

AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, October 20, 2020

PLACE: Teleconference

Pursuant to Governor Newsom’s Executive Orders N-25-20, N-29-20, and N-33-20, and local county health orders issued to address the COVID-19 pandemic, the Board meeting will be held via Teams Teleconference.

The District Boardroom will be closed to the public.

The public may observe and comment by electronic means as described on Page 3.

See Page 3 of the Agenda Packet for Teams Teleconference Access Information

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, Howard, Johnson, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
 - New Employee Introductions
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)

At this time those on the teleconference call 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. The President of the Board will recognize each speaker, at which time the speaker should introduce him/herself, and then proceed with his/her comment. Written comments of five minutes or less and received by 5 p.m. on the day of the meeting will be read into the meeting record.
6. REPORTS
 - 6.A. Reports by Staff
 - Event Calendar
 - Correspondence to and from the Board
 - 6.B. Joint Powers Authority and Committee Reports
 - 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 6, 2020
Recommended Action: Approve by Motion
- 7.B. Accept Regular and Recurring Report: Warrant List
Recommended Action: Accept by Motion
- 7.C. Authorize Execution of Settlement Agreement and Release with Pacific Gas and Electric Company for the DERWA (Dublin San Ramon Services District – East Bay Municipal Utility District Recycled Water Agency) Supplemental Supply Project (CIP No. 16-R018)
Recommended Action: Authorize by Motion
- 7.D. Authorize the General Manager to Approve a Purchase Order for Pipes and Fittings Repair Parts Supply and Delivery
Recommended Action: Authorize by Motion

8. BOARD BUSINESS

- 8.A. Approve Continuation of District's State of Emergency in Response to COVID-19 Pandemic by General Manager and Find that the Need for the District's State of Emergency Still Exists
Recommended Action: Approve by Motion
- 8.B. First Reading: Introduction of Ordinance Revising District Code Chapter 7.40 Acquisition of Real Property, Supplies, and Equipment
Recommended Action: Introduce Ordinance and Waive Reading by Motion

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

The Board will convene its closed session on a separate teleconference line and return to the open teleconference call for Item 11 when the closed session is completed.

- 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 during business hours 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.

Teams Teleconference Access Information

Dublin San Ramon Services District Regular Board Meeting Tuesday, October 20, 2020

If the public wishes to provide comments during Agenda Item 5 – Public Comment, or on any of the agenda items, please join the meeting using the teleconference instructions below, or email written comments to the Board of Directors at board@dsrsd.com by 5 p.m. Tuesday, October 20, 2020. Written comments, of five minutes or less, will be read into the meeting record during the public comment portion of the agenda or during discussion of the subject of the comment.

To Join by Computer or Device:

1. Click [Join Meeting](#).
2. Select how you want to join the Teams meeting.
3. Click “**Join now**.” You can personalize your video and audio preferences before or after joining.
4. Public participants would wait for the meeting host to admit you.
5. You must unmute yourself when you wish to speak by clicking the microphone icon, which is also used to mute yourself when you finish speaking.

To Join by Phone Only:

1. Dial **(831) 256-7773** USA Toll from any telephone.
2. Enter Conference ID **652 683 893#** when prompted. DO NOT PRESS *.
3. Wait for the meeting host to admit you. If you are unsuccessful in joining, hang up and dial in again.
4. You must unmute yourself when you wish to speak by pressing *6, which is also used to mute yourself when you finish speaking.

Video Teleconference Meeting Instructions and Information:

- Stay muted unless speaking.
- Listen for prompts to know when public comments are solicited.
- You must unmute yourself when you wish to speak during Public Comment or during discussion of a particular agenda item. The meeting host can mute but cannot unmute participants.
- Announce yourself and speak slowly and clearly when commenting.
- Call (925) 875-2224 if you experience any technical difficulties.

Boardmembers and staff will be attending the meeting via teleconference. The Board will convene any Closed Sessions on a separate teleconference line and return to the open teleconference meeting for the next agenda item when the Closed Session is completed. The open teleconference meeting will be muted during this time and will resume for the Closed Session report and meeting adjournment.

The Boardroom is closed to the public.

All votes during the meeting will be taken by roll call vote.

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

October 6, 2020

Pursuant to Governor Newsom’s Executive Orders N-25-20, N-29-20, and N-33-20, and local county health orders issued to address the COVID-19 pandemic, this Board meeting was held via Teams teleconference. The District Boardroom is closed to the public; however, the public may observe and comment by calling in to the teleconference meeting per the instructions provided on page 3 of the agenda. As required by the Brown Act, all votes were taken by roll call vote due to the attending Directors participating via teleconference.

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Edward R. Duarte, Vice President Ann Marie Johnson, Director Richard M. Halket, Director Georgean M. Vonheeder-Leopold, and Director Dwight L. (Pat) Howard.

District staff present: Dan McIntyre, General Manager; Jan Lee, Assistant General Manager; Carol Atwood, Administrative Services Manager/Treasurer; Judy Zavadil, Engineering Services Manager/District Engineer; Jeff Carson, Operations Manager; Douglas E. Coty, General Counsel; and Vivian Chiu, Administrative Analyst I.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES – General Manager McIntyre shared a short video of an aerial footage of the Regional Wastewater Treatment Facility and employee testimonials. He noted the video was shown at the Citizens Water Academy and will be used as promotional material for recruitments.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:04 p.m. No public comment was received.

6. REPORTS

6.A. Reports by Staff

- Event Calendar – General Manager McIntyre requested the District’s two primary LAVWMA representatives have one or two meetings with senior staff on an ad hoc basis to discuss EBDA (East Bay Dischargers Authority) negotiations and other LAVWMA-DSRSD operational issues. He suggested scheduling a preliminary meeting immediately before or after the next regular Board meeting. President Duarte and Vice President Johnson confirmed their availability.
- 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.
Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

7.A. Approve Regular Meeting Minutes of September 15, 2020 – Approved

7.B. Approve and Authorize the General Manager to Execute the License and Services Agreement with Tyler Technologies, Inc. for the Enterprise Resource Planning System Conversion Project (CIP 20-A002) – Approved – Resolution No. 55-20

7.C. Approve Amendment to the Capital Improvement Program Ten-Year Plan for Fiscal Years 2020 through 2029 and Two-Year Budget for Fiscal Years 2020 and 2021 to Increase the Street Overlay Modification Program (CIP 00-A003) Budget and Add the Dublin Manhole and Water Valve Adjustments FYE 2021 Project (CIP 21-A005) and the San Ramon Manhole and Water Valve Adjustments FYE 2021 Project (CIP 21-A006); and Approve an Increase to the Local Wastewater Replacement (Fund 210) Fund Limit for Fiscal Year Ending 2021 – Approved – Resolution No. 56-20

8. BOARD BUSINESS

8.A. Approve Continuation of District's State of Emergency in Response to COVID-19 Pandemic by General Manager and Find that the Need for the District's State of Emergency Still Exists

Assistant General Manager Lee reviewed the item for the Board. She reported both Alameda and Contra County Counties have moved from Tier 1 (purple tier) to Tier 2 (red tier) under the state's system for reopening the economy. Tier 2 represents substantial transmission. Both counties are showing a decline in positivity rates and number of new cases. None of the recent changes at the state or county level have affected the District's COVID-19 operations.

Ms. Lee also reported that the two new modular trailers for the wastewater treatment plant, the purchase of which was approved by Board on September 1 to help with social distancing, have arrived and should be operational in the next two weeks.

The Board and staff discussed impacts on the District if there is a regression from the red to the purple tier and planned completion of the two trailers. Assistant General Manager Lee explained Alameda County has the option to be more restrictive than the state. Because Alameda County has not opened all the activities allowed in the red tier, moving back to the purple tier would have no effect on the District's operations. She noted Alameda County has indicated that its top priority is reopening schools for in-person learning and thereby has delayed the reopening of other sectors. Operations Manager Carson gave a brief progress report on the two trailers and confirmed one will be fully operational by the end of this week and the second one in two weeks.

Director Halket MOVED to Approve Continuation of District's State of Emergency in Response to COVID-19 Pandemic by General Manager and Find that the Need for the

District's State of Emergency Still Exists. Vice President Johnson SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

9. BOARDMEMBER ITEMS

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

Director Vonheeder-Leopold submitted written reports to Administrative Analyst I Chiu. She reported that she attended the California Association of Sanitation Agencies (CASA) Strategic Planning teleconference meeting on Monday, September 21 and Tuesday, September 22, which included a CASA Board of Directors meeting on September 22; and the virtual State of the City Address by Dublin Mayor Haubert on Thursday, September 24. She summarized the activities and discussions at the meetings.

President Duarte submitted a written report to Administrative Analyst I Chiu. He reported that he attended the California Special Districts Association Contra Costa Chapter teleconference meeting on Monday, September 21. He summarized the activities and discussions at the meeting.

- Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

Vice President Johnson inquired about an item regarding the filling of the open DSRSD Board of Director's Division 5 seat. General Manager McIntyre commented an agenda item is scheduled for after the November election.

10. CLOSED SESSION

At 6:20 p.m. the Board went into Closed Session.

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

11. REPORT FROM CLOSED SESSION

At 7:50 p.m. the Board came out of Closed Session. President Duarte announced that there was no reportable action.

12. ADJOURNMENT

President Duarte adjourned the meeting at 7:50 p.m.

Submitted by,

Vivian Chiu, MMC
Administrative Analyst I

FOR: Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



TITLE: Accept Regular and Recurring Report: Warrant List

RECOMMENDATION:

Staff recommends the Board of Directors accept, by Motion, the regular and recurring report: Warrant List.

SUMMARY:

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

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

Ref A: Warrant List

For the period of 9/4/2020 to 10/7/2020, 230 accounts payable checks were issued totaling \$5,357,959.48. Notable large payments this period include \$1.53 million Zone 7 treated water service, \$643,000 remittance of Zone 7 water connection fees, and \$699,000 progress payment for the Primary Sedimentation Expansion/Improvements Project (CIP 17-P004).

Originating Department: Administrative Services	Contact: H. Chen	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: \$0	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Summary of Regular and Recurring Reports	
		7 of 56

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 2020	Yes	November 2020
B	Treasurer's Report	Quarterly	CA Government Code 53646	July 2020		October 2020
C	Quarterly Financial Reports ¹	Quarterly	Board Direction	May 2020		November 2020
D	Outstanding Receivables Report	Annually – Fiscal Year	District Code 1.50.050	August 2020		August 2021
E	Employee and Director Reimbursements greater than \$100 ²	Annually – Fiscal Year	CA Government Code 53065.5	August 2020		August 2021
F	Utility Billing Adjustments ³	Annually – Fiscal Year	Utility Billing Adjustment Policy	Total FYE20 credits below \$25,000		August 2021
G	Annual Rate Stabilization Fund Transfer Calculation	Annually – After Audit	Financial Reserves Policy	December 2019		November 2020
H	"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
I	Capital Outlay Budget Adjustments			June 2020		
J	Capital Project Budget Adjustments			April 2019		
K	Unexpected Asset Replacements			June 2019		

For the fiscal year ending 2021, the totals for these reports are as follows:

Category	YTD	This Meeting	Total
Capital Outlay Budget Adjustments	\$503,500	\$0	\$503,500
Capital Project Budget Adjustments	\$0	\$0	\$0
Unexpected Asset Replacements	\$23,000	\$0	\$23,000

¹ Financial reporting changed from monthly to quarterly reporting.

² Reimbursements also reported monthly in the Warrant List (Item A).

³ Per Utility Billing Adjustments policy, a report will be presented to the Board if total credits in any fiscal year exceed \$25,000.

apCkHistDesc

Check History Description Listing

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Printed on: 10/04/2020 7:15PM

Dublin San Ramon Services District

From: 9/4/2020

To: 10/7/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
09/10/2020	105347	03460 ACCO ENGINEERED SYSTEMS II	COVID-19: HVAC FILTERS	2,141.00	2,141.00
09/10/2020	105348	00008 ACME FIRE EXTINGUISHER	FY20 FOD VEHICLES FIRE EXTINGUISHER ANNU	447.00	
			FY20 FOD FIELD SITES ANNUAL RECHARGE 1 O	416.00	
			FY20 FOF FIELD SITES/BLDG FIRE EXT. ANNU	266.50	
			FY20 FOF BLDG FIRE EXTINGUISHER RECHARGE	239.00	
			FY20 LAVWMA FIRE EXTINGUISHER ANNUAL REC	169.50	1,538.00
09/10/2020	105349	01013 BARRETT BUSINESS SERVICES	P. MULLEN: WE 08/16/20	1,878.19	
			L. OLIVIERI: WE 08/16/20	1,357.20	
			A. WATSON WEEK ENDING 8/16/20, 40 HRS	1,330.00	
			C. NUNEZ WEEK ENDING 8/16/20, 40 HRS	1,330.00	
			K. YAN W/E 8/16/20	1,097.25	
			O. WARNER W/E 8/16/20	1,097.25	
			C. FANTIN W/E 8/16/20	1,097.25	
			J. BEGLEY W/E 8/16/20	1,097.25	
			E. VILLAMOR W/E 8/16/20	1,084.78	
			B. YENOKIDA: W/E 08/16/20	978.88	
			S. MONTAGUE: W/E 08/16/20	819.00	
			A. GEHMLICH: WE 08/16/20	486.40	13,653.45
09/10/2020	105350	00937 GRAINGER, INC.	DERWA: MINI BALL VALVE & SEALANT TAPE FO	30.07	30.07
09/10/2020	105351	04424 GRAYBAR ELECTRIC COMPANY	DIN RAIL MOUNT RECEPTACLES FOR CONTROL P	104.03	104.03
09/10/2020	105352	00386 HDR ENGINEERING INC.	20-W015 T.O. 1 7/27/20 TO 8/1/20	1,553.26	1,553.26
09/10/2020	105353	03853 ICMA	ICMA 457 DEFERRED COMPENSATION: PAYMENT	48,330.11	48,330.11
09/10/2020	105354	07702 DAN PETTINICHIO	PETTINICHIO REIMBURSEMENT MITCH'S CERTIF	719.48	719.48
09/10/2020	105355	02470 SHRED-IT USA LLC	SHREDDING SERVICE - SVC DATE 7/8/20	130.42	130.42
09/10/2020	105356	00957 WEST YOST & ASSOCIATES	17-P004 T.O. 3 7/1/20 TO 8/7/20	11,577.50	11,577.50

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
09/10/2020	105357	00957 WEST YOST & ASSOCIATES	16-R018 T.O. OC-13 7/1/20 - 8/7/20	3,212.00	
			07-3203 T.O. OC-18 7/1/20 TO 8/7/20	775.00	3,987.00
09/10/2020	105358	03536 U S BANK/ CORP PMT SYSTEMS	SHEET ROCK TOOL	3,340.31	
			REPLACEMENT VFD FOR PSR300B	2,915.66	
			DELIVERY OF FURNITURE FOR TELECOMMUNTES	2,500.00	
			QTY (10) DELL P2419H MONITORS FOR IT STO	2,084.67	
			GERM GUARDIAN HEPA FILTER AIR PURIFIER W	990.32	
			RON FRIETAS AND JASON MILLER: COMPREHENS	850.00	
			TOOLS FOR KEVIN CURTIS	808.16	
			WINDOWS FOR DOORS WWTP & FOD	679.87	
			SUPPLIES/TOOLS FOR TRUCK 112	674.26	
			SMART CARD READER	655.40	
			TOOL	595.39	
			TOTES KITS FOR VEHICLES	557.40	
			K AVALOS GR3 CERTIFICATION REVIEW	550.00	
			ONLINE JOB POSTING FOR INFORMATION SYSTE	498.00	
			OFFICE SUPPLIES - PAPER	453.72	
			PARTIAL SHIPMENT - CHARGED FOR DELIVERED	418.26	
			EE RECOGNITION - GIFT CARDS TOWN HALL ME	400.00	
			COGAN SPARE PARTS	387.76	
			TOOLS	362.66	
			BUILDING A - LOCKER ROOM	333.48	
			BALLASTS FOR MF UV SYSTEM	324.47	
			EQUIPMENT - METER WRENCHES	323.16	
			PORTABLE TOILET RENTAL (08/18/20-09/14/2	299.00	
			FLOW SWITCH FOR SAFETY SHOWER NEXT TO PO	295.82	
			OFFICE SUPPLIES: SCANNER MOUSE USB	294.91	
			SMART CARD READER	292.78	

Check History Description Listing

Dublin San Ramon Services District

From: 9/4/2020

To: 10/7/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			OFFICE SUPPLIES - LAMINATOR	291.96	
			COGEN SPARE PARTS	275.81	
			QTY (5) LOGITECH C270 WEBCAMS FOR LAB	272.65	
			WIRE FOR SECURITY CARD READERS	261.98	
			FLOW SWITCH FOR SLSS SAFETY SHOWER SCADA	254.39	
			WEF CAREER CENTER - SR ELECTRICIAN JOB P	250.00	
			GAAFR 2020 EDITION E-BOOK - M. BAILEY	249.00	
			UTILITY TOOL, IPHONE USB CABLE, USB CAR	247.79	
			AAEES MEMBERSHIP DUES JASON CHING	247.50	
			SAFETY SHOES FOR K. BAXTER	241.72	
			COVID 19	241.01	
			SAFETY BOOTS - D. SILVA	229.43	
			OFFICE SUPPLIES	228.45	
			DROUGHT GARDEN	213.86	
			LOCKOUT TAGOUT KITS FOR INSTRUMENT TECHS	212.60	
			QTY (1) APPLE AIRPODS FOR DUENAS HOME ER	196.64	
			E. PADILLA CWEA MEMBERSHIP RENEWAL 2020/	192.00	
			S. HALLIDAY CWEA ASSOCIATION MEMBERSHIP	192.00	
			S. QUINLAN CWEA MEMBERSHIP	192.00	
			WIRE FOR SECURITY ELECTRIFIED DOORS	190.97	
			BLACK FLAG SPIDER&SCORPION	176.83	
			WATER DISTRICT JOBS - SR ELECTRICIAN JOB	175.00	
			BUILDING A LOCKER ROOM	172.03	
			HOT SHOT'S EVERYDAY DIESEL CLEANER FOR F	169.58	
			COVID 19 HAND SANITIZER	164.54	
			DOOR STOPS FOR THE DISTRICT OFFICE	159.29	
			BUILD A SHELVES	150.72	
			FUEL FOR COMBO TRUCK	150.00	
			FUEL FOR TRUCK 110	150.00	

Check History Description Listing

Dublin San Ramon Services District

From: 9/4/2020

To: 10/7/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			5-GAL BUCKET, GLOVES (QTY. 3), NECK GAIT	146.78	
			NOISE CANCELLING BLUETOOTH HEADPHONES	142.66	
			JUSTIN LANKFORD ORDER CONFIRM	135.92	
			MATERIALS FOR REPAIRS AND MAINTENANCE	132.56	
			GLOVES - DURAHIDE ORIGINAL XXL (QTY. 3),	131.36	
			QTY (5) LOGITECH MK270 KB/MOUSE COMBO IT	131.05	
			STEPHENSON - CASA 2020 VIRTUAL CONFERENC	125.00	
			FUEL FOR TRUCK 110	125.00	
			CASA ANNUAL CONFERENCE REGISTRATION FOR	125.00	
			FUEL FOR TRUCK 110	125.00	
			FUEL FOR TRUCK 110	125.00	
			HOT SHOT'S DIESEL CLEANER FOR FLEET	124.44	
			FUEL FOR TRUCK 110	120.64	
			TRANSFORMERS FOR DIGESTER HRS VALVES	120.18	
			HAND SANITIZER	120.16	
			HOT SHOT'S STICTION ELIMATOR FOR FLEET	118.97	
			SPRITZ BOTTLES FOR VEHICLE KITS	114.66	
			DYMO LABEL TAPE - 2" BLACK ON YELLOW (QT	113.92	
			BUILDING A - LOCKER ROOM	109.52	
			SAFETY SHOES FOR D. PEARSON 1/2	109.24	
			VAC DUMP STATION WASHDOWN HOSE VALVE /SH	106.58	
			REGISTRATION N. GENZALE	103.00	
			ONLINE EVENT REGISTRATION FOR N. GENZALE	103.00	
			ONLINE EVENT REGISTRATION FOR N. GENZALE	103.00	
			ONLINE EVENT REGISTRATION FOR N. GENZALE	103.00	
			ONLINE EVENT REGISTRATION FOR N. GENZALE	103.00	
			ONLINE EVENT REGISTRATION FOR N. GENZALE	103.00	
			G5 LIDS	102.11	
			OFFICE SUPPLIES	101.73	

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Dublin San Ramon Services District

From: 9/4/2020

To: 10/7/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			CARSON J. EC INSP GR3 CERT RENEWAL	101.00	
			R. BAKER CWEA MEMBERSHIP RENEWAL FEE	101.00	
			JBAGAKIS: MT-3 CERTIFICATE RENEWAL, EXP	101.00	
			FUEL FOR TRUCK 110	99.46	
			OFFICE SUPPLIES - CUSTOMER SERVICES	99.22	
			MISC ITEMS FOR S. ROBERSON	99.18	
			QTY (1) IPHONE 8 SCREEN REPAIR FOR HENDR	98.31	
			SAFETY SHOES FOR D. PEARSON 2/2	97.23	
			J. LANKFORD: CWEA MEMBERSHIP RENEWAL	96.00	
			BUILDING A LOCKER ROOMS	95.97	
			FUEL FOR TRUCK 71	95.03	
			A. VIEIRA PMT MEMBER RENEWAL	91.00	
			FUEL FOR TRUCK 110	89.68	
			TRANSFORMER FOR NEW BLOG A LOCKER ROOM D	87.88	
			QTY (2) APPLE USB POWER ADAPTER, QTY (2)	87.36	
			STEPHENSON - ACWA 2020 CLE VIRTUAL WORKS	85.00	
			BLEVINS - ACWA 2020 CLE VIRTUAL WORKSHOP	85.00	
			#77 LONG CABLE	84.05	
			DYMO LABEL TAPES - 1" WHITE ON BLUE	80.96	
			FUEL FOR TRUCK 110	79.08	
			FACILITIES SUPPLIES	78.51	
			FUEL FOR TRUCK 112	78.50	
			FUEL FOR TRUCK 71	77.65	
			F. KHAW - PPE, DISPOSABLE FACE MASKS 4-P	76.78	
			F. KHAW - CROSS CONNECTION CONTROL WEBIN	75.00	
			MATERIALS OF BLDG A LOCKER ROOM	74.93	
			HOME OFFICE EQUIPMENT (ERGO) - CHAIR MAT	73.60	
			FUEL FOR TRUCK 110	72.00	
			COGEN SPARE PARTS	71.19	

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Dublin San Ramon Services District

From: 9/4/2020

To: 10/7/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			FUEL FOR TRUCK 71	70.09	
			FUEL FOR TRUCK 112	69.50	
			FUEL FOR TRUCK 112	69.00	
			FUEL FOR TRUCK 70	68.75	
			HEX HEAD CAP SCREW	68.26	
			HITCH PINS FOR CARTS STEP KEYS FOR EPS 2	67.79	
			FUEL FOR TRUCK 112	66.99	
			QTY (2) LOGITECH MK270 KB MOUSE COMBO IT	63.83	
			FUEL FOR TRUCK 86 *FUEL CARD MISSING*	62.82	
			SHOP MEETING	61.90	
			OFFICE SUPPLIES	61.64	
			QTY (1) LOGITECH MK570 WIRELESS KB MOUSE	60.08	
			EAR SAVERS 4PCS/5 PACKS	60.05	
			COVID HAND SANITIZERS	58.80	
			J. BERTACCHI CWEA WEBINAR: UNDERSTANDNG	50.00	
			PORTABLE WIFI HOTSPOT TRAVEL CARRYING CA	49.14	
			PHOTOS FOR BOARD PRESENTATION 08/18/20	49.00	
			FUEL FOR TRUCK 112	48.50	
			FUEL FOR TRUCK 112	47.00	
			FUEL FOR TRUCK 112	46.50	
			TABLE FOR SHARED PRINTER IN SHOP	44.78	
			HONEYWELL ACTUATOR PARTS FOR DIGESTER	41.36	
			BUILDING A - LOCKER ROOM	40.64	
			GET ELECTRICIAN JOBS - SR ELECTRICIAN JO	39.95	
			SURFACE PREP FOR DAFT REPAIRS	39.52	
			SINK HOLE COVERS DO	39.27	
			NESTLE COFFEEMATE CREAMER, SPLENDA	39.05	
			BLUELINE QUADRULE COMPOSITION NOTEBOOK (35.27	
			TORCH FOR 2.3 LV MOTOR SPLICES	34.93	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			FUEL FOR TRUCK 29 *GLEASON PUMPS NOT WOR	33.18	
			PRO SUBSCRIPTION (AUGUST 2020)	33.00	
			HOME OFFICE EQUIPMENT	32.76	
			EAR SAVERS 10PCS/3 PACKS	32.73	
			DROUGHT GARDEN	32.71	
			HAND SANITIZER TO FIGHT COVID FOR VEHICL	32.48	
			USB CABLES FOR MAYETTE BAILEY	30.42	
			BLEVINS - CAPIO HOSTING VIRTUAL EVENTS W	30.00	
			DAFT GATE INSTALL PARTS	29.98	
			STANDARD IMPACT SOCKET	29.77	
			HEADSET FOR ZOOM/TEAMS MEETINGS	28.39	
			USPS CERTIFIED MAIL FOR K. MOHAN	27.40	
			QTY (1) DISPLAY PORT TO HDMI ADAPTER FOR	27.30	
			WALL CALENDAR FOR N. MURPHY	26.21	
			KNEELING CUSION	26.12	
			QTY (1) LOGITECH M510 WIRELESS MOUSE FOR	25.12	
			REFERENCE DEQAVATERM CWEA RENEWAL	25.00	
			STEPHENSON - STATE OF THE TRI-VALLEY REG	25.00	
			S. QUINLAN CWEA FUCI WEBINAR	25.00	
			R. FREITAS CWEA WEBINAR	25.00	
			QTY (1) LOGITECH K270 WIRELESS KB FOR LA	21.84	
			KEY LOCKBOX FOR SAFETY DIVISION	21.84	
			FUEL FOR TRUCK 112	20.00	
			PE STAMPS ZAVADIL INV 50355 072820	19.67	
			HOME OFFICE EQUIPMENT (ERGO) - LAPTOP ST	17.97	
			LIGHTING TO USB-A 10 FT BRAIDED CHARGING	16.38	
			750 KW GENERATOR	16.32	
			FUSES FOR RTU CABINETS	15.16	
			ANTI-STATIC BAGS TO SEND ELECTRONIC BOAR	13.09	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			DISTRIBUTION SYSTEM REVIEW COURSE FOR M.	12.50	
			PLASTIC KEY TAGS, PACK OF 20	9.28	
			ICLOUD STORAGE	0.99	
			MISSING RECEIPT - CREDIT/RETURNED ITEM	-95.82	
			CREDIT: TOOL DID NOT WORK FOR OUR APPLIC	-595.39	35,618.07
09/10/2020	105359	01719 A & M PRINTING, INC.	PRINTING, MAILING & POSTAGE: WIPES CLOG	798.19	798.19
09/10/2020	105360	07554 AIRGAS USA, LLC	WELDING SUPPLIES	330.65	
			LABORATORY INSTRUMENT GAS AND CYLINDER R	272.27	
			CYLINDER RENTAL	217.62	820.54
09/10/2020	105361	01076 ALSCO INC	WEEKLY TOWEL & MAT SERVICE @ FOF - AUGUS	879.46	
			WEEKLY TOWEL & MAT SERVICE - AUGUST 2020	658.00	1,537.46
09/10/2020	105362	09492 APPLEONE	V. GONZALES: WE 08/16/20	1,240.00	
			J. ARSTINGSTALL: WE 08/16/20	1,178.00	
			A. ROBERTS: WE 08/16/20	620.00	3,038.00
09/10/2020	105363	06349 ARCSINE ENGINEERING	16-A005 T.O 1 7/1/20 TO 7/31/20	11,835.40	11,835.40
09/10/2020	105364	06195 CALIFORNIA PRODUCT STEWAR	CPSC - 2020-2021 ASSOCIATE FEES	1,000.00	1,000.00
09/10/2020	105365	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
09/10/2020	105366	08447 CHEMTRADE CHEMICALS US LL	3992.331G ALUM SULFATE B/L 81537674	3,857.79	3,857.79
09/10/2020	105367	09432 CITY AUTO SUPPLY	BRAKE PARTS FOR UNIT #111	546.49	546.49
09/10/2020	105368	01167 CITY OF DUBLIN	FY21 LANDSCAPE MAINTENANCE FOR DSRSD - J	11,164.09	
			FY21 LANDSCAPE MAINTENANCE FOR DSRSD - M	3,898.50	15,062.59
09/10/2020	105369	08926 CORT	DO FLOOD FOF CUBICLE RENTAL JULY 2020	4,313.04	4,313.04
09/10/2020	105370	09076 D. W. NICHOLSON	REROUTING OF GENERATOR CONDUITS AT BUILD	3,920.41	3,920.41
09/10/2020	105371	00314 FEDEX	LUBE OIL SAMPLING SHIPPING CHARGE	22.68	22.68
09/10/2020	105372	01801 KENNEDY/JENKS CONSULTANTS	18-W003 T.O. 1 PRO SVCS THROUGH 7/24/20	5,455.00	5,455.00

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From: 9/4/2020

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Date	Check #	Vendor	Description	Amount Paid	Check Total
09/10/2020	105373	03958 LIVERMORE AUTO GROUP	MIRROR FOR UNIT 33	176.84	176.84
09/10/2020	105374	00536 MC MASTER-CARR SUPPLY CO.	FITTINGS FOR HYPO PUMP	337.41	
			FITTINGS & CHECK VALVES FOR PSR300B	144.07	
			PLASTIC WRAP FOR SHOP	120.12	601.60
09/10/2020	105375	04231 MSC INDUSTRIAL SUPPLY CO	CAULKING FOR FACILITIES	349.64	
			FASTENERS FOR CLARIFIER DRAIN PUMP	151.86	501.50
09/10/2020	105376	04796 NAPA AUTO PARTS	COVID-19: SHOP TOWELS FOR COVID KITS	101.27	
			V-BELT FOR HARVEST TRACTOR	75.83	
			TOOL: EXTENSION FOR FLEET	16.92	194.02
09/10/2020	105377	06390 NATIONAL BUSINESS FURNITUR	HR - FILE CABINETS	3,512.53	3,512.53
09/10/2020	105378	00620 PG&E	PUMP STATION R200A ELECTRIC - AUG 2020	9,578.93	
			DISTRICT OFFICE GAS SERVICE - AUG 2020	588.51	
			RESERVOIR R200 ELECTRIC - AUG 2020	40.46	
			ALAMO TRUNK SEWER ELECTRIC - AUG 2020	16.61	
			DO UTILITY BLDG GAS SERVICE - AUG 2020	16.27	
			JOHNSON DRIVE STREETSCAPE ELECTRIC - AUG	12.71	10,253.49
09/10/2020	105379	02617 POLYDYNE INC	DERWA: CLARIFLOC WE-363 2300 LB	12,764.77	12,764.77
09/10/2020	105380	00829 T & T VALVE & INSTRUMENTS IN	LAVWMA: PUMP #9 CHECK VALVE REBUILD	2,942.00	2,942.00
09/10/2020	105381	01222 IRS UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
09/10/2020	105382	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	115.38	115.38
09/10/2020	105383	00912 OCC SERVICES VALLEY CARE H	PRE-EMPLOYMENT PHYSICAL - ALEJANDRO PERE	98.00	
			PRE-EMPLOYMENT PHYSICAL - W. SHEWFELT	98.00	
			JOB TASK PERFORMANCE/AGILITY TEST - W. S	70.00	
			TELEPHONE CALL (7/20/20) - G. HOWARD	50.00	
			TELEPHONE CALL (8/11/20) - S. ROBERSON	50.00	366.00

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Date	Check #	Vendor	Description	Amount Paid	Check Total
09/10/2020	105384	00920 VASCO ROAD LANDFILL	8/21 THRU 8/31 UNLOADING OF WWTP SOLIDS/	707.30	707.30
09/10/2020	105385	00933 VWR INTERNATIONAL, INC.	LABORATORY SUPPLIES AND CHEMICALS	237.82	
			LABORATORY SUPPLIES AND CHEMICALS	131.81	
			LABORATORY SUPPLIES AND CHEMICALS	20.77	
			LABORATORY SUPPLIES AND CHEMICALS	20.77	411.17
09/10/2020	105386	04061 WAXIE SANITARY SUPPLY	COVID SUPPLIES: SANITIZING WIPES	1,203.24	
			JANITORIAL SUPPLIES: AIR FRESHENER, QUIC	575.03	1,778.27
09/10/2020	105387	09737 WOODARD & CURRAN, INC	LAVWMA NPDES PERMIT RENEWAL FY 2021 - TH	7,516.50	7,516.50
09/10/2020	999989	01111 CALPERS	SEPTEMBER 2020 - ER CODE 0740 (PERS)	232,492.09	232,492.09
09/10/2020	9999810	01111 CALPERS	SEPTEMBER 2020 - ER CODE 7316 (NON-PERS)	2,244.44	2,244.44
09/14/2020	2186	00494 PERS	RETIREMENT: PAYMENT	112,790.74	112,790.74
09/14/2020	2187	05511 DISBURSEMENT UNIT CALIFORN	CHILD SUPPORT GARNISHMENT: PAYMENT	612.92	612.92
09/15/2020	415760	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	154,886.56	154,886.56
09/15/2020	790001003	01676 BANK OF AMERICA	BANK ACCOUNT ANALYSIS - AUGUST 2020	2,088.55	2,088.55
09/15/2020	2086950176	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	32,844.21	32,844.21
09/17/2020	105388	03460 ACCO ENGINEERED SYSTEMS II	FY20 DERWA HVAC MAINTENANCE - APRIL 2020	556.00	
			FY20 DERWA HVAC MAINTENANCE - MAY 2020	556.00	
			FY20 DERWA HVAC MAINTENANCE - MAR 2020	556.00	
			FY21 DERWA HVAC MAINTENANCE - AUG 2020	556.00	
			FY21 DERWA HVAC MAINTENANCE - JUL 2020	556.00	
			FY20 DERWA HVAC MAINTENANCE - JUN 2020	556.00	
			FY20 WWTP HVAC MAINTENANCE - MAY 2020	413.00	
			FY21 WWTP HVAC MAINTENANCE - AUG 2020	413.00	
			FY20 FOF HVAC MAINTENANCE - MAY 2020	369.00	
			FY20 DO HVAC MAINTENANCE - MAY 2020	369.00	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			FY21 DO HVAC MAINTENANCE - AUG 2020	369.00	
			FY21 FOF HVAC MAINTENANCE - AUG 2020	369.00	
			PROCUREMENT & DELIVERY OF PLEATED MERV13	236.00	5,874.00
09/17/2020	105389	01013 BARRETT BUSINESS SERVICES	P. MULLEN: WE 08/23/20	1,782.03	
			C. FANTIN W/E 08/23/20	1,463.00	
			C. NUNEZ: WEEK ENDING 8/23/20, 40 HRS	1,330.00	
			WATSON: WEEK ENDING 8/23/20, 40 HRS	1,330.00	
			L. OLIVIERI: WE 08/23/20	1,231.04	
			O. WARNER W/E 08/23/20	1,097.25	
			K. YAN W/E 08/23/20	1,097.25	
			J. BEGLEY W/E 08/23/20	1,097.25	
			B. YENOKIDA W/E 08/23/20	978.88	
			E. VILLAMOR W/E 08/23/20	656.69	
			A. GEHMLICH: WE 08/23/20	486.40	
			S. MONTAGUE: W/E 08/23/20	351.00	12,900.79
09/17/2020	105390	07954 BENEFIT COORDINATORS CORP	9/20 - EE LIFE & DISABILITY INSURANCE PR	12,026.63	12,026.63
09/17/2020	105391	00937 GRAINGER, INC.	PVC & CPVC PIPE CEMENT FOR SHOP	256.82	
			DERWA: PRESSURE SWITCH FOR SF/UV COMPRESS	221.37	478.19
09/17/2020	105392	04424 GRAYBAR ELECTRIC COMPANY	REPLT SMOKE ALARM FOR OUT BUILDING	142.44	142.44
09/17/2020	105393	01403 PRAXAIR DISTRIBUTION INC 186	LABORATORY INSTRUMENT GAS AND CYLINDER R	88.36	88.36
09/17/2020	105394	05026 UNIVAR SOLUTIONS USA INC.	WWTP: 4923.022 GAL SOD HYPO 12.5%	3,905.37	
			WWTP: 4800.721 SOD HYPO 12.5%	3,815.54	7,720.91
09/17/2020	105395	00957 WEST YOST & ASSOCIATES	AWIA COMPLIANCE - JUL 2020	9,908.25	
			13-S004 T.O. 7 7/1/20 - 8/7/20	1,400.00	11,308.25
09/17/2020	105396	01719 A & M PRINTING, INC.	PRINTING SERVICES - BUSINESS CARD MASTER	562.31	562.31
09/17/2020	105397	00019 A-1 ENTERPRISES	20-A025 PORTABLE TOILET RENTAL - AUG 202	490.00	490.00

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09/17/2020	105398	07772 ABACUS IMT, INC.	SPARE CATALYSTS FOR COGEN	15,046.69	15,046.69
09/17/2020	105399	09003 AMERICAN METALS CORPORATI	METALS FOR LAB RACK	613.35	613.35
09/17/2020	105400	01954 ANDERSON'S UNIFORMS	UNIFORM ITEMS FOR J. PARRA UNIFORM ITEMS FOR K. CURTIS UNIFORM ITEMS FOR F. KELLY UNIFORM ITEMS FOR D. PETTINICHIO UNIFORM ITEMS FOR F. KELLY (SWEATSHIRTS)	868.16 805.19 503.22 294.70 177.78	2,649.05
09/17/2020	105401	09492 APPLEONE	V. GONZALES: WE 08/23/20 J. ARSTINGSTALL: WE 08/23/20 K. LOVE: WE 08/23/20	1,240.00 1,178.00 699.05	3,117.05
09/17/2020	105402	00622 AT&T	MANAGED INTERNET SERVICES 08/01/20-08/3 AT&T VIOP SERVICE DO 08/01/2020-08/31/20 AT&T VIOP SERVICE CC 08/01/2020-08/31/20	1,310.41 101.79 101.79	1,513.99
09/17/2020	105403	08807 BEECHER ENGINEERING, INC.	17-P001 T.O. 2 7/25/20 THRU 8/24/20	2,800.00	2,800.00
09/17/2020	105404	00118 CALTEST ANALYTICAL LAB	SUB LAB - CHEMICAL ANALYSES	184.30	184.30
09/17/2020	105405	08447 CHEMTRADE CHEMICALS US LL	DERWA: 3945.616G ALUM SULFATE B/L 815403	3,812.67	3,812.67
09/17/2020	105406	09432 CITY AUTO SUPPLY	BRAKELINING KIT, WHEEL HUB ASSY & RETAIN OIL FILTERS & AIR FILTERS FOR STOCK	319.70 146.74	466.44
09/17/2020	105407	04820 COASTAL IGNITION & CONTROL	COGEN TROUBLESHOOTING AND TUNING COGEN SPARK PLUGS	9,891.92 898.98	10,790.90
09/17/2020	105408	08926 CORT	CHAIR PURCHASE FROM CORT FURNITURE RENTA	3,714.31	3,714.31
09/17/2020	105409	06686 D-A LUBRICANT COMPANY	418 GAL BLUE FLAME HB5 40 FOR COGEN LUBE LUBE OIL FOR STOCK	4,493.58 1,884.78	6,378.36
09/17/2020	105410	00277 EAST BAY MUNICIPAL UTILITY DI	LAVWM LEWELLING WTR SWR 07/08/20 - 09/04	196.53	196.53
09/17/2020	105411	00314 FEDEX	RETURN LOANER ANALYZER BACK TO HACH COMP	32.89	32.89

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Date	Check #	Vendor	Description	Amount Paid	Check Total
09/17/2020	105412	05630 Foothill Locksmiths Inc.	OFFICE RE-KEY, SAFETY SUP AB9 AMD MASTER	229.08	229.08
09/17/2020	105413	03900 Garton Tractor Inc	DELIVERY & RENTAL 8/21/20 TO 9/17/20	6,364.63	6,364.63
09/17/2020	105414	07137 Goodyear Commercial Tire	TIRES FOR 604T, 535E & UNIT #111 TIRES FOR UNIT #89	1,026.40 756.24	1,782.64
09/17/2020	105415	03149 HDS White Cap Const Supply	BOTTLED WATER	603.96	603.96
09/17/2020	105416	07652 Hunt & Sons, Inc.	(1700GAL) ULTRA LOW SULFUR DYED DIESEL 2	3,657.33	3,657.33
09/17/2020	105417	09728 IEH Laboratories & Consult	BIOSOLIDS SAMPLE ANALYSES	955.00	955.00
09/17/2020	105418	06061 Jackson Lewis LLP	GENERAL LEGAL FEES (07/20)	1,369.00	1,369.00
09/17/2020	105419	01225 Kaeser Compressors, Inc	DAFT AIR COMPRESSOR REPAIR	421.30	421.30
09/17/2020	105420	00468 Corp Kaman Industrial Tech	REBUILD PARTS FOR NORD DRIVE (TWAS) DERWA: V-BELTS FOR BLDG P HVAC UNIT	683.44 69.37	752.81
09/17/2020	105421	02353 Kelly-Moore Paint Co., Inc.	SHEEPSKIN ROLLER COVER (QTY. 4)	38.41	38.41
09/17/2020	105422	04873 Kimball Midwest	ELE SHOP STOCK MATERIALS	1,243.47	1,243.47
09/17/2020	105423	03958 Livermore Auto Group	SEAT BELT BUTTON KIS & OIL DRAIN PLUGS	136.04	136.04
09/17/2020	105424	06641 Management Partners, Inc.	PURCHASING PROCESS IMPROVEMENT CONSULTIN	2,897.50	2,897.50
09/17/2020	105425	00536 MC Master-Carr Supply Co.	SS CLAMP FOR CLARIFIER DRAIN PUMP FLUSH FASTENERS FOR HYPO TRANSFER PUMP REPAIR	73.34 24.21	97.55
09/17/2020	105426	08559 Michael Baker Int'l. Inc.	17-W003 T.O. 1 6/29/20 THROUGH 8/2/20	805.50	805.50
09/17/2020	105427	04231 MSC Industrial Supply Co	COVID-19: DISP COVERALL & HOOD PARTS FOR CLARIFIER DRAIN PUMP FLUSH WAT	344.06 195.45	539.51
09/17/2020	105428	04796 Napa Auto Parts	AIR FILTER & CAB FILTERS FOR D-7 SWITCH FOR CART #337	155.07 10.59	165.66
09/17/2020	105429	08356 Pace Supply	PARTS FOR BLOW OFF PROJECT	4,613.69	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			PARTS FOR WINDING TRAIL PLACE	4,119.01	
			PARTS FOR GALINDO COURT	4,036.26	
			FL36 GRAY PROBE FIBRELYTE WATER LID SENS	1,247.42	
			6"X2" MJ CAP PARTS	432.35	
			REPAIR PARTS FOR AMADOR VALLEY REPAIR	291.84	
			REPAIR PARTS FOR GALINDO COURT	138.41	
			ADJ VALVE WRENCH PIN ONLY (QTY 20)	124.66	15,003.64
09/17/2020	105430	02467 PETERSON POWER SYSTEMS IN	JUL 2020: RENTAL 800 KW STANDBY GENERATO	22,208.28	
			JUN 2020: RENTAL 800 KW STANDBY GENERATO	22,189.17	
			CREDIT: JUN 2020 RENTAL 800 KW STANDBY G	-1,638.75	
			CREDIT: JUL 2020 RENTAL 800 KW STANDBY G	-1,638.75	41,119.95
09/17/2020	105431	00620 PG&E	WWTP ELECTRICITY - AUG 2020	80,078.53	
			DO UTILITY BLDG ELECTRIC - AUG 2020	137.88	
			RESERVOIR R100 DERWA TANK 1 - SEPT 2020	42.28	80,258.69
09/17/2020	105432	09688 PLANET TECHNOLOGIES, INC.	M365 PRODUCTIVITY PLANNING	20,000.00	20,000.00
09/17/2020	105433	07359 POLLARD WATER	ALUM DECHLORINATOR, PITOT BLADE DUAL	2,778.27	
			DCHLR STRIP BLAC W/6 PCKT (QTY. 8)	312.20	3,090.47
09/17/2020	105434	05475 PRESIDIO SYSTEMS, INC.	CCTV WORK FOR PALISADES AT BOULEVARD T-8	480.00	480.00
09/17/2020	105435	09023 QUENCH USA, INC.	FILTERED WATER SERVICE (DISTRICT OFFICE)	163.88	
			WATER FILTRATION SERVICE (BLDG A & BLDG	131.10	294.98
09/17/2020	105436	04105 R & B COMPANY	PARTS FOR WAREHOUSE RESTOCK & BLOW OFF R	7,783.84	
			5/8X3/4X4X1 FORD BA43-342W-Q-NL BALL AMS	1,507.65	
			2 WILKINS THD X THD 600XLHR PRV (QTY. 1)	1,032.41	
			4X2' FLGXPE DI SPOOL (QTY. 5)	863.08	
			PARTS FOR BLOW OFF REPAIRS/REPLACEMENTS	641.84	
			PARTS FOR BLOW OFF REPAIRS	600.88	
			PARTS FOR WALLACE RANCH REPAIR	544.07	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			#8X18" HMWPE JUMPER CABLE W/ SLEEVES (QT	374.18	13,347.95
09/17/2020	105437	00058 READYREFRESH	LAB BOTTLED WATER SERVICE - JUN 2020	165.35	
			LAB BOTTLED WATER SERVICE - JUL 2020	83.91	
			LAB BOTTLED WATER SERVICE - 08/20	17.91	267.17
09/17/2020	105438	02316 RECORDS CONTROL SERVICES	LAWWMA: RECORDS IMPROVEMENT PROJECT - AU	4,661.60	4,661.60
09/17/2020	105439	02444 DEPT LA 1368 STAPLES ADVANT	PURELL HAND SANITIZER	56.44	
			CLOROX DSNFCT WIPE 75CT (QTY. 4)	20.71	77.15
09/17/2020	105440	01806 U.S. BANK EQUIPMENT FINANCE	COPIER LEASE LAB/CUST SVC/EXEC - 09/01/2	1,680.26	1,680.26
09/17/2020	105441	00924 VERIZON WIRELESS	CELL PHN SVC AND EQUPTMNT CHARGES 08/04/	5,845.05	5,845.05
09/17/2020	105442	00928 VINCENT ELEC MOTOR CO., INC	RECONDITION DAFT PRESSURIZATION PUMP MOT	4,682.18	4,682.18
09/17/2020	105443	02884 WEST VALLEY CONSTRUCTION	ON-CALL REPAIR: WILDWOOD & COTTONWOOD CI	23,894.94	
			DSRSD YARD CLEANUP @ JOHNSON DRIVE	7,241.07	31,136.01
09/17/2020	105444	00987 ATTN: ACCOUNTING ZONE 7 WA	JULY 2020: TREATED WATER SERVICE	1,530,803.82	
			AUGUST CONNECTION FEES	641,203.20	2,172,007.02
09/24/2020	105445	09040 ANDERSON PACIFIC ENGINEERI	17-P004 - PP#17 FOR 08/01/20-08/31/20	699,215.88	699,215.88
09/24/2020	105446	01013 BARRETT BUSINESS SERVICES	P. MULLEN: WE 08/30/20	1,823.15	
			L. OLIVIERI: WE 08/30/20	1,341.27	
			W. SHEWFELT WEEK ENDING 8/30/20, 40 HRS	1,330.00	
			C. NUNEZ-TREACY WEEK ENDING 8/30/20, 40	1,330.00	
			K. YAN W/E 08/30/20	1,097.25	
			C. FANTIN W/E 08/30/20	1,097.25	
			E. VILLAMOR W/E 08/30/20	1,097.25	
			J. BEGLEY W/E 08/30/20	1,097.25	
			A. WATSON WEEK ENDING 8/30/20, 32 HRS	1,064.00	
			O. WARNER W/E 08/30/20	1,047.38	
			B. YENOKIDA W/E 08/30/20	978.88	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			A. GEHMLICH: WE 08/30/20	486.40	13,790.08
09/24/2020	105447	00319 ACCT # 217838-001 FISHER SCIE	LABORATORY SUPPLIES AND CHEMICALS	189.04	
			POT SOD TARTRAT SOD SALICYLATE	160.32	
			LABORATORY SUPPLIES AND CHEMICALS	108.22	
			LABORATORY SUPPLIES AND CHEMICALS	81.22	538.80
09/24/2020	105448	04424 GRAYBAR ELECTRIC COMPANY	EXTENSION CORDS FOR FOF SHUTDOWN TO INST	445.67	445.67
09/24/2020	105449	03853 ICMA	ICMA 457 DEFERRED COMPENSATION: PAYMENT	54,230.11	
			ICMA 457 DEFERRED COMPENSATION: PAYMENT	40.00	54,270.11
09/24/2020	105450	00439 IUOE LOCAL 39	LOCAL 39 UNION DUES: PAYMENT	4,685.88	4,685.88
09/24/2020	105451	00473 KEMIRA WATER SOLUTIONS INC	WWTP 48560.001 LB FERROUS CHLORIDE 13.2	7,080.56	7,080.56
09/24/2020	105452	00485 KOFF & ASSOCIATES INC.	COMPENSATION STUDY	2,600.00	2,600.00
09/24/2020	105453	04594 MCCAMPBELL ANALYTICAL INC	SUB LAB - CHEMICAL ANALYSES	73.30	73.30
09/24/2020	105454	01078 STEFANIE OLSON	S OLSON REIMB - KEYBOARD	21.84	21.84
09/24/2020	105455	05026 UNIVAR SOLUTIONS USA INC.	WWTP: 4700.121 GAL SOD HYPO 12.5%	3,449.42	
			WWTP 145.000 GAL SODIUM HYPO 12.5% DEL D	431.49	3,880.91
09/24/2020	105456	06643 WEIR TECHNICAL SERVICES	MANAGEMENT SERVICES - AUG. 2020	15,433.02	15,433.02
09/24/2020	105457	00957 WEST YOST & ASSOCIATES	07-3203 T.O. OC-18 8/8/20 TO 9/4/20	966.50	966.50
09/24/2020	105458	00985 ZASIO ENTERPRISES INC.	2020 ZASIO - ANNUAL MAINTENANCE & SUPPOR	9,285.00	9,285.00
09/24/2020	105459	00019 A-1 ENTERPRISES	LAVWMA WEEKLY STREET SWEEPING - AUG 2020	394.00	
			WWTP BI-MONTHLY STREET SWEEPING - AUG 20	250.00	644.00
09/24/2020	105460	07554 AIRGAS USA, LLC	SEP 2020: CYLINDER RENTAL	217.62	217.62
09/24/2020	105461	09492 APPLEONE	V. GONZALES: WE 08/30/20	1,240.00	
			J. ARSTINGSTALL: WE 08/30/20	1,178.00	
			K. LOVE: WE 08/30/20	699.05	3,117.05

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Date	Check #	Vendor	Description	Amount Paid	Check Total
09/24/2020	105462	01568 ASBURY ENVIRONMENTAL SVCS	500 GAL USED OIL/MIXED OILS SERVICE CHAR	160.00	160.00
09/24/2020	105463	08663 AWARDS NETWORK	RETIREMENT GIFT - G. HOWARD	273.13	273.13
09/24/2020	105464	04042 BAY AREA NEWS GROUP	20-P009 AND LVBASN BID ADVERTISEMENT-DOU BAY AREA NEWS GRP - 8/4/2020 HEARING (2	1,065.60 504.00	1,569.60
09/24/2020	105465	00091 & JUDSON BOLD, POLISNER, MA	MONTHLY LEGAL SERVICES - AUG 2020	16,142.50	16,142.50
09/24/2020	105466	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
09/24/2020	105467	00118 CALTEST ANALYTICAL LAB	NUTRIENT	341.00	341.00
09/24/2020	105468	08447 CHEMTRADE CHEMICALS US LL	DERWA: 3967.177 GAL ALUM SULFATE DERWA: 3913.275 GAL ALUM SULFATE B/L815	3,833.49 3,781.41	7,614.90
09/24/2020	105469	09432 CITY AUTO SUPPLY	LF HUB ASSY FOR UNIT #123 EVAP PARTS FOR UNIT #73	259.12 83.19	342.31
09/24/2020	105470	08926 CORT	ERGO EQUIPMENT RENTAL FOR TELECOMMUTERS	777.29	777.29
09/24/2020	105471	00014 GSA COUNTY OF ALAMEDA	FUELING - FOD/INSP/SFRS FOR JULY 2020	3,266.21	3,266.21
09/24/2020	105472	00202 CREATIVE SUPPORTS INC.	PRO FIT WIRELESS MOUSE FOR SIMONE GRASHU	47.86	47.86
09/24/2020	105473	01877 D.W. NICHOLSON CORP	16-A005- PP#4 FOR 06/24/20-07/24/20 ELECTRICAL T&M PROJECT NUMBERS 12, 13 & 16-A005- PP#5 FOR 07/24/20-08/18/20	73,450.20 25,858.33 15,728.29	115,036.82
09/24/2020	105474	00237 EBMUD MAIL REMITTANCE DERV	DERWA BILLING - JULY 2020	203,389.54	203,389.54
09/24/2020	105475	08562 DTN ENGINEERS, INC.	LAVWMA: PUMP STATION MCC PROJECT UPGRADE	32,211.05	32,211.05
09/24/2020	105476	02656 FASTENAL COMPANY	PARTS FOR METERS GENERAL SUPPLIES & FRICTION RING KIT PPE VENDING MACHINE RESTOCK - FOF JUL 20 PPE VENDING MACHINE RESTOCK - BLDG S GENERAL SUPPLIES	1,729.71 929.58 448.01 407.09 295.17	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			BLDG A PPE VENDING MACHINE RESTOCK - JUL	262.52	
			ANTIFOG SAFETY GLASSES SMOKE LENS (QTY.	124.87	
			ANTI-FOG SAFETY GLASSES	112.15	
			PPE: EAR PROTECTION - REPLENISH SAFETY S	98.84	
			CREDIT MEMO FOR RETURNED PARTS ORIG. INV	-1,333.89	3,074.05
09/24/2020	105477	00314 FEDEX	SERVICE/REPAIR TESTO 350 --02 SENSOR ERR	39.15	39.15
09/24/2020	105478	05630 FOOTHILL LOCKSMITHS INC.	KEYS FOR MANAGERS	381.99	
			DO KEYS	152.95	534.94
09/24/2020	105479	00376 HARRINGTON INDUSTRIAL PLAS	RES1A TUBING & FITTINGS~ (OFFSET BY DOC	1,437.48	
			RETURN: TUBING FOR WATER PAX SYSTEM @ RE	-1,225.79	211.69
09/24/2020	105480	07017 HYDROSCIENCE ENGINEERS, IN	LAVWMA: CAPACITY AND PIPELINE EVALUATION	8,760.30	
			CLEAN WATER PROGRAMS ADMIN ASSISTANCE TH	5,835.03	14,595.33
09/24/2020	105481	07086 INDUSTRIAL SERVICE	COGEN CATALYST CLEANING	740.00	740.00
09/24/2020	105482	00425 INDUSTRIAL WIPER & SUPPLY IN	COLORED KNIT RAGS	250.98	250.98
09/24/2020	105483	00578 INNOVYZE, INC.	INFOCARE RENEWAL FOR INFOSEWER, INFOWATE	20,165.00	20,165.00
09/24/2020	105484	06931 IWATER, INC	INFRAMAP FIELD LICENSES	5,998.00	5,998.00
09/24/2020	105485	07848 JARVIS, FAY & GIBSON, LLP	GENERAL COUNSEL SVCS - AUG. 2020	23,558.50	23,558.50
09/24/2020	105486	02718 OF NO. CALIFORNIA JENSEN IN	REPLT INDICATORS FOR RES2A/PS3C CONTROL	2,298.64	2,298.64
09/24/2020	105487	05957 LANDIA, INC.	RECONDITION SUBMERSIBLE MOTOR FOR KRUGER	9,365.20	9,365.20
09/24/2020	105488	03127 LUHDORFF & SCALMANINI INC.	SP'20 SEMI-ANNUAL MONITORING REPORT - AU	270.00	270.00
09/24/2020	105489	08659 MACLEOD WATTS INC.	PREPARE GASB 75 ACTUARIAL REPORT FOR FYE	1,900.00	1,900.00
09/24/2020	105490	00536 MC MASTER-CARR SUPPLY CO.	PART/SUPPLIES FOR BLDG S AIR HANDLER SEA	288.04	288.04
09/24/2020	105491	04231 MSC INDUSTRIAL SUPPLY CO	COVID-19: DISP COVERALL & HOOD	344.06	
			OIL DRUM PUMPS; TUBING CUTTER WHEELS	246.10	

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			DERWA: MALE CONNECTORS FOR POLYMER INJEC	34.36	624.52
09/24/2020	105492	04796 NAPA AUTO PARTS	FRONT UPPER BALL JOINT FOR UNIT #68	88.73	
			DEF FOR FLEET STOCK	71.97	
			REAR SHOCKS FOR UNIT #73	56.02	216.72
09/24/2020	105493	08356 PACE SUPPLY	PARTS FOR 4" BLOW OFF UPGRADE	10,347.77	
			HYDRANT CAP GASKETS	1,503.11	
			BRASS NIPPLES (QTY. 22)	795.93	
			4 FLG*FLG C509 DI GATE VALVE	373.64	
			1019 TELESCOPING BASIN WRENCH LONG JAW R	183.28	13,203.73
09/24/2020	105494	00620 PG&E	PUMP STATION R200B ELECTRIC - SEPT 2020	9,087.49	
			DISTRICT OFFICE ELECTRIC - AUG 2020	6,753.56	
			FLS AERATORS; LAB HVAC; FLEET AUG 2020	1,207.60	17,048.65
09/24/2020	105495	00663 PLEASANTON GARBAGE SVC IN	WEEKLY GARBAGE & GRIT @ WWTP - AUG 2020	3,789.81	
			WEEKLY GARBAGE SERVICE @ FOF - AUG 2020	598.15	4,387.96
09/24/2020	105496	04105 R & B COMPANY	COMBINATION VALVES FOR PIPING SYSTEMS FO	6,830.31	
			36" METER LID LIFTER SS (QTY. 10)	421.60	
			TRUMBALL ADJUSTABLE HYDRANT WRENCH; PLAT	360.53	
			HYD BOLT & NUT KIT; SS316 (QTY. 20)	294.98	
			AIR COMBO VALVE FOR CLARIFIER DRAIN PUMP	270.94	
			4X2 FLG REDUCER (QTY 2)	144.21	
			1X3/4 NYLONG IP INSUL BUSHING (QTY. 20)	32.78	8,355.35
09/24/2020	105497	00058 READYREFRESH	LAWWMA BOTTLED WATER SERVICE - SEP 2020	8.73	8.73
09/24/2020	105498	08339 SAN FRANCISCO ELEVATOR INC	FY21 ELEVATOR ROUTINE MAINTENANCE - SEP	503.45	503.45
09/24/2020	105499	08010 SLOAN SAKAI YEUNG & WONG L	LABOR RELATED LEGAL FEES (08/20)	224.18	224.18
09/24/2020	105500	01202 TELEDYNE ISCO	PRIMARY COMPOSITE SAMPLERS	14,844.89	14,844.89
09/24/2020	105501	05824 TJC AND ASSOCIATES, INC.	18-W004 T.O. 5 PRO SVCS THROUGH 8/29/20	3,400.50	3,400.50

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09/24/2020	105502	06650 TOKAY SOFTWARE	TOKAY WEB TEST REPORT ENTRIES AUGUST 202	275.00	
			WEB TEST ANNUAL HOSTING FEE THROUGH JAN	150.00	425.00
09/24/2020	105503	01470 TRI-VALLEY HOSE	FLEET PARTS FOR STOCK	470.34	470.34
09/24/2020	105504	00903 UNITED RENTALS, INC.	PROPANE FOR FORKLIFT	155.18	155.18
09/24/2020	105505	01222 IRS UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
09/24/2020	105506	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	115.38	115.38
09/24/2020	105507	06004 VANGUARD CLEANING SYSTEM:	SEP 2020: WWTP - MONTHLY JANITORIAL SERV	3,295.00	
			SEP 2020: DO - MONTHLY JANITORIAL SERVIC	2,895.00	
			SEP 2020: FOF - MONTHLY JANITORIAL SERVI	1,895.00	
			AUG 2020: ADDITIONAL CLEANING 5X/WEEK @	1,395.00	
			AUG 2020: EXTRA CLEANING & DISINFECTING	1,300.00	
			SEP 2020: LAVWMA - MONTHLY JANITORIAL SE	795.00	11,575.00
09/24/2020	105508	08561 VERIZON CONNECT	FY21 BPO DIV53: FLEET GPS TRACKING SYSTE	1,095.36	1,095.36
09/24/2020	105509	00928 VINCENT ELEC MOTOR CO., INC	DERWA: RECONDITION CHLOROVAC PUMP MOTOR	2,833.66	2,833.66
09/24/2020	105510	09807 YOUNG VU	REFUND FOR ACTIVE ACCT 5207 KENILWORTH W	246.15	246.15
09/24/2020	105511	00933 VWR INTERNATIONAL, INC.	LABORATORY SUPPLIES AND CHEMICALS	1,007.77	
			TUNE B ICAP	550.62	
			LABORATORY SUPPLIES AND CHEMICALS	360.15	
			LABORATORY SUPPLIES AND CHEMICALS	335.73	
			LABORATORY SUPPLIES AND CHEMICALS	260.99	
			LABORATORY SUPPLIES AND CHEMICALS	158.93	
			LABORATORY SUPPLIES AND CHEMICALS	92.72	
			LABORATORY SUPPLIES AND CHEMICALS	80.22	
			LABORATORY SUPPLIES AND CHEMICALS	31.89	2,879.02
09/24/2020	105512	04061 WAXIE SANITARY SUPPLY	HANDWASH SOAP	468.99	468.99

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09/24/2020	105513	02884 WEST VALLEY CONSTRUCTION	ON-CALL REPAIR @ 7136 ALMADOR BLVD	27,201.04	
			ON-CALL REPAIR @ ARNOLD & GLEASON	21,142.85	48,343.89
09/25/2020	9252020	03718 HR SIMPLIFIED	IRS 125 08/17/20 - 09/22/20 POS/DCA/FSA	9,539.97	9,539.97
09/28/2020	2193	05511 DISBURSEMENT UNIT CALIFORN	CHILD SUPPORT GARNISHMENT: PAYMENT	612.92	612.92
09/28/2020	13393356	00591 QUADIENT, INC.	POSTAGE ADVANCE 09282020	500.00	500.00
09/28/2020	1001663931	00494 PERS	RETIREMENT: PAYMENT	112,579.24	112,579.24
09/29/2020	196212000	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	33,192.09	33,192.09
09/29/2020	303897727	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	155,032.86	155,032.86
10/01/2020	105514	03460 ACCO ENGINEERED SYSTEMS II	FY20 DO HVAC MAINTENANCE - FEB 2020	369.00	369.00
10/01/2020	105515	01013 BARRETT BUSINESS SERVICES	P. MULLEN: WE 09/06/20	1,536.10	
			O. WARNER W/E 09/06/20	1,463.00	
			W. SHEWFELT WEEK ENDING 9/6/20, 40 HRS	1,330.00	
			A. WATSON WEEK ENDING 9/6/20, 40 HRS	1,330.00	
			L. OLIVIERI: WE 09/06/20	1,245.69	
			C. FANTIN W/E 09/06/20	1,097.25	
			J. BEGLEY W/E 09/06/20	1,097.25	
			K. YAN 09/06/20	1,097.25	
			C. NUNEZ WEEK ENDING 9/6/20, 33 HRS	1,097.25	
			B. YENOKIDA W/E 09/06/20	978.88	
			E. VILLAMOR W/E 09/06/20	731.50	
			A. GEHMLICH: WE 09/06/20	486.40	13,490.57
10/01/2020	105516	03614 CAROLLO ENGINEERS INC.	16-R014 T.O. OC-21 8/11/20 - 8/31/20	4,447.00	
			16-R014 T.O. OC-19 8/1/20 - 8/11/20	3,102.25	7,549.25
10/01/2020	105517	00937 GRAINGER, INC.	CYLINDER BRACKETS FOR LAB GAS RACKS	83.83	
			CYLINDER BRACKET FOR LAB GAS RACK	41.92	125.75

Check History Description Listing

Dublin San Ramon Services District

From: 9/4/2020

To: 10/7/2020

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Date	Check #	Vendor	Description	Amount Paid	Check Total
10/01/2020	105518	01273 SIMONE GRASHUIS	GRASHUIS MILEAGE REMIBURSEMENT RMC SITE	24.73	24.73
10/01/2020	105519	04424 GRAYBAR ELECTRIC COMPANY	ADDITIONAL STRUTS FOR BLDG T LED LIGHT S STRUT FOR BLDG T LED LIGHTING UPGRADE EXTENSION CORD END FOR PORTABLE A/C -220 CREDIT: RETURN FROM ORIGINAL INV 9317934	662.33 196.63 18.46 -238.68	638.74
10/01/2020	105520	01403 PRAXAIR DISTRIBUTION INC 186	LABORATORY INSTRUMENT GAS AND CYLINDER R	774.15	774.15
10/01/2020	105521	01120 EVITA SCHNUPP	E. SCHNUPP REIMB EXP FOR WORK FROM HOME	88.43	88.43
10/01/2020	105522	02470 SHRED-IT USA LLC	SHREDDING SERVICE - SVC DATE 8/11/20 & 9 CREDIT MEMO FOR 08/11/2020	260.84 -130.42	130.42
10/01/2020	105523	05026 UNIVAR SOLUTIONS USA INC.	WWTP: 4799.621 GAL SOD HYPO 12.5% DERWA: SOD HYPO 12.5% 4599.920 GAL	3,516.31 3,382.07	6,898.38
10/01/2020	105524	05127 VISION SERVICE PLAN - CA (VSF	OCTOBER 2020 - VISION	3,018.37	3,018.37
10/01/2020	105525	00957 WEST YOST & ASSOCIATES	17-P004 T.O. 3 8/8/20 TO 9/4/20 AWIA COMPLIANCE - AUG 2020 20-W025 T.O. 1 8/8/20 TO 9/4/20 16-R018 TO NO. OC-13 8/8/20 TO 9/4/20	21,352.43 13,124.50 3,834.00 1,132.00	39,442.93
10/01/2020	105526	01719 A & M PRINTING, INC.	BUSINESS CARDS - MULTIPLE EMPLOYEES BUSINESS CARDS - A. PEREZ & K. CURTIS BUSINESS CARDS - TONY LEONARDO	191.19 87.39 38.24	316.82
10/01/2020	105527	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE SVC - FOR AUGUST 2020	915.59	915.59
10/01/2020	105528	09003 AMERICAN METALS CORPORATI	STAINLESS STEEL MATERIALS FOR PLANT PROJ	1,710.48	1,710.48
10/01/2020	105529	01954 ANDERSON'S UNIFORMS	2-PLY WASHABLE, REUSABLE FACE MASKS W/ D	899.95	899.95
10/01/2020	105530	09492 APPLEONE	V. GONZALES: WE 09/06/20 J. ARSTINGSTALL: WE 09/06/20 K. LOVE: WE 09/06/20	1,240.00 1,178.00 727.47	3,145.47

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10/01/2020	105531	06349 ARCSINE ENGINEERING	16-A005 T.O. 1 8/1/20 - 8/31/20	14,416.54	14,416.54
10/01/2020	105532	01697 B & C TRUCK PARTS, INC	BACK-UP LIGHT FOR UNIT #93 & STOCK	120.61	120.61
10/01/2020	105533	08428 CAL ENGINEERING & GEOLOGY,	19-W004 T.O. 1 8/1/20 - 8/31/20	2,126.00	2,126.00
10/01/2020	105534	00107 CALCO FENCE, INC.	FENCE REPAIR @ RES 1A	11,513.00	11,513.00
10/01/2020	105535	00105 DEPT 34261 CAL-STEAM	LAVWMA: PLUMBING SUPPLIES FOR LAVWMA DRA	97.95	97.95
10/01/2020	105536	08447 CHEMTRADE CHEMICALS US LL	DERWA: ALUM SULFATE 3995.925 GAL	3,861.27	3,861.27
10/01/2020	105537	00157 CITY OF PLEASANTON	FOD WATER BILL CURRENT READ 07/01/2020-0	524.23	
			FOD IRRIGATION WATER BILL JUL AUG 07/09/	281.05	
			LAVWMA AUG 2020 WATER BILL 07/01/20 -08/	165.97	971.25
10/01/2020	105538	01156 CWEA	CWEA - SR ELECTRICIAN JOB POSTING 2020	290.00	290.00
10/01/2020	105539	08394 DON WOLF & ASSOCIATES, INC.	CO-GEN EMISSIONS TESTER CALIBRATION & RE	967.79	967.79
10/01/2020	105540	02656 FASTENAL COMPANY	FLASHLIGHTS, BATTERIES	1,618.00	
			PPE VENDING MACHINE RESTOCK: FOF	344.37	
			PPE VENDING MACHINE RESTOCK: BLDG S	270.37	
			PPE VENDING MACHINE RESTOCK: BLDG A	267.78	2,500.52
10/01/2020	105541	00382 HAVE AIR WILL TRAVEL, INC.	FLAT TIRE REPAIR FOR UNIT #E503	200.00	200.00
10/01/2020	105542	08782 HAYES BACKFLOW TESTING/RE	BACKFLOW TESTING FOR DISTRICT - VARIOUS	1,020.00	1,020.00
10/01/2020	105543	03149 HDS WHITE CAP CONST SUPPLY	TOOL BATTERIES, SAW BLADES	696.73	
			17OZ CAUTION BLUE WB INVERTED (QTY 24),	227.72	
			2"X3"X18" GREEN BLANK LOCATOR FLAG 10 BU	52.39	976.84
10/01/2020	105544	01801 KENNEDY/JENKS CONSULTANTS	18-W003 T.O. 1 PRO SVCS THROUGH 8/21/20	9,915.70	9,915.70
10/01/2020	105545	00536 MC MASTER-CARR SUPPLY CO.	SHOP SUPPLIES: HOSES & DUCT TAPES	143.74	
			DERWA: HOSE FOR SF COMPRESSOR DRAIN VALV	40.05	183.79
10/01/2020	105546	04231 MSC INDUSTRIAL SUPPLY CO	BREATHERS FOR OIL STORAGE TOTES	762.39	

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			DERWA ACTIFLOW HARDWARE SAND CYCLONES; D	374.00	
			GAUGES FOR STOCK	360.66	1,497.05
10/01/2020	105547	04796 NAPA AUTO PARTS	WIPER SOLVENT FOR STOCK	31.20	31.20
10/01/2020	105548	02109 ONE HOUR DELIVERY SERVICE,	20-P009 AND LVBASN NOTICE OF EXEMPTION	137.00	137.00
10/01/2020	105549	08356 PACE SUPPLY	FH PART CLOW CHAIN W/LOOP (72), OPEN MES	1,616.33	
			NITRILE GLOVES, LONG SLEEVE AC, OFFSET P	371.57	
			TELESCOPING BASIN WRENCH LONG JAW RIGID	45.82	
			GASKETS (QTY. 9)	38.25	
			CREDIT FOR RETURNED ITEMS ORIG INV 14634	-25.10	2,046.87
10/01/2020	105550	00620 PG&E	MISC PUMP STNS, RESERVOIRS, TO'S ELEC -	82,852.18	
			MISC PUMP STATIONS, COMMERCE CIRCLE ELEC	38,373.47	
			LAVWMA PS FEEDER A - SEPT 2020	37,167.20	
			DEPARTING LOAD NON-BYPASSABLE CHARGES -	647.99	
			LAVWMA PIPELINE & LIVERMORE LINE ELECTRI	462.01	
			DUBLIN LIFT STN (NEW LS1) ELECTRICITY -	288.92	
			RESERVOIR 3A ELETRIC - AUG 2020	65.57	
			PLEASANTON RECYCLED WATER TURNOUT - SEPT	42.67	
			RESERVOIR 200B ELECTRIC - SEPT 2020	32.55	159,932.56
10/01/2020	105551	09813 POWERCLEAN CARPET AND JAN	DO: INTERIOR & EXTERIOR WINDOW CLEANING	4,280.00	
			WWTP: BLDGS A & S INTERIOR & EXTERIOR WI	2,600.00	
			FOD: INTERIOR & EXTERIOR WINDOW CLEANING	2,390.00	
			CARPET CLEANING @ FOD 2ND FLOOR - 08/15/	895.00	
			DEEP CLEAN & DISINFECT BLDG A NEW LOCKER	595.00	10,760.00
10/01/2020	105552	05543 PREFERRED BENEFIT INSURAN	OCTOBER 2020 - DENTAL	24,161.10	24,161.10
10/01/2020	105553	09023 QUENCH USA, INC.	WATER FILTRATION SERVICE (FOF, BLDG T, B	196.65	196.65
10/01/2020	105554	04105 R & B COMPANY	ALUMINUM FEMALE HOSE X MALE HOSE ADAPTER	838.27	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			SCC-113X3 1 COPPER ROMAC FC REP CLAMP (Q	573.56	
			METER BOX HAND PUMP W/6' HOSE (QTY. 4)	268.41	1,680.24
10/01/2020	105555	09683 RIMKUS CONSULTING GROUP, II	SAFETY PROGRAM PROFESSIONAL SERVICES 8/0	25,760.50	25,760.50
10/01/2020	105556	02444 DEPT LA 1368 STAPLES ADVANT.	SHARPIE GEL PENS, BLUE & BLACK INK	74.25	74.25
10/01/2020	105557	06240 SWINERTON BUILDERS	19-A005 T.O. 1 8/1- 8/31/20	1,539.00	1,539.00
10/01/2020	105558	00870 TOOL TECH CONSTRUCTION SU	GAS CAN, VEHICLE CHARGER, METAL GAS CAN,	744.81	744.81
10/01/2020	105559	00903 UNITED RENTALS, INC.	PROPANE FOR FOF WAREHOUSE FORKLIFT	68.87	68.87
10/01/2020	105560	00933 VWR INTERNATIONAL, INC.	SULFATE STD, EDTA NA2 SALTS	114.33	
			BARBITURIC ACID	47.48	
			SILICA STD	35.97	197.78
10/01/2020	105561	09737 WOODARD & CURRAN, INC	LAVWMA NPDES PERMIT RENEWAL FY 2021 - TH	5,068.50	5,068.50
10/02/2020	17698080	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	10.00	10.00
10/02/2020	62047594	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	453.11	453.11

230 checks in this report

Total Checks: 5,357,959.48



TITLE: Authorize Execution of Settlement Agreement and Release with Pacific Gas and Electric Company for the DERWA (Dublin San Ramon Services District – East Bay Municipal Utility District Recycled Water Agency) Supplemental Supply Project (CIP 16-R018)

RECOMMENDATION:

Staff recommends the Board of Directors authorize, by Motion, the General Manager to execute a Settlement Agreement and Release with Pacific Gas and Electric Company (PG&E) for the DERWA Supplemental Supply Project (CIP 16-R018).

DISCUSSION:

On February 4, 2019, DERWA and the Central Contra Costa Sanitary District (Central San) signed an agreement that allows for the diversion of approximately 1.3 million gallons per day of untreated wastewater from the Central San collection system to the DSRSD collection system. The diverted wastewater will serve as a supplemental supply to DERWA and will be treated at DSRSD’s Regional Wastewater Treatment Plant and delivered to the Jeffrey G. Hansen Water Recycling Plant.

The San Ramon Pump Station Flow Diversion Project (Project) will construct the infrastructure to facilitate the wastewater diversion. The Project includes a diversion vault, metering equipment, and weir gates to direct the flow to an intertie connecting DSRSD and Central San’s wastewater collection systems. It will also include a passive bypass to minimize overflows from either collection system by allowing wastewater to flow to the neighboring system.

The Board awarded the construction contract for the Project on December 17, 2019. DSRSD staff is managing the construction of the Project on behalf of DERWA and will be reimbursed for all Project costs. DSRSD will then pay DERWA for DSRSD’s portion of the Project per the Agreement for the Sale of Recycled Water by DERWA to DSRSD and the East Bay Municipal Utility District. DSRSD’s approved Capital Improvement Program includes a project titled DERWA Supplemental Supply (CIP 16-R018) which allows for the budgeting of capital costs associated with DERWA. The San Ramon Pump Station Flow Diversion Project expenses are charged to the DERWA Supplemental Supply Project.

During construction, the contractor, Garney Pacific, Inc., discovered an unmarked PG&E electric line within the project alignment. When informed of the electric line, PG&E determined the electric line could not be disturbed. A change to the project shoring design was required to accommodate this request. The cost of the change order was \$35,228.65. District staff pursued a claim with PG&E, who has agreed to pay for the cost of the change order, provided the District execute a Settlement Agreement and Release (Attachment 1).

District General Counsel has reviewed the Settlement Agreement and Release. Staff recommends the Board of Directors authorize, by motion, the General Manager to execute the Settlement Agreement and Release so that PG&E may reimburse the District for the change order costs incurred as a result of the unmarked PG&E electric line.

Originating Department: Engineering Services	Contact: S. Mann	Legal Review: Yes
Financial Review: Not Required	Cost and Funding Source: \$0	
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 – PG&E Settlement Agreement and Release	
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A20140853

SETTLEMENT AGREEMENT AND RELEASE

This Settlement Agreement and Release (“Release”) is entered into by and between Sukhpreet Dublin San Ramon Services District-Mann (“Claimant”) and Pacific Gas and Electric Company (“PG&E”). For and in consideration of PG&E’s payment of \$35,228.65, made payable to Dublin San Ramon Services District, the undersigned agrees to the following:

RECITALS

On or about 8/18/2020, an Electric Dig In to PG&E Underground occurred at 9925 Mangos Drive, San Ramon, California (“the incident”). Claimant contends that PG&E is legally responsible for the incident. PG&E denies the contention. However, the parties wish to avoid the costs and expenses associated with the dispute, and wish to resolve this dispute informally, subject to the terms of this Release:

TERMS

1. Release. Claimant shall and does release, discharge and covenant not to sue or take administrative action against PG&E, its directors, agents, principals, receivers, trustees, employees, contractors, attorneys, representatives, insurers, predecessors or successors-in-interest and assignees as to any and all claims or causes of action of every kind and nature whatsoever, in law and in equity, whether known or unknown, which arise out of or are related to the incident. Claimant waives the provisions of California Civil Code section 1542, which provides as follows:

A general release does not extend to the claims which the creditor does not know or suspect to exist in his favor at the time of executing the release which, if known by him, must have materially affected his settlement with the debtor.

2. No Admission of Liability. PG&E admits no liability for the incident in agreeing to the terms of this Release.

3. Scope of Release. This Release shall apply to and be binding upon PG&E and its directors, agents, principals, receivers, trustees, employees, contractors, attorneys, consultants, insurers, successors, and assignees, including but not limited to individuals, partners, and subsidiary and parent corporations.

4. Indemnity. Claimant agrees to defend, protect, indemnify and hold harmless PG&E from any and all loss, claim, expense, demand and cause of action, including but not limited to

past, current, or future claims, causes of action, demands or liens brought by any person or entity arising out of or in any way connected with the incident.

5. Release Drafted By All Parties. This Release shall be deemed to have been drafted equally by the parties, and shall not be interpreted for or against either party on the ground that any such party drafted it.

6. Governing Law. This Release shall be governed by and construed in accordance with the laws of the State of California.

7. Integration of Terms and Conditions. This Release contains all of the terms and conditions agreed upon by Claimant and PG&E relating to the matters covered by this Release, and supersedes any and all prior agreements, negotiations, correspondence, understandings, and communications of the parties, whether verbal or written, respecting the matters covered by this Release. This Release may be modified only by a writing signed by the parties or their authorized representatives.

8. Knowing and Voluntary Agreement. The parties to this Release acknowledge that they have reviewed all of the terms and conditions of this Release and have had the benefit of legal counsel's advice with respect to the Release.

9. Authorization to Execute Agreement. The parties to this Release represent and warrant that the persons who have signed this Release on their behalf are authorized to enter into this Release, and to bind the parties to its terms and conditions.

10. Parties to Bear Their Own Costs and Attorneys' Fees. The parties to this Release shall bear their own respective costs and attorneys' fees in connection with the incident, including actions brought to enforce the terms of this Release.

11. Effective Date. The effective date of this Release shall be the date it is signed by authorized representatives of Claimant and PG&E.

12. No Third Party Benefits. This Release is made for the sole benefit of the parties, and no other person or entity shall have any rights or remedies under or by reason of this Release, unless otherwise expressly provided for herein.

CLAIMANT

Dated: _____

By: _____



TITLE: Authorize the General Manager to Approve Purchase Order for Pipes and Fittings Repair Parts Supply and Delivery

RECOMMENDATION:

Staff recommends the Board of Directors authorize, by Motion, the General Manager to approve a purchase order to R&B Company for pipes and fittings repair parts supply and delivery in the amount of \$800,000.

DISCUSSION:

Staff solicited quotes through a competitive bid process for supply and delivery of pipes and fittings repair parts for a purchase order contract period of 20 months beginning November 1, 2020, of this fiscal year through next fiscal year ending June 30, 2022. In addition, the contract contains a provision at the District's sole discretion to extend the contract in 12-month increments for an additional period not to exceed 36 months. Three submittals were received on the due date of September 22, 2020, from R&B Company, Pace Supply, and Ferguson Waterworks. The bid award requirements reflected price, product quality, and vendor responsiveness. After review of the submittals, R&B Company supplied the lowest overall price as shown on the table below and has also demonstrated the highest level of delivery request responsiveness and good condition of product at delivery. Therefore, R&B Company has met the criteria and specifications for supply and delivery of the products that is deemed most advantageous and is in the best interest of the District.

Submittal from:	Overall Bid Price Comparison*
R&B Company	\$249,520.13
Pace Supply	\$263,653.56
Ferguson Waterworks	\$282,390.34

**Using a comparative sample list of parts and estimated quantities*

The estimated aggregate amount for the contract period is \$800,000 based on current and historical trends, and including any extension period for a purchase order. These parts are used for maintenance and repair work performed by District staff and are also provided as needed to the District's on-call emergency contractors. Staff intends to issue a purchase order in the amount of \$800,000 to R&B Company, of which \$300,000 will be allocated for the remainder of the current fiscal year 2021 and \$500,000 for the next fiscal year 2022. The anticipated expenses for this fiscal year are already within the Operations Department's current operating budget for the Water Enterprise (Fund 600). Staff will request the appropriate funding for next fiscal year during the preparation of the new two-year budget.

As the purchase order contract amount exceeds the General Manager's purchasing authority limit of \$175,000, Board approval is necessary to authorize the General Manager to approve the \$800,000 purchase order to R&B Company.

Originating Department: Operations	Contact: D. Martin	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: \$800,000 from Water Enterprise (Fund 600)	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	37 of 56	



TITLE: Approve Continuation of District's State of Emergency in Response to COVID-19 Pandemic by General Manager and Find that the Need for the District's State of Emergency Still Exists

RECOMMENDATION:

Staff recommends the Board of Directors receive a verbal update on the COVID-19 emergency and approve, by Motion, a continuation of the State of Emergency response to the COVID-19 pandemic, as declared by the General Manager and confirmed and ratified by Resolution No. 26-20, and find that there exists a need for continuing the District's COVID-19 emergency which the Board last confirmed on October 6, 2020.

SUMMARY:

On March 25, 2020, the Board of Directors approved Resolution No. 26-20, which confirmed the District's State of Emergency in response to the COVID-19 pandemic and directed the General Manager to provide regular progress reports to the Board until the State of Emergency is terminated. There have been no substantial changes to the District's COVID-19 response since the Board was last updated. The District continues to operate under COVID-19 emergency restrictions and comply with all state and local public health orders. To assure proper staffing and support of critical operational functions, staff is requesting the Board find that there still exists a need to continue the State of Emergency.

BACKGROUND:

On March 4, 2020, Governor Gavin Newsom of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19, a coronavirus. On March 13, 2020, President Donald Trump declared a National Emergency as a result of the threat of COVID-19.

On March 16, 2020, the public health officers of Alameda and Contra Costa Counties issued a legal order directing their respective residents to shelter in place (SIP) and limiting activity, travel, and business functions to the most essential needs. The SIP order provided an exception for the operations and maintenance of "Essential Infrastructure," which includes, but is not limited to, water, wastewater, and recycled water service. Since most District facilities are located within Alameda County, emergency response plans have been based on the Alameda County SIP order. The Alameda County public health officer has issued updated SIP orders on March 31, April 29, May 18, June 5, June 18, July 15, August 21, September 2, and October 1 in response to changing conditions. The Alameda County SIP order requires employers to implement physical distancing and other safety measures to limit the spread of COVID-19 in the workplace. The latest SIP order has no specified termination date and will continue to be updated periodically.

On March 16, 2020, the General Manager, as the District's Emergency Manager per the Emergency Response Plan policy (P300-16-2), declared a District State of Emergency to allow for essential operations to continue, and to ensure operational flexibility in meeting the challenges of COVID-19, while providing vital water and sewer services that are needed to protect public health and the environment.

On March 19, 2020, the State public health officer issued an order requiring most Californians to stay at home, with certain exceptions for critical services and other essential needs. This stay-at-home order has no specified termination date.

On March 25, 2020, the Board of Directors approved Resolution No. 26-20, which confirmed the continuation of the District State of Emergency, and directed the General Manager to report on progress at least at every regularly scheduled meeting until the State of Emergency is terminated.

Originating Department: Office of the General Manager	Contact: J. Lee	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$0	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	38 of 56	

On May 4, 2020, Governor Newsom issued Executive Order N-60-20, allowing for the gradual relaxing of the stay-at-home order and reopening of industry sectors under a four-stage roadmap. However, due to a surge in positive COVID-19 cases during the summer, the State began putting counties on a state watch list and requiring them to scale back reopenings.

On August 28, 2020, the State announced a new color-coded, four-tier “Blueprint for a Safer Economy” which loosens and tightens restrictions on activities based on risk level. This new color-coded system (Purple, Red, Orange, and Yellow) replaces the earlier roadmap and outlines a more gradual process for reopening the economy than the first attempt. The State assesses each county weekly and assigns them a tier based on the rate of positive cases and percentage of positive tests. These metrics will be used to determine how quickly a county can move through the tiers or whether a county needs to take a step back if COVID-19 cases surge again. Both Alameda and Contra Costa Counties were initially assigned to the Purple Tier (Tier 1), which represents widespread community transmission.

On September 30, 2020, the State announced a new health equity metric which will be used (along with the other metrics) to determine a county’s tier. This metric requires the test positivity rates in the most disadvantaged neighborhoods to fall within the same range as the county’s overall test positivity rates. The equity metric took effect on October 6, 2020.

DISCUSSION:

On October 13, 2020, Alameda County moved into the Orange Tier (Tier 3) under the State’s Blueprint for a Safer Economy. The Orange Tier is the second-lowest tier in the State’s color-coded risk system and indicates a moderate risk of COVID-19 transmission in the community. Alameda County continues to take a more conservative approach than the State towards reopening activities and businesses. Under the State’s new color-coded system, a local jurisdiction can adopt more restrictive, but not less restrictive, measures to slow the spread of the virus. Alameda County is slowly phasing in the resumption of indoor activities and other modifications that are permitted by the State in the Red Tier. These activities do not currently include loosening restrictions on office settings.

As of October 13, 2020, Contra Costa County remains in the Red Tier (Tier 2), which represents a substantial risk of COVID-19 transmission in the community.

District emergency planning has been aggressively implemented. In compliance with state and local public health orders, half of the District’s staff are fully or partially working from home and the remaining staff are reporting to District facilities, with staggered schedules and other measures implemented to comply with social distancing requirements. A few operational activities (e.g., inspections of industrial customer facilities) are still suspended or delayed while the District’s Environmental Health and Safety Team evaluates how to resume these activities in a manner that complies with the District’s COVID-19 safety protocols. Significant changes to the District’s COVID-19 response plans are unlikely to occur until Alameda County reaches the Yellow Tier (Tier 4) under the State’s color-coded system and the Alameda County SIP order restrictions for office settings are relaxed. Recent changes to Alameda County’s SIP order have had no effect on the District’s COVID response protocols and procedures.

The COVID-19 emergency continues in the District’s service area. To assure proper staffing and support of critical operational functions, staff is requesting the Board find that there still exists a need to continue the State of Emergency reflected by Resolution No. 26-20.



TITLE: First Reading: Introduction of Ordinance Revising District Code Chapter 7.40 Acquisition of Real Property, Supplies, and Equipment

RECOMMENDATION:

Staff recommends the Board of Directors waive, by Motion, the first reading of an Ordinance that, if adopted, will revise provisions of the District Code, Chapter 7.40, that govern acquisition of real property, supplies, and equipment, and schedule the Ordinance for a second reading and adoption at the November 3, 2020 Board meeting.

SUMMARY:

This is the first of two readings for proposed revisions to District Code Chapter 7.40, which governs acquisition of real property, supplies, and equipment. Staff proposes to revise the code, as shown in Attachment 1, to include comprehensive procurement authority and standards. Currently, procurement authority and standards are stated in both Chapter 7.40 of the District Code and the District’s Purchasing policy (Attachment 2). The benefit of consolidating procurement authority and standards into the District Code is that the information becomes more transparent for the public, and more straightforward for staff to administer. This effort also provided staff with an opportunity to update, refine, and clarify language in the code to ensure ease of understanding and compliance with applicable procurement regulations.

DISCUSSION:

District procurement regulations can be found in several documents, including the District Code, District policy, and guidance documents. Proposed revisions to the Chapter 7.40 of the District Code are recommended to consolidate comprehensive procurement authority and standards in one place, and refine language to ensure transparency, ease of understanding, and compliance with applicable regulations. A marked-up version of Chapter 7.40 showing proposed changes is included as Attachment 1 and summarized in this report for reference. A clean version of the proposed modified Chapter 7.40 is shown in Exhibit 1 to the ordinance. Concurrently with final approval of the District Code revisions, the Board would rescind the Purchasing policy. These efforts align with the District’s Strategic Goal #3 to update the District’s business practices and procedures.

Purchasing Agent Designation and Authority – Purchasing Policy

Currently, the Purchasing Policy designates the General Manager as the Purchasing Agent and states that the Purchasing Agent has three core responsibilities which shall be carried out in conformance with Chapter 7.40 of the District Code, and the California Uniform Public Construction Cost Accounting Act (the Act):

1. Establish written purchasing guidelines (and update as needed);
2. Negotiate and execute contracts; and
3. Purchase or contract for supplies, services, and equipment.

The policy also establishes the Purchasing Agent’s authority to:

1. Negotiate and execute all contracts up to \$175,000, with some exceptions for recurring, operation purchases such as utility payments and water purchases;
2. Let contracts in the case of a declared emergency;
3. Authorize credit card agreements;
4. Adjust Board-approved contracts up to \$175,000, unless additional authority is delegated by the Board; and

Originating Department: Administrative Services	Contact: H. Chen	Legal Review: Yes
Financial Review: Yes	Cost and Funding Source: \$0	
Attachments: <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)	Attachment 1: Marked-up District Code Chapter 7.40 Attachment 2: Purchasing policy (P500-18-1)	
		40 of 56

5. Award, adjust, and make discretionary decisions for public works contracts up to \$175,000 (e.g., to reject all bids, require bid bonds, or make sole source findings).

Purchasing Agent Designation and Authority – Revised District Code

The recommended revisions to District Code Chapter 7.40 would not give the Purchasing Agent additional authorities than previously existed under the code and Purchasing policy, but rather elaborate, clarify, and consolidate the authorities into a single code section. Specifically, Section 7.40.060 of the revised code established comprehensive Purchasing Agent authority with greater specificity than previously stated in the Purchasing policy.

For example, the Purchasing Agent’s authority to negotiate, execute, and adjust purchase contracts has been expanded to enumerate seven specific authorities that fall within the following categories:

1. Delegate purchasing authorities and procurement requirements within the \$175,000 threshold;
2. Determine which bid, of two or more tied bids, shall be accepted by the District;
3. Reject any or all bids received in conjunction with a competitive procurement, consistent with procedures and guidelines adopted per this chapter;
4. Require and determine the amount of bid bonds where appropriate;
5. Determine whether to waive minor irregularities in bid and proposals, consistent with procedures and guidelines adopted per this chapter;
6. Determine whether to accept or reject bid protests, consistent with procedures and guidelines adopted per this chapter; and
7. Consent to the substitution of a subcontractor pursuant to the conditions and procedures set for in Section 4107.5 of the Public Contract Code.

The Purchasing Agent’s authority to approve competitive procurement exemption requests for sole source, single source, and cooperative purchases has also been refined, to provide greater detail about the criteria for exemption approvals and a specific requirement to have requests approved in writing and justified with particularity as to why the exemption is in the best interest of the District. While this has been the practice, the requirement was not clearly stated in District regulations. For this reason, it is an appropriate addition to the code.

As mentioned, another purpose of revising the code in a wholesale manner is to ensure compliance with additional procurement regulations. An example of this is the inclusion of language under the Purchasing Agent’s authority requiring purchases involving federal grant funding or assistance to be conducted in accordance with applicable laws and regulations, with appropriate procedures incorporated in the purchasing guidelines.

Competitive Procurement Thresholds for Services and Supplies

A significant shift from prior practice is the recommendation to include specific competitive procurement thresholds in the District Code. Chapter 7.40 currently states that thresholds to trigger competitive procurement (e.g., bidding) for non-public works goods and services shall simply mirror that of the Act. Practically, thresholds of the Act are intended to be applied to construction projects, and to apply them blanketly to all purchases is not a best practice. To address this, staff recommends including new language in Section 7.40.080 of the revised code to clearly state when competitive procurement is required, based on the good or service type. Specifically, a competitive solicitation process shall be used for the following purchase types and dollar thresholds:

- a. Goods and Technical Services over \$45,000
- b. Public Works Contracts over \$60,000 (see further discussion below under “Public Works Projects”)
- c. Professional Services over \$175,000

Section 7.40.080 also includes provisions for when competitive procurement would not be required. For example, goods or services are obtained through agreements with other governmental agencies (including wholesale water purchases, and retiree obligations) are not subject to competitive procurement. Utility services, insurance, permits, membership costs, travel, conferences, professional development, certification, tuition reimbursements, advertisements, newspapers, trade journals, and similar purchases are also not subject to competitive procurement.

Public Works Projects

Slight revisions to the section pertaining to informal bidding procedures under the Act are recommended to better reflect current practice, including the elimination of the requirement to maintain a “contractor list” and the election to instead utilize advertisement in specified trade journals for bid invitation and posting requirements. Language has also been recommended to clarify that some public projects may be performed by the employees of the District, not only by negotiated contract, as permitted by state law.

Chapter 7.40 currently “links” the bidding method to let public works contracts to the monetary limits or thresholds in the Act. There is no change proposed to that association between District Code and the Act. However, it should be noted that since the time of adoption in 2018, the state has increased those thresholds, as shown below:

Bidding Method	Previous Threshold	Current Threshold
Negotiated Contract or Force Account	Up to \$45,000	Up to \$60,000
Informal Bidding	\$45,001–\$175,000	\$60,001–\$200,000
Formal Bidding	Greater than \$175,000	Greater than \$200,000

Purchasing Policy Rescission

If the Board revises District Code Chapter 7.40 as recommended by staff, the Purchasing policy would no longer be needed. Staff recommends rescinding the Purchasing policy at the November 3, 2020 Board meeting, to coincide with the effective date of the revised code.

Legal Review and Public Noticing

District General Counsel has reviewed the proposed revisions to the code. General Counsel also determined a public hearing is not required to revise this chapter of the District Code. Public notification requirements include the publishing of an ordinance summary after both the first and second readings. The summary is to be published on the District’s website and in a newspaper of general circulation. Staff will fully comply with notification requirements and will report on the first reading summary at the November 3, 2020 Board meeting.

ATTACHMENT 1 TO STAFF REPORT
MARKED-UP DISTRICT CODE CHAPTER 7.40

Chapter 7.40

ACQUISITION OF REAL PROPERTY, SERVICES, SUPPLIES, AND EQUIPMENT, AND PUBLIC WORKS BIDDING
REQUIREMENTS

Sections:

7.40.010 Purpose.

7.40.020 Real property acquisition Procedures.

7.40.030 Relocation assistance.

7.40.040 Information concerning real property.

7.40.050 Purchasing Agent.

~~Informal bidding procedures under the Uniform Public Construction Cost Accounting Act.~~

7.40.060 ~~Policies and procedures for purchasing supplies and equipment~~Purchasing Agent authority.

7.40.070 Board of Directors authority.

7.40.080 Competitive procurement thresholds.

7.40.090 Emergency purchasing.

7.40.100 Bid splitting prohibition.

7.40.110 Informal bidding procedures under the California Uniform Public Construction Cost Accounting Act.

7.40.010 Purpose.

The purpose of this chapter is to comply with the provisions of California Government Code Sections 7267, 7267.8, 54202, and 65402. [Ord. 327, 2010.] This chapter also establishes the authorities of the Board of Directors and General Manager for the procurement and purchase of required goods, services and public works construction.

7.40.020 Real property acquisition Procedures.

The acquisition of real property by the District shall be conducted in accordance with the provisions of Sections 7267.1 through 7267.7 (a portion of Chapter 16 of Division 7 of Title 1) of the California Government Code. [Ord. 327, 2010.]

7.40.030 Relocation assistance.

Relocation assistance and payments under the provisions of Sections 7260 through 7266 (a portion of Chapter 16 of Division 7 of Title 1) of the California Government Code shall be administered and implemented in conformity with the Relocation Assistance and Real Property Acquisition Guidelines adopted by the Department of Housing and Community Development. [Ord. 327, 2010.]

7.40.040 Information concerning real property.

Prior to the acquisition or disposition of real property, the District shall submit, to the county or city having planning jurisdiction, the location, purpose and extent thereof as required by Section 65402 of the California Government Code. [Ord. 327, 2010.]

7.40.050 Purchasing Agent.

The General Manager is designated as the Purchasing Agent for the District.

ATTACHMENT 1 TO STAFF REPORT
MARKED-UP DISTRICT CODE CHAPTER 7.40

7.40.060 Purchasing Agent authority.

The Purchasing Agent shall:

- A. Establish and periodically update written guidelines necessary to implement the requirements of this chapter and establish procurement guidelines that include procedures, codes of conduct, and standards not enumerated herein.
- B. Establish and periodically update written guidelines in conformance with the California Uniform Construction Cost Accounting Act, as may be necessary.
- C. Purchase or contract for supplies, services and equipment required by the District.
- D. Ensure that purchases involving federal grant funding/assistance are conducted in accordance with applicable laws and regulations, with appropriate procedures incorporated in the purchasing guidelines.
- E. Negotiate, execute, and adjust purchase contracts up to a total contract value of \$175,000, including the authority to:
 - 1. Delegate purchasing authorities and procurement requirements within the \$175,000 threshold;
 - 2. Determine which bid, of two or more tied bids, shall be accepted by the District;
 - 3. Reject any or all bids received in conjunction with a competitive procurement, consistent with procedures and guidelines adopted per this chapter;
 - 4. Require and determine the amount of bid bonds where appropriate;
 - 5. Determine whether to waive minor irregularities in bid and proposals, consistent with procedures and guidelines adopted per this chapter;
 - 6. Determine whether to accept or reject bid protests, consistent with procedures and guidelines adopted per this chapter; and
 - 7. Consent to the substitution of a subcontractor pursuant to the conditions and procedures set for in Section 4107.5 of the California Public Contract Code.
- F. Approve or delegate the authority to approve competitive procurement exemption requests including:
 - 1. Sole source purchases that may only be obtained from one source because of their proprietary nature, specialized skills required, compatibility requirements, or other unique characteristics;
 - 2. Single source purchases where the good or service may be available from more than one source but there is a compelling reason to select one vendor, such as specialized skills, acknowledged expertise or authority in a field, extensive knowledge obtained from successfully completing earlier phases of a project, or similar determination as documented;
 - 3. Cooperative purchases where the competitive procurement process has already occurred through the federal, state, or regional agreement.

All competitive exemption requests shall be approved in writing and shall justify with particularity why the exemption is in the best interest of the District.
- G. Make adjustments to Board-approved contracts up to a cumulative \$175,000 unless additional authority is delegated in an approving Board resolution.
- H. Extend the timeframe of a Board-approved contract up to one year in order to complete a procurement process of purchase.

ATTACHMENT 1 TO STAFF REPORT
MARKED-UP DISTRICT CODE CHAPTER 7.40

7.40.070 Board of Directors authority.

The Board of Directors must approve all purchase contracts over \$175,000, inclusive of adjustments, unless otherwise delegated by an Ordinance or Resolution approved by the Board.

7.40.080 Competitive procurement thresholds.

- A. A competitive solicitation process shall be used for the following purchase types and dollar thresholds:
 - 1. Goods and Technical Services over \$45,000
 - 2. Public Works Contracts over \$60,000
 - 3. Professional Services over \$175,000
- B. Purchases approved under DSRSDC 7.40.060(F) are not subject to competitive procurement as described therein.
- C. Purchasing standards for purchases below the thresholds listed in DSRSDC 7.40.080(A) shall be established by the Purchasing Agent in the purchasing guidelines.
- D. Purchases of goods or services obtained through agreements with other governmental agencies (including wholesale water purchases, and, retiree obligations), or for trials or testing purposes are not subject to competitive procurement.
- E. Purchases of utility services, insurance, permits, membership costs, travel, conferences, professional development, certification, and tuition reimbursements, advertisements, newspapers, trade journals, and similar purchases are not subject to competitive procurement.

7.40.090 Emergency purchasing.

Under an Emergency Proclamation executed by the General Manager pursuant to the Board of Directors Emergency Response Plan Policy, the Purchasing Agent, and designees, 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 in accordance with the provisions of Section 22050 of the California Public Contract Code.

Any emergency action taken by the Purchasing Agent, or designees, shall be reviewed by the Board of Directors at its next regularly scheduled meeting but in no event later than fourteen days after the action.

7.40.100 Bid splitting prohibition.

Under no circumstances can a purchase be artificially divided into smaller components for the purpose of avoiding the competitive procurement requirements established herein and in associated purchasing or procurement guideline.

ATTACHMENT 1 TO STAFF REPORT
MARKED-UP DISTRICT CODE CHAPTER 7.40

7.40.050110 Informal bidding procedures under the California Uniform Public Construction Cost Accounting Act.

A. Informal Bid Procedures. Public projects, as defined by the Act and in accordance with the monetary limits listed in Section 22032 of the California Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032 et seq. of the California Public Contract Code. In accordance with the monetary limits listed in Section 22032 of the California Public Contract Code, some public projects may be performed by the employees of the District by force account, by negotiated contract or by purchase order.

~~B.~~ Contractors List. The District shall develop and maintain a list of contractors ("list") in accordance with the provisions of Section 22034 of the California Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

B.

~~C.~~ Notice Inviting Informal Bids. Where a public project is to be performed which is subject to the provisions of the Act, not less than 10 calendar days before bids are due, a notice inviting informal bids may be mailed or sent by electronic means, to all construction trade journals, as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the California Public Contract Code. ~~all contractors for the category of work to be bid, as shown on the contractors list; and/or to all construction trade journals, as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code~~ Additional contractors and/or construction trade journals may be notified at the discretion of the department/~~division/unit~~section soliciting bids; provided, however, that i:

~~1.~~ 1. ~~If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice inviting bids shall be sent to the construction trade journals specified by the Commission.~~

~~2.~~ 2. ~~If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.~~

The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time, place and manner for the submission of bids.

~~D.C.~~ Award of Contracts. The General Manager is authorized to award informal contracts pursuant to the respective monetary limits set forth by Section 22032 of the California Public Contract Code and in the policies and procedures developed pursuant to DSRSDC 7.40.060(A).

~~E.D.~~ Bids Exceeding Informal Bid Limit. Pursuant to subdivision (d) of Section 22034 of the California Public Contract Code, if all bids are in excess of the informal bid monetary limit as set forth by the Act, as it may be modified from time to time, the Board of Directors may, if it determines that the District's cost estimate was reasonable, by 4/5 vote award the contract to the lowest responsible bidder submitting a responsive bid.

E. Adjustment of Amounts. Pursuant to the terms of the Act, the maximum dollar amounts authorized therein for informal bidding of public projects are subject to change by the State of California from time to time. When effective, such adjusted monetary limits shall apply to the District's contracts awarded thereafter without any need to amend this chapter or any of the sections contained therein. [Ord. 343, 2018.]

ATTACHMENT 1 TO STAFF REPORT
MARKED-UP DISTRICT CODE CHAPTER 7.40

F. Formal Bid Procedures. Public projects anticipated to be more than the monetary limit for informal bidding established pursuant to Section 22032 of the Act shall be let by formal bidding procedures consistent with Section 22037 et seq. of the Act.

~~7.40.060 Policies and procedures for purchasing supplies and equipment.~~

~~The procedures described in DSRSDC 7.40.050 and the referenced statutory provisions shall also apply to the purchase of goods and supplies in accordance with the monetary limits specified in Section 22032 of the Public Contract Code. In addition, the Board or, where delegated, the General Manager shall from time to time establish more detailed policies and procedures governing purchases of supplies and equipment by the District as specified in Section 54202 of the California Government Code. Purchases of supplies and equipment by the District shall be in accordance with said policies and in accordance with all provisions of law applicable thereto. No such policy or procedure shall be adopted which is inconsistent or in conflict with the Community Services District Law, the provisions of the Uniform Public Construction Cost Accounting Act within the Public Contract Code, or any other statute applicable to community services districts. [Ord. 343, 2018; Ord. 327, 2010. Formerly 7.40.050.]~~



Policy

Policy No.: P500-18-1	Type of Policy: Purchasing
Policy Title: Purchasing	
Policy Description: Purchasing of Materials, Supplies, Services and Equipment	
Approval Date: 3/20/2018	Last Review Date: 2018
Approval Resolution No.: 18-18	Next Review Date: 2022
Rescinded Resolution No.: 13-17	Rescinded Resolution Date: 3/21/2017

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

- Perform purchasing activities with the highest ethical standards.
- Purchase materials, supplies, non-professional services, technical services and equipment using processes to ensure the appropriate quality is received for a reasonable price.
- Secure professional services using an equitable, quality-based selection process.
- Incorporate environmental sustainability into purchasing decisions as a Green Business practice.
- Provide fair and open competition.
- Define authority for the purchasing function.

Purchasing Agent

The General Manager is designated as Purchasing Agent. The Purchasing Agent shall:

1. Establish written purchasing guidelines and update them as needed, in conformance with the California Uniform Construction Cost Accounting Act (the Act), District Code Chapter 7.40, this policy, and applicable laws.
2. Negotiate and execute contracts, including purchase orders, work orders, task orders and agreements, within the authority outlined in the Act, District Code Chapter 7.40, and this policy.
3. Purchase or contract for supplies, services and equipment required by the District, in accordance with the Act, District Code Chapter 7.40, and this policy.

Purchasing Authority

1. The Purchasing Agent, or designee is authorized to negotiate and execute all contracts including purchase orders, work orders, task orders and agreements, made in conformance with the purchasing guidelines up to \$175,000.
2. The Purchasing Agent or designee is authorized to negotiate and execute contracts in any amount for recurring, operational purchases such as:
 - Utility payments
 - Scheduled debt payments and related debt administration services
 - Chemical purchases
 - Payments to a District Joint Powers Agency within contractual agreements
 - Water purchase
 - Insurance payments
 - Retirement contributions
 - Payroll
 - Dougherty Valley Standby Charge District
3. In case of an emergency:
 - a. In accordance with Public Contract Code 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.
 - b. Any emergency action taken by the General Manager shall be reviewed by the Board of Directors no later than seven days after the action or at its next regularly scheduled meeting if that meeting will occur no later than fourteen day after the action.

Credit Cards

The General Manager is authorized on behalf of the District to enter into credit card agreements, designate who may receive and use credit cards issued on behalf of the District, execute security agreements with respect to the District's credit card accounts and otherwise bind the District with respect to its credit card accounts.

Adjustment of Contracts

For those contracts in excess of \$175,000 that were originally approved by the Board, the General Manager has the authority to make adjustments of up to \$175,000, unless additional authority is delegated in an approving resolution.

Public Works Contracts

The General Manager is authorized to award, and make associated decisions relating to, Public Works Contracts up to his purchasing authority of \$175,000 in accordance with the California Uniform

Construction Cost Accounting Act, District Code Chapter 7.40, and this policy. In addition, the General Manager is authorized to adjust Public Works Contracts in excess of \$175,000 that were originally approved by the Board, by a maximum adjustment of \$175,000, unless additional authority is delegated in an approving resolution. This delegation expressly encompasses related discretionary decisions such as the responsibility to accept one of two or more tied bids, to reject all bids, to require bid bonds, to utilize emergency procedure set forth in the Code, sole source findings, post award determinations regarding subcontractor substitutions, determining whether to waive irregularities, determining whether to accept or reject a bid protest, and making determinations regarding the substitution of a subcontractor claimed to have been inadvertently listed under the procedures set forth in Public Contract Code section 4107.5. However, in the case where a bid protest is filed, the General Manager shall refer approval of the Public Works contract to the Board of Directors.

ORDINANCE NO. _____

AN ORDINANCE OF DUBLIN SAN RAMON SERVICES DISTRICT AMENDING CHAPTER 7.40 OF THE DISTRICT CODE TO INCLUDE PROCUREMENT AUTHORITY AND STANDARDS FOR DISTRICT PURCHASING

WHEREAS, District Code Chapter 7.40, Acquisition of Real Property, Supplies and Equipment was established to comply with the provisions of the California Government Code Sections 7267, 7267.8, 54202, and 65402; and

WHEREAS, the District's Purchasing policy establishes the General Manager as the Purchasing Agent, and procurement authority of the Purchasing Agent; and

WHEREAS, the Board wishes to update the District Code to include comprehensive procurement authority and standards; and

WHEREAS, pursuant to Sections 25128 and 61060 of the California Government Code, three copies of the proposed revised Chapter 7.40 of the District Code have been on file in the office of the District Secretary since October 14, 2020 and available for use and examination by the public during regular business hours.

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

1. Chapter 7.40 of the District Code, entitled "Acquisition of Real Property, Supplies, and Equipment," is hereby repealed and replaced by the new Chapter 7.40 entitled "Acquisition of Real Property, Services, Supplies, Equipment, and Public Works Bidding Requirements" in the form in which it appears in Exhibit "1." Notwithstanding the preceding sentence, wherever a provision of the new Chapter 7.40 is substantially the same as the previous version of Chapter 7.40, the provision shall be deemed to be a continuation of the previous version of the provision and not a new enactment.

2. The General Manager, or the person or persons to whom such task may from time to time be delegated, is further authorized and directed to make further non-substantive administrative changes, as approved by District General Counsel, to Chapter 7.40, as respectively set forth in Exhibit "1" (including revisions in formatting as may be suggested by the publisher) for consistency and ease of reference within sixty (60) days from date of adoption.

3. This Ordinance shall become effective thirty (30) days after its adoption.

Ord. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 3rd day of November, 2020, by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nicole Genzale, District Secretary

Chapter 7.40
ACQUISITION OF REAL PROPERTY, SERVICES, SUPPLIES, EQUIPMENT, AND PUBLIC WORKS BIDDING
REQUIREMENTS

Sections:

- 7.40.010 Purpose.
- 7.40.020 Real property acquisition procedures.
- 7.40.030 Relocation assistance.
- 7.40.040 Information concerning real property.
- 7.40.050 Purchasing Agent.
- 7.40.060 Purchasing Agent authority.
- 7.40.070 Board of Directors authority.
- 7.40.080 Competitive procurement thresholds.
- 7.40.090 Emergency purchasing.
- 7.40.100 Bid splitting prohibition.
- 7.40.110 Informal bidding procedures under the California Uniform Public Construction Cost Accounting Act.

7.40.010 Purpose.

The purpose of this chapter is to comply with the provisions of California Government Code Sections 7267, 7267.8, 54202, and 65402. [Ord. 327, 2010.] This chapter also establishes the authorities of the Board of Directors and General Manager for the procurement and purchase of required goods, services and public works construction.

7.40.020 Real property acquisition procedures.

The acquisition of real property by the District shall be conducted in accordance with the provisions of Sections 7267.1 through 7267.7 (a portion of Chapter 16 of Division 7 of Title 1) of the California Government Code. [Ord. 327, 2010.]

7.40.030 Relocation assistance.

Relocation assistance and payments under the provisions of Sections 7260 through 7266 (a portion of Chapter 16 of Division 7 of Title 1) of the California Government Code shall be administered and implemented in conformity with the Relocation Assistance and Real Property Acquisition Guidelines adopted by the Department of Housing and Community Development. [Ord. 327, 2010.]

7.40.040 Information concerning real property.

Prior to the acquisition or disposition of real property, the District shall submit, to the county or city having planning jurisdiction, the location, purpose and extent thereof as required by Section 65402 of the California Government Code. [Ord. 327, 2010.]

7.40.050 Purchasing Agent.

The General Manager is designated as the Purchasing Agent for the District.

7.40.060 Purchasing Agent authority.

The Purchasing Agent shall:

- A. Establish and periodically update written guidelines necessary to implement the requirements of this chapter and establish procurement guidelines that include procedures, codes of conduct, and standards not enumerated herein.
- B. Establish and periodically update written guidelines in conformance with the California Uniform Construction Cost Accounting Act, as may be necessary.
- C. Purchase or contract for supplies, services and equipment required by the District.
- D. Ensure that purchases involving federal grant funding/assistance are conducted in accordance with applicable laws and regulations, with appropriate procedures incorporated in the purchasing guidelines.
- E. Negotiate, execute, and adjust purchase contracts up to a total contract value of \$175,000, including the authority to;
 - 1. Delegate purchasing authorities and procurement requirements within the \$175,000 threshold;
 - 2. Determine which bid, of two or more tied bids, shall be accepted by the District;
 - 3. Reject any or all bids received in conjunction with a competitive procurement, consistent with procedures and guidelines adopted per this chapter;
 - 4. Require and determine the amount of bid bonds where appropriate;
 - 5. Determine whether to waive minor irregularities in bid and proposals, consistent with procedures and guidelines adopted per this chapter;
 - 6. Determine whether to accept or reject bid protests, consistent with procedures and guidelines adopted per this chapter; and
 - 7. Consent to the substitution of a subcontractor pursuant to the conditions and procedures set for in Section 4107.5 of the California Public Contract Code.
- F. Approve or delegate the authority to approve competitive procurement exemption requests including:
 - 1. Sole source purchases that may only be obtained from one source because of their proprietary nature, specialized skills required, compatibility requirements, or other unique characteristics;
 - 2. Single source purchases where the good or service may be available from more than one source but there is a compelling reason to select one vendor, such as specialized skills, acknowledged expertise or authority in a field, extensive knowledge obtained from successfully completing earlier phases of a project, or similar determination as documented;
 - 3. Cooperative purchases where the competitive procurement process has already occurred through the federal, state, or regional agreement.

All competitive exemption requests shall be approved in writing and shall justify with particularity why the exemption is in the best interest of the District.
- G. Make adjustments to Board-approved contracts up to a cumulative \$175,000 unless additional authority is delegated in an approving Board resolution.
- H. Extend the timeframe of a Board-approved contract up to one year in order to complete a procurement process of purchase.

7.40.070 Board of Directors authority.

The Board of Directors must approve all purchase contracts over \$175,000, inclusive of adjustments, unless otherwise delegated by an Ordinance or Resolution approved by the Board.

7.40.080 Competitive procurement thresholds.

- A. A competitive solicitation process shall be used for the following purchase types and dollar thresholds:
 - 1. Goods and Technical Services over \$45,000
 - 2. Public Works Contracts over \$60,000
 - 3. Professional Services over \$175,000
- B. Purchases approved under DSRSDC 7.40.060(F) are not subject to competitive procurement as described therein.
- C. Purchasing standards for purchases below the thresholds listed in DSRSDC 7.40.080(A) shall be established by the Purchasing Agent in the purchasing guidelines.
- D. Purchases of goods or services obtained through agreements with other governmental agencies (including wholesale water purchases, and, retiree obligations), or for trials or testing purposes are not subject to competitive procurement.
- E. Purchases of utility services, insurance, permits, membership costs, travel, conferences, professional development, certification, and tuition reimbursements, advertisements, newspapers, trade journals, and similar purchases are not subject to competitive procurement.

7.40.090 Emergency purchasing.

Under an Emergency Proclamation executed by the General Manager pursuant to the Board of Directors Emergency Response Plan Policy, the Purchasing Agent, and designees, 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 in accordance with the provisions of Section 22050 of the California Public Contract Code.

Any emergency action taken by the Purchasing Agent, or designees, shall be reviewed by the Board of Directors at its next regularly scheduled meeting but in no event later than fourteen days after the action.

7.40.100 Bid splitting prohibition.

Under no circumstances can a purchase be artificially divided into smaller components for the purpose of avoiding the competitive procurement requirements established herein and in associated purchasing or procurement guideline.

7.40.110 Informal bidding procedures under the California Uniform Public Construction Cost Accounting Act.

- A. Informal Bid Procedures. Public projects, as defined by the Act and in accordance with the monetary limits listed in Section 22032 of the California Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032 et seq. of the California Public Contract Code. In accordance with the monetary limits listed in Section 22032 of the California Public Contract Code, some public projects may be performed by the employees of the District by force account, by negotiated contract or by purchase order.
- B. Contractors List. The District shall develop and maintain a list of contractors (“list”) in accordance with the provisions of Section 22034 of the California Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.
 Notice Inviting Informal Bids. Where a public project is to be performed which is subject to the provisions of the Act, not less than 10 calendar days before bids are due, a notice inviting informal bids may be mailed or sent by electronic means, to all construction trade journals, as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the California Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the department/division/unit soliciting bids; provided, however, that if the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors. The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time, place and manner for the submission of bids.
- C. Award of Contracts. The General Manager is authorized to award informal contracts pursuant to the respective monetary limits set forth by Section 22032 of the California Public Contract Code and in the policies and procedures developed pursuant to DSRSDC 7.40.060(A).
- D. Bids Exceeding Informal Bid Limit. Pursuant to subdivision (d) of Section 22034 of the California Public Contract Code, if all bids are in excess of the informal bid monetary limit as set forth by the Act, as it may be modified from time to time, the Board of Directors may, if it determines that the District’s cost estimate was reasonable, by 4/5 vote award the contract to the lowest responsible bidder submitting a responsive bid.
- E. Adjustment of Amounts. Pursuant to the terms of the Act, the maximum dollar amounts authorized therein for informal bidding of public projects are subject to change by the State of California from time to time. When effective, such adjusted monetary limits shall apply to the District’s contracts awarded thereafter without any need to amend this chapter or any of the sections contained therein. [Ord. 343, 2018.]
- F. Formal Bid Procedures. Public projects anticipated to be more than the monetary limit for informal bidding established pursuant to Section 22032 of the Act shall be let by formal bidding procedures consistent with Section 22037 et seq. of the Act.