

AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, December 21, 2021

PLACE: Regular Meeting Place
7051 Dublin Boulevard, Dublin, CA

To allow the public the option to participate remotely during the COVID-19 pandemic, the public may listen and comment by telephone via Teams during open session as described in the Teleconference Access Information on Page 4 of the Agenda Packet.

The Boardroom is open to the public during open session. Due to the COVID-19 pandemic, meeting attendees are required to conduct a self-screening before entering District facilities. Face coverings are required.

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, members of the public in the audience and 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. Speaker cards are available for audience members from the District Secretary and should be completed and returned to the Secretary prior to addressing the Board. The President of the Board will recognize each speaker, at which time the speaker should 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 December 7, 2021
Recommended Action: Approve by Motion
 - 7.B. Accept Regular and Recurring Report: Quarterly Financial Report
Recommended Action: Accept by Motion

- 7.C. Authorize Execution of Amendment No. 2 to Agreement Granting Zone 7 Permission to Construct and Operate a Municipal Well on Camp Parks Well Site and Providing Terms for Delivery of Dublin San Ramon Services District's Groundwater Pumping Quota ("Mocho Well No. 4")
Recommended Action: Authorize by Resolution
- 7.D. Tentative Agreement with the International Federation of Professional and Technical Engineers, Local 21 (Professional Employees) for Successor Memorandum of Understanding (MOU) for the Period December 13, 2021, through December 21, 2025
Recommended Action: Approve by Resolution
- 7.E. Approve Health Insurance Contribution for Calendar Year 2022 for Local 21 Employees
Recommended Action: Approve by Resolution
- 7.F. 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. 63-21
Recommended Action: Adopt by Resolution

8. BOARD BUSINESS

- 8.A. Public Hearing: Adopt Resolution Approving the District's Election Division Map Plan "Ruby" Establishing the District's New Election Division Boundaries Based on 2020 Decennial Census Results
Recommended Action: Hold Public Hearing and Adopt by Resolution
- 8.B. Accept Annual Comprehensive Financial Report with Independent Auditor's Report for Fiscal Year Ended June 30, 2021 and Memorandum on Internal Control and Required Communications for Fiscal Year Ended June 30, 2021
Recommended Action: Accept by Motion
- 8.C. Discuss and Approve Board Committees and Joint Powers Authority Assignments for Calendar Year 2022
Recommended Action: Discuss and Approve by Motion
- 8.D. 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.E. Approve Revised Introduction to Records Retention Schedule Policy and Updated Retention Schedule Framework
Recommended Action: Approve by Motion

9. REPORTS

9.A. Boardmember Items

- Joint Powers Authority and Committee Reports
DSRSD/Central Contra Costa Sanitary District Liaison – December 14, 2021
- 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. 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 Director
Michelle Gallardo, Human Resources and Risk Manager

Employee Organizations: 1. Stationary Engineers, Local 39
2. IFPTE Local 21/Professional Employees

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

11. REPORT FROM CLOSED SESSION

12. ADJOURNMENT

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

Teams Teleconference Access Information

Dublin San Ramon Services District Regular Board Meeting Tuesday, December 21, 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, December 21, 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 Phone:

1. Dial **(831) 256-7773** USA Toll from any telephone.
2. Enter Conference ID **289 193 040#** 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.

Participation 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.

Boardmembers and staff will be attending the meeting in person.

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

December 7, 2021

To allow the public the option to participate remotely during the COVID-19 pandemic, the public may listen and comment by telephone via Teams during open session as described in the Teleconference Access Information on Page 4 of the Agenda Packet. The Boardroom was open to the public during open session. Due to the COVID-19 pandemic, meeting attendees were required to conduct a self-screening before entering District facilities. Face coverings were required.

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 Director/Treasurer; Steve Delight, Acting Engineering Services Director/District Engineer; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. BOARD REORGANIZATION

4.A. Selection of President and Vice President of the Board of Directors for 2022

President Johnson opened the floor for nominations for the 2022 Board of Directors President and Vice President.

Director Vonheeder-Leopold MOVED to 1) Nominate and Approve the Selection of Vice President Richard Halket as President of the Board of Directors for 2022, and 2) Close Nominations. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Vonheeder-Leopold MOVED to 1) Nominate and Approve the Selection of Director Marisol Rubio as Vice President of the Board of Directors for 2022, and 2) Close Nominations. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Johnson passed the gavel to President Halket who then presided over the remainder of the meeting. President Halket thanked Director Johnson for a job well done during a challenging year and presented her with an engraved plaque on behalf of the Board and staff that read "In Sincerest Appreciation for your Skillful Teambuilding and Leadership, and Strategic Vision as President of the Board of Directors in 2021." Director Johnson stated it was a pleasure to serve as President.

5. SPECIAL ANNOUNCEMENTS/ACTIVITIES

New Employee Introductions:

Erin Steffen, Management Analyst II Lamont Williams, Electrician II (not in attendance)

General Manager McIntyre also announced that Principal Engineer Steve Delight has been selected as the new Engineering Services Director and will start that position in January. He is serving as Acting Engineering Services Director this evening.

6. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:08 pm No public comment was received.

7. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – General Manager McIntyre stated that Item 9.I will be rescheduled to the January 18, 2022 Board meeting in order to capture activities in the coming weeks. He also reported that Closed Session Item 11.C may not be needed this evening.

8. CONSENT CALENDAR

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

8.A. Approve Special Meeting Minutes of November 16, 2021 – Approved

8.B. Approve Regular Meeting Minutes of November 16, 2021 – Approved

8.C. Approve Side-Letter of Agreement with Stationary Engineers, Local 39 and the Dublin San Ramon Services District – Approved – Resolution No. 58-21

9. BOARD BUSINESS

9.A. Public Hearing: Receive Presentation and Review and Finalize Preferred Voting Area Map Based on 2020 Decennial Census Results

President Halket announced the item and declared the Public Hearing open. He asked for the staff presentation.

Executive Services Supervisor/District Secretary Genzale reviewed the item for the Board. She explained that this is the third public hearing the District is holding to receive public input on its current redistricting process and review the Board's preferred map plan identified as "Indigo." She reviewed the timeline and activities of the process, which began in October. She explained that eight draft maps have been presented since the October 19 and November 16 meetings, and that per Board direction on November 16, a ninth map was developed named "Indigo." The "Indigo" map and its related demographic information were published in this evening's agenda packet, and on the District's website on November 29. Ms. Genzale reported that no public comments have been received to date.

She introduced the District's demographer, Mr. Michael Wagaman, who reviewed the "Indigo" map and asked the Board to clarify its prior direction regarding the boundary shared by Divisions 4 and 5. She also introduced Special Counsel Kristen Rogers who assisted with the Board's discussion. After Board examination and readjustment of the boundary in question,

Mr. Wagaman and Ms. Rogers confirmed that the new alignment was acceptable and in conformance with legal requirements and Elections Code Section 22001. Director Vonheeder-Leopold stated for the record, in response to the public comment (email) received on November 11, that it was the Board's intent to adjust the map boundaries to contain each division within one county. The Board directed staff to bring the new (tenth) map back for approval at a public hearing on December 21.

There was no public comment received. President Halket declared the Public Hearing closed.

- 9.B. 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.

Vice President Rubio 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.

- 9.C. Approve Terms and Conditions, Salary, and Benefits, for Unrepresented Manager, Professional, Technical, Administrative, and Confidential Employees, and Unrepresented Senior Managers

Human Resources and Risk Manager Michelle Gallardo reviewed the item for the Board.

Director Goel MOVED to Adopt Resolution No. 59-21, Approving Terms and Conditions, Salary, and Benefits for Unrepresented Manager, Professional, Technical, Administrative, and Confidential Employees, and Unrepresented Senior Managers. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

- 9.D. Approve Amendment No. 3 to the Individual Personal Services Agreements between Carol A. Atwood and Jeff R. Carson, and Dublin San Ramon Services District, and Amendment No. 1 between Jan R. Lee and Dublin San Ramon Services District

Human Resources and Risk Manager Michelle Gallardo reviewed the item for the Board.

The Board and staff discussed that the Personal Services Agreements will remain in place but will now point to the authorizing resolution approved under Item 9.C for the employment terms and conditions. They also reviewed the history of senior manager services agreements to provide additional context to this proposed change.

Director Johnson MOVED to Adopt Resolution No. 60-21, Approving and Authorizing Execution of Amendment No. 3 to the Agreement for Personal Services between Carol A. Atwood and the Dublin San Ramon Services District, to Adopt Resolution No. 61-21, Approving and Authorizing Execution of Amendment No. 3 to the Agreement for Personal Services between Jeff R. Carson and the Dublin San Ramon Services District, and to Adopt Resolution No. 62-21, Approving and Authorizing Execution of Amendment No. 1 to the Agreement for Personal Services between Jan R. Lee and the Dublin San Ramon Services District. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES

- 9.E. 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. 56-21

Human Resources Analyst II Samantha Koehler reviewed the item for the Board. She confirmed the new pay schedule only updates the salaries and applies cost-of-living-adjustments to the Mid-Management Employees' Bargaining Unit (MEBU) positions, as approved in the MEBU Memorandum of Understanding on November 16, and the Unrepresented positions, whose terms and conditions of employment were approved by resolution earlier this evening.

Director Goel MOVED to Adopt Resolution No. 63-21, Adopting a Pay Schedule in Accordance with the California Code of Regulations, Title 2, Section 570.5 and *Rescinding Resolution No. 56-21*. Director Vonheeder-Leopold SECONDED the MOTION which CARRIED with FIVE AYES.

- 9.F. Approve Health Insurance Contribution for Calendar Year 2022 for Unrepresented Employees

Human Resources Analyst II Samantha Koehler reviewed the item for the Board.

Director Vonheeder-Leopold MOVED to Adopt Resolution No. 64-21, Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants Under the Public Employees' Medical and Hospital Care Act for Unrepresented Employees. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES.

- 9.G. Initiate California Public Employees' Retirement System (CalPERS) Retirement Contract Amendment Under Section 20516 for Cost Sharing for Classic Unrepresented Miscellaneous Employees

Human Resources Analyst II Samantha Koehler reviewed the item for the Board.

Director Goel MOVED to Adopt Resolution No. 65-21, Relating to CalPERS Retirement Cost Sharing Under Government Code Section 20516 by Classic Unrepresented Senior Management, Management, Professional, Technical, Administrative, and Confidential Employees. Vice President Rubio SECONDED the MOTION, which CARRIED with FIVE AYES.

- 9.H. Receive Presentation Regarding the Branding of Dublin San Ramon Services District over the Last 13 Years

Public Affairs Supervisor Sue Stephenson reviewed the item for the Board and provided a complimentary presentation which was added to the website as supplementary materials.

The Board and staff further discussed the District's strategic and customer communication methods and purposes, such as its targeted messaging to the District's influential community members, potential coordination of water-centric events to engage the public, and the District's success in laying the groundwork for activities that effect customers.

- 9.I. NOT HELD – Receive Update and Discuss the Development and Operation of a Proposed Joint Residential Recycled Water Fill Station in 2022 and Provide Direction

General Manager McIntyre reported that this item will be rescheduled to January 18, 2022.

10. REPORTS10.A. Boardmember Items

- Joint Powers Authority and Committee Reports
LAVWMA – November 17, 2021

President Halket invited comments on recent JPA activities. Directors felt the available staff reports adequately covered the many matters considered at the JPA meeting and made a few comments about some of the JPA activities.

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

Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the California Association of Sanitation Agencies Executive Committee meeting on December 2, 2021. She summarized the activities and discussions at the meeting.

President Halket reported that he will present his proposed 2022 Committee and JPA assignments at the next Board meeting. He stated his intent to balance out the number of assignments per Director, but not to change current JPA assignments. He asked the Boardmembers to send him any preferences they may have for his consideration.

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

10.B. Staff Reports

- Event Calendar – General Manager McIntyre reported on the following:
 - A DSRSD/Central San Liaison Committee meeting will be held on Tuesday, December 14 at 4 p.m. He reported that seven Liaison Committee meetings were scheduled this year, and several are already lining up for 2022.
- Correspondence to and from the Board on an Item not on the Agenda – None

11. CLOSED SESSION

At 7:08 p.m. the Board went into Closed Session.

11.A. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8

Property: Portion of APN 946-3200-002-05
 Agency Negotiators: Dan McIntyre, General Manager
 Jan Lee, Assistant General Manager
 Negotiating Parties: Zone 7 Water Agency
 Under Negotiation: Price and Terms

11.B. 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 Director
 Michelle Gallardo, Human Resources and Risk Manager
 Employee Organizations: 1. Stationary Engineers, Local 39

Additional Attendees: 2. IFPTE Local 21/Professional Employees
Douglas E. Coty, General Counsel
Dania Torres-Wong, Sloan Sakai Yeung & Wong LLP

11.C. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6

Agency Negotiators: Dan McIntyre, General Manager

Employee Organizations: 1. Senior Managers
2. Unrepresented Employees

Additional Attendees: Douglas E. Coty, General Counsel

12. REPORT FROM CLOSED SESSION

At 8 p.m. the Board came out of Closed Session. President Halket announced that there was no reportable action.

13. ADJOURNMENT

President Halket adjourned the meeting at 8 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



TITLE: Accept Regular and Recurring Report: Quarterly Financial Report

RECOMMENDATION:

Staff recommends the Board of Directors accept, by Motion, regular and recurring report: Quarterly Financial Report for September 30, 2021.

DISCUSSION:

To maximize openness and transparency and to allow the Board to be informed about key aspects of District business, the Board directed that various regular and recurring reports be presented for Board acceptance at regular intervals.

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

Ref C: Quarterly Financial Report

Per preliminary first quarter financial report for fiscal year ending 2022, the District’s three enterprises have received 18.13% of budgeted operating and 22.71% of budgeted capital revenue. Total service charge revenue is approximately 9.3% above projected levels (prorated budget) as of September 30, 2021 due to annual rate adjustments, customer growth, and higher water demand. Total capacity reserve fee revenue is approximately 15.86% above projected levels (prorated budget) primarily due to completion of a major apartment development project. The District has expended 20.68% of budgeted operating expenses and 11.50% of budgeted capital expenditures for the first quarter.

Working capital for all enterprise (Operation and Rate Stabilization) funds are above policy target reserves and working capital for all capital (Replacement and Expansion) funds are above policy minimum reserves.

Originating Department: Administrative Services	Contact: H. Chen	Legal Review: Not Required
Financial Review: Yes	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 – Summary of Regular and Recurring Reports	
		11 of 237

SUMMARY OF REGULAR AND RECURRING REPORTS

Ref.	Description	Frequency	Authority	Last Acceptance	Acceptance at this Meeting?	Next Acceptance
A	Warrant List	Monthly	Board Direction	N/A	N/A - Posted monthly on website	N/A
B	Treasurer's Report	Quarterly	CA Government Code 53646	N/A	N/A – Included in GM Report	N/A
C	Quarterly Financial Report	Quarterly	Board Direction	May 2021	Yes	February 2022
D	Outstanding Receivables Report	Annually – Fiscal Year	District Code 1.50.050	August 2021		August 2022
E	Employee and Director Reimbursements greater than \$100 ¹	Annually – Fiscal Year	CA Government Code 53065.5	August 2021		August 2022
F	Utility Billing Adjustments ²	Annually – Fiscal Year	Utility Billing Adjustment Policy	Total FYE21 credits below \$25,000		August 2022
G	Annual Rate Stabilization Fund Transfer Calculation	Annually – After Audit	Financial Reserves Policy	December 2020		January 2022
H	"No Net Change" Operating Budget Adjustments	As they occur but not more frequently than monthly	Board Direction Budget Accountability Policy (See table below)	November 2017		Before end of month after occurrence
I	Capital Outlay Budget Adjustments			June 2020		
J	Capital Project Budget Adjustments			April 2019		
K	Unexpected Asset Replacements			June 2019		

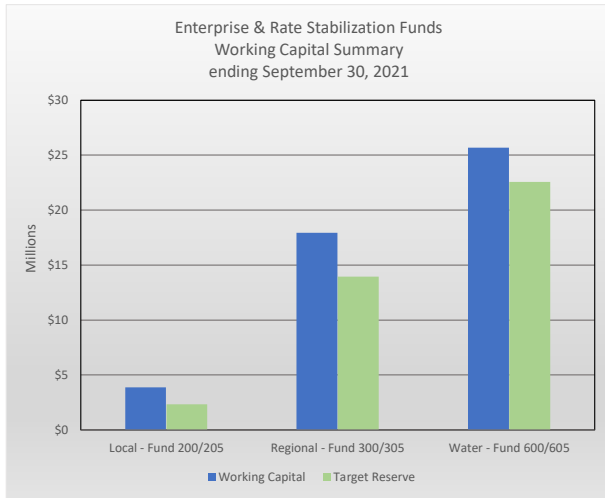
For the fiscal year ending 2022, the totals for these reports are as follows:

Category	YTD	This Meeting	Total
Capital Outlay Budget Adjustments	\$0	\$0	\$0
Capital Project Budget Adjustments	\$0	\$0	\$0
Unexpected Asset Replacements	\$0	\$0	\$0

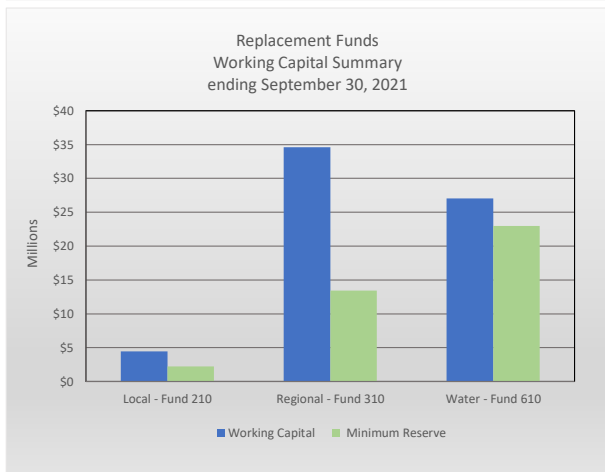
¹ Reimbursements also reported monthly in the Warrant List (Ref A).

² Per Utility Billing Adjustments policy, a report will be presented to the Board if total credits in any fiscal year exceed \$25,000.

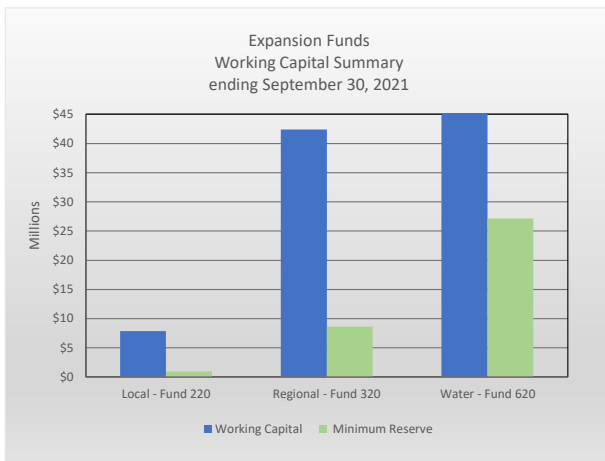
Working Capital Summary
Quarterly Financial Report - FYE22 Q1
Jul 1, 2021 - Sep 30, 2021



Enterprise & Rate Stabilization Funds	Working Capital	Target Reserve
Local - Fund 200/205	3,888,803	2,336,229
Regional - Fund 300/305	17,929,389	13,945,363
Water - Fund 600/605	25,691,251	22,553,238



Replacement Funds	Working Capital	Minimum Reserve
Local - Fund 210	4,451,537	2,212,328
Regional - Fund 310	34,596,928	13,446,453
Water - Fund 610	27,029,974	22,976,219



Expansion Funds	Working Capital	Minimum Reserve
Local - Fund 220	7,876,354	930,000
Regional - Fund 320	42,374,358	8,620,708
Water - Fund 620	45,295,687	27,135,994

Local Wastewater - Enterprise and Rate Stabilization Funds

Quarterly Financial Report - FYE22 Q1

Jul 1, 2021 - Sep 30, 2021

Fund 200 and Fund 205

	FYE 2021	FYE 2022	FYE 2022	FYE 2022	FYE 2022
	Actual	Budget	Prorated Budget	Actual	Prorated Budget-Actual
	Audited	Adopted	Thru Period 3	Thru Period 3	Thru Period 3
Beginning Working Capital	\$1,747,001	\$2,471,480	\$2,471,480	\$2,662,379	
Fees and Charges					
Service Charges - Dublin	\$3,146,630	\$3,446,176	\$745,019	\$1,126,758	\$381,738
Service Charges - San Ramon	715,018	794,032	225,729	321,871	96,142
Inspections & Plan Check Fees	142,383	187,200	58,023	268,488	210,465
Other Revenues	35,493	12,000	912	632,467	631,555
Interest	18,411	22,549	1,417	738	(679)
Total Revenues	\$4,057,935	\$4,461,957	\$1,031,100	\$2,350,322	\$1,319,222
Operating Expenses					
Salaries & Benefits	\$1,979,069	\$2,212,289	\$546,673	\$326,550	(\$220,123)
Materials & Supplies	80,964	90,528	18,603	16,905	(1,698)
Contract Services	100,787	369,871	26,696	3,660	(23,037)
Other Expenses	2,231,617	840,656	75,398	156,782	81,384
Total Transfers Out	-	109,267	-	-	-
Total Expenses	\$4,392,437	\$3,622,611	\$667,370	\$503,896	(\$163,474)
Net Increase/(Decrease)	(\$334,501)	\$839,345	\$363,730	\$1,846,425	\$1,482,695
Non-Cash Reconciling Items	1,249,879			(620,001)	
Ending Working Capital	\$2,662,379	\$3,310,825	\$2,835,210	\$3,888,803	\$1,482,695
Working Capital Minimum (4 mos)	\$1,012,058	\$1,168,115	\$1,168,115	\$1,168,115	
Working Capital Target (8 mos)	2,024,116	2,336,229	2,336,229	2,336,229	
Working Capital On Hand in Months	6.90	11.34	9.71	13.28	

REVENUES

Local Wastewater Service Charge Revenues are charges for wastewater collections billed to customers in Dublin and the southern part of San Ramon. Residential customers are primarily billed through the counties (Alameda and Contra Costa) property tax rolls. The District bills non-residential Dublin customers and EBMUD bills non-residential customers in San Ramon and remits payment to DSRSD. The District accrue property tax roll payments on a monthly basis for remittances in Dec. and April. Increase in revenue is due to an 11% rate increase which is the last year of a 5-yr. rate adjustment schedule.

Inspection and Plan Checks Fees Revenues are user fees charged to developers or individual customers to recover the labor costs of inspections services and plan check reviews. Actuals are trending 18% higher compared to prior fiscal year in the same period mainly due increased inspections and plan check activities in the Dublin Crossings and Avalon West development.

Other Revenues increases in revenue are primarily due to non-cash developer contribution for constructed infrastructure (\$620K)

EXPENSES

Salaries & Benefits Salary expenses are trending lower than anticipated due to vacancies. Salary savings are primarily in the department of Engineering and Operations.

Regional Wastewater - Enterprise and Rate Stabilization Funds

Quarterly Financial Report - FYE22 Q1

Jul 1, 2021 - Sep 30, 2021

Fund 300 and Fund 305

	FYE 2021 Actual Audited	FYE 2022 Budget Adopted	FYE 2022 Prorated Budget Thru Period 3	FYE 2022 Actual Thru Period 3	FYE 2022 Prorated Budget-Actual Thru Period 3
Beginning Working Capital	\$20,247,346	\$21,676,317	\$21,676,317	\$20,551,349	
Service Charges					
Service Charges - Dublin	\$9,712,333	\$9,777,629	\$2,040,365	3,029,978	\$989,614
Service Charges - Pleasanton	10,733,596	10,899,061	\$215,544	(999,085)	(1,214,629)
Service Charges - San Ramon	1,988,668	2,077,578	\$586,336	830,935	244,599
Service Charges -IW (Other)	52,272	71,994	\$9,482	13,008	3,526
Service Charges -IW (Pleasanton)	67,099	80,391	\$7,812	12,705	4,893
Other Revenues	1,236,074	1,727,900	\$251,928	297,417	45,489
Interest	165,438	209,174	\$42,461	(17,244)	(59,705)
Total Revenues	\$23,955,480	\$24,843,728	\$3,153,928	3,167,715	\$13,788
Operating Expenses					
Salaries & Benefits	\$8,667,904	\$8,639,169	\$2,207,531	\$1,772,321	(\$435,210)
Materials & Supplies	3,347,846	3,142,025	\$740,315	842,792	102,477
Contract Services	921,403	1,691,391	\$456,794	258,188	(198,605)
Other Expenses	7,528,202	7,454,460	\$1,318,304	1,813,589	495,284
Transfers Out-Replacement	2,849,902	2,890,125	\$1,110,000	1,110,542	542
Total Expenses	\$23,315,258	\$23,817,170	\$5,832,944	\$5,797,432	(\$35,511)
Net Increase/(Decrease)	\$640,222	\$1,026,558	(\$2,679,016)	(\$2,629,717)	\$49,299
Non-Cash Reconciling Items	(336,219)			7,757	
Ending Working Capital	\$20,551,349	\$22,702,875	\$18,997,301	\$17,929,389	
Working Capital Minimum (4 mos)	\$6,510,119	\$6,972,682	\$6,972,682	\$6,972,682	
Working Capital Target (8 mos)	13,020,237	13,945,363	13,945,363	13,945,363	
Working Capital On Hand in Months	11.82	13.02	10.90	10.29	

REVENUES

Wastewater Service Charge Revenues for Dublin and San Ramon are charges for wastewater treatment billed to customers in Dublin and the southern part of San Ramon. Residential customers are primarily billed through the counties (Alameda and Contra Costa) property tax rolls. The District bills non-residential Dublin customers and EBMUD bills non-residential customers in San Ramon. The District accrue property tax roll payments on a monthly basis for remittances in Dec. and April. Increase in revenue is due to a 3.5% rate increase.

Wastewater Service Charge Revenues for Pleasanton are charges for wastewater treatment provided by contract to Pleasanton customers and are billed by the City of Pleasanton, which are paid two months in arrears to DSRSD. August and September revenue not received until Q2.

EXPENSES

Salaries & Benefits are below budget by 10% due to higher than expected vacancy rate. Major sources of the positive variance are Plant Operations, Mechanical Maintenance, Laboratory & Tech Services, and Instrument Controls & Electrical divisions of the Operations department. Other significant variances are in the divisions of Capital Projects and Developments and Construction Permits within the Engineering department.

Materials & Supplies utilities expenses are higher due to gas and electricity rates by \$100K compared to the prior year in the same period in the Plant Operations division.

Other Expenses includes fiscal year 2021 LAVWMA O&M true-up.

Water - Enterprise and Rate Stabilization Funds

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Jul 1, 2021 - Sep 30, 2021

Fund 600 and Fund 605

	FYE 2021	FYE 2022	FYE 2022	FYE 2022	FYE 2022
	Actual Audited	Budget Adopted	Prorated Budget Thru Period 3	Actual Thru Period 3	Prorated Budget-Actual Thru Period 3
Beginning Working Capital	\$26,364,455	\$27,889,720	\$27,889,720	\$27,327,670	
Fees and Charges					
Service Charges - Potable	\$30,509,878	\$29,400,944	\$4,228,806	\$4,487,760	\$258,954
Service Charges - Recycled	5,823,936	5,602,658	\$6,370	8,735	2,366
Service Charges - Power	854,327	829,342	\$133,881	129,390	(4,491)
Inspections and Plan Fees	805,841	1,474,960	\$337,731	455,662	117,931
Other Revenues	2,707,706	1,466,305	\$413,435	1,252,972	839,537
Interest	291,052	280,292	\$69,244	1,830	(67,415)
Transfers In	2,993,968	660,000	\$660,000	660,542	542
Total Revenues	\$43,986,709	\$39,714,502	\$5,849,466	\$6,996,890	\$1,147,424
Operating Expenses					
Salaries and Benefits	\$7,438,167	\$8,191,082	\$1,989,522	\$1,626,158	(\$363,364)
Materials & Supplies	17,901,642	18,099,908	\$2,502,312	3,386,942	884,629
Contract Services	1,761,198	2,040,707	\$232,814	350,351	117,537
Other Expenses	8,497,905	5,631,460	\$558,092	873,435	315,344
Transfers Out	24,321,185	6,672,024	\$1,542,422	1,542,422	0
Total Expenses	\$59,920,096	\$40,635,181	\$6,825,162	\$7,779,308	\$954,146
Net Increase/(Decrease)	(\$15,933,388)	(\$920,680)	(\$975,696)	(\$782,418)	\$193,278
Non-Cash Reconciling Items	16,896,603			(854,001)	
Ending Working Capital	\$27,327,670	\$26,969,040	\$26,914,024	\$25,691,251	
Working Capital Minimum (4 mos)	\$10,635,946	\$11,276,619	\$11,276,619	\$11,276,619	
Working Capital Target (8 mos)	21,271,893	22,553,238	22,553,238	22,553,238	
Working Capital On Hand in Months	10.28	9.57	9.55	9.11	

REVENUES

Potable Water service is provided to all customer classes in the City of Dublin and the Dougherty Valley area of San Ramon and are billed directly by DSRSD through utility billing on a bi-monthly basis. Potable water billed is trending as anticipated.

Inspection and Plan Checks Fees Revenues are user fees charged to developers or individual customers to recover the labor costs of inspections services and plan check reviews. Actuals are trending higher compared to prior fiscal year in the same period mainly due to increased development activity in general inspections and plan checks

EXPENSES

Salaries & Benefits are below budget by 12% due to higher than expected vacancy rate. Major sources of salary savings were in the Operations and Engineering departments.

Materials & Supplies Zone 7 water purchases invoice typically paid in Q2 but was paid in Q1

Contractual Services expenditures are higher than budget due to on-call emergency repairs paid to West Valley Construction.

Other Expenses Actuals are trending higher due to increases allocated overhead costs and DERWA O&M JPA invoices.

Local Wastewater Capital Funds

Quarterly Financial Report - FYE22 Q1

Jul 1, 2021 - Sep 30, 2021

Fund 210 Replacement Totals

	FYE 2021 Actual Thru Period 13	FYE 2022 Amended Budget Thru Period 3	FYE 2022 Prorated Budget Thru Period 3	FYE 2022 Actual Thru Period 3	FYE 2022 Prorated Budget-Actual Thru Period 3
Beginning Working Capital	\$4,806,618	\$4,117,198	\$4,117,198	\$4,051,594	
Capacity Reserve Fees - Dublin	\$476,544	\$1,075,668	\$354,186	\$451,898	\$97,711
Interest	(15,156)	41,172	(\$17,322)	(554)	16,769
Total Revenues	\$461,388	\$1,116,840	\$336,864	\$451,344	\$114,480
Transfers-Out	\$49,000	\$895,833	\$8,250	\$8,250	\$0
CIP Projects	335,302	1,654,986	413,747	43,151	(370,595)
Total Expenses	\$384,302	\$2,550,819	\$421,997	\$51,401	(\$370,595)
Net Increase/(Decrease)	\$77,086	(\$1,433,979)	(\$85,133)	\$399,943	\$485,075
Non-Cash Reconciling Items	(\$832,110)	-	-	0	-
Ending Working Capital	\$4,051,594	\$2,683,219	\$4,032,065	\$4,451,537	
Working Capital Minimum	\$3,111,164	\$2,212,328	\$2,212,328	\$2,212,328	

Fund 220 Expansion Totals

	FYE 2021 Actual Thru Period 13	FYE 2022 Amended Budget Thru Period 13	FYE 2022 Prorated Budget Thru Period 3	FYE 2022 Actual Thru Period 3	FYE 2022 Prorated Budget-Actual Thru Period 3
Beginning Working Capital	\$6,608,874	\$7,585,333	\$7,585,333	\$7,484,616	
Capacity Reserve Fees - Dublin	\$14,536	\$32,811	\$9,866	\$13,784	\$3,918
Interest	(15,582)	75,853	(\$8,462)	4,451	12,913
Transfers	49,000	895,833	\$8,250	8,250	0
Total Revenues	\$47,953	\$1,004,497	\$9,654	\$26,485	\$16,831
Materials & Supplies	\$0	\$0	-	\$205	205
CIP Projects	\$19,939	0	0	0	0
Total Expenses	\$19,939	\$0	\$0	\$205	\$205
Net Increase/(Decrease)	\$28,015	\$1,004,497	\$9,654	\$26,280	\$16,626
Non-Cash Reconciling Items	\$847,727	-	-	365,458	-
Ending Working Capital	\$7,484,616	\$8,589,830	\$7,594,987	\$7,876,354	
Working Capital Minimum	\$1,001,744	\$930,000	\$930,000	\$930,000	

REVENUES

Capacity Reserve Fee are charges on all new development and all expansions or changes of existing development to pay for current and future capital improvement projects in the wastewater treatment plant and wastewater collection system. These fees are designed to cover the cost of building expanded facilities for new development. Revenue is trending higher than prior years due to a major receipt for an apartment development project in Dublin.

EXPENSES

CIP Projects: Due to the nature of capital project activities that are performed in various phases, such as planning, design, construction and other phases, there are timing factors in capital project expenditures, which do not track to prorated budget. Expense is trending as budgeted.

Regional Wastewater Capital Funds

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Jul 1, 2021 - Sep 30, 2021

Fund 310 Replacement Totals

	FYE 2021 Actual Thru Period 13	FYE 2022 Amended Budget Thru Period 3	FYE 2022 Prorated Budget Thru Period 3	FYE 2022 Actual Thru Period 3	FYE 2022 Prorated Budget-Actual Thru Period 3
Beginning Working Capital	\$32,412,465	\$32,272,598	\$32,272,598	\$33,836,419	
Capacity Reserve Fees - Dublin	\$798,171	\$1,800,652	\$434,594	\$755,859	\$321,266
Capacity Reserve Fees - Pleasanton	94,154	187,960	57,507	42,873	(14,634)
Capacity Reserve Fees - Deferred	11,355	11,619	3,101	2,989	(113)
Interest	(94,568)	322,726	61,236	10,986	(50,250)
Transfers	3,130,000	1,800,000	450,000	450,000	-
Total Revenue	3,939,112	\$4,122,957	\$1,006,438	\$1,262,707	\$256,269
Capital Outlay	\$177,387	\$674,094	\$91,187	\$11,986	(\$79,201)
Contribution to JPA	279,600	279,600	69,900	69,900	
CIP Projects	2,193,735	9,902,013	1,547,575	420,312	(1,127,263)
Total Expenses	\$2,650,721	\$10,855,707	\$1,708,662	\$502,198	(\$1,206,463)
Net Increase/(Decrease)	\$1,288,390	(\$6,732,750)	(\$702,224)	\$760,508	(\$6,674,466)
Non-Cash Reconciling Items	\$135,564	-	-	1	-
Ending Working Capital	\$33,836,419	\$25,539,848	\$31,570,374	\$34,596,928	
Working Capital Minimum	\$12,533,228	\$13,446,453	\$13,446,453	\$13,446,453	

Fund 320 Expansion Totals

	FYE 2021 Actual Thru Period 13	FYE 2022 Amended Budget Thru Period 13	FYE 2022 Prorated Budget Thru Period 3	FYE 2022 Actual Thru Period 3	FYE 2022 Prorated Budget-Actual Thru Period 3
Beginning Working Capital	\$48,866,283	\$42,061,722	\$42,061,722	\$41,943,576	
Capacity Reserve Fees - Dublin	\$2,191,990	\$4,851,680	\$1,335,939	\$2,042,079	\$706,140
Capacity Reserve Fees - Pleasanton	258,218	506,438	163,823	115,739	(48,084)
Capacity Reserve Fees - Deferred	32,873	32,609	8,711	8,068	(642)
Interest	(115,640)	420,617	(111,957)	14,302	126,258
Other Revenues	-	-	-	43,063	43,063
Total Revenue	\$2,367,441	\$5,811,346	\$1,396,516	\$2,223,250	\$826,734
Contribution to JPA	\$2,818,088	\$4,310,354	1,294,136	\$1,077,588	(216,547)
CIP Projects	6,518,065	4,934,286	517,557	714,880	197,323
Total Expenses	\$9,336,153	\$9,244,640	\$1,811,693	\$1,792,468	(\$19,225)
Net Increase/(Decrease)	(\$6,968,712)	(\$3,433,294)	(\$415,177)	\$430,782	(\$3,417,689)
Non-Cash Reconciling Items	\$46,005	-	-	(0)	-
Ending Working Capital	\$41,943,576	\$38,628,428	\$41,646,545	\$42,374,358	
Working Capital Minimum	\$10,514,950	\$8,620,708	\$8,620,708	\$8,620,708	

REVENUE

Capacity Reserve Fee are charges on all new development and all expansions or changes of existing development to pay for current and future capital improvement projects in the wastewater treatment plant. These fees are designed to cover the cost of building expanded facilities for new development, including debt service for assets built to serve new development. Revenue trend in this area is exceeding the budget due to a major receipt for an apartment development project in Dublin.

EXPENSES

Contribution to JPA: DSRSD is a member of the Livermore-Amador Valley Water Management Agency (LAVWMA), a Joint Power Authority formed in 1974, which constructed and operates an export pumping facility. Expenses in the Replacement Fund (310) are related to capital asset replacement and repairs. Expenses are less than the prior year for the same period.

CIP Projects: Due to the nature of capital project activities that are performed in various phases, such as planning, design, construction and other phases, there are timing factors in capital project expenditures, which do not track to prorated budget. Expense is trending higher than the prorated budget.

Water Capital Funds

Quarterly Financial Report - FYE22 Q1

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Fund 610 Replacement Totals

	FYE 2021 Actual Thru Period 13	FYE 2022 Amended Budget Thru Period 13	FYE 2022 Prorated Budget Thru Period 3	FYE 2022 Actual Thru Period 3	FYE 2022 Prorated Budget-Actual Thru Period 3
Beginning Working Capital	\$36,109,061	\$26,581,086	\$26,581,086	\$27,149,605	
Capacity Reserve Fees	\$1,501,356	\$2,238,643	\$683,670	\$575,350	(\$108,321)
Interest	8,606	265,811	36,238	9,088	(27,151)
Transfers In	5,153,937	6,280,088	1,569,147	1,542,422	(26,725)
Total Revenues	\$6,663,898	\$8,784,542	\$2,289,056	\$2,126,860	(\$162,196)
Capital Outlay	\$166,451	\$477,676	\$119,419	\$0	(\$119,419)
Contribution to JPA	14,940	286,120	71,530	-	(71,530)
CIP Projects	4,419,613	11,309,711	3,403,131	2,246,490	(1,156,641)
Total Expenses	\$4,601,004	\$12,073,507	\$3,594,080	\$2,246,490	(\$1,347,590)
Net Increase/(Decrease)	\$2,062,894	(\$3,288,965)	(\$1,305,024)	(\$119,631)	\$1,185,393
Non-Cash Reconciling Items	(\$11,022,350)	-	-	(0)	-
Ending Working Capital	\$27,149,605	\$23,292,121	\$25,276,062	\$27,029,974	
Working Capital Minimum	\$14,459,177	\$22,976,219	\$22,976,219	\$22,976,219	

Fund 620 Expansion Totals

	FYE 2021 Actual Thru Period 13	FYE 2022 Amended Budget Thru Period 13	FYE 2022 Prorated Budget Thru Period 3	FYE 2022 Actual Thru Period 3	FYE 2022 Prorated Budget-Actual Thru Period 3
Beginning Working Capital	\$32,907,335	\$41,636,229	\$41,636,229	\$44,770,751	
Capacity Reserve Fees	\$3,369,468	\$4,927,288	\$1,504,464	\$1,269,605	(\$234,858)
Other Revenues	6,976,649	-	-	-	-
Interest	1,107,173	416,362	(22,427)	12,390	34,818
Transfers In	15,681,331	6,280,088	1,569,147	-	(1,569,147)
Total Revenues	\$27,134,621	\$11,623,738	\$3,051,183	\$1,281,995	(\$1,769,188)
Contribution to JPA	\$1,124,311	\$838,857	\$166,712	\$209,155	\$42,443
Debt Payments	1,881,300	1,880,438	470,109	470,109	0
CIP Projects	452,702	8,700,706	2,175,177	35,186	(2,139,990)
Total Expenses	\$3,458,314	\$11,420,001	\$2,811,998	\$714,451	(\$2,097,547)
Net Increase/(Decrease)	\$23,676,307	\$203,738	\$239,185	567,544	\$328,359
Non-Cash Reconciling Items	(\$11,812,891)	-	-	(42,608)	-
Ending Working Capital	\$44,770,751	\$41,839,967	\$41,875,414	\$45,295,687	
Working Capital Minimum	\$20,037,866	\$27,135,994	\$27,135,994	\$27,135,994	

REVENUES

Capacity Reserve Fee are charges on all new development and all expansions or changes of existing development to pay for current and future capital improvement projects in the water system. These fees are designed to cover the cost of building expanded facilities for new development, including debt service for assets built to serve new development. Revenue trend in this area continue to be below original budget projections caused by development slow down.

EXPENSES

Contribution to JPA: DSRSD and East Bay Municipal Utility District (EBMUD) participate in DERWA, a Joint Power Authority formed in 2006 to provide recycled water service. Expenses are related to replacement and expansion capital projects for the DERWA system. There were no capital replacement expenditures but there were capital expansion expenditures.

Debt Payment: The District has outstanding long-term debt obligation from the issuance of the 2017 Water Revenue Refunding Bonds and an outstanding state loan for DERWA.

CIP Projects: Due to the nature of capital project activities that are performed in various phases, such as planning, design, construction and other phases, there are timing factors in capital project expenditures, which do not track to prorated budget. Expense is trending lower than budgeted.

Administrative Funds

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Fund 900 - Administrative Cost Center

	FYE 2021 Actual Audited	FYE 2022 Budget Adopted	FYE 2022 Prorated Budget Through Period 3	FYE 2022 Actual Through Period 3	FYE 2022 Prorated Budget-Actual Through Period 3
Beginning Working Capital	-	-	-	\$285,130	
Other Revenue	1,724,779	1,490,335	335,090	338,627	\$3,537
Total Revenue	1,724,779	\$1,490,335	\$335,090	\$338,627	\$3,537
Salaries & Benefits	\$5,574,005	\$5,982,336	\$1,381,973	\$1,382,777	\$804
Materials & Supplies	\$289,187	\$305,960	\$67,272	\$49,181	(\$18,092)
Contractual Services	\$1,217,087	\$2,203,610	\$602,224	\$221,989	(\$380,235)
Allocated Costs	(\$5,640,629)	(\$7,001,570)	(\$1,722,471)	(\$1,315,319)	\$407,152
Total Expenses	1,439,649	\$1,490,335	\$328,999	\$338,627	\$9,629
Net Increase/(Decrease)	\$285,130	-	\$6,091	\$0	\$6,091
Non-Cash Reconciling Items		-	-	-	-
Ending Working Capital	\$285,130		\$6,091	\$285,130	

Fund 965 - Other Post-Employment Benefits (OPEB)

	FYE 2021 Actual Audited	FYE 2022 Budget Adopted	FYE 2022 Prorated Budget Through Period 3	FYE 2022 Actual Through Period 3	FYE 2022 Prorated Budget-Actual Through Period 3
Beginning Working Capital	1,252			\$1,293,838	
Interest	8,764			2,048	2,048
CERBT Drawdown	1,945,783	931,328			
Total Revenue	1,954,547	\$931,328		\$2,048	\$2,048
Retiree Medical	(\$303,382)	\$1,030,444	\$340,656	\$346,704	\$6,048
Total Expenses	(303,382)	\$1,030,444	\$340,656	\$346,704	\$6,048
Net Increase/(Decrease)	\$2,257,929	(\$99,116)	(\$340,656)	(\$344,656)	(\$784,428)
Non-Cash Reconciling Items	(\$965,343)	-	-	-	-
Ending Working Capital	\$1,293,838	(\$99,116)	(\$340,656)	\$949,182	

Fund 995 - DV Standby Charge District (DVSCD)

	FYE 2021 Actual Audited	FYE 2022 Budget Adopted	FYE 2022 Prorated Budget Through Period 3	FYE 2022 Actual Through Period 3	FYE 2022 Prorated Budget-Actual Through Period 3
Beginning Working Capital		\$816,458	\$816,458	\$423,586	
Standby Assessment	\$1,588,179	\$1,783,759	\$749,179	\$749,179	\$0
Interest	6,541	8,165	2,041	(2,245)	(4,286)
Total Revenue	\$1,594,720	\$1,791,925	\$751,220	\$746,934	(\$4,286)
Contract Services	1,954,350	1,799,291	-	-	-
Total Expenses	\$1,954,350	\$1,799,291			
Net Increase/(Decrease)	(\$359,630)	(\$7,366)	\$751,220	\$746,934	\$1,490,788
Non-Cash Reconciling Items	\$783,216	-	-	-	-
Ending Working Capital	\$423,586	\$809,092	\$1,567,678	\$1,170,520	

REVENUE

Standby Assessment: Property Tax assesment from the Contra Costa County for the Dougherty Valley

EXPENSES

Retiree Medical: Invoices paid to CalPERS for the cost of retiree medical



TITLE: Authorize Execution of Amendment No. 2 to Agreement Granting Zone 7 Permission to Construct and Operate a Municipal Well on Camp Parks Well Site and Providing Terms for Delivery of Dublin San Ramon Services District’s Groundwater Pumping Quota (“Mocho Well No. 4”)

RECOMMENDATION:

Staff recommends the Board of Directors authorize, by Resolution, execution of Amendment No. 2 to Agreement Granting Zone 7 Permission to Construct and Operate a Municipal Well on Camp Parks Well Site and Providing Terms for Delivery of Dublin San Ramon Services District’s Groundwater Pumping Quota (“Mocho Well No. 4”).

SUMMARY:

In June 2000, the District and Zone 7 Water Agency (Zone 7) entered into an agreement for Zone 7 to construct and operate Mocho Well No. 4 on the District’s Camp Parks Well Site in exchange for Zone 7 pumping and delivering DSRSD’s groundwater pumping quota. Per the 2000 agreement, as amended in 2005, DSRSD has an option to purchase Mocho Well No. 4 from Zone 7 until January 1, 2022. The proposed Amendment No. 2 to the agreement would extend the District’s option to purchase Mocho Well No. 4 for an additional five years, until January 1, 2027, allowing more time for both parties to discuss and evaluate options for improving long-term water resiliency for the Tri-Valley and the DSRSD service area.

BACKGROUND:

In 1999, the District agreed to take over the Parks Reserve Forces Training Area (Camp Parks) water distribution and sewer collection systems from the United States Army. In exchange for accepting the liability of operating and maintaining the systems, the District received certain assets. One of the assets is the Camp Parks Well Site located at the intersection of Santa Rita Road and Stoneridge Drive in Pleasanton. The Camp Parks Well Site is located within the Mocho subbasin of the Livermore-Amador Groundwater Basin (Main Basin) that is managed by Zone 7.

On June 20, 2000, the District entered into the “Agreement Granting Zone 7 Permission to Construct and Operate a Municipal Well on Camp Parks Well Site and providing Terms for Delivery of Dublin San Ramon Services District’s Groundwater Pumping Quota” (Agreement). The Agreement provides for Zone 7 to construct and operate a municipal well (Mocho Well No. 4) on the Camp Parks Well Site. In exchange for use of the Camp Parks Well Site, Zone 7 is pumping the District’s groundwater pumping quota (DSRSD’s historic right to pump groundwater from the Main Basin) of 645 acre-feet per year from Mocho Well No. 4 at the cost of power and chemicals. The Agreement also provided the District with an option to purchase Mocho Well No. 4 from Zone 7 within three years of notice of completion of Mocho Well No. 4 at the actual construction cost or current market value. On January 9, 2003, Zone 7 notified the District of the completion of Mocho Well No. 4 at a total construction cost of \$2,924,863. The well production capacity is 4.8 million gallons per day.

On June 22, 2005, the District entered into Amendment No. 1 to the Agreement with Zone 7. Amendment No. 1 extended the District’s option to purchase Mocho Well No. 4 until January 1, 2022 and leased an additional portion of the Camp Parks Well Site to Zone 7 for \$250,000 to construct a wellhead demineralization facility. Zone 7’s Mocho Groundwater Demineralization Plant began operating in August 2009. When operating, the facility helps reduce salt levels in groundwater delivered to Zone 7 customers. After the District obtained permanent ownership of the Camp Parks Well Site from the United States in August 2011, the license issued to Zone 7 was converted into an easement to allow Zone 7 to use the property for carrying out its water supply mission.

Originating Department: Office of the General Manager	Contact: J. Lee	Legal Review: Yes
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)		

DISCUSSION:

The Agreement and Amendment No. 1 provide the District with an option to purchase Zone 7's Mocho Well No. 4 at a cost of \$2,924,863. This option expires on January 1, 2022. If the District decides to purchase the well, the District must notify Zone 7 by January 1, 2022, and make the payment within 30 days of notification. If the District decides not to exercise the option, Zone 7 assumes permanent ownership of Mocho Well No. 4 and will continue to pump and deliver the District's groundwater pumping quota from the well.

Zone 7 and District staff have been in recent discussions regarding the physical well facilities, the long-term use of Mocho Well No. 4 for the benefit of the Tri-Valley's water supply, and the supply of DSRSD's groundwater pumping quota. In light of current drought conditions and the fact that long-term contract negotiations will occur in the next few years to address DSRSD's long-term water supply contract with Zone 7 that is expiring in August 2024, District staff proposed that the purchase option for Mocho Well No. 4 be extended for another five years. The additional time will allow both parties to complete studies needed to assess how water supplies and facilities, including Mocho Well No. 4, can best be used to improve water resiliency for the Tri-Valley and DSRSD's service area.

Staff recommends that the Board authorize execution of Amendment No. 2 to extend DSRSD's option to purchase Well No. 4 for five years to January 1, 2027. Zone 7's Board approved execution of Amendment No. 2 on December 15, 2021.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT AUTHORIZING EXECUTION OF AMENDMENT NO. 2 TO AGREEMENT GRANTING ZONE 7 PERMISSION TO CONSTRUCT AND OPERATE A MUNICIPAL WELL ON CAMP PARKS WELL SITE AND PROVIDING TERMS FOR DELIVERY OF DUBLIN SAN RAMON SERVICES DISTRICT'S GROUNDWATER PUMPING QUOTA ("MOCHO WELL NO. 4")

WHEREAS, on June 20, 2000, the District and the Alameda County Flood Control and Water Conservation District, Zone 7 ("Zone 7") entered into an Agreement Granting Zone 7 Permission to Construct and Operate a Municipal Well on Camp Parks Well Site ("Mocho Well No. 4") and Providing Terms for Delivery of Dublin San Ramon Services District's Groundwater Pumping Quota ("Mocho Well No. 4"); and

WHEREAS, on June 22, 2005, the District and Zone 7 entered into Amendment No. 1 to the Agreement to extend the District option to purchase Mocho Well No. 4 for twenty (20) years from the commissioning date of January 1, 2002, when Zone 7 first used Mocho Well No. 4 to provide to the District a portion of the Groundwater Pumping Quota; and

WHEREAS, California is currently in a drought, and both Zone 7 and the District have declared a water shortage emergency; and

WHEREAS, Zone 7 and the District are currently assessing options for improving long-term water resiliency for the Tri-Valley and the District's service area; and

WHEREAS, the existing agreement between Zone 7 of Alameda County Flood Control and Water Conservation District and Dublin San Ramon Services District for a Municipal and Industrial Water Supply will be expiring in August 2024; and

WHEREAS, Zone 7 and the District have determined it is in the best interest of both parties to extend the purchase option for an additional five (5) years to a total of twenty-five (25) years in order to more fully explore and consider water supply resiliency options, opportunities, and future agreements; and

WHEREAS, Amendment No. 2 to Agreement modifies Amendment No. 1 to extend the purchase option to twenty-five (25) years from twenty (20) years.

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 General Manager is hereby authorized to execute "Amendment No. 2 to Agreement Granting Zone 7 Permission to Construct and Operate a Municipal Well on Camp Parks Well Site and Providing Terms for Delivery of Dublin San Ramon Services District's Groundwater Pumping Quota ("Mocho Well

Res. No. _____

No. 4')” by and between the Dublin San Ramon Services District and Zone 7, in a form substantially the same as attached as Exhibit “A,” and as approved by the General Counsel, for and on behalf of the Dublin San Ramon Services 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 21st day of December, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Richard M. Halket, President

ATTEST: _____
Nicole Genzale, District Secretary

**AMENDMENT NO. 2
TO
AGREEMENT GRANTING ZONE 7 PERMISSION TO CONSTRUCT AND
OPERATE A MUNICIPAL WELL ON CAMP PARKS WELL SITE AND
PROVIDING TERMS FOR DELIVERY OF DUBLIN SAN RAMON SERVICE
DISTRICT'S GROUNDWATER PUMPING QUOTA ("MOCHO WELL NO. 4")**

THIS AMENDMENT NO. 2 TO AGREEMENT ("Amendment") is made and entered into this _____ day of _____, 2021, by and between the DUBLIN SAN RAMON SERVICES DISTRICT, a public agency in the Counties of Alameda and Contra Costa, California (hereinafter referred to as "DSRSD") and ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7, a public agency in the County of Alameda, California (hereinafter referred to as "Zone 7") (collectively, the "Parties").

RECITALS

WHEREAS, on June 20, 2000, DSRSD and Zone 7 entered into Agreement Granting Zone 7 Permission to Construct and Operate a Municipal Well on Camp Parks Well Site and Providing Terms for Delivery of Dublin San Ramon Service District's Groundwater Pumping Quota ("Mocho Well No. 4") ("Agreement"); and

WHEREAS, said Agreement grants DSRSD the option to purchase Mocho Well No. 4 at Zone 7's actual cost of construction within a three-year timeframe from completion of the well and

WHEREAS, on June 22, 2005, the Parties entered into Amendment No. 1 to the Agreement, which extended the purchase option for the well until January 1, 2022; and

WHEREAS, Zone 7 and DSRSD are currently assessing options for improving long-term water resiliency for the Tri-Valley and DSRSD service areas that may have bearing on actions within the Agreement, Amendment No. 1, and the future use of the Mocho Wellfield; and

WHEREAS, the water supply contract between Zone 7 and DSRSD will be expiring in August 2024 and negotiations on a renewal contract could include discussion of Mocho Well No. 4; and

WHEREAS, DSRSD desires to extend the time period of the purchase option for an additional five (5) years to allow time for both parties to continue to explore water supply options, including Mocho Well No. 4.

NOW, THEREFORE, the Parties agree to amend the Agreement Granting Zone 7 Permission to Construct and Operate a Municipal Well on Camp Parks Well Site and Providing Terms for Delivery of Dublin San Ramon Service District's Groundwater Pumping Quota as follows:

1. INCORPORATION OF THE RECITALS: The above Recitals are true and correct and are a part hereof.

2. The existing Section C of Paragraph III, entitled "PURPOSE," is deleted in its entirety and replaced by the following:

C. DSRSD shall have the option to purchase Mocho Well No. 4 from Zone 7 for a time period of twenty-five (25) years from the "Commissioning Date" of January 1, 2002. To exercise the purchase option, DSRSD shall notify Zone 7 in writing. The purchase price shall be the Actual Cost of Mocho Well No. 4, provided that DSRSD agrees at the time of purchase that Zone 7 has fulfilled its obligation under this Agreement to properly maintain the facility. In the event that DSRSD does not agree that Zone 7 has met this obligation, DSRSD shall have the option to obtain an appraisal, performed by an appraiser acceptable to both Parties, of Mocho Well No. 4 to determine its "Current Market Value," and DSRSD may elect to pay the Current Market Value instead of the Actual Cost as the purchase price of Mocho Well No. 4. DSRSD shall make such

payment within thirty (30) days from the date of the notification. Upon such payment, Zone 7 shall convey to DSRSD, and DSRSD shall accept, all interests to and in Mocho Well No. 4. Upon such acceptance, this Agreement, including the License granted herein (and such easement as may have been granted by DSRSD to Zone 7 for Mocho Well No. 4) shall terminate, and Zone 7's obligation to pump DSRSD's Groundwater Pumping Quota therefrom shall also terminate.

3. Except as specified above, all provisions of the Agreement dated June 20, 2000, and as amended in Amendment No. 1 dated June 22, 2005 between Zone 7 and DSRSD, shall remain in full force and effect.

SIGNATURES ON FOLLOWING PAGE

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment No. 2 to Agreement on the date and year first written.

Dated: _____ ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7

By: _____
Valerie Pryor, General Manager
Zone 7

Dated: _____ DUBLIN SAN RAMON SERVICES DISTRICT

By: _____
Daniel McIntyre, General Manager
Dublin San Ramon Services District

Approved as to Form:

District Counsel



TITLE: Tentative Agreement with the International Federation of Professional and Technical Engineers, Local 21 (Professional Employees) for Successor Memorandum of Understanding (MOU) for the Period December 13, 2021, through December 21, 2025

RECOMMENDATION:

The General Manager recommends the Board of Directors approve, by Resolution, a successor Memorandum of Understanding (MOU) between the District and the International Federation of Professional and Technical Engineers, Local 21 (Professional Employees) (“Local 21” or “Union”) for the period of December 13, 2021, through December 21, 2025.

DISCUSSION:

The District received a recognition petition from Local 21 originally dated September 10, 2021, and as amended on September 16, 2021, to be the exclusively-recognized employee representative of the Professional Employees’ Bargaining Unit (PEBU) employees. On September 21, 2021, the District responded to Local 21 and formally notified all employees in PEBU and the Local 21 representatives of the intent to change formal recognition from PEBU to Local 21. In accordance with Article 12 of the District’s Rules and Regulations Governing Employer-Employee Organization Relations (EEOR) Resolution (Resolution No. 18-19), the District took no action on this request for thirty (30) days, beginning on September 22, 2021. As there were no intervening parties or formal challenges received by the District as of close of business on Thursday, October 21, 2021, effective on October 22, 2021, and in accordance with Article II, Section 13, District Response to Severance Petition, of the EEOR, the District recognized Local 21, as the exclusive representative of the PEBU classifications.

The existing MOU between the District and PEBU expired on December 12, 2021. Negotiations commenced with Local 21 (formerly PEBU) on August 16, 2021, with the District and Union representatives meeting and conferring on a regular basis to reach agreement. Those discussions were successfully concluded in concept by December 9, 2021, and Local 21 members ratified the MOU by vote on December 15, 2021.

The proposed MOU has been available for public viewing including publication on the District’s website since Thursday, December 16, 2021.

Key provisions of the MOU are as follows:

- Future Salary Increases: COLA (cost-of-living adjustment) based on change in CPI (Consumer Price Index – all urban wage earners, not seasonally adjusted, San Francisco-Oakland-Hayward, CA, current, all items series) for the 12-month period ending October 31 – calendar year (CY) 2022 (Floor of 3% and Ceiling of 4%), CY 2023 (Floor of 2.5% and Ceiling of 4%), CY 2024 and CY 2025 (Floor of 2% and Ceiling of 4%)
- Continue Deferred Compensation Incentive: \$2,500 dollar-for-dollar matching contribution to employee’s 457 plan
- Classification and Compensation Plan Implementation: Implements the results of compensation study and update to District compensation plan
- Health Care: Medical insurance contribution for CY 2022 set at California Public Employees’ Retirement System’s (CalPERS) 2022 Kaiser rate for employee, employee + one, or employee + two or more dependents, and future increases in the Kaiser rate, over the District Maximum Contribution, are shared at 50% District/50% employee over the previous-year Maximum Contribution amount
- Waiver of Health Care: \$400 per month as a cash payment

Originating Department: Administrative Services	Contact: M. Gallardo	Legal Review: Yes
Financial Review: Not Required	Cost and Funding Source: Within Budget and provides cost control for future increases – Operating Budget FY22, FY23	
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 – District’s Notice of Formal Recognition of IFPTE, Local 21, dated 10/22/21 Attachment 2 – Local 21 ratification memo to District dated 12/15/21	

- Removes requirement to pay additional 2% Employee Contribution of CalPERS Retirement by Classic Members in CY 2025, per separate MOU
- Increases the Employee Leave Sellback from 80 hours to 100 hours in a calendar year
- Updated the Catastrophic Leave provision to a donation bank and expanded eligibility
- Term of Contract: Four (4) years.

The final step in implementing the MOU is approval by the District Board.



7051 Dublin Boulevard
Dublin, CA 94568-3018

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

October 22, 2021

VIA EMAIL AND U.S. MAIL

John Varga
1167 Mission Street, 2nd Floor
San Francisco, CA 94103

SUBJECT: Notice of Formal Recognition, International Federation of Professional and Technical Engineers (IFPTE) Local 21 as Exclusively Recognized Employee Organization of the Professional Employees' Bargaining Unit (PEBU)

Dear Mr. Varga:

The Dublin San Ramon Services District received your Recognition Petition originally dated September 10, 2021, and as amended on September 16, 2021. On September 21, 2021, the District responded and formally notified all employees in the Professional Employees' Bargaining Unit (PEBU) and the Local 21 representatives of the intent to change formal recognition from PEBU to the International Federation of Professional and Technical Engineers (IFPTE) Local 21. In accordance with Article 12 of the District's Rules and Regulations Governing Employer-Employee Organization Relations (EEOR) Resolution (Res. No. 18-19), the District took no action on this request for thirty (30) days, beginning on September 22, 2021.

As there were no intervening parties or formal challenges received by the District as of close of business on Thursday, October 21, 2021, effective on October 22, 2021, and in accordance with Article II, Section 13, District Response to Severance Petition, of the EEOR, the District recognizes IFPTE, Local 21, as the exclusive representative of the following District classifications:

PEBU CLASSIFICATIONS	INCUMBENTS
Accountant I	0
Accountant II	1
Assistant Engineer	2
Associate Engineer	5
Clean Water Programs Administrator	1
Environmental Chemist I	0
Environmental Chemist II	2
Environmental Health and Safety Administrator	1

Financial Analyst	2
Geographic Information Systems Analyst	1
Information Technology Analyst I	0
Information Technology Analyst II	3
Junior Engineer	0
Management Analyst I	0
Management Analyst II	3
Pretreatment Programs Administrator	0
Public Affairs Specialist	1
Senior Environmental Chemist	1
Visual Communications Specialist	1

Please contact me should you have any questions.

Sincerely,

Daniel B. McIntyre
 General Manager
 Dublin San Ramon Services District

- Cc: Jan Lee, Assistant General Manager
 Carol Atwood, Administrative Services Director
 Michelle Gallardo, HR & Risk Manager
 DSRSD PEBU Employees:
- Aomar Bahloul, Information Technology Analyst II
 - Mayette Bailey, Financial Analyst
 - Heidi Birdsell, Environmental Chemist II
 - Lea Blevins, Public Affairs Specialist
 - Brett Castello, Information Technology Analyst II
 - Joyce Chang, Visual Communications Specialist
 - Jason Ching, Associate Engineer
 - Vivian Chiu, Management Analyst II
 - Corinne Ferreyra, Management Analyst II
 - Aaron Johnson, GIS Analyst
 - Wing Yee Lam, Accountant II
 - Gemma Lathi, Management Analyst II
 - Sukhpreet Mann, Associate Engineer
 - Stephanie Olson, Clean Water Programs Administrator
 - Sean O'Reilly, Associate Engineer
 - Jose Oropeza, Assistant Engineer
 - Jonathan Penaflor, Information Technology Analyst II
 - Ryan Pendergraft, Assistant Engineer
 - David Peters, Environmental Health & Safety Program Administrator
 - Rudy Portugal, Associate Engineer

Mubeen Qader, Financial Analyst
Kevin Randeni, Associate Engineer
Connie Sanchez, Senior Environmental Chemist
Duc Tri To, Environmental Chemist II

Michelle Gallardo

From: John Varga <jvarga@ifpte21.org>
Sent: Wednesday, December 15, 2021 5:56 PM
To: Michelle Gallardo
Subject: Local 21 Ratifies TA

[EXTERNAL – check for red flags]

Michelle,

I am please to report that Local 21 has ratified our tentative agreement. If the District could please provide me with the formatted version of the MOU containing the agreed upon changes I would very much appreciate it.

Thanks very much,
John

John Varga
IFPTE Local 21
Union Representative / Organizer
jvarga@ifpte21.org
Mobile: (510) 387-0492

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The information contained in this communication from jvarga@ifpte21.org may contain confidential and/or privileged information. It is intended solely for use by the intended recipient and others authorized to receive it. If you are not the intended recipient and/or believe you have received this communication in error, you must not use, copy, disclose or take any action based on this message or any information herein. If you have received this message in error, please advise the sender immediately by reply e-mail and delete this message. Thank you for your cooperation.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN DUBLIN SAN RAMON SERVICES DISTRICT AND THE INTERNATIONAL FEDERATION OF PROFESSIONAL AND TECHNICAL ENGINEERS (IFPTE), LOCAL 21 (PROFESSIONAL EMPLOYEES)

WHEREAS, the District (“District”) received a recognition petition from the International Federation of Professional and Technical Engineers (IFPTE), Local 21 (“Local 21”) to be the exclusively recognized employee organization of the Professional Employees’ Bargaining Unit (PEBU) originally on September 10, 2021, and as amended on September 16, 2021; and

WHEREAS, in accordance with the District’s Rules and Regulations Governing Employer-Employee Relations Resolution No. 18-19 the District notified all employees of PEBU on September 21, 2021 of Local 21’s petition and took no action on this request for a period of thirty (30) days; and

WHEREAS, the District received no intervening parties or formal challenges to the Local 21 petition by close of business on October 21, 2021; and

WHEREAS, the District accepted recognition of Local 21 as the exclusively recognized employee organization of the Professional Employees’ Bargaining Unit (PEBU) effective October 22, 2021; and

WHEREAS, the current PEBU Memorandum of Understanding (the “MOU”) expired December 12, 2021; and

WHEREAS, the District and Local 21 (the “Parties”) have met and conferred in good faith regarding wages, hours, and other terms and conditions of employment; and

WHEREAS, the Parties have reached an agreement on all matters relating to the employment conditions and employer-employee relations as set forth in the MOU.

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

1. Approve the MOU between District and the International Federation of Professional and Technical Engineers, Local 21 for the period of December 13, 2021, through December 21, 2025, attached hereto as Exhibit “A” and incorporated by reference herein; and
2. Authorize and direct the General Manager to sign the MOU.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency located in the Counties of Alameda and Contra Costa, California, at its regular meeting held on the 21st day of December, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Richard M. Halket, President

ATTEST: _____
Nicole Genzale, District Secretary

Memorandum of Understanding

Between

**International Federation of Professional
and Technical Engineers (IFPTE) Local 21
(Professional Employees)**

And

Dublin San Ramon Services District

December 13, 2021 – December 21, 2025

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MEMORANDUM OF UNDERSTANDING
Between
the INTERNATIONAL FEDERATION OF PROFESSIONAL AND TECHNICAL ENGINEERS, LOCAL 21
And
DUBLIN SAN RAMON SERVICES DISTRICT

This Memorandum of Understanding (“MOU”) between the Dublin San Ramon Services District (“District”) and the International Federation of Professional and Technical Engineers, Local 21 (“Local 21” or “Union”), collectively the “Parties,” is entered into pursuant to the provisions of Section 3500 et seq. of the Government Code of the State of California.

The Employee Relations Officer (the General Manager of the District under the current Employer-Employee Relations Resolution) is the representative of the District in employer-employee relations’ matters.

Local 21 is a formally recognized employee group including those employees whose positions are designated as professional by the District.

The Parties have met and conferred in good faith regarding wages, hours and other terms and conditions of employment for the employees in said representation unit and have freely exchanged information, opinions and proposals and have endeavored to reach an agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

This MOU for salary and employee benefit adjustments for the period commencing December 13, 2021 (“Effective Date”) and ending December 21, 2025 (“Term”) was approved by Local 21 on December 15, 2021 and by the District Board of Directors on December 21, 2021.

The wages, hours and conditions of employment for Local 21 shall be as follows:

Section 1. Recognition

1.1 Union Recognition

The International Federation of Professional and Technical Employees, Local 21, hereinafter referred to as the “Union,” is the recognized employee organization for the classifications listed in Appendix A.

1.2 District Recognition

The General Manager, or any person or organization duly authorized by the General Manager, is the representative of Dublin San Ramon Services District, hereinafter referred to as the “District,” in employer-employee relations, as provided in Resolution 18-19 adopted by the Board of Directors on May 7, 2019.

1.3 General Manager

Whenever the General Manager is mentioned in this MOU he/she may unilaterally delegate, in writing, the duty or power granted to him/her to another person.

Section 2. Union Security

2.1 Voluntary Dues Deduction

Payroll deductions for voluntary dues shall be granted by the General Manager only to the Union, provided that the District is capable of making such deductions in its payroll system. The following procedures shall be observed in the withholding of employee earnings:

- (a) Payroll deductions shall be for the specific amount and uniform as between employee members of the Union and shall not include fines and/or assessments. Dues deduction shall be made only upon the employee's written authorization on a payroll deduction form provided to the Union. The Union will certify that it has and will maintain such payroll deduction forms.
- (b) The voluntary payroll deduction authorization shall remain in effect until employment with the District is terminated or until canceled or modified by the employee by written notice to the Union. The Union will notify the District at the beginning of each month of any changes to the payroll deduction. Changes will be effective the following month.
- (c) Amounts deducted and withheld by the District shall be transmitted to the officer designated in writing by the Union as the person authorized to receive such funds at the address specified.
- (d) The employee's earnings must be sufficient; after all other required deductions are made, to cover the amount of the deductions herein authorized. In this connection, all other required deductions have priority over the Union dues deduction. When an employee is in a non-pay status for an entire pay period, no withholdings will be made to cover that pay period from future earnings nor will the employee deposit the amount with the District which would have been withheld if the employee had been in pay status during that period. In the case of an employee who is in a non-pay status during a part of the pay period and the salary is not sufficient to cover the full withholding, no deduction shall be made.
- (e) The Union shall indemnify, defend and hold the District harmless against any claim made and against any suit initiated against the District on account of check off of Union dues or premiums for benefits. In addition, the Union shall refund to the District any amounts paid to it in error upon presentation of supporting evidence.

Section 3. Union Representatives

District employees who are official representatives of the Union shall be given reasonable time off with pay to attend meetings with management representatives, or to be present at hearings where matters within the scope of representation or grievances are being considered. The use of official time for this purpose shall be reasonable and shall not interfere with the performance of District services as determined by the District. Such employee representatives shall submit a written request for excused absence to their respective department heads, with an information copy to the General Manager, at least two (2) working days prior to the scheduled meeting whenever possible. Except by mutual agreement, the number of employees excused for such purposes shall not exceed three (3).

Section 4. Union Access

4.1 Access to Work Locations

Reasonable access to employee work locations shall be granted to the business representative for the purpose of processing grievances or contacting members of the Union concerning business within the scope of representation. The business representative shall not enter any work location without the consent of the General Manager. Access shall be restricted so as not to interfere with the normal operations of the department or with established safety or security requirements.

Solicitation of membership and activities concerned with the internal management of the Union, such as collecting dues, holding membership meetings, campaigning for office, conducting elections and distributing literature, shall not be conducted during working hours.

4.2 New Employee Orientation

This shall apply to all new employees hired after the date of this Agreement who are appointed to a classification within the bargaining unit for which the Union is recognized as the exclusively recognized employee organization.

The parties acknowledge that the District provides a new employee orientation meeting ("orientation") to all new employees hired by the District but does not distinguish among bargaining units in conducting the orientation. The Union will be provided not less than 10 calendar days' advance notice of the time, date and location of the orientation, including the number of its respective bargaining unit employees in attendance. The notice requirement shall apply to the Human Resources new hire orientations. An exception to the 10 calendar days' advance notice requirement is if there is an urgent need for meeting in less than 10 calendar days' that is critical to the District's operations and is not reasonably foreseeable.

The Union will be given thirty (30) minutes at the end but also part of the new employee orientation meeting to present Union membership information to employees in the Union's bargaining unit. The meeting will be in a room designated by the District; and will take place during regular working hours and be on-site at the District. No more than two (2) representatives of the Union may present the information to the employees.

The purpose of the meeting will be to discuss the rights and obligations created by the governing MOU, the role of representation, and to answer any questions. Management representatives shall excuse themselves and not be present during the Union portion of the orientation. The Union agrees in its portion of the orientation not to engage in speech that could cause substantial disruption or material interference with District activities.

An employee's attendance at the new employee orientation including the portion of the orientation conducted by the Union is mandatory. An employee who is unable to attend the new employee orientation in person may request to attend and be approved to participate in another new employee orientation offered by the District that is close in time to the original orientation. Attendance includes the Union portion of the orientation.

Union representatives who are District employees and are conducting the orientation may attend and travel to and from the orientation on their own time, on unpaid leave, or through the use ELB leave or CTO or flex time, provided the Union provides Human Resources with the employee's name at least five (5) calendar days prior to the orientation, or, if less than five (5) days, with as much advance notice as is reasonably practical. Union representatives who are District employees shall be released for this purpose unless unusual operational needs interfere with the release, in which case the employee and the Union will be provided with a written explanation of why the employee could not be released.

4.3 Information Provided

The District will provide the Union with a digital file via email to the email address designated by the Union containing the following information to the extent the District has the information on file:

- Name
- Job Title
- Department
- Work Location
- Work, home, and personal cellular telephone numbers
- Personal email addresses on file with the District (new hires only)
- Home Address

The Union acknowledges and understands that the District is working diligently and in good faith to update its contact information database functionality to incorporate all the fields of contact information listed above. As a result, the District may not initially be able to provide all of the information in the fields listed above in the initial digital files provided pursuant to this Agreement but intends to do so in subsequent digital files provided to the Union and will notify the Union on the status of this database update.

Such information will be provided as follows:

- For new hires, at the end of each month.
- Regularly, for all bargaining unit employees on or before the last day of the month of February and on or before the last day of the month of August of each calendar year.

Notwithstanding the foregoing, limited to the express purpose of the requirements of Government Code Section 3558 only, an employee may opt out via written request to the District (copy to the Union) and direct the District to withhold disclosure of the employee's:

- Home address
- Home telephone number
- Personal cellular telephone number
- Personal email address

Section 5. Use of District Facilities

District employees or the Union or their representatives may, with the prior approval of the General Manager, be granted the use of District facilities during non-work hours for meetings of District employees provided space is available. All such requests shall be in writing at least 24 hours in advance, and shall state the purpose or purposes of the meeting.

The use of District equipment other than items normally used in the conduct of business meetings, such as desks, chairs and whiteboards, is strictly prohibited, the presence of such equipment in approved District facilities notwithstanding.

The District e-mail system shall not be used for Union business or activities other than to distribute job descriptions or the time, location, agenda and minutes for planned meetings.

Section 6. Bulletin Boards

The Union may use portions of District bulletin boards under the following conditions:

- (a) All materials must be dated and must identify the Union that published them.
- (b) Unless special arrangements are made, materials posted will be removed thirty-one (31) days after the publication date.
- (c) The District reserves the right to determine where bulletin boards shall be placed and what portion of them are to be allocated to Union's materials.
- (d) If the Union does not abide by these rules, it will forfeit its right to have materials posted on District bulletin boards.

Section 7. Advance Notice

Except in cases of emergency, reasonable advance written notice shall be given the Union of any ordinance, rule, resolution or regulation directly relating to matters within the scope of representation proposed to be adopted by the Board of Directors and the Union shall be given the opportunity to meet with the General Manager or representative prior to adoption. In cases of emergency when the Board of Directors determines that an ordinance, rule, resolution or regulation must be adopted immediately without prior notice or meeting with the Union, the District shall provide such notice and opportunity to meet at the earliest practical time following the adoption of such ordinance, rule, resolution or regulation.

Section 8. District Rights

The rights of the District include, but are not limited to, the exclusive right to determine its mission and the mission of its constituent departments, commissions and boards; how to deliver on its mission and services to the community; set standards of service; determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government

operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; and to exercise complete control and discretion over its organization and the technology of performing its work.

Section 9. No Discrimination

There shall be no discrimination based on race, creed, color, national origin, marital status, sex, religion, age, mental or physical disability, veteran status, medical condition, sexual orientation, pregnancy, legitimate Union activities or any other trait protected by law against any employee or applicant for employment by the Union or by the District or by anyone employed by the District unless such factor shall be a bona fide occupational qualification for a position, or such action is required to comply with Federal or State law.

Section 10. Professional Employee Designation

10.1 General

Professional Employees are unique from other bargaining group employees in that the individual members must exercise individual initiative to refresh their professional skills on an annual basis to remain current with new developments in their field of expertise. The District recognizes that the professional skills of the individual Professional Employees as well as their professional attitudes toward accomplishing their duties contribute to the overall competence and abilities of the District.

Each Professional Employee is expected to undertake a minimum of forty (40) hours per year keeping his or her professional skills current. This can be accomplished through seminars, classes and/or active participation in State and National professional organizations. The District will support these activities in accordance with the Dublin San Ramon Services District Personnel Rules, as amended from time to time.

Section 11. Salaries and Cash Benefits

11.1 Salaries

Effective on the first day of the first pay period of the calendar years 2022 through 2025, employees will receive a percentage salary increase equal to the percent change in the change in CPI (Consumer Price Index – all urban wage earners, not seasonally adjusted, San Francisco-Oakland-Hayward, CA, current, all items series) for the twelve-month period ending October 31st as follows:

For the calendar year 2022, in the event that CPI is less than 3.0% for the twelve-month period ending October 31st, the “floor” for CPI shall be 3.0%. For calendar year 2022, in the event that CPI is more than 4.0% for the twelve-month period ending October 31st, the “ceiling” for CPI shall be 4.0%.

For calendar years 2023, in the event that CPI is less than 2.5% for the twelve-month period ending October 31st, the “floor” for CPI shall be 2.5%. For calendar year 2022, in the event that CPI is more than 4.0% for the twelve-month period ending October 31st, the “ceiling” for CPI shall be 4.0%.

For calendar years 2024 and 2025, in the event that CPI is less than 2.0% for the twelve-month period ending October 31st, the “floor” for CPI shall be 2.0%. For calendar years 2023, 2024, and 2025, in the event that CPI is more than 4.0% for the twelve-month period ending October 31st, the “ceiling” for CPI shall be 4.0%. Such increase constitutes a cost of living increase, and is separate and apart from a merit-based increase.

Y-rated employees will receive the higher of either 0% cost of living salary adjustment of the employee’s y-rated salary, or the market salary rate for the employee’s classification with the applicable cost of living increase applied.

Salaries for each classification shall be in five (5) steps of A through E, with Step E being the highest salary. Movement from one step to the next (and the amount of the increase) is based upon merit as explained in Section 11.3.

Local 21 positions and Step E base rates of pay are listed in Exhibit A.

11.2 Entrance Salary

Except as herein otherwise provided, the entrance salary for a new Local 21 employee entering District service shall be the minimum salary for the classification to which that person is appointed. When circumstances warrant, the Senior Manager may recommend, and the General Manager may approve, an entrance salary that is more than the minimum salary. The Board’s decision shall be final.

11.3 Step Increases

(a) No Step Increase Automatic

No step increase in salary shall be automatic merely upon completion of a specified period of service. All increases shall be based on merit as established by record of the employee’s performance and shall require approval of the Senior Manager in whose department or group the employee is assigned.

(b) Timing of Increases – Full-Time Employees

Subject to the provisions of this Section, a full-time employee shall receive said increases in salary, on the employee’s anniversary date, according to the following plan:

Step B upon completion of twelve (12) months’ service in Step A and Senior Manager’s approval.
Step C upon completion of twelve (12) months’ service in Step B and Senior Manager’s approval.
Step D upon completion of twelve (12) months’ service in Step C and Senior Manager’s approval.
Step E upon completion of twelve (12) months’ service in Step D and Senior Manager’s approval.

Employees in a y-rated classification will be eligible to receive a merit increase in accordance with the requirements of this Section 11.3. For example, if an employee is y-rated at Step B of their classification’s y-rated salary range, and the employee meets the performance requirements for a merit increase as described in Section 11.3, the employee will be moved to Step C of the y-rated salary range.

(c) Timing of Increases – Part-Time Employees

Subject to the provisions of this Section, a part-time employee shall receive said increases in salary, after working 2080 hours (equivalent to a full time employee).

11.4 Salary Increase Upon Promotion or Reclassification

When an employee in Local 21 is moved from one classification to another classification with a higher maximum salary, the salary in the higher classification shall be the minimum salary for that classification, unless that minimum is lower than or the same as the employee's salary at the time of promotion or reclassification. In that event, the employee shall receive the next higher step within the pay range of the higher classification, which is at least five percent (5%) greater than the employee's present rate. If the class having a higher salary is not at least 5% more than the employee's present salary at Step E, the employee shall be paid at Step E of the class having a higher salary range.

If an employee is promoted or reclassified from one class to a different classification within Local 21, and if the employee's current rate of pay before reclassification is more than the new position's Step E, then the employee shall be paid at Step E of the new position.

11.5 Deferred Compensation Incentive

During the term of this MOU the District will maintain an IRS 457 Plan for interested employees. Employees may also elect to contribute to a Roth 457 option within the 457 Plan.

Beginning on the first pay date of the first full pay period of calendar years 2022, 2023, 2024 and 2025 the District will contribute on behalf of each employee an amount equal to 100% of the first \$2,500 the employee voluntarily contributes to the 457 plan.

This incentive shall be administered in accordance with state and federal regulations, which may impose limits on such benefits for New Members within the CalPERS Retirement System.

11.6 Total Compensation Surveys

All total compensation surveys shall be conducted by the District in accordance with Compensation Survey Procedures in Section 11.7. During the term of this MOU, the District may have the need to conduct compensation surveys as a results of job description revisions, new positions, recruiting conditions, or as a result of mutual agreement between Local 21 and District.

11.7 Compensation Survey Procedures

The basis of compensation will be the sixtieth (60th) percentile of total compensation of the comparable positions at the survey agencies. Surveys will be done for benchmark positions in each classification and other levels in the classification will be indexed from the benchmark positions. Total compensation at other agencies is defined as base salary plus employer-paid

member contributions to retirement and employer contributions for employee defined contribution plans (such as 401k, 457, 401a), minus employee-paid contributions toward employer-share of defined benefit retirement plan (i.e. CalPERS retirement). Total compensation at the District is defined as base salary plus two-thousand five hundred dollars (\$2,500) annual contribution to employee 457 plan, minus employee-paid contributions toward employer-share of defined benefit retirement plan (i.e. CalPERS retirement).

EXAMPLE:

	Base Salary (Monthly)	ER Paid EE PERS (EPMC)	ER Paid Deferred Comp (457)	ER Paid Other Retirement	EE Paid ER Contributions to DB Plan	Total Comp (Monthly)
Comparatory Agency	\$ 7,800.00	\$ 192.50	\$ 83.33	\$ 100.00	\$ -	\$8,175.83
DSRSD	\$8,100.00	\$ -	\$ 208.33	\$ -	\$ (162.00)	\$8,146.33

The following list of agencies will be used to establish the benchmark level of salaries:

- EBMUD Livermore
- ACWD Pleasanton
- CCCS DDSD
- CCWD Brentwood
- USD

Section 12. Hours of Work

For non-exempt employees, the regular workweek shall consist of forty (40) hours and the regular workday shall consist of eight (8) hours. Each exempt employee shall have an assigned work schedule that is approved by the General Manager or designee and that consists of eighty (80) hours in a two-week pay period. Such schedule shall be worked on a regular basis. Local 21 employees may request an alternative work schedule such as a 9/80 schedule, a 4/9 + 4 work schedule or a 4/10 work schedule and, at the sole discretion of the General Manager, such schedule may or may not be granted. The District shall endeavor to implement a District-wide telecommute program in calendar year 2022.

Section 13. Overtime and Coverage Compensation

13.1 Overtime Pay and Compensatory Time

(a) Non-Exempt Employees

Those positions that are Non-Exempt as of the Effective Date of this MOU are listed in Exhibit A, which is hereby incorporated and made a part of this MOU. All overtime worked by employees designated as Non-Exempt in accordance with the Fair Labor Standards Act must be approved in advance by the General Manager, or designated representative.

Any authorized time a non-exempt employee works in excess of 40 hours a workweek shall be compensated at or granted compensatory time at, the rate of one and one-half (1 ½) times the employee’s regular straight-time rate of pay. Paid holiday and employee leave bank hours

constitute “hours worked” for purposes of determining if an employee has worked hours in excess of the regular work week.” A Non-Exempt employee will be allowed to annually accrue up to a maximum of forty (40) hours of compensatory time. The maximum amount of hours a non-exempt employee may keep in their compensation time bank shall be capped at 40 hours. Overtime usage shall be subject to the District Personnel Rules, as amended from time to time.

(b) Exempt Employees

Those positions that are Exempt as of the Effective Date of this MOU are listed in Exhibit A, which is hereby incorporated herein and made a part of this MOU. Positions designated as “Exempt” in accordance with the Fair Labor Standards Act shall not receive overtime pay.

13.2 Coverage Compensation

Those Laboratory positions that are Exempt, but that are assigned to provide coverage as a result of vacant Laboratory Technician position(s), or in the case of vacation or sick leave coverage on a weekend (Saturday or Sunday only, or on a District holiday) will receive Coverage Compensation of three hundred dollars (\$300) per week during each week the employee is assigned to Coverage. Only one employee per week will be assigned Coverage.

The Coverage employee will respond to Coverage calls in a time frame that will preserve the integrity of the required laboratory testing being conducted during the Coverage period. Coverage Compensation pay shall be administered in accordance with state and federal regulations, which may impose limits on such benefits for New Members within the CalPERS Retirement System.

13.3 Out-of-Class Pay

An employee who is assigned in writing by the General Manager or designated representative, and, who is required to perform all of the duties of a position having a higher salary range, will be paid the first step of the higher range, which is at least five percent (5%) higher than the employee’s present salary during the period of the out-of-class assignment. If the position having a higher salary range is not at least 5% more than the employee’s present salary at Step E, the employee shall be paid at Step E of the higher salary range.

Acting assignments will be made for five (5) or more consecutive working days of uninterrupted absence, such as vacation or long-term illness or injury. When an employee is expected to perform the full range of duties of a higher classification for five (5) or more consecutive working days, said employee shall be temporarily upgraded to the higher position with retroactive pay to the first day of said assignment.

Out-of-Class pay will be administered in accordance with state and federal regulations, which may impose limits on such benefits for New Members within the CalPERS Retirement System.

13.4 Temporary Promotions

Compensation provided under this section shall be salary only, as outlined in section 13.3. All benefits will continue at the level of the employee’s permanent position.

Section 14. Health and Welfare

14.1 Medical

(a) Health Care Insurance

The District shall provide health care (medical) insurance to each Local 21 Employee. The District shall provide a health care insurance program that has at least two choices for coverage for Health Maintenance Organizations (HMO) and two choices for Preferred Provider Organizations Plans (PPO). In the event that this level of coverage does not remain reasonably available during the term of this MOU, the Parties shall meet and confer in good faith to amend this Section 14.1 of the MOU.

(b) Medical Insurance Premiums:

District shall pay employee medical insurance premiums up to a maximum amount not to exceed the District "Maximum Contribution" for each level (employee only, employee plus one dependent, and employee plus two or more dependents).

Payment by District shall be for employee or employee plus eligible dependents, whichever represents the employee's situation. The employee shall pay the balance of the cost incurred in excess of the medical insurance premium Maximum Contribution. If the medical insurance premium of the plan an employee selects is less than the District Maximum Contribution, the District shall only pay the amount of the premium cost of the selected plan.

The District medical insurance premium Maximum Contribution for calendar year 2022 is as follows:

	Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
District Maximum Contribution	\$857.06	\$1,714.12	\$2,228.36

Effective January 1, 2019, PEBU employees will share in the cost of future medical insurance premium increases above the Kaiser Bay Area Region 1 rate as described in the example below.

Each year, cost increases in the Kaiser premium rates will be shared 50% by the District and 50% by the employee. For calendar year 2023, the Kaiser premium rates for 2023 will be compared to the District Maximum Contribution for 2022; if the Kaiser rate is higher than the 2022 District Maximum Contribution, then the new District Maximum Contribution will be calculated by adding 50% of the increase to the Kaiser 2022 premium rate to establish the Maximum Contribution for calendar year 2023.

If the Kaiser premium rate for 2023 is less than the District Maximum Contribution for 2022, then the District Maximum Contribution rate for calendar year 2023 will be:

	Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
District Maximum Contribution	\$857.06	\$1,714.12	\$2,228.36

For calendar year 2024, the Kaiser premium rates for 2024 will be compared to the District Maximum Contribution for 2023; if the Kaiser rate is higher than the 2023 District Maximum Contribution, then the new District Maximum Contribution will be calculated by taking 50% of the increase in the Kaiser 2024 premium rate over the 2023 District Maximum Contribution, then adding it to the 2023 District Maximum Contribution, to establish the new Maximum Contribution for calendar year 2024.

If the Kaiser premium rate for 2024 is less than the District Maximum Contribution for 2023, then the District Maximum Contribution rate for calendar year 2024 will remain the same as the Maximum Contribution amount for 2023.

For calendar year 2025, the Kaiser premium rates for 2025 will be compared to the District Maximum Contribution rates for 2024; if the Kaiser rate is higher than the 2024 District Maximum Contribution, then the new District Maximum Contribution will be calculated by taking 50% of the increase in the Kaiser 2025 premium rate over the 2024 District Maximum Contribution, then adding it to the 2024 District Maximum Contribution, to establish the Maximum Contribution for calendar year 2025.

If the Kaiser premium rate for 2025 is less than the District Maximum Contribution for 2024, then the District Maximum Contribution rate for calendar year 2025 will remain the same as the Maximum Contribution amount for 2024.

EXAMPLE

	Premium	Increase from Maximum Contribution	DSRSD Share of Increase	Local 21 Share of Increase	District Maximum Contribution
Max Contribution 2023	\$ 2,228.36	(example assumes Kaiser rate decreased in 2023)			
Kaiser Rate 2024	\$ 2,350.00	\$ 121.64	\$ 60.82	\$ 60.82	\$ 2,289.18

Local 21 employees will pay those amounts in excess of the District medical insurance premium Maximum Contribution and the premium of the plan they select. District Maximum Contribution amounts will be rounded up to the nearest dollar.

(c) **Post-Retirement Premiums**

The District shall provide health care (medical) insurance to each Local 21 employee that retires from the District and meets all eligibility requirements, in accordance with Resolution 65-05. All Local 21 employees hired after March 1, 2004 shall be enrolled in the Vesting Program. Local 21

employees hired prior to March 1, 2004 will be offered the option, on an annual basis, to opt into the program. Payment of said insurance shall be subject to a vesting schedule established from time to time by either the District or the health care provider whichever has the authority. Any employee promoted into Local 21 who has previously elected to vest under their prior Local 39, or MEBU MOU, or Unrepresented Resolution, shall be required to vest under the PERS vesting program in accordance with Resolution 65-05.

(d) Changes to the Law

In the event Federal or State legislation that provides health care coverage for employees covered by this agreement is enacted into law during the term of this MOU and such legislation has an adverse impact on either party, the Parties shall meet and confer regarding the impact of such legislation on the MOU.

(e) Waiver of Coverage

An employee who chooses to do so, may elect Affordable Care Act (ACA) compliant group health insurance coverage elsewhere and elect in writing to forgo medical insurance coverage through the District and receive a cash payment in the amount of four hundred dollars (\$400) per month (payable bi-monthly via payroll). Said election must be made for the employee as well as his or her dependents.

Eligibility for participation in this program shall be governed by the Guidelines for the Share the Savings Program in the District's Personnel Rules.

14.2 Dental

The District shall provide dental care benefits covering the employee, spouse and eligible dependents.

14.3 Retiree Dental

The District shall provide retiree dental care benefits for employees (and eligible dependents) who retire from the District and whose first date of employment was before July 1, 2014.

14.4 Life Insurance

(a) Amount

District shall provide each employee with Life Insurance. The amount of the life insurance to be provided shall be equal to two (2) times the employee's annual salary, rounded up to the nearest \$1,000, to a maximum of \$400,000. The imputed cost of coverage in excess of \$50,000 will be included in Employee's income, using the IRS Premium Table, and are subject to applicable Federal and State taxes.

(b) Additional Coverage

In addition to the life insurance provided at District expense, the District will attempt to make arrangements for employees to purchase additional life insurance for themselves or their dependents at employee cost.

14.5 Short Term and Long Term Disability

The District shall provide each employee with Short Term and Long Term Disability Insurance. The Short Term Disability Insurance shall provide for 60% of regular weekly salary, to a maximum of \$1,667 weekly benefit, after a 29-day waiting period. Benefits continue for a maximum of one year if totally disabled. Integration of short-term insurance benefits and sick leave is to be automatic; the District may not waive integration. Long Term Disability Insurance shall provide 66 2/3% of regular monthly salary, to a maximum of \$6,000 monthly benefit, after 365 days of short term disability coverage. Both Short Term and Long Term Disability Insurance benefits cease the day the termination of employment occurs.

14.6 Vision Care

The District shall provide each employee with vision care benefits covering the employee, spouse and eligible dependents.

14.7 Retiree Vision

Vision care will not be provided to employees who retire from the District.

14.8 IRS 125

The District shall continue the IRS 125 plan for employee funded expense reimbursement, including employee paid health care premiums, and allow employee contributions up to the maximum extent permitted by law.

14.9 Changes to Providers of Employee Benefit Plans

The District intends to periodically evaluate the Health and Welfare plans currently available to employees to determine if similar or better coverage may be available at lower cost to the District. The District may substitute new insurance carriers or arrange for self-insurance provided that the overall coverage is the same as specified in this MOU.

Section 15. Retirement Plan

15.1 Terms of Program

District employees receive retirement benefits through CalPERS. The Retirement Plan between the District and Public Employees Retirement System is documented in a separate MOU between Local 21 (formerly PEBU) and District entitled "Regarding PERS Retirement Formula Enhancement" dated November 17, 2004 and includes single highest year option and "Local Miscellaneous 2.7% at 55".

Upon submission of enrollment information, CalPERS shall determine whether a new employee is a “classic member” or “new member” in accordance with the Public Employees’ Pension Reform Act (PEPRA).

“Classic members” are eligible to participate in the 2.7% @ 55 retirement benefit plan, in accordance with the November 17, 2004 “Regarding PERS Retirement Formula Enhancement” MOU. In accordance with the November 17, 2004 MOU between the District and PEBU (Resolution No. 79-04), Classic members’ contribution of pensionable salary is eight percent (8%) of the employee CalPERS contribution, plus a two percent (2%) cost share of the District’s employer CalPERS contribution, for a total of a ten percent (10%) CalPERS contribution. Effective the first day of the first pay period for calendar year 2025, which occurs on December 23, 2024, Classic members in PEBU will reduce the Section 20516 cost share of the District’s employer CalPERS contribution from two percent (2%) to zero percent (0%). Classic members will continue to contribute eight percent (8%) of the employee CalPERS contribution.

“New members” are eligible to participate in the 2.0% @ 62 retirement benefit plan and are required to pay CalPERS an employee contribution that is at least fifty percent (50%) of the total normal cost of the retirement benefit plan based on pensionable compensation in accordance with PEPRA.

Section 16. Holidays

16.1 General

Employees shall be entitled to take all authorized holidays at full pay, not to exceed eight (8) hours for any one (1) day, provided they are in a full pay status on both of their regularly scheduled workdays immediately preceding and following the holiday.

16.2 Holiday Schedule

Holidays for Local 21 Employee classifications shall be in accordance with the following schedule:

Holiday	2021	2022	2023	2024	2025
New Year’s Day		Dec-31	Jan-2	Jan-1	Jan-1
Martin Luther King Day		Jan-17	Jan-16	Jan-15	Jan-20
Presidents’ Day		Feb-21	Feb-20	Feb-19	Feb-17
Memorial Day		May-30	May-29	May-27	May-26
Independence Day		July-4	July-4	July-4	July-4
Labor Day		Sept-5	Sept-4	Sept-2	Sept-1
Thanksgiving Day		Nov-24	Nov-23	Nov-28	Nov-27
Day after Thanksgiving		Nov-25	Nov-24	Nov-29	Nov-28
Christmas	Dec-24	Dec-26	Dec-25	Dec-25	Dec-25

If a holiday is a calendar day holiday that falls on a Saturday or Sunday, the actual day of the

holiday shall be the Friday or Monday before or after that weekend date that corresponds to the date the District shall be closed for business, as solely determined by the District.

Section 17. Employee Leave Bank

17.1 Eligibility

All Local 21 employees begin accruing Employee Leave (Leave) as defined in Section 17.4 from their hire date.

17.2 Scheduling

The times during the calendar year at which an employee shall take Leave shall be determined by the employee's supervisor with due regard to the wishes of the employee and in particular regard to the need of the District.

17.3 Use

Employees may use Leave on an hour-for-hour (or fraction thereof) basis in any pay period that they have not worked their scheduled hours in accordance with Section 12 of this MOU.

17.4 Employee Leave Accrual Rate

Leave accrues on a pay period basis and the accrual rate is determined by the employee's hire date and will be adjusted annually on the employee's hire date. Example: For a full-time exempt employee, the accrual rate during their first year of employment is 6.15 hours per pay period.

The following table is based on full-time employment. Leave for part-time employees will be prorated according to number of hours scheduled.

Non-exempt Employees					
Year	VAC	FH	Total	Total	Hours
			Days	Hours	PP
1	10	5	15	120	4.62
2	11	5	16	128	4.92
3	12	5	17	136	5.23
4	13	5	18	144	5.54
5	14	5	19	152	5.85
6	15	5	20	160	6.15
7	16	5	21	168	6.46
8	17	5	22	176	6.77
9	18	5	23	184	7.08
10	19	5	24	192	7.38
11	20	5	25	200	7.69
12	21	5	26	208	8.00
13	22	5	27	216	8.31
14	23	5	28	224	8.62
15	24	5	29	232	8.92
16 & after	25	5	30	240	9.23

Exempt Employees						
Year	VAC	FH	ADMIN	Annual	Annual	Hours
				Days	Hours	PP
1	10	5	5	20	160	6.15
2	11	5	5	21	168	6.46
3	12	5	5	22	176	6.77
4	13	5	5	23	184	7.08
5	14	5	5	24	192	7.38
6	15	5	5	25	200	7.69
7	16	5	5	26	208	8.00
8	17	5	5	27	216	8.31
9	18	5	5	28	224	8.62
10	19	5	5	29	232	8.92
11	20	5	5	30	240	9.23
12	21	5	5	31	248	9.54
13	22	5	5	32	256	9.85
14	23	5	5	33	264	10.15
15	24	5	5	34	272	10.46
16 & after	25	5	5	35	280	10.77

17.5 Crediting of Leave

Employee Leave shall be accrued and credited in hours per pay period.

17.6 Employee Leave at Termination

Upon termination of employment, an employee shall be paid cash value of his or her accrued Leave at the time of termination in accordance with the above schedule on a pro rata basis.

17.7 Leave Sell Back

Each full-time employee covered by this MOU may sell back leave from the Employee Leave Bank at his or her current rate of pay up to two (2) times per calendar year, up to one-hundred (100) hours in that calendar year, provided that there is at least one-hundred (100) hours remaining after such sell back.

Section 18. Sick Leave

18.1 Benefits

Full-time Local 21 employees shall accrue sick leave at the rate of eight (8) hours per month credited in hours per pay period. Sick leave shall be posted bi-weekly. Sick leave usage shall not be considered as a privilege, which an employee may use at his/her discretion, but shall be allowed only in case of necessity of actual sickness or disability. For non-exempt employees, charge for sick leave used shall be on the basis of one-quarter hour (0.25) hour for each one-quarter hour used; provided, however, that sick leave shall be charged for only those hours when the employee was absent from work. Exempt employees, throughout the term of this MOU, shall be charged with sick leave on the basis of eight (8) hours (or nine (9) hours if the employee is on a 9/80 schedule) for each day the employee is away from work. In no event shall sick leave be converted into a cash bonus and is not payable upon separation from employment with the District. Sick leave may not be used before it is credited. Sick leave benefits shall be administered in accordance with applicable state and federal laws.

18.2 Use

Sick leave may be used for purposes defined in the District's personnel rule for Sick Leave, and in accordance with state and federal law.

18.3 Physician's Certificate or Other Proof

At the discretion of the employee's supervisor, a physician's certificate or personal affidavit may be required for any period of absence for which sick leave is claimed after the first forty-eight (48) hours of sick leave used in a calendar year.

18.4 Sick Leave Incentive Program – PERS Credit

The District shall contract with PERS for "Credit for Unused Sick Leave at Retirement" as specified in Government Code of the State of California Section 20965.

Section 19. Leaves of Absence

19.1 Leave without Pay

The General Manager may grant employees leave of absence without pay for a period not to exceed one (1) year. No leave shall be granted except upon written request of the employee. Such requests shall be submitted to the General Manager. Such leaves shall normally be granted to permit the employee to engage in activities that shall increase his/her value to the District upon return, or because of sickness, injury or personal hardship. Employees may not be granted a leave of absence until all accrued Employee Leave Bank time is taken. Failure on the part of an employee on leave to report promptly at its expiration shall result in dismissal of the employee. Employee leave bank and sick leave credits shall not accrue to an employee on leave of absence. The decision of the General Manager on granting or refusing to grant a leave of absence or extension thereof shall be final and conclusive and shall not be subject to the grievance procedure of this MOU.

19.2 Jury Duty

An employee summoned to jury duty shall inform their supervisor and, if required to serve, may be absent from duty with full pay only for those hours required to serve.

19.3 Industrial Disability Leave

(a) General

Employees who suffer any disability arising out of and in the course of their employment, as defined by the Workers' Compensation Laws of the State of California, shall be entitled to disability leave while so disabled until such time as **1)** the District determines that the interactive process has been exhausted or completed, or that there is an inability to accommodate under the law, or **2)** based upon a permanent and stationary finding in the worker's compensation matter; or **3)** retirement, whichever occurs first. Integration of sick leave and employee leave bank (ELB) with Workers' Compensation temporary disability benefits is to be automatic after exhausting regulatory protected leave provisions (such as FMLA/CFRA); the District may not waive integration.

(b) Determination of Coverage

The District reserves the right to withhold payment of any disability benefits until such time it is determined whether or not the illness or injury is covered by Workers' Compensation.

19.4 Bereavement Leave

In the event of a death in the immediate family of an employee, he/she shall, upon request, be granted such time off with pay as is necessary to make arrangements for the funeral and attend same, not to exceed twenty-four (24) hours and must be taken consecutively. Leave for this purpose must be requested and used within three (3) months of the event of a death in the immediate family. For the purpose of this Section, the immediate family shall be restricted to father, mother, step-parent, brother, sister, spouse, legally-recognized domestic partnership,

child, mother-in-law, father-in-law, grandparents, grandchildren, and stepchildren in those cases where a direct child-rearing-parental relationship may be demonstrated. At the request of the District, the employee shall furnish a death certificate and proof of relationship. Sick leave shall not be used for the purpose of Bereavement Leave.

19.5 Catastrophic Leave Donation Bank

The District agrees to establish a Catastrophic Leave Donation Bank (CLDB) program to assist employees who have exhausted accrued leave time due to a serious or catastrophic illness or injury, or to care for a member of the employee's immediate family (defined as the employee's legal spouse, domestic partner, child/step-child) who has had a catastrophic illness or injury. The Catastrophic Leave Donation Bank will allow other employees to donate time to a Catastrophic Leave Donation Bank administered by the District so that a qualifying active District employee can remain in a paid status for a longer period of time, thus partially offsetting the financial impact of the illness, injury or condition.

Eligibility: To be eligible for this benefit, the receiving employee must: 1) be a regular or limited-term full-time employee; 2) have sustained a life threatening or debilitating illness, injury or condition (physician confirmation will be required by the District), or a member of the employee's immediate family as defined in this Section 19.5 has sustained a life threatening or debilitating illness or injury (physician confirmation will be required by the District) which requires the employee's care and assistance; 3) have exhausted all accumulated paid leave including Employee Leave Bank, sick leave, compensatory time off, deferred holiday, and/or other such leaves; 4) be unable to return to work for at least thirty (30) days; and 5) have applied, and received approval, for a leave of absence without pay for medical reasons.

Benefits: Accrued Employee Leave Bank and compensatory time off hours donated by other employees to the Catastrophic Leave Donation Bank will be converted to sick leave, then credited to a receiving employee's sick leave balance from the Catastrophic Leave Donation Bank in increments of one (1) hour and shall be paid at the base rate of pay of the receiving employee in effect at the time of need for leave. For as long as the receiving employee remains in a paid status, seniority and all other benefits will continue, with the exception of leave accruals. The total leave credits received by an employee should not exceed three (3) months.

Guidelines for donating leave to the Catastrophic Leave Donation Bank (CLDB):

- (a) Accrued Employee Leave Bank and compensatory time off may be donated by any employee who has completed his/her initial District probationary period.
- (b) Time donated to the Catastrophic Leave Donation Bank will be converted (at the current pay rate of the donating employee) from Employee Leave Bank or compensatory time off to sick leave and credited from the CLDB to the receiving employee's sick leave balance in eight (8) hour increments (equivalent to the receiving employee's current base rate of pay), and shall be paid at the base rate of pay of the receiving employee in effect at the time of need for leave.
- (c) The total amount of time donated to the Catastrophic Leave Donation Bank by an employee shall not exceed eighty (80) hours in a calendar year. The total leave credits received by a

receiving employee shall not exceed three (3) months.

- (d) Leave time donations must be a minimum of one-hour increments. An employee cannot donate leave hours, which would reduce the employee's own Employee Leave Bank balance to less than forty (40) hours.
- (e) The use of donated leave hours by a receiving employee will be in consecutive, one-workday increments (i.e., eight (8) hours for a full-time employee working five eight (8) hour days/week). Employees using the CLDB program will be converted to a regular 8 hours per day/5 days per week work schedule for the duration of their leave.
- (f) While an employee is on leave using donated leave hours, Employee Leave Bank or sick leave hours will not accrue.
- (g) Under all circumstances, leave donations made by the donating employee are forfeited once made (i.e. all completed donations are final and cannot be reversed once the District has acknowledged receipt). In the event that an eligible receiving employee does not use all transferred/credited leave for the catastrophic illness/injury, any balance will remain with the receiving employee.
- (h) Employees may donate leave to the CLDB at any time during their employment with the District, so long as their donation complies with all requirements of this Section 19.5.

Section 20. Probationary Period

20.1 Nature of Period

All original and promotional appointments shall be subject to a probationary period. The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to their position, and for rejecting any probationary employee whose performance does not meet the required standards of work.

20.2 Length

For full-time new employees, the probationary period is twelve (12) months. Employees who have already served a District probationary period and have accepted a promotion into Local 21 shall serve a 12-month probationary period. For a Local 21 employee who accepts a different position within Local 21 shall serve a probationary period of six (6) months. Employees who, immediately prior to appointment, served in a District Limited-Term position that was subsequently converted to a regular District position, shall not be required to complete a probationary period if the Limited-Term position exceeded twelve (12) months.

For part-time employees, the probationary period shall be 2080 hours worked.

20.3 Rejection

During the probationary period, an employee may be rejected at any time by the General

Manager without cause and without the right of appeal.

20.4 Reinstatement to Former Position

Any employee rejected during the probationary period following a promotional appointment shall be reinstated to the former position from which they were promoted, provided the employee has not been discharged or disciplined pursuant to this MOU.

Section 21. Layoff and Re-Employment

21.1 General

The General Manager may lay off an employee in Local 21. The General Manager, on the basis of the administrative needs of the District, shall determine the departments and classifications subject to layoff. Within the classifications subject to layoff, the order of layoff shall be determined on the basis of seniority except that an employee with less seniority possessing necessary special knowledge or skills may be retained if the employee with greater seniority lacks the necessary special knowledge or skills. Emergency and provisional employees in a class of positions shall be laid off before other persons in the classification are laid off.

21.2 Notice

Thirty (30) calendar days prior to the effective date of the layoff of an employee in the classified service, the General Manager shall notify the employee of the layoff and a copy of the notice shall be placed in the employee's personnel file.

21.3 Re-Employment

An employee who has performed satisfactorily and who is laid off shall be eligible for re-employment in other positions which require basically the same qualifications and involve basically the same duties and responsibilities as the position from which the employee is laid off. Employees shall be offered re-employment in inverse order of having been laid off. In the event two employees have the same layoff date the employee with the higher seniority shall be offered the position first.

21.4 Termination After Layoff

Service with the District shall be terminated by discharge, resignation or six (6) consecutive months of unemployment with the District.

21.5 No Benefits

An employee who is laid off shall not accrue or be eligible for any benefits, including, but not limited to, Employee Leave Bank, sick leave, holidays, medical, dental, life insurance, vision care and safety shoes. Any employee re-employed after a layoff shall retain sick leave accruals that the employee did not receive compensation for at the time of layoff.

Section 22. Discipline and Discharge

22.1 Right of Discipline and Discharge

The District shall have the right to discipline and discharge any employee for conduct issues including, but not limited to, dishonesty, insubordination, drunkenness, incompetence, willful negligence, failure to perform work as required or to observe the District's safety and house rules and regulations, which must be conspicuously posted and not in derogation of the MOU, or for engaging in strikes, individual or group slowdowns or work stoppages, or refusal to accept overtime, or for violating or ordering the violation of the MOU. Discipline shall be implemented within sixty (60) days of the District completing the District investigation of the situation causing the problem.

The District shall provide written notice of its intent to suspend for more than 5 days, dismiss, or demote any employee prior to its action. Such notice shall include the action the District intends to take, the reasons for the intended action, and all documents the District is relying on in making its intended action. The employee shall have the right to respond in writing or in person within 10 days or a mutually agreed upon time receipt of notice of the intended action. Following the employee's response, if any, the District shall inform the employee of its decision to presume the action, reduce the action, or rescind the action.

22.2 Appeals

If an employee feels they have been unjustly disciplined or discharged, the employee shall have the right to appeal their case through the Appeals Process. Such appeal must be filed with the General Manager in writing, within ten (10) calendar days from the date of discipline or discharge and unless so filed, the right of appeal is lost. Letters of reprimand are not subject to the appeals process.

22.3 Reason for Discipline

Any disciplined employee in Local 21 shall be furnished the reason for the disciplinary action in writing.

22.4 Adjustment Board

In the event of an employee appeal on a matter involving discipline, including matters of suspension, demotion, and discharge, such appeal shall be submitted to an Adjustment Board comprised of two (2) employee representatives and two (2) representatives of the District. If an Adjustment Board is unable to arrive at a majority decision, the employee may require that the appeal be referred to non-binding arbitration for advisory opinion.

22.5 Arbitration

(a) General

An employee may refer any appeal that remains unresolved after the Adjustment Board to non-binding arbitration. A notice to invoke arbitration shall be in writing to the General Manager

within thirty (30) calendar days after receipt of the decision of the Adjustment Board.

(b) Selection of Arbitrator

On or after the date of the notice to invoke non-binding arbitration, the District shall request the State Mediation and Conciliation Service or the American Arbitration Association to provide a list of seven (7) impartial persons to act as an arbitrator. Representatives of the two Parties shall meet within ten (10) calendar days after receipt of such list to select an arbitrator (this may be done by telephone). If there is no mutual agreement on one of the listed arbitrators, then the two Parties shall alternately strike an arbitrator's name from the list of seven (7) and shall then repeat this procedure. The remaining person shall be the duly selected arbitrator. The procedure to determine who strikes the first name shall be determined by lot. If either party refuses to participate in the selection process, the other party shall make a selection of an arbitrator from the list.

(c) Arbitrator's Decision

Upon conclusion of the arbitration hearing, the arbitrator shall provide both the General Manager and the employee and the Local 21 representative with copies of the Arbitrator's decision on the merits of the appeal with references to, and a discussion of, the evidence presented. The arbitrator's decision shall be an advisory opinion only, non-binding on either party; provided that if neither party refers the appeal to the Board of Directors within thirty (30) days of receipt of the arbitrator's decision, the arbitrator's decision shall become final. The arbitrator's fees and expenses shall be borne equally by the Parties. If either party requires a transcript, that party shall bear the entire cost of such transcript.

22.6 Board of Directors

Any appeal that has not been resolved by the procedures hereinabove set forth may be referred by either party to the Board of Directors within thirty (30) calendar days of receipt of the arbitrator's advisory opinion for final decision. Each party may submit written comment or argument regarding the arbitrator's opinion, not to exceed five (5) pages in length, for the Board's review and consideration. The Board of Directors shall render a decision, which shall be final, within sixty (60) calendar days of receipt of the request for Board review.

Section 23. Personnel Files

An employee or their representative, on presentation of written authorization from the employee, shall have access to the employee's personnel file on request. The District shall furnish the employee copies of all performance evaluation reports and letters of reprimand or warning prior to placement of such documents into the employee's personnel file. The employee may be required to acknowledge the receipt of any document entered into their personnel file without prejudice to subsequent arguments concerning the contents of such documents.

Section 24. Grievance Procedure

24.1 General

(a) Definition

A grievance shall be defined as any dispute arising during the term of the MOU that involves the interpretation or application of any provision of this MOU during its term, excluding all ordinances, resolutions, rules and regulations, the subject of which is not specifically covered by the provisions of this MOU. Such excluded ordinances, resolutions, rules and regulations shall not be subject to the Grievance Procedure.

(b) Changes to MOU are Non-Grievable

Proposals to add to or change this MOU or written agreements or addenda supplementary hereto shall not be grievable and no proposal to modify, amend or terminate this MOU, nor any matter or subject arising out of or in connection with such proposal, may be referred for grievance under this Section; and no Adjustment Board shall have the power to amend or modify this MOU or written agreements or addenda supplementary hereto or to establish any new terms or conditions of employment.

(c) Changes to and Interpretations of MOU

No changes in the MOU or interpretations thereof (except interpretation resulting from Adjustment Board proceedings hereunder) shall be recognized unless agreed to by the General Manager and Local 21.

(d) Pay Claims

All grievances involving or concerning payment of compensation shall be filed in writing and no adjustments shall be retroactive for more than thirty (30) days from the date of filing.

(e) Letters of Reprimand

Letters of reprimand shall not be subject to the grievance procedure. Two (2) years or more from the date of the letter of reprimand, and if there have been no other letters of reprimand or disciplinary actions, an employee may request that the letter of reprimand be removed from the employee's personnel file. If these criteria are met, the letter will be removed; however, if any letters of reprimand or disciplinary action occur within five (5) years of the original date of the letter of reprimand, the letter of reprimand may be returned to the personnel file and cited in subsequent corrective action.

24.2 Initial Discussions

If the employee or the Union believes that a grievance exists, they must inform the employee's immediate supervisor of the complaint, along with a copy to the Human Resources & Risk Manager, and discuss the nature of the complaint with the immediate supervisor prior to elevating the grievance for resolution to the top management official in the department in

which the employee works. The grievance is to be presented in writing within thirty (30) calendar days of the date that the employee or the Union became aware, or should have become aware, of the act or occurrence. If the issue is not resolved within the department, the procedures hereafter specified may be invoked.

24.3 Adjustment Board

(a) General

In the event the grievant and the District are unable to reach a mutually satisfactory accord on any grievance (as the term "grievance" is hereinabove defined), which arises and is presented during the term of the MOU, such grievance shall be submitted to an Adjustment Board comprised of two (2) employee representatives and two (2) representatives of the District.

(b) No Decision by Adjustment Board

If an Adjustment Board is unable to arrive at a majority decision, either the grievant or the District may require that the grievance be referred to the General Manager.

(c) Jurisdiction

No Adjustment Board shall entertain, hear, decide or make recommendations on any dispute involving a position over which a recognized employee organization has jurisdiction unless such dispute falls within the definition of a grievance as hereinabove set forth in the first paragraph of this Section.

24.4 Referral to District Manager

The recognized employee organization, which has jurisdiction over the position directly affected by the grievance, may notify the General Manager in writing that a grievance exists and, in such notification, state the particulars of the grievance and, if possible, the nature of the determination that is desired. No grievance may be processed under this Section which has not first been filed and investigated in pursuance of this Section 24.2 and 24.3. A grievance that remains unresolved after it has been submitted in writing to the General Manager may be referred to non-binding arbitration for an advisory opinion.

24.5 Arbitration

(a) General

Any grievance that remains unresolved after consideration by the General Manager may be referred to non-binding arbitration. A notice to invoke arbitration shall be in writing to the General Manager within thirty (30) calendar days after receipt of the decision of the General Manager.

(b) Selection of Arbitrator

The arbitrator for a grievance matter shall be selected according to the same procedure as

specified for an appeal of discharge/discipline.

(c) Arbitrator's Decision

Upon conclusion of the arbitration hearing, the arbitrator shall provide both the General Manager and the Union representative with copies of the Arbitrator's decision on the merits of the appeal with references to, and a discussion of, the evidence presented. The arbitrator's decision shall be an advisory opinion only, non-binding on either party; provided that if neither party refers the appeal to the Board of Directors within thirty (30) days of receipt of the arbitrator's decision, the arbitrator's decision shall become final. The arbitrator's fees and expenses shall be borne equally by the Parties. If either party requires a transcript, that party shall bear the entire cost of such transcript.

24.6 Board of Directors

Any grievance that has not been resolved by the procedures hereinabove set forth may be referred by either party to the Board of Directors within thirty (30) calendar days of receipt of the arbitrator's advisory opinion for final decision. Each party may submit written comment or argument regarding the arbitrator's opinion, not to exceed five (5) pages in length, for the Board's review and consideration. The Board of Directors shall render a decision, which shall be final, within sixty (60) calendar days of receipt of the request for Board review.

Section 25. Miscellaneous Provisions

25.1 Outside Employment

No employee shall engage in employment that may constitute a conflict of interest for the employee or the District. No employee shall apply themselves whatsoever to any outside employment during their regular working hours. Any person, while in the employment of someone other than the District, shall wear no emblem, badge, uniform or other employee identification.

25.2 Safety

Personal protective equipment (PPE) shall be provided by the District to professional employees exposed in the work place that are not mitigated with other controls. Wearing of PPE when exposed to workplace hazards shall be a condition of employment. PPE shall conform to guidance set forth in applicable safety regulations and be appropriate for the hazard exposure. PPE for each job classification shall be determined on a case-by-case basis by the Safety Unit in conjunction with the employee's supervisor. PPE may be replaced after an incident that renders them unusable as protective devices or after normal wear and tear renders them unusable.

25.3 Clothing and Equipment

District shall provide clothing and/or equipment required to perform the work in the employee's job description and as determined or required by the employee's supervisor.

25.4 Certificates

The District shall pay for any required certificates, including renewal, as set forth in the employee’s job description or as approved by the General Manager or designee.

Section 26. Separability of Provisions

Should any Section, clause or provision of this MOU be declared illegal by final judgment of a court of competent jurisdiction, such invalidation of such Section, clause or provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the duration of this MOU. Upon such invalidation, the Parties agree to meet and confer concerning substitute provisions for those rendered or declared illegal.

Section 27. Past Practices and Status of this MOU

27.1 Continuance of Working Conditions

Continuance of working conditions and practices not specifically authorized by ordinance or resolution of the Board of Directors is not guaranteed by this MOU.

27.2 Status of this MOU

This MOU constitutes the entire understanding between the Parties hereto as to all matters hereof, and supersedes all existing Memoranda of Understandings, negotiations, prior discussions, preliminary agreements and understandings, whether written or oral, between the District and Local 21 (former PEBU).

It is mutually agreed that the terms herein are effective on the dates indicated or where not indicated, as of the Effective Date of this MOU, which shall be December 13, 2021. When not specifically covered in this MOU, the existing unmodified rules, regulations and ordinances of the District shall apply and, with the terms of this MOU, constitute the wages, hours and working conditions for those employees represented from the Effective Date through December 21, 2025.

Made and entered into this 13th day of December, 2021 (Effective Date).

INTERNATIONAL FEDERATION OF PROFESSIONAL AND TECHNICAL ENGINEERS, LOCAL 21

By _____ Date _____
John Varga
Union Representative/Organizer, IFPTE Local 21

By _____ Date _____
Joyce Chang
Union Steward

By _____ Date _____
Jason Ching
Union Steward

By _____ Date _____
Ryan Pendergraft
Union Steward

DUBLIN SAN RAMON SERVICES DISTRICT

By _____ Date _____
Daniel B. McIntyre
General Manager

By _____ Date _____
Carol Atwood
Administrative Services Director

By _____ Date _____
Michelle Gallardo
Human Resources & Risk Manager

ATTEST: _____
Nicole Genzale, District Secretary

EXHIBIT A

LIST OF EXEMPT AND NON-EXEMPT POSITIONS

As of the Effective Date of this MOU, the following positions are Exempt positions as determined by application of the Fair Labor Standards Act:

Classification	Step E Salary as of 12/14/20	New Market Step E Salary as of 12/12/21 (before COLA)
	Monthly	Monthly
Accountant II	\$10,771	\$10,853
Assistant Engineer	\$11,813	\$11,896
Associate Engineer	\$13,461	\$13,681
Clean Water Programs Administrator	\$12,129	\$12,793
Environmental Chemist II	\$11,105	\$11,187
Environmental Health and Safety Administrator	\$12,539	\$12,539
Financial Analyst	\$12,213	\$12,213
Geographic Information Systems Analyst	\$12,466	\$12,466
Information Technology Analyst II	\$12,725	\$12,806
Management Analyst II	\$11,801	\$11,373
Management Analyst II (<i>y-rated</i>)	\$11,801	
Pretreatment Programs Administrator	\$11,576	\$11,837
Public Affairs Specialist	\$11,309	\$11,309
Senior Environmental Chemist	\$12,129	\$12,306
Visual Communications Specialist	\$11,309	\$11,309

As of the Effective Date of this MOU, the following positions are Non-Exempt positions as determined by application of the Fair Labor Standards Act:

Classification	Step E Salary as of 12/14/20		New Market Step E Salary as of 12/12/21 (before COLA)	
	Monthly	Hourly	Monthly	Hourly
Accountant I	\$9,866	\$56.9192	\$9,866	\$56.9192
Environmental Chemist I	\$10,170	\$58.6731	\$10,170	\$58.6731
Information Technology Analyst I	\$11,642	\$67.1654	\$11,642	\$67.1654
Junior Engineer	\$10,814	\$62.3885	\$10,814	\$62.3885
Management Analyst I	\$10,804	\$62.3308	\$10,339	\$59.6481
Management Analyst I (<i>y-rated</i>)	\$10,804	\$62.3308		\$0.0000



TITLE: Approve Health Insurance Contribution for Calendar Year 2022 for Local 21 Employees

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, a health insurance premium contribution for the period of February 1, 2022, to December 31, 2022, for Local 21 employees.

DISCUSSION:

In mid-July of 2021, California Public Employees' Retirement System (CalPERS) notified contracting agencies of medical premium increases effective January 1 of the following calendar year. In accordance with contractual requirements of the Memoranda of Understanding (MOUs), Personal Service Agreements (PSAs), and Section 22892 of the Public Employees, Medical and Hospital Care Act, the Board adopts a resolution to revise the employer contribution towards health insurance premiums if there is a change to the employer contribution for the following calendar year. A copy of the resolution must be sent to CalPERS. On August 18, 2020, the Board adopted a resolution to set the employer contribution rate beginning January 1, 2021, for health insurance for Local 39, Professional Employees' Bargaining Unit (PEBU), and the General Manager. On November 16, 2021, the Board adopted a resolution to set the employer contribution rate beginning January 1, 2022, for health insurance for Mid-Management Employees' Bargaining Unit (MEBU) employees. On December 7, 2021, the Board adopted a resolution to set the employer contribution rate beginning February 1, 2022, for health insurance for Unrepresented and Senior Management employees.

For MEBU, Unrepresented, Senior Management, and Local 21 employees, the District's contribution is based on the plan year 2022 CalPERS Kaiser HMO Region 1 health premium rates. The maximum District monthly contribution rate for health insurance premiums will increase to the amounts as follows, effective January 1, 2022, for MEBU employees and February 1, 2022, for Unrepresented, Senior Management, and Local 21 employees:

Employee Only:	\$857.06
Employee + One:	\$1,714.12
Employee + Family:	\$2,228.36

For Local 21 employees, the District will administratively pick up the District's share of the medical premium cost for the month of January 2022, in accordance with the MOU approved just previous to this agenda item this evening.

For Local 39 and the General Manager, the District's contribution will remain unchanged from the contribution amounts approved by the Board on August 18, 2020, until such time as a successor Local 39 MOU and Personal Service Agreement (PSA) amendment for the General Manager are approved by the Board. The maximum District monthly contribution rate for health insurance premiums will remain in the amounts as follows:

Employee Only:	\$797.00
Employee + One:	\$1,594.00
Employee + Family:	\$2,072.00

The District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above. Staff has also reviewed the requirements of the employer mandate under the Patient Protection and Affordable Care Act (PPACA) and has determined that the District meets compliance requirements.

Originating Department: Administrative Services	Contact: M. Gallardo	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: Within Budget / FYE 2022 Operating Budget	
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)		71 of 237

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT FOR LOCAL 21 EMPLOYEES

WHEREAS, the Dublin San Ramon Services District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and

WHEREAS, Government Code Section 22892(a) provides that a contracting agency subject to the Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and

WHEREAS, by Resolution No. 47-20, the Board of Directors approved the employer contribution for calendar year 2021 for International Federation of Professional and Technical Engineers, Local 21 ("Local 21") (formerly Professional Employees' Bargaining Unit ["PEBU"]), Stationary Engineers, Local 39 ("Local 39") employees, and the General Manager at its regularly scheduled meeting on August 18, 2020; and

WHEREAS, there is no change to the employer contribution for calendar year 2022, as approved by Resolution No. 47-20, for Local 39 and the General Manager; and

WHEREAS, by Resolution No. 57-21, the Board of Directors approved the employer contribution for calendar year 2022 for Mid-Management Bargaining Unit (MEBU) employees; and

WHEREAS, by Resolution No. 64-21, the Board of Directors approved the employer contribution for calendar year 2022 for Unrepresented and Senior Management employees; and

WHEREAS, the Board of Directors approved the Memorandum of Understanding (MOU) between the District and Local 21, effective December 13, 2021, through December 21, 2025, earlier in this regularly scheduled meeting; and

WHEREAS, the specific language of this labor agreement establishes the employer's monthly health benefit contribution for calendar year 2022, and shall remain in effect under the current amount until such time as a new amount has been specified by successor resolution.

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:

Res. No. _____

(a) The employer contribution for each employee or annuitant for Local 21 shall be the amount necessary to pay the full cost of their enrollment, including the enrollment of eligible family members, in a health benefit plan or plans, effective on February 1, 2022, up to a maximum of:

Medical Group	Monthly Employer Contribution		
	Single	Two-Party	Family
002 Mid-Management Monthly	No Change	No Change	No Change
003 Senior Management Monthly	\$857.06	\$1,714.12	\$2,228.36
004 Unrepresented Monthly	\$857.06	\$1,714.12	\$2,228.36
005 Local 39 Monthly	No Change	No Change	No Change
011 Local 21 Monthly	\$857.06	\$1,714.12	\$2,228.36
013 General Manager Monthly	No Change	No Change	No Change
007 Mid-Management Hourly	No Change	No Change	No Change
008 Senior Management Hourly	\$428.53	\$857.06	\$1,114.18
009 Unrepresented Hourly	\$428.53	\$857.06	\$1,114.18
010 Local 39 Hourly	No Change	No Change	No Change
012 Local 21 Hourly	\$428.53	\$857.06	\$1,114.18

Plus administrative fees and Contingency Reserve Fund assessments and be it further resolved;

(b) Dublin San Ramon Services District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further resolved;

(c) That the participation of the employees and annuitants of Dublin San Ramon Services District shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Dublin San Ramon Services District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, California Public Employees' Retirement System (CalPERS) may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further resolved;

(d) That the executive body appoint and direct, and it does hereby appoint and direct, Nicole Genzale, District Secretary, to file with the Board a verified copy of this resolution, and to perform on behalf of Dublin San Ramon Services District all functions required of it under the Act.

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 21st day of December, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Richard M. Halket, President

ATTEST: _____
Nicole Genzale, District Secretary



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. 63-21

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the District Pay Schedule in accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and rescind Resolution No. 63-21.

DISCUSSION:

Per Resolution No. 63-21, the Board of Directors adopted the publicly available pay schedule in accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule.

The pay schedule has been updated with the corresponding base salary increase and effective date for the District salary range following the application of the cost-of-living-adjustment salary increase (4%) provided in District Memorandum of Understanding (MOU) for the International Federation of Professional and Technical Engineers, Local 21 (Local 21) approved by the Board earlier this evening.

The regulation specifies that compensation earnable is defined in statute and further clarified by California Code of Regulations, Title 2, Section 570.5, and that salaries shall be “duly approved and adopted by the employer’s governing body in accordance with requirements of applicable public 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). This pay schedule shall reflect salaries in place effective on December 13, 2021 and previously agreed to by the District in accordance with MOUs and the Unrepresented Salary and Benefits Resolutions.

Originating Department: Administrative Services	Contact: M. Gallardo	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: Within Budget / FYE 2022 Operating Budget	
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)	75 of 237	

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH THE CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5 AND RESCINDING RESOLUTION NO. 63-21

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. 63-21, the Board-adopted pay schedule was approved on December 7, 2021; and

WHEREAS, the Mid-Management Employees' Bargaining Unit (MEBU) have met in good faith and agreed to labor contracts effective December 13, 2021, through December 21, 2025; and

WHEREAS, the Board adopted the Unrepresented Salary and Benefits resolution, effective December 13, 2021, through December 21, 2025; and

WHEREAS, the International Federation of Professional and Technical Engineers, Local 21 (Local 21) have met in good faith and agreed to labor contracts effective December 13, 2021, through December 21, 2025; and

WHEREAS, the specific language of the labor contracts and salary and benefits resolution establish new base salaries effective the first day of the first pay period of calendar year 2022.

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. 63-21 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 21st day of December 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Richard M. Halket, 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	12/13/2021	TBD	8,442	8,864	9,309	9,774	10,261	48.7038	51.1385	53.7058	56.3885	59.1981
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	cadass1	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	cadass2	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	ycadass2	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	12/13/2021	59-21	5,877	6,171	6,480	6,805	7,145	33.9058	35.6019	37.3846	39.2596	41.2212
ADMINISTRATIVE ASSISTANT II - CONFIDENTIAL	H	hadass2	12/13/2021	59-21	6,466	6,789	7,128	7,485	7,859	37.3038	39.1673	41.1231	43.1827	45.3404
ADMINISTRATIVE ASSISTANT II - CONFIDENTIAL (y-rated)	H	yhass2	12/13/2021	59-21	0	0	0	0	8,226	0.0000	0.0000	0.0000	0.0000	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	12/13/2021	TBD	8,702	9,137	9,593	10,076	10,577	50.2038	52.7135	55.3442	58.1308	61.0212
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	12/13/2021	59-21	9,319	9,785	10,273	10,789	11,329	53.7635	56.4519	59.2673	62.2442	65.3596
HUMAN RESOURCES TECHNICIAN	H	hhrtc	12/13/2021	59-21	7,503	7,877	8,269	8,683	9,119	43.2865	45.4442	47.7058	50.0942	52.6096
INFORMATION TECHNOLOGY ANALYST I	H	pitan1	12/13/2021	TBD	9,963	10,458	10,982	11,532	12,108	57.4788	60.3346	63.3577	66.5308	69.8538
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	cinstc	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
INSTRUMENTATION, CONTROLS, AND ELECTRICAL SUPERVISOR	H	meisup	12/13/2021	54-21	12,669	13,303	13,968	14,667	15,400	73.0904	76.7481	80.5846	84.6173	88.8462
JUNIOR ENGINEER	H	pireng	12/13/2021	TBD	9,255	9,715	10,203	10,710	11,247	53.3942	56.0481	58.8635	61.7885	64.8865
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	12/13/2021	TBD	8,847	9,289	9,753	10,241	10,753	51.0404	53.5904	56.2673	59.0827	62.0365
MECHANIC I	H	cmech1	12/14/2020	59-17	7,148	7,505	7,882	8,277	8,691	41.2385	43.2981	45.4731	47.7519	50.1404
MECHANIC II	H	cmech2	12/14/2020	59-17	7,862	8,256	8,669	9,105	9,558	45.3577	47.6308	50.0135	52.5288	55.1423
MECHANIC II (CRANE CERTIFIED)	H	cmeccc	12/14/2020	59-17	8,061	8,465	8,886	9,332	9,799	46.5058	48.8365	51.2654	53.8385	56.5327
MECHANICAL SUPERVISOR	H	mmeaup	12/13/2021	54-21	10,724	11,260	11,824	12,418	13,034	61.8692	64.9615	68.2154	71.6423	75.1962
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	csrecci	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

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

SENIOR PROCESS WASTEWATER TREATMENT PLANT OPERATOR	H	cwtpo5	12/14/2020	59-17	9,351	9,818	10,309	10,824	11,366	53.9481	56.6423	59.4750	62.4462	65.5731
SENIOR 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	cswtpo	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
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	cwtpo1	12/14/2020	59-17	7,013	7,360	7,728	8,113	8,519	40.4596	42.4615	44.5846	46.8058	49.1481
WASTEWATER TREATMENT PLANT OPERATOR II	H	cwtpo2	12/14/2020	59-17	7,709	8,097	8,499	8,924	9,373	44.4750	46.7135	49.0327	51.4846	54.0750
WASTEWATER TREATMENT PLANT SUPERVISOR	H	mwtpsu	12/13/2021	54-21	11,511	12,086	12,690	13,324	13,991	66.4096	69.7269	73.2115	76.8692	80.7173
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
WATER/WASTEWATER SYSTEMS SUPERVISOR	H	mwwssp	12/13/2021	54-21	11,562	12,140	12,747	13,385	14,054	66.7038	70.0385	73.5404	77.2212	81.0808

Exempt Classifications	Exempt	Code	Effective Date	Resolution #	Monthly Salary					Bi-Weekly Pay Rate				
					Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT II	S	pacct2	12/13/2021	TBD	9,286	9,750	10,238	10,750	11,287	4285.85	4500.00	4725.23	4961.54	5209.38
ADMINISTRATIVE SERVICES DIRECTOR	S	asm	12/13/2021	59-21	17,243	18,105	19,010	19,961	20,959	7958.3077	8356.1538	8773.8462	9212.7692	9673.38
ASSISTANT ENGINEER	S	paseng	12/13/2021	TBD	10,179	10,688	11,222	11,783	12,372	4698.00	4932.92	5179.38	5438.31	5710.15
ASSISTANT GENERAL MANAGER	S	agmgr	12/13/2021	59-21	18,537	19,464	20,437	21,459	22,533	8555.54	8983.38	9432.46	9904.15	10399.85
ASSOCIATE ENGINEER	S	paesme	12/13/2021	TBD	11,705	12,290	12,905	13,550	14,228	5402.31	5672.31	5956.15	6253.85	6566.77
CLEAN WATER PROGRAMS ADMINISTRATOR	S	pcwpsp	12/13/2021	TBD	10,946	11,493	12,068	12,671	13,305	5052.00	5304.46	5569.85	5848.15	6140.77
ENGINEERING SERVICES DIRECTOR	S	esm	4/7/2021	16-21	16,580	17,409	18,279	19,193	20,153	7652.3077	8034.9231	8436.4615	8858.3077	9301.38
ENVIRONMENTAL CHEMIST II	S	pench2	12/13/2021	TBD	9,571	10,050	10,552	11,080	11,634	4417.38	4638.46	4870.15	5113.85	5369.54
ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS ADMINISTRATOR	S	pehspa	12/13/2021	TBD	10,730	11,265	11,828	12,421	13,041	4952.31	5199.23	5459.08	5732.77	6018.92
EXECUTIVE SERVICES SUPERVISOR	S	messup	12/13/2021	54-21	12,153	12,761	13,399	14,069	14,772	5609.08	5889.69	6184.15	6493.38	6817.85
EXECUTIVE SERVICES SUPERVISOR (y-rated)	S	ymessup	12/13/2021	54-21	12,635	13,267	13,931	14,624	15,357	5831.54	6123.23	6429.69	6749.54	7087.85
FINANCIAL ANALYST	S	pfinan	12/13/2021	TBD	10,451	10,973	11,523	12,098	12,702	4823.54	5064.46	5318.31	5583.69	5862.46
FINANCIAL SERVICES MANAGER	S	mfssup	12/13/2021	54-21	14,370	15,087	15,841	16,635	17,464	6632.31	6963.23	7311.23	7677.69	8060.31
GENERAL MANAGER	S	gm	12/17/2018	56-18	0	0	0	0	24,167	0.0000	0.0000	0.0000	0.0000	11154.00
GIS ANALYST	S	pgisa2	12/13/2021	TBD	10,665	11,200	11,758	12,346	12,965	4922.31	5169.23	5426.77	5698.15	5983.85
HUMAN RESOURCES ANALYST II	S	hhran2	12/13/2021	59-21	10,251	10,764	11,303	11,867	12,461	4731.23	4968.00	5216.77	5477.08	5751.23
HUMAN RESOURCES AND RISK MANAGER	S	mhrsup	12/13/2021	59-21	13,304	13,970	14,667	15,400	16,171	6140.31	6447.69	6769.38	7107.69	7463.54
INFORMATION TECHNOLOGY ANALYST II	S	pitan2	12/13/2021	TBD	10,957	11,505	12,080	12,684	13,318	5057.08	5310.00	5575.38	5854.15	6146.77
INFORMATION TECHNOLOGY MANAGER	S	missup	12/13/2021	54-21	14,306	15,020	15,772	16,563	17,392	6602.77	6932.31	7279.38	7644.46	8027.08
LABORATORY AND ENVIRONMENTAL COMPLIANCE MANAGER	S	mlbsup	12/13/2021	54-21	12,355	12,972	13,622	14,301	15,018	5702.31	5987.08	6287.08	6600.46	6931.38
MANAGEMENT ANALYST II	S	padan2	12/13/2021	TBD	9,731	10,218	10,729	11,265	11,828	4491.23	4716.00	4951.85	5199.23	5459.08
MECHANICAL SUPERINTENDENT	S	mmespt	12/13/2021	54-21	12,868	13,512	14,188	14,897	15,642	5939.08	6236.31	6548.31	6875.54	7219.38
OPERATIONS COMPLIANCE MANAGER	S	mocsup	12/13/2021	54-21	14,198	14,908	15,654	16,437	17,259	6552.92	6880.62	7224.92	7586.31	7965.69
OPERATIONS DIRECTOR	S	om	12/13/2021	59-21	17,243	18,105	19,010	19,961	20,959	7958.3077	8356.1538	8773.8462	9212.7692	9673.38
PRETREATMENT PROGRAMS ADMINISTRATOR	S	pprepa	12/13/2021	TBD	10,128	10,634	11,166	11,724	12,310	4674.46	4908.00	5153.54	5411.08	5681.54
PRINCIPAL ELECTRICAL ENGINEER	S	mprees	12/13/2021	54-21	14,848	15,589	16,368	17,187	18,047	6852.92	7194.92	7554.46	7932.46	8329.38
PRINCIPAL ENGINEER	S	mpreng	12/13/2021	54-21	14,848	15,589	16,368	17,187	18,047	6852.92	7194.92	7554.46	7932.46	8329.38
PRINCIPAL WATER/WASTEWATER SYSTEMS ENGINEER	S	mpwwse	12/13/2021	54-21	14,848	15,589	16,368	17,187	18,047	6852.92	7194.92	7554.46	7932.46	8329.38
PUBLIC AFFAIRS SPECIALIST	S	pcoms2	12/13/2021	TBD	9,675	10,159	10,667	11,201	11,761	4465.38	4688.77	4923.23	5169.69	5428.15
PUBLIC AFFAIRS SUPERVISOR	S	mcasup	12/13/2021	54-21	12,315	12,930	13,578	14,258	14,971	5683.85	5967.69	6266.77	6580.62	6909.69
SENIOR ENGINEER	S	msengs	12/13/2021	54-21	13,158	13,816	14,507	15,232	15,993	6072.92	6376.62	6695.54	7030.15	7381.38

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

SENIOR ENVIRONMENTAL CHEMIST	S	psrech	12/13/2021	TBD	10,530	11,056	11,609	12,189	12,798	4860.00	5102.77	5358.00	5625.69	5906.77
UTILITY BILLING AND CUSTOMER SERVICES SUPERVISOR	S	mcssup	12/13/2021	54-21	11,084	11,637	12,218	12,830	13,472	5115.69	5370.92	5639.08	5921.54	6217.85
VISUAL COMMUNICATIONS SPECIALIST	S	pgrptc	12/13/2021	TBD	9,675	10,159	10,667	11,201	11,761	4465.38	4688.77	4923.23	5169.69	5428.15
WASTEWATER TREATMENT PLANT OPERATIONS SUPERINTENDENT	S	mwtpos	12/13/2021	54-21	14,575	15,304	16,069	16,873	17,716	6726.92	7063.38	7416.46	7787.54	8176.62
WATER/WASTEWATER SYSTEMS SUPERINTENDENT	S	mwwsom	12/13/2021	54-21	13,876	14,569	15,297	16,062	16,865	6404.31	6724.15	7060.15	7413.23	7783.85

RESOLUTION NO. 63-21

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. 56-21

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. 56-21, the Board-adopted pay schedule was approved on November 16, 2021; and

WHEREAS, the Mid-Management Employees' Bargaining Unit (MEBU) have met in good faith and agreed to labor contracts effective December 13, 2021, through December 21, 2025; and

WHEREAS, the Board adopted the Unrepresented Salary and Benefits resolution earlier this evening in this regularly scheduled meeting, effective December 13, 2021; and

WHEREAS, the specific language of the labor contract and salary and benefits resolution establish new base salaries effective the first day of the first pay period of calendar year 2022.

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. 56-21 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.

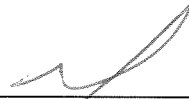
Res. No. 63-21

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 7th day of December, 2021, and passed by the following vote:

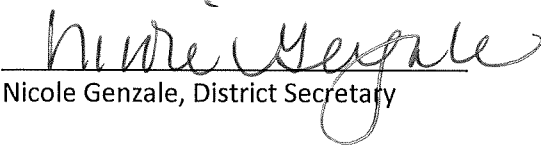
AYES: 5 – Directors Arun Goel, Georgean M. Vonheeder-Leopold, Ann Marie Johnson,
Marisol Rubio, Richard M. Halket

NOES: 0

ABSENT: 0



Richard M. Halket, President

ATTEST: 
Nicole Genzale, District Secretary



TITLE: Public Hearing: Adopt Resolution Approving the District's Election Division Map Plan "Ruby" Establishing the District's New Election Division Boundaries Based on 2020 Decennial Census Results

RECOMMENDATION:

Staff recommends the Board of Directors 1) hold a public hearing, and 2) adopt, by Resolution, the District's election division map plan, identified as "Ruby," establishing the District's new election division boundaries based on the 2020 Decennial Census Results.

DISCUSSION:

Elections Code Section 22000 et seq. requires the Board of Directors to adjust the boundaries of its voting divisions following the federal census that occurs every 10 years and provides guidelines for doing so. The 2020 Decennial Census was completed last year, and the results were released in September, enabling the District to complete its redistricting process to adopt new division boundaries. The District's demographer, Michael Wagaman, of Wagaman Strategies, presented a total of ten draft maps for the Board's consideration over the course of four public hearings held on October 19, November 16, December 7, and this evening.

On October 5, 2021, the Board reviewed the 2020 Decennial Census results and gave direction to Mr. Wagaman to draw draft maps.

On October 19, 2021, the Board reviewed four draft maps presented ("Blue," "Purple," "Red," and "Green") and provided Mr. Wagaman with additional criteria to draw additional draft maps for consideration.

On November 16, 2021, the Board reviewed four additional draft maps ("Lilac," "Magenta," "Violet," and "Plum") and created a ninth map ("Indigo") and directed staff to return the "Indigo" map for adoption on December 7, 2021.

On December 7, 2021, the Board revisited the "Indigo" map to address the improper placement of a population block and readjusted the boundary between Divisions 4 and 5 to resolve the placement issue. The Board directed staff to return this tenth map for adoption on December 21, 2021. The "Ruby" map and related demographic information were published in this evening's agenda packet, and on the District's website on December 8. Two public comments and Nextdoor customer poll feedback were received by the Board and considered during the redistricting process

This evening, staff recommends the Board adopt a resolution establishing the final preferred map, identified as "Ruby," as the District's new election division map plan.

Originating Department: Administrative Services	Contact: N. Genzale	Legal Review: Yes
Financial Review: Not Required	Cost and Funding Source: \$100,000 from Legislative Division, Administrative Overhead (Fund 900) Account 900.10.10.000.3.340	
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 – "Ruby" Map Demographics	
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Dublin San Ramon Services District

Proposed Final Redistricting Plan 12/21/21

Plan	District	Population [^]			Citizen Voting Age Population ⁺								
		Total	Deviation		Total	Latino*		Asian*		Black*		Non-Hispanic White	
		#	#	%	#	#	%	#	%	#	%	#	%
Ruby	1	23,999	-127	-0.5%	11,624	501	4.3%	7,890	67.9%	316	2.7%	2,518	21.7%
Ruby	2	25,186	1,060	4.4%	13,247	1,249	9.4%	3,832	28.9%	537	4.1%	7,290	55.0%
Ruby	3	23,083	-1,043	-4.3%	13,818	1,796	13.0%	3,187	23.1%	383	2.8%	8,072	58.4%
Ruby	4	23,021	-1,105	-4.6%	9,905	1,174	11.9%	3,810	38.5%	638	6.4%	3,984	40.2%
Ruby	5	25,341	1,215	5.0%	10,261	626	6.1%	6,259	61.0%	554	5.4%	2,430	23.7%

[^] 2020 Census Redistricting Data. Adjusted for incarcerated populations

⁺ Adjusted 2015-2019 American Community Survey Special Tabulation

* Calculated pursuant to OMB BULLETIN NO. 00-02

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING ELECTION DIVISION MAP PLAN "RUBY" ESTABLISHING THE DISTRICT'S NEW ELECTION DIVISION BOUNDARIES BASED ON THE 2020 DECENNIAL CENSUS RESULTS

WHEREAS, at its regular Board meeting on May 15, 2019, the Board of Directors adopted Ordinance No. 345 to establish a by-division voting process pursuant to California Elections Code Section 10010 (including the provisions of subdivision (e)(3) thereof) and based on the 2010 Census data, which ordinance has been amended by Ordinance No. 352 to expressly provide for adopting new election divisions by resolution as provided for by California Elections Code Section 22000 et seq.; and

WHEREAS, the Dublin San Ramon Services District (District) currently elects its Directors using this by-division election system with five (5) distinct election divisions (Divisions 1, 2, 3, 4, and 5) comprising its service area; and

WHEREAS, in the by-division election system, a candidate for the Board of Directors must live in the division which he or she wishes to represent, and only the voters of that division are entitled to vote to decide who their representative will be; and

WHEREAS, the 2020 Decennial Census was conducted and the final Census data was made available in September 2021 and the resulting final data of the Census made apparent the need to adjust the District's division boundaries; and

WHEREAS, pursuant to California Government Code Section 61026, a community services district shall adjust its election division boundaries after each decennial census; and

WHEREAS, the considerations for adjustment and adoption of election divisions are provided by California Elections Code Section 22000 et seq., the federal and state voting rights acts, and the federal and state constitutions; and

WHEREAS, pursuant to Elections Code Section 22001, the District shall hold at least one (1) public hearing at which the public is invited to provide input regarding the composition of the election divisions before adopting, at a public hearing, updated boundaries of each division; and

WHEREAS, at the regular Board meeting on October 5, 2021, the Board of Directors received and reviewed initial results of the 2020 Decennial Census for the District's service area and instructed its demographer to develop draft map options to adjust division boundaries to reflect the new census data for the five (5) election divisions; and

WHEREAS, on October 14, 2021, the District published and made available for release, four (4) draft maps for consideration, which were entitled "Blue," "Purple," "Red," and "Green." The four (4) draft maps were made available on the District's website and the public was invited to provide comment

Res. No. _____

via the District's "ContactUs" public email, various social media announcements, and by otherwise directly contacting District staff; and

WHEREAS, the Board of Directors held public hearings on October 19, 2021, November 16, 2021, and December 7, 2021 respectively, at which time input from the public on the composition of the District divisions including criteria for adjusting division boundaries was invited and heard; and

WHEREAS, at the public hearing on October 19, 2021, the Board of Directors considered all oral and written information, testimony, and comments received during the public review process, including information received at the public hearing, oral and written reports from District staff and the District's demographer, exhibits, maps, and all other pertinent information and instructed its demographer to develop revisions to the "Blue," "Purple," "Red," and "Green" draft maps to:

- Attempt to use major roads including Dougherty Road, Interstate 680, Amador Valley Blvd., Dublin Blvd., and Tassajara Road; and
- Study options for handling the Alameda/Contra Costa County line; and
- Explore having both water and wastewater collection services in all divisions; and
- Investigate minimizing changes to current boundaries; and

WHEREAS, on October 25, 2021, the District published and made available for release, the original four (4) maps, and the four (4) revised draft maps, respectively entitled "Lilac," "Magenta," "Violet," and "Plum." The four (4) original maps, and the four (4) revised draft maps were all made available on the District's website, and the public was invited to provide comment via the District's "ContactUs" public email, various social media announcements, and by otherwise directly contacting District staff; and

WHEREAS, at the public hearing on November 16, 2021, the Board of Directors considered all oral and written information, testimony, and comments received during the public review process, including information received at the public hearings, oral and written reports from District staff and the District's demographer, exhibits, maps, and all other pertinent information prior to determining the desired characteristics from certain draft maps, holding to the county line, and making additional adjustments to the boundary between Divisions 4 and 5 to create a preferred division map; and

WHEREAS, at the public hearing on November 16, 2021, the Board of Directors voted to proceed with the preferred map entitled "Indigo"; and

WHEREAS, on November 28, 2021, the District published and made available for release, the preferred map entitled "Indigo." The preferred map was made available on the District's website, and the public was invited to provide comment via the District's "ContactUs" public email, various social media announcements, and by otherwise directly contacting District staff; and

Res. No. _____

WHEREAS, at the public hearing on December 7, 2021, the Board of Directors reviewed and made final adjustments to the “Indigo” map boundary between Divisions 4 and 5, and voted to proceed with the new preferred map entitled “Ruby,” attached as “Exhibit A” hereto and incorporated herein as if fully set forth; and

WHEREAS, the purpose of this Resolution is to enact, pursuant to California Elections Code Section 22000 et seq. a resolution providing for the Dublin San Ramon Services District’s five (5) election divisions, identified as Divisions 1, 2, 3, 4 and 5, as adjusted according to the “Ruby” map.

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:

SECTION 1. PURPOSE AND AUTHORITY.

The purpose of this Resolution is to approve and adopt adjusted division boundaries for the District’s five (5) election divisions pursuant to California Government Code Section 61026 and California Elections Code Section 22000 et seq., and DSRSD Ordinance No. 345 as amended, as depicted in “Exhibit A” and as further described in “Exhibit B” which is attached hereto.

SECTION 2. EFFECT OF RESOLUTION.

This Resolution shall be effective immediately upon its adoption.

SECTION 3. EXEMPTION FROM CEQA.

The Board of Directors finds that the actions taken in this Resolution are exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

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 21st day of December, 2021, by the following vote:

AYES:

NOES:

ABSENT:

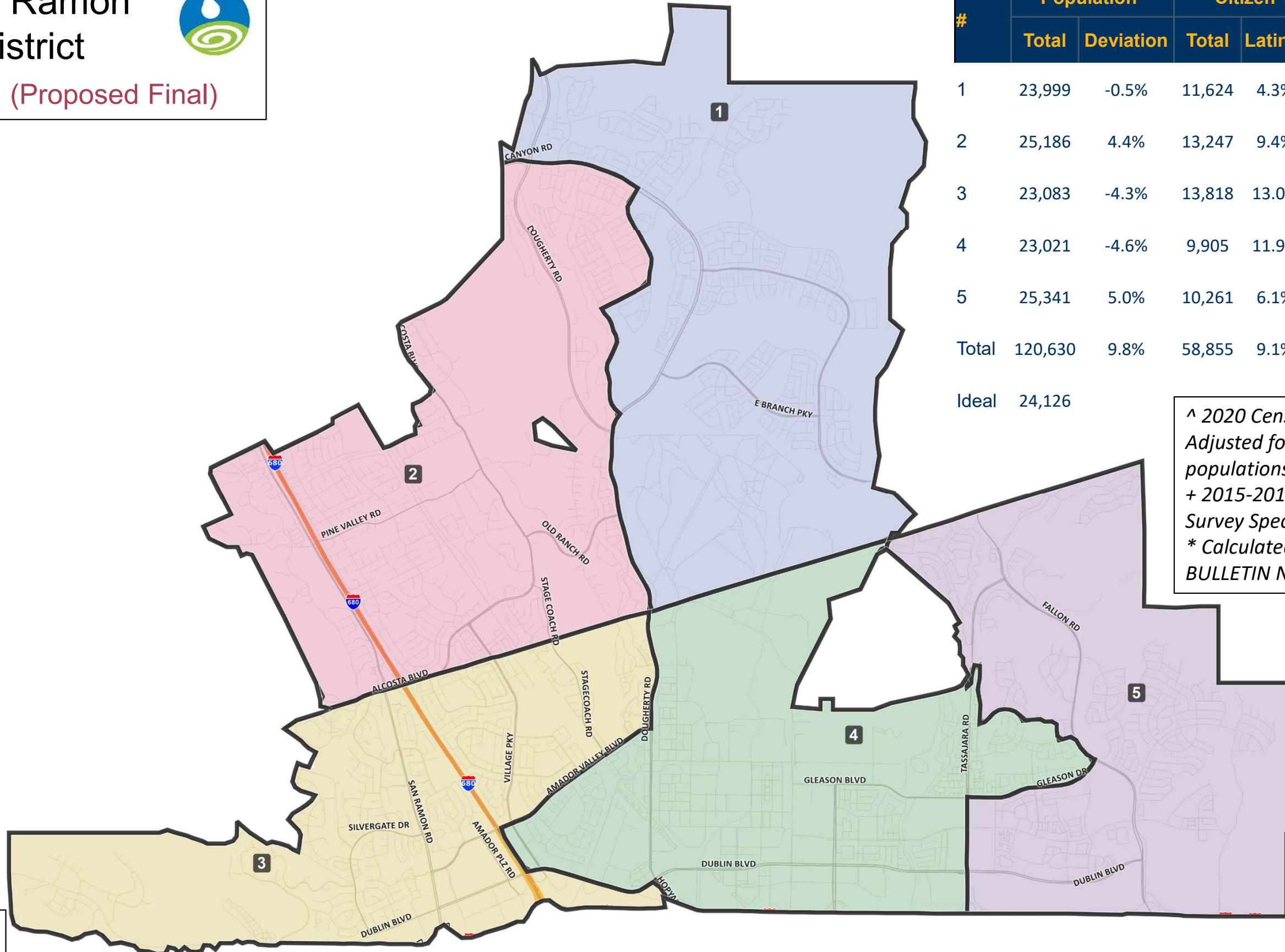
Richard M. Halket, President

ATTEST: _____
Nicole Genzale, District Secretary

Dublin San Ramon
Services District



Ruby Plan (Proposed Final)



#	Population [^]		Citizen Voting Age Population ⁺				
	Total	Deviation	Total	Latino*	Asian*	Black*	NH-White
1	23,999	-0.5%	11,624	4.3%	67.9%	2.7%	21.7%
2	25,186	4.4%	13,247	9.4%	28.9%	4.1%	55.0%
3	23,083	-4.3%	13,818	13.0%	23.1%	2.8%	58.4%
4	23,021	-4.6%	9,905	11.9%	38.5%	6.4%	40.2%
5	25,341	5.0%	10,261	6.1%	61.0%	5.4%	23.7%
Total	120,630	9.8%	58,855	9.1%	42.4%	4.1%	41.3%
Ideal	24,126						

[^] 2020 Census Redistricting Data.
Adjusted for incarcerated populations
+ 2015-2019 American Community Survey Special Tabulation
* Calculated pursuant to OMB BULLETIN NO. 00-02

Prepared by
WAGAMAN STRATEGIES

The Divisions for the “Ruby” map are as follows:

Division 1: All the portion of the Dublin San Ramon Services District lying easterly of the following described line: Beginning at the intersection of the westerly boundary of the Dublin San Ramon Services District and Bollinger Canyon Road, and proceeding easterly along Bollinger Canyon Road to South Monarch Road, and proceeding southerly along South Monarch Road to Ivy Leaf Springs Road, and proceeding southwesterly along Ivy Leaf Springs Road to Old Dougherty Road, and proceeding southerly along Old Dougherty Road to Bollinger Canyon Road, and proceeding southerly along Bollinger Canyon Road to Dougherty Road, and proceeding southerly along Dougherty Road to the northerly boundary of Alameda County, and proceeding easterly along the boundary of Alameda County to the easterly boundary of the Dublin San Ramon Services District.

Division 2: All the portion of the Dublin San Ramon Services District lying westerly of the following described line: Beginning at the intersection of the westerly boundary of the Dublin San Ramon Services District and Bollinger Canyon Road, and proceeding easterly along Bollinger Canyon Road to South Monarch Road, and proceeding southerly along South Monarch Road to Ivy Leaf Springs Road, and proceeding southwesterly along Ivy Leaf Springs Road to Old Dougherty Road, and proceeding southerly along Old Dougherty Road to Bollinger Canyon Road, and proceeding southerly along Bollinger Canyon Road to Dougherty Road, and proceeding southerly along Dougherty Road to the northerly boundary of Alameda County, and proceeding westerly along the boundary of Alameda County to the westerly boundary of the Dublin San Ramon Services District.

Division 3: All the portion of the Dublin San Ramon Services District lying westerly of the following described line: Beginning at the intersection of the westerly boundary of the Dublin San Ramon Services District and the southerly boundary of Contra Costa County, and proceeding northeasterly along the boundary of Contra Costa County to Dougherty Road, proceeding southerly along Dougherty Road to Amador Valley Boulevard, and proceeding southwesterly along Amador Valley Boulevard to Interstate 680, and proceeding southeasterly along Interstate 680 to Dublin Boulevard, and proceeding easterly along Dublin Boulevard to Dougherty Road, and proceeding southeasterly along Dougherty Road to the southerly boundary of the Dublin San Ramon Services District.

Division 4: All the portion of the Dublin San Ramon Services District lying within the following described line: Beginning at the intersection of the southerly boundary of Contra Costa County and Dougherty Road, proceeding southerly along Dougherty Road to Amador Valley Boulevard, and proceeding southwesterly along Amador Valley Boulevard to Interstate 680, and proceeding southeasterly along Interstate 680 to Dublin Boulevard, and proceeding easterly along Dublin Boulevard to Dougherty Road, and proceeding southeasterly along Dougherty Road to the southerly boundary of the Dublin San Ramon Services District, and proceeding easterly along the boundary of the Dublin San Ramon Services District to Tassajara Road, and proceeding northerly along Tassajara Road to Gleason Drive, and proceeding easterly along Gleason Drive to Fallon Road, and proceeding northwesterly along Fallon Road to Antone Way, and proceeding westerly along Antone Way to North Bridgepoint Lane, and proceeding northerly along North Bridgepoint Lane to Oak Bluff Lane, and proceeding westerly along Oak Bluff Lane to North Dublin Ranch Drive, and proceeding northwesterly along North Dublin Ranch Drive to Shadow Hill Drive, and proceeding northerly along Shadow Hill Drive to Tassajara Road, and proceeding southerly along Tassajara Road to the northerly boundary of Tassajara Creek Regional Park, and proceeding westerly along Tassajara Creek Regional Park to the boundary of the Dublin San Ramon Services District, and proceeding northerly along the boundary of the Dublin San Ramon Services District to the easterly boundary of the Camp Parks Military Reservation, and proceeding northerly to the southerly boundary

of Contra Costa County, and proceeding southwesterly along the boundary of Contra Costa County to Dougherty Road.

Division 5: All the portion of the Dublin San Ramon Services District lying easterly of the following described line: Beginning at the intersection of the southerly boundary of the Dublin San Ramon Services District and Tassajara Road, and proceeding northerly along Tassajara Road to Gleason Drive, and proceeding easterly along Gleason Drive to Fallon Road, and proceeding northwesterly along Fallon Road to Antone Way, and proceeding westerly along Antone Way to North Bridgepoint Lane, and proceeding northerly along North Bridgepoint Lane to Oak Bluff Lane, and proceeding westerly along Oak Bluff Lane to North Dublin Ranch Drive, and proceeding northwesterly along North Dublin Ranch Drive to Shadow Hill Drive, and proceeding northerly along Shadow Hill Drive to Tassajara Road, and proceeding southerly along Tassajara Road to the northerly boundary of Tassajara Creek Regional Park, and proceeding westerly along Tassajara Creek Regional Park to the boundary of the Dublin San Ramon Services District, and proceeding northerly along the boundary of the Dublin San Ramon Services District to the easterly boundary of the Camp Parks Military Reservation, and proceeding northerly to the southerly boundary of Contra Costa County.



TITLE: Accept Annual Comprehensive Financial Report with Independent Auditor’s Report for Fiscal Year Ended June 30, 2021 and Memorandum on Internal Control and Required Communications for Fiscal Year Ended June 30, 2021

RECOMMENDATION:

Staff recommends the Board of Directors accept, by Motion, the Dublin San Ramon Services District Annual Comprehensive Financial Report with Independent Auditor’s Report for Fiscal Year Ended June 30, 2021 and the Memorandum on Internal Control and Required Communications for Fiscal Year Ended June 30, 2021.

SUMMARY:

State law requires that every community services district publish a complete set of audited financial statements within six months of the close of each fiscal year. The audited financial statements are incorporated into the District’s Annual Comprehensive Financial Report (ACFR) to fulfill that requirement for the fiscal year ended (FYE) June 30, 2021. The District received a clean audit opinion and no internal control issues were identified for the fiscal year.

DISCUSSION:

Maze and Associates, contracted external auditor, recently completed its audit of the District’s financial statements for the FYE June 30, 2021. The audit was conducted in accordance with generally accepted auditing standards in the United States of America. Those standards require that the auditor plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements.

The audit concluded that: (1) the financial statements present fairly, in all material respects, the respective financial position of the business-type activities of the District as of June 30, 2021, and the respective changes in financial position and, where applicable, cash flows for the year; (2) the accounting is in conformity with generally accepted accounting principles in the United States of America; and (3) the internal controls and communications are adequate. The Independent Auditor’s Report has been incorporated into the Financial Section of the ACFR.

Financial highlights for FYE 2021:

- The District’s net position increased \$46.1 million or 9.8% from \$468.3 million to \$514.5 million. The increase reflects a \$37.9 million prior period adjustment due to a restatement of joint powers authority assets and liabilities.
- Service charge revenues increased \$2.3 million or 3.7% from \$61.3 million to \$63.6 million due to annual rate adjustments and account growth.
- Capacity reserve fees decreased \$5.9 million or 40.2% from \$14.6 million to \$8.7 million due to slowing development.
- Operating expenses (excluding depreciation) decreased \$8.0 million or 11.1% from \$71.7 million to \$63.7 million. The decrease was primarily due to the expense of \$6.4 million Water and Recycled Water SCADA Improvement project costs in the prior FYE 2020.

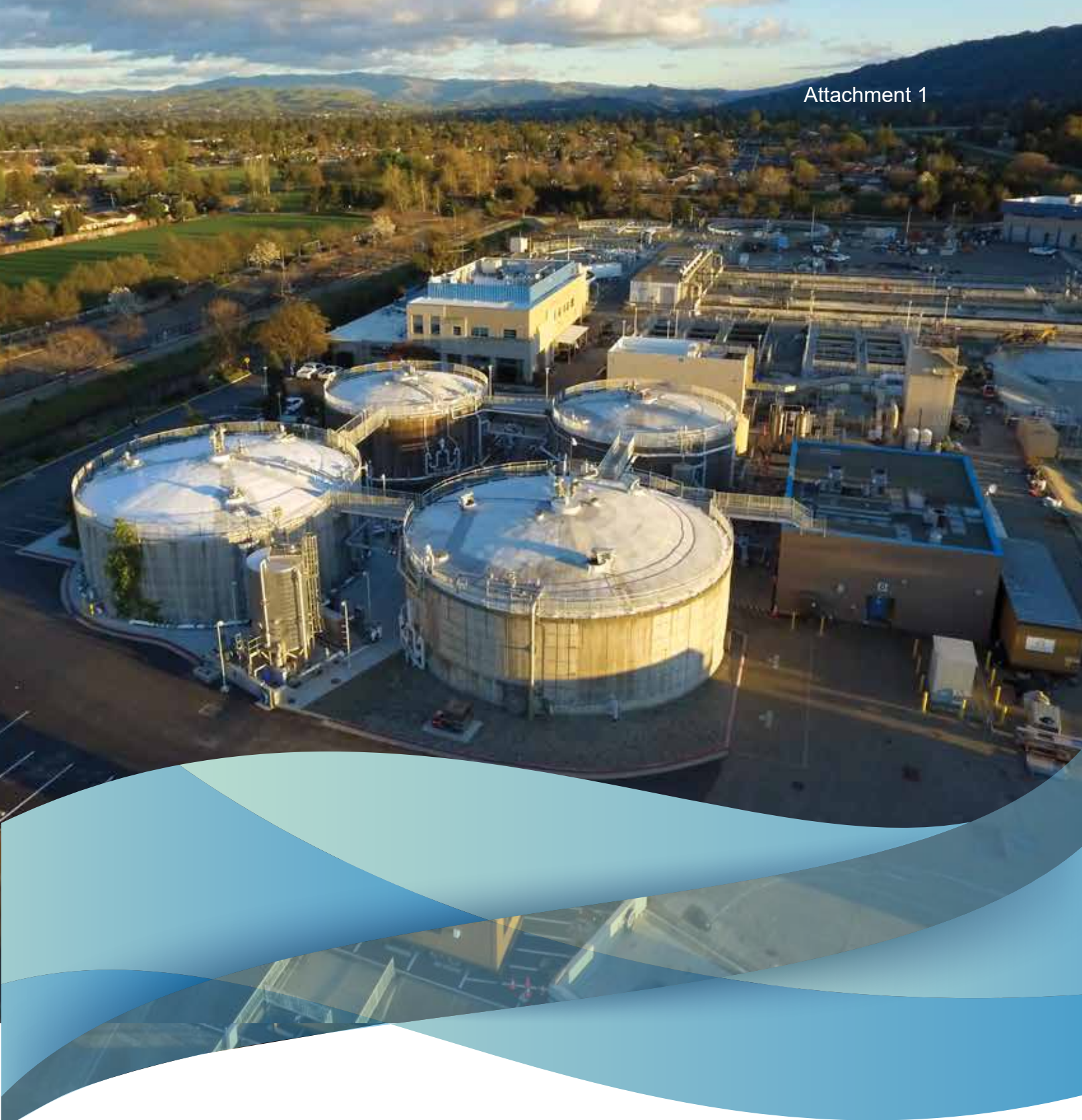
Originating Department: Administrative Services	Contact: W. Lam	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Annual Comprehensive Financial Report for Fiscal Year Ended June 30, 2021 Attachment 2 – Memorandum on Internal Control and Required Communications for Fiscal Year Ended June 30, 2021	

The ACFR provides information on the District's operating and financial activities for the fiscal year and is comprised of three sections:

- Introductory Section – Overview of the District, including a transmittal letter to the Board of Directors and customers which discusses the financial planning and significant achievements for the last fiscal year.
- Financial Section – Analysis of the District's financial performance and incorporation of the Independent Auditor's Report. The Independent Auditor's Report presents the District's audited financial statements, including Statements of Net Position, Statements of Revenues, Expenses and Changes in Net Position, and Statements of Cash Flows for the fiscal year ending June 30, 2021. The audited statements include management's discussion and analysis, notes to the financial statements, and required supplementary information.
- Statistical Section – Historical demographic and statistical data regarding the District, which provides context for the information in the Financial Section and District's overall financial health. In contrast to the Financial section, data in the Statistical section is not subject to an independent audit.

A Memorandum on Internal Control and Required Communications for Fiscal Year Ended 2021 was also issued. The memorandum did not identify any deficiencies in internal control that are considered material weaknesses during the audit. Also noted, there were no transactions during the year for which there was a lack of authoritative guidance or consensus, all significant transactions were recognized in the financial statements in the proper period, and financial statement disclosures are neutral, consistent, and clear.

The District's Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ended June 30, 2020 recently received the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada (GFOA), which is the 20th consecutive year the District has been awarded. The FYE 2021 ACFR was developed to meet the Certificate of Achievement Program's requirements and will be submitted to the GFOA to determine its eligibility.



**Dublin San Ramon
Services District**

Water, wastewater, recycled water

7051 Dublin Blvd | Dublin, CA 94568

2021 *Annual Comprehensive Financial Report (ACFR)*

Fiscal year ended June 30, 2021

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Introductory Section

December 21, 2021

To the Board of Directors and Dublin San Ramon Services District customers:

State law requires that every general purpose local government publish a complete set of audited financial statements within six months of the close of each fiscal year. The Dublin San Ramon Services District publishes this report to fulfill that requirement for the fiscal year ended June 30, 2021.

The management of Dublin San Ramon Services District assumes full responsibility for the completeness and reliability of the information in these financial statements, based upon a comprehensive system of internal controls established for this purpose. Because the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable, rather than absolute, assurance that the financial statements are free of any material misstatements.

Maze & Associates has issued an unmodified ("clean") opinion on the Dublin San Ramon Services District's financial statements for the year ended June 30, 2021. The independent auditor's report is located in the front of the financial section of this report.

Management's Discussion and Analysis (MD&A) immediately follows the independent auditor's report and provides a narrative introduction, overview, and analysis of the basic financial statements. MD&A complements this letter of transmittal and should be read in conjunction with it.

In accordance with standards established by the Governmental Accounting Standards Board's Statement No. 14, The Financial Reporting Entity, the District meets the definition of a stand-alone government. As of June 30, 2021, the District participates in two joint powers authorities (JPA): the Livermore-Amador Valley Water Management Agency (LAVWMA) and the Dublin San Ramon Services District-East Bay Municipal Utility District Recycled Water Authority (DERWA).

OVERVIEW



In March of 2021, ZEISS announced completion of its' Innovation Center, a new R&D, production, sales and customer service site in Dublin.

Mission Statement

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.

The District was formed in 1953 as the Parks Community Service District. The name was changed to Valley Community Services District (VCSD) in the early 1960s. VCSD became the vehicle for delivering local services before city governments existed, including water and wastewater services, recreation and parks, garbage collection, and fire protection. The name of the District was changed again in 1977 to Dublin San Ramon Services District (DSRSD) to reflect its service areas. By 1988, the cities of Dublin and San Ramon had incorporated and assumed responsibility for many of the services originally provided by the District, which allowed DSRSD to focus on water and wastewater services. In 1999, the District began providing a third service, recycled water. DSRSD currently provides water, recycled water, and wastewater services to more than 188,000 residents in Dublin, southern San Ramon, the Dougherty Valley area of San Ramon, and Pleasanton.

DSRSD's service area lies within the Tri-Valley, which is part of the East Bay region of the San Francisco Bay Area. The service area includes all of the City of Dublin, which is located approximately 35 miles east of San Francisco and 35 miles north of San Jose. The service area also includes portions of the City of San Ramon, which is located to the north of Dublin. In addition,

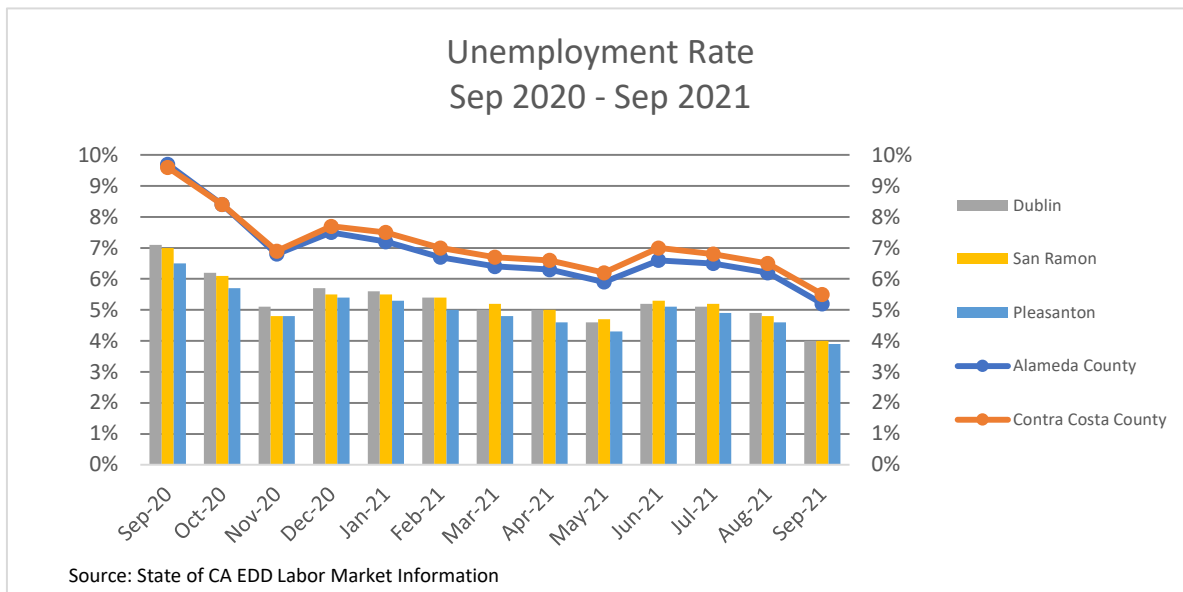
the District provides wastewater treatment services to the City of Pleasanton under an agreement with the city. The area offers easy access to many transportation options, including Interstates 580 and 680, Bay Area Rapid Transit (BART), Altamont Commuter Express (ACE), and Livermore Amador Valley Transit Authority (LAVTA).

The District is governed by a Board of Directors that sets policy, adopts budgets, and appoints a general manager to run operations. All five members of the Board of Directors were chosen by constituents from the District’s entire service area under the area-based election system. Five directors are elected to overlapping four-year terms.

Economic Conditions

The novel coronavirus (COVID-19) pandemic that began in early 2020 brought about transformational changes in the way people live and how businesses operate. The impacts of the pandemic have persisted throughout 2021 and are expected to continue into the next year. Widespread adoptions of temporary remote work by private and public agencies have become permanent work solutions affecting the economy of local retailers, changing the demand for local housing and office space, disturbing the labor supply market, and causing a rapid rise in digital technology. Social distancing and mask mandates have shocked the entertainment and hospitality industries with reduction of in-person meetings, conferences, travel, and reduced hotel occupancies. As the economy recovers from the effects of the pandemic, individuals and business owners are responding by pivoting and turning challenges into opportunities.

The East Bay Region (Alameda and Contra Costa County) at the peak of the COVID-19 outbreak in April 2020 saw unemployment rates for the two counties surge at unprecedented rates to 14.0% and 14.5%, respectively¹. Unemployment rates are slowly improving and on a downward trend, since the beginning of January 2021. As of September 2021, unemployment rates for the counties of Alameda and Contra Costa were 5.2% and 5.5%, respectively, and the cities of Dublin, Pleasanton, and San Ramon have reduced by approximately 30% to 4.0%, 4.0% and 3.9%, respectively.



1. Employment Development Department – Labor market Information October 22, 2021

According to the economic data from the US Census Bureau, the estimated median household income is \$150,299 for Dublin, \$156,400 for Pleasanton and \$160,783 for San Ramon, an increase over prior year of 4.0% and 4.8%, and 6.5%, respectively². Household median incomes are significantly higher compared to both the counties of Alameda with \$108,322 and Contra Costa with \$107,135². Personal income is on an upward trend in the East Bay, but so is the cost of living. Costs of rent, homeownership, utilities, transportation, meals, and entertainment are on the rise as compared to the prior year, but the East Bay still maintains a lower cost of living compared to San Francisco and Santa Clara counties³.

The housing market in the East Bay remains strong, with an increase of 6.69% in assessed property values over prior year for Alameda County. The City of Dublin ranked the third highest percentage increase in assessed value from the prior year at 7.77%⁴ compared to other cities in Alameda County. Contra Costa County reported a 3.44% increase over prior year with the City of San Ramon ranking second highest percentage increase compared to other cities in Contra Costa County.

Over the last year, the counties of Alameda and Contra Costa population actually experienced population growth by approximately 0.4% and 0.8%, respectively, compared to 2020. Projected population in 2022 for the two counties is estimated to increase by 0.7% and 0.8%, respectively⁵.

Both Dublin and San Ramon anticipate continued growth in the coming years. The City of Dublin has a population of 67,632 and is growing at a rate of 2.12% over the previous year. San Ramon's population grew 0.19% to 76,283 over the previous year. ⁶ Both cities rank in the Top 200 Largest Cities in California⁷.

2. United States Census Bureau, DP03 - 2019 American Community Survey 5-Year Estimates

3. East Bay Economic Development Alliance (East Bay EDA) - East Bay Economic Outlook 2021

4. Alameda County 2021-22 Annual Report

5. State of California Dept. of Finance P-2A: Total Estimated and Projected Population for California and Counties: July 1, 2010, to 2060 issued July 19, 2021.

6. State of California Dept. of Finance, P-4 Projected Households, Household Population, Group Quarters and Persons per Household for the Counties and State of California, released June 1, 2020

7. World Population Review website San Ramon, California Population 2021 (Demographics, Maps, Graphs) (worldpopulationreview.com)

ACHIEVEMENTS



Crew members install a concrete box to house weir gates for the Central San wastewater diversion structure.

Investing in the Future

Primary Treatment Expanded in FY 2021

In April of 2019, DSRSD began construction on the \$19 million Primary Sedimentation Expansion and Improvements Project at the Regional Wastewater Treatment Facility. The expansion, DSRSD's largest capital project since 2000, will remove 20% more solids, increasing treatment plant efficiency and improving the treatment process. It included constructing a new primary tank, expanding another, adding a grit tank, and replacing internal mechanisms of the other three primary tanks along with the motor control center. These improvements will provide needed primary treatment capacity for current and future wastewater flows for the cities of Dublin, San Ramon, and Pleasanton.

Increasing Efficiency

DSRSD Receives Additional Wastewater for Recycled Water Irrigation

On June 21, 2021, DSRSD began receiving an additional 700,000 gallons a day of wastewater through a temporary agreement with the Central Contra Costa Sanitary District. This wastewater diversion allows the San Ramon Valley Recycled Water Program (a partnership between DSRSD and East Bay Municipal Utility District) to irrigate more landscapes with recycled water—especially during a drought.



A Cummins generator instructor (left) trains Senior Mechanic Jason Miller (center) and Mechanic II Ron Freitas on how to operate the new emergency generators.



Two of the new portable emergency generators are stationed at the Regional Wastewater Treatment Facility, where they are ready to go online when needed.

District Office Reopens to Public After Two and a Half Years

DSRSD's main office on Dublin Boulevard closed in November 2018 due to a fire line break that caused flood damage throughout the building. Staff moved to other facilities, and the building was restored and renovated to bring it up to date. Just as staff were prepped to move back to the building in March 2020, the coronavirus pandemic hit and most office staff began working remotely.

The total cost to repair the flood damage, make renovations to use the space more efficiently, and bring the 28-year-old building up to code was \$6.4 million. The District was reimbursed \$3.1 million from insurance. DSRSD provided uninterrupted service to customers throughout this time, and staff were pleased to reopen the District Office on July 6, 2021.

Protecting Public Health and the Environment

District Purchases Generators to Power Operations in Emergencies

During emergencies as well as planned power outages, customers still expect to receive water and wastewater services. PG&E may turn off electricity during a Public Safety Power Shutoff in an effort to prevent wildfires. Without power, DSRSD cannot treat wastewater, or pump drinking water into reservoirs. It is crucial to have backup emergency generators.

The District spent \$3.42 million to purchase seven generators and make other upgrades for pump stations to be prepared for power outages. DSRSD saved \$50,000 by purchasing the generators through a bulk buying service for public agencies.

Community Outreach

As the coronavirus pandemic carried on through FY 2021, the District continued to reach customers virtually.

Water Conservation

It became clear near the end of 2020 and into 2021 that California was headed for another dry year, another drought. Throughout the summer, DSRSD partnered with the other three Tri-Valley water retailers on drought outreach and calling for water conservation. Social media posts were communicated multiple times a month beginning in March 2021, sharing information about water supply, how to fix leaks, tips for saving water indoors and outdoors, and water-saving rebates.

FINANCIAL PLANNING AND POLICIES



District management is responsible for establishing and maintaining an internal control structure that protects the assets of the District from loss, theft, or misuse. The District uses full accrual accounting for financial reporting and employs enterprise funds to account for its wastewater and water operating activities. The 10-year capital improvement program and the 2-year operating budget are approved by the Board of Directors. The general manager is authorized to approve budget transfers at the fund level.

Recognizing the critical importance of financial planning and controls, the District has developed comprehensive financial policies based on industry best practices. The policies guide long-term planning and ensure that financial decisions are analyzed and applied in a consistent manner. The Board of Directors reviews and approves all financial policies every four years.

District policies are available online at www.dsrtd.com/about-us/district-policies. Finance policies include:

- Apportioning Planning Costs (P400-18-2)
- Auditor Selection and Services (P400-18-3)
- Budget Accountability (P400-18-1)
- Capital Financing and Debt Management (P400-17-3)
- Consolidated Water Enterprise Fund (P400-19-1)
- Debt Disclosure (P400-17-2)
- Financial Reserves (P400-15-1)
- Investment (P400-18-4)
- Project Cost Allocation (P400-17-5)
- Rate Policies and Guidelines (P400-16-1)
- Utility Billing Adjustments (P400-17-4)
- Water Expansion Fund Management (P400-14-1)

The District has a long-term approach to financial planning and utilizes a 10-year financial planning model to develop 2-year budgets, 10-year capital plans, and various rate studies. This long-term focus aligns with the Board's objectives to manage public funds to provide financial stability, while striving to keep rate increases consistent with inflation. Meeting these goals has resulted in a solid AA+ credit rating for the District.

Fiscal Year Ended 2021

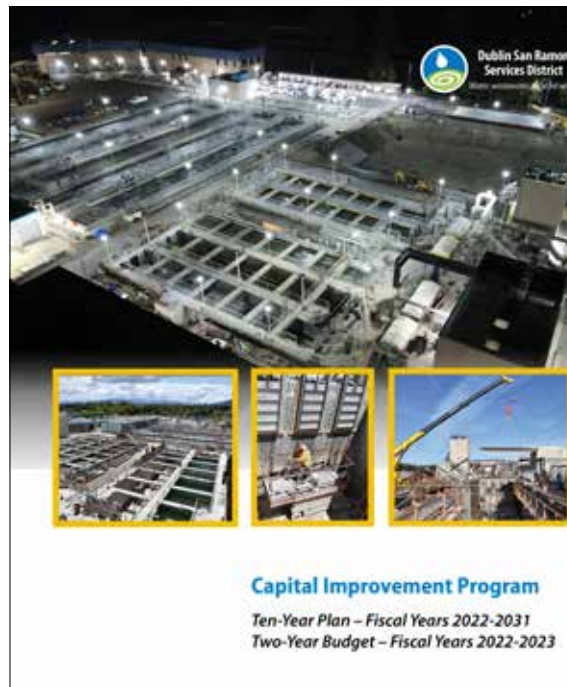
The District prepares quarterly financial reports for the Board which address trends in revenues, operation and maintenance (O&M), capital costs, and achieve policy reserve fund targets. The Board adopts a 5-year Strategic Plan. In addition, the District conducts rate and fee studies approximately every five years.

For FYE 2021, the Board adopted the following items:

- April 2021** – Adopted Strategic Plan for FYE 2022 - 2026
- June 2021** – Adopted Operating Budget for FYE 2022 and FYE 2023
- June 2021** – Adopted CIP Two-Year Budget for FYE 2022 and FYE 2023
- June 2021** – Adopted CIP Ten-Year Plan for FYE 2022 - 2031

Rate and fee studies, operating and capital budgets, master and strategic plans may be found on the District website at www.dsrsd.com/about-us/library/financial-information.

For a detailed discussion and analysis of the District's operations during fiscal year ending June 30, 2021, please read the Management's Discussion and Analysis (MD&A) in the Financial Section of this report. Financial Trends, in the Statistical Section of this report, summarizes the historical fluctuations in revenues sources and operating expenses the District has experienced over the past 10 years.



The District's Two-Year Operating Budget and its Capital Improvement Program Ten-Year Plan and Two-Year Budget

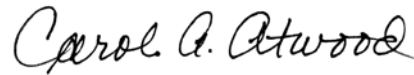
Awards and Acknowledgments

The Government Finance Officers Association of the United States and Canada (GFOA) awarded the Certificate of Achievement for Excellence in Financial Reporting to Dublin San Ramon Services District for its comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2020. This was the 20th consecutive year the District has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only. We believe that our current comprehensive annual financial report continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate. The preparation of this report would not have been possible without the hard work and dedication of the Financial Services and Public Affairs Divisions. We also want to express our appreciation to the staff members throughout the District who assisted and contributed to the information presented in this report. Finally, we would like to acknowledge the support of the DSRSD Board of Directors for its dedication to serving customers well by maintaining strong financial standards.

Respectfully submitted,



Daniel McIntyre
General Manager



Carol Atwood
Administrative Services Director/Treasurer



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Dublin San Ramon Services District
California**

For its Comprehensive Annual
Financial Report
For the Fiscal Year Ended

June 30, 2020

Christopher P. Morrill

Executive Director/CEO

BOARD OF DIRECTORS

as of June 30, 2021



ANN MARIE JOHNSON

President (At-Large)

Boardmember since 2018
Term expires December 2022



RICHARD HALKET

Vice President (Division 3)

Boardmember since 2004
Term expires December 2024



ARUN GOEL

Director (Division 5)

Boardmember since 2021
Term expires December 2022



MARISOL RUBIO

Director (Division 1)

Boardmember since 2020
Term expires December 2024



GEORGEAN
VONHEEDER-LEOPOLD

Director (At-Large)

Boardmember since July 2009
Term expires December 2022
(Previously served 1992-2000)

SENIOR MANAGEMENT TEAM

DANIEL MCINTYREGeneral Manager

JAN LEE.....Assistant General Manager

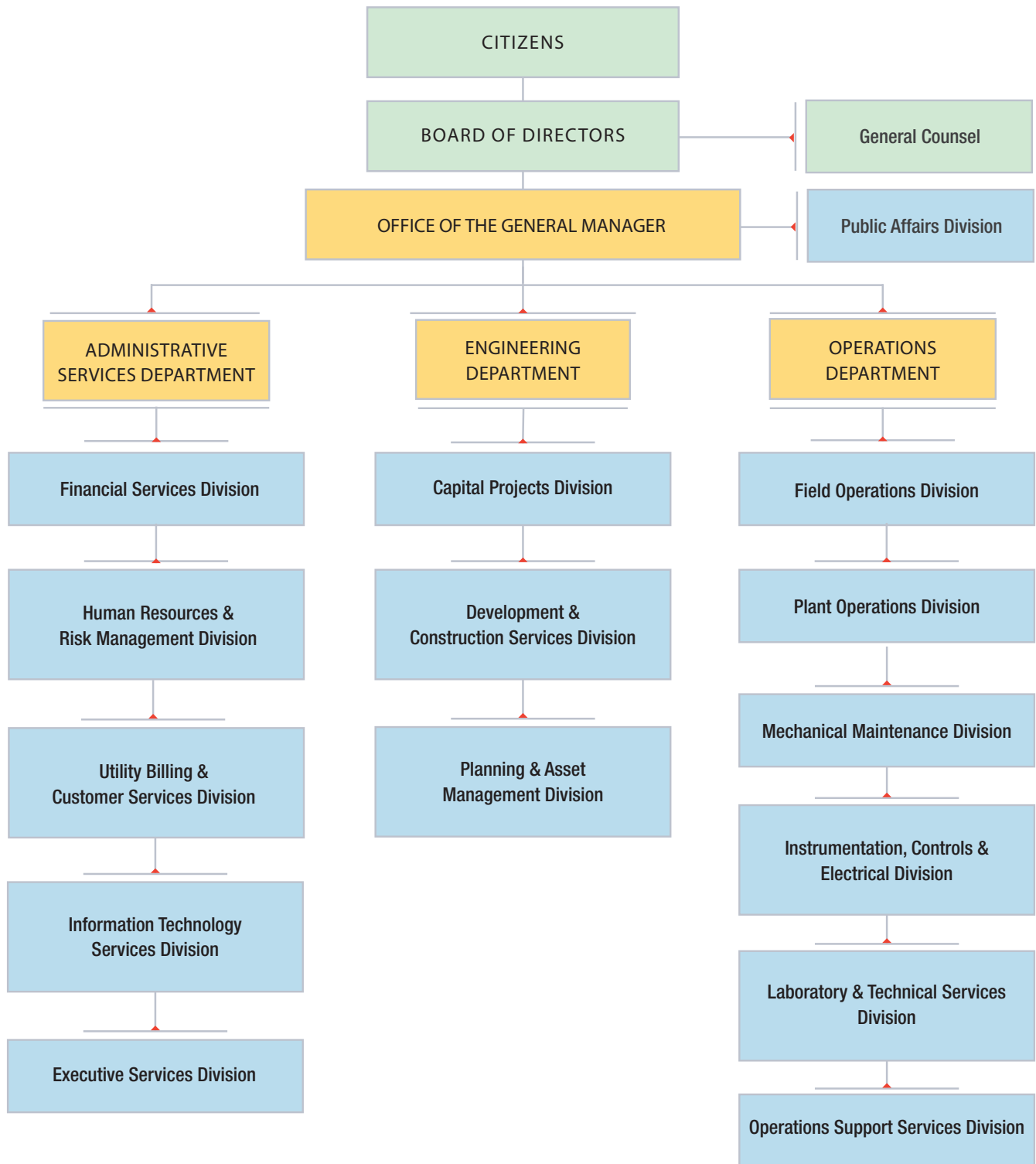
CAROL ATWOOD..... Administrative Services Director

JEFF CARSONOperations Director

JUDY ZAVADIL.....Engineering Services Director

ORGANIZATION CHART

as of June 30, 2021





Financial Section

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Dublin San Ramon Services District
Dublin, California

Report on Financial Statements

We have audited the accompanying financial statements of the business-type activities of the Dublin San Ramon Services District (District), California, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the District as of June 30, 2021, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Accountancy Corporation
3478 Buskirk Avenue, Suite 215
Pleasant Hill, CA 94523

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W mazeassociates.com

Report on Summarized Comparative Information

We have previously audited the District's June 30, 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated November 13, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Emphasis of Matter

As discussed in Note 10, the District restated the beginning net position of the Wastewater and Water Funds related to the reclassifications of Investments in a Joint Powers Authority (JPA). The emphasis of this matter does not constitute a modification to our opinion.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and other required supplementary information as listed in the Table of Contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The Supplementary Information listed in the Table of Contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Supplementary Information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Supplemental Information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Maze + Associates

Pleasant Hill, California
October 29, 2021

DUBLIN SAN RAMON SERVICES DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS OF
BASIC FINANCIAL STATEMENTS
Fiscal Years Ended June 30, 2020 and 2019

Financial Highlights for Fiscal Year 2020

- ✓ The District's net position increased \$9.8 million or 2.1% from \$458.5 million to \$468.3 million
- ✓ Service charge revenues increased \$6.3 million or 11.5% from \$55.0 million to \$61.3 million
- ✓ Capacity reserve fees decreased \$13.0 million or 47.1% from \$27.7 million to \$14.6 million
- ✓ Operating expenses (excluding depreciation) increased \$9.7 million or 15.6% from \$62.0 million to \$71.7 million

Overview of the Financial Statements

The discussion and analysis provided here are intended to serve as an introduction to the Dublin San Ramon Services District's basic financial statements. The District's basic financial statements consists of the Statements of Net Position, Statements of Revenues and Expenses and Changes in Fund Net Position, Statements of Cash Flows, and Notes to Financial Statements. The notes to the financial statements provide narrative explanations or additional data as needed for full disclosure.

- The Statements of Net Position presents financial information on all of the Districts assets, liabilities, and deferred inflows/outflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.
- The Statements of Revenues and Expenses and Changes in Fund Net Position measures the success of District operations for the year and determines cost recovery through user fees and other charges, profitability, and credit worthiness.
- The Statements of Cash Flows provides information about District cash receipts and disbursements and net changes in cash that result from operating activities, non-capital financing activities, capital financing activities and investing activities. Thus, the Statements of Cash Flows shows sources and uses of cash.

The format of the District's financial statements is in accordance with business-type activities known as enterprise funds. Enterprise funds are self-supporting funds that charge fees to users to cover the costs of operation, maintenance, and recurring capital replacement, and are similar to the accounting methods used by private sector companies. Enterprise funds report on the accrual basis of accounting recognizing all assets, liabilities, revenues and expenses applicable as of the financial statement date.

The District is governed by a Board of Directors, which sets policy, adopts budgets and appoints a General Manager to direct operations. Currently, the District service area is comprised of five divisions with one Director representing each division and serving overlapping four-year terms.

Changes in Net Position

The following condensed statements, Statements of Net Position (Table 1) and Statements of Revenues and Expenses and Changes in Fund Net Position (Table 2), are presented in a comparative format together with dollar and percentage of change from the previous year, to help the reader analyze financial activity.

DUBLIN SAN RAMON SERVICES DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS OF
BASIC FINANCIAL STATEMENTS
Fiscal Years Ended June 30, 2021 and 2020

TABLE 1

Period ended June 30	Condensed Statements of Net Position						
	2021	2020	Change in 2021		2019	Change in 2020	
			\$	%		\$	%
Current and restricted assets	\$ 229,579,002	\$ 226,027,745	\$ 3,551,257	1.6%	\$ 214,416,088	\$ 11,611,657	5.4%
Investment in JPA	52,308,093	-	52,308,093		-	-	
Capital assets	291,655,789	325,840,467	(34,184,678)	-10.5%	331,410,571	(5,570,104)	-1.7%
Other assets	4,444,646	4,203,680	240,966	5.7%	193,449	4,010,231	2073.0%
Total assets	<u>577,987,530</u>	<u>556,071,892</u>	<u>21,915,638</u>	<u>3.9%</u>	<u>546,020,108</u>	<u>10,051,784</u>	<u>1.8%</u>
Deferred outflow of resources	10,288,601	12,154,141	(1,865,540)	-15.3%	12,449,741	(295,600)	-2.4%
Current and restricted liabilities	17,798,489	15,173,538	2,624,951	17.3%	13,062,798	2,110,740	16.2%
Long-term liabilities	49,101,830	74,606,544	(25,504,714)	-34.2%	79,379,596	(4,773,052)	-6.0%
Total liabilities	<u>66,900,319</u>	<u>89,780,082</u>	<u>(22,879,763)</u>	<u>-25.5%</u>	<u>92,442,394</u>	<u>(2,662,312)</u>	<u>-2.9%</u>
Deferred inflow of resources	6,917,820	10,099,227	(3,181,407)	-31.5%	7,522,059	2,577,168	34.3%
Net Position							
Net investment in capital assets	259,330,789	264,272,071	(4,941,282)	-1.9%	267,681,575	(3,409,504)	-1.3%
Restricted for expansion	145,173,609	91,656,612	53,516,997	58.4%	85,940,024	5,716,588	6.7%
Restricted for debt service	2	-	2		-	-	
Restricted for assessment district	423,586	783,517	(359,931)	-45.9%	906,235	(122,718)	-13.5%
Unrestricted	109,530,006	111,634,524	(2,104,518)	-1.9%	103,977,562	7,656,962	7.4%
Total net position	<u>\$ 514,457,992</u>	<u>\$ 468,346,724</u>	<u>\$ 46,111,268</u>	<u>9.8%</u>	<u>\$ 458,505,396</u>	<u>\$ 9,841,328</u>	<u>2.1%</u>

During the fiscal year ended June 30, 2021 (FYE 2021), total assets increased 3.9% or \$21.9 million from June 30, 2020 (FYE 2020) compared to an increase of 1.8% or \$10.1 million over June 30, 2019 (FYE 2019). The increase is primarily due to a restatement to include the District's member equity in the two joint powers authorities (JPA): Livermore Amador Valley Water Management Agency (LAVWMA) and DSRSD/EBMUD Recycled Water Authority (DERWA).

Total liabilities decreased \$22.9 million or 25.5% during the FYE 2021 compared to a decrease of \$2.7 million or 2.9% during the FYE2019. The FYE2021 decrease was due to a restatement of JPA debt.

Changes to the deferred inflows/outflows of resources are related to the District's pension and other post-employment benefits (OPEB) plans with the California Public Employees' Retirement System (CalPERS), for additional information see Financial Statement Note #10 – Pension Plan and Note #11 – Post Employment Health Care Benefits.

As a result of the change in assets and liabilities above, the District's total net position increased \$46.1 million or 9.8% during FYE 2021 compared to an increase of \$9.8 million or 2.1% during FYE 2020. The increase reflects a \$37.9 million prior period adjustment due to a restatement of JPA assets and liabilities.

DUBLIN SAN RAMON SERVICES DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS OF
BASIC FINANCIAL STATEMENTS
Fiscal Years Ended June 30, 2021 and 2020

TABLE 2

**Condensed Statements of Revenues and Expenses and Changes in Fund Net Position
(In millions of dollars)**

Period ended June 30			Change in 2021				Change in 2020	
	2021	2020	\$	%	2019	\$	%	
Operating revenues	\$ 63,603,757	\$ 61,338,554	\$ 2,265,203	3.7%	\$ 54,992,657	\$ 6,345,897	11.5%	
Other revenues	7,876,646	10,072,084	(2,195,438)	-21.8%	7,397,494	2,674,590	36.2%	
Investment income	(663,326)	7,102,863	(7,766,189)	-109.3%	7,136,641	(33,778)	-0.5%	
Capacity reserve fees	8,748,665	14,631,802	(5,883,137)	-40.2%	27,667,384	(13,035,582)	-47.1%	
Contributions	2,802,000	1,534,964	1,267,036	82.5%	2,360,000	(825,036)	-35.0%	
Total revenues	82,367,742	94,680,267	(12,312,525)	-13.0%	99,554,176	(4,873,909)	-4.9%	
Operating expenses	63,693,579	71,657,864	(7,964,285)	-11.1%	61,988,760	9,669,104	15.6%	
Depreciation	8,980,372	11,727,255	(2,746,883)	-23.4%	11,541,721	185,534	1.6%	
Non-operating expenses	1,438,263	1,453,820	(15,557)	-1.1%	1,467,175	(13,355)	-0.9%	
Total expenses	74,112,214	84,838,939	(10,726,725)	-12.6%	74,997,656	9,841,283	13.1%	
Changes in net position	8,255,528	9,841,328	(1,585,800)	-16.1%	24,556,520	(14,715,192)	-59.9%	
Beginning net position	468,346,724	458,505,396	9,841,328	2.1%	433,948,876	24,556,520	5.7%	
Prior period adjustment	37,855,740	-	37,855,740	-	-	-	0.0%	
Beginning net position, as restated	506,202,464	458,505,396	47,697,068	10.4%	433,948,876	24,556,520	5.7%	
Ending net position	\$ 514,457,992	\$ 468,346,724	\$ 46,111,268	9.8%	\$ 458,505,396	\$ 9,841,328	2.1%	

In FYE 2021, the District had a decrease in total revenues of 13.0% or \$12.3 million compared to FYE 2020, while FYE 2020 total revenues were 4.9% or \$4.9 million lower than FYE2019. The decrease in FYE 2021 was primarily due to investment loss under a weak economic market and lower capacity reserve fees revenue due to slowing development.

Total expenses decreased by 12.6% or \$10.7 million during FYE 2021 compared to a 13.1% or \$9.8 million increase during FYE2020. The decrease in FYE 2021 was primarily due to the expense of \$6.4 million Water and Recycled Water SCADA Improvement costs in FYE 2020.

Capital Assets and Debt

During FYE 2021, the District purchased, had contributed, or transferred from construction in progress the following assets:

Contributed sub-surface lines	\$2,786,000
Wastewater treatment plant improvements	228,780
Wastewater facilities improvements	55,560
Vehicles and equipment	3,089,003
	<u>\$6,159,343</u>

DUBLIN SAN RAMON SERVICES DISTRICT
MANAGEMENT’S DISCUSSION AND ANALYSIS OF
BASIC FINANCIAL STATEMENTS
Fiscal Years Ended June 30, 2021 and 2020

In FYE 2021, the District had 18,670 linear feet of potable water line and 15,206 linear feet of sewer line contributed by developers valued at \$2.8 million. Wastewater treatment plant improvements of \$228,780 is primarily due to costs related to the Facultative Sludge Lagoon Anchors projects. Wastewater facilities improvements of \$55,560 is due to costs related to the Building S Pipe Replacement project. Vehicles and equipment of \$3.1 million includes purchase of four operation vehicles, foul air line and various equipment. For additional information on capital assets see Financial Statement Note 4 – Capital Assets.

In FYE 2021 the District had the following additions to construction in progress:

Construction in Progress

Primary Sedimentation Expansion/Improvements	\$7,504,119
Wastewater system expansion and improvements	(790,292)
Water system expansion and improvements	3,922,832
	\$10,636,659

The additions to construction in progress is primarily due to the cost of Primary Sedimentation Expansion. Wastewater system improvements include Foul Air Line Rehabilitation project that was completed in FYE 2021. Water system expansion and improvements include Emergency Response and Valve and Blow-Off Replacement projects.

On December 1, 2017, the District issued \$33,590,000 of 2017 Water Revenue Refunding Bonds with proceeds used to advance refund the outstanding portion of the 2011 Water Revenue Refunding Bonds. Below is a recap of the Districts current outstanding debt payable. For additional information on the District’s debt obligations, see Financial Statement Note 7 – Long-term debt.

	Balance at 6/30/2020	Additions	Principal Payments	Balance at 6/30/2021
2017 Water Revenue Refunding Bonds	\$32,760,000		\$435,000	\$32,325,000

Rates and Other Economic Factors

The District is not subject to variations in general economic conditions, such as increases or declines in property tax values or sales taxes. Accordingly, the District sets its rates to cover the costs of operations, maintenance, replacement (OM&R), and debt-financed capital improvements.

Contacting the District

This financial report is designed to provide our customers, investors and creditors with a general overview of the District’s finances and to show accountability for the money it receives. If you have questions about this report, or need any additional financial information, contact the Financial Services Division at 7051 Dublin Blvd., Dublin, California 94568 or call 925-828-0515.

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DUBLIN SAN RAMON SERVICES DISTRICT
 COMPARATIVE STATEMENTS OF NET POSITION
 JUNE 30, 2021
 WITH SUMMARIZED TOTALS AS OF JUNE 30, 2020

	2021		Totals	2020
	Wastewater	Water		
ASSETS				
Current assets:				
Pooled cash	\$7,378,528	\$6,661,391	\$14,039,919	\$19,765,091
Pooled investments	104,423,924	95,432,195	199,856,119	190,504,169
Cash in Escrow	-	-	-	213,627
Restricted cash - debt service	-	2	2	295
Accounts receivable	6,952,060	8,200,685	15,152,745	14,802,596
Interest receivable	249,521	232,688	482,209	693,959
Deferred capacity reserve fees receivable	44,228	-	44,228	44,228
Prepaid expenses	2,378	1,402	3,780	3,780
Total current assets	119,050,639	110,528,363	229,579,002	226,027,745
Non-current assets:				
Investments in JPA	12,574,658	39,733,435	52,308,093	-
Capital assets:				
Property, plant and equipment	236,973,998	176,508,896	413,482,894	472,358,850
Less accumulated depreciation	105,139,355	66,526,837	171,666,192	185,720,812
Net property, plant and equipment	131,834,643	109,982,059	241,816,702	286,638,038
Land and construction in progress	26,078,977	23,760,110	49,839,087	39,202,429
Total capital assets	157,913,620	133,742,169	291,655,789	325,840,467
Other assets:				
Net OPEB asset	2,729,642	1,610,011	4,339,653	4,054,459
Deferred capacity reserve fees receivable - long term	104,993	-	104,993	149,221
Total other assets	2,834,635	1,610,011	4,444,646	4,203,680
Total non-current assets	173,322,913	175,085,615	348,408,528	330,044,147
Total assets	292,373,552	285,613,978	577,987,530	556,071,892
Deferred outflows of resources				
Deferred outflows pension related amounts	3,592,196	2,314,293	5,906,489	6,502,528
Deferred employer pension contributions	1,780,313	1,154,857	2,935,170	2,714,774
Deferred outflows OPEB related amounts	345,332	203,686	549,018	1,449,044
Deferred employer OPEB contributions	564,794	333,130	897,924	1,487,795
Total deferred outflows of resources	\$6,282,635	\$4,005,966	\$10,288,601	\$12,154,141

DUBLIN SAN RAMON SERVICES DISTRICT
 COMPARATIVE STATEMENTS OF NET POSITION
 JUNE 30, 2021
 WITH SUMMARIZED TOTALS AS OF JUNE 30, 2020

	2021			2020
	Wastewater	Water	Totals	
LIABILITIES				
Current liabilities:				
Accounts payable	\$3,570,224	\$5,940,676	\$9,510,900	\$8,216,095
Contractor bonds and deposits	1,852,860	2,471,565	4,324,425	1,480,951
Accrued expenses	523,090	57,942	581,032	595,969
Accrued compensated absences	1,171,679	747,100	1,918,779	1,599,858
Interest payable	-	598,672	598,672	605,922
Current portion of long-term debt	-	455,000	455,000	2,265,062
Unearned revenue and other liabilities	409,681	-	409,681	409,681
Total current liabilities	7,527,534	10,270,955	17,798,489	15,173,538
Long term liabilities:				
Long-term debt				
less current portion	-	31,870,000	31,870,000	59,303,334
Net pension liability	9,105,431	4,984,386	14,089,817	12,177,945
DLD remediation reserve	1,880,573	-	1,880,573	1,819,597
Unearned revenue and other liabilities	104,993	1,156,447	1,261,440	1,305,668
Total long term liabilities	11,090,997	38,010,833	49,101,830	74,606,544
Total liabilities	18,618,531	48,281,788	66,900,319	89,780,082
Deferred inflows of resources				
Deferred inflows of resources - Pension	1,934,150	1,106,772	3,040,922	4,052,283
Deferred inflows of resources - OPEB	2,438,569	1,438,329	3,876,898	6,046,944
Total deferred inflows of resources	4,372,719	2,545,101	6,917,820	10,099,227
NET POSITION				
Net investment in capital assets	157,913,620	101,417,169	259,330,789	264,272,071
Restricted for:				
Expansion	61,370,870	83,802,739	145,173,609	91,656,612
Debt service	-	2	2	295
Assessment district	-	423,586	423,586	783,517
Unrestricted	56,380,447	53,149,559	109,530,006	111,634,229
Total net position	\$275,664,937	\$238,793,055	\$514,457,992	\$468,346,724

See accompanying notes to basic financial statements

DUBLIN SAN RAMON SERVICES DISTRICT
 COMPARATIVE STATEMENTS OF REVENUES AND EXPENSES
 AND CHANGES IN FUND NET POSITION
 FOR THE YEAR ENDED JUNE 30, 2021
 WITH SUMMARIZED TOTALS FOR THE YEAR ENDED JUNE 30, 2020

	2021		Total	2020
	Wastewater	Water		
OPERATING REVENUES				
Wastewater service charges	\$26,415,616	\$ -	\$26,415,616	\$26,483,936
Water sales	-	37,188,141	37,188,141	34,854,618
Other revenues	2,546,411	4,060,597	6,607,008	10,064,998
Total operating revenues	28,962,027	41,248,738	70,210,765	71,403,552
OPERATING EXPENSES				
Personnel	13,944,900	9,359,674	23,304,574	21,750,589
Materials	3,610,709	18,008,930	21,619,639	20,628,632
Contractual services	10,063,878	7,979,856	18,043,734	28,308,098
Other	394,668	330,962	725,630	970,545
Depreciation	5,363,311	3,617,061	8,980,372	11,727,255
Total operating expenses	33,380,921	39,293,029	72,673,950	83,385,119
OPERATING INCOME (LOSS)	(4,418,894)	1,955,709	(2,463,185)	(11,981,567)
NONOPERATING REVENUES (EXPENSE)				
Net (changes) in fair value of investments	(356,598)	(306,728)	(663,326)	7,102,863
Gain on sale of assets	5,632	3,565	9,197	7,086
Gain on investments in JPA	993,123	267,318	1,260,441	-
Interest expense	-	(1,438,263)	(1,438,263)	(1,453,820)
Total non-operating revenues (expense), net	642,157	(1,474,108)	(831,951)	5,656,129
(LOSS) BEFORE CONTRIBUTIONS	(3,776,737)	481,601	(3,295,136)	(6,325,438)
Non-cash contributions	1,101,000	1,701,000	2,802,000	1,534,964
Capital contributions - capacity reserve fees	3,877,841	4,870,824	8,748,665	14,631,802
Transfers in	5,831,694	39,838,134	45,669,828	10,702,097
Transfers (out)	(6,398,563)	(39,271,265)	(45,669,828)	(10,702,097)
Changes in net position	635,235	7,620,294	8,255,529	9,841,328
TOTAL NET POSITION, BEGINNING OF YEAR, AS RESTATED	275,029,702	231,172,761	506,202,463	458,505,396
TOTAL NET POSITION, END OF YEAR	\$275,664,937	\$238,793,055	\$514,457,992	\$468,346,724

See accompanying notes to basic financial statements

DUBLIN SAN RAMON SERVICES DISTRICT
STATEMENTS OF CASH FLOWS
PROPRIETARY FUNDS - ENTERPRISE
FOR THE YEAR ENDED JUNE 30, 2021
WITH SUMMARIZED TOTALS FOR THE YEAR ENDED JUNE 30, 2020

	2021			2020
	Wastewater	Water	Total	
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers, users and joint powers authorities	\$28,313,766	\$40,509,499	\$68,823,265	\$67,253,386
Payments for services and supplies	(12,794,955)	(23,409,730)	(36,204,685)	(48,098,359)
Payments to or on behalf of employees	(13,584,940)	(9,357,221)	(22,942,161)	(21,703,960)
Net Cash Provided (Used) by Operating Activities	1,933,871	7,742,548	9,676,419	(2,548,933)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Principal paid on long-term debt	-	(435,000)	(435,000)	(2,160,600)
Interest paid on long-term debt	-	(1,445,513)	(1,445,513)	(1,459,070)
Proceeds from sale of capital assets	5,632	3,565	9,197	-
Acquisition and construction of capital assets	(10,267,340)	(6,528,659)	(16,795,999)	(6,157,151)
Capacity reserve fees collected	3,789,385	4,870,824	8,660,209	11,052,729
Net Cash Provided (Used) by Financing Activities	(6,472,323)	(3,534,783)	(10,007,106)	1,275,908
CASH FLOWS FROM INVESTING ACTIVITIES				
Interest received	338,167	309,048	647,215	4,284,134
Purchase of investment securities	(29,782,629)	(27,218,109)	(57,000,738)	(137,562,960)
Redemptions of investment securities	25,256,099	23,081,349	48,337,448	145,621,000
Proceeds of other investments	5,025,718	(3,051,343)	1,974,375	3,497,117
Proceeds (purchases) of LAIF investments	338,167	309,048	647,215	(987,868)
Net Cash Provided (Used) by Investing Activities	1,175,522	(6,570,007)	(5,394,485)	14,851,423
NET CHANGE IN CASH AND CASH EQUIVALENTS	(3,362,930)	(2,362,242)	(5,725,172)	13,578,398
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	10,741,458	9,023,633	19,765,091	6,186,693
CASH AND CASH EQUIVALENTS, END OF YEAR	\$7,378,528	\$6,661,391	\$14,039,919	\$19,765,091
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES				
Operating income (loss)	(\$4,418,894)	\$1,955,709	(\$2,463,185)	(\$11,981,567)
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:				
Depreciation	5,363,311	3,617,061	8,980,372	11,727,255
Decrease (increase) in accounts receivable	389,090	(739,239)	(350,149)	(616,468)
(Increase) in investments in JPA	(993,123)	(267,318)	(1,260,441)	-
(Increase) in deferred outflows of resources - employer contributions - pension	(121,284)	(99,112)	(220,396)	(855,612)
Decrease (increase) in deferred outflows of resources - employer contributions - OPEB	371,029	218,842	589,871	(235,963)
Decrease in deferred outflows of resources - pension related amounts	371,630	224,409	596,039	487,149
Decrease in deferred outflows of resources - other OPEB amounts	566,117	333,909	900,026	900,026
Increase in accounts payable	258,440	1,036,365	1,294,805	1,946,765
Increase (decrease) in contractor bonds and deposits payable	924,566	1,918,908	2,843,474	(410,680)
Increase (decrease) in accrued expenses	30,318	(45,255)	(14,937)	179,460
Increase in compensated absences	158,801	160,120	318,921	297,129
(Decrease) in unearned revenue and other liabilities	(44,228)	-	(44,228)	(3,533,698)
Increase in DLD remediation reserve	60,976	-	60,976	93,371
Increase in net pension liability	1,192,052	719,820	1,911,872	2,293,033
(Decrease) in net OPEB asset	(179,387)	(105,807)	(285,194)	(5,416,301)
(Decrease) in deferred inflows of resources - pension related amounts	(630,584)	(380,777)	(1,011,361)	(734,377)
(Decrease) increase in deferred inflows of resources - OPEB related amounts	(1,364,959)	(805,087)	(2,170,046)	3,311,545
Total adjustments	6,352,765	5,786,839	12,139,604	9,432,634
NET CASH PROVIDED BY OPERATING ACTIVITIES	\$1,933,871	\$7,742,548	\$9,676,419	(\$2,548,933)
NON CASH TRANSACTIONS:				
Fair market value adjustment increase	\$1,493,165	\$1,364,591	\$2,857,756	\$4,284,134
Contributed assets	1,101,000	1,701,000	2,802,000	1,534,964
Gain on sale of capital assets	5,632	3,565	9,197	7,086

See accompanying notes to basic financial statements

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DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. General

Dublin San Ramon Services District (the District) is organized under the Community Services District Act provisions of the general laws of the State of California and is governed by a five-member Board of Directors. The District, which was established in 1953 and became active in 1960, provides water, recycled water and wastewater collection and treatment services. The District's jurisdiction is approximately 26 square miles in the counties of Alameda and Contra Costa, California.

B. Basis of Accounting

The District is a proprietary entity; it uses an enterprise fund format to report its activities for financial statement purposes. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprise, where the intent of the governing body is that costs and expenses, including depreciation, and providing goods or services to the general public on a continuing basis, be financed or recovered primarily through user charges.

A Major fund is a fund whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all enterprise funds and at least 5 percent of the aggregate amount for all enterprise funds.

The District reports the following major Proprietary Funds:

Water Enterprise – This enterprise accounts for the operation, maintenance, and capital improvement projects of the water system, which is funded by user charges and other fees.

Wastewater Enterprise – This enterprise accounts for the operation, maintenance, and capital improvement projects of the sewer system, which are funded by user charges and other fees.

C. Measurement Focus

Enterprise funds are accounted for on a cost of services or *economic resources* measurement focus, which means that all assets and all liabilities associated with their activity are included on their balance sheets. Enterprise fund type operating statements present increases (revenues) and decreases (expenses) in total net position.

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Reporting Entity

In evaluating how to define the government for financial purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria prescribed by Generally Accepted Accounting Principles (GAAP). As required by GAAP, these financial statements present the primary government and its component units, entities for which the government is considered to be financially accountable. Financial accountability is interpreted to mean appointment of a voting majority of the component unit's board and either the ability to impose will by the primary government or the possibility that there is a financial benefit or burden on the primary government.

In evaluating the financial reporting entity for purpose of preparing the basic financial statements, the District has determined it is financially accountable for the DSRSD Financing Corporation. The Corporation is a separate government entity whose purpose is to assist with the financing of certain public capital facilities for the District through the issuance of bonds or other forms of debt. The Corporation is controlled by the District and has the same governing body as the District, which also performs all accounting and administrative functions for the Corporation. The Corporation is included as a blended component unit in these basic financial statements.

E. Capital Assets

Capital assets, which include property, plant, and equipment are recorded at historical costs or estimated historical cost, if actual cost is not available. Contributed assets are recorded at estimated fair value on the date of contribution. Donated capital assets, donated works of art and similar items, and capital assets received in a service concession arrangement are reported at acquisition value rather than fair value.

The District defines capital assets as assets with an initial, individual cost of \$10,000 or more and an estimated useful life in excess of three years.

Depreciation is computed by the straight-line method based on the estimated useful lives of related asset classifications. The District has assigned the useful lives listed below to capital assets:

Land Improvements	15-25 years
Buildings	10-50 years
Equipment	3-25 years
Sub-surface lines	25-50 years

F. Cash Flows Defined

For purpose of the statements of cash flows the District defines cash and cash equivalents to include all cash in deposit accounts and cash on hand but does not include cash held in escrow for restricted purposes.

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. Accounts Receivable

The District bills its water consumption and sewer usage on a cycle billing method. Cycle billing results in an amount of services rendered but not yet billed at year-end. The District has recorded this revenue by estimating the unbilled amount. The estimate was calculated by using the billing subsequent to the balance sheet date (June 30) and calculating the amount of service provided prior to June 30. This calculated amount is included in accounts receivable.

H. Accrued Compensated Absences

The liability for vested vacation pay is calculated and accrued on an annual basis. The amount is computed using current employee accumulated leave hours (excluding sick leave which does not vest) at current pay rates. Full-time employees accrue sick leave at the rate of eight (8) hours per month credited in hour increments per pay period.

I. Estimates

The District's management has made a number of estimates and assumptions relating to the reporting of assets and liabilities and revenues and expenses and the disclosure of contingent liabilities to prepare these financial statements in conformity with Generally Accepted Accounting Principles (GAAP). Actual results could differ from those estimates.

J. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources expense until then. In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time.

K. Prior Year Summarized Information

The basic financial statements include certain prior-year summarized comparative information in total but not at the level of detail required for a presentation in accordance with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the District's financial statements for the year ended June 30, 2020, from which the summarized information was derived.

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

L. Pension

The purposes of measuring the net pension liability and deferred outflows/ inflows of resources related to pensions, and pension expense/ information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plan (Plan) and additions to/ deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

M. Post-Employment Health Care Benefits

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District's OPEB Plan and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis as they are reported by California Employers' Retiree Benefit Trust (CERBT). For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

N. New GASB Pronouncement

In January 2017, GASB issued GASB Statement No. 84, Fiduciary Activities. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The provisions of this Statement were effective during fiscal year 2021, however, the provisions of this Statement had no impact on the District.

O. Prior Period Adjustment

In fiscal year 2021, the District restated beginning net position balances related to LAVWMA, a joint powers authority (JPA) that the District is a participant as discussed in Note 6, including transmission rights and debt obligations, in order to be consistent with the other JPA member agencies. The District also restated beginning net position balances related to DERWA, a joint powers authority (JPA) that the District is a participant as discussed in Note 6, including capacity rights, in order to reflect the Investment in JPA.

As a result, the beginning net position of the Wastewater Fund was restated and increased by \$16,829,250. In addition, the beginning net position of the Water Fund was restated and increased by \$21,026,489.

See Note 6 for additional information.

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 2 – CASH AND INVESTMENTS

A. Policies

California Law generally requires banks and savings and loan institutions to pledge government securities with a market value of 110% of the District's cash on deposit, or first trust deed mortgage notes with a market value of 150% of the deposit, as collateral for these deposits. Under California Law this collateral is held in a separate investment pool by another institution in the District's name and places the District ahead of general creditors of the institution. As of June 30, 2021, the District's cash in bank was insured or collateralized as discussed above.

The District invests in individual investments and in investment pools. Individual investments are evidenced by specific identifiable securities instruments, or by an electronic entry registering the owner in the records of the institution issuing the security, called the book entry system. In order to increase security, the District employs the Trust Department of a bank as the custodian of certain District managed investments, regardless of their form.

The District's investments are carried at fair value, as required by generally accepted accounting principles. The District adjusts the carrying value of its investments to reflect their fair value at each fiscal year end, and it includes the effects of these adjustments in income for that fiscal year.

B. Classification

Cash and investments are classified in the financial statements as shown below, based on whether or not their use is restricted under the terms of District debt instruments or Agency agreements.

Cash and cash equivalents	\$14,039,919
Investments	199,856,119
Restricted cash	2
Total cash and investments	<u><u>\$213,896,040</u></u>

C. Investments Authorized by the California Government Code and the District's Investment Policy

The District's Investment Policy and the California Government Code allow the District to invest in the following investment types provided the credit ratings of the issuers are acceptable to the District; and approved percentages and maturities are not exceeded.

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 2 – CASH AND INVESTMENTS (Continued)

The table below identifies those investments authorized by the Board of Directors in the District's investment policy, which was last adopted July 17, 2018. Maturities on investments are limited to five years except that up to 10% of the portfolio is deemed the "long-term" portfolio and may be invested up to seven years.

Limit	Minimum Rating	Minimum Credit Quality	Authorized Investment Type
None	None	5 years	Bonds issued by the District
None	None	5 years	U.S. Treasury Notes, Bills, or Certificates of Indebtness
None	None	5 years	Registered state warrants or treasury notes or bonds of this state
None	None	5 years	Registered treasury notes or bonds of the other 49 United States
None	None	5 years	Bonds , notes, warrants or evidences of indebttness of a local agency within the state
30%	None	5 years	Negotiable Certificates of Deposit by nationally or state chartered bank or a savings association or federal association or a state or general credit union or by a state licenses branch of a foreign bank
30%	A	5 years	Medium-term notes, defined as all corporate and depository institution debt securities
None	None	5 years	Deposits with bank and savings and loan associations, including certificates of deposits, where deposits are insured by FDIC
Maximum Allowed by LAIF	None	N/A	The State of California Local Agency Investment Fund
None	None	N/A	Shares in California Asset Management Program (CAMP)
None	None	5 years	Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments.
None	None	N/A	Money Market Funds

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 2 – CASH AND INVESTMENTS (Continued)

D. Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Normally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District generally manages its interest rate risk by holding investments to maturity.

Information about the sensitivity of the fair values of the District’s investments (including investments held by bond trustees) to market interest rate fluctuations is provided by the following table that shows the distribution of the District’s investments by maturity or earliest call date:

Investment Type	12 Months or less	13 - 24 Months	25 - 60 Months	Total
Securities of U.S. Government Agencies				
Callable			\$29,189,234	\$29,189,234
Corporate Bonds	\$3,012,883	\$13,408,261	14,020,279	30,441,423
State of California Securities	6,278,861	6,103,495	18,594,423	30,976,779
<i>Not rated</i>				
California Asset Management Program	27,942,370			27,942,370
California Local Agency Investment Fund	74,629,170			74,629,170
Negotiable Certificates of Deposit	1,771,009	1,291,404	3,614,730	6,677,143
<i>Total Unrestricted Investments</i>	\$113,634,293	\$20,803,160	\$65,418,666	\$199,856,119

The District is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The District reports its investment in LAIF at the fair value amount provided by LAIF, which is the same as the value of the pool share. The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Included in LAIF’s investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, United States Treasury Notes and Bills, and corporations. At June 30, 2021, these investments matured in an average of 291 days.

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 2 – CASH AND INVESTMENTS (Continued)

The District is a voluntary participant in the California Asset Management Program (CAMP). CAMP is an investment pool offered by the California Asset Management Trust (the Trust). The Trust is a joint powers authority and public agency created by the Declaration of Trust and established under the provisions of the California Joint Exercise of Powers Act (California Government Code Sections 6500 et seq., or the “Act”) for the purpose of exercising the common power of its Participants to invest certain proceeds of debt issues and surplus funds. The Pool’s investments are limited to investments permitted by subdivisions (a) to (n), inclusive, of Section 53601 of the California Government Code. The District reports its investments in CAMP at the fair value amounts provided by CAMP, which is the same as the value of the pool share. At June 30, 2021, the fair value approximated is the District’s cost. At June 30, 2021, these investments have an average maturity of 52 days.

E. Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District’s Investment Policy gives guidance on how the District manages its custodial credit risk. Presented below is the actual rating as of June 30, 2021 for each investment type as provided by Standard and Poor’s.

Investment Type	AAA	AA+	AA	AA-	A+	A	Total
Corporate Bond	\$5,127,174		\$3,012,883	\$5,176,381	\$11,988,907	\$5,136,078	\$30,441,423
Securities of Government Agencies - Callable		\$29,189,234					29,189,234
State of California Securities	5,969,962	10,487,098	9,177,203	5,342,516			30,976,779
<i>Not rated</i>							
California Local Agency Investment Fund	74,629,170						74,629,170
California Asset Management Program	27,942,370						27,942,370
Negotiable Certificates of Deposit	6,677,143						6,677,143
Total Unrestricted Investments	\$120,345,819	\$39,676,332	\$12,190,086	\$10,518,897	\$11,988,907	\$5,136,078	\$199,856,119

F. Concentration Risk

As of June 30, 2021, there were no significant District investments in the securities of any individual issuers, other than U.S. Treasury securities, LAIF, and mutual funds.

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 2 – CASH AND INVESTMENTS (Continued)

G. Investment Valuation

Investments (except for money market accounts, time deposits, and commercial paper) are measured at fair value on a recurring basis. Recurring fair value measurements are those that Governmental Accounting Standards Board (GASB) Statements require or permit in the statement of net position at the end of each reporting period. Fair value measurements are categorized based on the valuation inputs used to measure an asset’s fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investment fair value measurements at June 30, 2021 are described below.

	Level 2	Total
Investments by Fair Value		
Corporate Bonds	\$30,441,423	
U.S. Agency Securities	29,189,234	
State of California Securities	30,976,779	
Negotiable Certificates of Deposit	6,677,143	
	\$97,284,579	\$97,284,579
Investments Measured at Net Asset Value Per Share:		
California Asset Management Program		27,942,370
External Investment Pool (Exempt):		
California Local Agency Investment Fund		74,629,170
Cash in Banks and On Hand		14,039,921
Total Cash and Investments		\$213,896,040

Federal Agency Securities, Corporate Bonds, State Securities, and Negotiable Certificates of Deposits categorized as Level 2 are valued based on matrix pricing which uses observable market inputs such as yield curves and market indices that are derived principally from or corroborated by observable market data by correlation to other means.

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 3 – RESTRICTED ASSETS AND RESTRICTED NET POSITION

The District has restricted its net position for capital expansion, asset replacement and other purposes in the amounts set forth below:

<u>Capital Expansion</u>	<u>June 30, 2021</u>	<u>June 30, 2020</u>
Local Sewer Expansion	\$9,151,284	\$9,108,875
Regional Sewer Expansion	52,219,586	50,361,849
Water Expansion	83,802,739	32,185,888
	<u>145,173,609</u>	<u>91,656,612</u>
 <u>Debt Service</u>	 <u>2</u>	 <u>295</u>
 <u>Assessment District</u>		
Dougherty Valley Assessment District	423,586	783,517
	<u>423,586</u>	<u>783,517</u>
 Total Restriction on Net Position	 <u>\$145,597,197</u>	 <u>\$92,440,424</u>

NOTE 4 – CAPITAL ASSETS

Changes in capital assets accounts are summarized below:

	<u>Balance at June 30, 2020</u>	<u>Additions</u>	<u>Retirements</u>	<u>Transfers</u>	<u>Balance at June 30, 2021</u>
Capital assets being depreciated:					
Land Improvements	\$23,389,310	\$16,000		\$212,780	\$23,618,090
Buildings	131,458,795			55,560	131,514,355
Equipment	84,673,804	303,767	(\$59,417)	2,785,234	87,703,388
Sub-surface lines	167,861,061	2,786,000			170,647,061
Intangibles	64,975,880		(64,975,880)		
Total capital assets being depreciated:	<u>472,358,850</u>	<u>3,105,767</u>	<u>(65,035,297)</u>	<u>3,053,574</u>	<u>413,482,894</u>
Less accumulated depreciation for:					
Land Improvements	(6,399,775)	(268,037)			(6,667,812)
Buildings	(51,263,262)	(3,055,157)			(54,318,419)
Equipment	(47,750,548)	(2,315,506)	59,417		(50,006,637)
Sub-surface lines	(57,331,652)	(3,341,672)			(60,673,324)
Intangibles	(22,975,575)		22,975,575		
Total accumulated depreciation	<u>(185,720,812)</u>	<u>(8,980,372)</u>	<u>23,034,992</u>		<u>(171,666,192)</u>
Net capital assets being depreciated	286,638,038	(5,874,605)	(42,000,305)	3,053,574	241,816,702
Capital assets not being depreciated:					
Land	7,712,945				7,712,945
Construction in progress	31,489,484	13,690,232		(3,053,574)	42,126,142
Total capital assets not being depreciated	<u>39,202,429</u>	<u>13,690,232</u>		<u>(3,053,574)</u>	<u>49,839,087</u>
Total capital assets, net	<u>\$325,840,467</u>	<u>\$7,815,627</u>	<u>(\$42,000,305)</u>		<u>\$291,655,789</u>

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 4 – CAPITAL ASSETS (Continued)

As discussed in Note 1O, the District reclassified intangible assets in the above table in the amount of \$24,000,786 for DERWA capacity rights (see Note 6B), \$40,975,094 for LAVWMA transmission rights (see Note 6A), and the related amortization balance in the amount of \$22,975,575 to an Investment in JPA in fiscal year 2021.

The District had outstanding construction commitments on capital projects totaling \$9,695,108 at June 30, 2021.

Depreciation expense for the District for June 30, 2021 and June 30, 2020 are as follows:

	<u>June 30, 2021</u>	<u>June 30, 2020</u>
Water Fund	\$3,617,061	\$4,319,104
Wastewater Fund	<u>5,363,311</u>	<u>7,408,151</u>
Total Depreciation expense	<u><u>\$8,980,372</u></u>	<u><u>\$11,727,255</u></u>

NOTE 5 – DEFERRED CAPACITY RESERVE FEES RECEIVABLE

In fiscal year ended June 30, 1997, the District implemented a deferred payment program for regional sewer capacity reserve fees as a means to attract new business to the area. The program was modified in subsequent years and is now designed for commercial and affordable housing with regional sewer capacity reserve fees owed between \$25,000 and \$100,000. Loans bear an interest rate of 5%. Customers make a 20% down payment of regional sewer capacity reserve fees owed and enter into an agreement with the District to pay the balance over a maximum of ten years. The capacity reserve fee revenue is recognized as it is received. The portions outstanding are recorded as deferred capacity reserve fees receivable, which amounted to \$149,221 at June 30, 2021, of which \$44,228 is the current portion.

NOTE 6 – JOINT POWERS AUTHORITIES

A. LAVWMA

The District is one of three participants in the Livermore Amador Valley Water Management Agency (LAVWMA), a joint powers authority formed in 1974, which constructed and operates an export pumping facility through which all wastewater in the area is discharged. The other two participants are the Cities of Livermore and Pleasanton, each also having a one-third representation in LAVWMA's Board of Directors, composed of two representatives from each participating agency. The LAVWMA's Board of Directors approves LAVWMA's annual budget, which is prepared by LAVWMA's general manager. The Agency charges its members for project costs in proportion to their rights to the Agency's capacity.

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 6 – JOINT POWERS AUTHORITIES (Continued)

The District contracts with the City of Pleasanton (“City”) to provide wastewater treatment. The District establishes user charges for these wastewater services. The City then establishes those same charges in its service area and remits the charges they collect to the District upon receipt. A portion of the user charge is for the services provided by LAVWMA. LAVWMA bills the District for both the District’s and Pleasanton’s share of these costs (which includes both operations and debt service). Financial statements for LAVWMA may be obtained from DSRSD, 7051 Dublin Boulevard, Dublin, California 94568 or LAVWMA’s website at lavwma.com.

LAVWMA issued \$105,345,000 principal amount of 2011 Sewer Revenue Refunding Bonds on September 28, 2011. Proceeds of the issuance were used to refund and retire the Series A Sewer Revenue Bonds and to pay costs of issuance. Under the Amended And Restated Sewer Service Contract dated October 1, 2011, between LAVWMA and Members, the Members pledged and created, in favor of LAVWMA and the Trustee for the 2011 Bonds, a lien on the Net Revenues of their respective wastewater systems (the “Sewer Systems”), to pay to LAVWMA the amounts owed in order for LAVWMA to pay debt service on the 2011 Bonds. The Bonds were refunded subsequent to fiscal year ended June 30, 2021. See Notes 7 and 14 for additional information.

Effective October 17, 2016, the LAVWMA Board entered into an agreement to retain the District’s Administrative Services Manager as LAVWMA’s Treasurer.

Financial information for LAVWMA summarized below is as of and for the year ended June 30, 2021:

Total assets	\$123,763,224
Total liabilities	75,587,076
Total net position	48,176,148
Total operating revenue	12,139,023
Total operating expenses	(7,264,869)
Total non-operating revenue	18,159
Total non-operating expenses	<u>(2,787,595)</u>
Net gain	<u><u>\$2,104,718</u></u>

As discussed in Note 10, in fiscal year 2021, the District restated beginning net position balances related to the District’s investment in LAVWMA in order to be consistent with the other JPA member agencies.

As of June 30, 2021, the District’s share of the JPA was \$12,574,658, which is reflected as an Investment in JPA in the District’s Wastewater Fund.

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 6 – JOINT POWERS AUTHORITIES (Continued)

B. DERWA

The District is also a participant (along with East Bay Municipal Utility District) in the DSRSD/EBMUD Recycled Water Authority (DERWA), a joint powers authority formed in 1995 to plan, design, construct, own and operate various facilities which together will maximize the volume of recycled water deliveries while recovering its costs. Each member provides two representatives to DERWA's Board of Directors which approves the annual budget prepared by DERWA's Treasurer. The Authority began its operations on June 28, 1995.

DERWA constructed a water recycling system, including treatment, conveyance, pumping and storage facilities which became operational on February 1, 2006. Operation and maintenance expenses are allocated based on each member's actual usage. Capital costs, including debt service, are allocated based on each member's proportional share of capital assets.

Financial statements may be obtained from DERWA, P.O. Box 24055 Oakland, California 94623 or DERWA's website at www.srvrwp.org.

Financial information for DERWA summarized below is as of and for the year ended June 30, 2021:

Total assets	\$77,887,528
Total liabilities	7,028,753
Total net position	70,858,775
Total operating revenue	6,307,509
Total non-operating revenue	5,700
Total operating expenses	(6,028,612)
Total non-operating expenses	<u>(205,102)</u>
Net gain	<u><u>\$79,495</u></u>

As discussed in Note 10, in fiscal year 2021, the District restated beginning net position balances related to the District's investment in DERWA in order to be consistent with the other JPA member agencies.

As of June 30, 2021, the District's share of the JPA was \$39,733,435, which is reflected as an Investment in JPA in the District's Water Fund.

DUBLIN SAN RAMON SERVICES DISTRICT

**NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2021**

NOTE 7 – LONG-TERM DEBT

	Original Issue Amount	Balance June 30, 2020	Retirements	Balance June 30, 2021	Amount due within one year
2011 LAVWMA Obligation 2% - 5%, due 8/1/2031	\$40,975,094	\$28,808,396	\$28,808,396		
2017 Water Revenue Refunding Bonds 2%-5%, due 8/1/2041	33,590,000	<u>32,760,000</u>	<u>435,000</u>	<u>\$32,325,000</u>	<u>\$455,000</u>
Total long-term debt		<u>\$61,568,396</u>	<u>\$29,243,396</u>	<u>\$32,325,000</u>	<u>\$455,000</u>

A. 2011 LAVWMA Obligations

The District’s contribution toward debt service due on debt issued by LAVWMA (see Note 6) is payable from draws from a Rate Stabilization Fund (Regional Expansion Fund). At the end of each fiscal year, if the balance in the District’s Regional Expansion Fund is in excess of two times maximum annual debt service on the District’s contribution toward LAVWMA’s debt, then the total amount paid from that fund towards debt service is considered a draw from reserves. Debt service not covered from the draw is included in Rate Covenant Debt Service subject to a coverage requirement of 1.1 times debt services. This coverage calculation is shown on the next page.

As discussed in Note 10, the District restated beginning net position to book Investment in JPA. Part of that restatement reclassified the District’s share of LAVMWA debt in the amount of \$28,808,396.

DUBLIN SAN RAMON SERVICES DISTRICT

**NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2021**

NOTE 7 – LONG-TERM DEBT (Continued)

Rate Stabilization Fund/Regional Expansion Fund

Maximum Annual Debt Payments payable from the Rate Stabilization Fund:	
2011 LAVWMA Bonds	\$4,332,552
	<u>\$4,332,552</u>
Target Level of Rate Stabilization Fund (2X)	<u>\$8,665,104</u>
Working Capital at June 30, 2021	<u>\$41,943,576</u>
Actual Debt Paid from the Rate Stabilization Fund:	
LAVWMA 2011 Bonds	\$4,313,654
	<u>\$4,313,654</u>

If the Working Capital balance exceeds the Target Level, all debt paid from the Rate Stabilization Fund is considered a draw and is excluded from the coverage requirement shown below.

Coverage Calculation (Total Regional Sewer):

Sewer Operating Revenues	\$23,836,395
Sewer Non-Operating Revenues	682,245
Capacity Reserve Fees	3,386,761
Less Regional Expansion Capacity Reserve Fees	<u>(2,483,081)</u>
Total Available Revenues	<u>25,422,320</u>
Sewer Operating Expenses	28,288,126
Less Regional Expansion Costs for:	
Debt Payments to LAVWMA	(4,313,654)
Other Operating Costs	(4,310,713)
Less Depreciation	<u>(4,009,329)</u>
Operations & Maintenance Costs	<u>15,654,430</u>
Net Available Revenue	<u>\$9,767,890</u>
Rate Covenant Debt Service:	
LAVWMA 2011 Bonds (repair portion)	\$1,464,414
	<u>\$1,464,414</u>
Coverage on Rate Covenant Debt Service	<u>6.7</u>

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 7 – LONG-TERM DEBT (Continued)

B. 2017 Water Revenue Refunding Bonds

The District issued \$33,590,000 of 2017 Water Revenue Refunding Bonds on December 1, 2017. Proceeds of the issuance were used to refund the outstanding portion of the 2011 Water Revenue Refunding Bonds and pay costs of issuance. Interest rates range from 2% to 4%. The aggregate difference in debt service between the refunding debt and the refunded debt was \$2,745,178. Principal payments are due annually beginning August 1, 2018 through August 1, 2041.

The issuance is payable from a pledge of fees, charges and other amounts received from the available Net Revenue of the water enterprise. The pledge of future Water Fund Revenues ends upon repayment of the \$50,144,009 in remaining debt service on the bonds that is scheduled to occur in 2041.

The District's bond covenants contain events of default that require the net revenue of the District to be applied by the Trustee as specified in the terms of the agreement if any of the following conditions occur: default on debt service payments; the failure of the District to observe or perform the conditions, covenants, or agreement terms of the debt; bankruptcy filing by the District; or if any court or competent jurisdiction shall assume custody or control of the District.

The District is subject to certain revenue bond covenants, the most restrictive of which requires the setting of rates and charges to yield net revenue (as defined) equal to at least 120% of the current annual debt service requirements of the water revenue bonds. In accordance with the revenue bond covenants, if pledged revenues during the year are less than 120% of maximum annual debt service coverage due at the end of the fiscal year, the outstanding amounts of the bonds and notes become immediately due. For fiscal year 2021, operating revenues, investment income, and capital grants and contributions amounted to \$43,418,650 and operating costs including operating expenses, but not interest, amounted to \$33,721,619. Net Revenues available for debt service amounted to \$9,697,031 which represents coverage of 516% over the \$1,880,513 in debt service for the bonds. This coverage calculation is shown on the next page.

DUBLIN SAN RAMON SERVICES DISTRICT

**NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2021**

NOTE 7 – LONG-TERM DEBT (Continued)

WATER REVENUES:	
Water Sales	\$37,188,141
Other Revenues (1)	4,060,597
Interest Income	(306,728)
Capacity Reserve Fees	4,870,824
Less Assessment District (2)	(1,588,179)
Less Tax Revenues	(806,005)
Less Cell Tower Lease Revenue	(102,526)
TOTAL WATER REVENUES	<u><u>\$43,316,124</u></u>
WATER OPERATION & MAINTENANCE COSTS:	
Operating Expense	\$39,293,029
Less Depreciation	(3,617,061)
Less Assessment District (2)	<u>(1,954,350)</u>
 TOTAL WATER OPERATION & MAINTENANCE COSTS	 <u><u>33,721,618</u></u>
 NET WATER REVENUES	 <u><u>\$9,594,506</u></u>
DEBT SERVICE:	
2019 Water Bonds	<u>\$1,880,513</u>
TOTAL DEBT SERVICE	<u><u>\$1,880,513</u></u>
DEBT SERVICE COVERAGE	<u><u>5.10</u></u>

(1) Includes Tax Revenues and Cell Tower Lease Revenue.
 (2) Assessments levied in the Dougherty Valley Standby Assessment District can be used only to pay for costs related to the Assessment District and are not available to pay debt service on the Bonds.

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 7 – LONG-TERM DEBT (Continued)

C. Segment Reporting

The Regional Wastewater Expansion Fund and Water Fund represent segments reported within the Wastewater Enterprise Fund and Water Enterprise Fund, respectively, which had debt outstanding, with the revenue pledge streams discussed above. In addition, the Regional Wastewater Expansion Fund's and Water Enterprise Fund's revenues, expenses, gains and losses, assets, and liabilities are required to be accounted for separately. Condensed financial information for each segment is presented below:

	Regional Wastewater Expansion	Water
Condensed Statement of Net Position		
Assets:		
Current	\$43,171,394	\$109,147,125
Capital	14,927,877	133,742,169
Other non current	10,352,623	39,733,435
Total assets	<u>68,451,894</u>	<u>282,622,729</u>
Deferred outflows of resources		<u>3,469,150</u>
Liabilities:		
Current liabilities	1,227,818	9,899,099
Long term liabilities	76,613	38,010,833
Total liabilities	<u>1,304,431</u>	<u>47,909,932</u>
Deferred inflows of resources		<u>1,106,772</u>
Net position:		
Net investment in capital assets	14,927,877	101,417,169
Restricted	52,219,586	83,802,739
Unrestricted		51,855,267
Total net position	<u>\$67,147,463</u>	<u>\$237,075,175</u>
Condensed Statement of Revenues, Expenses and Changes in Net Position		
Operating revenue	\$43,063	\$39,020,665
Operating expenses	(4,310,713)	(36,917,122)
Operating loss (gain)	<u>(4,267,650)</u>	<u>2,103,543</u>
Nonoperating revenues (expenses):		
Interest income	(115,639)	(316,220)
Interest expense		(1,438,263)
Gain on sale of capital assets		3,565
Gain on investment in JPA	811,579	267,318
Non-cash contributions		1,701,000
Capital contributions - capacity reserve fees	2,483,081	4,870,824
Transfers in		39,116,249
Transfers out		(39,271,265)
Change in net position	<u>(1,088,629)</u>	<u>7,036,751</u>
Beginning net position, as restated	<u>68,236,092</u>	<u>230,038,424</u>
Ending net position	<u>\$67,147,463</u>	<u>\$237,075,175</u>
Condensed Statement of Cash Flows		
Net cash provided (used) by:		
Operating activities	\$772,179	(\$13,823,359)
Noncapital financing activities	(6,518,064)	312,889
Capital financing activities	(1,804,952)	20,299,898
Investing activities	5,389,663	(9,502,857)
Net cash flows	<u>(2,161,174)</u>	<u>(2,713,429)</u>
Beginning cash and cash equivalents	<u>4,846,742</u>	<u>9,135,215</u>
Ending cash and cash equivalents	<u>\$2,685,568</u>	<u>\$6,421,786</u>

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 7 – LONG-TERM DEBT (Continued)

D. LAVWMA Pledge Obligation

As discussed in Note 6, the District is a member of LAVWMA and LAVWMA issued \$105,345,000 of 2011 Sewer Revenue Refunding Bonds (2011 LAVWMA Bonds) on September 28, 2011. Proceeds of the issuance were used to refund and retire the Series A Sewer Revenue Bonds and to pay costs of issuance. Principal payments are due annually beginning August 1, 2012 through August 1, 2031.

Debt service on the 2011 LAVWMA Bonds is payable from Agency Net Revenues which are defined as Gross Revenues less Maintenance and Operations costs, excluding in all cases depreciation, replacement and obsolescence charges or reserves thereon, debt service, amortization of intangibles or other book-keeping entries of a similar nature, and costs paid out of the Sole-Use, Dual-Use and Joint-Use Replacement Funds.

Member liens for repayment of 2011 Bonds: Under an amended and restated Amended And Restated Sewer Service Contract dated October 1, 2011, between the Agency and Members, the Members pledged and created, in favor of LAVWMA and the Trustee for the 2011 LAVWMA Bonds, a lien on the Net Revenues of their respective wastewater systems (the “Wastewater Systems”), to pay to LAVWMA the amounts owed in order for LAVWMA to pay debt service on the 2011 LAVWMA Bonds. There are three important limitations with respect to this pledge of Net Revenues. First, this lien is subordinate to the Members’ existing obligations payable from their Net Revenues, as well as obligations payable from their Net Revenues to be issued in the future by the Members to finance or refinance improvements to their respective Wastewater System. Second, for DSRSD and Pleasanton, “Net Revenues” are not defined in the Wastewater Service Contract to include all of the fees, rates and charges collected by DSRSD and Pleasanton in connection with their Wastewater System; DSRSD and Pleasanton have only pledged regional service charges as security for their obligation to make the payments. Third, Pleasanton, in its capacity as the largest customer of DSRSD’s Wastewater System, is only obligated to levy regional charges and fees established by DSRSD and to transfer the amount collected to DSRSD.

Pursuant to the official statement, each member agency is required to set rates to achieve coverage of 1.1 times debt service. The Bonds were refunded subsequent to fiscal year ended June 30, 2021. See Note 14 for additional information.

DUBLIN SAN RAMON SERVICES DISTRICT

**NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2021**

NOTE 7 – LONG-TERM DEBT (Continued)

E. Repayment Schedule

Shown below are maturities for the debt issues:

For The Year Ending June 30	Principal	Interest	Total
2022	\$455,000	\$1,425,438	\$1,880,438
2023	475,000	1,402,188	1,877,188
2024	500,000	1,377,813	1,877,813
2025	525,000	1,352,188	1,877,188
2026	550,000	1,325,313	1,875,313
2027-2031	6,865,000	5,761,440	12,626,440
2032-2036	9,085,000	3,749,940	12,834,940
2037-2041	11,370,000	1,385,626	12,755,626
2042	2,500,000	39,063	2,539,063
Total payments due	<u>\$32,325,000</u>	<u>\$17,819,009</u>	<u>\$50,144,009</u>

NOTE 8 – UNEARNED REVENUE AND OTHER LIABILITIES

Total unearned revenue and other liabilities for the year ended June 30, 2021 totaled \$1,671,121.

As of June 30, 2021, the Wastewater Fund recorded \$365,453 from developers for future capacity reserve fee credits. When utilized in the future, 100% of the cost of the current capacity reserve fee will be paid for with the credit and the revenue will be recorded at that time.

Wastewater Fund deferred revenue for the Deferred Capacity Reserve Fee Program was also recorded in the amount of \$149,221 (see Note 5). The current portion of this balance at June 30, 2021 is \$44,228.

As of June 30, 2021, the Water Fund recorded \$1,156,447 from developers for future capacity reserve fee credits. When utilized in the future, 50% of the cost of the current capacity reserve fee will be paid for with the credit and the revenue will be recorded at that time.

NOTE 9 – COMPENSATED ABSENCES

As of June 30, 2021, accrued compensated absences are as follows:

	Business Type Activities		Total
	Sewer	Water	
Summary of activity:			
Beginning balance	\$1,012,878	\$586,980	\$1,599,858
Additions	1,078,142	698,885	1,777,027
Payments	(919,341)	(538,765)	(1,458,106)
Ending balance - due within one year	<u>\$1,171,679</u>	<u>\$747,100</u>	<u>\$1,918,779</u>

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 10 – PENSION PLAN

A. Plan Description

All qualified permanent and probationary employees are eligible to participate in the District's Miscellaneous Employee Pension Plan, cost-sharing multiple employer defined benefit pension plan (the Plan) administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plan are established by State statute and District's resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

B. Benefits provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for the plan is applied as specified by the Public Employees' Retirement Law.

Active plan members in the Miscellaneous Plan Classic members (Tier 1) for members hired before January 1, 2013 and PEPPRA members (Tier 2) for members hired on or after January 1, 2013 are required to contribute 8% and 6.25%, respectively, of their annual covered salary. The District is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members. The actuarial methods and assumptions used are those adopted by the CalPERS Board of Administration. The contribution requirements of the plan members are established by State statute and the employer contribution rate is established and may be amended by CalPERS.

For Tier 1 members, on November 16, 2004, the Board of Directors approved a resolution authorizing an amendment to the contract between CalPERS and the Dublin San Ramon Services District. Prior to the amendment, the Retirement Plan formula was 2.0% at 55. The new formula of 2.7% at 55 provides local miscellaneous members 2.7% of pay at age 55 for each year of service credited with the employer. The formula is based on the member's final one year compensation. If retirement is earlier than 55, the percentage of final compensation decreases for each quarter of age to 2% at age 50. Former District employees' service credit will not be affected by this change and the change became effective in November 2004. The District has agreed to cost sharing with employees to implement the new retirement formula. Tier 1 members pay 2% of the employer cost through 2024.

The cost sharing was negotiated with all employee bargaining groups and continues the employer-employee partnership of jointly funding retirement benefits.

For Tier 2 members, the formula is 2% at age 62, based on the member's final three years' compensation.

DUBLIN SAN RAMON SERVICES DISTRICT

**NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2021**

NOTE 10 – PENSION PLAN (Continued)

The Plan’s provisions and benefits in effect at June 30, 2021, are summarized as follows:

	<u>Miscellaneous</u>	
	Prior To	On or After
Hire date	January 1, 2013	January 1, 2013
Benefit formula	2.7% @ 55	2.0% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	Monthly for life	Monthly for life
Retirement age	50 - 55	52 - 62
Monthly benefits, as a % of eligible compensation	2.0% to 2.7%	1.0% to 2.5%
Required employee contribution rates	8.000%	6.750%
Required employer contribution rates	14.194%	7.732%

Starting in fiscal year 2016, the required employer contribution rate was separated into an Employer Normal Cost Rate and a fixed dollar payment of the unfunded liability. For fiscal year 2021, the District paid \$1,296,735 towards the unfunded liability.

C. Contributions

Section 20814(c) of the California Public Employees’ Retirement Law requires that the employer contribution rates for all public employers are determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan is determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2021, the contributions recognized as deferred outflows for the Plan, which will be recognized as a reduction of the net pension liability in the year ended June 30, 2021 were as follows:

	<u>Miscellaneous</u>
Contributions - employer	\$2,935,170

D. Pension Liabilities, Pension Expenses and Deferred Outflows/ Inflows of Resources Related to Pensions

As of June 30, 2021, the District reported net pension liabilities for its proportionate shares of the net pension liability of the Plan as follows:

	<u>Proportionate Share of Net Pension Liability</u>
Miscellaneous	\$14,089,817
Total Net Pension Liability	<u>\$14,089,817</u>

DUBLIN SAN RAMON SERVICES DISTRICT

**NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2021**

NOTE 10 – PENSION PLAN (Continued)

The District’s net pension liability for the Plan is measured as the proportionate share of the net pension liability of the CalPERS pooled plans. The net pension liability of the Plan is measured as of June 30, 2020, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2019 rolled forward to June 30, 2020 using standard update procedures. The District’s proportion of the net pension liability was based on the District’s plan liability and asset-related information where available, and proportional allocations of individual plan amounts as of the valuation date where not available.

The District’s proportionate share of the net pension liability for the Plan as of June 30, 2019 and 2020 was as follows:

	<u>Miscellaneous</u>
Proportion - June 30, 2019	0.3041%
Proportion - June 30, 2020	0.3340%
Change - Increase (Decrease)	0.0299%

For the year ended June 30, 2021, the District recognized pension expense of \$4,211,327. At June 30, 2021, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$2,935,170	
Differences between actual and expected experience	726,090	
Changes of assumptions		(\$100,494)
Change in employer's proportion and differences between the employer’s contributions and the employer’s proportionate share of contributions		(2,940,428)
Net differences between projected and actual earnings on plan investments	418,560	
Change's in employer's proportion	4,761,839	
Total	<u>\$8,841,659</u>	<u>(\$3,040,922)</u>

\$2,935,170 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2022.

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 10 – PENSION PLAN (Continued)

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Measurement Period Ended June 30:	Deferred Outflows (Inflows) of Resources
2022	\$1,206,978
2023	900,417
2024	557,418
2025	200,754
Total	<u>\$2,865,567</u>

E. Actuarial Assumptions – For the measurement period ended June 30, 2020, the total pension liability was determined by rolling forward the June 30, 2019, total pension liability. The June 30, 2019 total pension liabilities were based on the following actuarial methods and assumptions for all benefits tiers:

	Miscellaneous
Valuation Date	June 30, 2019
Measurement Date	June 30, 2020
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Projected Salary Increase	Varies by entry age and service (1)
Investment Rate of Return	7.0% (2)
Mortality	Derived by CalPERS Membership Data for all funds (3)

(1) Depending on age, service and type of employment.

(2) Net of pension plan investment expenses, including inflation.

(3) The mortality table used was developed based on CalPERS' specific data. The table includes 15 years of mortality improvements using the Society of Actuaries Scale 90% of Scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

F. Discount Rate – The discount rate used to measure the total pension liability for the Plan was 7.15%. The projection of cash flows used to determine the discount rate for the Plan assumed that contributions from all plan members in the Public Employees Retirement Fund (PERF) will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 10 – PENSION PLAN (Continued)

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical information for all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The table below reflects the expected real rates of return by asset class.

Asset Class ¹	Assumed asset Allocation	Real Return Years 1 - 10 ²	Real Return Years 11+ ³
Global Equity	50.0%	4.80%	5.98%
Fixed Income	28.0%	1.00%	2.62%
Inflation Sensitive	0.0%	0.77%	1.81%
Private Equity	8.0%	6.30%	7.23%
Real Estate	13.0%	3.75%	4.93%
Liquidity	1.0%	0.00%	-0.92%
Total	100%		

(1) In the CalPERS Comprehensive Annual Financial Report, Fixed Income is included in Global Debt Securities; Liquidity is included in Short-term Investments; Inflation Assets are included in both Global Equity Securities and Global Debt Securities.

(2) An expected inflation of 2.00% used for this period.

(3) An expected inflation of 2.92% used for this period.

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 10 – PENSION PLAN (Continued)

G. Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the District’s proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

Miscellaneous - All Tiers Plan's Net Pension Liability/(Asset)		
1% Decrease (6.15%)	Current Discount Rate (7.15%)	1% Increase (8.15%)
\$29,788,855	\$14,089,817	\$1,118,195

H. Pension Plan Fiduciary Net Position - Detailed information about each pension plan’s fiduciary net position is available in the separately issued CalPERS financial reports.

I. Reduction of CalPERS Discount Rate

In July 2021, CalPERS reported a preliminary 21.3% net return on investments for the 12-month period that ended June 30, 2021. Under the Funding Risk Mitigation Policy, approved by the CalPERS Board of Administration in 2015, the 21.3% net return will trigger a reduction in the discount rate used to calculate employer and Public Employees' Pension Reform Act (PEPRA) member contributions. The Funding Risk Mitigation Policy seeks to reduce CalPERS funding risk over time, in which CalPERS investment performance that significantly outperforms the discount rate will trigger adjustments to the discount rate, expected investment return, and strategic asset allocation targets. This is the first time it has been triggered. The discount rate, or assumed rate of return, will drop to 6.8%, from its current level of 7%.

Based on these preliminary fiscal year returns, the CalPERS has announced the funded status of the overall Public Employees Retirement Fund (PERF) is an estimated 82%. This estimate is based on a 7% discount rate. Under the new 6.8% discount rate, however, CalPERS indicated the funded status of the overall PERF drops to 80%. This is because existing assets are assumed to grow at a slightly slower rate annually into the future. As intended under the Funding Risk Mitigation Policy, the lower discount rate increases the likelihood that CalPERS can reach its target over the longer term. The CalPERS Board of Administration will continue to review the discount rate through its Asset Liability Management process during the rest of the calendar year.

CalPERS' final fiscal year 2021 investment performance will be calculated based on audited figures and will be reflected in contribution levels for contracting cities, counties, and special districts in fiscal year 2024.

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 11 – OTHER POST EMPLOYMENT HEALTH CARE BENEFITS

A. Plan Description and Benefits Provided

The District provides medical and dental benefits for employees, hired before July 1, 2014; that retire from the District and their families under third-party insurance plans under an agent multiple-employer plan. Employees hired after July 1, 2014 will no longer be eligible for retiree dental benefits. While the District participates in the CalPERS medical plan, it is required to pay the same amounts for retiree medical insurance as it does for active employees. The Board sets the benefit amounts by resolution each year for each bargaining group and in accordance with current employee contracts.

Prior to 2004, the District paid these benefits regardless of the employee's length of service. Currently, all new employees are automatically enrolled in a medical vesting program where they are eligible for benefits based upon amounts set by CalPERS and length of service. Employees under the vesting program are not eligible to receive any medical benefits without accumulating at least ten years of CalPERS service with at least five of those years as a District employee.

As of June 30, 2021, 95 retirees are receiving medical benefits, and 101 are receiving dental benefits, and there are 119 active participants eligible for future benefits.

B. Net OPEB Liability

Actuarial Methods and Assumptions

The District's net OPEB liability was measured as of June 30, 2020 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation dated June 30, 2019 that was used to determine the total OPEB liability based on the following actuarial methods and assumptions: (a) 6.35% investment rate of return, (b) 3.25% projected annual salary increase, (c) 2.5% inflation rate, and (d) 5.50% health inflation increases. The actuarial methods and assumptions used include techniques that smooth the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets. Actuarial calculations reflect a long-term perspective and actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to revision at least biennially as results are compared to past expectations and new estimates are made about the future. The District's OPEB liability is being amortized as a level percentage of projected payrolls using a 30 year closed amortization period.

In accordance with the District's budget, the OPEB plan is to be funded throughout the year as a percentage of payroll. The District Board passed a resolution to participate in the California Employers Retirees Benefit Trust (CERBT), an irrevocable trust established to fund OPEB. CERBT is administered by CalPERS, and is managed by an appointed board not under the control of the District Board. This Trust is not considered a component unit by the District and has been excluded from these financial statements. Separately issued financial statements for CERBT may be obtained from CalPERS at P.O. Box 942709, Sacramento, CA 94229-2709.

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 11 – OTHER POST EMPLOYMENT HEALTH CARE BENEFITS (Continued)

Discount Rate

The discount rate used to measure the total OPEB liability was 6.35 percent. The projection of cash flows used to determine the discount rate assumed that District contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected OPEB payments for current active and inactive employees and beneficiaries. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term expected real rate of return	Long-Term Expected Rate of Return (with the effect of inflation)
Global Equity	40%	4.80%	5.98%
Fixed Income	43%	1.10%	2.62%
TIPS	5%	0.25%	1.46%
Commodities	4%	1.50%	2.87%
REITs	8%	3.20%	5.00%
Total	100%		
Assumed Long-Term Rate of Inflation		2.00%	
Discount Rate		6.35%	

DUBLIN SAN RAMON SERVICES DISTRICT

**NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2021**

NOTE 11 – OTHER POST EMPLOYMENT HEALTH CARE BENEFITS (Continued)

C. Changes in Net OPEB Liability

The changes in the Net OPEB Liability (Asset) are as follows:

	Total OPEB Liability	Increase (Decrease) Plan Fiduciary Net Position	Net OPEB Liability/(Asset)
	(a)	(b)	(c) = (a) - (b)
As of FYE 2020 (Measurement date 6/30/2019)	\$23,114,814	\$27,169,273	(\$4,054,459)
Changes Recognized for the Measurement Period:			
Service Cost	1,008,504		1,008,504
Interest on the total OPEB liability	1,493,182		1,493,182
Changes of assumptions			-
Contributions from the employer		1,251,832	(1,251,832)
Net investment income		1,549,013	(1,549,013)
Administrative expenses		(13,965)	13,965
Plan Experience			-
Benefit payments and refunds	(1,217,291)	(1,217,291)	-
Net Changes during fiscal year ended 2019	<u>1,284,395</u>	<u>1,569,589</u>	<u>(285,194)</u>
As of FYE 2021 (Measurement date 6/30/2020)	<u>\$24,399,209</u>	<u>\$28,738,862</u>	<u>(\$4,339,653)</u>

Detailed information about the OPEB plan’s fiduciary net position is available in the separately issued plan financial report that may be obtained from CERBT. The benefit payments and refunds include implicit subsidy benefit payments in the amount of \$235,963.

Changes in the Fiduciary Net Position due to investment performance different from the assumed earnings rate is always recognized over 5 years. The five-year period is a GASB 75 requirement.

D. Sensitivity of the Net OPEB Liability

The following presents the net OPEB liability (asset) of the District, as well as what the District’s net OPEB liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (5.35 percent) or 1-percentage-point higher (7.35 percent) than the current discount rate:

Plan's Net OPEB (Asset)		
Discount Rate -1%	Current Discount	Discount Rate +1%
(5.35 %)	Rate (6.35%)	(7.35%)
<u>(\$963,270)</u>	<u>(\$4,339,653)</u>	<u>(\$7,117,459)</u>

DUBLIN SAN RAMON SERVICES DISTRICT

**NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2021**

NOTE 11 – OTHER POST EMPLOYMENT HEALTH CARE BENEFITS (Continued)

E. Healthcare Cost Trend Rate Sensitivity

The following presents the net OPEB liability (asset) of the District, as well as what the District’s net OPEB liability (asset) would be if it were calculated using a healthcare cost trend rate that is 1-percentage-point lower (6 percent) or 1-percentage-point higher (8 percent) than the current healthcare cost trend rate:

Plan's Net OPEB (Asset)		
Discount Rate -1%	Health Care Cost	Discount Rate +1%
(6.00%)	Trend Rates (7.00%)	(8.00%)
<u>(\$7,391,896)</u>	<u>(\$4,339,653)</u>	<u>(\$581,160)</u>

F. OPEB Expenses and Deferred Outflows/Inflows of Resources Related to OPEB

For the year ended June 30, 2021, the District recognized OPEB expense of \$(303,382) as of fiscal year ended June 30, 2021, the District reported deferred outflows and inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Changes of Assumptions	\$549,018	(\$738,656)
Differences between expected and actual experience		(2,919,226)
Net difference between projected and actual earnings on OPEB plan investments		(219,016)
Employer contributions made subsequent to the measurement date	897,924	
Total	<u>\$1,446,942</u>	<u>(\$3,876,898)</u>

The difference between projected OPEB plan investment earnings and actual earnings is amortized over a five-year period. The remaining gains and losses are amortized over the expected average remaining service life. The expected average remaining service life for the June 30, 2020 measurement period is 5.14 years for deferred resources arising in the fiscal year. Specifically, liability changes due to (1) plan experience that differs from what was assumed in the prior year and (2) assumption changes during the year are recognized over the EARSL period.

DUBLIN SAN RAMON SERVICES DISTRICT

**NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2021**

NOTE 11 – OTHER POST EMPLOYMENT HEALTH CARE BENEFITS (Continued)

\$897,924 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the year ended June 30, 2022. Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as future OPEB expense as follows:

Measurement Period Ended June 30	Deferred Outflows/(Inflows) of Resources
2022	(\$1,140,697)
2023	(1,076,378)
2024	(1,004,250)
2025	(106,555)
	<u>(\$3,327,880)</u>

NOTE 12 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts: theft, damage, and destruction of assets; errors and omissions; injuries to employees and natural disaster. The District joined together with other entities to form the California Sanitation Risk Management Authority (CSRMA), a public entity risk pool currently operating as a common risk management and insurance program for 58 member entities. The purpose of CSRMA is to spread the adverse effects of losses among the member entities and to purchase excess insurance as a group, thereby reducing its cost. The District pays annual premiums to CSRMA for its general, liability, property damage and workers compensation insurance.

CSRMA is governed by a Board comprised of one representative from each member agency. The Board controls the operations of CSRMA including selection of management and approval of operating budgets, independent of any influence by member entities.

In addition to the primary insurance types provided for through CSRMA listed above, the District also maintains commercial fidelity bonds, public employee dishonesty and public official bonds, to protect against employee theft or defalcation. Settled claims for CSRMA or commercial fidelity bonds have not exceeded coverage in any of the past three fiscal years.

DUBLIN SAN RAMON SERVICES DISTRICT

**NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2021**

NOTE 12 – RISK MANAGEMENT (Continued)

The following is a summary of the insurance policies carried by the District as of June 30, 2021:

Company Names	Insurance Program Type of Coverage	Limits	Deductibles
Great American Excess & Surplus Company	Excess liability	\$10,000,000	None
Alliant Property Insurance Program (APIP)	Special form property	237,515,619	\$25,000
Interstate Fire and Casualty Insurance Company	Public entity pollution liability (claims made & reported)	25,000,000	None
Lloyd's of London Beazley Syndicate	Cyber liability coverage	2,000,000	None
Travelers Property and Casualty	Public official bond	100,000	None
National Union Fire Insurance Co.	ACIP CSRMA master crime policy	2,000,000	2,500
Safety National Casualty Corporation	Excess workers' compensation employers' liability	Statutory	None
Travelers Insurance Company	ID fraud master policy identify theft	25,000	None
Lloyd's of London Beazley	ADWRP - Alliant Deadly Weapons response	500,000	None
Pooled Insurance Program			
CSRMA Pooled Liability			
Munich American Reinsurance Co.	Errors & omissions and employment practices liability	15,500,000	100,000
CSRMA Pooled Workers' Compensation	Workers' compensation employers' liability	750,000	None

Prior to July 1, 1994, the District was self-insured for workers' compensation and will continue to be responsible for any claims existing as of that date.

Claims and judgments, including provision for claims incurred but not reported, are recorded when a loss is deemed probable of assertion and the amount of the loss is reasonably determinable. As discussed above, the District has coverage for such claims, but it had retained the risk for the deductible or uninsured portion of these claims.

The District's liability for uninsured claims is limited to workers' compensation and general liability claims, as discussed above, and was estimated by a third party claims administrator based on prior years claims experience as follows:

	2021	2020
Balance at July 1	\$595,970	\$416,509
Net change in liability for claims and claims incurred but not reported	370,127	519,617
Claims paid	(385,065)	(340,156)
Balance at June 30	\$581,032	\$595,970

The District has not exceeded its insurance coverage limits in any of the last three years. The District liability is included in accrued expenses on the financial statements.

DUBLIN SAN RAMON SERVICES DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

NOTE 13 – COMMITMENTS AND CONTINGENT LIABILITIES

The District purchases water from the Alameda County Flood Control and Water Conservation District (Zone 7) under a thirty-year contract, which expires August 23, 2024. Under the terms of the contract, subject to various exceptions, the District is required to purchase all of its water from Zone 7. During fiscal year ended June 30, 2021, the District's water purchases from Zone 7 amounted to \$16,021,759.

The District is a defendant in a number of lawsuits, which have arisen in the normal course of business. In the opinion of the District, these actions when finally adjudicated will not have a material adverse effect on the financial position of the District.

The District operates a Dedicated Land Disposal site upon which the District processes biosolids produced by the District's wastewater treatment plant. On August 8, 2007, the San Francisco Bay Regional Water Quality Control Board issued Waste Discharge Requirements, which require the District to perform corrective actions for known and reasonably foreseeable releases from the Dedicated Land Disposal site. At this time, the Regional Board and the District expect that the most likely corrective action, if any is needed, would be related to the potential impact to groundwater quality and resulting closure and post-closure activities. The District prepared an analysis in December 2007 to determine the estimated costs of these corrective actions which comprise drilling two extraction wells and constructing a conveyance pipeline for discharge of potentially impacted ground water into the District's collection system. The Study also included estimated costs of operation, maintenance and monitoring of the above facilities for a ten year period after closure of the site which is expected to occur within thirty to fifty years. In September 2016, a study was prepared to update the closure and post-closure care costs. Actual closure and post-closure care costs may be higher, lower, or even not required due to inflation variances, changes in technology, or changes in State or Federal regulations.

The present value of these closure and post closure costs, discounted at 5 percent amounted to \$1,880,573 as of June 30, 2021. The District is required by State and federal laws and regulations to make annual funding contributions to finance closure and post-closure care. The District is in compliance with these requirements for the year ended June 30, 2021 with the establishment of the fully-funded liability for this purpose.

NOTE 14 – SUBSEQUENT EVENT

2021 LAVWMA Sewer Revenue Refunding Bonds – On August 11, 2021, LAVWMA issued Sewer Revenue Refunding Bonds in the amount of \$54,790,000 to refund all of the 2011 Sewer Revenue Refunding Bonds. Principal payments are due annually beginning August 1, 2022 through August 1, 2031. The District is to contribute toward debt service due on debt issued by LAVWMA (see note 6).

DUBLIN SAN RAMON SERVICES DISTRICT

Required Supplementary Information For the year ended June 30, 2021

SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY – COST SHARING MULTIPLE EMPLOYER PLAN

Measurement Date	2020	2019	2018	2017	2016	2015
Proportion of the net pension liability	0.334034%	0.304106%	0.262289%	0.263435%	0.149748%	0.185007%
Proportionate share of the net pension liability	\$14,089,817	\$12,177,945	\$9,884,912	\$10,384,742	\$12,957,811	\$12,698,750
Covered payroll	13,865,188	14,277,527	13,051,223	12,592,116	12,033,906	12,009,479
Proportionate Share of the net pension liability as percentage of covered payroll	101.62%	85.29%	75.74%	82.47%	107.68%	105.74%
Plan's Fiduciary net position	103,881,003	99,764,640	94,791,258	90,325,711	76,197,801	72,030,535
Plan Fiduciary net position as a percentage of the total pension liability	88.06%	89.12%	90.56%	89.69%	74.06%	78.40%

Notes to schedule:

Benefits changes. The figures above do not include any liability impact that may have resulted from plan changes which occurred after the June 30, 2015 valuation date. This applies to for voluntary benefit changes as well as any offers of two years additional service credit (a.k.a Golden Handshakes).

Changes in assumptions. None.

* Fiscal year 2015 was the 1st year of implementation, therefore only six years are shown.

DUBLIN SAN RAMON SERVICES DISTRICT

Required Supplementary Information For the year ended June 30, 2021

SCHEDULE OF CONTRIBUTIONS (PENSION)

	2021	2020	2019	2018	2017	2016	2015
Contractually required contribution (actuarially determined)	\$2,935,170	\$2,714,774	\$1,859,162	\$1,504,792	\$1,401,296	\$2,120,252	\$1,716,224
Contribution in relation to the actuarially determined contributions	2,935,170	2,714,774	1,859,162	1,504,792	6,401,296	7,120,252	6,716,224
Contributions deficiency (excess)	\$0	\$0	\$0	\$0	(\$5,000,000)	(\$5,000,000)	(\$5,000,000)
Covered payroll	\$15,115,187	\$13,865,188	\$14,277,527	\$13,051,223	\$12,592,116	\$12,033,906	\$12,009,479
Contributions as a percentage of covered payroll	19.42%	19.58%	13.02%	11.53%	50.84%	59.17%	55.92%

Notes to Schedule

Valuation date: June 30, 2019

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry age
Amortization method	Level percentage of payroll, closed
Remaining amortization period	15 years
Asset valuation method	5-year smoothed market
Inflation	2.50%
Salary increases	(1)
Investment rate of return	7.15% (2)
Mortality	Derived using CalPERS Membership Data
Post Retirement Benefit Increase	Contract COLA up to 2.75% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.75% thereafter

(1) Depending on age, service and type of employment

(2) Net of pension plan investment expenses, including inflation

* Fiscal year 2015 was the 1st year of implementation, therefore only seven years are shown.

DUBLIN SAN RAMON SERVICES DISTRICT

Required Supplementary Information For the year ended June 30, 2021

SCHEDULE OF CHANGES IN NET OPEB LIABILITY (ASSET) AND RELATED RATIOS SINGLE EMPLOYER PLAN

Last 10 years*

Measurement Date	6/30/17	6/30/18	6/30/19	6/30/20
Total OPEB Liability				
Service Cost	\$848,840	\$1,020,504	\$1,053,670	\$1,008,504
Interest	1,701,163	1,661,164	1,764,023	1,493,182
Differences between expected and actual experience	(3,586,818)	-	(4,001,696)	-
Changes in assumptions	4,149,122	-	(1,209,136)	-
Benefit payments	(1,080,081)	(1,110,367)	(1,154,397)	(1,217,291)
Changes in benefits	-	-	-	-
Net change in total OPEB liability	2,032,226	1,571,301	(3,547,536)	1,284,395
Total OPEB liability - beginning	23,058,823	25,091,049	26,662,350	23,114,814
Total OPEB liability - ending (a)	\$25,091,049	\$26,662,350	\$23,114,814	24,399,209
OPEB fiduciary net position				
Contributions - employer	\$1,080,081	\$1,212,732	\$1,251,832	\$1,251,832
Net investment income	2,232,198	1,880,973	1,776,771	1,549,013
Administrative expense	(11,330)	(43,338)	(5,441)	(13,965)
Benefit payments, including refunds of employee contributions	(1,080,081)	(1,110,367)	(1,154,397)	(1,217,291)
Net change in plan fiduciary net position	2,220,868	1,940,000	1,868,765	1,569,589
Plan fiduciary net position - beginning	21,139,640	23,360,508	25,300,508	27,169,273
Plan fiduciary net position - ending (b)	\$23,360,508	\$25,300,508	\$27,169,273	\$28,738,862
Net OPEB liability (asset) - ending (a)-(b)	\$1,730,541	\$1,361,842	(\$4,054,459)	(\$4,339,653)
Plan fiduciary net position as a percentage of the total OPEB liability	93%	95%	118%	118%
Covered-employee payroll (not based on measure of pay)	\$12,531,924	\$13,112,995	\$14,287,090	\$13,918,661
Net OPEB liability (asset) as a percentage of covered-employee payroll	13.81%	10.39%	-28.38%	-31.18%

Notes to schedule:

* - Fiscal year 2018 was the first year of implementation.

DUBLIN SAN RAMON SERVICES DISTRICT

**Required Supplementary Information
For the year ended June 30, 2021**

**SCHEDULE OF CONTRIBUTIONS (OPEB)
Last 10 years***

Fiscal Year Ended June 30,	2018	2019	2020	2021
Actuarially determined contribution	\$1,212,732	\$1,251,832	\$865,816	\$897,924
Contributions in relation to the actuarially determined contributions	1,212,732	1,251,832	1,487,795	897,924
Contribution deficiency (excess)	\$0	\$0	(\$621,979)	\$0
Covered-employee payroll	\$13,112,995	\$14,287,090	\$13,918,661	\$15,148,687
Contributions as a percentage of covered-employee payroll (not based on measure of pay)	9.25%	8.76%	10.69%	5.93%
Notes to Schedule				
Valuation date:	7/1/2017	7/1/2017	6/30/2019	6/30/2019

Methods and assumptions used to determine contribution rates:

Actuarial Date	June 30, 2019
Actuarial Cost Method	Entry-Age Normal Cost Method
Amortization Method	30 Years Open
Asset Valuation Method	Market Value of Assets
Inflation	2.50% per year
Payroll Growth	3.25% per year
Investment Rate of Return	6.35%
Healthcare cost-trend rates	6.5% in 2021, stepping down 0.5% to 5.0% in 2024
Retirement Age	From 50 to 75
Mortality	MacLeod Watts Scale 2018 applied generationally

* - Fiscal year 2018 was the first year of implementation.

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SUPPLEMENTARY INFORMATION

DUBLIN SAN RAMON SERVICES DISTRICT
WASTEWATER OPERATIONS
COMBINING STATEMENT OF NET POSITION
JUNE 30, 2021

	Regional Wastewater Total	Local Wastewater Total	Allocation	Allocation OPEB Fund	Wastewater Total
ASSETS					
Current assets:					
Pooled cash	\$6,096,702	\$911,033	\$383,601	(\$12,808)	\$7,378,528
Pooled investments	90,936,332	13,487,592	-	-	104,423,924
Accounts receivable	5,355,871	344,594	423,820	827,775	6,952,060
Interest receivable	218,065	32,599	-	(1,143)	249,521
Deferred capacity reserve fees receivable	44,228	-	-	-	44,228
Prepaid expense	-	-	2,378	-	2,378
Total current assets	102,651,198	14,775,818	809,799	813,824	119,050,639
Non-current assets:					
Investment in JPA	12,574,658	-	-	-	12,574,658
Capital assets:					
Property, plant and equipment	169,139,867	67,834,131	-	-	236,973,998
Less accumulated depreciation	75,770,783	29,368,572	-	-	105,139,355
Net property, plant and equipment	93,369,084	38,465,559	-	-	131,834,643
Construction in progress	22,294,376	3,784,601	-	-	26,078,977
Total capital assets	115,663,460	42,250,160	-	-	157,913,620
Other assets:					
Net OPEB asset	-	-	-	2,729,642	2,729,642
Deferred capacity reserves receivable - long term	104,993	-	-	-	104,993
Total other assets	104,993	-	-	2,729,642	2,834,635
Total non-current assets	128,343,111	42,250,160	-	2,729,642	173,322,913
Total assets	230,994,309	57,025,978	809,799	3,543,466	292,373,552
Deferred outflows of resources					
Deferred outflows pension related amounts	3,314,831	277,365	-	-	3,592,196
Deferred employer pension contributions	1,404,177	376,136	-	-	1,780,313
Deferred outflows OPEB related amounts	-	-	-	345,332	345,332
Deferred employer OPEB contributions	-	-	-	564,794	564,794
Total deferred outflows of resources	\$4,719,008	\$653,501	\$-	\$910,126	\$6,282,635

DUBLIN SAN RAMON SERVICES DISTRICT
WASTEWATER OPERATIONS
COMBINING STATEMENT OF NET POSITION
JUNE 30, 2021

	Regional Wastewater Total	Local Wastewater Total	Allocation	Allocation OPEB Fund	Wastewater Total
LIABILITIES					
Current liabilities:					
Accounts payable	\$3,338,096	\$69,523	\$162,605	\$ -	\$3,570,224
Contractor bonds and deposits	1,852,860	-	-	-	1,852,860
Accrued expenses	424,853	-	98,237	-	523,090
Accrued compensated absences	659,817	142,253	369,609	-	1,171,679
Unearned revenue	44,228	365,453	-	-	409,681
Total current liabilities	<u>6,319,854</u>	<u>577,229</u>	<u>630,451</u>	<u>-</u>	<u>7,527,534</u>
Long term liabilities:					
Net pension liability	7,040,069	2,065,362	-	-	9,105,431
Net OPEB liability	-	-	-	-	-
DLD remediation reserve	1,880,573	-	-	-	1,880,573
Unearned revenue	104,993	-	-	-	104,993
Total long term liabilities	<u>9,025,635</u>	<u>2,065,362</u>	<u>-</u>	<u>-</u>	<u>11,090,997</u>
Total liabilities	<u>15,345,489</u>	<u>2,642,591</u>	<u>630,451</u>	<u>-</u>	<u>18,618,531</u>
Deferred inflows of resources					
Deferred inflows of resources - Pension	1,729,905	204,245	-	-	1,934,150
Deferred inflows of resources - OPEB	-	-	-	2,438,569	2,438,569
Total deferred inflows of resources	<u>1,729,905</u>	<u>204,245</u>	<u>-</u>	<u>2,438,569</u>	<u>4,372,719</u>
NET POSITION					
Net investment in capital assets	115,663,460	42,250,160	-	-	157,913,620
Restricted for:					
Expansion	52,219,586	9,151,284	-	-	61,370,870
Unrestricted	50,754,877	3,431,199	179,348	2,015,023	56,380,447
Total net position	<u>\$218,637,923</u>	<u>\$54,832,643</u>	<u>\$179,348</u>	<u>\$2,015,023</u>	<u>\$275,664,937</u>

DUBLIN SAN RAMON SERVICES DISTRICT
WASTEWATER OPERATIONS
COMBINING STATEMENT OF REVENUES AND EXPENSES
AND CHANGES IN FUND NET POSITION
FOR THE YEAR ENDED JUNE 30, 2021

	Regional Wastewater Total	Local Wastewater Total	Allocation	Allocation OPEB Fund	Wastewater Total
OPERATING REVENUES					
Wastewater service charges	\$22,553,968	\$3,861,648	\$ -	\$ -	\$26,415,616
Other revenues	1,282,427	179,097	1,084,887	-	2,546,411
Total operating revenues	<u>23,836,395</u>	<u>4,040,745</u>	<u>1,084,887</u>	<u>-</u>	<u>28,962,027</u>
OPERATING EXPENSES					
Personnel	8,664,964	1,964,714	3,506,048	(190,826)	13,944,900
Materials	3,347,846	80,964	181,899	-	3,610,709
Contractual services	9,197,543	100,787	765,548	-	10,063,878
Other	293,205	27,790	73,673	-	394,668
Overhead Charges	2,775,239	849,845	(3,621,629)	-	3,455
Depreciation	4,009,329	1,353,982	-	-	5,363,311
Total operating expenses	<u>28,288,126</u>	<u>4,378,082</u>	<u>905,539</u>	<u>(190,826)</u>	<u>33,380,921</u>
OPERATING INCOME (LOSS)	<u>(4,451,731)</u>	<u>(337,337)</u>	<u>179,348</u>	<u>190,826</u>	<u>(4,418,894)</u>
NONOPERATING REVENUES (EXPENSE)					
Investment income	(313,356)	(48,755)	-	5,513	(356,598)
Gain on sale of assets	2,478	3,154	-	-	5,632
Gain on investment in JPA	993,123	-	-	-	993,123
Total non-operating revenues (expense), net	<u>682,245</u>	<u>(45,601)</u>	<u>-</u>	<u>5,513</u>	<u>642,157</u>
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS	<u>(3,769,486)</u>	<u>(382,938)</u>	<u>179,348</u>	<u>196,339</u>	<u>(3,776,737)</u>
Non-cash contributions	-	1,101,000	-	-	1,101,000
Capital contributions - capacity reserve fees	3,386,761	491,080	-	-	3,877,841
Transfers in	3,798,842	808,954	-	1,223,898	5,831,694
Transfers (out)	(5,302,419)	(1,096,144)	-	-	(6,398,563)
Changes in net position	<u>(1,886,302)</u>	<u>921,952</u>	<u>179,348</u>	<u>1,420,237</u>	<u>635,235</u>
TOTAL NET POSITION, BEGINNING OF YEAR, AS RESTATED	<u>220,524,225</u>	<u>53,910,691</u>	<u>-</u>	<u>594,786</u>	<u>275,029,702</u>
TOTAL NET POSITION, END OF YEAR	<u>\$218,637,923</u>	<u>\$54,832,643</u>	<u>\$179,348</u>	<u>\$2,015,023</u>	<u>\$275,664,937</u>

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DUBLIN SAN RAMON SERVICES DISTRICT
REGIONAL WASTEWATER OPERATIONS
COMBINING STATEMENT OF NET POSITION
JUNE 30, 2021

	Regional Wastewater Enterprise	Regional Wastewater RSF	Regional Wastewater Replacement	Regional Wastewater Expansion	Total
ASSETS					
Current assets:					
Pooled cash	\$653,812	\$603,741	\$2,153,581	\$2,685,568	\$6,096,702
Pooled investments	9,571,194	9,071,653	31,950,603	40,342,882	90,936,332
Accounts receivable	5,335,919	-	5,278	14,674	5,355,871
Interest receivable	23,513	21,839	76,716	95,997	218,065
Deferred capacity reserve fees receivable	-	-	11,955	32,273	44,228
Total current assets	<u>15,584,438</u>	<u>9,697,233</u>	<u>34,198,133</u>	<u>43,171,394</u>	<u>102,651,198</u>
Non-current assets:					
Investment in JPA	2,298,648	-	-	10,276,010	12,574,658
Capital assets:					
Property, plant and equipment	169,139,867	-	-	-	169,139,867
Less accumulated depreciation	<u>75,770,783</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>75,770,783</u>
Net property, plant and equipment	93,369,084	-	-	-	93,369,084
Land and construction in progress	<u>56,014</u>	<u>-</u>	<u>7,310,485</u>	<u>14,927,877</u>	<u>22,294,376</u>
Total capital assets	<u>93,425,098</u>	<u>-</u>	<u>7,310,485</u>	<u>14,927,877</u>	<u>115,663,460</u>
Other assets:					
Deferred capacity reserves receivable - long term	<u>-</u>	<u>-</u>	<u>28,380</u>	<u>76,613</u>	<u>104,993</u>
Total other assets	<u>-</u>	<u>-</u>	<u>28,380</u>	<u>76,613</u>	<u>104,993</u>
Total non-current assets	<u>95,723,746</u>	<u>-</u>	<u>7,338,865</u>	<u>25,280,500</u>	<u>128,343,111</u>
Total assets	<u>111,308,184</u>	<u>9,697,233</u>	<u>41,536,998</u>	<u>68,451,894</u>	<u>230,994,309</u>
Deferred outflows of resources					
Deferred outflows pension related amounts	3,314,831	-	-	-	3,314,831
Deferred employer pension contributions	<u>1,404,177</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,404,177</u>
Total deferred outflows of resources	<u>\$4,719,008</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$4,719,008</u>

DUBLIN SAN RAMON SERVICES DISTRICT
REGIONAL WASTEWATER OPERATIONS
COMBINING STATEMENT OF NET POSITION
JUNE 30, 2021

	Regional Wastewater Enterprise	Regional Wastewater RSF	Regional Wastewater Replacement	Regional Wastewater Expansion	Total
LIABILITIES					
Current liabilities:					
Accounts payable	\$1,831,042	\$ -	\$349,759	\$1,157,295	\$3,338,096
Contractor bonds and deposits	1,814,610	-	-	38,250	1,852,860
Accrued expenses	424,853	-	-	-	424,853
Accrued compensated absences	659,817	-	-	-	659,817
Unearned revenue	-	-	11,955	32,273	44,228
Total current liabilities	<u>4,730,322</u>	<u>-</u>	<u>361,714</u>	<u>1,227,818</u>	<u>6,319,854</u>
Long term liabilities:					
Net pension liability	7,040,069	-	-	-	7,040,069
DLD remediation reserve	1,880,573	-	-	-	1,880,573
Unearned revenue	-	-	28,380	76,613	104,993
Total long term liabilities	<u>8,920,642</u>	<u>-</u>	<u>28,380</u>	<u>76,613</u>	<u>9,025,635</u>
Total liabilities	<u>13,650,964</u>	<u>-</u>	<u>390,094</u>	<u>1,304,431</u>	<u>15,345,489</u>
Deferred inflows of resources					
Deferred inflows of resources - Pension	1,729,905	-	-	-	1,729,905
Total deferred inflows of resources	<u>1,729,905</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,729,905</u>
NET POSITION					
Net investment in capital assets	93,425,098	-	7,310,485	14,927,877	115,663,460
Restricted for:					
Expansion	-	-	-	52,219,586	52,219,586
Unrestricted	7,221,225	9,697,233	33,836,419	-	50,754,877
Total net position	<u>\$100,646,323</u>	<u>\$9,697,233</u>	<u>\$41,146,904</u>	<u>\$67,147,463</u>	<u>\$218,637,923</u>

DUBLIN SAN RAMON SERVICES DISTRICT
REGIONAL WASTEWATER OPERATIONS
COMBINING STATEMENT OF REVENUES AND EXPENSES
AND CHANGES IN FUND NET POSITION
FOR THE YEAR ENDED JUNE 30, 2021

	Regional Wastewater Enterprise	Regional Wastewater RSF	Regional Wastewater Replacement	Regional Wastewater Expansion	Total
OPERATING REVENUES					
Wastewater service charges	\$22,553,968	\$ -	\$ -	\$ -	\$22,553,968
Other revenues	1,236,074	-	3,290	43,063	1,282,427
Total operating revenues	23,790,042	-	3,290	43,063	23,836,395
OPERATING EXPENSES					
Personnel	8,667,905	-	-	(2,941)	8,664,964
Materials	3,347,846	-	-	-	3,347,846
Contractual services	4,537,846	-	346,043	4,313,654	9,197,543
Other	201,520	2,321	89,364	-	293,205
Overhead Charges	2,775,239	-	-	-	2,775,239
Depreciation	4,009,329	-	-	-	4,009,329
Total operating expenses	23,539,685	2,321	435,407	4,310,713	28,288,126
OPERATING INCOME (LOSS)	250,357	(2,321)	(432,117)	(4,267,650)	(4,451,731)
NONOPERATING REVENUES (EXPENSE)					
Investment income	(74,850)	(28,296)	(94,571)	(115,639)	(313,356)
Gain on sale of assets	2,478	-	-	-	2,478
Gain on investment in JPA	181,544	-	-	811,579	993,123
Total non-operating revenues	109,172	(28,296)	(94,571)	695,940	682,245
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS	359,529	(30,617)	(526,688)	(3,571,710)	(3,769,486)
Capital contributions - capacity reserve fees	-	-	903,680	2,483,081	3,386,761
Residual equity transfer	2,452,517	-	(2,452,517)	-	-
Transfers in	-	458,842	3,340,000	-	3,798,842
Transfers (out)	(5,302,419)	-	-	-	(5,302,419)
Changes in net position	(2,490,373)	428,225	1,264,475	(1,088,629)	(1,886,302)
TOTAL NET POSITION, BEGINNING OF YEAR, AS RESTATED	103,136,696	9,269,008	39,882,429	68,236,092	220,524,225
TOTAL NET POSITION, END OF YEAR	\$100,646,323	\$9,697,233	\$41,146,904	\$67,147,463	\$218,637,923

DUBLIN SAN RAMON SERVICES DISTRICT
 LOCAL WASTEWATER OPERATIONS
 COMBINING STATEMENT OF NET POSITION
 JUNE 30, 2021

	Local Wastewater Enterprise	Local Wastewater RSF	Local Wastewater Replacement	Local Wastewater Expansion	Elimination	Total
ASSETS						
Current assets:						
Pooled cash	\$104,140	\$45,852	\$314,101	\$446,940	\$ -	\$911,033
Pooled investments	1,638,493	699,357	4,595,772	6,553,970	-	13,487,592
Cash in Escrow	-	-	-	-	-	-
Accounts receivable	344,594	-	-	-	-	344,594
Interest receivable	3,942	1,682	11,149	15,826	-	32,599
Due from Other Funds - Current	-	-	-	833,333	(833,333)	-
Total current assets	2,091,169	746,891	4,921,022	7,850,069	(833,333)	14,775,818
Non-current assets:						
Capital assets:						
Property, plant and equipment	67,834,131	-	-	-	-	67,834,131
Less accumulated depreciation	29,368,572	-	-	-	-	29,368,572
Net property, plant and equipment	38,465,559	-	-	-	-	38,465,559
Land and construction in progress	850,893	-	2,040,716	892,992	-	3,784,601
Total capital assets	39,316,452	-	2,040,716	892,992	-	42,250,160
Other assets:						
Due from Other Funds - Long term	-	-	-	1,666,668	(1,666,668)	-
Total other assets	-	-	-	1,666,668	(1,666,668)	-
Total non-current assets	39,316,452	-	2,040,716	2,559,660	(1,666,668)	42,250,160
Total assets	41,407,621	746,891	6,961,738	10,409,729	(2,500,001)	57,025,978
Deferred outflows of resources						
Deferred outflows pension related amounts	277,365	-	-	-	-	277,365
Deferred employer pension contributions	376,136	-	-	-	-	376,136
Total deferred outflows of resources	653,501	-	-	-	-	653,501
LIABILITIES						
Current liabilities:						
Accounts payable	33,428	-	36,095	-	-	69,523
Accrued compensated absences	142,253	-	-	-	-	142,253
Due to Other Funds - Current	-	-	833,333	-	(833,333)	-
Unearned revenue	-	-	-	365,453	-	365,453
Total current liabilities	175,681	-	869,428	365,453	(833,333)	577,229
Long term liabilities:						
Due to Other Funds - Long term	-	-	1,666,668	-	(1,666,668)	-
Net pension liability	2,065,362	-	-	-	-	2,065,362
Total long term liabilities	2,065,362	-	1,666,668	-	(1,666,668)	2,065,362
Total liabilities	2,241,043	-	2,536,096	365,453	(2,500,001)	2,642,591
Deferred inflows of resources						
Deferred inflows pension related amounts	204,245	-	-	-	-	204,245
Total deferred inflows of resources	204,245	-	-	-	-	204,245
NET POSITION						
Net investment in capital assets	39,316,452	-	2,040,716	892,992	-	42,250,160
Restricted for:						
Expansion	-	-	-	9,151,284	-	9,151,284
Unrestricted	299,382	746,891	2,384,926	-	-	3,431,199
Total net position	\$39,615,834	\$746,891	\$4,425,642	\$10,044,276	\$ -	\$54,832,643

DUBLIN SAN RAMON SERVICES DISTRICT
 LOCAL WASTEWATER OPERATIONS
 COMBINING STATEMENT OF REVENUES AND EXPENSES
 AND CHANGES IN FUND NET POSITION
 FOR THE YEAR ENDED JUNE 30, 2021

	Local Wastewater Enterprise	Local Wastewater RSF	Local Wastewater Replacement	Local Wastewater Expansion	Total
OPERATING REVENUES					
Wastewater service charges	\$3,861,648	\$ -	\$ -	\$ -	\$3,861,648
Other revenues	177,875	-	1,222	-	179,097
Total operating revenues	4,039,523	-	1,222	-	4,040,745
OPERATING EXPENSES					
Personnel	1,979,109	-	-	(14,395)	1,964,714
Materials	80,964	-	-	-	80,964
Contractual services	100,787	-	-	-	100,787
Other	25,469	2,321	-	-	27,790
Overhead charges	849,845	-	-	-	849,845
Depreciation	1,353,982	-	-	-	1,353,982
Total operating expenses	4,390,156	2,321	-	(14,395)	4,378,082
OPERATING INCOME (LOSS)	(350,633)	(2,321)	1,222	14,395	(337,337)
NONOPERATING REVENUES					
Investment income	(9,342)	(8,675)	(15,155)	(15,583)	(48,755)
Gain on sale of assets	3,154	-	-	-	3,154
Total non-operating revenues	(6,188)	(8,675)	(15,155)	(15,583)	(45,601)
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS					
	(356,821)	(10,996)	(13,933)	(1,188)	(382,938)
Non-cash contributions	1,101,000	-	-	-	1,101,000
Capital contributions - capacity reserve fees	-	-	476,544	14,536	491,080
Transfers in	-	759,954	-	49,000	808,954
Transfers (out)	(1,047,144)	-	(49,000)	-	(1,096,144)
Changes in net position	(302,965)	748,958	413,611	62,348	921,952
TOTAL NET POSITION, BEGINNING OF YEAR	39,918,799	(2,067)	4,012,031	9,981,928	53,910,691
TOTAL NET POSITION, END OF YEAR	\$39,615,834	\$746,891	\$4,425,642	\$10,044,276	\$54,832,643

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DUBLIN SAN RAMON SERVICES DISTRICT
WATER OPERATIONS
COMBINING STATEMENT OF NET POSITION
JUNE 30, 2021

	Water Total	Dougherty Valley Asmnt Dist	Allocation	Allocation OPEB Fund	Total
ASSETS					
Current assets:					
Pooled cash	\$6,421,786	\$20,903	\$226,257	(\$7,555)	\$6,661,391
Pooled investments	95,032,563	399,632	-	-	95,432,195
Restricted Cash - Debt Service Fund	2	-	-	-	2
Accounts receivable	7,462,463	-	249,979	488,243	8,200,685
Interest receivable	230,311	3,051	-	(674)	232,688
Prepaid expenses	-	-	1,402	-	1,402
	<u>109,147,125</u>	<u>423,586</u>	<u>477,638</u>	<u>480,014</u>	<u>110,528,363</u>
Total current assets					
Non-current assets:					
Net OPEB asset	-	-	-	1,610,011	1,610,011
Investment in JPA	39,733,435	-	-	-	39,733,435
Capital assets:					
Property, plant and equipment	176,508,896	-	-	-	176,508,896
Less accumulated depreciation	66,526,837	-	-	-	66,526,837
	<u>109,982,059</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>109,982,059</u>
Net property, plant and equipment	109,982,059	-	-	-	109,982,059
Land and construction in progress	23,760,110	-	-	-	23,760,110
	<u>133,742,169</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>133,742,169</u>
Total capital assets	133,742,169	-	-	-	133,742,169
Total non-current assets	<u>173,475,604</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>175,085,615</u>
Total assets	<u>282,622,729</u>	<u>423,586</u>	<u>477,638</u>	<u>2,090,025</u>	<u>285,613,978</u>
Deferred outflows of resources					
Deferred outflows pension related amounts	2,314,293	-	-	-	2,314,293
Deferred employer pension contributions	1,154,857	-	-	-	1,154,857
Deferred outflows OPEB related amounts	-	-	-	203,686	203,686
Deferred employer OPEB contributions	-	-	-	333,130	333,130
	<u>\$3,469,150</u>	<u>\$-</u>	<u>\$-</u>	<u>\$536,816</u>	<u>\$4,005,966</u>
Total deferred outflows of resources	\$3,469,150	\$-	\$-	\$536,816	\$4,005,966

DUBLIN SAN RAMON SERVICES DISTRICT
WATER OPERATIONS
COMBINING STATEMENT OF NET POSITION
JUNE 30, 2021

	Water Total	Dougherty Valley Asmnt Dist	Allocation	Allocation OPEB Fund	Total
LIABILITIES					
Current liabilities:					
Accounts payable	\$5,844,767	\$ -	\$ 95,909	\$ -	\$5,940,676
Contractor bonds and deposits	2,471,565	-	-	-	2,471,565
Accrued expenses	-	-	57,942	-	57,942
Accrued compensated absences	529,095	-	218,005	-	747,100
Interest payable	598,672	-	-	-	598,672
Bonds payable - current portion	455,000	-	-	-	455,000
Total current liabilities	<u>9,899,099</u>	<u>-</u>	<u>371,856</u>	<u>-</u>	<u>10,270,955</u>
Long term liabilities:					
Bonds payable - less current portion	31,870,000	-	-	-	31,870,000
Net pension liability	4,984,386	-	-	-	4,984,386
Unearned revenue	1,156,447	-	-	-	1,156,447
Total long term liabilities	<u>38,010,833</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>38,010,833</u>
Total liabilities	<u>47,909,932</u>	<u>-</u>	<u>371,856</u>	<u>-</u>	<u>48,281,788</u>
Deferred inflows of resources					
Deferred inflows of resources - Pension	1,106,772	-	-	-	1,106,772
Deferred inflows of resources - OPEB	-	-	-	1,438,329	1,438,329
Total deferred inflows of resources	<u>1,106,772</u>	<u>-</u>	<u>-</u>	<u>1,438,329</u>	<u>2,545,101</u>
NET POSITION					
Net investment in capital assets	101,417,169	-	-	-	101,417,169
Restricted for:					
Expansion	83,802,739	-	-	-	83,802,739
Assessment district	-	423,586	-	-	423,586
Unrestricted	51,855,267	-	105,782	1,188,512	53,149,561
Total net position	<u>\$237,075,175</u>	<u>\$423,586</u>	<u>\$105,782</u>	<u>\$1,188,512</u>	<u>\$238,793,055</u>

DUBLIN SAN RAMON SERVICES DISTRICT
WATER OPERATIONS
COMBINING STATEMENT OF REVENUES AND EXPENSES
AND CHANGES IN FUND NET POSITION
FOR THE YEAR ENDED JUNE 30, 2021

	Water Total	Dougherty Valley Asmnt Dist	Allocation	Allocation OPEB Fund	Total
OPERATING REVENUES					
Water sales	\$37,188,141	\$ -	\$ -	\$ -	\$37,188,141
Other revenues	1,832,524	1,588,179	\$639,894	-	4,060,597
Total operating revenues	<u>39,020,665</u>	<u>1,588,179</u>	<u>639,894</u>	<u>-</u>	<u>41,248,738</u>
OPERATING EXPENSES					
Personnel	7,404,271	-	2,067,958	(112,555)	9,359,674
Materials	17,901,642	-	107,288	-	18,008,930
Contractual services	5,573,967	1,954,350	451,539	-	7,979,856
Other	287,508	-	43,454	-	330,962
Overhead charges	2,132,673	-	(2,136,127)	-	(3,454)
Depreciation	3,617,061	-	-	-	3,617,061
Total operating expenses	<u>36,917,122</u>	<u>1,954,350</u>	<u>534,112</u>	<u>(112,555)</u>	<u>39,293,029</u>
OPERATING INCOME (LOSS)	<u>2,103,543</u>	<u>(366,171)</u>	<u>105,782</u>	<u>112,555</u>	<u>1,955,709</u>
NONOPERATING REVENUES (EXPENSE)					
Investment income	(316,220)	6,240	-	3,252	(306,728)
Gain on sale of assets	3,565	-	-	-	3,565
Gain (loss) on Investment in JPA	267,318	-	-	-	267,318
Interest (expense)	(1,438,263)	-	-	-	(1,438,263)
Total non-operating revenues (expenses), net	<u>(1,483,600)</u>	<u>6,240</u>	<u>-</u>	<u>3,252</u>	<u>(1,474,108)</u>
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS					
	619,943	(359,931)	105,782	115,807	481,601
Non-cash contributions	1,701,000	-	-	-	1,701,000
Capital contributions - capacity reserve fees	4,870,824	-	-	-	4,870,824
Transfers in	39,116,249	-	-	721,885	39,838,134
Transfers (out)	(39,271,265)	-	-	-	(39,271,265)
Changes in net position	7,036,751	(359,931)	105,782	837,692	7,620,294
TOTAL NET POSITION, BEGINNING OF YEAR, AS RESTATED	<u>230,038,424</u>	<u>783,517</u>	<u>-</u>	<u>350,820</u>	<u>231,172,761</u>
NET POSITION, END OF YEAR	<u>\$237,075,175</u>	<u>\$423,586</u>	<u>\$105,782</u>	<u>\$1,188,512</u>	<u>\$238,793,055</u>

DUBLIN SAN RAMON SERVICES DISTRICT
WATER FUNDS
COMBINING STATEMENT OF NET POSITION
JUNE 30, 2021

	Water Enterprise	Water RSF	Water Replacement	Water Expansion	Total
ASSETS					
Current assets:					
Pooled cash	\$720,410	\$1,002,198	\$1,745,173	\$2,954,005	\$6,421,786
Pooled investments	10,750,109	14,906,285	25,756,302	43,619,867	95,032,563
Restricted cash - debt service fund	-	-	-	2	2
Accounts receivable	7,447,983	-	-	14,480	7,462,463
Interest receivable	31,451	35,908	60,241	102,711	230,311
Total current assets	18,949,953	15,944,391	27,561,716	46,691,065	109,147,125
Non-current assets:					
Investment in JPA	-	-	-	39,733,435	39,733,435
Capital assets:					
Property, plant and equipment	176,508,896	-	-	-	176,508,896
Less accumulated depreciation	66,526,837	-	-	-	66,526,837
Net property, plant and equipment	109,982,059	-	-	-	109,982,059
Land and construction in progress	6,806,038	-	13,299,235	3,654,837	23,760,110
Total capital assets	116,788,097	-	13,299,235	3,654,837	133,742,169
Total non-current assets	116,788,097	-	13,299,235	43,388,272	173,475,604
Total assets	135,738,050	15,944,391	40,860,951	90,079,337	282,622,729
Deferred outflows of resources					
Deferred outflows pension related amounts	2,314,293	-	-	-	2,314,293
Deferred employer pension contributions	1,154,857	-	-	-	1,154,857
Total deferred outflows of resources	3,469,150	-	-	-	3,469,150
LIABILITIES					
Current liabilities:					
Accounts payable	4,566,014	-	412,111	866,642	5,844,767
Contractor bonds and deposits	2,471,565	-	-	-	2,471,565
Accrued compensated absences	529,095	-	-	-	529,095
Interest Payable	-	-	-	598,672	598,672
Bonds payable - current portion	-	-	-	455,000	455,000
Total current liabilities	7,566,674	-	412,111	1,920,314	9,899,099
Long term liabilities:					
Bonds payable - less current portion	-	-	-	31,870,000	31,870,000
Net pension liability	4,984,386	-	-	-	4,984,386
Unearned revenue	-	-	-	1,156,447	1,156,447
Total long term liabilities	4,984,386	-	-	33,026,447	38,010,833
Total liabilities	12,551,060	-	412,111	34,946,761	47,909,932
Deferred inflows of resources					
Deferred inflows of resources - Pension	1,106,772	-	-	-	1,106,772
Total deferred inflows of resources	1,106,772	-	-	-	1,106,772
NET POSITION					
Net investment in capital assets	116,788,097	-	13,299,235	(28,670,163)	101,417,169
Restricted for:					
Expansion	-	-	-	83,802,739	83,802,739
Unrestricted	8,761,271	15,944,391	27,149,605	-	51,855,267
Total net position	\$125,549,368	\$15,944,391	\$40,448,840	\$55,132,576	\$237,075,175

DUBLIN SAN RAMON SERVICES DISTRICT
WATER FUNDS
COMBINING STATEMENT OF REVENUES AND EXPENSES
AND CHANGES IN FUND NET POSITION
FOR THE YEAR ENDED JUNE 30, 2021

	Water Enterprise	Water RSF	Water Replacement	Water Expansion	Total
OPERATING REVENUES					
Water sales	\$37,188,141	\$ -	\$ -	\$ -	\$37,188,141
Other revenues	900,452	908,531	23,541	-	1,832,524
Total operating revenues	38,088,593	908,531	23,541	-	39,020,665
OPERATING EXPENSES					
Personnel	7,438,167	-	-	(33,896)	7,404,271
Materials	17,901,642	-	-	-	17,901,642
Contractual services	4,252,040	-	197,619	1,124,308	5,573,967
Other	183,317	74,014	28,427	1,750	287,508
Overhead Charges	2,132,673	-	-	-	2,132,673
Depreciation	3,617,061	-	-	-	3,617,061
Total operating expenses	35,524,900	74,014	226,046	1,092,162	36,917,122
OPERATING INCOME (LOSS)	2,563,693	834,517	(202,505)	(1,092,162)	2,103,543
NONOPERATING REVENUES (EXPENSE)					
Investment income	(35,807)	(45,199)	8,603	(243,817)	(316,220)
Gain on sale of assets	3,565	-	-	-	3,565
Gain (loss) on investment in JPA	-	-	-	267,318	267,318
Interest Expense	-	-	-	(1,438,263)	(1,438,263)
Total non-operating revenues (expenses)	(32,242)	(45,199)	8,603	(1,414,762)	(1,483,600)
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS					
	2,531,451	789,318	(193,902)	(2,506,924)	619,943
Non-cash contributions	1,701,000	-	-	-	1,701,000
Capital contributions - capacity reserve fees	-	-	1,501,356	3,369,468	4,870,824
Residual equity transfer	904,826	-	(904,826)	-	-
Transfers in	15,793,385	2,993,672	5,159,627	15,169,565	39,116,249
Transfers (out)	(21,049,823)	(4,176,188)	(11,051,582)	(2,993,672)	(39,271,265)
Changes in net position	(119,161)	(393,198)	(5,489,327)	13,038,437	7,036,751
TOTAL NET POSITION, BEGINNING OF YEAR AS RESTATED	125,668,529	16,337,589	45,938,167	42,094,139	230,038,424
TOTAL NET POSITION, END OF YEAR	\$125,549,368	\$15,944,391	\$40,448,840	\$55,132,576	\$237,075,175

DUBLIN SAN RAMON SERVICES DISTRICT
ALLOCATIONS
COMBINING STATEMENT OF NET POSITION
JUNE 30, 2021

	<u>Administrative Cost Center</u>	<u>OPEB Fund</u>	<u>Total</u>
ASSETS			
Current assets:			
Pooled cash	\$609,858	(\$20,363)	\$589,495
Accounts receivable	673,799	1,316,018	1,989,817
Interest receivable	-	(1,817)	(1,817)
Prepaid expense	3,780	-	3,780
Total current assets	<u>1,287,437</u>	<u>1,293,838</u>	<u>2,581,275</u>
Other assets:			
Net OPEB asset	-	4,339,653	4,339,653
Total assets	<u>1,287,437</u>	<u>5,633,491</u>	<u>6,920,928</u>
Deferred outflows of resources			
Deferred outflows OPEB related amounts	-	549,018	549,018
Deferred employer OPEB contributions	-	897,924	897,924
Total deferred outflows of resources	<u>-</u>	<u>1,446,942</u>	<u>1,446,942</u>
LIABILITIES			
Current liabilities:			
Accounts payable	258,514	-	258,514
Accrued expenses	156,179	-	156,179
Accrued compensated absences	587,614	-	587,614
Total current liabilities	<u>1,002,307</u>	<u>-</u>	<u>1,002,307</u>
Total liabilities	<u>1,002,307</u>	<u>-</u>	<u>1,002,307</u>
Deferred inflows of resources			
Deferred inflows of resources - OPEB	-	3,876,898	3,876,898
Total deferred inflows of resources	<u>-</u>	<u>3,876,898</u>	<u>3,876,898</u>
NET POSITION			
Unrestricted	<u>285,130</u>	<u>3,203,535</u>	<u>3,488,665</u>
Total net position	<u>\$285,130</u>	<u>\$3,203,535</u>	<u>\$3,488,665</u>

DUBLIN SAN RAMON SERVICES DISTRICT
 ALLOCATIONS
 COMBINING STATEMENT OF REVENUES AND EXPENSES
 AND CHANGES IN FUND NET POSITION
 FOR THE YEAR ENDED JUNE 30, 2021

	Administrative Cost Center	OPEB Fund	Total
OPERATING REVENUES			
Other revenues	\$1,724,781	\$ -	\$1,724,781
Total operating revenues	<u>1,724,781</u>	<u>-</u>	<u>1,724,781</u>
OPERATING EXPENSES			
Personnel	5,574,006	(303,381)	5,270,625
Materials	289,187	-	289,187
Contractual services	1,217,087	-	1,217,087
Other	117,127	-	117,127
Overhead charges	<u>(5,757,756)</u>	<u>-</u>	<u>(5,757,756)</u>
Total operating expenses	<u>1,439,651</u>	<u>(303,381)</u>	<u>1,136,270</u>
OPERATING INCOME	<u>285,130</u>	<u>303,381</u>	<u>588,511</u>
NONOPERATING REVENUES			
Investment income	<u>-</u>	<u>8,765</u>	<u>8,765</u>
Total non-operating revenues	<u>-</u>	<u>8,765</u>	<u>8,765</u>
INCOME (LOSS) BEFORE TRANSFERS			
Transfers in	<u>-</u>	<u>1,945,783</u>	<u>1,945,783</u>
Changes in net position	<u>285,130</u>	<u>2,257,929</u>	<u>2,543,059</u>
TOTAL NET POSITION, BEGINNING OF YEAR	<u>-</u>	<u>945,606</u>	<u>945,606</u>
TOTAL NET POSITION, END OF YEAR	<u><u>\$285,130</u></u>	<u><u>\$3,203,535</u></u>	<u><u>\$3,488,665</u></u>



Statistical Section

STATISTICAL OVERVIEW



The statistics in this section provide context to help readers understand what the financial statements, note disclosures, and required supplementary information reveal about the District's overall financial health. In contrast to the Financial Section, information in the Statistical Section is not subject to an independent audit.

Demographic and Economic Information

These schedules offer demographic and economic indicators to help the readers understand the environment in which the District's financial activities take place.

1. City of Dublin principal employers
2. City of San Ramon principal employers
3. Demographic and economic indicators

Financial Trends

These schedules contain trend information to help the readers understand how the District's financial performance and well-being have changed over time.

1. Changes in net position
2. Total revenue by source
3. Total expense by type
4. Net position by component

Revenue Capacity

These schedules contain information to help the readers assess the District's most significant local revenue sources.

1. Water by type of customer
2. Principal customers
3. Water and sewer rates

Debt Capacity

These schedules present information to help the readers assess the affordability of the District's outstanding debt and its ability to issue additional debt in the future.

1. Pledged revenue coverage
2. Outstanding debt by type

Operating Information

These schedules contain service and infrastructure data to help the readers understand how the information in the District's financial report relates to the services the District provides and activities it performs.

1. Wastewater average daily effluent flow
2. Water consumption and connections
3. Authorized full-time equivalent District employees by function/program
4. Capital assets by function/program

Sources: Unless otherwise noted, the information in these schedules is derived from the *"Annual Comprehensive Financial Report"* for the relevant year.

CITY OF DUBLIN PRINCIPAL EMPLOYERS

Fiscal Year 2020 and Ten Years Prior

Employer	2011		2020 ¹	
	Employees	Rank	Employees	Rank
US Government & Federal Correctional Institution	2,100	1	1,400	1
County of Alameda	465	6	1,165	2
Dublin Unified School District	675	4	1,115	3
Ross Store Headquarters	N/A		1,100	4
Kaiser Permanente	N/A		510	5
Zeiss Meditec	975	2	450	6
TriNet	N/A		400	7
Patelco Credit Union	N/A		380	8
Target Corporation	N/A		380	9
City of Dublin	201	9	332	10
Sybase Corporation	710	3		
Micro Dental Laboratories	550	5		
Safeway	400	7		
Taleo	275	8		
Franklin Templeton Investments	200	10		
Total	6,551		7,232	

1. **Source:** City of Dublin, *Comprehensive Annual Financial Report, Fiscal Year ended June 30, 2020***CITY OF SAN RAMON PRINCIPAL EMPLOYERS**

Fiscal Year 2020 and Ten Years Prior

Employer	2011		2020 ^{1 1}	
	Employees	Rank	Employees	Rank
Chevron USA, Inc.	3,521	1	3,176	1
Bank of the West	1,600	3	1,600	2
Robert Half International Inc.	982	4	1,474	3
Accenture LLP	750	6	750	4
San Ramon Regional Medical Center	500	7	727	5
Primed Management Consulting	N/A		453	6
Old Republic Home Protection	N/A		453	7
Five 9, Inc.	N/A		376	8
PG&E	968	5	364	9
Pacific Bell Telephone	N/A		321	10
AT&T	1,819	2	N/A	
24-Hour Fitness USA, Inc.	372	8	N/A	
Marriott	368	9	N/A	
IBM Corporation	358	10	N/A	
Total	11,238		9,694	

1. **Source:** City of San Ramon, *Comprehensive Annual Financial Report, Fiscal Year ended June 30, 2020*

DEMOGRAPHIC AND ECONOMIC INDICATORS

Last 10 Calendar Years

Calendar Year	City of Dublin Population ^{2,4}	Alameda County Personal Income ¹	Alameda County Per Capita Personal Income ¹	City of Dublin Unemployment Rate ³
2011	46,207	75,973,983	49,575	6.40%
2012	46,730	80,530,232	51,746	5.50%
2013	49,932	85,173,987	53,798	4.60%
2014	53,462	90,631,392	56,261	3.70%
2015	55,844	101,370,460	61,879	2.90%
2016	57,349	111,354,955	67,356	2.60%
2017	59,686	118,554,685	71,282	2.70%
2018	63,241	127,746,433	76,644	2.50%
2019	64,577	135,663,560	81,171	2.10%
2020	65,716	n-a ⁴	n-a ⁴	7.40%
2021	64,695	n-a ⁴	n-a ⁴	4.00%

Calendar Year	City of San Ramon Population ²	Contra Costa County Personal Income ¹	Contra Costa County Per Capita Personal Income ¹	City of San Ramon Unemployment Rate ³
2011	73,111	60,709,126	56,919	7.00%
2012	74,753	66,153,748	61,290	6.10%
2013	76,429	66,728,681	60,885	5.00%
2014	77,270	70,849,779	63,752	4.10%
2015	77,470	74,756,916	66,348	3.30%
2016	78,363	82,204,425	67,356	2.90%
2017	80,550	87,810,279	76,527	3.00%
2018	82,643	94,900,003	82,506	2.50%
2019	83,957	98,423,318	85,324	2.20%
2020	83,118	n-a ⁴	n-a ⁴	7.30%
2021	83,863	n-a ⁴	n-a ⁴	4.00%

Source:

1. U.S. Department of Commerce, Bureau of Economic Analysis, "CAINC1 Personal Income Summary" midyear population estimates
- Last updated: November 17, 2020 with new statistics for 2019
2. State of California, Department of Finance, "E-5 Population and Housing Estimates for Cities, Counties, and the State, January 2011-2021, with 2010 Benchmark"
- Released: May 2021
3. State of California, Employment Development Department, Unemployment Rates (Labor Force) (one-year lag)
- Last updated: Unemployment rates as of September 2021
4. As of November 11, 2021, data for 2020 and 2021 not yet available

CHANGES IN NET POSITION

Last 10 Fiscal Years

(Accrual basis of accounting, amounts expressed in thousands)

	2012	2013	2014	2015	2016
Operating Revenues					
Water	\$26,239	\$28,557	\$30,576	\$29,043	\$29,627
Wastewater	21,073	22,699	22,904	24,333	24,804
Total operating revenues	\$47,312	\$51,256	\$53,480	\$53,376	\$54,431
Operating Expenses					
Water	26,979	26,857	30,994	27,486	26,147
Wastewater	29,657	28,338	28,800	28,754	29,609
Total operating expenses	\$56,636	\$55,195	\$59,794	\$56,240	\$55,756
Net Operating Revenues (Expenses)	(\$9,324)	(\$3,939)	(\$6,314)	(\$2,864)	(\$1,325)
Non-Operating Revenues (Expenses)					
Interest earnings	625	149	1,376	958	1,639
Interest expense	(2,637)	(2,555)	(2,470)	(2,362)	(1,929)
Non-operating revenue (expenses)	0	0	0	0	48
Non-cash contributions	2,262	1,294	4,735	4,983	1,461
Capital contributions	18,752	18,786	13,094	29,905	34,462
Total non-operating revenues (expenses)	\$19,002	\$17,674	\$16,735	\$33,484	\$35,681
Change in Net Position	\$9,678	\$13,735	\$10,421	\$30,620	\$34,356

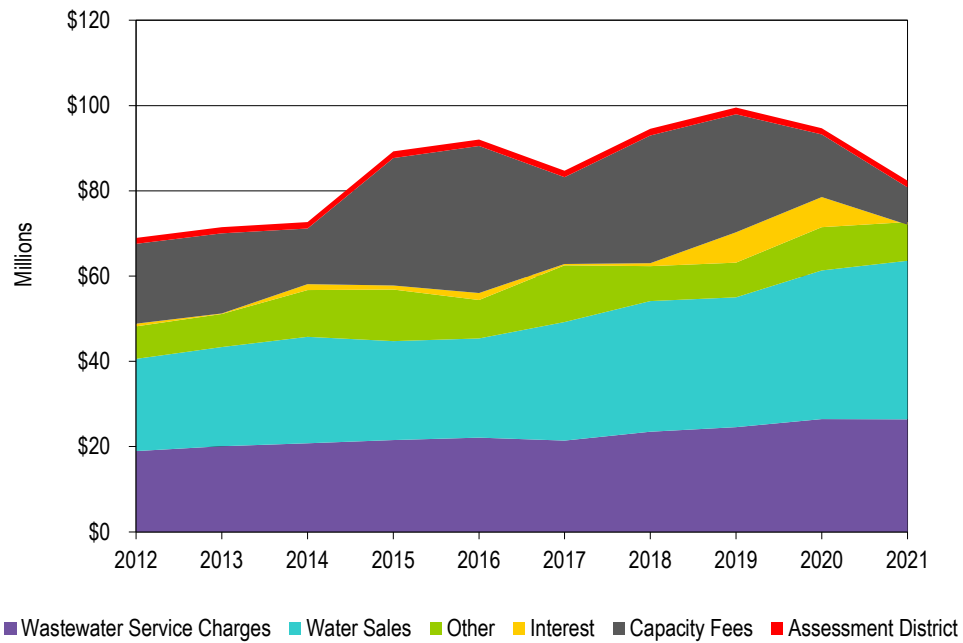
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	2017	2018	2019	2020	2021
Operating Revenues					
Water	\$35,293	\$36,063	\$35,277	42,487	41,249
Wastewater	24,316	26,199	27,107	28,917	28,962
Total operating revenues	\$59,609	\$62,261	\$62,384	\$71,404	\$70,211
Operating Expenses					
Water	37,635	39,012	37,438	46,278	39,293
Wastewater	31,435	31,767	36,093	37,107	33,381
Total operating expenses	\$69,070	\$70,779	\$73,530	\$83,385	\$72,674
Net Operating Revenues (Expenses)	(\$9,461)	(\$8,518)	(\$11,146)	(\$11,982)	(\$2,463)
Non-Operating Revenues (Expenses)					
Interest earnings	354	696	7,137	7,103	(663)
Interest expense	(1,918)	(1,712)	(1,467)	(1,454)	(1,438)
Non-operating revenue (expenses)	(37)	652	6	7	1,270
Non-cash contributions	4,485	982	2,360	1,535	2,802
Capital contributions	20,330	29,944	27,667	14,632	8,749
Total non-operating revenues (expenses)	\$23,215	\$30,562	\$35,703	\$21,823	\$10,719
Change in Net Position	\$13,754	\$22,044	\$24,557	\$9,841	\$8,256

TOTAL REVENUE BY SOURCE

Last 10 Fiscal Years



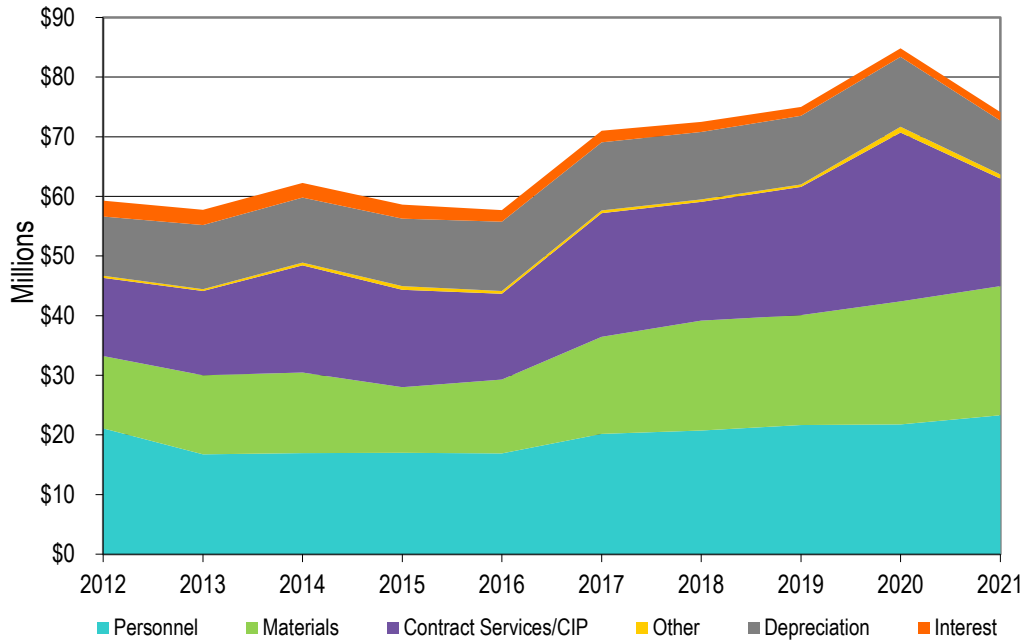
REVENUE SOURCES FOR FISCAL YEARS 2012 THROUGH 2021

Fiscal Year Ending	Total	Wastewater Service Charges	Water Sales	Other	Interest	Capacity Fees	Assessment District
2012	68,952,117	18,969,087	21,640,712	7,576,565	625,049	18,752,586	1,388,118
2013	71,486,077	20,112,373	23,255,332	7,718,153	149,815	18,786,036	1,464,368
2014	72,685,508	20,772,099	24,992,374	10,945,880	1,376,221	13,093,842	1,505,092
2015	89,223,380	21,547,608	23,186,190	12,083,855	958,042	29,905,253	1,542,432
2016	92,041,190	22,092,217	23,280,944	9,019,081	1,639,420	34,462,453	1,547,074
2017	84,741,940	21,408,029	27,831,941	13,255,892	354,329	20,330,328	1,561,421
2018	94,534,991	23,478,551	30,651,524	8,186,244	695,673	29,944,208	1,578,791
2019	99,554,176	24,540,413	30,452,244	8,143,805	7,136,641	27,667,384	1,613,689
2020	94,680,267	26,483,936	34,854,618	10,120,402	7,102,863	14,631,802	1,486,646
2021	82,367,742	26,415,616	37,188,141	9,084,227	(663,326)	8,748,665	1,594,419

Source: Dublin San Ramon Services District audited financial statements

TOTAL EXPENSE BY TYPE

Last 10 Fiscal Years



EXPENSES FOR FISCAL YEARS 2012 THROUGH 2021

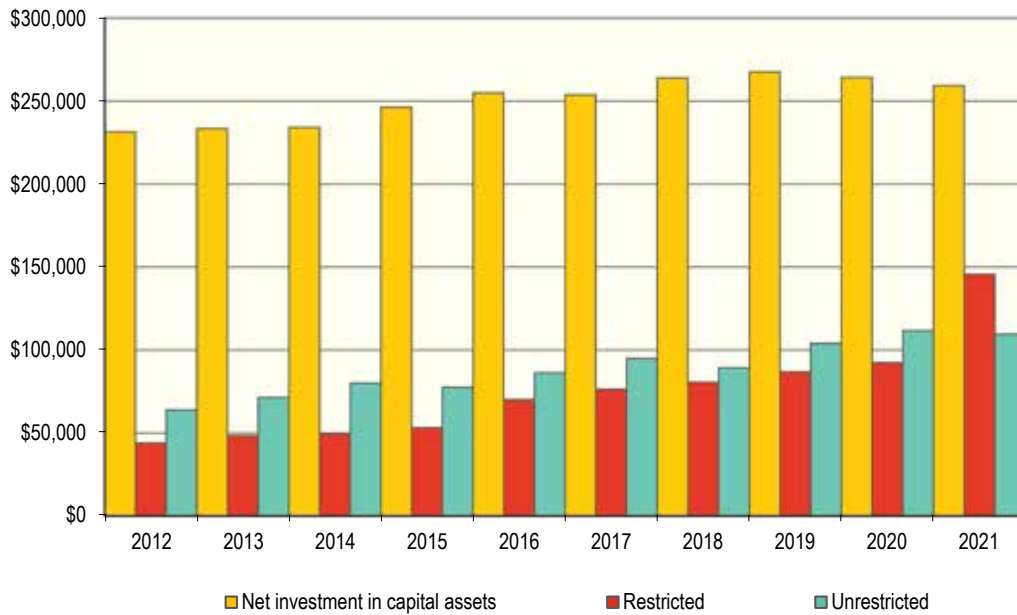
Fiscal Year Ending	Total	Personnel	Materials	Contract Services/CIP	Other	Depreciation	Interest
2012	59,273,573	21,076,414	12,169,667	13,108,236	337,681	9,944,178	2,637,397
2013	57,750,624	16,751,956	13,249,757	14,132,427	301,282	10,760,074	2,555,128
2014	62,264,504	16,929,786	13,532,408	17,983,580	448,169	10,900,456	2,470,105
2015	58,603,008	16,979,110	11,017,393	16,312,937	650,624	11,280,429	2,362,515
2016	57,685,170	16,894,081	12,404,304	14,363,125	487,478	11,607,463	1,928,719
2017	70,988,042	20,186,984	16,271,615	20,729,632	477,539	11,404,287	1,917,985
2018	72,490,743	20,754,356	18,414,001	19,910,203	407,162	11,293,079	1,711,942
2019	74,997,656	21,650,770	18,419,851	21,540,241	377,898	11,541,721	1,467,175
2020	84,838,939	21,750,589	20,628,632	28,308,098	970,545	11,727,255	1,453,820
2021	74,112,213	23,304,574	21,619,639	18,043,734	725,631	8,980,372	1,438,263

Source: Dublin San Ramon Services District audited financial statements

NET POSITION BY COMPONENT

Last 10 Fiscal Years

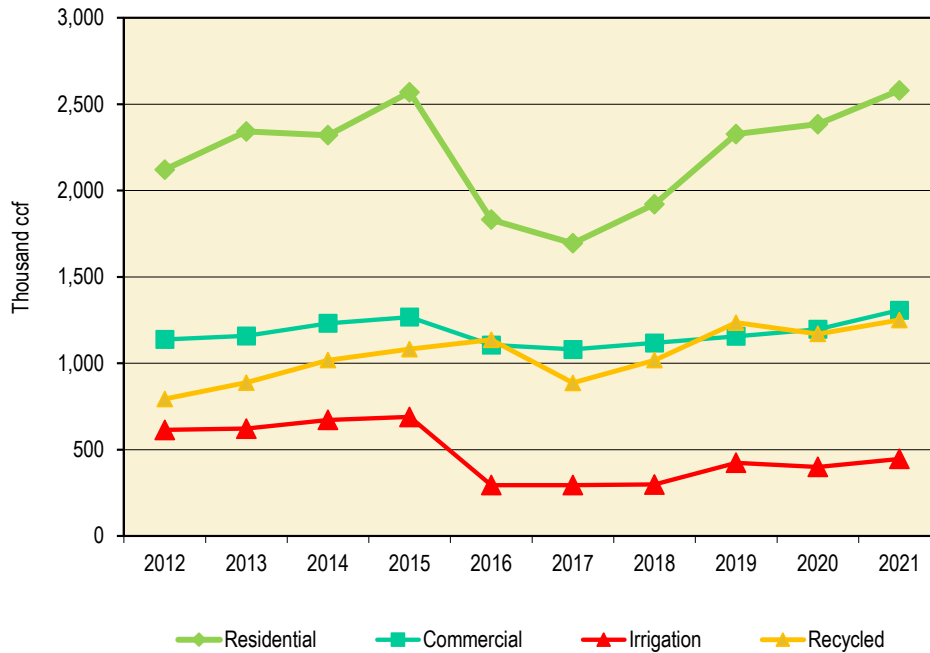
(Accrual basis of accounting, amounts expressed in thousands)



Business-Type Activities	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Net investment in capital assets	\$231,488	\$233,439	\$234,213	\$246,295	\$254,961	\$253,841	\$264,020	\$267,682	\$264,272	\$259,331
Restricted	43,991	48,384	49,300	53,210	70,100	76,395	80,572	86,846	92,440	145,597
Unrestricted	63,967	71,358	80,089	77,530	86,331	94,910	89,357	103,978	111,635	109,530
Total net positions	\$339,446	\$353,181	\$363,602	\$377,035	\$411,392	\$425,145	\$433,949	\$458,505	\$468,347	\$514,458

Source: Dublin San Ramon Services District audited financial statements

WATER SOLD BY TYPE OF CUSTOMER
Last 10 Fiscal Years (amounts in thousand ccf)



Fiscal Year Ending	Type of Customer				Total
	Residential	Commercial	Irrigation	Recycled	
2011	2,121	1,138	614	793	4,666
2012	2,342	1,158	622	888	5,009
2013	2,320	1,231	672	1,018	5,241
2014	2,569	1,267	689	1,082	5,607
2015	1,831	1,106	295	1,136	4,368
2016	1,695	1,080	294	886	3,955
2017	1,921	1,118	298	1,018	4,355
2018	2,327	1,156	424	1,235	5,142
2019	2,384	1,197	400	1,170	5,151
2020	2,580	1,307	446	1,250	5,583
2021	2,635	858	461	1,245	5,199

Source: Dublin San Ramon Services District

PRINCIPAL CUSTOMERS

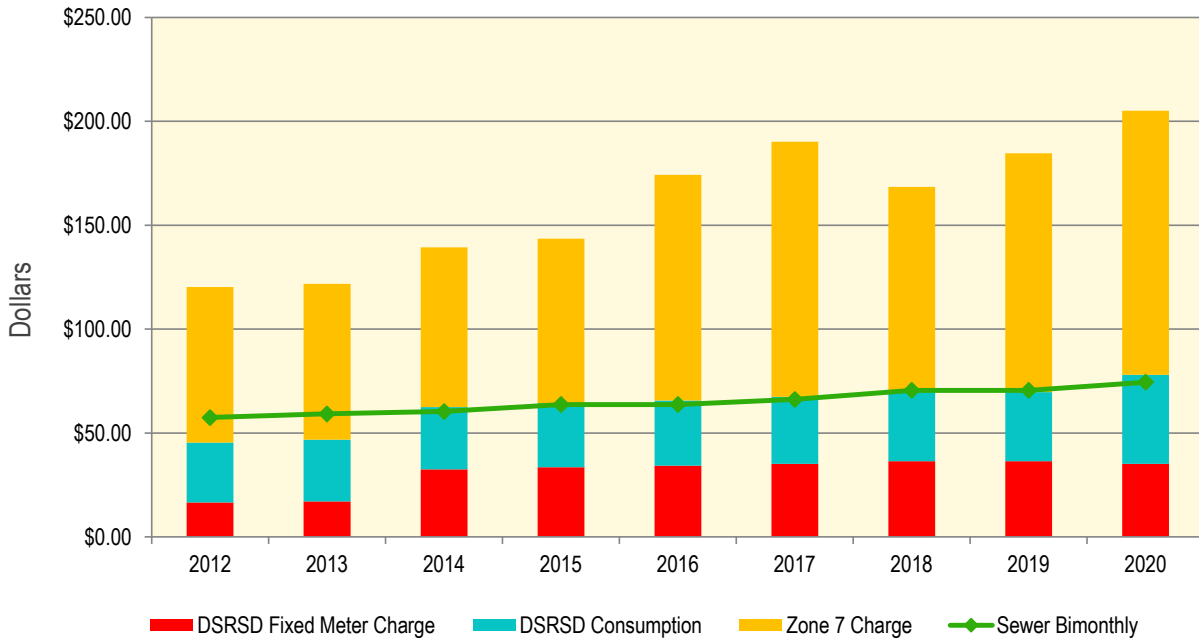
Last 10 Fiscal Years

Customer	2012			2021		
	Annual Billing	Rank	% of Total Annual Billings	Annual Billing	Rank	% of Total Annual Billings
City of Pleasanton	\$8,766,993	1	21.6%	\$10,800,695	1	16.981%
City of San Ramon	1,107,248	4	2.7%	2,703,686	2	4.251%
City of Dublin	977,408	5	2.4%	1,561,271	3	2.455%
County of Alameda (Santa Rita Jail)	1,480,616	2	3.6%	1,550,510	4	2.438%
Dublin Ranch Golf Course	441,009	7	1.1%	578,767	5	0.910%
Dublin Unified School District	452,002	6	1.1%	520,453	6	0.818%
San Ramon Valley School District	313,831	9	0.8%	380,099	7	0.598%
Avalon Bay Communities Inc	263,043	10	0	379,299	8	0.596%
Amador Lakes Apartments			0.0%	297,990	9	0.469%
USAG CSTC	324,310	8	0.8%	149,590	10	0.235%
Federal Correction Facility	1,308,551	3	3.2%	89,506	11	0.141%
All Others	25,174,790 ¹		62.0%	44,591,891 ¹		70.1%
Total	\$40,609,801		100.0%	\$63,603,757		100.0%

1. Customers included in 'All Others' when listed individually make up less than 0.5% of total annual billings.

WATER AND SEWER RATES

Last 10 Fiscal Years



Fiscal Year Ending	Water Bimonthly ¹				Sewer Bimonthly	
	DSRSD Fixed Meter Charge	DSRSD Consumption	Zone 7 Charge	33 CCF*	Total Water	Base Rate
2012	16.66	28.74	74.91	\$103.65	120.31	57.51
2013	17.12	29.73	74.91	\$104.64	121.76	59.24
2014	32.56	29.94	76.89	\$106.83	139.39	60.42
2015	33.54	30.83	79.20	\$110.03	143.57	62.16
2016	34.31	31.39	108.57 ¹	\$139.96	174.27	63.73
2017	35.23	32.18	122.76 ²	\$154.94	190.17	63.73
2018	36.45	33.30	98.67 ³	\$131.97	168.42	66.23
2019	36.45	33.30	114.84	\$148.14	184.59	70.58
2020	35.16	42.90	127.05 ⁴	\$169.95	205.11	74.48
2021	35.73	54.78	127.05	\$181.83	217.56	78.10

Notes: Water rates are based on a 5/8" meter, which is the standard size for residences.

The average water usage for residential customers varies year to year; 33 ccf is used for historical comparisons only.

Bills are calculated based on normal conditions.

¹ In calendar year 2016, Zone 7 changed from four tier rate to single tier rate and added \$0.57/ccf Temporary Conservation Surcharge.

² In calendar year 2017, Zone 7 restructured rates to include a fixed charge and a volume-based rate and maintained the \$0.57/ccf Temporary Conservation Surcharge.

³ In calendar year 2018, Zone 7 rates included a fixed charge and a volume-based rate and removed the \$0.57/ccf Temporary Conservation Surcharge.

⁴ In calendar year 2020, volumetric rate structure changed from tiered-rates to uniform rates

Source: Dublin San Ramon Services District

PLEGGED REVENUE COVERAGE

Last 10 Fiscal Years

Fiscal Year Ending	1997 Revenue Refunding Bonds	2009 Sewer Refunding Bonds	2011 Water Bonds	2017 Water Refunding Bonds ¹	2011 LAVWMA Obligation
2012		6.80%	2.64%		3.39%
2013		7.80	3.95		5.21
2014		7.40	3.33		5.51
2015			4.83		7.23
2016			7.20		7.50
2017			4.48		7.00
2018				9.50% ²	9.20
2019				9.27	12.20
2020				5.51	10.30
2021				5.10	6.7

Note: Details regarding current outstanding debt can be found in the notes to the financial statements

1. Net revenues include capacity reserve fees
2. Updated to reflect fiscal year ending 2018 actual instead of estimates from final Official Statement dated December 13, 2017

OUTSTANDING DEBT BY TYPE

Last 10 Fiscal Years

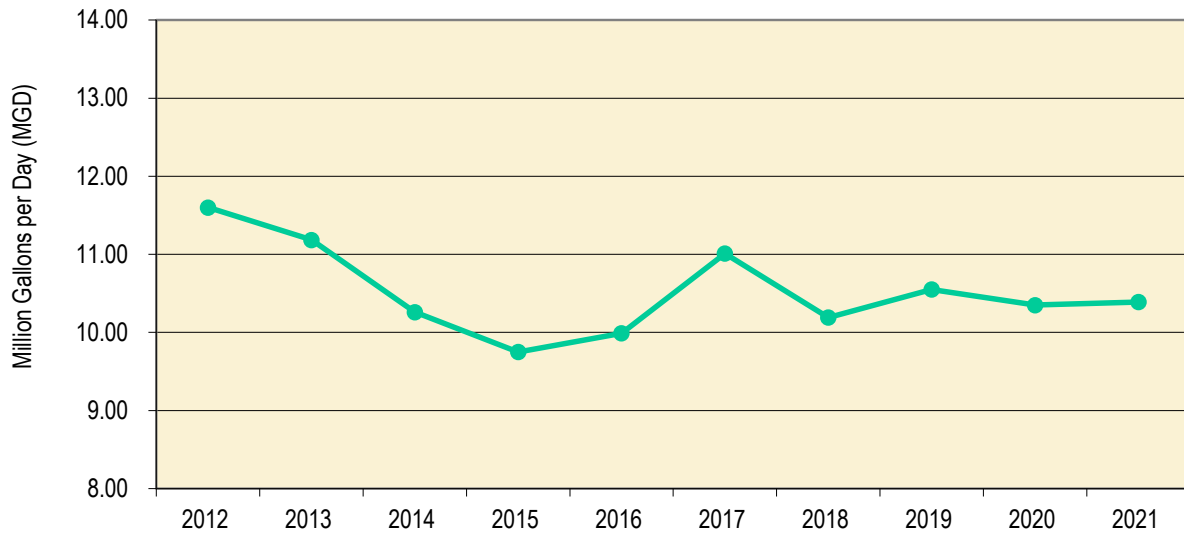
Fiscal Year Ending	Business-Type Activities					Total	Estimated Population Served	Debt per Capita
	WaterReuse Revenue Bonds	Sewer Refunding Bonds	2011 Water Bonds	Water Refunding Bonds	2011 LAVWMA Obligation			
2012		14,570,586	35,620,000		40,975,094	91,165,680	157,000	581
2013		12,890,289	35,620,000		39,343,403	87,853,692	157,000	560
2014		11,135,590	35,360,000		38,055,942	84,551,532	159,000	532
2015			35,090,000		36,700,412	71,790,412	171,000	420
2016			34,810,000		35,276,816	70,086,816	173,000	405
2017			34,520,000		33,779,317	68,299,317	178,000	384
2018				33,590,000	32,204,024	65,794,024	186,000	354
2019				33,180,000	30,548,995	63,728,995	188,000	339
2020				32,760,000	28,808,396	61,568,396	187,900	328
2021				32,325,000	(28,808,396)	3,516,604	187,500	19

Note: Debt amounts exclude any premiums, discounts, or other amortization amounts

Source: Dublin San Ramon Services District audited financial statements

WASTEWATER AVERAGE DAILY EFFLUENT FLOW

Last 10 Fiscal Years

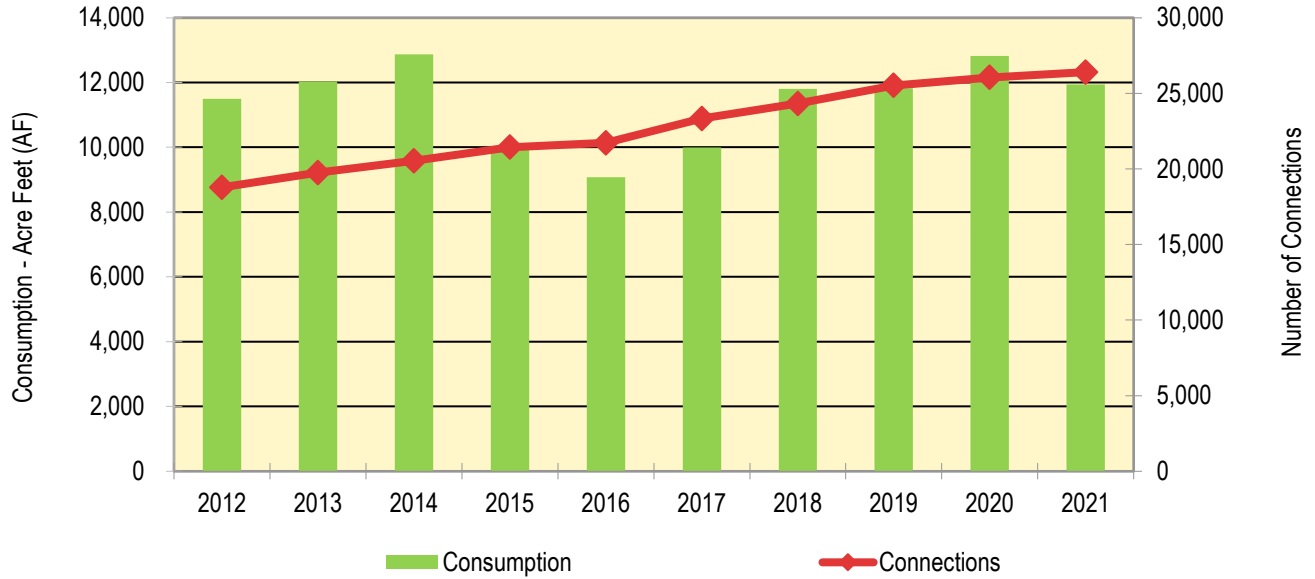


Fiscal Year Ending	Wastewater Avg. Daily Flow(MGD)	Wastewater Total Annual Flow (MG)
2012	11.60	4,245
2013	11.19	4,083
2014	10.26	3,745
2015	9.75	3,547
2016	9.99	3,646
2017	11.01	4,019
2018	10.19	3,719
2019	10.55	3,852
2020	10.35	3,777
2021	10.39	3,792

Source: Dublin San Ramon Services District Comprehensive Annual Financial Report

WATER CONSUMPTION AND CONNECTIONS

Last 10 Fiscal Years



Source: Dublin San Ramon Services District

Fiscal Year Ending	Water (AF) Consumption	Number of Connections
2012	11,500	18,777
2013	12,031	19,754
2014	12,873	20,532
2015	10,027	21,434
2016	9,079	21,722
2017	9,998	23,324
2018	11,804	24,324
2019	11,825	25,521
2020	12,817	26,044
2021	11,936	26,396

Source: Dublin San Ramon Services District (includes potable and recycled water).

**AUTHORIZED FULL-TIME EQUIVALENT DISTRICT EMPLOYEES
BY FUNCTION/PROGRAM**

Last 10 Fiscal Years

Function/Program	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Office of the General Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	2.00	2.00
Executive Services	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	3.00
Administrative Services	1.00	1.00	2.00	2.00	1.50	1.50	1.50	1.50	1.00	2.00
Organizational Services	1.50	1.50	-	-	-	-	-	-	-	-
Human Resources & Risk Management	4.00	4.00	4.50	4.50	4.50	4.50	4.50	4.50	5.50	5.00
Public Affairs	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.40
Safety	1.00	1.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Financial Services	5.00	5.00	5.00	5.00	4.00	4.00	4.00	4.00	5.00	6.00
Utility Billing & Customer Services	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	7.00	7.00
Information Technology Services	4.75	5.00	5.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Engineering Services	2.00	2.00	3.00	2.00	2.50	2.50	2.50	2.50	2.00	2.60
Capital Projects	8.00	8.00	8.00	8.00	5.00	5.00	7.00	7.00	10.00	8.00
Development & Construction Services	8.00	8.00	8.00	9.00	9.00	10.00	11.00	11.00	11.00	7.00
Planning & Asset Management	3.00	3.00	3.00	3.00	2.00	2.00	-	-	-	5.00
Operations Administration	5.00	5.00	5.00	5.00	5.00	5.00	1.00	1.00	1.00	1.00
Field Operations	11.00	11.00	11.00	11.00	12.00	12.00	16.00	16.00	17.00	16.00
Plant Operations	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	14.00	13.00
Mechanical Maintenance	13.00	13.00	13.00	13.00	14.00	14.00	15.00	15.00	17.00	16.00
Instrumentation, Controls & Electrical	8.00	8.00	9.00	9.00	9.00	9.00	10.00	10.00	10.00	10.00
Laboratory & Technical Services	5.00	5.00	5.00	5.00	5.00	5.00	7.00	7.00	8.00	8.00
Operation Support Services	-	-	-	-	3.00	2.00	5.00	5.00	2.00	5.00
Total¹	108.75	109.00	112.00	113.00	113.00	113.00	121.00	121.00	128.00	128.00
Retirees ²	63.00	66.00	67.00	69.00	74.00	74.00	84.00	84.00	99.00	101.00

1. **Source:** Dublin San Ramon Services District Operating Budget.

2. **Source:** Audited Financial Statement. Retirees with medical or dental benefit coverage.

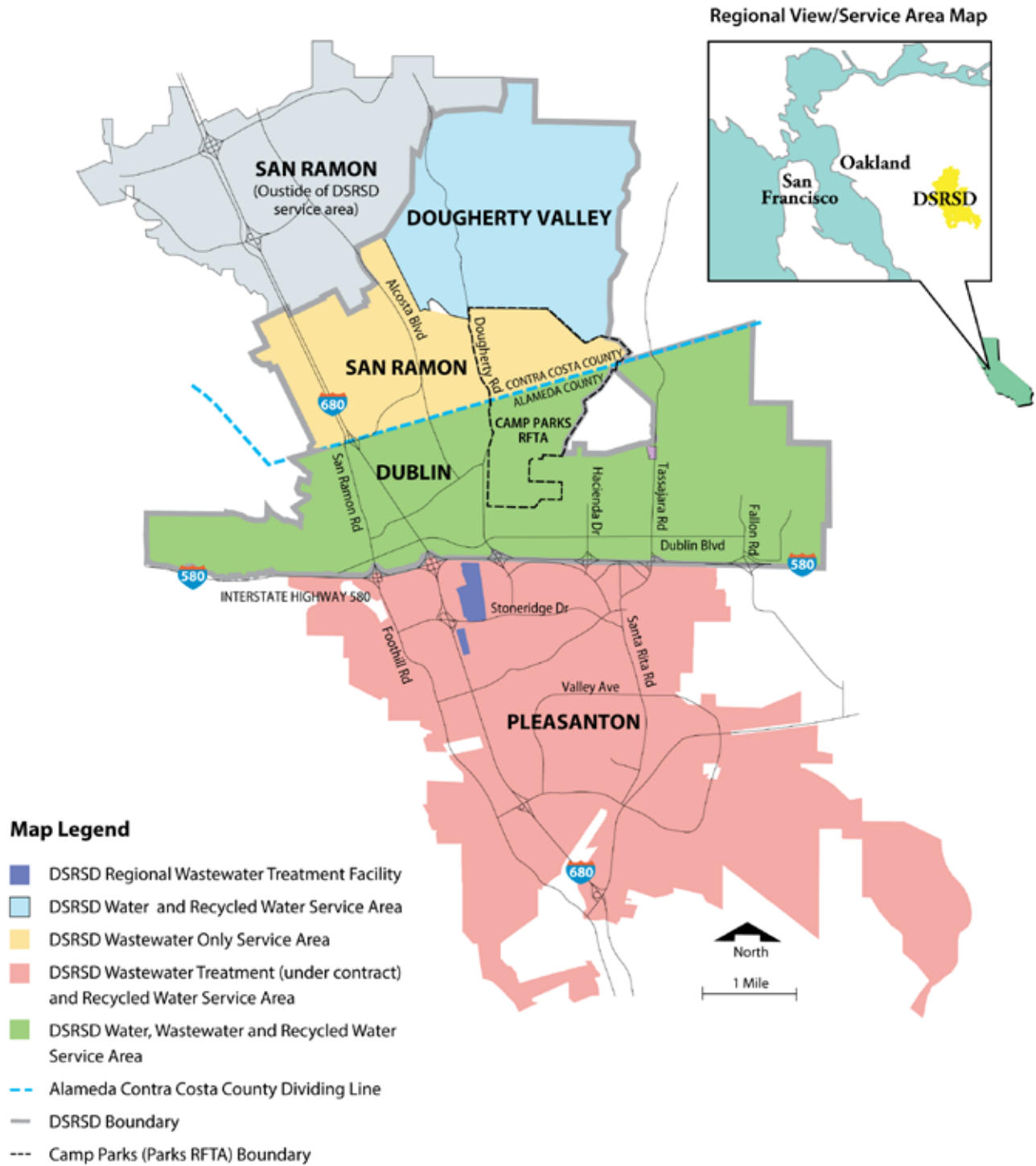
CAPITAL ASSETS BY FUNCTION/PROGRAM

Last 10 Fiscal Years

Function/Program	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Water										
Miles of potable water mains	290.3	298.9	305.1	307.0	307.8	319.0	321.0	331.0	334.0	338.0
Miles of recycled water mains	55.6	60.1	61.1	62.0	63.7	66.7	68.0	69.0	72.0	72.0
Number of potable water reservoirs	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0
Storage capacity potable water (million gallons)	27.1	27.1	27.1	27.1	27.1	27.1	27.1	27.1	27.1	27.1
Number of recycled water reservoirs	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Storage capacity recycled water (million gallons)	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Wastewater										
Miles of sanitary sewers	188.4	200.9	205.0	205.0	206.0	207.0	207.0	219.0	220.0	222.0
Number of treatment plants	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Treatment capacity (million gallons per day)	17.0	17.0	17.0	17.0	17.0	17.0	17.0	17.0	17.0	17.0

Source: Dublin San Ramon Services District

DISTRICT SERVICE AREA MAP



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DUBLIN SAN RAMON SERVICES DISTRICT
MEMORANDUM ON INTERNAL CONTROL AND
REQUIRED COMMUNICATIONS
FOR THE YEAR ENDED
JUNE 30, 2021

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DUBLIN SAN RAMON SERVICES DISTRICT
MEMORANDUM ON INTERNAL CONTROL AND
REQUIRED COMMUNICATIONS

For the Year Ended June 30, 2021

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MEMORANDUM ON INTERNAL CONTROL

Board of Directors
Dublin San Ramon Services District
Dublin, California

In planning and performing our audit of the basic financial statements of the Dublin San Ramon Services District (District), California, as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, Board of Directors, others within the organization, and agencies and pass-through entities requiring compliance with *Government Auditing Standards*, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads 'Maze + Associates' in a cursive, stylized font.

Pleasant Hill, California
October 29, 2021

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REQUIRED COMMUNICATIONS

To the Board of Directors of
Dublin San Ramon Services District
Dublin, California

We have audited the basic financial statements of the Dublin San Ramon Services District (District) for the year ended June 30, 2021. Professional standards require that we communicate to you the following information related to our audit under generally accepted auditing standards.

Significant Audit Matters

Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year, except as follows:

GASB 84 - Fiduciary Activities

The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported.

This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities.

An activity meeting the criteria should be reported in a fiduciary fund in the basic financial statements. Governments with activities meeting the criteria should present a statement of fiduciary net position and a statement of changes in fiduciary net position. An exception to that requirement is provided for a business-type activity that normally expects to hold custodial assets for three months or less.

This Statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally should report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria.

A fiduciary component unit, when reported in the fiduciary fund financial statements of a primary government, should combine its information with its component units that are fiduciary component units and aggregate that combined information with the primary government's fiduciary funds.

This Statement also provides for recognition of a liability to the beneficiaries in a fiduciary fund when an event has occurred that compels the government to disburse fiduciary resources. Events that compel a government to disburse fiduciary resources occur when a demand for the resources has been made or when no further action, approval, or condition is required to be taken or met by the beneficiary to release the assets.

The pronouncement became effective, but did not have a material effect on the financial statements.

GASB 90 – Majority Equity Interests (an amendment of GASB Statements No. 14 and No. 61)

The primary objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government's holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. Those governments and funds should measure the majority equity interest at fair value.

For all other holdings of a majority equity interest in a legally separate organization, a government should report the legally separate organization as a component unit, and the government or fund that holds the equity interest should report an asset related to the majority equity interest using the equity method. This Statement establishes that ownership of a majority equity interest in a legally separate organization results in the government being financially accountable for the legally separate organization and, therefore, the government should report that organization as a component unit.

This Statement also requires that a component unit in which a government has a 100 percent equity interest account for its assets, deferred outflows of resources, liabilities, and deferred inflows of resources at acquisition value at the date the government acquired a 100 percent equity interest in the component unit. Transactions presented in flows statements of the component unit in that circumstance should include only transactions that occurred subsequent to the acquisition.

The pronouncement became effective, but did not have a material effect on the financial statements.

Unusual Transactions, Controversial or Emerging Areas

We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements were:

Estimated Net Pension Liabilities and Pension-Related Deferred Outflows and Inflows of Resources: Management's estimate of the net pension assets and liabilities and deferred outflows/inflows of resources are disclosed in Note 10 to the financial statements and are based on actuarial studies determined by a consultant, which are based on the experience of the District. We evaluated the key factors and assumptions used to develop the estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Estimated Net Other Post-Employment Benefit Plan (OPEB) Liability (Asset) and OPEB-Related Deferred Outflows and Inflows of Resources: Management's estimate of the net OPEB liability (asset) and deferred outflows/inflows of resources are disclosed in Note 11 to the financial statements and are based on actuarial studies determined by a consultant, which is based on the experience of the District. We evaluated the key factors and assumptions used to develop the estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Estimated Fair Value of Investments: As of June 30, 2021, the District held approximately \$213.9 million of cash and investments as measured by fair value as disclosed in Note 2 to the financial statements. Fair value is essentially market pricing in effect as of June 30, 2021. These fair values are not required to be adjusted for changes in general market conditions occurring subsequent to June 30, 2021.

Estimate of Depreciation: Management's estimate of the depreciation is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in Note 1E to the financial statements. We evaluated the key factors and assumptions used to develop the depreciation estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Disclosures

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We did not propose any audit adjustments that, in our judgement, could have a significant effect, either individually or in the aggregate, on the District's financial reporting process.

Professional standards require us to accumulate all known and likely uncorrected misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We have no such misstatements to report to the Board of Directors.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in a management representation letter dated October 29, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Information Accompanying the Financial Statements

We applied certain limited procedures to the required supplementary information that accompanies and supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the required supplementary information and do not express an opinion or provide any assurance on the required supplementary information.

We were engaged to report on the supplementary information that accompanies the financial statements, but is not required supplementary information. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the Introductory and Statistical Sections which accompany the financial statements, but are not required supplementary information. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

This information is intended solely for the use of Board of Directors and management and is not intended to be, and should not be, used by anyone other than these specified parties.

Maze + Associates

Pleasant Hill, California
October 29, 2021

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TITLE: Discuss and Approve Board Committees and Joint Powers Authority Assignments for Calendar Year 2022

RECOMMENDATION:

Staff requests that the Board President make recommendations on the 2022 Committee structure, assignments and Mission Statements, and Joint Powers Authority member assignments, and that the Board of Directors discuss and approve, by Motion, the Board President’s recommendations.

SUMMARY:

Each year, the newly selected Board President presents a recommendation for the Committee structure and Boardmember assignments to the various Committees and Joint Powers Authorities (JPAs). On December 7, 2021, in accordance with the Election and Rotation of Board Officers policy, the Board selected Director Richard Halket as the new Board President. The Board President has several options: (1) keep the structure and assignments the same as 2021, (2) recommend revised structure and assignments for 2022, or (3) continue this item to the next Board meeting on January 18, 2022.

DISCUSSION:

The current 2021 Committee/JPA Assignments and Mission Statements document (Attachment 1) lists the following seven bodies:

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

In 2021, there were seven Liaison Committee meetings, two DERWA meetings, and seven LAVWMA meetings. Staff anticipates approximately the same number of meetings for 2022. The Liaison Committees meet on dates coordinated with the other agencies. The JPAs meet per the pre-designated schedule by the JPAs.

Liaison Committees enable the Board to receive information from other agencies and to convey the Board’s policy positions to those agencies, whereas Joint Powers Authorities are formal and permanent interagency partnerships governed by state law and interagency agreements. DSRSD is a party to two of these JPAs: DERWA and LAVWMA.

The Board is not limited to the existing Liaison Committees and can restore former Committees or create new ones specific to a major topic of importance in accordance with the Guidelines for Conducting District Board Business policy. Chapter 3 of the guidelines (Attachment 2) provides the process for establishing committees and the criteria for committee assignment.

Originating Department: Office of the General Manager	Contact: D. McIntyre	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$195 per Boardmember per day of service from Administrative Overhead (Fund 900)	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – 2021 Committee/JPA Assignments and Mission Statements Attachment 2 – Chapter 3 of Guidelines for Conducting District Business policy (P100-14-3) Attachment 3 – Current FPPC Form 806	
		214 of 237

The table below shows the current assignments including alternates:

Table 1 – 2021 Assignments

Name (ordered by Board officers rotation)	Tri-Valley	Zone 7	Dublin	Pleasanton	San Ramon & Central San	DERWA	LAVWMA	Total M's
President Halket	M	M		M	A			3
Vice President Rubio					M	M		2
Director Goel			M				M	2
Director Vonheeder-Leopold	M	A	M	A		M	A	3
Director Johnson	A	M	A	M	M	A	M	4
M = Member A = Alternate								

The Board President can propose one of the following options for Board consideration:

Option 1 – Approve maintaining the current structure and assignments for 2022.

Option 2 – Approve an alternate structure and assignments for 2022, for which an updated 2022 Committee/JPA Assignments and Mission Statements document will be completed by staff and deemed final.

Option 3 – Continue this item to the next Board meeting on January 18, 2022, to allow the Board President to make extensive revisions to the structure and assignments for 2022 based on the Board’s input.

In accordance with Regulation 18702.5 of the Fair Political Practices Commission (FPPC), the District must post on its website the FPPC Form 806 (Agency Report of Public Official Appointments) to report additional compensation that officials receive when appointment themselves to positions on committees, boards, or commissions of another public agency or to a committee or position of the agency of which the public official is a member. The form must be posted prior to a vote to appoint a Boardmember if the appointee will participate in the decision and the appointment results in additional compensation to the appointee. Attachment 3 is the current Form 806 reflecting the 2021 assignments. Dependent on the Board’s action at this meeting, staff will either post an updated form or prepare a draft form for the next meeting.

2021 COMMITTEE/JPA ASSIGNMENTS AND MISSION STATEMENTS

LIAISON COMMITTEES

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

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

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

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

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

JOINT POWERS AUTHORITIES

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

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

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

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

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

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

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

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

Vice President

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

GUIDELINES FOR ESTABLISHING COMMITTEES

Process

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

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

-
- Meeting time and place.
 - Committee Mission (staff will work with each committee to ensure there is no overlap in Missions between or among committees).
 - Goals for the year.

7. In early February, the charters from each committee are presented for the board's consideration by motion.

Criteria for Committee Assignment

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

Continuity

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

**Agency Report of:
Public Official Appointments**

A Public Document

1. Agency Name Dublin San Ramon Services District		California Form 806	For Official Use Only
Division, Department, or Region (If Applicable)			
Designated Agency Contact (Name, Title) Nicole Genzale, District Secretary			
Area Code/Phone Number 925-875-2203	E-mail genzale@dsrsd.com	Page <u>1</u> of <u>3</u>	Date Posted: <u>2/4/21</u> <small>(Month, Day, Year)</small>

2. Appointments

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

3. Verification

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

	Nicole Genzale	District Secretary / Executive Services Supervisor	2/4/21
<i>Signature of Agency Head or Designee</i>	<i>Print Name</i>	<i>Title</i>	<i>(Month, Day, Year)</i>

Comment: _____

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

1. Agency Name Dublin San Ramon Services District	Date Posted: <u>2/4/21</u> <small>(Month, Day, Year)</small>
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2. Appointments

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

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

1. Agency Name

Dublin San Ramon Services District

Date Posted: 2/4/21
(Month, Day, Year)

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
DERWA (DSRSD-EBMUD Recycled Water Authority)	▶ Name <u>Rubio, Marisol</u> <i>(Last, First)</i> Alternate, if any <u>Johnson, Ann Marie</u> <i>(Last, First)</i>	▶ <u>2 / 2 / 21</u> <i>Appt Date</i> ▶ <u>11 months</u> <i>Length of Term</i>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <i>Other</i>
DERWA (DSRSD-EBMUD Recycled Water Authority)	▶ Name <u>Vonheeder-Leopold, Georgean</u> <i>(Last, First)</i> Alternate, if any <u>Johnson, Ann Marie</u> <i>(Last, First)</i>	▶ <u>2 / 2 / 21</u> <i>Appt Date</i> ▶ <u>11 months</u> <i>Length of Term</i>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <i>Other</i>
LAVWMA (Livermore-Amador Valley Water Management Agency)	▶ Name <u>Goel, Arun</u> <i>(Last, First)</i> Alternate, if any <u>Vonheeder-Leopold, Georgean</u> <i>(Last, First)</i>	▶ <u>2 / 2 / 21</u> <i>Appt Date</i> ▶ <u>11 months</u> <i>Length of Term</i>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <i>Other</i>
LAVWMA (Livermore-Amador Valley Water Management Agency)	▶ Name <u>Johnson, Ann Marie</u> <i>(Last, First)</i> Alternate, if any <u>Vonheeder-Leopold, Georgean</u> <i>(Last, First)</i>	▶ <u>2 / 2 / 21</u> <i>Appt Date</i> ▶ <u>11 months</u> <i>Length of Term</i>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <i>Other</i>
	▶ Name _____ <i>(Last, First)</i> Alternate, if any _____ <i>(Last, First)</i>	▶ _____ <i>Appt Date</i> ▶ _____ <i>Length of Term</i>	▶ Per Meeting: \$ _____ ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <i>Other</i>
	▶ Name _____ <i>(Last, First)</i> Alternate, if any _____ <i>(Last, First)</i>	▶ _____ <i>Appt Date</i> ▶ _____ <i>Length of Term</i>	▶ Per Meeting: \$ _____ ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <i>Other</i>



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 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 December 7, 2021.

DISCUSSION:

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 in response to the COVID-19 pandemic and state and local public health orders that limited the operations of certain businesses and activities to protect public health and slow the spread of the virus. District emergency plans were aggressively implemented to allow for operational flexibility in meeting the challenges of COVID-19, while providing essential water and wastewater services. 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 Bay Area Shelter-in-Place 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 several COVID-19 restrictions that affect DSRSD’s safety practices and operations. These COVID-19 restrictions have evolved based on changing pandemic conditions. The District is in compliance with all applicable COVID-19 regulations for the workplace.

The California State of Emergency for COVID-19 remains in effect. Due to the recent increase in COVID-19 cases, Alameda County has slipped back into the substantial (orange) tier of the Centers for Disease Control and Prevention (CDC) system for monitoring community transmission of COVID-19. Alameda County is now meeting only one of the three metrics (low and stable hospitalization rates) needed to lift the local indoor masking requirement. On December 15, 2021, California implemented a statewide indoor mask mandate that is in effect until January 15, 2022. This statewide indoor masking order does not change the District’s COVID-19 safety practices since the District has been complying with Alameda County’s local indoor mask requirements since August 3, 2021. 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 COVID-19 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)		225 of 237



TITLE: Approve Revised Introduction to Records Retention Schedule Policy and Updated Retention Schedule Framework

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Motion, the following:

1. Revised introduction to the Records Retention Schedule policy, with declaration of the District’s Trusted Electronic Content Management System (ECMS), for inclusion in the comprehensive policy with the revised retention schedules for Board adoption at a future meeting
2. Expanded glossary to define terms in the retention schedules
3. Updated framework to reflect broader information in the retention schedules

DISCUSSION:

The Records Retention Schedule policy is periodically reviewed for staff to recommend and facilitate changes that reflect business needs and meet current legal requirements. Since its last revision in 2015, business processes and technology have changed, necessitating updates to the policy and evaluation and reorganization of the record series. In fact, the key objectives of the 2015 revision were to implement the ECMS project (CIP 15-A006), enable effective initial ECMS configuration for retention of the District’s official records, and effectively support the District’s Records Management Program. The ECMS initiative supports the District’s strategic goal to “make additional investment in information systems that provide a strong return on investment” and specifically the action item “to expand the use of our electronic records management system.” The policy has two parts: a 2-page preamble (introduction) and 68 pages of retention schedules. The Board will consider the revised preamble at this meeting and the revised retention schedules at a future meeting.

The revised preamble is more robust and outlines the District’s methods for managing the District’s records, including the development of a separate email policy, while also declaring that the District’s OnBase ECMS is a trusted system containing the District’s “official records.” Per the Secretary of State, a trusted system ensures electronically stored information can be considered a true and accurate copy of the original information received regardless of format and that at least two copies are created (1) preventing unauthorized alterations through a combination of hardware, media, and software storage, (2) is verifiable via independent audit processes, (3) uses WORM technology (Write Once, Read Many from a secure location) and (4) has policies and procedures for proper records handling. This means an electronic document stored in OnBase can replace the original source document as the official record, and the District can destroy the original paper copy, thereby freeing up storage space and streamlining manual filing and tracking processes, while improving records management. Attachments 1 and 2 are the marked-up and clean versions of the policy’s introduction.

This item also provides a preview of the expanded glossary and updated retention schedule framework. Attachment 3 is the expanded glossary to ensure uniform understanding and usage, and Attachment 4 compares the 2015 retention schedule framework with the proposed version. To enhance the schedules, staff recommends (1) removing the Active and Inactive Suggested Retention columns and showing only the Total Required Retention column, (2) adding Office and System of Record columns to identify which department is responsible for a record series and the system used for maintaining the records in that series, and (3) adding a column to identify records with Special Attributes.

If the Board approves the recommended changes, staff will work on bringing the retention schedules up to date and prepare a second agenda item for the Board to review and adopt a revised policy with the new retention schedules at a future meeting.

Originating Department: Administrative Services	Contact: V. Chiu	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 – Marked-up Policy without Records Retention Schedules Attachment 2 – Clean Policy without Records Retention Schedules Attachment 3 – Proposed Retention Schedule Glossary Attachment 4 – 2015 and Proposed Records Retention Schedule Frameworks	



Policy

Policy No. P200- 15-1	Type of Policy: General
Policy Title: Records Retention Schedules	
Policy Description: <u>Establishment of Rretention Sschedules for the management and destruction of District Rrecords</u>	
Approval Date: 4/7/2015	Last Review Date: 2015
Approval Resolution No.: 21-15	Next Review Date: 2019
Rescinded Resolution No.: 11-1121-15	Rescinded Resolution Date: 3/15/20114/7/2015

The purpose of ~~It is~~ this policy of the Board of Directors of Dublin San Ramon Services District is to institute comprehensive and uniform methods for the management of the District's records in accordance with legal requirements, industry standards, and business needs; and to establish records retention schedules in accordance with Government Code Sections 60200-60204 relating to destruction of records of special districts.:

1. Introduction and Scope

Pursuant to ~~California~~ Government Code §Section 60201-~~subdivision~~(b)(2), Dublin San Ramon Services District has adopted the Secretary of State's "Local Government Records Management Guidelines" established pursuant to Government Code Section 12236 to assist in determining minimum retention periods for records for which the statutory provisions for Destruction of Records of Special Districts (Government Code §§Sections 60200-60204) do not provide specific guidance. ~~Although not a dispositive source of authority, the District determines that, along with additional research, the State's guidelines and the California Public Records Act (Government Code Section 6250, et seq.) provide the basis for establishing reasonable records retention schedules to meet regulatory requirements, operational and administrative needs, and best records management practices, and to classify the District's records by series and establish a standard protocol for their destruction or disposition.~~

~~—This policy and the attached Dublin San Ramon Services District Records Retention Schedules addresses all District paper and electronic records, regardless of media and location stored storage, with the exception of email communication.- Email and other electronic communications will be more fully addressed under a separate policy currently under development which will be consistent with the District's Trustworthy Electronic Content Management System.~~

2. Storage of Records

Policy No. P200-15-1

Policy Title: Records Retention Schedules

Retention of official electronic records is managed in the District's Trustworthy Enterprise Content Management System (ECMS), a trusted system defined by Government Code Section 12168.7(c) as "a combination of technologies, policies, and procedures for which there is no plausible scenario in which a public record retrieved from or reproduced by the system could differ substantially from the public record that is originally stored." Physical records may be stored in offices, department filing areas, storage rooms, inactive records centers, or secured records vaults.

3. Official Records, Copies, and Non-Records

For retention purposes, a **record** includes any writing containing information relating to the conduct of the business prepared, owned, used, or retained by the organization regardless of physical form or characteristics. Government Code §6252(g) defines "**writing**" as "any handwriting, typewriting, printing, photo stating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored." Records include the subsets of trusted copies, confidential records, vital records, historical records, electronic records, and transitory records, as defined below in this policy or the attached Records Retention Schedules.

"**Official record**" is the original record or "trusted copy" having the legally recognized and enforceable quality of any writing containing information related to the conduct of the District's business. A "**trusted copy**" is a copy of an originally created record if the copy is created on a trusted system. "Trusted copies" are photographically or electronically generated documents controlled by daily operational procedures and policies to ensure reasonable expectations of document integrity, free from physical or electronic additions, subtractions or other modifications that would change the content of the original document. Once a "trusted copy" is created, it will replace the original source document as the official record, and the "trusted copy" must then be retained as the official record in accordance with the requirements of this policy and the attached Records Retention Schedules. The original source document shall then be considered a "duplicate copy" and can be destroyed in the approved manner.

"**Duplicate copy**" is a copy of an "official record" if the copy is not within the definition of a "trusted copy." In addition to hard copies of official records, "duplicate copies" also include, but are not limited to, database backups or other copies of electronic records. Per Government Code Section 60200, duplicates and copies of official records may be destroyed at any point after immediate use and/or before the retention period of the original record, but must not be retained longer than the total retention period of the original record. A "duplicate copy" may be destroyed after the employee ensures it is no longer required for the operational needs of the department. The District realizes that it neither has control over, nor can it enforce the storage, management, and disposal of, duplicate records released to outside entities.

"**Transitory record**" is a writing with only short-lived value because the information is used for a relatively short period of time and may be destroyed at any time after the employee ensures the record is not an official record and is no longer required for the operational needs of the department. Examples of

Policy No. P200-15-1	Policy Title: Records Retention Schedules
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transitory records may include, but are not limited to, the following documents that are not retained in the ordinary course of business: preliminary drafts, notes, interagency/intra-agency memoranda, email and electronic communications, voicemails, and audio recordings.

“Non-record” means any writing which is not within the definition of a record. Examples of “non-record” include writings that are not directly related to the conduct of the District’s business and/or are used specifically for reference including, but not limited to, text books, brochures, catalogs, or seminar announcements.

4. Legal Holds on Destruction

In addition, California Government Code §Section 60201-subdivision (d)(4) requires that the District maintain any document that “relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years.”- Depending upon how long litigation remains pending or when settlement is reached, these “legal holds” can potentially extend the life of a document well beyond the otherwise applicable retention period set forth in the accompanying schedules. The District may also suspend destruction due to discovery requests, public records requests, or for any other reason.

—Departments will be notified of legal holds on specific documents by the General Manager, District Secretary and/or the District’s legal counsel. -Since legal holds commonly target specific individuals, and a specific subject or set of information, documents unrelated to the legal hold may be disposed according to the approved retention periods.

~~—Any questions related to the retention schedules, citations or approved retention periods should be directed to the District Secretary.~~

~~2. To adopt a Records Retention Schedule that is in compliance with guidelines provided by the Secretary of State pursuant to Government Code Section 12236, and that retention schedules titled “Dublin San Ramon Services District Retention Schedules” 68 pages, classify all the District’s records by category and establish a standard protocol for their destruction or disposition.~~

5. Records Destruction

~~3. —The District Secretary, in whose custody ~~such~~the District’s records are kept, is hereby authorized to destroy District records in accordance with ~~such~~the adopted Records Retention sSchedules after review and concurrence by department heads. Paper records may be destroyed by shredding or disposed of by placing in a recycling or trash receptacle. Electronic records may be destroyed by deleting or overwriting.~~

4. —Notwithstanding the adopted Records Retention Schedules ~~adopted~~, the District Secretary mayis not authorized to destroy or dispose of any records the destruction or disposal of which is prohibited by any applicable provision of law enacted after this policy becomes effective.

6. Responsibilities

Policy No. P200- 15-1	Policy Title: Records Retention Schedules
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~~5.~~—The General Manager (or designee) shall develop comprehensive rules and procedures in furtherance of this policy and is hereby directed and authorized from time to time to make and implement such changes in the attached “Dublin San Ramon Services District Records Retention Schedules” as may be determined, in conjunction with District’s General Counsel, to be required by the law then applicable.

The District Secretary (or designee) shall manage and implement the District’s Records Management Program, including dissemination of information, providing training to staff, assisting departments in the maintenance and destruction of records, providing review of changes in records management practices and any proposed amendments to this policy, and prepare recommendations for approval by Board of Directors.

The District staff shall handle and process District records in accordance with the Department’s records management methods and this policy.

~~6.~~—— See Attachment “A” Dublin San Ramon Services District Retention Schedules.
Any questions related to the retention schedules, citations or approved retention periods should be directed to the District Secretary.



Policy

Policy No. P200-	Type of Policy: General
Policy Title: Records Retention Schedules	
Policy Description: Establishment of retention schedules for the management and destruction of District records	
Approval Date:	Last Review Date: Click here to enter a date.
Approval Resolution No.:	Next Review Date: Click here to enter text.
Rescinded Resolution No.: 21-15	Rescinded Resolution Date: 4/7/2015

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to institute comprehensive and uniform methods for the management of the District's records in accordance with legal requirements, industry standards, and business needs; and to establish records retention schedules in accordance with Government Code Sections 60200-60204 relating to destruction of records of special districts.

1. Introduction and Scope

Pursuant to Government Code Section 60201(b)(2), Dublin San Ramon Services District has adopted the Secretary of State's "Local Government Records Management Guidelines" established pursuant to Government Code Section 12236 to assist in determining minimum retention periods for records for which the statutory provisions for Destruction of Records of Special Districts (Government Code Sections 60200-60204) do not provide specific guidance. Although not a dispositive source of authority, the District determines that, along with additional research, the State's guidelines and the California Public Records Act (Government Code Section 6250, et seq.) provide the basis for establishing reasonable records retention schedules to meet regulatory requirements, operational and administrative needs, and best records management practices, and to classify the District's records by series and establish a standard protocol for their destruction or disposition.

This policy and the attached Dublin San Ramon Services District Records Retention Schedules address all District records, regardless of media and storage. Email and other electronic communications are more fully addressed under a separate policy.

2. Storage of Records

Retention of official electronic records is managed in the District's Trustworthy Enterprise Content Management System (ECMS), a trusted system defined by Government Code Section 12168.7(c) as "a

Policy No. P200-	Policy Title: Records Retention Schedules
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combination of technologies, policies, and procedures for which there is no plausible scenario in which a public record retrieved from or reproduced by the system could differ substantially from the public record that is originally stored.” Physical records may be stored in offices, department filing areas, storage rooms, inactive records centers, or secured records vaults.

3. **Official Records, Copies, and Non-Records**

For retention purposes, a **record** includes any writing containing information relating to the conduct of the business prepared, owned, used, or retained by the organization regardless of physical form or characteristics. Government Code §6252(g) defines “**writing**” as “any handwriting, typewriting, printing, photo stating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.” Records include the subsets of trusted copies, confidential records, vital records, historical records, electronic records, and transitory records, as defined below in this policy or the attached Records Retention Schedules.

“**Official record**” is the original record or “trusted copy” having the legally recognized and enforceable quality of any writing containing information related to the conduct of the District’s business. A “**trusted copy**” is a copy of an originally created record if the copy is created on a trusted system. “Trusted copies” are photographically or electronically generated documents controlled by daily operational procedures and policies to ensure reasonable expectations of document integrity, free from physical or electronic additions, subtractions or other modifications that would change the content of the original document. Once a “trusted copy” is created, it will replace the original source document as the official record, and the “trusted copy” must then be retained as the official record in accordance with the requirements of this policy and the attached Records Retention Schedules. The original source document shall then be considered a “duplicate copy” and can be destroyed in the approved manner.

“**Duplicate copy**” is a copy of an “official record” if the copy is not within the definition of a “trusted copy.” In addition to hard copies of official records, “duplicate copies” also include, but are not limited to, database backups or other copies of electronic records. Per Government Code Section 60200, duplicates and copies of official records may be destroyed at any point after immediate use and/or before the retention period of the original record, but must not be retained longer than the total retention period of the original record. A “duplicate copy” may be destroyed after the employee ensures it is no longer required for the operational needs of the department. The District realizes that it neither has control over, nor can it enforce the storage, management, and disposal of, duplicate records released to outside entities.

“**Transitory record**” is a writing with only short-lived value because the information is used for a relatively short period of time and may be destroyed at any time after the employee ensures the record is not an official record and is no longer required for the operational needs of the department. Examples of transitory records may include, but are not limited to, the following documents that are not retained in

Policy No. P200-	Policy Title: Records Retention Schedules
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the ordinary course of business: preliminary drafts, notes, interagency/intra-agency memoranda, email and electronic communications, voicemails, and audio recordings.

“**Non-record**” means any writing which is not within the definition of a record. Examples of “non-record” include writings that are not directly related to the conduct of the District’s business and/or are used specifically for reference including, but not limited to, text books, brochures, catalogs, or seminar announcements.

4. Legal Holds on Destruction

Government Code Section 60201(d)(4) requires that the District maintain any document that “relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years.” Depending upon how long litigation remains pending or when settlement is reached, these “legal holds” can potentially extend the life of a document well beyond the otherwise applicable retention period set forth in the accompanying schedules. The District may also suspend destruction due to discovery requests, public records requests, or for any other reason.

Departments will be notified of legal holds on specific documents by the General Manager, District Secretary and/or the District’s legal counsel. Since legal holds commonly target specific individuals, and a specific subject or set of information, documents unrelated to the legal hold may be disposed according to the approved retention periods.

5. Records Destruction

The District Secretary, in whose custody the District’s records are kept, is hereby authorized to destroy District records in accordance with the adopted Records Retention Schedules after review and concurrence by department heads. Paper records may be destroyed by shredding or disposed of by placing in a recycling or trash receptacle. Electronic records may be destroyed by deleting or overwriting.

Notwithstanding the adopted Records Retention Schedules, the District Secretary is not authorized to destroy or dispose of any records the destruction or disposal of which is prohibited by any applicable provision of law enacted after this policy becomes effective.

6. Responsibilities

The General Manager (or designee) shall develop comprehensive rules and procedures in furtherance of this policy and is hereby directed and authorized from time to time to make and implement such changes in the attached Records Retention Schedules as may be determined, in conjunction with District’s General Counsel, to be required by the law then applicable.

The District Secretary (or designee) shall manage and implement the District’s Records Management Program, including dissemination of information, providing training to staff, assisting departments in the maintenance and destruction of records, providing review of changes in records management practices

Policy No. P200-	Policy Title: Records Retention Schedules
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and any proposed amendments to this policy, and prepare recommendations for approval by Board of Directors.

The District staff shall handle and process District records in accordance with the Department’s records management methods and this policy.

Any questions related to the retention schedules, citations or approved retention periods should be directed to the District Secretary.

Dublin San Ramon Services District Records Retention Schedules

Retention Schedule Glossary

Schedule Headings

Series Code	Set of numbers assigned to a record series, a group of similar records arranged under a single filing system or kept together as a unit.
Series Name	Title of a record series.
Description of Documents	Details of a record series when a title is not sufficient.
Office of Record	Department responsible for maintaining records in a record series. This can be the department that creates the record, receives the record from outside of the District, or receives the record from another department within the District. Where the designation is "Districtwide," the Office of Record can be any department that may maintain documents in the record series.
System of Record	System used for maintaining records in a record series, as further described below.
Special Attributes	Identification of confidential, historical, or vital record, as further described below.
Total Required Retention	Length of time a record must be retained to fulfill its administrative, fiscal, and/or legal function.
Citations and Legal Basis	Legal requirements for a minimum retention period.

Systems of Record

EL	Electronic media.
MX	Mixed media: paper or electronic.
PA	Paper media.

Special Attributes

C	Confidential record, in general, is any record not disclosed to the public unless directed by court order.
H	Historical records have long-term value and document accomplishments, changes, and growth of the District.
P	Permanent records are required in perpetuity, usually identified by statute or other written guidance.
V	Vital records are critical records that are needed to continue or resume basic District operations.

Retention Periods

Administrative Record

Administrative Records include general subject information, reports, and reference documents with minimal to no long term value and that may or may not relate to a specific record series. Although there is no requirement to keep these records beyond the State's minimum 2 year requirement, Administrative Records should be reviewed annually for relevance to current subject matter or projects.

AA

After the annual audit, either by a regulatory body or performed internally by the District.

AC

After completion of the project or task (such as a maintenance project or report preparation), or closure of the case or issue (such as a claim against the District).

ACT

Maintain documents while the subject is actively used, such as a vendor that works with the District. This code often applies to duplicates and copies of records.

AE

After expiration of a document or activity, such as a permit, license, or agreement.

AFP

After final payment of a bond or grant.

AP

After approval of the document or finished task.

AR

Review the documents annually for relevance to current subject matters or projects and dispose of obsolete documents.

AT

After termination of employment or use of a system, such as software program.

CM

Maintain for the current month, plus any additional time listed.

CY

Maintain for the current year, plus any additional time listed.

EY

Maintain for the year the event occurred, such as a meeting or conference.

IND

Maintain the documents indefinitely. This code often applies to databases, since the data may be perpetually maintained in the software system.

LOB/LOV/ LOI/LOS/LOR

Maintain the documents for the life of board/committee, building, vehicle, improvement, system, or registrant.

P

Maintain all associated documents permanently.

S

After document is superseded, such as a policy or procedure.

+[Number]

Associated records retention code - plus the number of years or months (shown with "Y" or "M" after number).

2015 Records Retention Schedule Framework

0200-00 PLANNING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis [®]
0201-00 Emergency Planning						
0201-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0201-02	Disaster Preparedness		S+2		S+2	State of California Guidelines; 2 years after superseded

PROPOSED Records Retention Schedule Framework

0200-00 PLANNING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	System of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0201-00 Emergency Planning							
0201-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	District-wide	MX		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0201-02	Disaster Preparedness		Planning	SharePoint	V	S+2	State of California Guidelines; 2 years after superseded

Proposed Updates:

- Removed Active and Inactive Suggested Retention columns and rolled values into Total Required Retention
- Added Office of Record, System of Record, and Special Attributes columns