	169.35
03/19/2015	84601	00058 ARROWHEAD MOUNTAIN SPRING	OPS DEPT BOTTLED WATER FEB '15	195.13	195.13
03/19/2015	84602	06941 B.W.S. DISTRIBUTORS	RAIN BIBS - FOD	140.68	140.68
03/19/2015	84603	03049 BABBITT BEARING CO, INC	MACHINE WORK ON COGEN #1 OIL PUMP	300.00	300.00
03/19/2015	84604	07016 BANK OF SACRAMENTO	MCGUIRE & HESTER ESCROW ACCT 10060-024	25,595.00	25,595.00
03/19/2015	84605	00091 BOLD, POLISNER, MADDOW, NEI	LEGAL SERVICES 12/04/14 - 01/27/15 (GORD	4,850.00	4,850.00
03/19/2015	84606	02217 BSK ASSOCIATES INC.	SAMPLE TESTING	762.00	762.00
03/19/2015	84607	06804 CA PACIFIC BROKERS	REFUND 11356 BAY LAUREL ST	114.96	114.96
03/19/2015	84608	02111 DBA PROVIDENCE PUBLICATIO C	ANNUAL MEMBERSHIP SAFETY NEWSLETTER	395.00	395.00
03/19/2015	84609	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
03/19/2015	84610	00118 CALTEST ANALYTICAL LAB	SAMPLE TESTING	141.55	141.55
03/19/2015	84611	04574 CALTROL, INC.	VALVE ACTUATOR SURVEY FOR WWTP, DERWA &	2,300.00	2,300.00
03/19/2015	84612	05196 COMCAST	BUSINESS TV BASIC 03/07/15 - 04/06/15	15.59	15.59
03/19/2015	84613	00237 DERWA	FEB 2015 DERWA OP - DSRSD SHARE	62,285.69	62,285.69
03/19/2015	84614	01559 EATON CORPORATION	WWTP TRI-ANNUAL 21KV PREVENTIVE MAINTENA	7,693.00	
			DERWA TRI-ANNUAL 21KV PREVENTIVE MAINTEN	2,168.00	9,861.00
03/19/2015	84615	00313 FASTSIGNS	DROUGHT 2015 - RW GARDEN SIGNS	2,682.28	2,682.28
03/19/2015	84616	00699 FLYERS ENERGY, LLC	GASOLINE DELIVERY TO THE WWTP ON 1/29/15	835.35	835.35
03/19/2015	84617	03149 HDS WHITE CAP CONST SUPPLY	BOLTS, GASKETS & MORTER LINED FF SPOOL	374.43	374.43
03/19/2015	84618	00388 HEATH'S WELDING SUPPLY	COMPRESSED NITROGEN FOR FUEL SKID	130.80	130.80

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03/19/2015	84619	03976 JMB CONSTRUCTION, INC	13-P007 PP#6 VACTOR RECEIVING STAT	13,665.64	13,665.64
03/19/2015	84620	06166 KBA	COPIERS UCC & LEASE 03/01-03/31/15	805.52	805.52
03/19/2015	84621	06166 KBA	COPIER FOD/ENGR/MAINT 2/1/15 - 2/28/15	368.94	368.94
03/19/2015	84622	05709 LESCURE COMPANY, INC.	EMERGENCY REPAIR: UNDERGROUND REPAIR ON	1,725.00	1,725.00
03/19/2015	84623	00509 LIEBERT CASSIDY WHITMORE	EMPLOYMENT RELATED LEGAL SERVICES	1,155.09	1,155.09
03/19/2015	84624	03958 LIVERMORE AUTO GROUP	#90 BRAKE PARTS.	312.71	
			#105 PARTS	47.04	359.75
03/19/2015	84625	05368 JOHN MARCHAND	SPECIAL BOARD MTG ATTENDANCE - 03/02/15	50.00	50.00
03/19/2015	84626	06679 PADMALAKSHMI MARIMGANTI	REFUND 1260 CHANCERY WAY	100.66	100.66
03/19/2015	84627	06762 MEGA PRO CAPITAL INC	REFUND 1114 NANCY LN	185.19	185.19
03/19/2015	84628	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 2/22/15	1,324.30	1,324.30
03/19/2015	84629	04231 MSC INDUSTRIAL SUPPLY CO	NITRILE GLOVES - STOCK	274.90	
			EAR PLUGS - HEARING PPE FOD	134.42	409.32
03/19/2015	84630	04796 NAPA AUTO PARTS	FUEL TANK FOR #55	413.11	
			STOCK ORDER	106.19	
			OIL ABSORBENT FOR FLEET	39.64	
			BATTERY CABLE	12.82	571.76
03/19/2015	84631	00591 NEOPOST USA INC.	POSTAGE ADVANCE 03/18/2015	1,000.00	1,000.00
03/19/2015	84632	00620 P G & E	WWTP ELECTRICITY - FEBRUARY 2015	16,633.22	
			DISTRICT OFFICE ELECTRICITY - FEBRUARY 2	3,216.90	
			PUMP STATION 200A ELEC - FEBRUARY 2015	2,983.40	
			PUMP STATION R200B ELEC - FEBRUARY 2015	977.39	
			DISTRICT OFFICE GAS SERVICE - FEBRUARY 2	809.69	
			PUMP STATION 300A ELEC - FEBRUARY 2015	470.61	
			PUMP STATION 4A ELEC - FEBRUARY 2015	404.44	

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			PUMP STATION 2B ELEC - FEBRUARY 2015	190.78	
			DO UTILITY BUILDING ELEC - FEBRUARY 2015	104.04	
			DO UTILITY BUILDING GAS SVC - FEBRUARY 2	35.62	
			RESERVOIR R100 ELEC - FEBRUARY 2015	20.67	
			ALAMO TRUNK SEWER ELEC - FEBRUARY 2015	15.38	
			JOHNSON DRIVE STREETScape ELEC - FEBRUAR	12.63	25,874.77
03/19/2015	84633	06023 JERRY PENTIN	SPECIAL BOARD MTG ATTENDANCE - 03/02/15	50.00	50.00
03/19/2015	84634	00663 PLEASANTON GARBAGE SVC IN	TRANSPORT OF SOLIDS/GRIT SCREENINGS FEB	4,276.93	4,276.93
03/19/2015	84635	00694 RED LINE SYNTHETIC OIL	MOTOR OIL	242.80	242.80
03/19/2015	84636	00696 RED WING SHOE STORE	SAFETY SHOES ANN CIGLIUTI	138.97	138.97
03/19/2015	84637	02939 ROYAL WHOLESALE ELECTRIC	BREAKER FOR PNL8066	304.55	304.55
03/19/2015	84638	05841 SABAH INTERNATIONAL, INC.	FIRE ALARM REGULATORY TESTING - DISTRICT	577.50	577.50
03/19/2015	84639	06868 NATHAN SULAVER	REFUND 7530 BONFIELD CT	6.70	6.70
03/19/2015	84640	06948 TECHNICAL SAFETY SERVICES	FUME HOOD REGULATORY TESTING	955.00	955.00
03/19/2015	84641	06846 TOASTMASTERS CLUB (DUBLIN)	R. BIAGTAN MEMBERSHIP DUES FOR TOASTMAST	56.00	56.00
03/19/2015	84642	01552 TRI-VALLEY PROMOTIONAL PRO	MOOD PENCILS	1,213.45	1,213.45
03/19/2015	84643	01806 U.S. BANK	COPIER LEASE LAB/CUST SVC/ EXEC. - MAR.	546.10	546.10
03/19/2015	84644	06702 UNIFIRST INC.	FEB 2015: WEEKLY DELIVERY OF FLAME RESIS	380.01	380.01
03/19/2015	84645	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	243.93	243.93
03/19/2015	84646	00924 VERIZON WIRELESS	CELL PHN SVC AND EQUPTMNT CHARGES 02/04	426.25	426.25
03/19/2015	84647	00933 VWR INTERNATIONAL, INC.	GLOVES XS	56.05	56.05
03/19/2015	84648	07021 BOB WOERNER	SPECIAL BOARD MTG ATTENDANCE - 03/02/15	50.00	50.00
03/19/2015	84649	06676 JIA ZHENG	REFUND 2011 CEDARWOOD LOOP	196.93	196.93

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03/19/2015	84650	00987 ZONE 7 WATER AGENCY	FEBRUARY TREATED WATER SERVICE	446,475.78	446,475.78
03/23/2015	7978	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	276.92	276.92
03/23/2015	3232015	03718 HR SIMPLIFIED	2014 FSA/ 2015 POS, DCA, FSA	2,250.53	2,250.53
03/23/2015	607032315	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	48,681.74	48,681.74
03/23/2015	1000534149	00494 PERS	RETIREMENT: PAYMENT	47,208.76	47,208.76
03/24/2015	331751056	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	142,995.04	142,995.04
03/24/2015	385319403	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	25,356.06	25,356.06
03/26/2015	84651	00994 AGILENT TECHNOLOGIES, INC.	MSD FILAMENT ASSEMBLY G7005-60061	366.95	366.95
03/26/2015	84652	00031 ALLIED PACKING & SUPPLY INC.	HOSE FOR TRUCK #77 RETROFIT	168.34	168.34
03/26/2015	84653	01013 BARRETT BUSINESS SERVICES	S. TRAN: W/E 3/1/15 N. POON: W/E 3/1/15 C. DARCY: W/E 3/1/15 S. SWANSON: W/E 3/1/15 M. ZAVALA: W/E 3/1/15	1,024.00 327.68 168.96 84.48 80.64	1,685.76
03/26/2015	84654	00085 RHODORA BIAGTAN	BIAGTAN REIMB EXP AT CASA CONF. 02/22/15	1,016.73	1,016.73
03/26/2015	84655	03806 DAVID BONN	BONN CERT REIMB FOR ENVIROMENTAL CHEMIST	84.00	84.00
03/26/2015	84656	06114 EID, INC.	15-A006 VENDOR OVERSIGHT AND MANAGEMENT	13,200.00	13,200.00
03/26/2015	84657	03165 ESRI, INC.	ARCGIS RENEWAL 5/1/15-4/30/16 QUOTE #256 ARCGIS PUBLISHER FOR DESKTOP SINGLE USE	9,718.50 2,725.00	12,443.50
03/26/2015	84658	04424 GRAYBAR ELECTRIC COMPANY	WIRE CONNECTORS FOR AERATION BLOWER #1 S TWIRLNUT 5/16IN18 THRD 1/4IN NUT	522.04 86.51	608.55
03/26/2015	84659	00386 HDR ENGINEERING INC.	15-R009 TO NO. 6 1/25/15-2/21/15	84,186.98	84,186.98
03/26/2015	84660	00473 KEMIRA WATER SOLUTIONS INC	FERROUS CHLORIDE DELIVERY ON 2/28/15	5,500.14	5,500.14

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03/26/2015	84661	04529 LAI & ASSOCIATES, INC.	15-R009 FIELD DENSITY TESTING 2/14/15-2/	10,394.37	10,394.37
03/26/2015	84662	03643 GEMMA LATHI	LATHI REIMB EXP FOR DAN M. WELCOME LUNCH	18.05	18.05
03/26/2015	84663	03653 LORI MARTIN	MARTIN REIMB EXP AT ALAMEDA COUNTY CSDA	48.81	48.81
03/26/2015	84664	00608 OFFICE TEAM	TEMP SVCS W/E 03/13/15 - MONTAGUE	665.63	665.63
03/26/2015	84665	01293 PK SAFETY SUPPLY	REPLT PC BOARD FOR PERSONAL GAS MONITORS	523.20	523.20
03/26/2015	84666	01403 PRAXAIR DISTRIBUTION INC 186	LIQUID ARGON	554.03	554.03
03/26/2015	84667	00688 RMC WATER & ENVIRONMENT	15-W007 PROF SVCS FROM 1/7/15 - 1/30/15	6,374.75	6,374.75
03/26/2015	84668	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE FOR THE WWTP ON 3/4/ SODIUM HYPOCHLORITE FOR THE WWTP ON 02/2	2,273.10 2,272.66	4,545.76
03/26/2015	84669	00937 W.W. GRAINGER, INC.	PUMP FOR TRUCK #77 RETROFIT ELE SUPPLIES	526.72 485.61	1,012.33
03/26/2015	84670	06643 WEIR TECHNICAL SERVICES	MANAGEMENT SERVICES - FEBRUARY 2015	7,456.98	7,456.98
03/26/2015	84671	01719 A & M PRINTING, INC.	A&M PRINTING - DIRECTOR NOTE PADS	162.02	162.02
03/26/2015	84672	00019 A-1 ENTERPRISES	LAWWMA: WEEKLY STREET SWEEPING FEB '15	220.00	220.00
03/26/2015	84673	00008 ACME FIRE EXTINGUISHER	FIRE EXTINGUISHER MAINTENANCE WWTP FIRE EXTINGUISHER MAINTENANCE FOD SITES FIRE EXTINGUISHER MAINTENANCE WWTP FIRE EXTINGUISHER MAINTENANCE- WWTP FIRE EXTINGUISHER MAINTENANCE WWTP FIRE EXTINGUISHER MAINTENANCE WWTP FIRE EXTINGUISHER ANNUAL MAINTENANCE D.O FIRE EXTINGUISHER MAINTENANCE WWTP LAWWMA: FIRE EXTINGUISHERS SERVICE CALL FIRE EXTINGUISHER MAINTENANCE WWTP FIRE EXTINGUISHER MAINTENANCE WWTP FIRE EXTINGUISHER MAINTENANCE FOD SITES	1,246.36 765.50 364.70 317.75 273.92 253.37 206.14 205.05 193.35 164.00 157.08	

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			LAVWMA: ANNUAL FIRE EXTINGUISHER MAINTEN	134.00	
			FIRE EXTINGUISHER MAINTENANCE WWTP	121.54	
			FIRE EXTINGUISHER MAINTENANCE D.O.	95.86	4,498.62
03/26/2015	84674	06512 MATT ADAM	MATT ADAM- 2014 EMPLOYEE RECOGNITION EVE	200.00	200.00
03/26/2015	84675	06895 ANDRITZ SEPARATION INC.	DERWA: WASHING BOX CASCADING ASSEMBLY (Q	3,293.35	3,293.35
03/26/2015	84676	00058 ARROWHEAD MOUNTAIN SPRING	LAB BOTTLED WATER	55.93	55.93
03/26/2015	84677	00622 AT&T	TELE SVCS & USAGE THRU 03/12/2015	1,733.80	
			T1 WWTP TO PS300 DV THRU 03/12/2015	220.70	
			DO T-1 TO FOD THRU 03/12/2015	189.99	
			T1 SCADA FOD TO DO THRU 03/12/2015	189.99	2,334.48
03/26/2015	84678	00622 AT&T	LAVWMA PS PHONE & DSL MAR '15	228.38	228.38
03/26/2015	84679	03813 AT&T CONFERENCING	CONF CALL 02/03/15, 02/09/15	49.22	49.22
03/26/2015	84680	05097 BATTERIES PLUS	REPLT BATTERIES FOR PS 20A E-LIGHTS	47.94	47.94
03/26/2015	84681	01254 BAY AREA BARRICADE SVC, INC	TRAFFIC CONES - FOD	429.46	429.46
03/26/2015	84682	04042 BAY AREA NEWS GROUP	BAY AREA NEWS GROUP - CIP 09-6101	451.53	451.53
03/26/2015	84683	00092 BORGES & MAHONEY CO	PARTS FOR CHLORINE ANALYZER REPAIR	1,492.77	1,492.77
03/26/2015	84684	06889 BUCCANEER DEMOLITION INC	REFUND METER # 1629806	305.68	305.68
03/26/2015	84685	00105 CAL-STEAM	3 BRS 600# 2PC THRD FP BV	277.76	277.76
03/26/2015	84686	00118 CALTEST ANALYTICAL LAB	SAMPLE TESTING	247.95	247.95
03/26/2015	84687	06826 CHANG RUTHENBERG & LONG	LEGAL CONSULTING SERVICES	3,200.00	3,200.00
03/26/2015	84688	07028 YI CHEN	REFUND 3323 VITTORIA LOOP	68.06	68.06
03/26/2015	84689	00148 CHEVRON & TEXACO CARD SVC	DO GASOLINE PURCHASE 02/23/15 - 03/23/15	125.66	125.66
03/26/2015	84690	04820 COASTAL IGNITION & CONTROL	CO-GEN: (32) SPARK PLUGS	699.38	699.38

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03/26/2015	84691	07025 COMPASS PROPERTY MGMT	REFUND 3332 OAK BLUFF LN	193.03	193.03
03/26/2015	84692	03995 CORELOGIC SOLUTIONS, LLC	METROSCAN MONTH OF FEBRUARY	324.58	324.58
03/26/2015	84693	00014 COUNTY OF ALAMEDA	MARCH 2015 FUEL CHARGES	1,787.86	1,787.86
03/26/2015	84694	07027 EB HOUSES LLC	REFUND 3304 MONAGHAN ST	36.03	36.03
03/26/2015	84695	00307 FAIRWAY EQUIPMENT & SUPPLY	3W/ 4E TO EALS & HH FILL STATION RECYCLE CHILLER PIPING BLDG A	3,233.62 951.99	4,185.61
03/26/2015	84696	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES MAR '15 WWTP: OVERNIGHT DELIVERY CHARGES MAR '15	50.51 18.17	68.68
03/26/2015	84697	00699 FLYERS ENERGY, LLC	GASOLINE DELIVERY TO THE WWTP ON 3/2/15	1,395.14	1,395.14
03/26/2015	84698	07030 JERRAMY GIPSON	REFUND 300 MILTON CT	138.38	138.38
03/26/2015	84699	00352 GOLDEN STATE FLOW MEASUREMENT	METERS AND SUPPLIES	7,813.79	7,813.79
03/26/2015	84700	07024 JENNIFER HAUS	REFUND 11373 RAMPART DR	160.51	160.51
03/26/2015	84701	00388 HEATH'S WELDING SUPPLY	3 LIQUEFIED PETROLEUM GAS FOR FORKLIFT U	147.15	147.15
03/26/2015	84702	03142 HI-LINE	DUETSCH PINS AND SOCKETS CRIMPER STOCK ORDER: ASSORTMENT DEUTSCH DT SERI	281.96 275.62	557.58
03/26/2015	84703	00422 INDEPENDENT CONSTRUCTION	REFUND METER # 65352717	895.40	895.40
03/26/2015	84704	00192 J & B CORROSION ENG ASSOCIATION	REPLT OF FAULTY PERMANENT REFERENCE ELEC	1,485.00	1,485.00
03/26/2015	84705	06657 INC. JPA LANDSCAPE AND CONSTRUCTION	RESIDENTIAL IRRIGATION INSPECTION - 2306	104.77	104.77
03/26/2015	84706	00468 KAMAN INDUSTRIAL TECHNOLOGIES	BALL BEARING FLANGE UNITS; HYDRAULIC COU V-BELTS	396.12 196.31	592.43
03/26/2015	84707	00509 LIEBERT CASSIDY WHITMORE	EMPLOYMENT RELATED LEGAL SERVICES GENERAL LEGAL SERVICES 02/15 EMPLOYMENT RELATED LEGAL SERVICES	1,078.00 904.50 79.50	2,062.00

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03/26/2015	84708	03127 LUHDORFF & SCALMANINI	Prof Svcs: Review Water Quality Trends	230.00	230.00
03/26/2015	84709	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 3/1/15	1,388.90	1,388.90
03/26/2015	84710	02757 NATIONAL SAFETY COUNCIL	ANNUAL SAFETY ASSOC MEMBERSHIP	602.00	602.00
03/26/2015	84711	06972 NORCAL AIRDUCT CLEANING	DUCT CLEANING - DISTRICT OFFICE	8,800.00	8,800.00
03/26/2015	84712	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL DELIVERY 2/ ONE HOUR DELIVERY - BOD MAIL DELIVERY 2/	120.00 120.00	240.00
03/26/2015	84713	00620 P G & E	LAWWMA PS FEEDER A MAR '15 LAWWMA PS FEEDER B MAR '15 PUMP STATION 20B ELEC - FEBRUARY 2015 MISC PUMP STNS; DUBLIN LIFT STN - FEBRUA PUMP STATION R20 ELEC - MARCH 2015 FSL AERATORS; LAB HVAC; FLEET - FEBRUARY PUMP STATION R300A ELEC - FEBRUARY 2015 LAWWMA PIPELINE & LIVERMORE LINE MAR '15 PUMP STATION 10A ELEC - FEBRUARY 2015 RESERVOIR 10B ELECTRICITY - MARCH 2015 ALTITUDE VALVE (RES 10B) ELEC - MARCH 20	79,145.10 14,813.82 8,164.44 7,027.66 2,142.77 1,801.60 702.03 302.52 206.68 50.72 9.85	114,367.19
03/26/2015	84714	00649 PERKIN ELMER HEALTH SCIENC	QUARTZ PIPE, PTFE MEMBRANE	890.18	890.18
03/26/2015	84715	06886 RALPH ANDERSEN & ASSOCIATE	RECRUITMENT SERVICES - ADMINISTRATIVE SE RECRUITMENT SERVICES FOR ENGINEERING SER RECRUITMENT SERVICES FOR ENGINEERING SER	12,125.00 10,500.00 1,000.00	23,625.00
03/26/2015	84716	00696 RED WING SHOE STORE	RAY ROBLES SAFETY SHOES	185.29	185.29
03/26/2015	84717	02466 RICOH AMERICAS CORP	COPIER USAGE DEC. 14 - MAR. 2015 COPIER LEASES MAIL RMS, DO MAILROOM APRI COPIER LEASES MAIL RMS, WWTP APRIL 15 COPIER LEASES MAIL RMS, HR/FIN APRIL 15	1,134.34 696.08 414.34 387.46	2,632.22

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03/26/2015	84718	05841 SABAH INTERNATIONAL, INC.	REPAIR PULL STATION TO BRING SYSTEM INTO	1,260.82	1,260.82
03/26/2015	84719	07029 AZITA SALEHI	REFUND 3700 SILVERA RANCH DR	70.25	70.25
03/26/2015	84720	05449 SAMBA HOLDINGS, INC.	DMV REPORTING FOR 02-15	165.36	165.36
03/26/2015	84721	04698 SAMPLE TRAPS, LLC	SAMPLE BOTTLES 16 OZ METALS, 40ML VOA	174.40	174.40
03/26/2015	84722	07023 HILLARY SEAY	REFUND 7932 COUNTESS CT	11.87	11.87
03/26/2015	84723	02698 SHAMROCK OFFICE SOLUTIONS	SHIPPING COST FOR INK CARTRIDGES	10.85	10.85
03/26/2015	84724	06915 SHARPS SOLUTIONS, LLC	PHARMACEUTICAL WASTE HAULING FOR POLLUTI	286.95	286.95
03/26/2015	84725	06861 SIGNA MECHANICAL	EASTERN DUBLIN LIFT STATION (EDLS) PARTS EASTERN DUBLIN LIFT STATION (EDLS) PARTS	2,400.20 1,869.91	4,270.11
03/26/2015	84726	00596 SPRINT/NEXTEL	CELL PHONES FEB. 15 - MAR. 14, 2015 (4	29.12	29.12
03/26/2015	84727	00810 STUDIO BLUE REPROGRAPHICS	09-6101 BID DOCUMENT REPRODUCTION	594.39	594.39
03/26/2015	84728	06855 TEICHERT CONSTRUCTION	REFUND METER # 64192954	3,000.00	3,000.00
03/26/2015	84729	00847 THE IMPRINT WORKS	THE IMPRINT WORKS - PLAQUES - ENGRAVING THE IMPRINT WORKS -ENGRAVING	888.31 88.29	976.60
03/26/2015	84730	04940 THE PUBLIC RETIREMENT JOUR	PERS PAC ANNUAL MEMBERSHIP 15-16	250.00	250.00
03/26/2015	84731	00912 VALLEY CARE HEALTH SYSTEM	RESPIRATOR PHYSICALS / FIT-TESTING PRE-EMPLOYMENT PHYSICAL/DRUG SCREEN DOT EXAM - R. ROBLES	4,018.00 201.00 85.00	4,304.00
03/26/2015	84732	06004 VANGUARD CLEANING SYSTEMS	MAR 2015: CUSTODIAL SERVICES AT THE DO A	1,675.00	1,675.00
03/26/2015	84733	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT FEB '15	939.72	939.72
03/26/2015	84734	04112 CONSULTING VINNEDGE ENVIR	15-R009 NEPA/CEQA DOCUMENTATION SVCS FRO	5,107.00	5,107.00
03/26/2015	84735	04489 WATER ENVIRONMENT FEDERA	WEF - 2015 MEMBERSHIP RENEWAL - MICHALCZ	272.00	272.00
03/26/2015	84736	05785 WAUKESHA PEARCE INDUSTRIE	PARTS FOR CO-GEN #1 REBUILD	21,414.57	21,414.57

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03/26/2015	84737	07026 WDD REALTY	REFUND 5195 S FORESTDALE CIR	162.34	162.34
03/26/2015	84738	02780 WORKSMART AUTOMATION	SCADA TECH SUPPORT - 02/12-13/15 & 02/19	2,227.50	2,227.50
03/26/2015	84739	00987 ZONE 7 WATER AGENCY	2015 SURCHARGE DV WATER SERVICE	1,648,304.77	1,648,304.77
03/27/2015	32715	06456 CIGNA GROUP INSURANCE	3/15 - EE LIFE & DISABILITY INSURANCE PR	9,573.63	9,573.63
04/01/2015	608040115	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	65.00	65.00
04/02/2015	84740	07034 AOMAR BAHLOUL	BAHLOUL CERT REIMB FOR CISCO NETWORK PRO	250.00	250.00
04/02/2015	84741	01013 BARRETT BUSINESS SERVICES	C. OLMSTEAD: W/E 3/8/15	1,013.76	
			S. TRAN: W/E 3/8/15	998.40	
			N. POON: W/E 3/8/15	604.16	
			M. ZAVALA: W/E 3/8/15	153.60	
			C. DARCY: W/E 3/8/15	88.32	
			S. SWANSON: W/E 3/8/15	84.48	2,942.72
04/02/2015	84742	03614 CAROLLO ENGINEERS	DERWA TO OC-6 2/1/15-2/28/15	2,268.65	
			15-W012 TO OC-11 2/1/15-2/28/15	1,542.83	
			DERWA TO OC-12 2/1/15-2/28/15	1,034.50	
			13-P007 TO NO. OC-3 2/1/15-2/28/15	926.50	
			15-W017 TO OC-13 2/1/15-2/28/15	400.35	
			12-W021 RW FEASIBILITY STUDY TECH ASSIST	377.85	6,550.68
04/02/2015	84743	01494 DOC BAILEY CONST EQUIP INC	ANNUAL OSHA CRANE INSPECTIONS	1,575.00	
			LAVWMA: OSHA CRANE INSPECTION	550.00	2,125.00
04/02/2015	84744	03985 NICOLE GENZALE	GENZALE REIMB EXP AT TTC 200	25.39	25.39
04/02/2015	84745	03930 GEXPRO GENL SUPPLIES &	WIN911 / PRO ALARM SOFTWARE- WWTP	3,722.35	3,722.35
04/02/2015	84746	01123 JEREMY HENDRYX	HENDRYX CERT REIMB FOR CWEA MEMBERSHIP	156.00	156.00
04/02/2015	84747	01078 STEFANIE OLSON	OLSON REIMB EXP AT WATER CONSERVATION 03/	39.11	39.11
04/02/2015	84748	04553 PACHECO BROTHERS GARDENI	INSTALLATION OF MEMORIAL TREE AT DSRSD G	650.00	650.00

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04/02/2015	84749	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	111.23	111.23
04/02/2015	84750	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE FOR THE WWTP ON 01/3	2,290.29	
			SODIUM HYPOCHLORITE FOR THE WWTP ON 02/0	2,290.29	
			SODIUM HYPOCHLORITE FOR THE WWTP ON 03/1	2,187.20	6,767.78
04/02/2015	84751	00937 W.W. GRAINGER, INC.	HANG/STACK BINS	548.94	548.94
04/02/2015	84752	00019 A-1 ENTERPRISES	DROUGHT: PORT-A-POTTY & HANDWASHING STAT	236.46	236.46
04/02/2015	84753	05728 ALAMEDA COUNTY SHERIFF	CASE FILE # 14-10334: PAYMENT	479.19	479.19
04/02/2015	84754	01954 ANDERSON'S UNIFORMS	J. KILLIPS: UNIFORM ITEMS	267.27	
			R. LAWRENCE: UNIFORM ITEMS	81.48	348.75
04/02/2015	84755	06349 ARCSINE ENGINEERING	09-6101 TO NO. 1 AMENDMENT 2/1/15-2/28/1	23,929.64	23,929.64
04/02/2015	84756	00058 ARROWHEAD MOUNTAIN SPRING	LAVWMA: BOTTLED WATER MAR '15	1.41	1.41
04/02/2015	84757	01568 ASBURY ENVIRONMENTAL SVCS	SOLID WASTE PICKUP	314.63	314.63
04/02/2015	84758	06211 ASSOCIATED SERVICES CO.	OPS DEPT HOT BEVERAGE SERVICE MAR '15	123.95	123.95
04/02/2015	84759	02838 AT&T MOBILITY	CONSTRUCTION INSPECTOR 4G HOT SPOTS X3 F	121.24	121.24
04/02/2015	84760	07039 REGINA BRINKER	2015 ALAMEDA COUNTY SEF - TEACHER AWARD	100.00	100.00
04/02/2015	84761	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
04/02/2015	84762	00118 CALTEST ANALYTICAL LAB	SAMPLE TESTING	180.50	180.50
04/02/2015	84763	04574 CALTROL, INC.	APOLLO ACTUATORS (QTY 2 EACH) FOR WWTP S	1,944.55	1,944.55
04/02/2015	84764	07038 NEIL CHATTERJEE	2015 ALAMEDA COUNTY SEF - AWARD	300.00	300.00
04/02/2015	84765	00157 CITY OF PLEASANTON	WWTP: POTABLE WATER JAN - MAR '15	205.11	
			DERWA: POTABLE WATER JAN - MAR '15	153.26	
			LAVWMA: POTABLE WATER MAR '15	131.30	489.67
04/02/2015	84766	03997 CORRPRO COMPANIES, INC.	LAVWMA: EMERGENCY REPAIRS	223.96	223.96

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04/02/2015	84767	00202 CREATIVE SUPPORTS INC	CHAIR FOR RYAN PENDERGRAFT	414.96	414.96
04/02/2015	84768	00241 DGS OFS SVC REVOLVING FUNE	NATURAL GAS SERVICE AT THE WWTP - FEB 20	11,284.17	11,284.17
04/02/2015	84769	06925 DUBLIN SPEAKEASIES	TOASTMASTER DUES FOR STEVE DELIGHT	56.00	56.00
04/02/2015	84770	00307 FAIRWAY EQUIPMENT & SUPPLY	DERWA: 3/8" OD X .250" ID X .062W PE TUB STEEL FOR TRUCK #77 RETROFIT LAWWMA: ADAPTER & BUSHING FOR PUMP STATI	863.13 301.75 278.11	1,442.99
04/02/2015	84771	00314 FEDEX	SHIPPING CHARGES 3/04/2015, 03/05/2015	44.84	44.84
04/02/2015	84772	00699 FLYERS ENERGY, LLC	GASOLINE DELIVERY TO THE WWTP ON 3/10/15	901.05	901.05
04/02/2015	84773	07040 STEVEN GILES	2015 ALAMEDA COUNTY SEF - TEACHER AWARD	100.00	100.00
04/02/2015	84774	00352 GOLDEN STATE FLOW MEASURI	GSFM END POINTS GSFM END POINTS	3,784.32 144.23	3,928.55
04/02/2015	84775	03149 HDS WHITE CAP CONST SUPPLY	MISC PARTS FOR REPAIRS	1,400.62	1,400.62
04/02/2015	84776	01228 FRMLY. JH RECOGNITION CO HE	EE RECOGNITION EVENT EXPENSE - SERVICE P	552.50	552.50
04/02/2015	84777	04452 LOWE'S	FOD MISC SUPPLIES	590.57	590.57
04/02/2015	84778	05406 MAAS BROTHERS POWDER CO/	FLEET TRUCK REHABILITATION - PARTS	1,000.00	1,000.00
04/02/2015	84779	00536 MC MASTER-CARR SUPPLY CO.	CO-GEN: O-RING; FLANGE GASKETS	69.66	69.66
04/02/2015	84780	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 3/8/15	1,227.40	1,227.40
04/02/2015	84781	00545 BERT MICHALCZYK	MICHALCZYK REIMB TRAVEL EXP THRU 3/31/15	1,210.42	1,210.42
04/02/2015	84782	04895 MOORE MECHANICAL	REPAIR TO FLEET HEATERS	110.00	110.00
04/02/2015	84783	04231 MSC INDUSTRIAL SUPPLY CO	PPE - GLOVES AND RAINSUITS	295.54	295.54
04/02/2015	84784	00595 NEWARK ELECTRONICS	LAWWMA: CAPACITORS FOR NEW RECTIFIERS IN LAWWMA: BRIDGE RECTIFIERS FOR GE STARTER	23.84 23.41	47.25
04/02/2015	84785	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - WATER TRF 3/5/15 & C	243.35	243.35

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04/02/2015	84786	00620 P G & E	TO NO. 4; RES 3B W/PS 4B ELEC - MARCH 20	768.94	768.94
04/02/2015	84787	07037 SHREYA RAMACHANDRAN	2015 ALAMEDA COUNTY SEF - AWARD	500.00	500.00
04/02/2015	84788	06444 RICHERT LUMBER	MATLS/PARTS FOR NEW HOUSEHOLD RECYCLE WA SHOP SUPPLIES 5% CASH DISCOUNT FOR INV 299948, 299951	119.21 90.54 -47.60	162.15
04/02/2015	84789	07042 JOHANN RIPFEL	2015 ALAMEDA COUNTY SEF - TEACHER AWARD	100.00	100.00
04/02/2015	84790	01096 SHAPE INC	PUMP REBUILD - BAD IMPELLER (2ND PUMP RE PKNG GLAND SPLIT FOR NETZSCH PUMP (QTY 4 LABOR CHARGES FOR PUMP REBUILD - BAD IMP	3,928.80 1,711.55 1,026.00	6,666.35
04/02/2015	84791	02470 SHRED-IT	SHREDDING SERVICES MAR. 2015	84.53	84.53
04/02/2015	84792	07035 MEENASKSHI SINGHAL	2015 ALAMEDA COUNTY SEF - AWARD	500.00	500.00
04/02/2015	84793	00786 SNAP-ON INDUSTRIAL	COOLANT MACHINE	2,192.93	2,192.93
04/02/2015	84794	00804 STATE WATER RESOURCES CO	2015 RENEWAL APPLICATION: KEVIN LEWIS GR	230.00	230.00
04/02/2015	84795	00837 TELSTAR INC	CHLOR-A-VAC UNIT (QTY 1) UNEXPECTED CAP	10,459.18	10,459.18
04/02/2015	84796	00848 THE LIGHTHOUSE	SELECTOR SWITCH; FLOOD LAMP FOR #36	122.56	122.56
04/02/2015	84797	05781 THERMO ELECTRON NORTH AM	IC MAINTENANCE SERVICE CONTRACT	4,745.00	4,745.00
04/02/2015	84798	07041 ANUPAMA TOUTEM	2015 ALAMEDA COUNTY SEF - TEACHER AWARD	100.00	100.00
04/02/2015	84799	00872 TRANSCAT	CALIBRATION STICKERS	269.18	269.18
04/02/2015	84800	01470 TRI-VALLEY HOSE	HOSE FITTINGS FOR #109, #110 CAMEL	12.20	12.20
04/02/2015	84801	00903 UNITED RENTALS, INC.	DERWA: SCISSOR LIFT TO INSTALL LED REPLT DERWA: TRAILER RENTAL FOR SCISSOR LIFT	425.10 44.69	469.79
04/02/2015	84802	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	243.93	243.93
04/02/2015	84803	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT MAR '15	1,003.85	1,003.85

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04/02/2015	84804	00924 VERIZON WIRELESS	SUB LEVEL 2 SERVICE 1/22-2/02	27.86	
			SUB LEVEL 3 SERVICE 1/22-2/02	17.80	
			SUB LEVEL 9 SERVICE 1/22-2/02	17.80	
			SUB LEVEL 10 SERVICE 1/22-2/02	17.80	
			SUB LEVEL 4 SERVICE 1/22-2/02~	13.93	
			SUB LEVEL 5 SERVICE 1/22-2/02~	13.93	
			SUB LEVEL 6 SERVICE 1/22-2/02	13.93	
			SUB LEVEL 6 SERVICE 1/22-2/02	13.93	
			SUB LEVEL 8 SERVICE 1/22-2/02	13.93	150.91
04/02/2015	84805	06210 VISION INTERNET	CUSTOM PROGRAMMING FOR SEARCH RESULTS	135.00	135.00
04/02/2015	84806	00933 VWR INTERNATIONAL, INC.	PH 10 BUFFER, NEODISHER DETERGENT	269.22	269.22
04/02/2015	84807	03540 WILDLIFE SUPPLY COMPANY	SLUDGE SAMPLING EQUIPIPMENT	548.90	548.90
04/02/2015	84808	07036 RILEY WILSON	2015 ALAMEDA COUNTY SEF - AWARD	300.00	300.00
04/02/2015	14992559	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	475.09	475.09
04/02/2015	378223056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	10.00	10.00
04/06/2015	7980	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	276.92	276.92
04/06/2015	4062015	03718 HR SIMPLIFIED	2015 POS, DCA, FSA	2,752.63	2,752.63
04/06/2015	607040615	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	48,381.74	48,381.74
04/06/2015	1000538188	00494 PERS	RETIREMENT: PAYMENT	47,295.32	47,295.32
04/07/2015	75441443	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	137,106.55	137,106.55
04/07/2015	401990056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	24,061.60	24,061.60
04/09/2015	84809	00031 ALLIED PACKING & SUPPLY INC.	(2) 1/2" X 15' GORETEX JOINT SEALANT	263.14	263.14
04/09/2015	84810	01013 BARRETT BUSINESS SERVICES	S. TRAN: W/E	1,024.00	
			C. OLMSTEAD: W/E 3/15/15	1,013.76	

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			N. POON: W/E 3/15/15	307.20	
			S. SWANSON: W/E 3/15/15	153.60	
			C. DARCY: W/E 3/15/15	88.32	
			M. ZAVALA: W/E 3/15/15	84.48	2,671.36
04/09/2015	84811	00085 RHODORA BIAGTAN	BIAGTAN 2015 WATEREUSE CA CONF 03/15-03/	625.22	625.22
04/09/2015	84812	00216 DAIOHS U.S.A. INC.	HOT BEVERAGE @ DO - MAR. 2015	171.18	171.18
04/09/2015	84813	02749 DAN GALLAGHER	GALLAGHER REIMB-2015 WATEREUSE CONF 03/1	83.00	83.00
04/09/2015	84814	00339 PATRICIA GALVES	GALVES COMPUTER LOAN	473.84	473.84
04/09/2015	84815	03930 GEXPRO GENL SUPPLIES &	WIN911 / CDMA CELLULAR MODEM FOR VERIZON	566.80	566.80
04/09/2015	84816	04424 GRAYBAR ELECTRIC COMPANY	HTR ELEMENT FOR CO-GEN; LAVWMA: MOTOR CA	1,091.92	
			HEATER ELEMENT FOR CO-GEN WALL MOUNTED E	153.17	1,245.09
04/09/2015	84817	00340 NANCY GAMBLE HATFIELD	HATFIELD REIMB EXP AT NOR CAL CITY CLERK	87.23	87.23
04/09/2015	84818	01123 JEREMY HENDRYX	HENDRYX CERT REIMB-COLL SYS MAINT GR 1	150.00	150.00
04/09/2015	84819	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS MAR. 15	2,124.27	
			MAILING - BILL INSERT: DROUGHT STILL ON	181.57	2,305.84
04/09/2015	84820	00473 KEMIRA WATER SOLUTIONS INC	FERROUS CHLORIDE PER BID ON 03/19/15	5,500.14	5,500.14
04/09/2015	84821	01171 MCGUIRE & HESTER	12-P004 1 YR POST CONSTRUCTION MAINTENAN	1,000.00	1,000.00
04/09/2015	84822	00608 OFFICE TEAM	TEMP SVCS W/E 03/20/15 - MONTAGUE	719.60	
			TEMP SVCS W/E 03/27/15 - MONTAGUE	593.67	1,313.27
04/09/2015	84823	01078 STEFANIE OLSON	S OLSON 2015 WATEREUSE CA CONF 03/15-03/	366.44	366.44
04/09/2015	84824	01403 PRAXAIR DISTRIBUTION INC 186	CYLINDER RENTAL	62.40	62.40
04/09/2015	84825	00688 RMC WATER & ENVIRONMENT	15-W007 ALTERNATIVE WATER SUPPLY STUDY	9,689.51	
			CLEAN WATER PROGRAM ASSISTANCE 1/31 - 2/	5,596.65	15,286.16
04/09/2015	84826	00762 TESTAMERICA LABORATORIES I	SULFATREAT TESTING	270.00	270.00

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04/09/2015	84827	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE DERWA RECYCLED WATER	2,085.00	2,085.00
04/09/2015	84828	05127 VISION SERVICE PLAN - CA (VSF	APRIL 2015 - VISION	2,570.17	2,570.17
04/09/2015	84829	02880 WUNDERLICH-MALEC SYSTEMS	SCADA SUPPORT SERVICES: WWTP ARCNET TO E	1,450.00	1,450.00
04/09/2015	84830	07049 PEARL ABREW	REFUND 7545 HONEY CT	55.97	55.97
04/09/2015	84831	02578 ALPHA OMEGA WIRELESS	CAMBIUM PTP600 - INTEGRATED RADIOS	6,570.00	6,570.00
04/09/2015	84832	01076 ALSCO INC	WWTP TOWEL SERVICE MAR '15	255.50	
			FOD TOWEL SERVICE MAR '15	137.80	393.30
04/09/2015	84833	06552 BILLING SOLUTIONS INC. AMERI	AQUAHAWK ALERTING MONTHLY	1,250.00	1,250.00
04/09/2015	84834	06895 ANDRITZ SEPARATION INC.	DERWA: WASHING BOX CASCADING ASSEMBLY (Q	20,380.65	20,380.65
04/09/2015	84835	00622 AT&T	LAVWMA PS & SANLEANDRO DECHLOR STATION M	100.19	100.19
04/09/2015	84836	06984 B & R HEAD AND BLOCK REPAIR	COGEN 1 - ROD RECONDITIONING (QTY 6)	2,400.00	2,400.00
04/09/2015	84837	06941 B.W.S. DISTRIBUTORS	RAINSUIT (TOP ONLY) J. BAGAKIS	105.28	105.28
04/09/2015	84838	00079 BAY AREA AIR QUALITY MGMT.	LAVWMA: ANNUAL PERMIT RENEWAL PLANT #158	526.00	526.00
04/09/2015	84839	01254 BAY AREA BARRICADE SVC, INC	Drought: Barricades (Qty 2) for use	196.09	
			Drought: Metal Signs (Qty 2) - for use	87.20	283.29
04/09/2015	84840	02217 BSK ASSOCIATES INC.	608 625 IW	250.00	250.00
04/09/2015	84841	03000 CALIFORNIA-NEVADA SECTION-	S. OLSON - WATER USE EFFICIENCY PRACTITI	50.00	50.00
04/09/2015	84842	01167 CITY OF DUBLIN	ENCROACHMENT PERMIT 11831 BLOOMINGTON WA	262.00	262.00
04/09/2015	84843	06107 COGENT COMMUNICATIONS INC	DUBLINSA00001 INTERENT SERVICE 4/1/15-4/	2,300.00	2,300.00
04/09/2015	84844	01047 COKER PUMP & EQUIPMENT CO	VIKING SEAL KITS AND REBUILD KITS (QTY 2	447.98	447.98
04/09/2015	84845	00202 CREATIVE SUPPORTS INC	MONTAGUE OFFICE CHAIR REPLACEMENT-DERWA/	382.95	382.95
04/09/2015	84846	07051 ANA CRUZ	REFUND 7899 DIANA LN	80.45	80.45
04/09/2015	84847	00260 DUBLIN CHAMBER OF COMMER	DUBLIN CHAMBER OF COMMERCE - 2015 MEMBER	750.00	750.00

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04/09/2015	84848	00300 ENVIRONMENTAL SCIENCE ASS	RESTORATION MONITORING - FEB 1 THRU FEB	546.13	546.13
04/09/2015	84849	06977 EORM	SAFETY CONSULTING SERVICES 02/15	5,091.34	5,091.34
04/09/2015	84850	00307 FAIRWAY EQUIPMENT & SUPPLY	GALV PARTS FOR HOUSEHOLD RECYCLE WATER F GALV & STEEL PIPES FOR PLANT REPAIRS	5,251.44 1,134.30	6,385.74
04/09/2015	84851	00699 FLYERS ENERGY, LLC	GASOLINE DELIVERY TO THE WWTP ON 3/17/15 OIL FOR DERWA PUMP	1,308.37 226.49	1,534.86
04/09/2015	84852	07060 JEANNETTE GATCHALIAN	REFUND 2915 EMBLETON LN	41.45	41.45
04/09/2015	84853	07014 GCR TIRES & SERVICE	11R22.5/16 TIRES (QTY 10) FOR TRUCK 77	3,574.61	3,574.61
04/09/2015	84854	00368 HACH COMPANY	SPECTROPHOTOMETER DR6000 WITH 10-CM QUAR	8,855.25	8,855.25
04/09/2015	84855	05940 HULA NETWORKS	BARRACUDA WEB FILTER ENERGIZE RENEWAL	1,011.80	1,011.80
04/09/2015	84856	00425 INDUSTRIAL WIPER & SUPPLY IN	SHOP RAGS FOR MAINTENANCE	487.23	487.23
04/09/2015	84857	07054 YUNUSS ISAAQ	REFUND 3654 WHITWORTH DR	523.22	523.22
04/09/2015	84858	07055 MICAH JOHNSON	REFUND 6072 HILLBROOK PL	8.42	8.42
04/09/2015	84859	05052 K. HOVNIANIAN HOMES	REFUND METER # 64833103	700.84	700.84
04/09/2015	84860	01225 KAESER COMPRESSORS, INC	OMEGA BLOWER 220 SYNTHETIC OIL FOR PLANT	679.65	679.65
04/09/2015	84861	07056 ERNIE MAH	REFUND 7620 STONELEAF RD	54.71	54.71
04/09/2015	84862	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 3/15/15	1,227.40	1,227.40
04/09/2015	84863	06968 MK PIPELINES INC	REFUND METER # 65583843	877.78	877.78
04/09/2015	84864	04895 MOORE MECHANICAL	REPLACE HEATER/AC IN FLEET OFFICE REPAIR OF HEATERS IN FLEET SHOP BLDG S SERVER ROOM HVAC REPAIR	2,674.00 1,304.00 611.00	4,589.00
04/09/2015	84865	06472 MRL GROUP	REFUND 5221 STONEHAM CT	174.97	174.97
04/09/2015	84866	04796 NAPA AUTO PARTS	#71 TIE ROD END	77.61	

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			FILTERS FOR DERWA R200A	39.50	
			#26 WINDOW REPAIR KIT	13.18	
			STOCK ORDER: BLADES	5.21	135.50
04/09/2015	84867	00585 NCBPA	S. OLSON TO ATTEND NCBPA GEN MTNG FOR 3	40.00	40.00
04/09/2015	84868	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL DELIVERY 3/	120.00	120.00
04/09/2015	84869	00620 P G & E	PUMP STATION 300B ELEC - MARCH 2015	3,835.47	
			PUMP STATION 30A ELEC - MARCH 2015	1,371.20	
			PUMP STATION R200A ELEC - MARCH 2015	1,036.20	
			PUMP STATION 300C ELEC - MARCH 2015	949.11	
			PUMP STATION R300B ELEC - MARCH 2015	390.50	
			RESERVOIR 20A ELECTRICITY - MARCH 2015	75.70	
			RESERVOIR R200 DERWA TANK 2 ELEC - MARCH	32.97	7,691.15
04/09/2015	84870	05543 ADMINISTRATORS (PBIA) PREFE	APRIL 2015 - DENTAL	21,564.40	21,564.40
04/09/2015	84871	05841 SABAH INTERNATIONAL, INC.	REPAIR PULL STATION @ BLOWER BLDG	632.60	632.60
04/09/2015	84872	00740 SAN RAMON CHAMBER OF COM	SAN RAMON CHAMBER OF COMMERCE - 2015 MEM	1,025.00	1,025.00
04/09/2015	84873	02420 JAIME SANTOS	REFUND 2756 SALISBURY WAY	98.62	98.62
04/09/2015	84874	01220 SHAPELL HOMES	REFUND 3477 IRONWOOD DR	148.55	
			REFUND 1022 APPLEWOOD DR	77.15	
			REFUND 2017 TARRAGON ROSE CT	67.63	
			REFUND 2037 TARRAGON ROSE CT	65.07	
			REFUND 2045 TARRAGON ROSE CT	65.07	
			REFUND 3462 IRONWOOD DR	41.54	
			REFUND 4531 BUTTERFLY CREEK	40.83	
			REFUND 2029 TARRAGON ROSE CT	39.57	545.41
04/09/2015	84875	07058 ERI SHIDARTHA	REFUND 1612 ARIANNA LN	43.82	43.82
04/09/2015	84876	07050 THOMAS SMITH	REFUND 8521 VALENICA ST	211.92	211.92

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04/09/2015	84877	00798 STANDARD PACIFIC HOMES	REFUND METER # 64727122	905.06	905.06
04/09/2015	84878	02444 STAPLES ADVANTAGE	COPY PAPER, FILE CABINET, ETC	815.16	815.16
04/09/2015	84879	00829 T & T VALVE & INSTRUMENT	LAVWMA: REBUILD KIT FOR ARI D-026 COMBO	1,068.17	1,068.17
04/09/2015	84880	05433 TAYLOR MORRISON	REFUND 3171 VITTORIA LOOP	8.49	
			REFUND 3180 VITTORIA LOOP	4.45	
			REFUND 3188 VITTORIA LOOP	4.45	
			REFUND 3192 VITTORIA LOOP	4.45	21.84
04/09/2015	84881	00848 THE LIGHTHOUSE	#42 STROBE LIGHT	118.81	118.81
04/09/2015	84882	01470 TRI-VALLEY HOSE	HOSES & NIPPLE FOR CO-GEN #1 OVERHAUL	215.92	215.92
04/09/2015	84883	02762 US PLASTICS CORP	TRAYS FOR SECONDARY CONTAINMENT	364.40	364.40
04/09/2015	84884	07059 TORU UTSUMI	REFUND 2113 JOREE LN	97.15	97.15
04/09/2015	84885	00933 VWR INTERNATIONAL, INC.	E AEROGENES, E COLI KWIK-STIK	176.48	
			S. AUREUS	87.66	264.14
04/09/2015	84886	04489 WATER ENVIRONMENT FEDI	R. BIAGTAN 2015 WEF MEMBERSHIP RENEWAL	272.00	272.00
04/09/2015	84887	07052 DAVID WRIGHT	REFUND 7567 BRIGADOON WAY	50.84	50.84
04/09/2015	84888	07053 WEI XU	REFUND 3201 OAK BLUFF CT	50.42	50.42
04/09/2015	84889	07057 MELISSA YOUNG	REFUND 706 ROVERTON CT	92.01	92.01
04/10/2015	1000535841	01111 CALPERS	APRIL 2015 - ER CODE 0740 & 7316	179,007.25	179,007.25

408 checks in this report

Total Checks: 5,163,399.20



TENTATIVE BOARD ITEMS

Board Mtg	Agenda Item	Admin Affairs	Financial Affairs	Technical Affairs	Executive	TVWPR
5/5/2015	Decide Format and Content of General Manager Performance Assessment for FYE 2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Increase Budget, Award Construction Agreement, Approve Task Order for Design Services and Construction Management for the Water and Recycled Water SCADA Improvements Project (CIP 09-6101)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6th Supplemental Agreement with City of Pleasanton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Drought Related Customer Issues and Concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Closed Session - Annual Security Briefing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Review of Preliminary CIP 10-Year Plan for FYEs 2016 through 2025 and 2-Year Budget for FYEs 2016 & 2017	<input type="checkbox"/>	5/19/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consider Appeal by {name} of Staff Denial of a Waiver of Enforcement Action Related to Violation of Water Use Limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Approve Developer Reimbursement Agreement with Bay West for the OSH Sewer Replacement Project (CIP 08-2102)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consider Appeal by {name} of Staff Denial of an Exemption to Water Use Limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Review of PERS Liability Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Policy - Fund Reserve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Update on District Participation in Regional Biosolids Facility Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Policy - CEQA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Board Mtg	Agenda Item	Admin Affairs	Financial Affairs	Technical Affairs	Executive	TVWPR
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5/5/2015

Approval of Auditor Contract					
Discussion on Audio Visual Project for Board Room					

5/19/2015

Annual Tour of the Water and/or Recycled Water System					
WWTP/LAVWMA Facility Tour					
Policy - Candidate Statement - Seek Guidance					
Consider Appeal by {name} of Staff Denial of a Waiver of Enforcement Action Related to Violation of Water Use Limitations					
Regular and Recurring Reports: April District Financial Statements, Warrant List, Board Calendar, (list),					
Drought Related Customer Issues and Concerns					
Accept Water Supply and Demand and Drought Response Action Plan Status Reports and Find that the Need for the Community Drought Emergency Still Exists					
Amend Drought Management Plan and Related Items					
Consider Appeal by {name} of Staff Denial of an Exemption to Water Use Limitations					

Administrative Operating Budget Adjustment Request

Policy:

Administrative Adjustments: The General Manager may make “no net change” budget adjustments provided those changes are all are within the same fund. This ensures that rates will not be affected.

Reporting: Administrative budget adjustments will be reported to the Finance Committee at their next meeting.

Directions:


1. Complete form.
2. Obtain signature of Department Head and GM.
3. Route the original the Financial Services Manager.

Account Number	Amount – Increase (Decrease)
900.10.15.000.1.150	\$10,000
900.10.10.000.3.340	(\$10,000)

Reason for Request:

Division 15 has had staff out for extended periods and needs to increase budget to cover temporary staff services.

Division 10 has excess funds available in Other Services, the account budget included costs for a Board election which was not needed in calendar year 2014.

Department Head Signature	 General Manager Signature
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For Accounting Use:

1. Original signed form to Natalie to book budget adjustment.
2. Copy with agenda cover sheet for next Finance Committee

Expenditure Status Report

Dublin San Ramon Services District
 7/1/2014 through 6/30/2015

10 Legislative

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
900.10.10.000.1.100 Salaries	56,160.00	19,710.00	19,710.00	0.00	36,450.00	35.10
Total Salaries	56,160.00	19,710.00	19,710.00	0.00	36,450.00	35.10
900.10.10.000.1.125 Medical	36,647.28	12,894.00	12,894.00	0.00	23,753.28	35.18
Total Medical	36,647.28	12,894.00	12,894.00	0.00	23,753.28	35.18
900.10.10.000.1.126 Retirement	4,126.92	1,482.22	1,482.22	0.00	2,644.70	35.92
Total Retirement	4,126.92	1,482.22	1,482.22	0.00	2,644.70	35.92
900.10.10.000.1.127 Other Benefits	9,817.99	5,958.70	5,958.70	0.00	3,859.29	60.69
Total Other Benefits	9,817.99	5,958.70	5,958.70	0.00	3,859.29	60.69
Total Salary / Benefit Credit	0.00	0.00	0.00	0.00	0.00	0.00
200.10.10.000.1.140 Training Costs	6,250.00	1,988.94	1,988.94	0.00	4,261.06	31.82
300.10.10.000.1.140 Training Costs	6,250.00	1,988.94	1,988.94	0.00	4,261.06	31.82
600.10.10.000.1.140 Training Costs	6,000.00	140.00	140.00	0.00	5,860.00	2.33
900.10.10.000.1.140 Training Costs	1,500.00	2,949.83	2,949.83	0.00	-1,449.83	196.66
Total Training Costs	20,000.00	7,067.71	7,067.71	0.00	12,932.29	35.34
Total Employee Memberships & Certifications	0.00	0.00	0.00	0.00	0.00	0.00
Total Personnel	126,752.19	47,112.63	47,112.63	0.00	79,639.56	37.17
900.10.10.000.2.270 Office Supplies	4,800.00	4,267.54	4,267.54	0.00	532.46	88.91
Total Materials & Supplies	4,800.00	4,267.54	4,267.54	0.00	532.46	88.91
900.10.10.000.3.312 Professional Services	33,000.00	15,474.00	15,474.00	0.00	17,526.00	46.89
Total Professional Services	33,000.00	15,474.00	15,474.00	0.00	17,526.00	46.89
Total Advertising	0.00	0.00	0.00	0.00	0.00	0.00
900.10.10.000.3.340 Other Services	101,500.00	15,606.64	15,606.64	0.00	85,893.36	15.38
Total Other Services	101,500.00	15,606.64	15,606.64	0.00	85,893.36	15.38
Total Telephone Service	0.00	0.00	0.00	0.00	0.00	0.00
Total Contract Services	134,500.00	31,080.64	31,080.64	0.00	103,419.36	23.11
900.10.10.000.4.400 Meetings	700.00	499.06	499.06	0.00	200.94	71.29
Total Meetings	700.00	499.06	499.06	0.00	200.94	71.29
Total Permits, Licenses & District Mbrshps	0.00	0.00	0.00	0.00	0.00	0.00

Capital Outlay Budget Adjustment Request

Policy:

Budgeted Capital Assets that cost more than the amount approved by the Board:

When a budgeted capital item's cost is determined through the purchasing process to be in excess of the amount approved by the Board, the General Manager may approve the purchase of that item if the cost does not exceed the budgeted amount by more than 10%; however, if the item exceeds this amount or in total exceeds \$100,000, a budget adjustment is required prior to purchase.

Reporting: Capital asset purchases or refurbishments approved by the General Manager will be reported to the Finance Committee at its next regularly scheduled meeting.

Directions:

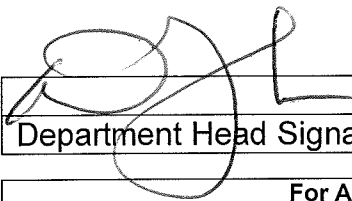
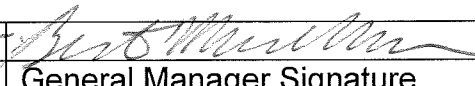
1. Complete form.
2. Obtain signature of Department Head and GM.
3. Route the signed copy to the Financial Services Manager.

Account Number	Amount – Increase (Decrease)
210.70.51.050.5.555	\$4,067.06

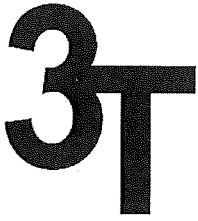
Reason for Request:

New CCTV Camera w/ inclinometer and scissor lift adjustment was approved by the Board as part of the FYE2015 budget for capital outlay in the amount of \$43,000.

The quote for the item has come in at \$47,067.06; which is \$4,067.06 higher than the amount approved by the Board; however it is below the amount of \$50,000 which was the original estimate back in May, 2013.

	4-1-2015		4-2-15
Department Head Signature	Date	General Manager Signature	Date

For Accounting Use Only		Date
FSM	Reviewed by Financial Services Manager	
Accountant	Budget Adjustment Posted	
Accountant	Copy Placed in Finance Committee Box	
Accountant	File Original in Budget binder	



3T EQUIPMENT COMPANY, INC.

SAFETY, PIPE INSPECTION AND SEWER MAINTENANCE
EQUIPMENT FOR THE PROFESSIONAL

P.O. BOX 7325
SANTA ROSA, CALIF. 95407-7325
(800) 969-3001 FAX (707) 543-8558
WWW.3TEQUIPCO.COM

Quotation

Dublin San Ramon SD
Jim Dryden

Questions? Please call

REX ADAMS 925-303-5622

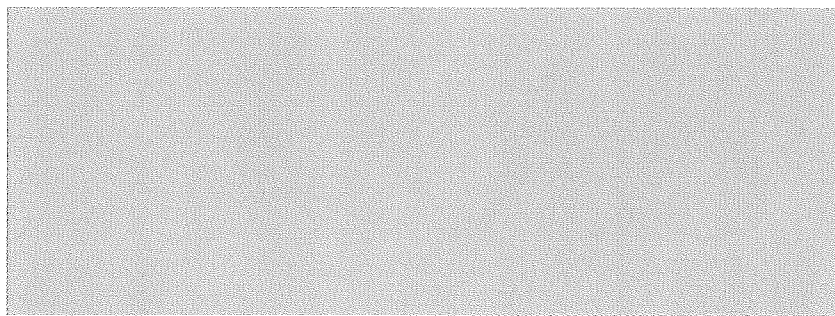
Quote Number: **000064**

Date **4/1/2015**

Quote Expires on: **6/30/2015**

PART #	DESCRIPTION	PRICE	QTY	EXTENDED
010-01655-30	TrakSTAR II Pan & Tilt Zoom Camera, NTSC, Single Conductor (1) - TrakSTAR II rotating head zoom camera, 6 pin, with LED lighting and camera diagnostics (1) - Camera case	\$16,750.00	1	\$16,750.00
010-01655-06	Diagnostics Factory Upgrade, NovaSTAR/TrakSTAR Camera **(Lead Time)**	\$2,000.00	1	\$2,000.00
040-04520-11	Winlogger II Version 2 Inclination interface with Cables (For Use With P.O.S.M. Pro & TrakSTAR II Camera)	\$2,150.00	1	\$2,150.00
032-02500-103	TranSTAR II Steerable, V2, Inspection Transport Vehicle, Single Conductor with Integrated Color Rear View Camera and Motorized Camera Lift (1) - TranSTAR II steerable tractor, 6 pin with Integrated Color Rear View Camera (1) - Integrated Camera lift for TrakSTAR II camera (1) - Tractor to camera power cable (6) - Standard tires (1) - Tractor extension kit (1) - TranSTAR Insertion/Retrieval Assembly (1) - Tractor storage rack (1) - Tractor operations manual	\$18,995.00	1	\$18,995.00
840-35686	MegaTRAK wheel kit, TranSTAR Tractor Includes: (6) - Hub assemblies (6) - 2.70" diameter wheel rings (6) - 3.30" diameter wheel rings (4) - 4.40" diameter wheel rings (1) - Snap ring pliers	\$2,117.00	1	\$2,117.00

PART #	DESCRIPTION	PRICE	QTY	EXTENDED
840-38613	KIT SPACER, SMALL PIPE, 1/4 INCH INCREMENT, TRANSTAR AND TRANSTAR II	\$195.00	1	\$195.00
867-34843	Knobby Balloon Wheel, TranSTAR Tractor	\$211.80	4	\$847.20
867-34822	High Traction Caster Wheel, TranSTAR Tractor	\$117.60	4	\$470.40
010-01103-01	Auxiliary Desktop Controller, Dual Tone, Zoom, Joystick	\$1,250.00	1	\$1,250.00
	Subtotal			\$44,774.60
	Less 4% discount			(\$1,790.98)
	DELIVERY AND TRAINING ARE INCLUDED			



Sub-Total	\$42,983.62
Tax	\$4,083.44
Total	\$47,067.06

Thank you for considering our company.



CAPITAL REQUEST

Items of \$10,000 or more

Division Name	Field Operations
Requestor	Jim Dryden
Proposed Purchase Date (Fiscal Year)	FYE 2015
Existing Asset Number (if a replacement asset)	PURCHASE
Description of Project/Asset:	New CCTV Camera w/ inclinometer and scissor lift adjustment 6" to 15"
Explain why this project/asset is important (how is it important to the organization?; does it provide for long term savings/efficiency? Etc.)	The purchase of this camera would allow us to collect better CCTV data from sewer mains where currently our cameras are set before deploying them into the main line at a certain size. With this new camera, we would be able to adjust the camera remotely via scissor lift to raise the camera lens above the water level. This new camera would also allow us to document sags (grease holding areas) with the inclinometer allowing Engineering to assess the slope and condition of sewer mains. This is more critical at this time due to the change in maintaining the collection system implemented earlier this year.
Describe how this project/asset is to be completed (i.e. outside vendors, combination of vendor labor and staff labor, bid and purchase item, etc.):	Bid and Purchase
If this is a refurbishment, what is the primary system or thing being refurbished and how long will it extend the useful life?:	N/A
Total Estimated Cost of Project/Asset (do not include cost of DSRSD staff time):	\$43,000 Note: Through the working relationship of the ongoing "Tri-Valley Integration Study" staff is exploring purchasing this item jointly with another agency or leasing this item as needed from another agency. If either option can be feasibly implemented the proposed budget expenditure will be significantly reduced.
Proposed Purchase Date (fiscal year):	FYE 2015
Fund /Split	210 – 100%



Reference General Manager	Type of Action Provide Direction	Board Meeting of April 21, 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 General Manager	Type of Action Accept Reports and Make Finding	Board Meeting of April 21, 2015
Subject Accept Water Supply and Demand and Drought Response Action Plan Status Reports and Find that the Need for the Community Drought Emergency Still Exists		
<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 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, by Motion, (a) accept the Water Supply and Demand Report and the Drought Response Action Plan Status Report, and (b) find that there still exists a need for continuing the Community Drought Emergency which the Board initially declared on May 5, 2014 and which the Board recently extended through June 30, 2015.

Summary:

On May 5, 2014 the Board declared a State of Community Drought Emergency. On December 2, 2014 the Board extended the duration of the State of Emergency through June 30, 2015. As part of those actions, the Board directed the General Manager to inform the Board, on a monthly basis while the State of Emergency remains in effect, of:

- Developments regarding the water supply available to Zone 7 and the District;
- The water demand in the District’s service area and in the Tri-Valley;
- Operational issues encountered or anticipated to be encountered related to the effect of the limited water supply on the District’s water system;
- Pertinent policy level decisions made at the local, regional and state level related to the drought; and
- Other information relevant to the continuing need for the State of Community Drought Emergency.

The Water Supply and Demand Report, included as Attachment 1, provides the requested information and is the basis for the Board’s finding of a continuing need for the State of Community Drought Emergency. Based on information in the report, it is very likely that the Board will need to continue the State of Community Drought Emergency beyond June 30, 2015 and further tighten certain features of the Drought Management Plan. Those actions will be presented to the Board at subsequent meetings for consideration.

In addition, when the Board endorsed the Drought Response Action Plan, it directed that a monthly status report be prepared documenting activities undertaken on the various aspects of the Drought Response Action Plan and the results achieved; Attachment 2 provides that information.

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. Water Supply and Demand Report 2. 2015 Drought Response Action Plan Status Report 3.				

The information in this Water Supply and Demand Report is current through March 31, 2015.

SUMMARY AND BACKGROUND

As documented herein, Given the Governor's April 1, 2015 Executive Order the District's State of Emergency will need to be significantly extended beyond June 30, 2015 and revisions made to the District's Drought Management Plan to fully conform to the Governor's Order and what will be ensuing regulations promulgated by the State Water Resources Control Board.

On May 5, 2014 the Board declared a State of Community Drought Emergency. On December 2, 2014 the Board extended that State of Community Drought Emergency through June 30, 2015. The Board also directed the General Manager to inform the Board, on a monthly basis of each calendar month that the Declaration remains in effect, of:

1. Developments regarding the water supply available to Zone 7 and the District;
2. The water demand in the District's service area and in the Tri-Valley;
3. Operational issues encountered or anticipated to be encountered related to the effect of the limited water supply on the District's water system;
4. Pertinent policy level decisions made at the local, regional and State level related to the drought; and
5. Other information relevant to the continuing need for the State of Community Drought Emergency.

This report satisfies that direction for the month of April 2015 (report complete through March 2015) and serves as the basis for the Board's consideration of the continued need for the State of Community Drought Emergency.

1 - DEVELOPMENTS REGARDING THE WATER SUPPLY

Water supply projections have deteriorated significantly in March culminating in the lowest snow pack on record for what is traditionally the greatest snow accumulation of the year. As such, the continuation of and an extension to the State of the Community Drought Emergency is warranted.

In terms of the supply, Water Year 2015 began on October 1, 2014 and six months of data is now available. This period now includes the three traditionally wettest months of the season (those being January, February and March). The following is a summary of the most hydrological information available as of March 31, 2015. A seven year historic summary of this same information is presented in Table 1 below. Table 2 presents a month by month summary for the current water year showing how the situation evolved over the course of the winter season.

Precipitation to Date.

WY 2015 Northern Sierra precipitation for the Water Year 2015 has dropped dramatically during March which saw extremely low amounts of

precipitation so that precipitation remains below average for the year at 76% of normal for this point in the year in the Sacramento and Feather River basins where our water supply physically originates. Furthermore, as of March 31 there is essentially only 3 to 4 weeks of the traditional wet season remaining so while conditions could theoretically change it is highly unlikely that they will.

Forecast Precipitation. The National Weather Service's Climate Prediction center is forecasting an equal chance of either above or below normal precipitation through the middle of June 2015.

Snowpack. Snowpack (really snow water content) deteriorated significantly from already extremely low levels and is now at historic lows at 5% of normal in the Northern Sierra.

Reservoir Storage. Lake Oroville is filled to only 51% capacity and is 66% of what it would normally be at this time of the year.

Unimpaired Runoff. DWR projects that unimpaired runoff in the Sacramento River watershed is expected to be about 51% of normal and at this time of the year there is virtually no chance of normal runoff in 2015.

Water Year Type. DWR is currently classifying the water year as "Critical" in terms of unimpeded runoff from the Sacramento River watershed.

Drought Conditions. The United States Drought Monitor presents the drought situation in the western United States. This Drought Watch factors in not only precipitation but also includes temperature, soil moisture and evaporative potential due to wind. The Drought Monitor upgraded its classification for the District's service as being in a state of "Extreme Drought" (the second worst category). The Drought Monitor now categorizes 67% of the entire State of California in either Exceptional Drought or Extreme Drought Conditions.

DWR Allocation. On March 2, 2015 DWR increased projected allocations to its contractors from 15% to 20%. An allocation of 20% would be the second lowest allocation in the projects history; the 5% allocation on 2015 being the worst.

Zone 7 Supply. The District has submitted its "normal" supply request for Calendar Year 2015 to Zone 7. Zone 7 has not yet acted on that request, informally stating that they will not do so until April 2015.

Delta Outflow. The Sacramento River Delta was in "balanced" conditions for the last two weeks of March, which is very unusual for this early in the year. Under "balanced" conditions the amount of water entering the State's river systems essentially equals the minimum amount of outflow that is needed to prevent salt water from entering the Delta. Under "balanced" conditions DWR and others may be required to

discharge water from reservoirs in order to maintain a sufficient amount of outflow to the ocean. "Balanced" conditions can be used to limit or prevent water transfers.

Possible Water Transfers. On November 19, 2014 the Zone 7 Board conceptually approved a water exchange with Contra Costa Water District on 2,500 AF for 2015 and separately approved the Fifth Amendment to the Yuba Accord which has yielded an average of about 550 AF per year for the past several years. The District, EBMUD and the Yuba County Water Agency (YCWA) have approved agreements for the transfer of a net of 1,275 AF of water to the District's service area. Zone 7 initially objected to the transfer but has since removed their opposition to the transfer and in its place expressed their "enthusiastic support" for DSRSD's transfer. Work is ongoing with the Bureau of Reclamation to release an Environmental Assessment (EA) of the impacts of the proposed water transfer. Pending the successful completion of the public comment period for the EA, the Bureau of Reclamation will then prepare a Warrant Act Contract to allow DSRSD's transfer water to pass through the Folsom South Canal. The execution of the Warren Act Contract is the final step necessary to approve the transfer of water from YCWA to DSRSD. Then transfer would occur between April 15 and April 30, unless the transfer is blocked by environmental conditions or an inability to obtain the Warren Act Contract.

2 - WATER DEMAND

The Governor of the State of California issued an Executive Order requiring mandatory water use reductions of 25% in increase from the current Executive Order of Voluntary 20% curtailments. As such, the continuation of and an extension to the State of the Community Drought Emergency is warranted.

Water demand (really water furnished to District customers) is monitored on a weekly basis. The declaration of the District's Community Drought Emergency calls for system wide water use curtailment of twenty five percent (25%) overall with five percent (5%) coming from indoor curtailment and fifty to sixty percent (50-60%) from outdoor curtailment as compared to the same period in calendar year 2013. Zone 7 has not yet provided the District with a 2015 water delivery allocation schedule, stating that they will not be able to accurately do so until April of this year. Thus, the District continues to use the adjusted delivery projections from 2014 as the standard until an allocation letter is received.

Annual Demand. Since the beginning of 2015 the District's service area has used 1,626 AF of water as compared to 1,919 AF used during the same period in 2013; this represents an overall system wide curtailment of 15.2%.

Actual Usage vs. Zone 7 Delivery Allocation. The District monitors how demand in the District's service area in 2015 has tracked as compared to the adjusted Zone 7 allocation schedule for 2014 (one has not yet been received for 2015). Under that assumption, allocated deliveries in 2015 would be 1,734 AF. Given the actual demand in the District's service as above for the same period, the District's service area thus used 6.2% LESS water than allocated for the calendar year to date.

Gallons per capital per day. The District monitors this metric on a monthly basis as of the end of each calendar month as part of monitoring our 20% by 2020 mandated usage. In the month of March 2013 (2013 is used because it is considered to be the “baseline” year) the District delivered water at a rate of 111.6 gpcpd while in March 2015 the rate was only 79.1 gpcpd representing a 29.1% reduction. On a “residential use alone” basis water use in March 2013 and 2015 were 54.0 and 44.4 gpcpd, respectively representing a 17.8% usage reduction. It should be noted that on January 1, 2015 revised new population estimates from the State of California were incorporated into the metrics which had the net effect of increasing per capita consumption all other things being equal.

Tri-Valley Wide Demand. At this time the District does not have information as to how the other Tri-Valley Retailers have done to date in 2015.

3 - OPERATIONAL CONDITIONS

There is now expected to be a continued shortfall in water deliveries beyond June 30, 2015 which will maintain the challenges faced by District operations. As such, the continuation of and an extension to the State of the Community Drought Emergency is warranted.

Reservoir storage is the single most critical operational parameter that the District monitors during the Community Drought Emergency to ensure adequate reserves for health and safety and fire-fighting purposes. However, there are other operational challenges related to which of the five existing turnouts Zone 7 will deliver water given various constraints that arise from operating with very limited amounts of surface water.

Reservoir Storage. The District’s water system is designed to provide adequate fire suppression flows with a minimum of 6.30 MG in storage, the system-wide standard operating criteria for public health and safety. Minimum storage levels during 2015 are presented below:

Month	Date	Time	Minimum Volume	Comment
January	2	12:00 noon	6.06 MG	Below standard
February	28	10:00 am	6.84 MG	
March	2	11:00 am	7.01 MG	

The occasions when storage dropped below the minimum of 6.30 MG for short periods of time were due to the difficulty of operating the system using only two turnouts (described in more detail below), coupled with staff’s efforts to manage storage while maintaining acceptable water quality. Reservoir 10A (approx. 4 MG) remains drained and out of service to help preserve chlorine residuals and water quality during the winter months when demands are typically the lowest, so the latter reduces the total amount of available storage. Staff are investigating possible strategies for maintaining

higher chlorine residuals in the distribution system once Res 10A is filled and returned to service in April or May.

System Operation During 2015 Drought Emergency. Since early 2014 DSRSD has been receiving water only through turnouts No. 2 (Stagecoach Road) and No. 5 (Fallon Road). Turnouts No. 1 (Dougherty Road) and No. 4 (Arnold) remain out of service at the request of Zone 7. Turnout No. 3 (Camp Parks) is intended for emergency use only and normally is not in service. This change allowed Zone 7 to reduce the pressure in their western loop from about 90 PSI to about 70 PSI in order to increase the maximum flow Zone 7's wells can produce by about 400 GPM. So far the District has been able to move sufficient amounts of water from the two turnouts to each of the District's pressure zones, although as noted above the minimum quantity in storage has dropped below the system-wide standard operating criteria for health and safety briefly on a few occasions.

4 - PERTINENT POLICY DECISIONS

On April 1, 2015 the Governor issued an Executive Order imposing mandatory water restrictions to achieve 25% water reductions as compared to 2013, The Order extends through February 28, 2016. As such, the continuation of and an extension to the State of the Community Drought Emergency is warranted.

2014 Policy Decisions Still in Effect. Since early 2014 there have been many policy level decisions made at the local, regional, State and Federal levels as have been identified in earlier versions of this report during Water Year 2014. Key decisions that remain in effect include:

- U.S. Dept. of Agriculture declared Contra Costa and Alameda Counties natural disaster areas due to drought;
- The Zone 7 Water Agency directed the local water supply retailers and untreated water customers to assure a 25% total reduction with 5% coming from indoor curtailment and 50-60% from outdoor curtailment, and adopting mandatory conservation measures to achieve these reductions;
- The District declared a State of Community Drought Emergency and extended that through June 30, 2015;
- The City of Dublin declared a Local Drought Emergency;
- The City of Pleasanton approved an urgency ordinance amending their water conservation plan as needed to protect the immediate threat of the potentially significant drought to preserve public health and safety;
- The City of Livermore declared a Stage 3 drought emergency; and
- Governor Edmund G. Brown proclaimed a Continued State of Emergency in the State of California and ordered that California residents should refrain from wasting water, specifying many practices that waste water and directing urban water suppliers to implement drought response plans to limit outdoor irrigation and other wasteful water practices.

2015 Policy Actions. The following policy actions have been taken in 2015:

- Pleasanton took formal action to suspend enforcement of its water use curtailment restrictions on January 20, 2015;
- Zone 7 has stated that they will not approve the District's water supply request for 2015 until at least April; and
- On April 1, 2015 Governor Brown issued an Executive Order extending the State of Emergency due to the drought through February 28, 2016 and ordering mandatory statewide water use reductions of 25%.

Water Supply Uncertainties. There also remains a great deal of legal and regulatory uncertainty about the reliability of water supplies from the Sacramento-San Joaquin Delta. This uncertainty develops due to interwoven legislation, regulation, legal actions and basic hydrology of the Delta. This situation has existed in some form for several decades but has become particularly critical in recent years. It is very likely that the uncertainties will continue for at least several years into the future. *Attachment A* to this report provides specific information about what is driving the various legislative, regulatory and legal uncertainties related to the Delta water supply.

5 - OTHER RELEVANT INFORMATION

There is no other relevant information to report at this time. However, in consideration of the above information, the continuation of and an extension to the State of the Community Drought Emergency is warranted

TABLE 1									
TABULAR SUMMARY OF HISTORIC HYDROLOGICAL AND WATER SUPPLY CONDITIONS¹									
	WY2007	WY2008	WY2009	WY 2010	WY 2011	WY 2012	WY 2013	WY 2014	
Precipitation ²	75%	73%	93%	107%	145%	80%	85%	62%	
Snowpack ³	52%	101%	89%	126%	165%	74%	49%	23%	
Oroville Storage (% of Normal)	101%	90%	59%	78%	135%	115%	92%	49%	
Oroville Storage (% of Capacity)	62%	55%	38%	50%	86%	99%	79%	31%	
Unimpaired Runoff									
Percent of Normal Year ⁴	53%	58%	64%	84%	138%	63%	64%	39%	
Water Supply Index	Critical	Critical	Dry	Below Normal	Wet	Below Normal	Dry	Critical	
Water Delivery Allocation									
DWR to State Water Cont.	60%	35%	40%	50%	80%	65%	35%	5%	
Statewide and Regional Conservation									
CA Short Term	----		20%		Strongly encourage conservation and minimal use			20%	
CA Long Term	---		10% per capita reduction target by 2015; 20% per capita reduction mandate by 2020						
Zone 7	----	Voluntary 10%						25% Overall 5% Inside 50-60% Outside	
DSRSD CONSERVATION SUMMARY									
Pre SB 7X7 Methodology									
Target	Voluntary 10%			Stage I- Vol. 20%					
% Achieved ⁵	2.4%	4.5%	13.8%	21.1%	21.5%	26.8%			
Post SB 7X7 Methodology									
SB 7x7 Baseline							204		
2015 Target							183		
2020 Mandate							163		
UWMP Prediction							138	143	
Actual							126	107	

¹ Unless noted, data shown is for end of the Water Year shown.
² Percent of Normal; 8 Station Northern Sierra for the water year
³ Percent of Normal; Northern Sierra Average as of April 1 which is historically peak snowpack for the year
⁴ Runoff in percent of average year for Sacramento River watershed
⁵ Expressed on a per account basis with the baseline year (July 06 to June 07 for WY 2007 through 2012).

TABLE 2								
TABULAR SUMMARY OF HYDROLOGICAL AND WATER SUPPLY CONDITIONS FOR WY 2015⁶								
	Oct 2014	Nov 2014	Dec 2015	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015
Precipitation ⁷	108%	75%	129%	86%	88%	76%		
Snowpack ⁸	No Data	No Data	48%	14%	17%	5%		
Oroville Storage (% of Normal)	46%	42%	62%	62%	70%	66%		
Oroville Storage (% of Capacity)	28%	26%	39%	41%	49%	51%		
Projected Unimpaired Runoff								
Expected ⁹	No Data	74%	92%	65%	60%	51%		
Chance of Normal	No Data	25%	33%	20%	Nil	Nil		
Projected Type of Water Year								
WY Classification	No Data	Dry	Below Norm.	Critical	Critical	Critical		
Water Delivery Allocation								
DWR Allocation	No Data	No Data	10%	15%	15%	20%		
Adopted Statewide and Regional Conservation Targets								
California Short Term Policy	20% voluntary curtailment as compared to 2013; with specific water use prohibitions						Overall 25% mandatory curtailment vs 2013; with specific water use prohibitions	
California Long Term Policy	10% per capita reduction interim target by 2015 and 20% per capita reduction mandated by 2020							
Zone 7	<u>April 16, 2014</u> : Zone 7 declared a drought emergency within its service area and established curtailments at 25% system-wide (5% indoor curtailment and 50-60% outside curtailment) and adopted various mandatory prohibitions							
DSRSD CONSERVATION SUMMARY¹⁰								
DSRSD Stage	<u>May 5, 2014</u> : declared Stage 3 Drought Emergency and set target curtailment consistent with Zone 7 (25% overall; 5% indoors and 50-60% outside – all as 2014 as compared to 2013)							
SB 7x7 Baseline	204							
2015 Target	183							
2020 Mandate	163							
UWMP Projection	143 for CY 2014			146 for CY 2015				
System Wide	93.0	75.8	66.8	73.6	72.7	79.1		
Residential Only	70.6	59.4	61.7	45.4	64.1	44.4		

⁶ Data shown is current as of the last day of the month shown

⁷ Percent of Normal at this time of year; ⁸ Station Northern Sierra

⁸ Percent of Normal at this time of year; Northern Sierra Average

⁹ Projected water year runoff in percent of average year for Sacramento River watershed

¹⁰ Values shown are in gallons / person / day on a total system basis for the month shown excepting "Residential Only" which is Residential Use / No. Residents

ATTACHMENT A LEGAL AND REGULATORY ISSUES

SIGNIFICANT CHANGES SINCE THE LAST REPORT ARE HIGHLIGHTED

DELTA PLANNING

Bay Delta Conservation Plan: The Bay Delta Conservation Plan (BDCP) was designed to be a planning process for meeting the requirements of endangered species laws and achieving the co-equal goals of (1) conservation and management of the Delta's ecological functions and (2) improving current water supplies and the reliability of Central Valley Project (CVP) and State Water Project (SWP) water deliveries. Significant opposition to the Plan and the process has been voiced by residents and entities from Delta and Central Valley communities, and by some state and federal water contractors which question who will pay for water for wildlife refuges and for environmental uses under the BDCP, as well as who will pay for construction and operations costs of any conveyance facilities. The end of the BDCP process cannot now be predicted with any degree of confidence. In July 2012, the state and federal governments announced their joint commitment to a proposed BDCP that would include two gravity-fed tunnels with a diversion capacity of 9,000 cubic feet of water per second (cfs), each of which would be 40 feet in diameter and 35 miles long, plus restoration of 113,000 acres of freshwater marsh, 50,000 of which would be restored in the next 15 years. Current estimates say the tunnels will take at least 10 years to build, will result in excavation and the need to dispose of 7 million cubic yards of "tunnel muck," and will cost an estimated \$24.5 - 28 Billion to construct and operate the conveyance facility as well as fund the mitigation and adaptive management for the 50-year implementation period. Current estimates indicate that 60 - 70% of that cost would be paid by water users (and approximately 60% of that amount would be paid by SWP contractors), with the balance coming from a variety of state and federal sources. Construction costs for the 9,000 cfs dual-bore tunnel are now estimated at \$14.5 Billion, but since that estimate is based on a 10% design, the draft BDCP says that the actual construction costs could be 50% higher or 25% lower than that number. On December 19, 2014, DWR announced that the tunnel plan is being revised to eliminate the 3 large intake pumps on the Sacramento River near Hood and Walnut Grove, and instead to put a new pump station near the end of the tunnels, adjacent to Clifton Court Forebay. In other words, when river conditions will not allow the water to flow under the Delta via gravity alone, the water will now be pulled across the Delta from the south, rather than pushed from the north.

The draft BDCP and draft EIR/EIS were released for public comment on December 9, 2013; the comment period was extended twice, and closed on July 29, 2014. The draft documents were more than 41,000 pages. Approximately 11,000 individual comments were received, including about 9,000 "standardized" letters from people organized by a group opposed to the BDCP. DWR's current schedule remains vague, especially since they announced on August 27 that the document would be "partially recirculated" in early 2015. The general scope of the recirculated document was announced on December 19, but no schedule for its release was provided. Intended beneficiaries do not yet fully know what benefits they can anticipate, and federal agencies have given no indication if or when they will do a feasibility analysis that is required before federal funds for the implementation of the BDCP could be appropriated. Current estimates are that only about 25% of CVP contractors would actually receive any water supply benefits if the project is fully implemented. The principal unknown is how the new system

would be operated, which will determine water supply, water quality, and fisheries impacts. Fisheries agencies have suggested that current science requires high flows through the Delta and to the sea; such flow requirements would mean that future exports would be less than what contractors currently receive. Export contractors – especially irrigation entities -- are hoping to see far lower flows for fish and water quality protection so that farmers and ranchers can avoid having to pay large amounts of money for less water. In July 2013, federal agencies submitted comments on the administrative draft EIR/EIS which raised numerous difficult issues; some commentators have suggested that the federal fisheries agencies may believe that the proposed project may not be “permissible” under the Federal Endangered Species Act (FESA). The interplay between state and federal fisheries agencies and the CVP and SWP will be critical to ultimate governmental determinations concerning the proposed BDCP. One month after the comment period on the Draft EIR/EIS closed, the US EPA sent a 43-page letter to the U.S. Fish & Wildlife Service asserting that as proposed, the BDCP would violate federal standards under the Clean Water Act, and the letter was viewed by many participants in the BDCP process to be a major setback. A recent addition to the list of interagency issues concerns the 1986 Coordinated Operations Agreement (COA), which was intended to ensure that the SWP and CVP each receives its share of available Delta water, and carries its fair share of obligations such as water releases for Delta water quality. Over time, the relative proportion of water available for CVP exports has decreased in an unanticipated amount, while the relative proportion of export water going to the SWP has increased in a similarly unanticipated amount, and the SWP has been carrying a much smaller water quality burden. Some analyses show the imbalance totaled as much as 400,000 AF per year of export water in past years, and both Reclamation and some federal export contractors (primarily in the San Joaquin Valley) want that imbalance corrected and the COA renegotiated before beginning to consider how any BDCP operations criteria will be determined, and even whether the US can be a partner in the BDCP. Renegotiation of the COA after 30 years would be very controversial, would entail CEQA and NEPA documentation and consideration under the state and federal Endangered Species Acts, and may need Congressional action.

In 2013, some stakeholders (including ACWD, CCWD, EBMUD, SFPUC, San Diego and the San Diego County Water Authority, numerous environmental groups, Contra Costa County, and the Contra Costa Council, plus 22 Democratic members of the State Senate or Assembly) urged DWR to add a “Portfolio Alternative” that would include, among other things, a smaller conveyance facility because their studies to date indicate a 3,000 cfs conveyance could meet the BDCP’s and Delta Plan’s water supply and ecosystem restoration goals. DWR estimated that the capital construction cost for a single-bore 3,000 cfs tunnel would be \$8.56 Billion (down from the previously estimated \$11.5 billion). DWR did not analyze this alternative (or the suite of proposed actions making up the Portfolio Alternative) in the EIR. Zone 7 signed a multi-agency letter favoring the BDCP proposal and opposing the Portfolio Alternative. The US Bureau of Reclamation (Reclamation) announced that it was initiating a benefits analysis as part of Reclamation’s process for deciding whether and how it might make any long-term commitment to BDCP; the schedule for that analysis and commitment determination are not known. In August, 2013, 13 federal water service contractors (including EBMUD, Placer County WA, Sacramento County WA, the City of Sacramento, CCWD, and Friant, plus the Northern California Water Association) expressed an interest in the analysis and an opportunity to be heard. A number of environmental groups have announced opposition to the BDCP, but some agricultural interests that joined them in opposing the proposed Peripheral Canal in 1982 support the current proposal. The key question for many water agencies will be their share of the costs burdens for the proposed project. DWR has indicated that up to \$1.2 billion will be needed from project beneficiaries for completion of engineering and design work once the EIR/EIS is completed. If the project is ultimately approved and implemented, the earliest construction could begin is 2017 (engineering work to date is only at the 10% level), and the

earliest date for operation of the new conveyance would be 2027. Largely because there is not yet an approved project, to date there are no firm funding commitments for the costs of construction or operation of the proposed facilities. DWR has estimated overall BDCP costs at about \$25 Billion; economists have indicated that total costs (including interest on bonds) could approach \$67 Billion. Entities both inside and outside the “water community” have raised questions about BDCP financing and cost-sharing. On November 14, 2014, the State Treasurer’s Office released a new report on financing of the tunnels, and estimated that SWP contractors would be expected to pay \$248 – 322/AF for the water they are entitled to receive under their SWP contract. CVP contractors who benefit from the tunnels would be expected to pay \$345 – 367/AF. The report says that these amounts are expected to be required on a “take-or-pay” basis – i.e., the annual payment would be required regardless whether any water is received. On Dec. 10, DWR held the initial negotiation session with the SWP contractors concerning amendments to their contracts to cover funding for the BDCP. Recently, it was reported in the Los Angeles Times that that DWR may give up on the idea of the BDCP being a “Habitat Conservation Plan” under state law (HCP), which would mean that the fish and wildlife permits for the proposed Project could only be for 25 years. Under this approach, habitat restoration efforts would be separated from the tunnels project, which raises new questions for the fisheries and other permitting agencies, and for environmental groups, about the timing and level of effort for habitat restoration. At least some BDCP supporters, primarily from irrigation water contractors, have been anxious for the permits to be HCP-based and for a term of 50 years, so they could more easily justify the substantial financial commitments they would face. If the permits governing project operations would be for no more than 25 years, which could raise a new round of concerns about project funding. The outcome of this concern cannot be predicted, but some observers expect that a decision could come from the State as early as April, 2015.

Delta Stewardship Council’s Delta Plan and EIR: The 2009 legislative package that included the Delta Reform Act tried to address long-standing issues about Delta planning and the possibility of insuring water supply reliability and simultaneously reaching the co-equal goal of restoring/enhancing the Delta ecosystem. At the heart of this measure was establishment of the Delta Stewardship Council and a mandate that it develop a Delta Plan and the necessary environmental analysis by December 31, 2011. The goal of the Plan was to provide guidance to state and local agency actions to meet the coequal goals. (That statutory deadline was not met.) On May 16-17, 2013, the Council adopted the Delta Plan, certified the completion of the EIR, and approved the process for implementing the regulations. The adopted Plan contains 14 policies, which the Council has attempted to turn into legally enforceable state regulations. -No substantial action based on the Plan will happen very quickly, and the EIR has been the subject of substantial criticism from all sides. Numerous parties, including the State Water Contractors, filed 7 lawsuits in Sacramento Superior Court challenging the Plan and arguing that it is not consistent with the 2009 legislation because it does not achieve the co-equal goals of Delta ecosystem restoration and water supply reliability, and challenging the regulations. Those cases are all pending, as one coordinated proceeding; the final round of briefs is to be filed May 21, 2015.

The Delta Plan called for adoption of Delta flow objectives by June 2014; implementation measures to reach those objectives would then be analyzed and recommended to the SWRCB in approximately one year after that. The SWRCB started the process for setting those objectives, in conjunction with its triennial review of the Water Quality Control Plan for the Delta (WQCP), and indicated that it would seek to set flow objectives for “primary tributaries to the Bay-Delta” by June, 2018. However, the heavy workload the SWRCB is facing due to the current and continuing drought has slowed that schedule. This effort will inevitably be controversial, since an earlier and non-precedential SWRCB decision related to flow objectives established criteria that would dedicate between 50% and

75% of the available flows in the Delta to in-stream uses, which would result in drastic cutbacks in water available for export.

On December 31, 2012, the SWRCB released its proposed revisions to flow requirements (plus a 2000-page environmental analysis) for the San Joaquin River and 3 tributaries (Merced, Stanislaus, and Tuolumne Rivers), which featured establishment of a threshold of 35% of the unimpaired flow of the tributaries to be set aside for Delta protection. Historically about 20% of unimpaired flow in those rivers reached the Delta. Water users and water rights holders on those rivers are vigorously resisting implementation of that threshold, arguing that it would result in a supply cut of 15% in average water years, and up to 50% in dry years. The SWRCB began a hearing on San Joaquin flows on March 20, 2013. A “final” version of the WQCP objectives and environmental impact analysis was issued in May, but the SWRCB has now postponed any action on this still-controversial subject until an as-yet unknown date.

In the 2014 drought, the SWRCB curtailed diversion of water under many water rights (including some very senior rights to divert from the Delta and some of its tributaries), and began to analyze the diversion of water by farmers and agricultural water districts in the Delta region. Renewed curtailments have begun, and more are likely to be ordered in 2015. The newly appointed Delta Watermaster is leading an effort to achieve an open dialog among the many parties regarding in-Delta water diversions and use, in an effort to quiet the previously high degree of animosity between in-Delta water users and the export community. Each of those subjects is essentially unprecedented in California, and further illustrates the difficult challenges to water management in general, but in particular in the Delta.

LEGISLATION

2014 Water Bond: The November 2009 water legislation package passed on to the voters the question of whether to authorize issuance of \$11.14 billion in General Obligation bonds, for which debt service payments of about \$700 million per year would have to come from the State’s General Fund. The bond issue was to be on the November 2010 ballot, but the Legislature subsequently passed a bill delaying the election to 2012, largely because of the state’s precarious financial situation. On August 13, 2014, the Legislature adopted AB 1471, the Water Quality, Supply, and Infrastructure Improvement Act of 2014; the vote was 77 – 2 in the Assembly and 37 – 0 in the Senate. 33 senators were either authors or co-authors of the bill, which was signed by the Governor. It replaced the 2009 bond measure, and called for voter approval of \$7.545 Billion in new general obligation bonds. It appeared on the November ballot as Proposition 1, and had elements calling for new surface and groundwater storage, regional reliability, sustainable groundwater management and cleanup, water recycling and conservation, watershed protection, and safe drinking water, especially for disadvantaged communities. Prop. 1 was supposed to be “tunnel-neutral,” and called for spending up to \$2.7 Billion on new surface or groundwater storage; surface storage projects that could meet the criteria in the measure include the proposed new Sites and Temperance Flat Reservoirs, and a further expansion of Los Vaqueros Reservoir. 67% of the voters voted for the bond, in a resounding victory. Significant efforts are now underway to develop the procedures and schedule for funding of projects based on passage of the new bond measure, and it is already obvious that there will be intense competition for the available money. In March 2015, the Legislature approved and the Governor signed a bill appropriating \$1.060.5 Billion for “local drought relief and infrastructure projects to make the state’s infrastructure more resilient to extreme weather events.” About 26% of the total is expected to be available for drinking water quality, water recycling, and desalination projects.

Groundwater Legislation: Governor Brown signed a package of bills in 2014 which will for the first time require a degree of oversight of groundwater production in California – all other western states have some form of such legislation already. The major thrust of the bills is to require that local entities in each of the several hundred groundwater basins begin now to draft, approve, and implement a plan for achieving sustainability of the local groundwater resource (i.e., essentially, an end of over-drafting) by 2040. The legislation is not expected to have significant impact in the Tri-Valley area, but may be of considerable significance in the Central and Salinas Valleys over time.

Federal Drought Relief Legislation: Throughout 2014, efforts were made in both houses of Congress to pass drought relief legislation, but the efforts stalled. Since the mid-term election, renewed efforts in the Senate suggested that Senator Feinstein’s bill might move forward in the waning days of the current Congress, but in November she decided to await the commencement of the new Congress and to try again. Closed-door meetings on the legislation were called by Sen. Feinstein in late January, but only with a few Democratic members of Congress. The major proponents of the legislation have been irrigation interests in the San Joaquin Valley, led by Westlands Water District. A much more aggressive bill was passed in the House, and Pres. Obama’s administration indicated that if a bill in that form reached him, it would be vetoed. Further efforts to pass some form of legislation are expected to come from Republican members of Congress from the Central Valley, calling for more water and relaxation of regulatory limits on exports. **A number of bills have already been introduced regarding CVP operations and possible new reservoirs for CVP water, and for relaxation of regulatory processes and requirements related to water quality and fisheries protections.**

DELTA ECOSYSTEM ISSUES

Delta Smelt and Salmonid Species: Federal litigation concerning the interaction of the Federal Endangered Species Act (FESA) and NEPA with the operations of the Bureau of Reclamation’s Central Valley Project (CVP) and the Department of Water Resources’ (DWR) State Water Project (SWP) has dominated all considerations of Delta water export operations in the last few years. Most of that litigation has concerned the balance between water exports and the need to restrict or limit exports in an effort to protect Delta smelt and a variety of salmonid species. For salmonids, litigation challenging the Biological Opinion was decided by the 9th Circuit US Court of Appeal in December, 2014, and the Court held the BiOp as having been based on sound science. For Delta smelt, a trial court decision overturning the BiOp was reversed by the 9th Circuit in a 2 – 1 decision on March 13, but the Court held that Reclamation must complete additional NEPA documentation on certain actions before accepting the smelt BiOp. There is still some uncertainty as to the practical effect of that aspect of the rulings, but in the meantime, Delta operations are being managed in accordance with both BiOps, while the federal fisheries agencies are working on new ones under court-established deadlines (12/1/15 for smelt and 4/30/16 for salmon). On January 12, petitions by San Joaquin Valley growers, the State Water Contractors, and Westlands Water District asking the US Supreme Court to take the smelt case and invalidate the smelt BiOp were denied. In a second smelt case, on December 22 the 9th Circuit unanimously reversed another trial court decision which had found the BiOp invalid. In still another smelt-related case, the 9th Circuit ruled that environmental groups could challenge federal renewals of 41 long-term water service contracts for contractors in the Sacramento and San Joaquin Valleys, and the U. S. Supreme Court refused to take that case; the litigation will proceed, and the contracts remain in jeopardy. The 2014 fall mid-water trawl, conducted for the 46th year in 2014 and one of the key scientific indicators of the abundance of critical fish species, showed that the four species of greatest concern were at near-record lows; in particular, Delta smelt were at the lowest year on record. Since the decline of pelagic organisms (i.e., aquatic species that feed in the middle of the water column) such

as Delta smelt, began in the Delta in 2002, the smelt index has ranged from a high of 151 to a low of 4 (it was 7 in 2008 and 2013), as compared to values that were occasionally greater than 1000 in prior years). The population indices used to track 4 key fish species have declined by 95.6% to 99.8% since the trawl began in 1967. The combination of record low precipitation and fish-related operations restrictions made export operations particularly difficult for 2014, and limited the use of cross-Delta water transfers and recovery of water in groundwater banks that might otherwise have been available to assist in areas dependent on Delta export pumping. 2015 appears to be headed for similar and probably greater difficulties. As of January 7, export pumps had “taken” (i.e., killed) 72% of the Delta smelt they were originally allowed to take during the water years; on January 9 the US F&WS increased the take limit by more than 150%. The SWRCB has now relaxed some streamflow requirements to allow the CVP and SWP to conserve more cold water in storage rather than release it for water quality and fisheries protection; in 2014, 95% of the winter run Chinook salmon were determined to have died due to elevated water temperatures. Three temporary stream barriers have been authorized to be constructed in the Delta to try to improve water operations and quality in spite of the drought conditions.

LOCAL WATER SUPPLY CONTRACTS

State Water Project Contract: On May 1, 2013 DWR began what was originally planned to be three months of public negotiations with the SWC on contract amendments to the contract term and on certain financial provisions of the current basic water supply contract between DWR and each member of the SWC. DWR wants to issue 30-year bonds for its debt financing, but there are only 21 years left on the present contract. DWR urged a 40-year extension, but some of the SWC argued that it should be 75 years. DWR uses revenue bond financing for capital improvements and upgrades of existing systems; in recent years it has sold as much as \$200 Million in such bonds per year, and it estimates that it needs \$2.5 Billion to repair, restore, and strengthen existing infrastructure. DWR also estimates that the BDCP improvements would require the SWC to pay another \$10 Billion, and the current contract negotiations would put the necessary financial accounting and oversight mechanisms in place for that as well. Negotiations over an 11-month period culminated in Agreements in Principle (AIP) on March 8, 2014; one or more agreements to express the AIP were drafted, and the parties met again on June 18 in an effort to complete the AIP. By July 15, 26 of the 29 SWP contractors had indicated they would sign the AIP. DWR will conduct an environmental review process for an amendment to the SWP Contract, which is now anticipated to take from September 2014 through an indefinite date in 2016. The Notice of Preparation for the anticipated EIR was issued on Sep. 12, two scoping meetings were held on Sep. 23, and the scoping period for receipt of public comments ended on Oct. 13. Numerous environmental and fisheries groups filed critical comments during the scoping period. Once the EIR is certified, public contract negotiations are expected to commence in late 2016 or early 2017. The proposed amendment needs to be reviewed in the Legislature, but does not need legislative approval. Under the AIP, if adopted as the parties have tentatively agreed, the amendments would extend the current SWP contracts by 50 years, to 2085. Three Sacramento Valley SWP contractors (Butte and Plumas Counties, and Yuba City) want the new contract to expressly provide for them to opt out of the costs associated with the BDCP’s conveyance facilities, but that issue has been set aside now pending separate negotiations on BDCP cost allocations among the SWP contractors. SWP North Bay Aqueduct (NBA) contractors (in Napa and Solano Counties) are also concerned about those facilities because the Draft EIR/EIS for the BDCP indicates that it would have an unavoidable significant adverse impact on water quality in the NBA, which may require relocation of the NBA intake at a preliminarily estimated cost of \$510 Million.

BBID transfer to Zone 7: Since 1995, an important part of Zone 7's water supply portfolio has been an annual transfer of up to 5,000 AF of Delta water to Zone 7 from Byron Bethany Irrigation District (BBID). On December 14, 2012, DWR told BBID that the transfer was being made without DWR's consent, and that the water had to be "repaid" to DWR. Both BBID and Zone 7 are vigorously objecting to DWR's position and resisting the demand that Zone 7 "repay" any previously transferred water. **Zone 7 received no water from BBID in 2014 and does not expect to in 2015.** In 2014, BBID received about 1,700 AF of supplemental water via a pilot transfer agreement with CCWD (between August 28 and the end of October, resulting in a reduction in storage in Los Vaqueros of approximately 60 AF/day). The SWRCB-approved transfer was made possible because CCWD could rely on water stored in Los Vaqueros rather than diverting from the Delta, and BBID was allowed to divert what would otherwise be CCWD's water from its diversion point on the intake channel to the SWP's Banks Pumping Plant. Without this transfer, much or perhaps all of the Byron area in eastern Contra Costa County would have been out of water entirely this fall due to curtailment of its diversion rights. **500 AF may similarly be transferred in 2015 under a one-year extension of the pilot agreement.**

WATER SUPPLY RELIABILITY IMPROVEMENT EFFORTS

Regional Activities: Numerous discussions of a variety of water transfers, interties, and cooperative arrangements are underway, involving water agencies throughout the Bay Area region and in the Central Valley; e.g., Zone 7, CCWD, and EBMUD are discussing a possible link between CCWD facilities (which have a 100 million gallon per day (mgd) intertie with EBMUD's Mokelumne Aqueduct) and Bethany Reservoir, the forebay for the South Bay Aqueduct (SBA). Numerous 2015 transfer arrangements are under discussion or being implemented among irrigation agencies and individual farmers, with purchase prices expected to range as high as the 2014 peak published price of \$3,000 per AF (in Kern and Madera County). **Metropolitan Water District's Board has authorized spending up to \$71 Million to purchase up to 100,000 AF of north-of-Delta transfer water in 2015, but it is unlikely that much water will be available.**

CCWD's Los Vaqueros Expansion Project (LVE) is complete, and the Reservoir currently holds about 115,000 AF. It filled at a rate of about 300 AF/day during a hydrologic window of opportunity which lasted about 10 days in March. The ability to quickly react to such opportunities has become increasingly important in the protracted drought. Federal and state agencies are leading a study effort to consider a further expansion of the Reservoir, and numerous water agencies have signed an updated Memorandum of Understanding continuing those studies through 2016, including Zone 7, the other South Bay Aqueduct agencies (ACWD and SCVWD), EBMUD, and the San Luis and Delta Mendota Water Authority. Federal legislation was introduced in 2014 by Congressmen Costa and Miller which would have expedited expansion of the Reservoir; it called for a phased approach, including near-term agreements to lease storage space in the existing 160,000 AF Reservoir, construction of a proposed \$200 Million pipeline to Bethany Reservoir to provide water directly to the South Bay Aqueduct (water that would not have to go through the SWP's Banks Pumping Plant, and that would be diverted through existing state-of-the-art fish screens), and further expansion of the storage capacity to 275,000 AF. State funds for the studies were also provided for in Prop. 1. Congress did not act on the legislation before the end of the previous session. Environmental documentation and endangered species coverage has already been completed for each of these proposed projects. Federal and state studies dating back to the 1960's indicated that the Los Vaqueros site could accommodate a reservoir with as much as 1 million AF of storage capacity.

In January, 2013 the Boards of Directors of EBMUD and CCWD accepted principles of agreement for a new partnership arrangement concerning LVE, and a demonstration project under which 5,000 AF of EBMUD water would be stored in the reservoir for up to 5 years took place. (Under a separate agreement, EBMUD also wheeled about 1,600 AF of CCWD's CVP water to CCWD between July 17 and 24, 2014, and a similar arrangement could be made for the summer or fall of 2015.) CCWD reached a similar understanding with ACWD on April 3, 2013 for a 1,000 AF pilot project, which was expanded to 5,000 AF in 2014 due to the drought; that water was delivered to ACWD (via the SBA between mid-July and September 1, 2014. This transfer was approved by the SWRCB and required the cooperation and coordination of Reclamation and DWR. CCWD was able to forego diversion of a similar amount from the Delta because it is able to rely on storage in Los Vaqueros. The Zone 7 Board approved a similar one-year demonstration project on November 19, 2014, and both ACWD and Zone 7 will each receive up to 2,500 AF in 2015; the transfer was approved by the SWRCB on Jan. 20, 2015. On February 25, 2014, the EBMUD Board agreed to exercise an option to buy up to 20,000 AF of water from the Placer County Water Agency (PCWA) in 2014, and diverted the first 5,000 AF in April, at a price of \$75/AF. EBMUD chose to not exercise the option to take another 15,000 AF of PCWA water, and the water was purchased instead by Westlands Water District, which bought a total of 35,000 AF from Placer for \$325/AF; none of the SBA contractors apparently expressed interest in buying that water. In 2014, EBMUD also purchased 16,800 AF of CVP water under its 1970 water service contract, and diverted that water via its Freeport facilities – the initial use of that contract and facilities in that manner. About 230 to 250 AF/day were delivered to EBMUD's San Pablo Reservoir and Upper San Leandro Reservoir. Those operations were necessary because the treatment plants that draw water from those reservoirs are "full treatment" plants that can adequately handle Sacramento River water; EBMUD's other principal treatment plants (Orinda, Lafayette, and Walnut Creek) are in-line filter plants which can only treat EBMUD's higher quality Mokelumne River water. Importation of CVP water allowed EBMUD to slow the rate at which it used its Mokelumne River supply; as a result Pardee Reservoir is currently 90% full and their key local reservoirs are 75% full, but there is essentially no snowpack and runoff is predicted to be very low (among the 5 lowest years on record). Overall, EBMUD imported almost 23,400 AF of supplemental water from non-Mokelumne River sources between April and July, 2014, and is currently contemplating purchase and importation of 33,250 AF of CVP water commencing in April, 2015. EBMUD's Freeport facilities can be used to convey CVP water or water made available by Yuba or Placer, but which cannot be delivered south of the Delta due to export restrictions at the DWR pumps; arrangements of this nature, especially if implemented jointly with CCWD, could provide supply and reliability benefits to numerous Bay Area water agencies. EBMUD's Mokelumne River facilities were also used in 2013 to successfully convey 2,000 AF of transfer water from the Woodbridge Irrigation District (near Lodi) to CCWD. EBMUD has also renewed consideration of a conjunctive use idea with a number of entities in San Joaquin County, and has a MOU in place to begin a pilot program of wheeling north-of-Delta transfer water through Freeport to some of the entities that buy water at wholesale from San Francisco's Hetch Hetchy system.

Many similar transactions happened in 2014 and will happen again this year as a result of the drought, and regulatory agencies (especially the SWRCB) have been very helpful due to the drought crisis. Another such transaction in 2014 involved a SWRCB-approved transfer of 10,000 AF from South Sutter Water District across the Delta to five SWP entities, four of which will receive their share of the transfer water through the Banks Pumping Plant. When water can be found north of the Delta, similar such arrangements could conceivably be made to provide additional water that could then be pumped via the South Bay Aqueduct for the benefit of Zone 7 or the other SWP contractors on that Aqueduct, but a considerable amount of planning and negotiation is needed. Such efforts were quite successful for ACWD in 2014.

In 2014, Metropolitan Water District of Southern California increased subsidies it will pay to water retailers for their efforts to develop local water resources, including recycled water, desalination, and recovered groundwater. Previous subsidies were a maximum of \$250/AF; on October 14, the MWD Board increased the maximum to \$340/AF.

In anticipation of 2015 remaining dry, and Zone 7 again receiving a small proportion of its SWP water supply contract entitlement, DSRSD has negotiated a water transfer with the Yuba County Water Agency of up to 1,500 AF, to be delivered via EBMUD's Freeport, Aqueduct, and local facilities, and via the federal Folsom-South Canal. If the transaction goes forward, the water would be transferred in mid- to late April, stored by EBMUD, and made available for distribution to District customers in June through September. The many permits and approvals required for the transaction have required a great deal of work by DSRSD, EBMUD, and YCWA staff members, and the transaction is also contingent on hydrologic conditions in the Delta being conducive to such a transfer in the latter half of April.

Prior to the current drought, about 33% of California's water supply came from groundwater, but in 2014 it was up to 75%. Record volumes of groundwater are now being pumped in the San Joaquin Valley, where farmers in Westlands Water District pumped over 650,000 AF in 2014. As dry conditions persist, hundreds of new deep wells are being installed in the Central Valley, and the pumping of old and new wells is resulting in declining aquifers (by as much as 200 feet in one year in some areas) and land subsidence in an area that may be as large as 1,200 square miles. Many of these new wells are needed to irrigate hundreds of thousands of acres of permanent tree and vine crops that have been planted in recent years (in lieu of previous field crops like tomatoes and cotton) despite the lack of reliable and consistent imported water supplies. California now has over 860,000 acres of almond trees, as compared to about 400,000 acres in 1995, and since such trees need an average of 3 to 4 acre-feet of water per acre to survive, this increase in almond production has "hardened" annual demand for water in areas which used to be annual field/row crops or pasture. Despite the drought, California almond production was expected to be 2.1 billion pounds in 2014, of which 80% is exported from the US, and almond orchards use 60% of the nation's entire managed honeybee population for pollination. Similarly, the acreage now in pistachio trees (approximately 300,000 acres) has probably doubled in the past 20 years, and is still expanding. On July 15, 2014, a trial court judge in Sacramento issued an unprecedented decision holding that the "public trust doctrine," which had previously only been applied to certain surface water resources, is also applicable to groundwater resources. If that decision stands up on appeal, it could have significant impact on utilization of previously unregulated and unmanaged groundwater resources in California.

Five local water entities (Zone 7, ACWD, CCWD, EBMUD and the SFPUC) and the WaterReuse Foundation are participating in projects being funded by the Water Research Foundation to study the potential for Direct Potable Reuse (DPR). The projects began early in 2014 and support research needs of the California Department of Public Health for compliance with the statutory mandates of SB 918 (2010) to investigate the feasibility of developing regulatory criteria for protection of public health by 2016; as a result of this work, DPR could ultimately be permitted for groundwater recharge and/or for surface water augmentation.

San Diego Desalination: Construction of the plant and pipeline are now more than 7580% complete, and the project is on schedule and under budget, on a 54 mgd desalination plant in San Diego County; the San Diego County Water Authority (SDCWA) views it as a new long-term reliable source of drinking water, and will be paying an estimated \$1900 to \$2200/AF to achieve that reliability and the concurrent

reduction in demand for imported water. The key conveyance pipeline will be finished in the spring of 2015, and “wet-testing” began in February. Operations are expected to begin in 2016, but first water deliveries will be in November 2015. A second such plant, with a production capacity of about 56,000 AFA, is nearing the end of the planning and permitting phase; it will be located in Huntington Beach if the planning and permitting processes can be successfully completed, and construction is projected for a possible 2018 completion date. Both of these desalination plants are sponsored by Poseidon Water and utilize engineering and technology techniques that were developed in Israel; the Huntington Beach proposal is being done in cooperation with the Orange County Water District. After adopting a report on the success of the City’s 2-year 1 mgd demonstration project, San Diego’s City Council acted in April 2013 to pursue implementation plans for a “water purification” project to augment City drinking water supplies with up to 15 mgd of purified wastewater that would be conveyed to San Vicente Reservoir to blend with stored Colorado River water. A 2013 public opinion poll indicated that 73% of the San Diego residents who were surveyed favored the project. Initial estimates are that the project would cost about \$370 Million, and could eventually be expanded to 88 mgd. On November 18, 2014, the San Diego City Council approved the water recycling/purification project that will provide supplemental drinking water supplies of up to one-third of the City’s needs by 2035, for an anticipated cost of \$3.5 Billion. The SDCWA has also recently completed a 152,000 AF storage addition to the City of San Diego’s 70-year old 90,000 AF San Vicente Reservoir, to increase reliability and emergency storage for that region.

Central Coast Desalination: On Sep. 23, 2014 the Santa Barbara City Council unanimously approved taking the first steps to reactivate the desalination plant that the City completed in 1992, but mothballed (and some parts sold) beginning in 1994. The work necessary to restore the plant to its original 5,000 AF per year capacity is estimated to cost \$32 Million and be completed in 2017. Expanding the capacity by 50% would add another \$28 Million. The two efforts together are estimated to result in a \$14 to \$20 per month increase in local water bills to City accounts.

OTHER WATER SUPPLY RELIABILITY AND UNCERTAINTY FACTORS:

Colorado River: Although it does not directly impact the District or Zone 7, a number of factors suggest that continuing uncertainty about southern California’s reliance on the Colorado River will increase. The original 1922 allocation of Colorado River water (among 7 western states) was based on a short period of hydrologic history which was wetter than any period since then. The assumption then was that the River would yield 15 MAFA; the U.S. now believes that the actual yield is closer to 12 MAFA. Upper Colorado River Basin runoff was 94% of average for 2014, but the impacts of the last 14 years of dry conditions means that storage in Lakes Powell and Mead is still at a point where water deliveries to California are curtailed. Snowpack in the valleys that are tributary to the upper Colorado River is between 51 and 79% of the long-term average. Lake Powell is at 45% of capacity; Lake Mead is at 40% of its 28 MAF capacity and is declining by 2 – 3 inches per day -- it may drop by another 20 feet this year, and is currently at the lowest water surface elevation since the enormous Lake began filling in 1935 -- the lake level is over 137 feet below a full reservoir pool. The total combined storage in the two lakes at the end of October was the lowest since 1968, when Lake Powell was first being filled. As a result, southern California’s ability to rely on transfers from Imperial Irrigation District (IID) to San Diego (which gets 33% of its water from these transfers), or on full deliveries from the Colorado to the MWD is now less certain. The complex set of agreements which resulted in transfers of water from IID to San Diego requires IID to meet certain water conservation goals; this has proved to be difficult for IID, and the conservation programs are very controversial among its agricultural water users. MWD has put over 2.7 MAF in storage in southern California, but in the long run a reduction in Colorado River water would tend to put added emphasis (i.e., water demand) on exports from the Delta to southern California. 2013

marked the worst 14 years of hydrologic history on the River since records have been kept; in contrast, in 2000, the combined storage in Lakes Mead and Powell was 95% of capacity. It should also be noted that in contrast to the extremely high prices being paid for water in the San Joaquin Valley, some farmers in the Coachella Valley and in Imperial County are paying as little as \$20 - 40/AF for Colorado River water. In anticipation of further decline in the reliability of Colorado River supplies, Arizona adopted and refined its comprehensive groundwater management statutes in the 1980's and 1990's, and these laws are the basis for an extensive groundwater banking program. California has no such legislation, and although there is extensive groundwater management planning in many areas (such as the Tri-Valley), there is nothing on a statewide or Central Valley-wide basis that can be used to offset drought conditions.

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As of March 31, 2015

DROUGHT EXPENSE BUDGET (Calendar Year 2015)		
No.	Description	Activities / Status
1	FYE 2015	Budget CY 2015: \$165,500 Actual CY 2015: \$ 19,618 Remaining Drought Budget: \$ 145,882
EXEMPTIONS FROM WATER USE LIMITATIONS (Calendar Year 2015)		
No.	Description	Activities / Status
1	No. Requested	8
2	No. Approved by Drought Coordinator	5
3	No. Denied by Drought Coordinator	1
4	No. Pending with Drought Coordinator	2
5	No. Appealed to Board	0
6	No. Approved by Board	0
7	No. Denied by Board	0
	No. Pending with Board	0
ENFORCEMENT OF WATER USE LIMITATIONS (Calendar Year 2015)		
No.	Description	Activities / Status
1	No. Written Warnings Issued	21
2	No. \$250 Violations Issued	12
3	No. \$500 Violations Issued	4
4	No. \$1,000 Violations Issued	1
5	No. Flow Restrictors Installed	0
6	No. Service Shutoffs	0
7	No. Waivers Requested	6
8	No. Waivers Approved by Drought Coordinator	6
9	No. Waivers Denied by Drought Coordinator	0
10	No. Waivers Pending with Drought Coordinator	0
11	No. Waivers Appealed to Board	0
12	No. Waivers Approved by Board	0
13	No. Waivers Denied by Board	0
14	No. Waivers Pending with Board	0
"DISTRICT AS AN ORGANIZATION" WATER USE CURTAILMENTS (Calendar Year 2015) review for changes		
1	Comply with District-wide water use limitations at all District facilities	Potable irrigation at remote sites has been adjusted to be in compliance with District mandatory restrictions.
2	Clean sewers with recycled water only (except for SSO's and emergencies)	All sewer cleaning is being done with recycled water, except when responding to plug ups and other emergencies.
3	Cease all hydrant flushing (except for critical areas with identified water quality problems)	All routine hydrant flushing has been suspended, except for problem areas with water quality concerns.

MEDIA BASED PUBLIC OUTREACH (Calendar Year 2015) review for changes / additions		
No.	Description	Activities / Status
1	Run appropriate on-air drought awareness messages in coordination to the greatest extent possible with other Tri-Valley water agencies	<ul style="list-style-type: none"> Regional meeting of Tri-Valley water agencies 4/20/2015 to determine messages and schedules for radio and TV ads regarding the drought
2	Run appropriate print media drought awareness messages in coordination to the greatest extent possible with other Tri-Valley water agencies	<ul style="list-style-type: none"> 1/12/15: News release: <i>DSRSD Cuts Water Use 24 Percent in 2014</i>, generated 5 print media stories 1/1/2015 to 3/31/2015 responded to 8 media inquiries regarding the drought which resulted in 8 news stories: 4 print (<i>U.S. News & World Report, Contra Costa Times, San Francisco Magazine</i>), 1 radio (KGO), and 3 TV.
3	Run appropriate on-line drought awareness messages in coordination to the greatest extent possible with other Tri-Valley water agencies	<ul style="list-style-type: none"> 12/10/14 NR "We've recycled 1B gallons of water so far, Come see how at public tour" resulted in KGO Radio story: <i>Dublin San Ramon Services District recycles its billionth gallon of waste water, faces extra demand in the drought</i>, brief news stories in <i>Valley Times, Pleasanton Weekly, Independent, CASA Daily Newsclips</i>, and on the <i>Dublin and San Ramon Patches</i>. 1/12/15: NR, "<i>DSRSD Cuts Water Use 24 Percent in 2014</i>" generated news on three TV stations (KPIX/CBS, KRON, and ABC7), five print media (<i>Tri-Valley Times</i> (2), <i>Independent, Pleasanton Weekly</i>, and <i>ACWA News</i>), and online news in <i>Dublin, San Ramon, and Danville Patches</i>. 2/13/15 NR, "Yes it rained, but the drought is still on! Keep your sprinklers off!" generated news in <i>Tri-Valley Times</i> and <i>Dublin, San Ramon, Pleasanton and Danville Patches</i>. 3/10/15 NR "<i>DSRSD Securing Supplemental Water Supplies</i>" generated print news (<i>Tri-Valley Times</i> (2), <i>Independent</i> (2), <i>Pleasanton Weekly, Marysville Appeal-Democrat</i> (2), <i>ACWA News</i>), and online news in the <i>Dublin, San Ramon and Danville Patches</i>.
NON-MEDIA BASED PUBLIC OUTREACH (Calendar Year 2015) review for changes / additions		
No.	Description	Activities / Status
1	Appropriate and timely direct mailers to District customers on drought related matters	<ul style="list-style-type: none"> None so far in 2015
2	Appropriate and timely bill stuffers to District customers on drought related matters	<ul style="list-style-type: none"> 1/1--2/15 Insert in Bills, "The Drought is still on, Turn off your sprinklers —it's mandatory" Notice on bill 2/15-3/15 "Automatic sprinklers off thru 3/31/15. Free AquaHawk Portal allows customers to track water use; 4/1-5/15 "Can use sprinklers once a week April & May" and Free AquaHawk Portal allows customers to track water use

3	Appropriate and timely social media messages on sites such as Facebook and Twitter	<ul style="list-style-type: none"> • 1/7/15: KGO Radio tweeted their story, <i>Dublin San Ramon Services District recycles its billionth gallon of waste water, faces extra demand in the drought.</i> • DSRSD Tweet: 1/12/15, NR <i>DSRSD Cuts Water Use 24 Percent in 2014</i>; 1 retweet • DSRSD Tweet: 2/13/15 NR <i>Drought still on, keep sprinklers off!</i> • DSRSD Tweet: 3/10/15 NR <i>DSRSD securing supplemental water</i> • DSRSD Tweet: NR <i>See how we recycled wastewater on a tour of the plant</i> • 3 tweets regarding fill station hours • 2 new followers thru March • Facebook, www.facebook.com/FreeRecycledWater: Daily Reach 0-34 people; Daily Impressions: 0-224; Daily Engaged: 0-6 people; New Likes 26; Lifetime Likes: 79
4	Appropriate and timely presence at Community Events such as Farmer Markets etc.	<ul style="list-style-type: none"> • 3/14/15 St. Patrick's Day Parade, "Oscar the Otter Says you Otter Save Water" and TV truck with drought message on side panel
5	Appropriate and timely presentations to local City Councils	<ul style="list-style-type: none"> • City of Dublin targeted for May 5 • City of San Ramon targeted for May 12
6	Appropriate and timely meetings with major public customers (School District, Camp Parks, Alameda County, FCI etc)	<ul style="list-style-type: none"> • None so far in 2015
7	Appropriate and timely speaking engagements with local service organizations such as Rotary, Lions, etc	<ul style="list-style-type: none"> • None so far in 2015
8	Appropriate and timely speaking engagements with Home Owners Associations (HOA's) and similar groups of residents	<ul style="list-style-type: none"> • 3/11/15 S. Stephenson spoke at the Villa Paseo Rose Garden HOA Board meeting (12 attended)
9	Continue to make appropriate yard signs available to customers; and	<ul style="list-style-type: none"> • Free "golden lawn" signs are available to residential customers • 1 sign given away • 75 on hand
10	Coordinate with local businesses to jointly promote water conservation	<ul style="list-style-type: none"> • 2/18/15 co-sponsored Water Wise Gardening Workshop with Armstrong Garden Center (12 participants) • 3/7/15 Tri-Valley Water Agencies sponsored Water Conservation event at Home Depot in Livermore • 4/11/15 Tri-Valley Water Agencies sponsored Water Conservation event at Home Depot in Pleasanton
DIRECT CONSERVATION ASSISTANCE (Calendar Year 2015)		
No.	Description	Activities / Status

1	Continue small device give-away programs	The following water conserving devices were given to customers: <ul style="list-style-type: none"> • 11 kitchen faucet aerators • 41 bathroom faucet aerators • 31 showerheads • 33toilet flappers • 28toilet leak detection kits • 18 hose nozzles • 15 shower/faucet flow measurement bags 						
2	Conduct landscape water audits	0						
3	Make home water audit kits available	0						
ENHANCED REBATE PROGRAMS (Calendar Year 2015)								
No.	Description	Activities / Status						
1	High Efficiency Toilet (HET)	<ul style="list-style-type: none"> • 18 rebates processed • Total \$1,147 (average \$64/rebate) 						
2	Waterless Urinals	<ul style="list-style-type: none"> • None so far in 2015 						
3	High Efficiency Clothes Washer (HEW)	<ul style="list-style-type: none"> • 147 rebates processed • Total \$3,675 (average \$25/rebate) 						
4	Pool and Spa covers (to reduce evaporation)	<ul style="list-style-type: none"> • 2 Rebate processed • Total \$150 (average \$75 / rebate) 						
5	Weather Based Irrigation Controller ("Smart Controller) - Single Family Homes	<ul style="list-style-type: none"> • 2 Rebate processed • Total \$147 (average \$74 / rebate) 						
6	Weather Based Irrigation Controller ("Smart Controller) – Multi-Family Dwelling	<ul style="list-style-type: none"> • None so far in 2015 						
7	Lawn Replacement Program - Single Family Homes	<ul style="list-style-type: none"> • 1 Rebate processed • Total \$423 (average \$423 / rebate) 						
8	Lawn Replacement Program - Multi-Family or Businesses	<ul style="list-style-type: none"> • None so far in 2015 						
9	Amount of District Rebates Issued (Fiscal Year)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Budget CY 2015:</td> <td style="text-align: right;">\$10,000</td> </tr> <tr> <td>Actual CY 2015:</td> <td style="text-align: right;"><u>\$ 5,542</u></td> </tr> <tr> <td>Remaining Rebate Budget:</td> <td style="text-align: right;">\$ 4,457</td> </tr> </table>	Budget CY 2015:	\$10,000	Actual CY 2015:	<u>\$ 5,542</u>	Remaining Rebate Budget:	\$ 4,457
Budget CY 2015:	\$10,000							
Actual CY 2015:	<u>\$ 5,542</u>							
Remaining Rebate Budget:	\$ 4,457							
EXPANDED RECYCLED WATER USE (Calendar Year 2015) review for updates / additions								
No.	Description	Activities / Status						
1	Construct and place into operation extensions to Alameda County properties in eastern Dublin	The pipeline to Santa Rita Jail and other County facilities is currently under construction. Scheduled to be complete in mid-April.						
2	Construct and place into operation extensions to District irrigation customers on the west side of 680	The pipeline is currently under design. At this time Staff is reviewing 90% plans. The project is expected to be put out to bid in May.						
3	Cooperate with EBMUD to extend recycled water service at Bishop Ranch	EBMUD decided that they will use their forces to install pipelines through Bishop Ranch.						

4	Cooperate with EBMUD, if requested, to extend recycled water service to their customers west of 680	The pipeline under design in San Ramon Road may be upsized to support a portion of EBMUD's demands should they request to connect and extend the pipeline to their service area. The cost of pipeline upsizing and pipeline extension has been presented to EBMUD for their consideration.				
5	Cooperate with Pleasanton in accordance with existing agreements to implement recycled water service within the City of Pleasanton	<p><u>In progress:</u></p> <ul style="list-style-type: none"> • DSRSD staff providing implementation guidance. • Val Vista Deliveries (YTD): 2.04 million gallons 				
6	Retrofit appropriate District potable water customers to recycled water	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Accounts retrofitted :</td> <td style="text-align: right;">2</td> </tr> <tr> <td>AF Converted to RW Use :</td> <td style="text-align: right;">4</td> </tr> </table>	Accounts retrofitted :	2	AF Converted to RW Use :	4
Accounts retrofitted :	2					
AF Converted to RW Use :	4					
7	Continue to operate the WWTP truck fill station for construction contractors and other larger scale water haulers	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Permitted Haulers:</td> <td style="text-align: right;">46</td> </tr> <tr> <td>Volume:</td> <td style="text-align: right;">2.70 million gallons</td> </tr> </table>	Permitted Haulers:	46	Volume:	2.70 million gallons
Permitted Haulers:	46					
Volume:	2.70 million gallons					
8	Continue to operate the WWTP residential recycled water fill station	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Registered Customers:</td> <td style="text-align: right;">600+</td> </tr> <tr> <td>Volume:</td> <td style="text-align: right;">578,000 gallons</td> </tr> </table>	Registered Customers:	600+	Volume:	578,000 gallons
Registered Customers:	600+					
Volume:	578,000 gallons					
ENHANCED CUSTOMER SERVICE (Calendar Year 2015)						
No.	Description	Activities / Status				
1	Continue to promote the AquaHawk customer service portal as a customer service feature to help customers manage their water use during the drought.	<ul style="list-style-type: none"> • 508 new customers registered in 2015 • 6,472 customers now registered 				

WISE WATER USER CREDIT PROGRAM (Calendar Year 2015)		
No.	Description	Activities / Status
1	Administer the 2015 Wise Water User Credit Program	<ul style="list-style-type: none"> • 1,373 eligible customers beginning of year • 1,239 customers remaining eligible this year <p><i>(By limiting usage to Tier 1 volumes)</i></p>
IRRIGATION ADJUSTMENTS AND REPAIRS CUSTOMER ASSISTANCE PROGRAM (Calendar Year 2015)		
No.	Description	Activities / Status
1	Requests Handled (Calendar Year)	<ul style="list-style-type: none"> • 1 • Cost = \$105 (average \$105 per request)
2	Cost of Repairs Handled (Fiscal Year)	Budget CY 2015: \$1,250 Actual CY 2015: <u>\$ 105</u> Remaining Program budget: \$ 1,250
PURSUE SHORT-TERM TEMPORARY WATER SOURCES (Calendar Year 2015) check for updates / additions		
No.	Description	Activities / Status
1	Upgrade the existing non-Dougherty Valley DSRSD-EMBUD interties to “semi-permanent” status	Operations is fabricating rigid piping for the Alcosta-Davona and Southwick interties which will be installed in late April or May to begin accepting water purchased from Yuba County Water. Radio telemetry will also be installed on each intertie so that the flow of transfer water can be continuously monitored.
2	Continue to encourage and support Zone 7’s efforts for water transfers	<ul style="list-style-type: none"> • Continue to support Zone 7 efforts for CCWD Water Exchange • Continue to support Zone 7 efforts for Yuba Accord water
3	Explore retail-level water transfers utilizing existing interties as a source of additional supply directly to the District.	The District, EBMUD and the Yuba County Water Agency have approved agreements for the transfer of a net of 1,275 AF of water to the District’s service area. Zone 7 has removed their opposition to the transfer. Work is ongoing with the US Bureau of Reclamation to circulate the Environmental Assessment (EA) document and prepare a Warrant Act Contract to allow the water to pass through the Folsom South Canal.

H:\Board\2015\04-21-15\9B Water Supply Report\Attachment 2 - Drought Response Action Plan Status Report.docx



Reference General Manager	Type of Action Review and Discuss	Board Meeting of April 21, 2015
Subject Review Proposed Strategic Work Plan for FYE 2016 and FYE 2017		
<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 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 review, discuss as appropriate and, by Consensus, express its support for or provide direction related to the proposed Strategic Work Plan.

Summary:

The District is in the process of updating its five year Strategic Plan. The Strategic Plan is scheduled to be approved by the Board on May 19, 2015 per Attachment 1. The last part of the Plan requiring Board input is the Strategic Work Plan. The Board has discussed the District Mission, Vision, Core Values and Strategic Goals and provided direction to staff in each of those areas. For reference, the tentative Mission, Vision, Core Values and Goals are included as Attachment 2.

The Work Plan is a document developed and implemented by staff and is accepted by rather than approved by the Board. This is because the resources needed to accomplish the Work Plan must be included in the FYE 2016 and FYE 2017 District budget that the Board does approve. Accordingly, it is appropriate for the Board to review the Work Plan. Development of the Work Plan is an iterative process. If the Board is not supportive of the resource needs, the District budget will be adjusted as directed and the Strategic Goals will require revision (in scope and / or schedule) to reflect the reduced resources as decided by the Board. Attachment 3 presents the proposed Work Plan and highlights those resources included in the District budget as it currently exists and that staff believes are needed to accomplish the Strategic Goals the Board is establishing.

The Board should review the proposed Work Plan from a conceptual policy level with the following in mind:

1. If things are missing, this would be an appropriate opportunity to add them;
2. If something is in the Work Plan that the Board cannot support, it should be identified;
3. If something in the Work Plan needs modifications to make it acceptable, that direction would be appropriate as well; and
4. If the resources needed to accomplish the Work Plan cannot be supported, direction should be given as to how the associated goal should be changed (delayed, deleted, modified in scope).

This input is needed to allow the District budget to be efficiently developed for presentation to the Board.

Committee Review			Legal Review	Staff Review		
COMMITTEE	DATE	RECOMMENDATION		ORIGINATOR	DEPARTMENT	REVIEWED BY
---	---	---	Not Required	B. Michalczyk	Executive	
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 Any cost will be considered in Budget approval	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. Strategic Planning Schedule 2. Tentative Mission, Vision, Core Values, and Strategic Goals 3. Draft Strategic Work Plan				

**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	Completed
7.	Work Plan drafted by staff	March & April 2015	Completed
8.	Board review of draft Work Plan and consideration of needed budgetary resources	April 21, 2015	This Meeting
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

ATTACHMENT 2
MISSION STATEMENT, VISION STATEMENT, CORE VALUES AND STRATEGIC GOALS
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?

Goal No.	Goal Statements	Importance To Be Started To Be Achieved
1.0 FINANCIAL AFFAIRS		
1.01	ENSURE APPROPRIATE INVESTMENT AND SOUND FINANCIAL PLANNING TO SUPPORT THE DISTRICT'S MISSION WELL AHEAD OF NEED	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. 	Mission Critical Ongoing Long Term
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 	Mission critical Ongoing Near Term
2.03	PARTICIPATE IN THE IMPLEMENTATION OF RECYCLED WATER DELIVERIES TO THE CITY OF PLEASANTON SERVICE AREA	Important Ongoing Long Term
2.04	DEFINE AND IMPLEMENT ESSENTIAL PROJECTS IN A TIMELY MANNER TO MEET COMMUNITY SERVICE EXPECTATIONS	Mission Critical Short Term Mid Term
2.05	USE ASSET MANAGEMENT TO IMPROVE MAINTENANCE EFFICIENCY AND PLAN FOR REPLACEMENT OF CRITICAL INFRASTRUCTURE	Important Ongoing Continuous
2.06	DIVERSIFY MANAGEMENT OF BIOSOLIDS TO REDUCE EXPOSURE TO OPERATIONAL, ENVIRONMENTAL AND FINANCIAL RISKS	Mission Critical Ongoing Long Term
2.07	PLAN FOR FUTURE WASTEWATER EFFLUENT NUTRIENT CONTROL BY ACTIVELY PARTICIPATING IN THE BAY AREA CLEAN WATER AGENCIES NUTRIENT MANAGEMENT STUDY	Mission Critical Ongoing Long Term

Goal No.	Goal Statements	Importance To Be Started To Be Achieved
2.08	ENHANCE OUR CAPABILITY TO RESPOND TO AND RECOVER FROM EMERGENCIES	Mission critical Ongoing Continuous
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	Important Ongoing Long Term
3.03	ENSURE THAT THE PUBLIC IS AWARE OF AND UNDERSTANDS IMPORTANT ISSUES FACING THE DISTRICT	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	Important Short Term Mid Term

Attachment 3
STRATEGIC PLAN
 Tag Line
 Fifth Edition FYE 2016 to FYE 2020
 Work Plan

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE16	FYE17	FYE18	FYE19	FYE20	ADDITIONAL BUDGET NEEDS FYE 2016 FYE 2017
	ADMIN		1.01	ENSURE APPROPRIATE INVESTMENT AND SOUND FINANCIAL PLANNING TO SUPPORT THE DISTRICT'S MISSION WELL AHEAD OF NEED	Mission Critical Ongoing Continuous						
		Archer	1.01.01	Report on adherence of investments made to the investment policy and benchmark to market returns		X	X	X	X	X	
		Biagtan	1.01.02	Explore in good faith the closeout of the Windemere BLC credit-against fee agreement		X					Not an expense but could be \$250,000 to \$1,000,000 included in Water Expansion Cash flow modeling
		Archer	1.01.03	Prepare an updated Regional rate study that includes appropriate cash reserves and debt coverage		X					FYE 2016 = \$39,000 Rate Consultant FYE 2017 = \$0
		Archer	1.01.04	Prepare an updated Local rate study that includes appropriate cash reserves		X					FYE 2016 = \$10,000 Rate Consultant FYE 2017 = \$0
		Archer	1.01.05	Prepare an updated Water rate study that includes appropriate cash reserves and debt coverage (Next study effective 2018)			X				FYE 2016 = \$0 FYE 2017 = \$30,000 Rate Consultant
		Zavadil	1.01.06	Prepare CIP ten year plan every two years			X		X		
		Archer	1.01.07	Prepare Biennial Operating Budget in odd numbered fiscal years			X		X		
		Archer	1.01.08	Develop long term financial planning models to allow the Board to make more informed long term rate and budget decisions			X		X		
	ADMIN		1.02	SATISFY PENSION AND OPEB (OTHER POST EMPLOYMENT BENEFIT) OBLIGATIONS WITHIN FIVE YEARS	Important Ongoing Long Term						
		Archer	1.02.01	Provide annual briefings to the Board regarding pension obligations and funding status		X	X	X	X	X	
		Archer	1.02.02	Pay down PERS unfunded liability in accordance with Policy		X	X	X	X	X	\$16.4M total unfunded liability FYE 2016 = TBD Payment to PERS FYE 2017 = TBD Payment to PERS
		Archer	1.02.03	Develop a policy for payment of unfunded PERS liability in 3-5 years		X					
		Archer	1.02.04	Review OPEB liability bi-annually and funding obligations and maintain 100% funding		X	X	X	X	X	
		Archer	1.02.05	Evaluate and recommend one of three investment options offered by PERS for District OPEB investments		X		X		X	
	ADMIN		1.03	SATISFY RESIDUAL TEMPORARY INFRASTRUCTURE CHARGE OBLIGATION WITHIN FIVE YEARS IN ACCORDANCE WITH BOARD POLICY	Important Ongoing Long Term						

STRATEGIC PLAN
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Fifth Edition FYE 2016 to FYE 2020
Work Plan

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE16	FYE17	FYE18	FYE19	FYE20	ADDITIONAL BUDGET NEEDS FYE 2016 FYE 2017
		Archer	1.03.01	Review annually the ability to pay back the funds advanced through the Temporary Infrastructure Charge		X	X	X	X	X	\$4.2 M remains to be paid FYE 2016 = TBD Xfer Wat Exp to Wat Repl. FYE 2017 = TBD Xfer Wat Exp to Wat Repl.
	ADMIN		1.04	USE AN ASSET MANAGEMENT DATA DRIVEN APPROACH FOR SETTING REPLACEMENT RESERVE TARGETS	Important Ongoing Mid Term						
		Archer	1.04.01	Review the adequacy of the District's reserve policies to ascertain if revisions are needed to protect the District rate payers against a significant economic downturn		X			X		
		Archer	1.04.02	Load LAVWMA export facilities data from asset management program into replacement funding model				X	X		
		Archer	1.04.03	Load potable water system data from asset management program into replacement funding model				X	X		
		Archer	1.04.04	Load DERWA facilities data from asset management program into replacement funding model					X		
		Archer	1.04.05	Load local collection system data from asset management program into replacement funding model					X		
		Archer	1.04.06	Load regional treatment system data from asset management program into replacement funding model					X	X	
	ADMIN		1.05	INTEGRATE MASTER PLANS WITH FEE SETTING FOR CAPACITY RIGHTS	Important Ongoing Near Term						
		Archer	1.05.01	Update Water Capacity Reserve Fee study in conjunction with the update to the Water Master Plan		X					Funding included in current Water Master Plan Project
		Archer	1.05.02	Update Regional Capacity Reserve Fee study in conjunction with the update to the Regional Treatment Plant Master Plan				X			
		Archer	1.05.03	Update Local Capacity Reserve Fee study in conjunction with the update to the Collection System Master Plan					X		

STRATEGIC PLAN
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Fifth Edition FYE 2016 to FYE 2020
Work Plan

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE16	FYE17	FYE18	FYE19	FYE20	ADDITIONAL BUDGET NEEDS FYE 2016 FYE 2017
	ENGINEERING		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 	Mission Critical Ongoing Long Term						
		Biagtan	2.01.01	Develop creative approaches to stretch the existing recycled water system in ways that are financially sound such as the use of seasonal storage, use of fringe basin water, and other alternatives, and reflect project concepts in the 10 year CIP.	c	X	X	X	X	X	
		McIntyre	2.01.02	Encourage Zone 7 and other Tri-Valley retailers to formally develop and endorse a portfolio of local and/or alternative regional water supply options that can be implemented in the event efforts to fix the Delta are delayed or fail.		X	X	X	X	X	
		Michalczyk	2.01.03	Support regional desalination programs that will benefit District customers.		X	X	X	X	X	
		Biagtan	2.01.04	Complete the 2015 Urban Water Management Plan.		X					FYE 2016 = \$100,000 Consultant FYE 2017 = \$ 0
		McIntyre	2.01.05	Collaborate with other Tri-Valley agencies to pursue water reliability options agreed upon by the Tri-Valley Water Policy Roundtable Committee, including adoption of "agreed upon principles" or a formal MOU.		X	X				
		McIntyre	2.01.06	Develop an Indirect Potable Reuse Project concept in partnership with one or more Tri-Valley partners.			X	X	X	X	
		Michalczyk	2.01.07	Negotiate the Zone 7 Water Supply Contract as opportunities arise, with an objective of obtaining discretion to diversify DSRSD's water supply at the earliest opportunity.			X	X	X	X	

STRATEGIC PLAN
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Fifth Edition FYE 2016 to FYE 2020
Work Plan

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE16	FYE17	FYE18	FYE19	FYE20	ADDITIONAL BUDGET NEEDS FYE 2016 FYE 2017
	ENGINEERING		2.02	MANAGE POTABLE WATER DEMAND WHILE MEETING STATE MANDATES FOR WATER USAGE: Goal to be finalized to be in conformance with final goals of Long Term Water Supply Master Plan – Tentatively	Mission critical Ongoing Near Term						
		Biagtan	2.02.01	Monitor and regularly report per capita water usage within the District to ensure the District continues to meet continuously the State Water Conservation target of 20% by 2020.		X	X	X	X	X	
		Michalczyk	2.02.02	Sustain compliance with Zone 7 and State of California potable use reduction mandates during water shortages.		X	X	X	X	X	FYE 2016 = \$300,000 O&M expense FYE 2017 = TBD
		Biagtan	2.02.03	Implement a pilot project for recycled water for residential front yards.			X				FYR 2016 = \$0 FYE 2017 = \$50,000 CIP expense
		Boagtan	2.02.04	Develop incentives for new and existing structural conservation programs.			X	X			FYE 2016 = \$0 FYE 2017 = \$100,000 Rebates
	ENGINEERING		2.03	PARTICIPATE IN THE IMPLEMENTATION OF RECYCLED WATER DELIVERIES TO TRI-VALLEY COMMUNITIES OUTSIDE OF OUR SERVICE AREA	Important Ongoing Long Term						
		Michalczyk	2.03.01	Revise institutional arrangements for recycled water delivery that involve DSRSD, EBMUD, DERWA, and Pleasanton to improve efficiency.		X	X	X	X	X	
		Zavadil	2.03.02	Expand DERWA's recycled water plant beyond the sixth sand filter to serve Pleasanton and to expand water delivery within the DSRSD boundary.		X	X				FYE 2016 = \$1.7 M CIP Expense FYE 2017 = \$0 (Reimbursements will make net to District approx..\$160,000.
		McIntyre	2.03.03	Develop studies and agreements by 2019 that facilitate interconnection of Tri-Valley recycled water systems over the next decade.				X	X		
		Mcintyre	2.03.04	Store up to 1, 200 acre-feet of seasonal recycled water in Zone 7's Chain of Lakes by 2020.						X	
	ENGINEERING		2.04	DEFINE AND IMPLEMENT ESSENTIAL PROJECTS IN A TIMELY MANNER TO MEET COMMUNITY SERVICE EXPECTATIONS	Mission Critical Short Term Near Term						
		Biagtan	2.04.01	Integrate projects recommended in the Board approved Long Term Alternate Water Supply Study into the Capital Improvement Program and Budget.				X	X	X	
		Biagtan	2.04.02	Complete the Water and Recycled Water Master Plan and corresponding Connection Fee Study Update.		X					

STRATEGIC PLAN
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Fifth Edition FYE 2016 to FYE 2020
Work Plan

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE16	FYE17	FYE18	FYE19	FYE20	ADDITIONAL BUDGET NEEDS FYE 2016 FYE 2017
		Zavadil	2.04.03	Complete the Wastewater Treatment Plant and Biosolids Facility Master Plan, and reflect recommended projects in the Capital Improvement Plan and Budget.		X	X				
		Zavadil	2.04.04	Complete potable water and recycled water SCADA improvements.		X					
		Zavadil	2.04.05	Secure, procure, or construct a permanent home for the Field Operations Corporation Yard		X	X				FYE 2016 = Up to \$6M CIP Expense FYE 2017 = 0 Amounts in budget but will depend on option chosen
		Gallagher	2.04.06	Hold meetings at least annually with the WWTP neighbors		X	X	X	X	X	FYE 2016 = \$900 for mailing invitations FYE 2017 = \$900 for mailing invitations
		Gallagher	2.04.07	Maintain odor control facilities to meet design criteria for performance		X	X	X	X	X	
		Gallagher	2.04.08	Identify and correct new and/or fugitive sources of odors at WWTP		X	X	X	X	X	
		Fuller	2.04.09	Maintain a 24-hour odor hotline and respond to odor complaints and issues		X	X	X	X	X	
		Zavadil	2.04.10	Reach a decision as to when the District has achieved appropriate odor mitigation for the wastewater treatment facilities		X					
	OPERATIONS		2.05	USE ASSET MANAGEMENT TO IMPROVE MAINTENANCE EFFICIENCY AND PLAN FOR REPLACEMENT OF CRITICAL INFRASTRUCTURE	Important Ongoing Continuous						
		Lee	2.05.01	Complete a comprehensive database of all utility assets by FYE 2020		X	X	X	X	X	
		Lee	2.05.02	Integrate CIP planning and operations/maintenance using Asset Management for optimizing life cycle cost decision making by the end of FYE 2020		X	X	X	X	X	
		Dryden	2.05.03	Complete CCTV assessment and PACP evaluation of all local sewer facilities by end of FYE 2018		X	X	X			FYE 2016 = \$180,000 Contractor FYE 2017 = \$180,000 Contractor
		Lee	2.05.04	Prepare a data base of historical water distribution system failures, to provide a set of proxy data for assessing long-term water system needs.		X	X	X			
		Lee	2.05.05	Complete an assessment of the Regional Sewer Facility Replacement needs as part of the Wastewater Treatment Master Plan, and begin developing a database to track all maintenance and rehabilitative work on plant assets.		X	X	X	X		FYE 2016 = \$200,000 Consultant FYE 2017 = \$200,000 Consultant
	ENGINEERING		2.06	DIVERSIFY MANAGEMENT OF BIOSOLIDS TO REDUCE EXPOSURE TO OPERATIONAL, ENVIRONMENTAL AND FINANCIAL RISKS	Mission Critical Ongoing Long Term						

STRATEGIC PLAN
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Fifth Edition FYE 2016 to FYE 2020
Work Plan

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE16	FYE17	FYE18	FYE19	FYE20	ADDITIONAL BUDGET NEEDS FYE 2016 FYE 2017
		Zavadil	2.06.01	Incorporate projects recommended in the Wastewater Treatment Plant and Biosolids Master Plan into the FYE 2017 and beyond Capital Improvement Plan and Budget.			X	X	X	X	FYE 2016 = \$0 FYE 2017 = TDB CIP Expense
		McIntyre	2.06.02	Encourage City of Pleasanton to participate in the Bay Area Biosolids to Energy (BAB2E) program and pilot project.		X	X	X	X	X	
		Fuller	2.06.03	Manage the operation of a portable solids dewatering facility to produce cake for hauling and testing with one or more BAB2E pilot projects		X	X				
		Gallagher	2.06.04	Using cake solids from the BAB2E pilot project described above, apply for and obtain regulatory approve to landfill and/or land apply biosolids as a backup method of disposal		X	X	X			
		Biagtan	2.06.05	Complete the Bay Area Biosolids to Energy (BAB2E) Feasibility Study, with objective of having DSRSD serve as one of the "pilot project" sites		X	X	X			FYE 2016 = \$50,000 CIP FYE 2017 = \$50,000 CIP
	OPERATIONS		2.07	PLAN FOR FUTURE WASTEWATER EFFLUENT NUTRIENT CONTROL BY ACTIVELY PARTICIPATING IN THE BAY AREA CLEAN WATER AGENCIES NUTRIENT MANAGEMENT STUDY	Mission Critical Ongoing Long Term						
		Gallagher	2.07.01	Actively participate in Bay Area Clean Water Agencies Nutrient Management Studies, including efforts to address nutrients on a watershed basis		X	X	X	X	X	
		Gallagher	2.07.02	Participate in negotiations with regulatory agencies to determine appropriate nutrient limits and a compliance schedule for the District's treated effluent discharge to SF Bay				X	X		
		Zavadil	2.07.03	Using assigned nutrient removal limits and the compliance schedule, select the projects necessary to achieve the required degree of nutrient removal within the time allowed and include the design and construction of the projects in the FYE 2020 Capital Improvement Plan and Budget					X	X	FYE 2016 = \$50,000 CIP FYE 2017 = \$50,000 CIP
	OPERATIONS		2.08	ENHANCE OUR CAPABILITY TO RESPOND TO AND RECOVER FROM EMERGENCIES	Mission critical Ongoing Continuous						
		Atendido	2.08.01	Complete remaining security improvements for the Maintenance Bldgs		X					

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											FYE 2016	FYE 2017
		Zavadil	2.08.02	Update a risk / vulnerability assessment of District potable water facilities and identify remaining needs			X				FYE 2016 = \$0 FYE 2017 = CIP \$50,000	
		Zavadil	2.08.03	Complete remaining security improvements to District potable water facilities				X				
		Lopez	2.08.04	Fully implement a modern inventory management and control system for spare parts and equipment		X	X					
		Gallardo	2.08.05	Regularly train employees and conduct drills to prepare for emergencies, both local and regional		X	X	X	X	X		
		Treppa	2.08.06	Regularly assess and test the security of the District's physical and cyber assets		X	X	X	X	X		
		Gallardo	2.08.07	Biannually update the Emergency Response Plan		X		X		X		
		Archer	2.08.08	Develop formal disaster accounting procedures			X					
		Gallagher	2.08.09	Biennially update the unified communication plan (network/radios/phones)		X		X		X		
		Gallardo	2.08.10	Conduct emergency preparedness training for the District's elected officials			X		X			
		Gallardo	2.08.11	Finalize, maintain, and regularly update disaster recovery/business continuity plan						X		
	ADMIN		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							
		Treppa	2.09.01	Provide secure access to fully integrated voice & data technology to provide relevant information to ensure good business and operational decisions		X	X	X	X	X		
		Treppa	2.09.02	Develop a Master Plan for the business network		X					FYE 2016 = \$20,000 Consultant FYE 2017 = \$0	
	ENGINEERING		2.10	DELIVER WATER OF A QUALITY THAT MEETS ALL STANDARDS AND IS ACCEPTABLE TO OUR CUSTOMERS	Important Ongoing Long Term							
		Gumber	2.10.01	Analyze and report organic and inorganic parameters in the District's water supply and assist in the preparation of the annual water quality report		X	X	X	X	X		

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		Zavadil	2.10.02	Annually report data for water hardness in the District's water supply related to the operation and impact of Zone 7's demineralization facilities		X	X	X	X	X	
		McIntyre	2.10.03	Study and report water hardness and other T&O criteria and seek Board direction concerning potential improvements						X	
	EXECUTIVE		3.01	GOVERN IN AN EFFECTIVE, EFFICIENT, OPEN AND TRANSPARENT MANNER	Best Practice Ongoing Continuous						
		Hatfield	3.01.01	Respond to all Public Records Act requests within the "spirit of the law"		X	X	X	X	X	
		Hatfield	3.01.02	Maintain the District Code and District policies on line on a continuous basis		X	X	X	X	X	FYE 2016 = \$3,000 Vendor FYE 2017 = \$3,000 Vendor
		Hatfield	3.01.03	Monitor Board compliance with and provide training for Ethics, Conflict of Interest, Brown Act Public Records Act, FPPC Disclosures and Anti-Harassment		X	X	X	X	X	
		Hatfield	3.01.04	Annually review 25% of District policies		X	X	X	X	X	
		Michalczyk	3.01.05	Update the Strategic Plan Mission, Vision, Values and Goals every two years			X		X		
		Michalczyk	3.01.06	Update the Strategic Work Plan Tasks every year		X	X	X	X	X	
		Michalczyk	3.01.07	Evaluate the operation of the Board's revised Committee system a year after it goes into operation		X					
		Hatfield	3.01.08	Renew CSDA Transparency certification		X		X		X	
		Michalczyk	3.01.09	Conduct prospective and newly elected Board member orientation programs			X		X		
		Hatfield	3.01.10	Conduct consolidated District elections			X		X		FYE 2016 = \$0 FYE 2017 = \$130,000 Payment to Counties
		Hatfield	3.01.11	Undertake Biennial Review of Conflict of Interest Code			X		X		
		Michalczyk	3.01.12	Update Policy – Guidelines for Conducting Board Business					X		
	EXECUTIVE		3.02	SEEK NEW WAYS TO IMPROVE THE INSTITUTIONAL WAY WE DELIVER SERVICES	Important Ongoing Long Term						
		McIntyre	3.02.01	Implement Task Orders involving DSRSD under IRSMA		X	X	X	X	X	
		McIntyre	3.02.02	Reconvene Tri-Valley Utility Ad Hoc Committee each year to assess progress since 2014 meeting		X	X	X	X	X	

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		McIntyre	3.02.03	Move forward with implementation / further evaluation as directed by Board		X	X	X			
	ADMIN		3.03	ENSURE THAT THE PUBLIC IS AWARE OF AND UNDERSTANDS IMPORTANT ISSUES FACING THE DISTRICT	Best Practice Ongoing Continuous						
		Stephenson	3.03.01	Undertake appropriate education(all levels) and outreach in the District's service area		X	X	X	X	X	FYE 2016 = \$7,500 Printing etc FYE 2017 = \$7,500 Printing etc.
		Stephenson	3.03.02	Sponsor regional science fair awards related to the water sciences		X	X	X	X	X	
		Stephenson	3.03.03	Sponsor and promote the James B. Kohnen scholarship program as part of ACWA and CASA scholarships		X	X	X	X	X	FYE 2016 = \$2,000 ACWA and CASA FYE 2017 = \$2,000 ACWA and CASA
		Stephenson	3.03.04	Evaluate the cost of expanding/improving the broadcast of live board meetings. Implement in FYE 2017as directed.		X	X				FYE 2016 = \$50,000 Contractor FYE 2017 = \$50,0000 Contractor
		Stephenson	3.03.05	Develop an influential public, community leaders who represent a broad cross section of interests who are in a position to influence decisions		X	X	X	X	X	
		Stephenson	3.03.06	Manage Legislative outreach efforts through letters of support or opposition with CASA, ACWA, and WATEREUSE. Prepare briefing materials and talking points for Board.		X	X	X	X	X	
		Gallagher	3.03.07	Manage all Inquiries, news releases, and emergency response(drought)		X	X	X	X	X	
		Stephenson	3.03.08	Stay abreast of news stories, trends, issues and realities associated with public sector		X	X	X	X	X	
		Stephenson	3.03.09	Identify key business values as a source document for all District communication		X	X	X			
		Stephenson	3.03.10	Rebrand the WWTP as a "resource Recovery Facility			X	X			
	ADMIN		3.04	EXPAND THE USE OF TECHNOLOGY TO PROVIDE ENHANCED CUSTOMER SERVICE TO ALL DISTRICT CUSTOMERS	Important Ongoing Continuous						
		Goldman	3.04.01	Conduct customer satisfaction surveys in a cost effective manner and report the results annually		X	X	X	X	X	
		Goldman	3.04.02	Expand the use of AQUA-HAWK technology to allow more efficient use of customer services to enhance in house processes (e.g. On /Offs automated)		X					FYE 2016 = \$4,000 Vendor FYE 2017 = \$4,000 Vendor
		Goldman	3.04.03	Implement new customer service to allow on line access to billing history for viewing and printing.		X					FYE 2016 = \$14,000 Vendor FYE 2017 = \$0

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		Goldman	3.04.04	Improve on line customer payment process and system (current balance details availability)		X					FYE 2016 = \$7,500 Vendor FYE 2017 = \$0
		Goldman	3.04.05	Re-evaluate cost of the District paying the credit card fee for Debit/Credit Card transactions currently being paid by those customers who use this method of payment			X		X		
	EXECUTIVE		3.05	IMPLEMENT NEEDED CHANGES TO RECORDS MANAGEMENT, RETENTION AND RETRIEVAL POLICIES AND SYSTEMS (INCLUDING ELECTRONIC RECORDS)	Important Ongoing Mid Term						
		Hatfield	3.05.01	Implement a streamlined and enhanced records management program with an appropriate electronic content management system, email retention program, contract management system and records administration.		X	X	X			FYE 2016 = \$42,000 – Temp. Assistance FYE 2017 = \$42,000 – Temp. Assistance
	ADMIN		4.01	MAINTAIN FAIR AND EQUITABLE LABOR AGREEMENTS WITH COMPETITIVE SALARY AND BENEFIT PACKAGES	Important Short Term Long Term						
		Michalczyk	4.01.01	Develop a long term compensation and benefits philosophy		X	X			X	FYE 2016 = \$10,000 Comp survey FYE 2017 = \$0
		Gallardo	4.01.02	Monitor and implement as appropriate the provisions of the enacted California pension reform legislation and meet and confer as may be needed to address issues as they arise			X				
		Gallardo	4.01.03	Monitor and implement as appropriate the provisions of the enacted Federal health care reform legislation and meet and confer as may be needed to address issues as they arise			X				
		Michalczyk	4.01.04	Complete PEBU negotiations for new MOU			X				
		Michalczyk	4.01.05	Complete CEBU negotiations for new MOU			X				
		Michalczyk	4.01.06	Complete L39 negotiations for new MOU			X				
		Michalczyk	4.01.07	Complete MBU negotiations for new MOU				X			
	ADMIN		4.02	DEVELOP AND IMPLEMENT A HUMAN RESOURCES MASTER PLAN	Important Short Term Mid Term						
		Gallardo	4.02.01	Assess the District's Deferred Compensation (457) plan and conduct marketing review every 4 years		X				X	FYE 2016 = \$5,000 Legal fees FYE 2017 = \$0
		Gallardo	4.02.02	Assess District wide safety program to ensure a vigilant safety program supported by management's attention of safety in the workplace			X		X		

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		Gallardo	4.02.03	Update long-term staffing plan that is compatible with revenue projections and operational needs In conjunction with budget process			X		X		
		Gallardo	4.02.04	Undertake timely and appropriate compensation and benefit surveys as job classifications are modified or created and in advance of labor contract negotiations				X			