



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

NOTICE OF REGULAR MEETING

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

DATE: Tuesday, March 1, 2016

AGENDA

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
Finance & Personnel

February 29, 2016

7. APPROVAL OF MINUTES - Regular Meeting of
February 16, 2016

Executive
Services
Supervisor

Approve
by Motion

BUSINESS:

REFERENCE

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

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

- | | | | | |
|----|--|------------------------------|---|--|
| A. | Approve Consulting Services Agreement and Authorize Execution of Task Order No. 1 with ID/Architecture for Architectural Design Services for the Field Operations Offices and Corporation Yard Project (CIP 16-A005) | Engineering Services Manager | Approve by Resolution & Approve by Motion | |
| B. | Authorize Task Order No. OC-22 with Carollo Engineers for Engineering Design Services for the Facilities Relocation for Dublin Boulevard Widening - Sierra Court to Dublin Court (CIP 16-A002) | Engineering Services Manager | Approve by Motion | |

9. **BOARD BUSINESS**

- | | | | | |
|----|--|------------------------------|---|--------|
| A. | Hold Public Hearing: Adopt Resolution Establishing Miscellaneous Fees and Charges and Rescind Resolution No. 14-14 | General Manager | Hold Public Hearing & Approve by Resolution | 5 min |
| B. | Hold Public Hearing: Adopt Resolution Establishing Industrial Waste Program User Fees and Charges and Rescind Resolution No. 15-14 | General Manager | Hold Public Hearing & Approve by Resolution | 5 min |
| C. | Continue the State of a Community Drought Emergency through October 31, 2016 and Rescind Resolution No. 7-16 | General Manager | Approve by Resolution | 5 min |
| D. | Discuss 2016 Recycled Water Residential Fill Station Program Strategy and Recommendation | Engineering Services Manager | Discuss & Provide Direction | 15 min |
| E. | Approve DSRSD Comment Letter on Zone 7 Water Agency's 2015 Urban Water Management Plan | Engineering Services Manager | Approve by Motion | 10 min |
| F. | Discuss and Provide Direction on Operations Manager Job Description Update | General Manager | Discuss & Provide Direction | 10 min |

BUSINESS:

REFERENCE

	<u>Recommended Action</u>	<u>Anticipated Time</u>
10. <u>BOARDMEMBER ITEMS</u>		
• Submittal of Written Reports from Travel and Training Attended by Directors		
11. <u>CLOSED SESSION</u>		
A. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6 Agency Negotiator: John Archer, General Manager Unrepresented Employee: Operations Manager Additional attendees: Michelle Gallardo, Human Resources Supervisor Carl P.A. Nelson, General Counsel		15 min
B. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6 Agency Negotiator: John Archer, General Manager Employee Organization: 1. Stationary Engineers Local 39 Additional attendees: Michelle Gallardo, Human Resources Supervisor Carl P.A. Nelson, General Counsel		5 min
C. Public Employee Appointment – Pursuant to Government Code Section 54957 Title: General Manager		5 min
12. <u>REPORT FROM CLOSED SESSION</u>		
13. <u>ADJOURNMENT</u>		

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

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

February 16, 2016

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President D.L. (Pat) Howard, Vice President Richard M. Halket, Director Edward R. Duarte, Director Madelyne (Maddi) Misheloff, and Director Georgean M. Vonheeder-Leopold.

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 reported that the Zone 7 Board meeting will be held tomorrow night February 17, 2016. He also reminded the Board that the Association of California Water Agencies (ACWA) Legislative Symposium will be held March 9, 2016 in Sacramento. He again reminded Boardmembers and designated staff that the Fair Political Practices Commission (FPPC) Annual Statements of Economic Interest forms (Form 700) are due to the District Secretary by March 18, 2016.

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 The Tri-Valley Water Policy Roundtable #6 meeting was held last week on February 11, 2016.
 - o Acquisition of the new Field Operations Division property located on Commerce Circle in Pleasanton should be final on March 22, 2016.
- Correspondence to and from the Board on an Item not on the Agenda - None

B. Agenda Management (consider order of items) – General Manager Archer noted that Closed Session Item 11.A will not be needed if Item 9.I is approved.

C. Committee Reports

Tri-Valley Water Policy Roundtable Committee February 11, 2016

President Howard invited comments on recent committee activities. The Directors agreed to defer discussion of this meeting to Item 9.G.

7. APPROVAL OF MINUTES – Regular Meeting of February 2, 2016

Director Vonheeder-Leopold MOVED for the approval of the February 2, 2016 minutes. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

Engineering Services Manager McIntyre noted that a typographical correction (changing “(3)” to “(30)”) was needed in item ‘c’ on page 2 of Attachment A to the Technical Services Agreement proposed for approval under Item 8.A.

Director Duarte requested that Item 8.B be removed from the Consent Calendar for further discussion.

Director Duarte MOVED for approval of Items 8.A and 8.C on the Consent Calendar, with the correction noted above to the Agreement comprising Item 8.A. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

A. Approve Technical Services Agreement with National Plant Services, Inc., for Condition Assessments of Sanitary Sewer Lines - Approved

B. REMOVED - Approve Amendment to the Capital Improvement Plan and Budget FYEs 2016 and 2017 to Revise Project Description and Increase Budget for District Office Improvements Project (CIP 6-A006) – Approved – Resolution No. 6-16 Discussion

Director Duarte inquired if the requested budget amendment would provide enough funding for the District Office improvements included in the revised project description. Engineering Services Manager McIntyre confirmed that the proposed budget increase would suffice, and both he and General Manager Archer acknowledged that additional facility improvements would be included in a more comprehensive project in the future.

Director Duarte MOVED for approval of Item 8.B on the Consent Calendar. Director Misheloff SECONDED the MOTION, which carried with FIVE AYES.

C. Accept the Following Regular and Recurring Reports: District Financial Statements, Warrant List and Upcoming Board Business – Approved.

9. BOARD BUSINESS

A. Review and 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. He presented his recommendation that the Board eliminate this standing item as it is redundant with the monthly standing Item 9.B.

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

The Board agreed to eliminate this standing item from future Board meeting agendas.

B. Accept Water Supply and Demand and Drought Response Action Plan Status Reports

General Manager Archer reported that this is a standing agenda item and highlighted aspects of the report.

The Board and staff discussed various aspects of the reports, including Governor Brown's November 13, 2015 Executive Order for a continuation of the State of the Community Drought Emergency through October 31, 2016.

Vice President Halket MOVED to accept the Water Supply and Demand Report and the Drought Response Action Plan Status Report. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

C. Continue the State of a Community Drought Emergency through October 31, 2016 and Rescind Resolution No. 27-15

General Manager Archer reviewed the item for the Board.

The Board and staff discussed that proposed changes to the District's Drought Response Action Plan, resulting from Governor Brown's Executive Order for a continuation of the State of the Community Drought Emergency, will be addressed in Item 9.D.

Vice President Halket MOVED to adopt Resolution No. 7-16, to extend the declaration of a Community Drought Emergency and Rescind Resolution No. 27-15. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

D. Endorse Updated Drought Response Action Plan for 2016

Operations Manager Gallagher reviewed the item for the Board and described the proposed Plan actions District staff will undertake March 1 - October 31, 2016 in response to the ongoing drought, and the State Water Resources Control Board's extended emergency water conservation regulations. Revised urgency ordinances will be brought back to the Board for approval if the Board requests changes to the water use limitations or enforcement program.

Speaker: Ms. Judy Mahr, President of California Highlands of Dublin Homeowners Association – Ms. Mahr addressed the Board and expressed concerns regarding enforcement of the pool cover requirement in accordance with the District's water use limitations.

The Board and staff discussed the proposed updates to the Plan and agreed the changes presented by staff are sensible, and noted the rebate program will continue to encourage customers to implement water conservation methods though certain restrictions will no longer be in effect. An updated ordinance will be prepared for Board approval

reflecting the approved changes to the water use limitations. The Board and staff also briefly discussed the status of recycled water connections throughout Dublin.

Director Duarte MOVED to accept the Updated Drought Response Action Plan for 2016. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

- E. Amend FYE 2016 and FYE 2017 Operation Budgets Related to District Drought Response

General Manager Archer reviewed the item for the Board.

The Board and staff briefly discussed the District's commendable conservation levels and potential related budgetary impacts per the water shortage supply rate currently in effect. General Manager Archer indicated that the financial statements included in the Board agenda packet confirm that the Water fund is operating within budgeted expectations.

Vice President Halket MOVED to adopt Resolution No. 8-16, adjusting the FYE 2016 and FYE 2017 Operating Budgets. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

- F. Referral of Status Update of the Water Master Plan and Water Capacity Reserve Fee Study to the Finance and Personnel Committee

Engineering Services Manager McIntyre reviewed the item for the Board. He suggested the Finance and Personnel Committee, represented by Vice President Halket and Director Misheloff, receive an update on the progress of the Water Master Plan Update and the Water Capacity Reserve Fee Study ahead of Board consideration.

Vice President Halket and Director Misheloff agreed to hold a Finance and Personnel Committee meeting on Monday February 29, 2016 at 5:30 p.m.

- G. Discuss Tri-Valley Water Policy Roundtable Activities on Water Reliability and Advanced Water Recycling

Engineering Services Manager McIntyre reviewed the item for the Board and summarized the activities and discussions held at the meeting on February 11, 2016.

The three main items discussed were the Zone 7 water supply evaluation, community survey results, and next steps. The elected officials in attendance unanimously adopted the following suggestions: the agencies should collaborate on a joint feasibility study of Indirect Potable Reuse (IPR) in the next 12-18 months, the agencies should not study Direct Potable Reuse (DPR) at this time due to lack of community support, and the agencies should begin community outreach concurrent with the IPR joint feasibility study. Staff noted that the estimated study cost would be in the range of \$500,000, shared by the agencies. Additional Roundtable meetings will be held at the behest of the elected officials.

The Board and staff discussed and assessed the participating agencies' positions and input regarding various topics including IPR, desalination, the proposed Delta WaterFix, Zone 7's water supply evaluation, initiation of the feasibility study, and continuing support of the Committee's efforts. Mr. McIntyre surmised IPR should be implemented in the valley within five to ten years and endorsed an aggressive timeline.

H. Discuss Update on California WaterFix Project

Engineering Services Manager McIntyre gave a presentation to the Board on the California WaterFix Project and invited discussion on the information presented.

The Board and staff discussed various aspects of the WaterFix project as well as the District's dependence on Zone 7 for the majority of its water supply, the State Water Project (SWP) reliability issues, and the Zone 7 water supply evaluation update report, which presumes the WaterFix Project will ultimately come to fruition. The Board requested that Assistant General Counsel Bob Maddow deliver a presentation about the SWP at a future Board meeting to provide a better understanding of how the SWP works and the contracted agencies' rights so as to ensure the Board feels more comfortable weighing in on this matter.

Mr. McIntyre also noted that Zone 7 will be asked to approve a policy supporting the WaterFix Project at their Board meeting tomorrow evening. He inquired if the Board wished for him to convey support for such a policy. No direction was given by the Board.

I. Amend the Memoranda of Understandings between the District and the Mid-Management Employees Bargaining Unit (MEBU) and the Professional Employees Bargaining Unit (PEBU) for the period December 26, 2011 through December 17, 2017, and for the Confidential Employees Bargaining Unit (CEBU) for the period of December 26, 2011 through April 30, 2018

General Manager Archer reviewed the item for the Board, and explained the difference in the proposed Memoranda of Understanding expiration dates is due to the one-year extension from the current expiration dates. CEBU has a different expiration date from MEBU and PEBU.

The Board thanked staff and the three bargaining units for being flexible and working diligently through this negotiation process.

Vice President Halket MOVED to adopt Resolution No. 9-16, approving a side letter of agreement amending the memorandum of understanding applicable to employees in the Mid-Management Employees Bargaining Unit (MEBU), to adopt Resolution No. 10-16, approving a side letter of agreement amending the memorandum of understanding applicable to employees in the Professional Employees Bargaining Unit (PEBU), to adopt Resolution No. 11-16, approving a side letter of agreement amending the memorandum of understanding applicable to employees in the Confidential Employees Bargaining Unit (CEBU). Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

10. BOARDMEMBER ITEMS

Director Misheloff inquired about cooperative efforts with East Bay Municipal Utility District (EBMUD) to obtain alternate water resources. Operations Manager Gallagher explained that at this time EBMUD is unable to offer excess capacity to the District for water transfers due to the need to utilize 100% of available capacity to serve EBMUD customer needs.

Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor Genzale. She reported that she attended the Alameda County Special Districts Association (ACSDA) Board meeting on February 10, 2016 at the Castro Valley Sanitary District. She summarized the activities and discussions at the meetings.

11. CLOSED SESSION

At 7:05 p.m. the Board went into Closed Session.

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

Agency Negotiator: John Archer, General Manager

Employee Organizations: 1. Mid-Management Employees Bargaining Unit
2. Professional Employees Bargaining Unit
3. Confidential Employees Bargaining Unit

Additional attendees: Michelle Gallardo, Human Resources Supervisor
General Counsel Carl P. A. Nelson

B. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6

Agency Negotiator: John Archer, General Manager

Employee Organizations: 1. Stationary Engineers – Local 39

Additional attendees: Michelle Gallardo, Human Resources Supervisor
General Counsel Carl P. A. Nelson

C. Public Employee Appointment – Pursuant to Government Code Section 54957

Title: General Manager

12. REPORT FROM CLOSED SESSION

At 8:36 p.m. the Board came out of Closed Session. President Howard announced that there was no reportable action.

13. ADJOURNMENT

President Howard adjourned the meeting at 8:37 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor



Reference Engineering Services Manager	Type of Action Approve Agreement and Authorize Task Order No. 1	Board Meeting of March 1, 2016
Subject Approve Consulting Services Agreement and Authorize Execution of Task Order No. 1 with ID/Architecture for Architectural Design Services for the Field Operations Offices and Corporation Yard Project (CIP 16-A005)		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	D. McIntyre
		<input type="checkbox"/> Board Member

Recommendation:

The Engineering Services Manager recommends the Board of Directors: 1) approve, by Resolution, a Consulting Services Agreement with ID/Architecture; and 2) authorize, by Motion, the General Manager to execute Task Order No. 1 for Architectural Design Services for the Field Operations Offices and Corporation Yard Project (CIP 16-A005) in an amount not to exceed \$203,000.

Summary:

Strategic Work Plan Task 2.04.05 is to “secure, procure, or construct a permanent home for the Field Operations Corporation Yard.” At the regular meeting on October 20, 2015, the Board of Directors authorized the General Manager to execute the required documents to purchase 7035 Commerce Circle in Pleasanton from Johnson Drive Holdings I, LLC for the Field Operations Corporation Yard in the amount of \$4.9 million. Close of escrow for the property is scheduled for March 22, 2016. The District is currently in a license period whereby the District may occupy and/or make improvements to the property.

The U.S. Army informed the District that the Field Operations Division (FOD) must vacate the existing location in the Parks Reserve Forces Training Area in Dublin, California by September 30, 2016. Staff is planning for the improvements to the Commerce Circle property to accommodate FOD operations. The most significant improvements include the addition of showers and a locker room, a mud room, and water quality sampling storage, as well as improvements to the kitchen/break room.

On January 19, 2016, the District sent a Request for Proposals for Architectural Design Services for the Field Operations Offices and Corporation Yard Project to four architecture firms. Three of the four firms submitted proposals: ID/Architecture, HKIT Architects, and Dahlin Group. ID/Architecture was selected to provide the design services based on the proposed approach to work and schedule, experience with commercial building improvements, familiarity with the local codes and zoning, and good working relationships with City of Pleasanton building officials and the local Fire Marshall.

The 2-Year Capital Improvement Budget for the Field Operations Offices and Corporation Yard Project is \$6.5 million, which includes the \$4.9 million purchase of the building. Funding for this project is 55% from Water Replacement (Fund 610), 30% from Water Expansion (Fund 620), 10% from Local Wastewater Replacement (Fund 210), and 5% from Local Wastewater Expansion (Fund 220).

Committee Review			Legal Review	Staff Review		
COMMITTEE	DATE	RECOMMENDATION		ORIGINATOR	DEPARTMENT	REVIEWED BY
---	---	---	Not Required	R. Mutobe	Engineering Services	
ATTACHMENTS <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 \$203,000 NTE	<input checked="" type="checkbox"/> Funding Source A. Water Replacement (Fund 610) B. Water Expansion (Fund 620) C. Local Wastewater Replacement (Fund 210) D. Local Wastewater Expansion (Fund 220)		Attachments to S&R 1. 2. 3.			

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING A MASTER AGREEMENT FOR CONSULTING SERVICES WITH ID/ARCHITECTURE FOR ARCHITECTURAL DESIGN SERVICES FOR THE FIELD OPERATIONS OFFICES AND CORPORATION YARD PROJECT (CIP 16-A005)

WHEREAS, the District desires to obtain professional consulting services for the design and construction administration of renovations for the District's new Field Operations Offices and Corporation Yard Project (CIP 16-A005) at 7035 Commerce Circle, Pleasanton, California, and has solicited a Request for Proposals in accordance with Resolution No. 14-06; and

WHEREAS, District staff have evaluated professional consulting services proposals and conducted telephone interviews for said consulting services, and have recommended the selection of ID/Architecture for providing design services related to the Field Operations Offices and Corporation Yard Project. ID/Architecture was selected based on their proposed approach to the work tasks and schedule, experience with commercial building improvements, and good working relationships with City of Pleasanton building officials and the local Fire Marshall.

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

That certain "Master Agreement for Consulting Services" (Exhibit A) by and between the Dublin San Ramon Services District and ID/Architecture is hereby approved, and the General Manager and District Secretary are hereby authorized and directed to execute, and to attest thereto, respectively, said agreement for and on behalf of Dublin San Ramon Services District.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 1st day of March 2016, and passed by the following vote:

AYES:

NOES:

ABSENT:

D. L. (Pat) Howard, President

ATTEST: _____
Nicole Genzale, District Secretary

MASTER AGREEMENT for CONSULTING SERVICES
WITH
ID/ARCHITECTURE

THIS AGREEMENT, made and entered into this _____ day of _____, 20__ by and between DUBLIN SAN RAMON SERVICES DISTRICT, a public agency in the counties of Alameda and Contra Costa, California (“District”) and ID/Architecture (“Consultant”), 6700 Koll Center Parkway, Suite 110, Pleasanton, CA 94566, (925) 484-6246.

WHEREAS, District requires professional architectural design consulting services; and

WHEREAS, Consultant’s principals are duly licensed professional architects in the State of California and Consultant represents that it is experienced in performing, and uniquely qualified to perform, the professional architectural design consulting services; and

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

NOW, THEREFORE, the parties hereto agree as follows:

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

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

District shall reimburse Consultant for other expenses directly incurred in performing services hereunder, if any, described in Exhibit “A.”

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

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

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

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

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

6. PERIOD OF SERVICE. Unless extended by Task Order, this Master Agreement shall expire on [March 31, 2019](#).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

20. AMENDMENTS. This Agreement may be amended or supplemented by the parties

by written agreement approved and executed in the same manner as this Agreement.

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

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

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

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

To Consultant: Bill Douglas
ID/Architecture
6700 Koll Center Parkway, Suite 110
Pleasanton, CA 94566

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

DUBLIN SAN RAMON SERVICES DISTRICT, a
public agency

By _____
John Archer, General Manager

Attest:

Nicole Genzale, District Secretary

ID/ARCHITECTURE

Bill Douglas, President

Exhibit A
to Master Agreement for Consulting Services
Consultant Billing Rates

Fee Estimates

Architectural Fees and Compensation

ID Architecture Billing Rates

Project Manager.....	155.00/hour
Senior Project Designer.....	155.00/hour
Project Designer.....	120.00/hour
Job Captain.....	120.00/hour

ID/Architecture
Task Order No. 1 to Agreement dated _____, 2016

Issue Date: February 17, 2016

Project Name and Number: Corporation Yard & Administrative Facilities (16-A005)

Task Title: Architectural Design Services

Project Manager Name & Signature: Robyn Mutobe _____

Source of Funds: Water Replacement (Fund 610) – 55%
 Water Expansion (Fund 620) – 30%
 Local Wastewater Replacement (Fund 210) – 10%
 Local Wastewater Expansion (Fund 220) – 5%

Board Review Committee: Board

Account Number: 16-A005.design.cip

Authorization Amount: \$203,000

Purchase Order Number: TBD

Return Purchase Order to: Evita Schnupp

Compensation Method: Time and materials as per Agreement

Completion Date: December 31, 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: Required – Need to include Attachment B
 Not Required

Recommended by: Dan McIntyre (_____)

Accepted by: _____
 Bill Douglas, President
 ID/Architecture

 Date

Authorized by: _____
 John Archer, General Manager
 Dublin San Ramon Services District

 Date

January 19, 2016



FIELD OPERATIONS OFFICES AND CORPORATION YARD (CIP 16-A005) ARCHITECTURAL DESIGN SERVICES

SCOPE OF WORK

The Consultant shall provide architectural design services to renovate portions of the existing Commerce Circle property in preparation of the Field Operations Division (FOD) move to the site.

All renovations must accommodate FOD and their staffing projections for the next 5 years. Design services are required for the following functional areas (referred to herein as Areas A-D):

- A. New locker rooms and showers;
- B. New unisex mudroom;
- C. Existing kitchen/break room; and
- D. Water quality sampling storage room.

DSRSD has preliminarily identified spaces for Areas A-D and envisions the following for the functional areas:

- A. Locker Rooms and Showers: Locker rooms and showers need not be part of the existing first floor bathrooms. Four new shower stalls and lockers are envisioned for the new men's locker room.
- B. Unisex Mudroom: The mudroom should be located close to bathrooms and showers, but need not share an entrance. The mudroom should contain a hose bib and hooks and benches for gear and equipment. The mudroom should have a metal grate and floor drain with cleanout to allow field staff to clean off and hose down dirty gear before entering the office building or locker/shower room.
- C. Kitchen and Break Room: The 1st floor kitchen shall be renovated to have the following appliances: refrigerator/freezer, coffee machine, microwave oven, stove/oven range, ventilation, dishwasher, and sink with a garbage disposal. A doorway from the kitchen into the adjacent break room is desired. The break room is envisioned to have a door to a new outdoor concrete patio with a fence for privacy.
- D. Water Quality Sampling Storage Room: The sampling storage room should be separate from other functions to ensure the integrity of the field samples. The room must contain a new refrigerator/freezer, and an existing ice machine will be relocated within the sampling storage room.

While Areas A-D have distinct functions, the rooms connect to the overall office space. In this regard, the Consultant may provide guidance on overall fixtures and finishes to present a cohesive, professional work environment.

The Consultant's required scope of work shall include the following tasks.

TASK 1 – PLANNING PHASE

DSRSD has preliminarily identified spaces for Areas A-D.

1.1–Site Visit and Review of Planning Information

Consultant shall:

- Attend a kickoff meeting/site visit. This meeting will be scheduled between the Consultant and key District staff and stakeholders to tour the 7035 Commerce Circle property.
- Review available information and provide feedback on the preliminary space planning identified by the District (i.e., identify fatal flaws, potentials for delayed construction schedule, permit issues, etc.). Additional preliminary design options or ideas are encouraged for Areas A-D.

1.2 – Pre-Design Workshop

Consultant shall:

- Prepare up to 3 (maximum) conceptual designs/floor plan sketches (CAD drawings are not required at this stage) showing basic layouts for Areas A-D.
- Prepare preliminary construction cost estimates for each option for Areas A-D.
- Present the conceptual designs options and cost estimates at a Pre-Design Workshop for review by District staff. Utilities connections and any potential code/permit or other challenging aspects of the project should be presented as part of this meeting. Workshop attendees may include key FOD stakeholders, senior managers, District PM and other key operations or maintenance staff, as needed.
- Prepare draft meeting minutes and transmit no later than 1 week following the Pre-Design Workshop. The project schedule shall allow for a 2 week review period following the Pre-Design Workshop for District staff to review conceptual designs, finalize/approve meeting minutes, and select the preferred design alternatives for detailed design.
- Provide suggestions for flooring materials, furniture finishes, fixtures, equipment and interior signage.

TASK 2 – DETAILED DESIGN PHASE

Consultant shall provide all specialties required for the complete design of the building renovations, including but not limited to architectural, civil, structural, mechanical/HVAC, plumbing, and electrical disciplines.

The Consultant shall prepare complete, biddable contract documents (plans, specifications, estimates and construction schedules) for each functional Area A-D identified above.

2.2 - 90% Design Submittal

Consultant shall:

- Prepare 90% design submittal including final drawings, technical specifications, construction cost estimate, and estimated construction schedule for review by District.
- Incorporate all District comments along with an explanation as to how all previous comments have been addressed in the 90% design submittal.
- Include contract documents outlining construction sequencing and constraints to be conveyed to the Contractor as required to maintain operations as needed during construction.
- Redline the District's Standard Bid and General Contract Requirements, which will be provided to the Consultant in hardcopy form, and return it to the District for electronic editing with the 90% submittal.
- Incorporate specifications for flooring, furniture, fixtures, equipment and interior signage as needed for bid package.
- Present the 90% design submittal to District staff at a 90% design review meeting. The schedule shall allow for a 2 week review period by District staff.

Five (5) hard copies and one (1) electronic (PDF) copy of the 90% submittal shall be provided for District review.

2.3 - Final Design/Bid Documents Submittal

Consultant shall provide a complete set of documents which will allow for public bidding and construction of the proposed project. The Consultant shall:

- Prepare Final Design/Bid Documents including drawings, technical specifications and final contract documents. Design drawings shall be prepared under the supervision of, and stamped and signed by, a California Registered Professional Architect or Engineer of the applicable discipline(s).
- Submit a final construction cost estimate and estimated construction schedule to the District.
- Incorporate District 90% review comments in the final design/bid documents along with an explanation as to how the 90% design submittal comments have been addressed.
- Assist in submitting plans and specifications to local building authority for permitting.
- Respond to all permit-related reviews/comments and revise construction documents accordingly. If project is being bid during this period, assist District in issuing required addenda to all bidders reflecting any construction document changes.

The final design submittal is expected to be fully complete and in biddable condition.

One (1) reproducible hardcopy and one (1) electronic (PDF) copy of half size drawings, full size drawings, and unbound technical specifications shall be provided for District for reproduction. In addition, one (1) reproducible hardcopy and one (1) electronic (PDF) copy of the final construction cost estimate and construction schedule shall be submitted to the District. The consultant shall also provide the drawings in AutoCAD (version 12 or higher), the specifications in Microsoft Word, the construction cost estimate in Microsoft Excel and the construction schedule in Microsoft Project.

TASK 3 – BID PHASE SERVICES

The Consultant shall assist the District, as required, during the bid phase of the Project. Bid phase services shall include:

- Attendance at a pre-bid meeting and site walk-through.
- Preparation of any addenda (reproduction and distribution will be provided by the District).
- Preparation of responses to questions or clarification of aspects of the design.
- Evaluation of bids received.
- Preparation of conformance drawings with any addenda issued during the bid period.

Any assumptions and basis for Consultant's fee estimate shall be clearly stated within the Consultant's scope of work.

TASK 4 – DESIGN SERVICES DURING CONSTRUCTION PHASE

The Consultant shall assist the District, as required, during the construction phase of the Project. Construction phase services shall include:

- Coordination with the construction manager.
- Attendance at pre-construction meeting and coordination meetings, as needed.
- Field observations, as needed.
- Review of contractor submittals, as needed.
- Review and response to requests for information (RFIs).
- Review of change order requests.
- Preparation of record drawings.

- Assist with obtaining Certificate of Occupancy from local building authority, as necessary.

Any assumptions and basis for Consultant's fee estimate shall be clearly stated within the Consultant's scope of work, including number of coordination meetings and number of submittal reviews, RFIs, and change order requests.



Reference Engineering Services Manager	Type of Action Authorize Task Order	Board Meeting of March 1, 2016
Subject Authorize Task Order No. OC-22 with Carollo Engineers for Engineering Design Services for the Facilities Relocation for Dublin Boulevard Widening - Sierra Court to Dublin Court (CIP 16-A002)		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation	<input checked="" type="checkbox"/> Staff
REPORT:	D. McIntyre	<input type="checkbox"/> Board Member

Recommendation:

The Engineering Services Manager recommends the Board of Directors authorize, by Motion, the General Manager to execute Task Order No. OC-22 for Engineering Design Services with Carollo Engineers in an amount not to exceed \$167,500.

Summary:

The City of Dublin will begin widening Dublin Boulevard from Sierra Court to Dublin Court in late 2016. This project will require the District to relocate numerous water and sewer utilities to accommodate this widening, including District's Dublin Boulevard Sewer Lift Station (DLS) under the Facilities Relocation for Dublin Boulevard Widening - Sierra Court to Dublin Court Project (CIP 16-A002).

Staff has negotiated a scope and budget with one of the District's on-call engineering firms, Carollo Engineers, for design and bid services. The scope includes developing a conceptual layout of the future DLS location, geotechnical engineering services, coordination assistance in obtaining temporary construction and permanent easements, preparing a detailed design including plans, specifications and cost estimates, and providing engineering services during the bid period. The task order, scope of work, and budget are attached.

The undergrounding portion of the City's project is tentatively scheduled to commence this December 2016. The purpose of this scope of work is to complete the plans and specifications in late spring in order to construct the project over the summer of 2016.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR R. Portugal	DEPARTMENT Eng Services	REVIEWED BY
ATTACHMENTS <input type="checkbox"/> None						
<input 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 \$167,500	<input checked="" type="checkbox"/> Funding Source A. Local Wastewater Replacement (Fund 210) - 70% B. Water Replacement. (Fund 610) -		Attachments to S&R 1. 2. 3.			27 of 120

Carollo Engineers, Inc.
Task Order No. OC-22 to Agreement dated March 26, 2013

Issue Date: February 17, 2016

Project Name and Number: Facility Relocation for Dublin Boulevard Widening – Sierra Court to Dublin Court (CIP 16-A002)

Task Title: Dublin Boulevard Lift Station Relocation Design

Project Manager Name & Signature: Rudy Portugal _____

Source of Funds: Local Water Replacement (Fund 210) – 70%
Water Replacement (Fund 610) – 30%

Board Review Committee: Board

Account Number: 16-A002.design.cip

Authorization Amount: \$167,500

Purchase Order Number: TBD

Return Purchase Order to: Evita Schnupp

Compensation Method: Time and materials as per Agreement

Completion Date: December 31, 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: Required – Need to include Attachment B
 Not Required

Recommended by: Dan McIntyre (_____)

Accepted by: _____
 Paul Friedlander, Associate Vice President
 Carollo Engineers, Inc. _____
 Date

Accepted by: _____
 Lou Carella, Executive Vice President
 Carollo Engineers, Inc. _____
 Date

Authorized by: _____
 John Archer, General Manager
 Dublin San Ramon Services District _____
 Date

DUBLIN SAN RAMON SERVICES DISTRICT
DUBLIN BOULEVARD LIFT STATION RELOCATION DESIGN
SCOPE OF WORK

INTRODUCTION

The District's Dublin Boulevard Lift Station will be to need relocated due to the widening of Dublin Boulevard. The purpose of this scope of work is to produce contract plans and specification for the construction of the relocated lift station.

SCOPE OF WORK**Task 1 – Design Criteria / Concept Workup**

Carollo will review existing information related to the project, and develop a conceptual layout for the Dublin Boulevard relocation for review with District staff, paying particular attention to the alignment of the incoming sewer and outlet main. The major goal of the concept workup is to review the existing site layout, evaluate the best solution and provide a preferred concept that can then be developed in detailed design.

In developing the concept, Carollo will also look to confirm key design criteria for the lift station with the District, including:

- > Confirmation of the influent flow
- > Confirmation of the desired storage, pump size, number and type of pump
- > Confirmation of the general control and alarm scheme
- > Concept layout
- > Requirements for hook up of portable standby power
- > Instrumentation
- > If any changes to SCADA architecture is required
- > Force main design criteria

The concept workup and key design criteria will be reviewed in a meeting with District staff.

Assumptions:

- > The lift station will be sized for an influent flow of 0.44 mgd, matching the existing facility.
- > The relocated station will have the same general control and alarm scheme as the existing station.
- > The topographic survey associated with the road widening can be relied upon and additional surveying is not required.

Deliverables:

- > Review meeting agenda
- > Review meeting minutes, including concept design sketch & key design criteria

Task 2 – Geotechnical and Potholing

Geotechnical engineering services will be provided by Fugro Consultants Inc, and will include geologic and seismic research and site reconnaissance, subsurface investigations/borings (including permits and utility notifications), laboratory testing, geotechnical analysis, review of 90 percent plans and specifications, and a final geotechnical report.

Limited potholing will be conducted to confirm the locations of existing utilities. It is assumed that the location of existing facilities are shown on the City road widening plans.

Deliverables:

- > Final geotechnical report (pdf)
- > Potholing log

Task 3 – Easement and Coordination Assistance

Carollo will prepare up to three plats and legal descriptions to assist the District in obtaining construction and permanent easements for the lift station and a permanent easement for parking. Carollo will assist the District project manager in coordinating with the City of Dublin. An allowance of 16 hours has been included for coordination assistance.

Deliverables:

- > Plats and legal descriptions

Task 4 – Detailed Design

Carollo will prepare the necessary CAD drawings and technical specifications for the general, civil, mechanical, structural, electrical, and instrumentation requirements of the project. A preliminary drawing list is attached in Attachment A. The detailed design will be based on the Concept Design and Design Criteria from Task 1. For this proposal, we have assumed detailed design will be based on the following key project elements:

- > New submersible lift station located in either the sidewalk or property immediately adjacent to Dublin Boulevard (approx. 75 feet to the west of the existing lift station).
- > New gravity main, linking MH-V20A2-8 to the new lift station.
- > New force main (approximately 75 feet) from the new lift station to the existing MH-V20A2-6, (possibly re-using existing inlet or new)

- > Demolition of an existing sewer lift station, and
- > Abandonment or reuse of a 10-inch gravity sewer previously discharging to the old lift station.

For electrical service, Carollo will assist the District in preparing an application for new service.

Deliverables:

- > 50 percent specifications/drawings (three half-size, hard copies) and a cost estimate (pdf).
- > 90 percent specifications/drawings (three half-size, hard copies) and a cost estimate (pdf).
- > Final specifications/drawings and a cost estimate (pdf).

Assumptions:

- > The District's Division 0 & 1 specifications will be used.
- > Carollo will prepare technical specifications in Microsoft Word using CSI format.
- > Carollo will prepare design drawings in accordance with Carollo's CAD standards.
- > Radio surveys previously conducted by the District are sufficient to determine communication path. No additional radio survey is included.
- > Pump supplier will provide the pump control panel.
- > Scope assumes that no major mitigation measures are being required as part of CEQA, permitting, utility coordination, geotechnical investigations, etc.

Task 5 – Bid Period Services

The purpose of this task is to provide engineering services during the bid period of the project. The following services will be provided as requested by the District:

- > Attendance at the pre-bid conference
- > Preparation of responses to contractors' questions
- > Preparation of up to two (2) addenda
- > Evaluation of bids received

Task 6 – Project Management

Carollo will provide the project administration and management necessary to ensure proper planning, execution, monitoring, and reporting of this project.

Services Not Included in Scope of Work

Based on our discussions with the District, we have not included the following services:

- > Site survey

- > Environmental and permit assistance
- > Hazardous material testing
- > Public coordination/outreach
- > Engineering support during construction

BUDGET

The estimated cost to perform the tasks described above is \$167,500 as shown in the fee estimate below.

Task	Labor Cost
Task 1 - Design Criteria / Concept Workup	\$6,650
Task 2 - Geotechnical and Potholing	\$46,010
Task 3 - Easement and Coordination Assistance	\$10,710
Task 4 - Detailed Design	\$95,680
Task 5 - Bid Period Services	\$5,590
Task 6 - Project Management	\$2,860
Total	\$167,500

SCHEDULE

The design criteria/concept workup meeting will be held approximately 4 weeks after Notice to Proceed. The 50% design submittal will be completed approximately 5 weeks after the design criteria/concept workup meeting. The 90% design submittal will be completed approximately 5 weeks after receiving comments on the 50% design submittal. The final design documents will be completed approximately 3 weeks after receiving comments on the 90% design submittal.

Attachment A - Preliminary Drawing List

<u>Sheet No.</u>	<u>Drawing No.</u>	<u>Description</u>
<u>GENERAL</u>		
1	G	1 Cover Sheet, Vicinity Map, and Location Map
2	G	2 Drawing Index & Abbreviations
<u>TYPICAL DETAILS</u>		
3	T	1 Typical Details - General
4	T	2 Typical Details - Arch/Civil
5	T	3 Typical Details - Mech/Struct
<u>DEMOLITION</u>		
6	D	1 Existing PS Demolition & Sequencing
<u>CIVIL</u>		
7	C	1 Site Layout and Yard Piping
8	C	2 Profiles
9	C	3 Details
<u>STRUCTURAL</u>		
10	S	1 Structural Notes
<u>MECHANICAL / STRUCTURAL</u>		
11	M	1 PS - Arrangement Plan & Sections
12	M	2 PS - Details
<u>ELECTRICAL</u>		
13	E	1 Legend & Symbols - Sheet 1
14	E	2 Dublin PS Site Power Plan
15	E	3 Single Line Diagram
16	E	4 Electrical Schematic
<u>INSTRUMENTATION</u>		
17	I	1 Legend & Symbols - Sheet 2
18	I	2 Legend & Symbols - Sheet 3
19	I	3 Legend & Symbols - Sheet 4
20	I	4 Legend & Symbols - Sheet 5
21	I	5 Legend & Symbols - Sheet 6
22	I	6 Legend & Symbols - Sheet 7
23	I	7 EI&C Details - Sheet 1
24	I	8 EI&C Details - Sheet 2
25	I	9 EI&C Details - Sheet 3
26	I	10 EI&C Details - Sheet 4
27	I	11 System Block Diagram & PLC Panel Elevation
28	I	12 P&ID



Reference General Manager	Type of Action Hold Public Hearing/ Adopt Fees and Charges	Board Meeting of March 1, 2016
Subject Hold Public Hearing: Adopt Resolution Establishing Miscellaneous Fees and Charges and Rescind Resolution No. 14-14		
<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 hold a Public Hearing and adopt, by Resolution, Miscellaneous Fees and Charges and Rescind Resolution No. 14-14.

Summary:

The District reviews and updates its fees biennially to ensure that the cost of providing a service is fully covered by the fee. The Miscellaneous fees and charges were last reviewed in 2014. Staff reviewed all existing fees and updated assumptions and applied updated staff billing rates. A Staff Report on Miscellaneous Fees and Industrial Waste Program User Fees has been included showing the current and proposed fees along with the variances.

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

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ESTABLISHING FEES AND CHARGES UNDER DISTRICT CODE SECTIONS 1.30.010 (B) (GENERAL PENALTY – INFRACTION), 1.40.040 (COPIES OF PUBLIC RECORDS - FEES), 1.50.010 (ASSESSMENT OF LATE CHARGES), 1.50.070 (CHARGE FOR UNPAID RETURNED CHECKS), 2.30.050 (PROCESSING FEE [PLANNING SERVICES AGREEMENTS]), 1.100.010 (ESCROW FEES), 3.70.070 (A) & (B) (INSPECTION AND PROJECT REVIEW FEES – MISCELLANEOUS FEES), 3.70.060 (METER ASSEMBLY INSTALLATION FEE - WATER), 4.40.070 (BACKFLOW PREVENTION ADMINISTRATION FEE), 4.40.040 (A) & (B) (OTHER FEES AND CHARGES FOR WATER SERVICE), 4.40.080 (A) (FEES AND CHARGES FOR USE OF TEMPORARY METERS), 4.40.080 (C) (FEES AND CHARGES FOR USE OF TEMPORARY METERS - DEPOSIT), AND 4.40.090 (A) & (B) (FEES AND CHARGES FOR USE OF CONSTRUCTION WATER METER) AND RESCINDING RESOLUTION NO. 14-14

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

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

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

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

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

WHEREAS, the rates, as adopted by this resolution, once operative, will supersede those previously established in Resolution No. 14-14.

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

1. The charges authorized under Sections 1.30.010 (B), 1.40.040, 1.50.010, 1.50.070, 2.30.050, 1.100.010, 3.70.070 (A) & (B), 3.70.060, 4.40.040 (A) & (B), 4.40.070, 4.40.080 (A), 4.40.080 (C), and 4.40.090 (A) & (B) of Dublin San Ramon Services District Code are established in the respective amounts set forth in Exhibit "A," attached.

Res. No. _____

2. This resolution will be effective immediately upon its adoption; provided that the charges as shown on Exhibit "A" shall be operative from and after April 4, 2016.

3. Resolution No. 14-14 is Rescinded, attached as Exhibit "B," effective April 4, 2016.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 1st day of March 2016, and passed by the following vote:

AYES:

NOES:

ABSENT:

D. L. (Pat) Howard, President

ATTEST:

Nicole Genzale, District Secretary

Resolution No. ___
Miscellaneous Fees - Administrative

Exhibit A

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE
General Penalty - Code Infraction	1.30.010(B)	First violation. Second violation of the same provision or ordinance within one year. Each additional violation of the same provision or ordinance within one year.	\$250.00 \$500.00 \$1,000.00
Copies of Public Records Fee	1.40.040	Per page.	\$0.10
Assessment of Late Charges	1.50.010	Shall be assessed on the overdue amount outstanding.	10%
Additional Late Charges	1.50.010	Shall be assessed for each 30 day period during which the overdue bill remains unpaid.	1%
Charge for Unpaid Returned Checks	1.50.070	First occurrence. Each additional occurrence.	\$25.00 \$35.00
Escrow Account - Set-up Fee	1.100.010	Fee to establish an escrow account requested by contractor.	\$375.00
Escrow Account - Handling Fee	1.100.010	Fee for each escrow account transaction will be deducted from the contractor's regular progress payment.	\$30.00
Regional Sewer Capacity Reserve Fee - Installment Plan - 10 year	3.70.070(B)	Initial set-up of 10 year installment plan.	\$3,100.00

Resolution No. ___
Miscellaneous Fees - Customer Service

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE
Backflow Prevention Administrative Fee - Reduced Pressure Device	4.40.070	Bi-monthly backflow prevention device maintenance administrative fee for reduced pressure device.	\$ 15.00
Backflow Prevention Administrative Fee - Double check/Detector check		Bi-monthly backflow prevention device maintenance administrative fee for double check/detector check devices.	\$ 24.50
New Accounts Set-up Fee	4.40.040(A)	Establishing a new account, including transferring one account from one address to another, or re-establishing an account within a 12 month period for a customer who is current in all payments to the district.	\$ 19.00
Service Termination Fee	4.40.040(B)	For each occasion.	\$ 52.00
Service Reinstatement Fee	4.40.040(B)	Performed during regular business hours. Performed during non-regular business hours.	\$ 52.00 \$ 282.00
Curb Stop Repair Fee	4.40.040(B)	For repair of damaged curb stop.	\$ 384.00
Trim Charge	4.40.040(B)	For trimming around meter box after customer failed to do trimming after being notified.	\$ 133.00
Hand Delivered Notification Fee	4.40.040(B)	Hand delivering to customer notification of past due balance and possible service shut-off if balance not paid.	\$ 27.00
Broken Lock Fee	4.40.040(B)	To replace a lock, placed on the meter to prevent the customer from reinstating service without payment, cut off by the customer.	\$ 67.00
Meter Removal Fee	4.40.040(B)	Removing meter after customer broke lock and did not pay on past due account.	\$ 133.00
Meter Reinstall Fee	4.40.040(B)	Reinstalling meter after customer has paid on past due account.	\$ 133.00
Site Visit	4.40.080(A)	Site visit to required due to collections action.	\$ 79.00
Temporary Meter - Charge for Breaking Seal	4.40.080(A)	Penalty for breaking a seal on a temporary meter.	\$ 630.00

Resolution No. ___
Miscellaneous Fees - Customer Service

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE
Refund of Deposit for Temporary Meter	4.40.080(C)	Upon termination of service and return of the meter assembly to the district, the district shall refund the deposit, less the following amounts: Actual cost for necessary repairs to, or replacement of, the meter assembly. Amounts due and owing for water service.	
Construction Water Meter Fee - Non-residential	4.40.090(B)	Deposit plus	\$1,000.00
		New Account Set-up fee (per Section 4.40.040(A)). Bi-monthly service charge for a comparable size meter under section 4.40.010.	\$ 19.00
		Field tracing charge each time a meter user fails to present the meter for reading.	\$ 226.00
		Penalty for tampering with the meter assembly. Quantity charge for construction meters is the same as for regular water service as shown in Section 4.40.020. Upon return of the meter, the deposit required is refunded, less any unpaid charges listed in this section and less the cost of necessary repair or replacement of the meter assembly.	\$ 630.00

Resolution No. _____
Miscellaneous Fees - Engineering

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE
Planning Agreement Application Fee	2.30.050	Minimum processing fee for planning agreement application.	\$3,425.00
Water Main Installation Inspection	3.70.070(A)	Inspection of repair of water main line with <u>no</u> bacteriological testing required.	\$980.00
		Minimum for inspection of installation or repair of water main line <u>with</u> bacteriological testing required. (Laboratory testing charges billed separately.)	\$4,330.00
		Additional cost per linear foot over 300 ft. for inspection of installation or repair of water main line with bacteriological testing required.	\$7.82
Chlorination/Bacti retest	3.70.070	Fee for Chlorination/Bacti retest when initial testing fails.	\$710.00
Water Pressure retest	3.70.070	Fee for water pressure retest when initial testing fails.	\$320.00
Fire Hydrant Inspection Fee	3.70.070(A)	Per unit fee for inspection of fire hydrant installation.	\$390.00
Building Service Line Inspection Fee	3.70.070(A)	Per unit fee for inspection of water service line installation.	\$520.00
Blow-off Valve or Air Relief Valve Inspection Fee	3.70.070(A)	Per unit fee for inspection of blow-offs and air relief valves.	\$260.00
Backflow Prevention Device Inspection Fee	3.70.070(A)	Per unit fee for inspection of backflow prevention - domestic and irrigation service lines.	\$260.00
Fire Service Installation and Backflow Prevention Device Inspection Fee	3.70.070(A)	Per unit fee for fire service installation and inspection of backflow prevention device.	\$800.00
Service Assembly and Service Connection Inspection Fee	3.70.070(A)	Per unit fee for inspection of service assembly and service connection (water tap)	\$520.00
Inspection Conducted Outside Regular Working Hours.	3.70.070(A)	Hourly rate for inspection conducted other than during regular working hours (8:30-4:30 weekdays).	\$210.00
Inspection Conducted on Weekends or Holidays	3.70.070(A)	Minimum for inspections conducted on weekends or holidays.	\$680.00
		For each hour in excess of four hours.	\$210.00
Project Planning and Review Fees (for potable water and/or recycled water plans) All Project Planning and Review Fees assume a maximum of two plan submittal reviews; all additional reviews will be billed at the staff's actual burdened hourly rate. Fee includes staff time for project support during construction and project acceptance.	3.70.070(A)	Single family home	\$385.00
		Commercial Unit Improvement/Expansion	\$2,035.00
		New Single commercial unit/building	\$4,070.00
		Additional commercial unit/building	\$1,520.00
		Additional fee per linear foot for water service over 300ft	\$4.77
		Minimum new water system installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$4,070.00
		Additional per residential unit over 5	\$145.00
		Additional fee per linear foot for new main installation over 300ft	\$4.77
Variance review	\$1,275.00		

Miscellaneous Fees - Engineering

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE
Project Planning and Review Fees (Minimum for any two combination of potable water, recycled water and/or sewer plans submitted on the same sheet(s) of the plan (1)).	3.70.070(A)	Single family home	\$580.00
		Commercial Unit Improvement/Expansion	\$3,400.00
		New Single commercial unit/building	\$6,795.00
		Additional commercial unit/building	\$2,035.00
		Additional fee per linear foot for new main installation over 300ft	\$6.85
		Minimum new water system installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$5,620.00
		Additional per residential unit over 5	\$175.00
Additional fee per linear foot for new main installation over 300ft	\$6.85		
(1) Project Planning and Review fees also appear among the fees authorized by Section 3.70.070(B) of the District code, fee for the first two plan submittals. It is the District's intent to charge one fee for the first two plan submittals. If two or more plans are included in one submittal, one fee would apply, and shall be based upon the greater of the length of potable water, recycled water, or sewer line submitted.			
Project Planning and Review Fees (Minimum for any three combination of potable water, recycled water and/or sewer plans submitted on the same sheet(s) of the plan (1)).	3.70.070(A)	Single family home	\$580.00
		Commercial Unit Improvement/Expansion	\$4,415.00
		New Single commercial unit/building	\$8,830.00
		Additional commercial unit/building	\$2,550.00
		Additional fee per linear foot for new main installation over 300ft	\$8.94
		Minimum new water system installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$7,165.00
		Additional per residential unit over 5	\$205.00
Additional fee per linear foot for new main installation over 300ft	\$8.94		
Recycled Water - Irrigation System Plan Review Fees	3.70.070(A)	Minimum for recycled water irrigation system plan review.	\$3,850.00
		Additional cost per acre for recycled water irrigation system plan review over 2 acres.	\$475.00
Recycled Water - Irrigation System Inspection Fees (includes one zero pressure test for one building and one irrigation system)	3.70.070(A)	Minimum for recycled water irrigation system inspection.	\$3,410.00
		Additional cost per acre for recycled water irrigation system inspection over 2 acres.	\$595.00
		Additional zero pressure test	\$595.00
Recycled Water - Irrigation System License Fee	3.70.070(A)	Recycled water irrigation system license fee.	\$820.00

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE
Meter Assembly Installation Fee (including meter and meter spud)	3.70.060	5/8" Meter assembly installation fee.	\$531.00
		3/4" Meter assembly installation fee.	\$551.00
		1" Meter assembly installation fee.	\$599.00
		1-1/2" Non-irrigation meter assembly installation fee.	\$1,277.00
		1-1/2" Irrigation meter assembly installation fee. All meters 2" or greater, fee will be determined by district engineer at District's actual cost plus overhead.	\$1,611.00
Sewer Main Installation Inspection	3.70.070(B)	Inspection of single reach sewer main installation without TV Inspection.	\$980.00
		Minimum for inspection of single or multiple reach sewer main installation <u>with</u> TV inspection.	\$5,010.00
		Additional cost per linear foot over 350 ft. for inspection of single or multiple reach sewer main installation with TV inspection.	\$8.61
Sewer air retest	3.70.070	Fee for sewer air retest when initial testing fails.	\$320.00
Saddle or Manhole Connection Inspection	3.70.070(B)	Inspection of Saddle installation or Manhole connection.	\$390.00
Sewer manhole vacuum retest	3.70.070	Fee for sewer manhole vacuum retest when initial testing fails.	\$190.00
Sewer Lateral Installation Inspection Fee	3.70.070(B)	Inspection of sewer lateral installation.	\$260.00
House Sewer Installation Inspection Fee	3.70.070(B)	Inspection of house sewer installation.	\$260.00
Fees for Grease Traps/Interceptors	3.70.070(B)	Annual maintenance inspection - grease trap/interceptor	\$120.00
		Annual maintenance inspection for additional grease trap/interceptors for same customer at the same location	\$45.00
		New installation inspection.	\$325.00
Fees for Grease Traps/Interceptors - Reinspections	3.70.070(B)	Reinspection - grease trap/ interceptor	\$120.00
		Reinspection for additional grease trap/interceptors for same customer at the same location	\$45.00
Repairs or Minor Alteration Inspection Fee	3.70.070(B)	Inspection of repairs or minor alterations.	\$260.00
Automotive Pollution Prevention Inspection	3.70.070(B)	Inspection of vehicle service and wash facilities every other year .	\$145.00

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE
Fees for Inspection of Special or Single Structure (e.g., manholes) Appurtenant Projects	3.70.070(B)	Per structure less than 350 lineal feet of sewer main. Additional per structure over 350 lineal feet of sewer main.	\$455.00 \$195.00
Inspection Conducted Outside Regular Working Hours.	3.70.070(B)	Hourly rate for inspection conducted other than during regular working hours (8:30-4:30 weekdays).	\$210.00
Inspection Conducted on Weekends or Holidays	3.70.070(B)	Minimum for inspection conducted on weekends or holidays. For each hour in excess of four hours.	\$680.00 \$210.00
Sewer Flushing Fee	3.70.070(B)	Sewer flushing to be billed at hourly rate per staff and equipment billing rates in effect at time of request.(2 hour minimum).	
Project Planning and Review Fees (for sewer system plans) All Project Planning and Review Fees assume a maximum of two plan submittal reviews; all additional reviews will be billed at the staff's actual burdened hourly rate. Fee includes staff time for project support during construction and project acceptance	3.70.070(B)	Single family home Commercial Unit Improvement/Expansion New Single commercial unit/building Additional commercial unit/building Additional fee per linear foot for sewer service over 300ft Minimum new sewer main installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements) Additional per residential unit over 5 Additional fee per linear foot for sewer service over 300ft Variance review	\$385.00 \$2,380.00 \$4,760.00 \$1,030.00 \$4.16 \$3,095.00 \$60.00 \$4.16 \$1,275.00
Project Planning and Review Fees (Minimum for any two combination of potable water, recycled water and/or sewer plans submitted on the same sheet(s) of the plan (1)).	3.70.070(B)	Single family home Commercial Unit Improvement/Expansion New Single commercial unit/building Additional commercial unit/building Additional fee per linear foot for new main installation over 300ft Minimum new sewer main installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements) Additional per residential unit over 5 Additional fee per linear foot for new main installation over 300ft	\$580.00 \$3,400.00 \$6,795.00 \$2,035.00 \$6.85 \$5,620.00 \$175.00 \$6.85

Miscellaneous Fees - Engineering

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE
Project Planning and Review Fees (Minimum for any three combination of potable water, recycled water and/or sewer plans submitted on the same sheet(s) of the plan (1)).	3.70.070(B)	Single family home	\$580.00
		Commercial Unit Improvement/Expansion	\$4,415.00
		New Single commercial unit/building	\$8,830.00
		Additional commercial unit/building	\$2,550.00
		Additional fee per linear foot for new main installation over 300ft	\$8.94
		Minimum new sewer main installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$7,165.00
		Additional per residential unit over 5	\$205.00
Additional fee per linear foot for new main installation over 300ft	\$8.94		
(1) Project Planning and Review fees also appear among the fees authorized by Section 3.70.070(A) of the District code, fee for the first two plan submittals. It is the District's intent to charge one fee for the first two plan submittals. If two or more plans are included in one submittal, one fee would apply, and shall be based upon the greater of the length of potable water, recycled water, or sewer line submitted.			
Recycled Water Fill Station - Annual Permit Fee	4.30.070	Annual Permit fee for water trucks to fill with recycled water at the wastewater treatment plant	\$79.00
Recycled Water Fill Station - Water Truck Load		Fee per truck load of recycled water	\$10.00
Construction Water Meter Fee - Residential (Jumper Fee)	4.40.090(A)	Flat rate fee per 3/4-inch residential service line. Rate is for 54.5 CCF of water	\$240.00

RESOLUTION NO. 14-14

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

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

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

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

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

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

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

Res. No. 14-14

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

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

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

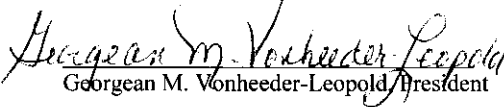
3. Resolution No. 7-12 is rescinded effective April 7, 2014.

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


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

NOES: 0

ABSENT: 0


Georgean M. Vonheeder-Leopold, President

ATTEST:


Nancy G. Hatfield, District Secretary

STAFF REPORT



March 1, 2016

MISCELLANEOUS FEES AND INDUSTRIAL WASTE PROGRAM USER FEES

BACKGROUND

Miscellaneous Fees and Industrial Waste Program User Fees

In accordance with Strategic Work Plan item 1.2.4, Miscellaneous Fees and charges are updated every two years to ensure that the cost of customer specific services provided to customers is recovered. Miscellaneous Fees and Industrial Waste Program User Fees were last updated in 2014.

In Fiscal Year 2015, revenue generated from Miscellaneous Fees was over \$3.7 million and revenue generated from Industrial Waste programs was just under \$200,000. If cost were not recovered as separate fees, the cost would have to be included in the rate base for all customers. Annual revenue for water and local service charges is \$25 million, Miscellaneous Fees would represent a 14.6% increase in rates to cover the cost of the miscellaneous services.

DISCUSSION

Miscellaneous Fee Revisions

There is a worksheet for each Miscellaneous Fee which lists the staff position(s) that typically provide the service, the staff's 2016 billing rate, the amount of time required to provide the service, and any miscellaneous costs incurred to provide the service (postage, printing, etc.). A comprehensive review of the current process is performed by the supervisors to ensure that the worksheets capture the current level of service provided for each fee.

Attachment A to this report, pages 1- 10, recaps all of the miscellaneous fees. The table compares the proposed updated fee to the current fees in place and shows the dollar change and percentage change. Notes are provided for those fees that are increasing or decreasing beyond adjustments to salary (and benefit) rates.

When reviewing the fees you will notice that many fees have decreased. This decrease is due to a decrease in general overhead costs due to the reorganization of the District. A few fees decreased substantially due to work reassignment to lower level staff or due to the reorganization and how Department 50's overhead costs are distributed to the divisions underneath the department. There are some fees that increased substantially due to reassessment of the time required to complete the work. Supervisors have reviewed the fees and are not recommending any new Miscellaneous Fees.

Industrial Waste Program User Fee and Laboratory Analysis Fees

There is a worksheet for each type of Industrial Waste Program User Fee and a listing of all Laboratory Analysis tests that our lab can provide. The worksheets list the staff position(s) that typically provide the service, staff's 2016 billing rate, the amount of time required to provide the service, and any miscellaneous costs incurred to provide the service (postage, printing, etc.). A comprehensive review of the current process is performed by the supervisors to ensure that the worksheets capture the current level of service provided for each fee.

Attachment A to this report, pages 11- 13, recaps the Industrial Waste Program User Fee and lists all Laboratory Analysis tests. The table compares the proposed updated fee to the current fee in place and shows the dollar change and percentage change. Notes are provided for those fees that are increasing or decreasing beyond adjustments to salary (and benefit) rates.

When reviewing these fees you will notice that several fees have decreased. This decrease is due to the District’s reorganization and how Department 50’s overhead costs are distributed to the divisions underneath the department and the reassessment of time required to complete the work. The list of laboratory analysis shows several increases due to increased time required to complete the test. Supervisors have reviewed the Industrial Waste Program User Fees and Laboratory Analysis Fees and are recommending one new fee related to the Dental Amalgam program and seven new laboratory analysis fees.

NEW FEES

The Engineering Department is requesting the establishment of a new fee under the Dental Amalgam program for Past-Due Self-Monitoring Report Submittals. Permittees of the Dental Amalgam Pollution Prevention Program are required to submit self-monitoring reports. This is part of the District’s National Pollutant Discharge Elimination System (NPDES) permit compliance. When users are late with their reports, staff must put forth greater effort to keep the users in compliance. This proposed fee would be \$100.00 to cover the cost of staff time to follow-up with dental offices and to mail notices.

Laboratory Services is requesting the establishment of seven new laboratory analysis fees. Due to the acquisition of new equipment in the past two years, Laboratory Services is now able to complete the following tests in-house rather than send the samples to outside labs. By completing the test in-house the turnaround time is days rather than weeks.

Antimony	\$ 68.00
Barium	\$ 68.00
Cobalt	\$ 68.00
HaloAcetic Acids (HAAs)	\$ 198.00
Thallium	\$ 68.00
Total Trihalomethanes (TTHMs)	\$ 145.00
Vanadium	\$ 68.00

RECOMMENDATION

Staff recommends that fees be approved as shown in Attachment A

Resolution No. ____
Miscellaneous Fees - Administrative

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES
General Penalty - Code Infraction	1.30.010(B)	First violation.	\$250.00	\$250.00	\$0.00	0%	Jul-04	CA Penal Code Section 19.8
		Second violation of the same provision or ordinance within one year.	\$500.00	\$500.00	\$0.00	0%	Jul-04	CA Water Code Section 377
		Each additional violation of the same provision or ordinance within one year.	\$1,000.00	\$1,000.00	\$0.00	0%	Jul-04	CA Water Code Section 377
Copies of Public Records Fee	1.40.040	Per page.	\$0.10	\$0.10	\$0.00	0%	Jul-04	CA Gov. Code Section 6253(b)
Assessment of Late Charges	1.50.010	Shall be assessed on the overdue amount outstanding.	10%	10%	0%	0%	Jul-04	CA Gov. Code Section 61115(a)(3)(C)
Additional Late Charges	1.50.010	Shall be assessed for each 30 day period during which the overdue bill remains unpaid.	1%	1%	0%	0%	Jul-04	CA Gov. Code Section 61115(a)(3)(C)
Charge for Unpaid Returned Checks	1.50.070	First occurrence.	\$25.00	\$25.00	\$0.00	0%	Aug-03	CA Civil Code 1719
		Each additional occurrence.	\$35.00	\$35.00	\$0.00	0%		CA Civil Code 1719
Escrow Account - Set-up Fee	1.100.010	Fee to establish an escrow account requested by contractor.	\$375.00	\$ 370.00	\$5.00	1%	Apr-14	
Escrow Account - Handling Fee	1.100.010	Fee for each escrow account transaction will be deducted from the contractor's regular progress payment.	\$30.00	\$30.00	\$0.00	0%	Apr-14	
Regional Sewer Capacity Reserve Fee - Installment Plan - 10 year	3.70.070(B)	Initial set-up of 10 year installment plan.	\$3,100.00	\$ 3,060.00	\$40.00	1%	Apr-14	

Resolution No. ____
Miscellaneous Fees - Customer Service

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	UPDATED FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES
Backflow Prevention Administrative Fee - Reduced Pressure Device	4.40.070	Bi-monthly backflow prevention device maintenance administrative fee for reduced pressure device.	\$ 15.00	\$ 14.50	\$0.50	3%	Apr-14	Increase due software cost calc corrected, therefore share of cost increased.
Backflow Prevention Administrative Fee - Double check/Detector check		Bi-monthly backflow prevention device maintenance administrative fee for double check/detector check devices.	\$ 24.50	\$ 23.50	\$1.00	4%	Apr-14	Increase due software cost calc corrected, therefore share of cost increased.
New Accounts Set-up Fee	4.40.040(A)	Establishing a new account, including transferring one account from one address to another, or re-establishing an account within a 12 month period for a customer who is current in all payments to the district.	\$ 19.00	\$ 29.00	(\$10.00)	-34%	Apr-14	Staff performing task changed to lower level from CSR III to CSR II. Also, decreased staff time by half for CFR II from 10min to 5 min
Service Termination Fee	4.40.040(B)	For each occasion.	\$ 52.00	\$ 52.00	\$0.00	0%	Apr-14	
Service Reinstatement Fee	4.40.040(B)	Performed during regular business hours.	\$ 52.00	\$ 52.00	\$0.00	0%	Apr-14	
		Performed during non-regular business hours.	\$ 282.00	\$ 283.00	(\$1.00)	0%	Apr-14	
Curb Stop Repair Fee	4.40.040(B)	For repair of damaged curb stop.	\$ 384.00	\$ 385.00	(\$1.00)	0%	Apr-14	
Trim Charge	4.40.040(B)	For trimming around meter box after customer failed to do trimming after being notified.	\$ 133.00	\$ 133.00	\$0.00	0%	Apr-14	
Hand Delivered Notification Fee	4.40.040(B)	Hand delivering to customer notification of past due balance and possible service shut-off if balance not paid.	\$ 27.00	\$ 26.00	\$1.00	4%	Apr-14	
Broken Lock Fee	4.40.040(B)	To replace a lock, placed on the meter to prevent the customer from reinstating service without payment, cut off by the customer.	\$ 67.00	\$ 66.00	\$1.00	2%	Apr-14	

Resolution No. ____
Miscellaneous Fees - Customer Service

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	UPDATED FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES
Meter Removal Fee	4.40.040(B)	Removing meter after customer broke lock and did not pay on past due account.	\$ 133.00	\$ 105.00	\$28.00	27%	Apr-14	Increased Field Rep II's time to perform task from 75min to 1hour
Meter Reinstall Fee	4.40.040(B)	Reinstalling meter after customer has paid on past due account.	\$ 133.00	\$ 105.00	\$28.00	27%	Apr-14	Increased Field Rep II's time to perform task from 75min to 1hour
Site Visit	4.40.080(A)	Site visit required due to collections action.	\$ 79.00	\$ 51.00	\$28.00	55%	Apr-14	Increased Field Rep II's time to perform task from 15min to 30min
Temporary Meter - Charge for Breaking Seal	4.40.080(A)	Penalty for breaking a seal on a temporary meter.	\$ 630.00	\$ 630.00	\$0.00	0%	Apr-14	
Refund of Deposit for Temporary Meter	4.40.080(C)	Upon termination of service and return of the meter assembly to the district, the district shall refund the deposit, less the following amounts: Actual cost for necessary repairs to, or replacement of, the meter assembly. Amounts due and owing for water service.						
Construction Water Meter Fee - Non-residential	4.40.090(B)	Deposit plus	\$1,000.00	\$1,000.00	\$0.00	0%	Jul-04	
		New Account Set-up fee (per Section 4.40.040(A)). Bi-monthly service charge for a comparable size meter under section 4.40.010.	\$ 19.00	\$ 29.00	(\$10.00)	-34%	Apr-14	Staff performing task changed to lowel level from CSR III to CSR II. Also, decreased staff time by half for CFR II from 10min to 5 min
		Field tracing charge each time a meter user fails to present the meter for reading.	\$ 226.00	\$ 226.00	\$0.00	0%	Apr-14	
		Penalty for tampering with the meter assembly. Quantity charge for construction meters is the same as for regular water service as shown in Section 4.40.020. Upon return of the meter, the deposit required is refunded, less any unpaid charges listed in this section and less the cost of necessary repair or replacement of the meter assembly.	\$ 630.00	\$ 630.00	\$0.00	0%	Apr-14	

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES ON VARIANCE
Planning Agreement Application Fee	2.30.050	Minimum processing fee for planning agreement application.	\$3,425.00	\$3,485.00	(\$60.00)	-2%	Apr-14	
Water Main Installation Inspection	3.70.070(A)	Inspection of repair of water main line with <u>no</u> bacteriological testing required.	\$980.00	\$ 985.00	(\$5.00)	-1%	Apr-14	
		Minimum for inspection of installation or repair of water main line <u>with</u> bacteriological testing required. (Laboratory testing charges billed separately.)	\$4,330.00	\$4,360.00	(\$30.00)	-1%		
		Additional cost per linear foot over 300 ft. for inspection of installation or repair of water main line with bacteriological testing required.	\$7.82	\$ 7.87	(\$0.05)	-1%		
Chlorination/Bacti retest	3.70.070	Fee for Chlorination/Bacti retest when initial testing fails.	\$710.00	\$715.00	(\$5.00)	-1%	Apr-14	
Water Pressure retest	3.70.070	Fee for water pressure retest when initial testing fails.	\$320.00	\$320.00	\$0.00	0%	Apr-14	
Fire Hydrant Inspection Fee	3.70.070(A)	Per unit fee for inspection of fire hydrant installation.	\$390.00	\$ 395.00	(\$5.00)	-1%	Apr-14	
Building Service Line Inspection Fee	3.70.070(A)	Per unit fee for inspection of water service line installation.	\$520.00	\$ 525.00	(\$5.00)	-1%	Apr-14	
Blow-off Valve or Air Relief Valve Inspection Fee	3.70.070(A)	Per unit fee for inspection of blow-offs and air relief valves.	\$260.00	\$ 260.00	\$0.00	0%	Apr-14	
Backflow Prevention Device Inspection Fee	3.70.070(A)	Per unit fee for inspection of backflow prevention - domestic and irrigation service lines.	\$260.00	\$ 260.00	\$0.00	0%	Apr-14	
Fire Service Installation and Backflow Prevention Device Inspection Fee	3.70.070(A)	Per unit fee for fire service installation and inspection of backflow prevention device.	\$800.00	\$ 755.00	\$45.00	6%	Apr-14	Increase attributed to CPI increase to water rates and additional Zone 7's CPI & "Other" increases to water rates
Service Assembly and Service Connection Inspection Fee	3.70.070(A)	Per unit fee for inspection of service assembly and service connection (water tap)	\$520.00	\$ 525.00	(\$5.00)	-1%	Apr-14	
Inspection Conducted Outside Regular Working Hours.	3.70.070(A)	Hourly rate for inspection conducted other than during regular working hours (8:30-4:30 weekdays).	\$210.00	\$ 210.00	\$0.00	0%	Apr-14	
Inspection Conducted on Weekends or Holidays	3.70.070(A)	Minimum for inspections conducted on weekends or holidays.	\$680.00	\$ 685.00	(\$5.00)	-1%	Apr-14	
		For each hour in excess of four hours.	\$210.00	\$ 210.00	\$0.00	0%		

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES ON VARIANCE
Project Planning and Review Fees (for potable water and/or recycled water plans) All Project Planning and Review Fees assume a maximum of two plan submittal reviews; all additional reviews will be billed at the staff's actual burdened hourly rate. Fee includes staff time for project support during construction and project acceptance.	3.70.070(A)	Single family home	\$385.00	\$390.00	(\$5.00)	-1%	Apr-14	
		Commercial Unit Improvement/Expansion	\$2,035.00	\$2,045.00	(\$10.00)	0%		
		New Single commercial unit/building	\$4,070.00	\$4,085.00	(\$15.00)	0%		
		Additional commercial unit/building	\$1,520.00	\$1,530.00	(\$10.00)	-1%		
		Additional fee per linear foot for water service over 300ft	\$4.77	\$4.80	(\$0.03)	-1%		
		Minimum new water system installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$4,070.00	\$4,085.00	(\$15.00)	0%		
		Additional per residential unit over 5	\$145.00	\$145.00	\$0.00	0%		
		Additional fee per linear foot for new main installation over 300ft	\$4.77	\$4.80	(\$0.03)	-1%		
Variance review	\$1,275.00	\$1,335.00	(\$60.00)	-4%				
Project Planning and Review Fees (Minimum for any two combination of potable water, recycled water and/or sewer plans submitted on the same sheet(s) of the plan (1)).	3.70.070(A)	Single family home	\$580.00	\$585.00	(\$5.00)	-1%	Apr-14	
		Commercial Unit Improvement/Expansion	\$3,400.00	\$3,415.00	(\$15.00)	0%		
		New Single commercial unit/building	\$6,795.00	\$6,825.00	(\$30.00)	0%		
		Additional commercial unit/building	\$2,035.00	\$2,050.00	(\$15.00)	-1%		
		Additional fee per linear foot for new main installation over 300ft	\$6.85	\$6.89	(\$0.04)	-1%		
		Minimum new water system installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$5,620.00	\$5,635.00	(\$15.00)	0%		
		Additional per residential unit over 5	\$175.00	\$175.00	\$0.00	0%		
		Additional fee per linear foot for new main installation over 300ft	\$6.85	\$6.89	(\$0.04)	-1%		
(1) Project Planning and Review fees also appear among the fees authorized by Section 3.70.070(B) of the District code, fee for the first two plan submittals. It is the District's intent to charge one fee for the first two plan submittals. If two or more plans are included in one submittal, one fee would apply, and shall be based upon the greater of the length of potable water, recycled water, or sewer line submitted.								

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES ON VARIANCE
Project Planning and Review Fees (Minimum for any three combination of potable water, recycled water and/or sewer plans submitted on the same sheet(s) of the plan (1)).	3.70.070(A)	Single family home	\$580.00	\$585.00	(\$5.00)	-1%	Apr-14	
		Commercial Unit Improvement/Expansion	\$4,415.00	\$4,435.00	(\$20.00)	0%		
		New Single commercial unit/building	\$8,830.00	\$8,865.00	(\$35.00)	0%		
		Additional commercial unit/building	\$2,550.00	\$2,565.00	(\$15.00)	-1%		
		Additional fee per linear foot for new main installation over 300ft	\$8.94	\$8.99	(\$0.05)	-1%		
		Minimum new water system installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$7,165.00	\$7,190.00	(\$25.00)	0%		
		Additional per residential unit over 5	\$205.00	\$205.00	\$0.00	0%		
Additional fee per linear foot for new main installation over 300ft	\$8.94	\$8.99	(\$0.05)	-1%				
Recycled Water - Irrigation System Plan Review Fees	3.70.070(A)	Minimum for recycled water irrigation system plan review.	\$3,850.00	\$3,865.00	(\$15.00)	0%	Apr-14	
		Additional cost per acre for recycled water irrigation system plan review over 2 acres.	\$475.00	\$ 480.00	(\$5.00)	-1%		
Recycled Water - Irrigation System Inspection Fees (includes one zero pressure test for one building and one irrigation system)	3.70.070(A)	Minimum for recycled water irrigation system inspection.	\$3,410.00	\$3,870.00	(\$460.00)	-12%	Apr-14	Inspection performed by Asst Eng & CWP Specl reduced by 50%. In addition overall OH costs decreased in 2016 causing billing rates to decrease
		Additional cost per acre for recycled water irrigation system inspection over 2 acres.	\$595.00	\$ 600.00	(\$5.00)	-1%		
		Additional zero pressure test	\$595.00	\$ 600.00	(\$5.00)	-1%		
Recycled Water - Irrigation System License Fee	3.70.070(A)	Recycled water irrigation system license fee.	\$820.00	\$1,090.00	(\$270.00)	-25%	Apr-14	Inspection time performed by Construction Engineer II has been reduced from 4hrs to 2hrs + overall OH costs decreased in 2016 causing billing rates to decrease

Resolution No. _____
 Miscellaneous Fees - Engineering

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES ON VARIANCE
Meter Assembly Installation Fee (including meter and meter spud)	3.70.060	5/8" Meter assembly installation fee.	\$531.00	\$ 507.00	\$24.00	5%	Apr-14	Vendor has increased the cost of flexnet transceiver
		3/4" Meter assembly installation fee.	\$551.00	\$538.00	\$13.00	2%		Vendor has increased the cost of flexnet transceiver
		1" Meter assembly installation fee.	\$599.00	\$591.00	\$8.00	1%		Vendor has increased the cost of flexnet transceiver
		1-1/2" Non-irrigation meter assembly installation fee.	\$1,277.00	\$ 872.00	\$405.00	46%		Increase due to price of meter increasing from \$459.59 to \$800.53
		1-1/2" Irrigation meter assembly installation fee.	\$1,611.00	\$1,245.00	\$366.00	29%		Increase due to price of meter increasing from \$800.68 to \$1105.00
		All meters 2" or greater, fee will be determined by district engineer at District's actual cost plus overhead.						
Sewer Main Installation Inspection	3.70.070(B)	Inspection of single reach sewer main installation without TV Inspection.	\$980.00	\$ 985.00	(\$5.00)	-1%	Apr-14	
		Minimum for inspection of single or multiple reach sewer main installation <u>with</u> TV inspection.	\$5,010.00	\$5,040.00	(\$30.00)	-1%		
		Additional cost per linear foot over 350 ft. for inspection of single or multiple reach sewer main installation with TV inspection.	\$8.61	\$ 8.66	(\$0.05)	-1%		
Sewer air retest	3.70.070	Fee for sewer air retest when initial testing fails.	\$320.00	\$320.00	\$0.00	0%	Apr-14	
Saddle or Manhole Connection Inspection	3.70.070(B)	Inspection of Saddle installation or Manhole connection.	\$390.00	\$ 395.00	(\$5.00)	-1%	Apr-14	
Sewer manhole vacuum retest	3.70.070	Fee for sewer manhole vacuum retest when initial testing fails.	\$190.00	\$ 190.00	\$0.00	0%	Apr-14	
Sewer Lateral Installation Inspection Fee	3.70.070(B)	Inspection of sewer lateral installation.	\$260.00	\$ 260.00	\$0.00	0%	Apr-14	
House Sewer Installation Inspection Fee	3.70.070(B)	Inspection of house sewer installation.	\$260.00	\$ 260.00	\$0.00	0%	Apr-14	

Resolution No. _____
Miscellaneous Fees - Engineering

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES ON VARIANCE
Fees for Grease Traps/Interceptors	3.70.070(B)	Annual maintenance inspection - grease trap/ interceptor	\$120.00	\$ 135.00	(\$15.00)	-11%	Apr-14	Reorganization and development of Div 56; reduced overhead applied to positions doing Grease Trap inspections and reinspections.
		Annual maintenance inspection for additional grease trap/interceptors for same customer at the same location	\$45.00	\$ 50.00	(\$5.00)	-10%	Apr-14	
		New installation inspection.	\$325.00	\$ 335.00	(\$10.00)	-3%	Apr-14	
Fees for Grease Traps/Interceptors - Reinspections	3.70.070(B)	Reinspection - grease trap/ interceptor	\$120.00	\$ 135.00	(\$15.00)	-11%	Apr-14	
		Reinspection for additional grease trap/interceptors for same customer at the same location	\$45.00	\$ 50.00	(\$5.00)	-10%	Apr-14	
Repairs or Minor Alteration Inspection Fee	3.70.070(B)	Inspection of repairs or minor alterations.	\$260.00	\$ 260.00	\$0.00	0%	Apr-14	
Automotive Pollution Prevention Inspection	3.70.070(B)	Inspection of vehicle service and wash facilities every other year .	\$145.00	\$ 155.00	(\$10.00)	-6%	Apr-14	
Fees for Inspection of Special or Single Structure (e.g., manholes) Appurtenant Projects	3.70.070(B)	Per structure less than 350 lineal feet of sewer main.	\$455.00	\$ 460.00	(\$5.00)	-1%	Apr-14	
		Additional per structure over 350 lineal feet of sewer main.	\$195.00	\$ 195.00	\$0.00	0%		
Inspection Conducted Outside Regular Working Hours.	3.70.070(B)	Hourly rate for inspection conducted other than during regular working hours (8:30-4:30 weekdays).	\$210.00	\$ 210.00	\$0.00	0%	Apr-14	
Inspection Conducted on Weekends or Holidays	3.70.070(B)	Minimum for inspection conducted on weekends or holidays.	\$680.00	\$ 680.00	\$0.00	0%	Apr-14	
		For each hour in excess of four hours.	\$210.00	\$ 210.00	\$0.00	0%		
Sewer Flushing Fee	3.70.070(B)	Sewer flushing to be billed at hourly rate per staff and equipment billing rates in effect at time of request.(2 hour minimum).			\$0.00 \$0.00		Apr-14	

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES ON VARIANCE
Project Planning and Review Fees (for sewer system plans) All fees assume a maximum of two plan reviews; all additional reviews will be billed at the staff's actual burdened hour rate. Fee includes staff time for project support during construction and project acceptance.	3.70.070(B)	Single family home	\$385.00	\$390.00	(\$5.00)	-1%	Apr-14	
		Commercial Unit Improvement/Expansion	\$2,380.00	\$2,390.00	(\$10.00)	0%		
		New Single commercial unit/building	\$4,760.00	\$4,780.00	(\$20.00)	0%		
		Additional commercial unit/building	\$1,030.00	\$1,035.00	(\$5.00)	0%		
		Additional fee per linear foot for sewer service over 300ft	\$4.16	\$4.18	(\$0.02)	0%		
		Minimum new sewer main installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$3,095.00	\$3,103.63	(\$8.63)	0%		
		Additional per residential unit over 5	\$60.00	\$60.00	\$0.00	0%		
		Additional fee per linear foot for sewer service over 300ft	\$4.16	\$4.18	(\$0.02)	0%		
Variance review	\$1,275.00	\$1,335.00	(\$60.00)	-4%				
Project Planning and Review Fees (Minimum for any two combination of potable water, recycled water and/or sewer plans submitted on the same sheet(s) of the plan (1)).	3.70.070(B)	Single family home	\$580.00	\$585.00	(\$5.00)	-1%	Apr-14	
		Commercial Unit Improvement/Expansion	\$3,400.00	\$3,415.00	(\$15.00)	0%		
		New Single commercial unit/building	\$6,795.00	\$6,825.00	(\$30.00)	0%		
		Additional commercial unit/building	\$2,035.00	\$2,050.00	(\$15.00)	-1%		
		Additional fee per linear foot for new main installation over 300ft	\$6.85	\$6.89	(\$0.04)	-1%		
		Minimum new sewer main installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$5,620.00	\$5,635.00	(\$15.00)	0%		
		Additional per residential unit over 5	\$175.00	\$175.00	\$0.00	0%		
		Additional fee per linear foot for new main installation over 300ft	\$6.85	\$6.89	(\$0.04)	-1%		

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDATE	NOTES ON VARIANCE
Project Planning and Review Fees (Minimum for any three combination of potable water, recycled water and/or sewer plans submitted on the same sheet(s) of the plan (1)).	3.70.070(B)	Single family home	\$580.00	\$585.00	(\$5.00)	-1%	Apr-14	
		Commercial Unit Improvement/Expansion	\$4,415.00	\$4,435.00	(\$20.00)	0%		
		New Single commercial unit/building	\$8,830.00	\$8,865.00	(\$35.00)	0%		
		Additional commercial unit/building	\$2,550.00	\$2,565.00	(\$15.00)	-1%		
		Additional fee per linear foot for new main installation over 300ft	\$8.94	\$8.99	(\$0.05)	-1%		
		Minimum new sewer main installation for residential subdivision - up to 5 units (incl. offsite or backbone improvements)	\$7,165.00	\$7,190.00	(\$25.00)	0%		
		Additional per residential unit over 5	\$205.00	\$205.00	\$0.00	0%		
Additional fee per linear foot for new main installation over 300ft	\$8.94	\$8.99	(\$0.05)	-1%				
(1) Project Planning and Review fees also appear among the fees authorized by Section 3.70.070(A) of the District code, fee for the first two plan submittals. It is the District's intent to charge one fee for the first two plan submittals. If two or more plans are included in one submittal, one fee would apply, and shall be based upon the greater of the length of potable water, recycled water, or sewer line submitted.								
Recycled Water Fill Station - Annual Permit Fee	4.30.070	Annual Permit fee for water trucks to fill with recycled water at the wastewater treatment plant	\$79.00	\$73.00	\$6.00	8%	Apr-14	Added Sr. Acctg. Tech for invoicing permits.
Recycled Water Fill Station - Water Truck Load		Fee per truck load of recycled water	\$10.00	\$10.00	\$0.00	0%		
Construction Water Meter Fee - Residential (Jumper Fee)	4.40.090(A)	Flat rate fee per 3/4-inch residential service line. Rate is for 54.5 CCF of water	\$240.00	\$ 190.00	\$50.00	26%	Apr-14	Increase attributed to water fees CPI increase and Zone 7's CPI & "Other" increases.

Industrial Waste Program User Fees

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	UPDATED FEE	CURRENT FEE	CHANGE	% CHANGE	LAST UPDAT	NOTES ON VARIANCE
Sampling	5.30.090	Composite Sampler set-up	\$345.00	\$ 375.00	(\$30.00)	-9%	Apr-14	Due to reorganization of laboratory services and the addition of Division 56 Safety & Environmental Compliance total overhead costs applied to staff time has been reduced.
		Sampling, each site per day	\$220.00	\$240.00	(\$20.00)	-9%	Apr-14	
Inspections and Permitting - Significant Industrial User	5.30.090	Inspection, initial (Significant Industrial User (SIU))	\$1,350.00	\$1,475.00	(\$125.00)	-9%	Apr-14	
		Inspection, compliance (SIU)	\$795.00	\$870.00	(\$75.00)	-9%	Apr-14	
		Permit Issuance, includes application review (SIU)	\$1,015.00	\$1,105.00	(\$90.00)	-9%	Apr-14	
		Permit Renewal, includes application review (SIU)	\$605.00	\$660.00	(\$55.00)	-9%	Apr-14	
		Permit Amendments (SIU)	\$340.00	\$370.00	(\$30.00)	-9%	Apr-14	
Inspections and Permitting - Intermediate Industrial User	5.30.090	Inspection, initial (Intermediate Industrial User (IIU))	\$675.00	\$740.00	(\$65.00)	-10%	Apr-14	
		Inspection, compliance (IIU)	\$400.00	\$435.00	(\$35.00)	-9%	Apr-14	
		Permit Issuance, includes application review (IIU)	\$675.00	\$740.00	(\$65.00)	-10%	Apr-14	
		Permit Renewal, includes application review (IIU)	\$300.00	\$330.00	(\$30.00)	-10%	Apr-14	
		Permit Amendments (IIU)	\$205.00	\$225.00	(\$20.00)	-10%	Apr-14	
Hearings and Enforcement	5.30.090	Show Cause Hearing, each hearing, hours	\$815.00	\$890.00	(\$75.00)	-9%	Apr-14	
		Enforcement Hearing, each hearing, hours	\$1,085.00	\$1,185.00	(\$100.00)	-9%	Apr-14	
Dental Amalgam Program	5.30.090	Permit fee - 3 year permit for dental offices with amalgam separator devices	\$ 120.00	\$ 120.00	\$0.00	0%	Apr-14	
		Inspection fee - inspection of amalgam separator devices	\$ 150.00	\$ 215.00	(\$65.00)	-43%	Apr-14	
		Penalty for past due self-monitoring report submittal	\$ 100.00	\$ -	\$100.00	100%	N-A	

Laboratory Analysis	2016 Fee	Current Fee	Increase	% Change	Comments
Alkalinity Bicarbonate, HCO3	\$ 31.00	\$ 32.00	\$ (1.00)	-3%	
Alkalinity Carbonate, CO3	\$ 31.00	\$ 32.00	\$ (1.00)	-3%	
Alkalinity Hydroxide, OH	\$ 31.00	\$ 32.00	\$ (1.00)	-3%	
Alkalinity Total	\$ 31.00	\$ 32.00	\$ (1.00)	-3%	
Ammonia	\$ 124.00	\$ 126.00	\$ (2.00)	-2%	
Antimony	\$ 68.00	\$ -	\$ 68.00	100%	Previously analyzed by outside labs. DSRSD now does testing in-house.
Arsenic (included in Metals)	\$ 68.00	\$ 60.00	\$ 8.00	13%	Increased in length of time for Env Chemist II to perform analysis.
Barium	\$ 68.00	\$ -	\$ 68.00	100%	Previously analyzed by outside labs. DSRSD now does testing in-house.
Beryllium	\$ 68.00	\$ 61.00	\$ 7.00	11%	Increased in length of time to perform analysis by Env Chemist II
Biochemical Oxygen Demand (BOD)	\$ 93.00	\$ 76.00	\$ 17.00	22%	Increased in length of time to perform analysis by Env Chemist II
Boron	\$ 99.00	\$ 100.00	\$ (1.00)	-1%	
Cadmium (included in Metals)	\$ 68.00	\$ 60.00	\$ 8.00	13%	Increased in length of time to perform analysis by Env Chemist II
Calcium & Calcium Hardness	\$ 37.00	\$ 38.00	\$ (1.00)	-3%	
Chemical Oxygen Demand (COD)	\$ 37.00	\$ 32.00	\$ 5.00	16%	Increased in length of time to perform analysis by Lab Technician
Chloride	\$ 93.00	\$ 79.00	\$ 14.00	18%	Increased in length of time to perform analysis by Env Chemist II
Chlorine	\$ 93.00	\$ 94.00	\$ (1.00)	-1%	
Chromium (included in Metals)	\$ 68.00	\$ 60.00	\$ 8.00	13%	Increased in length of time to perform analysis by Env Chemist II
Cobalt	\$ 68.00	\$ -	\$ 68.00	100%	Previously analyzed by outside labs. DSRSD now does testing in-house.
Coliform, Total, MPN Method	\$ 185.00	\$ 188.00	\$ (3.00)	-2%	
Coliform, Total, P/A Method	\$ 62.00	\$ 63.00	\$ (1.00)	-2%	
Color	\$ 19.00	\$ 19.00	\$ -	0%	
Conductivity	\$ 31.00	\$ 32.00	\$ (1.00)	-3%	
Copper (included in Metals)	\$ 68.00	\$ 60.00	\$ 8.00	13%	Increased in length of time to perform analysis by Env Chemist II
Cyanide	\$ 160.00	\$ 131.00	\$ 29.00	22%	Increased in length of time to perform analysis by Env Chemist II
Dissolved Oxygen	\$ 25.00	\$ 19.00	\$ 6.00	32%	Increased in length of time to perform analysis by Lab Technician
E-Coli, P/A Method	\$ 62.00	\$ 63.00	\$ (1.00)	-2%	
Enterococcus	\$ 87.00	\$ 88.00	\$ (1.00)	-1%	
Fecal Coliform, MPN Method	\$ 185.00	\$ 188.00	\$ (3.00)	-2%	
Fluoride	\$ 77.00	\$ 79.00	\$ (2.00)	-3%	
HaloAcetic Acids (HAAs)	\$ 198.00	\$ -	\$ 198.00	100%	Previously analyzed by outside labs. DSRSD now does testing in-house for
Hardness, Total	\$ 37.00	\$ 38.00	\$ (1.00)	-3%	
Langelier Index	\$ 154.00	\$ 126.00	\$ 28.00	22%	Increased in length of time to perform analysis by Lab Technician
Lead (included in Metals)	\$ 68.00	\$ 60.00	\$ 8.00	13%	Increased in length of time to perform analysis by Env Chemist II
Manganese	\$ 68.00	\$ 61.00	\$ 7.00	11%	Increased in length of time to perform analysis by Env Chemist II
Mercury	\$ 129.00	\$ 130.00	\$ (1.00)	-1%	
Metals	\$ 376.00	\$ 358.00	\$ 18.00	5%	
Nickel (included in Metals)	\$ 68.00	\$ 60.00	\$ 8.00	13%	Increased in length of time to perform analysis by Env Chemist II
Nitrate, NO3	\$ 77.00	\$ 79.00	\$ (2.00)	-3%	
Nitrate, NO3, Hach Method	\$ 31.00	\$ 32.00	\$ (1.00)	-3%	
Nitrite and Nitrate, Total	\$ 77.00	\$ 79.00	\$ (2.00)	-3%	
Nitrite, NO2	\$ 77.00	\$ 79.00	\$ (2.00)	-3%	
Nitrite, NO2, Hach Method	\$ 31.00	\$ 32.00	\$ (1.00)	-3%	
pH	\$ 31.00	\$ 32.00	\$ (1.00)	-3%	
Phenol	\$ 160.00	\$ 131.00	\$ 29.00	22%	Increased in length of time to perform analysis by Env Chemist II
Potassium	\$ 68.00	\$ 61.00	\$ 7.00	11%	Increased in length of time to perform analysis by Env Chemist II

Laboratory Analysis	2016 Fee	Current Fee	Increase	% Change	Comments
Selenium (included in Metals)	\$ 68.00	\$ 60.00	\$ 8.00	13%	Increased in length of time to perform analysis by Env Chemist II
Silica	\$ 77.00	\$ 79.00	\$ (2.00)	-3%	
Silver (included in Metals)	\$ 68.00	\$ 60.00	\$ 8.00	13%	Increased in length of time to perform analysis by Env Chemist II
Sodium	\$ 68.00	\$ 61.00	\$ 7.00	11%	Increased in length of time to perform analysis by Env Chemist II
Sulfate	\$ 77.00	\$ 79.00	\$ (2.00)	-3%	
Sulfide	\$ 31.00	\$ 32.00	\$ (1.00)	-3%	
Temperature	\$ 13.00	\$ 11.00	\$ 2.00	18%	Increased in length of time to perform analysis by Lab Technician
Thallium	\$ 68.00	\$ -	\$ 68.00	100%	Previously analyzed by outside labs. DSRSD now does testing in-house.
Total Dissolved Solids, TDS	\$ 74.00	\$ 63.00	\$ 11.00	17%	Increased in length of time to perform analysis by Lab Technician
Total Solids, TS	\$ 74.00	\$ 63.00	\$ 11.00	17%	Increased in length of time to perform analysis by Lab Technician
Total Suspended Solids, TSS	\$ 74.00	\$ 63.00	\$ 11.00	17%	Increased in length of time to perform analysis by Lab Technician
Total Trihalomethanes (TTHMs)	\$ 145.00	\$ -	\$ 145.00	100%	Previously analyzed by outside labs. DSRSD now does testing in-house for
Turbidity	\$ 31.00	\$ 32.00	\$ (1.00)	-3%	
UV 254	\$ 31.00	\$ 26.00	\$ 5.00	19%	Increased in length of time to perform analysis by Lab Technician
Vanadium	\$ 68.00	\$ -	\$ 68.00	100%	Previously analyzed by outside labs. DSRSD now does testing in-house.
Volatile Acids, VA	\$ 93.00	\$ 76.00	\$ 17.00	22%	Increased in length of time to perform analysis by Lab Technician
Volatile Organics, EPA 624	\$ 145.00	\$ 131.00	\$ 14.00	11%	Increased in length of time to perform analysis by Env Chemist II
Volatile Solids, VS	\$ 87.00	\$ 76.00	\$ 11.00	14%	Increased in length of time to perform analysis by Lab Technician
Zinc (included in Metals)	\$ 68.00	\$ 60.00	\$ 8.00	13%	Increased in length of time to perform analysis by Env Chemist II

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

Outside Contract Laboratory Analysis - billed at cost + staff time

Notes: all hours shown are estimates based on typical tasks and normal procedures.

Hourly rates are based on the posted staff billing rates effective January 1, 2016.



Reference General Manager	Type of Action Hold Public Hearing/ Adopt Fees and Charges	Board Meeting of March 1, 2016
Subject Hold Public Hearing: Adopt Resolution Establishing Industrial Waste Program User Fees and Charges and Rescind Resolution No. 15-14		
<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 hold a Public Hearing and adopt, by Resolution, Industrial Waste Program User Fees and Charges and Rescind Resolution No. 15-14.

Summary:

The District reviews and updates its fees biennially to ensure that the cost of providing a service is fully covered by the fee. The Industrial Waste Program User Fees and Laboratory Analysis Fees were last reviewed in 2014. Staff reviewed all existing fees and updated assumptions and applied updated staff billing rates. A Staff Report on Industrial Waste Program User Fees and Laboratory Fees has been included in Item 9.A - "Hold Public Hearing: Adopt Resolution Establishing Miscellaneous Fees and Charges and Rescind Resolution No. 14-14" showing the current and proposed fees along with the variances. There is one new fee proposed under the Dental Amalgam program and seven new Laboratory Analysis Fees for tests that Laboratory Services is now able to complete in-house rather than outsource to outside labs.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Yes	ORIGINATOR K. Vaden	DEPARTMENT Admin Services	REVIEWED BY
ATTACHMENTS <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. Refer to Item 9.A for Staff Report and Attachments 2. 3.				

RESOLUTION NO. ____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ESTABLISHING FEES AND CHARGES UNDER DISTRICT CODE SECTION 5.30.090, INDUSTRIAL WASTE PROGRAM USER FEES AND CHARGES AND RESCINDING RESOLUTION NO. 15-14

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

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

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

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

WHEREAS, the rates, as adopted by this resolution, once operative, will supersede those previously established in Resolution No. 15-14.

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

1. The charges authorized under Section 5.30.090 of Dublin San Ramon Services District Code are established in the respective amounts set forth in Exhibit "A," attached.

Res. No. _____

2. This resolution will be effective immediately upon its adoption; provided that the charges as shown on Exhibit "A" shall be operative from and after April 4, 2016.

3. Resolution No. 15-14 is Rescinded, attached as Exhibit "B," effective April 4, 2016.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 1st day of March 2016, and passed by the following vote:

AYES:

NOES:

ABSENT:

D. L. (Pat) Howard, President

ATTEST:

Nicole Genzale, District Secretary

Industrial Waste Program User Fees

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	UPDATED FEE
Sampling	5.30.090	Composite Sampler set-up	\$345.00
		Sampling, each site per day	\$220.00
Inspections and Permitting - Significant Industrial User	5.30.090	Inspection, initial (Significant Industrial User (SIU))	\$1,350.00
		Inspection, compliance (SIU)	\$795.00
		Permit Issuance, includes application review (SIU)	\$1,015.00
		Permit Renewal, includes application review (SIU)	\$605.00
		Permit Amendments (SIU)	\$340.00
Inspections and Permitting - Intermediate Industrial User	5.30.090	Inspection, initial (Intermediate Industrial User (IIU))	\$675.00
		Inspection, compliance (IIU)	\$400.00
		Permit Issuance, includes application review (IIU)	\$675.00
		Permit Renewal, includes application review (IIU)	\$300.00
		Permit Amendments (IIU)	\$205.00
Hearings and Enforcement	5.30.090	Show Cause Hearing, each hearing, hours	\$815.00
		Enforcement Hearing, each hearing, hours	\$1,085.00
Dental Amalgam Program	5.30.090	Permit fee - 3 year permit for dental offices with amalgam separator devices	\$ 120.00
		Inspection fee - inspection of amalgam separator devices	\$ 150.00
		Penalty for past due self-monitoring report submittal	\$ 100.00

Resolution No. _____
Laboratory Services

Laboratory Analysis	Fee
Alkalinity Bicarbonate, HCO ₃	\$ 31.00
Alkalinity Carbonate, CO ₃	\$ 31.00
Alkalinity Hydroxide, OH	\$ 31.00
Alkalinity Total	\$ 31.00
Ammonia	\$ 124.00
Antimony	\$ 68.00
Arsenic (included in Metals)	\$ 68.00
Barium	\$ 68.00
Beryllium	\$ 68.00
Biochemical Oxygen Demand (BOD)	\$ 93.00
Boron	\$ 99.00
Cadmium (included in Metals)	\$ 68.00
Calcium & Calcium Hardness	\$ 37.00
Chemical Oxygen Demand (COD)	\$ 37.00
Chloride	\$ 93.00
Chlorine	\$ 93.00
Chromium (included in Metals)	\$ 68.00
Cobalt	\$ 68.00
Coliform, Total, MPN Method	\$ 185.00
Coliform, Total, P/A Method	\$ 62.00
Color	\$ 19.00
Conductivity	\$ 31.00
Copper (included in Metals)	\$ 68.00
Cyanide	\$ 160.00
Dissolved Oxygen	\$ 25.00
E-Coli, P/A Method	\$ 62.00
Enterococcus	\$ 87.00
Fecal Coliform, MPN Method	\$ 185.00
Fluoride	\$ 77.00
HaloAcetic Acids (HAAs)	\$ 198.00
Hardness, Total	\$ 37.00
Langelier Index	\$ 154.00
Lead (included in Metals)	\$ 68.00
Manganese	\$ 68.00
Mercury	\$ 129.00
Metals	\$ 376.00
Nickel (included in Metals)	\$ 68.00
Nitrate, NO ₃	\$ 77.00
Nitrate, NO ₃ , Hach Method	\$ 31.00
Nitrite and Nitrate, Total	\$ 77.00
Nitrite, NO ₂	\$ 77.00
Nitrite, NO ₂ , Hach Method	\$ 31.00
pH	\$ 31.00
Phenol	\$ 160.00
Potassium	\$ 68.00
Selenium (included in Metals)	\$ 68.00
Silica	\$ 77.00
Silver (included in Metals)	\$ 68.00
Sodium	\$ 68.00
Sulfate	\$ 77.00
Sulfide	\$ 31.00
Temperature	\$ 13.00
Thallium	\$ 68.00
Total Dissolved Solids, TDS	\$ 74.00
Total Solids, TS	\$ 74.00
Total Suspended Solids, TSS	\$ 74.00
Total Trihalomethanes (TTHMs)	\$ 145.00
Turbidity	\$ 31.00
UV 254	\$ 31.00
Vanadium	\$ 68.00

Resolution No. _____

Laboratory Services

Laboratory Analysis	Fee
Volatile Acids, VA	\$ 93.00
Volatile Organics, EPA 624	\$ 145.00
Volatile Solids, VS	\$ 87.00
Zinc (included in Metals)	\$ 68.00

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

Outside Contract Laboratory Analysis - billed at cost + staff time

RESOLUTION NO. ~~15-14~~

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

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

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

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

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

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

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

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

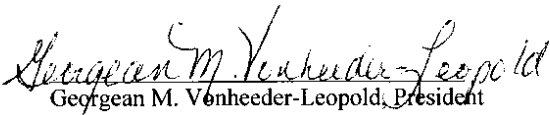
Res. No. 15-14

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

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

NOES: 0

ABSENT: 0


Georjean M. Vonheeder-Leopold, President

ATTEST:


Nancy G. Hatfield, District Secretary



Reference General Manager	Type of Action Continuation of State of Emergency	Board Meeting of March 1, 2016
Subject Continue the State of a Community Drought Emergency through October 31, 2016 and Rescind Resolution No. 7-16		
<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 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 declare, by Resolution, that the State of Community Drought Emergency will continue until October 31, 2016, and rescind the previous Emergency Declaration adopted by Resolution No. 7-16 on February 16, 2016.

Summary:

The action to declare an Emergency Declaration was approved on February 16, 2016 by Resolution No. 7-16. District General Counsel Nelson has advised that particular citations that were deleted from the Resolution prior to adoption in an attempt to simplify the document should, in fact, be included. The attached proposed revised Resolution includes the wording originally included in Resolution No. 7-16 that District General Counsel recommended be reinstated. The proposed edits are attached and highlighted in yellow (Attachment 2 Redline Version)

Upon approval, the Emergency Declaration will remain in effect until the end of October 2016, unless the Board takes subsequent action to rescind the Declaration of Emergency at an earlier date.

Authority for the District to make this declaration is found in the California Emergency Services Act and California Water Code Sections 100, 13576, §§ 350 et seq., 375 et seq., and § 71640 et seq., and Govt. Code § 61100, sub. (a).

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Yes	ORIGINATOR J. Archer	DEPARTMENT Executive	REVIEWED BY
ATTACHMENTS <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Media Release: SWRCB Adopts Extended Emergency Water Conservation Regulation 2. Redline Version of Proposed Resolution			

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT
TO EXTEND THE DECLARATION OF A COMMUNITY DROUGHT EMERGENCY AND RESCIND
RESOLUTION NO. 7-16

WHEREAS, the State of California has and continues to experience severe drought conditions; and

WHEREAS, the Zone 7 Water Agency supplies all of the potable water currently available to the District for distribution and use by its customers; and

WHEREAS, Zone 7's primary sources of supplies normally include imported water from the State Water Project (80%) and local groundwater supplies originating from rainfall, runoff, and recharge (20%); and

WHEREAS, on January 17, 2014 California Governor Edmund G. Brown Jr. issued a Proclamation of a State of Emergency, and encouraged all Californians to reduce their water use; and

WHEREAS, on January 29, 2014 the Zone 7 Water Agency issued a Proclamation of a Local Drought Emergency; and

WHEREAS, on February 18, 2014 the District declared a State of a Community Drought Emergency and established a goal of curtailing overall District water usage by twenty percent (20%); and

WHEREAS, on March 18, 2014 the City of Dublin declared a Local Drought Emergency, which remains in effect; and

WHEREAS, on March 18, 2014 the City of Pleasanton approved an urgency ordinance amending its water conservation plan as needed to protect the immediate threat of the potentially significant drought to preserve public health and safety, which remains in effect; and

WHEREAS, on February 24, 2014 the City of Livermore declared a Water Shortage Emergency, which remains in effect; and

WHEREAS, on May 5, 2014 the District Board of Directors declared that a State of Emergency has existed since February 18, 2014 and continues to prevail in the community served by the District by

Res. No. _____

reason of the fact that the ordinary demands and requirements of the water consumers in the District's service area cannot be met and satisfied by the water supplies now available to the District without depleting the water supply to the extent that there would be insufficient water for human consumption, sanitation, and/or fire protection as a result of the ongoing drought and the resulting reductions to and restrictions on the available water supply; and

WHEREAS, On November 13, 2015, Governor Edmund G. Brown Jr. issued Administrative Order B-36-15 extending the declaration of a State of Emergency for the entire State of California indefinitely and until terminated, and further directed the State Water Resources Control Board (SWRCB) to extend mandatory restrictions to achieve a statewide reduction in urban potable water usage until at least October 31, 2016; and

WHEREAS, On February 2, 2016, the SWRCB adopted extended emergency water conservation regulations assigning target conservation goals and water use limitations that will be effective through October 31, 2016; and

WHEREAS, the California Emergency Services Act and the California Water Code empowers local agencies to declare or continue a state of emergency, which allows the agency to expend funds and promulgate orders and regulations necessary to provide for the protection of life and property, and to invoke exceptions allowed by law to normal contracting, purchasing, and California Environmental Quality Act (CEQA) requirements so that the Agency can more quickly take action and respond to rapidly changing conditions.

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

1. The State of a Community Drought Emergency (originally declared on February 18, 2014, by Resolution No. 10-14, updated and re-declared on May 5, 2014 by Resolution No. 26-14 and which has been extended on December 2, 2014 by Resolution No. 78-14) has continuously prevailed and monthly by action of the Board) will continue to prevail in the community served

Res. No. _____

by the District by reason of the fact that the ordinary demands and requirements of the water consumers in the District's service area cannot be met and satisfied by the water supplies now available to the District without depleting the water supply to the extent that there would be insufficient water for human consumption, sanitation, and/or fire protection as a result of the ongoing drought and the resulting reductions to and restrictions on the available water supply.

2. Resolution No. 7-16 is hereby Rescinded, attached as Exhibit "A," and replaced it in its entirety with this Resolution.
3. The General Manager is authorized and directed to take all appropriate steps and actions as may be within the General Manager's authority and/or as approved by the Board to curtail system-wide water usage in the District by twelve percent (12%) overall or as subsequently ordered by the SWRCB as compared to the same period in calendar year 2013.
4. The General Manager is authorized and directed to initiate appropriate operational actions, including but not limited to, the temporary curtailment or cessation of service to individual customers and/or areas of the District as may be appropriate to ensure the continued integrity of the community water supply system for health and safety purposes and, in such circumstances, to timely notify the Board of such actions taken.
5. As it relates to contracting and purchasing actions associated with the District's response to the need for curtailing water usage during the State of Community Drought Emergency, the General Manager is hereby authorized to make decisions about invoking exceptions to normal contracting and purchasing requirements as allowed by California law.
6. As it relates to California Environmental Quality Act (CEQA) actions associated with the District's response to the need for curtailing water usage during the State of Community Drought Emergency, the General Manager is hereby authorized to make decisions regarding invoking exemptions to CEQA as allowed by California law.
7. As it relates to obtaining staffing resources to accomplish actions associated with the District's response to the need for curtailing water usage during the State of Community Drought

Res. No. _____

Emergency, the Board affirms the existing language included in Personnel Rule 2.03 that allows the General Manager in an emergency to make appointments without the requirement for first establishing an eligibility list.

8. In order to satisfy the requirements of the California Emergency Services Act which contemplates ongoing review of the need for continuing the local emergency, so that the declared emergency shall not remain in effect when conditions no longer warrant, the General Manager shall monthly inform the Board, that this declaration remains in effect, of: (a) developments regarding the water supply available to Zone 7 and the District; (b) the water demand in the District's service area; (c) operational issues encountered or anticipated to be encountered related to the effect of the limited water supply on the District's water system; (d) pertinent policy level decisions made at the local, regional, state and federal levels related to the drought; and (e) other information relevant to the continuing need for the State of Community Drought Emergency.
9. The State of Community Drought Emergency shall continue to exist until either: (a) October 31, 2016, or (b) the Board takes action to rescind this Declaration of Continuing State of Community Drought Emergency, whichever occurs first.
10. The General Manager is authorized and directed to undertake actions related to the District's response to this drought in accordance with the authority and approval of this Resolution.
11. The General Manager is authorized and directed to take all appropriate steps and actions as may be within the General Manager's authority and/or as approved by the Board to increase or make more reliable the District's water supply for 2016 and beyond.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 1st day of March 2016, and passed by the following vote:

AYES:

NOES:

ABSENT:

D.L. (Pat) Howard, President

ATTEST: _____
Nicole Genzale, District Secretary

H:\Board\2016\03-01-16\9C Extension of State of Drought Emergency\Declaration of a Community Drought Emergency RESO Proposed Version.docx

RESOLUTION NO. 7-16

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT
TO EXTEND THE DECLARATION OF A COMMUNITY DROUGHT EMERGENCY AND RESCIND
RESOLUTION NO. 27-15

WHEREAS, the State of California has and continues to experience severe drought conditions; and

WHEREAS, the Zone 7 Water Agency supplies all of the potable water currently available to the District for distribution and use by its customers; and

WHEREAS, Zone 7's primary sources of supplies normally include imported water from the State Water Project (80%) and local groundwater supplies originating from rainfall, runoff, and recharge (20%); and

WHEREAS, on January 17, 2014 California Governor Edmund G. Brown Jr., issued a Proclamation of a State of Emergency, and encouraged all Californians to reduce their water use; and

WHEREAS, on January 29, 2014 the Zone 7 Water Agency issued a Proclamation of a Local Drought Emergency; and

WHEREAS, on February 18, 2014 the District declared a State of a Community Drought Emergency and established a goal of curtailing overall District water usage by twenty percent (20%); and

WHEREAS, on March 18, 2014 the City of Dublin declared a Local Drought Emergency, which remains in effect; and

WHEREAS, on March 18, 2014 the City of Pleasanton approved an urgency ordinance amending its water conservation plan as needed to protect the immediate threat of the potentially significant drought to preserve public health and safety, which remains in effect; and

WHEREAS, on February 24, 2014 the City of Livermore declared a Water Shortage Emergency, which remains in effect; and

WHEREAS, On November 13, 2015, Governor Edmund G. Brown Jr. issued Administrative Order B-36-15 extending the declaration of a State of Emergency for the entire State of California indefinitely

Res. No. 7-16

and until terminated, and further directed the State Water Resources Control Board (SWRCB) to extend mandatory restrictions to achieve a statewide reduction in urban potable water usage until at least October 31, 2016; and

WHEREAS, On February 2, 2016, the SWRCB adopted extended emergency water conservation regulations assigning target conservation goals and water use limitations that will be effective through October 31, 2016; and

WHEREAS, the California Emergency Services Act and the California Water Code empowers local agencies to declare or continue a state of emergency, which allows the agency to expend funds and promulgate orders and regulations necessary to provide for the protection of life and property, and to invoke exceptions allowed by law to normal contracting, purchasing, and California Environmental Quality Act (CEQA) requirements so that the Agency can more quickly take action and respond to rapidly changing conditions.

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

1. The State of a Community Drought Emergency (originally declared on February 18, 2014, which has been extended monthly by action of the Board) will continue to prevail in the community served by the District.
2. Resolution No. 27-15 is hereby Rescinded, attached as Exhibit "A," and replaced it in its entirety with this Resolution.
3. The General Manager is authorized and directed to take all appropriate steps and actions as may be within the General Manager's authority and/or as approved by the Board to curtail system wide water usage in the District by twelve percent (12%) overall or as subsequently ordered by the SWRCB as compared to the same period in calendar year 2013.
4. The General Manager is authorized and directed to initiate appropriate operational actions, including but not limited to, the temporary curtailment or cessation of service to individual

customers and/or areas of the District as may be appropriate to ensure the continued integrity of the community water supply system for health and safety purposes and, in such circumstances, to timely notify the Board of such actions taken.

5. As it relates to contracting and purchasing actions associated with the District's response to the need for curtailing water usage during the State of Community Drought Emergency, the General Manager is hereby authorized to make decisions about invoking exceptions to normal contracting and purchasing requirements as allowed by California law.
6. As it relates to California Environmental Quality Act (CEQA) actions associated with the District's response to the need for curtailing water usage during the State of Community Drought Emergency, the General Manager is hereby authorized to make decisions regarding invoking exemptions to CEQA as allowed by California law.
7. As it relates to obtaining staffing resources to accomplish actions associated with the District's response to the need for curtailing water usage during the State of Community Drought Emergency, the Board affirms the existing language included in Personnel Rule 2.03 that allows the General Manager in an emergency to make appointments without the requirement for first establishing an eligibility list.
8. In order to satisfy the requirements of the California Emergency Services Act which contemplates ongoing review of the need for continuing the local emergency, so that the declared emergency shall not remain in effect when conditions no longer warrant, the General Manager shall monthly inform the Board, that this declaration remains in effect, of: (a) developments regarding the water supply available to Zone 7 and the District; (b) the water demand in the District's service area; (c) operational issues encountered or anticipated to be encountered related to the effect of the limited water supply on the District's water system; (d) pertinent policy level decisions made at the local, regional, state and federal levels related to the drought; and (e) other information relevant to the continuing need for the State of Community Drought Emergency.

Res. No. 7-16

9. The State of Community Drought Emergency shall continue to exist until either: (a) October 31, 2016, or (b) the Board takes action to rescind this Declaration of Continuing State of Community Drought Emergency, whichever occurs first.
10. The General Manager is authorized and directed to undertake actions related to the District's response to this drought in accordance with the authority and approval of this Resolution.
11. The General Manager is authorized and directed to take all appropriate steps and actions as may be within the General Manager's authority and/or as approved by the Board to increase or make more reliable the District's water supply for 2016 and beyond.

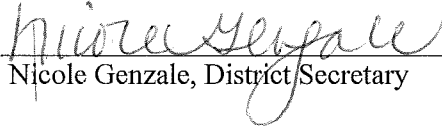
ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 16th day of February 2016, and passed by the following vote:

AYES: 5 - Directors Richard M. Halket, Edward R. Duarte, Madelyne A. Misheloff, Georgean M. Vonheeder-Leopold, D.L. (Pat) Howard

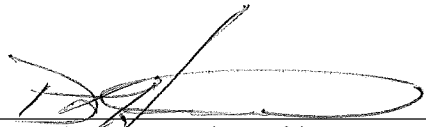
NOES: 0

ABSENT: 0

ATTEST:



Nicole Genzale, District Secretary



D.L. (Pat) Howard, President



Media Release

State Water Board Adopts Extended Emergency Water Conservation Regulation

Extended Regulation Gives More Flexibility to Water Suppliers to Meet Conservation Targets

FOR IMMEDIATE RELEASE
Feb. 2, 2016

Contact: George Kostyrko
gkostyrko@waterboards.ca.gov

SACRAMENTO – With California still experiencing severe drought despite recent rains, the State Water Resources Control Board (State Water Board) today adopted an extended and revised [emergency regulation](#) to ensure that urban water conservation continues in 2016.

The regulation extends restrictions on urban water use through October 2016 while providing urban water suppliers more flexibility in meeting their conservation requirements. It also directs staff to report back on additional flexibility once more complete water supply information is known in April. The action follows Governor Edmund G. Brown Jr.'s Nov. 13, 2015, [Executive Order](#) directing the State Water Board to extend the emergency water conservation regulation should drought conditions persist through January 2016.

“After four years of extreme drought, there is still a need for Californians to keep up their stellar conservation practices,” said Felicia Marcus, chair of the State Water Resources Control Board. “This updated regulation acknowledges that need, while making adjustments in response to feedback from water suppliers and others. If we continue to receive a lot of rain and snow in February and March, we may scale back the conservation requirements further, drop them, or move to another approach.”

Under the revised regulation, statewide water conservation is expected to exceed 20 percent compared to 2013 water use. The revised regulation responds to calls for greater consideration of certain factors that influence water use in different parts of the state, including hotter-than-average climate, population growth, and significant investments in new local, drought resilient water sources such as wastewater reuse and desalination.

Due to the severity of the water deficits over the past four years, many of California’s reservoirs and groundwater basins remain [depleted](#), and the need for continued water conservation persists. Today’s action serves as the fourth iteration of the emergency regulation since the State Water Board first instituted statewide conservation requirements in July 2014.

C A L I F O R N I A E N V I R O N M E N T A L P R O T E C T I O N A G E N C Y



STATE WATER RESOURCES CONTROL BOARD

1001 I Street, Sacramento, CA 95814 • Mailing Address: P.O. Box 100, Sacramento, CA 95812-0100 • www.waterboards.ca.gov



The State Water Board will continue to track water conservation efforts for each of the state's urban water suppliers (those with more than 3,000 connections) on a monthly basis. Compliance with individual water supplier conservation requirements will continue to be based on cumulative savings since June 2015. Cumulative tracking means that conservation savings will be added together from one month to the next, including conservation achieved under the Board's May 5, 2015, emergency regulation, and compared to the amount of water used during the same months in 2013.

Summary of Conservation Regulation Adjustments

The updated emergency regulation continues to specify how much water communities must conserve based on their residential gallons per capita per day (R-GPCD) data (from July through September 2014), and provides recognition for certain factors affecting water use, along with other changes detailed below:

- Credits and adjustments to urban water suppliers' conservation standards are now available. They range from 2 percentage points to a maximum of 8 percentage points. In some cases, water suppliers are automatically credited based on conditions in their service areas. In other cases, water suppliers must supply specific information to support and determine the size of an adjustment.
- The regulation provides credits in three ways:
 - 1) Considering the differences in climate affecting different parts of the state;
 - 2) Providing a mechanism to reflect water-efficient growth experienced by urban areas; and
 - 3) Recognizing significant investments made by suppliers toward creating new, local, drought-resilient sources of potable water supply.
- The regulation creates penalties for homeowners' associations or community service organizations that block, stifle or threaten homeowners from reducing or eliminating the watering of vegetation or lawns during a declared drought emergency in violation of existing law.

This regulation extends the original framework that has resulted in a statewide water conservation rate of 25.5 percent over a seven-month period, according to [December conservation](#) data released earlier today. Even assuming all of the 400-plus water agencies receive the applicable credits offered in this regulation, the statewide cumulative conservation rate is still projected to exceed 20 percent.

"We expect a savings rate greater than 20 percent, but perhaps not quite achieving the prior call for 25 percent," said Marcus. "We anticipated this might occur with any tweaks to our existing regulation. This regulation should still allow this state to save more than 1 million acre-feet of water through October 2016 – which is enough water to serve an average of two million California families. While we are hopeful that we are turning the corner on this drought, the

truth is that it's just too soon tell. Any additional water we can conserve to today will serve us well tomorrow if the drought continues.”

For additional information and examples of how the credits would be calculated and applied, please see the fact [sheet](#).

Next Steps

The regulation will now be submitted to the Office of Administrative Law, which will review and approve or deny the regulation. If approved by the Office of Administrative Law, the regulation will take effect immediately and remain in effect for 270 days from the approval date.

For more information, please visit the [Emergency Water Conservation](#) website.

To learn more about the state's drought response, visit [Drought.CA.Gov](#).

Every Californian should take steps to conserve water. Find out how at [SaveOurWater.com](#).

###

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT
TO EXTEND THE DECLARATION OF A COMMUNITY DROUGHT EMERGENCY AND RESCIND
RESOLUTION NO. 7-16

WHEREAS, the State of California has and continues to experience severe drought conditions; and

WHEREAS, the Zone 7 Water Agency supplies all of the potable water currently available to the District for distribution and use by its customers; and

WHEREAS, Zone 7's primary sources of supplies normally include imported water from the State Water Project (80%) and local groundwater supplies originating from rainfall, runoff, and recharge (20%); and

WHEREAS, on January 17, 2014 California Governor Edmund G. Brown Jr., issued a Proclamation of a State of Emergency, and encouraged all Californians to reduce their water use; and

WHEREAS, on January 29, 2014 the Zone 7 Water Agency issued a Proclamation of a Local Drought Emergency; and

WHEREAS, on February 18, 2014 the District declared a State of a Community Drought Emergency and established a goal of curtailing overall District water usage by twenty percent (20%); and

WHEREAS, on March 18, 2014 the City of Dublin declared a Local Drought Emergency, which remains in effect; and

WHEREAS, on March 18, 2014 the City of Pleasanton approved an urgency ordinance amending its water conservation plan as needed to protect the immediate threat of the potentially significant drought to preserve public health and safety, which remains in effect; and

WHEREAS, on February 24, 2014 the City of Livermore declared a Water Shortage Emergency, which remains in effect; and

WHEREAS, on May 5, 2014 the District Board of Directors declared that a State of Emergency has existed since February 18, 2014 and continues to prevail in the community served by the District by

Res. No. _____

reason of the fact that the ordinary demands and requirements of the water consumers in the District's service area cannot be met and satisfied by the water supplies now available to the District without depleting the water supply to the extent that there would be insufficient water for human consumption, sanitation, and/or fire protection as a result of the ongoing drought and the resulting reductions to and restrictions on the available water supply; and

WHEREAS, On November 13, 2015, Governor Edmund G. Brown Jr. issued Administrative Order B-36-15 extending the declaration of a State of Emergency for the entire State of California indefinitely and until terminated, and further directed the State Water Resources Control Board (SWRCB) to extend mandatory restrictions to achieve a statewide reduction in urban potable water usage until at least October 31, 2016; and

WHEREAS, On February 2, 2016, the SWRCB adopted extended emergency water conservation regulations assigning target conservation goals and water use limitations that will be effective through October 31, 2016; and

WHEREAS, the California Emergency Services Act and the California Water Code empowers local agencies to declare or continue a state of emergency, which allows the agency to expend funds and promulgate orders and regulations necessary to provide for the protection of life and property, and to invoke exceptions allowed by law to normal contracting, purchasing, and California Environmental Quality Act (CEQA) requirements so that the Agency can more quickly take action and respond to rapidly changing conditions.

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

1. The State of a Community Drought Emergency (originally declared on February 18, 2014, by Resolution No. 10-14, updated and re-declared on May 5, 2014 by Resolution No. 26-14 and which has been extended on December 2, 2014 by Resolution No. 78-14) has continuously

prevailed and monthly by action of the Board) will continue to prevail in the community served by the District by reason of the fact that the ordinary demands and requirements of the water consumers in the District's service area cannot be met and satisfied by the water supplies now available to the District without depleting the water supply to the extent that there would be insufficient water for human consumption, sanitation, and/or fire protection as a result of the ongoing drought and the resulting reductions to and restrictions on the available water supply. ~~The State of a Community Drought Emergency (originally declared on February 18, 2014, which has been extended monthly by action of the Board) will continue to prevail in the community served by the District.~~

~~2.~~ Resolution No. 7-16 is hereby Rescinded, attached as Exhibit "A," and replaced it in its entirety with this Resolution.

~~2.3.~~ The General Manager is authorized and directed to take all appropriate steps and actions as may be within the General Manager's authority and/or as approved by the Board to curtail system wide water usage in the District by twelve percent (12%) overall or as subsequently ordered by the SWRCB as compared to the same period in calendar year 2013.

~~3.4.~~ The General Manager is authorized and directed to initiate appropriate operational actions, including but not limited to, the temporary curtailment or cessation of service to individual customers and/or areas of the District as may be appropriate to ensure the continued integrity of the community water supply system for health and safety purposes and, in such circumstances, to timely notify the Board of such actions taken.

~~4.5.~~ As it relates to contracting and purchasing actions associated with the District's response to the need for curtailing water usage during the State of Community Drought Emergency, the General Manager is hereby authorized to make decisions about invoking exceptions to normal contracting and purchasing requirements as allowed by California law.

Res. No. _____

~~5.6.~~ As it relates to California Environmental Quality Act (CEQA) actions associated with the District's response to the need for curtailing water usage during the State of Community Drought Emergency, the General Manager is hereby authorized to make decisions regarding invoking exemptions to CEQA as allowed by California law.

~~6.7.~~ As it relates to obtaining staffing resources to accomplish actions associated with the District's response to the need for curtailing water usage during the State of Community Drought Emergency, the Board affirms the existing language included in Personnel Rule 2.03 that allows the General Manager in an emergency to make appointments without the requirement for first establishing an eligibility list.

~~7.8.~~ In order to satisfy the requirements of the California Emergency Services Act which contemplates ongoing review of the need for continuing the local emergency, so that the declared emergency shall not remain in effect when conditions no longer warrant, the General Manager shall monthly inform the Board, that this declaration remains in effect, of: (a) developments regarding the water supply available to Zone 7 and the District; (b) the water demand in the District's service area; (c) operational issues encountered or anticipated to be encountered related to the effect of the limited water supply on the District's water system; (d) pertinent policy level decisions made at the local, regional, state and federal levels related to the drought; and (e) other information relevant to the continuing need for the State of Community Drought Emergency.

~~8.9.~~ The State of Community Drought Emergency shall continue to exist until either: (a) October 31, 2016, or (b) the Board takes action to rescind this Declaration of Continuing State of Community Drought Emergency, whichever occurs first.

~~9.10.~~ The General Manager is authorized and directed to undertake actions related to the District's response to this drought in accordance with the authority and approval of this Resolution.

Res. No. _____

~~10~~11. The General Manager is authorized and directed to take all appropriate steps and actions as may be within the General Manager's authority and/or as approved by the Board to increase or make more reliable the District's water supply for 2016 and beyond.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the ~~16th~~1st day of ~~February~~March 2016, and passed by the following vote:

AYES:

NOES:

ABSENT:

D.L. (Pat) Howard, President

ATTEST: _____
Nicole Genzale, District Secretary



Reference Engineering Services Manager	Type of Action Discuss and Provide Direction	Board Meeting of March 1, 2016
Subject Discuss 2016 Recycled Water Residential Fill Station Program Strategy and Recommendation		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input checked="" type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	D. McIntyre
		<input type="checkbox"/> Board Member

Recommendation:

The Engineering Services Manager recommends the Board of Directors: a) receive a staff report regarding the Recycled Water Residential Fill Station Program; b) provide direction to implement Option 1 from the staff report, a comparable monitoring program to 2015; and c) consider increasing the Engineering Department’s Planning and Permitting Division budget by \$65,000.

Summary:

In 2015, participation in the residential fill station program surged to over 3,600 licensed participants and over 28 million gallons of recycled water was transported out of the Wastewater Treatment Plant. As the program continued to grow, staff received reports of participants storing 50 to 1,500 gallons of recycled water at their homes, and emails from concerned citizens worried about cross connections with the potable water supply. The concern with residential participants storing and pumping recycled water onsite is that there is no backflow protection installed on residential water service lines unlike commercial and industrial water service lines. The District’s Water Reuse Permit does not allow for storage of recycled water onsite, nor for residential customers to connect and pump recycled water into hard plumbed irrigation systems.

Due to the popularity of the program and concerns for the safety of the District’s public water supply, the Board needs to provide direction on the fill station cross connection monitoring program for Calendar Year 2016. The Staff Report details two monitoring options for the Board to consider. Staff also requests feedback from the Board regarding expansion of the commercial and residential fill station programs. Staff recommends Option 1, the execution of limited monitoring, and for the District to discontinue exploring the expansion of the fill station programs. Staff does not recommend exploring the expansion of the residential and commercial fill station programs. The establishment of a permanent program that allows delivery of recycled water to customer’s storage tanks would not be cost effective for the District, and would increase the District’s liabilities in regards to safety of the public potable water supply within and outside the District’s service area.

Staff is also requesting an operating budget increase of \$65,000 to cover monitoring and outreach costs as there is no budget to cover these expenditures for 2016. Last year’s expenditures were covered by the Planning and Permitting Division’s unspent funds due to staff vacancies. The Division no longer has staff vacancies. The 2015 limited monitoring program along with outreach efforts appeared to be effective in reminding fill station participants of the use regulations. The disadvantage of this option is the increase in staff workload, and the limited monitoring program reduces but does not eliminate the risk for potential cross connections. Imposing an annual program fee on all residential fill station participants may be difficult to effectively administer this late in the year.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR S. Olson	DEPARTMENT Engineering Services	REVIEWED BY
ATTACHMENTS <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input checked="" type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$65,000	<input type="checkbox"/> Funding Source A. 300.40.42.554.3.340 (50%) B. 600.40.42.554.3.340 (50%)		Attachments to S&R 1. 2. 3.			

STAFF REPORT



Engineering
March 1, 2016

2016 Residential Fill Station Program Strategy

BACKGROUND

In 2014, the District received approval from regulatory agencies to allow residential customers to collect recycled water in order to save valuable landscaping during the severe drought. In June 2014, the District opened California's first recycled water fill station for residential customers to collect and transport recycled water to help save their trees, shrubs, and landscaped areas. By the end of 2014, there were 495 participants using the free program and over 2.3 million gallons of recycled water was transported out of the treatment plant in jugs, buckets, drums, and totes.

2015 Residential Fill Station Program

In 2015, participation in the program surged to over 3,600 licensed participants and over 28 million gallons of recycled water was transported out of the treatment plant. In fact, the residential fill station consumption surpassed the commercial fill station by 2.4 million gallons. The majority of the residential fill station participants live within Pleasanton, Dublin, San Ramon, and Livermore. Thirty percent of those participants are located within DSRSD's water service area.

As participation in the program continued to grow in 2015, staff began to receive reports of participants storing from 50 gallons to 1,500 gallons of recycled water at their homes, and emails from concerned citizens worried about cross connections with the potable water supply. In addition, commercial haulers began contacting the District for permission to deliver recycled water to residential customer's storage tanks.

The concern with residential participants storing and pumping recycled water onsite is that there is no backflow protection installed on residential water service lines. Backflow protection assemblies protect the public's potable water supply by preventing contaminants flowing from a property into the public water supply. In fact, the California Code of Regulations, Title 17, states that premises where recycled water is used shall have backflow protection installed on potable water service lines. The Department of Drinking Water granted DSRSD's residential fill station program a variance on this requirement since it is a temporary drought response program.

Additionally, the District's Water Reuse Permit does not allow for storage of recycled water onsite, or for residential customers to connect and pump recycled water into hard plumbed irrigation systems. This is to ensure the safety of the public potable water supply. Also, the Water Reuse Permit requires the District to monitor recycled water users. Due to the above reports from customers, permit requirements, and the fact that there is no backflow protection on residential service lines, staff began monitoring a limited number of residential fill station participants in 2015. Those selected for inspection were the highest consumers of recycled water, or participants on whom staff had received reports from concerned citizens.

Staff hired RMC Water and Environment (RMC) to perform cross connection inspections of residential fill station participants to ensure proper application and use of recycled water. RMC conducted 79 inspections and found that 33% of the sampled participants were storing recycled onsite, and a few participants were applying recycled water through hard plumbed irrigation systems. These situations created the potential for easy cross connections to our potable water system. Fortunately, no cross connections with the potable water supply were found. The

permits were confiscated from the fill station participants distributing recycled water through hard plumbed irrigation systems, and those customers were not allowed to participate in the program until compliance was achieved.

The District cost for RMC to conduct cross connection inspections was \$32,000, which averages to be \$405 per inspection. District staff carried out enforcement actions when issues were found by RMC's inspector. The Clean Water Section, part of the Engineering Department's Planning and Permitting Division, saw workload increase by 35% (equivalent to 0.70 FTE) throughout the months of May to October due to the residential fill station program. This increase in workload caused Clean Water staff productivity to decrease in core programs: pollution prevention, cross connection control, water conservation, and commercial recycled water monitoring.

DISCUSSION

2016 Residential Fill Station Program - Monitoring and Funding Options:

On February 16, the Board of Directors approved to keep the residential fill station program operational in CY 2016 and passed a budget of \$145,000, which includes operational expenditures for the Pleasanton and Dublin residential fill stations. The budget that was passed by the Board does not include expenditures for monitoring of residential fill station participants to help reduce the risk for potential cross connections within the District's potable water system and to maintain compliance with District's Water Reuse Permit.

Last year, the budget for monitoring fill station participants was covered by Engineering's unspent Operational and Maintenance funds because of staff vacancies. Engineering is now fully staffed and there are no vacancies or budget to cover residential fill station monitoring costs for CY 2016. Monitoring and enforcement of fill station participants also places burden on the Clean Water Section and interrupts staff's productivity in their other programs. Staff requests the Board provide guidance on the residential fill station user's monitoring program, provide direction on workload priorities, and assist with funding to cover monitoring costs. Below are two options for the Board to consider and determine which option would be the best for the District.

Option #1. Administer a Residential Fill Station Limited Monitoring Program Comparable to 2015

In 2015, a limited monitoring program was implemented to help minimize the risk for cross connections within the public potable supply and to ensure compliance with the District's Permit. The limited monitoring program would inspect approximately 10% of fill station participants within DSRSD's water service area, with a cost ranging from \$40,000 to \$65,000. A consultant would conduct the cross connection inspections. Monitoring only a small fraction of the participants still presents a potential for cross connections to occur within DSRSD's potable water supply. District staff would handle any enforcement issues found during the cross connection inspections.

It is important to note that the District can effectively enforce its requirements only within its service area. Imposing DSRSD requirements beyond our boundaries presents jurisdictional conflicts with other water service providers. Staff has been coordinating with the City of Pleasanton and the District's DERWA partner to monitor participants in their service area. To recover program costs, an annual fee of \$18 could be imposed on all residential fill station participants, which includes participants from Pleasanton, Dublin, San Ramon, and 53 other Bay Area cities.

Advantages:

- Minimal impact on residential fill station participants.
- Limited monitoring and outreach efforts would help reduce but not eliminate potential risks for cross connections.

- Imposing a program fee of \$18 on all fill station participants will help recover program costs. The fee would generate \$65,000 of revenue.

Disadvantages:

- DSRSD funds and staffing would be diverted away from core functions.
- Clean Water staff workload would increase, causing other Clean Water core programs to be impaired.
- Setting up a monitoring fee may be difficult to implement on short notice and with limited resources.
- Charging a fee may cause confusion with the public and may lead to customer service complaints, especially since the program has been free for two years.

Option #2. Administer A Residential Fill Station Enhanced Monitoring Program

If this option is selected, the District would implement an enhanced monitoring program in which all fill station participants within DSRSD's water service area receive a cross connection inspection. A consultant would perform the initial cross connection inspection and cost could range from \$300,000 to \$445,000. The enhanced monitoring program would help ensure there are no cross connections or permit violations. To recover program costs, an annual fee of \$120 could be imposed on all fill station participants, including participants from outside DSRSD's service area. Cross connection enforcement actions, if needed, would be handled by DSRSD's Clean Water staff.

Again, it should be noted that the District can effectively enforce its requirements only within its service area. Imposing DSRSD requirements beyond our boundaries presents jurisdictional conflicts with other water service providers. Staff has been coordinating with the District's DERWA partner and City of Pleasanton to monitor participants within their service areas.

Advantages:

- Enhanced monitoring would significantly reduce risks of cross connections within the potable water supply.
- Imposing a fee would help recover monitoring costs.
- The fee would generate \$430,000 of revenue to help offset program costs.

Disadvantages:

- Enhanced monitoring would impact staff workload and possibly reduce productivity in other Clean Water programs.
- DSRSD funds and staffing would be diverted away from District's core functions.
- District unreimbursed costs could potentially increase up to \$445,000 if a fee is not imposed on fill station participants.
- Charging a monitoring fee could be difficult to implement on short notice and would not be popular among residential fill station participants.
- Charging a fee may cause confusion by the public and may lead to customer service complaints since the program has been free for two years.

Monitoring Options Summary Table

Options	# Customers in DSRSD's Service Area	Program Costs	Program Revenue to Offset Costs (if adopted)
1. Residential Fill Station Limited Monitoring Program Comparable to 2015	1090	\$65,000	\$40,000 - \$65,000
2. Residential Fill Station Enhanced Monitoring Program	1090	\$440,000	\$440,000

Program Expansion Option for Residential and Commercial Fill Station Programs:

In addition to exploring options on monitoring and funding discussed previously, staff is seeking feedback from the Board to determine if there is interest in exploring the expansion of the residential and commercial fill station programs. The residential fill station program was approved by regulatory agencies as a temporary program with specific parameters in which residents can collect recycled water to help keep valuable trees, plants, and shrubs alive during the drought emergency. Expansion of the program requires further discussion and approval from both the Division of Drinking Water and the Regional Water Quality Control Board.

Staff has issued a request for qualifications (RFQ) for a feasibility study to explore the implementation of an expanded program. The feasibility study would evaluate the value and cost of expanding the residential fill station program in the following ways:

- A permanent program
- A program that allows onsite recycled water storage
- Allowing commercial haulers to deliver recycled water to storage tanks

The study would also estimate costs associated with establishing and monitoring a residential recycled water program, preparing a framework for monitoring and enforcement, preparing an engineer's report, and obtaining regulatory approval from both the Division of Drinking Water and the Regional Water Quality Control Board. The estimated cost for the feasibility study is \$52,300 and the estimated time for completion is between six months to a year due to State's staff resource limitations.

If the program concept is acceptable to regulatory agencies, it would take staff an additional six to eighteen months to design, develop and implement an effective program, as the process would require review from the regulatory agencies and coordination with other water service providers. The costs for development of such a program would be approximately \$1,000,000. To recover program costs, a fee of \$400 could be imposed on all participants. The exact amount would be determined as part of the implementation plan. The amount of revenue to help offset program costs could be more than \$1,000,000, depending on the number of participants.

The Board may consider limiting the fill station programs to the District, EBMUD and the City of Pleasanton. Imposing DSRSD requirements beyond our boundaries presents jurisdictional conflicts with other water service provider's requirements.

Advantages:

- Expansion of the fill station would increase customer satisfaction.

- There would be a decrease in traffic at the residential fill station since commercial haulers would be able to deliver recycled water to residential storage tanks.

Disadvantages:

- Participants may be required to install backflow protection assemblies on drinking water service lines and conduct annual testing thereafter.
- Significant increase in administrative workload and costs that may include hiring additional FTEs.
- Significant increase in Planning and Permitting Division's workload.
- Possible jurisdictional issues with other water agencies and increase risk for potential cross connections within other agencies' potable water supply.
- Increased risk for potential cross connections within DSRSD's potable water supply.

RECOMMENDATION

Staff recommends the Board select Option 1, a comparable monitoring program to 2015, and consider increasing Engineering's Planning and Permitting Division budget by \$65,000 to cover cross connection monitoring and outreach costs as there is no budget to cover this expense for CY 2016. In CY 2015, the limited monitoring program along with outreach efforts appeared to be effective in reminding participants of the use regulations. The disadvantage of this option is the increase in staff workload, and the limited monitoring program reduces but does not eliminate the risk for potential cross connections. Cross connection monitoring and outreach expenditures were not included in the Drought Action Plan Budget that was recently passed by the Board. Imposing an annual program fee of \$18 on all residential fill station participants may be difficult to administer this late in the year with limited resources. Furthermore, the fee may not be favorable among fill station participants, especially since the program has been free for the last two years.

Staff does not recommend exploring the expansion of the residential and commercial fill station programs. The regulatory agencies approved the residential fill station program as a temporary program to assist customers with the drought and help conserve drinking water. The establishment of a permanent program that allows delivery of recycled water to customer's storage tanks would not be cost effective for the District to implement and would significantly increase the District's liabilities in regards to safety of the public potable water supply within and outside DSRSD's service area.



Reference Engineering Services Manager	Type of Action Receive Presentation/Approve Comment Letter	Board Meeting of March 1, 2016
Subject Approve DSRSD Comment Letter on Zone 7 Water Agency's 2015 Urban Water Management Plan		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation	<input checked="" type="checkbox"/> Staff
REPORT:	D. McIntyre	<input type="checkbox"/> Board Member
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other

Recommendation:

The Engineering Services Manager recommends the Board of Directors, by Motion, approve the attached draft comment letter to Zone 7 Water Agency’s 2015 Urban Water Management Plan.

Summary:

The California Urban Water Management Planning Act requires urban water suppliers with more than 3,000 customers to prepare and adopt an updated Urban Water Management Plan (UWMP) every five years, in years ending in five or zero. Preparation of this plan requires coordination and outreach to stakeholders and the general public. Completion of this document is required in order to receive state funding. The 2015 Urban Water Management Plans must be submitted to the State Department of Water Resources by July 1, 2016.

Zone 7 Water Agency (Zone 7), The District’s water wholesaler, prepared its UWMP in coordination with the Tri-Valley water retailers. Zone 7’s UWMP focuses on its regional water supply management and was prepared ahead of the Tri-Valley water retailers so that they may prepare their individual UWMPs in a timely manner. A public draft of Zone 7’s 2015 UWMP was released on February 4, 2016 for comment. Zone 7’s UWMP is scheduled for public hearing and adoption at its March 16, 2016 Board meeting.

Staff will be at the Board meeting to present key points of Zone 7’s UWMP as it relates to the District’s *Water Supply, Storage, Conveyance, Quality and Conservation Policy*. Staff has prepared a draft Board Comment letter to advance the objectives of this policy. Zone 7’s plan will result in approximately half of the District’s water supply coming from imported water supplies, and half from local and regional water supplies. This does not meet the District’s policy so that no less than 60% of the District’s total water demand comes from local and regional water supplies.

In the attached comment letter, Zone 7 is asked to consider developing new alternate water supplies through desalination and/or potable reuse or other sources such that the alternate supplies are closer to 25% of its normal water supplies, instead of 10% as shown on the current plan. This would result in the District meeting 60% of its total water demand through local or regional sources, consistent with the Board adopted policy. Upon approval, this comment letter will be transmitted to Zone 7 prior to its March 16, 2016 Board meeting.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR R. Biagtan	DEPARTMENT Engineering Services	REVIEWED BY
ATTACHMENTS <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. Draft Board Comment Letter to Zone 7 2. 3.				



7051 Dublin Boulevard
Dublin, CA 94568-3018

Attachment 1 to S&R

phone (925) 828-0515
fax (925) 829-1180
www.dsrds.com

March 1, 2016

Board of Directors
Zone 7 Water Agency
100 North Canyons Parkway
Livermore, CA 94551

Subject: Zone 7 2015 Urban Water Management Plan Review Comments

To Zone 7 Water Agency Board of Directors:

Dublin San Ramon Services District (DSRSD) appreciates the opportunity to comment on Zone 7's 2015 Urban Water Management Plan Public Draft (UWMP). This UWMP presents the Tri-Valley's water supply picture to 2040, beyond DSRSD's anticipated service area buildout.

Zone 7's 2015 UWMP recognizes the vulnerability in the reliability of its water supply and presents Zone 7's plans to improve reliability. As Zone 7 is DSRSD's sole potable water supplier, we support Zone 7's efforts to improve water supply reliability. We encourage Zone 7 to include diversification and increased local control in its water supply reliability policy. To ensure reliability, we ask that Zone 7 continue developing new alternate water supplies, through desalination and/or potable reuse or other sources, such that alternate supplies are closer to 25% of its normal water supplies instead of 10% as shown in the current plan. DSRSD will support Zone 7's efforts and will collaborate with Zone 7 and the other Tri-Valley water agencies and cities to ensure continued water supply reliability into the future.

DSRSD's *Water Supply, Storage, Conveyance, Quality and Conservation Policy* (attached) aspires for greater reliability of water supply sources through diversification and local and regional water supplies. Furthermore, our policy aspires to reduce ultimate potable water demand through conservation. Through water conservation efforts and water recycling, DSRSD's ultimate water demand has decreased by more than 1,500 acre-feet since 2010.

The 2014 and 2015 Drought provided us the opportunity to learn from experience how the Tri-Valley water agencies meet water supply challenges. We appreciate Zone 7 staff working with DSRSD staff to develop consistency in water shortage stages and demand reduction actions as part of both agencies' UWMP preparation. We look forward to working collaboratively with Zone 7 as we improve Tri-Valley water supply reliability.

Please contact Daniel McIntyre, DSRSD's Engineering Services Manager, should you have any questions or concerns. He can be reached at (925) 875-2244 or mcintyre@dsrsd.com.

Sincerely,

D. L. (PAT) HOWARD
Board President

RB/ST
Enclosure

cc: John Archer, DSRSD
Dan McIntyre, DSRSD
Rhodora Biagtan, DSRSD
Jill Duerig, Zone 7
Amparo Flores, Zone 7



Policy

Policy No.: P300-15-1	Type of Policy: Operations
Policy Title: Water Supply, Storage, Conveyance, Quality and Conservation	
Policy Description: Provides guidance for addressing the current water supply challenges	
Approval Date: 10/20/2015	Last Review Date: 2015
Approval Resolution No.: 89-15	Next Review Date: 2019
Rescinded Resolution No.: 57-06	Rescinded Resolution Date: 11/21/2006

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

1. To meet continuously the water demands of existing customers and the needs of new development planned by the Cities of Dublin and San Ramon.
2. To maintain a safe, secure, and reliable water supply and water storage system so that the water supplied continuously meets full customer demands in no less than 85% of calendar years, and that 75% of water supplied continuously meets demands in no less than 99% of calendar years.
3. To diversify the sources of water supply so that no less than 60% of total demand (potable and recycled) is satisfied by local and regional water supplies, and that no more than 40% of total water supply (potable and recycled) comes from any one physical source.
4. To take measures to meet continuously the recycled water demands of DERWA 100% of time, which may include acquiring additional wastewater effluent supplies and/or off-season wastewater effluent storage.
5. Given the uncertainty of consistent water deliveries from the State Water Project, explore in partnership with other Tri-Valley agencies the development of an expanded or additional local water facility to supplement the groundwater basin when flows from the State Water Project are jeopardized.
6. To diversify the transmission system so that there are at least two independent conveyance systems for each water supply source to serve DSRSD's customers, and each conveyance system in concert with local storage facilities has the capacity to convey 70% of maximum day demands for extended periods of time.

Dublin San Ramon Services District Policy**Policy No.:** P300-15-1**Policy Title:** Water Supply, Storage, Conveyance, Quality and Conservation

7. To actively promote water conservation for commercial and residential customers, with a long-term goal of a permanent system-wide average annual residential potable use of no more than 70-gallons per capita per day.
8. To enhance the quality of the District's water supply.
9. With the exception of brine produced from recycling production, to discharge no treated wastewater to the Bay.
10. To seek grant opportunities and project partners so that the costs to District customers for implementing these policy objectives are acceptable.
11. To ensure that the ultimate beneficiaries of the water supply equitably participate in the funding of the costs associated with the acquisition and delivery of the water supply into the District service area.
12. These policy objectives can best be met through collaboration with the other Tri-Valley water agencies and cities, and regional water agencies.



Reference General Manager	Type of Action Discuss and Provide Direction	Board Meeting of March 1, 2016
Subject Discuss and Provide Direction on Operations Manager Job Description Update		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input 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 discuss the Operations Manager job description update and, by Consensus, provide appropriate direction.

Summary:

On February 22, 2016 the District’s current Operations Manager announced his intention to retire from District service. The recruitment process to hire a permanent Operations Manager is expected to extend into the latter part of calendar year 2016. In preparation for advertising this vacancy and starting the recruitment process, staff reviewed the current Operations Manager job description last updated on October 7, 2014. Staff is recommending an update to the job description definition, essential duties, qualifications, and minimum eligibility requirements in an effort to align it with other senior-level positions within the District, as well as to Operations Manager positions outside of the District, in the greater Northern California region (i.e. agencies similar to the District).

Staff conducted a survey of Operations Manager job descriptions at 20 Northern California water/wastewater utility districts (Attachment 1). This information was used to prepare the recommended update to the minimum qualification requirements for the District Operations Manager job description. The proposed revised job description is included in both red-line version and a clean version (Attachment 2).

Staff recommends that the District’s Operations Manager classification continue to require the incumbent to possess upon hire either a Wastewater Treatment Plant Operator Grade V certification issued by the California State Water Resources Control Board or a valid certificate of registration as a Professional Engineer issued by the California State Board of Registration for Professional Engineers (or, if licensed out-of-state, must obtain valid certificate of registration in California within 12 months from date of hire). As the most senior official overseeing Wastewater Treatment Plant operations, it is occasionally necessary to direct other Wastewater Treatment Plant personnel to make process control changes. In California, only a certified operator has the authority to direct other certified operators.

In accordance with Board policy for “New/Revised Job Classifications and Salary” (Attachment 3), job titles, job definitions, and job duties for all senior management positions shall be presented to the Board by the General Manager for approval and adoption. Therefore, as directed by the Board, staff will prepare the revised Operations Manager job description for approval and adoption at the meeting of March 15, 2016.

Committee Review			Legal Review	Staff Review		
COMMITTEE	DATE	RECOMMENDATION		ORIGINATOR	DEPARTMENT	REVIEWED BY
---	---	---	Not Required	M. Gallardo	Admin Services	
ATTACHMENTS <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. Survey of Operations Manager Job Description and Requirements 2. Draft Operations Manager Job Description (a) redline, and (b) clean version 3. New/Revised Job Classifications and Salary policy				

ATTACHMENT 1 to SUMMARY RECOMMENDATION
SURVEY OF OPERATIONS MANAGER JOB CLASSIFICATION - MINIMUM QUALIFICATION REQUIREMENTS
FEBRUARY 2016

City	Agency	Title	Total Experience	Supervisory Experience	Education (Required or Equivalent To)	CA Professional Engineer (PE) License	Drivers License	Other Licenses/Certifications
Dublin, CA	Dublin San Ramon Services District	Operations Manager	15 Years	8 Years	BA Degree	Either PE License or WWTP Grade V	YES	Either WWTP Grade V or PE License
Fremont, CA	Alameda County Water District	Manager of Operations & Maintenance	8 Years	4 Years	BA Degree	<i>Desirable</i>	YES	<i>None</i>
Martinez, CA	Central Contra Costa Sanitary District	Deputy General Manager	10 Years	6 Years	BA Degree	<i>Desirable</i>	YES	<i>None</i>
Concord, CA	Contra Costa Water District	Director of Operations & Maintenance	8 Years	3 Years	BA Degree	Required	YES	<i>None</i>
Antioch, CA	Delta Diablo	Resource Recovery Services Director	10 Years	5 Years	BA Degree	Not Required	YES	<i>None</i>
Oakland, CA	East Bay Municipal Utility District	Director of Operations & Maintenance	<i>None Stated</i>	<i>"Significant" Experience</i>	BA Degree	Not Required	<i>None Stated</i>	<i>None</i>
Placerville, CA	El Dorado Irrigation District	Director of Operations	8 Years	8 Years	BA Degree	Not Required	YES	<i>None</i>
Fairfield, CA	Fairfield Suisun Sewer District	Director of Operations & Maintenance	10 Years	5 Years	BA Degree	Not Required	YES	WWTP Grade V
Oakley, CA	Iron House Sanitary District	Plant Manager	5 Years	3 years	AA w/Tech Training	Not Required	YES	WWTP Grade IV
Corte Madera, CA	Marin Municipal Water District	Superintendent of Operations	5 Years	3 Years	HS Diploma w/Exp	Not Required	YES	Water Distribution (D5) Certification
Monterey, CA	Monterey Regional Water Pollution Control Agency	Operations Manager	7 years	4 Years	BA Degree	Not Required	YES	WWTP Grade V
Napa, CA	Napa Sanitary District	Plant Manager	7 Years	Combination	BA Degree	Required	YES	WWTP Grade V
San Lorenzo, CA	Oro Loma Sanitary District	Supervisor of Plant Operations	5 Years	2 Years	HS Diploma w/Exp	Not Required	YES	WWTP Grade IV
San Jose, CA	Santa Clara Valley Water District	Chief Operating Officer	8 Years	3 Years	BA Degree	Not Required	YES	Not Required
Scott's Valley, CA	Scotts Valley Water District	Operations Manager	10 Years	10 Years	BA Degree	Not Required	YES	Water Distribution (D4) or Treatment (T2) Certification
Redwood City, CA	Silicon Valley Clean Water	Wastewater Superintendent	10 Years	10 Years	HS Diploma w/Exp	Not Required	YES	WWTP Grade V
Santa Rosa, CA	Sonoma County Water Agency	Water Agency Assistant General Manager	5 Years	5 Years	BA Degree	<i>Desirable</i>	YES	<i>None</i>
Union City, CA	Union Sanitary District	Manager, Treatment & Disposal Services	<i>Several Years</i>	2 years	BA Degree	Not Required	YES	WWTP Grade V
Vallejo, CA	Vallejo Flood Control and Wastewater District	Director of Plant Operations & Facilities Maintenance	5 years	5 Years	HS Diploma w/Exp	Not Required	YES	WWTP Grade V and CWEA Grade IV Mechanical Technologist Certification
Richmond, CA	West County Sanitary District	Superintendent/Chief Operator	8 Years	2 Years	HS Diploma w/Exp	Not Required	YES	WWTP Grade V and Water Distribution (D4)
Livermore, CA	Zone 7 Water Agency	Operations Manager	4 Years	4 Years	<i>None Stated</i>	Not Required	YES	WWTP Grade V and Water Distribution (D4)

Most Common Among Survey Agencies	Operations Manager	8-10 Years	5 Years or Combination	BA Degree	Not Required	Drivers Licen	WWTP Grade V
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Job Description

Job Title:	Operations Manager
Department:	Operations
Reports To:	General Manager
W/C Code:	8810
FLSA Status:	Exempt
Unit:	Senior Management
Adopted Date:	September 4, 2001
Revised Date:	October 7, 2014 TBD

DEFINITION

Under general direction and as part of the Senior Management team, serves as the Department Manager for the Operations Department including wastewater treatment, ~~potable water~~, recycled water, and ~~sewer collections~~. Provide administrative and operational management in assigned areas to advance the goals and mission of the District. Coordinates activities with other Departments and with external organizations.

Deleted: field operations

DISTINGUISHING CHARACTERISTICS

This is a senior management level classification responsible for directing a wide variety of comprehensive functions and /or programs related to ~~the operation and maintenance of the wastewater treatment facility, potable water facilities, recycled water facilities, sewer collections, laboratory, safety, environmental compliance, and facilities and fleet maintenance~~ as well as by contract ~~managing the operation and maintenance of the DERWA and LAVWMA facilities~~. The incumbent receives administrative direction from the General Manager and exercises direct supervision over supervisory, professional, technical, and administrative support staff.

Deleted: Operations including

Deleted: plant

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Deleted: and field operations functions

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Deleted: , and property management maintenance, and fleet maintenance

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develops, plans and implements department goals and objectives; recommends and administers policies and procedures; participates in strategic planning for the District and sets goals for the Department to support the strategic plan.

Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence and reports; ~~attends Board and Committee meetings~~.

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Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Supervises and participates in the development of the department budget; in accordance with direction received, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors and approves expenditures; recommends mid-cycle and one-time budget adjustments, administers and manages the Department so as to meet the approved budget.

~~Supervises and participates in the development of the Operations and Maintenance (O&M) budgets for DERWA and LAVWMA; in accordance with direction received from the respective Authority Manager, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors and approves expenditures; prepares and approves invoices; administers and manages the District's resources to meet approved budgets.~~

Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

Manages the operations and maintenance of the regional wastewater treatment facility, potable water distribution facilities, recycled water production and distribution facilities, and the sewer collections system; certifies and submits regulatory reports to comply with National Pollutant Discharge Elimination System (NPDES), Waste Discharge Requirements (WDR) and State Water Resources Control Board-Division of Drinking Water (DDW) requirements; directs periodic reviews and updates of the District's Sanitary Sewer Management Plan (SSMP).

Develops and supervises a comprehensive laboratory monitoring program for wastewater, potable water, recycled water, and biosolids treatment and disposal.

Oversees and manages the District's industrial pretreatment, pollution prevention, and water conservation programs.

Oversees and manages the District's safety, security and emergency preparedness programs.

Coordinates Department operations activities related to the planning, design and construction the District's Capital Improvement Plan; reviews plans, drawings, and specifications.

Assists in identifying, evaluating and planning short and long term sewage treatment needs including wastewater collection, recycled water and related water distribution requirements and goals.

Serves on a variety of standing and ad-hoc committees and District work groups while providing leadership to those efforts. Administers the Bay Area Chemical Consortium (BACC), managing and/or directing the efforts of staff to gather data, prepare bid documents for advertising, responding to questions from bidders, opening bids, preparing bid recommendations, issuing bid awards, resolving disputes with vendors, preparing invoices, and facilitating periodic membership meetings.

Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Researches, prepares and/or directs the development of technical and administrative reports and studies; prepares written material as necessary.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Leads and/or supports District efforts in various aspects of labor relations as assigned.

Performs related duties as assigned.

QUALIFICATIONS

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

Knowledge of:

Principles and practices of wastewater treatment plant construction, operation, and maintenance.

Principles and practices of operating and maintaining wastewater collection, recycled water production and recycled water distribution systems.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs and policies.

Deleted: treatment plant facilities and field operations

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Deleted: Supports Total Quality Improvement initiatives by implementing principles into daily work practices and demonstrating such support through the participation in TQI activities; encourages active participation by staff members.¶

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Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Ability to:

Plan, direct and control the administration and operations of the Operations Department.

Assist in designing and preparing specifications for treatment plant and recycled water distribution expansion or alternative systems.

Deleted:

Provide technical advice and recommendations on maintenance and operational activities.

Prepare and administer a department budget.

Prepare and administer budgets for DERWA and LAVWMA.

Develop and implement department policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Federal, State, District and department policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

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

Take responsibility and use good judgment in exercising scope of authority.

Facilitate a "team building" environment; utilize conflict management skills and effectively resolve controversial issues.

EDUCATION and EXPERIENCE

To qualify, a successful incumbent must possess education, experience, certificates, licenses and registrations together which would demonstrate provide the required knowledge and abilities. Experience may not substitute for education or State certificates, licenses or registrations. State certificates, licenses or registration may not substitute for experience or education. Education may not substitute for experience, State certificates, licenses or registrations.

A combination of education and experience is required to demonstrate the required knowledge and abilities. A typical way to demonstrate possession of the requisite knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, biology, chemistry, public administration, business, organizational leadership, or related field. Master's degree preferred.

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Ten (10) years of increasingly responsible experience in the operations, maintenance and laboratory monitoring of a large wastewater or water treatment facility or similar industrial facility, including five (5) years of supervisory responsibility; public sector experience is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Minimum required certificates, licenses and registration requirements to demonstrate the requisite knowledge and abilities are:

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

AND EITHER:

Possession of a valid certificate of registration as a Professional Engineer issued by the California State Board of Registration for Professional Engineers or, if licensed out-of-state, must obtain valid certificate of registration in California within 12 months from date of hire.

OR

Possession of a valid Grade V Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board. A valid Grade V Water Distribution Certificate issued by the California Department of Drinking Water and a valid Grade I Water Treatment Certificate issued by the California Department of Drinking Water are desirable.

- Deleted: 5
- Deleted: 5
- Deleted: Health Services
- Deleted: Health Services

ADDITIONAL REQUIREMENTS

None.

DISASTER SERVICE WORKER

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

WORK ENVIRONMENT/PHYSICAL DEMANDS

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

The work is performed in a standard office environment using a computer. Travel in the local Tri-Valley area is required on a regular basis. The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision. The employee works indoors, which is temperature controlled. The employee works outdoors, as needed, subject to inclement weather.

PHYSICAL DEMANDS

STANDING

Average Frequency:	Up to ½ hour.
Duration:	Seconds to 5 minutes at a time.
Maximum Frequency:	Average frequency is consistent.
Duration:	N/A
Surfaces:	Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
Description:	Performs while communicating with coworkers, during informal meetings, operating standard office equipment, accessing file drawers or shelves, performing field observations, during special events including parades or working at a booth.

WALKING

Average Frequency:	½ hour to 1 hour.
Duration:	Seconds to 5 minutes at a time.
Maximum Frequency:	Up to 2 hours.
Duration:	Seconds to 30 minutes at a time.
Surfaces:	Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
Description:	Performs within the building, to and from offices, relocating files, paperwork or office supplies, performing field observations, during special events including parades, setting up booths, and performing other described job duties.

SITTING

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

KNEELING/CROUCHING/SQUATTING

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Surfaces: Tile, carpet.
Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties.

CRAWLING

Not a job requirement.

LAYING ON BACK/STOMACH

Not a job requirement.

CLIMBING/BALANCING

Average Frequency: 2 to 4 times a week.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Stair steps, vehicle floorboard.
Description: Performs while ascending or descending stairs to access plant sites during field observations, entering/exiting vehicle cab, one step and performing other described job duties.

REACHING

• **Above Shoulder Level:**

Average Frequency: 5 to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 minutes.
Duration: Seconds to 1 minute at a time.
Description: Performs while accessing or placing files or paperwork and related items on and off upper shelves, facilitating meetings including writing on whiteboards and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

• **Between Waist and Shoulder Level:**

Average Frequency: 5 to 6 hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 7 hours.
Duration: Seconds to 20 minutes at a time.
Description: Performs while using a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, during special events and performing other described job duties. Unilateral or

bilateral upper extremities from less than full-to-full extensions on each occurrence.

- **Below Waist Level:**

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

PUSHING/PULLING

Average Frequency: Up to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while opening or closing file cabinet drawers. Unilateral or bilateral arm use.

TWISTING/ROTATING

- **Waist:**

Not a job requirement.

- **Neck:**

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

- **Wrists:**

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

BENDING

- **Waist:**

Alternated with squatting, employee preference.

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

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

LIFTING/CARRYING

0 to 10 lbs.

- Objects:** Writing utensils, paperwork/files, telephone handset, office supplies, standard office tools and other related items.
- Average Frequency:** 2 to 3 hours.
- Maximum Frequency:** Average frequency is consistent.
- Duration:** Seconds to 15 minutes at a time.
- Distance:** 0 to 25 feet.
- Height:** Ground to shoulder or above.
- Description:** Performs while utilizing a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

11 to 30 lbs.

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

31 to 50 lbs.

Not a job requirement.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

SIMPLE GRASPING

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

POWER GRASPING

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

FINE MANIPULATION

Average Frequency: 4 ½ to 5 ½ hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 6 ½ hours.
Duration: Seconds to 20 minutes at a time.
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork and performing other described job duties. Unilateral or bilateral hand use.

MACHINES/TOOLS

- Writing utensils
- Computer
- Standard office equipment including copy and fax machines, scanners and printers
- Telephone
- Standard office tools including staplers, stapler removers and other related items
- Vehicle

PERSONAL PROTECTIVE EQUIPMENT

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

WEIGHTS AND MEASURES

Items Weighed:

- File box (full) – 30 lbs.

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

Job Description

Job Title:	Operations Manager
Department:	Operations
Reports To:	General Manager
W/C Code:	8810
FLSA Status:	Exempt
Unit:	Senior Management
Adopted Date:	September 4, 2001
Revised Date:	October 7, 2014 TBD

DEFINITION

Under general direction and as part of the Senior Management team, serves as the Department Manager for the Operations Department including wastewater treatment, potable water, recycled water, and sewer collections. Provide administrative and operational management in assigned areas to advance the goals and mission of the District. Coordinates activities with other Departments and with external organizations.

DISTINGUISHING CHARACTERISTICS

This is a senior management level classification responsible for directing a wide variety of comprehensive functions and /or programs related to the operation and maintenance of the wastewater treatment facility, potable water facilities, recycled water facilities, sewer collections, laboratory, safety, environmental compliance, and facilities and fleet maintenance as well as by contract managing the operation and maintenance of the DERWA and LAVWMA facilities. The incumbent receives administrative direction from the General Manager and exercises direct supervision over supervisory, professional, technical, and administrative support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develops, plans and implements department goals and objectives; recommends and administers policies and procedures; participates in strategic planning for the District and sets goals for the Department to support the strategic plan.

Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence and reports; attends Board and Committee meetings

Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Supervises and participates in the development of the department budget; in accordance with direction received, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors and approves expenditures; recommends mid-cycle and one-time budget adjustments, administers and manages the Department so as to meet the approved budget.

Supervises and participates in the development of the Operations and Maintenance (O&M) budgets for DERWA and LAVWMA; in accordance with direction received from the respective Authority Manager, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors and approves expenditures; prepares and approves invoices; administers and manages the District's resources to meet approved budgets.

Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

Manages the operations and maintenance of the regional wastewater treatment facility, potable water distribution facilities recycled water production and distribution facilities, and the sewer collections system; certifies and submits regulatory reports to comply with National Pollutant Discharge Elimination System (NPDES), Waste Discharge Requirements (WDR) and State Water Resources Control Board-Division of Drinking Water (DDW) requirements; directs periodic reviews and updates of the District's Sanitary Sewer Management Plan (SSMP).

Develops and supervises a comprehensive laboratory monitoring program for wastewater, potable water, recycled water, and biosolids treatment and disposal.

Oversees and manages the District's industrial pretreatment, pollution prevention and water conservation programs.

Oversees and manages the District's safety, security and emergency preparedness programs.

Coordinates Department operations activities related to the planning, design and construction the District's Capital Improvement Plan; reviews plans, drawings, and specifications.

Assists in identifying, evaluating and planning short and long term sewage treatment needs including wastewater collection, recycled water and related water distribution requirements and goals.

Serves on a variety of standing and ad-hoc committees and District work groups while providing leadership to those efforts. Administers the Bay Area Chemical Consortium (BACC), managing and/or directing the efforts of staff to gather data, prepare bid documents for advertising, responding to questions from bidders, opening bids, preparing bid recommendations, issuing bid awards, resolving disputes with vendors, preparing invoices, and facilitating periodic membership meetings.

Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Researches, prepares and/or directs the development of technical and administrative reports and studies; prepares written material as necessary.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Leads and/or supports District efforts in various aspects of labor relations as assigned.

Performs related duties as assigned.

QUALIFICATIONS

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

Knowledge of:

Principles and practices of wastewater treatment plant construction, operation, and maintenance.

Principles and practices of operating and maintaining wastewater collection, recycled water production and recycled water distribution systems.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs and policies.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Ability to:

Plan, direct and control the administration and operations of the Operations Department.

Assist in designing and preparing specifications for treatment plant and recycled water distribution expansion or alternative systems.

Provide technical advice and recommendations on maintenance and operational activities.

Prepare and administer a department budget.

Prepare and administer budgets for DERWA and LAVWMA.

Develop and implement department policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Federal, State, District and department policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

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

Take responsibility and use good judgment in exercising scope of authority.

Facilitate a "team building" environment; utilize conflict management skills and effectively resolve controversial issues.

EDUCATION and EXPERIENCE

To qualify, a successful incumbent must possess education, experience, certificates, licenses and registrations together which would demonstrate provide the required knowledge and abilities. Experience may not substitute for education or State certificates, licenses or registrations. State certificates, licenses or registration may not substitute for experience or education. Education may not substitute for experience, State certificates, licenses or registrations.

A combination of education and experience is required to demonstrate the required knowledge and abilities. A typical way to demonstrate possession of the requisite knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, biology, chemistry, public administration, business, organizational leadership, or related field. Master's degree preferred.

Ten (10) years of increasingly responsible experience in the operations, maintenance and laboratory monitoring of a large wastewater or water treatment facility or similar industrial facility, including five (5) years of supervisory responsibility; public sector experience is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Minimum required certificates, licenses and registration requirements to demonstrate the requisite knowledge and abilities are:

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

AND EITHER:

Possession of a valid certificate of registration as a Professional Engineer issued by the California State Board of Registration for Professional Engineers or, if licensed out-of-state, must obtain valid certificate of registration in California within 12 months from date of hire.

OR

Possession of a valid Grade V Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board. A valid Grade V Water Distribution Certificate issued by the California Department of Drinking Water and a valid Grade I Water Treatment Certificate issued by the California Department of Drinking Water are desirable.

ADDITIONAL REQUIREMENTS

None.

DISASTER SERVICE WORKER

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

WORK ENVIRONMENT/PHYSICAL DEMANDS

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

The work is performed in a standard office environment using a computer. Travel in the local Tri-Valley area is required on a regular basis. The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision. The employee works indoors, which is temperature controlled. The employee works outdoors, as needed, subject to inclement weather.

PHYSICAL DEMANDS

STANDING

Average Frequency:	Up to ½ hour.
Duration:	Seconds to 5 minutes at a time.
Maximum Frequency:	Average frequency is consistent.
Duration:	N/A
Surfaces:	Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
Description:	Performs while communicating with coworkers, during informal meetings, operating standard office equipment, accessing file drawers or shelves, performing field observations, during special events including parades or working at a booth.

WALKING

Average Frequency:	½ hour to 1 hour.
Duration:	Seconds to 5 minutes at a time.
Maximum Frequency:	Up to 2 hours.
Duration:	Seconds to 30 minutes at a time.
Surfaces:	Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
Description:	Performs within the building, to and from offices, relocating files, paperwork or office supplies, performing field observations, during special events including parades, setting up booths, and performing other described job duties.

SITTING

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

KNEELING/CROUCHING/SQUATTING

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Surfaces: Tile, carpet.
Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties.

CRAWLING

Not a job requirement.

LAYING ON BACK/STOMACH

Not a job requirement.

CLIMBING/BALANCING

Average Frequency: 2 to 4 times a week.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Stair steps, vehicle floorboard.
Description: Performs while ascending or descending stairs to access plant sites during field observations, entering/exiting vehicle cab, one step and performing other described job duties.

REACHING

• **Above Shoulder Level:**

Average Frequency: 5 to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 minutes.
Duration: Seconds to 1 minute at a time.
Description: Performs while accessing or placing files or paperwork and related items on and off upper shelves, facilitating meetings including writing on whiteboards and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

• **Between Waist and Shoulder Level:**

Average Frequency: 5 to 6 hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 7 hours.
Duration: Seconds to 20 minutes at a time.
Description: Performs while using a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, during special events and performing other described job duties. Unilateral or

bilateral upper extremities from less than full-to-full extensions on each occurrence.

- **Below Waist Level:**

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

PUSHING/PULLING

Average Frequency: Up to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while opening or closing file cabinet drawers. Unilateral or bilateral arm use.

TWISTING/ROTATING

- **Waist:**

Not a job requirement.

- **Neck:**

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

- **Wrists:**

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

BENDING

- **Waist:**

Alternated with squatting, employee preference.

- **Head/Neck:**

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

- **Wrists:**

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

LIFTING/CARRYING

0 to 10 lbs.

Objects: Writing utensils, paperwork/files, telephone handset, office supplies, standard office tools and other related items.
Average Frequency: 2 to 3 hours.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to 15 minutes at a time.
Distance: 0 to 25 feet.
Height: Ground to shoulder or above.
Description: Performs while utilizing a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

11 to 30 lbs.

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

31 to 50 lbs.

Not a job requirement.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

SIMPLE GRASPING

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

POWER GRASPING

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

FINE MANIPULATION

Average Frequency: 4 ½ to 5 ½ hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 6 ½ hours.
Duration: Seconds to 20 minutes at a time.
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork and performing other described job duties. Unilateral or bilateral hand use.

MACHINES/TOOLS

- Writing utensils
- Computer
- Standard office equipment including copy and fax machines, scanners and printers
- Telephone
- Standard office tools including staplers, stapler removers and other related items
- Vehicle

PERSONAL PROTECTIVE EQUIPMENT

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

WEIGHTS AND MEASURES

Items Weighed:

- File box (full) – 30 lbs.

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



POLICY

Dublin San Ramon Services District

Policy No.:	P700-14-1	Type of Policy:	Personnel
Policy Title:	New/Revised Job Classifications and Salary		
Policy Description:	Non-standard job classifications and/or salary requiring Board approval and adoption		
Approval Date:	Aug 19, 2014	Last Review Date:	2014
Approval Resolution No.:	53-14	Next Review Date:	2018
Rescinded Resolution No.:	71-11	Rescinded Resolution Date:	Nov 15, 2011

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

The General Manager may approve new or revised job titles, job definitions, and job duties for all standard job classifications except senior level management. Job titles, job definitions and job duties for all senior management positions shall be presented to the Board by the General Manager for approval and adoption.

For all positions, including senior level management, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for approval and adoption. The proposed salary range for a job classification shall be consistent with District compensation structure and/or applicable Memoranda of Understanding (MOU). In the event that an approved salary range for a job classification is determined to be insufficient to recruit a qualified employee due to the unique nature of the job classification and/or due to a difficult labor market and the recommended salary for the job classification is outside the parameters contained in a MOU, the General Manager shall recommend and submit for Board approval a revised monthly salary range which is in best keeping with District practices and priorities. No new or revised salary range shall be applicable to a classification until approved by the Board. Upon approval of any new or revised salary range, the District's salary plan shall be updated in accordance with the District's Salary Plan policy.