



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

**NOTICE OF SPECIAL MEETING**

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

**DATE:** Monday, May 5, 2014

**AGENDA**

(NEXT RESOLUTION NO. 22-14)

(NEXT ORDINANCE NO. 333)

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

**BUSINESS:**

**REFERENCE**

**Recommended Action**      **Anticipated Time**

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL – Members: Benson, Duarte, Halket, Howard, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)

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

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

May 5, 2014

7. APPROVAL OF MINUTES - Special Meeting of  
*April 22, 2014*      District Secretary      Approve by Motion

**BUSINESS:**

**REFERENCE**

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

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

- |    |  |                              |                       |  |
|----|--|------------------------------|-----------------------|--|
| A. | Endorse FYE 2015 Strategic Work Plan and Modify Strategic Goal   | General Manager              | Approve by Motion     |  |
| B. | Award Construction Agreement to JMB Construction, Inc. for the Vactor Receiving Station (CIP 13-P007)                                    | Engineering Services Manager | Approve by Resolution |  |
| C. | Approve Technical Services Agreement with National Plant Services, Inc. for Condition Assessments of Large Diameter Sanitary Sewer Lines | Engineering Services Manager | Approve by Resolution |  |
| D. | Upcoming Board Calendar  | General Manager              | Accept by Motion      |  |
| E. | Report of Checks and Electronic Disbursements Made   | Treasurer                    | Accept by Motion      |  |

9. **BOARD BUSINESS**

- |    |   |                              |   |        |
|----|---|------------------------------|---|--------|
| A. | Approve Operating Budget Adjustments for Fiscal Years Ending 2014 and 2015  | Financial Services Manager   | Approve by Resolution   | 10 min |
| B. | Approve Mid-Cycle Budget Adjustments to the Capital Improvement Program (CIP) Two-Year Budget for Fiscal Years Ending 2014 & 2015 | Engineering Services Manager | Approve by Resolution   | 10 min |
| C. | Accept Water Supply Report through May 1, 2014 and Receive Briefing on Programmatic Actions Needed in Response to the Drought     | General Manager              | Accept by Motion  | 10 min |
| D. | Declare Updated State of Community Drought Emergency  | General Manager              | Approve by Resolution   | 5 min  |
| E. | Hold Public Hearing: Adopt Urgency Ordinance for Water Use Limitations  | Operations Manager           | Waive Reading by Motion; Hold Public Hearing; Adopt Urgency Ordinance | 15 min |

**BUSINESS:**

**REFERENCE**

			<b><u>Recommended Action</u></b>	<b><u>Anticipated Time</u></b>
F.	Hold Public Hearing: Adopt Urgency Ordinance for Penalties and Provisions for the Enforcement of Water Use Limitations	Operations Manager	Waive Reading by Motion; Hold Public Hearing; Adopt Urgency Ordinance	10 min
G.	Adopt Stage 3 Water Supply Shortage Rates	Financial Services Manager	Approve by Resolution	15 min
H.	Approve Wise Water User Credit	Financial Services Manager	Approve by Resolution	5 min
I.	Approve Enhanced Rebate Program for Water Efficient Devices and Appliances and Lawn Replacements	Operations Manager	Approve by Resolution	5 min
J.	Endorse Updated District Drought Response Action Plan	Operations Manager	Approve by Motion	10 min
K.	Amend FYE 2014 and FYE 2015 Operating Budgets Related to District Drought Response	Financial Services Manager	Approve by Resolution	5 min
L.	Casting District's Vote for Alameda County Local Agency Formation Commission (LAFCo) Special District – Non-Enterprise District at the Independent Special District Selection Committee Meeting of May 14, 2014	General Manager	Approve by Motion	5 min

10. **BOARDMEMBER ITEMS**

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

11. **CLOSED SESSION**

- A. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6  
 Agency Negotiators: Bert Michalczyk, General Manager  
 Unrepresented Employees: 1. Interim Engineering Services Manager  
 2. Operations Manager  
 3. Interim Financial Services Manager  
 4. Interim Organizational Services Manager  
 Additional attendees: General Counsel Carl P. A. Nelson

12. **REPORT FROM CLOSED SESSION**

13. **ADJOURNMENT**

BOARD CALENDAR\*

<u>Committee &amp; Board Meetings</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Special External Affairs	May 5, 2014	5:30 p.m.	District Office
Finance	May 12, 2014	8:30 a.m.	District Office
External Affairs	May 13, 2014	5:30 p.m.	District Office
Personnel	May 13, 2014	5:45 p.m.	District Office
Wastewater	May 14, 2014	8:30 a.m.	District Office
Regular Board Meeting	May 20, 2014	6:00 p.m.	District Office

\*Note: Agendas for regular meetings of District Committees are posted not less than 72 hours prior to each Committee meeting at the District Administrative Offices, 7051 Dublin Boulevard, Dublin, California

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

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

**April 22, 2014**

A special meeting of the Board of Directors was called to order at 6:00 p.m. by President Georgean M. Vonheeder-Leopold. Boardmembers present: President Georgean M. Vonheeder-Leopold, Vice President Edward R. Duarte, Director D.L. (Pat) Howard, Director Richard M. Halket, and Director Dawn L. Benson. District staff present: Bert Michalczyk, General Manager; Rhodora Biagtan, Interim Engineering Services Manager; John Archer, Interim Financial Services Manager/Treasurer; Dan Gallagher, Operations Manager; Michelle Gallardo, Interim Organizational Services Manager; Carl P.A. Nelson, General Counsel; and Nicole Genzale, Administrative Analyst I

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL - Members: Benson, Duarte, Halket, Howard, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:01 p.m.
6. REPORTS
  - A. Reports by General Manager and Staff
    - Event Calendar – General Manager Michalczyk reported on the following:
      - o In partnership with the Dublin Police Department, the District will host a free prescription drug drop off at the Dublin Civic Center on Saturday, April 26, 2014 10:00 a.m. to 2:00 p.m. This is a “no questions asked” collection effort to help prevent medications from entering the environment. He thanked City of Dublin Acting City Manager Chris Foss for the City’s assistance to hold this event.
    - Correspondence to and from the Board - None
  - B. Agenda Management (consider order of items) –  
The Board skipped Items 4 and 6 proceeding through Item 9A, then went back to Items 4, 6 and then 9B.
  - C. Committee Reports

Water - Zone 7/DSRSD/Livermore/Pleasanton/ Cal Water Liaison	March 26, 2014
Finance	April 16, 2014
Water	April 17, 2014

**DRAFT**

President Vonheeder-Leopold invited comments on recent committee activities. Directors felt the available staff reports adequately covered the many matters considered at committee meetings and made a few comments about some of the committee activities.

7. APPROVAL OF MINUTES – Regular Meeting of *April 1, 2014*

Director Howard MOVED for the approval of the April 1, 2014 minutes. V.P. Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

Director Benson MOVED for approval of the items on the Consent Calendar. Director Halket SECONDED the MOTION, which CARRIED with FIVE AYES.

A. Upcoming Board Calendar – Approved

9. BOARD BUSINESS

A. Adopt the San Francisco Bay Area Integrated Regional Water Management Plan Update

Engineering Services Manager Biagtan reviewed the San Francisco Bay Area Integrated Regional Water Management Plan (BAIRWMP) Update and reported that the Plan was originally adopted in 2006. This water management planning document was cooperatively updated in 2013 by nine Bay Area counties, including the District, to meet revised plan standards as set forth in the State's Proposition 84 Integrated Regional Water Management Plan published in 2010. The District's Central Dublin Recycled Water Distribution and Retrofit Project is part of the BAIRWMP and the District was awarded \$1.13 million in Proposition 84 grant funds in 2011. The Board's adoption of the BAIRWMP update is required to receive the \$1.13 million awarded, which should be distributed to the District by June of 2014, and to have the ability to qualify for future State grant funds for future District recycled water projects, including recycled water system expansion to western Dublin and Federal and County facilities. About \$72 million in Proposition 84 grant funding is available for the participating Bay Area agencies in the Round 3 Implementation Grant. The District will be applying for Round 3 Implementation Grant for its Stage 2 Recycled Water Treatment Plant expansion and for the extension of its recycled water distribution to western Dublin, and Federal and County Facilities. Phases of the recycled water distribution system expansion are also being proposed for inclusion in the expedited 2014 Drought Grant Solicitation funded by Proposition 84.

Director Halket MOVED to adopt Resolution No. 20-14, adopting the San Francisco Bay Area Integrated Regional Water Management Plan Update. Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

- B. Approve Water System Master Plan & Capacity Reserve Fee Study (CIP 14-W007): Approval of a Master Agreement for Consulting Services and Task Order No. 1 with West Yost Associates

Engineering Services Manager Biagtan reviewed the District's Water System Master Plan & Capacity Reserve Fee Study project and explained that it being conducted in accordance with Strategic Plan Elements 1.1 to prepare a foundation for the District's long term planning, and 2.3 to ensure that reliable and safe service is delivered to the District's current and future customers in a timely manner. The study is normally completed every five years but the economic downturn caused a delay. The last Master Plan was adopted in 2005. This is an opportune time to conduct the update due to the District's continual service area expansion and numerous land use changes. The District is currently at 65% of build out and experiences operational challenges due to the expansion. The Plan will provide guidance to staff as the expansion continues. The Plan update will be done in conjunction with the Capacity Reserve Fee Study and the capital improvement plan that comes from the study that will be incorporated into the fee study. West Yost Associates was selected per a quality-based consultant selection process. The District has worked with West Yost on various projects and has been very satisfied with their work. This project is funded 100% from the Water Expansion fund. June 2015 is the expected completion date of the Plan, in time to implement new capacity reserve fees.

Director Halket referred to the Fee Estimate and inquired if HDR, the firm conducting the Capacity Reserve Fee Study, will be a subcontractor to West Yost Associates. Financial Services Manager Archer confirmed that was correct and affirmed that only one agreement will be required.

Director Halket MOVED to adopt Resolution No. 21-14, approving a Master Agreement for Consulting Services with West Yost Associates for the Water System Master Plan & Capacity Reserve Fee Study (CIP 14-W007) Professional Engineering Services. Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Howard MOVED to authorize the General Manager to execute Task Order No. 1 with West Yost Associates for the Water System Master Plan & Capacity Reserve Fee Study (CIP 14-W007) Professional Engineering Services in an amount of \$570,700. V.P. Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

- C. Accept Water Supply Report through April 1, 2014 and Receive Briefing on Programmatic Actions Needed in Response to the Drought

General Manager Michalczyk gave a presentation titled “Status of the District Water Supply.” He prefaced his presentation by advising the Board that they would not be making any decisions at this meeting on the various drought related items outlined in the Summary and Recommendation, but rather discuss and provide input in order for staff to prepare the items for formal consideration at the Special Board meeting on Monday, May 5. Handouts of the presentation were made available to the Boardmembers, staff and meeting attendees.

Mr. Michalczyk’s presentation addressed the following topics:

- Precipitation;
- Water Content and Snowpack;
- Long Term Forecast;
- Lake Oroville Storage;
- DWR (Department of Water Resources) Water Delivery Allocations;
- Policy Level Actions Taken (local, state and federal agencies);
- Local Water Agency Actions Status as of April 16, 2014;
- Regional Water Agency Current Positions;
- 2014 Water Supply - Prior to and after April 18 announcement (Department of Water Resources announced that the State Water Project will increase entitlement and allocation to 5% from 0% but no deliveries until after 9/1/14);
- 2014 Supply and Demand - Prior to and after April 18 announcement;
- Tri-Valley System Wide Demand - 2013 demand vs. 2014 supply, with 5% allocation and overall percent curtailment, interior and exterior usage and curtailment;
- Allocation Planning; and
- Upcoming DSRSD Actions.

At the conclusion of Mr. Michalczyk’s presentation, the Board and staff discussed the following topics:

- The significance of the announcement by DWR for 5% allocations after September 1. It was confirmed that the Zone cannot receive any banked water while the pumps are not running. There are a few transfer proposals being discussed around the state but there is no guarantee that any of those transfers will actually occur; if they did it is not certain if and to what extent the District would benefit.
- Use of recycled water for fire storage. Fire protection is an allowed use of recycled water. However, the District does not operate the recycled water reservoirs in a way that allows for fire protection. Also there are only very limited numbers of recycled water hydrants. Also, with aggressive use of recycled water by customers, it is uncertain if they are maintained to



provide adequate pressure necessary for fire protection. The quantity of water needed for fire protection was also discussed. The quantity is unknown as this is set on a volumetric basis and depends on pressure zones and other variables.

- Lake Del Valle. Lake Del Valle is currently full with carry over water that the State moved from Los Banos Grandes. Not all of this water is available to Zone 7 as some is earmarked for Alameda County Water District and Santa Clara Valley Water District.

V.P. Duarte MOVED to accept the Water Supply Report through April 1, 2014 and Receive Briefing on Programmatic Actions Needed in Response to the Drought. Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

D. Discuss Updated Declaration of a Community Drought Emergency and Budget Adjustment

General Manager Michalczyk reported that on February 18, 2014 the Board declared a Community Drought Emergency that called for 20% voluntary conservation. The updated declaration incorporates the provisions of the previous declaration with four proposed changes for the Board to formally consider on May 5:

- Update findings for action which include key developments since February 18, 2014;
- Revise conservation goal of 25% overall, 5% inside and 50-60% outside as directed by Zone 7;
- Authorize the General Manager to initiate appropriate actions; and
- Approve a budget adjustment of \$150,000 to fund drought actions such as a rebate program, outreach efforts and water conversion projects.

Director Halket asked for clarification on item 3 in the resolution which proposes a 25% water usage curtailment.

Mr. Michalczyk clarified that the intent is to achieve a 25% curtailment for the system overall not for individual customers.

Mr. Michalczyk also reported that the Community Drought Emergency would continue until one of the following three things occur:

- 1) District rescinds the District's declaration of emergency; or
- 2) Zone 7 rescinds their declaration of emergency; or
- 3) December 31, 2014. This timeline is based on the assumption that the proposed District actions accomplish the desired objectives.

The Board reached consensus on this item and directed staff to update the language in resolution item 3 to make clearer that the 25% curtailment is an aggregate number.

E. Discuss Mandatory Water Use Prohibitions and Restrictions

General Manager Michalczyk introduced a handout provided to the Board, staff and attendees called 2014 Drought Response Coordination Matrix. The matrix was created in cooperation with the Tri-Valley Water Retailers to assess the level of consistency regarding prohibitions to be considered across the Tri-Valley. He advised the Board that the matrix is a work in progress and was used at the April 17 Water Committee meeting in preparation for tonight's discussion and consideration of proposed actions. The Board and staff reviewed and discussed the various prohibitions included in the matrix, in conjunction with the presentation that followed.

Director Benson stated that the City of Dublin uses recycled water for 66% of the water demand for City facilities.

Operations Manager Gallagher explained that two proposed urgency ordinances are before the Board for discussion tonight (Items 9E and 9F). They address prohibitions and restrictions, and enforcement and penalties for water usage during the declared state of emergency. If approved, the ordinances would go into effect immediately in an effort to achieve the 25% overall system curtailment desired. He gave a presentation called "Urgency Ordinances Discussion Topics" and discussed the following topics:

- Comparison of Accounts versus Water Use
- Prohibitions and Restrictions
- Policy Direction Needed:
  - Prohibition for Using Potable Water when Recycled Water is Available
  - Prohibition for Decorative Fountains and Water Features
  - General Prohibition and Restriction
  - Exemptions for Hand Watering
  - Exemptions for Landscaping Irrigation
  - Exemptions for Vehicle Washing
  - Exemptions for Topping Off Pools
  - Enforcement Procedures, Violations and Appeal Process

Prohibition for Using Potable Water when Recycled Water is Available

Operations Manager Gallagher reviewed using potable water when recycled water is available.

The Board and staff discussed the conversion process, specifying that new projects have purple recycled water lines installed, whereas conversion projects have the fixtures above ground changed out to purple fixtures to identify them as recycled water. The District will pay all conversion fees for customers and residents converting to recycled water. Archstone apartments and Dublin High School are currently undergoing the conversion process.

V.P. Duarte commented that he could not conceive of any responsible user resisting conversion to recycled water.

President Vonheeder-Leopold stated that the District must insist that resisting users convert to recycled water.

The Board reached consensus on this portion of the item and indicated support for conversion to recycled water.

#### Prohibition for Decorative Fountains and Water Features

Mr. Gallagher reviewed the prohibition for decorative fountains and water features.

Speaker: Acting City Manager of City of Dublin Chris Foss stated that the City is discussing not turning play fountains on at Emerald Park and Shannon Park unless it is 90 degrees or more. Fountains located at the Civic Center, Fallon Sports Park and Shannon Center are no longer operational. He reported that the City's recycled water use will be 75% after further conversion efforts.

President Vonheeder-Leopold acknowledged and thanked the Dublin City Council for working with the District as a partner for many years regarding recycled water use.

The Board and staff further discussed public and private fountains, recirculated and recycled water, as the ordinance as written allows running of recycled or potable water. The Board reached consensus on this portion of the item agreeing that all fountains, excluding water play fountains, should be turned off in response to the drought conditions and that the use of play fountains should be limited to hot days.

#### General Prohibition and Restriction/Comparison of Accounts versus Water Use

Mr. Gallagher reviewed the general prohibitions and restrictions proposed.

Mr. Michalczyk reviewed a graphical slide showing accounts and water use during the peak summer season.

The Board and staff discussed the pros and cons of instituting monthly customer billings during this crisis. Financial Services Manager Archer reported that the billing system could be converted to do so, though it would take some time. Additional costs would be incurred to produce and send monthly bills. This change could also send a mixed message to customers seeing a lower billing amount each month. A customer portal will be made available by Customer Services to allow customers to see their use “live.”

President Vonheeder-Leopold and Director Benson remarked that they would be happy to serve as testers of a monthly water use billing system.

Speaker: Dublin Resident Jeff Knobbe commented that a customer portal allowing daily usage monitoring would be very helpful, as he already monitors his usage on a monthly basis. He also shared his water usage reduction strategies and volunteered to be a tester for monthly water use as well.

The Board and staff discussed the proposed allowable use level and the probability that there will be a small group of users who choose not to reduce water use and be subjected to a penalty.

The Board reached consensus on this portion of the item establishing an allowable use level at 50 ccf which is about 50% above Tier 3 level.

#### Hand Watering

Mr. Gallagher reviewed the exemptions for hand watering.

The Board and staff discussed how this language as currently written would impact businesses such as nurseries and home improvement stores that irrigate products that are not landscaping.

The Board reached consensus on this portion of the item and directed staff to clarify in the language that this does not apply to nurseries, or similar businesses, that water products that are for sale.

#### Landscaping Irrigation

Mr. Gallagher reviewed the proposed exemptions for landscape irrigation, noting that irrigation during the winter months would be prohibited.

The Board and staff discussed various aspects of this topic including:

- Possible schedules by which to permit landscape irrigation – number of days per week, time of day, duration of water running;
- Monitoring usage and flagging excess water use, i.e., staff drive-bys, AMI system reporting;

- Survivability of landscaping with reduced irrigation;
- How best to balance competing priorities to achieve system-wide savings;
- Concept of setting water budgets – a complicated system that the District’s billing, operations and rate structure does not support;
- Clarity of proposed prohibition language;
- Thresholds for sending violation letter to customers;

Mr. Michalczyk remarked that this prohibition springs from the Zone 7 prohibition on irrigating and is consistent with that. He also commented that this prohibition may likely be the single key to achieving success through the drought crisis if everyone complies.

Speaker: Dublin Resident Jeff Knobbe inquired about how those who have already reduced irrigation will be impacted versus those that are habitual offenders.

Speaker: Dublin Resident Cliff Daw wondered if the District’s proposed restrictions may conflict with each other. He stated that he still carries over practices from the drought of 1976-77.

Speaker: Kellie Campbell, Manager of The Terraces at Dublin Ranch, stated that she is unsure that the development could comply with irrigating one or two days a week due to the many valves that are used.

Mr. Michalczyk responded that the intent would be that only one area gets watered twice a week. He acknowledged that one meter could have multiple sprinkler systems.

Director Howard inquired if it is possible to encounter water delivery problems during peak demand times.

Mr. Michalczyk confirmed that that is a real possibility and is the worst case scenario.

Speaker: Dublin Resident Paul Ternullo stated that based on the District’s goal of overall water usage, the restrictions should be suggestions not mandatory actions. He is concerned about penalizing those customers already making reductions.

Speaker: Dublin Resident Jeff Knobbe recommended that the Board set an obtainable goal of 25% above Tier 1 for customers to be able to achieve, as this gives room for reduction and incentivizes those to reduce.

The Board reached consensus on this portion of the item and directed staff to:

1. Determine the schedule for exemptions of irrigation - a certain number of days per week and time of day; and

2. Delineate more clearly what the prohibitions are for each area of concern and effectively tie the ordinance restrictions together; and
3. Consider a usage level below which the violations will not apply.

### Vehicle Washing

Mr. Gallagher reviewed the proposed exemptions for vehicle washing when done at a commercial facility that recirculates water. This would prevent car dealerships from washing cars on the lot and any car wash business that does not recirculate water.

Mr. Michalczyk commented that this would significantly impact any self-serve coin operated car washes.

President Vonheeder-Leopold expressed concern that the prohibitions would essentially force this type of business to close.

The Board reached consensus on this portion of the item to essentially require recirculation systems at car washes.

### Pool Covers

Mr. Gallagher reviewed the proposed exemptions for topping off pools.

The Board and staff discussed the proposed restrictions for topping off pools and pool cover usage regarding:

- Who is responsible for covering the pools;
- Safety issues;
- Hours of pool usage and cover usage; and
- Common sense application of the restrictions for home and public use;
- Language clarification.

Speaker: Kellie Campbell, Manager of The Terraces at Dublin Ranch, stated that it would be difficult to implement pool covers as there is no staff to do this work daily. Spas are refilled with potable water weekly.

Speaker: Acting City Manager of City of Dublin Chris Foss stated that Dublin pools will be covered every night.

Speaker: Dublin Resident Jeff Knobbe conveyed concern regarding how residents would abide by the restrictions and safety issues that could arise as a result. He recommended covers be used during certain hours.

President Vonheeder-Leopold thanked the speakers for attending and bringing ideas to the Board that had not yet been considered.

The Board reached consensus on this portion of the item agreeing that clarification of the existing language is necessary to better define "...not in use..."

President Vonheeder-Leopold explained that the restrictions can be appealed to the District's Drought Coordinator Dan Gallagher. Appeals will be reviewed by the Drought Coordinator and the Board on a case-by-case basis. She stated that she felt that the District's objective regarding this item is to create awareness for customers during this situation, not discomfort.

F. Discuss Enforcement Provisions and Penalties for Violations of Mandatory Potable Water Use Prohibitions and Restrictions

Operations Manager Gallagher reviewed the proposed enforcement provisions and penalties as outlined in this item and confirmed that the penalties being presented tonight are not newly-created and were established previously in the District Code.

The Board and staff discussed the following areas regarding this item:

- Proposed violations and corresponding penalties;
- Timing intervals between violations;
- Enforcement and violation scenarios;
- Violation application for waiver and appeals process;
- Customer drought awareness and compliance; and
- Community outreach efforts.

Speaker: Dublin Resident Jeff Knobbe asked for clarification on the approval process of the emergency actions and the violation timeline and process

General Counsel Nelson confirmed that, per the California Special District and County law, urgency ordinances can be approved at a special meeting with the usual and special noticing provisions, which do not require the customary multiple meeting review and approval schedule. The actions will be considered for approval at the Special Board meeting on May 5, 2014.

Speaker: Dublin Resident Cliff Daw expressed concern about spiking showing on customer bills when unusual usage occurs, such as when customers host guests.

General Manager Michalczyk affirmed that the system can show daily activity levels in small time intervals and the customer portal will assist customers in seeing their usage in real time.

The Board reached consensus on this item noting that enforcement efforts need to be common sense and first focus on blatant and repeated misuse of water during the drought emergency.

G. Discuss Adopting Stage 3 Water Supply Shortage Rates

Financial Services Manager Archer reported that the proposed Stage 3 rates, which would become effective on June 1, 2014 if adopted, are consistent with the level of conservation needed during the summer months. The item shows impact on customers at different levels of consumption. Those conserving should see their bill stay the same or decrease.

General Manager Michalczyk advised the Board that the concerns of Tier 1, low water users, are addressed in the next agenda item Adoption of 2014 Drought Affordability Program – Low Usage Credit.

President Vonheeder-Leopold commented that it is also important for the District to keep revenue steady as consumption drops to pay for conservation programs but also in order to meet coverage ratios specified in various bond covenants and to comply with the law.

The Board reached consensus on this item, agreeing to support Stage 3 Water Supply Shortage Rates.

H. Discuss Adoption of 2014 Drought Affordability Program – Low Usage Credit

Financial Services Manager Archer reviewed the recommended 2014 Drought Affordability Program – Low Usage Credit program information. He explained that the program criteria included that customers could qualify for the credit if water usage remained the same or decreased.

Director Benson suggested changing the name of the program to better reflect the program's intent, which is to mitigate the cost of Stage 3 rates on low volume customers for whom it is very hard to achieve further significant conservation of the percentages being discussed. She stated that she feels the name may imply that is a low-income program, which is a regular program already offered by the District.

The Board expressed support in changing the program name to Water Wise Users.

Director Halket reiterated that the intent of this program is to make low water users financially whole.

The Board reached consensus on this item and directed staff to add wording to make clear when the program would cease to be in effect.



I. Discuss Enhanced Rebate Program for Water Efficient Devices and Appliances and Lawn Replacements

Operations Manager Gallagher reviewed the recommended Enhanced Rebate Program information including eligible items and the associated rebate amounts the proposed program would offer. This program would enhance the existing rebate program currently offered by Zone 7 Water Agency. He explained that funding for the rebates given to customers would be provided by the drought rates. The rebate program's maximum payout is \$30,000. The program would grant qualified rebates until the maximum payout is reached.

Director Halket requested that staff notify the Board when the rebate program's total payout amount comes close to the \$30,000 maximum in order to allow the Board the opportunity to reconsider the program's maximum rebate amount.

The Board and staff then discussed:

- Water conservation incentives;
- Water conservation devices; and
- Consumer self-audit kits offered by the District.

The Board reached consensus on this item in support of the enhanced rebate program.

J. Discuss Updated District Drought Response Action Plan

President Vonheeder-Leopold referred the Board to the updated Summary and Recommendation with attached program document provided to the Board, staff and meeting attendees.

General Manager Michalczyk reported that staff has been working on updating the District Drought Response Action Plan which was approved by the Board on February 18, 2014. Since then, staff has acted upon tasks in the Plan and reported progress and developments to the Board on a regular basis. Staff is asking for input and direction from the Board tonight regarding the Plan update in light of what the District is facing in light of the drought situation.

President Vonheeder-Leopold inquired about the wait for grant funding for recycled water projects at Santa Rita Jail and Camp Parks.

Engineering Services Manager Biagtan responded that the District is currently pursuing funding under the Proposition 84 State grant which entails a lengthy application process.

Operations Manager Gallagher explained proposed expanded recycled water use and referred to two charts in the handout regarding making permanent and temporary recycled water connections. The costs identified are based on dollars per acre-foot of water saved. He reviewed the staff recommendation to extend temporary recycled water piping to convert Santa Rita Jail to use recycled water for irrigation. Extending temporary piping to the Jail could be implemented quickly and in time to reduce about 216 acre-feet of potable demand off the system before summer dry weather sets in. In contrast, permanent piping to the jail could not be designed and constructed in time to reduce the demand for this summer. He stated that this action will give the District the biggest and quickest return on investment, allowing the water saved to be used elsewhere. Staff is seeking grant funding to facilitate the installation of a permanent recycled water service connection for the Jail next winter or spring. He also reviewed the staff determination that the installation of temporary recycled water piping in western Dublin would be too costly. It is recommended that the District apply for grant funding to make a permanent conversion possible.

Mr. Gallagher reported that in regards to outreach efforts, staff has met with Sorrento and Hansen Ranch HOA's and will continue to meet with more. Staff has met with Camp Park Command staff as well.

Speaker: Kellie Campbell, manager of The Terraces, reported that The Terraces would be happy to meet with staff. The Terraces has a sub-meter system through a third party. Tenants are billed by The Terraces and they have an enforcement policy.

The Board and staff further discussed drought outreach strategies and target audiences such as schools, HOAs and the farmers' markets. Director Benson offered to meet with The Terraces to discuss the drought.

President Vonheeder-Leopold and Director Benson expressed interest in attending outreach venues to support the drought efforts and meet constituents.

The Board reached consensus on this item in support of the updated action plan.

#### 10. BOARDMEMBER ITEMS

V.P. Duarte reported that he recently visited with the City of San Ramon. It was agreed with the City Manager's office that a town hall meeting for Dougherty Valley regarding drought status will be scheduled for some time in May. He also noted that he attended a Contra Costa Special District's Association meeting on April 21, 2014 which included a presentation and the election for the LAFCo alternate seat.

Director Benson reported that she recently attended a Pacific Institute meeting held at EBMUD. Water Program Director Heather Cooley gave a presentation on the current water situation pertaining to rain, runoff and snowpack.

President Vonheeder-Leopold reported that she and V.P. Duarte made a presentation to the City of San Ramon. She commented that although most of the City is served by EBMUD, they were very receptive to the information since the District serves the Dougherty Valley.

11. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 9:07 p.m.

Submitted by,

Nicole Genzale  
Administrative Analyst I

For: Nancy G. Hatfield  
District Secretary



Reference General Manager	Type of Action Endorse Strategic Work Plan Modify Strategic Goal	Board Meeting of May 5, 2014
Subject Endorse FYE 2015 Strategic Work Plan and Modify Strategic Goal		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
<input checked="" type="checkbox"/> Staff	B. Michalczyk	<input type="checkbox"/> Board Member

**Recommendation:**

The General Manager recommends that the Board, by Motion,(a) endorse the attached Strategic Work Plan and (b) modify Strategic Goal 1.5 to state *“Secure and grow alternative revenue sources while balancing the effect any District revenue generating activity will have on the environment and on local residents and businesses.”*

**Summary:**

The District is currently implementing its sixth Strategic Plan going back to the mid-1990s. That plan was approved in June 2013 and traditionally the Strategic Plan is reviewed every two years, but the associated staff-developed Strategic Work Plan (the tasks needed to accomplish the goals set) is updated annually. Early Strategic Plans were focused on completing the many strategically important infrastructure projects the District needed in order to provide service to the community, such as the WWTP and LAVWMA expansions, DERWA, the Dougherty Valley Water Transfer, Camp Parks privatization and acquiring infrastructure from and providing service to the Alameda County properties. Since then, the Strategic Plans have transitioned to being broad based and now touch on all aspects of the District’s operations. This current Strategic Plan addresses the current era in the District’s history as it gradually begins to transition from a growth-driven organization to an organization that operates and manages its facilities in a prudent manner.

The FYE 2015 Strategic Work Plan was prepared by staff to accomplish the goals set by the Board; as such it does not require Board approval but because the Work Plan requires the commitment of resources, it is appropriate that the Board endorse the staff developed Strategic Work Plan. Resources for the Work Plan have been included in the proposed FYE 2015 Operating and Capital Budget adjustments.

Each of the Board Committees was afforded an opportunity to review not only the elements of the Strategic Work Plan that were in the realm of the Committees’ Charters but the Strategic Goals themselves. There is only one proposed modification to a Strategic Goal. The Finance Committee recommends that Strategic Goal 1.5 be revised to read as follows: *“Secure and grow alternative revenue sources while balancing the effect any District revenue generating activity will have on the environment and on local residents and businesses.”* This change makes the Goal compatible and consistent with Strategic Goal 3.3.2 *“Good Neighbor Relations.”*

Committee Review			Legal Review	Staff Review		
COMMITTEE All	DATE Various	RECOMMENDATION Approve	Not Required	ORIGINATOR B. Michalczyk	DEPARTMENT Executive	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0 all included in budget	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. FYE 2015 Strategic Work Plan 2. 3.				

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
<b>FIN</b>			<b>1.1</b>	<b>INTEGRATE MASTER PLANS WITH FEE STUDIES</b>	<b>Important Ongoing Near Term</b>					
	Engineering	Biagtan	1.1.1	Working in concert with the cities to which we provide wastewater services develop equitable and acceptable programs to mitigate the impact capacity fees have on restaurants in the current economy		X				
	Finance	Archer	1.1.2	Update Water Capacity Reserve Fee study in conjunction with the update to the Water Master Plan		X				
	Engineering	Zavadil	1.1.3	Prepare CIP ten year plan		X		X		
	Finance	Archer	1.1.4	Update Regional Capacity Reserve Fee study in conjunction with the update to the Regional Treatment Plant Master Plan			X			
	Finance	Archer	1.1.5	Update Local Capacity Reserve Fee study in conjunction with the update to the Collection System Master Plan				X		
<b>FIN</b>			<b>1.2</b>	<b>SUSTAIN RATES THAT ACHIEVE THE POLICY OBJECTIVES ESTABLISHED BY THE BOARD</b>	<b>Important Ongoing Continuous</b>					
	Finance	Archer	1.2.1	Review annually the ability to pay back the funds advanced through the Temporary Infrastructure Charge to the water replacement fund from water capacity revenues that maintains expansion reserves at the levels set by Board Water Expansion Fund Management policy		X	X	X	X	
	Finance	Archer	1.2.2	Prepare an updated Regional rate study that includes appropriate cash reserves and debt coverage		X	X			

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
	Finance	Archer	1.2.3	Prepare an updated Local rate study that includes appropriate cash reserves			X	X		
	Finance	Archer	1.2.4	Update miscellaneous fees and charges			X		X	
	Finance	Archer	1.2.5	Prepare an updated water rate study that includes appropriate cash reserves and debt coverage				X		
<b>FIN</b>			<b>1.3</b>	<b>BUDGET TO SUPPORT THE DISTRICT'S MISSION</b>	<b>Important Ongoing Continuous</b>					
	Operations	Gallagher	1.3.1	Work with DERWA and LAVWMA to transition to a two year budgeting systems		X				
	Finance	Archer	1.3.2	Prepare Biennial Operating Budget in odd numbered fiscal years		X		X		
	Engineering	Zavadil	1.3.3	Prepare Biennial CIP budget in odd numbered fiscal years		X		X		
	Operations	Gallagher	1.3.4	Prepare DERWA O&M budget		X	X	X	X	
	Operations	Gallagher	1.3.5	Prepare LAVWMA O&M budget		X	X	X	X	
	Finance	Archer	1.3.6	Continue to work closely with Zone 7 to influence Zone 7 to raise rates the minimum amount to achieve their mission while maintaining prudent reserves		X	X	X	X	
	Finance	Archer	1.3.7	Develop long term financial planning models to allow the Board to make more informed long term rate and budget decisions			X			
<b>FIN</b>			<b>1.4</b>	<b>ACTIVELY MANAGE DEBT AND MINIMIZE FUTURE DEBT COSTS BY HAVING AT LEAST AN AA CREDIT RATING</b>	<b>Important Ongoing Continuous</b>					
	Finance	Archer	1.4.1	Provide all required reports and disclosures mandated by indentures		X	X	X	X	

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
	Finance	Archer	1.4.2	Regularly evaluate the District's debt instruments (including Bank Bond) for refinancing and early repayment opportunities that would be beneficial to the District		X	X	X	X	
	Finance	Archer	1.4.3	Annually provide briefings to the Board regarding pension obligations and funding		X	X	X	X	
	Finance	Archer	1.4.4	Bi-annually review OPEB liability and funding obligations and maintain 100% funding			X		X	
	Finance	Archer	1.4.5	When PERS isolates District from pension pool, develop plan to fund at an appropriate level pension obligations				X	X	
	Executive	Michalczyk	1.4.6	Develop a plan for revising or terminating the Regional Agreement once the debt is paid off					X	
<b>FIN</b>			<b>1.5</b>	<b>SECURE AND GROW ALTERNATIVE REVENUE SOURCES WHILE BALANCING THE EFFECT ANY DISTRICT REVENUE GENERATING ACTIVITY WILL HAVE ON THE ENVIRONMENT AND ON LOCAL RESIDENTS AND BUSINESSES</b>	<b>Best Practice Ongoing Continuous</b>					
	Engineering	Biagtan	1.5.1	Investigate ways to generate revenue from the District's Gleason property until such time as it is needed for District purposes or is sold		X				
	Engineering	Biagtan	1.5.2	Participate with regional partners in the pursuit of Federal and State assistance for biosolids to energy projects		X	X			
	Finance	Archer	1.5.3	Collect cell phone tower lease revenue and renew expiring leases on favorable terms		X	X	X	X	

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
	Finance	Archer	1.5.4	Collect building lease payments		X	X	X	X	
	Org Services	Stephenson	1.5.5	Advocate for continued receipt of property tax revenue		X	X	X	X	
<b>FIN</b>			<b>1.6</b>	<b>MAINTAIN ADEQUATE RESERVES</b>	<b>Important Ongoing Continuous</b>					
	Executive	Michalczyk	1.6.1	Explore in good faith the closeout of the Windemere BLC credit-against fee agreement		X				
	Executive	Michalczyk	1.6.2	Un-suspend the credit-against fee agreement with Shapell, Lin and Pimm Brother or their successors		X				
	Finance	Archer	1.6.3	Manage reserve funds in accordance with Board policy and regularly report status.		X	X	X	X	
	Finance	Archer	1.6.4	For regional treatment system, develop Excel replacement funding model		X				
	Finance	Archer	1.6.5	For local collection system, develop Excel replacement funding model			X			
	Finance	Archer	1.6.6	For LAVWMA export facilities, develop Excel replacement funding model			X			
	Finance	Archer	1.6.7	For potable water system, develop Excel replacement funding model				X		
	Finance	Archer	1.6.8	Review the District's reserve policies to ascertain if revisions are needed to protect the District rate payers against a significant economic downturn				X		
	Finance	Archer	1.6.9	For DERWA recycled water facilities, develop Excel replacement funding model				X		
<b>FIN</b>			<b>1.7</b>	<b>MANAGE INVESTMENTS</b>	<b>Important Ongoing Continuous</b>					



**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
	Finance	Archer	1.7.1	Continually match short and long-range investment maturities to short and long term cash needs		X	X	X	X	
	Finance	Archer	1.7.2	Regularly report on adherence of investments made to the investment policy and benchmark to market returns		X	X	X	X	
	Finance	Archer	1.7.3	Evaluate and recommend one of three investment options offered by PERS for District OPEB investments		X		X		
	Finance	Archer	1.7.4	Consider retaining an investment advisor and / or outsourcing portfolio management			X			
	Finance	Archer	1.7.5	Develop long term investment goals			X			
<b>WW</b>			<b>2.1</b>	<b>IMPLEMENT ASSET MANAGEMENT PROGRAM</b>	<b>Important Ongoing Continuous</b>					
	Engineering	Lee	2.1.1	Complete condition assessment of appurtenances in highly corrosive locations and prepare report of findings.		X				
	Engineering	Lee	2.1.2	For water system asset management, develop and implement an effective valve turning program based upon criticality		X				
	Engineering	Lee	2.1.3	For WWTP Asset Management, identify and develop inspection schedule for critical processes and equipment		X				
	Engineering	Lee	2.1.4	CCTV, as well as possible sonar and laser analysis of large diameter sewers		X				
	Engineering	Lee	2.1.5	Pilot test methods for assessing condition of underground water pipes.		X				
	Engineering	Lee	2.1.6	For LAVWMA Asset Management, identify inspection schedules and assessment protocols for critical equipment		X				

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
	Engineering	Lee	2.1.7	For DERWA Asset Management, identify inspection schedules and assessment protocols for critical equipment		X				
	Engineering	Lee	2.1.8	Implement asset management for critical aspects of the water system		X	X			
	Engineering	Lee	2.1.9	For WWTP Asset Management, identify and develop assessment protocols for laboratory equipment and replacement		X	X			
	Engineering	Lee	2.1.10	Continue to use Collection system asset management electronic storage, retrieval and closing of AMP work orders.		X	X	X	X	
	Engineering	Zavadil	2.1.11	Incorporate critical WWTP piping into GIS		X	X	X	X	
	Engineering	Lee	2.1.12	Enter all District owned or operated assets in CMMS		X	X	X	X	
	Operations	Dryden	2.1.13	Integrate asset management of the water system into routine operations			X	X		
	Engineering	Lee	2.1.14	For Collection system asset management, based upon first 3 years of data evaluate cleaning and CTV program including trouble spots			X		X	
<b>WW</b>			<b>2.2</b>	<b>COMPLETE KEY CAPITAL IMPROVEMENT PROJECTS</b>	<b>Mission critical Ongoing Long Term</b>					
	Engineering	Zavadil	2.2.1	Rehabilitate the WWTP RAS line		X				
	Engineering	Zavadil	2.2.2	Reservoir Access Road Improvements		X				\$175,000 in CIB
	Engineering	Zavadil	2.2.3	Dougherty Road Utilities		X				\$110,000 in CIB
	Engineering	Zavadil	2.2.4	Clarifier 4 Recoating		X				\$205,000 in CIB
	Engineering	Zavadil	2.2.5	CoGen Engine 3 Fuel switching		X				\$45,000 in CIB
	Engineering	Zavadil	2.2.6	Digester Roof Recoating		X				\$30,000 in CIB
	Engineering	Zavadil	2.2.7	Dublin Trunk Relief Sewer		X			X	\$130,000 in CIB

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

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	Engineering	Zavadil	2.2.8	Complete Water and Recycled Water SCADA Improvements Project		X	X			
	Engineering	Zavadil	2.2.9	Plan and design corporation yard		X	X			\$250,000 in CIB
	Engineering	Zavadil	2.2.10	Replace sections of Camp Parks water mains in coordination with development of Camp Parks Cantonment Area		X	X	X	X	
	Engineering	Zavadil	2.2.11	Design and construct Reservoir 20B		X	X	X		
	Engineering	Zavadil	2.2.12	Plan and design sixth recycled water sand filter			X			
	Engineering	Zavadil	2.2.13	Complete WWTP SCADA Improvements			X	X	X	
	Engineering	Zavadil	2.2.14	Implement wet weather capacity improvements at WWTP			X	X	X	
	Engineering	Zavadil	2.2.15	Relocate Corp Yard				X	X	
	Engineering	Zavadil	2.2.16	Issue bids and construct No. 4 Digester				X	X	
	Engineering	Zavadil	2.2.17	Expand recycled water plant beyond sixth filter					X	
<b>WW</b>			<b>2.3</b>	<b>COMPLETE FACILITY MASTER PLANS</b>	<b>Best Practice Short Term Near Term</b>					
	Engineering	Zavadil	2.3.1	Integrate the District's GIS database capabilities into the water system hydraulic model and CMMS (Lucity).		X				
	Engineering	Delight	2.3.2	Prepare water master plan including recycled water		X				
	Engineering	Zavadil	2.3.3	Develop and maintain potable and recycled water system dynamic hydraulic modeling		X	X	X	X	
	Operations	Atendido	2.3.4	Review and optimize WWTP power use		X	X	X	X	

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

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	Operations	Lopez	2.3.5	Identify other systems for optimization other than power and chemicals (i.e. natural gas, water, etc.)		X	X	X	X	
	Engineering	Zavadil	2.3.6	Prepare regional treatment plant master plan including administrative spaces and biosolids handling, power distribution, generation, alternative energy, odor control and NG fueling station		X	X			
	Engineering	Biagtan	2.3.7	Prepare collection system master plan			X	X		
<b>PER</b>			<b>2.4</b>	<b>PREPARE FOR EMERGENCIES AND PROVIDE SECURITY</b>	<b>Mission critical Ongoing Continuous</b>					
	Operations	Atendido	2.4.1	Complete security improvements at District Office and WWTP		X				
	Engineering	Lee	2.4.2	Improve emergency communications capabilities		X				\$15,000 for Mass notification and GETS licenses
	Operations	Atendido	2.4.3	Complete approved security improvement at Maintenance Bldg		X				
	Engineering	Lee	2.4.4	Update a risk / vulnerability assessment of District facilities and identify needed assets		X				
	Engineering	Zavadil	2.4.5	Complete security improvements to the water system pump stations and reservoirs		X	X			
	Operations	Lopez	2.4.6	Implement modern inventory management and control system for maintenance		X	X			
	Engineering	Lee	2.4.7	Regularly train employees regarding what to expect and how to act during a local, regional, and/or national emergency using a variety of exercises, drills and classroom venues.		X	X	X	X	

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

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	Finance	Treppa	2.4.8	Regularly assess and test the security of the District's physical and cyber assets		X	X	X	X	
	Engineering	Lee	2.4.9	Regularly Update Emergency Response Plan		X		X		
	Finance	Archer	2.4.10	Develop formal disaster accounting procedures			X			
	Operations	Gallagher	2.4.11	Biennially update the unified communication plan (network/radios/phones)			X		X	
	Executive	Michalczyk	2.4.12	Emergency preparedness training for elected officials			X		X	
	Finance	Archer	2.4.13	Finalize, maintain and regularly update disaster recovery/business continuity plan				X		
<b>WW</b>			<b>2.5</b>	<b>USE INFORMATION TECHNOLOGY EFFECTIVELY</b>	<b>Important Ongoing Continuous</b>					
	Finance	Treppa	2.5.1	Provide secure access to fully integrated voice & data technology to provide relevant information to ensure good business and operational decisions		X				
	Engineering	Zavadil	2.5.2	Have maps for new infrastructure available electronically		X	X	X	X	
	Finance	Treppa	2.5.3	Master Plan for the business network			X	X		
<b>WAT</b>			<b>3.1</b>	<b>WATER SUPPLY</b>						
<b>WAT</b>			<b>3.1.1</b>	<b>Provide an Adequate Water Supply</b>	<b>Mission Critical Ongoing Continuous</b>					

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

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	Operations	Gallagher	3.1.1.1	<p>Manage the District's available water supply so as to achieve the necessary degree of water use conservation and/or curtailment (as compared to previous years) while:</p> <ul style="list-style-type: none"> <li>• Communicating to our customers the necessity of doing so;</li> <li>• Maintaining the financial integrity of the water fund(s);</li> <li>• Minimizing the financial burden on low water using customers; and</li> <li>• Always maintaining sufficient water for health and safety and fire protection purposes</li> </ul>		X				<ul style="list-style-type: none"> <li>• \$150,000 for drought related expenses</li> <li>• \$32,000 for intertie pump</li> <li>• \$75,000 temp help</li> </ul>
	Engineering	Biagtan	3.1.1.2	Regularly assess, in conjunction with Zone 7 and Urban Water management Plans and Water Supply Assessments, the long term adequacy of the District's water supply		X	X	X	X	
	Engineering	Biagtan	3.1.1.3	Encourage Zone 7 and other Tri-Valley retailers to develop a portfolio of local water supply options that can be implemented in the event efforts to fix the Delta are delayed or fail or which will supplement an improved Delta supply		X	X	X	X	
	Engineering	Biagtan	3.1.1.4	Support regional desalination programs that will benefit District customers		X	X	X	X	
	Engineering	Biagtan	3.1.1.5	Support regional operational interties between major water systems that will benefit District customers.		X	X	X	X	
	Engineering	Biagtan	3.1.1.6	Routinely monitor and analyze unaccounted loss for recycled and potable water take steps as appropriate to address issues that arise		X	X	X	X	

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

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	Engineering	Biagtan	3.1.1.7	Update Water Shortage Contingency/Conservation Plan		X				
	Engineering	Biagtan	3.1.1.8	Assess water supply for UWMP 2015		X	X			
	Engineering	Delight	3.1.1.9	Complete updated UWMP 2015		X	X			
	Executive	Michalczyk	3.1.1.10	Possible early reopening of the Zone 7 - DSRSD Water Supply Contract if Zone 7 needs to do so because of financing issues related to Delta improvements		X	X			
	Engineering	Biagtan	3.1.1.11	Explore the exchange of recycled water with regional agencies			X	X	X	
	Engineering	Biagtan	3.1.1.12	Evaluate the benefits of the District exercising its option before 2022 to acquire the well built by Zone 7 on District property at the Camp Parks well field				X		
<b>WAT</b>			<b>3.1.2</b>	<b>Sustain Compliance with Potable Water Use Reduction Mandates</b>	<b>Important Ongoing Continuous</b>					
	Operations	Gallagher	3.1.2.1	Examine the appropriateness of maintaining the District's membership in the California Urban Water Conservation Council if that organization continues on its path of being a semi-regulatory body that prescribes rules beyond what are required to meet State policy (10% by 2015 and 20% by 2020).		X	X			
	Engineering	Delight	3.1.2.2	Regularly monitor per capita water usage within the District to ensure the District continues to sustainably meet State water conservation targets (10% by 2015 and 20% by 2020)		X	X	X	X	
	Engineering	Delight	3.1.2.3	Participate in, administer as reasonably needed and promote Zone 7 rebate programs for water conservation		X	X	X	X	

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

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	Org Services	Stephenson	3.1.2.4	Maintain an active Public Information program to reflect the current conservation needs		X	X	X	X	
	Engineering	Biagtan	3.1.2.5	Investigate and develop as appropriate and in partnership with agencies having regulatory approval, a local gray water reuse program			X			
	Engineering	Biagtan	3.1.2.6	Investigate and develop as appropriate and in partnership with agencies having regulatory approval a local rainwater capture program			X			
<b>WAT</b>			<b>3.1.3</b>	<b>Improve Water Quality</b>	<b>Best Practice Ongoing Long Term</b>					
	Executive	Michalczyk	3.1.3.1	Sunset the three way (DSRSD, Pleasanton, Zone 7) joint water quality resolution and replace with Valley wide water quality policy developed by Zone 7 in cooperation with retailers		X				
	Engineering	Zavadil	3.1.3.2	Monitor and evaluate the impact of the Zone 7 demineralization system for improving District water quality		X		X		
	Engineering	Zavadil	3.1.3.3	Evaluate measures to reduce water age and maintain a chlorine residual in potable water system.		X				
	Engineering	Biagtan	3.1.3.4	Encourage Zone 7 to take all financially prudent operational and capital improvement steps to improve the overall quality of water served in the Tri-Valley		X	X	X	X	
	Engineering	Biagtan	3.1.3.5	Appropriately participate as appropriate on emerging issues affecting the water supply (pharmaceuticals, endocrine disrupters, fluoride concentrations in drinking water, chromium)		X	X	X	X	



**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
	Engineering	Zavadil	3.1.3.6	Work with Zone 7 and other retailers to minimize abrupt variations in source water blends to retailers			X	X		
	Executive	Michalczyk	3.1.3.7	Encourage Zone 7 to take proactive and appropriate steps to meet the terms of the DSRSD – Zone 7 Water Supply Agreement calling for the Zone to blend its different sources of water within its operational capabilities to provide water of approximately equal water quality to each of its contractors and to endeavor to provide treated water that is aesthetically acceptable to District customers				X	X	
<b>WW</b>			<b>3.2</b>	<b>WASTEWATER</b>						
<b>WW</b>			<b>3.2.1</b>	<b>Diversify Biosolids Management</b>	<b>Mission Critical Ongoing Long Term</b>					
	Engineering	Biagtan	3.2.1.1	Make recommendation regarding participation in Regional Biosolids project		X				
	Executive	Michalczyk	3.2.1.2	Facilitate Pleasanton membership in the BAB2E Program		X				
	Operations	Fuller	3.2.1.3	Pilot dewatering and waste to energy processing		X	X			\$10,500 for equipment rental
	Engineering	Gallagher	3.2.1.4	Pilot testing on site composting			X	X		
	Operations	Fuller	3.2.1.5	Annually harvest biosolids from the FSL's and land application on the DLD,		X	X	X	X	
	Operations	Gallagher	3.2.1.6	Develop another stand-by landfill or land application contract for disposal				X	X	
<b>WW</b>			<b>3.2.2</b>	<b>Fully Develop Wet Weather Disposal Capacity</b>	<b>Mission critical Ongoing Long Term</b>					

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
	Executive	Michalczyk	3.2.2.1	Explore in good faith ways the close-out of remaining regional agreement issues related to Clean Water Revival		X				
	Engineering	Zavadil	3.2.2.2	Monitor flow to evaluate I/I reduction options				X	X	
	Engineering	Biagtan	3.2.2.3	Evaluate and potentially seek reduction and/or transfer of LAVWMA member agency influent limits					X	
<b>WW</b>			<b>3.2.3</b>	<b>Good Neighbor Relations</b>	<b>Best Practice Ongoing Continuous</b>					
	Engineering	Zavadil	3.2.3.1	Complete improvements to landscaping and fencing on east side of WWTP		X				
	Operations	Fuller	3.2.3.2	Hold meetings at least annually with the WWTP neighbors		X	X	X	X	
	Operations	Lopez	3.2.3.3	Maintain odor control facilities in working order to meet objectives for performance		X	X	X	X	
	Operations	Gallagher	3.2.3.4	Identify and correct fugitive sources of odors at WWTP		X	X	X	X	
	Operations	Fuller	3.2.3.5	Regularly communicate with neighbors at WWTP regarding odors		X	X	X	X	
	Engineering	Zavadil	3.2.3.6	Reach a decision as to when the District has achieved appropriate odor mitigation for the treatment facilities			X			
<b>WW</b>			<b>3.2.4</b>	<b>Address Issues of Emerging Concern and Unresolved Local Issues</b>	<b>Mission Critical Ongoing Continuous</b>					

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
	Operations	Gallagher	3.2.4.1	Appropriately participate as regulations are formulated and developed related to emerging issues affecting wastewater operations (nutrient removal, plastics, endocrine disrupters, sediment quality, metals, total maximum daily loads (TMDLs), greenhouse gas emissions, air emissions)		X	X	X	X	\$10,200 for nutrient testing under newly issued permit
	Org. Services	Stephenson	3.2.4.2	Continue to educate our customers on the importance of proper disposal of pharmaceuticals and personal care products and work to provide them with viable options for doing so		X	X	X	X	
	Operations	Lopez	3.2.4.3	Replace temporary struvite control equipment with permanent improvements.		X				
<b>WAT</b>			<b>3.3</b>	<b>RECYCLED WATER</b>						
<b>WAT</b>			<b>3.3.1</b>	<b>Secure Additional Recycled Water from Other Sources</b>	<b>Mission critical Ongoing Long Term</b>					
	Engineering	Biagtan	3.3.1.1	Examine ways in the future to stretch the existing recycled water system in ways that are financially sound such as the use of seasonal storage and fringe basin or other unusable wells		X	X	X	X	
	Engineering	Biagtan	3.3.1.2	Work with Zone 7 to fulfill the MOU commitment to provide up to 1,200 AF yield of seasonal recycled water storage within Zone 7's holdings in the chain of lakes/gravel quarries		X	X	X	X	
	Engineering	Delight	3.3.1.3	Examine the long term feasibility of intertying recycled water systems throughout the Tri-Valley			X	X	X	

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
<b>WAT</b>			<b>3.3.2</b>	<b>Extend Recycled Water Service</b>	<b>Important Ongoing Long Term</b>					
	Engineering	Biagtan	3.3.2.1	Complete planning of western Dublin and Camp Parks recycled water projects to a level sufficient to qualify for State and / or Federal funding		X				
	Engineering	Biagtan	3.3.2.2	Investigate and develop as appropriate the extension of recycled water to the Alameda County Governmental properties in accordance with the 1996 Area Wide Facility Agreement between the District and Alameda County			X	X	X	
	Engineering	Biagtan	3.3.2.3	When grant funding approved, design and build as appropriate the extension of recycled water to western Dublin and Camp Parks			X	X	X	
	Engineering	Biagtan	3.3.2.4	Investigate and develop as appropriate in conjunction with the California Department of Public Health a pilot program for the use of recycled water in front yards of accepting customers			X	X	X	
	Engineering	Biagtan	3.3.2.5	Investigate and develop as appropriate the extension of recycled water to the District service within Camp Parks			X	X		
	Engineering	Biagtan	3.3.2.6	Investigate and develop as appropriate other uses for recycled water such as toilet and urinal flushing in non-residential settings				X	X	
<b>WAT</b>			<b>3.3.3</b>	<b>Promote Regional Cooperation Regarding Recycled Water</b>	<b>Best Practice Ongoing Continuous</b>					
	Executive	Michalczyk	3.3.3.1	Support recycled water research to promote indirect and direct potable reuse		X				

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
	Operations	Gallagher	3.3.3.2	Upon approval of DSRSD – Pleasanton and DERWA – Pleasanton agreements take appropriate steps to implement and operate facilities to deliver “interim” service of up to 500 AFA to Pleasanton		X	X			
	Engineering	Biagtan	3.3.3.3	Appropriately participate as regulations are formulated and developed related to emerging issues affecting recycled water such as constituents of emerging concern in recycled water and indirect and direct potable reuse.		X	X	X	X	
	Engineering	Biagtan	3.3.3.4	Work with ACWA and other statewide agencies to implement the statewide RW policy on regional and local level		X	X	X	X	
	Engineering	Biagtan	3.3.3.5	Support WaterReuse in the development of State wide potable reuse policy and regulations		X	X	X	X	
<b>FIN</b>			<b>3.3.4</b>	<b>Seek Financial Assistance for Recycled Water Projects</b>	<b>Important Ongoing Long Term</b>					
	Executive	Michalczyk	3.3.4.1	Resolve the allocation of Water Resources Development Act grants to DERWA as called for in various DERWA agreements		X				
	Engineering	Biagtan	3.3.4.2	Partner with Tri-Valley retailers to encourage Zone 7 to financially support recycled water expansion in a prudent and cost effective manner		X	X	X	X	
	Engineering	Biagtan	3.3.4.3	Support and continue to participate in the Western Recycled Water Coalition seeking federal support for recycled water projects		X	X	X	X	

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
<b>PER</b>			<b>4.1</b>	<b>ENSURE EFFECTIVE WORKFORCE SUCCESSION</b>	<b>Mission Critical Ongoing Continuous</b>					
	Executive	Michalczyk	4.1.1	Put in place any changes to the District's organizational structure		X				
	Executive	Michalczyk	4.1.2	Transition to a permanent senior management team		X				
	Executive	Michalczyk	4.1.3	Plan to hire a new General Manager within the time frame of this Strategic Plan		X	X			
	Operations	Fuller	4.1.4	Support the ROP Water Pollution Control Program to ensure its continued success		X	X	X	X	
	Operations	Gallagher	4.1.5	Continue to develop and expand the existing OJT Program		X	X	X	X	
	Operations	Dryden	4.1.6	Annually review and update electronic FOD O&M manuals		X	X	X	X	
	Operations	Fuller	4.1.7	Annually review and update electronic WWTP O&M manuals		X	X	X	X	
	Finance	Archer	4.1.8	Update long-term staffing plan that is compatible with revenue projections		X		X		
	Org Services	Gallardo	4.1.9	Assess training needs biennially		X		X		
<b>PER</b>			<b>4.2</b>	<b>PROVIDE A SAFE, NON-HOSTILE AND COLLEGIAL WORK PLACE</b>	<b>Mission Critical Ongoing Continuous</b>					
	Org Services	Gallardo	4.2.1	Assess District wide safety program		X				
	Org Services	Gallardo	4.2.2	Maintain a vigilant safety program and management attention on the importance of safety in the workplace		X	X	X	X	
	Org Services	Gallardo	4.2.3	Promptly and thoroughly investigate all accidents and near misses		X	X	X	X	
	Org Services	Gallardo	4.2.4	Routinely inspect work areas for hazards, and correct hazards when identified		X	X	X	X	

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
	Org Services	Gallardo	4.2.5	Provide the necessary tools and equipment to ensure a safe work environment		X	X	X	X	
	Org Services	Gallardo	4.2.6	Promptly investigate and take action related to allegations of workplace discrimination, harassment, or any other bias proscribed by law		X	X	X	X	
	Org Services	Gallardo	4.2.7	Provide mandatory safety training in accordance with federal and state regulatory requirements		X	X	X	X	
	Org Services	Gallardo	4.2.8	Provide workplace violence prevention training		X	X	X	X	
	Org Services	Gallardo	4.2.9	Provide diversity training		X	X	X	X	
	Org Services	Gallardo	4.2.10	Provide non-harassment training		X	X	X	X	
	Executive	Hatfield	4.2.11	Continue to formally recognize employees at events such as the annual recognition event and other similar venues and opportunities		X	X	X	X	
<b>PER</b>			<b>4.3</b>	<b>RECRUIT AND RETAIN A HIGH PERFORMING WORKFORCE</b>	<b>Important Ongoing Continuous</b>					
	Finance	Treppa	4.3.1	Fill IT Analyst position		X				
	Org Services	Gallardo	4.3.2	Assess the District's Deferred Compensation (457) plan and conduct marketing review every 4 years		X				
	Org Services	Gallardo	4.3.3	Assess hiring practices and procedures to ensure that the District is effectively and efficiently hiring the top candidates		X				
	Org Services	Gallardo	4.3.4	Undertake timely and appropriate compensation and benefit surveys as job classifications are modified or created and in advance of labor contract negotiations		X	X	X		

**STRATEGIC PLAN  
Sustaining Success  
Fourth Edition FYE 2014 to FYE 2018  
Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
	Org Services	Gallardo	4.3.5	Maintain a viable suggestion program to improve business practices		X	X	X	X	
	Org Services	Gallardo	4.3.6	Review current District work practices and Personnel work rules to reflect the cultural shift towards a maintenance organization		X	X	X	X	
	Executive	Michalczyk	4.3.7	Maintain an advisory committee to advise the full management team on matters of business process improvements assuring that staff at all levels is prepared, empowered, and willing to make decisions that affect their work.		X	X	X	X	
	Org Services	Gallardo	4.3.8	Review and update the New Employee Orientation Program				X		
<b>PER</b>			<b>4.4</b>	<b>OPTIMIZE DISTRICT ORGANIZATIONAL STRUCTURE AND STAFFING TO IMPROVE PRODUCTIVITY WHILE ACHIEVING THE MISSION</b>	<b>Important Ongoing Continuous</b>					
	Org Services	Gallardo	4.4.1	Assess alternative staffing strategies to meet the Mission on an ongoing basis given current economic conditions and labor markets			X			
	Executive	Michalczyk	4.4.2	Regularly review organizational structures to identify opportunities for efficiencies and better alignment at least as often as whenever a key vacancy occurs			X		X	
<b>PER</b>			<b>4.5</b>	<b>EFFECTIVELY AND CONSISTENTLY MANAGE PERFORMANCE</b>	<b>Best Practice Ongoing Continuous</b>					



**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
	Org Services	Gallardo	4.5.1	Conduct performance evaluations for all District employees at least annually and as new employees reach the end of probationary periods		X	X	X	X	
	Executive	Michalczyk	4.5.2	Conduct annual performance evaluations for all Board appointed positions		X	X	X	X	
	Org Services	Gallardo	4.5.3	Assess the need for a new supervisory academy program triennially		X			X	
	Org Services	Gallardo	4.5.4	Regularly assess, update and implement performance management program			X		X	
<b>PER</b>			<b>4.6</b>	<b>FOSTER POSITIVE EMPLOYEE-EMPLOYER RELATIONS</b>	<b>Best Practice Ongoing Continuous</b>					
	Org Services	Gallardo	4.6.1	Meet regularly with representatives of recognized employee groups to address labor issues		X	X	X	X	
	Org Services	Gallardo	4.6.2	Seek to resolve all grievances at the lowest possible level		X	X	X	X	
	Org Services	Gallardo	4.6.3	Evaluate and update District Code, Personnel Merit System			X			
	Org Services	Gallardo	4.6.4	Every four years evaluate and update employer-employee relations resolution process					X	
<b>PER</b>			<b>4.7</b>	<b>MAINTAIN FAIR AND EQUITABLE LABOR AGREEMENTS</b>	<b>Important Short Term Long Term</b>					
	Org Services	Gallardo	4.7.1	Assist the Board with the development of a long term compensation and benefits philosophy		X				

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
	Org Services	Gallardo	4.7.2	Monitor and implement as appropriate the provisions of the enacted California pension reform legislation and meet and confer as may be needed to address issues as they arise		X	X	X	X	
	Org Services	Gallardo	4.7.3	Monitor and implement as appropriate the provisions of the enacted Federal health care reform legislation and meet and confer as may be needed to address issues as they arise		X	X	X	X	
	Org Services	Gallardo	4.7.4	Conduct MEBU negotiations at an appropriate time			X	X		
	Org Services	Gallardo	4.7.5	Conduct PEBU negotiations at an appropriate time			X	X		
	Org Services	Gallardo	4.7.6	Conduct CEBU negotiations at an appropriate time			X	X		
	Org Services	Gallardo	4.7.7	Conduct Local 39 negotiations at an appropriate time			X	X		
<b>PER</b>			<b>4.8</b>	<b>FOSTER POSITIVE EMPLOYEE MORALE</b>	<b>Best Practice Ongoing Continuous</b>					
	Org Services	Gallardo	4.8.1	Stay abreast of news stories, trends, issues and realities associated with public sector employment		X	X	X	X	
	Org Services	Gallardo	4.8.2	Stay abreast of evolving legislation involving public sector employment		X	X	X	X	
	Org Services	Gallardo	4.8.3	Regularly conduct employee exit interviews		X	X	X	X	
	Org Services	Gallardo	4.8.4	Regularly conduct employee satisfaction surveys		X			X	
	Org Services	Gallardo	4.8.5	Develop plan to address identified and legitimate issues re input received on employee satisfaction surveys		X			X	
	Org Services	Gallardo	4.8.6	Host a periodic retiree luncheon			X		X	

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
EA			5.1	<b>SUSTAIN EFFECTIVE, EFFICIENT, OPEN AND TRANSPARENT GOVERNANCE OF THE DISTRICT</b>	<b>Best Practice Ongoing Continuous</b>					
	Executive	Michalczyk	5.1.1	Update Board Guidelines		X			X	
	Executive	Hatfield	5.1.2	Achieve CSDA Transparency certification		X				
	Finance	Treppa	5.1.3	Improve experience for on line users of Board and Committee agendas with focus of accessibility using tablet devices		X				
	Executive	Michalczyk	5.1.4	Evaluate the operation of the Board's revised Committee system a year after it goes into operation		X				
	Executive	Michalczyk	5.1.5	Conduct prospective Board member orientation programs		X		X		
	Executive	Michalczyk	5.1.6	Conduct newly elected Board member orientation programs		X		X		
	Executive	Hatfield	5.1.7	Conduct consolidated District elections		X		X		
	Executive	Michalczyk	5.1.8	Update the Strategic Plan Mission, Vision, Values and Goals every two years		X		X		
	Executive	Michalczyk	5.1.9	Update the Strategic Work Plan Tasks every year		X	X	X	X	
	Executive	Hatfield	5.1.10	Annually review 25% of District policies		X	X	X	X	
	Executive	Stephenson	5.1.11	Ensure ease of communication from the public to their elected officials		X	X	X	X	
	Executive	Hatfield	5.1.12	Provide required notice and monitor compliance with regular Board Ethics Training		X	X	X	X	

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
	Executive	Hatfield	5.1.13	Annual Conflict of Interest, Brown Act and Public Records Act training for Board		X	X	X	X	
	Org Services	Gallardo	5.1.14	Regular harassment prevention training for Board		X	X	X	X	
	Executive	Hatfield	5.1.15	Respond to all Public Records Act requests within the "spirit of the law"		X	X	X	X	
	Executive	Hatfield	5.1.16	Encourage timely compliance of all FPPC filings by elected officials		X	X	X	X	
<b>EA</b>			<b>5.2</b>	<b>MANAGE THE DISTRICT IN ACCORDANCE WITH BOARD POLICY DIRECTION</b>	<b>Best Practice Ongoing Continuous</b>					
	Finance	Archer	5.2.1	Evaluate and Update Purchasing Guidelines		X				
	Executive	Hatfield	5.2.2	Undertake Biennial Review of Conflict of Interest Code		X		X		
	Org Services	Gallardo	5.2.3	Regularly evaluate and update personnel rules		X		X		
	Executive	Hatfield	5.2.4	Maintain the District Code on line on a continuous basis		X	X	X	X	
	Executive	Hatfield	5.2.5	Maintain District policies on line on an ongoing basis		X	X	X	X	
	Executive	Hatfield	5.2.6	Encourage timely compliance of all FPPC filings by required filers		X	X	X	X	
	Executive	Hatfield	5.2.7	Provide information and ensure compliance regarding ethics training to designated employees		X	X	X	X	
	Org Services	Gallardo	5.2.8	Regular harassment prevention training for District staff		X	X	X	X	
	Executive	Hatfield	5.2.9	Post Board and Committee agenda, supporting materials and minutes on line		X	X	X	X	

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
<b>EA</b>			<b>5.3</b>	<b>PROVIDE COST EFFECTIVE, TIMELY AND HIGH QUALITY ADMINISTRATIVE SUPPORT OF GENERAL DISTRICT GOVERNANCE, MANAGEMENT AND OPERATIONS</b>	<b>Best Practice Ongoing Continuous</b>					
	Executive	Hatfield	5.3.1	Continue to recover from backlog in records management		X	X			\$12,000 Temp help
	Executive	Hatfield	5.3.2	Examine and implement ways to streamline, enhance and update current records management and email retention program & District-wide		X	X	X		\$232,500 in CIB
	Executive	Hatfield	5.3.3	Examine and implement as appropriate a formal contract management and administration system		X	X	X	X	
	Operations	Gallagher	5.3.4	Conduct an annual review and update of the Sanitary Sewer Management Plan (SSMP)		X	X	X	X	
	Org Services	Gallardo	5.3.5	Review insurance requirements of standard agreements and construction contracts triennially		X			X	
<b>EA</b>			<b>6.1</b>	<b>IDENTIFY AND IMPLEMENT VARIOUS COORDINATION ACTIVITIES AMONG TRI-VALLEY UTILITIES</b>	<b>Important Short Term Continuous</b>					
	Executive	Michalczyk	6.1.1	Finalize Intergovernmental Reciprocal Services Master Agreement (IRSMA) for Board consideration		X				
	Engineering	Biagtan	6.1.2	Implement Task Orders involving DSRSD under IRSMA		X	X	X	X	
<b>EA</b>			<b>6.2</b>	<b>PARTICIPATE IN TRI-VALLEY DISCUSSIONS REGARDING UTILITY INTEGRATION</b>	<b>Important Ongoing Long Term</b>					
	Executive	Michalczyk	6.2.1	Reconvene Tri-Valley Utility Ad Hoc Committee to assess progress since 2014 meeting		X				

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

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	Executive	Michalczyk	6.2.2	Move forward with implementation / further evaluation as directed by Board		X	X	X	X	
<b>EA</b>			<b>6.3</b>	<b>BE A DEPENDABLE PARTNER TO CAMP PARKS AS DEVELOPMENT OCCURS ON AND OFF THE BASE</b>	<b>Mission Critical Ongoing Continuous</b>					
	Engineering	Biagtan	6.3.1	Complete Water Supply Assessment for Camp Parks Exchange Project		X				
	Engineering	Zavadil	6.3.2	Plan, design and construct all Major Infrastructure needed for Camp Parks Exchange Project		X	X	X	X	
	Engineering	Biagtan	6.3.3	Review and inspect all developer dedicated infrastructure for Camp Parks Exchange project		X	X	X	X	
	Executive	Michalczyk	6.3.4	Meet at least quarterly with the senior staff of Camp Parks to ensure broad cooperation		X	X	X	X	
<b>EA</b>			<b>6.4</b>	<b>TRANSITION TO A CONTRACTUAL RECYCLED WATER PARTNERSHIP</b>	<b>Important Mid Term Long Term</b>					
	Executive	Michalczyk	6.4.1	Open discussions with EBMUD regarding transitioning from the DERWA JPA to a contractual based relationship			X			
	Executive	Michalczyk	6.4.2	Transition from a JPA to a contractual based relationship				X	X	
<b>EA</b>			<b>6.5</b>	<b>MAINTAIN POSITIVE RELATIONSHIPS WITH OTHER PUBLIC AGENCIES WITHIN AND ADJACENT TO OUR SERVICE AREA</b>	<b>Best Practice Ongoing Continuous</b>					
	Executive	Michalczyk	6.5.1	Meet at least quarterly with the senior staff of the cities, we serve to ensure broad cooperation		X	X	X	X	

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
	Executive	Michalczyk	6.5.2	Meet at least annually with the elected officials of the cities we serve to coordinate broad policy matters		X	X	X	X	
	Executive	Michalczyk	6.5.3	Meet as needed with the senior staff of the school districts in our service area to ensure broad cooperation		X	X	X	X	
	Executive	Michalczyk	6.5.4	Meet as needed with the elected officials of the school districts in the service area to coordinate broad policy matters		X	X	X	X	
	Engineering	Biagtan	6.5.5	Meet as needed with County staff to ensure broad cooperation		X	X	X	X	
<b>EA</b>			<b>6.6</b>	<b>WORK TOGETHER WITH REGIONAL UTILITIES</b>	<b>Best Practice Ongoing Continuous</b>					
	Engineering	Biagtan	6.6.1	Meet at least quarterly with the Tri-Valley Retailers Group senior staff to ensure broad cooperation		X	X	X	X	
	Engineering	Biagtan	6.6.2	Meet with the City of Pleasanton in accordance with the Regional Agreement		X	X	X	X	
	Operations	Gallagher	6.6.3	Attend DERWA Board meetings in accordance with the DERWA JPA and Board adopted meeting schedule		X	X	X	X	
	Org Services	Stephenson	6.6.4	Meet at least quarterly with the DERWA Public Affairs Steering Committee to ensure broad cooperation		X	X	X	X	
	Operations	Gallagher	6.6.5	Meet periodically during the year with the DERWA and EBMUD recycled water senior operations staff to ensure broad cooperation		X	X	X	X	
	Operations	Gallagher	6.6.6	Attend LAVWMA Board meetings in accordance with the LAVWMA JPA and Board adopted meeting schedule		X	X	X	X	

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
	Operations	Gallagher	6.6.7	Meet at least quarterly with the LAVWMA and member agency senior operations staff to ensure broad cooperation		X	X	X	X	
<b>EA</b>			<b>6.7</b>	<b>WORK COLLABORATIVELY WITH REGULATORY AGENCIES</b>	<b>Best Practice Ongoing Continuous</b>					
	Operations	Gallagher	6.7.1	Develop and maintain professional working relationships with regulatory agencies that govern District operations		X	X	X	X	
<b>EA</b>			<b>6.8</b>	<b>PARTICIPATE IN THE ACTIVITIES OF INDUSTRY AND PROFESSIONAL ASSOCIATIONS THAT BRING REAL VALUE TO THE DISTRICT</b>	<b>Best Practice Ongoing Continuous</b>					
	Executive	Michalczyk	6.8.1	Participate in CASA governance and / or Committee and Task Force work		X	X	X	X	
	Executive	Michalczyk	6.8.2	Participate in ACWA governance and / or Committee and Task Force work		X	X	X	X	
	Executive	Michalczyk	6.8.3	Participate in CSRMA governance and / or Committee and Task Force work		X	X	X	X	
	Engineering	Biagtan	6.8.4	Participate in WateReuse governance and / or Committee and Task Force work		X	X	X	X	
	Operations	Gallagher	6.8.5	Participate in CUWCC governance and / or Committee and Task Force work		X	X	X	X	
	Operations	Gumber	6.8.6	Participate in BACWA governance and / or Committee and Task Force work		X	X	X	X	
	Operations	Gallagher	6.8.7	Participate in Tri-TAC governance and / or Committee and Task Force work		X	X	X	X	
<b>EA</b>			<b>7.1</b>	<b>SERVE OUR CUSTOMERS WELL</b>	<b>Important Ongoing Continuous</b>					



**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

Committee Assignment	Lead Dept.	Resp. Party	Goal No./ Task No.	Goal Statement / Work Plan Task Description	Importance To Be Started To Be Achieved	FYE15	FYE16	FYE17	FYE18	ADDITIONAL MID CYCLE BUDGET NEEDS FYE 2015
	Finance	Goldman	7.1.1	Re-evaluate Cost of the District paying the credit card fee for Debit/Credit Card transactions currently being paid by those customers who use this method of payment		X				
	Finance	Treppa	7.1.2	Launch new internet platform		X				
	Org Services	Stephenson	7.1.3	Develop content for new District web site		X				
	Finance	Goldman	7.1.4	Use technology to allow customers to readily access their customer accounts		X				
	Org Services	Stephenson	7.1.5	Conduct a multi-year 'branding' campaign emphasizing the value the District provides to the communities it serves		X	X	X	X	
	Org Services	Stephenson	7.1.6	Continue to market electronic billing and payments		X	X	X	X	
	Finance	Goldman	7.1.7	Conduct customer satisfaction surveys in a cost effective manner and report the results annually		X	X	X	X	
	Finance	Goldman	7.1.8	Bill customers accurately and in a timely manner		X	X	X	X	
<b>EA</b>			<b>7.2</b>	<b>PROMOTE KEY DISTRICT MESSAGES AND SOLICIT COMMUNITY INPUT</b>	<b>Best Practice Ongoing Continuous</b>					
	Org Services	Stephenson	7.2.1	Use social media platforms to communicate key District messages, especially emergency water alerts		X	X			
	Org Services	Stephenson	7.2.2	Prepare and cost effectively distribute key publications (e.g., CAFR, AWQR, budget, strategic plan, etc.)		X	X	X	X	
	Org Services	Stephenson	7.2.3	Promote key District messages		X	X	X	X	
	Org Services	Stephenson	7.2.4	Undertake appropriate community outreach activities		X	X	X	X	

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

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	Org Services	Stephenson	7.2.5	Provide means for cost effective community input (such as an interactive web site, issue-specific open houses, brief surveys, social media, etc.)		X	X	X	X	
	Org Services	Stephenson	7.2.6	Provide media training for appropriate staff		X		X		
<b>EA</b>			<b>7.3</b>	<b>PARTICIPATE IN EDUCATIONAL PROGRAMS</b>	<b>Best Practice Ongoing Continuous</b>					
	Org Services	Stephenson	7.3.1	Provide educational materials and instruction to area schools and institutions of higher learning		X	X	X	X	
	Org Services	Stephenson	7.3.2	Undertake appropriate education and outreach to the continuation high schools in the District's service area		X	X	X	X	
	Org Services	Stephenson	7.3.3	Coordinate with Zone 7 (which employs three credentialed teachers under contract) to assist with the District's educational program		X	X	X	X	
	Operations	Gallagher	7.3.4	Continue to participate and fund the Bay Area Consortium of Water and Wastewater Education program		X	X	X	X	
	Operations	Gallagher	7.3.5	Continue to host the Tri-Valley Regional Occupational Program for future wastewater operators at the District's WWTP		X	X	X	X	
	Executive	Michalczyk	7.3.6	Continue lecture series to Advanced Placement Environmental Studies class (High school level) regarding water in CA		X	X	X	X	
	Executive	Michalczyk	7.3.7	Continue lecture series to upper division Urban Planning class (UCB) regarding recycled water in CA		X	X	X	X	
	Org Services	Stephenson	7.3.8	Sponsor regional science fair awards related to the water sciences		X	X	X	X	

**STRATEGIC PLAN**  
**Sustaining Success**  
**Fourth Edition FYE 2014 to FYE 2018**  
**Work Plan**

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	Org Services	Stephenson	7.3.9	Annually sponsor and promote the James B. Kohnen scholarship program		X	X	X	X	



Reference Engineering Services Manager	Type of Action Award Agreement	Board Meeting of May 5, 2014
Subject Award Construction Agreement to JMB Construction, Inc., for the Vactor Receiving Station (CIP 13-P007)		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	R. Biagtan
		<input type="checkbox"/> Board Member

**Recommendation:**

The Engineering Services Manager recommends the Board of Directors award, by Resolution, the construction agreement for the Vactor Receiving Station (CIP 13-P007) to JMB Construction, Inc., the lowest responsive, responsible bidder, in the amount of \$348,000.

**Summary:**

The Vactor Receiving Station will improve the monitoring and reduce the impact of septic waste on the Wastewater Treatment Plant (WWTP) process, reduce the odors at the facultative sludge lagoons (FSLs) and the potential to contaminate and upset the FSLs from improper vactor truck discharges. Staff operates a vactor truck which is used to remove materials that clog the wastewater collection system. The vactor truck contents used to be discharged to the FSLs, which is no longer acceptable. Currently, septic waste is disposed directly to the Dublin sewer via a manhole at the WWTP. A new vactor receiving station is required at the WWTP.

The bid period for the Vactor Receiving Station project began on March 11, 2014 and six (6) bids were received on April 15, 2014. The apparent low bid was received from JMB Construction, Inc., in the amount of \$348,000. The other bids ranged from \$349,000 to \$525,000 (Attachment 1). The Engineer’s Construction Cost estimate was \$300,000. Excluding the mobilization/demobilization cost from the bid (which was not included in the Engineer’s Construction Cost estimate), the bid is 6.7% above the Engineer’s estimate.

The contract time for the project is two hundred forty-four (244) calendar days and is estimated to be completed in February 2015. The project is split-funded by Regional Sewer Replacement and Local Sewer Replacement funds. There are adequate funds available for construction.

In accordance with the Board guidelines, this item is a routine construction project award for an approved project, which is under budget with no bid irregularities, contractor issues, or public concerns. Therefore, staff recommends award of the contract to JMB Construction, Inc.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR R. Portugal	DEPARTMENT Engineering	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$348,000	<input checked="" type="checkbox"/> Funding Source A. Regional Sewer Replacement (50%) B. Local Sewer Replacement (50%)		Attachments to S&R 1. Bid Results 2. 3.			

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT TO JMB CONSTRUCTION, INC., FOR CONSTRUCTION OF VACTOR RECEIVING STATION (CIP 13-P007) AND DIRECTING RETURN OF SECURITY DEPOSITS

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WHEREAS, facility improvements are needed that serve current customers of Dublin San Ramon Services District (DSRSD); and

WHEREAS, on March 11, 2014 the District Secretary advertised for bid for Vactor Receiving Station (CIP 13-P007); and

WHEREAS, pursuant to said advertisement, six (6) bids were received for the performance of said work and filed with the District Secretary; and

WHEREAS, JMB Construction, Inc., is the lowest responsive, responsible bidder, and it is the intention and desire of this Board to accept said bid of \$348,000.

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

1. The CEQA requirements for this project were satisfied through categorical exemption, per CEQA Guideline 15302.
2. The bid of JMB Construction, Inc., in the amount of \$348,000, is hereby accepted, and said bidder is hereby found and declared to be the lowest responsive, responsible bidder for said work.
3. That certain agreement titled "Agreement for the Construction of Vactor Receiving Station (CIP 13-P007)" (Exhibit A), by and between Dublin San Ramon Services District, a California public agency, and JMB Construction, Inc., a copy of which

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

agreement is on file in the Office of the General Manager, to which copy reference is hereby made for the full particulars thereof, is hereby approved, and the General Manager and District Secretary are hereby authorized and directed to execute, and to attest thereto, respectively, said agreement for and on behalf of Dublin San Ramon Services District.

4. The District Secretary is hereby authorized and directed to return to all unsuccessful bidders, and to the successful bidder upon execution by it of the aforementioned agreement, all securities guaranteeing execution of the Agreement upon award.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its special meeting held on the 5th day of May 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgean M. Vonheeder-Leopold, President

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

## SECTION 00500

## AGREEMENT FOR THE CONSTRUCTION OF

Vactor Receiving Station (CIP 13-P007)

THIS AGREEMENT, made and concluded, in duplicate, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, between the Dublin San Ramon Services District ("District"), Dublin, California, and JMB Construction Inc., 132 South Maple Avenue, South San Francisco, CA 94080, (650)267-5300 ("Contractor").

## WITNESSETH:

1. That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the District, and under the conditions expressed in the two bonds, bearing even date with these presents, and hereunto annexed, the Contractor agrees with the District, at his/her own proper cost and expense, to do all the work and furnish all the materials necessary to construct and complete in good workmanlike and substantial manner the project entitled: Vactor Receiving Station (CIP 13-P007) in strict conformity with the Contract Documents (collectively defined in Section 01090-2.0), prepared therefor, which said plans and specifications are hereby specially referred to and by said reference made a part hereof.

2. Now, therefore, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the Contractor hereby agrees to complete the work in accordance with the terms and conditions stipulated in the Contract Documents for the sum of Three Hundred Forty Eight Thousand Dollars (\$348,000) computed in accordance with Contractor's accepted proposal dated April 15, 2014, which accepted proposal is incorporated herein by reference thereto as if herein fully set forth. Compensation shall be based upon any lump sum bid items plus the unit prices stated in the Bid Schedule times the actual quantities or units of work and materials performed or furnished. The further terms, conditions, and covenants of this Agreement are set forth in the Contract Documents, each of which is by this reference made a part hereof. Payments are to be made to the Contractor in accordance with the provisions of the Contract Documents in legally executed and regularly issued warrants of the District, drawn on the appropriate fund or funds as required by law and order of the District thereof.

3. The District hereby promises and agrees with the Contractor to employ, and does hereby employ, the Contractor to provide the materials and to do the work according to the terms and conditions herein contained and referred to, for the prices aforesaid, and hereby contracts to pay the same at the time, in the manner and upon the conditions above set forth; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.

4. The Contractor and any subcontractor performing or contracting any work shall comply with all applicable provisions of the California Labor Code for all workers, laborers and mechanics of all crafts, classifications or types, including, but not limited to the following:

(a) The Contractor shall comply with all applicable provisions of Section 1810 to 1815, inclusive, of the California Labor Code relating to working hours. The Contractor shall, as a penalty to the District, forfeit the sum of twenty-five dollars (\$25) for each worker employed in the execution of the Contract by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week, unless such worker receives compensation for all hours worked in excess of eight (8) hours at not less than 1-1/2 times the basic rate of pay.

(b) Pursuant to the provision of California Labor Code, Sections 1770 et. seq., the Contractor and any subcontractor under him shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Pursuant to the provisions of California Labor Code Section 1773.2, the Contractor is hereby advised that copies of the prevailing rate of per diem wages and a general prevailing rate for holidays, Saturdays and Sundays and overtime work in the locality in which the work is to be performed for each craft, classification, or type of worker required to execute the Contract, are on file in the office of the District, which copies shall be made available to any interested party on request. The Contractor shall post a copy of said prevailing rate of per diem wages at each job site.

(c) As required by Section 1773.1 of the California Labor Code, the Contractor shall pay travel and subsistence payments to each worker needed to execute the Work, as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with this Section.

(d) To establish such travel and subsistence payments, the representative of any craft, classification, or type of workman needed to execute the contracts shall file with the Department of Industrial Relations fully executed copies of collective bargaining agreements for the particular craft, classification or type of work involved. Such agreements shall be filed within ten (10) days after their execution and thereafter shall establish such travel and subsistence payments whenever filed thirty (30) days prior to the call for bids.

(e) The Contractor shall comply with the provisions of Section 1775 of the California Labor Code and shall, as a penalty to the District, forfeit up to fifty dollars (\$50) for each calendar day, or portion thereof, for each worker paid less than the prevailing rate of per diem wages for each craft, classification, or type of worker needed to execute the Contract. The Contractor shall pay each worker an amount equal to the difference between the prevailing wage rates and the amount paid worker for each calendar day or portion thereof for which a worker was paid less than the prevailing wage rate.

(f) As required under the provisions of Section 1776 of the California Labor Code, Contractor and each subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work classification, and straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. Said payroll shall be certified and shall be available for inspection at all reasonable hours at the principal office of the



Contractor on the following basis:

(1) A certified copy of an employee's payroll record shall be made available for inspection or furnished to the employee or his or her authorized representative on request.

(2) A certified copy of all payroll records enumerated in Paragraph 4(f), herein, shall be made available for inspection or furnished upon request to the District, the Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards of the Department of Industrial Relations.

(3) A certified copy of all payroll records enumerated in Paragraph 4(f), herein, shall be made available upon request by the public for inspection or for copies thereof; provided, however, that a request by the public shall be made through either the District, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement. If the requested payroll records have not been provided pursuant to subparagraph 4(f)(2) herein, the requesting party shall, prior to being provided the records, reimburse the costs of preparation by the Contractor, subcontractors, and the entity through which the request was made. The public shall not be given access to the records at the principal offices of the Contractor.

The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information as the forms provided by the division.

Each Contractor shall file a certified copy of the records, enumerated in Paragraph 4(f) with the entity that requested the records within ten (10) days after receipt of a written request. Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by the District, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number. The name and address of the Contractor awarded the Contract or performing the Contract shall not be marked or obliterated. The Contractor shall inform the District of the location of the records enumerated under Paragraph 4(f) including the street address, city and county, and shall, within five (5) working days, provide a notice of change of location and address. The Contractor shall have ten (10) days in which to comply subsequent to receipt of written notice specifying in what respects the Contractor must comply with this Paragraph 4(f). In the event that the Contractor fails to comply within the 10-day period, he or she shall, as a penalty to the state or the District, forfeit twenty-five dollars (\$25.00) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, these penalties shall be withheld from progress payments then due. Responsibility for compliance with Paragraph 4(f) lies with the Contractor.

(g) The Contractor and any subcontractors shall, when they employ any person in any apprenticeable craft or trade, apply to the joint apprenticeship committee

administering the apprenticeship standards of the craft or trade in the area of the construction site for a certificate approving the Contractor or subcontractor under the apprenticeship standards for the employment and training of apprentices in the area or industry affected; and shall comply with all other requirements of Section 1777.5 of the California Labor Code. The responsibility of compliance with California Labor Code Section 1777.5 during the performance of this Contract rests with the Contractor. Pursuant to California Labor Code Section 1777.7, in the event the Contractor willfully fails to comply with the provisions of California Labor Code Section 1777.5, the Contractor shall be denied the right to bid on any public works contract for up to three (3) years from the date noncompliance is determined and be assessed civil penalties.

(h) In accordance with the provisions of Article 5, Chapter 1, Part 7, Division 2 (commencing with Section 1860), and Chapter 4, Part 1, Division 4 (commencing with Section 3700) of the California Labor Code, the Contractor is required to secure the payment of compensation to its employees and for that purpose obtain and keep in effect adequate Workers' Compensation Insurance. If the Contractor, in the sole discretion of the District satisfies the District of the responsibility and capacity under the applicable Workers' Compensation Laws, if any, to act as self-insurer, the Contractor may so act, and in such case, the insurance required by this paragraph need not be provided.

The Contractor is advised of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code and shall comply with such provisions and have Employer's Liability Limits of \$1,000,000 per accident before commencing the performance of the Work of this Contract.

The Notice to Proceed with the Work under this Contract will not be issued, and the Contractor shall not commence work, until the Contractor submits written evidence that it has obtained full Workers' Compensation Insurance coverage for all persons whom it employs or may employ in carrying out the Work under this Contract. This insurance shall be in accordance with the requirements of the most current and applicable state Workers' Compensation Insurance Laws. In accordance with the provisions of Section 1861 of the California Labor Code, the Contractor in signing this Agreement certifies to the District as true the following statement: "I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the Work of this Contract."

A subcontractor is not allowed to commence work on the project until verification of Workers' Compensation Insurance coverage has been obtained and verified by the Contractor and submitted to the Construction Manager for the District's review and records.

(i) In accordance with the provisions of Section 1727 of the California Labor Code, the District, before making payment to the Contractor of money due under a contract for public works, shall withhold and retain therefrom all wages and penalties which have been forfeited pursuant to any stipulation in the Contract, and the terms

of Chapter 1, Part 7, Division 2 of the California Labor Code (commencing with Section 1720). But no sum shall be withheld, retained or forfeited, except from the final payment, without a full investigation by either the Division of Labor Standards Enforcement or by the District.

5. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this Agreement and the Bid Proposal of said Contractor, then this Agreement shall control, and nothing herein contained shall be considered as an acceptance of the said terms of said Proposal conflicting herewith.

6. The Contractor agrees to provide and maintain insurance coverage, and to indemnify and save harmless the parties named and in the manner set forth in Section 00800-2.0, **LIABILITY & INSURANCE**.

The duty of Contractor to indemnify and save harmless, as set forth herein, shall include a duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify against any responsibility or liability in contravention of Section 2782 of the California Civil Code.

7. The Contractor shall diligently prosecute the Work so that it shall be substantially completed within the time specified in Section 00800-1.1, **Time Allowed for Completion**.

8. Except as otherwise may be provided in other provisions of the Contract Documents, Contractor hereby expressly guarantees for one (1) full year from the date of the Substantial Completion of the Work under this Agreement and acceptance thereof by the District, to repair or replace any part of the Work performed hereunder which constitutes a defect resulting from the use of inferior or defective materials, equipment or workmanship. If, within said period, any repairs or replacements in connection with the Work are, in the opinion of the District, rendered necessary as the result of the use of inferior or defective materials, equipment or workmanship, Contractor agrees, upon receipt of notice from District, and without expense to District, to promptly repair or replace such material or workmanship and/or correct any and all defects therein. If Contractor, after such notice, fails to proceed promptly to comply with the terms of this guarantee, District may perform the work necessary to effectuate such correction and recover the cost thereof from the Contractor and/or its sureties.

In special circumstances where a particular item of work or equipment is placed in continuous service before Substantial Completion of the Work, the correction period for that item may start to run from an earlier date. This date shall be agreed upon by the Contractor and District on or before the item is placed in continuous service.

Any and all other special guarantees which may be applicable to definite parts of the Work under this Agreement shall be considered as an additional guarantee and shall not reduce or limit the guarantee as provided by Contractor pursuant to this paragraph during the first year of the life of such guarantee.

9. The Contractor shall provide, on the execution of this Agreement, a good and sufficient corporate surety bond in the penal sum of one hundred percent (100%) of amount bid, which bond shall be on the form provided by the District in Section 00610, **BOND OF FAITHFUL PERFORMANCE**, and be conditioned upon the faithful performance of all work required to be performed by the Contractor under this Agreement. Said bond shall be liable for any and all penalties and obligations which may be incurred by Contractor under this DSRSD

Agreement. The corporate surety bond shall be issued by a corporate surety approved by the District's counsel. The corporate surety shall be authorized to conduct business in California. At its discretion, the District may request that a certified copy of the certificate of authority of the insurer issued by the Insurance Commissioner of the State of California be submitted by the Surety to the District. At its discretion, the District may also require the insurer to provide copies of its most recent annual statement and quarterly statement filed with the Department of Insurance pursuant to Article 10 (commencing with Section 900) of Chapter 1 of Part 2 of Division 1 of the Insurance Code.

10. In addition to the bond required under Paragraph 9, hereof, Contractor shall furnish a good and sufficient corporate surety bond in the penal sum of one hundred percent (100%) of amount of Bid, which bond shall be on the form provided by the District in Section 00620, **PAYMENT BOND**, and conform strictly with the provisions of Chapter 7, Title 15, Part 4, Division 3, of the Civil Code of the State of California, and all amendments thereto. The corporate surety bond shall be issued by a corporate surety approved by the District's counsel. The corporate Surety shall be authorized to conduct business in California. At its discretion, the District may request that a certified copy of the certificate of authority of the insurer issued by the Insurance Commissioner of the State of California be submitted by the Surety to the District. At its discretion, the District may also require the insurer to provide copies of its most recent annual statement and quarterly statement filed with the Department of Insurance pursuant to Article 10 (commencing with Section 900) of Chapter 1 of Part 2 of Division 1 of the Insurance Code.

11. The Contractor may substitute securities for the amounts retained by the District to ensure performance of the work in accordance with the provisions of Section 22300 of the Public Contract Code.

12. Contractor covenants that Contractor is licensed in accordance with the provisions of the Contractors' License Law of California as provided in Section 00010, **NOTICE INVITING BIDS**.

13. The Contractor shall be provided the time period specified in Section 01340-2.0, **MATERIAL AND EQUIPMENT SUBSTITUTIONS**, for submission of data substantiating a request for a substitution of an "or equal" item.

14. As required by Section 6705 of the California Labor Code and in addition thereto, whenever work under the Contract involves the excavation of any trench or trenches five (5) feet or more in depth, the Contractor shall submit in advance of excavations, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards established by the Construction Safety Orders of the Division of Industrial Safety in Title 8, Subchapter 4, Article 6, California Code of Regulations, the plan shall be prepared by a registered civil or structural engineer employed by the Contractor, and all costs therefore shall be included in the price named in the Contract for completion of the Work as set forth in the Contract Documents. Nothing in this Section shall be deemed to allow the use of a shoring, sloping, or other protective system less effective than that required by the Construction Safety Orders. Nothing in this Section shall be construed to impose tort liability on the District, the Design Consultant, Construction Manager nor any of their agents, consultants, or employees. The District's review of the Contractor's excavation plan is only for general conformance to the California Construction Safety Orders.

DSRSD

Vactor Receiving Station

00500 - 6

February 2012

60 of 265

Prior to commencing any excavation, the Contractor shall designate in writing to the Construction Manager the “competent person(s)” with the authority and responsibilities designated in the Construction Safety Orders.

15. In accordance with Section 7104 of the Public Contract Code, whenever any work involves digging trenches or other excavations that extend deeper than four (4) feet below the surface, the provisions of Section 00700-7.2, **Differing Site Conditions**, shall apply.

16. In accordance with Section 7103.5 of the Public Contract Code, the Contractor and subcontractors shall conform to the following requirements. In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to a public works contract, the Contractor or subcontractor offers and agrees to assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act [Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code], arising from purchases of goods, materials or services pursuant to this Contract or the subcontract. Such assignment shall be made and become effective at the time the District tenders final payment to the Contractor, without further acknowledgment by the parties.

17. In accordance with Section 4552 of the Government Code, the Contractor shall conform to the following requirements. In submitting a Bid to the District, the Contractor offers and agrees that if the Bid is accepted, it will assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act [Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code], arising from purchase of goods, materials, or services by the Contractor for sale to the District pursuant to the Bid. Such assignment shall be made and become effective at the time the Authority tenders final payment to the Contractor.

18. Pursuant to Public Contract Code Section 7100, the acceptance by the Contractor of an undisputed payment made under the terms of the Contract shall operate as, and shall be, a release to the District, and their duly authorized agents, from all claim of and/or liability to the Contractor arising by virtue of the contract related to those amounts. Disputed contract claims in stated amounts may be specifically excluded by the Contractor from the operation of the release.

19. In accordance with California Business and Professions Code Section 7030, the Contractor is required by law to be licensed and regulated by the Contractors’ State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four (4) years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within ten (10) years of the date of the alleged violation. Any questions concerning the Contractor may be referred to the Registrar, Contractors’ State License Board, P.O. Box 26000, Sacramento, California 95826.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the date first set forth above.

CONTRACTOR

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dublin San Ramon Services District

By: \_\_\_\_\_  
Bert Michalczyk, General Manager

ATTEST:

\_\_\_\_\_  
Nancy G. Hatfield, District Secretary

**\*\*\* END OF SECTION \*\*\***

**Results of Bid Opening for  
Vactor Receiving Station (CIP 13-P007)  
Tuesday, April 15, 2014 – 2:00 p.m.**

**Engineer's Estimate: \$300,000**

No.	Name of Bidder	Bid Amount
1	JMB Construction, Inc., South San Francisco, CA	\$348,000
2	Pacific Infrastructure Corp., Pleasanton, CA	\$349,000
3	West Bay Builders, Inc., Novato, CA	\$394,500
4	C. Overaa & Co., Richmond, CA	\$410,000
5	McGuire and Hester, Oakland, CA	\$420,638
6	Pleasanton Engineering Contractors, Inc., Pleasanton, CA	\$525,000

Sub-Contractors:

<b>1. JMB Construction, Inc., South San Francisco, CA</b>		
Camblin Steel Service Inc., Rocklin, CA	Reinforcing Steel	\$11,960
<b>2. Pacific Infrastructure Corp., Pleasanton, CA</b>		
Raasome Company, San Leandro, CA	Paving	\$5,000
Camblin Steel Service Inc., Rocklin, CA	Rebar	\$11,000
Redwood Painting, Pittsburg, CA	Painting	\$8,000
<b>3. West Bay Builders, Inc., Novato, CA</b>		
Camblin Steel Service Inc., Rocklin, CA	Rebar	\$12,000
<b>4. C. Overaa &amp; Co., Richmond, CA</b>		
McClish, Santa Rosa, CA	Shoring	\$45,000
Mission City Rebar, Livermore, CA	Rebar	\$13,000
Redwood Painting, Pittsburg, CA	Coating	\$8,000
H.G.H. Electric, Oakland, CA	Electrical	\$3,000
<b>5. McGuire and Hester, Oakland, CA</b>		
Camblin Steel Service Inc., Rocklin, CA	Reinforcing Steel	\$11,960
Redwood Painting, Pittsburg, CA	Paint & Coat	\$8,500
Construction Survey, Berkeley, CA	Survey	\$2,400
<b>6. Pleasanton Engineering Contractors, Inc., Pleasanton, CA</b>		
Camblin Steel Service Inc., Sacramento, CA	Rebar	\$11,000
MCE Corp., Dublin, CA	Asphalt	\$9,000
Quality Painting,	Coating	\$6,850



Reference Engineering Services Manager	Type of Action Approve Agreement	Board Meeting of May 5, 2014
Subject Approve Technical Services Agreement with National Plant Services, Inc., for Condition Assessments of Large Diameter Sanitary Sewer Lines		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	R. Biagtan
		<input type="checkbox"/> Board Member

**Recommendation:**

The Engineering Services Manager recommends the Board of Directors approve, by Resolution, a Technical Services Agreement with National Plant Services, Inc. to perform condition assessments of large diameter sanitary sewer lines in an amount not to exceed \$220,000.

**Summary:**

This work is being conducted in accordance with Strategic Plan Element 2.1.10 to perform condition assessments for larger diameter sewers as part of the Asset Management Program.

The District has approximately 20,000 lineal feet of 18-inch to 48-inch diameter reinforced concrete pipe (RCP) sewers, many of which are 40-50 years old. Historically in the industry, it is known that RCP can be compromised by sulfide attack around the top portion of the pipe (above the water line) from deterioration of the concrete and corrosion of the reinforcing steel and thus, weakening its structural integrity. The District has not previously performed this level of evaluation and analysis. Work to be performed will include a comprehensive evaluation of the RCP, including closed circuit TV (CCTV) documentation, laser profiling to evaluate the condition above the water line, and sonar profiling to determine the amount of solids deposited below the water line. The results will provide a much greater understanding of the condition of these critical facilities, providing information for smarter decisions for prioritizing sewer capital improvement projects (structural integrity) and the effectiveness of our hydro-cleaning maintenance (solid deposits). Adjustments to capital improvement projects and maintenance management may be implemented dependent on the outcome.

Staff conducted a "Quality Based Selection Process" in accordance with District Purchasing Policy as approved by Board Resolution No. 14-06 in selecting the firm to perform the work. Staff sent a Request for Proposal for the project to three firms and three submitted proposals. Staff reviewed the proposals and chose two firms for an informal interview. Based on the proposed approach to work, experience, and responses to interview questions, National Plant Services, Inc. was selected. The scope of services for Fiscal Years Ending (FYE) 2014 and 2015 is included as Attachment B to the Agreement.

The Agreement has a two-year term, with the second year services based on satisfactory completion of work in FYE 2014. Work will be divided into two phases: Phase 1 to be completed by June 30, 2014 and Phase 2 work to be completed by June 30, 2015. The scope of work for Phase 2 will be evaluated and tailored based on the results from Phase 1.

The project is an approved line item in the Operating Budget for FYEs 2014 & 2015 and is funded 100% from Sewer Operations Fund (200).

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR G. Lee	DEPARTMENT Engineering	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$220,000	<input checked="" type="checkbox"/> Funding Source A. Sewer Operations (Fund 200) B.		Attachments to S&R 1. 2. 3.			



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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING A TECHNICAL SERVICES AGREEMENT WITH NATIONAL PLANT SERVICES, INC., FOR CONDITION ASSESSMENTS OF LARGE DIAMETER SEWER LINES

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WHEREAS, the District desires to obtain technical services for condition assessments of large diameter sanitary sewer lines and has solicited proposals in accordance with District Purchasing Policy (P500-14-1) approved by Board Resolution No. 14-06; and

WHEREAS, District staff have evaluated technical services proposals and conducted interviews for said technical services, and have recommended the selection of National Plant Services, Inc. for providing technical services; and

WHEREAS, District staff have evaluated the need for technical services for Fiscal Year Ending 2014 and Fiscal Year Ending 2015.

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:

That certain "Technical Services Agreement" (Exhibit A) by and between the Dublin San Ramon Services District and National Plant Services, Inc., is hereby approved, and the General Manager and District Secretary are hereby authorized and directed to execute, and to attest thereto, respectively, said agreements for and on behalf of Dublin San Ramon Services District.

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

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its special meeting held on the 5th day of May 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgean M. Vonheeder-Leopold, President

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

**DUBLIN SAN RAMON SERVICES DISTRICT**  
**Technical Services Agreement**

THIS AGREEMENT for technical services is between **Dublin San Ramon Services District** ("District") and **National Plant Services, Inc.** ("Contractor"). Contractor's address is 1461 Harbor Avenue, Long Beach, CA 90813, telephone (562) 436-7600, and fax number (562) 495-1528. Contractor is a corporation, having federal taxpayer's identification number 36-2819728, and California Contractors License number 351503.

1. The Agreement. District and Contractor agree that Contractor shall perform technical services for District on the terms and conditions herein set forth in connection with District's condition assessment project for large diameter sewers. The following documents are attached hereto and are a part of this Agreement:

Attachment A – General Agreement Provisions

Attachment B – Scope of Work, Schedule, and Contractor's Rates and Charges

This Agreement, including said attachments, constitutes the entire agreement between the parties and supersedes any prior proposals, representations, or understandings. This Agreement may be modified only by a written amendment signed by each party.

2. Time of Performance. Unless otherwise stated in Attachment B, Contractor is authorized to commence performance of this Agreement upon its execution by the District and receipt of a Notice to Proceed from the District. The term of the agreement is for work to be completed in Fiscal Year Ending June 30, 2014 (Phase 1) and Fiscal Year Ending June 30, 2015 (Phase 2). Authorization to proceed with Phase 2 work is contingent upon completion of Phase 1 to the satisfaction of the District. The Contractor shall not proceed with Phase 2 work without written authorization. Contractor shall complete all services covered by this Agreement for Phase 1 no later than June 30, 2014 and Phase 2 no later than June 30, 2015, unless this date is extended by District in writing. If Contractor fails to complete the services by said date, Contractor shall pay District as liquidated damages \$0 per day of default.

3. Payment. Contractor shall, at convenient intervals not more frequently than monthly, submit itemized statements of services performed at the rates and charges in Attachment B. District shall pay for work satisfactorily performed within thirty (30) days after receipt of a statement, less any retention withheld as specified in Attachment A. The total amount payable by District for Contractor's services pursuant to the Agreement shall not exceed \$110,000 for Phase 1 and \$110,000 for Phase 2, without the prior written approval of the District.

4. Termination. District may terminate this Agreement at any time by fifteen (15) days prior written notice to Contractor. Upon termination, District shall pay Contractor for all amounts due for service rendered up to the date of termination.

Dated \_\_\_\_\_

DUBLIN SAN RAMON SERVICES DISTRICT

CONSULTANT

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: General Manager

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Nancy Gamble Hatfield  
District Secretary

## GENERAL AGREEMENT PROVISIONS

### 1. Insurance

- (a) The Contractor shall provide and maintain the specified insurance coverage during the performance of this agreement. The Contractor shall name the District as additional insured on items 1 and 2 below. The Contractor shall, prior to the commencement of any work, furnish to the District certificates of insurance and an endorsement to the policy evidencing that all described coverage is primary, and requiring 30 days prior written notice to the District of policy lapse, cancellation or material change in coverage.
1. Worker's Compensation and Employer's Liability Insurance for protection of the Contractor's employees as required by law and as will protect the Contractor from loss or damage because of personal injuries, including death to any of its employees; the Contractor shall require any subcontractor to provide evidence of such insurance as required by the State of California for the purposes of this Agreement.
  2. Comprehensive Automobile Liability Insurance providing bodily injury liability and property damage, to protect the Contractor and the District against all liability arising out of the use of any owned, leased passenger or commercial automobile, limits of liability shall not be less than \$1,000,000 per accident for bodily injury and property damage.
  3. Commercial General Liability Insurance as will protect the Contractor and the District from any and all claims for damages for personal injuries, including death, or for damages to or destruction of the property of others, which may arise from the Contractor's operations under the Agreement. Said policy shall cover the indemnity provisions under the Agreement and shall provide a minimum of \$1,000,000 combined single limit coverage for each occurrence and \$2,000,000 aggregate.

### 2. Hold Harmless and Indemnification

To the extent permitted by law, the Contractor shall hold harmless the District, its officers, agents and employees from, and indemnify and defend them against any liability, claim or loss for damage to any property or injury to or death of any person or persons in any case arising from or connected with the performance of the Agreement.

### 3. Laws and Regulations

The Contractor shall observe and comply with all Federal, State, and local laws, ordinances, codes, orders and regulations which in any manner affect those engaged

or employed on the work, materials used in the work, or the conduct of the work. If any discrepancy or inconsistency should be discovered in this Agreement in relation to any such law ordinance, code, order, or regulation, the Contractor shall report the same in writing to the Purchasing Officer. The Contractor shall indemnify, hold harmless and defend the District, its officers, agents and employees, against all claims or liability arising from violation of any such law, ordinance, code, order, or regulation, whether by the Contractor, the Contractor's employees, or its subcontractors. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

The Contractor or subcontractor offers and agrees to assign to the District all rights, title and interest in, and all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2) commencing with Section 16700 (of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services or materials pursuant to the Agreement. This assignment shall be made and become effective at the time the District tenders final payment to the Contractor, without further acknowledgment by the parties.

#### **4. Permits and Licenses**

Unless otherwise provided, the Contractor shall obtain at his own expense all permits and licenses or property used in connection with the work, including all safety permits for excavations, tunneling, trenches, construction (building structure, scaffolding, or falsework) and demolition required by CAL/OSHA including but not limited to, the permits required by Labor Code Section 6500, and shall pay all taxes properly assessed against his/her equipment or property used in connection with the work. The Contractor shall possess a current and valid State of California Contractor's License/endorsement, and shall not employ any subcontractors that are not properly licensed in accordance with State law, or change any subcontractors listed in this Agreement without the consent of the District using the procedures set forth in Public Contract Code 4100 et. seq.

#### **5. Sales and Use Taxes**

The Contractor shall pay all sales and use taxes assessed by Federal, State, or local authorities on parts and materials furnished by the Contractor in the performance of the work.

#### **6. Patents and Copyrights**

The Contractor shall defend, indemnify, and save harmless the District, its officers, agents and employees against all claims or liability arising from the use of any patented or copyrighted design, device, material, or process used by Contractor or any subcontractors in the performance of the work.

## **7. Termination**

If any or all services to be performed under the Agreement are abandoned by the Contractor, or if the District determines that the schedule of service is not being maintained, or that the Contractor is violating any of the conditions or provisions of the Agreement or failing to provide a consistently high level of service; and if the Contractor fails to remedy such default within three days after receipt of written notice of such default, or, within three (3) days after receipt of District's written consent to such longer period to remedy such default, fails to provide satisfactory evidence that such default will be promptly corrected, the District may at its sole election choose to terminate any or all portions of the Agreement, or withhold any amounts otherwise due under the Agreement. Thereupon, the District will have the right to complete such service by whatever method the District deems expedient. Any additional expense for completing such service shall be chargeable to the Contractor.

Additionally, the District may, at its option, terminate the Agreement in whole or in part, at any time, by written 15-day notice thereof to the Contractor, whether or not the Contractor is in default. Upon such termination, the Contractor shall waive any claims for damages, including loss of anticipated profits on account thereof.

## **8. Waste Disposal**

The Contractor shall properly transport and dispose of all waste, including hazardous wastes, generated by these activities. Copies of proper disposal documentation must be maintained by the Contractor and submitted to District on demand.

## **9. Additions, Deletions and Changes**

The District reserves the right to add, delete, or change the scope of work under this Agreement and may do so upon giving written notice to the Contractor. To the extent possible, payment will be made at the unit price set forth in Attachment B. If other changes cause an increase or a reduction in the costs of this agreement, the parties shall attempt to negotiate an equitable adjustment based upon an acceptable lump sum proposal from the Contractor. Any agreed upon adjustment to the prices shall be incorporated in a written Change Order issued by the District, which shall be written so as to indicate an acceptance on the part of the Contractor as evidenced by its signature. By signature of the Change Order, the Contractor acknowledges that the adjustments to cost and time contained in the Change Order are in full satisfaction and accord, payment in full, and so waives any right to claim any further cost and time impacts at any time during and after completion of the Contract for the changes encompassed by the Change Order.

If the parties cannot agree on a lump sum adjustment, the Contractor shall proceed to do the additional work on a "force account" or time and expense basis, that is, on

an accounting of the Contractor's forces, materials, equipment, and other items of cost as required and used to do the Work. For the work performed, payment will be made for the documented actual cost of the following:

- (a) Direct labor cost for workers, who are directly assigned to the force account work, including wages, fringe benefits, if any (as established by negotiated labor agreements or State prevailing wages), and a labor surcharge of thirty percent (30%) for all other fixed labor burdens such as workers' compensation and labor insurance, and labor taxes.
- (b) Material delivered and used on the designated work, including sales tax, if paid for by the Contractor or its subcontractor.
- (c) Equipment rental, for those days or hours during which the equipment is in actual use based on actual rental and transportation invoices.

A fixed fee not to exceed ten percent (10%) of the costs of Items (a), (b), and (c) above covering the cost of general supervision, overhead, profit, bond, insurance, and any other general expenses.

#### **10. Equal Opportunity Employer**

The District is committed to equal employment opportunities. The District encourages the consideration and utilization of minority and women-owned businesses.

#### **11. Successors and Assigns**

Contractor shall not assign, sell, sublet, or subcontract all or any portion of this Agreement or any personal interest herein or any property, real or personal, used hereunder, without the prior written consent of the District. No assignments by Contractor shall be effective until the assignee shall, in writing, agree to assume and fully perform all of the terms and provisions of the Agreement.

#### **12. Subcontractors**

Nothing contained in the Agreement shall create any contractual relation between any subcontractor and the District. The persons engaged in the work, including employees of subcontractors and suppliers, will be considered employees of the Contractor. The Contractor will be responsible for their work and their work shall be subject to the provisions of the Agreement. The Contractor is fully responsible to the District for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by them, just as the Contractor is fully responsible for the acts and omissions of persons directly employed by the Contractor.



### **13. Responsibility for the Work**

Until completion and acceptance of the work, the Contractor shall have the charge and care of the work and of the materials to be used therein and shall bear the risk of injury, loss, or damage, to any part thereof from any other cause, whether or not arising from the non-execution of the work. The Contractor shall rebuild, repair, restore, and make good all injuries, losses, or damages to any portion of the work or the materials occasioned by any cause before its acceptance and shall bear the expense thereof, except for such injuries, losses, or damages as are directly and approximately caused by acts of the District.

### **14. Inconsistencies and Omissions**

Where the Agreement describes portions of the work in general terms but not in complete detail, it is understood that only the best general practice is to prevail and that only materials and workmanship of the first quality are to be used. Unless otherwise specified, the Contractor shall furnish tools, equipment, and incidentals, and do all the work necessary to complete the work in a satisfactory and workmanlike manner.

Unless specifically noted otherwise, the Agreement and all Attachments are intended to be complementary and applicable to each other.

In resolving inconsistencies among two or more portions of the Agreement and/or the Attachments, the most stringent requirements shall apply.

### **15. Inspection of Site(s)**

The information provided by the District is not intended to be a substitute for, or a supplement to, the independent verification by the Contractor to the extent such independent investigation of site conditions is deemed necessary or desirable by the Contractor. The Contractor is required to satisfy itself, by personal examination of the site(s) of the work or by such other means as they may prefer, of the location and of the actual conditions at the site(s) of Work. If, during the course of its examination, the Contractor finds facts or conditions which appear to be in conflict with the letter or spirit of the Agreement, proposal documents, the Contractor shall report the conflict in writing, to the District's Contract Administrator, within a reasonable time before submitting its proposal.

The submission of a proposal shall constitute conclusive evidence that, if awarded the contract, the Contractor is relying on its own examination of the site(s) of the work, including existing facilities and conditions to be encountered on and in the vicinity of the site(s).

## **16. Examination of Agreement**

The Contractor shall thoroughly examine and be familiar with the Agreement before submitting its proposal. Any inconsistencies or omissions found in the Agreement and/or Attachments shall be reported to the District's Contract Administrator, who will clarify discrepancies or omissions, in writing, within a reasonable time.

The submission of a proposal shall constitute an acknowledgment, upon which the District may rely, that the Contractor has thoroughly examined and is familiar with the Agreement, with the character, quality and scope of the work to be constructed under the Agreement, including the quality and quantity of the materials and services to be furnished, and all other requirements of the Agreement. The Contractor's failure or neglect to examine and become familiar with the Agreement, shall in no way relieve it from any obligation with respect to its proposal or to the Agreement, and no claim for additional compensation will be allowed which is based upon a lack of knowledge or misinterpretation of any portion of the Agreement.

## **17. Waiver or Acquiescence**

No action or failure to act by the District's Contract Administrator or anyone else acting for the District shall constitute a waiver of any right or duty afforded under the Agreement nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

## **18. Liquidated Damages**

It is agreed by the parties to the Agreement that time is of the essence in the completion of this work, and that in case all the work called for under the Agreement, or such portion thereof as may be designated by the District's Contract Administrator, is not completed before the date specified in section 2 of the Agreement or such earlier date as may be specified by the District's Contract Administrator, or each District facility affected by the work is not restored to full service within the period specified by the District's Contract Administrator for that facility, damage will be sustained by the District. As it is impracticable to determine the actual delay damage; it is, therefore, agreed that the Contractor shall pay liquidated damages to the District in the amount set forth in section 2 of the Agreement. Contractor further agrees that if such liquidated damages are not promptly paid, the District may deduct the amount thereof from any moneys due, or that may become due, the Contractor under the Agreement.

## **19. Prevailing Wages**

If any personnel of Contractor or any Subcontractor of any tier performs work under the Agreement for which prevailing wages are required to be paid as

determined by the Director of the Department of Industrial Relations, Consultant or such Subcontractor shall pay the prevailing wage for such work and shall comply with all applicable provisions of the California Labor Code Section relating to public works (Section 1720 and following).

## **20. Safety**

To protect the public's safety as well as the safety of their employees, the District's employees, and all persons at or on the site(s) of work, the Contractor and its subcontractors shall take all measures required to comply with all applicable Federal, State, County, and local laws, ordinances, codes, and regulations, including but not limited to, providing protection barriers and barricades, and signs. The Contractor shall be solely and completely responsible for performing all work under this Agreement so as to protect the safety of all persons and property at or near any site(s) of the work. The Contractor shall continually and diligently inspect all work, materials and equipment to discover, and shall be solely responsible for discovery and correction of, such conditions which might cause bodily harm to persons or damage to property. These requirements shall apply twenty-four (24) hours per day continuously during the term of this Agreement and shall not be limited to normal working hours. The District shall not be responsible in any way for the methods selected by the Contractor in discharging its exclusive responsibility for safety of its work hereunder.

The Contractor shall perform all work in a fire-safe manner. He shall supply and maintain on the site adequate fire-fighting equipment capable of extinguishing incipient fires. The Contractor shall comply with applicable Federal, local, and State fire-prevention regulations, or, if these regulations do not apply, applicable parts of the National Fire Prevention Standards for Safeguarding Building Construction Operations (NFPA No. 241).

In the event of any spill or other release to the environment of any regulated chemical in any physical form that occurs on or immediately adjacent to the site(s) and arises from work under this contract, the Contractor shall immediately notify the District. The Contractor shall be responsible for all costs that result from any chemical spill or other release caused by the Contractor including, but not limited to containment, control, and disposal, and any fines or other damages lawfully assessed against the Contractor or the District.

The Contractor shall cooperate fully with District personnel while working within the scope of this contract.

The Contractor shall support a drug-and-alcohol free workplace. The unlawful use, possession, or distribution of a controlled substance within the site(s) of any work will not be tolerated. Employees are prohibited from being under the influence of alcohol within the site(s) of any work. The Contractor shall be responsible for

initiating, maintaining, and supervising safety and anti-substance abuse programs in connection with the work.

If the work to be performed under this contract involves confined space work, the Contractor shall prepare confined space operating and rescue procedures fully complying with the applicable provisions of Section 5158, Title 8, California Code of Regulations and shall submit the procedures to the District. The Contractor shall be fully responsible for the adequacy of the procedures. The District shall neither review nor accept the procedures, and the sole purpose of submitting the procedures is to advise the District that such procedures have been prepared.

To the extent required by Labor Code Section 6401.7, Contractor shall establish, implement, and maintain a written injury prevention program, and shall take all actions necessary to comply with all provisions thereof before proceeding with any work under the Agreement, including but not limited to furnishing and maintaining all safety equipment, test equipment, and safety apparel applicable to the work, enforcing the use of such equipment by its employees and the employees of any of its Subcontractors, and furnishing all items necessary for giving first aid and other medical treatment to anyone injured at any site(s) of work, and shall provide for the immediate removal of such person to a hospital or a doctor's care.

If death or serious injuries or illness, or serious damages are caused, the accident or illness shall be reported immediately by telephone or messenger to the District. In addition, the Contractor must promptly report in writing to the District, all accidents whatsoever arising out of, or in connection with, the performance of the work whether on, or adjacent to, the site(s), giving full details and statements of witnesses. The Contractor shall make all reports as are, or may be, required by any authority having jurisdiction, and permit all safety inspections of the work being performed under this Agreement. If a claim is made by anyone against the Contractor or any subcontractor on account of any accident, the Contractor shall promptly report the facts in writing to the District, giving full details of the claim.

## **21. Differing Site Conditions**

Pursuant to Public Contract Code Section 7104, the Contractor shall promptly, and before such conditions are disturbed, notify the District, in writing, of any:

- (a) Material that the Contractor believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.
  
- (b) Subsurface or latent physical conditions at the site differing from those indicated.

- (c) Unknown physical conditions at the site of any unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Agreement.

In addition to giving written notice as described above upon encountering material that the Contractor believes may be "hazardous waste" as defined above, Contractor also shall immediately stop all Work to any area affected by said material, if continuing Work may present a substantial danger to persons or property exposed to the materials in connection with any Work at the site. These obligations pertaining to "hazardous waste" shall apply only to such "hazardous waste" not shown or indicated in the Agreement documents to be within the Scope of Work.

The District, or the Contractor, if the District so directs in its sole discretion, shall promptly investigate the conditions, determine the necessity to retain a qualified expert to evaluate such hazardous condition, and/or to take corrective action, if necessary, and if the District finds that the conditions do materially differ, or do involve hazardous waste, and cause a decrease or increase in the Contractor's cost of, or the time required for, performance of any part of the Work, the District shall cause to be issued a change order.

Contractor shall not be required to resume work in connection with such hazardous condition identified in the Agreement documents, or in any such affected area until after District has obtained any required permits related thereto and delivered to Contractor special written notice: (i) specifying that such condition and any affected area is or has been rendered safe for the resumption of work, or (ii) specifying any special conditions under which such work may be resumed safely.

In the event that a dispute arises between the District and the Contractor whether the conditions materially differ, or involve hazardous waste (other than that shown or indicated in the Agreement documents), or cause a decrease or increase in the Contractor's cost of, or time required for, performance of any part of the work, the Contractor shall not be excused from any scheduled completion date provided for by the Agreement, but shall proceed with all work to be performed under the Agreement provided that, if after receipt of the special written notice described above in this paragraph 21, Contractor does not agree to resume such work based upon a reasonable belief that it is unsafe to do so, or does not agree to resume such work under the special conditions specified in said special written notice, the District may at its sole election order the portion of the Work affected by said hazardous waste to be deleted from the Work, and the District may thereupon have the portion of the Work so deleted performed by District's own forces or by separate Agreement(s). The Contractor shall retain any and all rights provided either by Agreement or by law which pertain to the resolution of disputes and protests between the contracting parties.

No claim of the Contractor under this clause (or otherwise under this Agreement) shall be allowed unless the Contractor has given written notice of its intention to

make claim (which shall be labeled "Notice of Potential Claim") before beginning any work that it contends is not required under the Agreement, or in within five (5) days of receipt of a decision of the District rejecting the Contractor's request for additional compensation or a time extension. Such Notice of Potential Claim shall state the circumstances and the reasons for the claim, but need not state the amount.

It is agreed that unless such notice is properly given, the Contractor shall not recover costs incurred by it as a result of the alleged extra work, changed work, or other situation which, had proper notice been given, would have given rise to a right for additional compensation. The Contractor should understand that timely notice of potential claim is of great importance to the District, and is not merely a formality. Such notice allows the District to consider preventative action, to monitor the Contractor's increased costs resulting from the situation, to marshal facts, and to plan its affairs.

In addition, the Contractor shall keep accurate records of its costs, and shall submit to the District on a weekly basis, a daily summary of the hours and classification of equipment and labor utilized on the disputed work, as well as a summary of any materials or any specialized services which are used and for which compensation is being sought. Within thirty (30) days after incurring the last cost for work for which the Contractor contends it is due additional compensation, the Contractor shall submit to the District, as best it is able, its costs itemized in detail incurred for the claimed matter.

Should either party to this Agreement bring legal action against the other, the case shall be handled in the California county where the work is being performed.

The Contractor shall cooperate with forces engaged in sampling, investigation, and clean-up work pertaining to hazardous waste (whether or not said hazardous waste is shown or indicated in the Agreement documents) and shall conduct its operations in such a manner as to avoid any unnecessary delay or hindrance to the work being performed by such forces.

The District shall not be responsible for any such materials brought to the site by the Contractor, subcontractors, suppliers, or anyone else for whom the Contractor is responsible.

## **22. Retention**

As specified in Public Contract Code Section 9203, District will deduct and retain five percent (5%) from each progress payment, if any, and will retain such amounts in accordance therewith as part security for the satisfactory and timely completion of the Work until release thereof is required under Public Contract Code Section 7109.

## 23. Dispute Resolution

Under Public Contract Code Section 20104, where claims cannot be resolved between the parties, claims for Three Hundred Seventy Five Thousand Dollars (\$375,000) or less shall be resolved pursuant to the provisions of that code section. Unless this Agreement provides otherwise, all claims, counterclaims, disputes, and other matters in question between the District and the Contractor that are not resolved between the District and the Contractor, and are not governed by Public Contract Code 20104, shall be decided by a court of competent jurisdiction unless arbitration is mutually agreeable to both parties. Should either party to this Agreement bring legal action against the other, the case shall be handled in the California county where the work is being performed.

## 24. Underground Work

The following provisions will govern any underground work under this Agreement.

- (a) For each excavation five (5) feet or more in depth, Contractor shall provide shoring, bracing, sloping, or make other provisions in accordance with Labor Code Section 6705, to protect workers from hazard of caving ground during such excavation. In addition, the Contractor shall submit, sufficiently in advance of excavation to permit review by the District, detailed plans showing the design of the provisions to be made for worker protection from hazard of caving ground during such excavation. If such plans vary from the shoring system standards set forth in the Construction Safety Orders in Title 8, California Code of Regulations, the plans shall be prepared and signed by a registered civil or structural engineer. Shoring, bracing, sloping, or other protective system shall not be less effective than required by the California Construction Safety Orders, and shall be accepted by the District before excavation may begin. The Contractor shall designate in writing to the Construction Administrator the "competent person" with the authority and responsibilities designed in the Construction Safety Orders. By submitting its plan, the Contractor warrants that its actions pursuant thereto shall not impose tort liability on the District, its consultants, and their respective employees, agents.
- (b) As required under Government Code Sections 4216 to 4216.9, the Contractor shall notify the appropriate regional notification center of all excavations. The Contractor shall contact Underground Service Alert at 1-800-642-2444 for the location of underground facilities. At least two (2) days before performing any excavation work, the Contractor shall request the owners of underground facilities to mark or otherwise indicate the location thereof. Contractor shall furnish to the Construction Administrator written documentation of its contact(s) with Underground Service Alert and of its contact(s) with such owners requesting them to mark or otherwise indicate the location of their respective facilities.

- (c) It shall be the Contractor's responsibility to determine the exact location and depth of all underground facilities, including service connections, which have been marked by the respective owners, and which Contractor believes may affect or be affected by Contractor's operations. The Contractor assumes responsibility for the removal, relocation, or protection of existing underground facilities wherein said facilities are correctly marked and/or delineated with reasonable accuracy on District's plans, and other underground facilities apparent from visual inspection of the site or which can be inferred from the presence of other visible facilities such as buildings, meters, junction boxes, etc., on or adjacent to the construction site. The Contractor shall coordinate with the owner of underground facilities for the rearrangement thereof. Full compensation for such work shall be considered as included in the price specified in section 3 of the Agreement. Temporary or permanent relocation or alteration of underground facilities desired by the Contractor for its own convenience shall be the Contractor's responsibility and it shall make arrangements and bear all costs.
- (d) The Contractor shall immediately notify the District and the owner of any underground facility that it has damaged. The Contractor shall be responsible for the cost of repairing and/or relocating damaged utility mains and other underground facilities correctly marked and/or delineated with reasonable accuracy on District's plans, and other facilities apparent from visual inspection of the site or which can be inferred from the presence of other visible facilities. In the event that underground facilities are found that are not shown in the District's plans or are found to exist in a substantially different location than shown in the District's plans, the Contractor shall immediately: (1) notify the District in writing of the existence of said facilities; and (2) take steps to ascertain the exact location thereof prior to doing any further work that may damage such facilities. The Contractor shall be entitled to compensation for the costs of locating, repairing damage not due to the failure of the Contractor to exercise reasonable care, and removing or relocating facilities other than those for which the Contractor is the responsible party under the preceding paragraph.
- (e) The right is reserved to the District and the owners of underground facilities or their authorized agents to enter upon the work area for the purpose of making such changes as are necessary for the rearrangement of their facilities or for making necessary connections or repairs thereto. The Contractor shall cooperate with such forces so as to allow the respective owners sufficient time to relocate their underground facilities. Except where the owner of a damaged underground facility or installation has advised that it intends to repair the damage through its own forces or forces that it will retain or has retained, Contractor shall, within 24 hours of receipt from the District of notice to commence correction of damage, notify the District, in writing, if Contractor intends to repair the damage. The Contractor's failure to provide timely



written notification that it intends to repair the damage shall be deemed its agreement that the District may repair the damage at Contractor's expense without further notice and without prejudice to any other remedy available to District.

## **25. Forms Included as Part of the Agreement**

- (a) Proposed Subcontractor's Form
- (b) Workers' Compensation Insurance Certificate

The Proposed Subcontractor's Form shall be completed and submitted with the Agreement. The Contractor will be required to complete and submit the Workers' Compensation Insurance Certificate within ten days of award of the Agreement, and before any work starts under the terms of the Agreement.

## **26. Warranty and Scheduled Maintenance**

The Contractor hereby agrees to make, at its own expense, all repairs or replacements necessitated by defects in materials or workmanship, in those components provided, installed, replaced and/or modified by the Contractor, and pay for any damage to other works resulting from such defects, which becomes evident within one (1) year after the date of acceptance of installation work, or within such longer period of time as may be prescribed by law or by the terms of any applicable special guarantee required by the Agreement. This warranty shall include all parts and labor and the performance of all manufacturers' recommended maintenance. This in no way shall limit, amend or reduce any manufacturer's warranty. The Contractor further assumes responsibility for a similar guarantee for all work and materials provided by subcontractors. This warranty shall not apply to existing equipment that was not modified or significantly adjusted so as to change its operation. The Contractor also agrees to indemnify, defend and hold the District harmless from liability of any kind arising from damage due to covered defects.

Prior to the final acceptance of installation work, the Contractor shall provide phone numbers for around-the-clock notification of the need for emergency service repairs, a schedule showing specific dates for routine maintenance service calls, and shall execute and submit a completed Warranty Form in the format approved by the District.

The Contractor shall respond within two hours of District's emergency service call and shall provide on-site troubleshooting services within twenty four (24) hours after receipt of notice from the District, and promptly make all repairs arising out of defective materials, workmanship, or equipment. In the event that a service response does not occur within two hours, or troubleshooting services are not on-site within twenty four (24) hours, or diligent efforts are not made to effect repairs, the District will notify the Contractor (by fax or voice mail if no representative is

available) of its intent to secure another service provider. Thereafter, the District is authorized to make such repairs, and the Contractor and his Surety shall be liable for the cost thereof. In case of emergency, where, in the opinion of the District, delay could cause serious loss or damage, repairs may be made without notice being sent to the Contractor, and the expense in connection therewith shall be charged to the Contractor, and his Surety shall be liable for the cost thereof.

The Contractor shall direct all of its equipment suppliers and/or manufacturers to promptly provide to it and to the District any and all information concerning product defects or other problems and shall promptly forward to the District any such information received, whether before, during, or after the warranty period.

Prior to the expiration of the Warranty period, the District reserves the right to hold a meeting and require the attendance of the Contractor. The purpose of the meeting is to review warranties, bonds, and maintenance requirements, and determine required repair or replacement of defective items.

**PROPOSED SUBCONTRACTORS**

Pursuant to California Public Contracting Code, Section 4100 et. seq., the following list gives the name, business address, and portion of work (description of work to be done) for each subcontractor that will be used in the work if awarded the Agreement. The Contractor shall list only one subcontractor for each portion of the work (as defined by the Contractor for the purpose of listing subcontractors). (Additional supporting data may be attached to this page. Each page shall be sequentially numbered, and headed "Proposed Subcontractors" and shall be signed.)

<b>Name</b>	<b>Business Address</b>	<b>Description of Work</b>	<b>% of Work</b>	<b>Status*</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\_\_\_\_\_  
Name of Proposer

\* Status      M = Minority-Owned Business Enterprise  
                   W = Women-Owned Business Enterprise

**WORKERS' COMPENSATION INSURANCE CERTIFICATE**

In accordance with California Labor Code Section 1861, prior to commencement of work on the Agreement, the Contractor shall sign and file with the District the following certification:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Agreement."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **SCOPE OF WORK, SCHEDULE, AND CONTRACTOR'S RATES AND CHARGES**

### **PROJECT APPROACH**

The project will begin with a Kickoff Meeting at the DSRSD offices to review the lines desired for completion in the 2014 phase of work. Pipeline and area maps, flow data, GIS, and all other information will be reviewed so the field crews and Project Manager get a complete picture of the project and surrounding area.

Efficiencies will be obtained if we inspect some lower priority lines in conjunction with the higher priority lines. This will occur if the lower priority segments are in-line, and scattered in between, the high priority segments. The Fly Eye system can inspect multiple line segments in one 'drop' or 'run', which increases efficiency, and decreases the need for traffic control setups. This will be discussed, and the 2014 pipe segment list finalized, in the Kickoff Meeting.

The next phase is an intensive field reconnaissance. The Deployment Team will visit the locations for each deployment. They will determine the best manholes to access, the length of each deployment run (the Fly Eye can inspect through multiple manholes), the traffic control requirements, and will open the manholes to determine the flow levels to determine the best time of day to deploy the robot (night or day). The Fly Eye system is a floating system, so requires a minimum and maximum flow. If the flows are too low, the system will not be able to float down the pipe, and sonar data gathering is not possible. If the flows are too high, it won't be possible to get enough laser data to provide detailed information regarding the amount of corrosion or ovality in the pipelines.

After the reconnaissance, Traffic Control Plans will be immediately prepared and submitted to the City of Dublin and the City of San Ramon that will address the locations to be used for each deployment. The Project Manager, Michelle Beason, has had experience with Traffic Control needs inside the City of San Ramon limits, so is aware of the strict nature of their requirements, and is prepared to handle so that traffic control issues do not delay the project. APC and NPS crews and management are highly experienced in traffic control, having completed hundreds of millions of feet of clean and closed circuit TV (CCTV) work over the course of 30+ years.

Once the Encroachment Permits are approved, and work is ready to begin, we will mobilize our robotic inspection platform, crew personnel, and support trucks to the location. A deployment plan and schedule will be completed and shared with DSRSD. The work will be completed per the schedule, inspecting either during day and/or night time hours, depending on need, and as the Encroachment Permits allow.

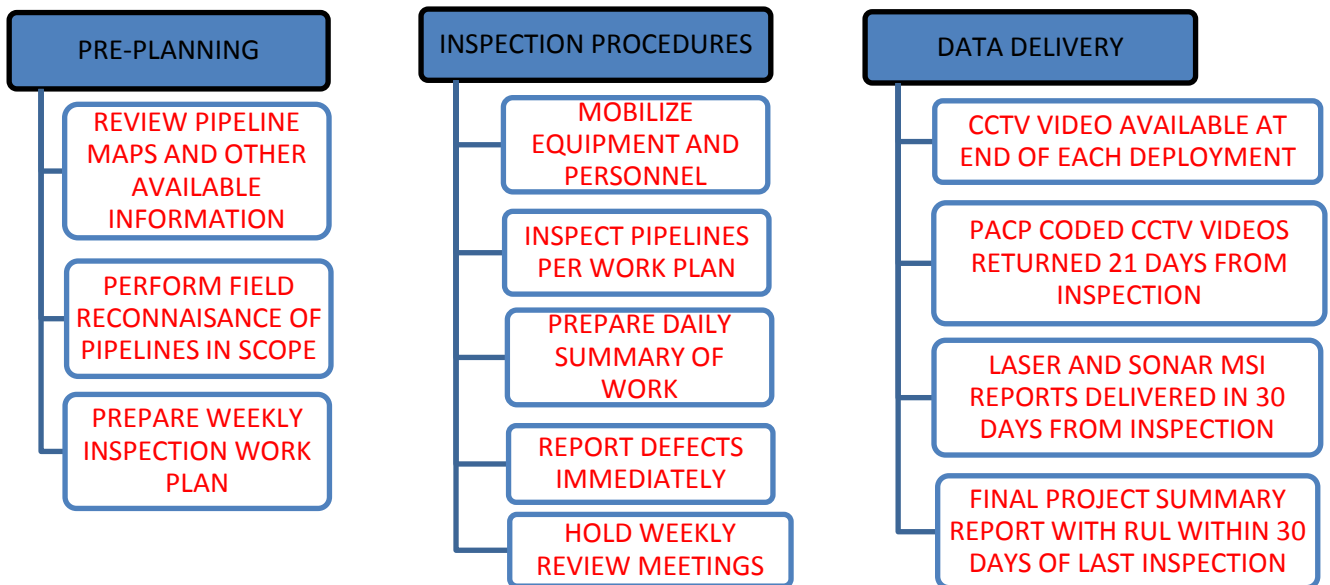
The Fly Eye is dropped at an upstream manhole and will float downstream until the deployment crews retrieve it from the chosen downstream manhole. The robot is attached via a high tensile strength tether (non-powered) in the front and back of the robot. The upstream winch/wheel will release line as the robot travels, and the downstream winch/wheel will wind up the slack. The winching system has a footage counter on it, so crews know the location of the robot at all times.

When the crew retrieves the robot, the CCTV data is reviewed immediately to ensure quality and completeness of the data. The laser and sonar data is downloaded and sent to our coding group for review. Crews will not demobilize from the site until we are certain that we obtained complete and accurate CCTV, laser, and sonar data.

Status meetings will be held each Friday with DSRSD staff to review the segments inspected that week, and to discuss the schedule of work for the next week. Any significant issues discovered in the field will be told to DSRSD staff immediately.

- Michelle Beason will act as Project Manager.
- Daily production summary reports will be prepared and sent via email.
- Weekly progress meetings will be held each Friday to discuss the project, and the inspection plans for the next week.
- Significant Structural or O&M defects will be reported to DSRSD staff immediately upon discovery.
- Problems with access or pipeline conditions will be reported immediately, with follow up action decided between DSRSD and APC/NPS.

### PROJECT MANAGEMENT PLAN SUMMARY



## Cost Estimate

The annual budget for this work is \$110,000 per year. Traffic control will be minimized as much as possible through efficient deployment planning. Traffic control is shown in the cost table below as "Cost plus 5%". We will review the traffic control needs with DSRSD at the Kickoff Meeting prior to obtaining Encroachment Permits. Every attempt will be made to minimize the traffic control cost through effective planning of deployment start and end points.

As discussed above, we will work with DSRSD to plan the deployments so that the highest priority lines are completed first, with lower priority lines inspected to increase efficiency if they are located in between higher priority lines. The following cost tables include this assumption.

### YEAR 2014 - PRICING WITH CCTV/LASER/SONAR PROCESSING

Qty	Description	Sales Price	Line Item Price
1	Mobilization and De-Mobilization	\$7,500.00	\$ 7,500.00
8,000	Multi-Sensor Inspection with CCTV: 18"-33", All sensors Processed	\$5.00	\$ 40,000.00
9,600	Multi-Sensor Inspection with CCTV: 36"-120", All sensors Processed	\$5.00	\$ 48,000.00
1	Traffic Control - Cost plus 5%	TBD	TBD
1	Data Walkthru Session	\$0.00	\$ -
1	Final Project Reports and CCTV Software Viewer	\$0.00	\$ -
<b>Total Project Price (Not to Exceed)</b>			<b>\$ 110,000.00</b>

### YEAR 2015 - PRICING WITH CCTV/LASER/SONAR PROCESSING

Qty	Description	Sales Price	Line Item Price
1	Mobilization and De-Mobilization	\$7,500.00	\$ 7,500.00
8,348	Multi-Sensor Inspection with CCTV: 18"-33"	\$5.00	\$ 41,740.00
9,898	Multi-Sensor Inspection with CCTV: 36"-120"	\$5.00	\$ 49,490.00
1	Traffic Control - Cost plus 5%	TBD	TBD
1	Data Walkthru Session	\$0.00	\$ -
1	Final Project Reports and CCTV Software Viewer	\$0.00	\$ -
<b>Total Project Price (Not to Exceed)</b>			<b>\$ 110,000.00</b>

### OPTIONAL YEAR 2015 - PRICING WITH CCTV AND SONAR PROCESSING (NO LASER)

Qty	Description	Sales Price	Line Item Price
1	Mobilization and De-Mobilization	\$7,500.00	\$ 7,500.00
8,348	Multi-Sensor Inspection with CCTV: 18"-33", NO Laser Processed	\$3.50	\$ 29,218.00
9,898	Multi-Sensor Inspection with CCTV: 36"-120", NO Laser Processed	\$3.50	\$ 34,643.00
1	Traffic Control - Cost plus 5% (Estimated here at \$15,000)	TBD	\$ 15,000.00
1	Data Walkthru Session	\$0.00	\$ -
1	Final Project Reports and CCTV Software Viewer	\$0.00	\$ -
<b>Total Project Price (CCTV/Sonar only)</b>			<b>\$ 86,361.00</b>

**\*Yearly Footages are approximate and can be adjusted to maximize the budget. Project invoices will be billed per foot of work completed.**

**\*\*For Optional Year 2015 Work: Laser Processing Note: Deployment runs must be processed together. It is not possible to break a deployment run and only process laser for one or two segments. Random or scattered laser post processing is not possible.**

### **DSRSD Support Requirements**

APC/NPS will handle all field requirements so there should not be any routine or recurring DSRSD field staff needed to help in recon or deployment activities. Any field resource needs would only occur in the event that we found blockages or an extreme pipe condition during the deployments. However, we will hold weekly status meetings, so there will be administrative staff time needed to interface with the Project Manager and Operations Manager.

### **Deliverables**

The HD CCTV videos give the user a high definition view of the interior of the pipe. The user will get viewing software that will allow a “pan-tilt-zoom” view of the entire pipe interior with the computer mouse. An MPEG movie will also be generated so that the video can be placed in DSRSD’s Lucity software.

Corrosion and Debris Reports will be presented in a color-coded format as an unrolled illustration of the pipe condition over the length of the inspection. Measured pipe ID that coincides with expected values will be coded white (as-built). Material loss (corrosion) that is measured by increasing pipe ID will be colored on a yellow/red color scale, with red color set to equal a loss of 1/2 of the expected wall thickness. Material gain (debris), as measured by decreasing pipe ID, will be on a blue color scale.

A 3D Laser CAT scan will be produced and included with the report. The 3D Laser CAT Scan will be produced by joining the continuous Laser and Sonar data.

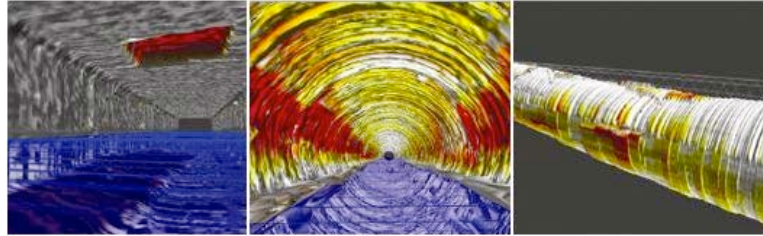
A Debris graph will be produced for every section plotting the debris for every 1 second sonar slice. Cross-sectional observations should be taken to highlight areas of highest debris levels.

A sample multi sensor final report is included in this submittal for your review. This final report is presented in pdf format, which can be imported into your Lucity system.

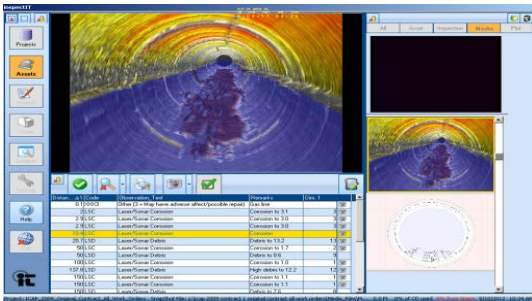
- CCTV videos and PACP databases that DSRSD can import into existing Lucity Asset Management system.
- Fly eye software for viewing pan-tilt-zoom capabilities of the Fly Eye “fish eye” camera lens.



- Synchronized viewing tool to view CCTV, laser, and sonar results.
- Pipeline segment reports in PDF format.
- Final Project summary report of entire project.



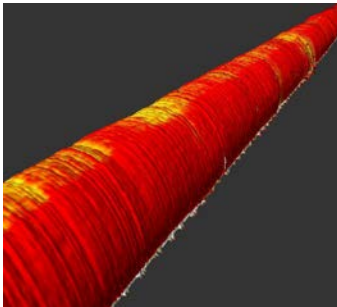
**Sample Graphics of Deliverables:**



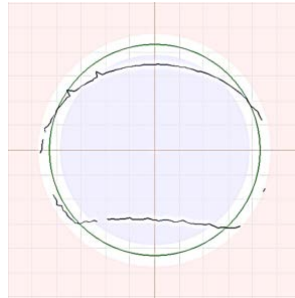
Software Integration



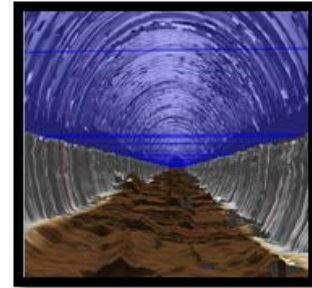
HDCCTV Clarity



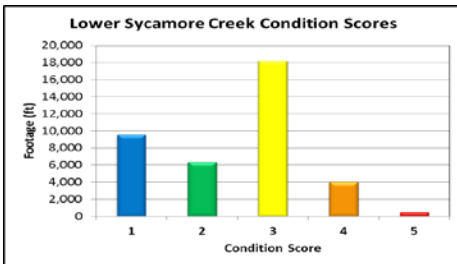
CAD Rendering



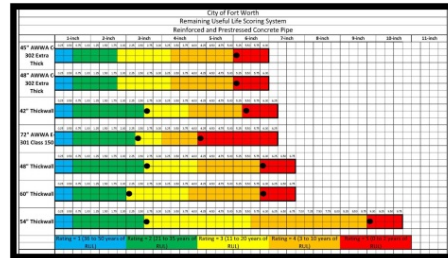
Ovality -21.2%



Debris Modeling



Condition Scoring



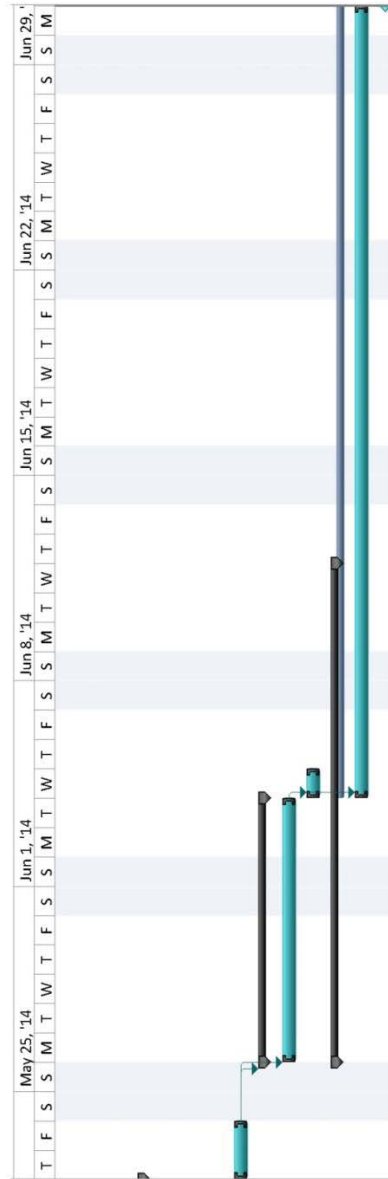
Remaining Useful Life Scoring

As depicted in the graphics, the technology produces significant detailed information that can help an Owner significantly understand their system in great detail. NPS/APC will work with DSRSD to maximize the results of the “Program”. Our Project Manager will walk the Owner thru the process step by step to achieve the maximum achievable results and exceed the specifications. (RUL analysis and reporting is available at an additional charge if desired).

### Project Schedule

The project schedule is based on a Notice to Proceed of May 7, 2014. Any delays in that start date will result in delays to the overall schedule due to the tight time frame.

ID	Task Name	Duration	Start	Finish
1	<b>NOTICE TO PROCEED</b>	1 day	Wed 5/7/14	Wed 5/7/14
2	1. Project Kickoff Meeting	1 day	Thu 5/8/14	Thu 5/8/14
3	2. Data Collection and Review	2 days	Fri 5/9/14	Mon 5/12/14
4	<b>3. Project Planning</b>	<b>10 days</b>	<b>Thu 5/8/14</b>	<b>Wed 5/21/14</b>
5	3.1. Site Reconnaissance	5 days	Thu 5/8/14	Wed 5/14/14
6	3.2 Traffic Control Planning	10 days	Thu 5/8/14	Wed 5/21/14
7	3.3 Pipeline Assessment Methodology	3 days	Tue 5/13/14	Thu 5/15/14
8	<b>4. Mobilization</b>	<b>2 days</b>	<b>Thu 5/22/14</b>	<b>Fri 5/23/14</b>
9	<b>5. Multi Sensor Inspection of Sewer Lines</b>	<b>7 days</b>	<b>Mon 5/26/14</b>	<b>Tue 6/3/14</b>
10	5.1 Fly Eye Inspections	7 days	Mon 5/26/14	Tue 6/3/14
11	<b>6. Demobilization</b>	<b>1 day</b>	<b>Wed 6/4/14</b>	<b>Wed 6/4/14</b>
12	<b>7. Quality Control</b>	<b>13 days</b>	<b>Mon 5/26/14</b>	<b>Wed 6/11/14</b>
13	7.1 Reporting and Data Analysis	19 days	Wed 6/4/14	Mon 6/30/14
14	<b>8. Deliver Final Reports</b>	<b>0 days</b>	Mon 6/30/14	Mon 6/30/14





Reference General Manager	Type of Action Accept Report	Board Meeting of May 5, 2014
Subject Upcoming Board Calendar		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
<input checked="" type="checkbox"/> Staff	B. Michalczyk	<input type="checkbox"/> Board Member

**Recommendation:**

The General Manager recommends that the Board of Directors accept, by Motion, the attached upcoming Board calendar.

**Summary:**

The attached Board calendar presents items anticipated by staff to be presented to the Board at the next two Board meetings. This report represents the most current information available to staff as of the preparation of this agenda. Items that are listed may be deferred or eliminated for various reasons including but not limited to staff work not being fully complete, the need for further management, Committee and/or legal review, needed material or information not being received by the District in a timely fashion, etc. Furthermore, matters not listed may be placed on the Board agenda.

This report should be used only as a general guide of what business the District Board will be considering in the near future. The District Secretary should be contacted to confirm the contents of specific agendas. Agendas will be finalized in accordance with the requirements of the Brown Act (generally 72 hours for regular meetings and 24 hours for special meetings).

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR BLM	DEPARTMENT Executive	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. Upcoming Board Calendar 2. 3.				

# TENTATIVE BOARD ITEMS

5/1/2014 9:41:12 AM

Board Mtg	Agenda Item	Water	WWC	Finance	Personnel	Ext. Aff.
5/20/2014	Alameda and Contra Costa County Science and Engineering Fair Winners (4) - Receive Certificates and Awards (Special Presentation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	TV UCI Discussion Workshop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Closed Session - Annual Security Briefing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Rescind Joint Water Quality Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6/3/2014	Policy - Approve Revised Guidelines for Conducting District Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Special District Leadership Foundation Transparency Certificate of Excellence Presentation to District (Special Announcement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Nielsen Out of Area Services Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6th Supplemental Agreement with City of Pleasanton	<input type="checkbox"/>	5/14/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Reference Treasurer	Type of Action Accept Report	Board Meeting of May 5, 2014
Subject Report of Checks and Electronic Disbursements Made		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
<input checked="" type="checkbox"/> Staff	J. Archer	<input type="checkbox"/> Board Member

**Recommendation:**

The Treasurer recommends that the Board of Directors accept, by Motion, the report showing checks and electronic disbursements made since the last Board agenda

**Summary:**

Payments shown have been made in accordance with Board established policies for processing payments and are summarized below:

Date Range	03/24/14 – 04/27/2014
Total Amount Paid	\$ 4,194,913.84

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Archer	DEPARTMENT Fin Serv	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost As shown above	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. Check History Description Listing 2. 3.				

## Check History Description Listing

Dublin San Ramon Services District

From: 3/24/2014 To: 4/27/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
03/24/2014	7942	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	380.30	380.30
03/24/2014	3242014	03718 HR SIMPLIFIED	2013/2014 FSA/POS/DEP	3,700.45	3,700.45
03/24/2014	607032414	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	43,402.81	43,402.81
03/24/2014	1000406812	00494 PERS	RETIREMENT: PAYMENT	45,431.10	45,431.10
03/25/2014	39502056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	22,681.61	22,681.61
03/25/2014	410977647	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	129,087.10	129,087.10
03/27/2014	32714	06456 CIGNA GROUP INSURANCE	03/14 - EE LIFE & DISABILITY INSURANCE P	8,639.69	8,639.69
03/27/2014	80996	00710 AAI TERMITE & PEST CONTROL	LAVWMA: TERMITE & PEST CONTROL MAR '14	72.00	72.00
03/27/2014	80997	01013 BARRETT BUSINESS SERVICES	M. ATKINSON: W/E 3/2/14 M. MULLER: W/E 3/2/14	288.48 207.36	495.84
03/27/2014	80998	01494 DOC BAILEY CONST EQUIP INC	35FT BUCKET TRUCK RENTAL FOR RES 200A &	381.50	381.50
03/27/2014	80999	02457 ED CUMMINGS, INC.	CONSULTING FEES/EXPENSES - FEBRUARY 14	3,067.50	3,067.50
03/27/2014	81000	00319 FISHER SCIENTIFIC	CHEMICALS & SUPPLIES	633.32	633.32
03/27/2014	81001	04424 GRAYBAR ELECTRIC COMPANY	06-3103 REPLACEMENT EXPLOSION ROOF LIGHT	17,406.04	17,406.04
03/27/2014	81002	00473 KEMIRA WATER SOLUTIONS INC	FERROUS CHLORIDE DELIVERY ON 03/06/14	5,505.05	5,505.05
03/27/2014	81003	00503 LEADERSHIP SERVICES LTD	LEADERSHIP COACHING SESSION W/ MARK GROS	595.28	595.28
03/27/2014	81004	01171 MCGUIRE & HESTER	12-P001 ON-CALL REPAIR DIESEL TANK EXC P	10,654.91	10,654.91
03/27/2014	81005	00608 OFFICE TEAM	TEMP SVCS W/E 03/14/14 - MONTAGUE	195.94	195.94
03/27/2014	81006	05490 JESSIE VALDEZ	VALDEZ REIMB COPY PAPER EXP FOR DO	63.20	63.20
03/27/2014	81007	04694 VULCAN MATERIALS CO	24.62 TONS OF 3/4IN. CL 2 BASE	298.46	298.46
03/27/2014	81008	03831 JACKIE YEE	YEE REIMB EXP AT 2014 DESIGN-BUILD FOR W	38.00	38.00
03/27/2014	81009	01719 A & M PRINTING, INC.	BUISNESS CARDS (7) EMPLOYEES	432.60	432.60

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
03/27/2014	81010	00008 ACME FIRE EXTINGUISHER	ANNUAL FIRE EXTINGUISHER SERVICE WWTP	1,592.70	
			ANNUAL FIRE EXTINGUISHER SERVICE FOD	777.04	2,369.74
03/27/2014	81011	06211 ASSOCIATED SERVICES CO.	OPS DEPT HOT BEVERAGE SERVICE MAR '14	238.95	238.95
03/27/2014	81012	00622 AT&T	TELE SVCS & USAGE THRU 03/12/2014	1,542.77	
			WWTP TO PS300 DV THRU 03/12/2014	252.23	
			SCADA FOD TO DO THRU 03/12/2014	185.80	
			DO T-1 TO FOD THRU 03/12/2014	185.80	2,166.60
03/27/2014	81013	03056 BANK OF AMERICA	A/C 1218 - STMT 02/10/14-03/09/14	7.95	7.95
03/27/2014	81014	05097 BATTERIES PLUS	BATTERIES FOR RES R30A (SOLAR SITE)	699.75	699.75
03/27/2014	81015	04042 BAY AREA NEWS GROUP	BAY AREA NEWS GROUP MISC PUBLISHINGS	1,004.75	1,004.75
03/27/2014	81016	06176 BAY VALVE SERVICE & ENG'G LL	PARTS FOR AUMA ACTUATOR REPAIR	504.34	504.34
03/27/2014	81017	02848 BROOKFIELD HOMES	REFUND METER # 63832495	257.25	257.25
03/27/2014	81018	02217 BSK ASSOCIATES INC.	SAMPLE ANALYSES	762.00	762.00
03/27/2014	81019	05997 BURLINGTON SAFETY LAB	RUBBER INSULATING GLOVES	294.67	294.67
03/27/2014	81020	05404 CALIFORNIA FIRST AID AND SAF	FIRST AID KIT RESTOCKING WWTP	224.54	
			FIRST AID KIT RESTOCKING DISTRICT OFFICE	172.38	
			FIRST AID KIT RESTOCKING - CAMP PARKS FO	86.16	483.08
03/27/2014	81021	06553 YU-CHIH CHEN	REFUND 2009 WATERMILL RD	75.45	75.45
03/27/2014	81022	00148 CHEVRON & TEXACO CARD SVC	DO GASOLINE PURCHASE 02/23/14 - 03/23/14	119.54	119.54
03/27/2014	81023	00157 CITY OF PLEASANTON	DERWA: POTABLE WATER FEB '14	144.03	144.03
03/27/2014	81024	02639 CITY OF SAN RAMON	REFUND METER # 65352723	191.60	191.60
03/27/2014	81025	05082 CODE PUBLISHING INC.	CODE PUBLISHING - SUPPLEMENT UPDATE #4 -	10.80	10.80
03/27/2014	81026	01973 CROMER EQUIPMENT	#11 FORK LIFT VAPORIZER	125.91	125.91

## Check History Description Listing

Dublin San Ramon Services District

From: 3/24/2014 To: 4/27/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
03/27/2014	81027	00241 DGS OFS SVC REVOLVING FUNI	NATURAL GAS SERVICE AT THE WWTP - FEB 20	42,746.22	42,746.22
03/27/2014	81028	03706 DISCOVERY BUILDERS	REFUND METER # 65492096	325.25	325.25
03/27/2014	81029	00260 DUBLIN CHAMBER OF COMMER	DUBLIN CHAMBER OF COMMERCE - ANNUAL MEMB	700.00	700.00
03/27/2014	81030	02001 DUN-RITE EXCAVATING INC	REFUND METER # 65495586	257.25	257.25
03/27/2014	81031	05659 ECOLOGICAL CONCERNS INC.	LAVWMA: WESTERN TERMINUS MITIGATION QTR	7,200.00	7,200.00
03/27/2014	81032	00300 ENVIRONMENTAL SCIENCE ASS	RESTORATION MONITORING - FEBRUARY 2014	177.90	177.90
03/27/2014	81033	02550 ENVIROTECH	SAMPLING PUMP AND ACCESORIES	4,792.86	4,792.86
03/27/2014	81034	02656 FASTENAL COMPANY	LAVWMA: SEALANT FOR COMPOSITE MH COVERS LAVWMA: SCREWS FOR JUNCTION STRUCTURE DE DERWA: BOLTS FOR PS R1 PUMP	673.35 61.80 32.20	767.35
03/27/2014	81035	06059 GCVCS	REGISTRATION FEE FOR 3 FOD TO GET TRNG 4	75.00	75.00
03/27/2014	81036	00352 GOLDEN STATE FLOW MEASURI	GSFM CONNECTORS	112.27	112.27
03/27/2014	81037	06557 YVETTE GOMEZ	REFUND 5727 OLD WESTBURY WAY	21.06	21.06
03/27/2014	81038	06561 GREEN LEAF PROPERTIES, LLC	REFUND 1657 STAR JASMINE DR	62.38	62.38
03/27/2014	81039	00368 HACH COMPANY	TURBIDITY ANALYZER STANDARD	711.72	711.72
03/27/2014	81040	00376 HARRINGTON INDUSTRIAL PLAS	14-W023 PARTS: PIPES, VALVE BALLS, ELBO RENTAL OF FUSION WELDING TOOLS - TWO WEE	7,641.51 1,385.90	9,027.41
03/27/2014	81041	06549 HATTON CRANE & RIGGING INC.	CRANE FOR PUMP #4 INSTALLATION @ EPS 2	1,280.00	1,280.00
03/27/2014	81042	03758 JDH CORROSION CONSULTANT	LAVWMA: RECTIFIER PANEL REPLACEMENTS LIV	16,000.00	16,000.00
03/27/2014	81043	00468 KAMAN INDUSTRIAL TECHNOLO	CO-GEN PARTS: (6) BELT DERWA: BALL BEARINGS FOR AIR COMPRESSOR	457.47 55.32	512.79
03/27/2014	81044	01282 KELLY SERVICES, INC.	C. BARRAGAN: W/E 3/2/14	195.84	195.84
03/27/2014	81045	06562 KMG ENTERPRISES, LLC	2014 TQI PROJECT MANAGEMENT TRAINING	4,700.00	4,700.00



Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
03/27/2014	81046	00509 LIEBERT CASSIDY WHITMORE	EMPLOYMENT RELATED LEGAL SERVICES GENERAL LEGAL FEES 02/14	2,700.14 518.30	3,218.44
03/27/2014	81047	03958 LIVERMORE AUTO GROUP	#19 SWITCH WINDOW	79.32	79.32
03/27/2014	81048	05852 LOOKING POINT, INC.	CISCO EQ UNIFIED COMMUNICATIONS	6,343.51	6,343.51
03/27/2014	81049	03127 LUHDORFF & SCALMANINI	PROF SRVCS: REPORT TO RWQCB - ANNUAL MON	1,275.00	1,275.00
03/27/2014	81050	00536 MC MASTER-CARR SUPPLY CO.	CO-GEN PARTS: O-RINGS, LOCK WASHER, SCRE	47.88	47.88
03/27/2014	81051	06556 CHAELA MCCABE	REFUND 7114 BRIGHTON DR	11.62	11.62
03/27/2014	81052	00531 MCE CORPORATION	REFUND METER # 64833092	885.21	885.21
03/27/2014	81053	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 3/2/14	1,185.00	1,185.00
03/27/2014	81054	05480 MIKE MCCALL LANDSCAPE INC	REFUND METER # 54833117	922.35	922.35
03/27/2014	81055	04231 MSC INDUSTRIAL SUPPLY CO	(10) YELLOW 3M PERFORMANCE MASKING TAPE	33.68	33.68
03/27/2014	81056	04796 NAPA AUTO PARTS	OIL ABSORBENT FOR CRANE SPILL	36.75	36.75
03/27/2014	81057	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL DELIVERY 2/ ONE HOUR DELIVERY - BOD MAIL DELIVERY 2/	120.00 120.00	240.00
03/27/2014	81058	00620 P G & E	MISC PUMP STNS; DUBLIN LIFT STN - FEB 20 PUMP STATION 20B ELEC - FEBRUARY 2014 FSL AERATORS; LAB HVAC; FLEET - FEBRUARY PUMP STATION R20 ELEC - MARCH 2014 PUMP STATION R300A ELEC - FEBRUARY 2014 PUMP STATION 10A ELEC - FEBRUARY 2014 RESERVOIR 10B ELECTRICITY - MARCH 2014 ALTITUDE VALVE (RES 10B) ELEC - MARCH 20	7,150.06 5,506.40 1,991.69 674.99 398.07 173.53 47.40 9.89	15,952.03
03/27/2014	81059	04211 PLATT ELECTRIC SUPPLY	TOOLS FOR LINO LANTIN & MARK JOHNSTON TOOLS FOR ROGER LI TOOLS FOR JERRY MILLER & ROB BROOKS	297.10 211.27 116.18	624.55

## Check History Description Listing

Dublin San Ramon Services District

From: 3/24/2014 To: 4/27/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
03/27/2014	81060	04951 PLEASANTON TRUCKING	HAULING ROCK MATERIAL TO CAMP PARKS 3-3	184.65	184.65
03/27/2014	81061	05475 PRESIDIO SYSTEMS, INC.	CCTV WORK FOR J HAYES ON DEVELOPMENT PRO	1,854.00	1,854.00
03/27/2014	81062	04105 R&B COMPANY	PARTS FOR VAL VISTA PARK METER	304.66	304.66
03/27/2014	81063	06461 REAL ESTATE DEPOT	REFUND 7225 DOVER CT	378.13	378.13
03/27/2014	81064	04301 RESOURCE TRENDS, INC.	CONSULTING SERVICES	2,275.00	2,275.00
03/27/2014	81065	02466 RICOH AMERICAS CORP	COPIER LEASES MAIL RMS, HR/FIN APR. 14	1,778.28	1,778.28
03/27/2014	81066	01868 SANCO PIPELINES INC	REFUND METER # 64097139	830.56	830.56
03/27/2014	81067	05478 SCM CONSTRUCTION MGMT SE	REFUND METER # 63983839	873.25	873.25
03/27/2014	81068	00779 SIGMA-ALDRICH, INC.	LAB SUPPLIES AND STANDARD SOLUTIONS	186.13	186.13
03/27/2014	81069	06559 SPM PROPERTIES	REFUND 2351 CAPISTRELLO ST	189.91	189.91
03/27/2014	81070	00596 SPRINT/NEXTEL	CELL PHONES FEB. 15 - MAR. 14, 2014	1,572.38	1,572.38
03/27/2014	81071	01016 THE BANK OF NEW YORK MELL	2/01/14-01/31/15 TRUSTEE FEE	900.00	900.00
03/27/2014	81072	00847 THE IMPRINT WORKS	THE IMPPRINT WORKS - ENGRAVING/RUN CHARG	107.09	107.09
03/27/2014	81073	05781 THERMO ELECTRON NORTH AM	CHEMICALS AND SUPPLIES	1,357.24	1,357.24
03/27/2014	81074	00879 TURBO MACHINERY REPAIR	DERWA: R100 COUPLING REPAIRS	967.00	967.00
03/27/2014	81075	06004 VANGUARD CLEANING SYSTEM	MAR 2014: CUSTODIAL SERVICES - WWTP AND	2,600.00	2,600.00
03/27/2014	81076	00928 VINCENT ELEC MOTOR CO., INC	REPLT FAN MOTOR FOR RAS PUMP #4	380.94	380.94
03/27/2014	81077	00933 VWR INTERNATIONAL, INC.	CHEMICALS & SUPPLIES	162.54	
			BORON	30.32	192.86
03/27/2014	81078	06560 LISA WARNER	REFUND 3393 MONAGHAN ST	57.17	57.17
03/27/2014	81079	05785 WAUKESHA PEARCE INDUSTRIE	CO-GEN PARTS: THROTTLE FLAP FOR ENGINE #	1,714.88	1,714.88
03/27/2014	81080	03149 WHITE CAP CONST SUPPLY	CRANE SLINGS	379.28	
			(4) BARRICADE TAPE	43.56	422.84

Printed on: 04/29/2014 7:22AM

Dublin San Ramon Services District

From: 3/24/2014

To: 4/27/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
03/27/2014	81081	00966 WHITLEY BURCHETT & ASSOCIA	14-P021 COGENERATION ECONOMIC MODEL FEBR 06-6101 TO OC-27 FEBRUARY 2014	4,725.00 676.50	5,401.50
03/27/2014	81082	06558 YILE XU	REFUND 3338 MADDEN WAY	45.75	45.75
03/31/2014	3312014	03718 HR SIMPLIFIED	2014 POS	1,110.45	1,110.45
04/01/2014	608040114	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	65.00	65.00
04/02/2014	55643649	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	484.25	484.25
04/02/2014	62839056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	10.00	10.00
04/03/2014	81083	00008 ACME FIRE EXTINGUISHER	FIRE EXTINGUISHER REQ'S TESTING & REPAIR FIRE EXTINGUISHER REQ'D HYDROSTATIC TE	535.16 132.53	667.69
04/03/2014	81084	00058 ARROWHEAD MOUNTAIN SPRIN	LAWWMA: BOTTLED WATER FEB '14	42.41	42.41
04/03/2014	81085	01676 BANK OF AMERICA	RETURN HUD TITLE FEE/NOT DSRSD	250.00	250.00
04/03/2014	81086	05097 BATTERIES PLUS	BATTERIES FOR DO FIRE ALARM SYSTEM	288.81	288.81
04/03/2014	81087	00079 BAY AREA AIR QUALITY MGMT.	BAAQMD ANNUAL PERMIT RENEWAL - PLANT 158	495.00	495.00
04/03/2014	81088	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	98.26	98.26
04/03/2014	81089	01167 CITY OF DUBLIN	ENCROACHMENT FOR 7271 BURTON ST. DUBLIN	544.00	544.00
04/03/2014	81090	06577 CITY OF DUBLIN 700	UB Refund Cst #00012420	556.08	556.08
04/03/2014	81091	00157 CITY OF PLEASANTON	WWTP: POTABLE WATER FEB '14 LAWWMA: POTABLE WATER FEB '14	244.48 134.89	379.37
04/03/2014	81092	00162 COAST CRANE CO. INC.	HOSE ASSY FOR GROVE CRANE E04 GREASE STOCK ORDER	1,178.03 577.11	1,755.14
04/03/2014	81093	04820 COASTAL IGNITION & CONTROL	COGEN PARTS: CHAMPION SPARK PLUGS (QTY 3	699.13	699.13
04/03/2014	81094	00212 CUMMINS PACIFIC INC.	FILTERS FOR 750 BACKUP GENERATOR	75.98	75.98
04/03/2014	81095	00229 DELL MARKETING LP	QTY (12) DELL P1914S 19" MONITORS FOR ST	2,402.27	2,402.27

Printed on: 04/29/2014 7:22AM

Dublin San Ramon Services District

From: 3/24/2014

To: 4/27/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/03/2014	81096	06522 DENCO CONTROLS	(3) TRERICE TEMPERATURE REGULATORS FOR A	4,221.41	4,221.41
04/03/2014	81097	00260 DUBLIN CHAMBER OF COMMER	NEWSLETTER INSERT: "BE WATER SMART" WC F	100.00	100.00
04/03/2014	81098	06457 ENVIRONMENTAL QUALITY MGM	INTEGRITY INSPECTIONS OF FIVE - 6600 GAL	1,938.00	1,938.00
04/03/2014	81099	00307 FAIRWAY EQUIPMENT & SUPPLY	13-P011: STAINLESS STEEL FITTINGS FOR WO	1,316.45	1,316.45
04/03/2014	81100	02656 FASTENAL COMPANY	DERWA: DECK SCREWS FOR WEST SAND FILTER	10.20	10.20
04/03/2014	81101	00313 FASTSIGNS	NAME PLATE DECAL - R. PENDERGRAFT & C. H	34.88	34.88
04/03/2014	81102	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES MAR '14	24.19	
			WWTP: OVERNIGHT DELIVERY CHARGES MAR '14	21.42	45.61
04/03/2014	81103	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	70.00	70.00
04/03/2014	81104	04638 GIL'S BODY WORKS INC.	BODY REPAIRS 2002 FORD 250 4X2 SUPERCAB	2,721.81	2,721.81
04/03/2014	81105	03142 HI-LINE	(12) ZZ ICS ENERGIZED ELECTRICAL CASE OF	214.84	214.84
04/03/2014	81106	00417 IDEXX DISTRIBUTION, INC	CHEMICALS & SUPPLIES	2,346.64	2,346.64
04/03/2014	81107	04298 INDUSTRIAL AIR POWER LLC	DERWA: GASKET KIT OVERHAUL (QTY 2)	597.09	597.09
04/03/2014	81108	01282 KELLY SERVICES, INC.	C. BARRAGAN: W/E 3/9/14	97.92	97.92
04/03/2014	81109	02353 KELLY-MOORE PAINT CO., INC.	PAINT BRUSHES FOR STOCK	8.24	8.24
04/03/2014	81110	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 3/9/14	1,140.00	1,140.00
04/03/2014	81111	00545 BERT MICHALCZYK	MICHALCZYK REIMB TRAVEL EXP THRU 03/31/1	869.96	869.96
04/03/2014	81112	04796 NAPA AUTO PARTS	#35 AIR FILTER FOR COMPRESSOR	10.77	10.77
04/03/2014	81113	02447 NEOGEN CORP	EC MEDIUM	75.49	75.49
04/03/2014	81114	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL DELIVERY 3/	120.00	120.00
04/03/2014	81115	00619 ORCHARD SUPPLY HARDWARE	KWIK CLIPS, ROUND DISH SCRUBBER	14.08	14.08
04/03/2014	81116	00620 P G & E	PUMP STATION 300C ELEC - MARCH 2014	2,030.82	
			TO NO. 4; RES 3B W/PS 4B ELEC - MARCH 20	896.15	

## Check History Description Listing

Dublin San Ramon Services District

From: 3/24/2014 To: 4/27/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			RESERVOIR R200 DERWA TANK 2 ELEC - MARCH	31.83	2,958.80
04/03/2014	81117	04211 PLATT ELECTRIC SUPPLY	TOOLS FOR ROB BROOKS	216.91	
			TOOLS FOR ROB BROOKS: FLK TPAK METER HAN	46.27	263.18
04/03/2014	81118	00696 RED WING SHOE STORE	HAYES - SAFETY BOOTS PURCHASE	358.60	
			BBROUGH: SAFETY SHOES	200.00	
			PENDERGRAFT - SAFETY BOOTS PURCHASE	142.24	700.84
04/03/2014	81119	00699 REDWOOD COAST PETROLEUM	GASOLINE DELIVERY TO THE WWTP ON 3/10/14	1,265.68	
			GASOLINE DELIVERY TO THE WWTP ON 3/13/14	1,096.47	2,362.15
04/03/2014	81120	00740 SAN RAMON CHAMBER OF COM	SAN RAMON CHAMBER OF COMMERCE - ANNUAL M	1,025.00	1,025.00
04/03/2014	81121	02470 SHRED-IT	SHREDDING SERVICES MARCH 2014	84.53	84.53
04/03/2014	81122	05417 TNT ENTERPRISES	RIGGER AND SIGNALPERSON TRAINING	1,000.00	1,000.00
04/03/2014	81123	03377 TRI VALLEY AUTO INTERIORS	#37 SEAT REPAIR	434.00	434.00
04/03/2014	81124	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	233.93	233.93
04/03/2014	81125	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT ON 3/07 &	652.32	652.32
04/03/2014	81126	00933 VWR INTERNATIONAL, INC.	TUBES CULTURE	636.25	
			CHEMICALS & SUPPLIES	83.33	
			CHEMICALS & SUPPLIES	62.14	781.72
04/03/2014	81127	03508 XYLEM WATER SOLUTIONS USA	WEDECO ECORAY UV LAMPS - 63 (QTY)	7,416.36	7,416.36
04/03/2014	81128	05814 YORKE ENGINEERING LLC	JAN-FEB 2014: PROFESSIONAL SERVICES AIR	3,805.25	3,805.25
04/03/2014	81129	05190 DAWN BENSON	BENSON REIMB EXP AT CASE CONF 02/26-02/2	187.58	187.58
04/03/2014	81130	00085 RHODORA BIAGTAN	BIAGTAN REIMB EXP AT CASA CONF WASHINGTO	1,873.14	
			BIAGTAN REIMB MEETING EXPENSES 12/16/13	75.76	1,948.90
04/03/2014	81131	03614 CAROLLO ENGINEERS	ON CALL ENGINEERING LAVWMA PUMP STATION	3,883.50	
			620C520 TO OC-9 2/1/14-2/28/14	2,855.13	

## Check History Description Listing

Dublin San Ramon Services District

From: 3/24/2014 To: 4/27/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			12-W006 TO OC-5 2/1/14-2/28/14	1,905.48	8,644.11
04/03/2014	81132	01387 JIM DRYDEN	DRYDEN CERTIFICATE REIMB CWEA COLLECTION	87.00	87.00
04/03/2014	81133	04424 GRAYBAR ELECTRIC COMPANY	ELECTRICAL SUPPLIES	570.39	
			LAVWMA: (6) PLUGS FOR TEMP WIRING OF GAT	255.38	
			TC 5262 RING SEALING 1/2 RUBBER W/S	72.71	898.48
04/03/2014	81134	00340 NANCY GAMBLE HATFIELD	HATFIELD REIMB EXP AT TRAINING ON 01/24/	30.06	30.06
04/03/2014	81135	00608 OFFICE TEAM	TEMP SVCS W/E 03/21/14 - MONTAGUE	391.88	391.88
04/03/2014	81136	01078 STEFANIE OLSON	OLSON REIMB EXP AT WATER CONS SHOWCASE S	42.78	
			OLSON REIMB EXPENSES AT 03/14 BAWCC MEET	16.21	58.99
04/03/2014	81137	01403 PRAXAIR DISTRIBUTION INC 186	GAS SUPPLIES & RENTAL	493.45	493.45
04/03/2014	81138	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	944.76	944.76
04/03/2014	81139	05127 VISION SERVICE PLAN - CA (VSF	APRIL 2014 - VISION	2,385.93	2,385.93
04/03/2014	81140	00937 W.W. GRAINGER, INC.	DERWA: POWER SUPPLY FOR MF #1 TRAIN & SP	368.38	368.38
04/07/2014	7944	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	380.30	380.30
04/07/2014	11226	00494 PERS	RETIREMENT: PAYMENT	45,791.84	45,791.84
04/07/2014	4072014	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	42,860.71	42,860.71
04/08/2014	225056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	22,160.90	22,160.90
04/08/2014	652289	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	126,277.17	126,277.17
04/08/2014	4082014	03718 HR SIMPLIFIED	2014 FSA/DCA/POS	4,497.70	4,497.70
04/10/2014	81141	00710 AAI TERMITE & PEST CONTROL	DO MARCH PEST CONTROL EOM	99.00	99.00
04/10/2014	81142	00031 ALLIED PACKING & SUPPLY INC.	(5) 3/4 GRLK 1333-G GRAPHITEPACKING 5LB	802.53	
			(2) 9-5/8" X 10-5/8" RING GASKET FOR FUE	164.23	966.76
04/10/2014	81143	00053 JOHN ARCHER	ARCHER REIMB EXP AT INTERVIEW PANEL	14.67	14.67

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/10/2014	81144	01013 BARRETT BUSINESS SERVICES	M. ATKINSON: W/E 3/16/14 M. MULLER: W/E 3/16/14	1,442.40 345.60	1,788.00
04/10/2014	81145	00249 DLT SOLUTIONS, LLC.	QTY (4) SOLARWINDS DAMEWARE LICENSE RENE	202.28	202.28
04/10/2014	81146	00386 HDR ENGINEERING INC.	14-P019 PIPE VALUATION 1/26/14-2/22/14	2,767.91	2,767.91
04/10/2014	81147	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS MAR. 14	2,128.16	2,128.16
04/10/2014	81148	03623 GARRY LEE	LEE REIMB BAWWA DINNER MEETING 11/21/13	100.00	100.00
04/10/2014	81149	01403 PRAXAIR DISTRIBUTION INC 186	CYLINDER RENTAL	53.94	53.94
04/10/2014	81150	00730 NATALIE RUSSO	RUSSO REIMB EXP AT CALPERS TRAINING 04/0	11.00	11.00
04/10/2014	81151	00937 W.W. GRAINGER, INC.	DERWA: REPLT HVAC ELECTRICAL CONTACTORS CABLE FOR FIBER NETWORK TO FLEET COMPUTE	128.00 121.64	249.64
04/10/2014	81152	00021 AAF INTERNATIONAL	AIR FILTERS - VARICEL M-PAK (QTY 12)	1,606.37	1,606.37
04/10/2014	81153	01076 ALSCO INC	WWTP TOWEL SERVICE MAR '14 FOD TOWEL SERVICE MAR '14	196.40 129.80	326.20
04/10/2014	81154	06565 AM CONSERVATION GROUP	DROUGHT PROGRAM/WATER SAVING DEVICES	579.61	579.61
04/10/2014	81155	06552 BILLING SOLUTIONS INC. AMERI	AQUAHAWK - AMCOBI	15,800.00	15,800.00
04/10/2014	81156	06568 LEON AQUINO-FABIAN	2014 ALAMEDA COUNTY SEF - AWARD	250.00	250.00
04/10/2014	81157	00622 AT&T	LAVWMA PS PHONE & DSL MAR '14	183.91	183.91
04/10/2014	81158	00622 AT&T	LAVWMA PS & SANLEANDRO DECHLOR STATION F	98.01	98.01
04/10/2014	81159	06053 KAREN BROWN	2014 ALAMEDA COUNTY SEF - TEACHER AWARD	100.00	100.00
04/10/2014	81160	03607 CA DEPT OF PUBLIC HEALTH	ESTIMATED WATER SYSTEM FEES: 07/01/2013	3,392.00	3,392.00
04/10/2014	81161	06566 CALAFCO	2014 CALAFCO STAFF WORKSHOP	500.00	500.00
04/10/2014	81162	00105 CAL-STEAM	REPAIR BILL FOR FOD BACKFLOW	422.87	422.87
04/10/2014	81163	04820 COASTAL IGNITION & CONTROL	COGEN PARTS: CDL HEAT BLANKET	2,924.05	

Printed on: 04/29/2014 7:22AM

Dublin San Ramon Services District

From: 3/24/2014

To: 4/27/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			COGEN PARTS: (6) BG LEADS	625.34	3,549.39
04/10/2014	81164	06573 RANDY COBEY	2014 ALAMEDA COUNTY SEF - TEACHER AWARD	100.00	100.00
04/10/2014	81165	06107 COGENT COMMUNICATIONS INC	DUBLINSA00001 INTERENT SERVICE 04/01/201	2,300.00	2,300.00
04/10/2014	81166	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES MAR '14	14.62	14.62
04/10/2014	81167	00352 GOLDEN STATE FLOW MEASURI	GSFM ENDPOINTS	15,111.60	15,111.60
04/10/2014	81168	01797 GOLDEN STATE WESTERN AREA	MISC METER PARTS	27,112.66	27,112.66
04/10/2014	81169	06569 BOBBY GRIFFIN	2014 ALAMEDA COUNTY SEF - AWARD	250.00	250.00
04/10/2014	81170	06196 HDSWW - UNION CITY CA	METER REPAIR PARTS	34.99	34.99
04/10/2014	81171	03142 HI-LINE	STOCK ORDER FOR SHOP SUPPLIES	153.79	153.79
04/10/2014	81172	06590 MARY JANE HOWLAND	2014 ALAMEDA COUNTY SEF - AWARD	500.00	500.00
04/10/2014	81173	05676 ICON ENVIRONMENTAL SRVS, IN	TRANSPORT CHARGE: PICKUP, DUMP & RETURN	442.75	442.75
04/10/2014	81174	06571 SUSAN JOHNSTON	2014 ALAMEDA COUNTY SEF - TEACHER AWARD	100.00	100.00
04/10/2014	81175	06582 KAVIN KASI	2014 ALAMEDA COUNTY SEF - AWARD	100.00	100.00
04/10/2014	81176	06581 KONRAD KEIHL	2014 ALAMEDA COUNTY SEF - AWARD	100.00	100.00
04/10/2014	81177	05852 LOOKING POINT, INC.	PHASE 2-2 PROF SVCS - STAGING OF UC EQ	12,740.00	12,740.00
04/10/2014	81178	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 3/16/14	1,140.00	1,140.00
04/10/2014	81179	04796 NAPA AUTO PARTS	#42 RADIATOR CAP	5.09	5.09
04/10/2014	81180	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL DELIVERY 3/	120.00	120.00
04/10/2014	81181	00620 P G & E	LAWWMA PS FEEDER A MAR '14	15,466.17	
			PUMP STATION 300B ELEC - MARCH 2014	3,721.00	
			PUMP STATION 30A ELEC - MARCH 2014	1,398.63	
			RES 3B W/PS 4B ELEC - MARCH 2014	714.73	
			PUMP STATION R200A ELEC - MARCH 2014	700.34	



Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			PUMP STATION R300B ELEC - MARCH 2014	221.07	
			PUMP STATION 4A ELEC - MARCH 2014	86.06	
			RESERVOIR R100 ELEC - MARCH 2014	17.49	
			ALAMO TRUNK SEWER ELEC - MARCH 2014	13.86	
			JOHNSON DRIVE STREETScape ELEC - MARCH 2	11.76	22,351.11
04/10/2014	81182	06572 HEATHER PEREIRA	2014 ALAMEDA COUNTY SEF - TEACHER AWARD	100.00	100.00
04/10/2014	81183	06570 ASHLEY PERSON	2014 ALAMEDA COUNTY SEF - AWARD	300.00	300.00
04/10/2014	81184	05543 ADMINISTRATORS (PBIA) PREFE	APRIL 2014 - DENTAL	22,348.18	22,348.18
04/10/2014	81185	00696 RED WING SHOE STORE	SAFETY SHOES - VIRGIL SEVILLA	200.00	200.00
04/10/2014	81186	02254 ROUND TABLE PIZZA	REFUND OVERPAYMENT FOR INV# 00537 & 0081	90,484.00	90,484.00
04/10/2014	81187	00786 SNAP-ON INDUSTRIAL	DIVISION 53 - SMALL TOOLS	522.13	
			DIVISION 53 - SMALL TOOLS	328.18	
			DIVISION 53 - SMALL TOOLS	122.58	
			DIVISION 53 - SMALL TOOLS	11.28	984.17
04/10/2014	81188	00800 STATE BOARD OF EQUALIZATIO	2014 1ST QRT USE TAX RETURN (3Q FY 2014)	904.00	904.00
04/10/2014	81189	00810 STUDIO BLUE REPROGRAPHICS	13-P007 CONTRACT DOCUMENT REPRODUCTION	97.90	97.90
04/10/2014	81190	00829 T & T VALVE & INSTRUMENTS IN	LAWWMA: BASIN 3 - FLAPPER VALVES (QTY 7)	2,160.05	2,160.05
04/10/2014	81191	01202 TELEDYNE ISCO	MISC SAMPLING SUPPLIES FOR EC DIVISION	364.20	364.20
04/10/2014	81192	05417 TNT ENTERPRISES	EXCAVATION COMPETENT PERSON	1,925.00	1,925.00
04/10/2014	81193	01793 TRANSFORMER TESTING & REP	WWTP & DERWA BI-ANNUAL TRANSFORMER TESTI	3,209.00	3,209.00
04/10/2014	81194	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE FOR THE WWTP ON 03/0	2,383.40	
			SODIUM HYPOCHLORITE FOR THE WWTP ON 03/1	2,338.50	
			SODIUM HYPOCHLORITE FOR THE WWTP ON 03/0	2,316.31	
			SODIUM HYPOCHLORITE FOR THE WWTP ON 03/1	2,314.45	
			SODIUM HYPOCHLORITE FOR DERWA OPS 03/18/	2,124.62	

## Check History Description Listing

Dublin San Ramon Services District

From: 3/24/2014 To: 4/27/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			SODIUM HYPOCHLORITE FOR DERWA PS R200B O	118.01	11,595.29
04/10/2014	81195	06580 CONNOR VERGARA	2014 ALAMEDA COUNTY SEF - AWARD	100.00	100.00
04/10/2014	81196	03149 WHITE CAP CONST SUPPLY	(2) 1GAL KIT SIKADUR 31 HI-MOD GEL EPOXY	152.79	152.79
04/10/2014	81197	00987 ZONE 7 WATER AGENCY	MARCH 2014 CONNECTION FEES	1,225,169.55	1,225,169.55
04/10/2014	1000407829	01111 CALPERS	APRIL 2014 - ER CODE 0740 & 7316	173,409.04	173,409.04
04/14/2014	4142014	03718 HR SIMPLIFIED	2014 POS	1,876.88	1,876.88
04/17/2014	81198	03536 U S BANK/ CORP PMT SYSTEMS	RENAISSANCE HOTEL-2014 CASA WASHINGTON D	958.38	
			TRANSPORT COSTS FOR GBT FROM CITY OF SAN	895.00	
			CALIBRATION SERVICE FOR LASER ALIGNMENT	697.63	
			FILTER MEDIA ANALYSIS - DERWA	550.00	
			CRWA EXPO 4-29-14 REGISTRATION-R. LAWREN	525.00	
			CRWA EXPO 4-29-14 REGISTRATION R. ROBLES	525.00	
			HP CARE PACK RENEWAL SN USE529C2BK	517.00	
			RENAISSANCE HOTEL-2014 CASA WASHINGTON D	514.11	
			(2) FOLDABLE SHOP CRANE FOR MAINT SHOP U	477.38	
			OFFICE SUPPLIES:LABELS,PENS TONERS,ETC.	471.87	
			OCAL DIES FOR DIGESTER NEW METERS	432.40	
			DERWA: (2) FILTERS FOR AIR COMPRESSORS	416.87	
			ANNUAL MAINT CONTRACT FOR ALARM DIALER S	395.00	
			SWITCH FOR R300B RADIOS	372.05	
			BATTERIES, HIGHLIGHTERS, SPEAKERS, ETC.	337.21	
			OFFICE SUPPLIES:MARKERS, TONERS, TEA	326.25	
			WATER HEATER FOR SHOP	301.80	
			REPLT COOLING FAN FOR VFD 3WATER PUMP #1	300.62	
			FUEL FOR TRUCK #35	296.01	
			MEDIA CONVERTERS FOR WWTP COMPUTERS ON F	288.89	
			HELLO DIRECT HEADSETv~	245.22	

## Check History Description Listing

Dublin San Ramon Services District

From: 3/24/2014 To: 4/27/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			REPLT RADIOS FOR R300B	235.54	
			ACWA-2014 LEGISLATIVE SYMPOSIUM- MICHALC	230.00	
			SUPPLIES FOR WWTP	207.67	
			SWITCH FOR R300B RADIOS	207.10	
			22CI276 WKSHOP FUEL CELL APPLICAITONS S.	204.16	
			TOOLS FOR ROB BROOKS	198.34	
			HELLO DIRECT	189.95	
			OFFICE SUPPLIES:BATTERIES, PAPER, REPORT	187.63	
			KITCHEN FAUCET KIT FOR DO	179.85	
			CARBON MONOXIDE DETECTORS	174.27	
			COPY PAPER, 3-HOLE PUNCH, SPEAKERS, ETC.	174.15	
			MISC SUPPLIES	158.51	
			CWEA MEMBERSHIP J. RODRIGUEZ	148.00	
			LINO LANTIN: MEMBERSHIP RENEWAL	148.00	
			BOB BROUGH: MEMBERSHIP RENEWAL	148.00	
			LOY RIDDLE: MEMBERSHIP RENEWAL	148.00	
			R. LAWRENCE CWEA RENEWAL	148.00	
			MOBILE METAL BALL CHAIR W/BACKREST - ANN	139.90	
			MATERIAL TO REPAIR DUBLIN BLVD HYDRANT	126.44	
			LUNCH FOR OCSS & ELECTRICIAN RECRUITMENT	123.48	
			CO-GEN: (4) REGULATOR SPRINGS FOR ENGINE	115.41	
			SCOTT'S - 2013 EMP RECOG EVENT - SUPERV	100.00	
			DERWA: LABOR FOR MACHINE WORK ON R100 PU	100.00	
			DUBLIN CORPORATE CENTER GREEN FAIR REGIS	85.00	
			10" CHINA CAP FOR WWTP OFFICE ROOF	83.86	
			R.ROBLES CWEA CERTIFICATION RENEWAL 3-10	82.00	
			GENERAL SUPPLIES FOR WWTP	68.39	
			CRWA EXPO-R. LAWRENCE HOTEL DEPOSIT (1 N	66.67	
			CRWA EXPO R. ROBLES HOTEL DEPOSIT (1 NIG	66.67	

## Check History Description Listing

Dublin San Ramon Services District

From: 3/24/2014 To: 4/27/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			CA CITY CLERKS ASSOCIATION-2014 DUES- GE	65.00	
			GAS FOR EXPLORER - CASA LEGISLATIVE COMM	63.81	
			WELCOME BREAKFAST FOR MAINT DIV NEW EMPL	62.55	
			CAT6 CABLES; EXTENSION CORDS	58.82	
			LAUDRY DETERGENT FOR FOD	58.76	
			ST. PATRICK'S DAY PARADE- BUSINESS EXPEN	51.79	
			ACWA- 2014 REGION 5 SPRING PROGRAM-MICHA	50.00	
			QTY (1) DIGITAL COPY OF CYBERLINK YOUCAM	48.45	
			3/4" PEBBLES FOR DO LANDSCAPE	46.58	
			ONLINE FAX SERVICE - L OLIVERI	45.88	
			ONLINE FAX SERVICE - B GASKIN	45.88	
			ONLINE FAX SERVICE - R FREITAS	45.88	
			ONLINE FAX SERVICE N RUSSO	45.88	
			ONLINE FAX SERVICE - S OLSON	45.88	
			LUNCH: MEETING WITH ZONE 7 COLTER ANDERS	44.22	
			RYAN PENDERGRAFT EE POLO SHIRT	43.68	
			WIRELESS KEYBOARD & MOUSE FOR R. PORTUGA	43.59	
			POWER SUPPLY FOR MEDIA CONVERTER FOR FLE	43.58	
			MISC SUPPLIES FOR REPAIRS	41.94	
			LUNCH FOR ELECTRICIAN INTERVIEW PANEL DE	40.22	
			DONATION - ALA CO CSDA RAFFLE	39.50	
			CLEANING SUPPLIES FOR DO	39.44	
			JANITORIAL SUPPLIES	39.11	
			COMPRESSION SOFTWARE	38.67	
			CCD3263 FOD TRAILER REGISTRATION RENEWAL	38.00	
			CCD3264 FOD TRAILER REGISTRATION RENEWAL	38.00	
			DUBLIN CHAMBER LUNCHEON	35.00	
			STAMPS	29.40	
			PIPE TO FIX LEAK IN SHOP	26.88	

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			DIV 42 OFFICE SUPPLIES	25.69	
			REPLACEMENT KEY FOR S. GRASHUIS DESK DRA	20.85	
			SUPPLIES ST. PATRICK'S DAY PARADE	20.47	
			DONUTS FOR JOINT MAINT MEETING - 03/2014	20.00	
			BHI MGMT CONSULTING- GOODBOARDWORK SUBSC	20.00	
			PRO SUBSCRIPTION (MARCH 2014)	19.95	
			ACWA LEGISLATIVE SYMPOSIUM PARKING	15.00	
			DUCK TAGE & ZEP ODOR ELIMINATOR	14.15	
			PHONE CORD FOR HR FAX	13.07	
			KEY & LOCK FOR DO	8.27	
			TARGET-ZIPLOC BAGS-BOD MAIL DELIVERY SUP	7.45	
			DRY ERASE BOARD FOR R. PORTUGAL	4.36	
			CCAC WORKSHOP PARKING FEE	2.00	
			1/4" DRIVE RATCHET SET FOR BILL LOHMAN	1.99	
			CREDIT - FOR REPLACEMENT KEY FOR GRASHUI	-5.22	
			RETURN: UNIVERSAL SPRAY SPOUT CHROME	-23.97	
			CREDIT-BED BATH & BEYOND- RETURNED GARBA	-49.04	15,520.09
04/17/2014	81199	00031 ALLIED PACKING & SUPPLY INC.	DERWA: MECHANICAL SEAL REPAIR FOR PS R1	1,326.62	1,326.62
04/17/2014	81200	01013 BARRETT BUSINESS SERVICES	M. ATKINSON: W/E 3/23/14	1,370.28	
			M. MULLER: W/E 3/23/14	345.60	1,715.88
04/17/2014	81201	05359 BURKE, WILLIAMS & SORENSEN	GENERAL COUNSEL SVCS - FEBRUARY 2014	5,127.86	5,127.86
04/17/2014	81202	01381 JOYCE CHANG	CHANG REIMB EXP FOR EE PLAQUES & MEMORY	45.93	45.93
04/17/2014	81203	00299 ENVIRONMENTAL RESOURCE A	PROFICIENCY TESTING & STANDARDS	119.74	119.74
04/17/2014	81204	04424 GRAYBAR ELECTRIC COMPANY	LAWWMA: ELECTRICAL PARTS FOR PUMP STATIO	584.52	
			ELECTRICAL PARTS FOR D.O. HVAC INSTALL	515.33	
			ELE PARTS FOR CO-GEN #1 WIRING	228.08	
			REPLT LAMPS FOR EXIT SIGNS	58.54	

## Check History Description Listing

Dublin San Ramon Services District

From: 3/24/2014 To: 4/27/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			ELECTRICAL PARTS FOR D.O. HVAC INSTALL	38.16	1,424.63
04/17/2014	81205	01171 MCGUIRE & HESTER	PP#3 12-P004 WWTP FENCING & SECURITY	132,482.14	132,482.14
04/17/2014	81206	01078 STEFANIE OLSON	OLSON REIMB EXP AT BACKFLOW RECLASS EXAM	203.14	
			OLSON CERTIFICATE REIMBURSEMENT CROSS-CO	80.00	283.14
04/17/2014	81207	00685 R.S. HUGHES CO., INC.	MISC OPERATING SUPPLIES	190.96	
			SAFETY GLASSES	39.47	230.43
04/17/2014	81208	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	944.76	944.76
04/17/2014	81209	00762 TESTAMERICA LABORATORIES I	SAG MEDIA TESTING	185.00	
			SAMPLE ANALYSES	25.00	210.00
04/17/2014	81210	01125 KAREN VADEN	VADEN REIMB EXP AT CERBT WORKSHOP 04/09	30.72	30.72
04/17/2014	81211	00937 W.W. GRAINGER, INC.	FITTINGS FOR LEVEL TRANSMITTER @ RES 3B	180.03	180.03
04/17/2014	81212	02880 WUNDERLICH-MALEC SYSTEMS	06-6101 PCSI PANEL ASSEMBLY & MATERIALS	14,749.88	
			06-6101 PROCESS CONTROL SYSTEM INTEGRATO	9,967.76	24,717.64
04/17/2014	81213	00256 ALLIANT INSURANCE, INC.	COMMERCIAL CRIME PROGRAM 4/1/2014 - 7/1/	134.00	134.00
04/17/2014	81214	03035 ALPHA ANALYTICAL LABS INC	SAMPLE ANALYSES	206.00	206.00
04/17/2014	81215	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE- DO 107786 MAR. 2014	295.62	295.62
04/17/2014	81216	02158 AMADOR VALLEY INDUSTRIES	MARCH FOD DUMPSTER RENTAL	295.62	295.62
04/17/2014	81217	01954 ANDERSON'S UNIFORMS	L. RIDDLE UNIFORM ITEMS	437.91	
			R. ROBLES UNIFORM ITEMS	314.74	
			D. BAILEY UNIFORM ITEMS	243.07	
			J. KILLIPS UNIFORM ITEMS	81.48	1,077.20
04/17/2014	81218	00052 ARAMARK UNIFORM SERVICES	MAR 2014: WEEKLY FIRE RESISTANT UNIFORM	572.30	572.30
04/17/2014	81219	06349 ARCSINE ENGINEERING	09-6101 TO NO. 1 THRU 2/28/14	56,950.12	56,950.12
04/17/2014	81220	00058 ARROWHEAD MOUNTAIN SPRING	LAB BOTTLED WATER	46.11	46.11

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/17/2014	81221	00091 BOLD, POLISNER, MADDOW, NEI	MONTHLY LEGAL SERVICES - 02/14	13,624.50	
			MONTHLY LEGAL SERVICES - 01/14	13,234.51	
			MONTHLY LEGAL SERVICES - 03/14	10,834.35	37,693.36
04/17/2014	81222	02217 BSK ASSOCIATES INC.	UCMR3 TESTING SE4	855.00	
			SAMPLE ANALYSES	80.00	935.00
04/17/2014	81223	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	98.26	98.26
04/17/2014	81224	01167 CITY OF DUBLIN	ENCROACHMENT PERMIT @ 11790 BLOOMINGTON	467.00	467.00
04/17/2014	81225	05082 CODE PUBLISHING INC.	DISTRICT CODE SUPPLEMENT UPDATE #5	231.50	231.50
04/17/2014	81226	05196 COMCAST	BUSINESS TV BASIC 04/07/14-05/06/14	13.96	13.96
04/17/2014	81227	01973 CROMER EQUIPMENT	#E11 FORKLIFT MISC PARTS	545.79	
			#E27 GENI LIFT PARTS	535.67	1,081.46
04/17/2014	81228	06594 DAVIDSON'S TRAINING	J.KILLIPS & J.HENDRYX WATER TREATMENT CE	500.00	500.00
04/17/2014	81229	00237 DERWA	MAR 2014 OPER EXP - DSRSD SHARE	98,192.31	98,192.31
04/17/2014	81230	02152 DR HORTON	REFUND METER #65583840	672.04	672.04
04/17/2014	81231	01559 EATON CORPORATION	TECH SUPPORT: POWERNET ENGINEER ONSITE	3,996.50	3,996.50
04/17/2014	81232	00307 FAIRWAY EQUIPMENT & SUPPLY	PARTS FOR FERROUS CHLORIDE TANK PIPING	3,002.50	
			BALL VALVES	885.38	
			PARTS FOR FERROUS CHLORIDE TANK PIPING	433.78	
			DERWA: (6) 2 1/2 STAINLESS STEEL 0-160PS	403.23	
			MATERIALS FOW WATER DIV	343.21	
			PLANT SUPPLIES	225.02	5,293.12
04/17/2014	81233	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES APR '14	10.83	10.83
04/17/2014	81234	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	70.00	70.00
04/17/2014	81235	00328 FRANK A. OLSEN CO.	PARTS FOR 6" DEZIRC VALVE	2,609.04	2,609.04

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/17/2014	81236	01797 GOLDEN STATE WESTERN AREA	SHIPPING FOR A METER ORDER	10.36	10.36
04/17/2014	81237	01949 GOODFELLOW TOP GRADE CON	REFUND METER #1637115	661.54	661.54
04/17/2014	81238	00368 HACH COMPANY	ANALYZER CHEMICALS FOR FOD	289.83	289.83
04/17/2014	81239	00417 IDEXX DISTRIBUTION, INC	CHEMICALS & SUPPLIES	194.38	194.38
04/17/2014	81240	00468 KAMAN INDUSTRIAL TECHNOLO	(4) V-BELTS	37.62	37.62
04/17/2014	81241	06166 KBA	COPIERS UCC & LEASE 04/01-04/30/14	805.52	805.52
04/17/2014	81242	06166 KBA	COPIER FOD/ENGR/MAINT 03/1/14 - 03/31/14	313.39	313.39
04/17/2014	81243	05025 KBW DESIGN SERVICES	SCADA RADIO PROFESSIONAL SERVICES - WATE	4,250.00	4,250.00
04/17/2014	81244	01282 KELLY SERVICES, INC.	C. BARRAGAN: W/E 3/23/14	195.84	195.84
04/17/2014	81245	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 3/23/14	1,140.00	1,140.00
04/17/2014	81246	04231 MSC INDUSTRIAL SUPPLY CO	WATER COOLER, SUNSCREEN, LENS CLEANER	335.11	
			EXIT SIGNS FOR WWTP - LPFD INSPECTION IT	60.60	395.71
04/17/2014	81247	04796 NAPA AUTO PARTS	SHOP REPLACEMENT TOOL	358.61	358.61
04/17/2014	81248	00595 NEWARK ELECTRONICS	ELE CAPACITOR FOR #3W PUMP VFD FAN	51.46	51.46
04/17/2014	81249	00620 P G & E	LAWWMA PS FEEDER B MAR '14	74,457.18	
			WWTP ELECTRICITY - MARCH 2014	12,119.97	
			PUMP STATION 200A ELEC - MARCH 2014	3,818.94	
			DISTRICT OFFICE ELECTRICITY - MARCH 2014	3,197.23	
			PUMP STATION R200B ELEC - MARCH 2014	1,275.59	
			DISTRICT OFFICE GAS SERVICE - MARCH 2014	831.09	
			PUMP STATION 2B ELEC - MARCH 2014	783.24	
			PUMP STATION 300A ELEC - MARCH 2014	537.72	
			DO UTILITY BUILDING ELEC - MARCH 2014	77.05	
			DO UTILITY BUILDING GAS SVC - MARCH 2014	14.31	97,112.32



Printed on: 04/29/2014 7:22AM

Dublin San Ramon Services District

From: 3/24/2014

To: 4/27/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/17/2014	81250	00663 PLEASANTON GARBAGE SVC IN	TRANSPORT OF SOLIDS/GRIT SCREENINGS MAR	2,969.53	2,969.53
04/17/2014	81251	03442 RABBIT OFFICE AUTOMATION	COPIER LEASE LAB/CUST SVC - APR. 2014	440.36	440.36
04/17/2014	81252	02316 RECORDS CONTROL SERVICES	RECORDS RETENTION/STORAGE ASSISTANCE	978.47	978.47
04/17/2014	81253	00699 REDWOOD COAST PETROLEUM	GASOLINE DELIVERY TO THE WWTP ON 3/26/14	1,848.14	1,848.14
04/17/2014	81254	06526 RES ENVIRONMENTAL SERVICE	DERWA: SAND REMOVAL (PARTIAL BILLING)	9,128.00	9,128.00
04/17/2014	81255	02466 RICOH AMERICAS CORP	COPIER USAGE JAN. - MAR. 2014	1,508.94	
			COPIER USAGE JAN - MAR 14 HR/FIN	426.80	1,935.74
04/17/2014	81256	00847 THE IMPRINT WORKS	2013 EE AWARD PLAQUE ENGRAVING	171.68	171.68
04/17/2014	81258	02017 TOLL BROTHERS	REFUND 9451 MARTINI CT	28.00	28.00
04/17/2014	81259	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	233.93	233.93
04/17/2014	81260	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT ON 03/17 &	845.49	845.49
04/17/2014	81261	00924 VERIZON WIRELESS	ON-CALL OP'S CELL PH SVC 03/04 -04/03/14	953.41	953.41
04/17/2014	81262	00933 VWR INTERNATIONAL, INC.	TSA PLATE	7.43	7.43
04/17/2014	81263	00941 WASTE MANAGEMENT COL & RE	DISPOSAL OF STRUVITE ON 3/24 & 3/27	1,170.13	1,170.13
04/17/2014	81264	05785 WAUKESHA PEARCE INDUSTRIE	CO-GEN PARTS: REBUILD KIT, STUD, AIR FIL	1,561.44	1,561.44
04/17/2014	81265	02884 WEST VALLEY CONSTRUCTION	DIG UP 2" VALVE, REPLACE BOLTS & BACKFIL	8,434.80	
			REPAIR 2" VALVE & PULLED 1" SERVICE AT 5	4,325.40	
			REPLACE 3/4" SERVICE @ 7768 HILL ROSE, D	3,809.58	
			1" SERVICE LEAK REPAIR AT 11672 HARLAN D	3,728.80	
			REPLACE 3/4" SERVICE AT 6630 HEMLOCK, DU	3,728.80	24,027.38
04/17/2014	81266	03149 WHITE CAP CONST SUPPLY	24 PADLOCK MASTER LOCKS	355.51	
			MATLS FOR FENCE LINE PROJECT MARKING UTI	111.94	
			2 1/2" NST GARDEN HOSE HYDRANT ADAPTER	27.67	495.12
04/17/2014	81267	00987 ZONE 7 WATER AGENCY	MARCH TREATED WATER SERVICE	577,583.97	577,583.97

## Check History Description Listing

Dublin San Ramon Services District

From: 3/24/2014 To: 4/27/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/21/2014	7945	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	380.30	380.30
04/21/2014	4212014	03718 HR SIMPLIFIED	2014 DCA/FSA/POS	2,129.97	2,129.97
04/21/2014	607042114	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	42,460.71	42,460.71
04/21/2014	1000416450	00494 PERS	RETIREMENT: PAYMENT	44,819.11	44,819.11
04/22/2014	3495860	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	124,680.00	124,680.00
04/22/2014	42540056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	21,683.47	21,683.47
04/24/2014	81268	00710 AAI TERMITE & PEST CONTROL	LAVWMA: TERMITE & PEST CONTROL APR '14	72.00	72.00
04/24/2014	81269	01013 BARRETT BUSINESS SERVICES	M. ATKINSON: W/E 3/30/14 M. MULLER: W/E 3/30/14	1,442.40 345.60	1,788.00
04/24/2014	81270	00103 C. OVERAA & CO.	WWTP BACKFLOW PREVENTER: REMOVE & REPLAC	10,253.00	10,253.00
04/24/2014	81271	03614 CAROLLO ENGINEERS	14-P019 TO OC-4 2/1/14-2/28/14	11,194.30	11,194.30
04/24/2014	81272	01623 EAST BAY DISCHARGERS AUTH	O&M ASSESSMENT - APRIL 1, 2014 QTR	155,095.60	155,095.60
04/24/2014	81273	02457 ED CUMMINGS, INC.	CONSULTING FEES/EXPENSES - MARCH 2014	5,010.25	5,010.25
04/24/2014	81274	06114 EID, INC.	EID-ECM RFP DEVELOPMENT PAYMENT 2 (VENDO	6,400.00	6,400.00
04/24/2014	81275	04691 INC. EQUIFAX INFORMATION SV	EQUIFAX	500.88	500.88
04/24/2014	81276	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS MAR. 14	3,230.92	3,230.92
04/24/2014	81277	00473 KEMIRA WATER SOLUTIONS INC	PAX-XL8 (POLYALUMINUM CHLORIDE) ON 03/31 FERROUS CHLORIDE DELIVERY ON 04/03/14	14,000.11 5,313.75	19,313.86
04/24/2014	81278	04529 LAI & ASSOCIATES, INC.	11790 BLOOMINGTON WAY FIELD DENSITY TEST FIELD DENSITY TRESTING 7271 BURTON ST., 12-P004 ON CALL DENSITY TESTING WEEK END	564.84 564.84 454.20	1,583.88
04/24/2014	81279	01416 MANCO	LAVMWA: CONTROLLER FOR SCADA CPU	1,037.64	1,037.64
04/24/2014	81280	04553 PACHECO BROTHERS GARDENI	MONTHLY LANDSCAPE MAINTENANCE MAR '14	2,490.00	

## Check History Description Listing

Dublin San Ramon Services District

From: 3/24/2014 To: 4/27/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			MONTHLY LANDSCAPE MAINTENANCE APR '14	2,490.00	
			MONTHLY LANDSCAPE MTCE PS R200A MAR '14	115.00	
			MONTHLY LANDSCAPE MTCE PS R200A APR '14	115.00	5,210.00
04/24/2014	81281	00685 R.S. HUGHES CO., INC.	MISC OPERATING SUPPLIES	1,177.47	1,177.47
04/24/2014	81282	00730 NATALIE RUSSO	RUSSO REIMB EXP AT 4/23 TRAINING	33.33	33.33
04/24/2014	81283	00762 TESTAMERICA LABORATORIES I	SAMPLE ANALYSES	185.00	
			SAMPLE ANALYSES	45.00	230.00
04/24/2014	81284	04694 VULCAN MATERIALS CO	23.58 TONS OF 3/4IN CL 2 BASE FOR REPAIR	285.99	285.99
04/24/2014	81285	00937 W.W. GRAINGER, INC.	ULTRASONIC LEVEL FOR RESERVOIR RETROFIT	325.40	325.40
04/24/2014	81286	01738 3T EQUIPMENT COMPANY INC.	MISC ITEMS FOR REPAIR	744.60	744.60
04/24/2014	81287	01719 A & M PRINTING, INC.	DROUGHT - WATER HERO CAMPAIGN TICKET BOO	946.46	
			DROUGHT - WATER HERO CAMPAIGN ENVELOPES	397.63	
			8-UP LABELS DSRSD (2 - LOTS)	323.82	
			DROUGHT - WATER HERO CAMPAIGN CHECKLIST	274.73	
			BUSINESS CARDS - B. DUENAS	127.34	2,069.98
04/24/2014	81288	00019 A-1 ENTERPRISES	LAWWMA: WEEKLY STREET SWEEPING MAR '14	220.00	220.00
04/24/2014	81289	03035 ALPHA ANALYTICAL LABS INC	SAMPLE ANALYSES	126.00	126.00
04/24/2014	81290	00058 ARROWHEAD MOUNTAIN SPRING	OPS DEPT BOTTLED WATER MAR '14	403.69	403.69
04/24/2014	81291	06505 LISA ASCH	REFUND 3112 CEDARWOOD LOOP	164.12	164.12
04/24/2014	81292	06211 ASSOCIATED SERVICES CO.	OPS DEPT HOT BEVERAGE SERVICE APR '14	238.95	238.95
04/24/2014	81293	00622 AT&T	TELE SVCS & USAGE THRU 04/12/2014	1,549.68	
			WWTP TO PS300 DV THRU 04/12/2014	252.95	
			SCADA FOD TO DO THRU 04/12/2014	186.33	1,988.96
04/24/2014	81294	00622 AT&T	LAWWMA PS PHONE & DSL APR '14	194.21	194.21

Printed on: 04/29/2014 7:22AM

Dublin San Ramon Services District

From: 3/24/2014 To: 4/27/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/24/2014	81295	06605 ATLANTIS PROPERTIES	REFUND 3736 BRANDING IRON PL	108.20	108.20
04/24/2014	81296	03056 BANK OF AMERICA	A/C 1218 - STMT 03/10/14-04/09/14	139.83	139.83
04/24/2014	81297	06597 EDUARDO BARA	REFUND 11631 MANZANITA LN	36.58	36.58
04/24/2014	81298	04042 BAY AREA NEWS GROUP	BAY AREA NEWSGROUP-VARIOUS LEGAL ADS-INV	1,943.00	1,943.00
04/24/2014	81299	02217 BSK ASSOCIATES INC.	SAMPLE ANALYSES	480.00	480.00
04/24/2014	81300	03079 CALCON SYSTEMS INC	620C520 PS4A CONTROLLER UPGRADE	1,911.72	1,911.72
04/24/2014	81301	04574 CALTROL, INC.	WWTP (3) SOLENOID VALVES FOR TURBLEX ENG	851.31	851.31
04/24/2014	81302	06614 COAST RADIO COMPANY, INC.	RADIO AD FOR MAY 2014 - DROUGHT MESSAGE	17,280.00	17,280.00
04/24/2014	81303	05534 CSAC EXCESS INS. AUTHORITY	EE ASSISTANCE: APR - JUN 2014 CHARGES	992.34	992.34
04/24/2014	81304	03154 DAPPER TIRE CO	#73 TIRES	177.64	177.64
04/24/2014	81305	05126 DKF SOLUTIONS GROUP, LLC	CONFINED SPACE POLICY REVIEW	4,200.00	4,200.00
04/24/2014	81306	02152 DR HORTON	REFUND METER # 63983848	765.87	
			REFUND METER # 65495595	201.03	
			REFUND 1750 N TERRACINA DR	155.54	
			REFUND 4921 CAMPANILLE CT	123.84	
			REFUND 1721 N TERRACINA DR	52.33	
			REFUND 4569 GRAFTON ST	13.27	
			REFUND 3397 ARALDI LN	12.04	
			REFUND 3465 BRAMANTE LN	9.24	
			REFUND 4952 CAMPANILLE CT	6.75	1,339.91
04/24/2014	81307	06506 ERBCO CONSTRUCTION SVCS.,	06-6101 PS2C ELECTRICAL UPGRADE PP#2	28,595.00	28,595.00
04/24/2014	81308	00307 FAIRWAY EQUIPMENT & SUPPLY	COGEN HEAT LOOP PUMP PIPING	1,521.74	
			PLANT SUPPLIES: 1" S/S NIPPLES	198.29	1,720.03
04/24/2014	81309	02656 FASTENAL COMPANY	HOLE SAW TO DRILL INTO WATER TANKS FOR L	46.82	46.82

## Check History Description Listing

Dublin San Ramon Services District

From: 3/24/2014 To: 4/27/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/24/2014	81310	00314 FEDEX	13-P007 BID DOCUMENT DISTRIBUTION	391.82	
			LAVWMA OVERNIGHT DELIVERY CHARGES	141.90	
			SHIPPING CHARGES 04/07/14 TO RICHARD MAD	29.65	
			WWTP: OVERNIGHT DELIVERY CHARGES APR '14	10.45	573.82
04/24/2014	81311	06601 XUEMEI GAO	REFUND 4517 SANDYFORD CT	25.29	25.29
04/24/2014	81312	00352 GOLDEN STATE FLOW MEASUREMENT	CREDIT/TRAD-IN SEVERAL METERS	-2,829.20	
			GSFM ENDPOINTS	37,670.40	
			GSFM UNIPRO PROGRAMMER	316.10	35,157.30
04/24/2014	81313	01949 GOODFELLOW TOP GRADE COMPANY	REFUND METER # 65492095	604.26	
			REFUND METER # 1637133	490.86	1,095.12
04/24/2014	81314	06608 GRANITE RANCH OPPORTUNITIES	REFUND 506 MONTROSE CT	1,103.56	1,103.56
04/24/2014	81315	06599 BART HOEKSTRA	REFUND 7648 ARBOR CREEK CIRCLE	135.17	135.17
04/24/2014	81316	05676 ICON ENVIRONMENTAL SERVICES, INC	TRANSPORT CHARGE: PICKUP, DUMP & RETURN	1,028.50	
			TRANSPORT CHARGE: PICKUP, DUMP & RETURN	1,006.50	2,035.00
04/24/2014	81317	00417 IDEXX DISTRIBUTION, INC	CHEMICALS & SUPPLIES	2,434.87	2,434.87
04/24/2014	81318	06600 LAURA KEELS	REFUND 5456 OLD WESTBURY WAY	52.29	52.29
04/24/2014	81319	01282 KELLY SERVICES, INC.	C. BARRAGAN: W/E 3/30/14	195.84	195.84
04/24/2014	81320	05709 LESCURE COMPANY, INC.	12-P001 UG DIESEL TANK PP#7	24,301.95	24,301.95
04/24/2014	81321	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 3/30/14	1,140.00	1,140.00
04/24/2014	81322	04231 MSC INDUSTRIAL SUPPLY CO	EXIT SIGNS FOR WWTP - LPFD INSPECTION IT	54.25	54.25
04/24/2014	81323	04796 NAPA AUTO PARTS	COOLANT FOR COGEN	142.63	
			#3 BATTERY	117.31	259.94
04/24/2014	81324	06190 NATIONAL METER & AUTOMATIC	LAVWMA: COMPOSITE FRAMES & COVERS (QTY 6	6,806.83	6,806.83
04/24/2014	81325	02757 NATIONAL SAFETY COUNCIL	NATIONAL SAFETY COUNCIL DISTRICT MEMBERS	502.00	502.00

## Check History Description Listing

Dublin San Ramon Services District

From: 3/24/2014 To: 4/27/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/24/2014	81326	00585 NCBPA	HAYES - ATTEND NCBPA GENERAL MEETING ON KHAW - ATTEND NCBPA GENERAL MEETING OF 5	40.00 40.00	80.00
04/24/2014	81327	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY	120.00	120.00
04/24/2014	81328	00620 P G & E	MISC PUMP STNS; DUBLIN LIFT STN - MARCH PUMP STATION 20B ELEC - MARCH 2014 FSL AERATORS; LAB HVAC; FLEET - MARCH 20 PUMP STATION R20 ELEC - APRIL 2014 LAVWMA PIPELINE & LIVERMORE LINE MAR '14 PUMP STATION R300A ELEC - MARCH 2014 PUMP STATION 10A ELEC - MARCH 2014 RESERVOIR 10B ELECTRICITY - APRIL 2014 ALTITUDE VALVE (RES 10B) ELEC - APRIL 20	8,132.80 7,994.24 2,118.86 1,137.41 287.25 218.63 161.28 48.32 9.54	20,108.33
04/24/2014	81329	04211 PLATT ELECTRIC SUPPLY	REPLT LEVEL TRANSMITTER @ RESERVOIRS	614.37	614.37
04/24/2014	81330	04951 PLEASANTON TRUCKING	TRUCKING SERVICES FOR FOD VULCAN MATERIA	176.85	176.85
04/24/2014	81331	00696 RED WING SHOE STORE	R. LAWRENCE SAFETY SHOES - RED WING 4-4-	171.67	171.67
04/24/2014	81332	04301 RESOURCE TRENDS, INC.	CONSULTING SERVICES	1,925.00	1,925.00
04/24/2014	81333	02466 RICOH AMERICAS CORP	COPIER LEASES MAIL RMS, HR/FIN MAY 14	1,778.28	1,778.28
04/24/2014	81334	06593 ROSS PROPERTY MANAGEMEN	REFUND 3738 BRANDING IRON PL REFUND 4351 FITZWILLIAM ST	168.40 54.95	223.35
04/24/2014	81335	05841 SABAH INTERNATIONAL, INC.	WWTP - SEMI ANNUAL FIRE ALARM INSPECTION	960.00	960.00
04/24/2014	81336	05449 SAMBA HOLDINGS, INC.	DMV REPORTING FOR 03-14	165.36	165.36
04/24/2014	81337	00756 SECURITY ETC.	FIRE ALARM SYSTEM MONITORING - DERWA - FIRE SYSTEM MONITORING - WWTP - Q4	165.00 165.00	330.00
04/24/2014	81338	02125 SEEVER & SONS TIRE	#51 ALIGNMENT	89.95	89.95
04/24/2014	81339	00768 SHEA HOMES	REFUND 3300 GIOVANNI WAY	28.00	28.00

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/24/2014	81340	00786 SNAP-ON INDUSTRIAL	SMALL TOOLS	1,169.33	1,169.33
04/24/2014	81341	00596 SPRINT/NEXTEL	CELL PHONES MAR. 15 - APR. 14, 2014	1,567.68	1,567.68
04/24/2014	81342	00798 STANDARD PACIFIC HOMES	REFUND 3375 GIOVANNI WAY REFUND 7885 KELLY CANYON PL	3,441.43 28.00	3,469.43
04/24/2014	81343	02444 STAPLES ADVANTAGE	MISC OFFICE SUPPLIES: TAPE, SHARPIES, MA	98.95	98.95
04/24/2014	81344	06595 SHERRI STONEBERGER	REFUND 2330 JASPER HILL DR	134.97	134.97
04/24/2014	81345	06603 DANIEL STRAFACE	REFUND 3676 WHITWORTH DR	38.15	38.15
04/24/2014	81346	06222 SUMMIT PROPERTY GROUP	REFUND 4648 CENTRAL PKWY	28.00	28.00
04/24/2014	81347	05433 TAYLOR MORRISON	REFUND METER # 65495579 REFUND 3090 FAZIO TERRACE REFUND 3126 FAZIO TERRACE REFUND 3113 FAZIO TERRACE	361.25 73.41 64.26 13.39	512.31
04/24/2014	81348	00861 THYSSEN KRUPP ELEVATOR CO	APR 2014: ELEVATOR MAINTENANCE SERVICE	1,307.02	1,307.02
04/24/2014	81349	00862 TIFCO INDUSTRIES	OBSOLESCENCE CREDIT FOR INV 70918806 & 7 OPERATING PARTS & SUPPLIES OPERATING PARTS & SUPPLIES	-159.62 1,143.76 534.22	1,518.36
04/24/2014	81350	05824 TJC AND ASSOCIATES, INC.	22CI276 WWTP ELECTRICAL SYSTEM MODELING	2,741.00	2,741.00
04/24/2014	81351	00014 TREASURER OF ALAMEDA COU	MARCH 2014 FUEL CHARGES	4,368.80	4,368.80
04/24/2014	81352	00562 TRIMON INC	3/8" DR IMP DRIVER FOR DERWA DECKING	15.23	15.23
04/24/2014	81353	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE FOR THE WWTP 04/04/1 SODIUM HYPOCHLORITE FOR THE WWTP ON 04/0 SODIUM HYPOCHLORITE FOR DERWA OPS ON 04/	2,287.62 2,264.02 157.35	4,708.99
04/24/2014	81354	06602 ASHLEY USEDOM	REFUND 4722 SANDYFORD CT	58.18	58.18
04/24/2014	81355	00912 VALLEY CARE HEALTH SYSTEM	RESPIRATOR & AUDIO EXAMS FOR MULTIPLE EM	6,764.00	6,764.00

**Check History Description Listing**  
 Dublin San Ramon Services District

Printed on: 04/29/2014 7:23AM

From: 3/24/2014 To: 4/27/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/24/2014	81356	06004	VANGUARD CLEANING SYST APR 2014: CUSTODIAL SERVICES - WWTP AND	2,600.00	2,600.00
04/24/2014	81357	00933	VWR INTERNATIONAL, INC. 200.8 CALIBRATION STD	296.43	
			TURBIDITY CALIBRATION KIT	247.21	
			GLOVES LATEX	131.00	
			E.FAECIUM, S.MARCESCENS, A.VIRIDANS	102.33	
			TUBES CENTRFUGE	77.63	
			CULTURE TUBES	-159.06	695.54
04/24/2014	81358	00943	WATER EDUCATION FOUND, 5TH GRADE RW ACTIVITY BOOKLETS	2,200.65	2,200.65
04/24/2014	81359	06598	LISA WHITAKER REFUND 7623 SAN SABANA RD	188.04	188.04
04/24/2014	81360	06604	KATHY ZEMBAL REFUND 3568 ROCKING HORSE CT	35.00	35.00
04/24/2014	81361	06606	LIYUN ZHANG REFUND 4319 GARDENIA ST	193.29	193.29
04/24/2014	81362	06607	ZOON PROPERTIES LLC REFUND 4731 MALAYAN ST	28.00	28.00

391 checks in this report

**Total Checks: 4,194,913.84**

*[Handwritten Signature]*  
 for JA





Reference Financial Services Manager	Type of Action Approve Operating Budget Adjustments	Board Meeting of May 5, 2014
Subject Approve Operating Budget Adjustments for Fiscal Years Ending 2014 and 2015		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	J. Archer
		<input type="checkbox"/> Board Member

**Recommendation:**

The Financial Services Manager recommends the Board of Directors approve, by Resolution, budget adjustments for Fiscal Years Ending 2014 and 2015 (FYE 2014 and FYE 2015).

**Summary:**

At the end of the first year in the District’s two-year budget cycle, staff reviews the budget to determine if any material changes are needed. Staff has completed the review process. The budget adjustments and detailed outline of the impacts on individual funds is included in the Staff Report.

For FYE 2014, expense reductions of \$534,942 are proposed with \$529,500 of that amount being “carry-forwards” to FYE 2015. For FYE 2015 expenses increases of \$611,200 are proposed with \$529,500 of that amount being “carry-forwards” from FYE 2014. In FYE 2015 net operating expenses are proposed to increase by \$30,200 and net Capital Outlay expenditures by \$51,500 after accounting for the “carry-forwards”. No expense or revenue adjustments related to the drought are included herein; those adjustments will be subject to separate Board action.

FYE 2015 proposed revenue decreases (all related to Capacity Reserve Fees) total \$5,211,252 as follows:

- Water has been reduced \$1,200,459 due to recent Code revisions delaying receipt of fees until building permits are issued;
- Local Sewer has been reduced \$181,662 to reflect the recent Code revisions;
- Regional Sewer from the District’s service area has been reduced \$1,496,442 to reflect the recent Code revisions; and
- Regional Sewer from the City of Pleasanton has been reduced by \$2,334,689 in consultation with City staff to better reflect current development activity in Pleasanton.

In FYE 2015, each operating fund except Local Sewer Operations is projected to have a net gain for the year. In addition, at both the beginning and the end of FYE 2015, each operating fund is projected to be above its working capital target except Local Sewer Operation. Regarding Local Sewer Operations, there is no change to the budget proposed for that fund. The projected net loss and working capital are essentially in accordance with Board approvals for that fund made at the time the FYE 2015 operating budget was approved last year. The slight changes are due to the difference between actual vs. projected fund balances on June 30, 2014 and slight changes in allocation of administrative overhead due to the “carry-overs” to FYE 2015. Even with the revenue reductions, all of the replacement and expansion funds are projected to remain above their reserve targets throughout FYE 2015 except for the Water Replacement fund, which is projected to begin and end the year at about 85% of its target. The projected reserve level in that fund is essentially in accordance with Board approvals for that fund made at the time that the FYE 2015 operating budget was approved last year and were the result of expenditures for the Central Dublin Recycled Water Project. The fund’s position is projected to improve by about \$1.0M during FYE 2015.

Overall, the financial position of the District remains strong, stable and sustainable.

Committee Review			Legal Review	Staff Review		
COMMITTEE Finance	DATE 4/16/14	RECOMMENDATION Approve		ORIGINATOR J. Archer	DEPARTMENT Fin Serv	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input checked="" type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost Expenses FYE14: (\$534,942) FYE15: \$611,200	<input type="checkbox"/> Funding Source A. Various B.	Attachments to S&R 1. 2. 3.				

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING OPERATING BUDGET ADJUSTMENTS FOR FISCAL YEARS ENDING 2014 AND 2015

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WHEREAS, the District prepares a two-year budget that is reviewed after one year to determine if any substantive changes are needed; and

WHEREAS, staff has performed a mid-cycle review of the budget and is recommending substantive changes not anticipated when the budget was originally adopted in June 2013; and

WHEREAS, the proposed revised budget is supported by the Finance Committee.

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 Budget Adjustments shown on Exhibit "A" for Fiscal Years Ending 2014 and 2015 are hereby approved and adopted.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its special meeting held on the 5th day of May 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Georgan M. Vonheeder Leopold, President

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

**FYE 2014 EXPENSE ADJUSTMENTS**

Fiscal Year	Expense Account						Description	\$ Increase (Decrease)	Comment / Carry-Forward = ✓
2014	200	40	43	000	1	140	Training Costs	(300.00)	✓
2014	300	40	43	000	1	140	Training Costs	(750.00)	✓
2014	600	40	43	000	1	140	Training Costs	(450.00)	✓
2014	310	50	53	000	2	210	Equipment under \$10,000	9,558.00	Aeration Mixer
2014	200	30	31	000	3	312	Professional Services	(10,000.00)	✓
2014	300	30	31	000	3	312	Professional Services	(39,000.00)	✓
2014	320	30	31	000	3	312	Professional Services	(35,000.00)	✓
2014	200	30	33	330	3	325	Maintenance Contracts	(600.00)	✓
2014	200	40	43	000	3	325	Maintenance Contracts	(3,000.00)	✓
2014	300	30	33	330	3	325	Maintenance Contracts	(600.00)	✓
2014	300	40	43	000	3	325	Maintenance Contracts	(7,500.00)	✓
2014	600	30	33	330	3	325	Maintenance Contracts	(4,800.00)	✓
2014	600	40	43	000	3	325	Maintenance Contracts	(4,500.00)	✓
2014	200	30	31	000	3	350	Printing Services	(7,000.00)	✓
2014	300	30	31	000	3	350	Printing Services	(7,000.00)	✓
2014	210	70	51	050	5	555	Capital Outlay - Identified	(350,000.00)	✓
2014	310	70	53	050	5	555	Capital Outlay - Identified	(15,000.00)	Aeration Mixer
2014	610	70	51	050	5	555	Capital Outlay - Identified	(59,000.00)	✓
<b>Total</b>								<b>(534,942.00)</b>	

**FYE 2015 REVENUE ADJUSTMENTS**

Fiscal Year	Revenue Account				Description	\$ Increase (Decrease)
2015	210	2	220	10	Sewer Capacity Reserve Fees Dublin	(92,107.00)
2015	220	2	220	10	Sewer Capacity Reserve Fees Dublin	(89,555.00)
2015	310	2	220	10	Sewer Capacity Reserve Fees Dublin	(204,430.00)
2015	320	2	220	10	Sewer Capacity Reserve Fees Dublin	(1,292,012.00)
2015	310	2	220	15	Sewer Capacity Reserve Fees Pleasanton	(318,670.00)
2015	320	2	220	15	Sewer Capacity Reserve Fees Pleasanton	(2,014,019.00)
2015	610	2	210	00	Water Capacity Reserve Fees	(282,318.00)
2015	620	2	210	00	Water Capacity Reserve Fees	(918,141.00)
<b>Total</b>						<b>(5,211,252.00)</b>

## FYE 2015 EXPENSE ADJUSTMENTS

Fiscal Year	Expense Account						Description	\$ Increase (Decrease)	Comment / Carry-Forward = ✓
2015	200	40	43	000	1	140	Training Costs	300.00	✓
2015	300	40	43	000	1	140	Training Costs	750.00	✓
2015	600	40	43	000	1	140	Training Costs	450.00	✓
2015	300	50	53	000	2	250	General Supplies	20,000.00	Cogen Engine spare parts
2015	200	30	31	000	3	312	Professional Services	10,000.00	✓
2015	300	30	31	000	3	312	Professional Services	39,000.00	✓
2015	320	30	31	000	3	312	Professional Services	35,000.00	✓
2015	200	30	33	330	3	325	Maintenance Contracts	600.00	✓
2015	200	40	43	000	3	325	Maintenance Contracts	3,000.00	✓
2015	300	30	33	330	3	325	Maintenance Contracts	600.00	✓
2015	300	40	43	000	3	325	Maintenance Contracts	7,500.00	✓
2015	600	30	33	330	3	325	Maintenance Contracts	4,800.00	✓
2015	600	40	43	000	3	325	Maintenance Contracts	4,500.00	✓
2015	300	50	55	552	3	330	Monitoring & Testing	10,200.00	Nutrient study
2015	200	30	31	000	3	350	Printing Services	7,000.00	✓
2015	300	30	31	000	3	350	Printing Services	7,000.00	✓
2015	210	70	51	050	5	555	Capital Outlay - Identified	350,000.00	✓
2015	210	70	51	050	5	555	Capital Outlay - Identified	10,600.00	Work Order software module (spit funded)
2015	610	70	42	050	5	555	Capital Outlay - Identified	25,000.00	Backflow software
2015	610	70	51	050	5	555	Capital Outlay - Identified	15,900.00	Work Order software module (spit funded)
2015	610	70	51	050	5	555	Capital Outlay - Identified	59,000.00	✓
<b>Total</b>								<b>611,200.00</b>	

In accordance with the General Manager Staff Travel Directive, any conference attendance outside California is limited to those specifically identified as a line item in the detail accompanying the approved District budget (if not listed in the budget must be separately approved by the Board). The following items do not require additional monetary funding but in compliance with the Directive are identified herein as part of the budget detail for FYE 2015.

- R. Biagtan & S. Delight: CASA/ACWA conferences (Washington DC); and
- S. Olson & F. Khaw: ABPA Western Regional Backflow Conference 2014 (Las Vegas).

# Proposed FYE 2014-15 Operating Budget Mid-Cycle Adjustments

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## Background

The District is currently in the midst of a two year budget cycle. The budget cycle includes a mid-cycle review and recommendation for budget adjustments. The adjustments proposed herein do not include any adjustments for the impact of the current drought. All drought-related expenses will be presented for separate Board action, as needed, or in conjunction with adoption of drought rates or emergency actions (tentatively estimated to be \$150,000-\$200,000).

## Discussion

### *Overview*

The proposed expense adjustments to the budget are minimal. A majority of the operating expense adjustments (\$120,500) are simply requests to carryover previously adopted items from FYE 2014 to FYE 2015. Additional operating expense requests totaling \$30,200 is requested for FYE 2015. Capital outlays are items in excess of \$10,000, which require specific Board authorization. Of the \$460,500 in capital outlay adjustments, only \$51,500 are new requests. The remainder (\$409,000) is comprised of capital outlay deferred from FYE 2014 to FYE 2015. Additional detail is provided below.

### *Operating Expenses "Carry-Overs" from FYE 2014 to FYE 2015*

The net impact of the above adjustments reduces budgeted operating expenses by \$120,500 in FYE 2014 with a corresponding increase in FYE 2015.

- Local Wastewater Collection System Rate Study (\$10,000);
- Regional Wastewater Treatment System Rate Study (\$39,000);
- Regional Wastewater Treatment System Capacity Reserve Fee Study (\$35,000);
- Proposition 218 notification costs for above studies (\$14,000);
- AMI Maintenance Fees (\$6,000);
- Emergency Radio Startup Fees (\$15,000); and
- ESRI Conference Training (\$1,500).

### *New Operating Expenses in FYE 2015*

- \$20,000 for cogeneration engine spare parts for three critical engines. Expense is necessary due to long lead times on replacement parts; and
- \$10,200 for nutrients testing required for new Nutrient Watershed Permit.

***“Carry-Over” Capital Outlay***

Several capital outlay items have been carried over from FYE 2014 to FYE 2015. The FYE 2014 budget for capital outlay will be reduced by \$414,442. The projects will be added to the approved project list for FYE 2015.

- Vac Con Jetter/Combo Truck (\$350,000)
- F-350 Truck for Field Operations Division (\$59,000)

A capital outlay project for an aeration tank spare mixer was previously approved for \$15,000 in FYE 2014. The mixer will not cost as much as originally anticipated (\$9,558) and because it is below the District’s \$10,000 capitalization policy it will be purchased as part of operating expenses in FYE 2014 instead.

***New Capital Outlay in FYE 2015***

- \$26,500 for Software for mobile work order management for Field Operations staff (Lucity); this is split funded between water and local sewer operations so it shows up as two lines in the budget approval resolution; and
- \$25,000 for Backflow Prevention Program System (Tokay) used to manage billing and compliance. Cost of the new system will be full covered by program fees. Backflow Prevention Fees were recently adopted as part of the Miscellaneous Fee update.

***Training Authorization (No budget impact)***

In accordance with the General Manager Staff Travel Directive, any conference attendance outside California is limited to those specifically identified as a line item in the detail accompanying the approved District budget (if not listed in the budget, it must be separately approved by the Board). The following items do not require additional monetary funding, but in compliance with the Directive, are identified herein as part of the budget detail for FYE 2015.

- R. Biagtan & S. Delight: CASA/ACWA conferences (Washington DC); and
- S. Olson & F. Khaw: ABPA Western Regional Backflow Conference 2014 (Las Vegas).

***Proposed Revenue Adjustments***

FYE15 proposed revenue decreases (all related to Capacity Reserve Fees) total \$5,211,252 as follows:

***Water Expansion***

Water expansion fund revenue has been reduced \$918,141 due to recent Code revisions delaying receipt of fees until building permits are issued (Sections 3.10-3.20, 3.50-3.70) and in accordance with the recent adoption of the Water Expansion Fund Management policy.

***Water Replacement***

Water replacement fund revenue has been reduced \$282,318 due to the recent Code revisions and policy adoption.

Local Expansion

Local expansion fund revenue has been reduced \$89,555 due to the recent Code revisions and policy adoption.

Local Replacement

Local replacement fund revenue has been reduced \$92,107 due to the recent Code revisions and policy adoption.

Regional Expansion DSRSD Service Area

Regional expansion revenue from the DSRSD service area has been reduced \$1,292,012 due to the recent Code revisions and policy adoption.

Regional Replacement DSRSD Service Area

Regional replacement revenue from the DSRSD service area has been reduced \$204,430 due to the recent Code revisions and policy adoption.

Regional Expansion Pleasanton Service Area

Regional expansion revenue from the Pleasanton service area has been reduced \$2,014,019 based on discussions with City to better reflect current development activity in Pleasanton. The FYE 2015 budget originally anticipated that Pleasanton would add 409 new dwelling unit equivalents (DUE). Pleasanton staff has advised that 250 DUEs would be a better estimate for FYE 2015. Pleasanton has sold 134 connections through February of 2014.

Regional Replacement Pleasanton Service Area

Regional replacement revenue from the Pleasanton service area has been commensurately reduced by \$318,670.

**Capital Improvement Program Fund Limits**

The Proposed Operating Budget (Fund Balance Report) includes Fund Limit changes proposed by the CIP Two Year Budget Adjustments, which will be considered as a separate Board action.

## Summary

In FYE 2015, each operating fund except Local Sewer Operations is projected to have a net gain for the year. In addition, at both the beginning and the end of FYE 2015 each operating fund is projected to be above its working capital target except Local Sewer Operation.

Regarding Local Sewer Operations, there is no change to budget proposed for that fund. The projected net loss and working capital are essentially in accordance with Board approvals for that fund made at the time the FYE 2015 operating budget was approved last year. The slight changes are due to the difference between actual vs. projected fund balances on June 30, 2014 and slight changes in allocation of administrative overhead due to the "carry-overs" to FYE 2015.

Even with the reductions to budgeted revenue, all of the replacement and expansion funds are projected to remain above their reserve targets throughout FYE 2015 except for the Water Replacement fund, which is projected to begin and end the year at about 85% of its target. The projected reserve level in that fund is essentially in accordance with Board approvals for that fund made at the time that the FYE 2015 operating budget was approved last year and were the result of expenditures for the Central Dublin Recycled Water Project. The fund's position is projected to improve by about \$1.0M during FYE 2015.

Overall, the financial position of the District remains strong, stable and sustainable.

**Attachments:**

- FYE 2015 Fund Balance Spreadsheet Based on Proposed Operating Budget Spreadsheet



Estimated Change in Net Assets

FYE 2015 PROPOSED BUDGET	Local Sewer Operations 200	Local Sewer RSF 205	Local Sewer Replacement 210	Local Sewer Expansion 220	Regional Sewer Operations 300	Regional Sewer RSF 305	Regional Sewer Replacement 310	Regional Sewer Expansion 320	Water Operations 600	Water Operations RSF 605	Water Replacement 610	Water Expansion 620	Admin. Cost Center 900	OPEB 965	DV Standby District 995	Total Total
Working Capital July 1, 2014 (estimate from projected FYE14)	725,293	573,256	9,557,299	5,055,236	8,079,610	6,711,549	13,013,335	41,543,598	9,797,088	8,386,876	7,897,045	13,447,206	-	225,723	718,648	125,731,761
Payment of Internal Receivable				8,474			133,030					(269,421)	127,917			-
Adjusted Working Capital	725,293	573,256	9,557,299	5,063,710	8,079,610	6,711,549	13,013,335	41,676,628	9,797,088	8,386,876	7,897,045	13,177,785	127,917	225,723	718,648	125,731,761
Revenues:																
Zone 7 Revenue (600.1.150.10)									9,853,600							
DSRSD Fixed Charge (600.1.150.10)									5,878,288							
DSRSD Potable Revenue (600.1.150.30)									4,268,940							
DSRSD Recycled Revenue (600.1.150.30)									3,152,731							
Power Charge Revenue (600.1.150.35)									712,126							
Dublin Sewer Service Charge (1.110.10)	1,743,882				7,544,402											
San Ramon Sewer Service Charge (1.110.30)	394,629				1,785,167											
Pleasanton Sewer Service Charge (1.110.20)					9,718,489											
Miscellaneous Revenues																
Pretreatment/Lab Tests- DSRSD (1.110.40)					126,707											
Pretreatment/Lab Tests- Pleasanton (1.110.45)					200,000											
Total Service Charges	2,138,511				19,374,765				23,865,685							45,378,961
Capacity Reserve Fees			523,747	509,233			1,663,500	10,846,202			2,063,803	5,656,349				21,262,833
Other Revenues	9,000		-	381,000	498,119		-	43,063	416,500	492,539	3,636	1,179,699	1,179,647	764,050	1,429,211	6,396,464
Grants																
0.50% Interest (as adjusted/proposed)	1,788	2,901	44,349	26,336	44,510	31,783	69,159	225,810	54,608	32,119	35,243	79,874		11,263		659,744
Total Revenues	2,149,299	2,901	568,096	916,570	19,917,394	31,783	1,732,659	11,115,075	24,336,793	524,658	2,102,682	6,915,922	1,179,647	775,313	1,429,211	73,698,003
Transfers In:																
Replacement Allocations			287,000				2,574,461				2,501,000					5,362,461
Debt Service												675,000				675,000
Other																
Total Transfers In	-	-	287,000	-	-	-	2,574,461	-	-	-	2,501,000	675,000	-	-	-	6,037,461
Total Revenue	2,149,299	2,901	855,096	916,570	19,917,394	31,783	4,307,120	11,115,075	24,336,793	524,658	4,603,682	7,590,922	1,179,647	775,313	1,429,211	79,735,464
Operating Expenses:																
Operating																
Wages and Benefits	1,386,187		-	262,118	7,473,510		-	77,654	4,898,952			508,580	5,388,298			19,995,299
Staff Time Charged to Projects/JPAs	(72,174)			(23,173)	(694,886)			(3,500)	(305,342)			(35,841)	(31,797)			(1,166,712)
Other Personnel Costs	69,180			6,560	429,263			6,000	272,012			17,970	163,489	764,050		1,728,524
Chemicals, Gas & Electric	3,130				1,238,184				723,227				66,563			2,031,104
Other Materials	52,149		5,400	1,000	742,710		25,650		157,227		121,950	157,395	109,292			1,372,773
Water Purchase									9,451,037							9,451,037
Contracts	206,872		800	18,841	613,968		700	5,101	992,802		1,528	30,941	1,258,472		1,429,211	4,559,236
Other	17,096			145,774					106,320	50,000		300	47,898			367,388
Contribution to JPA					2,115,991			337,098	1,469,192		47,310	111,940				4,081,531
Debt Service					1,464,277			6,613,538				3,069,536				11,147,351
Proposed Budget Adjustments (Carryforwards)	20,900				54,850			35,000	9,750							120,500
Proposed Budget Adjustments (O&M)					30,200											30,200
Proposed Budget Adjustments (Capital Outlay)			360,600								99,900					460,500
Capital Outlay			482,100				117,000				118,900					718,000
Projected O&M Cost Increases																
Allocated Costs (as adjusted/proposed)	540,415			102,189	2,913,605			30,274	1,909,894			198,274	(5,694,651)			-
Total Operating Expenses	2,223,755		848,900	513,309	16,381,673		143,350	7,101,165	19,685,071	50,000	389,588	4,059,095	1,307,564	764,050	1,429,211	54,896,731
Capital Projects - Proposed Fund Limits			786,000	101,000			3,666,000	865,000			3,205,000	1,411,000				10,034,000
Transfers Out:																
Replacement Allocations	287,000				2,574,461				2,501,000							5,362,461
Debt Service									675,000							675,000
Other																
Total Transfers Out	287,000		-	-	2,574,461		-	-	3,176,000							6,037,461
Total Expenses	2,510,755		1,634,900	614,309	18,956,134		3,809,350	7,966,165	22,861,071	50,000	3,594,588	5,470,095	1,307,564	764,050	1,429,211	70,968,192
Net increase (decrease) pre RSF	(361,456)	2,901			961,260	31,783			1,475,722	474,658			(127,917)			8,767,272
Ending Working Capital pre RSF	363,836	576,157			9,040,870	6,743,332			11,272,810	8,861,534						-
RSF Transfer In (Out)	144,039	(144,039)			(850,034)	850,034			(1,430,275)	1,430,275						-
Net increase (decrease) post RSF	(217,417)	(141,138)	(779,804)	302,260	111,226	881,817	497,770	3,148,910	45,448	1,904,933	1,009,094	2,120,827	(127,917)	11,263		8,767,272
Ending Working Capital June 30, 2015	\$ 507,875	\$ 432,118	\$ 8,777,495	\$ 5,365,970	\$ 8,190,836	\$ 7,593,366	\$ 13,511,105	\$ 44,825,538	\$ 9,842,536	\$ 10,291,809	\$ 8,906,139	\$ 15,298,612	\$ -	\$ 236,986	\$ 718,648	\$ 134,499,034

**Estimated Change in Net Assets**

**FYE 2015 PROPOSED BUDGET**  
Financial Reserve Status

Financial Reserve June 30, 2014

Reserve Minimum (per Financial Reserves Policy)  
Reserve Target (per Financial Reserves Policy)  
Reserve Maximum (per Financial Reserves Policy)

Status

Local Sewer Operations 200	Local Sewer RSF 205	Local Sewer Enterprise 200 + 205	Local Sewer Replacement 210	Local Sewer Expansion 220	Regional Sewer Operations 300	Regional Sewer RSF 305	Regional Sewer Enterprise 300 + 305	Regional Sewer Replacement 310	Regional Sewer Expansion 320	Water Operations 600	Water Operations RSF 605	Water Operations Enterprise 600 + 605	Water Replacement 610	Water Expansion 620
\$ 507,875	\$ 432,118	\$ 939,993	\$ 8,777,495	\$ 5,365,970	\$ 8,190,836	\$ 7,593,366	\$ 15,784,203	\$ 13,511,105	\$ 44,825,538	\$ 9,842,536	\$ 10,291,809	\$ 20,134,345	\$ 8,906,139	\$ 15,298,612
370,626	370,626		1,852,187	-	2,730,279	2,730,279		1,380,000	13,901,273	3,280,845	3,280,845		2,017,598	6,139,072
741,252	741,252		3,764,249	141,000	5,460,558	5,460,558		7,950,853	35,927,182	6,561,690	6,561,690		10,453,012	8,373,072
1,111,878		2,223,755	7,528,498		8,190,836		16,381,673	15,901,707		9,842,536		19,735,071	20,906,025	
Within Band	Within Band	Below Maximum	Above Maximum	Within Band	Within Band	Within Band	Below Maximum	Within Band	Within Band	Within Band	Within Band	Above Maximum	Within Band	Within Band
Below Target	Below Target			Above Target	Above Target	Above Target		Above Target	Above Target	Above Target	Above Target		Below Target	Above Target
2.74	2.33	5.07			6.00	5.56	11.56			6.00	6.27	12.27		
Months WC	Months WC	Months WC			Months WC	Months WC	Months WC			Months WC	Months WC	Months WC		

**FYE 2015 PROPOSED BUDGET**

Debt Coverage Status

Without Capacity Reserve Fees	Regional Sewer	Without Capacity Reserve Fees	Water
Debt coverage -Ops	4,999,998	Debt coverage -Ops	4,651,722
Debt coverage -RSF	31,783	Debt coverage -RSF	474,658
Debt coverage -Replacement	(74,191)	Debt coverage -Replacement	(350,709)
Debt coverage -Expansion	118,345	Debt coverage -Expansion	(585,653)
Sum	5,075,935	Sum	4,190,019
Debt	5,777,527	Debt	2,213,869
<b>Coverage ratio</b>	<b>0.88</b>	<b>Coverage ratio</b>	<b>1.89</b>
Target coverage @ 1.1	6,355,280	Target coverage @ 1.2	2,656,643
Surplus/(Deficit)	(1,279,344)	Surplus/(Deficit)	1,533,377

With Capacity Reserve Fees	Regional Sewer	With Capacity Reserve Fees	Water
Debt coverage -Ops	4,999,998	Debt coverage -Ops	4,651,722
Debt coverage -RSF	31,783	Debt coverage -RSF	474,658
Debt coverage -Replacement	1,589,309	Debt coverage -Replacement	1,713,094
Debt coverage -Expansion	10,964,547	Debt coverage -Expansion	5,070,696
Sum	17,585,637	Sum	11,910,171
Debt	5,777,527	Debt	2,213,869
<b>Coverage ratio</b>	<b>3.04</b>	<b>Coverage ratio</b>	<b>5.38</b>
Target coverage @ 1.6	9,244,043	Target coverage @ 1.6	3,542,190
Surplus/(Deficit)	8,341,594	Surplus/(Deficit)	8,367,981



Reference Engineering Services Manager	Type of Action Approve CIP Budget Adjustments	Board Meeting of May 5, 2014
Subject Approve Mid-Cycle Budget Adjustments to the Capital Improvement Program (CIP) Two-Year Budget for Fiscal Years Ending 2014 & 2015		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	R. Biagtan
		<input type="checkbox"/> Board Member

**Recommendation:**

The Engineering Services Manager recommends the Board of Directors approve, by Resolution, a mid-cycle budget adjustment to the Capital Improvement Program (CIP) Two-Year Budget for the Fiscal Years Ending 2014 and 2015 to:

- a) add eight (8) projects;
- b) increase budget for two (2) authorized projects; and
- c) revise Fund Expenditure Limits for FYE 2014.

**Summary:**

On June 4, 2013, the Board adopted a Two-Year Capital Improvement Program Budget (CIP) for Fiscal Years Ending 2014 and 2015 as the Board typically does on a two-year cycle. Approval included Fund Expenditure Limits for each year. At the mid-point of each two year budget cycle, staff evaluates the project priorities. The evaluation is based on priorities due to development needs, permit requirements, and cash flow.

Staff recommends adding eight (8) projects: seven entirely new and one accelerated from the 10-Year CIP Plan FYE 2014-2023. Staff also recommends increasing the budget for two (2) authorized projects and revising the FYE 2015 Fund Expenditure Limits. A full description of each change is outlined in the Staff Report.

The Water, Wastewater, and External Affairs Committees have reviewed the purpose, need, scope and timing of all the new capital projects. The Finance Committee has reviewed fund limits and impacts to each of the funds.

Board approval of the Resolution also approves the new projects designated as exempt from further CEQA review and authorizes the General Manager to file Notices of Exemption with the County Clerk as appropriate.

Committee Review			Legal Review	Staff Review		
COMMITTEE EA/WW/WTR/FIN	DATE MAR/APR 2014	RECOMMENDATION Approve	Not Required	ORIGINATOR J. Zavadil	DEPARTMENT Engineering	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input checked="" type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost FYE 14 \$2,461,700	<input checked="" type="checkbox"/> Funding Source A. Varies by Project B.		Attachments to S&R 1. 2. 3.			

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING A BUDGET ADJUSTMENT TO THE CAPITAL IMPROVEMENT PROGRAM TWO-YEAR BUDGET FOR FISCAL YEARS ENDING 2014 AND 2015

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WHEREAS, the Board of Directors accepted the District's Capital Improvement Program ("CIP") 10-Year Plan for Fiscal Years Ending 2014 through 2023 ("CIP 10-Year Plan") on February 19, 2013 to serve as a budgetary planning document providing direction and guidance, in accordance with District policies, for the replacement and improvement of existing District facilities and the construction of new facilities; and

WHEREAS, the Board of Directors adopted the current CIP Two-Year Budget for Fiscal Years Ending 2014 and 2015 ("CIP Budget") on June 4, 2013 authorizing Fund Expenditure Limits for FYE 2014 and 2015 to meet the District's capital infrastructure needs; and

WHEREAS, District staff recommends revising the CIP Two-Year Budget by adding eight (8) projects and increasing the budget for two (2) projects; and

WHEREAS, the District desires to adopt a FYE 2015 Operating Budget incorporating Fund Expenditure Limits; and

WHEREAS, the District desires to establish revised fund limits for FYE 2015.

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. Eight (8) additional projects (Exhibit A) are approved and incorporated into the CIP Two-Year Budget for Fiscal Years Ending 2014 and 2015.
2. Two (2) CIP project budget increases (Exhibit A) are approved and incorporated into the CIP Two-Year Budget for Fiscal Years Ending 2014 and 2015.

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

3. Revised Fund Expenditure Limits for FYE 2015 are approved and incorporated into the CIP Two-Year Budget for Fiscal Years Ending 2014 and 2015, as follows: \$786,000 for Local Sewer Replacement (Fund 210); \$101,000 for Local Sewer Expansion (Fund 220); \$3,666,000 for Regional Sewer Replacement (Fund 310); \$865,000 for Regional Sewer Expansion (Fund 320); \$3,205,000 for Water Replacement (Fund 610); and \$1,411,000 for Water Expansion (Fund 620).
4. Projects designated as exempt from further CEQA review, are hereby approved, and the General Manager or the General Manager's designated representative is authorized to file Notices of Exemption for each CEQA exempt project, when appropriate.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its special meeting held on the 5th day of May 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Georgan M. Vonheeder-Leopold President

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

<i>CIP Budget FYE 14 and 15</i>	<b>Dougherty Road Utilities</b>	
<i>New</i>	<b>CIP #: 15-W004</b>	<b>Water Replacement Fund (610)</b>

**Project Manager:** Rudy Portugal

**Project Sponsor:** Rhodora Biagtan

**PURPOSE AND DESCRIPTION**

This project will install fiber optic conduit and construct a short segment of recycled water pipeline in conjunction with the City of Dublin Dougherty Road Widening Project. The District would ultimately like to connect the District Office with the future Corporation Yard site with fiber optic cable. The majority of the fiber optic conduit required is in place with the exception of a section in Dougherty Road. With this project, the District would install two 4-inch fiber optic conduits starting at Sierra Lane and Dougherty Road and proceed north to an existing pull box at Scarlett Drive and Dougherty Road. The District would also extend an 8-inch recycled water line from the existing 30-inch DERWA main in Dougherty Road and one 4-inch fiber optic conduit into Camp Parks at Eighth Street.

**IMPACT ANALYSIS**

Operating Impact: Potential savings on future construction cost  
 Environmental: Categorical Exemption [CEQA Guideline 15303]  
 Public Info.: Coordinate with City of Dublin  
 Scheduling: Complete in conjunction with City of Dublin Dougherty Road Widening Project  
 Permits: None required  
 Reference: City of Dublin Dougherty Road Widening Project  
 Strategic Plan Element N/A

**FINANCIAL OVERVIEW**

	Proposed Budget			Actual + Estimated Cash Flow					
	Adopted Budget	Proposed Adjustment	Revised Budget	Actual Thru FYE 2013	Actual FYE 2014 to Date	Est. Remaining FYE 2014	Estimated FYE 2015	Estimated Future	Total Projected Budget
Planning	0	0	0	0	0	0	0	0	0
Design	0	10,000	10,000	0	0	0	10,000	0	10,000
Construction	0	90,000	90,000	0	0	0	90,000	0	90,000
Const Mgmt	0	0	0	0	0	0	0	0	0
Admin Mgmt	0	0	0	0	0	0	0	0	0
Staff Time	0	10,000	10,000	0	0	0	10,000	0	10,000
<b>Subtotal</b>	<b>0</b>	<b>110,000</b>	<b>110,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>110,000</b>	<b>0</b>	<b>110,000</b>
<i>Other Funding</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<b>Net Impact</b>	<b>0</b>	<b>110,000</b>	<b>110,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>110,000</b>	<b>0</b>	<b>110,000</b>

**Fund Split Basis:**

610	55%	60,500	60,500	60,500	60,500
620	30%	33,000	33,000	33,000	33,000
210	10%	11,000	11,000	11,000	11,000
220	5%	5,500	5,500	5,500	5,500

**NOTES:**

New project to be added in FYE 2015 requested during mid-cycle review of 2-Yr CIP Budget FYEs 2014 and 2015

<i>CIP Budget FYEs 14 and 15</i>	<b>Reservoir and Pump Station Access Road Improvements</b>	
<i>New</i>	<b>CIP #: 15-W005</b>	<b>Water Replacement Fund (610)</b>

**Project Manager:** Jackie Yee

**Project Sponsor:** Dan Gallagher

**PURPOSE AND DESCRIPTION**

This project will slurry seal various reservoir and pump station access roads. Slurry seal is a cost effective way to preserve pavement by protecting the surface from the effects of natural aging, weather, excessive heat and the searing effects of the sun. Applying a slurry seal before deterioration has begun is essential to maintaining the integrity of the pavement. Preventative maintenance is more cost effective than corrective maintenance.

**IMPACT ANALYSIS**

Operating Impact: Potential cost savings in corrective maintenance; extend life of existing access roads  
 Environmental: Categorical Exemption [CEQA Guideline 15301]  
 Public Info.: None  
 Scheduling: Complete in FYE 2015  
 Permits: None  
 Reference: None  
 Strategic Plan Element N/A

**FINANCIAL OVERVIEW**

	Proposed Budget			Actual + Estimated Cash Flow					
	Adopted Budget	Proposed Adjustment	Revised Budget	Actual Thru FYE 2013	Actual FYE 2014 to Date	Est. Remaining FYE 2014	Estimated FYE 2015	Estimated Future	Total Projected Budget
Planning	0	0	0	0	0	0	0	0	0
Design	0	0	0	0	0	0	0	0	0
Construction	0	160,000	160,000	0	0	0	160,000	0	160,000
Const Mgmt	0	0	0	0	0	0	0	0	0
Admin Mgmt	0	0	0	0	0	0	0	0	0
Staff Time	0	15,000	15,000	0	0	0	15,000	0	15,000
<b>Subtotal</b>	<b>0</b>	<b>175,000</b>	<b>175,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>175,000</b>	<b>0</b>	<b>175,000</b>
<i>Other Funding</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<b>Net Impact</b>	<b>0</b>	<b>175,000</b>	<b>175,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>175,000</b>	<b>0</b>	<b>175,000</b>

**Fund Split Basis:**

610	100%	175,000	175,000	175,000	175,000
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**NOTES:**

New project to be added in FYE 2015 requested during mid-cycle review of 2-Year CIP Budget FYEs 2014 and 2015

<i>CIP Budget FYEs 14 and 15</i>	<b>Water Supply Contingency Plan</b>	
<i>New</i>	<b>CIP #: 15-W007</b>	<b>Water Expansion Fund (620)</b>

**Project Manager:** Bert Michalczyk

**Project Sponsor:**

**PURPOSE AND DESCRIPTION**

This project would fund the preparation of a Water Supply Contingency Plan. The Plan would examine how the District could, on its own or in cooperation with regional agencies, sustainably meet customer water demands in the event of a temporary cessation or severe curtailment of deliveries from the California Department of Water Resources State Water Project by reliance on local and regional water resources to fully meet all water demands. The Plan will provide value by guiding the District: (a) in the development of its 2015 Urban Water Management Plan, (b) in formulating the position it may choose to take (if any) on the State of California Bay Delta Conservation Plan process and (c) in considering any amendment to or extension of its water supply contract with Zone 7.

**IMPACT ANALYSIS**

Operating Impact: None  
 Environmental: Statutory Exemption [CEQA Guideline 15262]  
 Public Info.: None  
 Scheduling: Complete prior to Urban Water Management Plan  
 Permits: None required  
 Reference: Strategic Plan 3.1.1 - Provide an adequate water supply; specifically 3.1.1.1, 3.1.1.2, 3.1.1.3, 3.1.1.4  
 Strategic Plan Element Strategic Plan 3.1.1 - Provide an adequate water supply; specifically 3.1.1.1, 3.1.1.2, 3.1.1.3, 3.1.1.4

**FINANCIAL OVERVIEW**

	Proposed Budget			Actual + Estimated Cash Flow					
	Adopted Budget	Proposed Adjustment	Revised Budget	Actual Thru FYE 2013	Actual FYE 2014 to Date	Est. Remaining FYE 2014	Estimated FYE 2015	Estimated Future	Total Projected Budget
Planning	0	50,000	50,000	0	0	0	50,000	0	50,000
Design	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Const Mgmt	0	0	0	0	0	0	0	0	0
Admin Mgmt	0	0	0	0	0	0	0	0	0
Staff Time	0	0	0	0	0	0	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>
<i>Other Funding</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<b>Net Impact</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>

**Fund Split Basis:**

620	100%	50,000	50,000	50,000	50,000
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**NOTES:**

Added to 2-Year CIP Budget FYEs 2014 and 2015 during mid-cycle review, for Board approval May 6, 2014



<i>CIP Budget FYE 14 and 15</i>	<b>Corporation Yard &amp; Administrative Facilities</b>	
<i>Initiate</i>	<b>CIP #: 95CN040</b>	<b>Water Replacement Fund (610)</b>

**Project Manager:** Judy Zavadil**Project Sponsor:** Levi Fuller**PURPOSE AND DESCRIPTION**

The Field Operations Division (FOD) has been located in temporary facilities on land leased from Camp Parks RFTA for over sixteen (16) years. In May 2007, the District purchased 12.8 acres from Alameda County at the corner of Arnold Road and Gleason Drive for a new Corporation Yard. In 2009, the District completed a Field Operations Division Corporation Yard Study which provided conceptual plans and cost estimates for several Corporation Yard and combined Corporation Yard and Administration Facility alternatives. Later in 2009, the project was suspended due to the economic downturn.

In recent years, Camp Parks has been incrementally turning over sections of the RFTA property to development projects in exchange for improvements to the RFTA. It is estimated that between three and five years, the District will need to vacate the leased property. The District will need to begin planning and design of the Corporation Yard facilities in FYE 2015 in order to have a Corporation Yard facilities complete before the Camp parks lease is terminated.

**IMPACT ANALYSIS**

Operating Impact: Permanent facilities will assist the FOD to work more efficiently  
 Environmental: Environmental assessment will be required  
 Public Info.: Neighborhood notification  
 Scheduling: Complete prior to termination of Camp Parks lease  
 Permits: Obtain City of Dublin approvals  
 Reference: Field Operations Division Corporation Yard Study, January 2009  
 Strategic Plan Element Goal 2.2.11 Plan and design Corporation Yard

**FINANCIAL OVERVIEW**

	Proposed Budget			Actual + Estimated Cash Flow					
	Adopted Budget	Proposed Adjustment	Revised Budget	Actual Thru FYE 2013	Actual FYE 2014 to Date	Est. Remaining FYE 2014	Estimated FYE 2015	Estimated Future	Total Projected Budget
Planning	272,000	0	272,000	246,714	0	0	0	25,286	272,000
Design	437,000	0	437,000	40,983	0	0	250,000	146,017	437,000
Construction	2,130,000	0	2,130,000	482,388	0	0	0	1,647,612	2,130,000
Const Mgmt	46,000	0	46,000	66	0	0	0	45,934	46,000
Admin Mgmt	5,785,000	0	5,785,000	5,771,690	0	0	0	13,310	5,785,000
Staff Time	125,000	0	125,000	106,764	0	0	0	18,236	125,000
<b>Subtotal</b>	<b>8,795,000</b>	<b>0</b>	<b>8,795,000</b>	<b>6,648,605</b>	<b>0</b>	<b>0</b>	<b>250,000</b>	<b>1,896,395</b>	<b>8,795,000</b>
<i>Other Funding</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<b>Net Impact</b>	<b>8,795,000</b>	<b>0</b>	<b>8,795,000</b>	<b>6,648,605</b>	<b>0</b>	<b>0</b>	<b>250,000</b>	<b>1,896,395</b>	<b>8,795,000</b>

**Fund Split Basis:** Fund split is based upon the estimated Field Operations cost split between potable water, recycled water and sewer activities.

610	55%	4,837,250	0	4,837,250	3,656,733	137,500	1,043,017	4,837,250
620	30%	2,638,500	0	2,638,500	1,994,582	75,000	568,919	2,638,500
210	10%	879,500	0	879,500	664,861	25,000	189,640	879,500
220	5%	439,750	0	439,750	332,430	12,500	94,820	439,750

**NOTES:**

March 2014 mid-cycle review: request to accelerate from from FYE 2018 in 10-Year Plan FYEs 2014 - 2023 to FYE 2015 in 2-Year CIP Budget FYEs 2014 and 2015

<i>CIP Budget FYE 14 and 15</i>	<b>Reservoir R200 Chlorination Facility</b>	
<i>New</i>	<b>CIP #: 15-R008</b>	<b>Water Replacement Fund (610)</b>

**Project Manager:** Judy Zavadil

**Project Sponsor:** Dan Gallagher

**PURPOSE AND DESCRIPTION**

This project will evaluate and determine the best method to construct a permanent sodium hypochlorite addition facility at Pump Station R200B. The existing temporary hypochlorite addition facilities at PSR200B are located in the pump station building, which present safety and corrosion concerns. In addition, the facilities inject hypochlorite into the pump suction line, which can damage the pumps. The new facilities will be housed in a new masonry hypochlorite building located near the existing pump station discharge line outside the main pump station building. The facilities will include a 500 to 1000 gallon storage tank, metering pump and associated piping, emergency shower and eyewash, ventilation system, and associated electrical, instrumentation and controls tied into the existing pump station PLC and SCADA system. This is a DERWA CIP project and costs will be 100% reimbursed by DERWA.

**IMPACT ANALYSIS**

Operating Impact: Address current safety concerns with temporary facility  
 Environmental: Categorical Exemption [CEQA Guideline 15301]  
 Public Info.: None  
 Scheduling: Complete in FYE 2016  
 Permits: None  
 Reference: None  
 Strategic Plan Element 2.2 Complete key capital improvement projects

**FINANCIAL OVERVIEW**

	Proposed Budget			Actual + Estimated Cash Flow					
	Adopted Budget	Proposed Adjustment	Revised Budget	Actual Thru FYE 2013	Actual FYE 2014 to Date	Est. Remaining FYE 2014	Estimated FYE 2015	Estimated Future	Total Projected Budget
Planning	0	20,000	20,000	0	0	0	20,000	0	20,000
Design	0	60,000	60,000	0	0	0	60,000	0	60,000
Construction	0	250,000	250,000	0	0	0	130,000	120,000	250,000
Const Mgmt	0	50,000	50,000	0	0	0	30,000	20,000	50,000
Admin Mgmt	0	0	0	0	0	0	0	0	0
Staff Time	0	0	0	0	0	0	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>380,000</b>	<b>380,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>240,000</b>	<b>140,000</b>	<b>380,000</b>
<i>Other Funding</i>	<i>0</i>	<i>380,000-</i>	<i>380,000-</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>240,000-</i>	<i>140,000-</i>	<i>380,000-</i>
<b>Net Impact</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Fund Split Basis:** Cost will be 100% reimbursed by DERWA

610 100%

**NOTES:**

DERWA CIP project added during mid-cycle review of 2-YR CIP Budget FYEs 2014 and 2015

<i>CIP Budget FYE 14 and 15</i>	<b>Secondary Clarifier No. 4 Recoating</b>	
<i>New</i>	<b>CIP #: 15-P002</b>	<b>Regional Sewer Replacement Fund (310)</b>

**Project Manager:** Jackie Yee

**Project Sponsor:** Dan Gallagher

**PURPOSE AND DESCRIPTION**

This project will recoat the Secondary Clarifier No. 4 at the WWTP. The District has four secondary clarifiers at the WWTP that are critical to producing secondary effluent that meets NPDES requirements and is suitable for recycled water treatment. Full clarifier capacity is required to meet the Regional Water Quality Control Board (RWQCB) discharge requirements during wet weather flows in the winter months and to produce effluent of adequate quality for the recycled water process in the summer months.

In 2013, Clarifiers No. 3 and No. 4 were inspected by a corrosion consultant, a structural engineer, and the equipment manufacturer's technical staff. Based on the inspections, Clarifier No. 4 tank and mechanical equipment should be recoated to reduce corrosion and prolong the life of the clarifier.

**IMPACT ANALYSIS**

Operating Impact: Provides longer life to facilities, thus reducing operating impacts  
 Environmental: Categorical Exemption [CEQA Guideline 15301]  
 Public Info.: None  
 Scheduling: Complete FYE 2015  
 Permits: None  
 Reference: Secondary Clarifier No. 4 Lining Condition Report by Bay Area Coating Consultants, Inc., Feb 2013

Strategic Plan Element N/A

**FINANCIAL OVERVIEW**

	Proposed Budget			Actual + Estimated Cash Flow					
	Adopted Budget	Proposed Adjustment	Revised Budget	Actual Thru FYE 2013	Actual FYE 2014 to Date	Est. Remaining FYE 2014	Estimated FYE 2015	Estimated Future	Total Projected Budget
Planning	0	0	0	0	0	0	0	0	0
Design	0	0	0	0	0	0	0	0	0
Construction	0	200,000	200,000	0	0	0	200,000	0	200,000
Const Mgmt	0	0	0	0	0	0	0	0	0
Admin Mgmt	0	0	0	0	0	0	0	0	0
Staff Time	0	5,000	5,000	0	0	0	5,000	0	5,000
<b>Subtotal</b>	<b>0</b>	<b>205,000</b>	<b>205,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>205,000</b>	<b>0</b>	<b>205,000</b>
<i>Other Funding</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<b>Net Impact</b>	<b>0</b>	<b>205,000</b>	<b>205,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>205,000</b>	<b>0</b>	<b>205,000</b>

**Fund Split Basis:**

310	100%	205,000	205,000	205,000	205,000
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**NOTES:**

Add to 2-Year CIP Budget FYEs 2014 and 2015 during mid-cycle review - for Board approval May 2014

<i>CIP Budget FYEs 14 and 15</i>	<b>Trustworthy Electronic Content Management System (ECMS)</b>	
<i>New</i>	<b>CIP #: 15-A006</b>	<b>Regional Sewer Replacement Fund (310)</b>

**Project Manager:** Nancy Hatfield

**Project Sponsor:** Bert Michalczyk

**PURPOSE AND DESCRIPTION**

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

**IMPACT ANALYSIS**

- Operating Impact: Increase staff workload during implementation and training, but eventually will increase staff efficiency in creating, storing, managing and reproducing District information.
- Environmental: Not a project under CEQA [CEQA Guideline 15378].
- Public Info.: None.
- Scheduling: Complete in FYE 2016.
- Permits: None.
- Reference: Records Management Program Needs Assessment, June 2013; Records Retention Schedule Policy, March 15, 2011; California Public Records Act
- Strategic Plan Element Goal 5.3.2 - Examine and implement ways to streamline, enhance and update current records management program District-wide; Goal 5.3.3 - Examine and implement as appropriate e-mail retention; Goal 5.3.4 - Examine and implement as appropriate a formal contract management and administration system.

**FINANCIAL OVERVIEW**

	Proposed Budget			Actual + Estimated Cash Flow					
	Adopted Budget	Proposed Adjustment	Revised Budget	Actual Thru FYE 2013	Actual FYE 2014 to Date	Est. Remaining FYE 2014	Estimated FYE 2015	Estimated Future	Total Projected Budget
Planning	0	87,500	87,500	0	0	0	87,500	0	87,500
Design	0	0	0	0	0	0	0	0	0
Construction	0	250,000	250,000	0	0	0	125,000	125,000	250,000
Const Mgmt	0	87,500	87,500	0	0	0	0	87,500	87,500
Admin Mgmt	0	0	0	0	0	0	0	0	0
Staff Time	0	30,000	30,000	0	0	0	20,000	10,000	30,000
<b>Subtotal</b>	<b>0</b>	<b>455,000</b>	<b>455,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>232,500</b>	<b>222,500</b>	<b>455,000</b>
<i>Other Funding</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<b>Net Impact</b>	<b>0</b>	<b>455,000</b>	<b>455,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>232,500</b>	<b>222,500</b>	<b>455,000</b>

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

310	53%	241,150	241,150	123,225	117,925	241,150
610	37%	168,350	168,350	86,025	82,325	168,350
210	10%	45,500	45,500	23,250	22,250	45,500

**NOTES:**

New project requested to be added to 2-Year CIP Budget FYEs 2014 and 2015 during mid-cycle review in March 2014

<i>CIP Budget FYEs 14 and 15</i>	<b><i>Cogeneration Engine No. 3 Fuel Switching</i></b>	
<i>New</i>	<b><i>CIP #: 15-P003</i></b>	<b><i>Regional Sewer Replacement Fund (310)</i></b>

**Project Manager:** Dan Lopez

**Project Sponsor:** Dan Gallagher

**PURPOSE AND DESCRIPTION**

This project will provide a simple fuel switching system for Cogeneration Engine No. 3 to run either on digester gas or natural gas. The District's cogeneration facility consists of three Waukesha VHP engines which burn digester gas or purchased natural gas to generate electricity and provide hot water for the WWTP heating loop. Engine No. 2 is set up to run straight digester gas. There is a project underway to retrofit Engine No. 1 with a fuel mixing system so that it can burn a blend of digester gas and natural gas. Engine No. 3 can burn only natural gas.

If Engine No. 2 needs to be shut down, the majority of the digester gas has to be sent to the flare or vented to atmosphere. Meanwhile, natural gas has to be purchased in order to keep the other units running for heat loop and power generation needs. With this project, all three engines will be able to burn digester gas putting the cogeneration facility in a better position to deal with planned and unplanned shutdowns and reduce gas flaring to a minimum.

**IMPACT ANALYSIS**

Operating Impact: Will reduce gas flaring  
 Environmental: Categorical Exemption [CEQA Guideline 15301]  
 Public Info.: None  
 Scheduling: Complete in FYE 2015  
 Permits: Project is consistent with existing BAAQCB permit  
 Reference: None  
 Strategic Plan Element N/A

**FINANCIAL OVERVIEW**

	<b>Proposed Budget</b>			<b>Actual + Estimated Cash Flow</b>					
	<b>Adopted Budget</b>	<b>Proposed Adjustment</b>	<b>Revised Budget</b>	<b>Actual Thru FYE 2013</b>	<b>Actual FYE 2014 to Date</b>	<b>Est. Remaining FYE 2014</b>	<b>Estimated FYE 2015</b>	<b>Estimated Future</b>	<b>Total Projected Budget</b>
Planning	0	0	0	0	0	0	0	0	0
Design	0	0	0	0	0	0	0	0	0
Construction	0	43,000	43,000	0	0	0	43,000	0	43,000
Const Mgmt	0	0	0	0	0	0	0	0	0
Admin Mgmt	0	0	0	0	0	0	0	0	0
Staff Time	0	10,000	10,000	0	0	0	10,000	0	10,000
<b>Subtotal</b>	<b>0</b>	<b>53,000</b>	<b>53,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>53,000</b>	<b>0</b>	<b>53,000</b>
<i>Other Funding</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<b>Net Impact</b>	<b>0</b>	<b>53,000</b>	<b>53,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>53,000</b>	<b>0</b>	<b>53,000</b>

**Fund Split Basis:**

310	100%	53,000	53,000	53,000	53,000
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**NOTES:**

Add to 2-Year CIP Budget FYEs 2014 and 2015 during mid-cycle review - for BOD approval May 2014

<i>CIP Budget FYEs 14 and 15</i>	<b>Digester Nos. 1-3 Roof Recoating</b>	
<i>Continuing</i>	<b>CIP #: 14-P016</b>	<b>Regional Sewer Replacement Fund (310)</b>

**Project Manager:** Jackie Yee

**Project Sponsor:** Dan Gallagher

**PURPOSE AND DESCRIPTION**

Roofs of digester #1, #2 and #3 are at the end of their useful lives. They are breaking down and exposing the foam material underneath. The exposure of the foam produces further breakdown of the roofing material that may cause further water damage. The three digester roofs need to be recoated which will allow for an extension of the warranty by ten years.

**IMPACT ANALYSIS**

Operating Impact: Provides longer life to facilities, thus reducing operating impacts  
 Environmental: Categorical Exemption [CEQA Guideline 15302]  
 Public Info.: None  
 Scheduling: Begin work in July 2013  
 Permits: None  
 Reference: Staff recommendations  
 Strategic Plan Element N/A

**FINANCIAL OVERVIEW**

	<b>Proposed Budget</b>			<b>Actual + Estimated Cash Flow</b>					
	<b>Adopted Budget</b>	<b>Proposed Adjustment</b>	<b>Revised Budget</b>	<b>Actual Thru FYE 2013</b>	<b>Actual FYE 2014 to Date</b>	<b>Est. Remaining FYE 2014</b>	<b>Estimated FYE 2015</b>	<b>Estimated Future</b>	<b>Total Projected Budget</b>
Planning	0	0	0	0	0	0	0	0	0
Design	0	0	0	0	0	0	0	0	0
Construction	55,000	14,365	69,365	0	45,365	0	24,000	0	69,365
Const Mgmt	0	5,635	5,635	0	0	0	5,635	0	5,635
Admin Mgmt	0	0	0	0	0	0	0	0	0
Staff Time	5,000	5,000-	0	0	0	0	0	0	0
<b>Subtotal</b>	<b>60,000</b>	<b>15,000</b>	<b>75,000</b>	<b>0</b>	<b>45,365</b>	<b>0</b>	<b>29,635</b>	<b>0</b>	<b>75,000</b>
<i>Other Funding</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<b>Net Impact</b>	<b>60,000</b>	<b>15,000</b>	<b>75,000</b>	<b>0</b>	<b>45,365</b>	<b>0</b>	<b>29,635</b>	<b>0</b>	<b>75,000</b>

**Fund Split Basis:** N/A

310	100%	60,000	15,000	75,000	45,365	29,635	75,000
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**NOTES:**

Mid-cycle adjustment request increase of \$75,000 in budget for FYE 2015 - for BOD approval May 2014

Created from 00-3110 Program

<i>CIP Budget FYE 14 and 15</i>	<b>Pump Stations VFD Replacements</b>				
<i>Continuing</i>	<b>CIP #: 13-S004</b>		<b>Regional Sewer Replacement Fund (310)</b>		

**Project Manager:** Rudy Portugal

**Project Sponsor:**

**PURPOSE AND DESCRIPTION**

The project will replace 17 Robicon brand variable frequency drives (VFD) which are used to control pump speed and flow at District facilities. The existing VFDs are currently functioning; however, Robicon went out of business several years ago and no other company picked up support of their product line. Replacement parts cannot be found and there is no technical support. Some of the pumps that are using these VFDs are very important and the District cannot have them out of service. The most important pumps that have these VFDs are the influent sewer pumps, the effluent sewer pumps, and the recycled water pump station PSR1. The recycled pump station is a DERWA facility and the cost for that replacement will be reimbursed to the District.

**IMPACT ANALYSIS**

Operating Impact: Repairs will be completed in timely manner as new VFDs will have technical support and replacement parts available

Environmental: Categorical Exemption [CEQA Guideline 15301]

Public Info.: None

Scheduling: Coordinate with Operations staff

Permits: None

Reference: None

Strategic Plan Element N/A

**FINANCIAL OVERVIEW**

	Proposed Budget			Actual + Estimated Cash Flow					
	Adopted Budget	Proposed Adjustment	Revised Budget	Actual Thru FYE 2013	Actual FYE 2014 to Date	Est. Remaining FYE 2014	Estimated FYE 2015	Estimated Future	Total Projected Budget
Planning	0	0	0	0	0	0	0	0	0
Design	65,000	82,082	147,082	77,082	0	70,000	0	0	147,082
Construction	85,000	1,668,500	1,753,500	0	0	0	1,068,500	685,000	1,753,500
Const Mgmt	0	140,500	140,500	0	0	0	85,500	55,000	140,500
Admin Mgmt	0	0	0	0	0	0	0	0	0
Staff Time	50,000	45,605-	4,395	2,744	1,652	0	0	0	4,395
<b>Subtotal</b>	<b>200,000</b>	<b>1,845,477</b>	<b>2,045,477</b>	<b>79,825</b>	<b>1,652</b>	<b>70,000</b>	<b>1,154,000</b>	<b>740,000</b>	<b>2,045,477</b>
<i>Other Funding</i>	<i>50,000-</i>	<i>461,369-</i>	<i>511,369-</i>	<i>-6,869</i>	<i>0</i>	<i>17,500-</i>	<i>487,000-</i>	<i>0</i>	<i>511,369-</i>
<b>Net Impact</b>	<b>150,000</b>	<b>1,384,108</b>	<b>1,534,108</b>	<b>72,956</b>	<b>1,652</b>	<b>52,500</b>	<b>667,000</b>	<b>740,000</b>	<b>1,534,108</b>

**Fund Split Basis:** Based on location of pumps; 25% of total cost will be DERWA reimbursement for RW pump station PSR1.

310	100%	150,000	1,384,108	1,534,108	72,956	1,652	52,500	667,000	740,000	1,534,108
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**NOTES:**

Mid-cycle review of 2-Year CIP Budget FYEs 2014 and 2015: budget adjustment and fund split change (took out Fund 610)

# Two-Year CIP Budget FYE 2014 & 2015 Mid-Cycle Adjustment

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## Recommendation:

Staff recommends the Board approve the proposed project additions and modifications, which have been incorporated into the fund expenditure limits in the FYE 2015 Operating Budget.

## Background:

On June 4, 2013, the Board of Directors adopted the Two-Year CIP Budget for FYE 2014 and 2015 ("CIP Budget"). At the mid-point of each two year budget cycle, staff evaluates the projects based upon shifting priorities, development needs, permit requirements, and cash flow to develop recommendations for adjustments.

Staff has completed the evaluation and has several recommendations for adjustments to the CIP Budget. All proposed project adjustments have been reviewed by the appropriate technical committee. Those committees recommended the adjustments be made pending consideration of financial feasibility.

## Discussion:

A summary of proposed new projects and adjustments to existing project's budgets is provided below. Project summary sheets are included in Exhibit A, attached to the CIP Mid-Cycle Board Resolution.

### Water Replacement (610) and Expansion (620) Projects:

#### Dougherty Road Utilities

This project will install fiber optic conduit and construct a short segment of recycled water pipeline in conjunction with the City of Dublin Dougherty Road Widening Project. The City proposes to widen Dougherty Road, from Sierra Drive to North City Limits (north of Fall Creek Road), from a four lane to a six lane facility with a center median. Widening of the road will occur to the east towards Camp Parks. The project is only partially funded and the City is pursuing other funding sources including the reauthorization of the Alameda County transportation sales tax measure, which is scheduled for a vote in November 2014. If the measure is passed, construction could start in spring 2015.

The total proposed project budget for design and construction is \$110,000 and would be funded 55% from the Water Replacement Fund, 30% from the Water Expansion Fund, 10% from the Local Sewer Replacement Fund, and 5% from the Local Sewer Expansion Fund.

#### Reservoir and Pump Station Access Road Improvements

This project will slurry seal various reservoir and pump station access roads. Slurry seal is a cost effective way to preserve pavement by protecting the surface from the effects of natural aging, weather, excessive heat and the searing effects of the sun. Applying a slurry seal before deterioration has begun is essential to maintaining the integrity of the pavement. Preventative maintenance is more cost effective than corrective maintenance.

The total proposed project budget is \$175,000 and would be funded from the Water Replacement Fund.



### Water Supply Contingency Plan

This project would fund the preparation of a Water Supply Contingency Plan. The Plan would examine how the District could, on its own or in cooperation with regional agencies, sustainably meet customer water demands in the event of a temporary cessation or severe curtailment of deliveries from the California Department of Water Resources (DWR) State Water Project (SWP) by reliance on local and regional water resources to fully meet all water demands. The Plan will provide value by guiding the District: (a) in the development of its 2015 Urban Water Management Plan, (b) in formulating the position it may choose to take (if any) on the State of California Bay Delta Conservation Plan process, and (c) in consideration any amendment to or extension of its water supply contract with Zone 7.

The District's long-term water supply contract with Zone 7 expires in 2024; the contract may need to be amended much earlier than that time frame to provide funding for improvements to the State Water Project (SWP).

The water supply furnished to the District by Zone 7 under the contract is heavily dependent upon water deliveries from the SWP. The reliability of the SWP has been steadily decreasing over the course of the past ten years. The State of California, in the Bay Delta Conservation Plan and the associated environmental documents, is considering various alternatives intended to stabilize the reliability of the SWP. A decision has not yet been made as to which alternative will be selected. However, in various venues the Governor has endorsed alternative "CM-1" (the 9,000 cfs tunnels below the Delta).

The cost of alternative "CM-1" is estimated to be in the range of \$25 billion. It is likely that in November 2014 that the voters of the State of California will be asked to consider a water bond in the \$6 to \$11 billion range for various non-conveyance water system improvements, many of which are directly or indirectly associated with the water being managed in the SWP. The exact costs to be borne by local rate payers is unknown at this time as is the resultant reliability of the SWP after the various improvements have been made; it is possible that the nature of the improvements will only halt the continued degradation of the reliability of the SWP.

Because of the size and complexity of the facilities that are being contemplated and the legal challenges that are anticipated it is conceivable that there could be no measurable improvement of water supply reliability for District customers for years if not decades. There also exists a credible possibility that despite everyone's best efforts that no SWP improvement facilities will be implemented and therefore the reliability of the District's water supply will continue to degrade. Furthermore, 2013 has shown that the SWP will make zero deliveries in some years and possibly in a series of years.

The total proposed project budget is \$50,000 and would be funded from the Water Expansion Fund.

### Corporation Yard and Administrative Facilities (95CN040)

Staff recommends accelerating the Corporation Yard and Administrative Facilities Project identified in the 10-Year CIP Plan FYE 2014-2023. The Field Operations Division (FOD) has been located on temporary facilities on land leased from Camp Parks Reserve Forces Training Area (RFTA) property for over 16 years. Camp Parks is incrementally turning over sections of the RFTA property to development in exchange for improvements to the RFTA. It is estimated that between three and five years, the District will need to vacate the leased property.

The District purchased 12.8 Acres from Alameda County at the corner of Arnold Road and Gleason Drive for a new Corporation Yard in May 2007. In 2009, the District completed a Field Operations Division Corporation Yard

Study which provided conceptual plans and cost estimates for several Corporation Yard and combined Corporation Yard and Administration Facility alternatives. The estimated construction cost of the Corporation Yard only alternative was \$13,000,000. In 2009, the project was suspended due to the economic downturn.

In order to have a Corporation Yard facilities complete at the new site in three years, the District will need to begin planning and design of the facilities in FYE 2015. Staff recommends moving the Corporation Yard and Administrative Facilities Project forward from the 10-Year CIP Plan. The total current project budget is \$8,795,000 of which \$6,649,000 has been spent for the property purchase and the above mentioned study. In FYE 2015, it is expected that \$250,000 will be expended to investigate whether the current site is still the best location for the Corporation Yard. The overall project budget will need to be increased in the next 2-year CIP to cover the design and construction of the facility. The project is funded 55% from the Water Replacement Fund, 30% from the Water Expansion Fund, 10% from the Local Sewer Replacement Fund, and 5% from the Local Sewer Expansion Fund.

#### Reservoir R200 Chlorination Facility

This project will evaluate and determine the best method to construct a permanent sodium hypochlorite addition facility at Pump Station R200B. The existing temporary hypochlorite addition facilities at PSR200B are located in the pump station building, which present safety and corrosion concerns. In addition, the facilities inject hypochlorite into the pump suction line, which can damage the pumps. The new facilities will be housed in a new masonry hypochlorite building located near the existing pump station discharge line outside the main pump station building. The facilities will include a 500 to 1000 gallon storage tank, metering pump and associated piping, emergency shower and eyewash, ventilation system, and associated electrical, instrumentation and controls tied into the existing pump station PLC and SCADA system. The total project cost is \$380,000 and will be reimbursed to the District by DERWA.

#### **Regional Sewer Replacement (310) and Expansion (320) Projects:**

##### Clarifier No. 4 Recoating

This project would recoat The Wastewater Treatment Plant (WWTP) Clarifier No. 4. The District has four secondary clarifiers at the WWTP that are critical to producing secondary effluent that meets NPDES permit requirements and is suitable for recycled water treatment. Clarifiers No. 1 through No. 3 are 90 feet diameter and were constructed in 1961, 1972 and 1981. Clarifier No. 4 is 110 feet in diameter and was constructed in 2002. The mechanical portions of Clarifiers No. 1 and No. 2 were completely replaced in 2013 and 2007, respectively.

In 2013, Clarifiers No. 3 and No. 4 were inspected by a corrosion consultant, a structural engineer, and the equipment manufacturer's technical staff. The inspections identified deficiencies that should be corrected in the near future. Based on the inspections and the typical lifespan of the equipment, staff decided to replace the equipment in Clarifier No. 3 and to recoat the equipment in Clarifier No. 4 to reduce corrosion and prolong the life of the clarifier. The replacement of Clarifier No. 3 was already included in the current CIP. However, the need to recoat Clarifier No. 4 was not anticipated. The total proposed project budget is \$205,000 and would be funded from the Regional Replacement Fund.

##### Electronic Content Management System

This project entails the selection, purchase, and implementation of a trustworthy Electronic Content Management System (ECMS) in order to correct serious deficiencies in the District's existing records

management program and address the management of extensive electronic content, which is currently non-existent. The project includes, but is not limited to: design and implementation of new software and hardware; identification and reconciliation of existing District records at the District Office, WWTP and Field Operations facilities; creation and implementation of appropriate policies and procedures to govern an updated program; pilot testing of a new software system; and training of staff.

This project will accomplish the following:

- Gain control of and manage more effectively the District's increasing physical and electronic content.
- Institute new and improved records management program processes and capabilities to enable District staff to effectively and efficiently create, store, manage and reproduce the District's information including but not limited to: official, vital and historical records, project documents, agreements, Board and Committee agendas, e-mail, general working documents and inactive records.
- Ensure staff can produce efficient, reliable and repeatable search results to comply with governing regulations and law pertaining to Public Records Act requests, subpoenas and other internal/external records requests and retrieval.
- Improve execution of daily operations such as creation, search, retention and disposal of District records, processing agreements, preparation of Board and Committee agenda packets, and email management, enabling staff to dedicate valuable resources to other essential tasks.
- Establish a central repository to enable the District to capture and retain valuable institutional knowledge of retiring workforce.
- Elevate capabilities of staff to manage District records and information through access to modern and secure information governance technology.

The total proposed project budget is \$455,000. As the project will be used primarily by employees to conduct District business, the cost would be based on salary allocation: 53% from the Regional Replacement Fund, 37% from the Water Replacement Fund, and 10% from the Local Sewer Replacement Fund.

#### Cogeneration Engine No. 3 Fuel Switching

This project will provide a simple fuel switching system so that Cogeneration Engine No. 3 can run on either digester gas or natural gas. The District's cogeneration facility consists of three Waukesha VHP engines which burn digester gas or purchased natural gas to generate electricity and provide hot water for the WWTP heating loop. Engine No. 2 is set up to run straight digester gas. There is a project underway to retrofit Engine No. 1 with a fuel mixing system so that it can burn a blend of digester gas and natural gas. Engine No. 3 can burn only natural gas.

If Engine No. 2 needs to be shut down, the majority of the digester gas has to be sent to the flare or vented to atmosphere. Meanwhile, we have to purchase natural gas in order to keep the other units running for heat loop and power generation needs. With this project, all three engines will be able to burn digester gas putting the Cogeneration facility in a better position to deal with planned and unplanned shutdowns and reduce gas flaring to a minimum. The total proposed project budget is \$53,000 and would be funded from the Regional Replacement Fund.

#### Digester Roof Recoating (14-P016)

Staff recommends a budget adjustment for the Digester Roof Recoating Project (14-P016). The WWTP digesters are coated with a polyurethane foam insulation covered by a weather proof elastomer coating. The coating and

foam were breaking down, reducing the insulation of the digesters and exposing the roof exterior to corrosion. The roofs of Digesters No. 1 and No. 2 have been repaired. The cost for those repairs was higher than estimated because Digester No. 1 required more extensive repairs than anticipated and additional materials were needed to create non-slip paths on the digester roofs for safety. There are insufficient funds in the project to complete the repair of Digester No. 3. Staff recommends a budget increase of \$15,000, resulting in a total project budget of \$75,000. The project is funded from the Regional Replacement Fund.

#### Pump Stations VFD Replacement (13-P004)

This project will replace 17 Robicon brand variable frequency drives (VFD) over the next two fiscal years. The VFDs are used to control pump speed and flow at District facilities. The existing VFDs are functioning, however, Robicon went out of business several years ago and there are no longer replacement parts or technical support for the drives. The pumps with these VFDs are critical to the wastewater treatment process and the recycled water system and include the influent sewer pumps, the effluent sewer pumps, return activated sludge pumps, and the DERWA recycled water pump station.

This project was included in the 2-year budget. However, the budget only included funds for project design, not construction, because to estimate construction costs, staff needed to first determine whether the VFDs could be retrofit or whether they should be replaced. Staff intends to replace the drives in two phases over the next two years. The total project cost is \$2,045,500 and will be funded from the Regional Sewer Replacement Fund. The costs associated with the recycled pump station, \$511,400, will be reimbursed to the District resulting in a net project cost of \$1,534,100.

#### **Summary of Project Budget Changes**

The following table summarizes the budget adjustments for the projects discussed above to each of the funds in FYE 2015 and future years. This table only shows expenditures not included in the current 10-year plan. The total project budget for the Corporation Yard and Administrative Facilities Project (95CN040) has not changed, that project is only being moved from the 10-year plan into the 2-year budget. The Reservoir 200B Chlorination Facility is not included as it is 100 percent funded by DERWA and does not impact the CIP budget.

Project	Fund 210		Fund 220		Fund 310		Fund 610		Fund 620		Grand
	FYE 2015	Total	FYE 2015	Total	FYE 2015	Total	FYE 2015	Total	620	Total	Total
	15		15		15		15		15		
Clarifier No. 4 Recoating					205,000	205,000					205,000
Cogeneration Engine No. 3 Fuel					45,000	45,000					45,000
Digester Roof Recoating					15,000	15,000					15,000
Dougherty Road Utilities	11,000	11,000	5,500	5,500			60,500	60,500	33,000	33,000	110,000
ECMS	23,250	45,500			123,225	241,150	86,025	168,350			455,000
Pump Station VFD Replacements					667,000	1,406,700					1,406,700
Reservoir and PS Access Roads							175,000	175,000			175,000
Water Supply Contingency Plan									50,000	50,000	50,000
<b>Grand Total</b>	<b>34,250</b>	<b>56,500</b>	<b>5,500</b>	<b>5,500</b>	<b>1,055,225</b>	<b>1,912,850</b>	<b>321,525</b>	<b>403,850</b>	<b>83,000</b>	<b>83,000</b>	<b>2,461,700</b>

### Summary of Fund Limit Changes

Fund limits are an estimate of expenditures for a fiscal year based on adopted project budgets and estimated project schedules. Throughout the course of a fiscal year project priorities and schedules will change and some projects may progress faster or slower than anticipated. However, the overall total expenditures in each fund is monitored and controlled to assure spending remains within the fund limit.

At the mid-cycle, staff reviews the progress of each project and reassesses the fund limits. Staff proposes changes to the FYE 2015 Fund Limits as shown in the following table to account for the additional projects and project adjustments listed above as well as changes to the fund limits as a result of project timing.

Fund	Fund	FYE 15 Adopted Fund Limit	FYE 15 Proposed Fund Limit	Difference
Local Replacement	210	500,000	786,000	286,000
Local Expansion	220	61,000	101,000	40,000
Regional Replacement	310	1,015,000	3,666,000	2,651,000
Regional Expansion	320	2,387,000	865,000	-1,522,000
Water Replacement	610	1,985,000	3,205,000	1,220,000
Water Expansion	620	1,185,000	1,411,000	226,000

Detailed explanation for the proposed fund limit changes is provided below.

#### Local Replacement Fund 210

The majority of the increase in this fund limit is for the Septage and Vactor Receiving Station Project. The adopted fund limit did not include the construction cost of the Vactor Receiving Station in either fiscal year. The total project budget for the Septage and Vactor Receiving Station is sufficient to complete the Vactor portion of the project (\$175,000). The project will need a budget increase should the District move forward with completing a Septage Receiving Station.

The increase to the fund limit also includes the Local Replacement Fund portion of proposed projects: Corp Yard (\$25,000), Dougherty Road Utilities (\$11,000) and the Electronic Content Management System (\$23,000). There was also a shift in spending of funds for the OSH Sewer Replacement Project from FYE 2014 to FYE 2015 increasing the required fund limit by \$45,000.

#### Local Expansion Fund 220

The majority of the increase in this fund limit is for the Local Expansion portion of new projects: Corp Yard (\$13,000), Dougherty Road Utilities (\$5,000) and for the shift in the completion of the OSH Sewer Replacement Project from FYE 2014 to FYE 2015 increasing the required fund limit by \$22,000.

#### Regional Replacement Fund 310

This fund requires a significant increase in the fund limit as a result of the following:

- One million of the increase in this fund is to rehabilitate Secondary Clarifier No. 3. Although the project has sufficient budget, the adopted fund limit did not include the cost of the project construction in either fiscal year.
- This fund will also need to be increased \$175,000 to account for the construction of the Vector Receiving Station Project noted in the Local Replacement Fund discussion above.
- The Pump Station VFD project requires a budget increase and a fund limit increase. A fund limit increase of \$351,000 is required to complete a portion of the project construction in FYE 2015.
- The remainder of the increase in this fund limit is related to proposed projects: Secondary Clarifier No. 4 Recoating (\$205,000), Electronic Content Management System (\$123,000).
- A shift in the completion of the RAS Line Rehabilitation Project from FYE 2014 to FYE 2015 increasing the required fund limit by \$435,000.

#### Regional Expansion Fund 320

The fund limit for this fund will be reduced for FYE 2015. Staff had originally planned to design and construct a new secondary effluent line from the fourth clarifier to the chlorine contact tank to address hydraulic limitations under high flows. For FYE 2015, staff has decided to study ways to improve the hydraulics without building a second pipeline.

#### Water Replacement Fund 610

The majority of the increase in this fund is a result of delays in the design of the Water and Recycled Water SCADA Project, requiring a \$1,100,000 increase in the fund limit. The funds attributed to the fund limit for FYE 2014 was spent on the delays in the AMI project.

The remainder of the increase in this fund limit is related to proposed projects: Dougherty Road Utilities (\$61,000), Reservoir and Pump Station Access Roads (\$175,000), Corporation Yard (\$138,000), Electronic Content Management System (\$86,000).

#### Water Expansion Fund 620

The majority of the increase in this fund limit is associated with paying a reimbursement agreement with a developer for the water main in Fallon Road from Tassajara Rd. to Tassajara Creek (\$315,000). The increase to the fund limit also includes the proposed Water Supply Contingency Plan (\$50,000).

#### **Projected Cash Flow Impacts**

Staff revised the cash flow projections developed as part of the 10-year CIP Plan to assure the funds working capital targets will still be met considering revised estimates to the fund revenues and expenses and the proposed changes in CIP budgets and fund limits.

The revised cash flow included the following changes:

1. A reduction to the City of Pleasanton's connection estimates reducing revenues in the Regional funds.
2. Recent Board decisions impacting the Water funds including:
  - a. The extension of the life of water capacity rights

- b. Capacity payments due at building permit rather than at recordation of map
  - c. Closeout of Windemere BLC reimbursement agreement
  - d. Un-suspension of fee credit program for Shapell, Lin, and Pinn Brothers developments
3. CIP Budget Adjustments and revised FYE 2015 Fund Limits.

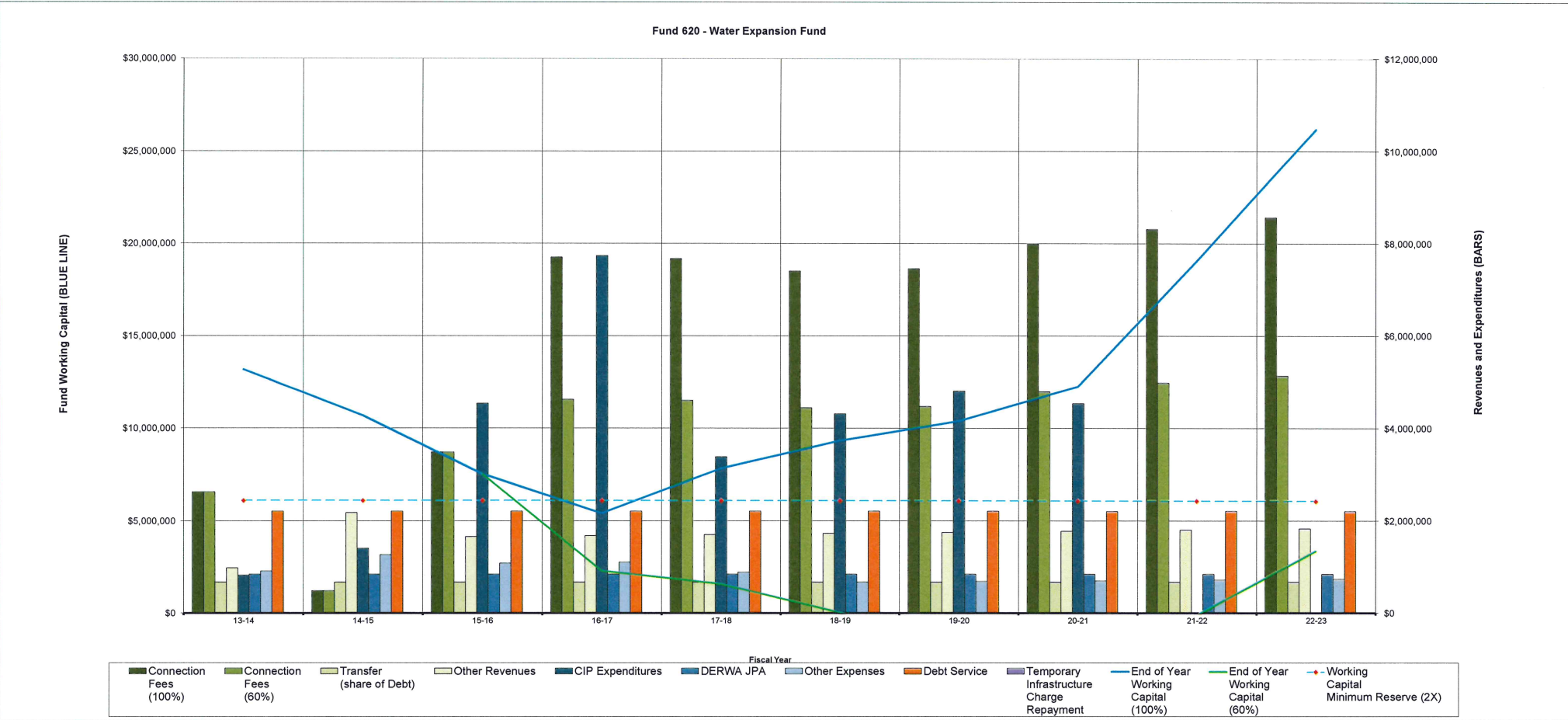
Graphs of the cash flow for each fund are provided in Exhibit B. All the funds met the working capital targets with the exception of the Water Expansion Fund which dipped below the target in FYE 2017 by \$693,000, assuming the District collects 100% of the estimated connection fees. The dip below the target can be avoided by reviewing and altering the timing of the CIP projects in this fund in the next 10-year plan. However, should the District collect only 60% of the estimated connection fees the fund goes below the target before FYE 2017 and is negative for several years. It will not be possible to move the trend above the target without severe changes to the 10-year plan.

**EXHIBIT A**

**ATTACHED TO THE RESOLUTION  
FOR THIS AGENDA ITEM**

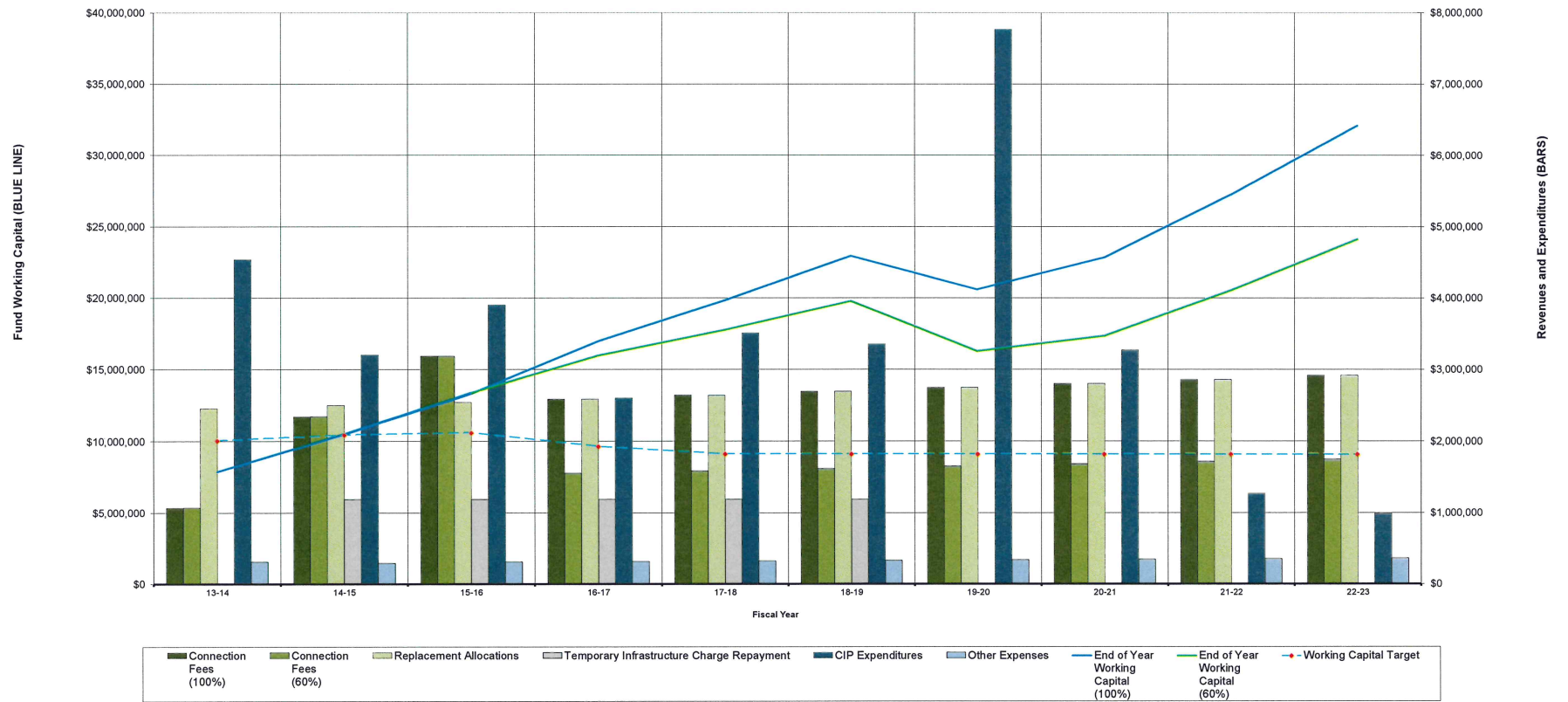


# Capital Cash Flow Projection



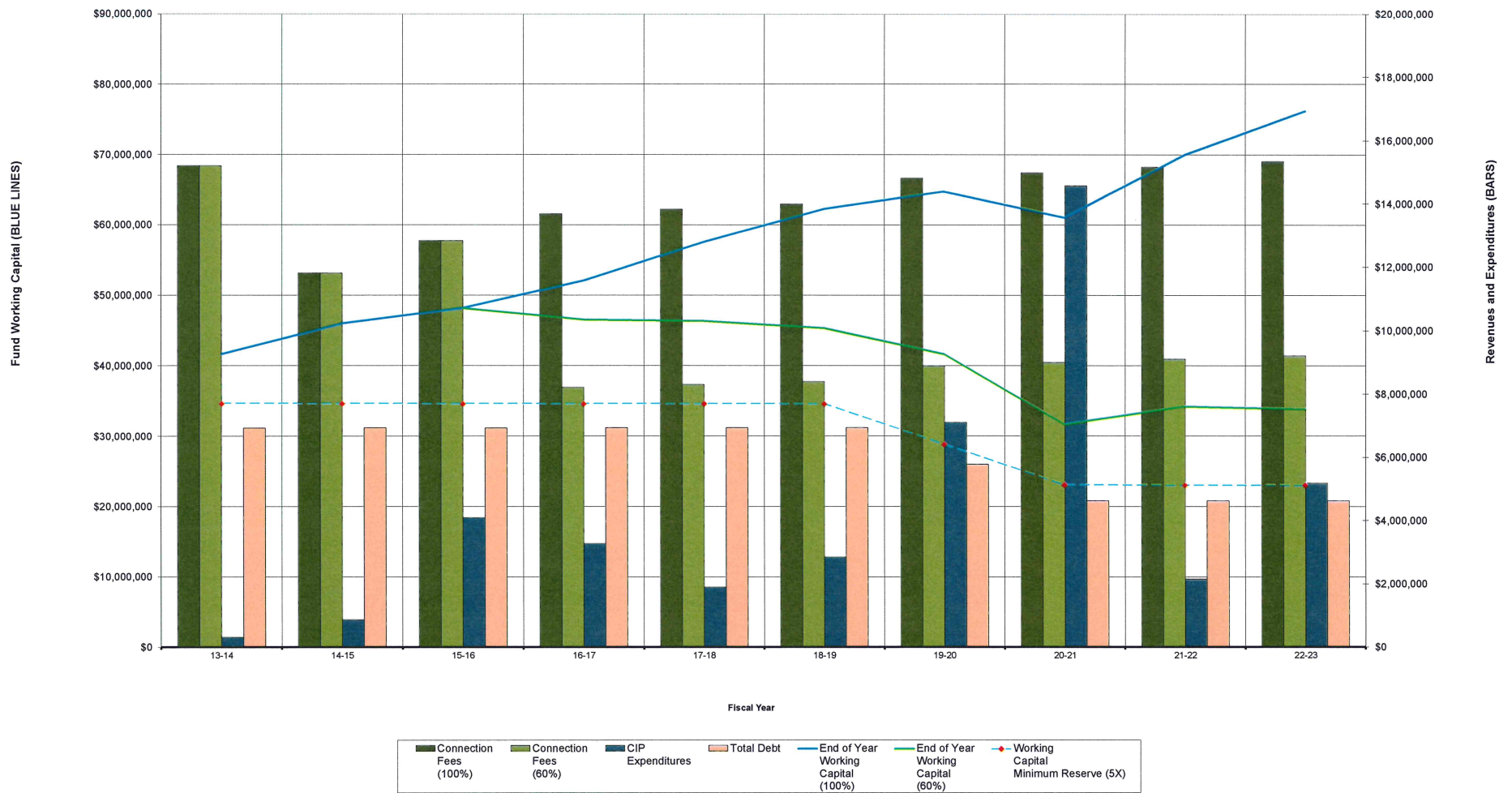
# Capital Cash Flow Projection

Fund 610 - Water Replacement Fund



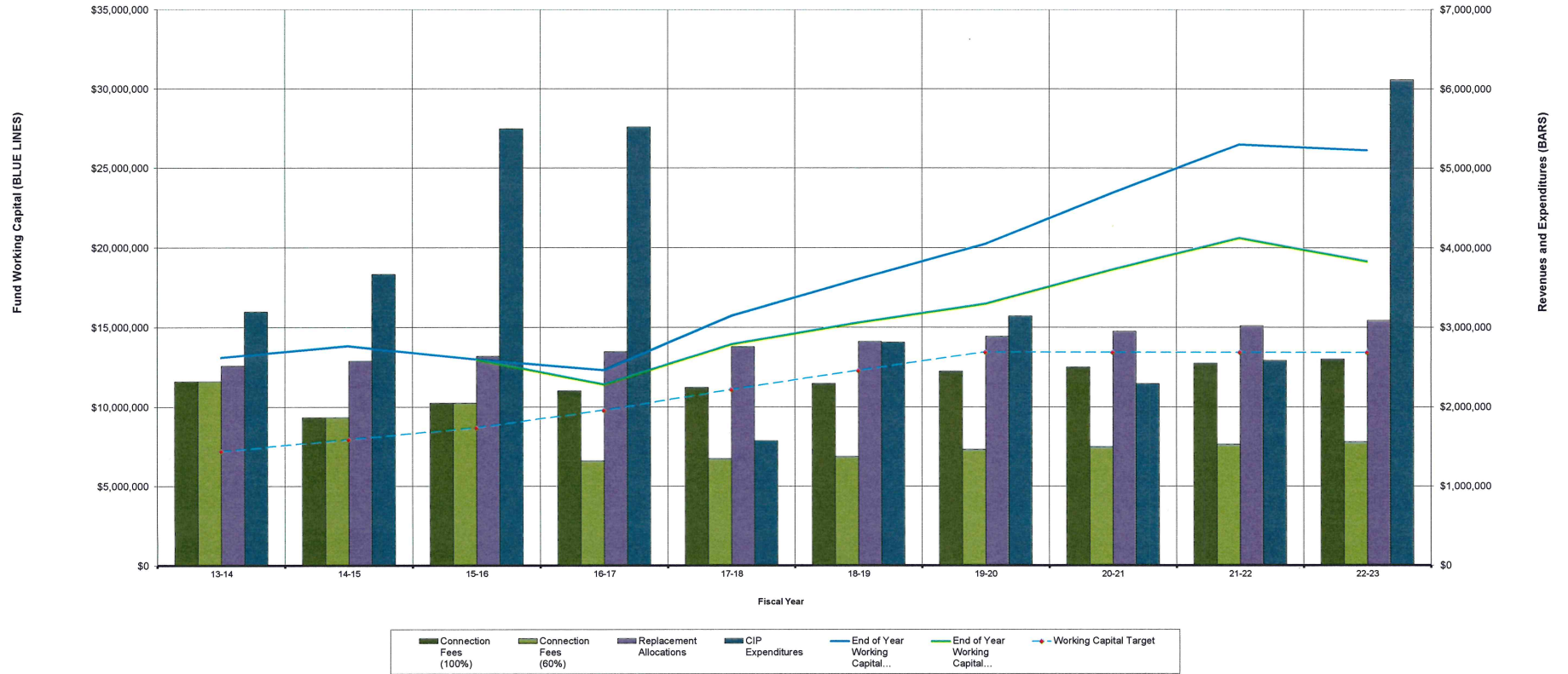
# Capital Cash Flow Projection

Fund 320 - Regional Sewer Expansion



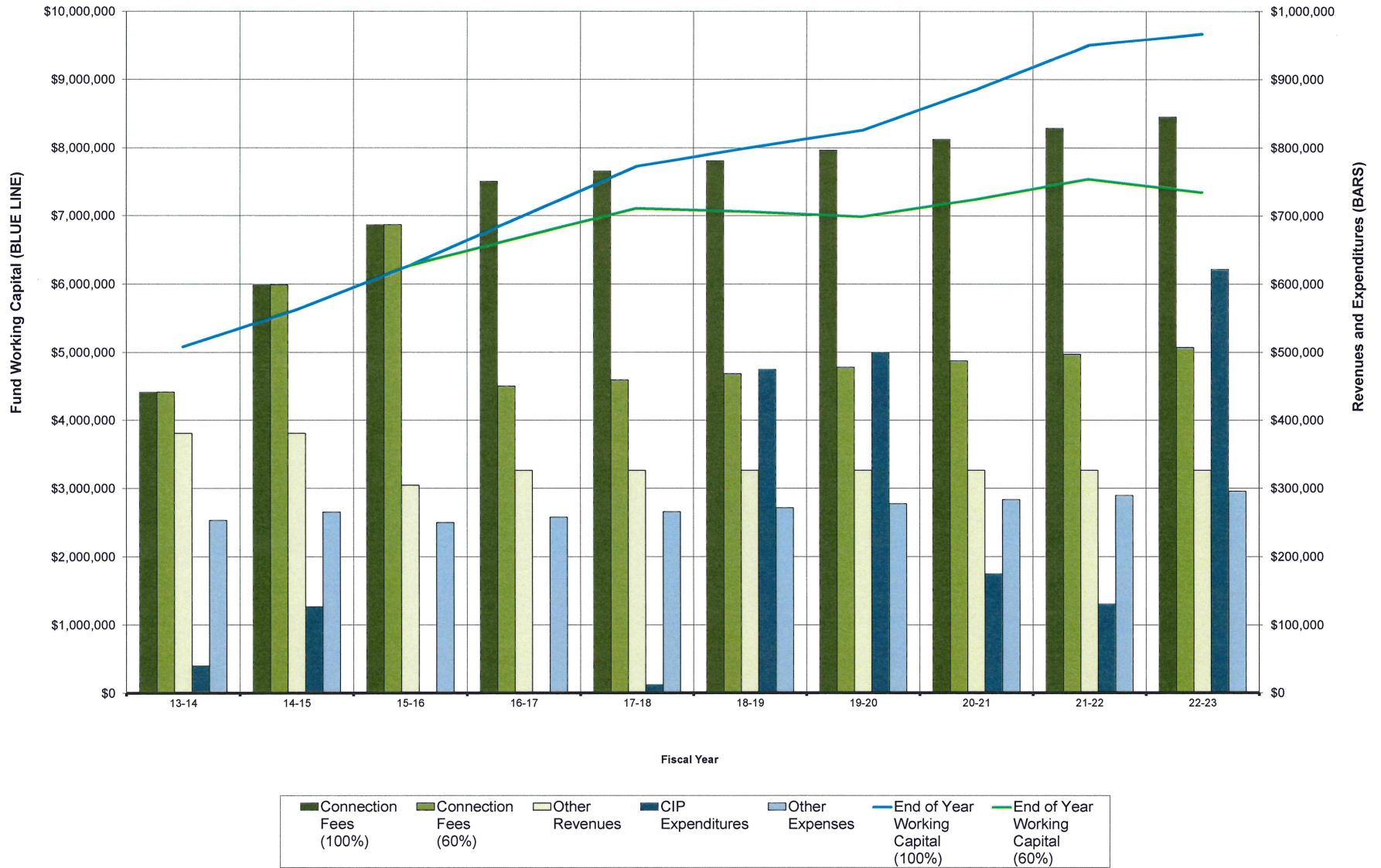
# Capital Cash Flow Projection

Fund 310 - Regional Sewer Replacement

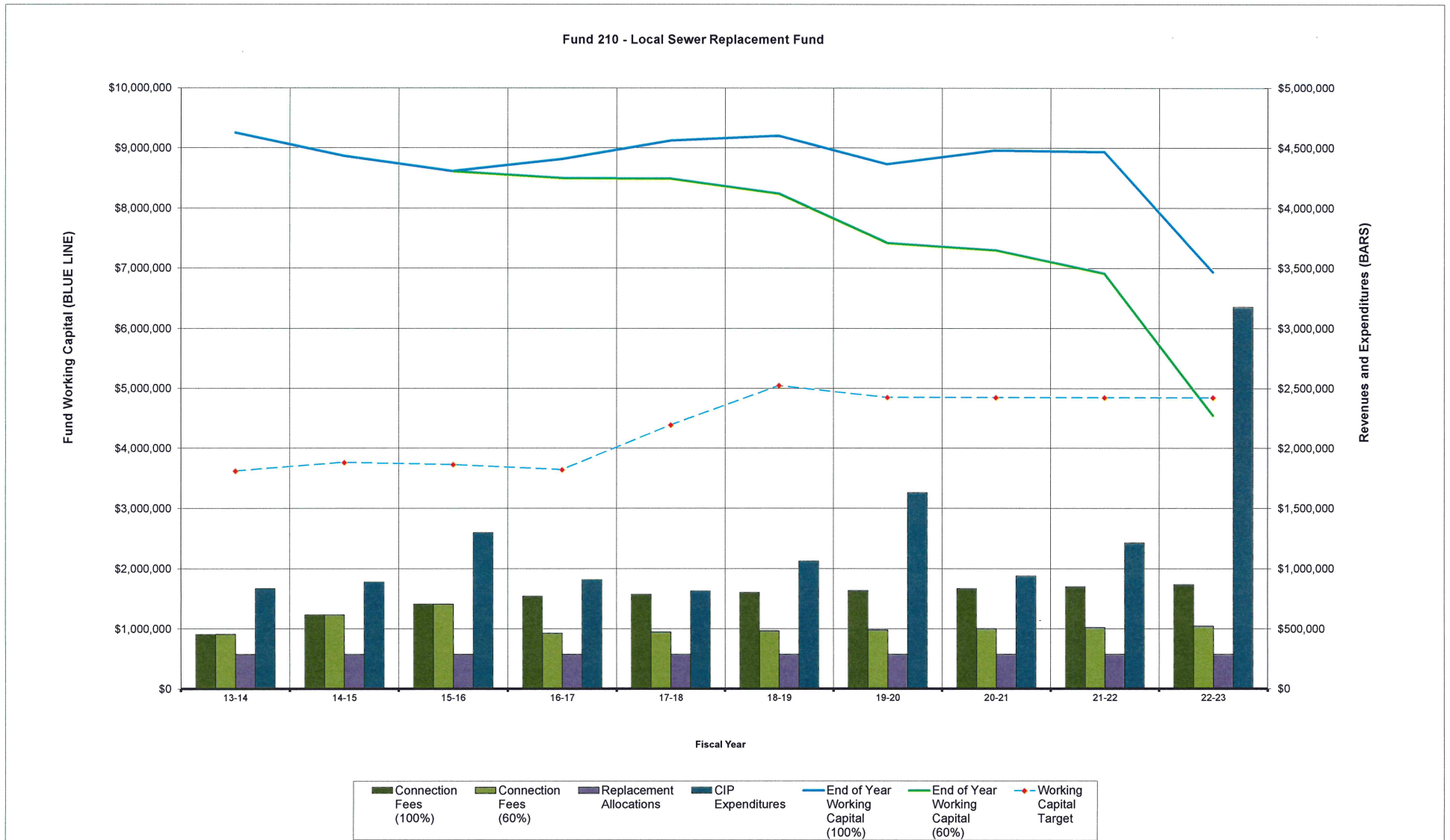


# Capital Cash Flow Projection

Fund 220 - Local Sewer Expansion Fund



# Capital Cash Flow Projection





Reference General Manager	Type of Action Accept Report	Board Meeting of May 5, 2014
Subject Accept Water Supply Report through May 1, 2014 and Receive Briefing on Programmatic Actions Needed in Response to the Drought		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input checked="" type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	B. Michalczyk
		<input type="checkbox"/> Board Member

**Recommendation:**

The General Manager recommends the Board of Directors accept, by Motion, the May 1, 2014 Water Supply Report.

**Summary:**

The monthly Water Supply Reports have traditionally been presented to the Water Committee each month through the winter and spring season. Given the seriousness of the water supply issues facing the State, the Livermore-Amador Valley and the District in 2014, this year these reports are being presented to the full Board. The Water Supply Report documents the conditions and situations of various aspects of the Water Supply situation as of May 1, 2014. Since this Board meeting is so early in the month not all the data for the report is available at the time of agenda preparation. Attachment A is an abbreviated form of the normal report limited to that information that was available at that time. The Board will be verbally briefed on current conditions and situations at the Board meeting. As directed by the Board, the Water Supply Report includes a status report of activities related to the Drought Action Plan endorsed by the Board in February 2014.

The Water Supply Report sets the stage for a sequential discussion of the following actions on tonight’s Board agenda that will be considered by the Board in response to the drought:

- Declaration of a Community Drought Emergency and Water Use Curtailment Goals;
- Water Use Limitations;
- Penalties and Enforcement Provisions
- Water shortage rate stage;
- Wise Water User Credit;
- Enhanced Rebate Program; and
- Drought Response Action Plan.

These items were each separately discussed on April 22, 2014 by the Board at which time the Board also received input from the community. The materials on tonight’s agenda have been revised in response to direction received from the Board on April 22, 2014. Attachment 2 presents a summary of the changes made.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR B. Michalczyk	DEPARTMENT Executive	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Monthly Water Supply Report through May 1, 2014 2. Summary of Changes Made since April 22, 2014 3.			

# WATER SUPPLY OUTLOOK AND CONSERVATION REPORT

May 1, 2014

Each year various agencies closely monitor precipitation, snow water content, reservoir levels and runoff to project the water supply situation for California for the irrigation season (summer and fall). The projections are made on a “Water Year” basis that runs from October 1 through September 30 of the following year. The District monitors this information throughout the wet season to be prepared for action if needed in the Spring of the year once the water supply picture becomes clear. In normal years, reports are made to the Water Committee on a monthly basis. In critical years such as this reports are made on a biweekly basis to the full Board.

## **Legal and Regulatory Uncertainties**

As Water Year 2014 progresses, there remains a great deal of legal and regulatory uncertainty about the reliability of water supplies from the Sacramento-San Joaquin Delta. This uncertainty develops due to interwoven legislation, regulation, legal actions and basic hydrology of the Delta. This situation has existed in some form for several decades but has become particularly critical in recent years. It is very likely that the uncertainties will continue for at least several years into the future. Attachment A provides specific information about what is driving the various legislative, regulatory and legal uncertainties related to the Delta water supply. The remainder of this memorandum addresses the hydrology of the Delta and the water supply as it is developing in WY 2014.

## **Meteorological and Hydrological Conditions - Water Year to Date**

**Precipitation** As of April 30, Northern Sierra precipitation remains significantly below normal levels for this time of the year (56%) in the Sacramento, Feather, American and Yuba River basins where our water supply physically originates. This effectively represents the end of the traditional wet weather season.

**Precipitation Outlook** The National Oceanic and Atmospheric Administration (NOAA) issues long-range weather outlooks. The current 30 day forecast (through the end of April, 2014) calls for an equal chance of below normal, normal and above normal precipitation. However, the current 90 day outlook remains negative predicting a significant chance of below normal precipitation for Northern California for the period May through July in total. The NOAA 30 and 90-Ninety Day Precipitation Outlook Maps are presented in Attachment B.

**Snowpack** Snow pack survey data through May 1 in the northern Sierra snowpack (really snow water content) shows the snowpack at only 5% of normal for this time of the year.

**Reservoir Storage** The key reservoir that affects water deliveries to DSRSD is Lake Oroville. As of April 30 Oroville is filled to 53% capacity and is 65% of what it would normally be at this time of the year.

**Unimpaired Runoff** Attachment C is developed from data produced by DWR and is a summary of 2014 Northern California unimpaired runoff projections. However, data for the end of April is not yet available. For reference purpose as of March 31 the data indicates that 2014



will see about 40% of normal unimpaired runoff and that statistically there is virtually no chance that average or greater than average unimpaired runoff would occur. The DWR data represents the maximum amount of water that **could** be pumped (but which will be limited further due to legal restrictions on pumping).

Water Year Type As of April 30 and based on criteria that included rainfall, snow pack, reservoir storage and runoff, DWR is projecting that the Northern California Regional Water Supply Index would classify 2014 as a “Critical” year in terms of post-winter runoff.

### **Agency Situations and Positions**

State of California Situation The following summarizes the short and long term policy of the State. When those are coupled with the current Water Supply Conditions leads to the resultant DWR Water Allocation.

California Situation – Long Term Senate Bill 7X7 passed as part of the comprehensive water reform package in November 2009 calls for a permanent 10% reduction in per capita water usage by 2015 and 20% by 2020.

California Situation - Short Term On January 17, 2014, Governor Brown proclaimed a State of Emergency throughout California due to current drought conditions and called on Californians to reduce their water usage by 20%.

DWR Allocation On April 18, 2014 DWR updated its water delivery allocations for Water Year 2014 to its contractors based on then-current conditions. As of that date, they are projecting deliveries of 5% for the year. However those deliveries are only available to the Contractors after September 1, 2014. A copy of that allocation is included as Attachment D.

### **Zone 7 Situation**

On December 17, 2013, Zone 7 approved full delivery requests from DSRSD (and the other Retailers) for 2014. On January 29, the Zone 7 Board of Directors declared a drought emergency within its service area and approved a number of projects and activities to minimize the impact of the drought. The Zone 7 declaration was focused on streamlining the process for implementing various capital projects that will give the Zone better capabilities to manage the supply that is available to them. At that time Zone 7 established curtailment levels at 20% overall based on 5% indoor and 40% outdoor curtailments.

On April 16, 2014 Zone 7 adjusted the curtailments to 25% overall based on 5% indoor and 50-60% outdoor curtailments and adopted several mandatory prohibitions for water usage.

On April 17, 2014 Zone 7 revised its delivery to DSRSD reducing previously approved deliveries by 25% consistent with the adopted curtailment levels.

The District continues to discuss with Zone 7 and the other Tri-Valley retailers what this operationally translates to for deliveries in the upcoming months.

### **District Situation and Position**

Current District Situation On February 18, 2018 the District Board took the following actions:

- Declared a State of Emergency;
- Established a system-wide target of 20% water curtailment (consisting of 5% indoor and 40% outside water use); and
- Endorsed the District’s Drought Response Action Plan.

In May 2013 for water rate purposes, the Board placed the District into a “Baseline” water shortage condition where it officially remains at the present time. A Baseline water shortage conditions essentially means that the District is seeking to maintain or slightly improve upon 2013 per capita water usage of 131 gpcpd. This usage level meets the State mandate of 20% water use reduction by 2020. The water shortage stage (which affects rates) will be formally considered by the Board on May 5, 2014.

Actual District Conservation (SB7x7 Basis) Senate Bill 7x7 of 2009 requires the District to measure conservation on a per capita basis as compared to a ten-year baseline period that the District was allowed to select using a number of allowable approaches. The District, in adopting its most recent Urban Water Management Plan, selected a Baseline period of 1997 through 2006 and also projected per capita water use during each year of the five year UWMP. The District conservation targets and the actual conservation in the District are as follows:

- |   |                                  |                          |
|---|----------------------------------|--------------------------|
| • Baseline  | 1997-2006 per capita usage       | 204 gpcpd                |
| • Interim Target                                  | 10% per capita reduction by 2015 | 183 gpcpd;               |
| • Final Mandate                                   | 20% per capita reduction by 2020 | 163 gpcpd;               |
| • Urban Water Management Plan projection for 2014 |                                  | 143 gpcpd                |
| • District conservation levels as of April 30     |                                  | 131 gpcpd <sup>1</sup> . |

District conservation trends on a per person basis are shown in Attachment E.

Actual District Conservation (2013 vs. 2014 Comparison) The table immediately below summarizes conservation levels achieved by the District in each full month in 2014 as compared to those months in 2013. For simplicity sake, this data is presented on a total volume basis. This understates actual per-account conservation due to the approximate 4.9% growth in the number of customer accounts in calendar year 2013. As can be seen, through the first four months of 2014, and on a total volume basis, District conservation has not approached the current 20% (soon to be 25%) level. To interpret the data below, it should be noted that Zone 7 declared a State of Emergency at the end of January and the District did so on February 18, 2014; also January 2014 was the driest January on record which undoubtedly led to the increased water usage in that month as compared to January 2013.

---

<sup>1</sup> Twelve month moving average

<b>Water Usage (Million Gallons)</b>			
	<b>CY 2013</b>	<b>CY 2014</b>	<b>Curtailment</b>
January	188.4	238.6	-26.7%
February 1-18	119.0	116.5	2.1%
February 19-28	72.1	64.0	11.2%
March	245.7	206.5	15.9%
April	280.2	227.7	18.7%
<b>Calendar Year to Date</b>	<b>905.3</b>	<b>853.3</b>	<b>5.7%</b>
<b>Feb, 19, 2014<sup>2</sup> to Date</b>	<b>597.9</b>	<b>498.1</b>	<b>16.7%</b>

**Summary**

The following pages summarize the data discussed above in a tabular fashion for the past seven water years as well as month by month for the current water year.

**District Actions Needed**

At this meeting the Board will formally consider various actions related to the drought listed in the Summary and Recommendation.

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<sup>2</sup> District declared State of Community Drought Emergency on February 18, 2014 establishing a 20% system wide curtailment goal.

<b>TABULAR SUMMARY OF HISTORIC HYDROLOGICAL AND WATER SUPPLY CONDITIONS<sup>3</sup></b>							
	<b>WY2007</b>	<b>WY2008</b>	<b>WY2009</b>	<b>WY 2010</b>	<b>WY 2011</b>	<b>WY 2012</b>	<b>WY 2013</b>
Precipitation <sup>4</sup>	75%	73%	93%	107%	145%	80%	85%
Snowpack <sup>5</sup>	52%	101%	89%	126%	165%	74%	49%
Oroville Storage (% of Normal)	101%	90%	59%	78%	135%	115%	92%
Oroville Storage (% of Capacity)	62%	55%	38%	50%	86%	99%	79%
<b>Unimpaired Runoff</b>							
Percent of Normal Year <sup>6</sup>	53%	58%	64%	84%	138%	63%	64%
Water Supply Index	Critical	Critical	Dry	Below Normal	Wet	Below Normal	Dry
<b>Water Delivery Allocation</b>							
DWR to State Water Cont.	60%	35%	40%	50%	80%	65%	35%
<b>Statewide and Regional Conservation</b>							
State of California Short Term	----		20%		Strongly encourage conservation and minimal water use		
State of California Long Term	---			10% per capita reduction target by 2015 20% per capita reduction mandate by 2020			
Zone 7	Voluntary 10%						
<b>DSRSD CONSERVATION SUMMARY<sup>7</sup></b>							
<b>Pre SB 7X7 Methodology</b>							
Target	Voluntary 10%		Stage I- Vol. 20%				
% Achieved	2.4%	4.5%	13.8%	21.1%	21.5%	26.8%	
<b>Post SB 7X7 Methodology</b>							
SB 7x7 Baseline							204
2015 Target							183
2020 Mandate							163
UWMP Prediction							138
Actual							126

<sup>3</sup> Unless noted, data shown is for June of the Water Year shown.

<sup>4</sup> Percent of Normal; 8 Station Northern Sierra for the water year

<sup>5</sup> Percent of Normal; Northern Sierra Average as of April 1 which is historically peak snowpack for the year

<sup>6</sup> Runoff in percent of average year for Sacramento River watershed

<sup>7</sup> Expressed on a per account basis with the baseline year (July 06 to June 07 for WY 2007 through 2012).

TABULAR SUMMARY OF HYDROLOGICAL AND WATER SUPPLY CONDITIONS FOR WY 2014 <sup>8</sup>								
	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	June 2014
Precipitation <sup>9</sup>	27%	26%	19%	17%	38%	51%	56%	
Snowpack <sup>10</sup>	NA	NA	11%	5%	11%	23%	5%	
Oroville Storage (% of Normal)	67%	72%	58%	54%	57%	64%	65%	
Oroville Storage (% of Capacity)	41%	43%	36%	36%	39%	49%	53%	
Projected Unimpaired Runoff								
Chance of Normal Year <sup>11</sup>	NA	65%	45%	33%	33	40	Not Yet Avail.	
Chance of Average Year	NA	20%	Nil	Nil	Nil	Nil	Nil	
Projected Type of Water Year								
Water Year Classification	NA	Dry	Critical	Critical	Critical	Critical	Critical	
Water Delivery Allocation								
DWR to State Water Cont.	NA	5%	5%	0%	0%	0%	5% (After 9-1-14)	
Adopted Statewide and Regional Conservation Targets								
California Short Term Policy	<u>January 17, 2014:</u> Governor Brown proclaimed that a state of emergency exists due to current drought conditions and called on Californians to curtail water usage by 20% <u>April 25, 2015:</u> Governor Brown proclaimed continued State of Emergency and ordered various water use limitations							
California Long Term Policy	10% per capita reduction interim target by 2015 and 20% per capita reduction mandated by 2020							
Zone 7	<u>April 16, 2014:</u> Zone 7 declared a drought emergency within its service area and established curtailments at 25% system-wide (5% indoor curtailment and 50-60% outside curtailment) and adopted various mandatory prohibitions							
DSRSD CONSERVATION SUMMARY <sup>12</sup>								
DSRSD Stage	<u>May, 2013:</u> For rate purposes - Baseline water shortage condition (i.e. maintain current per person water use); and <u>Feb. 18, 2014:</u> declared State of Drought Emergency and set target curtailment consistent with Zone 7							
SB 7x7 Baseline	204							
2015 Target	183							
2020 Mandate	163							
UWMP Prediction	138 for CY 2013			143 for CY 2014				
Current	132	134	135	136	135	134	131	

<sup>8</sup> Data shown is current as of the beginning of month shown

<sup>9</sup> Percent of Normal at this time of year; 8 Station Northern Sierra

<sup>10</sup> Percent of Normal at this time of year; Northern Sierra Average

<sup>11</sup> Projected water year runoff in percent of average year for Sacramento River watershed

<sup>12</sup> Values shown are in gallons per person per day

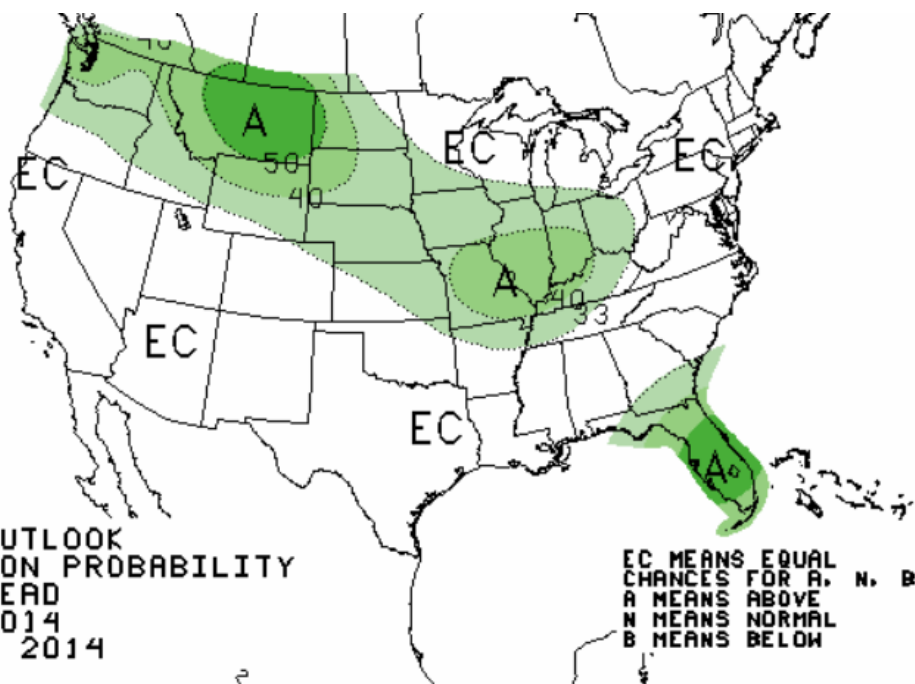
**ATTACHMENT A**  
**WATER SUPPLY UNCERTAINTIES**

*May Update Not Yet Available*

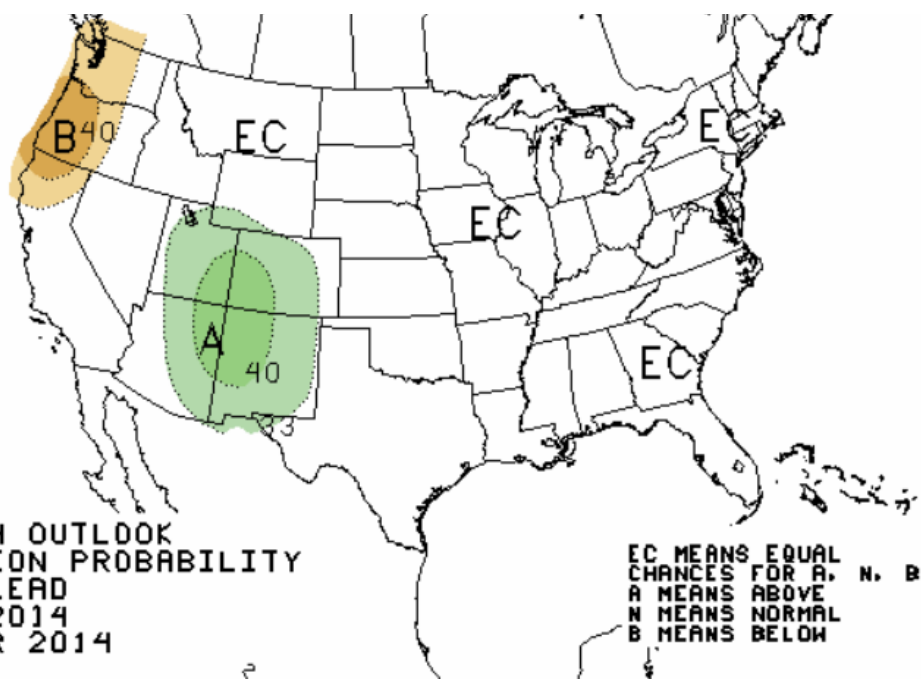
## ATTACHMENT B NOAA PRECIPITATION FORECASTS



ONE-MONTH OUTLOOK  
PRECIPITATION PROBABILITY  
0.0 MONTH LEAD  
VALID MAY 2014  
MADE 30 APR 2014



THREE-MONTH OUTLOOK  
PRECIPITATION PROBABILITY  
0.5 MONTH LEAD  
VALID MJJ 2014  
MADE 17 APR 2014



**ATTACHMENT C**  
**FORECAST OF UNIMPAIRED RUNOFF**

*May Update Not Yet Available*



**ATTACHMENT D  
CURRENT DWR DELIVERY ALLOCATION**

State of California

DEPARTMENT OF WATER RESOURCES  
CALIFORNIA STATE WATER PROJECT

California Natural Resources Agency

**NOTICE TO STATE WATER PROJECT CONTRACTORS**

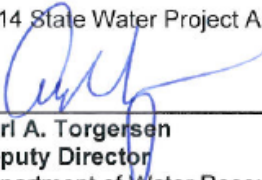


**Date:** APR 18 2014

**Number:** 14-07

**Subject:** 2014 State Water Project Allocation Increase back to 5 Percent

**From:**

  
\_\_\_\_\_  
**Carl A. Torgersen**  
**Deputy Director**  
Department of Water Resources

The Department of Water Resources (DWR) is increasing the allocation of 2014 State Water Project (SWP) water for long-term contractors from 0 acre-feet to 208,628 acre-feet. Based on recent precipitation, runoff, and current water supply conditions, SWP supplies are projected to meet 5% of SWP contractors' requests for Table A water, which totals 4,172,536 acre-feet. A condition of this Allocation is that SWP contractors take delivery of this water after September 1, 2014. Attached is the modified 2014 SWP allocation table.

The 2014 Initial Allocation made on 11/19/13 was 5%, but was later reduced to Zero on 1/31/14 when hydrologic conditions turned historically dry. Although this increase from Zero back to 5% will provide much needed relief in meeting critical water needs in 2014, it remains the lowest overall allocation in SWP history. DWR is taking prudent steps in preparing for continued drought conditions should they persist into 2015.

If you have any questions or need additional information, please contact Robert Cooke, Chief of DWR's State Water Project Analysis Office, at (916) 653-4313.

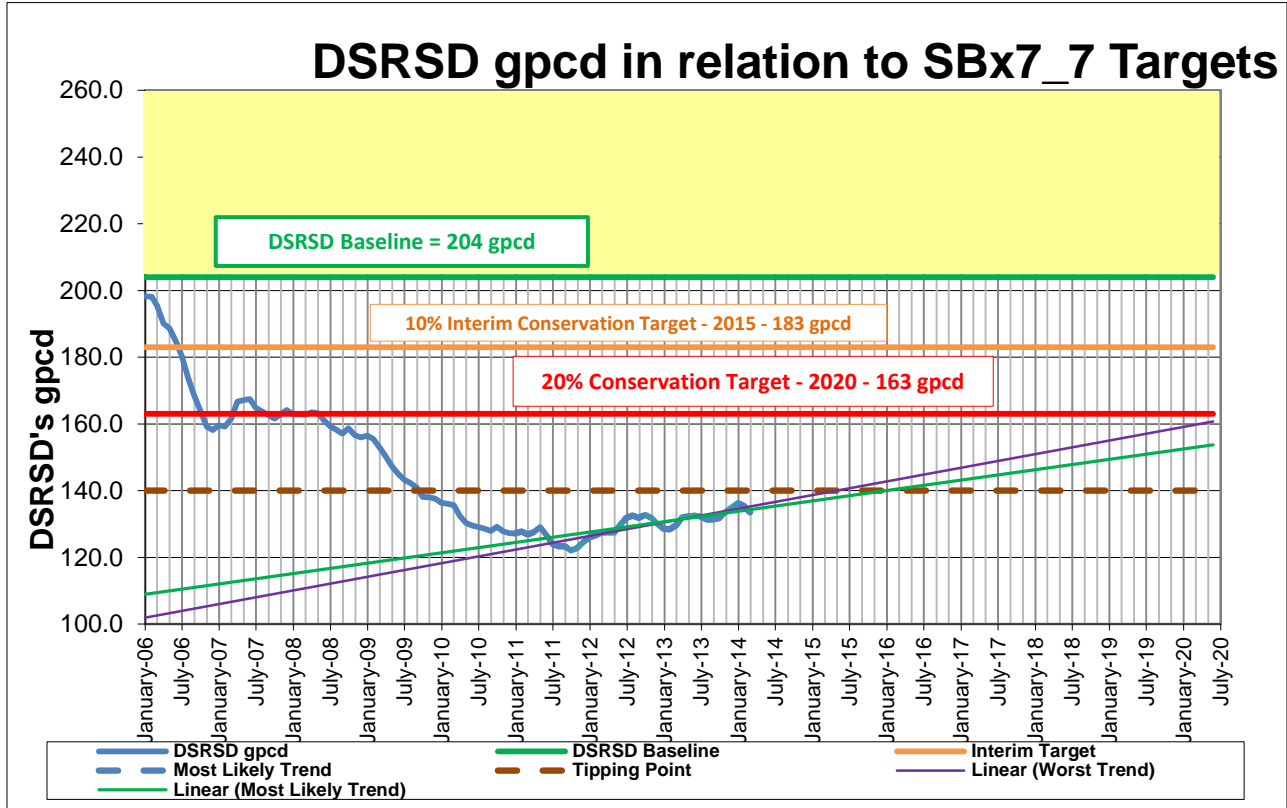
Attachment

2014 STATE WATER PROJECT ALLOCATION  
(ACRE-FEET)

SWP CONTRACTORS	TABLE A	INITIAL REQUEST	APPROVED ALLOCATION	PERCENT INITIAL REQUEST APPROVED (3)/(2) (4)
	(1)	(2)	(3)	(4)
<b>FEATHER RIVER</b>				
County of Butte	27,500	27,500	1,375	5%
Plumas County FC&WCD	2,500	2,500	125	5%
City of Yuba City	9,600	9,600	480	5%
<b>Subtotal</b>	<b>39,600</b>	<b>39,600</b>	<b>1,980</b>	
<b>NORTH BAY</b>				
Napa County FC&WCD	29,025	29,025	1,451	5%
Solano County WA	47,706	47,706	2,385	5%
<b>Subtotal</b>	<b>76,731</b>	<b>76,731</b>	<b>3,836</b>	
<b>SOUTH BAY</b>				
Alameda County FC&WCD, Zone 7	80,619	80,619	4,031	5%
Alameda County WD	42,000	42,000	2,100	5%
Santa Clara Valley WD	100,000	100,000	5,000	5%
<b>Subtotal</b>	<b>222,619</b>	<b>222,619</b>	<b>11,131</b>	
<b>SAN JOAQUIN VALLEY</b>				
Oak Flat WD	5,700	5,700	285	5%
County of Kings	9,305	9,305	465	5%
Dudley Ridge WD	48,350	48,350	2,418	5%
Empire West Side ID	3,000	3,000	150	5%
Kern County WA	982,730	982,730	49,137	5%
Tulare Lake Basin WSD	87,471	87,471	4,374	5%
<b>Subtotal</b>	<b>1,136,556</b>	<b>1,136,556</b>	<b>56,829</b>	
<b>CENTRAL COASTAL</b>				
San Luis Obispo County FC&WCD	25,000	25,000	1,250	5%
Santa Barbara County FC&WCD	45,486	45,486	2,274	5%
<b>Subtotal</b>	<b>70,486</b>	<b>70,486</b>	<b>3,524</b>	
<b>SOUTHERN CALIFORNIA</b>				
Antelope Valley-East Kern WA	144,844	144,844	7,242	5%
Castaic Lake WA	95,200	95,200	4,760	5%
Coachella Valley WD	138,350	138,350	6,918	5%
Crestline-Lake Arrowhead WA	5,800	5,800	290	5%
Desert WA	55,750	55,750	2,788	5%
Little Rock Creek ID	2,300	2,300	115	5%
Metropolitan WDSC	1,911,500	1,911,500	95,575	5%
Mojave WA	82,800	82,800	4,140	5%
Palmdale WD	21,300	21,300	1,065	5%
San Bernardino Valley MWD	102,600	102,600	5,130	5%
San Gabriel Valley MWD	28,800	28,800	1,440	5%
San Geronio Pass WA	17,300	17,300	865	5%
Ventura County WPD	20,000	20,000	1,000	5%
<b>Subtotal</b>	<b>2,626,544</b>	<b>2,626,544</b>	<b>131,328</b>	
<b>TOTAL</b>	<b>4,172,536</b>	<b>4,172,536</b>	<b>208,628</b>	

SWPAO  
4/16/2014

**ATTACHMENT E  
DSRSD WATER CONSERVATION TRENDS**



**ATTACHMENT F**  
**STATUS OF FEBRUARY 18, 2014 DROUGHT ACTION PLAN ACTIVITIES**  
**As of May 1, 2014**

<b>IMMEDIATE WATER USE CURTAILMENTS.</b>		
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>
1	Turning off potable irrigation systems at all District facilities (i.e., primarily remote pump stations)	Complete. Irrigation systems will resume operation in May but the watering schedule will be set in conformance with the District's limitations on water use.
2	Only cleaning sewers with recycled water (except for SSO's and emergencies)	Complete
3	Ceasing all hydrant flushing (except for critical areas with identified water quality problems)	Complete
4	Exchanging all potable hydrant meters for purple recycled water hydrant meters for construction use	Complete. A few potable hydrant meters will remain in use because they supply domestic water for contractor's staff.
<b>FOCUSED PUBLIC OUTREACH</b>		
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>
1	Posting a "Save Our Water" campaign on the DSRSD website	Complete. On District home page, created and posted banner linking to Save Our Water (SOW), the statewide campaign managed by ACWA and Department of Water Resources
2	Speaking to groups including Rotary, Lions, HOA's, etc	<ul style="list-style-type: none"> <li>• Amador Valley Lions 2/27</li> <li>• Hansen Ranch HOA 2/27</li> <li>• Dublin Chamber Economic Development Committee 3/6</li> <li>• San Ramon Rotary 3/6</li> <li>• Sorento West HOA 3/6</li> <li>• Dublin Rotary 3/11</li> <li>• Dublin Lions 3/25</li> </ul>
3	Making presentations to local City Councils	Dublin City Council presentation 3/18 San Ramon City Council presentation 4/8
4	Conducting neighborhood meetings to explain the water situation and tips for conserving water	<ul style="list-style-type: none"> <li>• Dublin Corporate Center Green Fair April 23 informational booth about the drought</li> <li>• Dublin "Water Wise" Workshop May 3 informational booth about the drought</li> <li>• Booth at Dublin Farmer's Market May 15, will do every third Thursday all summer</li> <li>• Currently working to plan and schedule more neighborhood meetings</li> </ul>
5	Conducting more landscape water audits	Currently working on a plan to advertise this program

6	Meeting with local fire departments to discuss and review the locations of recycled water hydrants	Alameda County FD April 14, and San Ramon Valley FD April 17. Camp Parks FD has not responded to numerous requests for a meeting, so a letter will be sent.
7	Developing consistent messages with other Tri-Valley and regional water agencies	Retailers have met numerous times to discuss proposed limitations, conservation goals, and developing consistent messages. Livermore proposed a mechanism for jointly sharing costs for messaging. DSRSD signed contracts with radio station KKIQ and Comcast. Retailers have agreed to share costs for radio and TV advertising, so KKIQ radio ads will begin on May 4, and Comcast TV ads will begin on May 12. Zone 7 is mailing an informational brochure to the entire Tri-Valley area. Agency PIOs are now working to develop a common web page with links to each retailer's conservation information. Retailers and Zone 7 have met with two possible PR consultants to discuss their proposals for longer term messaging..
8	Publicizing the availability of recycled water for contractors and possibly even the public	PI issued a press release in April for contractors advertising the availability of recycled water at the WWTP and at purple hydrants. Staff met with CDPH and received their verbal approval for a domestic recycled water distribution program, and since then CDPH responded with two minor changes to the instruction sheet and the procedures that DSRSD developed. The domestic distribution program will be implemented in May or early June when irrigation demands increase.
9	Making presentations to students in local schools about the importance of conserving water	<ul style="list-style-type: none"> <li>• Presentation at Dublin Elementary planned for May 15</li> <li>• Water Hero program distributed to 1,400 area 3rd graders on April 30.</li> <li>• Recycled Water activity booklet for 5th graders was distributed last fall, will be updated in fall 2014.</li> <li>• Oscar the Otter performed in the St. Patrick's Day parade.</li> <li>• Water conservation booklets distributed to 1,500 area 2nd graders on April 30..</li> </ul>

**EXPANDED RECYCLED WATER USE**

No.	Description	Activities / Status
1	Finish converting Dublin High School to use recycled water for irrigation	Meeting/tour for DUSD staff held on April 10, visited Dougherty HS and Cal HS to see how recycled water is being used to irrigate athletic fields. Conversion now scheduled for May 14. At DUSD's request staff is now investigating also converting the new Performing Arts Center.
2	Convert irrigation customers that are close to the recycled water distribution system	In progress: <ul style="list-style-type: none"> <li>• Converting Archstone Apartments to RW</li> <li>• Considering the converting of up to 37 sites in Eastern Dublin to RW: staff is evaluating costs and will recommend proceeding with conversions that can be implemented at a reasonable cost</li> <li>• Cottonwood/Parkwood Apartments: investigation complete, staff does not recommend converting at this time due to the high cost</li> <li>• Amador Lakes Apartments: investigation complete, staff does not recommend converting at this time due to the high cost</li> </ul>
3	Install temporary piping, if feasible, to convey recycled water to areas that currently do not have recycled	<u>Temp RW pipe to West Dublin</u> - investigation complete, staff does not recommend converting at this time due to the high cost . <u>Temp RW pipe to Santa Rita Jail</u> – investigation complete, staff

	water service, including Western Dublin and Santa Rita Jail	instead recommends installing a permanent connection due to the relatively small difference in cost and the high water savings. On May 5, 2014 agenda.
4	Allow residents to pick up recycled water at the WWTP for use at home, if allowed by regulatory authorities	Verbal approval obtained from CDPH, staff prepared procedures and an instruction sheet for using recycled water (i.e. do's and don'ts), which has been reviewed and approved by CDPH . Before implementing the program staff is researching the RWQCB Recycled Water General Permit for terms that support this program.
5	Convert District pump stations to use recycled water for irrigation, if determined to offer acceptable conservation compared to the expense	Investigation complete, staff not does recommend converting our remote sites at this time due to the high cost .
6	Encourage and assist Pleasanton to expedite converting Val Vista Park to use recycled water	Completed.
7	Encourage and assist Pleasanton to expedite converting other customers in proximity to the wastewater treatment plant to use recycled water via temporary piping	Discussed the idea with Pleasanton which expressed interest. City staff now looking into areas where this could be accomplished easily. City staff completed test runs in April and is now planning to begin hauling 80 4,000-gallon loads per week to Calippe Golf Course beginning in late May.
8	Encourage EBMUD to accelerate connecting San Ramon customers to recycled water	Discussed with EBMUD staff at DERWA O&M Coordination Meeting 3/12/2014; EBMUD is seeking to get San Ramon's approval to convert Central Park.
9	Installing more recycled water hydrants throughout the service area as the existing budget allows	More will be added as recycled water pipes are extended.

***ENHANCED CUSTOMER SERVICE***

<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>
1	Using AMI to notify customers when their usage is approaching the next tier	Implementing programming necessary to access, organize, and begin utilizing AMI data. Customer portal now expected to be operational by sometime in May. DSRSD water bills have been revised to include usage in total gallons and average gallons per day.
2	Using AMI to allow customers to monitor their daily water usage from a website	
3	Using AMI to alert staff when customers have leaks	

***AFFORDABILITY AND ENTICEMENT PROGRAMS***

<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>
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1	Adding a District-alone component to further incentivize existing Zone 7 rebate programs for toilets, wash machines and landscape conversions	On May 5, 2014 agenda
2	An “Affordability Program” incentive program, renamed the “Wise Water User Program” for current Tier 1 usage level customers who achieve even further levels of conservation	On May 5, 2014 agenda
<b>FULLY COOPERATE WITH REQUESTS FROM ZONE 7</b>		
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>
1	DSRSD will coordinate with and assist Zone 7 in all reasonable ways	Management from Zone 7 and the Retailers have met numerous times and continue to meet to discuss issues and coordinating actions and response.
2	Pursue implementing the existing intertie agreements with EBMUD as a possible source of additional water	Obtaining a flow meter to test for this application. All 3 sites were dry-fit tested during February; need to submit formal request to the EBMUD GM for approval to connect.
3	Work closely with Zone 7 to coordinate deliveries to retailers and the ever evolving limitations in the water supply.	First meeting held with Retailers 2/11/2014; Z7 performed a pressure test on Zone 1 on 3/19; DSRSD FOD staff then met with Zone 7 on 3/20; Zone 7 has yet to schedule another operations meeting with the Retailers as a group.

**SUMMARY OF CHANGES MADE TO APPROVING DOCUMENTS  
SINCE APRIL 22, 2014**

No.	Ref.	Description of Change Made	Comments
<b>Declaration of a Community Drought Emergency and Water Use Curtailment Goals</b>			
1	Resolved No. 3	Clarified that curtailment goal is system-wide not customer-by-customer	Per BOD direction
2	Prior resolution	Budget amendment for drought response expenditures moved to a separate item of Board business and resolution	Ease of future administration – when the emergency declaration is rescinded would not be appropriate to rescind budget amendment related to expenditures already made at that time
3	Throughout	Various administrative and legal revisions made to text of a non-substantive nature	
<b>Water Use Limitations</b>			
1	Section 3(d)(1) {Exemptions}	Re-ordered exemptions into the following categories of irrigation spelling out for each in one place how they could comply <ul style="list-style-type: none"> <li>• Drip</li> <li>• Hand with bucket</li> <li>• Hand with shut off nozzle</li> <li>• Oscillating devices</li> <li>• Fixed systems without timers</li> <li>• Fixed systems with times</li> </ul>	Per BOD direction  Also added a “application rate” element so that a sprinkler system does not run all night e.g.
2	Section 3(d)(3) {Exemptions}	Swimming pools and spas - Separately addressed: <ul style="list-style-type: none"> <li>• Private pools and spas – must be covered when not in use</li> <li>• Semi-Public Pools – must be covered when not in use but 4 months to comply</li> <li>• Semi Public spas – must be covered when not available for use</li> <li>• Public Pools – must be public when not available for use</li> <li>• Water Play Areas – can be used when 90 or greater</li> </ul>	Per BOD direction



No.	Ref.	Description of Change Made	Comments
3	Section 3(d)(4) {Exemptions}	Decorative fountains – all types to be shut off (unless harboring aquatic life)	Per BOD direction
4	Throughout	Various administrative and legal revisions made to text of a non-substantive nature	
<b>Penalties and Enforcement Provisions</b>			
1	Sec. 3 – Enforcement Action	Streamlined description of “progressive violations”	For ease of understanding and use
2	Sec 5 – Administration	Added direction to GM to develop reasonable and appropriate guidelines to be used when considering waivers	Per general BOD direction.  Cannot possibly develop an ordinance that covers every possible situation; guidelines for waivers will call for reasonably balancing the impact on a customer against the amount of water actually saved via a strict enforcement of the ordinance
3	Not specific	Board asked consideration be given to blanket waiver of prohibition if bimonthly usage less than a certain level  No revisions made	Reasons: <u>Timing</u> – Violations happen in real time; consumption level for waiver not available sometimes for up to 60 days <u>Administration</u> – Better to handle via: <ul style="list-style-type: none"> <li>• Exemption applied for;</li> <li>• Common sense enforcement</li> <li>• Waiver of violation appeal process</li> </ul>
4	Throughout	Various administrative and legal revisions made to text of a non-substantive nature	
<b>Water Shortage Rate Stage</b>			
1	Attachments	Removed references to Stage 2 rates	Per BOD direction regarding adoption of Stage 3 rates
2	Throughout	Various administrative and legal revisions made to text of a non-substantive nature	
<b>Wise Water User Credit</b>			
1	Throughout	Changed program name from “Affordability Program” to “Wise Water User Credit”	Per BOD direction
2	Program Description	Restated credit as \$2 per month rather than \$12 lump sum for an implicit 6 month long program	Per BOD direction if program were to terminate early or be extended

No.	Ref.	Description of Change Made	Comments
3	Throughout	Various administrative and legal revisions made to text of a non-substantive nature	
<b>Enhanced Rebate Program</b>			
1	Throughout	Various administrative and legal revisions made to text of a non-substantive nature	
<b>Drought Response Action Plan</b>			
1	Throughout	Restructured to group programs into the following elements and included various Board and Board Member suggestions: <ul style="list-style-type: none"> <li>• Immediate Actions</li> <li>• Focused Media Based Public Outreach</li> <li>• Non-Media Public Outreach</li> <li>• Expand recycled Water use                             <ul style="list-style-type: none"> <li>○ Permanent Connections</li> <li>○ Temporary Connections</li> <li>○ Contractors</li> <li>○ Public Access</li> </ul> </li> <li>• Enhanced Customer Service</li> <li>• Wise Water user Credit</li> <li>• Enhanced rebate Program</li> <li>• Irrigation Adjustment and repair Program</li> <li>• Pursue Short term Water Transfers</li> <li>• Cooperation with tri-Valley Agencies</li> </ul>	Per BOD direction
2	Throughout	Various administrative and legal revisions made to text of a non-substantive nature	



Reference General Manager	Type of Action Declaration of Emergency	Board Meeting of May 5, 2014
Subject Declare Updated State of Community Drought Emergency		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input checked="" type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	B. Michalczyk
		<input type="checkbox"/> Board Member

**Recommendation:**

The General Manager recommends the Board, by Resolution, declare an updated State of Community Drought Emergency.

**Summary:**

On February 18, 2014 the Board declared a Community Drought Emergency. Attachment 1 is an excerpt from the materials provided to the Board at that meeting which established the background and need for that action. Since February 18, 2014 the District has been closely monitoring the wet weather season as it developed as well as various policy and administrative actions taken at the local, regional and State levels. Key developments since February 18, 2014 include the following:

- The traditional wet weather season is essentially over and while conditions improved since early February (see previous item on tonight’s agenda), 2014 remains a critically dry year;
- The Cities of Dublin, Pleasanton and Livermore have each declared States of Drought Emergency;
- On April 16, 2014 Zone 7 Water Agency directed the local water supply retailers and untreated water customers to assure a 25% total reduction for 2014 (with 5% coming from inside water use and 50-60% from outside water use), and adopted various mandatory conservation measures to achieve this reduction.

The proposed Update to the Declaration of Community Drought Emergency maintains all the provisions of the February 18, 2014 Declaration of Community Drought Emergency and adds/revises the following:

- Updates the findings for action which include key developments since February 18, 2014;
- Establishes a revised conservation goal of 25% overall, 5% inside and 50-60% outside (all 2014 as compared to 2013) as directed by Zone 7 Board of Directors on April 16, 2014;
- Authorizes and directs the General Manager to initiate appropriate actions including but not limited to the temporary curtailment or cessation of service to individual customers and/or areas of the District as may be appropriate to ensure the integrity of the community water supply system for health and safety purposes and to appropriately notify the Board a timely fashion of actions taken; and

Authority for the District to make this declaration is found in the California Emergency Services Act and California Water Code Sections 100, 13576, §§ 350 et seq., 375 et seq., and § 71640 et seq., and Govt. Code § 61100, sub. (a).

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Yes	ORIGINATOR B. Michalczyk	DEPARTMENT Operations	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A.  B.		Attachments to S&R 1. Excerpt from February 18, 2014 Board Agenda Material Related to Declaration of Community Drought Emergency 2. 3.			179 of 265

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT TO UPDATE AND DECLARE A CONTINUING COMMUNITY DROUGHT EMERGENCY, AND RESCIND RESOLUTION NO. 10-14

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WHEREAS, the State of California has and continues to experience record dry conditions, with 2013 being the driest year on record; and

WHEREAS, January 2014, normally a very wet month, was critically dry and is now the driest January on record; and

WHEREAS, meteorological and hydrological conditions improved somewhat since early February 2014, but 2014 remains a critically dry year as classified by the State of California; and

WHEREAS, on January 17, 2014 California Governor Edmund G. Brown issued a Proclamation of a State of Emergency, and encouraged all Californians to reduce their water usage by 20%; and

WHEREAS, the Zone 7 Water Agency issued a Proclamation of a Local Drought Emergency on January 29, 2014 and authorized their General Manager to “establish appropriate levels of conservation consistent with the California State of Drought Emergency and local conditions;” and

WHEREAS, in conformance with the January 29, 2014 proclamation by the Zone 7 Water Agency the General Manager established a system-wide conservation goal of 20% for 2014 as compared to 2013 usage, which was based on demand reductions of 5% for indoor water use and 40% for outdoor water use; and

WHEREAS, on January 31, 2014 the Department of Water Resources reduced from 5% to 0% the anticipated allocation of water to customers of the State Water Project, including the Zone 7 Water Agency; and

WHEREAS, on February 18, 2014 the District declared a State of Community Drought Emergency and established a goal of curtailing overall District water usage by twenty percent

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

(20%) base on five percent (5%) curtailment of inside water use and forty percent (40%) curtailment of outside water use as compared to the same period in 2013; and

WHEREAS, on February 24, 2014 the City of Livermore declared a Water Shortage Emergency; and

WHEREAS, on March 18, 2014 the City of Dublin declared a Local Drought Emergency; and

WHEREAS, on March 18, 2014 the City of Pleasanton approved an urgency ordinance amending their water conservation plan as needed to protect the immediate threat of the potentially significant drought to preserve public health and safety; and

WHEREAS, on April 9, 2014 the California Department of Water Resources announced that as of that time 2014 water allocations to the State Water Contractors (including Zone 7) will remain at or near 0%; and

WHEREAS, on April 16, 2014 the Zone 7 Water Agency directed the local water supply retailers and untreated water customers to assure a 25% total reduction for 2014 with 5% coming from indoor curtailment and 50-60% from outdoor curtailment, and adopting mandatory conservation measures to achieve these reductions; and

WHEREAS, on April 18, 2014 the California Department of Water Resources announced that anticipated 2014 water allocations to the State Water Contractors (including Zone 7) will be increased to 5% but only on condition that delivery of water occur after September 1, 2014; and

WHEREAS, on April 25, 2014 Governor Edmund G. Brown proclaimed a Continued State of Emergency in the State of California and ordered that California residents should refrain from wasting water, specifying many practices that waste water and directing urban water suppliers to implement drought response plans to limit outdoor irrigation and other wasteful water practices; and

WHEREAS, through April 30, 2014, water use curtailment in the District has been 5.7% for the calendar year as a whole and 16.7% since the February 18, 2014 declaration of a

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

Community Drought Emergency thus not achieved the needed level of curtailment to date as compared to the same periods in 2013; and

WHEREAS, the California Emergency Services Act and the California Water Code empowers local agencies to declare a state of emergency, which allows the agency to expend funds and promulgate orders and regulations necessary to provide for the protection of life and property, and to invoke exceptions allowed by law to normal contracting, purchasing, and California Environmental Quality Act (CEQA) requirements so that the Agency can more quickly take action and respond to rapidly changing conditions.

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

1. Resolution No. 10-14 is hereby rescinded and replaced it in its entirety with this Resolution.
2. A State of Emergency has existed since February 18, 2014 and continues to prevail in the community served by the District by reason of the fact that the ordinary demands and requirements of the water consumers in the District's service area cannot be met and satisfied by the water supplies now available to the District without depleting the water supply to the extent that there would be insufficient water for human consumption, sanitation, and/or fire protection as a result of the ongoing drought and the resulting reductions to and restrictions on the available water supply.
3. For the remainder of calendar year 2014, the General Manager is authorized and directed to take all appropriate steps and actions as may be within the General Manager's authority and/or as approved by the Board to curtail system wide water usage in the District by twenty five percent (25%) overall with five percent (5%) coming from indoor curtailment and fifty to sixty percent (50-60%) from outdoor curtailment as compared to the same period in calendar year 2013.

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

4. The General Manager is authorized and directed to initiate appropriate operational actions including but not limited to the temporary curtailment or cessation of service to individual customers and/or areas of the District as may be appropriate to ensure the continued integrity of the community water supply system for health and safety purposes and, in such circumstances, to timely notify the Board of such actions taken.
5. As it relates to contracting and purchasing actions associated with the District's response to the need for curtailing water usage under this Declaration of a Community Emergency, the General Manager is hereby authorized to make decisions about invoking exceptions to normal contracting and purchasing requirements as allowed by California law.
6. As it relates to California Environmental Quality Act (CEQA) actions associated with the District's response to the need for curtailing water usage under this Declaration of a Community Emergency, the General Manager is hereby authorized to make decisions regarding invoking exemptions to CEQA as allowed by California law.
7. As it relates to obtaining staffing resources to accomplish actions associated with the District's response to the need for curtailing water usage under this Declaration of a Community Emergency, the Board affirms the existing language included in Personnel Rule 2.03 that allows the General Manager in an emergency to make appointments without the requirement for first establishing an eligibility list.
8. In order to satisfy the requirements of the California Emergency Services Act which contemplates ongoing review of the need for continuing the local emergency, so that the declared emergency shall not remain in effect when conditions no longer warrant, the General Manager shall inform the Board, at its first meeting of each calendar month that this declaration remains in effect, of (a) developments regarding the water supply available to Zone 7 and the District, (b) the water demand in the District's service area and in the Tri-Valley, (c) operational issues encountered or anticipated to be encountered

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

related to the effect of the limited water supply on the District's water system (d) pertinent policy level decisions made at the local, regional and State level related to the drought and (e) other information relevant to the continuing need for the State of Community Drought Emergency.

9. The State of Emergency shall exist until either: (a) the Board takes action to rescind this Declaration of Continuing State of Community Drought Emergency, or (b) December 31, 2014, whichever occurs first.

10. The General Manager is authorized and directed to undertake actions related to the District's response to this drought in accordance with the authority and approval of this resolution.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its special meeting held on the 5th day of May 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgan M. Vonheeder-Leopold, President

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



**ATTACHMENT 1**  
**EXCERPT FROM BOARD MATERIALS**  
**DECLARATION OF COMMUNITY DROUGHT EMERGENCY**  
***FEBRUARY 18, 2014***

On January 17, 2014, the Governor issued a Proclamation of a State of Emergency referencing the record dry conditions under which the state's water supplies have dipped to alarming levels, creating an extreme peril to the safety of persons and property in California with which local authorities are unable to cope (Attachment 1). On January 29, 2014, the Board of Zone 7 adopted a resolution proclaiming a State of Local Drought Emergency (Attachment 2). On January 31, 2014, the Department of Water Resources announced that the anticipated allocation of water to customers of the State Water Project was being reduced from five percent to zero. At the February 4, 2014 District Board meeting, Zone 7 Engineer Amparo Flores made a presentation about the curtailment of the water supply available to Zone 7's customers that would result if no water was delivered from the State Water Project to Zone 7.

Staff and District General Counsel recommend that the Board consider adopting its own resolution proclaiming a State of Emergency based on the current drought conditions and the resulting impact on the water supply. Although this action will not itself have any immediate effect, it will be an effective step towards facilitating the sort of activities that the District may need to undertake to mitigate or prevent an emergency for our customers. With such a proclamation in place, the District will be authorized to make expenditures deemed necessary, and to "promulgate orders and regulations necessary to provide for the protection of life and property." The declaration will better enable District management to respond in real time to the developing conditions.

A resolution proclaiming a state of emergency would allow exceptions to competitive bidding statutes and California Environmental Quality Act (CEQA) as they apply to specific activities the District seeks to pursue. For example, the Public Contract Code provisions governing the District's contracting and purchasing procedures expressly authorize "the board of directors may act pursuant to ... Section 22050 in the case of an emergency." To invoke this exception to the normal CEQA procedures, the governing body is to "make a finding, based on substantial evidence set forth in the minutes ..., that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency." The proposed resolution of a Community Drought Emergency would delegate responsibility to the General Manager for making decisions about invoking exceptions to normal contracting and purchasing requirements.

Similarly, CEQA contains a statutory exemption for "specific actions necessary to prevent or mitigate an emergency." (Govt. Code §§ 21080, subd. (b)(4).) The phrase describes the sort of activities District management is investigating. The proposed resolution of a Community Drought Emergency would delegate responsibility to the General Manager for making decisions regarding and invoking exemptions to CEQA.

To accomplish water use curtailment goals it may be deemed necessary to fill vacancies, make temporary assignments using existing staff, and/or hire temporary personnel or consultants if additional resources are needed in a specific area. Existing District policies and procedures require developing an eligibility list for

appointments that may impede or slow down the District's ability to secure the necessary staffing to accomplish critical tasks. The proposed resolution of a Community Drought Emergency asks the Board to affirm the existing language in Personnel Rule 2.03 (Attachment 3) that allows the General Manager in an emergency to make appointments without the requirement for first establishing an eligibility list.

Finally, the resolution includes a proposed increase in the operating budget of \$150,000 from the Water Enterprise Fund to make expenditures as necessary in order to accomplish the desired degree of curtailment. The proposed Drought Response Action Plan includes a description of the various actions items that staff plans to implement, some of which may require funding over and above the previously approved budget.

The resolution proclaiming a state of emergency based on the current drought conditions is a useful step in streamlining actions to facilitate the protection of the District's limited potable water supplies, and for the District to be in a better position to quickly take the steps needed to mitigate or prevent the current threat to the public health and safety of the District's customers.

The water supply situation will be continuously monitored and further action by the Board may be required by late April when final hydrologic data is available, or earlier if conditions warrant.



Reference Operations Manager	Type of Action Public Hearing / Adopt Water Use Limitations Urgency Ordinance	Board Meeting of May 5, 2014
Subject Hold Public Hearing: Adopt Urgency Ordinance for Water Use Limitations		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input checked="" type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	D. Gallagher
		<input type="checkbox"/> Board Member

**Recommendation:**

The Operations Manager, acting as the District’s Drought Coordinator, recommends the Board hold a Public Hearing and waive, by Motion, the one reading of an Urgency Ordinance to adopt Water Use Limitations that are to be in effect for the duration of the Community Drought Emergency; and adopt the Ordinance.

**Summary:**

The Board had declared a state of Community Drought Emergency curtailing water use in the District’s service area by 25% overall with 5% coming from inside water curtailment and 50-60% coming from outside water curtailment. In order to achieve that result and thereby protect the health and safety of the community and the operational integrity of the potable water system, a series of Water Use Limitations is required. On April 16, 2014 Zone 7 directed that many that many of the Water Use Limitations proposed herein be enacted by each water retailer.

The purpose of this Ordinance is to conserve the water supply of the District for the greatest public benefit with particular regard to public health and safety, fire protection, and domestic (indoor) use; to conserve water by enacting Water Use Limitations that are intended to preserve the limited water supply’s ability to meet human health and safety needs; to conserve a sufficient amount of water so that the demand for water does not exceed the supply, which otherwise would force the imposition of additional and/or stricter drought stage declarations, restrictions, or prohibitions; and to the extent necessary, reduce water use fairly and equitably.

The Water Use Limitations are generally consistent with direction by Zone 7 and those enacted or to be enacted by the other Tri-Valley retail water agencies. A comparison chart of actions by other agencies is included as Attachment 1.

This Ordinance is adopted pursuant to the District’s authority under Sections 350 et seq. and 71640 et seq. of the California Water Code, which derive in part from Section 2 of Article X of the California Constitution.

Committee Review			Legal Review	Staff Review		
COMMITTEE Water	DATE April 17, 2014	RECOMMENDATION Approve	Yes	ORIGINATOR D. Gallagher	DEPARTMENT Operations	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input checked="" type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Tri-Valley Water Retailers 2014 Drought Response Coordination Matrix 2. 3.			187 of 265

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

**AN URGENCY ORDINANCE OF DUBLIN SAN RAMON SERVICES DISTRICT  
ADOPTING WATER USE LIMITATIONS DURING THE COMMUNITY DROUGHT  
EMERGENCY**

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WHEREAS, the State of California has and continues to experience record dry conditions, with 2013 being the driest year on record; and

WHEREAS, January 2014, normally a very wet month, was critically dry and is now the driest January on record; and

WHEREAS, meteorological and hydrological conditions improved somewhat since early February 2014 but 2014 remains a critically dry year as classified by the State of California; and

WHEREAS, on January 17, 2014 California Governor Edmund G. Brown issued a Proclamation of a State of Emergency, and encouraged all Californians to reduce their water usage by 20%; and

WHEREAS, the Zone 7 Water Agency issued a Proclamation of a Local Drought Emergency on January 29, 2014 and authorized their General Manager to “establish appropriate levels of conservation consistent with the California State of Drought Emergency and local conditions”; and

WHEREAS, in conformance with the January 29, 2014 proclamation by the Zone 7 Water Agency the General Manager established a system-wide conservation goal of 20% for 2014 as compared to 2013 usage, which was based on demand reductions of 5% for indoor water use and 40% for outdoor water use; and

WHEREAS, on January 31, 2014 the Department of Water Resources reduced from 5% to 0% the anticipated allocation of water to customers of the State Water Project, including the Zone 7 Water Agency; and

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

WHEREAS, on February 18, 2014 the District declared a State of Community Drought Emergency and established a goal of curtailing overall District water usage by twenty percent (20%) base on five percent (5%) curtailment of inside water use and forty percent (40%) curtailment of outside water use as compared to the same period in 2013; and

WHEREAS, on March 18, 2014 the City of Dublin declared a Local Drought Emergency; and

WHEREAS, on March 18, 2014 the City of Pleasanton approved an urgency ordinance amending their water conservation plan as needed to protect the immediate threat of the potentially significant drought to preserve public health and safety; and

WHEREAS, on February 24, 2014 the City of Livermore declared a Water Shortage Emergency; and

WHEREAS, on April 16, 2014 the Zone 7 Water Agency directed the local water supply retailers and untreated water customers to assure a 25% total reduction for 2014 with 5% coming from indoor curtailment and 50-60% from outdoor curtailment directed that the local water supply retailers adopt various mandatory conservation measures to achieve these reductions; and

WHEREAS, on April 18, 2014 the California Department of Water Resources announced that anticipated 2014 water allocations to the State Water Contractors (including Zone 7) will be increased to 5% but only on condition that delivery of water occur after September 1, 2014; and

WHEREAS, On April 25, 2014 Governor Edmund G. Brown proclaimed a Continued State of Emergency in the State of California and ordered that California residents should refrain from wasting water, specifying many practices that waste water and directing urban water suppliers to implement drought response plans to limit outdoor irrigation and other wasteful water practices; and

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

WHEREAS, the Zone 7 Water Agency supplies all of the potable water currently available to the District for distribution and use by its customers; and

WHEREAS, Zone 7's primary sources of supplies include: imported water from the State Water Project (80%); local groundwater supplies originating from rainfall, and runoff, and recharge (20%); and

WHEREAS, on May 5, 2014 the District Board of Directors declared that a State of Emergency has existed since February 18, 2014 and continues to prevail in the community served by the District by reason of the fact that the ordinary demands and requirements of the water consumers in the District's service area cannot be met and satisfied by the water supplies now available to the District without depleting the water supply to the extent that there would be insufficient water for human consumption, sanitation, and/or fire protection as a result of the ongoing drought and the resulting reductions to and restrictions on the available water supply.

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

**SECTION 1. PURPOSE AND AUTHORITY.** The purpose of this Ordinance is to conserve the water supply of the District for the greatest public benefit with particular regard to public health and safety, fire protection, and domestic (indoor) use; to conserve water by enacting Water Use Limitations that are intended to preserve the District's ability to meet human health and safety needs with its limited water supply; to conserve a sufficient amount of water so that the demand for water does not exceed the supply, which otherwise would force the imposition of additional and/or stricter drought stage declarations, restrictions, or prohibitions; and to the extent necessary, reduce water use fairly and equitably. This Ordinance is adopted pursuant to

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

the District's authority under Sections 350 et seq. and 71640 et seq. of the California Water Code, which derive in part from Section 2 of Article X of the California Constitution.

**SECTION 2. EFFECT OF ORDINANCE.**

- (a) This Ordinance shall take effect immediately, shall supersede and control over any other ordinance or regulation of the District in conflict herewith, and shall remain in effect until the Community Drought Emergency has ended.
- (b) The Water Use Limitations specified herein shall apply throughout the District's water service area.

**SECTION 3. WATER USE LIMITATIONS.**

- (a) Prohibitions on Water Use. During the Community Drought Emergency, and to preserve the water supply for the greatest public benefit with particular regard to domestic use, sanitation, and fire protection, the following uses of water are prohibited except to the extent allowed under Section 3 (d) "Exemptions" of this Ordinance:
  - (1) Any and all waste and/or unreasonable use of potable water as determined by the District.
  - (2) Any and all use of potable water in violation of DSRSD District Code Section 4.10.030 (G), including but not limited to:
    - (i) Waste through leakage of defective or inoperable plumbing, piping or other water-use equipment;
    - (ii) Gutter flooding;
    - (iii) Single pass cooling systems in new constructions;

- (iv) Non-recirculating systems in a new conveyer car wash and commercial laundry systems;
  - (v) Non-recycling decorative water fountains;
  - (vi) The use of water suitable for potable domestic use for non-potable uses, including irrigation of cemeteries, golf courses, parks, highway landscaped areas, and industrial and irrigation uses, when suitable recycled water is available to an area, for which the District has recycled water purveyorship authority.
- (3) Any and all use of potable water for outdoor lawn and landscaping watering and irrigation, except to the extent allowed by exemptions described herein (nursery stock and plants available for immediate sale at commercial establishments are not considered “landscaping”).
- (4) Any and all use of potable water for non-potable purposes, where and when the District is ready, willing and able to furnish recycled water from its recycled water distribution system, and recycled water is permitted to be applied to that use.
- (5) Any and all use of potable water for soil compaction and dust control purposes.
- (6) Cleaning, Washing, Maintenance:
- (i) Any and all use of potable water for street sweeping, gutter flooding, sewer or storm drain cleaning and maintenance purposes or other similar uses;
  - (ii) Any and all use of potable water for hosing down or pressure washing driveways, sidewalks, walkways, patios, parking lots, tennis courts, or other impervious surfaces;



- (iii) Any and all vehicle washing, including autos, trucks, boats, trailers, recreational vehicles, etc., except to those allowed by exemptions described herein;
  - (iv) Any and all use of potable water for cleaning the exteriors of buildings or homes.
- (7) Swimming Pools, Spas, and Water Themed Play Areas:
- (i) Any and all use of potable water for filling of new swimming pools or spas;
  - (ii) Any and all use of potable water for refilling existing swimming pools or spas due to leaks, splash-out, and evaporative losses (i.e. "Topping Off");
  - (iii) Any and all uses of potable water as replacement water for existing water themed publicly owned "play areas" to recharge the play area with water due to leaks, splash-out, and evaporative losses (i.e. "Topping Off");
  - (iv) Any and all draining and subsequent refilling of existing swimming pools or spas, except where required for the protection of public health and safety, and upon the prior written approval of the District, which approval shall specify allowable refill times and rates.
- (8) Any and all escape of potable water from pipe breaks or leaks after the customer has been notified of the probable existence of the break or leak by the District, or after the customer had or should have had reasonable knowledge of the pipe break or leak.
- (9) Any and all use of potable water in any decorative fountain and/or other decorative water feature that is visible from areas accessible by the public.

(b) Restrictions on Water Use. During the Community Drought Emergency, and to preserve the water supply for the greatest public benefit with particular regard to domestic use, sanitation, and fire protection the following water uses are restricted:

- (1) Serving water at restaurants unless in response to an unsolicited request by the customer;
- (2) The use of water in the bathrooms and/or lavatories of all non-domestic water customers of the District unless water conservation messages are posted in appropriate and effective locations in the bathrooms and/or lavatories of said customers.

(c) General Prohibition and Restriction.

- (1) The use of an unreasonable and/or inappropriate amount of potable water as determined by the District considering the use to which the water is being put, even if otherwise in conformance with the prohibitions and restrictions on water use herein, is a violation of this Ordinance.
- (2) Residential customers who use water at the rate of more than 640 gallons per day over the course of a week (the volume equivalent of about 50 units per bimonthly billing period, which is approximately 50% in excess of the threshold for Tier 3 consumption) are hereby found to be using an unreasonable and/or inappropriate amount of water.
- (3) Indoor residential use that does not exceed health and safety needs shall generally be considered to be reasonable and appropriate. The State of California has determined (*Central Valley Project and State Water Project - Drought Operations Plan and Operational Forecast (April 1, 2014 through November 15, 2014)*) that health and

safety uses are approximately 55 gallons per person per day. This usage approximately corresponds to Tier One (10 unit) usage in the District's rate schedules assuming between two and three persons per household.

(d) Exemptions to Prohibitions and Restrictions. During the Community Drought Emergency, the following exemptions to the above listed prohibitions and restrictions are allowed:

(1) Outdoor Lawn and Landscaping Watering and Irrigation Exemptions:

- (i) Drip or similarly high efficiency system watering and irrigation if no runoff, ponding, flooding or marshy conditions result;
- (ii) Hand watering using a bucket, watering can or similar container without any direct connection to a potable water supply and if no runoff, ponding, flooding or marshy conditions result;
- (iii) Hand watering or irrigation using a shut-off nozzle equipped hose only between the hours of 6:00 PM and 9:00 AM and on an application schedule not greater than approximately fifty (50%) of the evapotranspiration rate needed for the customer's landscaping (for lawns, approximately one half inch per week from June through September and three-eighths inch per week at other times of the year), in accordance with the weekly / monthly schedule below, if no runoff, ponding, flooding or marshy conditions result, and if it is not raining during the time of the watering or irrigation and the watering or irrigation does not take place less than three days after rain;
- (iv) Semiautomatic watering and irrigation using oscillating or rotating devices connected to a hose of flexible connection that can be easily moved only while under the continual direct observation of a customer, only between the hours of

6:00 PM and 9:00 AM and on an application schedule not greater than approximately fifty (50%) of the evapotranspiration rate needed for the customer's landscaping (for lawns, approximately one half inch per week from June through September and three-eighths inch per week at other times of the year), in accordance with the weekly / monthly schedule below, if no runoff, ponding, flooding or marshy conditions result, and if it is not raining during the time of the watering or irrigation and the watering or irrigation does not take place less than three days after rain;

(v) Watering and irrigation systems using permanent irrigation piping and sprinkler heads that are not controlled by a functioning automatic timing device only between the hours of 6:00 PM and 9:00 AM and on an application schedule not greater than approximately fifty (50%) of the evapotranspiration rate needed for the customer's landscaping (for lawns, approximately one half inch per week from June through September and three-eighths inch per week at other times of the year), in accordance with the weekly / monthly schedule below, if no runoff, ponding, flooding or marshy conditions result, and if it is not raining during the time of the watering or irrigation and the watering or irrigation does not take place less than three days after rain;

(vi) Watering and irrigation systems using permanent irrigation piping and sprinkler heads that are controlled by a functioning automatic timing device only between the hours of 6:00 PM and 9:00 AM and on an application schedule not greater than approximately fifty (50%) of the evapotranspiration rate needed for the customer's landscaping (for lawns, approximately one half inch per week from

June through September and three-eighths inch per week at other times of the year), in accordance with the weekly / monthly schedule below, if no runoff, ponding, flooding or marshy conditions result, and if it is not raining during the time of the watering or irrigation and the watering or irrigation does not take place less than three days after rain;

(vii) Weekly / Monthly Irrigation schedule where applicable:

- One day per week (and not on consecutive days) during the months of April and May;
- Two days per week (and not on consecutive days) during the months of June, July, August and September;
- One day per week (and not on consecutive days) during the months of October and November; and
- At no time during the months of December, January, February and March.

(viii) Watering and irrigation of newly planted landscaping which was planted before the effective date of this Ordinance may be watered or irrigated every day for the first thirty days from the date it was planted and may only be watered or irrigated every other day for the next sixty days after the date it was planted provided that said watering or irrigation occur only between the hours of 6:00 PM and 9:00 AM and on an application schedule not greater than the evapotranspiration rate needed for the customer's landscaping (for lawns, approximately one inch per week from June through September and three-quarters inch per week at other times of the year) and if no runoff, ponding, flooding or marshy conditions result; and if it is

not raining during the time of the watering or irrigation and the watering or irrigation does not take place less than three days after rain;

- (ix) Potable water may be used for watering or irrigation for very short periods of time for the express purpose of adjusting or repairing a potable irrigation system, as long as the system is continually and directly supervised by the owner or the owner's representative while the water is turned on.

(2) Cleaning, Washing, Maintenance Exemptions:

- (i) Vehicle washing at commercial facilities or automobile dealerships, as long as the washing utilizes buckets or a self-contained washing system without any direct connection to a potable water supply;
- (ii) Vehicle washing done at a commercial car wash facility that recirculates water;
- (iii) Cleaning building or home exteriors if for the express purpose of preparing the exterior surfaces for repair and/or repainting, if done using a pressurized washing device equipped with a quick-acting positive shutoff nozzle;
- (iv) Cleaning windows using potable water as long as a bucket or similar container is used, without any direct connection to a potable water supply.

(3) Swimming Pools, Spas and Water Themed Play Area Exemptions:

- (i) "Topping off" of existing private swimming pools and spas (i.e. a pool or spa at a residence that is only available for use by the occupants and their guests) if the swimming pool or spa is covered to reduce evaporation when not in use, but only to the extent that the need for "Topping Off" is not due to leaks;

- (ii) “Topping off” of existing semi-private swimming pools (i.e. a pool owned and professionally maintained by a home owner association, an apartment or condominium complex, or a membership club) if the pool is covered to reduce evaporation when not available for use, but only to the extent that the need for “Topping Off” is not due to leaks. If the pool is not equipped with a cover as of the effective date of this Ordinance, “Topping Off” will be allowed only until the earlier of (a) the installation of a pool cover or (b) four months from the effective date of this Ordinance;
- (iii) “Topping off” of existing semi-private spa (i.e., a spa owned and professionally maintained by a home owner association, an apartment or condominium complex, or a membership club) if the spa is covered to reduce evaporation when not available for use, but only to the extent that the need for “Topping Off” is not due to leaks;
- (iv) “Topping off” of existing public swimming pools (i.e., a pool that is available for use by the public at large) if the swimming pool is covered to reduce evaporation when not available for use, but only to the extent that the need for “Topping Off” is not due to leaks;
- (v) “Topping off” of existing water themed publically owned “play areas” to the extent that the need for “Topping Off” is not due to leaks, and then only to the extent that the need for “Topping Off” is related to evaporative losses or to splash-out occurring when the water themed play area is used on hot days;
- (vi) The draining and subsequent refilling of swimming pools and spas if needed for the protection of public health and safety, but only upon the prior written

approval of the District, which approval shall specify allowable refill times and rates.

- (4) Decorative water features that, as of the effective date of this Ordinance, are in existence and which intentionally provide habitat for aquatic species.
- (5) Notwithstanding anything in this Ordinance to the contrary, potable water may be used to actively irrigate or otherwise provide water to environmental mitigation projects in existence as of the effective date of this Ordinance and have been duly approved by regulatory authorities provided the project has active and valid permits.

**SECTION 4. APPLICATION PROCEDURE FOR EXEMPTIONS FROM WATER USE LIMITATIONS.**

The exclusive procedure for consideration of written applications from customers for exemptions from these Water Use Limitations described herein will be as follows:

- (a) A customer may submit a written application for an exemption from a Water Use Limitation to the District's Drought Coordinator. The application must be on the District's form and must include the customer name, account number(s), a description of the limitation from which the customer is seeking an exemption, the reason(s) why the exemption is requested, the justification for the exemption, and the specific actions the customer proposes to take to achieve a functionally equivalent level of water curtailment. If a Notice of Violation has been issued to the customer, the customer must first resolve the violation including the payment of any and all penalties and/or costs before the Drought Coordinator will consider an application for an exemption from a Water Use Limitation;



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

- (b) The District Drought Coordinator will consider each application for a waiver of a Water Use Limitation based on the information provided by the customer in the application. The Drought Coordinator may grant an exemption of a particular Water Use Limitation if the application is deemed reasonable. An exemption shall not be granted if, in the opinion of the Drought Coordinator, doing so would endanger the public health and safety;
- (c) A customer may appeal the Drought Coordinator's denial of an application for an exemption from a Water Use Limitation within ten (10) calendar days by submitting a written appeal to the Board of Directors on the District's form and specify the reasons why the customer disagrees with the Drought Coordinator's denial;
- (d) If a previous application for an exemption of a Water Use Limitation has been denied, a new application for exemption of the same Water Use Limitation is not permitted and will not be considered.

**SECTION 5. ADMINISTRATIVE IMPLEMENTATION.** The General Manager is authorized and directed to establish appropriate administrative procedures consistent with the provisions of this ordinance and to take reasonable and appropriate action to fully implement the provisions of this ordinance.

**SECTION 6. EXEMPTION FROM CEQA.** The District Board of Directors finds that the actions taken in this Ordinance are exempt from provisions of the California Environmental Quality Act of 1970 (CEQA) because they are immediate actions necessary to prevent or mitigate an emergency, as described in subdivision (b)(4) of Public Resources Code section 21080 and in section 15269(c) of the Guidelines promulgated under said Act and codified in Title 14 of the Code of California Regulations (CEQA Guidelines), and to assume the

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

maintenance, restoration, or enhancement of a natural resource, as described in section 15307, of the CEQA Guidelines.

**SECTION 7. SEVERABILITY.** If any provision of this Ordinance is held to be invalid or unenforceable, that holding will not affect the remainder of the Ordinance, which shall remain in full force and effect.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its special meeting held on the 5th day of May 2014, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgan M. Vonheeder-Leopold, President

ATTEST:

\_\_\_\_\_  
Nancy G. Hatfield, District Secretary

**TRI-VALLEY WATER RETAILERS  
2014 DROUGHT RESPONSE COORDINATION MATRIX**

**MAY 2, 2014**

ITEM	ZONE 7 (Enacted 041514)	DSRSD (For action 050514)	LIVERMORE (Enacted 041514 & 042814)	PLEASANTON (For action 050614)	CAL-WATER
Timing of actions	Decision Made – 4/16	Decision – 5/5	Decisions Made: • Shortage Stage / Use Limitations – 4/15 • Rate Stage - 4/28	Decision – 5/6	
<b>CURTAILMENT LEVELS AND WATER SHORTAGE STAGES</b>					
Conservation Stage	Stage 2 per Z7 UWMP	Stand-alone ordinance - No UWMP Stage declared due to uniqueness of this drought but functionally equivalent to Stage 2	Stage 2	Stage 3	
Who Enacts	Board of Directors	Board of Directors	City Manager	City Council	Corporate
Effective date for conservation stage	April 16	May 5	April 15	May 6	
Percent conservation	Overall – 25% Inside – 5% Outside – 50 to 60%	Overall – 25% Inside – 5% Outside – 50 to 60%	Overall – 30% Inside – 5% Outside – 50 to 60%	Overall – 25% Inside – TBD Outside – TBD	
Mandatory or Voluntary Use Limitations	Mandatory	Mandatory	Mandatory	Mandatory	
<b>WATER SHORTAGE RATES</b>					
Rate Stage	None - but considering drought rate adjustment	Stage 3	Stage 3	Penalty rates if more than 80% of 2013 use (see below)	
Effective date for rates	Approx. July 1	June 1	April 28	NA	Per CPUC
Billing Frequency	Retailers billed monthly	Bi-Monthly	Monthly	Bi-Monthly	

ITEM	ZONE 7 (Enacted 041514)	DSRSD (For action 050514)	LIVERMORE (Enacted 041514 & 042814)	PLEASANTON (For action 050614)	CAL-WATER
Drought Rates or Penalties?	Considering Drought Rate	Drought Rates	Drought Rates	Penalties	
Approx. "Retailer" price increase at zero percent conservation	NA	35% at Stage 3	38% at Stage 3	0%	
Approx. "Retailer" price increase at targeted percent conservation	NA	0% at Stage 3	1.8% at Stage 3	Reduction dependent on amount of conservation achieved	
Handling of any Zone 7 Rate Increase	NA	Pass through	Pass through	Pass through	
<b>WATER USE LIMITATIONS</b>					
<b><i>Landscape Irrigation</i></b>					
Applicable Customers	Customers using "Tap Water"  Ag customers of untreated water have 25% curtailment but no prohibitions as to time or frequency etc. of irrigation	All (residential, commercial, Irrigation, schools)  However note that new landscaping planted before effective date has a "phase in" to this schedule for its establishment period	All (residential, commercial, Irrigation, schools)	All (residential, commercial, Irrigation, schools)	TBD
Weekly Frequency	<ul style="list-style-type: none"> <li>• Apr/May – One day per week</li> <li>• June to Sept – Two days per week</li> <li>• Oct-Nov – One day per week</li> <li>• Dec to Mar - Prohibited</li> </ul>	<ul style="list-style-type: none"> <li>• Drip – no limitation</li> <li>• Bucket – no limitation</li> <li>• Hand with shutoff nozzle – as below</li> <li>• Temporary oscillating devices – as below</li> <li>• Permanent sprinklers– as below</li> </ul> <p><b><i>Monthly schedule</i></b>  <u>Apr/May</u> – 1 day / week  <u>June to Sept</u> – 2 days/ week</p>	Two days per week  Odd/even schedule	<ul style="list-style-type: none"> <li>• Apr to Sept - Two Days per week</li> <li>• Odd/even schedule</li> </ul>	

ITEM	ZONE 7 (Enacted 041514)	DSRSD (For action 050514)	LIVERMORE (Enacted 041514 & 042814)	PLEASANTON (For action 050614)	CAL-WATER
		<u>Oct-Nov</u> - 1 day / week <u>Dec to Mar</u> - Prohibited			
Daily Limitations - Time	Prohibited during daylight hours	<ul style="list-style-type: none"> <li>• Drip – No Limitations</li> <li>• Bucket – No Limitations</li> <li>• Hand held – 6PM to 9AM</li> <li>• Temporary oscillating devices– 6PM to 9AM</li> <li>• Sprinklers – 6PM to 9AM</li> </ul>	Prohibited other than between 6 PM to 9 AM	<ul style="list-style-type: none"> <li>• Drip – No Limitations</li> <li>• “Hand Watering” prohibited other than 6 PM to 9 AM</li> <li>• Sprinklers prohibited during daylight hours</li> </ul>	
Daily Limitations other	None	If on monthly schedule never two days in a row	Not Addressed	Never two days in a row	
Irrigation / raining coordination	<ul style="list-style-type: none"> <li>• Prohibited when it is raining</li> <li>• Prohibited for 2 days after rain</li> </ul>	If on monthly schedule: <ul style="list-style-type: none"> <li>• Prohibited when it is raining</li> <li>• Prohibited for 2 days after rain</li> </ul>	Not Addressed	Prohibited when it is raining	
Irrigation of nursery stock for sale	Not Addressed	Nursery stock not considered landscaping	Not Addressed	Not Addressed	
<b>Other Prohibitions</b>					
All waste and unreasonable uses	Statement <sup>1</sup>	Prohibited	Not Addressed	Prohibited	TBD
Hose use	Prohibited for any use unless equipped with quick-acting positive shutoff nozzles	Prohibited for any use unless equipped with quick-acting positive shutoff nozzles	Prohibited for any use unless equipped with quick-acting positive shutoff nozzles	Prohibited for any use unless equipped with quick-acting positive shutoff nozzles	
Runoff from landscape Irrigation	“Excessive runoff” prohibited	Prohibited	Prohibited	Prohibited	
Any landscape irrigation that results	Prohibited	Prohibited	Not Addressed	Not Addressed	

<sup>1</sup> Notes that: “...Article 10 of the California State Constitution states: *It is hereby declared that because of the conditions prevailing in this State the general welfare requires that the water resources of the State be put to beneficial use to the fullest extent of which they are capable, and that the waste or unreasonable use or unreasonable method of use of water be prevented, and that the conservation of such waters is to be exercised with a view to the reasonable and beneficial use thereof in the interest of the people and for the public welfare.*”

ITEM	ZONE 7 (Enacted 041514)	DSRSD (For action 050514)	LIVERMORE (Enacted 041514 & 042814)	PLEASANTON (For action 050614)	CAL-WATER
in ponding, flooding, or marshy conditions					
Where recycled water is available	Statement <sup>2</sup>	Prohibited	Not Addressed	Prohibited	
Compaction / dust control	Not addressed	Prohibited	Prohibited where RW is reasonably available	Prohibited	
Driveway Wash Down	Prohibited	Prohibited	Prohibited	Prohibited	
Sidewalk Wash Down	Prohibited	Prohibited	Prohibited	Prohibited	
Street Sweeping	Prohibited	Prohibited	Not Addressed	Not addressed	
Sewer Maintenance	Prohibited	Prohibited	Not Addressed	Prohibited	
Gutter Flushing	Prohibited	Prohibited	Not Addressed	Not Addressed	
Water from fire hydrants	Not addressed	Prohibited except for firefighting purposes  Operational flushing only where necessary	Prohibited except for firefighting and related purposes and activities to maintain health, safety and welfare	Not Addressed	
Filling / Refilling Swimming pools	Prohibited unless for health and safety purposes	Prohibited unless for health and safety purposes and with prior approval	Prohibited	Prohibited	
Filling / Refilling spas	Not specifically addressed	Prohibited unless for health and safety purposes and with prior approval	Not specifically addressed	Not specifically addressed	
Swimming pool /spa topping off	Prohibited unless covered when not in use	<u>Private Pools and Spas:</u> Prohibited for pools and spas unless covered when not in use. <u>Semi-Private Pools:</u> allowed for up to four months to the extend not due to leaks if no cover installed as of effective	Topping off of pools, spas, ponds and artificial lakes prohibited  Pools and spas must be covered when not in use	Prohibited	

<sup>2</sup> Notes that “In most cases, the use of potable (tap or drinking) water for outdoor irrigation when recycled water providers are willing and able to provide recycled water for that purpose is considered a waste of water under the California State Constitution.”

ITEM	ZONE 7 (Enacted 041514)	DSRSD (For action 050514)	LIVERMORE (Enacted 041514 & 042814)	PLEASANTON (For action 050614)	CAL-WATER
		date <u>Semi-Private Spas</u> : Prohibited unless covered when not available for use <u>Public Pools</u> : Prohibited unless covered when not available for use <u>Public Water Play Features</u> : to the extent not due to leaks and limited to use on hot days			
Non-recirculating decorative water features	Prohibited	Prohibited	Not Addressed	Prohibited	
Recirculating decorative water features	Not addressed	Prohibited	Not Addressed	Not addressed	
Decorative water features using recycled water	Allowed	Allowed	Allowed	Allowed	
Water service in restaurant	Only when requested	Only when requested	Only when requested	Only when requested	
Car washing	Not addressed	Prohibited except at commercial car washes using recirculation	No more than once per month; bucket and shut-off nozzle only	No more than once per month; bucket and shut-off nozzle only	
Unrepaired leaks	Repair as quickly as possible	Repair as quickly as possible and prohibited if not repaired	Not Addressed (see above for leaks from pools)	Prohibited after 8 hours	
Building exteriors	Prohibited	Prohibited unless for the purpose of repair work or painting	Not Addressed	Prohibited	
<b>ENFORCEMENT AND PENALTIES</b>					
<i>For Prohibitions</i>					

ITEM	ZONE 7 (Enacted 041514)	DSRSD (For action 050514)	LIVERMORE (Enacted 041514 & 042814)	PLEASANTON (For action 050614)	CAL-WATER
First violation	No enforcement specified	Verbal or written warning	TBD – developing an ordinance for consideration on May 12	Verbal or written warning	
Second violation		\$250 fine		\$250 fine	
Third violation		\$500 fine		\$500 fine	
Fourth violation		\$1000 fine		\$1000 fine	
Fifth violation		Flow restrictor or shut-off		Shutoff	
Appeals process		First to Drought Coordinator then to BOD		First to PW Director then to City Manager	
<b>For Excessive Use</b>					
Definition	No enforcement specified	<ul style="list-style-type: none"> <li>Single family resident use that is 50% in excess of the 34 ccf Tier 3 level on a weekly basis (threshold at 50 ccf bimonthly; 6 ccf weekly; 640 gpd assuming 2-3 persons per household)</li> <li>Use of an unreasonable or inappropriate amount of water at any time<sup>3</sup></li> </ul>	Not addressed	More than 20% less than comparable billing period in 2013	
First violation		Verbal or written warning		\$2.50/ccf <sup>4</sup>	
Second violation		\$250 fine		\$5.00/ccf <sup>4</sup> + \$25	
Third violation		\$500 fine		\$7.50/ccf <sup>4</sup> + \$50	
Fourth violation		\$1000 fine		\$10.00/ccf <sup>4</sup> + \$100	
Fifth Violation		Flow restrictor or shut-off		Not addressed	
Appeals process		First to Drought Coordinator Then to BOD		First to Public Works Director then to CM	
<b>REBATES AD CREDITS</b>					
Water Efficient Appliances Rebates	Continued at \$50	Participate in Zone 7's Add \$25	Participate in Zone 7's	Participate in Zone 7's Add \$50	Participate in Zone 7's
High Efficiency Toilets	Continued at \$100	Participate in Zone 7's	Participate in Zone 7's	Participate in Zone 7's	Participate in

<sup>3</sup> All indoor usage below health and safety levels (55 gpcpd are considered reasonable)

<sup>4</sup> For all water use at all tiers



ITEM	ZONE 7 (Enacted 041514)	DSRSD (For action 050514)	LIVERMORE (Enacted 041514 & 042814)	PLEASANTON (For action 050614)	CAL-WATER
		Add \$50		Add \$100	Zone 7's
Waterless Urinals Rebates	Continued at \$100	Participate in Zone 7's Add \$50	Participate in Zone 7's	Participate in Zone 7's Add \$100	Participate in Zone 7's
Weather Based Irrigation Controller Rebates (Smart Controllers)	Program discontinued during drought due to irrigation limitations in effect	\$75 SFH \$100 multi-family complexes	No Program	No Program	No Program
Lawn Replacement Rebates Two step conversion: • Up front funding for lawn removal with mulching • Deferred planting until fall rains begin	Continued  SFH - \$0.50/sf \$500 max. Others - \$0.50/sf \$3,000 max.  Min. 250sf conversion	Participate in Zone 7's and add: SFH - \$0.25/sf \$250 max. Others -\$0.25/sf \$1,500 max.  Min. 250 sf conversion	Participate in Zone 7's	Participate in Zone 7's and add: SFH - \$0.50/sf \$500 max. Others -\$0.50/sf \$3,000 max.  Min. 250 sf conversion	Participate in Zone 7's
Pool and spa cover rebates	No program	\$50 rebate	No program	No program	No program
Wise Water User Credit	None	\$2 per month if during Stage 3 rates: • 2013 =< 10ccf per bimonthly period; • 2014 =< 10 ccf per bimonthly period; and • 2014 <= 2013	None	None	No program



Reference Operations Manager	Type of Action Public Hearing / Adopt Penalties and Enforcement Urgency Ordinance	Board Meeting of May 5, 2014
Subject Hold Public Hearing: Adopt Urgency Ordinance for Penalties and Provisions for the Enforcement of Water Use Limitations		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input checked="" type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	D. Gallagher
		<input type="checkbox"/> Board Member

**Recommendation:**

The Operations Manager, acting as the District’s Drought Coordinator, recommends the Board hold a Public Hearing and waive, by Motion, the one reading of an Urgency Ordinance to adopt Penalties and Provisions for the Enforcement of water use limitations; and adopt the Ordinance.

**Summary:**

The Board has declared a State of Community Drought Emergency curtailing water use in the District’s service area by 25% overall with 5% coming from inside water curtailment and 50-60% coming from outside water curtailment. In order to achieve that result and thereby protect the health and safety of the community and the operational integrity of the potable water system, a series of water use limitations is required. Those water use limitations have been adopted by separate Ordinance of the Board.

The purpose of this Ordinance is to conserve the water supply of the District for the greatest public benefit with particular regard to public health and safety, fire protection, and domestic (indoor) use; to conserve water by enforcing water use restrictions and prohibitions that if continued would endanger the water supply’s ability to meet human health and safety needs; to conserve a sufficient amount of water so that the demand for water does not exceed the supply, which otherwise would force the imposition of additional drought stage declarations, restrictions, or prohibitions; and to the extent necessary, direct staff to enforce said water use restrictions and prohibitions fairly and equitably.

The Ordinance establishes penalties and enforcement provisions that progress in severity as violations of the Water Use Limitations established by separate ordinance occur and remain uncorrected. A comparison of the proposed penalties and enforcement provisions with those of other Tri-Valley retailers is included as an attachment to the staff report related to the establishment of the Water Use Limitations.

This Ordinance will be adopted pursuant to the District’s authority under Sections 350 et seq. and 71640 et seq. of the California Water Code, which derive in part from Section 2 of Article X of the California Constitution.

Committee Review			Legal Review	Staff Review		
COMMITTEE Water	DATE April 17, 2014	RECOMMENDATION Approve	Yes	ORIGINATOR D. Gallagher	DEPARTMENT Operations	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input checked="" type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost Dependent upon No. of violations processed	<input type="checkbox"/> Funding Source A. 600 B.	Attachments to S&R 1. 2. 3.				

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

AN URGENCY ORDINANCE OF DUBLIN SAN RAMON SERVICES DISTRICT  
ADOPTING PENALTIES AND PROVISIONS FOR THE ENFORCEMENT OF WATER USE  
LIMITATIONS DURING THE COMMUNITY DROUGHT EMERGENCY

WHEREAS, the State of California has and continues to experience record dry conditions, with 2013 being the driest year on record; and

WHEREAS, January 2014, normally a very wet month, was critically dry and is now the driest January on record; and

WHEREAS, meteorological and hydrological conditions improved somewhat since early February 2014 but 2014 remains a critically dry year as classified by the State of California; and

WHEREAS, on January 17, 2014 California Governor Edmund G. Brown issued a Proclamation of a State of Emergency, and encouraged all Californians to reduce their water usage by 20%; and

WHEREAS, the Zone 7 Water Agency issued a Proclamation of a Local Drought Emergency on January 29, 2014 and authorized their General Manager to “establish appropriate levels of conservation consistent with the California State of Drought Emergency and local conditions”; and

WHEREAS, in conformance with the January 29, 2014 proclamation by the Zone 7 Water Agency the General Manager established a system-wide conservation goal of 20% for 2014 as compared to 2013 usage, which was based on demand reductions of 5% for indoor water use and 40% for outdoor water use; and

WHEREAS, on January 31, 2014 the Department of Water Resources reduced from 5% to 0% the anticipated allocation of water to customers of the State Water Project, including the Zone 7 Water Agency; and

WHEREAS, on February 18, 2014 the District declared a State of Community Drought Emergency and established a goal of curtailing overall District water usage by twenty percent

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

(20%) base on five percent (5%) curtailment of inside water use and forty percent (40%) curtailment of outside water use as compared to the same period in 2013; and

WHEREAS, on March 18, 2014 the City of Dublin declared a Local Drought Emergency; and

WHEREAS, on March 18, 2014 the City of Pleasanton approved an urgency ordinance amending their water conservation plan as needed to protect the immediate threat of the potentially significant drought to preserve public health and safety; and

WHEREAS, on February 24, 2014 the City of Livermore declared a Water Shortage Emergency; and

WHEREAS, on April 16, 2014 the Zone 7 Water Agency directed the local water supply retailers and untreated water customers to assure a 25% total reduction for 2014 with 5% coming from indoor curtailment and 50-60% from outdoor curtailment directed that the local water supply retailers adopt various mandatory conservation measures to achieve these reductions; and

WHEREAS, on April 18, 2014 the California Department of Water Resources announced that anticipated 2014 water allocations to the State Water Contractors (including Zone 7) will be increased to 5% but only on condition that delivery of water occur after September 1, 2014; and

WHEREAS, on April 25, 2014 Governor Edmund G. Brown proclaimed a Continued State of Emergency in the State of California and ordered that California residents should refrain from wasting water, specifying many practices that waste water and directing urban water suppliers to implement drought response plans to limit outdoor irrigation and other wasteful water practices; and

WHEREAS, the Zone 7 Water Agency supplies all of the potable water currently available to the District for distribution and use by its customers; and

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

WHEREAS, Zone 7's primary sources of supplies include: imported water from the State Water Project (80%); local groundwater supplies originating from rainfall, and runoff, and recharge (20%); and

WHEREAS, on May 5, 2014 the District Board of Directors declared that a State of Emergency has existed since February 18, 2014 and continues to prevail in the community served by the District by reason of the fact that the ordinary demands and requirements of the water consumers in the District's service area cannot be met and satisfied by the water supplies now available to the District without depleting the water supply to the extent that there would be insufficient water for human consumption, sanitation, and/or fire protection as a result of the ongoing drought and the resulting reductions to and restrictions on the available water supply.

WHEREAS, on May 5, 2014 the District Board of Directors adopted an urgency ordinance specifying Water Use Limitations that are to be effective during the Community Drought Emergency.

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

**SECTION 1. PURPOSE AND AUTHORITY.** The purpose of this Ordinance is to conserve the water supply of the District for the greatest public benefit with particular regard to public health and safety, fire protection, and domestic (indoor) use; to conserve water by enforcing Water Use Limitations that if continued would endanger the District's ability to meet human health and safety needs with its limited water supply; to conserve a sufficient amount of water so that the demand for water does not exceed the supply, which otherwise would force the imposition of additional and/or stricter drought stage declarations, restrictions, or prohibitions; and to the extent necessary, authorize and direct staff to enforce said Water Use Limitations fairly and equitably. This Ordinance is adopted pursuant to the District's authority under

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

Sections 350 et seq. and 71640 et seq. of the California Water Code, which derive in part from Section 2 of Article X of the California Constitution.

**SECTION 2. EFFECT OF ORDINANCE.**

- (a) This Ordinance shall take effect immediately, shall supersede and control over any other ordinance or regulation of the District in conflict herewith, and shall remain in effect until the Community Drought Emergency has ended and all Water Use Violations have been finally resolved.
- (b) The provisions of this Ordinance shall apply throughout the District's water service area.

**SECTION 3. ENFORCEMENT ACTIONS.**

- (a) Violation of Water Use Limitations.

During the Community Drought Emergency, certain Water Use Limitations have been established by a separate Ordinance of the District. A District customer who intentionally or unintentionally violates any Water Use Limitation will be subject to the following penalties and enforcement provisions:

- (1) For first violations, customers will be issued either an oral or written warning, at the discretion of the District, and the warning will identify the violation and specify what the customer must do to cure the violation and a compliance schedule for curing the violation. Oral warnings will occur via telephone call or a site visit by District staff. Written warnings will be in the form of a door hanger tag, a letter sent via postal carrier, or another functionally equivalent method.

- (2) For second violations, customers will be subject to a penalty of \$250 in accordance with Chapter 1.3.010 (General Penalty) of the District Code. The violation and the assessment of the penalty will be communicated to the customer via a written Notice of Violation.
- (3) For third violations, customers will be subject to an additional penalty of \$500 in accordance with Chapter 1.3.010 (General Penalty) of the District Code. The violation and the assessment of the penalty will be communicated to the customer via a written Notice of Violation.
- (4) For fourth violations, customers will be subject to an additional penalty of \$1,000 in accordance with Chapter 1.3.010 (General Penalty) of the District Code. The violation and the assessment of the penalty will be communicated to the customer via a written Notice of Violation.
- (5) For fifth and any subsequent violations, customers will be subject to reductions in the amount of water delivered to the customer, as determined by the District, at its sole discretion. The violation, and the amount of reduction and method by which the reduction will be achieved will be communicated to the customer via a written Notice of Violation.
  - A. If feasible and if sufficient to prevent a re-occurrence of the violation, as determined by the District at its sole discretion, a flow restrictor or other physical limitation will be installed on the customer's meter connection that will limit the flow of water to the home. If installed, the flow restrictor or other physical limitation will allow enough water to meet health and safety needs (i.e. most indoor water uses), but will limit the pressure and flow to a level that will not allow the Water Use Violation to continue.
  - B. If a flow restrictor or other physical limitation is not feasible or appropriate for any reason, as determined by the District at its sole discretion, or if a flow

restrictor would allow the Water Use Violation to continue unabated, or if a flow restrictor would allow the delivery of quantities of water equivalent to the amount consumed by the activity giving rise to the Water Use Violation, then the customer's service connection will be disconnected from the District water system (i.e., by closing and locking the service valve and/or by physically removing the water meter).

Where feasible and appropriate, a door hanger tag will be left at the service location informing the occupants of the action taken and the steps that must be taken before the District will consider removing the physical limitation. Full payment of all outstanding penalties, fees, and costs and certification by the customer that the violation has been corrected and will not reoccur will be required before the physical limitation or other physical limitation will be removed or service restored.

(b) Notice of Violation.

The Notice of Violation will identify the violation and specify what the customer needs to do to cure the violation and a compliance schedule for curing the violation. The Notice of Violation will be communicated to the customer in the form of a letter sent via postal carrier or another functionally equivalent method; as a courtesy and where feasible and appropriate, a door hanger tag may be left by the District as a preliminary notice to the occupant. The penalty amount will be added to the customer's bill on the next statement. For the second through the fourth violations, the Notice of Violation will clearly state that any further violations of a prohibited or restricted water use will be subject to greater penalties and the potential of the District installing a flow restrictor on the customer's service, or at the option of the District, disconnection (shut-off) of their service.



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

(c) Violation is a Misdemeanor.

Pursuant to California Water Code Section 71644, the use of water in violation of restrictions or prohibitions on water use, or the waste and unreasonable use of water in accordance with a District Ordinance is a misdemeanor.

(d) Multiple Violations.

Violations of more than one Water Use Limitation are separate violations each of which shall be subject to separate and independent enforcement in accordance with the provisions of this Ordinance.

**SECTION 4. APPLICATION PROCEDURE FOR WAIVER OF VIOLATION.**

The exclusive procedure for consideration of written applications for waivers of the violations of Water Use Limitations (“Waiver of Violation”), to avoid the enforcement actions described herein, will be as follows:

- (a) A customer may submit a written application for a Waiver of Violation related to water use to the District’s Drought Coordinator. The application must be on the District’s form and must include the customer name, account number(s), a description of the water use for which the customer was cited, and a description of the reason(s) why a Waiver of Violation is requested and justification for the Waiver of Violation. If penalties and/or costs have been assessed, the application must be accompanied by a deposit in an amount specified in the enforcement action.
- (b) The District Drought Coordinator will consider each application for a Waiver of Violation based on the customer’s reason(s) for violating a Water Use Limitation and justification as presented. The Drought Coordinator may grant a one-time waiver of a particular violation if the customer’s justification is deemed to be reasonable, and if the customer has mitigated

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

or agrees to immediately mitigate the cause of the violation. If a Waiver of Violation is granted the deposit furnished by the customer shall be refunded.

- (c) A customer may appeal a denial of an application for a Waiver of Violation within ten (10) calendar days by submitting a written appeal to the Board of Directors on the District's form and specify the reasons why the customer disagrees with the denial.
- (d) If a Waiver of Violation for a specific type of violation has been previously granted, a further waiver of that same type of violation is not permitted.

**SECTION 5. ADMINISTRATIVE IMPLEMENTATION.**

The General Manager is authorized and directed to establish appropriate administrative procedures, including guidelines to be used by the District's Drought Coordinator when considering applications for waivers, consistent with the provisions of this ordinance, and to take reasonable and appropriate action to fully implement the provisions of this ordinance.

**SECTION 6. EXEMPTION FROM CEQA.**

The District Board of Directors finds that the actions taken in this Ordinance are exempt from provisions of the California Environmental Quality Act of 1970 (CEQA) because they are immediate actions necessary to prevent or mitigate an emergency, as described in subdivision (b)(4) of Public Resources Code section 21080 and in section 15269(c) of the Guidelines promulgated under said Act and codified in Title 14 of the Code of California Regulations (CEQA Guidelines), and to assume the maintenance, restoration, or enhancement of a natural resource, as described in section 15307, of the CEQA Guidelines.

**SECTION 7. SEVERABILITY.**

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

If any provision of this Ordinance is held to be invalid or unenforceable, that holding will not affect the remainder of the Ordinance, which shall remain in full force and effect.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its special meeting held on the 5th day of May 2014, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgan M. Vonheeder-Leopold, President

ATTEST:

\_\_\_\_\_  
Nancy G. Hatfield, District Secretary



Reference Financial Services Manager	Type of Action Adopt Water Shortage Rates	Board Meeting of May 5, 2014
Subject Adopt Stage 3 Water Supply Shortage Rates		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input checked="" type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	J. Archer
		<input type="checkbox"/> Board Member

**Recommendation:**

The Financial Services Manager recommends the Board, by Resolution, adopt Stage 3 Water Supply Shortage Rates.

**Summary:**

In an earlier agenda item the Board declared a revised State of Community Drought Emergency curtailing water use in the District’s service area by 25% overall with 5% coming from inside water curtailment and 50-60% coming from outside water curtailment. That declaration and curtailment level is consistent with direction from Zone 7 and with actions that have been or will shortly be taken by other water retailers in the Tri-Valley.

On April 16, 2013 the Board, by adopting Resolution No. 11-13, established a schedule of water rates for baseline (non-drought) and various water supply shortage stages. The rates, including the Water Supply Shortage Rates, contained a provision (in footnote 1) for CPI-driven increases on January 1, which call for notification “on the October or November billing statements of the new rates that will be effective on January 1 of the following year.” That notification was provided and the rates as adopted have been adjusted for that CPI increase at the beginning of 2014. The currently effective schedule of water rates is shown in Attachment 1 . Noticing and further processing, in accordance with Proposition 218, of the adoption of these Stage 3 Water Supply Shortage Rates is not required at this time because the rates were noticed and processed at the time of their April 2013 adoption shown in Attachment 4. This action and the Water Supply Shortage Rates presented herein do not include any near term action by Zone 7 to change the wholesale rate they charge the District for water. Per District Code, that wholesale rate is automatically passed through to District customers. Recycled water rates are not affected. An analysis of the impact of the proposed Stage 3 Water Supply Shortage Rates on various customer classes is presented in Attachments 2 and 3.

The water shortage rates serve several purposes:

- Provide an economic incentive to all customers to use less water during the State of Emergency;
- Generate about \$168,000 in additional revenue from June through October that will be used to fund conservation related expenses during the emergency from customers who do not curtail water use by the targeted amount; and
- Ensure the financial integrity of the District during the emergency (a significant fraction of the District’s water operating costs are fixed – i.e. do not vary with quantity sold but due to regulatory constraints much of the fixed cost must be recovered volumetrically).

In a separate action the Board will consider a “Wise Water User Credit Program” for low-volume water users that is designed to offset the impact of these rates on those customers.

Committee Review			Legal Review	Staff Review		
COMMITTEE Finance	DATE 4/16/14	RECOMMENDATION Approve	Yes	ORIGINATOR J. Archer	DEPARTMENT Finance	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$168,000 revenue	<input type="checkbox"/> Funding Source A. 600 B.	Attachments to S&R 1. Current Water Rates and Water Supply Shortage Rates 2. Residential Water Shortage Bill Impacts at Stage 3 Rates 3. Residential Water Shortage Bill Impact Table 4. Proposition 218 Noticing				
					220 of 265	

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT DECLARING A STAGE 3 WATER SUPPLY SHORTAGE UNDER CHAPTER 4.10 OF THE DISTRICT CODE, CLARIFYING RESOLUTION NO. 11-13 AND RESCINDING RESOLUTION NO. 18-13

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WHEREAS, on February 21, 2012, the District adopted Ordinance No. 329 to incorporate into the District Ordinance Code, provisions from its Water Shortage Contingency and Drought Plan, Ordinance No. 323, and Emergency Response Plan, each of which was included in the approved 2010 Urban Water Management Plan; and

WHEREAS, the State of California has and continues to experience record dry conditions, with 2013 being the driest year on record; and

WHEREAS, January 2014, normally a very wet month, was critically dry and is now the driest January on record; and

WHEREAS, meteorological and hydrological conditions improved somewhat since early February 2014 but 2014 remains a critically dry year as classified by the State of California; and

WHEREAS, on January 17, 2014 California Governor Edmund G. Brown issued a Proclamation of a State of Emergency, and encouraged all Californians to reduce their water usage by 20%; and

WHEREAS, the Zone 7 Water Agency issued a Proclamation of a Local Drought Emergency on January 29, 2014 and authorized their General Manager to “establish appropriate levels of conservation consistent with the California State of Drought Emergency and local conditions;” and

WHEREAS, in conformance with the January 29, 2014 proclamation by the Zone 7 Water Agency the General Manager established a system-wide conservation goal of 20% for

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

2014 as compared to 2013 usage, which was based on demand reductions of 5% for indoor water use and 40% for outdoor water use; and

WHEREAS, on January 31, 2014 the Department of Water Resources reduced from 5% to 0% the anticipated allocation of water to customers of the State Water Project, including the Zone 7 Water Agency; and

WHEREAS, on March 18, 2014 the City of Dublin declared a Local Drought Emergency; and

WHEREAS, on March 18, 2014 the City of Pleasanton approved an urgency ordinance amending their water conservation plan as needed to protect the immediate threat of the potentially significant drought to preserve public health and safety; and

WHEREAS, on February 24, 2014 the City of Livermore declared a Water Shortage Emergency; and

WHEREAS, on April 16, 2014 the Zone 7 Water Agency directed the local water supply retailers and untreated water customers to assure a 25% total reduction in overall demand for 2014 with 5% coming from indoor curtailment and 50-60% from outdoor curtailment, and adopted mandatory conservation measures to achieve these reductions; and

WHEREAS, on April 18, 2014 the California Department of Water Resources announced that anticipated 2014 water allocations to the State Water Contractors (including Zone 7) will be increased to 5% but only on condition that delivery of water occur after September 1, 2014; and

WHEREAS, On April 25, 2014 Governor Edmund G. Brown proclaimed a Continued State of Emergency in the State of California and ordered that California residents should refrain from wasting water, specifying many practices that waste water and directing urban water

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

suppliers to implement drought response plans to limit outdoor irrigation and other wasteful water practices; and

WHEREAS, achieving that level of water use curtailment requires a multi-faceted approach of public outreach, use restrictions and prohibitions and economic incentives to curtail water use; and

WHEREAS, the District has previously adopted Resolution No. 11-13, Establishing Water Rates Under Chapter 4.40 of the District Code and Rescinding Resolution No. 32-09, which established Water Consumption Rates During a Water Shortage (Stages 1-4) in accordance with Dublin San Ramon Services District Code Section 4.40.020; and

WHEREAS, in accordance with the January 2013 Water Rate Study for Stage 3 Water Conservation Rates, the incremental revenues generated by this action are to be used to support anticipated additional expenses necessary for public information and water conservation efforts to achieve the needed water curtailment levels.

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. Effective immediately upon the adoption of this Resolution and to remain in effect until terminated by Resolution of the Board of Directors, a Stage 3 - Severe Reduction Water Shortage Condition, as codified as section 4.10.030.C.1.c. of the District Code (enacted by Ordinance 329, adopted February 21, 2012), now exists in the District's water service area.
2. The references in Resolution No. 11-13 to "Ordinance No. 323" and to a "resolution declaring the existence of any stage of a water shortage condition pursuant to Resolution

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

No. 20-09, Approving a Water Conservation Program in Accordance with Ordinance No. 323” have at all times since the adoption of Resolution No. 11-13 been intended to refer, and have referred, and do refer, to the provisions of section 4.10.030.C.1 of the District Code.

3. Stage 3 Water Consumption Rates During a Water Shortage, as adjusted in accordance with Board Resolution No. 11-13, and as authorized by Section 4.40.020 of the District Code (Provision of Potable Water Service), are activated by the preceding actions and accordingly are in effect upon adoption, but such rates shall not be operative until June 1, 2014, and such rates shall thereafter remain in effect until terminated by Resolution of the Board of Directors. For ease of reference, the Rates operative on June 1, 2014 are attached to this Resolution as Exhibit A.
4. The specific Water Use Limitations are set forth in Ordinance No. \_\_\_\_\_, an Urgency Ordinance of Dublin San Ramon Services District Adopting Water Use Prohibitions and Restrictions for the Duration of the 2014 Community Drought Emergency, enacted contemporaneously with this Resolution, as such Ordinance may be amended, revised, or superseded from time to time.
5. The progressive schedule of penalties or fines that may be levied by District for successive violations of these water use restrictions are set forth in Ordinance No. \_\_\_\_\_, an Urgency Ordinance of Dublin San Ramon Services District Adopting Procedures and Penalties for the Enforcement of Water Use Restrictions and Prohibitions for the 2014 Community Drought Emergency, enacted contemporaneously with this Resolution, as such Ordinance may be amended, revised, or superseded from time to time.



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

6. Resolution No. 18-13, which rescinded Resolution 34-09, which was the District's prior declaration of a Stage I - Minimal Reduction Water Shortage Condition, is rescinded effective immediately upon the adoption of this Resolution.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its special meeting held on the 5th day of May 2014, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgan M. Vonheeder-Leopold, President

ATTEST:

\_\_\_\_\_  
Nancy G. Hatfield, District Secretary

**EXHIBIT A**

**WATER CONSUMPTION RATES AND WATER SUPPLY SHORTAGE RATES  
TO BE EFFECTIVE JUNE 1, 2014**

	<b>Stage 3 (per ccf)</b>
<b>Associated Water Use Curtailment</b>	35%
<b>Residential Customers</b>	
Tier 1 (0-10 ccf)	\$0.897
Tier 2 (11-34 ccf)	\$2.15
Tier 3 (over 34 ccf)	\$4.02
<b>Commercial Customers</b>	
Winter (Nov-Apr) All ccf	\$1.55
Summer (May-Oct) All ccf	\$2.16
<b>Potable Irrigation Customers</b>	
All ccf	\$4.02

All other rates remain unchanged

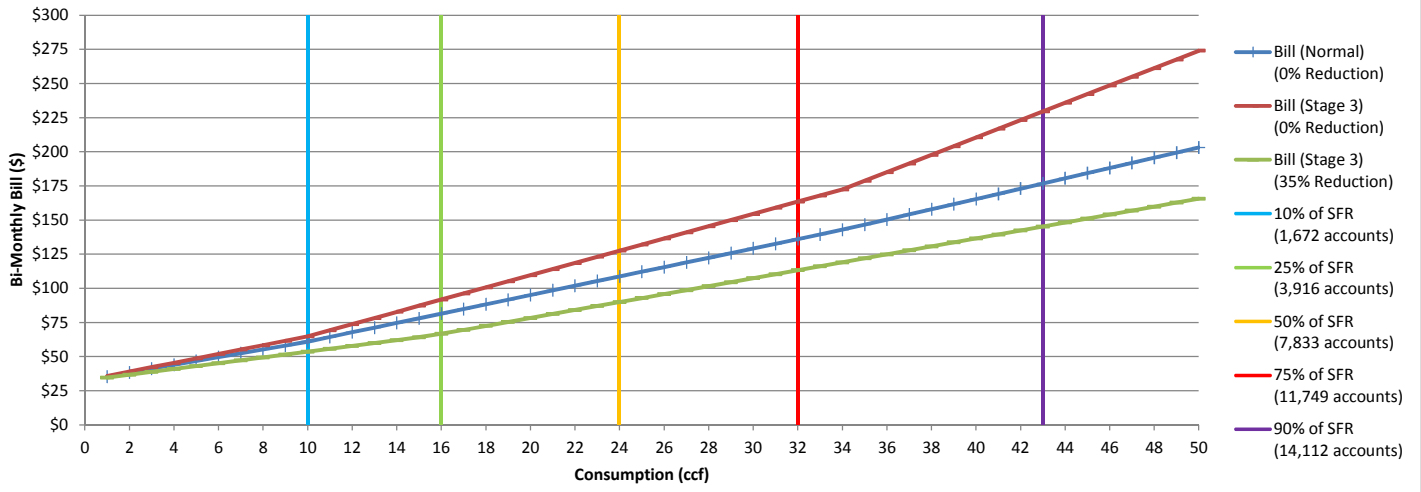
# Attachments to the Summary & Recommendation

**ATTACHMENT 1**

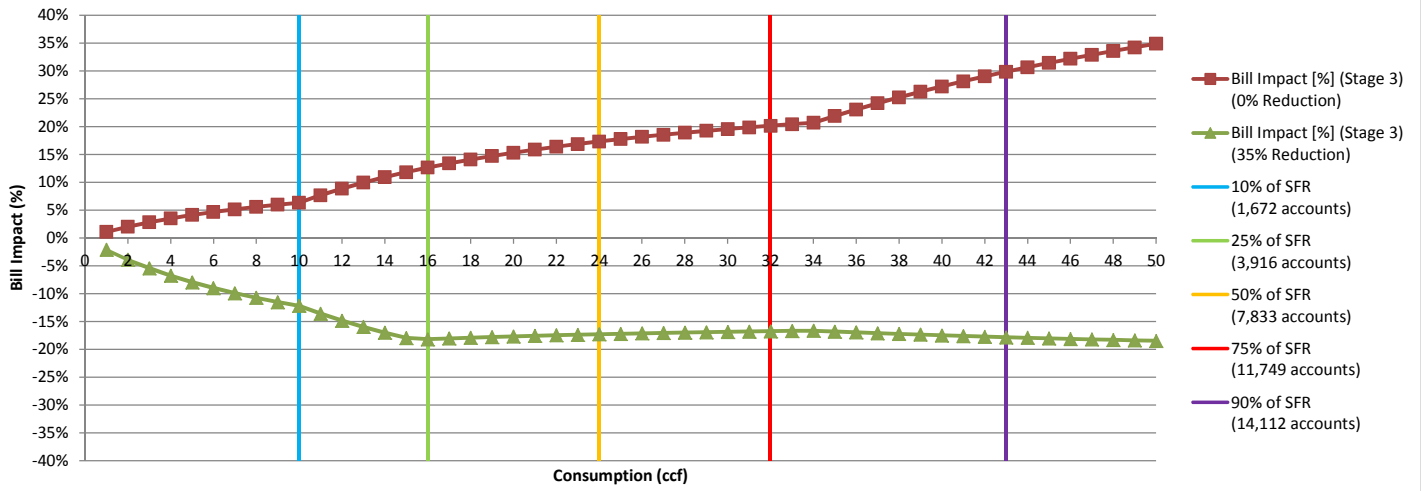
**CURRENT WATER CONSUMPTION RATES AND WATER SUPPLY  
SHORTAGE RATES**

	<b>Baseline (per ccf)</b>	<b>Stage 1 (per ccf)</b>	<b>Stage 2 (per ccf)</b>	<b>Stage 3 (per ccf)</b>	<b>Stage 4 (per ccf)</b>
<b>Associated Water Use Curtailment</b>	0%	10%	20%	35%	50%
<b>Residential Customers</b>					
Tier 1 (0-10 ccf)	\$0.51	\$0.57	\$0.641	\$0.897	\$1.308
Tier 2 (11-34 ccf)	\$1.08	\$1.35	\$1.67	\$2.15	\$3.50
Tier 3 (over 34 ccf)	\$1.44	\$1.87	\$2.80	\$4.02	\$5.53
<b>Commercial Customers</b>					
Winter (Nov-Apr) All ccf	\$1.03	\$1.12	\$1.23	\$1.55	\$1.95
Summer (May-Oct) All ccf	\$1.23	\$1.44	\$1.72	\$2.16	\$3.08
<b>Potable Irrigation Customers</b>					
All ccf	\$1.44	\$1.87	\$2.80	\$4.02	\$5.53

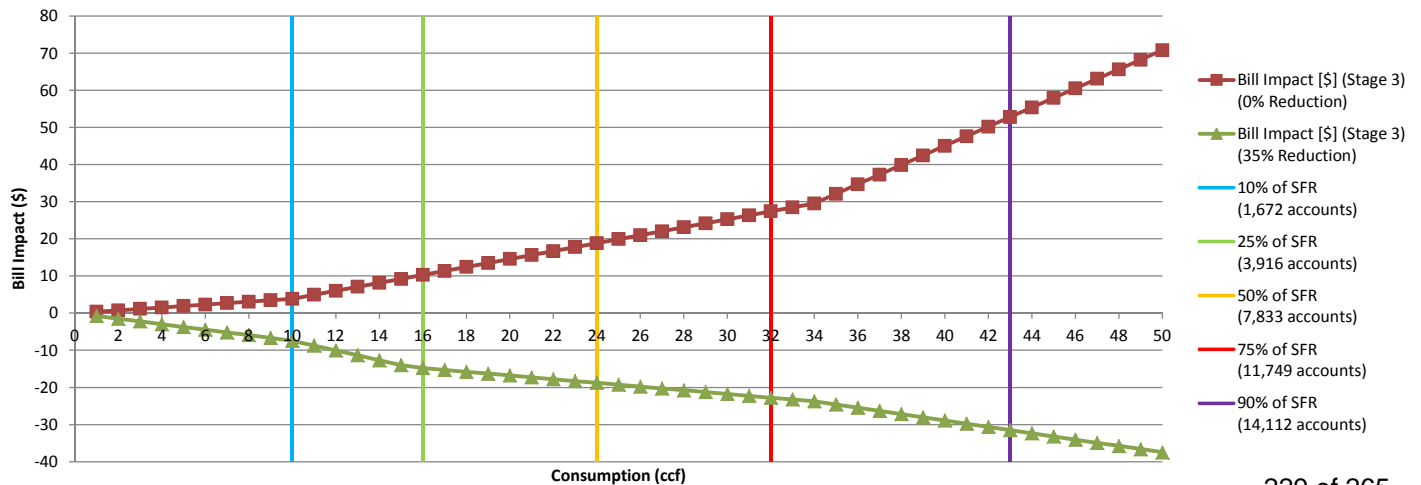
### Bill Comparison of Single Family Residences at Stage 3 Water Shortage Condition Rates



### Bill Impact (%) of Single Family Residences at Stage 3 Water Shortage Condition Rates



### Bill Impact (\$) of Single Family Residences at Stage 3 Water Shortage Condition Rates



**Major District Customers  
Stage 3 Water Shortage Condition  
Bill Impacts**

Potable non-irrigation

Customer	Normal (Baseline)	Stage 3 (0% Reduction)	Variance	Bill Impact	Stage 3 (35% Reduction)	Variance	Bill Impact
	Annual Water Bill	Annual Water Bill	Bill Impact	Impact %	Annual Water Bill	Bill Impact	Impact %
Federal Correctional Institution	513,360	599,494	86,134	16.78%	424,613	(88,747)	-17.29%
County of Alameda (Santa Rita Jail)	433,692	433,692	0	0.00%	288,737	(144,954)	-33.42%
Dublin Unified School District	275,300	323,020	47,719	17.33%	235,571	(39,729)	-14.43%
USAG CSTC (Camp Parks)	154,014	173,106	19,091	12.40%	133,238	(20,776)	-13.49%
Amador Lakes Apartments	131,383	153,899	22,516	17.14%	108,309	(23,075)	-17.56%
Avalon Bay Communities Inc	130,531	150,583	20,052	15.36%	110,392	(20,138)	-15.43%
San Ramon Valley Unified School District	69,707	79,107	9,400	13.49%	60,651	(9,056)	-12.99%
City of Dublin	62,494	71,351	8,856	14.17%	54,344	(8,150)	-13.04%
City of San Ramon	17,006	18,935	1,929	11.34%	15,351	(1,656)	-9.73%

Potable irrigation

Customer	Normal (Baseline)	Stage 3 (0% Reduction)	Variance	Bill Impact	Stage 3 (35% Reduction)	Variance	Bill Impact
Federal Correctional Institution	1,131	1,237	106	9.35%	1,146	15	1.30%
County of Alameda (Santa Rita Jail)	3,437	3,437	0	0.00%	2,781	(656)	-19.09%
Dublin Unified School District	98,940	159,898	60,958	61.61%	107,387	8,447	8.54%
USAG CSTC (Camp Parks)	45,522	68,987	23,465	51.55%	48,774	3,251	7.14%
Amador Lakes Apartments	92,335	150,176	57,841	62.64%	100,349	8,015	8.68%
Avalon Bay Communities Inc	69,711	93,016	23,305	33.43%	72,940	3,229	4.63%
San Ramon Valley Unified School District	78,247	126,580	48,334	61.77%	84,944	6,697	8.56%
City of Dublin	357,751	567,278	209,527	58.57%	386,784	29,033	8.12%
City of San Ramon	107,543	168,838	61,296	57.00%	116,036	8,493	7.90%

Total potable water

Customer	Normal (Baseline)	Stage 3 (0% Reduction)	Variance	Bill Impact	Stage 3 (35% Reduction)	Variance	Bill Impact
Federal Correctional Institution	514,491	600,731	86,240	16.76%	425,759	(88,732)	-17.25%
County of Alameda (Santa Rita Jail)	437,129	437,129	0	0.00%	291,519	(145,610)	-33.31%
Dublin Unified School District	374,241	482,918	108,677	29.04%	342,958	(31,282)	-8.36%
USAG CSTC (Camp Parks)	199,537	242,093	42,557	21.33%	182,012	(17,524)	-8.78%
Amador Lakes Apartments	223,718	304,075	80,357	35.92%	208,658	(15,060)	-6.73%
Avalon Bay Communities Inc	200,241	243,598	43,357	21.65%	183,332	(16,909)	-8.44%
San Ramon Valley Unified School District	147,953	205,687	57,734	39.02%	145,595	(2,359)	-1.59%
City of Dublin	420,245	638,629	218,383	51.97%	441,129	20,884	4.97%
City of San Ramon	124,549	187,773	63,225	50.76%	131,387	6,838	5.49%

Notes:

- 1) Santa Rita Jail is billed at the Limited Access rate (essentially a Zone 7 cost of water "pass through"), which is unaffected by water shortage conditions
- 2) Stage 3 bill impacts based on 35% reduction in consumption.
- 3) Potable irrigation consumption (excluding Santa Rita Jail) would need to decrease by approximately 41% for neutral bill impact.
- 4) Based on FYE13 consumption at calendar year 2014 rates.

Stage 2 Water Shortage Condition Bill Impacts

ccf	Fixed Service	Zone 7	Consumption	Consumption	Consumption	Bill	Bill	Bill	Bill Impact %	Bill Impact %	Bill Impact (\$)	Bill Impact (\$)
			(Normal)	(Stage 2)	(Stage 2)	(Normal)	(Stage 2)	(Stage 2)	(Stage 2)	(Stage 2)	(Stage 2)	(Stage 2)
			(0% Reduction)	(0% Reduction)	(20% Reduction)	(0% Reduction)	(0% Reduction)	(20% Reduction)	(0% Reduction)	(20% Reduction)	(0% Reduction)	(20% Reduction)
5	32.56	11.65	2.55	3.21	2.56	46.76	47.42	44.44	1.40%	-4.95%	0.66	(2.32)
10	32.56	23.30	5.10	6.41	5.13	60.96	62.27	56.33	2.15%	-7.60%	1.31	(4.63)
15	32.56	34.95	10.50	14.76	9.75	78.01	82.27	70.27	5.46%	-9.92%	4.26	(7.74)
20	32.56	46.60	15.90	23.11	16.43	95.06	102.27	86.27	7.58%	-9.25%	7.21	(8.79)
25	32.56	58.25	21.30	31.46	23.11	112.11	122.27	102.27	9.06%	-8.78%	10.16	(9.84)
30	32.56	69.90	26.70	39.81	29.79	129.16	142.27	118.27	10.15%	-8.43%	13.11	(10.89)
35	32.56	81.55	32.46	49.29	36.47	146.57	163.40	134.27	11.48%	-8.39%	16.83	(12.30)
40	32.56	93.20	39.66	63.29	43.15	165.42	189.05	150.27	14.28%	-9.16%	23.63	(15.15)
45	32.56	104.85	46.86	77.29	52.09	184.27	214.70	168.53	16.51%	-8.54%	30.43	(15.74)
50	32.56	116.50	54.06	91.29	63.29	203.12	240.35	189.05	18.33%	-6.93%	37.23	(14.07)

Stage 3 Water Shortage Condition Bill Impacts

ccf	Fixed Service	Zone 7	Consumption	Consumption	Consumption	Bill	Bill	Bill	Bill Impact %	Bill Impact %	Bill Impact (\$)	Bill Impact (\$)
			(Normal)	(Stage 3)	(Stage 3)	(Normal)	(Stage 3)	(Stage 3)	(Stage 3)	(Stage 3)	(Stage 3)	(Stage 3)
			(0% Reduction)	(0% Reduction)	(35% Reduction)	(0% Reduction)	(0% Reduction)	(35% Reduction)	(0% Reduction)	(35% Reduction)	(0% Reduction)	(35% Reduction)
5	32.56	11.65	2.55	4.49	2.92	46.76	48.70	43.05	4.14%	-7.94%	1.94	(3.71)
10	32.56	23.30	5.10	8.97	5.83	60.96	64.83	53.54	6.35%	-12.18%	3.87	(7.42)
15	32.56	34.95	10.50	19.72	8.75	78.01	87.23	64.02	11.82%	-17.93%	9.22	(13.99)
20	32.56	46.60	15.90	30.47	15.42	95.06	109.63	78.27	15.33%	-17.66%	14.57	(16.79)
25	32.56	58.25	21.30	41.22	22.41	112.11	132.03	92.83	17.77%	-17.20%	19.92	(19.28)
30	32.56	69.90	26.70	51.97	29.40	129.16	154.43	107.39	19.56%	-16.86%	25.27	(21.77)
35	32.56	81.55	32.46	64.59	36.38	146.57	178.70	121.95	21.92%	-16.80%	32.13	(24.62)
40	32.56	93.20	39.66	84.69	43.37	165.42	210.45	136.51	27.22%	-17.48%	45.03	(28.91)
45	32.56	104.85	46.86	104.79	50.36	184.27	242.20	151.07	31.44%	-18.02%	57.93	(33.20)
50	32.56	116.50	54.06	124.89	57.35	203.12	273.95	165.63	34.87%	-18.46%	70.83	(37.49)

<sup>1</sup> Based on Calendar Year 2013 Consumption (15,665 Single Family Residences)  
<sup>2</sup> Bill Impacts assume Zone 7 Cost of Water Charge remains fixed (\$2.33/ccf) during drought stage

Recently, you received a special mailer entitled Potential Change to Water Charges and Rates. This notice provided information about water rate adjustments (under which the average residential water bill would increase by approximately \$1.35 per month) being considered by the Board of Directors on April 16, 2013 at 6:00 p.m. in the DSRSD Boardroom, 7051 Dublin Blvd., Dublin CA. More information about the proposed changes is also available on the District's web site, [www.dsrsd.com](http://www.dsrsd.com).

When the District established the current water rates in 2009, annual adjustments to the fixed water service charge and water consumption rates were included. These adjustments were based on the percentage by which the most recent Consumer Price Index (CPI) had increased compared to the previous year's CPI. These adjustments ensured that water revenues remained sufficient to cover the costs to provide safe and reliable water service 24 hours a day, seven days a week.

On April 16, 2013, the Board of Directors will consider adopting water rate adjustments as described in the special mailer entitled Potential Change to Water Charges and Rates and will also consider continuing the practice of annual CPI increases in fixed water service charges and water consumption charges, effective each January 1st for up to five years. Specifically, it will be proposed that the General Manager be authorized and directed to increase those charges based upon the percentage change by which the most recent CPI (All Urban Consumers for the San Francisco-Oakland-San Jose, CA area) available as of August 31 has increased in relation to the most recent corresponding CPI available the preceding August 31.





Dublin San Ramon Services District  
7051 Dublin Boulevard,  
Dublin, CA 94568  
Central Phone (925) 828-0515  
Fax (925) 829-1180  
[www.drsrd.com](http://www.drsrd.com)

## Attachment 4

FIRST-CLASS MAIL  
PRESORTED  
U.S. POSTAGE PAID  
PLEASANTON, CA  
PERMIT NO. 388



**DUBLIN SAN RAMON SERVICES DISTRICT**

7051 Dublin Blvd.  
Dublin, CA 94568  
www.dsrds.com

Postal Permit  
Info Here



Dublin San Ramon Services District Notice of Public Hearing  
**Potential Change to Water Charges and Rates**

**Informational Meetings:** February 19, March 5, March 19, April 2 at 6:00 p.m.  
**Public Hearing:** April 16, 2013 at 6:00 p.m.

DSRSD Boardroom, 7051 Dublin Blvd., Dublin, CA

This notice has been sent to all customers who currently receive water service provided by Dublin San Ramon Services District. More information is available at [www.dsrds.com](http://www.dsrds.com).



Important information about your water rates

**D**ublin San Ramon Services District (DSRSD, the District) is proposing to restructure its water rates and service charges. If the proposal is adopted, some customer bills will increase and some will decrease. The average residential bill will increase by approximately \$1.35 per month (\$16.20 per year).

*The changes to the rates and charges shown in this notice are the maximum changes that are proposed by staff to become effective on July 1, 2013. The Board of Directors may adopt lower rates or charges, or alter the date these changes become effective.*

In a separate action, the Board will consider adopting rates for normal water conditions, instead of the current Stage 1 water rates.

The District encourages all public comments. The topic of water rates will be on the Board agendas of the regularly scheduled Board meetings on February 19, March 5, March 19 and April 2, 2013, affording customers the opportunity to ask clarifying questions, gain an understanding of the proposal to restructure the District's water rates and service charges, and make statements. The Board will discuss and potentially adopt the proposed changes at a public hearing on April 16, 2013. The Board will listen to public comments up to the close of the public hearing. Protests have specific requirements and deadlines as noted in the column to the right. All meetings are held in the District Office Boardroom, 7051 Dublin Blvd., Dublin, at 6:00 p.m.

**Why Are Water Rates Changing?**

The proposed changes are based on the results of a comprehensive study of the cost to provide safe and reliable water service 24 hours a day, seven days a week. Water rates are designed to recover the cost of providing service and to fairly allocate costs among various types of customers. The proposed changes accomplish the following four goals established by the District's Board of Directors.

**1 Make cash flow more predictable:** Approximately 96% of costs to operate the water system (not including the cost of water) are fixed, meaning they do not vary with the volume of water used. Yet fixed charges (the Fixed Water Service Charge and Temporary Infrastructure Charge) generate only about 20% of current water rate revenue. Under the proposed restructuring, the Fixed Water Service Charge generates 25% of current water rate revenue and the Temporary Infrastructure Charge is suspended and reduced to zero. Increasing the proportion of revenue that is predictable throughout the year stabilizes rates and improves the District's credit rating, thereby reducing the cost of future bor-

**Low Income Assistance (LIA)**

If the maximum proposed rates and charges are adopted, residential customers enrolled in the *DSRSD Low Income Assistance* program will receive a larger credit, due to the increase in the Fixed Water Service Charge. The example at right is based on 10 units of water used in a two-month period.

LIA Current Stage 1 Rates		LIA Proposed Normal Rates	
(10 units bimonthly)	Cost	(10 units bimonthly)	Cost
<b>Fixed Charges</b>		<b>Fixed Charges</b>	
Water Service Charge (5/8")	\$17.12	Water Service Charge (5/8")	\$31.75
Temp. Infrastructure Charge	\$9.00	Temp. Infrastructure Charge	\$ -
Low Income Assistance Credit	(\$17.12)	Low Income Assistance Credit	(\$31.75)
<b>Consumption Charges</b>		<b>Consumption Charges</b>	
Zone 7 Cost of Water	\$22.70	Zone 7 Cost of Water	\$22.70
Tier One (1-20 units)	\$8.90	Tier One (1-10 units)	\$5.00
Tier Two (21-34 units)	\$ -	Tier Two (11-34 units)	\$ -
Tier Three (over 34 units)	\$ -	Tier Three (over 34 units)	\$ -
Power Charge	\$2.80	Power Charge	\$2.80
<b>Total Bimonthly Bill</b>	<b>\$43.40</b>	<b>Total Bimonthly Bill</b>	<b>\$30.50</b>
<b>Monthly Equivalent</b>	<b>\$21.70</b>	<b>Monthly Equivalent</b>	<b>\$15.25</b>
		<b>Monthly Difference</b>	<b>-\$6.45</b>

**How Can I Learn More?**

Visit our website [www.dsrds.com](http://www.dsrds.com) for additional information plus a rate calculator where you can estimate your water bill if the Board adopts the maximum proposed changes.

Attend the Board meetings on February 19, March 5, March 19, or April 2, 2013 to ask questions and make statements. Meetings are held in the District Office Boardroom, 7051 Dublin Blvd, Dublin, at 6:00 p.m. Online video recordings of Board meetings are posted the next day on [www.dsrds.com](http://www.dsrds.com) (click Meetings, then Board Meetings).

Attend the public hearing on April 16, 2013 at 6:00 p.m. in the District Office Boardroom to make a comment or deliver a written protest.

**How Do I Protest?**

The District and its Board of Directors welcomes and will consider input from the community on the proposed changes to rates and service charges at any time, including during the public hearing. However, in accordance with Proposition 218, only valid written protests received by the pertinent deadline below will be counted as formal protests.

**Protests submitted by mail, fax, or email must be received by 5:00 p.m. on April 16, 2013.** Hand-delivered protests must be received before the close of the public hearing on April 16, 2013.

Any record property owner or tenant-customer of a parcel receiving water service may submit a written protest. Only one protest will be counted per parcel served by the District.

The written protest must identify the affected property by assessor's parcel number, street address or DSRSD account number; identify the record property owner or tenant-customer; clearly state that the transmittal is a protest to the proposed charges; identify what proposed charges are being protested; and bear the original signature of the record property owner or tenant-customer. In the case of electronically delivered documents, a scanned signature will be accepted, subject to verification.

➤ **Mail or deliver protests to:**

District Secretary  
Dublin San Ramon Services District  
7051 Dublin Blvd., Dublin, CA 94568

Please note on the envelope, "Protest of Proposed Charge"

➤ **Or, email protests as a pdf document attached to an email to Board@dsrds.com.** Please note in the subject line: "Protest of Proposed Charge"

➤ **Or, fax protests to (925) 829-1180.** Please note in the subject line: "Protest of Proposed Charge"

For more information read the complete *DSRSD Policy on Proposition 218 Receipt, Tabulation and Validation of Written Protests* on the District website.

rowing for long-term capital improvements. To offset the increase in the Fixed Water Service Charge, potable water customers will pay less for each unit of water in each tier.

**2 Meet the current, minimum debt coverage with rate-payer revenue:** When a bond is issued, a minimum amount of “debt coverage” (revenue in excess of operating expenses) is established to assure investors that the District can make required debt payments. The District’s current water-related bonds require debt coverage of 120% of annual debt payments. The proposed rates are designed to generate all of this required revenue. The District combines revenue from ratepayers with fees paid by developers to meet a higher internal debt coverage target of 160%. However, such fees are an unpredictable source of revenue, as was shown in the recent recession when fee revenue suddenly dropped to near zero and the District had to impose the Temporary Infrastructure Charge to meet its debt coverage requirement.

Under the proposed rates, customers can still reduce their bills by using water more efficiently

**3 Budget for future replacement of recycled water assets:** Since our recycled water system is no longer in start-up mode, it is prudent to begin setting aside funds to replace pipelines, pump stations, storage reservoirs, and components of the water recycling plant.

**4 Continue motivating efficient water use:** Historically, the District has planned for less water to be available during dry years. Currently, and for the foreseeable future, water deliveries also are being restricted to protect endangered species in the Sacramento-San Joaquin Delta (through which the District’s water supply flows). As part of the water rate study, the Board of Directors asked that rates be restructured to provide adequate revenue with decreasing water sales. Under the proposed rates, customers can still reduce their bills by using water more efficiently. All proposed rates also were adjusted to allocate costs more equitably among residential and non-residential customers (commercial, industrial, institutional and irrigation).

**What Will Not Change:** The proposed changes only address some of the District’s costs of providing water service. The following charges will not change: (a) water purchased from Zone 7 Water Agency (about half of an average residential bill); (b) the Power Charge (for pumping water to service elevations above 389 feet); and, (c) the Limited Access Rate (applies to customers who are not fully tied into the District’s potable water system or who maintain their own fire storage reservoirs).

## Proposed Changes to Charges & Rates

### Fixed Water Service Charge

All customers, including those who receive recycled water, pay a Fixed Water Service Charge that is based on the capacity of the customer’s meter (all residential customers pay the 5/8 inch meter rate). The charge is the same in each billing period, regardless of how much water is used. Each meter is charged in proportion to the amount of water that can flow through it in relation to a 5/8” meter (the smallest meter). For example, a 3/4” meter has 150% of the capacity of a 5/8” meter so the 3/4” meter charge is 150% of the 5/8” meter charge.

#### Current Charges and Maximum Proposed Charges

Meter Size	Current Bimonthly (two months) Fixed Service Charge (incl. Temp. Infrastructure Charge)	Maximum Proposed Bimonthly (two months) Fixed Service Charge
5/8"	\$26.12	\$31.75
3/4"	39.18	47.65
1"	65.30	79.40
1 1/2"	130.59	158.75
2"	217.50	254.00
3"	449.58	555.65
4"	1,005.93	1,587.50
6"	2,650.86	3,175.00
8"	4,638.76	5,556.25
10"	7,289.62	8,731.25

### Water Consumption Charge

All potable water customers pay a Water Consumption Charge. Customers are billed for the amount of water they use in each two-month billing period. The rate per unit of water varies by type of customer, but all rates are designed to promote efficient water use.

### Water Shortage Rates

In addition to Normal Rates, the District has established Water Shortage Rates that apply when the Board of Directors declares a water shortage because additional conservation is necessary to ensure the reliability of the water supply. Shortages are declared in stages of increasing severity. Water Shortage Rates are designed so that if a customer achieves the targeted reduction goal, the overall bill will not increase significantly.

**Note:** For residential customers (see top chart, next page), the Tier 1 Rate is proposed to apply to the first 10 units of water used in a billing period instead of the first 20 units, and the Tier 2 Rate is proposed to apply to units 11 through 34. The Tier 3 Rate would continue to apply to more than 34 units. A unit of water is one hundred cubic feet (ccf), which equals 748 gallons.

### Recycled Water Rate

The Recycled Water Rate will continue to be based on the following formula: 90% of the combined rate of the District’s Zone 7 Rate and the Normal Potable Irrigation Rate per unit. The current

### Residential Customers - Proposed Maximum Water Consumption Rates

	\$/unit				
	Normal Water Conditions	Minimal Shortage Stage 1	Moderate Shortage Stage 2	Severe Shortage Stage 3	Critical Shortage Stage 4
<b>Targeted Reduction Goal</b>	<b>0%</b>	<b>10%</b>	<b>20%</b>	<b>35%</b>	<b>50%</b>
Tier 1: 0 – 10 units	\$0.500	\$0.560	\$0.625	\$0.875	\$1.275
Tier 2: 11 – 34 units	1.050	1.320	1.630	2.100	3.410
Tier 3: Over 34 units	1.400	1.820	2.730	3.920	5.390

### Commercial Customers<sup>1</sup> - Proposed Maximum Water Consumption Rates

	\$/unit				
	Normal Water Conditions	Minimal Shortage Stage 1	Moderate Shortage Stage 2	Severe Shortage Stage 3	Critical Shortage Stage 4
<b>Targeted Reduction Goal</b>	<b>0%</b>	<b>10%</b>	<b>20%</b>	<b>35%</b>	<b>50%</b>
Winter (November to April)	\$1.000	\$1.090	\$1.200	\$1.510	\$1.900
Summer (May – October)	1.200	1.400	1.680	2.110	3.000

<sup>1</sup> Commercial customers include institutional and master metered multi-family customers

### Potable Irrigation Customers – Proposed Maximum Water Consumption Rates

	\$/unit				
	Normal Water Conditions	Minimal Shortage Stage 1	Moderate Shortage Stage 2	Severe Shortage Stage 3	Critical Shortage Stage 4
<b>Targeted Reduction Goal</b>	<b>0%</b>	<b>10%</b>	<b>20%</b>	<b>35%</b>	<b>50%</b>
All Consumption	\$1.400	1.820	2.730	3.920	5.390



Photo courtesy of CA Department of Water Resources

The District’s water supply, which flows through the Sacramento-San Joaquin Delta, will be limited for the foreseeable future due to pumping restrictions that protect threatened and endangered fish.

rate is \$3.12 per unit and the proposed rate would be 0.90 x (\$2.27 + \$1.40) or \$3.30 per unit. The recycled water rate does not increase during potable water shortages.

### Customer Impacts

Each water customer will be impacted differently under this proposal, depending on type and consumption. Two examples for residential customers are shown, below and on the next page.

Additional examples and a rate calculator are available at [www.dsrds.com](http://www.dsrds.com).

(continued on next page)

Current Residential Stage 1 Rates		Proposed Residential Normal Rates	
Average Annual Use (23 units bimonthly)	Cost	Average Annual Use (23 units bimonthly)	Cost
<b>Fixed Charges</b>		<b>Fixed Charges</b>	
Water Service Charge (5/8")	\$17.12	Water Service Charge (5/8")	\$31.75
Temp. Infrastructure Charge	\$9.00	Temp. Infrastructure Charge	\$ -
<b>Consumption Charges</b>		<b>Consumption Charges</b>	
Zone 7 Cost of Water	\$52.21	Zone 7 Cost of Water	\$52.21
Tier One (1-20 units)	\$17.80	Tier One (1-10 units)	\$5.00
Tier Two (21-34 units)	\$3.78	Tier Two (11-34 units)	\$13.65
Tier Three (over 34 units)	\$ -	Tier Three (over 34 units)	\$ -
Power Charge	\$6.44	Power Charge	\$6.44
<b>Total Bimonthly Bill</b>	<b>\$106.35</b>	<b>Total Bimonthly Bill</b>	<b>\$109.05</b>
<b>Monthly Equivalent</b>	<b>\$53.18</b>	<b>Monthly Equivalent</b>	<b>\$54.53</b>
		<b>Monthly Difference</b>	<b>\$1.35</b>



Reference Financial Services Manager	Type of Action Approve Wise Water User Credit	Board Meeting of May 5, 2014
Subject Approve Wise Water User Credit		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input checked="" type="checkbox"/> Other
REPORT:	<input checked="" type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	J. Archer
		<input type="checkbox"/> Board Member

**Recommendation:**

The Financial Services Manager recommends the Board, by Resolution, approve the Wise Water User Credit.

**Summary:**

The District’s Rate Policies and Guidelines policy (section 3.1.3) states *“The District will attempt to minimize impacts to customers when rate adjustments are needed.”* The current drought condition within the District and throughout California has required the District to implement water shortage condition rates, which will increase customer bills to the extent that they do not achieve the targeted conservation levels.

The District is seeking to minimize the water shortage rate impact on those customers who use minimal amounts of water; defined as Tier 1 use, (i.e., less than 10 ccf each bill cycle). This represents 5 ccf per month or about 125 gallons per household per day. Assuming an average of 2.5 persons per household, this is approximately 50 gpcpd, which is within the State of California standard for health and safety purposes of 50-55 gpcpd. As such, the District should not be economically discouraging water use below those health and safety levels. This program effectively rebates the increased cost of the Stage 3 Water Shortage Rates to Tier 1 customers who are and remain eligible to participate in the program.

The estimated cost of \$13,720 will be funded by the water shortage condition rates adopted separately.

Committee Review			Legal Review	Staff Review		
COMMITTEE Finance	DATE 4-16-14	RECOMMENDATION Approve	Not Required	ORIGINATOR B. Michalczyk	DEPARTMENT Executive	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$13,720	<input type="checkbox"/> Funding Source A. 600 B.	Attachments to S&R 1. 2. 3.				

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ESTABLISHING THE WISE WATER USER CREDIT FOR LOW WATER CONSUMPTION RESIDENTIAL CUSTOMERS

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WHEREAS, the Board of Directors has a policy to minimize rate impact to customers; and

WHEREAS, residential customers that exhibit exceptionally low water use support the District's need to limit overall water use during the 2014 Community Drought Emergency; and

WHEREAS, the incremental revenues generated by Water Conservation Rates are to be used to support expenses necessary for public information and water conservation efforts; therefore, the District is able to fund such a program using the Stage 3 Water Shortage Rates without charging customers more than their cost of service; and

WHEREAS, the Board desires to promote water conservation and so will provide a Wise Water User Credit for those residential customers who have exhibited continued efficient water usage as specified in this Resolution.

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

1. That a Wise Water User Credit Program for low water consumption residential customers as described in Exhibit "A" (the "Program") is hereby established and the General Manager is authorized and directed to develop procedures to implement the Program as soon as practical.
2. That the credit shall be in the form of a onetime \$2 per month credit applied to the account for the residential customers determined to be eligible in accordance with the Program.

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 special meeting held on the 5th day of May 2014 and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgan M. Vonheeder-Leopold, President

Attest:

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

# Wise Water User Credit Program

## A Program to Assist Low Usage Customers

### **PURPOSE**

It is the desire of the District to recognize those residential customers who use minimal amounts of potable water. These customers have incorporated water efficiency in everyday life as evidenced by their consumption history. While all customers are very strongly encouraged to cut their water consumption in response to this drought, this Wise Water User Credit Program is intended to recognize that it is more difficult for customers who have already made concerted conservation efforts to achieve additional water savings and who are using water at or below State of California standards for health and safety purposes.

### **OVERVIEW**

This program will provide the customer with a onetime \$2 per month credit on their account in conformance with the following criteria:

- 1) Residential customer on a tiered rate schedule (excluding those residential accounts to multifamily units that are not individually metered and billed by the District to the tenant);
- 2) Account in continued good standing (accounts that have not incurred a Hand Delivered Notification [“hang tag”] fee over the review period of January 2013 to October 2014);
- 3) Account has been continuously active from June 2013 through the termination of the Program;
- 4) Consumption not more than 10 ccf for each bimonthly bill (or the total of two consecutive monthly bills if billed monthly) presented to the account during the period from June through October 2013 and from June 2014 through the termination of the Program;
- 5) Total consumption for all bills presented to the account from June 2014 through the termination of the Program is less than or equal to total

consumption for all bills presented to the account during the same monthly period in 2013;

- 6) The program would become effective upon the effective date of Stage 3 water rates;
- 7) The program would terminate at the earlier of (a) October 31, 2014; (b) the District returning to Baseline rates; (c) The District changed the drought rate stage at which time the Board may, but would not be obligated to, revise the amount of the credit going forward; or (d) the unilateral action of the Board of Directors ending the 2014 Wise Water User Credit Program.

### **ECONOMICS OF THE PROGRAM**

**Amount of the individual credit:** The proposed \$2 per month credit is calculated in reference to Stage 3 Water Shortage Rates. Stage 3 represents a \$0.387 per ccf increase in water rates in Tier 1 (\$0.897 vs \$0.510/ccf) as compared to Baseline rates. Conservatively, assuming 10 ccf usage per two month billing period, a qualifying customer would see an increased bill of \$3.87 per two month billing period or \$1.94 per month. For administrative ease the amount is rounded up to \$2.00 per month.

**Amount of total credits issued:** Based on 2013 consumption data, there would be 1,143 accounts eligible for the program. If they all meet the above criteria, credits issued would total approximately \$13,720 if the program were in existence for six months.

**Effect on Existing Low Income Assistance Program:** The District's current Low Income Assistance Program (under which a qualifying customer receives a credit for the fixed portion of their water bill) will remain in effect and would continue to provide additional economic relief to many of the same customers.

**Other Ways to Save:** If any customers who are eligible for this Program were able to further reduce their water usage they would enjoy savings from that level of reduced consumption in addition to the credit received under this Program.



## **METHODOLOGY**

After termination of the Program staff will prepare a list of residential accounts that met all criteria listed above. Credits would be issued to eligible accounts beginning with the next reasonably available billing period.



Reference Operations Manager	Type of Action Approve Rebate Program	Board Meeting of May 5, 2014
Subject Approve Enhanced Rebate Program for Water Efficient Devices and Appliances and Lawn Replacements		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input checked="" type="checkbox"/> Other
REPORT:	<input checked="" type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	D. Gallagher
		<input type="checkbox"/> Board Member

**Recommendation:**

The Operations Manager, acting as the District’s Drought Coordinator recommends the Board, by Resolution, approve the Enhanced Rebate Program for Water Saving Devices and Appliances and Lawn Replacements.

**Summary:**

The District currently participates in several conservation rebate programs administered by Zone 7. The existing rebate programs include:

- High Efficiency Toilet (HET) rebates;
- Waterless Urinal rebates;
- High Efficiency Clothes Washer (HEW) rebates;
- Weather Based Irrigation Controller (“Smart Controller”) rebates; and
- Lawn Replacement rebates.

During 2013 Zone 7 processed rebates in an amount of \$46,000 to District customers for these programs.

The goal of the District Enhanced Rebate Program is to achieve greater market penetration and, thereby, even greater water conservation and curtailment. Adding a District component to the Zone 7 rebates would increase the financial incentives to District customers to invest in specified devices and appliances and landscape replacements. For most of the programs, the amount of the District’s contribution would be approximately 50% of the amount provided by Zone 7 as explained in the program description. The Weather Based Irrigation Controller rebate program would be funded by the District at the level previously funded by Zone 7, because that program was recently suspended by the Zone. Zone 7 does not currently offer a rebate for pool or spa covers. Accordingly, the rebate program for Weather Based Irrigation Controllers and pool and spa covers would be administered entirely by District staff. The Enhanced Rebate Program will be funded from the budget adjustments related to water conservation activities separately approved by the Board.

The Enhanced Rebate Program will remain in effect until the earlier of (a) the expiration of the District’s Community Drought Emergency or (b) until a total of \$30,000 in enhanced rebates are made by the District.

It should be noted that the City of Pleasanton will be enhancing the Zone 7 rebate program with a 100% match of the Zone 7 rebates. However, they will not offer the Weather Based Irrigation Controller or Pool and Spa rebate programs.

Committee Review			Legal Review	Staff Review		
COMMITTEE Finance	DATE 4-16-14	RECOMMENDATION Approve	Not Required	ORIGINATOR B. Michalczyk	DEPARTMENT Executive	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$30,000	<input type="checkbox"/> Funding Source A. 600 B.		Attachments to S&R 1. 2.			

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ESTABLISHING AN ENHANCED REBATE PROGRAM FOR IDENTIFIED WATER SAVING DEVICES AND APPLIANCES AND SPECIFIED LANDSCAPE CONVERSIONS

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WHEREAS, the District has declared a Community Drought Emergency and is seeking to curtail water usage in 2014 by twenty five percent (25%) overall with 5% coming from inside curtailment and 50-60% from outside curtailment as compared to the same period in calendar year 2013; and

WHEREAS, a proven way to reduce water usage is by economically encouraging customers to replace high water using appliances and devices to better manage their water use and to implement landscape conversions; and

WHEREAS, the Board desires to promote and encourage water conservation and so desires to establish a program of enhanced rebates for water saving devices and appliances and landscape conversions; and

WHEREAS, the Board desires that the District Enhanced Rebate Program be generally consistent with the rebate programs currently administered by Zone 7 and closely coordinated with those Zone 7 rebate programs.

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

1. The Enhanced Rebate Program as outlined in Exhibit "A" to this resolution is hereby established.
2. The District Enhanced Rebate Program shall be effective immediately upon adoption of this resolution and remain in effect until the earlier of: a) the District has issued rebates in an aggregate amount of \$30,000, or some greater amount if so approved by

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

the Board of Directors, or b) the end of the District's Community Drought Emergency.

3. The General Manager is authorized and directed to establish detailed processes, procedures and guidelines to administer the District's Enhanced Rebate Program.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its special meeting held on the 5th day of May 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Georgan M. Vonheeder-Leopold, President

Attest:

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Nancy Gamble Hatfield, District Secretary

## EXHIBIT A Enhanced Rebate Program

This program is intended to temporarily supplement existing Zone 7 rebate programs that are available to District customers, to continue the Zone 7 suspended program for Weather Based Irrigation Controllers and to add a rebate program for pool and spa covers.

### **BACKGROUND**

The District currently participates in several conservation rebate programs administered and funded by Zone 7. The existing Zone 7 rebate programs include;

- High Efficiency Toilet (HET) rebates of \$100 per toilet
- Waterless Urinal rebates of \$100 per urinal;
- High Efficiency Clothes Washer (HEW) rebates of \$50 (Energy Star models are also eligible for a \$200 rebate from PG&E);
- Weather Based Irrigation Controller (“Smart Controller”) rebates of \$75 for single family homes and \$100 for multi-family dwellings (*NOTE: THIS PROGRAM IS BEING SUSPENDED BY ZONE 7 DURING THE DROUGHT BECAUSE OF THE IRRIGATION LIMITATIONS THAT WILL BE IN PLACE*); and
- Turf grass Lawn Replacement rebates, with rebates of \$0.50/square feet up to a maximum of \$500 for single family homes, and \$0.50/square feet up to a maximum of \$3,000 for multi-family, businesses, or institutional customers (a minimum of 250 square feet must be converted).

In 2013, Zone 7 reimbursed \$46,000 for rebates issued to District customers for these programs.

### **PURPOSE**

The primary purpose of these programs is to increase market penetration for these devices and thereby accelerate long-term near-permanent water conservation. This would be accomplished by offering financial incentives to customers for investing in water efficient appliances and for replacing turf grass with water efficient landscaping. By increasing the amount of the rebates, the current programs should become more attractive to customers.

### **EFFECTIVENESS**

Based on data provided by Zone 7, the various programs have varying degrees of cost effectiveness and water savings as can be seen in the following table. The most cost-effective rebate program based on water savings per dollar spent is that for turf grass lawn replacements, which has achieved conservation at a rate of about \$136 per acre-foot of potable water saved. This program would temporarily add an additional District rebate to that offered by Zone 7 rebate for each of the programs currently in place, thereby providing an even greater incentive to customers to take advantage of these programs and thereby save water.

**EXHIBIT A**  
**Enhanced Rebate Program**

Program	Program Cost	Water Savings (AF)	Cost per AF
HET	1,976	0.35	\$ 5,666
HEW	33,300	10.87	\$ 3,063
WBIC/Irrigation hardware	9,609	N/A	
Water Efficient Landscape	1,401	10.28	\$ 136

**DISTRICT ENHANCED REBATE PROGRAM**

The following would be the amounts to be rebated by the District under the Enhanced Rebate Program. The amounts presented are generally 50% of the base program administered by Zone 7.

PROGRAM	DISTRICT ENHANCED REBATE AMOUNT	COMMENT
High Efficiency Toilet (HET)	\$50 per toilet	
Waterless Urinals	\$50 per urinal	
High Efficiency Clothes Washer (HEW)	\$25 per HEW	Energy Star models are also eligible for a \$200 rebate from PG&E
Pool and Spa covers (to reduce evaporation)	\$50 per pool or spa cover (one rebate total per account)	Zone 7 does not currently offer rebates for pool or spa covers
Weather Based Irrigation Controller ("Smart Controller) - <i>Single Family Homes</i>	\$75 per Smart Controller <sup>1</sup>	Zone 7 discontinuing program during drought due to irrigation limitations in place
Weather Based Irrigation Controller ("Smart Controller) – <i>Multi-Family Dwelling</i>	\$100 per Smart Controller <sup>1</sup>	Zone 7 discontinuing program during drought due to irrigation limitations in place
Lawn Replacement Program - <i>Single Family Homes</i>	\$0.25/square feet up to a maximum of \$250	To convert turf grass; a minimum of 250 square feet must be converted
Lawn Replacement Program - <i>Multi-Family or Businesses</i>	\$0.25/square feet up to a maximum of \$1,500	To convert turf grass; a minimum of 250 square feet must be converted

**ESTIMATED COST**

Assuming that 2014 usage of these programs is increased by 25% over 2013 levels because of the added incentives created by the District's Enhanced Rebate Program and based on the approximate 50%

<sup>1</sup> At 100% of the prior Zone 7 level because Zone 7 is discontinuing the program during the drought; if Zone 7 were to re-enact the program the District amount would be 50% of the Zone 7 amount.

**EXHIBIT A**  
**Enhanced Rebate Program**

additional rebate amount available as compared to Zone 7, and adding an allowance for the “District-only” rebate programs, it is projected that the District cost would be \$30,000<sup>2</sup>.

**ELIGIBILITY**

To be eligible for these matching rebates, customers would be required to comply with the terms and conditions of the Zone 7 rebate program and install the listed water efficient appliances or remove their turf grass during the time the District’s program remains in effect. The District will need to develop administrative procedures for the Weather Based Irrigation Controller rebate program because the District will be the sole funding source and hence the administrator of that program. Likewise, the District will need to develop administrative procedures for the Pool and Spa Cover rebate program because Zone 7 does not offer such a program and therefore the District will be the sole funding source and the administrator of that program. The District’s Enhanced Rebate Program would remain in effect until the District’s Community Drought Emergency ends, or until the District issues rebates totaling \$30,000.

**ADMINISTRATION**

The Enhanced Rebate Program would be administered by the District’s Clean Water Program staff, with rebates issued through the District’s Utility Billing system to the party responsible for the water bill.

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<sup>2</sup> \$46,000\*1.25\*0.50 = \$28,750 plus a \$1,250 allowance for Weather Based Irrigation Controllers and Pool and Spa Covers = \$30,000



Reference Operations Manager	Type of Action Endorse Action Plan	Board Meeting of May 5, 2014
Subject Endorse Updated District Drought Response Action Plan		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input checked="" type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	D. Gallagher
		<input type="checkbox"/> Board Member

**Recommendation:**

The Operations Manager, acting as the District’s Drought Coordinator, recommends the Board, by Motion, endorse the Updated Drought Response Action Plan.

**Summary:**

On February 18, 2014, the Board of Directors endorsed a Drought Response Action Plan. The February 18 Action Plan included items that could be immediately implemented, and other items that staff agreed to investigate and evaluate before a decision could be made regarding implementation. District staff has been acting on the tasks included in that February 18 Action Plan and has been reporting progress to the Board on a regular basis. The most recent report is included on this Board agenda. Since the endorsement of the February 18, 2014, Drought Response Action Plan, some aspects of the Action Plan are completed, some are being implemented, some need funding to pursue, and some are not being recommended for implementation due to the cost or other factors. In addition there are several new elements to the Plan that have been added.

The updated Drought Response Action Plan is attached.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR D. Gallagher	DEPARTMENT Operations	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input type="checkbox"/> Cost \$0; individual items may require separate budget approval	<input type="checkbox"/> Funding Source A. TBD B.	Attachments to S&R 1. Updated Drought Response Action Plan dated May 5, 2014 2. 3.				248 of 265



## UPDATED DROUGHT RESPONSE ACTION PLAN

### May 5, 2014

#### **PURPOSE**

This Updated Drought Response Action Plan describes the actions District staff will undertake in the coming weeks and months in response to the on-going drought and the limitations in the community's water supply.

#### **BACKGROUND**

On January 17, 2014 Governor Brown proclaimed a State of Emergency throughout California due to current drought conditions and called on Californians to reduce their water usage by 20%.

On January 29, 2014 the Zone 7 Board of Directors declared a local State of Emergency due to drought conditions in the Livermore-Amador Valley. In addition, on January 29 Zone 7 adopted a 20% level of conservation based on water use curtailments of 5% for indoor water use and 40% for outdoor water use. On February 18, 2014, the DSRSD Board of Directors declared a Community Drought Emergency with a goal of achieving 20% conservation through voluntary measures. On April 16, 2014, the Zone 7 Board of Directors adopted a resolution directing retailers and untreated water customers to "assure 25% total reduction for 2014" which would be achieved through curtailment of indoor water usage of 5% and outside water usage of 50-60%. In a separate action on April 16 the Zone 7 Board of Directors adopted a Stage 2 action plan with restrictions and prohibitions as a component of declaring May as "Water Awareness Month". On April 18, 2014, the Department of Water Resources announced that SWP deliveries would be available during 2014 at 5% of each contractor's allocation; however, that additional water would not be available until September 1, 2014.

Currently other regional and local agencies have asked their customers to reduce water use by the following levels:

Alameda County Water District	20% mandatory
Cal Water (Livermore)	20% curtailment
City of Livermore	25%, 5% inside, 50%-60% outside, mandatory
City of Pleasanton	25%, 5% inside, 50%-60% outside, mandatory (Expected decision May 6)
Contra Costa Water District	15% voluntary
EBMUD	10% voluntary
City of Hayward	10% voluntary
Marin Municipal Water District	25% voluntary
San Francisco Public Utilities Commission	10% voluntary
Santa Clara Valley Water District	20% mandatory
Zone 7 Water Agency	25% mandatory, 5% inside and 50%-60% outside

#### **FISCAL IMPACT**

On February 18, 2014, the Board approved the use of up to \$150,000 for drought related expenses during the remainder of FYE 2014 to complete action items described in staff's Drought Response Action Plan. As of May 1, staff has spent \$26,615 on drought related expenses, and an additional \$56,066 and has been encumbered to implement various actions described in the Drought Response Action Plan. May and June may see significant expenditures related to public outreach, rebates for water saving appliances and devices, and recycled water conversion costs.

The Drought Response Action Plan proposed investigating and evaluating the cost and effectiveness of a number of possible actions. These investigations and evaluations have now been completed, and staff is ready to recommend an update of the Drought Response Action Plan.

This updated Drought Response Action Plan envisions approximately \$300,000 of funding in FYE 2014 and FYE 2015 using the drought funding from the Water Enterprise Fund that the Board separately approves for FYE 2014 and FYE 2015. In some instances as noted expenses will require separate Board approval.

## **DROUGHT RESPONSE ACTION PLAN ACTIVITIES**

The current Drought Response Action Plan includes the following key activities:

- Achieving at least 25% system-wide curtailment in water usage, primarily through reductions in outdoor water use.
- Communicating with customers and the community to solicit their compliance and assistance with curtailing demand.
- Implementing specific projects to reduce potable water use.
- Monitoring actual consumption and the remaining water supply and the ability of Zone 7 to meet demands.
- Meeting with local fire departments to discuss drought operations and the potential for water outages in specific areas

These actions are consistent with the District's 2011 Urban Water Management Plan and the Water Shortage Contingency Plan adopted by the Board.

**Immediate Water Use Curtailments.** Staff has already completed all of the following actions to immediately decrease potable water use and to set an example for our customers:

- Comply with District-wide irrigation restrictions at all District facilities using potable water (i.e., primarily remote pump stations);
- Clean sewers with recycled water only (except for SSO's and emergencies);
- Cease all hydrant flushing (except for critical areas with identified water quality problems); and
- Exchange all potable hydrant meters for purple recycled water hydrant meters for construction use.
- Convert Pleasanton's Val Vista Park to use recycled water.

**Focused Media Based Public Outreach** Conservation messages are being developed for radio and TV advertising, referring to the drought and urging people to curtail water use, especially outdoors. On May 4 radio station KKIQ will begin running a total of 105 spots per week, which will be on the air once/hour between the hours of 5 AM and 8 PM. The District's initial \$22,680 contract with KKIQ is for the month of May, although DSRSD has the right to extend the contract at the same terms for additional months if desired. On May 12 television advertising will begin running during daytime and prime time on 18 of Comcast cable's channels, initially using drought related material Comcast prepared for a Sacramento water agency. The District's \$50,000 contract with Comcast is for 1,000 spots over a period of up to 12 months, although the usage can be heavily front loaded if desired (i.e. the total number of spots can be used up in the first 3-4 months).

The City of Livermore and the City of Pleasanton have agreed to share in the cost for radio and TV advertising, at least for the month of May. The City of Livermore is working with Cal Water to get them to also participate in some level of cost sharing. The City of Pleasanton has indicated that they may migrate to using their own advertising consultant, perhaps in June. The City of Livermore is also using a consultant to prepare a common Tri-Valley Drought website, where users can click on a link to go to their respective retailer. The cost to develop the website will be about \$5,000, which DSRSD has agreed to share and the City of Pleasanton may also share. Zone 7 has declined to participate in any cost sharing, and instead is mailing out informational brochures to addresses in the Tri-Valley.

**Non-Media Based Public Outreach.** The District will reach out to its customers in many ways in addition to the Focused media Campaign described above. District customers will be notified of the immediate implementation of mandatory restrictions and prohibitions on water use, and they will be asked to reduce their outdoor water use by at least 50%. Outreach activities may include any of the following:

- Communication with Customers
  - Direct mailers to District customers notifying them of water use limitations;
  - Messages on social media sites such as Facebook and Twitter;
  - Periodic messages via bill stuffers and other direct mailings;
  - Advertisements in newspapers and/or other similar means;
- Presence in the Community, at Community Events and at Community Meetings
  - Making presentations to local City Councils;
  - Meet with major public customers (School District, Camp Parks, Alameda County, FCI etc)
  - Speaking to local community groups including Rotary, Lions, etc;
  - Speaking to local Home Owners Associations (HOA's) and similar groups of residents;
  - Conducting neighborhood meetings to explain the water situation and how to conserve water;
  - Attend Farmers Markets to distribute information and simple water saving devices;
- Promoting Conservation Messages in the Community
  - Promoting the "Save Our Water" and "Californians Don't Waste" campaigns on the District website;
  - Making yard signs available to residents who allow their lawns to go golden "This lawn is helping to conserve our water supply";
- Conservation-Focused Customer Education
  - Develop simple "Residential Water Management Guides" for use by residents;
  - Develop simple "Commercial Water Management Guides" for use by businesses (and enlist Chamber of Commerce assistance to distribute)
  - Providing "School Site Water Management Guides" to be used by school district staff at each school site
  - Providing activity booklets to students in local schools about the need for conserving water and the value of recycled water;
- Assistance with Customer Conservation:
  - Conducting more landscape water audits;
  - Advertise the availability of home water audit kits;
  - Participating in the City of Dublin's "Rising Sun" program, which will provide free shower heads, aerators, toilet flappers, and dye tablets to District customers
- Recycled Water Publicity
  - Posting signs on sites that use recycled water that say "Recycled Water Keeps this Garden Green" so that the public knows why the area is green;
  - Publicizing the availability of recycled water for contractors and the public.

This list is not intended to be all-inclusive, and additional outreach activities may be implemented if deemed necessary and appropriate by staff.

**Expanded Recycled Water Use.** DSRSD has invested millions of dollars in recycled water treatment and distribution facilities that have resulted in a "drought proof" supply of water for non-potable uses. The District's recycled water system currently has more capacity than the existing connected customers can utilize. A significant focus of staff's efforts to address the on-going drought has been directed toward expanding and maximizing the utilization of this valuable resource.

**Permanent Connections:** District staff investigated the feasibility and cost of converting a number of sites to recycled water in locations where recycled water distribution pipes are already close and available. The following is a tabulation of the sites, the potential water savings, and staff's recommendation for each site:

Site	Cost to connect	Cost to convert	Water Savings (AFA)	Cost Unamortized (\$/AFA)	Cost Amortized <sup>1</sup> (\$/AF)	Recommendation
Dublin High School	\$2,500	\$0	28.7	\$87	\$5	In progress
Archstone Apts	\$0	\$0	18.9	\$-	\$-	In progress
Misc. Sites in Eastern Dublin	\$7,500	\$7,500	TBD	TBD	TBD	On a case by case basis if amortized unit costs are less than about \$300/AF <sup>2</sup>
Santa Rita Jail, et al	\$850,200	\$260,000	215.9	\$5,142	\$297	Start planning, design and work on institutional arrangements; will be subject of separate CIP approval
Camp Parks Residential	\$1,260,000	\$300,000	14	\$111,429	\$6,444	Await grant
Amador Lakes	\$684,000	\$330,000	60	\$16,900	\$977	Await grant
Cottonwood / Parkwood	\$580,000	\$200,000	52.9	\$14,745	\$853	Await grant
Turnout 4	\$55,000	\$5,000	0.32	\$187,500	\$10,843	Too small; too costly
PS 20A	\$125,000	\$5,000	2.02	\$64,356	\$3,722	Too small; too costly
PS 200	\$85,000	\$5,000	1.61	\$55,901	\$3,233	Too small; too costly
Turnout 2-PS 1	\$65,000	\$5,000	4.00	\$17,500	\$1,012	Too small; too costly

**Temporary Connections:** District staff also investigated the feasibility and cost of extending temporary piping to quickly convert irrigation sites to use recycled water in areas that are not currently served with permanent recycled water piping. These areas include Santa Rita Jail and portions of Western Dublin. Temporary piping could be left in place for a year or perhaps two years before the pipe would likely need to be replaced.

It should be noted that the cost to extend temporary recycled water piping to three parks and one school in western Dublin would be about \$2,269,850, with potential water savings of only 49.7 acre-feet per year.

It is important to note that Santa Rita currently purchases water from DSRSD under contract at a limited access rate of \$2.81 per ccf, which will not be affected by the adoption of Stage 3 drought rates. The Santa Rita complex uses approximately 216 acre-feet per year of water for landscape irrigation. In contrast, recycled water is currently sold to DSRSD customers at a rate of \$3.39 per ccf, which is 90% of the baseline rate for irrigation customers (including the Zone 7 pass-through). While the rate for recycled water will not go up with the adoption of Stage 3, potable dedicated irrigation customer's rates will increase to \$6.35 per ccf. If Zone 7 increases their rates, this amount will go even higher. Thus, Santa Rita will not be affected by the drought rate price signal that will be imposed upon DSRSD's other customers. Converting Santa Rita to recycled water will significantly

<sup>1</sup> At 4% and 30 years

<sup>2</sup> Assumed \$15,000 in conversion costs

reduce potable demands, and it will also migrate Santa Rita’s irrigation to be on an equal financial basis with other District recycled water irrigation accounts.

The following is a tabulation of the possible sites, the potential water savings, and staff’s recommendation for the sites:

Site	Cost for piping	Cost to convert	Water Savings (AFA)	Cost Unamortized (\$/AFA)	Cost Amortized <sup>3</sup> (\$/AF)	Recommendation
Common Line to West of 680 <sup>4</sup>	\$299,186					
Shannon Park	\$606,436	\$126,000	14.5	\$58,182	\$30,848	Too Costly
Mape Park	\$139,149	\$120,000	4.9	\$60,917	\$32,298	Too Costly
Heritage Park	\$390,115	\$96,000	11.4	\$49,116	\$26,041	Too Costly
Dublin Elementary	\$246,964	\$246,000	18.9	\$30,043	\$15,928	Too Costly
Santa Rita Jail, et al	\$336,272	\$250,000	215.9	\$2,715	\$1,440	Better as permanent project

**Contractors and Construction:** The District previously implemented a program to allow construction contractors to obtain recycled water at a load-out station at the WWTP, or use purple hydrant meters at one of the recycled water hydrants located throughout the service area. This program was utilized when it was first created several years ago, but since then the program has seen little use until very recently. The availability of this program was recently advertised via a press release, and by directly reaching out to the City of Pleasanton. A number of contractors have already begun using this program to obtain recycled water for construction purposes and for street sweeping. In addition, in late May the City of Pleasanton will begin hauling recycled water by truck to irrigate their Calipee Golf Course in the southern part of their City. District staff will investigate whether the District could broker a program so that the City of Dublin and the Dublin Unified School District could similarly truck recycled water to their facilities on the west side of I-680.

**Public Distribution:** Staff obtained approval from CDPH to offer a program to distribute recycled water to the general public. An instruction sheet for customers and a description of how the District would manage and control the program was submitted to CDPH for review, and CDPH responded with only two minor changes. Staff now must research the Bay Area General Permit for Recycled Water to ensure that it allows a domestic distribution program before the program can be fully implemented.. If the General Permit allows this use, beginning soon thereafter staff will advertise the availability of this program and schedule specific hours when the public will be invited to come the WWTP to obtain recycled water. If the public distribution program proves to be popular, then staff will also schedule times when the public can obtain recycled water at a specific purple hydrant located along the distribution system. Once this program is implemented staff will not charge the general public for the small quantities of recycled water that they take home for their own use, because the administrative cost of collecting appropriate amounts for small quantities of recycled water would not be justified.

**Enhanced Customer Service.** The District recently completed installation of an Advanced Metering Infrastructure (AMI) system which provides consumption data on all District meters except fire services. Additionally, staff is completing installation and integration of a web based “Customer Portal” application that will use the meter data from AMI to provide the District and customers with alert and conservation tools. These two systems will work together to:

<sup>3</sup> At 4% and 2 years for a temporary connection

<sup>4</sup> Common pipe to west side benefiting all projects below; adds about 15% to cost for west side project if spread evenly

- Allow our customers to monitor their individual water consumption (hourly in most cases).
- Allow customers to set consumption thresholds and receive an electronic notice when they are approaching that threshold.
- Allow customers to set a billing threshold to receive an electronic notice when they are approaching a selected dollar amount.
- Notify the customer of possible leaks.
- Identify, for the District, customers who may be violating a water use restriction.
- Identify, for the District, customers who are using unreasonable or inappropriate amounts of potable water.
- Identify, for the District, customers who are approaching or have crossed over a pre-determined threshold.

This list is not intended to be all-inclusive, and additional customer service activities may be developed and implemented if deemed necessary and appropriate. The AMI meter reading system is installed and functioning and the Customer Portal and associated functions are expected to be complete and available to customers in May 2014.

**Wise Water User Credit Program** This program is ready for potential adoption at the May 5 Board meeting. The program would offer a rebate to customers that have demonstrated low water use during calendar years 2013 and 2014; the rebate would offset the cost impact on those customers due to the higher “Stage 3” water rates. The program would provide a financial incentive for current Tier 1 usage level customers who maintain consistent high levels of conservation.

**Enhanced Rebate Programs** Various enhancements for existing and proposed rebate programs have been developed. These rebates offer monetary incentives to customers who invest in appliances or landscape conversions that significantly reduce water use. The program would add a District-alone component to further incentivize existing Zone 7 rebate programs for toilets, urinals, washing machines, and landscape conversions. In addition, a proposed rebate has been added for customers that purchase pool or spa covers to reduce evaporation, and the District would take over managing the rebate program for weather based irrigation controllers since Zone 7 intends to discontinue their rebates for these controllers.

**Irrigation Adjustments and Repairs Program** DSRSD will secure the services of a licensed landscape contractor to provide services for District customers such as setting or adjusting irrigation controllers and timers, and for repairing broken sprinklers and minor irrigation leaks. The landscape contractor will be retained with a cap of \$10,000, and all work would be invoiced to the District on a time & materials basis. Staff will review requests from customers for this service, and the landscape contractor will be dispatched by staff for all of the requests that staff approves. Requests would be considered on a first come, first served basis, until the approved cap is exhausted. All costs for these services would be paid from the Board approved budget for drought related expenses. Staff will notify the Board in advance if the actual incurred expenses approach the amount of the cap so the Board can consider extending the program.

**Pursue Short-Term Temporary Water Sources** Zone 7’s letter regarding the 25% water shortage and Stage 2 actions, dated April 16, 2014, notes that Water Service Provision 5 (c) of the DSRSD – Zone 7 Water Supply Agreement “permits retailers to seek alternative supplies such as those available to you through emergency interties”. Staff will enter into discussions with other public water agencies to explore financial arrangements to acquire water via existing interties as a short-term source of additional supply.

**Fully cooperate with requests from Zone 7** Zone 7 has already adopted their own Drought Response Plan. Managing the limited water supply will require considerable District effort to fully implement. This element of the District’s Drought Response Plan calls for the District to coordinate with and assist Zone 7 in all reasonable ways. A specific action is related to Zone 7’s request that DSRSD pursue implementing the existing intertie agreements with EBMUD as a possible source of additional water. However, the viability of using the interties

will depend upon the condition of EBMUD's water supply, which has also been severely impacted by the drought, and EBMUD's willingness to share water under these circumstances. Staff will continue to work closely with Zone 7 to coordinate deliveries to retailers and the ever evolving limitations in the water supply.

### **IMPLEMENTATION OF THE DROUGHT RESPONSE ACTION PLAN**

The Drought Response Action Plan described above includes a number of projects that will require engineering design, permitting, CEQA, bidding, contractual services, and construction management before they can be fully implemented by staff. Accomplishing some of these actions may require making temporary assignments for existing staff, or even hiring temporary help and/or working with consultants. Temporary employees and/or consultants may be needed to assist with performing cross connection tests for recycled water conversions, hanging door tags and performing follow-up inspections for enforcement, and responding to questions and requests for assistance from customers. Funding for hiring temporary help and/or consultants would be from the drought funds the Board approves for FYE 2014 and FYE 2015.

### **STATUS REPORTS AND ACHIEVEMENTS**

While the State of Emergency exists, staff will report the status of activities undertaken on the various aspects of the Drought Response Action Plan and the results achieved at regular intervals afterwards.



Reference Financial Services Manager	Type of Action Budget Amendment	Board Meeting of May 5, 2014
Subject Amend FYE 2014 and FYE 2015 Operating Budgets Related to District Drought Response		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input checked="" type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	J. Archer
		<input type="checkbox"/> Board Member

**Recommendation:**

The Financial Services Manager recommends the Board, by Resolution, amend the FYE 2014 and FYE 2015 operating budget by \$150,000 in each fiscal year for additional drought related costs as described in the District’s updated Drought Response Action Plan.

**Summary:**

Undertaking the District’s Drought Response Action Plan in FYE 2014 and FYE 2015 requires the expenditure of unbudgeted funds. These budget amendments would cover expenses related to the drought and the corresponding limitations in the water supply (which amount would be funded from the additional revenue projections related to the adoption of a drought rate stage).

This action would amend each of the FYE 2014 and FYE 2015 operating budgets by \$150,000 and grant the General Manager, with concurrence from the Treasurer, the authority to administratively amend each fiscal year’s budget by moving funding for drought related expenses (as generally described in the updated Drought Response Action Plan) from one fiscal year to the other so long as the \$300,000 total is not exceeded. If such action is taken, the resolution calls for the General Manager to notify the Board as soon as practical.

These expenses would partly be funded by increased revenue from the Stage 3 Water Shortage rates (estimated to be about \$168,000) and the application of reserves from the Water Rate Stabilization Fund. In this way there will not be a continuing long term rate impact.

An estimate of the cost of various drought related activities is detailed in Attachment 1.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR B. Michalczyk	DEPARTMENT Executive	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$300,000 total spread over FYE 2014 and FYE 2015	<input checked="" type="checkbox"/> Funding Source A. 600 B.		Attachments to S&R 1. Drought Response Related Expenditures 2. 3.			



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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT AMENDING THE FYE 2014 AND FYE 2015 OPERATING BUDGETS

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WHEREAS, with Resolution \_\_-14 the Board of Directors has updated its declaration of a State of Community Drought Emergency;

WHEREAS, the District will incur additional operating costs related to its drought response efforts, which costs it intends to fund with revenues generated through the adoption of Stage 3 Water Shortage Rates.

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

1. The FYE 2014 operating budget 600.70.70.000.4.427 is increased by \$150,000 to cover actual and anticipated additional expenses necessary for accomplishing the goal of curtailing District water use.
2. The FYE 2015 operating budget 600.70.70.000.4.427 is increased by \$150,000 to cover actual and anticipated additional expenses necessary for accomplishing the goal of curtailing District water use.
3. The FYE 2014 revenue budget 600.1.150.10 is increased by \$33,200.
4. The FYE 2015 revenue budget 600.1.150.10 is increased by \$135,565.
5. Any shortfall between drought related expenses and increased revenue will be addressed by the application of the District's Financial Reserves Policy (400-12-7) in conjunction with the use of the Water Rate Stabilization Fund for this purpose.
6. The General Manager is authorized, upon the concurrence of that action by the District Treasurer, to adjust budget amounts between fiscal years by administratively amending the FYE 2014 and FYE 2015 operation budgets 600.70.70.000.4 by increasing one fiscal year's

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

expense budget while decreasing the other fiscal year's by a like amount and in a manner to cover actual and anticipated additional expenses necessary for accomplishing the goal of curtailing District water use, provided that the \$300,000 aggregate increase in the FYE 2014 and FYE 2015 operation budgets as approved by this resolution for both fiscal years is not exceeded.

7. If such administrative budget adjustment is made, the General Manager shall report that adjustment to the Board of Directors as soon as practical.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its special meeting held on the 5th day of May 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

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

\_\_\_\_\_  
Georgean M. Vonheeder-Leopold, President

**Attachment 1  
Drought Response Related Expenditures**

No.	Description	Cost Per Item	Total
	<b>EXPENSES TO DATE</b>		
1	Radio spots, KKIQ, May 2014	\$22,680*	
2	Comcast TV spots, up to 12 months of advertising	\$50,000*	
3	Water Hero public outreach materials	\$1,619	
4	Magnetic truck signs "Drought is Real"	\$963	
5	Webinar "Enforcing Irrigation Restrictions"	\$118	
6	Padlocks for locking out service connections	\$356	
7	WWTP recycled water loading station improvements (materials)	\$3,603	
8	Flow meter for EBMUD interties (one)	\$2,463	
9	Programming to add total gallons and GPD to water bills	\$580	
10	Programming to convert water bills to show gallons	\$300	
	<b>TOTAL TO DATE (including encumbrances)</b>		<b>\$82,680</b>
	<b>ANTICIPATED EXPENDITURES</b>		
1	Wise Water User Credit	\$13,720	
2	Enhanced Rebate Program	\$30,000	
3	Direct Mailers	\$7,500	
4	Recycled Water user signs and customer yard signs	\$2,000	
5	Conservation giveaways	\$5,000	
6	Customer Service Portal, first year	\$0 **	
7	Misc. Recycled Water Conversions eastern Dublin	\$45,000	
8	Landscape Contractor for Customer Assistance	\$10,000	
9	Water Transfer Assistance	\$7,500	
10	Continued Media Buys including newspapers	\$30,000*	
11	Flow meters for EBMUD interties (two)	\$4,926	
12	Temporary Staff	\$25,000	
13	Staff charges for drought response	\$25,000	
14	Misc. as Needed	\$11,750	
	<b>TOTAL ANTICIPATED EXPENSES</b>		<b>\$217,400</b>
	<b>TOTAL</b>		<b>\$300,000</b>
	*District expenditure as shown but anticipated to be split 3 or 4 ways with other Tri-Valley water agencies ** \$15,500 already budgeted regular expense, cost not included here		



Reference General Manager	Type of Action Casting District Ballot	Board Meeting of May 5, 2014
Subject Casting District's Vote for Alameda County Local Agency Formation Commission (LAFCo) Special District - Non-Enterprise District at the Independent Special District Selection Committee Meeting of May 14, 2014		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input checked="" type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input type="checkbox"/> Staff	B. Michalczyk
		<input type="checkbox"/> Board Member

**Recommendation:**

The General Manager recommends that the Board, by Motion, rank the order of candidates for the subject election to be held at the Alameda County Independent Special Districts Selection Committee (ISDSC) meeting of May 14, 2014 for the Alameda County Local Agency Formation Commission (LAFCo) Special District's Non-Enterprise District seat and direct the District's voting representative to cast the District's ballot accordingly.

**Summary:**

The Alameda County ISDSC will be holding an election to fill the "Non-Enterprise" special district seat on LAFCo. The schedule for the process is such that the ballot will not be finalized until the close of business May 2, 2014 and as such the full slate of candidates is unknown.

If the election is non-contested, District policy (Attachment 1) empowers the District delegate to vote for the sole candidate. In that scenario no action is needed by the Board on this matter. If the election is contested, District policy calls for the External Affairs Committee to make a tentative decision as to how to cast the District's ballot and then that tentative decision is subject to review by the Board.

Given the very compressed schedule from release of the ballot to the election, a special External Affairs Committee is scheduled on the same date as this Board meeting in the event it is needed. If the Committee meets they will then present their recommendation to the Board.

The only person who has applied for this seat as of the time of agenda preparation is Ayn Wieskamp of the East Bay Regional Parks District. Her background material and information is included as Attachment 2. If any other persons apply after the deadline for this agenda but before the deadline for application (close of business May 2, 2014) their information will be made available at this meeting.

President Georgan Vonheeder-Leopold is scheduled to be in attendance at the ISDSC and would be empowered and directed to cast the District's ballot in accordance with the Board's decision at this meeting.

For informational purposes the list of voting members of the ISDSC is provided as Attachment 3.

Committee Review			Legal Review	Staff Review		
COMMITTEE External Affairs	DATE May 5, 2014	RECOMMENDATION ---	Not Required	ORIGINATOR B. Michalczyk	DEPARTMENT Executive	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Casting District Ballots Policy 2. Candidate Information 3. Voting Members of ISDSC			



# POLICY

## Dublin San Ramon Services District

<b>Policy No.:</b>	P100-10-1	<b>Type of Policy:</b>	Board Business
<b>Policy Title:</b>	Casting District Ballots		
<b>Policy Description:</b>	Election of officers and other matters in organizations of which the District is a member		
<b>Approval Date:</b>	May 16, 2006	<b>Last Review Date:</b>	2010
<b>Approval Resolution No.:</b>	19-06	<b>Next Review Date:</b>	2014
<b>Rescinded Resolution No.:</b>	35-01	<b>Rescinded Resolution Date:</b>	Oct 10, 2001

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

That the District actively participate in the governance of those organizations in which the District is a member (including but not limited to ACWA, CASA, Alameda County Special District Association, CSDA, East Bay Alliance for Development, etc.) doing so in a manner that protects and furthers the interests of the District and its rate payers and further that this is done in a way that provides appropriate opportunity for public debate of matters of substance related to the governance of those organizations while at the same time streamlining the administration of this effort.

Accordingly, when organizations in which the District is a member solicit the District's vote the matter shall be processed as follows:

For matters that are **Non-Substantial**<sup>1</sup> the General Manager shall make a tentative decision as how to cast the District's vote. The General Manager shall inform the Board of his intentions on the matter. If any Boardmember objects to the General Manager's tentative decision, they shall inform the General Manager of their objection and their reasons for doing so within 72 hours of being informed by the General Manager. If no Boardmember so objects, the General Manager's tentative decision shall be considered the position of the District on the matter. If any Boardmember so objects, the matter shall be considered "Substantial" and be processed as described below.

<sup>1</sup> Non-substantial matters are those items dealing with the routine running of the business of an organization. They include, but are not limited to matters such as changes to by-laws (excepting those changes to by-laws involving general eligibility for membership), 10% or less increase in dues, and uncontested elections (i.e. number of candidates equals the number of seats in the election).

**Substantial**<sup>2</sup> matters shall be referred to the DSRSD Board committee whose Charter is most closely aligned with the mission and purpose of the organization as determined by the General Manager. That committee shall make a tentative decision as how to cast the District's vote. The committee's tentative decision shall normally be documented in that committee's meeting minutes. If the timing of the election is such that documenting the committee's tentative decision in that committee's minutes provides insufficient time for a Boardmember to object then the General Manager shall notify the Board of Directors of the committee's tentative decision so as to provide time for a Boardmember to object if they so desire. If any Boardmember not on the committee objects to the committee's tentative decision, that Boardmember shall raise their objection and their reasons for doing so at the Board meeting at which the committee minutes are presented or within 72 hours of so being informed by the General Manager. If no Boardmember so objects, the committee's tentative decision shall be considered the position of the District on the matter. If any non-committee Boardmember objects, the matter shall be considered "Highly Relevant" and be processed as described below.

**Highly Relevant**<sup>3</sup> matters shall be referred to the Board of Directors for a determination of the District's position.

In all cases (non-substantial, substantial and highly relevant), once a decision is made in accordance with this policy, the General Manager is authorized (and in the case of a committee or Board decision directed) to cast the District's vote in accordance with that decision unless the by-laws of that organization require a person other than the General Manager to cast the vote, in which case by this policy the person so required by the organization is authorized and directed to do so.

If the timing of the election in any organization is such that the process outlined herein cannot be followed because committee and/or Board meetings cannot be scheduled in a timely manner, the General Manager is authorized to cast the District's vote in a manner which the General Manager believes is in the District's best interest. If the matter has been reviewed by a committee, the General Manager is authorized and directed to cast the District's vote as determined by the committee. In those cases the General Manager shall report his action to the Board of Directors at the next Board meeting.

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<sup>2</sup> Substantial matters include but are not limited to changes to the governance structure of the organization (i.e., changes in the number of governing Board seats or the make-up of the governing Board) or changes in by-laws affecting membership in general, dues increases greater than 10%, contested elections (i.e., the number of candidates exceeds the number of available seats) and any non-substantial matter on which a Boardmember duly raises an objection to the General Manager's tentative decision.

<sup>3</sup> Highly Relevant matters include any membership matter that would terminate the District's membership, any election for which a member of the District's Board of Directors is a candidate and any substantial matter on which a District committee's proposed action is objected to by a non-committee Boardmember.

DSRSD Policy  
Page 3 of 3  
Policy No.: P100-10-1  
Policy Title: Casting District Ballots

Policy is current and no changes need to be adopted by the Board of Directors. Status Quo Chronology Date Adopted <u>May 16, 2006</u>	
Reviewed by	
Committee <u>External Affairs</u>	Date <u>April 8, 2010</u>
Committee _____	Date _____
Committee _____	Date _____
Committee _____	Date _____

EAST BAY REGIONAL PARK DISTRICT

RESOLUTION NO.: 2014 – 04 – 077

April 1, 2014

RESOLUTION OF SUPPORT FOR DIRECTOR AYN WIESKAMP'S CANDIDACY AS SPECIAL DISTRICT REPRESENTATIVE ON THE ALAMEDA LOCAL AGENCY FORMATION COMMISSION (LAFCo)

WHEREAS, the Cortese-Knox Local Government Reorganization Act amended by Chapter 1307 requires the Alameda Local Agency Formation Commission (LAFCo) to seat two special district representatives and an alternate if requested by a majority of independent special districts; and

WHEREAS, each of the 17 independent special districts Board of Directors in Alameda County is entitled to submit the name of one of their members for election to the LAFCo seats; and

WHEREAS, Director Ayn Wieskamp is currently the non-enterprise special district representative whose term is expiring on May 5, 2014 and has expressed an interest in continuing to represent special districts on the Alameda Local Agency Formation Commission; and

WHEREAS, Director Wieskamp is highly qualified to fill the LAFCo seat having served on the Livermore City Council and on numerous East Bay Regional Park District liaison committees with Alameda County, cities and special districts; and

WHEREAS, the majority of the issues before LAFCo involve the eastern portion of Alameda County where Director Wieskamp is very knowledgeable, having lived in that area since 1962;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the East Bay Regional Park District hereby approves the Resolution of Support for Director Ayn Wieskamp's candidacy as the non-enterprise special district representative on the Alameda Local Agency Formation Commission; and

BE IT FURTHER RESOLVED, that the General Manager is hereby authorized and directed, on behalf of the District and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.

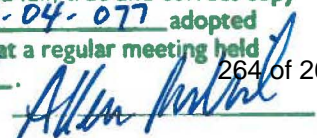
Moved by Director Lane, seconded by Director Sutter, and adopted this 1<sup>st</sup> day of April, 2014 by the following vote:

- FOR: Whitney Dotson, Beverly Lane, Carol Severin, Doug Siden, John Sutter, Ayn Wieskamp.
- AGAINST: None.
- ABSTAIN: None.
- ABSENT: Ted Radke.

  
 Ayn Wieskamp  
 Board President

**CERTIFICATION**

I, Allen Pulido, Clerk of the Board of Directors of the East Bay Regional Park District, do hereby certify that the above and foregoing is a full, true and correct copy of Resolution No. 2014-04-077 adopted by the Board of Directors at a regular meeting held on APRIL 1, 2014.







## Special District Contact Information

February 6, 2014

	<b>District</b>	<b>Address</b>	<b>Fax #</b>	<b>E-Mail</b>
1	<b>Alameda County Mosquito Abatement District</b>	23187 Connecticut St. Hayward, CA 94545	510-783-3903	<a href="mailto:cpeavey@mosquitoes.org">cpeavey@mosquitoes.org</a>
2	<b>Alameda County Resource Conservation District</b>	3585 Greenville Rd., Ste. 2 Livermore, CA 94550	925-371-0155	<a href="mailto:Katherine.Boxer.Latipow@ca.nacdn.net">Katherine.Boxer.Latipow@ca.nacdn.net</a>
3	<b>Alameda County Water District</b>	P.O. Box 5110 Fremont, CA 94537	510-770-1793	<a href="mailto:Walt.Wadlow@acwd.com">Walt.Wadlow@acwd.com</a>
4	<b>Castro Valley Sanitary District</b>	21040 Marshall Street Castro Valley, CA 94546	510-537-1312	<a href="mailto:Roland@cvsan.org">Roland@cvsan.org</a>
5	<b>City of Alameda Health Care District</b>	2070 Clinton Avenue Alameda, CA 94501	510-814-4381	<a href="mailto:dstebbins@alamedahospital.org">dstebbins@alamedahospital.org</a>
6	<b>Dublin San Ramon Services District</b>	7051 Dublin Boulevard Dublin, CA 94568	925-829-1180	<a href="mailto:michalczyk@dsrsd.com">michalczyk@dsrsd.com</a>
7	<b>East Bay Municipal Utility District</b>	PO Box 24055, MS 804 Oakland, CA 94623	510-287-0188	<a href="mailto:acoate@ebmud.com">acoate@ebmud.com</a>
8	<b>East Bay Regional Park District</b>	2950 Peralta Oaks Ct Oakland, CA 94605	510-569-1417	<a href="mailto:bdoyle@ebparks.org">bdoyle@ebparks.org</a>
9	<b>Eden Township Healthcare District</b>	20410 Lake Chabot Rd, Suite 1A Castro Valley, CA 94546	510- 538-2031	<a href="mailto:dmahadevan@ethd.org">dmahadevan@ethd.org</a>
10	<b>Fairview Fire Protection District</b>	777 B Street Hayward, CA 94541	510-583-6414	<a href="mailto:tara.reyes@hayward-ca.gov">tara.reyes@hayward-ca.gov</a>
11	<b>Hayward Area Recreation &amp; Park District</b>	1099 E Street Hayward, CA 94541	510-881-1716	<a href="mailto:gouj@haywardrec.org">gouj@haywardrec.org</a>
12	<b>Livermore Area Recreation &amp; Park District</b>	4444 East Avenue Livermore, CA 94550	925-447-2754	<a href="mailto:tbarry@larpd.dst.ca.us">tbarry@larpd.dst.ca.us</a>
13	<b>Oro Loma Sanitary District</b>	2600 Grant Avenue San Lorenzo, CA 94580	510-276-1528	<a href="mailto:jwarner@oroloma.org">jwarner@oroloma.org</a>
14	<b>Union Sanitary District</b>	5072 Benson Road Union City, CA 94587	510-477-7501	<a href="mailto:Rich_Currie@unionsanitary.com">Rich_Currie@unionsanitary.com</a>
15	<b>Washington Hospital Health Care District</b>	2000 Mowry Avenue Fremont, CA 94538	510-791-0121	<a href="mailto:catherine_bartling@whhs.com">catherine_bartling@whhs.com</a>

\*Districts not listed do not participate in the LAFCo election process.