

# AGENDA

## NOTICE OF REGULAR MEETING

**TIME:** 6 p.m.  
**PLACE:** Shannon Community Center, Ambrose Hall  
11600 Shannon Avenue, Dublin, CA 94568

**DATE:** Tuesday, October 15, 2019

**Our mission is to protect public health and the environment by providing reliable and sustainable water, recycled water, and wastewater services in a safe, efficient, and fiscally responsible manner.**

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL – Members: Duarte, Halket, Johnson, 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  
Special DERWA – October 14, 2019
  - 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 October 1, 2019  
**Recommended Action:** Approve by Motion
  - 7.B. Accept Regular and Recurring Reports: Warrant List and Treasurer's Report  
**Recommended Action:** Accept by Motion

- 7.C. Adopt Revised Proposition 218 Receipt, Tabulation, and Validation of Written Protests Policy and Rescind Resolution No. 73-15  
**Recommended Action:** Adopt Policy by Resolution

8. BOARD BUSINESS

- 8.A. Approve Continuation of Emergency Action Procurement by General Manager for Repair of the District Office and Find that the Need for the District Office Flooding Emergency Still Exists  
**Recommended Action:** Approve by Motion
- 8.B. Approve Continuation of Emergency Action Procurement by General Manager for Repair of the Jeffrey G. Hansen Water Recycling Plant and Find that the Need for the Electrical Power Supply Failure Emergency Still Exists  
**Recommended Action:** Approve by Motion
- 8.C. Approve Director Attendance at Zone 7 Water Agency Sites Reservoir Tour on November 6, 2019  
**Recommended Action:** Approve by Motion
- 8.D. Public Hearing: Introduction and First Reading of Ordinance Increasing the Directors' Rate of Compensation for Each Day of Service, Repealing Ordinance No. 312, and Rescinding Resolution Nos. 27-09 and 44-11  
**Recommended Action:** Hold Public Hearing, Introduce Ordinance, and Waive Reading by Motion
- 8.E. Receive Presentation on the Zone 7 Water Agency Cost Allocation Study for Future Water Supply and Reliability Projects and Provide Direction  
**Recommended Action:** Receive Presentation and Provide Direction
- 8.F. Receive Presentation on Public Affairs Strategic Communication Plan for Fiscal Years 2020 and 2021 and Provide Direction  
**Recommended Action:** Receive Presentation and Provide Direction

9. BOARD MEMBER ITEMS

- Submittal of Written Reports for Day of Service Events 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 DSRSD Field Operations Facility at 7035 Commerce Circle, Pleasanton, 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**

**October 1, 2019**

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Madelyne A. (Maddi) Misheloff, Vice President Edward R. Duarte, Director Ann Marie Johnson, Director Richard M. Halket, and Director Georgean M. Vonheeder-Leopold.

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:

Levi Goss, Maintenance Worker I

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

6. REPORTS

6.A. Reports by Staff

- Event Calendar – General Manager McIntyre reported on the following:
  - o The District will hold the annual Neighborhood Meeting at the Regional Wastewater Treatment Facility on Thursday, October 24, 2019 at 5:30 p.m.
  - o The Monterey One Water Potable Reuse Project Ribbon Cutting and Tour will be held on Friday, October 4, 2019. He and Director Vonheeder-Leopold are scheduled to attend.
  - o Zone 7 Water Agency has invited DSRSD to attend an Overview and Tour of the Sites Reservoir Project Authority on Wednesday, November 6, 2019.
  
- Correspondence to and from the Board on an Item not on the Agenda – None

6.B. Joint Powers Authority and Committee Reports – None

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

7. CONSENT CALENDAR

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

7.A. Regular Meeting Minutes of September 17, 2019 – Approved

7.B. Affirm No Changes to Election and Rotation of Board Officers Policy – Approved

7.C. Affirm No Changes to Joint Powers Agency Rotation Policy – Approved

8. BOARD BUSINESS

8.A. Approve Continuation of Emergency Action Procurement by General Manager for Repair of the District Office and Find that the Need for the District Office Flooding Emergency Still Exists

Director Vonheeder-Leopold MOVED to Approve Continuation of Emergency Action Procurement by General Manager for Repair of the District Office and Find that the Need for the District Office Flooding Emergency Still Exists. Director Johnson SECONDED the MOTION, which CARRIED with FIVE AYES.

8.B. Approve Continuation of Emergency Action Procurement by General Manager for Repair of the Jeffrey G. Hansen Water Recycling Plant and Find that the Need for the Electrical Power Supply Failure Emergency Still Exists

Vice President Duarte MOVED to Approve Continuation of Emergency Action Procurement by General Manager for Repair of the Jeffrey G. Hansen Water Recycling Plant and Find that the Need for the Electrical Power Supply Failure Emergency Still Exists. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

8.C. Approve Director Attendance at Monterey One Water Regional Treatment Plant Tour on October 4, 2019 and Dublin Chamber of Commerce State of the District Luncheon with Supervisor Scott Haggerty on October 10, 2019

General Manager McIntyre reviewed the item for the Board.

The Board discussed relevance of the chamber of commerce event to the District's interests.

Director Halket MOVED to Approve Director Attendance at Monterey One Water Regional Treatment Plant Tour on October 4, 2019 and Dublin Chamber of Commerce State of the District Luncheon with Supervisor Scott Haggerty on October 10, 2019. Vice President Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

8.D. Public Hearing: Accept 2019 Report on Water Quality Relative to Public Health Goals

President Misheloff announced the item and declared the Public Hearing open.

Laboratory Supervisor Diane Griffin and Water/Wastewater Systems Operations and Maintenance Supervisor Dan Martin reviewed the item for the Board. They described the California primary drinking standards, public health goals, sample test results and health risk category, and best available treatment technologies for the drinking water constituents identified in the report. Ms. Griffin also reported that a public notice was issued on September 16, 2019 publicizing the report and announcing tonight's public hearing, and that no written comments from the public were received.

President Misheloff inquired if there were any comments from the public. There was no public comment received.

President Misheloff declared the Public Hearing closed.

The Board and staff discussed aspects of the report, including the goals established for the constituents, and water quality issues attributable to DSRSD and other agencies. The Board requested more clarity in the next report to more easily identify the results attributable to each contributing agency. The Board and staff acknowledged the District laboratory's state certification and the rigorous assessment process it undergoes to achieve this designation recognizing competent testing. They also discussed the capital projects coming online to support ongoing water system improvements and laboratory equipment upgrades for compatibility with changing software and technology. The Board expressed its continued support should staff identify additional needs in these areas. Staff stated there are no further recommendations for treatment improvements, as best practices are already in place and the drinking water is safe, meeting all regulatory requirements.

Director Halket MOVED to Accept the 2019 Report on Water Quality Relative to Public Health Goals. Vice President Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

8.E. Receive Presentation on the District Office Portico Mural and Provide Direction

Community Affairs Supervisor Sue Stephenson reviewed the item for the Board. She presented a scaled down 3D model of the District Office portico capturing the artist's rendering of the proposed artwork for the Board to assess.

The Board and staff discussed the proposed project, identifying and weighing the merits regarding community education and outreach, with concerns regarding cost and public acceptance.

Director Vonheeder-Leopold MOVED to Provide Direction to Proceed with the Proposed Mural As Described in the Staff Presentation and Not to Exceed the Allocated Budget of \$35,000. Director Halket SECONDED the MOTION, which CARRIED with THREE AYES and TWO NOES (Halket and Johnson).

9. BOARDMEMBER ITEMS

- Submittal of Written Reports for Day of Service Events Attended by Directors

Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the California Special Districts Association annual conference September 25–27, 2019 in Anaheim. She summarized the activities and discussions at the conference. She reported she completed the required harassment training at the conference.

Vice President Duarte submitted a written report to Executive Services Supervisor/District Secretary Genzale. He reported that he attended the annual Tri-Valley Mayors Summit hosted by the Danville Chamber of Commerce on September 18, 2019 at the Danville Town Hall & The Village Theatre & Art Gallery, and City of San Ramon Mayor Clarkson’s breakfast briefing on Friday, September 27 at Clementine’s in San Ramon.

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

10. CLOSED SESSION

At 7:15 p.m. the Board went into Closed Session.

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

10.B. Public Employee Performance Evaluation Pursuant to Government Code Section 54957  
Title: District General Counsel

11. REPORT FROM CLOSED SESSION

At 7:52 p.m. the Board came out of Closed Session. President Misheloff announced that there was no reportable action.

12. ADJOURNMENT

President Misheloff adjourned the meeting at 7:54 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary



**TITLE:** Accept Regular and Recurring Reports: Warrant List and Treasurer’s Report

**RECOMMENDATION:**

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

**SUMMARY:**

To maximize openness and transparency and to allow the Board to be informed about key aspects of District business, 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 reports presented this month for acceptance are noted below and are submitted as part of Attachment 1:

Ref Item A: Warrant List

For the period of 9/7/19 to 10/3/19, 303 accounts payable checks were issued totaling \$5,190,163.40.

Ref Item B: Treasurer’s Report

The Treasurer’s Report as of June 30, 2019 reported a portfolio market value of \$200.2 million compared to a market value of \$189.6 million in the prior quarter (March 31, 2019). The yield to maturity (YTM) rate of 2.142% was also higher compared to the prior quarter YTM rate of 2.096%. All pooled investments are in compliance with the District’s Investment policy, and there is sufficient cash flow liquidity to meet the next six month’s expenses. The market value at the end of the prior fiscal year reported as of June 30, 2018 was \$184.5 million.

<b>Originating Department:</b> Administrative Services	<b>Contact:</b> H. Chen	<b>Legal Review:</b> Not Required
<b>Cost:</b> \$0	<b>Funding Source:</b> N/A	
<b>Attachments:</b> <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)	<b>Attachment 1 – Summary of Regular and Recurring Reports</b>	
		7 of 99

## SUMMARY OF REGULAR AND RECURRING REPORTS

Ref.	Description	Frequency	Authority	Last Acceptance	Acceptance at this Meeting?	Next Acceptance
A	Warrant List	Monthly	Board Direction	September 2019	Yes	November 2019
B	Treasurer's Report	Quarterly	Board Direction	May 2019	Yes	February 2020
C	District Financial Reports <sup>1</sup>	Quarterly	Board Direction	May 2019		December 2019
D	Strategic Plan Progress Report <sup>2</sup>	Annually – Fiscal Year	Resolution 24-17	September 2019		September 2020
E	Outstanding Receivables Report	Annually – Fiscal Year	District Code 1.50.050	July 2019		July 2020
F	Employee and Director Reimbursements greater than \$100 <sup>3</sup>	Annually – Fiscal Year	CA Government Code 53065.5	September 2019		August 2020
G	Utility Billing Adjustments <sup>4</sup>	Annually – Fiscal Year	Utility Billing Adjustment Policy	Total FYE19 credits below \$25,000		August 2020
H	Annual Rate Stabilization Fund Transfer Calculation	Annually – After Audit	Financial Reserves Policy	January 2019		December 2019
I	"No Net Change" Operating Budget Adjustments	As they occur but not more frequently than monthly	Board Direction Budget Accountability Policy (See table below)	November 2017		Before end of month after occurrence
J	Capital Outlay Budget Adjustments			July 2018		
K	Capital Project Budget Adjustments			April 2019		
L	Unexpected Asset Replacements			June 2019		

For the fiscal year ending 2020, 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	\$43,415	\$0	\$43,415

<sup>1</sup> Financial reporting changed from monthly to quarterly reporting.

<sup>2</sup> Presented to Board as separate agenda item.

<sup>3</sup> Reimbursements also reported monthly in the Warrant List (Item A).

<sup>4</sup> Per Utility Billing Adjustments policy, a report will be presented to the Board if total credits in any fiscal year exceed \$25,000.



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Printed on: 10/04/2019 11:42AM

Dublin San Ramon Services District

From: 9/7/2019 To: 10/3/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
09/09/2019	1001398524	01108 FISCAL SERVICES DIVISION CAL	FEES FOR GASB-68 MD 06/30/2019	700.00	700.00
09/10/2019	9998	01111 CALPERS	SEPTEMBER 2019 - ER CODE 0740 (PERS)	224,048.05	
			SEPTEMBER 2019 - ADMIN FEES ER CODE 0740	2,258.38	226,306.43
09/12/2019	101843	03460 ACCO ENGINEERED SYSTEMS II	DERWA MAINT BILL AUG '19	540.00	
			WWTP MAINT BILL AUG '19	399.00	
			DO MAINT BILL AUG '19	358.00	
			FOF MAINT BILL AUG '19	358.00	1,655.00
09/12/2019	101844	01013 BARRETT BUSINESS SERVICES	K. RAMOS: W/E 8/18/19	1,463.00	
			K. YAN: W/E 8/18/19	1,170.40	
			T. AMARO: W/E 8/18/19	1,064.00	
			K. BECK: W/E 8/18/19	1,064.00	
			E. VILLAMOR: W/E 8/18/19	877.80	
			M. ZAKLAN: WE 08/18/19	576.00	
			A.GEHMLICH: WE 08/18/19	512.00	
			M. JOHNSTON: W/E 8/18/19	452.20	
			N. POON: WE 08/18/19	384.00	
			A. GEHMLICH: WE 08/18/19 CREDIT	-128.00	7,435.40
09/12/2019	101845	01013 BARRETT BUSINESS SERVICES	P. MULLEN: WE 08/18/19	995.29	995.29
09/12/2019	101846	07954 BENEFIT COORDINATORS CORP	9/19 - EE LIFE & DISABILITY INSURANCE PR	11,480.98	11,480.98
09/12/2019	101847	04691 INC. EQUIFAX INFORMATION SV	FTC RED FLAG RULES COMPLIANCE	452.76	452.76
09/12/2019	101848	00937 GRAINGER, INC.	CONFINED SPACE CABLE GRAB	338.07	
			UTILITY CART FOR CSC BACKFLOWS	188.59	526.66
09/12/2019	101849	04424 GRAYBAR ELECTRIC COMPANY	SHOP STOCK MATERIAL	631.22	
			1000V INSULATED REVERSIBLE SCREW DRIVERS	61.98	693.20
09/12/2019	101850	00362 GSE CONSTRUCTION CO., INC.	15-W017 - PP#4 12/12/18-08/20/19	21,505.15	21,505.15

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From: 9/7/2019

To: 10/3/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
09/12/2019	101851	03853 ICMA	ICMA 457 DEFERRED COMPENSATION: PAYMENT	52,952.23	52,952.23
09/12/2019	101852	01242 INFOSEND, INC	INFOSEND UTILITY BILL & PD NOTICE PRINT	5,627.39	5,627.39
09/12/2019	101853	09294 TONY LEONARDO	T. LEONARDO REIMB EXP FOR SUMMER BBQ/GE	408.23	408.23
09/12/2019	101854	01078 STEFANIE OLSON	S. OLSON REIMB EXP @ BAWCC MTG 8/16/19	44.83	44.83
09/12/2019	101855	00642 JONATHAN PENAFLO	J. PENAFLO REIMB EXP FOR SUMMBER BBQ/GE	73.50	73.50
09/12/2019	101856	01403 PRAXAIR DISTRIBUTION INC 186	GAS AND CYLINDER RENTAL	81.55	81.55
09/12/2019	101857	00843 THE COVELLO GROUP INC	15-P018 T.O. 3 6/28/19 TO 7/25/19 17-P004 T.O. 1 6/28/19 TO 7/25/19 16-P028 T.O. OC-10 6/28/19 TO 7/25/19	28,822.29 24,390.99 3,120.00	56,333.28
09/12/2019	101858	05026 UNIVAR USA INC.	4911.60 GL SOD HYPO DELV 8-20-19 4000.00 GL SOD HYPO DELV 8-19-19	3,301.58 2,937.51	6,239.09
09/12/2019	101859	01076 ALSCO INC	JULY 2019 FOF MAT & TOWEL SERVICE FOF AUGUST 2019 MAT & TOWEL SERVICE WWTP JULY 2019 MAT & TOWEL SERVICE WWTP AUGUST 2019 MAT & TOWEL SERVICE	792.37 664.28 597.60 501.24	2,555.49
09/12/2019	101860	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE SVC - FOR 3YD BIN 1/WK & 3YD	751.67	751.67
09/12/2019	101861	09003 AMERICAN METALS	TRUCK #128 FOR DAN M.	3,266.58	3,266.58
09/12/2019	101862	01954 ANDERSON'S UNIFORMS	UNIFORM ITEMS FOR E. GUTIERREZ UNIFORM ITEMS FOR R. RAMOS UNIFORM ITEMS FOR J. BERTACCHI	448.20 434.54 151.31	1,034.05
09/12/2019	101863	06211 ASSOCIATED SERVICES CO.	SEPT 2019 HOT BEVERAGE SERVICE: WWTP & F	640.87	640.87
09/12/2019	101864	00622 AT&T	LAWWMA PHONE & DSL - AUG 2019	569.82	569.82
09/12/2019	101865	08663 AWARDS NETWORK	SERVICE AWARDS - R. LAWRENCE & K. MOHAN	327.75	327.75
09/12/2019	101866	04042 BAY AREA NEWS GROUP	19-W004 BID - BAY AREA NEWS GRP 8/01/19-	548.10	548.10

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Date	Check #	Vendor	Description	Amount Paid	Check Total
09/12/2019	101867	09278 BHHS DRYSDALE PROPERTIES	3046 BLACKBERRY AVE	194.05	194.05
09/12/2019	101868	00091 & JUDSON BOLD, POLISNER, MA	MONTHLY LEGAL SERVICES - AUGUST 2019 MONTHLY LEGAL SERVICES - JUNE 2019	18,330.17 17,895.50	36,225.67
09/12/2019	101869	08188 BUCKLES-SMITH ELECTRIC CO	PROCESS CONTROLS SYSTEM SUPPORT CONTRACT	35,659.56	35,659.56
09/12/2019	101870	08428 CAL ENGINEERING & GEOLOGY,	LAWWMA HOLDING BASIN T.O. OC-3 THROUGH J	3,593.25	3,593.25
09/12/2019	101871	05404 CALIFORNIA FIRST AID & SAFET	WWTP FA KIT MTCE FOF FA KIT MTCE DERWA FA KIT MTCE LAWWMA FA KIT MTCE	140.77 52.39 51.78 51.07	296.01
09/12/2019	101872	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
09/12/2019	101873	00105 DEPT 34261 CAL-STEAM	BLDG S MENS LOCKER ROOM URINAL & FLUSH V BUILDING S FLUSH VALVE FOR NEW URINAL	527.55 153.20	680.75
09/12/2019	101874	09281 JENNY CHANG	REFUND FOR 720 PRESTWICK CT	89.67	89.67
09/12/2019	101875	09264 KATHRYN CHAO	REFUND FOR 7762 SQUIRREL CREEK CIR	76.95	76.95
09/12/2019	101876	08447 CHEMTRADE CHEMICALS US LL	3904.292 ALUM SULFATE DELV 8-19-19	3,246.44	3,246.44
09/12/2019	101877	09276 SEUNGHEE CHOI	REFUND FOR 4396 FITZWILLIAM ST	13.76	13.76
09/12/2019	101878	01167 CITY OF DUBLIN	LANDSCAPE SERVICES FOR DSRSD - JUL 2019	11,164.09	11,164.09
09/12/2019	101879	00160 CMTA	H. CHEN/M. BAILEY - 2019-2020 CMTA MEMBE	95.00	95.00
09/12/2019	101880	04376 CONVERGINT TECHNOLOGIES L	CIP18-A001 FOF SECURITY SYSTEM IMPROVEME	22,439.95	22,439.95
09/12/2019	101881	09268 ASHLEY COOK	REFUND FOR 4363 WALLIS RANCH DR	54.66	54.66
09/12/2019	101882	00014 GSA COUNTY OF ALAMEDA	FY 2019 FUELING - FOD/INSP/CFRS - JULY 2	2,822.45	2,822.45
09/12/2019	101883	00207 CSMFO	CSMFO BUDGET AWARDS APPLICATION 2020-202	150.00	150.00
09/12/2019	101884	00241 DGS OFS SVC REVOLVING FUNE	NATURAL GAS SERVICE @ WWTP - APR 2019	27,211.28	27,211.28

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09/12/2019	101885	00277 EAST BAY MUNICIPAL UTILITY DI	LAWWMA LEWELLING WTR & SWR 07/08/19 - 09	184.55	184.55
09/12/2019	101886	00280 ECOWATER SYSTEMS	OPS LAB WATER SOFTNER EXCHANGE TANKS SER RO TANKS (QTY 2) EXCHANGE ON A QTRLY BAS	220.77 21.00	241.77
09/12/2019	101887	00307 FAIRWAY EQUIPMENT & SUPPLY	REPLACEMENT MATERIAL TO FABRICATE GATE F FITTINGS FOR STOCK	1,009.39 233.44	1,242.83
09/12/2019	101888	00314 FEDEX	EXPRESS MAILING 8-27-19 EXPRESS SHIPPING 8-28-19	17.19 9.10	26.29
09/12/2019	101889	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	150.00	150.00
09/12/2019	101890	09271 WENQUN GAO	REFUND FOR 4099 BOTHRIN ST	226.00	226.00
09/12/2019	101891	09266 HILDA GARCIA	REFUND FOR 3958 WINDSOR WAY	186.88	186.88
09/12/2019	101892	00348 GFOA	M. BAILEY_GFOA MEMBERSHIP 10/01/19-09/30	160.00	160.00
09/12/2019	101893	06860 GLOBAL INDUSTRIAL	FACILITY: EYE WASH FIXTURES FOR LAB FACILITY: WASTE/RECYCLE BINS FOR WWTP	1,862.44 662.78	2,525.22
09/12/2019	101894	09270 YAVUZ GOKTAS	REFUND FOR 1621 N TERRACINA DR	66.76	66.76
09/12/2019	101895	09272 SCOTT GREGERSON	REFUND FOR 3109 COLEBROOK LN	46.11	46.11
09/12/2019	101896	03149 HDS WHITE CAP CONST SUPPLY	SAW FOR MAINT SHOP	103.76	103.76
09/12/2019	101897	07652 HUNT & SONS, INC.	RED DYE DIESEL	3,709.77	3,709.77
09/12/2019	101898	07523 ID ARCHITECTURE	19-A005 T.O. OC-7 JULY DESIGN SERVICES 16-A004 T.O. 3 JULY DESIGN SERVICES	14,529.88 2,897.50	17,427.38
09/12/2019	101899	09227 IFM EFECTOR INC.	NEW VIBRATION MONITORING EQUIPMENT FOR T	11,158.18	11,158.18
09/12/2019	101900	06555 INNOVATIVE AIR, LLC	COGEN FAN LOUVERS	1,024.77	1,024.77
09/12/2019	101901	09275 NADIA JAFRI	REFUND FOR 3735 WHITWORTH DR	88.84	88.84
09/12/2019	101902	07848 JARVIS, FAY & GIBSON, LLP	GENERAL COUNSEL SVCS - JULY 2019	2,730.00	2,730.00

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09/12/2019	101903	09277 NEHA KALA	REFUND FOR 3482 CINNAMON RIDGE RD	15.68	15.68
09/12/2019	101904	09273 SAMUEL KARP	REFUND FOR 5221 STONEHAM CT	62.43	62.43
09/12/2019	101905	03958 LIVERMORE AUTO GROUP	TRUCK #89 FRONT CALIPERS TRUCK #113 & 1 SPARE	346.32 137.02	483.34
09/12/2019	101906	05407 MALLORY SAFETY & SUPPLY LL	FALL PROTECTION DAVIT ARM WINCH BRACKET	98.90	98.90
09/12/2019	101907	00536 MC MASTER-CARR SUPPLY CO.	FOUL AIR FITTINGS PADDING FOR SAND HOPPER	162.35 99.61	261.96
09/12/2019	101908	09267 KATHERINE MCCARRON	REFUND FOR 4111 WALLIS RANCH DR	69.69	69.69
09/12/2019	101909	04231 MSC INDUSTRIAL SUPPLY CO	ALLOCATED EQUIPMENT FOR SAFETY-LAB EYEW TOOLS FOR CHRIS & SHOP SUPPLIES REPLACEMENT FOR BROKEN CART VISE BLADES FOR SHOP SAW WELDING/FABRICATION SUPPLIES CLEANER FOR CONTAINMENT AREASAFETY SIGN	943.57 398.62 345.46 160.40 132.39 94.36	2,074.80
09/12/2019	101910	04796 NAPA AUTO PARTS	PARTS FOR TRUCK #20 507E FILTERS CREDIT RETURNED FILTER KIT	144.00 47.48 -12.32	179.16
09/12/2019	101911	09263 THUY NGUYEN	REFUND FOR 8612 WICKLOW LN	36.45	36.45
09/12/2019	101912	03987 OLIN CHLOR ALKALI PRODUCTS	2244 GAL BACTICIDE DELV 7/5/19 PER EMAIL	1,711.61	1,711.61
09/12/2019	101913	00620 P G & E	MISC PUMP STNS, RESERVOIRS, TO'S ELEC - WWTP ELECTRICITY - AUG 2019 PUMP STATION R200A ELECTRICITY - AUG 201 DEPARTING LOAD NON-BYPASSABLE CHARGES - RESERVOIR R200 ELECTRICITY - AUG 2019 DISTRICT OFFICE GAS SERVICE - AUG 2019	80,728.27 71,898.01 7,032.54 566.62 39.57 17.19	

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			ALAMO TRUNK SEWER ELECTRICITY - AUG 2019	16.13	
			DO UTILITY BLDG GAS SERVICE - AUG 2019	15.85	
			JOHNSON DRIVE STREETScape ELEC - AUG 201	12.33	160,326.51
09/12/2019	101914	09279 AL PACHECO	REFUND FOR 1839 CEDARWOOD LOOP	140.67	140.67
09/12/2019	101915	09282 SANJAY PASSI	REFUND FOR 3252 GLENCOE CIR	2,868.17	2,868.17
09/12/2019	101916	09280 AMEET PATEL	REFUND FOR 3086 HASTINGS WAY	35.88	35.88
09/12/2019	101917	02467 PETERSON POWER SYSTEMS IN	COGEN SPARE FILTERS	882.17	882.17
09/12/2019	101918	09293 PHIL BARNETT PLUMBING	LCP 19-048 REFUND FOR WATER INSPECTION F	205.00	205.00
09/12/2019	101919	09269 CHRISTOPHER PHILLIPS	REFUND FOR 6977 ATLAS PEAK DR	6.52	6.52
09/12/2019	101920	09262 QUAIATTINI, LLC	REFUND FOR 8458 DAVONA DR	25.24	25.24
09/12/2019	101921	04105 R & B COMPANY	WAREHOUSE RESTOCK	12,655.08	
			MISC REPAIR PARTS	1,289.15	
			MISC REPAIR PARTS	730.99	14,675.22
09/12/2019	101922	00058 READYREFRESH	BLDG T BOTTLED WATER SERVICE - AUG 2019	10.91	10.91
09/12/2019	101923	02698 SHAMROCK OFFICE SOLUTIONS	FREIGHT FOR TONER - EQUIP# 10811/SERIAL#	11.47	11.47
09/12/2019	101924	05824 TJC AND ASSOCIATES, INC.	DERWA RWTF REPAIR T.O. 1 THROUGH JULY 2	7,283.25	7,283.25
09/12/2019	101925	06650 TOKAY SOFTWARE	TOKAY WEB TEST ENTRIES JULY 2019	856.00	
			TOKAY WEB TEST ENTRIES JUNE 2019	513.00	1,369.00
09/12/2019	101926	01222 IRS UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
09/12/2019	101927	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	175.07	175.07
09/12/2019	101928	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT SCREENINGS	743.78	743.78
09/12/2019	101929	00933 VWR INTERNATIONAL, INC.	LABORATORY SUPPLIES AND CHEMICALS	123.07	
			LABORATORY SUPPLIES AND CHEMICALS	97.51	220.58
09/12/2019	101930	08423 WATERTALENT LLC	R. GAMBLE: WE 08/18/19	6,942.00	6,942.00

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09/12/2019	101931	04061 WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	67.90	67.90
09/12/2019	101932	09274 WHITE HAT PROPERTY MANAGE	REFUND FOR 5758 SOUTHBRIDGE WAY	151.27	151.27
09/12/2019	101933	03508 XYLEM WATER SOLUTIONS USA	DERWA UV QUARTZ SLEEVES 60 UNITS O-RING LAMP HOLDER SEAL	11,285.15 3,174.25	14,459.40
09/12/2019	101934	09265 YAN YANG	REFUND FOR 4008 ST HELENA WAY	151.14	151.14
09/12/2019	101935	09261 ZHIXIA YOU	REFUND FOR 8164 CARDIFF DR	31.82	31.82
09/12/2019	101936	00987 ATTN: ACCOUNTING ZONE 7 WA	AUGUST 2019 CONNECTION FEES	1,487,379.00	1,487,379.00
09/16/2019	8174	05511 DISBURSEMENT UNIT CALIFORN	CHILD SUPPORT GARNISHMENT: PAYMENT	699.23	699.23
09/16/2019	1001404247	00494 PERS	RETIREMENT: PAYMENT	104,948.36	104,948.36
09/17/2019	9172019	03718 HR SIMPLIFIED	IRS 125 2019-20 DCA/FSA/POS	5,052.63	5,052.63
09/17/2019	52021184	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	33,033.24	33,033.24
09/17/2019	95421656	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	149,200.47	149,200.47
09/19/2019	101937	03460 ACCO ENGINEERED SYSTEMS II	BLDG D COMPRESSOR REPLACEMENT 7-24-19	7,532.00	7,532.00
09/19/2019	101938	01013 BARRETT BUSINESS SERVICES	K. YAN: W/E 8/25/19 K. RAMOS: W/E 8/25/19 K. BECK: WE 8/25/19 T. AMARO: W/E 8/25/19 E. VILLAMOR: W/E 8/25/19 A. GEHMLICH: WE 08/25/19 N. POON: WE 08/25/19 M. ZAKLAN: WE 08/25/19	1,463.00 1,463.00 1,064.00 1,057.35 585.20 486.40 486.40 358.40	6,963.75
09/19/2019	101939	01013 BARRETT BUSINESS SERVICES	P. MULLEN: WE 08/25/19	995.29	995.29
09/19/2019	101940	07915 JEFF CARSON	J. CARSON REIMB EXP FOR MILEAGE JULY 201 J. CARSON REIMB EXP FOR MILEAGE AUGUST 2	95.12 38.28	133.40

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09/19/2019	101941	00937 GRAINGER, INC.	BATTERIES FOR MAINT SHOP	179.18	
			TP HANGERS	147.55	
			PPE: HARDHAT FOR C. PEZZONI	129.58	456.31
09/19/2019	101942	04424 GRAYBAR ELECTRIC COMPANY	REPLACEMENT CONDUIT SEALS FOR DIGESTER #	943.76	
			SHOP SUPPLIES	426.05	
			DIGESTER MIXER WIRE REPLACEMENT	172.83	1,542.64
09/19/2019	101943	06791 HYLAND SOFTWARE, INC.	HYLAND - PROFESSIONAL SERVICES 8/11/19 A	645.00	
			HYLAND - PROFESSIONAL SERVICES 7/21/19 T	430.00	1,075.00
09/19/2019	101944	01242 INFOSEND, INC	INFOSEND UTILITY BILL & PD NOTICE PRINT	25.00	25.00
09/19/2019	101945	07745 ROBYN MUTOBE	R. MUTOBE MILEAGE REIMB EXP @ BAYWORKS C	33.76	33.76
09/19/2019	101946	00762 TEST AMERICA LABORATORIES	SAMPLE ANALYSIS	137.50	137.50
09/19/2019	101947	05026 UNIVAR USA INC.	2500.00 GL SOD HYPO 8-28-19	2,191.01	
			2400 GAL SOD HYPO DELV 8-27-19	2,117.57	
			2500.00 GL SOD HYPO DELV 8-29-19	1,835.95	
			2500.00 GL SOD HYPO DELV 8-30-19	1,835.95	7,980.48
09/19/2019	101948	03536 U S BANK/ CORP PMT SYSTEMS	DROUGHT GARDEN PARTS	4,080.49	
			COMMERCIAL ICE MAKER FOR FOF	1,689.99	
			CALPELRA S. DELIGHT MEMBERSHIP/REGISTRAT	1,065.00	
			DROUGHT GARDEN CONCRETE STAKES FOR ROSE	974.35	
			CAT D7	960.36	
			PS 200A ANNUAL PERMIT FEES	834.00	
			B CASTELLO LUCITY ANNUAL CONFERENCE REGI	800.00	
			SAND FILTER CONTROL PANELS	751.34	
			STEPHENSON - ACWA 2019 FALL CONFERENCE -	725.00	
			SOUTHWEST AIRLINES BC LUCITY ANNUAL CONF	645.48	
			DOFLOOD BALANCE FOR FIRE-2019-00419 FIRE	637.00	



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Date	Check #	Vendor	Description	Amount Paid	Check Total
			UPS FOR DPM REPLACEMENT	610.00	
			ANDERSEN,STEVEN GR3 CERT EXAM REVIEW REG	600.00	
			FULLER, L. WEF SYMPOSIUM HOTEL	582.81	
			REGISTRATION FOR T. JOHNSON - AWWA AFC19	465.00	
			REGISTRATION FOR S. SARGIOTTO - AWWA ACF	465.00	
			PPE: SHADE CANOPIES	454.44	
			FERRIS SECONDARY CONTAINMENT	452.30	
			DOFLOOD PERMIT NO. FIRE-2019-00419 FOR F	424.00	
			HYPO PUMP PARTS	411.21	
			OFFICE SUPPLIES FOR HR 8 13 19	407.35	
			BUILDING A OFFICE PAINTING AND WALL REPA	405.51	
			AED SUPPLIES	385.60	
			MATERIAL FOR DERWA	367.30	
			2019 EMPLOYEE ACADEMY 8/14/19 - EXPENSE	359.45	
			EMPLOYEE ACADEMY 8/14/19 - TOUR TRANSPOR	354.79	
			OFFICE SUPPLIES FOR DO 8 5 19	348.29	
			WELDING EQUIPMENT	339.23	
			LIMIT SWITCHES FOR SFUV MODULES	324.60	
			QTY (1) DRAGON NATURALLY SPEAKING SOFTWA	300.00	
			WEBINAR: INDEPENDENT CONTRACTORS 7/31/19	299.00	
			PORTABLE TOILET RENTAL 08/20/19 - 09/16/	299.00	
			PORTABLE TOILET RENTAL: 07/23/19 - 08/19	299.00	
			DOFLOOD FIRE-2019-00388 FIRE SPRINKLER P	291.00	
			NEW VIBRATION SENSOR FOR EXPORT PUMP #2	274.22	
			#82 TV TRUCK U-JOINT	269.87	
			J. CARSON WEF MEMBER RENEWAL #1825551	263.00	
			STEPHENSON - ACWA BOD MEETING 9/26/19 -	255.96	
			BOOTS & MEDICAL INSOLE FOR LINO APPROVED	248.84	
			SAFETY SHOES - E. GUTIERREZ	248.10	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			STEPHENSON - ACWA BOARD WORKSHOP/MTG LOD	238.20	
			WATEREUSE ZAVADIL SOUTHWEST	221.96	
			GENERAL SUPPLIES	220.49	
			COOLER FOR ELECTRIC SHOP FIELD USE	210.75	
			NEW FIXTURE FOR SINK IN BLDG S & SONNA T	204.41	
			FULLER, L. WEF AUG'19 WORKSHOPS REGISTRA	200.00	
			STEPHENSON - ACWA 2019 FALL CONFERENCE A	194.96	
			M. MCGRATH CWEA ASSOC MEMBERSHIP RENEWAL	192.00	
			J. MILLER CWEA MEMBERSHIP RENEWAL	192.00	
			E. PADILLA 2019 CWEA ASSOCIATION MEMBERS	192.00	
			SHALLIDAY: MEMBERSHIP RENEWAL, EXP 09/30	192.00	
			OFFICE SUPPLIES	186.76	
			CWEA BIOSOLIDS SEMINAR REGISTRATION FOR	185.00	
			SHIPPING TO SEND AN INSTRUMENT TO MFG FO	183.35	
			FREE CHLORINE TESTS STRIPS FOR CONST INS	182.32	
			CONCRETE SUPPLIES TO FIX FENCING AT FSL	177.79	
			OFFICE/MARKETING SUPPLIES	163.56	
			DROUGHT GARDEN TREES	160.60	
			SECURITY: VISITOR LOGBOOKS	159.90	
			LUNCH FOR OFFSITE MEETING @ ZONE 7 PARKS	152.85	
			BUILDING A OVER HANG CONCRETE ANCHORS	151.49	
			REG FEES FOR COLLECTION SYSTEM TCP SEMIN	150.00	
			SUPPLIES FOR WATER PROBLEMS/LEAK @ CAMP	143.16	
			LUNCH FOR CONFINED SPACE TRAINING PARTIC	140.15	
			LUNCH FOR CONFINED SPACE RESCUE TEAM PAR	139.30	
			CS TEAM BUILDING OUTING - FOOD	138.65	
			STEEL FOR TRUCK #55	137.90	
			TWO WIRELESS KEYBOARDS	137.24	
			556 PROBE GUARD	135.26	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			PORTABLE EXTERNAL HARD DRIVE FOR JEFF	132.92	
			SUPPLIES FOR FERRIC CONTAINMENT AREA PRO	129.71	
			OFFICE EQUIPMENT: FRIDGE	128.92	
			1 STANDARD UCC SSL CERT -2 YR:LUCITY.DSR	127.98	
			SHIPPED POWER SUPPLY & SWITCH TO PANEL S	125.80	
			FUEL FOR TRUCK 110	125.00	
			FUEL FOR TRUCK 110	125.00	
			FUEL FOR TRUCK 110	125.00	
			FUEL FOR TRUCK 110	125.00	
			MISAC CONFERENCE - BAHLOUL REGISTRATION	125.00	
			OFFICE SUPPLIES	123.22	
			COSTCO - GEN. EMP. MTG. 8 28 19 MEGAN BU	121.16	
			FUEL FOR TRUCK 110	118.40	
			OFFICE SUPPLY: EE FILING FOLDERS	118.19	
			YEE JACLYN 2019 PROFESSIONAL ENGINEER LI	116.00	
			FUEL FOR TRUCK 110	115.07	
			CIRCUIT BREAKER FOR LAB FUME HOOD EXHAUS	113.71	
			ELECTRIC SHOP SUPPLIES	113.44	
			SUPPLIES FOR FERRIC CNTMT AREA-GRINDING	112.77	
			OFFICE SUPPLIES FOR DO ACCT 8 20 19	110.42	
			SUPPLIES FOR METERS/SAMPLING	109.33	
			FLEET WATER FITTINGS FOR REPAIR	109.33	
			FUEL FOR TRUCK 110	107.77	
			FIBER DRUM FOR SPENT LAMPS (FOF)	105.49	
			BATTERIES, HITCH PIN GERBER MULTI TOOL	103.57	
			JBAGAKIS: MT-3 CERTIFICATE RENEWAL, EXP	99.00	
			FUEL FOR TRUCK 29	98.40	
			SHOP SUPPLIES	96.50	
			LOGITECH CLICKERS (3) FOR BLDG A AND S C	92.70	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			OFF-SITE TEAM BUILDING AND PERFORMANCE M	91.22	
			FUEL FOR TRUCK 29	91.00	
			WATER PUMP REPAIR	90.00	
			T. JOHNSON CWEA CSM GRADE 1 CERTIFICATE	89.00	
			CALIBRATION FOR DATA LOGGER SERIAL #4101	89.00	
			FUEL FOR TRUCK 109	84.98	
			FUEL FOR TRUCK 109	84.98	
			STUDY MATERIAL BOOK FOR MAINT SHOP	84.80	
			MISC MATERIAL	84.61	
			CFR TOOLS	84.01	
			FUEL FOR TRUCK 112	80.25	
			DROUGHT GARDEN PARTS	80.08	
			WELDING SUPPLIES	79.99	
			FUEL FOR TRUCK 112	78.30	
			MAINTENANCE WORKER RECRUITMENT APPRAISAL	77.84	
			FUEL FOR TRUCK 112	77.18	
			FUEL FOR TRUCK 86	76.45	
			MANAGEMENT TRAINING WEBINAR - SUCCESSION	75.00	
			FUEL FOR TRUCK 93	70.00	
			FUEL FOR TRUCK 93	70.00	
			FUEL FOR TRUCK 112	69.65	
			FUEL FOR TRUCK 124	67.73	
			QTY (5) GLONASS USB GPS DONGLES FOR FIEL	67.45	
			ERGO: KEYBOARD & OFFICE SUPPLIES	67.39	
			FUEL FOR TRUCK #93	65.59	
			AMAZON - ACCT - P-TOUCH LABEL MAKER	65.54	
			MISC SUPPLIES	63.26	
			BATTERIES	63.23	
			OFFICE SUPPLIES FOR WWTP	63.07	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			KEYS FOR VEHICLES	60.89	
			MISC SUPPLIES	58.66	
			MISC CLEANING SUPPLIES	58.34	
			FUEL FOR TRUCK 86	57.61	
			2 SETS OF DRY ERASE MARKERS FOR MAINT BL	56.46	
			OFFICE SUPPLIES FOR DO BOD 8 12 19	54.70	
			BUSINESS MEETING EXPENSE	52.63	
			DONUTS FOR WWTP SHUTDOWN CREW	52.00	
			DONUTS FOR SHUTDOWN CREW (CHARGED BY MIS	52.00	
			DESK LAMP/FAN P. GALVES	51.88	
			DOLLAR TREE - SUMMER GE MTG 8/28/18 & BO	51.68	
			AMAZON - ACCT - SMEAD END TAB FILE POCKE	50.79	
			2019 EMPLOYEE ACADEMY 08/14/19 - EXPENSE	50.47	
			MOUSEPAD FOR SCADA TERMINAL & STORAGE BO	50.13	
			DONUTS FOR MEETING	50.10	
			FUEL FOR TRUCK 124	49.90	
			TRAINING SNACKS	49.41	
			SUPPLIES FOR IRON HORSE/BOLLINGER RW LEA	49.12	
			PHOTOS FOR 2020 EMPLOYEE BENEFITS BOOKLE	49.00	
			FUEL FOR TRUCK 109	46.13	
			DIAGNOSE GAS-RUN WATER PUMP REPAIR	45.00	
			WALMART GROCERY PICKUP - GEN. EMP. MTG.	44.69	
			FERRIC STATION SUPPLIES	44.18	
			ADMIN SERVICES ICE CREAM SOCIAL EXPENSE	43.52	
			FUEL FOR TRUCK 86	42.94	
			PARTS FOR FLAG MOUNTS	42.52	
			OFFICE SUPPLIES	42.30	
			WATER DEPT. FITTINGS FOR PS3A	41.52	
			JETTING SUPPLIES	40.95	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			EPS2-PUMP #3 FLUSH PORT PARTS	40.85	
			FUEL FOR TRUCK 112	40.55	
			WATER SAMPLING SUPPLIES	40.41	
			FUEL FOR TRUCK 112	38.60	
			FITTINGS FOR ICE MAKER AT FOF	38.23	
			PHONE CHARGERS	38.22	
			FACILITIES SUPPLIES	36.01	
			ACWA ZAVADIL REGION 5 MTG 9/5/19	35.00	
			SUPPLIES FOR CCTV	34.92	
			EMBROIDERY	34.67	
			SUPPLIES FOR FERRIC CONTAINMENT AREA	34.53	
			MATERIALS FOR TEMP LIGHTING IN BLDG D	34.06	
			FUEL FOR COMPANY VEHICLE - #106 SEDAN	33.80	
			JETTING SUPPLIES	33.63	
			CLEANING SUPPLIES FOR WINDOWS AT BLDG S	33.56	
			PRO SUBSCRIPTION (AUGUST 2019)	33.00	
			PPE: FALL PROTCTION EQUIPMENT BAG	32.99	
			BEACH BUDDY ORIGINAL UMBRELLA HOLDER FOR	32.99	
			QTY (2) 10 METER FIBER OPTIC CABLES FOR	32.91	
			GASOLINE - DISTRICT POOL VEHICLE	32.03	
			FUEL FOR TRUCK 86	30.77	
			BAGGAGE CHECK IN FEE	30.00	
			BAG CHECK FEE L. FULLER WEF CONFERENCE I	30.00	
			MISC SUPPLIES FOR TRUCK #4	29.94	
			8/7/19 IT WRKNG LNCH - AB/JP - SOPHOS ON	29.65	
			ADMIN SERVICES MANAGERS MEETING 073119 E	28.58	
			STAKES FOR WWTP TREE	27.64	
			DROUGHT GARDEN - POTS	27.23	
			MCINTYRE - CASA 2019 FALL CONFERENCE TRA	26.42	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			MCINTYRE - WATEREUSE 2019 SYMPOSIUM TRAN	26.42	
			PROCESSING FEE FOR HMBP FEE - PS200A	26.22	
			MISC PARTS	25.52	
			WATER-WISE GARDENING WORKSHOP 7/31/19 EX	23.96	
			CUSTOMER SERVICE REP III INTERVIEWS - EX	23.00	
			MAINTENANCE WORKER RECRUITMENT APPRAISAL	23.00	
			EMPLOYEE ACADEMY 08/14/19 - EXPENSE	22.04	
			BOOK ON CHLORINE TO HELP ME UNDERSTAND O	20.94	
			TOOLS FOR VALVE TRUCK #112	20.34	
			LAWWMA ROAD PATCH	19.63	
			NEW SOLENOID FOR SECONDARY BIO-BED SPRIN	19.18	
			TOUCH-UP PAINT FOR FOD FURNITURE	18.90	
			DROUGHT GARDEN MATERIAL FOR FOUNTAIN	18.14	
			NAME TAGS (MAGNETIC) - L. BLEVINS	15.90	
			WELDING PARTS	15.79	
			OFFICE SUPPLIES	14.97	
			CUSTOMER SERVICE REP III APPRAISAL BOARD	14.24	
			BLEVINS - NEXTDOOR MEETING 07/25/19 TRAN	13.60	
			SUPPLIES FOR CCTV - REPAIR BROKEN SPRINK	13.55	
			PAINT FOR BAR SCREEN LIGHT	13.04	
			DONUTS FOR 8/7 CSR TRAINING PARTICIPANTS	12.50	
			PHONE CASE FOR DEEPA	10.99	
			CERTIFIED POSTAGE FOR E. GUTIERREZ DMV M	7.45	
			FLUSHING SUPPLIES	7.08	
			OFFICE SUPPLY: SHEET PROTECTORS	6.72	
			ADMIN SERVICES ICE CREAM SOCIAL EXPENSE	5.99	
			ADMIN SERVICES ICE CREAM SOCIAL EXPENSE	5.49	
			OFFICE SUPPLY: SHEET PROTECTORS	4.91	
			S. DELIGHT PLAN MAILING TUBE	4.80	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			DERWA MEETING WITH WEST YOST IN WC	3.50	
			SUPPLIES FOR CCTV TRUCK (WATER TANK)	3.47	
			MAINTENANCE WORKER I RECRUITMENT APPRAIS	2.79	
			DERWA MEETING WITH WEST YOST IN WALNUT C	2.00	
			DERWA COORDINATION MEETING W/WEST YOST	2.00	
			APPLE ICLOUD STORAGE FOR AUGUST 2019 - D	0.99	
			CREDIT FOR OFFICE SUPPLY RETURN	-16.38	
			CREDIT FOR OFFICE SUPPLY RETURN	-54.72	
			CREDIT/REFUND FOR CANCELLED TRAINING FOR	-257.50	
			COMPRESSOR G CORE RETURN - CREDIT	-265.99	36,923.51
09/19/2019	101949	00008 ACME FIRE EXTINGUISHER	WWTP-FIRE EXTINGUISHER RECHARGE	39.50	39.50
09/19/2019	101950	07554 AIRGAS USA, LLC	WELDING SUPPLIES	87.86	87.86
09/19/2019	101951	01401 AMERICAN ASPHALT	ASPHALT REPAIR FOR FENWICK WAY	9,250.00	9,250.00
09/19/2019	101952	06552 SOLUTIONS INC. AMERICAN COI	AQUAHAWK CUSTOMER PORTAL MAINTENANCE 10/	2,421.00	2,421.00
09/19/2019	101953	01954 ANDERSON'S UNIFORMS	UNIFORM ITEMS FOR D. PEARSON	909.52	909.52
09/19/2019	101954	01568 ASBURY ENVIRONMENTAL SVCS	WASTE OIL P/U 8/2/19	65.00	65.00
09/19/2019	101955	00622 AT&T	MANAGED INTERNET SERVICES 08/01/19-08/3	3,394.42	
			AT&T VIOP SERVICE DO 08/01/19-08/31/19	184.60	
			AT&T VIOP SERVICE CC 08/01/19-08/31/19	184.59	3,763.61
09/19/2019	101956	08663 AWARDS NETWORK	RETIREMENT GIFT - RAY ROBLES	273.13	273.13
09/19/2019	101957	02217 BSK ASSOCIATES INC.	SAMPLE ANALYSES	160.00	160.00
09/19/2019	101958	00107 CALCO FENCE, INC.	FENCE REPAIR ON EAST SIDE OF PONDS	1,431.00	1,431.00
09/19/2019	101959	07872 CAL-SAFETY, INC.	TRAFFIC CONTROL AND TRAFFIC CONTROL PLAN	1,794.00	1,794.00
09/19/2019	101960	00105 DEPT 34261 CAL-STEAM	GRIT PIPING REPAIRS	105.54	105.54
09/19/2019	101961	00118 CALTEST ANALYTICAL LAB	SUBCONTRACTED SAMPLE ANALYSES	184.30	184.30



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09/19/2019	101962	08447 CHEMTRADE CHEMICALS US LL	3853.983 GAL ALUM SULFATE DELV 8-23-19	3,204.62	
			3846.796 GAL ALUM SULFATE DELV 8-26-19	3,198.63	
			3738.993 GAL ALUM SULFATE DELV. 8/23/19	3,108.99	
			3721.025 GAL ALUM SULFATE DELV 8-29-19	3,094.05	
			3719.229 GAL ALUM SULFATE DELV 8-28-19	3,092.57	15,698.86
09/19/2019	101963	09158 CLAREMONT EAP	EE ASSISTANCE: OCTOBER 2019 CHARGES	393.25	393.25
09/19/2019	101964	00202 CREATIVE SUPPORTS INC.	ERGONOMIC CHAIR FOR K. MADARANG	571.92	571.92
09/19/2019	101965	09076 D. W. NICHOLSON	PROGRESSIVE BILLING 8-26-19 THRU 9-5-19	37,230.07	37,230.07
09/19/2019	101966	00237 EBMUD MAIL REMITTANCE DER	DERWA - JULY 2019	42,770.71	
			DERWA-WATER SYSTEM ACCT SVC FOR DERWA(PR	14,589.70	57,360.41
09/19/2019	101967	09201 DST CONTROLS	BILLING 8/11/19 THRU 8/24/19: GE HISTORI	3,900.00	3,900.00
09/19/2019	101968	00307 FAIRWAY EQUIPMENT & SUPPLY	GRIT REPIPING	1,408.98	1,408.98
09/19/2019	101969	02656 FASTENAL COMPANY	HARDWARE FOR HYPO LINE REROUTE	106.21	106.21
09/19/2019	101970	00314 FEDEX	EXPRESS SHIPPING 9-4 & 9-5	18.94	18.94
09/19/2019	101971	00352 GOLDEN STATE FLOW MEASURE	AMI ACCESSORIES	762.24	762.24
09/19/2019	101972	00394 HILTI, INC.	HILTI CONCRETE BITS	140.08	140.08
09/19/2019	101973	02718 OF NO. CALIFORNIA JENSEN INE	OXYGEN MONITORS	2,381.65	2,381.65
09/19/2019	101974	04873 KIMBALL MIDWEST	MOTOR MAKE-UP BLOCKS AND PROTECTIVE BOOT	53.75	53.75
09/19/2019	101975	00486 APPARATUS REPAIR INC KOFFLE	INFLUENT PUMP REBUILD	8,063.06	8,063.06
09/19/2019	101976	03958 LIVERMORE AUTO GROUP	FLEET STOCK ORDER	73.61	73.61
09/19/2019	101977	04231 MSC INDUSTRIAL SUPPLY CO	PPE: EAR PLUGS, GLOVES, DISPENSERS FOR W	627.12	
			REPLACEMENT TORCH FOR UNIT IN SHOP (FACI	98.52	725.64
09/19/2019	101978	04796 NAPA AUTO PARTS	BRAKE CONTROLLER SHOP TRUCK #55	268.69	
			STOCK ORDER	244.86	

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			#507E	29.25	
			#507E	28.23	
			#507E	14.51	585.54
09/19/2019	101979	00620 P G & E	FSL AERATORS; LAB HVAC; FLEET - AUG 2019	1,294.90	
			RESERVOIR R100 DERWA TANK 1 - SEP 2019	39.97	1,334.87
09/19/2019	101980	02617 POLYDYNE INC	3-2300# TOTES RECEIVED: CLARIFLOC A-210P	9,234.36	9,234.36
09/19/2019	101981	01195 POWERSTRIDE BATTERY CO., IN	STOCK FLEET	43.27	43.27
09/19/2019	101982	09023 QUENCH USA, INC.	FY20 WWTP WATER FILTRATION SERVICE - SEP	131.10	
			DO WATER FILTRATION SERVICE - SEP 2019	65.55	196.65
09/19/2019	101983	04105 R & B COMPANY	MISC REPAIR PARTS	966.86	
			MISC REPAIR PARTS	284.05	1,250.91
09/19/2019	101984	02308 RGW CONSTRUCTION INC	MTR 65492100 RTND	1,368.00	1,368.00
09/19/2019	101985	07707 RICE LAKE WEIGHING SYSTEMS	LABORATORY SUPPLIES AND CALIBRATION SERV	190.00	190.00
09/19/2019	101986	08339 SAN FRANCISCO ELEVATOR INC	DIV53 PO: ELEVATOR ROUTINE MAINTENANCE	492.00	492.00
09/19/2019	101987	00837 TELSTAR INSTRUMENTS, INC.	CHARGES FOR PROGRAMMING SERVICES FROM 7-	16,420.00	
			FY20 DIV54 BPO: ON-CALL SCADA PROGRAMMIN	9,245.00	25,665.00
09/19/2019	101988	00696 TRAVERSO'S WORK SHOE HQ	S. ANDERSEN SAFETY SHOES 8-12-19	185.72	
			J. RAMOS 7-30-19 SAFETY SHOES	185.72	
			D. PEARSON 8-12-19 SAFETY SHOES	176.42	547.86
09/19/2019	101989	01806 U.S. BANK EQUIPMENT FINANCE	COPIER LEASE LAB/CUST SVC/EXEC - 09/01/1	1,680.26	1,680.26
09/19/2019	101990	04901 VEOLIA TECH SOLUTIONS VEOL	DIV56 PO: LAB WASTE DISPOSAL SERVICES	2,305.50	2,305.50
09/19/2019	101991	08561 VERIZON CONNECT	GPS TRACKING SYSTEM AUGUST 2019	1,339.85	1,339.85
09/19/2019	101992	00924 VERIZON WIRELESS	CELL PHN SVC AND EQUPTMNT CHARGES 08/04/	4,110.82	4,110.82
09/19/2019	101993	00928 VINCENT ELEC MOTOR CO., INC	MOTOR FOR COGEN #1 EXTRNAL COOLING FAN	488.05	

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			COOLING FAN MOTOR FOR RAS PUMP #1 MOTOR	443.33	931.38
09/19/2019	101994	00933 VWR INTERNATIONAL, INC.	LABORATORY SUPPLIES AND CHEMICALS	382.48	
			LABORATORY SUPPLIES AND CHEMICALS	341.65	
			LABORATORY SUPPLIES AND CHEMICALS	114.83	
			LABORATORY SUPPLIES AND CHEMICALS	107.85	
			LABORATORY SUPPLIES AND CHEMICALS	52.34	
			LABORATORY SUPPLIES AND CHEMICALS	36.57	
			LABORATORY SUPPLIES AND CHEMICALS	-97.51	938.21
09/19/2019	101995	08423 WATERTALENT LLC	R. GAMBLE: WE 08/25/19	7,120.00	7,120.00
09/19/2019	101996	04061 WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	1,041.51	
			JANITORIAL SUPPLIES	357.14	
			JANITORIAL SUPPLIES	90.98	1,489.63
09/23/2019	1001404266	01108 FISCAL SERVICES DIVISION CAL	SSA 218 ANNUAL FEE FY 2020	1,000.00	1,000.00
09/25/2019	1001412782	01108 FISCAL SERVICES DIVISION CAL	FY19/20 PAYDOWN UAL - CLASSIC	550,066.00	550,066.00
09/25/2019	1001412784	01108 FISCAL SERVICES DIVISION CAL	FY19/20 PAYDOWN UAL - PEPRA	75,103.00	75,103.00
09/26/2019	101997	09040 ANDERSON PACIFIC ENGINEERI	17-P004 - PP#5 08/01/19-08/31/19	463,258.00	463,258.00
09/26/2019	101998	01013 BARRETT BUSINESS SERVICES	K. YAN: W/E 9/1/19	1,170.40	
			K. BECK: W/E 9/1/19	1,064.00	
			T. AMARO: W/E 9/1/19	1,064.00	
			M. JOHNSTON: W/E 9/1/19	997.50	
			K. RAMOS: W/E 9/1/19	771.40	
			A. GEHMLICH: WE 09/01/19	486.40	
			N. POON: WE 09/01/19	486.40	
			M. ZAKLAN: WE 09/01/19	486.40	
			E. VILLAMOR: W/E 9/1/19	292.60	
			B. VASSAR: W/E 9/1/19	292.60	7,111.70

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09/26/2019	101999	01013 BARRETT BUSINESS SERVICES	P. MULLEN: WE 08/31/19	1,074.91	1,074.91
09/26/2019	102000	00249 DLT SOLUTIONS LLC.	SOLARWINDS NETFLOW & NETWORK ANNUAL MAIN	2,010.18	2,010.18
09/26/2019	102001	00937 GRAINGER, INC.	COMBO LOCK'S FOR FACILITIES	217.37	
			TILE BIT SETS	115.96	333.33
09/26/2019	102002	04424 GRAYBAR ELECTRIC COMPANY	SHOP STOCK MATERIAL	321.50	321.50
09/26/2019	102003	03853 ICMA	ICMA 457 DEFERRED COMPENSATION: PAYMENT	51,787.38	
			ICMA 457 DEFERRED COMPENSATION: PAYMENT	40.00	51,827.38
09/26/2019	102004	00439 IUOE LOCAL 39	LOCAL 39 UNION DUES: PAYMENT	4,506.40	4,506.40
09/26/2019	102005	00485 KOFF & ASSOCIATES INC.	CLASSIFICATION STUDY - INFORMAL APPEAL P	4,420.00	
			CLASSIFICATION STUDY - UB/CS DESK AUDIT	420.00	4,840.00
09/26/2019	102006	05368 JOHN MARCHAND	REGULAR BOARD MTG ATTENDANCE - 08/21/19	50.00	50.00
09/26/2019	102007	04594 MCCAMPBELL ANALYTICAL INC	SUBCONTRACTED SAMPLE ANALYSES	69.30	69.30
09/26/2019	102008	01293 PK SAFETY SUPPLY	GAS DETECTION MONITOR REPLACE O2 SENSOR	215.26	215.26
09/26/2019	102009	01403 PRAXAIR DISTRIBUTION INC 186	GAS AND CYLINDER RENTAL	706.97	706.97
09/26/2019	102010	02470 SHRED-IT USA LLC	SHREDDING SERVICE - SERVICE DATE 09/04/1	121.89	121.89
09/26/2019	102011	00805 SUE STEPHENSON	S. STEPHENSON REIMB EXP @ ACWA 09/15-16/	13.00	13.00
09/26/2019	102012	05026 UNIVAR USA INC.	4900.7 GL SO HYPO DELV 9-4-19	3,294.25	
			4400.00 GL SOD HYPO DELV 7-31-19 (NO BAC	3,231.27	6,525.52
09/26/2019	102013	07290 V. W. HOUSEN & ASSOCIATES, IN	15-W017 T.O. OC-4 4/1/19 THROUGH 6/30/19	2,770.06	2,770.06
09/26/2019	102014	07775 VANGARD CONCEPT OFFICES	TEKNION CIRCULAR TABLE FOR LEVI'S OFFICE	567.28	567.28
09/26/2019	102015	05127 VISION SERVICE PLAN - CA (VSF	OCTOBER 2019 - VISION	3,103.93	3,103.93
09/26/2019	102016	06643 WEIR TECHNICAL SERVICES	MANAGEMENT SERVICES - AUG 2019	10,022.18	10,022.18
09/26/2019	102017	00957 WEST YOST & ASSOCIATES	16-R018 T.O. OC-13 7/1/19 TO 8/9/19	3,895.00	3,895.00

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09/26/2019	102018	00985 ZASIO ENTERPRISES INC.	ANNUAL MAINTENANCE AND SUPPORT FOR VERSA	9,285.00	9,285.00
09/26/2019	102019	01738 3T EQUIPMENT COMPANY INC.	SEWER HOSES & TIGER TAIL	4,050.01	4,050.01
09/26/2019	102020	06959 A TASTEFUL AFFAIR	HOLIDAY LUNCHEON 12/10/19 - SAVE THE DAT	500.00	500.00
09/26/2019	102021	00019 A-1 ENTERPRISES	LAWWMA STREET SWEEPING AUG '19	492.50	
			LAWWMA 8/20/19 STREET SWEEPING	250.00	742.50
09/26/2019	102022	07554 AIRGAS USA, LLC	WELDING SUPPLIES	172.00	
			LG NITROGEN RENTAL	29.52	201.52
09/26/2019	102023	01954 ANDERSON'S UNIFORMS	UNIFORM ITEMS FOR JOHN BAGAKIS	269.03	269.03
09/26/2019	102024	00622 AT&T	C3 - TELE SVCS 08/13/19 - 09/12/19	708.08	708.08
09/26/2019	102025	00622 AT&T	LAWWMA PHONE & DSL - SEP 2019	553.12	553.12
09/26/2019	102026	08684 BIOGAS ENGINEERING	16-P028 T.O. 1 8/31/19 SERVICES	560.00	560.00
09/26/2019	102027	02217 BSK ASSOCIATES INC.	SAMPLE ANALYSES	640.00	640.00
09/26/2019	102028	08428 CAL ENGINEERING & GEOLOGY,	LAWWMA HOLDING BASIN T.O. OC-3 THROUGH S	1,265.00	1,265.00
09/26/2019	102029	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
09/26/2019	102030	00105 DEPT 34261 CAL-STEAM	SUPPLIES FOR TRUCK 124	76.27	76.27
09/26/2019	102031	00118 CALTEST ANALYTICAL LAB	SUBCONTRACTED SAMPLE ANALYSES	323.95	323.95
09/26/2019	102032	00136 CDW GOVERNMENT INC.	CISCO INDUSTRIAL ETHERNET 4000 SERIES	5,653.88	5,653.88
09/26/2019	102033	08447 CHEMTRADE CHEMICALS US LL	4028.266 ALUM SULFATE DELV 9-6-19	3,349.53	
			3882.731 ALUM SULFATE DELV 9-3-19	3,228.51	
			3861.170 ALUM SULFATE DELV 9-4-19	3,210.58	9,788.62
09/26/2019	102034	00157 CITY OF PLEASANTON	5TH SUPPL AGMT AVOIDED COSTS (FYE2019)	123,031.00	
			5TH SUPPL AGMT AVOIDED COSTS (FYE2018)	103,582.00	
			5TH SUPPL AGMT AVOIDED COSTS (FYE2017)	52,295.00	278,908.00

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09/26/2019	102035	03760 DOSH - ERT UNIT DEPT. OF INDL	ELEVATOR: EALS (BLDG E) INSPECTION FEE ELEVATOR: BLDG A INSPECTION FEE ELEVATOR: BLDG S INSPECTION FEE	225.00 225.00 225.00	675.00
09/26/2019	102036	00855 BAY AREA NEWS GROUP CIR. E/	SUBSCRIPTION-EAST BAY TIMES 52 WEEKS	510.83	510.83
09/26/2019	102037	05839 EUROFINIS EATON ANALYTICAL I	SAMPLE ANALYSES	680.00	680.00
09/26/2019	102038	00307 FAIRWAY EQUIPMENT & SUPPLY	PIPING TO COMPLETE HYPO LINE	287.30	287.30
09/26/2019	102039	02656 FASTENAL COMPANY	BLDG S PPE MISC SUPPLIES BLDG A PPE FOF PPE	827.39 633.01 597.73 425.36	2,483.49
09/26/2019	102040	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	150.00	150.00
09/26/2019	102041	09205 GE DIGITAL LLC	GE IFIX ACCELERATION PLAN SUPPORT SERVIC	58,015.62	58,015.62
09/26/2019	102042	09205 GE DIGITAL LLC	SLSS SCADA LICENSE UPGRADE	5,409.99	5,409.99
09/26/2019	102043	00352 GOLDEN STATE FLOW MEASURE	144 SENSUS IPERL 1 INCH 144 SENSUS IPERL 1"	30,677.40 30,677.40	61,354.80
09/26/2019	102044	07137 GOODYEAR COMMERCIAL TIRE	VEHICLE #29 507E TIRES	752.65 239.05	991.70
09/26/2019	102045	03149 HDS WHITE CAP CONST SUPPLY	6LB 16" SLEDGE HAMMER BASH HANDLE	82.81	82.81
09/26/2019	102046	09292 HELIX LABORATORIES	FLOATING LIFT STATION DEGREASER	218.50	218.50
09/26/2019	102047	03142 HI-LINE	FLEET STOCK ORDER	531.85	531.85
09/26/2019	102048	06732 HIRERIGHT, INC.	EMPLOYMENT BACKGROUND SCREENING (MAINTEN	148.70	148.70
09/26/2019	102049	07652 HUNT & SONS, INC.	501 DELIVERED 9-17-19 87 OCTANE FUEL	1,654.34	1,654.34
09/26/2019	102050	07017 HYDROSCIENCE ENGINEERS, IN	CW PROGRAMS ADMIN ASSISTANCE THROUGH 08/	5,914.78	5,914.78
09/26/2019	102051	00417 IDEXX DISTRIBUTION, INC	LABORATORY SUPPLIES AND CHEMICALS	3,407.96	3,407.96

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09/26/2019	102052	07848 JARVIS, FAY & GIBSON, LLP	GENERAL COUNSEL SVCS - AUG. 2019	9,870.00	9,870.00
09/26/2019	102053	07193 LAI & ASSOCIATES	FIELD DENSITY TESTING: 7302 LARKDALE AVE FIELD DENSITY TESTING: 7887 PEPPERTREE R	1,537.98 922.92	2,460.90
09/26/2019	102054	03958 LIVERMORE AUTO GROUP	TRUCK #20 MISC PARTS FUEL FILTERS FOR STOCK FLEET SHOP	644.14 53.72	697.86
09/26/2019	102055	08659 MACLEOD WATTS INC.	GASB 68 INFO FOR FYE 06/30/19	1,000.00	1,000.00
09/26/2019	102056	00536 MC MASTER-CARR SUPPLY CO.	AUTO DRAIN FOR AIR TANK (REPLACEMENT FOR TUBING FOR STRUVITE REMOVER CREDIT FOR PART	109.10 41.78 -109.10	41.78
09/26/2019	102057	04231 MSC INDUSTRIAL SUPPLY CO	SHOP EQUIPMENT REPLACEMENT BITS FOR DRILL PRESS 12 EA WIRE DECKING VICE FOR MANNY'S CART PPE: CHEMICAL HANDLING PPE PPE: GLOVES WWTP TAP FOR FACILITIES HOLE SAW BIT FOR HYPO LINE WOOD BITS FOR FACILITIES	4,112.88 941.34 666.64 345.46 264.69 118.65 47.44 25.66 11.18	6,533.94
09/26/2019	102058	04796 NAPA AUTO PARTS	VEHICLE #76 JACK STANDS 53 GMC PARTS FOR STARTING AIR COMP AIR FILTERS FLEET STOCK	291.71 251.25 75.70 49.34 23.05	691.05
09/26/2019	102059	00620 P G & E	MISC PUMP STATIONS, COMMERCE CIR ELEC & LAWMA PS FEEDER A - SEPT 2019 PUMP STATION R200B ELECTRIC - SEP 2019	38,298.44 32,493.83 11,904.38	

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			DISTRICT OFFICE ELECTRICITY - AUG 2019	3,544.08	
			DO UTILITY BLDG ELECTRICITY - AUG 2019	142.74	86,383.47
09/26/2019	102060	08356 PACE SUPPLY	MISC SUPPLIES	4,725.84	
			SUPPLIES FOR FLUSHING	1,128.14	
			MISC SUPPLIES	610.77	
			CREDIT FOR RETURNED ITEMS ORIG INV #1455	-1,702.48	4,762.27
09/26/2019	102061	06023 JERRY PENTIN	REGULAR BOARD MTG ATTENDANCE - 08/21/19	50.00	50.00
09/26/2019	102062	00663 PLEASANTON GARBAGE SVC IN	*FY19 5-28 THRU 6-30-19 (GPS HAS A NEW B WWTP GARBAGE SERVICE 6-28 - 7-31-19	5,071.18 4,192.84	9,264.02
09/26/2019	102063	07412 PURETEC INDUSTRIAL WATER	DI WATER SYSTEM MAINTENANCE SERVICES	138.92	138.92
09/26/2019	102064	08682 RAFTELIS FINANCIAL CONSULTA	CA RATES 101 WORKSHOP 10/10/19 FOR M. BA	50.00	50.00
09/26/2019	102065	00058 READYREFRESH	FOF BOTTLED WATER SERVICE - AUG 2019	136.64	
			FOF BOTTLED WATER SERVICE - SEP 2019	50.84	
			LAB BOTTLED WATER SERVICE - AUG 2019	25.32	
			LAWWMA BOTTLED WATER SERCICE - SEP 2019	8.73	221.53
09/26/2019	102066	06444 RICHERT LUMBER	CONCRETE FOR BUILDING A	356.64	356.64
09/26/2019	102067	08010 SLOAN SAKAI YEUNG & WONG L	LABOR RELATED LEGAL FEES (08/19)	1,510.57	1,510.57
09/26/2019	102068	09083 JULIE TESTA	REGULAR BOARD MTG ATTENDANCE - 08/21/19	50.00	50.00
09/26/2019	102069	05824 TJC AND ASSOCIATES, INC.	DERWA RWTF REPAIR T.O. 1 SERVICES THROUG	2,058.50	2,058.50
09/26/2019	102070	01222 IRS UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
09/26/2019	102071	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	175.07	175.07
09/26/2019	102072	06004 VANGUARD CLEANING SYSTEMS	WWTP SEPT 19 MONTHLY JANITORIAL SERVICE	3,045.00	
			FOF SEPT 19 MONTHLY JANITORIAL SERVICE	2,845.00	
			LAWWMA SEPT 19 MONTHLY JANITORIAL SERVIC	495.00	6,385.00
09/26/2019	102073	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT SCREENINGS	309.63	309.63



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09/26/2019	102074	00933 VWR INTERNATIONAL, INC.	LABORATORY SUPPLIES AND CHEMICALS	405.54	
			LABORATORY SUPPLIES AND CHEMICALS	76.67	
			LABORATORY SUPPLIES AND CHEMICALS	14.96	497.17
09/26/2019	102075	08423 WATERTALENT LLC	R. GAMBLE: WE 09/01/19	7,120.00	7,120.00
09/26/2019	102076	04061 WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	470.71	470.71
09/26/2019	102077	07021 BOB WOERNER	REGULAR BOARD MTG ATTENDANCE - 08/21/19	50.00	50.00
09/30/2019	8175	05511 DISBURSEMENT UNIT CALIFORNIA	CHILD SUPPORT GARNISHMENT: PAYMENT	699.23	699.23
09/30/2019	1001413308	00494 PERS	RETIREMENT: PAYMENT	103,749.33	103,749.33
10/01/2019	319891392	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	31,123.53	31,123.53
10/01/2019	494227046	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	141,007.28	141,007.28
10/02/2019	91685873	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	322.26	322.26
10/02/2019	897040320	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	40.00	40.00
10/03/2019	102078	00031 ALLIED FLUID PRODUCTS CORP	MECHANICAL SEAL REPAIR FOR LAVWMA 600 HP	1,166.62	1,166.62
10/03/2019	102079	01013 BARRETT BUSINESS SERVICES	K. YAN: W/E 9/8/19	1,170.40	
			S. MONTAGUE: W/E 09/22/19	1,150.50	
			K. BECK: W/E 9/8/19	1,064.00	
			M. JOHNSTON: W/E 9/8/19	984.20	
			N. POON: WE 09/08/19	486.40	
			A. GEHMLICH: WE 09/08/19	486.40	
			T. AMARO: W/E 9/8/19	425.60	
			M. ZAKLAN: WE 09/08/19	307.20	6,074.70
10/03/2019	102080	01013 BARRETT BUSINESS SERVICES	P. MULLEN: WE 9/8/19	955.48	955.48
10/03/2019	102081	06176 BAY VALVE SERVICE & ENG'G LL	REPLACEMENT FOR FAILED ACTUATOR ON DERWA	4,779.22	4,779.22
10/03/2019	102082	08775 LEA BLEVINS	L. BLEVINS REIMB EXP @ CASA2019 CONFEREN	222.39	222.39

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10/03/2019	102083	03614 CAROLLO ENGINEERS INC.	18-P002 TO OC-17 WWTP ELEC SYS STUDIES/D	18,791.50	18,791.50
10/03/2019	102084	03614 CAROLLO ENGINEERS INC.	07-3203 T.O. 2 8/1/19 TO 8/31/19	2,075.00	
			15-P018 T.O. OC-20 8/1/19 TO 8/31/19	542.18	
			16-S034 T.O. OC-2 8/1/19 TO 8/31/19	504.00	3,121.18
10/03/2019	102085	07163 CHRISTINA CASHA	C. CASHA REIMB EXP FOR TRAINING 7/17/19	30.62	30.62
10/03/2019	102086	00937 GRAINGER, INC.	WWTP BATTERY AREA PPE	331.90	
			FLOOR BIT	108.55	
			GENERAL SUPPLIES	31.23	471.68
10/03/2019	102087	04424 GRAYBAR ELECTRIC COMPANY	TRIAD RTD WIRE FOR NEW HEAT LOOP CONTROL	1,171.15	
			LOW VOLTAGE CABLE FOR RELOCATION OF HEAT	472.62	1,643.77
10/03/2019	102088	07744 CRISTINA HERRERA	C, HERRERA REIMB EXP @ TRAINING 7/25/19	47.41	47.41
10/03/2019	102089	01171 MCGUIRE & HESTER	FY19 ON-CALL WATER & SEWER REPAIRS FOR J	35,689.91	35,689.91
10/03/2019	102090	05026 UNIVAR USA INC.	4801.00 GL SOD HYPO DELV 9-6-19	3,526.34	
			4799.90 GL SOD HYPO DELV 9-6-19	3,524.94	7,051.28
10/03/2019	102091	00957 WEST YOST & ASSOCIATES	07-3203 T.O. OC-18 8/10/19 TO 9/6/19	4,151.00	4,151.00
10/03/2019	102092	00957 WEST YOST & ASSOCIATES	16-R018 T.O. OC-13 8/10/19 TO 9/6/19	1,149.00	1,149.00
10/03/2019	102093	03622 JUDY ZAVADIL	J. ZAVADIL REIMB EXP @ WATEREUSE SYMPOSI	127.92	127.92
10/03/2019	102094	01719 A & M PRINTING, INC.	#10 LEFT WINDOW ENVELOPES-1SIDE FOR ENGI	447.61	447.61
10/03/2019	102095	09230 APEX SYSTEMS, LLC	P. BALINGIT: WE 09/01/19	1,643.20	1,643.20
10/03/2019	102096	01254 BAY AREA BARRICADE SVC, INC	TRAFFIC SUPPLIES WWTP	677.56	677.56
10/03/2019	102097	02576 BLACK & VEATCH CORPORATIO	16-P028 AND 18-P010 T.O.1 BILLING THRU 8	38,402.00	38,402.00
10/03/2019	102098	02217 BSK ASSOCIATES INC.	SAMPLE ANALYSES	793.25	793.25
10/03/2019	102099	00136 CDW GOVERNMENT INC.	CDW QUOTE KVXJ516 - VEEAM STANDARD SUPPO	693.14	693.14

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10/03/2019	102100	08447 CHEMTRADE CHEMICALS US LL	3902.495 ALUM SULFATE DELV. 9-9-19	3,244.95	3,244.95
10/03/2019	102101	01167 CITY OF DUBLIN	LANDSCAPE SERVICES FOR DSRSD - AUG 2019	11,164.09	11,164.09
10/03/2019	102102	00157 CITY OF PLEASANTON	FOD IRRIGATION CURRENT READ 07/10/19-09/ FOD WATER BILL CURRENT READ 07/05/19-09/ LAVWMA CURRENT READ 07/05/19-09/04/19 WWTP CURRENT READ 07/05/19-09/04/19 WWTP DERWA CURRENT READ 07/05/19-09/04/1	377.93 372.40 357.57 252.67 207.71	1,568.28
10/03/2019	102103	08926 CORT	DOFLOOD: FOF CUBICLE RENTAL AUGUST 2019	8,826.61	8,826.61
10/03/2019	102104	00202 CREATIVE SUPPORTS INC.	ERGO: CHAIR FOR C. HERRERA	451.48	451.48
10/03/2019	102105	09201 DST CONTROLS	SCADA, DMZ, & CORP HISTORIANS UPGRADE &	5,880.00	5,880.00
10/03/2019	102106	00313 FASTSIGNS	NAME PLATES FOR SHAPIRO, ROSSI, SMITH, &	102.70	102.70
10/03/2019	102107	00314 FEDEX	SHIPPING CHARGES 09/05 & 09/12(HR) AND 0	135.77	135.77
10/03/2019	102108	00699 FLYERS ENERGY, LLC	CLAIRIFIER #4 AND DAFT OIL	1,493.51	1,493.51
10/03/2019	102109	00352 GOLDEN STATE FLOW MEASURI	SENSUS ELECTRONIC REGISTERS 100 @\$72.00	7,897.26	7,897.26
10/03/2019	102110	03149 HDS WHITE CAP CONST SUPPLY	SANDBAGS NEEDED FOR THE DIGESTER CLEANIN PAINT FOR LAVWMA	1,504.39 83.76	1,588.15
10/03/2019	102111	06074 INSIGHT PUBLIC SECTOR	INSIGHT - MICROSOFT OFFICE 365 ATP SUBSC	2,077.50	2,077.50
10/03/2019	102112	07481 J.N. ABBOTT DISTRIBUTOR, INC.	COGEN AND FUEL SKID OIL	3,799.92	3,799.92
10/03/2019	102113	05851 JENFITCH, LLC	STRUVITE REMOVER	11,110.75	11,110.75
10/03/2019	102114	08659 MACLEOD WATTS INC.	PREPARE GASB 75 ACTUARIAL REPORT FOR FYE	1,250.00	1,250.00
10/03/2019	102115	09093 METEX CORPORATION LIMITED	PMD 600 - SPARE MIXER FOR THE JC PORTABL	9,805.00	9,805.00
10/03/2019	102116	04231 MSC INDUSTRIAL SUPPLY CO	WWTP CONFINED SPACE LIGHTING JOINER FOR FACILITIES PPE: EARPLUGS WWTP	1,078.88 257.44 111.95	1,448.27

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10/03/2019	102117	04796 NAPA AUTO PARTS	DEF FOR FLEET	119.96	
			BATTERY HOLD DOWN	23.19	143.15
10/03/2019	102118	00620 P G & E	LAWWMA PS FEEDER B - SEP 2019	27,330.70	
			RESERVOIR 3A ELECTRICITY - AUG 2019	62.73	27,393.43
10/03/2019	102119	09223 PACIFIC POWER TESTING, INC	SG1 GENERATOR FEEDER BREAKER	300.00	300.00
10/03/2019	102120	04211 PLATT ELECTRIC SUPPLY	LIGHT FOR DERWA SFUV	408.70	
			OVERLOAD W/MOOBUS MODULE	194.87	603.57
10/03/2019	102121	02617 POLYDYNE INC	6900 LBS CLARIFLOC A-210P DELV 9-11-19	9,234.36	9,234.36
10/03/2019	102122	09023 QUENCH USA, INC.	BLDG Q FILTERED WATER SERVICE - SEPT 201	196.65	196.65
10/03/2019	102123	04105 R & B COMPANY	MISC REPAIR PARTS	1,868.18	
			MISC REPAIR PARTS	220.90	
			MISC REPAIR PARTS	147.49	2,236.57
10/03/2019	102124	06444 RICHERT LUMBER	DIGESTER CLEANING FOR CONTRACTOR	427.73	427.73
10/03/2019	102125	04698 SAMPLE TRAPS, LLC	LABORATORY SUPPLIES	83.58	83.58
10/03/2019	102126	00774 SIEMENS INDUSTRY, INC	DISTRICT OFFICE ENVIRONMENTAL CONTROLS S	20,000.00	20,000.00
10/03/2019	102127	01470 TRI-VALLEY HOSE	521E	216.87	
			521E	24.02	240.89
10/03/2019	102128	00903 UNITED RENTALS, INC.	GRINDER FOR BLDG S MENS LOCKER ROOM	1,011.71	
			DROUGHT GARDEN EQUIPMENT	445.01	
			FUEL FOR FORKLIFT	59.72	
			UNAPPLIED PMT ON THE ACCT DUE TO DOC#130	-754.74	761.70
10/03/2019	102129	08423 WATERTALENT LLC	R. GAMBLE: WE 9/8/19	5,340.00	5,340.00
303 checks in this report				<b>Total Checks:</b>	<b>5,190,163.40</b>

Dublin San Ramon Services District  
 Treasurer's Report - Portfolio Management Summary  
 As of: June 30, 2019

Description	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	27,385,830.22	27,385,830.22	27,385,830.22	14.16%	100%	Yes	2.480%
Certificate of Deposit	9,000,000.00	9,083,769.40	9,000,000.00	4.65%	30%	Yes	2.742%
Corporate Bonds	24,286,000.00	24,494,423.73	24,005,904.87	12.56%	30%	Yes	2.564%
Federal Agency Callables	87,500,000.00	87,263,312.64	87,496,493.15	45.26%	100%	Yes	1.905%
LAIF - Operating	26,892,906.83	26,892,906.83	26,892,906.83	13.91%	\$50 million	Yes	2.440%
Municipals	18,280,000.00	18,422,256.35	18,247,686.85	9.45%	100%	Yes	2.255%
Money Market Funds	3,050.37	3,050.37	3,050.37	0.0016%	20%	Yes	2.220%
<b>Total Investments</b>	<b>\$ 193,347,787.42</b>	<b>\$ 193,545,549.54</b>	<b>\$ 193,031,872.29</b>	<b>100.00%</b>			<b>2.142%</b>
Bank of America	6,662,686.85	6,662,686.85	6,662,686.85				
<b>Total Cash &amp; Investments</b>	<b>\$ 200,010,474.27</b>	<b>\$ 200,208,236.39</b>	<b>\$ 199,694,559.14</b>				<b>2.142%</b>

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

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

Market values for investments other than CAMP and LAIF were provided by Wells Fargo Securities, LLC.

  
 Carol Atwood, Treasurer

for Carol Atwood

9/5/19  
 Date

For comparison - prior quarter summary as of: 3/31/2019

Description	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	15,252,232.77	15,252,232.77	15,252,232.77	8.24%	100%	Yes	2.610%
Certificate of Deposit	9,500,000.00	9,524,470.43	9,500,000.00	5.13%	30%	Yes	2.642%
Corporate Bonds	20,786,000.00	20,687,892.59	20,469,433.83	11.23%	30%	Yes	2.570%
Federal Agency Callables	94,500,000.00	93,706,949.53	94,496,493.15	51.08%	100%	Yes	1.848%
LAIF - Operating	26,697,157.45	26,697,157.45	26,697,157.45	14.43%	\$50 million	Yes	2.436%
Municipals	18,280,000.00	18,249,668.20	18,241,459.48	9.88%	100%	Yes	2.320%
Money Market Funds	3,032.67	3,032.67	3,032.67	0.0016%	20%	Yes	2.320%
<b>Total Investments</b>	<b>\$ 185,018,422.89</b>	<b>\$ 184,121,403.64</b>	<b>\$ 184,659,809.35</b>	<b>100.00%</b>			<b>2.096%</b>
Bank of America	5,434,400.53	5,434,400.53	5,434,400.53				
<b>Total Cash &amp; Investments</b>	<b>\$ 190,452,823.42</b>	<b>\$ 189,555,804.17</b>	<b>\$ 190,094,209.88</b>				<b>2.096%</b>

Dublin San Ramon Services District  
 Treasurer's Report - Portfolio Management Detail  
 As of 6/30/2019

Description	CUSIP/Ticker	Transaction ID	Settlement Date	Face Amount/Shares	Market Value	Book Value	Coupon Rate	YTM @ Cost	Next Call Date	Days To Call/Maturity	Days To Maturity	Maturity Date	Accrued Interest
Bank of America - Concentration													
Bank of America MM	MM0000		04/30/2017	6,662,686.85	6,662,686.85	6,662,686.85	0.000	0.000	N/A	1	1	N/A	
Sub Total / Average Bank of America - Concentration				6,662,686.85	6,662,686.85	6,662,686.85	0.000	0.000		1	1		0.00
CAMP													
CAMP LGIP	LGIP6300		06/30/2011	27,385,830.22	27,385,830.22	27,385,830.22	2.480	2.480	N/A	1	1	N/A	
Sub Total / Average CAMP				27,385,830.22	27,385,830.22	27,385,830.22	2.480	2.480		1	1		0.00
Certificate of Deposit													
ALLY BANK 2.75 6/15/2020	02007GDD2	57803	06/14/2018	250,000.00	251,371.67	250,000.00	2.750	2.750		351	351	06/15/2020	301.37
AMEX NATIONAL BANK 3 6/14/2021	02589AAJ1		06/12/2018	250,000.00	253,823.07	250,000.00	3.000	3.000		715	715	06/14/2021	369.86
BANK OF AMERICA 2.75 8/17/2020	06051VB70	3510	08/15/2018	250,000.00	251,594.17	250,000.00	2.750	2.750		414	414	08/17/2020	2,542.81
BANK OF BARODA 3.3 9/28/2023	06062R4E9	33681	09/28/2018	250,000.00	257,226.52	250,000.00	3.300	3.300		1,551	1,551	09/28/2023	2,124.66
BARCLAYS BANK 3.35 10/10/2023	06740KMG9	57203	10/10/2018	250,000.00	257,747.59	250,000.00	3.350	3.350		1,563	1,563	10/10/2023	1,858.56
BMO HARRIS BANK NA 3 1/28/2022-19	05581WK53	16571	01/28/2019	250,000.00	250,121.01	250,000.00	3.000	3.000	07/28/2019	28	943	01/28/2022	1,294.52
BMW BANK 2.7 5/18/2020	05580AMU5	35141	05/18/2018	250,000.00	251,149.65	250,000.00	2.700	2.700		323	323	05/18/2020	795.21
Capital One 2 10/7/2019	14042RAN1	4297	10/07/2015	250,000.00	249,853.92	250,000.00	2.000	2.000		99	99	10/07/2019	1,150.68
Capital One USA 2 10/7/2019	140420WK2	33954	10/07/2015	250,000.00	249,874.92	250,000.00	2.000	2.000		99	99	10/07/2019	1,150.68
CITIBANK 2.7 5/11/2020	17312QL56	7213	05/11/2018	250,000.00	251,123.42	250,000.00	2.700	2.700		316	316	05/11/2020	924.66
COMENITY CAPITAL BANK 3.25 8/14/2023	20033AD37	57570	08/13/2018	250,000.00	256,708.81	250,000.00	3.250	3.250		1,506	1,506	08/14/2023	378.42
Continental Bank 2.1 7/26/2021	211163GV4	57571	01/26/2018	250,000.00	249,455.08	250,000.00	2.100	2.100		757	757	07/26/2021	2,229.45
COUNTRY BANK FOR SAVINGS 2.7 1/31/2022	222297CB7	23992	01/31/2019	250,000.00	252,902.05	250,000.00	2.700	2.700		946	946	01/31/2022	0.00
DISCOVER BANK 2.7 5/18/2020	254673PN0	5649	05/16/2018	250,000.00	251,149.74	250,000.00	2.700	2.700		323	323	05/18/2020	832.19
ENERBANK USA 2.65 5/20/2024-19	29278THB9	57293	05/20/2019	250,000.00	250,052.12	250,000.00	2.650	2.650	11/20/2019	143	1,786	05/20/2024	181.51
Goldman Sachs 1.95 10/7/2019	38148JQ79	33124	10/07/2015	250,000.00	249,819.24	250,000.00	1.950	1.950		99	99	10/07/2019	1,121.92
HSBC Bank USA NA 2.45 3/21/2022-19	40434YGK7	57890	03/21/2017	250,000.00	250,098.45	250,000.00	2.450	2.450	09/21/2019	83	995	03/21/2022	1,694.86
INDUS & COMM BANK 3.3 6/30/2023	45581EAX9	24387	08/30/2018	250,000.00	257,126.53	250,000.00	3.300	3.300		1,461	1,461	06/30/2023	0.00
IOWA STATE BANK 3.15 9/28/2023	46256YAY5	15947	09/28/2018	250,000.00	255,724.56	250,000.00	3.150	3.150		1,551	1,551	09/28/2023	2,028.08
Marlin Business Bank 2.2 1/19/2021	57116AAQ4	58267	01/18/2018	250,000.00	250,034.08	250,000.00	2.200	2.200		569	569	01/19/2021	2,456.16
MERRICK BANK 3.1 8/22/2022	59013J2N8	34519	08/21/2018	250,000.00	256,030.01	250,000.00	3.100	3.100		1,149	1,149	08/22/2022	191.10
Morgan Stanley Bank 2.5 1/18/2022	61747MGS4	32992	01/18/2018	250,000.00	251,628.96	250,000.00	2.500	2.500		933	933	01/18/2022	2,791.10
MORGAN STANLEY BANK 2.75 6/15/2020	61760ALY3	34221	06/14/2018	250,000.00	251,371.67	250,000.00	2.750	2.750		351	351	06/15/2020	301.37
NBT BANK 2.6 2/1/2021	628779GC8	7230	01/30/2019	250,000.00	251,588.52	250,000.00	2.600	2.600		582	582	02/01/2021	2,689.04
NORTHWEST BANK 3.25 10/12/2023	66736ABN8	58752	10/12/2018	250,000.00	256,773.60	250,000.00	3.250	3.250		1,565	1,565	10/12/2023	400.68
Sallie Mae Bank/Salt Lake 2.35 3/22/2022	795450ZW8	58177	03/22/2017	250,000.00	250,681.43	250,000.00	2.350	2.350		996	996	03/22/2022	1,609.59
SEATTLE BANK 2.7 5/30/2024-19	81258PJM6	35139	05/30/2019	250,000.00	250,573.88	250,000.00	2.700	2.700	11/30/2019	153	1,796	05/30/2024	573.29
SILVERGATE BANK 2.75 5/30/2024-19	828373GH7	27330	05/30/2019	250,000.00	250,715.90	250,000.00	2.750	2.750	11/30/2019	153	1,796	05/30/2024	0.00
STATE BANK OF INDIA NY 2.8 5/30/2024-19	856285QA2	33682	05/30/2019	250,000.00	250,239.36	250,000.00	2.800	2.800	08/30/2019	61	1,796	05/30/2024	594.52
STEARNS BANK NA 3.05 1/25/2024-19	857894ZC6	10988	01/25/2019	250,000.00	250,144.31	250,000.00	3.050	3.050	07/25/2019	25	1,670	01/25/2024	104.45
Synchrony Bank 2.25 2/3/2022	87165HQJ2	87165HQJ2	02/03/2017	250,000.00	250,069.30	250,000.00	2.250	2.250		949	949	02/03/2022	2,265.41
Third Federal Savings & Loan 2.5 1/31/2022	88413QBY3	30012	01/30/2018	250,000.00	251,637.38	250,000.00	2.500	2.500		946	946	01/31/2022	2,585.62
TOWNE BANK 2.7 5/26/2020	89214PBN8	35095	05/24/2018	250,000.00	251,179.82	250,000.00	2.700	2.700		331	331	05/26/2020	684.25
UBS BANK USA 2.8 6/15/2020	90348JCT5	57565	06/13/2018	250,000.00	251,486.68	250,000.00	2.800	2.800		351	351	06/15/2020	326.03
WELLS FARGO BANK 3.35 10/12/2023	949763UN4	35111	10/12/2018	250,000.00	255,966.11	250,000.00	3.350	3.350		1,565	1,565	10/12/2023	413.01
WEST TOWN BANK 3.25 9/28/2023	956310AH9	28151	09/28/2018	250,000.00	256,725.87	250,000.00	3.250	3.250		1,551	1,551	09/28/2023	2,092.47
Sub Total / Average Certificate of Deposit				9,000,000.00	9,083,769.40	9,000,000.00	2.742	2.742		682	964		41,057.53

Corporate Bonds														
APPLE INC 1.55 2/7/2020	037833AX8		06/01/2016	1,786,000.00	1,778,564.02	1,787,372.74	1.550	1.470			222	222	02/07/2020	10,842.51
Berkshire Hathaway 1.3 8/15/2019-19	084664CK5		09/01/2016	3,000,000.00	2,996,466.39	3,001,163.57	1.300	1.220	07/15/2019		15	46	08/15/2019	14,625.00
COSTCO COMPANIES 2.75 5/18/2024-20	22160KAL9		05/17/2019	3,500,000.00	3,593,081.66	3,536,471.04	2.750	2.527	05/17/2020		322	1,784	05/18/2024	11,229.17
EXXON MOBIL 2.726 3/1/2023-23	30231GAR3		05/14/2018	5,000,000.00	5,106,390.50	4,925,394.77	2.726	3.130	01/01/2023		1,281	1,340	03/01/2023	45,054.72
Johnson & Johnson 2.05 3/1/2023-23	478160BT02		11/09/2018	4,000,000.00	3,990,245.72	3,838,559.96	2.050	3.135	01/01/2023		1,281	1,340	03/01/2023	27,105.56
Johnson & Johnson 2.05 3/1/2023-23	478160BT0		03/16/2018	1,000,000.00	997,561.43	972,522.55	2.050	2.790	01/01/2023		1,281	1,340	03/01/2023	6,776.39
Microsoft 1.85 2/6/2020	594918BV5		03/16/2018	3,000,000.00	2,993,569.80	2,984,002.24	1.850	2.400			221	221	02/06/2020	22,200.00
TOYOTA MOTOR CREDIT CORP 2.625 1/10/2023-22	89233P7F7		02/14/2019	3,000,000.00	3,038,544.21	2,960,418.00	2.625	2.985	11/15/2022		1,234	1,290	01/10/2023	37,187.50
Sub Total / Average Corporate Bonds				24,286,000.00	24,494,423.73	24,005,904.87	2.207	2.564			772	1,018		175,020.85
Federal Agency														
FFCB 1.35 9/21/2020-17	3133EGVK8		09/21/2016	5,000,000.00	4,957,777.70	5,000,000.00	1.350	1.350			449	449	09/21/2020	18,562.50
FFCB 1.77 12/7/2020-17	3133EGR49		12/07/2016	4,500,000.00	4,495,739.40	4,500,000.00	1.770	1.770			526	526	12/07/2020	5,088.75
FFCB 2.1 9/26/2022-18	3133EHZX4		09/27/2017	5,000,000.00	5,000,081.55	4,996,493.15	2.100	2.121			1,184	1,184	09/26/2022	27,416.67
FFCB 2.17 2/28/2022-18	3133EHAX1		02/28/2017	4,000,000.00	4,000,079.36	4,000,000.00	2.170	2.170			974	974	02/28/2022	29,415.56
FFCB 2.4 6/19/2023-20	3133EKRJ7		06/19/2019	2,000,000.00	2,005,319.64	2,000,000.00	2.400	2.400	06/19/2020		355	1,450	06/19/2023	1,466.67
FFCB 3 3/25/2025	3133EKEH5		03/25/2019	5,000,000.00	5,022,197.60	5,000,000.00	3.000	3.000			2,095	2,095	03/25/2025	39,583.33
FHLB 1.4 5/18/2020-16	3130A7ZT5		05/18/2016	5,000,000.00	4,972,269.65	5,000,000.00	1.400	1.400			323	323	05/18/2020	8,166.67
FHLB 1.57 11/16/2021-18	3130AA2A5		11/16/2016	5,000,000.00	4,968,361.85	5,000,000.00	1.570	1.570			870	870	11/16/2021	9,594.44
FHLMC 1.4 7/27/2020-17	3134GATN4		10/27/2016	5,000,000.00	4,973,590.05	5,000,000.00	1.400	1.400	07/27/2019		27	393	07/27/2020	29,750.00
FHLMC 1.5 11/10/2020-17	3134GATD6		11/10/2016	5,000,000.00	4,973,240.30	5,000,000.00	1.500	1.500	08/10/2019		41	499	11/10/2020	10,416.67
FHLMC 1.5 8/26/2020-16	3134G9KA4		05/26/2016	5,000,000.00	4,965,124.60	5,000,000.00	1.500	1.500	08/26/2019		57	423	08/26/2020	25,833.33
FHLMC 2.15 1/26/2022-18	3134GAQ31		01/26/2017	4,000,000.00	4,000,766.72	4,000,000.00	2.150	2.150	07/26/2019		26	941	01/26/2022	36,788.89
FHLMC 2.45 12/28/2022-18	3134GB6Y3		12/28/2017	5,000,000.00	5,000,986.80	5,000,000.00	2.450	2.450			1,277	1,277	12/28/2022	680.56
FHLMC 2.55 1/30/2023-19	3134GSCD5		01/30/2018	2,000,000.00	2,000,558.74	2,000,000.00	2.550	2.550			1,310	1,310	01/30/2023	21,250.00
FHLMC 2.55 6/17/2024-19	3134GTUG6		06/17/2019	6,000,000.00	6,002,041.98	6,000,000.00	2.550	2.550	12/17/2019		170	1,814	06/17/2024	5,525.00
FNMA 1.25 8/28/2020-17	3136G3Y58		08/30/2016	5,000,000.00	4,960,083.00	5,000,000.00	1.250	1.250			425	425	08/28/2020	21,180.56
FNMA 1.35 6/30/2020-17	3136G3SS5		06/30/2016	5,000,000.00	4,969,629.85	5,000,000.00	1.350	1.350			366	366	06/30/2020	0.00
FNMA 1.65 4/28/2021-16	3135G0J87		04/28/2016	5,000,000.00	4,973,473.70	5,000,000.00	1.650	1.650	07/28/2019		28	668	04/28/2021	14,208.33
FNMA 2.7 2/14/2022-20	3136G4TU7		02/14/2019	5,000,000.00	5,021,990.15	5,000,000.00	2.700	2.700	02/14/2020		229	960	02/14/2022	51,000.00
Sub Total / Average Federal Agency				87,500,000.00	87,263,312.64	87,496,493.15	1.903	1.905			544	870		355,927.93
LAIF - Operating														
LAIF LGIP	LGIP1001		06/30/2011	26,892,906.83	26,892,906.83	26,892,906.83	2.440	2.440	N/A		1	1	N/A	
Sub Total / Average LAIF - Operating				26,892,906.83	26,892,906.83	26,892,906.83	2.440	2.440			1	1		0.00
Money Market Fund														
Fidelity Treas Only Inst MM	31607A802		10/31/2018	3,050.37	3,050.37	3,050.37	2.220	2.220	N/A		1	1	N/A	
Sub Total / Average Money Market Fund				3,050.37	3,050.37	3,050.37	2.220	2.220			1	1		0.00
Municipals														
CA DWR Power Supply 2 5/1/2022	13066YTZ		08/17/2018	2,000,000.00	2,001,700.00	1,957,084.66	2.000	2.750			1,036	1,036	05/01/2022	6,555.56
CA DWR Power Supply 2 5/1/2022	13066YTZ2		07/23/2018	3,130,000.00	3,132,660.50	3,130,000.00	2.000	2.800			1,036	1,036	05/01/2022	10,259.44
City of Los Angeles 3.11 9/1/2023	544351MP1		07/16/2018	2,000,000.00	2,071,060.00	2,000,000.00	3.110	3.115			1,524	1,524	09/01/2023	20,560.56
State of CA 1.8 4/1/2020	13063CSQ4		04/29/2015	2,000,000.00	1,997,920.00	2,001,717.09	1.800	1.710			276	276	04/01/2020	8,900.00
State of CA 2.5 10/1/2022	13063DDF2		01/11/2018	3,000,000.00	3,053,910.00	2,997,195.70	2.500	2.528			1,189	1,189	10/01/2022	18,541.67
TEXAS STATE GO REF BONDS 2.589 10/1/2021	882723PP8		01/08/2019	1,065,000.00	1,080,005.85	1,066,483.30	2.589	2.530			824	824	10/01/2021	6,816.62
University of California 1.796 7/1/2019	91412GSB2		03/15/2016	5,085,000.00	5,085,000.00	5,095,206.10	1.796	1.380			1	1	07/01/2019	45,409.61
Sub Total / Average Municipals				18,280,000.00	18,422,256.35	18,247,686.85	2.159	2.255			731	731		117,043.46
Total / Average				200,010,474.27	200,208,236.39	199,694,559.14	2.089	2.142			429	614		689,049.77



**TITLE:** Adopt Revised Proposition 218 Receipt, Tabulation, and Validation of Written Protests Policy and Rescind Resolution No. 73-15

**RECOMMENDATION:**

Staff recommends the Board of Directors adopt, by Resolution, the revised Proposition 218 Receipt, Tabulation, and Validation of Written Protests policy and rescind Resolution No. 73-15.

**SUMMARY:**

All District policies are reviewed on a rotating four-year cycle to ensure that they remain current and that the Board seated at that time continues to concur with that policy. Staff recently reviewed the Proposition 218 Receipt, Tabulation, and Validation of Written Protests policy (P100-15-5) and believes the policy is working properly. Staff recommends a few minor updates to improve clarity:

- Include a purpose statement
- Apply standard formatting used for District policies, by assigning section numbers, renumbering subsections, and using consistent terms, such as “District Secretary” and “record property owner”, throughout the document
- Add language clarifying that disclosure of written protests is compliant with legal requirements after redaction of personal information

For convenience of the Board, a marked-up copy of the current policy is attached. The policy is scheduled for review again in 2023 if the Board adopts a revised policy this year.

<b>Originating Department: Administrative Services</b>	<b>Contact: N. Genzale</b>	<b>Legal Review: Yes</b>
<b>Cost: \$0</b>	<b>Funding Source: N/A</b>	
<b>Attachments:</b> <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)	<b>Attachment 1 – Marked-up Proposition 218 Receipt, Tabulation, and Validation of Written Protests policy</b>	
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# Policy

<b>Policy No.:</b> <del>P100-15-5</del>	<b>Type of Policy:</b> Board Business
<b>Policy Title:</b> Proposition 218 Receipt, Tabulation, and Validation of Written Protests	
<b>Policy Description:</b> Defines guidelines for receiving, tabulating, and validating written protests of proposed changes to utility charges.	
<b>Approval Date:</b> <del>9/1/2015</del> 10/15/2019	<b>Last Review Date:</b> <del>2015</del> 2019
<b>Approval Resolution No.:</b> <del>73-15</del>	<b>Next Review Date:</b> <del>2019</del> 2023
<b>Rescinded Resolution No.:</b> <del>28-1273-15</del>	<b>Rescinded Resolution Date:</b> <del>6/19/2015</del> 9/1/2015

The purpose of ~~It is the~~ this policy of the Board of Directors of Dublin San Ramon Services District: is to define guidelines for receiving, tabulating, and validating written protests of proposed changes to utility charges in accordance with Section 6 of Article XIII D of the California Constitution, commonly referred to as "Proposition 218."

## 1. General

When notice of a public hearing with respect to a sewer service or water rate has been given by the District pursuant to Proposition 218 (~~Section 6 of Article XIII D of the California Constitution~~), ~~that~~ the following shall apply:

The District and its Board of Directors welcome and will consider input from the community at any time, including during the public hearing on the proposed charges. However, in accordance with Proposition 218 as described herein, only valid written protests that are timely received will be counted as formal protests of a proposed water or sewer charge.

The District Secretary is hereby appointed as the recipient, tabulator, and validator of written protests; the District Secretary may at his or her discretion retain the services of a third party to assist him or her with receipt, tabulation, and validation.

## 2. Receipt of Written Protests

- 1a. Any record property owner or tenant-customer of a parcel receiving a property-related service desiring to submit a written protest shall submit that written protest to the District Secretary. Protests may be submitted by personal delivery, the U.S. Postal Service, or other delivery services addressed to the District Secretary at 7051 Dublin Boulevard, Dublin, CA 94568. Written protests submitted in this fashion should note on the envelope "Protest of Proposed Charge" so as to help ensure proper handling when received by the District.

Policy No.: <del>P100-15-5</del>	Policy Title: Proposition 218 Receipt, Tabulation, and Validation of Written Protests
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Protests may also be submitted electronically, either in the form of a .pdf document attached to an email addressed to the email address provided in the notice of the proposed charge, or by fax sent to the fax number provided in the notice of the proposed charge.

- ~~2~~b. The deadline for receipt of hand-delivered protests shall be the close of the public comment period at the Board meeting at which the rate decision is made.
- ~~3~~c. The deadline for the receipt of mailed protests, delivered protests or electronically sent protests (fax, .pdf documents, etc.) shall be ~~5:00~~ p.m. on the date of the Board meeting at which the rate decision is made. Postmarks or other indications of the date on which the protest was sent to the District will not be accepted as evidence of timely delivery.
- ~~4~~d. Any protest not received by the District before the deadlines identified above, whether or not placed in the mail or electronically transmitted prior to the deadline, shall not be counted.
- ~~5~~e. A valid protest must be in writing and:
  - ~~e~~ Identify the affected property by either assessor’s parcel number, street address, or customer account number;
  - ~~e~~ Identify the name of the record property owner or tenant-customer;
  - ~~e~~ Clearly state that the transmittal is a protest to the proposed charges;
  - ~~e~~ Identify what proposed charges are being protested; and
  - ~~e~~ Bear the original signature of the record property owner or tenant-customer. In the case of electronically delivered protests, a scanned signature of the property owner or tenant-customer will be accepted, subject to later verification if necessary as described below.
- ~~6~~f. Only one protest will be counted per parcel served by the District. For a parcel of which there is a single owner and a single tenant-customer, only one protest will be counted, even if protests are received from both the property owner and tenant-customer. For a parcel owned by more than a single record property owner, or occupied by more than one tenant-customer, or both, each record property owner and each tenant-customer may submit a written protest in accordance with this policy, but only one protest will be counted for that parcel.
- ~~7~~g. The protest may not be altered or withdrawn by anyone other than the signatory. Any person who submits a protest may withdraw it by submitting to the District Secretary ~~of the District~~ a written request (in any of the formats specified above) that the protest be withdrawn before the deadline for receipt of the original protest. The withdrawal of a protest shall contain the same information as specified above for a valid protest.
- ~~8~~h. Unless and to the extent that the person submitting the written protest waives, in writing,

Policy No.: <del>P100-15-5</del>	Policy Title: Proposition 218 Receipt, Tabulation, and Validation of Written Protests
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the right to have his or her personal information withheld from disclosure, protests received by a public agency pursuant to Proposition 218 are currently not subject to disclosure without redaction of the protestant’s personal information because Government Code ~~s~~Section 6254.16 bars the disclosure of personal information about utility customers, and because the requirements of Proposition 218 can be met without disclosing such information<sup>1</sup>. Accordingly, all protests received by the District, except those that state on the face of the protest that the protestant waives the right to have his or her personal information withheld from disclosure, shall be disclosed only after the protestant’s personal information is redacted consistent with Section 6254.16, which personal information shall be maintained in confidence and will not be open to public review.

**3. Tabulation of Written Protests**

- 1a.** When directed by the Board and after the latest deadline for receipt of protests, the District Secretary shall complete the tabulation of all protests received and shall report the results of the tabulation to the Board ~~of Directors~~ upon completion.
- 2b.** If tabulation of the protests received demonstrates that the number received is less than one-half of the parcels served by the District with respect to the charge which is the subject of the protest, then the District Secretary shall advise the Board that there is an absence of a majority protest, and, therefore, there is no need to determine the validity of each individual written protest. For the purposes of this provision, all protests will be presumptively assumed to be validly submitted.
- 3c.** If tabulation of the protests received demonstrates that the number received is greater than one-half of the parcels served by the District with respect to the charge which is the subject of the protest, then the District Secretary ~~of the District~~ shall advise the Board that a validation of the protests is required and when that validation will be completed. In conducting such validation, the District Secretary may, in his or her discretion, require that the original of a written protest submitted electronically be produced in order to verify the original signature is genuine.

**4. Validation of Written Protests**

- 1a.** A majority protest exists if valid protests are timely submitted and not withdrawn by the record property owners or tenant-customers of a majority of the parcels subject to the proposed charge, a majority being equal to greater than fifty percent (50%).

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<sup>1</sup> *Morgan v. Imperial Irrigation District* (2014) 223 Cal.App.4th 892, 920-922.

Policy No.: ~~P100-15-5~~

Policy Title: Proposition 218 Receipt, Tabulation, and Validation of Written Protests

- 2b.** In the event there is an apparently successful majority protest, the District Secretary, or his or her designated representative, shall determine the validity of all protests. The District Secretary shall not determine as valid any protest if the District Secretary determines that any of the following conditions exist:
- ⊖ The protest does not contain all of the information specified above;
  - ⊖ The protest was not received prior to the deadlines identified above;
  - ⊖ A request to withdraw the protest was received prior to the deadlines identified above;
- or
- ⊖ The protest was altered by someone other than the record property owner or tenant-customer whose signature appears on it.
- 3c.** The District Secretary's determination that a protest is not valid (or does not apply to a specific charge) shall constitute a final action of the District subject to appropriate judicial review.

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE PROPOSITION 218 RECEIPT, TABULATION, AND VALIDATION OF WRITTEN PROTESTS POLICY AND RESCINDING RESOLUTION NO. 73-15

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WHEREAS, on June 19, 2012, by Resolution No. 28-12, the Board adopted a Proposition 218 Receipt, Tabulation, and Validation of Written Protests policy; and

WHEREAS, on September 1, 2015, by Resolution No. 73-15, the Board adopted minor clarifying revisions to the policy; and

WHEREAS, the policy is revised to further improve clarity with inclusion of a purpose statement, use of standard formatting and consistent terms, and addition of language to reflect the District's practice of disclosing written protests subject to disclosure in redacted form because California Government Code Section 6254.16 bars the disclosure of personal information about utility customers.

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 Proposition 218 Receipt, Tabulation, and Validation of Written Protests policy, attached as Exhibit "A," be adopted; and Resolution No. 73-15, 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 15th day of October, 2019, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Madelyne A. Misheloff, President

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



# Policy

<b>Policy No.:</b> <a href="#">Click here to enter text.</a>	<b>Type of Policy:</b> Board Business
<b>Policy Title:</b> Proposition 218 Receipt, Tabulation, and Validation of Written Protests	
<b>Policy Description:</b> Defines guidelines for receiving, tabulating, and validating written protests of proposed changes to utility charges	
<b>Approval Date:</b> 10/15/2019	<b>Last Review Date:</b> 2019
<b>Approval Resolution No.:</b> <a href="#">Click here to enter text.</a>	<b>Next Review Date:</b> 2023
<b>Rescinded Resolution No.:</b> 73-15	<b>Rescinded Resolution Date:</b> 9/1/2015

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to define guidelines for receiving, tabulating, and validating written protests of proposed changes to utility charges in accordance with Section 6 of Article XIII D of the California Constitution, commonly referred to as “Proposition 218.”

## 1. General

When notice of a public hearing with respect to a sewer service or water rate has been given by the District pursuant to Proposition 218, the following shall apply:

The District and its Board of Directors welcome and will consider input from the community at any time, including during the public hearing on the proposed charges. However, in accordance with Proposition 218 as described herein, only valid written protests that are timely received will be counted as formal protests of a proposed water or sewer charge.

The District Secretary is hereby appointed as the recipient, tabulator, and validator of written protests; the District Secretary may at his or her discretion retain the services of a third party to assist him or her with receipt, tabulation, and validation.

## 2. Receipt of Written Protests

- a. Any record property owner or tenant-customer of a parcel receiving a property-related service desiring to submit a written protest shall submit that written protest to the District Secretary. Protests may be submitted by personal delivery, the U.S. Postal Service, or other delivery services addressed to the District Secretary at 7051 Dublin Boulevard, Dublin, CA 94568. Written protests submitted in this fashion should note on the envelope “Protest of Proposed Charge” so as to help ensure proper handling when received by the District. Protests may also be submitted electronically, either in the form of a .pdf document

<b>Policy No.:</b>	<b>Policy Title:</b> Proposition 218 Receipt, Tabulation, and Validation of Written Protests
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attached to an email addressed to the email address provided in the notice of the proposed charge, or by fax sent to the fax number provided in the notice of the proposed charge.

- b. The deadline for receipt of hand-delivered protests shall be the close of the public comment period at the Board meeting at which the rate decision is made.
- c. The deadline for the receipt of mailed protests, delivered protests or electronically sent protests (fax, .pdf documents, etc.) shall be 5 p.m. on the date of the Board meeting at which the rate decision is made. Postmarks or other indications of the date on which the protest was sent to the District will not be accepted as evidence of timely delivery.
- d. Any protest not received by the District before the deadlines identified above, whether or not placed in the mail or electronically transmitted prior to the deadline, shall not be counted.
- e. A valid protest must be in writing and:
  - Identify the affected property by either assessor’s parcel number, street address, or customer account number;
  - Identify the name of the record property owner or tenant-customer;
  - Clearly state that the transmittal is a protest to the proposed charges;
  - Identify what proposed charges are being protested; and
  - Bear the original signature of the record property owner or tenant-customer. In the case of electronically delivered protests, a scanned signature of the property owner or tenant-customer will be accepted, subject to later verification if necessary as described below.
- f. Only one protest will be counted per parcel served by the District. For a parcel of which there is a single owner and a single tenant-customer, only one protest will be counted, even if protests are received from both the property owner and tenant-customer. For a parcel owned by more than a single record property owner, or occupied by more than one tenant-customer, or both, each record property owner and each tenant-customer may submit a written protest in accordance with this policy, but only one protest will be counted for that parcel.
- g. The protest may not be altered or withdrawn by anyone other than the signatory. Any person who submits a protest may withdraw it by submitting to the District Secretary a written request (in any of the formats specified above) that the protest be withdrawn before the deadline for receipt of the original protest. The withdrawal of a protest shall contain the same information as specified above for a valid protest.
- h. Unless and to the extent that the person submitting the written protest waives, in writing, the right to have his or her personal information withheld from disclosure, protests received

<b>Policy No.:</b>	<b>Policy Title:</b> Proposition 218 Receipt, Tabulation, and Validation of Written Protests
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by a public agency pursuant to Proposition 218 are currently not subject to disclosure without redaction of the protestant’s personal information because Government Code Section 6254.16 bars the disclosure of personal information about utility customers, and because the requirements of Proposition 218 can be met without disclosing such information<sup>1</sup>. Accordingly, all protests received by the District, except those that state on the face of the protest that the protestant waives the right to have his or her personal information withheld from disclosure, shall be disclosed only after the protestant’s personal information is redacted consistent with Section 6254.16, which personal information shall be maintained in confidence and will not be open to public review.

**3. Tabulation of Written Protests**

- a. When directed by the Board and after the latest deadline for receipt of protests, the District Secretary shall complete the tabulation of all protests received and shall report the results of the tabulation to the Board upon completion.
- b. If tabulation of the protests received demonstrates that the number received is less than one-half of the parcels served by the District with respect to the charge which is the subject of the protest, then the District Secretary shall advise the Board that there is an absence of a majority protest, and, therefore, there is no need to determine the validity of each individual written protest. For the purposes of this provision, all protests will be presumptively assumed to be validly submitted.
- c. If tabulation of the protests received demonstrates that the number received is greater than one-half of the parcels served by the District with respect to the charge which is the subject of the protest, then the District Secretary shall advise the Board that a validation of the protests is required and when that validation will be completed. In conducting such validation, the District Secretary may, in his or her discretion, require that the original of a written protest submitted electronically be produced in order to verify the original signature is genuine.

**4. Validation of Written Protests**

- a. A majority protest exists if valid protests are timely submitted and not withdrawn by the record property owners or tenant-customers of a majority of the parcels subject to the proposed charge, a majority being equal to greater than fifty percent (50%).
- b. In the event there is an apparently successful majority protest, the District Secretary, or his or her designated representative, shall determine the validity of all protests. The District

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<sup>1</sup> *Morgan v. Imperial Irrigation District* (2014) 223 Cal.App.4th 892, 920-922.



<b>Policy No.:</b>	<b>Policy Title:</b> Proposition 218 Receipt, Tabulation, and Validation of Written Protests
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Secretary shall not determine as valid any protest if the District Secretary determines that any of the following conditions exist:

- The protest does not contain all of the information specified above;
- The protest was not received prior to the deadlines identified above;
- A request to withdraw the protest was received prior to the deadlines identified above;  
or
- The protest was altered by someone other than the record property owner or tenant-customer whose signature appears on it.

c. The District Secretary’s determination that a protest is not valid (or does not apply to a specific charge) shall constitute a final action of the District subject to appropriate judicial review.

RESOLUTION NO. 73-15

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE PROPOSITION 218 RECEIPT, TABULATION AND VALIDATION OF WRITTEN PROTESTS POLICY AND RESCINDING RESOLUTION NO. 28-12

WHEREAS, on June 19, 2012 the Board adopted Resolution No. 28-12, providing for a Proposition 218 Receipt, Tabulation and Validation of Written Protests policy; and

WHEREAS, the Proposition 218 Receipt, Tabulation and Validation of Written Protests policy is scheduled for review in calendar year 2015 in accordance with the District's Strategic Plan Initiative 3.01.04 to evaluate and update 25% of Board policies annually; and

WHEREAS, the policy is reviewed periodically to align with current laws and to provide clarifications.


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 revised policy titled "Proposition 218 Receipt, Tabulation and Validation of Written Protests," attached as Exhibit "A," is hereby adopted.

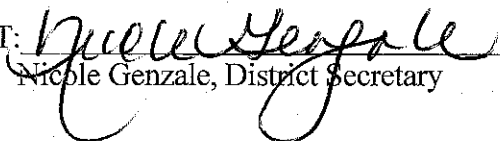
ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 1st day of September 2015 and passed by the following vote:

AYES: 4 - Directors D.L. (Pat) Howard, Richard M. Halket, Georgean M. Vonheeder-Leopold, Edward R. Duarte

NOES: 0

ABSENT: 0

  
Edward R. Duarte, President

ATTEST:   
Nicole Genzale, District Secretary



**TITLE:** Approve Continuation of Emergency Action Procurement by General Manager for Repair of the District Office and Find that the Need for the District Office Flooding Emergency Still Exists

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Motion, a continuation of the Emergency Action as declared in Board Resolution No. 53-18 and find that there exists a need for continuing the District Office flooding emergency which the Board last confirmed on October 1, 2019.

**SUMMARY:**

On Sunday, November 11, 2018, the District Office flooded due to a leak in the fire service line. The General Manager, as the District’s Emergency Manager per the District’s Emergency Response Plan policy, immediately proclaimed a District State of Emergency to reduce potential further property damage due to water exposure and to minimize the time to restore core business operations.

The District Office is closed for restoration and repair. Staff is requesting the Board of Directors find that there still exists a need for continuing the State of Emergency reflected by Board Resolution No. 53-18. Expedited action, including the emergency procurement of equipment, furnishings, services, supplies, and repairs, is necessary to bring about re-occupancy of the District Office by staff at the earliest opportunity, in order to restore normal operations and core services. Delay in restoration and repair will have an unacceptable adverse impact on the services provided by the District.

Further detail on the emergency and the current state of restoration is reflected in the attached staff report.

<b>Originating Department: Engineering Services</b>	<b>Contact: J. Ching</b>	<b>Legal Review: Not Required</b>
<b>Cost: \$0</b>	<b>Funding Source: Insurance Claim</b>	
<b>Attachments:</b> <input type="checkbox"/> None <input checked="" 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)	51 of 99	

# STAFF REPORT



District Board of Directors  
October 15, 2019

## **Approve Continuation of Emergency Action Procurement by General Manager for Repair of the District Office and Find that the Need for the District Office Flooding Emergency Still Exists**

### **BACKGROUND**

On Sunday, November 11, 2018, the District Office flooded due to a leak in the fire service line. The General Manager, as the District’s Emergency Manager per the District’s Emergency Response Plan policy, immediately proclaimed a District State of Emergency to reduce potential further property damage due to water exposure and to minimize the time to restore core business operations. As the Emergency Manager, the General Manager is charged with managing all emergency operations and making decisions to allocate resources and expend funds as necessary to meet the needs of the emergency.

Per the District’s Purchasing policy, in case of an emergency and in accordance with Public Contract Code Section 22050, the General Manager may let contracts for any amount without giving notice for bids for repair or replacement of a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes. On November 20, 2018, the Board of Directors adopted Resolution No. 53-18 approving emergency action procurement by the General Manager for restoration of the District Office. Per the Public Contract Code, at every regularly scheduled meeting after the initial emergency action, the Board is to review and determine by a four-fifths vote, that there is a need to continue the emergency action.

### **DISCUSSION**

#### RESTORATION AND RENOVATION UPDATE

Because the District Office is over 27 years old and much of the building systems and furnishing are original, staff recommended completing a building renovation along with the flood restoration work. On February 14, 2019, the Board approved an amendment to the Capital Improvement Program (CIP) to add the District Office Renovation Project (CIP 19-A005). In parallel, the District was in the midst of finalizing the design of a Boardroom renovation project, Board Meeting Audio/Video Improvements (CIP 16-A004). As a result of this timing, the District combined the flood restoration and the CIP renovation projects into one design and construction project. The restoration of the building will be paid for through an insurance claim, and the renovation work will be paid for through the CIP projects.

Through the emergency action procurement, the District can complete the work using an expedited design-build process. The District executed a task order with ID Architecture for architectural drawings and to provide an overall design and specification package for review by the City of Dublin. The District also issued a task order with Sausal Corporation for design-build services which included preparing mechanical, electrical, plumbing and safety system engineering drawings and specifications for the restoration and renovation work.

The District applied for a building permit on June 26, 2019. To address comments received from the City of Dublin, a revised set of drawings and specifications was submitted on July 31, 2019. The building permit was issued on August 23, 2019.

Sausal's not-to exceed cost estimate for the flood restoration work and the District CIP projects is \$4,060,700, including a \$250,000 contingency. The combined remaining budget of the CIP projects after design is approximately \$2,563,000. Staff continues to have ongoing discussions with the insurance adjuster to segregate the costs between restoration and renovation work; based on preliminary discussions with the insurer's representatives, it is anticipated that the reimbursement amount will cover all or a majority of the gap between the construction cost and the remaining budget. Construction is expected to be completed by February 2020.

### NEED FOR CONTINUING EMERGENCY

The District Office is closed until further notice. Displaced District Office staff are now assigned to the Field Operations Facility. District administrative operations and customer service have been hampered in the following ways:

- The Board's customary meeting place for Board meetings is unavailable for use, inconveniencing the public who might wish to attend Board meetings;
- Customer service functions related to "in-person" bill payment have been suspended, because the Field Operations Facility where the Customer Services & Billing Division has been temporarily relocated to cannot accommodate in-person payment of water and sewer bills. Thus, one form of payment (in-person) is not available to the District's customers;
- There is minimal meeting space for staff for internal meetings, to meet with developer representatives and contractors, and to confer with other agency personnel;
- Natural work efficiencies are degraded with the Engineering Department, the Administrative Services Department, the Executive Services Division, and the Communications Division working in ad hoc work spaces at the Field Operations Facility;
- Many supervisory staff have lost use of their individual offices for confidential meetings pertaining to performance management, coaching, and recruiting; and
- Through relocation of some District staff to the Field Operations Facility Training Room, space for large group training activities has been lost. Moreover, meeting space for regional meetings has been lost (neither the Boardroom nor the Field Operations Facility Training Room are available).

Based on the above consequences of the District Office being closed for restoration and repair, staff is requesting the Board of Directors find that there still exists a need for continuing the State of Emergency reflected by Board Resolution No. 53-18. Expedited action, including the emergency procurement of equipment, furnishings, services, supplies, and repairs, is necessary to bring about re-occupancy of the District Office by staff at the earliest opportunity, in order to restore normal operations and core services. Delay in restoration and repair will have an unacceptable adverse impact on the services provided by the District.

### **RECOMMENDATION**

Staff recommends the Board of Directors approve, by Motion, a continuation of the State of Emergency as declared by Board Resolution No. 53-18 and find that there exists a need for continuing the District Office flooding emergency which the Board confirmed at the previous regularly scheduled meeting on October 1, 2019. A four-fifths vote by the Board of Directors is required to continue the State of Emergency.



**TITLE:** Approve Continuation of Emergency Action Procurement by General Manager for Repair of the Jeffrey G. Hansen Water Recycling Plant and Find that the Need for the Electrical Power Supply Failure Emergency Still Exists

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Motion, a continuation of the Emergency Action as declared in Board Resolution No. 16-19 and find that there exists a need for continuing the electrical power supply failure emergency at the Jeffrey G. Hansen Water Recycling Plant which the Board last confirmed on October 1, 2019.

**SUMMARY:**

On Sunday, April 7, 2019, a catastrophic power supply failure occurred at the Jeffrey G. Hansen Water Recycling Plant due to a ground fault in the external electrical bus ducting connection the main transformer to switchgear in Building M (also known as west cable bus duct). This loss of power primarily affected the Effluent Pumps (EPS2), the Tertiary Influent Pumps (TIPS), the recycled water ballasted flocculation and sand filters, and supervisory control and data acquisition (SCADA) equipment in Building M, reducing production output from the water recycling plant by approximately 80 percent.

At a special Board meeting on April 16, 2019, the DERWA Board of Directors authorized emergency actions and expenditures necessary to make all repairs, up to \$1,000,000.

Staff has ordered the required safety labeling for the new alternative power supply connections. Fabrication of the equipment for repair of the east-side power connections is proceeding on schedule with the actual installation, which will require a planned facility shutdown, scheduled in November when recycled water demand is less. Costs for contractor work are still on target.

To date, District staff has logged 645.5 hours of labor for this emergency. Purchase orders in the amount of \$718,132 have been issued to date, of which \$389,753 have been spent to date. These will be DERWA costs allocated to the DERWA partners. Attachment 1 provides the cost summary in detail.

A four-fifths vote is necessary to extend the emergency.

Originating Department: Operations	Contact: J. Carson	Legal Review: Not Required
Cost: \$718,132 expenses + \$113,426 staff labor	Funding Source: Water Replacement (Fund 610)	
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 Expenses to Date	
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VENDOR	DESCRIPTION	PO AMOUNT	PAID TO DATE
TJC AND ASSOCIATES, INC.	DERWA Recycled Water Treatment Facility Repair: Task Order No. 1 to Agreement dated 5/16/19 for Structural and Electrical Engineering Support for Emergency Bus Duct Replacement	\$17,846.50	\$13,680.54
PLATT ELECTRIC SUPPLY	DERWA EMERGENCY: PARTS & CABLES FOR NEW POWER FEEDS	\$10,961.12	\$0.00
HART HIGH-VOLTAGE	TESTING OF XFMR-6, REPLACEMENT OF THE MED VOLTAGE FUSES IN MVS-6A & B & OIL SAMPLE TESTING; TAX & FREIGHT NOT INCLUDED	\$4,854.60	\$4,854.60
D. W. NICHOLSON	DERWA EMERGENCY REPAIR: 06T001, 3200A CABLE-BUS SYSTEM INSTALLATION (WEST CABLE BUS)	\$100,217.00	\$84,673.52
D. W. NICHOLSON	REPLACE THE EXISTING BUS DUCT INTERCONNECT BETWEEN XFMR-7 AND DPN (EAST CABLE BUS)	\$213,496.00	\$0.00
D. W. NICHOLSON	INSTALL NEW DUCT BANK AND FEEDER FROM SWITCHGEAR SG-1 TO BLDG N	\$121,439.00	\$37,230.07
PETERSON POWER SYSTEMS INC	RENTAL GENERATOR FOR THE DERWA EMERGENCY	\$245,770.40	\$245,767.05
<b>TOTALS</b>		<b>\$714,584.62</b>	<b>\$386,205.78</b>

In addition, invoices related to the DERWA emergency have been paid under existing blanket purchase orders.

VENDOR	DESCRIPTION	INVOICE AMOUNT	PAID TO DATE
PLATT ELECTRIC SUPPLY	DERWA EMERGENCY PARTS AND MATERIALS	\$1,492.02	\$1,492.02
AMERICAN METALS	DERWA EMERGENCY PARTS AND MATERIALS	\$199.02	\$199.02
MAAS BROTHERS POWDER COAT INC.	BLDG M EMERGENCY SWITCHGEAR PROJECT	\$250.00	\$250.00
RICHERT LUMBER	CRIBBING FOR EMERGENCY GENERATOR	\$415.03	\$415.03
GRAINGER, INC.	HEATER FOR OUTDOOR XFMR ENCLOSURE & INFARED INSPECTION WINDOW	\$1,191.27	\$1,191.27
<b>TOTALS</b>		<b>\$3,547.34</b>	<b>\$3,547.34</b>

<b>\$718,131.96</b>	<b>\$389,753.12</b>
<b>Total Cost to Date</b>	<b>Actual Spent</b>
<b>(Not including labor)</b>	

Staff labor hours logged in to date: 645.5 hours \$113,426.25

**LABOR HOURS**

Employee	Position	Rate	Hours	Total
ATENDIDO, MAURICE	SENIOR ELECTRICAL ENGINEER-SUPERVISORY	\$244.86	22	\$5,386.92
BAKER, RUSSELL	SENIOR MECHANIC-CRANE CERTIFIED	\$179.16	1	\$179.16
CARSON, JEFFREY	OPERATIONS MANAGER	\$186.02	70	\$13,021.40
CASTRO, AARON	PROCESS LEAD OPERATOR IV	\$168.38	4	\$673.52
FREITAS, RONALD	FLEET MECHANIC	\$153.97	5	\$769.85
FULLER, LEVI	WASTEWATER TREATMENT PLANT OPERATIONS SUPERVISOR	\$267.24	27.5	\$7,349.10
HENDRYX, JEREMY	WATER/WASTEWATER SYSTEMS OPERATOR IV	\$156.05	4	\$624.20
JOHNSON, BRIAN	ELECTRICIAN II	\$161.39	254	\$40,993.06
LANKFORD, JUSTIN	MECHANIC I	\$144.47	2	\$288.94
LEONARDO, DANIEL	WATER/WASTEWATER SYSTEMS LEAD OPERATOR	\$208.12	4	\$832.48
LOHMAN, WILLIAM	ELECTRICIAN II	\$161.39	2	\$322.78
LOPEZ, DANIEL	ASSOCIATE CIVIL ENGINEER - SUBJECT MATTER EXPERT	\$145.58	13	\$1,892.54
LOPEZ, ISIDRO	MECHANIC II	\$158.89	2	\$317.78
	WATER/WASTEWATER SYSTEMS OPERATIONS & MAINTENANCE SUPERVISOR			
MARTIN, DANIEL		\$260.08	3	\$780.24
PARIERA, ERVIN	SENIOR ELECTRICIAN	\$177.53	161	\$28,582.33
PETTINICHIO, DAN	WATER/WASTEWATER SYSTEMS OPERATOR IV	\$156.05	4	\$624.20
PEZZONI, CHRISTOPHER	MECHANIC I	\$144.47	1.5	\$216.71
RAMOS, JOSE	ELECTRICIAN II	\$161.39	2	\$322.78
STODDARD, TODD	ELECTRICIAN II	\$161.39	63.5	\$10,248.27
<b>Grand Total</b>			<b>645.5</b>	<b>\$113,426.25</b>



**TITLE:** Approve Director Attendance at Zone 7 Water Agency Sites Reservoir Tour on November 6, 2019

**RECOMMENDATION:**

In accordance with the District’s Day of Service policy, the Board may approve, by Motion, Director attendance at the Zone 7 Water Agency Sites Reservoir Tour on November 6, 2019, as a participant of an organized educational activity.

**SUMMARY:**

Pursuant to Government Code Section 61047, part of the Community Services District Law, only representation of the District at certain public meetings, public events, and training programs qualify for a day of service. The Day of Service policy (P100-19-2) lists activities and events pre-approved by the Board as eligible for day of service compensation. When an activity or event is not on the pre-approved list, a Director may attend without compensation or may seek Board approval at a Board meeting held prior to the activity or event.

The activity or event described herein is not on the pre-approved list, and thus, the Board must approve this event at this Board meeting in order for attendance by one or more Directors to be deemed a day of service eligible for compensation.

On November 6, 2019, the Zone 7 Water Agency (Zone 7) is taking a tour of the proposed Sites Reservoir location. Both Zone 7 staff and some elected officials are attending. Zone 7 extended the invitation to DSRSD to join the tour. The Sites Reservoir could provide an additional average annual water supply of 10,000 acre-feet to the Tri-Valley. Zone 7 hopes to see this facility constructed by 2030. The Zone 7 cost would be \$110 million for this supply.

If an attending Director(s) is interested in receiving compensation for attending the event, he or she must submit a written report at the November 5, 2019 Board meeting, the next Board meeting following the qualifying activity or event as required by Government Code Section 61047 and the Day of Service policy.

<b>Originating Department:</b> Office of the General Manager	<b>Contact:</b> D. McIntyre	<b>Legal Review:</b> Not Required
<b>Cost:</b> \$146 per day of service per Director	<b>Funding Source:</b> Administrative Overhead (Fund 900)	
<b>Attachments:</b> <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)	<b>Attachment 1 – Zone 7 Water Agency Sites Reservoir Tour Itinerary</b> <b>Attachment 2 – Day of Service policy</b>	
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Sites Project Authority  
 Zone 7 Board Tour  
 November 6, 2019



Time (approximate)	Event
8:00 a.m.	Depart Zone 7 Water Agency Headquarters (transportation provided)
8:00 a.m. to 10:00 a.m.	Travel to Sites Project Authority
10:00 a.m.	Overview of Sites Project
10:30 a.m. to 1:00 p.m.	Tour of Sites Project
1:00 p.m. to 2:00 p.m.	Lunch and Q&A
2:00 p.m.	Depart Sites Project Authority



# Policy

<b>Policy No.:</b> P100-19-2	<b>Type of Policy:</b> Board Business
<b>Policy Title:</b> Day of Service	
<b>Policy Description:</b> Definition of a Compensable Day of Service for a Director	
<b>Approval Date:</b> 9/3/2019	<b>Last Review Date:</b> 2019
<b>Approval Resolution No.:</b> 36-19	<b>Next Review Date:</b> 2023
<b>Rescinded Resolution No.:</b> 52-16	<b>Rescinded Resolution Date:</b> 8/16/2016

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to establish meetings, events, and activities qualified as a “day of service” in accordance with Government Code Section 61047, part of the Community Services District Law, and declare that each Director shall exhibit good judgment in the matter of compensation for service, and shall have proper regard for the propriety and economy of conducting District business.

## 1. Compensation for Days of Service

Directors may receive an amount of compensation not to exceed the amount approved by the Board, upon submittal of the District’s monthly Director Timesheet. The amount of compensation shall be set in accordance with Water Code Section 20200 *et seq.*, as amended. Compensation shall be earned for each day’s service rendered as a member of the Board, and cannot exceed a total of ten (10) days in any calendar month. By adoption of this policy, Director representation of the District at all events listed in sections 2 and 3 of this policy shall be deemed pre-approved by the Board as eligible for day of service compensation unless modified by Board resolution. Except for the Board and Committee meetings described in section 2, in order to be eligible for compensation for a day of service, the Director must also deliver a written report to the Board regarding his or her attendance at a qualifying activity or event at the next Board meeting following the qualifying activity or event. If the written report is not submitted at the next Board meeting following the qualifying activity or event, the Director is no longer eligible for and shall not be paid compensation for the day(s) of service associated with the qualifying activity or event in accordance with Government Code Section 61047(e)(2) through (e)(5), Community Services District Law. Compensation will be paid for only one day of service if a Director attends two or more meetings or activities on one day even if each of the meetings would otherwise be separately eligible for compensation.

## 2. Services Eligible for Compensation Not Requiring a Written Report

Pursuant and subject to Government Code Section 61047(e), the following activities are eligible for compensation as a day of service:

<b>Policy No.:</b> P100-19-2	<b>Policy Title:</b> Day of Service
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- a. Attendance in a policy maker role at District meetings conducted in accordance with the Brown Act (Government Code Section 54950 *et seq.*), specifically limited to:
  - Board and Standing Committee Meetings, including Liaison Committee Meetings (Regular, Special, Adjourned, or Emergency) and Ad Hoc or Advisory Committees created by the Board
- b. Attendance in a policy maker role at meetings of a Joint Powers Authority (JPA) of which the District is a member and that have been conducted in accordance with the Brown Act, specifically limited to:
  - JPA Board and Standing Committee Meetings, including Liaison Committee Meetings (Regular, Special, Adjourned, or Emergency) and Ad Hoc or Advisory Committees created by the Board

JPAs include, but are not limited to, Livermore-Amador Valley Water Management Agency (LAVWMA), DSRSD-EBMUD Recycled Water Authority (DERWA), WateReuse Finance Authority, or California Sanitation Risk Management Authority (CSRMA).

**3. Services Eligible for Compensation Requiring a Written Report at the Next Board Meeting**

- a. Attendance at professional, technical, and trade association meetings, conferences, activities, and organized educational activities, training sessions and events of or presented by the following entities:
  - Association of California Water Agencies (ACWA) including the annual Washington D.C. conference
  - California Association of Sanitation Agencies (CASA) including the annual Washington D.C. conference
  - California Sanitation Risk Management Authority (CSRMA)
  - California Special Districts Association (CSDA) and its affiliated local chapters
  - Wastewater and Water Agencies of Alameda and Contra Costa Counties
  - WateReuse Association

Includes the board and/or committee meetings of these groups for which the Director is a member of the board and/or a committee.

- b. Ethics training pursuant to Government Code Section 53234 *et seq.* and sexual harassment prevention training pursuant to Government Code Section 53237 *et seq.* from an entity duly authorized to present such training (including in person and online) and to provide certificates of completion.
- c. As a principal speaker, panel member, or otherwise representing the District in an official capacity at a public event (i.e., an event to which the general public is invited):
  - Annual state of the city addresses by the mayors of Dublin, Livermore, Pleasanton, and San Ramon
  - Annual Tri-Valley Mayors’ Summit

<b>Policy No.:</b> P100-19-2	<b>Policy Title:</b> Day of Service
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- Ceremonial functions of DSRSD, the JPAs of which the District is a member, and other water/wastewater agencies within Alameda and Contra Costa Counties, including groundbreaking, ribbon cuttings, dedications, and anniversary celebrations
  - DSRSD wastewater treatment facility neighborhood meetings (when the meetings are open to the public and held at the wastewater treatment plant)
- d. Representation of the District at a public meeting or public hearing of another public agency at which that agency has agenda business that involves the District, including but not limited to the following:
- Board of Supervisors of Alameda and Contra Costa Counties
  - City Council of Dublin, Pleasanton, Livermore, and San Ramon
  - Local Agency Formation Commission (LAFCO), unless the Director receives compensation from LAFCO for attendance as a LAFCO representative
  - State Water Resource Control Board (SWRCB)
  - Regional Water Quality Control Board (RWQCB)
  - Zone 7 Water Agency
  - Bay Area Air Quality Management District (BAAQMD)
- e. Representation of the District at a meeting of a public benefit nonprofit corporation on whose board of which the District has membership, including but not limited to the following:
- DSRSD Financing Corporation

**4. Attendance Not Approved for Compensation**

Pursuant to Government Code Section 61047, only representation of the District at certain public meetings, public events, and training programs qualify for a day of service.

Any items not identified in sections 2 and 3 above are not pre-approved by the Board and, therefore, are not eligible for compensation unless the Board, at a Board meeting held prior to the activity, specifically approves a Director’s attendance as a representative of the District.

- a. For clarity, the following public meetings and public events would be eligible for compensation but only if the Board, at a Board meeting held prior to the activity, specifically approves a Director’s attendance as a representative of the District:
- DSRSD booths at fairs
  - Ceremonial functions of entities other than those pre-approved in section 3(c) above, including groundbreaking, ribbon cuttings, dedications, and anniversary celebrations
  - Monthly Chamber of Commerce lunch meetings
  - Community meetings hosted by local government agencies, including mayor briefings and director briefings
  - Community events such as City of Dublin St. Patrick’s Day events, including the Green and White Gala and St. Patrick’s Day parade

<b>Policy No.:</b> P100-19-2	<b>Policy Title:</b> Day of Service
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- Service club meetings and events
  - Homeowners association and neighborhood group meetings
  - Meetings with legislators at a public meeting conducted pursuant to the Brown Act
- b. For additional clarity, under Government Code Section 61047, the following activities are ineligible for compensation and therefore the Board cannot approve them as being eligible for compensation:
- Attendance at meeting of a Standing, Liaison, Ad Hoc, or Advisory Committee of the Board on which the Director does not serve
  - Attendance at any meeting with District staff other than a Board or Committee meeting conducted pursuant to the Brown Act
  - DSRSD Citizens Water Academy
  - Internal DSRSD events, including Employee Recognition Events, groundbreakings, ribbon cuttings, dedications, and anniversary celebrations
  - Social gatherings such as retired Director dinners and pre-conference activities and non-partisan welcoming or retirement events for staff of local agencies and organizations
  - Meetings with legislators other than at a public meeting conducted pursuant to the Brown Act
  - Any activity for which a Director receives compensation from another agency
  - Travel before or after an activity eligible for compensation under sections 2 and 3 above, or under this section, shall not be eligible for compensation as a separate day of service

**5. Review and Approval**

Principal responsibility for compliance with this policy rests with each Director. The General Manager, or designee, shall review Director’s timesheets and written reports to determine conformance with this policy prior to approving payment. If a Director disagrees with the determination, the Director submitting the timesheet shall make a request at a Board meeting, not later than 60 days after the day for which reimbursement is requested, to schedule an agenda item to review the determination at a future regular Board meeting. The submittal of a timesheet by a Director shall be deemed an acknowledgement by that Director that the timesheet, in the exercise of his or her judgment, complies with the terms of this policy, that any required approval of the Board was obtained at a Board meeting in advance of the activity or event, that any required written report has been submitted at the next Board meeting following the activity or event, and that the Director has considered any issues that the General Manager has identified. If the matter is referred to the Board of Directors, the Board shall approve the timesheet unless the Board believes it substantially deviates from this policy.

**6. Contents of Written Reports**

Written reports submitted for a qualifying event shall consist of one or more of the following materials:

- A handwritten or typewritten report of the Director’s activities
- Copies of notes taken by the Director
- Copies of agendas or programs

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- Certificates the Director received
- Script or outline of remarks made if a Director was a speaker
- Other similar written materials

The Community Services District Law requires that these written reports be submitted at the next Board of Directors’ meeting following the qualifying event. All such materials should give a member of the public a sense of the business purpose of the qualifying event as well as the Director’s role at, the qualifying event.

**7. Administration**

The General Manager shall administer this policy and shall institute appropriate accounting and control procedures to ensure the policy is being followed.

**8. Previous Policies Superseded**

This policy supersedes all previously adopted District policies related to compensation for a day of service by a Director.



**TITLE:** Public Hearing: Introduction and First Reading of Ordinance Increasing the Directors’ Rate of Compensation for Each Day of Service, Repealing Ordinance No. 312, and Rescinding Resolution Nos. 27-09 and 44-11

**RECOMMENDATION:**

Staff recommends the Board of Directors hold a Public Hearing; waive, by Motion, the first reading of an Ordinance that, if adopted, will increase the compensation for each day of service by a Director, repeal Ordinance No. 312, and rescind Resolution Nos. 27-09 and 44-11; and schedule the Ordinance for second reading and adoption at the November 5, 2019 regular Board meeting.

**SUMMARY:**

The Community Services District Law allows Directors to receive compensation in an amount not to exceed \$100 for each day of service up to six days per month, but allows such districts to increase the amount of compensation pursuant to Water Code Section 20200 *et seq.* DSRSD has been setting compensation amounts in accordance with the Water Code requirements, as highlighted in Attachment 1 and listed below:

- An increase in compensation must be adopted by an ordinance following a public hearing, with a notice published two times in the newspaper, beginning 14 days before the hearing.
- Directors are compensated up to 10 days of service in a calendar month.
- The ordinance may increase compensation above \$100 per day of service, but the increase cannot exceed 5% for each calendar year following the operative date of the last adjustment.
- The ordinance becomes effective 60 days after adoption, unless a petition protesting its adoption is presented.

The Board last formally established the Directors’ rate of compensation in 2005 by adopting Ordinance No. 312. More recently, the Board adopted Resolution No. 44-11 suspending a portion of the Directors’ compensation so that actual compensation to be paid going forward was \$146 per day of service in 2011. Using \$146 and 2011 as the base for calculating 5% annual increase for the total number of years since the last adjustment, the maximum allowable compensation amount would be \$204.40 in 2019.

On August 6, 2019, the Board discussed the Day of Service policy and expressed interest in having a separate discussion on the day of service compensation amount. During its discussion on September 3, 2019, the Board agreed the compensation should be reasonably increased after being at a reduced rate for eight years and noted the new amount would help to attract qualified Board candidates. The Board compared DSRSD’s current day of service rate to current rates at neighboring water and sanitation agencies and noted that DSRSD is the only agency that handles both water and wastewater lines of service. At the end of the discussion, the Board directed staff to present an ordinance increasing the compensation to \$195 per day of service.

After holding a public hearing at this meeting, the Board would consider the first of two readings of an Ordinance to increase the Directors’ compensation for each day of service from \$146 to \$195. The second reading to adopt the Ordinance is scheduled for November 5, 2019.

<b>Originating Department: Office of the General Manager</b>		<b>Contact: D. McIntyre</b>	<b>Legal Review: Yes</b>
<b>Cost: \$195 per day of service</b>		<b>Funding Source: Administrative Overhead (Fund 900)</b>	
<b>Attachments:</b> <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)		<b>Attachment 1 – Water Code Sections “Compensation of Water District Directors”</b>	
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## WATER CODE - WAT

**DIVISION 10. FINANCIAL SUPERVISION OF DISTRICTS [20200 - 20220]** (*Division 10 added by Stats. 1943, Ch. 371.*)

**CHAPTER 2. Compensation of Water District Directors [20200 - 20207]** (*Chapter 2 added by Stats. 1984, Ch. 186, Sec. 1.*)

**20200.** As used in this chapter, "water district" means any district or other political subdivision, other than a city or county, a primary function of which is the irrigation, reclamation, or drainage of land or the diversion, storage, management, or distribution of water primarily for domestic, municipal, agricultural, industrial, recreation, fish and wildlife enhancement, flood control, or power production purposes. "Water districts" include, but are not limited to, irrigation districts, county water districts, California water districts, water storage districts, reclamation districts, county waterworks districts, drainage districts, water replenishment districts, levee districts, municipal water districts, water conservation districts, community services districts, water management districts, flood control districts, flood control and floodwater conservation districts, flood control and water conservation districts, water management agencies, water agencies, and public utility districts formed pursuant to Division 7 (commencing with Section 15501) of the Public Utilities Code.

(Amended by Stats. 2007, Ch. 213, Sec. 5. Effective January 1, 2008.)

**20201.** Notwithstanding any other provision of law, the governing board of any water district may, by ordinance adopted pursuant to this chapter, provide compensation to members of the governing board, unless any compensation is prohibited by its principal act, in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board, or for each day's service rendered as a member of the board by request of the board, and may, by ordinance adopted pursuant to this chapter, in accordance with Section 20202, increase the compensation received by members of the governing board above the amount of one hundred dollars (\$100) per day.

It is the intent of the Legislature that any future increase in compensation received by members of the governing board of a water district be authorized by an ordinance adopted pursuant to this chapter and not by an act of the Legislature.

For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

(Amended by Stats. 2005, Ch. 700, Sec. 27. Effective January 1, 2006.)

**20201.5.** Reimbursement for expenses of members of a governing board of a water district is subject to Sections 53232.2 and 53232.3 of the Government Code.

(Added by Stats. 2005, Ch. 700, Sec. 28. Effective January 1, 2006.)

**20202.** In any ordinance adopted pursuant to this chapter to increase the amount of compensation which may be received by members of the governing board of a water district above the amount of one hundred dollars (\$100) per day, the increase may not exceed an amount equal to 5 percent, for each calendar year following the operative date of the last adjustment, of the compensation which is received when the ordinance is adopted.

No ordinance adopted pursuant to this chapter shall authorize compensation for more than a total of 10 days in any calendar month.

(Amended by Stats. 1989, Ch. 111, Sec. 1.)

**20203.**



Any water district described in Section 20201 is authorized to adopt ordinances pursuant to this chapter. **No ordinance shall be adopted pursuant to this chapter except following a public hearing.** Notice of the hearing shall be published in a newspaper of general circulation pursuant to Section 6066 of the Government Code.

*(Added by Stats. 1984, Ch. 186, Sec. 1.)*

**20204.** **An ordinance adopted pursuant to this chapter shall become effective 60 days from the date of its final passage.** The voters of any water district shall have the right, as provided in this chapter, to petition for referendum on any ordinance adopted pursuant to this chapter.

*(Added by Stats. 1984, Ch. 186, Sec. 1.)*

**20205.** If a petition protesting against the adoption of the ordinance is presented to the governing board of the water district prior to the effective date of the ordinance, the ordinance shall be suspended and the governing board shall reconsider the ordinance.

If the number of votes cast for all candidates for Governor at the last gubernatorial election within the boundaries of the water district exceeds 500,000, the ordinance is subject to referendum upon presentation of a petition bearing signatures of at least 5 percent of the entire vote cast within the boundaries of the water district for all candidates for Governor at the last gubernatorial election. If the number of votes cast for all candidates for Governor at the last gubernatorial election within the boundaries of the water district is less than 500,000, the ordinance is subject to referendum upon presentation of a petition bearing signatures of at least 10 percent of the entire vote cast within the boundaries of the water district for all candidates for Governor at the last gubernatorial election.

*(Added by Stats. 1984, Ch. 186, Sec. 1.)*

**20206.** If the governing board does not entirely repeal the ordinance against which a petition is filed, the governing board shall submit the ordinance to the voters either at a regular election or a special election called for the purpose. The ordinance shall not become effective unless and until a majority of the votes cast at the election are cast in favor of it. If the ordinance is not approved by the voters, no new ordinance may be adopted by the governing board pursuant to this chapter for at least one year following the date of the election.

*(Added by Stats. 1984, Ch. 186, Sec. 1.)*

**20207.** Except as otherwise provided in this chapter, the provisions of the Elections Code applicable to the right of referendum on legislative acts of districts shall govern the procedure on ordinances against which a petition is filed.

*(Added by Stats. 1984, Ch. 186, Sec. 1.)*

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

AN ORDINANCE OF DUBLIN SAN RAMON SERVICES DISTRICT INCREASING THE RATE OF COMPENSATION FOR EACH DAY OF SERVICE BY A DIRECTOR AND REPEALING ORDINANCE NO. 312

---

WHEREAS, the principal act of the Dublin San Ramon Services District is the Community Services District Law (California Government Code Section 61000 *et seq.*); and

WHEREAS, California Government Code Section 61047 allows the Board of Directors to increase the amount of compensation of its members for each day of service, by ordinance adopted pursuant to California Water Code Section 20200 *et seq.* which governs compensation of water district directors; and

WHEREAS, the Dublin San Ramon Services District qualifies as a water district under California Water Code Section 20200; and

WHEREAS, California Water Code Sections 20201 and 20202 authorize the governing board of any such water district to establish and to revise, by ordinance, after duly noticed public hearing, compensation for its governing board pursuant to said sections in lieu of establishing compensation under the district's principal act, provided that the principal act does not prohibit any compensation; and

WHEREAS, the Board last formally established the compensation at \$156 per each day of service, not to exceed ten (10) days in any calendar month, by Ordinance No. 312 adopted on November on 1, 2005; and

WHEREAS, the Board subsequently lowered the compensation to \$150 by Resolution No. 27-09 adopted on June 23, 2009 and further lowered the compensation to \$146 by Resolution No. 44-11 adopted on August 16, 2011; and

WHEREAS, a duly noticed public hearing on the question of adoption of this ordinance was held on October 15, 2019, at which time all persons interested in the matter were heard or given the opportunity to be heard.

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

1. Pursuant to California Water Code Section 20202, members of the Board of Directors of shall receive compensation in the amount not to exceed one hundred and ninety-five dollars (\$195) for each day of service as specified in, or duly approved by the Board as provided in, the Day of Service policy then in effect and consistent with California Government Code Section 61047, not to exceed a

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

total of ten (10) days in any calendar month, together with reimbursement for actual and necessary expenses incurred in the performance of official duties.

2. Ordinance No. 312, entitled "Ordinance Affirming Rate of Compensation for the Board of Directors of Dublin San Ramon Services District and Repealing Provisions Related to Travel Expenses by Repealing Ordinance No. 287," attached as Exhibit "1", is hereby repealed.

3. Resolution No. 27-09, attached as Exhibit "2," and Resolution No. 44-11, attached as Exhibit "3," interpreted to have partially suspended Ordinance No. 312 consistent with its original intent, are hereby rescinded.

4. This ordinance shall become effective sixty (60) days from the date of its final passage.

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 November, 2019, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Madelyne A. Misheloff, President

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

DATE OF ATTESTATION: \_\_\_\_\_

ORDINANCE NO. 312

ORDINANCE REAFFIRMING RATE OF COMPENSATION FOR THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT AND REPEALING PROVISIONS RELATED TO TRAVEL EXPENSES BY REPEALING ORDINANCE NO. 287

---

WHEREAS, Chapter 2 of Division 10 of the California Water Code (§20200 et seq.) governs compensation of water district directors; and

WHEREAS, the Dublin San Ramon Services District qualifies as a water district under Section 20200 of said Code; and

WHEREAS, Sections 20201 and 20202 of said Code authorize the governing board of any such water district to establish and to revise, respectively, by ordinance, after duly noticed public hearing, compensation for its governing board pursuant to said sections in lieu of establishing compensation under the district's principal act, provided that the principal act does not prohibit any compensation; and

WHEREAS, this District's principal act (Gov. Code §61000 et seq.) does not prohibit compensation for its governing Boardmembers; and

WHEREAS, pursuant to Ordinance No. 266, adopted July 18, 1995, the operative date of the adjustment to the Boardmembers' compensation was September 16, 1995, at which time compensation was set at one hundred thirty dollars (\$130.00) per day for each day's attendance at meetings of the Board, or for each day's service rendered as a Member of the Board by request of the Board, not to exceed ten (10) days in any calendar month; and

WHEREAS, pursuant to Ordinance No. 287, adopted September 7, 1999, the operative date of the last adjustment to the Boardmembers' compensation was November 6, 1999, at which time compensation was set at one hundred fifty-six dollars (\$156.00) per day for each day's attendance at meetings of the Board, or for each day's service rendered as a Member of the Board by request of the Board, not to exceed ten (10) days in any calendar month; and

WHEREAS, Ordinance No. 287, adopted September 7, 1999, set compensation and mileage reimbursement at the rate set by the Internal Revenue Service for the District Board of Directors; and

WHEREAS, Resolution 64-03, adopted on November 18, 2003, established travel policy for the Board thereby superseding paragraph 2 of Ordinance No. 287; and

WHEREAS, a duly noticed public hearing on the question of adoption of this ordinance was held on November 1, 2005, at which time all persons interested in the matter were heard or given the opportunity to be heard.

NOW THEREFORE, BE IT ORDAINED by the Board of Directors of the Dublin San Ramon Services District, a public agency in the Counties of Alameda and Contra Costa, California, as follows:

1. Pursuant to California Water Section 20202, Members of the Board of Directors of the Dublin San Ramon Services District shall receive compensation in the amount not to exceed One Hundred Fifty-six dollars (\$156.00) per day for each day's attendance at meetings of the Board, or for each day's service rendered as a Member of the Board by request of the Board, not to exceed a total of 10 days in any calendar month, together with expenses incident thereto.
2. Ordinance No. 287, entitled Ordinance Establishing Rate of Compensation and Travel Reimbursement for the Board of Directors of the Dublin San Ramon Services District and Rescinding all Resolutions, Motions, Ordinances, or Portions Thereof, in Conflict Herewith", is hereby repealed.
3. This ordinance shall become effective 60 days from the date of its final passage.

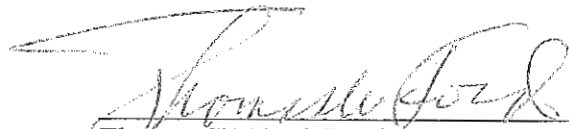
Ord. No. 312

ADOPTED by the Board of Directors of the Dublin San Ramon Services District at its regular meeting held on the 1st day of November 2005, and passed by the following vote:

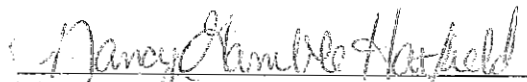
AYES: 4 - Directors Richard M. Halket, Jeffrey G. Hansen, Dwight L. Howard, Thomas W. Ford

NOES: 1 - Director Daniel J. Scannell

ABSENT: 0

  
\_\_\_\_\_  
Thomas W. Ford, President

ATTEST:

  
\_\_\_\_\_  
Nancy Gamble Hatfield, District Secretary

RESOLUTION NO. 27-09

## RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ENCOURAGING ITS MEMBERS TO LIMIT THE AMOUNT CLAIMED FOR A DAY OF SERVICE

WHEREAS, the Board's compensation for its service to the District has been established in conformance with Chapter 2 of Division 10 of the California Water Code (§20200 et seq.);

WHEREAS, the Board last set its compensation on November 6, 1999 by Ordinance No. 287 at an amount equal to \$156.00 for each Day of Service rendered which amount has remained unchanged since that time;

WHEREAS, in light of the unprecedented fiscal situation the District is facing in FYE 2010, the significant rate increases under consideration and the voluntary and imposed personnel cost reductions being borne by District staff, the Board finds that it is appropriate that its Members participate in cost reductions by voluntarily limiting their compensation.

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

In the fiscal year ending June 30, 2010 the Board encourages its members to voluntarily limit the amount claimed for a Day of Service to \$150.00.

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 special meeting held on the 23<sup>rd</sup> day of June, 2009, and passed by the following vote:

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

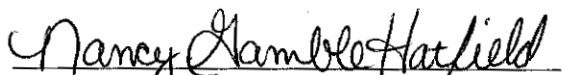
NOES: 0

ABSENT: 0



Daniel J. Scannell, President

Attest:

  
Nancy Gamble Hatfield, District Secretary

RESOLUTION NO. 44-11

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT PARTIALLY SUSPENDING ORDINANCE NO. 287 AND THEREBY REDUCING COMPENSATION TO BE PAID TO BOARD MEMBERS

---

WHEREAS, on November 6, 1999 the Board enacted Ordinance No. 287 establishing compensation for the service of its Board Members to the District, in conformance with Chapter 2 of Division 10 of the California Water Code (§20200 et seq.), at an amount equal to \$156.00 for each Day of Service rendered, which amount has remained unchanged since that time; and

WHEREAS, the Board now desires to suspend payment of a portion of the compensation thus established for attendance at meetings of the Board or Committees, or for each day of service otherwise rendered as a Board Member as previously approved by, or rendered at the request of, the Board.

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

1. Pursuant to Government Code section 61047(d) and Water Sections 20200 et seq., Ordinance No. 287 shall be partially suspended such that the actual compensation paid to Members of the Board of Directors of Dublin San Ramon Services District shall not exceed One Hundred Forty-six dollars (\$146.00) for attending a meeting of the Board or of a Committee of the Board, or for each day of service otherwise rendered as a Member of the Board as previously approved by, or rendered at the request of, the Board, exclusive of expenses incident thereto, reimbursement of which is subject to Government Code Sections 53232.2 and 53232.3.
2. As set forth in Ordinance No. 287, a Member of the Board of Directors shall not receive compensation for more than ten days of service in any calendar month.
3. The partial suspension of Ordinance No. 287 effected by this resolution shall remain effective until such time as the Board of Directors may act to rescind this resolution.

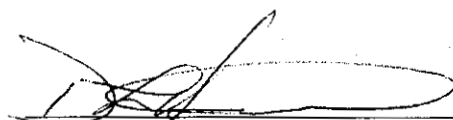


ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 16th day of August 2011, and passed by the following vote:

AYES: 5 - Directors Georgean M. Vonheeder-Leopold, Daniel J. Scannell,  
Dawn L. Benson, Richard M. Halket, D.L. (Pat) Howard


NOES: 0

ABSENT: 0



D. L. (Pat) Howard, President

Attest:

  
Nancy Gamble Hatfield, District Secretary



**TITLE:** Receive Presentation on the Zone 7 Water Agency Cost Allocation Study for Future Water Supply and Reliability Projects and Provide Direction

**RECOMMENDATION:**

Staff recommends the Board of Directors receive a presentation on the Zone 7 Water Agency Cost Allocation Study for Future Water Supply and Reliability Projects and provide direction.

**SUMMARY:**

The Zone 7 Water Agency (Zone 7) has completed preliminary findings and recommendations for a Cost Allocation Study for Future Water Supply and Reliability Projects (Study). The Study evaluates how the capital costs for water supply projects totaling over \$600 million should be allocated to existing and future users. Costs allocated to existing users are recouped through water rates which are passed through to DSRSD customers, whereas costs allocated to future users are recouped through development fees.

The preliminary Study recommends that costs for projects that would increase the water system resiliency, such as additional groundwater wells, pipelines connecting the Chain of Lakes and the Del Valle Water Treatment Plant, participation in Los Vaqueros expansion, and an intertie with East Bay Mud, be allocated 80% to existing users and 20% to future users based on the ratio of existing user demands to buildout demands. The Study projects that the Delta Conveyance (formerly referred to as the California WaterFix) would be adequate to meet long-term reliability goals for existing users, and if the Delta Conveyance is implemented, other water supply projects (e.g., Sites Reservoir, potable reuse, regional desalination, or equivalent projects) would not be needed to meet the existing water supply demands. Therefore, the Delta Conveyance would be funded 100% by existing users and other water supply projects would be funded 100% by future users. A summary table of the projects, project benefits, and the current and recommended cost allocation is attached.

Zone 7 solicited input from agency staff and the development community in developing the Study. The Study was presented to the Zone 7 Finance Committee on October 1, 2019 and will be presented to the Zone 7 Board on October 16, 2019. It is difficult to precisely allocate costs to benefits for capital projects. Overall, DSRSD staff finds the cost allocation methodology reasonable.

It should be noted, however, that Zone 7 anticipates that a project like potable reuse would be funded 100% by new development, whereas DSRSD’s current plans show a sharing of costs between existing users and new development. In DSRSD’s 2016 Water Capacity Reserve Fee Study and the Capital Improvement Program Plan, for Fiscal Years Ending 2020 through 2029 existing users fund 75% of the project up to \$30 million, and new development contributes 25% up to \$10 million towards a potable reuse project.

The Zone 7 Finance Committee members have requested Zone 7 staff consider allocating a portion of the Delta Conveyance project to future users as the Delta Conveyance may be used to transport a future water supply to the Tri-Valley.

DSRSD staff will provide a presentation on the Zone 7 Study at the October 15, 2019 Board meeting and solicit feedback the Board may wish to convey to Zone 7 regarding the Study.

<b>Originating Department:</b> Engineering Services	<b>Contact:</b> J. Zavadil	<b>Legal Review:</b> Not Required
<b>Cost:</b> \$0	<b>Funding Source:</b> N/A	
<b>Attachments:</b> <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)	<b>Attachment 1 – Summary of Project Benefits and Current and Recommended Cost Allocation</b>	
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**Table 3. Summary of Project Benefits and Current and Recommended Cost Allocation**

Project Type	Summary of Project Benefits	Cost Allocation in Current Zone 7 FY 2018/2019 CIP	Recommended Cost Allocation
<b>Planned CIP Projects</b>			
Arroyo Mocho Diversion Facility Coordination and Implementation (CIP No. COL9) Chain of Lakes Cope Lake to DWWT Pipeline (CIP No. COL16)	Provides emergency surface water supply for all users Provides for additional local groundwater storage/recharge capacity of excess surface water into Chain of Lakes for all users Provides additional supply for future users by increasing Arroyo Valle supply yield Control Board	Based on evaluation of storage needed to allow for maximum use of Arroyo Valle Permit Arroyo Mocho Diversion Facility: <ul style="list-style-type: none"> <li>Existing: 0%</li> <li>Future: 100%</li> </ul> Chain of Lakes Pipeline: <ul style="list-style-type: none"> <li>Existing: 30%</li> <li>Future: 70%</li> </ul>	Emergency Surface Water Supply (benefits all users; split based on demand): <ul style="list-style-type: none"> <li>Existing: 80%</li> <li>Future: 20%</li> </ul> Local Storage/Recharge Capacity (benefits all users; split based on demand): <ul style="list-style-type: none"> <li>Existing: 80%</li> <li>Future: 20%</li> </ul> Perfection of Arroyo Valle water rights (provides additional supply to meet future demands): <ul style="list-style-type: none"> <li>Existing: 0%</li> <li>Future: 100%</li> </ul>
Busch Valley Well 1 (CIP No. W38) Chain of Lakes Wells 3 & 4 (CIP No. W36) Bernal Wells 1 & 2 (CIP No. W50)	Improves water supply resiliency during droughts and facility outages for future users Provides additional production capacity for future users under future demand conditions	Based on future new well capacity that is provided by the proposed projects <ul style="list-style-type: none"> <li>Existing: 0%</li> <li>Future: 100%</li> </ul>	Needed to meet future demands; allocate to future users: <ul style="list-style-type: none"> <li>Existing: 0%</li> <li>Future: 100%</li> </ul>
Reliability Intertie (CIP No. WP24) Los Vaqueros Expansion (not in FY 2018/2019 CIP)	Provides emergency conveyance for treated water users during Delta/SBA outages Provides additional storage and emergency conveyance for all users Improves overall system flexibility and resiliency for all users	Reliability Intertie allocated proportional to existing/future demand <ul style="list-style-type: none"> <li>Existing: 80%</li> <li>Future: 20%</li> </ul> Los Vaqueros Expansion not included in FY 2018/2019 CIP	Benefits all users; split based on demand: <ul style="list-style-type: none"> <li>Existing: 80%</li> <li>Future: 20%</li> </ul>
<b>Future Water Supply Projects</b>			
Water Supply Planning and Projects (CIP No. WP21) Water Supply Replacement (CIP No. WP16) (may include Sites Reservoir, potable reuse, regional desalination and/or other equivalent projects)	Projects provide additional water supply for future users under future demand conditions	Based on future supply needs for future users <ul style="list-style-type: none"> <li>Existing: 0%</li> <li>Future: 100%</li> </ul>	Needed to meet future demand; allocate to future users: <ul style="list-style-type: none"> <li>Existing: 0%</li> <li>Future: 100%</li> </ul>
<b>Delta Conveyance</b>			
Delta Conveyance (formerly known as California WaterFix)	Improves SWP resiliency and sustainability for all users Protects against risks from climate change and earthquakes, including sea level rise, levee failure, and other threats	Assumed to be funded through water rates <ul style="list-style-type: none"> <li>Existing: 100%</li> <li>Future: 0%</li> </ul>	Needed to restore reliability of existing SWP system; allocate to existing users: <ul style="list-style-type: none"> <li>Existing: 100%</li> <li>Future: 0%</li> </ul>



**TITLE:** Receive Presentation on Public Affairs Strategic Communication Plan for Fiscal Years 2020 and 2021 and Provide Direction

**RECOMMENDATION:**

Staff recommends the Board of Directors receive a presentation on the Public Affairs Strategic Communication Plan for Fiscal Years 2020 and 2021 and provide direction.

**SUMMARY:**

Per Board request, the Public Affairs Strategic Communication Plan (Plan) (Attachment 1) outlines the District’s planned communication efforts during fiscal years 2020 and 2021. There are four additional attachments that provide context and information about the implementation of the Plan as follows:

- Public Affairs Goals, Tactics, Messages, & Target Audience – This document details communication activities in Public Affairs’ eight areas of responsibility: media relations, publications, community relations, special projects, legislative and regulatory relations, industry associations and partnerships, education program, and employee relations;
- Public Affairs Achievements & Awards – This document details achievements during fiscal years 2018 and 2019 and awards received from 2000 to 2016;
- Public Affairs Division Standards – This document details the standards that motivate the Public Affairs Division;
- DSRSD Standards – This document is the blueprint from which Public Affairs constructs documents, the website, and various communication outreach campaigns.

The cost of implementing the Plan is included in the Public Affairs Division 2020 and 2021 budgets.

<b>Originating Department: Office of the General Manager</b>		<b>Contact: S. Stephenson</b>	<b>Legal Review: Not Required</b>
<b>Cost: \$0</b>		<b>Funding Source: N/A</b>	
<b>Attachments:</b> <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)		<b>Attachment 1 – Public Affairs Strategic Communication Plan for Fiscal Years 2020 and 2021</b> <b>Attachment 2 – Public Affairs Goals, Tactics, Messages, and Target Audience</b> <b>Attachment 3 – Public Affairs Achievements &amp; Awards FYE2019/2020</b> <b>Attachment 4 – Public Affairs Division Standards</b> <b>Attachment 5 – DSRSD Standards</b>	
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## **Public Affairs Strategic Communication Plan for Fiscal Years 2020 and 2021**

### **Mission**

Inform and influence customers' beliefs and behaviors regarding using water wisely, keeping waterways clean, and valuing recycled water.

### **Vision**

Focused, clear, and transparent communications that create a common understanding, and build trust, community support, and engagement.

### **Branding**

Since 2008, the Public Affairs (PA) Division has been branding the Dublin San Ramon Services District (District) and reinforcing promises to the community. Early on, staff created a list of Districtwide standards that motivate how the District operates (Attachment 5, DSRSD Standards). These standards also guide how Public Affairs communicates about the District to its customers, sister agencies, elected officials, and general public. There are similar categories of information on the District's website (redesigned in 2014) to incorporate this District's branding structure under the main heading *Your Dollars at Work*, in the DSRSD Annual Report (first produced for fiscal year 2017 and every fiscal year thereafter), in the *State of DSRSD* presentations to the Tri-Valley sister agencies (initiated in 2018), and essentially in everything the District communicates. These categories are the District's key branding messages. Stories told under these headings reinforce the District's brand.

As a division, Public Affairs also has its own set of standards that motivate how its staff works (Attachment 4, Public Affairs Division Standards). For example, staff makes it easy for people to access critical information 24/7/365 by creating content for and maintaining the District's website, [www.dsrdsd.com](http://www.dsrdsd.com). Everything Public Affairs posts on the website or produces in print is reviewed and edited by at least one other individual to minimize typos and grammatical errors and to maximize clarity. Unless the topic is controversial, social media is not reviewed by another individual. The District treats its customers as shareholders, informing them in a timely and accurate manner. Public Affairs will continue communicating DSRSD's key branding messages in all the District's communications.

### **Influential Public**

In 2015, staff identified 50 people considered to be members of the District's influential public: community leaders in a position to influence decisions; individuals to whom the District looks for support; and local, regional, state, and federal elected officials and policy makers. Then staff began sending the influential public one to three brief emails monthly, entitled *DSRSDtoday*. The goal was to begin building relationships with community leaders and to make it easy for them to keep their fingers on DSRSD's pulse. Early in 2016, the District posted *DSRSDtoday* emails on its website so volunteers and self-selectors were able to sign up to receive them. The messages communicated via *DSRSDtoday* are policy-level issues and decisions, compelling events, interesting and meaningful information the District wants its influential public to know, and investments that enhance reliability, service and efficiency. Currently, 110 individuals receive *DSRSDtoday* and 35–55% open and read them regularly. During the next two years, Public Affairs staff will endeavor to increase the percent of influential public who open and read *DSRSDtoday* to 60% or greater.

## **Social Media**

The newest expansion of Public Affairs tactics has been the use of social media. It is the fastest way to reach the largest audience (and sometimes a very small, targeted audience) with the lowest cost. Social media makes it easy for the District's customers to engage with the District and elected officials on issues that concern them. Social media platforms enable residents to learn from the District and from one another. Social media enables conversations that enhance the democratic process. These are all very positive features of social media. However, the use of social media does have risks. Because people can be anonymous, they sometimes are hostile on social media sites. If information is inaccurate, staff corrects it with a brief statement and then direct people to the District's website for more details. Sometimes other customers correct misinformation about the District, which can be more powerful coming from a third party than from the District.

Prior to May 2018, the District did very minimal posting on social media platforms. The District had created a Facebook page for users of the Residential Recycled Water Fill Station in 2014, posted a few open positions on Twitter, and posted a few "we're working in your neighborhood" messages on Nextdoor.

In the summer of 2018, the District accelerated our communicating via social media. In fiscal year (FY) 2019, staff posted 99 times on Nextdoor which has 68,337 users (and growing) in the District's service area and the City of Pleasanton. Nextdoor is an ideal social media platform for the District because the District can target very small areas with its messages. It is the perfect platform for letting a neighborhood know when the District is working in its area. There are 103 neighborhoods in the District's service area. The City of Pleasanton is also included (because DSRSD treats Pleasanton's wastewater, the District wants the residents to know the pollution prevention messages and because they live near the Regional Wastewater Treatment Facility, the District wants to be a good neighbor and let them know about on-site construction and odors it may cause). This strategy can be a very targeted way to communicate. Subjects the District posted on Nextdoor included the following: updates to individual neighborhoods about flushing water lines to maintain water quality (which received the highest reach interest in the month of May, with up to 14% of area users viewing the post); sharing an ABC7 video link and information about Zone 7 Water Agency managing the Tri-Valley's groundwater basin (which sparked lively comments and 26 replies); and polling customers to select their favorite map of proposed election divisions (which had the highest reach in the month of March, 16% of 37,225 customers in the District's service area). The District received 438 "thanks" from Nextdoor users for information posted during FY 2019.

During the next two years, staff will grow the District's social media followers by 10% on Facebook, Twitter, and Nextdoor. The more followers the District has on social media, the more customers the District will be able to communicate with quickly in the event of an emergency.

## **Strategic Goals and Objectives**

Strategic communications are both internal and external, recognizing the relationships between planning, serving customers, making decisions in political environments, relating to the community, and investing.

The District's core values describe its commitment to provide value to its customers and the community as defined in the seventh edition of DSRSD's Strategic Plan FY 2019–2024. Many of these core values correlate with the District's key branding messages, which are as follows:

- Invest in a more diverse and sustainable water supply
- Provide sustainable, efficient, reliable, and secure services
- Protect public health and the environment
- Sustain financial stability and invest appropriately

- Plan well
- Provide high-quality customer service
- Be open and transparent
- Operate safely and prepare for an emergency

Public Affairs takes into account the District's strategic goals and core values when implementing its goals and objectives. Key goals of the Public Affairs staff, during the next two years, are as follows:

- Promote water resiliency and the need to invest in alternative sources of water in the Tri-Valley;
- Host our second Citizens Water Academy and generate candidates from election Divisions 1, 3, and 5, to run for the Board of Directors;
- Produce two issues of *Newsline*, a customer newsletter mailed to all residents (each issue will have a different theme such as water conservation, pollution prevention, value of recycled water, water supply resiliency, finances);
- Create a series of special events to celebrate staff's return to the District Office (an open house for customers, tours of the newly landscaped demonstration garden and restored office building, an *I Spy* game with the portico mural, and a Dublin Chamber of Commerce Mixer in April to coincide with the District's anniversary) so customers know the District Office is open again in Dublin;
- Produce the next two *State of DSRSD* PowerPoint presentations for the District's local sister agencies;
- Produce the fourth and fifth DSRSD Annual Reports;
- Explore software that will enable the District to text customers in the event of an emergency;
- Ensure DSRSD's website, [www.dsrdsd.com](http://www.dsrdsd.com), has the most current information and enhance *Your Dollars At Work* section; and
- Educate customers regarding their responsibility for water and sewer laterals.

A more detailed list of Public Affairs 2020 and 2021 goals is in a separate document: Attachment 2, Public Affairs Goals, Tactics, Messages, & Target Audience.

### **Budget**

Public Affairs budget is \$837,025.02 for FY 2020 and \$838,612.75 for FY 2021, of which 75% is labor and the remaining 25% is spent on printing, mailing, advertising, and marketing materials.

### **About the Public Affairs Division**

The Public Affairs Division consists of three and one-third individuals: a working manager, an advanced journey level graphic designer/photographer/videographer, a writer/social media specialist, and 37% of an administrative assistant. The Public Affairs Division encompasses eight areas of responsibility: (1) print and electronic publications; (2) community relations; (3) media relations; (4) legislative and regulatory relations; (5) industry associations and partnerships; (6) special projects; (7) education programs; and (8) employee communications. While the Public Affairs staff can do most anything, they cannot do everything at once. The Division's goals in Attachment 2, Public Affairs Goals, Objectives, Messages, & Target Audience, are listed in order of importance or priority. Items at the top will be achieved sooner than items at the bottom of the list, and some may shift to the following year or may not be achieved for some years, given limited resources and ever-shifting priorities.

### **Closing**

DSRSD has had a public affairs position since 2002. A few of the Public Affairs' successes include the following: produced every Proposition 218 Notice regarding rate changes (all resulted in very few protests); educated and influenced people to keep produce stickers out of the waste stream (75% reduction in produce stickers which reduced plant operators workload by 50% cleaning a temporary screen while engineering designed a permanent screening solution); influenced people to reduce their

water use by 24% during the extreme drought of 2014–2016; produced award-winning documents; influenced half the customer base to sign up for AquaHawk and track the customers' water use in near-real time (the most sign-ups in AquaHawk's history); and inspired residents to trash their wipes instead of flushing them. (For a detailed list of FY 2018 and FY 2019 achievements, see Attachment 3, Public Affairs Achievements and Awards).



## Public Affairs Goals, Tactics, Messages, & Target Audience

Goal	Tactic	Message(s)	Target Audience
<b>MEDIA RELATIONS</b>			
Prepare key staff as media spokespeople	Provide formal media training for key staff and elected officials	How to get a message across during an interview with a reporter	Customers
Communicate with residents via media	Produce news releases that are newsworthy and get published	Key branding messages	Residents in service area
Enhance key staff speaking skills for presentations to community groups	Provide media training for key staff	How to focus and deliver messages during a media interview	Key staff, Senior Managers, Boardmembers
Enhance DSRSD's presence on social media platforms and build a following in the event DSRSD needs to communicate critical information in an emergency	Post on the District's Facebook, Twitter, and Nextdoor social media platforms; comment on other local social media sites regarding water supply reliability	Key branding messages	Tri-Valley residents who use social media
Goal	Tactic	Message(s)	Target Audience
<b>PUBLICATIONS</b>			
Electronic Publications			
Make news and information about DSRSD available 24/7/365	Create new and maintain existing content on website, reinforcing District's brand, especially stories illustrating "Your Dollars At Work"	Key branding messages: protecting public health and environment; increasing savings; increasing efficiency; being fiscally responsible; and investing in the future	Residents, influential public, elected officials, sister agencies, employees
Produce <i>DSRSDtoday</i> as appropriate	Create 30-second read email, plus picture or graphic	Key branding messages	Influential public
Printed publications			
Produce Annual water quality report	Comply with regulatory requirements	Water is safe to drink; DSRSD protects public health and the environment	All drinking water customers
Produce Annual DSRSD Report	Create an annual summary of the previous year's achievements, budget in brief and strategic plan	Key branding messages	Influential public, sister agencies, employees

Produce <i>Newsline</i> , semi-annual newsletters	Produce a semi-annual newsletter (two times per year) mailed to all residents' homes	Each issue will focus on one topic: pollution prevention, water conservation, recycled water, Budget in Brief	Direct and indirect customers
Provide an easy, quick read for folks to understand the standards that motivate the District	Produce 11x17 (folded) overview of DSRSD and the standards that motivate staff	Key branding messages	Customers attending their first Board meeting, Citizens Water Academy attendees, employees, tour attendees
<b>Goal</b>	<b>Tactic</b>	<b>Message(s)</b>	<b>Target Audience</b>
<b>COMMUNITY RELATIONS</b>			
Substantively inform DSRSD's influential public so they support appropriate investment in a more reliable water supply	Send two to three <i>DSRSDtoday</i> emails about need for a more reliable water supply; General Manager's 5-minute pitch the at a Chamber Mixer hosted by DSRSD	Current water supply is unreliable; if we do nothing it will only get worse; we can solve this technically, it's just going to cost \$10–20/month increase/customer	Influential public, members of Dublin Chamber of Commerce
Build support for investments in Tri-Valley's water supply and establish DSRSD as a source of news and information about water issues in the Tri-Valley	Market DSRSD speakers to local community groups; have people pledge support for investments in water supply reliability	Water supply is unreliable, and getting worse; we can solve it; it will cost	Tri-Valley residents, commercial businesses, industries, institutions, local service clubs, Chambers of Commerce
Educate customers on responsibilities for water and sewer laterals	Produce a brief video on lateral responsibilities and collateral materials	Know your responsibilities, know how to care for your laterals; repairs and replacements can be costly	Homeowners
Educate customers on what goes on behind the fence at the Regional Wastewater Treatment Facility	Hold quarterly public tours of the Regional Wastewater Treatment Facility	DSRSD operators work 24/7/365 to protect public health and the environment	Regional Wastewater Treatment Facility neighbors, customers
Encourage wise water use	Partner with Zone 7 Water Agency and host a Water-Wise Gardening workshop annually	It's easy to plant a water-wise garden; it's affordable; handouts and online tools are available to help	Homeowners with lawns they would like to convert to more drought-tolerant landscapes

Incorporate a pollution prevention message into the restored District Office	Paint a mural on District Office portico ceiling	Protecting the Bay/ocean, home of Oscar the Otter	Residents, kids, sister agencies, all who visit the District Office
Prepare for WWTP open house (in a few years)	Plan signs for tours at Regional Wastewater Treatment Facility	How we treat wastewater and recycled water while protecting public health and the environment	Tour attendees, neighbors, customers, attendees at a future open house
<b>Emergency Preparedness</b>			
Work with IT and Emergency Preparedness Group to determine the best way to mass text customers in an emergency	Explore Daupler software's ability to do so in an emergency; test the system regularly, enable residents to self-select to receive text alerts regarding water emergencies	When preparing for an emergency remember your need for water and store enough to be self-sustaining for three to five days	Customers
Have basic information available on the website regarding emergency preparedness	Develop fact sheets, FAQs, video(s)	How to store water safely for an emergency; how to make a temporary toilet; how to find water in your home in an emergency	Residents
<b>Goal</b>	<b>Tactic</b>	<b>Message(s)</b>	<b>Target Audience</b>
<b>SPECIAL PROJECTS</b>			
Educate customers about DSRSD and inspire them to run for the DSRSD Board of Directors	Host our second Citizens Water Academy on May 20, June 3, and June 17, 2020	Increase public awareness, interest in serving on DSRSD's Board; develop basic understanding of value DSRSD contributes to community: where water comes from; how it's treated, monitored, and distributed; where wastewater goes and how DSRSD recovers resources from it, treats it, disposes of it safely; how DSRSD makes recycled water and its many uses; how DSRSD finances work; and how to be water-prepared for an emergency	Customers in Divisions 1, 3, and 5, (especially in Dougherty Valley and east Dublin)

Post information about the California Voting Rights Act and changing from at-large elections to by-division elections on the website and social media	Publicize new voting divisions in subsequent elections; engage customers via social media	Once every four years customers will select someone to represent them on the DSRSD Board of Directors	Election Customers in Divisions 1, 3, and 5 for 2020
<b>Goal</b>	<b>Tactic</b>	<b>Message(s)</b>	<b>Target Audience</b>
<b>LEGISLATIVE &amp; REGULATORY RELATIONS</b>			
Enable DSRSD to participate in legislative and regulatory issues of concern	Prepare a legislative advocacy program for the District's Board of Directors; draft support/oppose letters to electeds on issues important to the District	Specific regarding legislation	Board of Directors
Keep the DSRSD Board of Directors informed on legislative and regulatory issues that may affect the District	Contribute legislative and regulatory items to the weekly General Managers Report to the Board	Informational	Board of Directors
Enable all employees to be current and informed regarding legislative and regulatory issues that may affect the District	Maintain a Legislative & Regulatory Letter Log with links to letters on the intranet (Sharepoint)	Informational	Employees
<b>Goal</b>	<b>Tactic</b>	<b>Message(s)</b>	<b>Target Audience</b>
<b>INDUSTRY ASSOCIATIONS &amp; PARTNERSHIPS</b>			
Educate the community regarding need to invest in a more reliable and diverse water supply	Educate and inform community members so they accept necessary cost to achieve a more reliable water supply in the Tri Valley; develop supporting materials (PowerPoint presentation, policy brief, and a brief video) and present at Tri-Valley community organizations	Our water supply is unreliable and we need to act sooner, not later, to achieve reliability, diversity, and sustainability; it will cost \$15–30 more/month/customer to develop alternative sources of water	Tri-Valley Water Liaison partners, Tri-Valley residents

Association of California Water Agencies (ACWA)	Participate in a leadership capacity	Exchange creative water communication ideas, programs, publications; stay current on legislative and regulatory issues impacting the District	Residents
Utility Branding Network (UBN)	Brand the District so the customers accept rate changes, know and understand the value DSRSD brings to the community	DSRSD plans far into the future, protects public health and the environment, invests appropriately, manages finances soundly, increases efficiencies and savings	Residents
California Association of Sanitation Agencies (CASA)	Participate in this statewide water association	Exchange creative wastewater communication ideas, programs, publications; stay current on legislative and regulatory issues impacting the District	Residents
Tri-Valley Water Outreach Workgroup (WOW)	Participate in this regional wastewater association	Tri-Valley needs to develop alternative sources of water to be more reliable	Residents
WaterReuse Communications Committee	Participate in this statewide recycled water association	Exchange creative recycled water communication ideas, programs, publications; stay current on legislative and regulatory issues impacting the District	Residents
Bay Area Communications Network (BACN), Regional Water PIO Group	Participate in association, sharing communication strategies and tactics	Exchange creative water communication ideas, programs, publications	Residents
California Association of Public Information Officers	Participate in association, sharing communication strategies and tactics	Exchange creative water communication ideas, programs, publications	Residents
<b>Goal</b>	<b>Tactic</b>	<b>Message(s)</b>	<b>Target Audience</b>
<b>EDUCATION PROGRAM</b>			
Reach students with pollution prevention, water conservation and recycled water branding messages	Distribute pencils and grade-level-appropriate activity booklets with key branding messages to 2nd, 3rd, and 5th graders the District serves	Even kids can conserve water and appreciate the value of giving water a second chance and recycling it	Students in 2nd, 3rd, and 5th grade
Generate interest in water careers	Inspire students to consider careers in water industry	Excellence in Water Research award at two county fairs	Students in 7th to 12th grades
<b>Goal</b>	<b>Tactic</b>	<b>Message(s)</b>	<b>Target Audience</b>
<b>EMPLOYEE COMMUNICATIONS</b>			

Educate employees regarding other's jobs at DSRSD and promote careers in water	Celebrate Water Professionals Appreciation Week and National Public Works Week by profiling a variety of positions at the District and post on the website and social media	Humanize the District, educate customers regarding knowledge, skills, and abilities needed to provide water, wastewater, recycled water service 24/7/365	Employees, potential employees, customers
Assist Human Resources with recruitments	Post brief employee bios on the website and social media	Knowledgeable, skilled employees work at DSRSD, protecting public health and the environment	Employees and potential employees
Keep retirees engaged as DSRSD ambassadors	Host a bi annual retiree brunch (send a letter and annual report, off years)	Updates on legislative and regulatory issues, DSRSD facilities, retirement benefits	DSRSD retirees
Attract new employees	Promote Bay Area Constortium Water Wasterwater Education	Working in water, wastewater, recycled water is a great career; it's portable; you're protecting public health and environment	Potential employees
Develop presentation skills of key staff for presentations within the District	Resume providing speakers training	How to enhance presentation, speaking skills	Staff who make presentations to the Board of Directors and who are in the District's Speakers Bureau
Inform employees about important District news	Post news releases and <i>DSRSDtoday</i> on the website, weekly General Manager Report to Board, General Manager Board report to employees, and legislative and regulatory letters on the intranet	Know issues of importance to the District	Employees

**Customers** pay DSRSD (on their property taxes or via water bill) **Residents** live in DSRSD service area, but do not necessarily pay DSRSD (i.e., renters)

## **Public Affairs Achievements & Awards**

**July 1, 2017 through June 30, 2019**

### **MEDIA RELATIONS**

Media relations is still a valuable part of a communications tool kit, but very different from when Community Affairs Supervisor Sue Stephenson was a newspaper reporter in 1974 at daily newspaper, *The State Journal*, in Lansing, Michigan. It is also very different from when Ms. Stephenson started at the District in 2002 when there were three daily newspapers and two weekly newspapers serving the Tri-Valley. Today, the District gets most of its media coverage from the two weekly newspapers. There is one daily newspaper, but it closed its local bureau office in the Tri-Valley and rarely cover DSRSD events. However, earned media (articles published by traditional journalists in print and online newspapers) still accounts for ten to fifty times as many conversations as paid advertising and is often more trusted: potential consumers are far more influenced by people they trust, including real-world friends and journalists and bloggers whose voices and opinions they know and trust.

The biggest change in media relations involves social media, the most agile element of media relations. Social media allows the District to do the following: disseminate time-sensitive information as quickly as possible, especially in an emergency; increase DSRSD's ability to communicate information to and receive feedback and inquiries from members of the public; be open and transparent about the services the District provides; educate customers regarding regulatory and legislative issues of importance to the District; promote the District's achievements, activities, and significant events; and ensure accurate information is conveyed regarding controversial and sensitive incidents and issues. Social media is also the quickest, most cost effective means of reaching the most customers.

The Public Affairs Division staff strives to communicate real-time information, to continuously improve the District's communications, and to learn from the feedback received.

In fiscal year (FY) 2018 and FY 2019, Public Affairs staff responded to 26 media inquiries and produced 17 news releases that resulted in 37 news stories communicating the District's key branding messages. Staff also issued one joint opinion/editorial (with Central Contra Costa Sanitary District (Central San) and Contra Costa Water District) regarding "Imagine a Day Without Water," which was published by two media outlets.

In 2018, DSRSD published these news releases:

- Bacteria Detected in Water; Retests Show It's Clean, Safe to Drink
- Imagine a Day Without Water
- Recognizing the People Behind the Pipes
- District Achieves AA+ Rating from S&P Ratings
- DSRSD Refunds Debt, Saves \$9.84 Million
- Citizens Water Academy
- Contract Awarded to GSE Construction
- Digester Lid Installed

In 2019, DSRSD published these news releases:

- Election Filing Period
- Water-Wise Gardening Workshop

- Recycled Water Plant Expansion Complete
- Water Professionals Appreciation Week
- Election Decides Directors for Board
- District Office Closed due to Flooding
- Treatment Plant Jan 9 Tour
- Transitioning from At-Large to Area-Based Elections
- High Wastewater Flows in Rainy Months, April Tour
- Primary Treatment Project to Increase Efficiency

Public Affairs staff handled three mini-crises: (1) District Office flood and staff relocation to temporary Field Operations Facility - staff issued a news release and responded to media inquiries, posted information on the website (banner on homepage and dedicated web page with information updated regularly) and social media platforms, and created signage for the District Office’s front, side and back doors, redirecting deliveries to the Field Operations Facility, redirecting contractors to our temporary permit counter at Dublin City Hall, and instructing customers to pay their bills via phone or online; (2) Bacteria detected in our water - staff issued a news release, posted information on the website and social media platforms; (3) Tuscany Drive water main break - Public Affairs staffed an information center near the pipe break, from 5:30 a.m. until 6 p.m., informing local residents why they had no water, updating the information regularly with their Homeowners Association President (who emailed updates to all the residents), and giving residents each a case of drinking water and 30-gallon jugs of water (the latter to flush toilets).

### **Social Media**

Social media allows the District to disseminate time-sensitive information as quickly as possible, especially in an emergency; increase DSRSD’s ability to communicate information to and receive feedback and inquiries from members of the public; be open and transparent about the services we provide; educate customers regarding regulatory and legislative issues of importance to the water, wastewater, and recycled water industry and the District; promote the District’s achievements, activities, and significant events; and ensure accurate information is conveyed regarding controversial and sensitive incidents and issues.

Staff posted news and information about the District 99 times on Nextdoor (68,337 users in DSRSD service area and City of Pleasanton), 107 times on Twitter (335 followers), and 73 times on Facebook after redesigning it to be a more all-encompassing platform about the District (500 people currently “like” our Facebook page), rather than its original narrow focus on the Residential Recycled Water Fill Station users (when 450 people “liked” the page).

## **PRINT AND ELECTRONIC PUBLICATIONS AND PRESENTATIONS**

### **Website**

DSRSD’s website is available 24/7/365; it is quick and easy to update and user-friendly. Key DSRSD branding messages are built into the website’s structure (especially the “Your Dollars at Work” section).

During FY 2019, staff created content for 20 new pages, including informational pages about algae blooms, California Voting Rights Act, construction/maintenance updates, and trimming sewer rehabilitation costs. In addition to the 20 new pages of content, staff posted 17 news releases and 20 *DSRSDtoday* emails on the website.

### **Presentations**

Making presentations to community groups is a way to communicate directly with DSRSD customers and receive feedback. It is unfiltered communication.



Staff produced three versions of the *State of DSRSD*: presented by DSRSD Boardmembers to City of San Ramon, Zone 7 Water Agency, and City of Dublin.

Staff produced four presentations for the General Manager: DSRSD Overview to Alameda County Special Districts Association; General Employees Meeting of October 10, 2018, Staffing Changes for DSRSD's Board of Directors, and PowerPoint Presentation Standards to Management

Staff helped produce Wastewater Treatment Plant Supervisor Levi Fuller's presentation at the Association of California Water Agencies (ACWA) conference regarding Bay Area Consortium for Water and Wastewater Education.

Staff enhanced Financial Services Supervisor Herman Chen's Wastewater Capacity Reserve Fees presentation to the DSRSD Board.

Staff made one external presentation, "Water-Wise Workshop regarding where our water comes from and how it gets to us" to attendees at the Water-Wise Workshop, and one internal presentation, "Water-Wise Workshop Results" to the Board of Directors.

In 2018, Public Affairs staff made 20 presentations to the Board of Directors: six regarding legislative issues (legislative platforms, water tax, water bonds); three proclamations (DSRSD's 65th Anniversary, Central San's 75th, ACWA Executive Director Tim Quinn's retirement); three events (Citizens Water Academy, Water Professionals Appreciation Week, and Water-Wise Gardening Workshop); eight other issues (ACWA and California Association of Sanitation Agencies scholarships, ACWA ballot, ACWA priority goals).

Staff produced one video regarding the importance of safety at DSRSD: General Manager video interview posted on the intranet (Sharepoint).

Staff contributed to a presentation made by Zone 7 Water Agency Director Sarah Palmer to the Livermore Women's Club titled *Tri-Valley Water*.

### **Printed Documents**

DSRSD documents are records of achievements, events, and issues of concern. Public Affairs staff is responsible for producing key District documents that go outside the organization and reinforce the DSRSD brand, and the DSRSD promise to the community.

Public Affairs staff produced six major publications: two Annual Water Quality Reports (working with the Laboratory and Technical Services Division, FY 2017 and FY 2018); two DSRSD Annual Reports (FY 2017 and FY 2018); two Recycled Water Use Annual Reports (working with Plant Operations Division).

Additionally, Public Affairs staff provided support to the Administrative Services Department on four other important documents: two Comprehensive Annual Financial Reports for FY 2017 and FY 2018 and designed and managed print and mailing of two Proposition 218 Notices regarding changes in DSRSD water rates and structure and Dougherty Valley customers accepted the changes.

Working with Human Resources Division, Public Affairs staff designed nine specific recruitment brochures, generic recruiting materials (career snapshots, Q&A's regarding "How to Apply" and a Wastewater Treatment Plant Salary Steps Pyramid), flyers, and postcards.

Other documents prepared by the Public Affairs Division included the Citizens Water Academy flyer; How to Run for DSRSD Board of Directors (working with the Executive Services Division) flyer; colorized materials for 3rd graders' *Water Hero* packets and created a new quiz; created *Grow Your Garden* flyer for Water-Wise Gardening Workshop; created two single-sheet versions of the *Strategic*

Plan. Staff edited two annual *Pollution Prevention Reports* (working with Clean Waters staff, FY 2017 and FY 2018). Public Affairs staff also assisted the Financial Services Division in producing the *Two-Year Budget*; shooting photos of all the divisions, providing other photos used throughout the document; and testing software to get the cleanest resolution.

Staff created 12 messages on the bottom of the bills (working with Utility Billing and Customer Services Division, July 1, 2017 through February 15, 2018).

Staff worked with the Plant Operations Division, creating and distributing four postcards: *\$6.7M Sewer Rehab on Village Parkway this Summer*; *Sewer Rate Increase*; *Short Term Stinky, Long-Term Improvement* notice of air filter pipe repair at the Regional Water Treatment Facility. In addition, staff worked with the Utility Billing and Customer Services Division and designed a postcard, *Alert, Your Account Shows Abnormally High Water Use*, which AquaHawk sent out to promote its free service.

Staff produced eight, two-sided bill inserts (a different message on each side of 1/3 of sheet inserted with our customers' bills):

Jul/Aug 2018	Budget in Brief and AquaHawk, consumption tracking theme is a new feature
Sep/Oct 2018	Drug take back and sewer lateral responsibility
Nov/Dec 2018	Fats, oils and grease and BACCWE and BAYWORK promoting water industry careers
Jan/Feb 2018	Citizens Water Academy and No drugs down the drain
Mar/Apr 2018	Conserve water by adjusting your sprinklers and Dublin's free drug drop
May/Jun 2018	Annual water quality report and Use a broom instead of a hose to conserve water
Mar/Apr 2019	Conserve water by adjusting your sprinklers and Dublin's free drug drop
May/Jun 2019	Annual water quality report and No wipes in pipes

Staff created a cover for Engineering's *Standard Procedures, Specifications and Drawings* binder.

Staff created a t-shirt design for the District's *Confined Space Rescue Team*.

## **COMMUNITY RELATIONS**

Good community relations includes a commitment to be a good neighbor, responsive to the concerns and welfare of those who we share the land. It means being forthright and open in all of the District's dealings with the community. It means seeking feedback and encouraging two-way communication with the community at large. And it means communicating decisions that impact the community in a timely and accurate manner. When the District implements good community relations, it attracts and retains top employees, positions the District positively among customers, and improves the DSRSD brand.

Staff responded to 75 community inquiries. These are unusual inquiries beyond the hundreds of billing inquiries which the Utility Billing and Customer Services Division handles and include the following issues: a parent asking about the *Excellence in Water Research* awards at the county science fairs; a customer critical of the District's partnership with *Home Emergency Insurance Solutions* (insurance for sewer and water laterals); gentleman asking when the Residential Recycled Water program will start up again; a complaint about DSRSD's hard water; and a student seeking someone to interview about his/her career.

Staff assisted the Executive Services Division in implementing the California Voting Rights Act: secured four venues for the public meetings geographically spaced about DSRSD's service area; created the postcard "You Count, Here's Your Chance to Have a Say," informing customers that the District was transitioning from at-large to area-based elections; created 13 social media posts, including two surveys wherein customers selected their favorite area-based map (Scarlet Map); created a webpage updated after every public meeting; created poster-size maps of the potential divisions; and drafted one news release to the community and two *DSRSDtoday* emails to the District's influential public.

Staff partnered with Zone 7 Water Agency to host a Water-Wise Gardening Workshop at the Dublin Public Library. Fifty-one people attended and learned about sheet mulching and transitioning their lawns to attractive, sustainable, native plantings.

Staff promoted “Tri-Valley Water 101” presentation to local community groups.

Staff worked with the Engineering Department and partnered with Central San’s communications team and co-hosted the DERWA Pump Station Supplemental Supply neighborhood meeting in San Ramon. This partnership with Central San allows DSRSD to divert wastewater from Central San to DSRSD during long, hot, summer days so DSRSD can make more recycled water for irrigation in San Ramon. Staff created maps and diagrams for five posters – one for each information station. Public Affairs staff provided subject-matter experts for Q&A at three of the five stations. Fifteen people attended and learned about where the diversion would occur, how long the construction would last (very short), and when it might happen, among other things.

Public Affairs staff worked with Plant Operations staff to provide quarterly public tours of the wastewater treatment plant (WWTP) and the Regional Wastewater Treatment Facility (RWTF):

<b>TOURS FY2018 &amp; FY2019 (07/01/17 – 06/30/19)</b>				
<b>Date</b>	<b>Type</b>	<b>Name of Group</b>	<b>Number of Attendees</b>	
			<b>Students</b>	<b>Adults</b>
07/12/2017	WWTP & RWTF	Quarterly Tour	0	9
<b>No Tours Due to RWTF &amp; WWTP Construction 08/2017 – 09/2018</b>				
10/17/2018	WWTP & RWTF	Quarterly WWTP Tour	0	11
01/9/2019	WWTP & RWTF	Quarterly WWTP Tour	0	22
02/6/2019	WWTP	Amador Valley High School	10	3
04/10/2019	WWTP & RWTF	Quarterly WWTP Tour	0	12
04/12/2019	WWTP & RWTF	Dublin High School Engineering Academy	40	4
05/3/2019	WWTP & RWTF	Camp Parks Military Guys	0	3
05/15/2019	WWTP & RWTF	Valley Christian School	33	8
		<b>TOTALS:</b>	<b>83</b>	<b>72</b>

Staff worked with the Engineering Department and issued construction notifications to residents and businesses via social media and referred them to more detailed information on DSRSD’s website regarding the following: spot sewer repairs; water pipe flushing; foul airline rehabilitation (postcard); fourth digester; expansion of the water recycling plant; and beginning of construction on the primary treatment process.

Staff publicized the City of Dublin’s drug collection event to our customers during Dublin Pride Week, highlighted the Field Operations Division during Public Works Week, and promoted the Water-Wise Gardening Workshop that DSRSD co-sponsored with Zone 7 Water Agency.

In FY 2018, Public Affairs staff sent out nine *DSRSDtoday* emails to the District's influential public:

<b>Date</b>	<b>DSRSDtoday eMail Subject Line</b>	<b>Text Title</b>
8/23/2017	DSRSD Opposes Water Tax Bill	SB623 Would Establish CA's First Water Tax
10/10/2017	Clean Water is Not an Accident	Water Professionals Appreciation Week
11/9/2017	Ozonation to Improve Water Quality	Board Affirms Support for Zone 7 Ozonation Project
11/27/2017	DSRSD Receives Clean Audit from Maze & Associates	"Highest Level of Assurance an Auditor Can Give"
12/4/2017	DSRSD Uses Reserve Funds for Wastewater Operations	Fund Transfer Keeps Working Capital on Target
12/6/2017	DSRSD Achieves AA+ Rating from S&P	Credit Rating Bumps Up Two Notches
12/28/2018	DSRSD Refunds Debt, Saves \$9.8 Million	Refinancing Lowers Interest Rates for 24 Years
1/8/2018	DSRSD Offers Citizens Water Academy	DSRSD Offers Citizens Water Academy
6/13/2018	Technical Study Says Potable Reuse Feasible in Tri-Valley	Potable Reuse Would Improve Water Supply Reliability

In FY 2019, staff sent out 11 *DSRSDtoday* emails to the District's influential public:

<b>Date</b>	<b>eMail Subject Line</b>	<b>Text Title</b>
7/16/2018	Candidate Filing Period Opens Today for DSRSD Directors	Candidate Filing Period Opens Today for DSRSD Directors
7/19/2018	Director Howard Retiring from Board	Voters Will Elect Two Directors in November
8/10/2018	DSRSD Candidate Filing Period Extended	Candidates for Board, 5 More Days to File
8/22/2018	Oppose Water Tax, Senate Bill 845	Please Call Your Legislators Today
9/5/2018	DSRSD Board Supports Proposition 3 Water Bond	\$8.9 Billion for CA Water Infrastructure
9/6/2018	Third Attempt at Water Tax Dies	Other Funds Available for Disadvantaged Communities
11/8/2018	Two Women Elected to DSRSD Board	An Incumbent and a First Timer
12/13/2018	San Ramon Pump Station Neighbors Learn About Wastewater Diversion Project	Central San Wastewater Could Become Irrigation Water for San Ramon
2/14/2019	DSRSD Transitioning from At-Large to Area-Based Elections	You Can Help Draw the Boundaries
3/4/2019	There's Still Time to Let Us Know What You Think	Now's the Time to Draw Election Boundaries
6/19/2019	Primary Treatment Process to be Expanded, Improved	\$19 Million Construction Project

### **SPECIAL PROJECTS**

Public Affairs staff worked with the senior management team and developed the Citizens Water Academy (participants met one evening each month for three months and listened to brief lectures, toured the WWTP, RWTF, a pump station, and a reservoir). The academy educated customers about the District and water issues and the need to support infrastructure and supply diversity and encouraged them to consider

running for the DSRSD Board of Directors and to sign up to receive email alerts regarding legislative and regulatory issues.

Staff worked with the General Manager and developed a one-night Candidate Briefing for individuals considering running for the DSRSD Board of Directors, providing them with an overview of the District and a brief description of the commitment to serve on the Board, and answering their questions.

Staff worked with the Executive Services Division to create DSRSD's 65th Anniversary celebration, *65 Reasons to Celebrate*; light breakfast for employees; prior to Board meeting, reception of light snacks, cake and punch for retirees, employees, and invited guests.

Staff worked with Engineering staff and celebrated construction completion of water recycling plant with tours of the expansion, brief speeches by DERWA Chair and DSRSD Director Pat Howard and Associate Engineer Robyn Mutobe (project manager), and purple and white personalized M & Ms. Seventy people attended.

Staff surveyed customers regarding best way to communicate with them in an emergency: text.

Staff celebrated National Public Works Week by profiling three Field Operations Division employees on the website, social media and internal communications.

Staff celebrated the first Water Professionals Appreciation Week with the following activities:

- Toured elected officials through the District's water/wastewater system: Senator Steve Glazer's Field Representative Shareen Ram, Congressman Eric Swalwell's Staff Assistant Allison Wong, Supervisor Scott Haggerty's Assistant Erica Trask, Zone 7 Water Agency Board President John Greci, and City of Pleasanton Director of Operations Kathleen Yurchak.
- Assemblywoman Catharine Baker and her assistant Leticia Garcia arrived after the tour, but sat and talked with senior staff for an hour about key legislative issues of concern and interest to the District.
- Sent out a news release recognizing the "People Behind the Pipes" who work 24/7 providing water, wastewater, and recycled water services to the community. This resulted in two news articles.
- Posted information on the website: a home page banner and details about the District's careers on the "Working Here" page.
- Sent out eight tweets about DSRSD careers.

Staff recognized *Imagine a Day Without Water* by posting on Facebook.

Staff worked with Engineering staff and dedicated the dredge as the *USS Howard* to honor retired Director Pat Howard; drafted a proclamation; photographed and videotaped Director Howard christening the dredge with a bottle of champagne; and posted the event on social media.

Staff worked with the Engineering Department and the Information Technology Services Division to upgrade Boardroom lighting, sound system and video recording so Board meetings can be streamed live and recorded and posted on-line for customers to view at their convenience. After the District Office was flooded, these upgrades were included in the District Office renovation efforts.

Staff researched and procured portable sound and microphone system for use at travelling Board meetings (due to the District Office flood) and special events; wrote a Standard Operating Procedure and drew diagram of set-up of the portable sound system.

Staff provided art direction of drone photography and videography for use in social media, recruiting, publications, and presentations (facilities, construction and repairs).

## **LEGISLATIVE AND REGULATORY RELATIONS**

As a government entity, it is critical for DSRSD to participate in regional, state, and federal legislative and regulatory issues that might impact the District. DSRSD staff relies heavily on ACWA, CASA, Consumer Product Safety Commission, California Special Districts Association, and WateReuse for legislative and regulatory updates. During fiscal years 2018 and 2019, DSRSD monitored 33 legislative and regulatory issues: opposing the water tax, helping “Make water conservation a California way of life,” and working to establish label requirements and performance standards for wet wipes, among other issues. Of the 33 issues staff tracked, the District sent more than 250 letters to elected officials, regulators, and their staff.

Public Affairs staff began building a database of customers inclined to engage on legislative and regulatory issues on the District’s behalf. Currently, there are 15 individuals in this database. Our first use of this new database was when staff sent an email alert asking folks to engage regarding the state’s proposed water tax. Of the 11 Citizens Water Academy graduates who signed up to receive legislative/regulatory email alerts, two told the District they followed up and contacted their elected officials at the state level.

## **INDUSTRY ASSOCIATIONS AND PARTNERSHIPS**

Networking with other agencies in the water, wastewater, and recycled water industry generates ideas for new, innovative programs, shares materials of successful communication campaigns (e.g., wipes clog pipes), and helps agencies communicate consistently with the public (e.g., polyfluroalkyl (PFAS) chemicals, Public Safety Power Shutoffs, water tax).

During fiscal years 2018 through 2019, Community Affairs Supervisor Sue Stephenson chaired six ACWA Communication Committee meetings, participated in 12 ACWA Board meetings and four ACWA Board workshops, and attended four ACWA conferences.

Staff participated in one CASA Communications Committee meeting and attended one CASA conference.

Staff participated in two WateReuse Communications Committee meetings and attended one conference.

Staff participated in two CPSC conference calls and attended three Dublin Chamber of Commerce meetings, all the Tri-Valley Water Liaison Committee meetings, Water Outreach Workgroup meetings, and Tri-Valley Elected Women’s monthly luncheons.

## **EMPLOYEE COMMUNICATIONS**

To achieve District goals, it is imperative to inform and engage employees through regular and effective communications that are relevant, timely, and authentic. DSRSD ensures its employees are kept up to date with key information about the District, key projects and training by posting information on the intranet and internet, communicating via email and via face-to-face meetings. DSRSD management is responsible for ensuring that each employee fully understands the role he/she play within his/her team and how it contributes to the achievement of the District’s overall goals and objectives.

Public Affairs staff posts news releases, *DSRSDtoday* emails, employee profiles, and other news and information about the District on the website. Public Affairs staff also posts legislative and regulatory letters on the intranet for all employees to view.

Staff hosted a retiree brunch, briefing, and tour, to keep 16 retirees informed regarding DSRSD achievements and legislative and regulatory issues impacting the District.

Staff worked with Human Resources Division and designed and updated the 2019 Employee Benefits Booklet (annually).

### **EDUCATION PROGRAM**

It is a best management practice for water agencies to educate the next generation regarding how to use water wisely, keep it clean and value recycling it.

Each year, staff distributes 1,600 activity booklets and pencils to 2nd graders about water conservation, 2,850 activity booklets and pencils to 5th graders about the value of recycled water. Staff also upgraded the Water Hero packet (regarding water conservation) with color and an additional quiz and sent 729 packets and pencils to 3rd graders.

Staff managed the 11 water/wastewater agencies *Excellence in Water Research* awards at the Contra Costa County Science and Engineering Fair.

Staff promoted the ACWA, CASA, and CSDA scholarships to DSRSD customers.

Staff promoted BACWWE through letters to career counselors and created pop-up banners for college/high school career fairs.

### **History of Public Affairs Awards (2000–2016)**

#### **2016**

- **2016 Hermes Creative Award**, for direct mail advertising, AquaHawk postcard

#### **2015**

- ACWA – **Huell Howser Best in Blue Award**, for DSRSD’s innovative water conservation outreach program that influenced customers to reduce water use by 24%.

#### **2009**

- CAPIO – **First Place, Award of Excellence**, “Newsline Autumn 2009: District Finances in Brief, Fiscal Year 2010”

#### **2007**

- CAPIO – **Bronze Award**, for “Pipeline”
- Mercury Excellence Awards – **Bronze Award**, for “Operating Budget in Brief”

#### **2005**

- Graphic Design USA Magazine – **American Inhouse Design Awards**, for “Comprehensive Annual Financial Report,” “Newsline,” and Poster Series
- CAPIO – **Award of Excellence**, for “Newsline” (customer newsletter)
- CAPIO – **Award of Distinction**, for “Pipeline” (employee newsletter)
- The Communicator Awards – **Award of Distinction**, “Comprehensive Annual Financial Report”
- The Communicator Awards – **Honorable Mention**, for “Newsline 2004: Fall/Winter”

#### **2004**

- Communicator International Awards – **Print Media, Award of Distinction**, for outstanding work in the production of “The First Fifty Years: 1953 – 2003”
- Alameda County Fair – **Second Place** for promoting natural resources and conservation sciences, for invited exhibit
- MarCom Creative Awards – **Gold Finalist**, for honoring excellence in marketing and communication in “Pipeline Today: Because of You and Me”

#### **2005, 2003, 2002, 2001 and 2000**

- Alameda County Fair exhibits on water – **First Place**, for exhibits

**Priority Outcomes**

- Secure support for important policy decisions, investments, and rate actions by creating compelling, high-quality investment proposals and agenda items to the Board
- Facilitate a balanced and productive policy-making dialogue
- Develop trust and support (a strong brand) with customers and community leaders
- Be the trusted source of information in the community on issues pertaining to water, wastewater, and recycled water

**Media Relations**

- Maintain strong relationships with members of the media
- Respond to media inquiries within one to six hours
- Produce news releases that are truly newsworthy

**Transparency**

- Make it easy for people to access critical information 24/7/365 by creating content for and maintaining the District's website, [www.dsrds.com](http://www.dsrds.com)
- Maintain transparency certificate

**Customer Service**

- Make it easy for customers to be substantively informed about important service issues
- Respond to customer inquiries within one to five days

**Legislative and Regulatory Relations**

- Develop strong relationships with industry peers and the regulatory community
- Develop and keep current a formal legislative platform

**Industry Associations and Partnerships**

- Coordinate with local water agencies on supply reliability and strategic communications
- Participate in statewide associations' communication efforts



## **Business Values** (Desired Brand Categorizations)

- Plan well
- Invest appropriately
- Provide reliable, high-quality water service
- Protect public and environmental health
- Provide exceptional customer service
- Constantly increase efficiency
- Manage finances soundly
- Maintain a highly effective workforce
- Comply with all legal and regulatory requirements
- Be open and transparent
- Manage District assets to achieve maximum value with minimum disruption of service

## **Sound Planning**

- Planning, activities, and proposed investment based on clearly defined organizational standards
- Anticipate future legal requirements/regulations
- Collaborate and cooperate with regional neighbor utilities on supply reliability and efficiency
- Participate in industry associations
- Proactive and transparent legislative agenda
- Maintain cooperative and collaborative relationships with regulators
- Produce strategic plan and update every year
- Plan for the long-term (10-year horizon on rate and fee studies - update at least every five years)
- Create biannual budgets – Operating and Capital Improvement Program (CIP)
- Update 10-year CIP Plan biannually
- Develop master plans – collection system, water, and treatment– with five-year cycles
- Annually review/update 25% of Board policies

## **Appropriate Investment**

- Investment/rates based on full cost of service and clearly defined standards
- Long-term view that appropriately funds capital improvement programs
- Adhere to DSRSD mission and Board objectives when making funding and strategic decisions
- Make compelling cases for capital investments and needed rate increases
- Build a strong brand, maintaining support and trust from policy makers and the community
- Build strong relationships with community leaders and the influential public
- Encourage meaningful public participation in the decision-making process

## **Reliable, High-Quality Water Service**

### **Water Supply**

- Provide a reliable water supply – extremely low risk of a sustained water shortage – for existing and future customers
- Maintain public confidence in supply reliability
- Provide a water supply resilient to climate change and Delta uncertainty
- Develop and maintain a diverse water portfolio
- Comply with state water-use efficiency mandates and local water-use efficiency goals
- Be a leader in ensuring regional supply reliability
- Advocate for regional reliability with Zone 7 Water Agency
- Implement recycled water to cost effectively address supply reliability and conservation goals
- Reduce demand for imported water
- Promote regional use of recycled water

### **Water Quality**

- Comply with the Safe Drinking Water Act
- Provide water quality satisfying to customers
- Provide uniform water quality
- Comply with recycled water quality regulations

### **Water Service Reliability**

- Provide safe, secure, and reliable service during normal and emergency conditions
- Deliver potable water via redundant systems
- Water system sized to meet fire demand
- Consider recycled water an uninterruptible supply
- Maintain a systematic asset management system
- Water and wastewater system maintenance program optimizes system reliability and costs
- Data-driven maintenance decision-making – asset type, life data, inspection results, etc.
- Promote the use of recycled water among existing and new customers

## **Public and Environmental Health**

- Comply with the Clean Water Act
- Provide adequate collection, treatment, and disposal capacity for existing, future customers
- Operate and maintain facilities to minimize impacts on the environment
- Maintain public and environmental health during earthquakes, storms, and power losses
- Minimize personal care products and emerging contaminants in source waters

- Maintain wet-weather capacity in compliance with regulatory requirements
- Plan and prepare for emergencies
- Minimize impacts to surrounding community related to odor, noise, lighting, and aesthetics
- Meet the odor needs of Wastewater Treatment Plant (WWTP) neighbors
- Assess odor conditions every three years
- Meet annually with WWTP neighbors
- Ensure that in-community assets blend in with the surroundings, or are invisible
- Manage biosolids to cost-effectively minimize risks to the public and the environment
- Comply with current, emerging regulations
- Listen to and consider community inputs regarding environmental concerns

## **Exceptional Customer Service**

- Make it easy for customers to pay a bill or get a problem solved
- Every customer service experience is a positive branding moment
- 24/7 customer support
- Phone call on-hold time minimized
- No busy signals on phone at any time
- Resolve customer problems on the first call
- Generationally sensitive service – automated and human interaction options for service
- Accurate bills and water use data
- Service order response – 90% by date
- Timely billing – 90% by deadline
- Remittance posted within 24 hours
- Collections – 90% by 120 days
- Satisfied customers, based on survey

## **Efficient**

- Culture of continuously improving efficiency
- Efficiency efforts reduce the cost to provide the current service level or standard
- Ensure that important documents are easily accessible for all business functions
- Comply with Records Retention Schedule policy
- Use 100% of digester gas to generate electricity
- Pursue alternative biosolids solutions

## **Sound Financial Management**

- Fair and equitable rates based on cost of service

- Finances resilient to economic downturns, changes in water demand, and natural disasters
- Maintain long-term financial and rate stability
- Ensure timely and reasonable access to credit
- Maintain AA credit rating
- Operating working capital – four months minimum based on operating budget
- CIP replacement working capital – Minimum two years of debt service and capital spending
- CIP expansion working capital – Minimum two years of debt service and capital spending
- Rate stabilization fund – four months of operating expenses based on budget
- Rates cover 120% of the water debt payment
- Rates cover 110% of the sewer debt payment
- Secure and grow alternative revenue sources
- Secure outside funding for recycled water projects

## **Legal and Regulatory Compliance**

- Efficiently and effectively meet all legal, contractual, and ethical obligations
- Safe Drinking Water Act
- Clean Water Act
- Brown Act
- Biannually review/update Conflict of Interest code
- Meet internal safety standards

## **Highly Effective Workforce**

- Appropriately trained and diverse
- Competitive compensation and benefits
- Provide for professional growth and development
- Provide a safe, collegial, non-hostile workplace
- Establish a welcoming and inclusive culture
- Encourage collaboration
- Plan for and execute succession, minimizing vacant position times
- Maintain positive employer-employee relations
- Communicate meaningfully with employees
- Promote careers in the water and wastewater fields

## **Transparency**

- Maintain transparency certification
- Make it easy to understand DSRSD roles, value, standards, proposed investments, and decisions
- Communicate public events and decision processes to the public using multiple channels

- Identify and emphasize motivations and organizational standards in communications
- Identify, maintain, and highlight key messages related to long-term planning, water reliability, efficiency, and water quality/public health
- Host public open houses for all critical issues (e.g., rates, major investments)
- Leverage community events where possible to provide information to the general public
- Maintain long-term relationships with the media
- Respond appropriately to negative publicity