

AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, September 18, 2018

Quorum will be present at:

PLACE: Dublin San Ramon Services District Boardroom
7051 Dublin Boulevard, Dublin, CA 94568

Alternate teleconference location:

PLACE: Kingsgate Marriott Conference Center at the University of Cincinnati
151 Goodman Drive, Cincinnati, OH 45219

Our mission is to provide reliable and sustainable water, recycled water, and wastewater services in a safe, efficient, and environmentally responsible manner.

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. Speaker 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

6.A. Reports by Staff

- Event Calendar
- Correspondence to and from the Board

6.B. Joint Powers Authority and Committee Reports

DSRSD/Central Contra Costa Sanitary District Liaison – September 4, 2018

6.C. Agenda Management (consider order of items)

7. 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 or the public prior to the time the Board votes on the Motion to adopt.

7.A. Approve Regular Meeting Minutes of August 21, 2018

Recommended Action: Approve by Motion

7.B. Accept Regular and Recurring Report: Warrant List
Recommended Action: Accept by Motion

7.C. Adopt Revised Fraud in the Workplace Policy and Rescind Resolution No. 3-10
Recommended Action: Adopt Policy by Resolution

8. BOARD BUSINESS

8.A. Receive Presentation on the District's Second Annual Report "Building for the Future, Fiscal Year 2018"
Recommended Action: Receive Presentation

8.B. Receive Presentation on the Zone 7 Water Agency 2018 Water Supply Evaluation Update
Recommended Action: Receive Presentation

8.C. Receive Report on Zone 7 Water Agency Wholesale Water Rates and Provide Direction
Recommended Action: Receive Report and Provide Direction

8.D. Receive Update on the Recycled Water Program and Provide Direction
Recommended Action: Receive Report and Provide Direction

8.E. Adopt Revised Casting District Ballots Policy and Rescind Resolution No. 47-14
Recommended Action: Adopt Policy by Resolution

8.F. Adopt Revised Risk Management for District Agreements with Contractors and Consultants Policy and Rescind Resolution No. 46-14
Recommended Action: Adopt Policy by Resolution

8.G. Approve Health Insurance Contribution for Calendar Year 2019 for Board of Directors
Recommended Action: Approve by Motion or Approve by Resolution

9. BOARD MEMBER ITEMS

- Submittal of Written Reports from Travel and Training Attended by Directors
- Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

10. CLOSED SESSION

10.A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: General Manager

11. REPORT FROM CLOSED SESSION

12. 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**

August 21, 2018

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6 p.m. by President Vonheeder-Leopold.

Prior to the call to order, District Secretary Nicole Genzale reported that two Committee meetings were held earlier today, attended by President Vonheeder-Leopold and Director Duarte. In accordance with DSRSD's Day of Service policy, no Director will receive any compensation or stipend for participating in more than one meeting on this date.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Georgan M. Vonheeder-Leopold, Director D.L. (Pat) Howard, and Director Edward R. Duarte. Vice President Madelyne A. (Maddi) Misheloff and Director Richard M. Halket were absent. President Vonheeder-Leopold passed the gavel to Director Duarte to conduct the meeting on her behalf.

District staff present: Dan McIntyre, General Manager; Carol Atwood, Administrative Services Manager/Treasurer; Judy Zavadil, Engineering Services Manager/District Engineer; Jeff Carson, Operations Manager; Carl P.A. Nelson, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

New Employee Introduction:

Lorraine Salazar, Administrative Assistant II

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:04 p.m.

Speaker: Ms. Ann Marie Johnson (San Ramon resident) – Ms. Johnson announced her candidacy for the DSRSD Board of Directors in the November 6, 2018 election.

6. REPORTS

6.A. Reports by General Manager and Staff

- Event Calendar – General Manager McIntyre reported on the following:
 - o The August 23 DSRSD/Pleasanton Liaison Committee meeting is postponed.
 - o The DSRSD/Central San Liaison Committee meeting will be hosted by Central San September 4 at 10 a.m.
 - o The September 4 Board meeting will be cancelled.
 - o The September 6 Tri-Valley Water Liaison Committee meeting is cancelled.

- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
August 2, 2018	Email	City of Dublin Mayor Haubert	Director Pat Howard	Thank you for your 14 years of service to the community (reg. retirement announcement)	N/A

6.B. Joint Powers Authority and Committee Reports

- LAVWMA – August 15, 2018
- DSRSD/City of Dublin Liaison – August 21, 2018
- External Affairs – August 21, 2018

Director Duarte invited comments on recent JPA/committee activities. Directors felt the available staff reports adequately covered the many matters considered at the JPA/committee meetings and made a few comments about some of the JPA/committee activities.

6.C. Agenda Management (consider order of items) – No changes were made.

7. CONSENT CALENDAR

President Vonheeder-Leopold MOVED for approval of the items on the Consent Calendar. Director Howard SECONDED the MOTION, which CARRIED with THREE AYES, and TWO ABSENT (Halket and Misheloff).

- 7.A. Special Meeting Minutes of August 7, 2018 – Approved
- 7.B. Regular Meeting Minutes of August 7, 2018 – Approved
- 7.C. Accept Regular and Recurring Reports: Warrant List, and Employee and Director Reimbursements Greater than \$100 – Approved
- 7.D. Affirm No Changes to District Participation in Charitable Events and Community Service Activities Policy – Approved
- 7.E. Affirm No Changes to District Security Policy – Approved
- 7.F. Support Proposition 3, Water Bond on November 2018 Ballot – Approved – Resolution No. 43-18

8. BOARD BUSINESS

8.A. Receive Report on the Regional Wastewater Capacity Reserve Fee Installment Payment Program and Direct Staff as to Program Modifications

Administrative Services Manager Atwood reviewed the item for the Board. She reported that per the City of Dublin’s request, staff reviewed the program to determine if adjustments could be made to stimulate economic development. At this time, staff recommends that no change be made to the program because the Regional Wastewater

Capacity Reserve Fee Study is currently underway and there is potential for the regional capacity reserve fee to be reduced. The Board directed staff to bring this program back to the Board for additional consideration as part of the fee study presentation in October or November. The Board also requested that, as part of that presentation, staff provide a range of the fees DSRSD has collected for the new restaurants in Dublin, as well as a comparison of what other districts are charging.

8.B. Receive Report on Employee Engagement

General Manager McIntyre reviewed the item for the Board and noted the following interesting highlights and themes that arose from the District's first employee engagement survey conducted in June. The survey garnered an 87% response rate.

- Employee Tenure: 52.6 % have been at the District 10 - 20 years; 36% have been here less than 5 years.
- Intent to Leave District: 75% plan to stay; 8.2% plan to retire within the next year; 8.2% will seek a different District position; 8.2% intend to leave for other reasons.
- Organizational Culture: 55% felt senior management would take action per the survey results; more than 90% feel trusted to carry out their job effectively; 75% agree their opinions count; almost 60% feel safe challenging the way things are done.
- Engagement: More than 65% feel motivated to achieve DSRSD's mission, are comfortable being themselves, are inspired to do their best, and have a strong attachment to DSRSD; more than 90% are proud to work at the District and recommend it as a good place to work.
- Themes: Management training and skills improvement were the most requested changes to make DSRSD a better place to work. Other comments included better use of technology, desire to maintain current culture, liking the performance feedback program, and facilities maintenance and improvements.

Mr. McIntyre reported the survey will be done on an annual basis, as employee engagement is an important initiative to the management team, and action is already underway to address some survey responses. The Board and staff discussed aspects of the survey results and agreed they are very proud to be here at DSRSD.

8.C. Receive Presentation on Successful Implementation of a Potable Reuse Project: Pure Water Monterey

General Manager McIntyre reviewed the item for the Board and showed a short video recounting the efforts and success of the Pure Water Monterey project. The Board and staff discussed aspects of the project and how impressive it is that nine agencies cooperated to bring the project to fruition after working towards this for 30 years. They agreed it is a great example for other agencies to follow to solve regional water supply issues and that a similar project could be accomplished in the Tri-Valley in less time.

8.D. Receive and Review Progress Report on the Strategic Plan for FYE 2018

General Manager McIntyre reviewed the item for the Board and highlighted achievements, progress, and future activities of each of the eight strategic plan goals that comprise DSRSD's 2017–2022 Strategic Plan. The Board asked a few clarifying questions and agreed progress is being made on the strategic items.

9. BOARDMEMBER ITEMS

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

President Vonheeder-Leopold submitted a written report to Executive Services Supervisor Genzale. She reported she attended the DERWA plant expansion project dedication and the Tri-Valley Mayors' Summit in San Ramon on August 15, the California Association of Sanitation Agencies Board of Directors meeting and Annual Conference in Monterey August 8–10, which included the Carmel and Pebble Beach reclamation facilities tour. She summarized the activities and discussions at the meeting.

Director Duarte reported he also attended the Tri-Valley Mayors' Summit in San Ramon on August 15. He summarized the activities and discussions at the meeting.

- Request New Agenda Item(s) Be Placed on a Future Board of Committee Agenda – None

10. ADJOURNMENT

Director Duarte adjourned the meeting at 7:08 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



TITLE: Accept Regular and Recurring Report: Warrant List

RECOMMENDATION:

Staff recommends the Board of Directors accept, by Motion, the attached regular and recurring report.

SUMMARY:

To maximize openness and transparency and to allow the Board to be informed about key aspects of District business, 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.

The report presented this month for acceptance is noted below and is submitted as part of Attachment 1:

Ref item A: Warrant List

Originating Department: Administrative Services	Contact: K. Vaden	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Summary of Regular and Recurring Reports	
		7 of 80

SUMMARY OF REGULAR AND RECURRING REPORTS

Ref.	Description	Frequency	Authority	Last Acceptance	Acceptance at this Meeting?	Next Acceptance
A	Warrant List	Monthly	Board Direction	August 2018	Yes	Oct 2018
B	District Financial Statements ¹	Quarterly	Board Direction	July 2018		Nov 2018
C	Low Income Assistance Program Report	Annually – Fiscal Year	Resolution 41-10	July 2018		July 2019
D	Strategic Work Plan Accomplishments Report	Annually – Fiscal Year	Resolution 24-17	August 2018		August 2019
E	Outstanding Receivables Report	Annually – Fiscal Year	District Code 1.50.050	July 2018		July 2019
F	Employee and Director Reimbursements greater than \$100 ²	Annually – Fiscal Year	CA Government Code 53065.5	August 2018		August 2019
G	Utility Billing Adjustments ³	Annually – Fiscal Year	Utility Billing Adjustment Policy	August 2018		August 2019
H	Annual Rate Stabilization Fund Transfer Calculation	Annually – After Audit	Financial Reserves Policy	Nov 2017		Nov 2018
I	“No Net Change” Operating Budget Adjustments	As they occur but not more frequently than monthly	Board Direction Budget Accountability Policy (See table below)	Nov 2017		Before end of month after occurrence
J	Capital Outlay Budget Adjustments			May 2016		
K	Capital Project Budget Adjustments			Oct 2014		
L	Unexpected Asset Replacements			May 2018		

For the fiscal year ending 2019, the totals for these reports are as follows:

Category	YTD	This Meeting	Total
Capital Outlay Budget Adjustments	\$0	\$0	\$0
Capital Project Budget Adjustments	\$0	\$0	\$0
Unexpected Asset Replacements	\$0	\$0	\$0

¹ Financial statement reporting changed from monthly to quarterly reporting.

² Reimbursements also reported monthly in the Warrant List (Item B). Presented to Board as separate agenda item.

³ Per the policy a report will be presented to the Board if total credits in preceding fiscal year exceeded \$25,000

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Check History Description Listing

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Dublin San Ramon Services District

From: 8/13/2018 To: 9/6/2018

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
08/13/2018	8132018	03718 HR SIMPLIFIED	IRS 125 2018 DCA/FSA/POS	2,580.38	2,580.38
08/15/2018	81518	01676 BANK OF AMERICA	BANK ANALYSIS - JULY 2018	91.70	91.70
08/16/2018	97684	00710 AAI TERMITE & PEST CONTROL	DO JULY 18 PEST CONTROL MONTHLY SERVICE DO JULY '18 PC RODENT SERVICE & INSPECTI	149.00 68.00	217.00
08/16/2018	97685	01013 BARRETT BUSINESS SERVICES	A. NICHOLS: W/E 7/22/18 A. MARTINEZ: W/E 7/22/18 S. MONTAGUE: W/E 7/22/18 J. CRIST: W/E 7/22/18 N. ANDERSON: WE 07/22/18 V. GUTIERREZ: W/E 7/22/18 A. GEHMLICH: WE 07/22/18 N. POON: WE 07/22/18	910.00 858.00 682.50 629.20 614.40 572.00 435.20 213.12	4,914.42
08/16/2018	97686	00937 GRAINGER, INC.	2 PUMP, CENTRIFUGAL 2 SHOCK-ABSORBING LANYARD, 4 TO 6 FEET PAINT FOR WWTP REGULATOR FOR SHOP AIR FAN GRILLS FOR PLANT VFD ENCLOSURES EM GENERAL SUPPLIES	1,422.94 1,274.34 212.18 199.23 61.22 36.09	3,206.00
08/16/2018	97687	04424 GRAYBAR ELECTRIC COMPANY	EM SHOP STOCK MATERIAL SHOP STOCK MATERIAL LAWWMA PART - QUOTE 2165 AERATION BASIN REXA PROJECT EM MATERIAL FOR AERATION BASIN REXA ACTU AERATION BASIN REXA PROJECT	1,252.96 1,114.21 653.13 616.94 585.41 335.92	4,558.57
08/16/2018	97688	06791 HYLAND SOFTWARE, INC.	WEB PARTS FOR MICROSOFT SHAREPOINT & MAI	5,916.67	5,916.67

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Date	Check #	Vendor	Description	Amount Paid	Check Total
08/16/2018	97689	06964 RYAN PENDERGRAFT	PEDERGRAFT REIMB EXP FOR ENGINEERING TRA	730.31	730.31
08/16/2018	97690	01403 PRAXAIR DISTRIBUTION INC 186	ARGON GAS AND CYLINDER RENTAL	77.73	77.73
08/16/2018	97691	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	111.23	111.23
08/16/2018	97692	00805 SUE STEPHENSON	STEPHENSON REIMB EXP AT 2018 CASA CONFER	89.00	89.00
08/16/2018	97693	07775 VANGARD CONCEPT OFFICES	50% DEP FOR LAB FURNITURE	10,614.00	10,614.00
08/16/2018	97694	01719 A & M PRINTING, INC.	BUSINESS CARDS - B. DUENAS	49.16	49.16
08/16/2018	97695	07554 AIRGAS USA, LLC	53-NITROGEN 3 CYLINDERS	263.98	263.98
08/16/2018	97696	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE SVC - FOR JULY 2018	379.77	379.77
08/16/2018	97697	02098 CONTRACTOR INC. AMERICAN L	RTND MTR# 78227868	1,825.40	1,825.40
08/16/2018	97698	00068 AMERICAN WATER WORKS ASSC	AWWA 2018-19-DUES - PLEASE SEND ENTIRE	3,791.00	3,791.00
08/16/2018	97699	06895 ANDRITZ SEPARATION INC.	DERWA: REPLACE AIRLIFT ASSEMBLY FOR SAND	24,088.11	24,088.11
08/16/2018	97700	00058 PROCESSING CENTER ARROWH	LAB BOTTLED WATER SERVICE JULY '18	61.97	61.97
08/16/2018	97701	06211 ASSOCIATED SERVICES CO.	DO COFFEE - 6 CASES	350.11	350.11
08/16/2018	97702	00622 AT&T	MANAGED INTERNET SERVICES 7/1/18 - 7/31/ AT&T VIOP SERVICE DO 7/1/18 - 7/31/18 AT&T VIOP SERVICE CC 7/1/18 - 7/31/18	2,168.58 97.07 97.01	2,362.66
08/16/2018	97703	00091 & JUDSON BOLD, POLISNER, MA	MONTHLY LEGAL SERVICES - 07/2018 MONTHLY LEGAL SERVICES - 06/2018	10,332.00 8,306.00	18,638.00
08/16/2018	97704	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
08/16/2018	97705	00105 DEPT 34261 CAL-STEAM	BACKFLOW REPAIR FSL BACKFLOW REPAIR FSL FLEET COMPRESSOR INSTALL PARTS 3 WATER PVC SPARE PARTS	770.93 217.52 184.98 53.73	1,227.16

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Date	Check #	Vendor	Description	Amount Paid	Check Total
08/16/2018	97706	00136 CDW GOVERNMENT INC.	CIP#18-P008: NEW WWTP SCADA SWITCHES	61,333.53	61,333.53
08/16/2018	97707	08447 CHEMTRADE CHEMICALS US LL	ALUM SULFATE 3951.007 DELIVERED 7/27/18	3,470.47	
			ALUM SULFATE DELIVERY - 3870.154	3,399.46	
			ALUM SULFATE FOR WWTP 3760.553	3,303.18	
			WWTP ALUM SULFATE 3704.855 JULY 23	3,254.26	13,427.37
08/16/2018	97708	05082 CODE PUBLISHING INC.	CODE PUBLISHING - WEB HOSTING 1 YR - JUL	600.00	600.00
08/16/2018	97709	03715 DAVIS SIGN COMPANY, INC.	RW ALUMINUM SIGNS 2019 BALANCE	2,353.45	2,353.45
08/16/2018	97710	05495 EWING IRRIGATION & LANDSCAPE	MISC ITEMS - CHLORINATION	271.10	271.10
08/16/2018	97711	00307 FAIRWAY EQUIPMENT & SUPPLY	MM GAUGES FOR STOCK	958.44	958.44
08/16/2018	97712	02914 STATE OF CALIFORNIA FRANCHISE	FRANCHISE TAX BOARD: PAYMENT	150.00	150.00
08/16/2018	97713	00352 GOLDEN STATE FLOW MEASUREMENT	80 SENSUS IPERL METERS	11,949.77	11,949.77
08/16/2018	97714	00368 HACH COMPANY	PORTABLE TURBIDIMETERS	2,734.86	
			BPO - FY19 MISC SUPPLIES/ANALYZER PARTS	1,706.70	4,441.56
08/16/2018	97715	08700 JOHNNY LLOYD HAMNER JR.	SANCHEZ - WATER DIST OPERATOR EXAM MATH	90.00	90.00
08/16/2018	97716	03149 HDS WHITE CAP CONST SUPPLY	4 TAPE MEASURE	100.47	
			SUPPLIES FOR 6851 VILLAGE PKWY	53.46	153.93
08/16/2018	97717	00417 IDEXX DISTRIBUTION, INC	LAB CHEMICALS AND SUPPLIES	30.82	30.82
08/16/2018	97718	01249 MUNICIPAL CLERKS INTERNATIONAL	IIMC CHIU 2018 MEMBERSHIP	100.00	100.00
08/16/2018	97719	00468 CORP KAMAN INDUSTRIAL TECH	SPARE GEARBOX FOR TWAS PUMP	2,454.99	2,454.99
08/16/2018	97720	00468 CORP KAMAN INDUSTRIAL TECH	PARTS USED & 1 BELT SPARE FOR AIR HANDLE	85.98	85.98
08/16/2018	97721	07614 MAHLER CONSULTING SERVICE	JULY 1-15 2018 DEV PROJ INSPECTION SUPPO	10,560.00	10,560.00
08/16/2018	97722	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 07/22/18	320.53	320.53
08/16/2018	97723	00536 MC MASTER-CARR SUPPLY CO.	STRUT CLAMPS FOR EPS2 SEAL H2O SYSTEM	134.33	134.33

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Date	Check #	Vendor	Description	Amount Paid	Check Total
08/16/2018	97724	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 07/22/18	1,311.00	1,311.00
08/16/2018	97725	04231 MSC INDUSTRIAL SUPPLY CO	REPLACEMENT FOR BROKEN DRY BAR	637.95	637.95
08/16/2018	97726	00591 NEOPOST USA INC.	NEOPOST QUARTERLY FEE 8/22/18 - 11/21/18	260.81	260.81
08/16/2018	97727	01271 O'GRADY PAVING INC	RTND MTR# 65615502	2,370.06	2,370.06
08/16/2018	97728	03987 OLIN CHLOR ALKALI PRODUCTS	BACTICIDE 4948.000 SDG DELIVERED 7-26-18	3,508.29	3,508.29
08/16/2018	97729	00620 P G & E	WWTP ELECTRICITY - JULY 2018 (TRUE-UP IN LAWWMA PS FEEDER A - JUL 2018 PUMP STATION R200B ELECTRIC - AUG 2018 DISTRICT OFFICE ELECTRICITY - JUL 2018 FSL AERATORS; LAB HVAC; FLEET - JUL 2018 DISTRICT OFFICE GAS SERVICE - JUL 2018 DO UTILITY BLDG. ELECTRICITY - JUL 2018 RESERVOIR R100 ELECTRICITY - AUG 2018 RESERVOIR R200 DERWA TANK 2 ELEC - JUL 2 DO UTILITY BLDG. GAS SERVICE - JUL 2018	445,590.57 20,674.06 8,176.63 7,745.40 994.34 257.88 97.65 39.94 39.43 13.58	483,629.48
08/16/2018	97730	08356 PACE SUPPLY	MISC SUPPLIES - CHLORINATION BPO - FY19 MISC SUPPLIES	747.69 36.05	783.74
08/16/2018	97731	04211 PLATT ELECTRIC SUPPLY	REPLACEMENT LAMPS FOR STOCK EM CASE FOR METERS	1,472.20 90.91	1,563.11
08/16/2018	97732	00663 PLEASANTON GARBAGE SVC IN	WWTP GARBAGE SERVICE JULY '18 GARBAGE SERVICE 06/26-07/25/18 FOD	3,961.27 536.36	4,497.63
08/16/2018	97733	04951 PLEASANTON TRUCKING	TRANSPORT SERVICE FOR PSR200B PUMP & MOT	2,000.00	2,000.00
08/16/2018	97734	07727 PURE HEALTH SOLUTIONS, INC.	WWTP WATER FILTERATION SERVICE BLDG A & DO FILTERED WATER DUE 8-25-18	131.10 65.55	196.65
08/16/2018	97735	04105 R & B COMPANY	30 ANGLE METER STOP	1,936.05	1,936.05

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08/16/2018	97736	07707 RICE LAKE WEIGHING SYSTEMS	MEASUREMENT SUPPLIES AND CALIBRATION	160.00	160.00
08/16/2018	97737	06345 RON DUPRATT FORD	VEHICLE #94 SEAT BELT VEHICLE #82 PARTS	164.47 69.22	233.69
08/16/2018	97738	08649 ROUNDTREE PLUMBING AND HEA	DO WATER HEATER REPLACEMENT (EMERGENCY R	11,588.00	11,588.00
08/16/2018	97739	02698 SHAMROCK OFFICE SOLUTIONS	FREIGHT FOR EXEC TONER	11.47	11.47
08/16/2018	97740	00441 SHEA PROPERTIES	REFUND REMAINING DEPOSIT-AT DUBLIN	11,486.89	11,486.89
08/16/2018	97741	00810 STUDIO BLUE REPROGRAPHICS	16-S034 CONFORMED BID DOCUMENT	435.45	435.45
08/16/2018	97742	04871 TRI-VALLEY CONCRETE AND LAI	SUPPLIES - 6851 VILLAGE PKWY	146.16	146.16
08/16/2018	97743	01806 U.S. BANK EQUIPMENT FINANCE	COPIER LEASE LAB/CUST SVC/ EXEC - 8/1/18	1,033.90	1,033.90
08/16/2018	97744	01222 IRS UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
08/16/2018	97745	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	207.40	207.40
08/16/2018	97746	06004 VANGUARD CLEANING SYSTEMS	WWTP CLEANING FOR JULY '18 FOD CLEANING SERVICE JULY '18 LAWMA CLEANING SERVICE JULY '18	3,045.00 1,895.00 275.00	5,215.00
08/16/2018	97747	00920 VASCO ROAD LANDFILL	GRIT PICK-UP 7/16-7/31/18	575.32	575.32
08/16/2018	97748	00933 VWR INTERNATIONAL, INC.	OPERATORS GLOVES STANDARD SOLUTIONS AND LAB SUPPLIES STANDARD SOLUTIONS AND LAB SUPPLIES STANDARD SOLUTIONS AND LAB SUPPLIES STANDARD SOLUTIONS AND LAB SUPPLIES	413.88 315.45 60.44 45.26 24.65	859.68
08/16/2018	97749	05814 YORKE ENGINEERING LLC	AIR BOARD CONSULTING RELATED TO GENERATO	294.00	294.00
08/16/2018	97750	00987 ATTN: ACCOUNTING ZONE 7 WA	JULY 2018 CONNECTION FEES	4,420,044.55	4,420,044.55
08/20/2018	8127	05511 DISBURSEMENT UNIT CALIFORN	CHILD SUPPORT GARNISHMENT: PAYMENT	699.23	699.23
08/20/2018	8202018	03718 HR SIMPLIFIED	IRS 125 2018 POS	43.50	43.50

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08/20/2018	607082018	01098 BANK ONE NATIONWIDE RETIRE	NATIONAL DEFERRED COMPENSATION: PAYMENT	51,722.11	51,722.11
08/20/2018	1001141016	00494 PERS	RETIREMENT: PAYMENT	104,244.56	104,244.56
08/21/2018	62301504	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	28,787.57	28,787.57
08/21/2018	93014568	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	141,137.64	141,137.64
08/23/2018	97751	00710 AAI TERMITE & PEST CONTROL	PEST CONTROL SERVICE AND INSPECTION FOD	45.00	45.00
08/23/2018	97752	03460 ACCO ENGINEERED SYSTEMS II	FOD HVAC LEAKING	434.77	434.77
08/23/2018	97753	02786 ALEXANDER & ASSOCIATES, INC	LAWWMA TO NO. OC-5 PRO SERVICES 7/16/18	2,860.00	2,860.00
08/23/2018	97754	00031 ALLIED FLUID PRODUCTS CORP	SPACER FOR 8" FLANGE	119.61	119.61
08/23/2018	97755	01013 BARRETT BUSINESS SERVICES	S. NEVILLE: W/E 7/29/18	1,144.00	
			N. ANDERSON: WE 07/29/18	1,024.00	
			A. MARTINEZ: W/E 7/29/18	858.00	
			V. GUTIERREZ: W/E 7/29/18	858.00	
			S. MONTAGUE: W/E 7/29/18	750.75	
			J. CRIST: W/E 7/29/18	629.20	
			N. POON: WE 07/29/18	437.76	
			A. GEHMLICH: WE 07/29/18	435.20	
			J. HAYES: WE 07/29/18	286.31	6,423.22
08/23/2018	97756	03614 CAROLLO ENGINEERS INC.	07-3203 TO NO. 2 7/1/18 - 7/31/18	24,554.66	24,554.66
08/23/2018	97757	04691 INC. EQUIFAX INFORMATION SV	EQUIFAX	671.70	671.70
08/23/2018	97758	00937 GRAINGER, INC.	SHOCK ABSORBING LANYARD	622.84	
			MM SAW BLADES FOR ELLIS SHOP	359.43	
			TO5 REPLACEMENT & TOOLS	178.04	
			PPE: HARDHATS, EARPLUGS, SUN SHADES FOR	130.02	
			SUMP PUMP FOR TURNOUT 2	71.36	
			SIGNS FOR DERWA	49.42	

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			WORKSTATION FANS	33.83	
			CREDIT MEMO FOR INVOICE 9855798642	-622.84	822.10
08/23/2018	97759	04424 GRAYBAR ELECTRIC COMPANY	MATERIAL FOR AERATION BASIN REXA ACTUATO	3,518.44	
			EM-MATERIAL FOR AERATION BASIN REXA ACTU	3,043.50	
			MATERIAL FOR AERATION BASIN EXA ACTUATOR	1,134.82	
			RELAYS & SOCKETS FOR FUEL SKID CHILLERS	290.92	
			EM SHOP STOCK MATERIAL	204.26	
			EM SHOP STOCK MATERIAL	186.86	
			STOCK FOR FLUORESCENT CAN LIGHTS	47.94	8,426.74
08/23/2018	97760	01242 INFO SEND, INC	INFOSEND	3,592.13	3,592.13
08/23/2018	97761	03653 LORI MARTIN	MARTIN REIMB EXP FOR WISE WATER USE GARD	40.45	40.45
08/23/2018	97762	01171 MCGUIRE & HESTER	ON-CALL WATER & SEWER REPAIRS: 07/03/18	19,725.72	19,725.72
08/23/2018	97763	07109 DANIEL MCINTYRE	MCINTYRE REIMB EXP AT CASA CONFERENCE AU	179.91	179.91
08/23/2018	97764	02470 SHRED-IT USA LLC	SHREDDING SERVICE - AUG. 2018 INVOICE	113.92	113.92
08/23/2018	97765	00762 TEST AMERICA LABORATORIES	SAMPLE ANALYSES	27.50	27.50
08/23/2018	97766	01125 KAREN VADEN	VADEN REIMB EXP AT FINANCE MEETING 07/25	89.47	89.47
08/23/2018	97767	06643 WEIR TECHNICAL SERVICES	MANAGEMENT SERVICES - JULY 2018	6,058.36	6,058.36
08/23/2018	97768	00007 AA FIRE SYSTEMS, INC.	FIRE SPRINKLER SYSTEM 1ST QTR TESTING -	390.00	
			FIRE SPRINKLER SYSTEM 1ST QTR TESTING -	225.00	
			FIRE SPRINKLER SYSTEM 1ST QTR TESTING -	225.00	
			FIRE SPRINKLER SYSTEM 1ST QTR TESTING -	225.00	
			FIRE SPRINKLER SYSTEM 1ST QTR TESTING -	225.00	1,290.00
08/23/2018	97769	07554 AIRGAS USA, LLC	53 - CYLINDER RENTAL	105.33	
			CYLINDER RENTAL - NITROGEN	41.63	146.96
08/23/2018	97770	03597 ALAMEDA CTY ENVIRONMENTAL	PS20B: HMPB/CUPA ADMINISTRATIVE FEE	834.00	

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			TURNOUT #1: HMBP/CUPA ADMINISTRATIVE FE	834.00	
			TURNOUT #4: HMBP/CUPA ADMINISTRATIVE FE	834.00	
			TURNOUT#2: HMBP/CUPA ADMINISTRATIVE FEE	834.00	3,336.00
08/23/2018	97771	06552 BILLING SOLUTIONS INC. AMERI	AQUAHAWK PORTAL MONTHLY LICENSING & MAIN	2,421.00	2,421.00
08/23/2018	97772	01954 ANDERSON'S UNIFORMS	EM FR WORK CLOTHING	5,712.80	5,712.80
08/23/2018	97773	00058 PROCESSING CENTER ARROWH	LAWWMA WATER COOLER CHARGE FOR AUG '18	8.73	8.73
08/23/2018	97774	00622 AT&T	LAWWMA PS PHONE & DSL AUG' 18	437.29	437.29
08/23/2018	97775	03813 AT&T CONFERENCING	16-A002 TELECONFERENCE SVCS JULY 2018	21.92	21.92
08/23/2018	97776	08663 AWARDS NETWORK	2017 EMPLOYEE SERVICE AWARD - K. LEWIS	100.00	100.00
08/23/2018	97777	07138 CALIFORNIA WATER TECHNOLO	WWTP FERROUS CHLORIDE 39720.00	4,481.69	4,481.69
08/23/2018	97778	00105 DEPT 34261 CAL-STEAM	PARTS FOR FSL BACKFLOW	166.17	166.17
08/23/2018	97779	00118 CALTEST ANALYTICAL LAB	SAMPLE ANALYSES	184.30	184.30
08/23/2018	97780	08447 CHEMTRADE CHEMICALS US LL	ALUM SULFATE 3866.560 DELIVERED 7/30/18	3,396.30	
			ALUM SULFATE 3864.764 DELIVERED 7/31/18	3,394.73	
			ALUM SULFATE 3791.098 DELIVERED 8-1-18	3,330.02	10,121.05
08/23/2018	97781	08655 CLARE COMPUTER SOLUTIONS	PROFESSIONAL SERVICES	2,175.00	2,175.00
08/23/2018	97782	04820 COASTAL IGNITION & CONTROL	REBUILDING SPARE COGEN ACTUATORS	5,895.58	5,895.58
08/23/2018	97783	07919 COMTEL SYSTEMS TECHNOLOG	SECURITY: SERVICE CALL FOR DISTRICT OFF	852.50	852.50
08/23/2018	97784	08399 CROSSPOINT GENERAL ENGINE	18-P008 TSA RTWF INDUSTRIAL CONTROL NETW	18,700.00	18,700.00
08/23/2018	97785	00229 DELL MARKETING LP	QTY (10) DELL P2417H MONITORS FOR IT STO	2,687.05	2,687.05
08/23/2018	97786	05324 DU-ALL SAFETY, LLC	ELECTRICAL SAFETY PROGRAM DEVELOPMENT -	290.00	290.00
08/23/2018	97787	00307 FAIRWAY EQUIPMENT & SUPPLY	SUMP PUMP PS3A	618.18	618.18
08/23/2018	97788	02656 FASTENAL COMPANY	BLDG S - PPE VENDING MACHINE RESTOCK	594.51	

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			FOF PPE VENDING MACHINE RESTOCK	340.61	
			BLDG A PPE VENDING MACHINE RESTOCK	153.35	1,088.47
08/23/2018	97789	00314 FEDEX	GROUND SERVICE 8-18	66.81	66.81
08/23/2018	97790	03900 GARTON TRACTOR INC	TRACTOR RENTAL 7/10/18 TO 8/09/18	6,069.63	6,069.63
08/23/2018	97791	08161 GE INTELLIGENT PLATFORMS IN	GE IFIX WEBSpace SOFTWARE & ACCELERATION	16,129.80	16,129.80
08/23/2018	97792	00352 GOLDEN STATE FLOW MEASURI	5 3 H2 HYDRANT METER CF W/CONNECTIONS	7,527.33	7,527.33
08/23/2018	97793	08740 GRADETECH INC.	REFUND FOR METER #64833089 - CORRECT VEN	455.98	455.98
08/23/2018	97794	00376 HARRINGTON INDUSTRIAL PLAS	PLANT 2-WATER STRAINER BASKETS	1,945.49	1,945.49
08/23/2018	97795	00394 HILTI, INC.	TOOLS FOR TRUCK - 120 BRIAN JOHNSON	73.94	73.94
08/23/2018	97796	06732 HIRERIGHT, INC.	EMPLOYMENT BACKGROUND SCREENING SERVICES	157.97	157.97
08/23/2018	97797	07652 HUNT & SONS, INC.	RED DYED DIESEL 87 OCTANE FUEL	3,413.85 2,627.99	6,041.84
08/23/2018	97798	07017 HYDROSCIENCE ENGINEERS, IN	TO NO. 2 CW PROGRAMS ADMIN ASSISTANCE	6,156.53	6,156.53
08/23/2018	97799	07523 ID ARCHITECTURE	16-A004 TO NO. 3 JUNE SERVICES	12,603.25	12,603.25
08/23/2018	97800	07848 JARVIS, FAY & GIBSON, LLP	GENERAL COUNSEL SVCS - JULY 2018	1,995.00	1,995.00
08/23/2018	97801	00468 CORP KAMAN INDUSTRIAL TECH	BEARINGS FOR SPARE PRESSURIZATION PUMP	586.79	586.79
08/23/2018	97802	04873 KIMBALL MIDWEST	EM GENERAL SUPPLIES	460.99	460.99
08/23/2018	97803	07193 LAI & ASSOCIATES	7236 DOVER COURT	768.21	768.21
08/23/2018	97804	07614 MAHLER CONSULTING SERVICE	JULY 16-31 DEV PROJ INSPECTION SUPPORT	8,760.00	8,760.00
08/23/2018	97805	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 07/29/18	507.50	507.50
08/23/2018	97806	00536 MC MASTER-CARR SUPPLY CO.	MEDIA FOR BLASTING PARTS	472.13	472.13
08/23/2018	97807	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 07/29/18	1,311.00	1,311.00
08/23/2018	97808	08738 METROPOLITAN COMPOUNDS, I	GANULAR SEWER SOLVENT - TRIAL BATCH	438.19	438.19

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08/23/2018	97809	04231 MSC INDUSTRIAL SUPPLY CO	REPLACEMENT DRILL BITS & BRASS PLUMB	852.47	852.47
08/23/2018	97810	03987 OLIN CHLOR ALKALI PRODUCTS	WWTP BACTICIDE DELIVERY 4952.000 SDG	3,511.13	3,511.13
08/23/2018	97811	03535 ORO LOMA SANITARY DISTRICT	18/19 PERMIT FEE FOR SWDP NO. SDP-235 EX	857.00	857.00
08/23/2018	97812	00620 P G & E	LAWWMA PS FEEDER B - AUG 2018	47,483.43	
			LAWWMA PIPELINE & LIVERMORE LINE - AUG 2	436.49	47,919.92
08/23/2018	97813	08356 PACE SUPPLY	MISC SUPPLIES - FLUSHING	39.53	
			CLOSE NIPPLE FOR SAM SYSTEM @ BLDG O. SA	2.61	42.14
08/23/2018	97814	05589 PHENOVA	WP MICRO PT	179.86	179.86
08/23/2018	97815	04211 PLATT ELECTRIC SUPPLY	FLUKE METER CASE	56.28	56.28
08/23/2018	97816	02617 POLYDYNE INC	DERWA 5-2300#'S CLARIFLOC A-210P	14,448.31	14,448.31
08/23/2018	97817	05475 PRESIDIO SYSTEMS, INC.	CCTV WORK FOR DEVELOPMENT - ALOFT HOTEL	960.00	
			CCTV WORK FOR DEVELOPMENT - GRAFTON ST.	960.00	
			7/18/18 CCTV WORK FOR CAMP PARKS EL DORA	908.00	2,828.00
08/23/2018	97818	07727 PURE HEALTH SOLUTIONS, INC.	WATER FILTRATION BLDG T AUG '18	55.10	
			FOD WATER FILTRATION FOR AUG '18	55.05	110.15
08/23/2018	97819	04105 R & B COMPANY	18-W021 RW FIRE HYDRANT UPGRADES-MATERIA	25,223.27	
			16-A002 MATERIAL FOR WATER METER RELOCAT	2,819.10	
			16-A002 MATERIAL FOR WATER METER RELOCAT	857.90	28,900.27
08/23/2018	97820	06345 RON DUPRATT FORD	TRUCK #68 PARTS	496.20	496.20
08/23/2018	97821	08339 SAN FRANCISCO ELEVATOR INC	ELEVATOR: AUGUST MONTHLY MAINTENANCE	475.00	475.00
08/23/2018	97822	08648 SANTOS MACHINING	TWAS PUMP PARTS	1,971.96	1,971.96
08/23/2018	97823	00779 SIGMA-ALDRICH, INC.	LAB SUPPLIES AND CHEMICALS	132.09	132.09
08/23/2018	97824	00786 SNAP-ON INDUSTRIAL	HAMMEERS FOR 3 MECHANICS	131.03	131.03
08/23/2018	97825	02444 DEPT LA 1368 STAPLES ADVANT	OFFICE SUPPLIES FOF	459.93	

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			LAMINATING MACHINE	235.94	695.87
08/23/2018	97826	00862 TIFCO INDUSTRIES	MM STOCK ORDER	1,013.42	
			MM STOCK ORDER	848.23	1,861.65
08/23/2018	97827	07290 V. W. HOUSEN & ASSOCIATES, IN	15-W017 TO NO. OC-4 6/1/18 - 6/30/18	10,252.07	
			15-W017 TO NO. OC-3 6/1/18-6/30/18	5,851.25	16,103.32
08/23/2018	97828	00912 OCC HEALTH SERVICES VALLEY	R. FREITAS: RESPIRATOR EXAM & AUDIOGRAM	146.00	
			R. BAKER: RESPIRATOR MEDICAL EVAL & AUD	146.00	
			R. LAWRENCE: DOT MEDICAL EXAM	85.00	377.00
08/23/2018	97829	06004 VANGUARD CLEANING SYSTEMS	WWTP CLEANING SERVICE AUG '18	3,045.00	
			DO CLEANING SERVICE AUG '18	2,675.00	
			FOD CLEANING SERVICE FOR AUG '18	1,895.00	
			LAVWMA CLEANING SERVICE AUG '18	275.00	7,890.00
08/23/2018	97830	00924 VERIZON WIRELESS	CELL PHN SVC AND EQUPTMNT CHARGES 7/4/1	4,515.89	4,515.89
08/23/2018	97831	00933 VWR INTERNATIONAL, INC.	ICE MATE INSULATE	111.76	
			STANDARD SOLUTIONS AND LAB SUPPLIES	75.94	
			STANDARD SOLUTIONS AND LAB SUPPLIES	-124.84	62.86
08/23/2018	97832	00957 WEST YOST & ASSOCIATES	17-P004 TO NO. 1 7/1/18 - 8/31/18	168,626.88	
			TO NO. OC-14 - RECORD DRAWINGS PROJECT A	8,115.00	176,741.88
08/23/2018	97833	07079 YRC FREIGHT	RETURN TRANSPORT OF PUMP #2 PSR200B FROM	1,465.81	1,465.81
08/23/2018	97834	00987 ATTN: ACCOUNTING ZONE 7 WA	TREATED WATER SERVICE JULY '18	1,336,077.73	1,336,077.73
08/27/2018	15964623	00591 NEOPOST USA INC.	POSTAGE ADVANCE 08/27/2018	500.00	500.00
08/30/2018	97835	00710 AAI TERMITE & PEST CONTROL	PEST CONTROL LAVWMA AUGUST '18	76.00	76.00
08/30/2018	97836	07832 CAROLATWOOD	ATWOOD REIMB EXP THRU W/E 08/25/2018	128.47	128.47
08/30/2018	97837	01013 BARRETT BUSINESS SERVICES	N. ANDERSON: WE 08/05/18	1,024.00	
			J. CRIST: W/E 8/5/18	943.80	

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			J. CRIST: W/E 8/12/18	943.80	
			A. MARTINEZ: W/E 8/5/18	858.00	
			S. NEVILLE: W/E 8/12/18	858.00	
			A. MARTINEZ: W/E 8/12/18	858.00	
			V. GUTIERREZ: W/E 8/12/18	858.00	
			N. ANDERSON: WE 08/12/18	819.20	
			S. MONTAGUE: W/E 8/12/18	760.50	
			S. MONTAGUE: W/E 8/05/18	585.00	
			A. GEHMLICH: WE 08/05/18	435.20	
			A. GEHMLICH: WE 08/12/18	326.40	
			V. GUTIERREZ: W/E 8/5/18	286.00	
			S. NEVILLE: W/E 8/5/18	286.00	
			N. POON: WE 08/05/10	236.16	10,078.06
08/30/2018	97838	03614 CAROLLO ENGINEERS INC.	16-R014 TO NO. 1 7/1/18 - 7/31/18	15,136.25	15,136.25
08/30/2018	97839	00937 GRAINGER, INC.	SUPPLIES FOR FLEET VEHICLE CARE	340.44	
			SIGNS FOR FOD RESTROOMS PER DAN L. WO	84.48	
			SUPPLIES FOR CHLORINATION JOB	62.67	
			SUPPLIES FOR CHLORINATION JOB	56.66	
			VELCRO FOR REMOVABLE MOUNTING OF EQUIPME	54.25	598.50
08/30/2018	97840	00937 GRAINGER, INC.	SHRINK WRAP FOR MM SHOP	69.96	69.96
08/30/2018	97841	04424 GRAYBAR ELECTRIC COMPANY	W.P. COVERS FOR NEW AERATION CONTROLLER	966.21	
			TEMPERATURE LOGGER AND CURRENT LEAKAGE M	592.38	1,558.59
08/30/2018	97842	01242 INFO SEND, INC	INFOSEND	2,225.63	2,225.63
08/30/2018	97843	00439 IUOE LOCAL 39	LOCAL 39 UNION DUES: PAYMENT	5,150.39	5,150.39
08/30/2018	97844	01171 MCGUIRE & HESTER	LAWWMA HOLDING BASINS EXCAVATE, LOCATE &	36,000.00	36,000.00
08/30/2018	97845	00762 TEST AMERICA LABORATORIES	SAMPLE ANALYSES	82.50	

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			SAMPLE ANALYSES	27.50	110.00
08/30/2018	97846	00843 THE COVELLO GROUP INC	16-R014 TO NO. 1 6/29/18 - 7/26/18	25,772.25	
			07-3203 TO NO. OC-9 6/26/18 - 7/26/18	22,546.50	
			16-P028 TO NO. OC-10 6/29/18 - 7/26/18	1,755.00	
			18-P012 AND 17-P004 TO NO. OC-11 6/29/18	1,015.00	51,088.75
08/30/2018	97847	01719 A & M PRINTING, INC.	PRINTING SERVICES - BUSINESS CARD MASTER	492.78	492.78
08/30/2018	97848	08290 ADITI RAJU	2016 CCC SCIENCE & ENGINEERING FAIR: AWA	166.67	166.67
08/30/2018	97849	07554 AIRGAS USA, LLC	FORKLIFT FUEL AND GAS CYLINDERS FOR SHOP	279.30	279.30
08/30/2018	97850	08354 ARUMUGAM APPADURAI	REFUND FOR 1361 HALIFAX WAY	172.71	172.71
08/30/2018	97851	01568 ASBURY ENVIRONMENTAL SVCS	NON-HAZARDOUS MATERIAL REMOVAL 7-26-18	229.63	229.63
08/30/2018	97852	06211 ASSOCIATED SERVICES CO.	COFFEE SERVICE OPS AUGUST '18	430.23	
			MONTHLY BEVERAGE DELIVERY SERVICE FOR	239.20	669.43
08/30/2018	97853	00622 AT&T	C3 - TELE SVCS 7/13/18 - 8/12/18	665.44	
			C3 - CC DO T1 X 2 THRU 7/13/18 - 8/12/1	330.26	995.70
08/30/2018	97854	03049 BABBITT BEARING CO, INC	PSR200B PUMP COUPLING REPAIR	1,157.40	1,157.40
08/30/2018	97855	08530 VIJAY BALASUBRAMANIAN	REFUND FOR 2001 TARRAGON ROSE CT	19.10	19.10
08/30/2018	97856	04042 BAY AREA NEWS GROUP	BAY AREA NEWS GRP - 8/7/18 HEARING	225.00	225.00
08/30/2018	97857	07810 C/O INGRID BELLA BAYWORK	MEMBERSHIP: BAYWORK SIGNATORY FEE 2018-2	6,105.00	6,105.00
08/30/2018	97858	08428 CAL ENGINEERING & GEOLOGY,	LAWNA HOLDING BASINS TO NO. OC-3 BILLIN	1,534.65	
			15-P018 TO NO. OC-2 7/31/18	153.75	1,688.40
08/30/2018	97859	00107 CALCO FENCE, INC.	REPAIRED 6 LINEAL FEET OF CUT BLACK CHIN	1,199.00	1,199.00
08/30/2018	97860	05404 CALIFORNIA FIRST AID & SAFET	WWTP - FIRST AID KITS RESTOCK	194.68	
			D.O. FACILITY - FIRST AID KITS RESTOCK	62.00	
			FOF - FIRST AID KITS RESTOCK	34.14	290.82

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08/30/2018	97861	07173 CALIFORNIA HEALTH & RESCUE	GRP TRAINING: CONFINED SPACE RESCUE	3,570.00	3,570.00
08/30/2018	97862	07138 CALIFORNIA WATER TECHNOLO	WWTP FERROUS CHLORIDE 43160.00 8-15-18	5,003.45	5,003.45
08/30/2018	97863	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
08/30/2018	97864	08447 CHEMTRADE CHEMICALS US LL	ALUM SULFATE 4358.864 DELIVERED 8/6/18	3,828.73	
			WWTP ALUM SULFATE 4238.483 7-12-18	3,722.99	
			ALUM SULFATE 3900.698 8-15-18	3,426.29	
			ALUM SULFATE 3893.511 8-8-18	3,419.97	
			ALUM SULFATE 3884.528 DELIVERED 8/13/18	3,412.09	
			ALUM SULFATE 3866.560 DELIVERED 8-9-18	3,396.30	21,206.37
08/30/2018	97865	08726 MENG CHUN CHEN	REFUND FOR 4938 HIBERNIA DR	115.47	115.47
08/30/2018	97866	01167 CITY OF DUBLIN	16-A002 ENCROACHMENT PERMIT PWEN-2016-00	50,000.00	
			DSRSD LANDSCAPE SERVICES - MAY 2018	16,982.24	
			DSRSD LANDSCAPE SERVICES - JUNE 2018	12,871.47	79,853.71
08/30/2018	97867	02639 CITY OF SAN RAMON	ENCROACHMENT PERMIT - WINDEMERE FH REPAI	480.00	480.00
08/30/2018	97868	08711 KIMBERLEY CONLEY	REFUND FOR 7612 HILLROSE DR	82.72	82.72
08/30/2018	97869	00237 EBMUD MAIL REMITTANCE DERI	DERWA - JULY 2018	3,727.53	3,727.53
08/30/2018	97870	00253 DOWNEY BRAND LLP	LAWWMA: ENVIRONMENTAL LAW COMPLIANCE THR	231.00	231.00
08/30/2018	97871	08562 DTN ENGINEERS, INC.	PS ARC FLASH STUDIES: 9 REPORTS FOR PUMP	7,895.00	7,895.00
08/30/2018	97872	06788 EBRCSA	EMERGENCY P25 RADIOS:ANNUAL OPERATING FE	2,700.00	2,700.00
08/30/2018	97873	07514 EMPOWER REALTY GROUP	REFUND FOR 4059 DOBBINS LOOP	106.62	106.62
08/30/2018	97874	05839 EUROFINS EATON ANALYTICAL I	UCMR4 CYANATOXINS SE4	290.00	
			UCMR4 CYANATOXINS-AM3-SE5	290.00	580.00
08/30/2018	97875	02656 FASTENAL COMPANY	PPE: TRAFFIC VESTS FOR FOD STAFF	418.71	
			PARTS FOR THE SIGMA AIR MGMT FOR THE AIR	127.88	546.59

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Dublin San Ramon Services District

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Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
08/30/2018	97876	08716 LEZLI FENK	REFUND FOR 6723 POPLAR WAY	48.49	48.49
08/30/2018	97877	05868 FOSTER PROPERTY MANAGEME	REFUND FOR 7639 AMARILLO RD	165.23	165.23
08/30/2018	97878	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	104.64	104.64
08/30/2018	97879	08172 ANLI GAN	REFUND FOR 6926 BAIRD ST	116.48	116.48
08/30/2018	97880	08175 SHANNON GARRISON	REFUND FOR 4683 VASARI ST	196.04	196.04
08/30/2018	97881	03900 GARTON TRACTOR INC	TRACTOR RENTAL 8/7/18 TO 9/3/18	6,069.63	6,069.63
08/30/2018	97882	07366 GO LO PAD, CORP.	PPE: KNEELING PADS	155.11	155.11
08/30/2018	97883	07137 GOODYEAR COMMERCIAL TIRE	TIRES FOR VEHICLE #95	493.69	493.69
08/30/2018	97884	08577 KYLE HAUSAM	REFUND FOR 10849 MC PEAK LN	62.63	62.63
08/30/2018	97885	03149 HDS WHITE CAP CONST SUPPLY	SUPPLIES FOR FACILITIES	396.13	
			COMBO WRENCH SET	180.91	
			SUPPLIES FOR FLUSHING	87.16	664.20
08/30/2018	97886	07177 HERITAGE REALTY	REFUND FOR 8492 VALENCIA ST	162.96	162.96
08/30/2018	97887	00394 HILTI, INC.	REPLACEMENT TOOLS FOR MAINT SHOP	2,198.20	2,198.20
08/30/2018	97888	08729 SANDA ISAKOVIC	REFUND FOR 3279 MONAGHAN ST	50.69	50.69
08/30/2018	97889	06061 JACKSON LEWIS LLP	GENERAL & EMPLOYEE RELATED LEGAL FEES (0	320.00	320.00
08/30/2018	97890	05851 JENFITCH, LLC	2 TOTES OF THE JC1679 CATIONIC COAGULANT	5,735.62	5,735.62
08/30/2018	97891	01225 KAESER COMPRESSORS, INC	REPLACEMENT FILTERS	1,294.84	
			PLANT AIR #2 HEAT EXCHANGER	165.68	1,460.52
08/30/2018	97892	01225 KAESER COMPRESSORS, INC	AIR FILTERS FOR UV SYSTEM AIR COMPRESSOR	142.40	142.40
08/30/2018	97893	00468 CORP KAMAN INDUSTRIAL TECH	FLOWMETER CONTROLLERS FOR CABINETS @ SAN	312.90	
			AIR HANDLER GRIT BLDG	31.20	344.10
08/30/2018	97894	08713 UPPILI KASTHURI	REFUND FOR 7458 LARKDALE AVE	536.94	536.94

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Date	Check #	Vendor	Description	Amount Paid	Check Total
08/30/2018	97895	06166 KBA	COPIER FOD/ENGR/MAINT 7/01/18 - 7/31/18	502.95	502.95
08/30/2018	97896	06341 KDW CONSTRUCTION	REFUND FOR METER #67936439	291.59	291.59
08/30/2018	97897	08735 DIPINDER KHURANA	REFUND FOR 336 MAPLE PARK CT	110.61	110.61
08/30/2018	97898	08486 SIMON KIANG	REFUND FOR 11188 ROLLING HILLS DR	148.90	148.90
08/30/2018	97899	07193 LAI & ASSOCIATES	WINDEMERE PKWY/BOLLINGER CANYON FH REPAI	901.83	901.83
08/30/2018	97900	08718 JOHN LEE	REFUND FOR 8269 BRITTANY DR	96.25	96.25
08/30/2018	97901	08719 LIN LIN LI	REFUND FOR 7786 SQUIRREL CREEK CIR	167.40	167.40
08/30/2018	97902	08737 ROSEMARY LIMA	REFUND FOR 3010 BLACKBERRY AVE	124.02	124.02
08/30/2018	97903	08721 JISEN LU	REFUND FOR 4066 CHALK HILL WAY	215.42	215.42
08/30/2018	97904	03127 LUHDORFF & SCALMANINI	PROFESSIONAL SERVICES - DLD & COMMERCE C	2,884.50	2,884.50
08/30/2018	97905	07614 MAHLER CONSULTING SERVICE	DEVELOPMENT PROJECT INSPECTION SUPPORT A	9,855.00	9,855.00
08/30/2018	97906	08727 JENNIFER MALAKOFF	REFUND FOR 5758 SOUTHBRIDGE WAY	108.99	108.99
08/30/2018	97907	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 08/12/18 M. ZAKLAN: WE 08/05/18	587.63 507.50	1,095.13
08/30/2018	97908	00536 MC MASTER-CARR SUPPLY CO.	REPAIR PARTS FOR SCREEN AIR VENTS	217.03	217.03
08/30/2018	97909	08733 CATHYN MCKENNA	REFUND FOR 6530 SIERRA LN	54.25	54.25
08/30/2018	97910	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 08/05/18 A. MCCAFFERY: WE 08/12/18	1,311.00 1,104.00	2,415.00
08/30/2018	97911	08732 RAVIKANTH METLAPALLY	REFUND FOR 6099 HILLBROOK PL	55.65	55.65
08/30/2018	97912	08717 SEONG ICK MOON	REFUND FOR 6597 HEMLOCK ST	136.80	136.80
08/30/2018	97913	04231 MSC INDUSTRIAL SUPPLY CO	FLEX LINE FOR PRESSURIZATION PUMP SEAL H PRESSURIZATION PUMP SEAL WATER LINE	58.06 58.06	116.12
08/30/2018	97914	07726 MUNICIPAL RESOURCE GROUP,	PROFESSIONAL SERVICES	1,681.75	1,681.75

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From: 8/13/2018 To: 9/6/2018

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
08/30/2018	97915	04796 NAPA AUTO PARTS	WIPERS FOR STOCK	161.65	
			SHOCKS FOR VEHICLE #73	84.93	
			BOAT TRAILER STRAP	71.00	
			VEHICLE #107 PARTS	13.75	331.33
08/30/2018	97916	08218 NICHOLAS NAPPO	REFUND FOR 7854 TURQUOISE ST	58.66	58.66
08/30/2018	97917	08723 BRITTANY OLAWALE	REFUND FOR 2250 CARBONDALE WAY	104.10	104.10
08/30/2018	97918	03987 OLIN CHLOR ALKALI PRODUCTS	BACTICIDE 4952.000 SDG DELIVERED 8-13-18	3,511.13	
			10 SDG BACTICIDE - 8-9-18	3,470.01	6,981.14
08/30/2018	97919	08724 GE OU	REFUND FOR 4377 TABLE MOUNTAIN RD	76.89	76.89
08/30/2018	97920	00620 P G & E	MISC PUMP STNS; COMM CIR ELECTRICITY - J	31,942.95	
			LAVWMA PS FEEDER A - AUG 2018	21,238.14	
			DUBLIN LIFT STN (NEW LS1) ELECTRICITY -	218.71	
			RESERVOIR 3A ELECTRICITY - JUL 2018	61.34	53,461.14
08/30/2018	97921	08356 PACE SUPPLY	BPO - FY19 MISC SUPPLIES	326.72	326.72
08/30/2018	97922	08639 TRAINING AND CONSULTING PEI	EMPLOYEE RELATIONS MATTER	1,318.00	1,318.00
08/30/2018	97923	04211 PLATT ELECTRIC SUPPLY	REPLACEMENT SOFT STARTER EXCHANGE PROGRA	2,929.69	
			REPLT (SPARE) SOFT STARTER FOR PS 300B	2,486.79	
			SOFT START FOR AERATION BLOWER	1,417.19	
			BREAKERS FOR AERATION BASIN OUTLET CIRCU	759.37	
			VFD INTERNAL COOLING FAN FOR BLDG G	172.72	
			PHOTO CELLS FOR LIGHT POLES AT PLANT FRO	52.59	7,818.35
08/30/2018	97924	07644 PLEASANTON PROPERTY MANA	REFUND FOR 4644 CENTRAL PKY	114.21	114.21
08/30/2018	97925	04951 PLEASANTON TRUCKING	16-A002 HAULING CUTBACK, SAND, AGGREGATE	563.74	563.74
08/30/2018	97926	08703 POOL TIME	LIQUID CHLORINE	898.73	
			64 GALLONS LIQUID CHLORINE	442.10	1,340.83

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Date	Check #	Vendor	Description	Amount Paid	Check Total
08/30/2018	97927	05475 PRESIDIO SYSTEMS, INC.	CCTV WORK DUBLIN BLVD ON 08/09/18	960.00	960.00
08/30/2018	97928	00680 QUENVOLD'S SAFETY SHOEMOI	TODD MILLISON SAFETY SHOES	147.90	147.90
08/30/2018	97929	08243 MASSIMO RAPPARINI	REFUND FOR 4613 PERSIMMON DR	122.24	122.24
08/30/2018	97930	08734 RAVISHANKAR RAVINDRAN	REFUND FOR 2058 LEMONWOOD CT	160.67	160.67
08/30/2018	97931	06461 REAL ESTATE DEPOT	REFUND FOR 6988 ALLEGHENY DR	211.89	211.89
08/30/2018	97932	08319 URSALA RICHARDSON	REFUND FOR 4521 LEE THOMPSON ST	8.62	8.62
08/30/2018	97933	06345 RON DUPRATT FORD	VEHICLE #19 PARTS	302.35	
			VEHICLE #63 PARTS	253.80	556.15
08/30/2018	97934	08720 BRIAN RUTHRUFF	REFUND FOR 6983 ALAMO CREEK TRL	63.92	63.92
08/30/2018	97935	07122 DON SABIN	REFUND 8000 BRISTOL RD	174.33	174.33
08/30/2018	97936	08421 MAYANK SHARMA	REFUND FOR 1306 CEDARWOOD LOOP	24.12	24.12
08/30/2018	97937	02015 SHERWIN-WILLIAMS CO	PAINTING SUPPLIES	194.08	194.08
08/30/2018	97938	00786 SNAP-ON INDUSTRIAL	SANO MEDIA FOR SANO BLATTER	406.19	406.19
08/30/2018	97939	08117 SOLVAY FLUORIDES, LLC	HYDROFLUOSILICIC ACID AT \$2.57/GALLON PE	6,383.12	6,383.12
08/30/2018	97940	08730 RAJI SRIDHAR	REFUND FOR 4420 FITZWILLIAM ST	98.45	98.45
08/30/2018	97941	08725 HONG SUN	REFUND FOR 4359 TABLE MOUNTAIN RD	203.86	203.86
08/30/2018	97942	08712 W F SUTTON	REFUND FOR 7935 COUNTESS CT	100.00	100.00
08/30/2018	97943	08731 MILAN TANDON	REFUND FOR 3759 RIMINI LN	86.71	86.71
08/30/2018	97944	08722 TAYLOR MORRISON	REFUND FOR 4325 WALLIS RANCH DR	59.30	59.30
08/30/2018	97945	08023 ATTN: TOM MAJIC THE BACKFLO	DISTRICT BACKFLOW TESTING 07/03/18 - 26	1,950.00	1,950.00
08/30/2018	97946	08715 KATHLEEN THOMPSON	REFUND FOR 7316 DOVER LN	93.46	93.46
08/30/2018	97947	06650 TOKAY SOFTWARE	TOKAY WEB TEST REPORT ENTRIES JULY 2018	608.00	608.00

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Date	Check #	Vendor	Description	Amount Paid	Check Total
08/30/2018	97948	08728 JENIFER TOWSLEY	REFUND FOR 4830 STONEHAVEN LN	64.27	64.27
08/30/2018	97949	01806 U.S. BANK EQUIPMENT FINANCE	COPIER LEASE MAINT/ENGIN/FOD SEPT. 2018	396.70	396.70
08/30/2018	97950	01222 IRS UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
08/30/2018	97951	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	207.40	207.40
08/30/2018	97952	07263 C/O NWRI UTILITY BRANDING NE	ANNUAL MEMBERSHIP DUES (9/1/18 - 8/31/19	5,000.00	5,000.00
08/30/2018	97953	04969 UTILITY TRAINING ACADEMY	GGRP TRAINING: UTILITY LOCATING & MARKI	6,000.00	6,000.00
08/30/2018	97954	06004 VANGUARD CLEANING SYSTEM	DO CLEANING SERVICE JULY '18 (PD AUG 582	2,675.00	2,675.00
08/30/2018	97955	00920 VASCO ROAD LANDFILL	FY19 UNLOADING OF WWTP SOLIDS/GRIT SCREE	947.20	947.20
08/30/2018	97956	08736 RAMADASS VENKADASAMY	REFUND FOR 3000 BLACKBERRY AVE	347.79	347.79
08/30/2018	97957	08408 ROBERT WANCEA	REFUND FOR 8503 VALENCIA ST	28.51	28.51
08/30/2018	97958	08248 LIJUN WANG	REFUND FOR 3363 MONAGHAN ST	113.28	113.28
08/30/2018	97959	08217 XUEFEI WANG	REFUND FOR 7898 KELLY CANYON PL	204.97	204.97
08/30/2018	97960	04061 WAXIE SANITARY SUPPLY	FACILITIES: DOLLY FOR GARBAGE/RECYCLING	500.26	500.26
08/30/2018	97961	08714 BLAKE WILLIAMS	REFUND FOR 8291 DAVONA DR	130.98	130.98
08/31/2018	8129	05511 DISBURSEMENT UNIT CALIFORN	CHILD SUPPORT GARNISHMENT: PAYMENT	699.23	699.23
08/31/2018	607083118	01098 BANK ONE NATIONWIDE RETIRE	NATIONAL DEFERRED COMPENSATION: PAYMENT	51,145.30	51,145.30
08/31/2018	1001149388	00494 PERS	RETIREMENT: PAYMENT	103,147.92	103,147.92
09/04/2018	11519972	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	139,328.53	139,328.53
09/04/2018	105893696	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	29,337.59	29,337.59
09/04/2018	608090418	01098 BANK ONE NATIONWIDE RETIRE	NATIONAL DEFERRED COMPENSATION: PAYMENT	40.00	40.00
09/05/2018	65333402	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	286.82	286.82
09/05/2018	203504448	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	40.00	40.00

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Dublin San Ramon Services District

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Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
295 checks in this report				Total Checks:	8,062,777.04



TITLE: Adopt Revised Fraud in the Workplace Policy and Rescind Resolution No. 3-10

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, a revised Fraud in the Workplace policy, and rescind Resolution No. 3-10.

SUMMARY:

The District has a Fraud in the Workplace policy. This policy was originally adopted in 2010 and last reviewed in 2014. The policy was recommended by the District’s independent auditor in the Memorandum on Internal Control dated June 30, 2008 for the purpose of strengthening the internal control structure of the District. In accordance with the District’s practice of reviewing each of its policies at least every four years, this policy is presented to the Board for its review.

Staff believes that this policy is working properly. Only minor changes have been proposed for the Board’s consideration to improve clarity of its application.

Originating Department: Administrative Services	Contact: M. Gallardo	Legal Review: Yes
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Marked-up version of Fraud in the Workplace policy	
		29 of 80



**Dublin San Ramon
Services District**

Water, wastewater, recycled water

Policy

Policy No.: P700-14-3	Type of Policy: Personnel
Policy Title: Fraud in the Workplace	
Policy Description: Identify, investigate and enforce rules related to theft, or dishonesty, or other fraudulent acts against the District	
Approval Date: 1/5/2010 1/5/2010	Last Review Date: 2014 2018
Approval Resolution No.: 3-10	Next Review Date: 2018 2022
Rescinded Resolution No.: N/A	Rescinded Resolution Date: N/A

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

To identify and promptly investigate any possibility of fraudulent activity against the District and take appropriate action, including the pursuit of legal remedies available under the law.

The District will investigate suspected acts of theft, dishonesty or fraud, which violate this policy. An objective investigation will be conducted regardless of the position, title, and length of service or relationship with the District of any party involved. Employees who violate this policy will be subject to discipline, up to and including termination.

This policy applies to all District employees, elected officials, volunteers, contractors, and agents, as well as citizens interacting with District employees.

The General Manager shall develop comprehensive rules in furtherance of this policy.

<p>Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u></p>	
<p>Date Adopted:</p>	
<p>January 5, 2010</p>	
<p>Reviewed by Committee or Board:</p>	<p>Date:</p>
<p>Board</p>	<p>10/7/2014</p>

Policy No.: Number	Policy Title: Name
---------------------------	---------------------------

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RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE FRAUD IN THE WORKPLACE POLICY AND RESCINDING RESOLUTION NO. 3-10

WHEREAS, in 2010 the District adopted a Fraud in the Workplace policy following the recommendation of the District's Independent Auditor, which defines fraud and actions to be taken in the event of fraud; and

WHEREAS, the Fraud in the Workplace policy purpose is to identify, investigate, and enforce rules related to theft, dishonesty, or other fraudulent acts against the District; and

WHEREAS, staff is recommending changes to the policy to incorporate all fraudulent acts applicable to policy standards.

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 the revised Fraud in the Workplace policy, attached as Exhibit "A" be adopted; and Resolution No. 3-10, attached as Exhibit "B," is hereby rescinded.

ADOPTED by the Board of Directors of the Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 18th day of September, 2018, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgean M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary



Policy

Policy No.:	Type of Policy: Personnel
Policy Title: Fraud in the Workplace	
Policy Description:	Identify, investigate and enforce rules related to theft, dishonesty, or other fraudulent acts against the District
Approval Date:	Last Review Date: 2018
Approval Resolution No.:	Next Review Date: 2022
Rescinded Resolution No.: 3-10	Rescinded Resolution Date: 1/5/2010

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

To identify and promptly investigate any possibility of fraudulent activity against the District and take appropriate action, including the pursuit of legal remedies available under the law.

The District will investigate suspected acts of theft, dishonesty or fraud, which violate this policy. An objective investigation will be conducted regardless of the position, title, and length of service or relationship with the District of any party involved. Employees who violate this policy will be subject to discipline, up to and including termination.

This policy applies to all District employees, elected officials, volunteers, contractors, and agents, as well as citizens interacting with District employees.

The General Manager shall develop comprehensive rules in furtherance of this policy.

RESOLUTION NO. 3-10

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING THE FRAUD IN THE WORKPLACE POLICY

WHEREAS, the District's Independent Auditor recommended, in the Memorandum on Internal Control dated June 30, 2008, that the District adopt a fraud policy which defines fraud and actions to be taken in the event of fraud; and

WHEREAS, the Finance Committee reviewed the attached policy and is recommending adoption therefore; and

WHEREAS, the General Manager, upon adoption, will implement comprehensive rules in furtherance of the policy;

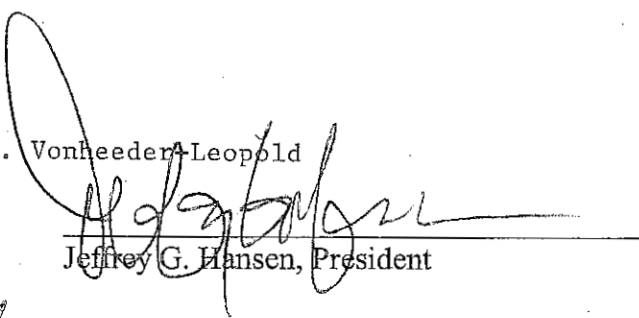
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency in the counties of Alameda and Contra Costa, California, that the attached policy titled "Fraud in the Workplace" (Exhibit A) is hereby adopted by the Board of Directors of Dublin San Ramon Services District.

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 2010, and passed by the following vote:


AYES: 4 - Directors Daniel J. Scannell, D.L. (Pat) Howard, Richard M, Halket, Jeffrey G. Hansen

NOES: 0

ABSENT: 1 - Director ~~Georgan M. Vonheeder Leopold~~



 Jeffrey G. Hansen, President

ATTEST: 
 Nancy G. Hatfield, District Secretary



TITLE: Receive Presentation on the District’s Second Annual Report “Building for the Future, Fiscal Year 2018”

RECOMMENDATION:

Staff recommends the Board of Directors receive a brief presentation on the District’s second annual report, “Building for the Future, Fiscal Year 2018.”

SUMMARY:

The focus of this year’s annual report is about the major capital projects in the works during last year: the fourth and final digester, expansion and improvements at the Jeffrey G. Hansen Water Recycling Plant, and relining the Dublin Trunkline sewer main.

The budget for the current fiscal year is explained in two pages and includes more details about capital projects: major repairs, major replacements, and expansion of the District’s capabilities.

There are additional stories about protecting public health and the environment (e.g., respecting Dublin’s golden eagle habitat), ways the District is improving water quality and storage in our distribution system (e.g., installing an impeller mixer in two reservoirs and flushing the water pipes), and ways the District is increasing efficiency and savings (e.g., connecting District facilities via fiber optics and refinancing debt).

The back page is all about how our customers are part owner of a \$1 billion enterprise. All of our 186,000 customers are part-owner of DSRSD and all its assets. If we had to replace the entire operation, it would cost \$1 billion.

The annual report will be presented to the Boardmembers at the Board meeting.

Originating Department: Office of the General Manager		Contact: S. Stephenson	Legal Review: Not Required
Cost: \$0		Funding Source: N/A	
Attachments:	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Staff Report	
<input type="checkbox"/> Resolution	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Task Order	
<input type="checkbox"/> Proclamation	<input type="checkbox"/> Other (see list on right)		



TITLE: Receive Presentation on the Zone 7 Water Agency 2018 Water Supply Evaluation Update

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation on the Zone 7 Water Agency (Zone 7) 2018 Water Supply Evaluation Update.

SUMMARY:

As a foundational element in its water supply planning for the Tri-Valley, Zone 7 periodically completes a Water Supply Evaluation. The original Water Supply Evaluation was completed in 2011. This Water Supply Evaluation was last updated in 2016. The 2016 Update reviewed the benefits of the California WaterFix, a potable reuse project, and a regional desalination project on the long-term reliability of the Tri-Valley water supply. Other potential water supply projects that reduced risks to reliability were also evaluated.

Since that time, new information has become available on various water supply and storage options that might be beneficial for the Tri-Valley’s water reliability. For example, there is updated information on the long-term water supply from the State Water Project, the Tri-Valley’s principle source of water supply. Secondly, the Los Vaqueros and Sites reservoir projects have received Proposition 1 funding toward each project’s public benefits; and the project partners, including Zone 7, have begun funding discussions. Thirdly, the agencies of the Tri-Valley have more detailed information on the feasibility of a Regional Potable Reuse project. In addition, Zone 7 is working with the retailers to update the projected water demands for the Tri-Valley in light of new long-term water conservation regulations.

Given the new information and pending required commitments for continued participation in the potential reservoir projects, Zone 7 has decided to update its Water Supply Evaluation on an expedited schedule. Zone 7’s preliminary schedule shows that a formal 2018 Update will be presented to the Zone 7 Board on February 20, 2019. With this accelerated schedule, all the agencies of the Tri-Valley will have access to an important long-term planning document early next year, which will be a useful reference for regional discussions about water supply options and water supply reliability.

Staff will give a summary presentation of an August 15 presentation to the Zone 7 Board about the process for the 2018 Water Supply Evaluation Update.

Originating Department: Office of the General Manager		Contact: D. McIntyre	Legal Review: Not Required
Cost: \$0		Funding Source: N/A	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		36 of 80	



TITLE: Receive Report on Zone 7 Water Agency Wholesale Water Rates and Provide Direction

RECOMMENDATION:

Staff recommends the Board of Directors receive a report on the upcoming Zone 7 Water Agency (Zone 7) wholesale water rates and provide direction.

SUMMARY:

On September 5, the Zone 7 Board held a workshop on wholesale water rates for the period of CY 2019–2022. At the meeting, Zone 7 staff discussed four scenarios for rate increases (see Attachment 1 for the Zone 7 PowerPoint presentation from this earlier meeting). The most ambitious option includes four annual rate increases of approximately 10% each year to the wholesale rate.

The Zone 7 Board had an extended policy discussion and delved into the many factors influencing the proposed rate increase options. DSRSD staff attended this initial workshop. The following summarizes our support and concerns:

Assumptions that DSRSD staff agree with:

- Funding water supply reliability projects – Although Zone 7 does not have an adopted 10-year Capital Improvement Program (CIP) that includes such projects, DSRSD staff supports having a placeholder and funding mechanism built into their upcoming rates;
- Funding for adequate reserves – DSRSD staff supports funding to the appropriate industry-standard reserve level, analyzing the dollar amounts of each, and possibly consolidating or eliminating several of the reserve categories.
- Full disclosure of the key drivers of a rate increase – Zone 7’s operating and maintenance budget, including salary and benefit levels, appears reasonable. In addition, Zone 7’s assumptions over the next four years for projections of these expenditures also appear reasonable. Key drivers of the rate increases are funding of reserves and water supply reliability, which need to be emphasized in all public outreach.
- Increasing the fixed charge percentage – DSRSD staff supports Zone 7 increasing its fixed charge from 35% to 45% of revenues, but requests Zone 7 to consider a reduction in the drought/rate stabilization reserve as a result of this shift.

Assumptions that DSRSD staff have concerns with:

- Debt management – Zone 7 is currently funding its Asset Management Program at a \$12 million/year level, and assumes no debt service in the future. The Zone 7 Board should reconsider debt financing of at least a portion of the Asset Management Program in order to smooth out costs over time, provide intergenerational equity and reduce impacts on the wholesale water rates.
- Rate increases – Zone 7 is proposing to reach goals for each rate scenario over a four-year period. DSRSD staff requests that the Zone 7 Board consider smoothing out costs over a six-year period and reduce the impacts on the wholesale water rates.

The first formal public hearing on Zone 7 rates will be held at Zone 7’s September 19 Board meeting, with a second public hearing to adopt rates for CY 2019, and possibly beyond, scheduled for October 17. The intention of this report tonight is to update the Board on Zone 7’s proposals to date and receive general direction from the Board to share at the upcoming Zone 7 meetings.

Originating Department: Administrative Services	Contact: C Atwood	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – September 5 Wholesale Water Rate Study Update PowerPoint Presentation to Zone 7 Board	
		37 of 80

ZONE 7 WATER AGENCY

Wholesale Water Rate Study Update

Board Workshop / September 5, 2018



1

Agenda

- Purpose
- Public Outreach
- Zone 7 Cost Control Measures
- Financial Plan & Water Rates
 - › Key Assumptions
 - › Fixed Cost Recovery Options
 - › Water Sales Projections
 - › Financial Plan Scenarios
 - › Customer Impacts
 - › Capital Improvement Plan



Purpose: Why Are We Discussing Rates Tonight?

- Cost of Service Study conducted by Raftelis
- To set rates for calendar years (CY) 2019, 2020, 2021, and 2022
- Recommended Action: discuss and receive direction from the Board



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Public Outreach

- E-news
 - › July 23, 2018
 - › August 17, 2018
- Post cards mailed to 94,000 businesses and residents
 - › August 10, 2018
- Newspaper Ads
 - › September 6, 2018 – The Independent
 - › September 7, 2018 – Pleasanton Weekly
- Public Presentation on Water in the Tri-Valley
 - › August 29, 2018
- Meetings & Discussions with Retailers
 - › May 5, 2018
 - › July 17, 2018
 - › August 22, 2018
 - › Ongoing discussions with Retailers



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Zone 7 Cost Control Measures

- Continuation of soft hiring freeze with 6 additional positions added for FY 2018-19 at approximately \$3 million (total of 18 positions)
- Employees share of medical premiums will increase from the current 10% to 15% in FY 2021-22
- Early purchase of the North Canyons Administrative Building
 - › Savings of approximately \$7.1 million
- Energy savings from PG&E pricing programs and DVWTP solar panels
 - › Solar planned for North Canyons Administrative Building
- Purchasing water treatment chemicals through the Bay Area Chemical Consortium
- Cost of borrowing lowered due to favorable bond ratings
 - › S&P: AA+ / Fitch: AA



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Pension Cost: Net Pension Liability

- **Net Pension Liability (NPL) for June 30, 2017:**
 - › **County of Alameda NPL - \$1.72 billion**
 - › **Zone 7's proportionate share of the County's NPL - \$25.5 million**



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Use of Reserves to Mitigate Rate Increases Fund 100 – Water Enterprise Operations

Revenue and Expenses	Audited Actual FY 2013-14	Audited Actual FY 2014-15	Audited Actual FY 2015-16	Audited Actual FY 2016-17	Unaudited Actual FY 2017-18
Total Revenues	\$36,479,758	\$27,395,618	\$28,700,354	\$43,618,851	\$48,500,050
Sales in Acre-feet	37,994	26,629	23,648	28,473	32,483
Operating Expenses	\$29,025,019	\$30,630,087	\$30,477,041	\$27,738,427	\$29,617,435
Transfers ²	\$8,500,000	\$12,823,924	7,208,494	13,032,767	\$13,600,556
Total Expenses	\$37,525,019	\$43,454,011	\$37,685,535	\$40,771,194	\$43,217,991
Use of Reserves	(\$1,045,261)	(\$16,058,393)	(8,985,182)	\$2,847,657	\$5,282,060
Beginning Fund Balance	\$31,495,970	\$30,450,709	\$14,392,316	\$5,407,135	\$8,254,792
Ending Fund Balance	\$30,450,709	\$14,392,316	\$5,407,135	\$8,254,792	\$13,536,852

Rate Increase
CY 2013 – 0%
CY 2014 – 2.65%

Rate Increase
CY 2015 – 3%

CY 2015 – performed
Wholesale Rate Study



Use of reserves during the drought totaled \$26M

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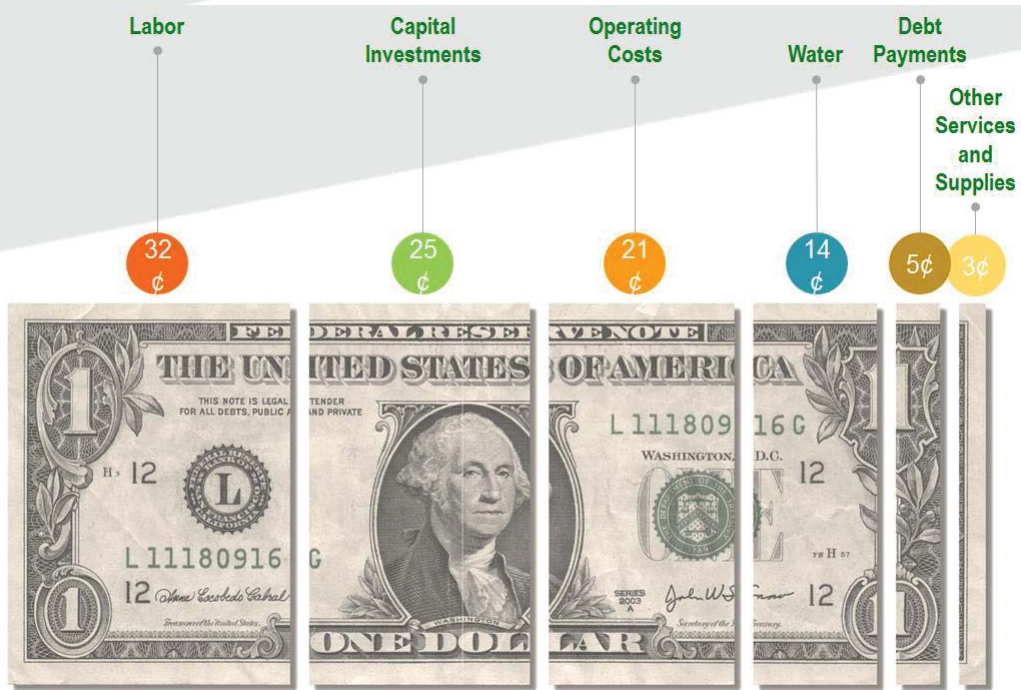
Fund 100 Five-Year Revenue and Expenses

Revenue	FY 2014 Audited Actual	FY 2015 Audited Actual	FY 2016 Audited Actual	FY 2017 Audited Actual	FY 2018 Unaudited Actual
Water Rate Revenue	\$35,616,588	\$26,552,568	\$28,110,974	\$42,975,959	\$47,860,144
Other Revenue	863,170	843,050	589,380	642,892	677,833
Total Revenue	\$36,479,758	\$27,395,618	\$28,700,354	\$43,618,851	\$48,537,977

O&M Expenses	FY 2014 Audited Actual	FY 2015 Audited Actual	FY 2016 Audited Actual	FY 2017 Audited Actual	FY 2018 Unaudited Actual
Labor	\$14,120,329	\$15,625,566	\$16,281,544	\$15,441,752	\$14,661,049
Contractual Services	3,280,985	2,904,835	3,270,231	3,032,466	4,398,725
Chemicals	1,788,873	2,025,912	1,861,443	1,767,573	1,928,091
Water	4,696,692	5,076,600	4,984,912	3,855,427	4,445,178
Utilities	2,286,535	1,779,342	1,376,682	1,413,634	1,615,000
Maintenance And Repairs	1,562,515	1,640,555	1,524,745	1,261,145	1,590,683
Other Services and Supplies	1,289,089	1,577,276	1,177,485	966,431	978,710
Total O&M	\$29,025,019	\$30,630,087	\$30,477,041	\$27,738,428	\$29,617,435
Capital Funding	8,500,000	12,823,924	7,208,494	13,032,767	13,600,556
Total Expenses and Transfers	\$37,525,019	\$43,454,011	\$37,685,535	\$40,771,195	\$43,217,991



What Does Your Dollar Pay For?



9

Financial Plan & Water Rates

Key Assumptions

- Inflation Factors
 - › Utilities and Energy – 5.0%
 - › Chemicals – 3.0%
 - › Salaries and Benefits – 3.0%
 - › Water – 5.0%
 - › All Other Costs – 3.0%

- Other adjustment for capital projects coming online (e.g., ozone)

- Consumer Price Index (CPI) Rate Increase – 3.0% each year

- No new operating programs or staff



Fund 100 Reserves – FY 2017-18 Unaudited Actuals

<i>Fund 100 Reserves</i>	<i>FY 2017-18 Minimum Reserve Level</i>	<i>FY 2017-18 Unaudited Actual</i>	<i>Over/Under Minimum Reserve Level</i>
Operating Reserves	\$5,653,337	\$5,653,337	-
Emergency Reserves	4,378,794	4,378,794	-
Drought Contingency	2,451,709	-	(2,451,709)
Rate Stabilization Reserves	4,903,419	3,504,721	(1,398,698)
Total Reserves	\$17,387,259	\$13,536,852	(\$3,850,407)

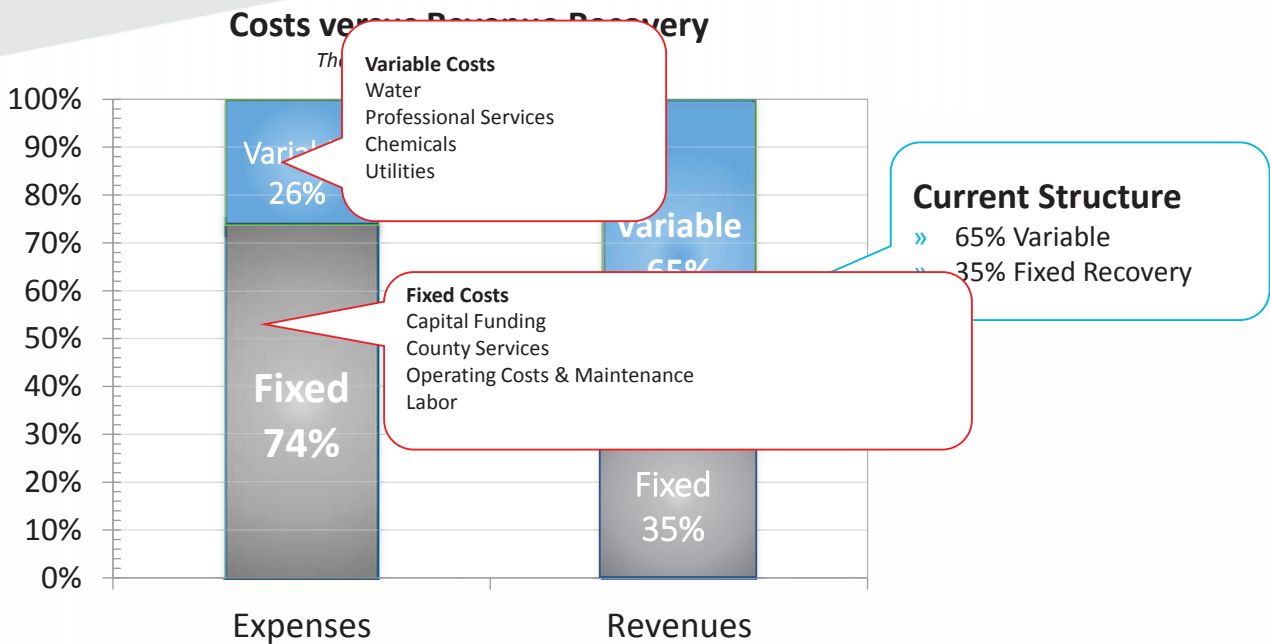


Fund 100 O&M and Water Supply Reliability Projects

O&M Expenses	FY 2019	FY 2020	FY 2021	FY 2022
Labor	15,266,665	17,206,004	17,722,184	18,253,850
Contractual Services	4,249,363	4,495,965	4,630,844	4,769,769
Chemicals	2,337,648	2,668,761	2,748,824	2,831,289
Water	4,825,802	5,804,364	6,094,582	6,399,311
Utilities	2,535,114	1,818,044	2,405,381	3,021,979
Maintenance And Repairs	2,040,641	2,126,681	2,190,481	2,256,196
Other Services and Supplies	1,592,081	1,607,744	1,649,876	1,693,273
Sub Total O&M	\$32,847,314	\$35,727,563	\$37,442,173	\$39,225,666
Water Supply Reliability Projects	\$1,500,000	\$2,000,000	\$5,500,000	\$6,150,000
Total	\$34,347,314	\$37,727,563	\$42,942,173	\$45,375,666



Revenue Recovery Structure



Fixed Charge Recovery

- Incremental increase in fixed charge revenue recovery to 45.0% over 4 years
 - › 2018 – 35.0% (current)
 - › 2019 – 37.5%
 - › 2020 – 40.0%
 - › 2021 – 42.5%
 - › 2022 – 45.0%
- Fixed charge is based on 2-year rolling average for each retailer and customer



Water Sales Actuals/Projections

Water Sales Projections (AF)	FY 2013	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
City of Pleasanton	14,348	9,862	10,360	10,670	10,990	11,320
Dublin San Ramon Services District	10,756	9,636	10,090	10,390	10,700	11,020
California Water Service Company	8,118	6,542	6,390	6,580	6,780	6,980
City of Livermore	6,651	5,588	5,970	6,150	6,330	6,520
Lawrence Livermore Lab	19	749	300	300	300	300
L.A.R.P.D.	2	3	3	3	3	3
Veterans Hospital	119	73	120	120	120	120
Wente Brothers	24	14	32	32	32	32
State of California DWR	0	0	0	0	0	0
East Bay Regional Park District	17	15	17	17	17	17
Total Water Sales (AF)	40,054	32,483	33,282	34,262	35,272	36,312



Financial Plan Scenarios

- Scenario 1: “Base Case”
 - › Includes 3% annual CPI increase
 - › Includes water supply reliability costs of \$9.0M through FY 2022
- Scenario 2: “Meet Fund 100 Minimum Reserve Requirements”
 - › Same assumptions as Scenario 1
 - › Rate adjustments to increase Fund 100 to minimum reserves by FY 2022
- Scenario 3: “Additional Water Supply Reliability Projects”
 - › Same assumptions as Scenario 2
 - › Additional \$6.2M in water supply reliability in FY 2021 & FY 2022
- Scenario 4: “No Water Supply Reliability Projects”
 - › Includes 3% annual CPI increase
 - › Rate adjustments to increase Fund 100 to minimum reserves by FY 2022
 - › No water supply reliability costs (\$9.0M + \$6.2M)



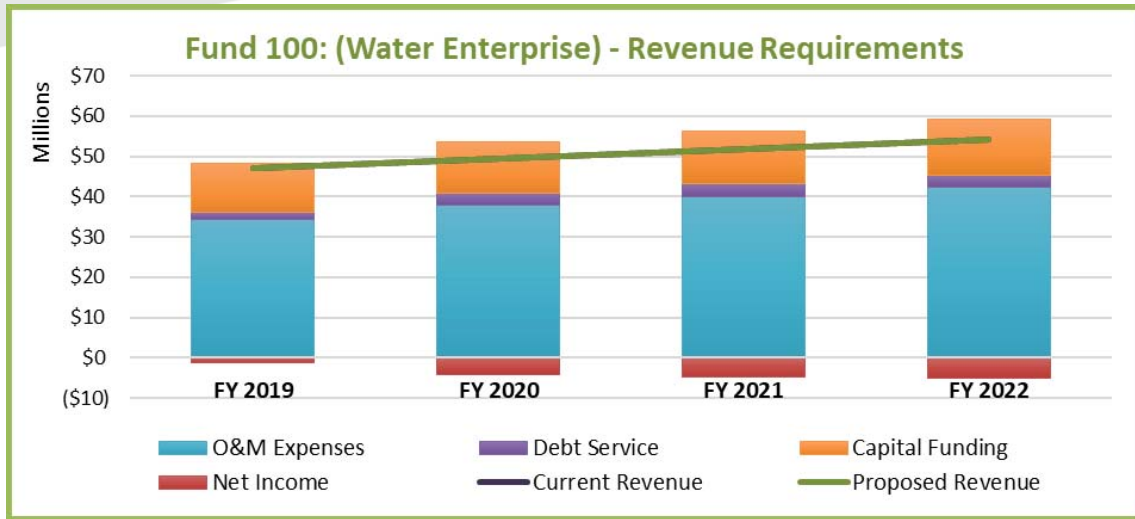
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Scenario 1: Base Case Cash Flow

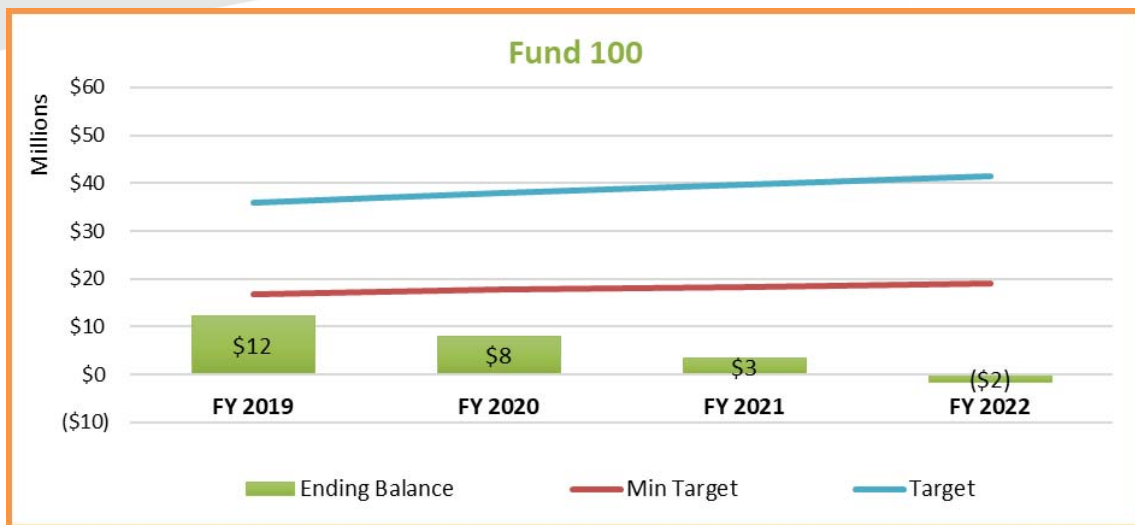
	FY 2019	FY 2020	FY 2021	FY 2022
Revenue				
Volume-based Rate Revenue	\$30,010,113	\$31,789,243	\$33,648,218	\$35,668,479
Fixed Charge Revenue	\$16,087,355	\$16,569,978	\$17,067,078	\$17,579,088
Total Additional Revenue	\$0	\$0	\$0	\$0
Total Rate Revenue	\$46,097,468	\$48,359,221	\$50,715,296	\$53,247,567
Investment Earnings	\$127,019	\$102,183	\$57,436	\$8,827
Other Revenue	\$898,845	\$901,550	\$901,550	\$901,550
Total Revenue	\$47,123,332	\$49,362,954	\$51,674,282	\$54,157,944
Expenses				
O&M Expenses	\$34,149,908	\$37,524,235	\$39,738,845	\$42,022,338
Existing Debt Service	\$1,692,410	\$3,123,338	\$3,122,338	\$3,124,213
Proposed Debt Service	\$0	\$0	\$0	\$0
Total Expenses	\$35,842,318	\$40,647,573	\$42,861,183	\$45,146,551
Net Cash Flow before Capital Funding	\$11,281,014	\$8,715,381	\$8,813,099	\$9,011,393
Accumulated Capital Outlay (ACO Transfers)	\$197,406	\$203,328	\$203,328	\$203,328
Capital Funding	\$12,300,000	\$12,792,000	\$13,303,680	\$13,835,827
Net Cash Flow	(\$1,216,392)	(\$4,279,947)	(\$4,693,909)	(\$5,027,762)
Fund 100				
Ending Balance	\$12,370,460	\$8,090,513	\$3,396,604	(\$1,631,158)
Minimum Target	\$16,779,560	\$17,673,506	\$18,390,963	\$19,146,173



Scenario 1: Base Case Revenue Requirements



Scenario 1: Base Case Fund 100 Reserves



Customer Rate Impacts: Scenario 1

Assumes 3% CPI Rate Increases

	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022
Variable Charge (\$/ccf)	\$2.04	\$1.94	\$1.95	\$1.85	\$1.86
Weighted Fixed Charge (\$/ccf)	\$1.14	\$1.27	\$1.33	\$1.51	\$1.58
Total Charge (\$/ccf)	\$3.18	\$3.21	\$3.28	\$3.36	\$3.44
Monthly Water Usage (ccf)	10	10	10	10	10
Variable Charges	\$20.40	\$19.40	\$19.50	\$18.50	\$18.60
Fixed Charges	\$11.39	\$12.75	\$13.29	\$15.05	\$15.76
Total Charges	\$31.79	\$32.15	\$32.79	\$33.55	\$34.36
Dollar Amount Difference		\$0.36	\$0.64	\$0.76	\$0.81



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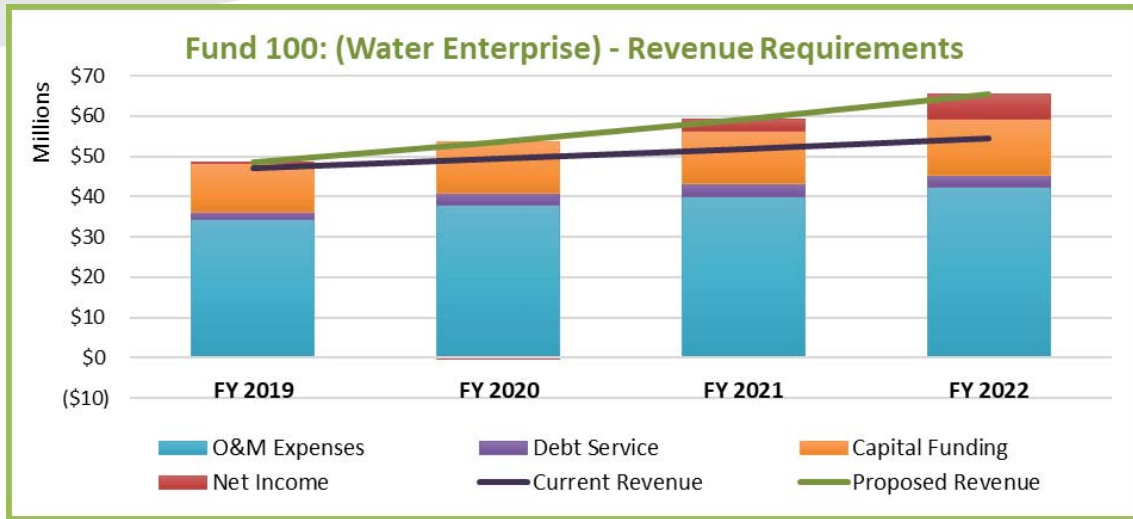
Scenario 2: Meet Fund 100 Minimum Reserve Requirements

Cash Flow

	FY 2019	FY 2020	FY 2021	FY 2022
Revenue				
Volume-based Rate Revenue	\$30,010,113	\$31,789,243	\$33,648,218	\$35,668,479
Fixed Charge Revenue	\$16,087,355	\$16,569,978	\$17,067,078	\$17,579,088
Total Additional Revenue	\$1,267,680	\$4,062,779	\$7,284,400	\$10,997,380
Total Rate Revenue	\$47,365,148	\$52,422,000	\$57,999,696	\$64,244,947
Investment Earnings	\$127,019	\$135,340	\$147,946	\$192,116
Other Revenue	\$898,845	\$901,550	\$901,550	\$901,550
Total Revenue	\$48,391,012	\$53,458,890	\$59,049,192	\$65,338,613
Expenses				
O&M Expenses	\$34,149,908	\$37,524,235	\$39,738,845	\$42,022,338
Existing Debt Service	\$1,692,410	\$3,123,338	\$3,122,338	\$3,124,213
Proposed Debt Service	\$0	\$0	\$0	\$0
Total Expenses	\$35,842,318	\$40,647,573	\$42,861,183	\$45,146,551
Net Cash Flow before Capital Funding	\$12,548,694	\$12,811,317	\$16,188,009	\$20,192,062
Accumulated Capital Outlay (ACO Transfers)	\$197,406	\$203,328	\$203,328	\$203,328
Capital Funding	\$12,300,000	\$12,792,000	\$13,303,680	\$13,835,827
Net Cash Flow	\$51,288	(\$184,011)	\$2,681,001	\$6,152,907
Fund 100				
Ending Balance	\$13,638,140	\$13,454,129	\$16,135,130	\$22,288,037
Minimum Target	\$16,969,712	\$18,282,923	\$19,483,623	\$20,795,780

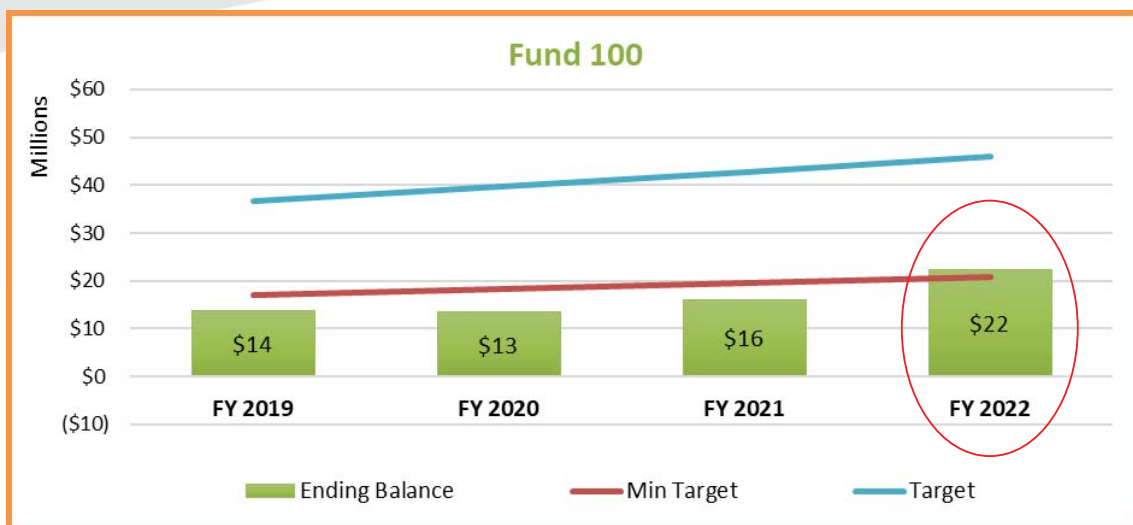


Scenario 2: Increase Fund 100 Revenue Requirements



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Scenario 2: Increase Fund 100 Reserves



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Customer Rate Impacts: Scenario 2

Assumes 3% CPI and 5.5% Rate Adjustments

	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022
Variable Charge (\$/ccf)	\$2.04	\$2.05	\$2.17	\$2.18	\$2.29
Weighted Fixed Charge (\$/ccf)	\$1.14	\$1.34	\$1.48	\$1.76	\$1.96
Total Charge (\$/ccf)	\$3.18	\$3.39	\$3.65	\$3.94	\$4.25
Monthly Water Usage (ccf)	10	10	10	10	10
Variable Charges	\$20.40	\$20.50	\$21.70	\$21.80	\$22.90
Fixed Charges	\$11.39	\$13.39	\$14.82	\$17.59	\$19.58
Total Charges	\$31.79	\$33.89	\$36.52	\$39.39	\$42.48
Dollar Amount Difference		\$2.11	\$2.63	\$2.87	\$3.09



Scenario 3 Assumptions

- “Additional Water Supply Reliability Projects”
 - › Total of \$15.2M in additional water supply reliability projects through FY 2022
 - \$9.0M in water supply reliability projects through FY 2022
 - \$6.2M in additional water supply reliability projects through FY 2022
 - › Revenue adjustments to increase Fund 100 to minimum levels by FY 2022

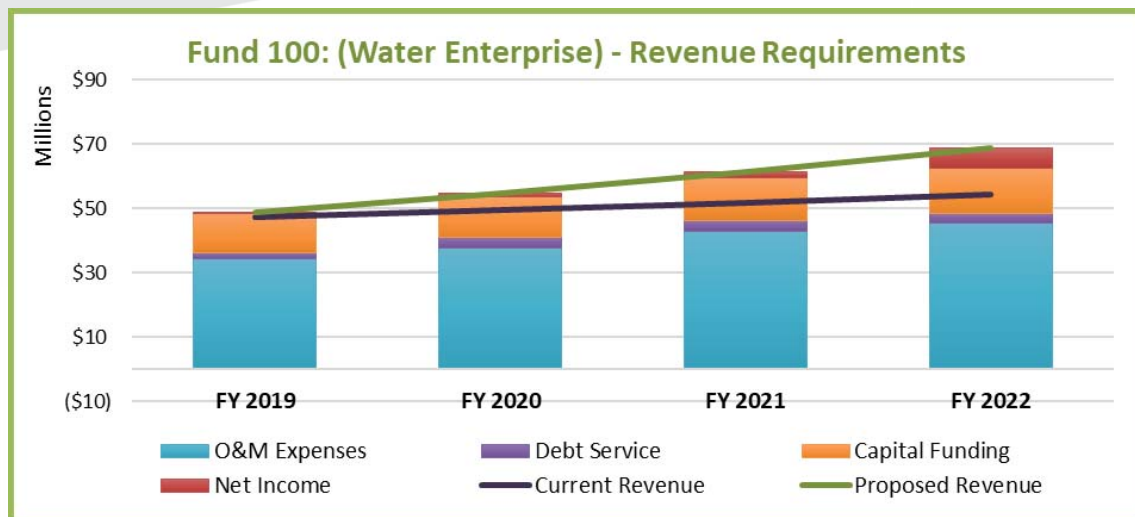


Scenario 3: Additional Water Supply Reliability Projects Cash Flow

	FY 2019	FY 2020	FY 2021	FY 2022
Revenue				
Volume-based Rate Revenue	\$30,010,113	\$31,789,243	\$33,648,218	\$35,668,479
Fixed Charge Revenue	\$16,087,355	\$16,569,978	\$17,067,078	\$17,579,088
Total Additional Revenue	\$1,613,411	\$5,196,198	\$9,380,884	\$14,266,062
Total Rate Revenue	\$47,710,879	\$53,555,419	\$60,096,181	\$67,513,628
Investment Earnings	\$127,019	\$144,510	\$158,364	\$198,694
Other Revenue	\$898,845	\$901,550	\$901,550	\$901,550
Total Revenue	\$48,736,743	\$54,601,479	\$61,156,095	\$68,613,873
Expenses				
O&M Expenses	\$34,149,908	\$37,524,235	\$42,738,845	\$45,172,338
Existing Debt Service	\$1,692,410	\$3,123,338	\$3,122,338	\$3,124,213
Proposed Debt Service	\$0	\$0	\$0	\$0
Total Expenses	\$35,842,318	\$40,647,573	\$45,861,183	\$48,296,551
Net Cash Flow before Capital Funding	\$12,894,425	\$13,953,906	\$15,294,912	\$20,317,322
Accumulated Capital Outlay (ACO Transfers)	\$197,406	\$203,328	\$203,328	\$203,328
Capital Funding	\$12,300,000	\$12,792,000	\$13,303,680	\$13,835,827
Net Cash Flow	\$397,019	\$958,578	\$1,787,904	\$6,278,167
Fund 100				
Ending Balance	\$13,983,871	\$14,942,450	\$16,730,353	\$23,008,520
Minimum Target	\$17,021,571	\$18,452,936	\$20,291,247	\$21,803,890

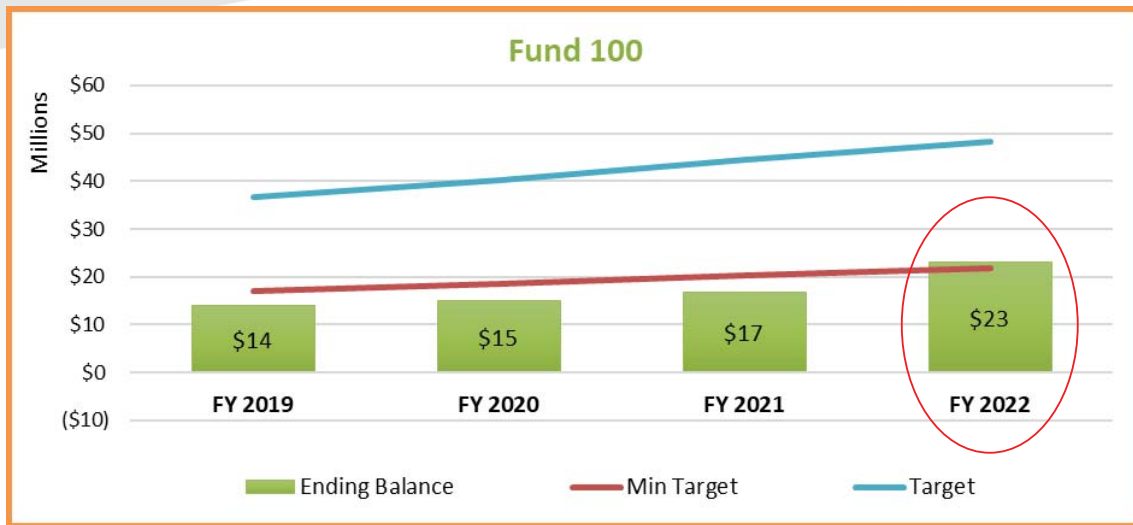
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Scenario 3: Additional Water Supply & Reliability Projects Revenue Requirements



Scenario 3: Additional Water Supply Reliability Projects

Fund 100 Reserves



Customer Rate Impacts: Scenario 3

Assumes 3% CPI and 7% Rate Adjustments

	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022
Variable Charge (\$/ccf)	\$2.04	\$2.08	\$2.23	\$2.27	\$2.43
Weighted Fixed Charge (\$/ccf)	\$1.14	\$1.36	\$1.53	\$1.83	\$2.07
Total Charge (\$/ccf)	\$3.18	\$3.44	\$3.76	\$4.10	\$4.50
Monthly Water Usage (ccf)	10	10	10	10	10
Variable Charges	\$20.40	\$20.80	\$22.30	\$22.70	\$24.30
Fixed Charges	\$11.39	\$13.57	\$15.25	\$18.32	\$20.73
Total Charges	\$31.79	\$34.37	\$37.55	\$41.02	\$45.03
Dollar Amount Difference		\$2.58	\$3.18	\$3.47	\$4.01

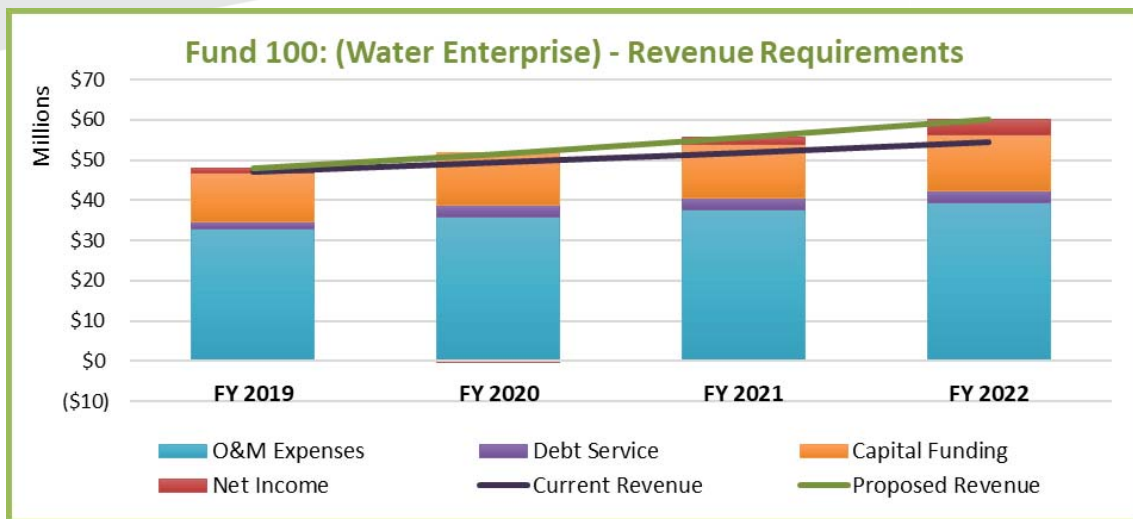


Scenario 4: No Water Supply & Reliability Projects Cash Flow

Revenue				
Water Sales - Existing Rate	\$30,010,113	\$31,789,243	\$33,648,218	\$35,668,479
Fixed Charge - Existing Rate	\$16,087,355	\$16,569,978	\$17,067,078	\$17,579,088
Total Additional Revenue	\$691,462	\$2,197,927	\$3,895,619	\$5,810,263
Total Rate Revenue	\$46,788,930	\$50,557,148	\$54,610,916	\$59,057,830
Investment Earnings	\$127,019	\$145,303	\$154,223	\$182,999
Other Revenue	\$898,845	\$901,550	\$901,550	\$901,550
Total Revenue	\$47,814,794	\$51,604,001	\$55,666,688	\$60,142,378
Expenses				
O&M Expenses	\$32,649,908	\$35,524,235	\$37,238,845	\$39,022,338
Existing Debt Service	\$1,692,410	\$3,123,338	\$3,122,338	\$3,124,213
Proposed Debt Service	\$0	\$0	\$0	\$0
Total Expenses	\$34,342,318	\$38,647,573	\$40,361,183	\$42,146,551
Net Cash Flow before Capital Funding	\$13,472,476	\$12,956,428	\$15,305,505	\$17,995,827
Accumulated Capital Outlay (ACO Transfers)	\$197,406	\$203,328	\$203,328	\$203,328
Capital Funding	\$12,300,000	\$12,792,000	\$13,303,680	\$13,835,827
Net Cash Flow	\$975,070	(\$38,900)	\$1,798,497	\$3,956,672
Fund 100				
Ending Balance	\$14,561,922	\$14,523,022	\$16,321,519	\$20,278,191
Minimum Target	\$16,636,704	\$17,674,428	\$18,564,347	\$19,524,561

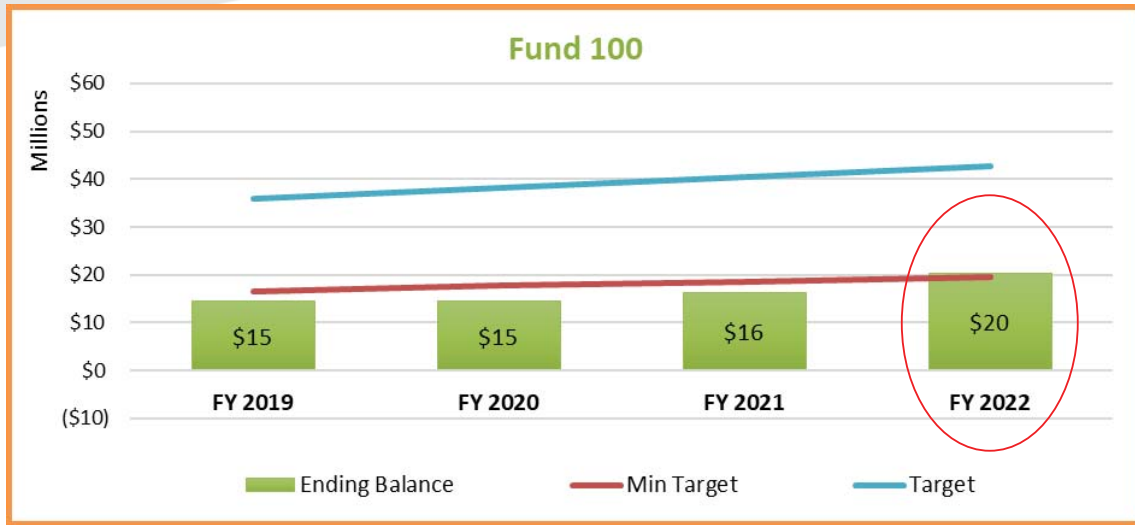
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Scenario 4: No Water Supply Reliability Projects Revenue Requirements



Scenario 4: No Funding Water Supply Reliability Projects

Fund 100 Reserves



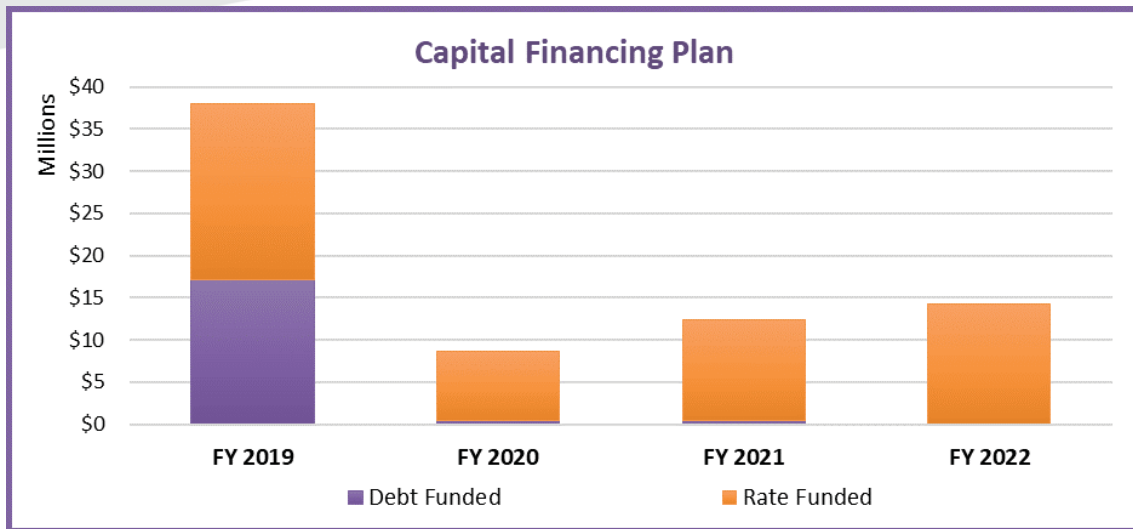
Customer Rate Impacts: Scenario 4

Assumes 3% CPI and 3% Rate Adjustments

	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022
Variable Charge (\$/ccf)	\$2.04	\$2.00	\$2.07	\$2.02	\$2.09
Weighted Fixed Charge (\$/ccf)	\$1.14	\$1.31	\$1.41	\$1.64	\$1.78
Total Charge (\$/ccf)	\$3.18	\$3.31	\$3.48	\$3.66	\$3.87
Monthly Water Usage (ccf)	10	10	10	10	10
Variable Charges	\$20.40	\$20.00	\$20.70	\$20.20	\$20.90
Fixed Charges	\$11.39	\$13.10	\$14.12	\$16.40	\$17.77
Total Charges	\$31.79	\$33.10	\$34.82	\$36.60	\$38.67
Dollar Amount Difference		\$1.31	\$1.72	\$1.79	\$2.07



Capital Improvement Plan



\$57.3M in bonds were issued in FY 2018 to partially fund capital projects (shown in purple)



Scenario: 50% Fixed Cost Recovery Proposed Rates

	Current CY 2018	37.5% CY 2019	50.0% CY 2019
Variable Charge (\$/ccf)	\$2.04	\$2.08	\$1.26
Annual Fixed Charge			
City of Pleasanton	\$4,748,097	\$6,093,202	\$9,739,216
Dublin San Ramon Services District	\$4,934,327	\$5,929,692	\$9,477,866
California Water Service Company	\$3,086,763	\$3,923,870	\$6,271,812
City of Livermore	\$2,917,197	\$3,447,093	\$5,509,744
Retailers	\$15,686,384	\$19,393,857	\$30,998,638
Lawrence Livermore Lab	\$127,329	\$475,356	\$759,797
L.A.R.P.D.	\$708	\$1,738	\$2,778
Veterans Hospital	\$20,552	\$41,868	\$66,920
Wente Brothers	\$11,279	\$11,412	\$18,240
State of California DWR	\$18	\$23	\$36
East Bay Regional Park District	\$3,340	\$9,301	\$14,867
Direct Customers	\$163,226	\$539,698	\$862,638
Total	\$15,849,610	\$19,933,555	\$31,861,276



Other Bay Area Water Rates per CCF

Retailer	Volume-based rate per CCF (lowest tier)
City of San Francisco (SFPUC)	\$7.10
City of Hayward	\$5.80
Alameda County Water District	\$4.25
Contra Costa Water District	\$4.30
EBMUD	\$3.76



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Recommended Action

- Discuss and provide direction



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Questions?

Thank you!



TITLE: Receive Update on the Recycled Water Program and Provide Direction

RECOMMENDATION:

Staff recommends the Board of Directors receive an update on the recycled water program, and provide direction.

SUMMARY:

Staff will give a verbal report on the recycled water program, including an update on wastewater supplies. Additionally, staff will give an update on the Regional Potable Reuse project.

Originating Department: Office of the General Manager		Contact: D. McIntyre	Legal Review: Not Required
Cost: \$0		Funding Source: N/A	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		58 of 80	



TITLE: Adopt Revised Casting District Ballots Policy and Rescind Resolution No. 47-14

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, a revised Casting District Ballots policy, and rescind Resolution No. 47-14.

SUMMARY:

The District’s Casting District Ballots policy was last revised on August 19, 2014. In accordance with the District’s practice of reviewing each of its policies at least every four years, this policy is presented to the Board for its review.

From time to time, the opportunity to vote on a matter related to the business of an organization for which the District is a member, such as the Association of California Water Agencies (ACWA), California Association of Sanitation Agencies (CASA), and California Special Districts Association (CSDA) arises and the District is requested to vote on matters such as bylaw amendments, officers, and membership fee increases. The current policy categorizes these election matters as follows for processing:

- Non-substantial – matters dealing with the routine running of the business of an organization. They include, but are not limited to matters such as changes to bylaws (excepting those changes to bylaws involving general eligibility for membership), 10% or less increase in dues, and uncontested elections (i.e. number of candidates equals the number of seats in the election).
- Substantial – matters include but are not limited to changes to the governance structure of the organization (i.e., changes in the number of governing Board seats or the make-up of the governing Board) or changes in bylaws affecting membership in general, dues increases greater than 10%, contested elections (i.e., the number of candidates exceeds the number of available seats) and any non-substantial matter on which at least two Boardmembers duly raise an objection to the General Manager’s tentative decision.
- Highly-relevant – matters include any membership matter that would terminate the District’s membership, any contested election for which a member of the District’s Board of Directors is a candidate.

The intent of the categorization was to provide guidance for administration of these matters. However, processing is cumbersome and time consuming based on the varying nature of the matters, determining and applying the appropriate actions per category, and member organizations having varying requirements, practices, and timelines to monitor and adhere to for each request. Due to organizations’ elections timing, staff often receive multiple and overlapping requests. Those matters that rise to substantial or highly-relevant matters require additional preparations for Board consideration as a Consent Calendar or Board Business item. When there is insufficient time to place an item for a regular Board meeting, a special meeting is required if at least two Boardmembers do not agree with the General Manager’s tentative voting decision.

Additionally, the Board expressed at past Board meetings an interest in handling more of these matters administratively. Hence, staff proposes to simplify the processing by allowing the General Manager to recommend the appropriate handling and notify the Board via a written transmittal with the recommendation for voting or Board consideration.

Boardmembers can object to the General Manager’s voting recommendation within 72 hours of being informed by the General Manager. If at least three Boardmembers object, a Board meeting shall be scheduled, if possible, for Board consideration. Otherwise, the General Manager’s tentative decision shall be considered the position of the District on the matter and the District’s vote will be cast per policy.

Originating Department: Office of the General Manager	Contact: V. Chiu	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Marked-up version of Casting District Ballots policy	
		59 of 80



Policy

Policy No.: P100-14-5	Type of Policy: Board Business
Policy Title: Casting District Ballots	
Policy Description: Election of officers and other matters in organizations of which the District is a member	
Approval Date: Aug 19, 2014 <u>9/18/2018</u>	Last Review Date: 2014 <u>2018</u>
Approval Resolution No.: 47-14	Next Review Date: 2018 <u>2022</u>
Rescinded Resolution No.: 19-06 <u>47-14</u>	Rescinded Resolution Date: May 16, 2006 <u>8/19/2014</u>

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

To participate in the governance of organizations in which the District is a member through casting of ballots regarding matters of membership organizations in order to protect and further the interests of the District and its ratepayers.

~~That the District actively participate in the governance of those organizations in which the District is a member~~From time to time, membership organizations (including but not limited to Alameda Local Agency Formation Commission [Alameda LAFCo], Association of California Water Agencies [ACWA], California Association of Sanitation Agencies [CASA], Alameda County Special District Association, California Special Districts Association [CSDA], East Bay Alliance for Development, etc.) request the District to vote on matters such as bylaw amendments, officers, and membership fee increases, doing so in a manner that protects and furthers the interests of the District and its ratepayers, and further that this is done in a way that provides appropriate opportunity for public debate of matters of substance related to the governance of those organizations while at the same time streamlining the administration of this effort.

~~Accordingly, w~~When these membership organizations in which the District is a member solicit the District's vote, the matter shall be processed as follows: General Manager shall transmit the ballot information and materials to the Board with a recommendation for voting or for Board consideration. For selection of an officer(s), the General Manager will recommend a candidate(s) to the Board based on the following guiding principles:

- Satisfactory prior service
- Proximity to the District service area
- From an agency with a similar mission (water/wastewater)
- Knowledge of the District

~~For matters that are Non-Substantial¹ the General Manager shall make a tentative decision as how to cast the District's vote. The General Manager shall inform the Board of his intentions on the matter. If any~~

¹ Non-substantial matters are those items dealing with the routine running of the business of an organization. They include, but

Policy No.: Number	Policy Title: Casting District Ballots
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Boardmembers s objects to the General Manager’s ~~tentative decision recommendation~~, they shall inform the General Manager of their objection and their reasons for doing so within ~~72~~48-72 hours of being informed by the General Manager. ~~If no Boardmembers so objects, the General Manager’s tentative decision recommendation shall be considered the position of the District on the matter.~~ If at least ~~two~~three Boardmembers so object, ~~the matter shall be considered “Substantial” and be processed as described below.~~

~~Substantial² matters shall be placed on the Consent Calendar of the Board with the General Manager’s recommendation. If the timing of the election is such that Board consideration provides insufficient time for action at the next regularly scheduled Board meeting, then the General Manager shall notify the Board of Directors of his tentative decision so as to provide time for a Boardmember to object if they so desire. If any Boardmember objects to the General Manager’s tentative decision, that Boardmember shall raise their objection and their reasons for doing so before the end of the ensuing business day of so being informed by the General Manager. If not more than two Boardmembers so object, the General Manager’s tentative decision shall be considered the position of the District on the matter. If at least two Boardmembers object, a Special Board meeting shall be scheduled, if possible, for Board consideration. If the timing of the election in any organization is such that the process outlined herein cannot be followed because a regular or special Board meetings cannot be scheduled in a timely manner, the General Manager is authorized and directed to cast the District’s vote in a manner which the General Manager believes is in the District’s best interest. In those cases, the General Manager shall report his action to the Board of Directors at the next Board meeting. If less than three Boardmembers so object, the General Manager’s recommendation shall be considered the position of the District on the matter.~~

~~Highly Relevant³ matters shall be placed on the Board Business portion of the agenda for a determination of the District’s position.~~

~~Authorization and Direction~~—In all cases (non-substantial, substantial and highly relevant), ~~o~~Once a decision is made in accordance with this policy, the General Manager (or his/her designee) is authorized and directed to cast the District’s vote in accordance with that decision unless the by-laws of that organization require a person other than the General Manager to cast the vote, in which case by this policy the person (or his/her designee) so required by the organization is authorized and directed to do so. Whomever casts the vote for the District shall report the vote cast and election results to the Board of Directors at the next Board meeting.

~~are not limited to matters such as changes to by-laws (excepting those changes to by-laws involving general eligibility for membership), 10% or less increase in dues, and uncontested elections (i.e. number of candidates equals the number of seats in the election);~~

~~² Substantial matters include but are not limited to changes to the governance structure of the organization (i.e., changes in the number of governing Board seats or the make-up of the governing Board) or changes in by-laws affecting membership in general, dues increases greater than 10%, contested elections (i.e., the number of candidates exceeds the number of available seats) and any non-substantial matter on which at least two Boardmembers duly raise an objection to the General Manager’s tentative decision;~~

~~³ Highly Relevant matters include any membership matter that would terminate the District’s membership, any contested election for which a member of the District’s Board of Directors is a candidate;~~

Policy No.: Number	Policy Title: Casting District Ballots
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~~**General** If the timing of the election in any organization is such that the process outlined herein cannot be followed because regular or special Board meetings cannot be scheduled in a timely manner, the General Manager is authorized and directed to cast the District's vote in a manner which the General Manager believes is in the District's best interest. In those cases, the General Manager shall report his action to the Board of Directors at the next Board meeting.~~

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE CASTING DISTRICT BALLOTS POLICY AND RESCINDING RESOLUTION NO. 47-14

WHEREAS, on August 19, 2014, the Board adopted a revised Casting District Ballots policy (“policy”) to conform with the then recently revised Guidelines for Conducting District Business policy; and

WHEREAS, the District participates in the governance of organizations in which the District is a member through casting of ballots regarding matters of membership organizations in order to protect and further the interests of the District and its ratepayers; and

WHEREAS, it is the Board’s intent, as specified in the policy, to streamline the processing of these matters; and

WHEREAS, it is the Board’s expressed interest in handling more of these matters administratively.

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 the revised Casting District Ballots policy, attached as Exhibit “A” be adopted; and Resolution No. 47-14, attached as Exhibit “B,” is hereby rescinded.

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 18th day of September, 2018, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgean M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary



Policy

Policy No.: Click here to enter text.	Type of Policy: Board Business
Policy Title: Casting District Ballots	
Policy Description: Election of officers and other matters in organizations of which the District is a member	
Approval Date: 9/18/2018	Last Review Date: 2018
Approval Resolution No.: Click here to enter text.	Next Review Date: 2022
Rescinded Resolution No.: 47-14	Rescinded Resolution Date: 8/19/2014

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

To participate in the governance of organizations in which the District is a member through casting of ballots regarding matters of membership organizations in order to protect and further the interests of the District and its ratepayers.

From time to time, membership organizations (including but not limited to Alameda Local Agency Formation Commission [Alameda LAFCo], Association of California Water Agencies [ACWA], California Association of Sanitation Agencies [CASA], California Special Districts Association [CSDA], etc.) request the District to vote on matters such as bylaw amendments, officers, and membership fee increases. When these membership organizations solicit the District’s vote, the General Manager shall transmit the ballot information and materials to the Board with a recommendation for voting or for Board consideration. For selection of an officer(s), the General Manager will recommend a candidate(s) to the Board based on the following guiding principles:

- Satisfactory prior service
- Proximity to the District service area
- From an agency with a similar mission (water/wastewater)
- Knowledge of the District

If any Boardmembers object to the General Manager’s recommendation, they shall inform the General Manager of their objection and their reasons for doing so within 72 hours of being informed by the General Manager. If at least three Boardmembers so object, a Board meeting shall be scheduled, if possible, for Board consideration. If the timing of the election in any organization is such that a regular or special Board meeting cannot be scheduled in a timely manner, the General Manager is authorized and directed to cast the District’s vote in a manner which the General Manager believes is in the District’s best interest. If less than three Boardmembers so object, the General Manager’s recommendation shall be considered the position of the District on the matter.

Policy No.: Number	Policy Title: Casting District Ballots
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Once a decision is made in accordance with this policy, the General Manager (or his/her designee) is authorized and directed to cast the District’s vote in accordance with that decision unless the bylaws of that organization require a person other than the General Manager to cast the vote, in which case by this policy the person (or his/her designee) so required by the organization is authorized and directed to do so. Whomever casts the vote for the District shall report the vote cast and election results to the Board of Directors at the next Board meeting.

RESOLUTION NO. 47-14

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING BOARD POLICY CASTING DISTRICT BALLOTS AND RESCINDING RESOLUTION NO. 19-06

WHEREAS, on July 1, 2014 the District Board of Directors adopted Resolution No. 38-16, thereby adopting revised Guidelines for Conducting District Business (“Guidelines”); and

WHEREAS, Resolution No. 38-16 authorized and directed the General Manager to propose formal revisions to those existing Board policies that are in conflict with the Guidelines; and

WHEREAS, current policy Casting District Ballots, last revised by Resolution No. 19-06, contains provisions that are in conflict with the newly revised Guidelines.

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

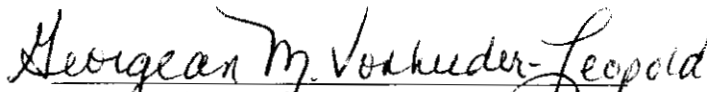
1. The revised “Casting District Ballots” policy, attached hereto as Exhibit “A” be adopted, and
2. Resolution No. 19-06 is hereby Rescinded and attached as Exhibit “B;” and
3. Authorizes the General Manager to make non-substantive editorial changes to the policy as that document is finalized for posting on the District’s website.

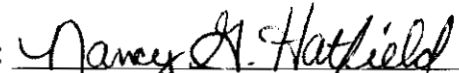
ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 19th day of August 2014, and passed by the following vote:

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

NOES: 0

ABSENT: 0


Georgean M. Vonheeder-Leopold, President

ATTEST: 
Nancy G. Hatfield, District Secretary



TITLE: Adopt Revised Risk Management for District Agreements with Contractors and Consultants Policy and Rescind Resolution No. 46-14

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, a revised Risk Management for District Agreements with Contractors and Consultants policy, and rescind Resolution No. 46-14.

SUMMARY:

The District requires that all contractors and consultants have appropriate insurance in place before the District can do business with them. Current insurance coverage requested includes general liability, auto, workers compensation and other specialized policy riders, as needed, to ensure that the District is covered under prudent risk management practices. Policy limits and special riders are based on the size and complexity of the work performed.

The Risk Management for District Agreements with Contractors and Consultants policy was last updated on August 19, 2014, per Resolution No. 46-14. This policy is scheduled for review in 2018 in accordance with the practice to review all Board policies every four years.

DSRSD is a member of the California Sanitation Risk Management Authority (CSRMA) for insurance needs in these areas. The updated policy has incorporated CSRMA’s most recent best practice guidelines for insurance requirements as the District standard. The CSRMA Procedural Manual for Insurance Requirements In Contracts (IRIC) is updated by Alliant Insurance Services on a regular, ongoing basis, and provides for the following:

1. Establishes minimum levels of coverage for different types of agreements;
2. Establishes insurance types necessary for each agreement;
3. Conforms to CSRMA’s suggested guidelines for best management practices.

In addition to the IRIC standards, the policy has been updated to include some flexibility for either tighter or looser requirements, as may be required or prudent in issuing District contracts. This change is to ensure that the District minimizes its risk while, at the same time, balance the need to manage the cost to the District for insurance. Reasons for a higher or lower level of insurance would be based on size and complexity of the project. For reduced coverage situations, the policy establishes a minimum insurance requirement which cannot be waived without Board approval.

Finally, the policy requires the Administrative Services Manager, or designee, to review and recommend for approval to the General Manager any special or reduced coverage.

Originating Department: Administrative Services	Contact: M. Gallardo / C. Atwood	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Marked-up version of Risk Management policy	
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Policy

Policy No.:	Type of Policy: Board Business
Policy Title: Risk Management for District Agreements with Contractors and Consultants	
Policy Description: Risk management system that provides for the required types of insurance, limits of coverage and other provisions for agreements with contractors and consultants who do business with the District	
Approval Date: <u>9/18/2018</u>	Last Review Date: 2018
Approval Resolution No.:	Next Review Date: 2022
Rescinded Resolution No.: 46-14	Rescinded Resolution Date: 8/19/2014

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

The District requires that all contractors and consultants have appropriate insurance in place before the District can do business with them. Current insurance coverage requirements include general liability, auto and workers compensation, and other specialized policies as needed. Confirmation of appropriate insurance coverage protects the District against liabilities arising in the general course of business.

The District is a member of the California Sanitation Risk Management Authority (CSRMA), and association of wastewater agencies joined to protect member resources by providing board coverage and quality risk management services that stabilize risk cost in a reliable, economical and beneficial manner.

~~The District wishes to minimize its risk while at the same time balancing the need to manage cost to the District for insurance. To that end, CSRMA has issued a Procedure Manual for~~ The proceeding Insurance Requirements are in general accordance with the Insurance Requirements in Contracts (IRIC) which recommends the following guidelines for requirements and limits recommended by CSRMA to its member agencies:-

~~The requirements and limits provide for the following:~~

- Establishing minimum levels of coverage for different types of agreements (Construction Projects, Services Agreements, Professional/Consultant Services, Environmental Risks, Tenants including office space tenants such as DERWALAVWMA, and Community Use);
- Establishing insurance types necessary for each agreement; and
- Conform to CSRMA's suggested guidelines for best management practices; and
- Requiring Board Administrative Services Manager, or designee, review and recommendation for approval to General Manager approval for special or reduced coverage.

The requirements, insurance limits and other provisions contained in ~~this policy the IRIC~~ shall be the District standard in regards in reference to the District's procurement and contracting procedures, standard

Policy No.:	Policy Title: Risk Management for District Agreements with Contractors and Consultants
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agreements, standard specifications and similar documents routinely used by the District. District staff will follow the recommendations of CSRMA as set forth in their IRIC document (available at: www.csrma.org) to ensure best practice in the risk management arena.

When special circumstances present special or extraordinary risks, the Administrative Services Manager, or designee, ~~General Manager~~ or designee shall evaluate the need for additional or reduced levels of coverage and recommend ~~quire additional~~ coverage commensurate with the risk to the General Manager for approval. However, under no circumstance will the insurance requirements be reduced below \$1 million for general liability coverage and the State minimum for automobile liability coverage, without prior approval of the Board of Directors.

~~Coverage in addition to, or other than specified in, this Risk Management for District Agreements with Contractors and Consultants policy, may be accepted upon approval of the Board of Directors~~ General Manager for instances that present special risks or which present reduced or no risk to the District. The General Manager is authorized and directed to make all necessary changes to conform the District’s Standard Specifications, Standard Agreements, and the District’s Purchasing Procedures to this Risk Management for District Agreements with Contractors and Consultants policy.

~~Insurance Requirements – 2013 Quick Glance Guide~~

~~The following are some guidelines are to be used for determining which set of specifications to use or if special language is needed. Exhibits can be found in the most recent version of the CSRMA recommended Alliant Insurance Requirements in Contracts (IRIC) Procedure Manual (a copy is available at: www.csrma.org):~~

<i>TYPE OF ACTIVITY</i>	<i>SPECIFICATIONS AND LIMITS</i>
Maintenance and services contracts , including most routine maintenance, janitorial service, movers, on-site equipment maintenance agreements, tow service, tree maintenance, fireworks exhibits, and other general services.	Use Exhibit 1 , with a minimum limit of \$2 million. If \$1 million is used, request at least a \$2 million aggregate limit. Remember to base the required limits on the amount of damage that may occur, not on the contract price.
Construction projects	Use Exhibit 5. Construction projects will usually require course of construction (builder’s risk) property insurance. Major construction projects, especially those which involve many subcontractors, may call for special insurance requirements. See Chapter Three of the IRIC for a more complete discussion.
Professional services , including architects, engineers, consultants, counselors, medical professionals, hospitals, clinics, attorneys, and accountants.	Use Exhibit 2. Your Entity The District should require proof of professional liability insurance.
Environmental risks , including asbestos, hazardous chemicals or waste, and nuclear risks.	Use Exhibit 6. However, coverage specifications and limits should be developed to fit the circumstances of the situation. Generally, limits should be no less than

<p>Policy No.:</p>	<p>Policy Title: Risk Management for District Agreements with Contractors and Consultants</p>
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<p><i>[Reminder: Your Entity is unlikely to the District does not have pollution coverage through its primary liability insurance or risk pool. Therefore, If you don't transfer the risk, your Entity risk must be transferred or the District could be totally responsible for a loss.]</i></p>	<p>\$2 million. Special insurance is available for hazardous activities, including nuclear risks, asbestos removal/containment or waste handling.</p>
<p>Aircraft, watercraft and airports operated under contract, including charter of aircraft or watercraft by your Entity or by another party in performance of work for your Entity. <i>[Reminder: Your entity's primary liability insurance or risk pool program probably does not cover aircraft or airports. If you don't transfer the risk, your Entity could be totally responsible for a loss.]</i></p>	<p>See specific chapters for Aviation and Marine Risks.</p>

Policy No.:	Policy Title: Risk Management for District Agreements with Contractors and Consultants
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TYPE OF ACTIVITY	SPECIFICATIONS AND LIMITS
Leases for tenants and concessionaires including food and beverage concessions, gift shops, office space tenants, child care centers, senior centers, and other space rental to lessees who have full-time or part-time employees.	Exhibit 3 can be used if no autos are used or commercially parked on the premises. If autos are used or parked, Exhibit 1 should be used. If the tenant’s activities include valet parking, with or without a fee, or servicing of automobiles, Exhibit 1 may need to be supplemented by additional coverage called garagekeeper’s legal liability. The required limit for this coverage should be equal to the value of the maximum number of automobiles that may be in the tenant’s custody.
Vendors , including vendors who supply equipment or other products to your Entitythe District and who do not perform other functions, such as installation or maintenance.	Exhibit 4 can be used.
Space rental , including short-term space rental for special occasions to groups who have no employees, such as club functions, weddings, dances, picnics or social dinners, crafts exhibitions or classes, animal shows and recreational activities, including baseball and football.	Exhibit 13 may be used. <i>[Reminder: A special events policy is available to public entities. Contact Administrative Services Department for details.]</i>
Transportation of Hazardous Materials	Use Exhibit 6.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING RISK MANAGEMENT FOR DISTRICT AGREEMENTS WITH CONTRACTORS AND CONSULTANTS POLICY AND RESCINDING RESOLUTION NO. 46-14

WHEREAS, the Dublin San Ramon Services District Board of Directors has previously adopted a Risk Management for District Agreements with Contractors and Consultants policy; and

WHEREAS, District policy is to review all Board policies every four years to ensure consistency with applicable regulations and update accordingly to reflect changes in law and/or ease of use and efficiency and best management practices; and

WHEREAS, the District is a member of the California Sanitation Risk Management Authority (CSRMA), an association of wastewater agencies joined to protect member resources by providing broad coverage and quality risk management services that stabilize risk cost in a reliable, economical, and beneficial manner; and

WHEREAS, the insurance requirements proposed for adoption are in general accordance with the Guidelines for Insurance recommended by CSRMA to its member agencies; and

WHEREAS, the District wishes to minimize its risk while, at the same time, balance the need to manage the cost to the District for insurance; and

WHEREAS, there arises from time to time special circumstances which require insurance coverage tailored to the situations and risk faced by the District, and it is desirable to have in place a procedure for consideration of the insurance coverage appropriate to such circumstances; and

WHEREAS, the General Manager is authorized and directed to make all necessary changes to conform the District's Standard Specifications, Standard Agreements, and the District's Purchasing Procedures to this Risk Management for District Agreements with Contractors and Consultants policy.

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 the revised Risk Management for District Agreements with Contractors and Consultants policy, in

Res. No. _____

conformance with the California Sanitation Risk Management Authority (CSRMA) Insurance Requirements In Contracts, attached as Exhibit "A" is adopted; and Resolution No. 46-14, attached as Exhibit "B," is hereby rescinded.

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 18th day of September, 2018, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgan M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary



Policy

Policy No.:	Type of Policy: Board Business
Policy Title: Risk Management for District Agreements with Contractors and Consultants	
Policy Description: Risk management system that provides for the required types of insurance, limits of coverage and other provisions for agreements with contractors and consultants who do business with the District	
Approval Date: 9/18/2018	Last Review Date: 2018
Approval Resolution No.:	Next Review Date: 2022
Rescinded Resolution No.: 46-14	Rescinded Resolution Date: 8/19/2014

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

The District requires that all contractors and consultants have appropriate insurance in place before the District can do business with them. Current insurance coverage requirements include general liability, auto and workers compensation, and other specialized policies as needed. Confirmation of appropriate insurance coverage protects the District against liabilities arising in the general course of business.

The District is a member of the California Sanitation Risk Management Authority (CSRMA), an association of wastewater agencies joined to protect member resources by providing broad coverage and quality risk management services that stabilize risk cost in a reliable, economical and beneficial manner. To that end, CSRMA has issued a Procedure Manual for the Insurance Requirements in Contracts (IRIC) which recommends the following guidelines for requirements and limits to its member agencies:

- Establish minimum levels of coverage for different types of agreements (Construction Projects, Services Agreements, Professional/Consultant Services, Environmental Risks, Tenants including office space tenants such as LAVWMA, and Community Use);
- Establish insurance types necessary for each agreement; and
- Conform to CSRMA's suggested guidelines for best management practices.

The requirements, insurance limits and other provisions contained in the IRIC shall be the District standard in regards to the District's procurement and contracting procedures, standard agreements, standard specifications and similar documents routinely used by the District. District staff will follow the recommendations of CSRMA as set forth in their IRIC document (available at: www.csrma.org) to ensure best practice in the risk management arena.

When special circumstances present special or extraordinary risks, the Administrative Services Manager, or designee, shall evaluate the need for additional or reduced levels of coverage and recommend coverage commensurate with the risk to the General Manager for approval. However, under no circumstance will the

Policy No.:	Policy Title: Risk Management for District Agreements with Contractors and Consultants
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insurance requirements be reduced below \$1 million for general liability coverage and the State minimum for automobile liability coverage, without prior approval of the Board of Directors.

The General Manager is authorized and directed to make all necessary changes to conform the District's Standard Specifications, Standard Agreements, and the District's Purchasing Procedures to this Risk Management for District Agreements with Contractors and Consultants policy.

RESOLUTION NO. 46-14

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING RISK MANAGEMENT FOR DISTRICT AGREEMENTS WITH CONTRACTORS AND CONSULTANTS POLICY AND RESCINDING RESOLUTION NO. 16-10

WHEREAS, the Dublin San Ramon Services District Board of Directors has previously adopted a Risk Management policy for District agreements with Contractors and Consultants; and

WHEREAS, District policy is to review all Board policies every four years to ensure consistency with applicable regulations and update accordingly to reflect changes in law and/or ease of use and efficiency and best management practices; and

WHEREAS, the District is a member of the California Sanitation Risk Management Authority (CSRMA), an association of wastewater agencies joined to protect member resources by providing broad coverage and quality risk management services that stabilize risk cost in a reliable, economical and beneficial manner; and

WHEREAS, the Insurance Requirements proposed for adoption are in general accordance with the Guidelines for Insurance recommended by CSRMA to its member agencies; and

WHEREAS, the District wishes to minimize its risk while at the same time balancing the need to manage the cost to the District for insurance; and

WHEREAS, there arises from time-to-time special circumstances which require insurance coverage tailored to the situations and risk faced by the District and it is desirable to have in place a procedure for consideration of the insurance coverage appropriate to such circumstances.

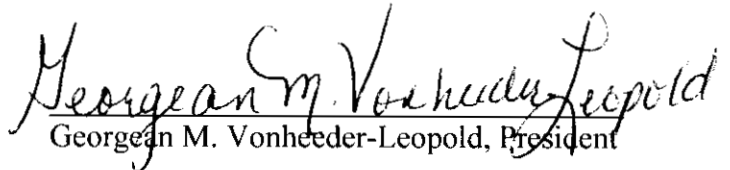
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency in the counties of Alameda and Contra Costa, California that the revised Risk Management for District Agreements with Contractors and Consultants policy, in conformance with the California Sanitation Risk Management Authority (CSRMA) Insurance Requirements In Contracts, attached as Exhibit "A" is adopted; and Resolution No. 16-10, is hereby Rescinded and attached as Exhibit "B".

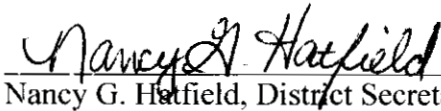
ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 19th day of August 2014, and passed by the following vote:

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

NOES: 0

ABSENT: 0


Georgean M. Vonheeder-Leopold, President

ATTEST: 
Nancy G. Hatfield, District Secretary



TITLE: Approve Health Insurance Contribution for Calendar Year 2019 for Board of Directors

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Motion, a health insurance premium contribution for the period of January 1, 2019 to December 31, 2019 for active Boardmembers and annuitants.

Should the Board resolve to approve a health insurance premium contribution that is different than the current contribution amount, staff recommends the Board approve, by Resolution, a health insurance premium contribution for the period of January 1, 2019 to December 31, 2019 for active Boardmembers and annuitants.

SUMMARY:

In mid-June of 2018, CalPERS notified contracting agencies of medical premium increases effective January 1 of the following calendar year. Traditionally, the Board will set, by resolution, the health insurance premium contribution for all employees at the District in accordance with the terms of existing labor agreements. Per the provision in the existing labor agreements, the health premium contribution for all employees for calendar year 2019 will remain unchanged from the contribution amount for calendar year 2018. As such, a resolution by the Board to set the calendar year 2019 contribution for all employees is not required as the resolution approved by the Board on November 21, 2017, will remain in effect through the calendar year 2019.

However, there are no comparable documents (policy or otherwise) that establish the health insurance premium contribution amount for Boardmembers. Historically, the Board has approved premium contributions for active and non-vested retiree Boardmembers similar to those adopted for employees. If the Board were to follow this same practice, the 2019 District contribution amounts would be \$780 per month (for Employee only), \$1,560 per month (for Employee plus one dependent) and \$2,028 per month (for Employee plus two or more dependents), the same contribution amounts as in 2018.

The Board has the discretion to set the contribution at any amount, and any change in the contribution amount would require the Board to adopt a new resolution. A resolution is not needed if the Board makes a motion to maintain the health care premium contributions at the current 2018 levels as noted above.

Health insurance premium contributions for calendar year 2019 should be established for the following coverage categories as required by CalPERS:

- Employee Only
- Employee + One
- Employee + Family

“Employee” is a term specified in the California Government Code; for the purposes of this action, it operatively means “Boardmember.”

It should be noted that per California Government Code Section 22892 of the Public Employees’ Medical and Hospital Care Act (PEMHCA), whatever premium contribution amount is set for active Boardmembers will be the amount for retired Boardmembers. The District has six retired Boardmembers. Four of those have elected some level of coverage through the District. One retired Boardmember chose to participate in the retiree medical vesting program; the premium contributions for participants in the retiree medical vesting program are separately set by the State of California and are not the subject of this action.

Originating Department: Administrative Services		Contact: M. Gallardo	Legal Review: Not Required
Cost: \$0		Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		78 of 80	

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT FOR BOARD OF DIRECTORS

WHEREAS, the Dublin San Ramon Services District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and

WHEREAS, Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and

WHEREAS, the Board of Directors' monthly health benefit contribution amounts are set annually by resolution.

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:

- (a) The employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans, effective January 1, 2019, up to a maximum of:

Medical Group	Monthly Employer Contribution		
	Single	Two-Party	Family
700 Board of Directors (NPERS)			

Plus administrative fees and Contingency Reserve Fund assessments;

- (b) Dublin San Ramon Services District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and

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- (c) That the participation of the employees and annuitants of Dublin San Ramon Services District shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Dublin San Ramon Services District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer;
- (d) That the executive body appoint and direct, and it does hereby appoint and direct, Nicole Genzale, District Secretary, to file with the Board a verified copy of this resolution, and to perform on behalf of Dublin San Ramon Services District all functions required of it under the Act.

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 18th day of September, 2018, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgean M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary