

AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, February 2, 2021

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: Halket, Johnson, Rubio, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
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 January 19, 2021
Recommended Action: Approve by Motion

- 7.B. Authorize Execution of Task Order No. 2 with HDR Engineering, Inc. for Design Services for the Alum Addition Project (CIP 18-P016)
Recommended Action: Authorize by Motion
- 7.C. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 60-20
Recommended Action: Adopt by Resolution
- 7.D. Approve Amendment to the Capital Improvement Program Ten-Year Plan and Two-Year Budget for Fiscal Years 2020 and 2021 to Add the East Amador Lift Station Rehabilitation Project (CIP 21-P009)
Recommended Action: Approve by Resolution
- 7.E. Rescind Sewer System Overflows Policy (P600-16-1) and Resolution No. 46-12
Recommended Action: Rescind Policy by Resolution

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. Receive Report on Zone 7 Water Agency Preliminary 2021 Water Supply Plan
Recommended Action: Receive Presentation
- 8.C. Conduct Interviews of Invited Division 5 Applicants and Make an Appointment to Fill the Board Vacancy
Recommended Action: Approve by Resolution
- 8.D. Discuss and Approve Board Committees and Joint Powers Authority Assignments for Calendar Year 2021
Recommended Action: Discuss and Approve 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. 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, February 2, 2021

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, February 2, 2021. 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 **701 701 861#** 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**

January 19, 2021

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 6:06 p.m. by President Johnson.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Ann Marie Johnson, Vice President Richard M. Halket, Director Rubio, and Director Georgan M. Vonheeder-Leopold

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 Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

New Employee Introductions:

Kristy Fournier, Laboratory Supervisor
Chris Kinney, Senior Electrician
Ryan Clay, Customer Field Representative II

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:13 p.m.

Speaker: Mr. Dean Barnes, (Dublin resident) – Mr. Barnes introduced himself to the Board and expressed his interest in applying for the Division 5 seat.

Speaker: Mr. Kashef Qaadri, (Dublin resident) – Mr. Qaadri introduced himself to the Board and expressed his interest in applying for the Division 5 seat.

6. REPORTS6.A. Reports by Staff

- Event Calendar – General Manager McIntyre reported on the following:
 - The California Association of Sanitation Agencies winter conference will be held virtually January 27–28.
- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
1/15/2021	Email	John Peairs, XiO Water Systems	Board	Pump Station SCADA Systems for a fraction of the cost of old SCADA	N/A

6.B. Joint Powers Authority and Committee Reports – None6.C. Agenda Management (consider order of items) – No changes were made.7. CONSENT CALENDAR

Vice President Halket MOVED for approval of the items on the Consent Calendar. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES per roll call vote.

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

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 that the District has seen its first few positive cases, causing some slowdowns due to temporary reductions of staff. Staff is monitoring the progress of vaccination rollouts in both Alameda and Contra Costa Counties, as Contra Costa has indicated it may extend vaccinations to District employees if available before Alameda, since a portion of the District's service area is in San Ramon.

Director Vonheeder-Leopold 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. Director Rubio SECONDED the MOTION, which CARRIED with FOUR AYES per roll call vote.

8.B. Review Qualified Division 5 Director Applicants and Determine Applicants to Invite to Interview for Consideration of Appointment to Fill the Board Vacancy

Executive Services Supervisor/District Secretary Genzale reviewed the item for the Board. She suggested the Board use a straw vote to determine which applicants to invite

for interview at the February 2 Board meeting. She also read three written (email) comments received prior to the meeting.

“Dear President Johnson, Vice President Halket, and Directors Vonheeder-Leopold and Rubio, I would like to urge you to appoint Samir Qureshi to the vacant Division 5 Board position. Samir will make an excellent DSRSD Director. As a Planning Commissioner for the City of Dublin, Samir always came prepared. He did his homework, listened to subject matter experts and community feedback, and voted his conscience. In addition, he has experience on other boards and commissions, including as a School Board member on the East Coast. I know him to be a man without agenda other than helping his community. He is a consensus builder who really listens when others speak. Samir’s background in high tech, management, and finance will allow him to quickly digest the information in the staff reports without being “in the weeds” of trying to do staff’s jobs for them. Having served on many boards and commissions, he understands the role of governing bodies. He has the temperament, experience and skillset to be an excellent board member, and I endorse his appointment to the DSRSD Board of Directors. Sincerely Jean Josey” (1/15/21)

“Dear Distinguished DSRSD Board Members, I am writing to you to share my support for Samir Qureshi as you consider who you will appoint to fill the open position on your board. I appreciated his willingness to listen to all perspectives during his run for council and believe he brings governance experience and an impartial, collaborative work ethic to the board. I know it's never easy to make this kind of decision, as I was in your position on more than one occasion as a DUSD Board Member for 10 years. It's so great that you have so many qualified and interested candidates. However, remember that whomever you choose will have to run to remain seated on your board during the next election (unless there are different rules for your board than that of the DUSD Board). At that time, he/she will have either contributed in a positive way and earned the respect of the voting community and colleagues, or not. I think Samir has shown himself to be open-minded, thoughtful and invested in our community and I would personally love to see him in an elected seat representing Dublin. Thank you for reading my email and for your continued service. Sincerely, Amy Miller, Former DUSD Board Trustee” (1/18/21)

“Dear DSRSD Board of Directors, I am writing in strong support of Samir Qureshi for the Division 5 Director appointment. I have known Samir and his family for many years. Samir has a passion for and deep interest in public service. He has served on many boards and commissions, and has broad experience in operations, management, and finance. I believe his experience offers a valuable perspective and would allow him to immediately contribute to your board. His manner, which I have always seen to be thoughtful, steady and calm, would be a strong asset as well. Thank you for reading my letter, and for your time and consideration. And thank you for your service on the DSRSD board. Kind regards, Megan Rouse Dublin resident” (1/19/21)

The Boardmembers shared their thoughts on qualities helpful for the appointed Boardmember to possess relating to District business. The Board agreed each member would cast three votes and any applicant receiving at least one vote would be invited to interview. The Board then conducted a straw vote by roll call, with results shown in the table:

Applicant	Dir. Vonheeder-Leopold	Dir. Rubio	V.P. Halket	Pres. Johnson	VOTES RECEIVED
Samir Qureshi	1		1	1	3
Arun Goel	1	1		1	3
Dean Barnes			1		1
John Koltz		1		1	2
Kashef Qaadri	1	1	1		3
Glen Foley					0
Razi Hasni					0
VOTES CAST	3	3	3	3	12

Director Rubio MOVED to Invite the Five (5) Applicants Who Received Votes to Interview for Consideration of Appointment to Fill the Board Vacancy. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES per roll call vote.

The Board also directed staff to request a resume from each applicant interviewing if one was not already submitted.

9. BOARDMEMBER ITEMS

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

President Johnson submitted written reports to Executive Services Supervisor/District Secretary Genzale. She reported that LAVWMA, via its Ad-Hoc Committee, has been negotiating terms with East Bay Dischargers Authority and met on December 16 and December 17. She commended Assistant General Manager Lee and staff for their excellent work driving this effort forward in a timely manner.

Director Vonheeder-Leopold reported that she attended the Alameda County Special Districts Association Alameda County Chapter meeting on January 13 and the California Association of Sanitation Agencies Board of Directors meeting on January 14. She summarized the activities and discussions at the meetings.

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

Director Vonheeder-Leopold requested an update on water supply related to current rain and snow fall conditions. General Manager McIntyre stated an item will be brought to the

Board on February 2 and a briefing on this topic will be included in this week's General Manager Report.

10. ADJOURNMENT

President Johnson adjourned the meeting at 6:54 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



TITLE: Authorize Execution of Task Order No. 2 with HDR Engineering Inc., for Design Services for the Alum Addition Project (CIP 18-P016)

RECOMMENDATION:

Staff recommends the Board of Directors authorize, by Motion, execution of Task Order No. 2 to the Master Agreement for Consulting Services with HDR Engineering, Inc. in an amount not to exceed \$218,130 for design services for the Alum Addition Project (CIP 18-P016).

DISCUSSION:

The Alum Addition Project (Project), recommended in the 2017 Wastewater Treatment and Biosolids Facilities Master Plan, will help control the concentration of phosphates that are dissolved in the facultative sludge lagoon (FSL) return flow to the wastewater treatment plant (WWTP). Controlling phosphates in the FSL return flow allows staff to operate the aeration tanks in a mode that improves secondary clarifier efficiency and effluent quality. The Project will also reduce chemical addition to the digesters for struvite control. The Project will consist of a chemical storage tank and chemical feed system located at the FSL site.

On November 5, 2020, staff sent out a Request for Proposals (RFP) to 13 prospective consulting firms to provide engineering design services. On December 18, 2020, proposals were received from two firms: HDR Engineering, Inc. (HDR) and West Yost Associates. The proposals were evaluated based upon established criteria including project understanding, project approach and proposed scope of work, company and personnel qualifications, project schedule, and level of effort. Based upon these criteria, HDR was determined to have the combination of qualifications, staff, and proposed approach that best meets the District needs.

HDR’s proposed scope of work includes preliminary engineering; design engineering, including the preparation of design drawings, technical specifications and cost estimates; and engineering services in support of the project bidding phase. The design phase of this Project is anticipated to take approximately eight months. The Project has a current adopted budget of \$800,000, and it is split funded by Regional Wastewater Replacement (Fund 310) 75 percent and Regional Wastewater Expansion (Fund 320) 25 percent.

Originating Department: Engineering Services	Contact: K. Randeni	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$218,130 75 % - Regional Wastewater Replacement (Fund 310) 25% - Regional Wastewater Expansion (Fund 320)	
Attachments: <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Task Order <input type="checkbox"/> Other (see list on right) <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Proclamation		

HDR Engineering, Inc.

Task Order No. 2 to Agreement No. A20-22 dated 07/15/2020

Agreement Expiry Date: 07/31/2023

Issue Date: 02/02/2021

Project Name and Number: Alum Addition (CIP 18-P016)

Task Title: Design Services

Project Manager Name and Signature: Kevin Randeni _____

Source of Funds: Regional Wastewater Replacement Fund (310)

Account Number: 18-P016.design.cip

Authorization Amount: \$218,130.00 NTE

Original PO Amount: \$0.00

Increase PO Amount: \$0.00

New PO Amount: \$0.00

Purchase Order Number: TBD

Return Purchase Order to: Evita Schnupp

Compensation Method: Time and materials as per Agreement

Completion Date: 12/31/2021

Insurance Requirements: As per Agreement; no special requirements

Work Product: See Attachment "A"

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

Scope of Work: See Attachment "A"

Economic Disclosure: Not Required

Recommended by: Judy Zavadil (_____)

Accepted by: _____
Holly L. L. Kennedy, PE, Senior Vice President
HDR Engineering, Inc. _____
Date

Authorized by: _____
Daniel McIntyre, General Manager
Dublin San Ramon Services District _____
Date

SCOPE OF WORK

Dublin San Ramon Services District *Alum Addition (CIP 18-P016)*

Task 1—Project Management, Quality Assurance/Quality Control (QA/QC), Meetings, Workshops, and Site Visits

Subtask 1.1—Project Management

This subtask includes project management activities to complete the project on time/budget, while addressing District needs. The activities include:

- Prepare project management plan that will serve as a communication tool for team members.
- Perform coordination between CONSULTANT team members.
- Communicate and correspond with the District's project manager on project issues.
- Provide budget and schedule tracking.
- Oversee specific quality assurance/quality control (QA/QC) measures.
- Prepare monthly invoices and project status reports.
- Prepare a detailed schedule of work showing each task and subtask, identifying milestones for critical meetings, workshops, progress calls, deliverables, and District reviews. The schedule used in CONSULTANT's proposal will be used as a base and modified accordingly.

CONSULTANT will institute and maintain a formal QA/QC program for the work performed on this project. For objectivity, the team will consist of senior technical staff, not involved in the project, who will perform internal QA/QC on the deliverables before they are submitted to the District. QA/QC will be performed for each deliverable submitted to the District.

Deliverables:

- Project management plan, monthly invoices, and project status reports in PDF format.
- Schedule of work submitted electronically in MS Project and in PDF format monthly.

Subtask 1.2—Kick-off Meeting

CONSULTANT will meet with the District to review the scope of the project, discuss the project schedule submitted with the proposal, and confirm deliverables. A two-hour virtual meeting is assumed, to be attended by up to three CONSULTANT team members.

Deliverables:

- Meeting agenda and minutes.

Subtask 1.3—Weekly Progress Meetings

CONSULTANT will hold weekly progress calls with District staff for the duration of the project. Up to 25 one-hour meetings are budgeted.

Subtask 1.4—Deliverable Review Meetings

CONSULTANT will conduct up to three design-related meetings (preliminary engineering review meeting, 50% design review meeting, 90% design review meeting) held virtually. Each meeting is estimated to be up to two-hours in length, and up to three CONSULTANT team members will attend each meeting. Upon completion of this meeting, CONSULTANT will prepare meeting minutes to document discussions, decisions, and/or recommendations. COVID-19 social distancing and facial mask protocols will be followed, if still applicable.

Deliverables:

- Meeting agenda, handouts, and minutes.

PHASE 1—PRELIMINARY ENGINEERING

Task 2—Topographic Mapping and Survey Control

CONSULTANT's surveying subconsultant will perform a topographical survey and develop a topographical map of the project's boundaries, including locating utilities (i.e., electrical, sewers, and communications), appurtenant structures, fences, property lines, trees and large shrubs/vegetation, structures, roadways, and connection points.

Deliverables:

- Base map suitable for design.

Task 3—Preliminary Engineering

The preliminary engineering shall include the following elements:

- Sampling of phosphate in the facultative sludge lagoon return and/or wastewater treatment plant influent as deemed necessary by CONSULTANT to determine preliminary alum dosage.
 - Sampling is assumed to be limited to the facultative sludge lagoon supernatant, digested biosolids, and facultative sludge lagoon feed. Anticipated sampling is two to three times per week and one month for ammonium, magnesium, phosphate, potassium, alkalinity, pH, and temperature.
 - It is assumed that the District will provide CONSULTANT with historical digested biosolids, facultative sludge lagoon feed (if different from digested biosolids), and facultative sludge lagoon supernatant flow and data to augment the sampling.
- Jar testing of alum addition to the facultative sludge lagoon supernatant and/or wastewater treatment plant influent.
 - Jar testing will be performed to validate and refine the preliminary facultative sludge lagoon supernatant jar testing. This is anticipated to take up to one day in the District laboratory.

- CONSULTANT will provide a testing plan (similar to the primaries project chemically enhanced primary treatment), which will include a testing description, required materials, list of required space in the District laboratory (anticipate a bench), and chemical needs from the District (anticipate ferrous chloride and alum, which are both currently available on site).
 - CONSULTANT will provide results to the District in a Microsoft Excel file.
 - CONSULTANT will perform the jar testing (up to 2 team members will attend).
 - Testing will last up to one (1) day.
 - CONSULTANT will provide the gang stirrer to perform jar testing.
 - CONSULTANT will provide the test kit for performing phosphate analyzes.
 - District to provide basic laboratory materials (flasks, deionized water, etc.).
- Analysis to determine recommended flow-based metal salt dosage considering jar testing results, phosphate levels in the facultative sludge lagoon return water (if samples are collected), typical alum delivery volume and shelf life, phosphate levels required to keep PAOs alive in wastewater treatment plant secondaries, metal salt dosing and return from tertiary treatment, and seasonal and long-term adjustments in dosing.
 - Confirmation of initial siting and District equipment preferences.
 - Evaluation of alum salt delivery routes within the facultative sludge lagoon site.
 - Process review that considers the plantwide implications associated with metal salt dosing. Specifically, what are the implications on the biological nutrition in the activated sludge, ballasted flocculation impacts, solids capture in the primaries, odor control at the headworks/primaries, and seasonality dosing demands.
 - Engineer's opinion of probable construction cost for the project.
 - Project schedule (design phase and construction phase) for the project.

CONSULTANT will summarize the findings of preliminary engineering in a technical memorandum (TM). A draft preliminary engineering TM will be presented to District stakeholders at a preliminary engineering review meeting (budgeted under Subtask 1.4). A final preliminary engineering TM will be provided after incorporation of District comments on the draft TM.

Deliverables:

- Historical data request: will include a list of parameters.
- Sampling request that includes the method and sampling frequency.
- Jar testing plan in PDF format.
- Draft and final preliminary engineering TM in PDF format.

Assumptions:

- District to perform sampling and perform analyzes, either at the District or ship to an outside laboratory.
- District to organize historical data and provide to CONSULTANT in a Microsoft Excel file.

CONSULTANT assumes that a geotechnical investigation will not be required. Structural foundation design will be performed using the presumptive load bearing values presented in Section 1806A.2 of the California Building Code (CBC). CONSULTANT assumes that the structure will be set back a distance of at least H/3 from the top of the adjacent pond slope, where H is the height of the slope, to meet the foundation setback requirements of Section 1808.7 of the CBC.

Task 4–CEQA (Optional Task)

To support District in the CEQA process that will be required for the Alum Addition Project (Project), HDR has defined the following scope of services, broken into subtasks.

Subtask 4.1—Biological Resources Evaluation

To adequately document the onsite conditions, HDR will complete a desktop review and site reconnaissance survey to align proposed activities with the potential to effect special-status species and habitats. Based on initial desktop review of the area, there is a potential for a range of special-status species including burrowing owl and protected plants in the area. The fully protected species, white-tailed kite, has also been observed in this area. These conditions will be reviewed during the reconnaissance survey in proximity to the proposed project activities. If aquatic features are identified, the extent would be informally approximated using aerial photointerpretation. The data collected during the reconnaissance survey will be used to develop the biological resources section of the CEQA document or otherwise to substantiate the CEQA exemption claim that no sensitive or otherwise extraneous environmental issues would deem this ordinarily insignificant proposed activity significant. The data will further assist the project team in evaluating alternatives and advancing design including formally determining what, if any, permits/authorizations from USFWS, the Corps, or other resource and regulatory agencies may be required for construction of the preferred alternative. Ideally this reconnaissance survey will identify opportunities to avoid such features and related regulatory triggers. If after the preferred alternative is selected it is determined that permits/authorizations from the resource and/or regulatory agencies would be necessary, HDR would be happy to provide those services, and would define the scope and cost of those services with District once a preferred alternative is selected.

Deliverables:

- Draft and final biological resources technical memorandum documenting the findings of the reconnaissance survey.

Assumptions:

- Two qualified biologists would complete a one-day site reconnaissance with a project engineer to observe the full project footprint.
- This level of delineation is not intended to support resource and/or regulatory agency permitting

Subtask 4.2—CEQA Categorical Exemption

Based on our understanding of the project, the proposed activities include small appurtenances added to an existing facility within the project footprint. During early planning on this project, HDR's environmental lead will meet with District and the design team to review the project components, footprints, and the results of the biological reconnaissance survey. The appropriate level of CEQA will be confirmed. For the purpose of this scope of analysis and based on what is known about the project at this time, HDR assumes the project will qualify under CEQA for a Class 3 "New Construction or Conversion of Small Structures" categorical exemption under Section 15303. As part of the task, the Consultant will review the project elements and confirm the most appropriate exemption. The Consultant will prepare the Notice of Exemption (NOE) Form from Appendix E of the CEQA Guidelines. This form will be filed at the County Clerk's office. The Consultant will pay all fees associated with filing.

Deliverables:

- A draft and final Notice of Exemption will be prepared including the approved project description, a general response to each exception, and a justification for exemption.

Assumptions:

- The level of CEQA will be validated based on early design and definition of the project.
- District and the design team will provide a complete Project Description for use in the CEQA review.
- Only after the development, review, and approval of a final Project Description, the project will be considered eligible for a NOE.
- One one-hour teleconference with District is included to review the findings and justification for exemption.
- If it is found that a higher level of review is warranted, HDR will discuss with District and plan accordingly. Additional scope and schedule would be negotiated including the noted timeframes associated with the higher level of review mentioned in the RFP.
- No supporting studies or analysis will be required beyond what is described in Task 4.1.
- No tribal notification or historic record search are included in this scope of analysis.
- Upon review and approval by District, HDR will file the NOE on its behalf with the State Clearinghouse to initiate a 35-day statute of limitations.

PHASE 2—DESIGN PHASE

Drawings will be prepared in AutoCAD using HDR drafting standards. The drawing format by submittal is provided in the subtasks below. Design plans will be developed using industry standard scales, in English (not metric) engineering units. Design drawings shall be prepared under the supervision of, and stamped and signed by, a California Registered Professional Engineer of the applicable discipline(s). Table 1 shows a preliminary list of drawings anticipated for the project.

Drawings, specifications, and engineer's estimate of probable construction cost will be submitted to the District for review and approval at the 50, 90, and 100 percent design stages.

TABLE 1 – PRELIMINARY LIST OF DRAWINGS		
No.	Sheet No.	Drawing Description
General		
1	G1	Cover Sheet, Index of Drawings, and Location Map
2	G2	Abbreviations
3	G3	Symbols
Civil		
4	C1	Overall Civil Plan/Site Staging
5	C2	Site Piping, Paving and Grading Plan
6	C3	Typical Civil Details
Structural		
7	S1	General Notes
8	S2	Special Inspections
9	S3	Typical Details
10	S4	Chemical Area Foundation Plan
11	S5	Chemical Area Details
Process		
12	D1	Chemical Area Plan
13	D2	Chemical Area Sections and Details
14	D3	Typical Mechanical Details
Electrical		
15	E1	Legend and Symbols
16	E2	Overall Site Plan

TABLE 1 – PRELIMINARY LIST OF DRAWINGS		
No.	Sheet No.	Drawing Description
17	E3	Enlarged Site Plan
18	E4	Electrical Details
19	E5	One Line Diagram
20	E6	Chemical Area Electrical Plan
21	E7	Existing Electrical Building Power Plan
22	E8	Control Diagrams
Instrumentation		
23	I1	Process and Instrumentation Diagram (P&ID) Drawing Abbreviations and Symbols
24	I2	Instrumentation Details
25	I3	Chemical P&ID Drawing
26	I6	SCADA Block Diagram

Specifications will be prepared in 17 divisions using Microsoft Word. It is assumed that the District will prepare and provide a set of General Conditions and Special Provisions, bid form, example agreement, and other “front-end” sections for CONSULTANT to incorporate into the bid set, and that CONSULTANT’s master specifications will be used as a basis for the technical provisions.

Engineer’s opinion of construction cost will be prepared in Microsoft Excel.

Task 5–50% Design Submittal

CONSULTANT will develop the drawings, technical specifications, and cost estimates to a 50% level. Comments received from the preliminary engineering TM will be incorporated into the 50% submittal.

The 50% design submittal shall include the following minimum elements:

- Plans, cross sections, and details for the alum storage tank and injection equipment, including site plans, site grading plans, site piping, mechanical details and sections, structural details, and electrical, instrumentation and control drawings and diagrams
- Details for points of connection, valves and other appurtenances
- Payment item schedule for contract bid documents

- “Red-lined” version of District’s standard front ends in PDF format.

Deliverables:

- Half-size (11” x 17”) drawings, specifications, cost estimates, and red-lined standard front ends in PDF format.

Task 6–90% Design Submittal

CONSULTANT will develop the drawings, technical specifications, and cost estimates to a 90% level. Comments received from the 50% design submittal will be incorporated into the 90% submittal. The 90% design submittal will include written responses to each District comment to the 50% design submittal and payment item schedule for contract bid documents.

Deliverables:

- Half-size drawings, specifications, and cost estimates in PDF format.
- AutoCAD files for design drawings, technical specifications in MS Word, and cost estimates in MS Excel formats (to be uploaded via file transfer site).

Task 7–100% Design Submittal

CONSULTANT will develop the drawings, specifications, and cost estimates to a 100% level and for incorporation into the final bid documents. Comments received from the 90% design will be incorporated into the 100% submittal. The 100% design submittal will include written responses to each District and/or permitting agency comment to the 95% design submittal and final payment item schedule for incorporation into the final contract bid documents.

Deliverables:

- Half-size and full-size (22” x 34”) drawings, specifications, and cost estimates in PDF format. Drawings will include CONSULTANT’s professional engineering stamp and signature.
- AutoCAD files for design drawings, technical specifications in MS Word, and cost estimates in MS Excel formats (to be uploaded via file transfer site).

Assumptions:

- District will perform printing and distribution of final plans and specifications to provide to prospective contractors during bidding.
- No environmental work has been included.
- Contaminated soil/groundwater site remediation has not been included in the scope of work.
- Landscaping and irrigation will be noted to be replaced in kind where impacted.
- Project structural design will be in accordance with the 2019 California Building Code (CBC).
- Sheet-to-sheet references will be general.
- Master equipment list will be provided in Microsoft Excel format. No automated schedules coordinating equipment between the various programs are included as part of this design.

- The structural design is based on a slab on grade design. An additional level of effort would be required if piles were required (function of geotechnical findings).

Phase 3—Bid/Award Phase

Task 8—Engineering Services in Support of the Bid/Award Phase

CONSULTANT's surveying subconsultant will perform a topographical survey and develop a topographical map of the project's boundaries, including locating utilities (i.e., electrical, sewers, and communications), appurtenant structures, fences, property lines, trees and large shrubs/vegetation, structures, roadways, and connection points.

Subtask 8.1—Pre-bid Meeting

CONSULTANT will assist the District with conducting a job walk and attend the prebid conference to meet with prospective contractors and answer contractor questions.

One CONSULTANT team member will attend the prebid meeting, which is assumed to be up to two hours in length. COVID-19 social distancing and facial mask protocols will be followed, if still applicable.

Deliverables:

- Pre-bid notes

Subtask 8.2—Bidding Services

CONSULTANT will provide assistance during the bidding period, which include receiving, recording, and answering contractor questions, and issuing addenda to the contract documents for distribution to plan and specification holders. Reproduction and distribution of addendums will be provided by the District.

Deliverables:

- Up to addenda to the bid set of contract documents.

Subtask 8.3—Evaluation of Bids

CONSULTANT will assist the District with evaluating the bids, reviewing the bids for conformance with the bid documents, and assisting the District by providing input in the awarding of the contract.

The District will prepare, negotiate, and execute the construction agreement with the selected contractor.

Deliverables:

- Bid tabulation sheet, written clarification of contractor questions, impacts to construction cost estimate, and bidders cost review, if requested.

Subtask 8.4—Conformed Drawings

CONSULTANT will incorporate the addenda into the bid set and provide a "conformed" set of construction documents for reproduction and distribution by the District. This subtask may be deferred to the construction phase of the project at the District's discretion.

Deliverables:

- One set of half-size drawings in PDF format.
- One set of technical specifications in PDF format.



TITLE: Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 60-20

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the District Pay Schedule in accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and rescind Resolution No. 60-20.

DISCUSSION:

The District must have an adopted, publicly available pay schedule in place before recruitment can commence on a specific classification. The pay schedule has been updated to reflect a title change only, approved by the General Manager in January 2021, of the Wastewater Treatment Plant Operations Supervisor to Wastewater Treatment Plant Operations Superintendent. There is no salary change proposed with this pay schedule. This classification was identified in the recent classification study which is scheduled to come before the Board for adoption on April 6, 2021. Due to a possible retirement this year, staff is bringing this item to the Board at this time to permit a proactive recruitment effort in regard to the new Wastewater Treatment Plant Operations Superintendent.

The regulation specifies that compensation earnable is defined in statute and further clarified by California Code of Regulations, Title 2, Section 570.5, and that salaries shall be "duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws." Therefore, only those pay amounts that meet the definition of compensation earnable can be used. This regulation applies to all employers reporting compensation to the California Public Employees' Retirement System (CalPERS).

This pay schedule reflects all salaries previously agreed to by the District in accordance with the various Memoranda of Understanding and the Personal Services Agreements.

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

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH THE CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5 AND RESCINDING RESOLUTION NO. 60-20

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

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

WHEREAS, by Resolution No. 60-20, the Board-adopted pay schedule was approved on December 1, 2020, and

WHEREAS, the pay schedule has been updated to reflect the title change of one classification, from Wastewater Treatment Plant Operations Supervisor to Wastewater Treatment Plant Operations Superintendent.

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

1. That the pay schedule titled DSRSD Pay Schedule, set forth in Exhibit "A" and attached hereto and incorporated herein by reference, is hereby approved and adopted, and Resolution No. 60-20 attached as Exhibit "B" is hereby rescinded.

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

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 2nd day of February, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

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

Non-Exempt, Hourly Classifications	Exempt	Code	Effective Date	Resolution #	Monthly Salary					Hourly Pay Rate				
					Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNT CLERK I	H	cacck1	12/14/2020	59-17	5,298	5,565	5,840	6,135	6,440	30.5654	32.1058	33.6923	35.3942	37.1538
ACCOUNT CLERK II	H	cacck2	12/14/2020	59-17	5,829	6,120	6,427	6,748	7,088	33.6288	35.3077	37.0788	38.9308	40.8923
ACCOUNTANT I	H	pacct1	12/14/2020	51-17	8,117	8,523	8,951	9,398	9,866	46.8288	49.1712	51.6404	54.2192	56.9192
ACCOUNTING TECHNICIAN I	H	cactc1	12/14/2020	59-17	6,462	6,788	7,129	7,484	7,857	37.2808	39.1615	41.1288	43.1769	45.3288
ACCOUNTING TECHNICIAN II	H	cactc2	12/14/2020	59-17	7,108	7,463	7,838	8,230	8,641	41.0077	43.0558	45.2192	47.4808	49.8519
ADMIN ASSISTANT I - CONFIDENTIAL	H	hadas1	12/14/2020	53-17	6,155	6,461	6,786	7,127	7,480	35.5096	37.2750	39.1500	41.1173	43.1538
ADMIN ASSISTANT II - CONFIDENTIAL	H	hadas2	12/14/2020	53-17	6,766	7,104	7,460	7,835	8,226	39.0346	40.9846	43.0385	45.2019	47.4577
ADMINISTRATIVE ANALYST I	H	padan1	12/14/2020	51-17	8,886	9,332	9,799	10,289	10,804	51.2654	53.8385	56.5327	59.3596	62.3308
ADMINISTRATIVE ASSISTANT I	H	cadas1	12/14/2020	59-17	5,359	5,626	5,910	6,204	6,512	30.9173	32.4577	34.0962	35.7923	37.5692
ADMINISTRATIVE ASSISTANT II	H	cadas2	12/14/2020	59-17	5,895	6,193	6,500	6,826	7,168	34.0096	35.7288	37.5000	39.3808	41.3538
ADMINISTRATIVE TECHNICIAN	H	cadmtc	12/14/2020	59-17	6,925	7,273	7,636	8,019	8,419	39.9519	41.9596	44.0538	46.2635	48.5712
ADMINISTRATIVE TECHNICIAN-CONFIDENTIAL	H	hadmtc	12/14/2020	53-17	7,214	7,574	7,951	8,349	8,768	41.6192	43.6962	45.8712	48.1673	50.5846
CO-GENERATION SPECIALIST	H	ccogsp	12/14/2020	59-17	9,297	9,765	10,251	10,766	11,300	53.6365	56.3365	59.1404	62.1115	65.1923
COMMUNICATIONS SPECIALIST I	H	pcoms1	12/14/2020	51-17	8,518	8,945	9,393	9,861	10,353	49.1423	51.6058	54.1904	56.8904	59.7288
CONSTRUCTION INSPECTOR I	H	ccoin1	12/14/2020	59-17	7,958	8,355	8,772	9,213	9,670	45.9115	48.2019	50.6077	53.1519	55.7885
CONSTRUCTION INSPECTOR II	H	ccoin2	12/14/2020	59-17	8,751	9,188	9,651	10,131	10,637	50.4865	53.0077	55.6788	58.4481	61.3673
CUSTOMER FIELD REPRESENTATIVE I	H	ccfdr1	12/14/2020	59-17	6,027	6,329	6,648	6,979	7,327	34.7712	36.5135	38.3538	40.2635	42.2712
CUSTOMER FIELD REPRESENTATIVE II	H	ccfdr2	12/14/2020	59-17	6,628	6,960	7,311	7,675	8,060	38.2385	40.1538	42.1788	44.2788	46.5000
CUSTOMER SERVICES REPRESENTATIVE I	H	ccsrp1	12/14/2020	59-17	5,265	5,528	5,804	6,096	6,400	30.3750	31.8923	33.4846	35.1692	36.9231
CUSTOMER SERVICES REPRESENTATIVE II	H	ccsrp2	12/14/2020	59-17	5,793	6,084	6,386	6,702	7,038	33.4212	35.1000	36.8423	38.6654	40.6038
ELECTRICIAN I	H	celec1	12/14/2020	59-17	7,775	8,163	8,570	9,000	9,451	44.8558	47.0942	49.4423	51.9231	54.5250
ELECTRICIAN II	H	celec2	12/14/2020	59-17	8,554	8,980	9,431	9,901	10,396	49.3500	51.8077	54.4096	57.1212	59.9769
ENGINEERING TECHNICIAN / GIS SPECIALIST I	H	centc1	12/14/2020	59-17	7,285	7,651	8,033	8,435	8,855	42.0288	44.1404	46.3442	48.6635	51.0865
ENGINEERING TECHNICIAN / GIS SPECIALIST II	H	centc2	12/14/2020	59-17	8,013	8,412	8,834	9,276	9,740	46.2288	48.5308	50.9654	53.5154	56.1923
ENVIRONMENTAL CHEMIST I	H	pench1	12/14/2020	51-17	8,367	8,786	9,224	9,688	10,170	48.2712	50.6885	53.2154	55.8923	58.6731
ENVIRONMENTAL COMPLIANCE INSPECTOR I-CLEAN WATER	H	ceci1	12/14/2020	59-17	7,699	8,080	8,486	8,914	9,357	44.4173	46.6154	48.9577	51.4269	53.9827
ENVIRONMENTAL COMPLIANCE INSPECTOR II-CLEAN WATER	H	ceci2	12/14/2020	59-17	8,473	8,892	9,337	9,805	10,292	48.8827	51.3000	53.8673	56.5673	59.3769
ENVIRONMENTAL COMPLIANCE INSPECTOR I-PRETREATMENT	H	ceci1	12/14/2020	59-17	7,699	8,080	8,486	8,914	9,357	44.4173	46.6154	48.9577	51.4269	53.9827
ENVIRONMENTAL COMPLIANCE INSPECTOR II-PRETREATMENT	H	ceci2	12/14/2020	59-17	8,473	8,892	9,337	9,805	10,292	48.8827	51.3000	53.8673	56.5673	59.3769
FACILITIES AND SAFETY TECHNICIAN	h	cfastc	12/14/2020	32-20	7,322	7,688	8,070	8,476	8,899	42.2423	44.3538	46.5577	48.9000	51.3404
FLEET MECHANIC	H	cfmech	12/14/2020	59-17	7,619	8,000	8,401	8,821	9,261	43.9558	46.1538	48.4673	50.8904	53.4288
GIS ANALYST I	H	pgisa1	12/14/2020	51-17	9,384	9,854	10,347	10,864	11,405	54.1385	56.8500	59.6942	62.6769	65.7981
HUMAN RESOURCES ANALYST I	H	hhran1	12/14/2020	53-17	8,961	9,409	9,878	10,374	10,893	51.6981	54.2827	56.9885	59.8500	62.8442
HUMAN RESOURCES TECHNICIAN	H	hhrtc	12/14/2020	53-17	7,214	7,574	7,951	8,349	8,768	41.6192	43.6962	45.8712	48.1673	50.5846
INFORMATION SYSTEMS TECHNICIAN I	H	cistc1	12/14/2020	59-17	6,944	7,290	7,656	8,038	8,442	40.0615	42.0577	44.1692	46.3731	48.7038
INFORMATION SYSTEMS TECHNICIAN II	H	cistc2	12/14/2020	59-17	7,636	8,019	8,419	8,842	9,286	44.0538	46.2635	48.5712	51.0115	53.5731
INFORMATION TECHNOLOGY ANALYST I	H	pitan1	12/14/2020	51-17	9,580	10,056	10,560	11,088	11,642	55.2692	58.0154	60.9231	63.9692	67.1654
INSTRUMENTATION TECHNICIAN	H	cinstr	12/14/2020	59-17	8,743	9,182	9,638	10,123	10,628	50.4404	52.9731	55.6038	58.4019	61.3154
JUNIOR ENGINEER	H	pjreng	12/14/2020	51-17	8,899	9,341	9,811	10,298	10,814	51.3404	53.8904	56.6019	59.4115	62.3885
JUNIOR PLANNER	H	pjrpln	12/14/2020	51-17	8,379	8,797	9,236	9,700	10,183	48.3404	50.7519	53.2846	55.9615	58.7481
LABORATORY TECHNICIAN	H	clabtc	12/14/2020	59-17	7,322	7,688	8,070	8,476	8,899	42.2423	44.3538	46.5577	48.9000	51.3404
LABORER - TEMPORARY/RA	H	tlabor	6/5/2018	28-18	0	0	3,987	4,160	4,334	0.0000	0.0000	23.0000	24.0000	25.0000
MAINTENANCE WORKER I	H	cmtwk1	12/14/2020	59-17	6,198	6,506	6,833	7,174	7,534	35.5777	37.5346	39.4212	41.3885	43.4654
MAINTENANCE WORKER II	H	cmtwk2	12/14/2020	59-17	6,815	7,157	7,516	7,891	8,284	39.3173	41.2904	43.3615	45.5250	47.7923

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

MECHANIC I	H	cmech1	12/14/2020	59-17	7,148	7,505	7,882	8,277	8,691	41.2385	43.2981	45.4731	47.7519	50.1404
MECHANIC II	H	cmech2	12/14/2020	59-17	7,862	8,256	8,669	9,105	9,558	45.3577	47.6308	50.0135	52.5288	55.1423
MECHANIC II-CRANE CERTIFIED	H	cmeccc	12/14/2020	59-17	8,061	8,465	8,886	9,332	9,799	46.5058	48.8365	51.2654	53.8385	56.5327
OPERATIONS CONTROL SYSTEM SPECIALIST	H	copcss	12/14/2020	59-17	9,332	9,799	10,288	10,804	11,343	53.8385	56.5327	59.3538	62.3308	65.4404
OPERATOR-IN-TRAINING	H	cwtpot	12/14/2020	59-17	6,096	6,400	6,720	7,057	7,408	35.1692	36.9231	38.7692	40.7135	42.7385
PROCESS LEAD WWTP OPERATOR IV	H	cwtpo4	12/14/2020	59-17	8,907	9,351	9,818	10,309	10,824	51.3865	53.9481	56.6423	59.4750	62.4462
PROCESS LEAD WWTP OPERATOR V	H	cwtpo5	12/14/2020	59-17	9,351	9,818	10,309	10,824	11,366	53.9481	56.6423	59.4750	62.4462	65.5731
SENIOR ACCOUNTING TECHNICIAN	H	csactc	12/14/2020	59-17	7,822	8,214	8,623	9,052	9,507	45.1269	47.3885	49.7481	52.2231	54.8481
SENIOR ELECTRICAL/ELECTRONIC TECHNICIAN	H	cseetc	12/14/2020	59-17	9,619	10,101	10,604	11,133	11,688	55.4942	58.2750	61.1769	64.2288	67.4308
SENIOR ELECTRICIAN	H	csrelect	12/14/2020	59-17	9,409	9,878	10,373	10,893	11,436	54.2827	56.9885	59.8442	62.8442	65.9769
SENIOR ENGINEERING TECHNICIAN / GIS SPECIALIST	H	csentc	12/14/2020	59-17	8,813	9,255	9,715	10,206	10,713	50.8442	53.3942	56.0481	58.8808	61.8058
SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR	H	csreci	12/14/2020	59-17	9,318	9,782	10,271	10,783	11,324	53.7577	56.4346	59.2558	62.2096	65.3308
SENIOR INSTRUMENTATION/CONTROLS TECHNICIAN	H	csrictech	12/14/2020	59-17	10,263	10,777	11,316	11,884	12,478	59.2096	62.1750	65.2846	68.5615	71.9885
SENIOR MECHANIC	H	csrmecc	12/14/2020	59-17	8,652	9,082	9,538	10,014	10,513	49.9154	52.3962	55.0269	57.7731	60.6519
SENIOR MECHANIC-CRANE CERTIFIED	H	csrmcc	12/14/2020	59-17	8,866	9,308	9,775	10,263	10,776	51.1500	53.7000	56.3942	59.2096	62.1692
SENIOR UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE	H	ccsrp3	12/14/2020	59-17	7,292	7,658	8,041	8,445	8,866	42.0692	44.1808	46.3904	48.7212	51.1500
SENIOR WWTP OPERATOR III	H	cswtpo3	12/14/2020	59-17	8,481	8,907	9,351	9,818	10,309	48.9288	51.3865	53.9481	56.6423	59.4750
WASTEWATER TREATMENT PLANT OPERATOR I	H	cwtpo1	12/14/2020	59-17	7,013	7,360	7,728	8,113	8,519	40.4596	42.4615	44.5846	46.8058	49.1481
WASTEWATER TREATMENT PLANT OPERATOR II	H	cwtpo2	12/14/2020	59-17	7,709	8,097	8,499	8,924	9,373	44.4750	46.7135	49.0327	51.4846	54.0750
WATER/WASTEWATER SYSTEMS LEAD OPERATOR	H	cwwslo	12/14/2020	59-17	9,587	10,064	10,566	11,093	11,646	55.3096	58.0615	60.9577	63.9981	67.1885
WATER/WASTEWATER SYSTEMS OPERATOR III-ON CALL	H	cww3oc	12/14/2020	55-18	7,903	8,299	8,712	9,147	9,607	45.5942	47.8788	50.2615	52.7712	55.4250
WATER/WASTEWATER SYSTEMS OPERATOR IV-ON CALL	H	cww4oc	12/14/2020	59-17	8,694	9,126	9,587	10,064	10,566	50.1577	52.6500	55.3096	58.0615	60.9577
WATER/WASTEWATER SYSTEMS OPERATOR I	H	cwwso1	12/14/2020	59-17	6,096	6,400	6,720	7,057	7,408	35.1692	36.9231	38.7692	40.7135	42.7385
WATER/WASTEWATER SYSTEMS OPERATOR II	H	cwwso2	12/14/2020	59-17	7,013	7,360	7,728	8,113	8,519	40.4596	42.4615	44.5846	46.8058	49.1481
WATER/WASTEWATER SYSTEMS OPERATOR III	H	cwwso3	12/14/2020	59-17	7,709	8,097	8,499	8,924	9,373	44.4750	46.7135	49.0327	51.4846	54.0750
WATER/WASTEWATER SYSTEMS OPERATOR IV	H	cwwso4	12/14/2020	59-17	8,481	8,907	9,351	9,818	10,309	48.9288	51.3865	53.9481	56.6423	59.4750

Exempt Classifications	Exempt	Code	Effective Date	Resolution #	Monthly Salary					Bi-Weekly Pay Rate				
					Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT II	S	pacct2	12/14/2020	51-17	8,862	9,304	9,769	10,258	10,771	4090.15	4294.15	4508.77	4734.46	4971.23
ADMINISTRATIVE ANALYST II	S	padan2	12/14/2020	51-17	9,709	10,192	10,703	11,240	11,801	4481.08	4704.00	4939.85	5187.69	5446.62
ADMINISTRATIVE SERVICES MANAGER	S	asm	12/14/2020	54-17	0	0	0	0	20,153	0.0000	0.0000	0.0000	0.0000	9301.38
ASSISTANT ENGINEER	S	paseng	12/14/2020	51-17	9,720	10,207	10,715	11,252	11,813	4486.15	4710.92	4945.38	5193.23	5452.15
ASSISTANT GENERAL MANAGER	S	agmgr	12/14/2020	7-20	0	0	0	0	19,651	0.0000	0.0000	0.0000	0.0000	9069.69
ASSISTANT PLANNER	S	paspln	12/14/2020	51-17	9,148	9,606	10,087	10,590	11,121	4222.15	4433.54	4655.54	4887.69	5132.77
ASSOCIATE CIVIL ENGINEER-SUBJECT MATTER EXPERT (SME)	S	paesme	12/14/2020	51-17	11,074	11,629	12,208	12,819	13,461	5111.08	5367.23	5634.46	5916.46	6212.77
ASSOCIATE ENGINEER-SUPERVISORY	S	maengs	12/14/2020	52-17	11,797	12,387	13,006	13,657	14,341	5444.77	5717.08	6002.77	6303.23	6618.92
ASSOCIATE PLANNER	S	pasopl	12/14/2020	51-17	9,999	10,497	11,021	11,573	12,153	4614.92	4844.77	5086.62	5341.38	5609.08
BUYER	S	pbuyer	12/14/2020	51-17	8,355	8,771	9,212	9,669	10,154	3856.15	4048.15	4251.69	4462.62	4686.46
CLEAN WATER PROGRAMS SPECIALIST	S	pcwpsp	12/14/2020	51-17	9,981	10,482	11,003	11,554	12,129	4606.62	4837.85	5078.31	5332.62	5598.00
COMMUNICATIONS SPECIALIST II	S	pcoms2	12/14/2020	51-17	9,303	9,768	10,257	10,770	11,309	4293.69	4508.31	4734.00	4970.77	5219.54
COMMUNITY AFFAIRS SUPERVISOR	S	mcasup	12/14/2020	52-17	11,841	12,433	13,056	13,710	14,395	5465.08	5738.31	6025.85	6327.69	6643.85
ELECTRICAL AND INSTRUMENTATION SUPERVISOR	S	meisup	12/14/2020	52-17	10,540	11,067	11,620	12,202	12,814	4864.62	5107.85	5363.08	5631.69	5914.15
EMPLOYEE DEVELOPMENT SPECIALIST	S	peedsp	12/14/2020	51-17	9,797	10,287	10,800	11,342	11,908	4521.69	4747.85	4984.62	5234.77	5496.00
ENGINEERING SERVICES MANAGER	S	esm	12/14/2020	56-17	0	0	0	0	20,153	0.0000	0.0000	0.0000	0.0000	9301.38
ENVIRONMENTAL HEALTH AND SAFETY PROGRAM ADMINISTRATOR	S	pehspa	12/14/2020	51-17	10,317	10,832	11,373	11,943	12,539	4761.69	4999.38	5249.08	5512.15	5782.23
ENVIRONMENTAL SERVICES ADMINISTRATOR	S	mesadm	12/14/2020	52-17	14,135	14,840	15,582	16,361	17,181	6523.85	6849.23	7191.69	7551.23	7929.69
ENVIRONMENTAL CHEMIST II	S	pench2	12/14/2020	51-17	9,136	9,593	10,071	10,574	11,105	4216.62	4427.54	4648.15	4880.31	5125.38

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

EXECUTIVE SERVICES SUPERVISOR	S	messup	12/14/2020	52-17	12,635	13,267	13,931	14,624	15,357	5831.54	6123.23	6429.69	6749.54	7087.85
FINANCIAL ANALYST	S	pfinan	12/14/2020	51-17	10,049	10,551	11,080	11,633	12,213	4638.00	4869.69	5113.85	5369.08	5636.77
FINANCIAL SERVICES SUPERVISOR	S	mfssup	12/14/2020	52-17	13,817	14,507	15,232	15,995	16,792	6377.08	6695.54	7030.15	7382.31	7750.15
GENERAL MANAGER	S	gm	12/14/2020	56-18	0	0	0	0	24,167	0.0000	0.0000	0.0000	0.0000	11154.00
GIS ANALYST II	S	pgisa2	12/14/2020	51-17	10,255	10,769	11,306	11,871	12,466	4733.08	4970.31	5218.15	5478.92	5753.54
GRAPHIC DESIGNER	S	pgrptc	12/14/2020	51-17	9,303	9,768	10,257	10,770	11,309	4293.69	4508.31	4734.00	4970.77	5219.54
HUMAN RESOURCES ANALYST II	S	hhran2	12/14/2020	53-17	9,791	10,281	10,794	11,332	11,902	4518.92	4745.08	4981.85	5230.15	5493.23
HUMAN RESOURCES AND RISK SUPERVISOR	S	mhrsups	12/14/2020	52-17	12,792	13,433	14,103	14,808	15,549	5904.00	6199.85	6509.08	6834.46	7176.46
INFORMATION SERVICES SUPERVISOR	S	missup	12/14/2020	52-17	13,756	14,442	15,165	15,926	16,723	6348.92	6665.54	6999.23	7350.46	7718.31
INFORMATION TECHNOLOGY ANALYST II	S	pitan2	12/14/2020	51-17	10,469	10,992	11,542	12,119	12,725	4831.85	5073.23	5327.08	5593.38	5873.08
LABORATORY SUPERVISOR	S	mlbsup	12/14/2020	52-17	11,880	12,473	13,098	13,751	14,440	5483.08	5756.77	6045.23	6346.62	6664.62
MECHANICAL SUPERVISOR	S	mmsup	12/14/2020	52-17	10,312	10,827	11,369	11,940	12,533	4759.38	4997.08	5247.23	5510.77	5784.46
OPERATIONS COMPLIANCE SUPERVISOR	S	mocsup	12/14/2020	6-20	13,764	14,453	15,175	15,934	16,731	6352.62	6670.62	7003.85	7354.15	7722.00
OPERATIONS MANAGER	S	om	12/14/2020	55-17	0	0	0	0	20,153	0.0000	0.0000	0.0000	0.0000	9301.38
PRINCIPAL ENGINEER-SUBJECT MATTER EXPERT (SME)	S	ppesme	12/14/2020	51-17	13,258	13,920	14,618	15,349	16,115	6119.08	6424.62	6746.77	7084.15	7437.69
PRINCIPAL ENGINEER-SUPERVISORY	S	mpreng	12/14/2020	52-17	14,277	14,989	15,738	16,526	17,353	6589.38	6918.00	7263.69	7627.38	8009.08
SENIOR CIVIL ENGINEER-SUBJECT MATTER EXPERT (SME)	S	psesme	12/14/2020	51-17	12,114	12,718	13,354	14,021	14,724	5591.08	5869.85	6163.38	6471.23	6795.69
SENIOR ELECTRICAL ENGINEER-SUPERVISORY	S	msrees	12/14/2020	52-17	12,976	13,627	14,309	15,023	15,772	5988.92	6289.38	6604.15	6933.69	7279.38
SENIOR ENGINEER-SUPERVISORY	S	msengs	12/14/2020	52-17	12,976	13,627	14,309	15,023	15,772	5988.92	6289.38	6604.15	6933.69	7279.38
SENIOR ENVIRONMENTAL CHEMIST	S	psrech	12/14/2020	51-17	9,981	10,482	11,003	11,554	12,129	4606.62	4837.85	5078.31	5332.62	5598.00
SENIOR MECHANICAL ENGINEER-SUPERVISORY	S	msrmes	12/14/2020	52-17	12,976	13,627	14,309	15,023	15,772	5988.92	6289.38	6604.15	6933.69	7279.38
SENIOR PLANNER	S	psrpln	12/14/2020	51-17	10,928	11,476	12,048	12,651	13,284	5043.69	5296.62	5560.62	5838.92	6131.08
UTILITY BILLING AND CUSTOMER SERVICES SUPERVISOR	S	mcssup	12/14/2020	52-17	10,658	11,189	11,748	12,337	12,954	4919.08	5164.15	5422.15	5694.00	5978.77
WASTEWATER TREATMENT PLANT OPERATIONS SUPERINTENDENT	S	mwtpos	12/14/2020	52-17	14,135	14,840	15,582	16,361	17,181	6523.85	6849.23	7191.69	7551.23	7929.69
WATER/WASTEWATER SYSTEMS OPERATIONS & MAINTENANCE SUPERVISOR	S	mwwsom	12/14/2020	52-17	14,135	14,840	15,582	16,361	17,181	6523.85	6849.23	7191.69	7551.23	7929.69

RESOLUTION NO. 60-20

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5, AND RESCINDING RESOLUTION NO. 33-20

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

WHEREAS, by Resolution No. 33-20, the Board-adopted pay schedule was approved on June 2, 2020; and

WHEREAS, the Stationary Engineers, Local 39 (Local 39), the Professional Employees' Bargaining Unit (PEBU), and the Mid-Management Employees' Bargaining Unit (MEBU) have met in good faith and agreed to labor contracts effective December 18, 2017 through December 12, 2021; and

WHEREAS, the Confidential Employees' Bargaining Unit (CEBU) have met in good faith and agreed to labor contracts effective December 18, 2017 through April 30, 2022; and

WHEREAS, the Administrative Services Manager has a Personal Services Agreement in place effective September 26, 2016 and amended on November 7, 2017; and

WHEREAS, the Engineering Services Manager has a Personal Services Agreement in place effective July 20, 2016 and amended on November 7, 2017; and

WHEREAS, the Operations Manager has a Personal Services Agreement in place effective December 5, 2016 and amended on November 7, 2017; and

WHEREAS, the Assistant General Manager has a Personal Services Agreement in place effective March 2, 2020; and

WHEREAS, the specific language of these labor contracts and personal services agreements establishes new base salaries effective the first day of the first pay period of Calendar Year 2021.

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

1. That the pay schedule titled DSRSD Pay Schedule, set forth in Exhibit "A" and attached hereto and incorporated herein by reference, is hereby approved and adopted, and Resolution No. 33-20, attached as Exhibit "B", is hereby rescinded.


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

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 1st day of December, 2020, and passed by the following vote:


AYES: 5 – Directors Richard M. Halket, Georgan M. Vonheeder-Leopold, D. L. (Pat) Howard, Ann Marie Johnson, Edward R. Duarte

NOES: 0

ABSENT: 0



Edward R. Duarte, President

ATTEST:  for

Nicole Genzale, District Secretary



TITLE: Approve Amendment to the Capital Improvement Program Ten-Year Plan and Two-Year Budget for Fiscal Years 2020 and 2021 to Add the East Amador Lift Station Rehabilitation Project (CIP 21-P009)

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, an amendment to the Capital Improvement Program Ten-Year Plan (CIP Plan) and Two-Year Budget (CIP Budget) for Fiscal Years 2020 and 2021 to add the East Amador Lift Station Rehabilitation Project (CIP 21-P009).

DISCUSSION:

The East Amador Lift Station, located at the Regional Wastewater Treatment Facility (RWTF), was constructed in 1967 and pumps wastewater from the City of Pleasanton’s East Amador Transmission Sewer into District’s trunk sewer within the Regional Wastewater Treatment Facility. The lift station is owned and operated by the District, with the City having certain related financial obligations governed by the November 3, 1992 Agreement for Wastewater Disposal Service between the District and the City of Pleasanton.

Section 5.a.ii of the 1992 Agreement states that repairs and replacements determined by the District to be necessary for the operation and maintenance of the lift station for sole use by the City shall be implemented by the District at the City’s expense, provided that the District coordinate with the City on the timing and extent of major repairs. Additionally, the 1992 Agreement requires that improvements or expansion of the lift station deemed necessary by the City shall be implemented by the District at the City’s request and expense.

The District has operated and maintained the lift station since 1992, in accordance with the 1992 Agreement. Staff is concerned that without major improvements to the lift station, it is at risk of failure, which could lead to significant disruptions in sewer service for the City. The lift station pumps and the pump motor drives, which control motor speed and torque, are at the end of their useful life. The flow meters and control systems that monitor and control the pump operations also need to be upgraded. The dry well structure is in poor condition, and the dry well elevator frequently malfunctions.

The District and City have agreed to move forward with a project to rehabilitate the lift station. The project will be managed by District staff with close coordination with the City. To address a potential lift station failure in the interim, the District will enter into a stand-by contract with a third party to set up emergency bypass pumping around the lift station. The requested project budget is \$1,500,000. The project will be funded by the Regional Wastewater Replacement (Fund 310) and will be fully reimbursed by the City of Pleasanton in accordance with the 1992 Agreement.

Originating Department: Engineering Services	Contact: S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$1,500,000 from Regional Wastewater Replacement (Fund 310)	
Attachments: <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	<input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution	28 of 82

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AN AMENDMENT TO THE CAPITAL IMPROVEMENT PROGRAM TEN-YEAR PLAN AND THE TWO-YEAR BUDGET FOR FISCAL YEARS 2020 AND 2021 TO ADD THE EAST AMADOR LIFT STATION REHABILITATION PROJECT (CIP 21-P009)

WHEREAS, the Board of Directors approved the District's Capital Improvement Program ("CIP") Ten-Year Plan for Fiscal Years 2020 through 2029 ("CIP Plan) on July 2, 2019, to serve as a budgetary planning document providing direction and guidance, in accordance with District policies, for the replacement and improvement of existing District facilities and the construction of new facilities; and

WHEREAS, the Board of Directors adopted the current Capital Improvement Program Two-Year Budget for Fiscal Years 2020 and 2021 ("CIP Budget") on July 2, 2019, authorizing fund budgets to meet the District's capital infrastructure needs; and

WHEREAS, the East Amador Lift Station is located at the Regional Wastewater Treatment Plant, owned by the District, and operated under the terms and conditions of the 1992 Agreement for Wastewater Disposal Services between the District and the City of Pleasanton (City); and

WHEREAS, the East Amador Lift Station is in immediate need of repairs and upgrades; and

WHEREAS, the District and the City of Pleasanton have agreed to move forward with a project for repairs which will be managed by the District and fully reimbursed by the City; and

WHEREAS, staff recommends adding the East Amador Lift Station Rehabilitation Project (CIP 21-P009) to the CIP; and

WHEREAS, the fund budgets for Fiscal Year 2021 remain as adopted.

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

The East Amador Lift Station Rehabilitation Project (CIP 21-P009) is hereby added into the CIP Ten-Year Plan for Fiscal Years 2020 through 2029 and the CIP Two-Year Budget for Fiscal Years 2020 and 2021 in accordance with the project description sheet attached as Exhibit "A."

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 2nd day of February, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary

DSRSD CIP 10-Year Plan for FYEs 2020 through 2029

CATEGORY: REGIONAL WASTEWATER TREATMENT

Regional Wastewater Replacement (Fund 310)

CIP No. 21-P009 East Amador Lift Station Rehabilitation

Funding Allocation: 100% 310

Project Manager: Steven Delight

Status: New Project

Project Summary:

The District has operated and maintained the East Amador Lift Station for the City of Pleasanton in accordance with the 1992 Agreement. Staff is concerned that without major improvements to EALS, the pump station is at risk of failure, which could lead to significant disruptions in sewer service for the City. The pumps and their variable frequency drives (VFDs) are at the end of their useful life. The flow meters and pump controllers also need to be upgraded. The dry well structure is in poor condition and the dry well elevator frequently malfunctions. This project will replace the aforementioned equipment. The project will be managed by DSRSD but 100 percent funded by the City of Pleasanton.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: n/a

Fund Allocation Basis: The project will be fully reimbursed by the City of Pleasanton.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	Future
0	0	150,000	1,350,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost	\$1,500,000	DSRSD Net Cost: \$0
Current Adopted Budget	\$0	Other Funding: City of Pleasanton \$1,500,000
Increase/(Decrease)	\$1,500,000	



TITLE: Rescind Sewer System Overflows Policy (P600-16-1) and Resolution No. 46-12

RECOMMENDATION:

Staff recommends the Board of Directors rescind, by Resolution, the Sewer System Overflows policy (P600-16-1) and Resolution No. 46-12.

DISCUSSION:

All District policies are reviewed on a rotating four-year cycle to ensure that they remain current and that the Board seated at that time continues to concur with that policy.

The Sewer System Overflows policy was adopted by Resolution No. 46-12 on November 11, 2012 to outline the District’s actions to respond to sewer system overflows. The policy requires that the District follow reporting procedures and timeline requirements as set by the Regional Water Board and the State Water Board’s General Waste Discharge Requirements.

The Regional and State Water Boards require that the District have a Sewer System Management Plan in place. The District’s Sewer System Management Plan, with the most recent five-year update adopted by the Board on February 4, 2020, includes an Overflow Emergency Response Plan as one of its elements. This response plan identifies measures to protect public health and the environment in an event of a sewer system overflow and includes detailed procedures on notification, response, reporting, and mitigation.

In addition, the District’s insurer, California Sanitation Risk Management Authority, requires that members of the Pooled Liability Program follow specific protocols outlined in their Policy Memorandum #9-L, “Residential Sewer Backup Response and Claims Handling.”

Staff recommends the Sewer System Overflows policy be rescinded as it is redundant given that the District already meets regulatory compliance through the Overflow Emergency Response Plan element within the Sanitary System Management Plan.

Originating Department: Operations	Contact: D. Griffin	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		32 of 82

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT RESCINDING THE SEWER SYSTEM OVERFLOWS POLICY AND RESCINDING RESOLUTION NO. 46-12

WHEREAS, on November 20, 2012, the Board of Directors adopted the Sewer System Overflows policy (P600-16-1) by Resolution No. 46-12; and

WHEREAS, the purpose of the policy was to outline the District's actions to respond to sewer system overflows and requires that the District follow reporting procedures and timeline requirements as set by the Regional Water Quality Control Board and the State Water Resources Control Board General Waste Discharge Requirements; and

WHEREAS, the Regional Water Quality Control Board and the State Water Resources Control Board General Waste Discharge Requirements require that the District have a Sewer System Management Plan in place; and

WHEREAS, the Overflow Emergency Response Plan is one of the elements of the Sewer System Management Plan and the Overflow Emergency Response Plan identifies measures to protect public health and the environment in an event of a sewer system overflow and includes detailed procedures on notification, response, reporting, and mitigation; and

WHEREAS, the policy is redundant given that the District already meets regulatory compliance through the Overflow Emergency Response Plan element of its Sewer System Management Plan.

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

The Board of Directors hereby rescinds the Sewer System Overflows policy (P600-16-1), attached as Exhibit "A," and rescinds Resolution No. 46-12, attached as Exhibit "B."

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 2nd day of February, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary



Policy

Policy No.: P600-16-1	Type of Policy: Service
Policy Title: Sewer System Overflows	
Policy Description: District Employee Responsibility for Sewer System Overflow	
Approval Date: 11/20/2012	Last Review Date: 2016
Approval Resolution No.: 46-12	Next Review Date: 2020
Rescinded Resolution No.: 20-08	Rescinded Resolution Date: 4/15/2008

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

The District’s responsibility and priority is to respond to sewer system overflows as soon as possible upon discovery or notification. On a public sewer, District’s employees shall take appropriate action to secure the wastewater overflow area, relieve the cause of the overflow, and ensure that the affected area is cleaned as soon as possible to minimize health hazards to the public and protect the environment. On a private sewer, District’s employees will take appropriate action if requested and given permission by the property owner or business owner or if requested by a proper authority such as a health officer, fire department representative or city representative.

The District will follow reporting procedures and timeline requirements in regards to sewer spills as set forth by the San Francisco Bay Regional Water Quality Control Board and the California State Water Resources Control Board. On a sewer overflow or backup on public or private property or one which affects private property, the District will notify California Sanitation Risk Management Authority (CSRMA) as soon as reasonably possible for potential claims management assistance should the spill/overflow be found to be District responsibility. The District will invoice the appropriate entity for actual costs incurred for work associated with private sewers.

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

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
November 20, 2012	
Reviewed by Committee or Board:	Date:
Board	August 2, 2016

RESOLUTION NO. 46-12

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A REVISED SEWER SYSTEM OVERFLOWS POLICY AND RESCINDING RESOLUTION NO. 20-08

WHEREAS, on April 15, 2008, the Board adopted a Sewer System Overflows policy which administers the responsibility of District employees in the event of a sewer system overflow; and

WHEREAS, the policy is revised to provide procedures for District staff to protect public health and the environment if a sewer system overflow is on private property; and

WHEREAS, the policy is revised to recover the actual cost of any assistance provided to a private entity in abating a sewer system overflow; and

WHEREAS, the policy is revised to ensure timely notification of the California Sanitation Risk Management Authority (CSRMA) for claims management assistance if an overflow is the District responsibility.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California that the revised Sewer System Overflows policy, attached as Exhibit "A" be adopted; and Resolution No. 20-08 is hereby rescinded and attached as Exhibit "B."

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 20th day of November, 2012.

AYES: 4 – Directors Georgan M. Vonheeder-Leopold, Dawn L. Benson, D.L. (Pat) Howard, Richard M. Halket

NOES: 0

ABSENT: 0



Richard M. Halket, President

ATTEST: Nancy G. Hatfield
Nancy G. Hatfield, District Secretary



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 January 19, 2021.

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 significant 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:

COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020. The first Bay Area Shelter-in-Place (SIP) orders were issued on March 16, 2020, which Governor Newsom extended to the entire State on March 19, 2020. Since most District facilities are located within Alameda County, emergency response plans have been based on the Alameda County SIP order. The Alameda County SIP order directed residents to stay at home and limit 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 the first SIP order was issued on March 16, 2020, Alameda County has continued to update its SIP order to respond to changing conditions and align with the State's public health orders and guidance. 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 continues 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. District emergency plans were aggressively implemented.

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.

On May 4, 2020, Governor Newsom issued Executive Order N-60-20, allowing for the gradual relaxation of COVID-19 restrictions 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 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" to replace the earlier roadmap and county watch list. The new framework outlines a more gradual process for reopening the economy than the first attempt. The State assesses each county and assigns them a tier based on the rate of positive cases,

Originating Department: Office of the General Manager	Contact: J. Lee	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input checked="" type="checkbox"/> None <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)		

percentage of positive tests, and health equity metric which requires the test positivity rate in the most disadvantaged neighborhoods to fall within the same range as the county's overall test positivity rate. These metrics are 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.

On December 3, 2020, due to a rapid increase in COVID-19 cases and hospitalization rates, Governor Newsom announced a new Regional Stay-at-Home order ("emergency brake action") that will go into effect when a region's intensive care unit (ICU) bed availability falls below 15%. The Bay Area region encompasses 11 counties, including Alameda and Contra Costa Counties. The Regional Stay-at-Home order is similar to the earliest Bay Area SIP orders that were issued in spring and requires most non-essential businesses and activities to cease or operate with restrictions. Critical infrastructure sectors, such as DSRSD, are allowed to continue operations.

On December 4, 2020, Alameda County, along with five other Bay Area counties, preemptively announced implementation of the State's New Regional Stay-at-Home order to slow the spread of the virus. The new order took effect on December 6 in Contra Costa County and December 7 in Alameda County. The State's Regional Stay-at-Home order formally went into effect for the entire 11 county Bay Area region on December 17 when the regional ICU capacity fell below 15%.

DISCUSSION:

Alameda and Contra Costa Counties are seeing encouraging signs that the surge in COVID-19 cases and hospitalization rates are starting to stabilize. On January 25, 2021, the State lifted the Regional Stay-at-Home order for all regions as projected ICU availability over four weeks in all regions rose to above 15%. After exiting the Stay-at-Home order, counties are required to return to the appropriate COVID tier and rules under the State's Blueprint for a Safer Economy. Both Alameda and Contra Costa County remain in the Purple Tier (Tier 1), which is the most restrictive tier, but does allow more activities and businesses to reopen. The District's COVID-19 safety protocols and response plans are not affected by these recent changes.

Staff also continues to closely monitor the rollout of vaccinations. Counties are required to follow the vaccine prioritization framework approved by the California Department of Public Health, which prioritizes vaccinations based on age, living and health conditions. The limited supply continues to impact the speed at which Alameda County and Contra Costa County can administer vaccinations. As of January 25, 2021, Alameda County is still vaccinating healthcare workers in Phase 1a. Contra Costa County has moved into Phase 1b. Under the latest State vaccination plan, water and wastewater workers are included in Phase 1c. The State's vaccination plan is subject to change, and Governor Newsom has indicated that the State will be making changes to improve the distribution and efficiency of administering COVID vaccinations in California.

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: Receive Report on Zone 7 Water Agency Preliminary 2021 Water Supply Plan

RECOMMENDATION:

Staff recommends the Board of Directors receive a report on the Zone 7 Water Agency Preliminary 2021 Water Supply Plan.

SUMMARY:

At the January 19, 2021 Board meeting, the Board requested that staff provide a report on water supply conditions for 2021, given the dry start to the water year. This report includes a discussion of Zone 7 Water Agency’s (Zone 7) preliminary water supply plan for 2021. Zone 7’s preliminary plan indicates that even if 2021 is a second consecutive dry year and Zone 7 receives only 10% of its contracted State Water Project supplies, Zone 7 anticipates being able to meet customer demands this year. Zone 7 would augment State Water Project water (Zone 7’s primary source of supply) with carryover surface water from 2020, groundwater withdrawn from local and external groundwater storage banks, and water transfers. At the start of 2021, Zone 7’s water storage facilities are nearly full and there are still several months left for hydrologic conditions to improve. An updated water supply report will be provided to the Board in May 2021.

BACKGROUND:

The District currently receives its drinking water supplies from Zone 7. Zone 7 is a State Water Project contractor that wholesales treated water to four retail water agencies: DSRSD, City of Livermore, City of Pleasanton, and Cal Water Livermore District. Zone 7 also delivers non-treated water supplies for agricultural uses and treated water to several direct customers.

Zone 7’s primary source of supply is imported water delivered through the State Water Project. The State Water Project is a water storage and delivery system of reservoirs, natural waterways, aqueducts, and pumping plants that conveys water more than 700 miles (two-thirds the length of California) from Oroville Reservoir, through the Bay-Delta, and down to Southern California. Along the way, the State Water Project supplies water to 29 contractors, including Zone 7, who deliver water for urban and agricultural uses in Northern California, the Bay Area, the San Joaquin Valley, the Central Coast, and Southern California.

In addition to State Water Project supplies, Zone 7 also has a combination of other water supplies and storage facilities it uses to meet customer water demands. These include the following:

- Local surface water runoff captured in Del Valle Reservoir
- Local groundwater storage in the Livermore Valley Main Groundwater Basin (Main Basin)
- Local groundwater and surface water stored in former quarry lakes (Chain of Lakes)
- Non-local groundwater storage in the Semitropic Water Storage District and Cawelo Water District (Kern County groundwater banks)
- Short-term water transfers and exchanges with other water agencies

The quantity of water Zone 7 delivers from each potential water supply source and storage facility varies each year based on a variety of factors, including hydrologic conditions and customer demands. On average, approximately 90% of Zone 7’s water supply is imported through the State Water Project and 10% is supplied through local runoff. Zone 7 conjunctively manages its groundwater and surface water supplies. In years when Zone 7 has excess surface water supplies, surface water is stored in the Main Basin and Kern County groundwater banks. The stored surface water is then

Originating Department: Office of the General Manager	Contact: J. Lee	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <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 – Zone 7 Water Agency Preliminary Water Supply & Use Plan	

available to be extracted from the groundwater basins during dry conditions when Zone 7's State Water Project supplies are insufficient to meet customer demands.

Each January, Zone 7 prepares a preliminary water supply plan for the calendar year based on initial State Water Project allocations released by the Department of Water Resources in December. Initial State Water Project allocations are typically low, reflecting the uncertainty of hydrologic conditions for the remaining winter months. Final State Water Project allocations are typically issued in April or May. Except during drought years, final allocations usually increase from the initial allocation. For example, in 2019 the initial State Water Project allocation was 10% and the final allocation was 75%. In 2020, a dry year, the initial State Water Project allocation was 10% and the final allocation was 20%.

Zone 7's preliminary water supply plan covers a range of potential water supply conditions to prepare for the upcoming calendar year, particularly under below average conditions. As part of developing the preliminary water supply plan, Zone 7 reviews treated water delivery requests from its retailers and provides a preliminary notification of whether Zone 7 will be able to meet retailer demands for the year.

In April, Zone 7 prepares its Annual Water Sustainability Report that includes more updated hydrologic information for the calendar year. This report builds on the preliminary water supply plan and reviews Zone 7's ability to meet water delivery requests for the next five years. Zone 7's 2020 Annual Water Sustainability Report included a scenario that planned for a 10% State Water Project allocation in 2021.

DISCUSSION:

On January 11, 2021, Zone 7 staff presented a preliminary water supply plan for 2021 to their Water Resources Committee. Zone 7's Preliminary Water Supply & Use Plan (Attachment 1) indicates that even if 2021 is a second consecutive dry year and the initial December State Water Project allocation for 2021 remains at 10%, Zone 7 anticipates being able to meet customer demands this year. DSRSD has also received preliminary approval of DSRSD's 2021 treated water request from Zone 7. A summary of the key points in the 2021 preliminary water supply plan is provided below:

- Zone 7 can meet customer demands in 2021 under low State Water Project allocations of 10% and 30%.
- Projected treated and untreated customer deliveries in 2021 range from 44,300 to 47,500 acre-feet (AF). Zone 7's delivery projections reflect adjustments to the retailers' Treated Water Delivery Request based on actual water deliveries.
- Under the water supply scenarios presented, additional water supplies will be needed to supplement State Water Project supplies. These supplies consist of State Water Project Carryover (unused State Water Project allocation from the previous calendar year), groundwater extracted from the Main Basin, and water transfers.
- A State Water Project allocation of 30% or less will require recovering water from Kern County groundwater banks.
- In the event of a low State Water Project allocation, Zone 7's local storage can provide up to 13,000 AF of groundwater as needed. Kern County groundwater banks can provide up to 19,000 AF annually as needed.
- Zone 7 currently does not have water stored in Del Valle Reservoir, but local water may become available in 2021 if there is sufficient local precipitation.
- At the start of 2021, storage balances include approximately 115,000 AF of operational storage in the Main Basin, 117,000 AF in Kern County groundwater banks and 9,000 AF of carryover storage in the State Water Project's San Luis Reservoir.

DSRSD staff will continue to coordinate closely with Zone 7 and keep the Board apprised of any significant changes in water supply conditions. Staff also plans to brief the Board in May on Zone 7's Annual Water Supply Sustainability Report, which will include updated water supply information for 2021 and the next five-year period.

Zone 7 Water Agency
ATTACHMENT 1
Water Operations Plan 2021
Preliminary Water Supply & Use Plan

	Source	10% SWP Allocation	30% SWP Allocation	2020 Est. (20% Alloc.)
		Annual Amt	Annual Amt	Annual Amt
Available Supply	State Water Project - (Table A)	8,100	24,200	16,100
	State Water Project - Carryover (2020 to 2021)	9,000	9,000	10,800
	Yuba Transfer ¹	3,000	2,000	3,000
	Lake Del Valle Local Yield - 2020 Carryover	0	0	8,100
	Other Water Transfers ¹	3,000	5,000	5,000
	Groundwater Production ²	13,000	12,000	12,000
	Groundwater Production (Disposal to brine)	200	500	400
	Semitropic-(Pumpback)	9,100	2,400	1,000
	Semitropic-(Exchange)	0	1,600	0
	Cawelo	10,000	0	0
	Lake Del Valle Local Yield - 2021 Capture	300	700	600
	Total	55,700	57,400	57,000

	Water Use	10% SWP Allocation	30% SWP Allocation	2020 Est. (20% Alloc.)
		Annual Amt	Annual Amt	2020
Planned Usage	<i>Treated Water Delivery Request</i>	42,600	42,600	42,000
	Treated Water (Projected Delivery) ³	39,000	40,000	38,800
	Agricultural	5,200	5,500	5,800
	Arroyo Valle Artificial Stream Recharge	0	0	1,400
	Arroyo Valle Shadow Cliffs Diversion	0	0	0
	Arroyo Mocho Artificial Stream Recharge	0	0	0
	Groundwater Production (Disposal to brine)	200	500	400
	Cawelo Storage ⁴	0	0	0
	Semitropic Storage ⁴	0	0	0
	Local Water Carryover	0	0	0
	State Water Project Carryover (2021 to 2022)	10,000	10,000	9,000
	Transfer Water Carriage Water Loss	900	600	900
	Unaccounted For Water (System Losses)	400	400	400
	Lake Del Valle Evaporation Losses	0	400	300
	Total	55,700	57,400	57,000

Footnotes: ¹ Yuba and non-SWP transfers are subject to carriage losses of 25% to 35% which reduce net yield.

² Local Groundwater non-emergency storage is 115 TAF

³ Zone 7 adjusts the Treated Water Delivery Request to reflect hydrology and recent trends.

Under 10% allocation, 10% conservation is assumed and under 30% allocation, 5% based on delivery request.

⁴ Kern Banks Groundwater Storage Bal is 116 TAF (Jan 2021)



TITLE: Conduct Interviews of Invited Division 5 Applicants and Make an Appointment to Fill the Board Vacancy

RECOMMENDATION:

Staff recommends the Board of Directors conduct interviews of invited Division 5 applicants and approve, by Resolution, the appointment of an applicant to fill the vacancy on the District Board of Directors.

SUMMARY:

On December 15, 2020, the Board initiated the 60-day process to fill the District’s vacant Division 5 Boardmember seat for the period February 2021 through December 2022. Four qualified applicants have been invited for interview and possible appointment to the Board this evening. Staff is recommending a formal process of interviews, deliberations, and selection, to assist the Board in this decision-making process.

DISCUSSION:

In May 2019, the Board approved Ordinance No. 345 which transitioned the District from an “at-large” to a “by-division” election system that saw the District’s service area organized into five distinct voting areas identified as Divisions 1, 2, 3, 4, and 5. Three of the five Board seats, from Divisions 1, 3, and 5, were up for election in the November 3, 2020 General Election. The election saw candidates run unopposed in Divisions 1 (west Dublin and slice of west San Ramon) and 3 (Dougherty Valley), filling those seats. Division 5 (most easterly portion of Dublin) saw no candidates run, thus creating a vacancy on the Board of Directors.

At the December 15, 2020 Board meeting, the Board determined to hold a formal application and interview process, in accordance with governing requirements and suggested timeline presented by staff, by which to appoint a candidate to this vacant seat. The selected candidate would serve for the first half of the four-year term, whereby the seat would be up for election again in November 2022.

The application process opened Wednesday, December 16, 2020 and closed Friday, January 8, 2021. Seven applications were received by the due date. The District Secretary verified with the Registrar of Voters in Alameda County that all the applicants meet the minimum requirements for consideration consisting of being a registered voter within the boundaries of Division 5.

At the January 19, 2021 Board meeting, the Board reviewed the qualifying applications and determined it would invite the following five applicants for interview and possible appointment to the Board this evening:

- Samir Qureshi
- Arun Goel
- Dean Barnes (*Withdrew from consideration January 22*)
- John Koltz
- Kashef Qaadri

The four applications are attached for the Board’s information and consideration (Attachment 1). Recommended interview questions have been created in coordination with the Board President for this evening’s proceedings.

If an appointment is made this evening, the District Secretary will administer the oath of office for the appointed applicant immediately, and the new Director would take office immediately and be seated at this meeting.

Originating Department: Administrative Services	Contact: N. Genzale	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$0	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Division 5 Vacancy Applications (4) Attachment 2 – Public Notification of Division 5 Vacancy	
		41 of 82

The required public notice of vacancy was posted in four locations within the District’s service area – District Office, City of Dublin Civic Center, City of Dublin The Wave, City of San Ramon City Hall – and is included (Attachment 2).

To assist the Board in conducting its decision-making process, staff suggests the following process:

Step	Action
<i>Interviews and Public Comment</i>	
1	The Board will ask each applicant to give a brief introduction, not to exceed three (3) minutes each. The Board will then ask five questions of the applicants, with all applicants answering question #1 first, then #2, #3, #4 and #5. Each applicant will be given up to two (2) minutes for each question. Answers will be timed.
2	The District Secretary will draw, by random lot, the order in which the applicants will start/answer each series of questions. The first name drawn will answer question #1 first, with the second name drawn answering next in line. When all candidates have answered question #1, question #2 will start with the second applicant in the series. This ensures that each applicant answers one of the questions first to not give an unfair advantage.
3	The Board President will facilitate the interview questions.
4	The Board will allow for public comments, limited to three (3) minutes each, from any member of the public wishing to speak on this item.
<i>Discussion and Deliberation</i>	
5	The Board may follow up with questions to any or all of the applicants regarding the applicant’s application, verbal remarks, qualifications, or any other aspect that a Boardmember believes relevant to the matter or to the Board’s decision.
6	The Board will discuss the merits of the qualifications of the applicants.
7	The Board President will call for a straw vote with each Boardmember being allowed one (1) vote. The vote will be taken by roll call by the District Secretary and recorded in the minutes.
8	All applicants receiving two (2) or more straw votes shall move into the next round of straw voting. If no applicants receive two (2) votes, the Board will repeat the process of Steps 5–7. If applicants have moved forward, Boardmembers have the option of repeating the process of Steps 5–7 to obtain further information on the candidates or making a motion, appropriately seconded, to appoint a specific applicant. Appointment requires at least three (3) votes from the Board.
9	The successful candidate will be sworn in by the District Secretary and will immediately assume the duties and responsibilities of a Boardmember. If the process does not result in a successful candidate, the District Secretary will advise Alameda County Board of Supervisors that the District has not filled the position. The County will thereby select a Boardmember on the District’s behalf or order the District to hold a special election.

APPLICATION FORM

DUBLIN SAN RAMON SERVICES DISTRICT

BOARD OF DIRECTORS APPLICATION FORM

Applications and all supporting material must be submitted to Nicole Genzale, District Secretary, not later than 5 p.m. on Friday, January 8, 2021.

Applications may be submitted per the following methods:

- ***Emailed to genzale@dsrsd.com***
- ***Mailed or delivered to the District’s administrative office at 7051 Dublin Blvd., Dublin, CA 94568
Attention: Nicole Genzale, District Secretary.***

Interviews of selected applicants will be conducted by the Board of Directors on Tuesday, February 2 starting at 6 p.m. in the District Boardroom at 7051 Dublin Blvd., Dublin, CA if shelter-in-place orders are ended or sufficiently relaxed to allow it. Otherwise, the interviews will be conducted via teleconference. Check the District website starting December 16 for further information and updates on the location and participating information for the interviews and appointment.

Note that the interviews will be open to the public including other selected applicants. You will be notified of your interview time. The order of the interviews will be determined by lot by the District Secretary.

APPLICATION MATERIAL SHALL BE LIMITED TO:

1. This fully completed form **(Mandatory)**; and
2. A resume – Maximum of 1,000 words (Optional)

MINIMUM QUALIFICATIONS FOR ELIGIBILITY TO PARTICIPATE IN INTERVIEW:

1. Must be a registered voter in Alameda County (NOTE: Not a State of California requirement, but a recommended DSRSD standard)
2. Must legally reside within the boundaries of Division 5 of the Dublin San Ramon Services District
To view the division map, go to: <https://www.dsrsd.com/about-us/area-based-elections>.

Please provide the following Personal Information.

Name: _____

Home Address: _____

Telephone #: _____

Email Address: _____

Please answer the following Background and Qualifications questions and attach your response to this application.

Question #1: Are you willing to attend at least two Board of Directors meetings each month for the length of your term? Meetings generally occur two weekday evenings a month.

Question #2: Why do you want to be on the Board of Directors? Maximum of 200 words

Question #3: Describe the unique experience and/or qualifications that you believe makes you the best candidate for an appointment to the Board of Directors. Maximum of 200 words

Acknowledgement & Certification

1. I understand that all material provided by me in connection with this application is a public document and will be furnished by the District to any person including other applicants upon request and without my approval or notification.
2. I certify that I am a registered voter and a legal resident of Division 5 of the Dublin San Ramon Services District and that I am not disqualified by the Constitution or laws of the State of California from holding a civil office and further that I am qualified to and am prepared to assume and hold the office as a member of the Board of Directors of the Dublin San Ramon Services District without reservation or condition.
3. I certify under penalty of perjury that all information provided in connection with my application for the Board of Directors of the Dublin San Ramon Services District is true.

Signature:  _____

Print Name: _____

Date Signed: _____

Samir Qureshi
Application for DSRSD Board of Director

Question #1: Are you willing to attend at least two Board of Directors meetings each month for the length of your term? Meetings generally occur two weekday evenings a month.

Answer # 1 - Yes, I am willing to attend two or more meetings monthly during my term on the Board.

Question #2: Why do you want to be on the Board of Directors? Maximum of 200 words

Answer # 2 – I have a passion to be in public service and have been involved since early age. I want to give my time to community and this will be a great way to give back. I feel my professional experience along with my public experience will be a great fit for this Board of Director position.

Question #3: Describe the unique experience and/or qualifications that you believe makes you the best candidate for an appointment to the Board of Directors. Maximum of 200 words

Answer # 3 – My analytical and financial background will be a great asset to the Board of Director position. I feel that having to manage large team with complex business issues will also be a great fit to help with any business related challenges that the Board members have to manage.

SAMIR QURESHI

914.255.3785 || samirq@yahoo.com || Dublin, CA || [Samir Qureshi LinkedIn](#)

GLOBAL SALES AND REVENUE OPERATIONS

PUBLIC SERVICE EXPERIENCE

City of Dublin, Dublin, CA USA

PLANNING COMMISSION MEMBER

2016-2018

Town of Brookfield, Brookfield, CT USA

SCHOOL BOARD MEMBER

2010-2011

City of Toms River, Toms River, NJ USA

ZONING BOARD MEMBER

2003-2005

City of Edison, Edison, NJ USA

ENVIRONMENTAL COMMISSION MEMBER

County of Middlesex, New Brunswick, NJ USA

HUMAN SERVICES COMMITTEE – SENIOR CITIZEN COMMITTEE

PROFESSIONAL WORK EXPERIENCE

Seagate Technology, Fremont, CA USA

VICE PRESIDENT, GLOBAL SALES OPERATIONS, ENABLEMENT AND ACCOUNT MANAGEMENT

2020-Present

Responsible for Global Account Management, Total Customer Experience, Sales Effectiveness and Productivity, Sales Operations, Sales and Partner Enablement, Training, Onboarding, Sales Technology and Analytics. Leading team of 100+ people globally.

PayPal, San Jose, CA USA

GLOBAL HEAD OF SALES OPERATIONS AND READINESS

2019

Responsible for Global Sales Operations functions like Sales Reporting, Analytics, Technology, Readiness, Compensation, Data Governance / Strategy and Project Management with team of 55+. Helping to drive Sales Transformation across all of Sales teams.

Q Consulting, San Francisco, CA USA

SALES AND CUSTOMER OPERATIONS CONSULTANT

2018-2019

Consulting with companies focusing on their Sales, GTM, Strategy, Sales Operations, and Customer Operations functions. Helping develop sales teams and creating a winning culture. Growing Sales team across different parts of Globe. Some clients include:

- **WORKTERRA (Career Builder Company), Pleasanton, CA** – Worked as a Customer Success / Services Operations Consultant to evaluate the entire customer life cycle process and put in improved processes along with efficiencies to improve customer success. Redesign the organizational structure to support customer growth. Looking over Implementation, EDI, Client Technology and Client Executive / Customer Success teams.
- **eKomi, Berlin, Germany** – Working as Global Head of Sales / Chief Revenue Officer Consultant responsible for 70+ person Sales and Marketing organizations across multiple countries selling into SMB, Corporate, Enterprise, Partnerships and Strategic Partnerships segments. Driving Customer Experience sales to improve business results for customers.

Social Finance, Inc. (SoFi), San Francisco, CA

VICE PRESIDENT, SALES AND CUSTOMER SUCCESS

2017–2018

Oversaw B2B and B2C Business Development Sales, Customer Success, and Sales Operations for one of the fastest growing FinTech companies under SoFi at WORK segment. Sold suite of financial lending products (Student Loan Refinance, Employer Contribution, Personal Loans, Mortgages) to HR departments of Fortune 500 companies, Professional Associations, Investment Advisors, Real Estate Brokers, and Developers.

TriNet, San Leandro, CA

VICE PRESIDENT, SALES STRATEGY AND OPERATIONS

2015–2017

Managed staff of 85+ that supported a sales organization of 650+ with budgetary responsibility of \$180M. Served as COO, CFO, and Chief of Staff to SVP of Sales. Managed SDR organization of 55 people. Drove efficiencies that supported sales organization that generated \$2.5B in annual revenue through outsourced HR services.

Delphix, Menlo Park, CA

VICE PRESIDENT, GLOBAL SALES OPERATIONS

2013–2015

Led Operations and SDR teams that supported 175+ sales professionals, sales engineers, and Customer Success. Managed a \$30M annual operating budget for data virtualization software company. Developed domestic and international revenue strategy based on direct vs. channel sales model. Directed sales training and enablement, including onboarding of new hires and execution of sales productivity programs. Drove social selling methodology to increase brand awareness and improve product education.

Salesforce.com, San Francisco, CA

VICE PRESIDENT, GLOBAL SALES COMPENSATION AND OPERATIONS

2011–2013

Managed staff that supports a 3K+ sales organization with commission payouts of \$250M+. Oversaw operations and revenue allocation. Directed global sales comp and talent management (incentive strategy, quota setting, plan distribution, and communication). Restructured multiple organizations into one to scale for long-term company growth and efficiencies.

Nokia, New York, USA and Espoo, Finland

DIRECTOR, GLOBAL SALES OPERATIONS

2006–2011

Led team of 8 in key sales operations functions that supported 2K+ salespeople in 100+ countries for this \$50B company. Directed cross-functional teams (finance, HR, IT, sales, and marketing) driving sales execution strategies for innovative platforms.

EDUCATION

MBA courses completed (Finance), PACE UNIVERSITY, New York, NY • **BS (Accounting)**, RUTGERS UNIVERSITY, Newark, NJ

APPLICATION FORM

DUBLIN SAN RAMON SERVICES DISTRICT

BOARD OF DIRECTORS APPLICATION FORM

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2. Must legally reside within the boundaries of Division 5 of the Dublin San Ramon Services District
To view the division map, go to: <https://www.dsrsd.com/about-us/area-based-elections>.

Please provide the following Personal Information.

Name: Arun Goel

Home Address: 2838 Southwind Lane

Telephone #: 510-673-0482

Email Address: agoel@arungoel.net

Please answer the following Background and Qualifications questions and attach your response to this application.

Question #1: Are you willing to attend at least two Board of Directors meetings each month for the length of your term? Meetings generally occur two weekday evenings a month.

Question #2: Why do you want to be on the Board of Directors? Maximum of 200 words

Question #3: Describe the unique experience and/or qualifications that you believe makes you the best candidate for an appointment to the Board of Directors. Maximum of 200 words

Acknowledgement & Certification

1. I understand that all material provided by me in connection with this application is a public document and will be furnished by the District to any person including other applicants upon request and without my approval or notification.
2. I certify that I am a registered voter and a legal resident of Division 5 of the Dublin San Ramon Services District and that I am not disqualified by the Constitution or laws of the State of California from holding a civil office and further that I am qualified to and am prepared to assume and hold the office as a member of the Board of Directors of the Dublin San Ramon Services District without reservation or condition.
3. I certify under penalty of perjury that all information provided in connection with my application for the Board of Directors of the Dublin San Ramon Services District is true.

Signature:



Print Name:

Arun Goel

Date Signed:

January 4, 2021

Question #1: Are you willing to attend at least two Board of Directors meetings each month for the length of your term? Meetings generally occur two weekday evenings a month.

Yes. As having been both a City Councilmember and Planning Commissioner of 8 years I maintained nearly a perfect attendance at all required meetings and participated in additional duties on committees as a Councilmember. If selected I am more than 100% committed to serve the role.

Question #2: Why do you want to be on the Board of Directors? Maximum of 200 words

Water is an important natural resource that I have always been strongly focused on. Early in my career, I was offered an opportunity with the District as an Engineer; the Director's position would allow me the opportunity to return to the industry, while serving my local community. The current and future decision makers of DSRSD, in my opinion, will support good policy, helping address concerns associated by the state/local jurisdictions regarding water supply issues, identifying and embracing innovative water technology, and developing guidelines to address the increased challenges faced upon us as a community from water shortages (i.e. droughts) including addressing demands resulting from population growth. With my experience and background, I feel I can be a positive support to DSRSD, learn, thrive, and help guide the district into the future. It would be my honor to serve the community.

Question #3: Describe the unique experience and/or qualifications that you believe makes you the best candidate for an appointment to the Board of Directors. Maximum of 200 words

My background and education in Civil Engineering (Masters) with a focus in hydrology/hydraulics allows me to view issues at DSRSD from a unique perspective. Having experience as a flood control design engineer for the County of Alameda with in-depth understanding of watersheds, groundwater supply, drainage, and bio-filtration to having served as a Planning Commissioner and most recently a City Councilmember, I feel I can provide a "value-add" to the District and the community, while playing an important role in the decision making processes leading to improving the current water quality, supply, recycling, and sewage disposal. My background is complimented with experience in fiscal responsibility, budgetary planning, and strategic vision planning, including managerial and union experience. I feel that with my experience and background, I will be a productive participant as a Board of Director with a reduced learning curve to help fill the vacancy efficiently.

Arun Goel

510-673-0482 ● arungoel@sbcglobal.net

PROGRAM AND PROJECT/COST CONTROL MANAGER

Proactive, determined, goal-oriented, self-motivated, hands-on, and self-learner with entrepreneurial, leadership, conflict resolution, and sales skills. Core competency in civil engineer and construction cost management for special government districts, utility and telecom industries with a proven track record experience in Program and Project Controls, Capital Project Management and Delivery, Construction Management, Highway Operations and Maintenance, Intelligent Transportation Systems (ITS), Managed Lanes design and operations, Smart Corridors/Arterials infrastructure management, including facility design engineering, facility relocation and tenant improvement. Experience includes fund management and projections, value engineering and estimating, program and contract management, construction document and cost control, project schedule management, managed lanes Express Lanes operations, and stakeholder facilitation.

PROFESSIONAL EXPERIENCE

HILL INTERNATIONAL, San Francisco, CA (San Francisco International) 2019 - Present **Program Controls Manager**

- Staffed and managed the cost control, change control, document control, and Unifier team for the CPSS (Capital Program Support Staff) for the San Francisco International Ascent Program worth \$7B anticipated completion in 2023
- Provided critical support to analytics, trends, risk projections and mitigation
- Created and provided support in reporting to the Airport Commission and Airport Leadership reflecting monthly progress of the Ascent Program (Financial and Project Progression Reporting) monthly, including as-needed.
- Developed Cashflow projections and analysis to support the delivery of the Ascent Program, including financial management to the City and County of San Francisco
- Managed and supported the development activities for the Unifier integration and roll-out to Airport Staff and Consultants (800+ users)
- Managed and supervised staff and consultants supporting the CPSS effort as Hill International is the Prime

MASTEC, San Jose, CA 2017 - 2019 **Project Controls Manager**

- Staffed and managed the cost control, change control, document control, and scheduling team for the Project Management Office from the startup phase of the program
- Implement project planning processes to include considerations of project set-up, execution, monitoring and closeout, developing and tracking of the Work Breakdown Structure (WBS), Cost Breakdown Structure (CBS), and Key Performance Indicators (KPI's)
- Implemented and automated a complex project schedule (Primavera P6) reflecting the entire project scope and tasks in a logical relationship sequence (cost and resource loaded)
- Implemented Cost Control methodology with integration to the Oracle General Ledger, providing detailed management and analytics in customized tools to support real-time cost management support to cross-functional teams and Client
- Managed and implemented procedures for billing to Client and invoice review of subcontractors, while automating manual processes streamlining and developing efficiency

- Worked with cross-functional team members to ensure the project is on-time and on-budget
- Developed and implemented project controls process, procedures, systems and tools to support project execution
- Developed, reviewed, analyzed and managed project monthly cost reports providing analytics to client and leadership
- Ensured project controls procedures are implemented, and adhered to, resulting in no audit exceptions and SOX compliance when audited both internally/externally or by Clients

PACIFIC GAS AND ELECTRIC, San Ramon, CA

2015 - 2017

Manager of Electric Project Controls

- Oversee portfolio management (cost, scope, and schedule) for multi-Billion capital program
- Execute earned value analysis for project delivery using cost control systems and scheduling tools (Microsoft Project and Primavera P6)
- Project cash flow and manage fiscal budget including utilization of risk profiles
- Create tools, dashboard, and reports for analytics and KPI report out while providing significant cost saving, effort reduction, and automation of tedious critical tasks
- Spearheaded facility relocation, build-out, design, and project management for entire team of over 200 employees
- Perform Union Management and negotiations experience with a clean track record

ALAMEDA COUNTY TRANSPORTATION COMMISSION, Oakland, CA

2007 - 2015

Project Controls Engineer

- Program management oversight for cost and schedule for capital project program worth over \$11.2 Billion
- Oversight and management of for all phases of capital projects, development of project control systems ensuring cost effective and timely delivery
- Managed consultant teams and staff of over 100 individuals (direct and non-direct)
- Earned value analysis for project delivery
- Cash flow projections and fund management
- Financial budgeting, fiscal management and accruals for agency's capital and operations program
- Negotiated funding agreement with local and state jurisdictions
- Developed database tools providing significant cost saving, effort reduction, and automation of tedious critical tasks
- Developed and managed processes and policies as related to contract procurement and business preference programs (Disadvantaged Business Enterprise and local preference programs)
- Technical insight for systems development and migration, database architecture, and technology infrastructure vision for the Agency
- Professional Services contract negotiations and administration
- Progress payment review and analysis relative to contract budget, scope, and schedule for professional services and construction contracts
- Project team management from inception to completion (cost, scope, and schedule)
- Utility coordination services for capital projects on the State Highway System
- Managed Lanes "Express Lanes" design, construction, implementation, operations and maintenance

ALAMEDA COUNTY PUBLIC WORKS AGENCY, Hayward, CA

2000 - 2007

Assistant Civil Engineer

- Designed and developed construction drawings and specifications for Capital Improvement
- Coordinated projects with multiple agencies and utilities
- Facilitated public meetings to further project development
- Performed Hydraulic and Hydrology analysis
- Provided contract management for capital improvement projects
- Assisted in developing the capital improvement projects and budgets for streets and flood facilities
- Implemented bio-engineering design concepts for environmental sensitive locations
- Utilized geomorphology and stream dynamic techniques in flood design projects
- Reviewed and approved land development projects: reviewed road, utility, drainage, grading plans/reports, track and plot map reviews
- Assisted with floodplain management/storm water facility review and reviewed Flood Insurance Rate (FIR) maps Assisted with construction oversight of office buildings

APPLICATION FORM

DUBLIN SAN RAMON SERVICES DISTRICT

BOARD OF DIRECTORS APPLICATION FORM

Applications and all supporting material must be submitted to Nicole Genzale, District Secretary, not later than 5 p.m. on Friday, January 8, 2021.

Applications may be submitted per the following methods:

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Note that the interviews will be open to the public including other selected applicants. You will be notified of your interview time. The order of the interviews will be determined by lot by the District Secretary.

APPLICATION MATERIAL SHALL BE LIMITED TO:

1. This fully completed form (**Mandatory**); and
2. A resume – Maximum of 1,000 words (Optional)

MINIMUM QUALIFICATIONS FOR ELIGIBILITY TO PARTICIPATE IN INTERVIEW:

1. Must be a registered voter in Alameda County (NOTE: Not a State of California requirement, but a recommended DSRSD standard)
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To view the division map, go to: <https://www.dsrsd.com/about-us/area-based-elections>.

Please provide the following Personal Information.

Name: John K. Koltz

Home Address: 5990 Hillbrook Place, Dublin Ca

Telephone #: 925.858.8535

Email Address: jkoltz@gmail.com

Please answer the following Background and Qualifications questions and attach your response to this application.

Question #1: Are you willing to attend at least two Board of Directors meetings each month for the length of your term? Meetings generally occur two weekday evenings a month.

Question #2: Why do you want to be on the Board of Directors? Maximum of 200 words

Question #3: Describe the unique experience and/or qualifications that you believe makes you the best candidate for an appointment to the Board of Directors. Maximum of 200 words

Acknowledgement & Certification

1. I understand that all material provided by me in connection with this application is a public document and will be furnished by the District to any person including other applicants upon request and without my approval or notification.
2. I certify that I am a registered voter and a legal resident of Division 5 of the Dublin San Ramon Services District and that I am not disqualified by the Constitution or laws of the State of California from holding a civil office and further that I am qualified to and am prepared to assume and hold the office as a member of the Board of Directors of the Dublin San Ramon Services District without reservation or condition.
3. I certify under penalty of perjury that all information provided in connection with my application for the Board of Directors of the Dublin San Ramon Services District is true.

Signature: 

Print Name: John K. Koltz

Date Signed: 01.07.2021

DSRSD Board Division #5 – Questions/Answers

John K. Koltz

Question #1: Are you willing to attend at least two Board of Directors meetings each month for the length of your term? Meetings generally occur two weekday evenings a month.

Answer: Yes

Question #2: Why do you want to be on the Board of Directors?

After 40 years of work experience in the municipal water and wastewater field, a 20 year resident in the District (both San Ramon and Dublin), and serving on the Board of my HOA since 2015, I wish to contribute to my community and become an active member in the best way I know. With 24 years of professional experience presenting to Boards and sitting on “the other side of the table” as an East Dublin HOA Board Member, I am familiar with both Board procedures and Public process.

We are living in a more volatile and climatically extreme time, and will continue to be challenged with more drought and wet weather/flood conditions. As such, I believe we need a reliable and more diverse water supply, an adequate peak wet weather wastewater system, and competent leadership to move us forward.

What I lack for in seasoned Board experience, I hope to make up for with enthusiasm for the job and humility as a new member who has a lot to learn but who will sincerely listen to both the current board members and to members of the district and public at large.

Question #3: Describe the unique experience and/or qualifications that you believe makes you the best candidate for an appointment to the Board of Directors.

With 16 years of professional water/wastewater design experience, 24 years of public utility experience, volunteering on community projects, experience with public board presentations and sitting on the other side of the table as an HOA board member, I am qualified to join the DSRSD Board to both support the District in its municipal responsibilities and participate in the public process of providing considered decisions for the benefit of the Community we serve.

Hopefully the combination of public and private experience has broadened my perspective and allowed me to patiently listen to my peers and the public, while maintaining my competence in support of the planning, engineering, operations and maintenance of a Municipal Utility.

I started my career in the wastewater field, designing and constructing facilities for Southern Marin, EBMUD, Sonoma County Sanitation District, and the City of St. Helena. Subsequently I shifted to the planning, construction, and operation of public water supplies. With experience in both water and wastewater, I feel I am uniquely qualified to be a meaningful contributor to your District.

Professional Profile – John K. Koltz



Registration/Education:

Professional Experience/Registration:

Planning, project management, and design experience in water and wastewater engineering, principally municipal/industrial treatment and collection/supply system planning and design for water, wastewater, and stormwater. California Civil Engineer No.38360, 40 years of experience. A Board Member of my HOA in East Dublin since 2015 and with 24 years of experience presenting to the Zone 7 Water Agency's Board, I am familiar with both Board procedure and Public process.

Education/Credentials:

M.S., University of California, Davis, 1984

B.S., University of California, Davis, 1977

Societies:

American Water Works Association (AWWA)

Relevant Experience: Water Facility Planning and Design

Water Supply Planning, Zone 7 Water Agency, California.

Experience in long-term water supply planning and development of a capital expansion program to supply a doubling of Zone 7's water demand to 100,000 acre-feet/annum. Responsibilities included management of a Water Facilities Expansion Plan and assistance with a Water Supply Master Plan for planning horizons thru year 2030 (buildout). Other duties included the successful implementation of a connection charge program to support capital expansion, with increased fees of 137 percent.

Water Facilities Expansion Planning, Zone 7 Water Agency, California.

Managed a water facility expansion plan to assess specific water treatment plant, conveyance, and transmission options to supply an ultimate 54 mgd of additional capacity. This planning effort supported Zone 7's Capital Improvement Plan, which included \$252 million of capital projects, \$47 million of which are identified for accelerated capital projects over five years. Additional responsibilities included managing the conceptual development of a 7-mile/42-inch in-valley conveyance system to convey untreated water.

Water Facility Master Plan, Quail Lakes, Fresno County, California.

Project Manager of a domestic water, wastewater, and golf course irrigation project for a 498-acre development within Fresno County. Responsible for integrating the following elements: water supply and distribution, wastewater collection and reclamation, irrigation supply and distribution, and stormwater drainage and retention. A critical feature of the project was integrating the above elements to result in an adequate balance of water supply and demand. Artificial recharge of the aquifer was an alternative recommended to obtain this result. Flood control analysis of an adjacent stream was also required for this project. Construction costs were approximately \$23M.

Water Distribution System Master Plan, Eureka, California.

Investigated a proposed expansion of the District's water distribution system. Evaluated the system using the University of Kentucky hydraulic computer model.

Water Reclamation Facilities Plan, Lake Isabella, California.

Developed a treatment facilities plan for the retirement communities surrounding Lake Isabella. Alternatives investigated were facultative lagoons, community septic tank/spray irrigation, and mound systems.

Wastewater Pumping Master Plan, Benicia, California

Developed a 9.5 mgd wastewater pumping facility plan for residential buildout of the Lake Herman Basin. Responsibilities included wastewater flow estimates, discharge main alternatives, and pumping station preliminary design:

Wastewater Collection System Master Plan , Sonoma County Valley Sanitation District (SCVSD), California

Responsible for updating a sewer master plan to incorporate growth expansion within the District. Alternative routes and sizing were evaluated using a pipeline network computer model.

Relevant Experience: Project Management

Wastewater Collection System Master Plan , Sonoma County Valley Sanitation District (SCVSD), California

Project Engineer for the design of a 9.0 mgd wastewater reclamation facility which included overland flow treatment, remote pumping facilities, and multiple storage reservoirs throughout the Sonoma Valley region. The overland flow site was designed as a denitrification unit process using regional dairy whey as an external carbon source; to reduce nitrates in the wastewater treatment plant effluent. Overland flow effluent was then conveyed through a pressure distribution system to local vineyards for irrigation purposes. The project included 45,000 lf of pipeline between pump stations and storage reservoirs and a microwave telemetry system to permit control from the District's wastewater treatment facility.

Water System Rehabilitation Project, USAF, Palmdale, California.

Managed the rehabilitation of a 1.8 million gallon water pumping system, used for fire protection at a U.S. Air Force research base. Responsible for preliminary engineering, managing design and construction. Major rehabilitation efforts included electrical control system redesign, pumping station upgrades, and structural repair of storage reservoirs throughout the base.

Wastewater Pumping Facility, City of Benicia, California.

Managed the final design of a 2.0 mgd wastewater pumping facility with an expansion capability to 9.5 mgd. Also included in the project was design of 14,500 lf of discharge force main.

Relevant Experience: Project Design

Water Treatment Plant Expansion, City of Burlingame, California

Design Engineer responsible for the chlorination and plant water elements of the treatment plant expansion from 9.0 to 11.5 mgd. The chlorination requirements of the treatment plant expansion were provided by a jet chlorination design in the existing contact chamber, which precluded extensive additional facility construction.

Industrial Wastewater Treatment, Anheuser Busch Brewery, Fairfield, California

Responsible for designing a pre-treatment capability at the Anheuser Busch facility to reduce the brewery's wastewater loading to the municipal wastewater treatment plant. Anaerobic digestion facilities were designed to reduce BOD and solids loading. Both fixed film and suspended growth reactors were investigated.

Wastewater Pumping Facility, City of Sacramento, California.

Project Engineer for the design of a remote wastewater lift station which conveyed wastewater from a remote subarea to the regional wastewater treatment plant near Freeport.

Water Reclamation Feasibility Study, City of San Elijo, California.

Investigated the feasibility of reusing 3.0 mgd of wastewater effluent for irrigation and wetland storage purposes. Tertiary treatment alternatives included reverse osmosis, advanced filtration, and phosphate removal.

Relevant Experience: Computer Modeling and Development

Hydrologic Software Development, Hydrologic Engineering Center Davis, California
Developed hydrologic computer software, known as HEC programs, used worldwide by the engineering community. Assisted in the development of HEC-6, a hydrologic model assessing the water quality impact of reservoir releases.

Water Transmission and System Modeling, Zone 7 Water Agency, California
Project manager for several modeling efforts which support planning strategies of Zone 7's CIP program and Water Quality efforts. These efforts include modeling of Zone 7's transmission system using H₂O Net (ACAD platform) and InfoWater (ArcGIS platform) hydraulic models, simulation of dry/drought year storage needs using DWR hydrologic records, and developing a water supply optimization model (a linear program optimization model) for a systemwide assessment of Zone 7's conveyance, treatment plant, and transmission facilities.

Relevant Experience: Construction Management

Treatment Facility Expansion, St. Helena, California
Resident engineer for the construction of a 4.0 mgd expansion of a treatment plant. Expansion elements included pumping, chlorination, headworks, and 33 acres of reclaimed water irrigation.

Wastewater Force Main, East Bay Discharge Authority (EBDA),
Resident engineer for the construction of 27,500 if of twin, large diameter wastewater force mains (60-inch). The force mains connected a 9.5 mgd pumping facility to a new regional wastewater treatment plant.

Residential Development, Danville, California.
Framing Carpenter, from startup to completion, of several residential developments throughout the Bay Area, ranging in size from 23 to 135 single family units.

Employment Record:

1996 – 2020 (*Retired in March*) Zone 7 Water Agency
1989 - 1996 Bissell and Karn Engineering, Inc.
1984 - 1989 Black & Veatch Engineering, Inc.
1977 Hydrologic Engineering Center, U.S. Army Corps of Engineers

Publications: Koltz, J.K., Weber, A., Tchobanoglous, G.T. "Treatment of an Altered Wastewater by Trickling Filters," Proceedings of Water Pollution Control Federation, 1981.

Languages: Spanish

References: Furnished upon request.

Reply: John K. Koltz
5990 Hillbrook Place, Dublin, California
jkoltz@gmail.com

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Please provide the following Personal Information.

Name: Kashef Qaadri

Home Address: 2898 Tulare Hill Dr. Dublin, CA 94568

Telephone #: 510-552-2876

Email Address: kashef@me.com

Please answer the following Background and Qualifications questions and attach your response to this application.

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Question #2: Why do you want to be on the Board of Directors? Maximum of 200 words

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3. I certify under penalty of perjury that all information provided in connection with my application for the Board of Directors of the Dublin San Ramon Services District is true.

Signature:



Kashef Qaadri

Print Name:

Jan 7, 2021

Date Signed:

Question #1: Are you willing to attend at least two Board of Directors meetings each month for the length of your term? Meetings generally occur two weekday evenings a month.

Yes, I am willing and able to attend at least two Board of Director meetings each month. Additionally, I have joined the last several water districts meetings by teleconference and read and reviewed previous meeting agendas and minutes.

Question #2: Why do you want to be on the Board of Directors? Maximum of 200 words

I have a lifelong commitment to advancing social and environmental change. Based on my education, professional background, and community involvement, I have the skills and commitment to drive forward-thinking, inclusive, and sustainable water services in the district. I want to ensure fellow neighbors and residents can have a clean, safe, sustainable, and affordable water supply.

Over the past decade, I have helped several technology companies plan, understand needs, evaluate, select and deploy business and technology systems. I can leverage my work experience to help drive the modernization of information systems within DSRD. This experience can be directly applied towards updating: electronic records management program and billing systems; business practices and procedures; and asset management programs.

Finally, it is vital we have people serve on the Board of Directors who will represent Division 5 with integrity. My primary goal is to be the voice of the district and represent it honorably. As a board member, I will connect with members of the community to understand issues, concerns, and problems regarding the reliability and sustainability of water, recycled water, and wastewater services. I will strive to ensure these services are provided to all in a safe, efficient, and fiscally responsible manner.

Question #3: Describe the unique experience and/or qualifications that you believe makes you the best candidate for an appointment to the Board of Directors. Maximum of 200 words

In terms of qualifications, in addition to obtaining degrees in Microbiology and Healthcare Administration, I have taken several water management courses including: the University of British Columbia's, "Urban Water - Innovations for Environmental Sustainability," and the Delft University of Technology's, "Introduction to Water and Climate" and "Introduction to the Treatment of Urban Sewage."

As a scientist, I've studied and witnessed the impact of global warming. As such, it is imperative we work with the state in exploring watershed management strategies for protecting water resources, considering the impacts of global warming on water resources. Based on my healthcare background, I am keenly aware of the connection of health and clean water. I have directly studied the public health impact of several types of contaminants.

Kashef Qadri
Board of Directors Application
Dublin San Ramon Services District

On a professional level, I've held multiple leadership roles including commercial operations and strategic planning. This includes experience in managing complex and substantial budgets and implementing new and innovative technologies, which make me uniquely qualified to address the infrastructure, technology, and business challenges of the water district.

Finally, as a board member, I would spend my time and energy to understand the threats to the water supply and seek opportunities to advance water supply protection, affordability and sustainability.

Kashef Qaadri

hello@kashef4dublin.com | 510-552-2876

BACKGROUND

Management and Commercial Operations leader with demonstrated expertise within start-up to large organizations, focused on growing/rebuilding businesses through digital transformation and optimization of processes. Extensive management experience developing, executing, and achieving strategic business development (partnership) goals in line with short and long-term corporate goals. Committed community service volunteer with 15 years of providing healthcare focused on underserved communities; coaching, teaching and mentoring around STEM; and community leadership and organizing (HOA, PFC, and Advisory Committees). Engaging technical (scientific and technology) speaker, writer, and podcast host.

COMMUNITY EXPERIENCE AND LEADERSHIP

- Volunteer/Mentor, Teens in Health, Alameda County, CA, May 2020 - present
 - Teens in Health is a group working towards exposing students to the vast Healthcare space
- Youth Mentor, Committee Lead/Organizer, MCC, Pleasanton, CA, Sep 2019 - present
 - Working with a group of 10 youth, help organize and conduct events and activities geared towards youth
- Foodbank (Pantry) Volunteer, ICF, Fremont, CA, Jun 2019 - present
 - Help with collecting, organizing, and distributing food
- Adopt A Highway, Volunteer, MCC, Pleasanton, CA, Mar 2019 - present
 - Participate in the removal of debris along roadside
- Reading Tutor, Volunteer, MCC, Pleasanton, CA, Sep 2018 - present
 - Help 15 children improve their reading and comprehension skills
- Parent-Faculty Club (PFC), Committee Lead/Volunteer, Amador Elementary School, Dublin, CA, Aug 2018 - present
 - Help organize and participate in school activities, including appreciation and social events
- Science Ambassador (STEM Program for elementary, middle, and highschool students), Hercules, CA, Jul 2018 - present
 - Introduce science to students through fun experiments. Help organize and teach activities, reaching over 500 students per year
- Non-denominational Prison Chaplain, Volunteer, Santa Cruz Main Jail, Santa Cruz, CA, Mar 2010 - Apr 2015
 - Providing care for the spiritual well-being of guests of correctional facilities
- Non-denominational Hospital Chaplain, Volunteer, Washington Hospital, Fremont, CA, Jul 2008 - Sep 2016
 - Providing care for the spiritual well-being of guests of health care
- Community (Free) Health Clinic, Board Member, MCA, Santa Clara, CA, Jul 2008 - Jul 2015
 - Organized a team of medical professionals to provide services to hundreds of underserved families emphasizing prevention through

screening, education, enhanced awareness, early detection, and health promotion

- Homeowners Association (HOA), Board Member/Officer, Rosewood of Fremont, Fremont, CA, Jan 2008 - Aug 2018
- Interfaith Health Fair Committee, Organizer, Congregation Shir Hadash, Los Gatos, CA, Feb 2007 - March 2014
 - Organized a team of over 200 volunteers to provide essential medical, dental, and optical services to hundreds of underserved and/or uninsured families per year
- City of Fremont, Bicycle/ Pedestrian Technical Advisory Committee, Board Member, Fremont, CA, Jan 2007 - Dec 2010
 - Advised staff on the development of bicycle and pedestrian master plans, the City's bicycle and pedestrian work program, and supports education, encouragement, and regional advocacy

WORK EXPERIENCE

Bio-Rad Laboratories, Hercules, CA – Global Marketing Lead, Cloud Strategy

JULY 2018 - PRESENT

- Designed and conducted Voice of Customer (VOC) programs to identify pain points across customer journeys, improving NPS score by 10%
- Managed the prioritization and development of technical scientific software in support of new and strategic initiatives
- Developed marketing strategy based on product, segment, and region including all aspects of campaign development: strategy, target, message, offer, creative, and testing
- Partnered with 15 teams/groups and regions to execute on strategy through comprehensive marketing campaigns, collateral, trainings and tools that effectively drive market demand (increased by 20% engagement)
- In coordination with four internal groups, led positive process change leading to over 25% improvement, developed and coordinated architecture, and developed a strategy and adaptation process

Reference Genomics (One Codex), San Francisco, CA – VP, Marketing

MARCH 2017 - JUNE 2018

- Directly managed commercial team leading to an overall 50% annual growth rate targeting research organizations and commercial accounts (exceeding sales quotas by 20%)
- Managed 6 partnerships across the deal cycle, including opportunity development, presentations, proposal development, negotiation of term sheets and agreements
- Maintained up to date knowledge and understanding of biotech markets in order to identify and evaluate new opportunities for the company
- Responsible for the development and execution of a clearly defined marketing strategy and plans that drives rapid sales and adoption
- Designed measurable campaigns, analyze performance, create and deliver regular KPI dashboards, and recommend improvements to achieve acquisition funnel goals
- Developed marketing solutions across all marketing programs, communication channels, regions, and functions
- Used customer persona insights to manage and create powerful customer-focused messaging concerning essential research informatics

challenges and needs, best practices and solutions that differentiates One Codex as a trusted advisor. Summarized multiple discrete messages into higher-level themes and represented these concepts to both business and technical (researchers) buyers

- Identified, evaluated and pursued strategic product and development opportunities in the context of strategic transactions, including in licensing, out licensing, collaborations, and M&A

Benchling, San Francisco, CA – VP, Sales

SEPTEMBER 2016 – FEBRUARY 2017

- Directly managed commercial team leading to an overall 60% growth rate targeting academic and commercial (Biotech/Pharma) accounts (exceeding sales quotas)
- Responsible for developing strategic sales plans based on corporate revenue objectives that promote sales growth and customer satisfaction for the organization
- Hired and trained new inside and field-based team (sales, Field Application Scientists) and Customer Success Managers
- Identified and presented opportunities for enhancing the overall customer experience using innovative ideas, technology, and cutting edge offerings

Bimatters Ltd, Auckland, NZ – VP, Sales & Commercial Operations

AUGUST 2011 – AUGUST 2016

- Responsible for global commercial operations including sales, marketing, business development, and scientific support
- Directly managed sales and marketing team leading to an overall 40% annual growth rate targeting academic, government, non-profit research organizations and commercial accounts (exceeding sales quotas)
- Developed and executed marketing plans and market research, for evangelizing the brand and research community through compelling content and marketing initiatives
- Led new product development process from concept through commercialization, including voice of customer research, definition of customer, product requirements, value proposition, also managed product launches and sales training

I0 Informatics – Berkeley, CA – Director of Sales

NOVEMBER 2009 – JULY 2011

- Exceeded sales quota by 20% in 2010 and on track to achieve over \$2M in sales by 2011
- Managed key accounts (Pfizer, Merck, MD Anderson, and University of British Columbia) and sold products and services to several major accounts including FDA, BMS, NIH, AstraZeneca, and Boehringer Ingelheim
- Developed and led all global sales activities focusing on large pharma, biotech, government, academic, and non-profit research organization
- Responsible for developing channel partnership, negotiating and managing business relationships, and informing product development of market needs
- Develop and execute corporate and product marketing strategy through market research, product development, advertisements, and sales promotion programs

Ingenuity Systems – Redwood City, CA – Account Executive

MAY 2007 – NOVEMBER 2009

- On target to achieve \$2.25M sales quota in 2009 and in 2008 exceeded \$2M sales quota by 20%
- Directly managed 3 members of North American Academic team leading to an overall 50% growth rate in 12 months targeting over 100 academic, government, non-profit and commercial accounts in US, Canada, and South/Central America
- Successfully negotiated and closed several large contracts including PDL/Facet Biotech, Gilead, MD Anderson, NIH, City of Hope valued at over \$2M
- Successfully led the sales launch of a new company product (Ingenuity Answers) and developed and launched the Company's first professional analysis services & training programs

ICON Clinical Research – Redwood City, CA – BD Associate – Proposals

SEPTEMBER 2004 – APRIL 2007

- Responsible for maintaining assigned accounts and prospecting small biotech accounts
- Preparing in the arrangement and execution of presentations regarding services and activity reports
- Accountable for the development of customized proposals for prospective new business opportunities by soliciting input and reviewing key functional areas
- In charge of the coordination and development of contracts, including master service agreements, letters of intent, change orders including contract terms and conditions

EDUCATION

Northeastern University, Boston, MA – Bachelor of Science

Healthcare Management

Howard University, Washington, DC – Bachelor of Science

Biology, Minors in Chemistry, Literature and Spanish

ACADEMIC AWARDS

- Academic Dean's List
- Chemistry Award of Excellence May 1999
- Biological Honor Society Member, December 1998 and May 1999
- Presidential Leadership Excellence Award, December 1998

REFERENCES

- Available upon request



Dublin San Ramon Services District
Board of Director Appointment to
Vacancy in Division 5

A vacancy has occurred on the Dublin San Ramon Services District Board of Directors in Division 5. At its regular Board meeting on Tuesday, December 15, 2020, the Board discussed the vacancy in open session and determined at that time to fill the vacancy by appointment via a formal application process. The application period was opened Wednesday, December 16, 2020 and closed Friday, January 8, 2021.

Deliberations leading up to the appointment to fill the vacancy on the Board will be public and occur at the regular Board meeting to be held at 6 p.m. on Tuesday, January 19 and at 6 p.m. on Tuesday, February 2, 2021.

Applicants for the position will be publicly interviewed by the Board and the Board will act to appoint following public discussion and deliberation at the February 2, 2021 Board meeting. The appointment will be effective immediately after receiving the Oath of Office and the appointee will participate as a Director until December 2022.

DSRSD provides potable and recycled water service to Dublin and the Dougherty Valley area of San Ramon, wastewater collection and treatment to Dublin and south San Ramon, and wastewater treatment to Pleasanton. Visit www.dsrdsd.com to learn more.

Dated: January 15, 2021

Nicole Genzale, CMC
District Secretary

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPOINTING
_____ TO FILL THE VACANCY IN DIVISION 5 ON THE DISTRICT BOARD OF DIRECTORS

WHEREAS, on May 21, 2019, the Board approved Ordinance No. 345 which transitioned the District from an “at-large” to a “by-division” election system that saw the District’s service area organized into five distinct voting areas identified as Divisions 1, 2, 3, 4, and 5; and

WHEREAS, three of the five Board seats, from Divisions 1, 3, and 5, were up for election in the November 3, 2020 General Election and saw candidates run unopposed in Divisions 1 and 3 filling those seats, however Division 5 saw no candidates run, thus creating a vacancy on the Board of Directors; and

WHEREAS, at the December 15, 2020 Board meeting, the Board, in accordance with Government Code Section 1780, approved a formal application and interview process, and suggested timeline presented by staff, by which to appoint a candidate to this vacant seat; and

WHEREAS, on December 16, 2020, the District Secretary notified the Registrar of Voters of Alameda County of the Board’s decision to fill the vacancy by appointment; and

WHEREAS, pursuant to Government Code Section 1780, proper legal notice was posted, and further the District issued press releases, placed display ads in a newspaper within the District’s service area, and posted information on its internet website and social media platforms so as to inform the public of the application process and intended appointment to the vacant seat this evening; and

WHEREAS, the application period was open through 5 p.m. on Friday, January 8, 2021 and during that application period the District received seven (7) applications; and

WHEREAS, the District Secretary verified that all the applicants met the minimum qualification of being a registered voter within the boundaries of Division 5 of Dublin San Ramon Services District; and

WHEREAS, on January 19, 2021, the Board considered the applications received and determined to invite five applicants for interview, four of which accepted; and

WHEREAS, on February 2, 2021, the Board carefully reviewed the qualifications for office of each of the applicants, heard a verbal presentation from each applicant, asked appropriate questions of the applicants, considered all material submitted by each applicant and considered all verbal and written public comments related to the appointment.

Res. No. _____

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California that _____ is appointed to the office of Director of the Dublin San Ramon Services District Division 5 effective immediately, and shall serve the first half of the four-year Division 5 term, as the seat would be up for election again in November 2022.

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 2nd day of February, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary



TITLE: Discuss and Approve Board Committees and Joint Powers Authority Assignments for Calendar Year 2021

RECOMMENDATION:

The Board President requests the Board of Directors discuss and approve, by Motion, the proposed 2021 Committee structure, assignments and Mission Statements, and Joint Powers Authority (JPA) member assignments.

SUMMARY:

The Board made interim Boardmember assignments to the various Board Committees and Joint Powers Authorities (JPAs) on December 15, until an appointment is made to fill the Division 5 seat declared vacant after the November 2020 election. The Board President proposes to change one primary member for four of the seven bodies, make no changes to the other three bodies, and designate only one alternate instead of a first alternate and two backup alternates per body.

DISCUSSION:

Each year, the newly selected President presents a recommendation for Boardmember assignments to the various Board Committees and Joint Powers Authorities (JPAs). Joint Powers Authorities are formal and permanent interagency partnerships governed by State law and interagency agreements. DSRSD is a party to two of these JPA's: DERWA and LAVWMA. At the December 15 meeting, the Board decided to implement interim assignments while the Division 5 Board seat remains vacant, by moving Director Halket up to primary representative on DERWA and LAVWMA and assigning Director Rubio as a primary representative on the San Ramon and Central Contra Costa Sanitary District and Zone 7 Water Agency Liaison Committees. President Johnson noted she and the General Manager would prepare final assignments for consideration at the February 2 Board meeting after the Division 5 Director appointment item on this agenda.

The proposed 2021 Committee/JPA Assignments are for the following seven bodies:

- Five Liaison Committees:
 - Tri-Valley Water Liaison
 - Zone 7 Water Agency Liaison
 - City of Dublin Liaison
 - City of Pleasanton Liaison
 - City of San Ramon/Central Contra Costa Sanitary District (Central San) Liaison
- DSRSD-EBMUD Recycled Water Authority (DERWA) - JPA
- Livermore-Amador Valley Water Management Agency (LAVWMA) - JPA

The Liaison Committees meet on dates coordinated with the other agencies. The JPAs meet per the pre-designated schedule by the JPAs.

The Board is not limited to the existing Liaison Committees and can restore former Committees or create new ones specific to a major topic of importance in accordance with the Guidelines for Conducting District Board Business policy. Chapter 3 of the guidelines (Attachment 1) provides the process for establishing committees and the criteria for committee assignment.

Originating Department: Office of the General Manager	Contact: D. McIntyre	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$195 per Boardmember per day of service from Administrative Overhead (Fund 900)	
Attachments: <input type="checkbox"/> None <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 – Chapter 3 of Guidelines for Conducting District Business policy (P100-14-3) Attachment 2 – Proposed 2021 Committee/JPA Assignments and Mission Statements Attachment 3 – Draft FPPC Form 806	
		72 of 82

There were only two Liaison Committee meetings in 2020. However, staff anticipates a heavier workload for the various committees and two JPAs for 2021.

The two tables below show the current assignments (Table 1) and the proposed assignments (Table 2) regardless of who gets appointed to fill the Division 5 vacancy. Because the Board expressed an interest in having only one alternate, as compared to one first alternate and two backups, the proposed 2021 Committee/JPA Assignments and Mission Statements (Attachment 2) only lists one alternate for each Board Committee and JPA. Attachment 2 also shows the meeting schedules for each body.

Table 1 – Current Assignments (made at the December 15 Board meeting)

	Tri-Valley	Zone 7	Dublin	Pleasanton	San Ramon/ Central San	DERWA	LAVWMA	Total
President Johnson				X	X		X	3
Vice President Halket	X	X	X	X		X	X	6
Director Rubio		X			X			2
Director Vonheeder-Leopold	X		X			X		3
Division 5 Appointee								0

Table 2 – Proposed Assignments (for consideration at this meeting)

	Tri-Valley	Zone 7	Dublin	Pleasanton	San Ramon/ Central San	DERWA	LAVWMA	Total
President Johnson		X		X	X		X	4
Vice President Halket	X	X		X				3
Director Rubio					X	X		2
Director Vonheeder-Leopold	X		X			X		3
Division 5 Appointee			X				X	2

In accordance with Regulation 18702.5 of the Fair Political Practices Commission (FPPC), the District must post on its website the FPPC Form 806 (Agency Report of Public Official Appointments) to report additional compensation that officials receive when appointment themselves to positions on committees, boards, or commissions of another public agency or to a committee or position of the agency of which the public official is a member. The form must be posted prior to a vote to appoint a Boardmember if the appointee will participate in the decision and the appointment results in additional compensation to the appointee. Attachment 3 is a draft Form 806 reflecting the proposed assignments. Staff will finalize and post the form according to the Board action at this meeting.

CHAPTER
3
**President and Vice President
Roles and Duties**

Generally, at the first board meeting in December, the board of directors selects directors for the offices of board president and vice president. District policy is that these positions rotate among members of the board. The board has adopted a separate policy regarding the annual election and rotation of board officers.

**PRESIDENT AND VICE PRESIDENT ROLES
AND DUTIES**
Board President

The president has no additional powers beyond those of any other director. The following are the roles and responsibilities of the board president:

- Serve as presiding officer at board meetings that the president attends (if the president's attendance is via teleconference logistically it is better to allow the vice president to preside because that director is physically present at the board meeting).
- Maintain proper conduct of board meetings:
 - Run effective and efficient meetings, including but not limited to ensuring appropriate opportunities for public participation and managing the time.
 - Keep the board focused on the discussion at hand and true to its proper role and responsibility.
 - Avoid diversions from the agenda or disruptions in the conduct of district business.
 - Maintain proper and appropriate parliamentary procedure and agenda management (e.g. ensure that actions are taken with proper motions and seconds).
 - Acknowledge and diplomatically facilitate appropriate public participation in the activities of the board.
 - When necessary and appropriate, call a special board meeting.
- Vote, discuss, and make motions the same as other members of the board; however, the president will only rarely make motions and second motions.
- Allow other directors to complete their comments on an item before offering his/her own.
- Keep the meeting discussions focused on properly noticed agenda items and steadfastly move the board toward making decisions.
- Sign various board-approved documents on behalf of the board.

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- Propose for board approval standing and ad-hoc committees considering the policy and business needs of the district (see guidelines below).
 - Propose the membership of each committee, including two regular members and one alternate for each committee, subject to approval by the board.
 - Act as official head of the district for ceremonial purposes.
 - Serve as the primary interface for the board with the members of the media—though other directors may be contacted by the press and may also discuss matters with them (when contacted by the media, a director should inform the general manager).

Vice President

The vice president performs all duties of the president in the event of the president's absence.

GUIDELINES FOR ESTABLISHING COMMITTEES

Process

If the president so desires, the president will propose a set of standing board committees at the start of his/her term as well as propose which directors are to serve on each committee. The traditional process for doing so is as follows:

1. At the meeting at which the president is elected, the president asks the directors to let them know on which committees they might be interested in serving.
2. At the following meeting, generally using the criteria below, the board president proposes a set of standing committees and membership (including alternates) for each committee.
3. The board considers the president's proposal by Motion.
4. The committee term traditionally begins January 1.
5. Once established, staff will work with each committee to identify a schedule for standing committee meetings.
6. At the first meeting of each committee, that committee will develop a charter with the following elements:

-
- Meeting time and place.
 - Committee Mission (staff will work with each committee to ensure there is no overlap in Missions between or among committees).
 - Goals for the year.
7. In early February, the charters from each committee are presented for the board's consideration by motion.

Criteria for Committee Assignment

There are no rules for assigning directors to committees. In past years, board presidents have used the following criteria as they develop their recommended committee assignments:

Continuity

- Exposure to all areas of the district's business
- Area of director Interest
- Developing working relationships among board members

PROPOSED 2021 COMMITTEE/JPA ASSIGNMENTS AND MISSION STATEMENTS

LIAISON COMMITTEES

TRI-VALLEY WATER LIAISON COMMITTEE	
Members:	Halket, Vonheeder-Leopold
Alternate:	Johnson
Committee Mission:	The mission of the Tri-Valley Water Liaison Committee is to confer and coordinate multi-agency efforts and programs that focus on Tri-Valley water issues. The participating agencies are: DSRSD, Zone 7 Water Agency, California Water Services Company, and the cities of Dublin, Livermore, Pleasanton and San Ramon.
Type of Committee Meeting Schedule:	Liaison. Meetings are held quarterly when mutually agreed upon by the participating agencies.

CITY OF DUBLIN LIAISON COMMITTEE	
Members:	Vonheeder-Leopold, Division 5 Appointee
Alternate:	Johnson
Committee Mission:	The mission of the City of Dublin Liaison Committee is to confer and coordinate on programs that focus on the District's service to, relationship with, and communication with all of our customers in Dublin, including residents, businesses, schools (including Dublin Unified School District), and major institutional customers.
Type of Committee Meeting Schedule:	Liaison. Liaison to City of Dublin. Meetings are held when needed, on the afternoon of Board meeting dates when possible, or when mutually agreed upon by the participating agencies.

CITY OF PLEASANTON LIAISON COMMITTEE	
Members:	Halket, Johnson
Alternate:	Vonheeder-Leopold
Committee Mission:	The mission of the City of Pleasanton Liaison Committee is to confer and coordinate on programs that focus on the District's service to, relationship with, and communication with Pleasanton.
Type of Committee Meeting Schedule:	Liaison. Liaison to City of Pleasanton. Meetings are held when needed, on the afternoon of Board meeting dates when possible, or when mutually agreed upon by the participating agencies.

CITY OF SAN RAMON AND CENTRAL CONTRA COSTA SANITARY DISTRICT LIAISON COMMITTEE	
Members:	Johnson, Rubio
Alternate:	Halket
Committee Mission:	The mission of the City of San Ramon and Central Contra Costa Sanitary District Liaison Committee is to confer and coordinate on programs that focus on the District's service to, relationship with, and communication with all of our customers in San Ramon, including residents, businesses, schools (including San Ramon Valley Unified School District), and major institutional customers.
Type of Committee Meeting Schedule:	Liaison. Liaison to City of San Ramon and Central Contra Costa Sanitary District. Meetings are held when needed, on the afternoon of Board meeting dates when possible, or when mutually agreed upon by the participating agencies.

ZONE 7 WATER AGENCY LIAISON COMMITTEE	
Members:	Halket, Johnson
Alternate:	Vonheeder-Leopold
Committee Mission:	The mission of the Zone 7 Water Agency (Zone 7) Liaison Committee is to confer and coordinate programs that focus on the District's service from, relationship with, and communication with Zone 7.
Type of Committee Meeting Schedule:	Liaison. Liaison to Zone 7 Water Agency. Meetings are held when needed, on the afternoon of Board meeting dates when possible, or when mutually agreed upon by the participating agencies.

JOINT POWERS AUTHORITIES

DERWA JPA	
Members:	Rubio, Vonheeder-Leopold
Alternate:	Johnson
JPA Mission:	The DSRSD-EBMUD Recycled Water Authority (DERWA) is a Joint Powers Authority that was formed in 1995 between DSRSD and EBMUD. DERWA's mission is to provide a safe, reliable, and consistent supply of recycled water, and to maximize the amount of recycled water delivered. The San Ramon Valley Recycled Water Program (SRVRWP) was created in 1995 and currently provides recycled water to customers in Dublin and San Ramon. Future phases will extend recycled water delivery to portions of Blackhawk and Danville.
Type of Body Meeting Schedule:	Legislative. Board meetings are normally scheduled for the fourth Monday of odd calendar months.

LAVWMA JPA	
Members:	Johnson, Division 5 Appointee
Alternate:	Vonheeder-Leopold
JPA Mission:	The Livermore-Amador Valley Water Management Agency (LAVWMA) is a Joint Powers Agency created in 1974 by the cities of Livermore and Pleasanton and the Dublin San Ramon Services District for the purpose of discharging their treated wastewater to San Francisco Bay. Operations began in September 1979 with expansions in 1983, 1987 and 2003 bringing it to its current maximum discharge capacity of 41.2 mgd. The wastewater is conveyed via a 16-mile pipeline from Pleasanton to San Leandro and enters the East Bay Dischargers Authority (EBDA) system for dechlorination and discharge through a deepwater outfall to the San Francisco Bay.
Type of Body Meeting Schedule:	Legislative. Board meetings are held quarterly on the third Wednesday of February, May, August, and November.

**Agency Report of:
Public Official Appointments**

A Public Document

1. Agency Name Dublin San Ramon Services District		California Form 806 <small>For Official Use Only</small>	
Division, Department, or Region (If Applicable)			
Designated Agency Contact (Name, Title) Nicole Genzale, District Secretary			
Area Code/Phone Number 925-875-2203	E-mail genzale@dsrcsd.com	Page <u>1</u> of <u>3</u>	Date Posted: <u>2/3/21</u> <small>(Month, Day, Year)</small>

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
Tri-Valley Water Liaison Committee	▶ Name <u>Halket, Richard</u> <small>(Last, First)</small> Alternate, if any <u>Johnson, Ann Marie</u> <small>(Last, First)</small>	▶ <u>2 / 2 / 21</u> <small>Appt Date</small> ▶ <u>11 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> Other
Tri-Valley Water Liaison Committee	▶ Name <u>Vonheeder-Leopold, Georgan</u> <small>(Last, First)</small> Alternate, if any <u>Johnson, Ann Marie</u> <small>(Last, First)</small>	▶ <u>2 / 2 / 21</u> <small>Appt Date</small> ▶ <u>11 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> Other
City of Dublin Liaison Committee	▶ Name <u>Vonheeder-Leopold, Georgan</u> <small>(Last, First)</small> Alternate, if any <u>Johnson, Ann Marie</u> <small>(Last, First)</small>	▶ <u>2 / 2 / 21</u> <small>Appt Date</small> ▶ <u>11 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> Other
City of Dublin Liaison Committee	▶ Name <u>Division 5 Appointee (TBD)</u> <small>(Last, First)</small> Alternate, if any <u>Johnson, Ann Marie</u> <small>(Last, First)</small> R	▶ <u>2 / 2 / 21</u> <small>Appt Date</small> ▶ <u>11 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> Other

3. Verification

I have read and understand FPPC Regulation 18702.5. I have verified that the appointment and information identified above is true to the best of my information and belief.

Signature of Agency Head or Designee	Print Name	Title	Date
_____ Nicole Genzale	_____ Nicole Genzale	_____ District Secretary / Executive Services Supervisor	_____ 2/3/21

Comment: _____

**Agency Report of:
Public Official Appointments
Continuation Sheet**

1. Agency Name

Dublin San Ramon Services District

Date Posted: 2/3/21
(Month, Day, Year)

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
City of Pleasanton Liaison Committee	<p>▶ Name <u>Halket, Richard</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgan</u> <small>(Last, First)</small></p>	<p>▶ <u>2 / 2 / 21</u> <small>Appt Date</small></p> <p>▶ <u>11 months</u> <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small></p>
City of Pleasanton Liaison Committee	<p>▶ Name <u>Johnson, Ann Marie</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgan</u> <small>(Last, First)</small></p>	<p>▶ <u>2 / 2 / 21</u> <small>Appt Date</small></p> <p>▶ <u>11 months</u> <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small></p>
City of San Ramon and Central Contra Costa Sanitary District Liaison Committee	<p>▶ Name <u>Johnson, Ann Marie</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>Halket, Richard</u> <small>(Last, First)</small></p>	<p>▶ <u>2 / 2 / 21</u> <small>Appt Date</small></p> <p>▶ <u>11 months</u> <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small></p>
City of San Ramon and Central Contra Costa Sanitary District Liaison Committee	<p>▶ Name <u>Rubio, Marisol</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>Halket, Richard</u> <small>(Last, First)</small></p>	<p>▶ <u>2 / 2 / 21</u> <small>Appt Date</small></p> <p>▶ <u>11 months</u> <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small></p>
Zone 7 Water Agency Liaison Committee	<p>▶ Name <u>Halket, Richard</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgan</u> <small>(Last, First)</small></p>	<p>▶ <u>2 / 2 / 21</u> <small>Appt Date</small></p> <p>▶ <u>11 months</u> <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small></p>
Zone 7 Water Agency Liaison Committee	<p>▶ Name <u>Johnson, Ann Marie</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgan</u> <small>(Last, First)</small></p>	<p>▶ <u>2 / 2 / 21</u> <small>Appt Date</small></p> <p>▶ <u>11 months</u> <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small></p>

