



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

**NOTICE OF REGULAR MEETING**

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

**DATE:** Tuesday, November 17, 2015

**AGENDA**

(NEXT RESOLUTION NO. 93-15)

(NEXT ORDINANCE NO. 338)

**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.**

**BUSINESS:**

**REFERENCE**

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

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

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

Technical Affairs	October 22, 2015
Administrative Affairs	October 20, 2015
Executive	October 20, 2015

**BUSINESS:**

**REFERENCE**

			<b><u>Recommended Action</u></b>	<b><u>Anticipated Time</u></b>
7.	<b><u>APPROVAL OF MINUTES</u></b> - Regular Meeting of <i>November 3, 2015</i>	Executive Services Supervisor	Approve by Motion	
8.	<b><u>CONSENT CALENDAR</u></b>			
Matters listed under this item are considered routine and will be enacted by one Motion, in the form listed below. There will be no separate discussion of these items unless requested by a Member of the Board of Directors or the public prior to the time the Board votes on the Motion to adopt.				
A.	Authorize Task Order No. 1 for Professional Records Management Consulting Services with Records Control Services	General Manager	Approve by Motion	
B.	Accept the Following Regular and Recurring Reports: District Financials, Warrant List, Upcoming Board Business and Unexpected Asset Replacement Requests	General Manager	Accept by Motion	
9.	<b><u>BOARD BUSINESS</u></b>			
A.	Review and Discuss Drought Management Program	General Manager	Discuss & 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	5 min
C.	Confirm Calculation of Recycled Water Rate	General Manager	Approve by Resolution	5 min
D.	Accept Rate Stabilization Fund Annual Report and Direct Fund Transfer	General Manager	Approve by Motion	5 min
E.	Authorize and Direct the General Manager to Execute a Purchase Order with Andritz Separation, Inc., for Purchase of a Continuous Backwash Updraft Sand Filter for the DERWA Recycled Water Treatment Facility 6th Filter Project (CIP 16-R008)	Engineering Services Manager	Approve by Motion	5 min
10.	<b><u>BOARDMEMBER ITEMS</u></b>			
	• Submittal of Written Reports from Travel and Training Attended by Directors			
11.	<b><u>CLOSED SESSION</u></b>			

12. A. Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: Two cases. 20 min

13. REPORT FROM CLOSED SESSION

14. ADJOURNMENT

**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**

**November 3, 2015**

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:00 p.m. by Vice President D. L. (Pat) Howard.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

Vice President D.L. (Pat) Howard, Director Georgean M. Vonheeder-Leopold and Director Madelyne A. Misheloff.

President Edward R. Duarte and Director Richard M. Halket were absent.

District staff present: John Archer, General Manager/Treasurer; Dan McIntyre, Engineering Services Manager; Dan Gallagher, Operations Manager; Carl P.A. Nelson, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

General Manager Archer announced that because he and certain Boardmembers will attend the ACWA Fall Conference December 1-4, 2015, the December 1 Board meeting will be rescheduled as a special Board meeting on Monday, November 30. He also reported that a Financial Affairs Committee meeting and the annual DSRSD Financing Corporation meeting will be held Tuesday November 17, 2015, at 5:00 p.m. and 6:00 p.m., respectively, before the regular Board meeting.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:02 p.m.

There was no public comment received.

6. REPORTS

A. Reports by General Manager and Staff

- Event Calendar – General Manager Archer reported on the following:
  - o He thanked the Boardmembers who attended the retirement celebration held today for former General Manager Bert Michalczyk in recognition of his 25 years of service to the District.
  - o Zone 7 increased their water rates by 33 percent at their October 21, 2015 Board meeting. 24 percent of this increase reflects the Temporary Conservation Surcharge which will expire at the end of the next calendar year.

- o Boardmembers will meet with Heather Renschler from Ralph Anderson & Associates this week to provide feedback on the General Manager job profile for the recruitment advertisement to be prepared for circulation.
  - o Two Public Record Act requests have been received in the last week. The San Francisco Chronicle requested customer information regarding water limitation violations. The District sent letters to the affected customers and no responses has been received. Law firm Miller Starr Regalia requested information pertaining to water connection fee development for Schaefer Ranch.
  - o Operations Manager Gallagher reported that the Dublin Recycled Water Fill Station closed on Friday October 30, 2015. The station distributed a total of 3.03 million gallons to customers. The fill station located at the Wastewater Treatment Plant is still open and has recently adopted and publicized the procedure of closing on the day of and the day after rainfall.
- Correspondence to and from the Board on an Item not on the Agenda

<b>Date</b>	<b>Format</b>	<b>From</b>	<b>To</b>	<b>Subject</b>	<b>Response</b>
10/19/15	Letter	Kathleen J. Tiegs	BOD	ACWA – Candidate for President – request for support	Not Required
10/30/15	Card	Bill and Charity Mitchell	BOD - DSRSD	Appreciation for funding of their health insurance	Not Required
11/2/15	Email	Rishi Kumar – VP- Smart Utility Systems	BOD	Free Water Conservation App for DSRSD Citizens	Refer to staff for evaluation

B. Agenda Management (consider order of items) – General Manager Archer reported that Item 8.A will be deferred to the November 17, 2015 Board meeting.

C. Committee Reports

Administrative Affairs Committee	October 20, 2015
Executive Committee	October 20, 2015
Technical Affairs Committee	October 22, 2015

Vice President Howard invited comments on recent committee activities. Directors felt the available staff reports adequately covered the many matters considered at committee meetings.

7. APPROVAL OF MINUTES – Regular Meeting of *October 20, 2015*

Director Vonheeder-Leopold MOVED for the approval of the October 20, 2015 minutes, with a correction to be made on page 2 regarding when to express interest in attending the ACWA conference. Director Misheloff SECONDED the MOTION, which CARRIED with THREE AYES, and TWO ABSENT (Duarte, Halket).

8. CONSENT CALENDAR

Director Vonheeder-Leopold MOVED for approval of Items 8.B, 8.C and 8.D on the Consent Calendar. Director Misheloff SECONDED the MOTION, which CARRIED with THREE AYES, and TWO ABSENT (Duarte, Halket).

- A. Authorize Task Order No. 1 for Professional Records Management Consulting Services with Records Control Services
- B. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 48-15 – Approved – Resolution No. 92-15
- C. Approve Revised Job Description for General Manager Classification– Approved – Resolution No. 93-15
- D. Approve Proclamation Honoring Bert Michalczyk, Retired General Manager of Dublin San Ramon Services District – Approved

9. BOARD BUSINESS

- A. Discuss Drought Management Program

General Manager Archer reported that this is a standing agenda item intended for discussion by the Board, staff and the public on the District’s Drought Management Program.

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

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

- B. Authorize and Direct the General Manager to Execute a Purchase Order with Andritz Separation, Inc., for Purchase of a Continuous Backwash Updraft Sand Filter for the DERWA RWTF 6th Filter Project (CIP 16-R008)

Engineering Services Manager McIntyre reviewed this item reporting that the City of Pleasanton has expressed desire to proceed with and expedite the sixth sand filter expansion project based on the Agreement to Provide Recycled Water Treatment and Delivery Services as entered into last year with the District. Authorizing execution of the requested purchase order will enable pre-purchase of the filter equipment and satisfy Pleasanton’s desire to have the filter on line to conform to completion of the initial stage of their recycled water distribution system project.

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

The Board briefly discussed the matter.

Director Misheloff MOVED to authorize and direct the General Manager to execute a Purchase Order with Andritz Separation, Inc., for Purchase of a Continuous Backwash Updraft Sand Filter for the DERWA Recycled Water Treatment Facility 6th Filter Project (CIP 16-R008) in the amount of \$422,670. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with THREE AYES, and TWO ABSENT (Duarte, Halket).

10. BOARDMEMBER ITEMS

Director Vonheeder-Leopold stated that she attended the Tri-Valley Mayors' Summit on Wednesday October 21, and the District's annual Neighborhood Update meeting held at the Wastewater Treatment Plant on Thursday October 22. She summarized the activities and discussions at the meetings. Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor Genzale.

Director Misheloff reported that she also attended the annual Neighborhood Update meeting. She summarized the activities and discussions at the meeting.

V.P. Howard expressed the retirement celebration held for former General Manager Bert Michalczyk was wonderful.

11. CLOSED SESSION

At 6:18 p.m. the Board went into Closed Session.

- A. Conference with Legal Counsel – Initiation of litigation Pursuant to Paragraph (4) of subdivision (d) of Section 54956.9 (One case)

12. REPORT FROM CLOSED SESSION

At 6:30 p.m. the Board came out of Closed Session. Vice President D.L. (Pat) Howard announced that there was no reportable action.

13. ADJOURNMENT

Vice President D.L. (Pat) Howard adjourned the meeting at 6:31 p.m.

Submitted by,

Nicole Genzale  
Executive Services Supervisor



Reference General Manager	Type of Action Authorize Task Order No. 1	Board Meeting of November 17, 2015
Subject Authorize Task Order No. 1 for Professional Records Management Consulting Services with Records Control Services		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation	<input type="checkbox"/> Ordinance
<input type="checkbox"/> Board Member	<input checked="" type="checkbox"/> Staff	<input type="checkbox"/> Informational
REPORT:		J. Archer

**Recommendation:**

The General Manager recommends the Board of Directors, by Motion, authorize the General Manager to execute Task Order No. 1 for Professional Records Management Consulting Services with Records Control Services (RCS), in an amount not to exceed \$180,000.

**Summary:**

In April 2013, in support of the District’s Strategic Plan Goal 5.5 - Enhance All District Records Management, a needs assessment of the District’s existing Records Management Program was conducted. A critical recommendation put forth from this assessment was to more effectively gain control of the District’s proliferating electronic content and voluminous physical records. Obtaining expert assistance to ensure proper guidance and expertise would be required In order to accomplish the associated work.

In May 2014, the Trustworthy Electronic Content System (ECMS) project (CIP 15-A006) was approved by the Board to address the deficiencies regarding the District’s electronic content, and an expert consultant was retained to assist with this effort. In kind, the District requires expert assistance to address the deficiencies regarding the District’s physical records, including reconciliation of records in the Operations Department, an area of the District that has not been well integrated into the current records management program due to a reduction of resources following impacts of the economic downturn. It is also necessary to secure such services in order to eventually transition the District’s physical records to the ECMS, which will become the future sole repository and administrative system for the District’s records. Lastly, it is imperative that the District ensure continuity of the program’s current support, maintenance and assistance in order to accomplish these goals.

Records Control Services (RCS) is uniquely qualified to perform this work, as this firm developed and implemented the District’s physical records management program over twenty years ago and has performed all necessary work to maintain, update and provide support to the program and District staff since the program’s inception. Appropriately, RCS has been identified, per the District’s purchasing guidelines, as a sole source vendor for such services. RCS will continue to provide these services in upcoming years, per the Master Agreement for Consulting Services effective through December 2020. However, upon staff and General Counsel review, the professional liability insurance provision was deemed inapplicable in the Master Agreement and so removed. The proposal from RCS is included as Attachment A to the task order and services are expected to begin immediately upon approval of the task order. Task Order No. 2 will be presented to the Board in July 2016 for the remaining funding allocated for FYE 16-17.

The funding for these services was approved and funded 100% in the Two-Year Operating Budget for Fiscal Years Ending 2016 & 2017 at the May 5, 2014 Board meeting.

Committee Review			Legal Review	Staff Review		
COMMITTEE	DATE	RECOMMENDATION	Yes	ORIGINATOR	DEPARTMENT	REVIEWED BY
---	---	---		N. Genzale	Executive	
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0 Funds already approved-FYE’s 2016 & 2017 budget	<input type="checkbox"/> Funding Source A. 900.10.15.000.3.312 (Division 15) B. C.	Attachments to S&R 1. Task Order No. 1 2. 3.				



**Records Control Services**  
**Task Order No. 1 to Agreement dated November 17, 2015**

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Issue Date:	November 17, 2015
Project Name and Number:	Physical Records Inventory & Improvement Program, Continued and Ongoing Services for District Records Management Program
Task Title:	Professional Consulting Services
Project Manager Name & Signature:	Nicole Genzale _____
Source of Funds:	100% Executive Services Division-Professional Services Account #900.10.15.000.3.312
Board Review Committee:	None
Account Number:	900.10.15.000.3.312
Authorization Amount:	\$180,000
Purchase Order Number:	TBD
Return Purchase Order to:	Nicole Genzale
Compensation Method:	Time and materials as per Agreement
Completion Date:	June 30, 2016
Insurance Requirements:	As per Agreement; no special requirements
Work Product:	See Attachment "A"
Digital Drawings, if applicable:	Digital files shall be in AutoCAD 2010 or higher drawing format. Drawing units shall be decimal with a precision of 0.00. Angles shall be in decimal degrees with a precision of 0. All objects and entities in layers shall be colored by layer. All layers shall be named in English. Abbreviations are acceptable. All submitted map drawings shall use the Global Coordinate system of USA, California, NAD 83 California State Planes, Zone III, U. S. foot.
Scope of Work:	See Attachment "A"
Economic Disclosure:	<input type="checkbox"/> Required – Need to include Attachment B <input checked="" type="checkbox"/> Not Required Division Manager up to \$25K (_____)
Recommended by:	Senior Manager up to \$50K (_____)

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**Accepted by:**

\_\_\_\_\_  
Bruce Meier, Principal Consultant  
Records Control Services

\_\_\_\_\_  
Date

**Authorized by:**

\_\_\_\_\_  
John Archer, General Manager  
Dublin San Ramon Services District

\_\_\_\_\_  
Date

Proposal for a  
Physical Records Inventory  
and  
Records Improvement Program  
Maintenance & Professional Consulting Services  
for the



Operations Department - Wastewater Treatment Plant  
&  
District Executive Management Office

November 9, 2015

**R**ecords **C**ontrol **S**ervices

*A Corporation of Information Resource Management Specialists*

4638 Park Boulevard,  
Oakland, California 94603  
Office: 510-530-6033  
Primary Cell: 510-520-1635

Bruce G. Meier, CRM  
President

© This proposal was developed for and submitted to Dublin San Ramon Services District, and it contains trademarked and copyrighted proprietary information of Records Control Services, Inc. These proprietary methods and information must not be made available or transferred in any form whatsoever to any person or organization outside of Dublin San Ramon Services District or its agents. By accepting and/or maintaining a copy of this proposal, all parties mentioned above agree to this statement. This proposal supersedes all previous proposals submitted to Dublin San Ramon Services District by Records Control Services, Inc.

## **Executive Summary**

Records Control Services, Inc. (RCS), a firm of information resource management specialists of Danville, California, proposes to provide professional expertise for the Dublin San Ramon Services District (District) by designing and implementing a Records Improvement Program for the Operations Department (Department), Wastewater Treatment Plant divisions to manage, store, track and retrieve active and inactive documents, and to provide ongoing, on-demand program maintenance and professional consulting services to the Executive Management Office.

### **Objectives:**

Implementation of this program, in total, will provide the District with:

- A complete inventory of designated active records in Department storage areas.
- An accurate, uniform filing index for classifying paper and electronic documents.
- Cost effective equipment and supplies for program management.
- Conversion of Laboratory active files to a uniform, color-coded filing system.
- Designated employees trained in system maintenance and procedures.
- On-demand program maintenance and professional consulting services as needed.

Phases in this proposal include a complete inventory of all active file folders managed in the Department's divisional storage areas, refining the uniform records series index for classifying records, and the physical conversion of designated Laboratory active records into a highly efficient, color-coded filing structure.

To assist in creating, tracking and managing the program, the Electronic Records Management System software used in the District Office records management program will be expanded to include the Department's Wastewater Treatment Plant divisions.

To implement the program as recommended, the District must purchase certain supplies and/or equipment. Estimates for these materials are included for budgeting purposes only. The District will likely receive better pricing on supplies through its approved providers, and RCS will use the District's recycled filing supplies where available.

Phases will be implemented by Task Order to the RCS master service agreement. On-demand maintenance or professional consulting services are provided upon request by the District's Executive Management Office.

Please reference the proposal that follows this section for details on program implementation.

### **Active Records Inventory & Laboratory Conversion:**

RCS Professional Fees and Labor:	\$ 98,100.00
Supplies (estimate):	\$ 6,194.34
Equipment (estimate):	\$ 6,441.61
RCS Travel Expenses (estimate):	<u>\$ 3,753.60</u>
<b>Total:</b>	<b>\$ 114,489.54</b>

Professional Fees & Labor include all costs for system development and RCS labor for program implementation. Actual travel expenses for on-demand services are billed based on current IRS mileage allowance rates.

### **On-demand Program Services:**

RCS Professional Fees & Travel Expenses (not to exceed):	<b>\$ 65,510.46</b>
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On-demand services are billed in 15-minute minimum increments, with any portion of the increment billed as a whole, at the following rates:

- Program Maintenance Hourly Rate per Person: \$ 150.00
- Professional Consulting Hourly Rate per Person: \$ 180.00

Actual travel expenses for on-demand services are billed at current IRS mileage allowance rates.

**Total Project Cost Estimate:**

**\$ 180,000.00**

RCS does not sell any supplies, equipment or software and all estimates are based on direct purchase from vendors. Listed items may be purchased through the District's vendors, provided that they are of comparable quality to RCS recommendations.

Implementation may begin at a mutually convenient date, following receipt by RCS of a contract (of which this proposal becomes a part), purchase order, or the signed approval and acceptance of a remittance copy of this proposal.

See Terms and Disclaimer sections within this proposal for additional software, supply and equipment estimate information, and for RCS service and professional fee payment details.

## **Survey Report and Recommendations**

### **Introduction**

At the request of Ms. Nicole Genzale, Executive Services Supervisor/District Secretary, RCS obtained estimated volumes of centralized active records for the Operations Department (Department) divisions at the Wastewater Treatment Plant (Plant) located at 7399 Johnson Drive, Pleasanton.

This report contains the result of the survey, and includes recommendations and proposals for the design and implementation of a Records Improvement Program for managing, storing and retrieving documents, providing the basis for a uniform, legally acceptable Records Management Program.

If implemented in its entirety, this program will integrate designated records into a uniform filing system, and significantly reduce administrative expenses incurred through document management, storage and retrieval.

Implementation may begin at a mutually convenient date, following receipt by RCS of a contract (of which this proposal becomes a part), purchase order, or the signed approval and acceptance of a remittance copy of this proposal.

### **Purpose**

The purpose of the survey was to observe current record handling practices and determine the volume of records kept in decentralized filing equipment within Department divisions at the Plant.

The purpose of this proposal is to provide the Department with records improvement program design and implementation services to allow highly efficient information storage and retrieval.

### **Scope**

Implementation of the program provides records management program design and implementation services for the Laboratory's active records, and a comprehensive file inventory for additional Department divisions, located in filing equipment, drawers, shelving and inactive records boxes within the Plant located at 7399 Johnson Drive in Pleasanton, California.

On-demand program maintenance and professional consulting services are provided as needed for various District projects.

### **Survey Observations**

In November 2014, RCS conducted a walk-through survey of records storage areas within the Department. The results of the survey are summarized below.

#### **Plant Divisions:**

Divisions at the Plant, in total, maintain an estimated 8,434 linear filing feet (15,085 linear filing inches) of active and inactive records stored in the decentralized filing areas. This amounts to approximately 23,194 pounds, or 12 tons, of paper.

A majority of the records are not recorded in the Versatile records management software system. This makes determining activity status difficult for the responsible staff members.

A significant amount of this information is inactive or obsolete, and can be disposed out of existing filing equipment.

#### **Plant Laboratory:**

The Laboratory maintains an estimated 128 linear filing feet (1,539 linear filing inches) of active records stored in the Laboratory's decentralized filing areas. This amounts to approximately 4,232 pounds, or 2.1 tons, of paper.

These essential records must be efficiently managed and protected, and rapidly accessible to complete business processes within the Laboratory.

Records are housed in pedestal and lateral filing cabinets, wooden drawers, and in boxes and loose volumes within the Laboratory's storage areas. File cabinet drawers hold between 30 and 42 inches of filing capacity, and storage areas hold an average of 14 records per linear filing foot.

Most records are stored in letter-sized manila file folders and loose volumes within drawers.

Where existing, identifying titles are printed on straight-cut end-tab labels, or hand written on the top of the file folders. Inconsistency in label information and location impedes "eyewash" and the ability to rapidly find folders when searching the filing system.

### **Recommendations**

The goal of a comprehensive records management program is to control the creation, acquisition, processing, maintenance, storage and final disposition of all recorded information, regardless of form or media, handled during normal business practices.

To be successful, a comprehensive program should eventually include all offices in the District, and must have the full support of the administrative team as well as that of the District's executive management team and the District Council. Implementation of such a program would result in significant savings for the District through:

- Safe, highly efficient storage and retention of all records in accordance with Federal, State and Local regulations.
- Rapid access to all active, semi-active and inactive records stored in offices or off-site facilities.
- Immediate reduction of misfiled and lost information.
- Cost effective use of prime office and storage space.
- Timely disposal of obsolete records through approved retention schedules.
- Protection of vital records from natural or man-made disasters.

RCS recommends a Records Management Policy be adopted by the Board of Directors to form the foundation of a legally acceptable Records and Information Management (RIM) Program. A full RIM program should be implemented in several segments as follows:

1. Inactive records storage review and inventory.
2. Active files management with a uniform filing system.
3. Records retention management with approved retention periods and schedules.
4. Electronic document management and tracking systems.
5. A Vital Records Protection and Disaster Recovery Program.

Detailed proposals for each segment, as needed, will be submitted upon request of the District.

### **Approach**

The physical record inventory program provides phased, turnkey implementation and integration of designated hardcopy records into a uniform filing system.

All work will be completed by RCS onsite in District offices. RCS staff requires a work area located near the Laboratory's record storage areas, with a work surface and District network access, to complete the data entry and file folder conversion processes.

Assistance is needed from Laboratory staff to review inventory lists, classify records and approve label formats. Staff assistance is minimal and will not significantly disrupt daily activities.

On-demand maintenance or professional consulting services are provided upon request for various projects, as needed by the District's Executive Management Office.

## **Return on Investment**

Based upon industry standards, 3% of all records are misfiled and 7.5% are considered lost. Misfiled and lost records cost \$120 and \$250 respectively to relocate or recreate<sup>1</sup>.

Therefore, the District, its agents and contractors incur the following combined annual administrative costs for information management and access:

<b>453 misfiled records @ \$120 each:</b>	<b>\$ 54,306</b>
<b>1,131 lost records @ \$250 each:</b>	<b>\$ 282,843</b>
	<b>\$ 337,149 annually</b>

Implementation of a structured RIM program will virtually eliminate these costs by improving record tracking and retrieval time, and drastically reducing misfiled and lost records. Based on these figures, the District's return on investment for project implementation occurs within 1 year in each department or division.

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<sup>1</sup> Figures provided by Coopers & Lybrand, 1999.

## **Proposal for Records Improvement Program Design, Implementation and Maintenance Services**

This proposal presents project tasks and time estimates for the design and implementation of a Records Improvement Program for the Dublin San Ramon Services District (District), Operations Department (Department), Wastewater Treatment Plant (Plant) divisions, and ongoing, on-demand program maintenance and professional consulting services for the Executive Management Office. Implementation of this program, in its entirety, will provide a highly efficient indexing, storage, retrieval and disposition system for designated records.

### **Phase 1 – Analytical Laboratory Active Records Inventory & Classification**

Implementation of this phase provides a uniform, functional filing system for decentralized active records within the Plant's Analytical Laboratory (Lab).

Inventory reports help refine the Uniform Functional Filing System™ (UFFS™ Index) created in the District's Administrative Offices to accurately identify record series maintained in the Lab, and allow management to review and designate records for inactive storage or other disposal.

#### Division Location

WWTP Bldg. A – Operations Building

#### Phase Tasks

1. Introduce the project to the Lab's management and staff.
2. Designate a Records Coordinator as the Lab's project point person.
3. Review the Laboratory's records inventory in the Versatile Electronic Records Management System (Versatile) and compare to current record holdings.
4. Configure Versatile for data entry and project implementation.
5. Inventory missing records into Versatile.
6. Refine the UFFS™ Index to accurately identify records series within the Lab.
7. Review updated inventory reports with the Records Coordinator and designated staff.
8. Classify records into the UFFS™ Index, refine the index as needed.
9. Designate any inactive records for storage or destruction, as needed.
10. Prepare designated inactive records for storage:
  - a. Create inactive box entries in Versatile.
  - b. Assign box number labels to inactive boxes.
  - c. Associate inventoried inactive records with the assigned box number.
11. Prepare any obsolete records for destruction approvals, as needed.
12. Coordinate workstation installation and access to Versatile with the District's Information Services Department.

RCS will review the Lab's current file inventory listings in Versatile and compare the entries to existing files in active storage areas. Files not entered into Versatile are added based on existing folder label titles.

RCS will then work with the designated Records Coordinator, and Lab staff as needed, to review inventory reports, classify records into the UFFS™ Index, and designate files as active, inactive or obsolete. RCS will refine the UFFS™ Index to accurately list records series (types of records) maintained in the Lab.

Any records designated as inactive are boxed and prepared for storage in the District's Records Center. RCS will create entries for each box in Versatile, assign the file folders to the corresponding box entry, and label boxes for storage.

Any records designated as obsolete are similarly prepared for destruction approval and processing.



RCS requires access the Versatile software using secure company laptops, or capable District computers, connected to the District's network. RCS also requires administrator-level access to the database server via Microsoft SQL Server Management to allow data importing and exporting.

Phase Implementation Costs

Professional Fees and Labor:	\$ 10,500.00
Supplies (estimate):	\$ 267.92
Travel Expenses (estimate):	<u>\$ 441.60</u>
<b>Total phase cost:</b>	<b>\$ 11,209.52</b>

Fixed cost Professional Fees & Labor listed above include all costs for phase development and RCS labor for program implementation. Invoices for RCS Professional Fees and Labor will be submitted according to the following schedule:

- Progress payment 1: \$3,570.00 at phase initiation
- Progress payment 2: \$3,465.00 after completion of Phase Task 5
- Progress payment 3: \$3,465.00 after completion of Phase Task 12

See Terms and Disclaimer sections of this proposal for RCS service and professional fee payment details.

To implement the program as recommended, the District must purchase certain supplies. Estimates above are based on retail vendor pricing as of the date of this proposal.

Supply estimates include:

- Inactive storage boxes
- Self-adhesive labels
- Taxes and shipping

RCS does not sell any supplies, equipment or software and all estimates are based on direct purchase from vendors. Listed items may be purchased at a discount through the District's vendors, provided that they are of comparable quality to RCS recommendations.

Phase Results

Implementation of this phase will provide the Lab with:

- Integration into the Electronic Records Management System for tracking and managing physical records.
- A comprehensive inventory of all active records.
- Inactive and obsolete records processed for storage or destruction, respectively.
- Refining the UFFS™ Index to identify and classify all Lab records.

Phase Duration Estimate

Depending upon Lab staff availability and prior RCS client obligations, this phase can be completed in approximately 7 to 10 weeks after initiation.

## Phase 2 – Analytical Laboratory Physical File Conversion

In this phase, labels containing relevant content information, barcodes and color-coded reference tags are printed and placed on side-tab folders in a standard format for ease of viewing. By reducing administrative time to locate folders, color-coding is the most efficient method of filing and retrieving physical documents.

### Division Location

WWTP Bldg. A – Operations Building

### Phase Tasks

1. Review current supplies and equipment; recommend improvements.
2. Design label format(s); review with the Records Coordinator and approve.
3. Print new color-coded labels on durable, self-adhesive label stock.
4. Convert designated active files into the color-coded filing system.
5. Coordinate equipment installation, as needed.
6. Reorganize files by record series code in new and/or existing equipment.
7. Prepare an Active Records Management Manual with maintenance procedures and label format documents.
8. Train the Records Coordinator and designated staff in program maintenance procedures.

After classification into the UFFS™ Index, RCS will design and print color-coded labels containing information about the file contents. Color-coded label content will depend upon the record classification and may include, but is not limited to, the following formats:

- Project number
- Record series code

Labels are then applied to new end-tab file folders, or to new end-tab expandable pocket folders where needed. RCS may use recycled filing supplies in good condition from the District Office.

Any documents fastened in current file folders will remain in fasteners but will not be physically fastened to the new folder. Documents relocated to expandable pocket folders remain in fasteners but are not physically attached to the pocket folder. Loose papers remain unfastened within the new file or pocket folders.

Any records designated as inactive or obsolete in Phase 1 are not converted to the new color coded system.

Upon completion of the conversion, file folders are organized within new and/or existing open-shelf equipment by record series code, as presented in the UFFS™ Index, and then by label description.

RCS will provide manuals and procedures for program maintenance to the Lab Records Coordinator. The Records Coordinator and selected staff are trained on filing system maintenance.

RCS requires access the Versatile software using secure company laptops, or capable District computers, connected to the District's network, and access to a color laser printer near the workspace for label printing.

### Phase Implementation Costs

Professional Fees and Labor:	\$ 13,400.00
Supplies (estimate):	\$ 4,128.11
Equipment (estimate):	\$ 6,441.61
Travel Expenses (estimate):	<u>\$ 515.20</u>
<b>Total phase costs:</b>	<b>\$ 24,484.92</b>

Fixed cost Professional Fees & Labor listed above include all costs for phase development and RCS labor for program implementation. Invoices for RCS Professional Fees and Labor will be submitted according to the following schedule:

- Progress payment 1: \$4,556.00 at phase initiation
- Progress payment 2: \$4,422.00 after completion of Phase Task 4
- Progress payment 3: \$4,422.00 after completion of Phase Task 8

See Terms and Disclaimer sections of this proposal for RCS service and professional fee payment details.

To implement the program as recommended in this proposal, the District must purchase certain supplies and equipment. Estimates for these materials are based on retail vendor pricing as of the date of this proposal.

Supplies estimates include:

- Letter-sized end-tab manila file folders without fasteners
- Letter-sized 3.75-inch capacity end-tab pocket folders
- Color-coding labels
- Vinyl out guides
- Miscellaneous conversion supplies
- Tax and shipping estimates

Equipment estimates include:

- Modular, open shelf filing equipment with a capacity of 1,755 linear filing inches.
- Wire desk racks and buckets
- Equipment installation
- Taxes and shipping estimates

RCS does not sell any supplies, equipment or software and all estimates are based on direct purchase from vendors. Listed items may be purchased through the District's vendors, provided that they are of comparable quality to RCS recommendations.

### Phase Results

Implementation of this phase, in total, will provide the Lab with:

- A highly efficient system for storing, tracking and managing active records.
- Cost effective equipment and supplies for active filing systems.
- Procedures and manuals for database and program maintenance.
- Management and staff trained in program procedures.

### Phase Duration Estimate

Depending upon Lab staff availability and prior RCS client obligations, this phase can be completed in approximately 8 to 10 weeks after initiation.

### Phase 3 – Engineering Annex Inventory

Implementation of this phase provides a uniform, functional filing system for decentralized active records within the Engineering Department’s Plant annex (Engineering).

Inventory reports help refine the Uniform Functional Filing System™ (UFFS™ Index) created in the District’s Administrative Offices to accurately identify record series maintained in Engineering, and allow management to review and designate records for inactive storage or other disposal.

#### Division Location

WWTP Bldg. A – Operations Building

#### Phase Tasks

1. Introduce the project to Engineering staff.
2. Designate a Records Coordinator as the project point person.
3. Review Engineering’s records in the Versatile Electronic Records Management System (Versatile) and compare to current record holdings.
4. Configure Versatile for data entry and project implementation.
5. Inventory records into Versatile.
6. Refine the UFFS™ Index to accurately identify records series within Engineering.
7. Review inventory reports with the Records Coordinator and designated staff, as needed.
8. Classify records into the UFFS™ Index, refine the index as needed.
9. Designate any inactive records for storage or destruction, as needed.
10. Prepare designated inactive records for storage:
  - a. Create inactive box entries in Versatile.
  - b. Assign box number labels to inactive boxes.
  - c. Associate inventoried inactive records with the assigned box number.
11. Review associated Engineering retention schedules, if any.
12. Prepare any obsolete records for destruction approvals, as needed.

RCS will review Engineering’s current file inventory listings in Versatile and compare the entries to existing files in active storage areas. Files not entered into Versatile are added based on existing folder label titles.

RCS will then work with the designated Records Coordinator, and Engineering staff as needed, to review inventory reports, classify records into the UFFS™ Index, and designate files as active, inactive or obsolete. RCS will refine the UFFS™ Index to accurately list records series (types of records) maintained in Engineering.

Any records designated as inactive are boxed and prepared for storage in the District’s Records Center. RCS will create entries for each box in Versatile, assign the file folders to the corresponding box entry, and label boxes for storage.

Any records designated as obsolete are similarly prepared for destruction approval and processing.

RCS requires access the Versatile software using secure company laptops, or capable District computers, connected to the District’s network. RCS also requires administrator-level access to the database server via Microsoft SQL Server Management to allow data importing and exporting.

#### Phase Implementation Costs

RCS Professional Fees and Labor:	\$ 7,000.00
Supplies (estimate):	\$ 232.74
RCS Travel Expenses (estimate):	<u>\$ 257.60</u>
Total:	<b>\$ 7,490.34</b>

Fixed cost Professional Fees & Labor listed above include all costs for phase development and RCS labor for program implementation. Invoices for RCS Professional Fees and Labor will be submitted according to the following schedule:

Progress payment 1: \$2,380.00 at phase initiation

Progress payment 2: \$2,310.00 after completion of Phase Task 5

Progress payment 3: \$2,310.00 after completion of Phase Task 12

See Terms and Disclaimer sections of this proposal for RCS service and professional fee payment details.

To implement the program as recommended, the District must purchase certain supplies. Estimates above are based on retail vendor pricing as of the date of this proposal.

Supply estimates include:

- Inactive storage boxes
- Self-adhesive labels
- Taxes and shipping

RCS does not sell any supplies, equipment or software and all estimates are based on direct purchase from vendors. Listed items may be purchased at a discount through the District's vendors, provided that they are of comparable quality to RCS recommendations.

### Phase Results

Implementation of this phase will provide Engineering with:

- Integration into the Electronic Records Management System for tracking and managing physical records.
- A comprehensive inventory of all active records.
- Inactive and obsolete records processed for storage or destruction, respectively.
- Refining the UFFS™ Index to identify and classify all Plant Engineering records.

### Phase Duration Estimate

Depending upon Engineering staff availability and prior RCS client obligations, this phase can be completed in approximately 5 to 8 weeks after initiation.

## Phase 4 – Plant Operations Inventory

Implementation of this phase provides a uniform, functional filing system for decentralized active records within the Operations Department’s Plant Operations division (Plant Operations).

Inventory reports help refine the Uniform Functional Filing System™ (UFFS™ Index) created in the District’s Administrative Offices to accurately identify record series maintained in Plant Operations, and allow management to review and designate records for inactive storage or other disposal.

### Division Location

WWTP Bldg. A – Operations Building

### Phase Tasks

1. Introduce the project to Plant Operations staff.
2. Designate a Records Coordinator as the project point person.
3. Review Plant Operations’ records in the Versatile Electronic Records Management System (Versatile) and compare to current record holdings.
4. Configure Versatile for data entry and project implementation.
5. Inventory records into Versatile.
6. Refine the UFFS™ Index to accurately identify records series within Plant Operations.
7. Review inventory reports with the Records Coordinator and designated staff, as needed.
8. Classify records into the UFFS™ Index, refine the index as needed.
9. Designate any inactive records for storage or destruction, as needed.
10. Prepare designated inactive records for storage:
  - a. Create inactive box entries in Versatile.
  - b. Assign box number labels to inactive boxes.
  - c. Associate inventoried inactive records with the assigned box number.
11. Review associated Plant Operations retention schedules, if any.
12. Prepare any obsolete records for destruction approvals, as needed.

RCS will review Plant Operations’ current file inventory listings in Versatile and compare the entries to existing files in active storage areas. Files not entered into Versatile are added based on existing folder label titles.

RCS will then work with the designated Records Coordinator, and Plant Operations staff as needed, to review inventory reports, classify records into the UFFS™ Index, and designate files as active, inactive or obsolete. RCS will refine the UFFS™ Index to accurately list records series (types of records) maintained in Plant Operations.

Any records designated as inactive are boxed and prepared for storage in the District’s Records Center. RCS will create entries for each box in Versatile, assign the file folders to the corresponding box entry, and label boxes for storage.

Any records designated as obsolete are similarly prepared for destruction approval and processing.

RCS requires access the Versatile software using secure company laptops, or capable District computers, connected to the District’s network. RCS also requires administrator-level access to the database server via Microsoft SQL Server Management to allow data importing and exporting.

### Phase Implementation Costs

RCS Professional Fees and Labor:	\$ 10,500.00
Supplies (estimate):	\$ 70.36
RCS Travel Expenses (estimate):	<u>\$ 404.80</u>
Total:	<b>\$ 10,975.16</b>

Fixed cost Professional Fees & Labor listed above include all costs for phase development and RCS labor for program implementation. Invoices for RCS Professional Fees and Labor will be submitted according to the following schedule:

Progress payment 1: \$3,570.00 at phase initiation

Progress payment 2: \$3,465.00 after completion of Phase Task 5

Progress payment 3: \$3,465.00 after completion of Phase Task 12

See Terms and Disclaimer sections of this proposal for RCS service and professional fee payment details.

To implement the program as recommended, the District must purchase certain supplies. Estimates above are based on retail vendor pricing as of the date of this proposal.

Supply estimates include:

- Inactive storage boxes
- Self-adhesive labels
- Taxes and shipping

RCS does not sell any supplies, equipment or software and all estimates are based on direct purchase from vendors. Listed items may be purchased at a discount through the District's vendors, provided that they are of comparable quality to RCS recommendations.

### Phase Results

Implementation of this phase will provide Plant Operations with:

- Integration into the Electronic Records Management System for tracking and managing physical records.
- A comprehensive inventory of all active records.
- Inactive and obsolete records processed for storage or destruction, respectively.
- Refining the UFFS™ Index to identify and classify all Plant Operations records.

### Phase Duration Estimate

Depending upon Plant Operations staff availability and prior RCS client obligations, this phase can be completed in approximately 7 to 9 weeks after initiation.

## Phase 5 – Industrial Users Inventory

Implementation of this phase provides a uniform, functional filing system for decentralized active records within the Industrial Users division (Industrial Users).

Inventory reports help refine the Uniform Functional Filing System™ (UFFS™ Index) created in the District's Administrative Offices to accurately identify record series maintained in Industrial Users, and allow management to review and designate records for inactive storage or other disposal.

### Division Location

WWTP Bldg. A – Operations Building

### Phase Tasks

1. Introduce the project to Industrial Users staff.
2. Designate a Records Coordinator as the project point person.
3. Review Industrial Users' records in the Versatile Electronic Records Management System (Versatile) and compare to current record holdings.
4. Configure Versatile for data entry and project implementation.
5. Inventory records into Versatile.
6. Refine the UFFS™ Index to accurately identify records series within Industrial Users.
7. Review inventory reports with the Records Coordinator and designated staff, as needed.
8. Classify records into the UFFS™ Index, refine the index as needed.
9. Designate any inactive records for storage or destruction, as needed.
10. Prepare designated inactive records for storage:
  - a. Create inactive box entries in Versatile.
  - b. Assign box number labels to inactive boxes.
  - c. Associate inventoried inactive records with the assigned box number.
11. Review associated Industrial Users retention schedules, if any.
12. Prepare any obsolete records for destruction approvals, as needed.

RCS will review Industrial Users' current file inventory listings in Versatile and compare the entries to existing files in active storage areas. Files not entered into Versatile are added based on existing folder label titles.

RCS will then work with the designated Records Coordinator, and Industrial Users staff as needed, to review inventory reports, classify records into the UFFS™ Index, and designate files as active, inactive or obsolete. RCS will refine the UFFS™ Index to accurately list records series (types of records) maintained in Industrial Users.

Any records designated as inactive are boxed and prepared for storage in the District's Records Center. RCS will create entries for each box in Versatile, assign the file folders to the corresponding box entry, and label boxes for storage.

Any records designated as obsolete are similarly prepared for destruction approval and processing.

RCS requires access the Versatile software using secure company laptops, or capable District computers, connected to the District's network. RCS also requires administrator-level access to the database server via Microsoft SQL Server Management to allow data importing and exporting.

### Phase Implementation Costs

RCS Professional Fees and Labor:	\$ 9,100.00
Supplies (estimate):	\$ 267.92
RCS Travel Expenses (estimate):	<u>\$ 331.20</u>
Total:	<b>\$ 9,699.12</b>



Fixed cost Professional Fees & Labor listed above include all costs for phase development and RCS labor for program implementation. Invoices for RCS Professional Fees and Labor will be submitted according to the following schedule:

Progress payment 1: \$3,094.00 at phase initiation

Progress payment 2: \$3,003.00 after completion of Phase Task 5

Progress payment 3: \$3,003.00 after completion of Phase Task 12

See Terms and Disclaimer sections of this proposal for RCS service and professional fee payment details.

To implement the program as recommended, the District must purchase certain supplies. Estimates above are based on retail vendor pricing as of the date of this proposal.

Supply estimates include:

- Inactive storage boxes
- Self-adhesive labels
- Taxes and shipping

RCS does not sell any supplies, equipment or software and all estimates are based on direct purchase from vendors. Listed items may be purchased at a discount through the District's vendors, provided that they are of comparable quality to RCS recommendations.

### Phase Results

Implementation of this phase will provide Industrial Users with:

- Integration into the Electronic Records Management System for tracking and managing physical records.
- A comprehensive inventory of all active records.
- Inactive and obsolete records processed for storage or destruction, respectively.
- Refining the UFFS™ Index to identify and classify all Industrial Users records.

### Phase Duration Estimate

Depending upon Industrial Users staff availability and prior RCS client obligations, this phase can be completed in approximately 7 to 10 weeks after initiation.

## **Phase 6 – Environmental Compliance Inventory**

Implementation of this phase provides a uniform, functional filing system for decentralized active records within the Environmental Compliance Division (Environmental Compliance).

Inventory reports help refine the Uniform Functional Filing System™ (UFFS™ Index) created in the District's Administrative Offices to accurately identify record series maintained in Environmental Compliance, and allow management to review and designate records for inactive storage or other disposal.

### Division Location

WWTP Bldg. A – Operations Building

### Phase Tasks

1. Introduce the project to Environmental Compliance staff.
2. Designate a Records Coordinator as the project point person.
3. Review Environmental Compliance's records in the Versatile Electronic Records Management System (Versatile) and compare to current record holdings.
4. Configure Versatile for data entry and project implementation.
5. Inventory records into Versatile.
6. Refine the UFFS™ Index to accurately identify records series within Environmental Compliance.
7. Review inventory reports with the Records Coordinator and designated staff, as needed.
8. Classify records into the UFFS™ Index, refine the index as needed.
9. Designate any inactive records for storage or destruction, as needed.
10. Prepare designated inactive records for storage:
  - a. Create inactive box entries in Versatile.
  - b. Assign box number labels to inactive boxes.
  - c. Associate inventoried inactive records with the assigned box number.
11. Review associated Environmental Compliance retention schedules, if any.
12. Prepare any obsolete records for destruction approvals, as needed.

RCS will review Environmental Compliance's current file inventory listings in Versatile and compare the entries to existing files in active storage areas. Files not entered into Versatile are added based on existing folder label titles.

RCS will then work with the designated Records Coordinator, and Environmental Compliance staff as needed, to review inventory reports, classify records into the UFFS™ Index, and designate files as active, inactive or obsolete. RCS will refine the UFFS™ Index to accurately list records series (types of records) maintained in Environmental Compliance.

Any records designated as inactive are boxed and prepared for storage in the District's Records Center. RCS will create entries for each box in Versatile, assign the file folders to the corresponding box entry, and label boxes for storage.

Any records designated as obsolete are similarly prepared for destruction approval and processing.

RCS requires access the Versatile software using secure company laptops, or capable District computers, connected to the District's network. RCS also requires administrator-level access to the database server via Microsoft SQL Server Management to allow data importing and exporting.

### Phase Implementation Costs

RCS Professional Fees and Labor:	\$ 8,400.00
Supplies (estimate):	\$ 62.24
RCS Travel Expenses (estimate):	\$ 404.80
Total:	<b>\$ 8,867.04</b>

Fixed cost Professional Fees & Labor listed above include all costs for phase development and RCS labor for program implementation. Invoices for RCS Professional Fees and Labor will be submitted according to the following schedule:

- Progress payment 1: \$2,856.00 at phase initiation
- Progress payment 2: \$2,772.00 after completion of Phase Task 5
- Progress payment 3: \$2,772.00 after completion of Phase Task 12

See Terms and Disclaimer sections of this proposal for RCS service and professional fee payment details.

To implement the program as recommended, the District must purchase certain supplies. Estimates above are based on retail vendor pricing as of the date of this proposal.

Supply estimates include:

- Inactive storage boxes
- Self-adhesive labels
- Taxes and shipping

RCS does not sell any supplies, equipment or software and all estimates are based on direct purchase from vendors. Listed items may be purchased at a discount through the District's vendors, provided that they are of comparable quality to RCS recommendations.

### Phase Results

Implementation of this phase will provide Environmental Compliance with:

- Integration into the Electronic Records Management System for tracking and managing physical records.
- A comprehensive inventory of all active records.
- Inactive and obsolete records processed for storage or destruction, respectively.
- Refining the UFFS™ Index to identify and classify all Environmental Compliance records.

### Phase Duration Estimate

Depending upon Environmental Compliance staff availability and prior RCS client obligations, this phase can be completed in approximately 6 to 9 weeks after initiation.

## Phase 7 – Switch Room / Library / Covello Inactive Inventory

Implementation of this phase provides a uniform, functional filing system for decentralized active records within the Switch Room Area (Switch Room).

Inventory reports help refine the Uniform Functional Filing System™ (UFFS™ Index) created in the District's Administrative Offices to accurately identify record series maintained in the Switch Room, and allow management to review and designate records for inactive storage or other disposal.

### Division Location

WWTP Bldg. D – MCC D

### Phase Tasks

1. Designate a Records Coordinator as the project point person.
2. Review the Switch Room records in the Versatile Electronic Records Management System (Versatile) and compare to current record holdings.
3. Configure Versatile for data entry and project implementation.
4. Inventory records into Versatile.
5. Refine the UFFS™ Index to accurately identify records series within the Switch Room.
6. Review inventory reports with the Records Coordinator and designated staff, as needed.
7. Classify records into the UFFS™ Index, refine the index as needed.
8. Designate any inactive records for storage or destruction, as needed.
9. Prepare designated inactive records for storage:
  - a. Create inactive box entries in Versatile.
  - b. Assign box number labels to inactive boxes.
  - c. Associate inventoried inactive records with the assigned box number.
10. Review associated Switch Room retention schedules, if any.
11. Prepare any obsolete records for destruction approvals, as needed.

RCS will review the Switch Room's current file inventory listings in Versatile and compare the entries to existing files in active storage areas. Files not entered into Versatile are added based on existing folder label titles.

RCS will then work with the designated Records Coordinator to review inventory reports, classify records into the UFFS™ Index, and designate files as active, inactive or obsolete. RCS will refine the UFFS™ Index to accurately list records series (types of records) maintained in the Switch Room.

Any records designated as inactive are boxed and prepared for storage in the District's Records Center. RCS will create entries for each box in Versatile, assign the file folders to the corresponding box entry, and label boxes for storage.

Any records designated as obsolete are similarly prepared for destruction approval and processing.

RCS requires access the Versatile software using secure company laptops, or capable District computers, connected to the District's network. RCS also requires administrator-level access to the database server via Microsoft SQL Server Management to allow data importing and exporting.

### Phase Implementation Costs

RCS Professional Fees and Labor:	\$ 12,600.00
Supplies (estimate):	\$ 355.87
RCS Travel Expenses (estimate):	<u>\$ 441.60</u>
Total:	<b>\$ 13,397.47</b>

Fixed cost Professional Fees & Labor listed above include all costs for phase development and RCS labor for program implementation. Invoices for RCS Professional Fees and Labor will be submitted according to the following schedule:

Progress payment 1: \$4,284.00 at phase initiation

Progress payment 2: \$4,158.00 after completion of Phase Task 4

Progress payment 3: \$4,158.00 after completion of Phase Task 11

See Terms and Disclaimer sections of this proposal for RCS service and professional fee payment details.

To implement the program as recommended, the District must purchase certain supplies. Estimates above are based on retail vendor pricing as of the date of this proposal.

Supply estimates include:

- Inactive storage boxes
- Self-adhesive labels
- Taxes and shipping

RCS does not sell any supplies, equipment or software and all estimates are based on direct purchase from vendors. Listed items may be purchased at a discount through the District's vendors, provided that they are of comparable quality to RCS recommendations.

### Phase Results

Implementation of this phase will provide the Switch Room Area with:

- Integration into the Electronic Records Management System for tracking and managing physical records.
- A comprehensive inventory of all active records.
- Inactive and obsolete records processed for storage or destruction, respectively.
- Refining the UFFS™ Index to identify and classify all Switch Room Area records.

### Phase Duration Estimate

Depending upon the Switch Room staff availability and prior RCS client obligations, this phase can be completed in approximately 9 to 12 weeks after initiation.

## Phase 8 – Maintenance & Safety Inventory

Implementation of this phase provides a uniform, functional filing system for decentralized active records within the Maintenance & Safety division (Maintenance).

Inventory reports help refine the Uniform Functional Filing System™ (UFFS™ Index) created in the District's Administrative Offices to accurately identify record series maintained in Maintenance, and allow management to review and designate records for inactive storage or other disposal.

### Division Location

WWTP Bldg. S – Maintenance Building

### Phase Tasks

1. Introduce the project to Maintenance staff.
2. Designate a Records Coordinator as the project point person.
3. Review Maintenance's records in the Versatile Electronic Records Management System (Versatile) and compare to current record holdings.
4. Configure Versatile for data entry and project implementation.
5. Inventory records into Versatile.
6. Refine the UFFS™ Index to accurately identify records series within Maintenance.
7. Review inventory reports with the Records Coordinator and designated staff, as needed.
8. Classify records into the UFFS™ Index, refine the index as needed.
9. Designate any inactive records for storage or destruction, as needed.
10. Prepare designated inactive records for storage:
  - a. Create inactive box entries in Versatile.
  - b. Assign box number labels to inactive boxes.
  - c. Associate inventoried inactive records with the assigned box number.
11. Review associated Maintenance retention schedules, if any.
12. Prepare any obsolete records for destruction approvals, as needed.

RCS will review Maintenance's current file inventory listings in Versatile and compare the entries to existing files in active storage areas. Files not entered into Versatile are added based on existing folder label titles.

RCS will then work with the designated Records Coordinator, and Maintenance staff as needed, to review inventory reports, classify records into the UFFS™ Index, and designate files as active, inactive or obsolete. RCS will refine the UFFS™ Index to accurately list records series (types of records) maintained in Maintenance.

Any records designated as inactive are boxed and prepared for storage in the District's Records Center. RCS will create entries for each box in Versatile, assign the file folders to the corresponding box entry, and label boxes for storage.

Any records designated as obsolete are similarly prepared for destruction approval and processing.

RCS requires access the Versatile software using secure company laptops, or capable District computers, connected to the District's network. RCS also requires administrator-level access to the database server via Microsoft SQL Server Management to allow data importing and exporting.

### Phase Implementation Costs

RCS Professional Fees and Labor:	\$ 5,600.00
Supplies (estimate):	\$ 127.19
RCS Travel Expenses (estimate):	<u>\$ 220.80</u>
Total:	<b>\$ 5,947.99</b>

Fixed cost Professional Fees & Labor listed above include all costs for phase development and RCS labor for program implementation. Invoices for RCS Professional Fees and Labor will be submitted according to the following schedule:

Progress payment 1: \$1,904.00 at phase initiation

Progress payment 2: \$1,848.00 after completion of Phase Task 12

See Terms and Disclaimer sections of this proposal for RCS service and professional fee payment details.

To implement the program as recommended, the District must purchase certain supplies. Estimates above are based on retail vendor pricing as of the date of this proposal.

Supply estimates include:

- Inactive storage boxes
- Self-adhesive labels
- Taxes and shipping

RCS does not sell any supplies, equipment or software and all estimates are based on direct purchase from vendors. Listed items may be purchased at a discount through the District's vendors, provided that they are of comparable quality to RCS recommendations.

### Phase Results

Implementation of this phase will provide Maintenance & Safety with:

- Integration into the Electronic Records Management System for tracking and managing physical records.
- A comprehensive inventory of all active records.
- Inactive and obsolete records processed for storage or destruction, respectively.
- Refining the UFFS™ Index to identify and classify all Maintenance & Safety records.

### Phase Duration Estimate

Depending upon Maintenance staff availability and prior RCS client obligations, this phase can be completed in approximately 4 to 6 weeks after initiation.

## Phase 9 – Fleet Inventory

Implementation of this phase provides a uniform, functional filing system for decentralized active records within the Fleet division (Fleet).

Inventory reports help refine the Uniform Functional Filing System™ (UFFS™ Index) created in the District’s Administrative Offices to accurately identify record series maintained in Fleet, and allow management to review and designate records for inactive storage or other disposal.

### Division Location

WWTP Bldg. Q – Fleet Maintenance

### Phase Tasks

1. Introduce the project to Fleet’s management and staff.
2. Designate a Records Coordinator as the project point person.
3. Review Fleet’s records in the Versatile Electronic Records Management System (Versatile) and compare to current record holdings.
4. Configure Versatile for data entry and project implementation.
5. Inventory records into Versatile.
6. Refine the UFFS™ Index to accurately identify records series within Fleet.
7. Review inventory reports with the Records Coordinator and designated staff, as needed.
8. Classify records into the UFFS™ Index, refine the index as needed.
9. Designate any inactive records for storage or destruction, as needed.
10. Prepare designated inactive records for storage:
  - a. Create inactive box entries in Versatile.
  - b. Assign box number labels to inactive boxes.
  - c. Associate inventoried inactive records with the assigned box number.
11. Review associated Fleet retention schedules, if any.
12. Prepare any obsolete records for destruction approvals, as needed.

RCS will review Fleet’s current file inventory listings in Versatile and compare the entries to existing files in active storage areas. Files not entered into Versatile are added based on existing folder label titles.

RCS will then work with the designated Records Coordinator, and Fleet staff as needed, to review inventory reports, classify records into the UFFS™ Index, and designate files as active, inactive or obsolete. RCS will refine the UFFS™ Index to accurately list records series (types of records) maintained in Fleet.

Any records designated as inactive are boxed and prepared for storage in the District’s Records Center. RCS will create entries for each box in Versatile, assign the file folders to the corresponding box entry, and label boxes for storage.

Any records designated as obsolete are similarly prepared for destruction approval and processing.

RCS requires access the Versatile software using secure company laptops, or capable District computers, connected to the District’s network. RCS also requires administrator-level access to the database server via Microsoft SQL Server Management to allow data importing and exporting.

### Phase Implementation Costs

RCS Professional Fees and Labor:	\$ 3,500.00
Supplies (estimate):	\$ 35.18
RCS Travel Expenses (estimate):	<u>\$ 147.20</u>
Total:	<b>\$ 3,682.38</b>



Fixed cost Professional Fees & Labor listed above include all costs for phase development and RCS labor for program implementation. Invoices for RCS Professional Fees and Labor will be submitted according to the following schedule:

Progress payment 1: \$1,750.00 at phase initiation

Progress payment 2: \$1,750.00 after completion of Phase Task 12

See Terms and Disclaimer sections of this proposal for RCS service and professional fee payment details.

To implement the program as recommended, the District must purchase certain supplies. Estimates above are based on retail vendor pricing as of the date of this proposal.

Supply estimates include:

- Inactive storage boxes
- Self-adhesive labels
- Taxes and shipping

RCS does not sell any supplies, equipment or software and all estimates are based on direct purchase from vendors. Listed items may be purchased at a discount through the District's vendors, provided that they are of comparable quality to RCS recommendations.

### Phase Results

Implementation of this phase will provide Fleet with:

- Integration into the Electronic Records Management System for tracking and managing physical records.
- A comprehensive inventory of all active records.
- Inactive and obsolete records processed for storage or destruction, respectively.
- Refining the UFFS™ Index to identify and classify all Fleet division records.

### Phase Duration Estimate

Depending upon Fleet staff availability and prior RCS client obligations, this phase can be completed in approximately 2 to 4 weeks after initiation.

## Phase 10 – MF/RO Inventory

Implementation of this phase provides a uniform, functional filing system for decentralized active records within the Membrane Filtration / Reverse Osmosis area (MF/RO).

Inventory reports help refine the Uniform Functional Filing System™ (UFFS™ Index) created in the District’s Administrative Offices to accurately identify record series maintained in MF/RO, and allow management to review and designate records for inactive storage or other disposal.

### Division Location

WWTP Bldg. R – MF UV

### Phase Tasks

1. Designate a Records Coordinator as the project point person.
2. Review MF/RO’s records in the Versatile Electronic Records Management System (Versatile) and compare to current record holdings.
3. Configure Versatile for data entry and project implementation.
4. Inventory records into Versatile.
5. Refine the UFFS™ Index to accurately identify records series within MF/RO.
6. Review inventory reports with the Records Coordinator and designated staff, as needed.
7. Classify records into the UFFS™ Index, refine the index as needed.
8. Designate any inactive records for storage or destruction, as needed.
9. Prepare designated inactive records for storage:
  - a. Create inactive box entries in Versatile.
  - b. Assign box number labels to inactive boxes.
  - c. Associate inventoried inactive records with the assigned box number.
10. Review associated MF/RO retention schedules, if any.
11. Prepare any obsolete records for destruction approvals, as needed.

RCS will review MF/RO’s current file inventory listings in Versatile and compare the entries to existing files in active storage areas. Files not entered into Versatile are added based on existing folder label titles.

RCS will then work with the designated Records Coordinator, and MF/RO staff as needed, to review inventory reports, classify records into the UFFS™ Index, and designate files as active, inactive or obsolete. RCS will refine the UFFS™ Index to accurately list records series (types of records) maintained in MF/RO.

Any records designated as inactive are boxed and prepared for storage in the District’s Records Center. RCS will create entries for each box in Versatile, assign the file folders to the corresponding box entry, and label boxes for storage.

Any records designated as obsolete are similarly prepared for destruction approval and processing.

RCS requires access the Versatile software using secure company laptops, or capable District computers, connected to the District’s network. RCS also requires administrator-level access to the database server via Microsoft SQL Server Management to allow data importing and exporting.

### Phase Implementation Costs

RCS Professional Fees and Labor:	\$ 17,500.00
Supplies (estimate):	\$ 646.79
RCS Travel Expenses (estimate):	<u>\$ 588.80</u>
Total:	<b>\$ 18,735.59</b>

Fixed cost Professional Fees & Labor listed above include all costs for phase development and RCS labor for program implementation. Invoices for RCS Professional Fees and Labor will be submitted according to the following schedule:

Progress payment 1: \$5,950.00 at phase initiation

Progress payment 2: \$5,775.00 after completion of Phase Task 4

Progress payment 3: \$5,775.00 after completion of Phase Task 11

See Terms and Disclaimer sections of this proposal for RCS service and professional fee payment details.

To implement the program as recommended, the District must purchase certain supplies. Estimates above are based on retail vendor pricing as of the date of this proposal.

Supply estimates include:

- Inactive storage boxes
- Self-adhesive labels
- Taxes and shipping

RCS does not sell any supplies, equipment or software and all estimates are based on direct purchase from vendors. Listed items may be purchased at a discount through the District's vendors, provided that they are of comparable quality to RCS recommendations.

### Phase Results

Implementation of this phase will provide MF/RO with:

- Integration into the Electronic Records Management System for tracking and managing physical records.
- A comprehensive inventory of all active records.
- Inactive and obsolete records processed for storage or destruction, respectively.
- Refining the UFFS™ Index to identify and classify all MF/RO division records.

### Phase Duration Estimate

Depending upon MF/RO staff availability and prior RCS client obligations, this phase can be completed in approximately 13 to 15 weeks after initiation.

## Additional RCS Services

RCS will provide on-demand program maintenance and professional consulting services to the District for short-term, continual Records Management Program improvements.

Program maintenance tasks may include, but are not limited to, the following tasks:

- Inactive records center activities
  - Box processing, including form creation, labeling and shelving
  - Box and/or record entry updates in the Versatile database
  - Record packaging or repackaging and preparation for storage
  - Records destruction assistance
  - Record disposition reviews and retention determination
- Active records management activities
  - Label creation and modifications
  - Record disposition reviews and retention determination
- Other program maintenance related activities

Professional consulting service tasks may include, but are not limited to, the following tasks:

- Electronic document/content management evaluation and configuration
- Electronic records management system evaluation and configuration
- Records retention schedule updates and research
- Information governance improvements, assessments and evaluations
- Policy and procedure development
- Other system improvement design and development

RCS may require access the Versatile software using secure company laptops, or capable District computers, connected to the District's network for on-demand service requests. RCS also may require administrator-level access to the database server via Microsoft SQL Server Management to allow data importing and exporting.

### On-demand Program Services:

RSA Professional Fees & Travel Expenses (not to exceed): **\$ 65,510.46**

On-demand services are billed in 15-minute minimum increments, with any portion of the increment billed as a whole, at the following rates:

Program Maintenance Hourly Rate per Person:	\$ 150.00
Professional Consulting Hourly Rate per Person:	\$ 180.00

Actual travel expenses for on-demand services are billed at current IRS mileage allowance rates

See Terms and Disclaimer sections of this proposal for RCS service and professional fee payment details.

## **Terms:**

- Unless otherwise noted, professional fees include all costs for labor and are firm for a period of 60 days from the date of this proposal. RCS reserves the right to extend this period to allow for annual budgeting processes.
- Invoices will be due upon receipt by the District, and payment must be received by RCS within 30 days of the invoice date. If payment is not received within 30 days of the invoice date, the invoice will be resubmitted with a 2.5% late fee and a \$75.00 administrative charge added to the total invoice amount. Late fees are compounded for each 30-day late period.
- RCS does not sell supplies, equipment or software, nor does RCS maintain a reseller's license. Therefore, all software, supply and equipment costs are estimates based on RCS recommended vendors. Software, supplies and equipment may be purchased through the District's current vendors, provided that they are of comparable quality to RCS recommendations.
  - Unless otherwise noted, taxes, shipping, handling, maintenance and/or other support costs are not included in this proposal.
  - All travel expenses are estimates. Actual expenses will be billed periodically as incurred by RCS staff and principals.
  - Project duration estimates depend upon District staff availability. If project implementation is delayed due to availability of District staff, RCS reserves the right to modify payment schedules according to completed project tasks and/or delay timelines.
  - Project tasks are presented in the anticipated order of implementation. RCS reserves the right to modify the order of project tasks to efficiently complete implementation, as necessary.
  - <sup>TM</sup> UFFS, Unified Functional Filing System, and the index structure and format are trademarked proprietary information by Records Systems Associates, Inc. 1976. All rights reserved. All program tasks, recommendations, suggestions and/or other project development information are the proprietary information of Records Control Services, Inc. Any and all information contained in this proposal, or its attachments, if any, shall not be released or made available to any entity outside of the District or its agents, except in response to a subpoena, court order, or request under the Public Records Act. In case of a request under the Public Records Act, RCS reserves the right to proceed under section 1.40.090 of the District Code to protect its interests, if any, under Government Code section 6254.7 Subsection (d).

## **Disclaimer:**

All recommendations, management systems, research or other information or work papers resulting from implementation of this proposal are suggestions to the District. The District is responsible for the disposition or destruction of any documents designated active, inactive or obsolete. RCS will not alter or destroy, in any way, District documents, regardless of format, without specific written approval from the District or its authorized agents. RCS will not be responsible for loss or damage to the District or its agents, monetary or otherwise, resulting from implementation of this proposal or program, including, but not limited to, destruction of records by the District, or other damage to or loss of District documents, records and/or other information or sources of information.

In addition to design and implementation of services mentioned above, this proposal may include development of suggested record retention periods and schedules. Record retention periods are often arbitrary time periods based upon industry operational requirements. If required, RCS will perform a reasonable search of specific record retention information resources to obtain suggested retention periods for designated District records and information. The District is responsible for reviewing and approving any suggested retention periods with its legal counsel,

the executive management team, and the District Board of Directors, prior to implementation and/or document disposition or destruction.

By accepting and implementing this proposal, the District agrees to this disclaimer and all terms mentioned herein, and shall indemnify, defend and hold harmless RCS against any and all loss or damage resulting from the design and/or implementation of recommendations and/or suggestions within this proposal, except to the extent that the loss or damage is caused by the willful misconduct or negligence of RCS.

**Client Approval and Acceptance:**

The Dublin San Ramon Services District accepts this proposal and its contents for a physical records inventory for designated Operations Department, Wastewater Treatment Plant divisional records, and on-demand records improvement program maintenance and professional consulting services, as provided by Records Control Services, Inc., dated November 9, 2015.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Bruce G.  
Meier, CRM**

Digitally signed by Bruce G. Meier, CRM  
DN: cn=Bruce G. Meier, CRM,  
o=Records Control Services, Inc., ou,  
email=bgmeier@recordscontrolservi  
ces.com, c=US  
Date: 2015.11.09 16:25:33 -08'00'

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Bruce G. Meier, CRM  
President  
Records Control Services, Inc.



Reference General Manager	Type of Action Accept Report(s)	Board Meeting of November 17, 2015
Subject Accept the Following Regular and Recurring Reports: District Financials, Warrant List, Upcoming Board Business and Unexpected Asset Replacement Requests		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	J. Archer
		<input type="checkbox"/> Board Member

**Recommendation:**

The General Manager recommends the Board of Directors 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 Financials;
- Warrant List;
- Upcoming Board Business; and
- Unexpected Asset Replacement Requests:
  - No. 2 Secondary Clarifier Drain Valve
  - Replacement Primary Sludge Pump/Digested Sludge Pump

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

**ATTACHMENT 1 to S&R**  
**SUMMARY OF REGULAR AND RECURRING REPORTS**

Ref.	Description	Frequency	Authority	Last Acceptance	Acceptance at this Meeting?	Next Acceptance
A	Water Supply and Conservation Report <sup>1 2</sup>	Monthly	Board Direction	Oct 2015	Yes	Dec 2015
B	District Financial Statements <sup>3</sup>					
C	Warrant List					
D	Upcoming Board Business					
E	Low Income Assistance Program Report	Annually. Fiscal Year Cycle	District Code	N/A		July 2016
F	Strategic Work Plan Accomplishments Report			July 2015		
G	Employee Retention Statistics <sup>4</sup>			July 2015		
H	Outstanding Receivables Report			July 2015		
I	Employee and Director Reimbursements greater than \$100 <sup>5</sup>			CA Government Code		
J	Board Committee Goal Status Report	Annually, Calendar Year Cycle	Board Direction	Jan 2015		Jan 2016
K	Annual Rate Stabilization Fund Transfer Calculation <sup>6</sup>			N/A	Yes	Nov 2016
L	"No Net Change" Operating Budget Adjustments	As they occur but not more frequently than monthly	Budget Accountability Policy (See Note A)	April 2014		Before end of month after occurrence
M	Capital Outlay Budget Adjustments			April 2015		
N	Capital Project Budget Adjustments			Oct 2014		
O	Unexpected Asset Replacements			Dec 2014		

Note A: For the fiscal year ending 2016, the totals for these reports are as follows:

Category	YTD	This Meeting	Total
"No Net Change" Operating Budget Adjustments	\$0	\$0	\$0
Capital Outlay Budget Adjustments	\$0	\$0	\$0
Capital Project Budget Adjustments	\$0	\$0	\$0
Unexpected Asset Replacements	\$22,958	\$113,032	\$135,990

<sup>1</sup> Monthly during Community Drought Emergency; monthly during the winter season in non-drought years.

<sup>2</sup> Separate agenda item presented to Board as a Board Business item during Community Drought Emergency.

<sup>3</sup> No Report for the months of June-September, quarterly report (July-September) to be provided in October

<sup>4</sup> In Jan 2015 administratively moved to FY rather than CY cycle to accommodate data access issues which are reported on CY cycle

<sup>5</sup> Reimbursements also reported monthly in the Warrant List (Item C).

<sup>6</sup> Separate agenda item presented to Board as a Board Business item on 11/17/15





## Monthly Financial Report

Report Name	Page
Revenue Summary	1
Working Capital Summary	2
Expense Summary by Fund	3
Expense Summary by Department	4
Expense Summary by Category	5
Capital Outlay by Division	6
Capital Project Expense Summary	7
Financing Agreement Calculations	8
D.U.E. Recap	9
Investment Report	10
Financial Statements	13
Legislative Division Expenses Report	17

# Dublin San Ramon Services District

## Revenue Summary

October 2015

Revenue Source	Budget	Budget to Date	YTD Actual	Amount Remaining	%f Budget Received	% Revenue Expected
Local Sewer Operations	\$ 2,308,980	\$ 605,645	\$ 605,926	\$ 1,703,054	26.24%	26.23%
Regional Sewer Operations	\$ 19,347,168	\$ 4,030,660	\$ 4,154,919	\$ 15,192,249	21.48%	20.83%
<b>Service Charges - Sewer</b>	<b>\$ 21,656,148</b>	<b>\$ 4,636,305</b>	<b>\$ 4,760,844</b>	<b>\$ 16,895,303</b>	<b>21.98%</b>	<b>21.41%</b>
Water Operations	\$ 26,018,368	\$ 5,420,493	\$ 5,473,138	\$ 20,545,230	21.04%	20.83%
Water Expansion	\$ 0	\$ 0	\$ 38	\$ (38)	100.00%	33.33%
<b>Service Charges - Water</b>	<b>\$ 26,018,368</b>	<b>\$ 5,420,493</b>	<b>\$ 5,473,176</b>	<b>\$ 20,545,192</b>	<b>21.04%</b>	<b>20.83%</b>
Local Sewer Replacement	\$ 296,752	\$ 98,917	\$ 204,368	\$ 92,384	68.87%	33.33%
Local Sewer Expansion	\$ 288,558	\$ 96,186	\$ 198,821	\$ 89,737	68.90%	33.33%
Regional Sewer Replacement	\$ 1,033,114	\$ 344,371	\$ 1,163,906	\$ (130,793)	112.66%	33.33%
Regional Sewer Expansion	\$ 6,820,299	\$ 2,273,433	\$ 7,557,538	\$ (737,239)	110.81%	33.33%
<b>Capacity Reserve Fees - Sewer</b>	<b>\$ 8,438,723</b>	<b>\$ 2,812,908</b>	<b>\$ 9,124,633</b>	<b>\$ (685,910)</b>	<b>108.13%</b>	<b>33.33%</b>
Water Replacement	\$ 2,046,528	\$ 682,176	\$ 1,373,845	\$ 672,683	67.13%	33.33%
Water Expansion	\$ 5,478,688	\$ 1,826,229	\$ 3,849,900	\$ 1,628,788	70.27%	33.33%
<b>Capacity Reserve Fees - Water</b>	<b>\$ 7,525,216</b>	<b>\$ 2,508,405</b>	<b>\$ 5,223,745</b>	<b>\$ 2,301,471</b>	<b>69.42%</b>	<b>33.33%</b>
<b>Fees &amp; Permits</b>	<b>\$ 2,022,355</b>	<b>\$ 674,118</b>	<b>\$ 1,502,309</b>	<b>\$ 520,046</b>	<b>74.29%</b>	<b>33.33%</b>
<b>Interest</b>	<b>\$ 1,142,404</b>	<b>\$ 380,801</b>	<b>\$ 375,698</b>	<b>\$ 766,706</b>	<b>32.89%</b>	<b>33.33%</b>
<b>Other Income</b>	<b>\$ 3,944,991</b>	<b>\$ 1,314,997</b>	<b>\$ 1,531,580</b>	<b>\$ 2,413,411</b>	<b>38.82%</b>	<b>33.33%</b>
	<u><b>\$ 70,748,205</b></u>	<u><b>\$ 17,748,028</b></u>	<u><b>\$ 27,991,986</b></u>	<u><b>\$ 42,756,219</b></u>	<u><b>39.57%</b></u>	<u><b>25.09%</b></u>

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

**Dublin San Ramon Services District**  
**Working Capital Summary**  
**September, 2015**

**Enterprise Funds**

Fund	Dollars (\$)		In Months		
	YTD Actual	Budget	Target (Months)	Last Month	Current Month
Local Enterprise	\$ 1,051,512	\$ 688,374	4	6.12	6.11
Regional Enterprise	\$ 6,551,759	\$ 5,434,384	4	4.28	4.82
Water Enterprise	\$ 11,505,133	\$ 6,658,940	4	6.12	6.91

**Replacement Funds**

Fund	In Dollars (\$)		
	Actual	Minimum	Above (Below)
Local Replacement	\$ 9,657,189	\$ 1,848,086	\$ 7,809,103
Regional Replacement	\$ 18,106,289	\$ 7,205,245	\$ 10,901,044
Water Replacement	\$ 12,106,390	\$ 6,358,930	\$ 5,747,460

**Expansion Funds**

Fund	In Dollars (\$)		
	Actual	Minimum	Above (Below)
Local Expansion	\$ 6,767,605	\$ 767,000	\$ 6,000,605
Regional Expansion	\$ 42,401,865	\$ 8,622,594	\$ 33,779,271
Water Expansion	\$ 18,771,441	\$ 12,715,971	\$ 6,055,470

**Temporary Infrastructure Charge Status**

Revenue Type	In Dollars (\$)		
	Amount Collected	Amount Repaid	Net
Temporary Infrastructure Charge Status	\$ 8,207,474	\$ (4,212,358)	\$ 3,995,116

**Dublin San Ramon Services District**

**Expense Summary by Fund**

October 2015

% of Year Completed= 33%

Expense Summary by Fund	Budget	Budget to Date	Year To Date Actual	Dollars Remaining	Percent Used
200 - Local Sewer Operations	\$ 1,579,486	\$ 526,495	\$ 481,479	\$ 1,098,008	30.48 %
210 - Local Sewer Replacement	\$ 313,115	\$ 104,372	\$ 30,978	\$ 282,137	9.89 %
220 - Local Sewer Expansion	\$ 356,164	\$ 118,721	\$ 169,874	\$ 186,291	47.70 %
300 - Regional Sewer Operations	\$ 13,631,371	\$ 4,543,790	\$ 4,242,998	\$ 9,388,373	31.13 %
310 - Regional Sewer Replacement	\$ 280,450	\$ 93,483	\$ 141,803	\$ 138,647	50.56 %
320 - Regional Sewer Expansion	\$ 4,737,600	\$ 1,579,200	\$ 1,573,437	\$ 3,164,163	33.21 %
600 - Water Operations	\$ 18,185,879	\$ 6,061,960	\$ 4,352,354	\$ 13,833,525	23.93 %
605 - Water Rate Stabilization Fund	\$ 20,000	\$ 6,667	\$ 4,245	\$ 15,755	21.22 %
610 - Water Replacement	\$ 1,102,554	\$ 367,518	\$ 124,844	\$ 977,710	11.32 %
620 - Water Expansion	\$ 3,872,488	\$ 1,290,829	\$ 1,250,320	\$ 2,622,168	32.29 %
900 - Administrative Overhead	\$ 6,548,195	\$ 2,182,732	\$ 1,712,251	\$ 4,835,944	26.15 %
965 - Other Post Employment Benefits	\$ 782,545	\$ 260,848	\$ 298,652	\$ 483,894	38.16 %
995 - DV Standby Assessment	\$ 1,530,156	\$ 510,052	\$ 9,037	\$ 1,521,120	0.59 %
	<u>\$ 52,940,005</u>	<u>\$ 17,646,668</u>	<u>\$ 14,392,271</u>	<u>\$ 38,547,734</u>	<u>27.19 %</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**  
 October 2015

% of Year Completed= 33%

Expense Summary by Department	Budget	Budget To Date	Year To Date Actual	Dollars Remaining	Percentage Used
<b>Executive</b>	\$ 2,361,396	\$ 787,132	\$ 608,888	\$ 1,752,507	25.79%
<b>Financial Services</b>	\$ 4,786,449	\$ 1,595,483	\$ 1,418,975	\$ 3,367,474	29.65%
<b>Engineering</b>	\$ 3,651,295	\$ 1,217,098	\$ 1,089,069	\$ 2,562,227	29.83%
<b>Operations</b>	\$ 14,919,658	\$ 4,973,219	\$ 4,550,546	\$ 10,369,112	30.50%
<b>Non-Departmental</b>	\$ 27,221,207	\$ 9,073,736	\$ 6,724,793	\$ 20,496,414	24.70%
	<u>\$ 52,940,005</u>	<u>\$ 17,646,668</u>	<u>\$ 14,392,271</u>	<u>\$ 38,547,734</u>	<u>27.19%</u>

**Dublin San Ramon Services District**

**Expense Summary by Category**

October 2015

% of Year Completed= 33%

Expense Summary by Category	Budget	Budget to Date	Year to Date Actual	Budget Remaining	Percentage Used
Personnel	\$ 19,983,876	\$ 6,661,292	\$ 6,171,515	\$ 13,812,361	30.88%
Materials and Supplies	\$ 13,523,119	\$ 4,507,706	\$ 3,003,308	\$ 10,519,810	22.21%
Contract Services	\$ 5,554,712	\$ 1,851,571	\$ 962,989	\$ 4,591,723	17.34%
Other Expenses	\$ 13,246,297	\$ 4,415,432	\$ 4,076,934	\$ 9,169,364	30.78%
Capital Outlay	\$ 632,000	\$ 210,667	\$ 177,524	\$ 454,476	28.09%
	<u>\$ 52,940,005</u>	<u>\$ 17,646,668</u>	<u>\$ 14,392,271</u>	<u>\$ 38,547,734</u>	<u>27.19%</u>

Dublin San Ramon Services District

Capital Outlay by Division  
October, 2015

<u>Capital Outlay - Identified</u>	<u>Budget</u>	<u>Year To Date Actual</u>	<u>Dollars Remaining</u>	<u>Percent Used</u>
Van - Ford Transit	\$ 35,000	\$ -	\$ 35,000	0.00%
<b>Engineering Admin</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>0.00%</b>
Asset Management Software	\$ 140,500		\$ 140,500	0.00%
<b>Asset Management</b>	<b>\$ 140,500</b>	<b>\$ -</b>	<b>\$ 140,500</b>	<b>0.00%</b>
Truck mounted valve exercise mach/controller	\$ 45,000	\$ -	\$ 45,000	0.00%
Pump station emergency generator	\$ 50,000		\$ 50,000	0.00%
F-450 truck w/ utility bed, crane, compressor	\$ 59,000	\$ 54,015	\$ 4,985	91.55%
<b>Field Operations</b>	<b>\$ 154,000</b>	<b>\$ 54,015</b>	<b>\$ 99,985</b>	<b>0.00%</b>
Heavy Capacity Forklift for biosolids, used	\$ 35,000	\$ -	\$ 35,000	0.00%
<b>Plant Operations</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>0.00%</b>
Truck - Ford F-350 w/service body	\$ 60,000	\$ -	\$ 60,000	0.00%
Truck - Ford F-450 w/service body/crane	110,000		110,000	0.00%
Grit Roll-off Container	12,000		12,000	0.00%
Chlorine contact tank exit gate	12,500		12,500	0.00%
Building "A" air compressor	13,000		13,000	0.00%
Cogen Emission Analyzer	13,000	13,383	(383)	102.95%
<b>Mechanical Maintenance</b>	<b>\$ 220,500</b>	<b>\$ 13,383</b>	<b>\$ 207,117</b>	<b>6.07%</b>
Van - Ford Transit	\$ 27,000	\$ -	\$ 27,000	0.00%
Update Security system	20,000		20,000	0.00%
<b>Electrical Maintenance</b>	<b>\$ 47,000</b>	<b>\$ -</b>	<b>\$ 47,000</b>	<b>0.00%</b>
<b>Total Capital Outlay - Identified</b>	<b>\$ 632,000</b>	<b>\$ 67,398</b>	<b>\$ 564,602</b>	<b>10.66%</b>
<b>Unexpected Capital Outlay</b>				
Completely refurbish aeration preopeller mixer	\$ 11,927	\$ 10,940	\$ 987	
WWTP Secondary clarifier	\$ 99,186	\$ 99,186	-	
WWTP Bldg G A/C for MCC Room (7.5 ton)	11,031		11,031	
<b>Total Unexpected Capital Outlay</b>	<b>\$ 122,144</b>	<b>\$ 110,126</b>	<b>\$ 12,018</b>	
<b>Total All Capital Outlay</b>	<b>\$ 754,144</b>	<b>\$ 177,524</b>	<b>\$ 576,620</b>	

# Capital Project Expense Summary Report

Dublin San Ramon Services District

October, 2015

<u>Fund #</u>		<u>Budget</u>	<u>Year-to-date Expenditures</u>	<u>Balance</u>	<u>Prct Used</u>
210	Local Sewer Replacement	1,678,736.00	32,709.99	1,646,026.01	1.95%
220	Local Sewer Expansion	377,000.00	7,925.42	369,074.58	2.10%
310	Regional Sewer Replacement	3,281,171.00	161,888.97	3,119,282.03	4.93%
320	Regional Sewer Expansion	1,306,362.00	131,453.84	1,174,908.16	10.06%
610	Water Replacement	10,318,674.00	1,408,794.91	8,909,879.09	13.65%
620	Water Expansion	5,458,281.00	1,672,637.19	3,785,643.81	30.64%
	<b>Grand Total</b>	<u><u>22,420,224.00</u></u>	<u><u>3,415,410.32</u></u>	<u><u>19,004,813.68</u></u>	<u><u>15.23%</u></u>



**Financing Administration Agreement Calculations  
October, 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	\$46,791,732	
<b><u>Bank of America Refunding Bond</u></b>		
Expansion Amount Outstanding	\$0	
<b>BOND TARGET LEVEL (7c) or 2X</b>		<b>\$ 8,665,105</b>
<b>ADMINISTRATIVE TARGET LEVEL (7d) or 5XMADS</b>		<b>\$ 21,662,761</b>
<b>Working Capital in Rate Stabilization/Regional Sewer Expansion Fund</b>		<b>\$ 42,401,865</b>
<b>Number of Years of Maximum Debt Service on Hand (Working Capital/Max Annual Debt)</b>	<b>\$ 4,332,552</b>	<b>9.79</b>
<b>Capacity Fee Revenue this Fiscal Year</b>		<b>\$ 7,557,538</b>
<b>Debt Service for FY 15/16</b>		<b>\$ 4,311,297</b>
<b>Capacity fees in excess (deficiency) of this amount</b>		<b>\$ 3,246,241</b>
<b>Amount in Rate Stabilization Fund in Excess of (below) 5XMADS</b>		<b>\$20,739,104</b>

**Dublin San Ramon Services District**  
**Dublin San Ramon Services District**  
**October, 2015**

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**Comparison of Actual DUE's to Budget**

	Budget	Actual	Above (Below)
<b>Sewer</b>			
<i>DSRSD</i>	347	481	134
<i>Pleasanton</i>	150	123	(27)
<b>Water</b>	608	433	(175)

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

Description	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	12,007,470.44	12,007,470.44	12,007,470.44	8.54%	100%	Yes	0.140%
Certificate of Deposit	4,000,000.00	4,004,856.00	4,000,000.00	2.85%	30%	Yes	0.972%
Corporate Bonds	22,500,000.00	22,771,079.50	22,728,639.36	16.01%	30%	Yes	1.523%
Federal Agency Callables	50,880,000.00	50,868,428.80	50,881,175.41	36.20%	100%	Yes	1.162%
LAIF - Operating	49,150,832.03	49,150,832.03	49,150,832.03	34.97%	\$50 million	Yes	0.357%
Municipals	2,000,000.00	1,984,120.00	2,007,712.82	1.42%	100%	Yes	1.710%
<b>Total Investments</b>	<b>\$ 140,538,302.47</b>	<b>\$ 140,786,786.77</b>	<b>\$ 140,775,830.06</b>	<b>100.00%</b>			<b>0.853%</b>
Bank of America	2,038,899.93	2,038,899.93	2,038,899.93				
<b>Total Cash &amp; Investments</b>	<b>\$ 142,577,202.40</b>	<b>\$ 142,825,686.70</b>	<b>\$ 142,814,729.99</b>				<b>0.853%</b>

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

\_\_\_\_\_  
Date

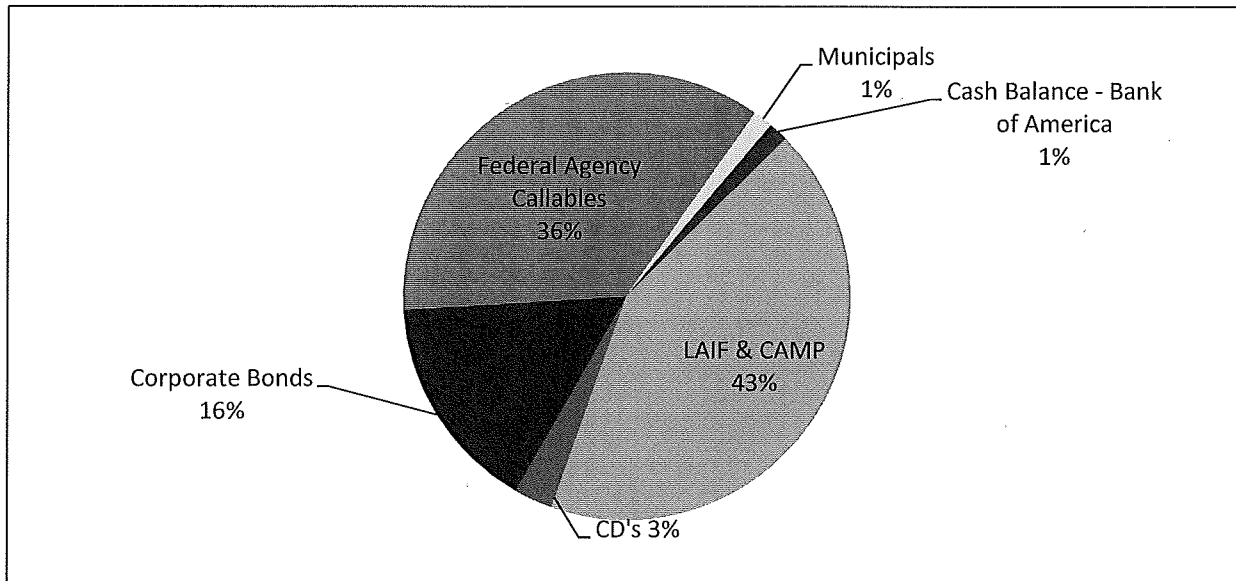
For comparison - prior month summary as of: **6/30/2015**

Description	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	7,006,275.10	7,006,275.10	7,006,275.10	5.20%	100%	Yes	0.130%
Certificate of Deposit	3,250,000.00	3,252,745.25	3,250,000.00	2.41%	30%	Yes	0.738%
Corporate Bonds	24,500,000.00	24,786,572.00	24,732,466.35	18.18%	30%	Yes	1.460%
Federal Agency Callables	48,880,000.00	48,901,164.80	48,881,175.41	36.28%	100%	Yes	1.158%
LAIF - Operating	49,111,288.65	49,111,288.65	49,111,288.65	36.45%	\$50 million	Yes	0.330%
Municipals	2,000,000.00	2,007,300.00	2,008,440.00	1.48%	100%	Yes	1.710%
<b>Total Investments</b>	<b>\$ 134,747,563.75</b>	<b>\$ 135,065,345.80</b>	<b>\$ 134,989,645.51</b>	<b>100.00%</b>			<b>0.856%</b>
Bank of America	3,568,017.25	3,568,017.25	3,568,017.25				
<b>Total Cash &amp; Investments</b>	<b>\$ 138,315,581.00</b>	<b>\$ 138,633,363.05</b>	<b>\$ 138,557,662.76</b>				<b>0.856%</b>

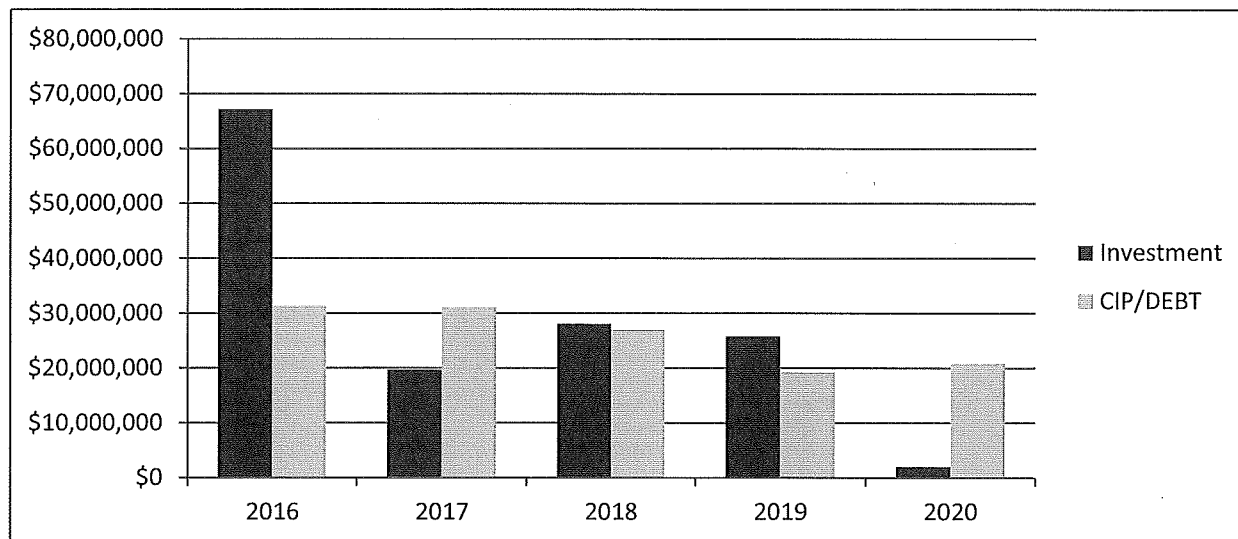
**Investment Review for :  
Summary of Current Investments**

**October 31, 2015**

	Face Amount	% of Portfolio	Avg Maturity (in Years)	Avg Yield
Cash Balance - Bank of America	\$ 2,038,899.93	1%		
LAIF & CAMP	61,158,302.47	43%		0.357%
Certificates of Deposit	4,000,000.00	3%	1.1	0.972%
Corporate Bonds	22,500,000.00	16%	1.7	1.523%
Federal Agency Callables	50,880,000.00	36%	2.7	1.162%
Municipals	2,000,000.00	1%	4.5	1.710%
	<u>\$ 142,577,202.40</u>			



**Investment / Cash needs next 5 years**



FYE	Investment	CIP/DEBT
2016	\$ 67,197,202.40	\$ 31,258,003.75
2017	19,630,000.00	30,984,268.75
2018	28,000,000.00	26,965,800.75
2019	25,750,000.00	19,176,387.75
2020	2,000,000.00	20,845,455.75
	<u>\$ 142,577,202.40</u>	<u>\$ 129,229,916.75</u>

## Treasurer's Report - Portfolio Management Detail

As of 10/31/2015

Description	CUSIP	Settlement Date	Face Amount	Market Value	Book Value	Coupon Rate	YTM @ Cost	Next Call Date	DTC/M	DTM	Maturity Date	Accrued Interest
CAMP LGIP	LGIP6300	6/30/2011	12,007,470.44	12,007,470.44	12,007,470.44	0.14	0.14	N/A	1	1	N/A	
<b>CAMP Sub Total / Average</b>			<b>12,007,470.44</b>	<b>12,007,470.44</b>	<b>12,007,470.44</b>	<b>0.14</b>	<b>0.14</b>		<b>1</b>	<b>1</b>		<b>-</b>
American Exp Centrn 1.15 9/26/2016	02587DTW8	9/26/2013	250,000.00	251,431.75	250,000.00	1.15	1.15		331	331	9/26/2016	275.68
BMW Bk 0.5 5/16/2016	05580AAB0	5/16/2014	250,000.00	250,345.00	250,000.00	0.5	0.5		198	198	5/16/2016	575.34
Capital One 2 10/7/2019	14042RAN1	10/7/2015	250,000.00	250,458.00	250,000.00	2	2		1437	1437	10/7/2019	342.69
Capital One USA 2 10/7/2019	140420WK2	10/7/2015	250,000.00	250,458.00	250,000.00	2	2		1437	1437	10/7/2019	342.69
Comenity Capital 0.7 3/29/2016	20033AGY6	9/29/2014	250,000.00	250,312.25	250,000.00	0.7	0.7		150	150	3/29/2016	14.38
Compass Bnk 0.5 5/31/2016	20451PJX5	5/28/2014	250,000.00	250,357.00	250,000.00	0.5	0.5		213	213	5/31/2016	534.25
Customers Bk 0.5 5/31/2016	23204HBF4	5/28/2014	250,000.00	250,371.25	250,000.00	0.5	0.5		213	213	5/31/2016	534.25
Discover Bank 1.2 3/13/2018	254671LE8	3/13/2013	250,000.00	250,091.00	250,000.00	1.2	1.2		864	864	3/13/2018	394.52
Everbank 0.95 11/30/2016	29976DPX2	11/30/2012	250,000.00	250,793.25	250,000.00	0.95	0.95		396	396	11/30/2016	1,002.05
First Fed S&L 0.5 5/31/2016	32023HAC2	5/30/2014	250,000.00	250,355.50	250,000.00	0.5	0.5		213	213	5/31/2016	10.27
Flushing Bank 0.7 3/29/2016	34387AAQ2	9/30/2014	250,000.00	250,322.25	250,000.00	0.7	0.7		150	150	3/29/2016	76.71
Goldman Sachs 1.95 10/7/2019	38148JQ79	10/7/2015	250,000.00	250,458.50	250,000.00	1.95	1.95		1437	1437	10/7/2019	334.12
Oriental Bank 0.5 5/31/2016-14	686184UH3	5/29/2014	250,000.00	250,055.00	250,000.00	0.5	0.5		213	213	5/31/2016	10.27
State Bk of India 1.15 5/14/2018	856283UK0	5/14/2013	250,000.00	249,657.25	250,000.00	1.15	1.15		926	926	5/14/2018	1,339.04
Sterling Svgs Bank 0.5 3/22/2016	8595316H3	3/22/2013	250,000.00	250,169.25	250,000.00	0.5	0.5		143	143	3/22/2016	133.56
Washington Fed Seattle 0.75 5/30/2017-13	938828AB6	5/30/2013	250,000.00	249,220.75	250,000.00	0.75	0.75		577	577	5/30/2017	15.41
<b>Certificat of Deposit Sub Total / Average</b>			<b>4,000,000.00</b>	<b>4,004,856.00</b>	<b>4,000,000.00</b>	<b>0.972</b>	<b>0.972</b>		<b>556</b>	<b>556</b>		<b>5,935.23</b>
AUST/NZ Bank Grp 1.5 1/16/2018	05253JAH4	1/26/2015	3,000,000.00	3,002,670.00	3,002,906.77	1.5	1.46		808	808	1/16/2018	13,125.00
Barclays Bank PLC Var. Corp 5/11/2017	06738K4G3	5/11/2012	3,000,000.00	2,994,717.00	3,000,000.00	2	2		558	558	5/11/2017	13,333.33
Coca-cola 1.15 4/1/2018	191216BA7	2/20/2015	3,000,000.00	3,002,472.00	2,986,787.22	1.15	1.33		883	883	4/1/2018	2,875.00
Exxon Mobil 0.921 3/15/2017	0231GAA0	9/9/2015	2,000,000.00	2,006,176.00	2,002,987.23	0.921	0.821		501	501	3/15/2017	2,353.67
GE Capital Corp 2.3 4/27/2017	36962G5W0	5/21/2012	3,000,000.00	3,055,866.00	2,997,418.14	2.3	2.361		544	544	4/27/2017	766.67
GE Capital Var. Corp 2/8/2016	36962G5T7	2/8/2012	2,000,000.00	2,002,966.00	2,000,000.00	1.111	1.111		100	100	2/8/2016	5,124.79
Gen Elec Co 5.25 12/6/2017	369604BC6	12/17/2012	2,500,000.00	2,698,242.50	2,732,150.96	5.25	1.396		767	767	12/6/2017	52,864.58
JPMorgan Chase 2 8/15/2017	48126EAA5	12/22/2014	2,000,000.00	2,016,928.00	2,019,306.87	2	1.506		654	654	8/15/2017	8,444.44
Microsoft 1 5/1/2018	594918AS3	3/16/2015	2,000,000.00	1,991,042.00	1,987,082.17	1	1.22		913	913	5/1/2018	10,000.00
<b>Corporate Bonds Sub Total / Average</b>			<b>22,500,000.00</b>	<b>22,771,079.50</b>	<b>22,728,639.36</b>	<b>1.957</b>	<b>1.523</b>		<b>650</b>	<b>650</b>		<b>108,887.48</b>
FFCB 0.65 3/28/2017	3133ECKC7	5/8/2013	1,380,000.00	1,380,496.80	1,381,019.73	0.65	0.6		514	514	3/28/2017	822.25
FFCB 0.74 6/9/2017-15	3133EFCX3	9/9/2015	3,000,000.00	3,001,332.00	3,000,000.00	0.74	0.74	12/9/2015	39	587	6/9/2017	3,206.67
FFCB 1.08 2/26/2018-14	3133ECGC2	2/26/2013	5,000,000.00	5,000,190.00	5,000,000.00	1.08	1.08		849	849	2/26/2018	9,750.00
FFCB 1.37 3/21/2019-16	3133EFEA1	9/21/2015	5,000,000.00	5,010,455.00	4,997,500.00	1.37	1.385	9/21/2016	326	1237	3/21/2019	7,611.11
FFCB 1.42 4/29/2019-16	3133EED56	4/29/2015	5,000,000.00	5,009,025.00	5,000,000.00	1.42	1.42	4/29/2016	181	1276	4/29/2019	394.44
FHLB 0.875 3/10/2017	3133782N0	8/22/2014	4,000,000.00	4,013,880.00	4,002,655.68	0.875	0.83		496	496	3/10/2017	4,958.33
FHLB 1 6/28/2018-13	313381HD0	12/28/2012	5,000,000.00	4,960,910.00	5,000,000.00	1	1		971	971	6/28/2018	17,083.33
FHLMC 0.625 9/26/2016-14	3134G4YA0	3/26/2014	2,500,000.00	2,501,955.00	2,500,000.00	0.625	0.625		331	331	9/26/2016	1,519.10
FHLMC 1.2 6/12/2018-13	3134G46D5	6/12/2013	5,000,000.00	4,992,975.00	5,000,000.00	1.2	1.2	12/12/2015	42	955	6/12/2018	23,166.67
FHLMC 1.25 8/2/2018-15	3134G7UM1	9/3/2015	5,000,000.00	5,002,835.00	5,000,000.00	1.25	1.25	11/27/2015	27	1006	8/2/2018	10,416.67
FHLMC 1.4 7/29/2019-16	3134G7X89	10/29/2015	5,000,000.00	4,991,610.00	5,000,000.00	1.4	1.4	1/29/2016	90	1367	7/29/2019	388.89
FHLMC 1.5 2/21/2019-15	3134G6XX6	5/21/2015	5,000,000.00	5,002,765.00	5,000,000.00	1.5	1.5	11/21/2015	21	1209	2/21/2019	14,583.33
<b>Federal Agency Callables Sub Total / Average</b>			<b>50,880,000.00</b>	<b>50,868,428.80</b>	<b>50,881,175.41</b>	<b>1.165</b>	<b>1.162</b>		<b>318</b>	<b>975</b>		<b>93,900.79</b>
LAIF LGIP	LGIP1001	6/30/2011	49,150,832.03	49,150,832.03	49,150,832.03	0.357	0.357	N/A	1	1	N/A	
<b>LAIF Sub Total / Average</b>			<b>49,150,832.03</b>	<b>49,150,832.03</b>	<b>49,150,832.03</b>	<b>0.357</b>	<b>0.357</b>		<b>1</b>	<b>1</b>		<b>-</b>
State of CA 1.8 4/1/2020	13063CSQ4	4/29/2015	2,000,000.00	1,984,120.00	2,007,712.82	1.8	1.71		1614	1614	4/1/2020	3,000.00
<b>Municipals Sub Total / Average</b>			<b>2,000,000.00</b>	<b>1,984,120.00</b>	<b>2,007,712.82</b>	<b>1.8</b>	<b>1.71</b>		<b>1614</b>	<b>1614</b>		<b>3,000.00</b>
<b>Total / Average</b>			<b>140,538,302.47</b>	<b>140,786,786.77</b>	<b>140,775,830.06</b>	<b>0.925</b>	<b>0.853</b>		<b>258</b>	<b>497</b>		<b>211,723.50</b>

	200 Local Sewer Operations	205 Local Rate Stabilization (RSF)	210 Local Sewer Replacement	220 Local Sewer Expansion	Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	709,286	690,513	9,645,507	6,760,422	17,805,727
RECEIVABLES	478,675	985	13,499	9,173	502,333
OTHER	0	0	0	5,470	5,470
<b>CURRENT ASSETS</b>	<b>1,187,961</b>	<b>691,498</b>	<b>9,659,006</b>	<b>6,775,065</b>	<b>18,313,530</b>
FIXED ASSETS	33,081,530	0	349,598	21,595	33,452,724
LONG-TERM ASSETS	236,312	0	0	181,125	417,438
<b>TOTAL ASSETS</b>	<b>34,505,804</b>	<b>691,498</b>	<b>10,008,604</b>	<b>6,977,785</b>	<b>52,183,691</b>
ACCOUNTS PAYABLE	5,433	0	1,682	0	7,114
DEPOSITS	73,327	0	0	0	73,327
OTHER CURRENT LIABILITIES	57,689	0	135	7,459	65,283
<b>CURRENT LIABILITIES</b>	<b>136,449</b>	<b>0</b>	<b>1,816</b>	<b>7,459</b>	<b>145,725</b>
ACCRUED EXPENSES/OTHER	1,760,743	0	0	438,339	2,199,082
DEFERRED REVENUE	0	0	0	395,098	395,098
<b>LONG-TERM LIABILITIES</b>	<b>1,760,743</b>	<b>0</b>	<b>0</b>	<b>833,437</b>	<b>2,594,181</b>
RETAINED EARNINGS	32,608,611	691,498	10,006,787	6,136,889	49,443,786
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>34,505,804</b>	<b>691,498</b>	<b>10,008,604</b>	<b>6,977,785</b>	<b>52,183,691</b>
<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
SERVICE CHARGES	605,926	0	0	0	605,926
OTHER OPERATING REVENUE	4,592	0	0	348,079	352,671
<b>TOTAL OPERATING REVENUE</b>	<b>610,517</b>	<b>0</b>	<b>0</b>	<b>348,079</b>	<b>958,596</b>
<b>NON-OPERATING REVENUE</b>					
CONNECTION FEES	0	0	204,368	198,821	403,189
INTEREST	2,058	1,801	25,036	17,222	46,117
OTHER NON-OPERATING REVENUE	35,000	0	0	0	35,000
<b>TOTAL NON-OPERATING REVENUE</b>	<b>37,058</b>	<b>1,801</b>	<b>229,403</b>	<b>216,043</b>	<b>484,305</b>
TRANSFERS IN	0	0	95,667	0	95,667
<b>TOTAL RECEIPTS</b>	<b>647,575</b>	<b>1,801</b>	<b>325,070</b>	<b>564,122</b>	<b>1,538,568</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	589,534	0	30,978	195,652	816,163
CAPITAL PROJECTS	0	0	32,710	7,925	40,635
TRANSFER OUT	95,667	0	0	0	95,667
<b>TOTAL DISBURSEMENTS</b>	<b>685,200</b>	<b>0</b>	<b>63,688</b>	<b>203,577</b>	<b>952,465</b>
<b>NET INCOME (LOSS)</b>	<b>(37,625)</b>	<b>1,801</b>	<b>261,382</b>	<b>360,545</b>	<b>586,103</b>
EXPENSE BUDGET FOR FY 2016	2,065,123				
WORKING CAPITAL TARGET FOR FY 2016	688,374				
WORKING CAPITAL TARGET (in months)	4.00				
WORKING CAPITAL	1,051,512	691,498	9,657,189	6,767,605	18,167,805
WORKING CAPITAL ON HAND (in months) WC / ( ExpBudget / 12)	6.11				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	363,137				

	300 Regional Sewer Operations	305 Regional Rate Stabilization (RSF)	310 Regional Sewer Replacement	320 Regional Sewer Expansion	Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	4,483,747	7,776,417	18,091,388	40,317,933	70,669,485
RECEIVABLES	2,303,181	11,097	27,616	330,054	2,671,948
OTHER	1,130,521	0	0	2,040,015	3,170,536
<b>CURRENT ASSETS</b>	<b>7,917,448</b>	<b>7,787,515</b>	<b>18,119,004</b>	<b>42,688,002</b>	<b>76,511,969</b>
FIXED ASSETS	105,531,416	0	1,553,491	29,664,640	136,749,547
LONG-TERM ASSETS	3,760,984	0	34,634	576,836	4,372,454
<b>TOTAL ASSETS</b>	<b>117,209,848</b>	<b>7,787,515</b>	<b>19,707,129</b>	<b>72,929,479</b>	<b>217,633,970</b>
ACCOUNTS PAYABLE	304,005	0	7,987	0	311,992
DEPOSITS	112,621	0	0	1,053	113,674
OTHER CURRENT LIABILITIES	949,064	0	4,727	285,085	1,238,876
<b>CURRENT LIABILITIES</b>	<b>1,365,690</b>	<b>0</b>	<b>12,715</b>	<b>286,138</b>	<b>1,664,542</b>
BONDS PAYABLE	6,708,041	0	0	29,992,372	36,700,413
ACCRUED EXPENSES/OTHER	10,222,761	0	0	75,511	10,298,271
DEFERRED REVENUE	0	0	34,634	541,153	575,787
<b>LONG-TERM LIABILITIES</b>	<b>16,930,801</b>	<b>0</b>	<b>34,634</b>	<b>30,609,036</b>	<b>47,574,471</b>
RETAINED EARNINGS	98,913,357	7,787,515	19,659,780	42,034,306	168,394,957
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>117,209,848</b>	<b>7,787,515</b>	<b>19,707,129</b>	<b>72,929,479</b>	<b>217,633,970</b>

<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
SERVICE CHARGES	4,154,919	0	0	0	4,154,919
OTHER OPERATING REVENUE	212,462	0	0	14,354	226,817
<b>TOTAL OPERATING REVENUE</b>	<b>4,367,381</b>	<b>0</b>	<b>0</b>	<b>14,354</b>	<b>4,381,735</b>
<b>NON-OPERATING REVENUE</b>					
CONNECTION FEES	0	0	1,163,906	7,557,538	8,721,444
INTEREST	13,568	20,287	46,407	106,538	186,801
OTHER NON-OPERATING REVENUE	0	0	0	0	0
<b>TOTAL NON-OPERATING REVENUE</b>	<b>13,568</b>	<b>20,287</b>	<b>1,210,314</b>	<b>7,664,076</b>	<b>8,908,245</b>
TRANSFERS IN	0	0	858,154	0	858,154
<b>TOTAL RECEIPTS</b>	<b>4,380,949</b>	<b>20,287</b>	<b>2,068,467</b>	<b>7,678,430</b>	<b>14,148,134</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	4,837,654	0	141,803	1,579,440	6,558,897
CAPITAL PROJECTS	0	0	161,889	131,454	293,343
TRANSFER OUT	858,154	0	0	0	858,154
<b>TOTAL DISBURSEMENTS</b>	<b>5,695,808</b>	<b>0</b>	<b>303,692</b>	<b>1,710,894</b>	<b>7,710,394</b>
<b>NET INCOME (LOSS)</b>	<b>(1,314,859)</b>	<b>20,287</b>	<b>1,764,775</b>	<b>5,967,536</b>	<b>6,437,740</b>

EXPENSE BUDGET FOR FY 2016	16,303,153				
WORKING CAPITAL TARGET FOR FY 2016	5,434,384				
WORKING CAPITAL TARGET (in months)	4.00				
WORKING CAPITAL	6,551,759	7,787,515	18,106,289	42,401,865	74,847,427
WORKING CAPITAL ON HAND (in months) WC / ( ExpBudget / 12)	4.82				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	1,117,374				

	600 Water Operations	605 Water Rate Stabilization (RSF)	610 Water Replacement	620 Water Expansion	Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	13,275,405	10,482,581	12,137,463	19,806,913	55,702,362
RECEIVABLES	916,247	181,603	15,862	29,058	1,142,770
OTHER	0	0	0	0	0
<b>CURRENT ASSETS</b>	<b>14,191,652</b>	<b>10,664,184</b>	<b>12,153,325</b>	<b>19,835,970</b>	<b>56,845,132</b>
FIXED ASSETS	120,658,359	0	3,073,265	24,247,774	147,979,398
LONG-TERM ASSETS	2,442,206	0	0	300,791	2,742,997
<b>TOTAL ASSETS</b>	<b>137,292,217</b>	<b>10,664,184</b>	<b>15,226,590</b>	<b>44,384,535</b>	<b>207,567,526</b>
ACCOUNTS PAYABLE	45,252	0	4,344	0	49,596
DEPOSITS	524,141	0	0	0	524,141
OTHER CURRENT LIABILITIES	2,117,127	0	42,591	1,064,530	3,224,248
<b>CURRENT LIABILITIES</b>	<b>2,686,520</b>	<b>0</b>	<b>46,935</b>	<b>1,064,530</b>	<b>3,797,985</b>
BONDS PAYABLE	0	0	0	34,860,320	34,860,320
ACCRUED EXPENSES/OTHER	6,031,235	0	0	696,615	6,727,849
DEFERRED REVENUE	0	0	0	6,044,794	6,044,794
<b>LONG-TERM LIABILITIES</b>	<b>6,031,235</b>	<b>0</b>	<b>0</b>	<b>41,601,729</b>	<b>47,632,963</b>
RETAINED EARNINGS	128,574,462	10,664,184	15,179,655	1,718,276	156,136,578
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>137,292,217</b>	<b>10,664,184</b>	<b>15,226,590</b>	<b>44,384,535</b>	<b>207,567,526</b>

**INCOME STATEMENT**

<b>OPERATING REVENUE</b>					
SERVICE CHARGES	5,473,138	0	0	38	5,473,176
OTHER OPERATING REVENUE	169,703	23,581	969	1,048,251	1,242,504
<b>TOTAL OPERATING REVENUE</b>	<b>5,642,841</b>	<b>23,581</b>	<b>969</b>	<b>1,048,289</b>	<b>6,715,680</b>
<b>NON-OPERATING REVENUE</b>					
CONNECTION FEES	0	0	1,373,845	3,849,900	5,223,745
INTEREST	31,807	27,339	31,057	49,749	139,952
OTHER NON-OPERATING REVENUE	61,100	166,667	0	0	227,767
<b>TOTAL NON-OPERATING REVENUE</b>	<b>92,907</b>	<b>194,006</b>	<b>1,404,902</b>	<b>3,899,649</b>	<b>5,591,463</b>
TRANSFERS IN	0	0	1,333,667	225,000	1,558,667
<b>TOTAL RECEIPTS</b>	<b>5,735,747</b>	<b>217,587</b>	<b>2,739,538</b>	<b>5,172,938</b>	<b>13,865,810</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	4,751,029	4,245	124,844	1,294,225	6,174,342
CAPITAL PROJECTS	0	0	1,408,795	1,672,637	3,081,432
TRANSFER OUT	1,558,667	0	0	0	1,558,667
<b>TOTAL DISBURSEMENTS</b>	<b>6,309,695</b>	<b>4,245</b>	<b>1,533,639</b>	<b>2,966,862</b>	<b>10,814,441</b>
<b>NET INCOME (LOSS)</b>	<b>(573,948)</b>	<b>213,342</b>	<b>1,205,899</b>	<b>2,206,075</b>	<b>3,051,369</b>

EXPENSE BUDGET FOR FY 2016	19,976,821				
WORKING CAPITAL TARGET FOR FY 2016	6,658,940				
WORKING CAPITAL TARGET (in months)	4.00				
WORKING CAPITAL	11,505,133	10,664,184	12,106,390	18,771,441	53,047,147
WORKING CAPITAL ON HAND (in months) WC / ( ExpBudget / 12)	6.91				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	4,846,192				



	900 Administrative Overhead	965 OPEB	995 DV Standby Assessment		Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	(720,212)	237,239	698,280	0	215,307
RECEIVABLES	475,595	417	510,813	0	986,825
OTHER	652,412	0	0	0	652,412
<b>CURRENT ASSETS</b>	<b>407,796</b>	<b>237,655</b>	<b>1,209,092</b>	<b>0</b>	<b>1,854,543</b>
LONG-TERM ASSETS	0	12,195,375	0	0	12,195,375
<b>TOTAL ASSETS</b>	<b>407,796</b>	<b>12,433,030</b>	<b>1,209,092</b>	<b>0</b>	<b>14,049,918</b>
ACCOUNTS PAYABLE	29,741	50,751	0	0	80,492
OTHER CURRENT LIABILITIES	378,055	264,976	0	0	643,031
<b>CURRENT LIABILITIES</b>	<b>407,796</b>	<b>315,727</b>	<b>0</b>	<b>0</b>	<b>723,523</b>
RETAINED EARNINGS	0	12,117,303	1,209,092	0	13,326,396
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>407,796</b>	<b>12,433,030</b>	<b>1,209,092</b>	<b>0</b>	<b>14,049,918</b>

<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
OTHER OPERATING REVENUE	535,180	0	510,052	0	1,045,232
<b>TOTAL OPERATING REVENUE</b>	<b>535,180</b>	<b>0</b>	<b>510,052</b>	<b>0</b>	<b>1,045,232</b>
<b>NON-OPERATING REVENUE</b>					
INTEREST	0	623	1,809	0	2,432
OTHER NON-OPERATING REVENUE	0	0	0	0	0
<b>TOTAL NON-OPERATING REVENUE</b>	<b>0</b>	<b>623</b>	<b>1,809</b>	<b>0</b>	<b>2,432</b>
TRANSFERS IN	0	0	0	0	0
<b>TOTAL RECEIPTS</b>	<b>535,180</b>	<b>623</b>	<b>511,861</b>	<b>0</b>	<b>1,047,664</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	535,180	298,652	9,037	0	842,868
CAPITAL PROJECTS	0	0	0	0	0
TRANSFER OUT	0	0	0	0	0
<b>TOTAL DISBURSEMENTS</b>	<b>535,180</b>	<b>298,652</b>	<b>9,037</b>	<b>0</b>	<b>842,868</b>
<b>NET INCOME (LOSS)</b>	<b>0</b>	<b>(298,029)</b>	<b>502,825</b>	<b>0</b>	<b>204,796</b>

EXPENSE BUDGET FOR FY 2016	0				
WORKING CAPITAL TARGET FOR FY 2016	0				
WORKING CAPITAL TARGET (in months)	0.00				
WORKING CAPITAL	0	(78,072)	1,209,092	0	1,131,021
WORKING CAPITAL ON HAND (in months) WC / ( ExpBudget / 12)	0.00				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	0				

# October Budget Variance Report

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

Expected Expense: 33.33%  
 Tolerance Level: 4.00%

Target Expense: 37.33%

Accounting Period: 4  
 Accounting Year: 2016

**Division: 10. Legislative**

	<u>2016</u>	<u>YTD</u>	<u>MTD</u>	<u>% of YTD</u>	<u>Flag</u>
	<u>Adjusted Budget</u>	<u>Expenditure</u>	<u>Expenditure</u>	<u>to Budget</u>	
Employee Memberships & Certifications	0.00	0.00	0.00	-	%
Medical	25,104.00	6,076.00	1,369.00	24.20%	
Other Benefits	10,352.64	2,451.31	510.19	23.68%	
Retirement	5,330.72	458.96	96.05	8.61%	
Salaries	56,160.00	5,986.00	1,168.00	10.66%	
Salary / Benefit Credit	0.00	0.00	0.00	-	%
Training Costs	20,000.00	1,816.03	0.00	9.08%	
<b>1. Personnel</b>	<b>116,947.36</b>	<b>16,788.30</b>	<b>3,143.24</b>	<b>14.36%</b>	
Office Supplies	2,800.00	105.52	49.67	3.77%	
<b>2. Materials and Supplies</b>	<b>2,800.00</b>	<b>105.52</b>	<b>49.67</b>	<b>3.77%</b>	
Advertising	0.00	0.00	0.00	-	%
Other Services	25,500.00	531.00	97.00	2.08%	
Professional Services	33,000.00	10,950.75	0.00	33.18%	
Telecommunication Services	0.00	0.00	0.00	-	%
<b>3. Contract Services</b>	<b>58,500.00</b>	<b>11,481.75</b>	<b>97.00</b>	<b>19.63%</b>	
Meetings	700.00	35.00	0.00	5.00%	
Permits, Licenses & District Mbrshps	0.00	0.00	0.00	-	%
Subscriptions & Publications	0.00	0.00	0.00	-	%
<b>4. Other</b>	<b>700.00</b>	<b>35.00</b>	<b>0.00</b>	<b>5.00%</b>	
<b>10. Legislative Total</b>	<b>178,947.36</b>	<b>28,410.57</b>	<b>3,289.91</b>	<b>15.88%</b>	

Check History Description Listing

Dublin San Ramon Services District

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
10/13/2015	10132015	03718 HR SIMPLIFIED	2015 POS	135.35	135.35
10/15/2015	86835	07034 AOMAR BAHLOUL	BAHLOUL REIMB EXP AT SCADA SECURITY 09/2	100.85	100.85
10/15/2015	86836	01013 BARRETT BUSINESS SERVICES	D. SWIFT: W/E 09/20/15	1,024.00	
			J. KAUFFMAN: W/E 09/20/15	1,013.76	
			C. HIVES: W/E 9/20/15	808.64	
			M. PEREZ: W/E 09/20/15	768.00	
			K. KOLODZIE: W/E 9/20/15	629.76	
			G. PHILLIPS: W/E 9/20/15	629.76	
			T. AMARO: W/E 09/20/15	614.40	
			K. GARCIA: W/E 9/20/15	491.52	
			S. JENNE: W/E 9/20/15	460.80	
			M. ZAVALA: W/E 9/20/15	368.64	
			A. JEW: W/E 9/20/15	337.92	
			N. POON: W/E 09/20/15	326.40	
			P. BRICK JR:W/E 9/20/15	168.96	7,642.56
10/15/2015	86837	05359 BURKE, WILLIAMS & SORENSEN	GENERAL COUNSEL SVCS - AUGUST 2015	2,451.28	2,451.28
10/15/2015	86838	01381 JOYCE CHANG	CHANG REIMB EXP FOR MISSION VISION POSTE	7.58	7.58
10/15/2015	86839	06114 EID, INC.	15-A006 EID TASK ORDER #2 TO MSTR AGREEM	15,000.00	15,000.00
10/15/2015	86840	04424 GRAYBAR ELECTRIC COMPANY	ELE MATLS FOR PS 20B MODULATING VALVE PR	526.49	526.49
10/15/2015	86841	01115 AARON JOHNSON	JOHNSON REIMB EXP AT 2015 LUCITY ACT CON	207.65	207.65
10/15/2015	86842	03653 LORI MARTIN	MARTIN REIMB EXP FOR PREP MEETING 11/03/	49.23	49.23
10/15/2015	86843	01171 MCGUIRE & HESTER	ON-CALL WATER/SEWER WATER LEAK SHANNON P	6,579.49	6,579.49
10/15/2015	86844	00608 OFFICE TEAM	TEMP SVCS W/E 10/02/15 - MONTAGUE	676.92	
			TEMP SVCS W/E 09/25/15 - MONTAGUE	420.79	1,097.71

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
10/15/2015	86845	01403 PRAXAIR DISTRIBUTION INC 186	LIQUID ARGON CYLINDER RENTAL	592.10 66.08	658.18
10/15/2015	86846	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	111.23	111.23
10/15/2015	86847	00762 TESTAMERICA LABORATORIES I	SAMPLE TESTING	350.50	350.50
10/15/2015	86848	05026 UNIVAR USA INC.	WWTP SODIUM HYPOCHLORITE DELIVERY 09/21/ WWTP SODIUM HYPOCHLORITE DELIVERY 09/23/	2,217.35 1,766.47	3,983.82
10/15/2015	86849	00937 W.W. GRAINGER, INC.	ELECTRIC DOOR STRIKE FOR FLEET VOLT TESTER FOR MAINT STAFF (25QTY) WIRE ROPE CLIP FOR HYPO STORAGE	172.16 150.05 51.74	373.95
10/15/2015	86850	00972 DARIN WINTON	WINTON REIMB EXP AT 2015 LUCITY ACT CONF	99.59	99.59
10/15/2015	86851	02880 WUNDERLICH-MALEC SYSTEMS	ON-CALL SCADA SUPPORT SERVICES: OPT022 O	1,305.00	1,305.00
10/15/2015	86852	01738 3T EQUIPMENT COMPANY INC.	CCTV CAMERA SERVICE & REPAIR CCTV CAMERA SERVICE & REPAIR	704.85 52.78	757.63
10/15/2015	86853	01719 A & M PRINTING, INC.	A & M PRINTING DOOR HANGERS 10,000 #10 LEFT WINDOW ENVELOPES - #10 WINDOW ENVELOPES FOR ENGINEERING MAI	961.11 469.37 26.99	1,457.47
10/15/2015	86854	07164 ALPHAMEDIA	DROUGHT 16 - KKIQ RADIO ADS (SEPTEMBER)	1,512.00	1,512.00
10/15/2015	86855	02158 AMADOR VALLEY INDUSTRIES	RENTAL OF 4 YD DUMPSTER & 20 YD BOX FOR DO GARBAGE SVC - FY 15/16 - SEPT. 2015	322.81 321.67	644.48
10/15/2015	86856	01195 AMERICAN BATTERY CO.	(8QTY) BATTERIES FOR CART #314	821.86	821.86
10/15/2015	86857	06552 BILLING SOLUTIONS INC. AMERI	AQUA HAWK ALERTING 07/01 - 08/01/15	1,750.00	1,750.00
10/15/2015	86858	01009 ARCHER NORRIS	16-A005 TO NO. 1 PROPERTY ACQUISITION AS	1,856.50	1,856.50
10/15/2015	86859	01009 ARCHER NORRIS	GROUNDWATER CONTAMINATION INVESTIGATION	1,501.00	1,501.00
10/15/2015	86860	06211 ASSOCIATED SERVICES CO.	OPS DEPT HOT BEVERAGE SERVICE OCT '15	192.95	192.95

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
10/15/2015	86861	07108 BADAWI & ASSOCIATES	FYE15 AUDIT - SEPT SERVICES	10,950.75	
			FYE2015 LAVWMA AUDIT - SEPT SERVICES	3,600.00	14,550.75
10/15/2015	86862	03798 BALLESTEROS, MONA - PETTY C	PETTY CASH WWTP - WE 09/10/2015 FY 2016	275.81	275.81
10/15/2015	86863	02217 BSK ASSOCIATES INC.	SAMPLE TESTING	500.00	500.00
10/15/2015	86864	07138 CALIFORNIA WATER TECHNOLO	FERROUS CHLORIDE DELIVERY ON 9/20/15	4,436.07	4,436.07
10/15/2015	86865	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
10/15/2015	86866	00105 CAL-STEAM	BALL VALVES & FITTINGS FOR FUEL SKID	72.08	72.08
10/15/2015	86867	00118 CALTEST ANALYTICAL LAB	SAMPLE TESTING	180.50	180.50
10/15/2015	86868	05196 COMCAST	BUSINESS TV BASIC 10/07/15 - 11/06/15	15.66	15.66
10/15/2015	86869	02288 COMPUCOM SYSTEMS INC.	MICROSOFT EA# 4905759 RENEWAL	36,055.08	36,055.08
10/15/2015	86870	06594 DAVIDSON'S TRAINING	J. HENDRYX NOV. 2015 WATER TREATMENT CER	250.00	250.00
10/15/2015	86871	00237 DERWA	DERWA SEPT 2015 DSRSD SHARE	148,964.95	148,964.95
10/15/2015	86872	00307 FAIRWAY EQUIPMENT & SUPPLY	TUBING & FITTINGS FOR ORT PRESSURE LINES	3,823.71	
			WWTP: (2QTY) 1/2HP & (2QTY) 1HP 115V NON	2,092.38	
			FENCE MATERIALS AND WWTP CART BOX PARTS	1,836.96	
			DROUGHT: REPLT HOSE FOR FILL STATION	1,391.92	
			DROUGHT: REPLT BRASS ANGLE GLOBE VALVE F	956.60	
			PVC BLIND FLANGES FOR STOCK	916.36	
			STAINLESS STEEL PARTS	891.49	
			DROUGHT: (20QTY) BRASS RW GATE VALVE FOR	876.68	
			SHEET METAL FOR FLUORESCENT LAMP TRUCK B	579.82	
			CPVC PIPE & COUPLING FOR RES 1A	295.10	
			DERWA: PIPE & FITTINGS FOR HYPO REPAIR	237.60	
			REPLT 2" GATE VALVE FOR 3WATER	192.63	14,091.25
10/15/2015	86873	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES OCT '15	13.42	13.42

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
10/15/2015	86874	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	812.77	812.77
10/15/2015	86875	06865 FUTURE FORD OF CONCORD	SYNCHRONIZER & SENSOR FOR UNIT #67	152.83	152.83
10/15/2015	86876	03900 GARTON TRACTOR INC	DLD HARVESTING: TRACTOR PICK UP (CY CLOS	601.48	601.48
10/15/2015	86877	00352 GOLDEN STATE FLOW MEASURI	SENSUS METERS - MISC PARTS	8,242.58	8,242.58
10/15/2015	86878	03149 HDS WHITE CAP CONST SUPPLY	(50QTY) 14"X26" UV 1600HR EMPTY SANDBAG	35.59	35.59
10/15/2015	86879	01225 KAESER COMPRESSORS, INC	M-460 SEMI-SYNTHETIC OIL FOR STOCK	745.67	745.67
10/15/2015	86880	06166 KBA	COPIER FOD/ENGR/MAINT 09/01/15 - 09/30/1	451.38	451.38
10/15/2015	86881	00486 KOFFLER ELECTRIC/MECH	REPLT AUX BLOWER MOTOR FOR RAS PUMP #2	303.32	303.32
10/15/2015	86882	07264 MANPOWERGROUP US INC.	C. CAVE & D. KELLER: W/E 09/20/15	686.40	686.40
10/15/2015	86883	00536 MC MASTER-CARR SUPPLY CO.	BALL VALVE; SS THREADED PIPE FITTING; FL	418.46	418.46
10/15/2015	86884	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 09/20/15	1,227.40	1,227.40
10/15/2015	86885	04231 MSC INDUSTRIAL SUPPLY CO	START CAPACITORS FOR EAST DUBLIN LIFT ST	44.57	44.57
10/15/2015	86886	00584 NBS GOVT FINANCE GROUP	FY 15/16 DV STANDBY CHARGE DISTRICT	8,804.37	8,804.37
10/15/2015	86887	00585 NCBPA	S. OLSON - ATTEND NCBPA MEETING ON 11/5/ F. KHAW - ATTEND NCBPA MEETING ON 11/5/1 J. HAYES - ATTEND NCBPA MEETING ON 11/5/	40.00 40.00 40.00	120.00
10/15/2015	86888	00595 NEWARK ELECTRONICS	OPTO CONTROLLER FOR OPS RTU ARCNET -> ET	781.97	781.97
10/15/2015	86889	00595 NEWARK ELECTRONICS	LAWWMA: REPLT RECTIFIERS FOR PUMP STATIO LOCK HASP FOR RES 1B	516.43 133.54	649.97
10/15/2015	86890	00620 P G & E	WWTP ELECTRICITY - SEPTEMBER 2015 PUMP STATION R200B ELEC - OCTOBER 2015 PUMP STATION 200A ELEC - SEPTEMBER 2015 DISTRICT OFFICE ELECTRICITY - SEPTEMBER PUMP STATION 2B ELEC - SEPTEMBER 2015	46,154.06 5,778.00 5,248.91 5,222.51 1,163.44	

## Check History Description Listing

Dublin San Ramon Services District

From: 10/12/2015 To: 11/8/2015

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			PUMP STATION 4A ELEC - SEPTEMBER 2015	606.33	
			PUMP STATION 300A ELEC - SEPTEMBER 2015	491.92	
			DISTRICT OFFICE GAS SERVICE - SEPTEMBER	201.34	
			DO UTILITY BUILDING ELEC - SEPTEMBER 201	120.04	
			RESERVOIR R100 ELEC - OCTOBER 2015	19.29	
			ALAMO TRUNK SEWER ELEC - SEPTEMBER 2015	17.53	
			RESERVOIR 1A ELECTRICITY - JULY 2015	15.19	
			DO UTILITY BUILDING GAS SVC - SEPTEMBER	12.86	
			JOHNSON DRIVE STREETScape ELEC - SEPTEMB	12.38	65,063.80
10/15/2015	86891	00663 PLEASANTON GARBAGE SVC IN	TRANSPORT SOLIDS/GRIT SCREENINGS SEP '15	4,434.95	4,434.95
10/15/2015	86892	05475 PRESIDIO SYSTEMS, INC.	CCTV WORK FOR FALLON GATEWAY AND DUBLIN	516.75	516.75
10/15/2015	86893	07307 PRISM ENGINEERING, INC.	Refund receipt #: 05777	214.99	
			Refund receipt #: 05819 - Overpayment	99.47	
			Refund receipt #: 06035 - Overpayment	7.00	321.46
10/15/2015	86894	07172 ROUX ASSOCIATES INC.	16-A005 TO NO. 1 ENVIRONMENTAL ASSESSMEN	4,876.00	
			16-A005 TO NO. 1 ENVIRONMENTAL ASSESSMEN	731.40	5,607.40
10/15/2015	86895	04592 ROY E. HANSON JR. MFG.	DERWA: AIR TANK FOR UV WIPER COMPRESSORS	6,341.78	6,341.78
10/15/2015	86896	00756 SECURITY ETC.	DERWA FIRE ALARM SYSTEM MONITORING Q2	165.00	
			WWTP FIRE ALARM SYSTEM MONITORING Q2	165.00	330.00
10/15/2015	86897	02698 SHAMROCK OFFICE SOLUTIONS	OVERAGE USAGE COLOR COPIES 09/06 - 10/05	312.95	312.95
10/15/2015	86898	00774 SIEMENS INDUSTRY, INC	LEVEL TRANSMITTER FOR FLUORIDE BULK TANK	2,187.27	2,187.27
10/15/2015	86899	02654 STAINLESS DISTRIBUTORS	STEEL FOR STOCK	354.40	
			STEEL FOR STOCK	80.13	
			FLAT BAR FOR STOCK	66.73	501.26
10/15/2015	86900	06702 UNIFIRST INC.	SEP 2015: WEEKLY DELIVERY OF FLAME RESIS	473.47	473.47

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
10/15/2015	86901	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	243.93	243.93
10/15/2015	86902	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT 9/21/15	361.47	361.47
10/15/2015	86903	00924 VERIZON WIRELESS	CELL PHN SVC AND EQUPTMNT CHARGES 09/04	3,578.15	3,578.15
10/15/2015	86904	05785 WAUKESHA PEARCE INDUSTRIE	RETURN: CO-GEN: WRONG PART ORDERED FROM CO-GEN: OVERHAUL PARTS FOR CO-GEN #3 CO-GEN: VHP ADM VALVE	-2,383.44 2,167.63 2,040.96	1,825.15
10/15/2015	86905	00987 ZONE 7 WATER AGENCY	SEPTEMBER 2015 CONNECTION FEES MONTHLY O&M & LEASE: PERIOD 7/1/15 THROU	1,401,749.05 2,375.32	1,404,124.37
10/19/2015	10192015	03718 HR SIMPLIFIED	2015 POS/DCA/FSA	1,602.38	1,602.38
10/19/2015	607101915	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	44,896.77	44,896.77
10/19/2015	1000614380	00494 PERS	RETIREMENT: PAYMENT	85,461.67	85,461.67
10/20/2015	10140691	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	116,168.17	116,168.17
10/20/2015	613946056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	23,002.58	23,002.58
10/22/2015	86906	00020 A.T.S. ELECTRO-LUBE INTL INC.	(6QTY) JUMBO-LUBER	621.14	621.14
10/22/2015	86907	00710 AAI TERMITE & PEST CONTROL	7157 STAGECOACH RD/TURNOUT 2 PEST CONTRO 7157 STAGECOACH RD. TURNOUT #2 PEST CONT LAVWMA: TERMITE & PEST CONTROL OCT '15	285.00 185.00 72.00	542.00
10/22/2015	86908	02878 MONA LISA BALLESTEROS	BALLESTEROS REIMB EXP FOR LAB MIXER	54.74	54.74
10/22/2015	86909	01013 BARRETT BUSINESS SERVICES	T. AMARO: W/E 09/27/15 J. KAUFFMAN: W/E 09/27/15 D. SWIFT: W/E 09/27/15 C. HIVES: W/E 9/27/15 P. BRICK JR.: W/E 9/27/15 K. KOLODZIE: W/E 9/27/15 S. JENNE: W/E 9/27/15	1,024.00 910.08 819.20 808.64 506.88 495.36 460.80	



Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			G. PHILLIPS: W/E 9/27/15	460.80	
			N. POON: W/E 09/27/15	413.44	
			M. ZAVALA: W/E 9/27/15	368.64	
			A. JEW: W/E 9/27/15	353.28	
			K. GARCIA: W/E 9/27/15	322.56	6,943.68
10/22/2015	86910	00249 DLT SOLUTIONS, LLC.	SOLARWINDS RENEWAL NPM 250	1,048.42	1,048.42
10/22/2015	86911	01623 EAST BAY DISCHARGERS AUTH	O&M ASSESSMENT - FINAL FY 2014/15	-98,284.00	
			O&M ASSESSMENT - OCTOBER 1, 2015 QTR	166,591.03	68,307.03
10/22/2015	86912	04691 INC. EQUIFAX INFORMATION SV	FTC RED FLAG RULES IDENTITY VERIFICATION	451.54	451.54
10/22/2015	86913	04424 GRAYBAR ELECTRIC COMPANY	ELE PARTS FOR PS 20B NEW ACTUATOR CONTRO	813.20	
			ELE MATERIALS & SUPPLIES FOR STOCK	243.82	
			LAVWCIP: ELE MATERIALS FOR PG&E POWER TO	121.60	
			SCREWDRIVER SETS FOR BILL & BRIAN	91.62	
			REPLT CONTACTOR FOR DRAKE CHILLER	74.20	
			LAVWCIP: ELE MATERIALS FOR RECTIFIER P-8	26.08	1,370.52
10/22/2015	86914	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS SEPT. 2	247.38	247.38
10/22/2015	86915	00473 KEMIRA WATER SOLUTIONS INC	DERWA OPS PAX-XL8 DELIVERY 09/30/15	11,951.67	11,951.67
10/22/2015	86916	00478 FLORENCE KHAW	KHAW REIMB EXP AT WATERSMART INNOVATION	232.31	232.31
10/22/2015	86917	03653 LORI MARTIN	MARTIN REIM EXPENSES FOR CIVIL ENGINEER	27.78	27.78
10/22/2015	86918	01171 MCGUIRE & HESTER	15-R009 PH 1 COMPONENT 2 CONSTRUCTION AG	911,987.65	
			SHANNON PARK WATER SERVICE PERFORMED 9-2	9,027.06	
			REPAIR FIRE HYDRANT @ BAYBERRY & GOLDENB	4,714.45	925,729.16
10/22/2015	86919	00608 OFFICE TEAM	TEMP SVCS W/E 10/09/15 - MONTAGUE	530.56	530.56
10/22/2015	86920	04553 PACHECO BROTHERS GARDENI	DISTRICT FACILITIES LANDSCAPE MTCE OCT '	3,470.00	
			DERWA LANDSCAPE MTCE PS R200A OCT '15	75.00	3,545.00

## Check History Description Listing

Dublin San Ramon Services District

From: 10/12/2015 To: 11/8/2015

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
10/22/2015	86921	00843 THE COVELLO GROUP INC	T.O. NO. 1 - FIELD OBSERVATION SUPPORT S 14-S013 TO NO. 3 CONSTRUCTION MGMT SERVI	21,280.00 1,990.00	23,270.00
10/22/2015	86922	05026 UNIVAR USA INC.	WWTP SODIUM HYPOCHLORITE DELIVERY 10/01/ DERWA SODIUM HYPOCHLORITE DELIVERY 9/28/	1,983.76 1,931.20	3,914.96
10/22/2015	86923	04694 VULCAN MATERIALS CO	25.24 3/4 IN CL 2 BASE ASPHALT CONCRETE AGGREGATE BASE	281.85 259.62	541.47
10/22/2015	86924	00937 W.W. GRAINGER, INC.	REVERSE OSMOSIS FILTER (2QTY) HINGE FOR WWTP FRONT GATE	79.89 77.09	156.98
10/22/2015	86925	01738 3T EQUIPMENT COMPANY INC.	CCTV CAMERA SERVICE & REPAIR	711.03	711.03
10/22/2015	86926	00019 A-1 ENTERPRISES	WWTP RW FILL STATION: PORTA POTTY SEP '1 LAWWMA: WEEKLY STREET SWEEPING SEP '15	236.46 220.00	456.46
10/22/2015	86927	02326 ABPA	J. HAYES - ABPA MEMBERSHIP RENEWAL	65.00	65.00
10/22/2015	86928	01180 ADS REPROGRAPHICS, INC.	COATED BOND PAPER 36X150' 4 ROLLS	173.21	173.21
10/22/2015	86929	07022 ALL STREET SWEEPING INC	REFUND MTR 63983850	426.61	426.61
10/22/2015	86930	01195 AMERICAN BATTERY CO.	AUTO BATTERIES FOR FLEET STOCK	149.97	149.97
10/22/2015	86931	01954 ANDERSON'S UNIFORMS	REPLACEMENT UNIFORM ITEMS - DIV 52 PLANT	257.05	257.05
10/22/2015	86932	06349 ARCSINE ENGINEERING	09-6101 TO NO. 2 SCADA CONSTRUCTION SUPP	21,305.51	21,305.51
10/22/2015	86933	00058 ARROWHEAD MOUNTAIN SPRING	BOTTLED WATER 8/27-9/26	47.57	47.57
10/22/2015	86934	01568 ASBURY ENVIRONMENTAL SVCS	2QTY) OILY DEBRIS PICK-UP; (3QTY) 55 GAL	664.25	664.25
10/22/2015	86935	00622 AT&T	LAWWMA PS PHONE & DSL OCT '15	265.24	265.24
10/22/2015	86936	03813 AT&T CONFERENCING	CONF CALL 09/03/2015	33.52	33.52
10/22/2015	86937	05097 BATTERIES PLUS	(5QTY) 6V ALKALINE BATTERIES FOR TEST EQ	21.85	21.85
10/22/2015	86938	00136 CDW GOVERNMENT INC.	11 ADDITIONAL AIRWATCH LICENSES	1,573.00	1,573.00

## Check History Description Listing

Dublin San Ramon Services District

From: 10/12/2015 To: 11/8/2015

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
10/22/2015	86939	05410 CENTRAL CONTRA COSTA SANIT	2015-2016 ANNUAL SEWER SERVICE CHARGES	960.00	960.00
10/22/2015	86940	07329 CHICAGO TITLE COMPANY	16-A005 ESCROW DEPOSIT	100,000.00	100,000.00
10/22/2015	86941	01167 CITY OF DUBLIN	CITY OF DUBLIN ENCROACHMENT PERMITS:SIER	493.00	493.00
10/22/2015	86942	04820 COASTAL IGNITION & CONTROL	CO-GEN: ASCO SOLENOID VALVE	841.02	841.02
10/22/2015	86943	05780 CONTRACTOR COMPLIANCE INC	15-R009 LABOR COMPLIANCE WEST DUBLIN	511.25	511.25
10/22/2015	86944	00014 COUNTY OF ALAMEDA	FY 2016 FUELING - FOD/INSP/CFRS - SEPT.	3,626.83	3,626.83
10/22/2015	86945	00202 CREATIVE SUPPORTS INC	ERGO CHAIRS - S. GRASHUIS, C. HERRERA, R ERGONOMIC CHAIR - A. MCCAFFERY (HR)	1,404.52 638.38	2,042.90
10/22/2015	86946	05534 CSAC EXCESS INS. AUTHORITY	EE ASSISTANCE: OCT - DEC 2015 CHARGES	1,010.22	1,010.22
10/22/2015	86947	00222 DATCO SERVICES CORP.	OCT/NOV/DEC 2015 - MONTHLY CHARGES	487.50	487.50
10/22/2015	86948	00252 DONALD R. WHITE, TAX COLLEC	2015-2016 PROP TAX 941-1300-1-19 2015-2016 PROP TAX 946-3200-5-5 2015-2016 PROP TAX 941-100-7-55 2015-2016 PROP TAX 946-3200-5-4	196.46 129.23 76.37 43.07	445.13
10/22/2015	86949	00314 FEDEX	SHIPPING CHARGES 10/12/2015	46.28	46.28
10/22/2015	86950	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES OCT '15	29.32	29.32
10/22/2015	86951	00699 FLYERS ENERGY, LLC	10/01/15: (275G) REG 87 UNLEADED GASOLIN	840.27	840.27
10/22/2015	86952	06865 FUTURE FORD OF CONCORD	BRAKE PARTS FOR UNIT #80	115.02	115.02
10/22/2015	86953	02722 G BORTOLOTTO & COMPANY INC	UB Refund Cst #00065476	501.29	501.29
10/22/2015	86954	03149 HDS WHITE CAP CONST SUPPLY	4' CONCRETE CAR STOP PARKING BUMPER	36.45	36.45
10/22/2015	86955	00392 HEUSSER NEWEIGH	CALIBRATION	85.00	85.00
10/22/2015	86956	00401 HOME DEPOT	MATL FOR LOUVER INSTALL @ PS 1A	136.43	136.43
10/22/2015	86957	07017 HYDROSCIENCE ENGINEERS, IN	15-R009 TO NO. 1 DESIGN AND CROSS CONNEC	17,359.15	17,359.15

## Check History Description Listing

Dublin San Ramon Services District

From: 10/12/2015 To: 11/8/2015

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
10/22/2015	86958	02803 INTELLITIME SYSTEMS CORP	ANNUAL SUPPORT 10/1/15 - 09/30/16	1,600.00	1,600.00
10/22/2015	86959	06166 KBA	COPIERS UCC & LEASE 10/01-10/31/15	809.21	809.21
10/22/2015	86960	02353 KELLY-MOORE PAINT CO., INC.	PAINTS FOR WWTP BLGS	268.36	268.36
10/22/2015	86961	02353 KELLY-MOORE PAINT CO., INC.	PAINTS FOR WWTP BLDGS	187.20	187.20
10/22/2015	86962	05957 LANDIA, INC.	COMPLETE REFURBISH OF AERATION PROPELLER REPLT POWER CABLE FOR AERATION PROPELLER	10,940.36 1,410.00	12,350.36
10/22/2015	86963	00509 LIEBERT CASSIDY WHITMORE	GENERAL LEGAL SERVICES (09/15) EMPLOYMENT RELATED LEGAL SERVICES EMPLOYMENT RELATED LEGAL SERVICES	5,861.70 1,001.50 106.00	6,969.20
10/22/2015	86964	05406 MAAS BROTHERS POWDER CO/	6'X8' FENCING/PRIMER FOR FENCE REPAIR @	350.00	350.00
10/22/2015	86965	07264 MANPOWERGROUP US INC.	C. CAVE & M. ZAKLAN: W/E 09/27/15	872.96	872.96
10/22/2015	86966	00536 MC MASTER-CARR SUPPLY CO.	STEEL EASY-EMPTY HOPPER WITH OPTIONAL HI MOBILE PLASTIC WAST CONTAINER FOR LAB US	1,658.86 194.89	1,853.75
10/22/2015	86967	04231 MSC INDUSTRIAL SUPPLY CO	SAFETY GLASSES & EARMUFFS (PPE) TOOL: MICROMET FOR CO-GEN/WWTP	206.66 169.31	375.97
10/22/2015	86968	00595 NEWARK ELECTRONICS	DERWA: CABLE FOR UV	256.24	256.24
10/22/2015	86969	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - DELIVERY OF DIRECTOR	97.00	97.00
10/22/2015	86970	00620 P G & E	PUMP STATION 20B ELEC - SEPTEMBER 2015 PUMP STATION R20 ELEC - OCTOBER 2015 FSL AERATORS; LAB HVAC; FLEET - SEPTEMBE PUMP STATION R300A ELEC - SEPTEMBER 2015 PUMP STATION 10A ELEC - OCTOBER 2015 RESERVOIR 10B ELECTRICITY - OCTOBER 2015 ALTITUDE VALVE (RES 10B) ELEC - OCTOBER	9,613.32 4,424.49 2,067.19 1,480.64 1,153.33 69.88 10.18	18,819.03
10/22/2015	86971	04211 PLATT ELECTRIC SUPPLY	LED FOR DISTRICT OFFICE SIGN LIGHTS	757.76	757.76

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
10/22/2015	86972	04951 PLEASANTON TRUCKING	HAULING MATERIALS	189.30	
			HAULING MATERIALS	174.08	363.38
10/22/2015	86973	03442 RABBIT OFFICE AUTOMATION	COPIER MACHINCE PROPERTY TAX 2015 (1 MON	87.38	87.38
10/22/2015	86974	00721 ROCHESTER MIDLAND CORP	JUL 2015: HANDSFREE RESTROOM MONTHLY SER	117.38	
			AUG 2015 - HANDSFREE RESTROOM MONTHLY SE	117.38	
			SEP 2015: HANDSFREE RESTROOM MONTHLY SER	117.38	352.14
10/22/2015	86975	02939 ROYAL WHOLESALE ELECTRIC	DERWA: REPLT FLEXLOGIX MODULE FOR WEDECO	1,663.79	1,663.79
10/22/2015	86976	05449 SAMBA HOLDINGS, INC.	MONTHLY DMV REPORTING FOR 09-15	165.36	165.36
10/22/2015	86977	04698 SAMPLE TRAPS, LLC	SAMPLE BOTTLES	175.20	175.20
10/22/2015	86978	06915 SHARPS SOLUTIONS, LLC	CLEAN WATER - PHARMACEUTICAL OFF-HAUL PI	256.35	256.35
10/22/2015	86979	05582 ATTORNEYS AT LAW SOMACH SI	LEGAL OPINION ON DV WATER SUPPLY	3,415.50	3,415.50
10/22/2015	86980	00800 STATE BOARD OF EQUALIZATIOI	2015 3RD QRT USE TAX RETURN (1Q FY 2016)	1,666.00	1,666.00
10/22/2015	86981	00810 STUDIO BLUE REPROGRAPHICS	15-R009 FINAL CONFORMED DOCUMENT	390.49	
			14-S013 FINAL CONFORMED DOCUMENT	76.50	466.99
10/22/2015	86982	06300 TERRAGO GOVERNMENT @ CAI	ARCGIS 1 YR MAINT RENEWAL QUOTE #7026700	478.79	478.79
10/22/2015	86983	03377 TRI VALLEY AUTO INTERIORS	TRUCK SEAT COMPLETE VINYL FOR UNIT #63	461.88	461.88
10/22/2015	86984	01806 U.S. BANK	COPIER LEASE LAB/CUST SVC/ EXEC - OCT. 2	548.60	548.60
10/22/2015	86985	00914 VALLEY PLUMBING HOME CTR, I	BACKFLOW TESTING FOR WWTP 7399 JOHNSON D	372.50	
			BACKFLOW TESTING FOR WWTP 7176 JOHNSON D	74.50	447.00
10/22/2015	86986	04112 CONSULTING VINNEDGE ENVIRC	15-R009 NEPA/CEQA DOCUMENTATION	1,150.00	1,150.00
10/22/2015	86987	00987 ZONE 7 WATER AGENCY	TREATED WATER SERVICE FOR 9/1/15 TO 9/30	657,912.61	657,912.61
10/26/2015	10262015	03718 HR SIMPLIFIED	2015 POS	173.63	173.63
10/28/2015	10282015	06456 CIGNA GROUP INSURANCE	10/15 - EE LIFE & DISABILITY INSURANCE P	8,654.48	8,654.48

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
10/30/2015	86988	00020 A.T.S. ELECTRO-LUBE INTL INC.	(4QTY) JUMBO-LUBER	383.69	383.69
10/30/2015	86989	00710 AAI TERMITE & PEST CONTROL	VENT SCREEN IN TO2 @ 7157 STAGECOACH RD.	270.00	270.00
10/30/2015	86990	01013 BARRETT BUSINESS SERVICES	D. SWIFT: W/E 10/04/15 T. AMARO: W/E 10/04/15 C. HIVES: W/E 10/04/15 J. KAUFFMAN: W/E 10/04/15 P. BRICK JR.: W/E 10/04/15 K. GARCIA: W/E 10/04/15 G. PHILLIPS: W/E 10/04/15 N. POON: W/E 10/04/15 M. ZAVALA: W/E 10/04/15 S. JENNE: W/E 10/04/15 A. JEW: W/E 10/04/15 K. KOLODZIE: W/E 10/04/15 C. SIMMONS: W/E 10/04/15	1,024.00 819.20 808.64 737.28 583.68 491.52 414.72 391.68 368.64 337.92 337.92 337.92 163.20	6,816.32
10/30/2015	86991	03614 CAROLLO ENGINEERS	16-R008 TO NO. OC-16 TERTIARY TREATMENT DERWA TO OC-12 HYDRAULIC MODEL UPDATE AN 15-W017 TO OC-13 DERWA TO OC-15 BIOASSAY TESTING	21,101.70 11,447.50 6,637.60 987.53	40,174.33
10/30/2015	86992	05875 BRETT CASTELLO	CASTELLO REIMB EXP AT 2015 MISAC CONFERE	104.65	104.65
10/30/2015	86993	04424 GRAYBAR ELECTRIC COMPANY	REPLT LIGHTING FIXTURES FOR PLANT AERATI ELE MATLS/SUPPLIES FOR LIGHTING MAINTENA 8FT FG STEP LADDER FOR BRIAN'S TRUCK - U	7,249.73 450.55 175.28	7,875.56
10/30/2015	86994	00386 HDR ENGINEERING INC.	15-R009 T.O. NO. 5 GLEASON DRIVE RW EXTE 15-R009 RW EXPANSION PHASE 1 - DISTRIBUT 12-P003 TO NO. 4	3,248.80 29,385.18 10,795.50	43,429.48

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
10/30/2015	86995	05290 CHRISTINE HOFFMANN	HOFFMANN REIMB EXP AT 2015 CALPERLA CONF	6.20	6.20
10/30/2015	86996	00439 IUOE LOCAL 39	LOCAL 39 UNION DUES: PAYMENT	4,388.54	4,388.54
10/30/2015	86997	00485 KOFF & ASSOCIATES INC.	RECRUITMENT SUPPORT FOR SAFETY OFFICER, ACCOUNTING SUPERVISOR CLASSIFICATION AND	7,822.44 1,760.00	9,582.44
10/30/2015	86998	01171 MCGUIRE & HESTER	WWTP 14" VALVE REPLACEMENT - UNEXPECTED ON-CALL WATER/SEWER:PERF 9-28-15 10" SEW ON-CALL WATER/SEWER: PERF 10/2/15 FH SER	99,186.00 8,105.12 6,182.40	113,473.52
10/30/2015	86999	00608 OFFICE TEAM	TEMP SVCS W/E 10/16/15 - MONTAGUE	1,298.95	1,298.95
10/30/2015	87000	01403 PRAXAIR DISTRIBUTION INC 186	GAS SUPPLIES AND RENTAL	592.10	592.10
10/30/2015	87001	00688 RMC WATER & ENVIRONMENT	CLEAN WATER SECTION PROGRAM ADMINISTRATI TO NO 5 16-W009: ADD. SERVICES FOR LONG-	7,176.61 6,749.50	13,926.11
10/30/2015	87002	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	111.23	111.23
10/30/2015	87003	00805 SUE STEPHENSON	STEPHENSON REIMB EXP AT PIO LUNCH AUGUST	16.50	16.50
10/30/2015	87004	05026 UNIVAR USA INC.	WWTP SODIUM HYPOCHLORITE DELIVERY 10/08/	2,138.02	2,138.02
10/30/2015	87005	06643 WEIR TECHNICAL SERVICES	MANAGEMENT SERVICES - SEPTEMBER 2015	5,630.26	5,630.26
10/30/2015	87006	01738 3T EQUIPMENT COMPANY INC.	3/4" ROTOR NOZZLE W/9 INSERTS M6	914.69	914.69
10/30/2015	87007	02413 VICTOR L. AGPALO	REFUND 8170 VIA ZAPATA	80.14	80.14
10/30/2015	87008	07339 ALL BAY PROPERTY MANAGEME	REFUND 10774 RUTHVEN LN	112.65	112.65
10/30/2015	87009	06552 BILLING SOLUTIONS INC. AMERI	AQUA HAWK ALERTING 11/01 - 12/01/15	1,750.00	1,750.00
10/30/2015	87010	00058 ARROWHEAD MOUNTAIN SPRIN	OPS DEPT BOTTLED WATER SERVICE OCT '15 LAWWMA BOTTLED WATER SERVICE OCT '15	417.83 23.75	441.58
10/30/2015	87011	00622 AT&T	TELE SVCS & USAGE THRU 10/12/2015 T1 WWTP TO PS300 DV THRU 10/12/2015 DO T-1 TO FOD THRU 10/12/2015	1,851.09 265.72 195.74	

Printed on: 11/09/2015 7:15AM

Dublin San Ramon Services District

From: 10/12/2015 To: 11/8/2015

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			DO T-1 TO FOD THRU 10/12/2015	195.74	2,508.29
10/30/2015	87012	01697 B & C TRUCK PARTS, INC	TURN ROTORS FOR UNIT #80	74.00	74.00
10/30/2015	87013	01676 BANK OF AMERICA	BANK CHARGES - SEPTEMBER 2015	2,365.17	2,365.17
10/30/2015	87014	07344 JULIE BAUER	REFUND 2882 SABLE OAKS WAY	82.30	82.30
10/30/2015	87015	05098 BIOVIR LABORATORIES, INC.	FSL HARVESTING: SAMPLE TESTING OF BIOSOL	1,245.91	1,245.91
10/30/2015	87016	06942 BROOKS STREET BUILDERS	Refund receipt #: 06088	612.00	612.00
10/30/2015	87017	00096 BROWN & CALDWELL	14-S013 TO NO. 1 ENG SVCS DESIGN, BID PE	749.22	749.22
10/30/2015	87018	01289 BURLINGAME ENGINEERS INC	DERWA: (6QTY) CHECK VALVE FOR STOCK	1,635.22	1,635.22
10/30/2015	87019	07337 CAROLINA BUSSELL	REFUND 11587 ESTRELLA CT	39.11	39.11
10/30/2015	87020	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
10/30/2015	87021	07348 JUAN CAPARROS	REFUND 9643 CAMASSIA WAY	142.56	142.56
10/30/2015	87022	01824 CHECKERS CATERING	REFRESHMENTS FOR WWTP NEIGHBOR MEETING O	364.58	364.58
10/30/2015	87023	00148 CHEVRON & TEXACO CARD SVC	DO GASOLINE PURCHASE 09/23/15 - 10/23/15	129.68	129.68
10/30/2015	87024	05744 CONTRACT SWEEPING SERVICE	REFUND METER # 64833105	691.72	691.72
10/30/2015	87025	00206 CSDA	CALIFONIA SPECIAL DISTRICT ASSOC - 2016	6,089.00	6,089.00
10/30/2015	87026	01156 CWEA	S. OLSON - CWEA MEMBERSHIP RENEWAL 2016	164.00	164.00
10/30/2015	87027	00300 ENVIRONMENTAL SCIENCE ASS	RESTORATION MONITORING - SEP 1 THRU SEP	1,444.58	1,444.58
10/30/2015	87028	05839 EUROFINS EATON ANALYTICAL	SILICA TEST FOR WATER QUALITY	50.00	50.00
10/30/2015	87029	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES OCT '15	19.09	
			WWTP: OVERNIGHT DELIVERY CHARGES OCT '15	15.25	34.34
10/30/2015	87030	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	812.77	812.77
10/30/2015	87031	06865 FUTURE FORD OF CONCORD	PARK BRAKE PADS FOR UNIT #80	71.92	71.92
10/30/2015	87032	07137 GOODYEAR COMMERCIAL TIRE	(4QTY) GY 235/85R16 TIRES FOR UNIT #80	581.83	581.83



## Check History Description Listing

Dublin San Ramon Services District

From: 10/12/2015 To: 11/8/2015

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
10/30/2015	87033	07349 CHANG HAN	REFUND 1312 NANCY LN	59.50	59.50
10/30/2015	87034	00388 HEATH'S WELDING SUPPLY	(3QTY) LIQUEFIED PETROLEUM GAS FOR FORKL	147.82	147.82
10/30/2015	87035	03142 HI-LINE	FLEET STOCK ITEMS: GLASS CLEANER; FUSE	115.20	115.20
10/30/2015	87036	00417 IDEXX DISTRIBUTION, INC	TESTING CHEMICALS AND SUPPLIES	545.09	545.09
10/30/2015	87037	07086 INDUSTRIAL SERVICE	SERVICE: CLEAN 24" X 3.5" DCL ELEMENT	370.00	370.00
10/30/2015	87038	03958 LIVERMORE AUTO GROUP	BRAKE PARTS FOR UNIT #80	68.40	68.40
10/30/2015	87039	07340 MARIE LUONG	REFUND 10743 DULSIE LN	53.58	53.58
10/30/2015	87040	07264 MANPOWERGROUP US INC.	M. ZAKLAN: W/E 10/04/15	409.64	409.64
10/30/2015	87041	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 09/27/15	1,227.40	
			A. MCCAFFERY: W/E 10/04/15	1,162.80	2,390.20
10/30/2015	87042	07346 MICHAEL MIERAS	REFUND 3790 BRANDNG IRON PL	85.74	85.74
10/30/2015	87043	01991 MIKE'S CAMERA	Refund receipt #: 06470	330.00	330.00
10/30/2015	87044	07336 IRINA MIKHEYENOK	REFUND 8367 MULBERRY PL	73.02	73.02
10/30/2015	87045	06968 MK PIPELINES INC	Refund receipt #: 06416	126.00	126.00
10/30/2015	87046	07318 MARY MOK	REFUND 3769 FINNIAN WAY	85.07	85.07
10/30/2015	87047	03546 MORENO TRENCHING LTD	REFUND METER 65492093	489.38	489.38
10/30/2015	87048	00572 MOUNTAIN CASCADE INC.	Refund receipt #: 05660	15.30	15.30
10/30/2015	87049	04796 NAPA AUTO PARTS	GEAR OIL FOR UNIT #80	29.01	
			SOCKET FOR REAR BEARING NUT OF UNIT #80	21.53	50.54
10/30/2015	87050	00591 NEOPOST USA INC.	NEOPOST - 2015 METER RENTAL CHARGE ONLY	580.80	580.80
10/30/2015	87051	00620 P G & E	LAVWMA PS FEEDER A OCT '15	35,137.52	
			LAVWMA PS FEEDER B OCT '15	27,618.01	
			MISC PUMP STNS; DUBLIN LIFT STN - SEPTEM	22,541.82	

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			TO NO. 4; RES 3B W/PS 4B ELEC - OCTOBER	1,455.45	
			LAWWMA PIPELINE & LIVERMORE LINE OCT '15	351.52	87,104.32
10/30/2015	87052	07335 RAJU PALASAMUDRUM	REFUND 3927 JAIME PL	402.32	402.32
10/30/2015	87053	07334 PATTERSON ENTERPRISES	FIRST AID & CPR CLASSES (CERTIFICATIONS)	438.00	438.00
10/30/2015	87054	02466 RICOH AMERICAS CORP	COPIER LEASES MAIL RMS, HR/FIN - NOV. 20	416.24	
			COPIER LEASES MAIL RMS, HR/FIN - NOV. 20	389.24	805.48
10/30/2015	87055	06345 RON DUPRATT FORD	2015 FORD F-450 SUPER DUTY CAB & CHASSIS	54,014.84	54,014.84
10/30/2015	87056	05841 SABAH INTERNATIONAL, INC.	WWTP ANNUAL FIRE ALARM SYSTEM INSPECTION	1,260.00	
			DERWA FIRE ALARM SYSTEM ANNUAL INSPECTIO	315.00	1,575.00
10/30/2015	87057	07343 MALIK AAMIR SALEEM	REFUND 2374 CAPISTRELLO ST	76.84	76.84
10/30/2015	87058	07338 GABRIELLA SILER	REFUND 11356 BAY LARUEL ST	110.94	110.94
10/30/2015	87059	07345 JENNIFER SPINALI	REFUND 3333 MONAGHAN ST	10.60	10.60
10/30/2015	87060	07347 SHUHUA SUN	REFUND 4461 IRISVIEW PL	290.53	290.53
10/30/2015	87061	07341 SUE TAM	REFUND 8887 BELLINA COMMONS	45.69	45.69
10/30/2015	87062	02017 TOLL BROTHERS, INC	Refund receipt #: 06507	15.20	15.20
10/30/2015	87063	07332 CLINT & TODD TRAMBLIE	REFUND 6020 HILLBROOK PL	63.69	63.69
10/30/2015	87064	03245 UNITED SITE SERVICES OF	DUBLIN RW FILL STATION: PORTA POTTY OCT	263.82	263.82
10/30/2015	87065	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	243.93	243.93
10/30/2015	87066	04969 UTILITY TRAINING ACADEMY	UTILITY LOCATING & MARKING TRAINING	1,950.00	1,950.00
10/30/2015	87067	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT OCT '15	977.18	977.18
10/30/2015	87068	00933 VWR INTERNATIONAL, INC.	CHEMICALS AND SUPPLIES	1,901.81	
			CHEMICALS AND SUPPLIES	220.77	2,122.58
10/30/2015	87069	07342 YANHUA WANG	REFUND 4191 BLACKROCK RD	95.09	95.09

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
10/30/2015	87070	01699 ATTN: ROGER CHANG DDS WATI	Refund receipt #: 06412	76.73	76.73
10/30/2015	87071	05785 WAUKESHA PEARCE INDUSTRIE	CO-GEN: SPARE PARTS	2,977.93	2,977.93
10/30/2015	87072	04061 WAXIE SANITARY SUPPLY	(10QTY) FOAM HANDWASH	452.02	452.02
10/30/2015	87073	00966 WHITLEY BURCHETT & ASSOCIA	13-S004 TO 1 DESIGN/BID/BUILD 14 VFDS	1,878.55	1,878.55
11/02/2015	11022015	03718 HR SIMPLIFIED	2015 DCA/FSA/POS	1,703.18	1,703.18
11/02/2015	607110215	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	44,204.46	44,204.46
11/02/2015	608110215	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	40.00	40.00
11/02/2015	1000619779	00494 PERS	RETIREMENT: PAYMENT	85,476.62	85,476.62
11/03/2015	14878769	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	517.72	517.72
11/03/2015	84631143	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	111,777.28	111,777.28
11/03/2015	97864056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	22,771.91	22,771.91
11/03/2015	700074056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	22.24	22.24
11/05/2015	87074	01013 BARRETT BUSINESS SERVICES	T. AMARO: W/E 10/11/15 J. KAUFFMAN: W/E 10/11/15 C. HIVES: W/E 10/11/15 C. SIMMONS: W/E 10/11/15 P. BRICK JR.: W/E 10/11/15 K. KOLODZIE: W/E 10/11/15 S. JENNE: W/E 10/11/15 N. POON: W/E 10/11/15 K. GARCIA: W/E 10/11/15 W. RHODES: W/E 10/11/15 A. JEW: W/E 10/11/15 D. SWIFT: W/E 10/11/15 M. ZAVALA: W/E 10/11/15	819.20 737.28 734.72 473.28 460.80 460.80 414.72 413.44 368.64 322.56 122.88 1,024.00 433.92	6,786.24

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
11/05/2015	87075	00085 RHODORA BIAGTAN	BIAGTAN REIMB EXP FOR W/E 10/29/2015	125.29	
			BIAGTAN REIMB EXP AT AFC15 CONFERENCE 10	74.96	200.25
11/05/2015	87076	07323 RENEE COLLINS	COLLINS REIMB EXP AT MISAC CONF. 10/04 -	113.85	113.85
11/05/2015	87077	00335 LEVI FULLER	FULLER REIMB CERT RENEWAL SWRCB	340.00	340.00
11/05/2015	87078	03146 MICHELLE GALLARDO	GALLARDO COMPUTER LOAN	715.15	715.15
11/05/2015	87079	04424 GRAYBAR ELECTRIC COMPANY	ELE MATLS/SUPPLIES FOR STOCK; SCREWDRIVE	468.16	
			8FT FG STEP LADDER FOR TODD'S TRUCK	176.90	
			GRABBING SCREWDRIVERS FOR BRIAN & BILL	20.81	
			FENDER WASHERS FOR INFLUENT LIGHTING REP	3.54	669.41
11/05/2015	87080	00386 HDR ENGINEERING INC.	15-P018 TO NO. 10 FOUL AIR LINE REHABILI	4,098.97	4,098.97
11/05/2015	87081	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS OCT. 20	5,642.40	5,642.40
11/05/2015	87082	03653 LORI MARTIN	MARTIN REIMB EXP FOR GENERAL EE MEETING	710.75	710.75
11/05/2015	87083	01171 MCGUIRE & HESTER	7830 MAYAN CT SERV REPAIR PERF 10/10/15	10,809.54	10,809.54
11/05/2015	87084	00608 OFFICE TEAM	TEMP SVCS W/E 10/23/15 - MONTAGUE	585.44	585.44
11/05/2015	87085	01078 STEFANIE OLSON	OLSON RIEMB EXP AT BAPPG MEETING 10/07/2	18.00	18.00
11/05/2015	87086	02470 SHRED-IT USA LLC	SHREDDING SERVICES FY 2016 - OCT. 2015	90.45	90.45
11/05/2015	87087	00762 TESTAMERICA LABORATORIES I	SAMPLE TESTING	73.00	
			SAMPLE TESTING	48.00	
			SAMPLE TESTING	26.50	147.50
11/05/2015	87088	01516 BOB TREPPA	TREPPA REIMB EXP AT MISAC CONFERENCE 10/	128.80	128.80
11/05/2015	87089	05026 UNIVAR USA INC.	WWTP SODIUM HYPOCHLORITE DELIVERY 10/15/	2,120.39	2,120.39
11/05/2015	87090	05490 JESSIE VALDEZ	VALDEZ REIMB EXP AT APA 2016 YEAR END CO	55.87	55.87
11/05/2015	87091	05305 GEORGEAN VONHEEDER-LEOPI	2015 CASA ANNUAL CONFERENCE - DIRECTOR V	759.23	
			2015 CSDA ANNUAL CONFERENCE - DIRECTOR V	605.52	1,364.75

## Check History Description Listing

Dublin San Ramon Services District

From: 10/12/2015 To: 11/8/2015

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
11/05/2015	87092	04694 VULCAN MATERIALS CO	ASPHALT CONCRETE AGGREGATE BASE: 3/4IN C	268.49	268.49
11/05/2015	87093	07353 ADAMS SAFETY TRAINING	FIRST AID & CPR CLASS 10/29	650.00	
			FIRST AID & CPR CLASSES (CERTIFICATIONS)	500.00	1,150.00
11/05/2015	87094	01076 ALSCO INC	WWTP TOWEL SERVICE OCT '15	211.52	
			FOD TOWEL SERVICE OCT '15	141.60	353.12
11/05/2015	87095	01954 ANDERSON'S UNIFORMS	ANNA GARCIA: UNIFORM ITEMS	211.06	211.06
11/05/2015	87096	00622 AT&T	LAVWMA PS & SANLEANDRO DECHLOR STATION O	103.22	103.22
11/05/2015	87097	02217 BSK ASSOCIATES INC.	SAMPLE TESTING	410.00	410.00
11/05/2015	87098	07138 CALIFORNIA WATER TECHNOLO	FERROUS CHLORIDE DELIVERY 10/12/15	4,497.03	4,497.03
11/05/2015	87099	01633 CPS HUMAN RESOURCE SVCS	FINANCIAL ANALYST RECRUITMENT TESTING MA	720.50	
			FINANCIAL ANALYST RECRUITMENT TESTING MA	-35.00	685.50
11/05/2015	87100	01156 CWEA	MEMBERSHIP RENEWAL: C. THACH-DALLABETTA	164.00	
			CERTIFICATE RENEWAL 2016: R. GUMBER - LA	96.00	260.00
11/05/2015	87101	01089 CWEA - NRTC	KHAW - CWEA 2016 MEMBERSHIP RENEWAL	164.00	164.00
11/05/2015	87102	00241 DGS OFS SVC REVOLVING FUNE	NATURAL GAS SERVICE AT THE WWTP - SEPTEM	18,707.75	18,707.75
11/05/2015	87103	01559 EATON CORPORATION	LAVWMA: PS TRI-ANNUAL MEDIUM VOLTAGE PRE	10,602.00	10,602.00
11/05/2015	87104	00280 ECOWATER SYSTEMS	LAB WATER SOFTENER EXCHANGE TANKS: OPS N	205.20	
			RO TANKS (QTY 2) EXCHANGED QUARTERLY: ME	17.00	222.20
11/05/2015	87105	00405 ECS HOUSE INDUSTRIES INC	(3QTY) 1-1/2" X 4-1/2" TAIL END STUBSHAF	1,059.20	1,059.20
11/05/2015	87106	07102 EJ	LAVWMA: COMPOSITE GRADE RING & MANHOLE	1,309.28	1,309.28
11/05/2015	87107	07206 ENCOMPASS SUPPLY CO INC.	JANITORIAL SUPPLIES: HOT CUPS, PAPER PRO	1,540.06	
			JANITORIAL SUPPLIES: TRASH LINERS, SS PO	527.96	2,068.02
11/05/2015	87108	06977 EORM INC.	SPCC PLAN ANNUAL TRAINING	5,640.00	5,640.00

## Check History Description Listing

Dublin San Ramon Services District

From: 10/12/2015 To: 11/8/2015

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
11/05/2015	87109	00307 FAIRWAY EQUIPMENT & SUPPLY	REPLT CHEMICAL FEED PUMPS & REPAIR KITS	5,017.27	
			VITON RUBBER SHEET 1/4" X 36" X 72" FOR	1,647.25	
			STAINLESS STEEL PIPES & FITTINGS FOR INF	1,078.36	
			STEEL ANGLE IRON FOR CART FAB	291.86	
			PLUMBING PARTS FOR HYPO STORAGE TANK REP	204.17	8,238.91
11/05/2015	87110	06414 FAO-USAED, SACRAMENTO	CAMP PARKS LEASE ADVANCE 11/19/15 - 11/1	37,374.00	37,374.00
11/05/2015	87111	00352 GOLDEN STATE FLOW MEASURI	GSFM ENDPOINTS	37,843.20	37,843.20
11/05/2015	87112	06247 GROENIGER & CO	(4QTY) 2'X4" PROCO 445BD PTFE BELLOWS FO	1,676.20	1,676.20
11/05/2015	87113	00388 HEATH'S WELDING SUPPLY	GAS SUPPLIES AND RENTAL	327.40	327.40
11/05/2015	87114	00401 HOME DEPOT	LATE FEE FOR LATE PAYMENT INV#0629 01 37	20.00	20.00
11/05/2015	87115	07322 JCC	16-A032 MANHOLE & VALVE ADJ FYE 16	9,370.00	9,370.00
11/05/2015	87116	03976 JMB CONSTRUCTION, INC	LAWWMA: ADJUSTMENT OF BOV VAULT ON MATTO	2,970.97	
			LAWWMA: SWITCH MANHOLE AND COVER RING MA	1,143.09	4,114.06
11/05/2015	87117	00468 KAMAN INDUSTRIAL TECHNOLO	(3QTY) 4-BLT FLG EZ-KLEEN	655.56	
			CO-GEN: (4QTY) BELT	325.39	
			BELTS FOR WWTP	141.00	
			CO-GEN: SUPER HC POWERBAND BELTS	136.10	
			(4QTY) 1.5 X 2.25 X .313 TBHNCC	24.66	1,282.71
11/05/2015	87118	00344 LUCITY INC.	C. BYRUM LUCITY ANNUAL CONFERENCE REGIST	700.00	
			D. WINTON LUCITY ANNUAL CONFERENCE REGIS	700.00	
			REGISTRATION FOR LUCITY CONFERENCE - AAR	700.00	2,100.00
11/05/2015	87119	07264 MANPOWERGROUP US INC.	C. CAVE: W/E 10/11/15	437.58	
			C. CAVE: W/E 10/04/15	411.84	
			M. ZAKLAN: W/E 10/11/15	409.64	1,259.06
11/05/2015	87120	00536 MC MASTER-CARR SUPPLY CO.	MOBILE PLASTIC WASTE CONTAINER FOR LAB U	155.72	155.72

Printed on: 11/09/2015 7:15AM

Dublin San Ramon Services District

From: 10/12/2015 To: 11/8/2015

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
11/05/2015	87121	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 10/11/15	1,292.00	1,292.00
11/05/2015	87122	00545 BERT MICHALCZYK	MICHALCZYK REIMB TRAVEL EXP THRU 11/02/1	638.96	638.96
11/05/2015	87123	04796 NAPA AUTO PARTS	PARTS FOR D.O. GEN SET SODER FOR SHOP	24.25 9.57	33.82
11/05/2015	87124	00585 NCBPA	J. HAYES - 2016 MEMBERSHIP RENEWAL	30.00	30.00
11/05/2015	87125	00595 NEWARK ELECTRONICS	REPLT CONTROL PILOT LAMPS	77.01	77.01
11/05/2015	87126	07100 ARNE OLSON	BOARD MTG ATTENDANCE - 10/21/15	50.00	50.00
11/05/2015	87127	00620 P G & E	PUMP STATION 300B ELEC - OCTOBER 2015 PUMP STATION R200A ELEC - OCTOBER 2015 PUMP STATION 30A ELEC - OCTOBER 2015 PUMP STATION R300B ELEC - OCTOBER 2015 PUMP STATION 300C ELEC - OCTOBER 2015 RESERVOIR 20A ELECTRICITY - OCTOBER 2015 RESERVOIR R200 DERWA TANK 2 ELEC - OCTOB	6,997.84 3,613.55 2,496.40 933.99 509.51 124.29 41.04	14,716.62
11/05/2015	87128	06023 JERRY PENTIN	BOARD MTG ATTENDANCE - 10/21/15	50.00	50.00
11/05/2015	87129	04211 PLATT ELECTRIC SUPPLY	REPLT LAMPS	497.68	497.68
11/05/2015	87130	06945 POLLARD WATER	FOD SUPPLIES	889.55	889.55
11/05/2015	87131	05543 ADMINISTRATORS (PBIA) PREFE	NOVEMBER 2015 - DENTAL	21,395.60	21,395.60
11/05/2015	87132	02466 RICOH AMERICAS CORP	COPIER LEASES MAIL RMS, HR/FIN - NOV. 20	699.28	699.28
11/05/2015	87133	00779 SIGMA-ALDRICH, INC.	LAB SUPPLIES AND CHEMICALS LAB SUPPLIES AND CHEMICALS	104.70 41.84	146.54
11/05/2015	87134	00825 SWRCB	SWRCB DRINKING WATER PROGRAM FEES: FY15	12,463.99	12,463.99
11/05/2015	87135	00848 THE LIGHTHOUSE	LIGHT MOUNT KIT FOR UNIT #113	141.05	141.05
11/05/2015	87136	00861 THYSSEN KRUPP ELEVATOR CO	OCT 2015: ELEVATOR MAINTENANCE SERVICE	1,393.36	1,393.36

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
11/05/2015	87137	06004 VANGUARD CLEANING SYSTEM:	OCT 2015: CUSTODIAL SERVICES AT THE DO A	1,675.00	1,675.00
11/05/2015	87138	00937 W.W. GRAINGER, INC.	LABEL TAPE FOR GLOBAL MARK PRINTER	350.35	350.35
11/05/2015	87139	05785 WAUKESHA PEARCE INDUSTRIE	CO-GEN: WATER KITS AND SEALS	1,447.85	1,447.85
11/05/2015	87140	03508 XYLEM WATER SOLUTIONS USA	DERWA: UV LAMPS AND BALLAST CARDS	59,819.74	59,819.74
322 checks in this report				<b>Total Checks:</b>	<b>4,997,143.86</b>

John  
Archer

Digitally signed  
by John Archer  
DN: cn=John  
Archer

Date: 2015.11.09  
08:57:53 -08'00'



# Committee/Board Items

11/12/2015 1:13:11 PM

RPAI:	CIP # Title of Item	Board Item Type	Board Mtg	Admin Affairs	Financial Affairs	Technical Affairs	Executive	TVWPR	Board Mtg 2	Comments
Archer	Accept Financial Statements - Annual Auditor's Report	Business	11/30/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Archer	Annual Board Reorganization	Business	11/30/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last on Agenda S&R ready Effective immediately
Archer	Review of OPEB Valuation Report and Selection of Discount Rate	Business	11/30/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Added by JA 10/14/15
Archer	Drought Related Customer Issues and Concerns	Business	11/30/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.A - per BLM should run through Feb. 2016
Archer	Designate DSRSD Voting Representatives to CASA - GVL	Business	11/30/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 rep + 2 alt's; Added by JA 11/11/15, placeholder date - ltr from CASA to provide more info

## Next Meetings:

<b>Board:</b> November 17, 6:00 p. Nov. 30, 6:00 p.m. Spc Dec 15, 6:00 p.m. January 5, 6:00 p.m.	<b>Administrative Affairs:</b> Misheloff, Halket <b>January 15, 2016 4:30 p.m.</b> Jan. 15, Dub/SR/DUSD Liais	<b>Financial Affairs:</b> Halket, Vonheeder-Leopold <b>November 17, 5:00 p.m.</b>	<b>Technical Affairs:</b> Misheloff, Vonheeder-Leopold <b>November 17, 9:00 a.m.</b> February 16, 4:30 p.m.	<b>Executive:</b> Duarte, Howard <b>Dec. 15, P-ton Liaison - Tent</b>	<b>TriValley Wtr Policy Rndtbl</b> Vonheeder-Leopold, Halket <b>Dec. 15, Tent Time/Place TB</b> Dec. 15, Zone 7 Liaison, Tent
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# Committee/Board Items

11/12/2015 1:13:11 PM

RPAI:	CIP # Title of Item	Board Item Type	Board Mtg	Admin Affairs	Financial Affairs	Technical Affairs	Executive	TVWPR	Board Mtg 2	Comments
Gallagher	Consider Appeal by {name} of Staff Denial of an Exemption to Water Use Limitations	Business	11/30/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Placeholder
Gallagher	Consider Appeal by {name} of Staff Denial of a Waiver of Enforcement Action Related to Violation of Water Use Limitations	Business	11/30/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Placeholder
Gallardo	Review Status of General Manager Recruitment Process	Business	11/30/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Added 11/11/15 by MG. Review and Provide Direction
McIntyre	Policy -Review Water Recycling	Consent	11/30/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11/30 Special Mtg in lieu of 12/1; Needs close review in light of DERWA supply issues per BLM 10/20/15;
McIntyre	Policy - RESCIND Use of Clean Water Revival Facilities and Demineralized Recycled Water	Consent	11/30/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11/30 Special Mtg in lieu of 12/1

**Next Meetings:**

<b>Board:</b> November 17, 6:00 p. Nov. 30, 6:00 p.m. Spc Dec 15, 6:00 p.m. January 5, 6:00 p.m.	<b>Administrative Affairs:</b> Misheloff, Halket <b>January 15, 2016 4:30 p.m.</b> Jan. 15, Dub/SR/DUSD Liais	<b>Financial Affairs:</b> Halket, Vonheeder-Leopold <b>November 17, 5:00 p.m.</b>	<b>Technical Affairs:</b> Misheloff, Vonheeder-Leopold <b>November 17, 9:00 a.m.</b> February 16, 4:30 p.m.	<b>Executive:</b> Duarte, Howard <b>Dec. 15, P-ton Liaison - Tent</b>	<b>TriValley Wtr Policy Rndtbl</b> Vonheeder-Leopold, Halket <b>Dec. 15, Tent Time/Place TB</b> Dec. 15, Zone 7 Liaison, Tent
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# Committee/Board Items

11/12/2015 1:13:11 PM

RPAI:	CIP # Title of Item	Board Item Type	Board Mtg	Admin Affairs	Financial Affairs	Technical Affairs	Executive	TVWPR	Board Mtg 2	Comments
Zavadil	16-R014 Award Master Consulting Agreement for Engineering Design Services for the DERWA Recycled Water Facility - Phase 2 (CIP 16-R014)	Consent	11/30/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11/30 Special Mtg in lieu of 12/1
Archer	Approval of Director Attendance at 2016 Meetings and Conferences	Consent	12/15/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	item prepared per BLM
Archer	Standing Committee of the Board - Calendar Year 2016	Business	12/15/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last on Agenda S&R done -Howard & Archer to decide for B-mtg.
Archer	Notification of Ethics Training Requirements for Directors and Senior Staff	Consent	12/15/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Item prepared per BLM but needs dates & deadlines; Misheloff has one year to complete?
Archer	Regular and Recurring Reports: November District Financial Statements, Warrant List, Board Calendar, (list),	Consent	12/15/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Next Meetings:

<b>Board:</b> November 17, 6:00 p. Nov. 30, 6:00 p.m. Spc Dec 15, 6:00 p.m. January 5, 6:00 p.m.	<b>Administrative Affairs:</b> Misheloff, Halket <b>January 15, 2016 4:30 p.m.</b> Jan. 15, Dub/SR/DUSD Liais	<b>Financial Affairs:</b> Halket, Vonheeder-Leopold <b>November 17, 5:00 p.m.</b>	<b>Technical Affairs:</b> Misheloff, Vonheeder-Leopold <b>November 17, 9:00 a.m.</b> February 16, 4:30 p.m.	<b>Executive:</b> Duarte, Howard <b>Dec. 15, P-ton Liaison - Tent</b>	<b>TriValley Wtr Policy Rndtbl</b> Vonheeder-Leopold, Halket <b>Dec. 15, Tent Time/Place TB</b> Dec. 15, Zone 7 Liaison, Tent
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# Committee/Board Items

11/12/2015 1:13:11 PM

RPAI:	CIP # Title of Item	Board Item Type	Board Mtg	Admin Affairs	Financial Affairs	Technical Affairs	Executive	TVWPR	Board Mtg 2	Comments
Archer	Accept Water Supply and Demand and Drought Response Action Plan Status Reports and Find that the Need for the Community Drought Emergency Still Exists	Business	12/15/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.B
Archer	Approval of Director Reimbursements for Certain Meetings for 2016	Consent	12/15/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	item prepared per BLM
Archer	Drought Related Customer Issues and Concerns	Business	12/15/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.A - per BLM should run through Feb. 2016
Gallagher	Consider Appeal by {name} of Staff Denial of an Exemption to Water Use Limitations	Business	12/15/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Placeholder
Gallagher	Consider Appeal by {name} of Staff Denial of a Waiver of Enforcement Action Related to Violation of Water Use Limitations	Business	12/15/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Placeholder

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<b>Board:</b> November 17, 6:00 p. Nov. 30, 6:00 p.m. Spc Dec 15, 6:00 p.m. January 5, 6:00 p.m.	<b>Administrative Affairs:</b> Misheloff, Halket <b>January 15, 2016 4:30 p.m.</b> Jan. 15, Dub/SR/DUSD Liais	<b>Financial Affairs:</b> Halket, Vonheeder-Leopold <b>November 17, 5:00 p.m.</b>	<b>Technical Affairs:</b> Misheloff, Vonheeder-Leopold <b>November 17, 9:00 a.m.</b> February 16, 4:30 p.m.	<b>Executive:</b> Duarte, Howard <b>Dec. 15, P-ton Liaison - Tent</b>	<b>TriValley Wtr Policy Rndtbl</b> Vonheeder-Leopold, Halket <b>Dec. 15, Tent Time/Place TB</b> Dec. 15, Zone 7 Liaison, Tent
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# Committee/Board Items

11/12/2015 1:13:11 PM

RPAI:	CIP # Title of Item	Board Item Type	Board Mtg	Admin Affairs	Financial Affairs	Technical Affairs	Executive	TVWPR	Board Mtg 2	Comments
Gallardo	Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: One case. Receipt of claim from Daryl	Closed Session	12/15/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	added per email-Carl & MG 11/10/15
Nelson	Closed Session - Review False Claims Act (4)	Closed Session	12/15/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annual item in Dec. Carl will advise how to reference on agenda. Moved to 12/16 per Bert's
Zavadil	05-3206 Authorize General Manager to Approve Task Order No. 3 to Master Consulting Agreement with Arcsine Engineering for Design Services of WWTP SCADA Improvements (CIP 05-3206)	Consent	12/15/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TO will also extend agmt; move to 12/15 per JAZ email 10/5

**Next Meetings:**




<b>Board:</b> November 17, 6:00 p. Nov. 30, 6:00 p.m. Spc Dec 15, 6:00 p.m. January 5, 6:00 p.m.	<b>Administrative Affairs:</b> Misheloff, Halket <b>January 15, 2016 4:30 p.m.</b> Jan. 15, Dub/SR/DUSD Liais	<b>Financial Affairs:</b> Halket, Vonheeder-Leopold <b>November 17, 5:00 p.m.</b>	<b>Technical Affairs:</b> Misheloff, Vonheeder-Leopold <b>November 17, 9:00 a.m.</b> February 16, 4:30 p.m.	<b>Executive:</b> Duarte, Howard <b>Dec. 15, P-ton Liaison - Tent</b>	<b>TriValley Wtr Policy Rndtbl</b> Vonheeder-Leopold, Halket <b>Dec. 15, Tent Time/Place TB</b> Dec. 15, Zone 7 Liaison, Tent
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## UNEXPECTED ASSET REPLACEMENT REQUEST

Unexpected Asset Replacement: The budget contains funding for capital outlay items that are expected to be replaced due to age or obsolescence. Occasionally, items in the replacement program fail unexpectedly and need to be replaced. If this happens during a budget cycle, replacement funds may be used for the replacement of the item if the General Manager determines that it is advantageous to the District to replace rather than repair said item, and if the Finance Officer determines that the replacement program has sufficient funds for the item.

**Instructions:** This form must be completed PRIOR to the purchase of the item. Contact the Accountant to assist you with completing sections two through five. After completing sections one through eight, obtain your Department Manager's signature, then route to the Accountant. Once the Finance Officer and General Manager's approvals are obtained, the Accountant will forward you a copy of the approved form. You may then purchase your replacement item following the normal purchasing guidelines. If this is an URGENT or mission critical replacement, please note that on the form so we can expedite your request.

1. Item Description	No. 2 Secondary Clarifier Drain Valve
2. Asset Number	N/A
3. Original Cost	Unknown
4. Depreciation (funding) to date	Unknown
5. Funding Source	<del>310.70.70.050.5.556</del> 310.50.52.050.5.556
6. Estimated Cost of New Item	\$99,186.00
7. Requestor's Name / Date	Jackie Yee, Plant Engineer
8. Reason for Replacement	The No. 2 Secondary Clarifier drain valve failed and could no longer be opened or closed without breaking the valve. The 14-inch plug valve is critical to the operation of the clarifier because it must remain closed when the clarifier is in service, and staff must be able to open the valve to drain the tank to perform inspections or maintenance. The valve is located nearly 20 feet below grade, in a narrow area sandwiched between the clarifier tank wall, the buried 21 KV feed to the WWTP, and a pipe chase, which made exposing and replacing the valve complicated and expensive. The valve had to be replaced quickly because the No. 2 and No. 3 Secondary Clarifiers share a common drain pipe, and the No. 3 Secondary Clarifier mechanism is scheduled to be replaced beginning in October 2015. The District's underground contractor was utilized to perform the work.

Department Manager Approval / Date	 10/21/2015
Finance Officer Approval / Date	 10/22/15
General Manager Approval / Date	 10/20/15

**For Accounting Use:**

Date routed to Finance Officer	
Date information put in Board box	



Since 1926

Pipelines • Grading • Paving • Concrete • Landscape • Mechanical • Emergency

10/19/2015

**DSRSD**

**McGuire and Hester**

**Job # 3296**

*reviewed*

*10/20/15*

**DSRSD- On Call Emergency Water/Sewer Contract**

14" Valve Replacement- WWTP	
Date Performed	Total (\$)
8/21/2015	4,432
8/24/2015	17,221
8/25/2015	18,626
8/26/2015	12,742
9/3/2015	17,718
9/4/2015	26,082
9/8/2015	14,625
<b>Subtotal</b>	<b>111,444</b>
<b>Project Discount (11%)</b>	<b>12,259</b>
<b>14" Valve Replacement- WWTP Total</b>	<b>99,186</b>


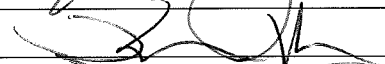

If you have any questions, feel free to let me know.

*Travis O'Connor*  
*PE*  
*McGuire & Hester*

## UNEXPECTED ASSET REPLACEMENT REQUEST

**Unexpected Asset Replacement:** The budget contains funding for capital outlay items that are expected to be replaced due to age or obsolescence. Occasionally, items in the replacement program fail unexpectedly and need to be replaced. If this happens during a budget cycle, replacement funds may be used for the replacement of the item if the General Manager determines that it is advantageous to the District to replace rather than repair said item, and if the Finance Officer determines that the replacement program has sufficient funds for the item.

**Instructions:** This form must be completed PRIOR to the purchase of the item. Contact the Accountant to assist you with completing sections two through five. After completing sections one through eight, obtain your Department Manager's signature, then route to the Accountant. Once the Finance Officer and General Manager's approvals are obtained, the Accountant will forward you a copy of the approved form. You may then purchase your replacement item following the normal purchasing guidelines. If this is an URGENT or mission critical replacement, please note that on the form so we can expedite your request.

1. Item Description	Replacement Primary Sludge Pump/Digested Sludge Pump
2. Asset Number	
3. Original Cost	
4. Depreciation (funding) to date	N/A
5. Funding Source	310.70.53.050.5.556
6. Estimated Cost of New Item	\$13,846 (including tax and freight complete)
7. Requestor's Name / Date	Dan Lopez 11/09/2015
8. Reason for Replacement	There are four primary clarifiers and each one has its own progressive cavity sludge pump. One of the four primary sludge pumps failed recently and could not be repaired, so the failed pump was replaced with the Plant's only spare pump. It is critical to the operation of the WWTP that a spare sludge pump be maintained in inventory, because the same pump is also used to pump digested sludge to the FSL's. Due to the long lead time for the replacement pump and the criticality of being able to pump primary and/or digested sludge, another replacement pump must be ordered immediately.
Department Manager Approval / Date	 11/9/2015
Finance Officer Approval / Date	 11/10/15
General Manager Approval / Date	 11/10/15

**For Accounting Use:**

Date routed to Finance Officer	
Date information put in Finance Committee box	





**QUOTATION**

**PLEASANTON**

6600 Koll Center Parkway, Ste. 220  
 Pleasanton, CA 94566-3107  
 Phone (925) 485-9720  
 Fax (925) 485-6085

**STOCKTON**

119-2 Val Dervin Parkway  
 Stockton, CA 95206  
 Phone (209) 234-5909  
 Fax (209) 234-5913

**TO:** Dublin San Ramon SD

**BID DATE:** 09-04-2015

**QUOTE #:** 095081

**JOB:** Netzsch Pump

**LOCATION:** Dublin San Ramon

**ATTN:** Shawn Quinlan

**PHONE:**

**E-mail:**

**FAX:**

WE ARE PLEASED TO QUOTE ON THE FOLLOWING EQUIPMENT  
 SUBJECT TO CONDITIONS PRINTED ON THE BACK HEREOF,  
 THESE CONDITIONS MAY BE CHANGED ONLY BY A WRITTEN  
 STATEMENT SIGNED BY AN OFFICER OF SHAPE, INCORPORATED.

- F.O.B. DESTINATION
- F.F.A.

QTY	ITEM	UNIT PRICE	TOTAL
1	Netzsch NM076SY02508B Bare Shaft Pump (duplicate of SN 15580) Drive And Baseplate Not Included Freight Included	\$12,645.00	\$12,645.00
	9.5% sales tax		\$1,201.28
	Total		\$13,846.28
	Shawn, attached is a drawing, if you have any questions please contact me. Thank you.		
	<b>NOTES:</b> 1. Price does include freight, FOB Exton, PA. 2. Taxes 9.5% as shown. 3. Price does not include: installation, equipment unloading, guide bars, pipe, valves, conduit, anchor bolts, or any other items not listed. 4. Estimated delivery of equipment: A) Pump 14 Weeks 5. See 2 <sup>nd</sup> page for Shape, Inc. terms and conditions of sale.		

SHAPE INC.

*Richard Horst*

Richard Horst

QUOTATION DOES NOT INCLUDE ANY SALES OR USE TAX PAYABLE UNDER ANY STATE OR FEDERAL STATURE. THIS QUOTATION PRICE IS FOR MATERIAL LISTED ABOVE. ANY ADDITIONS OR MODIFICATIONS THAT BECOME NECESSARY FOR APPROVED SUBMITTALS, UPON AWARDDING OF THIS CONTRACT, MAY RESULT IN NECESSARY PRICE CHANGES.

**NOTE:** ITEMS NOT SPECIFIED ON THIS QUOTATION ARE NOT INCLUDED IN OUR PRICE AND ARE TO BE SUPPLIED BY OTHERS. PRICES ARE FOR IMMEDIATE ACCEPTANCE AND SUBJECT TO CHANGE WITHOUT NOTICE.

Rev. 08/03

SALE SUBJECT TO MANUFACTURERS STANDARD TERMS AND CONDITIONS.



Reference General Manager	Type of Action Discuss and Provide Direction	Board Meeting of November 17, 2015
Subject Review and 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	J. Archer
		<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 this or a future Board meeting.

**Summary:**

On May 19, 2015 the Board updated the District’s Drought Management Program by taking various actions that will run through the end of the State of Community Drought Emergency on February 29, 2016. On October 20, 2016 the Board made various changes to the Drought Management Plan that will be applicable in the fall and winter months through February 29, 2016. The elements of the current program include the following:

- Extended the Community Drought Emergency;
- Established Water Use Curtailment Goals;
- Adopted Water Use Limitations (various blanket exemptions approved October 20, 2015);
- Adopted Penalties and Enforcement Provisions;
- Adopted Water Shortage Rate Stage 2 (Adopted Stage 1 Water Shortage Rates on October 20, 2016);
- Approved a Wise Water User Credit for FYE 2016 (Suspended effective with the Stage 1 Water Shortage Rates);
- Approved an Enhanced Rebate Program (amended on June 16, 2015 and again on October 20, 2015);
- Endorsed the FYE 2016 Drought Response Action Plan; and
- Approved budget amendments for FYE 2016 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 February 29, 2016.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Archer	DEPARTMENT Executive	REVIEWED BY
<b>ATTACHMENTS</b> <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 November 17, 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	J. Archer
		<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.

**Summary:**

On May 19, 2015 the Board extended the State of Community Drought Emergency through February 29, 2016. 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.

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 J. Archer	DEPARTMENT Executive	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. 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 October 31, 2015.*

## **SUMMARY AND BACKGROUND**

***During the month of October there have been no further significant positive or negative developments (as discussed in depth below) that would be reason to repeal or modify the current State of Community Drought Emergency. As such, the continuation of the State of the Community Drought Emergency is warranted.***

On May 19, 2015 the Board extended that State of Community Drought Emergency through February 29, 2016. 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 November 2015 (report complete through October 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**

***There have been no significant changes, positive or negative, to the water supply situation during the month of September.***

In terms of the supply, Water Year 2015 has concluded and Water Year 2016 commenced on October 1, 2015. The following is a summary of the most hydrological information available as of October 31, 2015 although much of the data must be considered to be extremely tentative so early in the water year. A eight 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. Northern Sierra precipitation for the Water Year 2016 is at only 39% of normal in the Sacramento and Feather River basins where our water supply physically originates.

Forecast Precipitation. The National Weather Service's Climate Prediction center is now forecasting essentially an equal chance of above or below normal precipitation through mid-January.

Snowpack. Snowpack (really snow water content) is non-existent at this point in the water year. Monitoring of snowpack data begins in December.

Reservoir Storage. Lake Oroville is filled to only 28% capacity and is 47% of what it would normally be at this time of the year.

Unimpaired Runoff. DWR's has made no projection of unimpaired runoff in the Sacramento River watershed for Water year 2016; projections typically begin in December of the Water Year.

Water Year Type. DWR has not yet issued any classifications of Water year 2016. Such classifications typically begin in December.

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 categorizes 71.1% of the entire State of California remains in either Exceptional Drought or Extreme Drought Conditions and 99.86% of the State in some degree of drought conditions. The District's service area is categorized as being in Extreme Drought conditions (the second worst category) meaning that there will be major crop/pasture losses; widespread water shortages or restrictions.

DWR Allocation. DWR has made no allocations for Water year 2016; the first allocation announcement is typically made in December.

Zone 7 Supply. On July 23, 2015 the District submitted its "normal" supply request to Zone 7 for 2016 along with "conservation based" projections. Zone 7 has not yet acted on that request.

Delta Outflow. The Sacramento River Delta has been in "balanced" conditions since March 16, 2015 which was the earliest date in history that the Delta went into balanced conditions. 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. Through the end of September no actual water transfers have been completed by Zone 7.

The District, EBMUD and the Yuba County Water Agency (YCWA) approved agreements for the transfer of a net of 1,275 AF of water to the District's service area during Water Year 2015. Zone 7 initially objected to the transfer but subsequently removed their opposition to the transfer and in its place expressed their "enthusiastic support" for DSRSD's transfer. The transfer was unable to be completed in the spring of 2015 because of (a) the Delta being in "Balanced" conditions and (b) and the United States Bureau of Reclamation's refusal to process the Environmental Assessment and the associated Warren Act contract to allow the transferred water to move through the Folsom South Canal.

On September 1, 2015 the Board has endorsed and staff has opened preliminary discussions regarding possible water transfers for 2016 and beyond with various suppliers and conveyors. On October 28, 2015 the District notified Zone 7 of its intent to pursue a water transfer for 2016; no response has been received.

## **2 - WATER DEMAND**

***There have been no significant changes, positive or negative, to the water demand situation during the month of October.***

Water demand (really water furnished to District customers) is monitored on a weekly basis. The SWRCB acting on Governor Brown's 25% Statewide curtailment allocated 12% curtailment to DSRSD. The declaration of the District's Community Drought Emergency calls for system wide water use curtailment of twelve percent (12%) overall with five percent (5%) coming from indoor curtailment and twenty five (25%) from outdoor curtailment as compared to the same period in calendar year 2013.

Annual Demand. Since the beginning of 2015 the District's service area has used 6,397 AF of water as compared to 9,816 AF used during the same period in 2013; this represents an overall system wide curtailment of 34.8%.

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. During the month of October 2013 (2013 is used because it is considered to be the "baseline" year) the District delivered water at a rate of 145 gpcpd while in October 2015 the rate was only 91 gpcpd representing a 37.3% reduction. On a "residential use alone" basis water use in October 2013 and 2015 were 112.1 and 66.1 gpcpd, respectively representing a 41.1% usage reduction.

Tri-Valley Wide Demand. The following information has been abstracted from the SWRCB website related to how the Tri-Valley water agencies are performing during the drought; the latest data that is available on that website is through the end of August, 2015. DSRSD data from the same source is shown for comparison purposes and because

of the way the results are calculated by the SWRCB the results below may not exactly agree with DSRSD generated data presented elsewhere in this report.

<b>SWRCB Data</b>	<b>Cal Water</b>	<b>Livermore</b>	<b>Pleasanton</b>	<b>DSRSD</b>
<i>Residential per Capita Water Use (gallons per person per day)</i>				
Jan 2015	58	66	64	45
Feb 2015	53	63	62	57
Mar 2015	73	83	89	44
Apr 2015	73	92	80	59
May 2015	80	83	93	61
June 2015*	92	104	99	63
July 2015	106	104	112	59
August 2015	100	104	115	68
Sept. 2015	97	102	108	67
<i>2015 vs. 2013 System Wide Water Use Reduction (Percent)</i>				
<b>Goal</b>	<b>24%</b>	<b>20%</b>	<b>24%</b>	<b>16%</b>
Jan 2015	12.1	0.0	-3.2	6.3
Feb 2015	23.2	6.0	13.9	17.4
Mar 2015	30.5	18.6	25.8	21.4
Apr. 2015	35.0	32.4	35.0	31.4
May 2015	50.0	44.3	46.2	42.5
June 2015*	48.8	41.5	47.6	42.4
July 2015	46.3	42.1	46.9	44.5
August 2015	43.1	35.9	40.4	42.6
Sept. 2015	39.3	31.5	37.4	39.6

*\*Restated by SWRCB after initial publication*

### **3 - OPERATIONAL CONDITIONS**

***There were no significant long term changes, positive or negative, to operational conditions during the month of October.***

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.

Water Quality Issues: When Zone 7 resumed operating the Del Vale WTP following the first SBA outage on June 20, the first batch of surface water they produced did not contain a sufficient level of chlorine and the residual chlorine concentration in Zone 7's Dougherty Reservoir plummeted. As a result, water delivered to DSRSD through Turnout No. 2 contained abnormally low levels of chlorine, which caused a number of water quality problems primarily in Western Dublin. Five positive coliform

samples resulted, and staff was forced to begin adding sodium hypochlorite at several reservoirs and flushing at hydrants in an effort to draw chlorinated water into the distribution system. These activities continued until July 3, when Zone 7 was finally able to boost the chlorine concentration in the water they were sending to Dougherty Reservoir, and the chlorine concentration in the water delivered through Turnout No. 2 returned to normal. Intermittent coliform issues occurred again during late July and August due to high ambient temperatures and the difficulty of maintaining adequate chlorine residual in some of the reservoirs, particularly in Western Dublin. Staff completed the installation of a PAX chloramination system at reservoir 1A on Rhoda Avenue. This system will allow staff to boost the chlorine residual of the water once it is already into DSRSD's distribution system. We are currently waiting for DDW to approve a permit for DSRSD to begin using the PAX system at Reservoir 1A. Additional PAX systems may be added at more locations if the Reservoir 1A system performs as well as expected.

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	
April	4	12:00 noon	7.20 MG	
May	5	11:00 pm	9.64 MG	
June	15	8:00 am	10.04 MG	
July	18	1:00 pm	11.74 MG	
August	1	3:00 pm	10.93 MG	
September	4	9:00 am	10.95 MG	
October	18	11:00 pm	10.80 MG	

System storage dropped below the minimum of 6.30 MG on two occasions during early January 2015, both for short periods of time and 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 during the winter months while maintaining acceptable water quality. Too much water in storage can result in water that loses chlorine so water quality suffers, and too little in storage can result in low pressures and not having enough water to meet demands.

System Operation during 2015 Drought Emergency. Since early 2014 DSRSD has been receiving potable 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. In addition, by reducing the pressure in the western loop Zone 7 can allow Dougherty Reservoir to "float" off their transmission system. To date 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 two occasions, and both occurred during January 2015. Zone 7 plans to continue operating the western loop at the lower pressure, and they are evaluating adding pumping capacity at several Retailer turnouts in order to accommodate this as a long term operating strategy.

#### **4 - PERTINENT POLICY DECISIONS**

***There were no significant policy decisions made in October that would warrant changes to either the District's Drought Management Plan or its declaration of its State of Emergency.***

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 (apparently rescinded by Zone 7 on April 15, 2015);
- 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%;

- On April 15, 2015 Zone 7 lifted its Stage 2 Actions previously approved by the Board since Zone 7 can meet 100% or requested deliveries in 2015, there is no imminent threat of losing a major water supply source and the same objectives are being met through statewide mandates;
- On April 21, 2015 The City of Pleasanton took the following actions:
  - Continued the local emergency drought declaration;
  - Maintained Stage 3 mandatory water reductions of 25%; and
  - Reinstated excessive water use penalties for customers who do not achieve 25% reduction of water use (2015 vs. 2013).
- On May 5, 2015 the SWRCB established water use reduction targets for Tri-Valley agencies as follows:
  - DSRSD           16% (subsequently reduced to 12% - see below)
  - Pleasanton    24%
  - Livermore     20%
  - Cal Water     24%
- On May 19, 2015, the District conformed its Drought Management Plan to the SWRCB requirements and extended the State of Community Drought Emergency through February 29, 2016.
- On June 1, 2015 the SWRCB adjusted DSRSD's conservation target downward from 16% to 12%

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, positive or negative, to report at this time.***

<b>TABLE 1</b>									
<b>TABULAR SUMMARY OF HISTORIC HYDROLOGICAL AND WATER SUPPLY CONDITIONS<sup>1</sup></b>									
	<b>WY2007</b>	<b>WY2008</b>	<b>WY2009</b>	<b>WY 2010</b>	<b>WY 2011</b>	<b>WY 2012</b>	<b>WY 2013</b>	<b>WY 2014</b>	<b>WY 2015</b>
Precipitation <sup>2</sup>	75%	73%	93%	107%	145%	80%	85%	62%	74%
Snowpack <sup>3</sup>	52%	101%	89%	126%	165%	74%	49%	23%	3%
Oroville Storage (% of Normal)	101%	90%	59%	78%	135%	115%	92%	49%	48%
Oroville Storage (% of Capacity)	62%	55%	38%	50%	86%	99%	79%	31%	30%
<b>Unimpaired Runoff</b>									
Percent of Normal Year <sup>4</sup>	53%	58%	64%	84%	138%	63%	64%	39%	40%
Water Supply Index	Critical	Critical	Dry	Below Normal	Wet	Below Normal	Dry	Critical	Critical
<b>Water Delivery Allocation</b>									
DWR to State Water Cont.	60%	35%	40%	50%	80%	65%	35%	5%	20%
<b>Conservation Policy Targets</b>									
CA Short Term	----		20%		Strongly encourage conservation and minimal use			20%	25%
CA Long Term	---			10% per capita reduction target by 2015; 20% per capita reduction mandate by 2020					
Zone 7	----	Voluntary 10%					See footnote <sup>5</sup>	See footnote <sup>6</sup>	
DSRSD	Voluntary 10%		Stage I – Voluntary – 20%				---	25% <sup>5</sup>	12% <sup>7</sup>
<b>DSRSD CONSERVATION SUMMARY</b>									
<b>Pre SB 7X7 Methodology</b>						<b>Post SB 7X7 Methodology</b>			
% Achieved <sup>8</sup>	2.4%	4.5%	13.8%	21.1%	21.5%	26.8%	All vales below are gpcpd system wide		
SB 7x7 Baseline							204		
2015 Target							183		
2020 Mandate							163		
UWMP Prediction							138	143	146
Actual							126	107	95

<sup>1</sup> Unless noted, data shown is for end of the Water Year shown.

<sup>2</sup> Percent of Normal; 8 Station Northern Sierra for the water year

<sup>3</sup> Percent of Normal; Northern Sierra Average as of April 1 which is historically peak snowpack for the year

<sup>4</sup> Runoff in percent of average year for Sacramento River watershed

<sup>5</sup> WY 2014 - 25% Overall, 5% Inside, 50-60% Outside

<sup>6</sup> Zone 7 WY 2015 - Support for the extended statewide emergency and water conservation efforts and continued its local state of emergency

<sup>7</sup> DSRSD –WY 2015 - 12% Overall as set by SWRCB;5% inside, 25% outside

<sup>8</sup> 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 2016 <sup>9</sup>												
	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2015	Aug 2016	Sept 2016
Precipitation <sup>10</sup>	39%											
Snowpack <sup>11</sup>	No Data											
Oroville Storage (% of Normal)	47%											
Oroville Storage (% of Capacity)	28%											
<b>Projected Unimpaired Runoff</b>												
Expected <sup>12</sup>	No Data											
Chance of Normal	No Data											
<b>Projected Type of Water Year</b>												
WY Classification	No Data											
<b>Water Delivery Allocation</b>												
DWR Allocation	No Data											
<b>Adopted Statewide and Regional Conservation Targets</b>												
CA Short Term	Statewide 25% mandatory curtailment vs 2013 with DSRSD required to achieve 12%. Also, specific water use prohibitions in place											
CA Long Term	10% per capita reduction interim target by 2015 and 20% per capita reduction mandated by 2020											
Zone 7	April 15, 2015: Zone 7 lifted its Stage 2 water shortages actions while stating its support for the extended statewide emergency and water conservation efforts and continued its local state of emergency.											
<b>DSRSD CONSERVATION SUMMARY<sup>13</sup></b>												
DSRSD Stage	May 5, 2014: Extended Drought Emergency and set target curtailment consistent with SWRCB (12% overall; 5% indoors and 25% outside – all as 2015 as compared to 2013). Note initially was 16% and adjusted downward by SWRCB in June to 12% for DSRSD											
<b>SENATE BILL 7X7 CONSERVATION REQUIREMENTS (gpcpd system wide)</b>												
Requirements	Baseline = 204			2015 Target = 183 (10% Reduction)				2020 Mandate = 163 (20% Reduction)				
UWMP Projection	146 for CY 2015			148 for CY 2016								
<b>ACTUAL PER CAPITA WATER USAGE</b>												
System Wide	91											
Res. Only	66											

<sup>9</sup> Data shown is current as of the last day of the month shown

<sup>10</sup> Percent of Normal at this time of year; 8 Station Northern Sierra

<sup>11</sup> Percent of Normal at this time of year; Northern Sierra Average

<sup>12</sup> Projected water year runoff in percent of average year for Sacramento River watershed

<sup>13</sup> 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. 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. Estimates said the tunnels would take at least 10 years to build, result in excavation and the need to dispose of 7 million cubic yards of "tunnel muck," and 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. Estimates indicated 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. On December 19, 2014, the Department of Water Resources (DWR) announced that the tunnel plan was 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.

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 announced on August 27 that the document would be "partially recirculated" in early 2015. 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. The principal unknown is how the new system would be operated, which will determine water supply, water quality, and fisheries impacts. In July 2013, federal agencies submitted comments on the administrative draft EIR/EIS which raised numerous difficult issues; some commentators suggested that the federal fisheries agencies believe the proposed project was not "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 project. 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.

The key question for many water agencies has been their forecasted share of the costs burdens for the proposed project. 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. On November 14, 2014, the State Treasurer's Office released a new report on financing of the BDCP 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 which benefit from the tunnels would be expected to pay \$345 – 367/AF. The report said 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, 2014, DWR held the initial negotiation session with the SWP contractors concerning amendments to their contracts to cover funding for the BDCP.

On April 30, 2015, Governor Brown announced a new approach to the BDCP, separating the upgrade of Delta water conveyance (i.e., the tunnels) from ecosystem restoration. The revised tunnel project, and related mitigation, will be called "WaterFix;" the previous co-equal habitat restoration goal will be separated into a new program called "EcoRestore," and reduced in size and scope. The US Department of Interior expressed initial support for the new approach. A "Partially Recirculated Draft EIR/ Supplemental Draft EIS" for the tunnels project was issued on July 9 (RDEIR/S). A 45-day comment period was announced, starting on July 17, when the Federal Register notice of a proposed NEPA analysis was published, and ending on August 31. On July 22, the comment period was extended by 60 days, to October 30. Very extensive and complex sets of comments were filed by numerous entities and people with serious concerns about WaterFix and about the RDEIR/S. A common criticism is the lack of a proposed operations plan for the proposed new facilities, which means that it is virtually impossible to identify and analyze the impacts the project would have on water quality, water supply, fisheries, and other ecological interests.

Other than separation of the goals, the principal difference from the BDCP is that efforts to obtain 50-year permits from fisheries agencies are being abandoned. Proponents admit that the security of 50-year permits was not achievable, so they are now pursuing a more traditional approach of seeking shorter-term regulatory approvals and permits, including one or more Biological Opinions (BiOps) related to impacts on fish species.. Some potential beneficiaries of the project believe that the shorter-term permits and approvals for the project will mean that they will get less assurance of improved water supply reliability. The operational criteria and parameters for the revised project are totally unknown, as is the potential interrelationship to Delta flow criteria from the anticipated new Water Quality Control Plan that the SWRCB is required to produce under the Clean Water Act.

DWR and USBR filed a water rights Petition for the proposed project on August 26, seeking changes in the points of diversion permitted for the SWP and the CVP. Processing of the Petition has not yet begun, but it was formally noticed on October 30, 2015. Protests must be lodged by January 5, 2016 and that the proponent are trying to "fast-track" the water rights proceeding. A pre-hearing conference will be held January 28, evidence is due March 1, and Part I of the hearing will begin April 7. Similarly, in September DWR and USBR filed applications for necessary permits from the Corps of Engineers for dredging and filling operations (the proposed filling operations alone would entail placement of 15 Million cubic yards of material), and for a water quality certification that is required from the SWRCB. The water quality certification can be approved by the SWRCB's Executive Director, based on delegated authority to do so, and on the water rights hearing record. The SWRCB anticipates the certification will be approved no earlier than late 2016. Delta water quality issues for all beneficial uses of Delta water are expected to be major components of the SWRCB proceedings. On September 22, DWR and USBR told the SWRCB that their timeline for completion of the CEQA and NEPA environmental review processes, plus the federal and state Endangered Species Act processes, is estimated to end between April and June of 2016.

**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 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 three different Counties; the cases were all coordinated and assigned to the Sacramento Superior Court. The suits are challenges to the Plan, 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 was filed May 21, 2015.

One aspect of the Council's work is scientific analysis of project proposals like WaterFix by a Delta Independent Science Board (ISB). In 2 different reports, the ISB has raised serious questions about the science underlying both WaterFix and EcoRestore, but the significance of those reports remains to be determined. In addition, the Council has filed extensive and critical comments on the WaterFix RDEIR/S.

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 five "primary tributaries to the Bay-Delta" by June, 2018. However, the heavy workload the SWRCB is facing due to the drought 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.

In 2014 and 2015, 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. Curtailments of at least 9,300 water rights were ordered in 2015, including some unprecedented curtailments of diversions under very senior water rights dating back as far as 1858 in at least one watershed. Cease and desist orders were issued regarding two Delta area diverters (Byron Bethany Irrigation District (BBID), and West Side ID), which continued to pump after receiving curtailment notices, and SWRCB enforcement proceedings are scheduled. Litigation aimed at derailing the SWRCB proceedings was unsuccessful in the trial court.

## **LEGISLATION**

**2014 Water Bond:** The November 2009 water legislation package passed on to the voters the question of whether to authorize \$11.14 billion in General Obligation bonds, for which debt service payments of

about \$700 million per year would come from the State's General Fund. The bond issue was to be on the November 2010 ballot, but the Legislature delayed the election 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. 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 called 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 include the proposed new Sites and Temperance Flat Reservoirs, and further expansion of Los Vaqueros Reservoir. 67% of the voters voted for the bond. Efforts are now underway by the California Water Commission to develop the procedures and schedule for funding projects based on the new bond measure, and it is already obvious that there will be intense competition for the available money. The regulations for the funding process are expected to be adopted in December 2016. 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." 26% is 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 and 2015, efforts were made in both houses of Congress to pass drought relief legislation, but the efforts stalled. Senators Feinstein and Boxer introduced the California Emergency Relief Act of 2015 on July 29; it includes over \$1 Billion for immediate assistance to drought-stricken communities, plus provisions intended to promote, facilitate, and help finance storage, desalination, recycling and conservation. The bill had a good reception, but was dramatically different from a much more aggressive bill that passed in the House; Pres. Obama's administration indicated that if a bill in that form reached him, it would be vetoed. The deep partisan divide between Republican and Democratic members of the California Congressional delegation, and the differences in thinking between legislators from the Central Valley as opposed to those from coastal areas, are significant factors affecting water-related legislative efforts. On September 25, the House of Representatives, on a party-line vote of 233 – 170, passed the Responsibility and Professionally Invigorating Development Act of 2015 (RAPID) that is intended to accelerate and eliminate portions of environmental review of federal projects, including water projects. The bill is now pending before the Senate Committee on Environment and Public Works, and its fate is uncertain. President Obama has indicated that he would veto the bill in its present form.

**State Drought Relief Legislation:** In addition to taking the unprecedented action of ordering mandatory water conservation by urban users, on June 24 Gov. Brown signed legislation to allow water retailers to fine customers who violate locally-imposed drought rules up to \$10,000, in lieu of the current statutory limit of \$500. The bill also streamlines environmental review and permitting processes for some local water supply projects, especially those with minimal adverse environmental impacts. Another provision



allows the SWRCB to force the consolidation of public water systems if a system fails to provide an adequate supply of safe drinking water. This provision was opposed by a broad range of associations representing utilities, cities, counties, and LAFCOs. Finally, the bill allows the SWRCB to fine water retailers which fail to meet conservation targets; the first such fines were announced in late October.

## **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 CVP and 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 9<sup>th</sup> Circuit US Court of Appeal in December, 2014, and the Court upheld the BiOp as having been based on sound science. For Delta smelt, a trial court decision overturning the BiOp was reversed by the 9<sup>th</sup> 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). In another smelt-related case, the 9<sup>th</sup> 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. Federal court rulings also require Reclamation to complete an Environmental Impact Statement analyzing the effects of implementation of the BiOps, and to adopt a Record of Decision in the Delta smelt cases by December 1, 2015, and in the salmonids cases by December 1, 2016.

The 2014 fall mid-water trawl, conducted for the 46<sup>th</sup> 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. Mid-water trawls only found 6, 1, and 8 Delta smelt in March, April and May, 2015, respectively; some biologists assert that the species is “near-extinction,” but the State’s fisheries experts are not yet ready to reach that inference. California has 129 native freshwater fish species, of which 100 are now listed as threatened or endangered. Of the 129, 18 species, all of which are native to or travel through the Delta, are thought to be near or past the point of extinction.

An equipment malfunction led to incorrect information being relied upon concerning water temperatures in Shasta Reservoir this spring, resulting in premature release of up to 120,000 AF of water. The CVP and SWP tried to conserve as much cold water as possible in Shasta now, in an effort to prevent further damage to or possible extinction of at least one Sacramento River salmon species. To do so, they released more water than would otherwise be the case from Oroville and Folsom reservoirs. The SWRCB 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, 98% of fall run, and virtually all of the spring run of Chinook salmon were determined to

have died due to elevated water temperatures. Early data in 2015 indicates that the mortality rates may be even higher, especially for winter run salmon. There is concern among project operators about their ability to maintain good Delta water quality; e.g., there may be difficulty in avoiding violation of the 250 mg/l standard at Rock Slough; the last time that standard was threatened was in 1977, when DWR installed a special pumping plant on Woodward Island and used EBMUD's No. 1 Aqueduct to convey Middle River water across two Delta islands to improve water quality in Rock Slough, from which water is pumped into the Contra Costa Canal. The temperature control efforts at Shasta put considerable strain on Folsom Reservoir, which is down to about 147,000 AF, or 15% of capacity, and is releasing 900 – 1,200 AF/day. Projections are that the Reservoir will level off at about 12% of capacity, or 120,000 AF. However, "worst case scenario" modeling projects a late 2015 capacity of 4% (40,000 AF). The City of Folsom, Folsom Prison, Roseville, and some American River communities can only receive water if the Reservoir is above 80,000 AF, so a floating pump station is now being built in the Reservoir by Reclamation.

Construction of three temporary stream barriers has been authorized in the Delta to try to improve water operations and quality in spite of the drought conditions. Construction of the West False River Barrier, located about 5 miles northeast of the town of Oakley and intended to reduce the adverse impacts of salinity intrusion into the central Delta, began on May 6 and was complete by May 29. The removal of the barrier began on October 1. The barrier reduced salinity levels experienced at the SWP, CVP, and CCWD intakes, but caused difficult water level and navigation problems in some Delta channels, and contributed to poor water quality in parts of the south Delta. **Now that the barrier has been removed, Delta salinity is rising.**

In a related federal water supply matter, the United States and Westlands Water District reached a settlement in September of a decades-long dispute over responsibility for dealing with San Joaquin Valley drainage that significantly contributes to Delta water quality problems. The estimated federal cost of the "cleanup" of contaminated water is about \$3 Billion, which will be assumed by Westlands. In return, Westlands will receive relief from its obligation to repay \$350 Million in CVP construction costs, and will receive a permanent water supply contract rather than being subject to periodic renewal. The settlement requires final approval by Congress, and is very controversial.

## **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 18 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 estimated 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. 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. Once the EIR is certified, public contract negotiations are expected to commence in late 2016 or early 2017.

**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 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 vigorously objected to DWR's position and resisted the demand that Zone 7 "repay" any previously transferred water. Zone 7 received no water from BBID in 2014 and will receive none in 2015. Zone 7's 2015 Annual Review of Sustainable Water Supply projects that no water will be received from BBID in the foreseeable future.

## **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 being implemented among irrigation agencies and individual farmers, with purchase prices ranging as high as the 2014 peak published price of \$3,000 per AF. Metropolitan Water District's Board authorized spending up to \$71 Million to purchase up to 100,000 AF of north-of-Delta transfer water in 2015, but that much water was not available.

CCWD's Los Vaqueros Expansion Project (LVE) was completed in 2012, and the Reservoir currently holds about 90,000 AF. Due to the reduced allocation of CVP water and the temporary improvement in Delta salinity while the barrier was in place, CCWD is now only withdrawing about 36 AF/day from LV storage, but that number can be expected to rise. 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 (MOU) 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. Other entities, including BBID and East Contra Costa ID (ECCID), may also consider joining. A cost-sharing MOU is being negotiated now between CCWD and USBR concerning the environmental documentation for the project. The project would probably include 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. Environmental documentation and endangered species coverage has already been completed for the proposed reservoir and pipeline projects.

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 is anticipated for the 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. In 2015, ECCID was able to transfer 1,350 AF of its pre-1914 water to CCWD, although the planned transfer of 4,000 AF could not be implemented due to the temporary curtailment of ECCID's diversions due to the SWRCB's drought response actions.

In 2014, EBMUD 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 (USL). 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.

On April 15, 2015, EBMUD began pumping about 270 AF/day of CVP water at Freeport, and that water is again being used to fill USL and San Pablo reservoirs. The rate of diversion was slowed to about 180 AF/day in July and August, in response to requests from DWR and USBR related to their efforts to maintain Delta water quality at a very difficult time, especially with Shasta Reservoir releases being throttled back to conserve cold water. Pumping at about 270 AF/day resumed September 1, consisting entirely of transfer water from north of the Delta. Importation of CVP and transfer water allowed EBMUD to slow the rate at which it used its Mokelumne River supply; as a result Pardee Reservoir is currently 54% full and their key local reservoirs are 74% full, but there is no snowpack, runoff is predicted to be very low (among the 5 lowest years on record), and EBMUD's rights to divert water from the Mokelumne River have now been curtailed by the SWRCB. The PG&E system upstream of Pardee Reservoir has a storage capacity of 220,400 AF, but it is currently about 13% full. Overall, EBMUD imported almost 23,400 AF of supplemental water from non-Mokelumne River sources between April and July, 2014. In 2015, in addition to its purchase and importation of 33,250 AF of CVP water, EBMUD is buying about 11,000 AF from two Sacramento Valley CVP contractors, about 12,000 AF of additional transfer water from PCWA, and about 3,000 AF from a rice farming company in the Colusa area. EBMUD's announced goal was to buy 65,000 AF of supplemental water (i.e., CVP and transfer water) in 2015, so that it can keep its Freeport pumps in operation through mid-December. Actual pumping is now expected to be about 58,000 AF. EBMUD's Freeport facilities can be used to convey CVP water or water made available by Yuba County Water Agency (YCWA), PCWA, or other Sacramento Valley sources, 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 has also renewed consideration of a conjunctive use idea with a number of entities in San Joaquin County. In October 2015, the EBMUD Board decided to pursue transfers of up to 50,000 AF from 6 Sacramento Valley sources in 2016, and hired the firm of CDM Smith to prepare the necessary environmental documentation.

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 2015, MWD also expanded its funding of turf removal by over \$300 Million. In September, 2015 MWD and the Southern Nevada Water Authority (SNWA) entered into a water exchange agreement under which MWD will receive up to 150,000 AF of SNWA's allotment of Colorado River water, in return for \$45 Million and MWD's commitment to return

125,000 AF to SNWA in future years. Also in September, MWD bought 12,000 acres of land in the Palo Verde Irrigation District, which has the most senior water rights on the lower Colorado River, which means MWD now owns a total of 22,000 acres, or 17% of the irrigable land in PVID. Under a 10-year old agreement, PVID farmers will fallow enough of their land to allow MWD to import 120,000 AF in 2016. As a result of these and related transactions, MWD will be able to operate its Colorado River Aqueduct at its full capacity of 1.2 Million AF in 2015 and 2016 (for the first time in 10 years).

In anticipation of 2015 remaining dry, and Zone 7 again receiving a small proportion of its SWP water supply contract entitlement, DSRSD negotiated a water transfer with YCWA of up to 1,500 AF, to be delivered via EBMUD's Freeport, Aqueduct, and local facilities, and via the federal Folsom-South Canal. The water was to 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 were pursued vigorously, with a great deal of work by DSRSD, EBMUD, and YCWA staff members. The transaction was also contingent on hydrologic conditions in the Delta being conducive to such a transfer in the latter half of April, but that did not happen. In addition, Reclamation refused to agree to the Warren Act contract that was needed for the water to be wheeled via the Folsom South Canal. Congressman Eric Swalwell wrote to the Regional Director of Reclamation in September to inquire about the federal obstacle to the 2015 transfer, and about what is likely to happen in similar circumstances in the future. District staff continues to work closely with YCWA and EBMUD in an effort to make it possible for a transfer of this nature to occur in the right circumstances in the future.

Prior to the current drought, about 33% of California's water supply came from groundwater, but in 2014 it was up to 75%. A University of California study estimates that over 6 Million AF of groundwater will be pumped in 2015 to replace surface water, on top of about 5 Million AF in 2014, despite fallowing of what has been estimated to be as much as 900,000 acres of farmland. 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. In the Tulare Lake Basin, current estimates are that the groundwater basin is being over drafted by 1-2 million acre-feet per year. The US Geological Survey has reported that groundwater levels in some portions of the Central Valley are now more than 100 feet below previous recorded lows, particularly in areas in which ground surface subsidence is occurring.

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 of up to 3 feet since 2010 (up to 10 inches in just 7 months between November 2014 and June 2015) 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 890,000 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 (all of which could be fallowed in dry years; trees cannot). Between July 2013 and July 2014, California farmers bought 8.33 Million new almond trees, which replaced some older trees and also resulted in 48,000 acres of new orchards. In 1993 fruits and nuts represented about 29% of the State's \$19.9 billion agricultural economy; in 2013 the agricultural economy was \$44 billion, of which 47.3 % was fruits and nuts. Statewide, dairy production is about 17% of the total agricultural economy, but Central Valley dairy production averages use of 5 to 6 AF/acre of land in dairy use. The acreage now in pistachio trees

(approximately 300,000 acres) has doubled in the past 20 years, and is still expanding, but pistachio production is significantly reduced in 2015 due to drought conditions and limited available water.

Pursuant to agreements with the District and with DERWA, Pleasanton continues work on its recycled water distribution system, which will eventually distribute up to 1,400 AF per year of irrigation water to three City parks. 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 essentially 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. Operations are expected to begin in 2016, but first water deliveries will be in 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. On September 24, 2015, the SDCWA approved an agreement with the US Marine Corps for a feasibility study of a new desalination plant on Marine Base Camp Pendleton that could have a capacity of between 50 and 150 mgd; a \$4.05 M contract has been awarded for a 2-year pilot-scale seawater intake testing program, the results of which will help to determine the size of the eventual plant. 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.

#### **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. This spring the Colorado River system (as managed by Reclamation) has only about half the water that would be considered "normal." 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. Lake Powell is at 51% of capacity; Lake Mead is at 38% of its 26 MAF capacity and on

June 23 reached the lowest surface elevation since the enormous Lake began filling in 1935 (but has risen by several inches since then). -- the lake level is over 130 feet below a full reservoir pool. The total combined storage in the two lakes at the end of October 2014 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. As Colorado River supplies drop, Arizona and Nevada will experience cutbacks before California, and the first such cutbacks may occur with regard to water delivered under the Central Arizona Project in 2017 or 2018. MWD put over 2.7 MAF into storage in southern California in recent years, but approximately half of that has been used during the persistent drought. In the long run a reduction in Colorado River water tends to put added emphasis on exports from the Delta to southern California.

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As of October 31, 2015

<b>DROUGHT EXPENSE BUDGET (Fiscal Year 2016)</b>			
No.	Description	Activities / Status	
1	FYE 2016	Budget FYE 2016:	\$145,000
		Actual FYE 2016:	<u>\$ 110,011</u>
		Remaining Drought Budget:	\$ <b>34,989</b>
<b>EXEMPTIONS FROM WATER USE LIMITATIONS (Calendar Year 2015)</b>			
No.	Description	Activities / Status	
1	No. Requested	61	
2	No. Approved by Drought Coordinator	43	
3	No. Denied by Drought Coordinator	14	
4	No. Pending with Drought Coordinator	3	
5	No. Appealed to Board	1	
6	No. Approved by Board	1	
7	No. Denied by Board	0	
	No. Pending with Board	0	
<b>ENFORCEMENT OF WATER USE LIMITATIONS (Calendar Year 2015)</b>			
No.	Description	Activities / Status	
1	No. Written Warnings Issued	127	
2	No. \$250 Violations Issued	47	
3	No. \$500 Violations Issued	14	
4	No. \$1,000 Violations Issued	5	
5	No. Flow Restrictors Installed	0	
6	No. Service Shutoffs	2	
7	No. Waivers Requested	15	
8	No. Waivers Approved by Drought Coordinator	12	
9	No. Waivers Denied by Drought Coordinator	2	
10	No. Waivers Pending with Drought Coordinator	1	
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	
<b>"DISTRICT AS AN ORGANIZATION" WATER USE CURTAILMENTS (Calendar Year 2015)</b>			
No.	Description	Activities / Status	
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.	
<b>MEDIA BASED PUBLIC OUTREACH (Calendar Year 2015)</b>			
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>	
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"> <li>• KKIQ Live reporting at the Defeat the Drought event 8/1/15, inviting people and talking with Congressman Swalwell regarding tips to defeat the drought</li> <li>• Regional meeting of Tri-Valley water agencies 4/20/2015 to determine messages and schedules for radio and TV ads regarding the drought. Pleasanton and DSRSD began running ads on KKIQ, July-Aug, 6-7am during the <i>Power Shower Hour</i></li> </ul>	SS
2	Produce 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"> <li>• 10/21/15 DSRSD lowers water rates</li> <li>• 10/6/15 Dublin fill station to shut down end of month</li> <li>• 8/26/15 DSRSD Invites Comments on Draft Water Supply and Conservation Policy, generated 3 stories</li> <li>• 8/19/15 Recycled Water Fill Stations Open to Everyone, generated 7 news stories, including KTVU news</li> <li>• 8/13/15 Officials Celebrate Recycled Water Extension in Western Dublin, generated one news story</li> <li>• 8/10/15 Recycled Water Extension Enhances Water Supply</li> <li>• 7/28/15 Media Advisory, Meet Congressman Swalwell and Defeat the Drought, generated 1 TV news story on NBC Bay Area and two pre-event news announcements.</li> <li>• 6/29/15 Dublin Recycled Water Fill Station Opens, generated 7 news stories</li> <li>• 6/18/15 Water District Websites, Champions for Change in Drought, generated 1 trade journal article</li> <li>• 6/3/15 Award \$4.28M to Extend RW Pipes west of I-680, generated 4 news stories</li> <li>• 5/14/15 Board to Decide on 2015 Drought Management Program, generated 4 news stories;</li> <li>• 4/2/15 Governor Orders Statewide Mandatory Water Reductions, Tri-Valley Already There, generated 4 news stories;</li> <li>• 3/10/15 NR "DSRSD Securing Supplemental Water Supplies" generated print news (Tri-Valley Times (2), Independent (2), Pleasanton Weekly, Marysville Appeal-Democrat (2), ACWA News), and online news in the Dublin, San Ramon and Danville Patches.</li> <li>• 2/13/15 NR, "Yes it rained, but the drought is still on! Keep your sprinklers off!" generated news in Tri-Valley Times and Dublin, San Ramon, Pleasanton and Danville Patches.</li> </ul>	

		<ul style="list-style-type: none"> <li>• 1/12/15: NR, “DSRSD Cuts Water Use 24 Percent in 2014” generated news on three TV stations (KPIX/CBS, KRON, and ABC7), five print media (Tri-Valley Times (2), Independent, Pleasanton Weekly, and ACWA News), and online news in Dublin, San Ramon, and Danville Patches.</li> <li>• 1/1/2015 to 6/30/2015 responded to 87 media inquiries regarding the drought which resulted in 102 news stories: <i>San Francisco Chronicle, Contra Costa Times, San Jose Mercury News, Los Angeles Times, Tri Valley Times, Pleasanton Weekly, Independent, Fresno Bee, Associated Press, Castro Valley Forum, local Patches (Dublin, San Ramon, Pleasanton), KCBS radio, KTVU Channel 2, CBS evening national TV news-</i></li> </ul>	
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"> <li>• Partnering with Pleasanton for the 6:00 a.m. to 7:00 a.m. Power Shower Hour on KKIQ (101.7 FM) wherein they play song sets of 5 minutes and challenge listeners to finish their showers before the end of the second song.</li> <li>• DSRSD’s “Drought Watch” web page received 1,607 page views in July, 841 in August.</li> </ul>	SS
<b>NON-MEDIA BASED PUBLIC OUTREACH (Calendar Year 2015)</b>			
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>	<b>SS</b>
1	Appropriate and timely direct mailers to District customers on drought related matters	<ul style="list-style-type: none"> <li>• Early June, one page sent to water customers explaining limitations, Stage 2 water rates (less than Stage 3), violations and penalties. Late June, Wise Water User Credit letter sent to 1,103 water customers</li> </ul>	

2	<p>Appropriate and timely bill stuffers to District customers on drought related matters</p>	<ul style="list-style-type: none"> <li>• 1/1--2/15 Insert in Bills, “The Drought is still on, Turn off your sprinklers —it’s mandatory”</li> <li>• 2/15-3/15 Notice on bill, “Automatic sprinklers off thru 3/31/15</li> <li>• 4/1-5/15 Notice on bill, “Free AquaHawk Portal allows customers to track water use”</li> <li>• “Can use sprinklers once a week April &amp; May” and “Free AquaHawk Portal allows customers to track water use”</li> <li>• 6/1/15 Notice on bill, “Water shortage rates decreased on 5/19/15 from Stage 3 to Stage 2”</li> <li>• 7/1/15 Notice on bill, Water Shortage Rates decreased on 5/19/15 from Stage 3 to Stage 2. The Water Consumption charges on your bill are prorated accordingly, AND, The DSRSD Board adopted minor changes to mandatory water use limitations. Please read the brief summary on the back of this bill. Detailed information was mailed to all customers and is available online: <a href="http://www.dsrdsd.com/drought">www.dsrdsd.com/drought</a></li> <li>• 8/1/15-9/1/15 Notice on bill, Thank you for continuing to help defeat the drought. See the brief summary of mandatory rules on water use on the back of this bill. Detailed information is available online: <a href="http://www.dsrdsd.com/drought">www.dsrdsd.com/drought</a> AND Are your trees dying of thirst? You can save water and save your trees! Learn how at <a href="http://www.saveourwater.com/trees">www.saveourwater.com/trees</a></li> <li>• 10/1/15 Tour WWTP and RWTP, see how we turn wastewater into irrigation water</li> <li>• 11/1/15-12/15/15 Note on bill – DSRSD Board declares Stage 1, lowers water rates</li> </ul>	
3	<p>Appropriate and timely social media messages on sites such as Facebook and Twitter</p>	<ul style="list-style-type: none"> <li>• 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></li> <li>• DSRSD Tweet: NR 1/12/15, <i>DSRSD Cuts Water Use 24 Percent in 2014</i>; 1 retweet</li> <li>• DSRSD Tweet: 2/13/15 NR, <i>Drought still on, keep sprinklers off!</i></li> <li>• DSRSD Tweet: 3/10/15 NR, <i>DSRSD securing supplemental water</i>, Tri-Valley Times tweeted related story, 4 retweets</li> <li>• DSRSD Tweet: 3/17/15 NR, <i>See how we recycled wastewater on a tour of the plant</i>, 1 retweet</li> <li>• DSRSD Tweet: 4/2/15 NR, <i>Governor Orders Statewide Reductions, We’re Already There</i></li> <li>• 4/10/15: Tri-Valley Times tweeted their story, <i>Free water for lawns</i>, 2 retweets</li> <li>• 5/10/15: Bay Keeper hydrologist Ian Wren tweeted, “Public going bonkers for @DSRSDnews recycled H2O”</li> <li>• DSRSD Tweet: 5/14/15 NR, <i>Board to decide drought issues</i></li> <li>• DSRSD Tweet: 6/13/15 NR, <i>Recycled water pipes coming to west Dublin</i>, 3 retweets</li> </ul>	SS

		<ul style="list-style-type: none"> <li>• DSRSD Tweet 6/16/15: <i>Hiring fill station attendants, 1 retweet</i></li> <li>• DSRSD Tweet 6/22/15: <i>Be mindful of weight in transporting recycled water</i></li> <li>• 6/26/15: DanvilleSanRamon.com tweeted their story and photo, <i>Dougherty Valley excelling at water conservation per DSRSD report to SR Council</i></li> <li>• DSRSD Tweet 6/26/15: <i>Second fill station opens in Dublin, 6/30/15, Pleasanton Weekly and DanvilleSanRamon.com tweeted stories with photos</i></li> <li>• 7 tweets regarding fill station hours</li> <li>• 5 Tweets regarding construction of purple pipes west of I680</li> <li>• 85 Twitter followers thru July</li> <li>• 6/9-6/29/15: Recycled H2O blog mentioned and retweeted us 8 times</li> <li>• 7/6/15 – Guess Public Radio Audiograph (Residential RW Fill Station)</li> <li>• 7/8/15 – Hiring part-time Recycled Water Fill Station Attendants</li> <li>• 7/9/15 – Only accepting new users from inside our service area</li> <li>• 7/17/15 – Fill Station hours</li> <li>• 7/22/15 – 2,500 Users/12 million gallons of irrigation water distributed</li> <li>• 7/28/15 – NR – Meet Congressman Swalwell Defeat the Drought Expo</li> <li>• 7/29/15 – Defeat the Drought Expo graphic</li> <li>• 8.5.15 – Customers keep hands on hose to prevent accidents</li> <li>• 8/13/15 – Officials celebrate recycled water expansion to west Dublin</li> <li>• 8/14/15 – Tips to save your trees</li> <li>• 8/19/15 – Fill stations open to everyone again</li> <li>• 8/20/15 – Happy customer thanks DSRSD</li> <li>• 9/1/15 – Fill stations closed Labor Day</li> <li>• 9/29/15 – Fill station hours change</li> <li>• 10/6/15 – Dublin Fill Station to Close end of month</li> <li>• 10/7/15 – Video regarding how mulch keeps soil moist</li> <li>• 10/13/15 – Take EBMUD survey re Fill Station</li> <li>• 10/19/15 – Learn how to prepare for flooding at Zone 7's flood preparedness open house</li> <li>• 10/26/15 – New hours at Pleasanton Fill Station</li> <li>• 11/2/15 – Fill station will close when rain and day after</li> <li>• 11/2/15 – Video posted on Facebook, hosted by Assemblywoman Catharine Baker re how to get recycled water from residential fill station</li> <li>• August 2015 Twitter: 15 tweets on West Dublin construction, fill station best practices, hours and</li> </ul>	
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		<p>community posts; recycled water celebration, and other drought-related news releases. 90 followers, including 6 new in August. Activity growing: 6 mentions, 10 retweets, 5 media tweeting articles about DSRSD, 17 tweets favorited, and @DSRSDnews added to two lists.</p> <ul style="list-style-type: none"> <li>• Sept 1-Nov 5, 2015 Twitter: Tweets of all FB posts listed above, 9/30/15 – Tweeted regarding Power Shower Hour; 7 tweets on West Dublin construction, 3 tweets on Imagine A Day Without Water; 58 likes, mentions or retweets of DSRSD, including 19 by media; 100 followers</li> <li>• www.facebook.com/FreeRecycledWater lifetime stats: Daily Reach: 0-2623 people; Daily Impressions: 0-867; Daily Engaged: 0-100 people; Lifetime Likes: 422</li> <li>•</li> </ul>
4	Appropriate and timely presence at Community Events such as Farmer Markets etc.	<ul style="list-style-type: none"> <li>• 10/3/15 Dublin Safety Fair, talked with 30 families regarding drought, storing water for an emergency, and proper disposal of pharmaceuticals</li> <li>• 9/23/15 Clorox Whole Life Expo, talked with 80 Clorox EEs regarding drought, storing water for an emergency, and proper disposal of pharmaceuticals.</li> <li>• 8/1/15 Co-sponsored “Defeat the Drought Expo” with Congressman Swalwell, 9 vendors, 30 new RW fill station users signed up</li> <li>• 6/8/15 S. Stephenson spoke at American Water Works Association conference on “The Drought is a Terrible Thing to Waste: Totes, Apps &amp; Fill Stations”</li> <li>• 3/14/15, “Oscar the Otter Says you Otter Save Water” and TV truck with drought message on side panel participated in St. Patrick’s Day Parade</li> </ul>
5	Appropriate and timely presentations to local City Councils	<ul style="list-style-type: none"> <li>• City of Dublin June 16, 2015</li> <li>• City of San Ramon June 23, 2015</li> <li>• City of Dublin, Economic Development Committee, D. McIntyre presented on drought and next steps</li> </ul>
6	Appropriate and timely meetings with major public customers (School District, Camp Parks, Alameda County, FCI etc)	<ul style="list-style-type: none"> <li>• Stephenson met with 3 Dublin High School youth forming a new water conservation club, providing them informational materials and brainstorming ideas for fundraising and promoting wise water use.</li> <li>• Renee Olsen spoke to City of Dublin Block Captain Academy (3/28/15) regarding emergency preparedness, especially in a drought</li> <li>• Renee and Sue demonstrated the watershed diorama at Live Oak Elementary School’s Community Services Day (4/22/15)</li> </ul>

7	Appropriate and timely speaking engagements with local community groups Rotary, Lions, SIRS, HOAs, etc	<ul style="list-style-type: none"> <li>• 3/11/15 S. Stephenson spoke at the Villa Paseo Rose Garden HOA Board meeting (12 attended)</li> <li>• 4/29/15 Stephenson spoke to FIIVA HOA</li> <li>• Stephenson spoke to PEO Philanthropic Education Organization (5/14/15) and Coldwell Banker’s Customer Appreciation Day (5.31.15)</li> <li>• 7/1/15 S. Stephenson spoke at Eden Housing regarding what they can do to reduce water use; also handed out LIA applications (26 attended)</li> <li>• 8/10/15 Stephenson spoke to Dublin Ranch HOA</li> <li>• 10/1/15 McIntyre spoke to the Economic Development Committee of the Dublin Chamber of Commerce</li> </ul>	
8	Appropriate and timely meetings with major public customers (City staff, school districts, camp parks, alameda County, FCI, etc.	PI staff worked with Congressman Eric Swalwell’s Chief of Staff, Tim Sbranti on three events: 1) Tour Geoffrey G. Hansen Water Recycling Plant; 2) Meeting with representatives from ten water agencies in District 15; 3) Defeat the Drought Water Expo. All successful.	
9	Appropriate and timely direct mailing to targeted user groups on drought related matters	<ul style="list-style-type: none"> <li>• 8/19/15 Sent a postcard to residential recycled water haulers to ensure they are hauling water safely, within the rules.</li> </ul>	
10	Continue to make appropriate yard signs available to customers; and	<ul style="list-style-type: none"> <li>• Free “golden lawn” signs are available to residential customers, availability added to website in June</li> <li>• Many signs given away during 2014</li> <li>• 56 currently on hand</li> </ul>	
11	Coordinate with local businesses to jointly promote water conservation	<ul style="list-style-type: none"> <li>• 2/18/15 co-sponsored Water Wise Gardening Workshop with Armstrong Garden Center (12 participants)</li> <li>• 3/7/15 Tri-Valley Water Agencies sponsored Water Conservation event at Home Depot in Livermore</li> <li>• 4/11/15 Tri-Valley Water Agencies sponsored Water Conservation event at Home Depot in Pleasanton</li> </ul>	
<b>DIRECT CONSERVATION ASSISTANCE (Calendar Year 2015)</b>			
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>	
1	Continue small device give-away programs	<p>The following water conserving devices were given to customers in FY16 (the majority were distributed at the Swalwell/Defeat the Drought event):</p> <ul style="list-style-type: none"> <li>• 21 kitchen faucet aerators</li> <li>• 36 bathroom faucet aerators</li> <li>• 52 showerheads</li> <li>• 6 toilet flappers (discontinued, best to buy flappers designed for specific toilet)</li> <li>• 56 toilet leak detection kits</li> <li>• 63 hose nozzles</li> <li>• 28 shower/faucet flow measurement bags</li> </ul>	<b>SS &amp; SO</b>
2	Conduct landscape water audits	<p>5 audit for 2015</p> <ul style="list-style-type: none"> <li>• Total paid out in FYE 2016 = \$610.48</li> </ul>	

3	Make home water audit kits available	Distributed 1,525 Water Hero packets (which contain a do-it-yourself home water audit kit) to 61 classes of third graders in 12 schools in our service area 4/2015	
<b>ENHANCED REBATE PROGRAMS (Calendar Year 2015 except financial info which is FYE 2016)</b>			
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>	
1	High Efficiency Toilet (HET)	62 rebates processed	<b>JA</b>
2	Waterless Urinals	None so far in 2015	
3	High Efficiency Clothes Washer (HEW)	397 rebates processed	
4	Pool and Spa covers (to reduce evaporation)	8 rebates processed	
5	Weather Based Irrigation Controller ("Smart Controller) - Single Family Homes	4 rebates processed	
6	Weather Based Irrigation Controller ("Smart Controller) – Multi-Family Dwelling	None so far in 2015	
7	Lawn Replacement Program - Single Family Homes	28 approved; 24 paid out a total of \$4,185.40	
8	Lawn Replacement Program - Multi-Family or Businesses	None for 2015	
9	Amount of District Rebates Issued (Fiscal Year)	Budget FYE 2016:                 \$20,000 Actual FYE 2016:                 \$ 9,373 <b>Remaining Rebate Budget:         \$10,627</b>	
<b>EXPANDED RECYCLED WATER USE (Calendar Year 2015)</b>			
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>	
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 complete and the site has been converted to use recycled water. Potable demand reduction is included under Item 6 below.	<b>RB</b>
2	Construct and place into operation extensions to District irrigation customers on the west side of 680	Construction began June 29, as of October 1 approximately 14,000 feet of pipe have been installed. NTP for construction contract for onsite conversion of 35 sites sent to Valley Crest 8/31/15. Much of the preliminary work has been completed. The first conversions have taken place and show below	<b>RB</b>
3	Cooperate with Pleasanton in accordance with existing agreements to implement recycled water service within the City of Pleasanton	<ul style="list-style-type: none"> <li>• Implemented</li> <li>• DSRSD staff provided implementation guidance.</li> <li>• Val Vista Deliveries (YTD) are 8.46 million gallons</li> </ul>	

4	Retrofit appropriate District potable water customers to recycled water	2015 retrofits and annual estimated volumes: Animal Shelter 3 AF Firehouse #17 2 AF CHP 2 AF County K9 Training 10 AF County Ops Building 2 AF Parkwood Apartments 25 AF Santa Rita Jail 190 AF Dublin Senior Center 2 AF Medians/Streetscape (2) 0.6 AF Firehouse #16 0.7 AF Church of JCOLDS 2 AF <b>• Total to Date 239 AF</b>	RB
5	Continue to operate the WWTP truck fill station for construction contractors and other larger scale water haulers	Active Permitted Haulers: 90 Volume: 25.05 million gallons	ANN C Dan G
6	Continue to operate the WWTP residential recycled water fill station	Registered Users: 3,589 Volume at WWTP Station: 24.82 million gallons	Dan G
7	Investigate and implement, if possible, a second fill station in cooperation with the City of Dublin at the City's Safety Complex property	Dublin Blvd Fill Station opened on June 24. Volume at Dublin Station: 3.03 million gallons Note: The Dublin Blvd Fill Station closed on October 30	Dan G
<b>ENHANCED CUSTOMER SERVICE (Calendar Year 2015)</b>			
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"> <li>• 2,647 new customers registered in 2015</li> <li>• 8,611 customers now registered</li> </ul>	JA
<b>WISE WATER USER CREDIT PROGRAM (Calendar Year 2015)</b>			
No.	Description	Activities / Status	
1	Administer the FYE 2016 Wise Water User Credit Program	<ul style="list-style-type: none"> <li>• 1,096 eligible customers beginning of year</li> <li>• 1,011 remain eligible <i>(By historically and currently limiting usage to Tier 1 volumes )</i></li> </ul>	JA
<b>IRRIGATION ADJUSTMENTS AND REPAIRS CUSTOMER ASSISTANCE PROGRAM (Calendar Year 2015 except financial Info which is FYE 2016)</b>			
No.	Description	Activities / Status	
1	Requests Handled (Calendar Year)	2 requests processed	JA
2	Cost of Repairs Handled (Fiscal Year)	Budget FYE 2016: \$1,250 Actual FYE 2016: <u>\$ 244</u> <b>Remaining Program budget: \$1,006</b>	JA
<b>PURSUE SHORT-TERM TEMPORARY WATER SOURCES (Calendar Year 2015)</b>			



No.	Description	Activities / Status	
1	Upgrade the existing non-Dougherty Valley DSRSD-EMBUD interties to “semi-permanent” status	A quote was obtained from a contractor to fabricate rigid piping for the Alcosta-Davona and Southwick interties so that they can be installed when needed and used to accept flows on a continuous non-emergency basis. However, the cost was higher than expected so it will require competitive bidding and CIP funding so the work has not yet been awarded. Rigid piping would be an improvement from the original piping that relied on flexible hose for the connections. Radio telemetry has been purchased for the two interties so that the flow of transfer water could be continuously monitored. Meanwhile DSRSD is working with EBMUD to design improvements to the Southwick intertie including moving the piping into a buried vault, which would eliminate the need to close the sidewalk when the intertie is used. The improvements will be funded using the Water Supply Reliability CIP Program.	DG
2	Continue to encourage and support Zone 7’s efforts for water transfers	<ul style="list-style-type: none"> <li>• Continue to support Zone 7 efforts for CCWD Water Exchange</li> <li>• Continue to support Zone 7 efforts for Yuba Accord water</li> <li>• No transfers approved by Zone 7 through September 30</li> </ul>	Archer
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 approved agreements for the transfer of a net of 1,275 AF of water to the District’s service area. Zone 7 removed their opposition to the transfer. However, the US Bureau of Reclamation ultimately refused to circulate the Environmental Assessment (EA) document and prepare a Warrant Act Contract to allow the water to pass through the Folsom South Canal, which effectively blocked the proposed water transfer. Discussions continue in an effort to understand why USBR took this position and address this issue for future transfers. Per agreements signed with the two agencies for the intended water transfer, DSRSD paid YCWA \$20,000 and EBMUD \$132,982 for their costs associated with attempting to implement the 2015 transfer. On August 24 DSRSD and EBMUD met to discuss planning for a potential 2016 water transfer. Zone 7 was informed of the District’s efforts on August 26. On October 28, 2015 letter sent to Zone 7 providing notice of the District’s intent to pursue a water transfer for 2016 and asking Zone 7’s cooperation.	Dan G

H:\Board\2015\11-17-15\9B Drought Response Action Plan\Attachment 2 - Drought Response Action Plan Status Report.docx



Reference General Manager	Type of Action Confirm Methodology & Adopt Resolution	Board Meeting of November 17, 2015
Subject Confirm Calculation of the Recycled Water Rate		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	J. Archer
		<input type="checkbox"/> Board Member

**Recommendation:**

The General Manager recommends the Board of Directors confirm and approve, by Resolution, that the methodology used to calculate the Recycled Water Rate should exclude Zone 7's newly enacted Temporary Conservation Surcharge.

**Summary:**

The current Recycled Water Rate was adopted by Resolution No. 11-13. The calculation of the Recycled Water Rate is described in Exhibit B to Resolution No. 11-13 (corrected in other respects by Resolution No. 14-13) as follows: "90% of the combined rate of the Zone 7 Component plus the District Component for Potable Irrigation." The Zone 7 Component in turn is described as follows: "the amount of the operative Treated Water quantity charge as adopted by Zone 7 Water Agency from time to time..."

As the result of a resolution adopted by the Zone 7 Water Agency Board on October 21, 2015, the amount charged for treated water delivered to the District by Zone 7 will increase as follows effective January 1, 2016:

"FIRST, Water Delivery charge, based on \$1,372 per acre-foot for 2016 in 100 cubic feet (CCF) units for all metered water delivered to each customer per month; including a temporary conservation surcharge of \$0.57 per 100 cubic feet (CCF) for 2016 will be applied to all metered treated water delivered to each customer per month. This surcharge will sunset December 31, 2016 and any proposed extension would have to be reviewed, evaluated and approved by the Board." The effective 2016 treated water rate adopted by the Zone 7 resolution is equivalent to \$3.15 per CCF.

As currently applied, the current District Component used to calculate the recycled rate does not change with the implementation of any DSRSD water conservation rate. Recycled water customers have increased their use of water during the drought and inclusion of the Zone's Temporary Conservation Surcharge may have an unintended negative impact on the consumption of recycled water. Staff believes it was not the intention of the Board, when the current Recycled Water Rate was established, to include any drought surcharges. Staff proposes that the Zone 7 Component used in the calculation of the Recycled Water Rate EXCLUDE the Zone 7 Temporary Conservation Charge. Under this methodology, the Zone 7 component for purposes of the Recycled Water Rate calculation would be \$3.15 per (CCF) (excluding the \$0.57). It is proposed that this methodology apply to the 2016 rate, as well as any future years in which the Temporary Conservation Surcharge is adopted by the Zone 7 Board. The 2016 Recycled Water Rate as proposed would be \$ 4.33 per CCF. This rate is relative to the non-drought stage Potable irrigation rate of \$5.37 per CCF; without the methodology proposed above, the Recycled Water Rate would be \$ 4.86 per CCF.

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

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT CONFIRMING THE METHOD OF CALCULATION OF THE RECYCLED WATER RATE UNDER CHAPTER 4.40 OF THE DISTRICT CODE PREVIOUSLY ADOPTED BY RESOLUTION NO. 11-13

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WHEREAS, District Code Chapter 4.40 authorizes the Board of Directors to establish bi-monthly fixed water service charges and water consumption rates by ordinance or resolution; and

WHEREAS, the Board has previously established a set of water rates, including recycled water, by Resolution No. 11-13, as set forth in Exhibits A, B, and C thereto; and

WHEREAS, the District on May 7, 2013 adopted Resolution No. 14-13 to correct a typographical error in Exhibit B of Resolution No. 11-13, which error was unrelated to the recycled water rates; and

WHEREAS, the rates adopted in Resolution No. 11-13 have been updated annually to account for the impacts of inflation utilizing the calculation methodology as outlined in the established rate schedules; and

WHEREAS, the Recycled Water Rate is calculated annually using a formula described in Exhibit B to Resolution Nos. 11-13 and 14-13 as 90% of the combined rate of the Zone 7 Component plus the District Component for Potable Irrigation; and

WHEREAS, on October 21, 2015 the Zone 7 Board of Directors adopted a revised rate schedule to be effective January 1, 2016, which revised rate schedule includes a specific rate component identified as a Temporary Conservation Surcharge which is intended to offset the impact of the drought on Zone 7's water revenues; and

WHEREAS, recycled water usage has been supported and encouraged by the District and is not and has not been subject to any drought restrictions; and

WHEREAS, the Board of Directors continues to support and encourage the use of recycled water as a reliable alternative water source within the District; and

WHEREAS, recycled water customers should not be required to pay rate components specifically designed to offset impacts of the drought, especially the rate increase imposed by the newly adopted Zone 7 Temporary Conservation Surcharge; and

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

WHEREAS, the current DSRSD recycled water rate is not impacted by the implementation of any DSRSD water shortage consumption rates, as authorized under Section 4.40.020 of the District Code; and

WHEREAS, in connection with the adoption of Resolution No. 11-13, the public was duly notified of the proposed rate adjustment and of the Public Hearing on that rate adjustment in accordance with Proposition 218.

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, effective immediately:

1. Confirms its support of the recycled water system as an integral component of the District's water portfolio; and
2. Confirms its support of a robust recycled water system; and
3. Confirms that the calculation of the Dublin San Ramon Services District Recycled Water Rate shall exclude any temporary conservation surcharge adopted by Zone 7 and included in its water delivery charge effective January 1, 2016 or any corresponding drought-related charge such as may be adopted by subsequent Zone 7 board action from time to time thereafter.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency located in the counties of Alameda and Contra Costa, California, at its regular meeting held on the 17th day of November 2015, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Edward R. Duarte, President

Attest:

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Nicole Genzale, District Secretary



Reference General Manager	Type of Action Accept Report and Direct Fund Transfer	Board Meeting of November 17, 2015
Subject Accept Rate Stabilization Fund Annual Report and Direct Fund Transfer		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	J. Archer
		<input type="checkbox"/> Board Member

**Recommendation:**

The General Manager recommends the Board of Directors accept, by Motion, the attached Rate Stabilization Fund Annual Report and direct staff to transfer \$2,614,200 from the Water Rate Stabilization Fund to the Water Replacement Fund.

**Summary:**

Staff has recently completed preparation of the annual financial statements and the auditors (Badawi and Associates) have completed their review of the financial statements. The analysis of the fund balances below have utilized the audited fund balances as of June 30, 2015.

The Financial Reserves policy (P400-15-1) states that if the combined total of the Enterprise Fund and the corresponding Rate Stabilization Fund (RSF) exceeds twelve months working capital, the General Manager will make a recommendation to the Board of Directors as to how the funds should be used. At the end of Fiscal Year 2015, the Water Enterprise Fund and corresponding RSF exceed the twelve month working capital amount by \$2,614,200. The Water Replacement Fund working capital balance at the end of Fiscal Year 2015 was \$10,900,490. The Water Replacement Fund is primarily funded by rate revenue in the Water Operations Fund. The General Manager, therefore, recommends that staff be directed to transfer \$2,614,200 from the RSF to the Water Replacement Fund.

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

# Dublin San Ramon Services District Staff Report

## Board Meeting – November 17, 2015

### Subject

Annual Reporting on Status of Rate Stabilization Funds (RSF)

### Discussion

Staff has recently completed preparation of the annual financial statements and the auditors (Badawi and Associates) have completed their review of the financial statements. The analysis of the fund balances below have utilized the audited fund balances as of June 30, 2015.

In accordance with the Financial Reserves policy (P400-15-1), if the Enterprise fund has exceeded its working capital target by an amount equal to additional two months of working capital, the General Manager (GM) shall direct the Treasurer to transfer the excess working capital from the Enterprise fund to the RSF for that Enterprise.

The Rate Stabilization Fund Analysis below shows that Local Sewer and Water Enterprise funds had working capital at the end of FYE 2015 in excess of target plus two additional months. In accordance with the policy an administrative transfer will be completed to transfer the excess funds from the Enterprise funds to the RSF for those two Enterprise funds.

### Rate Stabilization Fund Analysis June 30, 2015

	Local Sewer	Regional Sewer	Water
Operating Expense Budget (FYE 2016)	\$ 2,065,123	\$ 16,303,153	\$ 19,976,821
Target (4 months)	688,374	5,434,384	6,658,940
Target + Two Months (six months)	1,032,562	8,151,577	9,988,411
<b>From Audited Financials:</b>			
Current Assets	\$ 1,270,550	\$ 9,761,873	\$ 16,201,146
Less: Current Liabilities	146,413	2,155,471	4,060,966
Working Capital	1,124,137	7,606,402	12,140,180
<b>Months of Working Capital (if between 4-6, no action)</b>	<b>6.53</b>	<b>5.60</b>	<b>7.29</b>
<b>Surplus to Transfer (excess of target + two months)</b>	<b>\$ 91,575</b>	<b>\$ -</b>	<b>\$ 2,151,769</b>
Funding Needed (if working capital is below 4)	None	None	None
Current Balance in RSF	\$ 689,697	\$ 7,767,227	\$ 10,450,842
Amount to Add	91,575	-	2,151,769
Amount to Subtract	-	-	-
New Balance in RSF	\$ 781,272	\$ 7,767,227	\$ 12,602,611
<b>Amount Over Six Months Working Capital</b>	<b>\$ -</b>	<b>-</b>	<b>2,614,200</b>
Total Between Enterprise and RSF	10.54	11.32	13.57

# Dublin San Ramon Services District Staff Report

Board Meeting – November 17, 2015

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The policy also states that if the combined total of the Enterprise fund and the corresponding RSF exceeds twelve months working capital, the General Manager will make a recommendation to the Board of Directors as to how the funds should be used. At the end of FYE 2015, the Water Enterprise Fund and corresponding RSF exceed the twelve month working capital amount by \$2,614,200. The Water Replacement Fund working capital balance at the end of fiscal year 2015 was \$10,900,490. The minimum working capital target for Water Replacement Fund is \$6,358,930; there is not a maximum level set for replacement funds.

The Water Replacement Fund is primarily funded by rate revenue in Water Operations. The General Manager therefore recommends that staff be directed to transfer the excess funds of \$2,614,200 to the Water Replacement Fund.



Reference Engineering Services Manager	Type of Action Delegate Authority	Board Meeting of November 17, 2015
Subject Authorize and Direct the General Manager to Execute a Purchase Order with Andritz Separation, Inc., for Purchase of a Continuous Backwash Updraft Sand Filter for the DERWA Recycled Water Treatment Facility 6th Filter Project (CIP 16-R008)		
<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 of Directors, by Motion, authorize and direct the General Manager to execute a purchase order with Andritz Separation, Inc., for purchase of a continuous backwash upflow sand filter in the amount of \$422,670.

**Summary:**

This item was brought before the Board on November 3, 2015, however, there were only three Board members present and four votes are required to approve actions under an Emergency Declaration as requested in this item. Therefore, the item is before the Board for a second time. The attached Andritz proposal is the same as presented on November 3, 2015, with the exception that the standard terms and conditions were revised per counsel recommendations.

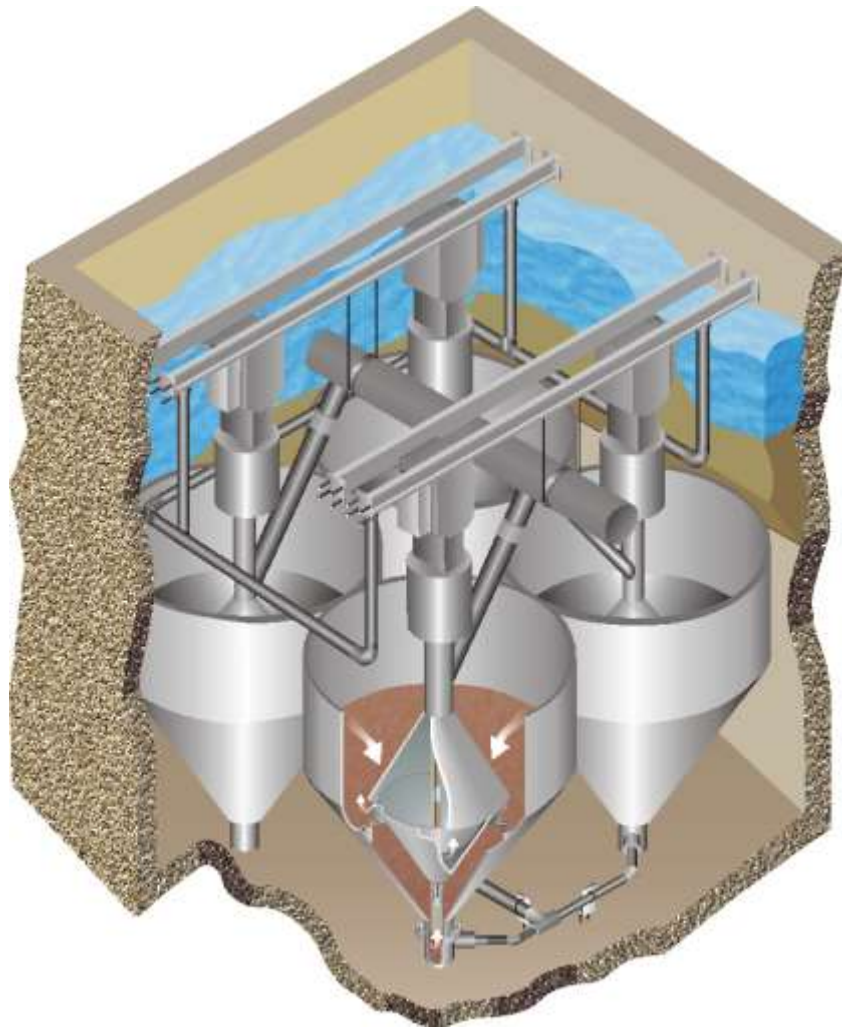
The DERWA and the City of Pleasanton entered into an Agreement to Provide Recycled Water Treatment and Delivery Services dated January 7, 2014. The agreement provides that upon written notice from Pleasanton of its desire to proceed with the sixth sand filter expansion project, DERWA will cause DSRSD to commence the project. On August 4, 2015 Pleasanton provided such written notice and a payment of \$475,000 in accordance with the terms of the agreement. By letter dated August 7, 2015 Pleasanton requested the project be expedited to have the filter on line by May 2016 to conform to completion of the initial stage of the Pleasanton’s recycled water distribution system project. On October 26, 2015 DERWA declared a Community Drought Emergency and requested DSRSD rely on existing statutory authority, including but not limited to Public Contract Code 22050, to expedite the project and to procure services and materials without giving notice for bid.

In 2006 DERWA commissioned the Recycled Water Treatment Facility (RWTF). The RWTF was constructed with five upflow sand filters for treatment. A bay was left for a sixth filter to be installed at a later date. The existing five filters were designed for and constructed with equipment manufactured by Andritz Separation, Inc. To minimize maintenance costs, training requirements, and spare parts, the District has chosen to standardize on the Andritz filter.

In order to expedite the project, per Public Contract Code 22050 and the District’s purchasing policy, staff intends to pre-purchase the filter equipment from Andritz, as the equipment has a long lead time, and then negotiate with the District’s on-call contractor for the installation of the equipment. Staff will bring the negotiated construction agreement to the Board for approval in a few months.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR S. Delight	DEPARTMENT Eng Services	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$422,670	<input checked="" type="checkbox"/> Funding Source A. Water Expansion (Fund 620) B.		Attachments to S&R 1. Andritz Proposal 2. 3.			





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***ANDRITZ Proposal***  
***For Inquiry 1257637-6***  
***Dublin San Ramon Service District***  
***Pleasanton CA***  
***October 20, 2015***

10/20/2015

Paul Friedlander  
Associate Vice President  
Carollo Engineers, Inc.  
2700 Ygnacio Valley Road, Suite 300  
Walnut Creek, CA 94598  
P: 925-932-1710

Dear Mr. Friedlander,

The ANDRITZ Separation proposal 1257637-4 is per The DRSD specification section 11206 dated 10/14/2015 , 01612 Seismic Design Criteria dated 10/07/15 and “Dublin San Ramon Tertiary Treatment Plant Sixth Filter” drawing set dated September 2015.

<b>PRICING, FOB Jobsite.....</b>	<b>\$386,000.00 USD</b>
<b>California Sales Tax 9.5%.....</b>	<b>\$ 36,670.00 USD</b>
<b>TOTAL PRICE With 9.5% Sales Tax.....</b>	<b>\$422,670.00 USD</b>

## **COMMERCIAL CONDITIONS**

### **TERMS AND CONDITIONS**

This price proposal is based on the attached ANDRITZ Separation Inc. Standard Terms and Conditions of Sale.

- ***Price valid for 90 days***

### **TERMS OF PAYMENT (NET 30 DAYS)**

- 25% upon approved submittals
- 65% upon shipment to Dublin San Ramone
- 10% upon Startup and Acceptance Testing Completion

### **Schedule**

Approval drawings will be submitted by November 6, 2015”. Delivery of equipment to site is February 28, 2016.

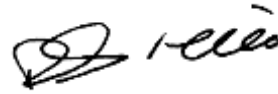
### **ACCESSORIES**

This proposed price includes only those items identified in DSRD specifications 11206,01612 and Dublin San Ramon Tertiary Treatment Plant Sixth Filter Drawings. Any additional items which may be necessary for the operation of the equipment, but are not specifically identified are to be supplied by others or by ANDRITZ at an additional cost.

Thank you for your consideration. Please feel free to contact either of the contacts below with any questions.



Bruce SoRelle  
Western Regional Sales  
Manager  
ANDRITZ Separation Inc.  
1010 Commercial Blvd., South  
Arlington, Texas 76001  
Phone: 817-419-1730  
Mobile: 817-266-9732  
bruce.sorelle@ANDRITZ.com



Bob Hill  
Region North America  
Industry Manager - Environment  
ANDRITZ Separation Inc.  
1010 Commercial Blvd., South  
Arlington, Texas 76001  
817-419-1756  
817-666-8968  
bob.hill@andritz.com

**LOCAL ANDRITZ REPRESENTATIVE**

Mike Tooley  
Miscowater  
5976 West Los Positas, Suite 226  
Pleasanton, CA 94588  
Ph: (925) 225-1900  
Email: [mtooley@miscowater.com](mailto:mtooley@miscowater.com)

**Enclosure:** 2013 Standard Terms and Conditions of Sale

DUBLIN SAN RAMON SERVICES DISTRICT  
TERMS & CONDITIONS

In consideration of the issuance of this Purchase Order ("PO") by Dublin San Ramon Services District ("District") and acceptance thereof by the supplier named on this purchase order ("Supplier"), it is agreed:

1. **SUPPLIER CONFORMANCE:** All materials or services supplied by the Supplier shall conform to the specifications contained herein as well as to the applicable requirements of the District and all applicable Federal, State and local laws. Charge(s) against this PO shall not exceed, and the District will not pay, any amount greater than the total shown on the PO, all taxes, freight, delivery and installation charges must be detailed on the PO.
2. **FREIGHT AND FREIGHT CHARGES:** Unless otherwise noted freight is to be shipped F.O.B. Destination. Supplier owns title to goods and is responsible for goods until delivery to the District's designated destination and acceptance. No charges for containers, packing, storage, etc., will be allowed unless so specified in this PO. When freight charges are pre-approved by the District the seller's actual freight charges shall be prepaid and shown as a separate item on the invoice.
3. **DELIVERY:** If delivery of the commodity or service cannot be made exactly as specified and at the time and price shown, notify the person specified in the PO immediately. Do not make delivery changes without approval.
4. **INSPECTION AND ACCEPTANCE:** Inspection and acceptance will be at destination, unless otherwise instructed by the District. Until delivery and acceptance, risk of loss will be on the Supplier unless loss results from the negligence of the District.
5. **VARIATION IN QUANTITY:** No variation in the quantity of any item called for by this purchase order will be accepted unless such variation has been caused by conditions of loading, shipping, or packing, or allowances in manufacturing processes, and then only to the extent, if any, specified elsewhere in this purchase order.
6. **SALES AND USE TAXES:** This purchase is subject to all California sales tax. Sales tax must be shown on the invoice as a separate item. On out-of-state purchases, the Supplier must show their Use Tax Permit Number issued by the California State Board of Equalization, which authorizes them to charge and collect California sales tax.
7. **PAYMENTS:** Payment terms are **NET/30**. Terms other than NET/30 must be authorized in writing from the District. All Cash Discounts and early payment discounts shall be taken and computed from the date of delivery or completion and acceptance of the material, or from date of receipt of invoice, whichever is latest.
8. **INVOICES:** An original invoice shall be supplied to the District. Unless otherwise specified the invoice shall contain the following information: purchase order number, item number, description of supplies or services, sizes, quantities, unit prices, extended totals, freight charges, all applicable taxes and handling charges where authorized. Unless otherwise specified, payment will only be made on partial deliveries accepted by the District when the amount due on such deliveries so warrants.
9. **MATERIAL SAFETY DATA SHEET:** For orders of hazardous substances, Supplier shall conform to California Labor Code section 6360 and Title 8 C.C.R., Section 339 and 5194 and submit Material Safety Data Sheets with such orders.
10. **COMMERCIAL WARRANTY:** (a) Supplier warrants to District that the Products manufactured by it will be delivered free from defects in material and workmanship, and fit for the purpose as defined in Proposal No. 1257637-2, dated September 9, 2015. This warranty shall commence upon delivery of the Products and shall expire on the earlier to occur of 12 months from initial operation of the Products and 24 months from delivery thereof (the "Warranty Period"). If during the Warranty Period District discovers a defect in material or workmanship of a Product and gives Supplier written notice thereof within 10 business days of such discovery, Supplier will either deliver to District, on the same terms as the original delivery was made, a replacement part, or repair the defect in place. Any repair or replacement part furnish pursuant to this warranty are warranted against defects in material and workmanship for one period of 12 months from completion of such repair or replacement, with no further extension. Supplier will have no warranty obligations for the Products under this paragraph 10(a): (i) if the Products have not been operated and maintained in accordance with Supplier's specific written instructions; (ii) if the Products are used in connection with any mixture or substance or operating condition other than that for which they were designed; (iii) if District fails to give Supplier such written 10 business day notice; (iv) if the Products are repaired by someone other than Supplier (without Supplier's approval) or have been intentionally damaged; or (v) for erosion (i.e. from sand/water blasting erosion in the wash chamber/airlift assembly under certain baffle configurations), or ordinary wear and tear of parts which by their nature are exposed to severe wear and tear or are considered expendable (i.e. Airlift Screen Element and Pneumatic Panel F-R-L). (b) Supplier further warrants to District that at delivery, the Products manufactured by it will be free of any liens or encumbrances. If there are any such liens or encumbrances, Supplier will cause them to be discharged promptly after notification from District of their existence. (c) THE EXPRESS WARRANTIES SUPPLIER MAKES IN THIS PARAGRAPH 10 ARE THE ONLY WARRANTIES IT WILL MAKE. THERE ARE NO OTHER WARRANTIES, WHETHER STATUTORY, ORAL, EXPRESS OR IMPLIED. IN PARTICULAR, THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. (d) The remedies provided in paragraphs 10(a) and 10(b) are District's exclusive remedy for breach of warranty.
11. **HOLD HARMLESS:** Supplier agrees to defend and indemnify District, its officers, agents and employees, from and against any third-party claim for bodily injury or physical property damage ("Loss") arising in connection with the drawings provided by Supplier hereunder or the Work performed by Supplier hereunder, but only to the extent such Loss has been caused by the negligence, willful misconduct, recklessness or other legal fault ("Fault") of Supplier, or arising out of alleged infringement of any patent of the United States by any drawings delivered hereunder (other than alleged infringement by reason of the use of any of the drawings delivered hereunder in combination with other materials or in the practice of any process) or resulting from the use of any copyrighted or uncopyrighted composition. District shall promptly tender the defense of any such third-party claim to Supplier. Supplier shall be entitled to control the defense and resolution of such claim, provided that District shall be entitled to be represented in the matter by counsel of its choosing at District's expense. Where such Loss results from the Fault of both Supplier and District or a third party, then Supplier's indemnity obligation shall be limited to the proportion of the Loss that Supplier's Fault bears to the total Fault.
12. **CONTRACTOR'S LICENSE.** If work performed under this PO requires a Contractor's license, the Supplier specifically certifies that he or she has the appropriate California Contractors License for the work to be completed. Upon the District's request, the Contractor shall immediately provide a certified copy of the Contractor's license.
13. **PREVAILING WAGE:** If the District determines based on California Labor Code Sections 1720 and 1771 that work performed under this PO is considered "public works"; the Supplier agrees to pay personnel of any tier the prevailing wage for such work. Wage rates are available on-line at [www.dir.ca.gov/DLSR/PWD](http://www.dir.ca.gov/DLSR/PWD).
14. **INSURANCE.** Supplier shall maintain commercial general liability insurance with limits of not less than \$2,000,000 per occurrence and in the aggregate covering claims for bodily injury (including death), personal injury, and physical property damage arising out of the Work. Supplier shall also provide workers' compensation insurance or the like as required by the laws of the jurisdiction where the Work will be performed, and owned and non-owned auto liability insurance with limits of not less than \$1,000,000 combined single limit per accident. District shall be designated as an additional insured under Supplier's commercial general liability insurance and auto liability insurance coverages, and Supplier will provide endorsements to the policies evidencing the existence of such coverages upon execution of the Purchase Order.
15. **PERMITS, LICENSES AND SAFETY:** The Supplier shall procure all permits and licenses, pay all charges and fees and give all notices necessary and incidental to the due and lawful prosecution of the work. The Supplier shall be solely and completely responsible for conditions on the job site, including the safety of all persons and property during performance of the work. The Supplier shall conform to all Federal, State, and local safety laws, ordinances, codes, and regulations. All safety equipment shall be the Supplier's responsibility. These requirements shall apply continuously, and not be limited to normal working hours.
16. **DEFAULT BY SUPPLIER:** In case of default by supplier, the District reserves the right to procure the articles or services from the other sources and to hold the supplier responsible for any excess costs occasioned to the District thereby.
17. **TERMINATION:** Either party has the right to terminate this agreement

DUBLIN SAN RAMON SERVICES DISTRICT  
TERMS & CONDITIONS

at any time prior to performance by giving thirty (30) days prior written notice.

18. **LIMITATION OF LIABILITY.** The aggregate liability of Supplier and its affiliated companies or subcontractors for any claim of any kind for any loss or damage resulting from, arising out of or connected with this Agreement or from the performance or breach thereof, whether based on contract, warranty, tort (including negligence), fault, strict liability, indemnity, or otherwise, shall in no event exceed the total price of work comprising this Purchase Order, excluding indemnification of third party claims for bodily injury and physical property damage, which shall not be subject to any such limitation. Supplier or its affiliated companies or subcontractors shall not be liable to District under this Purchase Order for special, incidental or consequential damages of any nature or for loss of profits or revenue or business opportunity, loss by reason of shutdown of facilities or inability to operate any facility at full capacity, or for increased expenses of plant operations, excluding indemnification of third party claims for bodily injury and physical property damage, which shall not be subject to any such limitation. All liability of Supplier under this Purchase Order for any claim of any kind shall terminate on that date which is the second anniversary of the date the work contemplated by this Purchase Order is completed and delivered to District. The provisions of this Article 18 shall supersede any inconsistent provisions of this Purchase Order.