



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

**NOTICE OF REGULAR MEETING**

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

**DATE:** Tuesday, May 17, 2016

**AGENDA**

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

**BUSINESS:**

**REFERENCE**

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

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

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

April 20, 2016  
May 2, 2016

7. APPROVAL OF MINUTES - Regular Meeting of  
*April 19, 2016*

Executive Services Supervisor	Approve by Motion
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**BUSINESS:**

**REFERENCE**

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

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

- |    |  |                                 |                       |
|----|--|---------------------------------|-----------------------|
| A. | Authorize Task Order No. 1 with Hyland Software, Inc., for Purchase of the OnBase Agenda Management Solution and Related Services for the Trustworthy Electronic Content Management System Project (CIP 15-A006) | General Manager                 | Approve by Motion     |
| B. | Increase Change Order Contingency for Construction Agreement with NMI Industrial Holdings, Inc., for the Secondary Clarifier No. 3 Rehabilitation Project (CIP 14-S013)  | General Manager                 | Approve by Motion     |
| C. | Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 2-16                                  | Administrative Services Manager | Approve by Resolution |
| D. | Accept the Following Regular and Recurring Reports: District Financial Statements, Warrant List, Upcoming Board Business and Capital Outlay Budget Adjustment  | Administrative Services Manager | Accept by Motion      |
| E. | Approve the Successor Memorandum of Understanding between the District and the Stationary Engineers – Local 39 for the period May 17, 2016 through December 17, 2017   | General Manager                 | Approve by Resolution |
| F. | Approve the Transfer of a Budgeted Capital Outlay Expenditure from FYE 2016 to FYE 2017 for the Upgrade of the Security System at the District Office  | Administrative Services Manager | Approve by Resolution |

9. **BOARD BUSINESS**

- |    |   |                                 |  |        |
|----|---|---------------------------------|--|--------|
| A. | Approve Mid-Cycle Budget Adjustments to the Capital Improvement Program (CIP) Ten-Year Plan for Fiscal Years 2016 through 2025 and the Two-Year Budget for Fiscal Years 2016 and 2017 | General Manager                 | Approve by Resolution                    | 10 min |
| B. | Receive Presentation on Proposed Water Capacity Reserve Fee   | Administrative Services Manager | Receive Presentation & Provide Direction | 15 min |

**BUSINESS:**

**REFERENCE**

			<b><u>Recommended Action</u></b>	<b><u>Anticipated Time</u></b>
C.	Find that the Need for a Community Drought Emergency Still Exists	General Manager	Accept by Motion	5 min
D.	Hold Public Hearing for the Dublin San Ramon Services District Draft 2015 Urban Water Management Plan	General Manager	Hold Public Hearing & Provide Direction	20 min
E.	Approve the Sole Source Purchase and Authorize the General Manager to Execute a Purchase Order with Kruger, Inc., for Actiflo Turbo Equipment for the DERWA Recycled Water Treatment Facility (RWTF) Improvements Phase 2 (CIP 16-R014)	General Manager	Approve by Resolution	5 min
F.	Adopt Proclamation Honoring May 15-21, 2016 as National Public Works Week	General Manager	Approve Proclamation by Motion	5 min
G.	Affirm No Changes to District Election Dates Policy (P100-12-1)	General Manager	Approve by Motion	5 min
H.	Approve Revised Job Description for Operations Manager Classification	General Manager	Approve by Resolution	10 min
I.	Referral of Status Update on Staffing and Continuity Planning to the Finance and Personnel Committee	General Manager	Receive Presentation/ Refer to Committee	5 min
J.	Approve Sole Source Purchase and Authorize General Manager to Execute a Purchase Order with Convergint Technologies for Furnishing and Installing Security Access Control Systems Equipment for the Corporation Yard and Administrative Facilities (CIP 16-A005)	General Manager	Approve by Resolution	5 min
K.	Approve Operating Budget Increase and Authorize Task Orders for Construction Inspection Services	General Manager	Approve by Resolution	5 min

10. **BOARDMEMBER ITEMS**

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

11. CLOSED SESSION

- A. Conference with Labor Negotiators– Pursuant to Government Code Section 54957.6 5 min  
Agency Negotiators: Dan McIntyre, General Manager  
Employee Organizations: 1. Stationary Engineers Local 39  
Additional attendees: General Counsel Carl P. A. Nelson  
John Archer, Administrative Services Manager

12. REPORT FROM CLOSED SESSION

13. ADJOURNMENT

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



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

**April 19, 2016**

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:01 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, and Director Georgan M. Vonheeder-Leopold.

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

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES - None

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:02 p.m.  
– There was no public comment received.

6. REPORTS

A. Reports by General Manager and Staff

- Event Calendar – General Manager McIntyre reported on the following:
  - o The Association of California Water Agencies (ACWA) Spring Conference will be held May 3-6, 2016 in Monterey. General Manager McIntyre and Director Misheloff are planning to attend. In light of the conflict with the May 3 Board meeting, the Board agreed to cancel the meeting.
  - o The City of Dublin State-of-the-City Address will be delivered by Dublin Mayor Haubert on Wednesday April 20, 2016 at the Shannon Community Center.
  - o Operations Manager Dan Gallagher’s retirement celebration will be held Monday May 2, 2016.
  - o The California Special District’s Association call for Board nominations will close Monday May 30, 2016. Please notify the General Manger or District Secretary if interested in being nominated.
  - o East Bay Municipal Utility District Director John Coleman will hold a briefing Thursday May 26, 2016 at the Walnut Creek Library.

- Correspondence to and from the Board on an Item not on the Agenda – None
- B. Agenda Management (consider order of items) – No changes were made
- C. Committee Reports  
Water Resources April 18, 2016

President Howard invited comments on recent committee activities. Directors felt the available staff report adequately covered the matters considered at the committee meeting and made a few comments about some of the committee activities.

7. APPROVAL OF MINUTES – Regular Meeting of April 5, 2016

Director Misheloff MOVED for the approval of the April 5, 2016 minutes. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSTENTION (Halket).

8. CONSENT CALENDAR

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

- A. Authorize Amendment No. 1 to Task Order No. OC-20 with Carollo Engineers for Engineering Design Services for the Dublin Trunk Sewer Rehabilitation (CIP 16-S021) – Approved
- B. Accept the Following Regular and Recurring Reports: District Financial Statements, Warrant List, and Unexpected Asset Replacement Requests – Approved

9. BOARD BUSINESS

- A. Accept Water Supply and Demand and Drought Response Reports and Find that the Need for the Community Drought Emergency Still Exists

General Manager McIntyre reviewed the item for the Board and presented additional background information and updates regarding California reservoir levels as of April 18, 2016. He also noted a correction to the Water Supply Report for Lake Oroville storage which should show more than 100% of normal not 90%. He reviewed the Department of Water Resources' provisions and projected demands, previewed Zone 7's upcoming Board item of Tri-Valley water supply, and reported that the State Water Resources Control Board (SWRCB) will meet Tuesday May 3, 2016 to consider actions on statewide conservation regulations. The Association of California Water Agencies has submitted a comment letter recommending the SWRCB rescind mandatory conservation regulations and replace with voluntary conservation. Lastly, he stated staff's recommendation to

present the Water Supply and Demand and Drought Response Reports to the Board only upon needed updates or unusual occurrences.

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

The Board and staff discussed the monthly reporting and the Board directed that the Water Supply and Demand and Drought Response Reports continue to be brought to the Board regularly with the modification that the report information be streamlined to a one page document, presenting updates and actions of the State Board.

- B. Approve Proclamation Honoring Retiring Operations Manager Daniel P. Gallagher

General Manager McIntyre reviewed the item for the Board.

Director Misheloff MOVED to accept the Proclamation Honoring Retiring Operations Manager Daniel P. Gallagher. Vice President Halket SECONDED the MOTION, which CARRIED with FIVE AYES.

Mr. McIntyre and the Board presented the proclamation to Mr. Gallagher and thanked him for his ten years of valued service to the District.

- C. Authorize Task Order No. 2 with HydroScience Engineers, Inc., and Task Order No. 004 with City of Pleasanton under the Tri-Valley Intergovernmental Reciprocal Services Agreement

General Manager McIntyre introduced Sr. Civil Engineer – Supervisory Steve Delight who reviewed the item for the Board. Mr. Delight also introduced from the audience Mr. Leonard Olive, Assistant Director of Operations Services for City of Pleasanton, who thanked the Board for considering approval of the proposed task orders.

Vice President Halket MOVED to accept Task Order No. 2 with HydroScience Engineers, Inc., and Task Order No. 004 with City of Pleasanton under the Tri-Valley Intergovernmental Reciprocal Services Agreement. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

- D. March 2016 Water System Master Plan: Accept Final Report

General Manager McIntyre introduced Principal Engineer - Supervisory Rhodora Biagtan who reviewed the item for the Board. Ms. Biagtan provided a presentation to the Board regarding potable and recycled water system demands and evaluations, recommendations for infrastructure improvements, and projected improvement costs. She introduced Elizabeth Drayer from West Yost Associates, the consultants

who prepared the Plan under staff direction. Ms. Biagtan and Ms. Drayer addressed questions from the Board regarding projected timelines of the reservoir buildout, which is estimated to be near 2020 based on project timelines in Dublin and San Ramon.

Vice President Halket MOVED to adopt Resolution No. 22-16, Accepting the March 2016 Water System Master Plan (CIP 14-W007). Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

- E. Approve Personal Services Agreement between the District and Daniel C. Lopez as Interim Operations Manager

General Manager McIntyre reviewed the item for the Board.

Vice President Halket MOVED to adopt Resolution No. 23-16, approving and authorizing Execution of an Agreement for Personal Services between Daniel C. Lopez and Dublin San Ramon Services District. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

- F. Nomination of Candidate to Fill Seat on Alameda County Local Agency Formation Commission

General Manager McIntyre reviewed the item for the Board.

The Board inquired if Director Vonheeder-Leopold would be interested in being nominated as she is currently the alternate delegate for the Commission. Director Vonheeder-Leopold stated that she did not wish to challenge the incumbent, Ralph Johnson, whom she cited is doing an exceptional job.

The Board took no action on the item.

10. BOARDMEMBER ITEMS

Director Vonheeder-Leopold submitted written reports to Executive Services Supervisor Genzale. She reported that she attended the Dublin Chamber of Commerce Economic Development Committee meeting April 7, 2016 at City of Dublin, the California Association of Sanitation Agencies Board of Directors meeting on April 11, 2016 in Sacramento, and the Alameda County Special District's Association Executive Committee meeting on April 13, 2016 at Castro Valley Sanitary District. She summarized the activities and discussions at the meetings.

Director Duarte reported that he attended the Contra Costa County Special District's Association meeting on April 18, 2016 at Central Contra Costa Sanitation District in Martinez. He summarized the activities and discussions at the meetings.

11. CLOSED SESSION

At 7:00 p.m. the Board went into Closed Session.

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

Agency Negotiator: Dan McIntyre, General Manager

Unrepresented Employees: Interim Operations Manager  
Administrative Services Manager  
Engineering Services Manager  
Operations Manager

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

12. REPORT FROM CLOSED SESSION

At 7:13 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 7:19 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor



Reference General Manager	Type of Action Authorize Task Order No. 1	Board Meeting of May 17, 2016
Subject Authorize Task Order No. 1 with Hyland Software, Inc., for Purchase of the OnBase Agenda Management Solution and Related Services for the Trustworthy Electronic Content Management Project (CIP 15-A006)		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	D. McIntyre
		<input type="checkbox"/> Board Member

**Recommendation:**

Staff recommends the Board of Directors authorize the General Manager, by Motion, to execute Task Order No. 1 with Hyland Software, Inc., for purchase of the OnBase Agenda Management Solution and related OnBase solution services in an amount not to exceed \$136,860.

**Summary:**

The Electronic Content Management System (ECMS) project was approved by the Board on May 5, 2014 and is being conducted in accordance with Strategic Plan Goal 3.05 *Implement needed changes to records management, retention, and retrieval policies and systems (including electronic records)*. In July 2014, the Board approved a master consulting agreement with Hyland Software, Inc., to provide solution software and professional services to implement the OnBase ECMS at the District.

Since inception, the ECMS project has engaged in the following objectives: selection, purchase and foundational implementation of the OnBase system, ongoing reconciliation of existing District records for initial user groups, completion of specialized System and Workflow Administrator training and initial users training, vetting of the OnBase Agenda Management solution, and exploration of various process improvements such as Public Records Act requests and contract management via OnBase workflow technology. To date, the project has met desired objectives regarding the acquisition of appropriate and desired system modules, capabilities and key staff training.

The acquisition of an Agenda Management solution was identified as a key objective when the District approved this project. Agenda Management software solutions have been explored by staff in the past but a solution was not implemented due to a change in District priorities and budgetary constraints. This project provides the opportunity and resources to finally acquire and implement a long overdue system that will bring efficiency, modernization and sophistication to a critical process that affects many staff in their daily work and in conducting the business of the District.

The existing project budget provides the necessary funding to purchase the Agenda Management solution and related services. The task order, scope of work, and pricing are attached.

Committee Review			Legal Review	Staff Review		
COMMITTEE	DATE	RECOMMENDATION		ORIGINATOR	DEPARTMENT	REVIEWED BY
---	---	---	Not Required	N. Genzale	Executive	
<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 Not to exceed \$136,860	<input checked="" type="checkbox"/> Funding Source A. Regional WW Replacement (Fund 310) – 53% B. Water Replacement (Fund 610) – 37% C. Local WW Replacement (Fund 210) – 10%		Attachments to S&R 1. Task Order No. 1 2. 3.			

**Hyland Software, Inc.**  
**Task Order No. 1 to Agreement dated August 19, 2014**

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Issue Date: May 17, 2016

Project Name and Number: Trustworthy Electronic Content Management System CIP 15-A006

Task Title: Software Implementation and Professional Services (Agenda & Minutes Management Solution, PRA Process)

Project Manager Name & Signature: Nicole Genzale \_\_\_\_\_

Source of Funds: 53% - Regional Replacement (Fund 310)  
37% - Water Replacement (Fund 610)  
10% - Local Wastewater Replacement (Fund 210)

Board Review Committee: None

Account Number: 15a-006.constr.cip

Authorization Amount: \$136,860

Purchase Order Number: 01006704

Return Purchase Order to: Nicole Genzale

Compensation Method: Time and materials as per Agreement

Completion Date: March 31, 2017

Insurance Requirements: As per Agreement; no special requirements

Work Product: See Attachment "A"

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

Scope of Work: See Attachment "A"

Economic Disclosure:  Required – Need to include Attachment B  
 Not Required  
(\_\_\_\_\_)

Recommended by: (\_\_\_\_\_)

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**Accepted by:** \_\_\_\_\_  
Noreen B. Kilbane, SVP, Administration  
Hyland Software, Inc. \_\_\_\_\_  
Date

**Authorized by:** \_\_\_\_\_  
Daniel McIntyre, General Manager  
Dublin San Ramon Services District \_\_\_\_\_  
Date



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## CHANGE ORDER

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DUBLIN SAN  
RAMON SERVICES  
DISTRICT

Contract # EU-0000-  
57810

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Document Version: 8

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Document Date: 4-May-2016

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**THIS CHANGE ORDER IS  
VALID FOR A PERIOD OF 30  
DAYS FROM THE ABOVE  
DATE.**

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Information in this document is subject to change and does not represent a commitment on the part of Hyland Software, Inc. until attached to a services contract.

Original Contract # EU-0000-57810  
RFS# 17513506 (a Hyland Software internal request tracking number)



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## **SUMMARY OF PROPOSED CHANGE**

Hyland Software, Inc. (“Hyland”) and Dublin San Ramon Services District (“Customer”) have entered into Statement of Work # EU-0000-57810; the parties now desire to revise the services described in the aforementioned agreement and by executing this Change Order agree to the changes specified herein to the aforementioned agreement.

The targeted start date for project phase is agreed to be June 16, 2016 with the previously identified and experienced resources trained with the associated agenda management and meeting minute modules. This is based on the premise that the Dublin San Ramon Services District receives authority to execute this change order no later than May 18, 2016 with final execution anticipated to be May 25, 2016.

## **DESCRIPTION OF CHANGE(S)**

### **Removal of Scope from Original Contract # EU-0000-57810**

Hyland shall change the services provided under the aforementioned agreement. These changes include the removal of:

- a. Department 3 referenced as the Engineering department in the original scope of services. This includes any and all services related to department 3 inclusive of project management, analysis, implementation, documentation, end user training, testing (UAT) support, migration, and go-live activities;
- b. Any services including project management, analysis, documentation, implementation, testing, training, support or go-live activities related to Project 1 not performed prior to February 1, 2016;
- c. Any configuration or functionality identified in Project 1 not performed prior to February 1, 2016; and
- d. Payment Milestone 3 and Payment Milestone 4 from the aforementioned agreement defined in the Pricing Assumptions.

By executing this change order, Hyland and Customer agree that services provided under Project 1 dated 17-Jul-2014 on contract EU-0000-57810 are closed and no additional services shall be provided to Customer related to the initial project.

## **Project 1 – Agenda Management Solution**

### *Scope*

Hyland shall collaborate with Customer to implement a Software Agenda Management solution. The solution shall be implemented following the activity chart and contained by the estimated project plan defined below in the scope. Software or configuration defects identified and documented by Customer throughout the project which are the responsibility of Hyland shall allow for necessary deviations from the defined processes. Hyland will work with Customer to determine necessary work effort to alleviate such defects identified to provide an updated activity chart and project plan.

### *Implementation*

The scope of this solution will include the following configuration and functionality based on the Hyland OnBase Agenda and Minutes solution demonstrated to Customer on 4/14/2016 and Customer's identified templates noted below. The demonstration established expectations for all parties related to functionality and capability to be provided upon completion of this project phase and used as reference if needed to ensure appropriate scope management throughout this project phase:

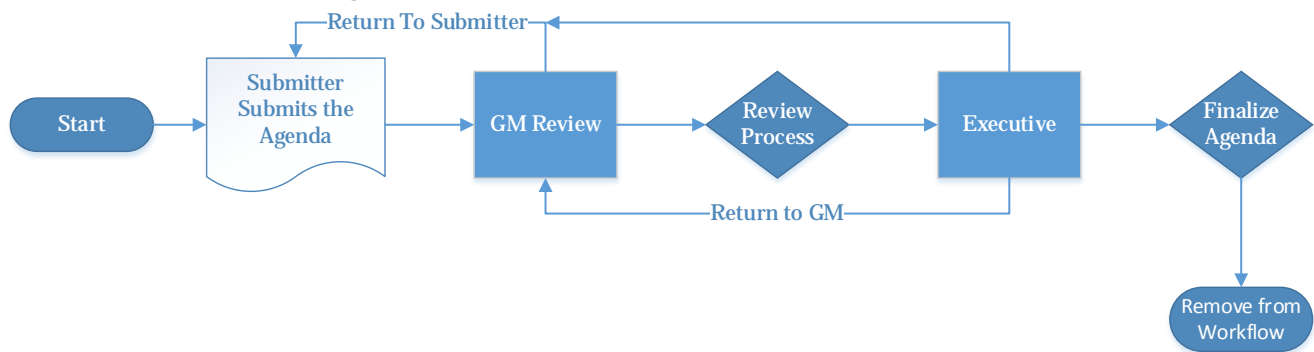
- a. Hyland will install Software Agenda Management in three (3) environments identified as Development ("Dev"), Testing ("Test"), and Production ("Prod");
- b. Hyland will create up to five (5) meeting types. Note: each meeting type will be static and will not allow for variations of the same meeting type. The following meeting types will be configured as part of the solution:
  1. Board;
  2. Committee;
  3. Livermore-Amador Water Management Agency;
  4. Dublin San Ramon Services District & EBMUD Recycled Water Authority; and
  5. Dublin San Ramon Services District Financing Corp.
- c. Hyland will create up to nineteen (19) static templates to support the agenda solution including the following templates:
  1. Agenda – one (1) will be created for each meeting type;
  2. Minutes – one (1) will be created for each meeting type;
  3. Agenda Item – one (1) will be created for this solution;
  4. Summary & Recommendations – one (1) will be created for this solution;
  5. Ordinance – one (1) will be created for this solution;
  6. Resolution – one (1) will be created for this solution;
  7. Agreements – one (1) will be created for this solution;
  8. Task Order – one (1) will be created for this solution;
  9. Notice of Award – one (1) will be created for this solution;
  10. Proclamations – one (1) will be created for this solution; and
  11. Memoranda – one (1) will be created for this solution.
- d. Minutes solution – OnBase Minutes will leverage the templates identified above under 2) Minutes – One (1) created for each meeting type, to assist meeting managers with meeting and post-meeting processes. Using Minutes, meeting managers have the tools necessary to:
  - a. Pre-annotate meetings to prepare for the live meetings
  - b. Conduct live meetings

- c. Record motions and votes during the meeting
- d. Manage speakers at the meeting
- e. Record minutes, actions, and notes during the meetings.

After the meeting, Minutes provides the means for finalizing the meeting minutes and supporting materials. Using both Minutes and Agenda, users are able to:

- 1. Edit entries made during the meeting, such as minutes, motions, and votes
  - 2. Add or remove file attachments
- e. Hyland will configure one (1) Software workflow process to manage the approval of submitted agenda items. The workflow approval process is shown below;

*Workflow Approval Diagram*



Hyland will upgrade the Software to the latest release version for development and testing of the Agenda Management solution. As part of the upgrade, Hyland will develop an upgrade strategy document to define the upgrade process and necessary steps to upgrade the Production environment.

Please refer to the activity chart and estimated timeline for details on the project methodology being provided and anticipated timelines for each activity. Please note any significant changes to the methodology or timeline at the customer request shall be documented and the estimated work effort shall be reviewed. Significant changes to the methodology or timeline at Hyland’s request shall be documented and the estimated work effort/timeline shall be updated to reflect the changes. Those changes requested by Customer which require an increase in work effort on behalf of Hyland shall follow the change order process defined within the scope of this document.

Hyland will provide Agenda Management configuration training to Customer Software administrator throughout the project to allow Customer Software administrator the ability to manage the solution after completion of the engagement. This training will consist of:

- 1) Template creation;
- 2) Software architecture review to support Agenda Management; and
- 3) Workflow as it pertains to Customer’s agenda solution and the above process.

Hyland will provide train the trainer methodology for up to eight (8) of Customer's end users identified as project champions or super users. These designated project champions will provide additional training to end users and answer questions about the solution as necessary. This level of training is focused on solution specific training using Agenda Management in day to day business processes. Hyland will provide up to thirty-two (32) hours of training to Customer which may include assistance of building a sample agenda packet with the District Secretary. Hyland anticipates this training will be provided as a two (2) day (16 hour) training class with the District Secretary and those heavily involved in the agenda process. The remaining hours should be designated in four (4) sessions for submitters at four (4) hours each with up to five (5) resources per session. Customer and Hyland may determine a different training approach is more successful as part of the project initiation and/or solution is defined and may make modifications to the referenced training suggestions herein.

Upon completion of end user testing, Customer will sign-off on the configured solution and then Hyland will provide go-live support to Customer. Hyland will provide up to four (4) consecutive days on-site for Customer go-live support. The go-live support will include the migration of configuration into the Production environment and initial support of the solution to end users.

#### *Change Order Process*

If at any phase of the project Customer requests a change to the level of support estimated within this change order or an increase or decrease in the amount of scope being requested, then Hyland's project manager will work with Customer's project team and project sponsor to understand the requested changes and document the request(s) and any changes. Once the requested change has been identified and documented, Hyland will provide Customer with a formal change order document outlining the change requested and the change in hours to reflect the new agreed upon scope and work effort. Customer and Hyland will execute the change order as the new contract between organizations.

Should delays with the execution of the change order process occur, Hyland will continue to work under the hours estimated in this change order as directed until all hours have been consumed or Customer requests the project to cease; at which time Hyland will desist from engaging with the Customer until the change order has been executed. Note: This may cause project delays as resources may be reassigned to other projects during the contract negotiation process.

Hyland will make commercially reasonable efforts to maintain existing resources and efficiently provide responses throughout the change order process to minimize the risk to the project.

Activity	Responsible Party (Customer or Hyland)	Assumptions	Details
Initiation	Hyland Services & Customer	Hyland initiates and schedules project.	<ul style="list-style-type: none"> <li>Hyland and Customer define project team</li> </ul>
Review Implementation Scope	Customer	Customer to review Implementation Scope details.	<ul style="list-style-type: none"> <li>Customer to confirm meeting type taxonomy</li> <li>Customer to provide all templates as described</li> </ul>
Develop Tests Cases for User Acceptance Testing	Customer	Customer will develop tests cases for user acceptance testing	<ul style="list-style-type: none"> <li>Customer develops test cases based on business process and functionality requirements</li> </ul>
Development Environment Refresh	Customer and Hyland Services	Customer provides a database resource to perform a backup and restore of the production environment into Development	<ul style="list-style-type: none"> <li>Customer confirms the environment is functional in which the Development environment will exist</li> <li>Hyland assists Customer with installing Software in the Development environment</li> </ul>
Upgrade Development Environment	Customer & Hyland Services	Customer works with Hyland Services to upgrade the database and appropriate Software for Agenda implementation	<ul style="list-style-type: none"> <li>Customer works with Hyland Services team to upgrade the database and appropriate Software for Agenda implementation</li> </ul>
Solution Implementation	Hyland Services	Hyland will implement the base Agenda and Minutes solution in Customer's development environment	<ul style="list-style-type: none"> <li>Hyland will configure the solution based on the Agenda and Minutes product and Customer's meeting type templates in Customer's development environment</li> </ul>
Solution Unit Testing	Hyland Services	Hyland will test the Software functionality	<ul style="list-style-type: none"> <li>Hyland will test the Software functionality to ensure it meets functional requirements</li> </ul>
End to End Testing in the Development Environment	Hyland Services	Hyland will perform end to end testing of the solution	<ul style="list-style-type: none"> <li>Hyland will perform end to end testing of the Agenda and Minutes solution to ensure the process from submission to approval is functioning</li> <li>End to end testing is defined as the submission of the agenda item, testing the Workflow process defined within the scope of this change order, testing the approval processes, and generating the appropriate Agenda and Minutes</li> </ul>

			templates identified in the above scope
Upgrade Customer's Test Environment	Hyland Services & Customer	Customer works with Hyland's Services' to upgrade the database and appropriate Software for testing	<ul style="list-style-type: none"> <li>• Customer is responsible for refreshing the Test environment to ensure it mimics production</li> <li>• Customer works with Hyland's Services' to upgrade the database and appropriate Software for testing</li> </ul>
Create Upgrade Strategy Document	Hyland Services	Hyland Services will create an upgrade strategy document outlining the steps performed to upgrade the Test environment	<ul style="list-style-type: none"> <li>• Hyland Services will create an upgrade strategy document outlining the steps performed to upgrade the Test environment</li> </ul>
Migrate Development Environment Agenda and Minutes Solution Into Customer's Test Environment <sup>1</sup>	Hyland Services & Customer	Hyland will assist Customer with migration of the development Agenda solution to Test	<ul style="list-style-type: none"> <li>• Hyland will assist Customer with migration of the development Agenda solution to Customer's Test environment</li> </ul>
Customer Administrator Testing	Customer	Customer administrators will test the end to end solution in Software	<ul style="list-style-type: none"> <li>• Customer administrators will test the end to end solution in Software</li> <li>• Customer will identify any deficiencies which do not meet the scope identified within this change order</li> <li>• Customer may identify any items which are out of scope, but may be a requirement for consideration as a change order or a future phase to the project</li> </ul>
Training	Hyland Services & Customer	Hyland and Customer to perform end user training	<ul style="list-style-type: none"> <li>• Hyland to train Customer on the base Agenda Management and Minutes solution</li> <li>• Training should be focused on Agenda and Minutes solution</li> <li>• Training may include Hyland working with the District Secretary to develop and create agenda items and templates based on live data to demonstrate the capability of the solution</li> <li>• Hyland will provide training to Customer's agenda item submitters on</li> </ul>



			the use of Software and the creation of agenda items
End User Testing	Customer	Customer to perform end user testing	<ul style="list-style-type: none"> <li>• Customer to perform end user testing using already formulated user test cases as defined by Customer</li> <li>• End user testing is estimated to be one (1) cycle, four (4) weeks in duration</li> <li>• Hyland will make necessary updates to the solution as agreed to by both Customer and Hyland project teams</li> </ul>
Agenda Solution Update(s)	Hyland Services	Hyland will update the Agenda solution based on the documented requested changes from Customer which do not meet the scope requirements defined within this change order	<ul style="list-style-type: none"> <li>• Hyland will update the Agenda solution based on the documented requested changes from Customer which do not meet the scope requirements defined within this change order</li> </ul>
User Acceptance Phase	Customer	Customer performs user acceptance testing for up to two (2) days	<ul style="list-style-type: none"> <li>• Customer performs solution acceptance testing for up to two (2) days</li> </ul>
Solution Acceptance	Customer	Customer will accept the solution.	<ul style="list-style-type: none"> <li>• Acceptance of Solution prior to migration to the Production environment</li> </ul>
Go-Live	Hyland Services & Customer	Hyland and Customer to perform Go-Live activities	<ul style="list-style-type: none"> <li>• Hyland will upgrade the Production environment</li> <li>• Hyland will assist Customer with migrating the solution from Test to Production</li> <li>• Hyland will assist Customer with go-live support</li> <li>• Customer is responsible for deployment of the solution to end users</li> <li>• Customer is responsible for installing and configuring all third party applications required to support the solution</li> </ul>

**<sup>1</sup> Migration to the Test environment will require a refresh of the Test environment which will overwrite any configuration in Test which has not been ported to Production.**

### *Services*

Implementation, Project Management, Upgrade Services

### *Deliverables*

Agenda Management Solution, Project Charter, Work Breakdown Structure, Upgrade Strategy Document

### *Assumptions*

This estimate is based upon the below assumptions being true. If for some reason these assumptions prove not to be true, this could result in a scope change and may have an impact on the proposed cost and timeline to deliver.

- a. Customer has two (2) functioning non-production environments (e.g, Development and UAT) in which to develop and test the solution. Upon completion of Customer's UAT, Hyland will migrate the solution into the production environment;
- b. Meeting minutes will not go through a separate approval process and will be submitted as an agenda item and approved as an agenda item;
- c. One (1) workflow process defined by the above diagram will be configured within the scope of this change order. This workflow is expected to have as multiple users with access and the executive reviewing the agenda will have the ability to send the submitted item back to either the GM or the submitter. Load balancing or business logic in addition to direct routing is considered out of scope. Any additional workflows or derivations of the primary workflow defined above will require a change order;
- d. Calendar events and e-notifications will be manually created and maintained by Customer through their existing web site and will not integrate with Software;
- e. All meetings will follow the same approval process for approving agenda items;
- f. The assignment of ordinance and resolution number will not be performed by Software and will be manually entered by Customer;
- g. The ordinance and resolution numbers will not be part of the agenda template;
- h. Hyland will make reasonable efforts to mimic the existing agenda formats as closely as possible; however, Customer recognizes variations may be required based on the ability of the Software and Customer specific requirements
- i. Upgrade will be to the latest released version of Software. If Software version 16 is not yet available, Hyland will provide beta Software to begin the development and testing of the solution;
- j. Customer will provide Hyland with access to Software servers within all Software environments;
- k. Customer will provide access as necessary to an internal database administrator for assistance with database backup and restore processes; and
- l. Customer will utilize existing hardware and operating systems.

### *Exclusions*

The following items are considered out of scope for this engagement:

- b. Agenda Online is out of scope for this engagement. Customer will continue to publish agendas using their existing publishing process;
- c. Migration of existing published agenda's into Software;

- d. Post go-live user acceptance testing support. Hyland technical support will support the solution in accordance to the Software maintenance agreement governed by the Master Agreement between Hyland and Customer.;
- e. Custom scripting/API integrations;
- f. Installation or configuration of any Software module not in use within Customer's current Software solution; and
- g. Modifications to existing solution workflows, electronic forms, custom scripts or API integrations. Should assistance with these changes be required, an additional estimate will be provided based on the level of effort required to make such changes.

<b>Hyland Estimate (for planning purposes only)</b>														
<b>Project Steps</b>														
Initiation														
Requirements Gathering and Implementation														
Hyland Testing														
Migrate to Test														
Customer Administrator Testing														
Training														
End User Testing														
Software Updates														
User Acceptance Phase														
Go-Live														
												Travel	Totals	
<b>Hyland Team</b>														
Project Manager	24	28	4	4	4	8	8	12	8	24	0	124		
Business Consultant	0	8	4	0	0	0	4	8	0	8	0	32		
Technical Consultant	4	96	16	24	8	32	56	16	4	32	32	320		

Please note: This chart is for planning purposes only and does not represent the actual work effort to complete the project. As part of project initiation, Hyland and Customer will construct a work breakdown chart showing the estimated timelines and project duration to complete the services described herein.

It is noted and agreed amongst both parties that the Customer has other public work to perform and as such, project activity scheduling will be performed in a fashion as to not adversely affect Customer's public services. To ensure project success, a project schedule will be prepared and updated throughout the overall effort.

## **Project 2 – Public Request Access**

### *Scope*

Hyland will provide remote configuration services to Customer to develop a Public Request Access process using a Software Unity form and Software workflow. The solution will be designed to accommodate the following business case:

1. District Secretary receives the public request for information via phone, email, or other communication;
2. District Secretary manually enters the request information into a Unity form which should include at a minimum the requestor, request date, request ID, request owner, requestor email or phone number, and request description;
3. Upon submission, the Unity form enters a workflow process for review, and approval or rejection;
4. If the request is rejected, the form is removed from workflow and the District Secretary will manually contact the requestor informing them of the decision;
5. If the request is approved, the District Secretary will move the request into a holding queue while the requested information is gathered;
  - i. The form will allow for Software notes to be applied indicating who was contacted internally to find the requested information;
  - ii. The workflow queue will be configured to send notifications to the District Secretary to follow up on the requested information; and
6. Once all information has been provided, the District Secretary will be responsible for manually sending the requested information to the requestor and the Unity form will exit the workflow.

Hyland will develop the Software solution in Customer development environment and then migrate the solution into Customer's User Acceptance Testing environment. Customer is responsible for developing test cases to test the solution and Hyland will provide up to twelve (12) hours of configuration support during the UAT phase. If there is a solution failure observed, Hyland will remedy the issue prior to migration of Software into production.

Upon acceptance of the solution by the users, Hyland will migrate the tested solution into the Production environment.

### *Services*

Software Solution

### *Deliverables*

Requirements Document

### *Assumptions*

This change order is based upon the below assumptions being true. If for some reason these assumptions prove not to be true, this could result in a scope change and may have an impact on the proposed cost and timeline to deliver.

- a. This change order does not include prototype reviews. Customer may request additional hours for such service under a change order;

- b. This change order does include one (1) documentation review from Customer on the gathered requirements. Customer may request additional hours for such service under a change order;
- c. Post go-live user acceptance testing support is not included in this estimate;
- d. Hyland estimates twelve (12) hours for Customer testing support;
- e. Hyland estimates eight (8) hours for Customer training; and
- f. Hyland estimates eight (8) hours for the Customer go-live activities.

## PRICING AND PAYMENT TERMS

The following is a pricing estimate for the requested changes listed in the Description of Change(s) section of this document.

<b>Project Name</b>	<b>Cost</b>
Project 1 – Agenda Management Solution	\$93,940.00 USD
Project 2 – Public Request Access	\$19,420.00 USD
<b>Revised Contract Amount</b>	<b>\$113,360.00 USD</b>

The number of working hours specified above is an estimate only. The parties agree that any Services described in this Change Order that have been performed prior to the execution of this Change Order by the parties nevertheless shall be covered by all terms and conditions of this Change Order.

<b>Resource</b>	<b>Hourly rate</b>
Solution Engineer	\$190.00
Advanced Capture Engineer	\$190.00
Enterprise Consulting	\$200.00
Project Manager	\$200.00
Workflow Engineer	\$215.00
Integration Engineer	\$215.00
Database Engineer	\$215.00
Conversion Consulting	\$250.00

### Pricing Assumptions

The solution pricing was created using the following assumptions:

- a. Project start date(s) are subject to a mutually agreed upon schedule after execution of contract;
- b. Hyland anticipates up to two trips to Customer site for the Agenda project. Customer is responsible for approving travel prior to Hyland booking travel reservations. Pre-approved travel and expenses will be invoiced by Hyland to Customer in accordance to the agreed upon milestones;
- c. Each deliverable created during this project will use Hyland’s standard deliverable templates. Customer requested changes to the deliverable template may increase project costs or introduce timeline delays;
- d. The pricing for services represents a fixed price estimate type. Payment milestones for Project 1 will be invoiced as follows:
  1. Payment Milestone 1:
    - i. \$46,970.00 (50%) of the Project 1 fixed price will be invoiced by Hyland to Customer upon Hyland implementing the base Agenda solution in one (1) of Customer’s environments
  2. Payment Milestone 2:
    - i. \$46,970.00 (50%) of the Project 1 fixed price will be invoiced by Hyland to Customer upon the Agenda Management solution configuration available in the Production environment.

- e. The pricing for services represents a fixed price. Payment milestones for Project 2 will be invoiced as follows:
  - 1. Payment Milestone 3:
    - i. \$19,420.00 (100%) of the Project 2 fixed price will be invoiced by Hyland to Customer upon configuration of the Public Request Access solution in one (1) of Customer's environments.

Services described in this Services Change Order will be delivered in accordance with the terms of the current Master Agreement for Consulting Services in place between Hyland and Customer, contract # EU-0000-56834.



## VENDOR OBLIGATIONS

To facilitate Hyland's performance of the above services, Hyland agrees to the following:

### 1. Project Management

Hyland will provide a project manager whose responsibilities include but are not limited to:

- a. Collaboration with Hyland resources on the project schedule;
- b. Coordination of key departmental decision maker(s), subject matter expert(s), end-user representative(s), third party software application resources, project team representative(s) related to the project area, steering committee, project sponsorship;
- c. Facilitate timely decision making and resolution of issues;
- d. Coordination of Hyland resources for the testing and regression testing cycles of the configured Software solution; and
- e. Tracking and reporting test results.

### 2. Installation and Deployment

- a. Hyland resources will be familiar with and certified by Hyland to install and configure the Software components;
- b. Hyland resources will install and configure the Software to meet Customer's requirements as stated in this change order;
- c. All work will be documented in accordance to the deliverables defined within this change order and provided to client as part of acceptance process of work performed; and
- d. Hyland resources will not be removed from the project without prior client notification whenever possible. If a key Hyland resource is removed, Hyland will make commercially reasonable efforts to replace that resource preventing adverse impact to project or project costs.

### 3. Testing/Training

- a. All services provided by Hyland will be tested both functionally and end to end as defined in the scope of services verifying the solution adheres to the scope within this change order or documented requested changes which Hyland may agree to in writing after this agreement is executed.

### 4. Project Personnel

- a. The primary Hyland resource will have completed appropriate Hyland technical training on the product/module being implemented/installed

The parties acknowledge and agree to comply with the above responsibilities. Failure to meet responsibilities noted on the part of either party may affect project duration, cost, or quality in the execution and completion of services.

## CUSTOMER OBLIGATIONS

To facilitate Hyland's performance of the above services, Customer agrees to the following:

### 1. Project Management

Client will provide a project manager whose responsibilities include but are not limited to:

- a. Collaboration with Hyland resources on the project schedule;
- b. Coordination of key departmental decision maker(s), subject matter expert(s), end-user representative(s), third party software application resources, project team representative(s) related to the project area, steering committee, project sponsorship;
- c. Facilitate timely decision making and resolution of issues;
- d. Coordination of Customer resources for the testing and regression testing cycles of the configured Software solution;
- e. Tracking and reporting test results; and
- f. Arrange for physical workspace and tools (desks, meeting rooms, training rooms, conference phones, etc.) for duration of the project to accommodate scheduled onsite activities.

### 2. Installation and Deployment

- a. Local and remote access through the use of dedicated user account(s) with appropriate privileges to the Software and relevant third party systems for the engaged Hyland project team;
- b. Packaging and deployment of the client Software. Deployment of supporting client hardware (e.g. scanner, signature device) and related third party software (e.g. drivers, licenses) for the Software solution;
- c. All scanning devices (MFP, MFD, high volume scanners) will be installed, configured and performing to manufacturer's specifications;
- d. Customer will have at least two (2) non-production environments for installation and deployment;
- e. Customer is responsible for the installation or configuration of third party software;
- f. All necessary components including, but not limited to, power, lighting, network connections and environment controls deemed necessary for the proper functioning of the system;
- g. Installation and support of all hardware and operating, database, and application software; and
- h. Customer will provide systems access and include third-party vendors or subject /technical matter experts as required.

### 3. Testing/Training

- a. At least one (1) Software system administrator will or has attended Software system administrator training and will participate actively in the entire project lifecycle for knowledge transfer. The Customer system administrator will support all Software environments, and solutions;
- b. At least one (1) Software Workflow administrator will or has attended Software Introduction to Workflow training and will participate actively in the entire project

lifecycle for knowledge transfer. The Customer Workflow administrator will support all Software environments, and solutions;

- c. Setup of the Software testing/training workstation(s) (e.g. PC and scanner) including the installation of all necessary software;
- d. Customer is responsible for the creation, development and execution of test cases;
- e. Customer will commit a minimum of eight (8) working hours per day to testing the Solution during the Customer Testing Support phase, which may be performed by multiple Customer personnel; and
- f. Customer is responsible for end-user training on the use of the Software.

#### **4. Project Personnel**

- a. Customer will assign a project sponsor, who will be involved in the project and may delegate the final escalation point for all issues and decisions;
- b. Customer is responsible for designating the appropriate Customer personnel to attend and contribute to all project meetings for the duration of the project;
- c. Customer is responsible for timely completion of deliverables and action items throughout the course of the project;
- d. Customer project resources will not change through the duration of the project unless required by Dublin San Ramon Services District;
- e. Customer will assign and Hyland will have access to the appropriate business process owners and resources for the project in a timely manner when requested;
- f. Database administrator, network administrator, subject matter experts, etc., will be available in a timely manner on an as-needed basis;
- g. Customer will assign and Hyland will have access to the appropriate technical resources for the project in a timely manner when requested;
- h. At least one (1) Information Services (“IS”) / Information Technology (“IT”) representative to assist with the installation with regards to network and system administration; and
- i. At least one (1) Software Administrator to assist in establishing network rights to appropriate disk groups on Customer’s file servers for Customer’s users.

The parties acknowledge and agree failure to meet responsibilities noted above will affect project duration, cost, or quality in the execution and completion of services, and will require a change order.

\*\*\* END OF DOCUMENT \*\*\*



# Solution Pricing

## OnBase Software and Maintenance

Quote ID		HSI #	18036
Quote Type	OnBase	Account Name	Dublin San Ramon Services District
Date Created	05/04/2016	Account Address	7051 Dublin Blvd Dublin, California 94568
Vendor Contact	Rachel Brubaker		
Vendor Phone	+1.440.788.5058		
Vendor Email	Rachel.brubaker@onbase.com		

Software				
Product Name	Module Code	Unit Price	Quantity	Total Module Price
Workflow Concurrent Client SL	WLIPC1	\$2,200.00	5	\$11,000.00
OnBase Agenda Management	OAGIPI	\$12,500.00	20	\$12,500.00

Quote Summary	
Software List Price	\$23,500.00
Software Discount	-\$4,700.00
Software Total	\$18,800.00
Maintenance Total	\$4,700.00
Services Total	\$113,360.00
<b>Quote Total</b>	<b>\$136,860.00</b>

\*Quote is valid for 30 days

\*All prices listed in US Dollars

\*Maintenance fees actually invoiced will be a prorated amount based on the number of months remaining in your current maintenance period at the time of order.



Reference General Manager	Type of Action Approve Increased Change Order Contingency	Board Meeting of May 17, 2016
Subject Increase Change Order Contingency for Construction Agreement with NMI Industrial Holdings, Inc., for the Secondary Clarifier No. 3 Rehabilitation Project (CIP 14-S013)		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	D. McIntyre
		<input type="checkbox"/> Board Member

**Recommendation:**

Staff recommends the Board of Directors approve, by Motion, increasing change order contingency from \$38,829 to \$80,037 for construction agreement with NMI Industrial Holdings, Inc. for the Secondary Clarifier No. 3 Rehabilitation Project (CIP 14-S013).

**Summary:**

On June 2, 2015 the Board approved the pre-purchase of the clarifier equipment for Secondary Clarifier No 3. from Ovivo in the amount of \$550,120. Then on August 4, 2015, the Board awarded a construction agreement to NMI Industrial Holdings, Inc., to install the clarifier equipment in the amount of \$38,829. Therefore, the total project cost for purchase and installation of the clarifier equipment was \$934,410.

When a construction contract is awarded, staff is authorized with a change order budget of \$100,000 or 10% of the total contract cost, whichever is less. Typically the change order contingency for the construction agreement includes the cost of both the equipment and installation of the equipment, which for the Secondary Clarifier No. 3 Project would be 10% of \$934,410, or \$93,441. However, since the equipment purchase and installation were under two separate contracts, the construction change order contingency was limited to 10% of the construction contract, \$38,829.

The project has had a total of three contract change orders due to unforeseen field conditions and required modifications to the pre-purchased Ovivo equipment. Two of the three contract change orders totaling \$36,940 have been approved thus far. A third and final change order in the amount of \$43,097 is pending and requires Board approval to increase the project change order contingency from \$38,829 to \$80,037 (i.e. 20.61% of the construction cost, 8.57% of the total project cost) prior to project acceptance.

Staff recommends that the change order contingency be increased from \$38,829 to \$80,037 for the construction agreement with NMI Industrial Holdings, Inc., for the Secondary Clarifier No. 3 Rehabilitation Project (CIP 14-S013). There is sufficient budget in the project to cover the change order cost.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR R. Portugal	DEPARTMENT Eng Services	REVIEWED BY
<b>ATTACHMENTS</b> <input checked="" type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$41,208	<input checked="" type="checkbox"/> Funding Source A. Regional Wastewater Replacement (Fund 310) B.		Attachments to S&R 1. 2. 3.			



Reference Administrative Services Manager	Type of Action Adopt Pay Schedule	Board Meeting of May 17, 2016
Subject Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 2-16		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	J. Archer
		<input type="checkbox"/> Board Member

**Recommendation:**

Staff recommends the Board of Directors adopt, by Resolution, the District Pay Schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and rescind Resolution No. 2-16.

**Summary:**

Per Resolution No. 2-16, the Board of Directors adopted the publicly available pay schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule.

The pay schedule has been updated with the corresponding base salary and effective date for the General Manager, Administrative Services Manager and Interim Operations Manager, following the adoption of the Personal Services Agreements (PSA) for the General Manager and Amendment No. 2 for the Administrative Services Manager on April 5, 2016, and PSA for Interim Operations Manager on April 19, 2016, as required by CCR, Title 2, Section 570.5. The pay schedule also reflects the base salary rates established for two recently promoted Water/Wastewater Systems Operator I employees, where their current base salary is higher than the current Step E salary of their new position, in accordance with Section 12.8 of the Local 39 Memorandum of Understanding (MOU).

The regulation specifies that compensation earnable is defined in statute and further clarified by CCR, Title 2, Section 570.5, and that salaries shall be “duly approved and adopted by the employer’s governing body in accordance with requirements of applicable public meetings laws.” Therefore, only those pay amounts that meet the definition of compensation earnable can be used when calculating retirement benefits. This regulation applies to all employers reporting compensation to CalPERS.

This pay schedule shall reflect salaries currently in place and previously agreed to by the District in accordance with the various Memoranda of Understanding and the Personal Services Agreements.

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. 2. 3.				

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5, AND RESCINDING RESOLUTION NO. 2-16

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WHEREAS, the California Code of Regulations, Title 2, Section 570.5 requires the District's Board of Directors approve and adopt all pay schedules; and

WHEREAS, the Regulations require that the pay schedule be made public without reference to another document in disclosure of the pay rate; and

WHEREAS, by Resolution No. 2-16, the Board-adopted pay schedule was approved on January 5, 2016; and

WHEREAS, pursuant to District Code Section 6.10.010(C) the Board has the sole authority to approve job titles and compensation; and

WHEREAS, the Stationary Engineers, Local 39 (Local 39) have met in good faith and agreed to a Memorandum of Understanding ("MOU") effective December 26, 2011 through December 18, 2016; and

WHEREAS, Section 12.8 of the Local 39 MOU states that an active employee who is appointed to a Local 39 position, such as a reclassification or promotional appointment, shall be subject to 'Y-rating' of their salary if the employee's current salary is higher than the Step E rate for the new position; and

WHEREAS, the incumbent Customer Field Representative II and Maintenance Worker II employees promoted to the Water/Wastewater System Operator I position with a lower Step E salary, and therefore were Y-rated to their respective current salary rate; and

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

WHEREAS, pursuant to Resolution No. 20-16 adopted April 5, 2016, this Board approved and authorized execution of an agreement for personal services with Daniel B. McIntyre as General Manager (“The Agreement”); and

WHEREAS, the specific language of The Agreement establishes a new base salary to begin effective April 6, 2016; and

WHEREAS, pursuant to Resolution No. 2-15 adopted January 20, 2015 this Board approved and authorized execution of a personal services agreement (“PSA”) with John J. Archer as Administrative Services Manager; and

WHEREAS, pursuant to Resolution No. 21-16 adopted April 5, 2016, this Board approved Amendment No. 2 to the PSA; and

WHEREAS, the specific language of Amendment No. 2 establishes a new base salary to begin effective April 6, 2016; and

WHEREAS, pursuant to Resolution No. 23-16 adopted April 19, 2016, this Board approved and authorized execution of an agreement for personal services with Daniel C. Lopez as Interim Operations Manager (“The Agreement”); and

WHEREAS, the specific language of The Agreement establishes a new base salary to begin effective May 3, 2016.

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

- (1) That the attached pay schedule titled DSRSD Pay Schedule, set forth in Exhibit “A” attached hereto and incorporated herein by reference is approved and adopted, and Resolution No. 2-16 is hereby rescinded and attached as Exhibit “B.”



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

- (2) That the pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

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 17th day of May 2016, and passed by the following vote:

AYES:

NOES:

ABSENT:

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

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

DSRSD Pay Schedule  
Pursuant to CCR Title 2 570.5

In accordance with Board-approved resolutions and the District's established payroll procedures (26 pay periods per year, 14 days per pay period).  
Time base for each pay rate: Full time employee (1.0 FTE), 40 hours per work week.

Non-Exempt, Hourly Classifications					Monthly Salary					Hourly Pay Rate				
					Job Classification	Exempt	Code	Effective Date	Resolution #	Step A	Step B	Step C	Step D	Step E
ACCOUNT CLERK I	H	cacck1	12/21/2015	73-11	4,611	4,843	5,083	5,339	5,605	26.6019	27.9404	29.3250	30.8019	32.3365
ACCOUNT CLERK II	H	cacck2	12/21/2015	73-11	5,072	5,326	5,593	5,873	6,167	29.2615	30.7269	32.2673	33.8827	35.5788
ACCOUNTANT I	H	pacct1	12/21/2015	74-11	7,065	7,418	7,789	8,178	8,587	40.7596	42.7962	44.9365	47.1808	49.5404
ACCOUNTING TECHNICIAN I	H	cactc1	12/21/2015	73-11	5,624	5,907	6,203	6,513	6,838	32.4462	34.0788	35.7865	37.5750	39.4500
ACCOUNTING TECHNICIAN II	H	cactc2	12/21/2015	73-11	6,187	6,495	6,821	7,163	7,521	35.6942	37.4712	39.3519	41.3250	43.3904
ADMIN ASSISTANT I - CONFIDENTIAL	H	hadas1	12/21/2015	76-11	5,356	5,623	5,906	6,201	6,509	30.9000	32.4404	34.0731	35.7750	37.5519
ADMIN ASSISTANT II - CONFIDENTIAL	H	hadas2	12/21/2015	76-11	5,888	6,183	6,492	6,818	7,159	33.9692	35.6712	37.4538	39.3346	41.3019
ADMINISTRATIVE ANALYST I	H	padan1	12/21/2015	74-11	7,734	8,121	8,528	8,954	9,402	44.6192	46.8519	49.2000	51.6577	54.2423
ADMINISTRATIVE ASSISTANT I	H	cadass1	12/21/2015	73-11	4,664	4,895	5,143	5,399	5,667	26.9077	28.2404	29.6712	31.1481	32.6942
ADMINISTRATIVE ASSISTANT II	H	cadass2	12/21/2015	73-11	5,130	5,389	5,657	5,940	6,237	29.5962	31.0904	32.6365	34.2692	35.9827
ADMINISTRATIVE TECHNICIAN	H	cadmtc	12/21/2015	73-11	6,027	6,330	6,646	6,978	7,328	34.7712	36.5192	38.3423	40.2577	42.2769
ADMINISTRATIVE TECHNICIAN-CONFIDENTIAL	H	hadmtc	12/21/2015	76-11	6,278	6,591	6,919	7,266	7,631	36.2192	38.0250	39.9173	41.9192	44.0250
CO-GENERATION SPECIALIST	H	ccogsp	12/21/2015	73-11	8,091	8,498	8,921	9,369	9,835	46.6788	49.0269	51.4673	54.0519	56.7404
COMMUNITY AFFAIRS SPECIALIST I	H	pcafs1	12/21/2015	74-11	7,413	7,784	8,174	8,582	9,011	42.7673	44.9077	47.1577	49.5115	51.9865
CONSTRUCTION INSPECTOR I	H	ccoin1	12/21/2015	73-11	6,926	7,270	7,635	8,017	8,415	39.9577	41.9423	44.0481	46.2519	48.5481
CONSTRUCTION INSPECTOR II	H	ccoin2	12/21/2015	73-11	7,616	7,996	8,399	8,817	9,257	43.9385	46.1308	48.4558	50.8673	53.4058
CUSTOMER FIELD REPRESENTATIVE I	H	ccfdr1	12/21/2015	73-11	5,245	5,509	5,785	6,073	6,376	30.2596	31.7827	33.3750	35.0365	36.7846
CUSTOMER FIELD REPRESENTATIVE II	H	ccfdr2	12/21/2015	73-11	5,768	6,058	6,363	6,680	7,014	33.2769	34.9500	36.7096	38.5385	40.4654
CUSTOMER SERVICES REPRESENTATIVE I	H	ccsrp1	12/21/2015	73-11	4,582	4,811	5,052	5,305	5,570	26.4346	27.7558	29.1462	30.6058	32.1346
CUSTOMER SERVICES REPRESENTATIVE II	H	ccsrp2	12/21/2015	73-11	5,041	5,295	5,557	5,833	6,126	29.0827	30.5481	32.0596	33.6519	35.3423
CUSTOMER SERVICES REPRESENTATIVE III	H	ccsrp3	12/21/2015	73-11	6,346	6,665	6,999	7,350	7,716	36.6115	38.4519	40.3788	42.4038	44.5154
ELECTRICIAN	H	celect	12/21/2015	73-11	7,444	7,815	8,207	8,617	9,047	42.9462	45.0865	47.3481	49.7135	52.1942
ENGINEERING TECHNICIAN / GIS SPECIALIST I	H	centc1	12/21/2015	73-11	6,339	6,658	6,991	7,340	7,707	36.5712	38.4115	40.3327	42.3462	44.4635
ENGINEERING TECHNICIAN / GIS SPECIALIST II	H	centc2	12/21/2015	73-11	6,974	7,321	7,688	8,073	8,476	40.2346	42.2365	44.3538	46.5750	48.9000
ENVIRONMENTAL CHEMIST I	H	pench1	12/21/2015	74-11	7,282	7,646	8,027	8,431	8,851	42.0115	44.1115	46.3096	48.6404	51.0635
ENVIRONMENTAL COMPLIANCE INSPECTOR I-CLEAN WATER	H	cecic1	12/21/2015	73-11	6,700	7,033	7,386	7,757	8,143	38.6538	40.5750	42.6115	44.7519	46.9788
ENVIRONMENTAL COMPLIANCE INSPECTOR II-CLEAN WATER	H	cecic2	12/21/2015	73-11	7,373	7,739	8,126	8,533	8,957	42.5365	44.6481	46.8808	49.2288	51.6750
ENVIRONMENTAL COMPLIANCE INSPECTOR I-PRETREATMENT	H	cecip1	12/21/2015	73-11	6,700	7,033	7,386	7,757	8,143	38.6538	40.5750	42.6115	44.7519	46.9788
ENVIRONMENTAL COMPLIANCE INSPECTOR II-PRETREATMENT	H	cecip2	12/21/2015	73-11	7,373	7,739	8,126	8,533	8,957	42.5365	44.6481	46.8808	49.2288	51.6750
FLEET MECHANIC	H	cfmech	12/21/2015	73-11	6,631	6,963	7,311	7,676	8,060	38.2558	40.1712	42.1788	44.2846	46.5000
GIS ANALYST I	H	pgisa1	12/21/2015	74-11	8,167	8,575	9,005	9,455	9,926	47.1173	49.4712	51.9519	54.5481	57.2654
HUMAN RESOURCES ANALYST I	H	hhran1	12/21/2015	76-11	7,799	8,188	8,597	9,028	9,479	44.9942	47.2385	49.5981	52.0846	54.6865
HUMAN RESOURCES TECHNICIAN	H	hhrtc	12/21/2015	76-11	6,278	6,591	6,919	7,266	7,631	36.2192	38.0250	39.9173	41.9192	44.0250
INFORMATION SYSTEMS TECHNICIAN I	H	cistc1	12/21/2015	73-11	6,043	6,344	6,663	6,996	7,347	34.8635	36.6000	38.4404	40.3615	42.3865
INFORMATION SYSTEMS TECHNICIAN II	H	cistc2	12/21/2015	73-11	6,646	6,978	7,328	7,695	8,081	38.3423	40.2577	42.2769	44.3942	46.6212
INFORMATION TECHNOLOGY ANALYST I	H	pitan1	12/21/2015	74-11	8,337	8,752	9,189	9,649	10,132	48.0981	50.4923	53.0135	55.6673	58.4538

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INSTRUMENTATION TECHNICIAN	H	cinstc	12/21/2015	73-11	7,608	7,990	8,388	8,809	9,250	43.8923	46.0962	48.3923	50.8212	53.3654
JUNIOR ENGINEER	H	pjreng	12/21/2015	74-11	7,744	8,130	8,537	8,962	9,411	44.6769	46.9038	49.2519	51.7038	54.2942
JUNIOR PLANNER	H	pjrpln	12/21/2015	74-11	7,293	7,656	8,038	8,441	8,862	42.0750	44.1692	46.3731	48.6981	51.1269
LABORATORY TECHNICIAN	H	clabtc	12/21/2015	73-11	6,371	6,690	7,023	7,376	7,744	36.7558	38.5962	40.5173	42.5538	44.6769
MAINTENANCE WORKER I	H	cmtwk1	12/21/2015	73-11	5,394	5,662	5,946	6,243	6,556	31.1192	32.6654	34.3038	36.0173	37.8231
MAINTENANCE WORKER II	H	cmtwk2	12/21/2015	73-11	5,931	6,229	6,541	6,867	7,209	34.2173	35.9365	37.7365	39.6173	41.5904
MECHANIC I	H	cmech1	12/21/2015	73-11	6,222	6,532	6,860	7,202	7,564	35.8962	37.6846	39.5769	41.5500	43.6385
MECHANIC I (Y-RATED)	H	ycmech1	12/21/2015	73-11	0	0	0	0	7,863	0.0000	0.0000	0.0000	0.0000	45.3635
MECHANIC II	H	cmech2	12/21/2015	73-11	6,843	7,185	7,544	7,923	8,318	39.4788	41.4519	43.5231	45.7096	47.9885
MECHANIC II-CRANE CERTIFIED	H	cmeccc	12/21/2015	73-11	7,015	7,366	7,734	8,121	8,528	40.4712	42.4962	44.6192	46.8519	49.2000
OPERATIONS CONTROL SYSTEM SPECIALIST	H	copcss	12/21/2015	73-11	8,121	8,528	8,953	9,402	9,871	46.8519	49.2000	51.6519	54.2423	56.9481
OPERATOR-IN-TRAINING	H	cwtptot	12/21/2015	73-11	5,305	5,570	5,848	6,141	6,447	30.6058	32.1346	33.7385	35.4288	37.1942
PROCESS LEAD WWTP OPERATOR IV	H	cwtpt04	12/21/2015	73-11	7,751	8,138	8,544	8,972	9,420	44.7173	46.9500	49.2923	51.7615	54.3462
PROCESS LEAD WWTP OPERATOR V	H	cwtpt05	12/21/2015	73-11	8,138	8,544	8,972	9,420	9,892	46.9500	49.2923	51.7615	54.3462	57.0692
SAFETY TECHNICIAN	H	csafte	12/21/2015	73-11	6,371	6,690	7,023	7,376	7,744	36.7558	38.5962	40.5173	42.5538	44.6769
SENIOR ACCOUNTING TECHNICIAN	H	csactc	12/21/2015	73-11	6,808	7,148	7,503	7,879	8,273	39.2769	41.2385	43.2865	45.4558	47.7288
SENIOR ELECTRICAL/ELECTRONIC TECHNICIAN	H	cseetc	12/21/2015	73-11	8,371	8,791	9,228	9,689	10,173	48.2942	50.7173	53.2385	55.8981	58.6904
SENIOR ELECTRICIAN	H	csrelect	12/21/2015	73-11	8,188	8,597	9,027	9,479	9,952	47.2385	49.5981	52.0788	54.6865	57.4154
SENIOR ENGINEERING TECHNICIAN / GIS SPECIALIST	H	csentc	12/21/2015	73-11	7,670	8,054	8,455	8,882	9,323	44.2500	46.4654	48.7788	51.2423	53.7865
SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR	H	csreci	12/21/2015	73-11	8,109	8,513	8,939	9,384	9,855	46.7827	49.1135	51.5712	54.1385	56.8558
SENIOR INSTRUMENTATION/CONTROLS TECHNICIAN	H	csrictech	12/21/2015	73-11	8,932	9,379	9,848	10,342	10,859	51.5308	54.1096	56.8154	59.6654	62.6481
SENIOR MECHANIC	H	csrmec	12/21/2015	73-11	7,530	7,904	8,301	8,715	9,149	43.4423	45.6000	47.8904	50.2788	52.7827
SENIOR MECHANIC-CRANE CERTIFIED	H	csrmcc	12/21/2015	73-11	7,716	8,101	8,506	8,932	9,378	44.5154	46.7365	49.0731	51.5308	54.1038
SENIOR WWTP OPERATOR III	H	cswtpt03	12/21/2015	73-11	7,381	7,751	8,138	8,544	8,972	42.5827	44.7173	46.9500	49.2923	51.7615
WASTEWATER TREATMENT PLANT OPERATOR I	H	cwtpt01	12/21/2015	73-11	6,102	6,404	6,725	7,061	7,414	35.2038	36.9462	38.7981	40.7365	42.7731
WASTEWATER TREATMENT PLANT OPERATOR II	H	cwtpt02	12/21/2015	73-11	6,710	7,046	7,397	7,767	8,157	38.7115	40.6500	42.6750	44.8096	47.0596
WATER/WASTEWATER SYSTEMS LEAD OPERATOR	H	cwwslo	12/21/2015	73-11	8,342	8,759	9,195	9,654	10,136	48.1269	50.5327	53.0481	55.6962	58.4769
WATER/WASTEWATER SYSTEMS OPERATOR IV-ON CALL	H	cww4oc	12/21/2015	73-11	7,566	7,943	8,342	8,759	9,195	43.6500	45.8250	48.1269	50.5327	53.0481
WATER/WASTEWATER SYSTEMS OPERATOR I	H	cwwso1	12/21/2015	73-11	5,305	5,570	5,848	6,141	6,447	30.6058	32.1346	33.7385	35.4288	37.1942
WATER/WASTEWATER SYSTEMS OPERATOR II	H	cwwso2	12/21/2015	73-11	6,102	6,404	6,725	7,061	7,414	35.2038	36.9462	38.7981	40.7365	42.7731
WATER/WASTEWATER SYSTEMS OPERATOR III	H	cwwso3	12/21/2015	73-11	6,710	7,046	7,397	7,767	8,157	38.7115	40.6500	42.6750	44.8096	47.0596
WATER/WASTEWATER SYSTEMS OPERATOR IV	H	cwwso4	12/21/2015	73-11	7,381	7,751	8,138	8,544	8,972	42.5827	44.7173	46.9500	49.2923	51.7615

Exempt Classifications	Exempt	Code	Effective Date	Resolution #	Monthly Salary					Bi-Weekly Pay Rate				
					Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT II	S	pacct2	12/21/2015	74-11	7,712	8,097	8,502	8,927	9,373	3559.38	3737.08	3924.00	4120.15	4326.00
ADMINISTRATIVE ANALYST II	S	padan2	12/21/2015	74-11	8,449	8,871	9,315	9,782	10,271	3899.54	4094.31	4299.23	4514.77	4740.46
ADMINISTRATIVE SERVICES MANAGER	S	asm	4/6/2016	21-16	0	0	0	0	17,283	0.00	0.00	0.00	0.00	7976.77
ASSISTANT ENGINEER	S	paseng	12/21/2015	74-11	8,460	8,883	9,325	9,792	10,281	3904.62	4099.85	4303.85	4519.38	4745.08
ASSISTANT PLANNER	S	paspln	12/21/2015	74-11	7,961	8,360	8,778	9,217	9,678	3674.31	3858.46	4051.38	4254.00	4466.77

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ASSOCIATE CIVIL ENGINEER-SUBJECT MATTER EXPERT (SME)	S	paesme	12/21/2015	74-11	9,638	10,120	10,625	11,156	11,715	4448.31	4670.77	4903.85	5148.92	5406.92
ASSOCIATE ENGINEER-SUPERVISORY	S	maseng	12/21/2015	75-11	10,267	10,779	11,318	11,885	12,479	4738.62	4974.92	5223.69	5485.38	5759.54
ASSOCIATE PLANNER	S	pasopl	12/21/2015	74-11	8,702	9,136	9,592	10,072	10,576	4016.31	4216.62	4427.08	4648.62	4881.23
BUYER	S	pbuyer	12/21/2015	74-11	7,270	7,634	8,016	8,414	8,837	3355.38	3523.38	3699.69	3883.38	4078.62
CLEAN WATER PROGRAMS SPECIALIST	S	pcwpsp	12/21/2015	74-11	8,687	9,121	9,576	10,055	10,556	4009.38	4209.69	4419.69	4640.77	4872.00
COMMUNITY AFFAIRS SPECIALIST II	S	pcafs2	12/21/2015	74-11	8,096	8,501	8,926	9,372	9,841	3736.62	3923.54	4119.69	4325.54	4542.00
COMMUNITY AFFAIRS SUPERVISOR	S	mcasup	12/21/2015	75-11	10,306	10,820	11,363	11,931	12,528	4756.62	4993.85	5244.46	5506.62	5782.15
CUSTOMER SERVICES SUPERVISOR	S	mcssup	12/21/2015	75-11	9,275	9,738	10,224	10,737	11,274	4280.77	4494.46	4718.77	4955.54	5203.38
ELECTRICAL AND INSTRUMENTATION SUPERVISOR	S	meisup	12/21/2015	75-11	9,173	9,631	10,112	10,619	11,151	4233.69	4445.08	4667.08	4901.08	5146.62
EMPLOYEE DEVELOPMENT SPECIALIST	S	peedsp	12/21/2015	74-11	8,527	8,952	9,400	9,870	10,363	3935.54	4131.69	4338.46	4555.38	4782.92
ENGINEERING SERVICES MANAGER (vacant)	S	esm	TBD	TBD	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
ENVIRONMENTAL SERVICES ADMINISTRATOR	S	mesadm	12/21/2015	75-11	12,302	12,915	13,561	14,238	14,951	5677.85	5960.77	6258.92	6571.38	6900.46
ENVIRONMENTAL CHEMIST II	S	pench2	12/21/2015	74-11	7,950	8,348	8,765	9,203	9,664	3669.23	3852.92	4045.38	4247.54	4460.31
EXECUTIVE SERVICES SUPERVISOR	S	messup	12/21/2015	75-11	10,996	11,546	12,123	12,727	13,365	5075.08	5328.92	5595.23	5874.00	6168.46
FIELD OPERATIONS SUPERVISOR	S	mfosup	12/21/2015	75-11	10,004	10,502	11,029	11,578	12,157	4617.23	4847.08	5090.31	5343.69	5610.92
FINANCIAL ANALYST	S	pfinan	12/21/2015	74-11	8,745	9,183	9,642	10,124	10,629	4036.15	4238.31	4450.15	4672.62	4905.69
FINANCIAL SERVICES SUPERVISOR	S	mfssup	12/21/2015	75-11	11,034	11,585	12,163	12,773	13,411	5092.62	5346.92	5613.69	5895.23	6189.69
GENERAL MANAGER	S	gm	4/6/2016	20-16	0	0	0	0	20,371	0.00	0.00	0.00	0.00	9402.00
GIS ANALYST II	S	pgisa2	12/21/2015	74-11	8,925	9,371	9,839	10,331	10,848	4119.23	4325.08	4541.08	4768.15	5006.77
GRAPHIC DESIGNER	S	pgrptc	12/21/2015	74-11	8,096	8,501	8,926	9,372	9,841	3736.62	3923.54	4119.69	4325.54	4542.00
HUMAN RESOURCES ANALYST II	S	hhran2	12/21/2015	76-11	8,521	8,947	9,394	9,862	10,357	3932.77	4129.38	4335.69	4551.69	4780.15
HUMAN RESOURCES SUPERVISOR	S	mhrsup	12/21/2015	75-11	10,826	11,366	11,933	12,532	13,156	4996.62	5245.85	5507.54	5784.00	6072.00
INFORMATION SERVICES SUPERVISOR	S	missup	12/21/2015	75-11	11,972	12,569	13,198	13,860	14,552	5525.54	5801.08	6091.38	6396.92	6716.31
INFORMATION TECHNOLOGY ANALYST II	S	pitan2	12/21/2015	74-11	9,111	9,566	10,044	10,547	11,074	4205.08	4415.08	4635.69	4867.85	5111.08
INTERIM OPERATIONS MANAGER	S	iom	5/3/2016	23-16	0	0	0	0	15,699	0.00	0.00	0.00	0.00	9371.00
LABORATORY SUPERVISOR	S	mlbsup	12/21/2015	75-11	10,093	10,596	11,127	11,682	12,268	4658.31	4890.46	5135.54	5391.69	5662.15
MECHANICAL SUPERVISOR	S	mmesup	12/21/2015	75-11	8,975	9,423	9,894	10,390	10,908	4142.31	4349.08	4566.46	4795.38	5034.46
PRINCIPAL ENGINEER-SUBJECT MATTER EXPERT (SME)	S	ppesme	12/21/2015	74-11	11,538	12,114	12,721	13,357	14,024	5325.23	5591.08	5871.23	6164.77	6472.62
PRINCIPAL ENGINEER-SUPERVISORY	S	mpreng	12/21/2015	75-11	12,425	13,045	13,697	14,383	15,102	5734.62	6020.77	6321.69	6638.31	6970.15
SAFETY OFFICER	S	psafof	12/21/2015	74-11	8,978	9,427	9,898	10,393	10,912	4143.69	4350.92	4568.31	4796.77	5036.31
SENIOR CIVIL ENGINEER-SUBJECT MATTER EXPERT (SME)	S	psesme	12/21/2015	74-11	10,542	11,069	11,622	12,203	12,814	4865.54	5108.77	5364.00	5632.15	5914.15
SENIOR CIVIL ENGINEER-SUPERVISORY	S	mscesu	12/21/2015	75-11	11,293	11,860	12,452	13,074	13,726	5212.15	5473.85	5747.08	6034.15	6335.08
SENIOR ELECTRICAL ENGINEER-SUPERVISORY	S	msrees	12/21/2015	75-11	11,293	11,860	12,452	13,074	13,726	5212.15	5473.85	5747.08	6034.15	6335.08
SENIOR ENVIRONMENTAL CHEMIST	S	psrech	12/21/2015	74-11	8,687	9,121	9,576	10,055	10,556	4009.38	4209.69	4419.69	4640.77	4872.00
SENIOR MECHANICAL ENGINEER-SUPERVISORY	S	msrmes	12/21/2015	75-11	11,293	11,860	12,452	13,074	13,726	5212.15	5473.85	5747.08	6034.15	6335.08
SENIOR PLANNER	S	psrpln	12/21/2015	74-11	9,510	9,987	10,486	11,009	11,560	4389.23	4609.38	4839.69	5081.08	5335.38
WASTEWATER TREATMENT PLANT OPERATIONS SUPERVISOR	S	mwtpos	12/21/2015	75-11	12,302	12,915	13,561	14,238	14,951	5677.85	5960.77	6258.92	6571.38	6900.46

RESOLUTION NO. 2-16

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5, AND RESCINDING RESOLUTION NO. 91-15

---

WHEREAS, the California Code of Regulations, Title 2, Section 570.5 requires the District's Board of Directors approve and adopt all pay schedules; and

WHEREAS, the Regulations require that the pay schedule be made public without reference to another document in disclosure of the pay rate; and

WHEREAS, by Resolution No. 91-15, the Board-adopted pay schedule was approved on November 3, 2015; and

WHEREAS, the Stationary Engineers, Local 39 (Local 39), Professional Employees Bargaining Unit (PEBU) and Mid-Management Employees Bargaining Unit (MEBU) have met in good faith and agreed to labor contracts effective December 26, 2011 through December 18, 2016; and

WHEREAS, the Confidential Employees Bargaining Unit (CEBU) have met in good faith and agreed to labor contracts effective December 26, 2011 through April 30, 2017; and

WHEREAS, the Operations Manager has a Personal Services Agreement in place effective January 1, 2012; and

WHEREAS, the Engineering Services Manager has a Personal Services Agreement in place effective February 18, 2015; and

WHEREAS, the specific language of these labor contracts and personal services agreements establishes a salary increase effective the first pay period of Calendar Year 2016.

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


- (1) That the attached pay schedule titled DSRSD Pay Schedule, set forth in Exhibit "A" attached hereto and incorporated herein by reference is approved and adopted, and Resolution No. 91-15 is hereby rescinded and attached as Exhibit "B."
- (2) That the pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

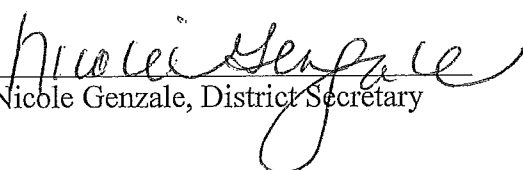
ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 5th day of January 2016, and passed by the following vote:

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

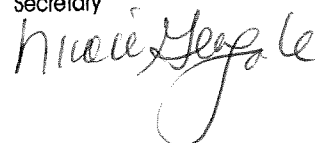
NOES: 0

ABSENT: 0

  
D.L. (Pat) Howard, President

ATTEST:   
Nicole Genzale, District Secretary

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



JAN 07 2016



Reference Administrative Services Manager	Type of Action Accept Report(s)	Board Meeting of May 17, 2016
Subject Accept the Following Regular and Recurring Reports: District Financial Statements, Warrant List, Upcoming Board Business and Capital Outlay Budget Adjustment		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation	<input checked="" type="checkbox"/> Staff
REPORT:		J. Archer
		<input type="checkbox"/> Board Member

**Recommendation:**

Staff 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;
- Upcoming Board Business, and
- Capital Outlay Budget Adjustment.

This item is regularly presented at the second Board meeting of the month.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Archer	DEPARTMENT Admin Services	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$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	April 2016	Yes	June 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	Yes	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	\$1,200	\$1,200
Capital Project Budget Adjustments	\$0	\$0	\$0
Unexpected Asset Replacements	\$178,973	\$0	\$178,973

<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

  
5/9/16

# Dublin San Ramon Services District

## Revenue Summary

April 2016

Revenue Source	Budget	Budget to Date	YTD Actual	Amount Remaining	%f Budget Received	% Revenue Expected
Local Sewer Operations	\$ 2,308,980	\$ 1,725,731	\$ 1,720,439	\$ 588,541	74.51%	74.74%
Regional Sewer Operations	\$ 19,347,168	\$ 13,704,244	\$ 14,388,031	\$ 4,959,137	74.37%	70.83%
<b>Service Charges - Sewer</b>	<b>\$ 21,656,148</b>	<b>\$ 15,429,975</b>	<b>\$ 16,108,470</b>	<b>\$ 5,547,677</b>	<b>74.38%</b>	<b>71.25%</b>
Water Operations	\$ 26,235,868	\$ 18,583,740	\$ 15,212,048	\$ 11,023,820	57.98%	70.83%
Water Expansion	\$ 0	\$ 0	\$ (1,056)	\$ 1,056	100.00%	83.33%
<b>Service Charges - Water</b>	<b>\$ 26,235,868</b>	<b>\$ 18,583,740</b>	<b>\$ 15,210,992</b>	<b>\$ 11,024,876</b>	<b>57.98%</b>	<b>70.83%</b>
Local Sewer Replacement	\$ 296,752	\$ 247,293	\$ 480,052	\$ (183,300)	161.77%	83.33%
Local Sewer Expansion	\$ 288,558	\$ 240,465	\$ 466,896	\$ (178,339)	161.80%	83.33%
Regional Sewer Replacement	\$ 1,033,114	\$ 860,928	\$ 1,880,575	\$ (847,461)	182.03%	83.33%
Regional Sewer Expansion	\$ 6,820,299	\$ 5,683,583	\$ 12,260,786	\$ (5,440,487)	179.77%	83.33%
<b>Capacity Reserve Fees - Sewer</b>	<b>\$ 8,438,723</b>	<b>\$ 7,032,269</b>	<b>\$ 15,088,310</b>	<b>\$ (6,649,587)</b>	<b>178.80%</b>	<b>83.33%</b>
Water Replacement	\$ 2,046,528	\$ 1,705,440	\$ 2,774,869	\$ (728,341)	135.59%	83.33%
Water Expansion	\$ 5,478,688	\$ 4,565,573	\$ 7,775,963	\$ (2,297,275)	141.93%	83.33%
<b>Capacity Reserve Fees - Water</b>	<b>\$ 7,525,216</b>	<b>\$ 6,271,013</b>	<b>\$ 10,550,832</b>	<b>\$ (3,025,616)</b>	<b>140.21%</b>	<b>83.33%</b>
<b>Fees &amp; Permits</b>	<b>\$ 2,602,355</b>	<b>\$ 2,168,629</b>	<b>\$ 3,609,135</b>	<b>\$ (1,006,781)</b>	<b>138.69%</b>	<b>83.33%</b>
<b>Interest</b>	<b>\$ 1,142,404</b>	<b>\$ 952,003</b>	<b>\$ 931,289</b>	<b>\$ 211,115</b>	<b>81.52%</b>	<b>83.33%</b>
<b>Other Income</b>	<b>\$ 3,944,991</b>	<b>\$ 3,287,493</b>	<b>\$ 3,691,723</b>	<b>\$ 253,269</b>	<b>93.58%</b>	<b>83.33%</b>
	<u><b>\$ 71,545,705</b></u>	<u><b>\$ 53,725,123</b></u>	<u><b>\$ 65,190,751</b></u>	<u><b>\$ 6,354,954</b></u>	<u><b>91.12%</b></u>	<u><b>75.09%</b></u>

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

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

<b>Enterprise Funds</b>					
Fund	Dollars (\$)		In Months		
	YTD Actual	Budget	Target (Months)	Last Month	Current Month
Local Enterprise	\$ 954,167	\$ 688,374	4	5.71	5.54
Regional Enterprise	\$ 5,879,507	\$ 5,434,384	4	4.13	4.33
Water Enterprise	\$ 6,701,904	\$ 6,658,940	4	4.00	4.03

<b>Replacement Funds</b>			
Fund	In Dollars (\$)		
	Actual	Minimum	Above (Below)
Local Replacement	\$ 9,515,321	\$ 1,848,086	\$ 7,667,235
Regional Replacement	\$ 18,808,254	\$ 7,205,245	\$ 11,603,009
Water Replacement	\$ 12,879,090	\$ 6,358,930	\$ 6,520,160

<b>Expansion Funds</b>			
Fund	In Dollars (\$)		
	Actual	Minimum	Above (Below)
Local Expansion	\$ 6,944,247	\$ 767,000	\$ 6,177,247
Regional Expansion	\$ 44,313,837	\$ 8,622,594	\$ 35,691,243
Water Expansion	\$ 17,631,649	\$ 12,715,971	\$ 4,915,678

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

**Dublin San Ramon Services District**

**Expense Summary by Fund**

April 2016

% of Year Completed= 83%

Expense Summary by Fund	Budget	Budget to Date	Year To Date Actual	Dollars Remaining	Percent Used
200 - Local Sewer Operations	\$ 1,629,724	\$ 1,358,104	\$ 1,322,508	\$ 307,217	81.15 %
210 - Local Sewer Replacement	\$ 313,115	\$ 260,929	\$ 50,133	\$ 262,982	16.01 %
220 - Local Sewer Expansion	\$ 843,266	\$ 702,722	\$ 544,321	\$ 298,945	64.55 %
300 - Regional Sewer Operations	\$ 16,386,630	\$ 13,655,525	\$ 13,013,599	\$ 3,373,030	79.42 %
310 - Regional Sewer Replacement	\$ 280,450	\$ 233,708	\$ 185,884	\$ 94,566	66.28 %
320 - Regional Sewer Expansion	\$ 4,765,304	\$ 3,971,087	\$ 3,950,772	\$ 814,532	82.91 %
600 - Water Operations	\$ 20,208,208	\$ 16,840,174	\$ 14,080,052	\$ 6,128,156	69.67 %
605 - Water Rate Stabilization Fund	\$ 20,000	\$ 16,667	\$ 16,914	\$ 3,086	84.57 %
610 - Water Replacement	\$ 1,102,554	\$ 918,795	\$ 180,123	\$ 922,431	16.34 %
620 - Water Expansion	\$ 4,991,856	\$ 4,159,880	\$ 3,587,939	\$ 1,403,916	71.88 %
900 - Administrative Overhead	\$ 6,548,195	\$ 5,456,829	\$ 4,453,816	\$ 2,094,379	68.02 %
965 - Other Post Employment Benefits	\$ 782,545	\$ 652,121	\$ 701,554	\$ 80,992	89.65 %
995 - DV Standby Assessment	\$ 1,530,156	\$ 1,275,130	\$ 9,037	\$ 1,521,120	0.59 %
	<u>\$ 59,402,005</u>	<u>\$ 49,501,670</u>	<u>\$ 42,096,653</u>	<u>\$ 17,305,352</u>	<u>70.87 %</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**  
**April 2016**

% of Year Completed= 83%

Expense Summary by Department	Budget	Budget To Date	Year To Date Actual	Dollars Remaining	Percentage Used
<b>Executive</b>	\$ 2,361,396	\$ 1,967,830	\$ 1,505,279	\$ 856,116	63.75%
<b>Financial Services</b>	\$ 4,786,449	\$ 3,988,708	\$ 3,468,969	\$ 1,317,481	72.47%
<b>Engineering</b>	\$ 4,098,295	\$ 3,415,246	\$ 2,657,199	\$ 1,441,097	64.84%
<b>Operations</b>	\$ 14,919,658	\$ 12,433,048	\$ 11,588,596	\$ 3,331,062	77.67%
<b>Non-Departmental</b>	\$ 33,236,207	\$ 27,696,839	\$ 22,876,611	\$ 10,359,596	68.83%
	<u>\$ 59,402,005</u>	<u>\$ 49,501,670</u>	<u>\$ 42,096,653</u>	<u>\$ 17,305,352</u>	<u>70.87%</u>

**Dublin San Ramon Services District**

**Expense Summary by Category**

April 2016

% of Year Completed= 83%

Expense Summary by Category	Budget	Budget to Date	Year to Date Actual	Budget Remaining	Percentage Used
<b>Personnel</b>	\$ 24,983,876	\$ 20,819,897	\$ 20,366,846	\$ 4,617,030	81.52%
<b>Materials and Supplies</b>	\$ 13,523,119	\$ 11,269,266	\$ 8,270,612	\$ 5,252,507	61.16%
<b>Contract Services</b>	\$ 6,799,212	\$ 5,666,010	\$ 2,580,870	\$ 4,218,343	37.96%
<b>Other Expenses</b>	\$ 13,463,797	\$ 11,219,831	\$ 10,559,564	\$ 2,904,234	78.43%
<b>Capital Outlay</b>	\$ 632,000	\$ 526,667	\$ 318,661	\$ 313,339	50.42%
	<u>\$ 59,402,005</u>	<u>\$ 49,501,670</u>	<u>\$ 42,096,553</u>	<u>\$ 17,305,452</u>	<u>70.87%</u>

Dublin San Ramon Services District

Capital Outlay by Division  
April, 2016

Capital Outlay - Identified	Budget	Year To Date Actual	Dollars Remaining	Percent Used
Van - Ford Transit	* \$ 35,000	\$ -	\$ 35,000	0.00%
<b>Engineering Admin</b>	\$ 35,000	\$ -	\$ 35,000	0.00%
Asset Management Software	* \$ 140,500	\$ 52,000	\$ 88,500	37.01%
<b>Asset Management</b>	\$ 140,500	\$ 52,000	\$ 88,500	37.01%
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>	\$ 154,000	\$ 54,015	\$ 99,985	35.07%
Heavy Capacity Forklift for biosolids, used	** \$ 35,000	\$ -	\$ 35,000	0.00%
<b>Plant Operations</b>	\$ 35,000	\$ -	\$ 35,000	0.00%
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	10,816	1,684	86.53%
Building "A" air compressor	13,000	10,995	2,005	84.58%
Cogen Emission Analyzer	13,000	13,383	(383)	102.95%
<b>Mechanical Maintenance</b>	\$ 220,500	\$ 35,194	\$ 185,306	15.96%
Van - Ford Transit	\$ 27,000	\$ 23,974	\$ 3,026	88.79%
Update Security system	*** 20,000		20,000	0.00%
<b>Electrical Maintenance</b>	\$ 47,000	\$ 23,974	\$ 23,026	51.01%
<b>Total Capital Outlay - Identified</b>	\$ 632,000	\$ 165,183	\$ 466,817	26.14%
<b>Unexpected Capital Outlay</b>				
Completely refurbish aeration preopeller mixer	\$ 11,927	\$ 11,894	\$ 33	
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	-	
Valve replacement 20" Water main	31,367	31,367	-	
<b>Total Unexpected Capital Outlay</b>	\$ 153,511	\$ 153,478	\$ 33	
<b>Total All Capital Outlay</b>	\$ 785,511	\$ 318,661	\$ 466,850	

\* Purchase orders have been issued for these capital outlay items and should be received by June 30th.

\*\* Items will not be purchased this fiscal year; alternatives are being researched.

\*\*\* Item is being pushed to FYE2017.

# Capital Project Expense Summary Report

Dublin San Ramon Services District

April, 2016

<b>Fund #</b>		<b>Budget</b>	<b>Year-to-date Expenditures</b>	<b>Balance</b>	<b>Prct Used</b>
210	Local Sewer Replacement	1,678,736.00	610,833.68	1,067,902.32	36.39%
220	Local Sewer Expansion	377,000.00	253,050.48	123,949.52	67.12%
310	Regional Sewer Replacement	3,281,171.00	1,488,407.53	1,792,763.47	45.36%
320	Regional Sewer Expansion	1,306,362.00	697,896.91	608,465.09	53.42%
610	Water Replacement	10,318,674.00	6,651,925.82	3,666,748.18	64.46%
620	Water Expansion	5,458,281.00	6,255,700.05	(797,419.05) *	114.61%
	<b>Grand Total</b>	<u>22,420,224.00</u>	<u>15,957,814.47</u>	<u>6,462,409.53</u>	<u>71.18%</u>

\* The District is expecting to receive \$2million of grant funding prior to the end of the fiscal year to offset costs of recycled water project.



**Financing Administration Agreement Calculations  
April, 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>\$ 44,313,837</b>
Number of Years of Maximum Debt Service on Hand (Working Capital/Max Annual Debt)	\$ 4,332,552      10.23
Capacity Fee Revenue this Fiscal Year	\$12,260,786
Debt Service for FY 15/16	\$ 4,311,297
Capacity fees in excess (deficiency) of this amount	\$ 7,949,489
<b>Amount in Rate Stabilization Fund in Excess of (below) 5XMADS</b>	<b>\$22,651,076</b>

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

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

	Budget	Actual	Above (Below)
<b>Sewer</b>			
<i>DSRSD</i>	347	650	303
<i>Pleasanton</i>	150	194	44
<b>Water</b>	608	702	94

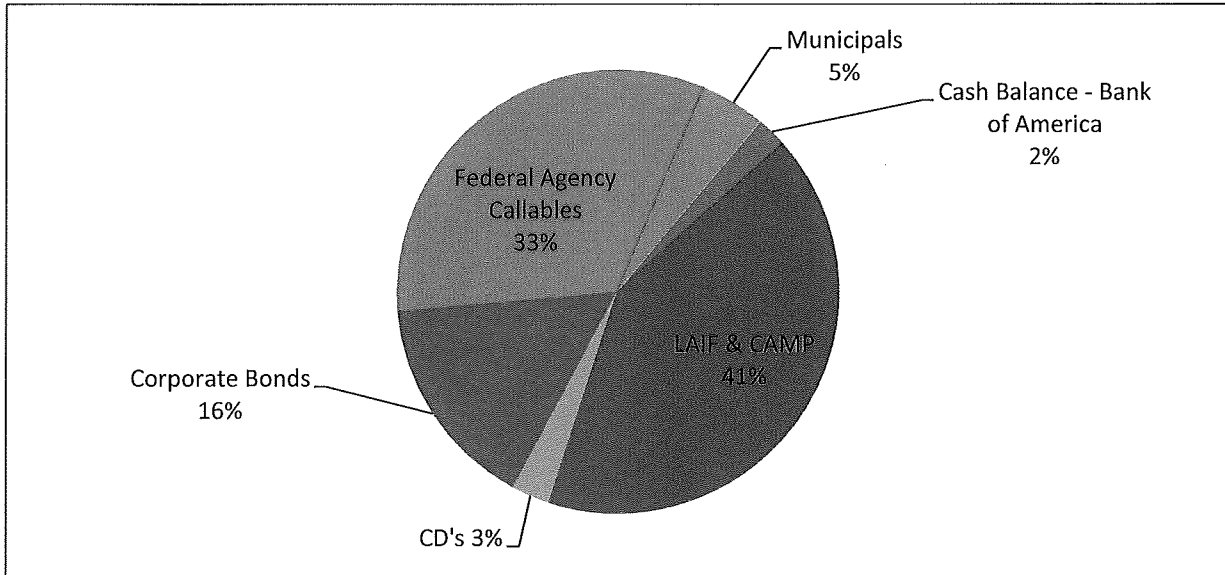
Dublin San Ramon Services District  
 Treasurer's Report - Portfolio Management Summary  
 As of: April 30, 2016

Description	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	13,038,199.32	13,038,199.32	13,038,199.32	8.93%	100%	Yes	0.480%
Certificate of Deposit	4,250,000.00	4,267,744.75	4,250,000.00	2.91%	30%	Yes	0.979%
Corporate Bonds	23,500,000.00	23,781,444.50	23,697,599.41	16.10%	30%	Yes	1.556%
Federal Agency Callables	48,880,000.00	48,864,392.52	48,880,308.81	33.48%	100%	Yes	1.229%
LAIF - Operating	49,253,110.98	49,253,110.98	49,253,110.98	33.73%	\$50 million	Yes	0.460%
Municipals	7,085,000.00	7,174,353.00	7,159,688.17	4.85%	100%	Yes	1.474%
<b>Total Investments</b>	<b>\$ 146,006,310.30</b>	<b>\$ 146,379,245.07</b>	<b>\$ 146,278,906.69</b>	<b>100.00%</b>			<b>0.960%</b>
Bank of America	3,332,934.26	3,332,934.26	3,332,934.26				
<b>Total Cash &amp; Investments</b>	<b>\$ 149,339,244.56</b>	<b>\$ 149,712,179.33</b>	<b>\$ 149,611,840.95</b>				<b>0.960%</b>

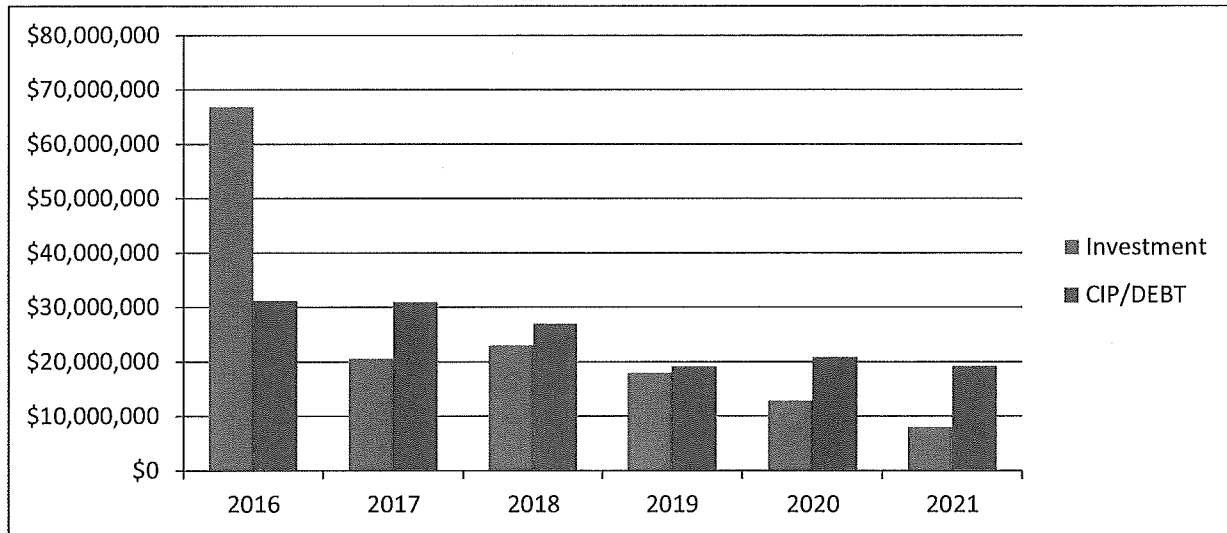
**Investment Review for :  
Summary of Current Investments**

**April 30, 2016**

	Face Amount	% of Portfolio	Avg Maturity (in Years)	Avg Yield
Cash Balance - Bank of America	\$ 3,332,934.26	2%		
LAIF & CAMP	62,291,310.30	42%		0.460%
Certificates of Deposit	4,250,000.00	3%	1.2	0.979%
Corporate Bonds	23,500,000.00	16%	1.6	1.556%
Federal Agency Callables	48,880,000.00	33%	2.6	1.229%
Municipals	7,085,000.00	5%	3.4	1.474%
	<u>\$ 149,339,244.56</u>			



**Investment / Cash needs next 5 years**



FYE	Investment	CIP/DEBT
2016	\$ 66,874,244.56	\$ 31,258,003.75
2017	20,630,000.00	\$ 30,984,268.75
2018	23,000,000.00	\$ 26,965,800.75
2019	18,000,000.00	\$ 19,176,387.75
2020	12,835,000.00	\$ 20,845,455.75
2021	8,000,000.00	\$ 19,238,870.93
	<u>\$ 149,339,244.56</u>	<u>\$ 148,468,787.68</u>

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

4/30/2016

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	13,038,199.32	13,038,199.32	13,038,199.32	0.48	0.48	N/A	1	1	N/A	
<b>Sub Total / Average</b>			<b>13,038,199.32</b>	<b>13,038,199.32</b>	<b>13,038,199.32</b>	<b>0.48</b>	<b>0.48</b>		<b>1</b>	<b>1</b>		
American Exp Centr 1.15 9/26/2016	02587DTW8	9/26/2013	250,000.00	250,635.25	250,000.00	1.15	1.15		149	149	9/26/2016	275.68
BANK OF CHINA/NY 0.75 3/2/2017	06426TPY9	3/2/2016	250,000.00	250,198.75	250,000.00	0.75	0.75		306	306	3/2/2017	303.08
BMW Bk 0.5 5/16/2016	05580AAB0	5/16/2014	250,000.00	250,008.25	250,000.00	0.5	0.5		16	16	5/16/2016	568.49
BROOKLINE BANK 0.75 6/8/2017	11373QBT4	3/8/2016	250,000.00	250,372.00	250,000.00	0.75	0.75		404	404	6/8/2017	113.01
Capital One 2 10/7/2019	14042RAN1	10/7/2015	250,000.00	254,515.00	250,000.00	2	2		1255	1255	10/7/2019	315.07
Capital One USA 2 10/7/2019	140420WK2	10/7/2015	250,000.00	254,515.00	250,000.00	2	2		1255	1255	10/7/2019	315.07
Compass Bnk 0.5 5/31/2016	20451PJX5	5/28/2014	250,000.00	250,018.00	250,000.00	0.5	0.5		31	31	5/31/2016	527.40
Customers Bk 0.5 5/31/2016	23204HBF4	5/28/2014	250,000.00	250,018.00	250,000.00	0.5	0.5		31	31	5/31/2016	527.40
Discover Bank 1.2 3/13/2018	254671LE8	3/13/2013	250,000.00	251,390.25	250,000.00	1.2	1.2		682	682	3/13/2018	394.52
Everbank 0.95 11/30/2016	29976DPX2	11/30/2012	250,000.00	250,495.25	250,000.00	0.95	0.95		214	214	11/30/2016	989.04
First Fed S&L 0.5 5/31/2016	32023HAC2	5/30/2014	250,000.00	250,018.00	250,000.00	0.5	0.5		31	31	5/31/2016	6.85
Goldman Sachs 1.95 10/7/2019	38148JQ79	10/7/2015	250,000.00	253,846.50	250,000.00	1.95	1.95		1255	1255	10/7/2019	307.19
Oriental Bank 0.5 5/31/2016-14	686184UH3	5/29/2014	250,000.00	250,018.00	250,000.00	0.5	0.5		31	31	5/31/2016	6.85
SANTANDER BANK 0.75 3/2/2017	80280JLW9	3/2/2016	250,000.00	250,198.75	250,000.00	0.75	0.75		306	306	3/2/2017	303.08
State Bk of India 1.15 5/14/2018	856283UK0	5/14/2013	250,000.00	251,263.00	250,000.00	1.15	1.15		744	744	5/14/2018	1,323.29
SYNOVUS BANK GA 0.75 5/9/2017	87164DHR4	3/9/2016	250,000.00	250,327.50	250,000.00	0.75	0.75		374	374	5/9/2017	267.12
Washington Fed Seattle 0.75 5/30/2017-13	938828AB6	5/30/2013	250,000.00	249,907.25	250,000.00	0.75	0.75		395	395	5/30/2017	10.27
<b>Sub Total / Average</b>			<b>4,250,000.00</b>	<b>4,267,744.75</b>	<b>4,250,000.00</b>	<b>0.979</b>	<b>0.979</b>		<b>440</b>	<b>440</b>		<b>6,553.41</b>
AUST/NZ Bank Grp 1.5 1/16/2018	05253JAH4	1/26/2015	3,000,000.00	3,011,892.00	3,002,322.24	1.5	1.46		626	626	1/16/2018	13,000.00
Barclays Bank PLC Var. Corp 5/11/2017	06738K4G3	5/11/2012	3,000,000.00	2,987,124.00	3,000,000.00	2	2		376	376	5/11/2017	13,166.67
Coca-cola 1.15 4/1/2018	191216BA7	2/20/2015	3,000,000.00	3,013,305.00	2,989,435.56	1.15	1.33		701	701	4/1/2018	2,779.17
Exxon Mobil 0.921 3/15/2017	30231GAA0	9/9/2015	2,000,000.00	2,003,622.00	2,001,993.31	0.921	0.821		319	319	3/15/2017	2,302.50
GE Capital Corp 2.3 4/27/2017	36962G5W0	5/21/2012	3,000,000.00	3,042,930.00	2,998,280.33	2.3	2.361		362	362	4/27/2017	575.00
Gen Elec Co 5.25 12/6/2017	369604BC6	12/17/2012	2,500,000.00	2,669,757.50	2,685,669.97	5.25	1.396		585	585	12/6/2017	52,500.00
JPMorgan Chase 2 8/15/2017	48126EAA5	12/22/2014	2,000,000.00	2,019,296.00	2,014,447.14	2	1.506		472	472	8/15/2017	8,333.33
Microsoft 1 5/1/2018	594918AS3	3/16/2015	2,000,000.00	2,004,250.00	1,989,250.86	1	1.22		731	731	5/1/2018	9,944.44
Toyota Motor Credit 1.7 2/19/2019	89236TCU7	3/17/2016	3,000,000.00	3,029,268.00	3,016,200.00	1.7	1.51		1025	1025	2/19/2019	6,091.67
<b>Sub Total / Average</b>			<b>23,500,000.00</b>	<b>23,781,444.50</b>	<b>23,697,599.41</b>	<b>1.996</b>	<b>1.556</b>		<b>586</b>	<b>586</b>		<b>108,692.78</b>
FFCB 0.65 3/28/2017	3133ECKC7	5/8/2013	1,380,000.00	1,380,316.02	1,380,680.44	0.65	0.6		332	332	3/28/2017	797.33
FFCB 0.74 6/9/2017-15	3133EFCX3	9/9/2015	3,000,000.00	2,997,960.00	3,000,000.00	0.74	0.74		405	405	6/9/2017	8,695.00
FFCB 1.37 3/21/2019-16	3133EFEA1	9/21/2015	5,000,000.00	5,004,765.00	4,997,856.30	1.37	1.385	9/21/2016	144	1055	3/21/2019	7,420.83
FFCB 1.42 4/29/2019-16	3133EED56	4/29/2015	5,000,000.00	5,000,025.00	5,000,000.00	1.42	1.42		1094	1094	4/29/2019	197.22
FHLB 0.875 3/10/2017	3133782N0	8/22/2014	4,000,000.00	4,008,432.00	4,001,772.07	0.875	0.83		314	314	3/10/2017	4,861.11
FHLB 1 6/28/2018-13	313381HD0	12/28/2012	5,000,000.00	4,980,590.00	5,000,000.00	1	1		789	789	6/28/2018	16,944.44
FHLMC 0.625 9/26/2016-14	3134G4YA0	3/26/2014	2,500,000.00	2,502,807.50	2,500,000.00	0.625	0.625		149	149	9/26/2016	1,475.69
FHLMC 1.2 6/12/2018-13	3134G46D5	6/12/2013	5,000,000.00	4,998,440.00	5,000,000.00	1.2	1.2	6/12/2016	43	773	6/12/2018	23,000.00
FHLMC 1.25 8/27/2018-15	3134G7UM1	9/3/2015	5,000,000.00	5,001,060.00	5,000,000.00	1.25	1.25	5/27/2016	27	849	8/27/2018	10,937.50
FHLMC 1.4 7/29/2019-16	3134G7X89	10/29/2015	5,000,000.00	5,005,805.00	5,000,000.00	1.4	1.4	7/29/2016	90	1185	7/29/2019	17,694.44
FHLMC 1.875 3/30/2021-16	3134G8PB9	3/30/2016	3,000,000.00	2,993,937.00	3,000,000.00	1.875	1.875	6/30/2016	61	1795	3/30/2021	4,687.50
FNMA 1.65 4/28/2021-16	3135G0J87	4/28/2016	5,000,000.00	4,990,255.00	5,000,000.00	1.65	1.65	10/28/2016	181	1824	4/28/2021	458.33
<b>Sub Total / Average</b>			<b>48,880,000.00</b>	<b>48,864,392.52</b>	<b>48,880,308.81</b>	<b>1.233</b>	<b>1.229</b>		<b>314</b>	<b>952</b>		<b>97,169.39</b>
LAIF LGIP	LGIP1001	6/30/2011	49,253,110.98	49,253,110.98	49,253,110.98	0.46	0.46	N/A	1	1	N/A	
<b>Sub Total / Average</b>			<b>49,253,110.98</b>	<b>49,253,110.98</b>	<b>49,253,110.98</b>	<b>0.46</b>	<b>0.46</b>		<b>1</b>	<b>1</b>		
State of CA 1.8 4/1/2020	13063CSQ4	4/29/2015	2,000,000.00	2,019,180.00	2,006,854.27	1.8	1.71		1432	1432	4/1/2020	2,900.00
University of California 1.796 7/1/2019	91412GSB2	3/15/2016	5,085,000.00	5,155,173.00	5,152,833.90	1.796	1.381		1157	1157	7/1/2019	11,415.82
<b>Sub Total / Average</b>			<b>7,085,000.00</b>	<b>7,174,353.00</b>	<b>7,159,688.17</b>	<b>1.797</b>	<b>1.474</b>		<b>1235</b>	<b>1235</b>		<b>14,315.82</b>
<b>Total / Average</b>			<b>146,006,310.30</b>	<b>146,379,245.07</b>	<b>146,278,906.69</b>	<b>1.048</b>	<b>0.96</b>		<b>272</b>	<b>486</b>		<b>226,731.40</b>

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	200 Local Sewer Operations	205 Local Rate Stabilization (RSF)	210 Local Sewer Replacement	220 Local Sewer Expansion	Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	1,203,925	785,022	9,520,036	6,949,251	18,458,234
RECEIVABLES	32,214	985	13,499	9,173	55,872
OTHER	0	0	0	1,234	1,234
<b>CURRENT ASSETS</b>	<b>1,236,139</b>	<b>786,008</b>	<b>9,533,535</b>	<b>6,959,658</b>	<b>18,515,340</b>
FIXED ASSETS	33,285,320	0	349,598	21,595	33,656,514
LONG-TERM ASSETS	236,312	0	0	181,125	417,438
<b>TOTAL ASSETS</b>	<b>34,757,772</b>	<b>786,008</b>	<b>9,883,133</b>	<b>7,162,379</b>	<b>52,589,291</b>
ACCOUNTS PAYABLE	4,706	0	17,160	7,952	29,818
DEPOSITS	60,272	0	0	0	60,272
OTHER CURRENT LIABILITIES	216,994	0	1,054	7,459	225,507
<b>CURRENT LIABILITIES</b>	<b>281,972</b>	<b>0</b>	<b>18,214</b>	<b>15,411</b>	<b>315,597</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	32,715,057	786,008	9,864,919	6,313,531	49,679,513
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>34,757,772</b>	<b>786,008</b>	<b>9,883,133</b>	<b>7,162,379</b>	<b>52,589,291</b>
<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
SERVICE CHARGES	1,720,439	0	0	0	1,720,439
OTHER OPERATING REVENUE	15,087	0	0	894,601	909,688
<b>TOTAL OPERATING REVENUE</b>	<b>1,735,526</b>	<b>0</b>	<b>0</b>	<b>894,601</b>	<b>2,630,127</b>
<b>NON-OPERATING REVENUE</b>					
CONNECTION FEES	0	0	480,052	466,896	946,949
INTEREST	5,529	4,736	61,261	43,426	114,951
OTHER NON-OPERATING REVENUE	275,966	0	0	0	275,966
<b>TOTAL NON-OPERATING REVENUE</b>	<b>281,495</b>	<b>4,736</b>	<b>541,313</b>	<b>510,322</b>	<b>1,337,865</b>
TRANSFERS IN	0	91,575	239,167	0	330,742
<b>TOTAL RECEIPTS</b>	<b>2,017,021</b>	<b>96,311</b>	<b>780,480</b>	<b>1,404,923</b>	<b>4,298,734</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	1,617,459	0	50,133	614,686	2,282,278
CAPITAL PROJECTS	0	0	610,834	253,050	863,884
TRANSFER OUT	330,742	0	0	0	330,742
<b>TOTAL DISBURSEMENTS</b>	<b>1,948,201</b>	<b>0</b>	<b>660,967</b>	<b>867,736</b>	<b>3,476,903</b>
<b>NET INCOME (LOSS)</b>	<b>68,820</b>	<b>96,311</b>	<b>119,513</b>	<b>537,187</b>	<b>821,831</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	954,167	786,008	9,515,321	6,944,247	18,199,743
WORKING CAPITAL ON HAND (in months) WC / ( ExpBudget / 12)	5.54				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	265,793				

	300 Regional Sewer Operations	305 Regional Rate Stabilization (RSF)	310 Regional Sewer Replacement	320 Regional Sewer Expansion	Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	7,312,255	7,805,592	18,806,153	43,460,038	77,384,038
RECEIVABLES	159,899	11,097	28,058	348,234	547,289
OTHER	655,328	0	0	794,304	1,449,631
<b>CURRENT ASSETS</b>	<b>8,127,481</b>	<b>7,816,689</b>	<b>18,834,212</b>	<b>44,602,576</b>	<b>79,380,958</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>117,419,881</b>	<b>7,816,689</b>	<b>20,422,337</b>	<b>74,844,053</b>	<b>220,502,960</b>
ACCOUNTS PAYABLE	497,490	0	0	0	497,490
DEPOSITS	112,691	0	0	3,654	116,345
OTHER CURRENT LIABILITIES	1,637,793	0	25,958	285,085	1,948,836
<b>CURRENT LIABILITIES</b>	<b>2,247,974</b>	<b>0</b>	<b>25,958</b>	<b>288,739</b>	<b>2,562,671</b>
BONDS PAYABLE	6,708,041	0	0	29,992,372	36,700,413
ACCRUED EXPENSES/OTHER	10,222,761	0	0	75,511	10,298,271
DEFERRED REVENUE	0	0	34,634	541,153	575,787
<b>LONG-TERM LIABILITIES</b>	<b>16,930,801</b>	<b>0</b>	<b>34,634</b>	<b>30,609,036</b>	<b>47,574,471</b>
RETAINED EARNINGS	98,241,105	7,816,689	20,361,745	43,946,278	170,365,818
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>117,419,881</b>	<b>7,816,689</b>	<b>20,422,337</b>	<b>74,844,053</b>	<b>220,502,960</b>
<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
SERVICE CHARGES	14,388,031	0	0	0	14,388,031
OTHER OPERATING REVENUE	358,117	0	0	20,182	378,299
<b>TOTAL OPERATING REVENUE</b>	<b>14,746,148</b>	<b>0</b>	<b>0</b>	<b>20,182</b>	<b>14,766,330</b>
<b>NON-OPERATING REVENUE</b>					
CONNECTION FEES	0	0	1,880,575	12,260,786	14,141,361
INTEREST	34,244	49,462	115,072	263,596	462,375
OTHER NON-OPERATING REVENUE	14,676	0	0	0	14,676
<b>TOTAL NON-OPERATING REVENUE</b>	<b>48,921</b>	<b>49,462</b>	<b>1,995,647</b>	<b>12,524,382</b>	<b>14,618,413</b>
TRANSFERS IN	0	0	2,145,384	0	2,145,384
<b>TOTAL RECEIPTS</b>	<b>14,795,069</b>	<b>49,462</b>	<b>4,141,031</b>	<b>12,544,564</b>	<b>31,530,127</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	14,636,795	0	185,884	3,967,158	18,789,838
CAPITAL PROJECTS	0	0	1,488,408	697,897	2,186,304
TRANSFER OUT	2,145,384	0	0	0	2,145,384
<b>TOTAL DISBURSEMENTS</b>	<b>16,782,180</b>	<b>0</b>	<b>1,674,291</b>	<b>4,665,055</b>	<b>23,121,526</b>
<b>NET INCOME (LOSS)</b>	<b>(1,987,110)</b>	<b>49,462</b>	<b>2,466,740</b>	<b>7,879,509</b>	<b>8,408,601</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	5,879,507	7,816,689	18,808,254	44,313,837	76,818,287
WORKING CAPITAL ON HAND (in months) WC / ( ExpBudget / 12)	4.33				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	445,123				

	600 Water Operations	605 Water Rate Stabilization (RSF)	610 Water Replacement	620 Water Expansion	Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	8,877,292	10,652,646	12,969,722	18,558,003	51,057,664
RECEIVABLES	792,203	14,936	15,862	27,932	850,933
OTHER	0	0	0	0	0
<b>CURRENT ASSETS</b>	<b>9,669,495</b>	<b>10,667,583</b>	<b>12,985,584</b>	<b>18,585,935</b>	<b>51,908,597</b>
FIXED ASSETS	120,893,259	0	3,073,265	24,247,774	148,214,298
LONG-TERM ASSETS	2,442,206	0	0	300,787	2,742,992
<b>TOTAL ASSETS</b>	<b>133,004,960</b>	<b>10,667,583</b>	<b>16,058,849</b>	<b>43,134,496</b>	<b>202,865,887</b>
ACCOUNTS PAYABLE	18,185	0	46,833	16,430	81,448
DEPOSITS	516,778	0	0	60,000	576,778
OTHER CURRENT LIABILITIES	2,432,628	77,104	59,661	877,856	3,447,249
<b>CURRENT LIABILITIES</b>	<b>2,967,591</b>	<b>77,104</b>	<b>106,494</b>	<b>954,286</b>	<b>4,105,475</b>
BONDS PAYABLE	0	0	0	35,426,017	35,426,017
ACCRUED EXPENSES/OTHER	6,031,235	0	0	696,615	6,727,849
DEFERRED REVENUE	0	0	0	5,666,717	5,666,717
<b>LONG-TERM LIABILITIES</b>	<b>6,031,235</b>	<b>0</b>	<b>0</b>	<b>41,789,349</b>	<b>47,820,583</b>
RETAINED EARNINGS	124,006,134	10,590,479	15,952,355	390,860	150,939,828
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>133,004,960</b>	<b>10,667,583</b>	<b>16,058,849</b>	<b>43,134,496</b>	<b>202,865,887</b>
<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
SERVICE CHARGES	15,212,048	0	0	(1,056)	15,210,992
OTHER OPERATING REVENUE	491,387	64,341	3,230	2,382,965	2,941,922
<b>TOTAL OPERATING REVENUE</b>	<b>15,703,435</b>	<b>64,341</b>	<b>3,230</b>	<b>2,381,908</b>	<b>18,152,913</b>
<b>NON-OPERATING REVENUE</b>					
CONNECTION FEES	0	0	2,774,869	7,775,963	10,550,832
INTEREST	72,164	66,346	84,173	121,771	344,454
OTHER NON-OPERATING REVENUE	298,849	488,295	0	0	787,144
<b>TOTAL NON-OPERATING REVENUE</b>	<b>371,012</b>	<b>554,641</b>	<b>2,859,042</b>	<b>7,897,734</b>	<b>11,682,430</b>
TRANSFERS IN	0	2,151,769	5,948,367	562,500	8,662,636
<b>TOTAL RECEIPTS</b>	<b>16,074,447</b>	<b>2,770,751</b>	<b>8,810,638</b>	<b>10,842,143</b>	<b>38,497,979</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	15,168,288	16,914	180,123	3,707,783	19,073,108
CAPITAL PROJECTS	0	0	6,651,916	6,255,700	12,907,616
TRANSFER OUT	6,048,436	2,614,200	0	0	8,662,636
<b>TOTAL DISBURSEMENTS</b>	<b>21,216,724</b>	<b>2,631,114</b>	<b>6,832,039</b>	<b>9,963,483</b>	<b>40,643,360</b>
<b>NET INCOME (LOSS)</b>	<b>(5,142,277)</b>	<b>139,637</b>	<b>1,978,600</b>	<b>878,659</b>	<b>(2,145,381)</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	6,701,904	10,590,479	12,879,090	17,631,649	47,803,122
WORKING CAPITAL ON HAND (in months) WC / ( ExpBudget / 12)	4.03				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	42,964				



	900 Administrative Overhead	965 OPEB	995 DV Standby Assessment	Total	
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	(67,992)	238,971	2,174,084	0	2,345,063
RECEIVABLES	199,035	417	761	0	200,212
OTHER	176,788	0	0	0	176,788
<b>CURRENT ASSETS</b>	<b>307,831</b>	<b>239,387</b>	<b>2,174,845</b>	<b>0</b>	<b>2,722,063</b>
LONG-TERM ASSETS	0	12,195,375	0	0	12,195,375
<b>TOTAL ASSETS</b>	<b>307,831</b>	<b>12,434,762</b>	<b>2,174,845</b>	<b>0</b>	<b>14,917,438</b>
ACCOUNTS PAYABLE	44,321	66,101	0	0	110,422
OTHER CURRENT LIABILITIES	263,510	653,355	182,506	0	1,099,371
<b>CURRENT LIABILITIES</b>	<b>307,831</b>	<b>719,456</b>	<b>182,506</b>	<b>0</b>	<b>1,209,793</b>
RETAINED EARNINGS	0	11,715,306	1,992,339	0	13,707,644
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>307,831</b>	<b>12,434,762</b>	<b>2,174,845</b>	<b>0</b>	<b>14,917,438</b>
<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
OTHER OPERATING REVENUE	1,240,739	0	1,287,214	0	2,527,954
<b>TOTAL OPERATING REVENUE</b>	<b>1,240,739</b>	<b>0</b>	<b>1,287,214</b>	<b>0</b>	<b>2,527,954</b>
<b>NON-OPERATING REVENUE</b>					
INTEREST	0	1,528	7,893	0	9,421
OTHER NON-OPERATING REVENUE	0	0	0	0	0
<b>TOTAL NON-OPERATING REVENUE</b>	<b>0</b>	<b>1,528</b>	<b>7,893</b>	<b>0</b>	<b>9,421</b>
TRANSFERS IN	0	0	0	0	0
<b>TOTAL RECEIPTS</b>	<b>1,240,739</b>	<b>1,528</b>	<b>1,295,108</b>	<b>0</b>	<b>2,537,374</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	1,240,739	701,554	9,037	0	1,951,330
CAPITAL PROJECTS	0	0	0	0	0
TRANSFER OUT	0	0	0	0	0
<b>TOTAL DISBURSEMENTS</b>	<b>1,240,739</b>	<b>701,554</b>	<b>9,037</b>	<b>0</b>	<b>1,951,330</b>
<b>NET INCOME (LOSS)</b>	<b>0</b>	<b>(700,026)</b>	<b>1,286,071</b>	<b>0</b>	<b>586,045</b>
EXPENSE BUDGET FOR FY 2016	0				
WORKING CAPITAL TARGET FOR FY 2016	0				
WORKING CAPITAL TARGET (in months)	0.00				
WORKING CAPITAL	0	(480,069)	1,992,339	0	1,512,270
WORKING CAPITAL ON HAND (in months) WC / ( ExpBudget / 12)	0.00				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	0				

# April Budget Variance Report

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

Expected Expense: 83.33%  
 Tolerance Level: 1.00%

Target Expense: 84.33%

Accounting Period: 10  
 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	15,938.00	1,631.00	63.49%	
Other Benefits	10,352.64	5,643.72	628.54	54.51%	
Retirement	5,330.72	1,561.92	211.29	29.30%	
Salaries	56,160.00	21,170.00	3,066.00	37.70%	
Salary / Benefit Credit	0.00	0.00	0.00	-	
Training Costs	20,000.00	15,578.91	833.19	77.89%	
<b>1. Personnel</b>	<b>116,947.36</b>	<b>59,892.55</b>	<b>6,370.02</b>	<b>51.21%</b>	
Office Supplies	2,800.00	1,128.84	465.57	40.32%	
<b>2. Materials and Supplies</b>	<b>2,800.00</b>	<b>1,128.84</b>	<b>465.57</b>	<b>40.32%</b>	
Advertising	0.00	0.00	0.00	-	
Other Services	25,500.00	19,540.29	1,919.47	76.63%	
Professional Services	33,000.00	13,714.25	0.00	41.56%	
Telecommunication Services	0.00	0.00	0.00	-	
<b>3. Contract Services</b>	<b>58,500.00</b>	<b>33,254.54</b>	<b>1,919.47</b>	<b>56.85%</b>	
Meetings	700.00	543.78	99.10	77.68%	
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>543.78</b>	<b>99.10</b>	<b>77.68%</b>	
<b>10. Legislative Total</b>	<b>178,947.36</b>	<b>94,819.71</b>	<b>8,854.16</b>	<b>52.99%</b>	

## Check History Description Listing

Dublin San Ramon Services District

From: 4/11/2016

To: 5/8/2016

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/11/2016	4112016	03718 HR SIMPLIFIED	IRS 125 - 2016 POS	2,795.54	2,795.54
04/14/2016	88651	00031 ALLIED FLUID PRODUCTS CORP	MECH'L SEAL FOR PS 300C DERWA: 2-1/8" CHESTERTON 155 MECHANICAL	1,278.28 1,129.57	2,407.85
04/14/2016	88652	01013 BARRETT BUSINESS SERVICES	S. GREER: WE 03/20/16 D. HESTER: WE 03/20/16 C. SIMMONS: WE 03/20/16 N. POON: WE 03/20/16 C. HIVES: WE 03/20/16 P. BRICK: WE 03/20/16 S. JENNE: WE 03/20/16	819.20 819.20 591.36 413.44 143.36 92.16 61.44	2,940.16
04/14/2016	88653	00216 DAIHOS U.S.A. INC.	FY2016 HOT BEVERAGE SERVICE DO - APR. 20	251.32	251.32
04/14/2016	88654	06114 EID, INC.	EID PLANNING AND ONGOING DSRSD ECMS SUPP	15,000.00	15,000.00
04/14/2016	88655	00319 FISHER SCIENTIFIC	0.45UM FILTER	197.02	197.02
04/14/2016	88656	02749 DAN GALLAGHER	GALLAGHER REIMB EXP FOR W/E 03/16/2016	30.82	30.82
04/14/2016	88657	04424 GRAYBAR ELECTRIC COMPANY	LAWWMA: REPLT POWER PANEL FOR RECTIFIER DRILL BITS FOR TRUCK (3QTY) SLACK PULL GRIP SGL EYE FOR STOCK LAWWMA: PUMP DECK MOTOR LUGS LAWWMA: ELE SUPPLIES FOR RECTIFIER P-8 P	611.97 287.47 198.59 172.74 74.33	1,345.10
04/14/2016	88658	00488 STANLEY KOLODZIE JR.	KOLODZIE REIMB EXP AT CASA JOINT POLICY	76.14	76.14
04/14/2016	88659	04722 STEPHAN KOZANDA	KOZANDA REIMB CERTIFICATE RENEWAL WWTP O	340.00	340.00
04/14/2016	88660	00608 OFFICE TEAM	TEMP SVCS W/E 04/01/16 - MONTAGUE	1,235.20	1,235.20
04/14/2016	88661	06919 JULIE PETERSEN	REFUND 7856 GATE WAY	118.04	118.04
04/14/2016	88662	01293 PK SAFETY SUPPLY	RAINSUITS & HARDHATS	247.05	247.05

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/14/2016	88663	01403 PRAXAIR DISTRIBUTION INC 186	LIQUID ARGON CYLINDER RENTAL	592.10 66.08	658.18
04/14/2016	88664	00685 R.S. HUGHES CO., INC.	HIGH VIS RAIN JACKETS	123.08	123.08
04/14/2016	88665	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	111.23	111.23
04/14/2016	88666	05026 UNIVAR USA INC.	WWTP SODIUM HYPOCHLORITE DELIVERY ON 03/ WWTP SODIUM HYPOCHLORITE DELIVERY ON 03/ WWTP SODIUM HYPOCHLORITE DELIVERY ON 3/2	2,205.01 2,205.01 2,115.11	6,525.13
04/14/2016	88667	01738 3T EQUIPMENT COMPANY INC.	1 KIT INSTALLATION, REMOVABLE PIGTAIL, 6 2 ROLLERS & FRT CHGS	454.64 61.57	516.21
04/14/2016	88668	05729 ACME RIGGING & SUPPLY CO.	RIGGING FOR DREDGE/FSL HARVESTING	977.10	977.10
04/14/2016	88669	07510 ALL-CAL EQUIPMENT SERVICES	ANNUAL CRANE INSPECTION W/ PARTIAL LOAD	4,149.24	4,149.24
04/14/2016	88670	01076 ALSCO INC	WWTP TOWEL SERVICE MAR '16 FOD TOWEL SERVICE MAR '16	274.40 177.00	451.40
04/14/2016	88671	00068 AMERICAN WATER WORKS ASSC	MEMBERSHIP RENEWAL: D. BONN MEMBERSHIP RENEWAL: C. THACH-DALLA	255.00 105.00	360.00
04/14/2016	88672	06211 ASSOCIATED SERVICES CO.	OPS DEPT HOT BEVERAGE SERVICE APR '16	192.95	192.95
04/14/2016	88673	00622 AT&T	LAVWMA PS & SANLEANDRO DECHLOR STATION M	103.26	103.26
04/14/2016	88674	05097 BATTERIES PLUS	BATTERIES FOR FIRE ALARM PANEL FOR WWTP	87.38	87.38
04/14/2016	88675	06176 BAY VALVE SERVICE & ENG'G LL	SPARE/REPLT ACTUATOR FOR PRIMARY SED TAN	4,399.16	4,399.16
04/14/2016	88676	05329 CALIFORNIA SERVICE TOOL	M-4 ROL-A-LIFT 4000LB CAPACITY 12" LIFT	1,359.99	1,359.99
04/14/2016	88677	07138 CALIFORNIA WATER TECHNOLO	FERROUS CHLORIDE DELIVERY ON 3/25/16 FERROUS CHLORIDE DELIVERY ON 3/25/16	4,169.68 4,148.86	8,318.54
04/14/2016	88678	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
04/14/2016	88679	01167 CITY OF DUBLIN	09-6101 ENCROACHMENT PERMIT 8137 CREESID	589.00	589.00

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Dublin San Ramon Services District

From: 4/11/2016

To: 5/8/2016

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/14/2016	88680	06107 COGENT COMMUNICATIONS INC	INTERNET SERVICE - APR. 2016	2,300.00	2,300.00
04/14/2016	88681	05196 COMCAST	BUSINESS TV BASIC 04/07/16 - 05/06/16	18.88	18.88
04/14/2016	88682	06846 TOASTMASTERS CLUB (DUBLIN	S. OLSON DUBLIN SPEAKEASIES BI-ANNUAL DU	77.60	77.60
04/14/2016	88683	01559 EATON CORPORATION	USE TAX OWED FOR INV# 33963910 NOV. 2011	807.61	807.61
04/14/2016	88684	00280 ECOWATER SYSTEMS	LAB WATER SOFTENER EXCHANGE TANKS: OPS A RO TANKS (QTY 2) EXCHANGED QUARTERLY: ME	205.20 17.00	222.20
04/14/2016	88685	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES APR '16	30.71	30.71
04/14/2016	88686	00699 FLYERS ENERGY, LLC	03/22/16: (1000G) RED DYED DIESEL FUEL 03/14/16: (485G) REG 87 UNLEADED GASOLIN 02/04/16: (250G) REG 87 UNLEADED GASOLIN	1,846.32 1,141.67 451.00	3,438.99
04/14/2016	88687	06865 FUTURE FORD OF CONCORD	FLOOR MAT FOR UNIT #27	71.42	71.42
04/14/2016	88688	00352 GOLDEN STATE FLOW MEASURI	GSFM-TRIMBLE BATTERY	143.63	143.63
04/14/2016	88689	06549 HATTON CRANE & RIGGING INC.	PROVIDE 75 TON CRANE W/ OPTR FOR LAB ROO	1,090.00	1,090.00
04/14/2016	88690	03142 HI-LINE	AA ALKALINE BATTERIES	101.89	101.89
04/14/2016	88691	01225 KAESER COMPRESSORS, INC	DERWA: PARTS FOR WIPER SYSTEM AIR COMPRE DERWA: CREDIT MEMO FOR RETURN OF KCF25 K	689.89 -422.82	267.07
04/14/2016	88692	06166 KBA	COPIER FOD/ENGR/MAINT 03/01/16 - 03/31/1	370.22	370.22
04/14/2016	88693	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 03/20/16	409.64	409.64
04/14/2016	88694	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 03/20/16	1,469.65	1,469.65
04/14/2016	88695	03978 MICROTECH SCIENTIFIC	LAB SUPPLIES	570.37	570.37
04/14/2016	88696	04231 MSC INDUSTRIAL SUPPLY CO	SAFETY GLASSES AND GLOVES (PPE) CONTROL TRANSFORMER FOR HVAC BLDG M UNIT	254.11 157.08	411.19
04/14/2016	88697	04796 NAPA AUTO PARTS	HALOGEN T3 LAMP FOR UNIT #82	10.94	

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Dublin San Ramon Services District

From: 4/11/2016

To: 5/8/2016

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			HEADLIGHT BULB FOR UNIT #51	10.24	21.18
04/14/2016	88698	00620 P G & E	DISTRICT OFFICE ELECTRICITY - MARCH 2016	3,419.63	
			PUMP STATION 200A ELEC - MARCH 2016	3,419.59	
			PUMP STATION R200B ELEC - APRIL 2016	1,638.84	
			DISTRICT OFFICE GAS SERVICE - MARCH 2016	598.06	
			PUMP STATION 2B ELEC - MARCH 2016	507.99	
			PUMP STATION 300A ELEC - MARCH 2016	475.89	
			PUMP STATION 4A ELEC - MARCH 2016	443.90	
			DO UTILITY BUILDING ELEC - MARCH 2016	114.73	
			RESERVOIR R100 ELEC - APRIL 2016	20.82	
			ALAMO TRUNK SEWER ELEC - MARCH 2016	15.61	
			JOHNSON DRIVE STREETScape ELEC - MARCH 2	11.68	10,666.74
04/14/2016	88699	00663 PLEASANTON GARBAGE SVC IN	TRANSPORT SOLIDS/GRIT SCREENINGS MAR '16	3,939.62	3,939.62
04/14/2016	88700	04951 PLEASANTON TRUCKING	HAUL VULCAN MATERIAL TO FOD 3/15/16 23.8	178.80	178.80
04/14/2016	88701	00680 QUENVOLD'S SAFETY SHOEMOI	SAFETY SHOES FOR ANNA GARCIA	158.78	158.78
04/14/2016	88702	04105 R&B COMPANY	500 1-1/2 NEO FULL FACE MTR GASKET 1/8	958.13	958.13
04/14/2016	88703	03156 REDWOOD PAINTING CO., INC.	16-A006 DO LOBBY PAINTING QUOTE	14,280.00	14,280.00
04/14/2016	88704	05841 SABAH INTERNATIONAL, INC.	WWTP - FIRE ALARM REGULATORY TESTING & I	1,260.00	
			DERWA - FIRE ALARM REGULATORY TESTING &	315.00	1,575.00
04/14/2016	88705	02698 SHAMROCK OFFICE SOLUTIONS	OVERAGE USAGE COLOR COPIES 03/06 - 04/05	331.52	331.52
04/14/2016	88706	00862 TIFCO INDUSTRIES	OPERATING SUPPLIES: SCREW, DRILL BIT	189.97	
			OPERATING SUPPLIES: SCREW	46.11	236.08
04/14/2016	88707	01470 TRI-VALLEY HOSE	DERWA: FITTINGS & HOSES FOR AIR COMPRESS	231.46	231.46
04/14/2016	88708	06702 UNIFIRST INC.	MAR 2016: WEEKLY DELIVERY OF FLAME RESIS	497.52	497.52
04/14/2016	88709	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	280.93	280.93

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Dublin San Ramon Services District

From: 4/11/2016

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Date	Check #	Vendor	Description	Amount Paid	Check Total
04/14/2016	88710	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT MAR '16	1,044.89	
			UNLOADING OF WWTP SOLIDS/GRIT MAR '16	562.94	1,607.83
04/14/2016	88711	00924 VERIZON WIRELESS	CELL PHN SVC AND EQUPTMNT CHARGES 03/04	3,901.94	3,901.94
04/14/2016	88712	05683 VIVAX-METROTECH CORP	PIPE LOCATOR & TRANSMITTER	4,181.58	4,181.58
04/14/2016	88713	00933 VWR INTERNATIONAL, INC.	COLIFORM CONTAINER	240.63	
			CHEMICALS AND SUPPLIES	21.09	261.72
04/14/2016	88714	00987 ZONE 7 WATER AGENCY	MARCH 2016 CONNECTION FEES	4,577,196.00	4,577,196.00
04/18/2016	41816	03718 HR SIMPLIFIED	IRS 125 2016 POS/DCA/FSA	1,550.86	1,550.86
04/18/2016	41816607	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	47,642.11	47,642.11
04/18/2016	1000686872	00494 PERS	RETIREMENT: PAYMENT	88,259.05	88,259.05
04/19/2016	73920063	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	132,979.66	132,979.66
04/19/2016	714059056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	23,557.79	23,557.79
04/20/2016	1000689029	00494 PERS	RETIREMENT: 2016 REPLACEMENT CHARGES	236.97	236.97
04/21/2016	88715	01013 BARRETT BUSINESS SERVICES	D. HESTER: WE 03/27/16	1,024.00	
			S. GREER: WE 03/27/16	934.40	
			C. SIMMONS: WE 03/27/16	605.44	
			N. POON: WE 03/27/16	413.44	
			C. HIVES: WE 03/27/16	143.36	
			P. BRICK: WE 03/27/16	92.16	3,212.80
04/21/2016	88716	03614 CAROLLO ENGINEERS	DERWA TO NO. OC-17 SUPPLEMENTAL WATER SU	7,107.85	7,107.85
04/21/2016	88717	00231 DELTA DIABLO SANITATION DIST	2016 COST SHARE FOR FED ADVOCACY AND ADM	6,284.61	6,284.61
04/21/2016	88718	01623 EAST BAY DISCHARGERS AUTH	O&M ASSESSMENT - APRIL 1, 2016 QTR	166,591.03	166,591.03
04/21/2016	88719	04691 INC. EQUIFAX INFORMATION SV	EQUIFAX	465.84	465.84
04/21/2016	88720	04424 GRAYBAR ELECTRIC COMPANY	(2QTY) CONTROLLER FOR FUEL SKID DRAKE CH	579.91	

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Dublin San Ramon Services District

From: 4/11/2016

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			LAWWMA: PORTABLE CABLE TERMINATION PARTS	285.43	
			LAWWMA: BREAKERS FOR P-8 RECTIFIER PANEL	217.16	
			DRILL BITS FOR TRUCK/SHOP	41.86	1,124.36
04/21/2016	88721	06791 HYLAND SOFTWARE, INC.	15-A006 ONBASE ECMS SOFTWARE AND PROFESS	8,000.00	8,000.00
04/21/2016	88722	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS MAR 201	264.98	264.98
04/21/2016	88723	00503 LEADERSHIP SERVICES LTD	LSL - LEADERHSIP COACHING	924.02	924.02
04/21/2016	88724	02076 NORTHERN TOOL & EQUIPMENT	(12QTY) GOLF CART TIRES	575.88	
			2000 POWERHORSE GENERATOR FOR FACILITIES	559.99	1,135.87
04/21/2016	88725	00608 OFFICE TEAM	TEMP SVCS W/E 04/08/16 - MONTAGUE	926.40	926.40
04/21/2016	88726	04553 PACHECO BROTHERS GARDENI	DISTRICT FACILITIES LANDSCAPE MTCE APR '	3,470.00	
			WKLY LANDSCAPE MTCE: 7035 COMMERCE APR '	390.00	3,860.00
04/21/2016	88727	04553 PACHECO BROTHERS GARDENI	DERWA LANDSCAPE MTCE PS R200A APR '16	75.00	75.00
04/21/2016	88728	06964 RYAN PENDERGRAFT	PENDERGRAFT REIMB EXP AT PUMPING SYSTEMS	22.84	22.84
04/21/2016	88729	02470 SHRED-IT USA LLC	SHREDDING SERVICES FY 2016 - MAR. 2016	90.45	90.45
04/21/2016	88730	00762 TESTAMERICA LABORATORIES I	SAMPLE TESTING	146.00	
			SAMPLE TESTING	110.00	
			SAMPLE TESTING	73.00	
			SAMPLE TESTING	46.50	375.50
04/21/2016	88731	00843 THE COVELLO GROUP INC	16-R008 COVELLO TO NO. 4 CM SERVICES THR	9,650.00	9,650.00
04/21/2016	88732	05026 UNIVAR USA INC.	WWTP SODIUM HYPOCHLORITE DELIVERY 03/30/	2,115.54	2,115.54
04/21/2016	88733	00937 W.W. GRAINGER, INC.	RAIN PANTS - S. TRAN	49.70	
			CAPACITORS FOR PGM ON CO-GEN #3	45.64	95.34
04/21/2016	88734	00019 A-1 ENTERPRISES	WWTP RESIDENTIAL RW FILL STATION: PORTAP	236.46	
			LAWWMA: WEEKLY STREET SWEEPING MAR '16	220.00	456.46



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Dublin San Ramon Services District

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Date	Check #	Vendor	Description	Amount Paid	Check Total
04/21/2016	88735	00007 AA FIRE SYSTEMS, INC.	WET SPRINKLER INSPECTIONS - BLDG S & T	1,040.00	
			WET SPRINKLER REGULATORY INSPECTIONS - D	850.00	
			WET SPRINKLER REGULATORY INSPECTIONS - B	750.00	
			WET SPRINKLER REGULATORY INSPECTIONS - D	650.00	3,290.00
04/21/2016	88736	02158 AMADOR VALLEY INDUSTRIES	FOD MARCH DUMPSTER RENTAL	322.81	322.81
04/21/2016	88737	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE SERVICE - FY 15/16 - MAR. 201	321.67	321.67
04/21/2016	88738	01195 AMERICAN BATTERY CO.	BATTERY FOR UNIT #45	78.84	78.84
04/21/2016	88739	06349 ARCSINE ENGINEERING	09-6101 TO NO. 2 THRU 01-31-16	29,840.92	29,840.92
04/21/2016	88740	00058 ARROWHEAD MOUNTAIN SPRING	BOTTLED WATER LAB	76.01	76.01
04/21/2016	88741	00622 AT&T	LAVWMA PS PHONE & DSL APR '16	291.04	291.04
04/21/2016	88742	03813 AT&T CONFERENCING	CONF CALL 03/09/16 URBAN WATER MGMT	10.80	10.80
04/21/2016	88743	07561 BROOKE STREET BUILDERS	REFUND 2082 CENTRAL PKWY	22.88	22.88
04/21/2016	88744	02217 BSK ASSOCIATES INC.	SAMPLE TESTING	1,000.00	1,000.00
04/21/2016	88745	07138 CALIFORNIA WATER TECHNOLOGIES	FERROUS CHLORIDE DELIVERY ON 4/1/16	4,234.72	4,234.72
04/21/2016	88746	07563 LOUIS CLARK	REFUND 3210 AMARYLLIS CIR	160.63	160.63
04/21/2016	88747	04820 COASTAL IGNITION & CONTROL	CO-GEN PARTS: SPARK PLUG, BG LEADS, GASK	1,243.98	1,243.98
04/21/2016	88748	05780 CONTRACTOR COMPLIANCE INC	15-R009 LABOR COMPLIANCE WEST DUBLIN PHA	427.50	427.50
04/21/2016	88749	03997 CORRPRO COMPANIES, INC.	LAVWMA: REPLT VOLT AND AMP METERS FOR P-	438.15	438.15
04/21/2016	88750	01973 CROMER EQUIPMENT	PARTS FOR CART #314	799.90	799.90
04/21/2016	88751	05534 CSAC EXCESS INS. AUTHORITY	EE ASSISTANCE: APR - JUN 2016 CHARGES	1,010.22	1,010.22
04/21/2016	88752	00222 DATCO SERVICES CORP.	APR/MAY/JUN 2016 - MONTHLY CHARGES	448.50	448.50
04/21/2016	88753	00237 DERWA	DERWA OP COST 03/2016 - DSRSD SHARE	67,423.86	67,423.86
04/21/2016	88754	00260 DUBLIN CHAMBER OF COMMERCE	DUBLIN CHAMBER OF COMMERCE - 2016 DUES	924.00	924.00

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04/21/2016	88755	01559 EATON CORPORATION	03/22/16: POWERNET ON-SITE TECHNICAL SUP	2,095.25	2,095.25
04/21/2016	88756	07206 ENCOMPASS SUPPLY CO INC.	JANITORIAL SUPPLIES: HE LAUNDRY DETERGEN	327.64	327.64
04/21/2016	88757	00307 FAIRWAY EQUIPMENT & SUPPLY	(8QTY) REPLT AIR PURGE VALVE FOR BLDG A	1,067.90	1,067.90
04/21/2016	88758	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES APR '16	46.50	46.50
04/21/2016	88759	06992 RICK Fiset	REFUND 1741 BLAKESLEY DR	51.69	51.69
04/21/2016	88760	00699 FLYERS ENERGY, LLC	03/31/16: (365G) REG 87 UNLEADED GASOLIN	871.36	871.36
04/21/2016	88761	06865 FUTURE FORD OF CONCORD	UNIT #60 MAINT INSPECTION	135.00	135.00
04/21/2016	88762	05930 GOLDEN PROPERTIES	REFUND 4429 ROSCOMMON WAY	221.50	221.50
04/21/2016	88763	03149 HDS WHITE CAP CONST SUPPLY	FOD SUPPLIES	43.33	43.33
04/21/2016	88764	05474 HEATHORN MECH'L SERVICES, I	REPLT COMPRESSOR FOR BLDG A TRANE CHILLE	10,995.13	10,995.13
04/21/2016	88765	06732 HIRERIGHT, INC.	EMPLOYMENT BACKGROUND SCREENING (HR ANAL	159.30	159.30
04/21/2016	88766	07564 KITMAN HO	REFUND 8344 SATURN PARK DR	137.46	137.46
04/21/2016	88767	01376 J & M INC	REFUND METER #64024462	531.78	531.78
04/21/2016	88768	00451 JM SQUARED ASSOCIATES INC.	GASKETS FOR PS 300C PUMPS	753.24	753.24
04/21/2016	88769	03976 JMB CONSTRUCTION, INC	LAVWMA: REPLACED COMPOSITE GRADE RING &	2,933.29	2,933.29
04/21/2016	88770	06166 KBA	COPIERS UCC & LEASE 04/01-04/30/16	809.21	809.21
04/21/2016	88771	07193 LAI & ASSOCIATES	FIELD DENSITY TESTING 3/19/16 @ 8358 CYP	1,116.18	
			FIELD DENISTY TESTING 3-5-16 @ 11383 DIL	861.18	1,977.36
04/21/2016	88772	03127 LUHDORFF & SCALMANINI	PROF SRVCS - MONITORING & TRANSDUCER DOW	690.00	690.00
04/21/2016	88773	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 03/27/16	409.64	409.64
04/21/2016	88774	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 03/27/16	1,518.10	1,518.10
04/21/2016	88775	07318 MARY MOK	REFUND 2636 AVERY WAY	182.84	182.84

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04/21/2016	88776	04231 MSC INDUSTRIAL SUPPLY CO	CAPACITORS FOR PGM ON CO-GEN #3	66.97	66.97
04/21/2016	88777	07567 NESAR NAIK	REFUND 1615 FARRINGDON WAY	55.00	55.00
04/21/2016	88778	07565 MARK NAKHLA	REFUND 314 JOREE LN	17.57	17.57
04/21/2016	88779	04796 NAPA AUTO PARTS	SWITCH FOR UNIT 77	90.81	
			MOTOR OIL FOR PUMP 512E	39.03	
			FILTERS FOR PUMP 512E	17.14	
			HI-TACK GASK/SEALANT FOR PROGRESSIVE CAV	6.76	
			ALUMASEAL STOP LEAK FOR UNIT #60	3.41	157.15
04/21/2016	88780	07560 BARBRA NEVILLE	REFUND 7841 CASTILIAN RD	132.56	132.56
04/21/2016	88781	03963 OLDCASTLE PRECAST, INC.	MISC FOD SUPPLIES	134.66	134.66
04/21/2016	88782	00620 P G & E	LAVWMA PS FEEDER A APR '16	90,522.17	
			LAVWMA PS FEEDER B APR '16	20,141.94	
			MISC PUMP STNS; DUBLIN LIFT STN - MARCH	11,897.23	
			PUMP STATION 20B ELEC - MARCH 2016	6,056.63	
			FSL AERATORS; LAB HVAC; FLEET - MARCH 20	1,813.67	
			PUMP STATION R20 ELEC - APRIL 2016	1,206.22	
			PUMP STATION R300A ELEC - MARCH 2016	750.07	
			PUMP STATION 10A ELEC - MARCH 2016	637.19	
			LAVWMA PIPELINE & LIVERMORE LINE APR '16	460.20	
			RESERVOIR 10B ELECTRICITY - APRIL 2016	50.25	
			DO UTILITY BUILDING GAS SVC - MARCH 2016	11.71	
			ALTITUDE VALVE (RES 10B) ELEC - APRIL 20	10.19	133,557.47
04/21/2016	88783	07566 GREGORY PATRICK	REFUND 3860 AYERS WAY	65.49	65.49
04/21/2016	88784	04211 PLATT ELECTRIC SUPPLY	LAVWMA: TPU RHINO SOUTHWIRE #58882899 (P	8,067.26	8,067.26
04/21/2016	88785	07359 POLLARD WATER #3325	25X50 NSF POTABLE WTR HOSE BLUE	3,428.85	3,428.85

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04/21/2016	88786	04105 R&B COMPANY	MISC PARTS FOR REPAIRS	5,937.94	
			8 POWERMAX FLEX COUPLINGS W/304SS NUTS &	1,769.26	
			2 EA. 36" WRENCHES FOR REPAIRS	287.35	7,994.55
04/21/2016	88787	02316 RECORDS CONTROL SERVICES	RCS - RECORDS RETENTION PRGRAM DESIGN/IM	1,468.05	1,468.05
04/21/2016	88788	02466 RICOH AMERICAS CORP	COPIER LEASES MAIL RMS, MAIL COPIER RM M	699.28	
			COPIER LEASES MAIL RMS, WWTP MAY 2016	416.24	
			COPIER LEASES MAIL RMS, HR/FIN - MAY 201	389.24	1,504.76
04/21/2016	88789	06345 RON DUPRATT FORD	2016 FORD TRANSIT CONNECT CARGO VAN	23,973.76	23,973.76
04/21/2016	88790	05449 SAMBA HOLDINGS, INC.	MONTHLY DMV REPORTING - 3/16	170.13	170.13
04/21/2016	88791	01220 SHAPELL HOMES	REFUND 4832 CORNFLOWER ST	103.08	
			REFUND 3399 IRONWOOD DR	80.14	
			REFUND 5050 BARRENSTAR WAY	62.72	
			REFUND 500 CROCUS HILL CT	60.93	
			REFUND 3022 BLACKBERRY AVE	6.83	313.70
04/21/2016	88792	07562 MYSORE SRIRANGA	REFUND 3162 PAOLO TER	13.21	13.21
04/21/2016	88793	00800 STATE BOARD OF EQUALIZATIOI	2016 1ST QRT USE TAX RETURN (3Q FY 2016)	1,889.00	1,889.00
04/21/2016	88794	00810 STUDIO BLUE REPROGRAPHICS	LAWWMA: MAP BOOKS 1 ADDITIONAL COPY	24.24	24.24
04/21/2016	88795	00829 T & T VALVE & INSTRUMENTS INI	LAWWMA: REPLT AIR VALVE & SS THREADED GA	3,242.12	3,242.12
04/21/2016	88796	00861 THYSSEN KRUPP ELEVATOR CO	APR 2016: ELEVATOR MAINTENANCE SERVICE	1,441.44	1,441.44
04/21/2016	88797	07568 TOLL BROTHERS	REFUND 2651 CYPRESS/RECY IRRIG	2,917.65	2,917.65
04/21/2016	88798	01806 U.S. BANK	COPIER LEASE LAB/CUST SVC/ EXEC - APR. 2	548.58	548.58
04/21/2016	88799	07140 USA FLEET SOLUTIONS	APR 2016: GPS MONTHLY TRACKING FEE	1,667.90	
			SHORT PAYMENT ON GPS MONTHLY TRACKING FE	807.75	2,475.65
04/21/2016	88800	00912 VALLEY CARE HEALTH SYSTEM	PRE-EMPLOYMENT PHYSICAL/DRUG SCREEN -	153.00	153.00

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04/21/2016	88801	01514 VALLEY CREST	UB Refund Cst #00067418	1,000.00	1,000.00
04/21/2016	88802	06004 VANGUARD CLEANING SYSTEM	APR 2016: CUSTODIAL SERVICES AT THE DO A	1,675.00	1,675.00
04/21/2016	88803	00933 VWR INTERNATIONAL, INC.	WEIGHT LEAD RING, GLOVE XS, PLASTIC BEAK E.FAECIUM, S.MARCESCENS, A.VIRIDANS CHEMICALS AND SUPPLIES	153.48 136.97 84.51	374.96
04/21/2016	88804	05785 WAUKESHA PEARCE INDUSTRIE	(2QTY) COUPLING FOR CO-GEN #3	134.65	134.65
04/21/2016	88805	02780 WORKSMART AUTOMATION	PROF SERVICES: WWTP REPORTBUILDER SERVER	995.00	995.00
04/21/2016	88806	03517 C/O CHET OVERSTREET WRIPAC	HALVERSON & SIMMERSON - WRIPAC JOB ANALY	700.00	700.00
04/21/2016	88807	00987 ZONE 7 WATER AGENCY	TREATED WATER SERVICE FOR 3/1/16 TO 3/31	745,117.00	745,117.00
04/25/2016	42516	03718 HR SIMPLIFIED	IRS 125 POS 2016	843.30	843.30
04/28/2016	88808	03460 ACCO ENGINEERED SYSTEMS II	DERWA: BLDG M CONTROL BOARD REPAIR	968.00	968.00
04/28/2016	88809	00031 ALLIED FLUID PRODUCTS CORP	PUMP PARTS FOR PS 300C	651.03	651.03
04/28/2016	88810	07499 MAYETTE BAILEY	BAILEY REIMB EXP AT OFF SITE CITY OF SOQ	31.84	31.84
04/28/2016	88811	01013 BARRETT BUSINESS SERVICES	S. GREER: WE 04/03/16 D. HESTER: WE 04/03/16 C. SIMMONS: WE 04/03/16 N. POON: WE 04/03/16 C. HIVES: W/E 4/3/16 K. KOLODZIE: WEEK OF 4/3/16 P. BRICK JR.: W/E 4/3/16	1,024.00 1,024.00 535.04 424.32 143.36 92.16 92.16	3,335.04
04/28/2016	88812	06114 EID, INC.	EID - MIGRATION PLANNING, ANALYSIS, AND	7,500.00	7,500.00
04/28/2016	88813	04424 GRAYBAR ELECTRIC COMPANY	TSP WIRE FOR CO-GEN #3 FUEL SYSTEM ELE PARTS/SUPPLIES FOR CO-GEN #3 PROJECT LAWWMA: TEMP CABLE SPLICE BOX FOR PUMP D LAWWMA: WALL-MOUNT ENCLOSURE FOR TEMP CA	1,140.42 677.71 545.00 545.00	

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			ELE MATL/FLOOR BOX FOR BLDG S CONFERENCE	331.48	
			ELE MATLS FOR BLDG S CONFERENCE ROOM REM	173.71	3,413.32
04/28/2016	88814	00365 RAJ GUMBER	GUMBER RIEMB EXP AT AWWA 4/18/16	14.17	14.17
04/28/2016	88815	00399 JESSE HOLGUIN	HOLGUIN CERT REIMB WWTP OPERATOR 3	300.00	300.00
04/28/2016	88816	06791 HYLAND SOFTWARE, INC.	ONBASE PRODUCTION IMAGING MAINTENANCE CO	370.00	370.00
04/28/2016	88817	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS APR 201	2,365.43	2,365.43
04/28/2016	88818	00439 IUOE LOCAL 39	LOCAL 39 UNION DUES: PAYMENT	4,575.49	4,575.49
04/28/2016	88819	00485 KOFF & ASSOCIATES INC.	ADMINISTRATIVE ASSISTANT STUDY	1,044.00	1,044.00
04/28/2016	88820	03653 LORI MARTIN	MARTIN REIMB EXP AT GENERAL EE MEETING 0	463.50	463.50
04/28/2016	88821	01171 MCGUIRE & HESTER	15-R009 - PP#9 RELEASE RETENTION	119,822.63	119,822.63
04/28/2016	88822	07493 MADELYNE MISHELOFF	MISHELOFF REIMB EXP AT ACWA MEETING 03/0	95.00	95.00
04/28/2016	88823	00608 OFFICE TEAM	TEMP SVCS W/E 04/15/16 - MONTAGUE	1,003.60	1,003.60
04/28/2016	88824	00685 R.S. HUGHES CO., INC.	HIGH VISIBILITY RAINCOAT - J. HOLGUIN	90.96	
			HIGH VISIBILITY COAT- B. SMITH	65.12	
			RAIN PAINTS - B. SMITH	29.96	186.04
04/28/2016	88825	03542 LOUISE RUMMEL	RUMMEL REIMB EXP FOR GM RECEPTION AND EE	28.88	28.88
04/28/2016	88826	00745 CONNIE SANCHEZ	SANCHEZ REIMB EXP AT AWWA 04/18	15.26	15.26
04/28/2016	88827	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	111.23	111.23
04/28/2016	88828	01125 KAREN VADEN	VADEN REIMB EXP FOR TEAM BUILDING ACCOUN	218.95	218.95
04/28/2016	88829	05127 VISION SERVICE PLAN - CA (VSF	MAY 2016 - VISION	2,639.19	2,639.19
04/28/2016	88830	06643 WEIR TECHNICAL SERVICES	MANAGEMENT SERVICES - MARCH 2016	3,140.09	3,140.09
04/28/2016	88831	01719 A & M PRINTING, INC.	BUSINESS CARDS - RUSSELL BAKER	49.27	49.27
04/28/2016	88832	07554 AIRGAS USA, LLC	PROPANE FOR WWTP FORKLIFT	126.74	126.74

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04/28/2016	88833	06091 TRAINING CENTER ALAMEDA CC	LEADERSHIP TRAINING WORKSHOP & MATERIALS	3,900.00	3,900.00
04/28/2016	88834	06552 BILLING SOLUTIONS INC. AMERI	AMCOBI - AQUAHAWK MONTHLY	1,833.00	1,833.00
04/28/2016	88835	00622 AT&T	C3 - T1 INSTALLS CC-DO THRU 04/13/16	4,302.88	
			C3 - TELE SVCS & USAGE THRU 04/13/16	1,983.32	
			C3 - TI SCADA FOD TO DO THRU 04/13/16	277.03	
			C3 - T1 WWTP TO PS300 DV THRU 04/13/16	243.70	
			C3 - T1 DO TO FOD THRU 04/13/16	173.52	6,980.45
04/28/2016	88836	01697 B & C TRUCK PARTS, INC	FILTER FOR UNIT #16	18.31	18.31
04/28/2016	88837	06954 IMMAN BAHARISTANI	REFUND 8903 BELLINA COMMONS	120.00	120.00
04/28/2016	88838	01676 BANK OF AMERICA	BANK CHARGES - MARCH 2016	3,113.78	3,113.78
04/28/2016	88839	00079 BAY AREA AIR QUALITY MGMT.	PERMIT TO OPERATE - PLANT #15890 6/16-6/	491.00	491.00
04/28/2016	88840	04042 BAY AREA NEWS GROUP	BAYAREA NEWSGROUP - MISCELLANEOUS ADS	2,182.50	2,182.50
04/28/2016	88841	00091 BOLD, POLISNER, MADDOW, NEI	MONTHLY LEGAL SERVICES - 03/2016	17,500.00	17,500.00
04/28/2016	88842	00092 BORGES & MAHONEY CO	LAVWMA: REPLT CHLORINE ANALYZER FOR COMB	8,744.96	
			PARTS FOR CHLORINE ANALYZER	1,692.03	10,436.99
04/28/2016	88843	00096 BROWN & CALDWELL	14-S013 TO NO. 1 ENG SVCS DESIGN, BID PE	4,973.02	4,973.02
04/28/2016	88844	00117 CALPELRA	HALVERSON - 2016 CALPELRA CONFERENCE REG	1,020.00	
			GALLARDO - 2016-2017 CALPELRA MEMBERSHIP	350.00	1,370.00
04/28/2016	88845	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
04/28/2016	88846	01579 CHANNING-BETE COMPANY	WC - 2ND GRADE ACTIVITY BOOKLETS	2,245.07	2,245.07
04/28/2016	88847	02550 ENVIROTECH	SAMPLING PUMP REPAIR	451.69	451.69
04/28/2016	88848	00307 FAIRWAY EQUIPMENT & SUPPLY	PRESSURE GAUGE (VARIOUS SIZES) FOR STOCK	1,251.83	1,251.83
04/28/2016	88849	00313 FASTSIGNS	DO LOBBY UPGRADE - ACRYLIC SIGNAGE	1,251.18	
			DO LOBBY UPGRADE - ACRYLIC SIGNAGE	922.07	



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			DO LOBBY UPGRADE - ARCYLIC SIGNAGE	662.66	2,835.91
04/28/2016	88850	07086 INDUSTRIAL SERVICE	PROVIDE LABOR TO CLEAN CO-GEN CATALYTIC	1,110.00	1,110.00
04/28/2016	88851	05851 JENFITCH, LLC	JC 1679 CATIONIC COAGULANT	4,872.00	4,872.00
04/28/2016	88852	00468 KAMAN INDUSTRIAL TECHNOLO	RETURN: SEAL FROM INV V895186	-6.30	
			BALL BEARINGS, SEALS, SHEAVE & BUSHING	402.18	395.88
04/28/2016	88853	02353 KELLY-MOORE PAINT CO., INC.	EXTERIOR PAINTS FOR DO	330.53	330.53
04/28/2016	88854	04873 KIMBALL MIDWEST	MISC ELE PARTS/TOOLS FOR TRUCK STOCK	542.78	542.78
04/28/2016	88855	04480 MACHINING UNLIMITED	REPAIR BEARING SHAFT OF NITCH PUMP	350.00	350.00
04/28/2016	88856	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 04/03/16	409.64	409.64
04/28/2016	88857	00536 MC MASTER-CARR SUPPLY CO.	SS FLANGE FOR CO-GEN #3 FUEL PIPING	735.35	
			DREDGE: LIQUID-LEVEL GAUGE FOR TANK	46.01	781.36
04/28/2016	88858	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 04/03/16	1,227.40	1,227.40
04/28/2016	88859	04796 NAPA AUTO PARTS	FRONT SHOCKS FOR UNIT #62	85.98	85.98
04/28/2016	88860	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL DELIVERY 4/	120.00	
			16-A005 COURIER SERVICE FOD CLOSING DOCS	85.49	205.49
04/28/2016	88861	07416 AMY OPPENHEIMER	LEGAL SERVICES	27,075.58	27,075.58
04/28/2016	88862	00620 P G & E	TO NO. 4; RES 3B W/PS 4B ELEC - APRIL 20	806.06	806.06
04/28/2016	88863	04951 PLEASANTON TRUCKING	24.25 TONS OF ROCK MATERIAL FOR REPAIRS	181.88	181.88
04/28/2016	88864	00680 QUENVOLD'S SAFETY SHOEMOI	SAFETY SHOES - D. HIGARES	197.10	197.10
04/28/2016	88865	00779 SIGMA-ALDRICH, INC.	552 MIX, VOL MIX, BTEX MIX	285.13	
			EPA 601 HALOCARBONS MIX	61.79	346.92
04/28/2016	88866	00804 STATE WATER RESOURCES COI	D. WINTON DRINKING WATER TREATMENT OPERA	60.00	60.00
04/28/2016	88867	00825 SWRCB	SWRCB DRINKING WATER PROGRAM FEES: 7/115	14,559.48	14,559.48



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04/28/2016	88868	00848 THE LIGHTHOUSE	LED FLASHING LIGHT FOR UNIT #114	288.64	288.64
04/28/2016	88869	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	280.93	280.93
04/28/2016	88870	01514 VALLEY CREST	15-R009 PP#7 03/01/16-03/31/16	23,816.56	23,816.56
04/28/2016	88871	00933 VWR INTERNATIONAL, INC.	TRYPTIC SOY AGAR	12.41	12.41
04/28/2016	88872	05785 WAUKESHA PEARCE INDUSTRIE	CO-GEN PARTS & SUPPLIES CO-GEN: GASKET	21,125.56 220.84	21,346.40
04/28/2016	88873	07571 YONGXUE YU	REFUND 10019 ALBION RD	250.00	250.00
04/29/2016	42916	06456 CIGNA GROUP INSURANCE	4/16 - EE LIFE & DISABILITY INSURANCE PR	9,572.71	9,572.71
05/02/2016	8012	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	86.31	86.31
05/02/2016	5022016	03718 HR SIMPLIFIED	IRS 125 TRANSFER POS/DCA/FSA	1,595.94	1,595.94
05/02/2016	607050216	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	45,267.11	45,267.11
05/02/2016	608050216	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	40.00	40.00
05/02/2016	1000692167	00494 PERS	RETIREMENT: PAYMENT	89,014.90	89,014.90
05/03/2016	32143710	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	705.79	705.79
05/03/2016	415696938	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	136,029.98	136,029.98
05/03/2016	795126056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	40.00	40.00
05/03/2016	799382056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	24,288.57	24,288.57
05/05/2016	88874	00710 AAI TERMITE & PEST CONTROL	LAWWMA: TERMITE & PEST CONTROL APR '16	72.00	72.00
05/05/2016	88875	01013 BARRETT BUSINESS SERVICES	D. HESTER: WE 04/10/16 S. GREER: WE 04/10/16 C. SIMMONS: WE 04/10/16 N. POON: WE 04/10/16 C. HIVES: W/E 4/10/16	1,024.00 1,011.20 633.60 402.56 107.52	

Printed on: 05/09/2016 1:37PM

Dublin San Ramon Services District

From: 4/11/2016

To: 5/8/2016

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			P. BRICK: W/E 4/10/15	92.16	3,271.04
05/05/2016	88876	03614 CAROLLO ENGINEERS	DERWA TO OC-15 BIOASSAY TESTING THRU 03/ 15-W017 TO OC-13 9/1/15-9/30/15	4,437.20 130.35	4,567.55
05/05/2016	88877	00299 ENVIRONMENTAL RESOURCE A	2016 PT STUDIES UV, SILICA, CHLORINE	446.77	446.77
05/05/2016	88878	00319 FISHER SCIENTIFIC	EFFENDORF PIPETS (1-10ML), (2-20UL), TIP PIPET TIPS 0.5-20UL	768.34 57.46	825.80
05/05/2016	88879	04424 GRAYBAR ELECTRIC COMPANY	WIRE FOR CO-GEN GALVANIZED CONDUIT NIPPLE	147.21 10.44	157.65
05/05/2016	88880	07582 DAVID HIGARES	HIGARES REIMB EXP AT TRAFFIC CONTROL/FLA	67.23	67.23
05/05/2016	88881	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS APR 201 MAILING - BILL INSERT: FIX A LEAK - AQUA	3,115.22 181.70	3,296.92
05/05/2016	88882	00473 KEMIRA WATER SOLUTIONS INC	DERWA OPS PAX-XL8 DELIVERY ON 04/12/16	10,010.69	10,010.69
05/05/2016	88883	01293 PK SAFETY SUPPLY	REPLT GAS MONITOR FOR MECHANICS' USE BW QUATTRO REPLT QUAD SENSOR SCREEN FOR	732.55 82.13	814.68
05/05/2016	88884	00685 R.S. HUGHES CO., INC.	HIGH VISIBILITY RAINCOAT - D. BAILEY EYEWEAR CORD - J. PETTINICHIO	59.42 2.49	61.91
05/05/2016	88885	00843 THE COVELLO GROUP INC	T.O. NO. 1 - FIELD OBSERVATION SUPPORT S 14-S013 TO NO. 3 CONSTRUCTION MGMT SERVI	19,880.00 5,550.00	25,430.00
05/05/2016	88886	05026 UNIVAR USA INC.	WWTP SODIUM HYPOCHLORITE DELIVERY ON 4/0 WWTP SODIUM HYPOCHLORITE DELIVERY ON 04/	2,115.99 2,083.81	4,199.80
05/05/2016	88887	04694 VULCAN MATERIALS CO	MATERIAL FOR MISC REPAIRS MATERIAL FOR REPAIRS	284.29 283.38	567.67
05/05/2016	88888	03035 ALPHA ANALYTICAL LABS INC	LAVWMA: SLSS WATER MONITORING LAVWMA: SLSS WATER SAMPLING PART 2	1,971.00 249.00	2,220.00
05/05/2016	88889	06895 ANDRITZ SEPARATION INC.	16-R008 DERWA CONTINUOUS BACKWASH UPFLOW	336,646.80	

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			16-R008 SHOP DRAWING WORK FOR EQUIPMENT	48,618.00	385,264.80
05/05/2016	88890	00058 ARROWHEAD MOUNTAIN SPRING	OPS DEPT BOTTLED WATER SERVICE MAR '16	316.65	
			LAWWMA BOTTLED WATER SERVICE APR '16	8.75	325.40
05/05/2016	88891	03798 BALLESTEROS, MONA - PETTY C	PETTY CASH WWTP - WE 04/25/2016 FY 2016	252.45	252.45
05/05/2016	88892	00092 BORGES & MAHONEY CO	(2QTY) PROBE FOR CHLORINE ANALYZER	2,004.71	2,004.71
05/05/2016	88893	01266 CALIFORNIA HYDRONICS CORP	16-P028: 120G BUFFER TANK FOR GLYCOL LOO	3,411.40	3,411.40
05/05/2016	88894	07138 CALIFORNIA WATER TECHNOLO	FERROUS CHLORIDE DELIVERY ON 04/13/16	4,651.73	4,651.73
05/05/2016	88895	06107 COGENT COMMUNICATIONS INC	INTERNET SERVICE - MAY 2016	2,300.00	2,300.00
05/05/2016	88896	04625 CONSOLIDATED PARTITIONS INC	4 LOCKERS FOR BLDG T MEN'S ROOM	1,665.00	1,665.00
05/05/2016	88897	07363 DUBLIN RANCH GOLF COURSE	DUBLIN RANCH GOLF CLUB - FINAL CHARGES F	28.00	28.00
05/05/2016	88898	07206 ENCOMPASS SUPPLY CO INC.	JANITORIAL SUPPLIES: MULTI-FOLD TOWELS,	481.56	481.56
05/05/2016	88899	00313 FASTSIGNS	RECYCLED WATER SIGNS ALUMINUM FOR DEVELO	4,929.70	
			FASTSIGNS - DAIS NAMEPLATE FOR DAN MCINT	20.26	4,949.96
05/05/2016	88900	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES APR '16	49.90	49.90
05/05/2016	88901	00699 FLYERS ENERGY, LLC	MOBIL SHC 634 & 636 OIL FOR PLANT	7,099.57	7,099.57
05/05/2016	88902	00352 GOLDEN STATE FLOW MEASURE	12 2" METERS	16,753.50	16,753.50
05/05/2016	88903	00368 HACH COMPANY	FOD SUPPLIES	880.59	880.59
05/05/2016	88904	07017 HYDROSCIENCE ENGINEERS, IN	15-R009 TO NO. 1 DESIGN AND CROSS CONNEC	13,811.40	13,811.40
05/05/2016	88905	07523 ID ARCHITECTURE	16-A005 TO NO. 1 ARCHITECTURAL DESIGN SE	22,211.88	22,211.88
05/05/2016	88906	00578 INNOVYZE, INC.	INFOMASTER DESKTOP SUITE AND MAINTENANCE	52,000.00	52,000.00
05/05/2016	88907	03976 JMB CONSTRUCTION, INC	16-A032 RAISING OVERLAID MANHOLE @ 8 HEN	2,467.90	2,467.90
05/05/2016	88908	01225 KAESER COMPRESSORS, INC	(6QTY) M-460 SEMI-SYNTHETIC OIL FOR AIR	2,060.79	2,060.79
05/05/2016	88909	01225 KAESER COMPRESSORS, INC	LAWWMA: REPAIR KIT FOR AIR COMPRESSORS	395.47	395.47

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
05/05/2016	88910	00468 KAMAN INDUSTRIAL TECHNOLO	PARTS FOR SLUDGE PUMP REPAIRS	42.00	42.00
05/05/2016	88911	00509 LIEBERT CASSIDY WHITMORE	GENERAL LEGAL SERVICES (3/16)	7,199.46	
			EMPLOYMENT RELATED LEGAL SERVICES (3/16)	3,206.50	
			EMPLOYMENT RELATED LEGAL SERVICES (3/16)	132.50	
			EMPLOYMENT RELATED LEGAL SERVICES (3/16)	132.50	10,670.96
05/05/2016	88912	06567 M.S.ELECTRICAL	WIRING AND FIBER SERVICES	250.00	250.00
05/05/2016	88913	04480 MACHINING UNLIMITED	PIN FOR SHAFT FOR NITCH PUMP	50.00	50.00
05/05/2016	88914	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 04/10/16	409.64	409.64
05/05/2016	88915	00536 MC MASTER-CARR SUPPLY CO.	(2QTY) CIRCULAR SAW BLADE FOR TILE	75.01	75.01
05/05/2016	88916	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 04/10/16	1,227.40	1,227.40
05/05/2016	88917	07266 MICHAEL D. BROWN CONSULTIN	07-3201 ASSISTANCE IN DEVELOPING A BIOSO	3,562.50	3,562.50
05/05/2016	88918	04796 NAPA AUTO PARTS	FILTER & BRG/PACK FOR DO GENERATOR 0404G	30.23	
			BARS LEAK HD GSKT FIX FOR UNIT #60	27.36	
			FILTER FOR DO GENERATOR 0404G	7.42	65.01
05/05/2016	88919	00620 P G & E	PUMP STATION 300B ELEC - APRIL 2016	5,841.29	
			PUMP STATION R200A ELEC - APRIL 2016	2,194.84	
			PUMP STATION 30A ELEC - APRIL 2016	1,659.82	
			PUMP STATION 300C ELEC - APRIL 2016	1,603.46	
			RESERVOIR 20A ELECTRICITY - APRIL 2016	103.60	
			RESERVOIR R200 DERWA TANK 2 ELEC - APRIL	40.42	11,443.43
05/05/2016	88920	05543 ADMINISTRATORS (PBIA) PREFE	MAY 2016 - DENTAL	21,394.20	21,394.20
05/05/2016	88921	05475 PRESIDIO SYSTEMS, INC.	2016 CCTV INSPECTION SERVICES FOR DEVELO	5,692.50	5,692.50
05/05/2016	88922	02316 RECORDS CONTROL SERVICES	RCS RECORDS INVENTORY SERVICES - LABORAT	8,139.08	8,139.08
05/05/2016	88923	00696 RED WING SHOE STORE	SAFETY SHOES INSOLE - CONNIE	29.55	29.55

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
05/05/2016	88924	02654 STAINLESS DISTRIBUTORS	STEEL FOR NEW LOCKER INSTALL	274.06	274.06
05/05/2016	88925	00804 STATE WATER RESOURCES CO	ELAP CERTIFICATION RENEWAL FEE 2016	7,641.00	7,641.00
05/05/2016	88926	07142 TERRY'S TREE SERVICE, INC.	TREE TRIMMING @ PS 2A LOCATED AT 11520 B	800.00	800.00
05/05/2016	88927	06702 UNIFIRST INC.	APR 2016: WEEKLY DELIVERY OF FLAME RESIS	497.52	497.52
05/05/2016	88928	00903 UNITED RENTALS, INC.	12 FT HYD HOSE, CHECK VALVE & PUMP REPAI	538.11	538.11
05/05/2016	88929	07140 USA FLEET SOLUTIONS	FEB 2016: GPS MONTHLY TRACKING FEE	1,687.95	1,687.95
05/05/2016	88930	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT APR '16	537.48	537.48
05/05/2016	88931	00933 VWR INTERNATIONAL, INC.	FUNNEL GLASS	137.18	
			SILICONE STOPPER W/ HOLE	48.78	185.96
05/05/2016	88932	00957 WEST YOST & ASSOCIATES	14-P004 TO NO. 2 WASTEWATER TREATMENT AN	76,258.40	76,258.40
05/05/2016	88933	00957 WEST YOST & ASSOCIATES	TO 5: 2015 UWMP THRU 04/08/16	16,428.53	
			14-W007 TO NO. 1 THRU 04/08/16	15,484.08	31,912.61
05/05/2016	88934	00966 WHITLEY BURCHETT & ASSOCIA	13-S004 TO 1 DESIGN/BID/BUILD 14 VFDS MA	7,549.63	
			16-R014 TASK ORDER NO. 1 - FUNDING ASSIS	6,407.50	
			16-R014 TITLE XVI FED FUNDING SUPPORT TO	4,786.28	
			LAVWMA: ENGINEERING SRVCS EXPORT PS DESI	2,677.50	
			15-R009 TO NO. 1 TO AGMT DATED 11-2-15 P	1,147.50	22,568.41

302 checks in this report

Total Checks: 7,681,705.32

**Karen Vaden**  
 Digitally signed by Karen Vaden  
 DN: cn=Karen Vaden  
 Date: 2016.05.09 13:41:41 -07'00'

# TENTATIVE BOARD ITEMS

5/10/2016 4:02:20 PM

Board Mtg	Agenda Item	External Affairs	Finance and Personnel	Water Resources
<b>6/7/2016</b>	Update WWTP and Biosolids Master Plan	<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"/>
	Policy - Review Consolidated Water Enterprise Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Policy - Review Rate Policies and Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Adoption of DSRSD 2015 Urban Water Management Plan (UWMP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Report on Statewide Emergency Drought Declaration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accept Annual Update for Joint Water Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	District Code Revision on Time of Payment of Fees - First Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Authorize Consolidation of District Election with November 8, 2016 Statewide General Election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consider Temporary Infrastructure Charge (TIC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6/21/2016</b>	Closed Session - Annual Security Briefing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Water Connection Fee - Adoption	<input type="checkbox"/>	<input type="checkbox"/>	82 of 282

Board Mtg	Agenda Item	External Affairs	Finance and Personnel	Water Resources
6/21/2016	Policy - Review Emergency Response Plan (ERP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	District Code Revision on Time of Payment of Fees - Second Reading and Adoption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Policy - Review Day of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Policy - Review Sewer System Overflows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Policy - Review District Safety Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Update California WaterFix	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Decide Format and Content of GM Performance Assessment for FYE 2017	<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"/>
	Closed Session - Decide Format and Content of GM Performance Assessment for FYE 2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Establish Water Conservation Stage	<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"/>
	Find that the Need for the Community Drought Emergency Still Exists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Capital Outlay Budget Adjustment Request

**Policy:**

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

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

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

Directions:

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

Account Number	Amount – Increase (Decrease)
310.70.53.050.5.555	\$1,200

Reason for Request:

Replacement of Grit dumpster was approved by the Board for the FYE2016 budget in the amount of \$12,000. The lowest quote for the replacement dumpster came from Wastequip in the amount of \$13,199.83 including tax and freight.

		<i>Carol M. May</i>	<i>4/20/16</i>
Department Head Signature	Date	General Manager Signature	Date

For Accounting Use Only		Date
ASM	Reviewed by Administrative Services Manager	<i>4/20/16</i>
Accountant	Budget Adjustment Posted	<i>N/A</i>
Accountant	Copy Placed in Board Box	<i>4/20/16</i>
Accountant	File Original in Budget binder	<i>4/20/16</i>





# CAPITAL REQUEST

Items of \$10,000 or more

Division Name	Mechanical Maintenance
Requestor	Dan Lopez
Proposed Purchase Date (Fiscal Year)	FYE 2016
Existing Asset Number (if a replacement asset)	
Description of Project/Asset:	Grit Roll-off Container
Explain why this project/asset is important (how is it important to the organization?; does it provide for long term savings/efficiency? Etc.)	This purchase would replace an existing grit dumpster that is used in a corrosive work environment and has reached the end of its useful life. The existing dumpster is prone to failure and has on occasion been unable to be emptied, requiring emergency repair.
Describe how this project/asset is to be completed (i.e. outside vendors, combination of vendor labor and staff labor, bid and purchase item, etc.):	Bid and Purchase.
If this is a refurbishment, what is the primary system or thing being refurbished and how long will it extend the useful life?:	N/A
Total Estimated Cost of Project/Asset (do not include cost of DSRSD staff time):	\$12,000
Proposed Purchase Date (fiscal year):	FY 2016
Fund /Split	100% 310.70.53.050.555 Regional Sewer Replacement

## Grit Roll-off Container - Record of bids

Three quotes were obtained to replace the grit roll off container at the WWTP. Wastequip and Flo Trend both supplied complete quotations. However, Hambicki's quote was missing critical components (most notably a cover). Because Hambicki's quote is incomplete it is rejected and the recommendation is to go to the next highest bidder, Wastequip.

Vendor	amount quoted	notes
Flo Trend	\$25,715	
Wastequip	\$13,200	recommended
Hambicki's Truck and container	n/a	incomplete quote

Lowest total estimated cost \$ 13,199.83

Recommendation: Award bid to Wastequip for a total price of \$13,199.83



Reference General Manager	Type of Action Adopt Resolution	Board Meeting of May 17, 2016
Subject Approve the Successor Memorandum of Understanding between the District and the Stationary Engineers – Local 39 for the period May 17, 2016 through December 17, 2017		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	D. McIntyre
		<input type="checkbox"/> Board Member

**Recommendation:**

Staff recommends the Board of Directors approve, by Resolution, a successor Memorandum of Understanding (MOU) between the District and the Stationary Engineers – Local 39 for the period May 17, 2016 through December 17, 2017.

**Summary:**

The existing MOU between the District and Stationary Engineers – Local 39 (Local 39) expires on December 18, 2016. The District and employee representatives from Local 39 met and conferred in good faith and reached mutual agreement to extend the terms of the existing MOU through execution of a successor MOU for a period of one (1) calendar year from the existing term end date.

The following terms were extended as a part of the agreement:

- Future Salary Increases: CPI (2017, 0% Floor, No Ceiling)
- Waiver of Health Care (Share the Savings): Included language for Affordable Care Act (ACA) compliance
- Includes language for Public Employee Pension Reform Act (PEPRA) compliance
- Term of Contract: Set to expire on December 17, 2017
- Deferred Compensation (457 Plan) matching provision of 100% up to a maximum of \$2,500 to continue through calendar year 2017 only.

The employee representatives of Local 39 have signed the MOU. The final step in implementing the agreement is approval by the District Board and giving the General Manager the authority to sign the MOU.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Yes	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 Within Budget and provides cost control for future increases	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. Local 39 MOU signed and effective 5/17/16 2. 3.				

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN DUBLIN SAN RAMON SERVICES DISTRICT AND THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL UNION NO. 39

---

WHEREAS, the current International Union of Operating Engineers, Local Union No. 39 (Local 39) , Memorandum of Understanding (the “MOU”) expires December 18, 2016; and

WHEREAS, the District (“District”) and Local 39 ( the “Parties”) have met and conferred in good faith regarding wages, hours and other terms and conditions of employment; and

WHEREAS, the Parties have reached an agreement on all matters relating to the employment conditions and employer-employee relations as set forth in the MOU.

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

1. Approve the MOU between District and Local 39 for the period of May 17, 2016 through December 17, 2017, attached hereto as Exhibit “A” and incorporated by reference herein, and
2. Authorize and direct the General Manager to sign the MOU.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency located in the counties of Alameda and Contra Costa, California, at its regular meeting held on the 17th day of May 2016, and passed by the following vote:

AYES:

NOES:

ABSENT:

---

D. L. (Pat) Howard, President

Attest:

---

Nicole Genzale, District Secretary

Memorandum of Understanding

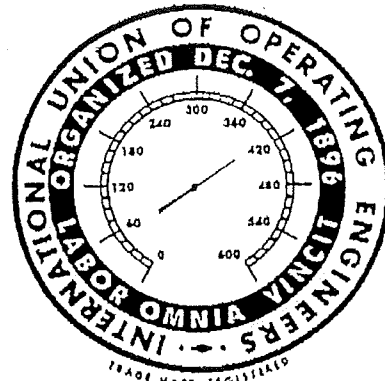
# Stationary Engineers, Local 39

Dublin San Ramon Services District  
and  
International Union of Operating Engineers  
Stationary Engineers, Local 39



**Dublin San Ramon  
Services District**

*Water, wastewater, recycled water*



May 17, 2016 – December 17, 2017

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and  
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**MEMORANDUM OF UNDERSTANDING**  
between  
**DUBLIN SAN RAMON SERVICES DISTRICT**  
and  
**INTERNATIONAL UNION OF OPERATING ENGINEERS**  
**LOCAL UNION NO. 39, AFL-CIO**

This Memorandum of Understanding ("MOU") is entered into pursuant to the provisions of Section 3500 et seq of the Government Code of the State of California.

The parties have met and conferred in good faith regarding wages, hours and other terms and conditions of employment for the employees in said representation unit, and have freely exchanged information, opinions and proposals and have reached agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

This Memorandum of Understanding has been presented to the Dublin San Ramon Services District Board of Directors as the joint recommendation of the undersigned parties for salary and employee benefit adjustments for the period commencing May 17, 2016 and ending December 17, 2017. This MOU will supersede in its entirety that MOU of December 26, 2011, and ending December 18, 2016. The effective date of this MOU is May 17, 2016. During the time this MOU is in force, either party may raise an issue and the other party, after meeting and hearing the issue, may agree to meet and confer regarding the issue.

**Section 1. Recognition**

1.1 Union Recognition

The International Union of Operating Engineers, Local Union No. 39, AFL-CIO, hereinafter referred to as the "Union," is the recognized employee organization for the classifications listed in Appendix A.

1.2 District Recognition

The General Manager, or any person or organization duly authorized by the General Manager, is the representative of Dublin San Ramon Services District, hereinafter referred to as the "District," in employer-employee relations, as provided in Resolution 12-14 adopted by the Board of Directors on March 4, 2014.

1.3 General Manager

Whenever the General Manager is mentioned in this MOU he/she may unilaterally delegate, in writing, the duty or power granted to him/her to another person.

**Section 2. Union Security**

2.1 Dues Deduction

Payroll deductions for membership dues shall be granted by the General Manager only to the Union, provided that the District is capable of making such deductions in its payroll system. The following procedures shall be observed in the withholding of employee earnings:

(1) Payroll deductions shall be for the specific amount and uniform as between employee members of the Union and shall not include fines and/or assessments. Dues deduction shall be made only upon the employee's written authorization on a payroll deduction form provided by the District.

(2) Authorization, cancellation or modification of payroll deduction shall be made upon forms provided or approved by the General Manager. The voluntary payroll deduction authorization shall remain in effect until employment with the District is terminated or until canceled or modified by the employee by written notice to the General Manager. Employees may authorize dues deductions only for the Union certified as the recognized representative of the unit to which such employees are assigned.

(3) Amounts deducted and withheld by the District shall be transmitted to the officer designated in writing by the Union as the person authorized to receive such funds at the address specified.

(4) The employee's earnings must be sufficient; after all other required deductions are made, to cover the amount of the deductions herein authorized. In this connection, all other required deductions have priority over the Union dues deduction. When an employee is in a non-pay status for an entire pay period, no withholdings will be made to cover that pay period from future earnings nor will the employee deposit the amount with the District which would have been withheld if the employee had been in pay status during that period. In the case of an employee who is in a non-pay status during a part of the pay period and the salary is not sufficient to cover the full withholding, no deduction shall be made.

(5) The Union shall file with the General Manager an indemnity statement wherein the Union shall indemnify, defend and hold the District harmless against any claim made and against any suit initiated against the District on account of check off of Union dues or premiums for benefits. In addition, the Union shall refund to the District any amounts paid to it in error upon presentation of supporting evidence.

### **Section 3. Union Representatives**

District employees who are official representatives of the Union shall be given reasonable time off with pay to attend meetings with management representatives, or to be present at hearings where matters within the scope of representation or grievances are being considered. The use of official time for this purpose shall be reasonable and shall not interfere with the performance of District services as determined by the District. Such employee representatives shall submit a written request for excused absence to their respective department heads, with an information copy to the General Manager, at least two (2) working days prior to the scheduled meeting whenever possible. Except by mutual agreement, the number of employees excused for such purposes shall not exceed four (4).

### **Section 4. Access to Work Locations**

Reasonable access to employee work locations shall be granted to the business representative for the purpose of processing grievances or contacting members of the Union

concerning business within the scope of representation. The business representative shall not enter any work location without the consent of the General Manager. Access shall be restricted so as not to interfere with the normal operations of the department or with established safety or security requirements.

Solicitation of membership and activities concerned with the internal management of the Union, such as collecting dues, holding membership meetings, campaigning for office, conducting elections and distributing literature, shall not be conducted during working hours.

### **Section 5. Use of District Facilities**

District employees or the Union or their representatives may, with the prior approval of the General Manager, be granted the use of District facilities during non-work hours for meetings of District employees provided space is available. All such requests shall be in writing and shall state the purpose or purposes of the meeting.

The use of District equipment other than items normally used in the conduct of business meetings, such as desks, chairs and whiteboards, is strictly prohibited, the presence of such equipment in approved District facilities notwithstanding.

The District e-mail system shall not be used for Union business or activities other than to distribute job descriptions or the time, location, agenda and minutes for planned meetings.

### **Section 6. Bulletin Boards**

The Union may use portions of District bulletin boards under the following conditions:

- (1) All materials must be dated and must identify the Union that published them.
- (2) Unless special arrangements are made, materials posted will be removed thirty-one (31) days after the publication date.
- (3) The District reserves the right to determine where bulletin boards shall be placed and what portion of them are to be allocated to Union's materials.
- (4) If the Union does not abide by these rules, it will forfeit its right to have materials posted on District bulletin boards.

### **Section 7. Advance Notice**

Except in cases of emergency, reasonable advance written notice shall be given the Union of any ordinance, rule, resolution or regulation directly relating to matters within the scope of representation proposed to be adopted by the Board of Directors and the Union shall be given the opportunity to meet with the General Manager or representative prior to adoption. In cases of emergency when the Board of Directors determines that an ordinance, rule, resolution or regulation must be adopted immediately without prior notice or meeting with the Union, the District shall provide such notice and opportunity to meet at the earliest

practical time following the adoption of such ordinance, rule, resolution or regulation.

## **Section 8. District Rights**

The rights of the District include, but are not limited to, the exclusive right to determine its mission and the mission of its constituent departments, commissions and boards; set standards of service; determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; and to exercise complete control and discretion over its organization and the technology of performing its work.

## **Section 9. No Discrimination**

There shall be no discrimination based on race, creed, color, national origin, marital status, sex, religion, age, mental or physical disability, veteran status, medical condition, sexual orientation, pregnancy or legitimate Union activities against any employee or applicant for employment by the Union or by the District or by anyone employed by the District.

## **Section 10. Hours of Work**

### **Regular Workweek and Regular Workday**

The regular workweek shall consist of forty (40) hours and the regular workday shall consist of eight (8) hours. The employees may request an alternate work schedule such as a 9/80 schedule, a 4/9 + 4 work schedule or a 4/10 work schedule and, at the sole discretion of the General Manager, such schedule may or may not be granted.

## **Section 11. Overtime, Call Back, Shift Differential, Standby Pay, Meal Allowance**

### **11.1 Authorization**

All overtime worked must be approved in advance by the General Manager or his or her designated representative.

### **11.2 Definition**

Any authorized time worked in excess of the employee's regular workweek shall be compensated at the rate of one and one-half (1-1/2) times the employee's regular straight-time rate of pay. This Section 11.2 shall be subject to CP-Overtime (9/21/12) of the District Personnel Rules and Regulations. Holiday pay and Employee Leave Bank pay will count as time worked for purposes of computing overtime pay. Holiday pay is defined as scheduled District holidays including deferred holidays.

### **11.3 Call Back**

If an employee responds to a work related alarm or a phone call on his/her regular day off, or before or after his/her assigned work shift, and if the employee is able to properly resolve the alarm or provide useful information to the caller without actually driving to the work

site, then he/she shall receive a minimum of two (2) hours of pay at time and one-half (1-1/2). If the employee responds to one or more additional alarms or phone calls within two (2) hours of receiving the first alarm or phone call, then the employee shall not be due any additional compensation for properly resolving the subsequent alarms or phone calls. However, if the employee responds to an alarm or a phone call and it has been more than two (2) hours since they received a previous alarm or phone call for which they received pay, then he/she shall receive another two (2) hours of pay at time and one-half (1-1/2). This provision does not apply to instances in which the employee must report for his/her regular starting time less than two (2) hours after receiving the alarm or phone call, in which case the employee shall be paid time and one-half (1-1/2) only until the beginning of his/her regular starting time. If an employee is called back to work, he/she shall, upon reporting, receive a minimum of two (2) hours of work or, if two (2) hours of work is not furnished, a minimum of two (2) hours' pay at time and one-half (1-1/2). This provision does not apply to instances in which the employee is called to report before his/her regular starting time and is worked from the time he/she reports to his/her regular starting time.

#### 11.4 Shift Differential

Employees who are regularly assigned and work a swing or grave shift shall be paid a fixed amount per shift in addition to their base pay. The fixed amount during the term of this MOU shall be fifty-two dollars (\$52).

#### 11.5 Standby Pay

Employees assigned by the District to standby duty will receive an additional twenty-four (24) hours of straight-time pay for each week during which the employee is assigned to standby duty and an additional eight and one-quarter (8-1/4) hours of straight-time pay for each holiday which occurs during an employee's standby duty.

Should an employee's standby assignment be extended due to a holiday or other reasons, the employee will receive an additional 3.42 hours of straight-time pay for each additional day of coverage and an additional 8.25 hours of straight-time pay for each holiday of coverage. The next employee on standby duty, whose standby duty is shortened due to a holiday or other reasons, will receive 3.42 less hours of straight-time pay for each day not performing the standby assignment.

The standby employee will respond to call outs for all District facilities other than the Treatment Plant. Employees on standby duty are to function as first responders to call outs to assess the reason for the call out and to correct the problem or summon additional resources as necessary. As examples: if a qualified sewer employee is required to correct the problem, additional staff is summoned; or if the problem is an intrusion alarm, the police are summoned to investigate. The District will conduct four (4) hours of training each year for all employees subject to standby duty to be trained to respond appropriately to the various types of call outs that may occur.

#### 11.6 Meal Allowance

A ten dollar (\$10.00) meal allowance shall be provided to employees required to work four (4) or more hours of overtime when such overtime is worked. The payment of said meal allowance shall be via the District's payroll system and subject to all applicable Federal and State income reporting procedures.

### 11.7 Compensatory Time

An employee shall be allowed to accrue up to a maximum of eighty (80) hours of compensatory time annually, with no more than 80 hours banked in total for the calendar year. Employees may request compensatory time off even though overtime is required to cover the employee's shift. The coverage employee may not accrue compensatory time for said time worked and will be paid at the overtime rate.

## Section 12. Salaries

### 12.1 Rates of Pay

Effective on the first day of the first pay period of the calendar years 2016 through 2017, bargaining unit members will receive a percentage salary increase that is equal to the percent change in the change in the CPI (Consumer Price Index – all urban wage earners, not seasonally adjusted, San Francisco-Oakland-San Jose, CA, all items 1982-84 = 100, current series) for the twelve (12) month period ending October 31. During the term of the MOU, in the event that CPI is less than 0.0% for the twelve month period ending October 31, the “floor” for CPI shall be 0.0%

### 12.2 Deferred Compensation Incentive

During the term of this MOU the District will maintain an IRS 457 Plan for interested employees.

Beginning on the first pay date of the first full pay period of calendar year 2016 and 2017, the District will contribute on behalf of each employee an amount equal to 100% of the first \$2,500 the employee voluntarily contributes to the 457 Plan. On the last pay date of the calendar year 2017, the District will no longer contribute on behalf of the employee to the Employee's 457 Plan account.

### 12.3 IRS 414-H2 Plan

The District will maintain an IRS 414-H2 Plan for employee-paid retirement contributions.

### 12.4 Total Compensation Surveys

All total compensation surveys shall be conducted by District in accordance with Compensation Survey Procedures in Section 12.5.

### 12.5 Compensation Survey Procedures

During the term of this MOU, the District may have the need to conduct compensation surveys to establish new Baseline Salaries as a result of establishing new Job Descriptions, or a result of mutual agreement between Local 39 and District or as otherwise outlined in this agreement. Surveys will be conducted in a manner consistent for all District's bargaining units except surveys for Local 39 will incorporate only base salary plus one thousand dollars (\$1,000) for employer maximum annual contributions to employee 457 plan (total compensation). The compensation benchmark will be the sixtieth (60<sup>th</sup>) percentile of the comparable positions at the survey agencies. The following list of agencies will be used to establish the benchmark level of salaries:

EBMUD	Livermore
ACWD	Pleasanton

CCCSD  
CCWD  
USD

DDSD  
Oro Loma

#### 12.6 Starting Rate

Except as herein otherwise provided, the entrance salary for a new employee entering District service shall be the minimum salary for the class to which appointed. When circumstances warrant, the General Manager may recommend and the Board of Directors may approve an entrance salary which is more than the minimum salary. The Board of Director's decision shall be final.

#### 12.7 Step Increases

No increase in salary shall be automatic merely upon completion of a specified period of service. All increases shall be based on merit as established by record of the employee's performance and shall require recommendation of the department head and approval by the General Manager.

Subject to the provisions of this Section, an employee shall receive step increases in salary as follows:

Step B upon completion of twelve (12) months' service in Step A;  
Step C upon completion of twelve (12) months' service in Step B;  
Step D upon completion of twelve (12) months' service in Step C;  
Step E upon completion of twelve (12) months' service in Step D.

#### 12.8 Salary Increase Upon Promotion

When an employee is moved from one class to a class with a higher maximum salary, the salary in the higher class shall be the minimum salary for that class, unless that minimum is lower than, or the same as, the employee's salary at the time of reclassification. In that event, the employee shall receive the next higher step within the pay range of the higher class, which is a least five percent (5%) greater than his/her present rate.

An active employee who is appointed to a Local 39 position, such as a reclassification or promotional appointment, shall be subject to 'Y-rating' of their salary if the employee's current salary is higher than the Step E rate for the new position. In the event of Y-rating, the employee's salary will be frozen at the employee's current pay rate until such time as the market Step E rate for the employee's new Local 39 position is adjusted higher than the employee's Y-rated salary. All Y-rated employees shall only receive ½ of CPI as determined in Section 12.1.

#### 12.9 Certification

Upon approval of the supervisor, the District shall allow an employee time off with pay if the certification exam falls between the hours of the employee's assigned shift, for the purpose of taking an exam for required certification. Upon successful passage of the exam, the District will pay for any certificates, including renewal, as set forth in the employee's classification series.

#### 12.10 Operator Certificates

An Operator I who is certified as an Operator II or higher shall receive the Operator II rate of pay upon successful completion of all State requirements.

12.11 Out-of-Class Pay

An employee who is assigned in writing by the General Manager or designated representative and who is required to perform all of the duties of a position having a higher salary range, will be paid the first step of the higher range which is at least five percent (5%) higher than the employee's present salary during the period of the out-of-class assignment.

Acting assignments in CY 2016 and CY2017 will be made after one (1) working day of uninterrupted absence, such as vacation or long-term illness or injury. When an employee is expected to perform the full range of duties of a higher classification for more than one (1) consecutive working day, said employee shall be temporarily promoted to the higher position with retroactive pay to the first day of said assignment.

12.12 Good Faith

On a good faith basis, if another District bargaining unit negotiates a most favored nation clause, the parties agree to reopen and meet and confer on a most favored nation clause.

**Section 13. Health and Welfare**

13.1 Medical

(a) Health Care Insurance: The District is committed to provide health care (medical) insurance to each employee. The District shall provide a health care insurance program that has at least two choices for coverage for Health Maintenance Organizations and two choices for Preferred Provider Organizations. In the event that this level of coverage does not remain reasonably available during the term of this MOU, the parties shall meet and confer in good faith to amend this Section 13.1(a) of the MOU.

(b) Health Care Premiums: District shall pay employee Health Care Premiums up to a maximum amount not to exceed the District "Maximum Contribution" for each level (employee only, employee plus one dependent, and employee plus two or more dependents).

Payment by District shall be for employee or employee plus eligible dependents, whichever represents the employee's situation. The employee shall pay the balance of the cost incurred in excess of the Health Care Premium Maximum Contribution, including any administrative fees or service charges.

The District Maximum Contribution health care baselines are as follows:

Employee	\$473
Employee + one	\$946
Family	\$1,230

Each year, upon notification of new premiums by the District's health care provider, the District will identify the lowest cost HMO and PPO plans that are offered under the Bay Area Region plan or a successor provider and are available in Alameda County. The higher cost



plan of the two (Base Plan) will form the basis for the calculation to determine the new District Health Care Premium Maximum Contribution for that plan year.

Effective on January 1<sup>st</sup> of each calendar year through the last month of the term of this MOU, Local 39 employees will share in the cost of future health care premium increases above the baseline as described in the example below. Cost increases will be shared 60% by the District and 40% by the employee, with the employee's maximum share of the cost of the Base Plan limited to a 20% share. Each year's Base Plan premium will be compared to the baselines established above. The new Maximum Contribution will be calculated by adding 60% of the increase to the baseline to establish the Maximum Contribution for that year. If at any time the calculated Maximum Contribution is less than 80% of the Base Plan cost, the Maximum Contribution will be 80% of the Base Plan for that year.

This example is illustrated below in table form:

	Premium	Increase from Base	DSRSD Share of Increase	Local 39 Share of Increase	District Maximum Contribution	District % of Premium
<i>Base amount</i>	\$ 1,230					
<b>2012</b>	\$ 1,587	\$ 357	\$ 214	\$ 143	\$ 1,444	91%

Local 39 employees will pay those amounts in excess of the District Health Care Premium Maximum Contribution and the premium of the plan they select. The District's Base Plan premium will always be greater than or equal to the baseline. Employees may select other health plans as they are made available and pay the additional amount between the Base Plan contribution and the premium for the selected alternative plan. Base plan amounts will be rounded to the nearest dollar.

(c) Retiree Health Care: The District will contract with CalPERS to provide post-retirement health benefits through the CalPERS Vesting Program for Retiree Health Care. All District employees hired after the implementation date of the program will be enrolled in the Vesting Program. District employees hired prior to the program implementation date will be offered the option annually to opt into the program as allowed per CalPERS regulations.

(d) Changes to the Law: In the event Federal or State legislation, which provides health care coverage for employees covered by this agreement, is enacted into law and such legislation has an adverse impact on either party, the parties shall meet and confer regarding the impact of such legislation on the MOU.

(e) Waiver of Coverage: An employee who chooses to do so may elect in writing to forgo medical insurance coverage through the District and receive in cash via the payroll system the amount listed in the table below for the coverage he/she is eligible to receive from the District and in accordance with the Public Employees' Medical and Hospital Care Act Program and the Affordable Care Act (ACA). Said election must be made for the employee as well as his/her spouse and eligible dependents.

	Monthly Amounts
	Calendar Year 2016 and subsequent years
Employee	\$144.15
Employee + 1	\$288.29
Employee + family	\$375.00

13.2 Dental

The District shall provide each employee with dental care benefits covering the employee, spouse and eligible dependents.

13.3 Retiree Dental

The District shall provide retiree dental care benefits for employees (and eligible dependents) who retire from the District and whose first date of employment was before July 1, 2014.

13.4 Life Insurance, Short-Term and Long-Term Disability

The District shall provide each employee with Life Insurance, Short-Term and Long-Term Disability Insurance. Life Insurance is equal to an employee's annual salary, rounded up to the nearest \$5,000, to a maximum of \$50,000. Short-Term Disability Insurance provides for sixty percent (60%) of regular weekly salary, to a maximum of \$1,667 weekly benefit, after a twenty nine (29) day waiting period. Benefits continue for a maximum of one (1) year if totally disabled. Long Term Disability Insurance shall provide 66 2/3% of regular monthly salary, to a maximum of \$6,000 monthly benefit, after 365 days wait period.

Integration of short-term and long-term disability insurance benefits and sick leave is to be automatic; the District may not waive integration. In addition to the life insurance provided at District expense, the employer will make arrangements for employees to purchase additional life insurance at employee cost.

13.5 Vision Care

The District shall provide each employee with vision care benefits covering the employee, spouse and eligible dependents.

13.6 Retiree Vision Care

Vision care will not be provided to employees who retire from the District other than as specified under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

13.7 IRS 125 Plan

The District agrees to continue an IRS plan for employee funded expense reimbursement.

13.8 Change in Employee Benefit Plans

The District intends to evaluate the Health and Welfare plans currently available to employees to determine if similar or better coverage may be available at lower cost to the District. The District may substitute new insurance carriers or arrange for self-insurance provided that the overall coverage is acceptable to the Union.

## Section 14. Retirement Plan

The Retirement Plan between the District and Public Employees Retirement System ("PERS") is documented in a separate MOU between Union and District entitled "Regarding PERS Retirement Formula Enhancement" dated November 17, 2004, and includes single highest year option and "Local Miscellaneous 2.7% at 55."

The pension formula for "classic" employees is the local Miscellaneous 2.7% at age 55 Retirement Plan. Classic employees' contribution of pensionable salary is in accordance with the November 17, 2004 MOU.

The pension formula for "new" employees is the local Miscellaneous 2.0% at age 62 Retirement Plan. New employees pay one-half of the normal cost of their pension plan to pay the employee CalPERS contribution.

## Section 15. Safety Shoes, Equipment, and Clothing (*formerly Section 15.0 Personal Safety Reimbursement Program and Sections 25.2 (Safety) and 25.4 (Safety Vests)*)

Employees that are required to wear safety shoes, personal protective equipment (PPE), or uniform clothing will be provided with these items purchased by the District as deemed necessary by the employee's supervisor for the performance of their job duties. Safety shoes, when required, will be replaced by the District no less than once every 12-month period.

## Section 16. Holidays

### 16.1 Holiday Right

Classified employees shall be entitled to take all authorized holidays at full pay, not to exceed eight (8) hours for any one (1) day, provided they are in a pay status on both their regularly scheduled workdays immediately preceding and following the holiday.

### 16.2 Monday-Friday Employees

The following holidays are allowed for all employees working a Monday-Friday schedule, with pay:

Holiday	2016	2017
New Year's Day	Jan-1	Jan-2
Presidents' Day	Feb-15	Feb-20
Memorial Day	May-30	May-29
Independence Day	Jul-4	Jul-4
Labor Day	Sept-5	Sept-4
Thanksgiving Day	Nov-24	Nov-23
Day after Thanksgiving	Nov-25	Nov-24
Christmas	Dec-26	Dec-25

### 16.3 Shift Employees

The following holidays are recognized for all employees working a seven-day, rotating day

off schedule:

<b>Holiday</b>	<b>2016</b>	<b>2017</b>
New Year's Day	Jan-1	Jan-1
Presidents' Day	Feb-15	Feb-20
Memorial Day	May-30	May-29
Independence Day	Jul-4	Jul-4
Labor Day	Sept-5	Sept-4
Thanksgiving Day	Nov-24	Nov-23
Day after Thanksgiving	Nov-25	Nov-24
Christmas	Dec-25	Dec-25

If one of the holidays listed above falls during the employee's vacation or on the employee's normal day off or if an employee is scheduled to work on a holiday, the employee will be allowed a regular workday off at a time determined by agreement between the employee and the department manager. If the department manager determines that it is not feasible to grant such other workday off, the employee shall be paid for any work performed on the holiday at the rate of time and one-half (1-1/2); provided that an employee who is entitled to pay for any such holiday if not worked shall receive such holiday pay in addition to the time and one-half (1-1/2) they are paid for working.

#### 16.4 Floating Holidays

Beginning with the pay period commencing on December 26, 2011, five (5) Floating Holidays (40 hours) shall be incorporated into the Employee Leave Bank and thereafter be part of the Employee Leave Bank as described in Section 17 of this MOU.

#### 16.5 Deferred Holidays

A Deferred holiday may be earned by Local 39 shift employees who are required to work on a holiday as defined in Section 16.3 as a part of their regularly-scheduled work week, or if the holiday falls on the shift employee's regularly scheduled day off. A Deferred holiday may be requested at the option of the employee, to be banked in eight (8) hour increments, in accordance with Section 16.1. Employee requests for taking a Deferred holiday shall be approved in accordance with Section 17.2. All Deferred holidays earned by employees prior to December 31, 2011 will remain in effect with no expiration date or until used or paid out upon separation from employment. Deferred holidays earned on or after January 1, 2012 must be used within the calendar year earned, and if not used, a lump sum cash payout will be made to the employee on the last pay date of the calendar year.

### Section 17. Employee Leave Bank

#### 17.1 Eligibility

All Local 39 employees begin accruing Employee Leave (Leave) as defined in Section 17.4 from their hire date.

#### 17.2 Scheduling

The times during the calendar year at which an employee shall take Leave shall be determined by the employee's supervisor with due regard to the wishes of the employee and

in particular regard to the need of the District.

17.3 Use

Employees may use Leave on an hour-for-hour (or fraction thereof) basis in any pay period that they have not worked their scheduled hours in accordance with Section 10 of this MOU.

17.4 Employee Leave Accrual Rate

Employee vacation and floating holidays will be combined and posted into one leave bank called the "Employee Leave Bank", in accordance with the table below.

Employee leave bank accruals will be posted bi-weekly. Leave accrues on a pay period basis and the accrual rate is determined by the employee's hire date. Example: For a full-time employee, the accrual rate during their first year of employment is 4.62 hours per pay period.

The following table shows the conversion of the leave into the new system and is based on full-time employment. Leave for part-time employees will be prorated according to number of hours scheduled.

All employees					
Year	Vac	FH	Annual Days	Annual Hours	Hours PP
1	10	5	15	120	4.62
2	11	5	16	128	4.92
3	12	5	17	136	5.23
4	13	5	18	144	5.54
5	14	5	19	152	5.85
6	15	5	20	160	6.15
7	16	5	21	168	6.46
8	17	5	22	176	6.77
9	18	5	23	184	7.08
10	19	5	24	192	7.38
11	20	5	25	200	7.69
12	20	5	25	200	7.69
13	20	5	25	200	7.69
14	20	5	25	200	7.69
15	20	5	25	200	7.69
16	21	5	26	208	8.00
17	22	5	27	216	8.31
18	23	5	28	224	8.62
19	24	5	29	232	8.92
20	25	5	30	240	9.23
21+ Years	25	5	30	240	9.23

17.5 Use of Leave During the First Six (6) Months of Employment

Up to forty (40) hours of Employee Leave may be taken during the first six (6) months of employment with the District unless a different arrangement is specified in that individual's hiring letter.

17.6 Employee Leave Pay at Termination

Upon termination of employment, an employee shall be paid the cash value of his/her accrued Leave at the time of termination in accordance with the above schedule on a prorated basis. If the employee owes the District for unearned Employee Leave bank, the actual time owed shall be invoiced to the employee.

17.7 Leave Sell Back

Each full-time employee may sell back up to eighty (80) hours from the Employee Leave Bank at his or her current rate of pay once each calendar year covered by this MOU, provided that there is at least eighty (80) hours remaining after such sell back.

**Section 18. Sick Leave**

18.1 Benefits

Full-time Local 39 employees shall accrue sick leave at the rate of eight (8) hours per month credited in hours per pay period. Sick leave shall be posted bi-weekly.

Sick leave usage shall not be considered as a privilege, which an employee may use at his/her discretion, but shall be allowed only in case of necessity of actual sickness or disability. Charge for sick leave used shall be on the basis of one (1) hour for each hour used; provided, however, that sick leave shall be charged for only those hours when the employee was absent from work. In no event shall sick leave be converted into a cash bonus. Sick leave may not be used before it is credited.

If an employee leaves the employ of the District prior to the end of the calendar year, reconciliation of sick leave earned and taken to date of termination of employment shall be made. If the employee owes the District for unearned sick leave, the actual time owed shall be invoiced to the employee.

18.2 Notification Requirement

In order to receive compensation when absent on sick leave, the employee shall notify his/her immediate supervisor one-half (1/2) hour or one (1) hour at the Treatment Plant prior to the time set for beginning his/her duties, unless the employee is prevented from doing so by an emergency.

18.3 Physician's Certificate or Other Proof

At the discretion of the employee's supervisor, a physician's certificate or personal affidavit may be required for any period of absence for which sick leave is claimed; however, when absence is for more than five (5) consecutive workdays, the employee shall file a physician's certificate or a personal affidavit with the department head stating the cause of the absence.

#### 18.4 Illness in the Immediate Family

Leaves for illness in the immediate family are limited to three (3) workdays and are for the sole purpose of providing necessary care for an ill or injured member of the immediate family. Absences of more than three (3) days require a physician's statement indicating that the employee's presence was required at home. For the purpose of this Section 18.4, immediate family shall be defined as spouse, child, parent, brother, sister or any individual whose relationship to the employee is that of a dependent. In the case of the dependent, the appointing power shall grant such sick leave only when, in his/her opinion, the relationship of the sick or disabled person to the employee warrants such use of sick leave.

#### 18.5 Family Care Leave

Family care leave shall be applicable according to State and Federal laws.

### **Section 19. Leaves of Absence**

#### 19.1 Leave without Pay

The General Manager may grant employees leave of absence without pay for a period not to exceed one (1) year. No leave shall be granted except upon written request of the employee. Such requests shall be submitted to the General Manager. Such leaves shall normally be granted to permit the employee to engage in activities that will increase his/her value to the District upon return, or because of sickness, injury or personal hardship. Employees may not be granted a leave of absence until all accrued Employee Leave bank is taken. Failure on the part of an employee on leave to report promptly at its expiration shall result in dismissal of the employee. Employee Leave bank and sick leave credits shall not accrue to an employee on leave of absence. The decision of the General Manager on granting or refusing to grant a leave of absence or extension thereof shall be final and conclusive and shall not be subject to the grievance procedure of this Memorandum of Understanding.

#### 19.2 Jury Duty

An employee summoned to jury duty shall inform his/her supervisor and, if required to serve, may be absent from duty with full pay only for those hours required to serve. An employee, who serves on jury duty and receives payment for services, not including reimbursements for mileage or transportation expenses, shall submit said payment to District in accordance with Internal Revenue Service regulations.

#### 19.3 Military Leaves of Absence

The provisions of the Military and Veterans Code of the State of California shall govern military leave of District employees.

#### 19.4 Maternity Leave

Maternity Leave shall be subject to applicable Federal and State laws.

#### 19.5 Industrial Disability Leave

Employees who suffer any disability arising out of and in the course of their employment, as defined by the Workers' Compensation Laws of the State of California, shall be entitled to disability leave while so disabled for the period of such disability to a maximum of one (1) year or retirement, whichever occurs first. Compensation benefits shall be determined and

paid in accordance with the Workers' Compensation Laws of the State of California; however, if the treating physician advises the injured employee to go home or the employee is admitted and remains in a hospital or clinic for treatment, the employee shall be paid for his/her full workday shift. Integration of sick leave with Workers' Compensation is to be automatic; the District may not waive integration, and any employee entitled to Workers' Compensation must apply, therefore, before sick leave benefits are payable.

The District reserves the right to withhold payment of any disability benefits until such time it is determined whether or not the illness or injury is covered by Workers' Compensation.

An employee who is authorized by his/her supervisor to transport an injured employee to a medical facility shall suffer no loss of compensation for the time spent. Authorization shall not be unreasonably denied to an employee who transports an injured employee requiring immediate emergency care when supervision is not present at the site of injury or is unreachable by telephone or radio, provided the transporting employee calls his/her supervisor immediately upon arrival at the emergency medical facility.

#### 19.6 Funeral Leave

In the event of a death in the immediate family of an employee, he/she shall, upon request, be granted such time off with pay as is necessary to make arrangements for the funeral and attend same, not to exceed three (3) regularly scheduled working days. For the purpose of this Section 19.6, the immediate family shall be restricted to father, mother, brother, sister, spouse, child, mother-in-law, father-in-law, grandparents, grandchildren and stepchild in those cases where a direct child-rearing-parental relationship may be demonstrated. At the request of the District, the employee shall furnish a death certificate and proof of relationship. Sick leave shall not be used for the purpose of funeral leave.

#### 19.7 Catastrophic Leave

The District agrees to establish a catastrophic leave system to assist employees who have exhausted accrued leave time due to a serious or catastrophic illness or injury. The catastrophic leave system will allow other employees to donate time to the affected employee so that he/she can remain in a paid status for a longer period of time, thus partially ameliorating the financial impact of the illness, injury or condition.

**Eligibility:** To be eligible for this benefit, the receiving employee must: 1) be a regular full-time employee who has passed his/her initial District probationary period; 2) have sustained a life threatening or debilitating illness, injury or condition (physician confirmation may be required by the District); 3) have exhausted all accumulated paid leave including Employee Leave Bank, sick leave, compensatory time off, deferred holiday, and/or other such leaves; 4) be unable to return to work for at least thirty (30) days; and 5) have applied, and received approval, for a leave of absence without pay for medical reasons.

**Benefits:** Accrued Employee Leave Bank and compensatory time off hours donated by other employees will be converted to sick leave and credited to the receiving employee's sick leave balance on an hour-for-hour basis and shall be paid at the rate of pay of the receiving employee. For as long as the receiving employee remains in a paid status, seniority and all other benefits will continue, with the exception of leave accruals. The total leave credits received by an employee should not exceed three (3) months. However, if



approved by the General Manager, the total leave credits may be extended on a case-by-case basis up to an overall maximum of six (6) months.

Guidelines for Donating Leave Credits to the Receiving Employee:

- (a) Accrued Employee Leave Bank and compensatory time off may be donated by any employee who has completed his/her initial District probationary period.
- (b) Time donated will be converted from Employee Leave Bank or compensatory time off to sick leave and credited to the receiving employee's sick leave balance on an hour-for-hour basis and shall be paid at the rate of pay of the receiving employee.
- (c) The total amount of time donated to one employee by another employee shall not exceed forty (40) hours. The total leave credits received by the employee shall not normally exceed three (3) months; however, if approved by the General Manager, an extension up to six (6) months total time may be approved.
- (d) Initial leave time donations must be a minimum of eight (8) hours and, thereafter, in four (4) hour increments. An employee cannot donate leave hours, which would reduce his/her Employee Leave Bank balance to less than forty (40) hours.
- (e) The use of donated leave hours will be in consecutive, one-shift increments (i.e., eight (8) hours for a full-time employee working five eight (8) hour days/week).
- (f) While an employee is on leave using donated leave hours, Employee Leave Bank or sick leave hours will accrue.
- (g) Under all circumstances, time donations received by the employee are forfeited once made. In the event that the receiving employee does not use all transferred leave for the catastrophic illness/injury, any balance will remain with that employee.

**Section 20. Probationary Period**

All original and promotional appointments shall be subject to a probationary period. The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his/her position, and for rejecting any probationary employee whose performance does not meet the required standards of work.

The probationary period for employees is twelve (12) months. During the probationary period, an employee may be rejected at any time by the General Manager without cause and without the right of appeal. Employees who have already served a District probationary period and have accepted a different position within Local 39 shall serve a probationary period in that new job for six (6) months.

Any employee rejected during the probationary period following a promotional appointment shall be reinstated to the former position from which he/she was promoted, provided the employee has not been discharged or disciplined pursuant to Section 22 of this

Memorandum of Understanding.

## **Section 21. Layoff and Re-employment**

The General Manager may lay off an employee in the classified service. The departments and classifications subject to layoff shall be determined by the General Manager on the basis of the administrative needs of the District. Within the classifications subject to layoff, the order of layoff shall be determined on the basis of seniority and work performance. Emergency and provisional employees in a class of positions shall be laid off before other persons in the class are laid off.

Fifteen (15) calendar days prior to the effective date of the layoff of an employee in the classified service, the General Manager shall notify the employee of the layoff and a copy of the notice shall be placed in the employee's personnel file and a copy will be sent to the Union.

An employee who has performed satisfactorily and who is laid off shall be eligible for re-employment in other positions which require basically the same qualifications and involve basically the same duties and responsibilities as the position from which the employee is laid off.

Service with the District shall be terminated by discharge, resignation or six (6) consecutive months of unemployment with the District.

An employee who is laid off shall not accrue or be eligible for any benefits including, but not limited to, Employee Leave Bank, sick leave, holidays, medical, dental, life insurance, vision care and safety shoes, except as subject to COBRA requirements. Any employee re-employed after a layoff shall retain sick leave accruals that the employee did not receive compensation for at the time of layoff.

## **Section 22. Discharge and Discipline**

### **22.1 Right of Discharge and Discipline**

The District shall have the right to discharge and discipline any employee for dishonesty, insubordination, drunkenness, incompetence, willful negligence, failure to perform work as required or to observe the District's safety and house rules and regulations, which must be conspicuously posted and not in derogation of the Memorandum of Understanding, or for engaging in strikes, individual or group slowdowns or work stoppages during the term of this Memorandum of Understanding, or refusal to accept overtime, or for violating or ordering the violation of the Memorandum of Understanding. Discipline shall be implemented within sixty (60) days of the District becoming aware of the situation causing the problem.

### **22.2 Appeals**

If an employee feels he/she has been unjustly disciplined or discharged, he/she shall have the right to appeal his/her case through the Appeals Process. Such appeal must be filed with the General Manager in writing, within ten (10) calendar days from the date of discipline or discharge and unless so filed the right of appeal is lost.

Any disciplined employee and the Union shall be furnished the reason for the disciplinary action in writing.

### 22.3 Adjustment Board

In the event of an employee appeal on a matter involving discipline, including matters of suspension, demotion, and discharge, such appeal shall be submitted to an Adjustment Board comprised of two (2) employee representatives and two (2) representatives of the District.

If an Adjustment Board is unable to arrive at a majority decision, the employee may require that the appeal be referred to non-binding arbitration for advisory opinion.

### 22.4 Arbitration

An employee may refer any appeal that remains unresolved after the Adjustment Board to non-binding arbitration. A notice to invoke arbitration shall be in writing to the General Manager within thirty (30) calendar days after receipt of the decision of the Adjustment Board.

On or after the date of the notice to invoke non-binding arbitration, the District will request the State Mediation and Conciliation Service or the American Association of Arbitrators to provide a list of seven (7) impartial persons to act as an arbitrator. Representatives of the two parties shall meet within ten (10) calendar days after receipt of such list to select an arbitrator (this may be done by telephone). If there is no mutual agreement on one of the listed arbitrators, then the two parties will alternately strike an arbitrator's name from the list of seven (7) and will then repeat this procedure. The remaining person shall be the duly selected arbitrator. The procedure to determine who strikes the first name will be determined by lot. If either party refuses to participate in the selection process, the other party will make a selection of an arbitrator from the list.

Upon conclusion of the arbitration hearing, the arbitrator will provide both the General Manager and the employee or Union with copies of his/her opinion on the merits of the appeal and the evidence presented. The arbitrator's decision shall be an advisory opinion only, non-binding on either party. The arbitrator's fees and expenses shall be borne equally by the parties. If either party requires a transcript that party will bear the entire cost of such transcript.

### 22.5 Board of Directors

Any appeal which has not been resolved by the procedures hereinabove set forth may be referred by the employee to the Board of Directors within thirty (30) calendar days of receipt of the arbitrator's advisory opinion for decision. The Board of Directors shall render a decision on the grievance based on all the material contained in the grievance file and the findings of the arbitrator.

## Section 23. Personnel Files

An employee or his/her representative, on presentation of written authorization from the employee, shall have access to the employee's personnel file on request. The District shall

furnish the employee copies of all performance evaluation reports and letters of reprimand or warning prior to placement of such documents into the employee's personnel file. The employee may be required to acknowledge the receipt of any document entered into his/her personnel file without prejudice to subsequent arguments concerning the contents of such documents. On a good faith basis, the District will review and seal any warning letter that is more than three (3) years old on a rolling three (3) year basis.

## **Section 24. Grievance Procedure**

A grievance shall be defined as any dispute arising during the term of the Memorandum of Understanding which involves the interpretation or application of any provision of this Memorandum of Understanding during its term, excluding all ordinances, resolutions, rules and regulations, the subject of which are not specifically covered by the provisions of this Memorandum of Understanding. Such excluded ordinances, resolutions, rules and regulations shall not be subject to the Grievance Procedure.

The employee may proceed directly to a subsequent step in the Grievance Procedure if a supervisor, department head or other management person fails to comply with the time line requirement and an alternative mutually agreeable time line has not been agreed upon in writing. The General Manager may mediate at any step in this process. The grievance will have been settled based upon the most recent written decision if an appeal is not filed within the time line requirement and an alternative mutually agreeable time line has not been agreed upon in writing.

### **24.1 Initial Discussions**

Any employee who believes that he/she has a grievance is encouraged to inform his/her immediate supervisor as soon as he/she decides that a grievance is being contemplated. Any immediate supervisor so notified will arrange a meeting time with the employee within five (5) working days of the verbal notification to discuss the nature of the complaint.

### **24.2 Filing Grievance**

If the complaint is not resolved as a result of the Initial Discussion, or an Initial Discussion does not occur, the complaint is to be presented to the immediate supervisor in writing within twenty (20) working days of the date that the employee became aware, or should have become aware, of the act or occurrence. Within ten (10) working days of receipt of the written grievance, the immediate supervisor will schedule and meet with the employee and Union representative to discuss the grievance. Within ten (10) working days of the meeting, the immediate supervisor will issue a written decision regarding the complaint.

### **24.3 Appealing Decision**

If the complaint is not resolved as a result of the immediate supervisor's written decision, an appeal is to be presented in writing to the department head in the department in which the employee works within twenty (20) working days of the receipt of the written decision by the immediate supervisor. The appeal will state the reasons for disagreeing with the immediate supervisors' written decision. Within ten (10) working days of receipt of the appeal, the department head will schedule and meet with the employee and Union representative to discuss the appeal. Within ten (10) working days of the meeting, the department head will issue a written decision regarding the complaint.

#### 24.4 Management Review

If the complaint is not resolved as a result of the department head's written decision, an appeal is to be presented in writing to the Human Resources Manager within twenty (20) working days of the receipt of the written decision by the Union from the department head. The appeal will state the reasons for disagreeing with the department head's written decision. Within twenty (20) working days of receipt of the appeal, the Organizational Services Manager and the Assistant General Manager will schedule and meet with the employee, Union representative, immediate supervisor and department head to discuss the appeal. If the appeal is from the work group under either of the Senior Managers hearing the appeal, the other Senior Manager will select the second review member. Within ten (10) working days of the meeting, a written decision regarding the complaint will be issued.

#### 24.5 Arbitration

If the complaint is not resolved as a result of the Management Review written decision, an appeal is to be presented in writing to the Organizational Services Manager within twenty (20) working days of the receipt of the written decision from the Management Review requesting non-binding arbitration.

Within five (5) working days of receiving the written request for arbitration, District will request the State Mediation and Conciliation Service or the American Association of Arbitrators to provide a list of seven (7) impartial persons to act as an arbitrator. The parties will meet within ten (10) working days after receipt of such list to select an arbitrator (this may be done by telephone). If there is no mutual agreement on one of the listed arbitrators, then the District and the Union or employee will alternately strike an arbitrator's name from the list of seven (7) and will then repeat this procedure. The remaining person will be the duly selected arbitrator. The procedure to determine who strikes the first name will be determined by lot. If either party refuses to participate in the selection process, the other party will make a selection of an arbitrator from the list.

Upon conclusion of the arbitration hearing, the arbitrator will provide both the General Manager and the employee or the Union with copies of his/her opinion on the merits of the appeal and the evidence presented. The arbitrator's decision shall be an advisory opinion only, non-binding on either party.

The arbitrator's fees and expenses will be borne equally by the parties. If either party requires a transcript, that party will bear the entire cost of such transcript.

#### 24.6 Board of Directors

Any grievance which has not been resolved by the procedures hereinabove set forth may be referred by either of the parties to the Board of Directors within twenty (20) working days of receipt of the arbitrator's advisory opinion for decision. The Board of Directors shall render a decision on the grievance based on all the material contained in the grievance file and the findings of the arbitrator.

#### 24.7 Pay Claims

No adjustments involving or concerning payment of compensation shall be retroactive for more than sixty (60) working days from the date the grievance is first filed in writing

## Section 25. Miscellaneous

### 25.1 Outside Employment

No employee shall engage in employment that may constitute a conflict of interest for the employee or the District. No employee shall apply himself or herself whatsoever to any outside employment during his/her regular working hours. No emblem, badge, uniform or other employee identification shall be worn by any person while in the employment of someone other than the District.

### 25.2 Safety

Wearing of District approved safety shoes shall be a condition of employment and, where needed, the wearing of hard hats shall be a condition of employment.

### 25.3 Residency

Any person who is in "on call" status related to the water system must respond to the location of the incident within forty-five (45) minutes from the time the location of the incident and the need to respond is known or should have been known.

### 25.4 Safety Vests

The District will provide orange vests that are OSHA and District approved.

### 25.5 PERS Sick Leave

The District contracts with PERS for credit for unused sick leave.

### 25.6 Re-opener

On or about October 1 of each year of the Memorandum of Understanding, either party may request to meet and confer regarding one (1) non-economic item.

### 25.7 Professional Organizations

For each employee covered by this MOU, the District will pay for the employee's membership in up to two (2) professional/technical organizations related to the employee's classification. The District will also pay for one (1) professional/technical organization meeting per month, within the greater Bay Area, that the employee may choose to attend and in which the employee is a member. If the meeting occurs during regular working hours, the employee will receive compensation during attendance. If the meeting is during non-regular working hours, the employee will not be compensated for attendance. Other memberships and attendance will be determined on a case-by-case basis by the employee's supervisor.

## Section 26. Separability of Provisions

Should any Section, clause or provision of this Memorandum of Understanding be declared illegal by final judgment of a court of competent jurisdiction, such invalidation of such Section, clause or provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the duration of this Memorandum of Understanding.

Upon such invalidation the parties agree to meet and confer concerning substitute provisions for those rendered or declared illegal.

**Section 27. Past Practices and Existing Memoranda of Understanding**

Continuance of working conditions and practices not specifically authorized by ordinance or resolution of the Board of Directors is not guaranteed by this Memorandum of Understanding.

This Memorandum of Understanding shall supersede all existing Memoranda of Understanding between the District and the Union except Memoranda of Understanding between Union and District entitled "Regarding PERS Retirement Formula Enhancement" dated November 17, 2004

Made and entered into this 17th day of May 2016.

DUBLIN SAN RAMON SERVICES DISTRICT

By: \_\_\_\_\_  
Daniel B. McIntyre, General Manager

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

INTERNATIONAL UNION OF OPERATING ENGINEERS

LOCAL UNION NO. 39, AFL-CIO

By: \_\_\_\_\_  
Tony DeMarco, President, Local 39

By: \_\_\_\_\_  
Jerry Kafmar, Business Manager/Secretary, Local 39

By: \_\_\_\_\_  
Steve Crouch, Director of Public Employees, Local 39

By: \_\_\_\_\_  
Richard J. Putz, Business Representative, Local 39

By: \_\_\_\_\_  
Mark Johnston, Shop Steward

By: \_\_\_\_\_  
Daniel Leonardo, Shop Steward

By: \_\_\_\_\_  
Sara Tom, Shop Steward

By: \_\_\_\_\_  
Brian Vannatter, Shop Steward

**APPENDIX A**

**To  
MEMORANDUM OF UNDERSTANDING  
Between  
Dublin San Ramon Services District  
And  
International Union of Operating Engineers  
Local Union No. 39, AFL-CIO**

**POSITION LISTING**

ACCOUNT CLERK I	MAINTENANCE WORKER I
ACCOUNT CLERK II	MAINTENANCE WORKER II
ACCOUNTING TECHNICIAN I	MECHANIC I
ACCOUNTING TECHNICIAN II	MECHANIC II
ADMIN ASSISTANT I	MECHANIC II - CRANE CERTIFIED
ADMIN ASSISTANT II	OPERATIONS CONTROL SYSTEM SPECIALIST
ADMIN TECHNICIAN	OPERATOR IN TRAINING
CO-GENERATION SPECIALIST	PROCESS LEAD WWTP OPERATOR IV
CONSTRUCTION INSPECTOR I	PROCESS LEAD WWTP OPERATOR V
CONSTRUCTION INSPECTOR II	SAFETY TECHNICIAN
CUSTOMER FIELD REPRESENTATIVE I	SENIOR ACCOUNTING TECHNICIAN
CUSTOMER FIELD REPRESENTATIVE II	SENIOR ELECTRICAL/ELECTRONIC TECH
CUSTOMER SERVICES REPRESENTATIVE I	SENIOR ELECTRICIAN
CUSTOMER SERVICES REPRESENTATIVE II	SENIOR ENGINEERING TECHNICIAN / GIS SPECIALIST
CUSTOMER SERVICES REPRESENTATIVE III	SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR
ELECTRICIAN	SENIOR INSTRUMENTATION & CONTROLS TECH
ENGINEERING TECHNICIAN / GIS SPECIALIST I	SENIOR MECHANIC
ENGINEERING TECHNICIAN / GIS SPECIALIST II	SENIOR MECHANIC - CRANE CERTIFIED
ENVIRONMENTAL COMPLIANCE INSPECTOR I - CW	SENIOR WWTP OPERATOR III
ENVIRONMENTAL COMPLIANCE INSPECTOR I - PT	WATER/WW SYSTEMS OPERATOR IV - ON CALL
ENVIRONMENTAL COMPLIANCE INSPECTOR II - CW	WATER/WW SYSTEMS OPERATOR I
ENVIRONMENTAL COMPLIANCE INSPECTOR II - PT	WATER/WW SYSTEMS OPERATOR II
FLEET MECHANIC	WATER/WW SYSTEMS OPERATOR III
INFORMATION SYSTEMS TECHNICIAN I	WATER/WW SYSTEMS OPERATOR IV
INFORMATION SYSTEMS TECHNICIAN II	WATER/WW SYSTEMS LEAD OPERATOR
INSTRUMENTATION TECHNICIAN	WWTP OPERATOR I
LABORATORY TECHNICIAN	WWTP OPERATOR II





Reference Administrative Services Manager	Type of Action Approve Capital Outlay Budget Adjustment	Board Meeting of May 17, 2016
Subject Approve the Transfer of a Budgeted Capital Outlay Expenditure from FYE 2016 to FYE 2017 for the Upgrade of the Security System at the District Office		
<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:**

Staff recommends the Board of Directors approve, by Resolution, the transfer of a budgeted capital outlay expenditure from FYE 2016 to FYE 2017 for the upgrade to the security system at the District Office.

**Summary:**

The approved FYE 2016 Capital Outlay Budget included \$20,000 to upgrade the security system human interface panels at the District Office. Due to the age of the equipment and limitations for interfacing with the existing Lenel security system, staff is unable to troubleshoot or reconfigure the control boards when repairs or changes are needed.

District staff needs additional time to research the best solution for the upgrade beyond the close of business on June 30, 2016.

The estimated cost of \$20,000 will be moved from FYE 2016 to FYE 2017, the cost is split 52% Regional Replacement (Fund 310), 37% Water Replacement (Fund 610) and 11% Local Wastewater Replacement (Fund 210).

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR K. Vaden	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: Transfer from FYE 2016 to FYE 2017	<input checked="" type="checkbox"/> Funding Source A. Regional Replacement (Fund 310) – 52% B. Water Replacement (Fund 610) – 37% C. Local WW Replacement (Fund 210) – 11%		Attachments to S&R 1. 2. 3.			

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT TO APPROVE CAPITAL OUTLAY BUDGET ADJUSTMENT FOR FISCAL YEARS ENDING 2016 AND 2017 FOR THE UPGRADE TO SECURITY SYSTEM AT THE DISTRICT OFFICE

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WHEREAS, the Budget Accountability policy requires the Board to approve all Capital Outlay Budget items;  
and

WHEREAS, the Board of Directors, through Resolution No. 43-15, adopted the Annual Operating Budgets for Fiscal Years Ending (FYE) 2016 and 2017, which includes Capital Outlay items; and

WHEREAS, the Board approved the upgrade to the security system human interface panels at the District Office in FYE 2016; and

WHEREAS, staff needs additional time to research the best solution for the upgrade beyond the close of business on June 30, 2016.

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 FYE 2016 Operating Budget for Capital Outlay, is here by decreased by \$20,000 in the following accounts: Account 210.70.54.050.5.555 by \$2,200, Account 310.70.54.050.5.555 by \$10,400, and Account 610.70.54.050.5.555 by \$7,400.
2. The FYE 2017 Operating Budget for Capital Outlay, is here by increased by \$20,000 in the following accounts: Account 210.70.54.050.5.555 by \$2,200, Account 310.70.54.050.5.555 by \$10,400, Account 610.70.54.050.5.555 by \$7,400.

ADOPTED by the Board of Directors of Dublin San Ramon Services District at its regular meeting held on the 17th day of May 2016, and passed by the following vote:

AYES:

NOES:

ABSENT:

---

D.L. (Pat) Howard, President

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



Reference General Manager	Type of Action Approve CIP Budget Adjustments	Board Meeting of May 17, 2016
Subject Approve Mid-Cycle Budget Adjustments to the Capital Improvement Program (CIP) Ten-Year Plan for Fiscal Years 2016 through 2025 and the Two-Year Budget for Fiscal Years 2016 and 2017		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	D. McIntyre
		<input type="checkbox"/> Board Member

**Recommendation:**

Staff recommends the Board of Directors approve, by Resolution, a mid-cycle adjustment to the Capital Improvement Program (CIP) Ten-Year Plan for Fiscal Years 2016 through 2025 and the Two-Year Budget for Fiscal Years 2016 and 2017 to:

- a) increase budget for three (3) authorized projects;
- b) revise the fund split for one (1) project;
- c) add three (3) new projects;
- d) advance five (5) projects from the CIP Ten-Year Plan to the CIP Two-Year Budget; and
- e) add two programs to the CIP Ten-Year Plan.

**Summary:**

On June 2, 2015 the Board of Directors adopted the CIP Ten-Year Plan and Two-Year Budget for FY 2016 and 2017. At the mid-point of each two-year budget cycle, staff evaluates the projects based upon new information, changed priorities, development needs, project management staffing, and cash flow to develop recommendations for adjustments. Staff has completed the evaluation and has several recommendations for adjustments to the CIP Plan and Budget. A full description of each adjustment is outlined in the staff report.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Zavadil	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. 2. 3.			

# STAFF REPORT



District Board of Directors  
May 17, 2016

## Two-Year Capital Improvement Program Budget FY 2016 & 2017 Mid-Cycle Adjustment

### RECOMMENDATION

Staff recommends the Board approve the proposed Capital Improvement Program (CIP) project additions and modifications and revise the Two-Year CIP Budget for FY 2016 and 2017.

### BACKGROUND

On June 2, 2015, the Board of Directors adopted the Two-Year CIP Budget for FY 2016 and 2017. At the mid-point of each two-year budget cycle, staff evaluates the projects based upon new information, changed priorities, development needs, project management staffing, and cash flow to develop recommendations for adjustments. Staff has completed the evaluation and has several recommendations for adjustments to the CIP Budget.

### DISCUSSION

A summary of proposed new projects and adjustments to existing projects is provided below. Project summary sheets are included as Exhibits, attached to the CIP Mid-Cycle Board Resolution.

#### Projects Requiring a Budget Increase (Exhibits A-1 through A-3 of the Resolution)

Electronic Content Management System (15-A006). This project requires a budget increase of \$48,000 increasing the total project budget from \$844,000 to \$892,000. The project has accomplished the selection, purchase and foundational implementation of the OnBase ECMS. Reconciliation of existing District records is ongoing, specialized System/Workflow Administrator training and initial users training has been accomplished, OnBase Agenda Management and Minutes Management solutions will begin implementation this calendar year, and additional processes, such as Public Records Act requests and contract management, will be streamlined through the use of the ECMS workflow technology. The project has met desired objectives regarding the acquisition of appropriate and desired system modules and capabilities. However, in order for formulation of policies, procedures and associated training to properly support and govern the use of OnBase, additional collaboration with project consultant EID, Inc. will be necessary.

Recycled Water Expansion Phase 1: Distribution to West Dublin and Alameda County Facilities (15-R009). This project requires a budget increase of \$300,650 increasing the total project budget from \$7,984,000 to \$8,240,650 to cover construction change orders. This project constructed over 16,000 feet of pipeline in the older part of Dublin where street and utility information needed for design was incomplete, leading to change orders due to unanticipated differences in actual field conditions during construction. The budget increase is based on final estimates for project completion and reimbursements to the City of Dublin for constructing a portion of the project in conjunction with their storm drain project. This project was awarded \$2,000,000 in grant funding which staff anticipates receiving by the end of the current fiscal year.

DERWA Recycled Water Plant – Phase II (16-R014) and DERWA Pump Station 1-Phase II (16-R015). Staff recommends combining these two projects into one project under DERWA Recycled Water Plant – Phase II and increasing the combined budget from \$14,596,000 to \$19,035,000, and revising DSRSD’s cost share in the project from \$7,600,180 to \$9,608, 000. The project accounting and management will be simplified by combining the projects as the design and grant/loan funding for the two projects are being completed as one project. The budget increase is based on estimated cost in the draft DERWA Recycled Water Treatment Facilities Plan, July 2015 and additional project features identified in the preliminary design. This DERWA project will expand the Recycled Water Treatment Facility (RWTF) from its design capacity of 9.7 mgd to 16.5 mgd. The project will add a new band screen and ballasted flocculating clarifier and additional tertiary influent pumps, ultraviolet disinfection modules, and Pump Station R1 pumps.

### **Projects with Revised Project Fund Split (Exhibit B of the Resolution)**

Facilities Relocation for Dublin Blvd. Widening - Sierra Court to Dublin Court (16-A002). This project will relocate water and sewer utilities to accommodate the widening of Dublin Blvd. between Sierra Court and Dublin Court by the City of Dublin. This project includes relocating the sewer lift station in coordination with the City's street widening project. Earlier designs of this project anticipated also installing recycled water lines which are not required. Therefore, staff requests an adjustment to the project fund split from 70% Local Sewer Replacement and 30% Water Replacement to 90% Sewer Replacement, 10% Water Replacement.

### **New Capital Improvement Program Projects (Exhibits C-1 through C-3 of the Resolution)**

Automated Water Meter Data Transmission Repeaters (T16-75). This project will install Automatic Meter Interrogation (AMI) repeaters and Tower Gateway Base Stations (TBS) to correct existing data transmission problems and avoid similar future problems in anticipated high density residential developments. The combination of repeaters and TBS needed will be determined by inspection of existing neighborhoods and review of submitted plans. The project will result in better billing system operation, improved accuracy, and reduction in staff time for manually correcting inaccurate or missing readings.

Electrical Service to Reservoir 10A (T16-76). This project will install underground conduits and electrical circuits for power and communications between Pump Station 10A and Reservoir 10A. Current power at Reservoir 10A provided through the County has been unreliable.

Reservoir 10A (T16-72). This project will address projected water storage deficiencies by replacing the existing Reservoir 10A, a 70 year-old 3.0 million gallon open-cut reservoir, with a new 4.1 million gallon reservoir at a lower elevation. This is a new project recommended in the recently adopted Water Master Plan and replaces Reservoir 1C and associated pump station and pipelines that were recommended in the 2005 Water System Master Plan and previous CIP budgets.

### **Projects Advanced from Capital Improvement Program 10-Year Plan to 2-Year Budget (Exhibits D-1 through D-5 of the Resolution)**

Wide Area Network Communications (610C130). This project was included in the CIP Plan with funding in FY19. The purpose of this project is to upgrade the communication links between the District Office (DO), the WWTP and the Field Operations Division (FOD). Through FY11 this project completed: 1) the fiber connection between the District office and WWTP, 2) the wireless connection between the District Office and Field Operations Division (FOD) Corporation Yard, 3) wireless connection between FOD and WWTP, and 4) purchase and installation of wide area network security appliances to support these connections. The project was suspended and the remainder of the project funds were reserved to complete construction of District-owned fiber communication links between the District office and the new Corporation Yard and potentially a fiber link between LAVWMA and the WWTP.

New Secondary Effluent Line - PWWF Capacity (14-P005). This project was included in the CIP Plan with funding in FY18. This project was started in FY14 and suspended in the last budget cycle pending the outcome of the WWTP Master Plan. Staff would like to reinstate the project to update the analyses and options for the effluent line based on the WWTP Master Plan revised wet weather flows so that the final recommendations can be reflected in the Master Plan.

Primary Sedimentation Expansion and Improvements (T12-05). This project was included in the CIP Plan with funding in FY21. Through the WWTP planning process it has been determined that the WWTP primary treatment capacity is undersized for the current flow. Insufficient primary treatment capacity overburdens the secondary treatment process leading to higher energy costs and more difficulties in controlling the secondary effluent water quality. This project will design and construct three new primary clarifiers at the WWTP.

Biofilters Rehabilitation (T10-82). This project was included in the CIP Plan with funding in FY25. However, in the last year while investigating leaks in the foul air line between the headworks and the headworks biofilter, it was discovered that the biofilter was not operating as designed and may have been installed improperly. In order to meet our commitments to the community to control WWTP odors, this project will be moved forward to correct installation issues and replace the biofilter media if necessary.

Access Road Improvements (00-A002). This project was included in the CIP Plan with funding starting in FY18. The project funds individual projects to rehabilitate gravel and paved access roads. Staff would like to evaluate several access roads in FY17 and coordinate paving the roads with the City of Dublin Paving program.

### **Programs to be added to the 10-Year Plan (Exhibits E-1 through E-2 of the Resolution)**

Capital Improvements to Increase Water Supply Program – Phase I (00-W001). This program was included in Capital Improvement Program FY12-13 and FY14-15 Capital Improvement Budgets. However, the Program was inadvertently left out of the FY16-17 Capital Improvement Plan. The objective of the program is to fund projects that increase potable water supply and develop recycled water and potable water supply improvements. Through FY16 this Program funded: 1) the Recycled Water Expansion Phase 1: Distribution to West Dublin and Alameda County Facilities Project; 2) the Recycled Water Expansion State Grant Assistance Project; 3) the Water Supply Contingency Plan; 4) the in-progress Water Supply Reliability project in support of the Tri-Valley Potable Reuse Feasibility Study; and 5) the Water Reuse Demonstration project. The remainder of the program funds will be used to expand the current recycled water distribution system and to continuously meet the recycled water demands 100% of the time, which may include acquiring additional wastewater effluent supplies and/or off-season wastewater effluent storage and to actively promote water conservation for commercial and residential customers, with a long-term goal of a permanent system-wide average annual residential potable use of no more than 70 gallons per capita per day.

Capital Improvements to Increase Water Supply Program – Phase II (T16-74). This program will develop projects to meet the objectives of the Water Supply and Conservation Policy adopted by the Board on October 20, 2015. This program will focus on diversifying the sources of water supply so that no less than 60% of total demand (potable and recycled) is satisfied by local and regional water supplies, and that no more than 40% of total water supply (potable and recycled) comes from any one physical source. The Program will fund the most feasible potable reuse projects outlined in the District's Long-Term Water Supply Study. This \$40 million program will be funded 25% by the Water Expansion Fund and 75% by the Water Replacement Fund based on the ratio of current water demands to projected build-out water demands. The actual impact of this program will vary based on the funding arrangements with partner agencies and grant and loan opportunities. Funding scenarios for this program will be reviewed with the adoption of the next full budget and water rate study.

## Summary of CIP Fund Budget Changes

All of the above recommended project budget adjustments apply to FY17 or future years with the exception of Recycled Water Expansion Phase 1: Distribution to West Dublin and Alameda County Facilities (15-R009) for which a budget increase is required in the current FY16. Table 1 summarizes the budget adjustments for each of the projects and for each of the funds in FY17. Despite the individual project budget increases, the total overall expenditures in each fund in FY17 are expected to remain within the current adopted budget as there are anticipated delays on other projects in the funds which offset the recommended project changes.

Attachment: Table 1. Fund Budget Adjustments for FY17

**Table 1. Fund Budget Adjustments for FY17**

CIP No.	Project Name	Proposed FY 17 Expenditure Change	Local Sewer Replacement	Local Sewer Expansion	Regional Sewer Replacement	Regional Sewer Expansion	Water Replacement	Water Expansion
15-A006	Electronic Content Management System	48,000	4,800		17,760		25,440	
15-R009	Recycled Water to West Dublin and Alameda County*	0						
16-R014	DERWA Recycled Water Treatment Facility – Phase II	262,198						262,198
16-A002	Facilities Relocation for Dublin Blvd Widening	0	210,600				-210,600	
T16-75	Automated Water Meter Data Transmission Repeaters	48,000						48,000
T16-76	Electrical Service to Reservoir 10A	195,000					195,000	
T16-72	Reservoir 10A	970,000						970,000
610C130	Wide Area Network Communications	365,000	36,500		167,900		160,600	
14-P005	New Secondary Effluent Line - PWWF Capacity	33,000			4,950	28,050		
T12-05	Primary Sedimentation Expansion and Improvements	578,000			86,700	491,300		
T10-82	Biofilters Rehabilitation	571,000			571,000			
00-A002	Access Road Improvements	100,000	20,000				80,000	
00-W001	Capital Improvements to increase Water Supply - Phase I**	0						
T16-74	Capital Improvements to increase Water Supply - Phase II**	0						
	<b>Total Budget Change per fund</b>		\$271,900	\$0	\$848,310	\$512,550	\$250,440	\$1,280,198
	<b>Current FY17 Fund Budget</b>		1,715,000	390,000	3,235,000	5,850,000	3,699,000	7,258,000

\*Budget adjustment in FY16.

\*\*Budget adjustment in future years only.



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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING ADJUSTMENTS TO THE CAPITAL IMPROVEMENT PROGRAM TEN-YEAR PLAN FOR FISCAL YEARS 2016 THROUGH 2025 AND THE TWO-YEAR BUDGET FOR FISCAL YEARS 2016 AND 2017

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WHEREAS, the Board of Directors approved the District's Capital Improvement Program ("CIP") 10-Year Plan for Fiscal Years Ending (FYE) 2016 through 2025 ("CIP Plan") on June 2, 2015 to serve as a budgetary planning document providing direction and guidance, in accordance with District policies, for the replacement and improvement of existing District facilities and the construction of new facilities; and

WHEREAS, the Board of Directors adopted the current CIP Two-Year Budget for Fiscal Years Ending 2016 and 2017 ("CIP Budget") on June 2, 2015 authorizing Fund Budgets for FYE 2016 and 2017 to meet the District's capital infrastructure needs; and

WHEREAS, District staff recommends revising the CIP Budget by increasing the budget for three (3) projects; revising the fund split for one (1) project; adding three (3) new projects; advancing five (5) projects from the CIP Plan to the CIP Budget; and

WHEREAS, District staff recommends revising the CIP Plan to add two (2) programs; Capital Improvements to Increase Water Supply – Phase I and Capital Improvements to Increase Water Supply- Phase II; and

WHEREAS, the Fund Budgets for FYE 2016 and 2017 remain as adopted.

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

1. Three (3) CIP project budget increases (Exhibits A-1 through A-3) are approved and incorporated into the CIP Two-Year Budget for Fiscal Years Ending 2016 and 2017.

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

2. The revised fund split for one project (Exhibit B) is approved and incorporated into the CIP Two-Year Budget for Fiscal Years Ending 2016 and 2017.
3. Three (3) new projects (Exhibits C-1 through C-3) are approved and incorporated into the CIP Two-Year Budget for Fiscal Years Ending 2016 and 2017.
4. Five (5) projects (Exhibits D-1 through D-5) from the CIP Plan are advanced and incorporated into the CIP Two-Year Budget for Fiscal Years Ending 2016 and 2017.
5. Two (2) Programs (Exhibits E-1 through E-2) are added to the 10-Year Plan for Fiscal Years Ending 2016 through 2025.
6. Projects designated as exempt from further CEQA review, are hereby approved, and the General Manager or the General Manager's designated representative is authorized to file Notices of Exemption for each CEQA exempt project, when appropriate.

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 17th day of May 2016, and passed by the following vote:

AYES:

NOES:

ABSENT:

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D. L. (Pat) Howard, President

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

**DSRSD CIP 10-Year Plan for FYEs 2016 - 2025**

**CATEGORY: GENERAL**

**Regional Wastewater Replacement (Fund 310)**

**CIP No. 15-A006 Trustworthy Electronic Content Management System (ECMS)**

**Funding Allocation:** 53% 310 37% 610 10% 210

**Sponsor:** Management Services

**Project Manager:** Nancy Hatfield

**Status:** Continuing

**Project Summary:**

This project will select, purchase, and implement of a trustworthy electronic content management system (ECMS) in order to improve and appropriately update the District's records management system. The project includes, but is not limited to: design and implementation of new software and hardware; identification and reconciliation of existing records at the District Office, WWTP, and Field Operations facilities; creation and implementation of appropriate policies and procedures to govern an updated program; pilot testing of new system; and staff training.

**Anticipated**

**CEQA Requirement:** Not a project under CEQA [CEQA Guideline 15378].

**Reference:** Records Management Program Needs Assessment, June 2013; Records Retention Schedule Policy, March 15, 2011; California Public Records Act

**Fund Allocation Basis:** Project will be used primarily by employees to conduct District business so fund split is based on current salary allocation.

**10-Year Cash Flow and Estimated Project Cost:**

Prior	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	Future
373,613	358,379	160,008	0	0	0	0	0	0	0	0	0

**Total Estimated Project Cost** \$892,000

Current Adopted Budget \$844,000

Increase/(Decrease) \$48,000

**NOTES:**

FYEs 16-17 midcycle adjustment: budget increase of \$48,000

**DSRSD CIP 10-Year Plan for FYEs 2016 - 2025**

**CATEGORY: WATER SYSTEM**

**Water Expansion (Fund 620)**

**CIP No. 15-R009 Recycled Water Expansion Ph 1: Distribution to West Dublin and Alameda County Facilities**

**Funding Allocation:** 65% 620 35% 610

**Sponsor:** Planning and Permitting

**Project Manager:** Steven Delight

**Status:** Continuing

**Project Summary:**

This project will install approximately four and a half miles of pipeline to extend the District's existing recycled water distribution system to customers in western Dublin and to the to Alameda County facilities in central Dublin, including the Santa Rita Jail, permanently reducing potable water demand by approximately 350 acre-feet per year (AFY).

A \$2.0 million grant is expected from the California Department of Water Resources' (DWR) Integrated Regional Water Management (IRWM) Drought Grants funded by Proposition 84. To be included in the regional application and to maximize opportunity for grant award, this project and EBMUD's recycled water expansion project in San Ramon is being presented as one project under "DERWA Phase 3 Recycled Water Expansion" in the application. Both District and EBMUD staff are working cooperatively to prepare the application. Together, the grant request for the combined project is \$4.0 million, of which \$2.0 million is for DSRSD and \$2.0 million is for EBMUD.

**Anticipated**

**CEQA Requirement:** Categorical Exemption [CEQA Guidelines 15301, 15303(e) and 15061(b)(3)].

**Reference:** Dublin Recycled Water Expansion Project, Title XVI Feasibility Study; Recycled Water Treatment and Distribution System Analysis, September 2013

**Fund Allocation Basis:** Existing customers will also benefit from the recycled water distribution as it will reduce potable water demand especially during drought.

**10-Year Cash Flow and Estimated Project Cost:**

Prior	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	Future
2,140,755	6,143,893	0	0	0	0	0	0	0	0	0	0

**Total Estimated Project Cost \$8,284,648 DSRSD Net Cost: \$6,284,648**  
 Current Adopted Budget \$7,984,000 Other Funding: \$2M grant from Proposition 84  
 Increase/(Decrease) \$300,648

**NOTES:**

FYEs 16-17 midyear cycle adjustment: increase budget by \$300,648

**DSRSD CIP 10-Year Plan for FYEs 2016 - 2025**

**CATEGORY: WATER SYSTEM**

**Water Expansion (Fund 620)**

**CIP No. 16-R014 DERWA Recycled Water Plant - Phase 2**

**Funding Allocation:** 100% 620

**Sponsor:** Plant Operations

**Project Manager:** Robyn Mutobe

**Status:** Initiate

**Project Summary:**

This DERWA project will expand the Recycled Water Treatment Facility (RWTF) from its design capacity of 9.7 mgd to 16.5 mgd. The project will add a new band screen and ballasted flocculating clarifier and additional tertiary influent pumps, ultraviolet disinfection modules, and Pump Station R1 pumps. DSRSD will be responsible for the design and construction of the facility expansion. Per the Agreement for the Sale of Recycled Water by DERWA to DSRSD and EBMUD and the DERWA Pleasanton Agreement, cost of the project will be funded in the same proportion as allocation of future incremental capacity rights.

**Anticipated**

**CEQA Requirement:** CEQA Addendum to 1996 Dublin San Ramon Valley Recycled Water Program EIR

**Reference:** San Ramon Valley Recycled Water Facilities, July 1996; Dublin Recycled Water Expansion Project, Title XVI Feasibility Study, Draft DERWA Recycled Water Treatment Facilities Plan, July 2015.

**Fund Allocation Basis:** DERWA project - assume DSRSD pays 57% and EBMUD pays 43% based on Agmt for Sale of RW by DERWA to DSRSD and EBMUD, July 28, 2003, Article 5

**10-Year Cash Flow and Estimated Project Cost:**

Prior	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	Future
0	1,048,412	9,544,438	8,442,150	0	0	0	0	0	0	0	0

**Total Estimated Project Cost \$19,035,000**

**DSRSD Net Cost: \$9,608,000**

Current Adopted Budget \$14,596,000

Other Funding: DERWA project - assume DSRSD pays 57% and EBMUD pays 43%. Expected DERWA reimbursement of \$9,427,000

Increase/(Decrease) \$4,439,000

**NOTES:**

FYEs 16-17 midcycle adj: combined 16-R015 with this project; increase budget by \$4,439,000 and net cashflow by \$2,007,620

**DSRSD CIP 10-Year Plan for FYEs 2016 - 2025**

**CATEGORY: GENERAL**

**Local Wastewater Replacement (Fund 210)**

**CIP No. 16-A002 Facilities Relocation for Dublin Blvd Widening - Sierra Court to Dublin Court**

**Funding Allocation:** 90% 210 10% 610

**Sponsor:** Capital Improvement Program

**Project Manager:** Rudy Portugal

**Status:** New-Initiate

**Project Summary:**

This project will relocate water and sewer utilities to accommodate the widening of Dublin Blvd between Sierra Court and Dublin Court by the City of Dublin. This project includes relocating the sewer lift station, modifications and/or relocation of water appurtenances (such as water meters and air relief valves) in Dublin Blvd in coordination with the City's street widening project. The work will be coordinated and constructed as part of the City's Dublin Blvd Widening Project through the Tri-Valley Intergovernmental Reciprocal Services Agreement.

**Anticipated**

**CEQA Requirement:** Categorical Exemption [CEQA Guideline15302].

**Reference:** Tri-Valley Intergovernmental Reciprocal Services Agreement, 12/4/2014

**Fund Allocation Basis:** Ratio of sewer and water appurtenances affected.

**10-Year Cash Flow and Estimated Project Cost:**

Prior	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	Future
0	92,500	960,500	0	0	0	0	0	0	0	0	0

**Total Estimated Project Cost \$1,053,000**

Current Adopted Budget \$1,053,000

Increase/(Decrease) \$0

**NOTES:**

FYEs 2016-2017 midcycle: change fund split to 90%-210 and 10%-510 (was 70%-210/30%-610)

**DSRSD CIP 10-Year Plan for FYEs 2016 - 2025**

**CATEGORY: WATER SYSTEM**

**Water Expansion (Fund 620)**

**CIP No. T16-75 Automated Water Meter Data Transmission Repeaters**

**Funding Allocation:** 100% 620

**Sponsor:**

**Project Manager:** Vicki Goldman

**Status:** New-Initiate

**Project Summary:**

This project will install Automatic Meter Integration (AMI) repeaters and Tower Gateway Base Stations (TBS) to correct existing data transmission problems and avoid similar future problems in anticipated high density residential developments. The combination repeaters and TBSs needed will be determined by vendor's expert inspection of existing neighborhoods and review of plans as submitted. The project will result in better billing system operation, improved accuracy and reduction in staff time for manually correcting inaccurate or missing readings.

**Anticipated**

**CEQA Requirement:** Categorical Exemption [CEQA Guideline 15303].

**Reference:** Customer Service staff recommendation.

**Fund Allocation Basis:** Project is required to expand existing AMI system to future water customers.

**10-Year Cash Flow and Estimated Project Cost:**

Prior	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	Future
0	0	48,000	84,000	24,000	24,000	24,000	84,000	24,000	24,000	24,000	0

**Total Estimated Project Cost**            **\$360,000**

Current Adopted Budget                            \$0

Increase/(Decrease)                            \$360,000

**NOTES:**

FYEs 16-17 midcycle adj: new project added

**DSRSD CIP 10-Year Plan for FYEs 2016 - 2025**

**CATEGORY: WATER SYSTEM**

**Water Replacement (Fund 610)**

**CIP No. T16-76 Electrical Service to Reservoir 10A**

**Funding Allocation:** 100% 610

**Sponsor:**

**Project Manager:** Maurice Atendido

**Status:** New-Initiate

**Project Summary:**

This project will install underground conduits and electrical circuits for power and communications between Pump Station 10A and Reservoir 10A. Current power at Reservoir 10A is provided through the County and the power supply has been unreliable.

**Anticipated**

**CEQA Requirement:** Categorical Exemption [CEQA Guideline 15303].

**Reference:** Electrical and Instrumentation staff recommendation.

**Fund Allocation Basis:** Required improvement to existing Water System

**10-Year Cash Flow and Estimated Project Cost:**

Prior	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	Future
0	0	195,000	0	0	0	0	0	0	0	0	0

**Total Estimated Project Cost** \$195,000

Current Adopted Budget \$0

Increase/(Decrease) \$195,000

**NOTES:**

FYEs 16-17 midcycle adj: new project added



**DSRSD CIP 10-Year Plan for FYEs 2016 - 2025**

**CATEGORY: WATER SYSTEM**

**Water Expansion (Fund 620)**

**CIP No. T16-72 Reservoir 10A**

**Funding Allocation:** 100% 620

**Sponsor:**

**Project Manager:** Judy Zavadil

**Status:** New-Initiate

**Project Summary:**

This project will address projected water storage deficiencies in the water system Pressure Zone 1 by replacing the existing 70 year-old 3.0 MG open-cut Reservoir 10A with a new 4.1 MG reservoir at a lower elevation. This project replaces Reservoir 1C and associated pump station and pipelines recommended in the 2005 Water System Master Plan and previous CIP budgets.

**Anticipated**

**CEQA Requirement:** CEQA Initial Study/Mitigated Negative Declaration

**Reference:** 2016 Water Master Plan

**Fund Allocation Basis:** Project is required to provide water storage capacity for future development.

**10-Year Cash Flow and Estimated Project Cost:**

Prior	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	Future
0	0	970,000	3,300,000	3,366,000	0	0	0	0	0	0	0

**Total Estimated Project Cost**      **\$7,636,000**

Current Adopted Budget                      \$0

Increase/(Decrease)                      \$7,636,000

**NOTES:**

FYEs 16-17 midcycle adj: new project added per 2016 Water Master Plan

**DSRSD CIP 10-Year Plan for FYEs 2016 - 2025**

**CATEGORY: GENERAL**

**Regional Wastewater Replacement (Fund 310)**

**CIP No. 610C130 Wide Area Network Communications**

**Funding Allocation:** 46% 310 44% 610 10% 210

**Sponsor:** Information Technology Services **Project Manager:** Bob Treppa **Status:** Continuing

**Project Summary:**

This project will allow for increased access speed and bandwidth at remote sites (WWTP and FOD). Increases in application demands and database systems cause delays in data transmissions and production slowdowns. This project will remove current SBC leased data lines and install District-owned, multi-strand fiber lines or wireless networks for communications in data and phone systems for faster and bigger-piped communication links. This project will upgrade the existing communication links for WWTP and FOD in areas of data and phone communications. These upgrades will also allow for future bandwidth requirements in areas of audio and video transmission. Through FYE 2011, the project has completed 1) the fiber connection between the District Office and WWTP, 2) the wireless connection between the District Office and FOD, 3) wireless connection between FOD and WWTP, and 4) purchase and installation of wide area network security appliances to support these connections. The remaining funds will install fiber between the WWTP and the new FOD Corp Yard on Commerce Circle and the LAVWMA site.

**Anticipated**

**CEQA Requirement:** Categorical Exemption [CEQA Guideline 15303].

**Reference:** 2002 Information Technology Master Plan.

**Fund Allocation Basis:** Project is replacement-oriented and will use the standard 'general capital asset' allocation.

**10-Year Cash Flow and Estimated Project Cost:**

Prior	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	Future
899,235	0	365,000	0	0	0	0	0	0	0	0	0

**Total Estimated Project Cost \$1,264,235**

Current Adopted Budget \$1,264,235

Increase/(Decrease) \$0

**NOTES:**

FYEs 16-17 midcycle adj: accelerate from Future FYE19 to FYE 2017, but keep project cost

**DSRSD CIP 10-Year Plan for FYEs 2016 - 2025**

**CATEGORY: RESOURCE RECOVERY FACILITIES**

**Regional Wastewater Expansion (Fund 320)**

**CIP No. 14-P005 New Secondary Effluent Line - PWWF Capacity**

**Funding Allocation:** 85% 320 15% 310

**Sponsor:** Plant Operations

**Project Manager:** Steven Delight

**Status:** Initiate

**Project Summary:**

This project will install a new 54-inch pipeline from the secondary clarifiers to the chlorine contact tank. The pipeline was originally part of the Stage IV project, however, it was removed from the scope to reduce cost. The current pipeline is adequate for dry weather flows but is undersized to meet peak wet weather flows. When the WWTP flow is greater than 37 mgd, the pipeline becomes a bottleneck in conveying water to the chlorine contact tank. The new pipeline will be constructed south and west of the aeration basins to avoid areas congested with other process piping.

**Anticipated**

**CEQA Requirement:** CEQA document approved by Board on 8/17/1999.

**Reference:** CIP Process Capacity Review, WBA, May 2009; Secondary Effluent Wet Weather Capacity Review, August 2014; Dependent on findings of current WWTP and Biosolids Master Plan.

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

**10-Year Cash Flow and Estimated Project Cost:**

Prior	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	Future
32,194	0	33,000	2,205,000	0	0	0	0	0	0	0	0

**Total Estimated Project Cost**      **\$2,270,194**

Current Adopted Budget              \$2,270,194

Increase/(Decrease)                      \$0

**NOTES:**

FYEs 16 and 17 midcycle: project accelerated from future to begin planning in FYE16 and construction in FYE17

**DSRSD CIP 10-Year Plan for FYEs 2016 - 2025**

**CATEGORY: RESOURCE RECOVERY FACILITIES**

**Regional Wastewater Expansion (Fund 320)**

**CIP No. T12-05 Primary Sedimentation Expansion and Improvements**  
**Funding Allocation:** 80% 320 20% 310

**Sponsor:** Plant Operations

**Project Manager:**

**Status:** Initiate

**Project Summary:**

This project will construct three additional primary sedimentation tanks at the WWTP. The primary treatment capacity is undersized for the current WWTP average dry weather flow. Insufficient primary treatment capacity overburdens the aeration basins and secondary clarifiers leading to higher energy costs and more difficulties in controlling the secondary effluent water quality. The additional primary sedimentation tanks will provide the treatment capacity for needed for current and buildout flows.

**Anticipated**

**CEQA Requirement:** Initial Study/Mitigated Negative Declaration

**Reference:** Draft Wastewater Treatment Plant and Biosolids Master Plan 2016

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

**10-Year Cash Flow and Estimated Project Cost:**

Prior	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	Future
0	0	578,000	4,216,000	0	0	0	0	0	0	0	0

**Total Estimated Project Cost \$4,794,000**

Current Adopted Budget \$4,794,000

Increase/(Decrease) \$0

**NOTES:**

FYEs 16-17 midcycle: leave existing budget, only accelerate planning and design to FYE17 (from FYE21) and construction in FYE18

**DSRSD CIP 10-Year Plan for FYEs 2016 - 2025**

**CATEGORY: RESOURCE RECOVERY FACILITIES**

**Regional Wastewater Replacement (Fund 310)**

**CIP No. T10-82 Biofilters Rehabilitation**

**Funding Allocation:** 100% 310

**Sponsor:** Plant Operations

**Project Manager:**

**Status:** Initiate

**Project Summary:**

Currently, there are two biofilters in operation at the WWTP. One handles odors from the headworks/barscreen area and the other treats foul air from the DAFT and secondary clarifiers. They were installed in 2003 and 2004, respectively. The media within the biofilters is warranted for 20 years. This project will replace the biofilter media, should the media become less effective or if better odor control media becomes available in the future.

**Anticipated**

**CEQA Requirement:** Categorical Exemption [CEQA Guideline 15301]

**Reference:** None

**Fund Allocation Basis:** N/A

**10-Year Cash Flow and Estimated Project Cost:**

Prior	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	Future
0	0	571,000	0	0	0	0	0	0	0	385,500	0

**Total Estimated Project Cost** \$956,500

Current Adopted Budget \$956,500

Increase/(Decrease) \$0

**NOTES:**

FYEs 16-17 midcycle: leave existing budget, accelerate some funds to replace clogged headworks biofilter

**DSRSD CIP 10-Year Plan for FYEs 2016 - 2025**

**CATEGORY: GENERAL**

**Water Replacement (Fund 610)**

**CIP No. 00-A002 Access Road Improvements**

**Funding Allocation:** 80% 610 20% 210

**Sponsor:** Mechanical/Maintenance

**Project Manager:**

**Status:** Continuing

**Project Summary:**

This project will fund individual projects to rehabilitate gravel and paved access roads and parking lots at District facilities excluding the WWTP.

**Anticipated**

**CEQA Requirement:** Categorical Exemption [CEQA Guideline 15302].

**Reference:** N/A

**Fund Allocation Basis:** Fund split is based on approximate area of access roads to be maintained.

**10-Year Cash Flow and Estimated Project Cost:**

Prior	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	Future
0	0	100,000	100,000	0	200,000	0	200,000	0	200,000	0	0

**Total Estimated Project Cost \$800,000**

Current Adopted Budget \$800,000

Increase/(Decrease) \$0

**NOTES:**

FYEs 16-17 midcycle: was funded \$200K in FYE18; moved 100K in FYE17 to start evaluating several access roads

## DSRSD CIP 10-Year Plan for FYEs 2016 - 2025

**CATEGORY: WATER SYSTEM**
**Water Expansion (Fund 620)**
**CIP No. T16-73 Capital Improvement to Increase Water Supply Program - Phase 1**
**Funding Allocation:** 67% 620 33% 610

**Sponsor:**
**Project Manager:** Judy Zavadil

**Status:** New-Future

**Project Summary:**

The objective of this program is to fund projects that increase potable water supply and develop recycled water and potable water supply improvements. Through FY16 this Program funded 1) the Recycled Water Expansion Phase 1: Distribution to West Dublin and Alameda County Facilities Project; 2) the Recycled Water Expansion State Grant Assistance Project; 3) the Water Supply Contingency Plan; 4) the in-progress Water Supply Reliability project in support of the Tri-Valley Potable Reuse Feasibility Study; and 5) the Water Reuse Demonstration project. The remainder of the program funds will be used to expand the current recycled water distribution system and to continuously meet the recycled water demands 100% of time, which may include acquiring additional wastewater effluent supplies and/or off-season wastewater effluent storage and to actively promote water conservation for commercial and residential customers, with a long-term goal of a permanent system-wide average annual residential potable use of no more than 70 gallons per capita per day.

**Anticipated**
**CEQA Requirement:** To be determined.

**Reference:** Water Capacity Reserve Fee 2011

**Fund Allocation Basis:** Based on the ratio of current water demands to projected build-out demands at the time of Program inception

**10-Year Cash Flow and Estimated Project Cost:**

Prior	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	Future
0	0	0	0	0	1,000,000	1,000,000	1,000,000	534,000	0	0	0

**Total Estimated Project Cost**      **\$3,534,000**

Current Adopted Budget                      \$0

Increase/(Decrease)                      \$3,534,000

**NOTES:**

FYEs 16-17 midcycle adj: new Program added

**DSRSD CIP 10-Year Plan for FYEs 2016 - 2025**

**CATEGORY: WATER SYSTEM**

**Water Replacement (Fund 610)**

**CIP No. T16-74 Capital Improvements to Increase Water Supply Program - Phase 2**

**Funding Allocation:** 75% 610 25% 620

**Sponsor:**

**Project Manager:** Judy Zavadil

**Status:** New-Future

**Project Summary:**

This program will develop projects to meet the objectives of the Water Supply and Conservation Policy adopted by the Board on October 20, 2015. The program will focus on diversifying the sources of water supply so that no less than 60% of total demand (potable and recycled) is satisfied by local and regional water supplies, and that no more than 40% of total water supply (potable and recycled) comes from any one physical source. The Program will fund the most feasible potable reuse projects outlined in the District’s Long-Term Water Supply Study, September 2016 and developed further in the Joint Tri-valley Potable Water Reuse Feasibility Study.

**Anticipated**

**CEQA Requirement:** Environmental Impact Report

**Reference:** Long Term Alternative Water Supply Study, September 2015; Water Supply and Conservation Policy

**Fund Allocation Basis:** Based on the ratio of current water demands to projected build-out demands at the time of Program inception

**10-Year Cash Flow and Estimated Project Cost:**

Prior	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	Future
0	0	0	1,000,000	4,000,000	3,000,000	10,000,000	10,000,000	12,000,000	0	0	0

**Total Estimated Project Cost \$40,000,000**

Current Adopted Budget \$0

Increase/(Decrease) \$40,000,000

**NOTES:**

FYEs 16-17 midcycle adj / 2016 Water Capacity Fee Study / 2016 Water Master Plan: new Program added





Reference Administrative Services Manager	Type of Action Receive Presentation/Provide Direction	Board Meeting of May 17, 2016
Subject Receive Presentation on Proposed Water Capacity Reserve Fee		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input checked="" type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	J. Archer
		<input type="checkbox"/> Board Member

**Recommendation:**

Staff recommends the Board of Directors receive a presentation on the proposed Water Capacity Reserve Fee, receive comments from the public and provide direction on a schedule for adoption.

**Summary:**

The Water Capacity Reserve Fee is a fee charged to new development to fund the cost of water system expansion projects, the debt service of previously installed water system expansion projects, and a “buy in” component to existing capacity in the water system. The District hired HDR Engineering, Inc., to perform the water capacity fee study. HDR worked in conjunction with West Yost & Associates who developed the Water Master Plan and Carollo Engineers who developed the DERWA (recycled water) Model Update and estimated dwelling unit equivalents (DUEs) related to the expansion of the system to serve customer growth. Cost estimates for the projects were included in the capacity fee study.

The development community received notification that the Board would be considering the fees at tonight’s meeting. Staff were available for meeting with developers on May 12. Staff will also notify the City of Dublin. In consideration of the importance of the matter to the building industry, staff calendared this matter at this Board meeting as a presentation to the Board with no action. One meeting was held with the Finance and Personnel Committee on February 29, 2016. The Committee received an update on a preliminary draft of the Water Capacity Reserve Fee Study. The most significant new feature of the program is the program will fund the most feasible potable reuse projects outlined in the District’s Long-Term Water Supply Study. The program met the objectives of the Water Supply, Storage, Conveyance, Quality and Conservation policy adopted by the Board on October 20, 2015. Tonight’s presentation will explain the proposed capacity fees and the schedule available in adopting the updated fees. Staff will separately be proposing a change to the District Code, which will impact when fees are due. A Code change will require two Board meetings, and they will be held on June 7 and June 21, 2016.

Direction is needed from the Board should they request additional information and as to the timing of this matter for formal consideration. Staff recommends the actual fees be adopted by resolution at the June 21, 2016 meeting.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Yes	ORIGINATOR J. Archer	DEPARTMENT Admin 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. Draft Water Capacity Reserve Fee Report 2. 2016 Water Capacity Fee Slide Presentation 3. Notice of Fee Increase Letter dated May 5, 2016				

# STAFF REPORT



District Board of Directors  
May 17, 2016

## Water Capacity Reserve Fee (Connection Fee)

### RECOMMENDATION

Staff recommends that the Board of Directors receive a presentation on the proposed Water Capacity Fee, receive comments from the public and provide direction as to schedule for adoption.

### BACKGROUND

A goal of the District is *“to provide a water supply system with adequate source, transmission, distribution, and storage capacity to meet anticipated demands is necessary to protect the public health and safety of the residents of the District. Maintaining the adequacy of the water supply system in the face of growth and new development requires that the system be expanded and extended commensurate with, but in advance of completion of, new development.”*

New development requires the “expansion” of the District’s system. It is the policy of the District that new development will pay for the costs of the new assets required to service new customers. Section 3.70.010 Capacity reserve fee of the District code outlines the authority and direction for this fee as follows:

*A capacity reserve fee shall be assessed for each new system user, or for an existing system user who is expanding use of services, for the right to connect to and receive new or expanded service from the District’s water and wastewater facilities. Said fee shall consist of the amounts determined by the District to be necessary to recover the estimated reasonable cost of providing the services taking into account an equitable portion of the costs of **improvements, replacements, and expansions** of the District facilities used to provide the service(s).*

### DISCUSSION

As in prior years, the fee is established in three component parts: the facilities expansion component and buy-in components (both of these components will be automatically adjusted each July 1 beginning based on the percentage increase in the Engineering News Record (ENR) Construction Cost Index for the San Francisco Bay Area), and the third component of the fee is debt related to previous expansion projects.

The basis for determining the expansion projects is the District’s Water System Master Plan. This plan outlines the projects necessary to meet the demands of future development along with related cost estimates. It must also be done that the District has determined that all potable and recycled water projects are considered as water projects that are not distinct between the two types of service. This

has resulted in a policy that “water is water” (Consolidated Water Enterprise Fund P400-12-6). Therefore, only one capacity fee will be developed for any new system connection as every new customer will benefit equitably from the new system that will be developed.

It has also been recognized that the future customers also benefit in some proportional manner from existing systems and therefore should make some contribution toward those systems already in place. This component of the fee is referred to as the “buy-in” component. While the expansion costs are allocated over future development, this cost component is determined based on the total system users at projected system build out.

It is recognized that the cost of expansion projects includes the financing costs necessary to build projects in a timely manner. It has been the policy of the Board that ratepayers should NOT be burdened with the ongoing costs related to development. Therefore, the cost of expansion related debt is to be included in the expansion fund and funded through the debt component of the capacity reserve fee. Debt was utilized to expand the system in the 1990’s. There are currently two loans outstanding representing some \$43 million in principal. One loan is a state revolving fund loan and is related to the expansion of our portion of the DERWA system. The 2011 Revenue Bond is a refinancing of previous debt to expand the system. During the presentations and discussions related to the 2011 fee increase, it was determined that one portion of the debt should be funded by ratepayers (\$670,000 per annum) who did not pay a debt component as part of their capacity fee. The delay in implementing the debt component in 2011 and agreements made with the development community resulted in an agreed upon process for allocating the debt component of the fee. That methodology adopted in 2011 was also utilized in the 2016 study.

In addition, the ratepayers have advanced a loan to the expansion fund referred to as the TIC (Temporary Infrastructure Charge) to cover debt service payments from 2008-2010 as a result of the economic downturn at that time. This loan on a loan is repayable from developers and included in the capacity fee debt component. The amount of this internal loan is \$3.9 million and is evaluated annually in June as part of the Water Expansion Fund policy P400-14-1.

Expansion related capital projects represent some \$55 million in spending. Of that, \$6 million are projects related to 2016 work already in progress, some \$39 million in master plan projects. In addition, the projects include one big project based on the Alternative Water Study. The cost of that project is \$10 million, and is based on 25% (related to the expansion of the system capacity) of the cost of an estimated \$40 million Potable Reuse project. The proposed Potable Reuse project is now included in the CIP Amendment being considered by the Board tonight as a separate Board item.

Based on all of the above information, a Water Capacity Reserve Fee (WCRF) update has been done. The District hired HDR Engineering, Inc., to perform the water capacity fee study. HDR worked in conjunction with West Yost & Associates who developed the Water Master Plan and Carollo Engineers who developed the DERWA (recycled water) Model Update and estimated dwelling unit equivalents (DUEs) related to the expansion of the system to serve customer growth. Cost estimates for the projects were included in the capacity fee study. The last fee was adopted and implemented in 2011. The fee has been adjusted for inflation increases since 2011 and is currently \$12,407. The proposed fee is \$12,762, representing a 2.86% increase over the current fee. By contrast, the ENR (Inflation index) over the last year would have resulted in an increase of 3.4%. As in prior years, the facilities and buy-in components

will be automatically adjusted each July 1, beginning 2017, based on the percentage increase in the Engineering News Record (ENR) Construction Cost Index for the San Francisco Bay Area. The separate debt component of the fee will not be adjusted.

The development community received formal notification that the Board would be considering the fees at tonight's meeting. Staff were available for meeting with developers on May 12th (as of the writing of this report the meeting has not been held). Staff will also notify the City of Dublin at their council meeting later this evening. In consideration of the importance of the matter to the building industry, staff calendared this matter at this Board meeting as a presentation to the Board with no action. One previous meeting was held with the Finance and Personnel Committee on February 29, 2016. The Committee received an update on a preliminary draft of the Water Capacity Reserve Fee Study. The most significant new feature of the program is that it will fund the most feasible potable reuse projects outlined in the District's Long-Term Water Supply Study. The program meets the objectives of the Water Supply and Conservation policy adopted by the Board on October 20, 2015.

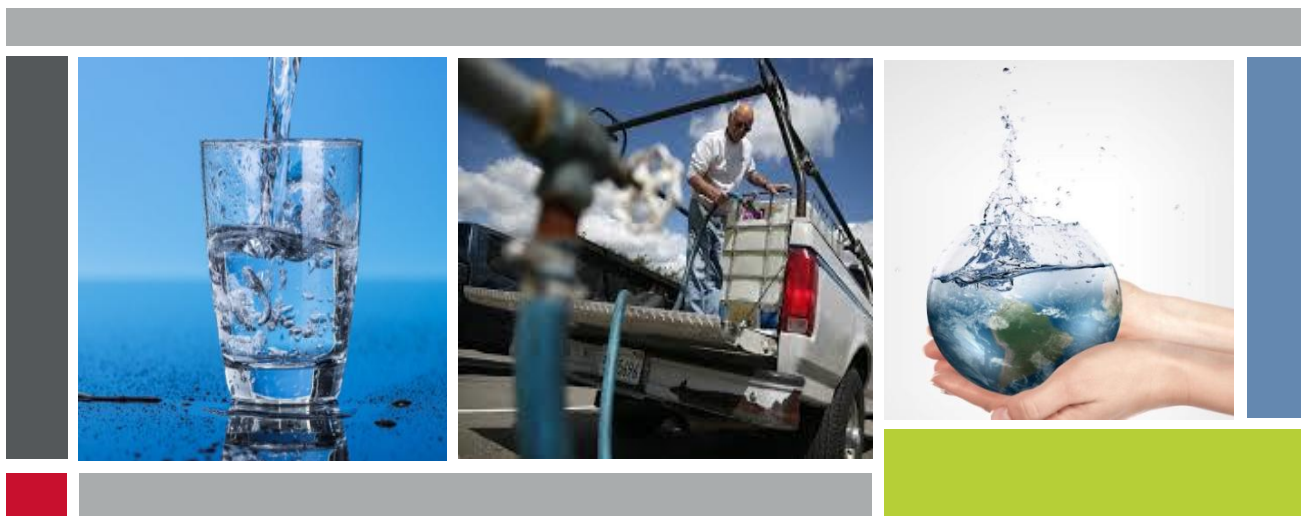
Tonight's presentation will explain the proposed capacity fees and the schedule available in adopting the updated fees. Staff will separately be proposing a change to the District Code which will impact when fees are due. A Code change will require two board meetings, and they will be held on June 7 and June 21, 2016. Staff proposes that they be directed to submit the proposed fee for approval on June 21, 2016.



**Dublin San Ramon  
Services District**

*Water, wastewater, recycled water*

**DRAFT REPORT**



**Water Capacity Reserve Fee**  
*May 2016*



May 4, 2016

Mr. John Archer  
Administrative Services Manager  
Dublin San Ramon Services District  
7051 Dublin Blvd  
Dublin, CA 94583

**Subject: Draft Water Capacity Reserve Fee Report**

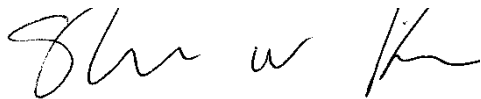
Dear Mr. Archer:

HDR Engineering, Inc. (HDR) was retained by the Dublin San Ramon Services District (District) to update the water capacity reserve fees for the District's water system. Enclosed please find HDR's draft report on this topic. The conclusions and recommendations contained within this report should enable the District to implement cost-based water capacity reserve fees that meet the District's objectives for their water system.

This report has been prepared using "generally accepted" financial and engineering principles. The District's financial, budgeting and engineering data were the primary sources for much of the data contained in this report. This report was developed with significant participation and input by District management and staff. Prior to adoption of the proposed water capacity reserve fees, HDR recommends that the District have its legal counsel review the report to ensure compliance with California law.

HDR appreciates the opportunity to assist the District in this matter. We also would like to thank you and your staff for assistance provided to us. If you have any questions, please call.

Sincerely,  
HDR Engineering, Inc.

A handwritten signature in black ink, appearing to read "Shawn Koorn". The signature is fluid and cursive, with the first name being the most prominent.

Shawn Koorn  
Associate Vice President

500 108th Ave NE, Suite 1200, Bellevue, WA 98004-5549  
(425) 450-6200



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**5 Technical Appendix**



# 1 Introduction

## 1.1 Introduction

HDR Engineering, Inc. (HDR) was retained by the Dublin San Ramon Services District (District) to review and update its water capacity reserve fees (CRF). The objective of this study is to calculate cost-based water capacity reserve fees for new customers connecting to the District's water system.

Water capacity reserve fees provide the means of balancing the cost requirements for new utility infrastructure between existing customers and new customers. The portion of existing infrastructure and future capital improvements that will provide service (capacity) to new customers is included in the capacity reserve fees. In contrast to this, the District has future capital improvement projects that are related to renewal and replacement of existing infrastructure in service. These future renewal and replacement project costs are typically included within the rates charged to the District's customers, and are not included within the calculation of the capacity reserve fee.

***“The objective of this study is to calculate cost-based water capacity reserve fees for new customers connecting to the District's distribution system.”***

The District has invested significant funds to build the majority of the system therefore many of the future connections will benefit from assets already in place. For purposes of this study, the component of the capacity reserve fee associated with existing infrastructure is referred to as the “buy-in component” the component of the capacity reserve fee associated with future capital costs is referred to as the “expansion component”. District debt which was used to finance expansion facilities is referred to as the “debt service component”. By establishing cost-based water capacity reserve fees, the District will take a position of having “growth pays for growth” and existing utility customers should, for the most part, be sheltered from the financial impacts of growth.

## 1.2 Organization of Report

This report documents the methodology, approach and technical analysis undertaken by HDR and the District to develop the District's water capacity reserve fees. The report is divided into four sections. Section 1 provides a brief introduction and overview of the study. Given this brief introduction, Section 2 provides an overview of capacity reserve fees and the criteria and general methodology that should be used to calculate and establish cost-based capacity reserve fees. Next, Section 3 provides an overview of the requirements under California law for determining capacity reserve fees. Finally, Section 4 reviews the District specific calculations of the cost-based water capacity reserve fees and provides a summary of the analyses and the “allowable” capacity reserve fees.

### 1.3 Disclaimer

HDR, in its calculation of the water capacity reserve fees presented in this report, has used “generally accepted” engineering and ratemaking principles. This should not be construed as a legal opinion with respect to California law. District recommends that the District have its legal counsel review the capacity reserve fees as set forth in this report to ensure compliance with California law.

*“By establishing cost-based capacity reserve fees, the District will take a position of having “growth pay for growth” and existing utility customers should, for the most part, be sheltered from the financial impacts of growth.”*

## 2 Overview of Capacity Reserve Fees

### 2.1 Introduction

An important starting point in establishing water capacity reserve fees is to have a basic understanding of the purpose of these fees, along with the criteria and general methodology that is used to establish cost-based capacity reserve fees. Presented in this section of the report is an overview of water capacity reserve fees and the criteria and general methodology that is used to develop cost-based water capacity reserve fees.

### 2.2 Defining Capacity Reserve Fees

The first step in establishing cost-based water capacity reserve fees is to gain a better understanding of the definition of a system development charge (SDC) or capacity reserve fee. For the purposes of this report, an SDC or CRF is defined as follows:

*“System development charges (capacity reserve fees) are one-time charges paid by new development to finance construction of public facilities needed to serve them.”<sup>1</sup>*

Simply stated, SDCs are a contribution of capital to either reimburse current customers for the available capacity in the existing system, or help finance planned future growth-related capacity improvements. At some utilities, capacity reserve fees may be referred to as system development charges, impact fees, infrastructure investment fees, etc. Regardless of the label used to identify them, their objective is the same. That is, these charges are intended to provide funds to the utility to finance all or a part of the capital improvements needed to serve and accommodate new customer growth. Absent those fees, many utilities would likely be unwilling to build growth-related facilities (i.e., burden existing rate payers with the entire cost of growth-related capacity expansion).

### 2.3 Economic Theory and Capacity Reserve Fees

Capacity reserve fees are generally imposed as a condition of service. The objective of a capacity reserve fee is not merely to generate funds for a utility, but to ensure that all customers seeking to connect to the utility’s system bear an equitable share of the cost of excess capacity that current customers have invested in the existing system and any future growth-related expansions. Through the implementation of fair and equitable capacity reserve fees, current customers will not be unduly burdened with the cost of new development.

By establishing cost-based capacity reserve fees, the District will be taking an important step in providing adequate infrastructure to meet growth-related needs, and more importantly, providing this required infrastructure to new customers in a cost-based, fair, and equitable manner.

<sup>1</sup> Arthur C. Nelson, System Development Charges for Water, Wastewater, and Stormwater Facilities, Lewis Publishers, New York, 1995, p. 1,

## 2.4 Capacity Reserve Fee Criteria

In the determination and establishment of the water capacity reserve fees, a number of different criteria are often utilized. The criteria often used by utilities to establish capacity reserve fees are as follows:

- Customer understanding
- System planning criteria
- Financing criteria, and
- State/local laws

The component of customer understanding implies that the fee is easy to understand. This criterion has implications on the way that the fee is implemented and assessed to the customer. For water systems, the fee is generally based on the customer meter size providing service, or specific customer usage for meter sizes over 2-inches given the flow variability in these larger meter sizes. The other implication of this criterion is that the methodology is clear and concise in its calculation of the amount of infrastructure necessary to provide service.

*“The use of system planning criteria is one of the more important aspects in the determination of the capacity reserve fees. System planning criteria provide a “rational nexus” between the amount of infrastructure necessary to provide service and the fee to the customer.”*

The use of system planning criteria is one of the more important aspects in the determination of the capacity reserve fees. System planning criteria provides a “rational nexus” between the amount of infrastructure necessary to provide service and the fees charged to the customer. In general terms, the rational nexus test requires that there be a connection (nexus) established between new development and the new or expanded facilities

required to accommodate new development, and appropriate apportionment of the cost to the new development in relation to benefits reasonably to be received.

The rational nexus test contemplates the following:

1. “A connection be established between new development and the new or expanded facilities required to accommodate such development. This establishes the rational basis of public policy.
2. Identification of the cost of these new or expanded facilities needed to accommodate new development. This establishes the burden to the public of providing new facilities to new development and the rational basis on which to hold new development accountable for such costs. This may be determined using the so-called Banberry factors. [Banberry Development Company v. South Jordan City (631 P.2d 899, Utah 1981)].

3. Appropriate apportionment of that cost to new development in relation to benefits it reasonably receives. This establishes the nexus between the fees being paid to finance new facilities that accommodate new development and benefit new development receives from such new facilities.”<sup>2</sup>

*“Adopted master plans or facility plans satisfy this first element since these plans assess existing facilities and capacity, project future capacity requirements and determine the future capital infrastructure and new facilities needed to accommodate growth.”*

The first element of the rational nexus test contemplates the establishment of a rational basis for the policy being implemented through the fees. This implies that planning and capital improvement studies are used to establish the need for new facilities to accommodate anticipated growth. Adopted master plans or facility plans satisfy this first element since these plans assess existing facilities and capacity, project future capacity requirements, and determine the future capital infrastructure and new facilities needed to accommodate anticipated growth.

The second element of the rational nexus test examines the seven *Banberry* factors the court used “...to determine the proportionate share of costs to be borne by new development:

- The cost of existing facilities
- The means by which existing facilities have been financed
- The extent to which new development has already contributed to the cost of providing existing excess capacity
- The extent to which existing development will, in the future, contribute to the cost of providing existing facilities used community wide or nonoccupants of new development
- The extent to which new development should receive credit for providing at its cost facilities the community has provided in the past without charge to other development in the service area
- Extraordinary costs incurred in serving new development
- The time-price differential inherent in fair comparisons of amount of the money paid at different times.”<sup>3</sup>

The final element of the rational nexus test is the reasonable apportionment of the cost to new development in relation to benefits it will reasonably receive. This is accomplished in the basic methodology to establish the capacity reserve fees, which is generally discussed within this section.

One of the driving forces behind establishing cost-based capacity reserve fees is that “growth pays for growth.” Therefore, capacity reserve fees are typically established as a means of having new customers pay an equitable share of the cost of their required infrastructure. The financing criteria for establishing capacity reserve fees relates to the method used to finance infrastructure on the system and assures that customers are not paying twice for infrastructure

<sup>2</sup> Ibid, p. 16 and 17. From a legal perspective, of course, the water capacity reserve fees are governed by Government Code section 66013 and California case law, not the *Banberry* case, which was decided in Utah.

<sup>3</sup> Ibid, P. 18 and 19.

– once through capacity reserve fees and again through rates. The financing criteria used in the calculation of the water capacity reserve fees assures that the customer is not charged for infrastructure that was provided (contributed) by developers, even though that is not a requirement under California law.

Many states and local communities have enacted laws which govern the calculation and imposition of capacity reserve fees. These laws must be followed in the development of the capacity reserve fees. Most statutes require a “reasonable relationship” between the fee charged and the cost associated with providing service capacity to the customer. The fees do not need to be mathematically exact, but must bear a reasonable relationship to the cost burden imposed. As discussed above, the utilization of the planning criteria and the actual costs of construction and the planned costs of construction establish compliance with the reasonable relationship requirement.

## 2.5 Overview of the Capacity Reserve Fee Methodology

There are “generally-accepted” methodologies that are used to establish capacity reserve fees. Nelson describes eight different methodologies that may be used to establish system development charges. “They include:

- Market capacity method
- Prototypical system method
- Growth-related cost allocation method
- Recoupment value method, also known as the buy-in method
- Replacement cost method
- Marginal cost method
- Average cost method
- Systemwide and growth-related cost-attribution method”<sup>4</sup>

As Nelson notes, each of these methods may have certain advantages and disadvantages and should be applied in a manner that reflects circumstances and conditions of the utility. As an example, a utility which has significant capacity in their existing system and can accommodate future growth would likely use the recoupment (buy-in) method. In contrast to this, a utility with no existing capacity which requires expansion of capacity to accommodate growth could potentially use the growth-related cost allocation method or the marginal cost method. For utilities that have some existing capacity available to serve a portion of new development, but must build additional capacity to serve all future development, the system wide and growth-related attribution method may be appropriate. In the case of the District, there is capacity available within the District’s existing system, but there is also the need for future facilities to accommodate development through build out. Therefore the District’s fees will be based on a combined approach of the buy-in and growth related cost allocation.

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<sup>4</sup> Ibid., P. 71.

Regardless of the overall methodology selected, a common denominator of the technical analyses are the various steps undertaken. Within the “generally accepted” capacity reserve fee methodologies, there are a number of different steps undertaken. These steps are as follows:

- Determination of system planning criteria
- Determination of dwelling unit equivalents (DUEs)
- Calculation of system component costs
- Determination of any credits

The first step in establishing the water capacity reserve fees is the determination of the system planning criteria. This implies calculating the amount of water required by a single-family residential customer. For water systems, water demand per DUE is most often used, since this represents the basis for system design. For the District, a DUE is defined as a 5/8-inch meter equivalent. A 5/8-inch meter is typically used for residential connections. The American Water Works Association (AWWA) has a standardized method for determining meter equivalency for larger meter sizes.

Once the system planning criteria is determined, the number of dwelling unit equivalents or DUEs can be determined. For a water system, one reasonable and rational method to determine the number of DUEs is to divide the future land use based water demand by the average day usage per DUE. The land use based water demand is based on future land uses as defined in the local General Plans and historical and current water demands per land use type. This provides the linkage between the amounts of infrastructure necessary to provide service to a set number of customers.

Once the number of DUEs has been determined, a component by component analysis is undertaken to determine the portion of the capacity reserve fee attributable to each component in dollars per DUE. The calculation of the component capacity reserve fee includes existing assets, planned future assets, and the debt issued to pay for historical assets.<sup>5</sup> Existing assets are escalated to current dollars using a cost index (here, the Construction Cost Index for the San Francisco metropolitan area compiled by the Engineering News Record) and then depreciated using a simple straight-line method based on the useful life of each historical asset, respectively. Once the total costs of the existing and future infrastructure and debt service are determined, they are divided by the respective number of dwelling unit equivalents the infrastructure will serve to develop the cost per DUE for the specific infrastructure component.

After each infrastructure component is analyzed and a cost per DUE is determined, the cost per DUE for each of the infrastructure components is added together to determine the “gross capacity reserve fee.” The last step in the calculation of the capacity reserve fee is the determination of any credits. This is generally a calculation to assure that customers are not paying twice – once through capacity reserve fees and again within the local water rates.

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<sup>5</sup> As is discussed in Section 3.2 below, California law also permits the inclusion of “supply or capacity contracts for rights or entitlements, real property interests, and entitlements and other rights of the local agency involving capital expense relating to its use of existing or new public facilities” in the calculation.

However, it should be noted that since the debt service the District is currently paying was incurred for expansion projects only, except for the Temporary Infrastructure Charge (TIC) levied to address the absence of connection revenue sufficient to meet the debt service during fiscal years 2009 and 2010, no expansion related debt service is included within the District's water rates, and thus it is not necessary to include this last step.<sup>6</sup> Additional discussion of the debt component and incorporation into the fee calculation is included later in this.

## 2.6 Summary

This section of the report has provided an overview of water capacity reserve fees; the basis for establishing the fees, considerations in establishing water capacity reserve fees the burden development places on the system and the steps typically taken in the development of the technical analyses.

In the development of the District's water capacity reserve fee study, the issues identified in this section of the report have been addressed and will be discussed in more detail in later sections of the report. The next section of the report provides a brief overview of the legal considerations in establishing capacity reserve fees, particularly as they relate to California law.

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<sup>6</sup> The revenues generated by the TIC during those two fiscal years are treated as a loan to be repaid by new connections.



## 3 Legal Considerations for Capital Reserve Fees

### 3.1 Introduction

An important consideration in establishing capacity reserve fees is any legal requirements at the state or local level. The legal requirements often establish the methodology around which the capacity reserve fees must be calculated or how the funds must be used. Given that, it is important for the District to understand these legal requirements and develop and adopt their capacity reserve fees in compliance with those legal requirements. This section of the report provides an overview of the legal requirements for establishing capacity charges, or capacity reserve fees, under California law. A discussion of the applicability of Proposition 218 and Proposition 26, as it relates to capacity reserve fees, is also provided.

The discussion within this section of the report is intended to be a summary of the relevant California law as it relates to establishing capacity reserve fees. It in no way constitutes a legal interpretation of California law by HDR.

### 3.2 Requirements under California Law

In establishing capacity reserve fees, an important requirement is that they be developed and implemented in conformance with local laws. In particular, many states have established specific laws regarding the establishment, calculation and implementation of capacity reserve fees. The main objective of most state laws is to assure that these fees are established in such a manner that they are fair, equitable and cost-based. In other cases, state legislation may have been needed to provide the legislative powers to the utility to establish the fees.

*“The laws for the enactment of capacity reserve fees or connection fees in California are found in California Government Code sections 66013, 66016, and 66022 within the ‘Mitigation Fee Act.’”*

The laws for the enactment of capacity reserve fees in California are codified in California Government Code sections 66013, 66016, and 66022, which are interspersed within the ‘Mitigation Fee Act.’ The Mitigation Fee Act is comprehensive legislation dealing mainly with development impact fees, although the above sections set forth the various requirements for imposition of capacity reserve fees in California: calculation of the fees, noticing, accounting and reporting requirements, and processes for judicial review.

A summary of the relevant statutes required in the calculation of capacity reserve fees is as follows:

*“66013 (a) Notwithstanding any other provision of law, when a local agency imposes fees for water connections or sewer connections, or imposes capacity charges, those fees or charges shall not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed, unless a question regarding the amount of the fee or charge imposed in excess of the estimated reasonable cost of*

*providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue.”*

*“66013 (b) (3) ‘Capacity charge’ means a charge for public facilities in existence at the time a charge is imposed or charges for new public facilities to be acquired or constructed in the future that are of proportional benefit to the person or property being charged, including supply or capacity contracts for rights or entitlements, real property interests, and entitlements and other rights of the local agency involving capital expense relating to its use of existing or new public facilities. A “capacity charge” does not include a commodity charge.”*

The District’s proposed water capacity reserve fees are “capacity charges” as defined in the preceding provision. In addition to the determination of “the estimated reasonable cost of providing the service for which the fee is imposed,” California law also requires the following:

- That notice (of the time and place of the meeting, including a general explanation of the matter to be considered) and a statement that certain data is available be mailed to those who filed a written request for such notice,
- That certain data (the estimated cost to provide the service and anticipated revenue sources) be made available to the public,
- An opportunity for public input at an open and public meeting to adopt or modify the fee, and
- That revenue in excess of actual cost be used to reduce the fee creating the excess.

The basic principle that needs to be followed under California law is that the charge be based on a proportionate share of the costs of the system required to provide service and that the requirements for adoptions and accounting be followed in compliance with California law.

### **3.3 Proposition 218 and 26 and Capacity Reserve Fees**

In 1996, the voters of California approved Proposition 218, which required that the imposition of certain fees and assessments by municipal governments require a vote of the people to change or increase the fee or assessment. Of interest in this particular study is the applicability of Proposition 218 to the establishment of capacity reserve fees for the District.

In *Richmond v. Shasta Community Services Dist.*, 32 Cal.4th 409 (2004), the California Supreme Court held that water connection fees and capacity charges are not “assessments” under Proposition 218 because they are imposed only on those who are voluntarily seeking water service, rather than being charged to particular identified parcels, and therefore such fees are not subject to the procedural or substantive requirements of Proposition 218. The court also held that such fees can properly be enacted by either ordinance or resolution.

In November 2010 the voters of California passed Proposition 26, an initiative based state constitutional amendment that provided a new definition of the term “tax” in the California Constitution. Under Proposition 26 a fee or charge imposed by a public agency is a tax unless it meets one of seven exceptions. “Capacity fees” fall within exception 2 – i.e., it is a charge imposed for a specific government service. Provided that a capacity fee does not charge one fee

payer more in order to charge another fee payer less (i.e., a cross-subsidy), and it does not exceed the reasonable costs to the local government of providing the service, the fee is not a tax within the meaning of Proposition 26. Under proposition 26, the local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payer bear a fair or reasonable relationship to the payer's burdens on, or benefits received from, the governmental activity.

### 3.4 Summary

This section of the report has provided an overview of the legal requirements under California law for the establishment of capacity reserve fees. As was noted above, an important legal requirement is that the fees or charges shall not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed. The next section of the report provides the District's calculation of the fees, which provides the basis for the establishment of a reasonable cost (i.e. capacity reserve fee).

## 4 Determination of the Capacity Reserve Fee

### 4.1 Introduction

This section of the report presents the details and key assumptions in the calculation of the District's water capacity reserve fee. The calculation of the District's water capacity reserve fees is based upon District specific accounting and planning information. Specifically, the capacity reserve fees are based upon the District's fixed asset records; water system capital improvement plan, and planning data from the Potable Water Master Plan being completed concurrently by West Yost & Associates which includes the DERWA (recycled water) Model Update and System Evaluation by Carollo Engineers, along with the recently, District updated, projection of future DUEs . As was noted in Section 2 of this report, these planning documents and projections of future DUEs provide the required "*rationally based public policy*" support for the imposition of capacity reserve fees.

To the extent that the cost and timing of future capital improvements change, the water capacity reserve fees presented in this section of the report should be updated to reflect the changes.

### 4.2 Overview of the District's Water System

The District is located in the Tri-Valley region of San Francisco's East Bay area. The Cities of Dublin and San Ramon, and the District's service area, is located at the crossroads of I-580 and I-680. Growth within the District's service area has historically been significant and as a result, over the years, has required the development of a number of capacity-related expansion projects to accommodate this growth.

The District's service area will be almost 28 square miles by future build out. The District owns and operates a potable water system as well as recycled water system. Historically, the District served their customers through a combination of ground and surface water sources. The District has the right to extract groundwater from the Main Basin located in the Dublin – Pleasanton Area and from the "fringe basin", located in the Camp Parks area. Due to groundwater quality issues, the fringe basin is not utilized. Under contract Zone 7 pumps the District's annual quota from the main basin with the balance of its potable water from Zone 7's Patterson Pass and Del Valle Water Treatment Plants via the Del Valle Livermore Transmission Main, the Cross-Valley Pipeline, and the Vineyard Pipeline. These lines currently provide water to the District, which the District then distributes and treats the water through water supply turnout facilities and an interim/backup water supply turnout facility. For emergency purposes the District maintains interties with EBMUD in San Ramon and the City of Pleasanton to the south.

The District is also a participant (along with East Bay Municipal Utility District) in the DSRSD/EBMUD Recycled Water Authority (DERWA), a joint powers authority formed in 1995 to plan, design, construct, own and operate various facilities which together will maximize the

volume of recycled water deliveries while recovering its costs. The Authority began its operations on June 28, 1995. DERWA constructed a water recycling system, including treatment, conveyance, pumping and storage facilities which became operational on February 1, 2006. Capital costs, including debt service, are allocated based on each member's proportional share of capital assets. This study includes only those costs related to the District's proportional share of these assets and debt. In addition to DERWA the District has constructed and operates a recycled system for delivery of recycled water within the Dublin and San Ramon service areas. Costs related to projects that benefit only District customers are fully allocated to the cost of this service.

In past years, the District's water capacity reserve fee was different depending upon which County the connection would be in. Delivering water in Contra Costa County posed longer distances and in higher pressure zones created sufficient differences to support a separate fee. However, at this stage of the District's development, there is much more similarity in the two areas. For this reason, and because the District operates its water system as a single, pressurized, and integrated system, the District has viewed these capacity reserve fees as a single fee (\$/DUE), regardless of the location of the new development in the District's service area.

In order to adequately meet demands in the future, the District has implemented many capital projects, particularly since 2003, and plans to implement the majority of its remaining capital improvement program (CIP) projects over the course of the next ten years. This is an important observation since the District's methodology for calculating the water capacity reserve fee takes into consideration both the existing available capacity (existing infrastructure) and needed future capacity (expansion infrastructure) using the previously discussed "total cost attribute method."<sup>7</sup>

Future capital projects are defined in the master plans prepared periodically by the District. In general, the District completes a master plan on a 5 year basis unless there is some major event affecting the service infrastructure. Every two years the District prepares a ten year capital Improvement plan (CIP). In the CIP, capital projects are scheduled to meet the needs of future development based upon updated growth projections. The cost of future projects are updated in the CIP. The facility size is also updated in the CIP if there are any major changes provided in the master plan.

The District has established by Board policy that "Water is Water" i.e. all water, either potable or recycled, benefits all future customers equally. The cost of projects and DUEs, both potable and recycled, are combined to develop a single water capacity fee paid by each new connection to the system.

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<sup>7</sup> See Section 2.5 for overview discussion

### 4.3 Present Water Capacity Reserve Fees

The District’s present as of July 1, 2015 for water capacity reserve fees are shown below in Table 4 - 1.

<b>Meter Size [1]</b>	<b>5/8” Equivalence</b>	<b>Effective July 1, 2015 [2] [3]</b>
5/8”	1.0	\$12,407
3/4”	1.5	18,610
1”	2.5	31,015
1-1/2” (Displacement)	5.0	62,030
1-1/2” (OMNI C2)	16.0	198,512
1-1/2” (OMNI T2)	16.0	198,512
2” (Displacement)	8.0	99,248
2” (OMNI C2)	16.0	198,512
2” (OMNI T2)	20.0	248,140

- [1] Meters 3” and up are determined by DSRSD based on Maximum Rate for Continuous Operation through a 5/8” meter, as defined by the American Water Works Association (AWWA).
- [2] Recycled water capacity reserve fees are equivalent to potable water fees.
- [3] DSRSD fees are revised annually on July 1 based on changes in the Engineering News Record (ENR) Construction Cost Index and are subject to change at other times.

As shown, the District’s current charge is based on the safe operating capacity of a 5/8-inch meter (or 1 DUE) as compared with the respective safe operating capacities of other meter sizes.

### 4.4 Calculation of the District’s Water Capacity Reserve Fee

As was discussed in Section 2, the process of calculating capacity reserve fees is based upon a four-step process. These steps were as follows:

- Determination of system planning criteria
- Determination of dwelling unit equivalents (DUEs)
- Calculation of the capacity reserve fee for system component costs
- Determination of any capacity reserve fee credits

Each of these areas is discussed in more detail below.

### 4.5 System Planning Criteria

System planning criteria typically involves calculating the amount of water required by a single-family residential customer (hence the term “Dwelling Unit Equivalent” or “DUE”). Water demand per DUE represents the basis for system design. The District prepared an analysis to project future water demand and associated DUEs. The analysis conducted by the District indicated the average day demand for a residential customer was 330 gallons day/DUE.

## 4.6 Dwelling Unit Equivalents

The current and projected number of dwelling units is important for the study in that certain costs may be proportionally assigned to existing or future DUEs. The planning period utilized in the District’s most recent Water Master Plan extended through 2035 which, is expected to be the year in which development anticipated within the District’s service area would be completed (commonly referred to as “build out”). Therefore, the planning horizon of this water capacity reserve fee study is also through 2035.

As described above, to support this study, a projection of the number of new DUEs through 2035 was prepared by the District. The analysis developed by the District was very detailed in that it considered both the remaining available land area within the District’s service area, as well as the type(s) of customers that may develop within a particular area. This approach to forecasting DUEs is far more reasonable and accurate than simply projecting future DUEs by taking the existing number of DUEs and applying an assumed growth rate. It should also be noted that the development of the DUEs includes both potable and recycled water DUEs. Provided in Table 4 - 2 is a summary of the projected DUE’s for 2015 through 2035 for both potable and recycled water.

Table 4 - 2 Potable and Recycled Water Dwelling Unit Equivalents (DUEs) Projection				
Year	Recycled Water DUEs [1]	Potable Water DUEs [1]	DUE Credits	Total DUEs [1]
2015	216	770	0	986
2016	216	475	(68)	623
2017	216	399	(70)	545
2018	216	358	(58)	517
2019	216	257	(24)	449
2020	216	296	(35)	477
2021	21	623	(35)	610
2022	21	1,147	(21)	1,147
2023	21	779	0	800
2024	21	692	0	713
2025	21	810	0	831
2026	21	532	0	553
2027	21	706	0	727
2028	21	760	0	781
2029	21	731	0	752
2030	21	332	0	353
2031	21	105	0	126
2032	21	28	0	49
2033	21	28	0	49
2034	21	28	0	49
2035	<u>21</u>	<u>28</u>	<u>0</u>	<u>49</u>
<b>Total</b>	<b>1,611</b>	<b>9,884</b>	<b>(310)</b>	<b>11,186</b>

[1] DUE figures contain decimals and rounding; totals may not equal the sum of the actual values

A summary of the projected total DUEs used in the development of the study are presented in Table 4 - 3. Details of the projected DUEs, by year, are provided on Exhibit 1 of the Technical Appendix.

<b>Table 4 - 3 Water System Dwelling Unit Equivalents (DUEs)</b>	
<b>Description</b>	<b>Dwelling Unit Equivalents (DUEs)</b>
Beginning Number of DUEs in 2006	25,910
Net additional DUEs 2006 - 2010	4,221
Net additional DUEs 2006 - 2010 + Future DUEs 2015 - 2035	15,407
Net additional DUEs 2011 - 2014	2,572
Net additional DUEs 2011-2035	13,758
Net additional DUEs 2006-2035	17,979
Net additional DUEs 2003-2035	26,576
Net Future DUEs 2015 - 2035	11,186
<b>Projected 2035 Total DUEs (build out)</b>	<b>42,142</b>

As will be seen later in the capacity reserve fee analysis, the various DUE figures in Table 4 - 3 are key time frames for determining the appropriate number of DUEs to be applied to establish a reasonable and proportional allocation of costs per DUE. As an example, future CIP projects that provide expansion capacity will be divided by the future DUEs for 2015 – 2035 to determine a fee per DUE. The facilities to be built during that time frame benefit those specific customers. Another way to think about it is, absent the projected future customer growth from 2015 – 2035, the portion of the future facilities attributed to growth would not need to be built.

#### 4.7 Calculation of the Capacity Reserve Fee

The next step of the analysis is to review each major functional infrastructure component in service and determine the capacity reserve fee for that component. In calculating the capacity reserve fees for the District, existing components, debt service for existing facilities, and planned future capital projects were included. The major components of the District’s water system that were reviewed for purposes of calculating capacity reserve fees were as follows:

- Source
- Pump Stations
- Reservoirs
- Transmission/Distribution

For purposes of this study, the component of the capacity reserve fee associated with existing infrastructure is referred to as the “buy-in component,” the component of the capacity reserve fee associated with future capital projects is referred to as the “expansion component,” and the



component of the capacity reserve fee associated with the debt service for existing facilities is referred to as the “debt service component.”

Although the debt service component is commonly accounted for as part of the buy-in component, for the purposes of this study it has been identified separately because it relates solely to expansion projects. The District has a separate and distinct expansion fund to account for and track all expansion-related projects. Debt service incurred to finance those expansion projects is generally accounted for within the expansion fund, with the exception of the case where a project may have some portion related to replacement. Only that portion of the project that provides expansion capacity is included in the expansion fund. The District’s clear segregation of costs, through its internal financial practices, between expansion and replacement avoids the need to split costs between expansion and replacement within the capacity reserve fee study.

#### 4.7.1 Buy-in Component

To calculate the value of the existing assets for the buy-in component, the District’s methodology considered the original cost of each asset. The original cost of the asset was then adjusted to reflect replacement cost. The replacement cost of each asset was then depreciated for the remaining useful life (i.e. replacement cost less depreciation). A replacement cost method “is appropriate when the system has been completely built out, or possesses substantial excess capacity to accommodate new development on a fill-in basis...”<sup>8</sup>

The District provided an asset listing for the various existing components and their corresponding installation date. The original cost of each asset was escalated to current, 2015 dollars (2015\$), based on the San Francisco area Engineering News & Record (ENR) Construction Cost Index (CCI). Then, based on the installation date and an estimated useful life provided by the District for each asset, the escalated cost for each asset was depreciated.

Given the value of the asset, the next step was to determine the portion of the project costs that were deemed eligible to be included in the calculation of the capacity reserve fee. The term “Capacity reserve fee eligible” simply describes the amount of the asset to be included within the calculation of the fee. Within this study, contributed assets were not included in the capacity reserve fee calculation. In contrast to this, non-contributed assets were included as 100 percent (%) eligible. Given the value of the “capacity reserve fee eligible” assets, they were sum totaled for each system component and divided by the appropriate number of DUEs. The final value of the assets was reduced by the amount of future principal on the debt associated with the assets as the principal will be recovered via the debt component.

The District’s last water capacity reserve fee study was completed in 2011. Therefore, the buy-in component has been divided into three categories: 1) assets built prior to 2006, 2) assets built between 2006 and 2010, and 3) assets built between 2010 and 2015. This differentiation

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<sup>8</sup> Arthur C. Nelson, *System Development Charges for Water, Wastewater, and Stormwater Facilities*, Lewis Publishers, New York, 1995, P. 77

was made to reflect the use of debt to finance the improvements during those periods as well as the actual number of DUEs that can be served by those improvements.

For the assets built prior to 2006, the capacity reserve fee eligible value was divided by the total DUEs projected at build out (42,142 EDUs). This is the same calculation as in the 2011 study.

For projects built between 2006 and 2010, a slightly different approach was used. The assets built between 2006 and 2010 were included as “future” projects in the District’s 2006 Water Capacity Reserve Fee Report. These projects were considered to be exclusively expansion related. As a result, the total value of the assets built between 2006 and 2010 were divided by the total new DUEs between 2006 and 2010, plus the future DUEs through build out (2015 to 2035). The District believes this is the most equitable and proportional method for these particular costs since it assigns those expansion costs over the appropriate time period related DUEs.

Lastly, the capital projects built between 2010 and 2015 were divided by the net additional DUEs from 2010 to build out in 2035.

As will be described below, the remaining principal portion of the debt associated with the assets built between 2003 and 2015 was deducted from the total eligible asset value prior to calculating the capacity reserve fee. This debt credit is then added back to the calculation as a separate component of the reserve capacity fee to reflect the costs of funding improvements through long-term debt.

#### **4.7.2 Expansion Component**

To determine the expansion component, the District’s future capital improvement needs were reviewed to determine what portion of planned future projects is required to serve future growth. The growth related portion of each project was summed to determine the total eligible future project value, which was then divided by projected DUEs through build out (11,186 [2015 – 2035]). This approach is equitable and proportional in that these facilities will be built to serve the customers connecting during this time. As noted previously, the District closely examined their CIP in order to identify the percent (%) growth related in order to calculate the expansion component.

#### **4.7.3 Debt Service Component**

In addition to the buy-in and expansion fee components, a third fee component, debt service, was also determined. This component accounts for the principal and interest on existing assets that were built to accommodate future expansion. The debt service component was calculated separately due to the manner in which the District collects capacity reserve fees and allocates those funds. As previously described, the District’s existing debt was incurred to pay for expansion projects; therefore, the District pays its debt service with revenues from the expansion fund (i.e., through the capacity reserve fee revenues). By segregating the debt service out, the cost can be clearly identified and calculated appropriately. To avoid double-

counting of the assets financed with debt, the future principal associated with those assets was deducted from the existing infrastructure calculation before the buy-in component was calculated. Refer to Exhibits 7 and 8 in the Technical Appendix for additional information.

In developing the debt service component, the debt issues which are related to expansion were individually analyzed by the District. In general terms, each debt issue was analyzed from the date of issuance and then divided by the number of DUEs to build out. In viewing debt service in this manner, the debt service for each debt issue is equitably assigned over the total number of DUEs related to the particular debt issuance. Debt payments between 2003 and 2011 were not supported by a capacity fee that included the cost of the debt payment. During the 2011 study discussions with the development community resulted in an agreement that the debt component of those payments must be paid by operations as no funds had been collected in the expansion fund for the payment of debt during the period of time. This study applies the same methodology as applied in the 2011 study.

Provided below in Table 4-4 is a summary of the debt service component followed by a brief overview of each of the debt issues and the method of determining the cost per DUE.

Table 4 - 4 Summary of the Debt Service Component						
Loan	Total Debt (P&I) \$/000s		DUEs [1]	Basis for DUEs	=	Total CRF \$/DUE
DERWA State Loan [2]	\$8,791,325	+	17,979	Net Add'l 2006-2035	=	\$489
2011 Revenue Bond [3]						
- Water Reuse Loan	26,311,795	+	26,576	Net Add'l 2003-2035	=	990
- DERWA Commercial Paper	53,941,408	+	17,979	Net Add'l 2006-2035	=	3,000
Ratepayer Loan [4]	3,995,154	+	11,186	Net Future 2015 - 2035	=	357
Water Reuse Loan	<u>7,103,875</u>	+	26,576	Net Add'l 2003 - 2035	=	<u>267</u>
<b>Total Debt</b>	<b>\$100,143,557</b>					<b>\$5,288</b>
<b>Less: Working Capital [5]</b>	<b><u>(\$11,502,595)</u></b>	+	11,186	Net Future 2015 - 2035	=	<b><u>(\$1,028)</u></b>
<b>Total Debt Service Component</b>	<b>\$88,640,962</b>					<b>\$4,075</b>

[1] See Exhibit 1 in Technical Appendix for details.

[2] Includes District's share (52.4%) of payments for FY 2016 - FY 2026. FY 2015 CAFR pg. 41.

[3] Includes payments for FY 2016 - FY 2042; FY 2015 CAFR pg. 41

[4] Balance as of FYE 2015; provided by District.

[5] Balance as of June 30, 2014, provided by District.

- DERWA State Loan - The DERWA JPA received two state loans with the majority of the funds received in 2005. The portion of the debt attributed to the District has been included in the debt component. This loan is a low-interest loan with a final payment in 2026. Costs have been allocated over the 17,979 DUEs remaining as of the beginning of FY 2006. This resulted in a cost of \$489/DUE.

- 2011 Water Bond - The District issued a bond in January 2011 in order to refinance two variable rate issuances, the WateReuse Loans and commercial paper issued by DERWA. The bond principal attributed to each of these initial debts, as well as the interest component and applicable costs, were allocated over the future DUEs based upon the original issuance date (26,576 DUEs was used for the WateReuse share and 17,979 DUEs was used for the commercial paper). These loans were refinanced for two reasons – 1) to stabilize the interest rates that became highly volatile after the market crash and 2) to extend the length of the loans due to the significant change in the time to build out. This resulted in a cost of \$3,990/DUE (\$990 WateReuse/DUE+ \$3,000 DERWA Commercial Paper = Total \$3,990).
- Ratepayer Loan Repayment - Due to market fluctuations, the District internally borrowed \$7.9 million of ratepayer monies via the Temporary Infrastructure Charge (TIC) in order to fund expansion related costs when no revenue was being received from capacity reserve fees. These are expansion-related debt service payments that would have been paid from capacity reserve fees had there been sufficient connections. This ratepayer loan is a zero interest loan that will be repaid in the future as funds are available and it has been allocated to the future DUEs (11,186). This resulted in a cost of \$357/DUE.
- WateReuse Loan – This portion of the WateReuse loan was not a part of the previous fee calculation and therefore, the interest expense was not recouped from the fee. The District then paid off the loan when it was refinanced with reserve funds. This means that prior customers paying the capacity reserve fees were not reimbursed. The amount was \$7.1 million and that figure was divided by 26,576 DUEs to calculate a cost of \$267 per DUE.
- Working capital reflects the funds available in the District’s expansion fund that have been funded through past reserve capacity fee revenues. Given this balance of funds, which can be used to fund future expansion related improvements, it is deducted to provide a credit against the available cash to fund future projects. Working Capital in the amount of \$11.5 million was deducted from the total debt resulting in a working capital credit of \$1,028.

Finally, since it is assumed that build out will occur in 2035, the interest on debt beyond 2035 was not included (i.e., because sufficient capacity reserve fee revenues would have been received by 2035 to fully pay off the debt).

In summary, when all expansion related debt issues are taken together, the total debt service component was determined to be \$4,075/DUE. Detailed worksheets of the calculation of the debt service component can be found in Exhibits 7 and 8 in the Technical Appendix.

## 4.8 Summary of the Capacity Reserve Fee by Component

A brief discussion of the water capacity reserve fee calculated for various infrastructure and debt service components is provided below.

#### 4.8.1 Source

The District now receives all of its water from the Zone 7 Water Agency. The District's total cost for its potable water also includes fluoride treatment assets, as well as other miscellaneous source-related assets. The portion of the capacity reserve fee for source-related facilities is \$3,380 per DUE. Details of the calculation are provided in Exhibit 3 of the Technical Appendix.

#### 4.8.2 Pumping Stations

The District currently has twenty pump station facilities. Future improvements are to provide pump station upgrades for increased capacity and reliability to serve growth. The portion of the capacity reserve fee for pump stations is \$1,408 per DUE, based on the cost of existing pump stations and the portion of future CIP projects related to expansion results. Details of this calculation are provided in Exhibit 4 of the Technical Appendix.

#### 4.8.3 Reservoirs

The District currently has 14 reservoirs with a capacity of approximately 27.05 million gallons (mg) for the potable system and for the recycled system, has 2 reservoirs with a capacity of approximately 1.95 mg. The District's capital improvement plan calls for construction of two (2) new storage facilities with additional capacity of over 2.4 mg. The portion of the capacity reserve fee for distribution storage is \$1,914 per DUE. Details of the calculation are provided in Exhibit 5 of the Technical Appendix.

#### 4.8.4 Transmission/Distribution System

The capacity reserve fee for existing transmission and distribution mains is \$1,330 per DUE. For future transmission and distribution assets, the portion of the capacity reserve fee is \$655 per DUE. This results in a total capacity reserve fee for transmission/distribution mains of \$1,985 per DUE. Details of the calculation are provided in Exhibit 6 of the Technical Appendix.

#### 4.8.5 Debt Service

The debt component of the capacity reserve fee is essentially made up of the interest on the District's existing debt obligations as previously described (the principal is backed out of the current assets). Debt was issued to finance assets, including recycled water treatment facilities, pump stations, storage reservoirs, and transmission and distribution lines. As described above, the portion of the capacity reserve fee for debt service is \$4,075. Details of the calculation are provided in Exhibits 7 and 8 of the Technical Appendix.

As previously described, the District's debt service is paid out of the expansion fund (i.e., only capacity reserve fees). Given that debt service is not included within the water rates, no debt service credit is required.<sup>9</sup>

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<sup>9</sup> This potential debt service credit is different than the debt service credit noted in the discussion on the buy-in component. This debt service credit is to avoid having a customer pay for debt service within the water capacity fee and also within their water rates. As noted previously, all debt service is paid from the expansion fund and not from rates.

## 4.9 Allowable Water Capacity Reserve Fees

Based on the sum of the component costs calculated above, the allowable water capacity reserve fee can be determined. “Allowable” refers to the concept that the calculated capacity reserve fee shown on Table 4 - 5 is the District’s cost-based water capacity reserve fees. The District, as a matter of policy, may charge any amount up to the allowable capacity reserve fee, but not over that amount. Charging an amount greater than the allowable capacity reserve fee would not meet the nexus test of a cost-based capacity reserve fee. Details are provided in Exhibit 9a and 9b of the Technical Appendix.

Table 4 - 5 Calculated Allowable Water Capacity Reserve Fees - \$/DUE						
Component	Buy-In		Expansion		Debt Service	Total CRF \$/DUE
Source	\$546	+	\$2,834	+	\$445	= \$3,825
Pumping	1,395	+	13	+	1,284	= 2,692
Storage	539	+	1,376	+	1,117	= 3,031
Trans. & Distrib.	<u>1,330</u>	+	<u>655</u>	+	<u>1,229</u>	= <u>3,214</u>
<b>Total Allowable Fee</b>	<b>\$3,809</b>	<b>+</b>	<b>\$4,878</b>	<b>+</b>	<b>\$4,075</b>	<b>= \$12,763</b>

As can be seen in Table 4 - 5, the maximum allowable water capacity reserve fee is \$12,763 per DUE. From the calculated allowable capacity reserve fee, the fee is then placed in the context of the size and type of meter. The capacity reserve fee varies based upon the safe operating capacity of the customer’s meter.

The capacity charges for the larger meter sizes are determined by multiplying the capacity charge for a 5/8” meter by the meter capacity weighting factors. The weighting factors are determined based on the American Water Works Association (AWWA) safe operating capacities for the type and size of meter. The safe operating capacity of each meter is divided by the safe operating capacity for a 5/8” displacement type meter to determine the weighting factor for each meter. For example, the safe operating flow capacity of a 2” displacement meter is eight (8) times the safe operating flow capacity of a 5/8” meter. Stated another way, the capacity of a customer with a 2” displacement meter has the equivalent capacity of eight (8) single-family homes (i.e. a 5/8” customer).

Table 4 - 6 provides a summary of the calculated and allowable capacity reserve fee by meter type and size.

**Table 4 - 6  
Proposed Water Capacity Reserve Fee by Meter Type and Size**

<b>Meter Type &amp; Size [1]</b>	<b>5/8" Meter Equivalent (DUE)</b>	<b>Capacity Reserve Fee (CRF; \$/DUE) [2] [3]</b>
5/8"	1.0	\$12,763
3/4"	1.5	19,145
1"	2.5	31,908
1-1/2" (Displacement)	5.0	63,815
1-1/2" (OMNI C2)	16.0	204,208
1-1/2" (OMNI T2)	16.0	204,208
2" (Displacement)	8.0	102,104
2" (OMNI C2)	16.0	204,208
2" (OMNI T2)	20.0	255,260

- [1] Meters 3" and up are determined by DSRSD based on Maximum Rate for Continuous Operation through a 5/8" meter, as defined by the American Water Works Association (AWWA).
- [2] Recycled water capacity reserve fees are equivalent to potable water fees.
- [3] DSRSD fees are revised annually on July 1 based on changes in the Engineering News Record (ENR) Construction Cost Index and are subject to change at other times.

## 4.10 Key Assumptions

In the development of the water capacity reserve fees for the District's water system, a number of key assumptions were utilized. These are as follows:

- The District's water system is a pressurized, integrated system with many redundancies for system reliability. Given that, the District has viewed its capacity reserve fee from a unified system perspective.
- The District's capacity reserve fees were developed on the basis of planning documents, anticipated future connections (stated in terms of DUEs) and the needed capital improvements to serve those future connections.
- District staff developed their projections of future DUEs based upon a detailed analysis of available land area and type of development.
- The District's asset records were used to determine the existing infrastructure assets.
- The District provided the most recent CIP for future expansion improvements.
- The District determined the portion of future improvements that were growth-related.
- The original cost of the assets financed with the DERWA State Loan and WaterReuse Loan, was deducted from the cost of the existing assets before the buy-in component was calculated to avoid double counting.
- The District's most recent master plan was completed in late 2015.
- The calculation of the debt service component included only current outstanding expansion related debt service. The District provided a review of each individual debt issue to determine an equitable assignment per DUE of expansion related debt service.
- No debt service credit was included because the District's debt service is only paid for with funds generated through capacity reserve fees.



## 4.11 Implementation of the Water Capacity Reserve Fees

The methodology used to calculate the water capacity reserve fees takes into account the cost of money or interest charges and inflation. Therefore, HDR recommends that the District adjust the water capacity reserve fees each year by an escalation factor to reflect the cost of interest and inflation. The most frequently used source to escalate capacity reserve fees is the Engineering News Record Construction Cost Index (ENR CCI) which tracks changes in construction costs for municipal utility projects. This method of escalating the District's water capacity reserve fees should be used for no more than a four-year to five-year period. After this time period, it is recommended that the District update the charges based on the actual cost of infrastructure and any new planned facilities that would be contained in an updated master plan, capital improvement plan, or rate study.

## 4.12 Compliance with the Rational Nexus Test

In calculating the District's water capacity reserve fees, significant thought and consideration was given developing a fair and reasonable methodology that would meet the critical legal elements for capacity reserve fees. These critical elements were previously discussed in Section 2. In summary form, the three tests to comply with the rational nexus test for the calculated fees require the following:

1. *A connection should be established between new development and the new or expanded facilities required to accommodate such development. This establishes the rational basis of the public policy being implemented through the fees.*

In the development of this study, the District's capacity reserve fees were based upon District specific accounting and planning information. Specifically, the capacity reserve fees are based upon the District's fixed asset records; water system capital improvement plan and planning data from the master plan being developed concurrently by West Yost & Associates and updated projection of future DUEs. The use of this data and information was the "best available" and "reasonable" information and provides the required evidentiary support for a "*rationally based public policy*" to support the imposition of capacity reserve fees.

2. *Identification of the cost of these new or expanded facilities needed to accommodate new development. This establishes the burden to the public of providing new facilities to new development and the rational basis on which to hold new development accountable for such costs. This may be evaluated using the so-called Banberry factors, which are among the factors that help inform such decisions. Banberry states that under Utah law, "consideration must be given to seven factors to determine the proportionate share of costs to be borne by new development:*

- *The cost of existing facilities.* The District's analysis considers the existing assets with a buy-in component. The assets are valued using a depreciated replacement cost value.



- ***The means by which existing facilities have been financed.*** The District’s analysis considered the debt service component related to the expansion fund. The methodology provided a debt service credit for the principal related portion of the debt service. The debt service included only debt service payments through 2035 (i.e., build out).
- ***The extent to which new development has already contributed to the cost of providing existing excess capacity*** The District’s methodology excluded all contributed capital from the calculation of the buy-in component of the capacity reserve fee, even though that is not a requirement under California law.
- ***The extent to which existing development will, in the future, contribute to the cost of providing existing facilities used community wide or nonoccupants of new development*** The District considers all future projects for the benefit of future expansion, for absent growth, the District’s existing facilities are sufficient to serve existing District customers.
- ***The extent to which new development should receive credit for providing at its cost facilities the community has provided in the past without charge to other development in the service area.*** The District is not aware of any situation or condition to which this factor would apply. Accordingly, no credits have been included within the calculation of the District’s capacity reserve fee for new development providing at its cost facilities the community has provided in the past without charge to other development in the service area.
- ***Extraordinary costs incurred in serving new development.*** No extraordinary costs are assumed to have been incurred in the past, nor are any extraordinary costs assumed to be incurred in the future and included within the calculation of the District’s capacity reserve fee.
- ***The time-price differential inherent in fair comparisons of amount of money paid at different times.*** By using a depreciated replacement cost methodology for the buy-in component, the District has fully accounted for the age and remaining useful life of the facilities. The adjustment for the Engineering News Record appropriately takes into consideration the time-price differential as a customer connects to the system.

**3. *Appropriate apportionment of that cost to new development in relation to benefits it reasonably receives. This establishes the nexus between the fees being paid to finance new facilities that accommodate new development and benefit new development receives from such new facilities.***

The District’s methodology considered the value of existing and future assets to determine the fee. The value of those assets were divided by the number of DUEs that would be served by those assets. For example, expansion projects to be built between 2015 and 2035 were divided by the projected DUEs for 2015 – 2035.

Based upon the above, HDR is of the opinion that the District’s calculated capacity reserve fee meets the rational nexus test. While different parties may agree or disagree on certain

assumptions or approaches, the overall test is a reasonableness relationship between the fee imposed and the benefit derived.

The other perspective to consider is the following finding by the Florida Supreme Court. The court ruled the fees were valid when they:

- “Do not exceed that which is reasonably required to fund expansion to benefit future capacity reserves
- Are needed to finance expansion that accommodates new development
- Are earmarked for expansion”<sup>10</sup>

For the District, the answer to each of these tests is “yes.” As calculated the proposed fees will be no greater than the calculated fees. The District’s calculated capacity reserve fees are needed to not only pay for existing debt on past expansion projects needed to serve growth, but also needed to fund future planned expansion projects. Finally, as this report has noted, the District has a separate and segregated expansion fund and all capacity reserve fees collected will remain in the expansion fund and be used to fund existing expansion related debt and future expansions.

Finally, and more to the point, put in terms of California law, the water capacity reserve fees recommended in this report do “not exceed the estimated reasonable cost of providing the service for which the fee is imposed.”

### 4.13 Consultant Recommendations

Based on our review and analysis of the District’s water capacity reserve fees, HDR makes the following recommendations:

- The District should revise and update the water capacity reserve fees for new connection to, or those customers looking to expand current capacity on, the water system that are no greater than the capacity reserve fees as set forth in this report.
- The District should include within its resolution the provision for periodic (annual) adjustments to the capacity reserve fees based on changes in the Engineering News Record Construction Cost Index (ENR CCI).
- The District should update the actual calculations for the water capacity reserve fees based on the methodology as approved by the resolution or ordinance setting forth the methodology for capacity reserve fees at such time when a new capital improvement plan, public facilities plan, master plan or a comparable plan is approved or updated by the District.

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<sup>10</sup> Florida Supreme Court, *Contractors and Builders Association of Pinellas County v. City of Dunedin* [329 So. 2<sup>nd</sup> 314 (Fla. 1976)]. From a legal perspective, of course, the water capacity reserve fees are governed by Government Code section 66013 and California case law, not the above case.

#### 4.14 Summary

The water capacity reserve fee developed and presented in this section of the report is based on the engineering design criteria of the District's water system, the value of the existing assets, future capital improvements, current debt service on existing assets and "generally accepted" ratemaking principles. Adoption of the proposed capacity reserve fees will provide multiple benefits to the District and create equitable and cost-based charges for new customers connecting to the District's water system.



## 5 Technical Appendix

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DSRSD  
Capacity Reserve Fees Study  
DUE Projections  
Exhibit 1

Fiscal Year End	DUE Credits	Historical DUEs (1)	Cumulative DUEs (1)	Fiscal Year End	Projected DUEs (2)	DUE Credits (3)	Cumulative DUEs (1)
2002			15,566	2015	986	0	31,942
2003		3,588	19,154	2016	691	(68)	32,565
2004		2,426	21,580	2017	615	(70)	33,110
2005		2,583	24,163	2018	574	(58)	33,627
2006		1,747	25,910	2019	473	(24)	34,076
2007		1,544	27,454	2020	512	(35)	34,553
2008		890	28,344	2021	644	(35)	35,163
2009		30	28,374	2022	1,168	(21)	36,310
2010		10	28,384	2023	800	0	37,110
2011	(177)	1,928	30,135	2024	713	0	37,823
2012	(73)	249	30,311	2025	831	0	38,654
2013	(5)	321	30,627	2026	553	0	39,207
2014	(10)	340	30,956	2027	727	0	39,935
		-----		2028	781	0	40,716
		15,655		2029	752	0	41,467
				2030	353	0	41,821
				2031	126	0	41,947
				2032	49	0	41,995
				2033	49	0	42,044
				2034	49	0	42,093
				2035	49	0	42,142
<b>Summary Totals</b>			<b>DUEs</b>				
Beginning # of DUEs in 2006			25,910	<b>Total DUEs 2015 - 2035</b>	<b>11,495</b>	<b>(310)</b>	
Projected 2035 Total DUEs			42,142				
Net add'l DUEs 2006 - 2010			4,221	<b>Net Future DUEs 2015 - 2035 (4)</b>		<b>11,186</b>	
Net add'l DUEs 2006 - 2010 + Future DUEs 2015 - 2035			15,407				
Net add'l DUEs 2011 - 2014			2,572				
Net add'l DUEs 2011-2035			13,758				
Net add'l DUEs 2006-2035			17,979				
Net add'l DUEs 2003-2035			26,576				
Net Future DUEs 2015 - 2035			11,186				

**Notes:**

- (1) Except where noted, data obtained From DSRSD's DUE Calculations for Fee Study WY Dec 2015
- (2) Data obtained From DSRSD's "DUE Calculations for Fee Study WY Dec 2015"
- (3) DUE credits represent DUEs that have already been sold, but not yet developed
- (4) Calculated as the Projected DUEs minus the DUE Credits

**DSRSD**  
**Capacity Reserve Fees Study**  
**Capital Improvement Projects**  
**Exhibit 2**

	[1]	Total 2015\$	CF Eligible [2]	Cost 2015\$
<b>Future Source Related Assets</b>				
Capital Improvements to Increase Water Supply, Phase 1		\$3,964,824	67%	\$2,656,432
Future Potable Reuse (Capital Improvements to Increase Water Supply, Phase 2)		10,000,000	100%	10,000,000
Water System Master Plan & Operations Plan Update/Fee Study		1,700,000	100%	1,700,000
Urban Water Management Plan		1,000,000	10%	100,000
DERWA Supplemental Study		1,491,019	100%	1,491,019
Corp Yard & Admin. Facilities		1,851,727	30%	555,518
DERWA Recycled Water Plant - Phase 2		9,608,710	100%	9,608,710
DERWA Recycled Water Plant - Phase 3		1,650,820	100%	1,650,820
DERWA Recycled Water Plan Financing costs (SRF)		1,600,000	100%	1,600,000
Water Reuse Demonstration project		300,000	100%	300,000
Water Supply reliability and contingency Plan		500,000	35%	175,000
		<b>\$33,667,100</b>		<b>\$29,837,499</b>
<b>Future Reservoir</b>				
New Water Reservoir 10A		\$7,636,000	100%	\$7,636,000
New Water Reservoir 20B		7,753,000	100%	7,753,000
		<b>\$15,389,000</b>		<b>\$15,389,000</b>
<b>Future Transmission/Distribution</b>				
New Pipeline from Bollinger Canyon Rd to Reservoir 200B		\$824,256	100%	\$824,256
New Pipeline on Fallon Road		315,500	100%	315,500
Turnout 6		2,009,000	100%	2,009,000
Automated Water Meter Data Transmission System Program		360,000	80%	288,000
		<b>\$3,508,756</b>		<b>\$3,436,756</b>
<b>Total Future Capital Improvements</b>		<b>\$52,564,856</b>		<b>\$48,663,255</b>

**Notes:**

[1] - Capital Improvements from 2016 Master Plan Table 7-3 and other District input

[2] - District staff provided estimates on Capacity Reserve Fee related percentage

Year		Useful Life(1)	Original Cost (2)	ENR Factor (3)	Cost 2015\$	Depreciation Percent	CRF Eligible	CRF Eligible
<b>Existing Source Related Assets - Pre 2006</b>								
1965	MOTOR CONTROL CENTER	25	\$7,007	9.21	\$64,504	100%	100%	\$0
1965	MOTOR CONTROL CENTER	25	7,007	9.21	64,504	100%	100%	0
1976	INSTRUMENTATION & CABINET	15	26,205	3.59	94,066	100%	100%	0
1976	FLUORIDE PUMP CONTROL	10	9,827	3.59	35,274	100%	100%	0
1983	FIBERGLASS TANK - 3,500 GALLON	15	16,343	2.18	35,589	100%	100%	0
1983	FLUORIDE DAY TANK & SCALE	15	5,561	2.18	12,110	100%	100%	0
1983	WALL MOUNTED INSTRUMENTATION	10	7,804	2.18	16,993	100%	100%	0
1984	FLUORIDE DAY TANK & SCALE	15	5,447	2.21	12,034	100%	100%	0
1984	FLUORIDE ANALYZER	10	7,392	2.21	16,330	100%	100%	0
1985	CHLORINE ANALYZER	10	5,120	2.21	11,299	100%	100%	0
1985	MOTOR CONTROL PANELS	25	13,538	2.21	29,874	100%	100%	0
1995	RESIDUAL CHLORINE ANALYZER (WALL MOUNT)	10	6,039	1.70	10,271	100%	100%	0
1999	Radio Water Meter Reading	10	55,936	1.64	91,536	100%	100%	0
2000	Camp Parks Well land	LAND	938,000	1.50	1,404,870	0%	100%	1,404,870
2001	8" Invensys Meter W-3500	15	5,474	1.51	8,253	93%	100%	550
2001	8" Invensys Meter W-3500	15	5,474	1.51	8,253	93%	100%	550
2001	Unimag flow tube & transmitter	10	6,450	1.51	9,725	100%	100%	0
2001	Sensus Model W-5000 DR 10" Turbine Meter - Touch Read	15	7,525	1.51	11,346	93%	100%	756
2001	Unimag Magnetic Closed Pipe Flow Meter	25	8,395	1.51	12,656	56%	100%	5,569
2002	UV Modules	25	31,563	1.46	46,058	52%	100%	22,108
2002	UV Module	25	31,563	1.46	46,058	52%	100%	22,108
2002	UV Module	25	31,563	1.46	46,058	52%	100%	22,108
2005	2005 Source Projects (PS and Res 30)	15	166,541	1.32	219,532	67%	100%	73,177
<b>Total Existing Source Related Assets - Pre 2006</b>			<b>\$1,405,775</b>		<b>\$2,307,193</b>			<b>\$1,551,796</b>
<b>Projected 2035 Total DUEs</b>								<b>42,142</b>
<b>Existing Source Related, Pre-2006, Buy-in CRF (\$/DUE)</b>								<b>\$36.82</b>

Year		Useful Life(1)	Original Cost (2)	ENR Factor (3)	Cost 2015\$	Depreciation Percent	CRF Eligible	CRF Eligible
<b>Master Plan Projects for New Development - 2006-2010 (4)</b>								
2006	2006 Source Projects	25	\$121,085	1.22	\$148,289	36%	100%	\$94,905
2007	Refurbish Fluoride Sys @ Turnout 1,2& 4	25	411,634	1.22	502,836	32%	100%	341,929
2008	Dougherty Valley Emergency Intertie	25	56,124	1.14	64,004	28%	100%	46,083
2008	Integrated software system	14	225,845	1.14	257,555	50%	100%	128,777
2008	System turnout 1	50	117,483	1.14	133,978	14%	100%	115,221
2008	08-619c	5	10,613	1.14	12,103	100%	100%	0
2009	Field Operations Corporation Yard	LAND	4,794,000	1.15	5,500,563	0%	100%	5,500,563
2009	Net communication	10	66,282	1.15	76,051	60%	100%	30,421
2009	Turnout 5	50	52,968	1.15	60,775	12%	100%	53,482
2009	Data Warehouse/Business Intelligence	10	35,389	1.15	40,605	60%	100%	16,242
2009	District Office Roofing	10	13,735	1.15	15,759	60%	100%	6,304
2009	Ops Dept office config	10	11,643	1.15	13,359	60%	100%	5,344
2009	WWTP-Maintenance Building	100	941,390	1.15	1,080,137	6%	100%	1,015,328
2009	Derwa	35	186,832	1.15	214,368	17%	100%	177,619
2009	SCADA System Master Plan	14	322,226	1.15	369,717	43%	100%	211,267
2009	District Facilities Security Project	15	122,630	1.15	140,704	40%	100%	84,422
2009	District Office Improvements	10	58,690	1.15	67,340	60%	100%	26,936
2009	WAN Communications	14	42,808	1.15	49,117	43%	100%	28,067
2009	Supplemental Water Supply Evaluation	10	10,248	1.15	11,758	60%	100%	4,703
2009	RWTF Effluent Quality Improvements	20	(285,109)	1.15	(327,129)	30%	100%	(228,990)
2010	Maintenance Building Security	14	6,000	1.10	6,613	36%	100%	4,252
<b>DERWA(4)</b>								
2006	Program Planning	35	1,269,154	1.22	1,554,290	26%	100%	1,154,616
2006	Planning FY02 and Prior Years	35	1,757,090	1.22	2,151,849	26%	100%	1,598,516
2006	Design FY02 and Prior Years	35	42,727	1.22	52,326	26%	100%	38,871
2006	DERWA Program Planning	35	1,373,000	1.22	1,681,467	26%	100%	1,249,090
2008	Backbone Corrosion	15	\$121,410	1.14	\$138,457	47%	100%	\$73,844
2009	Fine Screening	25	189,422	1.15	217,340	24%	100%	165,178
<b>Total Existing Source Related Assets - 2006-2010</b>			<b>\$12,075,319</b>		<b>\$14,234,231</b>			<b>\$11,942,988</b>
<b>Credit for Existing Source Related Debt (5) see Exhibit 7</b>								<b>(\$5,441,361)</b>
<b>Net Existing Source Related Assets - 2006-2010</b>								<b>\$6,501,627</b>
<b>Net add'l DUEs 2006 - 2010 + Future DUEs 2015 - 2035</b>								<b>15,407</b>
<b>Existing Source Related - 2006-2010, Buy-in CRF (\$/DUE)</b>								<b>\$422.00</b>



Year		Useful Life(1)	Original Cost (2)	ENR Factor (3)	Cost 2015\$	Depreciation Percent	CRF Eligible	CRF Eligible
<b>Improvements After 6.30.10 - 6.30.15</b>								
2010	POWERNET UPGRADE V3.5 - PXS-PRPN2S	5	\$8,381	1.10	\$9,238	100%	100%	\$0
2011	60T TRANE COMPRESSOR 1C - HVAC DO	10	11,333	1.09	12,388	40%	100%	7,433
2011	DISTRICT OFFICE PARKING LOT	25	269,952	1.09	295,090	16%	100%	247,876
2011	DISTRICT OFFICE PARKING LOT - LIGHTING	15	59,736	1.09	65,298	27%	100%	47,885
2012	CISCO UNIFIED COMPUTING SYSTEM (UCS)	7	123,114	1.08	132,468	43%	100%	75,696
2013	CISCO NETWORK SECURITY	5	15,975	1.02	16,335	40%	100%	9,801
2013	BACKUP NETWORK STORAGE EX23TB (EX10000E APPLIANCE)	5	24,940	1.02	25,502	40%	100%	15,301
2013	NETWORK POWER UPGRADE	5	24,896	1.02	25,457	40%	100%	15,274
2013	DO HVAC AIR HANDLER BOX CAR UNIT	10	99,293	1.02	101,532	20%	100%	81,226
2014	CISCO UCS B200 M3 SERVERS FOR UNIFIED	5	17,857	1.02	18,261	20%	100%	14,609
2014	TOWER GATEWAY BASE STATIONS (3)	10	41,730	1.02	42,676	10%	100%	38,408
2014	ASSUREON NEXSAN SECURED 8TB STORAGE	7	32,264	1.02	32,995	14%	100%	28,282
2014	DISTRICT OFFICE HVAC UNITS (3)	10	53,942	1.02	55,165	10%	100%	49,649
2015	CISCO COMMUNICATION SYSTEM	10	489,552	1.00	489,552	0%	100%	489,552
2015	WWTP UNIFIED COMPUTING SYSTEM (CISCO)	7	75,724	1.00	75,724	0%	100%	75,724
<b>Total Existing Source Related Assets - 2011-2015</b>			<b>\$1,348,689</b>		<b>\$1,397,684</b>			<b>\$1,196,717</b>
<b>Net add'l DUEs 2011-2035</b>								<b>13,758</b>
<b>Existing Source Related Assets, Built 2011-2015, Buy-in CRF (\$/DUE)</b>								<b>\$86.99</b>
<b>Total Source Related Buy-in CRF (\$/DUE)</b>								<b>\$545.81</b>
<b>Construction Work in Progress 6.30.15 - 6.30.16</b>								
	Water Sys Mstr Plan Update/Capacity Res				\$381,523		100%	\$381,523
	Recycled Wtr Expan - Camp Parks Phs1				18,581		100%	18,581
	Recycled Wtr Expan - State Grant Assist				26,796		100%	26,796
	Wide Area Network Communications				42,808		100%	42,808
	Impact of Corp Yard ( included as Future above)				4,648,273		30%	1,394,482
					<b>\$5,117,981</b>			<b>\$1,864,190</b>
<b>Net Future DUEs 2015 - 2035</b>								<b>11,186</b>
<b>CWIP Source Related Assets, Built 2011-2015, Buy-in CRF (\$/DUE)</b>								<b>\$166.66</b>
<b>Future Source Related Assets</b>								
	Capital Improvements to Increase Water Supply, Phase 1				\$3,964,824		67%	\$2,656,432
	Future Potable Reuse (Capital Improvements to Increase Water Supply, Phase 2)				10,000,000		100%	10,000,000
	Water System Master Plan & Operations Plan Update/Fee Study				1,700,000		100%	1,700,000
	Urban Water Management Plan				1,000,000		10%	100,000
	DERWA Supplemental Study				1,491,019		100%	1,491,019
	Corp Yard & Admin. Facilities				1,851,727		30%	555,518
	DERWA Recycled Water Plant - Phase 2				9,608,710		100%	9,608,710
	DERWA Recycled Water Plant - Phase 3				1,650,820		100%	1,650,820
	DERWA Recycled Water Plan Financing costs (SRF)				1,600,000		100%	1,600,000
	Water Reuse Demonstration project				300,000		100%	300,000
	Water Supply reliability and contingency Plan				500,000		35%	175,000
<b>Total Future Source Related Assets</b>					<b>\$33,667,100</b>			<b>\$29,837,499</b>
<b>Net Future DUEs 2015 - 2035</b>								<b>11,186</b>
<b>Future Source Related Expansion CRF (\$/DUE)</b>								<b>\$2,667.47</b>
<b>Total Future Source Related Expansion CRF (\$/DUE)</b>								<b>\$2,834.13</b>
<b>Total Source-Related Buy-in and Expansion CRF (\$/DUE)</b>								<b>\$3,379.93</b>

**Notes:**

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- (5) The principal on debt and repayment of the Temporary Infrastructure Charge is subtracted here, as it is accounted for separately. See exhibit 7.

Year		Useful Life (1)	Original Cost (2)	ENR Factor (3)	Cost 2015\$	Depreciation Percent	CRF Eligible	CRF Eligible
<b>Existing Pump Station Assets, Pre-2006</b>								
1992	STORAGE LOCKERS AND SHELVING	25	\$6,341	1.77	\$11,237	92%	100%	\$899
1983	CATHODIC PROTECTION	25	9,235	2.18	20,110	100%	100%	0
1986	INTERIOR COATING	10	8,759	2.03	17,738	100%	100%	0
1985	MOTOR CONTROL BLDG	40	10,637	2.21	23,473	75%	100%	5,868
1985	PUMP STATION "B" (FENWICH)	40	10,753	2.21	23,729	75%	100%	5,932
1983	CATHODIC PROTECTION	25	13,240	2.18	28,830	100%	100%	0
1979	INTERIOR COATING	10	13,733	2.93	40,248	100%	100%	0
1986	CATHODIC PROTECTION	25	13,139	2.03	26,608	100%	100%	0
1996	PS2C IMPROVEMENTS	25	14,762	1.68	24,839	76%	100%	5,961
1979	INTERIOR COATING	10	16,480	2.93	48,299	100%	100%	0
1988	UTILITY BLDG REMODEL	15	22,248	1.95	43,279	100%	100%	0
1990	UTILITY BLDG REMODEL	15	24,293	1.84	44,750	100%	100%	0
1972	UTILITY BUILDING	40	25,603	4.92	126,019	100%	100%	0
1990	SEISMIC IMPROVEMENTS	25	56,378	1.84	103,855	100%	100%	0
1990	SEISMIC IMPROVEMENTS	25	131,550	1.84	242,328	100%	100%	0
1992	STORAGE BUILDING	25	156,989	1.77	278,199	92%	100%	22,256
1990	PUMP STATION 3A	25	178,219	1.84	328,298	100%	100%	0
2001	Water Pump Station 4B	40	559,853	1.51	844,052	35%	100%	548,634
2001	Water Pump Station 20A	40	1,038,746	1.51	1,566,047	35%	100%	1,017,930
1999	Wtr Main Pump Station	40	1,450,357	1.64	2,373,412	40%	100%	1,424,047
1996	FLOWAY PUMP	15	7,101	1.68	11,949	100%	100%	0
1996	FLOWAY PUMP	15	7,101	1.68	11,949	100%	100%	0
1996	FLOWAY PUMP	15	7,101	1.68	11,949	100%	100%	0
1990	PUMP 1	25	11,064	1.84	20,381	100%	100%	0
1990	PUMP 2	25	11,064	1.84	20,381	100%	100%	0
1990	PUMP 3	25	11,064	1.84	20,381	100%	100%	0
1979	PEERLESS PUMP #2	25	13,296	2.93	38,968	100%	100%	0
1985	PACO CENTRIFUGAL PUMPS	25	17,512	2.21	38,645	100%	100%	0
1985	PACO CENTRIFUGAL PUMPS	25	26,155	2.21	57,717	100%	100%	0
1992	PUMP	25	85,828	1.77	152,096	92%	100%	12,168
1992	PUMP	25	85,828	1.77	152,096	92%	100%	12,168
1992	PUMP	25	85,828	1.77	152,096	92%	100%	12,168
1999	Cummins-West 125kw generator/5 pump motors	25	105,833	1.64	173,189	64%	100%	62,348
2002	PS 30 Motor and Pump	25	1,200,000	1.46	1,751,083	52%	100%	840,520
2003	Zone 2	40	5,108,456	1.43	7,316,298	30%	100%	5,121,409
2003	PS 200 A	40	1,402,556	1.43	2,008,732	30%	100%	1,406,112
2003	PS 300 A	40	1,077,786	1.43	1,543,598	30%	100%	1,080,519
2003	30 A Fallon Rd	40	893,802	1.43	1,280,098	30%	100%	896,069
<b>Total Existing Pump Station Assets, Pre-2006</b>			<b>\$13,918,692</b>		<b>\$20,976,953</b>			<b>\$12,475,008</b>
<b>Projected 2035 Total DUEs</b>								<b>42,142</b>
<b>Existing Pump Station, Pre-2006, Buy-in CRF (\$/DUE)</b>								<b>\$296.03</b>

Year		Useful Life (1)	Original Cost (2)	ENR Factor (3)	Cost 2015\$	Depreciation Percent	CRF Eligible	CRF Eligible
<b>Master Plan Projects for New Development - Built 2006-2010 (4)</b>								
2006	PS 10 Camp Parks	40	\$1,629,000	1.22	\$1,994,982	23%	100%	\$1,546,111
2006	R20	40	578,484	1.22	708,450	23%	100%	549,049
2006	No. Dougherty Valley Z3 Potable Wtr Fac	40	955,000	1.22	1,169,556	23%	100%	906,406
2006	Recycled Water Pump Station R300	40	1,583,490	1.22	1,939,247	23%	100%	1,502,916
2007	Recycled Water Pump Station R300	40	83,681	1.22	102,222	20%	100%	81,777
2007	Water Pump Station 10 (Parks RFTA)	40	1,991,091	1.22	2,432,241	20%	100%	1,945,793
2008	Water Pump Station 20B	40	3,157,034	1.14	3,600,299	18%	100%	2,970,247
2009	PS 300B LAND	Land	167,260	1.15	191,912	0%	100%	191,912
2009	Water Pump Station 300B	40	3,375,247	1.15	3,872,707	15%	100%	3,291,801
2009	Water Pump Station 4 & Water Res 4	40	1,991,154	1.15	2,284,620	15%	100%	1,941,927
2009	PS 4 Land	Land	126,955	1.15	145,666	0%	100%	145,666
2009	Pump Station Impr in Pressure Zone 2 & 3	25	350,278	1.15	401,904	24%	100%	305,447
2009	Upgrade Water Pump Station 4B	25	146,506	1.15	168,099	24%	100%	127,755
2010	Pump Station 300B	40	175,000	1.10	192,893	13%	100%	168,782
<b>DERWA(4)</b>								
2006	Treatment Plant	35	8,948,843	1.22	10,959,347	26%	100%	8,141,230
2006	Pump Stations	40	6,772,195	1.22	8,293,680	23%	100%	6,427,602
<b>Total Existing Pump Station Assets, Built 2006-2010</b>			<b>\$32,031,218</b>		<b>\$38,457,824</b>			<b>\$30,244,419</b>
<b>Credit for Existing Pump Station Related Debt (5) See Exhibit 7</b>								<b>(\$15,693,663)</b>
<b>Net Existing Pump Station Assets, Built 2006-2010</b>								<b>\$14,550,756</b>
<b>Net add'l DUEs 2006 - 2010 + Future DUEs 2015 - 2035</b>								<b>15,407</b>
<b>Existing Pump Station, Built 2006-2010, Buy-in CRF (\$/DUE)</b>								<b>\$944.44</b>
<b>Improvements After 6.30.10 - 6.30.15</b>								
2014	PUMP STATION 4B - BUILDING	50	\$937,674	1.02	\$958,927	2%	100%	\$939,748
2014	PUMP STATION 4B - ELECTRICAL	25	248,208	1.02	253,834	4%	100%	243,680
2014	PUMP STATION 4B - SCADA	7	27,579	1.02	28,204	14%	100%	24,175
2015	PUMP STATION #2C - MCC ELECTRICAL UPGRADES	25	291,491	1.00	291,491	0%	100%	291,491
2011	FLOWAY VERTICAL TURBINE PUMP	7	13,120	1.09	14,341	57%	100%	6,146
2011	FLOWAY VERTICAL TURBINE PUMP	15	12,824	1.09	14,018	27%	100%	10,280
2012	PUMP 1: FLOWAY VERTICAL TURBINE (PS1A)	25	14,763	1.08	15,885	12%	100%	13,978
2014	PUMP STATION 4B - PUMPS	25	606,730	1.02	620,482	4%	100%	595,663
<b>Total Existing Pump Station Assets, Built 2011-2015</b>			<b>\$2,152,388</b>		<b>\$2,197,181</b>			<b>\$2,125,162</b>
<b>Net add'l DUEs 2011-2035</b>								<b>13,758</b>
<b>Existing Pump Station, Built 2011-2015, Buy-in CRF (\$/DUE)</b>								<b>\$154.47</b>

Year	Useful Life (1)	Original Cost (2)	ENR Factor (3)	Cost 2015\$	Depreciation Percent	CRF Eligible	CRF Eligible
<b>Construction Work in Progress 6.30.15 - 6.30.16</b>							
				\$146,506		100%	\$146,506
							\$146,506
							11,186
							\$13.10
<b>Future Pump Station</b>							
				\$0			\$0
							11,186
							\$0.00
							\$13.10
							\$1,408.04

**Notes:**

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- (5) The principal on debt and repayment of the Temporary Infrastructure Charge is subtracted here, as it is accounted for separately. See exhibit 7.

Year	#		Useful Life (1)	Original Cost (2)	ENR Factor (3)	Cost 2015\$	Depreciation Percent	CRF Eligible	CRF Eligible
<b>Existing Reservoir, Pre-2006</b>									
1961	1A	Rhoda Ave	40	\$136,698	9.21	\$1,258,338	100%	100%	\$0
1962	2A	Betlen Ave	40	67,862	9.21	624,686	100%	100%	0
1983	1B	Dougherty	40	187,292	2.18	407,840	80%	100%	81,568
1985	3A	Brittany	40	287,531	2.21	634,502	75%	100%	158,625
1997	3B	Brigadoon and Swanson	40	562,925	1.66	932,906	45%	100%	513,098
1999	10A	Parks	50	3,988,519	1.64	6,526,943	32%	100%	4,438,321
2002	10B	Ledgewood Terr	50	3,791,167	1.46	5,532,207	26%	100%	4,093,833
2001	20A	Off Fallon Rd	40	3,205,116	1.51	4,832,133	35%	100%	3,140,887
2003	R300	East Branch Rd	40	677,318	1.43	970,051	30%	100%	679,035
2003	200A	Off East Branch	40	1,318,458	1.43	1,888,287	30%	100%	1,321,801
2004	R100	DERWA 1	50	4,764,332	1.36	6,458,913	22%	100%	5,037,952
2004	R200	DERWA 2	50	2,454,353	1.36	3,327,319	22%	100%	2,595,309
2004	30A	E. Dublin Z3 Off Fallon	40	3,277,275	1.36	4,442,939	28%	100%	3,221,131
2004	R20	Off Fallon Rd	50	2,862,201	1.36	3,880,231	22%	100%	3,026,580
2004	10A	Upgrade	10	1,120,000	1.36	1,518,362	100%	100%	0
2005	300A	Water Reservoir	40	3,159,404	1.32	4,164,677	25%	100%	3,123,508
<b>Total Existing Reservoir Assets, Pre-2006</b>				<b>\$31,860,451</b>		<b>\$47,400,333</b>			<b>\$31,431,648</b>
<b>Projected 2035 Total DUEs</b>									<b>42,142</b>
<b>Existing Reservoir, Pre-2006, Buy-in CRF (\$/DUE)</b>									<b>\$745.86</b>
<b>Master Plan Projects for New Development - Built 2006-2010 (4)</b>									
2006	300B	DV Zone 3	50	\$3,659,104	1.22	\$4,481,182	18%	100%	\$3,674,569
2007	200B	Water Reservoir 200B	50	516,844	1.22	631,357	16%	100%	530,340
2008	10A	Water Reservoir 10A (Parks RFTA)	15	1,243,040	1.14	1,417,570	47%	100%	756,037
2008	200B	Water Reservoir 200B	50	3,520,334	1.14	4,014,608	14%	100%	3,452,563
2009	4A	9541 Dublin Blvd	40	1,644,050	1.15	1,886,358	15%	100%	1,603,404
<b>Total Existing Reservoir Assets, 2006-2010</b>				<b>\$10,583,372</b>		<b>\$12,431,074</b>			<b>\$10,016,913</b>
<b>Credit for Existing Reservoir Related Debt (5) See Exhibit 7</b>									<b>(\$13,655,084)</b>
<b>Net Existing Reservoir Assets, Built 2006-2010</b>									<b>(\$3,638,170)</b>
<b>Net add'l DUEs 2006 - 2010 + Future DUEs 2015 - 2035</b>									<b>15,407</b>
<b>Existing Reservoir, Built 2006-2010, Buy-in CRF (\$/DUE)</b>									<b>(\$236.14)</b>

Year	#		Useful Life (1)	Original Cost (2)	ENR Factor (3)	Cost 2015\$	Depreciation Percent	CRF Eligible	CRF Eligible
<b>Improvements After 6.30.10 - 6.30.15</b>									
2015	3A	RESERVOIR 3A ACCESS ROAD	25	\$21,471	1.00	\$21,471	0%	100%	\$21,471
2015	20A/30A	RESERVOIR 20A/30A ACCESS ROAD	25	47,965	1.00	47,965	0%	100%	47,965
2015	200A/R300	RESERVOIR 200A/R300 ACCESS ROAD	25	59,704	1.00	59,704	0%	100%	59,704
2015	Dougherty	DOUGHERTY RESERVOIR ACCESS ROAD	25	29,498	1.00	29,498	0%	100%	29,498
2015	10A	RESERVOIR 10A REHABILITATION	15	237,999	1.00	237,999	0%	100%	237,999
<b>Total Existing Reservoir Assets, 2011-2015</b>				<b>\$396,637</b>		<b>\$396,637</b>			<b>\$396,637</b>
<b>Net add'l DUEs 2011-2035</b>									<b>13,758</b>
<b>Existing Reservoir, Built 2011-2015, Buy-in CRF (\$/DUE)</b>									<b>\$28.83</b>
<b>Total Reservoir Related Buy-in CRF (\$/DUE)</b>									<b>\$538.54</b>
<b>Construction Work in Progress 6.30.15 - 6.30.16</b>									
						\$0		100%	\$0
									\$0
<b>Net Future DUEs 2015 - 2035</b>									<b>11,186</b>
<b>Existing Reservoir Related Assets, Built 2011-2015, Buy-in CRF (\$/DUE)</b>									<b>\$0.00</b>
<b>Future Reservoir</b>									
New Water Reservoir 10A						\$7,636,000		100%	\$7,636,000
New Water Reservoir 20B						7,753,000		100%	7,753,000
<b>Total Future Reservoir</b>						<b>\$15,389,000</b>			<b>\$15,389,000</b>
<b>Net Future DUEs 2015 - 2035</b>									<b>11,186</b>
<b>Future Reservoir Expansion CRF (\$/DUE)</b>									<b>\$1,375.77</b>
<b>Total Future Reservoir Expansion CRF (\$/DUE)</b>									<b>\$1,375.77</b>
<b>Total Reservoir Buy-in and Expansion CRF (\$/DUE)</b>									<b>\$1,914.32</b>

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Year	Useful Life (1)	Original Cost (2)	ENR Factor (3)	Cost 2015\$	Depreciation Percent	Contributed Asset (4)	CRF Eligible	CRF Eligible	
<b>Misc. Transmission &amp; Distribution Assets (SCADA)</b>									
1996	RTU PANEL (SCADA)	15	\$15,954	1.68	\$26,845	100%	NC	100%	\$0
1996	RTU PANEL (SCADA)	15	15,954	1.68	26,845	100%	NC	100%	0
1996	RTU PANEL (SCADA)	15	15,954	1.68	26,845	100%	NC	100%	0
1996	RTU PANEL (SCADA)	15	15,954	1.68	26,845	100%	NC	100%	0
1996	RTU PANEL (SCADA)	15	15,954	1.68	26,845	100%	NC	100%	0
1996	RTU PANEL (SCADA)	15	15,954	1.68	26,845	100%	NC	100%	0
1996	RTU PANEL (SCADA)	15	15,954	1.68	26,845	100%	NC	100%	0
1996	RTU PANEL (SCADA)	15	15,954	1.68	26,845	100%	NC	100%	0
1996	RTU PANEL (SCADA)	15	15,954	1.68	26,845	100%	NC	100%	0
1996	RTU PANEL (SCADA)	15	15,954	1.68	26,845	100%	NC	100%	0
1996	RTU PANEL (SCADA)	15	15,954	1.68	26,845	100%	NC	100%	0
1996	RTU PANEL (SCADA)	15	15,954	1.68	26,845	100%	NC	100%	0
1996	RTU PANEL (SCADA)	15	15,954	1.68	26,845	100%	NC	100%	0
1996	RTU PANEL (SCADA)	15	15,954	1.68	26,845	100%	NC	100%	0
1998	Modification of SCADA System Master Controls	10	8,587	1.63	13,992	100%	NC	100%	0
1998	Intellution Upgrades for SCADA nodes	10	12,310	1.63	20,060	100%	NC	100%	0
1999	SCADA enhancements	10	35,251	1.64	57,686	100%	NC	100%	0
2001	SCADA concentrator facility (design/installation)	10	23,872	1.51	35,990	100%	NC	100%	0
2001	PS 4B SCADA set-up/programming	10	31,476	1.51	47,453	100%	NC	100%	0
2002	SCADA Security - iFIX June 2002	10	7,612	1.46	11,108	100%	NC	100%	0
2002	SCADA software - iFix	10	9,269	1.46	13,526	100%	NC	100%	0
2002	SCADA Security System Server	10	7,056	1.46	10,297	100%	NC	100%	0
			<b>\$310,932</b>		<b>\$505,409</b>				<b>\$0</b>
<b>Transmission/Distribution Lines, Pre-2006</b>									
1971	Z2 & 3 WTR MN - WINDEMERE PKWY TO FALLON	50	\$8,658,345	5.35	\$46,286,415	88%	NC	100%	\$5,554,370
1983	Z2 & 3 WATER MAIN TIE-IN FALLON RD EXT N	75	5,734	2.18	12,486	43%	NC	100%	7,159
1993	1044 LF 16" WATER MAIN - FALLON RD EXT N	75	196,705	1.72	338,727	29%	NC	100%	239,367
1995	1037 LF 20" WATER MAIN - FALLON RD EXT N	75	233,983	1.70	397,993	27%	NC	100%	291,861
1996	POTABLE WATER PIPING - PS2A	75	30,952	1.68	52,080	25%	NC	100%	38,887
1997	POTABLE WATER PIPING PS2B	75	11,340	1.66	18,793	24%	NC	100%	14,283
1998	WATER MAIN-N. DUBLIN RANCH RD	75	128,938	1.63	210,108	23%	C	0%	0
1998	WATER MAIN- TASSAJARA RD/I-580 RESERVOIR	75	44,790	1.63	72,986	23%	C	0%	0
1998	COUNTY WATER SYSTEM INTEGRATION	75	28,228	1.63	45,998	23%	C	0%	0
1998	POTABLE WATER PIPING PS2C	75	437,445	1.63	712,828	23%	NC	100%	551,254
1998	POTABLE WATER PIPING PS3C	75	584,124	1.63	951,846	23%	NC	100%	736,094
1999	ALACO AREA WD FACIL.SUPP AGMT NO1- SEG 3	75	28,325	1.64	46,352	21%	C	0%	0
1999	ALACO AREA WD FACIL. SUPP AGMT NO1-SEG.4	75	397,000	1.64	649,664	21%	C	0%	0
1999	ALACO AREA WD FACIL.SUPP AGMT NO1- SEG 5	75	119,000	1.64	194,735	21%	C	0%	0
1999	WATER IMPROVEMENTS- HOLIDAY INN EXPRESS	75	21,000	1.64	34,365	21%	C	0%	0
1999	12" PVC TRANSMISSION PIPELINE- SO SECTION	75	138,011	1.64	225,846	21%	C	0%	0
1999	PS4A POTABLE WATER PIPING	75	20,384	1.64	33,357	21%	NC	100%	26,241
2000	12" CI TRANSMISSION PIPELINE- SO SECTION	75	130,930	1.50	196,098	20%	C	0%	0
2000	EASEMENT FOR PIPELINE FR P'TON WELL	75	44,664	1.50	66,895	20%	C	0%	0
2000	CREEKSIDE BUSINESS PARK	75	166,200	1.50	248,923	20%	C	0%	0
2000	PARK SIERRA PHASE I	75	121,711	1.50	182,290	20%	C	0%	0
2000	STONERIDGE CHRYSLER PLYMOUTH	75	10,660	1.50	15,966	20%	C	0%	0
2000	EMERALD POINT PHASE I	75	30,000	1.50	44,932	20%	C	0%	0
2001	JEFFERSON AT DUBLIN APTS	75	37,800	1.51	56,988	19%	C	0%	0
2001	MINCE SUBDIVISION TRACT 6985	75	3,550	1.51	5,352	19%	C	0%	0
2001	1,583 LINEAR FT WATER PIPE	75	246,240	1.51	371,239	19%	C	0%	0
2001	630 LINEAR FT WATER PIPE	75	252,367	1.51	380,476	19%	C	0%	0
2001	42 LINEAR FT WATER PIPE	75	275,945	1.51	416,023	19%	C	0%	0
2001	5,167 LINEAR FT WATER PIPE	75	176,822	1.51	266,582	19%	C	0%	0
2001	3,512 LINEAR FT WATER PIPE	75	606,636	1.51	914,583	19%	C	0%	0
2001	7,410 LINEAR FT WATER PIPE	75	860,445	1.51	1,297,234	19%	C	0%	0
2001	3,653 LINEAR FT WATER PIPE	75	192,193	1.51	289,756	19%	C	0%	0
2001	11,152 LINEAR FT WATER PIPE	75	62,609	1.51	94,391	19%	C	0%	0
2001	3012 LF PW - WINDEMERE PH2 TRACT 8715	75	402,100	1.51	606,218	19%	NC	100%	493,058
2001	3892 LF PW - WINDEMERE PH2 TRACT 8716	75	498,028	1.51	750,843	19%	NC	100%	610,686
2001	RES 4A POTABLE WATER PIPING	75	838,249	1.51	1,263,770	19%	NC	100%	1,027,866
2001	PS300B POTABLE WATER PIPING	75	15,303	1.51	23,071	19%	NC	100%	18,764
2002	8,885 LINEAR FT WATER PIPE	75	385,050	1.46	561,879	17%	C	0%	0

Year	Useful Life (1)	Original Cost (2)	ENR Factor (3)	Cost 2015\$	Depreciation Percent	Contributed Asset (4)	CRF Eligible	CRF Eligible		
<b>Transmission/Distribution Lines, Pre-2006</b>										
2002	2,093	LINEAR FT WATER PIPE	75	152,250	1.46	222,169	17%	C	0%	0
2002	3,849	LINEAR FT WATER PIPE	75	221,670	1.46	323,469	17%	C	0%	0
2002	3,418	LINEAR FT WATER PIPE	75	179,300	1.46	261,641	17%	C	0%	0
2002	3961	LINEAR FT WATER PIPE	75	203,870	1.46	297,494	17%	C	0%	0
2002	1200	LINEAR FT WATER PIPE	75	30,700	1.46	44,799	17%	C	0%	0
2002	3466	LINEAR FT WATER PIPE	75	192,000	1.46	280,173	17%	C	0%	0
2002	3572	LINEAR FT WATER PIPE	75	201,460	1.46	293,978	17%	C	0%	0
2002	1772	LINEAR FT WATER PIPE	75	102,300	1.46	149,280	17%	C	0%	0
2002	735	LINEAR FT WATER PIPE	75	78,365	1.46	114,353	17%	C	0%	0
2002	1867	LINEAR FT WATER PIPE	75	69,319	1.46	101,153	17%	C	0%	0
2002	8345'	WATER MAIN TASSAJARA T/O RES 1A	75	289,760	1.46	422,828	17%	C	0%	0
2002		WATER MAIN - CENTRAL/HACIENDA/TASSA	75	231,580	1.46	337,930	17%	C	0%	0
2002	950 L.F.OF 8" & 850 L.F. OF 10"	WATER MAIN	75	36,521	1.46	53,293	17%	C	0%	0
2002	65' OF 10"	PIPE	75	129,140	1.46	188,446	17%	C	0%	0
2002		DUBLIN BLVD WATER MAIN EXTENTION	75	114,480	1.46	167,053	17%	C	0%	0
2002		ALACO AREA WIDE FACILITIES SUPP AGMT 1	75	146,222	1.46	213,372	17%	C	0%	0
2002		ALACO AREA WIDE FACILITES SUPP AGMT 1	75	43,640	1.46	63,681	17%	C	0%	0
2002	5548	LF PW - WINDEMERE PH2 TRACT 8717	75	800,000	1.46	1,167,389	17%	NC	100%	965,041
2002	560	LF PW - VILLAGE PKWY RETAIL	75	202,844	1.46	295,997	17%	NC	100%	244,691
2003		PARK SIERRA PAHSE II - CONTRIB CAPITAL	75	258,280	1.43	369,907	16%	C	0%	0
2003		AREA G BACKBONE IMPROVEMENTS	75	21,200	1.43	30,363	16%	C	0%	0
2003		HANSEN HILLS PHASE II	75	203,730	1.43	291,781	16%	C	0%	0
2003		WATER PIPES INSTALLED PRIOR 1987	75	187,200	1.43	268,107	16%	C	0%	0
2003	6261	LINEAR FT WATER	75	132,350	1.43	189,551	16%	C	0%	0
2003	4574	LINEAR FT WATER PIPE	75	116,750	1.43	167,209	16%	C	0%	0
2003	4569	LINEAR FT WATER PIPE	75	101,063	1.43	144,741	16%	C	0%	0
2003	340	LF WATER PIPE	75	69,372	1.43	99,354	16%	C	0%	0
2003	300	LF WATER PIPE	75	91,860	1.43	131,561	16%	C	0%	0
2003	3660	LF WATER PIPE	75	192,448	1.43	275,623	16%	C	0%	0
2003	3180	LF WATER PIPE	75	69,100	1.43	98,965	16%	C	0%	0
2003	2676	LF WATER PIPE	75	549,900	1.43	787,563	16%	C	0%	0
2003	2354	LF WATER PIPE	75	187,200	1.43	268,107	16%	C	0%	0
2003	2331	LF WATER PIPE	75	313,500	1.43	448,993	16%	C	0%	0
2003	2168	LF WATER PIPE	75	161,200	1.43	230,870	16%	C	0%	0
2003	2056	LF WATER PIPE	75	237,800	1.43	340,576	16%	C	0%	0
2003	1939	LF WATER PIPE	75	78,200	1.43	111,998	16%	C	0%	0
2003	1870	LF WATER PIPE	75	151,800	1.43	217,407	16%	C	0%	0
2003	1426	LF WATER PIPE	75	61,300	1.43	87,793	16%	C	0%	0
2003	1140	LF WATER PIPE	75	110,510	1.43	158,272	16%	C	0%	0
2003	6120	LF PW LINE - TASS CRK PHASE 1	75	123,200	1.43	176,446	16%	C	0%	0
2003	875	LF PW LINE - TASS CRK PHASE 2	75	201,800	1.43	289,017	16%	C	0%	0
2003	11,900	LF PW LINE - WINDEMER PHASE 1	75	76,200	1.43	109,133	16%	C	0%	0
2003	1689	LF PW - GALE RANCH PH3A RA 1153	75	206,836	1.43	296,229	16%	NC	100%	248,833
2003	1730	LF PW - LOCKHART ST TO FALLON	75	390,435	1.43	559,179	16%	NC	100%	469,710
2003	2398	LF PW - LOCKHART TO GLEASON	75	232,957	1.43	333,639	16%	NC	100%	280,257
2003	3766	LF PW - GALE RANCH PH3A RA 1154	75	111,080	1.43	159,088	16%	NC	100%	133,634
2003		MAINT BLDG - OUTSIDE PIPING	75	71,400	1.43	102,259	16%	NC	100%	85,897
2004	3180	LF PW LINE - SCARLETT PLACE	75	69,200	1.36	93,813	15%	C	0%	0
2004	2142	LF PW LINE - GALE RANCH PH2	75	113,500	1.36	153,870	15%	C	0%	0
2004	8271	LF PW LINE - GALE RANCH PH2	75	88,500	1.36	119,978	15%	C	0%	0
2004	4050	LF PW LINE - GALE RANCH PH2	75	122,800	1.36	166,478	15%	C	0%	0
2004	5950	LF PW LINE - GALE RANCH PH2	75	22,700	1.36	30,774	15%	C	0%	0
2004	1359	LF PW LINE - DUBLIN RANCH	75	6,000	1.36	8,134	15%	C	0%	0
2004	3261	LF PW LINE - WATERFORD	75	6,300	1.36	8,541	15%	C	0%	0
2004	2740	LF PW LINE - DUBLIN RANCH	75	30,600	1.36	41,484	15%	C	0%	0
2004	2205	LF PW LINE - DUBLIN RANCH	75	179,000	1.36	242,667	15%	C	0%	0
2004	2530	LF PW LINE - DUBLIN RANCH	75	207,800	1.36	281,710	15%	C	0%	0
2004	3469	LF PW LINE - GALE RANCH PH 2	75	133,000	1.36	180,306	15%	C	0%	0
2004	1484	LF PW LINE - GALE RANCH PH 2	75	59,200	1.36	80,256	15%	C	0%	0
2004	1813	LF PW LINE - GALE RANCH PH2	75	159,200	1.36	215,824	15%	C	0%	0
2004	1850	LF PW LINE - GALE RANCH PH2	75	102,300	1.36	138,686	15%	C	0%	0



Year		Useful Life (1)	Original Cost (2)	ENR Factor (3)	Cost 2015\$	Depreciation Percent	Contributed Asset (4)	CRF Eligible	CRF Eligible
<b>Transmission/Distribution Lines, Pre-2006</b>									
2004	2450 LF PW LINE - VALLEY CHRISTIAN CTR	75	159,700	1.36	216,502	15%	C	0%	0
2004	2144 LF PW LINE - GALE RANCH PH2	75	133,300	1.36	180,712	15%	C	0%	0
2004	508 LF PW LINE - DOUGHERTY ELEM. SCHOOL	75	245,100	1.36	332,277	15%	C	0%	0
2004	120 LF PW LINE - FIRE STATION #18	75	111,400	1.36	151,023	15%	C	0%	0
2004	130 LF PW LINE - FIRE STATION #17	75	155,300	1.36	210,537	15%	C	0%	0
2004	117,112 LF WATER LINE CONTRIBUTED FY10	75	617,026	1.36	836,490	15%	NC	100%	713,805
2004	PIPING	75	944,475	1.36	1,280,406	15%	NC	100%	1,092,613
2005	739 LF PW LINE -DUBLIN RANCH GOLF COURSE	75	37,300	1.32	49,168	13%	C	0%	0
2005	4464 LF PW LINE - GALE RANCH PH 2	75	8,500	1.32	11,205	13%	C	0%	0
2005	4220 LF PW LINE - WINDEMERE RANCH	75	362,200	1.32	477,446	13%	C	0%	0
2005	3100 LF PW LINE - WINDEMERE RANCH	75	247,100	1.32	325,723	13%	C	0%	0
2005	1240 LF PW LINE - WINDEMERE RANCH	75	1,330	1.32	1,753	13%	C	0%	0
2005	3130 LF PW LINE - WINDEMERE RANCH	75	187,200	1.32	246,764	13%	C	0%	0
2005	2080 LF PW LINE - WINDEMERE RANCH	75	67,800	1.32	89,373	13%	C	0%	0
2005	3190 LF PW LINE - WINDEMERE RANCH	75	71,500	1.32	94,250	13%	C	0%	0
2005	2830 LF PW LINE - WINDEMERE RANCH	75	214,200	1.32	282,355	13%	C	0%	0
2005	6320 LF PW LINE - WINDEMERE RANCH	75	121,400	1.32	160,028	13%	C	0%	0
2005	WATER MAIN DV - WINDEMERE INFRASTRUCTURE	75	122,400	1.32	161,346	13%	C	0%	0
2005	RES. 200A - WINDEMERE INFRASTRUCTURE	75	190,900	1.32	251,641	13%	C	0%	0
2005	1958 LF PW - GALE RANCH PH2 TRACT 8632	75	209,900	1.32	276,687	13%	C	0%	0
2005	3210 LF PW - WINDEMERE PH1 TRACT 8154	75	121,000	1.32	159,500	13%	C	0%	0
2005	2119 LF PW - MICRODENTAL LABORATORIES	75	218,800	1.32	288,419	13%	C	0%	0
2005	904 LF PW - HIDDEN HILLS ELEMENTARY	75	168,300	1.32	221,850	13%	C	0%	0
2005	199 LF PW - DUBLIN CIVIC CTR PUBLIC LIB.	75	292,700	1.32	385,833	13%	C	0%	0
2005	3760 LF PW - AUTONATION	75	29,000	1.32	38,227	13%	C	0%	0
2005	70 LF PW - DUBLIN VOLKSWAGON	75	267,400	1.32	352,483	13%	C	0%	0
2005	6710 LF PW - DUBLIN RANCH 1 TRACT 6925	75	332,000	1.32	437,637	13%	C	0%	0
2005	3007 LF PW - GALE RANCH 3 RA1157	75	164,800	1.32	217,237	13%	C	0%	0
2005	1575 LF PW - GALE RANCH PH2 RA1148	75	156,900	1.32	206,823	13%	C	0%	0
2005	1972 LF PW - GALE RANCH 2 RA 1139	75	141,800	1.32	186,919	13%	C	0%	0
2005	4011 LF PW GALE RANCH 2 TRACT 8685	75	14,600	1.32	19,245	13%	C	0%	0
2005	2900 LF PW GALE RANCH 2 TRACT 8690	75	34,700	1.32	45,741	13%	C	0%	0
2005	3040 LF PW - GALE RANCH 2 TRACT 8681	75	99,700	1.32	131,423	13%	C	0%	0
2005	3712 LF PW GALE RANCH 2 TRACT 8682	75	123,300	1.32	162,532	13%	C	0%	0
2005	2880 LF PW GALE RANCH 2 TRACT 8683	75	84,100	1.32	110,859	13%	C	0%	0
2005	3491 LF PW GALE RANCH 2 TRACT 8684	75	128,100	1.32	168,859	13%	C	0%	0
2005	3165 LF PW - GALE RANCH 2 TRACT 8686	75	141,700	1.32	186,787	13%	C	0%	0
2005	6054 LF PW GALE RANCH 2 TRACT 8699	75	161,900	1.32	213,414	13%	C	0%	0
2005	498 LF PW GALE RANCH 2 RA1138	75	231,800	1.32	305,555	13%	C	0%	0
2005	4822 LF PW GALE RANCH 3 RA1152	75	83,200	1.32	109,673	13%	C	0%	0
2005	WATER PIPE LINES CAMP PARKS IMPROVE.	75	114,500	1.32	150,932	13%	C	0%	0
2005	PUMP STATION TO TANK PIPING	75	101,600	1.32	133,928	13%	C	0%	0
2005	WATER MAIN - BOLLINGER SEGMENT 1	75	131,000	1.32	172,682	13%	C	0%	0
2005	3250 LF PW - GALE RANCH PH3A RA 1156	75	575,000	1.32	757,956	13%	NC	100%	656,895
2005	2637 LF PW - WINDEMERE TRACT 8646	75	730,836	1.32	963,377	13%	NC	100%	834,927
<b>Total Existing Transmission/Distribution System, Pre-2006</b>			<b>\$34,732,765</b>		<b>\$83,606,416</b>				<b>\$15,336,192</b>
<b>Total Existing Transmission/Distribution System and Miscellaneous Ancillary Assets, Pre-2006</b>									<b>\$15,336,192</b>
<b>Projected 2035 Total DUEs</b>									<b>42,142</b>
<b>Existing Transmission/Distribution System, Pre-2006, Buy-in CRF (\$/DUE)</b>									<b>\$363.92</b>

Year		Useful Life (1)	Original Cost (2)	ENR Factor (3)	Cost 2015\$	Depreciation Percent	Contributed Asset (4)	CRF Eligible	CRF Eligible
<b>Transmission/Distribution Lines, Built 2006-2010 (5)</b>									
2006	DERWA Pipelines	75	\$11,940,879	1.22	\$14,623,593	12%	NC	100%	\$12,868,762
2006	WATER MAIN - BOLLINGER SEGMENT 2	75	222,700	1.22	272,733	12%	C	0%	0
2006	WATER MAIN - WINDEMERE PARKWAY	75	157,100	1.22	192,395	12%	C	0%	0
2006	WATERLINE & VALVE REPLACEMENT	75	185,600	1.22	227,298	12%	C	0%	0
2006	WATER MAIN - DOUGHERTY/AMADOR BRANCH	75	283,300	1.22	346,948	12%	C	0%	0
2006	2822 LF PW - WINDEMERE PH1B TRACT 8153	75	253,400	1.22	310,330	12%	C	0%	0
2006	2848 LF PW - WINDEMERE PH1B TRACT 8155	75	106,000	1.22	129,815	12%	C	0%	0
2006	2539 LF PW - WINDEMERE PH1B TRACT 8156	75	64,000	1.22	78,379	12%	C	0%	0
2006	226 LF PW - WINDEMERE PH1B TRACT 8618	75	72,500	1.22	88,788	12%	C	0%	0
2006	659 LF PW - WINDEMERE PH1B TRACT 8619	75	279,409	1.22	342,183	12%	C	0%	0
2006	3751 LF PW - DUBLIN RANCH TRACT 7325	75	206,493	1.22	252,885	12%	NC	100%	222,539
2006	3550 LF PW - DUBLIN RANCH TRACT 7324	75	36,548	1.22	44,760	12%	NC	100%	39,388
2006	2142 LF PW - DUBLIN RANCH TRACT 7326	75	29,601	1.22	36,251	12%	NC	100%	31,901
2006	92 LF PW - EMERALD POINT PRKG STRUCTURE	75	350,580	1.22	429,344	12%	NC	100%	377,822
2006	1800 LF PW - WINDEMERE MIDDLE SCHOOL	75	83,681	1.22	102,482	12%	NC	100%	90,184
2006	5789 LF PW - FAIRWAY RANCH TRACT 7453	75	165,477	1.22	202,654	12%	NC	100%	178,336
2006	PIPELINE TO 300B	75	227,850	1.22	279,040	12%	NC	100%	245,555
2007	2333 LF PW - WINDEMERE PH2 ROADWAYS	75	2,650,700	1.22	3,237,994	11%	C	0%	0
2007	WATER MAIN - BOLLINGER SEGMENT 3	75	83,559	1.22	102,072	11%	NC	100%	91,185
2007	6868 LW PW - GLEASON DR EXT TO FALLON	75	246,101	1.22	300,627	11%	NC	100%	268,561
2007	38,859 LF PW FY07 CONTRIBUTED ASSETS	75	227,169	1.22	277,501	11%	NC	100%	247,901
2007	3526LF PW WINDEMERE PHASE 2	75	8,439	1.22	10,309	11%	NC	100%	9,210
2007	606LF PW WINDEMERE TRACT 8713	75	20,513	1.22	25,058	11%	NC	100%	22,385
2007	491LF PW WINDEMERE TRACT 8714	75	171,698	1.22	209,739	11%	NC	100%	187,367
2007	796LF PW FAIRWAY RANCH TRACT 7453	75	115,370	1.22	140,932	11%	NC	100%	125,899
2007	1712 LF 20" DIP ZONE 1 WATER MAIN	75	157,018	1.22	191,807	11%	NC	100%	171,348
2007	1991 LF 16" DIP ZONE 1 WATER MAIN	75	212,178	1.22	259,188	11%	NC	100%	231,542
2007	42 LF 20" DIP ZONE 2 WATER MAIN	75	187,822	1.22	229,436	11%	NC	100%	204,963
2007	189 LF 16" DIP ZONE 2 WATER MAIN	75	427,330	1.22	522,010	11%	NC	100%	466,329
2007	1996 LF 14" DIP ZONE 2 WATER MAIN	75	158,919	1.22	194,130	11%	NC	100%	173,423
2007	WATER MAIN-DUBLIN BLVD/TASSAJARA	75	36,713	1.22	44,847	11%	NC	100%	40,063
2007	1175LF 16" DIP WATER MAIN FALLON ROAD	75	1,434,302	1.22	1,752,088	11%	NC	100%	1,565,199
2007	780LF 20" DIP WATER MAIN ZONE 2	75	345,086	1.22	421,544	11%	NC	100%	376,579
2008	2429 LF PW - WINDEMERE PH2 TRACT 8712	75	2,079,784	1.14	2,371,797	9%	C	0%	0
2008	760 LF 16" DIP TO PS 10A	75	56,124	1.14	64,004	9%	NC	100%	58,030
2008	1100 LF 20" DIP & APPURTENANCE - PS10A	75	117,483	1.14	133,978	9%	NC	100%	121,474
2008	460 LF PW RESERVOIR R300 ACCESS RD	75	735,000	1.14	838,198	9%	NC	100%	759,966
2008	27,776 LF WATER LINE CONTRIBUTED FY08	75	1,000,084	1.14	1,140,502	9%	NC	100%	1,034,055
2008	40 LF POTTABLE WATER MAIN	75	275,000	1.14	313,612	9%	NC	100%	284,341
2009	1354 LF PW - WINDEMERE PH2 TRACT 8713	75	3,996,609	1.15	4,585,648	8%	C	0%	0
2009	8TH ST WATER MAIN - 9514LF	75	43,623	1.15	50,052	8%	NC	100%	46,048
2009	50' - 8" WTR MAIN & FLANGE	75	1,521,740	1.15	1,746,022	8%	NC	100%	1,606,340
2009	180 LF 16" DUCTILE IRON PIPE	75	577,786	1.15	662,943	8%	NC	100%	609,908
2009	14" ZONE 2 WATER MAIN TASSAJARA	75	463,386	1.15	531,683	8%	NC	100%	489,148
2009	16" ZONE 2 WATER MAIN SILVERA RANCH	75	241,215	1.15	276,766	8%	NC	100%	254,625
2009	PS20B - PIPES PW	75	224,478	1.15	257,563	8%	NC	100%	236,958
2009	RES 200B - PIPES	75	16,731	1.15	19,197	8%	NC	100%	17,661
2009	57,293 LF WATER LINE CONTRIBUTED FY09	75	23,424	1.15	26,876	8%	NC	100%	24,726
2009	16" C905 DR 18 MN (1146 LF)	75	133,849	1.15	153,576	8%	NC	100%	141,290
2009	16"&20" WATER MAIN, WINDEMERE PH5	75	8,366	1.15	9,599	8%	NC	100%	8,831
2010	2458 LF PW - WINDEMERE PH2 TRACT 8714	75	5,490,244	1.10	6,051,611	7%	C	0%	0
2010	Z2&3 WTR MAIN - WINDEMERE TO TASSAJ	75	28,665	1.10	31,595	7%	NC	100%	29,489
2010	16" WATER MAIN (1441 LF)	75	199,271	1.10	219,646	7%	NC	100%	205,003
2010	TIE IN 20" TO 12" T05	75	229,899	1.10	253,405	7%	NC	100%	236,512
2010	20" DUCTILE IRON WATER PIPE CAMINO TASS	75	749,608	1.10	826,254	7%	NC	100%	771,171
<b>Total Existing Transmission/Distribution System, 2006-2010</b>			<b>\$39,360,405</b>		<b>\$46,443,690</b>				<b>\$25,172,016</b>
<b>Credit for Existing Transmission/Distribution Related Debt (6) See Exhibit 7</b>									<b>(\$15,024,054)</b>
<b>Net Transmission/Distribution Assets, Built 2006-2010</b>									<b>\$10,147,962</b>
<b>Net add'l DUEs 2006 - 2010 + Future DUEs 2015 - 2035</b>									<b>15,407</b>
<b>Existing Transmission/Distribution System, Built 2006-2010, Buy-in CRF (\$/DUE)</b>									<b>\$658.67</b>

Year	Useful Life (1)	Original Cost (2)	ENR Factor (3)	Cost 2015\$	Depreciation Percent	Contributed Asset (4)	CRF Eligible	CRF Eligible
<b>Improvements After 6.30.10 - 6.30.15</b>								
2011	6-INCH WATER MAIN 6TH ST CAMP PARKS	\$29,349	1.09	\$32,082	8%	NC	100%	\$29,516
2011	TURNOUT 5 - WATER MAIN	277,724	1.09	303,586	16%	NC	100%	255,012
2011	10" WATER MAIN DUBLIN BLVD@SILVERGATE (330LF)	76,007	1.09	83,085	8%	NC	100%	76,438
2011	33,676 LF WATER LINE CONTRIBUTED FY11	1,804,707	1.09	1,972,763	8%	C	0%	0
2011	2,640 LF RW LINE CONTRIBUTED FY11	112,700	1.09	123,195	8%	C	0%	0
2012	22,047 LF WATER LINE CONTRIBUTED FY12	1,522,882	1.08	1,638,593	6%	C	0%	0
2012	2,322 LF RW LINE CONTRIBUTED FY12	79,490	1.08	85,530	6%	C	0%	0
2013	26,224 LF WATER LINE CONTRIBUTED FY13	954,205	1.02	975,721	4%	C	0%	0
2013	EMERGENCY INTERTIE - TURNOUT 5	31,261	1.02	31,966	4%	NC	100%	30,687
2013	REPLACE WATER LINE CAMP PARKS - 200LF	24,600	1.02	25,155	4%	NC	100%	24,148
2013	3,668 LF RW LINE CONTRIBUTED FY13	68,380	1.02	69,922	4%	C	0%	0
2013	REPLACE RECYCLED WATER LINE DUBLIN SPORTS GND	73,365	1.02	75,019	4%	NC	100%	72,018
2013	12" PVC RW LINE - DUBLIN HIGH (1560 LF)	797,245	1.02	815,221	4%	NC	100%	782,612
2013	12" PVC RW LINE - DAVONA DRIVE (1680 LF)	590,623	1.02	603,940	4%	NC	100%	579,782
2013	4" PVC RW LINE - BRIGHTON DR (770 LF)	230,148	1.02	235,338	4%	NC	100%	225,924
2013	12" PVC RW LINE - AMADOR VALLEY BLVD (1280 LF)	517,843	1.02	529,520	4%	NC	100%	508,339
2013	6" PVC RW LINE - BRIGHTON & TAMARACK (935 LF)	208,117	1.02	212,810	4%	NC	100%	204,297
2013	4" PVC RW LINE - PENN DR (1515 LF)	367,075	1.02	375,352	4%	NC	100%	360,338
2013	4" PVC RW LINE - PENN DR (1515 LF)	64,815	1.02	66,276	4%	NC	100%	63,625
2013	6" PVC RW LINE - IRON HORSE TRAIL (365 LF)	79,155	1.02	80,939	4%	NC	100%	77,702
2014	40,675 LF PW LINE CONTRIBUTED FY14	3,078,170	1.02	3,147,938	2%	C	0%	0
2014	WATER MAIN - SCHAEFER RANCH	937,674	1.02	958,927	2%	NC	100%	939,748
2014	5,391 LF RW LINE CONTRIBUTED FY14	260,070	1.02	265,965	2%	C	0%	0
2015	6,416 LF RW LINE CONTRIBUTED FY15	342,418	1.00	342,418	0%	C	0%	0
2015	39,902 LF PW LINE CONTRIBUTED FY15	2,837,728	1.00	2,837,728	0%	C	0%	0
<b>Total Existing Transmission/Distribution System, 2011-2015</b>		<b>\$15,365,751</b>		<b>\$15,888,987</b>				<b>\$4,230,188</b>
<b>Net add'l DUEs 2011-2035</b>								<b>13,758</b>
<b>Existing Transmission/Distribution System, Built 2011-2015, Buy-in CRF (\$/DUE)</b>								<b>\$307.48</b>
<b>Total Transmission/Distribution System Buy-in CRF (\$/DUE)</b>								<b>\$1,330.07</b>
<b>Construction Work in Progress 6.30.15 - 6.30.16</b>								
	RW Expan - Distrib to W Dublin				\$1,391,491		100%	\$1,391,491
	Dougherty Road Utilities				2,086		100%	2,086
	RW Expan - Distrib to W Dublin (Remaining year to date)				2,496,023		100%	2,496,023
					<b>\$3,889,600</b>			<b>\$3,889,600</b>
<b>Net Future DUEs 2015 - 2035</b>								<b>11,186</b>
<b>Existing Transmission/Distribution Related Assets, Built 2011-2015, Buy-in CRF (\$/DUE)</b>								<b>\$347.73</b>
<b>Future Transmission/Distribution</b>								
	New Pipeline from Bollinger Canyon Rd to Reservoir 200B			\$824,256			100%	\$824,256
	New Pipeline on Fallon Road			315,500			100%	315,500
	Turnout 6			2,009,000			100%	2,009,000
	Automated Water Meter Data Transmission System Program			360,000			80%	288,000
	<b>Total Future Transmission/Distribution</b>			<b>\$3,508,756</b>				<b>\$3,436,756</b>
<b>Net Future DUEs 2015 - 2035</b>								<b>11,186</b>
<b>Future Transmission/Distribution System Expansion CRF (\$/DUE)</b>								<b>\$307.25</b>
<b>Total Future Transmission/Distribution System Expansion CRF (\$/DUE)</b>								<b>\$654.97</b>
<b>Total Transmission/Distribution System Buy-in and Expansion CRF (\$/DUE)</b>								<b>\$1,985.04</b>

Notes:

- (1) Useful life provided by DSRSD.
- (2) Costs are 620 (expansion) only
- (3) ENR factor is based on San Francisco CCI Index, current SF CCI ENR is 11,155
- (4) Contributed assets are identified with a "C", non-contributed assets with a "NC". Contributed assets were not included in the Capacity Reserve fee calculation.
- (5) Assets built between 2006 and 2015 were built to accommodate future growth
- (6) The principal on debt and repayment of the Temporary Infrastructure Charge is subtracted here, as it is accounted for separately. See exhibit 7.

DSRSD  
Capacity Reserve Fees Study  
Credit for Buy-in Component  
Exhibit 7

Component	DERWA Debt	WateReuse Debt	Payments	Ratepayer Loan (1)	Net Credit (2)	% of Total Debt
Source	\$4,752,803	\$0	(\$310,231)	\$998,789	\$5,441,361	10.9%
Pumping	15,721,038	0	(1,026,164)	998,789	15,693,663	31.5%
Storage	7,218,685	8,112,521	(2,674,911)	998,789	13,655,084	27.4%
Trans/Dist	9,095,930	7,912,479	(2,983,144)	998,789	15,024,054	30.2%
	<u>\$36,788,456</u>	<u>\$16,025,000</u>	<u>(\$6,994,450)</u>	<u>\$3,995,154</u>		
					<b>Total Credit to Buy-in Component</b>	<b>\$49,814,160</b>

**Notes:**

- (1) The ratepayer loan was paid by rate payers as the Temporary Infrastructure Charge (TIC) to pay for capital expansion projects when no revenue was available from connection fees. It is included in the Debt Component to reimburse the rate payers. As a result, the equivalent amount has been deducted from the system components to avoid double counting. The Ratepayer Loan was split equally among the system components.
- (2) Credits were applied to the CRF eligible total for the Buy-in CRF for each component to avoid double counting the principal.

DSRSD  
Capacity Reserve Fees Study  
Debt Service Component  
Exhibit 8

	Principal	Interest	Total Debt	DUEs (1)	\$ / DUE	Basis
<b>2011 Revenue Bond (2)</b>						
WateReuse Loan	\$11,617,553	\$14,694,242	\$26,311,795	26,576	\$990.07	Net add'l DUEs 2003-2035
DERWA Commercial Paper	24,002,447	29,938,961	53,941,408	17,979	3,000.29	Net add'l DUEs 2006-2035
	-----	-----	-----		-----	
	\$35,620,000	\$44,633,203	\$80,253,203		<b>\$3,990.36</b>	
<b>DERWA State Loan (3)</b>	<b>\$7,656,531</b>	<b>\$1,134,794</b>	<b>\$8,791,325</b>	17,979	\$488.99	Net add'l DUEs 2006-2035
<b>Ratepayer Loan (4)</b>	<b>\$3,995,154</b>	<b>\$0</b>	<b>\$3,995,154</b>	11,186	\$357.17	Net Future DUEs 2015 - 2035
<b>WateReuse Loan</b>	<b>\$3,635,000</b>	<b>\$3,468,875</b>	<b>\$7,103,875</b>	26,576	\$267.31	Net add'l DUEs 2003-2035
<b>Total Debt</b>	<b>\$50,906,685</b>	<b>\$49,236,872</b>	<b>\$100,143,557</b>		<b>\$5,103.82</b>	
<b>Less: Working Capital (5)</b>			<b>(\$11,502,595)</b>	11,186	<b>(\$1,028.33)</b>	Net Future DUEs 2015 - 2035
	-----	-----	-----		-----	
	\$50,906,685	\$49,236,872	<b>\$88,640,962</b>		<b>\$4,075.49</b>	

Notes:

- (1) See Exhibit 1 for details
- (2) Includes payments for FY 2016 - FY 2035; FY 2015 CAFR pg. 41
- (3) Includes District's share (52.4%) of payments for FY 2016 - FY 2026; FY 2015 CAFR pg. 41
- (4) Balance as of FYE 2015; email from Karen Vaden on 12.15.15
- (5) Balance as of June 30, 2014, provided by District in email 3.22.16

DSRSD  
 Capacity Reserve Fees Study  
 Allowable Water Distribution Capacity Reserve Fees  
 Exhibit 9a

Component (1)	CRF Calculation Results (\$/DUE)
Source	\$3,379.93
Pump Stations	1,408.04
Reservoirs	1,914.32
Transmission & Distribution	1,985.04
Debt Service	4,075.49
	-----
<b>Total</b>	<b>\$12,762.82</b>
<b>Net Water Distribution Capacity Reserve Fee [Rounded]</b>	<b>\$12,763</b>
<b>Current Water Distribution Capacity Reserve Fee</b>	<b>\$12,407</b>
<b>Difference</b>	<b>\$356</b>

Water Distribution Capacity Reserve Fees		
Meter Size	Weighting Factor (2)	CRF (\$/DUE)
5/8"	1.00	\$12,763
3/4"	1.50	19,145
1"	2.50	31,908
1 -1/2" (Displacement)	5.00	63,815
1 -1/2" (OMNI C2)	16.00	204,208
1 -1/2" (OMNI T2)	16.00	204,208
2" (Displacement)	8.00	102,104
2" (OMNI C2)	16.00	204,208
2" (OMNI T2)	20.00	255,260

**Notes:**

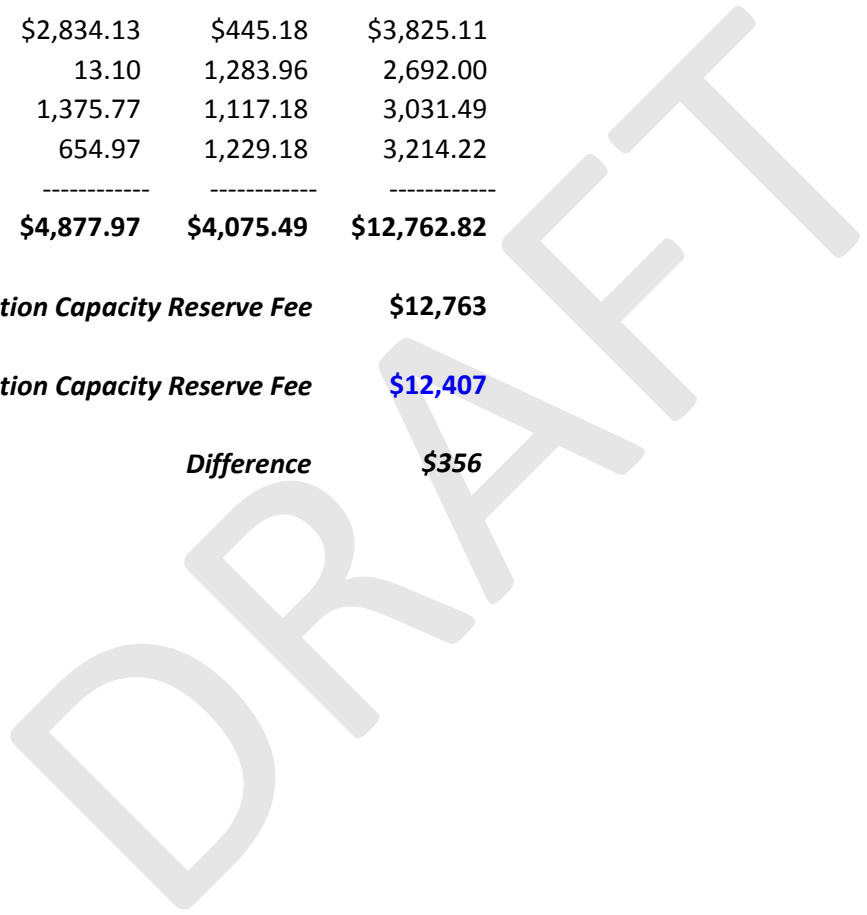
**DSRSD**  
**Capacity Reserve Fees Study**  
**Allowable Water Distribution Capacity Reserve Fees**  
**Exhibit 9b**

<b>Component</b>	<b>Buy-in</b>	<b>Expansion</b>	<b>Debt Service</b>	<b>Total (\$/DUE)</b>
Source	\$545.81	\$2,834.13	\$445.18	\$3,825.11
Pump Stations	1,394.94	13.10	1,283.96	2,692.00
Reservoirs	538.54	1,375.77	1,117.18	3,031.49
Transmission & Distribution	1,330.07	654.97	1,229.18	3,214.22
<b>Total</b>	<b>\$3,809.36</b>	<b>\$4,877.97</b>	<b>\$4,075.49</b>	<b>\$12,762.82</b>

**Net Water Distribution Capacity Reserve Fee**      **\$12,763**

**Current Water Distribution Capacity Reserve Fee**      **\$12,407**

**Difference**      **\$356**



The background of the slide is a light blue gradient with several realistic water droplets and bubbles of various sizes scattered across it. The main title is centered in a large, bold, black font.

# **2016 WATER CAPACITY FEE**

**BASED ON UPDATES TO POTABLE AND RECYCLED  
WATER MASTER PLANS**



# PREVIOUS FEE

- LAST STUDY WAS COMPLETED IN MAY 2011 AND ADOPTED JUNE 7, 2011
- THE FEE INCREASED IN STEPS
- THE FINAL STEP WAS **\$11,802**
- TO ACCOUNT FOR INFLATION, ENR INCREASES HAVE BEEN APPLIED TO THIS FEE ANNUALLY SINCE 2012

# CURRENT FEE

- THE FEE AS OF JULY 1, 2015 IS **\$12,407**
- ENR INFLATION INDEX HAS INCREASED THE RATE 5.1% SINCE 2012
- ENR INFLATION INDEX HAS INCREASED 3.4% SINCE 2015

# 2016 UPDATE

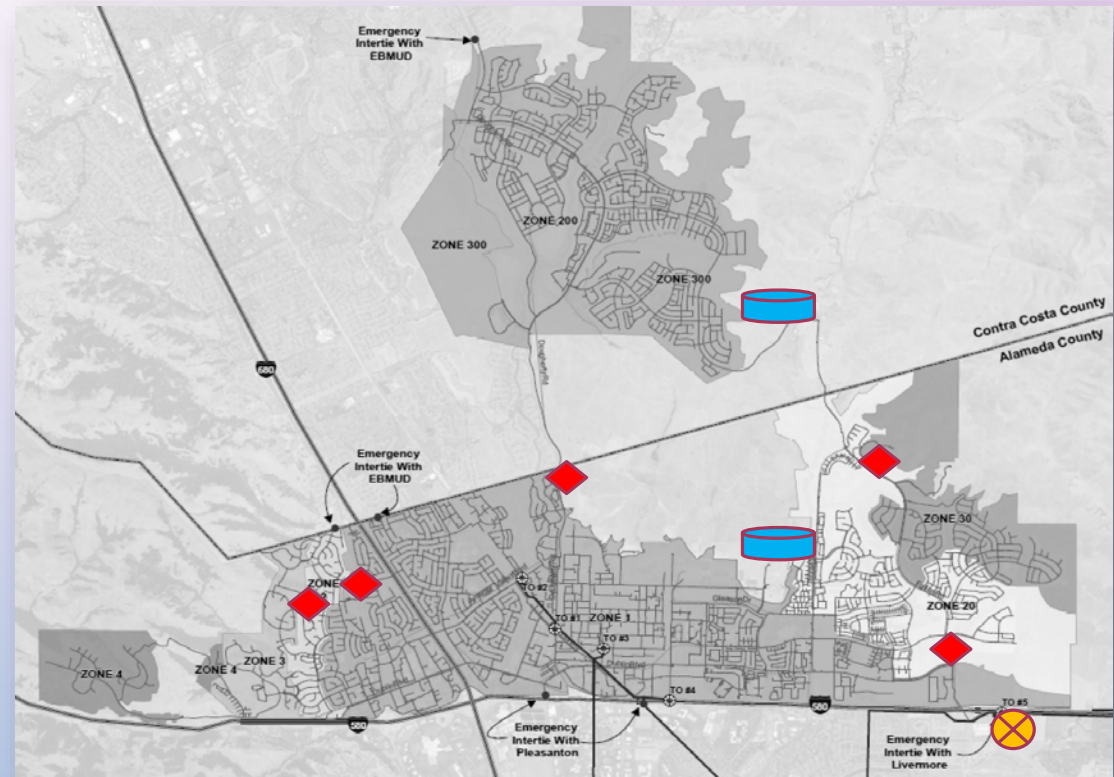
WATER MASTER PLAN HAS BEEN UPDATED:

- WEST YOST ASSOCIATES FOR POTABLE WATER
- CAROLLO ENGINEERS FOR RECYCLED WATER

THE MASTER PLAN PROVIDES AN UPDATE OF THE ASSETS  
REQUIRED TO SERVE FUTURE CUSTOMERS

# RECOMMENDATIONS FOR FUTURE WATER SYSTEM

- NEW LARGER RESERVOIR 10A (4.1 MG), REPLACE EXISTING RESERVOIR 10A
- NEW RESERVOIR 20B (1.3 MG)
- NEW TURNOUT 6 (6,000 GPM)
- \$21.58 MILLION FOR NEW POTABLE WATER FACILITIES
- INCLUDES \$10 MILLION FOR ALTERNATIVE WATER SUPPLY
- ELIMINATES \$12.9 MILLION OF PROJECTS



# 2016 UPDATE

## KEY FINDINGS THAT IMPACT THE CAPACITY FEE UPDATE:

- COST OF NEW PROJECTS
  - 02/29/16 PROJECT REVIEW WITH FINANCE AND PERSONNEL COMMITTEE
- PROJECTED DWELLING UNITS TO BE DEVELOPED

BOTH OF THESE ESTIMATES ARE BASED ON BUILD OUT TO THE CURRENT GENERAL PLAN OF DUBLIN AND SAN RAMON

# 2016 UPDATE

PROJECTED CAPITAL COSTS

\$ 48.66 MILLION

2016 PROJECTS

\$ 5.9 MILLION

## DEBT OUTSTANDING

- 2011 REVENUE BOND

\$ 35.62 MILLION

- DERWA STATE LOAN

\$ 7.657 MILLION

- RATE PAYER LOAN (TIC)

\$ 3.995 MILLION

- ORIGINAL WATEREUSE

\$ 3.635 MILLION



# 2016 UPDATE

## *DWELLING UNIT EQUIVALENTS(DUE)*

### TOTAL DWELLING UNIT EQUIVALENTS

• TOTAL AT BUILD OUT	42,142
• PROJECTED 2015-2035	11,495
• CREDITS PREVIOUSLY EARNED	<u>(310)</u>
• NET FUTURE DUES	11,185

# 2016 PROJECTIONS - ASSUMPTIONS

- DEBT ALLOCATION BETWEEN EXPANSION AND OPERATIONS AS AGREED WITH DEVELOPERS IN 2011 STUDY
  - RATES WILL CONTINUE TO PAY A PORTION OF THE **\$675,000** ANNUAL DEBT COSTS
- REPAYMENT OF THE TIC EVALUATED ANNUALLY IN JUNE BASED ON FUND PROJECTIONS (WATER EXPANSION FUND POLICY)
- EXPANSION PORTION OF INDIRECT POTABLE REUSE PROJECT INCLUDED
- COSTS AND DUES TO GENERAL PLAN BUILD OUT
- BUY-IN COMPONENT INCLUDED ALL FEES, PER FEE POLICY
- CREDIT FOR WORKING CAPITAL NET AGAINST DEBT CALCULATION
- INTEREST ON DEBT BEYOND BUILDOUT (2035) EXCLUDED



# PROPOSED FEE

	Expansion	Debt	Buy-in	TOTAL
2016	\$4,878.00	\$4,075.00	\$3,809.00	\$12,762.00
2015	\$3,347.00	\$5,679.00	\$3,381.00	\$12,407.00
Change	\$1,531.00	(\$1,604.00)	\$428.00	\$355.00
Percentage increase				<b>2.86%</b>

# OUTREACH

- COMMUNICATION TO DEVELOPMENT COMMUNITY MAY 5<sup>TH</sup>
- MEETING WITH DEVELOPMENT COMMUNITY MAY 12<sup>TH</sup>
- TONIGHT'S BOARD PRESENTATION OF PROPOSED FEE
- PRESENTATION TO DUBLIN CITY COUNCIL TONIGHT
- FINAL REPORT DEVELOPED
- CODE CHANGE (TWO READINGS JUNE 7<sup>TH</sup> AND 21<sup>ST</sup>)
- JUNE 21, 2016 FEE ADOPTION AND IMPLEMENTATION

# QUESTIONS

?

May 5, 2016

*Via E-mail*

Dear Customer:

Our proposed 2016 Water Capacity Reserve Fee Report is now available for your review. The draft report can be found on our web site at <https://www.drsrd.com/open-gov/library/financial-information>. Consultant West Yost assisted in the development of the related Water Master Plan and the estimated project costs; HDR developed and coordinated the 2016 Water Capacity Reserve Fee Report. The 2016 Water Master Plan was adopted by the DSRSD Board at its April 19 Regular Board Meeting.

Based on the preliminary estimates the revised water capacity fee would increase to \$12,763 per 5/8 inch equivalent meter from the current rate of \$12,407. The change represents an increase of \$356 per single family home or 2.87%. The preliminary study will be presented to the Board of Directors on May 17, 2016 at the regular meeting commencing at 6:00 p.m. Your comments are welcome at that time.

Staff will be available at a preliminary meeting for any detail questions or concerns between 2:00 p.m. and 3:00 p.m. on Thursday, May 12, 2016. Please check in at the front desk at the District Office, 7051 Dublin Boulevard, and they will direct you to the conference room.

If you have any other concerns please contact me at [archer@drsrd.com](mailto:archer@drsrd.com) or 925-875-2271. For project related questions or comments, please contact Rhodora Biagtan at [biagtan@drsrd.com](mailto:biagtan@drsrd.com) or 925-875-2255.

Sincerely,



JOHN J. ARCHER  
Administrative Services Manager

JA/RB/ST

cc: Dan McIntyre  
Rhodora Biagtan  
Karen Vaden  
Ryan Pendergraft  
Bonifacio Duenas



Reference General Manager	Type of Action Make Finding by Motion	Board Meeting of May 17, 2016
Subject Find that the Need for a 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	D. McIntyre
		<input type="checkbox"/> Board Member

**Recommendation:**

Staff recommends the Board of Directors, by Motion, find that there still exists a need for continuing the Community Drought Emergency.

**Summary:**

On November 13, 2015 Governor Brown issued Executive Order EO B-36-15 directing the State Water Resources Control Board to extend the Drought emergency through October of 2016. In spite of significant January rain, on February 2, 2016 the State Water Resources Control Board affirmed its extension of the emergency declaration. Moreover, on April 20, 2016 the Zone 7 Board considered the Zone 7 2016 Review of Sustainable Water Supply Report, and noted that Zone 7 would be able to meet full 2016 water demands.

Dublin San Ramon Services District remains under a State mandate to conserve at least 12% compared to a 2013 baseline year. The customers of the District continue to easily exceed that target. A Summary Monthly Report on Water Supply is attached for general information.

The State Water Resources Control Board is scheduled to review the status of the drought emergency on May 18, 2016. However, the State declared an emergency and resulting regulations remain in place. Based on State directives on the drought emergency, staff recommends that the Board find that there still exists a need for continuing the Community Drought Emergency.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR D. McIntyre	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. Monthly Report on Water Supply				



## DSRSD - Monthly Report on Water Supply

Reporting Month: April 2016

State Drought Regulations				DSRSD Compliance to State Regulations				Long Term Water Supply Factors at this stage of Water Year (May 9, 2016)	
<b>Executive Order B-29-15 &amp; B-36-15</b>				<b>CA Drought Management Measures</b>				DWR - SWP Allocation Available	
DSRSD Potable Reduction, %				Drought Stage      Stage 1				60%	
<b>Jan-16</b>	<b>Feb-16</b>	<b>Mar-16</b>	<b>Apr-16</b>	Days per week irrig	0			Monthly Precipitation, % of Seasonal Avg to Date	120%
9.7%	14.7%	27.7%	36.2%	No. Complaints	0			Northern Sierra Snowpack, % of Average	72%
Required State Potable Reduction, %				No. Follow-Ups	0			Lake Oroville Storage, % of Hist. Avg.	117%
25%	25%	25%	25%	No. Warnings	0			<b>Zone 7 Potable Supply Situation =</b>	<b>100%</b>
<b>SBx7-7 (20% by 2020)</b>				No. Penalties	0			"Zone 7 is prepared to meet all projected 2016 demands."	
Required gpcd				<b>DWR Defined % Reduction</b>				Preliminary Approval of 2016 Treated Water Request 2-19-16	
<b>Baseline</b>	<b>2015</b>	<b>2020</b>		DWR Target, % per yr.	12.0%				
204	183	163		% Reduced vs 2013	37.0%				
DSRSD gpcd				YTD % Reduction					
<b>Jan-16</b>	<b>Feb-16</b>	<b>Mar-16</b>	<b>Apr-16</b>	<b>Jan-16</b>	<b>Feb-16</b>	<b>Mar-16</b>	<b>Apr-16</b>		
68.0	69.3	70.7	73.2	9.7%	12.2%	18.4%	23.9%		





Reference General Manager	Type of Action Public Hearing/Provide Direction	Board Meeting of May 17, 2016
Subject Hold Public Hearing for the Dublin San Ramon Services District Draft 2015 Urban Water Management Plan		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input checked="" type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input checked="" type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	D. McIntyre
		<input type="checkbox"/> Board Member

**Recommendation:**

Staff recommends the Board of Directors receive a short presentation, receive public comments during the Public Hearing, provide direction regarding any desired revisions, and consider adoption of the completed 2015 Urban Water Management Plan for a subsequent Board meeting after the close of the public comment period.

**Summary:**

The District’s 2015 Urban Water Management Plan (UWMP) was prepared in accordance with *Strategic Plan 2.01: Increase water supply reliability by diversifying the supply portfolio in conformance with a Board-adopted policy derived from the Long-Term Water Supply Master Plan*. The UWMP was prepared in conformance with the Urban Water Management Planning Act (Act) and associated other water conservation legislation. The contents of the report and public outreach are prescribed by the Act. This plan is required to be submitted to the California Department of Water Resources (DWR) so that the District may qualify for State funding opportunities. The UWMP is due to DWR by July 1, 2016.

The District’s UWMP was prepared by West Yost Associates under staff direction. In the UWMP, the District’s water supply source and reliability are discussed, along with the District’s efforts for water conservation. It includes an updated Water Shortage Contingency Plan, which must be adopted by the Board along with the UWMP. Key details of the UWMP are discussed in the attached staff report.

Currently, the draft 2015 UWMP is out for public review. The public review process is from May 3 to May 17, 2016, during which a public hearing must be scheduled with the District’s Board of Directors. The UWMP was distributed to libraries within the District’s service area and posted on the District’s web site. Stakeholders, including the Cities of Dublin, San Ramon, Pleasanton, and Livermore, East Bay Municipal Utility District, and Zone 7 Water Agency, were invited to review the UWMP. A notice of public hearing and adoption was posted in the Valley Times on May 3 and May 9, 2016. The public hearing provides the opportunity for public comment on the draft 2015 UWMP. Public comments on the draft need to be reviewed by the District, and at the discretion of the District may or may not be incorporated into the final 2015 UWMP. The final UWMP is expected to be presented to the Board for adoption at its June 7, 2016 Board meeting.

The draft 2015 Urban Water Management Plan is available for public review and comment on the District’s website at: <https://www.dsrds.com/Home/Components/News/News/239/405?backlist=%2fhome>.

Committee Review			Legal Review	Staff Review		
COMMITTEE Water Resources	DATE 4/18/2016	RECOMMENDATION ---	Yes	ORIGINATOR R. Biagtan	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. 2. 3.				

# STAFF REPORT



District Board of Directors  
May 17, 2016

## Public Hearing for the District Draft 2015 Urban Water Management Plan

### BACKGROUND

The District's 2015 Urban Water Management Plan (UWMP) was prepared in accordance with *Strategic Plan 2.01: Increase water supply reliability by diversifying the supply portfolio in conformance with a Board-adopted policy derived from the Long-Term Water Supply Master Plan*. The UWMP was prepared in conformance with the Urban Water Management Planning Act (Act), and associated water conservation legislation. The UWMP was also prepared as a foundational document for analysis associated with Senate Bill (SB) 610 Water Supply Assessments and SB 221 Written Verifications of Water Supply.

All California urban water suppliers serving more than 3,000 customers are required to prepare an UWMP in accordance with the Act passed by the California Legislature in 1983. The UWMP is updated once every five years and submitted to the California Department of Water Resources (DWR). The Act requires that the District prepare a Water Shortage Contingency Plan within the UWMP. The Water Conservation Act of 2009 (SB x7-7) requires that urban water suppliers determine and report their 2020 compliance daily per capita water use target. SB x7-7 requires that the District adopt a DWR-approved method for determining its water use targets. Completion of the UWMP is required so that the District may qualify for State funding opportunities.

### DISCUSSION

The District's draft 2015 UWMP was prepared by West Yost Associates under staff direction. The UWMP is a water supply planning document, which identifies the District's total water supplies and total water demands to ensure adequate water supply to meet existing and future demands. It also includes a report on the District's progress with water conservation efforts so that it may achieve water conservation targets. The UWMP will be used as a foundational document for SB 610 Water Supply Assessments and SB 221 Written Verifications of Water Supply analyses. These analyses are required for development projects that present increased water demands equivalent to 500 residential units, or 10% of increased water demands. The analyses must be considered by the cities or counties of landuse entitlement jurisdiction prior to approving these types of projects.

Currently, the draft 2015 UWMP is out for public review. The public review process will be from May 3 to May 17, 2016. The public hearing provides the opportunity for public comment on the draft 2015 UWMP. Public comments on the draft need to be reviewed by the District, and at the discretion of the District may or may not be incorporated into the final 2015 UWMP.

The final 2015 UWMP is tentatively scheduled to be presented to the Board at its June 7, 2016 regular meeting for adoption. After adoption, the final UWMP will be presented to DWR for completion determination. The UWMP is due to DWR on July 1, 2016.

### Water Supply Reliability

The District's water supply source and reliability are discussed in the UWMP. To determine water supply reliability, the District must identify current water demands and project water demands to 2040. Since the adoption of the 2010 UWMP, additional development plans have been completed for eastern Dublin, western Dublin, Dougherty Valley in Contra Costa County, and the Parks Reserve Forces Training Area. The cities and counties that the District serve have adopted amendments to their general plans and specific plans. The District has also actively implemented water conservation programs and extended its recycled water distribution system. Concerted efforts in water conservation and expansion of the recycled water distribution system have resulted in a reduction of 1,724 acre-feet per year (afy) of ultimate potable water demand. Water demands from the years 2014 and



2015 were excluded in the projection analysis as these years do not present normal water demands. The projected ultimate potable water demand is down to 15,840 afy. Recycled water augments 21% of the ultimate total water demand of 20,043 afy in the District's service area.

The District's water supply sources were reviewed in the UWMP using the Zone 7 Water Agency (Zone 7) 2015 UWMP as its foundation. Zone 7 is the District's sole potable water supplier and currently imports approximately 80% of its water supply from the State Water Project. The District's 2015 UWMP shows that the District will receive all of its potable water supply from Zone 7 to buildout. In both the District's and Zone 7's UWMP, water supply reliability assessment is conducted for normal years, single-dry year, and multiple dry years in five year increments, from 2020 to 2040. Using the results of Zone 7's water supply reliability assessment, the District's UWMP water supply reliability assessment indicates that it will meet its projected water demands in those cases.

In its 2015 UWMP, Zone 7 recognizes the reduced reliability of the State Water Project and shows that they are working on alternative water supplies, which include desalination and potable reuse. Under the District's *Water Supply, Storage, Conveyance, Quality and Conservation Policy*, the District will continue to collaborate with Zone 7 and other Tri-Valley cities and regional water agencies to develop alternative water supplies and improve local control. How alternative water supplies address the long-term water supply for the Tri-Valley will be better understood after completion of the pending Tri-Valley Joint Potable Reuse Feasibility Study, and other alternative water feasibility studies. The results of these feasibility studies will be reflected more comprehensively in the 2020 Urban Water Management Plan.

### **Water Conservation**

In the UWMP, the District must report progress on demand management measures (DMM) prescribed by Assembly Bill 1420. These DMMs are under the District's water conservation program and include water waste prevention, metering conservation pricing, public outreach and water loss assessment. The District has made significant progress in implementing these programs. Furthermore, the District has implemented other programs, including enhanced rebate programs, water conservation fixture distribution, and recycled water expansion to permanently reduce ultimate water demands.

A major indicator of the District's success in water conservation is its success in exceeding the requirements of SB x7-7. SB x7-7 sets a goal of achieving a 20% statewide reduction in urban per-capita water demand. The District is required to adopt a baseline calculation method, set a baseline, 2015 "interim" target, and 2020 target of gallons per capita per day (gpcd) demand. The District's progress must be reported in the UWMP.

In 2010, the Board adopted a method of calculation using water demands from 1996 to 2005 as a baseline for water calculating targets. The targets were recalculated in the 2015 UWMP using updated population census information. As illustrated in Attachment 1 (Figure 5-1 of the UWMP), the District far exceeds its 190 gpcd 2015 "interim" target with a 2015 water demand of 81 gpcd. The 2020 compliance water demand target was recalculated to 169 gpcd. Using projected population and water demands, the projected per capita water use from 2020 is 133 gpcd. The District has achieved its 2020 target long before it needed to do so.

### **Water Shortage Contingency Plan**

The Act requires that the UWMP include a Water Shortage Contingency Plan that must also be adopted by the District. The UWMP includes a Water Shortage Contingency Plan that differs from previously approved plans. The Water Shortage Contingency Plan incorporates lessons from the recent past drought years. Staff collaborated with other Tri-Valley water service providers to ensure that messaging is consistent throughout the region. The water shortage stages will be substantially uniform throughout the region. The stages of water shortage are shown in Table 1 below.

**Table 1. Stages of Water Shortage**

<b>Stage</b>	<b>Percent Supply Reduction</b>	<b>Water Supply Condition</b>
1	Up to 20%	Minimal Reduction
2	Up to 20%	Moderate Reduction
3	Up to 35%	Severe Reduction
4	Up to 50%	Critical Reduction

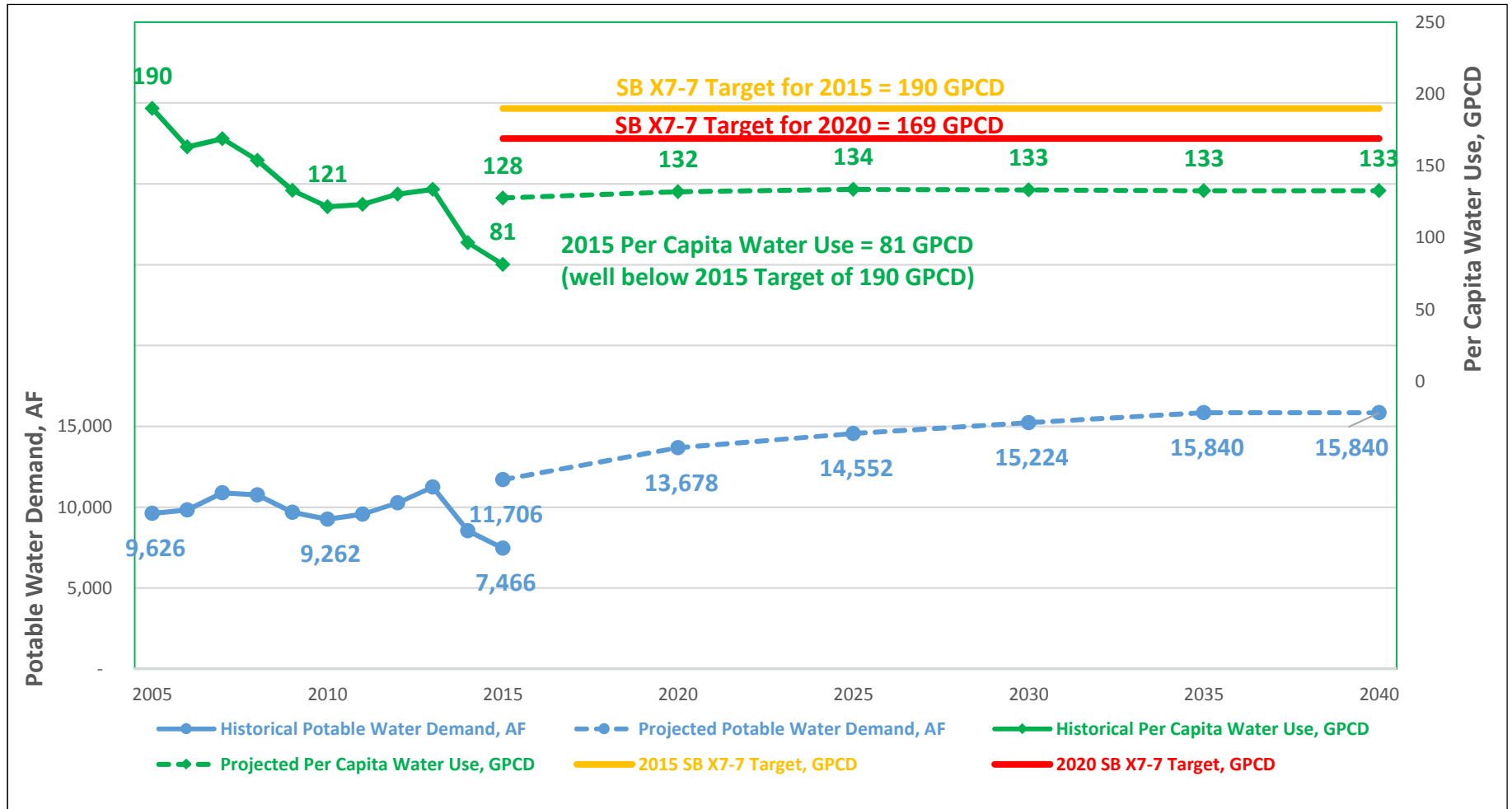
Recognizing that each agency's tools for achieving water use reduction differ, the group developed a list of consumption reduction measures that the agencies can implement based on water use reduction to be achieved. The District used a substantial number of these measures in the past two years of drought.

**CONCLUSION AND RECOMMENDATION**

The UWMP shows that the District continues to achieve substantial water conservation and has a path to improve water supply reliability. The District will be able to meet current and future water demands in normal year, single-dry year, and multiple-dry years.

Staff recommends that the Board receive a presentation on the main points of the UWMP and open the public hearing.

Attachment: Historical and Projected Water use and Targets



**Figure 5-1**  
**DSRSD Historical and Projected**  
**Per Capita Water use and SB X7-7**  
**Targets**

Dublin San Ramon Services District  
 2015 Urban Water Management Plan



Reference General Manager	Type of Action Authorize Purchase Order	Board Meeting of May 17, 2016
Subject Approve the Sole Source Purchase and Authorize the General Manager to Execute a Purchase Order with Kruger, Inc., for Actiflo Turbo Equipment for the DERWA Recycled Water Treatment Facility (RWTF) Improvements Phase 2 (CIP 16-R014)		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	D. McIntyre
		<input type="checkbox"/> Board Member

**Recommendation:**

Staff recommends the Board of Directors approve, by Resolution, the sole source purchase and authorize the General Manager to execute a purchase order with Kruger, Inc., for the Actiflo Turbo (ballasted flocculation) equipment for the DERWA Recycled Water Treatment Facility (RWTF) Improvements Phase 2 project (CIP 16-R014) in an amount not to exceed \$3,026,684.

**Summary:**

The DERWA members and the City of Pleasanton are expanding their recycled water distribution systems and will exceed the available recycled treatment capacity within two years. To address the treatment capacity shortfall, DERWA completed a draft Recycled Water Treatment Facilities (RWTF) Plan which presented alternatives and estimated costs for expanding the DERWA RWTF and Pump Station R1 (PSR1). The preferred alternative includes adding a flocculating clarifier and additional tertiary influent pumps, ultraviolet disinfection, and additional PSR1 pumps.

To ensure that the RWTF is constructed in time to meet the projected demand, the District, on behalf of DERWA and Pleasanton, will purchase ballasted flocculation equipment for the project. Kruger, Inc., is the only manufacturer with existing, proven ballasted flocculation installations in the U.S. Furthermore, Kruger is the sole provider and patent holder for the Actiflo Turbo and High Concentration Solids (HCS) system. DERWA stakeholders received input and recommendations from Delta Diablo staff, who have operated and maintained the Kruger Actiflo Classic system for more than ten years. The Kruger system was determined to result in the best product for DERWA with the least risk to future operations and maintenance. A separate construction contract will be awarded in late 2016 to install the Actiflo equipment after design of the RWTF is complete.

Staff requests the Board approve the sole source purchase with Kruger, Inc., for the patented Actiflo Turbo (\$2,389,399 with the additive bid items for a High Concentration Solids (HCS) system (\$84,100), stainless steel plate settlers (\$553,185), and sand recirculation pumps sized for ultimate flows (\$0), for a total of \$3,026,684.

The project cost share is estimated to be 49% by the District, 35% by EBMUD, and 16% by the City of Pleasanton. The project total cost is expected to be \$19.0 million; the District's net cost is expected to be \$9.6 million.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR R. Mutobe	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 type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$3,026,684	<input checked="" type="checkbox"/> Funding Source A. Water Expansion (Fund 620) B.		Attachments to S&R 1. Kruger, Inc., Proposal Form dated May 2, 2016 2. 3.			

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING A SOLE SOURCE PURCHASE AND AUTHORIZING EXECUTION OF A PURCHASE ORDER WITH KRUGER, INC., FOR PROCUREMENT OF BALLASTED FLOCCULATION EQUIPMENT FOR THE DERWA RECYCLED WATER TREATMENT FACILITY PHASE 2 IMPROVEMENTS (CIP 16-R014)

---

WHEREAS, the DERWA members and the City of Pleasanton are expanding their recycled water distribution systems and will exceed available recycled water treatment capacity within two years; and

WHEREAS, DERWA completed a draft Recycled Water Treatment Facilities (RWTF) Plan which presented alternatives and estimated costs for expanding the DERWA RWTF and Pump Station R1 (PSR1); and the preferred alternative includes adding a flocculating clarifier and additional tertiary influent pumps, ultraviolet disinfection and additional PSR1 pumps; and

WHEREAS, to ensure that the RWTF is constructed in time to meet the projected demand, the DERWA members and City of Pleasanton recommended that the District enter a sole source procurement with Kruger, Inc., based on their proposal dated May 2, 2016, since they are the only manufacturer with existing, proven ballasted flocculation equipment installations in the U.S.; and

WHEREAS, after receiving input and recommendations from other agencies and performing additional testing and review of previous pilot tests, the District with its consulting Engineers, determined that the Actiflo will provide better operational reliability to produce Title 22-compliant recycled water for a large variation in influent water quality than the addition of traditional sand filters and other tertiary treatment facilities; hence the Kruger Actiflo system was determined to result in the best product for DERWA with the least risk to future operations and maintenance; and

WHEREAS, Kruger, Inc., a subsidiary of Veolia Water Technologies, is the sole provider

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

and patent holder for the Actiflo Turbo and High Concentration Solids (HCS) system.

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

The sole source purchase from Kruger, Inc., for the ballasted flocculation equipment for the DERWA Recycled Water Treatment Facility Phase 2 Improvements (CIP 16-R014) based on proposal dated May 2, 2016, a copy of which is on file in the District records, is hereby approved and the General Manager is hereby authorized to execute a purchase order with Kruger, Inc., in an amount not to exceed \$3,026,684.

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 17th day of May 2016, and passed by the following vote:

AYES:

NOES:

ABSENT:

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

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



Attachment 1 to S&R  
(Proposal Form portion only;  
complete proposal is on file in the  
District records and available upon  
request)

**Dublin San Ramon Services District  
DERWA Recycled Water Facility PHASE 2, CIP 16-R014  
Pleasanton, CA**

**I. Kruger Inc.  
ACTIFLO®**

Kruger Project No. 5700105511

**Date of Submission:**  
May 2, 2016

## PROPOSAL FORM

Goods and Special Services: Ballasted Flocculation Equipment  
for the  
DERWA Recycled Water Facility - Phase 2  
CIP 16-R014

### TABLE OF ARTICLES

<u>Article</u>	<u>Article No.</u>
Proposal Recipient	1
Proposer's Acknowledgments	2
Proposer's Representations	3
Basis of Proposal	4
Economic Price Adjustment for Goods	5
Time of Completion	6
Attachments to this Proposal	7
Defined Terms	8
Proposal Submittal	9



**ARTICLE 1 - PROPOSAL RECIPIENT**

1.01 This Proposal is submitted to:

Robyn Mutobe, P.E., Associate Civil Engineer, Dublin San Ramon Services District, at the Issuing Office (Hand Delivery, US Postal Service or Commercial Delivery Courier Service)

1.02 The undersigned prospective Proposer proposes and agrees, if prospective Proposer is selected and this selection is accepted, to enter into an Agreement with Buyer in the form included in the Solicitation Documents to furnish the Goods and Special Services as specified or indicated in the Solicitation Documents for the prices and within the times indicated in this Proposal and in accordance with the other terms and conditions of the Solicitation Documents. \*\*

**ARTICLE 2 - PROPOSER’S ACKNOWLEDGMENTS**

2.01 Proposer accepts all of the terms and conditions of the Proposal Documents. The Proposal will remain subject to acceptance for 90 days, or for such longer period of time that Proposer may agree to in writing upon request of Buyer. \*\*

2.02 Proposer accepts the provisions of the Agreement as to liquidated damages in the event of its failure to furnish the Goods and Special Services in accordance with the schedule set forth in the Agreement. \*\*

2.03 Proposer accepts the provisions of the Agreement as to the assignment of the Contract for furnishing Goods and Special Services.

**ARTICLE 3 - PROPOSER’S REPRESENTATIONS**

3.01 In submitting this Proposal, Proposer represents, as set forth in the Agreement, that:

A. Proposer has examined and carefully studied the Solicitation Documents, the other related data identified in the Solicitation Documents, and the following Addenda, receipt of all of which is hereby acknowledged.

<u>Addendum No</u>	<u>Addendum Date</u>
<u>1</u>	<u>April 11, 2016</u>
<u>2</u>	<u>April 18, 2016</u>
<u>3</u>	<u>April 28, 2016</u>

B. If specified, or if in Proposer’s judgment, any local condition may affect cost, progress, or the furnishing of Goods and Special Services, Proposer (or its authorized representative) has visited the Point of Destination and become familiar with and is satisfied as to the local conditions that may affect cost, progress, or the furnishing of Goods and Special Services. \*\*

\*\*As detailed in Kruger’s Bid Submittal dated May 2, 2016, including Comments, Clarifications and Exceptions.

- C. Proposer is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and the furnishing of Goods and Special Services.
- D. Proposer has carefully studied and correlated the information known to Proposer, and information and observations obtained from Proposer's visits, if any, to the Point of Destination with the Solicitation Documents.
- E. Proposer has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in the Solicitation Documents, and the written resolution thereof by Engineer is acceptable to Proposer. For the purposes of this Proposal request, the term "Engineer" shall be addressed to the Buyer and Buyer will collaborate with Engineer on resolving questions posed by Proposer.
- F. The Solicitation Documents are generally sufficient to indicate and convey understanding of all terms and conditions for furnishing the Goods and Special Services for which this Proposal is submitted. \*\*
- G. Proposer further represents that this Proposal is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal; Proposer has not solicited or induced any individual or entity to refrain from proposing; and Proposer has not sought by collusion to obtain for itself any advantage over any other proposer or over Buyer.

#### **ARTICLE 4 - BASIS OF PROPOSAL**

- 4.01 Proposer does hereby propose to furnish all Goods and Special Services specified herein, complete for the project entitled Goods and Special Services: Ballasted Flocculation Equipment for the DERWA Recycled Water Facility - Phase 2, CIP 16-014, for the total lump sum amount set forth in the following Proposal Schedule.

\*\*As detailed in Kruger's Bid Submittal dated May 2, 2016, including Comments, Clarifications and Exceptions.

## PROPOSAL SCHEDULE

### Proposal Items:

1. All Goods and Special Services for the **Base Bid** in accordance with the Solicitation Documents:  
  
Total Lump Sum Amount (in figures)  
  
\$ 2,531,757\*\*
  
2. All Goods and Special Services for **Additive/Deductive Bid Item No. 1** in accordance with Section PB462512 - Ballasted Flocculation, Paragraph 2.16:  
  
Total Lump Sum Amount (in figures)  
  
\$ 2,389,399\*\*
  
3. All Goods and Special Services for **Additive/Deductive Bid Item No. 2** in accordance with Section PB462512 - Ballasted Flocculation, Paragraph 2.17:  
  
Total Lump Sum Amount (in figures)  
  
\$ 84,100\*\*
  
4. All Goods and Special Services for **Additive/Deductive Bid Item No. 3** in accordance with Section PB462512 - Ballasted Flocculation, Paragraph 2.18:  
  
Total Lump Sum Amount (in figures)  
  
\$ 553,185\*\*
  
5. All Goods and Special Services for **Additive/Deductive Bid Item No. 4** in accordance with Section PB462512 - Ballasted Flocculation, Paragraph 2.19:  
  
Total Lump Sum Amount (in figures)  
  
\$ 0\*\*

### ARTICLE 5 – ECONOMIC PRICE ADJUSTMENT FOR GOODS

- 5.01 None. Proposals shall consider and include all economic factors and timeframes identified in the Agreement. All risk of materials and equipment price fluctuation is borne by Proposer.

### ARTICLE 6 - TIME OF COMPLETION

- 6.01 Proposer agrees that the furnishing of Goods and Special Services will conform to the schedule set forth in Article 5 of the Agreement.

\*\*As detailed in Kruger's Bid Submittal dated May 2, 2016, including Comments, Clarifications and Exceptions.

**ARTICLE 7 - ATTACHMENTS TO THIS PROPOSAL**

- 7.01 The following documents are attached to and made a condition of this Proposal:
  - A. Required Proposal Security in the form of a certified check, bank check, or Proposal Bond;
  - B. Information and submittals as required in Section PB000310 – Ballasted Flocculation Equipment – Required Information Submittal Form; and,
  - C. Respondent’s Non-Collusion Affidavit.

**ARTICLE 8 - DEFINED TERMS**

8.01 The terms used in this Proposal Form have the meanings indicated in the Standard General Conditions and the Supplementary Conditions. The significance of terms with initial capital letters is described in the Standard General Conditions. \*\*

**ARTICLE 9 - PROPOSAL SUBMITTAL**

9.01 This Proposal submitted by:

If Proposer is:  
**An Individual**

Name (typed or printed): \_\_\_\_\_

By: \_\_\_\_\_  
*(Individual’s signature)*

Doing business as: \_\_\_\_\_

Business address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

**A Partnership**

Partnership Name: \_\_\_\_\_

By: \_\_\_\_\_  
*(Signature of general partner -- attach evidence of authority to sign)*

Name (typed or printed): \_\_\_\_\_

Business address: \_\_\_\_\_

\*\*As detailed in Kruger's Bid Submittal dated May 2, 2016, including Comments, Clarifications and Exceptions.

Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

**A Limited Liability Company (LLC)**

LLC Name: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): \_\_\_\_\_

Business address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State in which company was formed: \_\_\_\_\_

Phone: \_\_\_\_\_ Facsimile \_\_\_\_\_

**A Corporation**

Corporation Name: I. Kruger Inc. (SEAL)

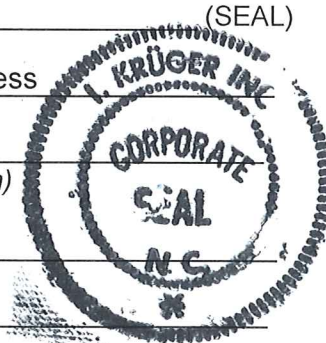
Type (General Business, Professional, Service): General Business

By: *Michael Gutshall* \*\*  
(Signature -- attach evidence of authority to sign)

Name (typed or printed): Michael Gutshall

Title: President  
(CORPORATE SEAL)

Attest *Leigh A. Joyce* Leigh Joyce, CFO  
(Signature of Corporate Secretary)



Business address: 4001 Weston Parkway, Cary, NC 27513  
\_\_\_\_\_  
\_\_\_\_\_

State of Incorporation: North Carolina

Phone: 919 677 8310 Facsimile: 919 677 0082

Date of Qualification to do business is April 7, 1993

\*\*As detailed in Kruger's Bid Submittal dated May 2, 2016, including Comments, Clarifications and Exceptions.



Reference General Manager	Type of Action Adopt Proclamation	Board Meeting of May 17, 2016
Subject Adopt Proclamation Honoring May 15-21, 2016 as National Public Works Week		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<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:**

Staff recommends the Board of Directors approve, by Motion, the attached Proclamation honoring May 15-21, 2016 as National Public Works Week.

**Summary:**

National Public Works Week (NPWW) is a celebration of the tens of thousands of men and women in North America who provide and maintain the infrastructure and services collectively known as public works.

The District has a \$44.57 million budget in infrastructure and other capital improvement projects approved in its Capital Improvement Program for Fiscal Years Ending 2016 and 2017.

Instituted as a public education campaign by the American Public Works Association (APWA) in 1960, NPWW calls attention to the importance of public works in community life. The Week seeks to enhance the prestige of the often-unsung heroes of our society – the professionals who serve the public good every day with quiet dedication.

National Public Works Week is observed each year during the third full week of May. Through National Public Works Week and other efforts, APWA seeks to raise the public’s awareness of public works issues and to increase confidence in public works employees who are dedicated to improving the quality of life for present and future generations.

This year’s National Public Works Week theme is “Public Works Always There.” The theme showcases the pervasiveness of public works. Communities depend on public works, and the men and women of the profession are always there and always ready.

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

Proclamation of



Dublin San Ramon Services District

Water, wastewater, recycled water

To Honor National Public Works Week: May 15-21, 2016

WHEREAS, our community depends on the public works professionals who are always repairing, maintaining, and innovating the systems on which our very civilization depends; and

WHEREAS, Dublin San Ramon Services District celebrates National Public Works Week with a \$44.57 million budget in infrastructure and other capital improvement projects approved in its Capital Improvement Program for Fiscal Years Ending 2016 and 2017; and

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient and effective operation of public works systems and programs such as water, recycled water, and sewers; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency and effectiveness of qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform; and

WHEREAS, this year's National Public Works Week theme is "Public Works Always There" to showcase the pervasiveness of public works and that communities depend on public works, and the men and women of the profession are always there and always ready.

NOW, THEREFORE, BE IT PROCLAIMED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the counties of Alameda and Contra Costa, that May 15-21, 2016 is National Public Works Week and Dublin San Ramon Services District calls upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

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 17th day of May 2016.

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

\_\_\_\_\_  
Richard M. Halket, Vice President

\_\_\_\_\_  
Edward R. Duarte, Director

\_\_\_\_\_  
Georgean M. Vonheeder-Leopold, Director

\_\_\_\_\_  
Madelyne A. Misheloff, Director

Attest:

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





Reference General Manager	Type of Action Review Policy	Board Meeting of May 17, 2016
Subject Affirm No Changes to District Election Dates Policy (P 100-12-1)		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation	<input type="checkbox"/> Ordinance
<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Staff	<input type="checkbox"/> Informational
REPORT:	N. Genzale	<input type="checkbox"/> Board Member

**Recommendation:**

Staff recommends the Board of Directors affirm, by Motion, that the District Election Dates policy should remain in place without revision.

**Summary:**

In accordance with Strategic Plan Initiative 3.01.04, to annually review 25% of District policies, staff recently reviewed the District Election Dates policy. Staff has determined that the current policy remains applicable and requires no proposed changes.

In 2016 the District will have four seats on the Board of Directors coming up for election. The Statewide General Election will be held on November 8, 2016. The filing period opens July 18 and will close August 12. To minimize cost and for ease of conducting the election, a recommendation will be brought forth to the Board of Directors to consolidate the election with the November 8, 2016 Statewide General Election and authorize its approval by adoption of a resolution. This item is presented in each election year and will be presented at the June 7, 2016 Board meeting.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Yes	ORIGINATOR N. Genzale	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. District Election Dates Policy (P100-12-1) 2. 3.				





# POLICY

## Dublin San Ramon Services District

<b>Policy No.:</b>	P100-12-1	<b>Board Business</b>
<b>Type of Policy:</b>		
<b>Policy Title:</b>	District Election Dates	
<b>Policy Description:</b>	Elections to be held same day as Statewide General Election	

<b>Approval Date:</b>	January 20, 1987	<b>Last Review Date:</b>	2012
<b>Approval Resolution No.:</b>	2-87	<b>Next Review Date:</b>	2016
<b>Rescinded Resolution No.:</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:

This Board does hereby require, pursuant to the provisions of California Elections Code Section 10404 that its elections of governing body members shall be held on the same day as the Statewide General Election to wit: on the first Tuesday after the first Monday of November in each even-numbered year, commencing with the year 1988.

The dates with respect to requirements for nominations, notices, canvass of votes, certification of election, and all other procedural requirements of the Elections Code for the election of governing body members of this District shall be, and hereby are ordered, consistent with corresponding dates and requirements pertaining to the Statewide General Election.

Policy is current and no changes need to be adopted by the Board of Directors.

Status Quo Chronology

Date Adopted January 20, 1987

Reviewed by

Committee External Affairs Date March 10, 2004

Committee External Affairs Date March 12, 2008

Committee External Affairs Date March 13, 2012

Committee \_\_\_\_\_ Date \_\_\_\_\_



Reference General Manager	Type of Action Approve Job Description	Board Meeting of May 17, 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	D. McIntyre
		<input type="checkbox"/> Board Member

**Recommendation:**

Staff recommends the Board of Directors approve, by Resolution, revisions to the certification, licenses, and registrations requirements section of the Operations Manager job description.

**Summary:**

On March 15, the Board approved revisions to the job description for the Operations Manager. The previous long-term incumbent has retired, and the Administrative Services Department is preparing to recruit a new Operations Manager. The recently updated job description continues the requirement for possession of a license as a California Registered Professional Engineer, or possession of a Wastewater Treatment Plant Operator Grade V certification issued by the California State Water Resources Control Board. The engineering registration authorizes the Operations Manager to design some of the improvements in the utility systems (either civil, or mechanical, or electrical), but does not authorize the Manager to give direction in the operation of the Regional Treatment Plant. Conversely, the wastewater treatment plant operator certificate authorizes the Operations Manager to give direction in the operation of the Regional Treatment Plant, but does not authorize the Manager to design improvements in the utility systems. Thus the two license/certification requirements define mutually exclusive skill sets for a prospective Operations Manager.

The requirement for one or the other of these licenses/certificates precludes other candidates in related utility disciplines from being considered for the Operations Manager position. Examples include unlicensed individuals with extensive field operations experience, or source control/environmental management experience, who even with solid utility experience, would not have one of the requisite licenses/certifications. As a result, the requirement limits the pool of candidates with strong leadership and managerial skills to only those with the required licenses/certificates.

It should be noted that the various supervisors in the Operations Department already possess the necessary licenses and certifications to legally operate all the District’s utility facilities. Requiring the Operations Manager to have one of these licenses or certificates, although desirable, is redundant. In order to assure the broadest field of fully qualified candidates for the Operations Manager position, it is recommended that the mandatory minimum license/certificate requirements be listed as desirable qualifications.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR D. McIntyre	DEPARTMENT Executive	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 CERTIFICATE, LICENSE, AND REGISTRATION REQUIREMENTS FOR THE OPERATIONS MANAGER

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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 March 15, 2016; and

WHEREAS, the Board now desires to revise and update the certificate, license and registration requirements for the Operations Manager.

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 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. Additionally, it is desirable to have one of the following certifications/licenses: EITHER: Possession of a valid certificate of registration as a Professional Engineer issued by the California State Board of Registration for Professional Engineers; OR, Possession of a valid Grade V Wastewater Treatment Plant Operator's Certificate issued by the California State Water

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

Resources Control Board; OR a valid Grade 5 Water Distribution Certificate (D5) issued by the California State Water Resources Control Board and a valid Grade 1 Water Treatment Certificate (T1) issued by the California State Water Resources Control Board are desirable.”

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 17th day of May 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 <u>May 17, 2016</u>

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### DEFINITION

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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.

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### DISTINGUISHING CHARACTERISTICS

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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.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

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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.

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### **QUALIFICATIONS**

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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.

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**EDUCATION and EXPERIENCE**

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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.

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**CERTIFICATES, LICENSES, REGISTRATIONS**

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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.

Additionally, it is desirable to have one of the following certifications/licenses:

Possession of a valid certificate of registration as a Professional Engineer issued by the California State Board of Registration for Professional Engineers.

OR

Possession of a valid Grade V Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board.

OR

Possession of a Grade 5 Water Distribution Certificate (D5) issued by the California State Water Resources Control Board and a valid Grade I Water Treatment Certificate (TI) issued by the California State Water Resources Control Board.

**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.

**Deleted:** AND EITHER:¶

**Deleted:** or, if licensed out-of-state, must obtain valid certificate of registration in California within 12 months from date of hire

**Deleted:** 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:** v

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### WORK ENVIRONMENT/PHYSICAL DEMANDS

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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.

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### PHYSICAL DEMANDS

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#### 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

<b>Average Frequency:</b>	1 to 2 times.
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**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.

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**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

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**PERSONAL PROTECTIVE EQUIPMENT**

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

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**WEIGHTS AND MEASURES**

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**Items Weighed:**

- File box (full) – 30 lbs.

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

Job Title:	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 May 17, 2016

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### 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.

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### 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.

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## **QUALIFICATIONS**

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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.

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### **EDUCATION and EXPERIENCE**

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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.

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### **CERTIFICATES, LICENSES, REGISTRATIONS**

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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.

Additionally, it is desirable to have one of the following certifications/licenses:

Possession of a valid certificate of registration as a Professional Engineer issued by the California State Board of Registration for Professional Engineers.

OR

Possession of a valid Grade V Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board.

OR

Possession of a Grade 5 Water Distribution Certificate (D5) issued by the California State Water Resources Control Board and a valid Grade I Water Treatment Certificate (T1) issued by the California State Water Resources Control Board.

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### **ADDITIONAL REQUIREMENTS**

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None.

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### **DISASTER SERVICE WORKER**

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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.

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### WORK ENVIRONMENT/PHYSICAL DEMANDS

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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.

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### PHYSICAL DEMANDS

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#### 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

<b>Average Frequency:</b>	1 to 2 times.
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**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.

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**MACHINES/TOOLS**

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- 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

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**PERSONAL PROTECTIVE EQUIPMENT**

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

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**WEIGHTS AND MEASURES**

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**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 Receive Presentation/Refer to Committee	Board Meeting of May 17, 2016
Subject Referral of Status Update on Staffing and Continuity Planning to the Finance and Personnel Committee		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input checked="" type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	D. McIntyre
		<input type="checkbox"/> Board Member

**Recommendation:**

Staff recommends the Board of Directors refer an update on staffing and continuity planning to the Finance and Personnel Committee and schedule a date for the Committee to meet.

**Summary:**

With current staffing levels, workload challenges, and anticipated retirements of key staff, the District faces some complex challenges in continuity (“succession planning”) of core services. Staff recommends that the Board’s Finance and Personnel Committee receive an update on these issues. This will provide the Committee with some contextual background on steps staff is taking to address the challenges.

One option would be to schedule a Finance and Personnel Committee immediately prior to the June 7th Board meeting. If this date is not practical, staff requests an alternate meeting date either in late May or early June.

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



Reference General Manager	Type of Action Authorize Purchase Order	Board Meeting of May 17, 2016
Subject Approve Sole Source Purchase and Authorize General Manager to Execute a Purchase Order with Convergent Technologies for Furnishing and Installing Security Access Control Systems Equipment for the Corporation Yard and Administrative Facilities (CIP 16-A005)		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	D. McIntyre
		<input type="checkbox"/> Board Member

**Recommendation:**

Staff recommends the Board of Directors approve, by Resolution, the sole source purchase and authorize the General Manager to execute a purchase order with Convergent Technologies to furnish and install security equipment, security fencing and automated driveway gates for the Field Operations Offices and Corporation Yard Project (CIP 16-A005) in an amount not to exceed \$195,219.

**Summary:**

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

The U.S. Army informed the District that the Field Operations Division (FOD) must vacate the existing location in the Parks Reserve Forces Training Area in Dublin, California by September 30, 2016, thereby creating an aggressive “renovation” and move-in schedule for FOD. The existing property currently has no operable security infrastructure. Providing security and access controls for the office building, warehouse, outdoor storage and parking areas are required prior to moving any equipment or personnel to the new property.

Convergent Technologies was chosen to provide a security solution for the new property because they are the sole provider and an authorized Value Added Reseller (VAR) of the Lenel security systems equipment that the District standardly uses for its facilities including the District Office, Wastewater Treatment Plant, and LAVWMA access gate. Further, Convergent Technologies is familiar with the District’s existing security systems and they are able to provide an integrated turnkey security solution that will allow FOD to start moving their equipment to Commerce Circle by summer 2016.

The 2-Year Capital Improvement Budget for the Field Operations Offices and Corporation Yard Project is \$6.5 million, which includes the \$4.9 million purchase of the building.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR R. Mutobe	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 type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$195,219	<input checked="" type="checkbox"/> Funding Source A. Water Replacement (Fund 610) - 55% B. Water Expansion (Fund 620) - 30% C. Local Wastewater Replacement (Fund 210) - 10% D. Local Wastewater Expansion (Fund 220) - 5%		Attachments to S&R 1. Convergent Proposal dated 5/4/16 2. 3.			

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING A SOLE SOURCE PURCHASE AND AUTHORIZING EXECUTION OF A PURCHASE ORDER WITH CONVERGINT TECHNOLOGIES FOR FURNISHING AND INSTALLING SECURITY SYSTEMS EQUIPMENT FOR THE FIELD OPERATIONS OFFICES AND CORPORATION YARD PROJECT (CIP 16-A005)

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WHEREAS, the District desires to obtain security systems for the District's new Field Operations Offices and Corporation Yard Project (CIP 16-A005) at 7035 Commerce Circle, Pleasanton, California, and has solicited a Request for Proposals in accordance with Resolution No. 14-06 and Purchasing Procedures, Section 4.2.3, Sole Source Purchase; and

WHEREAS, the Board of Directors authorized the purchase of 7035 Commerce Circle in Pleasanton on October 20, 2015, the purchase of said property was finalized on March 22, 2016, and said property has no existing operable security infrastructure; and

WHEREAS, The U.S. Army informed the District that the Field Operations Division must vacate the existing location in the Parks Reserve Forces Training area in Dublin by September 30, 2016, thereby creating an aggressive renovation/improvements schedule and "overriding circumstance" per the referenced Purchasing Procedures; and

WHEREAS, the District standardized its cardkey access and video monitoring systems equipment approximately ten years ago using the Lenel security system; and

WHEREAS, Convergent Technologies is the sole provider and authorized Value Added Reseller (VAR) for the Lenel security systems required; and

WHEREAS, District staff recommend the sole source purchase from Convergent Technologies for furnishing and installing security equipment, intrusion alarm systems, security fencing and automated driveway gates for outdoor storage and secure parking areas for District-owned vehicles and equipment related to the Field Operations Offices and Corporation Yard

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

Project based on proposal dated May 4, 2016, a copy of which is on file in the District records;  
and

WHEREAS, Convergent Technologies was selected based on their familiarity with the District's existing security systems and ability to provide a warranted, turnkey solution which will be integrated and scalable within the District's existing security infrastructure.

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

The sole source purchase from Convergent Technologies to furnish and install security equipment, security fencing and automated driveway gates for the Field Operations Offices and Corporation Yard Project (CIP 16-A005) based on proposal dated May 4, 2016, a copy of which is on file in the District records, is hereby approved and the General Manager is hereby authorized to execute a purchase order with Convergent Technologies in an amount not to exceed \$195,219.

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 17th day of May 2016, and passed by the following vote:

AYES:

NOES:

ABSENT:

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

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



## Security Proposal

**Date:** May 4, 2016

**Quotation:** 5026350515

**To:** Dublin San Ramon Services District  
7399 Johnson Dr  
Dublin, CA 94588

**Project:** Commerce Cr Security System  
  
FOB Shipping Point

**Attn:** Robyn Mutobe

**From:** Convergint Technologies

**Billed Upon Storage** Billed Progressively

Michael Stratman  
michael.stratman@convergint.com

**Mobile:** (408) 540-8889

**Direct:** (510) 300-2839

**Fax:** (925) 225-1101

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Convergint Technologies is pleased to provide this proposal for your consideration. This quotation shall remain firm for a period of forty-five (45) days from the proposal date, and price is based upon delivery of equipment within three (3) months. Convergint Technologies payment terms are net 30.

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## Security System Scope of Work

The core of DSRSD's physical security infrastructure consists of 3 main components. The first component is the Lenel's OnGuard Access Control system that maintains the access rules, alarm/event logic and cardholder's information that is needed to control the physical access into the different DSRSD facilities.

The second component is Lenel's Video Management system which is a fully integrated video platform into Lenel's OnGuard Access Control system. This fully integrated solution allows for alarms such as panic buttons, door forced and door held events to be linked to video for post playback. When an event is created in OnGuard, the application will automatically link the date and time to the associated cameras recordings. When a user acknowledges an event they can easily retrieve the associated video by clicking the video icon in Alarm Monitoring.

The third component is the Bosch Intrusion system which manages all the communications between the alarms and the central station. There are six core alarm types that are processed by the Bosch System. These alarm types are door forced open, door held open, glass breaks, motion detectors, duress buttons and building fire alarm triggers. When the central station retrieves any of these alarm types except for the duress alarm they will call the end user (subscriber) prior to contacting the local police department. All duress alarms go directly to the local police department. If the subscriber is not available or does not acknowledge the alarm the local police department will be notified and dispatched out. It is critical that the subscriber is aware of this process and continually audits their devices.

Convergent Technologies (CT) to provide the installation of the following equipment for the new DSRSD location at 7035 Commerce Circle, Pleasanton. The card readers, cameras and intrusion devices will be installed at locations as indicated per attached drawing. The system will consist of Seven (7) card readers, six (6) cameras and sixteen (16) intrusion zones - contacts and glass breaks. In addition, CT will provide a new parking lot fence with (2) vehicle entrances.

Access Install:

- (1)LNL-2220
- (3) LNL-1320
- (1) Enclosure
- (1) Power Supply
- (5) Card Readers - (1) Front Entry (1) Employee side Entry (1) Front Warehouse Entry (1) Back Warehouse Entry
- (1) Cage

Gate Install

- (1) Camera
- (2) LNL-2220
- (2) Enclosures w/ PS
- (2) Gate Stanchions
- (2) Keypad Card Readers; (1) Sliding Gate Cage door, (1) Gate Stanchion far side of parking Lot
- (2) Detection Loops
- (3) Remote Entry fob for back Gate
- (3) Gate Openers; (1) Sliding Gate (2) Swing Gates
- 120 Power for Access Control and Cameras at each vehicle entrance
- 242' of 8' tall black vinyl chain link fence installation

Intrusion Install:

- (1) CPU
- (2) Keypad; (1) office entry (1) warehouse
- (1) Enclosure
- (1) Power Supply
- (3) Door Contacts
- (6) Door Contacts with Conduit
- (9) Glass Break Detectors; front offices

Video Install:

- (1) NVR - 2 weeks of storage at 45% activity level in a 24hr period and 15fps (frames per second) up to 10 cameras with these settings
- (5) Cameras; (1) Front Entry (3) Back of building (1) parking lot observation
- POE Switch by others

Single Glass break Add: \$530.00 \*price reflective of hard cap ceiling limiting cable pathway

Single Card Reader Add: \$3100.00

Single Keypad Reader Add: \$3600.00

Single Office Camera Add: \$2000.00

Single Exterior Camera Add (warehouse/parking lot): \$4950.00 (includes lift, conduit & cable)

Intercom System with SIP compatibility: \$5650.00

LNVR for local recording only: \$6822.00

LNVR for District wide recording: \$34,900.00

-Head end equipment that may be needed to accommodate additional devices not included in these prices.

Monthly monitoring not included in this proposal

Clarifications

- This proposal assumes LENEL software for existing system is up to date, support agreement is current and capable of expansion for additional equipment being quoted.
- POTS line for alarm system - by others
- Space available for LNVR is presumed 2U rack space with power 110v
- (2) Data drops for LNVR - by others
- (1) Data drop for LNL-2220 - by others
- All gate equipment and power requirements needed for functionality and continuity included
- Poe Switches for NVR and camera at the gate with port configuration and static IP addresses provided by others
- This proposal assumes all existing conduit is functional, additional time and material charges will apply for any delays, repairs or replacements needed.



# Performance Items

Yes	No	Description	Yes	No	Description
/		Material (listed on the BOM)	/		Installation of Conduit and Boxes
/		Freight (prepaid)	/	/	Installation of Wire Hangers
/		Applicable Taxes	/	/	Specialty Back Boxes
/		One-Year Warranty on Parts	/	/	Installation of Specialty Back Boxes
/		One-Year Warranty on Labor	/	/	Connection to Building Fire Alarm Panel
	/	Low Voltage Permits	/	/	Installation & Power of Control Panels
	/	Electrical Installation Permit	/	/	Installation & Power of CCTV Cameras
	/	Engineering and Drawings	/	/	Installation & Power of Intrusion Panels
	/	Record Documentation (As-Built)	/	/	Installation & Power of Intercom System
	/	Floor plan with device placement and numbering (requires customer CAD)	/	/	Installation & Power of Video Recorders (DVR/NVR)
	/	Door wiring typical connections	/	/	120 VAC Power Receptacles
/		Panel wiring point with to point connections	/	/	Lifts and Hoists
	/	Riser drawing with home run wiring	/	/	Floor Coverings for Lifts and Hoists
	/	Equipment rack layout drawing	/	/	Fire Stopping (Excludes Existing Penetrations)
	/	Panel Wall Elevation drawing (may require customer CAD)	/	/	Patching and Painting
	/	Authority having Jurisdiction permit drawing (requires customer CAD)	/		Electrified Door Locking Hardware
/		System Programming	/	/	Additional Lighting Requirements for Cameras
/		Project Management	/	/	Ceiling Tiles and Ceiling Grid Repairs
/		Mounting/Termination of Proposed Devices	/	/	On-Site Lockable Storage Facility
/		Testing of all Proposed Devices	/	/	Vertical Core Drilling
/		Operations & Maintenance Manuals	/	/	Horizontal Core Drilling
/		Owner Training	/	/	Loading Software on Customer Provided Computer Servers by Convergent
	/	System Meets Plans/Drawings	/	/	Servers by Others
/		System is Design-Build	/	/	Workstations by Convergent
	/	Payment & Performance Bonds	/	/	Workstations by Others
/		Installation of Wire and Cable	/		



Quotation

5026350515

No	Qty	Part	Description	Manufacturer
			<p><b>Software for Lenel - Readers</b></p> <p>Existing ADV pro Software at District Office ID#35644</p> <p><b>Lenel Equipment</b></p>	
1	1	LNL-2220	Intelligent Dual Reader Controller – 12 or 24 VDC @ 700mA, size (6" (152mm) W x 8" (203mm) L x 1" (25mm)H), (5 year lithium battery or 3 months full run) 6 MB standard cardholder flash memory, 50,000 of Event memory, maximum of 32 devices, On-board Ethernet, on-board two door control, eight inputs, four outputs, cabinet tamper and power fault input monitors. RoHS, CE, C-Tick and UL 294	Lenel
2	3	LNL-1320	Dual Reader Interface Module (Series 2 –Supports OSDP Readers) – 12/24 VDC, 2 Reader interface, W/M, 8 inputs, 6 (5A) form C relays , RoHS, CE, C-Tick and UL294 certified	Lenel
3	2	LNL-1100	Input Control Module (Series two) –12/24 VDC, 16 zone input monitor module, (32) 1K resistors (with 2 programmable output relays) , RoHS, CE, C-Tick and UL294 certified	Lenel
4	2	LNL-1200	Output Control Module (Series two) – 12/24 VDC, 16 relay output control module , RoHS, CE, C-Tick and UL294 certified	Lenel
			<p><b>Field Devices</b></p>	
5	2	BT-ASPKP-ICLASS	iCLASS reader with Lenel's non-destructible keypad, 2 keys across and 5 keys down, 8 bit word output, 12 to 16 VDC, 170 mA, up to a 2 inch read range, ADA compliant, weather proof with tamper proof keypad, solid state pezo sounder technology and red, green and yellow status LED's. Designed for an international single gang electrical box mounting. Optional colors are available on request	Lenel
6	4	910PTNNEKE001M	RDR, RP15, MULTICLASS, SE E, LF STD, HF STD/SIO/SEOS, WIEG, PIG, BLK, ELITE KEYS, LED OFF, FLSH OFF, BZR ON, CSN 32-BIT MSB, IPM OFF	X-ANXT
7	5	DS160	PIR EXIT SENSOR, LT GRAY WITH SOUND	X-Scan

Quotation

5026350515

No	Qty	Part	Description	Manufacturer
8	6	1076C-N	Recessed Steel Door Contact w/Wire Leads; 3/4 in Diameter; SPDT; White; 3/8 in Gap Size. Single Pole-Double Throw  <b>Power</b>	Lenel
9	1	MAXIMAL75	2 Power Supply/Charger with Access power controllers - 16 fused non-power limited outputs, 8 outputs are 12VDC @ 9.5 amp and 8 outputs are 24VDC @ 9.7 amp, outputs are individually selectable for Fail-Safe or Fail-Secure operation or as dry form "C" cont	X-ANXT
10	1	PD16W	POWER DISTRIBUTION MODULE; SING.OUTPUT TO 16 OUTPUTS	X-Scan
11	3	YA-NP712	12 Volt Sealed Lead Acid Battery,7 AMP	Yuasa
12	10	1K-2KRES PK	1K ohm Resistor Packs  <b>Enclosure</b>	Misc
13	1	A-36N30ALP	36" by 30" Enclosure	Hoffman Enclos
14	1	A-36N30MP	36" by 30" Mounting Plate	Hoffman Enclos
15	1	A-VK34	Louver Plate	Hoffman Enclos
16	1	A-L12AR	Cylinder Lock	Hoffman Enclos
17	1	12976-SW	Panel Tamper Switch	Convergent
18	2	Pnl Bld	Panduit, Relays, Misc for field panel backboard	Convergent
19	2	F66G48	6x6 cable gutter  <b>Video</b>	Panduit
20	6	SW-LNR-CH1	Lenel Network Video Recorder Software - Includes a single channel software license for one IP/ Network based camera channel to be used with either a customer provided PC or adding on to a turnkey system. The customer provided PC must meet or exceed the Minimum DVC-EX PC Configuration requirements listed above (maximum of 63 IP/network channels per recorder based on video resolution, framerate, quality and processing options being utilized)	Lenel

Quotation

5026350515

No	Qty	Part	Description	Manufacturer
21	5	SNC-VM632R	Outdoor IR Ruggedized 1080/60p Camera Powered by IPELA ENGINE EX™. Maximum resolution of 1920 x 1080 pixels with the Exmor™ CMOS sensor. Dynamic range equivalent to 90 dB achieved with View-DR technology. Minimum illumination of 0 lx in B/W mode (IR illuminator: ON) and 0.1 lx in Color mode at 50 IRE.	Sony
22	5	UNIWMB4	Sony 1" Gooseneck Wall Mount Bracket for UNI-MDPX, UNI-MDPDH120, UNI-MDPDH180, UNI-MDPHM.	Sony
23	5	UNIWMBB1	Sony interior Aluminum wall/pole mount back box  Interior Camera	Sony
24	1	SNC-XM631	1080P Small Discreet minidome WDR wide angle lens 113 degree FOV  Video Server - POE Switch by others	Sony
25	1	69586-U48	Leviton 69586-U48 Rack Punch Down Block	Anixter
26	1	POWER EDGE R330	Dell Server with Minimum 2weeks of storage  <b>Intrusion</b>	Dell
27	1	SWG-1450	Intrusion Panel SupportOption (per panel) - check compatibility chart for panel support	Lenel
28	9	DS1108I	GLASS BREAK ROUND 25FT	X-ANXT
29	1	D9412GV2-C	D9412GV2 WITH TRANSFORMER, D8103 STANDARD ENCLOSURE, LOCK AND KEY	Bosch
30	1	B308	8 RELAY MODULE FOR SDI2	Bosch
31	3	B208	8 INPUT MODULE FOR SDI2 BUS	Bosch
32	2	D1260	ATM STYLE ALPHA COMMAND CENTER WITH LCD DISPLAY - OFF-WHITE ENCLOSURE	Bosch
33	2	NP7-12	7amp 12VDC	Anixter
34	6	1078C-M	Recessed Steel Door Contact w/Wire Leads; 3/4 in Diameter; Closed Loop; Brown; 3/8 in Gap Size	Lenel
35	1	D117	SIREN, 12V 30 WATT	Bosch

Quotation

5026350515

No	Qty	Part	Description	Manufacturer
36	3	2202AU-L	Overhead Door Floor Mount Contact w/Universal Magnet; Closed Loop; 3 in Gap Size. 18 in Stainless Steel Armored Cable  <b><u>GATE EQUIPMENT</u></b>  <b>Lenel Equipment</b>	Lenel
37	2	LNL-2220	Intelligent Dual Reader Controller – 12 or 24 VDC @ 700mA, size (6" (152mm) W x 8" (203mm) L x 1" (25mm)H), (5 year lithium battery or 3 months full run) 6 MB standard cardholder flash memory, 50,000 of Event memory, maximum of 32 devices, On-board Ethernet, on-board two door control, eight inputs, four outputs, cabinet tamper and power fault input monitors. RoHS, CE, C-Tick and UL 294	Lenel
38	2	LNL-1100	Input Control Module (Series two) –12/24 VDC, 16 zone input monitor module, (32) 1K resistors (with 2 programmable output relays) , RoHS, CE, C-Tick and UL294 certified  <b>Field Devices</b>	Lenel
39	2	PEDESTAL CEO 42-9C	Pedestal CEO 42-9C 42" Single Goose Neck, Black Wrinkle Finish	X-ANXT
40	2	PEDESTAL CEO MC-C	Pedestal CEO MC-CS-14-E Square Steel Housing  Wireless Opener	X-ANXT
41	1	WOR	Linear WOR Wireless Receiver	Linear
42	3	MDT-1B	Linear MDT-1B Block Coded Remote  Keypad Card Reader	Linear
43	2	BT-ASPKP-ICLASS	iCLASS reader with Lenel's non-destructible keypad, 2 keys across and 5 keys down, 8 bit word output, 12 to 16 VDC, 170 mA, up to a 2 inch read range, ADA compliant, weather proof with tamper proof keypad, solid state pezo sounder technology and red, green and yellow status LED's. Designed for an international single gang electrical box mounting. Optional colors are available on request  <b>Power</b>	Lenel

Quotation

5026350515

No	Qty	Part	Description	Manufacturer
44	2	AL400ULX	POWER SUPPLY/CHARGER; UL/CUL, 12VDC@4AMP OR 24VDC@3AMP,GREY	X-Scan
45	4	YA-NP712	12 Volt Sealed Lead Acid Battery,7 AMP	Yuasa
			<b>Enclosure</b>	
46	2	CSD201610	Hoffman Junction Box; Wallmount; Steel; Gray; 20x16x10In; NEMA13; Hinged; 1/4Turn Latch; Concept	Hoffman Enclos
47	2	CP2016	Hoffman Enclosure; Accessory; Panel for Concept Series; Painted Steel; 18.20x14.20i	Hoffman Enclos
48	2	CWHK	Handle, Keylock Steel Black	X-ANXT
49	2	CPMK16	Hoffman Pole Mount Kit Fits B=16.00 , fits B=16.00, Stainless Stee	Hoffman Enclos
			(2) Gate Openers - Fencing - Trenching - Power at the gates - (2) Knox Box for the Livermore-Pleasanton Fire Dept - Permit - ALL included	

## Project Investment

**Total Project Investment:**

**\$195,218.80**  
\*Taxes are included

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Thank you for considering Convergent Technologies for your Security needs. If you have any questions or would like additional information, please don't hesitate to contact me immediately. If you would like to proceed with the scope of work as outlined in this proposal, please sign below and fax directly to our office.

Sincerely,

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Convergent Technologies  
Michael Stratman

By signing below, I accept this proposal and agree to the Terms and Conditions contained herein

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Customer Name (Printed)

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Date

---

Authorized Signature

---

Printed Name/Title

## Terms and Conditions

Throughout this Installation Proposal, the term, "Convergent" refers to the Convergent Technologies' affiliate operating in the state/province in which the work is being performed, specifically, "Convergent Technologies LLC", "Convergent Technologies LP" or "Convergent Technologies LTD".

### SECTION 1. THE WORK

This Installation Proposal takes precedence over and supersedes any and all prior proposals, correspondence, and oral agreements or representations relating to the work set forth in the attached scope of work ("Work"). This Installation Proposal commences on the Start Date as specified in the attached scope of work, and represents the entire agreement between Convergent and Customer (the "Agreement") and it may only be amended by a written document signed by both Convergent and Customer. In the event any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain in full force.

Convergent agrees in accordance with the mutually agreed project schedule:

- a. To submit shop drawings, product data, samples and similar submittals if required in performing the Work;
- b. To pay for all labor, materials, equipment, tools, supervision, programming, testing, startup and documentation required to perform the Work in accordance with the Agreement;
- c. Secure and pay for permits and governmental fees, licenses and inspections necessary for proper execution and completion of the Work; and
- d. Hire subcontractors and order material to perform part of the Work, if necessary, while remaining responsible for the completion of the Work.

Customer agrees in accordance with the mutually agreed project schedule, and at no cost to Convergent

- a. To promptly approve submittals provided by Convergent;
- b. To provide access to all areas of the facility which are necessary to complete the Work;
- c. To supply suitable electrical service as required by Convergent; and
- d. That in the event of any emergency or systems failure, reasonable safety precautions will be taken by Customer to protect life and property during the period of time from when Convergent is first notified of the emergency or failure and until such time that Convergent notifies the Customer that the systems are operational or that the emergency has cleared.

### SECTION 2. PRICING

Pricing and amounts proposed shall remain valid for 30 days unless otherwise specified. Price includes only the material listed based on Convergent's interpretation of plans and specifications unless noted otherwise. Additional equipment, unless negotiated prior to order placement, will be billed accordingly. Sales taxes, (and in Canada GST/PST) and any other taxes assessed on Customer shall be added to the price upon invoice to Customer.

### SECTION 3. INVOICE REMITTANCE AND PAYMENT

Customer agrees to pay Convergent twenty-five (25%) percent of the total price as a mobilization fee at the time of executing this Agreement.

If the Work is performed over more than a month, Convergent will invoice Customer each month for the Work performed during the previous month. Customer agrees to pay the amount due to Convergent as invoiced, within thirty (30) days of the date of such invoice. If the Work is completed in less than one month, Customer agrees to pay Convergent in full after the Work has been performed within thirty (30) days of the date of being invoiced. Invoices shall not include or be subject to a project retention percentage. If Customer is overdue in any payment to Convergent, Convergent shall be entitled to suspend the Work until paid, and charge Customer an interest rate 1 and 1/2% percent per month, (or the maximum rate permitted by law), and may avail itself of any other legal or equitable remedy. Customer shall reimburse Convergent costs incurred in collecting any amounts that become overdue, including attorney fees, court costs and any other reasonable expenditure.

### SECTION 4. WARRANTY

Convergent provides the following warranty to the Customer:

For the period of one (1) year, commencing at the earlier of substantial completion of the Work, or first beneficial use, ("Warranty Period"):

- a. That Work performed under this Agreement will be of good quality;
- b. That all equipment will be new unless otherwise required or permitted by this Agreement;
- c. That the Work will be free from defects not inherent in the quality required or permitted; and
- d. That the Work will conform to the requirements of this Agreement.

The Customer's sole remedy for any breach of this warranty is that Convergent shall remove, replace and/or repair at its own expense any defective or improper Work, discovered within the Warranty Period, provided Convergent is notified in writing of any defect within the Warranty Period.

Any equipment or products installed by Convergent in the course of performing the Work hereunder shall only carry such warranty as is provided by the manufacturer thereof, which Convergent hereby assigns to Customer without recourse to Convergent. Upon request of Customer, Convergent will use all reasonable efforts to assist Customer in enforcing any such third party warranties. This warranty excludes remedy for damage or defect caused by abuse, modifications not executed by Convergent, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. NO FURTHER WARRANTIES OR GUARANTIES, EXPRESS OR IMPLIED, ARE MADE WITH RESPECT TO ANY GOODS OR SERVICES PROVIDED UNDER THIS AGREEMENT, AND ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY DISCLAIMED.

### SECTION 5. CHANGES

Without invalidating this Agreement or any bond given hereunder, Customer or Convergent may request changes in the Work. Any changes to the Work and any adjustment to the Agreement Price or the time for completion of the Work shall be in writing signed by both Customer and Convergent. If Customer orders any additional work or causes any material interference with Convergent's performance of the Work, Convergent shall be entitled to an equitable adjustment in the time for performance and in the Agreement Price, including a reasonable allowance for overhead and profit.

### SECTION 6. FORCE MAJEURE

Neither Customer nor Convergent shall be responsible or liable for, shall incur expense for, or be deemed to be in breach of this Agreement because of any delay in the performance of their respective obligations pursuant to this Agreement due solely to circumstances beyond their reasonable control ("Force Majeure") and without the fault or negligence of the party experiencing such delay, provided that the party experiencing the delay shall promptly give written notification to the other party within five (5) days after such party has learned of the Force Majeure. A Force Majeure event shall include, but not be limited to: accident, fire, storm, water, flooding, negligence, vandalism, power failure, installation of incompatible equipment, improper operating procedures, source current fluctuations or lighting. If performance by either party is delayed due to Force Majeure, the time for that performance shall be extended for a period of time reasonably necessary to overcome the effect of the delay. Any Services required by Convergent due to reasons set forth in this Force Majeure Section shall be charged to Customer in addition to any amounts due under this Agreement.





**Terms and Conditions Continued**

**SECTION 7. INSURANCE**

Convergent shall have the following insurance coverage during the term of this Agreement, and shall provide certificates of insurance to the Customer prior to beginning work hereunder:

Worker's Compensation	Statutory Limits
Employer's Liability	\$1,000,000 per occurrence/aggregate
Commercial General Liability	\$1,000,000 per occurrence/aggregate \$2,000,000 general aggregate
Automobile Liability	\$1,000,000 per occurrence/aggregate
Excess/Umbrella Liability	\$4,000,000 per occurrence/aggregate

All insurance policies carried by Convergent hereunder shall be primary to and noncontributory with the insurance afforded to Customer, and shall name the Customer as "additional insured", with respect to liability arising out of work performed by Convergent, as applicable, but only to the extent of liabilities falling within the indemnity obligations of Convergent, pursuant to the terms of this Agreement. Convergent shall provide to the Customer no less than thirty (30) days notice prior to the termination or cancellation of any such insurance policy.

**SECTION 8. INDEMNIFICATION**

Convergent shall indemnify and hold Customer harmless from and against claims, damages, losses and expenses, (including, but not limited to, reasonable attorney's fees), attributable to bodily injury, sickness, disease or death, or to destruction of tangible property, but only to the extent caused by: a) the negligent or willful acts or omissions of Convergent or Convergent's employees or subcontractors while on Customer's site, or b) the malfunction of the equipment supplied by Convergent, or c) Convergent's breach of this Agreement.

IN NO EVENT SHALL EITHER CONVERGENT OR CUSTOMER BE LIABLE TO THE OTHER PARTY HERETO FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING COMMERCIAL LOSS, LOSS OF USE OR LOST PROFITS, EVEN IF THAT PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL CONVERGENT BE LIABLE TO CUSTOMER FOR ANY AMOUNTS IN EXCESS OF THE AMOUNTS PAID BY CUSTOMER TO CONVERGENT.

It is understood and agreed by the parties hereto that Convergent is or may be providing monitoring and or intrusion products which are designed to provide notification of certain events but are not intended to be guarantees or insurers against any acts for which they are supposed to monitor or inform. As required by the monitoring and intrusion industry and the manufacturers thereof, Convergent's indemnification obligation pursuant to Section 8 herein, does not apply to the extent the loss indemnified against is caused by any monitoring or intrusion product or software provided by but not manufactured by Convergent. Convergent shall have **no** liability to Customer for any losses to the extent such losses are caused by the monitoring or intrusion product or software. Customer shall indemnify, defend, and hold harmless Convergent, from and against all claims, lawsuits, damages, losses and expenses by persons not a party to this Agreement, but only to the extent caused by such monitoring or intrusion product or software provided by but not manufactured by Convergent.

**SECTION 9. COMPLIANCE WITH LAW, EEO & SAFETY**

This Agreement shall be governed and construed in accordance with the laws of the state/province in which the Work is being performed. Convergent agrees to comply with all laws and regulations relating to or governing the Work. Convergent agrees to comply with all reporting requirements imposed by law or this Agreement. Convergent shall comply with all safety related laws and regulations and with the safety program of the Customer, provided such program is supplied to Convergent prior to beginning work.

In the event that Convergent discovers or suspects the presence of hazardous materials, or unsafe working conditions at Customer's facility where the Work is to be performed, Convergent is entitled to stop the Work at that facility if such hazardous materials, or unsafe working conditions were not provided by or caused by Convergent. Convergent in its sole discretion shall determine when it is "safe" to return to perform the Work at Customer's facility. Convergent shall have no responsibility for the discovery, presence, handling, removing or disposal of or exposure of persons to hazardous materials in any form at the Customer's facility. Customer shall indemnify and hold harmless Convergent from and against claims, damages, losses and expenses, including but not limited to, reasonable attorney's fees, arising out of or resulting from undisclosed hazardous materials, or unsafe working conditions at Customer's facility.

**SECTION 10. DISPUTES**

In the event of any dispute between Convergent and Customer, Convergent and Customer shall first attempt to resolve the dispute in the field, but if that is not successful, then in a meeting between authorized officers of each company. If settlement attempts are not successful, then the dispute shall be subject to and decided by mediation or arbitration. Such mediation or arbitration shall be conducted in accordance with the Construction Industry Mediation or Arbitration Rules of the American Arbitration Association currently in effect and shall be a final binding resolution of the issues presented between the parties.

**SECTION 11. MISCELLANEOUS**

Neither party to this Agreement shall assign this Agreement without the prior written consent of the other party hereto. Convergent may assign this Agreement to any of its parents, subsidiary or affiliated companies or any entity majority owned by Convergent.

Notices shall be in writing and addressed to the other party, in accordance with the names and addresses of the parties as shown above. All notices shall be effective upon receipt by the party to whom the notice was sent.

A waiver of the terms hereunder by one party to the other party shall not be effective unless in writing and signed by a person with authority to commit the Customer or Convergent and delivered to the non-waiving party according to the notice provision herein. No waiver by Customer or Convergent shall operate as a continuous waiver, unless the written waiver specifically states that it is a continuous waiver of the terms stated in that waiver. The Sections regarding invoicing, warranty and indemnity shall survive the termination of this Agreement.





Reference General Manager	Type of Action Approve Budget Increase and Authorize Task Orders	Board Meeting of May 17, 2016
Subject Approve Operating Budget Increase and Authorize Task Orders for Construction Inspection Services		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	D. McIntyre
		<input type="checkbox"/> Board Member

**Recommendation:**

Staff recommends the Board of Directors approve, by Resolution, an adjustment to the 2017 Operating Budget Revenue Fund for Construction Inspection by \$223,000 (60% Fund 620; 40% Fund 220) and Professional Service expense by \$690,000 (approximately 54% Fund 620; 36% Fund 220; and 10% Fund 600); and authorize the General Manager to execute Task Order No. 1 with The Covello Group, Inc., in an amount not to exceed \$311,000 and Task Order No. 2 with Mahler Consulting Services, LLC, in an amount not to exceed \$314,000.

**Summary:**

Staff is requesting an operating budget increase to supplement construction inspection services (\$625,000) and to implement Residential Recycled Water User Monitoring (\$65,000). This request is discussed in the attached staff report.

In accordance with the District Code, developers are responsible for the installation of potable water and recycled water distribution systems and wastewater collection systems in order for their projects to obtain services from the District. Those facilities must be inspected by a District Construction Inspector to ensure that they are in conformance with the District’s Standard Procedures, Specifications and Drawings. The cost of District construction inspection services is the responsibility of the developers. Construction inspection fees are collected at the time that staff issue construction permits for the project. Inspection services for development projects may have a term of several months for smaller projects, or years for larger projects.

The District currently has two construction inspectors who were, in the past, supplemented by Field Operations staff or by engineering services consultants for short periods of time. The construction inspection fees that the District has collected in this fiscal year and new development project projections demonstrate that demand for construction inspection services in FYE 2017 and further into the future will be greater than the services the two construction inspectors can provide. Thus, additional contract services are necessary to complete needed inspections.

Furthermore, at its March 1, 2016 regular Board meeting, the Board directed staff to administer a limited residential fill station monitoring program. The limited monitoring program would inspect approximately 10% of fill station participants within the District’s water service area. A consultant would conduct the cross connection inspections. District staff would handle any enforcement issues found during the cross connection inspections.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR R. Biagtan	DEPARTMENT Eng Services	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Task Order	<input checked="" type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$690,000; net budget effect (\$467,000)	<input checked="" type="checkbox"/> Funding Source A. Water Expansion Fund 620 (\$375,000) B. Local Expansion Fund 220 (\$250,000) C. Water Operating Fund 600 (\$65,000)		Attachments to S&R 1. 2.			

# STAFF REPORT



District Board of Directors  
May 17, 2016

## OPERATING BUDGET INCREASE AND APPROVAL OF TASK ORDERS FOR INSPECTION SERVICES

### BACKGROUND

#### Construction Inspection Services

In accordance with the District Code, developers are responsible for the installation of potable water and recycled water distribution systems and wastewater collection systems in order for their projects to obtain services from the District. Those facilities must be inspected by a District Construction Inspector to ensure that they are in conformance with the District's Standard Procedures, Specifications and Drawings. This process ensures that the District is able to provide reliable water and wastewater services to our customers. It also ensures that the District receives water and wastewater facilities that can be maintained reliably and cost effectively.

The cost of District construction inspection services is the responsibility of the developers. Construction inspection fees are collected at the time that staff issue construction permits for the project. After payment of fees and obtaining construction permits, the developer commences construction of potable water and recycled water distribution systems and wastewater collection systems under the watchful eyes of the construction inspectors.

The District currently has two construction inspectors. The construction inspectors monitor the work and ensure that the facilities are installed in accordance with District specifications. They ensure that the work is conducted safely and that the environment and public health are protected. They conduct testing and coordinate tie-ins to the District's existing water and wastewater systems while ensuring that existing customers are minimally affected by the developers' work. The construction inspectors also inspect every building's connection to the potable water and recycled water distribution main pipeline and wastewater collection main pipeline. They conduct cross-connection testing between potable water and recycled water systems. Upon satisfactory inspection, the construction inspectors coordinate the setting of water meters and provide District approval for occupancy of buildings.

Inspection services for development projects may have a term of several months for smaller projects, or years for larger projects. The inspection fees collected prior to construction cover future work that the inspectors conduct. The District's two construction inspectors have been supplemented by Field Operations staff or by engineering services consultants in the past for short periods of time. The availability of construction inspection services affects the construction schedule of development projects, which in turn affects the economy of the cities and counties that the District serves. It also affects the District's Capacity Reserve Fee revenue.

Projected demand for construction inspection services is greater than the services the District's two construction inspectors can provide, even with supplemental services. Staff proposes to adjust the operating budget, and approve Task Orders with The Covello Group, Inc. (TCG), and Mahler Consulting Services (MCS) to supplement construction inspection services during the period of high service demand.

#### Residential Fill Station User Monitoring

In 2014, the District received approval from regulatory agencies to allow residential customers to collect recycled water in order to save valuable landscaping during the severe drought. By the end of 2015, participation in the program surged to over 3,600 licensed participants. Thirty percent of those participants are located within DSRSD's water service area. As participation in the program continued to grow, staff began to receive reports of participants storing recycled water in amounts from 50 gallons to 1,500 gallons at their homes, and emails from concerned citizens worried about cross connections with the potable water supply. The concern with residential

participants storing and pumping recycled water onsite is that there is no backflow protection installed on residential water service lines. Backflow protection assemblies protect the public’s potable water supply by preventing contaminants flowing from a property into the public water supply. The Water Reuse Permit requires the District to monitor recycled water users.

At its March 1, 2016 regular Board Meeting, the Board directed staff to implement a limited Residential Fill Station User Monitoring Program for the summer of 2016. Realizing that the staff resources and operating budget were insufficient to implement such a program, the Board directed staff to present a budget adjustment to the Board. This agenda item included a request for an increase to the operating budget. This increase will allow staff to obtain consultant services to provide cross connection inspection services for residential fill station user monitoring.

## DISCUSSION

### Operating Budget Increase

Construction Inspection. Staff projects fee revenue for the operating budget. Staff coordinates with the cities and the counties to ensure that the District projections are consistent with theirs. These projections have historically been reflected in the District’s operating budget. In August 2015, the Board approved FYE 2016 operating budget adjustments to reflect revenue and expenses associated with accelerated development projects. The construction inspection revenues increased by 67%, from \$840,000 to \$1.42 million. Concurrently, the Board approved a task order for supplemental services for construction inspection services not to exceed \$447,000 for FYE2016. However, staff has been watchful of expenses and anticipates that approximately \$146,000 will not be expended. This amount is available for future construction inspection expenses.

This fiscal year, staff found that the pace of development far surpassed the projections of the cities and counties for current and future years. To date, \$1.694 million in inspection fees have been collected. As shown in Table 1, by the end of June 2016, staff anticipates collecting \$2.035 million in inspection fees, 43% (\$615,000) more than the adjusted revenue budget. For FYE 2017, staff anticipates collecting \$1.063 million. This exceeds the projected revenue of \$840,000 by 26.5% (\$223,000) that was included in the FYE 2017 budget adopted in 2015. The prepayment for future construction inspection services exceeds services that current staff resources can provide.

<b>Budget Item/Adjustment</b>	<b>FYE 15</b>	<b>FYE 16</b>	<b>FYE 17</b>
<b>Revenue</b>			
Inspection Revenue - Budgeted	\$842,000	\$1,420,000	\$840,000
Actual/Anticipated Revenue	\$1,671,000	\$2,035,000	\$1,063,000
Anticipated Revenue Above Budget	\$829,000	\$615,000	\$223,000
<b>Expense</b>			
Inspection Expense - Budgeted	\$194,039	\$756,496	\$317,198
Actual/Anticipated Expense	\$181,039	\$610,496	\$942,198
Expense (Savings) Anticipated Above Budget	(\$13,000)	(\$146,000)	\$625,000
*Note: Fees collected are prepayment for services that DSRSD provides for the term of the development project. Development projects construction duration span from a few months to several years.			

The District has collected and will collect more revenue to support a longer period of supplemental construction inspection assistance. Staff proposes to adjust the 2017 Operating Budget Revenue for Construction Inspection by \$223,000 (60% 620; 40% 220) and Construction Inspection expenses by \$625,000 and (60% 620; 40% 220).

Cross-connection Inspection. Following the Board's direction to implement a limited Residential Fill Station User Monitoring Program for the summer of 2016, staff requested an increase of \$65,000 in the operating budget (100% 600). A limited program was implemented during the summer of 2015. The expense for the consultant selected to conduct cross-connection inspections was funded through the Operating Budget. Because the Engineering Department had unfilled positions at the time, a budget adjustment was not required. In FYE 2017, all positions in the Engineering Department will be filled and a budget adjustment is required to implement the program.

### **Supplemental Inspection Services**

Construction Inspection. Staff expects that construction inspection services demand this year and further into the future will be greater than the services the District's two construction inspectors and current supplemental staff can provide. The District's two construction inspectors have been supplemented by consultant construction inspection this Fiscal Year. The availability of construction inspectors affects the construction schedule of development projects, which in turn affects the economy of the cities and counties that the District serves. Because of the more accelerated demand for construction inspection services, staff proposes to obtain the services of two full-time personnel, one each from TCG and MCS, to supplement construction inspection services during the 2017 fiscal year.

The District has an existing Master Agreement for Consulting Services for TCG and MCS. TCG and MCS were selected through a competitive qualifications-based selection process through the On-Call Professional and Technical Services Request for Qualifications earlier this year. At its April 5, 2016 meeting, the Board approved Master Agreements for On-Call Professional and Technical Services for a number of consultants, including TCG and MCS.

Staff requested a scope of work for supplemental construction inspection and an estimate for the fiscal year from TCG and MCS. The estimated cost is approximately \$311,000 for TCG and \$314,000 for MCS. The Task Orders are above the General Manager's authority. Staff requests that the Board approve a Task Order not to exceed the above listed amount for TCG and MCS, respectively. Actual cost to the District will be based on labor and time that TCG and MCS provide the District.

Cross-connection Inspection. Staff has selected HydroScience to assist the District in implementing a limited Residential Fill Station User Monitoring Program for the summer of 2016. HydroScience was selected through a competitive qualifications based selection process through the On-Call Professional and Technical Services Request for Qualifications earlier this year. At its April 5, 2016 meeting, the Board approved a Master Agreement for On-Call Professional and Technical Services with HydroScience. The Task Order for this work is within General Manager authority and does not require Board approval.

## **RECOMMENDATION**

Staff recommends that the Board approve an operating budget adjustment for the 2017 Operating Budget Revenue for Construction Inspection by \$223,000 (60% 620; 40% 220), Construction Inspection expenses by \$625,000 (60% 620; 40% 220), and Cross-connection Inspection expenses by \$65,000 (100% 600). Staff also recommends that the Board approve Task Orders for development project supplemental construction inspection services in the amount not to exceed \$311,000 for TCG and \$314,000 for MCS.

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AN OPERATING BUDGET ADJUSTMENT FOR FISCAL YEAR ENDING 2017 FOR CONSTRUCTION INSPECTION SERVICES, AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE A TASK ORDER WITH THE COVELLO GROUP, INC. AND A TASK ORDER WITH MAHLER CONSULTING SERVICES, LLC, FOR DEVELOPMENT PROJECT SUPPLEMENTAL CONSTRUCTION INSPECTION SERVICES

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WHEREAS, in accordance with District Code Chapter 3.40, developers are responsible for the installation of potable water and recycled water distribution systems and wastewater collection systems in order to obtain services from the District; and

WHEREAS, the District Standard Procedures, Specifications and Drawings require that potable water and recycled water distribution systems and wastewater collection systems to be dedicated to the District be inspected by a District Construction Inspector to ensure that the District is able to provide reliable water and wastewater services to our customers, and that the District receives water and wastewater facilities that can be maintained reliably and cost effectively; and

WHEREAS, the cost of District construction inspection services are the responsibility of the developers; and

WHEREAS, the construction inspection fees that the District has collected and new development project projections show that that construction inspection services demand in the past year, this year and further into the future will be greater than the services that the District's two construction inspectors can provide; and

WHEREAS, the availability of construction inspection services affect the construction schedule of development projects, which in turn affects the economy of the cities and counties that the District serves; and

WHEREAS, the District has an existing Master Agreement for Consulting Services with The Covello Group, Inc. (TCG) and Mahler Consulting Services, LLC (MCS); and

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

WHEREAS, the District wishes to obtain supplemental construction inspection services from TCG and MCS for development projects.

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

1. A budget adjustment for Fiscal Year Ending 2017 as shown in the following table is hereby approved and adopted; and,

	FYE17 Current	FYE17 Increase	FYE17 Revised
<b><u>REVENUE ACCOUNTS FOR GENERAL INSPECTIONS</u></b>			
220.1.310.10 Sewer Expansion - General Inspections	210,000	89,200	299,200
620.1.310.10 Water Expansion - General Inspections	630,000	133,800	763,800
<b>Totals for Inspection Revenue Budget:</b>	<b>840,000</b>	<b>223,000</b>	<b>1,063,000</b>
<b><u>EXPENDITURE ACCOUNTS FOR PROFESSIONAL SERVICES</u></b>			
220.40.42.000.3.312 Sewer Expansion - CCTV/Construction Inspection for Development Projects	32,500	250,000	282,500
620.40.42.000.3.312 Water Expansion - CCTV/Construction Inspection for Development Projects	0	375,000	375,000
<b>Totals for CCTV/Construction Inspection Expense Budget:</b>	<b>32,500</b>	<b>625,000</b>	<b>657,500</b>
600.40.42.554.3.312 Water Operation - Clean Water Section Professional Assistance for Increased RW Site Inspection and Backflow Monitoring	35,000	65,000	100,000
<b>Totals for Clean Water RW Inspection Expense Budget:</b>	<b>35,000</b>	<b>65,000</b>	<b>100,000</b>

2. That Task Order No. 1 for Development Project Supplemental Field Observation Support Services with The Covello Group, Inc., (Exhibit A) is hereby approved, and the General Manager is hereby authorized and directed to execute said Task Order for and on behalf of Dublin San Ramon Services District; and
3. That Task Order No. 2 for Development Project Supplemental Field Observation Support Services with Mahler Consulting Services, LLC, (Exhibit B) is hereby approved, and the General Manager is hereby authorized and directed to execute said Task Order for and on behalf of Dublin San Ramon Services District.

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

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 17th day of May 2016, and passed by the following vote:

AYES:

NOES:

ABSENT:

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

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

**The Covello Group**  
**Task Order No. 1 to Agreement dated TBD**

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Issue Date:	April 28, 2016
Project Name and Number:	Development Project Inspection Support
Task Title:	Field Observation Support Services
Project Manager Name & Signature:	Rhodora Biagtan: _____
Source of Funds:	60% - 620, 40% - 220
Board Review Committee:	N/A
Account Number:	60% - 620.40.42.000.3.312, 40% - 220.40.42.000.3.312
Authorization Amount:	\$311,000
Purchase Order Number:	TBD
Return Purchase Order to:	Sara Tom
Compensation Method:	Time and materials as per Agreement
Completion Date:	June 30, 2017
Insurance Requirements:	As per Agreement; no special requirements
Work Product:	See Attachment "A"
Digital Drawings, if applicable:	Digital files shall be in AutoCAD 2010 or higher drawing format. Drawing units shall be decimal with a precision of 0.00. Angles shall be in decimal degrees with a precision of 0. All objects and entities in layers shall be colored by layer. All layers shall be named in English. Abbreviations are acceptable. All submitted map drawings shall use the Global Coordinate system of USA, California, NAD 83 California State Planes, Zone III, U. S. foot.
Scope of Work:	See Attachment "A"
Economic Disclosure:	<input type="checkbox"/> Required – Need to include Attachment B <input checked="" type="checkbox"/> Not Required
Recommended by:	Board of Directors by Resolution No.

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**Accepted by:**

\_\_\_\_\_  
Chris Davenport, Principal  
The Covello Group

\_\_\_\_\_  
Date

**Authorized by:**

\_\_\_\_\_  
Dan McIntyre, General Manager  
Dublin San Ramon Services District

\_\_\_\_\_  
Date



## **SCOPE OF WORK**

### **FIELD OBSERVATION SUPPORT SERVICES THE COVELLO GROUP, INC.**

#### **A. CONSTRUCTION PHASE**

##### **1. Field Reports**

- a. The scope of our services includes field presence and written report. The field observation report will document all field activities, field crews, Contractor equipment, and field problems.
- b. Covello will complete field reports of construction activities using Covello's online document tracking system, Procore. The District will have access to the reports during construction and will receive an electronic copy at the end of the project.
- c. Covello will maintain the master file of all reports.

##### **2. Field Observation Activities**

- a. Covello will provide field observation services to monitor compliance with District Standards and if for a Capitol Improvement Project, in accordance with the plans and specifications.
- b. Covello will take photographs of field activities, which will be uploaded to Covello's online document tracking system.
- c. Covello will provide and maintain photographs for status monitoring of the project.
- d. Specialty Inspections, testing and surveying services will be provided by others.
- e. Covello will schedule and coordinate the specialty inspections, testing and surveying.

##### **3. Coordination with Outside Agencies and Public**

- a. Outside Agency Coordination: The District shall take lead and provide field coordination with the agencies. Covello will support as requested by the District.

##### **4. Public Information Program**

- a. The District will have primary responsibility for preparation and coordination of the distribution of information to the public.
- b. Covello will furnish technical information and input for the public information program.

##### **5. Progress Payment**

- a. If applicable, Covello will verify the quantity and acceptability of stored materials.
- b. If applicable, Covello will verify the Contractor's construction progress as it relates to the progress billing procedure.

##### **6. Final Inspection and Deficiency Lists**

- a. The District will have primary responsibility for conducting the final inspection and shall have the authority to delegate it to Covello.
- b. If the District retains primary responsibility, Covello will participate and provide input on final inspection and assist in preparing the list of outstanding deficiencies.
- c. The District will prepare and issue the list of deficiencies to the Contractor.
- d. The District will have primary responsibility for verifying that punchlist work is complete. Covello will support the District as needed and will have secondary responsibility.



The Covello Group, Inc.

2016-2018 Hourly Fee Schedule

Role	2016-2017	2017-2018	2018-2019
Principal	\$205	\$210	\$215
Construction Manager-1	\$165	\$170	\$175
Construction Manager-2	\$140	\$145	\$150
Construction Manager-3	\$120	\$125	\$130
Office/Field Engineer-1	\$130	\$135	\$140
Office/Field Engineer-2	\$95	\$100	\$105
Field Observation	\$140	\$145	\$150
Administrative Assistant	\$90	\$94	\$98

These rates are effective for all work with the District on all existing and future task orders starting July 1, 2016. Our rates include all office expenses for home office telephone, facsimile, computers, in-house reproduction, travel in the Bay Area in personal vehicles, etc. We also charge for all Bay Area travel for work involving less than eight hours billed in one day. Extraordinary expenses, such as travel outside the Bay Area, outside reproduction, delivery services, etc. are invoiced at cost.

Subconsultants, if required, will be invoiced at cost plus five percent. Temporary and contract employees, if required, will be invoiced at cost plus 25 percent.

**Budget**  
**Dublin San Ramon Services District**  
**Field Observation Support Services**

	Budget			FY 16-17											
	Hours	Rate	Amount	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>Covello Labor</b>															
Field Observation	2,016	\$ 140	\$282,240	168	168	168	168	168	168	168	168	168	168	168	168
Overtime Allowance	132	\$ 140	\$18,480	12	24	24	24	12						12	24
Vehicle (per month)	12	\$ 800	\$9,600	1	1	1	1	1	1	1	1	1	1	1	1
<b>Total</b>			\$310,320												

**Note and Assumptions:**

- 1 All work to be paid at current prevailing wage rates
- 2 All overtime work shall be coordinated with District Project Engineer

## Mahler Consulting Services, LLC Task Order No. 2 to Agreement dated TBD

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Issue Date:	May 2, 2016	
Project Name and Number:	Development Project Inspection Support	
Task Title:	Field Observation Support Services	
Project Manager Name & Signature:	Rhodora Biagtan _____	
Source of Funds:	60% - 620, 40% - 220	
Board Review Committee:	N/A	
Account Number:	60% - 620.40.42.000.3.312, 40% - 220.40.42.000.3.312	
Authorization Amount:	\$314,000	
Purchase Order Number:	TBD	
Return Purchase Order to:	Sara Tom	
Compensation Method:	Time and materials as per Agreement	
Completion Date:	June 30, 2017	
Insurance Requirements:	As per Agreement; no special requirements	
Work Product:	See Attachment "A"	
Digital Drawings, if applicable:	Digital files shall be in AutoCAD 2010 or higher drawing format. Drawing units shall be decimal with a precision of 0.00. Angles shall be in decimal degrees with a precision of 0. All objects and entities in layers shall be colored by layer. All layers shall be named in English. Abbreviations are acceptable. All submitted map drawings shall use the Global Coordinate system of USA, California, NAD 83 California State Planes, Zone III, U. S. foot.	
Scope of Work:	See Attachment "A"	
Economic Disclosure:	<input type="checkbox"/> Required – Need to include Attachment B <input checked="" type="checkbox"/> Not Required	
Recommended by:	Board of Directors by Resolution No.	

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**Accepted by:**

\_\_\_\_\_  
 Boudewijn Mahler  
 Mahler Consulting Services, LLC

\_\_\_\_\_  
 Date

**Authorized by:**

\_\_\_\_\_  
 Dan McIntyre, General Manager  
 Dublin San Ramon Services District

\_\_\_\_\_  
 Date

## SCOPE OF WORK

### Mahler Consulting Services, LLC

#### FIELD INSPECTION SERVICES

**1. Field Inspection**

- a. Mahler Consulting Services, LLC (MCS) will provide field inspection services to monitor compliance with District Standards and Specifications.
- b. MCS will provide and maintain photographs of field conditions and activities as needed, files will be provided to District electronically.
- c. MCS will provide final inspection for air testing of sewer and pressure testing of water mains on assigned projects.
- d. The District will take the lead in conducting pre-construction meetings. MCS will attend pre-construction and construction meetings for assigned projects.
- e. MCS will review pipeline video for compliance prior to final acceptance.

**2. Reports**

- a. The scope of our services includes field presence, inspections, and written reports as required.
- b. The District will have access to the reports during construction and will receive an electronic copy at the end of the project.
- c. MCS will maintain the master file of all reports.

**3. Coordination with Outside Agencies and Public**

- a. The District shall take lead and provide field coordination with the agencies. MCS will provide support as requested by the District.

**4. Public Information Program**

- a. The District will have primary responsibility for preparation and coordination of the distribution of information to the public.
- b. MCS will furnish technical information and input for the public information program.

**5. Final Inspection and Deficiency Lists**

- a. MCS will generate a final deficiency list and inspection with approval of District. If the District retains primary responsibility, MCS will participate and provide input on final inspection and assist in preparing the list of outstanding deficiencies.
- b. MCS will redline any approved field changes on the plans for accurate as-built drawings and/or record drawings.
- c. The District will prepare and issue the list of deficiencies to the Contractor.

**Field Inspection Services Budget**

Man Hours			
	Hours	Overtime	Total
July	168	16	184
August	184	16	200
September	176	16	192
October	168	16	184
November	176		176
December	176		176
January	176		176
February	160		160
March	184		184
April	160		160
May	184	16	200
June	176	16	192

Vehicle Option					
Truck Days	Rate	Estimated Miles Daily	Rate Per Mile	Estimated Rate Per Day	Total Per Month
23	\$ 55.00	100	\$ 0.55	\$ 55.00	\$ 2,530.00
25	\$ 55.00	100	\$ 0.55	\$ 55.00	\$ 2,750.00
24	\$ 55.00	100	\$ 0.55	\$ 55.00	\$ 2,640.00
23	\$ 55.00	100	\$ 0.55	\$ 55.00	\$ 2,530.00
22	\$ 55.00	100	\$ 0.55	\$ 55.00	\$ 2,420.00
22	\$ 55.00	100	\$ 0.55	\$ 55.00	\$ 2,420.00
22	\$ 55.00	100	\$ 0.55	\$ 55.00	\$ 2,420.00
20	\$ 55.00	100	\$ 0.55	\$ 55.00	\$ 2,200.00
23	\$ 55.00	100	\$ 0.55	\$ 55.00	\$ 2,530.00
20	\$ 55.00	100	\$ 0.55	\$ 55.00	\$ 2,200.00
25	\$ 55.00	100	\$ 0.55	\$ 55.00	\$ 2,750.00
24	\$ 55.00	100	\$ 0.55	\$ 55.00	\$ 2,640.00

<b>Hours</b>	2,184
<b>Rate</b>	\$ 130.00
<b>Total</b>	<u>\$283,920.00</u>

<b>Work Days</b>	273
<b>Daily Rate + miles (estimate)</b>	\$ 110.00
<b>Total</b>	<u>\$30,030.00</u>