

AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, January 18, 2022

PLACE: Teleconference

Pursuant to the authorizations provided by Government Code Section 54953(e), and local county health orders issued to address the COVID-19 pandemic, the Board meeting will be held via Teams Teleconference.

The District Boardroom will be closed to the public.

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

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

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

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL – Members: Goel, Halket, Johnson, Rubio, Vonheeder-Leopold
4. DECLARATION OF TELECONFERENCE MEETINGS
 - 4.A. Authorize Remote Teleconference Meetings until February 17, 2022, Pursuant to California Government Code Section 54953(e) and 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: Authorize by Resolution and Approve by Motion
5. SPECIAL ANNOUNCEMENTS/ACTIVITIES
6. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)
At this time those on the teleconference call are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight's agenda. Comments should not exceed five minutes. The President of the Board will recognize each speaker, at which time the speaker should introduce him/herself, and then proceed with his/her comment. Written comments of five minutes or less and received by 5 p.m. on the day of the meeting will be read into the meeting record.
7. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS)
8. CONSENT CALENDAR
Matters listed under this item are considered routine and will be enacted by one Motion, in the form listed below. There will be no separate discussion of these items unless requested by a Member of the Board or the public prior to the time the Board votes on the Motion to adopt.
 - 8.A. Approve Regular Meeting Minutes of December 21, 2021
Recommended Action: Approve by Motion

- 8.B. Accept the Annual Report on Rate Stabilization Fund Reserves and Approve Transfer from the Regional Wastewater Operations Fund (Fund 300) to the Regional Wastewater Rate Stabilization Fund (Fund 305)
Recommended Action: Accept by Motion
- 8.C. Approve Designation of Voting Representatives to the Contra Costa Special Districts Association (CCSDA)
Recommended Action: Approve by Motion
- 8.D. Adopt Revised Day of Service Policy, Renamed the Director Compensable Activities Policy, and Rescind Resolution No. 36-19
Recommended Action: Adopt Policy by Resolution
- 8.E. Approve Amendment to the Capital Improvement Program Ten-Year Plan and Two-Year Budget for Fiscal Years 2022 and 2023 to Add the FOF Roof Replacement Project (CIP 22-A030)
Recommended Action: Approve by Resolution
- 8.F. Approve Salary Range for New Senior Human Resources Analyst Classification
Recommended Action: Approve by Resolution
- 8.G. 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. 69-21
Recommended Action: Adopt by Resolution

9. BOARD BUSINESS

- 9.A. Approve Amendment to the Capital Improvement Program Ten Year-Plan and Two-Year Budget for Fiscal Years 2022 and 2023 to Combine the WWTP Energy Master Plan (CIP 22-P009), WWTP Electrical System Master Plan (CIP 18-P002) and Field Operations and District Facilities Energy Plan (CIP T22-19) Projects, Retitle WWTP Energy Master Plan to Energy Facilities Master Plan Project (CIP 22-P009), and Authorize Execution of Task Order No. 6 with Carollo Engineers, Inc. for Engineering Services for the Energy Facilities Master Plan Project (CIP 22-P009)
Recommended Action: Approve by Resolution and Approve by Motion
- 9.B. Receive Presentation on the District's December Water Conservation Status
Recommended Action: Receive Presentation
- 9.C. Discuss and Approve Board Committees and Joint Powers Authority Assignments for Calendar Year 2022
Recommended Action: Approve by Motion

10. REPORTS

10.A. Boardmember Items

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

10.B. Staff Reports

- Event Calendar
- Correspondence to and from the Board

11. CLOSED SESSION

The Board will convene its closed session on a separate teleconference line and return to the open teleconference call for Item 12 when the closed session is completed.

11.A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: District General Counsel

11.B. Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2):
One Potential Case

11.C. 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: Stationary Engineers, Local 39
Additional Attendees: Douglas E. Coty, General Counsel

12. REPORT FROM CLOSED SESSION

13. 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, January 18, 2022

If the public wishes to provide comments during Agenda Item 6 – 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, January 18, 2022. Written comments, of five minutes or less, will be read into the meeting record during the public comment portion of the agenda or during discussion of the subject of the comment.

To Join by Computer or Device:

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

To Join by Phone Only:

1. Dial **(831) 256-7773** USA Toll from any telephone.
2. Enter Conference ID **412 132 658#** when prompted. DO NOT PRESS *.
3. Wait for the meeting host to admit you. If you are unsuccessful in joining, hang up and dial in again.
4. You must unmute yourself when you wish to speak by pressing *6, which is also used to mute yourself when you finish speaking.

Video Teleconference Meeting Instructions and Information:

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

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

The Boardroom is closed to the public.

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



TITLE: Authorize Remote Teleconference Meetings until February 17, 2022, Pursuant to California Government Code Section 54953(e) and 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 take the following actions:

1. Authorize, by Resolution, conducting open and public meetings via remote teleconference pursuant to California Government Code Section 54953(e) for a period of 30 days, from January 18, 2022 through February 17, 2022; and
2. 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 21, 2021.

SUMMARY:

On March 4, 2020, Governor Newsom of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19, a coronavirus. On March 25, 2020, the Board of Directors approved Resolution No. 26-20, which ratified the District's State of Emergency due to COVID-19. From March 2020 through September 2021, the District conducted Board meetings remotely pursuant to various executive orders that suspended certain Ralph M. Brown Act ("Brown Act") provisions. In October 2021, the District returned to in-person Board meetings and at the same time, state law changed to require certain findings to be made for an agency to meet remotely. Under the new law, AB 361 (Rivas) (codified at California Government Code Section 54953(e)), the District can conduct virtual meetings where the Governor has proclaimed a State of Emergency and the Board has declared the need to meet remotely to protect the health and safety of attendees. Due to the current surge in COVID-19 cases resulting from the Omicron variant, staff is recommending that the Board adopt a resolution to conduct Board meetings remotely for the 30-day period beginning January 18, 2022 through February 17, 2022. Staff is also requesting the Board find that there still exists a need to continue the District' State of Emergency to assure proper staffing and support of critical operational functions in response to COVID-19.

BACKGROUND:

On March 4, 2020, Governor Newsom of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19, a coronavirus. On March 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.

On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act in order to allow local agencies to conduct public meetings telephonically or by other remote means. As a result of the COVID-19 pandemic, and pursuant to Executive Order N-29-20 and subsequent executive orders, the DSRSD Board of Directors met virtually from March 2020 through September 2021.

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)		

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which, effective September 30, 2021, ended the provisions of Executive Order N-29-20, requiring local agencies to resume in-person public meetings. On September 16, 2021, Governor Newsom signed AB 361 (Rivas) which modified the Brown Act to allow local agencies to conduct meetings via remote teleconferencing under certain specified conditions and subject to the governing body making certain findings on the need to conduct public meetings remotely to protect the health and safety of participants. Based on pandemic conditions at the time, the DSRSD Board resumed in-person Board meetings in October 2021.

DISCUSSION:

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 multiple COVID-19 restrictions that affect DSRSD's safety practices and operations. These COVID-19 restrictions have continued to evolve based on changing pandemic conditions. The District is in compliance with all applicable COVID-19 regulations for the workplace.

On November 30, 2021, the Omicron variant was designated as a variant of concern by the United States. Since mid-December 2021, there has been a significant increase in COVID-19 cases in the Bay Area due to the high transmissibility of the Omicron variant. The District is also experiencing a similar rise in staff reported COVID-19 exposures. As a result, the General Manager has suspended indoor staff meetings to minimize in person contacts.

While essential District work-related activities can be conducted safely in person through imposition of various safety protocols, including wearing of appropriate and approved face coverings, sanitizing of equipment, social distancing, minimizing in person contacts, daily self-symptom checks, and contact tracing of possible virus exposure, Board meetings present a unique challenge due to their being open to the public generally, with limited space in the boardroom, and limited ability to enforce self-symptom checks and provide contact tracing for potentially exposed individual attendees. Given the recent surge in COVID-19 cases and highly transmissive nature of the Omicron variant, staff is recommending that the District hold Board meetings remotely for the next 30 days, pursuant to California Government Code Section 54953(e). If approved, Board meetings scheduled for February 1 and February 15, 2022, would also be held remotely. The new Brown Act provisions require local agencies to review and re-authorize the need for conducting remote teleconference meetings every 30 days. Therefore, unless further extended by the Board, in-person Board meetings would be scheduled to resume in March 2022.

The California State of Emergency for COVID-19 remains in effect and community transmission of COVID-19 remains high within our service area. To assure proper staffing and support of critical operational functions, staff is requesting the Board find that there still exists a need to continue the COVID-19 State of Emergency reflected by Resolution No. 26-20.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT FINDING THAT THERE IS A PROCLAIMED STATE OF EMERGENCY BY GOVERNOR NEWSOM DUE TO COVID-19, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT FOR THE PERIOD JANUARY 18, 2022, THROUGH FEBRUARY 17, 2022, PURSUANT TO THE AUTHORIZATIONS PROVIDED FOR IN CALIFORNIA GOVERNMENT CODE SECTION 54953(E)

WHEREAS, the Dublin San Ramon Services District (the "District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District's legislative bodies are open and public, as required by the Ralph M. Brown Act (California Government Code Sections 54950–54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code Section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code Section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a State of Emergency is declared by the Governor pursuant to Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code Section 8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, on March 4, 2020, Governor Newsom did so declare a State of Emergency, which continues in effect, to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State respond to the spread of the novel coronavirus disease 2019 ("COVID-19"); and

WHEREAS, On March 25, 2020, the Board of Directors approved Resolution No. 26-20, ratifying the proclamation of a District State of Emergency by the General Manager, as the District's Emergency Manager, due to COVID-19; and

WHEREAS, the Centers for Disease Control and Prevention ("CDC") continues to recommend physical distancing of at least six (6) feet from others outside of the household; and

Res. No. _____

WHEREAS, on November 30, 2021, the Omicron variant was designated as a variant of concern by the United States, and there has been a marked increase in cases during the last month in Alameda County; and

WHEREAS, while the District believes District work-related activities may be conducted safely in person through imposition of various safety protocols, including wearing of appropriate and approved face coverings, sanitizing of equipment, social distancing, minimizing in person contacts between staff and public, daily self-symptom checks, and contact tracing of possible virus exposure, Board meetings present a unique challenge due to their being open to the public generally, with limited space in the Boardroom, limited ability to enforce self-symptom checks, and limited ability to provide contact tracing for potentially exposed individual attendees; and

WHEREAS, the Board of Directors does hereby find that the Governor's declared State of Emergency, and required access to the Board meetings by the public together with the highly transmissible nature of the COVID-19 virus and its variants has caused, and will continue to cause, conditions of concern to the safety of certain persons within the District, including older and immunocompromised individuals that are likely to be beyond the control of the services, personnel, equipment, and facilities of the District; and

WHEREAS, as a consequence, the Board of Directors does hereby find that the legislative bodies of the District shall be authorized to conduct their meetings without compliance with Government Code Section 54953(b)(3), as authorized by Section 54953(e), and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in Section 54953(e)(2).

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. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. State of Emergency. The Board hereby finds that the Governor of the State of California has proclaimed a State of Emergency, effective as of its issuance date of March 4, 2020, due to COVID-19. The State of Emergency, as declared by the Governor and District, and as specifically related to the current increase in cases apparently resulting from the Omicron variant, directly impacts the ability for the District Board of Directors, staff, and members of the public, to meet safely in person.

Res. No. _____

Section 3. Remote Teleconference Meetings. The General Manager, or designee, and legislative bodies of the District are hereby authorized to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code Section 54953(e) and other applicable provisions of the Brown Act.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) February 17, 2022, or (ii) such time the Board of Directors adopts a subsequent resolution in accordance with Government Code Section 54953(e)(3) to extend the time during which the legislative bodies of the District may continue to teleconference without compliance with Section 54953(b)(3).

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 18th day of January, 2022, and passed by the following vote:

AYES:

NOES:

ABSENT:

Richard M. Halket, President

ATTEST: _____
Nicole Genzale, District Secretary

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

December 21, 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 6:01 p.m. by President Halket.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

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

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

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES – None

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

6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – Assistant General Manager Lee advised that Closed Session Item 10.A will not be needed if Items 7.D to 7.F are approved on the Consent Calendar. President Halket requested Item 8.C be carried over to the January 18, 2022 Board meeting as additional updates need to be made. The Board agreed with the agenda changes as requested. President Halket stated he must leave the meeting at 6:40 p.m. due to a scheduling conflict and will pass the gavel to Vice President Rubio if the meeting is still in session at such time.

7. CONSENT CALENDAR

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

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

7.B. Accept Regular and Recurring Report: Quarterly Financial Report – Approved

- 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") – Approved – Resolution No. 66-21
- 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 – Approved – Resolution No. 67-21
- 7.E. Approve Health Insurance Contribution for Calendar Year 2022 for Local 21 Employees – Approved – Resolution No. 68-21
- 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 – Approved – Resolution No. 69-21

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

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

Executive Services Supervisor/District Secretary reviewed the item for the Board. She stated the public hearing provides the Board the opportunity to receive public input on its current redistricting process and its preferred map plan identified as "Ruby." She reviewed the timeline and activities of the process that began in October. She explained that ten draft maps have been presented since the October 19, November 16, and December 7 meetings, and that the tenth map "Ruby" and its related demographic information were published in this evening's agenda packet, and on the District's website on December 8. She reported that no public comments have been received. The "Ruby" map plan was verified as legally compliant by the District's demographer, Mr. Michael Wagaman, and legal counsel. She recommended the Board conclude the redistricting process this evening by adopting a resolution establishing the "Ruby" map as the District's Election Division Map Plan. Upon adoption, the "Ruby" map will be published on the District's website and submitted to county election officials in preparation for the Board of Directors election in November 2022.

President Halket inquired if there were any comments from the public. There was no public comment received. President Halket declared the Public Hearing closed. The Board had no further discussion.

Vice President Rubio MOVED to adopt Resolution No. 70-21, Approving Election Division Map Plan "Ruby" Establishing the District's New Election Division Boundaries Based on the 2020 Decennial Census Results. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES.

- 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

Administrative Services Director Atwood reviewed the item for the Board. She introduced Mr. David Alvey, CPA and Audit Partner from Maze and Associates, the firm that conducted the annual audit. Mr. Alvey provided an overview of the District's audit and reported the District received a clean opinion which is the highest level of assurance that an agency can receive. The Board, staff, and Mr. Alvey also discussed the integration of the Joint Powers Authority assets, and the audit process timeline. Mr. Alvey congratulated the Board and thanked the District's Finance staff for their assistance.

Vice President Rubio MOVED to 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. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.C. NOT HELD – Discuss and Approve Board Committees and Joint Powers Authority Assignments for Calendar Year 2022

President Halket reported that this item will be rescheduled to January 18, 2022.

- 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

Assistant General Manager Lee reviewed the item for the Board. She reported that the District qualified for and was awarded \$2.848 Million in special district pandemic relief funding granted by the State. The funds will be received in the next 30 days and additional details will be shared with the Board in a subsequent report. The Board and staff also discussed the process to return to virtual Board meetings under the provisions of AB 361 (Rivas) should the Board determine it necessary for safety reasons.

Director Johnson 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.

- 8.E. Approve Revised Introduction to Records Retention Schedule Policy and Updated Retention Schedule Framework

Management Analyst II Vivian Chiu reviewed the item for the Board. The Board and staff discussed that the policy establishes records retention periods and destruction procedures in adherence with State guidelines, as noted per corresponding legal citations, as well as the District's business needs. They also discussed that the District's contracts are currently being input into a newly implemented contract management module for more effective monitoring and action upon key milestones and conditions.

Staff confirmed that records destruction activities will continue as appropriate while updating the policy and its attached schedules in the coming months.

Director Goel MOVED to Approve the Revised Introduction to Records Retention Schedule Policy and Updated Retention Schedule Framework. Vice President Rubio SECONDED the MOTION, which CARRIED with FIVE AYES.

9. REPORTS

9.A. Boardmember Items

- Joint Powers Authority and Committee Reports
DSRSD/Central Contra Costa Sanitary District Liaison – December 14, 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 written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the Alameda County Special Districts Association Executive Committee meeting on December 8 and the California Association of Sanitation Agencies Board of Directors meeting on December 9. She summarized the activities and discussions at the meetings.

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

Director Goel requested staff expedite a Board item regarding the District's legal obligation to provide service to new developments. He noted resident unrest in his division (Division 5 in east Dublin) regarding the District's pledge to provide water service to developments being approved in that area.

President Halket thanked everyone for attending a Board meeting so close to the holiday and wished everyone a Merry Christmas.

9.B. Staff Reports

- Event Calendar – Assistant General Manager Lee reported on the following:
 - The January 4, 2022 Board meeting will be cancelled.
 - The January 18, 2022 Board meeting will be the next meeting held.
- Correspondence to and from the Board on an Item not on the Agenda – None

10. NOT HELD – 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. NOT HELD – REPORT FROM CLOSED SESSION

12. ADJOURNMENT

President Halket adjourned the meeting at 6:37 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



TITLE: Accept Annual Report on Rate Stabilization Fund Reserves and Approve Transfer from the Regional Wastewater Operations Fund (Fund 300) to the Regional Wastewater Rate Stabilization Fund (Fund 305)

RECOMMENDATION:

Staff recommends the Board of Directors accept, by Motion, the annual report on Rate Stabilization Fund (RSF) reserves and approve transfer from the Regional Wastewater Operations Fund (Fund 300) to the Regional Wastewater RSF (Fund 305).

SUMMARY:

Staff has completed preparation of the financial statements for the fiscal year ending (FYE) 2021 and the District’s auditors (Maze and Associates) have completed their review of the financial statements. The annual report on RSF reserves is developed based on the ending working capital from the financial statements. The FYE 2021 ending working capital for the Regional Wastewater Operating Fund (\$10,854,116) is above the policy maximum of six months. In accordance with the Financial Reserves policy, staff recommends a transfer of the excess above six months (\$334,620) to the Regional RSF. The FYE 2021 ending working capital for the Local Wastewater and Water Operating Funds are below the policy maximum, so no transfers are recommended.

BACKGROUND:

The District maintains four funds (Operations, Rate Stabilization, Replacement, and Expansion) for each of its three enterprises (Local Wastewater Collection, Regional Wastewater Treatment, and Water). The Board of Directors last adopted its Financial Reserves policy (P400-15-1) in 2015, which provides fund reserve guidance for all enterprises.

The purpose of Operations Fund reserves is to ensure adequate cash is available when needed to pay the District’s normal and recurring operating costs. For each Operations Fund, a “minimum reserve,” a “target reserve,” and a “maximum reserve” are established. The various reserve amounts are calculated based on the adopted operating expense budget for each respective Operations Fund. The reserve levels are determined as follows:

- Minimum Operations Fund reserve: Working capital is equal to two months of budgeted operating expenses
- Target Operations Fund reserve: Working capital is equal to four months of budgeted operating expenses
- Maximum Operations Fund reserve: Working capital is equal to six months of budgeted operating expenses

The purpose of RSF reserves is to manage public funds to assure financial stability, including stability of revenues and the rates and charges related to each enterprise. For each RSF, a “minimum reserve,” a “target reserve,” and a “maximum reserve” are established. The various reserve amounts are calculated based on the adopted operating expense budget for each respective Operations Fund. The reserve levels are determined as follows:

- Minimum RSF reserve: Working capital is equal to two months of budgeted operating expenses
- Target RSF reserve: Working capital is equal to four months of budgeted operating expenses
- Maximum RSF reserve: The combined working capital for the Operations Fund and the RSF is equal to twelve months of budgeted operating expenses

The Financial Reserves policy further notes that the General Manager shall report annually to the Board of Directors on the status of each of these funds in meeting reserve targets. The Financial Reserves policy authorizes the General Manager to make certain transfers to meet various criteria. If the combined working capital of the Operations and Rate Stabilization Funds are greater than the policy maximum, the General Manager will make a recommendation to the Board of Directors as to how the funds should be used.

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"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Financial Reserves policy	

DISCUSSION:

Based on the RSF analysis below, staff recommends the following transfer:

1. **Transfer \$334,620 from the Regional Operations Fund (Fund 300) to the Regional Rate Stabilization Fund (Fund 305):** The FYE 2021 ending working capital for the Regional Operating Fund (\$10,854,116) is above the policy maximum of six months. In accordance with the Financial Reserves policy, staff recommends a transfer of the excess above six months (\$334,620) to the Regional RSF.
2. **No transfers are proposed for the Local Wastewater Operations Fund (Fund 200) and the Water Operations Fund (Fund 600):** Both enterprises ended the fiscal year below the policy maximum, so no transfers are recommended.

Operations Funds	Local Wastewater	Regional Wastewater	Water
Enterprise Operating Expense Budget (FYE 2021)	\$ 4,487,323	\$ 21,038,991	\$ 33,628,145
Minimum (two months)	747,887	3,506,499	5,604,691
Target (four months)	1,495,774	7,012,997	11,209,382
Maximum (six months)	2,243,662	10,519,496	16,814,073
Current Assets	\$ 2,091,169	\$ 15,584,438	\$ 18,949,953
Less: Current Liabilities	175,681	4,730,322	7,566,674
Working Capital (pre-RSF transfer)	1,915,488	10,854,116	11,383,279
Months of Working Capital (if between 4-6 mos, no action)	5.12	6.19	4.06
Transfer to RSF (above maximum [6 months])	\$ -	\$ (334,620)	\$ -
Transfer from RSF (below target [4 months])	\$ -	\$ -	\$ -
Working Capital (post-RSF transfer)	\$ 1,915,488	\$ 10,519,496	\$ 11,383,279
Net Months of Working Capital	5.12	6.00	4.06

Rate Stabilization Funds	Local Wastewater	Regional Wastewater	Water
Enterprise Operating Expense Budget (FYE 2021)	\$ 4,487,323	\$ 21,038,991	\$ 33,628,145
Minimum (two months)	747,887	3,506,499	5,604,691
Target (four months)	1,495,774	7,012,997	11,209,382
Maximum (twelve months) - Operations Fund + RSF	4,487,323	21,038,991	33,628,145
Current Assets	\$ 746,891	\$ 9,697,233	\$ 15,944,391
Less: Current Liabilities	-	-	-
Working Capital (pre-RSF transfer)	\$ 746,891	\$ 9,697,233	\$ 15,944,391
RSF Transfer	\$ -	\$ 334,620	\$ -
Working Capital (post-RSF transfer)	\$ 746,891	\$ 10,031,853	\$ 15,944,391
Net Months of Working Capital	2.00	5.72	5.69

Operations + Rate Stabilization Funds	Local Wastewater	Regional Wastewater	Water
Enterprise Working Capital	\$ 2,662,379	\$ 20,551,349	\$ 27,327,670
Months of Working Capital (if between 4-12 mos, no action)	7.12	11.72	9.75
GM recommended transfer (above maximum [12 months])	-	-	-
Net Enterprise Working Capital	\$ 2,662,379	\$ 20,551,349	\$ 27,327,670
Net Months of Working Capital	7.12	11.72	9.75



Policy

Policy No.: P400-15-1	Type of Policy: Finance
Policy Title: Financial Reserves	
Policy Description: Provides guidance for the prudent accumulation and management of designated reserves.	
Approval Date: 6/2/2015	Last Review Date: 2015
Approval Resolution No.: 40-15	Next Review Date: 2019
Rescinded Resolution No.: 73-14	Rescinded Resolution Date: 11/18/2014

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

To designate financial reserves in order to protect the District's investment in its various assets, satisfy its commitments under its numerous financial, regulatory and contractual obligations and to stabilize long-term rates for its customers.

Designated reserves are earmarked by the Board of Directors for purposes such as funding new capital facilities, construction, repair, replacement or refurbishment of existing facilities, rate stabilization, emergency and operating reserves. These funds can be utilized at the discretion of the District. The Board can change fund designations at any time. Designated reserves are different than restricted funds, which are used strictly to meet requirements established by creditors, grant agencies or law. Reserves held by a third-party as bond reserves or for pension obligations are examples of restricted reserves; the District has no discretion as to the use of these funds.

If the District is contractually obligated to hold additional reserves, the more stringent requirement takes precedence. In addition, if there is a declared emergency, the General Manager may utilize any unrestricted funds in accordance with the emergency purchasing policy.

To accomplish these objectives, the District shall adhere to the following:

Operating Reserves

Purpose: The purpose of Operating reserves (referred to as working capital) is to ensure adequate cash is available when needed to pay the District's normal and recurring operating costs.

Use of Funds: Funds are utilized throughout the year in order to meet the District's operating obligations.

Policy No.: P400-15-1	Policy Title: Financial Reserves
------------------------------	---

Target: Working capital equal to four months of budgeted operating expenses in each Operating Fund.

Minimum: Two months of budgeted operating expenses in each operating Fund. If reserves fall below this level, the District’s Rate Policies and Guidelines outline additional steps that shall be followed.

Maximum: Six months of budgeted operating expenses in each Operating Fund. If reserves are above this level at fiscal year end, the excess funds shall be moved into the Enterprise’s Rate Stabilization Fund.

Reporting: Working capital for each of the Enterprise’s Operating Funds shall be reported in the District’s monthly financial reports.

Rate Stabilization Fund Reserves

Purpose: The purpose of Rate Stabilization Fund (RSF) Reserves is to support the Board’s strategic goal to manage public funds to assure financial stability, including stability of revenues and the rates and charges related to each Enterprise.

Over the course of time, the District will have years where there is a financial surplus above the working capital target for one or more of the District’s Enterprises, and years when unexpected events may cause reserves to decrease below the target. The Rate Stabilization Fund allows the District to manage these different sets of circumstances.

Use of Funds: Each Enterprise’s Rate Stabilization Reserves are assessed at fiscal year-end.

- If the Reserves in any Operating Fund has decreased below the working capital target, a transfer from the Rate Stabilization Fund to the corresponding Operating Fund of no more than one-quarter of the Rate Stabilization Fund’s balance shall be made in an effort to bring the Operating Fund back to its working capital target.
- If any Enterprise Fund has exceeded its working capital target by an amount equal to an additional two months of working capital, the General Manager shall direct the Treasurer to transfer the excess working capital from the Enterprise Fund to the Rate Stabilization Fund for that Enterprise.
- The Board may also budget use of these funds for other purposes.

Target: Four months of the related Enterprise Fund’s budgeted operating expenses.

Minimum: Two months of the related Enterprise Fund’s budgeted operating expenses.

Policy No.: P400-15-1	Policy Title: Financial Reserves
------------------------------	---

Maximum: If the combined total of the Operating and the corresponding RSF exceeds 12 months working capital, the General Manager will make a recommendation to the Board of Directors as to how the funds should be used.

Reporting: The General Manager shall report annually to the Board of Directors on the results of the assessment.

Capital Asset Replacement & Improvement Reserves

Purpose: The purpose of Capital Asset Replacement & Improvement Reserves is to ensure that adequate funds are available to purchase new capital assets that benefit current ratepayers, to fund replacements, improvements and major refurbishments to existing capital assets and to provide two year’s debt service for debt which the Board has allocated to this fund.

Use of Funds: Funds are utilized in accordance with the budget adopted by the Board of Directors.

Minimum: The minimum replacement reserve shall consist of the sum of the following components:

- 1) An amount based on the 15-year cost projections included in the District’s Replacement Planning Model and the District’s 10-year Capital Improvement Plan which is equal to two times the average annual expense; and
- 2) A debt reserve of two year’s average debt service (or for any debt that has less than two years remaining, the entire remaining amount).

Revisions: It is the intent of the Board that this the Capital Asset and Replacement & Improvement reserve section of this policy be a “bridge policy” and that asset-management driven changes be made to the policy as the condition assessment of District assets and strategies for managing those assets become better understood.

Reporting: The General Manager shall report annually to the Board of Directors on the results of the assessment.

Capital Expansion Reserves

Purpose: The purpose of Capital Expansion Reserves is to minimize the need for ratepayers to pay for expansion debt by having sufficient reserves on hand to pay annual debt service on District bonds or loans for a two-year period.

Use of Funds: Funds are utilized in accordance with the budget adopted by the Board of Directors and applicable laws related to use of Capacity Reserve Fees.

Policy No.: P400-15-1

Policy Title: Financial Reserves

- Target:** Two years of average debt service (or for any debt that has less than two years remaining, the entire remaining amount) charged to the Expansion Fund, plus two years of expansion project spending as projected in the District’s most current two-year Capital Improvement budget.
- Minimum:** A minimum reserve consists the greater of the reserve for the debt service or the next two years of planned expansion projects.
- Maximum:** There is no maximum reserve in this fund; Capacity Reserve Fees may be accumulated and used for their intended purpose with no maximum reserve limitation.
- Reporting:** The General Manager shall report annually to the Board of Directors on the results of the assessment.



TITLE: Approve Designation of Voting Representatives to the Contra Costa Special Districts Association (CCSDA)

RECOMMENDATION:

Staff recommends the Board of Directors, by one Motion, approve the following actions:

1. Approve the proposed voting representative and alternate voting representatives to cast the District’s votes in accordance with the District’s Casting Ballots policy at CCSDA meetings and elections:
 - Primary Delegate: Vice President Marisol Rubio
 - Alternate Voting Delegates (in this order): Director Ann Marie Johnson, then any other attending Boardmembers, then General Manager (or designee), and
2. Direct staff to submit such Board approval to the CCSDA Chapter Secretary in a form of written notice as required by CCSDA Bylaws.

DISCUSSION:

The District’s designated CCSDA voting delegates were selected in 2018 and need to be updated to cast the vote for the chapter officers at the CCSDA annual meeting on January 24, 2022, and at other future meetings and elections. The CCSDA Nominating Committee’s recommended slate was announced January 10 (see below and in Attachment 1). In accordance with the District’s Casting Ballots policy (Attachment 2), the General Manager recommends the delegate cast the District’s vote for the recommended slate. If a Boardmember objects, they shall inform the General Manager. If less than three Boardmembers so object, the General Manager’s recommendation shall be considered the position of the District on the matter.

Proposed Officers:

- President – President Chad Davisson (Ironhouse Sanitary District)
- Vice President – Incumbent Vice President Susan Morgan (Ironhouse Sanitary District)
- Members-at-Large – Stanley Caldwell (Mt. View Sanitary District) and Michael McGill (Central Contra Costa Sanitary District)

Additionally, the vote regarding proposed Chapter Bylaw revisions will conclude. DSRSD previously submitted its electronic vote in favor of the revisions, after Board notification, in accordance with the District’s Casting Ballots policy.

Proposed Revisions:

1. Section 2.6 – changing the time required for meeting notices from 30 days to 15 days;
2. Section 5.1 – increasing the number of Members-at-Large to TWO (and changing various sections from “Member-at-Large” to “Members-at-Large”);
3. Section 7.1 – indicating Exec Committee includes TWO Members-at-Large;
4. Last page – Secretary declaration/signature.

A full copy of the CCSDA Bylaws, including the tracked changes may be found on the CCSDA website using the following link: [Bylaws.CCSDA.Revised+2021.docx](#)

Originating Department: Administrative Services	Contact: N. Genzale	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$195 per day of service and expenses for an attending Boardmember 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 – Email Announcing CCSDA Nominee Slate 12/27/21 Attachment 2 – Casting Ballots Policy	
		21 of 110

From: [Chad Davisson](#)
Cc: [CCSDA](#); [Cecilia Goff](#)
Subject: CCSDA Nominee Slate
Date: Monday, December 27, 2021 10:30:45 AM
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.png](#)

[EXTERNAL – check for red flags]

CCSDA Members,

At the January 24, 2022 meeting, voting will take place for Executive Committee member officers. Please ensure that your agency authorized voting delegate attends this meeting.

The current slate of nominees are as follows:

President – Chad Davisson
Vice President – Susan Morgan
Member at Large (2) – Stan Caldwell and Michael McGill

Additional nominations can also be made from the floor during the meeting.

Thank you,

Chad Davisson

GENERAL MANAGER

IRONHOUSE SANITARY DISTRICT

TRUSTEE

RECLAMATION DISTRICT 830

450 WALNUT MEADOWS DRIVE

OAKLEY, CA 94561

OFFICE: 925.809.3001 CELL: 925.727.2938

davisson@isd.us.com

BUSINESS HOURS: Monday - Friday 8:00am – noon and 1:00pm - 5:00pm





Policy

Policy No.: P100-18-1	Type of Policy: Board Business
Policy Title: Casting District Ballots	
Policy Description: Election of officers and other matters in organizations of which the District is a member	
Approval Date: 9/18/2018	Last Review Date: 2018
Approval Resolution No.: 45-18	Next Review Date: 2022
Rescinded Resolution No.: 47-14	Rescinded Resolution Date: 8/19/2014

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

To participate in the governance of organizations in which the District is a member through casting of ballots regarding matters of membership organizations in order to protect and further the interests of the District and its ratepayers.

From time to time, membership organizations (including but not limited to Alameda Local Agency Formation Commission [Alameda LAFCo], Association of California Water Agencies [ACWA], California Association of Sanitation Agencies [CASA], California Special Districts Association [CSDA], etc.) request the District to vote on matters such as bylaw amendments, officers, and membership fee increases. When these membership organizations solicit the District's vote, the General Manager shall transmit the ballot information and materials to the Board with a recommendation for voting or for Board consideration. For selection of an officer(s), the General Manager will recommend a candidate(s) to the Board based on the following guiding principles:

- Satisfactory prior service
- Proximity to the District service area
- From an agency with a similar mission (water/wastewater)
- Knowledge of the District

If any Boardmembers object to the General Manager's recommendation, they shall inform the General Manager of their objection and their reasons for doing so within 72 hours of being informed by the General Manager. If at least three Boardmembers so object, a Board meeting shall be scheduled, if possible, for Board consideration. If the timing of the election in any organization is such that a regular or special Board meeting cannot be scheduled in a timely manner, the General Manager is authorized and directed to cast the District's vote in a manner which the General Manager believes is in the District's best interest. If less than three Boardmembers so object, the General Manager's recommendation shall be considered the position of the District on the matter.

Policy No.: P100-18-1	Policy Title: Casting District Ballots
------------------------------	---

Once a decision is made in accordance with this policy, the General Manager (or his/her designee) is authorized and directed to cast the District’s vote in accordance with that decision unless the bylaws of that organization require a person other than the General Manager to cast the vote, in which case by this policy the person (or his/her designee) so required by the organization is authorized and directed to do so. Whomever casts the vote for the District shall report the vote cast and election results to the Board of Directors at the next Board meeting.



TITLE: Adopt Revised Day of Service Policy, Renamed to Director Compensable Activities Policy, and Rescind Resolution No. 36-19

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the revised Day of Service policy, renamed to Director Compensable Activities policy, and rescind Resolution No. 36-19.

DISCUSSION:

The District’s Day of Service policy was last revised on September 3, 2019 to better define the activities that are eligible or ineligible for Director compensation. Since that revision, Boardmembers have requested the Board’s separate approval of attendance at other community-based and industry-related events that pertain to the District’s interests, such as legislative briefings with County and Congressional representatives, facility tours, and educational seminars. In addition, Director policy briefings held with key District staff provide opportunities for the Boardmembers to more effectively understand and advocate on District matters with their constituents and other elected officials.

In consideration of the above activities, staff revisited the policy and based on current legal analysis of the applicable statutes, have determined that there are additional activities that may be classified as a compensable day of service for a Director.

The revised policy incorporates the additional activities, and clearly identifies activities for which the Board has determined are not eligible for compensation. Other minimal wording and formatting updates have also been made for enhanced clarity, including a new title to better reflect the policy’s purpose. This policy update will also reduce the supplementary administrative workload associated with examining, preparing, and presenting case-by-case attendance approvals.

The marked-up policy (Attachment 1) and proposed policy without the markups (Exhibit A) are included for review.

In accordance with the District’s practice of reviewing each of its policies at least every four years, this policy is scheduled for review again in 2026 if the Board adopts a revised policy this year.

Originating Department: Administrative Services	Contact: N. Genzale	Legal Review: Yes
Financial Review: Not Required	Cost and Funding Source: \$195 per compensable event, Administrative Overhead (Fund 900)	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Marked-up Day of Service policy Attachment 2 – Government Code Section 61047 Attachment 3 – Water Code Sections 20200 et seq.	
		25 of 110



Policy No.: P100-19-2 <u>P100-</u>	Type of Policy: Board Business
Policy Title: Day of Service <u>Director Compensable Activities</u>	
Policy Description: Definition of a Compensable Day of Service for a Director <u>Director activities which are eligible for compensation for service</u>	
Approval Date: 9/3/2019 <u>1/18/2022</u>	Last Review Date: 2019 <u>2022</u>
Approval Resolution No.: 36-19	Next Review Date: 2023 <u>2026</u>
Rescinded Resolution No.: 52-16 <u>36-19</u>	Rescinded Resolution Date: 8/16/2016 <u>9/3/2019</u>

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to establish meetings, events, ~~and activities,~~ and occasions that constitute the performance of official duties qualified as a "day of service" which qualify for compensation in accordance with Water Code Section 20200 et seq. 1, ~~and~~ Government Code Sections 61047 and 53232.1 (b)~~61047,~~ part of the Community Services District Law, and to declare that each Director shall exhibit good judgment in the matter of compensation for service, and shall have proper regard for the propriety and economy of conducting District business.

1. Compensation ~~for Days of Service~~

Directors may receive an amount of compensation not to exceed the amount approved by the Board, upon submittal of the District's monthly Director Timesheet. The amount of compensation shall be set in accordance with Water Code Section 20200 *et seq.*, as amended. Compensation shall be earned for each day's service rendered as a member of the Board, and cannot exceed a total of ten (10) days in any calendar month. By adoption of this policy, Director representation of the District at all events listed in Sections 2 and 3 of this policy shall be deemed pre-approved by the Board as eligible for day of service compensation unless modified by Board resolution. Except for the Board and Committee meetings described in Section 2, in order to be eligible for compensation for a day of service, ~~the Directors~~ must also deliver a written report, as detailed in Section 5, to the Board regarding ~~his or her~~their attendance at a qualifying activity or event at the next Board meeting following the qualifying activity or event. If the written report is not submitted at the next Board meeting following the qualifying activity or event, the Director is no longer eligible for and shall not be paid compensation for the day(s) of service associated with the qualifying activity or event in accordance with Government Code Section 61047(e)(2) through (e)(5), ~~Community Services District Law~~. Compensation will be paid for only one day of service if a Director attends two or more meetings or activities on one day even if each of the meetings would otherwise be separately eligible for compensation. Travel days before or after the day or days of any activity eligible for compensation, shall not be eligible for separate compensation.

2. Services Eligible for Compensation Not Requiring a Written Report

Pursuant and subject to Water Code Section 20200 et seq. 1 and Government Code Sections 61047(e) and

Policy No.: P100-19-2	Policy Title: <u>Director Compensable Activities Day of Service</u>
-----------------------	---

53232.1 (b)61047(e), the following activities are eligible for compensation as a day of service:

- a. Attendance in a policy maker role at District meetings conducted in accordance with the Brown Act (Government Code Section 54950 *et seq.*), specifically limited to:
 - Board and Standing Committee Meetings, including Liaison Committee Meetings (Regular, Special, Adjourned, or Emergency) and Ad Hoc or Advisory Committees created by the Board
- b. Attendance in a policy maker role at meetings of a Joint Powers Authority (JPA) of which the District is a member and that have been conducted in accordance with the Brown Act, specifically limited to:
 - JPA Board and Standing Committee Meetings, including Liaison Committee Meetings (Regular, Special, Adjourned, or Emergency) and Ad Hoc or Advisory Committees created by the Board

JPAs include, but are not limited to, Livermore-Amador Valley Water Management Agency (LAVWMA), DSRSD-EBMUD Recycled Water Authority (DERWA), WaterReuse Finance Authority, or California Sanitation Risk Management Authority (CSRMA).

- c. Attendance as the only Director at a Boardmember policy or activity briefing with the General Manager and/or other senior and key staff, held onsite at a District facility or via teleconference.

3. Services Eligible for Compensation Requiring a Written Report at the Next Board Meeting

- a. Attendance at professional, technical, and trade association meetings, conferences, activities, and organized educational activities, training sessions, facility tours, and events of or presented by, including but not limited to, the following entities:
 - Association of California Water Agencies (ACWA) including the annual Washington D.C. conference
 - American Water Works Association
 - California Association of Sanitation Agencies (CASA) including the annual Washington D.C. conference
 - California Sanitation Risk Management Authority (CSRMA)
 - California Special Districts Association (CSDA) and its affiliated local chapters
 - East Bay Leadership Council Water and Environment Task Force
 - Recycled Water and Resource Recovery Agencies and Organizations
 - Special Districts Learning Foundation (SDLF)
 - Wastewater and Water Agencies ~~of Alameda and Contra Costa Counties~~ and Consortiums
 - ~~WaterReuse Association~~ Water Education Foundation (WEF)
 - WaterReuse Association

Policy No.: P100-19-2	Policy Title: <u>Director Compensable Activities Day of Service</u>
-----------------------	---

Includes the board and/or committee meetings of these groups for which the Director is a member of the board and/or a committee.

- b. Ethics training pursuant to Government Code Section 53234 *et seq.* and sexual harassment prevention training pursuant to Government Code Section 53237 *et seq.* from an entity duly authorized to present such training (including in person and online) and to provide certificates of completion.
- c. As a principal speaker, panel member, or otherwise representing the District in an official capacity at a public event (i.e., an event to which the general public is invited) including but not limited to the following:
 - Annual State of the City addresses by the mayors of Dublin, Livermore, Pleasanton, and San Ramon
 - Annual State of the District addresses (County Board of Supervisors, Congressional Representatives) by elected officials
 - ~~_____~~
 - Annual Tri-Valley Mayors’ Summit
 - Ceremonial functions of DSRSD, the JPAs of which the District is a member, and other water/wastewater/recycled water/resource recovery agencies within Alameda and Contra Costa Counties, including groundbreaking, ribbon cuttings, dedications, and anniversary celebrations
 - DSRSD wastewater treatment facility neighborhood meetings (when the meetings are open to the public and held at the wastewater treatment plant)
- d. Representation of the District at a public meeting or public hearing of another public agency at which that agency has agendaed business that involves the District, including but not limited to the following:
 - Bay Area Air Quality Management District (BAAQMD)
 - Board of Supervisors of Alameda and Contra Costa Counties
 - City Council of Dublin, Pleasanton, Livermore, and San Ramon
 - Dublin and San Ramon Valley Unified School Districts
 - East Bay Dischargers Authority (EBDA)
 - East Bay Municipal Utility District (EBMUD)
 - Local Agency Formation Commission (LAFCO), unless the Director receives compensation from LAFCO for attendance as a LAFCO representative
 - State Water Resource Control Board (SWRCB)
 - Regional Water Quality Control Board (RWQCB)
 - Zone 7 Water Agency (Zone 7)
 - ~~Bay Area Air Quality Management District (BAAQMD)~~
- e. Representation of the District at a meeting of a public benefit nonprofit corporation on whose board of which the District has membership, including but not limited to the

Policy No.: P100- 19-2	Policy Title: Director <u>Compensable Activities</u> Day of Service
-----------------------------------	---

following:

- DSRSD Financing Corporation

4. Board Pre-approval Attendance Not Approved Required for Compensation

~~Pursuant to Government Code Section 61047, only representation of the District at certain public meetings, public events, and training programs qualify for a day of service.~~

Any meeting, event, or other activity~~items~~ not identified in ~~s~~Sections 2 and 3 above are not pre-approved by the Board and, therefore, are not eligible for compensation, unless the Board, at a Board meeting held prior to the activity, specifically approves a Director’s attendance as a representative of the District.

Written reports will be required for these activities, if approved for compensation.

- a. For clarity, the following public meetings and public events would be eligible for compensation but only if the Board, at a Board meeting held prior to the activity, specifically approves a Director’s attendance as a representative of the District:
 - DSRSD booths at fairs
 - Ceremonial functions of entities other than those pre-approved in section 3(c) above, including groundbreakings, ribbon cuttings, dedications, and anniversary celebrations
 - Monthly Chamber of Commerce lunch meetings
 - Community meetings hosted by local government agencies, including mayor briefings and director briefings
 - Community events such as City of Dublin St. Patrick’s Day events, including the Green and White Gala and St. Patrick’s Day parade
 - Service club meetings and events
 - Homeowners association and neighborhood group meetings
 - Meetings with legislators to discuss matters of concern to the District and which have been scheduled through District staff at a public meeting conducted pursuant to the Brown Act

- b. ~~For additional clarity, under Government Code Section 61047, the~~ The following activities are deemed by the Board to be ineligible for compensation and therefore the Board cannot approve ~~attendance them~~ as being eligible for compensation:
 - Attendance at meeting of a Standing, Liaison, Ad Hoc, or Advisory Committee of the Board on which the Director does not serve
 - Attendance at any meeting with District staff other than a Board or Committee meeting conducted pursuant to the Brown Act
 - DSRSD Citizens Water Academy
 - Internal DSRSD events, including Employee Recognition Events, groundbreakings, ribbon cuttings, dedications, and anniversary celebrations

Policy No.: P100-19-2

Policy Title: ~~Director~~ Compensable Activities ~~Day of Service~~

- Social gatherings such as retired Director dinners and pre-conference activities and non-partisan welcoming or retirement events for staff of local agencies and organizations
- Meetings with legislators ~~other than at a public meeting conducted pursuant to the Brown Act not scheduled through District staff~~
- Any activity for which a Director receives compensation from another agency
- ~~Travel before or after an activity eligible for compensation under sections 2 and 3 above, or under this section, shall not be eligible for compensation as a separate day of service~~

5. **Review and Approval**

Principal responsibility for compliance with this policy rests with each Director. The General Manager, or designee, shall review Director’s timesheets and written reports to determine conformance with this policy prior to approving payment. If a Director disagrees with the determination, the Director submitting the timesheet shall make a request at a Board meeting, not later than 60 days after the day for which reimbursement is requested, to schedule an agenda item to review the determination at a future regular Board meeting. The submittal of a timesheet by a Director shall be deemed an acknowledgement by that Director that the timesheet, in the exercise of his or her judgment, complies with the terms of this policy, that any required approval of the Board was obtained at a Board meeting in advance of the activity or event, that any required written report has been submitted at the next Board meeting following the activity or event, and that the Director has considered any issues that the General Manager has identified. If the matter is referred to the Board of Directors, the Board shall approve the timesheet unless the Board believes it substantially deviates from this policy.

6. **Contents of Written Reports**

Written reports submitted for a qualifying event shall consist of one or more of the following materials:

- A handwritten or typewritten report of the Director’s activities
- Copies of notes taken by the Director
- Copies of agendas or programs
- Certificates the Director received
- Script or outline of remarks made if a Director was a speaker
- Other similar written materials

~~The Community Services District Law requires that these written reports be submitted at the next Board of Directors’ meeting following the qualifying event.~~ All such materials should give a member of the public a sense of the business purpose of the qualifying event as well as the Director’s role at, the qualifying event.

7. **Administration**

The General Manager shall administer this policy and shall institute appropriate accounting and control procedures to ensure the policy is being followed.

8. **Previous Policies Superseded**

Policy No.: P100- 19-2	Policy Title: Director <u>Compensable Activities</u> Day of Service
-----------------------------------	---

This policy supersedes all previously adopted District policies related to Director compensation ~~for a day of service by a Director~~.


[Home](#)
[Bill Information](#)
[California Law](#)
[Publications](#)
[Other Resources](#)
[My Subscriptions](#)
[My Favorites](#)

 Code:

 Section:


[Up^](#)
[<< Previous](#)
[Next >>](#)
[cross-reference chaptered bills](#)
[PDF](#)
[Add To My Favorites](#)


GOVERNMENT CODE - GOV

TITLE 6. DISTRICTS [58000 - 62262] (*Title 6 added by Stats. 1951, Ch. 331.*)

DIVISION 3. COMMUNITY SERVICES DISTRICTS [61000 - 61250] (*Division 3 repealed and added by Stats. 2005, Ch. 249, Sec. 3.*)

PART 2. INTERNAL ORGANIZATION [61020 - 61070] (*Part 2 repealed and added by Stats. 2005, Ch. 249, Sec. 3.*)

CHAPTER 3. Board of Directors [61040 - 61048] (*Chapter 3 repealed and added by Stats. 2005, Ch. 249, Sec. 3.*)

61047. (a) The board of directors may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred dollars (\$100) for each day of service. A member of the board of directors shall not receive compensation for more than six days of service in a month.

(b) The board of directors, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the amount of compensation that may be received by members of the board of directors.

(c) The board of directors may provide, by ordinance or resolution, that its members may receive their actual and necessary traveling and incidental expenses incurred while on official business. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3.

(d) A member of the board of directors may waive any or all of the payments permitted by this section.

(e) For the purposes of this section, a "day of service" means any of the following:

(1) A meeting conducted pursuant to the Ralph M. Brown Act, Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5.

(2) Representation of the district at a public event, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the public event.

(3) Representation of the district at a public meeting or a public hearing conducted by another public agency, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the public meeting or public hearing.

(4) Representation of the district at a meeting of a public benefit nonprofit corporation on whose board the district has membership, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the corporation's meeting.

(5) Participation in a training program on a topic that is directly related to the district, provided that the board of directors has previously approved the member's participation at a board of directors' meeting, and that the member delivers a written report to the board of directors regarding the member's participation at the next board of directors' meeting following the training program.

(*Added by Stats. 2005, Ch. 249, Sec. 3. Effective January 1, 2006.*)


[Home](#)
[Bill Information](#)
[California Law](#)
[Publications](#)
[Other Resources](#)
[My Subscriptions](#)
[My Favorites](#)

 Code:

 Section:


[Up^](#) [Add To My Favorites](#)

WATER CODE - WAT

DIVISION 10. FINANCIAL SUPERVISION OF DISTRICTS [20200 - 20220] (*Division 10 added by Stats. 1943, Ch. 371.*)

CHAPTER 2. Compensation of Water District Directors [20200 - 20207] (*Chapter 2 added by Stats. 1984, Ch. 186, Sec. 1.*)

20200. As used in this chapter, "water district" means any district or other political subdivision, other than a city or county, a primary function of which is the irrigation, reclamation, or drainage of land or the diversion, storage, management, or distribution of water primarily for domestic, municipal, agricultural, industrial, recreation, fish and wildlife enhancement, flood control, or power production purposes. "Water districts" include, but are not limited to, irrigation districts, county water districts, California water districts, water storage districts, reclamation districts, county waterworks districts, drainage districts, water replenishment districts, levee districts, municipal water districts, water conservation districts, community services districts, water management districts, flood control districts, flood control and floodwater conservation districts, flood control and water conservation districts, water management agencies, water agencies, and public utility districts formed pursuant to Division 7 (commencing with Section 15501) of the Public Utilities Code.

(Amended by Stats. 2007, Ch. 213, Sec. 5. Effective January 1, 2008.)

20201. Notwithstanding any other provision of law, the governing board of any water district may, by ordinance adopted pursuant to this chapter, provide compensation to members of the governing board, unless any compensation is prohibited by its principal act, in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board, or for each day's service rendered as a member of the board by request of the board, and may, by ordinance adopted pursuant to this chapter, in accordance with Section 20202, increase the compensation received by members of the governing board above the amount of one hundred dollars (\$100) per day.

It is the intent of the Legislature that any future increase in compensation received by members of the governing board of a water district be authorized by an ordinance adopted pursuant to this chapter and not by an act of the Legislature.

For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

(Amended by Stats. 2005, Ch. 700, Sec. 27. Effective January 1, 2006.)

20201.5. Reimbursement for expenses of members of a governing board of a water district is subject to Sections 53232.2 and 53232.3 of the Government Code.

(Added by Stats. 2005, Ch. 700, Sec. 28. Effective January 1, 2006.)

20202. In any ordinance adopted pursuant to this chapter to increase the amount of compensation which may be received by members of the governing board of a water district above the amount of one hundred dollars (\$100) per day, the increase may not exceed an amount equal to 5 percent, for each calendar year following the operative date of the last adjustment, of the compensation which is received when the ordinance is adopted.

No ordinance adopted pursuant to this chapter shall authorize compensation for more than a total of 10 days in any calendar month.

(Amended by Stats. 1989, Ch. 111, Sec. 1.)

20203.

Any water district described in Section 20201 is authorized to adopt ordinances pursuant to this chapter. No ordinance shall be adopted pursuant to this chapter except following a public hearing. Notice of the hearing shall be published in a newspaper of general circulation pursuant to Section 6066 of the Government Code.

(Added by Stats. 1984, Ch. 186, Sec. 1.)

20204. An ordinance adopted pursuant to this chapter shall become effective 60 days from the date of its final passage. The voters of any water district shall have the right, as provided in this chapter, to petition for referendum on any ordinance adopted pursuant to this chapter.

(Added by Stats. 1984, Ch. 186, Sec. 1.)

20205. If a petition protesting against the adoption of the ordinance is presented to the governing board of the water district prior to the effective date of the ordinance, the ordinance shall be suspended and the governing board shall reconsider the ordinance.

If the number of votes cast for all candidates for Governor at the last gubernatorial election within the boundaries of the water district exceeds 500,000, the ordinance is subject to referendum upon presentation of a petition bearing signatures of at least 5 percent of the entire vote cast within the boundaries of the water district for all candidates for Governor at the last gubernatorial election. If the number of votes cast for all candidates for Governor at the last gubernatorial election within the boundaries of the water district is less than 500,000, the ordinance is subject to referendum upon presentation of a petition bearing signatures of at least 10 percent of the entire vote cast within the boundaries of the water district for all candidates for Governor at the last gubernatorial election.

(Added by Stats. 1984, Ch. 186, Sec. 1.)

20206. If the governing board does not entirely repeal the ordinance against which a petition is filed, the governing board shall submit the ordinance to the voters either at a regular election or a special election called for the purpose. The ordinance shall not become effective unless and until a majority of the votes cast at the election are cast in favor of it. If the ordinance is not approved by the voters, no new ordinance may be adopted by the governing board pursuant to this chapter for at least one year following the date of the election.

(Added by Stats. 1984, Ch. 186, Sec. 1.)

20207. Except as otherwise provided in this chapter, the provisions of the Elections Code applicable to the right of referendum on legislative acts of districts shall govern the procedure on ordinances against which a petition is filed.

(Added by Stats. 1984, Ch. 186, Sec. 1.)

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE DAY OF SERVICE POLICY, RENAMING THE POLICY TO DIRECTOR COMPENSABLE ACTIVITIES POLICY, AND RESCINDING RESOLUTION NO. 36-19

WHEREAS, on January 2, 2001, the Board adopted a Principles to Guide Compensation and Reimbursement of Directors while Conducting the Business of the District policy; and

WHEREAS, on August 17, 2004, the Board revised the policy and renamed it the Day of Service policy to clearly define a compensable day of service for a Director; and

WHEREAS, the policy was last revised on September 3, 2019, to provide pre-approval of the eligible events listed in the policy, thereby discontinuing the previous annual Board practice of pre-approving attendance of meetings and conferences, as well as clearly classifying eligible and ineligible meetings and events; and

WHEREAS, staff has reviewed the policy considering additional meetings and events presented for approval since the last policy revision; and

WHEREAS, the policy will hereby be known as the Director Compensable Activities policy; and

WHEREAS, pursuant to California Water Code Section 20200 et seq., there are additional meetings and events that may be classified as a compensable day of service for a Director in the policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the revised Day of Service policy, be hereby renamed the Director Compensable Activities policy, which is attached as Exhibit "A," is hereby adopted; and Resolution No. 36-19, attached as Exhibit "B," is hereby rescinded.

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 18th day of January, 2022, and passed by the following vote:

AYES:

NOES:

ABSENT:

Richard M. Halket, President

ATTEST: _____
Nicole Genzale, District Secretary

Policy No.: P100-	Type of Policy: Board Business
Policy Title: Director Compensable Activities	
Policy Description: Director activities which are eligible for compensation for service	
Approval Date: 1/18/2022	Last Review Date: 2022
Approval Resolution No.: Click here to enter text.	Next Review Date: 2026
Rescinded Resolution No.: 36-19	Rescinded Resolution Date: 9/3/2019

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to establish meetings, events, activities, and occasions that constitute the performance of official duties which qualify for compensation in accordance with Water Code Section 20200 et seq., Government Code Sections 61047 and 53232.1 (b), and to declare that each Director shall exhibit good judgment in the matter of compensation for service, and shall have proper regard for the propriety and economy of conducting District business.

1. Compensation

Directors may receive an amount of compensation not to exceed the amount approved by the Board, upon submittal of the District’s monthly Director Timesheet. The amount of compensation shall be set in accordance with Water Code Section 20200 *et seq.*, as amended. Compensation shall be earned for each day’s service rendered as a member of the Board, and cannot exceed a total of ten (10) days in any calendar month. By adoption of this policy, Director representation of the District at all events listed in Sections 2 and 3 of this policy shall be deemed pre-approved by the Board as eligible for compensation unless modified by Board resolution. Except for the Board and Committee meetings described in Section 2, in order to be eligible for compensation for a day of service, Directors must also deliver a written report, as detailed in Section 5, to the Board regarding their attendance at a qualifying activity or event at the next Board meeting following the qualifying activity or event. If the written report is not submitted at the next Board meeting following the qualifying activity or event, the Director is no longer eligible for and shall not be paid compensation for the day(s) of service associated with the qualifying activity or event in accordance with Government Code Section 61047(e)(2) through (e)(5). Compensation will be paid for only one day of service if a Director attends two or more meetings or activities on one day even if each of the meetings would otherwise be separately eligible for compensation. Travel days before or after the day or days of any activity eligible for compensation, shall not be eligible for separate compensation.

2. Services Eligible for Compensation Not Requiring a Written Report

Pursuant and subject to Water Code Section 20200 et seq. and Government Code Sections 61047(e) and 53232.1 (b), the following activities are eligible for compensation as a day of service:

Policy No.: P100-	Policy Title: Director Compensable Activities
--------------------------	--

- a. Attendance in a policy maker role at District meetings conducted in accordance with the Brown Act (Government Code Section 54950 *et seq.*), specifically limited to:
 - Board and Standing Committee Meetings, including Liaison Committee Meetings (Regular, Special, Adjourned, or Emergency) and Ad Hoc or Advisory Committees created by the Board
- b. Attendance in a policy maker role at meetings of a Joint Powers Authority (JPA) of which the District is a member and that have been conducted in accordance with the Brown Act, specifically limited to:
 - JPA Board and Standing Committee Meetings, including Liaison Committee Meetings (Regular, Special, Adjourned, or Emergency) and Ad Hoc or Advisory Committees created by the Board

JPAs include, but are not limited to, Livermore-Amador Valley Water Management Agency (LAVWMA), DSRSD-EBMUD Recycled Water Authority (DERWA), WateReuse Finance Authority, or California Sanitation Risk Management Authority (CSRMA).

- c. Attendance as the only Director at a Boardmember policy or activity briefing with the General Manager and/or other senior and key staff, held onsite at a District facility or via teleconference.

3. Services Eligible for Compensation Requiring a Written Report at the Next Board Meeting

- a. Attendance at professional, technical, and trade association meetings, conferences, activities, and organized educational activities, training sessions, facility tours, and events of or presented by, including but not limited to, the following entities:
 - Association of California Water Agencies (ACWA) including the annual Washington D.C. conference
 - American Water Works Association
 - California Association of Sanitation Agencies (CASA) including the annual Washington D.C. conference
 - California Sanitation Risk Management Authority (CSRMA)
 - California Special Districts Association (CSDA) and its affiliated local chapters
 - East Bay Leadership Council Water and Environment Task Force
 - Recycled Water and Resource Recovery Agencies and Organizations
 - Special Districts Learning Foundation (SDLF)
 - Wastewater and Water Agencies and Consortiums
 - Water Education Foundation (WEF)
 - WateReuse Association

Includes the board and/or committee meetings of these groups for which the Director is a member of the board and/or a committee.

Policy No.: P100-**Policy Title:** Director Compensable Activities

- b. Ethics training pursuant to Government Code Section 53234 *et seq.* and sexual harassment prevention training pursuant to Government Code Section 53237 *et seq.* from an entity duly authorized to present such training (including in person and online) and to provide certificates of completion.
- c. As a principal speaker, panel member, or otherwise representing the District in an official capacity at a public event (i.e., an event to which the general public is invited) including but not limited to the following:
- Annual State of the City addresses by the mayors of Dublin, Livermore, Pleasanton, and San Ramon
 - Annual State of the District addresses (County Board of Supervisors, Congressional Representatives) by elected officials
 - Annual Tri-Valley Mayors' Summit
 - Ceremonial functions of DSRSD, the JPAs of which the District is a member, and other water/wastewater/recycled water/resource recovery agencies within Alameda and Contra Costa Counties, including groundbreakings, ribbon cuttings, dedications, and anniversary celebrations
 - DSRSD wastewater treatment facility neighborhood meetings (when the meetings are open to the public and held at the wastewater treatment plant)
- d. Representation of the District at a public meeting or public hearing of another public agency at which that agency has agenda'd business that involves the District, including but not limited to the following:
- Bay Area Air Quality Management District (BAAQMD)
 - Board of Supervisors of Alameda and Contra Costa Counties
 - City Council of Dublin, Pleasanton, Livermore, and San Ramon
 - Dublin and San Ramon Valley Unified School Districts
 - East Bay Dischargers Authority (EBDA)
 - East Bay Municipal Utility District (EBMUD)
 - Local Agency Formation Commission (LAFCO), unless the Director receives compensation from LAFCO for attendance as a LAFCO representative
 - State Water Resource Control Board (SWRCB)
 - Regional Water Quality Control Board (RWQCB)
 - Zone 7 Water Agency (Zone 7)
- e. Representation of the District at a meeting of a public benefit nonprofit corporation on whose board of which the District has membership, including but not limited to the following:
- DSRSD Financing Corporation

Policy No.: P100-	Policy Title: Director Compensable Activities
--------------------------	--

4. Board Pre-approval Required for Compensation

Any meeting, event, or other activity not identified in Sections 2 and 3 above are not pre-approved by the Board and, therefore, are not eligible for compensation, unless the Board, at a Board meeting held prior to the activity, specifically approves a Director’s attendance as a representative of the District. Written reports will be required for these activities, if approved for compensation.

- a. For clarity, the following public meetings and public events would be eligible for compensation but only if the Board, at a Board meeting held prior to the activity, specifically approves a Director’s attendance as a representative of the District:
 - DSRSD booths at fairs
 - Ceremonial functions of entities other than those pre-approved in section 3(c) above, including groundbreakings, ribbon cuttings, dedications, and anniversary celebrations
 - Monthly Chamber of Commerce lunch meetings
 - Community meetings hosted by local government agencies, including mayor briefings and director briefings
 - Community events such as City of Dublin St. Patrick’s Day events, including the Green and White Gala and St. Patrick’s Day parade
 - Service club meetings and events
 - Homeowners association and neighborhood group meetings
 - Meetings with legislators to discuss matters of concern to the District and which have been scheduled through District staff

- b. The following activities are deemed by the Board to be ineligible for compensation and therefore the Board cannot approve attendance as being eligible for compensation:
 - Attendance at meeting of a Standing, Liaison, Ad Hoc, or Advisory Committee of the Board on which the Director does not serve
 - DSRSD Citizens Water Academy
 - Internal DSRSD events, including Employee Recognition Events, groundbreakings, ribbon cuttings, dedications, and anniversary celebrations
 - Social gatherings such as retired Director dinners and pre-conference activities and non-partisan welcoming or retirement events for staff of local agencies and organizations
 - Meetings with legislators not scheduled through District staff
 - Any activity for which a Director receives compensation from another agency

5. Review and Approval

Principal responsibility for compliance with this policy rests with each Director. The General Manager, or designee, shall review Director’s timesheets and written reports to determine conformance with this policy prior to approving payment. If a Director disagrees with the determination, the Director submitting the timesheet shall make a request at a Board meeting, not later than 60 days after the day for which reimbursement is requested, to schedule an agenda item to review the determination at a future regular Board meeting. The submittal of a timesheet by a Director shall be deemed an acknowledgement by that

Policy No.: P100-	Policy Title: Director Compensable Activities
--------------------------	--

Director that the timesheet, in the exercise of his or her judgment, complies with the terms of this policy, that any required approval of the Board was obtained at a Board meeting in advance of the activity or event, that any required written report has been submitted at the next Board meeting following the activity or event, and that the Director has considered any issues that the General Manager has identified. If the matter is referred to the Board of Directors, the Board shall approve the timesheet unless the Board believes it substantially deviates from this policy.

6. Contents of Written Reports

Written reports submitted for a qualifying event shall consist of one or more of the following materials:

- A handwritten or typewritten report of the Director’s activities
- Copies of notes taken by the Director
- Copies of agendas or programs
- Certificates the Director received
- Script or outline of remarks made if a Director was a speaker
- Other similar written materials

All such materials should give a member of the public a sense of the business purpose of the qualifying event as well as the Director’s role at, the qualifying event.

7. Administration

The General Manager shall administer this policy and shall institute appropriate accounting and control procedures to ensure the policy is being followed.

8. Previous Policies Superseded

This policy supersedes all previously adopted District policies related to Director compensation.

RESOLUTION NO. 36-19

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE DAY OF SERVICE POLICY AND RESCINDING RESOLUTION NO. 52-16

WHEREAS, on January 2, 2001, the Board adopted a Principles to Guide Compensation and Reimbursement of Directors while Conducting the Business of the District policy; and

WHEREAS, on August 17, 2004, the Board revised the policy and renamed it the Day of Service policy to clearly define a compensable day of service for a Director; and

WHEREAS, the policy was last revised on August 16, 2016, mainly to add attendance at certain ceremonial functions of other agencies, such as ribbon cuttings and groundbreakings, as activities eligible for compensation; and

WHEREAS, the policy now provides pre-approval of the eligible events listed in the policy, thereby discontinuing the annual Board item to pre-approve attendance of meetings and conferences, and clearly classifies eligible and ineligible meetings and events as specified in California Government Code Section 61047, part of the Community Services District Law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the revised Day of Service policy, attached as Exhibit "A" be adopted; and Resolution No. 52-16, attached as Exhibit "B," is hereby rescinded.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 3rd day of September, 2019, and passed by the following vote:

AYES: 5 - Directors Richard M. Halket, Edward R. Duarte, Ann Marie Johnson, Georgean M. Vonheeder-Leopold, Madelyne A. Misheloff

NOES: 0

ABSENT: 0


Madelyne A. Misheloff, President

ATTEST: 
Nicole Genzale, District Secretary



TITLE: Approve Amendment to the Capital Improvement Program Ten-Year Plan and Two-Year Budget for Fiscal Years 2022 and 2023 to Add the FOF Roof Replacement Project (CIP 22-A030)

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, an amendment to the Capital Improvement Program (CIP) Ten-Year Plan and Two-Year Budget for Fiscal Years 2022 and 2023 to add the FOF Roof Replacement Project (CIP 22-A030).

DISCUSSION:

The Field Operations Facility (FOF) building, located at 7035 Commerce Circle, was built in 1997 and acquired by the District in March 2016. Since acquiring the building, there have been several leaks in the roof which have caused damage to the inside of the building. The most recent leak resulted in \$30,000 in damages, affecting the building’s kitchen facility. Without a roof replacement, staff anticipate that the leaks will continue or increase in severity and will lead to substantial damage to the FOF building.

In the proposed capital project, DSRSD will conduct a full roof replacement at the FOF building. While the roofing replacement work is underway, the District will also be able to complete the Field Operations Facility – Skylight Replacements Project (CIP 20-A024) that is already part of the CIP Budget.

Roof repair and maintenance work will begin as soon as there are four (4) weeks of dry and warm weather in the coming months of fiscal year 2022. Until the weather requirements are met for a complete roof repair, the focus of the work will be on winterizing the roof in the most problematic areas to prevent additional damage to the inside of the building.

The proposed project budget is \$160,000. The project will be funded 85% by the Water Replacement Fund (Fund 610) and 15% by the Local Wastewater Replacement Fund (Fund 210). Appropriating \$24,000 from the Local Wastewater Replacement Fund will reduce the working capital to \$4.03 million, while appropriating \$136,000 from the Water Replacement Fund will reduce the working capital to \$40.31 million. Both funds will remain above set minimum targets. Fund limit adjustments are not necessary for Funds 210 and 610. The sewer lining project that affects Fund 210 construction cost was less than had been estimated during budget development, and several projects that affect Fund 610 are progressing slower than anticipated, thereby freeing up resources for this unanticipated expenditure.

Originating Department: Engineering Services	Contact: S. Mann	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: \$160,000 from Water Replacement (Fund 610) (85%) and Local Wastewater Replacement (Fund 210) (15%)	
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)	42 of 110	

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AN AMENDMENT TO THE CAPITAL IMPROVEMENT PROGRAM TEN-YEAR PLAN AND THE TWO-YEAR BUDGET FOR FISCAL YEARS 2022 AND 2023 TO ADD THE FOF ROOF REPLACEMENT PROJECT (CIP 22-A030)

WHEREAS, the Board of Directors approved the District’s Capital Improvement Program (“CIP”) Ten-Year Plan for Fiscal Years 2022 through 2031 (“CIP Plan”) on June 1, 2021, to serve as a budgetary planning document providing direction and guidance, in accordance with District policies, for the replacement and improvement of existing District facilities and the construction of new facilities; and

WHEREAS, the Board of Directors adopted the current Capital Improvement Program Two-Year Budget for Fiscal Years 2022 and 2023 (“CIP Budget”) on June 1, 2021, authorizing fund budgets to meet the District’s capital infrastructure needs; and

WHEREAS, the Field Operations Facility (FOF) building roof is leaking, damaged, and in immediate need of repair and replacement; and

WHEREAS, staff recommends adding the FOF Roof Replacement Project (CIP 22-A030) to the CIP; and

WHEREAS, the fund budgets for fiscal year 2022 remain as adopted.

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

The FOF Roof Replacement Project (CIP 22-A030) is hereby added into the CIP Ten-Year Plan for Fiscal Years 2022 through 2031 and the CIP Two-Year Budget for Fiscal Years 2022 and 2023 in accordance with the project description sheet attached as Exhibit “A.”

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 18th day of January, 2022, and passed by the following vote:

AYES:

NOES:

ABSENT:

Richard M. Halket, President

ATTEST: _____
Nicole Genzale, District Secretary

DSRSD CIP 10-Year Plan for FYEs 2022 through 2031

CATEGORY: REGIONAL WASTEWATER TREATMENT

Water Replacement (Fund 610)

CIP No. 22-A030 FOF Roof Replacement

Funding Allocation: 85% 610 15% 210

Project Manager: Sukhpreet Mann

Status: New Project

Project Summary:

This project would replace the roof of the FOF building as a result of a roof failure emergency.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Staff recommendation

Fund Allocation Basis: Based on Field Operations staff allocation between water and local wastewater collection.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	Future
0	160,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost \$160,000

Current Adopted Budget \$0

Increase/(Decrease) \$160,000

TITLE: Approve Salary Range for New Senior Human Resources Analyst Classification

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, the salary range for the new Senior Human Resources Analyst job classification.

DISCUSSION:

The District completed a comprehensive District-wide classification and compensation study from 2018 to 2021. Following the completion of that process, the District’s Human Resources (HR) and Risk Management Division underwent a reorganization, in an effort to align necessary staffing resources to help the District achieve its current and future strategic initiatives, including a focus on recruitment and retention, implementation of a new Enterprise Resources Planning (ERP) system (to include a transition of the ERP system to a new platform and training of all professional, technical, and administrative staff), District management training and development, and program and policy review and updates. Changes in both HR and Risk Management Division staffing resources and strategic initiatives has also necessitated the review of appropriate assignments and priorities, including training and workload balancing among the team. The new Senior Human Resources Analyst will provide daily lead, functional oversight and training of HR Analysts and HR staff, key responsibilities for certain functions related to labor relations matters, to include project coordination with the HR & Risk Manager and department manager, assisting the HR & Risk Manager with carrying out responsibilities for special projects, including sensitive employee investigations and employee performance-related matters, providing oversight and responsibility for review and handling of risk management claims, under the direction of the HR & Risk Manager, handling of higher-level recruitments, including management and senior management-level positions (typically handled by the HR & Risk Manager), provide daily check-ins and training to lower-level HR staff, to relieve the burden from the HR & Risk Manager to take on more strategic-level matters, provide oversight of tasks and work to be accomplished by HR team members, including quality control in all areas, to serve as a back-up to the HR & Risk Manager in cases of absence/vacations, and to provide performance coaching and feedback on the preparation of staff performance evaluations.

In conjunction with professional consultation with Koff and Associates, Inc. and Administrative Services Department senior management, the HR and Risk Management Division developed the new classification description for the Senior Human Resources Analyst. The final job classification was approved by the General Manager on December 28, 2021 (see Attachment 2).

In accordance with the District’s New/Revised Job Classifications and Salary policy (P700-18-3) for all positions, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for approval and adoption. In accordance with the District’s compensation plan and Board Resolution No. 59-21 for Unrepresented Manager, Professional, Technical, Administrative, and Confidential Employees approved on December 7, 2021, the proposed salary range for the new Senior Human Resources Analyst is to be set internally, benchmarked to the Human Resources Analyst II position, with a differential of ten percent (10%) over the Human Resources Analyst II. The recommended compensation for the position is \$11,276 to \$13,707 per month.

Upon adoption, staff intends to begin an internal-only Senior Human Resources Analyst recruitment to find the best qualified candidate to fill the position in the HR and Risk Management Division.

Originating Department: Administrative Services	Contact: M. Gallardo	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – New/Revised Job Classification and Salary policy (P700-18-3) Attachment 2 – New Senior Human Resources Analyst Job Classification, effective December 28, 2021	



Policy

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

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

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

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

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



Class Description

Effective Date: December 28, 2021
Job Title: Senior Human Resources Analyst
W/C Code: 8810
FLSA Status: Exempt
Unit: Unrepresented
Job Code: USHRA

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, reviews, and participates in the work of human resources staff performing a variety of professional, technical, and confidential human resources duties required to administer human resources programs, including: employee and labor relations, recruitment and selection, position classification, compensation, benefits administration, workers' compensation coordination, leave management, and employee development and training; conducts special projects and organizational studies; provides analytical support to District management and supervisory staff; and performs a variety of other related duties as assigned. This position requires discretion to work with confidential and sensitive issues on a regular basis.

SUPERVISION RECEIVED and EXERCISED

Receives general direction from the Human Resources and Risk Manager. Exercises technical and functional training over and provides training to professional, technical, and administrative staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level classification in the Human Resources Analyst series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgement. Positions in the classification rely on experience and judgement to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness and conformity to policy and requirements. This classification is distinguished from the Human Resources and Risk Manager in that the latter is a mid-management classification and is responsible for the day-to-day management of all human resources and risk management functions.

TYPICAL DUTIES

- Plans, coordinates, and directs the operations of assigned human resources program(s); develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned program(s), service delivery methods, and policies and procedures; assesses and monitors workload and administrative systems; identifies opportunities for improvement and recommends to management for approval.

Class Description: Senior Human Resources Analyst

- Plans, organizes, assigns, and reviews the work of assigned staff; trains staff in work procedures; implements training procedures and standards; assists in selection and promotion; provides input on employee performance evaluations, counsels employees, and effectively recommends initial disciplinary action.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of operations, programs, and service delivery methods and procedures in order to maximize funding and efficiencies and minimize costs; assesses and monitors workload and administrative and support systems; identifies opportunities for improvement and develops related recommendations to address issues of staff; employee development, benefit administration, employee and labor relations, or other assigned areas.
- Counsels District staff, supervisors, and management on the interpretation and application of human resources policies, procedures, and processes; Interprets and applies District rules, policies, and procedures, Memorandum of Understanding, and local, state, and federal laws; provides training and guidance to supervisors and department management to help resolve employee relations matters.
- Coordinates activities with those of other departments, depending upon the nature of the assigned operation, program, or project to which assigned; represents assigned department in interdepartmental, community, and/or professional meetings; confers with and coordinates with other District staff on a wide variety of human resources related analyses and issues.
- Participates in labor relations activities and contract labor negotiations, including researching and analyzing human resources data, providing recommendations, and writing reports.
- Coordinates the planning, development and implementation of the recruitment and selection process to obtain qualified candidates; develops job announcements, advertisements, and supplemental and interview questions for oral examinations; develops and administers a variety of tests and uses other selection tools to determine the qualifications of job applicants; reviews and screens job applications; analyze test data; arrange appraisal panels; establish eligibility lists; and monitors the selection progress and EEO compliance.
- Researches, compiles, analyzes, and evaluates general and statistical information related to human resources functional services and programs including the effect of new laws or administrative regulations; provides recommendations for changes to services and programs.
- Participates in administering a comprehensive benefits program, including retirement, short- and long-term disability, medical, life, dental, vision, deferred compensation, and employee assistance; responds to employee and retiree questions and complaints; interfaces with third-party administrators to resolve claims appeals and provides guidance in policy interpretation and plan documents.
- Administers a comprehensive leave management program ensuring legal compliance; reviews and analyzes leave applications; makes recommendations and develops employer response; interprets District policies and procedures, and local, state, and federal laws with regards to benefit and paid and unpaid time off options for employees; educates employees and managers on policy and legal compliance regarding leave of absences.
- Participates in the negotiation, selection, and administration of contracts.
- Conducts studies and projects related to human resources functional areas.
- Plans, participates in, and evaluates special projects requiring coordination of activities across departmental and functional lines.
- Maintains Human Resources Information System (HRIS) database and other database applications; manages District-wide position control; writes and updates HRIS system queries and reports; and trains users.
- Conducts job analyses to establish job-related qualifications, including researching and collecting data through interviews and observation, analyzing data, and documenting results.

Class Description: Senior Human Resources Analyst

- Attends meetings, conferences, workshops, and training sessions; and reviews publications and related material to become and remain current on principles, practices, and new developments in assigned work areas.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Performs other related duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Principles of providing functional direction and training, including work planning, assignment review, and training of staff in work procedures.
- Principles, practices, and techniques of human resources administration, including employee and labor relations, recruitment, selection, equal employment opportunity, and employee orientation; job analysis and classification; compensation and benefit analysis, and administration; training and development; and the interpretation of laws, regulations, policies, and procedures.
- Organizational and management practices as applied to the research, analysis, and evaluation of programs, policies, and operational needs.
- Applicable federal and state laws; codes, and regulations including District rules and regulations pertaining to human resources administration such as Family Medical Leave Act/California Family Rights Act, Americans with Disabilities Act (ADA), California Paid Sick Leave Laws, Federal Employment Housing Authority (FEHA) and Equal Employment Opportunity Commission (EEOC) regulations, CalPERS medical and retirement regulations.
- Basic principles of supervision and training.
- Recordkeeping principles and practices.
- Business letter writing and report preparation.
- Basic and advanced arithmetic and statistical techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) and Human Resources Information Systems to conduct, compile, and/or generate documentation.

Ability to:

- Develop, coordinate, and implement assigned human resources program(s).
- Plan, organize, train, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Plan and conduct effective organizational studies and manage special projects.
- Inspect the work of others and maintain established quality control standards.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Class Description: Senior Human Resources Analyst

- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Identify and take appropriate action when unusual operating problems occur.
- Make accurate arithmetic, financial, and statistical computations.
- Analyze data and information using established criteria in order to determine consequences and to identify and select alternatives.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION and EXPERIENCE

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

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

Four (4) years of increasingly responsible professional human resources administration in employee and labor relations, recruitment and selection, benefits administration, workers compensation administration, or related functions, including two (2) years performing duties comparable to a Human Resources Analyst II with the District.

CERTIFICATES, LICENSES, REGISTRATIONS

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

DISASTER SERVICE WORKER

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

WORK ENVIRONMENT

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

The work performed is in a standard office environment using a computer. The employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually quiet. The employee works indoors, which is temperature controlled.

PHYSICAL DEMANDS

Standing

Average Frequency: Up to 30 minutes.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to 15 minutes at a time.
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs during presentations including trainings, communicating with coworkers during informal meetings, operating standard office equipment, accessing file drawers or shelves, performing field observations including using a video camera and performing other described job duties.

Walking

Average Frequency: ½ hour to 1 hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to 5 minutes at a time.
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs within the building, to and from offices, relocating files/paperwork or office supplies, performing field observations including using a video camera and performing other described job duties.

Sitting

Average Frequency: 7 ½ to 8 hours.
Duration: 30 minutes to 1 hour at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Cushioned vehicle seat or office chair.
Description: Performs while performing various desk station activities including using a computer, reading, writing, driving a vehicle, during meetings and interviews and performing other described job duties.

Kneeling/Crouching/Squatting

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Surfaces: Tile, carpet.
Description: Performs while retrieving or positioning paperwork or files on and off lower shelves or drawers.

Crawling

Not a job requirement.

Laying On Back/Stomach

Not a job requirement.

Climbing/Balancing

Average Frequency: 0 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Stair or step-stool steps, vehicle floorboard.
Description: Performs while ascending or descending stair steps to access plant sites, entering or exiting a vehicle cab, one step, using a step stool to access upper shelves. A variable to using a step stool includes employee's height.

Reaching

Above Shoulder Level:

Average Frequency: Up to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Description: Performs while accessing or placing files/paperwork on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

Between Waist and Shoulder Level:

Average Frequency: 4 to 5 hours.
Duration: Seconds to 20 minutes.

Class Description: Senior Human Resources Analyst

Maximum Frequency: 6 to 6 ½ hours.
Duration: Seconds to 20 minutes at a time.
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, during a field observations including using a video camera and performing other described job duties.

Below Waist Level:

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

Pushing/Pulling

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

Twisting/Rotating

Waist:

Not a job requirement.

Neck:

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

Wrists:

Average Frequency: Up to 30 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while handling office supplies and paperwork and performing other described job duties. Unilateral or bilateral hand use.

Bending

Waist:

Alternated with squatting, employee preference.

Head/Neck:

Average Frequency: 2 to 3 hours.

Duration: Seconds to 5 minutes.

Maximum Frequency: 4 to 5 hours.

Duration: Seconds to 5 minutes.

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

Wrists:

Average Frequency: 2 to 3 hours.

Duration: Seconds to 5 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

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

Lifting/Carrying

0 to 10 lbs.

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

Average Frequency: 2 to 3 hours.

Maximum Frequency: Up to 6 hours.

Duration: Seconds to 30 minutes at a time.

Distance: 0 to 25 feet.

Height: Ground to shoulder or above.

Description: Performs while utilizing a writing utensil to complete paperwork, using a telephone, paperwork or files, office supplies, and other related items, using a video camera during field observations.

11 to 30 lbs.

Objects: Metal chair, file box.

Average Frequency: 0 to 15 times.

Maximum Frequency: Up to 25 times.

Duration: Seconds at a time.

Distance: Up to 5 feet.

Height: Ground to chest level.

Description: Performs conference room setups by relocating and positioning chairs.

30 to 50 lbs.

Objects: Foldable 6 or 8-foot tables.

Average Frequency: 0 to 4 times.

Class Description: Senior Human Resources Analyst

Maximum Frequency: Up to 8 times.
Duration: Seconds at a time.
Distance: Up to 10 feet.
Height: Ground to waist level.
Description: Performs conference room setups by relocating and positioning foldable tables, which is performed with the assistance of a coworker.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

Simple Grasping

Average Frequency: 2 to 3 hours.
Duration: Seconds to 15 minutes at a time, however up to 1 hour while driving.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while handling paperwork and files, handling office supplies, using a telephone handset, driving in conjunction with maneuvering a steering wheel, using a video camera during field observations and performing other described job duties. Unilateral or bilateral hand use.

Power Grasping

Not a job requirement.

Fine Manipulation

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

MACHINES/TOOLS

Writing utensils

Computer

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

Telephone

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

Vehicle
Camera

PERSONAL PROTECTIVE EQUIPMENT

None.

WEIGHTS AND MEASURES

None.

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

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE SALARY RANGE FOR THE NEW SENIOR HUMAN RESOURCES ANALYST JOB CLASSIFICATION

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

WHEREAS, the District has a need for a qualified Senior Human Resources Analyst in the Human Resources and Risk Management Division to provide advanced journey-level human resources and risk management support and oversight for the Human Resources and Risk Management Division; and

WHEREAS, the Senior Human Resources Analyst is subject to the provisions of Board Resolution No. 59-21 for Unrepresented Manager, Professional, Technical, Administrative, and Confidential employees dated December 7, 2021; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the salary range for the Senior Human Resources Analyst is set to \$11,276 to \$13,707 per month.

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 18th day of January, 2022, 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. 69-21

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. 69-21.

DISCUSSION:

Per Resolution No. 69-21, the Board of Directors adopted on December 21, 2021, 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 of four percent (4%) for the Engineering Services Director to take effect on January 3, 2022, as approved by the Board on December 7, 2021, in accordance with Exhibit B to Board Resolution No. 59-21. The pay schedule has also been updated with the corresponding base salary and effective date for the new job classification of Senior Human Resources Analyst, approved by the Board this evening, just previous to this item.

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 January 3, 2022 and previously agreed to by the District in accordance with Memoranda of Understanding (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)	59 of 110	

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. 69-21

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. 69-21, the Board-adopted pay schedule was approved on December 21, 2021; and

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

WHEREAS, the Board Resolution No. 59-21 provides for a cost-of-living increase to be applied to the Engineering Services Director position effective January 3, 2022, in the amount of four percent (4%) of the base salary; and

WHEREAS, the pay schedule has been updated to reflect the new base salary of the Engineering Services Director position and the new Senior Human Resources Analyst position approved by the Board of Directors just previous to this item at this evening's regular meeting.

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. 69-21 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 18th day of January, 2022, 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	67-21	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	cadas1	12/14/2020	59-17	5,359	5,626	5,910	6,204	6,512	30.9173	32.4577	34.0962	35.7923	37.5692
ADMINISTRATIVE ASSISTANT II	H	cadas2	12/14/2020	59-17	5,895	6,193	6,500	6,826	7,168	34.0096	35.7288	37.5000	39.3808	41.3538
ADMINISTRATIVE ASSISTANT II (y-rated)	H	ycadas2	12/14/2020	59-17	0	0	0	0	8,419	0.0000	0.0000	0.0000	0.0000	48.5712
ADMINISTRATIVE ASSISTANT I - CONFIDENTIAL	H	hadas1	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	hadas2	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	yhadas2	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	67-21	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	67-21	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	cinstrc	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	pjreng	12/13/2021	67-21	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	67-21	8,847	9,289	9,753	10,241	10,753	51.0404	53.5904	56.2673	59.0827	62.0365
MECHANIC I	H	cmec1	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	cmec2	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	mmeSUP	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	cwtpot	12/14/2020	59-17	6,096	6,400	6,720	7,057	7,408	35.1692	36.9231	38.7692	40.7135	42.7385
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	csrecl	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	csrictch	12/14/2020	59-17	10,263	10,777	11,316	11,884	12,478	59.2096	62.1750	65.2846	68.5615	71.9885
SENIOR MECHANIC	H	csrmec	12/14/2020	59-17	8,652	9,082	9,538	10,014	10,513	49.9154	52.3962	55.0269	57.7731	60.6519
SENIOR MECHANIC (CRANE CERTIFIED)	H	csrmcc	12/14/2020	59-17	8,866	9,308	9,775	10,263	10,776	51.1500	53.7000	56.3942	59.2096	62.1692
SENIOR PROCESS WASTEWATER TREATMENT PLANT OPERATOR	H	cwtpp5	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	cswtpp	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

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

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

Job Classification	Exempt	Code	Effective Date	Resolution #	Monthly Salary					Bi-Weekly Pay Rate				
					Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT II	S	pacct2	12/13/2021	67-21	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	67-21	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	67-21	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	67-21	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	1/3/2022	59-21	17,243	18,105	19,010	19,961	20,959	7958.3077	8356.1538	8773.8462	9212.7692	9673.38
ENVIRONMENTAL CHEMIST II	S	pench2	12/13/2021	67-21	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	67-21	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	67-21	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	67-21	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	67-21	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	67-21	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	67-21	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	mpwvse	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	67-21	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
SENIOR ENVIRONMENTAL CHEMIST	S	psrech	12/13/2021	67-21	10,530	11,056	11,609	12,189	12,798	4860.00	5102.77	5358.00	5625.69	5906.77
SENIOR HUMAN RESOURCES ANALYST	S	ushra	1/18/2022	TBD	11,276	11,840	12,432	13,054	13,707	5204.31	5464.62	5737.85	6024.92	6326.35
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	67-21	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. 69-21

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. 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.

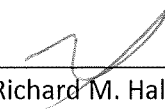
ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 21st day of December 2021, and passed by the following vote:

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

NOES: 0

ABSENT: 0

ATTEST: 
Nicole Genzale, District Secretary


Richard M. Halket, President



TITLE: Approve Amendment to the Capital Improvement Program Ten Year-Plan and Two-Year Budget for Fiscal Years 2022 and 2023 to Combine the WWTP Energy Master Plan (CIP 22-P009), WWTP Electrical System Master Plan (CIP 18-P002) and Field Operations and District Facilities Energy Plan (CIP T22-19) Projects, Retitle WWTP Energy Master Plan to Energy Facilities Master Plan Project (CIP 22-P009), and Authorize Execution of Task Order No. 6 with Carollo Engineers, Inc. for Engineering Services for the Energy Facilities Master Plan Project (CIP 22-P009)

RECOMMENDATION:

Staff recommends the Board of Directors approve, by two separate actions, the following:

1. Approve, by Resolution, an amendment to the Capital Improvement Program (CIP) Ten-Year Plan and Two-Year Budget for Fiscal Years 2022 and 2023 to:
 - a. Delete the WWTP Electrical System Master Plan Project (CIP 18-P002).
 - b. Delete the Field Operations and District Facilities Energy Plan Project (CIP T22-19).
 - c. Increase the WWTP Energy Master Plan Project (CIP 22-P009) budget by \$1,400,000 from \$800,000 to \$2,200,000.
 - d. Adjust the funding allocation for the WWTP Energy Master Plan Project (CIP 22-P009) from 80% Regional Wastewater Replacement (Fund 310) and 20% Regional Wastewater Expansion (Fund 320) to 1% Local Wastewater Replacement (Fund 210), 64% Regional Wastewater Replacement (Fund 310), 7% Regional Wastewater Expansion (Fund 320), and 28% Water Replacement (Fund 610).
 - e. Retitle the WWTP Energy Master Plan Project (CIP 22-P009) to the Energy Facilities Master Plan Project (CIP 22-P009).
2. Authorize, by Motion, the General Manager to execute Task Order No. 6 to the Master Agreement for Consulting Services with Carollo Engineers, Inc. in an amount not to exceed \$1,447,495 for engineering services to prepare the Energy Facilities Master Plan.

SUMMARY:

The Energy Facilities Master Plan will evaluate the existing processes and operations for the Regional Wastewater Treatment Plant (WWTP), Wastewater Collection System, Water Distribution System, Administrative and Field Office Facilities, and its fleet of vehicles, and develop a long-term plan for the future replacement, rehabilitation, or addition of new facilities to achieve greater energy efficiency and reliability for the District.

Staff recommends the Board approve an amendment to the CIP Ten-Year Plan and Two-Year Budget for Fiscal Years 2022 and 2023 for the WWTP Energy Master Plan (CIP 22-P009), WWTP Electrical System Master Plan (CIP 18-P002) and the Field Operations and District Facilities Energy Plan (CIP T22-19) Projects, and authorize the execution of Task Order No.6 with Carollo in an amount not to exceed \$1,447,495 for engineering services to prepare the Energy Facilities Master Plan (Project). This Project will help meet the District’s Strategic Plan Goal No. 8 – *Develop a long-term strategy to ensure greater energy efficiency and reliability for the District.*

Originating Department: Engineering Services	Contact: J. Ching	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Sources: \$1,447,495 Local Wastewater Replacement (Fund 210) – 1%; Regional Wastewater Replacement (Fund 310) – 64%; Regional Wastewater Expansion (Fund 320) – 7%; Water Replacement (Fund 610) – 28%	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Presentation Slides	

DISCUSSION:

The District's Strategic Plan serves as a framework for decision-making over a five-year period. Last updated in April 2021, the Strategic Plan outlines nine goals and action items for fiscal years ending 2022 through 2026. Strategic Plan Goal/Action Item No. 8 addresses the District's long-term energy efficiency and reliability and includes two programmatic action items, as follows:

Strategic Goal: Develop a Long-term strategy to ensure greater energy efficiency and reliability to the District

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

The District's CIP Ten-Year Plan and Two-Year Budget for Fiscal Years 2022 and 2023 includes two projects – WWTP Energy Master Plan Project (CIP 22-P009) and Field Operations and District Facilities Energy Plan Project (CIP T22-19) – that support the Strategic Goal's objective. The WWTP Energy Master Plan Project would develop an energy master plan for the Regional Wastewater Treatment Plant; the Field Operations and District Facilities Energy Plan Project would develop an energy master plan for District's water distribution system, local wastewater collection system, and administration and field office facilities. Rather than execute these projects separately, staff proposes to combine the scopes of these two projects into a single project, thereby leveraging economies of scale to lower overall project costs and lessen demand on District resources. In addition, the scope of a third project in the CIP – WWTP Electrical System Master Plan (CIP 18-P002) – was also included in the combined project scope. Based on the type of investigation and evaluations required for the Energy Master Plan scope, staff assessed that there were opportunities to realize beneficial synergies by combining these projects.

The combined project, which will be renamed to the Energy Facilities Master Plan (Project), will provide an adaptable and financially sustainable framework of strategies to:

- Reduce energy consumption;
- Improve energy efficiency and conservation;
- Maximize energy production through the expansion, improvement, or addition of new renewable and sustainable energy sources;
- Enhance energy system reliability and resiliency;
- Reduce greenhouse gas emissions;
- Establish a phased plan for complying with State of California's future, long-term greenhouse gas emissions mandates;
- Develop a long-term fleet management program.

This Project will encompass an evaluation for all of the District's facilities and operations, including the WWTP, Wastewater Collection Systems, Water Distribution System, Administrative and Field Office Facilities, and the District's fleet of vehicles.

Project Budget and Funding Allocation:

Staff recommends combining the budgets of three projects – WWTP Energy Master Plan (CIP 22-P009), WWTP Electrical System Master Plan (CIP 18-P002) and the Field Operations and District Facilities Energy Plan (CIP T22-19). The current budgets for these three projects are \$800,000, \$750,000, and \$650,000, respectively. The budget for the combined Project would be \$2,200,000. Combining these projects will result in no net change in total project budget.

Whereas the WWTP Energy Master Plan Project and WWTP Electrical System Master Plan Project are funded within the current two-year budget, the Field Operations and District Facilities Energy Plan Project (CIP T22-19) was scheduled for funding in fiscal year ending 2024. Although the timeline of the Field Operations and District Facilities Energy Plan Project is being accelerated, the two-year budget for the affected replacement and expansion funds – Local Wastewater Replacement (Fund 210), Regional Wastewater Replacement (Fund 310), Regional Wastewater Expansion (Fund 320), and Water Replacement (Fund 610) – is not expected to exceed their respective budgeted amounts. Therefore, an adjustment to the affected funds is not required.

Lastly, staff recommends adjusting the funding allocation of the Project to reflect the weighted average of the three individual projects. The WWTP Energy Master Plan Project (CIP 22-P009) is currently 80% funded by Regional Wastewater Replacement (Fund 310) and 20% funded by Regional Wastewater Expansion (Fund 320); the WWTP Electrical System Master Plan Project (CIP 18-P002) is 100% funded by Regional Wastewater Replacement (Fund 310); and the Field Operations and District Facilities Energy Plan Project (CIP T22-19) is 5% funded by Local Wastewater Replacement (Fund 210) and 95% funded by Water Replacement (Fund 610). The combined Project, therefore, will be 1% funded by Local Wastewater Replacement (Fund 210); 64% funded by Regional Wastewater Replacement (Fund 310); 7% funded by Regional Wastewater Expansion (Fund 320); and 28% funded by Water Replacement (Fund 610).

Engineering Services:

On August 26, 2021, staff solicited proposals from 16 consulting firms to provide engineering services for the Project. On October 8, 2021, proposals were received from four firms: Carollo Engineers, Inc., HDR, Inc., NORESCO, and West Yost Associates. Proposals were evaluated based upon established criteria including project understanding, project approach and proposed scope of work, company and personnel qualifications, project schedule, and level of effort. Based upon these criteria, Carollo Engineers Inc., (Carollo) was determined to have the best combination of qualifications, staff, and proposed approach to meet the needs of the Project.

Carollo's proposed scope of work will be performed in two phases. Phase 1 will include an investigation and evaluation of the District's existing mechanical and electrical assets; development of current energy demands, energy capacities, and greenhouse gas emissions; and a high-level overview of potential opportunities to reduce energy demand, increase energy production, and/or reduce greenhouse gas emissions. Phase 2 of the Project will include the development of long-term projections for energy demand and capacity; a detailed opportunities assessment to achieve short-term and long-term energy savings and efficiencies; assessments to improve energy generation and power system reliability; evaluation of financing and/or strategic partnerships opportunities for funding future energy projects; an alternatives analysis to identify recommended capital improvement projects over a 25-year planning horizon; and the development of an Energy Facilities Master Plan, which will include estimated project costs and an implementation schedule. Evaluations for the DERWA recycled water treatment plant and DERWA recycled water transmission system are not included in the scope of work for Phase 2, as the scope of the Project focuses only on infrastructure owned and operated by the District.

Staff recommends the Board authorize the General Manager to execute Task Order No. 6 to the Master Agreement for Consulting Services with Carollo for engineering services in an amount not to exceed \$1,447,495.

Project Schedule and Next Steps:

The studies, policy development, master planning, and capital budgeting for the energy Strategic Plan are anticipated to occur over the next 3½ years. Following are key milestones:

- Phase 1 – Initial technical study and high-level opportunities assessment – Mid/Late 2022
- District Energy Policy – Considered by Board in summer of 2023
- Phase 2 – Master Plan based on Phase 1 technical study and Board adopted District Energy Policy – Late 2023/Early 2024
- Capital planning and budgeting for energy projects – Biennial operating and capital budget process in spring of 2025

Agenda Item 9.A

Energy Facilities Master Plan

Jason Ching, Associate Engineer

January 18, 2022



**Dublin San Ramon
Services District**

Water, wastewater, recycled water

Presentation Overview

- Project Background
- Project Approach
- Proposed Scope of Work
- Recommendation

District's 2022-2026 Strategic Plan



STRATEGIC GOALS AND ACTION ITEMS

Maintain our financial stability and sustainability

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

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

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

Update our business practices and procedures

- Integrate our business enterprise systems (Geographic Information System, Computerized Maintenance and Management System, Laboratory Information Management System, SCADA, and Records Management System) to more effectively access and share data across the District
- Review and revise our Joint Powers Authority and other inter-agency agreements to address changing conditions
- Embrace a safety culture by updating the District's environmental health and safety programs
- Coordinate with neighboring agencies to provide more efficient and cost-effective services

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

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

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

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

Enhance our ability to respond to emergencies and maintain business continuity

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

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

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

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

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

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

Strategic Plan Goal No. 8

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

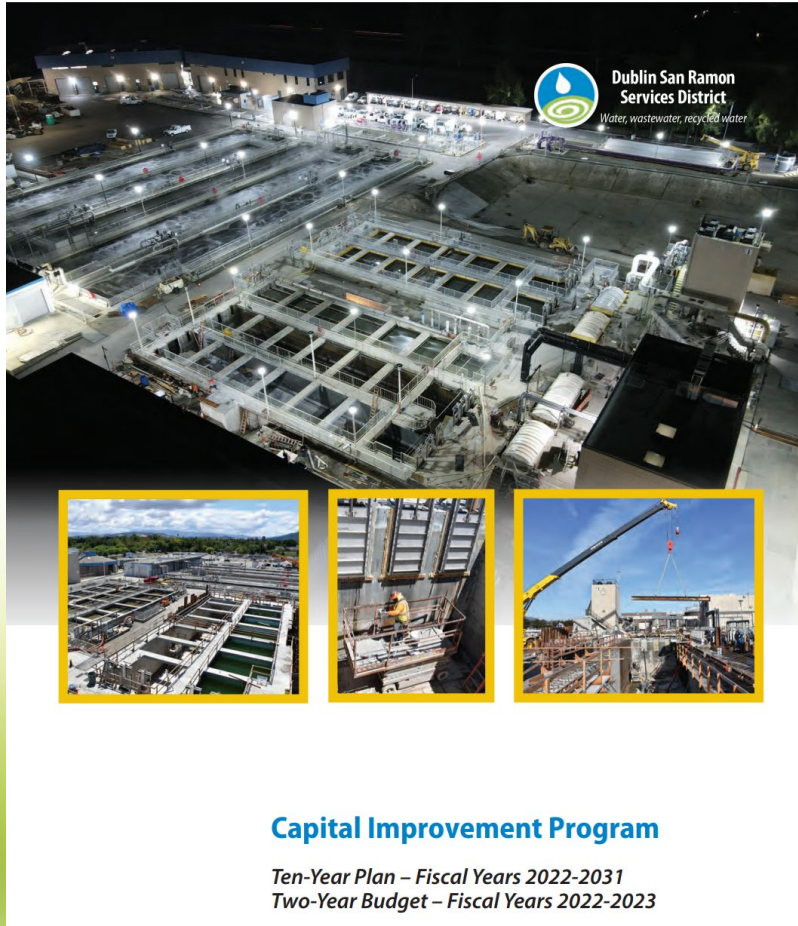
- *Develop and District energy policy and District energy master plan that evaluates sustainable energy sources and a long-term fleet management program*
- *Develop phased targets for complying with State long-term greenhouse gas emission mandates*

Project Approach

All-Encompassing Review of District Facilities

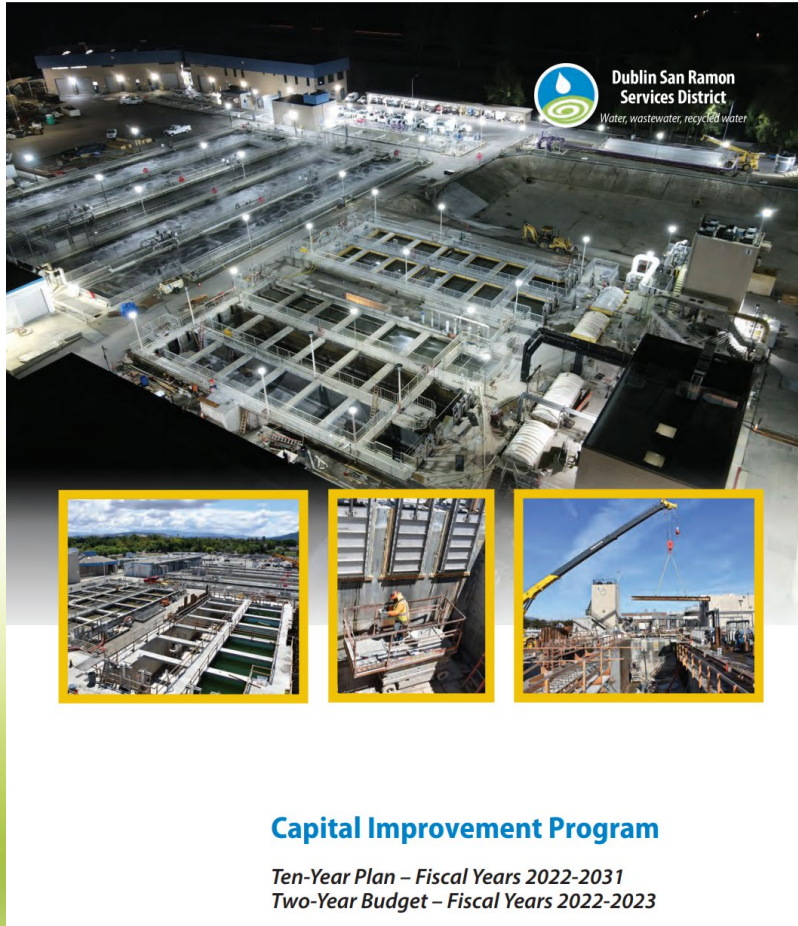
- Wastewater Treatment Plant
- Wastewater Collections Systems
- Water Distribution System
- Administration and Field Office Buildings
- Fleet Vehicles
- Power Systems Infrastructure

Capital Improvement Program



- **WWTP Energy Master Plan**
(\$800,000)
- **Field Operations and District Facilities Energy Plan**
(\$650,000)
- **WWTP Electrical System Master Plan**
(\$750,000)

Capital Improvement Program



Energy Facilities Master Plan

- ~~• WWTP Energy Master Plan~~

(\$800,000) → **\$2,200,000**

- ~~• Field Operations and District Facilities Energy Plan~~

(\$650,000)

- ~~• WWTP Electrical System Master Plan~~

(\$750,000)

Project Approach

All-Encompassing Review of District Facilities

- Wastewater Treatment Plant
- Wastewater Collections Systems
- Water Distribution System
- Administration and Field Office Buildings
- Fleet Vehicles
- Power Systems Infrastructure

All-District Effort

- Internal Stakeholders from All Departments
- Board of Directors, Senior Managers, Supervisors and Staff

Project Executed in 2 Phases

Scope of Work: Phase 1



**Benchmarking &
High-Level
Opportunities
Assessment**



Scope of Work: Phase 2A

**Energy Capacity
& Demand
Projections**

**Power System
Reliability
Assessment**

**Energy Savings &
Efficiency
Opportunities**

**Energy
Generation
Opportunities**

**GHG
Reduction
Opportunities**

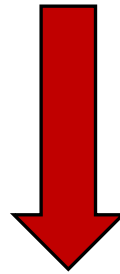
**Cost Evaluations
of Potential
Alternatives**

**Financing &
Partnership
Opportunities**

Board Update No. 2: Mid-2023 (Create Energy Policy)

Scope of Work: Phase 2B

District Energy Policy



**Development of Energy Facilities
Master Plan and Capital
Improvement Program (CIP)
Aligned with Energy Policy**

Board Update No. 3: Late 2023/Early 2024

Staff Recommendations

- 1. Amend the current Capital Improvement Program (CIP) to delete two projects; increase the budget of the WWTP Energy Master Plan to \$2,200,000; adjust the funding allocation of the WWTP Energy Master Plan; and retitle the WWTP Energy Master Plan to the WWTP Energy Facilities Master Plan.**
- 2. Authorize, by Motion, the General Manager to execute Task Order No. 6 to the Master Agreement for Consulting Services with Carollo Engineers, Inc. in an amount not to exceed \$1,447,495 for engineering services to prepare the Energy Facilities Master Plan.**



**Dublin San Ramon
Services District**

Water, wastewater, recycled water

Questions?

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AN AMENDMENT TO THE CAPITAL IMPROVEMENT PROGRAM (CIP) TEN-YEAR PLAN AND TWO-YEAR BUDGET FOR FISCAL YEARS 2022 AND 2023 TO DELETE WWTP ELECTRICAL SYSTEM MASTER PLAN PROJECT (CIP 18-P002), DELETE FIELD OPERATIONS AND DISTRICT FACILITIES ENERGY PLAN PROJECT (CIP T22-19), ADJUST THE FUNDING ALLOCATION AND INCREASE THE WWTP ENERGY MASTER PLAN PROJECT (CIP 22-P009) BUDGET, AND RETITLE TO THE ENERGY FACILITIES MASTER PLAN PROJECT (CIP 22-P009)

WHEREAS, the Board of Directors approved the District's Capital Improvement Program ("CIP") Ten-Year Plan for Fiscal Years 2022 through 2031 ("CIP Plan") on June 1, 2021, to serve as a budgetary planning document providing direction and guidance, in accordance with District policies, for the replacement and improvement of existing District facilities and the construction of new facilities; and

WHEREAS, the Board of Directors adopted the current CIP Two-Year Budget for Fiscal Years 2022 and 2023 ("CIP Budget") on June 1, 2021, authorizing fund budgets for fiscal years 2022 and 2023 to meet the District's capital infrastructure needs; and

WHEREAS, the CIP includes the WWTP Energy Master Plan Project (CIP 22-P009) with a budget of \$800,000; and

WHEREAS, the CIP includes the WWTP Electrical System Master Plan Project (CIP 18-P002) with a budget of \$750,000; and

WHEREAS, the CIP includes the Field Operations and District Facilities Energy Plan Project (CIP T22-19) with a budget of \$650,000; and

WHEREAS, staff recommends deleting the WWTP Electrical System Master Plan Project (CIP 18-P002) from the CIP; and

WHEREAS, staff recommends deleting the Field Operations and District Facilities Energy Plan Project (CIP T22-19) from the CIP; and

WHEREAS, staff recommends combining the WWTP Electrical System Master Plan Project (CIP 18-P002) and the Field Operations and District Facilities Energy Plan Project (CIP T22-19) with the WWTP Energy Master Plan Project (CIP 22-P009); and

WHEREAS, staff recommends revising the funding allocation of the WWTP Energy Master Plan Project (CIP 22-P009) to 1% Local Wastewater Replacement (Fund 210), 64% to Regional Wastewater Replacement (Fund 310), 7% to Regional Wastewater Expansion (Fund 320), and 28% to Water Replacement (Fund 610); and

Res. No. _____

WHEREAS, staff recommends retitling the WWTP Energy Master Plan Project (CIP 22-P009) to the Energy Facilities Master Plan Project (CIP 22-P009); and

WHEREAS, staff recommends an increase to the Energy Facilities Master Plan Project (CIP 22-P009) by \$1,400,000 from \$800,000 to \$2,200,000.

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

1. The WWTP Electrical System Master Plan Project (CIP 18-P002) is hereby deleted from the CIP Two-Year Budget for Fiscal Years 2022 and 2023.

2. The Field Operations and District Facilities Energy Plan Project (CIP T22-19) is hereby deleted from the CIP Two-Year Budget for Fiscal Years 2022 and 2023.

3. The WWTP Energy Master Plan Project (CIP 22-P009) is hereby increased to a total budget of \$2,200,000; adjusted to reflect a funding allocation of 1% Local Wastewater Replacement (Fund 210), 64% Regional Wastewater Replacement (Fund 310), 7% Regional Wastewater Expansion (Fund 320), and 28% Water Replacement (Fund 610); and retitled to the Energy Facilities Master Plan Project (CIP 22-P009) in the CIP Two-Year Budget for Fiscal Years 2022 and 2023, in accordance with the project description sheet attached as Exhibit "A."

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 18th day of January, 2022, and passed by the following vote:

AYES:

NOES:

ABSENT:

Richard M. Halket, President

ATTEST: _____
Nicole Genzale, District Secretary

DSRSD CIP 10-Year Plan for FYEs 2022 through 2031**CATEGORY: REGIONAL WASTEWATER TREATMENT****Regional Wastewater Replacement (Fund 310)****CIP No. 22-P009 Energy Facilities Master Plan****Funding Allocation:** 64% **310** 7% **320** 28% **610** 1% **210****Project Manager:** Jason Ching**Status:** New Project**Project Summary:**

The District's 2021- 2026 Strategic Plan includes a goal to develop a long-term strategy ensure greater energy efficiency and reliability for the district. This Plan will develop energy demands and a strategy to meet those demands through self-generation and PG&E power. More specifically, the plan will install additional power monitoring devices to develop energy use baselines for energy intensive processes and equipment; determine normal and standby power needs for current facilities and anticipated plant upgrades and expansion; evaluate potential process or equipment changes to reduce the energy demand of energy intensive processes including the secondary aeration process and the biosolids thickening process; quantify the impact of DERWA energy demands on the District's energy costs; determine the optimal current cogeneration capacity and develop a facility plan for current and future cogeneration; evaluate the potential for solar energy to complement the cogeneration system; and evaluate the potential of current battery technology to reduce peak energy demands. The scope of work will include evaluations and analyses for the WWTP, water distribution system, local wastewater collection system, administration and field office facilities, and the District's fleet of vehicles. The Master Plan will also review the WWTP electrical system and determine the required improvements to support current and future electrical demands for the Plant.

CEQA: Not project under CEQA [CEQA Guideline 15378].

Reference: 2004 Electrical Master Plan Update
2017 WWTP and Biosolids Master Plan
Black and Veatch Reports dated September 2019 & April 2020

Fund Allocation Basis: Based on ratio of energy used at wastewater treatment plan versus water facilities.**10-Year Cash Flow and Estimated Project Cost:**

Prior	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	Future
250,000	500,000	1,450,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$2,200,000**

Current Adopted Budget \$800,000

Increase/(Decrease) \$1,400,000

Carollo Engineers, Inc.

Task Order No. 6 to Agreement No. A21-28 dated 07/21/2021

Agreement Expiry Date: 07/01/2024

Issue Date: 01/18/2022
Project Name and Number: Energy Facilities Master Plan (CIP 22-P009)
Task Title: Engineering Design Services
Project Manager Name and Signature: Jason Ching _____
Source of Funds: Regional Wastewater Replacement Fund (310)
Account Number: 22-P009.design.cip
Authorization Amount: \$1,447,495.00 NTE
Original PO Amount: \$0.00
Increase PO Amount: \$0.00
New PO Amount: \$0.00
Purchase Order Number: TBD
Return Purchase Order to: E. Schnupp
Compensation Method: Time and materials as per Agreement
Completion Date: 07/01/2024
Insurance Requirements: As per Agreement; no special requirements
Work Product: See Attachment "A"
Digital Drawings, if applicable: Digital files shall be in AutoCAD 2010 or higher drawing format. Drawing units shall be decimal with a precision of 0.00. Angles shall be in decimal degrees with a precision of 0. All objects and entities in layers shall be colored by layer. All layers shall be named in English. Abbreviations are acceptable. All submitted map drawings shall use the Global Coordinate system of USA, California, NAD 83 California State Planes, Zone III, U. S. foot.
Scope of Work: See Attachment "A"
Economic Disclosure: Not Required
Recommended by: S. Delight (_____)

Accepted by: _____
Paul Friedlander, Associate Vice President
Carollo Engineers, Inc. _____
Date

Lou Carella, Executive Vice President
Carollo Engineers, Inc. _____
Date

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

Scope of Work

Task 1: Project Management and Coordination

Task 1 will cover both Phase 1 and 2 services.

Project Management

Our team and this task is led by Tanja Rauch-Williams, a wastewater and water reuse expert who has lead large, diverse teams in energy planning and energy technology evaluations. Tanja will manage Phase 1. In Phase 2, assistant project manager, Ricky Gutierrez, will actively support Tanja in project management duties. Our project management team will collaborate closely with Paul Friedlander throughout this project. Our management team understands that effective communication with all your team members and stakeholders, project coordination, and organization are key elements to success in meeting your project objectives, budget, schedule, and quality expectations. As project manager, Tanja will oversee quality assurance/quality control (QA/ QC) implementation for every deliverable, communicate on a regular basis directly with DSRSD's project manager, and manage the overall project schedule and budget.

We propose to utilize a SharePoint Teams site for the project where we will set up a Project RoadMap to track project schedule, progress, deliverables, and meetings. The site will also be utilized for efficient file sharing and transfer of data.

We assume a Phase 1 duration of 6 months and a project duration of 20 months.

Project Meetings and Communication with DSRSD

Tanja's seven keys for effective project communication and coordination are:

1. Develop a project execution plan defining goals, expectations, responsibilities, schedule, and budget.
2. Conduct weekly internal project team calls.
3. Conduct weekly management calls with DSRSD.
4. Facilitate a series of workshops to review, receive input, and make decisions on technical issues.
5. Use document collaboration sites.
6. Use decision logs at major milestone workshops to memorialize decisions and avoid backtracking.
7. Provide a concise monthly progress report identifying work elements and project concerns.

Task 1 Deliverables

- Project Execution Plan.
- Meeting agendas and meeting minutes.
- Monthly project invoices (including summaries/ reports of work performed).
- Project schedule and monthly updates.

PHASE 1 SCOPE OF SERVICES

Task 2: State of the District: Energy Management and Greenhouse Gas Emissions

In this task, our team will summarize and update the status of DSRSD's facilities related to primary energy and electricity production and consumption and GHGs. Carollo will calculate the current project energy capacity and demands for the WWTP, recycled water treatment plant, water distribution system, recycled water distribution

Attachment A

system, District office administrative building, field operations facility, and fleet. It is assumed that DSRSD will provide updated energy data.

This task will further involve placing power monitoring meters (procured by Carollo Engineers for DSRSD) at relevant individual equipment, motor control centers (MCCs), or switchgear locations to gather real time electricity consumption data over a defined time period (e.g. one month). The locations will be selected in coordination with DSRSD in consideration of relevant power consumption monitoring data gaps, important equipment and efficiency verification (e.g. aeration blowers, high capacity pumps with variable frequency drives, etc.). The monitoring meters (up to five) will be available for the complete duration of this project for temporary or permanent installation at various locations. The data will be used to evaluate the state of various relevant electricity consumption data, such as motor efficiencies, peak and baseload power demands,

Task 2 will further include a thorough review of DSRSD's existing capital improvements program (CIP) plan to understand the timing and budget estimates of current projects connected to this planning study. These CIP projects will receive detailed evaluation as part of subsequent Task 14 (Alternatives Analysis) and Task 15 (Recommended Capital Improvements Program), to assess and provide recommendations as to which of these project should potentially be moved forward, be postponed, left in place, or be removed from DSRSD's new CIP.

This evaluation will build on past reports and studies, review of existing computerized maintenance management system (CMMS)/asset management database information, including asset information and historical maintenance records; SCADA and other operational data (including power monitoring and energy generation data); utility usage and billing records; and field investigations. The current analysis of energy consumption will establish a detailed inventory of all equipment larger than a certain threshold (e.g. 5 HP) with average annual power consumption. The sum of all these items will be compared to monthly and annual billing data. This evaluation is the basis for benchmarking the energy efficiency by equipment and process area and develop opportunities for energy optimization and reduction. Carollo will further take a more detailed look at the power consumption of relevant specific equipment, control systems, and processes to assess efficiencies, energy consumption as a function of varying process conditions, etc. We anticipate to include the blowers and aeration system, sludge thickening, and high capacity pumping stations in this analysis. Additional areas may be included after coordination and with input from DSRSD staff.

Energy and GHG performance will be benchmarked to other WWTPs and existing and anticipated energy and GHG reduction planning policies and strategies relevant to DSRSD. Carollo will conduct up to five interviews with DSRSD staff and conduct a broader survey among relevant departments to solicit input on energy goal priorities, opportunities, and concerns. Carollo will coordinate and finalize interview and survey questions with input from DSRSD.

Carollo will host a Visioning and Goal Setting workshop with DSRSD staff to solicit feedback and input on the draft State of the District: Energy Management and Greenhouse Gas Emissions report, discuss feedback from interviews and surveys, and develop consensus of general recommendations on energy goals and achievability for consideration by the Board.

Task 2 Deliverables

- Draft and Final TM01 – Report on State of the District.
- Interviews and survey results.
- Regulatory review.
- GHG inventory.
- Visioning Workshop (agenda and minutes).

Task 3: Phase 2 Scoping and Presentation/Workshop Support

Attachment A

In this task, Carollo will support DSRSD in presenting the findings of the State of the District: Energy Management and Greenhouse Gas Emissions to DSRSD's Board of Directors and assist DSRSD in defining the policies that govern DSRSD's current and future approach to energy management and GHG. Based on the results of Task 2 and the outcomes of Task 3, Carollo will work with DSRSD to establish the planning time frames, strategies, and scope of work for Phase 2 of the Energy Facilities Master Plan. Carollo assumes that District staff will determine procedures for communication with Board.

Additional evaluations conducted in Task 3 will include:

- High-level overview of potential opportunities to reduce energy demand and/or increase energy capacity, as well as reduce GHG emissions.
- Relative impacts and costs and/or financing opportunities and relative impacts.
- Partnerships and/or financing opportunities.
- Overview of current and future regulatory requirements that may govern DSRSD's current and/ or future energy/GHG management policy.

Carollo will support DSRSD in presenting relevant findings from Tasks 2 and 3 to the Board at Board Meeting No. 1, facilitate discussions, and provide any additional information requested by the Board to be informed on formalizing guiding principles and/or policies that will govern DSRSD's approach to the Energy Facilities Master Plan in Phase 2.

Task 3 Deliverables

- TM02 – Energy and GHG Opportunities and Financial Impacts.
- TM02 Review Workshop (agenda and minutes).
- Board Meeting No. 1 presentation materials, including handouts, as required to develop Guiding Principles for Energy Planning.
- Finalize Phase 2 Scoping Document.

Task 4: Asset Review

The purpose of this task is to perform an asset review of the WWTP mechanical and electrical assets and other infrastructure that contribute to the facility's energy capacity and demands. Carollo will review exports of these assets from DSRSD's CMMS and from the asset replacement model. Carollo will review data for completeness and consistency between the CentralSquare CMMS database and the asset replacement model with particular focus on data to inform remaining useful life, nominal energy capacity and demands, and rehabilitation and replacement timing and costs in alignment with industry best management practices.

Carollo's project team, including our electrical and mechanical discipline leads, will coordinate with DSRSD staff to conduct a one-day site visit for the purpose of gathering missing or outdated information from accessible equipment to support the analysis. Carollo will document results of the data review and DSRSD's data management practices in an Asset Review Technical Memorandum (TM03) along with recommendations for data management improvements.

Carollo will summarize and present asset review results and recommended data updates for import into CentralSquare and into the asset replacement model at the TM03 Asset Review Workshop. The level of effort for this task includes two 2-hour meetings with DSRSD staff to review their current business practices for tracking information in the CMMS. Carollo will provide updates for import into CentralSquare by DSRSD in MS Excel or similar format. Carollo will coordinate with DSRSD staff to provide data updates to be used in the asset replacement model in a suitable format, such as MS Excel.

Task 4 Deliverables

- TM03 – Asset Review Workshop.
- Asset Review presentation (agenda and minutes).

PHASE 2 SCOPE OF SERVICES

Task 5: Energy Capacity and Demand Projections

Under this task, Carollo will quantify the projected energy and capacity demands over the planning horizon (assumed to be 25 years). We will develop projected average, minimum, dry weather, and wet weather energy capacity and demands, assuming that projects in the current District CIP will be implemented in accordance with the specified schedule.

Carollo will utilize our Blue Plan-it® (BPI) energy model, which will include a capacity and demand projection module to manage energy production capacity and energy consumption over the planning period. Energy capacity or demands, implementation timing, gas emission, and capital and operations and maintenance (O&M) costs associated with each energy production alternative and energy consumption reduction alternative (developed under other tasks) will be entered into the BPI energy model.

Task 5 Deliverables

- TM04 – Energy Capacity/Demand Projections.
- Energy Capacity/Demand Projections presentation (agenda and minutes).

Task 6: Energy Savings and Efficiency Opportunities Assessment

Under this task, Carollo will evaluate technologies, strategies, and opportunities for reducing energy demands and increasing energy efficiency system wide. This will include evaluation of the WWTP, administration buildings, fleet, and potable water distribution system. The recycled water treatment and distribution systems can be included later if requested by the District, but these elements are not included in the current scope. At a minimum, we will evaluate and consider the following key elements:

- Replacement of facilities/processes with alternative technologies that have lower energy demands.
- WWTP process optimization, including control strategy optimization and/or new control strategy technologies.
- Alternative treatment process configurations.
- Optimization of potable water/recycled water distribution systems.
- Electrical/mechanical equipment improvements.
- Lighting and HVAC improvements.
- Energy management programs.

Based on previous similar efforts, we have found that optimization of existing processes and facilities at WWTPs along with new higher-efficiency equipment can achieve a 20 to 40 percent reduction in energy use. For your facilities, the key areas where considerable energy reduction could be achieved are aeration, solids processing, pumping optimization, and building system operations.

Aeration

Liquid stream treatment processes often hold an unrecognized energy optimization potential that also improves process efficiencies and nutrient removal. The three main components of aeration infrastructure that contribute to aeration energy use are blowers, diffusers, and control valves. Our team will use a stepwise approach to optimizing the energy impact of each of these components at your facilities, starting with low-cost operational adjustments and up to wholesale capital changes. This documentation of progressively more impactful energy solution tiers is helpful to decide on DSRSD's pathway towards its energy goals that best fit the overall long-term CIP needs.

Attachment A

Solids Processing

Our team will consider ways to decrease energy consumption associated with solids processing during 1) thickening, 2) mixing, and 3) pumping/transporting. The dissolved air flotation thickener system works very effectively for DSRSD operations in co-thickening of primary sludge and WAS. However, the system is energy intensive, with large transfer pumps and compressors. We will evaluate other technologies for feasibility and energy savings potential.

Pumping Optimization

We will evaluate energy savings opportunities for the potable water distribution system by 1) analyzing the performance of existing distribution system pumps, 2) evaluating opportunities for reducing energy cost through time-of-use (TOU) pumping, and 3) evaluating piping modifications in and immediately adjacent to existing distribution system pump stations to reduce energy use. Existing distribution system pumps will be analyzed by reviewing representative historical SCADA data that are representative of high, low, and average flow conditions (e.g., one week of hourly data in winter and summer, respectively) in a calendar year (2020 or 2021) for each pump station flow, suction pressure, discharge pressure, and number of pumps running, and plotting the existing operating range based on the data points for each pump station on the pump curves for the facility to determine if 1) the pumps are operating on their published curves and 2) whether the pumps are operating near the point of best efficiency. This information can then be used to prioritize pump replacement. It is assumed DSRSD will provide the SCADA data in excel format and the manufacturers pump and pump efficiency curves for each pump station, and two weeks of hourly data will be analyzed for each pump station.

Opportunities for reducing energy costs through TOU pumping will be analyzed by conducting modeling simulations of existing maximum day demand in each zone, as well as performing water age modeling to determine the impact of TOU pumping on water quality during existing maximum day demands. TOU pumping is not advantageous if it reduces system water quality. The evaluation will consist of determining if there would be acceptable operation of potable water facilities during time of use pumping, including adequate filling of reservoirs and sufficient system pressures, and providing an order-of-magnitude estimate of potential savings based on maximum day flows and the difference in peak versus non-peak electrical charge per kilowatt-hour.

It is assumed DSRSD will provide the latest version of the potable water system hydraulic model and existing maximum day demand scenario, and the PG&E rate schedule for each pump station. Piping modifications in and adjacent to existing distribution system pump stations to reduce energy use will be evaluated by reviewing record drawings, identifying modifications to reduce headloss, and calculating energy savings based on the reduced headloss at 2020 or 2021 average annual flow for the pump station.

Building System Operations

The operating procedures of current building and mechanical equipment will be evaluated and optimized to increase overall efficiencies. An evaluation of building envelope and lighting design can lead to reductions in energy demand without compromising vital process operations. Beyond simple updates, such as changing to high-efficiency LED lighting, the team will evaluate adjusting lighting schedules, adding optical sensors, and making minor changes to building setpoints and assumptions.

Task 6 Deliverables

- TM05 – Energy Savings/Efficiency Opportunities.
- Energy Savings/Efficiency Opportunities presentation (agenda and minutes).

Task 7: Energy Generation Opportunities and Power System Reliability Assessment

Attachment A

Under this task, Carollo will evaluate ways to increase and maximize DSRSD's energy production through renewable energy sources and alternatives for improving the power system/generation reliability and resiliency. This task also includes a summary of any relevant regulations that are in effect now or likely to occur within the planning horizon that might impact the selected technologies or alternatives. Each technology alternative will be evaluated against the current and potential future regulatory framework.

At a minimum, Carollo will evaluate the following technologies, strategies, and opportunities:

- Expansion of facilities/processes to maximize or increase energy-generating capacity.
- Operational strategies to optimize energy system reliability/resiliency, with emphasis on opportunities that improve energy system reliability during planned or unplanned utility outages. DSRSD is interested in optimizing the performance/operation of backup power systems.
- Alternative/renewable energy generation (e.g., cogeneration technologies, solar photovoltaic, battery energy storage, heat pumps, vehicle charging stations).
- High-strength organic waste streams (i.e., food waste).
- Emerging technologies (e.g., thermal hydrolysis, algae biofuels, steam thermolysis).

Task 7 Deliverables

- TM06 – Energy Generation Opportunities and Power System Reliability Assessment.
- Energy Generation Opportunities and Power System Reliability Assessment presentation (agenda and minutes).

Task 8: GHG Reduction Opportunities Assessment

The first step in the GHG reduction opportunities assessment will be to build a GHG emissions baseline inventory to provide the ability to compare technology options and operational changes. We will work with District staff to determine the appropriate time frame for the analysis and define other boundary conditions (including treatment processes, fleet vehicles, biogas and biosolids management, etc.) to be included in the inventory. We will present the draft system boundary to District staff as part of a workshop for confirmation and feedback.

Carollo has built our GHG emissions model based on the GHG Protocol Initiative, an accounting protocol developed by the World Resources Institute and World Business Council for Sustainable Development to provide credibility in the results and standardization of emissions data. The inventory will provide the ability to estimate emissions of carbon dioxide (CO₂), methane (CH₄), and nitrous oxide (N₂O) emissions in terms of CO₂ equivalents that can be normalized by any influent or effluent characteristic, such as flow or dried tons of biosolids, as needed. The Carollo team will work with District staff to confirm process assumptions and specific emission sources to be included in the inventory model for determining the baseline GHG emissions.

Once the technology options and operational changes have been selected for comparison, Carollo will evaluate those relative to the baseline GHG emissions to provide a side-by-side comparison for the team to review and use as our BPI decision-making tool in addition to cost information for those options. The Carollo team will present a summary of the results in a workshop to answer questions and document any needed changes in the input data or format of the output graphics.

Following the workshop, the Carollo team will document the information in a TM. A draft of the TM will be provided to DSRSD for staff review, edit, and comment. Carollo will address the suggested modifications to the TM and deliver a final TM to DSRSD as part of the overall Energy Facilities Master Plan report.

Task 8 Deliverables

- TM07 – GHG Reduction Opportunities Assessment.
- GHG Reduction Opportunities Assessment presentation (agenda and minutes) (to be combined with Task 9 workshop).

Attachment A

Task 9: Financing/Partnership Opportunities Assessment

This task includes evaluation of potential financing and/ or partnership strategies and opportunities that will support capital improvement projects from DSRSD's Energy Facilities Master Plan. The scope of work culminates in the development of a financing/funding TM delineating potential off-site energy opportunities, strategic partnerships and opportunities, and financing opportunities (including bonds, grants, loans, public private partnerships, power purchase agreements, and others).

Based on the recommendations of the Energy Facilities Master Plan regarding project elements, schedule, and funding needs, we will identify potential financing and funding opportunities for proposed projects, as well as in support of project specific discussions with funding agency staff, PG&E, and other entities. Carollo will update the preliminary list of federal and state funding opportunities and programs, as well as identify anticipated funding opportunities through potential state and federal legislative activities. Funding opportunities include Clean Water State Revolving Fund (CWSRF)/Drinking Water State Revolving Fund (DWSRF) loans (including green project reserve funds), Water Infrastructure Finance and Innovation Act (WIFIA), Energy Efficiency and Conservation Block Grants, Department of Energy grants, California Energy Conservation Assistance Act grants, and others. Programs include Renewable Fuel Standards Program, Renewable Energy Credits, Alternative Fuel Excise Tax Credits, California Public Utilities Commission Self Generation Incentive Program, California Air Resources Board Air Quality Improvement Program, and PG&E rebates.

As appropriate, Carollo will reach out to funding agencies to further vet the project and affirm project eligibility or considerations for project funding. In addition, alternative delivery mechanisms, such as performance contracting, public private partnerships, lease purchase agreements, and power purchase agreements, will be evaluated as to viability. The results of this task will be presented during a funding strategies meeting and documented in TM08.

TM08 will include a matrix documenting the applicable financing and funding opportunities, as well as delineating a high level strategy that includes the type of funding identified as most appropriate for the project or project elements, approximate timing and requirements for the opportunity, steps and timing to apply for and receive the funding, and a general summary of reporting required for each financing option. Carollo will submit the Draft TM08 to DSRSD for review and will facilitate a workshop with District staff to review the potential financing and funding mechanisms. Upon obtaining comments on the Draft TM08 and from the workshop, Carollo will update the TM and submit the Final TM.

Task 9 Deliverables

- TM08 – Financing/Partnerships Opportunities Assessment.
- Financing/Partnerships Opportunities Assessment presentation (agenda and minutes).

Task 10: Separate Power Metering/ Supply for Recycled Water Treatment Plant Assessment

This task will evaluate the feasibility and develop a planning level cost of providing a separate power supply and metering for the recycled water treatment plant. The evaluation will also estimate the impact of separate power supplies for the WWTP and recycled water treatment plant on WWTP energy consumption and costs by estimating the utility power peak demand and utility power usage for the WWTP if it were separate from the recycled water treatment plant. The evaluation will assume that power supplied by the cogeneration engines will feed only the WWTP and will be based on 2020 or 2021 energy usage, unless District staff wish to base the evaluation on a different time period. The finding of the assessment will be included in a TM and presented to the District at the Review Workshop.

Task 10 Deliverables

- TM09 – Separate Power Metering/Supply for Recycled Water Treatment Plant Assessment.

Attachment A

- Separate Power Metering/Supply for Recycled Water Treatment Plant Assessment presentation (agenda and minutes) (to be combined with Task 11 workshop).

Task 11: Backup Power System Optimization Evaluation/Assessment

This task will assess opportunities for optimizing the WWTP backup power systems, including operation of the diesel generators and cogeneration system, during planned and unplanned utility outages. Although utility outages are rare, DSRSD currently conducts power transfers manually, determining which systems should come back online while operating on standby power. Additionally, the current islanding mode controls for the cogeneration system are set up such that the cogeneration engines must ramp up and down while the generators are set for base loading. This is problematic as it requires careful load shedding to prevent the cogeneration engines from tripping off. To properly run in island mode, the cogeneration engines should base load while the diesel engines ramp up and down.

We will analyze options for implementation of load shedding and consider how installation of new cogeneration engines or other renewable energy generation facilities will impact the backup power system operation. The goal of this analysis is to provide a system that minimizes downtime to WWTP processes during utility outages and provides reliable and, if possible, seamless power transfer when transitioning from utility to standby power sources. This effort will include two site visits, a workshop with District stakeholders, control systems assessment, recommendations for revisions to the existing control system, life-cycle cost analysis of alternative options, air permitting analysis, and recommended system improvements.

Task 11 Deliverables

- TM10 – Backup Power System Optimization Evaluation/Assessment.
- Backup Power System Optimization Evaluation/ Assessment presentation (workshop, minutes, and agendas).

Task 12: Biosolids Disposal Evaluation

Under this task, Carollo will evaluate the energy demands and GHG impact of the current biosolids management and disposal operation compared to other alternatives. The existing DSRSD biosolids management train includes co-thickening of primary sludge and WAS in DAF thickeners, digestion in four mesophilic anaerobic digesters, further conditioning in facultative sludge lagoons for four to five years, followed by lagoon harvesting and injection into the soil at a DLD site.

Carollo will evaluate digestion enhancement processes, such as recuperative thickening and thermal hydrolysis process, as ways to maximize digestion capacity allowing DSRSD to maximize their codigestion program and biogas production. Codigestion of food waste and other organic wastes can result in substantial GHG emissions reductions by diverting those organics from landfills. We will also conduct a review of the GHG emissions from the facultative sludge lagoons by conducting off-gas testing to gain a thorough understanding of these emissions.

Task 12 Deliverables

- TM11 – Biosolids Disposal Evaluation.
- Biosolids Disposal Evaluation presentation (agenda and minutes).

Task 13: Pre-Alternatives Analysis Workshop

Upon completion of Tasks 4 through 12, the results, findings, and recommendations from these tasks will be presented to DSRSD stakeholders at a Pre-Alternatives Analysis Workshop. Our energy management decision support tool, BPI, will be utilized to assist with presenting the results of these tasks, graphically illustrating the findings.

Task 13 Deliverables

Attachment A

- Pre-Alternatives Workshop (agenda and minutes).

Task 14: Alternatives Analysis

Under this task, Carollo will develop evaluation criteria and a methodology for selecting, evaluating, comparing, and ranking alternatives and options. The criteria will include redundancy and reliability; GHG emissions reductions; capital and O&M costs; ROI/payback period; staffing requirements, costs, and training; proven versus experimental technologies; safety; ease of O&M; startup and implementation complications; physical size and layout constraints; energy capacity or demand impacts; regulatory triggers; and social benefits or impacts. We will leverage the advanced computing techniques of our BPI model to assist with this effort. BPI will include a decision matrix dashboard to help evaluate the proposed alternatives based on these criteria (cost and non-cost factors), current regulatory framework, and any potential future regulatory and environmental requirements. Capital and O&M costs will be developed for each of these alternatives using the built-in cost estimating tools. The timing of the investment will be assessed and presented on a dynamic CIP chart. The BPI energy model will also produce customized reports using its built-in workbook or One Button PDF feature. Along with the CIP chart, several other dashboards will be included to present charts and tables on demands, supply, gas usage, gas emission, costs, etc. BPI will also be used to perform risk analysis, analyze “what-if” scenarios, and conduct economic analyses (payback period, net present value analysis, ROI, etc.) for each alternative.

The findings of this analysis will be presented to DSRSD stakeholders at the Alternatives Analysis Workshop. Once consensus from DSRSD stakeholders is obtained, Carollo will assist with conducting Board Meeting No. 2 for setting a Specific Energy Policy to drive development of the CIP.

Task 14 Deliverables

- TM12 – Alternatives Analysis.
- Alternatives Analysis presentation to DSRSD stakeholders.
- Board Meeting No. 2 – Specific Energy Policy.

Task 15: Recommended Capital Improvements Program

Based on the outcome of the Alternatives Analysis Workshop presented under Task 14, Carollo will take the feedback and input gathered from DSRSD stakeholders and identify the capital improvement projects that should be implemented over the planning horizon (assumed to be 25 years), along with appropriate phasing of these projects, to achieve the goals and vision defined in Phase 1. The CIP will include a description and objective for each project, exhibits illustrating the physical location and scope of work, project prioritization, project interdependencies with other CIP projects, and identification of triggers for each project (regulatory, asset condition, capacity, economic, or other). A complete implementation schedule for all projects in the CIP will be provided along with AACE Level 5 cost estimates for the projects by fiscal year.

Task 15 Deliverables

- TM13 – Recommended Capital Improvements Program.

Task 16: Energy Facilities Master Plan Report

All the TMs developed in previous tasks will be finalized, addressing any DSRSD stakeholder comments, and compiled into a Draft Energy Facilities Master Plan Report, including an executive summary and appendices with presentation materials, workshop minutes, and any ancillary information, for DSRSD review. After receiving and addressing DSRSD staff comments, the Energy Facilities Master Plan Report will be finalized.

Task 16 Deliverables

- Draft Energy Facilities Master Plan Report, including Executive Summary.
- Presentation materials for the DSRSD Board of Directors.

Attachment A

- Final Energy Facilities Master Plan, including all technical memorandum, appendices, exhibits and other attachments, submitted to DSRSD in PDF and native file formats (MS Word, MS Excel, AutoCAD, etc.).

Task 17: Electrical Distribution Infrastructure Replacement Model Evaluation and Update

This task will evaluate the existing distribution structure considering safety, regulatory requirements, redundancy, flexibility and expandability, electrical efficiency, maintenance cost, and power quality; estimate the remaining useful life of all major components of DSRSD's electrical distribution systems; and develop a schedule and cost estimate for system components needing replacement or rehabilitation.

Key input for the evaluation will include data collection, field investigations, and discussions with plant staff conducted during the Task 4 condition assessment. Equipment physical condition, age, reliability, maintenance history and requirements, future sustainability, and input from plant staff will be included.

A load study will be performed to understand the loading and capacity of the electrical system to plan for the future of the facilities. Subtotals of the connected load will be provided for each group and identified as Operating Load Subfed Subtotal and Operating Load Subtotal. These loads will then be processed by National Electrical Code (NEC) criteria to provide three additional sums for each bus: load totals, NEC 215 equipment sizing, and NEC 430 equipment sizing. In addition to the bus sums, the load study report will provide the equipment tag, equipment size, voltage, bus amps, phase, wire, KAIC rating, and subfed equipment for every powered load at 480 VAC.

Key elements of the evaluation will include evaluation of 21kV splices in manholes versus double-ended 21kV switchgears; potential to simplify interconnections and interties between 480V level switchgears, switchboards, and MCCs; and evaluation of automation of the load shedding process, which is currently performed manually. Recommendations for replacement projects will be organized in terms of criticality and timeframe for replacement. Planning level cost estimates for recommended projects will be provided.

We propose that the Task 17 TM incorporate all electrical components of the Energy Facilities Master Plan, including:

- Task 4 Asset Review (electrical components).
- Task 10 Separate Power Metering/Supply for Recycled Water Treatment Plant.
- Task 11 Backup Power System Optimization Evaluation/Assessment.
- Task 17 Electrical Distribution System Evaluation and findings, load study reports, and recommended on-line diagrams.
- Task 18 Electrical Design Standards (as an appendix).

The TM with these components would comprise the Electrical Master Plan.

It is assumed that DSRSD will provide as-built documents for all projects and DSRSD electrical staff will attend a minimum of three collaboration meetings with Carollo.

Task 17 Deliverables

- Draft and Final Electrical Master Plan.
- Electrical Distribution Infrastructure Replacement Model Evaluation and Update presentation to DSRSD stakeholders at a workshop.

Task 18: Electrical Design Standards

This task will develop electrical design standards for future District capital improvement projects and improvements. We will work closely with District staff in developing standards to establish District-wide guidelines for electrical design and control infrastructure. The electrical design standards will provide a uniform approach for design of

Attachment A

electrical, instrumentation, and control infrastructure, including physical arrangements and layout of new facilities to address redundancy, reliability, and resiliency. The standards will be tailored to the areas desired by District staff, and typically include:

- Regulatory requirements.
- Electrical safety.
- Primary power feed and electric utility coordination.
- Standby power systems.
- Medium voltage distribution.
- Low voltage distribution.
- Equipment design considerations (main-tie-tie-main switchgears and MCCs, smart MCCs, arc flash rated equipment, etc.).
- Ancillary considerations.
- Uninterruptible power supply.
- Surge protection measures.
- Philosophy of controls.
- Controls (e.g., control panel layout, field mounted versus MCC mounted pilot devices, disconnects).
- Security systems.
- Fire alarm and mass notification systems.
- Lighting and lighting control systems.
- Design drawing format.
- Specifications (standardized language for main requirements of switchgears, switchboards, MCCs, variable frequency drives, conduit types in specific areas, conduits support systems, conductor types, etc.).
- Standard typical details.

It is assumed that DSRSD will provide preferred design standards and guidelines for evaluation and DSRSD electrical staff will attend a minimum of two collaboration meetings with Carollo.

Task 18 Deliverables

- Draft Electrical Design Standards.
- Final Electrical Design Standards.



TITLE: Receive Presentation on the District's December Water Conservation Status

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation on the District's December water conservation status.

SUMMARY:

Per the Board of Directors' declaration of Stage 2 Water Shortage Emergency, the District now has a target of 15% water conservation on an annualized basis. The District's average potable water use reduction from September 2021 to December 2021 was 17% compared to the 2020 baseline.

DISCUSSION:

On September 21, 2021, the Board of Directors approved the declaration of Stage 2 Water Shortage Emergency calling for 15% mandatory conservation compared to the 2020 baseline and implemented the demand reduction measures per the District's Water Shortage Contingency Plan and regulations on water use per the District Code Chapter 4.20 as amended by Ordinance No. 350. On November 16, 2021, staff presented conservation updates to the Board of Directors for the October 2021 conservation measure results.

Since the October 2021 update, staff continues monitoring water conservation progress, delivering drought messages to Districts customers, and participating in monthly meetings with the Zone 7 Water Agency and other Tri-valley water retailers to discuss drought message strategies, share conservation outreach efforts from each agency, and review current and possible future rebates. Staff also follows the State Water Conservation Regulations rulemaking and activities.

A summary of the conservation program efforts is provided below.

District Water Conservation Messaging and Program

- Delivered Pipeline eNewsletter to about 12,500 customers on November 1 and December 1.
 - November 1 eNewsletter highlighted the need to continue conserving despite the amount of rain received in the Tri-valley area, provided the information on the approved Stage 2 Water Shortage rates, effective on November 5, and emphasized the irrigation water-use rules.
 - December 1 eNewsletter highlighted the 25% water use reduction for October 2021 and urged customers to continue using water wisely and to not irrigate during or within 48 hours of rain, and provided information on how to sign up for the District Customer Portal to monitor water use online. The eNewsletter also provided water-saving tips for the holidays such as defrosting meat in the refrigerator instead of under running water, scraping leftovers into the trash/green waste instead of rinsing down the sink, and running only full loads in the dishwasher.
- Sent social media reminder asking customers to turn off irrigation system and change watering schedule.
- Promoted conservation measures tips through social media. A few examples include identifying and fixing leaks, using five minutes of holiday music as a shower timer, and referring to available rebates programs.

In November and December 2021, the Zone 7 Water Agency provided conservation messaging on television, radio, and print ads, and coordinated with the water retailers' communication team. Two television commercials were broadcast on Comcast Cable for 15 and 30 seconds. There were 20 radio ads on 101.7 KKIQ, plus ads on the KKIQ website.

Originating Department: Engineering Services	Contact: I. Suroso	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)	96 of 110	

Customer Portal – AquaHawk

Staff is working with AquaHawk’s program developer to create a conservation page on the residential customer portal that will provide personalized water conservation information for each residential customer. On this AquaHawk conservation page, residential customers would be able to review the monthly use versus conservation target and their last month’s comparison to similar users.

Rebates Program

Staff received a total of 38 applications in November and December 2021 for both High-Efficiency Clothes Washer and Weather-Based Smart Irrigation Controller rebates. There have been no applications received for Lawn to Water-Efficient Landscaping Conversion rebates.

District Water Use and Conservation Target

District customers continue to conserve heading into the winter months. Since the Board of Directors adopted the mandatory 15% water conservation measure in September 2021, District customers saved 17% of potable water use and met the goal, as shown in Figure 1 on the next page. The District’s potable water use in December 2021 shows a 10% saving compared to December 2020. The lower water savings was anticipated for the winter months because most outdoor irrigation systems were shut off or adjusted. It should be recalled that the 15% water conservation target is an average annualized target. Typically, this number will be exceeded in high irrigation months, and lower levels of conservation of indoor demands will occur in the winter months.

The District’s service area received almost 1 inch of precipitation in November and more than 6 inches in December 2021 which helped reduce the outdoor irrigation water use, in addition to the Board’s adopted outdoor water use measure (Resolution No. 48-21) that limits irrigation water use to one day per week. Figure 2 on the next page compares relative water use among different customer classes in December 2021 versus December 2020. The graphic shows that outdoor water use for single-family residential and dedicated irrigation meters was reduced since most customers were shutting off and/or adjusting the schedule of the irrigation system starting November.

State’s Proposed Emergency Rulemaking Regarding Water Waste

On November 30, 2021, the State Water Resources Control Board (State Water Board) issued a public notice that it would consider adopting the proposed drought emergency regulations to prevent water waste, in accordance with applicable State laws and regulations. These regulations prohibit certain wasteful uses of water including prohibiting the use of potable water for washing impervious areas such as street cleaning and construction site preparation and irrigating turf on public medians, limiting the use of potable water that results in runoff, and restricting the use of potable water for nonrecirculating fountains, lakes, or ponds. In addition, the regulations also prohibit homeowners associations, cities, and counties from imposing penalties on homeowners for implementing these restrictions in response to a declared drought. On January 4, 2022, the State Water Board adopted the proposed emergency regulations under the California Code of Regulations, Title 23, Section 995. The State Water Board will submit the regulations to the Office of Administrative Law (OAL) for final approval, and these regulations are anticipated to be in effect in mid-January 2022. These regulations will remain in effect for one year after filing with the Secretary of State unless the State Water Board determines that they are no longer necessary due to changed conditions or unless the State Water Board renews the regulations due to continued drought conditions.

Next Steps

Staff will evaluate how the State’s drought emergency regulations align with the District’s regulations, and will provide updates to the Board of Directors in March.

Figure 1. DSRSD System-wide Potable Water Use Reduction

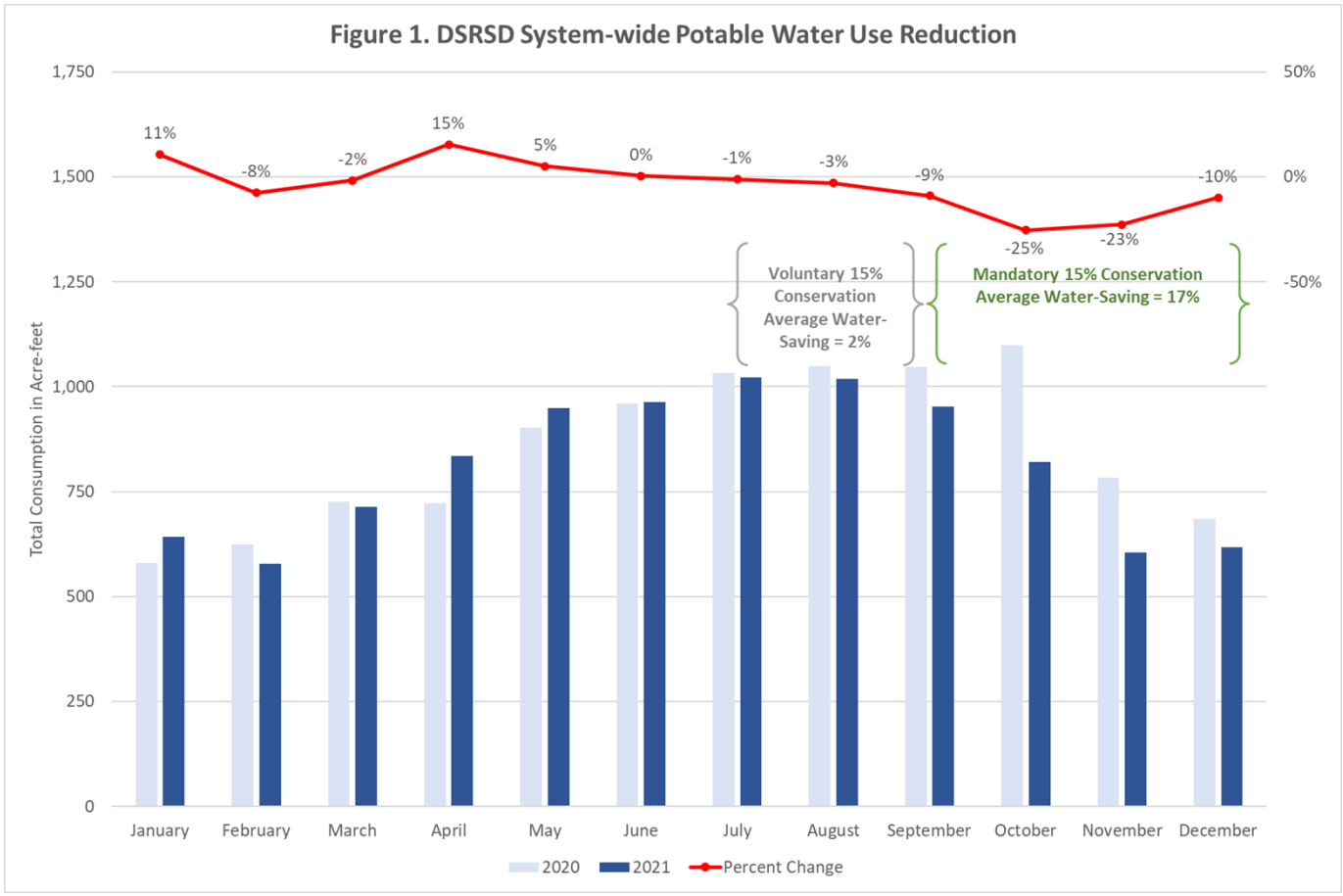
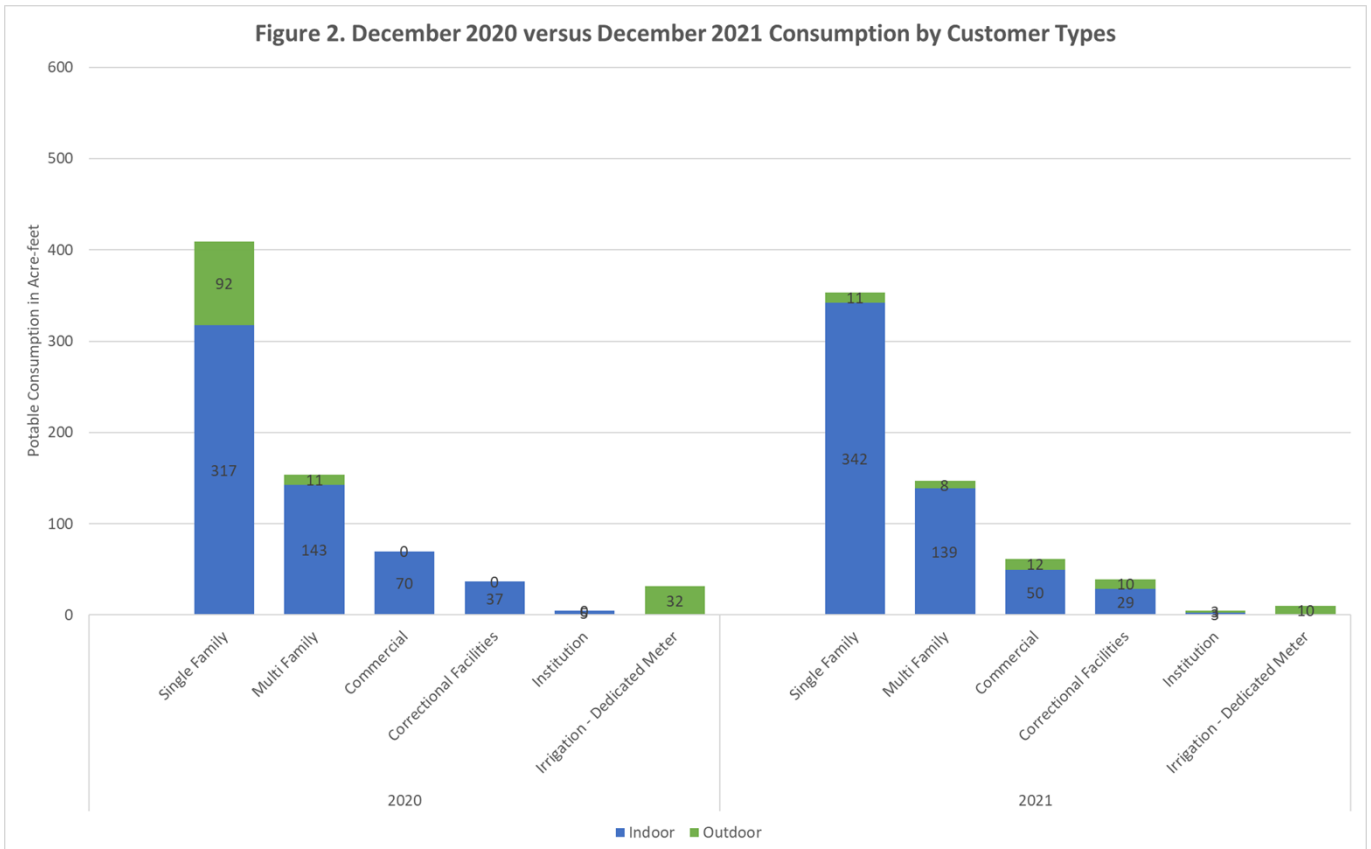


Figure 2. December 2020 versus December 2021 Consumption by Customer Types





TITLE: Discuss and Approve Board Committees and Joint Powers Authority Assignments for Calendar Year 2022

RECOMMENDATION:

The Board President requests the Board of Directors discuss and approve, by Motion, the proposed 2022 Committee structure, assignments, and Mission Statements, and Joint Powers Authority member assignments.

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 discussion on the assignments was on the December 21, 2021, Board agenda. President Halket moved the discussion to the next Board meeting because he wished to rebalance the assignments and allow the Board time to review his proposed assignments. The Board may (1) approve the Board President’s recommended assignments or (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.

DISCUSSION:

The proposed 2022 Committee/JPA Assignments and Mission Statements document (Attachment 1) lists the following bodies:

- Liaison Committees:
 - Tri-Valley Water Liaison
 - Zone 7 Water Agency Liaison
 - City of Dublin Liaison
 - City of Pleasanton Liaison
 - City of San Ramon Liaison and Central Contra Costa Sanitary District (Central San) Liaison
- 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 – Proposed 2022 Committee/JPA Assignments and Mission Statements Attachment 2 – Chapter 3 of Guidelines for Conducting District Business policy (P100-14-3) Attachment 3 – Draft FPPC Form 806	
		99 of 110

The two tables below show the current assignments (Table 1) and the proposed assignments (Table 2). There are no changes to the alternates.

Table 1 – Current Assignments

Name (ordered by Board officers rotation)	Tri-Valley	Zone 7	Dublin	Pleasanton	San Ramon and 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								

Table 2 – Proposed Assignments

Name (ordered by Board officers rotation)	Tri-Valley	Zone 7	Dublin	Pleasanton	San Ramon and Central San	DERWA	LAVWMA	Total M's
President Halket	M	M			A			2
Vice President Rubio		M			M	M		3
Director Goel			M	M			M	3
Director Vonheeder-Leopold	M	A	M	A		M	A	3
Director Johnson	A		A	M	M	A	M	3
M = Member A = Alternate								

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 appointing themselves to positions on committees, boards, or commissions of another public agency or to a committee or position of the agency of which the public official is a member. The form must be posted prior to a vote to appoint a Boardmember if the appointee will participate in the decision and the appointment results in additional compensation to the appointee. Attachment 3 is a draft Form 806 reflecting the proposed assignments. Staff will finalize and post the form according to the Board action at this meeting.

PROPOSED 2022 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. By joint consensus, the new target is to meet twice a year.

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. By mutual agreement, the new target is to meet twice a year.

CITY OF PLEASANTON LIAISON COMMITTEE

Members:	Goel, 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. By mutual agreement, the new target is to meet twice a year.

**CITY OF SAN RAMON LIAISON COMMITTEE
CENTRAL CONTRA COSTA SANITARY DISTRICT LIAISON COMMITTEE**

Members:	Johnson, Rubio
Alternate:	Halket
Committee Mission:	The mission of the City of San Ramon Liaison Committee and the 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. By mutual agreement the new target is to meet once a year.

ZONE 7 WATER AGENCY LIAISON COMMITTEE

Members:	Halket, Rubio
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.

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.

CHAPTER 3

President and Vice President Roles and Duties

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)			Page <u>1</u> of <u>3</u>
Designated Agency Contact (Name, Title) Nicole Genzale, District Secretary			
Area Code/Phone Number 925-875-2203	E-mail genzale@dsrcsd.com	Date Posted: 1/19/22 <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>1 / 18 / 22</u> <small>Appt Date</small> ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> Other
Tri-Valley Water Liaison Committee	▶ Name <u>Vonheeder-Leopold, Georgan</u> <small>(Last, First)</small> Alternate, if any <u>Johnson, Ann Marie</u> <small>(Last, First)</small>	▶ <u>1 / 18 / 22</u> <small>Appt Date</small> ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> Other
City of Dublin Liaison Committee	▶ Name <u>Goel, Arun</u> <small>(Last, First)</small> Alternate, if any <u>Johnson, Ann Marie</u> <small>(Last, First)</small>	▶ <u>1 / 18 / 22</u> <small>Appt Date</small> ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> Other
City of Dublin Liaison Committee	▶ Name <u>Vonheeder-Leopold, Georgan</u> <small>(Last, First)</small> Alternate, if any <u>Johnson, Ann Marie</u> <small>(Last, First)</small>	▶ <u>1 / 18 / 22</u> <small>Appt Date</small> ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> Other

3. Verification

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

Signature of Agency Head or Designee	Print Name	Title	Date
_____	Nicole Genzale	District Secretary / Executive Services Supervisor	1/19/22

Comment: _____

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

1. Agency Name

Dublin San Ramon Services District

Date Posted: 1/19/22
(Month, Day, Year)

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
City of Pleasanton Liaison Committee	<p>▶ Name <u>Goel, Arun</u> <i>(Last, First)</i></p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgan</u> <i>(Last, First)</i></p>	<p>▶ <u>1 / 18 / 22</u> <i>Appt Date</i></p> <p>▶ <u>12 months</u> <i>Length of Term</i></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <i>Other</i></p>
City of Pleasanton Liaison Committee	<p>▶ Name <u>Johnson, Ann Marie</u> <i>(Last, First)</i></p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgan</u> <i>(Last, First)</i></p>	<p>▶ <u>1 / 18 / 22</u> <i>Appt Date</i></p> <p>▶ <u>12 months</u> <i>Length of Term</i></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <i>Other</i></p>
City of San Ramon and Central Contra Costa Sanitary District Liaison Committees	<p>▶ Name <u>Johnson, Ann Marie</u> <i>(Last, First)</i></p> <p>Alternate, if any <u>Halket, Richard</u> <i>(Last, First)</i></p>	<p>▶ <u>1 / 18 / 22</u> <i>Appt Date</i></p> <p>▶ <u>12 months</u> <i>Length of Term</i></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <i>Other</i></p>
City of San Ramon and Central Contra Costa Sanitary District Liaison Committees	<p>▶ Name <u>Rubio, Marisol</u> <i>(Last, First)</i></p> <p>Alternate, if any <u>Halket, Richard</u> <i>(Last, First)</i></p>	<p>▶ <u>1 / 18 / 22</u> <i>Appt Date</i></p> <p>▶ <u>12 months</u> <i>Length of Term</i></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <i>Other</i></p>
Zone 7 Water Agency Liaison Committee	<p>▶ Name <u>Halket, Richard</u> <i>(Last, First)</i></p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgan</u> <i>(Last, First)</i></p>	<p>▶ <u>1 / 18 / 22</u> <i>Appt Date</i></p> <p>▶ <u>12 months</u> <i>Length of Term</i></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <i>Other</i></p>
Zone 7 Water Agency Liaison Committee	<p>▶ Name <u>Rubio, Marisol</u> <i>(Last, First)</i></p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgan</u> <i>(Last, First)</i></p>	<p>▶ <u>1 / 18 / 22</u> <i>Appt Date</i></p> <p>▶ <u>12 months</u> <i>Length of Term</i></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <i>Other</i></p>

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

1. Agency Name

Dublin San Ramon Services District

Date Posted: 1/19/22
(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)	<p>▶ Name <u>Rubio, Marisol</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>Johnson, Ann Marie</u> <small>(Last, First)</small></p>	<p>▶ <u>1 / 18 / 22</u> <small>Appt Date</small></p> <p>▶ <u>12 months</u> <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small></p>
DERWA (DSRSD-EBMUD Recycled Water Authority)	<p>▶ Name <u>Vonheeder-Leopold, Georgean</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>Johnson, Ann Marie</u> <small>(Last, First)</small></p>	<p>▶ <u>1 / 18 / 22</u> <small>Appt Date</small></p> <p>▶ <u>12 months</u> <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small></p>
LAVWMA (Livermore-Amador Valley Water Management Agency)	<p>▶ Name <u>Goel, Arun</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgean</u> <small>(Last, First)</small></p>	<p>▶ <u>1 / 18 / 22</u> <small>Appt Date</small></p> <p>▶ <u>12 months</u> <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small></p>
LAVWMA (Livermore-Amador Valley Water Management Agency)	<p>▶ Name <u>Johnson, Ann Marie</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgean</u> <small>(Last, First)</small></p>	<p>▶ <u>1 / 18 / 22</u> <small>Appt Date</small></p> <p>▶ <u>12 months</u> <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small></p>
	<p>▶ Name _____ <small>(Last, First)</small></p> <p>Alternate, if any _____ <small>(Last, First)</small></p>	<p>▶ _____ <small>Appt Date</small></p> <p>▶ _____ <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ _____</p> <p>▶ Estimated Annual:</p> <p><input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <small>Other</small></p>
	<p>▶ Name _____ <small>(Last, First)</small></p> <p>Alternate, if any _____ <small>(Last, First)</small></p>	<p>▶ _____ <small>Appt Date</small></p> <p>▶ _____ <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ _____</p> <p>▶ Estimated Annual:</p> <p><input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <small>Other</small></p>

Veronica Gonzales

From: Ann Marie Johnson
Sent: Tuesday, December 21, 2021 6:35 PM
To: Vivian Chiu; Nicole Genzale
Subject: FW: Thank You

Sharing that this came to my email – but is likely reflective of a district communication and appreciation. If needed please add to board mail distribution record. Thanks.

From: Cathy Green <cgreen+ocwd.com@ccsend.com>
Sent: Monday, December 13, 2021 11:00 AM
To: Ann Marie Johnson <amjohnson@dsrsd.com>
Subject: Thank You

[EXTERNAL – check for red flags]



Dear ANN:

I'm writing to express my sincere appreciation to you and your organization for supporting me to serve as Vice President of the Association of California Water Agencies (ACWA). It was an absolute honor to be elected Vice President on December 1 at the ACWA Fall Conference. Together with Pam Tobin as the next ACWA President, we will prioritize a membership-focused leadership philosophy to ensure collaboration in addressing key California water issues.

Thank you again for your support and I look forward to working with you over the next two years as your ACWA Vice President. Please contact me any time to discuss issues of importance to your agency and/or the water industry at large. You may reach me at (714) 321-0522 or cgreen@ocwd.com. I wish you and your loved ones a very happy holiday season.

Best regards,

