



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

**NOTICE OF REGULAR MEETING**

**TIME:** 6:00 p.m.

**DATE:** Tuesday, March 15, 2016

**PLACE:** **Quorum will be present at:**  
Dublin San Ramon Services District Boardroom  
7051 Dublin Boulevard  
Dublin, CA 94568

**PLACE:** **Alternate Teleconference Location:**  
JW Marriott Grand Rapids  
235 Louis St NW  
Grand Rapids, MI 49503

**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>
-------------------------------	-----------------------------

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 and Personnel
    - Special DERWA

February 29, 2016  
March 14, 2016

**BUSINESS:**

**REFERENCE**

			<b><u>Recommended Action</u></b>	<b><u>Anticipated Time</u></b>
7.	<b><u>APPROVAL OF MINUTES</u></b> - Regular Meeting of <i>March 1, 2016</i>	Executive Services Supervisor	Approve by Motion	
8.	<b><u>CONSENT CALENDAR</u></b>			
Matters listed under this item are considered routine and will be enacted by one Motion, in the form listed below. There will be no separate discussion of these items unless requested by a Member of the Board of Directors or the public prior to the time the Board votes on the Motion to adopt.				
A.	Approve Revised Job Description for Operations Manager Classification	General Manager	Approve by Resolution	
B.	Approve Out-of-State Travel for Financial Analyst to attend Tyler Technology Conference; and Information Technology Analyst II and Operation Control System Specialist to attend Department of Homeland Security Industrial Control Systems Cybersecurity Training	General Manager	Accept by Motion	
C.	Accept the Following Regular and Recurring Reports: District Financial Statements, Warrant List, and Upcoming Board Business	General Manager	Accept by Motion	
9.	<b><u>BOARD BUSINESS</u></b>			
A.	Hold Public Hearing: Adopt Urgency Ordinance for Water Use Limitations and Repeal Ordinance No. 336	Operations Manager	Waive Reading by Motion; Hold Public Hearing: Adopt Urgency Ordinance	15 min
B.	Accept Water Supply and Demand and Drought Response Reports and Find that the Need for the Community Drought Emergency Still Exists	General Manager	Accept by Motion	5 min
C.	Approve Staff Authority to Submit Grant Application for Bay Area Biosolids to Energy Project	Engineering Services Manager	Approve by Resolution	10 min
D.	Discuss and Provide Direction on the Use of Clean Water Revival Facilities and Demineralized Recycled Water Policy	Engineering Services Manager	Discuss & Provide Direction	10 min
10.	<b><u>BOARDMEMBER ITEMS</u></b>			
	<ul style="list-style-type: none"> <li>• Submittal of Written Reports from Travel and Training Attended by Directors</li> </ul>			

**BUSINESS:**

**REFERENCE**

	<b><u>Recommended Action</u></b>	<b><u>Anticipated Time</u></b>
11. <b><u>CLOSED SESSION</u></b>		
A. Public Employee Appointment – Pursuant to Government Code Section 54957 Title: General Manager		5 min
B. Conference with Legal Counsel – Existing Litigation Pursuant to subdivision (d)(1) of Governmental Code Section 54956.9. One Case. (Alejandro)		5 min
12. <b><u>REPORT FROM CLOSED SESSION</u></b>		
13. <b><u>ADJOURNMENT</u></b>		

**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**

**March 1, 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) A. Misheloff.

Director Georgean M. Vonheeder-Leopold was absent.

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

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

General Manager Archer announced the District received the Excellence Award in Operating Budget from the California Municipal Finance Officers Association for fiscal year 2015-16.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:01 p.m.

– There was no public comment received.

6. REPORTS

A. Reports by General Manager and Staff

- Event Calendar – General Manager Archer reported on the following:
  - o The Department of Water Resources increased the District’s allotment from 15% to 30%.
  - o Zone 7 Water Agency submitted a letter indicating the Zone will be able to meet 100% of the District’s supply demand in 2016.
  - o The Dublin Chamber of Commerce is hosting the St. Patrick’s & Awards Luncheon on Wednesday March 16, 2016 at the Shannon Center. Let the General Manager or District Secretary know if you would like to attend.
  - o The California Special Districts Association is hosting its annual dinner on Thursday March 24, 2016 at the Pleasanton Marriot. Let the General Manager or District Secretary know if you would like to attend.
  - o Board meeting business for March and April appears to be on the lighter side.
- Correspondence to and from the Board on an Item not on the Agenda – None

B. Agenda Management (consider order of items) – General Manager Archer reported that Closed Session Item 11.B will not need to be held.

C. Committee Reports  
Finance & Personnel

February 29, 2016

President Howard invited comments on recent committee activities. The Committee members deferred discussion of the recent Finance & Personnel meeting until the meeting notes are finalized for Board review.

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

Vice President Halket MOVED for the approval of the February 16, 2016 minutes. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

8. CONSENT CALENDAR

Director Duarte MOVED for approval of the items on the Consent Calendar. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

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) – Approved – Resolution No. 12-16

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) – Approved

9. BOARD BUSINESS

A. Hold Public Hearing: Adopt Resolution Establishing Miscellaneous Fees and Charges and Rescind Resolution No. 14-14

President Howard declared the Public Hearing open.

General Manager Archer reviewed the item for the Board and noted that due to a reduction in overhead costs, some fees and/or charges have actually declined.

Hearing no comments from the public, Director Duarte MOVED to CLOSE the Public Hearing. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

The Board and staff noted it is commendable that a number of fees have been reduced due to the District’s continual efforts to improve operating efficiencies.

Vice President Halket MOVED to adopt Resolution No. 13-16, 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. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

- B. Hold Public Hearing: Adopt Resolution Establishing Industrial Waste Program User Fees and Charges and Rescind Resolution No. 15-14

President Howard declared the Public Hearing open.

General Manager Archer reviewed the item for the Board and again noted that due to a reduction in overhead costs, some fees and/or charges have actually declined. New lab fees have been included due to an expansion of lab testing services.

Hearing no comments from the public, Vice President Halket MOVED to CLOSE the Public Hearing. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

Director Duarte MOVED to adopt Resolution No. 14-16, Establishing Fees and Charges Under District Code Section 5.30.090, Industrial Waste Program User Fees and Charges and Rescinding Resolution No. 15-14. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

- C. Continue the State of a Community Drought Emergency through October 31, 2016 and Rescind Resolution No. 7-16

General Manager Archer reviewed the item for the Board and noted that upon General Counsel Nelson's recommendation, additional language has been written into the proposed resolution. The additional language refers to Water Code section 350 which is a source of the District's authority to enact the ordinance for water use limitations.

Director Misheloff MOVED to adopt Resolution No. 15-16, Extending the Declaration of a Community Drought Emergency and Rescinding Resolution No. 7-16. Vice President Halket SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

- D. Discuss 2016 Recycled Water Residential Fill Station Program Strategy and Recommendation

Engineering Services Manager McIntyre introduced Clean Water Programs Specialist Stefanie Olson who reviewed the item for the Board, including staff's recommendation to implement Option 1 presented in the staff report and increase the departmental budget to support the proposed program.

The Board and staff discussed various aspects of the 2016 fill station program, including possible program expansion, possible implementation and administration of a user fee, the benefits of recycled water, and user agreement provisions for handling and non-storage of recycled water. The Board suggested that if a user fee is to be implemented next year that communications be made to users well in advance. Staff also reported that the Dublin Boulevard fill station location will not be available long-term as Dublin police will be moving to that location likely later this year.

The Board agreed with staff's recommendation to implement Option 1 as presented, and agreed to consider a request for a budget adjustment at a future meeting.

- E. Approve DSRSD Comment Letter on Zone 7 Water Agency's 2015 Urban Water Management Plan

Engineering Services Manager McIntyre introduced Principal Engineer Rhodora Biagtan who reviewed the item for the Board, and gave a presentation on Water Supply Reliability discussing Zone 7's Plan and the District's Water Supply, Storage, Conveyance, Quality and Conservation policy.

The Board and staff briefly discussed the matter, including Zone 7's possible consideration of alternate water supplies. The Board approved the letter as proposed with the adjustment of copying the chief executives of the city retailers in Livermore and Pleasanton.

Director Misheloff MOVED for approval of DSRSD Comment Letter on Zone 7 Water Agency's 2015 Urban Water Management Plan with the adjustment to send copies to chief executives of the city retailers. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

- F. Discuss and Provide Direction on Operations Manager Job Description Update

General Manager Archer reviewed the item for the Board, and noted the proposed adjustment to years of experience to align with the other existing senior management job descriptions.

The Board complimented the work done on the job description update and agreed with the recommended changes as presented.

10. BOARDMEMBER ITEMS

Director Misheloff submitted a written report to Executive Services Supervisor Genzale. She reported that she attended the California Special Districts Association new Boardmember workshop and AB 1234 ethics training on February 18, 2016 at Central Contra Costa Sanitary District in Martinez.

Director Duarte reported that he attended San Ramon Mayor Clarkson’s annual report on February 9, 2016 at the San Ramon Chamber of Commerce.

11. CLOSED SESSION

At 6:42 p.m. the Board went into Closed Session.

- A. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6  
Agency Negotiator: John Archer, General Manager  
Unrepresented Employees: Operations Manager  
Additional attendees: General Counsel Carl P. A. Nelson  
Michelle Gallardo, Human Resources Supervisor
  
- B. NOT HELD - 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: General Counsel Carl P. A. Nelson  
Michelle Gallardo, Human Resources Supervisor
  
- C. Public Employee Appointment – Pursuant to Government Code Section 54957  
Title: General Manager

12. REPORT FROM CLOSED SESSION

At 7:02 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 7:03 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor





Reference General Manager	Type of Action Approve Job Description	Board Meeting of March 15, 2016
Subject Approve Revised Job Description for Operations Manager Classification		
<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 approve, by Resolution, revisions to the definition, essential duties and responsibilities, qualifications, education and experience, certification and license requirements sections of the Operations Manager job description.

**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).

At the regular Board meeting held on March 1, 2016, staff presented a draft update of the Operations Manager job description and requested further direction. The Board accepted all proposed changes.

It is recommended that the Operations Manager job description be revised to establish desirable job definition, education and experience, certification, licensing, registrations, and skill sets necessary to carry out the mission and strategic goals of the District in today’s business environment. In accordance with Board policy for “New/Revised Job Classifications and Salary,” 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. The new Operations Manager will be subject to a Personal Services Agreement which will be determined through negotiation with the selected candidate and presented to the Board for approval. The Board has given the Interim General Manager and Human Resources Supervisor verbal authorization to recruit for this position as an open internal/external recruitment and to negotiate within set parameters. The full job description in both redline and “clean” versions are attached.

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

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT TO ADOPT REVISED JOB DEFINITION FOR THE OPERATIONS MANAGER

---

WHEREAS, the Board of Directors has authority to establish job titles, job definitions, job duties and salaries for all senior manager positions as described in Resolution No. 53-14; and

WHEREAS, the Operations Manager job description was last approved by the Board October 7, 2014; and

WHEREAS, the Board desires to revise and update the job definition, essential duties and responsibilities, qualifications, education and experience requirements, and certification and license requirements for the Operations Manager in order to align with other senior-level classifications within the District as well as with similar Operations Manager positions outside of the District, in the greater Northern California region.

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 that:

1. The job definition for the Operations Manager shall be: “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.”
2. The minimum education and experience requirements for the Operations Manager shall be: “Any combination of education and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be: Equivalent to a Bachelor’s degree from an accredited college or

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

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.

3. The certificates, licenses, registrations for the Operations Manager shall read:

“Possession of the category of California 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.”

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public

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

agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 15th day of March 2016, and passed by the following vote:

AYES:

NOES:

ABSENT:

---

D.L. (Pat) Howard, President

ATTEST: \_\_\_\_\_  
Nicole Genzale, District Secretary



## 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 March 15, 2016

### 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

**Deleted:** facility

**Deleted:** and field operations functions

**Deleted:** with

**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~~.

**Deleted:** .

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

**Deleted:** ;

**Deleted:** develops and oversees

**Deleted:** programs, clean water

**Deleted:** ¶

**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.¶

**Deleted:** operations

**Deleted:** related reclaimed

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.

Deleted: engineering

Deleted: a closely

Deleted: Fifteen

Deleted: facilities

Deleted: eight

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**

<b>Average Frequency:</b>	Up to ½ hour.
<b>Duration:</b>	Seconds to 5 minutes at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Surfaces:</b>	Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
<b>Description:</b>	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**

<b>Average Frequency:</b>	½ hour to 1 hour.
<b>Duration:</b>	Seconds to 5 minutes at a time.
<b>Maximum Frequency:</b>	Up to 2 hours.
<b>Duration:</b>	Seconds to 30 minutes at a time.
<b>Surfaces:</b>	Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
<b>Description:</b>	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**

<b>Average Frequency:</b>	7 to 7 ½ hours.
<b>Duration:</b>	30 minutes to 1 hour at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Surfaces:</b>	Cushioned vehicle seat or office chair.
<b>Description:</b>	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 March 15, 2016

---

### 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

<b>Average Frequency:</b>	Up to ½ hour.
<b>Duration:</b>	Seconds to 5 minutes at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Surfaces:</b>	Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
<b>Description:</b>	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

<b>Average Frequency:</b>	½ hour to 1 hour.
<b>Duration:</b>	Seconds to 5 minutes at a time.
<b>Maximum Frequency:</b>	Up to 2 hours.
<b>Duration:</b>	Seconds to 30 minutes at a time.
<b>Surfaces:</b>	Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
<b>Description:</b>	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

<b>Average Frequency:</b>	7 to 7 ½ hours.
<b>Duration:</b>	30 minutes to 1 hour at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Surfaces:</b>	Cushioned vehicle seat or office chair.
<b>Description:</b>	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.





Reference General Manager	Type of Action Approve Out of State Travel	Board Meeting of March 15, 2016
Subject Approve Out-of-State Travel for Financial Analyst to attend Tyler Technology Conference; and Information Technology Analyst II and Operation Control System Specialist to attend Department of Homeland Security Industrial Control Systems Cybersecurity Training		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	J. Archer
		<input type="checkbox"/> Board Member

**Recommendation:**

The General Manager recommends the Board of Directors approve, by Motion, out-of-state travel for, Mayette Bailey, Financial Analyst to attend the Tyler Technology Conference on May 1-4, 2016 in Phoenix, Arizona; and Aomar Bahloul, Information Technology Analyst II and Robert Brooks, Operation Control System Specialist (E&I), to attend Department of Homeland Security, Industrial Control Systems (ICS) Cybersecurity (301) Training (5 days) in Idaho Falls, Idaho, dates to be determined.

**Summary:**

In accordance with District rules and directives, out-of-state conference attendance must be approved by the Board unless it is identified in the approved operating budget.

Tyler Technology is the creator of EDEN financial software which the District utilizes for financial management and budgeting. The Tyler Technology Conference provides three intense days of training sessions on how to utilize the various features of the EDEN software modules. Training is appropriate for Ms. Bailey as we head into a budget preparation cycle. The cost for registration, travel and meals is estimated to be \$2,000, the current FY2016 budget for the Accounting division has adequate funding to cover the cost of one person to attend this conference.

The United States Department of Homeland Security ICS-CERT (Industrial Control Systems Cyber Emergency Response Team) Program sponsors ICS Cybersecurity (301) Training. This event will provide hands-on training in discovering who and what is on the network, identifying vulnerabilities, learning how those vulnerabilities may be exploited, and learning defensive and mitigation strategies for ICS. The week includes a Red Team/Blue Team exercise that takes place within an actual control systems environment. This training provides the opportunity to network and collaborate with other colleagues involved in operating and protecting control system networks. This course is announced several times a year but closes registration within days due to the high demand. Pre-authorization for travel out of state is requested. There is no cost to attend the training; however, travel expenses to and from and accommodations at Idaho Falls are the responsibility of each participant's agency. The estimated cost of \$2,000 per attendee is available from existing travel funding by the applicable Divisions.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Archer	DEPARTMENT Executive	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$6,000.00	<input checked="" type="checkbox"/> Funding Source Fund 900 (Travel)		Attachments to S&R 1. EDEN conference agenda and sessions 2. DHS ICS-CERT Course 301 Agenda 3.			



## Class Selection Worksheet – Eden User

Class/Event Name	Level	Session #	Credit Yes or No	CPE Field of Study or IAAO (IA/OR)
<b>Sunday, May 1, 2016</b>				
<b>Meet &amp; Greet: 5:00 PM - 6:30 PM</b>				
<input type="checkbox"/> [TY-EV-SU-MG1] ED/MU/SI/VT Meet & Greet				
<input type="checkbox"/> [TY-NO-1-N] Not Attending Meet & Greet				
<b>Monday, May 2, 2016</b>				
<b>General Session: 8:00 AM - 9:00 AM</b>				
<input type="checkbox"/> [TY-NO-1-A] No Selection		1	No	N/A
<input type="checkbox"/> [TY-GS-1-A] Tyler Technologies Opening Session	All	1	No	N/A
<b>Monday, May 2, 2016</b>				
<b>General Sessions : 9:20 AM - 10:20 AM</b>				
<input type="checkbox"/> [TY-NO-2-A] No Selection		1		
<input type="checkbox"/> [ED-GS-2-A] Eden General Session	All	1	No	N/A
<b>Monday, May 2, 2016</b>				
<b>Session 3: 10:40 AM - 11:40 AM</b>				
<input type="checkbox"/> [TY-NO-3-A] No Selection		3		
<input type="checkbox"/> [ED-CS-3-A] CS Round Table	1 - Basic	3	Yes	Computer Science
<input type="checkbox"/> [ED-FN-3-A] What's new in Financials	1 - Basic	3	Yes	Accounting(Governmental)
<input type="checkbox"/> [ED-IT-3-L1] Deep Dive: Introduction to Crystal Reports	1 - Basic	3	Yes	Computer Science
<input type="checkbox"/> [ED-PR-3-A] Affordable Care Act Reporting	2 - Intermediate	3	Yes	Personnel/HR
<input type="checkbox"/> [TY-TY-3-A] Tyler Community: The Next Generation	All	3,6,8,11,14	No	N/A
<input type="checkbox"/> [TY-TY-3-B] Become a Successful Project Manager	1 - Basic	3	No	N/A
<input type="checkbox"/> [TY-TY-3-C] Microsoft Power BI for Tyler Applications	All	3,9	No	N/A
<input type="checkbox"/> [TY-TY-3-D] Leadership Lessons Learned from the Walking Dead, Season 2	All	3	No	N/A
<b>Monday, May 2, 2016</b>				
<b>Session 4: 1:00 PM - 2:00 PM</b>				
<input type="checkbox"/> [TY-NO-4-A] No Selection		4		
<input type="checkbox"/> [ED-CS-4-A] What's New in CS	1 - Basic	4	No	N/A
<input type="checkbox"/> [ED-FN-4-A] Financials Round Table	1 - Basic	4	Yes	Accounting(Governmental)
<input type="checkbox"/> [ED-IT-4-L1] Deep Dive: Intermediate Crystal Reports	2 - Intermediate	4	Yes	Computer Science
<input type="checkbox"/> [ED-PR-4-A] Web Time Entry & Workflow	2 - Intermediate	4	Yes	Personnel/HR
<input type="checkbox"/> [TY-IT-4-A] SQL Server 2016: What's New	All	4	No	N/A
<input type="checkbox"/> [TY-TY-4-A] Stress? Solved!	All	4	No	N/A
<input type="checkbox"/> [TY-TY-4-B] Conflict Resolution in Project Management	2 - Intermediate	4	No	N/A
<input type="checkbox"/> [TY-TY-4-C] Tyler Notify: What's New	All	4	No	N/A

**Codes:** Example [MU-FN-2-A] **Tyler Solution:** MU-Munis **Track:** FN-Financials **Session #:** 2- during session 2 **Class letter:** A-unique class code identifier

**Tyler Solution:** \*CLT-CLT Appraisal Services \*EA-Eagle \*ED-Eden \*EG-EnerGov \* IA-iasWorld \*IN-Incode \*IV-Infinite Visions \*MU-Munis \*OD-Odyssey \*OR-Orion \*PS-Public Safety\*SI-Tyler SIS \*TY-Tyler Multiple Solutions \*VT-Versatrans

**Track:** \*AD-Administration \*AP-Appraisal \*AV-Advanced \*CA-CAMA \*CLT-CLT Appraisal Services \*CS-Citizen Services \*CT-Courts \*DM-Demo \*EA-Eagle \*ED-Eden \*EG-EnerGov \*EX-Executive \*FN-Financial \*GS-General Session \*HR-Human Resources \*IA-iasWorld \*IN-Incode \*IT-Information Technology \*IV-Infinite Visions \*L-Lab \*MT-Meeting \*MU-Munis \*OD-Odyssey \*OP-Operations \*OR-Orion \*PR-Payroll \*PS-Tyler Public Safety \*RC-Recording \*RR-Resource Room \*SI-Tyler SIS \*TE-Technology \*TR-Training \*TX-Taxes \*TY-All Tyler (Available to all Solutions) \*UB-Utility Billing \*VT-Versatrans

Class/Event Name	Level	Session #	Credit Yes or No	CPE Field of Study or IAAO (IA/OR)
<b>Monday, May 2, 2016</b>			<b>Session 5: 2:20 PM - 3:20 PM</b>	
<input type="checkbox"/> [TY-NO-5-A] No Selection		5		
<input type="checkbox"/> [ED-CS-5-A] <b>Managing and Maintaining Your CS Addresses with Parcel Manager</b>	1 - Basic	5	No	N/A
<input type="checkbox"/> [ED-FN-5-L1] Deep Dive: PO Best Practices	1 - Basic	5	Yes	Accounting(Governmental)
<input type="checkbox"/> [ED-IT-5-A] Eden Troubleshooting	1 - Basic	5	Yes	Computer Science
<input type="checkbox"/> [ED-PR-5-A] What's New in Payroll	1 - Basic	5	Yes	Personnel/HR
<input type="checkbox"/> [TY-DM-5-A] Is It Time for Tyler Content Manager Enterprise?	All	5	No	N/A
<input type="checkbox"/> [TY-TY-5-A] The Road Less Traveled	All	5	Yes	Accounting (Governmental)
<input type="checkbox"/> [TY-TY-5-B] Tyler CAFR Statement Builder What's New	All	5	No	N/A
<input type="checkbox"/> [TY-TY-5-C] Tyler Cashiering Overview	1 - Basic	5	No	N/A
<b>Monday, May 2, 2016</b>			<b>Session 6: 3:40 PM - 4:40 PM</b>	
<input type="checkbox"/> [TY-NO-6-A] No Selection		6		
<input type="checkbox"/> [ED-CS-6-A] Working with UB Budget Billing	2 - Intermediate	6	Yes	Accounting(Governmental)
<input type="checkbox"/> [ED-FN-6-L1] Deep Dive: Managing Encumbrances	3 - Advanced	6	Yes	Accounting(Governmental)
<input type="checkbox"/> [ED-IT-6-A] SQL Server Optimization - Basic	2 - Intermediate	6	Yes	Computer Science
<input type="checkbox"/> [ED-PR-6-A] Payroll Round Table	1 - Basic	6	Yes	Personnel/HR
<input type="checkbox"/> [TY-IT-6-A] Securing Domain Accounts and Workstations	2 - Intermediate	6	No	N/A
<input type="checkbox"/> [TY-TY-6-A] <b>Tyler Community: The Next Generation</b>	All	6,3,8,11,14	No	N/A
<input type="checkbox"/> [TY-TY-6-B] Risk Mitigation and Issues in Project Management	1 - Basic	6	No	N/A
<input type="checkbox"/> [TY-TY-6-C] Credit Card Processing Demystified	All	6	No	N/A
<b>Tuesday, May 3, 2016</b>			<b>Session 7: 8:00 AM - 9:00 AM</b>	
<input type="checkbox"/> [TY-NO-7-A] No Selection		7		
<input type="checkbox"/> [ED-FN-7-A] Managing Fixed Assets	2 - Intermediate	7	Yes	Accounting(Governmental)
<input type="checkbox"/> [ED-IT-7-L1] Deep Dive: Financials Reporting - Crystal	3 - Advanced	7	Yes	Computer Science
<input type="checkbox"/> [ED-IT-7-A] Optimize your Eden Installations and Upgrades	2 - Intermediate	7	Yes	Computer Science
<input type="checkbox"/> [ED-PR-7-A] Managing Your Benefits	2 - Intermediate	7	Yes	Personnel/HR
<input type="checkbox"/> [TY-DM-7-A] Microsoft Dynamics AX Overview	5 - Overview	7,13	No	N/A
<input type="checkbox"/> [TY-IT-7-A] The Accidental DBA: Troubleshooting SQL Server	All	7	No	N/A
<input type="checkbox"/> [TY-TY-7-A] Project Management: Protecting Your Investment	1 - Basic	7	No	N/A
<input type="checkbox"/> [TY-TY-7-B] Tyler CAFR Statement Builder Advanced Topics	3 - Advanced	7	Yes	Accounting (Governmental)

**Codes:** Example [MU-FN-2-A] **Tyler Solution:** MU-Munis **Track:** FN-Financials **Session #:** 2- during session 2 **Class letter:** A-unique class code identifier

**Tyler Solution:** \*CLT-CLT Appraisal Services \*EA-Eagle \*ED-Eden \*EG-EnerGov \* IA-iasWorld \*IN-Incode \*IV-Infinite Visions \*MU-Munis \*OD-Odyssey \*OR-Orion \*PS-Public Safety\*SI-Tyler SIS \*TY-Tyler Multiple Solutions \*VT-Versatrans

**Track:** \*AD-Administration \*AP-Appraisal \*AV-Advanced \*CA-CAMA \*CLT-CLT Appraisal Services \*CS-Citizen Services \*CT-Courts \*DM-Demo \*EA-Eagle \*ED-Eden \*EG-EnerGov \*EX-Executive \*FN-Financial \*GS-General Session \*HR-Human Resources \*IA-iasWorld \*IN-Incode \*IT-Information Technology \*IV-Infinite Visions \*L-Lab \*MT-Meeting \*MU-Munis \*OD-Odyssey \*OP-Operations \*OR-Orion \*PR-Payroll \*PS-Tyler Public Safety \*RC-Recording \*RR-Resource Room \*SI-Tyler SIS \*TE-Technology \*TR-Training \*TX-Taxes \*TY-All Tyler (Available to all Solutions) \*UB-Utility Billing \*VT-Versatrans

Class/Event Name	Level	Session #	Credit Yes or No	CPE Field of Study or IAAO (IA/OR)
<b>Tuesday, May 3, 2016</b>		<b>Session 8: 9:20 AM - 10:20 AM</b>		
<input type="checkbox"/> [TY-NO-8-A] No Selection		8		
<input type="checkbox"/> [ED-CS-8-A] Working with Citizen Services Web Extensions	1 - Basic	8	Yes	Accounting(Governmental)
<input type="checkbox"/> [ED-ED-8-A] Customer Experience - Migration and Implementation of a Tyler Solution	1 - Basic	8	Yes	Administrative Practice
<input type="checkbox"/> [ED-IT-8-A] Round Table: Ask me anything about Eden Security	1 - Basic	8	Yes	Computer Science
<input type="checkbox"/> [ED-PR-8-L1] Deep Dive: Basic User Defined Formulas (UDF)	1 - Basic	8	Yes	Personnel/HR
<input type="checkbox"/> [TY-DM-8-A] Exploring Tyler Parks & Rec	All	8	No	N/A
<input type="checkbox"/> [TY-TY-8-A] Tyler Community: The Next Generation	All	8,3,6,11,14	No	N/A
<input type="checkbox"/> [TY-TY-8-B] Integrated Criminal Justice - Future Vision	All	8	No	N/A
<input type="checkbox"/> [TY-TY-8-C] Digging Deeper into Tyler Cashiering	2 - Intermediate	8	No	N/A
<b>Tuesday, May 3, 2016</b>		<b>Session 9: 10:40 AM - 11:40 AM</b>		
<input type="checkbox"/> [TY-NO-9-A] No Selection		9		
<input type="checkbox"/> [ED-CS-9-A] Everything Utility Meters	1 - Basic	9	Yes	Accounting(Governmental)
<input type="checkbox"/> [ED-FN-9-A] <b>Best Practices to Ensure a Successful Year-End</b>	1 - Basic	9	Yes	Accounting(Governmental)
<input type="checkbox"/> [ED-IT-9-A] Working with Tyler Notify and Eden	1 - Basic	9	Yes	Computer Science
<input type="checkbox"/> [ED-PR-9-L1] Deep Dive: Advanced User Defined Formulas (UDF)	2 - Intermediate	9	Yes	Personnel/HR
<input type="checkbox"/> [TY-DM-9-A] Intro to New World Public Safety	All	9	No	N/A
<input type="checkbox"/> [TY-TY-9-A] See a Need Fill a Need (SANFAN)	All	9	No	N/A
<input type="checkbox"/> [TY-TY-9-B] Microsoft Power BI for Tyler Applications	All	9,3	No	N/A
<input type="checkbox"/> [TY-TY-9-C] Building Team Trust and Accountability with Retrospectives	All	9	No	N/A
<b>Tuesday, May 3, 2016</b>		<b>Session 10: 1:00 PM - 2:00 PM</b>		
<input type="checkbox"/> [TY-NO-10-A] No Selection		10		
<input type="checkbox"/> [ED-CS-10-A] Maximizing Your Investment In CS	1 - Basic	10	Yes	Accounting(Governmental)
<input type="checkbox"/> [ED-FN-10-A] Project Accounting Basics - Managing and Reporting on Your Projects	2 - Intermediate	10	Yes	Accounting(Governmental)
<input type="checkbox"/> [ED-IT-10-L1] Deep Dive: Customizing Crystal Reports	3 - Advanced	10	Yes	Computer Science
<input type="checkbox"/> [ED-PR-10-A] <b>Getting the Most out of Position Budgeting</b>	2 - Intermediate	10	Yes	Personnel/HR
<input type="checkbox"/> [TY-DM-10-A] Tyler Citizen Transparency	All	10	No	N/A
<input type="checkbox"/> [TY-TY-10-A] Selling Thru Story	All	10	No	N/A

**Codes:** Example [MU-FN-2-A] **Tyler Solution:** MU-Munis **Track:** FN-Financials **Session #:** 2- during session 2 **Class letter:** A-unique class code identifier

**Tyler Solution:** \*CLT-CLT Appraisal Services \*EA-Eagle \*ED-Eden \*EG-EnerGov \* IA-iasWorld \*IN-Incode \*IV-Infinite Visions \*MU-Munis \*OD-Odyssey \*OR-Orion \*PS-Public Safety\*SI-Tyler SIS \*TY-Tyler Multiple Solutions \*VT-Versatrans

**Track:** \*AD-Administration \*AP-Appraisal \*AV-Advanced \*CA-CAMA \*CLT-CLT Appraisal Services \*CS-Citizen Services \*CT-Courts \*DM-Demo \*EA-Eagle \*ED-Eden \*EG-EnerGov \*EX-Executive \*FN-Financial \*GS-General Session \*HR-Human Resources \*IA-iasWorld \*IN-Incode \*IT-Information Technology \*IV-Infinite Visions \*L-Lab \*MT-Meeting \*MU-Munis \*OD-Odyssey \*OP-Operations \*OR-Orion \*PR-Payroll \*PS-Tyler Public Safety \*RC-Recording \*RR-Resource Room \*SI-Tyler SIS \*TE-Technology \*TR-Training \*TX-Taxes \*TY-All Tyler (Available to all Solutions) \*UB-Utility Billing \*VT-Versatrans

Class/Event Name	Level	Session #	Credit Yes or No	CPE Field of Study or IAAO (IA/OR)
<input type="checkbox"/> [TY-TY-10-B] Holding Project Team Members Accountable	2 - Intermediate	10	No	N/A
<input type="checkbox"/> [TY-TY-10-C] Tyler Tools from the Microsoft Stack	All	10	No	N/A

### Tuesday, May 3, 2016

### Session 11: 3:40 PM - 4:40 PM

<input type="checkbox"/> [TY-NO-11-A] No Selection		11		
<input type="checkbox"/> [ED-CS-11-A] Back to the Basics of Tyler Cashiering	1 - Basic	11	Yes	Accounting(Governmental)
<input type="checkbox"/> [ED-FN-11-A] <b>Getting the Most out of Advanced Budgeting</b>	2 - Intermediate	11	Yes	Accounting(Governmental)
<input type="checkbox"/> [ED-IT-11-L1] Deep Dive: SSRS Reporting	2 - Intermediate	11	Yes	Computer Science
<input type="checkbox"/> [ED-PR-11-A] Discussing California State Specific Payroll Rules and Regs	1 - Basic	11	Yes	Personnel/HR
<input type="checkbox"/> [TY-DM-11-A] EnerGov: Improving Planning, Regulatory and Maintenance Processes in your Community	All	11	No	N/A
<input type="checkbox"/> [TY-IT-11-A] Windows Server Core 101 - Expertise Not Required	1 - Basic	11	No	N/A
<input type="checkbox"/> [TY-TY-11-A] Tyler Community: The Next Generation	All	11,3,6,8,14	No	N/A
<input type="checkbox"/> [TY-TY-11-B] Kaizen Approach to Improvement	All	11	No	N/A

### Wednesday, May 4, 2016

### Session 12: 8:00 AM - 9:00 AM

<input type="checkbox"/> [TY-NO-12-A] No Selection		12		
<input type="checkbox"/> [ED-CS-12-A] Working with Formula Fees in CS	2 - Intermediate	12	Yes	Accounting(Governmental)
<input type="checkbox"/> [ED-FN-12-A] <b>Importing Options and Opportunities in Eden Financials</b>	1 - Basic	12	Yes	Accounting(Governmental)
<input type="checkbox"/> [ED-IT-12-L1] Installing and Upgrading Tyler Cashiering	1 - Basic	12	Yes	Computer Science
<input type="checkbox"/> [TY-DM-12-A] Making Tyler Incident Manager Work for You	1 - Basic	12	No	N/A
<input type="checkbox"/> [TY-IT-12-A] Windows Server Back up and Auditing	2 - Intermediate	12	No	N/A
<input type="checkbox"/> [TY-TY-12-A] Pedal, Damn It!	All	12	No	N/A
<input type="checkbox"/> [TY-TY-12-B] What's New in Tyler Content Manager?	All	12	No	N/A

### Wednesday, May 4, 2016

### Session 13: 9:20 AM - 10:20 AM

<input type="checkbox"/> [TY-NO-13-A] No Selection		13		
<input type="checkbox"/> [ED-CS-13-A] Best Practices of Working with Permits and Inspections	1 - Basic	13	Yes	Accounting(Governmental)
<input type="checkbox"/> [ED-FN-13-A] <b>Manage, Report and Commit: A comprehensive look at the Standard Budget Prep Module</b>	2 - Intermediate	13	Yes	Accounting(Governmental)
<input type="checkbox"/> [ED-IT-13-L1] Working with Process Scheduling of Eden Reports	2 - Intermediate	13	Yes	Accounting(Governmental)
<input type="checkbox"/> [ED-PR-13-A] Payroll Tips & Tricks	1 - Basic	13	Yes	Personnel/HR
<input type="checkbox"/> [TY-DM-13-A] Integrated Brazos eCitations	All	13	No	N/A

**Codes:** Example [MU-FN-2-A] **Tyler Solution:** MU-Munis **Track:** FN-Financials **Session #:** 2- during session 2 **Class letter:** A-unique class code identifier

**Tyler Solution:** \*CLT-CLT Appraisal Services \*EA-Eagle \*ED-Eden \*EG-EnerGov \* IA-iasWorld \*IN-Incode \*IV-Infinite Visions \*MU-Munis \*OD-Odyssey \*OR-Orion \*PS-Public Safety\*SI-Tyler SIS \*TY-Tyler Multiple Solutions \*VT-Versatrans

**Track:** \*AD-Administration \*AP-Appraisal \*AV-Advanced \*CA-CAMA \*CLT-CLT Appraisal Services \*CS-Citizen Services \*CT-Courts \*DM-Demo \*EA-Eagle \*ED-Eden \*EG-EnerGov \*EX-Executive \*FN-Financial \*GS-General Session \*HR-Human Resources \*IA-iasWorld \*IN-Incode \*IT-Information Technology \*IV-Infinite Visions \*L-Lab \*MT-Meeting \*MU-Munis \*OD-Odyssey \*OP-Operations \*OR-Orion \*PR-Payroll \*PS-Tyler Public Safety \*RC-Recording \*RR-Resource Room \*SI-Tyler SIS \*TE-Technology \*TR-Training \*TX-Taxes \*TY-All Tyler (Available to all Solutions) \*UB-Utility Billing \*VT-Versatrans

Class/Event Name	Level	Session #	Credit Yes or No	CPE Field of Study or IAAO (IA/OR)
<input type="checkbox"/> [TY-DM-13-B] Microsoft Dynamics AX Overview	5 - Overview	13,7	No	N/A
<input type="checkbox"/> [TY-IT-13-A] SQL Server Environment Dos and Don'ts	All	13	No	N/A
<input type="checkbox"/> [TY-TY-13-A] Success: Top 10	All	13	No	N/A

### Wednesday, May 4, 2016

### Session 14: 10:40 AM - 11:40 AM

<input type="checkbox"/> [TY-NO-14-A] No Selection		14		
<input type="checkbox"/> [ED-FN-14-A] Working with Accounts Receivable	1 - Basic	14	Yes	Accounting(Governmental)
<input type="checkbox"/> [ED-IT-14-A] What's in Your Eden Toolbox - Working with Eden Forms, Notifications, and Design	1 - Basic	14	Yes	Computer Science
<input type="checkbox"/> [ED-PR-14-A] Troubleshooting Your Payroll Processes	2 - Intermediate	14	Yes	Personnel/HR
<input type="checkbox"/> [TY-TY-14-A] Tyler Community: The Next Generation	All	14,3,6,8,11	No	N/A
<input type="checkbox"/> [TY-TY-14-B] Game of Generals	All	14	No	N/A
<input type="checkbox"/> [TY-TY-14-C] Tyler Content Manager Tools, Tips and Tricks	All	14	No	N/A
<input type="checkbox"/> [TY-TY-14-D] Rockstar Presentation	All	14	No	N/A

**Codes:** Example [MU-FN-2-A] **Tyler Solution:** MU-Munis **Track:** FN-Financials **Session #:** 2- during session 2 **Class letter:** A-unique class code identifier

**Tyler Solution:** \*CLT-CLT Appraisal Services \*EA-Eagle \*ED-Eden \*EG-EnerGov \* IA-iasWorld \*IN-Incode \*IV-Infinite Visions \*MU-Munis \*OD-Odyssey \*OR-Orion \*PS-Public Safety\*SI-Tyler SIS \*TY-Tyler Multiple Solutions \*VT-Versatrans

**Track:** \*AD-Administration \*AP-Appraisal \*AV-Advanced \*CA-CAMA \*CLT-CLT Appraisal Services \*CS-Citizen Services \*CT-Courts \*DM-Demo \*EA-Eagle \*ED-Eden \*EG-EnerGov \*EX-Executive \*FN-Financial \*GS-General Session \*HR-Human Resources \*IA-iasWorld \*IN-Incode \*IT-Information Technology \*IV-Infinite Visions \*L-Lab \*MT-Meeting \*MU-Munis \*OD-Odyssey \*OP-Operations \*OR-Orion \*PR-Payroll \*PS-Tyler Public Safety \*RC-Recording \*RR-Resource Room \*SI-Tyler SIS \*TE-Technology \*TR-Training \*TX-Taxes \*TY-All Tyler (Available to all Solutions) \*UB-Utility Billing \*VT-Versatrans

AGENDA  
Industrial Control Systems Cyber Security (301) Training  
Idaho Falls, Idaho

	Monday	Tuesday	Wednesday	Thursday	Friday				
7:00 AM									
8:00-8:15 AM	Introductions DHS Overview	Active Discovery Vulnerability Scanner	Network Exploitation  Basic Web Hacking  Man-in-the-Middle  Password and Hashes	7:00 - 11:30 AM Red / Blue Exercise	8:00 - 9:30 AM Exercise Debrief				
8:15-8:30 AM									
8:30-8:45 AM									
8:45-9:00 AM									
9:00-9:15 AM	ICS 101	Metasploit  Terminology - Vulnerabilities & Exploits							
9:15-9:30 AM									
9:30-9:45 AM									
9:45-10:00 AM									
10:00-10:15 AM	Break	Break							
10:15-10:30 AM	ICS Threat/Risks	Basic Exploitation Process	Break		11:30 AM - 12:00 PM Lunch	9:45 - 11:30 AM Exercise Debrief (cont)			
10:30-10:45 AM									
10:45-11:00 AM									
11:00-11:15 AM			Exploit Demonstration						
11:15-11:30 AM	Remote Exploits								
11:30-11:45 AM									
11:45 AM - 12:00 noon									
12:00 noon - 12:15 PM		12:00 Noon - 12:30 PM Lunch	12:00 Noon - 12:30 PM Lunch	12:00 Noon - 12:30 PM Lunch		Blue Team All-Hands Meeting	Round table perspectives; leave to catch plane if needed or discuss week with new contacts		
12:15-12:30 PM									
12:30-12:45 PM	Working Lunch Presentation "Common Vulnerabilities"	Working Lunch Presentation "ICS-CERT"	Working Lunch Presentation "CSET"						
12:45-1:00 PM									
1:00-1:15 PM	Other Attack Scenarios          Hands-on: Network Discovery  Basic Networking Topics	Metasploit - continued  Client Side Exploits   Payloads  Meterpreter	Logging & Log Analysis    Network Architecture   Network Flow Data	12:30 - 5:00 PM Red / Blue Exercise	End				
1:15-1:30 PM									
1:30-1:45 PM									
1:45-2:00 PM									
2:00-2:15 PM									
2:15-2:30 PM									
2:30-2:45 PM									
2:45-3:00 PM									
3:00-3:15 PM						Break	Break	Break	
3:15-3:30 PM						Passive Discovery Host Discovery	Break	Break	
3:30-3:45 PM									
3:45-4:00 PM	Separate into Red & Blue Initial Briefings								
4:00-4:15 PM			Active Discovery Nmap	Red Team / Blue Team Strategy Meetings					
4:15-4:30 PM									
4:30-4:45 PM									
4:45-5:00 PM									
5:00 PM	End	Red Team / Blue Team Strategy Meetings (Optional)	Red Team / Blue Team Strategy Meetings (Optional)	End					
6:00 PM		End	End						



Reference General Manager	Type of Action Accept Report(s)	Board Meeting of March 15, 2016
Subject Accept the Following Regular and Recurring Reports: District Financial Statements, Warrant List, and Upcoming Board Business		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
<input checked="" type="checkbox"/> Staff	J. Archer	<input type="checkbox"/> Board Member

**Recommendation:**

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

**Summary:**

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

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

- District Financial Statements;
- Warrant List; and
- Upcoming Board Business.

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



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

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

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

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

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

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

<sup>3</sup> No Report for the months of June-September, report will resume in October

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

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

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



## Monthly Financial Report

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

*[Handwritten signature]*  
3/9/16

## Dublin San Ramon Services District

### Revenue Summary

February 2016

Revenue Source	Budget	Budget to Date	YTD Actual	Amount Remaining	%f Budget Received	% Revenue Expected
Local Sewer Operations	\$ 2,308,980	\$ 1,352,139	\$ 1,344,953	\$ 964,027	58.25%	58.56%
Regional Sewer Operations	\$ 19,347,168	\$ 10,479,716	\$ 10,222,550	\$ 9,124,618	52.84%	54.17%
<b>Service Charges - Sewer</b>	<b>\$ 21,656,148</b>	<b>\$ 11,831,854</b>	<b>\$ 11,567,502</b>	<b>\$ 10,088,645</b>	<b>53.41%</b>	<b>54.64%</b>
Water Operations	\$ 26,235,868	\$ 14,211,095	\$ 12,166,605	\$ 14,069,263	46.37%	54.17%
Water Expansion	\$ 0	\$ 0	\$ (1,056)	\$ 1,056	100.00%	66.67%
<b>Service Charges - Water</b>	<b>\$ 26,235,868</b>	<b>\$ 14,211,095</b>	<b>\$ 12,165,549</b>	<b>\$ 14,070,319</b>	<b>46.37%</b>	<b>54.17%</b>
Local Sewer Replacement	\$ 296,752	\$ 197,835	\$ 351,745	\$ (54,993)	118.53%	66.67%
Local Sewer Expansion	\$ 288,558	\$ 192,372	\$ 342,129	\$ (53,571)	118.57%	66.67%
Regional Sewer Replacement	\$ 1,033,114	\$ 688,743	\$ 1,572,403	\$ (539,289)	152.20%	66.67%
Regional Sewer Expansion	\$ 6,820,299	\$ 4,546,866	\$ 10,249,087	\$ (3,428,788)	150.27%	66.67%
<b>Capacity Reserve Fees - Sewer</b>	<b>\$ 8,438,723</b>	<b>\$ 5,625,815</b>	<b>\$ 12,515,364</b>	<b>\$ (4,076,641)</b>	<b>148.31%</b>	<b>66.67%</b>
Water Replacement	\$ 2,046,528	\$ 1,364,352	\$ 2,029,780	\$ 16,748	99.18%	66.67%
Water Expansion	\$ 5,478,688	\$ 3,652,459	\$ 5,688,015	\$ (209,327)	103.82%	66.67%
<b>Capacity Reserve Fees - Water</b>	<b>\$ 7,525,216</b>	<b>\$ 5,016,811</b>	<b>\$ 7,717,795</b>	<b>\$ (192,579)</b>	<b>102.56%</b>	<b>66.67%</b>
<b>Fees &amp; Permits</b>	<b>\$ 2,602,355</b>	<b>\$ 1,734,903</b>	<b>\$ 2,848,342</b>	<b>\$ (245,987)</b>	<b>109.45%</b>	<b>66.67%</b>
<b>Interest</b>	<b>\$ 1,142,404</b>	<b>\$ 761,603</b>	<b>\$ 725,574</b>	<b>\$ 416,830</b>	<b>63.51%</b>	<b>66.67%</b>
<b>Other Income</b>	<b>\$ 3,944,991</b>	<b>\$ 2,629,994</b>	<b>\$ 2,861,595</b>	<b>\$ 1,083,396</b>	<b>72.54%</b>	<b>66.67%</b>
	<b><u>\$ 71,545,705</u></b>	<b><u>\$ 41,812,076</u></b>	<b><u>\$ 50,401,721</u></b>	<b><u>\$ 21,143,984</u></b>	<b><u>70.45%</u></b>	<b><u>58.44%</u></b>

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

**Dublin San Ramon Services District**  
**Working Capital Summary**  
**February, 2016**

<b>Enterprise Funds</b>					
<b>Fund</b>	<b>Dollars (\$)</b>		<b>In Months</b>		
	<b>YTD Actual</b>	<b>Budget</b>	<b>Target (Months)</b>	<b>Last Month</b>	<b>Current Month</b>
Local Enterprise	\$ 950,657	\$ 688,374	4	5.56	5.52
Regional Enterprise	\$ 7,056,926	\$ 5,434,384	4	5.15	5.19
Water Enterprise	\$ 9,483,794	\$ 6,658,940	4	5.34	5.70

<b>Replacement Funds</b>			
<b>Fund</b>	<b>In Dollars (\$)</b>		
	<b>Actual</b>	<b>Minimum</b>	<b>Above (Below)</b>
Local Replacement	\$ 9,851,468	\$ 1,848,086	\$ 8,003,382
Regional Replacement	\$ 18,246,101	\$ 7,205,245	\$ 11,040,856
Water Replacement	\$ 15,170,392	\$ 6,358,930	\$ 8,811,462

<b>Expansion Funds</b>			
<b>Fund</b>	<b>In Dollars (\$)</b>		
	<b>Actual</b>	<b>Minimum</b>	<b>Above (Below)</b>
Local Expansion	\$ 7,089,907	\$ 767,000	\$ 6,322,907
Regional Expansion	\$ 43,379,181	\$ 8,622,594	\$ 34,756,587
Water Expansion	\$ 17,948,775	\$ 12,715,971	\$ 5,232,804

<b>Temporary Infrastructure Charge Status</b>			
<b>Revenue Type</b>	<b>In Dollars (\$)</b>		
	<b>Amount Collected</b>	<b>Amount Repaid</b>	<b>Net</b>
Temporary Infrastructure Charge Status	\$ 8,206,456	\$ (4,212,358)	\$ 3,994,098

**Dublin San Ramon Services District**

**Expense Summary by Fund**

February 2016

% of Year Completed= 67%

Expense Summary by Fund	Budget	Budget to Date	Year To Date Actual	Dollars Remaining	Percent Used
200 - Local Sewer Operations	\$ 1,579,486	\$ 1,052,991	\$ 1,005,127	\$ 574,359	63.64 %
210 - Local Sewer Replacement	\$ 313,115	\$ 208,743	\$ 32,973	\$ 280,142	10.53 %
220 - Local Sewer Expansion	\$ 708,464	\$ 472,310	\$ 337,218	\$ 371,246	47.60 %
300 - Regional Sewer Operations	\$ 13,631,371	\$ 9,087,581	\$ 8,298,282	\$ 5,333,089	60.88 %
310 - Regional Sewer Replacement	\$ 280,450	\$ 186,967	\$ 162,311	\$ 118,139	57.88 %
320 - Regional Sewer Expansion	\$ 4,737,600	\$ 3,158,400	\$ 3,141,507	\$ 1,596,093	66.31 %
600 - Water Operations	\$ 18,403,379	\$ 12,268,920	\$ 9,086,440	\$ 9,316,940	49.37 %
605 - Water Rate Stabilization Fund	\$ 20,000	\$ 13,333	\$ 12,458	\$ 7,542	62.29 %
610 - Water Replacement	\$ 1,102,554	\$ 735,036	\$ 114,980	\$ 987,574	10.43 %
620 - Water Expansion	\$ 4,764,688	\$ 3,176,459	\$ 2,659,065	\$ 2,105,623	55.81 %
900 - Administrative Overhead	\$ 6,548,195	\$ 4,365,463	\$ 3,608,160	\$ 2,940,035	55.10 %
965 - Other Post Employment Benefits	\$ 782,545	\$ 521,697	\$ 560,967	\$ 221,579	71.68 %
995 - DV Standby Assessment	\$ 1,530,156	\$ 1,020,104	\$ 9,037	\$ 1,521,120	0.59 %
	<u>\$ 54,402,005</u>	<u>\$ 36,268,003</u>	<u>\$ 29,028,524</u>	<u>\$ 25,373,481</u>	<u>53.36 %</u>

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

**Dublin San Ramon Services District**  
**Expense Summary By Department**  
**February 2016**

% of Year Completed= 67%

Expense Summary by Department	Budget	Budget To Date	Year To Date Actual	Dollars Remaining	Percentage Used
<b>Executive</b>	\$ 2,361,396	\$ 1,574,264	\$ 1,225,534	\$ 1,135,862	51.90%
<b>Financial Services</b>	\$ 4,786,449	\$ 3,190,966	\$ 2,802,704	\$ 1,983,745	58.55%
<b>Engineering</b>	\$ 4,098,295	\$ 2,732,197	\$ 2,189,322	\$ 1,908,974	53.42%
<b>Operations</b>	\$ 14,919,658	\$ 9,946,438	\$ 9,447,402	\$ 5,472,256	63.32%
<b>Non-Departmental</b>	\$ 28,236,207	\$ 18,824,138	\$ 13,363,562	\$ 14,872,644	47.33%
	<u>\$ 54,402,005</u>	<u>\$ 36,268,003</u>	<u>\$ 29,028,524</u>	<u>\$ 25,373,481</u>	<u>53.36%</u>

## Dublin San Ramon Services District

### Expense Summary by Category

February 2016

% of Year Completed= 67%

Expense Summary by Category	Budget	Budget to Date	Year to Date Actual	Budget Remaining	Percentage Used
<b>Personnel</b>	\$ 19,983,876	\$ 13,322,584	\$ 12,461,987	\$ 7,521,889	62.36%
<b>Materials and Supplies</b>	\$ 13,523,119	\$ 9,015,412	\$ 5,713,674	\$ 7,809,445	42.25%
<b>Contract Services</b>	\$ 6,799,212	\$ 4,532,808	\$ 2,116,375	\$ 4,682,837	31.13%
<b>Other Expenses</b>	\$ 13,463,797	\$ 8,975,865	\$ 8,547,932	\$ 4,915,865	63.49%
<b>Capital Outlay</b>	\$ 632,000	\$ 421,333	\$ 188,555	\$ 443,445	29.83%
	<u>\$ 54,402,005</u>	<u>\$ 36,268,003</u>	<u>\$ 29,028,524</u>	<u>\$ 25,373,481</u>	<u>53.36%</u>

## Dublin San Ramon Services District

### Capital Outlay by Division February, 2016

<u>Capital Outlay - Identified</u>	<u>Budget</u>	<u>Year To Date Actual</u>	<u>Dollars Remaining</u>	<u>Percent Used</u>
Van - Ford Transit	\$ 35,000	\$ -	\$ 35,000	0.00%
<b>Engineering Admin</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>0.00%</b>
Asset Management Software	\$ 140,500		\$ 140,500	0.00%
<b>Asset Management</b>	<b>\$ 140,500</b>	<b>\$ -</b>	<b>\$ 140,500</b>	<b>0.00%</b>
Truck mounted valve exercise mach/controller	\$ 45,000	\$ -	\$ 45,000	0.00%
Pump station emergency generator	\$ 50,000		\$ 50,000	0.00%
F-450 truck w/ utility bed, crane, compressor	\$ 59,000	\$ 54,015	\$ 4,985	91.55%
<b>Field Operations</b>	<b>\$ 154,000</b>	<b>\$ 54,015</b>	<b>\$ 99,985</b>	<b>35.07%</b>
Heavy Capacity Forklift for biosolids, used	\$ 35,000	\$ -	\$ 35,000	0.00%
<b>Plant Operations</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>0.00%</b>
Truck - Ford F-350 w/service body	\$ 60,000	\$ -	\$ 60,000	0.00%
Truck - Ford F-450 w/service body/crane	110,000		110,000	0.00%
Grit Roll-off Container	12,000		12,000	0.00%
Chlorine contact tank exit gate	12,500		12,500	0.00%
Building "A" air compressor	13,000		13,000	0.00%
Cogen Emission Analyzer	13,000	13,383	(383)	102.95%
<b>Mechanical Maintenance</b>	<b>\$ 220,500</b>	<b>\$ 13,383</b>	<b>\$ 207,117</b>	<b>6.07%</b>
Van - Ford Transit	\$ 27,000	\$ -	\$ 27,000	0.00%
Update Security system	20,000		20,000	0.00%
<b>Electrical Maintenance</b>	<b>\$ 47,000</b>	<b>\$ -</b>	<b>\$ 47,000</b>	<b>0.00%</b>
<b>Total Capital Outlay - Identified</b>	<b>\$ 632,000</b>	<b>\$ 67,398</b>	<b>\$ 564,602</b>	<b>10.66%</b>
<b>Unexpected Capital Outlay</b>				
Completely refurbish aeration preopeller mixer	\$ 11,927	\$ 10,940	\$ 987	
WWTP No. 2 Secondary clarifier drain valve	\$ 99,186	\$ 99,186	-	
WWTP Bldg G A/C for MCC Room (7.5 ton)	11,031	\$ 11,031	-	
			-	
<b>Total Unexpected Capital Outlay</b>	<b>\$ 122,144</b>	<b>\$ 121,157</b>	<b>\$ 987</b>	
<b>Total All Capital Outlay</b>	<b>\$ 754,144</b>	<b>\$ 188,555</b>	<b>\$ 565,589</b>	



# Capital Project Expense Summary Report

Dublin San Ramon Services District

February, 2016

<u>Fund #</u>		<u>Budget</u>	<u>Year-to-date Expenditures</u>	<u>Balance</u>	<u>Prct Used</u>
210	Local Sewer Replacement	1,678,736.00	102,448.79	1,576,287.21	6.10%
220	Local Sewer Expansion	377,000.00	18,528.77	358,471.23	4.91%
310	Regional Sewer Replacement	3,281,171.00	1,310,794.48	1,970,376.52	39.95%
320	Regional Sewer Expansion	1,306,362.00	365,585.32	940,776.68	27.98%
610	Water Replacement	10,318,674.00	2,995,426.36	7,323,247.64	29.03%
620	Water Expansion	5,458,281.00	3,989,534.99	1,468,746.01	73.09%
	<b>Grand Total</b>	<u>22,420,224.00</u>	<u>8,782,318.71</u>	<u>13,637,905.29</u>	<u>39.17%</u>

**Financing Administration Agreement Calculations  
February, 2016**

**Bond Target Level Calculation**

	Max Annual Debt
LAVWMA 2011 Refunding Bonds (Expansion Portion) highest fiscal year debt service (2024)	\$ 4,332,552
DSRSD Expansion Amount Outstanding	\$46,791,732
<b><u>Bank of America Refunding Bond</u></b>	
Expansion Amount Outstanding	\$0
<b>BOND TARGET LEVEL (7c) or 2X</b>	<b>\$ 8,665,105</b>
<b>ADMINISTRATIVE TARGET LEVEL (7d) or 5XMADS</b>	<b>\$ 21,662,761</b>
<b>Working Capital in Rate Stabilization/Regional Sewer Expansion Fund</b>	<b>\$ 43,379,181</b>
Number of Years of Maximum Debt Service on Hand (Working Capital/Max Annual Debt)	\$ 4,332,552      10.01
Capacity Fee Revenue this Fiscal Year	\$10,249,087
Debt Service for FY 15/16	\$ 4,311,297
Capacity fees in excess (deficiency) of this amount	\$ 5,937,790
<b>Amount in Rate Stabilization Fund in Excess of (below) 5XMADS</b>	<b>\$21,716,420</b>

**Dublin San Ramon Services District**  
**Dublin San Ramon Services District**  
**February, 2016**

---

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

	Budget	Actual	Above (Below)
<b>Sewer</b>			
<i>DSRSD</i>	347	564	217
<i>Pleasanton</i>	150	171	21
<b>Water</b>	608	556	(52)

Dublin San Ramon Services District  
Treasurer's Report - Portfolio Management Summary  
As of : February 29, 2016

Description	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	28,524,294.54	28,524,294.54	28,524,294.54	19.66%	100%	Yes	0.450%
Certificate of Deposit	4,000,000.00	4,010,757.50	4,000,000.00	2.76%	30%	Yes	0.972%
Corporate Bonds	20,500,000.00	20,727,425.50	20,678,882.80	14.13%	30%	Yes	1.563%
Federal Agency Callables	40,880,000.00	40,872,607.54	40,881,175.41	28.17%	100%	Yes	1.130%
LAIF - Operating	49,196,322.89	49,196,322.89	49,196,322.89	33.90%	\$50 million	Yes	0.446%
Municipals	2,000,000.00	2,005,360.00	2,007,712.82	1.38%	100%	Yes	1.710%
<b>Total Investments</b>	<b>\$ 145,100,617.43</b>	<b>\$ 145,336,767.97</b>	<b>\$ 145,288,388.46</b>	<b>100.00%</b>			<b>0.829%</b>
Bank of America	4,501,081.46	4,501,081.46	4,501,081.46				
<b>Total Cash &amp; Investments</b>	<b>\$ 149,601,698.89</b>	<b>\$ 149,837,849.43</b>	<b>\$ 149,789,469.92</b>				<b>0.829%</b>

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

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

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

\_\_\_\_\_  
John Archer, Administrative Services Manager

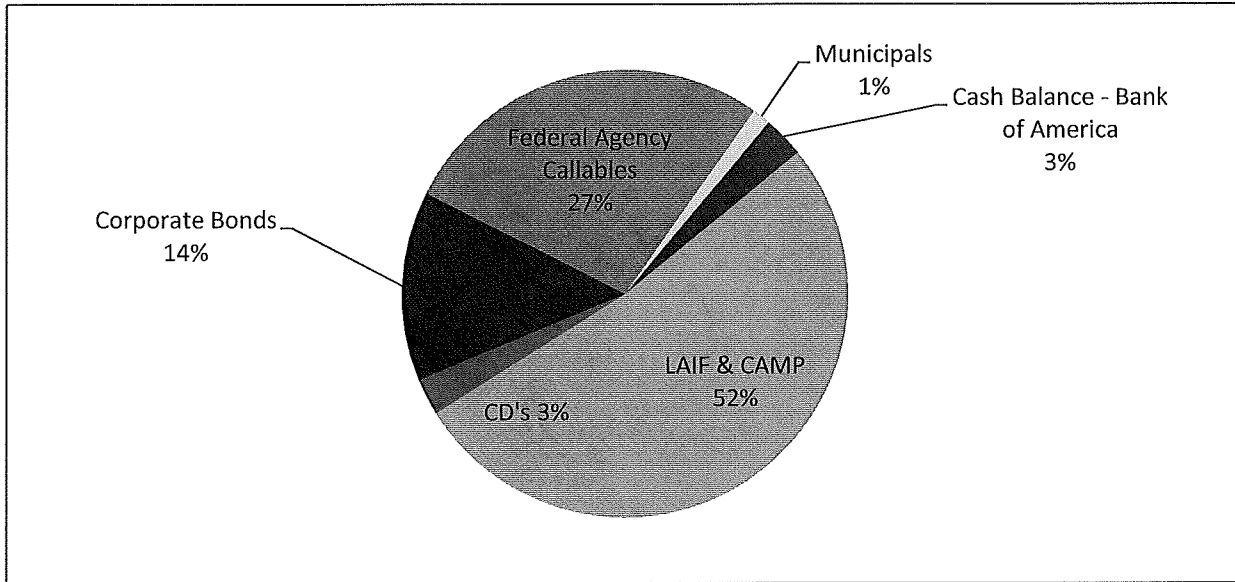
\_\_\_\_\_  
Date

For comparison - prior month summary as of: 1/31/2016

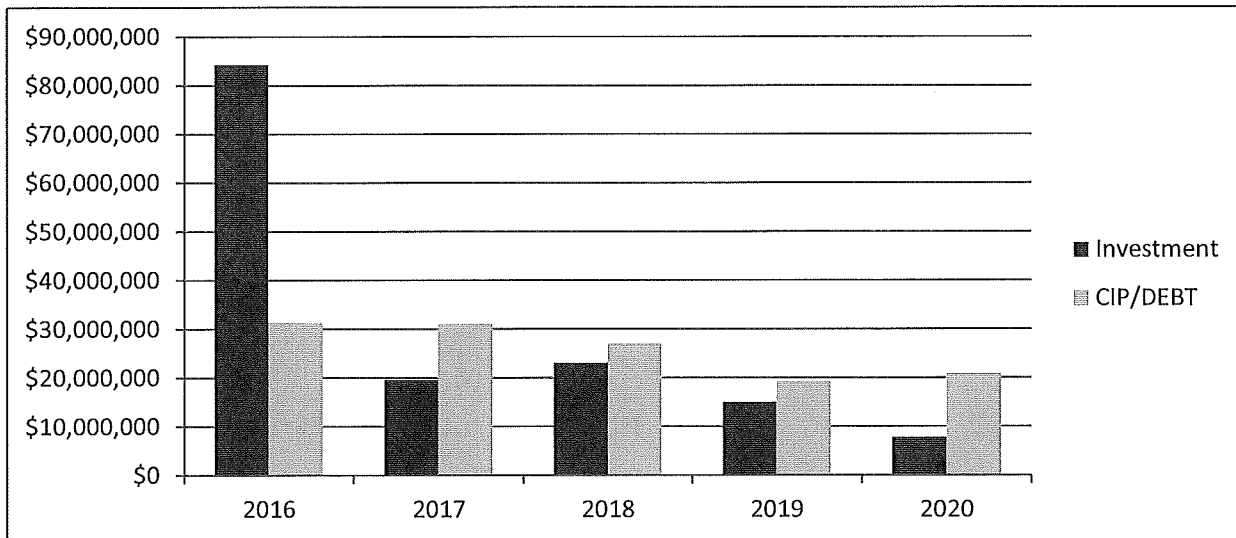
Description	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	16,517,003.58	16,517,003.58	16,517,003.58	11.38%	100%	Yes	0.380%
Certificate of Deposit	4,000,000.00	4,005,062.25	4,000,000.00	2.76%	30%	Yes	97.200%
Corporate Bonds	22,500,000.00	22,713,494.50	22,683,742.53	15.51%	30%	Yes	1.526%
Federal Agency Callables	50,880,000.00	50,876,027.70	50,881,175.41	35.07%	100%	Yes	1.162%
LAIF - Operating	49,196,322.89	49,196,322.89	49,196,322.89	33.90%	\$50 million	Yes	0.446%
Municipals	2,000,000.00	1,996,780.00	2,007,712.82	1.38%	100%	Yes	1.710%
<b>Total Investments</b>	<b>\$ 145,093,326.47</b>	<b>\$ 145,304,690.92</b>	<b>\$ 145,285,957.23</b>	<b>99.99%</b>			<b>0.889%</b>
Bank of America	2,361,815.48	2,361,815.48	2,361,815.48				
<b>Total Cash &amp; Investments</b>	<b>\$ 147,455,141.95</b>	<b>\$ 147,666,506.40</b>	<b>\$ 147,647,772.71</b>				<b>0.889%</b>

**Investment Review for : February 29, 2016**  
**Summary of Current Investments**

	Face Amount	% of Portfolio	Avg Maturity (in Years)	Avg Yield
Cash Balance - Bank of America	\$ 4,501,081.46	3%		
LAIF & CAMP	77,720,617.43	52%		0.446%
Certificates of Deposit	4,000,000.00	3%	1.4	0.972%
Corporate Bonds	20,500,000.00	14%	1.7	1.563%
Federal Agency Callables	40,880,000.00	27%	2.6	1.130%
Municipals	2,000,000.00	1%	4.3	1.710%
	<u>\$ 149,601,698.89</u>			



**Investment / Cash needs next 5 years**



FYE	Investment	CIP/DEBT
2016	\$ 84,221,698.89	\$ 31,258,003.75
2017	19,630,000.00	\$ 30,984,268.75
2018	23,000,000.00	\$ 26,965,800.75
2019	15,000,000.00	\$ 19,176,387.75
2020	7,750,000.00	\$ 20,845,455.75
	<u>\$ 149,601,698.89</u>	<u>\$ 129,229,916.75</u>

Dublin San Ramon Services District  
 Treasurer's Report - Portfolio Detail

As of 02/29/16

Description	CUSIP	Settlement Date	Face Amount	Market Value	Book Value	Coupon Rate	YTM @ Cost	Next Call Date	DTC/M	DTM	Maturity Date	Accrued Interest
CAMP LGIP	LGIP6300	6/30/2011	28,524,294.54	28,524,294.54	28,524,294.54	0.45	0.45	N/A	1	1	N/A	
<b>Sub Total / Average</b>			<b>28,524,294.54</b>	<b>28,524,294.54</b>	<b>28,524,294.54</b>	<b>0.45</b>	<b>0.45</b>		<b>1</b>	<b>1</b>		-
American Exp Centr 1.15 9/26/2016	02587DTW8	9/26/2013	250,000.00	250,764.50	250,000.00	1.15	1.15		210	210	9/26/2016	1,228.77
BMW Bk 0.5 5/16/2016	05580AAB0	5/16/2014	250,000.00	249,993.25	250,000.00	0.5	0.5		77	77	5/16/2016	359.59
Capital One 2 10/7/2019	14042RAN1	10/7/2015	250,000.00	253,033.25	250,000.00	2	2		1316	1316	10/7/2019	2,007.98
Capital One USA 2 10/7/2019	140420WK2	10/7/2015	250,000.00	253,033.25	250,000.00	2	2		1316	1316	10/7/2019	2,007.98
Comenity Capital 0.7 3/29/2016	20033AGY6	9/29/2014	250,000.00	250,042.75	250,000.00	0.7	0.7		29	29	3/29/2016	4.79
Compass Bnk 0.5 5/31/2016	20451PJX5	5/28/2014	250,000.00	249,969.00	250,000.00	0.5	0.5		92	92	5/31/2016	318.49
Customers Bk 0.5 5/31/2016	23204HBF4	5/28/2014	250,000.00	249,969.00	250,000.00	0.5	0.5		92	92	5/31/2016	318.49
Discover Bank 1.2 3/13/2018	254671LE8	3/13/2013	250,000.00	250,949.25	250,000.00	1.2	1.2		743	743	3/13/2018	1,389.04
Everbank 0.95 11/30/2016	29976DPX2	11/30/2012	250,000.00	250,404.00	250,000.00	0.95	0.95		275	275	11/30/2016	592.12
First Fed S&L 0.5 5/31/2016	32023HAC2	5/30/2014	250,000.00	249,969.25	250,000.00	0.5	0.5		92	92	5/31/2016	3.42
Flushing Bank 0.7 3/29/2016	34387AAQ2	9/30/2014	250,000.00	250,044.50	250,000.00	0.7	0.7		29	29	3/29/2016	67.12
Goldman Sachs 1.95 10/7/2019	38148JQ79	10/7/2015	250,000.00	252,336.25	250,000.00	1.95	1.95		1316	1316	10/7/2019	1,957.58
Oriental Bank 0.5 5/31/2016-14	686184UH3	5/29/2014	250,000.00	249,967.50	250,000.00	0.5	0.5		92	92	5/31/2016	3.42
State Bk of India 1.15 5/14/2018	856283UK0	5/14/2013	250,000.00	250,805.75	250,000.00	1.15	1.15		805	805	5/14/2018	842.81
Sterling Svgs Bank 0.5 3/22/2016	8595316H3	3/22/2013	250,000.00	250,013.00	250,000.00	0.5	0.5		22	22	3/22/2016	547.95
Washington Fed Seattle 0.75 5/30/2017-13	938828AB6	5/30/2013	250,000.00	249,463.00	250,000.00	0.75	0.75		456	456	5/30/2017	5.14
<b>Sub Total / Average</b>			<b>4,000,000.00</b>	<b>4,010,757.50</b>	<b>4,000,000.00</b>	<b>0.972</b>	<b>0.972</b>		<b>435</b>	<b>435</b>		<b>11,654.69</b>
AUST/NZ Bank Grp 1.5 1/16/2018	05253JAH4	1/26/2015	3,000,000.00	2,999,922.00	3,002,322.24	1.5	1.46		687	687	1/16/2018	5,375.00
Barclays Bank PLC Var. Corp 5/11/2017	06738K4G3	5/11/2012	3,000,000.00	2,985,093.00	3,000,000.00	2	2		437	437	5/11/2017	3,000.00
Coca-cola 1.15 4/1/2018	191216BA7	2/20/2015	3,000,000.00	3,008,499.00	2,986,787.22	1.15	1.33		762	762	4/1/2018	14,183.33
Exxon Mobil 0.921 3/15/2017	30231GAA0	9/9/2015	2,000,000.00	2,001,962.00	2,002,987.23	0.921	0.821		380	380	3/15/2017	8,391.33
GE Capital Corp 2.3 4/27/2017	36962G5W0	5/21/2012	3,000,000.00	3,053,793.00	2,997,418.14	2.3	2.361		423	423	4/27/2017	23,383.33
Gen Elec Co 5.25 12/6/2017	369604BC6	12/17/2012	2,500,000.00	2,677,462.50	2,685,669.97	5.25	1.396		646	646	12/6/2017	30,260.42
JPMorgan Chase 2 8/15/2017	48126EAA5	12/22/2014	2,000,000.00	2,009,046.00	2,014,447.14	2	1.506		533	533	8/15/2017	1,555.56
Microsoft 1 5/1/2018	594918AS3	3/16/2015	2,000,000.00	1,991,648.00	1,989,250.86	1	1.22		792	792	5/1/2018	6,555.56
<b>Sub Total / Average</b>			<b>20,500,000.00</b>	<b>20,727,425.50</b>	<b>20,678,882.80</b>	<b>2.04</b>	<b>1.563</b>		<b>583</b>	<b>583</b>		<b>92,704.53</b>
FFCB 0.65 3/28/2017	3133ECKC7	5/8/2013	1,380,000.00	1,379,217.54	1,381,019.73	0.65	0.6		393	393	3/28/2017	3,762.42
FFCB 0.74 6/9/2017-15	3133EFCX3	9/9/2015	3,000,000.00	2,996,127.00	3,000,000.00	0.74	0.74		466	466	6/9/2017	4,933.33
FFCB 1.37 3/21/2019-16	3133EFEA1	9/21/2015	5,000,000.00	5,005,585.00	4,997,500.00	1.37	1.385	9/21/2016	205	1116	3/21/2019	30,063.89
FFCB 1.42 4/29/2019-16	3133EED56	4/29/2015	5,000,000.00	5,000,910.00	5,000,000.00	1.42	1.42	4/29/2016	60	1155	4/29/2019	23,666.67
FHLB 0.875 3/10/2017	3133782N0	8/22/2014	4,000,000.00	4,006,688.00	4,002,655.68	0.875	0.83		375	375	3/10/2017	16,430.56
FHLB 1 6/28/2018-13	313381HD0	12/28/2012	5,000,000.00	4,974,500.00	5,000,000.00	1	1		850	850	6/28/2018	8,472.22
FHLMC 0.625 9/26/2016-14	3134G4YA0	3/26/2014	2,500,000.00	2,502,470.00	2,500,000.00	0.625	0.625		210	210	9/26/2016	6,640.62
FHLMC 1.2 6/12/2018-13	3134G46D5	6/12/2013	5,000,000.00	5,000,135.00	5,000,000.00	1.2	1.2	3/12/2016	12	834	6/12/2018	12,833.33
FHLMC 1.25 8/27/2018-15	3134G7UM1	9/3/2015	5,000,000.00	5,003,725.00	5,000,000.00	1.25	1.25	5/27/2016	88	910	8/27/2018	347.22
FHLMC 1.4 7/29/2019-16	3134G7X89	10/29/2015	5,000,000.00	5,003,250.00	5,000,000.00	1.4	1.4	4/29/2016	60	1246	7/29/2019	5,833.33
<b>Sub Total / Average</b>			<b>40,880,000.00</b>	<b>40,872,607.54</b>	<b>40,881,175.41</b>	<b>1.135</b>	<b>1.13</b>		<b>253</b>	<b>844</b>		<b>112,983.59</b>
LAIF LGIP	LGIP1001	6/30/2011	49,196,322.89	49,196,322.89	49,196,322.89	0.446	0.446	N/A	1	1	N/A	
<b>Sub Total / Average</b>			<b>49,196,322.89</b>	<b>49,196,322.89</b>	<b>49,196,322.89</b>	<b>0.446</b>	<b>0.446</b>		<b>1</b>	<b>1</b>		-
State of CA 1.8 4/1/2020	13063CSQ4	4/29/2015	2,000,000.00	2,005,360.00	2,007,712.82	1.8	1.71		1493	1493	4/1/2020	14,800.00
<b>Sub Total / Average</b>			<b>2,000,000.00</b>	<b>2,005,360.00</b>	<b>2,007,712.82</b>	<b>1.8</b>	<b>1.71</b>		<b>1493</b>	<b>1493</b>		<b>14,800.00</b>
<b>Total / Average</b>			<b>145,100,617.43</b>	<b>145,336,767.97</b>	<b>145,288,388.46</b>	<b>0.899</b>	<b>0.829</b>		<b>187</b>	<b>353</b>		<b>232,142.81</b>

	200 Local Sewer Operations	205 Local Rate Stabilization (RSF)	210 Local Sewer Replacement	220 Local Sewer Expansion	Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	816,818	783,925	9,838,271	7,085,547	18,524,560
RECEIVABLES	259,331	985	13,499	9,173	282,989
OTHER	0	0	0	2,646	2,646
<b>CURRENT ASSETS</b>	<b>1,076,148</b>	<b>784,911</b>	<b>9,851,770</b>	<b>7,097,366</b>	<b>18,810,195</b>
FIXED ASSETS	33,280,120	0	349,598	21,595	33,651,314
LONG-TERM ASSETS	236,312	0	0	181,125	417,438
<b>TOTAL ASSETS</b>	<b>34,592,581</b>	<b>784,911</b>	<b>10,201,368</b>	<b>7,300,087</b>	<b>52,878,946</b>
ACCOUNTS PAYABLE	11,102	0	0	0	11,102
DEPOSITS	57,780	0	0	0	57,780
OTHER CURRENT LIABILITIES	56,609	0	302	7,459	64,371
<b>CURRENT LIABILITIES</b>	<b>125,491</b>	<b>0</b>	<b>302</b>	<b>7,459</b>	<b>133,253</b>
ACCRUED EXPENSES/OTHER	1,760,743	0	0	438,339	2,199,082
DEFERRED REVENUE	0	0	0	395,098	395,098
<b>LONG-TERM LIABILITIES</b>	<b>1,760,743</b>	<b>0</b>	<b>0</b>	<b>833,437</b>	<b>2,594,181</b>
RETAINED EARNINGS	32,706,346	784,911	10,201,066	6,459,190	50,151,513
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>34,592,581</b>	<b>784,911</b>	<b>10,201,368</b>	<b>7,300,087</b>	<b>52,878,946</b>

<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
SERVICE CHARGES	1,344,953	0	0	0	1,344,953
OTHER OPERATING REVENUE	11,445	0	0	721,355	732,801
<b>TOTAL OPERATING REVENUE</b>	<b>1,356,398</b>	<b>0</b>	<b>0</b>	<b>721,355</b>	<b>2,077,753</b>
<b>NON-OPERATING REVENUE</b>					
CONNECTION FEES	0	0	351,745	342,129	693,874
INTEREST	4,115	3,638	48,004	33,786	89,544
OTHER NON-OPERATING REVENUE	233,590	0	0	0	233,590
<b>TOTAL NON-OPERATING REVENUE</b>	<b>237,705</b>	<b>3,638</b>	<b>399,749</b>	<b>375,914</b>	<b>1,017,007</b>
TRANSFERS IN	0	91,575	191,333	0	282,908
<b>TOTAL RECEIPTS</b>	<b>1,594,103</b>	<b>95,213</b>	<b>591,082</b>	<b>1,097,270</b>	<b>3,377,669</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	1,251,085	0	32,973	395,895	1,679,953
CAPITAL PROJECTS	0	0	102,449	18,529	120,978
TRANSFER OUT	282,908	0	0	0	282,908
<b>TOTAL DISBURSEMENTS</b>	<b>1,533,993</b>	<b>0</b>	<b>135,422</b>	<b>414,423</b>	<b>2,083,839</b>
<b>NET INCOME (LOSS)</b>	<b>60,110</b>	<b>95,213</b>	<b>455,660</b>	<b>682,846</b>	<b>1,293,830</b>

EXPENSE BUDGET FOR FY 2016	2,065,123				
WORKING CAPITAL TARGET FOR FY 2016	688,374				
WORKING CAPITAL TARGET (in months)	4.00				
WORKING CAPITAL	950,657	784,911	9,851,468	7,089,907	18,676,942
WORKING CAPITAL ON HAND (in months) WC / (ExpBudget / 12)	5.52				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	262,283				

	300 Regional Sewer Operations	305 Regional Rate Stabilization (RSF)	310 Regional Sewer Replacement	320 Regional Sewer Expansion	Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	5,982,380	7,794,683	18,242,882	41,730,312	73,750,257
RECEIVABLES	1,292,069	11,097	27,646	345,448	1,676,260
OTHER	1,299,983	0	0	1,591,208	2,891,191
<b>CURRENT ASSETS</b>	<b>8,574,432</b>	<b>7,805,780</b>	<b>18,270,528</b>	<b>43,666,968</b>	<b>78,317,709</b>
FIXED ASSETS	105,531,416	0	1,553,491	29,664,640	136,749,547
LONG-TERM ASSETS	3,760,984	0	34,634	576,836	4,372,454
<b>TOTAL ASSETS</b>	<b>117,866,831</b>	<b>7,805,780</b>	<b>19,858,653</b>	<b>73,908,445</b>	<b>219,439,710</b>
ACCOUNTS PAYABLE	447,591	0	0	330	447,921
DEPOSITS	112,621	0	0	2,372	114,993
OTHER CURRENT LIABILITIES	957,293	0	24,428	285,085	1,266,806
<b>CURRENT LIABILITIES</b>	<b>1,517,505</b>	<b>0</b>	<b>24,428</b>	<b>287,787</b>	<b>1,829,720</b>
BONDS PAYABLE	6,708,041	0	0	29,992,372	36,700,413
ACCRUED EXPENSES/OTHER	10,222,761	0	0	75,511	10,298,271
DEFERRED REVENUE	0	0	34,634	541,153	575,787
<b>LONG-TERM LIABILITIES</b>	<b>16,930,801</b>	<b>0</b>	<b>34,634</b>	<b>30,609,036</b>	<b>47,574,471</b>
RETAINED EARNINGS	99,418,524	7,805,780	19,799,592	43,011,623	170,035,519
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>117,866,831</b>	<b>7,805,780</b>	<b>19,858,653</b>	<b>73,908,445</b>	<b>219,439,710</b>
<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
SERVICE CHARGES	10,222,550	0	0	0	10,222,550
OTHER OPERATING REVENUE	310,265	0	0	13,005	323,270
<b>TOTAL OPERATING REVENUE</b>	<b>10,532,815</b>	<b>0</b>	<b>0</b>	<b>13,005</b>	<b>10,545,819</b>
<b>NON-OPERATING REVENUE</b>					
CONNECTION FEES	0	0	1,572,403	10,249,087	11,821,491
INTEREST	25,657	38,553	88,982	203,517	356,710
OTHER NON-OPERATING REVENUE	0	0	0	0	0
<b>TOTAL NON-OPERATING REVENUE</b>	<b>25,657</b>	<b>38,553</b>	<b>1,661,385</b>	<b>10,452,605</b>	<b>12,178,200</b>
TRANSFERS IN	0	0	1,716,307	0	1,716,307
<b>TOTAL RECEIPTS</b>	<b>10,558,472</b>	<b>38,553</b>	<b>3,377,692</b>	<b>10,465,610</b>	<b>24,440,327</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	9,651,856	0	162,311	3,155,171	12,969,337
CAPITAL PROJECTS	0	0	1,310,794	365,585	1,676,380
TRANSFER OUT	1,716,307	0	0	0	1,716,307
<b>TOTAL DISBURSEMENTS</b>	<b>11,368,163</b>	<b>0</b>	<b>1,473,105</b>	<b>3,520,757</b>	<b>16,362,025</b>
<b>NET INCOME (LOSS)</b>	<b>(809,691)</b>	<b>38,553</b>	<b>1,904,587</b>	<b>6,944,853</b>	<b>8,078,302</b>
EXPENSE BUDGET FOR FY 2016	16,303,153				
WORKING CAPITAL TARGET FOR FY 2016	5,434,384				
WORKING CAPITAL TARGET (in months)	4.00				
WORKING CAPITAL	7,056,926	7,805,780	18,246,101	43,379,181	76,487,989
WORKING CAPITAL ON HAND (in months) WC / ( ExpBudget / 12)	5.19				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	1,622,542				



	600 Water Operations	605 Water Rate Stabilization (RSF)	610 Water Replacement	620 Water Expansion	Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	11,674,586	10,396,422	15,214,142	18,972,393	56,257,543
RECEIVABLES	736,011	64,866	15,862	27,938	844,677
OTHER	0	0	0	0	0
<b>CURRENT ASSETS</b>	<b>12,410,597</b>	<b>10,461,287</b>	<b>15,230,004</b>	<b>19,000,331</b>	<b>57,102,220</b>
FIXED ASSETS	120,889,359	0	3,073,265	24,247,774	148,210,398
LONG-TERM ASSETS	2,442,206	0	0	300,792	2,742,998
<b>TOTAL ASSETS</b>	<b>135,742,161</b>	<b>10,461,287</b>	<b>18,303,269</b>	<b>43,548,897</b>	<b>208,055,616</b>
ACCOUNTS PAYABLE	10,585	0	0	450	11,035
DEPOSITS	493,639	0	0	60,000	553,639
OTHER CURRENT LIABILITIES	2,422,579	0	59,612	991,106	3,473,297
<b>CURRENT LIABILITIES</b>	<b>2,926,803</b>	<b>0</b>	<b>59,612</b>	<b>1,051,556</b>	<b>4,037,971</b>
BONDS PAYABLE	0	0	0	34,916,246	34,916,246
ACCRUED EXPENSES/OTHER	6,031,235	0	0	696,615	6,727,849
DEFERRED REVENUE	0	0	0	6,007,910	6,007,910
<b>LONG-TERM LIABILITIES</b>	<b>6,031,235</b>	<b>0</b>	<b>0</b>	<b>41,620,770</b>	<b>47,652,005</b>
RETAINED EARNINGS	126,784,124	10,461,287	18,243,657	876,571	156,365,640
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>135,742,161</b>	<b>10,461,287</b>	<b>18,303,269</b>	<b>43,548,897</b>	<b>208,055,616</b>
<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
SERVICE CHARGES	12,166,605	0	0	(1,056)	12,165,549
OTHER OPERATING REVENUE	381,727	51,167	2,584	1,879,586	2,315,063
<b>TOTAL OPERATING REVENUE</b>	<b>12,548,332</b>	<b>51,167</b>	<b>2,584</b>	<b>1,878,529</b>	<b>14,480,612</b>
<b>NON-OPERATING REVENUE</b>					
CONNECTION FEES	0	0	2,029,780	5,688,015	7,717,795
INTEREST	58,296	51,597	66,411	96,363	272,667
OTHER NON-OPERATING REVENUE	292,100	382,571	0	0	674,671
<b>TOTAL NON-OPERATING REVENUE</b>	<b>350,396</b>	<b>434,168</b>	<b>2,096,191</b>	<b>5,784,378</b>	<b>8,665,133</b>
TRANSFERS IN	0	2,151,769	5,281,533	450,000	7,883,302
<b>TOTAL RECEIPTS</b>	<b>12,898,729</b>	<b>2,637,103</b>	<b>7,380,308</b>	<b>8,112,907</b>	<b>31,029,047</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	9,993,912	12,458	114,980	2,759,002	12,880,353
CAPITAL PROJECTS	0	0	2,995,426	3,989,535	6,984,961
TRANSFER OUT	5,269,102	2,614,200	0	0	7,883,302
<b>TOTAL DISBURSEMENTS</b>	<b>15,263,015</b>	<b>2,626,658</b>	<b>3,110,406</b>	<b>6,748,537</b>	<b>27,748,616</b>
<b>NET INCOME (LOSS)</b>	<b>(2,364,286)</b>	<b>10,445</b>	<b>4,269,902</b>	<b>1,364,370</b>	<b>3,280,431</b>
EXPENSE BUDGET FOR FY 2016	19,976,821				
WORKING CAPITAL TARGET FOR FY 2016	6,658,940				
WORKING CAPITAL TARGET (in months)	4.00				
WORKING CAPITAL	9,483,794	10,461,287	15,170,392	17,948,775	53,064,249
WORKING CAPITAL ON HAND (in months) WC / ( ExpBudget / 12)	5.70				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	2,824,854				

	900 Administrative Overhead	965 OPEB	995 DV Standby Assessment	Total	
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	(225,741)	249,324	1,552,580	0	1,576,163
RECEIVABLES	175,397	417	177,225	0	353,038
OTHER	342,113	0	0	0	342,113
<b>CURRENT ASSETS</b>	<b>291,769</b>	<b>249,740</b>	<b>1,729,804</b>	<b>0</b>	<b>2,271,314</b>
LONG-TERM ASSETS	0	12,195,375	0	0	12,195,375
<b>TOTAL ASSETS</b>	<b>291,769</b>	<b>12,445,115</b>	<b>1,729,804</b>	<b>0</b>	<b>14,466,688</b>
ACCOUNTS PAYABLE	28,259	58,198	0	0	86,457
OTHER CURRENT LIABILITIES	263,510	531,361	0	0	794,871
<b>CURRENT LIABILITIES</b>	<b>291,769</b>	<b>589,559</b>	<b>0</b>	<b>0</b>	<b>881,328</b>
RETAINED EARNINGS	0	11,855,556	1,729,804	0	13,585,361
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>291,769</b>	<b>12,445,115</b>	<b>1,729,804</b>	<b>0</b>	<b>14,466,688</b>
<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
OTHER OPERATING REVENUE	928,878	0	1,027,355	0	1,956,232
<b>TOTAL OPERATING REVENUE</b>	<b>928,878</b>	<b>0</b>	<b>1,027,355</b>	<b>0</b>	<b>1,956,232</b>
<b>NON-OPERATING REVENUE</b>					
INTEREST	0	1,191	5,218	0	6,409
OTHER NON-OPERATING REVENUE	0	0	0	0	0
<b>TOTAL NON-OPERATING REVENUE</b>	<b>0</b>	<b>1,191</b>	<b>5,218</b>	<b>0</b>	<b>6,409</b>
TRANSFERS IN	0	0	0	0	0
<b>TOTAL RECEIPTS</b>	<b>928,878</b>	<b>1,191</b>	<b>1,032,573</b>	<b>0</b>	<b>1,962,642</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	928,878	560,967	9,037	0	1,498,881
CAPITAL PROJECTS	0	0	0	0	0
TRANSFER OUT	0	0	0	0	0
<b>TOTAL DISBURSEMENTS</b>	<b>928,878</b>	<b>560,967</b>	<b>9,037</b>	<b>0</b>	<b>1,498,881</b>
<b>NET INCOME (LOSS)</b>	<b>0</b>	<b>(559,776)</b>	<b>1,023,537</b>	<b>0</b>	<b>463,761</b>
EXPENSE BUDGET FOR FY 2016	0				
WORKING CAPITAL TARGET FOR FY 2016	0				
WORKING CAPITAL TARGET (in months)	0.00				
WORKING CAPITAL	0	(339,818)	1,729,804	0	1,389,986
WORKING CAPITAL ON HAND (in months) WC / ( ExpBudget / 12)	0.00				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	0				

# February Budget Variance Report

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

Expected Expense: 66.67%  
 Tolerance Level: 2.00%

Target Expense: 68.67%

Accounting Period: 8  
 Accounting Year: 2016

**Division: 10. Legislative**

	<u>2016</u> <u>Adjusted Budget</u>	<u>YTD</u> <u>Expenditure</u>	<u>MTD</u> <u>Expenditure</u>	<u>% of YTD</u> <u>to Budget</u>	<u>Flag</u>
Employee Memberships & Certifications	0.00	0.00	0.00	-	
Medical	25,104.00	12,676.00	1,831.00	50.49%	
Other Benefits	10,352.64	4,509.01	506.17	43.55%	
Retirement	5,330.72	1,124.03	137.15	21.09%	
Salaries	56,160.00	15,038.00	1,752.00	26.78%	
Salary / Benefit Credit	0.00	0.00	0.00	-	
Training Costs	20,000.00	12,137.47	1,709.97	60.69%	
<b>1. Personnel</b>	<b>116,947.36</b>	<b>45,484.51</b>	<b>5,936.29</b>	<b>38.89%</b>	
Office Supplies	2,800.00	522.72	0.00	18.67%	
<b>2. Materials and Supplies</b>	<b>2,800.00</b>	<b>522.72</b>	<b>0.00</b>	<b>18.67%</b>	
Advertising	0.00	0.00	0.00	-	
Other Services	25,500.00	5,501.74	431.74	21.58%	
Professional Services	33,000.00	13,714.25	2,763.50	41.56%	
Telecommunication Services	0.00	0.00	0.00	-	
<b>3. Contract Services</b>	<b>58,500.00</b>	<b>19,215.99</b>	<b>3,195.24</b>	<b>32.85%</b>	
Meetings	700.00	127.68	22.68	18.24%	
Permits, Licenses & District Mbrshps	0.00	0.00	0.00	-	
Subscriptions & Publications	0.00	0.00	0.00	-	
<b>4. Other</b>	<b>700.00</b>	<b>127.68</b>	<b>22.68</b>	<b>18.24%</b>	
<b>10. Legislative Total</b>	<b>178,947.36</b>	<b>65,350.90</b>	<b>9,154.21</b>	<b>36.52%</b>	

## Check History Description Listing

Dublin San Ramon Services District

From: 2/8/2016 To: 3/6/2016

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/08/2016	607020816	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	46,701.13	46,701.13
02/08/2016	1000658723	00494 PERS	RETIREMENT: PAYMENT	87,190.43	87,190.43
02/09/2016	2092016	03718 HR SIMPLIFIED	IRS 125 (FSA/DCA/POS) 2015 & 2016	3,686.80	3,686.80
02/09/2016	12128594	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	138,692.87	138,692.87
02/09/2016	287561056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	26,187.18	26,187.18
02/10/2016	1000654623	01111 CALPERS	FEBRUARY 2016 - ER CODE 0740 & 7316	199,400.95	199,400.95
02/11/2016	88040	01013 BARRETT BUSINESS SERVICES	S. GREER: WE 01/17/16 C. SIMMONS: WE 1/10/16 C. SIMMONS: WE 01/17/16 N. POON: WE 01/17/16	1,011.20 489.60 456.96 402.56	2,360.32
02/11/2016	88041	00249 DLT SOLUTIONS, LLC.	SOLARWINDS NPM SL500 ANNUAL MAINTENANCE R	1,614.95	1,614.95
02/11/2016	88042	02749 DAN GALLAGHER	GALLAGHER REIMB EXP AT 2016 CASA 01/21-2	80.96	80.96
02/11/2016	88043	04424 GRAYBAR ELECTRIC COMPANY	LIGHT BULBS FOR DISTRICT OFFICE; ELE SUP ELE PARTS/MATLS FOR STOCK ELE PARTS FOR CO-GEN #1, 2 & 3 PROJECT	541.61 459.12 224.33	1,225.06
02/11/2016	88044	03643 GEMMA LATHI	LATHI REIMB EXP AT NEW HIRE LUNCH AND BA	24.13	24.13
02/11/2016	88045	05040 DAN LOPEZ	LOPEZ REIMB EXP AT 2016 CASA 01/20 - 01/	75.38	75.38
02/11/2016	88046	00608 OFFICE TEAM	TEMP SVCS W/E 01/29/16 - MONTAGUE	1,006.23	1,006.23
02/11/2016	88047	04553 PACHECO BROTHERS GARDENI	INSTALL 140 FT STRAW WADDLE AND GRADE AR	895.00	895.00
02/11/2016	88048	01403 PRAXAIR DISTRIBUTION INC 186	CYLINDER RENTAL	66.08	66.08
02/11/2016	88049	00805 SUE STEPHENSON	STEPHENSON REIMB EXP AT 2016 CASA 01/19	54.25	54.25
02/11/2016	88050	05026 UNIVAR USA INC.	WWTP SODIUM HYPOCHLORITE DELIVERY ON 01/	2,114.66	2,114.66
02/11/2016	88051	04694 VULCAN MATERIALS CO	23.07 TONS OF 3/4IN CL 2 BASE FOR REPAIR	258.09	258.09

## Check History Description Listing

Dublin San Ramon Services District

From: 2/8/2016

To: 3/6/2016

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/11/2016	88052	03536 U S BANK/ CORP PMT SYSTEMS	AIRFARE: TOUR OF VICTORVILLE OMNIVORE AN	794.76	
			2016 CASA WASHINGTON DC CONF - REGISTRAT	625.00	
			2016 CASA WINTER CONFERENCE - REGISTRATI	525.00	
			FYE2015 GFOA CAFR APPLICATION	505.00	
			WATEREUSE CA ANNUAL CONFERENCE - PURPLE	500.00	
			MISC PARTS FOR FOD	499.86	
			NEW SWITCHES FOR WWTP SCADA	487.96	
			FREIGHT PICK-UP FOR MAINTENANCE DEPT-ENG	465.29	
			GAGE CALIBRATION DICKSON	447.00	
			TONER, BATTERIES, COPY PAPER, WRIST REST	436.21	
			TOOL: MANHOLE COVER LIFTER FOR UNIT #60	337.83	
			CHAIR FOR MAYETTE BAILEY	335.63	
			MATLS FOR AIRLINES ON BLOWER BLDG ROOF	307.85	
			2016 WEF MEMBERSHIP RENEWAL JUDY ZAVADIL	297.00	
			ADMINISTRATIVE ANALYST I/II (EXEC) JOB P	289.00	
			EC ICE COOLERS FOR SAMPLING (QTY 7)	278.49	
			QTY (1) HP LASERJET PRO M402DN PRINTER F	251.84	
			CONTROLLER FOR FUEL SKID GLYCOL TEMPERAT	231.72	
			L. FULLER: CSDA CLASS REGISTRATION	225.00	
			TOOLS FOR BILL SMITH & JOHN BAGAKIS; GEN	220.37	
			QTY (1) DEWALT 20V LIION CORDLESS DRILL	217.91	
			LOBBY WALL COLLAGE PHOTOS	211.00	
			DIESEL SMOKE TEST: UNITS 16, 77 & 78	210.00	
			ONLINE JOB POSTING (ADMINISTRATIVE ANALY	200.00	
			SUPPLIES FOR CO-GEN	197.38	
			DERWA: MAINTENANCE KIT FOR MF/RO AIR REG	196.16	
			SERVICE: PLANT GENERATOR PANEL (JOB TICK	193.21	
			CA EMPLOYMENT LAW POSTERS	188.76	

## Check History Description Listing

Dublin San Ramon Services District

From: 2/8/2016

To: 3/6/2016

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			GALLARDO - CASA 2016 WINTER CONFERENCE (	180.53	
			NEW SWITCH FOR PS 4A	178.19	
			L FULLER: CWEA MEMBERSHIP FEES	176.00	
			CO-GEN JACKET WATER TREATMENT	175.04	
			(25QTY) 90 DEG SNAP ELBOW FOR CO-GEN #3	174.75	
			D. BONN CWEA RENEWAL NOTICE	164.00	
			(6QTY) OIL FOR WWTP	156.09	
			STALL MATS FOR PLANT ODOR CONTROL AT JUN	153.28	
			POWER STRIPS FOR MAINT BLDG OFFICES	150.24	
			BAY AREA SAFETY SYMPOSIUM 2016 - PORTUGA	149.00	
			BATTERY SWITCH FOR WWTP BACK-UP GENERATO	148.44	
			6PC COMBO INS H/GR ORG SD SET FOR UNITS	141.44	
			LUMBER FOR JANITORIAL ROOM	139.72	
			COMBO SQUARE SET 12IN	136.87	
			D. LEONARDO CARHARTT CLASS 3 WATERPROOF	132.99	
			AIRFARE: TOUR OF VICTORVILLE OMNIVORE AN	132.46	
			AIRFARE: TOUR OF VICTORVILLE OMNIVORE AN	132.46	
			SHOVELS FOR WWTP	122.48	
			CIP 09-6101 SERVICE CALL & REPAIR LOCK	115.00	
			OFFICE SUPPLIES: SHEET PROTECTORS, PENS,	114.73	
			WIDE BAND SENSOR FOR CO-GEN #1	114.06	
			REPLT BATTERY FOR LAPTOP	109.49	
			QTY (2) OTTERBOX CASES TO REPLACE BROKEN	109.48	
			R. ROBLES AWWA MEMBERSHIP RENEWAL	105.00	
			ONLINE JOB POSTING (ADMINISTRATIVE ANALY	100.00	
			OFFICE SUPPLY INV. 1882087 01-05-16	97.86	
			OFFICE SUPPLIES: MESH SHELF, MAGNETS, MA	97.18	
			FLASHLIGHTS FOR BILL SMITH & JOHN BAGAKI	95.92	
			OFFICE SUPPLIES: BATTERIES, VELLUM COVER	94.42	

## Check History Description Listing

Dublin San Ramon Services District

From: 2/8/2016

To: 3/6/2016

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			OFFICE SUPPLIES: PLANNER, LABEL TAPE, DI	91.09	
			07-3201: MEETING WITH DAN MCINTYRE & CON	90.23	
			FLUSH VALVE REBUILD KITS	90.13	
			NEW PLUGS FOR MAINT BLDG OFFICES	89.76	
			SUMP PUMP FOR BOILER ROOM	88.59	
			REPLT BATTERY FOR MEGGER	87.60	
			NON-SLIP MATING	81.33	
			(26.192G) DIESEL FUEL FOR UNIT #113	78.55	
			TESTO PARTICLE FILTERS FOR CO-GEN EMISSI	78.17	
			OFFICE SUPPLIES: PAGE PROTECTORS, STAPLE	77.51	
			(25.057G) DIESEL FUEL FOR UNIT #113	75.15	
			BACK-UP BATTERY FOR MAINT BLDG ELEVATOR	74.35	
			FUEL FOR CLINT'S TRUCK	74.00	
			(2QTY) VACUUM BREAKER REPAIR KIT FOR LAB	68.22	
			WEBINAR: PREVAILING WAGE UPDATE	65.00	
			PRINTER INK	61.29	
			JANITORIAL SUPPLIES FOR D.O.: DISH SOAP,	60.14	
			RECEPT & PLUGS FOR MAINT BLDG OFFICES	59.02	
			TONER FOR SAFETY & EC PRINTER	57.78	
			2016 REGISTRATION RENEWAL OLD MTCE TRAIL	57.00	
			2016 REGISTRATION RENEWAL OLD MTCE TRAIL	57.00	
			LUNCH WITH NEW FLEET MECHANIC	53.02	
			DERWA: PISTON PACKING FOR MF/RO AIR REGU	52.60	
			KEYS FOR UNIT #61 TOOL BOX	51.99	
			MONITOR STAND FOR MAINT SHOP	51.59	
			VERSATILE FILE FOLDERS	49.26	
			QTY (1) MINI DISPLAY PORT TO HDMI ADAPTE	43.79	
			STEPHENSON- CASA 2016 WINTER CONFERENCE	42.88	
			BJOHNSON: REG FEE RE: CERTIFICATION PREP	40.00	

## Check History Description Listing

Dublin San Ramon Services District

From: 2/8/2016

To: 3/6/2016

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			D ALK BATTERY; LED 2-D FLASHLIGHT	37.76	
			SAN RAMON CHAMBER OF COMMERCE - STATE OF	35.00	
			DEWALT DRILL ACCESSORIES	32.82	
			PARTS FOR SHOP AIR	32.44	
			GALLARDO - CASA 2016 WINTER CONFERENCE (	29.00	
			WALL CALENDAR 3 MONTH 12X27 IN.	28.20	
			SILICONE SEALER FOR UNIT #80	27.33	
			THREADED ROD ZINC FOR CO-GEN & SHOP	27.11	
			PRO SUBSCRIPTION (JANUARY 2016)	26.00	
			STEPHENSON - CASA 2016 WINTER CONFERENCE	25.22	
			STEPHENSON - CASA 2016 WINTER CONFERENCE	25.00	
			CASA CONFERENCE BAGGAGE COSTS	25.00	
			WINDSHIELD WIPERS FOR UNIT #79	23.63	
			DERWA: WEAR RING FOR MF/RO AIR REGULATOR	22.21	
			32GB MICROSD MEMORY CARD FOR POWER LOGGE	21.89	
			POWER STRIP FOR MAINT BLDG OFFICES	19.24	
			PARTS FOR SHOP AIR	19.12	
			DIGITAL TIMER	18.58	
			PATCH CABLE FOR RES 4A	18.37	
			EMPLOYEE NAME PLATE BAILEY	17.52	
			OFFICE SUPPLIES	16.40	
			BUSINESS CARD BOOK HOLDER	16.05	
			QTY (1) 3' HDMI CABLE FOR BOB TREPPA	15.32	
			TAXI: CASA CONFERENCE - D. GALLAGHER 1/2	14.56	
			INDOOR DIGITAL TIMER 7-DAY	14.20	
			1 PK COILED TEHTER PENS	13.68	
			SIMMERSON - CALPERS TRAINING PARKING 011	12.00	
			STEPHENSON - CASA 2016 WINTER CONFERENCE	11.45	
			DRIP PAN FOR PORTABLE OIL PUMP	9.84	



## Check History Description Listing

Dublin San Ramon Services District

From: 2/8/2016

To: 3/6/2016

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			TOOLS: DEWALT 2-IN SQUIRE #1 MAXFIT 2PC	9.76	
			INSERT BIT 2-IN; GORILLA SUPER GLUE	9.29	
			SIMMERSON - CALPERS TRAINING 01/12/16	8.59	
			FAX SERVICE - DEC. 2015	7.95	
			CLEAR SILICONE	6.83	
			KEYS FOR JOHN & BILL	6.57	
			HEX BOLT ZINC FOR CO-GEN	5.67	
			OFFICE SUPPLIES: HOOK & LOOP CABLE MGMT	4.37	
			MOUNTING BKT	4.36	
			SPRAY LUBE FOR LOCKS	4.15	
			HILLMAN 3G POWDERED GRAPHITE LUBE FOR UN	2.49	
			RETURN DIAL TIMER	-5.44	
			CREDIT FOR RETURNED DATE STAMP, CS	-6.67	
			INDOOR DIGITAL TIMER 7-DAY	-14.20	
			RETURN LAPTOP BAG (MAIL BAG)	-27.38	
			CREDIT/ RETURN OF SAFETY SHOES: A. CIGLI	-124.78	
			HILTON HOTEL - 2016 WINTER CASA HOTEL- R	-199.70	15,846.19
02/11/2016	88053	01738 3T EQUIPMENT COMPANY INC.	REPAIR OMNISTAR PROBE CAMERA, VIDEO MODU	687.86	687.86
02/11/2016	88054	07476 ENIYE AKINMADE	REFUND 5249 LONDONDERRY DR	104.07	104.07
02/11/2016	88055	07475 ALTISOURCE	REFUND 3313 OAK BLUFF LN	51.80	51.80
02/11/2016	88056	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE SVC - FY 15/16 - JAN. 2016	321.67	321.67
02/11/2016	88057	01195 AMERICAN BATTERY CO.	REPLT BATTERIES FOR GOLF CART, AUTO & ST	1,157.24	
			BATTERIES FOR UNIT #80 INVERTER	182.14	1,339.38
02/11/2016	88058	00058 ARROWHEAD MOUNTAIN SPRING	BOTTLED WATER ADJUSTMENT	-12.43	
			BOTTLED WATER LAB	47.14	34.71
02/11/2016	88059	06211 ASSOCIATED SERVICES CO.	OPS DEPT HOT BEVERAGE SERVICE FEB '16	192.95	192.95

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/11/2016	88060	07477 BJOP-ROF JORDAN RANCH	REFUND 2141 CENTRAL PKWY/RECY IRRIG	1,029.66	1,029.66
02/11/2016	88061	06942 BROOKS STREET BUILDERS	REFUND METER # 65495586	486.05	486.05
02/11/2016	88062	00096 BROWN & CALDWELL	14-S013 TO NO. 1 ENG SVCS DESIGN, BID PE	7,297.81	7,297.81
02/11/2016	88063	07138 CALIFORNIA WATER TECHNOLO	FERROUS CHLORIDE DELIVERY 1/20/16	4,751.43	4,751.43
02/11/2016	88064	00118 CALTEST ANALYTICAL LAB	SAMPLE TESTING	180.50	180.50
02/11/2016	88065	01824 CHECKERS CATERING	LUNCH FOR TRAFFIC CONTROL CLASS 2/3 LUNCH FOR TRAFFIC TRAINING CLASS 2/4	433.07 429.73	862.80
02/11/2016	88066	06914 CINTAS FIRST AID & SAFETY	FIRE EXTINGUISHER TRAINING CLASS	695.00	695.00
02/11/2016	88067	07482 CITY CLERK'S ASSOC. OF CA	ONLINE JOB POSTING (ADMINISTRATIVE ANALY	200.00	200.00
02/11/2016	88068	04820 COASTAL IGNITION & CONTROL	CO-GEN #3: PROVIDE LABOR & PARTS FOR REP	2,194.68	2,194.68
02/11/2016	88069	00271 EARL ISING INC.	FINANCE CHARGE	5.93	5.93
02/11/2016	88070	05583 ENPDES.COM & ASSOCIATES	2015 ANNUAL CIWQS AND COMPLIANCE SOFTWARE	1,350.00	1,350.00
02/11/2016	88071	00307 FAIRWAY EQUIPMENT & SUPPLY	PLUMBING PARTS & SUPPLIES DERWA: PARTS/MATLS FOR SAND FILTER #3 PLUMBING PARTS FOR SECONDARY #1 2" HOSE FITTINGS FOR STOCK	2,534.40 1,948.93 569.75 216.90	5,269.98
02/11/2016	88072	00699 FLYERS ENERGY, LLC	MOBIL SHC 626 OIL FOR WWTP	2,319.50	2,319.50
02/11/2016	88073	07137 GOODYEAR COMMERCIAL TIRE	(2QTY) 225/75R15 TIRES FOR UNIT #62	202.85	202.85
02/11/2016	88074	00388 HEATH'S WELDING SUPPLY	WELDING SUPPLIES	354.50	354.50
02/11/2016	88075	03142 HI-LINE	TERMINAL; CABLE TIE; CONNECTOR BUTTSPLIC	133.38	133.38
02/11/2016	88076	04747 HOSE AND FITTINGS	LAVWMA: (2QTY) CHECK VALVES FOR MEC SEAL	264.05	264.05
02/11/2016	88077	00422 INDEPENDENT CONSTRUCTION	UB Refund Cst #00067038	644.09	644.09
02/11/2016	88078	06074 INSIGHT PUBLIC SECTOR	SINGLEWIRE 3 YEARS SUPPORT RENEWAL FOR	3,375.00	3,375.00

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/11/2016	88079	07288 INTERSTATE CARPORTS	REPLT SHED FOR FSL/DLD RE-ODORANT	3,498.52	3,498.52
02/11/2016	88080	07167 JIM FREETHY EXCAVATING, INC	REFUND METER # 1629806	923.02	923.02
02/11/2016	88081	06988 KAMS INC.	CO-GEN #3: CAMSHAFT, FOLLOWER & TIG WELD	1,895.00	1,895.00
02/11/2016	88082	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 01/17/16	420.42	420.42
02/11/2016	88083	00530 MRS C MC CORMICK	REFUND 7170 EMERALD AVE	91.50	91.50
02/11/2016	88084	06762 MEGA PRO CAPITAL INC	REFUND 8826 EDENBERRY ST	178.11	178.11
02/11/2016	88085	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 01/17/16	1,388.90	1,388.90
02/11/2016	88086	04796 NAPA AUTO PARTS	LIGHTS FOR UNIT #80	119.44	119.44
02/11/2016	88087	00591 NEOPOST USA INC.	NEOPOST - 2016 ANNUAL METER RENTAL & RAT	1,579.68	1,579.68
02/11/2016	88088	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL DELIVERY 1/	120.00	120.00
02/11/2016	88089	00620 P G & E	DISTRICT OFFICE ELECTRICITY - JAN '16	3,337.63	
			PUMP STATION 200A ELEC - JAN '16	3,139.37	
			PUMP STATION 4A ELEC - JANUARY 2016	659.25	
			DO UTILITY BUILDING ELEC - JAN '16	122.12	
			PUMP STATION R300B ELEC - JANUARY 2016	104.91	
			RESERVOIR R100 ELEC - FEBRUARY 2016	24.32	
			ALAMO TRUNK SEWER ELEC - JANUARY 2016	15.62	
			JOHNSON DRIVE STREETScape ELEC - JANUARY	11.93	7,415.15
02/11/2016	88090	07150 NANCY PARSONS	REFUND 11849 DUBLIN GREEN DR	142.43	142.43
02/11/2016	88091	04951 PLEASANTON TRUCKING	HAULING VULCAN MATERIAL FROM VULCAN TO C	182.18	
			HAULING VULCAN ROCK MATERIAL TO FOD ON 1	179.48	
			HAULING 23.07 TONS OF ROCK MATERIAL TO F	173.03	534.69
02/11/2016	88092	07470 SHIRLEY READ	REFUND 11444 WINDING TRAIL LN	48.00	48.00
02/11/2016	88093	07472 BREYANA RIGGSBEE	REFUND 7473 STARWARD DR	103.00	103.00

## Check History Description Listing

Dublin San Ramon Services District

From: 2/8/2016

To: 3/6/2016

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/11/2016	88094	07474 MARY ANNE ROZSA	REFUND 2532 AVERY WAY	183.60	183.60
02/11/2016	88095	07471 JESSICA SCHOTT	REFUND 7449 BRIGADOON WAY	26.58	26.58
02/11/2016	88096	07473 QIAN QIAN SHEN	REFUND 2343 CENTRAL PKWY	89.36	89.36
02/11/2016	88097	00786 SNAP-ON INDUSTRIAL	TOOLS FOR FLEET SHOP	1,160.55	1,160.55
02/11/2016	88098	00786 SNAP-ON INDUSTRIAL	KEYS FOR FLEET TOOL BOX	38.87	38.87
02/11/2016	88099	07479 JOLYN SU	REFUND 7056 EMERSON LN	56.57	56.57
02/11/2016	88100	02017 TOLL BROTHERS, INC	REFUND METER # 64833095	858.87	858.87
02/11/2016	88101	00891 U S POSTMASTER - DUBLIN	12 MONTH RENTAL - PO BOX CC 2016	280.00	280.00
02/11/2016	88102	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT JAN '16	903.42	903.42
02/11/2016	88103	07478 QIUPING WU	REFUND 1216 CHANCERY WAY	102.14	102.14
02/11/2016	88104	00987 ZONE 7 WATER AGENCY	JANUARY 2016 CONNECTION FEES	1,066,202.00	1,066,202.00
02/17/2016	2172016	03718 HR SIMPLIFIED	IRS 125 (POS) 2015 & 2016	762.25	762.25
02/18/2016	88105	01719 A & M PRINTING, INC.	PRINTING SERVICES - BILL INSERT (AQUAHAW BUSINESS CARD MASTERS BUSINESS CARDS - MULTIPLE EMPLOYEES	1,587.09 401.53 240.92	2,229.54
02/18/2016	88106	01954 ANDERSON'S UNIFORMS	J. HENDRYX: UNIFORM ITEMS D. LEONARDO: UNIFORM ITEMS D. WINTON: UNIFORM ITEMS C. BYRUM: UNIFORM ITEMS	640.79 623.82 312.90 53.38	1,630.89
02/18/2016	88107	01009 ARCHER NORRIS	16-A005 TO NO. 1 PROPERTY ACQUISITION AS	5,253.50	5,253.50
02/18/2016	88108	06176 BAY VALVE SERVICE & ENG'G LL	PARTS FOR WWTP AUMA ACTUATOR	780.56	780.56
02/18/2016	88109	00091 BOLD, POLISNER, MADDOW, NEI	MONTHLY LEGAL SERVICES - 01/2016	11,559.47	11,559.47
02/18/2016	88110	02217 BSK ASSOCIATES INC.	SAMPLE TESTING	320.00	

## Check History Description Listing

Dublin San Ramon Services District

From: 2/8/2016 To: 3/6/2016

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			SAMPLE TESTING	160.00	480.00
02/18/2016	88111	05997 BURLINGTON SAFETY LAB	ELECTRICIAN'S SAFETY GLOVES RETEST	960.70	960.70
02/18/2016	88112	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
02/18/2016	88113	00105 CAL-STEAM	DERWA: NIPPLES FOR MF COMPRESSORS (4QTY) 1/4 MXF MINI BV FOR 3-WATER STRAI	119.90 38.48	158.38
02/18/2016	88114	06826 CHANG RUTHENBERG & LONG	LEGAL CONSULTING SERVICES	200.00	200.00
02/18/2016	88115	00148 CHEVRON & TEXACO CARD SVC	DO GASOLINE PURCHASE 01/23/16 - 02/23/16	41.68	41.68
02/18/2016	88116	04723 CITY CLERKS ASSOCIATION OF	CCAC - 2016 MEMBERSHIP RENEWAL - LOUISE	65.00	65.00
02/18/2016	88117	01167 CITY OF DUBLIN	ENCROACHMENT PERMIT 7746 HILLROSE DR., D	488.00	488.00
02/18/2016	88118	02639 CITY OF SAN RAMON	ENCROACHMENT PERMIT 1216 BELLINGHAM SQ.	420.00	420.00
02/18/2016	88119	06107 COGENT COMMUNICATIONS INC	INTERNET SERVICE - FEB. 2016	2,300.00	2,300.00
02/18/2016	88120	05780 CONTRACTOR COMPLIANCE INC	15-R009 LABOR COMPLIANCE WEST DUBLIN	593.75	593.75
02/18/2016	88121	07206 ENCOMPASS SUPPLY CO INC.	JANITORIAL SUPPLIES	1,198.27	1,198.27
02/18/2016	88122	00297 ENVIRONMENTAL EXPRESS LTD	CHEMICALS AND SUPPLIES	369.03	369.03
02/18/2016	88123	00307 FAIRWAY EQUIPMENT & SUPPLY	10IN ALUMINUM PIPE PLUG FOR SECONDARY #3 ALUM FITTINGS	439.01 31.85	470.86
02/18/2016	88124	02656 FASTENAL COMPANY	RESPIRATORS, GLOVES, HAND WARMERS - PPE PARTS/MATLS FOR NEW GOLF CART BED FABRIC	229.93 43.90	273.83
02/18/2016	88125	00699 FLYERS ENERGY, LLC	01/26/16: (440G) REG 87 UNLEADED GASOLIN	799.51	799.51
02/18/2016	88126	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	812.77	812.77
02/18/2016	88127	03149 HDS WHITE CAP CONST SUPPLY	MISC PARTS	358.94	358.94
02/18/2016	88128	00388 HEATH'S WELDING SUPPLY	GAS SUPPLIES AND RENTAL NITROGEN GAS TO PURGE FUEL SKID VESSEL	294.55 147.82	442.37

Check History Description Listing

Dublin San Ramon Services District

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/18/2016	88129	07166 HOWARD'S EARTH BORING SER	UB Refund Cst #00065969	681.29	681.29
02/18/2016	88130	06166 KBA	COPIERS UCC & LEASE 02/01-02/29/16	809.21	809.21
02/18/2016	88131	06166 KBA	COPIER FOD/ENGR/MAINT 01/01/16 - 01/31/1	337.23	337.23
02/18/2016	88132	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 01/24/16	485.10	485.10
02/18/2016	88133	00536 MC MASTER-CARR SUPPLY CO.	SUPPLIES FOR CO-GEN #3 OVERHAUL	34.56	34.56
02/18/2016	88134	05897 MERIT RESOURCE GROUP	A. MCCAFERY: WE 01/24/16	1,292.00	1,292.00
02/18/2016	88135	04796 NAPA AUTO PARTS	STOCK ITEMS: AIR FILTERS; OIL FILTERS	236.20	
			AUTO ELE PARTS FOR UNIT #80	49.35	
			BATTERY CABLES FOR UNIT #80	17.26	302.81
02/18/2016	88136	06587 NUVERA HOMES	UB Refund Cst #00061060	493.47	493.47
02/18/2016	88137	00620 P G & E	WWTP ELECTRICITY - JAN '16	16,914.47	
			MISC PUMP STNS; DUBLIN LIFT STN - JANUAR	10,792.97	
			FSL AERATORS; LAB HVAC; FLEET - JANUARY	2,233.25	
			PUMP STATION R200B ELEC - FEB '16	1,166.30	
			DISTRICT OFFICE GAS SERVICE - JAN '16	878.77	
			PUMP STATION 10A ELEC - JAN '16	757.62	
			PUMP STATION R300A ELEC - JAN '16	667.50	
			PUMP STATION 2B ELEC - JAN '16	462.26	
			PUMP STATION 300A ELEC - JAN '16	440.58	
			DO UTILITY BUILDING GAS SVC - JAN '16	23.84	34,337.56
02/18/2016	88138	04211 PLATT ELECTRIC SUPPLY	THREADER DIES	123.30	123.30
02/18/2016	88139	02343 PLEASANTON READY MIX CONC	CONCRETE MIX FOR SECONDARY #2	895.81	
			CONCRETE MIX FOR SECONDARY #2 SIDEWALK	585.74	1,481.55
02/18/2016	88140	04105 R&B COMPANY	MISC METER REPAIR PARTS	547.50	547.50
02/18/2016	88141	06886 RALPH ANDERSEN & ASSOCIATE	RECRUITMENT SERVICES - GENERAL MANAGER	14,250.00	14,250.00

## Check History Description Listing

Dublin San Ramon Services District

From: 2/8/2016

To: 3/6/2016

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/18/2016	88142	00708 RESTEK CORP	EPA 624 STANDARDS	345.63	345.63
02/18/2016	88143	06861 SIGNA MECHANICAL	SPARE PUMP IMPELLER FOR EAST DUBLIN LIFT	553.16	553.16
02/18/2016	88144	00786 SNAP-ON INDUSTRIAL	FLEET: TOOL BOX FOR JAIME CHAVEZ	3,210.64	3,210.64
02/18/2016	88145	05498 TRI VALLEY AUTO GLASS	WINDSHIELD REPLT FOR UNIT #80	361.05	
			WINDSHIELD REPAIR FOR UNIT #96	70.00	431.05
02/18/2016	88146	01806 U.S. BANK	COPIER LEASE LAB/CUST SVC/ EXEC - FEB. 2	548.60	548.60
02/18/2016	88147	06702 UNIFIRST INC.	JAN 2016: WEEKLY DELIVERY OF FLAME RESIS	376.59	376.59
02/18/2016	88148	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	280.93	280.93
02/18/2016	88149	00912 VALLEY CARE HEALTH SYSTEM	DOT MEDICAL EXAM - J. CHAVEZ	85.00	85.00
02/18/2016	88150	00924 VERIZON WIRELESS	CELL PHN SVC AND EQUPTMNT CHARGES 01/04	3,500.10	3,500.10
02/18/2016	88151	00933 VWR INTERNATIONAL, INC.	SETTLOMETER JAR WI/COVER-PC	284.00	
			TIMER, CRINKLE DISH	89.79	
			COD STD 50000MG/L	40.64	414.43
02/18/2016	88152	05785 WAUKESHA PEARCE INDUSTRIE	CAM BSHG SET FOR CO-GEN #3 OVERHAUL	887.09	887.09
02/18/2016	88153	00966 WHITLEY BURCHETT & ASSOCIA	LAWWMA: ENGINEERING SRVCS EXPORT PS DESI	33,027.96	33,027.96
02/18/2016	88154	00710 AAI TERMITE & PEST CONTROL	10653 DUBLIN BLVD PC RODENT SERVICE & IN	45.00	
			PC RODENT SERVICE & INSPECTION 1/21/16 @	45.00	90.00
02/18/2016	88155	06379 RUSSEL BAKER	BAKER REIMB EXP FOR FABRICATION OF SPECI	90.00	90.00
02/18/2016	88156	01013 BARRETT BUSINESS SERVICES	N. POON: WE 01/24/16	413.44	
			C. SIMMONS: 12/27/15 - 01/22/16 RETRO PA	261.12	
			C. HIVES: WE 01/24/16	35.84	710.40
02/18/2016	88157	00216 DAIOHS U.S.A. INC.	FY2016 HOT BEVERAGE SERVICE DO - FEB. 20	171.18	171.18
02/18/2016	88158	07283 DAVID A. REQUA, CIVIL ENGINEE	WRDA RECONCILIATION	195.00	195.00

Printed on: 03/07/2016 7:22AM

Dublin San Ramon Services District

From: 2/8/2016

To: 3/6/2016

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/18/2016	88159	00299 ENVIRONMENTAL RESOURCE A	2016 PT MICROBIOLOGY	512.85	512.85
02/18/2016	88160	03165 ESRI, INC.	ARCGIS DESKTOP BASIC SINGLE USE QUOTE #2	2,190.00	2,190.00
02/18/2016	88161	07205 GLENMOUNT GLOBAL SOLUTION	09-6101 PP#4 SCADA IMPROVEMENTS	62,405.44	62,405.44
02/18/2016	88162	04424 GRAYBAR ELECTRIC COMPANY	ELE PARTS/MATLS FOR NEW FSL BLDG	838.97	
			SLACK PULL GRIP SGL EYE FOR EAST DUBLIN	353.17	
			DERWA: CABLE FOR MF/UV MODULE COOLING FA	133.21	1,325.35
02/18/2016	88163	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS JAN. 20	264.59	264.59
02/18/2016	88164	01171 MCGUIRE & HESTER	PERF VARIOUS WATER SERVICE REPAIRS	27,450.35	
			REPAIRS 1/7 & 1/12 PCC RESTORATION @ 10T	14,208.32	
			PERF 1/14/16 6" WATER MAIN @ 4TH & DAVIS	5,706.65	
			1/25/16 RAISE FH VALVE @ AMADOR VALLEY B	3,989.90	
			1/21/16 PCC RESTORATION @ 1262 BELLINGHA	3,802.53	55,157.75
02/18/2016	88165	04553 PACHECO BROTHERS GARDENI	TREE REMOVAL BY JUNCTION STRUCTURE AT LA	450.00	450.00
02/18/2016	88166	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	111.23	111.23
02/18/2016	88167	00762 TESTAMERICA LABORATORIES I	SAMPLE TESTING	73.00	
			SAMPLE TESTING	46.50	119.50
02/18/2016	88168	00937 W.W. GRAINGER, INC.	POWER SUPPLY FOR SCADA RTU	298.82	298.82
02/18/2016	88169	02880 WUNDERLICH-MALEC SYSTEMS	14-S013 DSRSD PROGRAM/TECH SERVICES 2015	1,160.00	1,160.00
02/22/2016	607022216	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	46,289.83	46,289.83
02/22/2016	1000663978	00494 PERS	RETIREMENT: PAYMENT	87,047.34	87,047.34
02/23/2016	22316	03718 HR SIMPLIFIED	IRS 125 FSA/DCA/POS 2015/2016	4,063.21	4,063.21
02/23/2016	50911568	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	137,071.45	137,071.45
02/23/2016	369567056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	25,720.45	25,720.45
02/25/2016	88170	07488 101 REALTY SERVICES	REFUND 2369 CENTRAL PKWY	124.64	124.64



Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/25/2016	88171	00019 A-1 ENTERPRISES	WWTP RW FILL STATION: PORTA POTTY JAN '1	236.46	236.46
02/25/2016	88172	01482 AAA LOCKSMITHS	LAVWMA: PADLOCKS FOR SLSS	98.48	98.48
02/25/2016	88173	00021 AAF INTERNATIONAL	AIR FILTERS FOR WWTP (PARTIAL DELIVERY)	1,197.04	1,197.04
02/25/2016	88174	00008 ACME FIRE EXTINGUISHER	LAVWMA: FIRE EXTINGUISHER ANNUAL MAINTEN	205.50	205.50
02/25/2016	88175	06552 BILLING SOLUTIONS INC. AMERI	AQUA HAWK ALERTING 03/01 - 04/01/16	1,750.00	1,750.00
02/25/2016	88176	01954 ANDERSON'S UNIFORMS	J. CHAVEZ: UNIFORM ITEMS	638.06	638.06
02/25/2016	88177	00622 AT&T	LAVWMA PS PHONE & DSL FEB '16	299.01	299.01
02/25/2016	88178	07108 BADAWI & ASSOCIATES	FYE15 AUDIT - SEPT SERVICES - FINAL PAYM FYE2015 LAVWMA BASIC FINANCIALS	2,763.50 800.00	3,563.50
02/25/2016	88179	06954 IMMAN BAHARISTANI	REFUND 8903 BELLINA COMMONS	120.00	120.00
02/25/2016	88180	01676 BANK OF AMERICA	BANK CHARGES - JANUARY 2016	2,890.08	2,890.08
02/25/2016	88181	07457 BATTERY SYSTEMS INC.	STARTING BATTERIES FOR 1250 EMERGENCY GE	1,061.56	1,061.56
02/25/2016	88182	04042 BAY AREA NEWS GROUP	BAY AREA NEWS GROUP - 01/29/16 ENVIROMEN	362.70	362.70
02/25/2016	88183	06544 KARLA BROWN	SPECIAL BOARD MTG ATTENDANCE - 01/27/16	50.00	50.00
02/25/2016	88184	07410 BS&B SAFETY SYSTEMS LLC	(3QTY) RUPTURE DISC FOR THERMAX CHILLERS	3,249.24	3,249.24
02/25/2016	88185	05997 BURLINGTON SAFETY LAB	ARC FLASH HOOD; SKBAG	232.69	232.69
02/25/2016	88186	07138 CALIFORNIA WATER TECHNOLO	FERROUS CHLORIDE DELIVERY FEB '16	4,556.39	4,556.39
02/25/2016	88187	07492 EDWARD CANO	REFUND 5066 CAMPION DR	194.69	194.69
02/25/2016	88188	00157 CITY OF PLEASANTON	LAVWMA: WARNING SIGN FOR SLSS GENERATOR	26.06	26.06
02/25/2016	88189	07089 CORNERSTONE ENV CONTRAC	REFUND METER # 63983843	733.34	733.34
02/25/2016	88190	03997 CORRPRO COMPANIES, INC.	LAVWMA PIPELINE RECTIFIER P-8 REPLACEMEN COMPLETE BILLING: LAVWMA 2015 ON/OFF SUR	13,188.75 12,000.00	25,188.75
02/25/2016	88191	00014 COUNTY OF ALAMEDA	FY 2016 FUELING - FOD/INSP/CFRS - JAN. 2	3,408.90	3,408.90

## Check History Description Listing

Dublin San Ramon Services District

From: 2/8/2016 To: 3/6/2016

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/25/2016	88192	01633 CPS HUMAN RESOURCE SVCS	HR ANALYST TEST MATERIALS	819.50	819.50
02/25/2016	88193	00237 DERWA	DERWA OPS - JAN 2016 DSRSD SHARE	166,783.28	166,783.28
02/25/2016	88194	07491 KEVIN FARKAS	REFUND 7018 SYRAH DR	52.47	52.47
02/25/2016	88195	00314 FEDEX	SHIPPING CHARGES 01/11/16 TO DE PONTE & WWTP: OVERNIGHT DELIVERY CHARGES FEB '16	50.07 20.36	70.43
02/25/2016	88196	00388 HEATH'S WELDING SUPPLY	(3QTY) NITROGEN TO PURGE FUEL SKID VESSE	147.82	147.82
02/25/2016	88197	00417 IDEXX DISTRIBUTION, INC	COLILERT 18, QT COMPARATOR, QUANTI-TRAY FECAL COLIFORM QC	593.68 139.08	732.76
02/25/2016	88198	07354 JACK HENRY AND ASSOCIATES	REMIT PLUS INITIAL SOFTWARE REMIT PLUS INSTALLATION ANNUAL LICENSE FEE-REMIT PLUS	5,000.00 2,000.00 1,950.00	8,950.00
02/25/2016	88199	03976 JMB CONSTRUCTION, INC	09-6101 FOD SCADA IMPROVEMENTS	4,213.59	4,213.59
02/25/2016	88200	01225 KAESER COMPRESSORS, INC	SERVICE CALL: CLEAR FALSE TEMP CODE FOR	724.05	724.05
02/25/2016	88201	07193 LAI & ASSOCIATES	FIELD DENSITY TESTING 1165 LOS RANCHITOS FIELD DENSITY TESTING 7746 HILLROSE DR.	924.93 581.54	1,506.47
02/25/2016	88202	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 01/31/16	344.96	344.96
02/25/2016	88203	05368 JOHN MARCHAND	SPECIAL BOARD MTG ATTENDANCE - 01/27/16	50.00	50.00
02/25/2016	88204	06762 MEGA PRO CAPITAL INC	REFUND 1012 NANCY LN	106.43	106.43
02/25/2016	88205	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 01/31/16	1,388.90	1,388.90
02/25/2016	88206	01991 MIKE'S CAMERA	DO LOBBY UPGRADE - WALL PHOTOS	1,856.44	1,856.44
02/25/2016	88207	07489 TADASUKE MORIGUCHI	REFUND 4847 SWINFORD CT	18.00	18.00
02/25/2016	88208	04796 NAPA AUTO PARTS	FILTERS FOR DREDGE	191.80	191.80
02/25/2016	88209	00595 NEWARK ELECTRONICS	RELAYS FOR STOCK	878.46	

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			DERWA: ELE PARTS FOR MF/UV MODULES	26.51	904.97
02/25/2016	88210	07100 ARNE OLSON	SPECIAL BOARD MTG ATTENDANCE - 01/27/16	50.00	50.00
02/25/2016	88211	00620 P G & E	LAWWMA PS FEEDER A FEB '16	97,090.73	
			LAWWMA PS FEEDER B FEB '16	24,228.85	
			PUMP STATION 20B ELEC - JANUARY 2016	5,932.83	
			PUMP STATION R20 ELEC - FEBRUARY 2016	626.21	
			LAWWMA PIPELINE & LIVERMORE LINE FEB '16	391.48	
			RESERVOIR 10B ELECTRICITY - FEBRUARY 201	43.65	
			ALTITUDE VALVE (RES 10B) ELEC - FEBRUARY	9.87	128,323.62
02/25/2016	88212	04211 PLATT ELECTRIC SUPPLY	TRUCK TOOLS FOR BILL, TODD & BRIAN	292.26	292.26
02/25/2016	88213	00663 PLEASANTON GARBAGE SVC IN	TRANSPORT SOLIDS/GRIT SCREENINGS JAN '16	3,939.62	3,939.62
02/25/2016	88214	04951 PLEASANTON TRUCKING	CREDIT: DUPLICATE BILLING FOR TRUCKING S	-1,880.00	
			TRUCKING SERVICES TO HAUL DREDGE FROM FS	1,880.00	
			TRUCKING SERVICES TO HAUL DREDGE FROM FS	1,880.00	1,880.00
02/25/2016	88215	00696 RED WING SHOE STORE	SAFETY SHOE INSOLE	29.55	
			SAFETY SHOES INSOLE -TROY	29.55	59.10
02/25/2016	88216	06526 RES ENVIRONMENTAL SERVICE	DERWA: REMOVE SAND AND WASH DOWN SAND FI	17,189.00	17,189.00
02/25/2016	88217	02466 RICOH AMERICAS CORP	COPIER LEASES MAIL RMS, HR/FIN - MAR. 20	699.28	
			COPIER LEASES MAIL RMS, HR/FIN - MAR. 20	416.24	
			COPIER LEASES MAIL RMS, HR/FIN - MAR. 20	389.24	1,504.76
02/25/2016	88218	05449 SAMBA HOLDINGS, INC.	MONTHLY DMV REPORTING - 1/16	170.13	170.13
02/25/2016	88219	00786 SNAP-ON INDUSTRIAL	BASIC TOOLS FOR NEW FLEET MECHANIC JAIME	2,766.99	2,766.99
02/25/2016	88220	07494 STEVEN SPEDOWFSKI	SPECIAL BOARD MTG ATTENDANCE - 01/27/16	50.00	50.00
02/25/2016	88221	01016 THE BANK OF NEW YORK MELL	2/01/16-01/31/17 TRUSTEE FEE	1,350.00	1,350.00
02/25/2016	88222	00862 TIFCO INDUSTRIES	RETURN: CAP SCREW	-271.56	

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			RETURN: FLAT WASHER (ORIG INV #71107747	-28.38	
			HOSE CLAMP KIT, WASHER, SCREW, TAPER TAP	840.45	540.51
02/25/2016	88223	07490 HRANT TOROS	REFUND 4386 FITZWILLIAM ST	41.07	41.07
02/25/2016	88224	07140 USA FLEET SOLUTIONS	(3QTY) 5500 HEAVY DUTY GPS	474.59	474.59
02/25/2016	88225	06004 VANGUARD CLEANING SYSTEMS	FEB 2016: CUSTODIAL SERVICES AT THE DO A	1,675.00	1,675.00
02/25/2016	88226	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT FEB '16	593.99	593.99
02/25/2016	88227	06210 VISION INTERNET	VI REGISTRATION FORM CHANGES	922.05	922.05
02/25/2016	88228	00933 VWR INTERNATIONAL, INC.	CAP RUBBER LINER	724.45	
			BUFFER PH4	63.51	
			CHEMICALS AND SUPPLIES	48.42	
			CHEMICALS AND SUPPLIES	26.33	862.71
02/25/2016	88229	00710 AAI TERMITE & PEST CONTROL	LAWWMA: TERMITE & PEST CONTROL FEB '16	72.00	72.00
02/25/2016	88230	03460 ACCO ENGINEERED SYSTEMS II	SERVICE CALL: DRAKE CHILLER UNIT - SC #0	646.00	646.00
02/25/2016	88231	00031 ALLIED FLUID PRODUCTS CORP	HOSES FOR TRASH PUMP	257.76	257.76
02/25/2016	88232	01013 BARRETT BUSINESS SERVICES	S. GREER: WE 01/24/16	1,024.00	
			S. GREER: WE 01/31/16	1,024.00	
			C. SIMMONS: WE 01/31/16	793.60	
			N. POON: WE 01/31/16	413.44	
			C. SIMMONS: WE 02/07/16	192.00	
			P. BRICK JR.: W/E 01/31/16	92.16	
			C. HIVES: W/E 01/3/16	35.84	3,575.04
02/25/2016	88233	06022 EDWARD DUARTE	DIRECTOR DUARTE - 2016 JANUARY EXPENSE S	22.68	22.68
02/25/2016	88234	06114 EID, INC.	15-A006 EID TASK ORDER #2 TO MSTR AGREEM	15,000.00	15,000.00
02/25/2016	88235	04691 INC. EQUIFAX INFORMATION SV	EQUIFAX	401.98	401.98
02/25/2016	88236	04424 GRAYBAR ELECTRIC COMPANY	REPLT MEGOHMETER 5000 VOLT (AEMC 5060)	3,041.48	3,041.48

## Check History Description Listing

Dublin San Ramon Services District

From: 2/8/2016

To: 3/6/2016

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/25/2016	88237	00386 HDR ENGINEERING INC.	15-R009 TO NO. 9 CONSTRUCTION MGMT SERVI	24,903.12	24,903.12
02/25/2016	88238	01913 DWIGHT HOWARD	DIRECTOR HOWARD - 2016 CASA WINTER CONF.	406.27	406.27
02/25/2016	88239	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS DEC. 20	2,250.95	2,250.95
02/25/2016	88240	01171 MCGUIRE & HESTER	15-R009 PP#7 12/26/15-12/31/15	291,924.98	291,924.98
02/25/2016	88241	07234 NMI INDUSTRIAL HOLDINGS, LLC	14-S013 PP#4 01/01/16-01/31/16	94,152.50	94,152.50
02/25/2016	88242	00608 OFFICE TEAM	TEMP SVCS W/E 02/05/16 - MONTAGUE	750.10	750.10
02/25/2016	88243	04553 PACHECO BROTHERS GARDENI	DISTRICT FACILITIES LANDSCAPE MTCE FEB '16	3,470.00	3,470.00
			DERWA LANDSCAPE MTCE PS R200A FEB '16	75.00	3,545.00
02/25/2016	88244	01403 PRAXAIR DISTRIBUTION INC 186	LIQUID ARGON	592.10	592.10
02/25/2016	88245	02470 SHRED-IT USA LLC	SHREDDING SERVICES FY 2016 - FEB. 2016	90.45	90.45
02/25/2016	88246	00801 STATE CHEMICAL MFG. CO.	GREASE FOR WWTP	211.33	211.33
02/25/2016	88247	00762 TESTAMERICA LABORATORIES I	SAMPLE TESTING	111.50	111.50
02/25/2016	88248	00762 TESTAMERICA LABORATORIES I	J69986-1 DRINKING WATER MONITORING	68.50	68.50
02/25/2016	88249	00843 THE COVELLO GROUP INC	T.O. NO. 1 - FIELD OBSERVATION SUPPORT S	21,280.00	21,280.00
			14-S013 TO NO. 3 CONSTRUCTION MGMT SERVI	11,205.00	32,485.00
02/25/2016	88250	05305 GEORGEAN VONHEEDER-LEOPOLD	DIRECTOR VONHEEDER LEOPOLD - 2016 CASA W	785.70	785.70
02/25/2016	88251	00937 W.W. GRAINGER, INC.	BOOSTER FAN FOR BLDG S NEW DRYER	559.86	559.86
02/25/2016	88252	06643 WEIR TECHNICAL SERVICES	MANAGEMENT SERVICES - JANUARY 2016	10,537.18	10,537.18
02/25/2016	88253	02880 WUNDERLICH-MALEC SYSTEMS	14-S013 PROGRAM/TECH SERVICES 2015	435.00	435.00
02/26/2016	2262016	06456 CIGNA GROUP INSURANCE	2/16 - EE LIFE & DISABILITY INSURANCE PR	9,515.71	9,515.71
02/29/2016	2292016	03718 HR SIMPLIFIED	IRS 125 2015/2016 POS & TRN	664.67	664.67
03/01/2016	60830116	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	40.00	40.00
03/02/2016	295339743	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	632.45	632.45

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
03/02/2016	407888056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	40.00	40.00
03/03/2016	88254	00710 AAI TERMITE & PEST CONTROL	JAN 2016: MONTHLY DO PEST CONTROL	145.00	145.00
03/03/2016	88255	01013 BARRETT BUSINESS SERVICES	M. SHOEMAKER: WE 02/07/16 S. GREER: WE 02/07/16 N. POON: WE 02/07/16 C. HIVES: WE 02/07/16 S. JENNE: WE 02/07/16	960.00 819.20 413.44 143.36 92.16	2,428.16
03/03/2016	88256	07020 ROBERT M. BROOKS	BROOKS REIMB EXP INDUSTRIAL CONTROL SECU	56.07	56.07
03/03/2016	88257	01273 SIMONE GRASHUIS	GRASHUIS REIMB EXP AT CCC EAC 02/17/2016	75.00	75.00
03/03/2016	88258	04424 GRAYBAR ELECTRIC COMPANY	REPLT LIGHT FIXTURES FOR BLDG A LUNCH RO	1,040.10	1,040.10
03/03/2016	88259	00439 IUOE LOCAL 39	LOCAL 39 UNION DUES: PAYMENT	4,651.73	4,651.73
03/03/2016	88260	00485 KOFF & ASSOCIATES INC.	HR ANALYST RECRUITMENT	2,731.00	2,731.00
03/03/2016	88261	04529 LAI & ASSOCIATES, INC.	15-R009 - PATCH PAVEMENT OBSERVATION AT	546.00	546.00
03/03/2016	88262	03653 LORI MARTIN	MARTIN REIMB EXP FOR LEAD EMPLOYEE TRAIN	135.79	135.79
03/03/2016	88263	07493 MADELYNE MISHELOFF	DIRECTOR MISHELOFF - 2016 CASA WINTER CO	518.00	518.00
03/03/2016	88264	00608 OFFICE TEAM	TEMP SVCS W/E 02/19/16 - MONTAGUE	1,116.00	1,116.00
03/03/2016	88265	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	111.23	111.23
03/03/2016	88266	05026 UNIVAR USA INC.	WWTP SODIUM HYPOCHLORITE DELIVERY ON 2/1 WWTP SODIUM HYPOCHLORITE DELIVERY ON 01/ WWTP SODIUM HYPOCHLORITE DELIVERY WWTP SODIUM HYPOCHLORITE DELIVERY ON 02/ DERWA SODIUM HYPOCHLORITE CREDIT FOR OVE	2,203.69 2,202.81 2,188.16 2,114.66 -28.77	8,680.55
03/03/2016	88267	05127 VISION SERVICE PLAN - CA (VSF	MARCH 2016 - VISION	2,548.40	2,548.40
03/03/2016	88268	00937 W.W. GRAINGER, INC.	RAINGEAR SAMPLES	211.29	

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			RAINSUITS SAMPLES	130.58	341.87
03/03/2016	88269	00019 A-1 ENTERPRISES	LAVWMA: WEEKLY STREET SWEEPING JAN '16	220.00	220.00
03/03/2016	88270	00021 AAF INTERNATIONAL	AIR FILTERS FOR WWTP (PARTIAL DELIVERY)	358.38	
			LATCHES FOR WWTP	286.32	
			LATCHES FOR WWTP (PARTIAL DELIVERY)	60.91	705.61
03/03/2016	88271	03872 ACSDA	ACSDA - ANNUAL MEETING - DIRECTORS HOWAR	118.00	118.00
03/03/2016	88272	01180 ADS REPROGRAPHICS, INC.	C9406A HP 70 MAGENTA/YELLOW PRINTHEAD	76.60	76.60
03/03/2016	88273	02578 ALPHA OMEGA WIRELESS	WIRELESS ANNUAL MAINTENANCE/SUPPORT	4,500.00	4,500.00
03/03/2016	88274	00622 AT&T	LAVWMA PS & SANLEANDRO DECHLOR STATION F	103.26	103.26
03/03/2016	88275	00096 BROWN & CALDWELL	14-S013 TO NO. 1 ENG SVCS DESIGN, BID PE	6,084.24	6,084.24
03/03/2016	88276	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
03/03/2016	88277	06914 CINTAS FIRST AID & SAFETY	FIRE EXTINGUISHER TRAINING	895.00	895.00
03/03/2016	88278	06107 COGENT COMMUNICATIONS INC	INTERNET SERVICE - MAR. 2016	2,300.00	2,300.00
03/03/2016	88279	01156 CWEA	MEMBERSHIP RENEWAL & LAB CERT: C. SANCHE	260.00	
			MEMBERSHIP RENEWAL: S. DELIGHT CY2016	164.00	
			MEMBERSHIP RENEWAL: T. TO FOR CY2016	164.00	588.00
03/03/2016	88280	06594 DAVIDSON'S TRAINING	J. HENDRYX3-16 WATER DISTRIBUTION TREATM	300.00	300.00
03/03/2016	88281	00300 ENVIRONMENTAL SCIENCE ASS	RESTORATION MONITORING - JAN 1 THRU JAN	1,397.09	1,397.09
03/03/2016	88282	00307 FAIRWAY EQUIPMENT & SUPPLY	16-P028: PIPING AND FITTINGS FOR FUEL SK	2,457.49	
			PLUMBING PARTS FOR DAFT CONNECTION	1,314.35	
			PLUMBING PARTS FOR SECONDARY 1, 2 & 3 DA	557.30	4,329.14
03/03/2016	88283	00313 FASTSIGNS	DO LOBBY UPGRADE PROJECT - RECEPTION DES	3,007.87	3,007.87
03/03/2016	88284	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	812.77	812.77
03/03/2016	88285	06865 FUTURE FORD OF CONCORD	BRAKE PARTS FOR UNIT #29	393.04	

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			SENSOR ASY FOR UNIT #93	44.36	437.40
03/03/2016	88286	06640 GOLDEN GATE TRUCK CENTER	REPAIRS 2014 CAMEL	4,783.88	4,783.88
03/03/2016	88287	00352 GOLDEN STATE FLOW MEASUREMENT	GSFM REPEATER	10,074.00	10,074.00
03/03/2016	88288	00388 HEATH'S WELDING SUPPLY	PLAZMA CUTTER PARTS	364.41	364.41
03/03/2016	88289	03142 HI-LINE	FLEET PARTS: TERMINAL, FLEX CABLE, FUSE	239.36	239.36
03/03/2016	88290	05940 HULA NETWORKS	BARRACUDA WEB FILTER ENERGIZE RENEWAL	1,022.33	1,022.33
03/03/2016	88291	07017 HYDROSCIENCE ENGINEERS, INC	15-R009 TO NO. 1 DESIGN AND CROSS CONNEC	28,142.74	28,142.74
03/03/2016	88292	07481 J.N. ABBOTT DISTRIBUTOR, INC.	OIL FOR CO-GEN: (400G) BLUE FLAME HB5 40	4,270.50	4,270.50
03/03/2016	88293	03976 JMB CONSTRUCTION, INC	PULLING SERVICE AT 7101 AMADOR BLVD., DU	4,742.59	4,742.59
03/03/2016	88294	00468 KAMAN INDUSTRIAL TECHNOLOGIES	PARTS FOR DIGESTER 1, 2 & 3 CHOPPER PUMP	958.36	958.36
03/03/2016	88295	00486 KOFFLER ELECTRIC/MECH	RAS PUMP #3 MOTOR REPAIR	4,353.64	4,353.64
03/03/2016	88296	00509 LIEBERT CASSIDY WHITMORE	GENERAL LEGAL SERVICES (1/16)	726.00	
			EMPLOYMENT RELATED LEGAL SERVICES (1/16)	106.00	832.00
03/03/2016	88297	07124 DANIEL MANOUKIAN	REFUND 8053 JADE CIR	264.71	264.71
03/03/2016	88298	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 02/07/16	237.16	237.16
03/03/2016	88299	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 02/07/16	1,227.40	1,227.40
03/03/2016	88300	04231 MSC INDUSTRIAL SUPPLY CO	GLOVES, FACE SHIELDS, BOOTS	628.09	
			RAINSUITS, RESPIRATOR FILTERS, LENS TISS	450.41	
			PVC BOOTS - RESTOCK	270.45	1,348.95
03/03/2016	88301	02595 MSDS ONLINE	SDS/MSDS INVENTORY MANAGEMENT	1,898.00	1,898.00
03/03/2016	88302	00582 NATIONAL NOTARY ASSOCIATION	TOM - 2016 NOTARY ERROS AND OMISSIONS IN	156.00	156.00
03/03/2016	88303	00620 P G & E	TO NO. 4; RES 3B W/PS 4B ELEC - FEBRUARY	716.82	
			RESERVOIR R200 DERWA TANK 2 ELEC - FEBRU	42.75	759.57



Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
03/03/2016	88304	05543 ADMINISTRATORS (PBIA) PREFE	MARCH 2016 - DENTAL	20,885.70	20,885.70
03/03/2016	88305	03115 R & S ERECTION OF CONCORD I	ANNUAL INSPECTION/TEST - OVERHEAD FIRE D	336.50	336.50
03/03/2016	88306	04105 R&B COMPANY	2 4' X 2 1/2' MHT HOSE ADAPTERS FREIGHT CHGS FOR INV# S1537860.001	289.06 11.50	300.56
03/03/2016	88307	04251 R.L. RIGHETTI ENTERPRISES IN	RICH BURN HEAD REBUILD	3,581.42	3,581.42
03/03/2016	88308	06915 SHARPS SOLUTIONS, LLC	CLEAN WATER - PHARMACEUTICAL OFF-HAUL ON	252.95	252.95
03/03/2016	88309	02444 STAPLES ADVANTAGE	SAFETY OFFICER'S OFFICE 6 CONFERENCE CHA	801.84	801.84
03/03/2016	88310	07255 STERLING SOFTWARE, INC	REFUND 4454 CHANCERY LN	59.94	59.94
03/03/2016	88311	07462 TRAINERS WAREHOUSE	TRAINING FACILIATOR KIT	881.01	881.01
03/03/2016	88312	01470 TRI-VALLEY HOSE	FUEL HOSE FOR UNIT #63	284.69	284.69
03/03/2016	88313	06129 DIRECTORATE RESOURCE MGM	JAN-MAR 16 EMERGENCY SVCS (FOD)	1,613.50	1,613.50
03/03/2016	88314	07505 UNITED RENTALS #901	EXCAVATION COMPETENT PERSON TRAINING - R	150.00	150.00
03/03/2016	88315	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	280.93	280.93
03/03/2016	88316	00933 VWR INTERNATIONAL, INC.	COLOR STD, AMMONIUM MOLYBDATE	149.91	149.91
03/03/2016	88317	04061 WAXIE SANITARY SUPPLY	JANITORIAL: ECO CLIP	43.14	43.14
03/03/2016	88318	07463 WESTERN HYDROSTATICS, INC.	PROVIDE LABOR & MATLS FOR REPAIR OF (1QT	1,076.38	1,076.38
03/03/2016	88319	00987 ZONE 7 WATER AGENCY	JANUARY TREATED WATER SERVICE	706,529.50	706,529.50

297 checks in this report

**Total Checks: 3,960,613.94**

Karen  
Vaden

Digitally signed by Karen Vaden  
DN: cn=Karen Vaden  
Date: 2016.03.07 08:13:17 -08'00'

**TENTATIVE BOARD ITEMS**

3/9/2016 11:57:26 AM

Board Mtg	Agenda Item	External Affairs	Finance and Personnel	Water Resources
4/5/2016	Policy - Adopt Revised Use of Clean Water Revival Facilities and Demineralized Recycled Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Update California WaterFix	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consider Appeal by {name} of Staff Denial of a Waiver of Exemption to Water Use Limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consider Appeal by {name} of Staff Denial of a Waiver of Enforcement Action Related to Violation of Water Use Limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Approve Increase in Construction Change Order Contingency for Secondary Clarifier No. 3 (CIP 14-S013)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Authorize Task Order No. 3 to Master Consulting Agreement with Arcsine Engineering for Design Services of WWTP SCADA Improvements (CIP 05-3206)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	GM Recruitment: Approve General Manager Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Policy - Review and Approve Revised Water Recycling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4/19/2016	Professional Services for Inspections and Budget Adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consider Appeal by {name} of Staff Denial of a Waiver of Enforcement Action Related to Violation of Water Use Limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accept Regular and Recurring Reports: District Financials, Warrant List, Upcoming Board Business, (list)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Board Mtg**

**Agenda Item**

**External  
Affairs**

**Finance and  
Personnel**

**Water  
Resources**

**4/19/2016**

Consider Appeal by {name} of Staff Denial of a Waiver of Exemption to Water Use Limitations

Approve Water Master Plan

Policy - CEQA

Water Connection Fee - Review



Reference Operations Manager	Type of Action Public Hearing/Adopt Water Use Limitations Urgency Ordinance	Board Meeting of March 15, 2016
Subject Hold Public Hearing: Adopt Urgency Ordinance for Water Use Limitations and Repeal Ordinance No. 336		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input checked="" 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	D. Gallagher
		<input type="checkbox"/> Board Member

**Recommendation:**

The Operations Manager recommends the Board of Directors hold a Public Hearing and waive, by Motion, the reading of an Urgency Ordinance to adopt Water Use Limitations that will become effective immediately and will remain in effect for the next phase of the Community Drought Emergency. The action will adopt the proposed Ordinance and repeal Ordinance No. 336.

**Summary:**

On February 16, 2016, the Board extended the declaration of a State of Community Drought Emergency in response to emergency regulations that were imposed by the State Water Resources Control Board (SWRCB) mandating statewide urban water conservation. Specifically, the SWRCB determined that the District conservation goal for 2016 will be 12% compared to 2013, which will remain in effect until October 31, 2016. In order to achieve the assigned conservation goal and to protect the health and safety of the community, mandatory Water Use Limitations are required.

Many of the State’s mandatory restrictions are consistent with the water use restrictions that the District previously imposed in May 2014, which were then revised and updated in May 2015.

The purpose of this Urgency Ordinance is to mandate water conservation in a manner consistent with the State’s requirements. The primary purposes for the District’s water supply are public health, safety, and fire protection. The proposed Water Use Limitations are intended to allow reasonable domestic (indoor) use, while providing controls that will allow for some restricted outdoor use for irrigation. Without water conservation the demand for water could exceed the available supply, which otherwise would force the imposition of even more strict drought stage declarations, restrictions, or prohibitions.

The Water Use Limitations are consistent with the requirements of the Governor’s directive and the SWRCB’s regulations contained in Resolution No. 2016-0007.

These changes to the various Water Use Limitations were conceptually discussed by the Board on February 16, 2016 and the proposed Ordinance is consistent with the direction staff received at that meeting. Attachment 2 summarizes the changes.

This Ordinance is adopted pursuant to the District’s authority under Sections 350 et seq. and 71640 et seq. of the California Water Code, which derive in part from Section 2 of Article X of the California Constitution.

Committee Review			Legal Review	Staff Review		
COMMITTEE --	DATE ----	RECOMMENDATION ---	Yes	ORIGINATOR D. Gallagher	DEPARTMENT Operations	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input checked="" type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Repealed Ordinance No. 336 (adopted May 5, 2015) 2. Community Drought Emergency Presentation			
						84 of 150

ORDINANCE NO. \_\_\_\_\_

AN URGENCY ORDINANCE OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING WATER USE LIMITATIONS DURING THE COMMUNITY DROUGHT EMERGENCY AND REPEAL OF ORDINANCE NO. 336

---

WHEREAS, the State of California has and continues to experience record dry conditions; and

WHEREAS, on November 13, 2015, California Governor Edmund G. Brown Jr. issued Executive Order B-36-15 calling for an extension of urban water use restrictions until October 31, 2016; and

WHEREAS, on February 2, 2016 the State Water Resources Control Board (SWRCB) adopted Resolution 2016-0007 extending emergency regulations mandating statewide urban water conservation; and

WHEREAS, on March 1 2016 the District Board of Directors declared that a State of a Community Drought Emergency has existed since February 18, 2014 and continues to prevail in the community served by the District by reason of the fact that, due to the ongoing severe drought, the State's available water supply cannot meet the ordinary demands and requirements of the water consumers in the District's service area without depleting the water supply to the extent that there would be insufficient water for human consumption, sanitation, and/or fire protection.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of Dublin San Ramon Services District as follows:

**SECTION 1. PURPOSE AND AUTHORITY.** The purpose of this Ordinance is to conserve the water supply of the District for the greatest public benefit with particular regard to public health and safety, fire protection, and domestic (indoor) use, and to curtail system wide water use in the District by twelve percent (12%) compared to the same period in calendar year 2013 as ordered by the State Water Resources Control Board on February 2, 2016. These Water Use Limitations are intended to comply with State regulatory requirements, and to reduce water use as fairly and equitably as possible, thereby conserving sufficient water to preserve the District's ability to meet human health and

safety needs. This Ordinance is adopted pursuant to the District's authority under Sections 350 et seq. and 71640 et seq. of the California Water Code, which derive in part from Section 2 of Article X of the California Constitution.

**SECTION 2. EFFECT OF ORDINANCE.**

- (a) This Ordinance shall take effect immediately, shall supersede and control over any other ordinance or regulation of the District in conflict herewith, and shall remain in effect until the Community Drought Emergency has ended.
- (b) The Water Use Limitations specified herein shall apply throughout the District's water service area.

**SECTION 3. WATER USE PROHIBITIONS.**

During the Community Drought Emergency the following uses of potable water are prohibited:

- (1) Any and all waste and/or unreasonable use of potable water as determined by the District, including without limitation the following:
  - (a) Residential customers who use potable water at the rate of more than 4,480 gallons per week;
  - (b) Commercial customers who use potable water for indoor uses at a rate of more than 95% of calendar year 2013 usage (as reasonably adjusted for increased occupancy or business) in a comparable period, except where said indoor potable water use is used to maintain health and safety standards and/or used to comply with State of California or federal regulations;
  - (c) Commercial customers who use potable water for irrigation that is more than 67% of their calendar year 2013 usage in a comparable period.

- (2) Any and all use of potable water in violation of DSRSD District Code Section 4.10.030 (G), including but not limited to:
  - (a) Waste through leakage of defective or inoperable plumbing, piping or other water-use equipment;
  - (b) Gutter flooding;
  - (c) Single pass cooling systems in new construction;
  - (d) Non-recycling decorative water fountains and;
  - (e) Any and all use of potable water for non-potable purposes, including landscape irrigation, where and when the District is ready, willing and able to furnish recycled water from its recycled water distribution system, and recycled water is permitted to be applied to that use.
- (3) Any and all use of potable water for soil compaction and dust control purposes.
- (4) Any and all use of potable water for street sweeping, gutter flooding, sewer or storm drain cleaning and maintenance, or other similar uses.
- (5) Watering and landscape irrigation during measurable rainfall, or within 48 hours after measurable rainfall.
- (6) Using potable water to irrigate ornamental turf grass on public street medians.
- (7) Using potable water for hosing down or pressure washing driveways, sidewalks, walkways, patios, parking lots, tennis courts, or other impervious surfaces.
- (8) Using potable water for cleaning the exteriors of buildings or homes including fences that surround those buildings and homes, except to the extent that said cleaning is necessary to prepare the surfaces for painting, staining, rehabilitation, or repair.

- (9) Allowing the escape of potable water from pipe breaks or leaks after the customer has been notified of the probable existence of the break or leak by the District, or after the customer had or should have had reasonable knowledge of a pipe break or leak.
- (10) Using potable water in any decorative fountain and/or other decorative water feature that is visible from areas accessible by the public, except to the extent that said water feature intentionally provides habitat for aquatic species.

**SECTION 4. PERMITTED USES OF POTABLE WATER.**

During the Community Drought Emergency the following uses of potable water are permitted:

- (1) Outdoor lawn and landscaping watering and irrigation using a sprinkler system (or drip, bubblers, micro-sprayers or similarly high efficiency systems) is allowed up to three (3) days per week, but not on successive days, and only between the hours of 6:00 PM and 9:00 AM, and only if the use does not result in runoff to adjacent property, non-irrigated areas, or paved surfaces, and does not cause ponding, flooding, or marshy conditions, subject to the following restrictions and conditional requirements:
  - (a) Watering and irrigation with potable water using oscillating or rotating devices connected to a hose is allowed, but only while under the continual direct observation of a customer.
  - (b) Watering and irrigation systems with potable water using buried piping and sprinklers that are not controlled by a functioning automatic timing device, but only while under the continual direct observation of a customer.
  - (c) Watering and irrigation systems with potable water using buried irrigation piping and sprinklers that are controlled by a functioning automatic timing device.
  - (d) Watering and irrigation with potable water of landscapes outside of newly constructed homes or buildings is allowed, but only if the water is delivered in a manner consistent



with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development of the State of California.

- (e) Potable water may be used for watering and irrigation at any time for the express purpose of adjusting and/or repairing an irrigation system, as long as the system is continually and directly supervised by the owner or the owner's representative while the water is turned on.
  
- (2) The following methods of outdoor lawn and landscaping watering are allowed as long as the use does not result in runoff to adjacent property, non-irrigated areas, or paved surfaces, and as long as the use does not cause ponding, flooding, or marshy conditions, subject to the following restrictions and conditional requirements:
  - (a) Hand watering with potable water using a bucket, watering can or similar container is allowed at any time.
  
  - (b) Hand watering or irrigation with potable water using a hose equipped with a shut-off nozzle is allowed but only between the hours of 6:00 PM and 9:00 AM.
  
- (3) Watering nursery stock and plants that are available for immediate sale at commercial establishments is allowed at any time.
  
- (4) Residential and commercial vehicle washing, including autos, trucks, boats, trailers, recreational vehicles, etc., is allowed at any time as long as the work is done either (a) using a hose equipped with an automatic shut-off nozzle that causes it to cease dispensing water immediately when not in use, or (b) using buckets or a self-contained washing system without any direct connection to a potable water supply, or (c) at a commercial car wash facility that recirculates water.

- (5) Cleaning windows using potable water is allowed as long as a bucket or similar container is used, without any direct connection to a potable water supply such as a hose.
- (6) Filling new or existing swimming pools and spas with potable water is allowed, but only if the filling is not being done as a substitute for performing chemical addition and/or normal cleaning and maintenance.
- (7) The use of potable water as replacement water for existing water themed publicly owned “play areas” to recharge the play area with water due to leaks, splash-out, and evaporative losses is allowed.
- (8) The use of potable water for decorative water features that, as of the effective date of this Ordinance, are in existence and which intentionally provide habitat for aquatic species.
- (9) Serving water in eating and drinking establishments is allowed, but only in response to an unsolicited request by the customer, including but not limited to restaurants, hotels, cafes, cafeterias, bars or other public places where food and drink are served.
- (10) The use of water in the bathrooms and/or lavatories of business, commercial, and institutional customers is allowed, but only if water conservation messages are posted in appropriate and effective locations in the bathrooms and/or lavatories.
- (11) Hotels, motels, and similar short term lodging facilities must prominently display notice in each guestroom, using clear and easily understood language, that the guest of said lodging facilities has the option to choose whether or not to have towels and linens laundered on a daily basis.
- (12) Indoor residential use that does not exceed health and safety needs shall generally be considered to be reasonable and appropriate. The State of California has determined (*Central Valley Project and State Water Project - Drought Operations Plan and*

*Operational Forecast (April 1, 2014 through November 15, 2014))* that health and safety uses are approximately 55 gallons per person per day.

(13) Notwithstanding anything in this Ordinance to the contrary, potable water may be used to actively irrigate or otherwise provide water to environmental mitigation projects in existence as of the effective date of this Ordinance and have been duly approved by regulatory authorities provided the project has active and valid permits.

(14) Notwithstanding anything in this Ordinance to the contrary, potable water may be used where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a State or Federal agency.

**SECTION 5. APPLICATION PROCEDURE FOR EXEMPTIONS FROM WATER USE LIMITATIONS.**

The exclusive procedure for consideration of written applications from customers for exemptions from these Water Use Limitations described herein will be as follows:

(a) A customer may submit a written application for an exemption from a Water Use Limitation to the District's Drought Coordinator. The application must be on the District's form and must include the customer name, account number(s), a description of the limitation from which the customer is seeking an exemption, the reason(s) why the exemption is requested, the justification for the exemption, and the specific actions the customer proposes to take to achieve a functionally equivalent level of water curtailment. If a Notice of Violation has been issued to the customer, the customer must first resolve the violation including the payment of any and all penalties and/or costs before the Drought Coordinator will consider an application for an exemption from a Water Use Limitation;

Ord. No. \_\_\_\_\_

- (b) The District Drought Coordinator will consider each application for a waiver of a Water Use Limitation based on the information provided by the customer in the application. The Drought Coordinator may grant an exemption of a particular Water Use Limitation if the application is deemed reasonable. An exemption shall not be granted if, in the opinion of the Drought Coordinator, doing so would endanger the public health and safety;
- (c) A customer may appeal the Drought Coordinator's denial of an application for an exemption from a Water Use Limitation within ten (10) calendar days by submitting a written appeal to the Board of Directors on the District's form and specify the reasons why the customer disagrees with the Drought Coordinator's denial and;
- (d) If a previous application for an exemption of a Water Use Limitation has been denied, a new application for exemption of the same Water Use Limitation is not permitted and will not be considered.

**SECTION 6. ADMINISTRATIVE IMPLEMENTATION.** The General Manager is authorized and directed to establish appropriate administrative procedures consistent with the provisions of this ordinance and to take reasonable and appropriate action to fully implement the provisions of this ordinance.

**SECTION 7. EXEMPTION FROM CEQA.** The District Board of Directors finds that the actions taken in this Ordinance are exempt from provisions of the California Environmental Quality Act of 1970 (CEQA) because they are immediate actions necessary to prevent or mitigate an emergency, as described in subdivision (b)(4) of Public Resources Code section 21080 and in section 15269(c) of the Guidelines promulgated under said Act and codified in Title 14 of the Code of California Regulations (CEQA Guidelines), and to assume the maintenance, restoration, or enhancement of a natural resource, as described in section 15307, of the CEQA Guidelines.

Ord. No. \_\_\_\_\_

**SECTION 8. SEVERABILITY.** If any provision of this Ordinance is held to be invalid or unenforceable, that holding will not affect the remainder of the Ordinance, which shall remain in full force and effect.

**SECTION 9. REPEAL OF ORDINANCE NO. 336.** Ordinance No. 336 adopted on May 19, 2015, is hereby repealed in its entirety upon the effective date of this Ordinance.

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 15th day of March 2016, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
D.L. (Pat) Howard, President

ATTEST:

\_\_\_\_\_  
Nicole Genzale, District Secretary

H:\Board\2016\03-15-16\Urgency Ordinance - Limitations\9A Mandatory Restrictions\Proposed Version Water Use Limitations ORD\_rvv.docx

ORDINANCE NO. 336

AN URGENCY ORDINANCE OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING WATER USE LIMITATIONS DURING THE COMMUNITY DROUGHT EMERGENCY AND REPEAL OF ORDINANCE NO. 333

---

WHEREAS, the State of California has and continues to experience record dry conditions, with 2013 being the driest year on record and 2014 receiving the lowest snowpack on record; 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 issued a Proclamation of a State of Emergency, and encouraged all Californians to reduce their water usage by 20%; and

WHEREAS, on January 29, 2014 the Zone 7 Water Agency issued a Proclamation of a Local Drought Emergency and authorized its General Manager to "establish appropriate levels of conservation consistent with the California State of Drought Emergency and local conditions," and

WHEREAS, on February 18, 2014 the District declared a State of Community Drought Emergency and established a goal of curtailing overall District water usage by twenty percent (20%) based on five percent (5%) curtailment of inside water use and forty percent (40%) curtailment of outside water use as compared to the same period in 2013; 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 April 25, 2014 Governor Edmund G. Brown proclaimed a Continued State of Emergency in the State of California and ordered that California residents should refrain from wasting water, specifying many practices that waste water and directing urban water suppliers to implement drought response plans to limit outdoor irrigation and other wasteful water practices which proclamation 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 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 December 2, 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 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 March 2, 2015 the California Department of Water Resources announced that anticipated 2015 water allocations to the State Water Contractors (including Zone 7) will be only 20%; and

WHEREAS, on March 17, 2015 the State Water Resources Control Board adopted Emergency Regulations for Statewide Urban Water Conservation which among various actions mandated various Statewide water conservation practices; and

WHEREAS, on April 1, 2015 Governor Edmund G. Brown issued Executive Order B-29-15 which among actions directed the State Water Resources Control Board to impose various restrictions to achieve a Statewide 25% reduction in potable urban water use; and

WHEREAS, on April 15, 2015 the Zone 7 Water Agency accepted its 2015 Water Sustainability Report and adopted its Resolution No. 15-61 which lifted its Stage 2 water shortage status stating that it can meet 100 percent of requested deliveries in 2015 but which supported the extended and expanded Statewide water conservation efforts, to continue the local state of drought of emergency and to help water retailers achieve Statewide mandates; and

WHEREAS, the District has reviewed the Zone 7 Water Agency Water Sustainability Report (the "Sustainability Report") and concurs that the Sustainability Report indicates that the Zone 7 Water Agency can physically deliver one hundred percent (100%) of requested deliveries in 2015, but the District notes that over sixty percent (60%) of the water needed to meet that demand (28,300 AF of total demand of 46,700 AF) will originate as water removed from long-term storage under the control of the Zone 7 Water Agency which storage has been significantly depleted during the three immediate past years and which storage would be cumulatively depleted by thirty seven percent (37%) or 64,100 AF after 2015 deliveries and further notes that the ability to access much of the stored water, depends upon operation of the State Water Project export facilities throughout 2015 without curtailment or interruption which the Sustainability Report implicitly assumes will occur; and

WHEREAS, the District hereby finds that due to the uncertainty about the possible continuation of the drought into 2016 and beyond and the accompanying need to conserve, to the greatest extent possible, water held in storage by the Zone 7 Water Agency on behalf of the District and other Tri-Valley retail water agencies that it would be prudent for the Tri-Valley to significantly



reduce water use below the amount originally requested for calendar year 2015 made in July 2014 by the District and by other Tri-Valley retail water agencies; and

WHEREAS, on May 5, 2015 the State Water Resources Control Board adopted Emergency Regulations for Statewide Urban Water Conservation which among various actions mandated various and additional Statewide water conservation practices including a system-wide 16% water use reduction in potable water use for the District in calendar year 2015 as compared to calendar year 2013; and

WHEREAS, on May 19, 2015 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 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.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of Dublin San Ramon Services District as follows:

**SECTION 1. PURPOSE AND AUTHORITY.** The purpose of this Ordinance is to conserve the water supply of the District for the greatest public benefit with particular regard to public health and safety, fire protection, and domestic (indoor) use; to curtail system wide water usage in the District by sixteen percent (16%) overall as compared to the same period in calendar year 2013 as ordered by the State Water Resources Control Board on May 5, 2015 which reduction shall generally be accomplished through system wide curtailment of five percent (5%) of indoor water use and thirty three percent (33%) exterior water use to conserve water by enacting Water Use Limitations that are intended to preserve the District's ability to meet human health and safety needs with its limited water supply; to conserve a sufficient amount of water so that the demand for water does not exceed the

supply, which otherwise would force the imposition of additional and/or stricter drought stage declarations, restrictions, or prohibitions; and to the extent necessary, reduce water use fairly and equitably. This Ordinance is adopted pursuant to the District's authority under Sections 350 et seq. and 71640 et seq. of the California Water Code, which derive in part from Section 2 of Article X of the California Constitution.

**SECTION 2. EFFECT OF ORDINANCE.**

- (a) This Ordinance shall take effect immediately, shall supersede and control over any other ordinance or regulation of the District in conflict herewith, and shall remain in effect until the Community Drought Emergency has ended.
- (b) The Water Use Limitations specified herein shall apply throughout the District's water service area.

**SECTION 3. WATER USE LIMITATIONS.**

- (a) Prohibitions on Water Use. During the Community Drought Emergency, and to preserve the water supply for the greatest public benefit with particular regard to domestic use, sanitation, fire protection and where necessary to address an immediate health and safety need, the following uses of water are prohibited except to the extent allowed under Section 3 (d) "Exemptions" of this Ordinance:
  - (1) Any and all waste and/or unreasonable use of potable water as determined by the District.
  - (2) Any and all use of potable water in violation of DSRSD District Code Section 4.10.030 (G), including but not limited to:
    - (i) Waste through leakage of defective or inoperable plumbing, piping or other water-use equipment;
    - (ii) Gutter flooding;

- (iii) Single pass cooling systems in new constructions;
  - (iv) Non-recirculating systems in a new conveyer car wash and commercial laundry systems;
  - (v) Non-recycling decorative water fountains;
  - (vi) The use of water suitable for potable domestic use for non-potable uses, including irrigation of cemeteries, golf courses, parks, highway landscaped areas, and industrial and irrigation uses, when suitable recycled water is available to an area, for which the District has recycled water purveyorship authority.
- (3) Any and all use of potable water for outdoor lawn and landscaping watering and irrigation, except to the extent allowed by exemptions described herein (nursery stock and plants available for immediate sale at commercial establishments are not considered "landscaping").
- (4) Any and all use of potable water for non-potable purposes, where and when the District is ready, willing and able to furnish recycled water from its recycled water distribution system, and recycled water is permitted to be applied to that use.
- (5) Any and all use of potable water for soil compaction and dust control purposes.
- (6) Cleaning, Washing, Maintenance:
- (i) Any and all use of potable water for street sweeping, gutter flooding, sewer or storm drain cleaning and maintenance purposes or other similar uses;
  - (ii) Any and all use of potable water for hosing down or pressure washing driveways, sidewalks, walkways, patios, parking lots, tennis courts, or other impervious surfaces;

- (iii) Any and all vehicle washing, including autos, trucks, boats, trailers, recreational vehicles, etc., except to those allowed by exemptions described herein;
  - (iv) Any and all use of potable water for cleaning the exteriors of buildings or homes including fences that surround those buildings and homes.
- (7) Swimming Pools; Spas, and Water Themed Play Areas:
- (i) Any and all use of potable water for filling of new swimming pools or spas;
  - (ii) Any and all use of potable water for refilling existing swimming pools or spas due to leaks, splash-out, and evaporative losses (i.e. "Topping Off");
  - (iii) Any and all uses of potable water as replacement water for existing water themed publicly owned "play areas" to recharge the play area with water due to leaks, splash-out, and evaporative losses (i.e. "Topping Off");
  - (iv) Any and all draining and subsequent refilling of existing swimming pools or spas, except where required for the protection of public health and safety, and upon the prior written approval of the District, which approval shall specify allowable refill times and rates.
- (8) Any and all escape of potable water from pipe breaks or leaks after the customer has been notified of the probable existence of the break or leak by the District, or after the customer had or should have had reasonable knowledge of the pipe break or leak.
- (9) Any and all use of potable water in any decorative fountain and/or other decorative water feature that is visible from areas accessible by the public.
- (b) Restrictions on Water Use. During the Community Drought Emergency, and to preserve the water supply for the greatest public benefit with particular regard to domestic use, sanitation, and fire protection the following water uses are restricted:

- (1) Serving water in eating and drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars or other public places where food and drink are served and purchased unless in response to an unsolicited request by the customer;
- (2) The use of water in the bathrooms and/or lavatories of all non-domestic water customers of the District unless water conservation messages are posted in appropriate and effective locations in the bathrooms and/or lavatories of said customers; and
- (3) The failure of a hotel, motel or similar short term lodging facility to prominently display notice in each guestroom, using clear and easily understood language, that the guest of said lodging facilities has the option to choose not to have towels and linens laundered daily and the failure to honor the option exercised by a guest of said lodging facilities to not have their linens and towels laundered on a daily basis.

(c) General Prohibition and Restriction.

- (1) The use of an unreasonable and/or inappropriate amount of potable water as determined by the District considering the use to which the water is being put, even if otherwise in conformance with the prohibitions and restrictions on water use herein, is a violation of this Ordinance.
- (2) Residential customers who use water at the rate of more than 4,480 gallons per week (the volume equivalent of about 50 units per bimonthly billing period, which is approximately 50% in excess of the threshold for Tier 3 consumption) are hereby found to be using an unreasonable and/or inappropriate amount of water.
- (3) Indoor residential use that does not exceed health and safety needs shall generally be considered to be reasonable and appropriate. The State of California has determined (*Central Valley Project and State Water Project - Drought Operations Plan and Operational Forecast (April 1, 2014 through November 15, 2014)*) that health and safety

uses are approximately 55 gallons per person per day. This usage approximately corresponds to Tier One (10 unit) usage in the District's rate schedules assuming between two and three persons per household.

- (4) Commercial customers who use potable water for indoor uses at a rate of more than 95% of calendar year 2013 usage (as reasonably adjusted for increased occupancy or business) in a comparable period are hereby found to be using an unreasonable and/or inappropriate amount of water except where said indoor potable water use is used to maintain health and safety standards and/or used to comply with State of California or federal regulations.
- (5) Irrigation with potable water that exceeds the lessor of a weekly application rate that is (a) more than 67% of calendar year 2013 usage in a comparable period or, (b) greater than fifty (50%) of the evapotranspiration rate needed for the customer's landscaping (for turf grass and for the purposes of this Ordinance this shall be equivalent to one half inch per week from June through September and three-eighths inch per week at other times of the year).
- (d) Exemptions to Prohibitions and Restrictions. During the Community Drought Emergency, the following exemptions to the above listed prohibitions and restrictions are allowed:
  - (1) Outdoor Lawn and Landscaping Watering and Irrigation Exemptions (with the exception of irrigation with potable water of ornamental turf on public street medians which shall always be prohibited):
    - (i) Drip, bubblers, micro-sprayers or similarly high efficiency system watering and irrigation with potable water in accordance with the weekly irrigation schedule below and if no runoff to adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots or structures; ponding; flooding or marshy conditions result;

- (ii) Hand watering using a bucket, watering can or similar container with potable water in accordance with the weekly irrigation schedule below and without any direct connection to a potable water supply and if no runoff, ponding, flooding or marshy conditions result;
- (iii) Hand watering or irrigation using a shut-off nozzle equipped hose with potable water only between the hours of 6:00 PM and 9:00 AM and, in accordance with the weekly irrigation schedule below, if no runoff, ponding, flooding or marshy conditions result;
- (iv) Semiautomatic watering and irrigation with potable water using oscillating or rotating devices connected to a hose of flexible connection that can be easily moved only while under the continual direct observation of a customer, only between the hours of 6:00 PM and 9:00 AM, in accordance with the weekly irrigation schedule below, if no runoff, ponding, flooding or marshy conditions result;
- (v) Watering and irrigation systems with potable water using permanent irrigation piping and sprinkler heads that are not controlled by a functioning automatic timing device only between the hours of 6:00 PM and 9:00 AM in accordance with the weekly irrigation schedule below, if no runoff, ponding, flooding or marshy conditions result;
- (vi) Watering and irrigation systems with potable water using permanent irrigation piping and sprinkler heads that are controlled by a functioning automatic timing device only between the hours of 6:00 PM and 9:00 AM in accordance with the weekly irrigation schedule below, if no runoff, ponding, flooding or marshy conditions result;
- (vii) Exterior irrigation with potable water of landscapes outside of newly constructed homes or buildings only between the hours of 6:00 PM and 9:00 AM in accordance with the weekly irrigation schedule below, if no runoff, ponding, flooding or marshy conditions result and only if delivered in a manner consistent with regulations or other

requirements established by the California Building Standards Commission and the Department of Housing and Community Development of the State of California;

- (viii) Weekly Irrigation Schedule. These potable water irrigation exemptions shall apply only to the extent that the irrigation through any District water meter is no more frequently than two days per week, not on successive days and not during measurable rainfall or within 48 hours after measurable rainfall
- (ix) Irrigation System Repair. Potable water may be used for watering or irrigation for very short periods of time for the express purpose of adjusting or repairing a potable irrigation system, as long as the system is continually and directly supervised by the owner or the owner's representative while the water is turned on.

(2) Cleaning, Washing, Maintenance Exemptions:

- (i) Vehicle washing done by residential customers if accomplished using a hose with fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
- (ii) Vehicle washing at a commercial facility if accomplished using a hose fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
- (iii) Vehicle washing at commercial facilities or automobile dealerships, as long as the washing utilizes buckets or a self-contained washing system without any direct connection to a potable water supply;
- (iv) Vehicle washing done at a commercial car wash facility that recirculates water;
- (v) Cleaning building or home exteriors including the fences surrounding such buildings and homes if for the express purpose of preparing the exterior surfaces for repair



and/or repainting, if done using a pressurized washing device equipped with a quick-acting positive shutoff nozzle;

- (vi) Cleaning windows using potable water as long as a bucket or similar container is used, without any direct connection to a potable water supply.

(3) Swimming Pools, Spas and Water Themed Play Area Exemptions:

- (i) "Topping off" of existing private swimming pools and spas (i.e. a pool or spa at a residence that is only available for use by the occupants and their guests) if the swimming pool or spa is covered to reduce evaporation when not in use, but only to the extent that the need for "Topping Off" is not due to leaks;
- (ii) "Topping off" of existing semi-private swimming pools (i.e. a pool owned and professionally maintained by a home owner association, an apartment or condominium complex, or a membership club) if the pool is covered to reduce evaporation when not available for use, but only to the extent that the need for "Topping Off" is not due to leaks;
- (iii) "Topping off" of existing semi-private spa (i.e., a spa owned and professionally maintained by a home owner association, an apartment or condominium complex, or a membership club) if the spa is covered to reduce evaporation when not available for use, but only to the extent that the need for "Topping Off" is not due to leaks;
- (iv) "Topping off" of existing public swimming pools (i.e., a pool that is available for use by the public at large) if the swimming pool is covered to reduce evaporation when not available for use, but only to the extent that the need for "Topping Off" is not due to leaks;

- (v) "Topping off" of existing water themed publically owned "play areas" to the extent that the need for "Topping Off" is not due to leaks, and then only to the extent that the need for "Topping Off" is related to evaporative losses or to splash-out occurring when the water themed play area is used on hot days;
  - (vi) The draining and subsequent refilling of swimming pools and spas if needed for the protection of public health and safety, but only upon the prior written approval of the District, which approval shall specify allowable refill times and rates.
- (4) Decorative water features that, as of the effective date of this Ordinance, are in existence and which intentionally provide habitat for aquatic species.
  - (5) Notwithstanding anything in this Ordinance to the contrary, potable water may be used to actively irrigate or otherwise provide water to environmental mitigation projects in existence as of the effective date of this Ordinance and have been duly approved by regulatory authorities provided the project has active and valid permits.
  - (6) Notwithstanding anything in this Ordinance to the contrary, potable water may be used where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a State or Federal agency.

**SECTION 4. APPLICATION PROCEDURE FOR EXEMPTIONS FROM WATER USE LIMITATIONS.**

The exclusive procedure for consideration of written applications from customers for exemptions from these Water Use Limitations described herein will be as follows:

- (a) A customer may submit a written application for an exemption from a Water Use Limitation to the District's Drought Coordinator. The application must be on the District's form and must include the customer name, account number(s), a description of the limitation from which the

customer is seeking an exemption, the reason(s) why the exemption is requested, the justification for the exemption, and the specific actions the customer proposes to take to achieve a functionally equivalent level of water curtailment. If a Notice of Violation has been issued to the customer, the customer must first resolve the violation including the payment of any and all penalties and/or costs before the Drought Coordinator will consider an application for an exemption from a Water Use Limitation;

- (b) The District Drought Coordinator will consider each application for a waiver of a Water Use Limitation based on the information provided by the customer in the application. The Drought Coordinator may grant an exemption of a particular Water Use Limitation if the application is deemed reasonable. An exemption shall not be granted if, in the opinion of the Drought Coordinator, doing so would endanger the public health and safety;
- (c) A customer may appeal the Drought Coordinator's denial of an application for an exemption from a Water Use Limitation within ten (10) calendar days by submitting a written appeal to the Board of Directors on the District's form and specify the reasons why the customer disagrees with the Drought Coordinator's denial;
- (d) If a previous application for an exemption of a Water Use Limitation has been denied, a new application for exemption of the same Water Use Limitation is not permitted and will not be considered.

**SECTION 5. ADMINISTRATIVE IMPLEMENTATION.** The General Manager is authorized and directed to establish appropriate administrative procedures consistent with the provisions of this ordinance and to take reasonable and appropriate action to fully implement the provisions of this ordinance.

**SECTION 6. EXEMPTION FROM CEQA.** The District Board of Directors finds that the actions taken in this Ordinance are exempt from provisions of the California Environmental Quality

Ord. No. 336

Act of 1970 (CEQA) because they are immediate actions necessary to prevent or mitigate an emergency, as described in subdivision (b)(4) of Public Resources Code section 21080 and in section 15269(c) of the Guidelines promulgated under said Act and codified in Title 14 of the Code of California Regulations (CEQA Guidelines), and to assume the maintenance, restoration, or enhancement of a natural resource, as described in section 15307, of the CEQA Guidelines.

**SECTION 7. SEVERABILITY.** If any provision of this Ordinance is held to be invalid or unenforceable, that holding will not affect the remainder of the Ordinance, which shall remain in full force and effect.

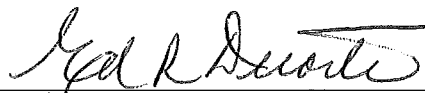
**SECTION 8. REPEAL OF ORDINANCE NO. 333.** Ordinance No. 333 adopted on May 5, 2014 is hereby repealed in its entirety upon the effective date of this Ordinance.

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 19th day of May 2015, by the following vote:

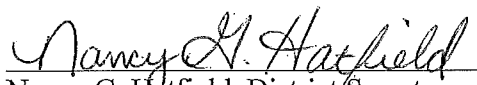
AYES: 5 - Directors Georgan M. Vonheeder-Leopold, Dawn L. Benson, Richard M. Halket, D.L. (Pat) Howard, Edward R. Duarte

NOES: 0

ABSENT: 0

  
Edward R. Duarte, President

ATTEST:

  
Nancy G. Hatfield, District Secretary

CERTIFIED AS A TRUE AND CORRECT COPY OF  
THE ORIGINAL ON FILE IN THE OFFICE OF  
DUBLIN SAN RAMON SERVICES DISTRICT  
Secretary



# Community Drought Emergency



Recommended Changes to Water Use Limitations  
March 15, 2016

**Dan Gallagher**  
Operations Manager



**Dublin San Ramon  
Services District**

Water, wastewater, recycled 109 of 150

# Proposed Changes to Water Use Restrictions

## **SWRCB Conservation Target: 12% compared to 2013**

- Irrigation: limited to three days per week instead of only two days per week, year-round
- More than two days per week is allowed as long as the District can achieve 25% conservation
- Keep the existing limit of 4,480 gallons (6 CCF) per week for residential users

# Proposed Changes to Water Use Restrictions

## **SWRCB Conservation Target: 12% compared to 2013**

- Remove the prohibition on filling new pools and spas
- Remove the general prohibition on draining and refilling existing pools and spas
- Remove the requirement that all pools and spas must be covered when not in use
- Prohibit draining and refilling pools and spas as a substitute for performing chemical addition and normal maintenance

# Proposed Changes to Water Use Restrictions

**The entire ordinance has been rewritten to make it easier to read and understand.**



# Questions?





Reference General Manager	Type of Action Accept Reports and Make Finding	Board Meeting of March 15, 2016
Subject Accept Water Supply and Demand and Drought Response Reports and Find that the Need for the Community Drought Emergency Still Exists		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input checked="" type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	J. Archer
		<input type="checkbox"/> Board Member

**Recommendation:**

The General Manager recommends the Board of Directors, by Motion, (a) accept the Water Supply and Demand Report and the Drought Response Report, and (b) find that there still exists a need for continuing the Community Drought Emergency.

**Summary:**

On February 16, 2016 the Board extended the State of Community Drought Emergency through October 31, 2016. The Board directed the General Manager to inform the Board, on a monthly basis while the State of Emergency remains in effect, of:

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

The Water Supply and Demand Report, included as Attachment 1, provides the requested information and is the basis for the Board’s finding of a continuing need for the State of Community Drought Emergency.

In addition, when the Board endorsed the Drought Response Action Plan, it directed that a monthly status report be prepared documenting activities undertaken. As we are in the third year of the Drought, activities are fairly well defined.

***So therefore, Attachment 2 “Drought Response Related Expenses” recap is the “Drought Response... Report” and now, instead, provides a recap of the spending on major initiatives related to the drought. The attachment for this reporting period includes the Final Report for the drought period that ended February 29, 2016.***

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Archer	DEPARTMENT Executive	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. Water Supply and Demand Report 2. 2016-17 Drought Response Related Expenses 3.				

*The information in this Water Supply and Demand Report is current through February 29, 2016  
(For historical information please review report presented on December 15, 2015)*

## **SUMMARY AND BACKGROUND**

***On November 13, 2015 Governor Brown issue and Executive Order ( EO B-36-15) directing the SWB to extend the Drought emergency through October of 2016. In spite of consistent January rain the Water Board on February 2, 2016 affirmed its extension of the emergency declaration. February rain and snowfall totals were below seasonal averages.***

***Staff recommends that the continuation of the State of the Community Drought Emergency is warranted through October 31, 2016.***

On February 2 the State Water Resources Control Board issued the following;  
'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.

On February 16, 2016 the Board extended that State of Community Drought Emergency through October 31, 2016. The Board also directed the General Manager to inform the Board, on a monthly basis of each calendar month that the Declaration remains in effect, of:

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

This report along with attachments to the Summary & Recommendation satisfies that direction for the month of February 2016 and serves as the basis for the Board's consideration of the continued need for the State of Community Drought Emergency.

## **1 - DEVELOPMENTS REGARDING THE WATER SUPPLY**

*In spite of below average rain and snowfall during the month of February throughout the northern California region, the DWR increased its projected allotment to state water contractors from 15% to 30%. Storage amounts remain well below capacity even the rainfall and snow has improved year to date supplies. Overall the supply outlook remains well below the targeted NORM on an annual basis.*

### **Possible Water Transfers.**

There are no potential transfers to report at this time.

## **2 - WATER DEMAND**

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

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

## **3 - OPERATIONAL CONDITIONS**

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

Reservoir storage is the single most critical operational parameter that the District monitors during the Community Drought Emergency to ensure adequate reserves for health and safety and fire-fighting purposes. However, there are operational challenges related to using only a limited number of the existing turnouts with Zone 7, and there are constraints that could arise if the supply of surface water is curtailed or if Zone 7 is forced to resort solely to pumping groundwater.

## **4 - PERTINENT POLICY DECISIONS**

*There were no significant policy decisions made since the February 16, 2016 drought emergency declaration, which would warrant changes to either the District's Drought Management Plan or its declaration of its State of Emergency.*

## **5 - OTHER RELEVANT INFORMATION**

*There is no other relevant information, positive or negative, to report at this time.*



## DSRSD - Monthly Report on Water Supply

Reporting Month: February 2016

State Drought Regulations	DSRSD Compliance to State Regulations	Long Term Water Supply Factors at this stage of Water Year (Feb 2016)																																																																						
<p><b>Executive Order B-29-15 &amp; B-36-15</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Nov-15</td> <td style="width: 25%;">Dec-15</td> <td style="width: 25%;">Jan-16</td> <td style="width: 25%;">Feb-16</td> </tr> <tr> <td colspan="4">Required State Potable Reduction, %</td> </tr> <tr> <td style="text-align: center;">25%</td> <td style="text-align: center;">25%</td> <td style="text-align: center;">25%</td> <td style="text-align: center;">25%</td> </tr> <tr> <td colspan="4">DSRSD Potable Reduction, %</td> </tr> <tr style="background-color: yellow;"> <td style="text-align: center;">31.6%</td> <td style="text-align: center;">24.7%</td> <td style="text-align: center;">9.7%</td> <td style="text-align: center;">14.7%</td> </tr> </table> <p><b>SBx7_7 (20% by 2020)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4">Required gpcd</td> </tr> <tr> <td></td> <td style="text-align: center;">Baseline</td> <td style="text-align: center;">2015</td> <td style="text-align: center;">2020</td> </tr> <tr> <td></td> <td style="text-align: center;">204</td> <td style="text-align: center;">183</td> <td style="text-align: center;">163</td> </tr> <tr> <td colspan="4">DSRSD gpcd</td> </tr> <tr> <td style="width: 25%;">Nov-15</td> <td style="width: 25%;">Dec-15</td> <td style="width: 25%;">Jan-16</td> <td style="width: 25%;">Feb-16</td> </tr> <tr style="background-color: yellow;"> <td style="text-align: center;">75.7</td> <td style="text-align: center;">68.4</td> <td style="text-align: center;">68.0</td> <td style="text-align: center;">69.3</td> </tr> </table>	Nov-15	Dec-15	Jan-16	Feb-16	Required State Potable Reduction, %				25%	25%	25%	25%	DSRSD Potable Reduction, %				31.6%	24.7%	9.7%	14.7%	Required gpcd					Baseline	2015	2020		204	183	163	DSRSD gpcd				Nov-15	Dec-15	Jan-16	Feb-16	75.7	68.4	68.0	69.3	<p><b>CA Drought Management Measures</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Drought Stage</td> <td style="width: 50%;">Stage 1</td> </tr> <tr style="border: 2px solid black;"> <td>Days per week irrig</td> <td style="text-align: center;">3</td> </tr> <tr> <td>No. Complaints</td> <td style="text-align: center;">0</td> </tr> <tr> <td>No. Follow-Ups</td> <td style="text-align: center;">0</td> </tr> <tr> <td>No. Warnings</td> <td style="text-align: center;">4</td> </tr> <tr> <td>No. Penalties</td> <td style="text-align: center;">2</td> </tr> </table> <p><b>DWR Defined % Reduction</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">DWR Target, % per yr.</td> <td style="width: 50%;">12.0%</td> </tr> <tr style="background-color: yellow;"> <td>% Reduced in 2015</td> <td style="text-align: center;">37.0%</td> </tr> <tr> <td colspan="2" style="text-align: center;">YTD % Reduction</td> </tr> <tr> <td style="width: 25%;">Nov-16</td> <td style="width: 25%;">Dec-16</td> <td style="width: 25%;">Jan-17</td> <td style="width: 25%;">Feb-17</td> </tr> <tr style="background-color: yellow;"> <td style="text-align: center;">34.5%</td> <td style="text-align: center;">33.9%</td> <td style="text-align: center;">28.7%</td> <td style="text-align: center;">21.5%</td> </tr> </table>	Drought Stage	Stage 1	Days per week irrig	3	No. Complaints	0	No. Follow-Ups	0	No. Warnings	4	No. Penalties	2	DWR Target, % per yr.	12.0%	% Reduced in 2015	37.0%	YTD % Reduction		Nov-16	Dec-16	Jan-17	Feb-17	34.5%	33.9%	28.7%	21.5%	<p><b>DWR - SWP Allocation Available</b></p> <p style="text-align: right; background-color: yellow;">30%</p> <p>Monthly Precipitation, % of Normal</p> <p style="text-align: right; background-color: yellow;">115%</p> <p>Northern Sierra Snowpack, % of Normal</p> <p style="text-align: right; background-color: yellow;">115%</p> <p>Lake Oroville Storage, % of Normal</p> <p style="text-align: right; background-color: yellow;">76%</p> <p style="background-color: yellow;"><b>Zone 7 Potable Supply Situation = 100%</b></p> <p>"Zone 7 is prepared to meet all projected 2016 demands."</p> <p><small>Preliminary Approval of 2016 Treat Water Request 2-19-16</small></p>
Nov-15	Dec-15	Jan-16	Feb-16																																																																					
Required State Potable Reduction, %																																																																								
25%	25%	25%	25%																																																																					
DSRSD Potable Reduction, %																																																																								
31.6%	24.7%	9.7%	14.7%																																																																					
Required gpcd																																																																								
	Baseline	2015	2020																																																																					
	204	183	163																																																																					
DSRSD gpcd																																																																								
Nov-15	Dec-15	Jan-16	Feb-16																																																																					
75.7	68.4	68.0	69.3																																																																					
Drought Stage	Stage 1																																																																							
Days per week irrig	3																																																																							
No. Complaints	0																																																																							
No. Follow-Ups	0																																																																							
No. Warnings	4																																																																							
No. Penalties	2																																																																							
DWR Target, % per yr.	12.0%																																																																							
% Reduced in 2015	37.0%																																																																							
YTD % Reduction																																																																								
Nov-16	Dec-16	Jan-17	Feb-17																																																																					
34.5%	33.9%	28.7%	21.5%																																																																					

**Project: drght16**  
**Drought Response Related Expenses**  
**Encumbrances & Expenses as of** **2016**  
**2/29/2016**

	<b>Budget</b>	<b>Encumbrances/ Committed</b>	<b>Actual</b>	<b>Balance</b>
landsc Landscape contractor for Customer Assist	1,250.00	783.20	466.80	-
mediar Media Relations			90.00	(90.00)
miscdr Miscellaneous drought related exp	4,000.00		652.33	3,347.67
public Public outreach and mailings	14,780.00	-	11,042.28	3,737.72
rebate Rebate Programs	20,000.00		14,719.01	5,280.99
rwconv Misc. Recycled Wtr Conversions	10,000.00			10,000.00
rwflst Recylced Water Fill Station	71,250.00	4,811.37	103,234.24	(36,795.61)
stafft Staff Time				-
tempst Temporary Staff	10,000.00			10,000.00
wtrcre Wise Water User Credit	13,720.00		7,066.00	6,654.00
<b>Drought Response Related Expenses:</b>	<b>\$ 145,000.00</b>	<b>\$ 5,594.57</b>	<b>\$ 137,270.66</b>	<b>\$ 2,134.77</b>

Note: Board approved budget increase has not posted; as effective date is March 1, 2016

**Encumbrances**

landsc JPA Landscape	783.20
rwflst BARRETT BUSINESS SERVICES	2,197.01
rwflst Manpower	1,431.58
rwflst A-1 ENTERPRISES	1,182.78
	<u>\$ 5,594.57</u>

**Committed funds**

rebate Rebate Programs	-
wtrcre Wise Water User Credit	-
	<u>\$ -</u>

**Total Encumbered/Committed Funds**

\$ 5,594.57

**DROUGHT - DETAIL OF EXPENSES THROUGH 2/29/2016**

String	Date	Vendor	Description	Amount
landsc	08/14/15	JPA LANDSCAPE AND CONSTRUCTION	Res Landscape Inspection - 2586 Tamworth Lane	86.85
landsc	08/14/15	JPA LANDSCAPE AND CONSTRUCTION	Res Landscape Inspection - 6801 Amador Valley Blvd	86.85
landsc	09/29/15	JPA LANDSCAPE AND CONSTRUCTION	Res Landscape Inspection - 5608 MAYMONT LANE	69.85
landsc	11/16/15	JPA LANDSCAPE AND CONSTRUCTION	IRRIGATION INSPECTION AT 8267 VOMAC RD DUBLIN	69.85
landsc	11/16/15	JPA LANDSCAPE AND CONSTRUCTION	IRRIGATION REPAIR AT 8267 VOMAC RD DUBLIN	153.40
<b>landsc Total</b>				<b>466.80</b>
mediar	12/08/15	BAY AREA NEWS GROUP	11/30/15 PUBLIC HEARING NOTICE -	90.00
<b>mediar Total</b>				<b>90.00</b>
miscdr	07/28/15	FASTSIGNS	SIGNS FOR VIP RECYCLED WATER TOUR	178.70
miscdr	07/28/15	BED BATH & BEYOND	HOT BEVERAGE CARAFE FOR VIP MEETING	43.79
miscdr	07/28/15	SMART & FINAL	NAPKINS AND BOWL RE VIP TOUR MEETING	21.29
miscdr	07/30/15	SMART & FINAL	SUPPLIES FOR SWALWELL MEETING 07/31/15	51.09
miscdr	08/03/15	STARBUCKS	REFRESHMENTS FOR SWALWELL TOUR 7/31/15	44.85
miscdr	08/03/15	LUCKY	REFRESHMENTS FOR SWALWELL TOUR 7/31/15	7.79
miscdr	08/03/15	SAFEWAY	REFRESHMENTS FOR SWALWELL TOUR 7/31/15	25.37
miscdr	09/02/15	MR. ROOTER PLUMBING	Service used to assist customer with leaks	279.45
miscdr				
<b>miscdr Total</b>				<b>652.33</b>
public	08/12/15	A & M Printing	RW USER POSTCARD PRINTING & MAILING	1,981.56
public	08/13/15	FASTSIGNS	RW GARDEN SIGNS	4,530.36
public	08/24/15	FASTSIGNS	RW GARDEN SIGNS	4,530.36
<b>public Total</b>				<b>11,042.28</b>
rebate		Pool and Spa Cover Rebates		200.00
rebate		DSRSD High Efficiency Toilet Rebates		3,250.00
rebate		High Efficiency Clothes Washer (HEW)		5,775.00
rebate		Irrigation Controller - Multi-Family		-
rebate		Irrigation Controller - Single Family		225.00
rebate		Lawn Replacement Multi-Family or Businesses		-
rebate		Lawn Replacement - Single Family		5,179.01
rebate		DSRSD Waterless Urinal Rebates		-
rebate		Wisewater User		90.00
<b>rebate Total</b>				<b>14,719.01</b>
rwconv				
<b>rwconv Total</b>				<b>-</b>
rwflst	07/02/15	TEN-FOUR COMMUNICATION	RW RESIDENTIAL FILL STATION RADIOS (QTY 3)	840.27
rwflst	07/15/15	BARRETT BUSINESS SERVICES	M. ZAVALA: W/E 7/5/15	245.76
rwflst	07/15/15	BARRETT BUSINESS SERVICES	C. HIVES: W/E 7/5/15	491.52
rwflst	07/15/15	BARRETT BUSINESS SERVICES	S. SWANSON: W/E 7/5/15	368.64
rwflst	07/15/15	BARRETT BUSINESS SERVICES	S. LONDON: W/E 7/5/15	349.44
rwflst	07/15/15	BARRETT BUSINESS SERVICES	A. BAXTER: W/E 7/5/15	245.76
rwflst	07/15/15	BARRETT BUSINESS SERVICES	K. GARCIA: W/E 7/5/15	514.56

**DROUGHT - DETAIL OF EXPENSES THROUGH**

**2/29/2016**

String	Date	Vendor	Description	Amount
rwflst	07/15/15	BARRETT BUSINESS SERVICES	D. RODRIGUEZ: W/E 7/5/15	122.88
rwflst	07/15/15	BARRETT BUSINESS SERVICES	K. HAWKINS: W/E 7/5/15	281.60
rwflst	07/15/15	BARRETT BUSINESS SERVICES	L. KUEFNER: W/E 7/5/15	230.40
rwflst	07/20/15	FASTSIGNS	SIGNAGE FOR DUBLIN RW FILL STATION	279.23
rwflst	07/21/15	RICHERT LUMBER	2-GAZEBOS FOR RESIDENTIAL RW FILL STATION	481.78
rwflst	07/21/15	BARCODE WAREHOUSE	BARCODE SCANNER RW FILL STATION (SPARE)	777.93
rwflst	07/22/15	FED-EX	SHIPPING CHARGES - SEND SCANNER FOR REPAIR	31.56
rwflst	07/22/15	UNITED SITE SERVICES	PORTA POTTY 7/10/15-8/6/15	263.82
rwflst	07/22/15	BARRETT BUSINESS SERVICES	M. ZAVALA: W/E 7/12/15	368.64
rwflst	07/22/15	BARRETT BUSINESS SERVICES	C. HIVES: W/E 7/12/15	430.08
rwflst	07/22/15	BARRETT BUSINESS SERVICES	S. SWANSON: W/E 7/12/15	230.40
rwflst	07/22/15	BARRETT BUSINESS SERVICES	S. LONDON: W/E 7/12/15	345.60
rwflst	07/22/15	BARRETT BUSINESS SERVICES	L. KUEFNER: W/E 7/12/15	453.12
rwflst	07/22/15	BARRETT BUSINESS SERVICES	A. BAXTER: W/E 7/12/15	368.64
rwflst	07/22/15	BARRETT BUSINESS SERVICES	H. SEGELKE: W/E 7/12/15	368.64
rwflst	07/22/15	BARRETT BUSINESS SERVICES	K. GARCIA: W/E 7/12/15	560.64
rwflst	07/22/15	BARRETT BUSINESS SERVICES	S. JENNE: W/E 7/12/15	207.36
rwflst	07/22/15	BARRETT BUSINESS SERVICES	D. RODRIGUEZ: W/E 7/12/15	353.28
rwflst	07/27/15	HDS WHITE CAP CONST SUPPLY	CANOPY FOR RESIDENTIAL FILL STATION ATTENDANTS	313.58
rwflst	07/28/15	BARRETT BUSINESS SERVICES	M. ZAVALA: W/E 7/19/15	368.64
rwflst	07/28/15	BARRETT BUSINESS SERVICES	C. HIVES: W/E 7/19/15	376.32
rwflst	07/28/15	BARRETT BUSINESS SERVICES	S. SWANSON: W/E 7/19/15	230.40
rwflst	07/28/15	BARRETT BUSINESS SERVICES	S. LONDON: W/E 7/19/15	253.44
rwflst	07/28/15	BARRETT BUSINESS SERVICES	L. KUEFNER: W/E 7/24/15	437.76
rwflst	07/28/15	BARRETT BUSINESS SERVICES	A. BAXTER: W/E 7/19/15	368.64
rwflst	07/28/15	BARRETT BUSINESS SERVICES	H. SEGELKE: W/E 7/19/15	245.76
rwflst	07/28/15	BARRETT BUSINESS SERVICES	K. GARCIA: W/E 7/19/15	399.36
rwflst	07/28/15	BARRETT BUSINESS SERVICES	S. JENNE: W/E 7/19/15	207.36
rwflst	07/28/15	BARRETT BUSINESS SERVICES	D. RODRIGUEZ: W/E 7/19/15	322.56
rwflst	07/28/15	BARRETT BUSINESS SERVICES	C. HIVES: W/E 7/26/15	806.40
rwflst	07/28/15	BARRETT BUSINESS SERVICES	S. SWANSON: W/E 07/26/15	506.88
rwflst	07/28/15	BARRETT BUSINESS SERVICES	S. LONDON: W/E 7/26/15	460.80
rwflst	07/28/15	BARRETT BUSINESS SERVICES	L. KUEFNER: W/E 7/26/15	468.48
rwflst	07/28/15	BARRETT BUSINESS SERVICES	A. BAXTER: W/E 7/26/15	433.92
rwflst	07/28/15	BARRETT BUSINESS SERVICES	H. SEGELKE: W/E 7/26/15	422.40
rwflst	07/28/15	BARRETT BUSINESS SERVICES	K. GARCIA: W/E 7/26/15	629.76
rwflst	07/28/15	BARRETT BUSINESS SERVICES	S. JENNE: W/E 7/26/15	460.80
rwflst	07/28/15	BARRETT BUSINESS SERVICES	D. RODRIGUEZ: W/E 7/26/15	506.88
rwflst	07/28/15	CAL-STEAM	THRD COMP FLG FOR RES RW FILL STATIONS	80.44
rwflst	07/28/15	W.W. GRAINGER	COOLING TOWELS FOR DROUGHT FILL STATION	31.50
rwflst	07/28/15	MSC INDUSTRIAL SUPPLY CO	DROUGHT MISC SAFETY SUPPLIES & EQUIPMENT	70.88



**DROUGHT - DETAIL OF EXPENSES THROUGH**

**2/29/2016**

String	Date	Vendor	Description	Amount
rwflst	07/28/15	VERIZON WIRELESS	CELL PHN SVC AND EQUPTMNT CHARGES 07/04 -08/03/15	19.07
rwflst	07/28/15	HDS WHITE CAP CONST SUPPLY	DELINEATORS FOR RW FILL STATION DUBLIN	227.58
rwflst	08/12/15	A-1 ENTERPRISES	PORTA POTTY JUL '15	236.46
rwflst	08/12/15	BARRETT BUSINESS SERVICES	M. ZAVALA: W/E 8/2/15	593.28
rwflst	08/13/15	BARRETT BUSINESS SERVICES	C. HIVES: W/E 8/2/15	788.48
rwflst	08/13/15	BARRETT BUSINESS SERVICES	S. LONDON: W/E 8/2/15	460.80
rwflst	08/13/15	BARRETT BUSINESS SERVICES	L. KUEFNER: W/E 8/2/15	491.52
rwflst	08/13/15	BARRETT BUSINESS SERVICES	A. BAXTER: W/E 8/2/15	437.76
rwflst	08/13/15	BARRETT BUSINESS SERVICES	H. SEGELKE: W/E 8/2/15	445.44
rwflst	08/13/15	BARRETT BUSINESS SERVICES	K. GARCIA: W/E 8/2/15	585.60
rwflst	08/13/15	BARRETT BUSINESS SERVICES	S. JENNE: W/E 8/2/15	460.80
rwflst	08/13/15	BARRETT BUSINESS SERVICES	D. RODRIQUEZ: W/E 8/2/15	506.88
rwflst	08/17/15	MCGUIRE & HESTER	7/2/15 REPAIR AC FAILURE @ WWTP	5,134.36
rwflst	08/18/15	BARRETT BUSINESS SERVICES	M. ZAVALA: W/E 8/9/15	460.80
rwflst	08/18/15	BARRETT BUSINESS SERVICES	K. GARCIA: W/E 8/9/15	583.68
rwflst	08/18/15	BARRETT BUSINESS SERVICES	K. KOLODZIE: W/E 8/9/15	364.80
rwflst	08/18/15	BARRETT BUSINESS SERVICES	C. HIVES: W/E 8/9/15	788.48
rwflst	08/18/15	BARRETT BUSINESS SERVICES	S. LONDON: W/E 8/9/15	291.84
rwflst	08/18/15	BARRETT BUSINESS SERVICES	L. KUEFNER: W/E 8/9/15	245.76
rwflst	08/18/15	BARRETT BUSINESS SERVICES	A. BAXTER: W/E 8/9/15	368.64
rwflst	08/18/15	BARRETT BUSINESS SERVICES	S. JENNE: W/E 8/9/15	460.80
rwflst	08/18/15	BARRETT BUSINESS SERVICES	D. RODRIGUEZ: W/E 8/9/15	629.76
rwflst	08/18/15	BARRETT BUSINESS SERVICES	P. BRICK JR: W/E 8/9/15	311.04
rwflst	08/18/15	BARRETT BUSINESS SERVICES	H. SEGELKE: W/E 8/9/15	368.64
rwflst	08/20/15	STEVE DELIGHT	RW Fill Station repair: Snap hooks	12.98
rwflst	08/18/15	RADIO SHACK	MICRO USB AC ADAPTER	16.41
rwflst	08/19/15	UNITED SITE SERVICES	DUBLIN RW FILL STATION: PORTA POTTY AUG '15	263.82
rwflst	08/19/15	RADIO SHACK	3 MICRO USB AC ADAPTER	54.44
rwflst	08/25/15	FED-EX	SHIPPING CHARGES - SEND SCANNER FOR REPAIR	80.80
rwflst	08/25/15	BARRETT BUSINESS SERVICES	S. LONDON: W/E 8/16/15	84.48
rwflst	08/25/15	BARRETT BUSINESS SERVICES	M. ZAVALA: W/E 8/16/15	414.72
rwflst	08/25/15	BARRETT BUSINESS SERVICES	K. KOLODZIE: W/E 8/16/15	245.76
rwflst	08/25/15	BARRETT BUSINESS SERVICES	C. HIVES: W/E 8/16/15	788.48
rwflst	08/25/15	BARRETT BUSINESS SERVICES	P. BRICK JR: W/E 8/16/15	506.88
rwflst	08/25/15	BARRETT BUSINESS SERVICES	S. SWANSON: W/E 8/16/15	460.80
rwflst	08/25/15	BARRETT BUSINESS SERVICES	L. KUEFNER: W/E 8/16/15	122.88
rwflst	08/25/15	BARRETT BUSINESS SERVICES	A. BAXTER: W/E 8/16/15	368.64
rwflst	08/25/15	BARRETT BUSINESS SERVICES	A. JEW: W/E 8/16/15	61.44
rwflst	08/25/15	BARRETT BUSINESS SERVICES	H. SEGELKE: W/E 8/16/15	368.64
rwflst	08/25/15	BARRETT BUSINESS SERVICES	K. GARCIA: W/E 8/16/15	460.80
rwflst	08/25/15	BARRETT BUSINESS SERVICES	S. JENNE: W/E 8/16/15	460.80

**DROUGHT - DETAIL OF EXPENSES THROUGH**

**2/29/2016**

String	Date	Vendor	Description	Amount
rwflst	08/25/15	BARRETT BUSINESS SERVICES	D. RODRIGUEZ: W/E 8/16/15	337.92
rwflst	09/01/15	MCGUIRE & HESTER	Valve repair at Dublin Recycle	349.02
rwflst	09/01/15	BARRETT BUSINESS SERVICES	M. ZAVALA: W/E 8/23/15	368.64
rwflst	09/01/15	BARRETT BUSINESS SERVICES	K. KOLODZIE: W/E 8/23/15	629.76
rwflst	09/01/15	BARRETT BUSINESS SERVICES	C. HIVES: W/E 8/23/15	788.48
rwflst	09/01/15	BARRETT BUSINESS SERVICES	P. BRICK: W/E 8/28/15	506.88
rwflst	09/01/15	BARRETT BUSINESS SERVICES	S. SWANSON: W/E 8/23/15	280.32
rwflst	09/01/15	BARRETT BUSINESS SERVICES	L. KUEFNER: W/E 8/23/15	299.52
rwflst	09/01/15	BARRETT BUSINESS SERVICES	A. JEW: W/E 8/23/15	460.80
rwflst	09/01/15	BARRETT BUSINESS SERVICES	H. SEGELKE: W/E 8/23/15	122.88
rwflst	09/01/15	BARRETT BUSINESS SERVICES	K. GARCIA: W/E 8/23/15	403.20
rwflst	09/01/15	BARRETT BUSINESS SERVICES	S. JENNE: W/E 8/23/15	414.72
rwflst	09/01/15	BARRETT BUSINESS SERVICES	D. RODRIGUEZ: W/E 8/23/15	506.88
rwflst	09/03/15	ORCHARD SUPPLY HARDWARE	Supplies for Recycled Water fill station	14.21
rwflst	09/09/15	BARRETT BUSINESS SERVICES	C. HIVES: W/E 8/30/15	808.64
rwflst	09/09/15	BARRETT BUSINESS SERVICES	P. BRICK JR: W/E 8/30/15	522.24
rwflst	09/09/15	BARRETT BUSINESS SERVICES	K. GARCIA: W/E 8/30/15	276.48
rwflst	09/09/15	BARRETT BUSINESS SERVICES	S. JENNE: W/E 8/30/15	483.84
rwflst	09/10/15	MSC INDUSTRIAL SUPPLY CO	WATER COOLERS FOR RECYCLED WATER STAFF	73.41
rwflst	09/10/15	BARRETT BUSINESS SERVICES	S. SWANSON: W/E 8/30/15	184.32
rwflst	09/10/15	BARRETT BUSINESS SERVICES	G. PHILLIPS: W/E 8/16/15	92.16
rwflst	09/10/15	BARRETT BUSINESS SERVICES	M. ZAVALA: W/E 8/30/15	414.72
rwflst	09/10/15	BARRETT BUSINESS SERVICES	K. KOLODZIE: W/E 8/30/15	460.80
rwflst	09/10/15	BARRETT BUSINESS SERVICES	L. KUEFNER: W/E 8/30/15	245.76
rwflst	09/10/15	BARRETT BUSINESS SERVICES	A. JEW: W/E 8/30/15	122.88
rwflst	09/10/15	BARRETT BUSINESS SERVICES	H. SEGELKE: W/E 8/30/15	291.84
rwflst	09/10/15	BARRETT BUSINESS SERVICES	D. RODRIGUEZ: W/E 8/30/15	506.88
rwflst	09/15/15	BARRETT BUSINESS SERVICES	K. GARCIA: W/E 8/30/15	30.72
rwflst	09/15/15	BARRETT BUSINESS SERVICES	M. ZAVALA: W/E 9/6/15	368.64
rwflst	09/15/15	BARRETT BUSINESS SERVICES	C. HIVES: W/E 9/6/15	808.64
rwflst	09/15/15	BARRETT BUSINESS SERVICES	P. BRICK: W/E 9/6/15	337.92
rwflst	09/15/15	BARRETT BUSINESS SERVICES	G. PHILLIPS: W/E 9/6/15	414.72
rwflst	09/15/15	BARRETT BUSINESS SERVICES	A. JEW: W/E 9/6/15	337.92
rwflst	09/15/15	BARRETT BUSINESS SERVICES	H. SEGELKE: W/E 9/6/15	414.72
rwflst	09/15/15	BARRETT BUSINESS SERVICES	K. GARCIA: W/E 9/6/15	245.76
rwflst	09/15/15	BARRETT BUSINESS SERVICES	S. JENNE: W/E 9/6/15	414.72
rwflst	09/15/15	BARRETT BUSINESS SERVICES	D. ROGRIGUEZ: W/E 9/6/15	506.88
rwflst	09/17/15	A-1 ENTERPRISES	WWTP RW FILL STATION: PORTA POTTY AUG '15	236.46
rwflst	09/17/15	UNITED SITE SERVICES	DUBLIN RW FILL STATION: PORTA POTTY SEP '15	263.82
rwflst	09/20/15	MANPOWER GROUP US INC	C. CAVE & D. KELLER: W/E 09/20/15	686.40
rwflst	09/21/15	VERIZON WIRELESS	CELL PHN SVC CHARGES 08/04 -09/03/15	25.45

**DROUGHT - DETAIL OF EXPENSES THROUGH**

**2/29/2016**

String	Date	Vendor	Description	Amount
rwflst	09/21/15	BARRETT BUSINESS SERVICES	K. KOLODZIE: W/E 9/6/15	337.92
rwflst	09/21/15	BARRETT BUSINESS SERVICES	C. HIVES: W/E 9/13/15	591.36
rwflst	09/21/15	BARRETT BUSINESS SERVICES	P. BRICK JR.: W/E 9/13/15	460.80
rwflst	09/21/15	BARRETT BUSINESS SERVICES	A. JEW: W/E 9/13/15	460.80
rwflst	09/21/15	BARRETT BUSINESS SERVICES	K. GARCIA: W/E 9/13/15	245.76
rwflst	09/21/15	BARRETT BUSINESS SERVICES	S. JENNE: W/E 9/13/15	291.84
rwflst	09/21/15	ALLIED FLUID PRODUCTS CORP.	2" X 20' ORTAC HOSE FOR COMM FILL STATION (2)	544.98
rwflst	09/21/15	BARRETT BUSINESS SERVICES	M. ZAVALA: W/E 9/13/15	245.76
rwflst	09/21/15	BARRETT BUSINESS SERVICES	K. KOLODZIE: W/E 9/13/15	460.80
rwflst	09/21/15	BARRETT BUSINESS SERVICES	H. SEGELKE: W/E 9/13/15	291.84
rwflst	09/21/15	BARRETT BUSINESS SERVICES	D. RODRIGUEZ: W/E 9/13/15	337.92
rwflst	09/24/15	MANPOWER GROUP US INC	C. CAVE & D. KELLAR: W/E 08/30/15	381.81
rwflst	09/24/15	MANPOWER GROUP US INC	C. CAVE & D. KELLAR: W/E 09/06/15	600.60
rwflst	09/24/15	MANPOWER GROUP US INC	C. CAVE & D. KELLAR: W/E 09/13/15	274.56
rwflst	09/29/15	BARCODE WAREHOUSE	CASE OF POLY PROT TAPE FOR RW STICKERS	115.36
rwflst	09/30/15	HOME DEPOT	PARTS FOR FILL STATION	108.26
rwflst	09/30/15	HOME DEPOT	5 GAL WATER COOLER DUBLIN FILL STATION	36.04
rwflst	09/30/15	BARRETT BUSINESS SERVICES	M. ZAVALA: W/E 9/20/15	368.64
rwflst	09/30/15	BARRETT BUSINESS SERVICES	K. KOLODZIE: W/E 9/20/15	629.76
rwflst	09/30/15	BARRETT BUSINESS SERVICES	C. HIVES: W/E 9/20/15	808.64
rwflst	09/30/15	BARRETT BUSINESS SERVICES	P. BRICK JR:W/E 9/20/15	168.96
rwflst	09/30/15	BARRETT BUSINESS SERVICES	G. PHILLIPS: W/E 9/20/15	629.76
rwflst	09/30/15	BARRETT BUSINESS SERVICES	A. JEW: W/E 9/20/15	337.92
rwflst	09/30/15	BARRETT BUSINESS SERVICES	K. GARCIA: W/E 9/20/15	491.52
rwflst	09/30/15	BARRETT BUSINESS SERVICES	S. JENNE: W/E 9/20/15	460.80
rwflst	10/02/15	FASTSIGNS	RW MAGNETIC SIGNS FOR COMMERCIAL HAULERS	2,601.72
rwflst	10/05/15	HDS WHITE CAP CONST SUPPLY	CAPS FOR SHADE STRUCTURES	18.51
rwflst	10/06/15	BARRETT BUSINESS SERVICES	P. BRICK JR.: W/E 9/27/15	506.88
rwflst	10/06/15	BARRETT BUSINESS SERVICES	M. ZAVALA: W/E 9/27/15	368.64
rwflst	10/06/15	BARRETT BUSINESS SERVICES	K. KOLODZIE: W/E 9/27/15	495.36
rwflst	10/06/15	BARRETT BUSINESS SERVICES	C. HIVES: W/E 9/27/15	808.64
rwflst	10/06/15	BARRETT BUSINESS SERVICES	G. PHILLIPS: W/E 9/27/15	460.80
rwflst	10/06/15	BARRETT BUSINESS SERVICES	A. JEW: W/E 9/27/15	353.28
rwflst	10/06/15	BARRETT BUSINESS SERVICES	K. GARCIA: W/E 9/27/15	322.56
rwflst	10/06/15	BARRETT BUSINESS SERVICES	S. JENNE: W/E 9/27/15	460.80
rwflst	10/06/15	RICHERT LUMBER	(2QTY) GAZEBO FOR RESIDENTIAL RW FILL STATION	481.78
rwflst	10/12/15	FAIRWAY EQUIPMENT & SUPPLY CO	REPLT BRASS ANGLE GLOBE VALVE FOR FILL STATION	956.60
rwflst	10/12/15	FAIRWAY EQUIPMENT & SUPPLY CO	BRASS RW GATE VALVE FOR FILL STATION (qty2)	876.68
rwflst	10/12/15	FAIRWAY EQUIPMENT & SUPPLY CO	REPLT HOSE FOR FILL STATION	1,391.92
rwflst	10/12/15	A-1 ENTERPRISES	WWTP RW FILL STATION: PORTA POTTY SEP '15	236.46
rwflst	10/12/15	BARRETT BUSINESS SERVICES INC.	M. ZAVALA: W/E 10/04/15	368.64

**DROUGHT - DETAIL OF EXPENSES THROUGH**

**2/29/2016**

String	Date	Vendor	Description	Amount
rwflst	10/12/15	BARRETT BUSINESS SERVICES INC.	K. KOLODZIE: W/E 10/04/15	337.92
rwflst	10/12/15	BARRETT BUSINESS SERVICES INC.	C. HIVES: W/E 10/04/15	808.64
rwflst	10/12/15	BARRETT BUSINESS SERVICES INC.	P. BRICK JR.: W/E 10/04/15	583.68
rwflst	10/12/15	BARRETT BUSINESS SERVICES INC.	G. PHILLIPS: W/E 10/04/15	414.72
rwflst	10/12/15	BARRETT BUSINESS SERVICES INC.	A. JEW: W/E 10/04/15	337.92
rwflst	10/12/15	BARRETT BUSINESS SERVICES INC.	K. GARCIA: W/E 10/04/15	491.52
rwflst	10/12/15	BARRETT BUSINESS SERVICES INC.	S. JENNE: W/E 10/04/15	337.92
rwflst	10/13/15	BALLESTEROS, MONA - PETTY CASH	Ice for Recycled Water fill station	153.46
rwflst	10/14/15	MANPOWER GROUP US INC	C. CAVE: W/E 10/04/15	411.84
rwflst	10/15/15	MANPOWER GROUP US INC	C. CAVE W/E 09/27/15	463.32
rwflst	10/15/15	VERIZON WIRELESS	CELL PHN SVC AND EQMT CHARGES 09/04 - 10/03/15	23.70
rwflst	10/20/15	BARRETT BUSINESS SERVICES INC.	M. ZAVALA: W/E 10/11/15	433.92
rwflst	10/20/15	BARRETT BUSINESS SERVICES INC.	K. KOLODZIE: W/E 10/11/15	460.80
rwflst	10/20/15	BARRETT BUSINESS SERVICES INC.	C. HIVES: W/E 10/11/15	734.72
rwflst	10/20/15	BARRETT BUSINESS SERVICES INC.	P. BRICK JR.: W/E 10/11/15	460.80
rwflst	10/20/15	BARRETT BUSINESS SERVICES INC.	W. RHODES: W/E 10/11/15	322.56
rwflst	10/20/15	BARRETT BUSINESS SERVICES INC.	A. JEW: W/E 10/11/15	122.88
rwflst	10/20/15	BARRETT BUSINESS SERVICES INC.	K. GARCIA: W/E 10/11/15	368.64
rwflst	10/20/15	BARRETT BUSINESS SERVICES INC.	S. JENNE: W/E 10/11/15	414.72
rwflst	10/21/15	MANPOWER GROUP US INC	C. CAVE: W/E 10/11/15	437.58
rwflst	10/22/15	UNITED SITE SERVICES	DUBLIN RW FILL STATION: PORTA POTTY OCT '15	263.82
rwflst	10/26/15	BARRETT BUSINESS SERVICES INC.	M. ZAVALA: W/E 10/18/15	245.76
rwflst	10/26/15	BARRETT BUSINESS SERVICES INC.	K. KOLODZIE: W/E 10/18/15	437.76
rwflst	10/26/15	BARRETT BUSINESS SERVICES INC.	C. HIVES:W/E 10/18/15	701.12
rwflst	10/26/15	BARRETT BUSINESS SERVICES INC.	P. BRICK JR.: W/E 10/18/15	437.76
rwflst	10/26/15	BARRETT BUSINESS SERVICES INC.	W. RHODES: W/E 10/18/15	364.80
rwflst	10/26/15	BARRETT BUSINESS SERVICES INC.	A. JEW: W/E 10/18/15	385.92
rwflst	10/26/15	BARRETT BUSINESS SERVICES INC.	K. GARCIA:W/E 10/18/15	245.76
rwflst	10/26/15	BARRETT BUSINESS SERVICES INC.	S. JENNE: W/E 10/18/15	537.60
rwflst	10/27/15	MANPOWER GROUP US INC	C. CAVE: W/E 10/18/15	274.56
rwflst	11/02/15	BARRETT BUSINESS SERVICES INC.	W. RHODES: W/E 10/18/15	15.36
rwflst	11/02/15	BARRETT BUSINESS SERVICES INC.	M. ZAVALA: W/E 10/25/15	368.64
rwflst	11/02/15	BARRETT BUSINESS SERVICES INC.	K. KOLODZIE: W/E 10/25/15	414.72
rwflst	11/02/15	BARRETT BUSINESS SERVICES INC.	P. BRICK JR.: W/E 10/25/15	437.76
rwflst	11/02/15	BARRETT BUSINESS SERVICES INC.	W. RHODES: W/E 10/25/15	391.68
rwflst	11/02/15	BARRETT BUSINESS SERVICES INC.	A. JEW: W/E 10/25/15	245.76
rwflst	11/02/15	BARRETT BUSINESS SERVICES INC.	K. GARCIA: W/E 10/25/15	514.56
rwflst	11/02/15	BARRETT BUSINESS SERVICES INC.	S. JENNE: W/E: 10/25/15	483.84
rwflst	11/02/15	BARRETT BUSINESS SERVICES INC.	C. HIVES: W/E 10/25/15	701.12
rwflst	11/03/15	ORCHARD SUPPLY HARDWARE	Lock for pumps	9.30
rwflst	11/04/15	MANPOWER GROUP US INC	C. CAVE: W/E 10/25/15	300.30

**DROUGHT - DETAIL OF EXPENSES THROUGH**

**2/29/2016**

String	Date	Vendor	Description	Amount
rwflst	11/09/15	BARRETT BUSINESS SERVICES INC.	M. ZAVALA: W/E 11/01/15	368.64
rwflst	11/09/15	BARRETT BUSINESS SERVICES INC.	K. KOLODZIE: W/E 11/01/15	437.76
rwflst	11/09/15	BARRETT BUSINESS SERVICES INC.	C. HIVES: W/E 11/01/15	772.80
rwflst	11/09/15	BARRETT BUSINESS SERVICES INC.	P. BRICK JR.: W/E 11/01/15	437.76
rwflst	11/09/15	BARRETT BUSINESS SERVICES INC.	W. RHODES: W/E 11/01/15	368.64
rwflst	11/09/15	BARRETT BUSINESS SERVICES INC.	G. PHILLIPS: W/E 11/01/15	291.84
rwflst	11/09/15	BARRETT BUSINESS SERVICES INC.	A. JEW: W/E 11/01/15	360.96
rwflst	11/09/15	BARRETT BUSINESS SERVICES INC.	S. JENNE: W/E 11/01/15	391.68
rwflst	11/11/15	MANPOWER GROUP US INC	C. CAVE: W/E 11/01/15	411.84
rwflst	11/12/15	MANPOWER GROUP US INC	C. CAVE: W/E 11/08/15	394.68
rwflst	11/16/15	VERIZON WIRELESS	CELL PHN SVC AND EQMT CHARGES 10/04 - 11/03/15	23.62
rwflst	11/17/15	A-1 ENTERPRISES	WWTP RW FILL STATION: PORTA POTTY OCT '15	236.46
rwflst	11/17/15	BARRETT BUSINESS SERVICES INC.	M. ZAVALA: W/E 11/08/15	122.88
rwflst	11/17/15	BARRETT BUSINESS SERVICES INC.	C. HIVES: W/E 11/08/15	322.56
rwflst	11/17/15	BARRETT BUSINESS SERVICES INC.	P. BRICK JR.: W/E 11/08/15	245.76
rwflst	11/17/15	BARRETT BUSINESS SERVICES INC.	W. RHODES: W/E 11/08/15	368.64
rwflst	11/17/15	BARRETT BUSINESS SERVICES INC.	S. JENNE: W/E 11/08/15	368.64
rwflst	11/19/15	MANPOWER GROUP US INC	C. CAVE: W/E 11/15/15	274.56
rwflst	11/24/15	BARRETT BUSINESS SERVICES INC.	S. JENNE: W/E 11/15/15	245.76
rwflst	11/24/15	BARRETT BUSINESS SERVICES INC.	W. RHODES: W/E 11/15/15	245.76
rwflst	11/24/15	BARRETT BUSINESS SERVICES INC.	P. BRICK JR.: W/E 11/15/15	245.76
rwflst	11/24/15	BARRETT BUSINESS SERVICES INC.	C. HIVES: W/E 11/15/15	322.56
rwflst	11/24/15	BARRETT BUSINESS SERVICES INC.	M. ZAVALA: W/E 11/15/15	122.88
rwflst	11/24/15	BARRETT BUSINESS SERVICES INC.	K. KOLODZIE: W/E 11/15/15	122.88
rwflst	12/02/15	MANPOWER GROUP US INC	C. CAVE: W/E 11/22/15	274.56
rwflst	12/02/15	FED-EX	SHIPPING CHARGES - SEND SCANNER FOR REPAIR	24.73
rwflst	12/02/15	BARRETT BUSINESS SERVICES INC.	C. HIVES: W/E 11/22/15	609.28
rwflst	12/02/15	BARRETT BUSINESS SERVICES INC.	S. JENNE: W/E 11/22/15	245.76
rwflst	12/02/15	BARRETT BUSINESS SERVICES INC.	M. ZAVALA: W/E 11/22/15	122.88
rwflst	12/02/15	BARRETT BUSINESS SERVICES INC.	K. KOLODZIE: W/E 11/22/15	122.88
rwflst	12/02/15	BARRETT BUSINESS SERVICES INC.	P. BRICK JR.: W/E 11/22/15	122.88
rwflst	12/02/15	BARRETT BUSINESS SERVICES INC.	W. RHODES: W/E 11/22/15	122.88
rwflst	12/10/15	BARRETT BUSINESS SERVICES INC.	C. HIVES: W/E 11/29/15	358.40
rwflst	12/10/15	BARRETT BUSINESS SERVICES INC.	P. BRICK: W/E 11/29/15	107.52
rwflst	12/10/15	BARRETT BUSINESS SERVICES INC.	K. KOLODZIE: W/E 11/29/15	19.20
rwflst	12/10/15	BARRETT BUSINESS SERVICES INC.	S. JENNE: W/E 11/29/15	107.52
rwflst	12/17/15	A-1 ENTERPRISES	WWTP RW FILL STATION: PORTA POTTY NOV '15	236.46
rwflst	12/17/15	BARRETT BUSINESS SERVICES INC.	M. ZAVALA: W/E 12/06/15	107.52
rwflst	12/17/15	BARRETT BUSINESS SERVICES INC.	K. KOLODZIE: W/E 12/06/15	42.24
rwflst	12/17/15	BARRETT BUSINESS SERVICES INC.	C. HIVES: W/E 12/06/15	336.00
rwflst	12/22/15	VERIZON WIRELESS	CELL PHN SVC AND EQPMT CHARGES 11/04 -12/03/15	22.74

**DROUGHT - DETAIL OF EXPENSES THROUGH****2/29/2016**

<b>String</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
rwflst	12/22/15	BARRETT BUSINESS SERVICES INC.	C. HIVES: WE 12/13/15	134.40
rwflst	12/24/15	TREE TOP PRODUCTS	RW Fill Station (2) 19' Speed Humps	1,913.66
rwflst	12/28/15	FASTSIGNS	FILL STATION SIGN "STATION CLOSING OCT 30, 4PM"	388.73
rwflst	01/04/16	BARRETT BUSINESS SERVICES INC.	CURTIS HIVES: W/E 12/20/15	35.84
rwflst	01/04/16	BARRETT BUSINESS SERVICES INC.	P.BRICK JR., W/E 12/20/15	92.16
rwflst	01/04/16	BARRETT BUSINESS SERVICES INC.	C. HIVES: ADJUSTMENT FOR W/E 12/13/15	26.88
rwflst	01/12/16	BARRETT BUSINESS SERVICES INC.	P. BRICK: WE 01/03/16	92.16
rwflst	01/20/16	VERIZON WIRELESS	CELL PHN SVC AND EQPT CHARGES 12/04 -01/03/16	22.82
rwflst	01/20/16	BARRETT BUSINESS SERVICES INC.	C. HIVES: WE 01/03/16	143.36
rwflst	01/21/16	A-1 ENTERPRISES	WWTP RW FILL STATION: PORTA POTTY DEC '15	236.46
rwflst	02/03/16	BARRETT BUSINESS SERVICES INC.	C. HIVES: WE 01/24/16	35.84
rwflst	02/09/16	BARRETT BUSINESS SERVICES INC.	C. HIVES: W/E 01/31/16	35.84
rwflst	02/09/16	BARRETT BUSINESS SERVICES INC.	P. BRICK JR.: W/E 01/31/16	92.16
rwflst	02/11/16	A-1 ENTERPRISES	WWTP RW FILL STATION: PORTA POTTY JAN '16	236.46
rwflst	02/11/16	VERIZON WIRELESS	CELL PHN SVC AND EQPT CHARGES 01/04 -02/03/16	22.82
rwflst	02/17/16	BARRETT BUSINESS SERVICES INC.	C. HIVES: WE 02/07/16	143.36
rwflst	02/17/16	BARRETT BUSINESS SERVICES INC.	S. JENNE: WE 02/07/16	92.16
<b>rwflst Total</b>				<b>103,234.24</b>
tempst				
<b>tempst Total</b>				<b>-</b>
wtrcre	12/01/15	Wisewater User		1,408.00
wtrcre	12/15/15	Wisewater User		1,578.00
wtrcre	12/29/15	Wisewater User		8.00
wtrcre	01/01/16	Wisewater User		1,568.00
wtrcre	01/11/16	Wisewater User		8.00
wtrcre	01/15/16	Wisewater User		2,496.00
<b>wtrcre Total</b>				<b>7,066.00</b>
<b>Grand Total</b>				<b>137,270.66</b>



Reference Engineering Services Manager	Type of Action Approve Staff Authority	Board Meeting of March 15, 2016
Subject Approve Staff Authority to Submit Grant Application for Bay Area Biosolids to Energy Project		
<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 checked="" type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	D. McIntyre
		<input type="checkbox"/> Board Member

**Recommendation:**

The Engineering Services Manager recommends the Board of Directors approve, by Resolution, authority for staff to submit a grant application to the California State Water Board in connection with the Bay Area Biosolids to Energy Project.

**Summary:**

On September 15, 2015 the Board received an update on the Biosolids to Energy Project, and approved, by Resolution, a reimbursement agreement with Synagro-WWT, Inc., in an amount not to exceed \$60,000, and authorized, by Motion, an out-of-state travel for District staff to observe a prototype project in operation by Synagro in Valencia, Spain.

Since that time, staff has been investigating many items from the checklist that was presented. One item is grant funding opportunities. There is a very promising planning grant through the State Water Resources Control Board that would match funds up to \$75,000. Matching funds can be items that are currently being expended such as staff time, preliminary engineering, and any other work that goes into the planning phase. The grant application requires Board approval by resolution.

The attached staff report is a written summary of the current project status and proposed grant.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR S. Delight	DEPARTMENT Eng Services	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input 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 APPROVING AUTHORITY FOR STAFF TO SUBMIT A PLANNING GRANT APPLICATION FOR THE BIOSOLIDS TO ENERGY FACILITY

---

WHEREAS, the District is a member agency of the Bay Area Biosolids to Energy Coalition, a coalition of various public agencies located in the San Francisco Bay Area working together to evaluate and implement a biosolids management solution for the Bay Area; and

WHEREAS, Synagro-WWT, Inc., (Synagro) is obligated through a term sheet signed with the Bay Area Biosolids to Energy Coalition to perform due diligence to investigate viability of hydrothermal oxidation technology for biosolids treatment; and

WHEREAS, the District and Synagro are collaborating to site and build a hydrothermal oxidation facility at the District's Wastewater Treatment Plant that will convert biosolids to recoverable resources, including energy; and

WHEREAS, the District wishes to submit a Water Recycling Funding Program Planning Grant Application with the State Water Resources Control Board; and

WHEREAS, the grant application requires an authorizing Resolution for Staff to submit the application.

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 General Manager (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of Dublin San Ramon Services District, a Water Recycling Funding Program Planning Grant Application with the State Water Resources Control Board for the planning, design, and construction of the Bay Area Biosolids to Energy Project (the Project).



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

2. The Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement for the State Water Resources Control Board and any amendments or changes thereto.
3. The Authorized Representative, or his/her designee, is designated to represent the District in carrying out the District's responsibilities under the grant agreement, including certifying disbursement requests on behalf of the District and compliance with applicable state and federal laws.

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 15th day of March 2016, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
D.L. (Pat) Howard, President

ATTEST: \_\_\_\_\_  
Nicole Genzale, District Secretary

# STAFF REPORT



District Board of Directors  
March 15, 2016

## UPDATE ON BIOSOLIDS TO ENERGY AND AUTHORIZATION FOR DSRSD STAFF TO SUBMIT A GRANT APPLICATION TO THE CALIFORNIA STATE WATER BOARD

### BACKGROUND

On September 15, 2015 the Board received an update on the Biosolids to Energy project, approved by Resolution a reimbursement agreement with Synagro-WWT, Inc., (Synagro) in an amount not to exceed \$60,000, and authorized by Motion an out-of-state travel for DSRSD staff to observe a prototype project in operation by Synagro in Valencia, Spain.

Since that time, staff and Synagro have continued to make important progress on the project. Highlights include:

- Constructive discussions have been held with San Francisco Public Utilities Commission (SFPUC) regarding their participation as a biosolids supplier for this project.
- These discussions included working with SCFI, the technology provider, and Synagro to identify additional equipment necessary to handle the high levels of grit periodically contained in San Francisco's biosolids.
- Synagro has engaged a consultant (Carollo Engineers) to prepare a preliminary design and construction cost estimate for the project. This work is anticipated to be completed in approximately seven weeks.
- Staff engaged an environmental consultant (through our contract with MDB Engineers) to complete a preliminary review of the project from a CEQA compliance standpoint.
- On February 11, at a Pleasanton-DSRSD Liaison Committee, representatives from Pleasanton and DSRSD received an updated report on the status of the project. Pleasanton representatives provided a list of potential concerns for DSRSD to address prior to advancing the project.
- The technology is now in start-up in Valencia Spain and will be ready for viewing in late April through May 2016.
- A bill (SB1213) has been introduced into the California legislature that would provide \$12 million grant funding earmarked specifically for this project.
- Two other grant opportunities have been identified that could provide funding for this project. One is a competitive U.S. Department of Energy grant program that will be announced later this spring. The other is through the State Water Resources Control Board (SWRCB). It contains both planning and construction grant funding.

As described in September 15, 2015 staff report, there are number of questions that need to be answered, including:

1. Would such a project be of benefit to DSRSD's long-term solids handling needs?
2. Will the technology work as envisioned in a prototype project? The technical feasibility of the technology needs to be demonstrated. Synagro has already committed to funding this

feasibility study on behalf of the Bay Area Biosolids to Energy (BAB2E) Coalition, and is committed to conducting and assessing operations of a prototype facility in Valencia, Spain to satisfy this requirement.

3. Is a pilot facility physically suitable at the DSRSD site from an operational standpoint, given potential site layout issues, traffic circulation, noise impacts, visual impacts, community acceptability, etc.? The physical suitability of the pilot project at the DSRSD facility, along with acceptability of the facility to the City of Pleasanton needs to be addressed.
4. What are the type and scale of potential environmental impacts of such a facility? Preliminary engineering and environmental review are necessary to answer this.
5. Is such a pilot project economically feasible? The economic feasibility of a pilot project for DSRSD needs to be determined, based on a number of contractual and operating arrangements.
6. Can one or more interested partners be found to provide a reliable supply of drier solids to blend with DSRSD's wetter solids? SFPUC is the most promising partner at the moment and other member agencies have expressed interest. Complex financial details need to be worked out and negotiated in agreements.
7. What types of operational and capital investment arrangements are available for a project, and what are the financial risks and opportunities to DSRSD? Could a mutually satisfactory operating and capital investment agreement be developed between DSRSD and the operator, Synagro?

Towards the goal of answering key project questions prior to initiating design of the project, staff proposed last September and the Board approved that DSRSD explicitly take the lead on the project from BAB2E Coalition and begin work to answer these questions. Funding of \$100,000 is currently authorized in the Capital Budget. The Board also authorized entering into a Reimbursement Agreement in an amount not to exceed \$60,000 with Synagro.

The State Water Resources Control Board provides grants for planning and construction of water recycling projects through its Water Recycling Fund. The planning grant will cover 50% of eligible costs up to \$75,000. Their construction grant will provide funding in the amount of up to 35% of actual eligible construction costs incurred up to a maximum of \$15 million, including construction allowances, as well as eligible pilot projects, which may receive grant funds in the amount of up to 35% of actual eligible pilot study construction costs incurred up to a maximum of \$1 million. Both grant applications are open on a continuous basis.

Our consultant has discussed the DSRSD/Synagro project with Water Recycling Fund grant program staff and they believe that it would be eligible because the plant will produce over 3 million gallons of recyclable water per year. They understand that this is a small commercial scale technology demonstration that, if adopted Bay Area or statewide, would provide a significant source of new recycled water. They are also encouraged by the projects renewable energy production and traffic and greenhouse gas reduction potential.

Accordingly, the \$75,000 could be used to augment DSRSD costs for the activities necessary to answer the outstanding questions. Matching funds would come from DSRSD, BAB2E Coalition, Synagro and SCFI time and expenses. Accordingly, this action, if successful, would reduce DSRSD's cash outlay and could also be a good precursor to the 35% construction grant that the program offers.

Synagro, SCFI and the BAB2E Coalition and some of its individual members have offered to provide letters of support to this application.

**RECOMMENDATION**

Staff recommends that the Board receive this update on the Biosolids to Energy project, authorize staff to complete, sign and submit the planning grant application and approve, by Resolution, the required staff authorization.

Attachment A: Planning Grant Application Form

# WATER RECYCLING FUNDING PROGRAM PLANNING GRANT APPLICATION

I. APPLICANT INFORMATION			
Agency Name: Dublin San Ramon Services District			
Agency Type: <input checked="" type="checkbox"/> Public – Local <input type="checkbox"/> Public - State <input type="checkbox"/> Indian Tribe <input type="checkbox"/> Nonprofit <input type="checkbox"/> Other: Specify _____			
Charter City/County: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Street Address: 7051 Dublin Boulevard, Dublin, CA 94568			
Mailing Address:			
Congressional District(s): 13		State Senate District(s): 7	
State Assembly District(s): 16		County (or Counties): Alameda	
Regional Water Board where the project will take place: <input type="checkbox"/> 1 (North Coast) <input checked="" type="checkbox"/> 2 (San Francisco Bay) <input type="checkbox"/> 3 (Central Coast) <input type="checkbox"/> 4 (Los Angeles) <input type="checkbox"/> 5 (Central Valley) <input type="checkbox"/> 6 (Lahontan) <input type="checkbox"/> 7 (Colorado River) <input type="checkbox"/> 8 (Santa Ana) <input type="checkbox"/> 9 (San Diego)			
Federal ID No.:			
Authorized Representative Name, Title:			
Phone No.:		Email Address:	
General Contact Person Name, Title:			
Phone No.: 925-828-0515		Email Address:	
II. PROJECT INFORMATION			
Project Title: Biosolids to Energy Project			
Total Study Cost: \$			
Grant Amount Requested: \$ 75,000.00			
Note: The maximum grant is 50 percent of the total eligible study cost up to a maximum grant of \$75,000			
Estimated Project Schedule	Study starting date	Submit draft facilities plan	Submit final facilities plan
Funds for Cash Flow: The Agency is expected to have funds available to handle cash flow of the entire study cost, Pending receipt of grant disbursements.			
Does the Agency have local funds on hand to cover the entire study cost? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Describe any other loans, grants, or other financial assistance provided to the grant applicant to assist in this study:			

State Use Only	
WRFP Project #	
Project Manager	
Date Received	

<b>III. REGULATORY INFORMATION</b>	
NPDES Permit and/or WDR Order No.:	
Has enforcement action occurred as a result of the water quality problem? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>IV. COMPLIANCE WITH URBAN WATER MANAGEMENT AND WATER RIGHTS REQUIREMENTS</b>	
Are you an Urban Water Supplier*? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
• If yes, have you submitted an Urban Water Management Plan to the Department of Water Resources?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*An Urban Water Supplier provides water for municipal purposes either directly or indirectly to more than 3,000 customers or supplies more than 3,000 acre-feet of water annually. The Urban Water Management Planning Act, Water Code, Section 10631.5, requires every urban water supplier to prepare and adopt an Urban Water Management Plan that includes specific elements.	
Is your entity a water diverter and subject to section 5103 of the Water Code? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>V. DISCUSSION OF MATERIAL EVENTS, MATERIAL OBLIGATION CONDITIONS, AND ANY DEBT LIMIT</b>	
Identify any current, prior or pending material events such as bankruptcy, defaults, litigation, grant jury findings, unscheduled draws on reserve funds, substitution of insurers or their failure to perform, unscheduled draws on credit enhancements, actions taken in anticipation of filing Chapter 9, rating changes, relevant conditions in material obligations, and any local debt limit:	
<b>VI. ATTACHMENTS</b>	
<input type="checkbox"/> 1 – Study Scope (see WRFPP Guidelines for suggested format) <a href="http://www.waterboards.ca.gov/water_issues/programs/grants_loans/water_recycling/docs/tbl1.pdf">http://www.waterboards.ca.gov/water_issues/programs/grants_loans/water_recycling/docs/tbl1.pdf</a>	
<input type="checkbox"/> 2 – Authorizing Resolution/ Ordinance (see attached example)	
<input type="checkbox"/> 3 – Compliance with the Division of Financial Assistance Water Conservation Plan requirements	
<input type="checkbox"/> 4 – Proof of Submittal of an Urban Water Management Plan to the Department of Water Resources	
<input type="checkbox"/> 5 – Proof of Compliance with Demand Management Measures and Best Management Practices <a href="http://www.water.ca.gov/wateruseefficiency/docs/compliance-ab1420.pdf">http://www.water.ca.gov/wateruseefficiency/docs/compliance-ab1420.pdf</a>	
<input type="checkbox"/> 6 – Certification for Compliance with Water Metering (see attached)	
<input type="checkbox"/> 7 – Relevant Service, Management, Operating or Joint Powers Agreements (if applicable)	

**CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE**

To the best of my knowledge and belief, I certify that I am authorized to submit this application; the information provided in this application is true and correct; the documentation has been duly authorized by the governing body of the applicant; and the entity possesses the legal authority to apply for the financing and enter into a financing agreement with the State Water Resources Control Board and to finance and construct the proposed facilities.

Name of Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION FOR COMPLIANCE WITH WATER METERING  
REQUIREMENTS FOR FUNDING APPLICATIONS**



Funding Entity name: State Water Resources Control Board

Funding Program name: Water Recycling Funding Program

Applicant (Entity name): Dublin San Ramon Services District

Please check one of the boxes below and sign and date this form.

As the authorized representative for the applicant Entity, I certify under penalty of perjury that the Entity is not an urban water supplier, as that term is understood pursuant to the provisions of section 529.5 of the Water Code.

As the authorized representative for the applicant Entity, I certify under penalty of perjury that the applicant Entity has fully complied with the provisions of Division 1, Chapter 8, Article 3.5 of the California Water Code (sections 525 through 529.7 inclusive) and that the ordinances, rules, or regulations submitted with this certification as listed below have been duly adopted and are in effect as of this date.

---

I understand that the Funding Entity will rely on this signed certification in order to approve funding and that false and/or inaccurate representations in this Certification Statement may result in loss of all funds awarded to the applicant for its project. Additionally, for the aforementioned reasons, the Funding Entity may withhold disbursement of project funds, and/or pursue any other applicable legal remedy.

---

Name of Authorized Representative  
(Please print)

---

Title

---

Signature of Authorized Representative

---

Date



Reference Engineering Services Manager	Type of Action Discuss and Provide Direction	Board Meeting of March 15, 2016
Subject Discuss and Provide Direction on the Use of Clean Water Revival Facilities and Demineralized Recycled Water Policy		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input 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 receive a presentation on possible changes to the Use of Clean Water Revival Facilities and Demineralized Recycled Water policy (P300-11-1), and direct staff to bring back a Resolution adopting a revised policy to direct development of a potable reuse project (Option 1).

**Summary:**

In the 1990s, the District constructed facilities to demineralize recycled wastewater for injection into the Livermore-Amador Valley groundwater basin, for later extraction as a potable water source (“potable reuse”). Before the groundwater injection project could be placed into operation, the District ceased development and commissioning of the project. Subsequently, in 2002 the Board adopted Resolution No. 45-02 formally terminating the groundwater injection project, and later adopted a Use of Clean Water Revival Facilities and Demineralized Recycled Water policy (P300-11-1) for the re-purposing of the Clean Water Revival Program facilities.

In the aftermath of severe drought shortages in 2014 and 2015, the Board has taken a number of steps to re-open the issue of potable reuse of recycled wastewater, whether by groundwater injection as planned in the 1990s, or other potable reuse options. This involved adoption of specific action items in the 5-Year Strategic Plan last year, and the adoption of a new Water Supply, Storage, Conveyance, Quality, and Conservation policy last year. Moreover, a consensus recommendation made at the February 11, 2016 Tri-Valley Water Policy Roundtable supports the initiation of a Tri-Valley Joint Potable Reuse Feasibility Study.

The existing Use of Clean Water Revival Facilities and Demineralized Recycled Water policy is now inconsistent with other actions taken by the Board over the last year and is in need of updating. A proposed policy shift would change direction from prohibiting development of a potable reuse project to supporting the development of a potable reuse project.

The attached staff report provides further background on the use of Clean Water Revival Facilities and Demineralized Recycled Water policy.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR D. McIntyre	DEPARTMENT Eng Services	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input 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. Use of Clean Water Revival Facilities and Demineralized Recycled Water Policy (P300-11-1) 2. Resolution No. 45-02 3.			
H:\Board\2016\03-15-16\Policy Clean Water Revival - Discussion\Clean Water Revival S&R.docx						136 of 150



# STAFF REPORT



District Board of Directors  
March 15, 2016

## DISCUSSION AND DIRECTION ON THE POLICY FOR “USE OF CLEAN WATER REVIVAL FACILITIES AND DEMINERALIZED RECYCLED WATER”

### BACKGROUND

In the late 1990’s DSRSD initiated development of a demineralized recycled water project for the purpose of injection of purified recycled water into the Livermore Amador Valley groundwater basins, for later extraction as a potable water source (“potable reuse”). DSRSD built a number of facilities for this “Clean Water Revival” project including a demonstration reverse osmosis treatment facility, and was preparing to complete one of the key remaining elements, the injection wells. However, as a result of community concern about the project, as well as resistance to the project by other agencies, DSRSD elected to suspend development of the Clean Water Revival project in 2000.

In 2002, the Board adopted Resolution No. 45-02 documenting the development and subsequent termination of the Clean Water Revival project (Resolution No. 45-02 is Attachment 2 to the Summary and Recommendation). The Resolution stated in part that:

- DSRSD will not inject water or wastewater into the groundwater basin;
- DSRSD is committed to recycled water for landscaping (tertiary recycled water);
- The existing Clean Water Revival project facilities would be re-purposed to support improved water quality in the Tri-Valley.

The most notable example was the re-use of a portion of the Clean Water Revival project pipeline to receive brine in order to serve Zone 7’s demineralization facility as part of the groundwater basin salt management strategy.

The Board provided further direction on the use of Clean Water Revival facilities and demineralized recycled water with the adoption of the “Use of Clean Water Revival Facilities and Demineralized Recycled Water” policy in 2011 (P300-11-1, Attachment 1 to the Summary and Recommendation). This policy statement reaffirmed DSRSD’s intention to not inject purified wastewater into the groundwater basin, and listed a number of acceptable options for re-purposing the existing Clean Water Revival program facilities.

In response to the Great Drought in 2014 and 2015, the Board of Directors began to reconsider the District’s long-term water supply. The District’s water supply reliability continues to demonstrate vulnerability, as illustrated by the 2014 and 2015 Drought. Moreover, the District’s sole potable water supply provider, Zone 7, imports approximately 80% of the Tri-Valley’s potable water supply from a single source, the State Water Project (SWP). The SWP receives water from the Delta, which is facing increasing regulatory and environmental uncertainty. Improvements to the Delta are currently being considered by the State and will be borne by local ratepayers. The improvement of the water supply derived from SWP involves the construction of twin bypass tunnels under the Delta, and is now known as the “California WaterFix”. The resultant reliability of the State Water Project and Delta after the “California WaterFix” has been completed is unknown. Furthermore, the complexity of the contemplated facilities and anticipated legal challenges may delay improvements to water supply reliability for District customers for years, if not decades. Thus, the reliability of the District’s current water supply is uncertain.

Throughout 2015, the Board took a number of actions to either explicitly or implicitly re-open the issue of potable reuse of purified wastewater, whether by groundwater injection into the groundwater basin, or other methods.

### 5-Year Strategic Plan

On May 19, 2015, the Board adopted the update of the 5-Year Strategic Plan, which included Strategic Goal #2.01 to increase the reliability of the water supply be diversifying the water supply portfolio. Moreover, the plan included Strategic Work Plan Task #2.01.06 to “develop an Indirect Potable Reuse Project in partnership with one or more Tri-Valley partners.”

### 10 Year Capital Improvement Plan and 2 Year Capital Improvement Budget

On June 2, 2015, the Board approved the 10 Year Capital Improvement Plan and 2 Year Capital Improvement Budget, which included two projects that implicitly supported a potable reuse project:

- Water Reuse Demonstration Project (CIP 16-R013)
- Water Supply Reliability Project (CIP 16-W009)

### Alternative Water Supply Study

On October 20, 2015, the Board accepted the Alternative Water Supply Study. The study included a number of alternative water supply options that assumed that indirect potable reuse would become part of DSRSD’s portfolio. The options looked at indirect potable reuse providing anywhere from 12% to 40% of DSRSD’s ultimate water supply (2,825 acre-feet annually to 9,800 acre-feet annually).

### Water Supply, Storage, Conveyance, Quality, and Conservation Policy

On October 20, 2015, the Board adopted the Water Supply, Storage, Conveyance, Quality, and Conservation policy (P300-15-1) which implicitly supported potable reuse of purified recycled water. Specifically, three of the 12 policy statements noted the following:

- Policy Statement #3 – 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.
- Policy Statement #5 – 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.
- Policy Statement #9 – With the exception of brine produced from recycling production, to discharge no treated wastewater to the Bay.

### Tri-Valley Water Policy Roundtable #6

On February 11, the sixth meeting of the Tri-Valley Water Policy Roundtables was held. This meeting, attended by 11 elected representatives of six local agencies (DSRSD, Zone 7, and the cities of Dublin, San Ramon, Pleasanton, and Livermore) considered the possibility of supporting a study of indirect potable reuse.

The Tri-Valley Water Policy Roundtable received a report that according to two of the eight scenarios in the Zone 7 2015 Water Supply Evaluation, a Tri-Valley potable reuse project (and/or regional desalination project) would be needed to continuously achieve compliance with Zone 7’s adopted water reliability policy.

Results from a community survey were presented, showing that 63% of Tri-Valley residents were supportive of a potable reuse project incorporating groundwater injection, while only 29% of Tri-Valley residents were opposed. Moreover, 69% of residents were willing to pay a little more each month to ensure a reliable water supply. The support ranged from 56% willing to pay up to \$20/month to ensure a reliable water supply, to 82% willing to pay up to \$5/month to ensure a reliable water supply.

Based on the information presented, the 11 elected officials unanimously agreed to support a Joint Tri-Valley Potable Reuse Feasibility Study. Staff from the various water agencies are working to develop a scope of work for this study. The individual agencies will need to give final approval to participate in a Joint Feasibility Study.

## **DISCUSSION**

The above Board actions, combined with the results of Tri-Valley Water Policy Roundtable #6, are potentially inconsistent with the adopted “Use of Clean Water Revival Facilities and Demineralized Recycled Water” policy (P300-11-1). Moreover, Resolution No. 45-02 may be in conflict with these later DSRSD Board actions. There are a number of options going forward to reconcile the various actions and policies.

### Option #1 – Significantly amend Policy P300-11-1

To underscore DSRSD’s commitment to a potable reuse project, and to explicitly affirm 2015 Board actions, the Board could direct a redrafting of the “Use of Clean Water Revival Facilities and Demineralized Recycled Water” policy (P300-11-1). In this case, the policy would be restated to encourage development of an indirect potable reuse project, potentially including groundwater injection as one of the options. Further, the policy would allow for some elements of Clean Water Revival facilities to remain re-purposed for potable reuse. Lastly, such a redrafted policy would support the study of the optimal use of Clean Water Revival Facilities, whether to support other elements of a recycled water program, or to be rededicated as potable reuse facilities.

Under this option, Resolution No. 45-02 would be rescinded and a new Resolution adopting the revised “Use of Clean Water Revival Facilities and Demineralized Recycled Water” policy (P300-11-1) would then be approved.

Because the Board has adopted a number of actions in 2015 that support potable reuse, including implicitly supporting the groundwater injection method of indirect reuse, and in light of current community support for groundwater injection of purified recycled water, the policy could be brought into timely alignment with these other actions and factors. Moreover, such a policy amendment would represent an emphatic statement of DSRSD’s new intent on a potable reuse project. However, on the other hand, the Board might conclude it is premature to amend the policy at this time, until the results of a Joint Tri-Valley Potable Reuse Feasibility Study had been completed and considered in the drafting of a new policy.

### Option #2 – Rescind Policy P300-11-1 and consider a new policy at a later time

Under this option, the “Use of Clean Water Revival Facilities and Demineralized Recycled Water” policy (P300-11-1) would be rescinded. However, a replacement policy would be left for later drafting, only after additional information came out of a Joint Tri-Valley Potable Reuse Feasibility Study. This information would likely not be available until 2018. Once the various options had been developed and technically studied by the Joint Feasibility Study, a replacement study based on that context could be prepared for Board adoption.

### Option #3 – Leave existing policy in place, pending development of joint study

Under this option, the “Use of Clean Water Revival Facilities and Demineralized Recycled Water” policy (P300-11-1) would be left in place in the interim. Once the results of a Joint Tri-Valley Potable Reuse Feasibility Study were available, a new policy to supersede the existing policy could be developed for Board consideration, likely in 2018.

## **RECOMMENDATION**

Staff recommends that the Board direct staff to proceed with Option #1, by drafting a revised policy in “Use of Clean Water Revival Facilities and Demineralized Recycled Water” to direct development of a potable reuse project, and to bring back a Resolution adopting this policy and rescinding Resolution No. 45-02. This item could be brought back as a consent calendar item on April 5.

H:\Board\2016\03-15-16\Policy Clean Wtr Revival - Discussion\Clean Revival Program Staff Report 3-15-16.docx



# POLICY

## Dublin San Ramon Services District

<b>Policy No.:</b>	P300-11-1	<b>Type of Policy:</b>	Operations
<b>Policy Title:</b>	Use of Clean Water Revival Facilities and Demineralized Recycled Water		
<b>Policy Description:</b>	Use of recycled water produced by District's reverse osmosis treatment facility		
<b>Approval Date:</b> Oct 4, 2011			
<b>Approval Resolution No.:</b> 56-11		<b>Last Review Date:</b> 2011	
<b>Rescinded Resolution No.:</b> N/A		<b>Next Review Date:</b> 2015	
<b>Rescinded Resolution Date:</b> N/A		<b>Rescinded Resolution Date:</b> N/A	

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

1. Not to inject water of wastewater origin produced through the District reverse osmosis treatment process into the Livermore Amador Valley Groundwater Basin.
2. To work with Zone 7, the Tri-Valley water retailers, and other actual and potential water users in the Tri-Valley area to identify and implement acceptable ways to productively use the all facilities constructed in the 1990's as part of the District's Clean Water Revival project and the valuable high quality water those facilities can produce. Examples of ways the facilities and water could be used include, but are not necessarily limited to:
  - Demineralization of the high-salt groundwater of the Livermore-Amador Valley Groundwater Basin;
  - Treatment of potable water to improve quality;
  - Salt reduction in support of existing and expanded landscape irrigation with recycled water;
  - Further demineralization of reject water from the Zone 7 well head demineralization program;
  - Salt reduction in support of agricultural irrigation with recycled water; and
  - Treatment of recycled water for irrigation purposes;
  - Conveyance of brine from groundwater demineralization facilities; and
  - Manufacturing, cooling, decorative or other municipal, commercial or industrial uses.
3. Resolution No. 45-02 continues to provide the historical record and factual basis for this policy.

RESOLUTION NO. 45-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE DUBLIN SAN RAMON SERVICES DISTRICT ESTABLISHING A POLICY FOR THE USE OF PURIFIED RECYCLED WATER PRODUCED BY THE DISTRICT'S CLEAN WATER REVIVAL PROJECT AND THE USE OF THOSE FACILITIES AND RESCINDING RESOLUTION NO. 43-00

---

WHEREAS, the Dublin San Ramon Services District ("DSRSD") and the Cities of Livermore ("Livermore") and Pleasanton ("Pleasanton"), California, are member agencies of the Livermore-Amador Valley Water Management Agency ("LAVWMA"), a Joint Exercise of Powers Agency established pursuant to Government Code Section 6500, et seq.; and

WHEREAS, LAVWMA provides wastewater disposal services for its member agencies; and

WHEREAS, in 1985 LAVWMA's member agencies commenced planning for the expansion of LAVWMA's facilities to correspond to planned development and population growth within each agency's local wastewater service area; and

WHEREAS, notwithstanding impending anticipated planned growth, by 1993, no consensus among LAVWMA's member agencies had been achieved regarding expansion of LAVWMA's facilities; and

WHEREAS, in November 1993, the electorate of the City of Dublin ("Dublin"), whose territory is served by DSRSD, approved the East Dublin Specific Plan thereby allowing development requiring wastewater disposal capacity in an amount which, when added to DSRSD's existing demands, would have substantially exceeded the capacity then available to DSRSD in LAVWMA's facilities; and

WHEREAS, in order to provide sufficient disposal capacity in the event LAVWMA's facilities, or alternative jointly-owned and operated facilities, were not timely expanded or provided, DSRSD, in conjunction with Livermore and the Alameda County Flood Control and Conservation District, Zone 7 ("Zone 7"), applied for, and received a master recycling permit ("Order No. 93-159") from the San Francisco Bay Regional Water Quality Control Board ("RWQCB"), which allows construction of wastewater recycling facilities by Livermore and DSRSD producing purified water for injection into the

Livermore-Amador Valley Groundwater Basin (Groundwater Basin”) from which Zone 7 obtains potable water for resale to its customers; and

WHEREAS, portions of those recycling facilities could be used to produce recycled water for landscape irrigation in accordance with Order No. 93-159; and

WHEREAS, use of recycled water for landscape irrigation is seasonal, and therefore does not suffice for wastewater disposal purposes, for which capacity is needed on a year-round basis; and

WHEREAS, the demineralization portion of those recycling facilities could then and can now be used for purposes other than to produce water for groundwater injection; and

WHEREAS, Order No. 93-159, implements Statewide policies regarding use of recycled water to supplement existing surface and underground water supplies (see, e.g., Water Code § 13510 *et seq.*) in furtherance of the public health, welfare, and safety; and

WHEREAS, in July 1994, Zone 7 entered into an agreement with Livermore under which Zone 7 agreed to purchase purified recycled water from Livermore to supplement groundwater resources; and

WHEREAS, in October 1994, Dublin annexed a substantial area of land consistent with the East Dublin Specific Plan, which annexation resulted in near-term imminent demand for wastewater disposal capacity; and

WHEREAS, in the absence of positive action by LAVWMA to provide additional wastewater disposal capacity, DSRSD has relied upon its rights to provide additional capacity through groundwater injection pursuant to Order No. 93-159; and

WHEREAS, in reliance upon an interpretation by DSRSD of support for the Clean Water Revival project by (a) Zone 7 as contained in letters to DSRSD in October 1996 commenting upon the Draft Environmental Impact Report for the Clean Water Revival Project and to the State Department of Health Services (“DOHS”) in September 1997 recommending approval of the Clean Water Revival project, (b) the City of San Ramon and the City of Dublin as contained in correspondence from those agencies to

DSRSD and (c) the City of Pleasanton as contained in the Principles of Agreement for the LAVWMA project, DSRSD informed landowners, developers, and other interested parties of the future availability of such capacity to be created by DSRSD's own project; and

WHEREAS, in January 1997, the Board of Directors of DSRSD, pursuant to the California Environmental Quality Act (Pub. Resources Code § 21000, et seq.; "CEQA") certified as complete, the Environmental Impact Report ("EIR") for DSRSD's own proposed wastewater recycling project, using micro-filtration, reverse osmosis filtration and ultraviolet light disinfection technology to produce highly purified water, which project subsequently was named the "Clean Water Revival Project" ("CWR Project"); and

WHEREAS, by the end of 1996 no progress had been made by LAVWMA toward expanding its disposal facilities, and therefore, in January 1997, the DSRSD Board authorized the design of the CWR Project; and

WHEREAS, in 1997 the legislative bodies of LAVWMA's member agencies approved certain "Principles of Agreement" which were to serve as the basis for agreement to expand the LAVWMA facilities; and

WHEREAS, the Principles of Agreement included, among other matters, the agreement of Pleasanton not to oppose groundwater replenishment with CWR Project water so long as the Project conformed to public health and safety standards; and

WHEREAS, in or about July 1997, the legislative bodies of Livermore, Pleasanton, and DSRSD approved an Amended and Restated Joint Exercise of Powers Agreement ("LAVWMA JPA") for LAVWMA providing for expanding LAVWMA's wastewater disposal facilities; and

WHEREAS, in September 1997, DSRSD and Pleasanton entered into a First Supplemental Agreement to the Agreement Between DSRSD and Pleasanton for Wastewater Disposal Services (the



“Regional Agreement”) under which DSRSD provides wastewater treatment and disposal services for Pleasanton; and

WHEREAS, said First Supplemental Agreement provides Pleasanton an option to participate in the expanded disposal capacity provided under the CWR Project; and

WHEREAS, the Zone 7 Groundwater Management Advisory Committee reviewed the CWR Project and concluded that with certain modifications, which were subsequently incorporated into the project by DSRSD, that the CWR Project for groundwater injection be approved; and

WHEREAS, in September 1997, in a letter from the President of the Board of Directors of Zone 7, Zone 7 endorsed the groundwater replenishment feature of the CWR Project by recommending that the DOHS approve that feature of the CWR Project in accordance with DOHS’s authority and by stating Zone 7’s determination that the CWR Project could be operated to protect the quality of water in the Groundwater Basin and protect public health; and

WHEREAS, in October 1997, responding to the imminent need for additional wastewater disposal capacity, and in the absence of a commitment by LAVWMA to proceed with the expansion of LAVWMA’s disposal facilities under the LAVWMA JPA, the DSRSD Board authorized construction of the CWR Project; and

WHEREAS, in March 1998, Zone 7 published the results of its groundwater salt study which revealed that salt buildup in the Groundwater Basin constitutes a major problem for future use of groundwater; and

WHEREAS, Zone 7’s study concluded that groundwater replenishment with purified recycled water would, if implemented, eliminate or substantially reduce salt accumulation in the Groundwater Basin; and

WHEREAS, in July 1998, following a public hearing, DOHS approved the groundwater replenishment feature of the CWR Project pursuant to Water Code Section 13540 and regulations implementive thereof; and

WHEREAS, in September 1998, the Zone 7 Board of Directors voted to withdraw its support of groundwater injection and stated that they did so because there did not appear to be a sufficient level of support from the general public; and

WHEREAS, in the same month, in response to Zone 7's reversal of policy, DSRSD suspended construction of the injection wells of the CWR Project; and

WHEREAS, in October 1998, DSRSD completed construction of all CWR Project facilities except groundwater injection wells; and

WHEREAS, since that time there has been no further work on those injection wells, and no new injection wells have been started; and

WHEREAS, in March 1999, the DSRSD Board of Directors authorized a comprehensive testing program of the CWR Project purified recycled water; and

WHEREAS, in July 1999, DSRSD published the results of its comprehensive testing program of the CWR Project purified recycled water which demonstrated that such water met or exceeded every regulatory water quality requirement for groundwater replenishment; and

WHEREAS, in accordance with Resolution No. 43-00, adopted by the DSRSD Board on August 15, 2000, no water from the CWR Project has been injected into the Groundwater Basin; and

WHEREAS, in May 1999, DOHS approved use of the reverse osmosis microfiltration and ultraviolet light disinfection features of the CWR Project for the alternative use of CWR Project water for landscape irrigation; and

WHEREAS, in August 1999, DSRSD commenced delivering recycled water from the CWR Project for landscape irrigation within DSRSD's service area; and

WHEREAS, various public opinion surveys have been conducted by DSRSD and others regarding the public's acceptance of groundwater injection; and

WHEREAS, in March 2000, the Executive Officer of the RWQCB approved the Engineering Report for the CWR Project, which approval constituted the last step in the process established for authorizing groundwater injection pursuant to Order No. 93-159; and

WHEREAS, in March 2000, the City Council of Pleasanton voted to oppose groundwater replenishment in light of the results of an advisory ballot measure held in the City of Pleasanton; and

WHEREAS, the City of Pleasanton and Zone 7 challenged the approval of the Engineering Report for the CWR Project by the RWQCB's Executive Officer by filing unsuccessful administrative appeals as well as by filing lawsuits which were consolidated in Superior Court; and

WHEREAS, on April 29, 2002 Judge James Robertson of the San Francisco Superior Court ordered that the RWQCB Executive Officer's approval of the Engineering Report be remanded back to the RWQCB for consideration by the full Board of Directors of the RWQCB; and

WHEREAS, from its inception, the CWR Project was conceived by DSRSD as a means by which DSRSD could meet its wastewater disposal service obligations; and

WHEREAS, the CWR Project, particularly with respect to the groundwater replenishment feature, was not developed and constructed for the purpose of providing potable water or for the purpose of reducing salt accumulation in the Groundwater Basin; and

WHEREAS, LAVWMA has initiated and is nearing completion of facilities which will provide additional dry weather wastewater disposal capacity, and the availability of that capacity will mean that DSRSD will no longer need dry weather disposal capacity other than that available to it in the LAVWMA project; and

WHEREAS, DSRSD may need additional storage for wet weather flows in the future, which can be provided by means other than the injection of purified recycled water into the Groundwater Basin; and

WHEREAS, DSRSD is currently utilizing all of the CWR Project Facilities, except the Reverse Osmosis system, for the production and delivery of recycled water for landscape irrigation within the DSRSD service area; and

WHEREAS, DSRSD desires to use the Reverse Osmosis Units to purify water for other beneficial uses in the DSRSD service area or in the Tri-Valley area.

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

1. The Board hereby determines that the foregoing recitals are true, and hereby incorporates said recitals into this Resolution as findings of fact.
2. In view of the foregoing findings, the Board hereby rescinds Resolution No. 43-00, which was adopted by this Board on August 15, 2000 and replaces it in its entirety with this Resolution.
3. The Board hereby finds and determines that it is the policy of DSRSD that it will not inject water of wastewater origin produced by its Clean Water Revival Project into the Livermore Amador Valley Groundwater Basin.
4. The Board hereby finds and determines that it remains the policy of DSRSD to recycle as much water as feasible for landscaping and other purposes which require a similar quality of water.
5. The Board hereby further finds and determines, in furtherance of the above policies, that the purified recycled water produced by the reverse osmosis portion of this and similar projects will continue to be needed in the local region and that there are ways to effectively use this purified recycled water that do not involve injection.
6. The Board hereby further finds and determines, in furtherance of the above policies, that the primary purpose of the CWR Project for groundwater recharge was to provide DSRSD with supplemental wastewater discharge capacity by means of groundwater injection, and that said

purpose will now be accomplished by the LAVWMA expansion pipeline project that is currently nearing completion and that the District intends to take all measures required to ensure that the LAVWMA expansion pipeline is completed on schedule.

7. The Board hereby further finds and determines, in furtherance of the above policies, that it is in the best interests of all parties for DSRSD to work with Zone 7, the Tri-Valley area Cities, and other actual and potential water users in the Tri-Valley area to identify and implement acceptable ways to productively use the CWR Project's reverse osmosis facilities and the valuable high-quality water those facilities can produce. Examples of ways the facilities and water could be used include but are not necessarily limited to:
  - De-mineralization of the high-salt groundwater of the Livermore-Amador Valley Groundwater Basin;
  - Treatment of potable water to improve quality;
  - Salt reduction in support of existing and expanded landscape irrigation with recycled water;
  - Salt reduction in support of agricultural irrigation with recycled water; and
  - Manufacturing, cooling, decorative or other municipal, commercial or industrial uses.
8. The Board hereby authorizes and directs the General Manager to open discussions with the appropriate parties in an effort to implement the above-stated policies by means of agreements with Zone 7, the Tri-Valley area Cities, and other actual and potential water users in the Tri-Valley area to ensure that the above policies are implemented and remain permanently in place.
9. The Board hereby authorizes and directs the District Secretary to transmit certified copies of this resolution to the legislative bodies of Dublin, San Ramon, Livermore, Pleasanton, and Zone 7, as well as to the San Francisco Bay Regional Water Quality Control Board.

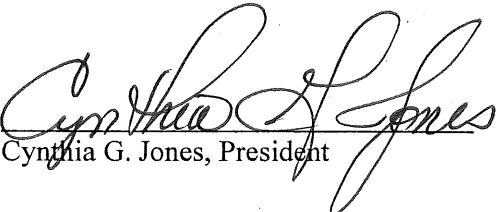
Res. No. 45-02

ADOPTED by the Board of Directors of the Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its special meeting held on the 17th day of October, 2002, and passed by the following vote:

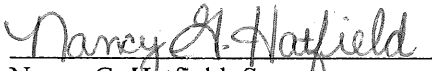
AYES: 5 - Directors G. T. (Tom) McCormick, Jeffrey G. Hansen,  
Daniel J. Scannell, Richard W. Rose, Cynthia G. Jones

NOES: 0

ABSENT: 0

  
Cynthia G. Jones, President

Attest:

  
Nancy G. Hatfield, Secretary