

AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, April 6, 2021

PLACE: Teleconference

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

The District Boardroom will be closed to the public.

The public may observe and comment by electronic means as described on Page 4.

See Page 4 of the Agenda Packet for Teams Teleconference Access Information

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

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL – Members: Goel, Halket, Johnson, Rubio, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)
At this time those on the teleconference call are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight’s agenda. Comments should not exceed five minutes. The President of the Board will recognize each speaker, at which time the speaker should introduce him/herself, and then proceed with his/her comment. Written comments of five minutes or less and received by 5 p.m. on the day of the meeting will be read into the meeting record.
6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS)
7. CONSENT CALENDAR
Matters listed under this item are considered routine and will be enacted by one Motion, in the form listed below. There will be no separate discussion of these items unless requested by a Member of the Board or the public prior to the time the Board votes on the Motion to adopt.
 - 7.A. Approve Regular Meeting Minutes of March 16, 2021
Recommended Action: Approve by Motion
 - 7.B. Approve Special Meeting Minutes of March 23, 2021
Recommended Action: Approve by Motion
 - 7.C. Authorize Execution of Quitclaim Deed to Wildlife Management, LLC and Authorize Execution of Agreement Requiring Incidental Take Permit with the California Department of Fish and Wildlife
Recommended Action: Authorize by Motion

- 7.D. Award Contract to Belkorp Ag, LLC for Purchase of Tractor for Biosolids Harvesting
Recommended Action: Approve by Motion
- 7.E. Approve the Salary Ranges for the New Mechanical Superintendent and Pretreatment Programs Administrator Job Classifications and Abolish Twenty-Two (22) Classifications
Recommended Action: Approve by Resolutions (2)
- 7.F. Approve Updated Senior Manager Job Titles and Classification Descriptions
Recommended Action: Approve by Resolution
- 7.G. Approve Amendment No. 2 to the Individual Agreements for Personal Services between Carol A. Atwood, Jeff R. Carson, and Judy A. Zavadil and Dublin San Ramon Services District
Recommended Action: Approve by Resolutions (3)
- 7.H. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 1-21
Recommended Action: Adopt by Resolution
- 7.I. Approve the District's Five-Year Strategic Plan for Fiscal Years Ending 2022-2026
Recommended Action: Approve by Resolution
- 7.J. Approve Letter of Support for the CEMEX Reclamation Plan Amendment Project for the Eliot Quarry Facility
Recommended Action: Approve by Motion

8. BOARD BUSINESS

- 8.A. Approve Continuation of District's State of Emergency in Response to COVID-19 Pandemic by General Manager and Find that the Need for the District's State of Emergency Still Exists
Recommended Action: Approve by Motion
- 8.B. Receive Presentation on the District's 2021 Alternative Water Supply Study and Provide Direction
Recommended Action: Receive Presentation and Provide Direction
- 8.C. Discussion and Direction on the District Fleet Program and Update on Air Quality Regulations
Recommended Action: Discuss and Provide Direction
- 8.D. Receive a Briefing on the CalPERS Actuarial Report for DSRSD and an Evaluation on the Pay-down of the District's Unfunded Actuarial Liability and Provide Direction on Future Unfunded Actuarial Obligations
Recommended Action: Receive Presentation and Provide Direction

9. REPORTS

- 9.A. Boardmember Items
- Joint Powers Authority and Committee Reports
 - Submittal of Written Reports for Day of Service Events Attended by Directors
 - Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

9.B. Staff Reports

- Event Calendar
- Correspondence to and from the Board

10. ADJOURNMENT

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

Teams Teleconference Access Information

Dublin San Ramon Services District Regular Board Meeting Tuesday, April 6, 2021

If the public wishes to provide comments during Agenda Item 5 – Public Comment, or on any of the agenda items, please join the meeting using the teleconference instructions below, or email written comments to the Board of Directors at board@dsrsd.com by 5 p.m., Tuesday, April 6, 2021. Written comments, of five minutes or less, will be read into the meeting record during the public comment portion of the agenda or during discussion of the subject of the comment.

To Join by Computer or Device:

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

To Join by Phone Only:

1. Dial **(831) 256-7773** USA Toll from any telephone.
2. Enter Conference ID **171 184 794#** when prompted. DO NOT PRESS *.
3. Wait for the meeting host to admit you. If you are unsuccessful in joining, hang up and dial in again.
4. You must unmute yourself when you wish to speak by pressing *6, which is also used to mute yourself when you finish speaking.

Video Teleconference Meeting Instructions and Information:

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

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

The Boardroom is closed to the public.

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

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

March 16, 2021

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

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Ann Marie Johnson, Vice President Richard M. Halket, Director Marisol Rubio, Director Arun Goel, and Director Georgean M. Vonheeder-Leopold.

District staff present: Dan McIntyre, General Manager; Jan Lee, Assistant General Manager; Carol Atwood, Administrative Services Manager/Treasurer; Judy Zavadil, Engineering Services Manager/District Engineer; Jeff Carson, Operations Manager; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

New Employee Introduction:

Christine Russell, Human Resources Analyst II

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:03 p.m. No public comment was received.

6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – No changes were made.

7. CONSENT CALENDAR

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

7.A. Approve Regular Meeting Minutes of March 2, 2021 – Approved

7.B. Approve Special Meeting Minutes of March 9, 2021 – Approved

8. BOARD BUSINESS

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

Assistant General Manager Lee reviewed the item for the Board. She reported the State formally updated its vaccine guidelines on Friday, March 12 to include water and wastewater utility workers in the Phase 1B vaccine eligibility, so DSRSD employees are now eligible to receive the vaccine and can begin scheduling their appointments. The Board and staff discussed the anticipated loosening of COVID-19 restrictions and acceleration through the remaining tiers (Orange and Yellow) as Alameda and Contra Costa Counties see a rise in vaccinations.

Vice President Halket MOVED to Approve Continuation of District's State of Emergency in Response to COVID-19 Pandemic by General Manager and Find that the Need for the District's State of Emergency Still Exists. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

- 8.B. Receive Presentation on Eliot Quarry Reclamation Plan Amendment Project

General Manager McIntyre reviewed the item and introduced Mr. Guy Houston from CEMEX, the project applicant and company that mines the Eliot Quarry. Mr. Houston, and project manager Mr. Yasha Saber, provided the Board a video presentation of the proposed project. The Board, staff, and presenters discussed the environmental benefits and proposed conversion of the quarry lakes (Chain of Lakes) for water storage before conveying them to Zone 7 Water Agency. The Board expressed potential interest in submitting a project support letter. Staff will prepare a draft letter for consideration at the April 6 Board meeting.

- 8.C. Discussion and Direction on the 2021 Update of the Strategic Plan

General Manager McIntyre reviewed the item for the Board. With one final adjustment requested for Goal 6, and upon confirmation that the proposed updates would not bring about any future resource concerns, the Board directed staff to finalize the draft Strategic Plan and agendize it for approval at the April 6 Board meeting.

9. REPORTS

- 9.A. Boardmember Items

- Joint Powers Authority and Committee Reports – None
- Submittal of Written Reports for Day of Service Events Attended by Directors

Director Vonheeder-Leopold submitted written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the Alameda County Special Districts Association Executive Committee meeting on March 10 and the California Association of Sanitation Agencies Board of Directors meeting on March 11. She summarized the activities and discussions at the meetings.

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

9.B. Staff Reports

- Event Calendar – General Manager McIntyre reported on the following:
 - A Special Board meeting is scheduled for March 23.
- Correspondence to and from the Board on an Item not on the Agenda – None

10. CLOSED SESSION

At 6:42 p.m. the Board went into Closed Session.

10.A. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6

Agency Negotiators: Dan McIntyre, General Manager
Jan Lee, Assistant General Manager
Carol Atwood, Administrative Services Manager
Michelle Gallardo, Human Resources and Risk Supervisor

Employee Organizations: 1. Stationary Engineers, Local 39
2. Mid-Management Employees Bargaining Unit
3. Professional Employees Bargaining Unit
4. Confidential Employees Bargaining Unit

Additional Attendees: Douglas E. Coty, General Counsel
Dania Torres Wong, Sloan Sakai Yeung & Wong LLP

11. REPORT FROM CLOSED SESSION

At 7:41 p.m. the Board came out of Closed Session. President Johnson announced that there was no reportable action.

12. ADJOURNMENT

President Johnson adjourned the meeting at 7:41 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary

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

March 23, 2021

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

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

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

District staff present: Dan McIntyre, General Manager; Jan Lee, Assistant General Manager; Carol Atwood, Administrative Services Manager/Treasurer; Judy Zavadil, Engineering Services Manager/District Engineer; Jeff Carson, Operations Manager; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

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

5. BOARD BUSINESS

5.A. Receive Presentation on DSRSD Water Demands and Tri-Valley Water Supply, Conveyance, and Storage

Engineering Services Manager Zavadil and Assistant General Manager Lee reviewed the item for the Board and gave a PowerPoint presentation on Water Demand, Supply, Conveyance and Storage, and Managing Supply & Demand. The presentation was published as supplemental materials to the agenda packet on the District’s website. During the course of the presentation, staff answered various clarifying questions, and also addressed Board inquiries regarding supply sources, quality, and availability, service area growth planning, and historical and future drought/conservation conditions. In addition, Ms. Lee stated she will provide the Board a Zone 7 Water Agency presentation regarding wildfire impacts to water quality.

6. REPORTS

6.A. Boardmember Items

- Submittal of Written Reports for Day of Service Events Attended by Directors - None

The Board agreed to take a short recess at 7:44 p.m. before going into Closed Session. President Johnson announced that General Counsel Coty and Engineering Services Manager Zavadil would be joining the Closed Session with the Board. The Board disconnected from the public meeting and reconvened in Closed Session at 7:55 p.m.

7. CLOSED SESSION

At 7:55 p.m. the Board went into Closed Session.

- 7.A. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8
 - Property: Recycled Water Supply
 - Agency Negotiators: Dan McIntyre, General Manager
Jan Lee, Assistant General Manager
 - Negotiating Parties: East Bay Municipal Utility District (EBMUD)
DSRSD-EBMUD Recycled Water Authority (DERWA)
 - Under Negotiation: Price and Terms of Agreement

8. REPORT FROM CLOSED SESSION

At 9:05 p.m. the Board came out of Closed Session. President Johnson announced that there was no reportable action when she re-entered the meeting.

9. ADJOURNMENT

President Johnson adjourned the meeting at 9:16 p.m. after resolving a technical issue re-entering the meeting.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



TITLE: Authorize Execution of Quitclaim Deed to Wildlife Management, LLC and Authorize Execution of Agreement Requiring Incidental Take Permit with the California Department of Fish and Wildlife

RECOMMENDATION:

Staff recommends the Board of Directors authorize, by Motion, the General Manager to execute the following:

1. A Quitclaim Deed to Wildlife Management, LLC.
2. The Agreement Requiring Incidental Take Permit with the California Department of Fish and Wildlife.

DISCUSSION:

The Tassajara Hills Development (“Development”) currently under construction by Toll Brothers (“Developer”) is a new neighborhood of 370 single-family homes that receives potable water from existing water mains at the intersection of Tassajara Road and Palisades Drive. The neighborhood is built in hilly terrain within two different water pressure zones. There are two potable water lines to the development, one provides water to 46 homes in Pressure Zone 20 and the other provides water to 324 homes in Pressure Zone 30. If either water line were disrupted by maintenance activities, public emergencies, or catastrophic events, the respective residential units would then be without water. Thus, the District has required the Developer to construct an additional water line to the Development to maintain adequate water supply during system disruptions. The additional water line will be approximately 1,100 feet long and will connect the existing Water Pressure Zone 30 pipeline at the north end of Cydonia Court to the Pressure Zone 30 pipeline on Delamar Drive within the Development. The Developer will also provide an additional water line and a pressure regulating valve between the Pressure Zone 30 and Pressure Zone 20 within the Development.

On March 15, 2015, the District accepted a Grant of Easement from Wildlife Management LLC (Wildlife Management) facilitated by the former developer of the Tassajara Hills Development across the open space between Cydonia Court and Delamar Drive for the additional water line. Because the water line would have been constructed using standard trench construction methods, the proposed water line alignment required extensive bench grading to mitigate for unstable landslide areas. The easement was wide and meandering and provided for trenching and excavation to construct and maintain the water line.

Wildlife Management would now like to provide the parcel crossed by the water line easement to the California Department of Fish and Wildlife (DFW) as a Conservation Easement. However, the DFW will not accept the parcel because the trenching and excavation of the parcel allowed by the water line easement is inconsistent with a Conservation Easement. For the benefit of all parties involved, the District, Wildlife Management, DFW and the Developer, staff negotiated a new easement deed in exchange for the existing easement that will require the water line to be constructed using horizontal directional drilling construction methods as opposed to the originally anticipated trench construction method. Based on the terrain and geotechnical studies, the directional drill method will be easier and less expensive to construct and will have fewer long-term integrity and maintenance issues. Directional drill construction also reduces the environmental impacts and DFW will accept the parcel as a Conservation Easement from Wildlife Management.

Originating Department: Engineering Services	Contact: J. Yee	Legal Review: Yes
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Quitclaim Deed – Termination of Easement Attachment 2 – Right-of-Entry Easement for Geotechnical Investigation Attachment 3 – Agreement Requiring Incidental Take Permit	
		10 of 257

When the new easement deed has been recorded, the District will quitclaim the existing easement back to Wildlife Management. The new water line easement deed is a “floating easement” that will be revised to reflect the final location of the water line following completion of final design and construction.

To finalize the alignment of the water line and inform the directional drilling construction, the Developer will need to complete geotechnical investigations which will require entering the parcel with a drill rig to obtain soil borings along the proposed water line alignment. To facilitate the geotechnical investigations, staff has also negotiated a Right of Entry Easement with Wildlife Management. However, DFW believes the geotechnical investigations on the parcel and the bore pits on adjacent parcels for the water line construction may have the potential to impact endangered species and have also required the District to apply for an Incidental Take Permit (ITP) as a condition of accepting the Conservation Easement from Wildlife Management with the District’s new easement in place. The ITP will require the District and Developer to minimize impact on the local species in conducting the geotechnical investigations and excavating the bore pits to construct the water line.

Given the complexity of this project, the District as the lead agency is working on a California Environmental Quality Act (CEQA) Initial Study and Mitigated Negative Declaration and the ITP application, with all costs reimbursed by the Developer. The District has been working with the Developer to move the CEQA and ITP application forward while working with Wildlife Management on the new easement deed. The Public Review period for CEQA is expected to begin the first week of April.

District staff is requesting that the Board authorize the General Manager to execute (1) the Quitclaim Deed to terminate the existing easement in conjunction with Wildlife Management grant of two new easements to the District and (2) the Agreement Requiring Incidental Take Permit with DFW.

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

David Ivester
Briscoe Ivester & Bazel LLP
235 Sansome Street, Suite 935
San Francisco, CA 94104

APN: 985-0028-003-02 (ptn.)

SPACE ABOVE THIS LINE FOR RECORDERS USE

Quitclaim Deed – Termination of Easement

The undersigned grantor(s) declare(s):

Documentary transfer tax is \$0.00 (Rev. & Tax. Code sec. 11911 – see below explanation)

() computed on full value of property conveyed, or

() computed on full value less value of liens and encumbrances remaining at time of sale.

() Unincorporated area: (X) City of Dublin, County of Alameda, California

(X) Realty not sold.

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

DUBLIN SAN RAMON SERVICES DISTRICT, a political subdivision organized and existing under the community services district laws of the State of California, Counties of Alameda and Contra Costa (“Grantor”),

Hereby REMISE(S), RELEASE(S) AND FOREVER QUITCLAIM(S) to

WILDLIFE MANAGEMENT, LLC, a California limited liability company (“Grantee”),

the interest in real property in the City of Dublin, County of Alameda, California, described in “EXHIBIT A” attached hereto and made a part hereof.

THIS QUITCLAIM DEED IS RECORDED FOR THE SOLE PURPOSE OF TERMINATING THE EASEMENT IN GRANTEE’S REAL PROPERTY AS GRANTED TO GRANTOR AND DESCRIBED AS “DSRSD EASEMENT PARCEL 2” IN THE GRANT OF EASEMENT RECORDED ON MARCH 4, 2015 AS INSTRUMENT NUMBER 2015-059805 IN THE ALAMEDA COUNTY RECORDS. ACCORDINGLY FOR TRANSFER TAX AND TAX ASSESSMENT PURPOSES THIS QUITCLAIM DEED IS NOT A SALE OF REALTY UNDER REVENUE AND TAXATION SECTION 11911 OR A CHANGE OF OWNERSHIP UNDER REVENUE AND TAXATION SECTION 60, ET SEQ. SAID GRANT OF EASEMENT OTHERWISE SHALL REMAIN IN FULL FORCE AND EFFECT AS ORIGINALLY WRITTEN.

Mail Tax Statements to Owner of record.

Date:

DUBLIN SAN RAMON SERVICES DISTRICT

By: _____

Name:

Title:

ACCEPTED:

Date:

WILDLIFE MANAGEMENT, LLC, a California limited liability company

By: Landmark Exchange Management, Inc.,
a California Corporation, Its Manager

By: _____

Name: Michael Tong

Title: President of Landmark Exchange Management, Inc.

MAIL TAX STATEMENTS AS DIRECTED ABOVE

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____
County of _____

On _____ before me, _____
a Notary Public, personally appeared

_____, who
proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

Name: _____
(Typed or Printed)

(Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____
County of _____

On _____ before me, _____
a Notary Public, personally appeared

_____, who
proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

Name: _____
(Typed or Printed)

(Seal)

EXHIBIT A

That certain Utility and Right of Way Easement in the City of Dublin, County of Alameda, California, in the real property described as "DSRSD EASEMENT PARCEL 2" in the Grant of Easement recorded on March 4, 2015 as Instrument Number 2015-059805 in the Alameda County Records, being a portion of "Parcel Five" of the lands of Wildlife Management, LLC, as described in Instrument Number 2011-154810, Alameda County Records, being more particularly described as follows:

A STRIP OF LAND HAVING A UNIFORM WIDTH OF FIFTEEN (15) FEET, THE CENTERLINE OF SAID STRIP OF LAND BEING DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWESTERLY CORNER OF PARCEL 5 OF SAID LANDS OF WILDLIFE MANAGEMENT, LLC, THENCE ALONG THE NORTHERLY LINE OF SAID LANDS OF WILDLIFE MANAGEMENT, LLC, COMMON TO THE SOUTHERLY LINE OF THE LANDS OF MOLLER RE INVESTORS, LLC, AS DESCRIBED IN INSTRUMENT NUMBER 2013-065087, ALAMEDA COUNTY RECORDS, SOUTH 89°20'56" EAST, 644.23 FEET, TO A POINT ON SAID COMMON LINE, SAID POINT BEING THE **TRUE POINT OF BEGINNING**;

THENCE LEAVING SAID COMMON LINE AND ENTERING SAID LANDS OF WILDLIFE MANAGEMENT, LLC THE FOLLOWING NINE (9) COURSES:

- I. SOUTH 36°28'29" WEST, 90.70 FEET;
2. SOUTH 00°51'42" WEST, 130.32 FEET;
3. SOUTH 22°57'53" EAST, 77.04 FEET;
4. SOUTH 50°19'44" WEST, 130.15 FEET;
5. SOUTH 72°32'18" WEST, 47.95 FEET;
6. SOUTH 61°53'26" WEST, 82.85 FEET;
7. ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 98.50 FEET, THROUGH A CENTRAL ANGLE OF 56°49'13" AND AN ARC LENGTH OF 97.68 FEET;
8. SOUTH 05°04'13" WEST, 99.23 FEET;
9. THENCE SOUTH 46°11 '48" WEST, 32.38 FEET, TO A POINT ON THE PARCEL DESCRIBED AS "DSRSD EASEMENT PARCEL 1" IN THE AFOREMENTIONED INSTRUMENT NUMBER 2015-059805, SAID POINT BEING THE TERMINUS OF THE HEREIN DESCRIBED CENTERLINE, FROM WHICH POINT THE POINT OF BEGINNING BEARS, NORTH 28°18'38" EAST, 693.00 FEET.

THE SIDELINES OF SAID STRIP OF LAND TO BE LENGTHENED OR SHORTENED TO TERMINATE ON THE NORTHERLY LINE OF SAID LANDS OF WILDLIFE MANAGEMENT, LLC, COMMON TO THE SOUTHERLY LINE OF SAID LANDS OF MOLLER RE INVESTORS, LLC ON ITS NORTHERLY END, AND ON THE SOUTHERLY END TO TERMINATE AT SAID DSRSD EASEMENT PARCEL 1.

APN: 985-0028-003-02 (ptn.)

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

Dublin San Ramon Services District
7051 Dublin Boulevard
Dublin, CA 94568

OFFICIAL GOVERNMENTAL
BUSINESS: Document Entitled to
Free Recordation Pursuant to
Government Code Sections 6103
and 27383

APN 985-0028-003-002 (ptn.)

SPACE ABOVE THIS LINE FOR RECORDER'S USE

The undersigned grantor(s) declare(s):

Documentary Transfer Tax is \$0.00

- computed on full value of property conveyed, or
- computed on full value less value of liens and encumbrances remaining at time of sale.
- unincorporated area: County of Alameda, State of California
- Realty not sold; Revenue and Taxation Code Section 11911

Right-of-Entry Easement for Geotechnical Investigation

Right-of-Entry Easement for Geotechnical Investigation

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

WILDLIFE MANAGEMENT, LLC, a California limited liability company ("Grantor"),

hereby grants to

DUBLIN SAN RAMON SERVICES DISTRICT, a political subdivision organized and existing under the community services district laws of the State of California, Counties of Alameda and Contra Costa ("Grantee"),

a temporary non-exclusive easement in gross ("Easement") for Grantee and its designees to enter upon Grantor's real property described in Exhibit A attached hereto and incorporated herein by reference ("Property") for the purpose of performing geotechnical test borings to determine the feasible route of a waterline from the northeasterly end of the easement area described and depicted as "DSRSD EASEMENT PARCEL 1" in the "Grant of Easement" recorded on March 4, 2015 as Instrument Number 2015059805 in the Official Records of Alameda County, California, to the northerly boundary of the Property described herein.

The number of said geotechnical test borings (individually "Boring" and collectively "Borings") allowed pursuant to this Easement is limited to 10 borings, and the diameter of each Boring shall not exceed eight inches. The Borings will be performed by a track-mounted drill rig that will be 10-feet wide measured from the outside edge of each track; each track is no more than 2 feet wide and 15 feet long. The Borings will require the drill rig to travel no more than 2,000 linear feet within the corridor of the Property that is described and depicted in Exhibit B attached hereto and incorporated herein by reference. At completion, each Boring will be backfilled; soil cuttings will be spread on the ground in the vicinity of the Boring locations. All disturbed soil and vegetation resulting from the tracked rig shall as near as reasonably possible be restored to pre-project conditions.

The effective date of this Easement shall be the date of execution by the undersigned ("Effective Date"). This Easement shall terminate one (1) year after Grantee receives approval from the Department of Fish and Wildlife to proceed with the geotechnical test borings that are the subject of this Easement, or two (2) years after the Effective Date of this Easement, whichever comes first ("Termination Date").

This Easement is subject to the conditions as set forth below:

1. During activities for said geotechnical test borings, Grantee, its officers, employees, and agents, including its contractors and consultants, shall enter upon Grantor's property only when reasonably necessary to perform the Borings in accordance with this Easement, to perform such environmental evaluations and clearances that are requested by the California Department of Fish and Wildlife, which shall not appreciably disturb surface habitat, and for ingress and egress for any of these purposes. The prior permission of Grantor or its agents is required for entry onto the Property for any and all other purposes.

2. It is understood and agreed that except as specified above, upon completion of each Boring, Grantee will restore the Property to its condition prior to the Boring.
3. Grantee shall employ such dust and erosion control measures at all times as it determines appropriate or as may be reasonably required by Grantor.
4. Grantee or Grantee's contractor shall obtain all required permits and approvals, if any, and shall comply with any conditions of such permits and approvals and with any conditions imposed by the California Department of Fish and Wildlife in connection with all activities conducted pursuant to this Easement.
5. Grantee shall be responsible for, and shall indemnify and hold harmless Grantor, its officers, employees, and agents from and against, all claims, damages, losses, and expenses, including attorneys' fees, arising out of the performance of the work and activity described herein, to the extent caused by any intentional or negligent act or omission of Grantee, its officers, officials, employees, and agents, except to the extent such claims, damages, losses, and expenses, including attorneys' fees, are (1) caused by the active negligence or willful misconduct of Grantor, or (2) result from a dangerous condition of the Property known only to Grantor.
6. Grantee shall require of all its contractors, consultants and others representing the Grantee on the Property to maintain occurrence-based commercial general liability insurance in conformance with the reasonable requirements of the Grantor, and for said insurance to name the Grantor, its officers, and agents as additional insured.
7. Grantee shall ensure that all work and other activities of its officers, employees, and agents, including its contractors and consultants, will comply with applicable federal, state, county and municipal laws, regulations, and ordinances.
8. All work performed pursuant to this Easement shall, at all times, be scheduled and coordinated with the activities of Grantor, its agents and contractors. Grantor and Grantee shall reasonably cooperate to schedule work in a mutually advantageous manner.
9. Following the Termination Date and upon request by Grantor, Grantee will cooperate in the preparation and execution of a notice of the termination of this Easement, in a recordable form with duly notarized signatures, which notice may be recorded at Grantor's sole discretion in the Official Records of Alameda County, California.

This Easement is binding upon any successors or assigns of interest in the Property hereby affected, until termination of the Easement as specified in this Easement.

(signature on following page)

Date: _____

WILDLIFE MANAGEMENT, LLC, a California limited liability company

By: Landmark Exchange Management, Inc.,
a California corporation, Its Manager

By: Michael Tong, as President of
Landmark Exchange Management, Inc.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
) ss.
County of _____)

On _____, 2020, before me, _____, a Notary Public in and for said State, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____
Notary Public

[seal]

EXHIBIT A
(Servient Property)

ALL THAT CERTAIN REAL PROPERTY SITUATED IN THE CITY OF DUBLIN,
COUNTY OF ALAMEDA, STATE OF CALIFORNIA, MORE PARTICULARLY
DESCRIBED AS FOLLOWS:

THE NORTHWEST ¼ OF SECTION 27, IN TOWNSHIP 2 SOUTH, RANGE 1 EAST,
MOUNT DIABLO BASE AND MERIDIAN.

EXCEPTING THEREFROM THAT PORTION DESCRIBED IN THE DEED TO DUBLIN
SAN RAMON SERVICES DISTRICT, RECORDED APRIL 13, 2004, INSTRUMENT
NO. 2004-156119, OFFICIAL RECORDS.

FURTHER EXCEPTING THEREFROM THAT PORTION DESCRIBED AS "PARCEL Q"
IN "EXHIBIT A" OF THE "MEMORANDUM OF DUBLIN RANCH PRESERVE
MANAGEMENT AND FUNDING AGREEMENT" RECORDED AUGUST 16, 2010,
INSTRUMENT NO. 2010-235065, OFFICIAL RECORDS.

APN: 985-0028-003-02 (ptn.)

EXHIBIT B
DESCRIPTION
TEMPORARY ACCESS EASEMENT

ALL THAT CERTAIN REAL PROPERTY SITUATED IN THE CITY OF DUBLIN, COUNTY OF ALAMEDA, STATE OF CALIFORNIA, BEING A PORTION OF PARCEL 5 OF THE LANDS OF WILDLIFE MANAGEMENT LLC AS DESCRIBED IN INSTRUMENT NUMBER 2011-154810, ALAMEDA COUNTY RECORDS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWESTERLY CORNER OF SAID LANDS OF WILDLIFE MANAGEMENT LLC, THENCE ALONG THE NORTHERLY LINE OF SAID LANDS OF WILDLIFE MANAGEMENT LLC, SAID LINE BEING COMMON TO THE SOUTHERLY BOUNDARY LINE OF TRACT 8260, RECORDED IN BOOK 351 OF MAP, AT PAGE 1, ALAMEDA COUNTY RECORD, SOUTH 89°20'56" EAST, 549.60 FEET TO THE **POINT OF BEGINNING**;

THENCE CONTINUING ALONG SAID NORTHERLY LINE SOUTH 89°20'56" EAST, 227.57 FEET;

THENCE LEAVING SAID NORTHERLY LINE AND ENTERING SAID LANDS THE FOLLOWING FIVE (5) COURSES:

1. SOUTH 29°08'57" WEST, 812.18 FEET;
2. SOUTH 51°38'57" WEST, 85.11 FEET;
3. NORTH 38°21'03" WEST, 200.00 FEET;
4. NORTH 51°38'57" EAST, 45.33 FEET;
5. THENCE NORTH 29°08'57" EAST, 663.82 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 3.69 ACRES, MORE OR LESS

END OF DESCRIPTION

PREPARED BY:

IAN BRUCE MACDONALD
LS NO. 8817
STATE OF CALIFORNIA

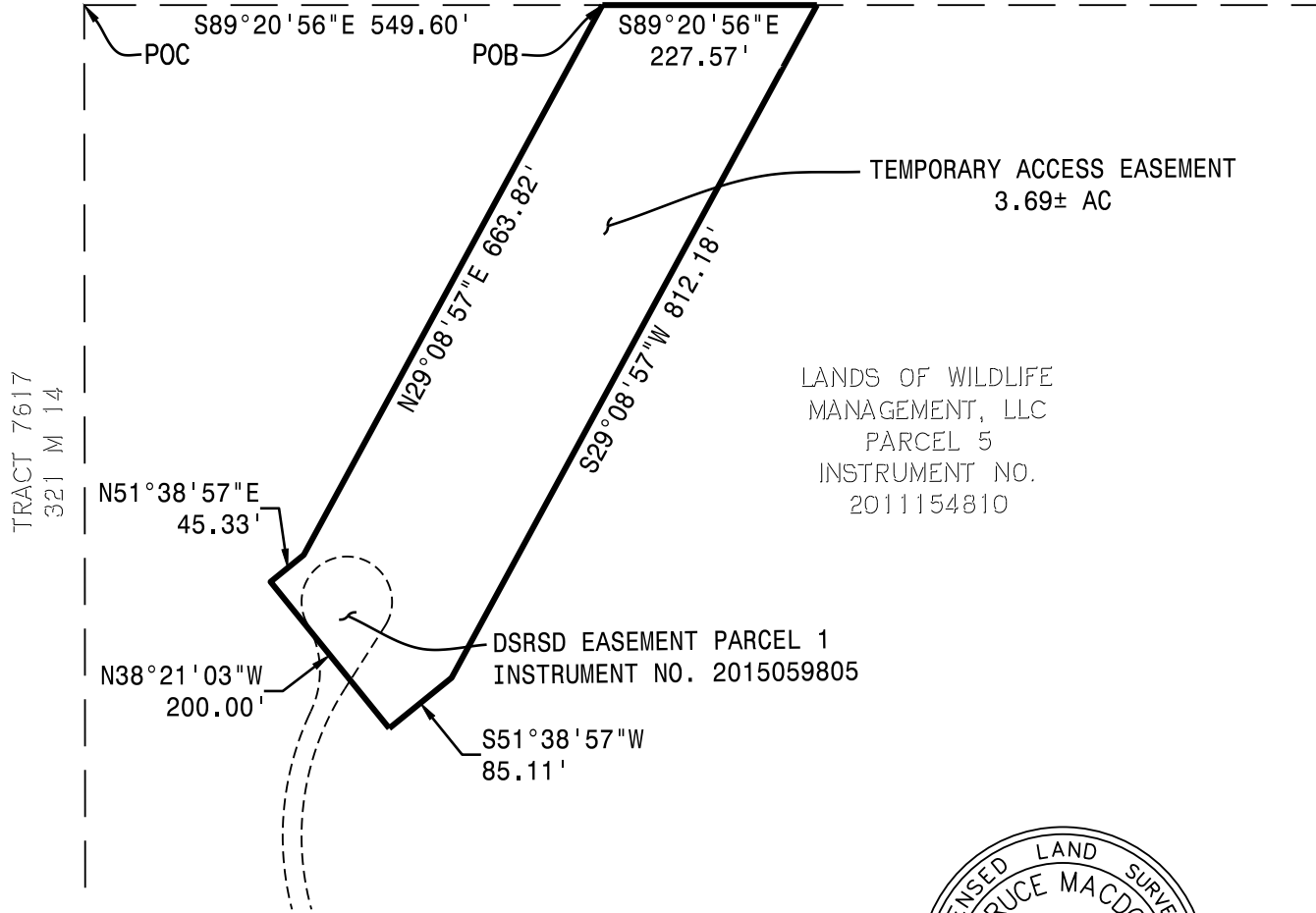


DATE

MACKAY & SOMPS
CIVIL ENGINEERING • LAND PLANNING • LAND SURVEYING
5142 Franklin Drive Suite B, Pleasanton, CA. 94588-3355
(925) 225-0690

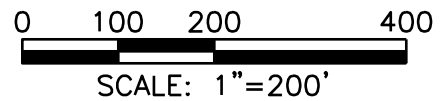
TRACT 8260
351 M 1

EXHIBIT "B"
PAGE 2 OF 2



LANDS OF WILDLIFE
MANAGEMENT, LLC
PARCEL 5
INSTRUMENT NO.
2011154810

DSRSD EASEMENT PARCEL 1
INSTRUMENT NO. 2015059805



LEGEND

- BOUNDARY OF DESCRIPTION
- — — —** EXISTING PROPERTY LINE
- - - - -** EXISTING EASEMENT LINE
- P.O.B** POINT OF BEGINNING
- P.O.C.** POINT OF COMMENCEMENT

PLAT TO ACCOMPANY DESCRIPTION			
TEMPORARY ACCESS EASEMENT			
DUBLIN		CALIFORNIA	
MACKAY & SOMPS			
ENGINEERS 5142B FRANKLIN DR, PLEASANTON, CA 94588		PLANNERS SURVEYORS (925)225-0690	
DRAWN	DATE	SCALE	JOB NO.
EJ	MARCH 2021	1"=200'	78317257

AGREEMENT REQUIRING INCIDENTAL TAKE PERMIT

This Agreement Requiring Incidental Take Permit (Agreement) is entered into and executed by and between the California Department of Fish and Wildlife (DFW), on the one hand, and Dublin San Ramon Services District (DSRSD), on the other hand (hereinafter referred to jointly as “Parties” and individually as “Party”).

RECITALS

WHEREAS, DSRSD has an existing easement, duly recorded on March 4, 2015 in the form attached hereto as **Exhibit A**, permitting it to enter upon property owned by Wildlife Management in Dublin, California (the “**Subject Property**”) for the purposes of “excavating, installing, constructing, reconstructing, repairing, maintaining and operating improvements, including but not limited to, ... potable water lines” (the “**Existing Easement**”).

WHEREAS, on January 9, 2019, the Alameda County Superior Court entered a Consent Judgment in favor of the Regional Water Quality Control Board, San Francisco Bay, and DFW and against Wildlife Management, LLC and other entities. A term of that Consent Judgment requires Wildlife Management, LLC to place a portion of the Subject Property into a conservation easement “controlled, monitored, and managed by an entity that meets the legal requirements in Government Code sections 65965-65968” (the “**Conservation Property**”), creating in DFW a right relating to that portion of the Subject Property. A portion of the Existing Easement crosses the Conservation Property. Wildlife Management, LLC did not disclose the existence of the Existing Easement to DFW or the court.

WHEREAS, in an Order rendered on February 7, 2020, the Alameda County Superior Court stated that Wildlife Management, LLC breached the Consent Judgment “because lands under conservation easement cannot be ‘controlled, monitored, and managed’ by a conservation entity if it is subject to a conflicting and superior easement in favor of a utility.”

WHEREAS, that Order subsequently stated: “At this time, the court declines to enforce the Consent Judgment or hold the Tong Defendants in contempt. This is without prejudice to doing either of these things after the parties make a good faith attempt to negotiate with the utility district to modify or alienate its easement so that it is consistent with the conservation easement.”

WHEREAS, Wildlife Management, LLC and DSRSD negotiated alternative easements on the Subject Property that Wildlife Management, LLC and DSRSD believe would, to the extent feasible, reduce impacts on the Conservation Property, which alternative easements are substantively in the forms attached as **Exhibit B** and **Exhibit C**.

WHEREAS, the alternative easement attached as **Exhibit B**, when granted, would allow DSRSD to enter onto the Subject Property, including the Conservation Property, for purposes of surveying, including geotechnical investigations on and under the Subject Property (the “**Right of Entry Easement**”).

WHEREAS, the alternative easement attached as **Exhibit C**, when granted, would allow DSRSD to “install[], construct[], reconstruct[], repair[], maintain[], and operat[e]... potable water lines” beneath the surface portion of the Subject Property (the “**Utilities Easement**”).

WHEREAS, DSRSD believes the activities described in the preceding recital would occur sufficiently beneath the surface portion of the Conservation Property as to avoid adverse impacts to fish and wildlife resources.

WHEREAS, the activities authorized by the Right of Entry Easement and by the Utilities Easement, respectively, are referred to collectively as the “**Project.**”

WHEREAS, DFW believes that the Project has the potential to conflict with DFW’s rights to the Conservation Property under the Consent Judgment.

AGREEMENT

THEREFORE, the Parties hereby agree as follows:

1. The foregoing recitals are incorporated by reference herein.
2. In consideration of DFW acceding to the transfer of the alternative easements from Wildlife Management, LLC to DSRSD and the further commitments contained in this Agreement, DSRSD agrees to relinquish the Existing Easement upon recordation of the Right of Entry Easement and the Utilities Easement.
3. DSRSD further agrees to apply for and to make a good faith and diligent attempt to obtain a California Endangered Species Act Incidental Take Permit from DFW (ITP) pursuant to Fish and Game Code section 2081 for the Project.
4. In consideration for DSRSD’s commitments contained in this Agreement, DFW agrees to process DSRSD’s ITP application with all deliberate speed, and, to the maximum extent feasible, to issue the ITP within the timelines specified in 14 CCR § 783.5.
5. In consideration of the foregoing commitment by DFW to accede to the transfer, DSRSD agrees not to commence the Project until an ITP is issued, and to comply with the ITP thus issued.
6. The Parties mutually acknowledge the applicability of the California Code of Regulations, including but not limited to the “roughly proportional” requirement in title 14, section 783.4, subdivision (a)(2), to the review and processing of the above-referenced ITP application incidental take permit, and, in consideration for the preceding commitment of DSRSD, DFW agrees that, in conformity with the regulation, “the measures required” to mitigate the impacts of the Project “shall be roughly proportional in extent to the impact of the authorized taking on the species,” and. “[w]here various measures are available to meet this obligation, the measures required shall maintain [DSRSD’s] objectives to the greatest extent possible.”
7. This Agreement constitutes the entire agreement among the Parties with respect to the subjects of the Agreement and supersedes all prior representations and understandings with respect to this Agreement. Parole evidence will be inadmissible to show agreement by and among the Parties to any term or condition contrary to or in addition to the terms and conditions contained in this Agreement.
8. No amendment, modification, waiver, or termination of this Agreement shall be binding unless executed in writing by all Parties.
9. This Agreement shall be interpreted in accordance with the laws of the State of California.

10. If any provision of this Agreement is determined to be invalid or unenforceable, the remaining valid and enforceable provisions shall continue to be fully operative.

11. Each signatory to this Agreement hereby represents and warrants that he/she executed this Agreement after being fully apprised of the provisions of this Agreement and their meaning, and obtaining all necessary authority to enter into this Agreement.

12. The Parties intend that this Agreement may be signed in separate counterparts, each of which shall be binding on all parties who are signatory to any counterpart.

It is so AGREED.

Gregg Erickson, Regional Manager
California Department of Fish and Wildlife

Dated: April ____, 2021

Daniel McIntyre, General Manager
Dublin San Ramon Services District

Dated: April ____, 2021

Approved as to form:

**STATE OF CALIFORNIA,
OFFICE OF THE ATTORNEY GENERAL**

Deputy Attorney General Matthew Bullock
Attorney for the California Department
of Fish and Wildlife

Dated: April ____, 2021

BOLD, POLISNER, MADDOW, NELSON & JUDSON

Carl P. A. Nelson
Attorney for Dublin San Ramon
Services District

Dated: April ____, 2021



TITLE: Award Contract to Belkorp Ag, LLC for Purchase of Tractor for Biosolids Harvesting

RECOMMENDATION:

Staff recommends the Board of Directors, by Motion, reject the bid provided by N&S Tractor for failure to substantially comply with the requirements of Bid No. 2021-18 Wheel-Type Agricultural Tractor, award a contract to Belkorp Ag, LLC for the purchase of a tractor for biosolids harvesting, and authorize a purchase order to Belkorp Ag, LLC in the amount of \$303,209.44.

BACKGROUND:

Annually, the District harvests biosolids from the Facultative Sludge Lagoons during the months of June to October. The District has six lagoons that provide up to five years of storage before biosolids harvesting is required. One or two lagoons are harvested annually to maintain the solids level. On average, 37,800 cubic yards of sludge are harvested and then injected (with a rental tractor) and disced (turned) into the soil at the Dedicated Land Disposal area between the lagoons and Stoneridge Drive in Pleasanton. The District owns the current tractor that discs the site annually and the tractor is on the last year of legal operation under the California Air Resources Board’s emissions standard. The rented tractor used for solids injection has averaged \$35,000 annually for the last ten years.

DISCUSSION:

The proposed tractor can be used for solids injection and discing operation, combining the two operations in a single vehicle and saving on future rental costs. Additionally, the new tractor will operate with a smaller carbon footprint. The current fiscal year operating budget has an approved \$250,000 capital outlay expenditure funding for purchase of a tractor. Staff advertised Bid No. 2021-18 on February 22, 2021 with bids due on March 11, 2021.

Two bids were received on the bid due date. The lower bid was \$271,543.95 from N&S Tractor but the bidder failed to respond fully and failed to submit any of the required documents. While the District, per its bid document, may waive minor and immaterial irregularities in a bid, the N&S Tractor bid failed to meet any minimal standard.

The second low bid was from Belkorp Ag, LLC for \$303,209.44 and was complete and met all the bid requirements. Rejecting all bids and re-bidding comes with a cost on staff time, legal costs, and there is no guarantee that the bid price will be better.

Staff conferred with the District’s General Counsel on the matter and General Counsel agreed with the staff recommendation that rejecting N&S Tractor’s bid and awarding the bid to Belkorp Ag, LLC as the lowest responsive and responsible bid and bidder is in the best interests of the District.

The expected delivery date of the tractor is December 2021 which falls in the next fiscal year. As such, staff has requested the Finance Division to increase the capital outlay fund allocated for the tractor purchase for this fiscal year to permit the acceptance of the bid and to order the equipment. As funds do not carry over into next fiscal year when this payment is due, this item, and the applicable budget, will appear in the upcoming capital outlay section of the FYE 2022 proposed budget in the amount to \$303,210.

Originating Department: Operations	Contact: J. Carson	Legal Review: Yes
Financial Review: Yes	Cost and Funding Source: \$303,210 Regional Wastewater Replacement (Fund 310)	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	28 of 257	



TITLE: Approve the Salary Ranges for the New Mechanical Superintendent and Pretreatment Programs Administrator Job Classifications and Abolish Twenty-Two (22) Classifications

RECOMMENDATION:

Staff recommends the Board of Directors, by two (2) separate Resolutions, take the following actions:

1. Approve the salary ranges for the new Mechanical Superintendent and Pretreatment Programs Administrator job classifications.
2. Abolish twenty-two (22) classifications.

SUMMARY:

Based on the results of the District’s classification and compensation study, staff recommends the Board approve the salaries for the new Mechanical Superintendent to be \$12,190 - \$14,818 per month and the new Pretreatment Programs Administrator to be \$9,524 - \$11,576 per month. Additionally, staff recommends the Board abolish twenty-two (22) classifications from the District’s classification plan that were determined not to be needed or improperly classified for business operations.

BACKGROUND:

From May 2018 through December 2020, the District conducted a District-wide classification and compensation study in accordance with industry best practices and criteria set forth in the applicable Memoranda of Understanding (MOUs). In July and August 2020, the District met and conferred with the Stationary Engineers, Local 39 (Local 39), Confidential Employees’ Bargaining Unit (CEBU), Professional Employees’ Bargaining Unit (PEBU), and the Mid-Management Employees’ Bargaining Unit (MEBU) on the results of the classification study. Based on the results of the classification study, the District updated its classification plan and used the updated class descriptions to perform a market compensation study for applicable benchmark positions within each bargaining group. In January through March 2021, the District met and conferred with representatives from all bargaining groups on the proposed salary ranges for the proposed new classifications, and reclassification impacts for eleven (11) employees impacted as a result of the updates to the District’s classification plan.

DISCUSSION:

New Classifications and Salary Ranges

As a result of the classification study, the District proposed to add four (4) new classifications to its classification plan, with staff bringing two classifications to the Board for approval, to be effective on April 7, 2021. Approval of the additional two (2) new proposed classifications has been deferred to a later date. The Mechanical Superintendent will be represented by MEBU, and the Pretreatment Programs Administrator will be represented by PEBU. In accordance with the Board’s New/Revised Job Classification and Salary policy (P700-18-3) for all positions, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for approval and adoption (Attachment 1). All new classifications will be included in successor MOUs, and the salary will be reviewed and set in accordance with MOU requirements.

Originating Department: Administrative Services	Contact: M. Gallardo	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolutions (2) <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – New/Revised Job Classifications and Salary policy (P700-18-3) Attachment 2 – Mechanical Superintendent Job Classification, effective 4/7/21 Attachment 3 – Pretreatment Programs Administrator Job Classification, effective 4/7/21	

The Mechanical Superintendent classification will provide direction and oversight for a comprehensive mechanical operations program, including water, wastewater, and recycled water equipment, fleet, energy co-generation systems, and facilities repair and maintenance functions and activities. The class description for the Mechanical Superintendent is attached (Attachment 2). The proposed salary range for the new Mechanical Superintendent is benchmarked internally at 20% above the market salary range for the Mechanical Supervisor. The 20% differential is the recommended salary differential from the compensation study between Supervisor level and Superintendent level classifications. The salary range for the Mechanical Superintendent will be \$12,190 - \$14,818 per month. Upon adoption, the current Mechanical Supervisor incumbent will be reclassified to the Mechanical Superintendent classification.

The Pretreatment Programs Administrator classification will be a professional classification assigned to plan, coordinate, and implement an environmental compliance program related to pretreatment, including permitting, inspection, and sampling for enforcement of regulatory standards for wastewater discharge into District systems. The Pretreatment Programs Administrator will be required to have knowledge of hazardous waste, wastewater, and water pretreatment regulations, including experience in pretreatment and environmental compliance inspections. The class description for the Pretreatment Programs Administrator is attached (Attachment 3). The proposed salary range for the new Pretreatment Programs Administrator is benchmarked internally at 15% above the market salary range for the Environmental Compliance Inspector II (Pretreatment). The 15% differential is the recommended salary differential from the compensation study for this professional level position. The salary range for the Pretreatment Programs Administrator will be \$9,524 - \$11,576 per month.

Abolished Classifications

The results of the classification study indicated that there are twenty-two (22) classifications on the District's classification plan that are not utilized, not needed, or improperly classified with the market, to perform and accomplish District business operations. As the classifications are not needed or improperly classified for business operations, staff recommends they be abolished and removed from the District's classification plan.

The twenty-two (22) classifications are:

- Account Clerk I
- Account Clerk II
- Administrative Technician
- Administrative Technician – Confidential
- Assistant Planner
- Associate Engineer - Supervisory
- Associate Planner
- Buyer
- Co-Generation Specialist
- Communications Specialist I
- Employee Development Specialist
- Environmental Services Administrator
- Fleet Mechanic
- GIS Analyst I
- Junior Planner
- Principal Engineer – Subject Matter Expert
- Senior Accounting Technician
- Senior Civil Engineer – Subject Matter Expert
- Senior Electrical/Electronic Technician
- Senior Engineering Technician / GIS Specialist
- Senior Mechanical Engineer – Supervisory
- Senior Planner

Incumbents currently occupying any of the above positions have been reclassified under a separate item on tonight's agenda, and the District's labor representatives have met and conferred with their appropriate bargaining unit and have reached agreement on those reclassifications. Upon abolishment, the classifications will be removed from the District's classification plan and from the District's publicly available pay schedule.

Policy No.: P700-18-3	Type of Policy: Personnel
Policy Title: New/Revised Job Classifications and Salary	
Policy Description: Non-standard job classifications and/or salary requiring Board approval and adoption	
Approval Date: 8/19/2014	Last Review Date: 2018
Approval Resolution No.: 53-14	Next Review Date: 2022
Rescinded Resolution No.: 71-11	Rescinded Resolution Date: 11/15/2011

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

The General Manager may approve new or revised job titles, job definitions, and job duties for all standard job classifications except senior level management. Job titles, job definitions and job duties for all senior management positions shall be presented to the Board by the General Manager for approval and adoption.

For all positions, including senior level management, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for approval and adoption. The proposed salary range for a job classification shall be consistent with District compensation structure and/or applicable Memoranda of Understanding (MOU). In the event that an approved salary range for a job classification is determined to be insufficient to recruit a qualified employee due to the unique nature of the job classification and/or due to a difficult labor market and the recommended salary for the job classification is outside the parameters contained in a MOU, the General Manager shall recommend and submit for Board approval a revised monthly salary range which is in best keeping with District practices and priorities. No new or revised salary range shall be applicable to a classification until approved by the Board. Upon approval of any new or revised salary range, the District's salary plan shall be updated in accordance with the District's Salary Plan policy.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
August 19, 2014	
Reviewed by Committee or Board:	Date:
Board	December 4, 2018



Class Description

Effective Date: April 7, 2021
Job Title: Mechanical Superintendent
W/C Code: 7580
FLSA Status: Exempt
Unit: Mid-Management
Job Code: MMESPR

DEFINITION

Under general direction, manages, organizes, and provides direction and oversight for a comprehensive mechanical operations program of the District including water, wastewater, and recycled water equipment, fleet, energy co-generation systems, and facilities repair and maintenance functions and activities; ensures that division operations and maintenance functions meet all applicable laws, regulations, and District policies; provides professional assistance to District management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Operations Director. Exercises direction over supervisory staff, and direct and general supervision over technical and maintenance staff directly and through subordinate levels of supervision.

DISTINGUISHING CHARACTERISTICS

This is a mid-management level classification responsible for planning, organizing, reviewing, and evaluating all activities of the Mechanical Maintenance division, including short- and long-range planning and budgeting. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation, in addition to participating in the technical and operational design review of capital project plans for District facilities and systems. Incumbents serve as a resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

TYPICAL DUTIES

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the division.
- Prepares, administers, and is responsible for the budget for the division; forecasts additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Plans, organizes, administers, reviews, and evaluates the work of first-line supervisory, mechanical operations and maintenance staff directly and through subordinate levels of supervision.
- Provides for the selection, training, professional development, and work evaluation of division staff; authorizes and implements discipline as required; and provides policy guidance and interpretation to staff.

Class Description: Mechanical Superintendent

- Develops, reviews, and implements policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages the Asset Management Program by overseeing the accurate and complete asset registry; develops and optimizes condition assessment protocols and tools; develops and implements asset management standards appropriate for assets and service delivery objectives; develops the annual maintenance work plan for asset maintenance and renewal and inspection activities; assesses and reports on annual maintenance and renewal work plan outcomes; assists in the development and maintenance of asset management plans; assists in the implementation and support of related information management systems and technology.
- Coordinates activities of staff and the division with those of other District divisions and outside agencies.
- Directs, oversees, and develops the division's work plan; prepares various staff reports on operations and activities.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Reviews plans for accuracy, suitability, and completeness, and makes recommendations for revision and improvement; reviews specifications for content and accuracy; serves as project manager on sensitive and/or highly complex engineering projects; participates in a variety of internal and external meetings related to projects and/or programs.
- Coordinates the establishment, implementation, and maintenance of a computerized maintenance management program, including proper accounting of time, materials, and equipment on projects.
- Works together with supervisors and managers from other departments and divisions to develop, design, and implement new construction, upgrades, modifications, and other special projects to improve the efficiency, reliability, and effectiveness of treatment units, pumping systems, operational controls, and maintenance activities.
- Directs emergency repair operations.
- Serves as the District's official Underground Storage Tank Operator.
- Maintains and directs the maintenance of working and official divisional files.
- Monitors changes in laws, regulations, and technology that may affect divisional operations; and implements policy and procedural changes as required.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Provides technical advice to the District's management and the Board of Directors in area of expertise.
- Establishes and ensures compliance with operational safety standards.
- Participates in strategic planning for the District and sets goals for the Division to support the strategic plan; develops policies, procedures, and protocols to implement District goals and objectives.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.

Class Description: Mechanical Superintendent

- Confers with and represents the division and the District in meetings with members of the Board of Directors, various governmental agencies, developers, contractors, business, and industrial groups and the public.
- Drives a motor vehicle.
- Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership
- Principles and practices of budget development, administration, and accountability.
- Asset management principles, practices, and applications with specific emphasis on water and wastewater utility assets.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Applicable Federal, State, and local laws; District, department, and division regulations, codes, policies, and procedures.
- Methods, tools, equipment and procedures used in the maintenance, construction, installation, and repair of District water and wastewater system facilities and equipment.
- Procedures, equipment, material and tools used in the operation, maintenance, and repair of motors, engines, pumps, compressors, disinfection systems, power generation systems, pneumatic systems, and other related equipment.
- Gas and diesel engine maintenance and repair.
- Hydraulics and control systems.
- Principles and practices of gas and electrical welding, masonry, carpentry, and plumbing.
- Principles of operation of District water production, treatment, distribution, wastewater, and collection systems including SCADA systems.
- Principles and practices of heating, ventilation, and air conditioning systems maintenance and repair.
- Recordkeeping principles and procedures.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the water and wastewater systems and facilities maintenance and repair program.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the division.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Analyze complex, multi-dimensional asset management data.
- Plan, organize, coordinate, and oversee the work of contractors; negotiate contract terms when applicable.
- Perform a variety of support for engineering, including fabricating and design duties related to water and wastewater systems construction, maintenance and repair; interpret sketches and diagrams.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively represent the division and the District in meetings with governmental agencies, community groups, various business, professional, and regulatory legislative organizations; and in meetings with individuals.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

The minimum qualifications described on class specifications represent the typical way to obtain the required knowledge, skills, and abilities to perform the essential duties of the job. Any combination of education, licensing, and/or experience which has provided the knowledge, skills, and abilities necessary to perform the job satisfactorily may qualify the candidates to be considered for open positions in the class specification.

Equivalent to the completion of the twelfth (12th) grade and eight (8) years of increasingly responsible experience in the repair and maintenance of industrial equipment, pumps, and related facilities, including three (3) years in a supervisor capacity.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Class C Driver's License required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of said driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The CSRMA driving standards are included herein by reference.

Possession and maintenance of a California Water Environment Association Mechanical Technology Grade IV certification is required upon appointment.

Possession of a Cardiopulmonary Resuscitation and Emergency Cardiac Care Provider certificate and First Aid certificate is required within one (1) year of employment.

ADDITIONAL REQUIREMENTS

Incumbents in this class are required to participate in the District's Shave-on-Demand policy when required to wear respiratory protection or other safety equipment.

DISASTER SERVICE WORKER

All Dublin San Ramon Services District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; talk or hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus and distinguish colors.

Additionally, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock or mechanical hazards. Employees in this classification may perform duties that involve a potential risk of exposure to blood-borne pathogens. In addition, employees use power and noise producing tools and equipment. The noise level in the work environment is usually loud. Incumbents in

this class are required to shave on demand as required to wear respiratory protection or other safety equipment. The employee works indoors, which is temperature controlled. Works at heights, including reservoir ladders.

PHYSICAL DEMANDS

Standing

Average Frequency: Up to 1 hour.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while supervising and directing activities, communicating with coworkers, contractors, or the public during informal meetings, operating standard office equipment, accessing file drawers or shelves, performing field inspections and performing other described job duties.

Walking

Average Frequency: 1 ½ to 2 hours.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while supervising and directing field activities, within building, to and from offices, relocating files/paperwork or office supplies, using dollies or carts as needed and performing other described job duties.

Sitting

Average Frequency: 7 to 7 ½ hours
Duration: 30 minutes to 1 hour at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Cushioned vehicle seat or office chair.
Description: Performs while performing various desk station activities including using a computer, reading or writing, driving a vehicle, during meetings and performing other described job duties.

Kneeling/Crouching/Squatting

Average Frequency: Up to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while retrieving or positioning paperwork, files or boxes on and off lower shelves or ground level, performing field inspections and performing other described job duties.

Crawling

Average Frequency: 1 time per year.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs possibly while performing field inspections.

Laying on Back/Stomach

Not a job requirement.

Climbing/Balancing

Average Frequency: 6 to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Stair or ladder steps, vehicle floorboard.
Description: Performs while ascending or descending stairs to access plant sites, entering or exiting vehicle cabs, one step, using extension or step ladders to access rooftops and reservoirs, up to 30 feet, ascending stair steps to access office.

Reaching

Above Shoulder Level:

Average Frequency: 0 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while accessing or placing files/paperwork and other related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

Between Waist and Shoulder Level:

Average Frequency: 5 ½ to 6 ½ hours.
Duration: Seconds to 20 minutes.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, using a cart to transport office supplies or file boxes, possibly during a field inspection inspections and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Below Waist Level:

Average Frequency: Up to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.

Class Description: Mechanical Superintendent

Duration: N/A
Description: Performs while retrieving or positioning paperwork, files or boxes on and off lower shelves or ground level, performing field inspections and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Pushing/Pulling

Average Frequency: 2 to 4 times.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while opening or closing file cabinet drawers, using a four-wheel cart to transport file boxes or related items. Unilateral or bilateral arm use.

Twisting/Rotating

Waist:

Average Frequency: Up to 5 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during field inspections.

Neck:

Average Frequency: 1 to 2 hours.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, during field inspections and performing general office tasks, driving and performing other described job duties.

Wrists:

Average Frequency: Up to 15 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while handling office supplies and paperwork, possibly during field inspections and performing other described job duties. Unilateral or bilateral hand use.

Bending

Waist:

Average Frequency: 0 to 5 minutes.
Duration: Seconds to 5 minutes.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during field inspections.

Head/Neck:

Average Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks, during field inspections and performing other described job duties.

Wrists:

Average Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, handling office supplies or paperwork, using measuring instrumentation during field visits, driving in conjunction with maneuvering a steering wheel and performing other described job duties. Unilateral or bilateral hand use.

Lifting/Carrying

0 to 10 lbs.

Objects: Camera, measuring instruments, writing utensils, paperwork/files, telephone handset, office supplies, standard office tools and other related items.
Average Frequency: 2 to 3 hours.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to 15 minutes at a time.
Distance: 0 to 100 feet.
Height: Ground to shoulder or above.
Description: Performs while utilizing measuring instruments including tape measures, using a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, using a camera, and other related items.

11 to 30 lbs.

Objects: File box.
Average Frequency: 1 time per month.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Less than 5 feet.
Height: Ground to waist level.
Description: Performs while retrieving and relocating a file box, as needed.

31 to 50 lbs.

Not a job requirement.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

Simple Grasping

Average Frequency: 2 to 3 hours.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while handling paperwork and office supplies, using a telephone handset, driving in conjunction with maneuvering a steering wheel, using a cart or dolly, handling measuring instruments and performing other described job duties. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: 1 time per month.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while retrieving and relocating a file box, as needed. Bilateral hand use.

Fine Manipulation

Average Frequency: 5 to 6 hours.

Duration: Seconds to 20 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A.

Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork, using a digital camera, and performing other described job duties. Unilateral or bilateral hand use.

MACHINES/TOOLS

Measuring instruments including measuring tapes

Writing utensils

Computer

Standard office equipment including copy and fax machines, scanners and printers

Telephone

Standard office tools including staplers, stapler removers and other related items

Vehicle

Camera

Cart or dolly

PERSONAL PROTECTIVE EQUIPMENT

Depending on the exposure, the employee is required to wear hearing, foot, eye, respiratory, and head protection.

WEIGHTS AND MEASURES

Items Weighed:

File box (full) – 30 lbs.

NOTICE: The Examples of Functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.



Class Description

Effective Date: April 7, 2021
Job Title: Pretreatment Programs Administrator
W/C Code: 8810
FLSA Status: Exempt
Unit: Professional
Job Code: PCWPAD

DEFINITION

Under direction, plans, coordinates, and implements an environmental compliance program including permitting, inspections, and sampling to enforce regulatory standards for wastewater discharge into District systems; provides technical and functional direction to assigned staff; sets priorities and directs the work of assigned staff on a project or day-to-day basis; schedules, coordinates, and conducts compliance inspections; enforces standards and ordinances by issuing Notices of Violation; performs the full range of work in support of the District's environmental compliance program for wastewater and industrial wastes, such as identifying, promoting, planning, designing, and coordinating the development and implementation of new and enhanced pretreatment programs; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

DISTINGUISHING CHARACTERISTICS

This is a professional classification assigned to oversee and coordinate assigned staff and specialized pretreatment programs as mandated by federal, state, and local laws and as determined by the District. Incumbents perform the full range of program administration duties associated with pretreatment programs.

TYPICAL DUTIES

- Plans, administers, and monitors programs, projects, studies, and activities related to pretreatment sampling, testing, analysis, permitting, and regulatory compliance for water, wastewater, and industrial waste, including monitoring program operation and staff for compliance with federal, state, and local laws, regulations, and ordinances; communicates status of projects, studies, and programs to appropriate staff, working cooperatively to schedule in accordance with established priorities; instructs staff in work procedures.
- Provides technical and functional direction to assigned staff; reviews and controls quality of work; assists in completing employee evaluations; participates in performing complex environmental compliance duties.
- Trains employees in work principles, practices, methods, policies, procedures, and applicable federal, state, and local laws, rules, and regulations; trains employees in work methods, use of tools and equipment, and relevant safety precautions.

Class Description: Pretreatment Programs Administrator

- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the Division, including recommending improvements.
- Prepares, designs, and plans specifications, estimates, reports, and proposals for environmental projects of moderate complexity.
- Develops and designs operational procedures for assigned environmental programs that meet all requirements of various regulatory agencies having jurisdiction.
- Provides administrative support to the division, such as conducting special projects, staff and billing reports, and compiling and interpreting usage data and other statistics.
- Performs pretreatment analyses of water, wastewater, and industrial waste to evaluate program measures.
- Assists with production of and plans for program-specific services, guidelines, and activities; evaluates program effectiveness and suggests improvements.
- Provides input into budget requests and administers program budgets after adoption.
- Works closely with representatives of other public, non-profit, and private organizations, including community groups; responds to and resolves inquiries and concerns from the public regarding wastewater services, billing, and other related issues.
- Organizes, maintains, and documents all required information for enforcement of the water, wastewater, and industrial waste pretreatment program requirements, including industrial and holding tank wastewater discharge permits.
- Participates in and oversees wastewater sample collection from industrial and commercial users and City and District sanitary sewers; conducts chemical and biological field tests; investigates and traces sources of illegal industrial wastes entering the District wastewater collection system.
- Performs field inspections of various industrial and commercial sites to determine compliance with wastewater discharge regulations; evaluates environmental risks associated with industrial and commercial processes and activities; prepares, programs, and retrieves automatic sampling devices.
- Writes and issues Notices of Violation to ensure compliance with regulatory standards; performs other compliance enforcement duties as warranted.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Drives a motor vehicle.
- Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of providing lead direction, including work planning, assignment review and evaluation, and the training of staff in work procedures.
- Principles, practices, and programs for the District's industrial wastewater pretreatment program, the industrial waste inspection function, and related programs and projects.
- District, federal, and state environmental and water regulations, and requirements for reporting and permitting.

Class Description: Pretreatment Programs Administrator

- Practices and techniques related to wastewater and/or hazardous materials sampling, sample handling, and standard analysis methods.
- Practices and techniques of performing industrial facility and process inspections related to areas of assignment.
- Principles of chemical, biological, and related sciences.
- Practices and methods of chemical, biochemical, and bacteriological testing and analysis.
- Principles, practices, and terminology of industrial and commercial wastewater source control.
- Chemicals and equipment used in wastewater analysis.
- Hydrology as related to piping requirements.
- Use and operation of valves, fittings, and backflow prevention devices.
- Technical report writing practices and procedures.
- Principles and practices of data collection and analysis and recordkeeping.
- Applicable Federal, State, and local laws; District, Department, and Division regulations, codes, policies, and procedures.
- Complex arithmetic and statistical techniques.
- Principles and practices of program development, implementation, review, and evaluation.
- Basic principles and practices of program administration, including budgeting, purchasing, and personnel management.
- Occupational hazards and standard safety procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide technical and functional direction, training, and development opportunities to staff and ensure work is performed effectively.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Plan, supervise, coordinate review and evaluate environmental compliance programs.
- Oversee and participate in environmental compliance inspections and related projects, studies, and programs.
- Analyze and interpret test results as they relate to water quality laws and regulations.
- Analyze data and information using established criteria in order to determine consequences and to identify and select alternatives.
- Perform in-depth inspections of industrial and commercial water users.
- Assemble data, prepare reports and notices, and maintain records of testing and findings.
- Read and interpret a variety of meters, gauges and recording charts.
- Recommend and administer program and project budgets after approval.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

Class Description: Pretreatment Programs Administrator

- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

To qualify, a successful incumbent must possess both education and experience, which would provide the required knowledge and abilities. Experience may not substitute for education. However, the requirement for equivalent to a bachelor's degree could be met by demonstrating completion of a number of higher-level educational units that would normally meet a bachelor's degree requirement. Minimum requirements to obtain the requisite knowledge and abilities are:

Equivalent to a bachelor's degree from an accredited college or university with a major in physical or biological sciences, environmental studies, or business administration with course work in physical, biological, or environmental sciences and four (4) years of responsible work experience requiring knowledge of hazardous waste, wastewater, and water pretreatment regulations. Experience in pretreatment and environmental compliance inspections is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Class C Driver's License required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of said driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The CSRMA driving standards are included herein by reference.

Possession and maintenance of a California Water Environment Association (CWEA) Environmental Compliance Inspector Grade II are required upon appointment. Possession and maintenance of a CWEA Environmental Compliance Inspector Grade III certificate is required within two (2) years of appointment. Possession and maintenance of a California Water Environment Association Laboratory Analyst Grade I Certification is required within two (2) years of appointment.

Possession of a Cardiopulmonary Resuscitation and Emergency Cardiac Care Provider certificate and First Aid certificate is required within one year of employment.

DISASTER SERVICE WORKER

Class Description: Pretreatment Programs Administrator

All Dublin San Ramon Services District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is frequently exposed to wet and/humid conditions.
Employee is exposed to moving mechanical parts.
Employee is exposed to fumes or airborne particles, toxic, or caustic chemicals.
Employee is exposed to outside weather conditions.
The noise level in the work environment is usually moderate.
As needed, works indoors, office setting climate controlled.

PHYSICAL DEMANDS

Standing

Average Frequency: Less than ½ hour to 1 hour.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: 3 to 4 hours.
Duration: Seconds to 15 minutes at a time.
Surfaces: Office – carpet, tile; Field – concrete, asphalt.
Description: Performs while communicating with the public, operating office equipment, educating students, while implementing outreach projects with schools, as needed retrieving samples, removing or replacing manhole covers.

Walking

Average Frequency: Up to 1 hour.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: 3 to 4 hours.
Duration: Seconds to less than 5 minutes at a time.
Surfaces: Office – carpet, tile; Field – concrete, asphalt.
Description: Performs while walking with the office, building, within school sites, at public events.

Sitting

Average Frequency: 6 to 7 hours.
Duration: ½ hour to 1 hour at a time.

Class Description: Pretreatment Programs Administrator

Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Cushioned office chair or vehicle seat.
Description: Performs while operating a district vehicle to travel to and from a meeting or public event sites, working at a desk station utilizing a computer, reading, and writing.

Kneeling/Crouching/Squatting

Average Frequency: 0 to less than 10 minutes per week.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Carpet, tile.
Description: Performs while retrieving or setting files or paperwork on and off lower shelves or file cabinet drawers, as needed retrieving samples.

Crawling

Not a job requirement.

Laying on Back/Stomach

Not a job requirement.

Climbing/Balancing

Average Frequency: 0 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Stair steps.
Description: Performs while ascending or descending one flight of stair steps to access the 2nd floor, ascending or descending one step to exit or enter a vehicle.

Reaching

Above Shoulder Level:

Average Frequency: 0 to less than 5 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while retrieving or setting items on and off higher shelves. Unilateral or bilateral upper extremities from a less than full to full extensions at each occurrence.

Between Waist and Shoulder Level:

Average Frequency: 5 to 6 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while driving in conjunction with maneuvering a steering wheel, operating office equipment, handling paperwork, files, utilizing a telephone handset, utilizing a 16' pole with a sample container to retrieve samples, utilizing a computer keyboard and mouse. Unilateral or bilateral upper extremities from a less than full to full

extensions on each occurrence. Computer keyboarding duties include positioning his/her arms at the side and placing fingers on the computer keyboard.

Below Waist Level:

Average Frequency: 0 to less than 10 minutes per week.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while retrieving or setting files or paperwork on and off lower shelves or file cabinet drawers, as needed retrieving samples. Unilateral or bilateral upper extremities from a less than full to full extensions on each occurrence.

Pushing/Pulling

Average Frequency: Less than 10 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while opening or closing file cabinet drawers, utilizing a metal hook to remove or replace manhole covers a combination of pushing, pulling, partial lifting (0 to 16 times per quarter). Unilateral or bilateral arm use.

Twisting/Rotating

Waist:

Average Frequency: Less than 5 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while driving. The motion is from center to right back to center or center to left back to center less than 20 degrees.

Neck:

Average Frequency: 1 to 2 hours.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while driving, aiding visually during normal body mechanics. The motion is from center to right back to center or center to left back to center up to 45-degrees.

Wrists:

Average Frequency: 0 to less than 5 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while utilizing a metal hook to remove or replace manhole lids. Unilateral or bilateral hand use.

Bending

Waist:

Class Description: Pretreatment Programs Administrator

Average Frequency: 0 to less than 5 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while retrieving samples in conjunction with utilizing sample containers. The motion is in a forward direction up to 5 to 65-degrees.

Head/Neck:

Average Frequency: 2 to 3 hours.
Duration: Seconds to less than 5 minutes.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while reading, writing, retrieving samples, during normal body mechanics.

Wrists:

Average Frequency: 2 to 3 hours.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while driving in conjunction with maneuvering a steering wheel, retrieving samples, handling office supplies, during normal body mechanics. Unilateral or bilateral hand use.

Lifting/Carrying

0 to 10 lbs.

Objects: Writing utensil, paperwork, files, telephone handset, office supplies, pamphlets, samples, and sample containers.
Average Frequency: 4 to 5 hours.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to less than 15 minutes at a time.
Distance: 0 to less than 50 feet.
Height: Ground to shoulder or above.
Description: Performs while utilizing a writing utensil, handling paperwork, files, telephone handset, office supplies, pamphlets, samples, relocating sample containers.

11 to 25 lbs.

Objects: Box of pamphlets/paperwork, box of materials.
Average Frequency: 1 time per month, 4 to 8 times.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Less than 10 feet.
Height: Ground to waist level.
Description: Performs while retrieving and relocating a box of pamphlets, paperwork, and box of materials.

26 to 50 lbs.

Alternated with 11 to 25 pounds.

51 to 75 lbs.

Objects: Watershed diorama/display.
Average Frequency: 1 time per month with assistance of a coworker.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Less than 10 feet.
Height: Ground to waist level.
Description: Performs while loading and unloading a water shed diorama/display.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Objects: Manhole covers.
Average Frequency: 0 to 16 times per quarter.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: 0 feet.
Height: Waist to waist level.
Description: Performs while utilizing a metal hook to remove or replace a manhole cover includes pushing, pulling and partial lifting.

SIMPLE GRASPING

Average Frequency: 4 to 5 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while driving in conjunction with maneuvering a steering wheel, handling office supplies, paperwork, pamphlets, telephone handset, files, office supplies. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: 8 to 12 times per month.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while retrieving and relocating pamphlet boxes or paperwork and 16 times per quarter utilizes a metal hook to remove or replace manhole covers. Unilateral or bilateral hand use.

Fine Manipulation

Average Frequency: 2 to 4 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while utilizing a computer keyboard, mouse, writing utensil, pressing telephone buttons to make outgoing calls. Unilateral or bilateral hand use.

MACHINES/TOOLS

Writing utensil
Computer monitor, keyboard and mouse
Copier
Fax machine
Telephone
Metal hook
Sample containers
16' pole with sample container attachment
District vehicle

PERSONAL PROTECTIVE EQUIPMENT

Depending on the exposure, the employee is required to wear foot and eye protection.

WEIGHTS AND MEASURES

Items Weighed:
24" manhole cover – 163 pounds ; 30" manhole cover – 185 pounds
Watershed diorama – 75 pounds
Box of materials – 25 pounds, possible up to 40
6" table – 55 pounds

NOTICE: The Examples of Functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE SALARY RANGES FOR THE NEW MECHANICAL SUPERINTENDENT AND PRETREATMENT PROGRAMS ADMINISTRATOR JOB CLASSIFICATIONS

WHEREAS, the General Manager has authority to approve new or revised job titles, job definitions, and job duties for all standard job classifications, except senior level management, as described in Resolution No. 53-14; and

WHEREAS, the District conducted a classification and compensation study from May 2018 through December 2020; and

WHEREAS, the results of the classification study recommended the addition of the new Mechanical Superintendent and Pretreatment Programs Administrator classifications to the District's classification plan to perform and meet District operational needs; and

WHEREAS, the Mechanical Superintendent is subject to the provisions of the Memorandum of Understanding between the District and the Mid-Management Employees' Bargaining Unit (MEBU) dated December 18, 2017; and

WHEREAS, the Pretreatment Programs Administrator is subject to the provisions of the Memorandum of Understanding between the District and the Professional Employees' Bargaining Unit (PEBU) dated December 18, 2017; and

WHEREAS, all meet and confer obligations have been met by the District and MEBU and PEBU; and

WHEREAS, for all positions, including senior level management, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for approval and adoption.

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 salary range for the Mechanical Superintendent is set to \$12,190 - \$14,818 per month; and
2. The salary range for the Pretreatment Programs Administrator is set to \$9,524 - \$11,576 per month.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of April, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ABOLISHING TWENTY-TWO CLASSIFICATIONS FROM THE DISTRICT'S CLASSIFICATION PLAN

WHEREAS, the General Manager has authority to approve new or revised job titles, job definitions, and job duties for all standard job classification, except senior level management, as described in resolution 53-14; and

WHEREAS, the District conducted a classification and compensation study from May 2018 through December 2020; and

WHEREAS, the results of the classification study identified twenty-two (22) classifications that are not needed or improperly classified to meet District operational needs; and

WHEREAS, the twenty-two (22) classifications include the Account Clerk I, Account Clerk II, Administrative Technician, Administrative Technician-Confidential, Assistant Planner, Associate Engineer – Supervisory, Associate Planner, Buyer, Co-Generation Specialist, Communications Specialist I, Employee Development Specialist, Environmental Services Administrator, Fleet Mechanic, GIS Analyst I, Junior Planner, Principal Engineer-Subject Matter Expert, Senior Accounting Technician, Senior Civil Engineer-Subject Matter Expert, Senior Electrical/Electronic Technician, Senior Engineering Technician/GIS Specialist, Senior Mechanical Engineer-Supervisory, and Senior Planner; and

WHEREAS, the classifications are represented by either Stationary Engineers, Local 39 (Local 39), the Professional Employees' Bargaining Unit (PEBU), or the Mid-Management Employees' Bargaining Unit (MEBU); and

WHEREAS, all meet and confer obligations have been met by the District and Local 39, PEBU, and MEBU.

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 Account Clerk I, Account Clerk II, Administrative Technician, Administrative Technician-Confidential, Assistant Planner, Associate Engineer – Supervisory, Associate Planner, Buyer, Co-Generation Specialist, Communications Specialist I, Employee Development Specialist, Environmental Services Administrator, Fleet Mechanic, GIS Analyst I, Junior Planner, Principal Engineer-Subject Matter Expert, Senior Accounting Technician, Senior Civil Engineer-Subject Matter Expert, Senior Electrical/Electronic Technician, Senior Engineering Technician/GIS Specialist, Senior Mechanical Engineer-Supervisory, and Senior Planner classifications are abolished.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of April, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary

TITLE: Approve Updated Senior Manager Job Titles and Classification Descriptions

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, the revised job titles and classification descriptions for the Administrative Services Director, Engineering Services Director, and the Operations Director.

SUMMARY:

The District conducted a District-wide classification study from May 2018 through December 2020. Based on the results of the study, the District’s classification plan, including titling conventions for classifications, has been updated. Included in the District’s classification plan update is a recommendation to align the titles for senior manager-level classifications with industry standards. The titles for the District’s senior manager-level positions are currently Administrative Services Manager, Engineering Services Manager, and Operations Manager. The study reflected that industry-standard titles for this level in the organization is “Director” instead of “Manager.” Additionally, the classification study results showed that some mid-management level positions required a title change to “Manager,” to be consistent with the industry standard for those positions within the organization (i.e., Information Services Supervisor changed to Information Technology Manager, Financial Services Supervisor changed to Financial Services Manager, etc.). By revising the senior manager classification titles to “Director” the District’s classification plan will be in line with industry standards and avoid confusion of a “Manager” reporting to a “Manager” (i.e., Information Technology Manager reporting to the Administrative Services Manager).

In addition to the updated titles, the class descriptions for Administrative Services Manager, Engineering Services Manager, and the Operations Manager have also been updated to reflect current duties and addition of standardized language in all District classifications. A redline “track changes” version of each class description is attached (Attachment 1). Clean-version copies of the proposed revised descriptions are also attached (Attachment 2).

Upon approval of the updated class descriptions, the District will update the Personal Service Agreements (PSAs) for the incumbents in the classifications to reflect the change in title. No salary changes are recommended with this classification description update.

Originating Department: Administrative Services	Contact: M. Gallardo	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Marked-up Senior Management Class Descriptions Attachment 2 – Clean copy Senior Management Class Descriptions	
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Job Description

Effective Date: TBD
Job Title: Administrative Services ~~Director~~ **Manager**
W/C Code: 8810
FLSA Status: Exempt
Unit: Senior Management
Job Code: asm

DEFINITION

Under general direction and as part of the Senior Management team, serves as the Department ~~Manager~~ **Director** for the Administrative Services Department including financial services, customer services, human resources ~~and, safety &~~ risk management, ~~executive services,~~ and information technology. Provides reliable and innovative administrative management in assigned areas to advance the goals and mission of the District. Coordinates activities with other Departments and with external organizations.

SUPERVISION EXERCISED AND RECEIVED

~~Receives general direction from the General Manager. Exercises general direction over management staff, direction over supervisory and professional staff, and direct and general supervision over administrative staff.~~

DISTINGUISHING CHARACTERISTICS

This is a senior management level classification responsible for directing a wide variety of comprehensive functions and/or programs related to Administrative Services including financial services, customer services, human resources ~~and, safety &~~ risk management, ~~executive services,~~ and information technology. ~~The incumbent receives administrative direction from the General Manager and exercises direct supervision over supervisory, professional, technical, and administrative support staff.~~

ESSENTIAL TYPICAL DUTIES AND RESPONSIBILITIES

- Develops, plans and implements department goals and objectives; recommends and administers policies and procedures; participates in strategic planning for the District and sets goals for the Department to support the strategic plan.
- Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence and reports.
- Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Supervises and participates in the development of the department budget; in accordance with direction received, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors and approves expenditures; recommends mid-cycle and one-time budget adjustments, administers and manages the Department so as to meet the approved budget.

Class Description: Administrative Services Director/Manager

- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.
- Plans, coordinates, and oversees the District-wide annual budget, mid-year, and mid-cycle review process; monitors implementation of District-wide budget to ensure adequate financing; and conducts on-going analysis of the District's financial condition, reporting to and advising the General Manager and Board accordingly.
- Directs, reviews, and participates in studies related to wastewater and water services charges and fees; makes related recommendations.
- Oversees and manages accounting, utility billing and customer service, purchasing, and investment and audit activities.
- Advises senior and executive staff on personnel and employee relations matters; investigates employee relations issues, concerns and problems, assists the General Manager in the negotiation and administration of the rules and regulations governing employer-employee relations; manages and directs a comprehensive personnel program, including provisions of the personnel merit system.
- Plans, organizes, and oversees recruitment and selection, classification and compensation, employee benefits, workers' compensation, and educational and training programs; plans and coordinates organizational personnel planning and development programs.
- Oversees and manages the District's risk management ~~and safety~~ programs including overseeing loss prevention activities, purchased insurance, and investigation and settlement of liability claims and worker's compensation cases, ~~safety training and handling/storage of hazardous materials.~~
- Oversee and manages executive services including implementation and maintenance of a comprehensive District records management program and oversees administrative support to the Board of Directors and joint powers agencies.
- Oversees and manages information technology services including researching and implementing systems designed to improve the efficiency and security of District operations.
- Serves on a variety of standing and ad-hoc committees and District work groups while providing leadership to those efforts.
- ~~Supports Total Quality Improvement initiatives by implementing principles into daily work practices and demonstrating such support through the participation in TQI activities; encourages active participation by staff members.~~
- Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches, prepares and/or directs the development of technical and administrative reports and studies; prepares written material as necessary.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Leads and/or supports District efforts in various aspects of labor relations as assigned.
- Drives a motor vehicle.
- Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, ~~skill,~~ and ~~or~~ abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of public sector administration of financial services, human resources, risk management, executive services~~safety~~, customer services, and information technology.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, direct and assess the administration and operations of the Administrative Services Department including financial service, human resources, ~~safety and~~ risk management, executive services, customer services, and information technology.
- Prepare and administer a department budget.
- Develop and implement department policies and procedures.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an object and positive manner~~assigned personnel.~~
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand, interpret, and apply all pertinent Federal, State, District and department laws, codes, regulations, policies, and procedures, and standards relevant to work performed.~~rules and regulations.~~
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Establish, ~~and~~ maintain, and foster positive effective working relationships with those contacted in the course of work.
- Take responsibility and use good judgment in exercising scope of authority.
- Facilitate a "team building" environment; utilize conflict management skills and effectively resolve controversial issues.

EDUCATION AND EXPERIENCE

Class Description: Administrative Services Director/Manager

~~The minimum qualifications described on class specification represent the typical way to obtain the required knowledge, skills, and abilities to perform the essential duties of the job. Any combination of education, licensing and/or experience which has provided the ~~required~~ knowledge, skills, and abilities necessary to perform the job satisfactorily may qualify the candidates to be considered for open positions in the class specification. ~~A typical way to obtain the requisite knowledge and abilities would be:~~~~

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business management, public administration or related field. Master's degree preferred.

Ten (10) years of increasingly responsible experience in public administration, finance, human resources management, or information technology including five (5) years of supervisory or administrative responsibility.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Class C Driver's License required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of a valid California driver's license of the required category, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle/ District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The CSRMA driving standards are included herein by reference.

AND

Possession of an active license as a California Certified Public Accountant (CPA) issued by the California State Board of Accountancy is desirable.

DISASTER SERVICE WORKER

All Dublin San Ramon Services District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

WORK ENVIRONMENT/~~PHYSICAL DEMANDS~~

The physical demands and work environment ~~described characteristics~~ are representative of those an employee encounters while performing the essential functions of this job. ~~The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job.~~ Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed in a standard office environment using a computer. Travel in the local Tri-Valley area is required on a regular basis. The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision. The employee works indoors, which is temperature controlled. The employee works outdoors, as needed, subject to inclement weather.

PHYSICAL DEMANDS

Standing

Average Frequency: Up to ½ hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
Description: Performs while communicating with coworkers, during informal meetings, operating standard office equipment, accessing file drawers or shelves, performing field observations, during special events including parades or working at a booth.

Walking

Average Frequency: ½ hour to 1 hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to 30 minutes at a time.
Surfaces: Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
Description: Performs within the building, to and from offices, relocating files, paperwork or office supplies, performing field observations, during special events including parades, setting up booths, and performing other described job duties.

Sitting

Average Frequency: 7 to 7 ½ hours.
Duration: 30 minutes to 1 hour at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Cushioned vehicle seat or office chair.
Description: Performing various desk station activities including using a computer, reading, writing, driving a vehicle during meetings and performing other described job duties.

Kneeling/Crouching/Squatting

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Surfaces: Tile, carpet.
Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties.

Crawling

Not a job requirement.

Laying on Back/Stomach

Not a job requirement.

Climbing/Balancing

Average Frequency: 2 to 4 times a week.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Surfaces: Stair steps, vehicle floorboard.

Description: Performs while ascending or descending stairs to access plant sites during field observations, entering/exiting vehicle cab, one step and performing other described job duties.

Reaching

Above Shoulder Level:

Average Frequency: 5 to 10 times.

Duration: Seconds at a time.

Maximum Frequency: Up to 10 minutes.

Duration: Seconds to 1 minute at a time.

Description: Performs while accessing or placing files or paperwork and related items on and off upper shelves, facilitating meetings including writing on whiteboards and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

Between Waist and Shoulder Level:

Average Frequency: 5 to 6 hours.

Duration: Seconds to 20 minutes at a time.

Maximum Frequency: Up to 7 hours.

Duration: Seconds to 20 minutes at a time.

Description: Performs while using a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, during special events and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Below Waist Level:

Average Frequency: 1 to 2 times.

Duration: Seconds at a time.

Maximum Frequency: Up to 10 times.

Duration: Seconds at a time.

Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Pushing/Pulling

Average Frequency: Up to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while opening or closing file cabinet drawers. Unilateral or bilateral arm use.

Twisting/Rotating

Waist: Not a job requirement.

Neck:

Average Frequency: 1 to 2 hours.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, performing general office tasks, driving, during field observations and performing other described job duties.

Wrists:

Average Frequency: Up to 15 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while office supplies and paperwork and performing other described job duties. Unilateral or bilateral hand use.

Bending

Waist: Alternated with squatting, employee preference.

Head/Neck:

Average Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks, possibly during field observations and performing other described job duties.

Wrists:

Average Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

Lifting/Carrying

0 to 10 lbs.

Objects: Writing utensils, paperwork/files, telephone handset, office supplies, standard office tools and other related items.
Average Frequency: 2 to 3 hours.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to 15 minutes at a time.
Distance: 0 to 25 feet.
Height: Ground to shoulder or above.
Description: Performs while utilizing a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

11 to 30 lbs.

Objects: File box.
Average Frequency: 1 time per month.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Less than 5 feet.
Height: Ground to waist level.
Description: Performs while retrieving and relocating a file box, as needed.

31 to 50 lbs.

Not a job requirement.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

Simple Grasping

Average Frequency: 2 to 3 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while handling paperwork and files, handling office supplies, using a telephone handset, driving in conjunction with maneuvering a steering wheel and performing other described job duties. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: 1 time per month.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while retrieving and relocating a file box, as needed. Bilateral hand use.

Fine Manipulation

Average Frequency: 4 ½ to 5 ½ hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 6 ½ hours.
Duration: Seconds to 20 minutes at a time.
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork and performing other described job duties. Unilateral or bilateral hand use.

MACHINES/TOOLS

Writing utensils
Computer
Standard office equipment including copy and fax machines, scanners and printers
Telephone
Standard office tools including staplers, stapler removers and other related items
Vehicle

PERSONAL PROTECTIVE EQUIPMENT

Depending on the exposure, the employee is required to wear hearing, eye and head protection.

WEIGHTS AND MEASURES

Items Weighed:

File box (full) – 30 lbs.

NOTICE: The Examples of Functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.

Effective Date: TBD
Job Title: Engineering Services ~~Director~~ **Manager**
W/C Code: 8810
FLSA Status: Exempt
Unit: Senior Management
Job Code: esm

DEFINITION

Under general direction and as part of the Senior Management team, serves as the District Engineer and as the Department ~~Director~~ **Manager** for the Engineering Services Department including engineering, environmental services and capital projects. Provides administrative and operational management in assigned areas to advance the goals and mission of the District. Coordinates activities with other Departments and with external organizations.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the General Manager. Exercises general direction over management staff, direction over supervisory and professional staff, and direct and general supervision over administrative staff.

DISTINGUISHING CHARACTERISTICS

This is a senior management level classification responsible for directing a wide variety of comprehensive functions and/or programs related to Engineering including the design, planning, and construction of water, recycled water and sewer facilities; engineering; construction management; construction inspection and drafting and surveying activities. ~~The incumbent receives administrative direction from the General Manager and exercises direct supervision over supervisory, professional, technical, and administrative support staff.~~

TYPICAL ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops, plans and implements department goals and objectives; recommends and administers policies and procedures; participates in strategic planning for the District and sets goals for the Department to support the strategic plan.
- Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence and reports.
- Serves as the District Engineer as specified by the District Code and assigned by the General Manager.
- Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Supervises and participates in the development of the department budget; in accordance with direction received, justifies and recommends the need for existing and additional staffing, equipment, materials and

supplies; monitors and approves expenditures; recommends mid-cycle and one-time budget adjustments, administers and manages the Department so as to meet the approved budget.

- Directs and oversees the development of the Capital Improvement Program two-year budget and ten-year plan; monitors implementation of budget and plan; reports to and advises the General Manager and Board accordingly.
- Overseas integration of the District's Asset Management Program, master plans, and rate and fee studies with the Capital Improvement Program.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.
- Performs a variety of difficult professional engineering and design activities including providing oversight to various capital improvement projects; participates in master planning for facilities and service areas; reviews detailed facilities design, including plans, specifications, contract documents and cost estimates and oversees contract administration for capital projects.
- Negotiates agreements with developers; procures and manages various technical and professional consultants; oversees negotiation for property and right-of-way acquisitions.
- ~~Manages the District's industrial waste permitting and enforcement activities.~~
- Administers District activities in compliance with the California Environmental Quality Act requirements.
- Coordinates the District's water conservation and recycled water program.
- Serves on a variety of standing and ad-hoc committees and District work groups while providing leadership to those efforts.
- ~~Supports Total Quality Improvement initiatives by implementing principles into daily work practices and demonstrating such support through the participation in TQI activities; encourages active participation by staff members.~~
- Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches, prepares and/or directs the development of technical and administrative reports and studies; prepares written material as necessary.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Leads and/or supports District efforts in various aspects of labor relations as assigned.
- Drives a motor vehicle.
- Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, and skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of civil engineering as applicable to the planning, design and construction of water and wastewater utilities including recycled water, reservoir pumps, pressure regulators and related structures.
- Principles and practices of construction methods and inspection techniques, including materials and equipment used in the construction of water distribution and wastewater collection, treatment, and recycled water facilities.

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, direct and control the administration and operations of the Engineering Department.
- Develop plans, designs, specifications, cost estimates and engineering standards for construction and capital improvement projects.
- Manage the District's industrial waste permitting and enforcement activities and conduct engineering research and solve complex engineering problems.
- Prepare and administer a department budget.
- Develop and implement department policies and procedures.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner assigned personnel.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand, interpret, and apply all pertinent Federal, State, District and department laws, codes, regulations, policies, and procedures, and standards relevant to work performed. rules and regulations.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Establish, ~~and~~ maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Take responsibility and use good judgment in exercising scope of authority.
- Facilitate a "team building" environment; utilize conflict management skills and effectively resolve controversial issues.

EDUCATION AND EXPERIENCE

~~The minimum qualifications described on class specification represent the typical way to obtain the required knowledge, skills, and abilities to perform the essential duties of the job. Any combination of education, licensing and/or experience which has would provided the required knowledge, skills, and abilities necessary to perform the job satisfactorily may is-qualifying the candidates to be considered for open positions in the class specification. -A typical way to obtain the requisite knowledge and abilities would be:~~

Equivalent to a Bachelor of Science in Engineering from an accredited four year college or university with a major in civil, mechanical, environmental engineering or closely related field, and equivalent to a Master's Degree from an accredited college or university with major course work in civil engineering.

Ten (10) years of increasingly responsible professional engineering experience in the planning, design and construction of large water distribution, wastewater collection and wastewater treatment systems, including five (5) years of supervisory or administrative responsibility.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Class C Driver's License required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of a valid California driver's license of the required category, compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/ District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The CSRMA driving standards are included herein by reference.

AND

Possession ~~and maintenance~~ of a valid ~~C~~ertificate of ~~R~~egistration as a ~~Professional~~Civil Engineer ~~as~~ issued by the California State Board of Registration for Professional Engineers ~~and Land Surveyors~~ is required upon ~~hire~~ ~~and must be maintained for duration of~~ appointment. If registered out-of-state, must obtain valid certificate of registration in California within 12 months from date of hire.

ADDITIONAL REQUIREMENTS

None.

DISASTER SERVICE WORKER

All Dublin San Ramon Services District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment described characteristics are representative of those an employee encounters while performing the essential functions of this job. ~~The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job.~~ Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed in a standard office environment using a computer. Travel in the local Tri-Valley area is required on a regular basis. The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision. The employee works indoors, which is temperature controlled. The employee works outdoors, as needed, subject to inclement weather.

PHYSICAL DEMANDS

Standing

Average Frequency: Up to ½ hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
Description: Performs while communicating with coworkers, during informal meetings, operating standard office equipment, accessing file drawers or shelves, performing field observations, during special events including parades or working at a booth.

Walking

Average Frequency: ½ hour to 1 hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to 30 minutes at a time.
Surfaces: Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
Description: Performs within the building, to and from offices, relocating files, paperwork or office supplies, performing field observations, during special events including parades, setting up booths, and performing other described job duties.

Sitting

Average Frequency: 7 to 7 ½ hours.
Duration: 30 minutes to 1 hour at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Cushioned vehicle seat or office chair.
Description: Performing various desk station activities including using a computer, reading, writing, driving a vehicle during meetings and performing other described job duties.

Kneeling/Crouching/Squatting

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Surfaces: Tile, carpet.
Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties.

Crawling

Not a job requirement.

Laying on Back/Stomach

Not a job requirement.

Climbing/Balancing

Average Frequency: 2 to 4 times a week.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Stair steps, vehicle floorboard.
Description: Performs while ascending or descending stairs to access plant sites during field observations, entering/exiting vehicle cab, one step and performing other described job duties.

Reaching

Above Shoulder Level:

Average Frequency: 5 to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 minutes.
Duration: Seconds to 1 minute at a time.
Description: Performs while accessing or placing files or paperwork and related items on and off upper shelves, facilitating meetings including writing on whiteboards and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

Between Waist and Shoulder Level:

Average Frequency: 5 to 6 hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 7 hours.
Duration: Seconds to 20 minutes at a time.
Description: Performs while using a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, during special events and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Below Waist Level:

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Pushing/Pulling

Average Frequency: Up to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while opening or closing file cabinet drawers. Unilateral or bilateral arm use.

Twisting/Rotating

Waist: Not a job requirement.

Neck:

Average Frequency: 1 to 2 hours.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, performing general office tasks, driving, during field observations and performing other described job duties.

Wrists:

Average Frequency: Up to 15 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while office supplies and paperwork and performing other described job duties. Unilateral or bilateral hand use.

Bending

Waist: Alternated with squatting, employee preference.

Head/Neck:

Average Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks, possibly during field observations and performing other described job duties.

Wrists:

Average Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

Lifting/Carrying

0 to 10 lbs.

Objects: Writing utensils, paperwork/files, telephone handset, office supplies, standard office tools and other related items.
Average Frequency: 2 to 3 hours.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to 15 minutes at a time.
Distance: 0 to 25 feet.
Height: Ground to shoulder or above.
Description: Performs while utilizing a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

11 to 30 lbs.

Objects: File box.
Average Frequency: 1 time per month.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Less than 5 feet.
Height: Ground to waist level.
Description: Performs while retrieving and relocating a file box, as needed.

31 to 50 lbs.

Not a job requirement.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

Simple Grasping

Average Frequency: 2 to 3 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A

Description: Performs while handling paperwork and files, handling office supplies, using a telephone handset, driving in conjunction with maneuvering a steering wheel and performing other described job duties. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: 1 time per month.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while retrieving and relocating a file box, as needed. Bilateral hand use.

Fine Manipulation

Average Frequency: 4 ½ to 5 ½ hours.

Duration: Seconds to 20 minutes at a time.

Maximum Frequency: Up to 6 ½ hours.

Duration: Seconds to 20 minutes at a time.

Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork and performing other described job duties. Unilateral or bilateral hand use.

MACHINES/TOOLS

Writing utensils

Computer

Standard office equipment including copy and fax machines, scanners and printers

Telephone

Standard office tools including staplers, stapler removers and other related items

Vehicle

PERSONAL PROTECTIVE EQUIPMENT

Depending on the exposure, the employee is required to wear hearing, eye and head protection.

WEIGHTS AND MEASURES

Items Weighed:

File box (full) – 30 lbs.

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NOTICE: The Examples of Functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.

Effective Date: ~~TBD~~
Job Title: ~~Operations~~ **Director**
W/C Code: 8810
FLSA Status: Exempt
Unit: Senior Management
Job Code: om

DEFINITION

Under general direction and as part of the Senior Management team, serves as the Department ~~Director~~ for the Operations Department including wastewater treatment, potable water, recycled water, and sewer collections. Provide administrative and operational management in assigned areas to advance the goals and mission of the District. Coordinates activities with other Departments and with external organizations.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the General Manager. Exercises general direction over management staff, direction over supervisory and professional staff, and direct and general supervision over administrative staff.

DISTINGUISHING CHARACTERISTICS

This is a senior management level classification responsible for directing a wide variety of comprehensive functions and /or programs related to the operation and maintenance of the wastewater treatment facility, potable water facilities, recycled water facilities, sewer collections, laboratory, safety, environmental compliance, and facilities and fleet maintenance as well as by contract managing the operation and maintenance of the DERWA and LAVWMA facilities. ~~The incumbent receives administrative direction from the General Manager and exercises direct supervision over supervisory, professional, technical, and administrative support staff.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops, plans and implements department goals and objectives; recommends and administers policies and procedures; participates in strategic planning for the District and sets goals for the Department to support the strategic plan.
- Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence and reports; attends Board and Committee meetings
- Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Supervises and participates in the development of the department budget; in accordance with direction received, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors and approves expenditures; recommends mid-cycle and one-time budget adjustments, administers and manages the Department so as to meet the approved budget.
- Supervises and participates in the development of the Operations and Maintenance (O&M) budgets for DERWA and LAVWMA; in accordance with direction received from the respective Authority Manager, justifies

and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors and approves expenditures; prepares and approves invoices; administers and manages the District's resources to meet approved budgets.

- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.
- Manages the operations and maintenance of the regional wastewater treatment facility, potable water distribution facilities recycled water production and distribution facilities, and the sewer collections system; certifies and submits regulatory reports to comply with National Pollutant Discharge Elimination System (NPDES), Waste Discharge Requirements (WDR) and State Water Resources Control Board-Division of Drinking Water (DDW) requirements; directs periodic reviews and updates of the District's Sanitary Sewer Management Plan (SSMP).
- Develops and supervises a comprehensive laboratory monitoring program for wastewater, potable water, recycled water, and biosolids treatment and disposal.
- Oversees and manages the District's industrial pretreatment, pollution prevention and water conservation programs.
- Oversees and manages the District's safety, security and emergency preparedness programs.
- Coordinates Department operations activities related to the planning, design and construction the District's Capital Improvement Plan; reviews plans, drawings, and specifications.
- Assists in identifying, evaluating and planning short and long term sewage treatment needs including wastewater collection, recycled water and related water distribution requirements and goals.
- Serves on a variety of standing and ad-hoc committees and District work groups while providing leadership to those efforts.
- Administers the Bay Area Chemical Consortium (BACC), managing and/or directing the efforts of staff to gather data, prepare bid documents for advertising, responding to questions from bidders, opening bids, preparing bid recommendations, issuing bid awards, resolving disputes with vendors, preparing invoices, and facilitating periodic membership meetings.
- Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches, prepares and/or directs the development of technical and administrative reports and studies; prepares written material as necessary.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Leads and/or supports District efforts in various aspects of labor relations as assigned.
- Drives a motor vehicle.
- Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, ~~skill,~~ and ~~or~~ abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of wastewater treatment plant construction, operation, and maintenance.
- Principles and practices of operating and maintaining wastewater collection, recycled water production and recycled water distribution systems.

Class Description: Operations ~~Manager~~Director

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs and policies.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, direct and control the administration and operations of the Operations Department.
- Assist in designing and preparing specifications for treatment plant and recycled water distribution expansion or alternative systems.
- Provide technical advice and recommendations on maintenance and operational activities.
- Prepare and administer a department budget.
- Prepare and administer budgets for DERWA and LAVWMA.
- Develop and implement department policies and procedures.
- Select and supervise, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner assigned personnel.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand, interpret, and apply all pertinent Federal, State, District and department laws, codes, regulations, policies, and procedures, and standards relevant to work performed rules and regulations.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Establish, ~~and~~ maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Take responsibility and use good judgment in exercising scope of authority.
- Facilitate a "team building" environment; utilize conflict management skills and effectively resolve controversial issues.

EDUCATION AND EXPERIENCE

~~To qualify, a successful incumbent must possess education, experience, certificates, licenses and registrations together which would demonstrate provide the required knowledge and abilities. Experience may not substitute for education or State certificates, licenses or registrations. State certificates, licenses or registration may not substitute for experience or education. Education may not substitute for experience, State certificates, licenses or registrations.~~

~~A combination of education and experience is required to demonstrate the required knowledge and abilities. A typical way to demonstrate possession of the requisite knowledge and abilities would be:~~

~~The minimum qualifications described on class specification represent the typical way to obtain the required knowledge, skills, and abilities to perform the essential duties of the job. Any combination of education, licensing and/or experience which has provided the knowledge, skills, and abilities necessary to perform the job satisfactorily may qualify the candidates to be considered for open positions in the class specification.~~

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, biology, chemistry, public administration, business, organizational leadership, or related field. Master's degree preferred.

Ten (10) years of increasingly responsible experience in the operations, maintenance and laboratory monitoring of a large wastewater or water treatment facility or similar industrial facility, including five (5) years of supervisory responsibility; public sector experience is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

~~Minimum required certificates, licenses and registration requirements to demonstrate the requisite knowledge and abilities are:~~

Possession of a Class C Driver's License required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of a valid California driver's license of the required category, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle/ District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The CSRMA driving standards are included herein by reference.

Additionally, it is desirable to have one of the following certifications/licenses:

Possession of a valid ~~e~~Certificate of ~~r~~Registration as a Professional Engineer issued by the California State Board of Registration for Professional Engineers and Land Surveyors.

OR

Possession of a valid Grade V Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board.

OR

Possession of a Grade 5 Water Distribution Operator Certificate (D5) issued by the California State Water Resources Control Board and a valid Grade 1 Water Treatment Operator Certificate (T1) issued by the California State Water Resources Control Board.

ADDITIONAL REQUIREMENTS

None.

DISASTER SERVICE WORKER

All Dublin San Ramon Services District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a “Local Emergency” is declared during the employee’s shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a “Local Emergency” is declared outside of the employee’s shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

WORK ENVIRONMENT/~~PHYSICAL DEMANDS~~

The physical demands and work environment described characteristics are representative of those an employee encounters while performing the essential functions of this job. ~~The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job.~~ Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed in a standard office environment using a computer. Travel in the local Tri-Valley area is required on a regular basis. The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision. The employee works indoors, which is temperature controlled. The employee works outdoors, as needed, subject to inclement weather.

PHYSICAL DEMANDS

Standing

- Average Frequency: Up to ½ hour.
- Duration: Seconds to 5 minutes at a time.
- Maximum Frequency: Average frequency is consistent.
- Duration: N/A
- Surfaces: Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
- Description: Performs while communicating with coworkers, during informal meetings, operating standard office equipment, accessing file drawers or shelves, performing field observations, during special events including parades or working at a booth.

Walking

Average Frequency: ½ hour to 1 hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to 30 minutes at a time.
Surfaces: Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
Description: Performs within the building, to and from offices, relocating files, paperwork or office supplies, performing field observations, during special events including parades, setting up booths, and performing other described job duties.

Sitting

Average Frequency: 7 to 7 ½ hours.
Duration: 30 minutes to 1 hour at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Cushioned vehicle seat or office chair.
Description: Performing various desk station activities including using a computer, reading, writing, driving a vehicle during meetings and performing other described job duties.

Kneeling/Crouching/Squatting

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Surfaces: Tile, carpet.
Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties.

Crawling

Not a job requirement.

Laying on Back/Stomach

Not a job requirement.

Climbing/Balancing

Average Frequency: 2 to 4 times a week.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Stair steps, vehicle floorboard.
Description: Performs while ascending or descending stairs to access plant sites during field observations, entering/exiting vehicle cab, one step and performing other described job duties.

Reaching

Above Shoulder Level:

Average Frequency: 5 to 10 times.

Duration: Seconds at a time.
Maximum Frequency: Up to 10 minutes.
Duration: Seconds to 1 minute at a time.
Description: Performs while accessing or placing files or paperwork and related items on and off upper shelves, facilitating meetings including writing on whiteboards and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

Between Waist and Shoulder Level:

Average Frequency: 5 to 6 hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 7 hours.
Duration: Seconds to 20 minutes at a time.
Description: Performs while using a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, during special events and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Below Waist Level:

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Pushing/Pulling

Average Frequency: Up to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while opening or closing file cabinet drawers. Unilateral or bilateral arm use.

Twisting/Rotating

Waist: Not a job requirement.

Neck:

Average Frequency: 1 to 2 hours.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, performing general office tasks, driving, during field observations and performing other described job duties.

Wrists:

Average Frequency: Up to 15 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while office supplies and paperwork and performing other described job duties. Unilateral or bilateral hand use.

Bending

Waist: Alternated with squatting, employee preference.

Head/Neck:

Average Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks, possibly during field observations and performing other described job duties.

Wrists:

Average Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

Lifting/Carrying

0 to 10 lbs.

Objects: Writing utensils, paperwork/files, telephone handset, office supplies, standard office tools and other related items.
Average Frequency: 2 to 3 hours.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to 15 minutes at a time.
Distance: 0 to 25 feet.
Height: Ground to shoulder or above.
Description: Performs while utilizing a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

11 to 30 lbs.

Objects: File box.
Average Frequency: 1 time per month.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Less than 5 feet.
Height: Ground to waist level.

Description: Performs while retrieving and relocating a file box, as needed.

31 to 50 lbs.

Not a job requirement.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

Simple Grasping

Average Frequency: 2 to 3 hours.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while handling paperwork and files, handling office supplies, using a telephone handset, driving in conjunction with maneuvering a steering wheel and performing other described job duties. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: 1 time per month.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while retrieving and relocating a file box, as needed. Bilateral hand use.

Fine Manipulation

Average Frequency: 4 ½ to 5 ½ hours.

Duration: Seconds to 20 minutes at a time.

Maximum Frequency: Up to 6 ½ hours.

Duration: Seconds to 20 minutes at a time.

Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork and performing other described job duties. Unilateral or bilateral hand use.

MACHINES/TOOLS

Writing utensils

Computer

Standard office equipment including copy and fax machines, scanners and printers

Telephone

Standard office tools including staplers, stapler removers and other related items

Vehicle

PERSONAL PROTECTIVE EQUIPMENT

Depending on the exposure, the employee is required to wear hearing, eye and head protection.

WEIGHTS AND MEASURES

Items Weighed:

File box (full) – 30 lbs.

NOTICE: The Examples of Functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.



Job Description

Effective Date: TBD
Job Title: Administrative Services Director
W/C Code: 8810
FLSA Status: Exempt
Unit: Senior Management
Job Code: asm

DEFINITION

Under general direction and as part of the Senior Management team, serves as the Department Director for the Administrative Services Department including financial services, customer services, human resources and risk management, executive services, and information technology. Provides reliable and innovative administrative management in assigned areas to advance the goals and mission of the District. Coordinates activities with other Departments and with external organizations.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the General Manager. Exercises general direction over management staff, direction over supervisory and professional staff, and direct and general supervision over administrative staff.

DISTINGUISHING CHARACTERISTICS

This is a senior management level classification responsible for directing a wide variety of comprehensive functions and/or programs related to Administrative Services including financial services, customer services, human resources and risk management, executive services, and information technology.

TYPICAL DUTIES

- Develops, plans and implements department goals and objectives; recommends and administers policies and procedures; participates in strategic planning for the District and sets goals for the Department to support the strategic plan.
- Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence and reports.
- Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Supervises and participates in the development of the department budget; in accordance with direction received, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors and approves expenditures; recommends mid-cycle and one-time budget adjustments, administers and manages the Department so as to meet the approved budget.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.
- Plans, coordinates, and oversees the District-wide annual budget, mid-year, and mid-cycle review process; monitors implementation of District-wide budget to ensure adequate financing; and conducts on-going

Class Description: Administrative Services Director

analysis of the District's financial condition, reporting to and advising the General Manager and Board accordingly.

- Directs, reviews, and participates in studies related to wastewater and water services charges and fees; makes related recommendations.
- Oversees and manages accounting, utility billing and customer service, purchasing, and investment and audit activities.
- Advises senior and executive staff on personnel and employee relations matters; investigates employee relations issues, concerns and problems, assists the General Manager in the negotiation and administration of the rules and regulations governing employer-employee relations; manages and directs a comprehensive personnel program, including provisions of the personnel merit system.
- Plans, organizes, and oversees recruitment and selection, classification and compensation, employee benefits, workers' compensation, and educational and training programs; plans and coordinates organizational personnel planning and development programs.
- Oversees and manages the District's risk management program including overseeing loss prevention activities, purchased insurance, and investigation and settlement of liability claims and worker's compensation cases.
- Oversee and manages executive services including implementation and maintenance of a comprehensive District records management program and oversees administrative support to the Board of Directors and joint powers agencies.
- Oversees and manages information technology services including researching and implementing systems designed to improve the efficiency and security of District operations.
- Serves on a variety of standing and ad-hoc committees and District work groups while providing leadership to those efforts.
- Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches, prepares and/or directs the development of technical and administrative reports and studies; prepares written material as necessary.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Leads and/or supports District efforts in various aspects of labor relations as assigned.
- Drives a motor vehicle.
- Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of public sector administration of financial services, human resources, risk management, executive services, customer services, and information technology.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.

Class Description: Administrative Services Director

- Principles and practices of budget preparation and administration.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, direct and assess the administration and operations of the Administrative Services Department including financial service, human resources, risk management, executive services, customer services, and information technology.
- Prepare and administer a department budget.
- Develop and implement department policies and procedures.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an object and positive manner.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Establish, maintain, and foster positive effective working relationships with those contacted in the course of work.
- Take responsibility and use good judgment in exercising scope of authority.
- Facilitate a "team building" environment; utilize conflict management skills and effectively resolve controversial issues.

EDUCATION AND EXPERIENCE

The minimum qualifications described on class specification represent the typical way to obtain the required knowledge, skills, and abilities to perform the essential duties of the job. Any combination of education, licensing and/or experience which has provided the knowledge, skills, and abilities necessary to perform the job satisfactorily may qualify the candidates to be considered for open positions in the class specification.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business management, public administration or related field. Master's degree preferred.

Ten (10) years of increasingly responsible experience in public administration, finance, human resources management, or information technology including five (5) years of supervisory or administrative responsibility.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Class C Driver's License required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of a valid California driver's license of the required category, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle/ District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The CSRMA driving standards are included herein by reference.

AND

Possession of an active license as a California Certified Public Accountant (CPA) issued by the California State Board of Accountancy is desirable.

DISASTER SERVICE WORKER

All Dublin San Ramon Services District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

WORK ENVIRONMENT

The physical demands and work environment described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed in a standard office environment using a computer. Travel in the local Tri-Valley area is required on a regular basis. The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision. The employee works indoors, which is temperature controlled. The employee works outdoors, as needed, subject to inclement weather.

PHYSICAL DEMANDS

Standing

- Average Frequency: Up to ½ hour.
- Duration: Seconds to 5 minutes at a time.
- Maximum Frequency: Average frequency is consistent.
- Duration: N/A
- Surfaces: Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.

Class Description: Administrative Services Director

Description: Performs while communicating with coworkers, during informal meetings, operating standard office equipment, accessing file drawers or shelves, performing field observations, during special events including parades or working at a booth.

Walking

Average Frequency: ½ hour to 1 hour.

Duration: Seconds to 5 minutes at a time.

Maximum Frequency: Up to 2 hours.

Duration: Seconds to 30 minutes at a time.

Surfaces: Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.

Description: Performs within the building, to and from offices, relocating files, paperwork or office supplies, performing field observations, during special events including parades, setting up booths, and performing other described job duties.

Sitting

Average Frequency: 7 to 7 ½ hours.

Duration: 30 minutes to 1 hour at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Surfaces: Cushioned vehicle seat or office chair.

Description: Performing various desk station activities including using a computer, reading, writing, driving a vehicle during meetings and performing other described job duties.

Kneeling/Crouching/Squatting

Average Frequency: 1 to 2 times.

Duration: Seconds at a time.

Maximum Frequency: Up to 10 times.

Duration: Seconds at a time.

Surfaces: Tile, carpet.

Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties.

Crawling

Not a job requirement.

Laying on Back/Stomach

Not a job requirement.

Climbing/Balancing

Average Frequency: 2 to 4 times a week.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Surfaces: Stair steps, vehicle floorboard.

Description: Performs while ascending or descending stairs to access plant sites during field observations, entering/exiting vehicle cab, one step and performing other described job duties.

Reaching

Above Shoulder Level:

Average Frequency: 5 to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 minutes.
Duration: Seconds to 1 minute at a time.
Description: Performs while accessing or placing files or paperwork and related items on and off upper shelves, facilitating meetings including writing on whiteboards and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

Between Waist and Shoulder Level:

Average Frequency: 5 to 6 hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 7 hours.
Duration: Seconds to 20 minutes at a time.
Description: Performs while using a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, during special events and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Below Waist Level:

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Pushing/Pulling

Average Frequency: Up to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while opening or closing file cabinet drawers. Unilateral or bilateral arm use.

Twisting/Rotating

Waist: Not a job requirement.

Neck:

Average Frequency: 1 to 2 hours.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.

Class Description: Administrative Services Director

Duration: N/A
Description: Performs during normal body mechanics, performing general office tasks, driving, during field observations and performing other described job duties.

Wrists:

Average Frequency: Up to 15 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while office supplies and paperwork and performing other described job duties. Unilateral or bilateral hand use.

Bending

Waist: Alternated with squatting, employee preference.

Head/Neck:

Average Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks, possibly during field observations and performing other described job duties.

Wrists:

Average Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

Lifting/Carrying

0 to 10 lbs.

Objects: Writing utensils, paperwork/files, telephone handset, office supplies, standard office tools and other related items.
Average Frequency: 2 to 3 hours.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to 15 minutes at a time.
Distance: 0 to 25 feet.
Height: Ground to shoulder or above.
Description: Performs while utilizing a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

11 to 30 lbs.

Objects: File box.
Average Frequency: 1 time per month.

Class Description: Administrative Services Director

Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Less than 5 feet.
Height: Ground to waist level.
Description: Performs while retrieving and relocating a file box, as needed.

31 to 50 lbs.

Not a job requirement.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

Simple Grasping

Average Frequency: 2 to 3 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while handling paperwork and files, handling office supplies, using a telephone handset, driving in conjunction with maneuvering a steering wheel and performing other described job duties. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: 1 time per month.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while retrieving and relocating a file box, as needed. Bilateral hand use.

Fine Manipulation

Average Frequency: 4 ½ to 5 ½ hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 6 ½ hours.
Duration: Seconds to 20 minutes at a time.
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork and performing other described job duties. Unilateral or bilateral hand use.

MACHINES/TOOLS

Writing utensils
Computer

Class Description: Administrative Services Director

Standard office equipment including copy and fax machines, scanners and printers

Telephone

Standard office tools including staplers, stapler removers and other related items

Vehicle

PERSONAL PROTECTIVE EQUIPMENT

Depending on the exposure, the employee is required to wear hearing, eye and head protection.

WEIGHTS AND MEASURES

Items Weighed:

File box (full) – 30 lbs.

NOTICE: The Examples of Functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.



Job Description

Effective Date: TBD
Job Title: Engineering Services Director
W/C Code: 8810
FLSA Status: Exempt
Unit: Senior Management
Job Code: esm

DEFINITION

Under general direction and as part of the Senior Management team, serves as the District Engineer and as the Department Director for the Engineering Services Department including engineering, environmental services and capital projects. Provides administrative and operational management in assigned areas to advance the goals and mission of the District. Coordinates activities with other Departments and with external organizations.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the General Manager. Exercises general direction over management staff, direction over supervisory and professional staff, and direct and general supervision over administrative staff.

DISTINGUISHING CHARACTERISTICS

This is a senior management level classification responsible for directing a wide variety of comprehensive functions and/or programs related to Engineering including the design, planning, and construction of water, recycled water and sewer facilities; engineering; construction management; construction inspection and drafting and surveying activities.

TYPICAL DUTIES

- Develops, plans and implements department goals and objectives; recommends and administers policies and procedures; participates in strategic planning for the District and sets goals for the Department to support the strategic plan.
- Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence and reports.
- Serves as the District Engineer as specified by the District Code and assigned by the General Manager.
- Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Supervises and participates in the development of the department budget; in accordance with direction received, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors and approves expenditures; recommends mid-cycle and one-time budget adjustments, administers and manages the Department so as to meet the approved budget.

Class Description: Engineering Services Director

- Directs and oversees the development of the Capital Improvement Program two-year budget and ten-year plan; monitors implementation of budget and plan; reports to and advises the General Manager and Board accordingly.
- Oversees integration of the District's Asset Management Program, master plans, and rate and fee studies with the Capital Improvement Program.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.
- Performs a variety of difficult professional engineering and design activities including providing oversight to various capital improvement projects; participates in master planning for facilities and service areas; reviews detailed facilities design, including plans, specifications, contract documents and cost estimates and oversees contract administration for capital projects.
- Negotiates agreements with developers; procures and manages various technical and professional consultants; oversees negotiation for property and right-of-way acquisitions.
- Administers District activities in compliance with the California Environmental Quality Act requirements.
- Coordinates the District's water conservation and recycled water program.
- Serves on a variety of standing and ad-hoc committees and District work groups while providing leadership to those efforts.
- Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches, prepares and/or directs the development of technical and administrative reports and studies; prepares written material as necessary.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Leads and/or supports District efforts in various aspects of labor relations as assigned.
- Drives a motor vehicle.
- Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of civil engineering as applicable to the planning, design and construction of water and wastewater utilities including recycled water, reservoir pumps, pressure regulators and related structures.
- Principles and practices of construction methods and inspection techniques, including materials and equipment used in the construction of water distribution and wastewater collection, treatment, and recycled water facilities.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Class Description: Engineering Services Director

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, direct and control the administration and operations of the Engineering Department.
- Develop plans, designs, specifications, cost estimates and engineering standards for construction and capital improvement projects.
- Manage the District's industrial waste permitting and enforcement activities and conduct engineering research and solve complex engineering problems.
- Prepare and administer a department budget.
- Develop and implement department policies and procedures.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Take responsibility and use good judgment in exercising scope of authority.
- Facilitate a "team building" environment; utilize conflict management skills and effectively resolve controversial issues.

EDUCATION AND EXPERIENCE

The minimum qualifications described on class specification represent the typical way to obtain the required knowledge, skills, and abilities to perform the essential duties of the job. Any combination of education, licensing and/or experience which has provided the knowledge, skills, and abilities necessary to perform the job satisfactorily may qualify the candidates to be considered for open positions in the class specification.

Equivalent to a Bachelor of Science in Engineering from an accredited four year college or university with a major in civil, mechanical, environmental engineering or closely related field, and equivalent to a Master's Degree from an accredited college or university with major course work in civil engineering.

Ten (10) years of increasingly responsible professional engineering experience in the planning, design and construction of large water distribution, wastewater collection and wastewater treatment systems, including five (5) years of supervisory or administrative responsibility.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Class C Driver's License required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of a valid California driver's license of the required category, compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/ District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The CSRMA driving standards are included herein by reference.

AND

Possession and maintenance of a valid Certificate of Registration as a Professional Engineer as issued by the California State Board of Registration for Professional Engineers and Land Surveyors is required upon appointment. If registered out-of-state, must obtain valid certificate of registration in California within 12 months from date of hire.

ADDITIONAL REQUIREMENTS

None.

DISASTER SERVICE WORKER

All Dublin San Ramon Services District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

WORK ENVIRONMENT

The physical demands and work environment described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed in a standard office environment using a computer. Travel in the local Tri-Valley area is required on a regular basis. The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision. The employee works indoors, which is temperature controlled. The employee works outdoors, as needed, subject to inclement weather.

PHYSICAL DEMANDS

Standing

Average Frequency: Up to ½ hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
Description: Performs while communicating with coworkers, during informal meetings, operating standard office equipment, accessing file drawers or shelves, performing field observations, during special events including parades or working at a booth.

Walking

Average Frequency: ½ hour to 1 hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to 30 minutes at a time.
Surfaces: Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
Description: Performs within the building, to and from offices, relocating files, paperwork or office supplies, performing field observations, during special events including parades, setting up booths, and performing other described job duties.

Sitting

Average Frequency: 7 to 7 ½ hours.
Duration: 30 minutes to 1 hour at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Cushioned vehicle seat or office chair.
Description: Performing various desk station activities including using a computer, reading, writing, driving a vehicle during meetings and performing other described job duties.

Kneeling/Crouching/Squatting

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Surfaces: Tile, carpet.
Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties.

Crawling

Not a job requirement.

Laying on Back/Stomach

Not a job requirement.

Climbing/Balancing

Average Frequency: 2 to 4 times a week.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Stair steps, vehicle floorboard.
Description: Performs while ascending or descending stairs to access plant sites during field observations, entering/exiting vehicle cab, one step and performing other described job duties.

Reaching

Above Shoulder Level:

Average Frequency: 5 to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 minutes.
Duration: Seconds to 1 minute at a time.
Description: Performs while accessing or placing files or paperwork and related items on and off upper shelves, facilitating meetings including writing on whiteboards and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

Between Waist and Shoulder Level:

Average Frequency: 5 to 6 hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 7 hours.
Duration: Seconds to 20 minutes at a time.
Description: Performs while using a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, during special events and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Below Waist Level:

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Pushing/Pulling

Average Frequency: Up to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A

Class Description: Engineering Services Director

Description: Performs while opening or closing file cabinet drawers. Unilateral or bilateral arm use.

Twisting/Rotating

Waist: Not a job requirement.

Neck:

Average Frequency: 1 to 2 hours.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs during normal body mechanics, performing general office tasks, driving, during field observations and performing other described job duties.

Wrists:

Average Frequency: Up to 15 minutes.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while office supplies and paperwork and performing other described job duties. Unilateral or bilateral hand use.

Bending

Waist: Alternated with squatting, employee preference.

Head/Neck:

Average Frequency: 2 to 3 hours.

Duration: Seconds to 5 minutes.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs during normal body mechanics, reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks, possibly during field observations and performing other described job duties.

Wrists:

Average Frequency: 2 to 3 hours.

Duration: Seconds to 5 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs during normal body mechanics, handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

Lifting/Carrying

0 to 10 lbs.

Objects: Writing utensils, paperwork/files, telephone handset, office supplies, standard office tools and other related items.

Average Frequency: 2 to 3 hours.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds to 15 minutes at a time.
Distance: 0 to 25 feet.
Height: Ground to shoulder or above.
Description: Performs while utilizing a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

11 to 30 lbs.

Objects: File box.
Average Frequency: 1 time per month.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Less than 5 feet.
Height: Ground to waist level.
Description: Performs while retrieving and relocating a file box, as needed.

31 to 50 lbs.

Not a job requirement.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

Simple Grasping

Average Frequency: 2 to 3 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while handling paperwork and files, handling office supplies, using a telephone handset, driving in conjunction with maneuvering a steering wheel and performing other described job duties. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: 1 time per month.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while retrieving and relocating a file box, as needed. Bilateral hand use.

Fine Manipulation

Average Frequency: 4 ½ to 5 ½ hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 6 ½ hours.
Duration: Seconds to 20 minutes at a time.

Class Description: Engineering Services Director

Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork and performing other described job duties. Unilateral or bilateral hand use.

MACHINES/TOOLS

Writing utensils

Computer

Standard office equipment including copy and fax machines, scanners and printers

Telephone

Standard office tools including staplers, stapler removers and other related items

Vehicle

PERSONAL PROTECTIVE EQUIPMENT

Depending on the exposure, the employee is required to wear hearing, eye and head protection.

WEIGHTS AND MEASURES

Items Weighed:

File box (full) – 30 lbs.

NOTICE: The Examples of Functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.

Effective Date: TBD
Job Title: Operations Director
W/C Code: 8810
FLSA Status: Exempt
Unit: Senior Management
Job Code: om

DEFINITION

Under general direction and as part of the Senior Management team, serves as the Department Director for the Operations Department including wastewater treatment, potable water, recycled water, and sewer collections. Provide administrative and operational management in assigned areas to advance the goals and mission of the District. Coordinates activities with other Departments and with external organizations.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the General Manager. Exercises general direction over management staff, direction over supervisory and professional staff, and direct and general supervision over administrative staff.

DISTINGUISHING CHARACTERISTICS

This is a senior management level classification responsible for directing a wide variety of comprehensive functions and /or programs related to the operation and maintenance of the wastewater treatment facility, potable water facilities, recycled water facilities, sewer collections, laboratory, safety, environmental compliance, and facilities and fleet maintenance as well as by contract managing the operation and maintenance of the DERWA and LAVWMA facilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops, plans and implements department goals and objectives; recommends and administers policies and procedures; participates in strategic planning for the District and sets goals for the Department to support the strategic plan.
- Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence and reports; attends Board and Committee meetings
- Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Supervises and participates in the development of the department budget; in accordance with direction received, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors and approves expenditures; recommends mid-cycle and one-time budget adjustments, administers and manages the Department so as to meet the approved budget.
- Supervises and participates in the development of the Operations and Maintenance (O&M) budgets for DERWA and LAVWMA; in accordance with direction received from the respective Authority Manager, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors

and approves expenditures; prepares and approves invoices; administers and manages the District's resources to meet approved budgets.

- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.
- Manages the operations and maintenance of the regional wastewater treatment facility, potable water distribution facilities recycled water production and distribution facilities, and the sewer collections system; certifies and submits regulatory reports to comply with National Pollutant Discharge Elimination System (NPDES), Waste Discharge Requirements (WDR) and State Water Resources Control Board-Division of Drinking Water (DDW) requirements; directs periodic reviews and updates of the District's Sanitary Sewer Management Plan (SSMP).
- Develops and supervises a comprehensive laboratory monitoring program for wastewater, potable water, recycled water, and biosolids treatment and disposal.
- Oversees and manages the District's industrial pretreatment, pollution prevention and water conservation programs.
- Oversees and manages the District's safety, security and emergency preparedness programs.
- Coordinates Department operations activities related to the planning, design and construction the District's Capital Improvement Plan; reviews plans, drawings, and specifications.
- Assists in identifying, evaluating and planning short and long term sewage treatment needs including wastewater collection, recycled water and related water distribution requirements and goals.
- Serves on a variety of standing and ad-hoc committees and District work groups while providing leadership to those efforts.
- Administers the Bay Area Chemical Consortium (BACC), managing and/or directing the efforts of staff to gather data, prepare bid documents for advertising, responding to questions from bidders, opening bids, preparing bid recommendations, issuing bid awards, resolving disputes with vendors, preparing invoices, and facilitating periodic membership meetings.
- Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches, prepares and/or directs the development of technical and administrative reports and studies; prepares written material as necessary.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Leads and/or supports District efforts in various aspects of labor relations as assigned.
- Drives a motor vehicle.
- Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of wastewater treatment plant construction, operation, and maintenance.
- Principles and practices of operating and maintaining wastewater collection, recycled water production and recycled water distribution systems.

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs and policies.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, direct and control the administration and operations of the Operations Department.
- Assist in designing and preparing specifications for treatment plant and recycled water distribution expansion or alternative systems.
- Provide technical advice and recommendations on maintenance and operational activities.
- Prepare and administer a department budget.
- Prepare and administer budgets for DERWA and LAVWMA.
- Develop and implement department policies and procedures.
- Select and supervise, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Take responsibility and use good judgment in exercising scope of authority.
- Facilitate a "team building" environment; utilize conflict management skills and effectively resolve controversial issues.

EDUCATION AND EXPERIENCE

The minimum qualifications described on class specification represent the typical way to obtain the required knowledge, skills, and abilities to perform the essential duties of the job. Any combination of education, licensing and/or experience which has provided the knowledge, skills, and abilities necessary to perform the job satisfactorily may qualify the candidates to be considered for open positions in the class specification.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, biology, chemistry, public administration, business, organizational leadership, or related field. Master's degree preferred.

Ten (10) years of increasingly responsible experience in the operations, maintenance and laboratory monitoring of a large wastewater or water treatment facility or similar industrial facility, including five (5) years of supervisory responsibility; public sector experience is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Class C Driver's License required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of a valid California driver's license of the required category, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle/ District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The CSRMA driving standards are included herein by reference.

Additionally, it is desirable to have one of the following certifications/licenses:

Possession of a valid Certificate of Registration as a Professional Engineer issued by the California State Board of Registration for Professional Engineers and Land Surveyors.

OR

Possession of a valid Grade V Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board.

OR

Possession of a Grade 5 Water Distribution Operator Certificate (D5) issued by the California State Water Resources Control Board and a valid Grade 1 Water Treatment Operator Certificate (T1) issued by the California State Water Resources Control Board.

ADDITIONAL REQUIREMENTS

None.

DISASTER SERVICE WORKER

All Dublin San Ramon Services District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act

and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

WORK ENVIRONMENT

The physical demands and work environment described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed in a standard office environment using a computer. Travel in the local Tri-Valley area is required on a regular basis. The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision. The employee works indoors, which is temperature controlled. The employee works outdoors, as needed, subject to inclement weather.

PHYSICAL DEMANDS

Standing

Average Frequency: Up to ½ hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
Description: Performs while communicating with coworkers, during informal meetings, operating standard office equipment, accessing file drawers or shelves, performing field observations, during special events including parades or working at a booth.

Walking

Average Frequency: ½ hour to 1 hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to 30 minutes at a time.
Surfaces: Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
Description: Performs within the building, to and from offices, relocating files, paperwork or office supplies, performing field observations, during special events including parades, setting up booths, and performing other described job duties.

Sitting

Average Frequency: 7 to 7 ½ hours.
Duration: 30 minutes to 1 hour at a time.

Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Cushioned vehicle seat or office chair.
Description: Performing various desk station activities including using a computer, reading, writing, driving a vehicle during meetings and performing other described job duties.

Kneeling/Crouching/Squatting

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Surfaces: Tile, carpet.
Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties.

Crawling

Not a job requirement.

Laying on Back/Stomach

Not a job requirement.

Climbing/Balancing

Average Frequency: 2 to 4 times a week.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Stair steps, vehicle floorboard.
Description: Performs while ascending or descending stairs to access plant sites during field observations, entering/exiting vehicle cab, one step and performing other described job duties.

Reaching

Above Shoulder Level:

Average Frequency: 5 to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 minutes.
Duration: Seconds to 1 minute at a time.
Description: Performs while accessing or placing files or paperwork and related items on and off upper shelves, facilitating meetings including writing on whiteboards and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

Between Waist and Shoulder Level:

Average Frequency: 5 to 6 hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 7 hours.
Duration: Seconds to 20 minutes at a time.

Description: Performs while using a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, during special events and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Below Waist Level:

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Pushing/Pulling

Average Frequency: Up to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while opening or closing file cabinet drawers. Unilateral or bilateral arm use.

Twisting/Rotating

Waist: Not a job requirement.

Neck:

Average Frequency: 1 to 2 hours.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, performing general office tasks, driving, during field observations and performing other described job duties.

Wrists:

Average Frequency: Up to 15 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while office supplies and paperwork and performing other described job duties. Unilateral or bilateral hand use.

Bending

Waist: Alternated with squatting, employee preference.

Head/Neck:

Average Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes.

Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks, possibly during field observations and performing other described job duties.

Wrists:

Average Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

Lifting/Carrying

0 to 10 lbs.

Objects: Writing utensils, paperwork/files, telephone handset, office supplies, standard office tools and other related items.
Average Frequency: 2 to 3 hours.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to 15 minutes at a time.
Distance: 0 to 25 feet.
Height: Ground to shoulder or above.
Description: Performs while utilizing a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

11 to 30 lbs.

Objects: File box.
Average Frequency: 1 time per month.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Less than 5 feet.
Height: Ground to waist level.
Description: Performs while retrieving and relocating a file box, as needed.

31 to 50 lbs.

Not a job requirement.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

Simple Grasping

Average Frequency: 2 to 3 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while handling paperwork and files, handling office supplies, using a telephone handset, driving in conjunction with maneuvering a steering wheel and performing other described job duties. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: 1 time per month.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while retrieving and relocating a file box, as needed. Bilateral hand use.

Fine Manipulation

Average Frequency: 4 ½ to 5 ½ hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 6 ½ hours.
Duration: Seconds to 20 minutes at a time.
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork and performing other described job duties. Unilateral or bilateral hand use.

MACHINES/TOOLS

Writing utensils
Computer
Standard office equipment including copy and fax machines, scanners and printers
Telephone
Standard office tools including staplers, stapler removers and other related items
Vehicle

PERSONAL PROTECTIVE EQUIPMENT

Depending on the exposure, the employee is required to wear hearing, eye and head protection.

WEIGHTS AND MEASURES

Items Weighed:

File box (full) – 30 lbs.

NOTICE: The Examples of Functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE UPDATED TITLE, DEFINITION, AND DUTIES FOR THE SENIOR MANAGERS OF THE ADMINISTRATIVE SERVICES, ENGINEERING SERVICES, AND OPERATIONS DEPARTMENTS

WHEREAS, the Board of Directors has the authority to establish job titles, definitions, salaries and job duties, for all senior manager positions as described in resolution 53-14; and

WHEREAS, the District conducted a classification and compensation study from May 2018 through December 2020; and

WHEREAS, the District's classification plan, including classification titles and specifications, has been updated as a result of the classification study; and

WHEREAS, to conform with the District's classification plan updates, the District has a need to update the Administrative Services, Engineering Services, and Operations senior manager classifications from "Manager" to "Director"; and

WHEREAS, the definition and duties for the Administrative Services, Engineering Services, and Operations senior manager job classifications have been updated to reflect current duties and includes standard language used in all District classifications.

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 title, job duties, and qualifications for the Administrative Services senior manager classification shall be as described in the Class Description for the Administrative Services Director.
2. The title, job duties, and qualifications for the Engineering Services senior manager classification shall be as described in the Class Description for the Engineering Services Director.
3. The title, job duties, and qualifications for the Operations senior manager classification shall be as described in the Class Description for the Operations Director.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of April, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary



TITLE: Approve Amendment No. 2 to the Individual Agreements for Personal Services between Carol A. Atwood, Jeff R. Carson, and Judy A. Zavadil and Dublin San Ramon Services District

RECOMMENDATION:

The General Manager recommends the Board of Directors approve, by three (3) separate Resolutions, Amendment No. 2 to the Personal Services Agreements for Carol A. Atwood, Jeff R. Carson, and Judy A. Zavadil.

DISCUSSION:

With the Board of Director’s approval of the previous item on this evening’s regular meeting agenda, to approve job classification title changes for the three senior manager positions from “Manager” to “Director”, each senior manager’s Personal Services Agreement (PSA) now requires an update to reflect these classification title changes. Amendment No. 2 to the PSA will formally recognize each of the following senior manager classification titles as follows:

- Carol A. Atwood – from Administrative Services Manager to Administrative Services Director
- Jeff R. Carson – from Operations Manager to Operations Director
- Judy A. Zavadil – from Engineering Services Manager to Engineering Services Director

These changes will take effect on April 7, 2021. The District has provided a copy to each senior manager and have reached agreement on these changes.

Originating Department: Administrative Services	Contact: M. Gallardo	Legal Review: Yes
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolutions (3) <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AND AUTHORIZING EXECUTION OF AMENDMENT NO. 2 TO THE AGREEMENT FOR PERSONAL SERVICES BETWEEN CAROL A. ATWOOD AND THE DUBLIN SAN RAMON SERVICES DISTRICT

WHEREAS, pursuant to Resolution No. 58-16 adopted September 20, 2016, this Board approved and authorized execution of an agreement for personal services with Carol A. Atwood as Administrative Services Manager (“The Agreement”); and

WHEREAS, pursuant to Resolution No. 54-17 adopted November 7, 2017, this Board approved and authorized execution of Amendment No. 1 to the agreement for personal services with Carol A. Atwood as Administrative Services Manager (“The Agreement”); and

WHEREAS, the District conducted a study of all District classifications and now desires to change the classification titles of three senior manager classifications, to include the change from Administrative Services “Manager” to Administrative Services “Director” as set forth in Amendment No. 2 to the Agreement.

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:

That certain Agreement titled, “Amendment No. 2 to the Agreement for Personal Services Between Carol A. Atwood and the Dublin San Ramon Services District,” a copy of which is attached hereto, marked Exhibit “A,” and by this reference incorporated herein, is hereby approved and made effective as of April 7, 2021, and the General Manager and District Secretary are hereby authorized and directed to execute, and to attest thereto, respectively, said amendment for and on behalf of the District.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of April, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary

**AMENDMENT NO. 2 TO THE AGREEMENT FOR PERSONAL SERVICES
BETWEEN CAROL A. ATWOOD AND THE DUBLIN SAN RAMON SERVICES
DISTRICT**

THIS AMENDMENT NO. 2 to the Agreement for Personal Services between Carol A. Atwood (“Administrative Services Director”) and the Dublin San Ramon Services District, a public agency of the State of California in the Counties of Alameda and Contra Costa (“District”), is made and entered into this 7th day of April 2021.

WITNESSETH :

WHEREAS, the parties heretofore entered into that certain Agreement for Personal Services between Carol A. Atwood as Administrative Services Manager (also referred to as a “Manager”) in September 26, 2016 (the “Agreement”) under which Administrative Services Manager has provided services for District; and

WHEREAS, the District (by and through its General Manager) has determined that it is in the best interest of District to modify the Agreement with this Amendment No. 2.

NOW, THEREFORE, the parties hereto agree as follows:

Preamble: As reflected above, Senior Manager’s new job title is “Administrative Services Director” and the classification is also referred to as “Senior Manager” pursuant to District Code 6.10.010.

Article 2: After execution, and subject to Board approval, this Amendment No. 2 shall become effective on April 7, 2021 (“Effective Date”).

Article 3: In all other respects the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 2 to the Agreement as of the day and date first hereinabove set forth.

DUBLIN SAN RAMON SERVICES DISTRICT,
a public agency in the State of California

By: _____
Daniel B. McIntyre, General Manager

ATTEST:

Nicole Genzale, District Secretary

ADMINISTRATIVE SERVICES DIRECTOR

By: _____
Carol A. Atwood

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AND AUTHORIZING EXECUTION OF AMENDMENT NO. 2 TO THE AGREEMENT FOR PERSONAL SERVICES BETWEEN JEFF R. CARSON AND THE DUBLIN SAN RAMON SERVICES DISTRICT

WHEREAS, pursuant to Resolution No. 72-16 adopted November 15, 2016, this Board approved and authorized execution of an agreement for personal services with Jeff R. Carson as Operations Manager (“The Agreement”); and

WHEREAS, pursuant to Resolution No. 55-17 adopted November 7, 2017, this Board approved and authorized execution of Amendment No. 1 to the agreement for personal services with Jeff R. Carson as Operations Manager (“The Agreement”); and

WHEREAS, the District conducted a study of all District classifications and now desires to change the classification titles of three senior manager classifications, to include the change from Operations “Manager” to Operations “Director” as set forth in Amendment No. 2 to the Agreement.

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:

That certain Agreement titled, “Amendment No. 2 to the Agreement for Personal Services Between Jeff R. Carson and the Dublin San Ramon Services District,” a copy of which is attached hereto, marked Exhibit “A,” and by this reference incorporated herein, is hereby approved and made effective as of April 7, 2021, and the General Manager and District Secretary are hereby authorized and directed to execute, and to attest thereto, respectively, said amendment for and on behalf of the District.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of April, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary

**AMENDMENT NO. 2 TO THE AGREEMENT FOR PERSONAL SERVICES
BETWEEN JEFF R. CARSON AND THE DUBLIN SAN RAMON SERVICES
DISTRICT**

THIS AMENDMENT NO. 2 to the Agreement for Personal Services between Jeff R. Carson (“Operations Director”) and the Dublin San Ramon Services District, a public agency of the State of California in the Counties of Alameda and Contra Costa (“District”), is made and entered into this 7th day of April 2021.

WITNESSETH :

WHEREAS, the parties heretofore entered into that certain Agreement for Personal Services between Jeff R. Carson as Operations Manager (also referred to as a “Manager”) in December 5, 2016 (the “Agreement”) under which Operations Manager has provided services for District; and

WHEREAS, the District (by and through its General Manager) has determined that it is in the best interest of District to modify the Agreement with this Amendment No. 2.

NOW, THEREFORE, the parties hereto agree as follows:

Preamble: As reflected above, Senior Manager’s new job title is “Operations Director” and the classification is also referred to as “Senior Manager” pursuant to District Code 6.10.010.

Article 2: After execution, and subject to Board approval, this Amendment No. 2 shall become effective on April 7, 2021 (“Effective Date”).

Article 3: In all other respects the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 2 to the Agreement as of the day and date first hereinabove set forth.

DUBLIN SAN RAMON SERVICES DISTRICT,
a public agency in the State of California

By: _____
Daniel B. McIntyre, General Manager

ATTEST:

Nicole Genzale, District Secretary

OPERATIONS DIRECTOR

By: _____
Jeff R. Carson

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AND AUTHORIZING EXECUTION OF AMENDMENT NO. 2 TO THE AGREEMENT FOR PERSONAL SERVICES BETWEEN JUDY A. ZAVADIL AND THE DUBLIN SAN RAMON SERVICES DISTRICT

WHEREAS, pursuant to Resolution No. 47-16 adopted July 19, 2016, this Board approved and authorized execution of an agreement for personal services with Judy A. Zavadil as Engineering Services Manager (“The Agreement”); and

WHEREAS, pursuant to Resolution No. 56-17 adopted November 7, 2017, this Board approved and authorized execution of Amendment No. 1 to the agreement for personal services with Judy A. Zavadil as Engineering Services Manager (“The Agreement”); and

WHEREAS, the District conducted a study of all District classifications and now desires to change the classification titles of three senior manager classifications, to include the change from Engineering Services “Manager” to Engineering Services “Director” as set forth in Amendment No. 2 to the Agreement.

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:

That certain Agreement titled, “Amendment No. 2 to the Agreement for Personal Services Between Judy A. Zavadil and the Dublin San Ramon Services District,” a copy of which is attached hereto, marked Exhibit “A,” and by this reference incorporated herein, is hereby approved and made effective as of April 7, 2021, and the General Manager and District Secretary are hereby authorized and directed to execute, and to attest thereto, respectively, said amendment for and on behalf of the District.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of April, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary

**AMENDMENT NO. 2 TO THE AGREEMENT FOR PERSONAL SERVICES
BETWEEN JUDY A. ZAVADIL AND THE DUBLIN SAN RAMON SERVICES
DISTRICT**

THIS AMENDMENT NO. 2 to the Agreement for Personal Services between Judy A. Zavadil (“Engineering Services Director”) and the Dublin San Ramon Services District, a public agency of the State of California in the Counties of Alameda and Contra Costa (“District”), is made and entered into this 7th day of April 2021.

WITNESSETH :

WHEREAS, the parties heretofore entered into that certain Agreement for Personal Services between Judy A. Zavadil as Engineering Services Manager (also referred to as a “Manager”) in July 20, 2016 (the “Agreement”) under which Engineering Services Manager has provided services for District; and

WHEREAS, the District (by and through its General Manager) has determined that it is in the best interest of District to modify the Agreement with this Amendment No. 2.

NOW, THEREFORE, the parties hereto agree as follows:

Preamble: As reflected above, Senior Manager’s new job title is “Engineering Services Director” and the classification is also referred to as “Senior Manager” pursuant to District Code 6.10.010.

Article 2: After execution, and subject to Board approval, this Amendment No. 2 shall become effective on April 7, 2021 (“Effective Date”).

Article 3: In all other respects the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 2 to the Agreement as of the day and date first hereinabove set forth.

DUBLIN SAN RAMON SERVICES DISTRICT,
a public agency in the State of California

By: _____
Daniel B. McIntyre, General Manager

ATTEST:

Nicole Genzale, District Secretary

ENGINEERING SERVICES DIRECTOR

By: _____
Judy A. Zavadil



TITLE: Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 1-21

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the District Pay Schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and rescind Resolution No. 1-21.

SUMMARY:

Per Resolution No. 1-21, the Board of Directors adopted the publicly available pay schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule

The pay schedule has been updated with the titles and salary ranges for the new Mechanical Superintendent and Pretreatment Programs Administrator classifications, and to remove the classifications which were abolished by the Board of Directors in an earlier item on this evening’s Board agenda. Additionally, the pay schedule was updated to reflect the new titles for the Administrative Services Director, Engineering Services Director, and Operations Director, as approved by the Board of Directors in an earlier item on this evening’s Board agenda. Finally, the pay schedule was updated to reflect the new titles for all classifications with a title change as a result of the District’s classification study and classification plan update, approved by the General Manager on March 29, 2021.

The regulations specify that compensation earnable is defined in statute and further clarified by CCR, Title 2, Section 570.5, and that salaries shall be “duly approved and adopted by the employer’s governing body in accordance with requirements of applicable public meetings laws.” Therefore, only those pay amounts that meet the definition of compensation earnable can be used when calculating retirement benefits. This regulation applies to all employers reporting compensation to the California Public Employees’ Retirement System (CalPERS).

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

Originating Department: Administrative Services	Contact: M. Gallardo	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		125 of 257

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH THE CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5 AND RESCINDING RESOLUTION NO. 1-21

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

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

WHEREAS, by Resolution No. 1-21, the Board-adopted pay schedule was approved on February 2, 2021; and

WHEREAS, the Board adopted the new salary ranges for the Mechanical Superintendent and Pretreatment Programs Administrator earlier this evening in this regularly scheduled meeting; and

WHEREAS, the pay schedule has been updated to reflect the new classifications and salary ranges; and

WHEREAS, the Board abolished twenty-two classifications earlier this evening in this regularly scheduled meeting; and

WHEREAS, the pay schedule has been updated to remove the abolished classifications; and

WHEREAS, the Board approved the new titles for the Administrative Services Director, Engineering Services Director, and Operations Director earlier this evening in this regularly scheduled meeting; and

WHEREAS, the pay schedule has been updated to reflect the new titles for the Administrative Services Director, Engineering Services Director, and Operations Director; and

WHEREAS, the pay schedule has been updated to reflect the new title changes for classifications approved by the General Manager on March 29, 2021.

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

1. That the pay schedule titled DSRSD Pay Schedule, set forth in Exhibit "A" and attached hereto and incorporated herein by reference, is hereby approved and adopted, and Resolution No. 1-21 attached as Exhibit "B" is hereby rescinded.
2. The pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of April, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

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

Non-Exempt, Hourly Classifications	Exempt	Code	Effective Date	Resolution #	Monthly Salary					Hourly Pay Rate				
					Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT I	H	pacct1	12/14/2020	51-17	8,117	8,523	8,951	9,398	9,866	46.8288	49.1712	51.6404	54.2192	56.9192
ACCOUNTING TECHNICIAN I	H	cactc1	12/14/2020	59-17	6,462	6,788	7,129	7,484	7,857	37.2808	39.1615	41.1288	43.1769	45.3288
ACCOUNTING TECHNICIAN II	H	cactc2	12/14/2020	59-17	7,108	7,463	7,838	8,230	8,641	41.0077	43.0558	45.2192	47.4808	49.8519
ADMINISTRATIVE ASSISTANT I	H	cadas1	12/14/2020	59-17	5,359	5,626	5,910	6,204	6,512	30.9173	32.4577	34.0962	35.7923	37.5692
ADMINISTRATIVE ASSISTANT II	H	cadas2	12/14/2020	59-17	5,895	6,193	6,500	6,826	7,168	34.0096	35.7288	37.5000	39.3808	41.3538
ADMINISTRATIVE ASSISTANT II (y-rated)	H	ycadas2	12/14/2020	59-17	0	0	0	0	8,419	0.0000	0.0000	0.0000	0.0000	48.5712
ADMINISTRATIVE ASSISTANT I - CONFIDENTIAL	H	hadass1	12/14/2020	53-17	6,155	6,461	6,786	7,127	7,480	35.5096	37.2750	39.1500	41.1173	43.1538
ADMINISTRATIVE ASSISTANT II - CONFIDENTIAL	H	hadass2	12/14/2020	53-17	6,766	7,104	7,460	7,835	8,226	39.0346	40.9846	43.0385	45.2019	47.4577
CONSTRUCTION INSPECTOR I	H	ccoin1	12/14/2020	59-17	7,958	8,355	8,772	9,213	9,670	45.9115	48.2019	50.6077	53.1519	55.7885
CONSTRUCTION INSPECTOR II	H	ccoin2	12/14/2020	59-17	8,751	9,188	9,651	10,131	10,637	50.4865	53.0077	55.6788	58.4481	61.3673
ELECTRICIAN I	H	celec1	12/14/2020	59-17	7,775	8,163	8,570	9,000	9,451	44.8558	47.0942	49.4423	51.9231	54.5250
ELECTRICIAN II	H	celec2	12/14/2020	59-17	8,554	8,980	9,431	9,901	10,396	49.3500	51.8077	54.4096	57.1212	59.9769
ENGINEERING/GIS TECHNICIAN I	H	centc1	12/14/2020	59-17	7,285	7,651	8,033	8,435	8,855	42.0288	44.1404	46.3442	48.6635	51.0865
ENGINEERING/GIS TECHNICIAN II	H	centc2	12/14/2020	59-17	8,013	8,412	8,834	9,276	9,740	46.2288	48.5308	50.9654	53.5154	56.1923
ENVIRONMENTAL CHEMIST I	H	pench1	12/14/2020	51-17	8,367	8,786	9,224	9,688	10,170	48.2712	50.6885	53.2154	55.8923	58.6731
ENVIRONMENTAL COMPLIANCE INSPECTOR I (CLEAN WATER)	H	cecic1	12/14/2020	59-17	7,699	8,080	8,486	8,914	9,357	44.4173	46.6154	48.9577	51.4269	53.9827
ENVIRONMENTAL COMPLIANCE INSPECTOR II (CLEAN WATER)	H	cecic2	12/14/2020	59-17	8,473	8,892	9,337	9,805	10,292	48.8827	51.3000	53.8673	56.5673	59.3769
ENVIRONMENTAL COMPLIANCE INSPECTOR I (PRETREATMENT)	H	cecip1	12/14/2020	59-17	7,699	8,080	8,486	8,914	9,357	44.4173	46.6154	48.9577	51.4269	53.9827
ENVIRONMENTAL COMPLIANCE INSPECTOR II (PRETREATMENT)	H	cecip2	12/14/2020	59-17	8,473	8,892	9,337	9,805	10,292	48.8827	51.3000	53.8673	56.5673	59.3769
FACILITIES AND SAFETY TECHNICIAN	h	cfastc	12/14/2020	32-20	7,322	7,688	8,070	8,476	8,899	42.2423	44.3538	46.5577	48.9000	51.3404
HUMAN RESOURCES ANALYST I	H	hhran1	12/14/2020	53-17	8,961	9,409	9,878	10,374	10,893	51.6981	54.2827	56.9885	59.8500	62.8442
HUMAN RESOURCES TECHNICIAN	H	hhrtc	12/14/2020	53-17	7,214	7,574	7,951	8,349	8,768	41.6192	43.6962	45.8712	48.1673	50.5846
INFORMATION TECHNOLOGY ANALYST I	H	pitan1	12/14/2020	51-17	9,580	10,056	10,560	11,088	11,642	55.2692	58.0154	60.9231	63.9692	67.1654
INFORMATION TECHNOLOGY TECHNICIAN I	H	cistc1	12/14/2020	59-17	6,944	7,290	7,656	8,038	8,442	40.0615	42.0577	44.1692	46.3731	48.7038
INFORMATION TECHNOLOGY TECHNICIAN II	H	cistc2	12/14/2020	59-17	7,636	8,019	8,419	8,842	9,286	44.0538	46.2635	48.5712	51.0115	53.5731
INSTRUMENTATION AND CONTROLS TECHNICIAN I	H	cinstd	12/14/2020	59-17	8,743	9,182	9,638	10,123	10,628	50.4404	52.9731	55.6038	58.4019	61.3154
INSTRUMENTATION AND CONTROLS TECHNICIAN II	H	copcss	12/14/2020	59-17	9,332	9,799	10,288	10,804	11,343	53.8385	56.5327	59.3538	62.3308	65.4404
JUNIOR ENGINEER	H	pjreng	12/14/2020	51-17	8,899	9,341	9,811	10,298	10,814	51.3404	53.8904	56.6019	59.4115	62.3885
LABORATORY TECHNICIAN	H	clabtc	12/14/2020	59-17	7,322	7,688	8,070	8,476	8,899	42.2423	44.3538	46.5577	48.9000	51.3404
LABORER - TEMPORARY/RA	H	tlabor	6/5/2018	28-18	0	0	3,987	4,160	4,334	0.0000	0.0000	23.0000	24.0000	25.0000
MAINTENANCE WORKER I	H	cmtwk1	12/14/2020	59-17	6,198	6,506	6,833	7,174	7,534	35.7577	37.5346	39.4212	41.3885	43.4654
MAINTENANCE WORKER II	H	cmtwk2	12/14/2020	59-17	6,815	7,157	7,516	7,891	8,284	39.3173	41.2904	43.3615	45.5250	47.7923
MANAGEMENT ANALYST I	H	padan1	12/14/2020	51-17	8,886	9,332	9,799	10,289	10,804	51.2654	53.8385	56.5327	59.3596	62.3308
MECHANIC I	H	cmehc1	12/14/2020	59-17	7,148	7,505	7,882	8,277	8,691	41.2385	43.2981	45.4731	47.7519	50.1404
MECHANIC II	H	cmehc2	12/14/2020	59-17	7,862	8,256	8,669	9,105	9,558	45.3577	47.6308	50.0135	52.5288	55.1423
MECHANIC II (CRANE CERTIFIED)	H	cmeccc	12/14/2020	59-17	8,061	8,465	8,886	9,332	9,799	46.5058	48.8365	51.2654	53.8385	56.5327
OPERATOR-IN-TRAINING	H	cwtptot	12/14/2020	59-17	6,096	6,400	6,720	7,057	7,408	35.1692	36.9231	38.7692	40.7135	42.7385
SENIOR ELECTRICIAN	H	csrelect	12/14/2020	59-17	9,409	9,878	10,373	10,893	11,436	54.2827	56.9885	59.8442	62.8442	65.9769
SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR	H	csreci	12/14/2020	59-17	9,318	9,782	10,271	10,783	11,324	53.7577	56.4346	59.2558	62.2096	65.3308
SENIOR INSTRUMENTATION AND CONTROLS TECHNICIAN	H	csrictech	12/14/2020	59-17	10,263	10,777	11,316	11,884	12,478	59.2096	62.1750	65.2846	68.5615	71.9885
SENIOR MECHANIC	H	csrmec	12/14/2020	59-17	8,652	9,082	9,538	10,014	10,513	49.9154	52.3962	55.0269	57.7731	60.6519
SENIOR MECHANIC (CRANE CERTIFIED)	H	csrmcc	12/14/2020	59-17	8,866	9,308	9,775	10,263	10,776	51.1500	53.7000	56.3942	59.2096	62.1692
SENIOR PROCESS WASTEWATER TREATMENT PLANT OPERATOR	H	cwtppo3	12/14/2020	59-17	9,351	9,818	10,309	10,824	11,366	53.9481	56.6423	59.4750	62.4462	65.5731
SENIOR UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE	H	ccsrp3	12/14/2020	59-17	7,292	7,658	8,041	8,445	8,866	42.0692	44.1808	46.3904	48.7212	51.1500
SENIOR WASTEWATER TREATMENT PLANT OPERATOR	H	cswtppo	12/14/2020	59-17	8,481	8,907	9,351	9,818	10,309	48.9288	51.3865	53.9481	56.6423	59.4750
SENIOR WATER/WASTEWATER SYSTEMS OPERATOR	H	cwwslo	12/14/2020	59-17	9,587	10,064	10,566	11,093	11,646	55.3096	58.0615	60.9577	63.9981	67.1885
UTILITY BILLING AND CUSTOMER SERVICES FIELD TECHNICIAN I	H	ccfdr1	12/14/2020	59-17	6,027	6,329	6,648	6,979	7,327	34.7712	36.5135	38.3538	40.2635	42.2712
UTILITY BILLING AND CUSTOMER SERVICES FIELD TECHNICIAN II	H	ccfdr2	12/14/2020	59-17	6,628	6,960	7,311	7,675	8,060	38.2385	40.1538	42.1788	44.2788	46.5000

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE I	H	ccsrp1	12/14/2020	59-17	5,265	5,528	5,804	6,096	6,400	30.3750	31.8923	33.4846	35.1692	36.9231
UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE II	H	ccsrp2	12/14/2020	59-17	5,793	6,084	6,386	6,702	7,038	33.4212	35.1000	36.8423	38.6654	40.6038
WASTEWATER TREATMENT PLANT OPERATOR I	H	cwtpp1	12/14/2020	59-17	7,013	7,360	7,728	8,113	8,519	40.4596	42.4615	44.5846	46.8058	49.1481
WASTEWATER TREATMENT PLANT OPERATOR II	H	cwtpp2	12/14/2020	59-17	7,709	8,097	8,499	8,924	9,373	44.4750	46.7135	49.0327	51.4846	54.0750
WATER/WASTEWATER SYSTEMS OPERATOR I	H	cwwso2	12/14/2020	59-17	7,013	7,360	7,728	8,113	8,519	40.4596	42.4615	44.5846	46.8058	49.1481
WATER/WASTEWATER SYSTEMS OPERATOR II	H	cwwso4	12/14/2020	59-17	8,481	8,907	9,351	9,818	10,309	48.9288	51.3865	53.9481	56.6423	59.4750
WATER/WASTEWATER SYSTEMS OPERATOR II (ON CALL)	H	cww4oc	12/14/2020	59-17	8,694	9,126	9,587	10,064	10,566	50.1577	52.6500	55.3096	58.0615	60.9577

Job Classification	Exempt	Code	Effective Date	Resolution #	Monthly Salary					Bi-Weekly Pay Rate				
					Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT II	S	pacct2	12/14/2020	51-17	8,862	9,304	9,769	10,258	10,771	4090.15	4294.15	4508.77	4734.46	4971.23
ADMINISTRATIVE SERVICES DIRECTOR	S	asm	4/7/2021	TBD	0	0	0	0	20,153	0.0000	0.0000	0.0000	0.0000	9301.38
ASSISTANT ENGINEER	S	paseng	12/14/2020	51-17	9,720	10,207	10,715	11,252	11,813	4486.15	4710.92	4945.38	5193.23	5452.15
ASSISTANT GENERAL MANAGER	S	agmgr	12/14/2020	7-20	0	0	0	0	19,651	0.0000	0.0000	0.0000	0.0000	9069.69
ASSOCIATE ENGINEER	S	paesme	12/14/2020	51-17	11,074	11,629	12,208	12,819	13,461	5111.08	5367.23	5634.46	5916.46	6212.77
CLEAN WATER PROGRAMS ADMINISTRATOR	S	pcwpsp	12/14/2020	51-17	9,981	10,482	11,003	11,554	12,129	4606.62	4837.85	5078.31	5332.62	5598.00
ELECTRICAL AND INSTRUMENTATION SUPERVISOR	S	meisup	12/14/2020	52-17	10,540	11,067	11,620	12,202	12,814	4864.62	5107.85	5363.08	5631.69	5914.15
ENGINEERING SERVICES DIRECTOR	S	esm	4/7/2021	TBD	0	0	0	0	20,153	0.0000	0.0000	0.0000	0.0000	9301.38
ENVIRONMENTAL CHEMIST II	S	pench2	12/14/2020	51-17	9,136	9,593	10,071	10,574	11,105	4216.62	4427.54	4648.15	4880.31	5125.38
ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS ADMINISTRATOR	S	pehsppa	12/14/2020	51-17	10,317	10,832	11,373	11,943	12,539	4761.69	4999.38	5249.08	5512.15	5787.23
EXECUTIVE SERVICES SUPERVISOR	S	messup	12/14/2020	52-17	12,635	13,267	13,931	14,624	15,357	5831.54	6123.23	6429.69	6749.54	7087.85
FINANCIAL ANALYST	S	pfinan	12/14/2020	51-17	10,049	10,551	11,080	11,633	12,213	4638.00	4869.69	5113.85	5369.08	5636.77
FINANCIAL SERVICES MANAGER	S	mfssup	12/14/2020	52-17	13,817	14,507	15,232	15,995	16,792	6377.08	6695.54	7030.15	7382.31	7750.15
GENERAL MANAGER	S	gm	12/14/2020	56-18	0	0	0	0	24,167	0.0000	0.0000	0.0000	0.0000	11154.00
GIS ANALYST	S	pgisa2	12/14/2020	51-17	10,255	10,769	11,306	11,871	12,466	4733.08	4970.31	5218.15	5478.92	5753.54
HUMAN RESOURCES ANALYST II	S	hhran2	12/14/2020	53-17	9,791	10,281	10,794	11,332	11,902	4518.92	4745.08	4981.85	5230.15	5493.23
HUMAN RESOURCES AND RISK MANAGER	S	mhrspp	12/14/2020	52-17	12,792	13,433	14,103	14,808	15,549	5904.00	6199.85	6509.08	6834.46	7176.46
INFORMATION TECHNOLOGY ANALYST II	S	pitan2	12/14/2020	51-17	10,469	10,992	11,542	12,119	12,725	4831.85	5073.23	5327.08	5593.38	5873.08
INFORMATION TECHNOLOGY MANAGER	S	missup	12/14/2020	52-17	13,756	14,442	15,165	15,926	16,723	6348.92	6665.54	6999.23	7350.46	7718.31
LABORATORY AND ENVIRONMENTAL COMPLIANCE MANAGER	S	mlbspp	12/14/2020	52-17	11,880	12,473	13,098	13,751	14,440	5483.08	5756.77	6045.23	6346.62	6664.62
MANAGEMENT ANALYST II	S	padan2	12/14/2020	51-17	9,709	10,192	10,703	11,240	11,801	4481.08	4704.00	4939.85	5187.69	5446.62
MECHANICAL SUPERINTENDENT	S	mmsupt	4/7/2021	TBD	12,190	12,800	13,440	14,112	14,818	5626.15	5907.69	6203.08	6513.23	6839.08
MECHANICAL SUPERVISOR	S	mmsup	12/14/2020	52-17	10,312	10,827	11,369	11,940	12,533	4759.38	4997.08	5247.23	5510.77	5784.46
OPERATIONS COMPLIANCE MANAGER	S	mocsup	12/14/2020	6-20	13,764	14,453	15,175	15,934	16,731	6352.62	6670.62	7003.85	7354.15	7722.00
OPERATIONS DIRECTOR	S	om	4/7/2021	TBD	0	0	0	0	20,153	0.0000	0.0000	0.0000	0.0000	9301.38
PRETREATMENT PROGRAMS ADMINISTRATOR	S	pprepa	4/7/2021	TBD	9,524	10,000	10,500	11,025	11,576	4395.69	4615.38	4846.15	5088.46	5342.77
PRINCIPAL ELECTRICAL ENGINEER	S	msrees	12/14/2020	52-17	14,277	14,989	15,738	16,526	17,353	6589.38	6918.00	7263.69	7627.38	8009.08
PRINCIPAL ENGINEER	S	mpreng	12/14/2020	52-17	14,277	14,989	15,738	16,526	17,353	6589.38	6918.00	7263.69	7627.38	8009.08
PUBLIC AFFAIRS SPECIALIST	S	pcoms2	12/14/2020	51-17	9,303	9,768	10,257	10,770	11,309	4293.69	4508.31	4734.00	4970.77	5219.54
PUBLIC AFFAIRS SUPERVISOR	S	mcasup	12/14/2020	52-17	11,841	12,433	13,056	13,710	14,395	5465.08	5738.31	6025.85	6327.69	6643.85
SENIOR ENGINEER	S	msengs	12/14/2020	52-17	12,976	13,627	14,309	15,023	15,772	5988.92	6289.38	6604.15	6933.69	7279.38
SENIOR ENVIRONMENTAL CHEMIST	S	psrech	12/14/2020	51-17	9,981	10,482	11,003	11,554	12,129	4606.62	4837.85	5078.31	5332.62	5598.00
UTILITY BILLING AND CUSTOMER SERVICES SUPERVISOR	S	mcssup	12/14/2020	52-17	10,658	11,189	11,748	12,337	12,954	4919.08	5164.15	5422.15	5694.00	5978.77
VISUAL COMMUNICATIONS SPECIALIST	S	pgrptc	12/14/2020	51-17	9,303	9,768	10,257	10,770	11,309	4293.69	4508.31	4734.00	4970.77	5219.54
WASTEWATER TREATMENT PLANT OPERATIONS SUPERINTENDENT	S	mwtpos	12/14/2020	52-17	14,135	14,840	15,582	16,361	17,181	6523.85	6849.23	7191.69	7551.23	7929.69
WATER/WASTEWATER SYSTEMS SUPERINTENDENT	S	mwwsom	12/14/2020	52-17	14,135	14,840	15,582	16,361	17,181	6523.85	6849.23	7191.69	7551.23	7929.69

RESOLUTION NO. 1-21

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

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

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

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

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

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

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


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

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


AYES: 4 – Directors Georgean M. Vonheeder-Leopold, Marisol Rubio, Richard M. Halket, Ann Marie Johnson

NOES: 0

ABSENT: 0



Ann Marie Johnson, President

ATTEST: 

Nicole Genzale, District Secretary



TITLE: Approve the District's Five-Year Strategic Plan for Fiscal Years Ending 2022-2026

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, the 2021 Update of the District's Five-Year Strategic Plan for fiscal years ending (FYE) 2022–2026.

DISCUSSION:

The Strategic Plan is a five-year planning document, describing the District's mission, its vision in the years ahead, and some key strategic goals and action items in support of the mission and vision. Concurrently, with each biennial budget process in the Spring immediately following a Board election, the Board updates the Strategic Plan by approving a new edition of the Strategic Plan.

The Board reviewed preliminary drafts of the 2021 Strategic Plan Update prepared by the Leadership Team on March 9 and on March 16. Board comments have been incorporated into the final draft, attached as Exhibit A to the approving resolution.

Concurrently, with the preparation of this final draft of the Strategic Plan, staff is incorporating resource requests as part of the proposed capital improvement program (CIP) budget and the proposed operating budget for FYE 2022 and FYE 2023. The Board will conduct its first review of the ten-year CIP plan and two-year CIP budget, and the two-year operating budget, on May 18.

The next step is for the Board to adopt a resolution approving the 2021 update of the Five-Year Strategic Plan (FYE 2022–FYE 2026 Strategic Plan). The proposed resolution includes the following actions:

1. Approves the 2021 Strategic Plan (FYE 2022–FYE 2026 Strategic Plan).
2. Authorizes and directs the General Manager to undertake and prioritize the business of the District according to the Strategic Plan and in conformance with the District's operating and capital improvement budgets, and Board adopted policies.
3. Directs the General Manager to report to the Board no less than once a year on the Strategic Plan progress.
4. Directs the General Manager to prepare a draft update of the Strategic Plan in 2023.

Originating Department: Office of the General Manager	Contact: D. McIntyre	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		131 of 257

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE DISTRICT'S STRATEGIC PLAN FOR FISCAL YEARS ENDING 2022–2026

WHEREAS, the District Board of Directors on May 21, 2019 approved, by Resolution No. 20-19, the District's current Strategic Plan; and

WHEREAS, an updated Strategic Plan was developed by the Leadership Team consisting of the senior managers and supervisors with verbal input from the full Board of Directors; and

WHEREAS, the Board discussed the various aspects of the Strategic Plan on March 9, 2021, and March 16, 2021, and at those times provided appropriate direction to staff on the various aspects of the Strategic Plan.

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

1. Approves the updated Strategic Plan (2022–2026 Strategic Plan), which supersedes the previously approved Strategic Plan (2019–2024 Strategic Plan), attached hereto as Exhibit "A."
2. Authorizes and directs the General Manager to undertake and prioritize the business of the District according to the Strategic Plan and in conformance with the District's operating and capital improvement budgets, and Board adopted policies.
3. Directs the General Manager to report no less frequently than annually to the Board on progress being made related to the goals of the Strategic Plan.
4. Directs the General Manager to prepare a draft update of the Strategic Plan in 2023.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of April, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary

Five-Year Strategic Plan – 2021 Update (FYE2022 – FYE2026)

Mission:

Protect public health and the environment by providing reliable and sustainable water, recycled water, and wastewater services in a safe, efficient, and fiscally responsible manner.

Vision:

In our operations, financial practices, and public policies we always strive to be an effective and efficient organization. Our agency is nimble and resilient in navigating the challenges of our ever-changing industry. We relentlessly pursue incremental improvement, and to be seen as a leader of industry best management practices.

Strategic Goals and Action Items

Maintain our financial stability and sustainability

- Implement early preventative maintenance and rehabilitation measures to save on greater deferred costs long-term
- Strive to limit future utility rate increases to general inflation trends by responsibly managing District assets and costs
- Update the District's reserve policies

Make additional investment in information systems that provide a strong return on investment

- Expand the use of our electronic records management program
- Replace our finance, utility billing, human resources, and permitting software system by 2022
- Successfully transition to Microsoft 365 online environment
- Expand and enhance our Supervisory Control and Data Acquisition Systems (SCADA)
- Strengthen cybersecurity and network resiliency capabilities

Update our business practices and procedures

- Integrate our business enterprise systems (Geographic Information System, Computerized Maintenance and Management System, Laboratory Information Management System, SCADA, and Records Management System) to more effectively access and share data across the District

- Review and revise our Joint Powers Authority and other interagency agreements to address changing conditions
- Embrace a safety culture by updating the District's environmental health and safety programs
- Coordinate with neighboring agencies to provide more efficient and cost-effective services

Develop a fully integrated Asset Management Program to guide the District's business decisions

- Increase equipment inspections and document all corrective maintenance activities to improve scheduling of preventative maintenance and asset replacement
- Identify and assess the performance of critical assets in each business enterprise to prioritize capital projects
- Optimize efficient and effective use of capital replacement resources in the long-term

Enhance the leadership, professional, and technical skills of the District's staff to meet the challenges of staffing transitions over the next five years

- Diversify and strengthen the skills of staff through multi-agency professional development programs, stretch assignments, and active employee engagement
- Develop a succession plan for key positions where feasible

Enhance our ability to respond to emergencies and maintain business continuity

- Complete and implement a comprehensive update of our Emergency Response Plan that builds an enduring emergency preparedness and response culture
- Create an inventory of emergency assets, equipment, and materials in stock
- Integrate on-going emergency training into District operations and conduct District-wide Incident Command System exercises to assess and improve District capabilities
- Explore coordination of emergency planning with partner agencies and the cities we serve

Meet the objectives of the District's water supply policy by developing and implementing an integrated recycled and potable water program

- Pursue new supplies to meet long-term recycled water demands
- Work collaboratively with our Tri-Valley partners in the development of a more diversified and resilient water supply
- Build public awareness of long-term water supply challenges and opportunities

Develop a long-term strategy to ensure greater energy efficiency and reliability for the District

- Develop a District energy policy and District energy master plan that evaluates sustainable energy sources and a long-term fleet management program
- Develop phased targets for complying with State long-term greenhouse gas emissions mandates

Collaborate with partner agencies to monitor evolving regulatory requirements for constituents of emerging concern and explore potential compliance and mitigation strategies

TITLE: Approve Letter of Support for the CEMEX Reclamation Plan Amendment Project for the Eliot Quarry Facility

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Motion, a letter of support for the proposed CEMEX Reclamation Plan Amendment Project for the Eliot Quarry Facility, provided that the concerns and comments submitted by the Zone 7 Water Agency are adequately addressed.

DISCUSSION:

At the March 16, 2021 Board meeting, the Board received a presentation on the Eliot Quarry Reclamation Plan Amendment Project from CEMEX, the project applicant. The Eliot Quarry is an approximately 920-acre sand and gravel mining operation within the unincorporated area of Alameda County, between the cities of Livermore and Pleasanton, south of Stanley Boulevard and north of Vineyard Avenue. CEMEX and its predecessors have been continuously mining for sand and gravel at the Eliot Quarry since the early 1900s.

The reclamation plan for the Eliot Quarry site includes quarry areas (mainly Lake A and Lake B) that would be dedicated to the Zone 7 Water Agency (Zone 7) upon completion of mining and reclamation activities. Lakes A and B are to be part of a larger “Chain of Lakes” that consist of reclaimed gravel quarry pits converted into nine lakes (Lakes A through I), linked in a series and used for water storage, conveyance, and groundwater recharge management. The reclamation plan for the Eliot Quarry site was evaluated in the *Livermore-Amador Valley Quarry Area Reclamation Specific Plan Environmental Impact Report*, which was certified by Alameda County in 1981. Since that time, significant changes have occurred, which resulted in a proposed amendment to the Eliot Quarry Reclamation Plan and the County’s preparation of a Draft Subsequent Environmental Impact Report (SEIR) to review the proposed changes pursuant to the California Environmental Quality Act.

On January 27, 2021, Alameda County released a Draft SEIR for the Eliot Quarry Reclamation Plan Amendment Project. Comments on the Draft SEIR were due on March 12, 2021. DSRSD staff did not review or comment on the Draft SEIR. However, Zone 7 reviewed the Draft SEIR and provided comments on potential impacts to groundwater management, water quality, flood protection and watershed management. The City of Livermore also submitted a comment letter on the project, which discussed the need for mitigation and corrective measures to prevent additional damage to properties located adjacent to the Lake A property due to mining activities.

The comment period for the Draft SEIR has ended. However, at the March 16 Board meeting, the Board expressed interest in sending a letter of support for the project and highlighting the importance of Lakes A and B to the creation of a Chain of Lakes. DSRSD has long supported the concept of an ultimate Chain of Lakes that can be used to improve overall water supply reliability for the Tri-Valley region.

Staff recommends that the Board approve the attached letter expressing support for the proposed Amendment to the Reclamation Plan for the Eliot Quarry Facility, provided that comments and concerns from the Zone 7 Water Agency are adequately addressed.

Originating Department: Office of the General Manager	Contact: J. Lee	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Letter of Support	



7051 Dublin Boulevard
Dublin, CA 94568-3018

main (925) 828-0515
fax (925) 829-1180
www.dsrdsd.com

DRAFT

[Date]

Mr. Bruce Jensen, Senior Planner
Alameda County Community Development Agency
Planning Department
224 W. Winton Avenue, Suite 111
Hayward, CA 94544
bruce.jensen@acgov.org

Subject: Support for Proposed CEMEX Reclamation Plan Amendment for the Eliot Quarry Facility

Dear Mr. Jensen,

The Dublin San Ramon Services District (DSRSD) supports the proposed CEMEX Reclamation Plan Amendment for the Eliot Quarry Facility provided that the concerns and comments submitted by the Zone 7 Water Agency (attached) are adequately addressed. DSRSD is one of four retailers in the Tri-Valley that purchases treated water from Zone 7 Water Agency.

DSRSD has long supported regional efforts to convert reclaimed gravel quarry pits located in the Livermore-Amador Valley into a “Chain of Lakes” that can be used for water storage, conveyance, and groundwater recharge management. The CEMEX Reclamation Plan for the Eliot Quarry Facility includes the conversion of Lakes A and B, which would be dedicated to the Zone 7 Water Agency once mining and reclamation activities are completed. These lakes are critical to achieving the long-term water supply benefits envisioned with the creation of a Chain of Lakes.

Founded in 1953, DSRSD serves 188,000 people, providing potable and recycled water service to Dublin and the Dougherty Valley area of San Ramon, wastewater collection and treatment to Dublin and south San Ramon, and wastewater treatment to Pleasanton (by contract). DSRSD also operates the Jeffrey G. Hansen Water Recycling Plant and the backbone recycled water distribution system on behalf of the [San Ramon Valley Recycled Water Program](#). For more information about DSRSD, visit www.dsrdsd.com.

If you have any questions, please contact me at (925) 875-2200 or mcintyre@dsrdsd.com.

Sincerely,

Daniel McIntyre
General Manager

Attachment

cc: Valerie Pryor, General Manager, Zone 7 Water Agency
Guy Houston, CEMEX Field Representative



ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7

100 NORTH CANYONS PARKWAY • LIVERMORE, CA 94551 • PHONE (925) 454-5000 • FAX (925) 454-5727

March 10, 2021

Mr. Bruce Jensen, Senior Planner
Alameda County Community Development Agency
Planning Department
224 W. Winton Avenue, Suite 111
Hayward, CA 94544

Sent by e-mail to: bruce.jensen@acgov.org

Re: Draft SEIR for the Proposed Reclamation Plan Amendment for the Eliot Quarry Surface Mining Permit-23

Zone 7 Water Agency (Zone 7, or Zone 7 of the Alameda County Flood Control and Water Conservation District) has reviewed the referenced document in the context of Zone 7's mission to provide water supply, flood protection, and groundwater and stream management within the Livermore-Amador Valley. As you know, we have offered comments on SMP-23 in the past. We appreciate the County's engagement on those comments, which are incorporated by reference here. Additional comments on 2021 Draft SEIR are attached for your consideration.

We appreciate the opportunity to comment on this project. If you have any questions on this letter, please feel free to contact me at (925) 454-5005 or via email at erank@zone7water.com.

Sincerely,

Elke Rank

cc: Carol Mahoney, Amparo Flores, file

Attachments (2): Comments; Well data

1. LAVQAR AND ZONE 7/QUARRY AGREEMENTS

- a. **Consistency with LAVQAR.** As a general matter, Zone 7 agrees with the County's conclusion that all elements of the proposed Project must be consistent with the provisions of the Livermore-Amador Valley Quarry Area Reclamation (LAVQAR) Specific Plan. There are a number of provisions in LAVQAR indicating that mining operations must be consistent with the long-term use of the Chain of Lakes for water management purposes. Zone 7 is pleased that these provisions of LAVQAR are incorporated in the proposed Project. Zone 7 notes that the provisions of the agreements between Zone 7 and the quarry operators, which implement the directives in LAVQAR, should also be used to define the proposed Project, for all mining and reclamation activities must be consistent with those agreements.
- b. **Adequacy of Alternatives.** It should be noted that Alternative 4 does not abide by LAVQAR or the Zone 7/CEMEX agreement.

2. GROUNDWATER BASIN MANAGEMENT AND SLOPE STABILITY

- a. **Groundwater Sustainability Plan.** The project area lies over the Main Basin portion of Livermore Valley Groundwater Basin; as such, the underlying groundwater is subject to the management provisions of the basin's Alternative Groundwater Sustainability Plan (GSP), which was prepared by Zone 7 Water Agency and approved by the State Department of Water Resources pursuant to the Sustainable Groundwater Management Act of 2014 (SGMA). As the designated Groundwater Sustainability Agency (GSA), Zone 7 manages the basin pursuant to the GSP to ensure sufficient groundwater supplies and good groundwater quality within the groundwater basin. The groundwater basin is to be managed in such a manner as to avoid six SGMA-designated undesirable results, which include significant and unreasonable impacts to: (1) groundwater storage, (2) chronic lowering of groundwater levels, (3) surface water depletion, (4) seawater intrusion, (5) water quality and (6) land subsidence. As the GSA, Zone 7 looks forward to working with the County and with CEMEX on the proposed Project and protecting the groundwater basin from any of these undesirable results.
- b. **Localized Lowering of Water Levels.** The document should acknowledge that the evaluated impacts only refer to site specific analysis. The impacts of mining activities on the whole of the groundwater basin were not evaluated as a part of this analysis and could result in temporal impacts to the Amador Subarea, such as significant, localized drawdown of water levels. This drawdown has already exceeded the historic low water levels identified as a minimum threshold in the Alternative GSP and is being closely monitored by Zone 7.

- i). Recommended mitigation: The document should acknowledge that, in the event that Zone 7's monitoring detects potential impacts resulting from localized drawdown, steps will be taken to mitigate the situation through a course of action to be negotiated among Zone 7, CEMEX, and Alameda County.
- c. **Aquifer Recharge**. With regard to Impact 4.6-2 in the SEIR relating to interference with groundwater recharge, it is imperative that all recharge slopes maintain their capabilities to recharge the aquifer including the banks of the Arroyo Valle, which is a critical reach for Zone 7's recharge operations. Any decrease in the transmissivity (based on field samples and field inspections) of Lake A, Lake B, or Arroyo Valle should be mitigated by a similar increase in recharge capacity elsewhere.
 - i). Recommended mitigation: CEMEX should collect field samples of the active mining slopes and the arroyo at regular spatial intervals and during periodic inspections during mining, to be negotiated with Zone 7, to assess existing aquifer characteristics. If, during final design or during construction, an inspection of the slopes and verification samples determine a significant loss or a degradation of transmissivity, CEMEX will work with Zone 7 to identify a suitable alternative recharge capacity.
- d. **Mining Depth**. Previous mining activities in this pit have resulted in mining depths that exceeded LAVQAR and reclamation plans prior to corrective actions. Exceedance of mining depths may result in slope stabilities outside of what has been analyzed to date.
 - i). Recommended mitigation: In addition to the annual report submitted to the County, CEMEX should semi-annually survey mining pits/lakes (dry and ponded areas) and prepare a map (i.e., bathymetry map) and compare this map to the final approved extent of mining for each mining pit/lake. If these survey maps indicate mining at any location deeper than approved, CEMEX should highlight this area and stop mining in the pit/lake until a mitigation plan acceptable to County and Zone 7 is implemented.
- e. **Slope Stability at Lakes A and B**. Zone 7 is concerned about the slope stability at the east end of Lake B, and in particular evidence of roadway buckling. Installation of inclinometers to a depth of at least 200 feet is warranted to monitor potential slope movement. Past inclinometers for the Hwy 84 construction were much shallower than the clay layer. Mining and reclamation activities should be conducted in a way that doesn't reactivate Lake A/Lakeside Circle instability or create a new similar instability at Lake B. There are no lithologic data from the Lake B side along Isabel to show the presence or absence of the clay layer.
 - i). Recommended mitigation: CEMEX will install inclinometers to a depth of at least 200 feet to monitor potential slope movement, to be in place during mining and reclamation. The depth of the inclinometer should at least

intersect with where the clay layer at Lake A/Lakeside Circle would be expected under Isabel and at the east side of Lake B. Following reclamation, Zone 7 may request they remain in place and take ownership of this monitoring equipment.

- f. **Well Records.** Our records indicate there are 79 wells within the project boundaries including 2 single and 2 nested wells that are in Zone 7's groundwater monitoring program (see attached table and map). Please notify Zone 7 immediately if any other wells exist in the project area. All well locations should be field verified and noted on the plans. If any wells are to be decommissioned, a well destruction permit must be obtained from Zone 7 before starting the work. A Zone 7 drilling permit is also needed for any other water well or soil boring work that may be planned for this project. Drilling permit applications and the permit fee schedule can be downloaded from our website: www.zone7water.com, or requested by email sent to wellpermits@zone7water.com.

3. WATER QUALITY ASSESSMENT, MONITORING, AND REPORTING

- a. **Sentinel Wells.** Zone 7 agrees that the proposed sentinel wells are important to ensure proper groundwater quality management. As the Groundwater Sustainability Agency, Zone 7 should be consulted when determining their location, depth, and construction. As noted above, the driller must also contact Zone 7 prior to construction to obtain the proper well permits.
- b. **Water Quality Assessment.** Zone 7 has concerns about the methodology used to assess certain constituents of concern. The water quality assessment recommends iron mitigation but does not address other metals or constituents of concern, such as Hexavalent Chromium (Cr6). For example, the report uses 10ug/l as the Cr6 target to assess the impacts. Cr6 maximum contaminant level (MCL) of 10 ug/l was rescinded and that State is in the process of establishing new MCL, which could potentially be lower. Similarly, Zone 7's monitoring shows PFAS detections in groundwater and the State has yet to establish what the MCL will be for PFAS.

The water quality assessment was performed based on "average" concentrations of constituents of concern, without giving any consideration to maximum detected concentrations in the area. For example, utilizing average concentrations for Hexavalent Chromium (Cr6) indicates no need for any mitigation measures. But examples from where active mining has taken place, the maximum concentrations for location R24 is 17 ug/l and P42 is 9.6 ug/l. These indicate that some mitigation/monitoring is necessary in active pits – likely due to the release of metals such as chromium, iron, and manganese from the scraping of the surface of soils and rocks during mining.

Therefore, we have the following recommendations for additional mitigation measures:

- i). Recommended mitigation: Flexibility should be built into the mitigation measures to address changes in MCLs and/or to address contaminants of emerging concern, such as Per- and Polyfluoroalkyl Substances (PFAS) and Hexavalent Chromium (Cr6).
- ii). Recommended mitigation: CEMEX to prepare an updated water quality assessment every five years to incorporate Zone 7 Groundwater Sustainability Plan updates and/or new or revised drinking water MCLs and mitigate any associated impacts.
- iii). Recommended mitigation: CEMEX to prepare a plan to monitor and remediate, pit-water or mining spoils that exceed the State's maximum contaminant levels. Zone 7 staff notes that in some cases, the remediation options benefit multiple metals, for example iron and chromium removal.
- iv). Recommended mitigation: When the State adopts a new MCLs or identifies constituents of concern, CEMEX to prepare an updated water quality assessment and mitigation plan.
- v). Recommended mitigation: Zone 7 currently samples existing monitoring wells and ponds at the project site annually for metals and minerals (and PFAS as needed) and CEMEX should adopt the same sampling schedule and parameters for the new sentinel monitoring wells.

4. FLOOD PROTECTION AND WATERSHED MANAGEMENT

- a. **Arroyo Valle realignment design.** The reclamation activities and realignment of Arroyo Valle should not result in lessening of the current flood control capacity of Arroyo Valle and the berms/levees should provide appropriate flood protection. Zone 7 has concerns about details of the draft designs related to the levee meeting a certain elevation. For example, it has not been analyzed how wide the levee needs to be between Arroyo Valle and Lake B under both static and dynamic conditions, including the downstream consequences resulting from a levee failure. Zone 7 looks forward to working with CEMEX to refine the final designs to address these concerns. In addition to slope stability, the final design should provide enough flexibility to incorporate any change in Lake del Valle operations due to climate change.
 - i). Recommended mitigation - CEMEX should continue working with Zone 7 Staff to finalize and receive approval of the designs that address any Zone 7 concerns, which should include the realignment of Arroyo Valle and proposed climate change operations at Lake Del Valle.
- b. **Water Diversion Facility from Arroyo Valle into future Chain-of Lakes via Lake A** – The reclamation activities include a draft design of the proposed water diversion from Arroyo Valle into Lake A and pipelines for connecting Lake A to Lake

B and Lake C for water management purpose. CEMEX should continue collaborating with Zone 7 to finalize the designs and obtain required regulatory permits for the diversion facility and pipelines connecting Lakes A, B and C.

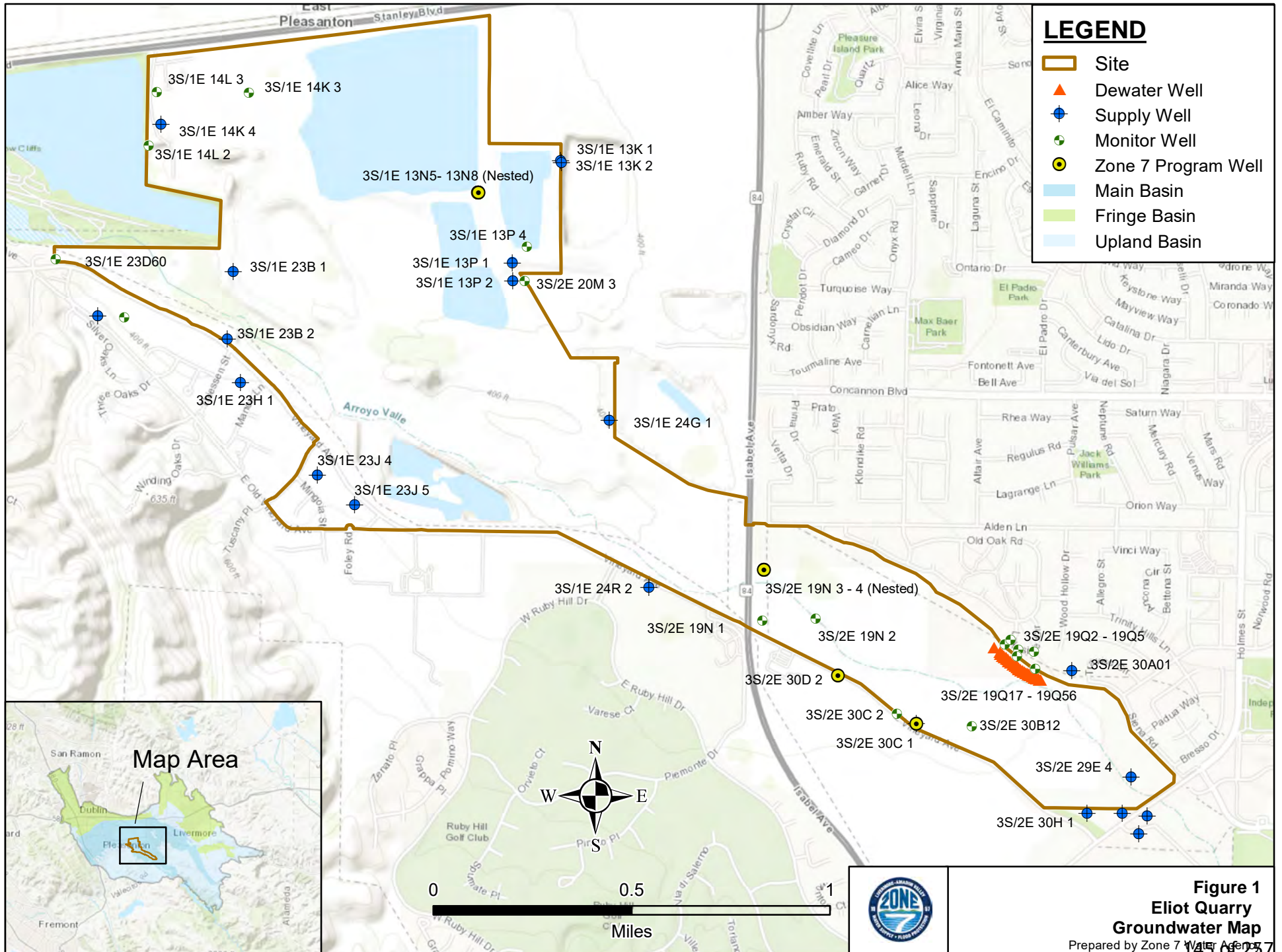
- i). Recommended mitigation - CEMEX should continue working with Zone 7 Staff to finalize design and obtain regulatory permits for the water diversion facility and the connecting pipeline.

- c. **Bald Eagles.** Zone 7 has confirmed the presence of bald eagle nests in the Chain of Lakes area. The data has been reported to the California Natural Diversity Database.

- d. **Locally Appropriate Landscaping.** Zone 7 encourages the use of sustainable, climate-appropriate, and drought tolerant plants, trees and grasses that thrive in the Tri-Valley area. Find more information at: <http://www.trivalleywaterwise.com>.

- e. **Riparian Restoration.** Zone 7 encourages trees and shrubs uses in restoration efforts be propagated from locally sourced seeds, as close to the planting areas as possible. Density goals for mature trees should be consistent with local reference reaches and should not result in a reduction of flow capacity (near- or long-term) in the flood control channel.

- f. **Phytophthora Concerns.** Care should be given to avoid introduction of the Phytophthora pathogen to the area.



3S/1E 14L 3 3S/1E 14K 3

3S/1E 14K 4

3S/1E 14L 2

3S/1E 13N5- 13N8 (Nested)

3S/1E 13K 1
3S/1E 13K 2

3S/1E 13P 4

3S/1E 13P 1

3S/1E 13P 2

3S/2E 20M 3

3S/1E 23D60

3S/1E 23B 1

3S/1E 23B 2

3S/1E 23H 1

3S/1E 23J 4

3S/1E 23J 5

3S/1E 24G 1

3S/1E 24R 2

3S/2E 19N 1

3S/2E 19N 3- 4 (Nested)

3S/2E 19N 2

3S/2E 19Q2 - 19Q5

3S/2E 30A01

3S/2E 30D 2

3S/2E 19Q17 - 19Q56

3S/2E 30C 2

3S/2E 30B12

3S/2E 30C 1

3S/2E 29E 4

3S/2E 30H 1

Well Table - Eliot Quarry

Well Name	Category	SubCategor	Date Completed	Address	City	Driller	Permit ID	Well Report ID	Purpose
3S/1E 13P 4	well-static	unknown	<Null>				0		
3S/1E 14L 2	well-static	unknown	<Null>				0		
3S/1E 23C 1	well-static	unknown	<Null>				0		
3S/2E 20M 3	well-static	unknown	<Null>				0		
3S/1E 13K 1	well-supply	supply	1/18/1950	CAL ROCK PROPERTY AT ISABEL & STANLEY	Livermore	WESTERN WELL DRILLING	0		
3S/1E 13K 2	well-supply	supply	5/1/1931	CAL ROCK PROPERTY AT ISABEL & STANLEY	Livermore	GARCIA	0		
3S/1E 13P 1	well-supply	supply	11/18/1948	CAL ROCK PROPERTY AT ISABEL & STANLEY	Livermore		0		
3S/1E 13P 2	well-supply	supply	6/15/1933	CAL ROCK PROPERTY AT ISABEL & STANLEY		GARCIA	0		
3S/2E 30C 1	well-supply	supply	3/16/1995	E. VINEYARD AV & ISABEL AV	Livermore	GLENN MARTELL	95098		
3S/2E 30H 1	well-supply	supply	10/22/1969	750 VINEYARD			0		
3S/1E 13P 5	well-static	nested	11/2/2010	Cemex Mining Area	Livermore	Cascade Drilling	2010098		1 of 4 nested wells.
3S/1E 13P 6	well-static	nested	11/2/2010	Cemex Mining Area	Livermore	Cascade Drilling	2010098		2 of 4 nested wells.
3S/1E 13P 7	well-static	nested	11/2/2010	Cemex Mining Area	Livermore	Cascade Drilling	2010098		3 of 4 nested wells.
3S/1E 13P 8	well-static	nested	11/2/2010	Cemex Mining Area	Livermore	Cascade Drilling	2010098		4 of 4 nested wells.
3S/2E 19N 3	well-static	nested	7/27/2018	1544 Stanley Blvd		Cascade Drilling	2018051		Cemex Drilling 2018
3S/2E 19N 4	well-static	nested	7/27/2018	1544 Stanley Blvd		Cascade Drilling	2018051		Cemex Drilling 2018
3S/1E 14K 3	well-static	monitor	<Null>				0		
3S/1E 14L 3	well-static	monitor	<Null>				0		
3S/1E 23D60	well-static	monitor	6/24/2005	2512 VINEYARD AVE	Livermore	EBA ENGINEERING	24166	966027	
3S/2E 19N 1	well-static	monitor	4/5/2005	E. VINEYARD AVE & ISABEL AVE	Livermore	COTTON SHIRES	25047		
3S/2E 19N 2	well-static	monitor	4/22/2005	E. VINEYARD AVE & ISABEL AVE	Livermore	COTTON SHIRES	25052		
3S/2E 19Q 2	well-static	monitor	3/26/2002	LAKESIDE CIRCLE	Livermore	BERLOGAR GEOTECHNICAL	22148		
3S/2E 19Q 3	well-static	monitor	3/28/2002	LAKESIDE CIRCLE	Livermore	BERLOGAR GEOTECHNICAL	22148		
3S/2E 19Q 4	well-static	monitor	3/28/2002	LAKESIDE CIRCLE	Livermore	BERLOGAR GEOTECHNICAL	22148		
3S/2E 19Q 5	well-static	monitor	3/28/2002	LAKESIDE CIRCLE	Livermore	BERLOGAR GEOTECHNICAL	22148		
3S/2E 30B10	well-static	monitor	<Null>	LAKESIDE CIRCLE (LAKE A)	Livermore	COTTON SHIRES	26065		inclinometer w/ piezometer
3S/2E 30B11	well-static	monitor	<Null>	LAKESIDE CIRCLE (LAKE A)	Livermore	COTTON SHIRES	26065		inclinometer w/ piezometer
3S/2E 30B12	well-static	monitor	<Null>	LAKESIDE CIRCLE (LAKE A)	Livermore	COTTON SHIRES	26065		inclinometer w/ piezometer
3S/2E 30C 2	well-static	monitor	2/28/2002	VINEYARD AV & ISABEL AV	Pleasanton	PG&E	22039		
3S/2E 30D 2	well-static	monitor	6/18/1979	VINEYARD NR ISABEL RD.	Livermore		0		
3S/1E 23B 2	well-supply	irrigation	11/1/1962	2287 VINEYARD AVE	Pleasanton	JOE GIBSON	0		
3S/1E 23J 4	well-supply	irrigation	5/30/2006	1200 SAFRENO WAY	Pleasanton	Martell Water	26075	937678	
3S/1E 23J 5	well-supply	irrigation	5/12/2006	1201 MACHADO PL	Pleasanton	Martell Water	26076	937677	
3S/2E 29E 2	well-supply	irrigation	<Null>	E VALLECITOS RD	Livermore		0		
3S/2E 29E 4	well-supply	irrigation	11/2/1996	HOLMES ST. & ALDEN LN.	Livermore	GLENN MARTELL	96675	449424	
3S/1E 14K 4	well-supply	industrial	2/25/2016	1544 Stanley Blvd	Pleasanton	Gregg Drilling	2016007	e03007373	Supply for Office trailers
3S/1E 23B 1	well-supply	industrial	3/9/1939	STANLEY BLVD & EL CHARRO RD	Pleasanton	C&N PUMP & WELL	0		
3S/1E 24G 1	well-supply	industrial	9/10/1984	ISABEL AVE & CONCANNON BLVD	Pleasanton	GLENN MARTELL	0	237627	
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3S/2E 19Q17	well-supply	dewater	<Null>	LAKESIDE CIR (LAKE A)	Livermore	SIERRA GEOTECHNICAL	26078		dewatering
3S/2E 19Q18	well-supply	dewater	<Null>	LAKESIDE CIR (LAKE A)	Livermore	SIERRA GEOTECHNICAL	26078		dewatering
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3S/2E 19Q22	well-supply	dewater	<Null>	LAKESIDE CIR (LAKE A)	Livermore	SIERRA GEOTECHNICAL	26078		dewatering



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

RECOMMENDATION:

Staff recommends the Board of Directors receive a verbal update on the COVID-19 emergency and approve, by Motion, a continuation of the State of Emergency response to the COVID-19 pandemic, as declared by the General Manager and confirmed and ratified by Resolution No. 26-20, and find that there exists a need for continuing the District's COVID-19 emergency which the Board last confirmed on March 16, 2021.

DISCUSSION:

On March 16, 2020, the first Bay Area Shelter-in-Place (SIP) orders were issued to meet the challenges of the COVID-19 pandemic. Governor Newsom issued a statewide SIP order on March 19, 2020. The SIP orders, which continue to be modified in response to changing conditions, limit the operations of certain businesses and activities to protect public health and slow the spread of the virus. The SIP orders provide an exception for the operations and maintenance of "Essential Infrastructure," which includes, but is not limited to, water, wastewater, and recycled water service.

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

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

Since the first SIP order was issued on March 16, 2020, the State of California, Alameda County Health Officer, and California Division of Occupational Safety and Health (Cal/OSHA) have implemented and modified a number of COVID-19 restrictions that affect DSRSD's safety practices and operations.

As of March 30, 2021, Alameda County has moved into the Orange Tier (Tier 3) under the State's four-tier system for reopening the economy. Contra Costa County is in the Red Tier (Tier 2) but anticipates being eligible to move into the Orange Tier shortly. COVID-19 cases and hospitalization rates are continuing to decline throughout the District's service area. DSRSD employees are now eligible to be vaccinated under the State's expanded definition of Emergency Service Workers and the State has also announced that every Californian age 16 and older will become eligible to be vaccinated beginning April 15, 2021.

With the improvement in pandemic conditions and vaccine availability, it is possible that Alameda County may reach the Yellow Tier (Tier 4) by late Spring/early Summer, which will allow for a loosening of COVID-19 restrictions in office settings. The COVID-19 Task Force is developing a plan to gradually bring our remote workers back to the office and resume "normal" operations. The timeline for reconstituting our work force will be based on State and local public health orders and guidance, which continue to change and evolve.

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

Originating Department: Office of the General Manager	Contact: J. Lee	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	148 of 257	

TITLE: Receive Presentation on the District’s 2021 Alternative Water Supply Study and Provide Direction

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation on the District’s *2021 Alternative Water Supply Study: A Framework for a Resilient and Sustainable Water Future* and provide direction.

DISCUSSION:

In September 2015, the District completed an Alternative Water Supply Study (2015 Study) to identify conceptual alternatives for improving the long-term reliability of the District’s water supplies. The 2015 Study was driven by unprecedented drought conditions in 2014 and 2015 and the Board’s desire to reduce dependence on imported water supplies through the State Water Project. On average, 90% of the water that the District purchases from Zone 7 Water Agency (Zone 7) is delivered through the State Water Project. In 2014, the State Department of Water Resources announced an initial State Water Project allocation of 0%, which was increased to 5% later in the year. The very low 2014 State Water Project allocation and limitations on when water could be pumped through the Delta exposed vulnerabilities with Zone 7’s heavy reliance on the current State Water Project system for bringing water supplies into the Tri-Valley.

The 2015 Study included a high-level assessment of regional and local supply alternatives that the District could explore collaboratively with other neighboring water and wastewater agencies to diversify the District’s water supplies and reduce reliance on Zone 7 and imported water supplies. The 2015 Study stressed the conceptual nature of the analysis and the need for further discussion with potential partner agencies to assess the feasibility of the alternatives identified in the study. The results of the 2015 Study informed and provided the framework for the District’s Water Supply, Storage, Conveyance, Quality and Conservation policy (2015 Water Policy), which was adopted by the Board in October 2015.

The 2015 Water Policy is due for a quadrennial review and update by the Board. However, information used to develop the 2015 Study and guide the 2015 Water Policy has changed or evolved over the past five years. DSRSD’s water demands are now projected to be substantially lower at buildout due to conservation, which has resulted in substantially lower wastewater flows. Significant reuse of District wastewater flows was a core water supply component in the 2015 Study. In addition, Zone 7 has embraced the need for a diversified water supply plan (Zone 7 Water Agency 2020-2024 Strategic Plan Initiative #1) and is actively participating in a broad array of supply, storage, and conveyance projects that could improve water resiliency for the District’s customers. A number of these Zone 7 options were not considered in the 2015 Study.

On August 18, 2020, the DSRSD Board approved adding a project to the Capital Improvement Program to update the 2015 Study. On September 1, 2020, DSRSD executed an agreement with Brown and Caldwell to prepare the 2021 Alternative Water Supply Study, which incorporates new and refined information and can be used to inform potential updates to the 2015 Water Policy and the District’s 2020 Urban Water Management Plan.

On April 6, 2021, the project team will present the preliminary results of the *2021 Alternative Water Supply Study: A Framework for a Resilient and Sustainable Water Future* and is included as Attachment 1. The document summarizes the preliminary results of the study and provides a draft framework for guiding the District’s near-term and long-term efforts to improve water resiliency. Based on Board input and direction on April 6, staff will incorporate the 2021 study results into the District’s 2020 Urban Water Management Plan and propose updates to the 2015 Water Policy for the Board’s consideration at the April 20, 2021 Board meeting.

Originating Department: Office of the General Manager	Contact: J. Lee	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – 2021 Alternative Water Supply Study Preliminary Results	
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2021 Alternative Water Supply Study: A Framework for a Resilient and Sustainable Water Future

Preliminary Results: April 1, 2021



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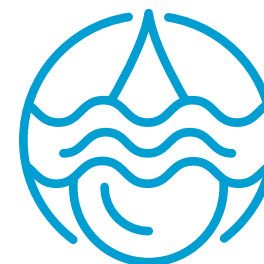
Introduction

Section 01

Introduction

2021 Alternative Water Supply Study: Purpose and Overview

In 2015, Dublin San Ramon Services District (DSRSD) prepared a Long-term Alternative Water Supply Study (2015 Study) to explore regional and local water supply alternatives.



Objectives of this 2021 Alternative Water Supply Study are to:

- Update the 2015 Study with **new and refined information**, including recent input from potential regional partners
- Support DSRSD's strategic plan goal to develop and implement an **integrated recycled and potable water program**
- Inform potential updates to DSRSD's **Water Supply, Storage, Conveyance, Quality, and Conservation Policy**
- Inform DSRSD's **2020 urban water management plan (UWMP)** update
- Prepare a **framework for a resilient and sustainable water future** that outlines near-term and long-term strategies, accounting for future uncertainties and decision points, and informs and guides DSRSD advocacy and collaborative efforts

The end result of the 2021 AWSS is a framework for a resilient and sustainable water future

Current Study

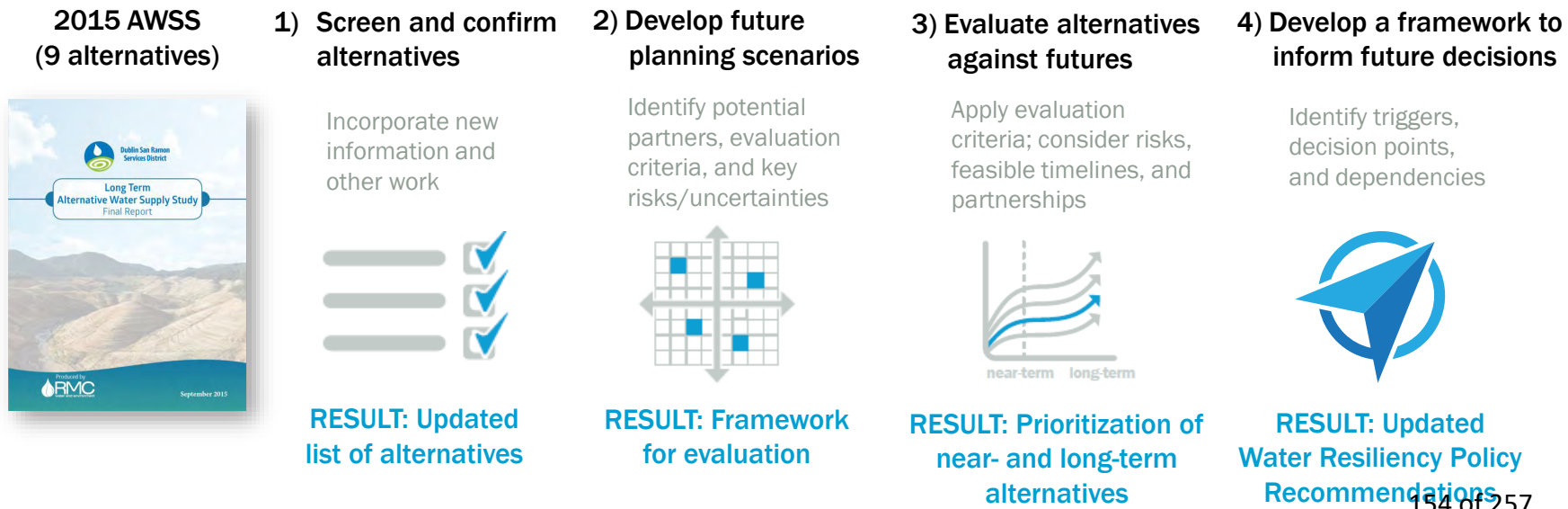
2021 AWSS Scope

DSRSD facilitated several virtual meetings to engage potential regional partners and gather input on alternatives considered for the 2021 AWSS.

- Zone 7 Water Agency
- City of Pleasanton
- City of Livermore
- East Bay Municipal Utility District (EBMUD)*
- Central Contra Costa Sanitary District (CCCSD)
- Alameda County Water District (ACWD)
- Contra Costa Water District (CCWD)

*member agency of DERWA

Incremental steps involved in preparing the 2021 AWSS include the following:



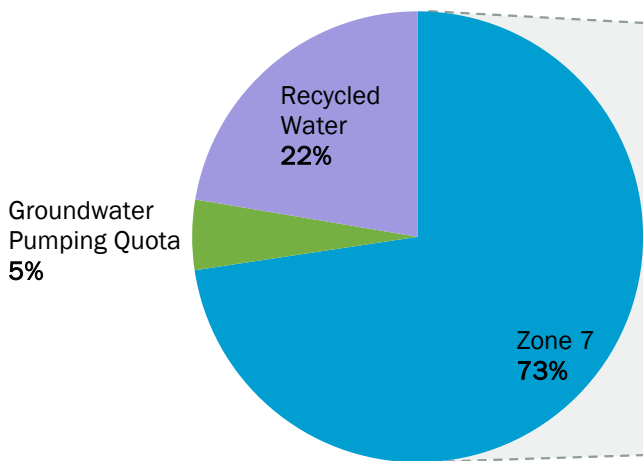
Background

Water Supply Portfolio

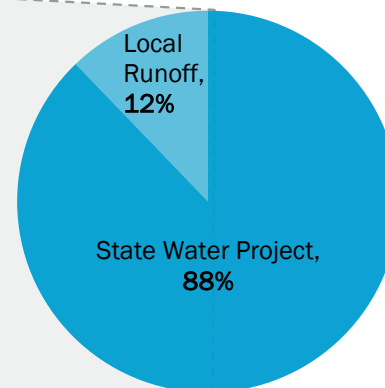
DSRSD purchases most of its supply from Zone 7, a wholesale water supplier, and delivers potable water directly to customers.

Additionally, DSRSD produces and distributes recycled water, which makes up about 20-25% of DSRSD's total water supply.

DSRSD Supply Sources (2020)



Zone 7 Supply Sources*



The majority of Zone 7's supply comes from the State Water Project (SWP) (~90% on average).

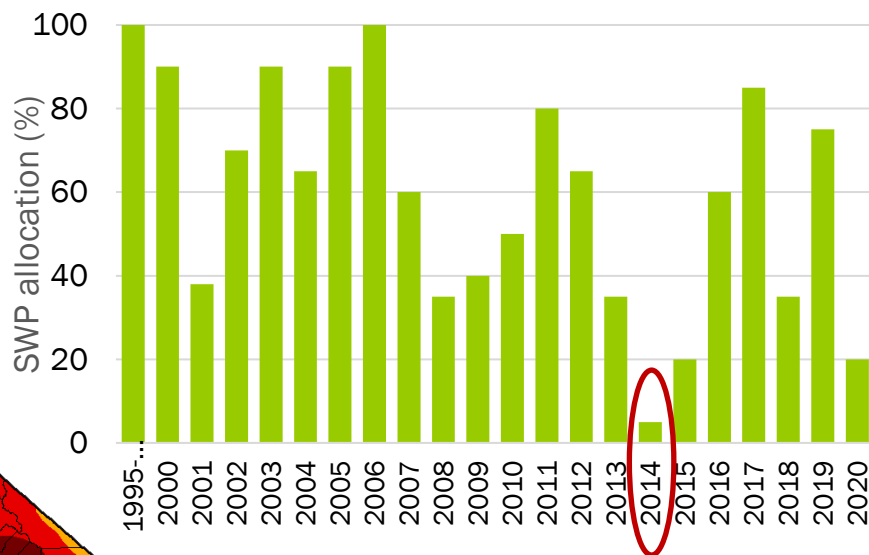
*percentages represent average conditions (varies year-to-year) 155 of 257

Background

2015 Study

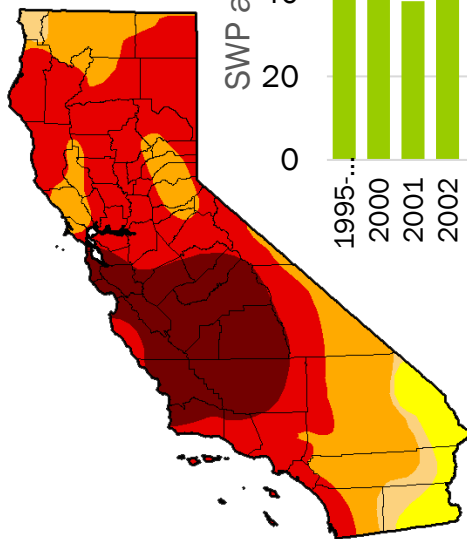
DSRSD prepared the 2015 Study during the unprecedented 2012-2016 drought that triggered severe State Water Project (SWP) cutbacks, resulting in supply shortages.

Historical SWP allocations



In 2014, SWP allocations were the lowest on record—initially 0% and increased to 5% later in the year.

The initial 0% allocation raised concerns about Zone 7’s ability to access groundwater “banked” (stored) in Kern County, prompting DSRSD to advocate for increased diversification of the Tri-Valley’s water supplies.



Map source:
U.S. Drought Monitor,
March 2014

Background

2015 Study

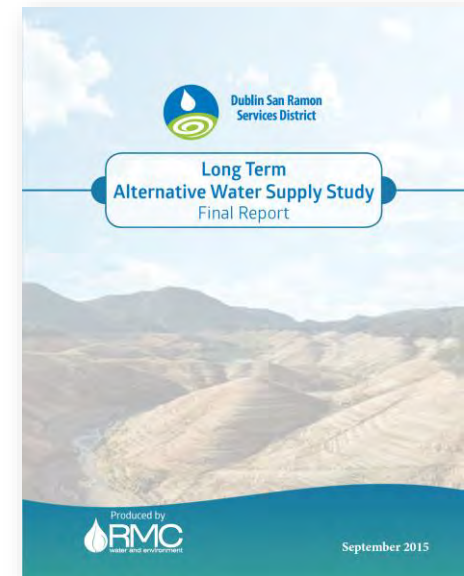
The 2015 Study was a **high-level preliminary evaluation of long-term supply options, driven by:**

- **Severe SWP cutbacks during the 2012-2016 drought, and**
- **Desire for increased supply diversification and local control**

Further, the 2015 Study relied upon demand projections from DSRSD's 2010 UWMP—substantially higher than current projections—and identified ambitious water supply projects to meet these demands. Most supply alternatives identified were high-level, preliminary concepts, requiring more detailed feasibility assessment and planning before moving forward.

The 2015 Study prioritized diversification and local control and informed DSRSD's Water Supply, Storage, Conveyance, Quality and Conservation Policy, which includes several aspirational goals, such as:

- At least **60%** of demand satisfied by local and regional supplies
- No more than **40%** originates from one source
- Except for brine, **0%** of wastewater discharged to San Francisco Bay
- Independent conveyance system to serve DSRSD's customers



Current Context

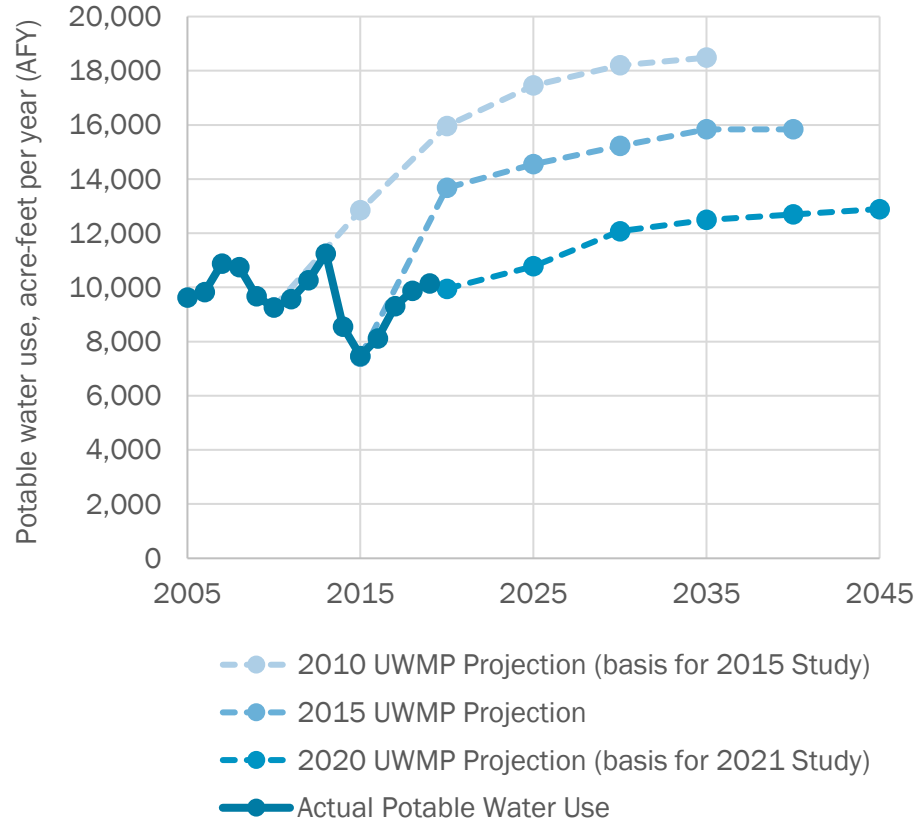
Substantially Changed Conditions since 2015

Much has changed since 2015, including:

1. Lower water demand projections statewide

Water demands declined during the drought and are expected to remain lower than previously projected, due to 2018 legislation setting new standards for water use efficiency (Assembly Bill 1668 and Senate Bill 606).

DSRSD's potable water demand projections have decreased over time



Current Context

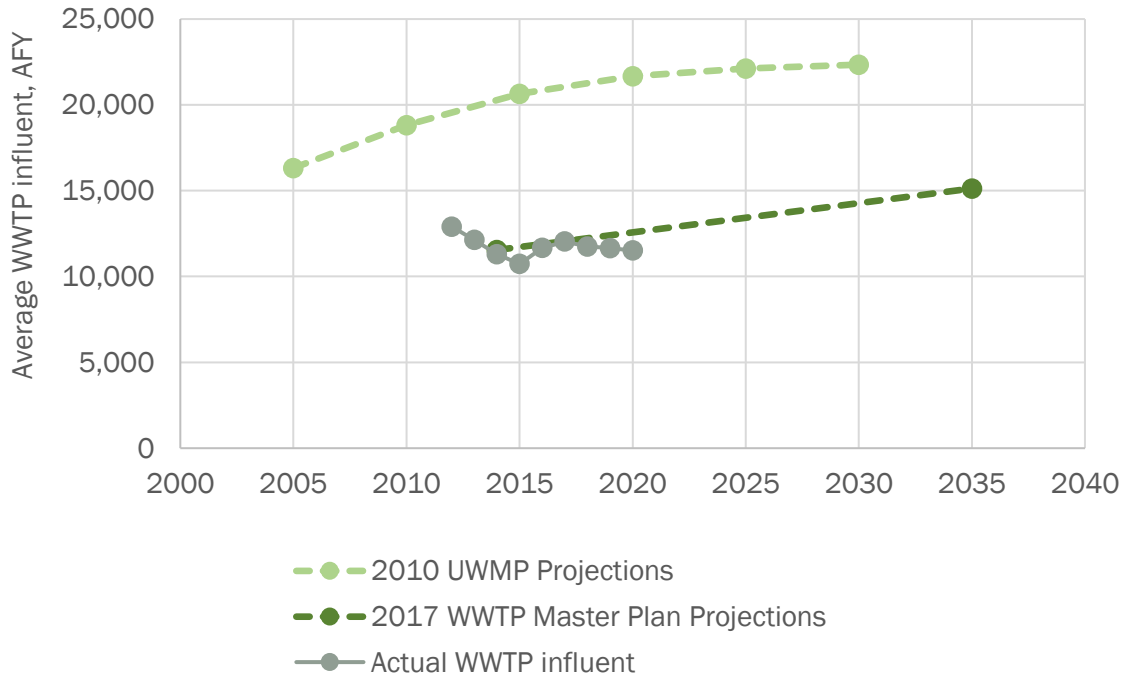
Substantially Changed Conditions since 2015 (continued)

Much has changed since 2015, including:

2. Lower wastewater flows

Progress in indoor water use efficiency has resulted in lower wastewater flows

DSRSD WWTP influent projections have reduced over time, due to lower indoor water use



Note: Though DSRSD’s wastewater service area does not align with its water service area, lower indoor water use trends are occurring throughout the Tri-Valley.

Current Context

Substantially Changed Conditions since 2015 (continued)

Much has changed since 2015, including:

3. Regional supply projects

The region is pursuing a broad array of supply, storage, and conveyance projects.

In addition to improved water use efficiency, the Tri-Valley has made progress in water supply reliability efforts—expanding recycled water, exploring additional projects (e.g., Tri-Valley Potable Reuse), and implementing lessons learned from the drought.

Collaborative efforts, such as the Bay Area Regional Reliability (BARR) Partnership, have advanced planning for other regional projects, including a potential Bay Area Regional Desalination facility and the Shared Water Access Program, which will provide a framework to facilitate future water transfers and exchanges.



Source: BARR Drought Contingency Plan (2017).

Current Context

Current DSRSD Water Supplies Compared to Policy

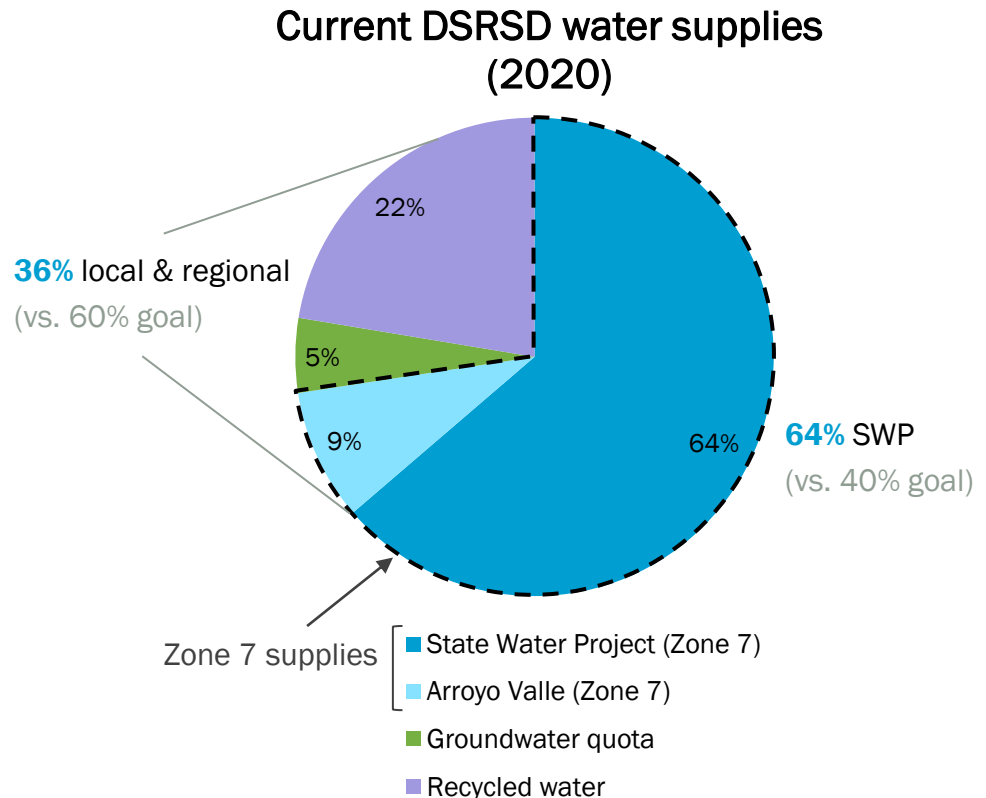
Aspirational goals stated in DSRSD’s Water Supply, Storage, Conveyance, Quality and Conservation Policy:

At least **60%** of demand satisfied by local and regional supplies

No more than **40%** originates from one source

Except for brine, **0%** of wastewater discharged to Bay

Independent conveyance system to serve DSRSD’s customers



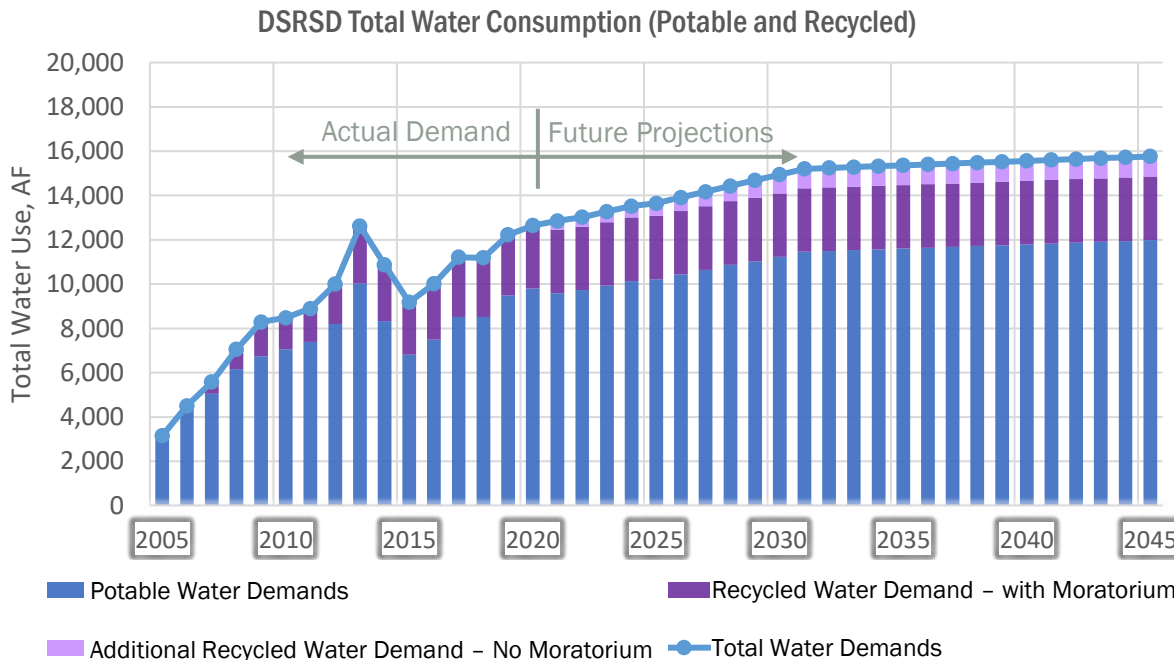
Future Water Needs

Section 02

Future Water Needs

New supplies are needed to meet DSRSD's projected water needs—recycled and potable

DSRSD's recycled water program began in 2006 and currently meets nearly 25% of total demands. Additional supply and/or storage is needed for the program to grow.

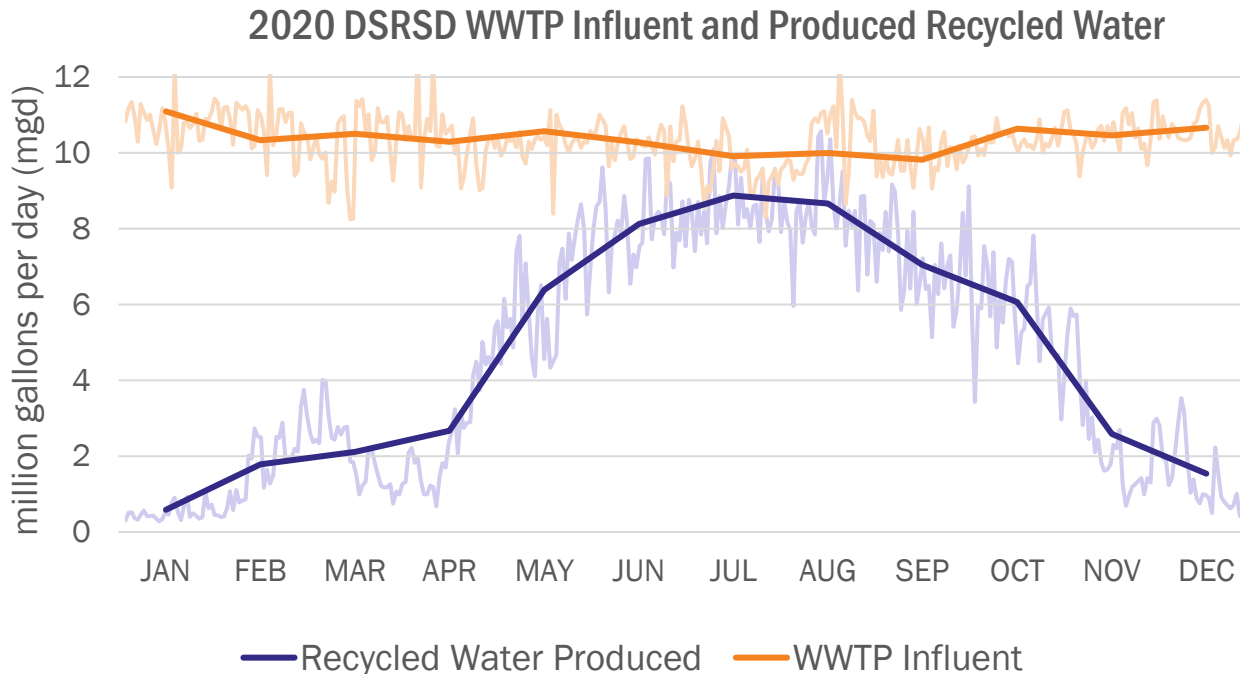


DSRSD's total water demand is projected to increase by 2,900 acre-feet (AF) by 2045. Nearly 20% of this could be met through recycled water, pending source water (effluent) availability. Otherwise, the full 2,900 AF will rely on potable supply.

Future Water Needs

Limited wastewater is available for reuse

Currently, nearly all wastewater is recycled during the summer months—and WWTP flows are expected to remain relatively flat through 2035. Expansion of the recycled water program has been halted until more supply is available.



If available, seasonal storage could increase reuse by holding extra recycled water in the winter months for later use in peak season (summer months).

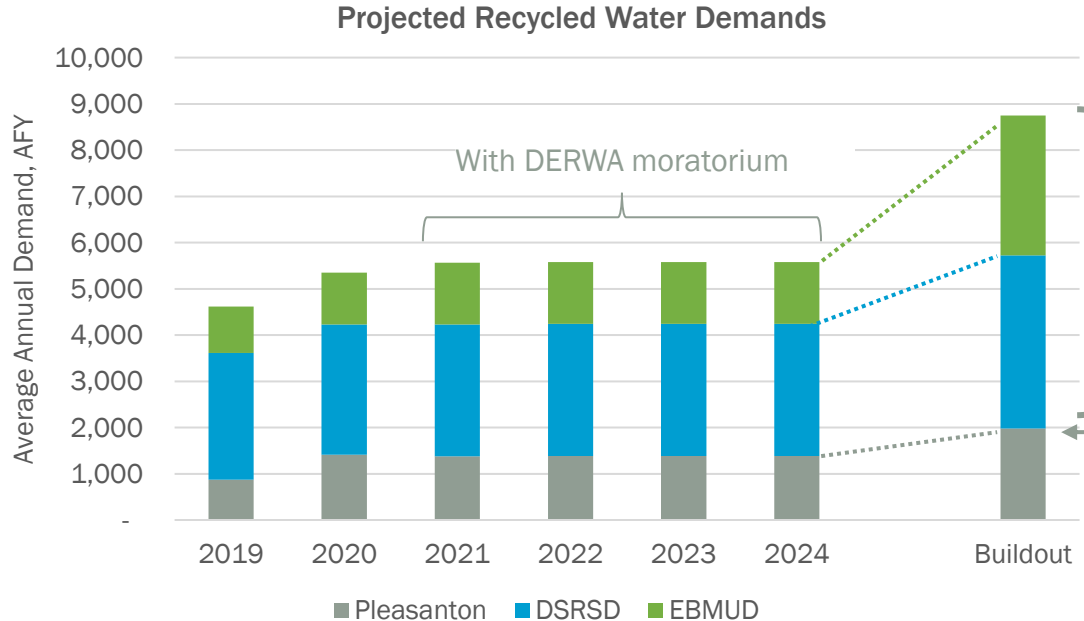
Monthly averages shown with darker line; daily flows shown in lighter color. Recycled water demand exceeded supply several days during the summer.

Future Water Needs

Supplemental flow is needed to further expand DERWA's recycled water program

As Pleasanton's recycled water program grows, so will the need for additional supply or seasonal storage (to continue to meet existing demands for DSRSD and EBMUD).

DERWA and CCCSD recently executed a temporary agreement to transfer recycled water to DERWA to supplement system flows through January 2024.



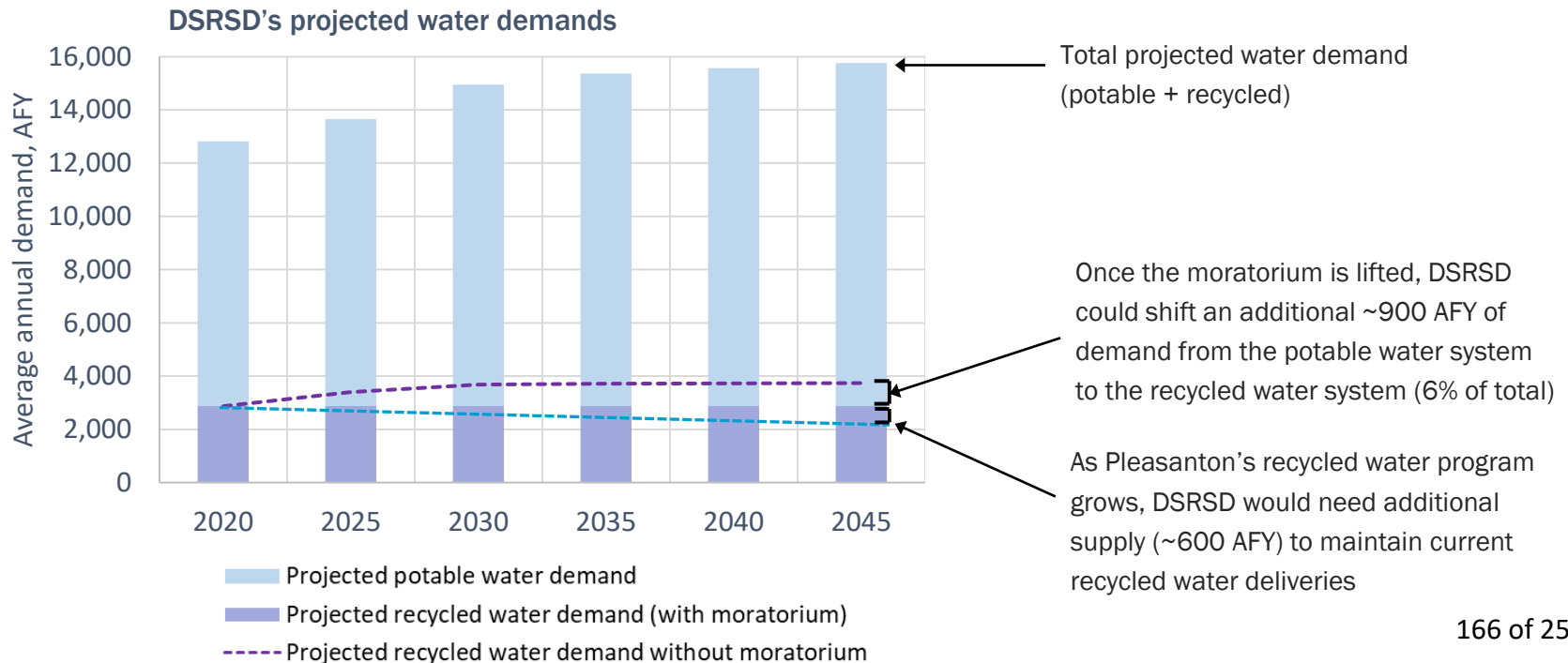
If a permanent supplemental supply source can be secured, DERWA could lift the current moratorium and further expand the recycled water program.

As Pleasanton's recycled water program grows, so will the need for additional supply (to maintain status quo for DSRSD & EBMUD).

Future Water Needs

Expanding recycled water increases potable supply reliability

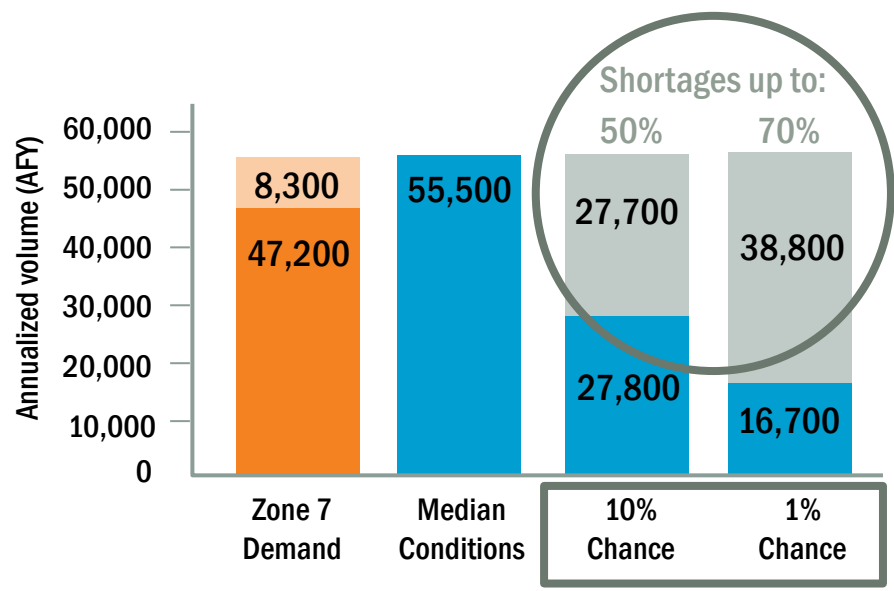
Converting customers from the potable to recycled water system reduces peak season potable demands (summer months) and offsets the need for new supplemental potable supply (year-round).



Future Water Needs

Tri-Valley communities need additional potable supplies for long-term reliability

2040: Zone 7 Demand and Available Supply
(assuming no new water supply projects)



- Untreated Demand
- Treated Demand
- Shortage
- Supply

* Zone 7 is in the process of revising supply and demand projections for the 2020 UWMP, which may shift the projected shortage estimates.

Zone 7's 2019 Water Supply Evaluation Update estimates water shortages under various scenarios. The "no new water supply projects" scenario is estimated to result in supply shortages up to 50-70% by 2040*

These would translate to significant shortages for DSRSD, which makes up about 25% of Zone 7's treated demand.

Zone 7's Water Supply Reliability Policy Goals

Zone 7 will meet its treated water customers' water supply needs. . . as follows:

- At least **85%** of M&I water demands **99%** of the time
- **100%** of M&I water demands **90%** of the time

Future Water Needs

Improved resilience requires new options for conveyance and storage

New conveyance and storage are needed to reduce risk to shocks (e.g., earthquakes) and provide operational flexibility, as learned during the 2012-2016 drought.

About 70% of the Tri-Valley's water supply is provided through the State Water Project—water flows through the Delta and is conveyed to Zone 7 via the South Bay Aqueduct. New conveyance would provide an alternative flow path in the event of Delta outages.

Additional regional storage would increase operational flexibility and reliability to complement Zone 7's existing surface reservoirs and groundwater storage.



Photo credit: CA Department of Water Resources

As demonstrated in the photo above, Delta levees are susceptible to failure (e.g., due to earthquakes). Delta levees keep salt water from the San Francisco Bay from mixing with the fresh water supply. In the event of levee failure, Delta water would be unusable for an extended period. 168 of 257

Potential Alternatives

Section 03

Potential Alternatives

Identifying supply, storage, and conveyance alternatives

The 2021 AWSS revisits alternatives from the 2015 Study, incorporates Zone 7 efforts, and evaluates additional projects that were not previously considered. Like Zone 7’s approach, the 2021 AWSS considers storage and conveyance options along with supply projects and recycled water alternatives.

Zone 7’s Water Supply Reliability Options




Potential Projects	Supply	Storage	Conveyance
Delta Conveyance	✓		✓
Sites Reservoir	✓	✓	
Los Vaqueros Reservoir Expansion and Transfer-Bethany Pipeline		✓	✓
Bay Area Desalination	✓		
Potable Reuse	✓		
Water Transfers and Exchanges*	✓		
Interties			✓

Zone 7 is evaluating a broad range of projects and likely needs two or more projects to meet their Water Supply Reliability Policy goals. All of these projects require regional and/or statewide partners and could take **5 to 15 years** to develop.

*Zone 7 is pursuing short-term transfers as an interim solution until other projects are online. With Delta Conveyance, Zone 7 may also be able to purchase additional yield from other SWP contractors through long-term transfers.

Revisiting alternatives from 2015

Some alternatives from 2015 were carried forward to the 2021 AWSS, while others were reframed or dropped from further evaluation, based on new information and evolving circumstances.

2015 AWSS Alternatives	New Information	2021 AWSS Approach
Enhanced conservation Residential turf replacement Greywater capture/reuse	Long-term water use efficiency legislation (AB 1668/SB 606)	Incorporated as baseline assumption (rather than separate alternatives), since conservation and efficiency measures are required by new State legislation.
Rainwater capture/reuse		Not further evaluated , due to seasonality and lack of year-to-year availability.
Recycled water direct to residential irrigation customers	DERWA moratorium, lower than projected wastewater flows	Not further evaluated , since current lack of wastewater prevents connection of new recycled water customers. Instead, the 2021 AWSS explores supplemental non-potable supply.
Indirect potable reuse via groundwater recharge Indirect potable reuse via reservoir augmentation	Joint Tri-Valley Potable Reuse Study	Included as Tri-Valley Potable Reuse under Zone 7's supply alternatives. 
Direct potable reuse	Direct potable reuse regulations anticipated in 2023	Included as treated water augmentation (TWA) (direct to DSRSD's distribution system)
Bay desalination (facility in Hayward)	Bay Area Regional Desalination studies	Replaced with Bay Area Regional Desalination (at Mallard Slough) under Zone 7 options. (Preferred location per siting studies; brackish water is lower cost, less energy intensive to treat). 
North of Delta transfers, wheeled through EBMUD's system	Lessons learned from past transfer attempts & BARR partnership; discussions with EBMUD	Included as broader transfer/exchange opportunities in partnership with Zone 7 , acknowledging limitations in EBMUD's wheeling capacity. 
Fringe Basin groundwater (<i>screened out of 2015 Study due to limited potable supply potential</i>)		Added back as a non-potable alternative 171 of 257

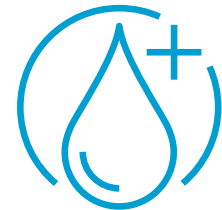
New alternatives (not in 2015 AWSS)

Potable supply, storage, and conveyance options

In addition to the alternatives carried forward from 2015, the 2021 AWSS includes options for supply, storage, and conveyance that are currently under consideration by Zone 7 and were not previously included in the 2015 Study. Although DSRSD would not be leading these projects, the evaluation demonstrates how each project contributes to DSRSD's water supply reliability.

The following additional potable projects are included in the 2021 AWSS:

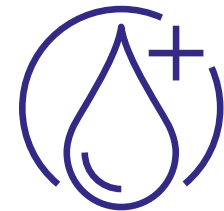
- Intertie
- Delta Conveyance
- Sites Reservoir
- Los Vaqueros Reservoir Expansion (including Transfer-Bethany Pipeline)



New alternatives (not in 2015 AWSS)

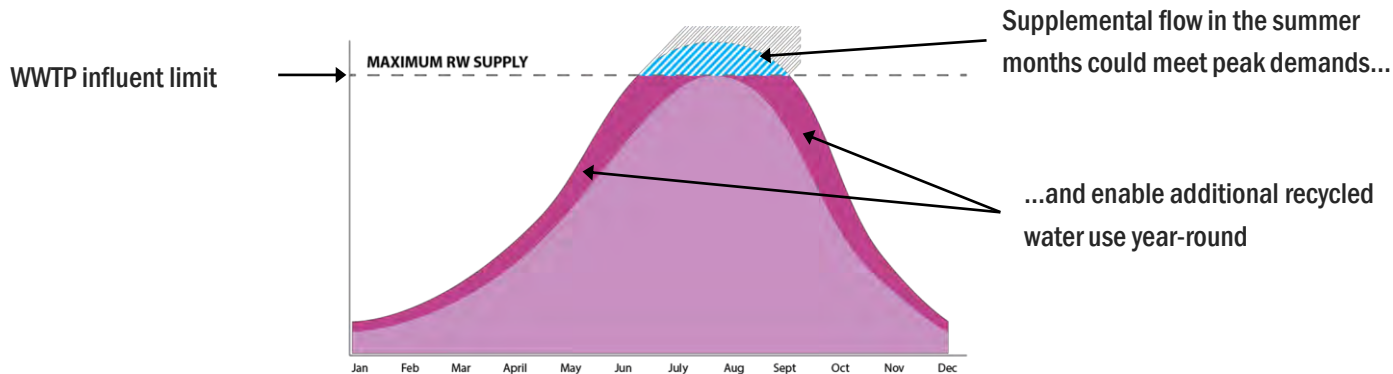
Non-potable supply and storage options

The 2021 AWSS includes integrated potable and non-potable options. By securing additional non-potable supply, DSRSD could expand the recycled water program, thereby reducing demand on the potable water system.



The 2021 AWSS evaluated the following non-potable alternatives:

- **Storage** of tertiary treated recycled water in Chain of Lakes
- **Groundwater (non-potable)** from the Fringe Basin or Zone 7's Hopyard #7 well
- **Reverse osmosis (RO) reject** from Zone 7's groundwater demineralization facility
- **Supplemental wastewater** from neighboring agency (CCCSD or Livermore)



Potential Alternatives

Alternatives selected for further evaluation

The table below presents the potable and non-potable options that were selected for further evaluation in the 2021 AWSS. Each of these alternatives is described in this section in more detail, including location, estimated yield, cost, and key considerations.

Potable Supply, Storage, and Conveyance		Supply	Storage	Conveyance
Currently being explored by Zone 7	P-1. Direct Potable Reuse via Treated Water Augmentation			
	P-2. Tri-Valley Potable Reuse			
	P-3. Regional Desalination			
	P-4. Water Transfers and Exchanges			
	P-5. Intertie			
	P-6. Delta Conveyance			
	P-7. Sites Reservoir			
	P-8. Los Vaqueros Reservoir Expansion and Transfer-Bethany Pipeline			
Non-Potable Supply and Storage				
	NP-1. Recycled Water Storage in Chain of Lakes			
	NP-2. Fringe Basin Groundwater			
	NP-3. Groundwater from Hopyard #7 Well			
	NP-4. RO Reject from Zone 7's Groundwater Demineralization Facility			
	NP-5. Wastewater from Neighboring Agency			

Nearly all of the alternatives involve partnerships with other agencies. Benefits, challenges, and other considerations for each alternative were informed by discussions with potential partner agencies.

P-1. Direct Potable Reuse via Treated Water Augmentation



Potential Partners: DSRSD

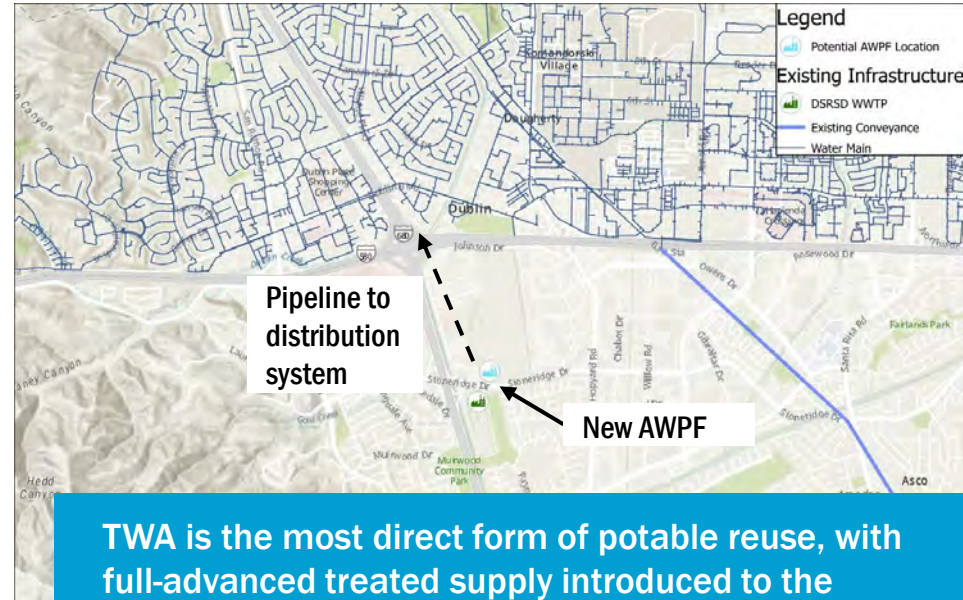
Description: Potable reuse via treated water augmentation (TWA) (i.e., direct to DSRSD’s distribution system) is the only potable reuse alternative that DSRSD could pursue independently. Given DSRSD’s lack of available summertime flows, this alternative assumes a 2 mgd advanced water purification facility (AWPF) with ozone/biological activated carbon, membrane filtration, RO, and ultraviolet-advanced oxidation process, operated 9 months out of the year (September through May). State regulations for TWA are currently being developed (anticipated by late 2023) and will require robust measures to protect public health and demonstrated technical, managerial, and financial capacity of a permit applicant.

Estimated Yield: 1,700 AFY

Capital Cost: \$80M // **Unit Cost:** \$4,600/AF*

Benefits: Locally generated supply, controlled by DSRSD.

Challenges/Considerations: Regulations are still being developed, and as the most direct form of reuse, TWA will likely require stringent monitoring and operating procedures, as well as public outreach/education. Additionally, the AWPF could only operate seasonally, given DSRSD lacks available wastewater flow in summer months. DSRSD’s agreement with DERWA to provide up to 6,420 AFY for tertiary treated recycled water may also limit effluent availability for DSRSD’s reuse.



* Capital cost rounded up to the nearest \$5M, unit cost rounded up to the nearest \$100. Costs may not capture all elements required by future regulations (draft anticipated 2023). Assumes DSRSD is operating the AWPF independently, 9 months out of the year.



P-2. Tri-Valley Potable Reuse

Potential Partners: Zone 7 and retailers

Description: The 2018 Joint Tri-Valley Potable Reuse Technical Feasibility Study evaluated a wide range of potable reuse options, utilizing wastewater from DSRSD and Livermore. Potential end uses for purified water included groundwater recharge via injection wells, groundwater recharge via Chain of Lakes, and raw water augmentation (RWA) at Zone 7’s Del Valle Water Treatment Plant. The study demonstrated potable reuse to be technically feasible and recommended several additional studies. This alternative includes any regional potable reuse project developed jointly with other Tri-Valley agencies.

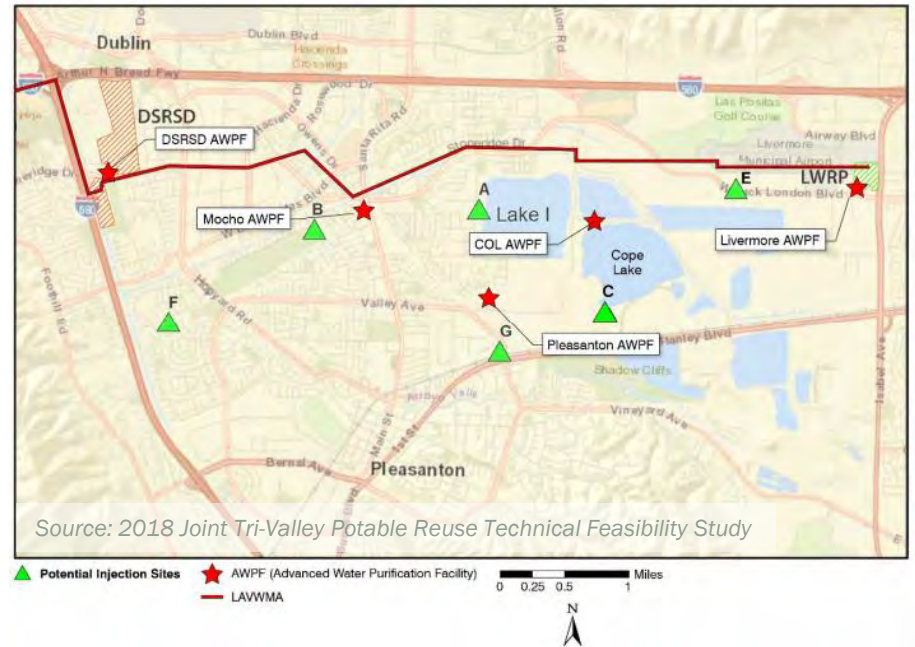
Estimated Yield: 5,000 AFY for Zone 7 (~1,200 AFY for DSRSD)*

Capital Cost: \$135-\$275M // **Unit Cost:** \$2,800-\$3,000/AF **

Benefits: Local, drought resilient supply; makes use of wastewater that would otherwise be discharged to the Bay.

Challenges/Considerations: Requires additional studies on conjunctive use and contaminant mobilization, as well as public education/outreach. For the RWA alternative, regulations are still being developed (draft anticipated in 2023).

Several potential AWWPF locations and delivery points are being considered, as shown below.



- * Yield based on Zone 7’s draft 2020 UWMP example portfolio, assuming approximately 25% of the yield would go to DSRSD (based on portion of Zone 7’s total direct demand).
- ** Costs from Zone 7’s 2019 Water Supply Evaluation Update and 2018 Joint Tri-Valley Potable Reuse Feasibility Study, inflated to 2021 dollars. Capital costs rounded up to the nearest \$5M, unit costs rounded up to the nearest \$100. Represents cost for Zone 7.



P-3. Bay Area Regional Desalination

Potential Partners: Zone 7, CCWD, EBMUD, SFPUC, and Valley Water

Description: The Bay Area Regional Desalination Project would include a brackish water treatment plant at CCWD’s Mallard Slough Pump Station. Zone 7 could receive desalinated water through the South Bay Aqueduct (via exchange with CCWD), a potential new intertie with EBMUD, or possibly through the Los Vaqueros Reservoir Expansion project (conveyed via Transfer-Bethany pipeline to the South Bay Aqueduct).

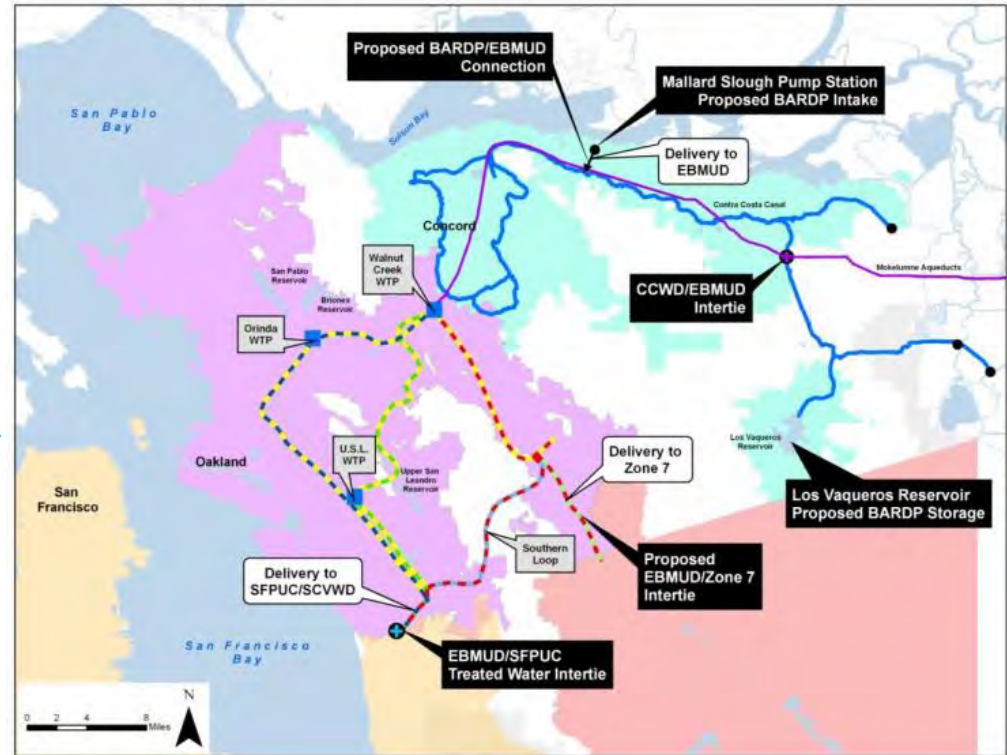
Estimated Yield: 5,000 AFY for Zone 7 (~1,200 AFY for DSRSD)*

Capital Cost: \$90M (Zone 7’s share) **

Unit Cost: \$2,000/AF or \$2,500/AF (with treated water intertie) for Zone 7**

Benefits: Improves dry-year supply reliability and resilience to shocks (e.g., earthquakes), particularly if operated conjunctively with Los Vaqueros Reservoir. Brackish water treatment is more cost effective and less energy-intensive than ocean water desalination (fewer greenhouse gas emissions).

Challenges/Considerations: Potential environmental impacts have not yet been fully evaluated; may require mitigating potential fishery impacts. Additionally, water rights are a critical consideration, and new agreements and infrastructure may be needed to convey the supply.



Source: Zone 7, 2019 Water Supply Evaluation Update.

* Yield based on Zone 7’s draft 2020 UWMP example portfolio, assuming approximately 25% of the yield would go to DSRSD (based on portion of Zone 7’s total direct demand).
** Cost from Zone 7’s 2019 Water Supply Evaluation Update, inflated to 2021 dollars. Capital cost rounded up to the nearest \$5M, unit costs rounded up to the nearest \$100. \$2,000/AF represents cost of raw water delivered up to Zone 7’s treatment plants. \$2,500/AF represents cost of treated water delivered through potential EBMUD-Zone 7 intertie. Represents cost for Zone 7.

P-4. Water Transfers and Exchanges (short-term and long-term)



Potential Partners: Zone 7 and willing seller(s)

Description: Zone 7 is considering short-term transfers with SWP contractors or other agencies as a temporary solution until longer-term projects come online. Short-term transfers between two SWP contractors are relatively straightforward and easy to implement. Additionally, Zone 7 is exploring opportunities for long-term transfers. Long-term transfers are more challenging from a regulatory and institutional standpoint, and opportunities have previously been limited. However, the recent Water Management Tools Amendment to the SWP Water Supply Contracts may facilitate future long-term transfers, which could augment Zone 7's SWP supply.

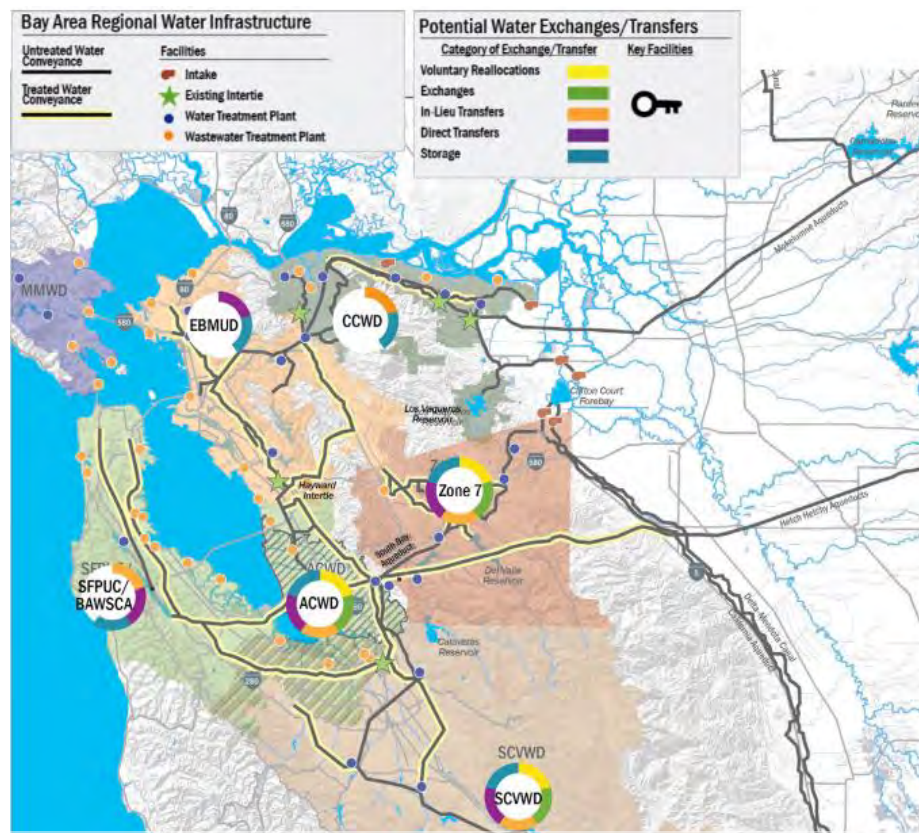
Estimated Yield: 5,000 AFY for Zone 7 (~1,200 AFY for DSRSD)*

Capital Cost: \$0.5M (short-term) to \$115M (long-term) **

Unit Cost: \$500-\$1,200/AF for Zone 7 **

Benefits: Provides near-term, temporary water supply; short-term transfers between SWP contractors can be implemented quickly (within a year); leverages existing infrastructure.

Challenges/Considerations: Short-term transfers are only intended as an interim solution; requires a willing seller and price can vary year-to-year, based on seller and hydrological conditions. Long-term transfers are more difficult to implement due to additional regulatory requirements, water rights issues, and challenges finding a willing seller. Though, these challenges are anticipated to become easier with the Water Management Tools Amendment.



Source: BARR Drought Contingency Plan (2017).

* Yield based on Zone 7's draft 2020 UWMP example portfolio, assuming approximately 25% of the yield would go to DSRSD (based on portion of Zone 7's total direct demand).

** Costs from Zone 7's 2019 Water Supply Evaluation Update, inflated to 2021 dollars. Low end of capital cost rounded to the nearest \$0.5M, high end rounded up to the nearest \$5M, unit costs rounded up to the nearest \$100. Represents cost for Zone 7.

P-5. Intertie



Potential Partners: Zone 7 and EBMUD (or other)

Description: Zone 7 is exploring a 30-inch diameter, seven-mile pipeline to connect EBMUD’s treated water distribution system to the west side of Zone 7’s transmission system. The project would provide an alternate means to convey water to Zone 7 during emergency conditions or Delta/SBA outages.

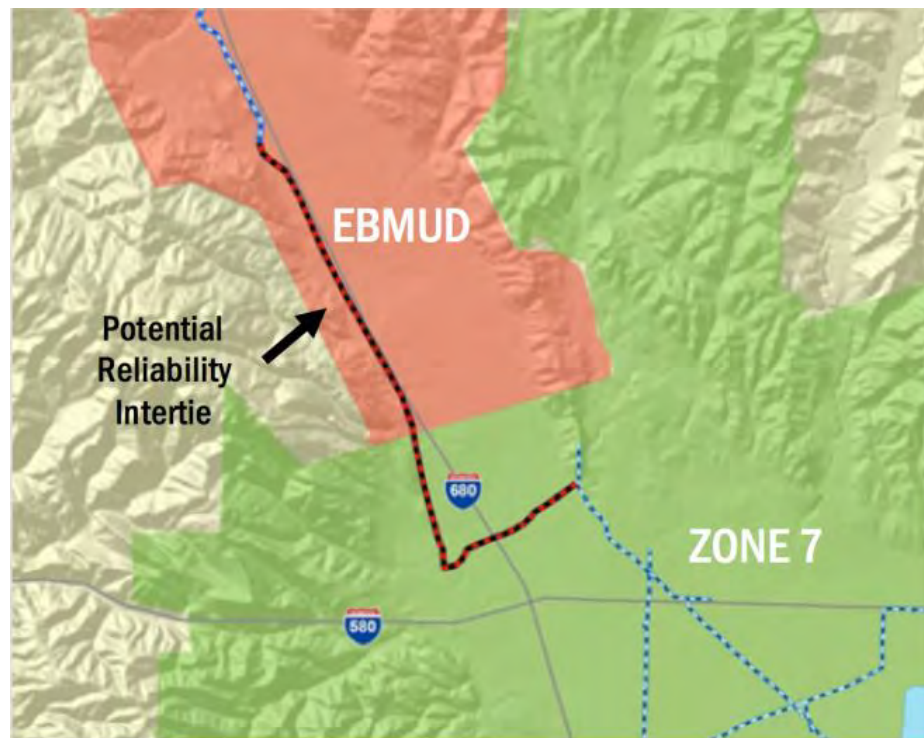
Zone 7 is also considering an alternative intertie with SFPUC, as described in the Bay Area Regional Reliability (BARR) Drought Contingency Plan, though this has not been studied in as much detail.

Estimated Capacity: 10-25 mgd (depending on EBMUD’s wheeling capacity)

Capital Cost: \$65 million in future dollars (for Zone 7)*

Benefits: Provides reliability during droughts, earthquakes, or other outage conditions; facilitates water transfers between Zone 7 and EBMUD (both directions).

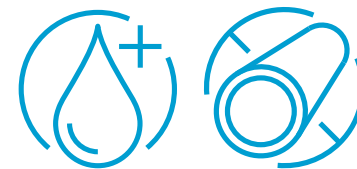
Challenges/Considerations: Use of the intertie could be limited by EBMUD’s wheeling capacity, and construction through an urban area presents potential challenges.



Source: BARR Drought Contingency Plan (2017).

*Cost from Zone 7’s 2019 Water Supply Evaluation Update.

P-6. Delta Conveyance



Potential Partners: Zone 7, DWR, and other statewide partners

Description: The Delta Conveyance project would help protect the State Water Project from climate change impacts (e.g., sea level rise and saltwater intrusion) and other disruptions (e.g., earthquakes, levee failure). The current proposal includes one 42-mile tunnel with 6,000 cfs capacity. Although the project does not come with a new source of supply, the State Water Project’s export capability has been decreasing over time and is expected to further decline (due to regulatory constraints and aging infrastructure). Delta Conveyance would protect against further declines in SWP reliability by improving operational flexibility.

Estimated Yield: TBD. As an initial estimate, if Delta Conveyance prevents the 5% decline in SWP reliability projected between 2020 and 2040 (from 59% to 54%), this would equate to 4,000 AFY for Zone 7 (~1,000 AFY for DSRSD)*

Capital Cost: \$195M (Zone 7’s share) **

Unit Cost: \$2,000/AF for Zone 7 (based on assumed yield) **

Benefits: Preserves SWP supply, increases capacity for transfers from north of the Delta, and protects against earthquakes, saltwater intrusion, and other disruptions.

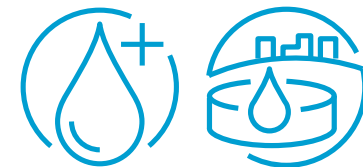
Challenges/Considerations: Project is large and complex with many partners; still requires environmental review and state/federal approval; could take 15 or more years to implement.



Source: Delta Conveyance Design and Construction Authority

- * The potential increase in SWP reliability from Delta Conveyance will be determined once operational and permitting terms are better defined. Zone 7’s 2020 UWMP assumes no yield at this time, to be conservative.
- ** Zone 7’s share, as noted in the 2019 Water Supply Evaluation Update, was adjusted proportionally based on revised cost of Delta Conveyance (\$15.9B) compared to CA Water Fix (\$16.7B in 2017 dollars). Unit cost adjusted assuming 4,000 AFY of yield (compared to 11,000 AFY assumed in 2019 Water Supply Evaluation Update). Costs will continue to be refined as project develops. Capital cost rounded up to the nearest \$5M and unit costs rounded up to the nearest \$100. Represents cost for Zone 7.

P-7. Sites Reservoir



Potential Partners: Zone 7 and other statewide partners

Description: Sites Reservoir would be a new 1.5 million AF off-stream reservoir, 75 miles northwest of Sacramento. Sites is intended to capture excess flows (mostly during wet years) and provide storage to make more water available during dry years. The reservoir is intended to supplement and optimize use of Shasta Reservoir (part of the Central Valley Project) and Oroville Reservoir (State Water Project). Additionally, a portion of storage space and annual water supply is reserved for environmental purposes.

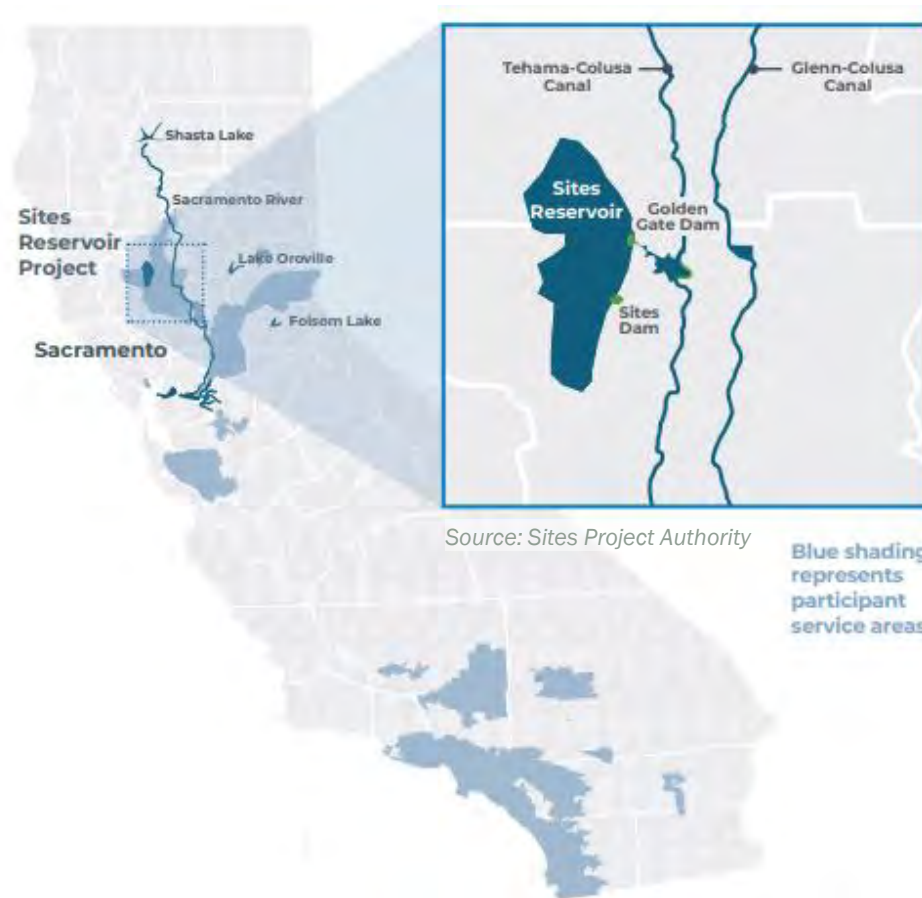
Estimated Yield: 10,000 AFY for Zone 7 (2,500 AFY for DSRSD)*

Capital Cost: \$70M (Zone 7's share)**

Unit Cost: \$1,000 for Zone 7**

Benefits: Provides water supply, north of Delta storage, and dry-year reliability; off-stream storage does not create a barrier to native fish migration.

Challenges/Considerations: Sites Reservoir is located far north of the Tri-Valley; supply would still need to be exported through the Delta (best when paired with Delta Conveyance).



* Yield based on Zone 7's draft 2020 UWMP example portfolio, assuming approximately 25% of the yield would go to DSRSD (based on portion of Zone 7's total direct demand).
** Cost from Zone 7's 2019 Water Supply Evaluation Update, inflated to 2021 dollars. Zone 7's share of cost adjusted proportionally based on revised capital cost of Sites Reservoir (~\$3B total; decrease from ~\$5B assumed in 2019 WSE). Capital cost rounded up to the nearest \$5M, unit cost rounded up to the nearest \$100. Represents cost for Zone 7.

P-8. Los Vaqueros Reservoir Expansion and Transfer-Bethany Pipeline



Potential Partners: Zone 7 and other regional partners

Description: Los Vaqueros Reservoir is an off-stream reservoir owned by Contra Costa Water District (CCWD). The reservoir was expanded to 160,000 AF in 2012 (Phase 1) and CCWD is planning a further expansion to 275,000 AF as Phase 2, along with construction of the new Transfer-Bethany Pipeline that would connect the reservoir to the South Bay Aqueduct. Although the reservoir expansion would not provide new supply for Zone 7 (unless paired with a supply source like the Bay Area Regional Desalination Project), Los Vaqueros would provide storage and enable more operational flexibility. Additionally, the Transfer-Bethany Pipeline would provide new conveyance for Zone 7, improving resilience to outages and facilitating future transfers.

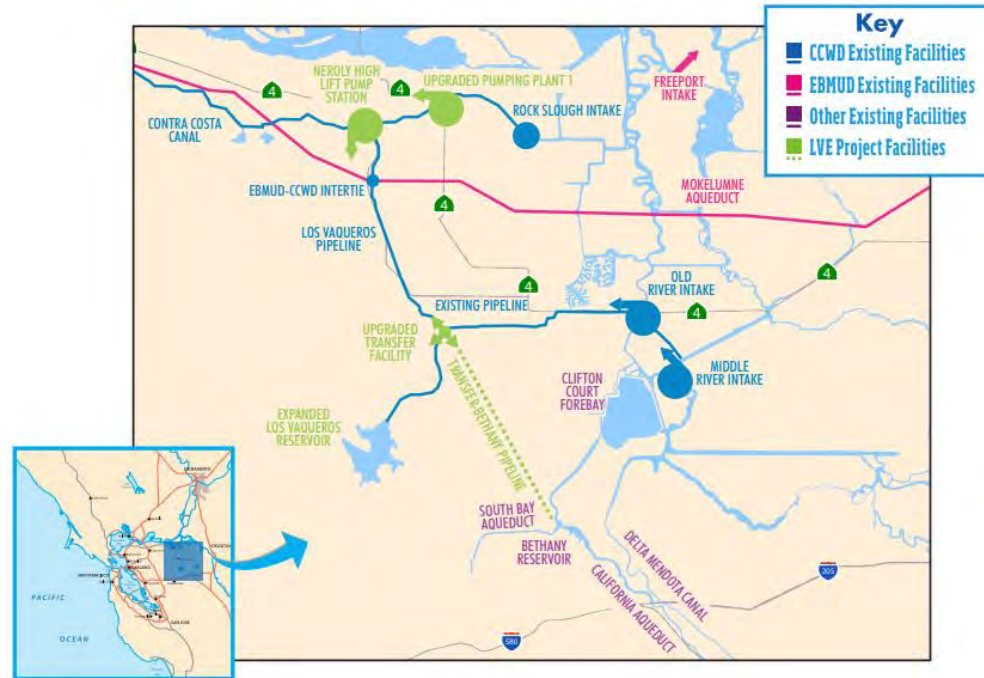
Estimated Yield: 10,000 AF of storage for Zone 7; average delivery 1,600 AFY (400 AFY for DSRSD)*

Capital Cost: Zone 7's share TBD. (For initial comparison purposes, assumed to be on the order of \$10M)**

Unit Cost: \$1,700/AF for Zone 7***

Benefits: Provides storage, new conveyance, and operational flexibility. Project has already gone through environmental review and can be implemented in the next 5-10 years.

Challenges/Considerations: Does not provide new supply; storage amount is relatively small compared to Zone 7's groundwater basin.



Source: Contra Costa Water District

- * Based on average delivery from Zone 7's 2019 Water Supply Evaluation Update. Assumes approximately 25% of the yield would go to DSRSD (based on portion of Zone 7's total direct demand).
- ** Total capital cost is approximately \$900M, with an estimated 23% funded by local partners. Local partners' shares are still being determined and will depend on partner participation and usage.
- *** Cost from Zone 7's 2019 Water Supply Evaluation Update, inflated to 2021 dollars. Estimate is expected to change significantly as partners' participation is confirmed.

NP-1. Recycled Water Storage in Chain of Lakes



Potential Partners: DSRSD, Zone 7, EBMUD, DERWA

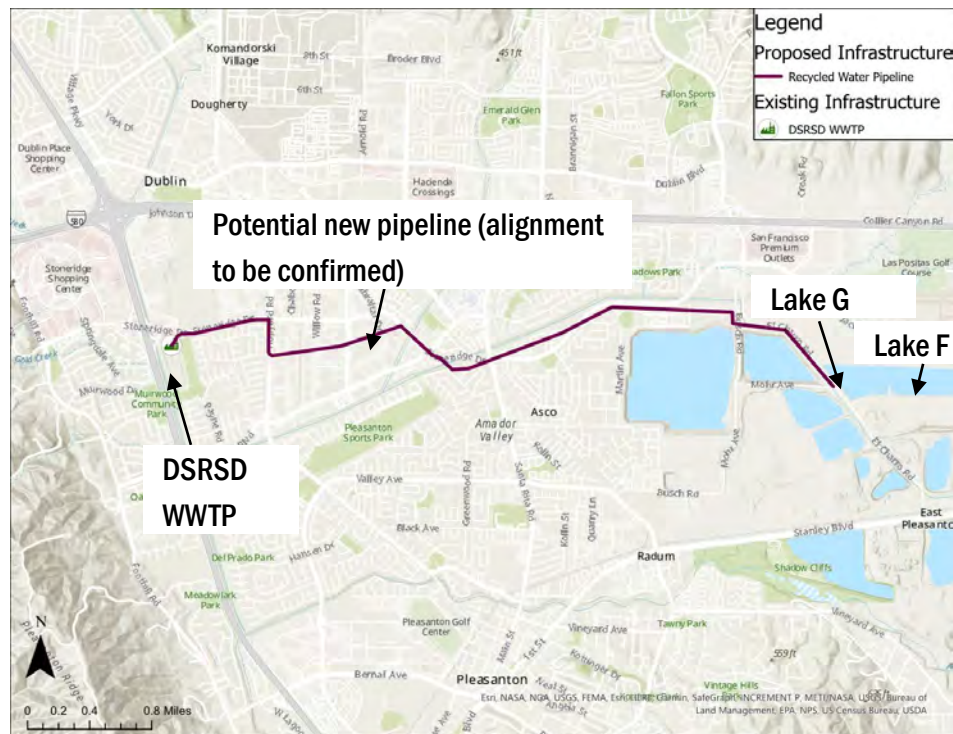
Description: A 2004 memorandum of understanding between DSRSD and Zone 7 includes collaborative efforts to find up to 1,200 AF of recycled water storage. Zone 7 has identified Lakes F and G as suitable for recycled water storage; however, these lakes are still being mined for gravel and Zone 7 may not acquire them until as late as 2060. While earlier acquisition may be possible, it would require negotiating with the quarry owners and operators, which is likely to be costly. This alternative includes constructing a pipeline to convey tertiary treated recycled water to/from Lake G seasonally. Water would be pumped to the lake in the winter months, for later use in the summer months.

Estimated Yield: 1,200 AF of storage; would enable an estimated 3,200 AFY increase in recycled water use year-round (DERWA total; DSRSD and EBMUD portions TBD).

Capital Cost: \$130M // **Unit Cost:** \$6,700/AF (minimum)*

Benefits: Helps meet future recycled water demands, reduces peak potable demands, and partially offsets the need for new supplemental potable supply.

Challenges/Considerations: Timing is too far off to meet water supply needs and early acquisition would be costly. Additionally, there could be potential water quality challenges with surface storage (e.g., algae growth).



*All cost estimates are preliminary and for comparative purposes only, with an accuracy range of -50% to +100%. Any alternatives that move forward should undergo more detailed cost analysis as plans progress.

Includes pumping, conveyance, and lining the lake, and assumes \$1M/acre to acquire the land (approximately 40 acres for Lake G). Actual cost of acquiring the land would depend on negotiations and could be significantly higher. Capital cost rounded up to the nearest \$5M, unit cost rounded up to the nearest \$100.



NP-2. Fringe Basin Groundwater

Potential Partners: DSRSD, Zone 7, EBMUD, DERWA

Description: Although the Fringe Basin generally has lower quality groundwater and pumping capacity than the Main Basin, it may be sufficient for non-potable uses. This concept would involve pumping groundwater from one or more Fringe Basin wells to supplement the recycled water supply in summer months. DERWA has been exploring a pilot project at the Nursery Well (in San Ramon). The 2021 AWSS also considers potential well sites near DSRSD's WWTP or the existing Clean Water Revival line (currently used for brine disposal from Zone 7's groundwater demineralization facility), given proximity to DSRSD's recycled water system. Zone 7's sampling of nearby wells will provide a sense of existing water quality conditions in this area.

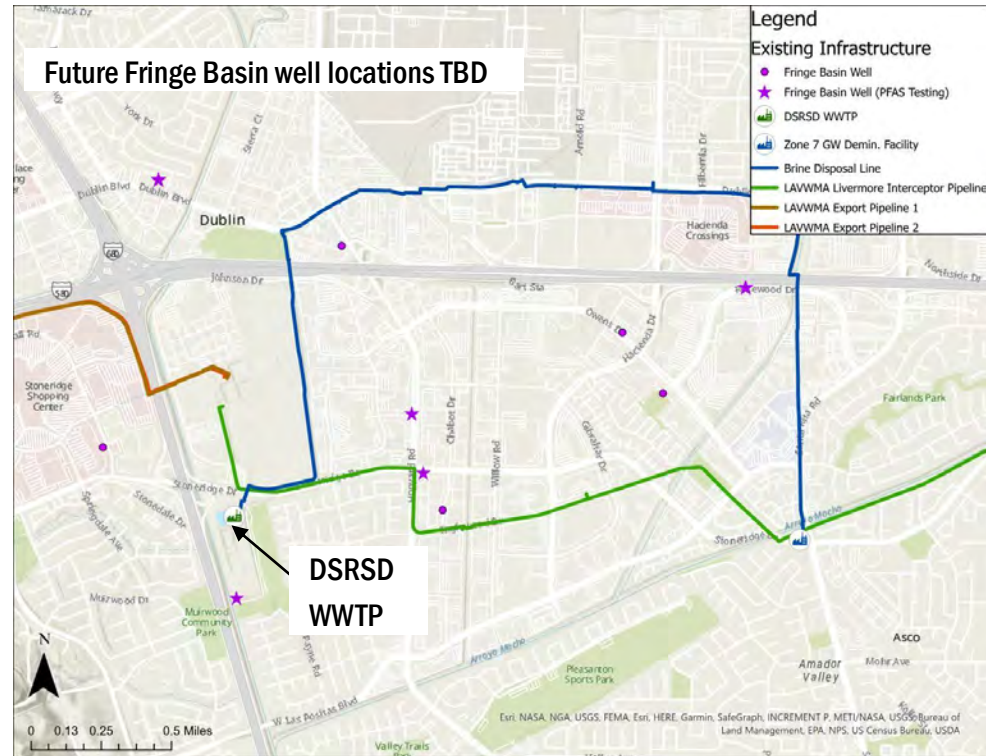
Estimated Yield: 800 AFY of groundwater; would enable an estimated 2,600 AFY increase in recycled water use year-round (DERWA total; DSRSD and EBMUD portions TBD)*

Capital Cost: \$20M // **Unit Cost:** \$1,700/AF*

Benefits: Helps meet future recycled water demands, reduces peak potable demands, and partially offsets the need for new supplemental potable supply. Additionally, pumping from the Fringe Basin does not count against DSRSD's pumping quota (assuming no adverse effects to Main Basin).

Challenges/Considerations: Pumping capacity and water quality are currently unknown, require further investigation (Zone 7 groundwater studies are in progress).

Zone 7 is scheduled to sample several wells in the vicinity of DSRSD's WWTP and the brine disposal line (shown below) later this year.



* Preliminary estimate, assuming 3 wells (capacity 400 gpm) operating 5 months/year, and up to 1.5 miles of new conveyance. Number, location, and capacity of wells would need to be confirmed through field investigations. Capital cost rounded up to the nearest \$5M, unit cost rounded up to the nearest \$100.



NP-3. Groundwater from Hopyard #7 Well

Potential Partners: DSRSD, Zone 7, possibly Pleasanton or LAVWMA for options to convey flow to DSRSD WWTP

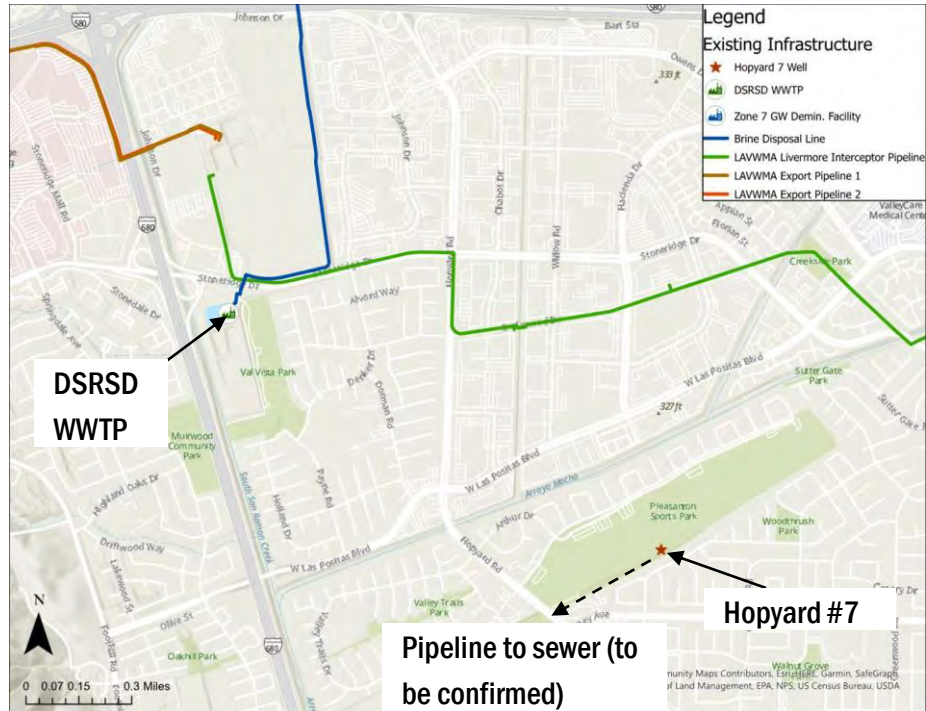
Description: Zone 7's Hopyard Well #7 (Hop 7) is located within the Pleasanton Sports Park, though is not connected to the potable distribution system due to elevated levels of arsenic, manganese, and boron. While not suitable for drinking water, this concept would make use of Hop 7 to supplement the recycled water supply. Groundwater from Hop 7 could be conveyed to DSRSD's WWTP by pumping to a nearby sewer. This approach would blend the groundwater with wastewater, diluting the concentration of contaminants to a level that may be acceptable for irrigation (to be confirmed).

Estimated Yield: 1,000 AFY of groundwater; would enable an estimated 2,900 AFY increase in recycled water use year-round (for DSRSD)

Capital Cost: \$5M // **Unit Cost:** \$600/AF*

Benefits: Helps meet future recycled water demands, reduces peak potable demands, and partially offsets the need for new supplemental potable supply. Makes use of an otherwise idle well and frees capacity for Zone 7 to recharge the groundwater basin with higher quality water.

Challenges/Considerations: Requires understanding of existing and maximum allowable contaminant levels to avoid negative impacts and ensuring that groundwater is not used outside of Zone 7's service area. Potentially requires outreach and education to overcome public perception challenges.



*Preliminary estimate, assuming groundwater can be pumped to a nearby sewer for conveyance to DSRSD's WWTP (route and capacity to be confirmed). If separate conveyance is required, cost would increase. Capital cost rounded up to the nearest \$5M, unit cost rounded up to the nearest \$100.

NP-4. RO Reject from Zone 7's Groundwater Demineralization Facility



Potential Partners: DSRSD, Zone 7, DERWA, EBMUD

Description: Zone 7's Mocho Groundwater Demineralization Plant uses reverse osmosis (RO) technology to treat groundwater. The RO reject (or brine) from this process is currently conveyed through the Clean Water Revival line to the LAVWMA export pipeline and discharged to the San Francisco Bay. This concept would involve intercepting and blending (with wastewater/fringe groundwater) or re-treating the RO reject to reduce the salt concentration to a level appropriate for recycled water use.

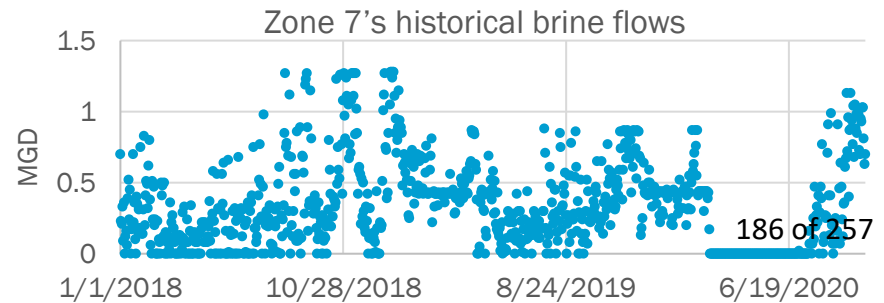
Estimated Yield: 100 AFY of RO reject; would enable up to 1000 AFY increase in recycled water use year-round if consistently available (DERWA total; DSRSD and EBMUD portions TBD)

Capital Cost: \$10M // **Unit Cost:** \$8,800/AF*

Benefits: Helps meet future recycled water demands, reduces peak potable demands, and partially offsets the need for new supplemental potable supply.

Challenges/Considerations: Timing and quantity of brine releases is unpredictable (dependent on Zone 7's operations). On average, less than 0.5 mgd is available. When higher flows are released, the amount of salt would be too high for blending—requiring expensive re-treatment with RO. Recovery rates are lower for the second round of RO treatment, further reducing the available supply.

*Estimated cost for a second RO facility to treat the brine, assuming 0.5 mgd of brine is available on average. Assumes the plant operates 5 months out of the year with a 50% recovery rate.



NP-5. Wastewater from Neighboring Agency



Potential Partners: DSRSD, DERWA, CCCSD, City of Livermore, EBMUD

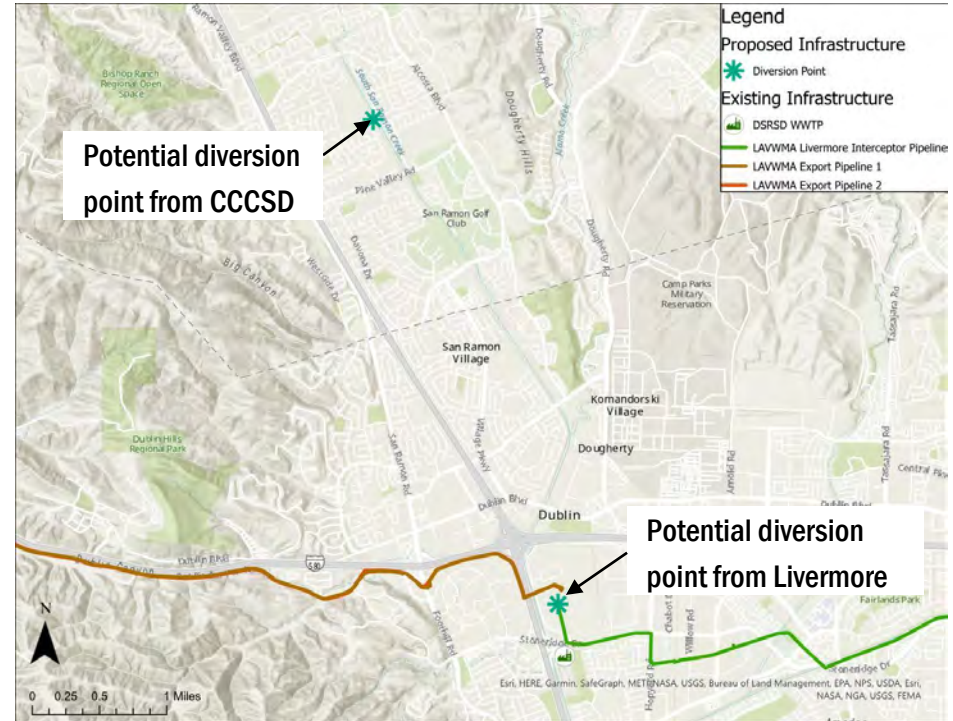
Description: Central Contra Costa Sanitary District (CCCSD) and Livermore currently discharge wastewater effluent year-round, though both agencies are planning future reuse projects and reserving their wastewater for these future uses. CCCSD has entered a temporary (three-year) agreement with DERWA to divert available wastewater, which may be renewed for two successive one-year terms; however, the agreement cannot extend beyond a total of five years unless separately negotiated. This concept would involve a longer-term diversion from either CCCSD or Livermore, if future conditions enable a new agreement with either agency.

Estimated Yield: 1,400 AFY of wastewater; would enable an estimated 3,500 AFY increase in recycled water use year-round (equivalent to total DERWA buildout demands).

Capital Cost: TBD* // **Unit Cost:** \$400/AF**

Benefits: Helps meet future recycled water demands, reduces peak potable demands, and partially offsets the need for new supplemental potable supply. Makes use of wastewater effluent currently discharged to the San Francisco Bay.

Challenges/Considerations: Long-term availability of wastewater is uncertain and depends on status of other local and regional projects (e.g., Tri-Valley Potable Reuse). Currently, both CCCSD and Livermore are reserving their wastewater for future uses.



*Potential capital expenses may include cost of acquiring wastewater and/or new diversion facilities (would depend on terms of agreement).

**Includes cost of wastewater treatment and disposal; does not include cost of new diversion facilities or wastewater acquisition.

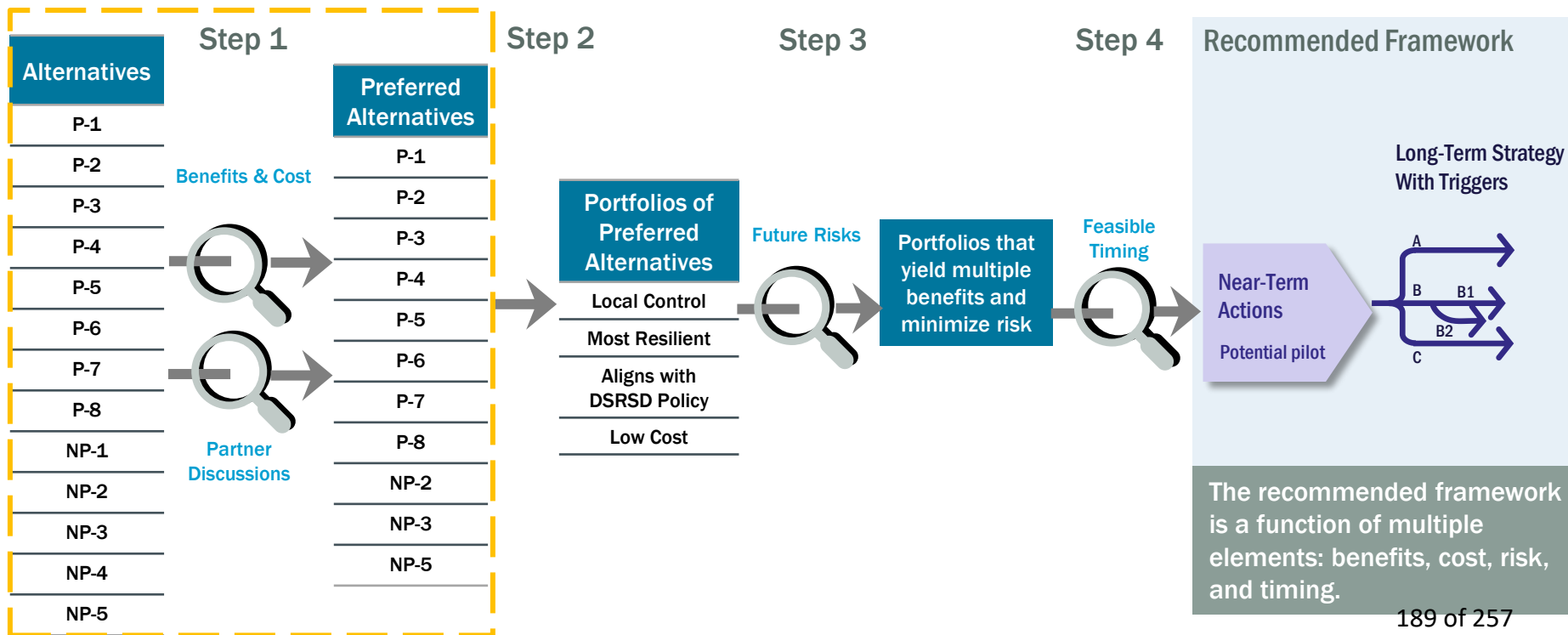
Preliminary Evaluation

Section 04

Overview of Evaluation Process

The 2021 AWSS evaluation was a multi-step process that engaged key stakeholders along the way.

1. As a first step, individual alternatives were evaluated based on their benefits and costs.
2. The most preferred alternatives were combined into 4 portfolios, each organized around a different overall goal (e.g., most resilient, low cost).
3. These portfolios were tested against different uncertainties to determine relative risk.
4. Combinations of alternatives that offer multiple benefits, minimize risk, and are implementable within a reasonable timeframe informed near-term recommendations and the long-term strategy.



Step 1

Evaluating benefits using multiple criteria

Through a workshop exercise, the project team identified 9 evaluation criteria that are measurable, independent, and established without considering the specific alternatives. These criteria are all framed as benefits (higher score = better), with cost considered separately.

CRITERIA	DESCRIPTION	QUANTITATIVE	QUALITATIVE
1. Regulatory Feasibility	Anticipated or established regulations. Alternative can be permitted and/or similar projects have been permitted.		
2. Technical Feasibility	Feasibility of design, construction, and operation from a technical/engineering standpoint.		
3. Institutional Complexity	Ease of implementation and operation from an institutional standpoint (e.g., willingness of external partners)		
4. Community Support	Public perception and support from key stakeholders, local leaders, and non-governmental organizations		
5. Dry-year Supply	Anticipated dry-year yield		
6. Resilience to Shocks	Increased redundancy and resilience to emergency events/outages (e.g., seismic risk, levee failure)		
7. Local Control	Local (non-imported) supply source		
8. Water Quality	Improves delivered water quality and avoids sources contaminated with constituents of emerging concern (e.g., PFAS)		
9. Environmental Sustainability	Potential environmental impacts during construction or operation of the alternative, including water quality and energy usage (GHG impacts)		

Step 1

Scoring guide for evaluation

Each alternative was scored against the 9 criteria, using the scale below.

HIGHER SCORE = MORE BENEFIT

Criteria	Max Score	1	2	3	4	5	
1. Regulatory Feasibility	3	Regulatory process and outcome uncertain			Regulations known and straightforward (e.g., proven compliance)		
2. Technical Feasibility	3	Uncertainty around operational requirements or supply availability			Can be achieved with existing facilities; minimal operational changes needed		
3. Institutional Complexity	4	Requires multiple agencies; does not currently have willing partner(s)				DSRSD can pursue independently	
4. Community Support	5	Known opposition					Known support
5. Dry-year Supply	2,500 AF*	Estimated dry-year yield					
6. Resilience to Shocks	3	Neither seismic reliance nor system/conveyance flexibility			Both seismic reliance and system/conveyance flexibility		
7. Local Control	3	Imported supply			Non-imported supply (local or regional)		
8. Water Quality	4	Poor water quality				Improves water quality	
9. Environmental Sustainability	3	Anticipated ecosystem impacts, high energy demand			Minimal anticipated ecosystem impacts, low energy demand		

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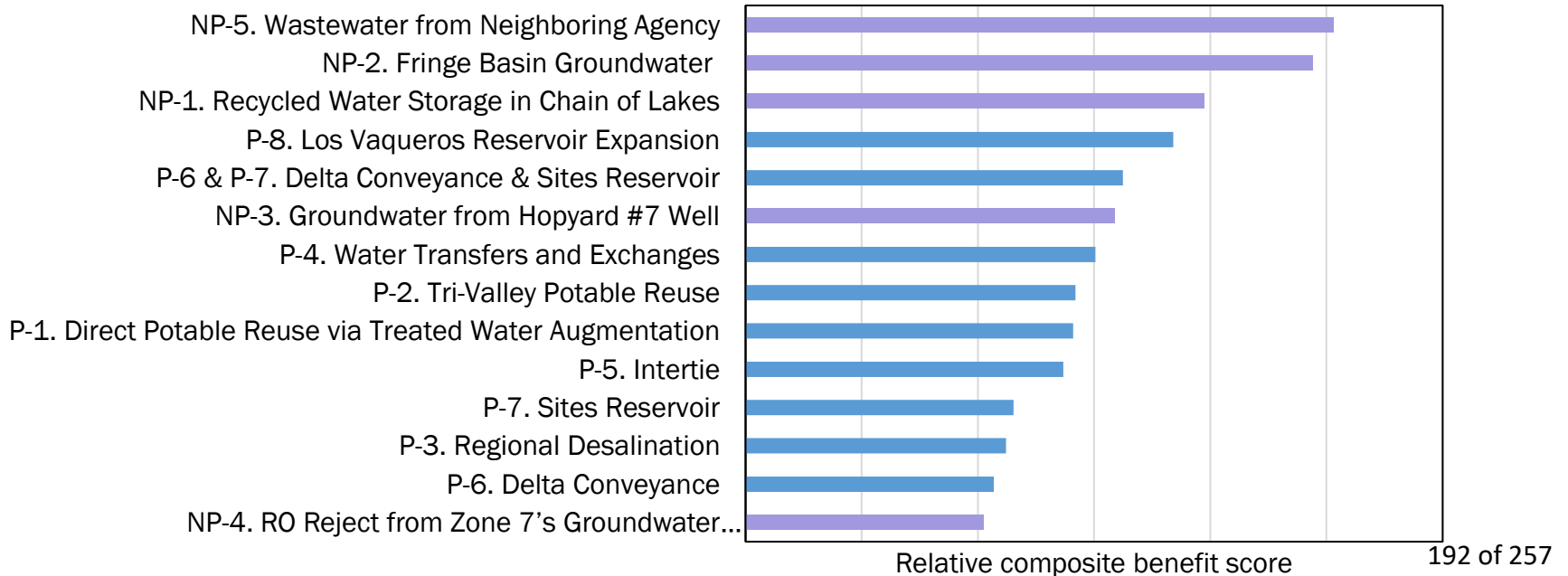
Step 1

Relative benefit scores

The scores below reflect the alternatives' relative benefit, when all criteria are weighted equally. (Alternatives toward the top of the list tend to offer greater benefits).

The benefit score is the first step of the overall evaluation. Other factors (e.g., cost, timing) may also affect an alternative's feasibility.

All criteria weighted equally

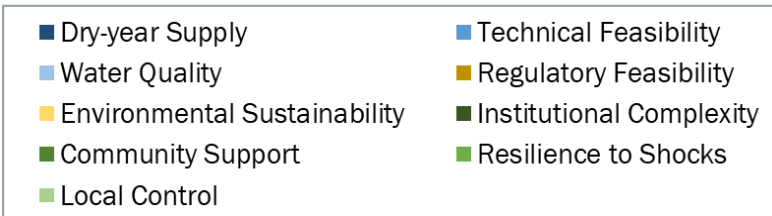


Step 1

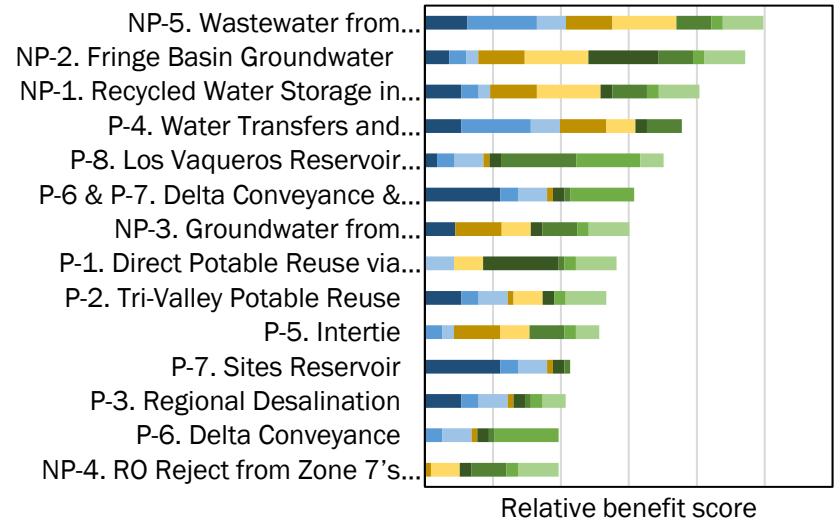
The benefit score is a composite of individual criteria scores

Each colored bar represents the benefit score for an individual criterion (shown in legend). Longer bars = better score.

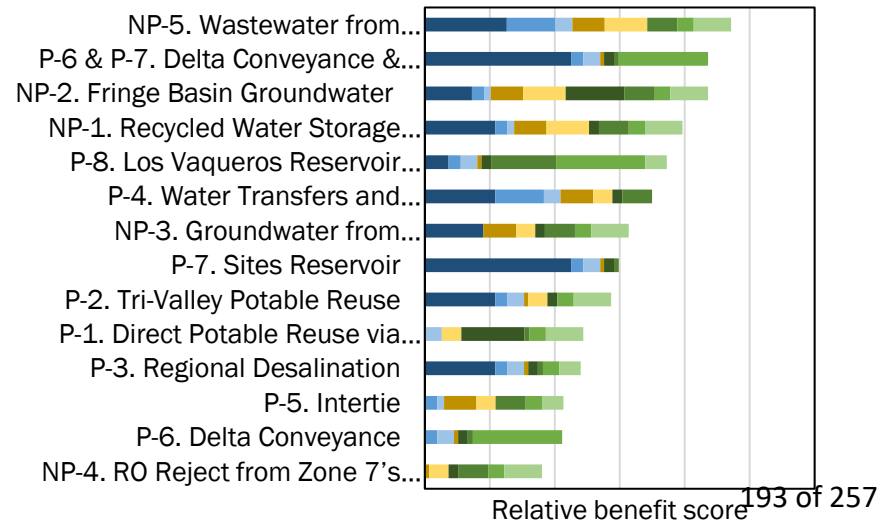
Each alternative offers a mix of benefits.



All criteria weighted equally



Average weighting scheme

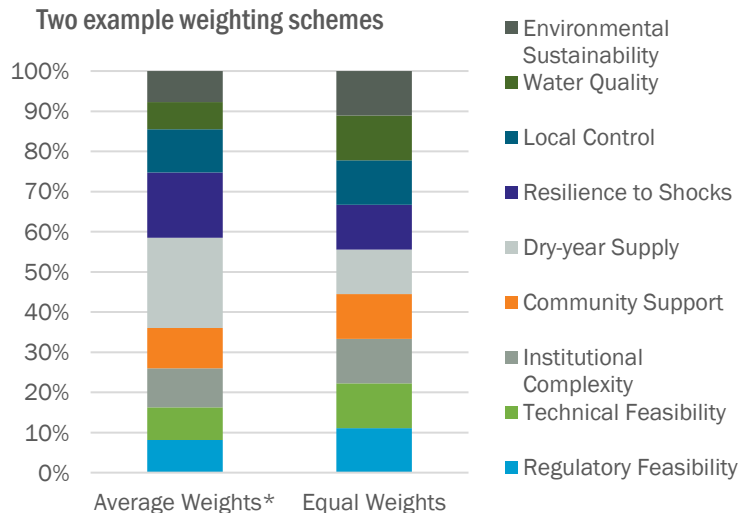


Step 1

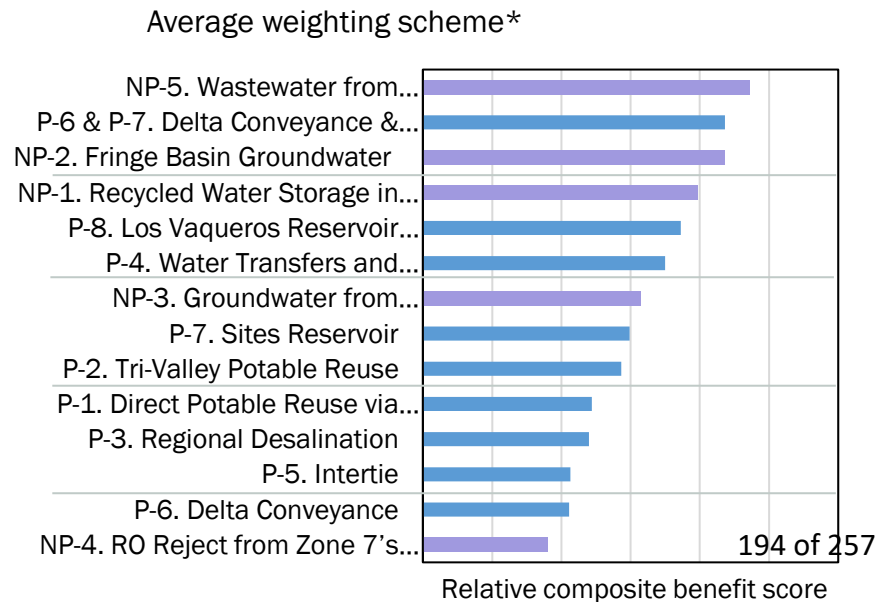
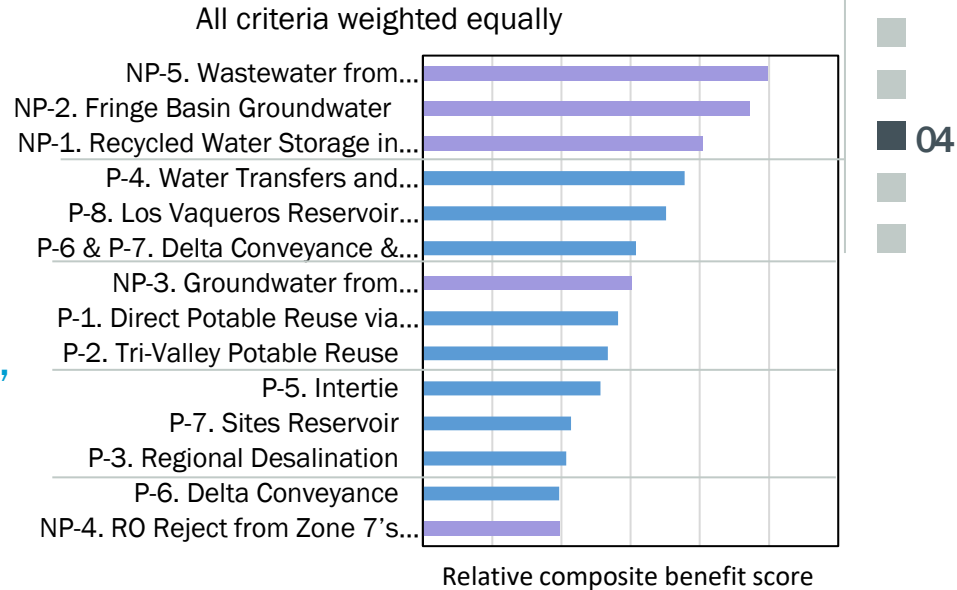
Sensitivity analysis

Relative weights were assigned to each criterion (higher weight = greater relative importance). To test sensitivity of the results, alternatives were scored using multiple weighting schemes (two examples below).

As shown to the right, the overall benefit scores remain relatively consistent across different weighting schemes.



*average of four distinct sets of weights that were considered



Step 1

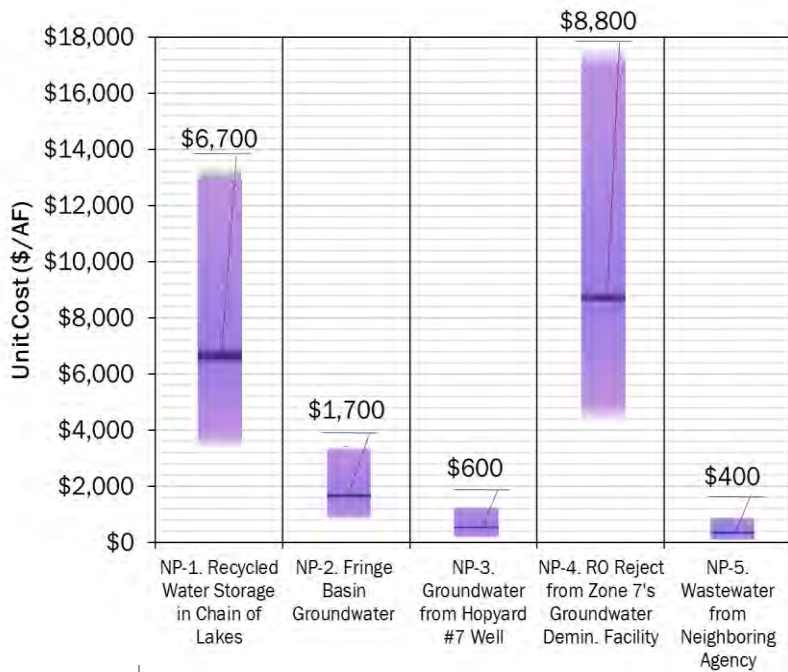
Estimated Unit Costs

Preliminary estimates labeled and shown as darker lines. Error bars represent level of accuracy for order-of-magnitude estimates: -50% to +100%



For Zone 7 alternatives, costs were taken from previous studies and inflated to 2021 dollars (and in some cases, adjusted based on revised project cost estimates). For DSRSD-led alternatives, preliminary cost estimates were prepared based on initial assumptions. Except for NP-1 and NP-4, costs are within the same margin of error when considering level of treatment.

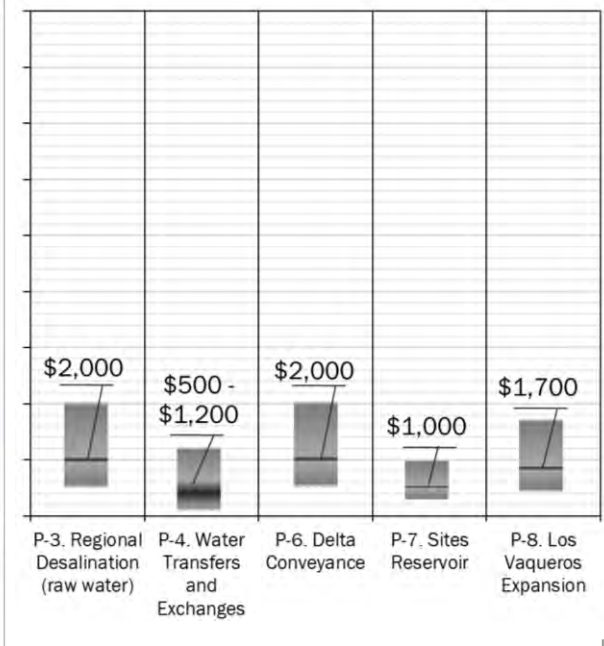
Non-potable alternatives



Potable alternatives – treated water



Potable alternatives – raw water



Initial estimates for comparative purposes only, with assumptions noted on previous slides. Costs rounded up to the nearest \$100. Any alternatives that move forward should undergo more detailed cost analysis as plans progress.

Costs from previous Zone 7 studies, inflated to 2021 dollars and rounded up to the nearest \$100. Costs will be refined as designs develop and partners' shares are confirmed.

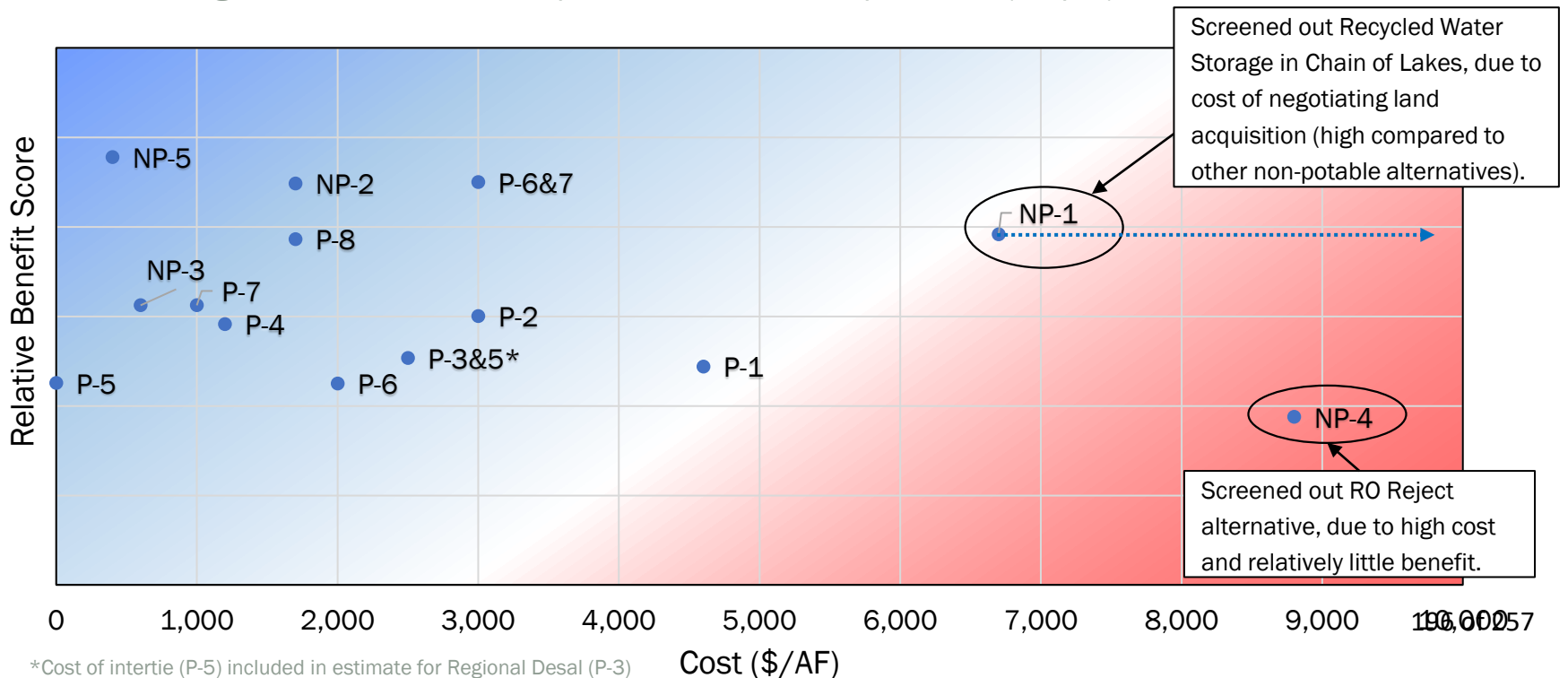
Step 1

Preferred alternatives based on benefits & cost

When comparing benefit vs. cost, most alternatives are generally within the same margin of error. Two alternatives were eliminated from further evaluation due to high cost relative to benefit:

- **NP-1 (Recycled Water Storage in Chain of Lakes)** was screened out due to high cost compared to other non-potable options (negotiating with the quarry owners for early acquisition of the lake is likely to drive the price even higher than shown).
- **NP-4 (RO Reject from Zone 7's Groundwater Demineralization Facility)** was screened out due to its significant cost and minimal benefit across all weighting schemes.

The remaining alternatives were incorporated into different portfolios (Step 2).



Portfolio Analysis

Section 05

Step 2

Portfolio Development

Informed by the benefit-cost analysis, the preferred alternatives were combined into portfolios built around different goals. Zone 7's 2020 UWMP example portfolio was included for reference.

Reference Portfolio: Zone 7's 2020 UWMP

Portfolio 1: Maximize DSRSD Control

Portfolio 2: Maximize Resilience

Portfolio 3: Align with DSRSD's Current Water Supply Policy (as possible)

Portfolio 4: Minimize Cost

Each portfolio offers different amounts of supply, storage, and conveyance, based on the portfolio's goal.

Estimated supply quantities are based on projected **long-term average yield**. Actual quantities will vary year-to-year (e.g., depending on environmental conditions and operational strategies).

Step 2

Reference Portfolio: Zone 7's 2020 UWMP

Includes projects selected in Zone 7's 2020 UWMP example portfolio for 2045. (Note - Zone 7 also includes water transfers as an interim supply through 2030, until other projects come online).

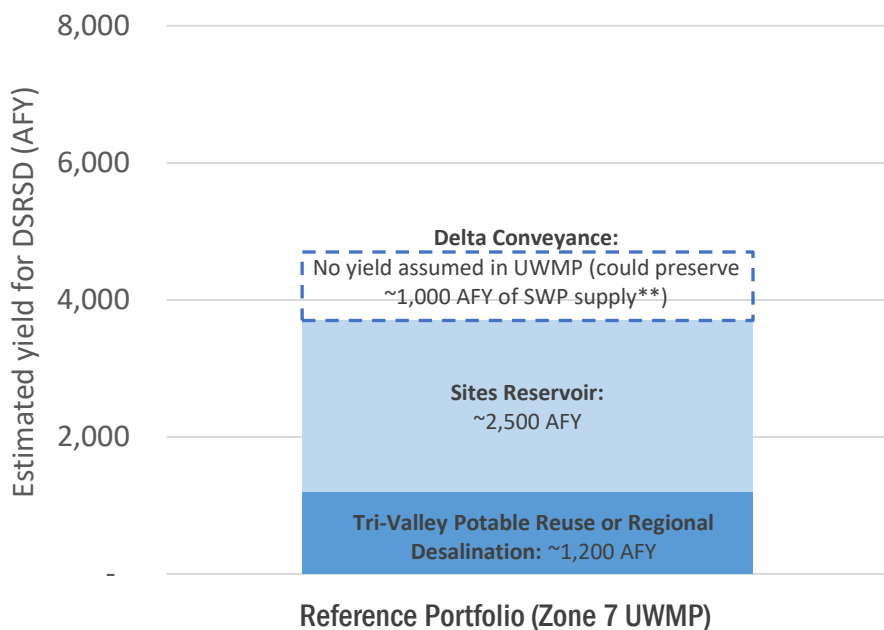
Estimated Supply for DSRSD: 3,700 AFY* (new) // 1,000 AFY (preserved SWP supply)**

Capital Cost: \$405-\$590M***

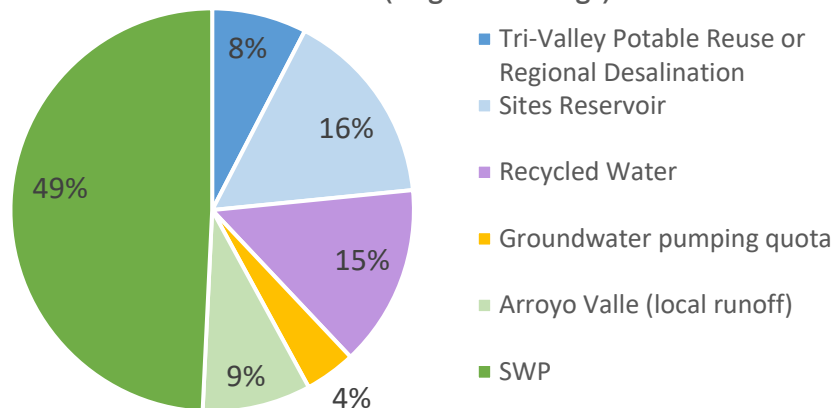
Unit Cost: \$1,500-\$1,700/AF

New Conveyance: Intertie, Delta Conveyance

New Storage: Sites Reservoir



DSRSD Supply Sources under Zone 7's 2020 UWMP Portfolio (long-term average)



Local/Regional: 35%
Max from one source: 49%

*Yield for DSRSD assumed as 25% of Zone 7's anticipated yield from each alternative (based on ratio of DSRSD's demands to Zone 7's total direct demands).

**Assuming Delta Conveyance protects against a 5% decline in SWP supply (initial estimate, to be revised as project further develops)

***Low estimate includes Regional Desalination; high estimate includes Tri-Valley Potable Reuse. Capital costs inflated to 2021 dollars and rounded up to the nearest \$5M

Step 2

Portfolio 1: Maximize DSRSD Control

This portfolio includes alternatives that DSRSD can pursue independently and is the most expensive on a unit cost basis. These projects would be primarily funded by DSRSD, unless partners are identified.

(Note – Fringe Basin groundwater still requires coordination with Zone 7, particularly on initial investigations, and EBMUD/DERWA.)

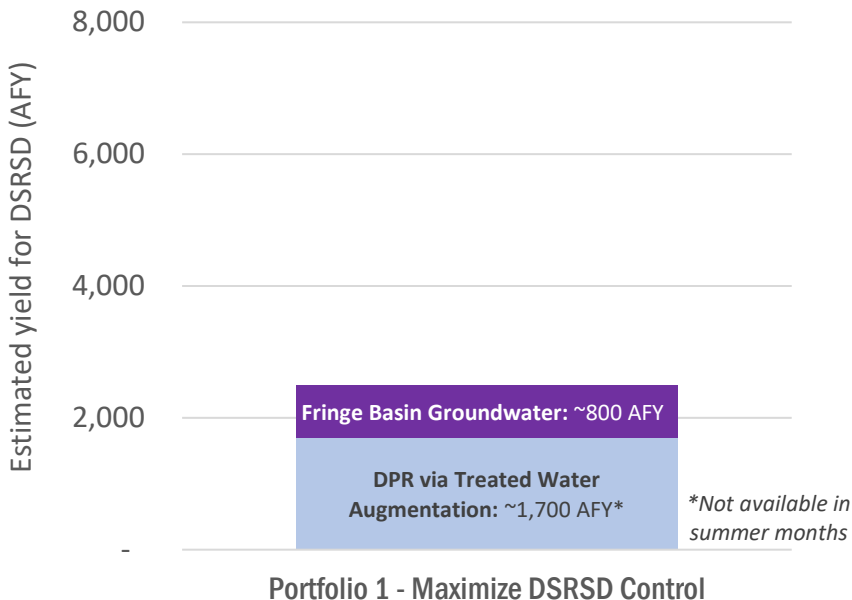
Estimated Supply for DSRSD: 2,500 AFY (new)

Capital Cost: \$100M*

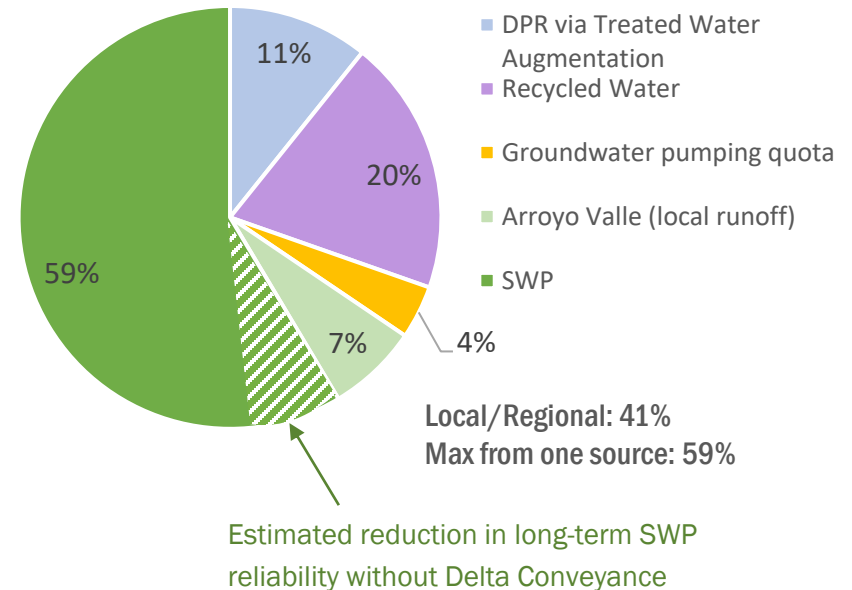
Unit Cost: \$3,700/AF

New Conveyance: n/a

New Storage: n/a



DSRSD Supply Sources under Portfolio 1 (long-term average)



*Capital cost rounded up to the nearest \$5M. DPR via Treated Water Augmentation would be funded by DSRSD, unless collaborative partners are identified.

Step 2

Portfolio 2: Maximize Resilience

This portfolio prioritizes new conveyance, storage, and drought-resilient supplies, optimizing for reliability and flexibility. It includes many of the options Zone 7 is considering, with the addition of supplemental non-potable supply. Delta Conveyance is key to this portfolio as it shores up the existing SWP supply. When combined with Delta Conveyance, Sites Reservoir provides a reliable source of supply. Los Vaqueros Expansion (with Transfer-Bethany Pipeline) is also recommended as a primary option due to its high benefit score and potential to improve operational flexibility in the near-term. Water Transfers can augment SWP supply in the near-term while other projects are being developed.

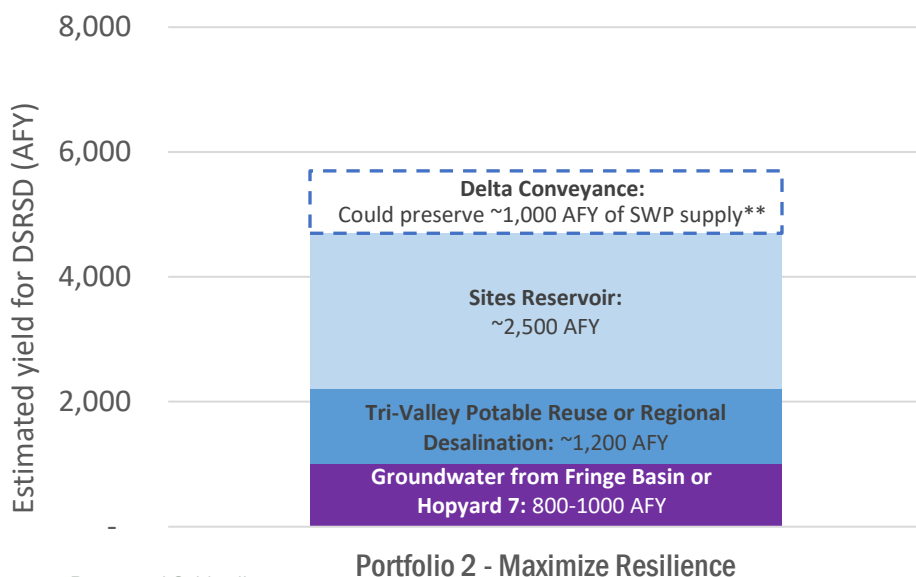
Estimated Supply for DSRSD: 4,500-4,700 AFY* (new) // 1,000 AFY (preserved SWP supply)**

Capital Cost: \$365-\$565M***

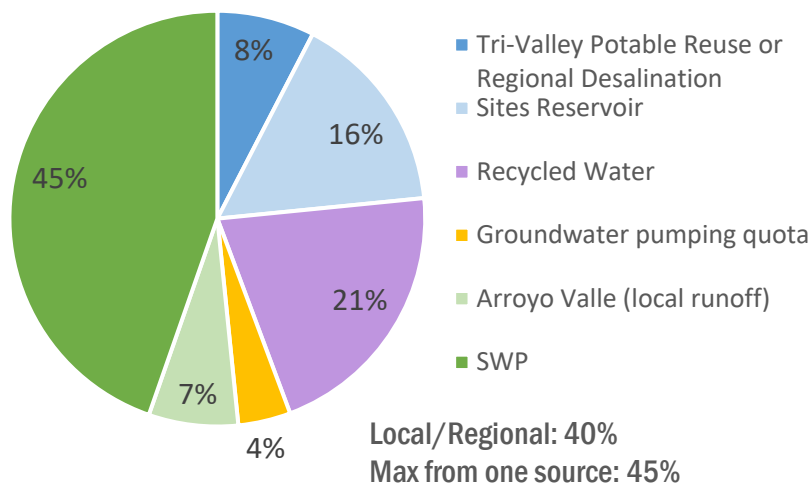
Unit Cost: \$1,300-\$1,700/AF***

New Conveyance: Transfer-Bethany, Delta Conveyance

New Storage: Sites Reservoir, Los Vaqueros



DSRSD Supply Sources under Portfolio 2 (long-term average)



*Low end assumes Fringe Basin; high end assumes Hop 7. Yield for DSRSD from Zone 7 alternatives assumed as 25% of Zone 7's anticipated yield from each alternative.

**Assuming Delta Conveyance protects against a 5% decline in SWP supply (initial estimate, to be revised as project further develops)

***Low estimate includes Regional Desalination and Hopyard 7, high estimate includes Tri-Valley Potable Reuse and Fringe Basin wells. Zone 7's cost share of Los Vaqueros Expansion is still being confirmed.

Step 2

Portfolio 3: Current DSRSD Policy

This portfolio attempts to achieve DSRSD's current water supply policy goals for local control, concentration risk, and conveyance. Due to changes since the 2015 AWSS (e.g., reduced demands, lower recycled water buildout projections), no combination of these alternatives can fully meet the goals established in 2015. However, this portfolio comes closest to the policy goals due to its "all the above" approach. Wastewater from a neighboring agency is selected as the primary non-potable option, based on potential yield, though this alternative is not feasible without a willing partner.

Estimated Supply for DSRSD: 6,300 AFY* (new) // 1,000 AFY (preserved SWP supply)**

Capital Cost: \$545-\$690M***

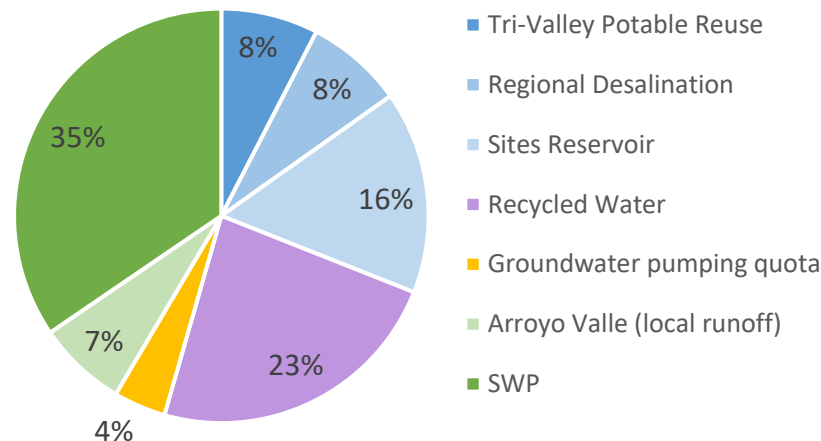
Unit Cost: \$1,600/AF

New Conveyance: Transfer-Bethany, Intertie, Delta Conveyance

New Storage: Sites Reservoir, Los Vaqueros



DSRSD Supply Sources under Portfolio 3 (long-term average)



Local/Regional: 50% (goal: ≥60%)

Max from one source: 35% (goal: ≤40%)

*Yield for DSRSD assumed as 25% of Zone 7's anticipated yield from each alternative (based on ratio of DSRSD's demands to Zone 7's total direct demands).

**Assuming Delta Conveyance protects against a 5% decline in SWP supply (initial estimate, to be revised as project further develops)

***Low and high cost based on range of estimate for Tri-Valley Potable Reuse. Zone 7's cost share of Los Vaqueros Expansion is still being confirmed.

Step 2

Portfolio 4: Minimize Cost

This portfolio aims to minimize cost—and by doing so, sacrifices other benefits (e.g., doesn't include as much diversification or local/regional supplies). Although this portfolio is the least expensive, the cost is still within the margin of error of the other portfolios, except for Portfolio 1 (Maximize DSRSD Control).



Estimated Supply for DSRSD: 3,500 AFY* (new) // 1,000 AFY (preserved SWP supply)**

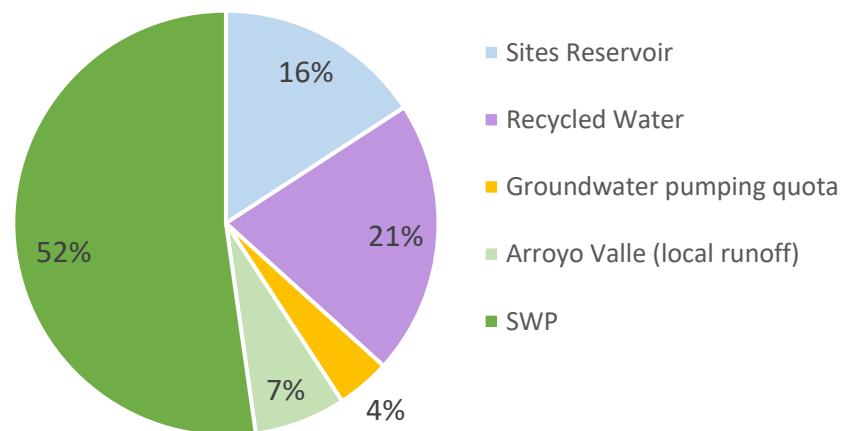
Capital Cost: \$270M

Unit Cost: \$1,100/AF

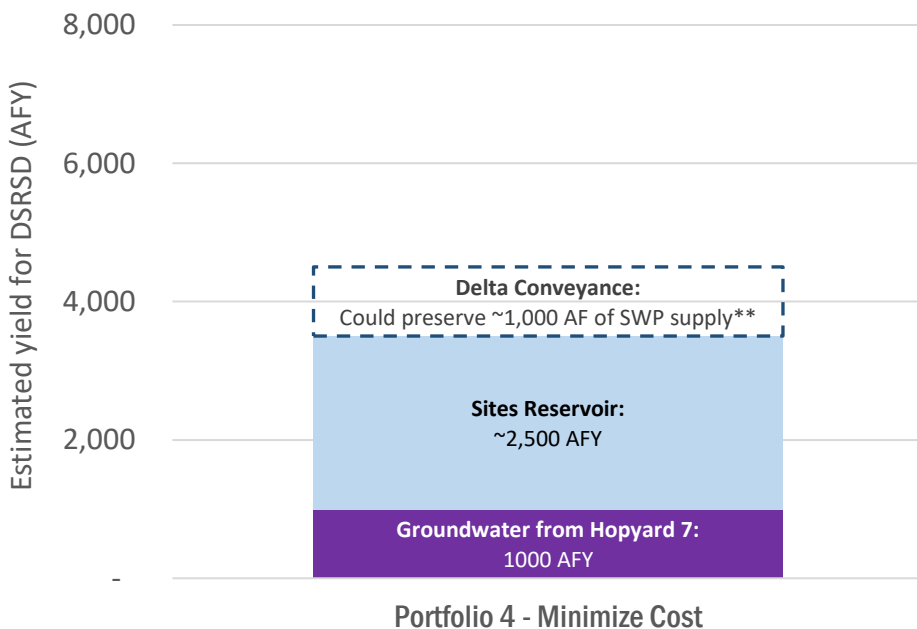
New Conveyance: Delta Conveyance

New Storage: Sites Reservoir

DSRSD Supply Sources under Portfolio 4 (long-term average)



Local/Regional: 32%
Max from one source: 52%



*Yield for DSRSD assumed as 25% of Zone 7's anticipated yield from each alternative (based on ratio of DSRSD's demands to Zone 7's total direct demands).

**Assuming Delta Conveyance protects against 204 of 257 in SWP supply (initial estimate, to be revised as project further develops)

Step 2

Summary: Portfolio Elements

Each portfolio contains a mix of supply, storage, and conveyance alternatives.



	Zone 7 2020 UWMP (Reference)	Portfolio 1 – Max. DSRSD Control	Portfolio 2 – Max. Resilience	Portfolio 3 – Current DSRSD Policy	Portfolio 4 – Min. Cost
New Supply Sources	<ul style="list-style-type: none"> • Potable Reuse or Desalination • Sites Reservoir 	<ul style="list-style-type: none"> • Potable Reuse (TWA) • Groundwater 	<ul style="list-style-type: none"> • Potable Reuse or Desalination • Sites Reservoir • Groundwater 	<ul style="list-style-type: none"> • Potable Reuse • Desalination • Sites Reservoir • WW from Partner 	<ul style="list-style-type: none"> • Sites Reservoir • Groundwater
New Conveyance	<ul style="list-style-type: none"> • Intertie • Delta Conveyance 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Delta Conveyance • Transfer-Bethany 	<ul style="list-style-type: none"> • Intertie • Delta Conveyance • Transfer-Bethany 	<ul style="list-style-type: none"> • Delta Conveyance
New Storage	<ul style="list-style-type: none"> • Sites Reservoir 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Sites Reservoir, • Los Vaqueros 	<ul style="list-style-type: none"> • Sites Reservoir, • Los Vaqueros 	<ul style="list-style-type: none"> • Sites Reservoir

Blue = improvement in resiliency

Red = decrease in resiliency 205 of 257

Step 2

Summary: Portfolio Yields and Costs

Each portfolio offers different benefits, and some achieve multiple benefits while also making progress towards DSRSD's existing policy goals. (In 2020, DSRSD received 64% of supply from one source [SWP] and 36% from local and regional sources).

Portfolios 2 and 3 both yield more supply than the Zone 7 2020 UWMP portfolio and make progress towards DSRSD's policy goals, while remaining within the same cost range. Portfolio 1 is the highest cost option. Portfolio 3 is the only alternative that achieves the concentration risk goal (no more than 40% of supply from a single source).

	Zone 7 2020 UWMP (Reference)	Portfolio 1 - Max. DSRSD Control	Portfolio 2 - Max. Resilience	Portfolio 3 - Current DSRSD Policy	Portfolio 4 - Min. Cost
Estimated Yield (AFY)					
New supply	3,700	2,500	4,500 to 4,700	6,300	3,500
Preserved SWP supply	1,000		1,000	1,000	1,000
Capital Cost (\$M)	\$405-\$590	\$100	\$365-\$565	\$545-\$690	\$270
Unit Cost (\$/AF)	\$1,500-\$1,700	\$3,700	\$1,300-\$1,700	\$1,600	\$1,100
Local/regional supply (policy goal: ≥60%)	35%	41%	40%	50%	32%
Max. supply from single source (policy goal: ≤40%)	49%	59%	45%	35%	52%

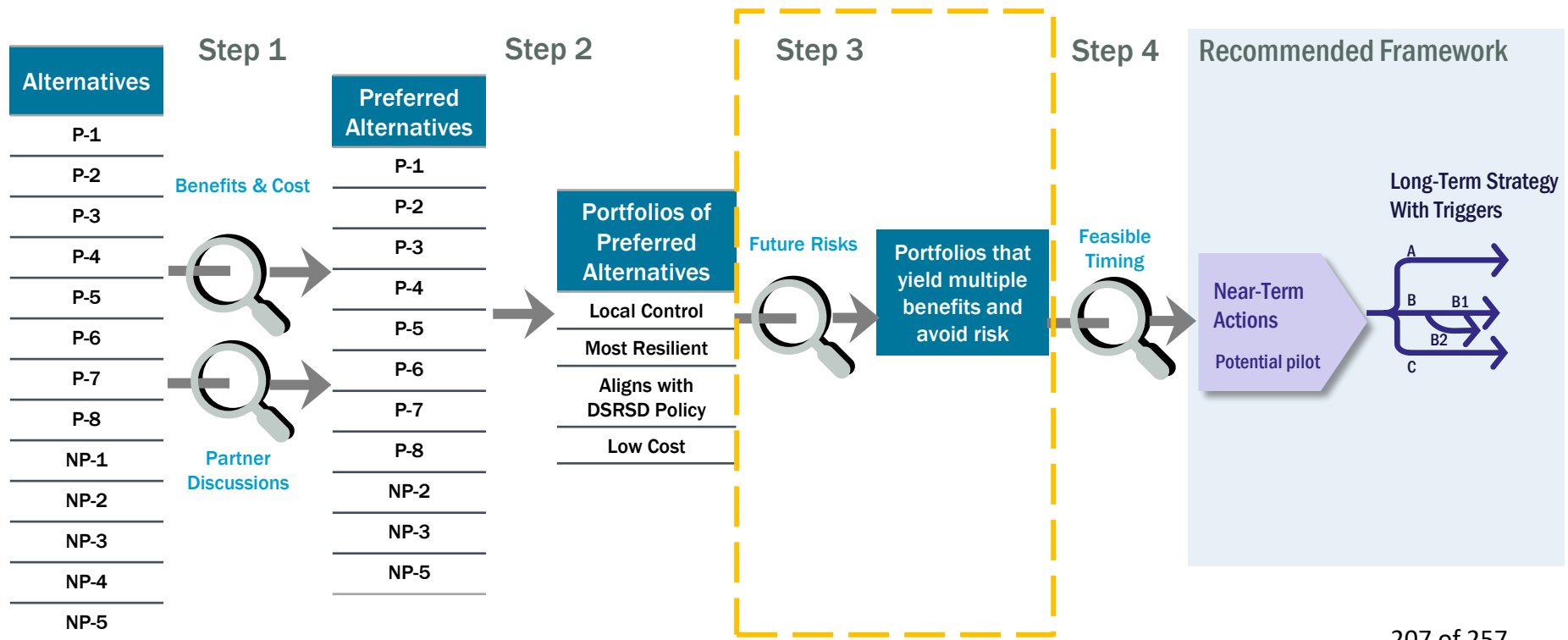
Blue = improvement in resiliency 206 of 257

Red = decrease in resiliency

Step 3 – Evaluating relative risk of portfolios

Various factors and uncertainties could compromise any given project’s success. For example, a key uncertainty is public perception—if the local community is opposed to a project, it may not be implemented.

In Step 3, each portfolio was tested against a range of future scenarios to determine its vulnerability under different conditions. Based on the combination of alternatives in each portfolio, certain risks can be fully or partially mitigated.



Step 3

Future uncertainties can impact portfolio performance



Portfolios were evaluated against four key uncertainties to determine relative risk. These uncertainties were selected based on their potential impact to the success of water supply, storage, and conveyance projects identified in the 2021 AWSS.



Supply availability– various factors (e.g., climate change, regulatory restrictions, seismic risk) can impact availability of different water supplies, including wastewater.



Regional collaboration – many of the alternatives involve multi-party agreements. These could be at risk if partnerships fall through or key stakeholders are not willing to collaborate.



Public acceptance – many of the alternatives involve non-traditional supplies or large construction projects, which could be at risk if local leaders, community members, and environmental stakeholders are not supportive.



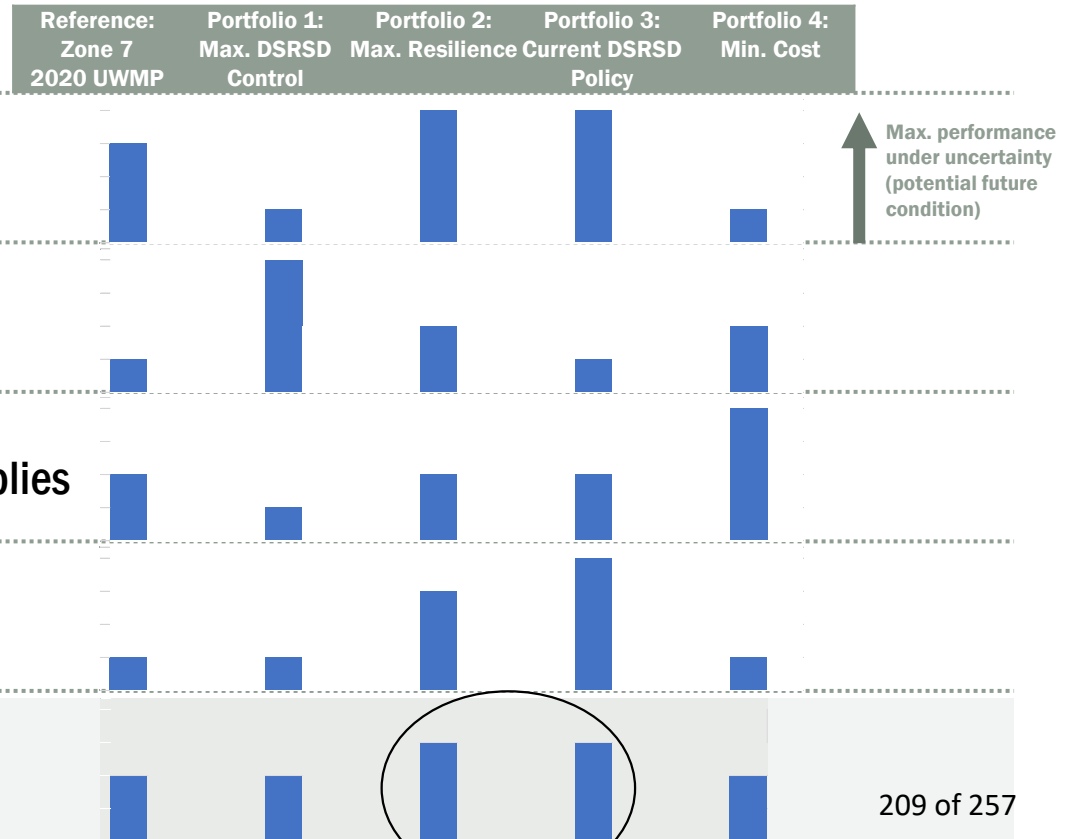
Future water demands – demand patterns are influenced by many factors, such as population, land use decisions, and climate. If future demands are higher than anticipated, the Tri-Valley may need new or different supply sources.

Step 3

Diverse portfolios perform better under uncertainties

Portfolios that include Delta Conveyance and local/regional supplies are less at risk of supply constraints. Those that include alternatives DSRSD can pursue on its own are less affected by the status of regional partnerships. Portfolios with more familiar supply sources may be less at risk of public perception challenges—however, public perception can also be improved through outreach and education (e.g., through pilot projects). Lastly, portfolios that yield greater amounts of supply are better equipped to meet higher than anticipated water demands. Overall, more diverse portfolios perform better against uncertainties.

Potential future condition



Key Takeaways

The combination of alternatives in Portfolios 2 and 3 offer multiple benefits and are most resilient to uncertainties. For many of these projects, additional studies are needed to further define the benefits and costs.

Additionally, Zone 7 plans to update their Water Supply Evaluation later in 2021. The update will include a more robust technical analysis of how various alternatives would complement existing water supplies and infrastructure and increase water resilience for the Tri-Valley.

Alternatives from preferred portfolios (Portfolios 2 & 3):

- **Delta Conveyance & Sites Reservoir** (best when combined)
- **Los Vaqueros Reservoir Expansion & Transfer-Bethany Pipeline**
- **Tri-Valley Potable Reuse**
- **Regional Desalination**
- **Intertie**
- **Groundwater from Fringe Basin or Hopyard 7**
- **Wastewater from Neighboring Agency** (*requires willing partner*)

RECOMMENDATIONS

- Support Zone 7's efforts to pursue additional supply, storage, and conveyance.
- Seek supplemental non-potable supplies to expand the recycled water program.
- Explore near-term pilots to gather information and inform longer-term decisions.

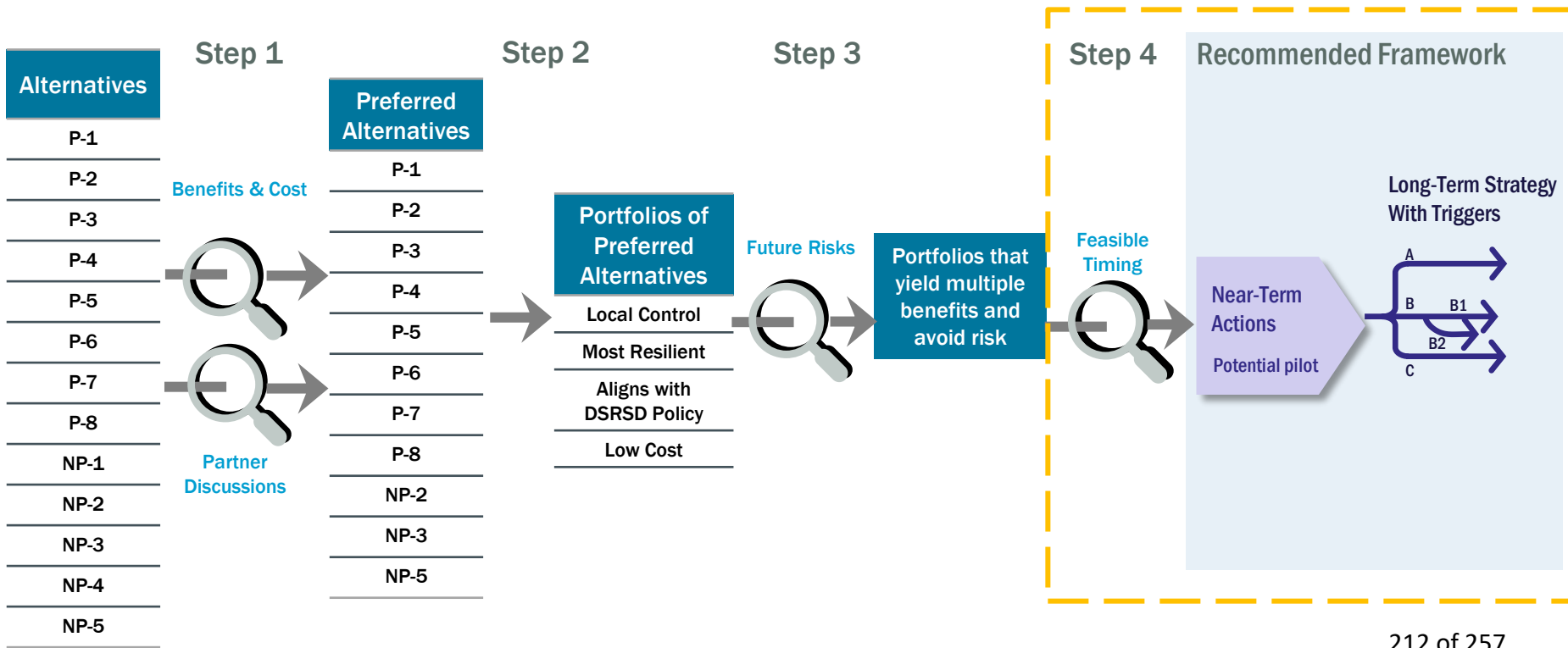
Recommended Framework

Section 06

Step 4 – Developing a framework

While Portfolios 2 and 3 both yield multiple benefits and generally avoid risk, some alternatives in these portfolios are more likely to move forward in the near-term.

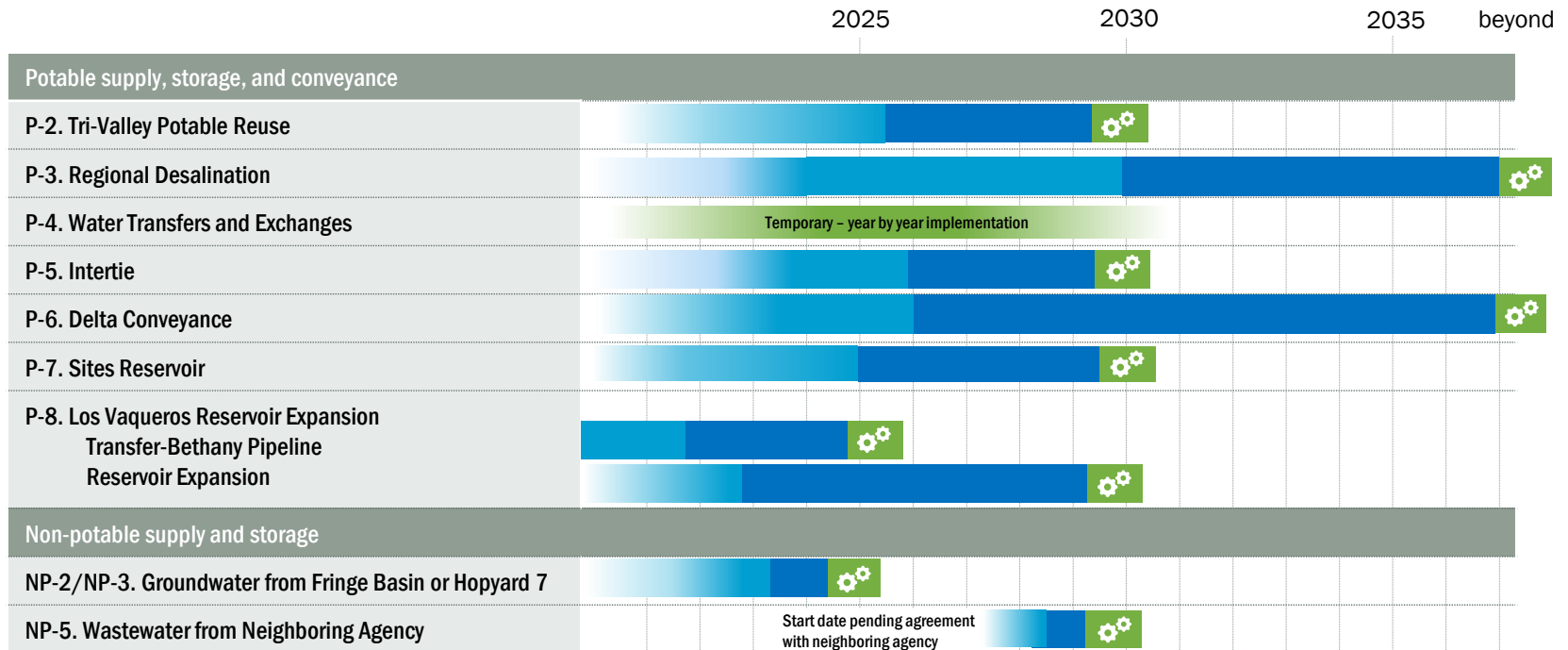
The recommended framework (Step 4) incorporates elements from these two portfolios, identifying feasible near-term actions as well as longer-term options, which will depend on the outcome of near-term efforts and/or other triggers.



Step 4

Feasible Schedules for Alternatives*

Some regional projects are well underway and on track to be implemented within the next 5-10 years. For example, the Los Vaqueros Reservoir Expansion project (including Transfer-Bethany Pipeline) has already completed environmental review. Other projects are less certain, with start and/or end dates dependent on various factors. Most non-potable projects could be implemented in less than 5 years, if conditions allow for the project to move forward.



*Timing is approximate and dependent on if/when projects move forward.

Step 4

Key Decision Points

DSRSD can take steps to inform several key decision points over the next few years.



Late 2021	2022	2023	2024
Zone 7 key decisions: <ul style="list-style-type: none">• Participation in Los Vaqueros Reservoir Expansion JPA• Participation in next phase of Sites Reservoir Project• Preparation of 2021 Water Supply Evaluation Update	<ul style="list-style-type: none">• Zone 7 decision point for participation in next phase of Delta Conveyance (2023-2024)• Decision point for continuing next phase of jointly funded local water supply and water quality studies (including potable reuse)	Regulations for direct potable reuse anticipated	DSRSD's contract renewal with Zone 7

Near-term actions for DSRSD:

➤ Support Zone 7's efforts

Advocate for Zone 7's continued participation in Los Vaqueros Expansion

Support Sites Reservoir with Delta Conveyance

➤ Explore near-term pilots

Explore possible potable reuse pilot with ACWD, Zone 7, and Livermore

Work with Zone 7 and EBMUD to explore possible pilot transfer

➤ Seek supplemental non-potable supply

Work with Zone 7 to collect more data on Fringe Basin wells and Hopyard 7

Step 4

DSRSD can take near-term steps to complement Zone 7's efforts and make progress toward longer term solutions

The 2021 AWSS identifies potential actions DSRSD could take—largely in partnership with other agencies—to improve near-term reliability and resilience and reduce long-term risk.

Advocating for Zone 7's continued participation in Los Vaqueros Reservoir Expansion and Transfer Bethany Pipeline will provide new conveyance and operational flexibility within the next 5-10 years.

Additionally, supplementing the recycled water supply and/or implementing small-scale pilot projects could improve near-term reliability and set the stage for potential longer-term solutions to come. The following pilot projects (described further on subsequent slides) would be low-risk ways to inform longer-term decisions.

Potential near-term pilots:

- Potable reuse pilot with ACWD (with possible surface water exchange)
- Pilot transfer between EBMUD and Zone 7 (via existing EBMUD-DSRSD interties)

Potential Pilot: Potable Reuse Project with ACWD (with Possible Surface Water Exchange)

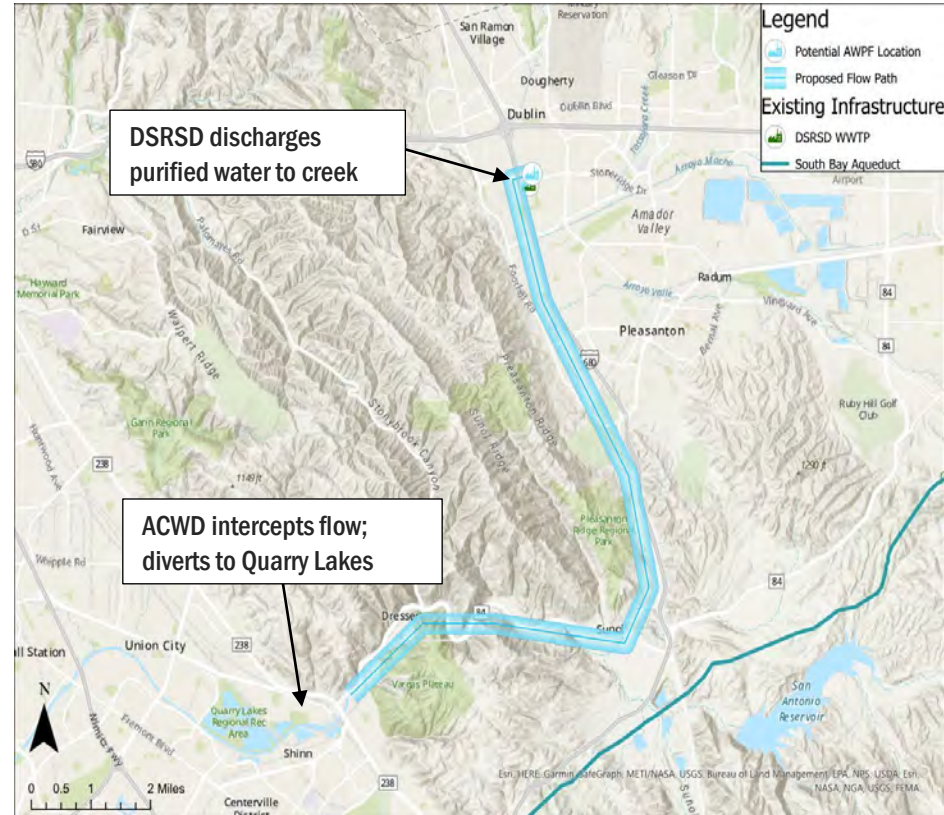


Potential Partners: DSRSD, Zone 7, City of Livermore, ACWD

Description: This concept would include construction of an advanced water purification pilot facility (1-2 MGD) located at DSRSD's WWTP. If solely treating wastewater from DSRSD's WWTP, DSRSD would operate the facility September through May, when flows are available. If capturing and treating wastewater from Livermore (currently discharged to SF Bay through the LAVWMA pipeline), the facility could operate year-round. Purified water would be conveyed to ACWD via Alamo Canal/Arroyo de la Laguna to Alameda Creek, where ACWD could intercept the flow and divert it to Quarry Lakes for groundwater recharge. This alternative could also include a transfer, by which ACWD would provide one of its water sources to DSRSD or Livermore (via Zone 7) in exchange for the purified water.

Benefits: Conducts near-term demonstration and collects data to inform future regional potable reuse projects; makes use of wastewater currently discharged to the Bay; requires minimal conveyance infrastructure; provides environmental/fish flows.

Challenges/Considerations: Project must comply with all applicable requirements for transferring purified water to ACWD; flows must be appropriate temperature for fish and timed to avoid erosion in the creek.



Estimated Yield: 1,000 AFY

Cost: TBD, pending confirmation of facility capacity and project train

Potential Pilot: Transfer between EBMUD & Zone 7 (via existing EBMUD-DSRSD interties)



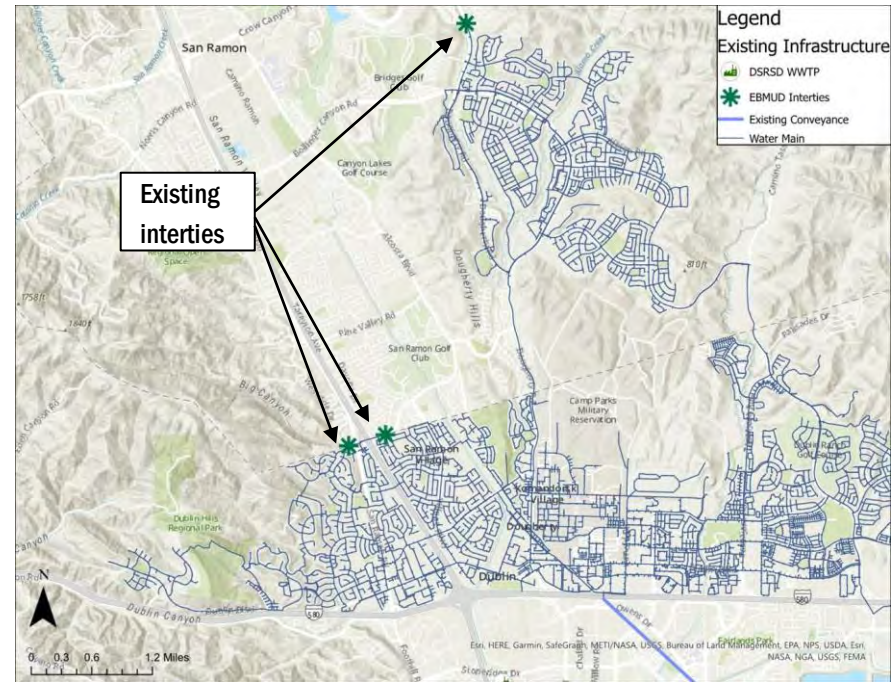
Potential Partners: Zone 7, EBMUD

Description: This pilot transfer would utilize DSRSD’s existing interties with EBMUD, consisting of three small diameter pipeline stub-outs (separated by about 10 feet) that can be connected for temporary water transfers. Based on operational testing, each intertie can transfer approximately 1,500-2,000 gallons per minute from EBMUD to DSRSD. It is assumed that EBMUD would be involved in securing the transfer water.

Although EBMUD’s distribution system has limited capacity and is not designed for long-term, every year wheeling arrangements, a short-term pilot could demonstrate viability of this concept to support future dry-year or emergency transfers and inform possible future projects (e.g., a potential EBMUD-Zone 7 Emergency Intertie).

Benefits: Makes use of existing infrastructure, builds on lessons learned from DSRSD’s 2016 water transfer effort with EBMUD, and potentially demonstrates proof of concept to inform future transfers to Zone 7 and/or DSRSD during emergencies.

Challenges/Considerations: Requires confirming capacity for wheeling pilot transfer water through EBMUD’s conveyance and potable water system and identifying potential sellers. (EBMUD is embarking on several capital improvement projects over the next 25 years that will limit capacity for wheeling in the near-term).



Estimated Yield: 1,000 AF (one-time)

Unit Cost: \$2,200-\$2,300/AF*

*Includes cost of wheeling (assumed as \$1,500-\$1,600/AF) and supply (assumed as \$700/AF)

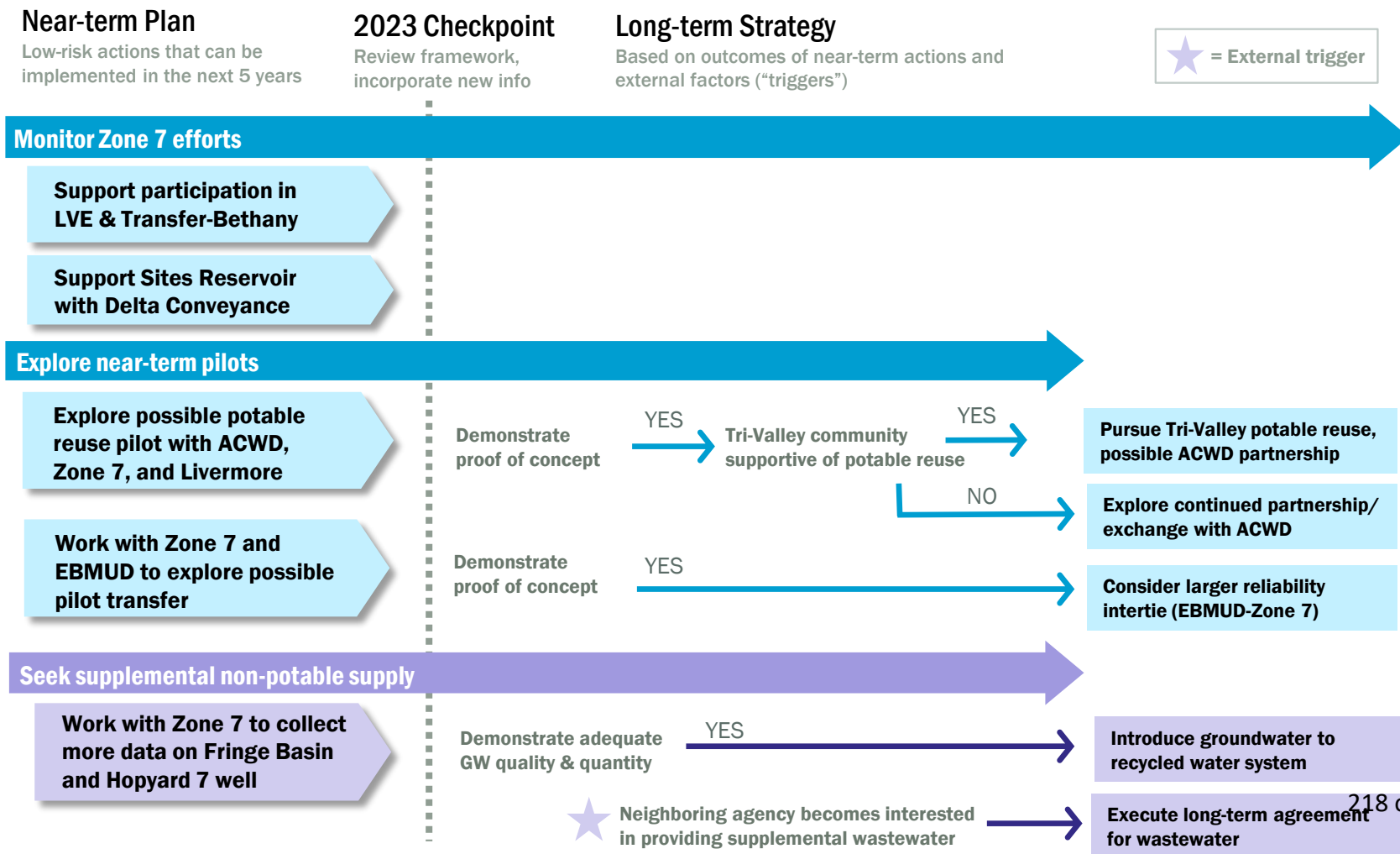
Step 4

Recommended Framework

The recommended framework incorporates near- and long-term efforts and identifies key triggers and decision points. Outcomes of near-term efforts will inform longer term decisions.



06



Conclusions

Conditions have changed since 2015. With conservation as a way of life in California, water demand projections are lower, and less wastewater is available for reuse.

Expanding recycled water benefits potable supply reliability. An integrated approach is needed to manage potable and recycled water supplies and make best use of available effluent.

Diverse portfolios improve resilience, enable flexibility, and reduce risk. A combination of supply, storage, and conveyance is needed to ensure reliability, and near-term efforts (e.g., pilot projects, groundwater studies, and Los Vaqueros Reservoir Expansion) can enable progress while longer term projects are being developed.

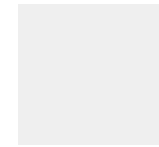
Partnerships are key to success. Collaborative projects offer new opportunities, provide multiple benefits, and promote regional reliability.

Recommended Next Steps:

- Amend 2015 policy to align with the recommended framework.
- Review framework in 2023 and incorporate new information.



Abbreviations



Abbreviations

ACWD	Alameda County Water District	LVE	Los Vaqueros Expansion
AFY	acre-feet per year	M	million
AWPF	advanced water purification facility	RO	reverse osmosis
AWSS	Alternative Water Supply Study	RWA	raw water augmentation
BARR	Bay Area Regional Reliability	SWP	State Water Project
CCCSD	Central Contra Costa Sanitary District	TWA	treated water augmentation
CCWD	Contra Costa Water District	UWMP	Urban Water Management Plan
DPR	direct potable reuse		
DSRSD	Dublin San Ramon Services District		
EBMUD	East Bay Municipal Utility District		
LAVWMA	Livermore-Amador Valley Water Management Agency		



TITLE: Discussion and Direction on the District Fleet Program and Update on Air Quality Regulations

RECOMMENDATION:

Staff recommends the Board of Directors discuss the District’s Fleet Management Program and an update on air quality regulations, and provide direction to staff.

DISCUSSION:

As part of the Asset and Maintenance management programs, the District owns, maintains, and operates a fleet portfolio of over 160 vehicles and specialty equipment: 88 light-class vehicles and 51 specialty vehicles and equipment. The DSRSD Fleet Program consists of:

- Fleet Maintenance Shop and management (support for normal and emergency operations)
- Fleet replacement criteria and funding
- Vehicle classifications/fuel usage
- Green technology and cost-effective ownership
- Compliance with state and local air quality regulations

Fleet Maintenance Shop and Management

The DSRSD fleet maintenance shop provides maintenance to the fleet and specialty equipment such as the 23 emergency standby generators in the field. The fleet shop is equipped with a 9-ton and 7-ton lift bay to safely service our normal and specialty vehicles. The fleet maintenance shop is equipped to provide the following services:

- Full tire-service using a balancer and disc-mounting device with a special ergonomic lift that significantly reduces strains to the mechanic
- Engine and transmission services
- Suspension services
- Hydraulic services to pressure hoses for specialty equipment operation
- Pump services for specialty-equipment pumps such as the collections hydrojetter
- Factory-computerized programs that allow full electronic diagnostics
- Compliant with California Highway Patrol required Basic Inspection of Terminals (BIT)
- Member of Verizon Connect’s Networkfleet continuous smog monitoring program

Vehicles and equipment are used to provide essential services as well as respond to emergencies. The specialty vehicles and equipment require asset-specific training and specialized maintenance.

Fleet Replacement Criteria and Funding

The decision to take vehicles out of the fleet program or replace them is based on the following 12 decision criteria:

- | | |
|---|----------------------|
| 1. Safety of operation | 7. Energy efficiency |
| 2. Mechanical lifespan | 8. Diesel/Biodiesel |
| 3. Cost of operation | 9. Gasoline |
| 4. Business needs | 10. Hybrid |
| 5. Availability of parts | 11. Natural Gas |
| 6. Environmental impact and compliance with existing and future regulations | 12. Mileage/Age |

Originating Department: Operations	Contact: J. Carson	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Fleet Management Program Presentation	222 of 257

The District's 10-year Capital Improvement Program (CIP) planning reserves \$300,000 per year (average) for fleet replacements. Fleet replacement is funded by the Capital Outlay program and tracked in the CIP schedule. Staff have started replacing expired vehicles with more energy-efficient vehicles when possible. Hybrid vehicle technology and availability continue to grow, and staff work closely with vendors to obtain the right vehicle for the job and take opportunities to reduce DSRSD's carbon footprint. For example, staff recently procured a heavy-duty Reach-Truck "forklift" that is 100% battery-powered.

Vehicle Classifications/Fuel Usage

Fleet vehicles and equipment classification consist of Hybrid, Electric, Class C, Heavy-duty Class C, Heavy-duty Class C Specialty, Heavy-duty Class B Specialty, specialty equipment, and specialty equipment on trailers. The vehicles in the District's fleet operate on electric and fossil fuels.

The biggest percentage of vehicles are the light-class (88 vehicles) and use the following fuel and vehicle technology to operate:

Electric	27%, mostly on solar self-generated electricity
Hybrid	3.4% on hybrid of gasoline and electric
Gasoline	58%
Diesel	11%

The second biggest percentage of the fleet are the specialty vehicles (51 vehicles) and use the following fuel to operate:

Electric	1.7%
Propane	8.5%
Gasoline	44.1%
Diesel	45.8%

Green Technology and Cost-Effective Ownership

Technology has played a role in the fleet's purchase decision making, especially in the past 10 years. Vehicles are operating with a smaller carbon footprint, yet performance expectations are the same. Smaller Hybrid and Electric vehicles are becoming more affordable. Some of the crossover type vehicles offer significant reductions of emissions, while providing a good replacement for some of the light-duty trucks. The Regional Wastewater Treatment Plant (WWTP) has transitioned from light-duty trucks to electric carts equipped with specialty boxes for mechanical and electrical work. Today, electric carts make up the majority of the WWTP's vehicles, and most are powered by solar panels within the plant. A second electric cart charging area was installed in 2019 and is used by most WWTP operators. Electric carts have also been added to the seasonal solids harvesting activities and further help reduce the carbon footprint of the operation. The fleet with gasoline engines are equipped with a constant smog monitoring system called Networkfleet. The Networkfleet database provides instant results and alerts to the Department of Motor Vehicles (DMV) and DSRSD staff when monitored vehicles are out of compliance and instant data uploading to the DMV.

Compliance with State and Local Air Quality Regulations

The California Air Resources Board regulates most portable vehicles in DSRSD's fleet. Staff take measures to comply with numerous regulations that require pollution controls, compliance with emissions criteria, energy efficiency and fleet modernization. New regulations will require fleets to replace vehicles with zero-emissions vehicles in a stepwise fashion, driving climate goals into action. Staff will give a verbal presentation on current State regulatory requirements.

Fleet Management Program

Jeff Carson
Shawn Quinlan
Diane Griffin
Courtney Mizutani, Mizutani Consulting

Board of Directors Meeting
April 6, 2021



**Dublin San Ramon
Services District**
Water, wastewater, recycled water

Fleet Maintenance Shop

- » PM program/
database with California
Air Resources Board
(CARB) Technology
tracking
- » In-house monitored
equipment
- » Fleet Shop operates in
island mode
- » Full-Service Shop



Current Replacement Decision-Based Criteria

1. Safety of operation
2. Mechanical life span
3. Cost of operation
4. Business need
5. Availability of Parts
6. Environmental impacts and compliance
7. Energy efficiency
8. Diesel, Biodiesel
9. Gas
10. Hybrid
11. Natural gas
12. Mileage/Age

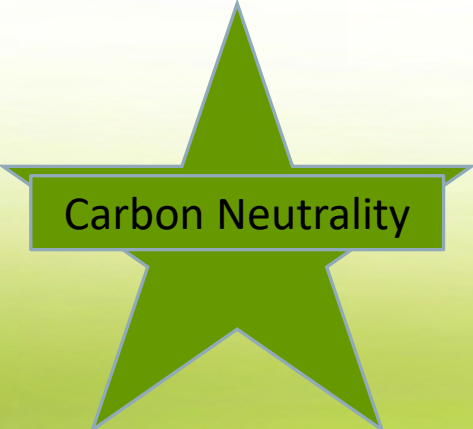
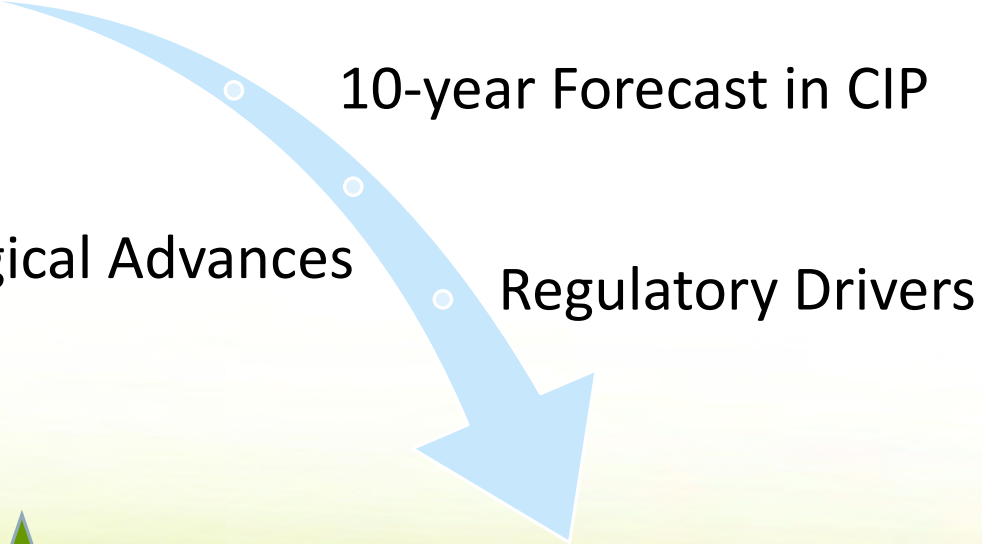
Vehicle Type	Replacement Criteria
Light-duty Vehicles	10-years / 100,000 miles
Heavy-duty Vehicles	15 years / 150,000 miles

Funding The DSRSD Fleet Program

- » **10-Year CIP replacement program forecast of \$300,000 per year (average)**
- » **Capital Outlay Fund**
- » **Technology-based purchasing decisions**
 - Market availability
 - Reliability based
 - Clean-air certified
- » **Energy and Cost Efficiency**
- » **Reducing DSRSD's carbon footprint impacts funding**

DSRSD Fleet 10-Year CIP

Replace Vehicles based on Criteria



Clean Fleets Goal



Fleet Vehicle & Equipment Classification Definition

Classification	Classification Definition
H	Hybrid
E	Electric
C	Class C Vehicles
HDC	Heavy Duty Class C Vehicles
HDCSV	Heavy Duty Class C Specialty Vehicles
HDBSV	Heavy Duty Class B Specialty Vehicles
SE	Specialty Equipment
SET	Specialty Equipment Trailered

Vehicles



HEAVY DUTY CLASS C (HDC)
14 Vehicles



CLASS C (C)
38 Vehicles



HYBRID (H)
3 Vehicles

Vehicles



HEAVY DUTY CLASS B SPECIALTY VEHICLE
(HDCBSV)
2 Vehicles



HEAVY DUTY CLASS B SPECIALTY VEHICLE
(HDCBSV)
1 Vehicle

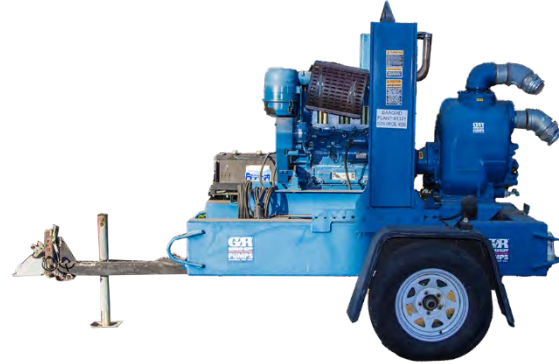


HEAVY DUTY CLASS C SPECIALTY VEHICLE
(HDCSV)
7 Vehicles

Equipment



SPECIALTY
EQUIPMENT
(SE)
46 Units



SPECIALTY EQUIPMENT TRAILERED
(SET)
28 Units



SPECIALTY EQUIPMENT TRAILERED
(SET)

Emergency Standby Generators (SET)



Portable	Stationary
13	10

Grove 28 Ton Crane

» SPECIALTY EQUIPMENT (SE)



Dredge (SE)

13 tons
500 GPM Sludge
Pumping Capacity

USS HOWARD



285 61257

Solar Supplemented Cart Port Charging Area



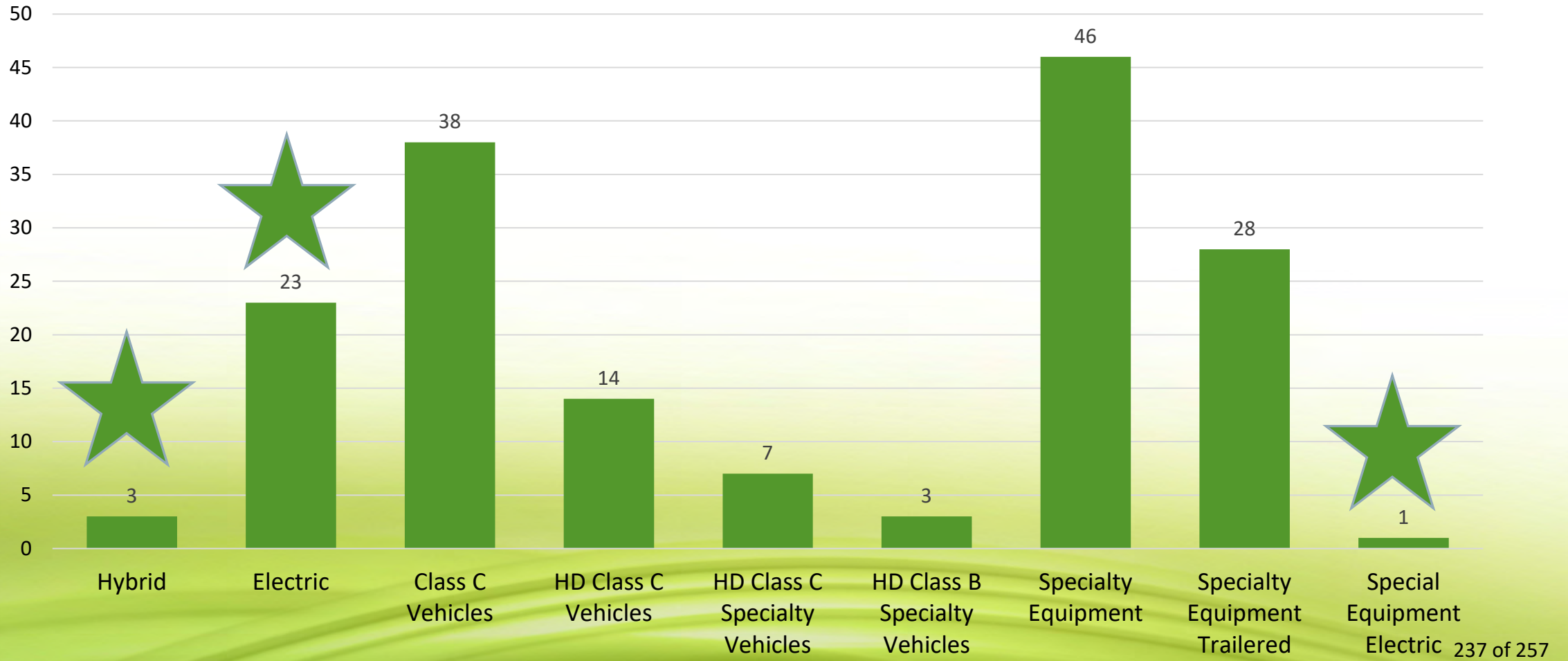
Electric Vehicles



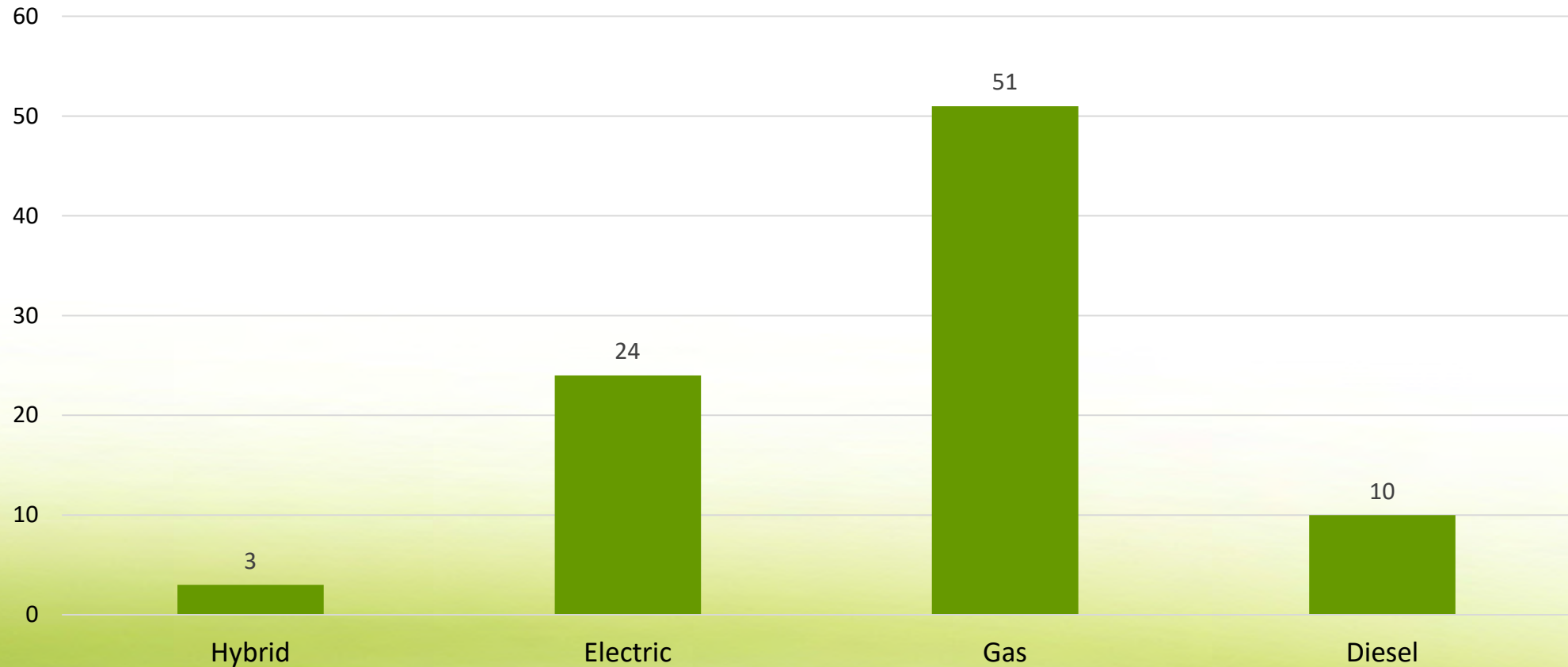
Solar Panel
Charging System



Fleet Vehicle & Equipment by Classification

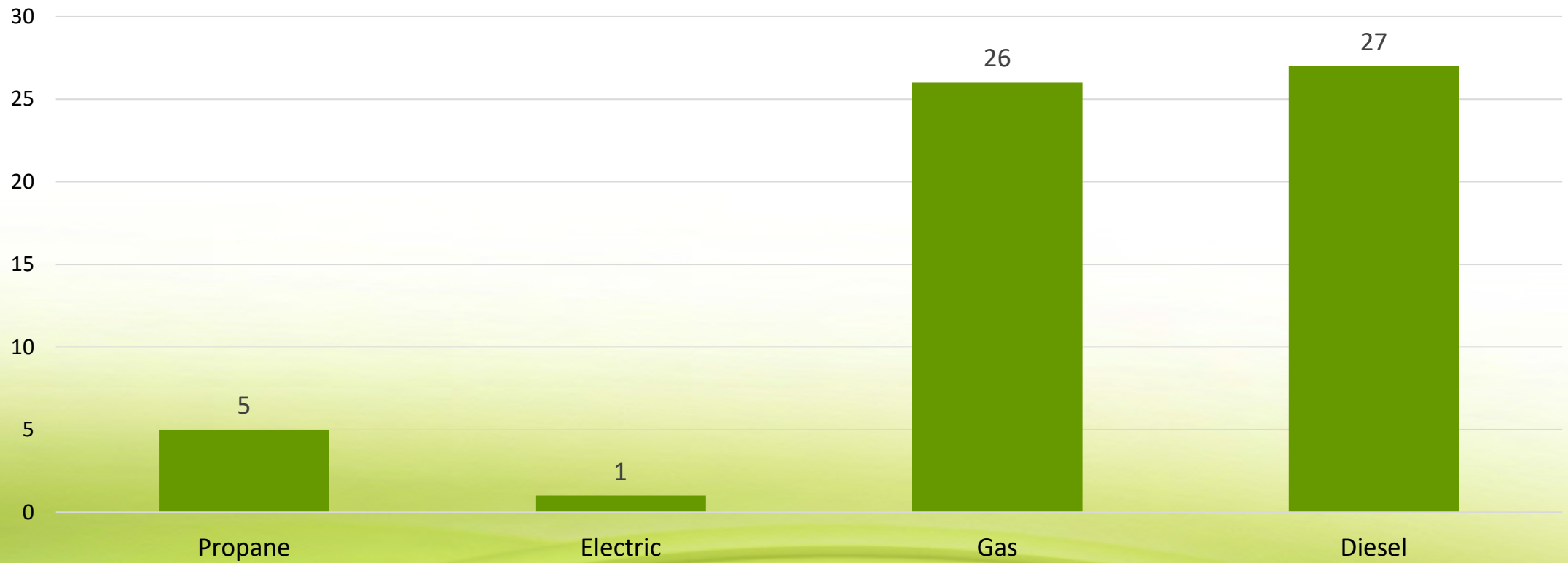


Fleet Vehicle Fuel/Energy Type



31% Clean Energy

Fleet Specialty Equipment Fuel/Energy Type Class SE & SET



10% Clean Energy

Fleet Regulations

California Air Resources Board (CARB)

Bay Area Air Quality Management District (BAAQMD)

CARB

- Mobile Sources

BAAQMD

- Stationary Sources
- Mobile Source Emission Reduction Funding (limited)

Current Mobile Source Regulations

- » Idling Limitations
- » On-Road Public Fleet Regulation
- » In-use Off-road Diesel Vehicle Regulation
- » Periodic Smoke Inspection
- » Large-Spark Ignition Engine Fleet Requirements
- » Portable Equipment Registration Program

Viewing Inspection Results for DUBLIN SAN RAMON SERVICES DISTRICT, CA #314406 (Active)

Maintenance Rating	Driver Rating	Equipment Rating	Hazmat Rating	Terminal Rating	Inspection Category
Satisfactory	Satisfactory	Satisfactory	Not Applicable	Satisfactory	A. Truck (Not Transporting Hazmat)
Satisfactory	Satisfactory	Satisfactory	Not Applicable	Satisfactory	A. Truck (Not Transporting Hazmat)

Looking to the Future

Goals

Strategies

Technology



Executive Order N-79-20

- » 2035: 100% zero emission vehicle sales
- » 2035: full transition to ZEV off-road equipment *
- » 2045: Full transition to ZEV buses and long-haul trucks



* where feasible

CARB Mobile Source Strategy

- » 2030 – GHG emission 40% below 1990 levels
- » 2045 – Carbon Neutrality
- » 2050 – GHG emissions 80% below 1990 levels

CARB 2020 Mobile Source Strategy

- » Builds on 2016 mobile source strategy
- » Identifies technological mixes needed to meet air quality and climate targets
- » Reflects 2020 governor's zero emission executive order

CARB Advanced Clean Vehicle Regulations (Clean Truck)

Advanced Clean Truck Rule

- Requires manufacturers increase electronic vehicle sales thru 2045
- Requires large entities & government agencies report 2019/2020 activity by May 1, 2021

Next Steps

- Office of Administrative Law (OAL) approved March 15, 2021
- Reported information will be used as basis for Clean Fleet Rule development

CARB Advanced Clean Vehicle Regulations (Clean Fleet)

Advanced Clean Fleet Rule

- Zero-emission fleets by 2045
- Applies to vehicles with a gross vehicle weight rating >8,500 lbs.
- Government entities viewed as early adopters
- Convert public fleet by 2035 (purchase agreement by 2027)

Next Steps

- Initial focus on high priority private fleets, drayage and government
- Contribute to full transition to zero-emissions where feasible
- First hearing December 2021
- Goal to adopt regulation by end of 2021; implement by 2024

Public Fleet ZEV Purchases

- » Includes cities, counties, special districts, state agencies (Entities with exempt plates from DMV)
- » ZEV purchases required when adding to the fleet
 - 50% of 2024-2026 model year vehicles must be ZEVs
 - 100% of 2027 and newer model years must be ZEVs
 - Plug-in hybrids (NZEVs) count same as ZEVs until 2035

Public Fleet Exemptions

- » Apply to situations beyond fleet control
- » Exemptions if new ZEVs are not available (chassis or complete vehicle) is not available from more than one manufacturer
- » Available chassis cannot be upfitted to meet fleet needs
- » Vehicle manufacturer delays

What This Means for Public Fleets

- » ZEV purchases only required at time of normal replacement --
Aligns with normal purchase cycle
- » Consistent with AB 739 for state fleets
- » No requirements to replace
- » Exemption process if needed If no ZEV is available or cannot meet
fleets needs

Value of DSRSD's Fleet Program

- 1. Disaster and Emergency availability**
- 2. Quick turnaround of maintenance for operational needs**
- 3. Increasing power reliability during state rolling blackouts and Public Safety Power Shutoffs**
- 4. Improved safety for traffic and ergonomics**
- 5. Green transitioning of fleet has initiated**

TITLE: Receive a Briefing on the CalPERS Actuarial Report for DSRSD and an Evaluation on the Pay-down of the District’s Unfunded Actuarial Liability and Provide Direction on Future Unfunded Actuarial Obligations

RECOMMENDATION:

Staff recommends the Board of Directors receive a briefing on the CalPERS Actuarial Report for DSRSD and an evaluation on the pay-down of the District’s Unfunded Actuarial Liability and direct staff to fund this liability using the CalPERS 15-year amortization schedule for Future Unfunded Actuarial Obligations.

SUMMARY:

The Unfunded Actuarial Liability (UAL) is one of the top five long-term liabilities of the District. Staff will review how this liability is calculated and will recommend a 15-year amortization schedule paydown (\$1,646,357 per year versus an escalating payment of 1,051,116 to 1,900,000 per year) of this obligation, to be incorporated into the FYE 2022 and FYE 2023 draft operating budget. Acceleration of this long-term liability is projected to save the District approximately \$1.8 million in interest costs.

BACKGROUND:

As a key benefit for employees, DSRSD contracts with CalPERS (California Public Employees Retirement System) to provide a defined benefit pension. For each agency and for each employee, the actual percentage for how a retirement pension is funded is different. The CalPERS website gives a statewide average, for illustrative purposes only, of how these three resources fund retirement pensions:

- Employer contributions 28%
- Employee contributions 13%
- Investment earnings from the CalPERS portfolio 59%

Normal Cost

For each contracted agency, CalPERS annually prepares an actuarial valuation report to determine how much funding is necessary to fund the pension obligation of the service credit that will be earned that fiscal year. This is known as the “normal cost.” The valuation report is based on assumptions regarding longevity of staff, estimated final value of pension benefits, and assumed CalPERS investment returns over many years to determine this “normal cost.” The normal cost is calculated as a percentage of payroll and is paid as part of the payroll reporting process. For FYE 2022, the percentage of salary is 14.02%, of which 2% (for classic employees) is paid by employees under the terms of negotiated labor memoranda of understanding and personal services agreements. If all the assumptions prove to be accurate, then the amount paid to CalPERS in that year will fully fund the pension obligation for that year of service for all eligible Districts employees. If the estimates and assumptions are accurate every year (over many years), then the pension fund will be fully funded at the 100% level. However, if the investment returns on CalPERS investments are lower than projected, the value of pension is greater than projected, or if there are other adverse deviations from assumptions, then there will be a shortfall in the pension fund. In this case, a UAL is created, which the public agency is required to address through an amortization schedule over a period of 20-30 years. The UAL is discussed later in this report.

Originating Department: Administrative Services	Contact: C. Atwood	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: \$52,679 Local Wastewater (Fund 200), \$290,001 Regional Wastewater (Fund 300), \$252,561 Water (Fund 600)	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Unfunded Actuarial Liability – Classic Employees Attachment 2 – Unfunded Actuarial Liability – PEPRA Employees	
		252 of 257

The calculation of the normal cost for each year has an additional level of complexity, because of changes mandated by the Public Employees' Pension Reform Act of 2012, which established a reduced pension formula for new employees not already enrolled in the CalPERS program. Because of the different formula, the required District contribution formula is less for this group of employees. It is also based on the percentage of payroll (7.59% for FYE 2022). The 2012 Act is often referred to by its acronym "PEPRA", and employees who are included in the new program are sometimes referred to as "second tier" beneficiaries. 35% of the District's current employees are enrolled in the PEPRA pension program. The remaining District employees who are enrolled in the original CalPERS program are referred to as "Classic members" or as "first tier" beneficiaries.

The combined FYE 2022 obligation for the District's "classic" normal contributions and "PEPRA" normal contributions is approximately \$1.9 million (based on estimated payroll of \$14.7 million from the 2019 valuation report). As noted, before, this is based on the District paying 14.02% of salary for "classic employees" and 7.59% of salary for "PEPRA" employees. In addition to the District's contribution, classic employee contributions are 7.96% plus 2.00% of employer share of salary and PEPRA employees are paying 6.75% of salary.

Unfunded Actuarial Liability (UAL)

If all previous calculations for the annual "normal cost" have been accurate going back to the time when CalPERS pensions were first offered, then the District's pension plan would be fully funded (100% funded). However, because of uncertainty about investment returns, CalPERS has made several actuarial changes in recent years. One of the most significant assumption changes is that investment returns (discount rate) will be lower in the future. CalPERS phased in a lower discount rate from 7.50% to 7.0% over three years beginning with the June 30, 2016 actuarial valuation. As assumed investment returns are being lowered, less investment income is expected, which requires local agencies to make up the difference. The larger contributions from the local agencies provides payment towards the UAL to assure sufficient funding is set aside to meet long-term pension obligations. Other factors that affect the UAL calculations such as actual investment returns, earned pension benefit levels, amortization periods, and retiree longevity also have varied from original assumptions. Effective with the June 30, 2019 actuarial valuation, CalPERS has shortened the period over which actuarial gains and losses are amortized from 30 years to 20 years with the payments computed as a level dollar amount.

The changing assumptions and actual investment performance discussed above results in the District being less than 100% funded over the years. Fortunately, the District has made extra payments in recent years and actual investment returns have been reasonably good, which has helped to offset the changes adopted by the CalPERS Board. Following is a graph showing the funded ratio for the Classic and PEPRA Members as of the last actuarial report on 6/30/2019.

The current funding ratio for DSRSD is 86.5%. For comparison, the funded ratio for the average public agency in California is approximately 70%. DSRSD has been significantly above this average level for the past few years, as can be seen in Figure 1 on the next page, where the funded ratio for DSRSD (Classic) is compared over the last nine years to the average public agency's funded ratio (CalPERS – PERF)

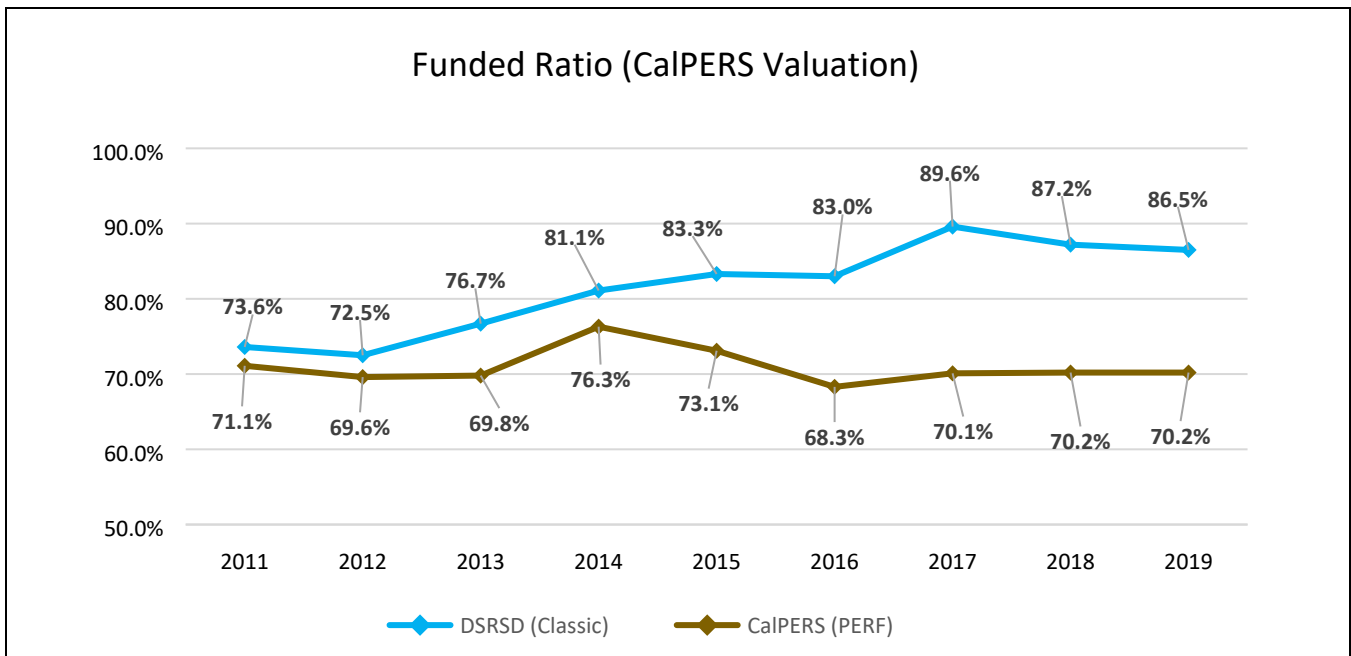


Figure 1: Comparison of CalPERS UAL Funded Ratios

The District’s current UAL is \$15.0 million (after last pre-payment) as of June 30, 2021 (Classic: \$15,007,258; PEPR: \$0). This liability arises from services provided in previous years for current employees, separated employees, and retired employees. Per the UAL lump sum memo from CalPERS, the minimum FYE 2022 UAL payment for classic employees is \$1,051,116. Prior to the District’s pre-payment, UAL payments were projected to increase to \$1.9 million by FYE 2031. With interest, total payments were anticipated to be \$26.5 million.

DISCUSSION:

The District has made additional payments towards the UAL in 2015, 2016, 2017, 2020 and 2021. This has been a primary driver for the District’s funded ratio to rise from 81.1% to 86.5% for classic members and 92.0% for PEPR members over that time. To save on interest costs, as well as to better reflect likely on-going obligations, it may be prudent to continue making additional contributions above the District’s minimum UAL payment that is required by the actuarial valuation report. Per the alternative amortization schedules in the June 2019 valuation report, if the District pursued an accelerated 15-year amortization schedule, approximately \$1.8 million of interest could be saved compared to the current amortization schedule. Without making any permanent commitments, the District could provide additional contributions to ‘pay down’ the UAL early. The current level of funding to work towards this target would be an annual contribution of approximately \$1.646 million per year, beginning in FYE 2022, and sustained thereafter for a 15-year period.

Staff is requesting direction from the Board of Directors on what level of funding to include in the proposed budget for FYE 2022 and FYE 2023 to help ‘pay down’ the UAL. The Board is scheduled to review the next two-year operating budget on May 18, 2021. Staff recommends that for the next two-year budget, the UAL payment be increased to \$1,646,357 to fund at the actuarial 15-year level (Attachment 1). The resulting increase above currently required minimum payment levels is \$595,241 for FYE 2022 and \$331,768 for FYE 2023. The proposed increase will be allocated to the District’s various funds and have an impact on those funds. The allocation of additional costs from the prepayment program for FYE 2022 to the three enterprise funds is shown in Table 1 on the next page.

Fund	Description	% of payroll	% of cost
200	Local Wastewater Operations	8.85%	\$ 52,679
300	Regional Wastewater Operations	48.72%	290,001
600	Water Operations	42.43%	252,561
		100.00%	\$ 595,241

Table 1: Allocation of Prepayment Funding to CalPERS UAL

Amortization Schedule and Alternatives

Date	<u>Current Amortization Schedule</u>		<u>Alternate Schedules</u>			
	Balance	Payment	15 Year Amortization		10 Year Amortization	
			Balance	Payment	Balance	Payment
6/30/2021	15,510,820	1,097,068	15,510,820	1,646,357	15,510,820	2,134,933
6/30/2022	15,461,762	1,314,589	14,893,572	1,646,357	14,388,186	2,134,933
6/30/2023	15,184,265	1,418,252	14,233,117	1,646,357	13,186,967	2,134,933
6/30/2024	14,780,113	1,539,098	13,526,430	1,646,357	11,901,663	2,134,933
6/30/2025	14,222,665	1,590,936	12,770,275	1,646,356	10,526,388	2,134,933
6/30/2026	13,572,573	1,631,761	11,961,190	1,646,356	9,054,843	2,134,933
6/30/2027	12,834,746	1,673,703	11,095,469	1,646,356	7,480,290	2,134,933
6/30/2028	12,001,886	1,716,801	10,169,148	1,646,357	5,795,518	2,134,933
6/30/2029	11,066,145	1,761,084	9,177,983	1,646,356	3,992,812	2,134,933
6/30/2030	10,019,095	1,806,587	8,117,438	1,646,356	2,063,917	2,134,932
6/30/2031	8,851,685	1,853,338	6,982,655	1,646,357		
6/30/2032	7,554,194	1,787,274	5,768,436	1,646,357		
6/30/2033	6,234,217	1,716,258	4,469,222	1,646,357		
6/30/2034	4,895,301	1,590,056	3,079,063	1,646,357		
6/30/2035	3,593,205	1,397,006	1,591,592	1,646,356		
6/30/2036	2,399,654	1,069,140				
6/30/2037	1,461,703	852,944				
6/30/2038	681,729	624,128				
6/30/2039	83,848	86,733				
6/30/2040						
6/30/2041						
6/30/2042						
6/30/2043						
6/30/2044						
6/30/2045						
6/30/2046						
6/30/2047						
6/30/2048						
6/30/2049						
6/30/2050						
Total		26,526,756		24,695,349		21,349,329
Interest Paid		11,015,936		9,184,529		5,838,509
Estimated Savings				1,831,407		5,177,427

Amortization Schedule and Alternatives

Date	<u>Current Amortization Schedule</u>		<u>Alternate Schedules</u>			
	Balance	Payment	N/A Year Amortization		N/A Year Amortization	
	Balance	Payment	Balance	Payment	Balance	Payment
6/30/2021	N/A	N/A	N/A	N/A	N/A	N/A
6/30/2022						
6/30/2023						
6/30/2024						
6/30/2025						
6/30/2026						
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6/30/2050						
Total		N/A		N/A		N/A
Interest Paid		N/A		N/A		N/A
Estimated Savings				N/A		N/A