

AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, February 15, 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 3.

See Page 3 of the Agenda Packet for Teams Teleconference Access Information

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

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL – Members: Goel, Halket, Johnson, Rubio, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)
At this time those on the teleconference call are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight’s agenda. Comments should not exceed five minutes. The President of the Board will recognize each speaker, at which time the speaker should introduce him/herself, and then proceed with his/her comment. Written comments of five minutes or less and received by 5 p.m. on the day of the meeting will be read into the meeting record.
6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS)
7. CONSENT CALENDAR
Matters listed under this item are considered routine and will be enacted by one Motion, in the form listed below. There will be no separate discussion of these items unless requested by a Member of the Board or the public prior to the time the Board votes on the Motion to adopt.
 - 7.A. Approve Regular Meeting Minutes of February 1, 2022
Recommended Action: Approve by Motion
 - 7.B. Accept Regular and Recurring Report: Quarterly Financial Report
Recommended Action: Accept by Motion
 - 7.C. Approve Letter of Agreement between Stationary Engineers, Local 39 and the Dublin San Ramon Services District
Recommended Action: Approve by Resolution

8. BOARD BUSINESS

- 8.A. Hold Public Hearing: Adopt Resolution Establishing Miscellaneous Fees and Charges and Rescind Resolution No. 30-20
Recommended Action: Adopt by Resolution
- 8.B. Approve Continuation of District's State of Emergency in Response to COVID-19 Pandemic by General Manager and Find that the Need for the District's State of Emergency Still Exists
Recommended Action: Approve by Motion
- 8.C. Authorize the General Manager to Increase Contract Total for McGuire and Hester and West Valley Construction Company, Inc. for the On-Call Water System and Sewer System Repairs (FYE 2020-2022)
Recommended Action: Approve by Motion

9. REPORTS

9.A. Boardmember Items

- Joint Powers Authority and Committee Reports
DSRSD/City of Dublin – February 2, 2022
DERWA – February 7, 2022
- Submittal of Written Reports for Day of Service Events Attended by Directors
- Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

9.B. Staff Reports

- Event Calendar
- Correspondence to and from the Board

10. CLOSED SESSION

The Board will convene its closed session on a separate teleconference line and return to the open teleconference call for Item 11 when the closed session is completed.

- 10.A. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1)
Name of Case: DSRSD v. Verizon/Golden State Utility Co v. Republic Telecom, Case No. C20-01852

11. REPORT FROM CLOSED SESSION

12. ADJOURNMENT

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

Teams Teleconference Access Information

Dublin San Ramon Services District Regular Board Meeting Tuesday, February 15, 2022

If the public wishes to provide comments during Agenda Item 5 – Public Comment, or on any of the agenda items, please join the meeting using the teleconference instructions below, or email written comments to the Board of Directors at board@dsrsd.com by 5 p.m., Tuesday, February 15, 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 **546 200 364#** when prompted. DO NOT PRESS *.
3. Wait for the meeting host to admit you. If you are unsuccessful in joining, hang up and dial in again.
4. You must unmute yourself when you wish to speak by pressing *6, which is also used to mute yourself when you finish speaking.

Video Teleconference Meeting Instructions and Information:

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

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

The Boardroom is closed to the public.

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

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

February 1, 2022

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 was held via Teams Teleconference. The District Boardroom was closed to the public. The public could observe and comment by electronic means as described on Page 3. As required by the Brown Act, all votes were taken by roll call vote due to the attending Directors participating via teleconference.

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6 p.m. by President 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, and Director Ann Marie Johnson.

District staff present: Dan McIntyre, General Manager; Jan Lee, Assistant General Manager; Carol Atwood, Administrative Services Director/Treasurer; Steve Delight, Engineering Services Director/District Engineer; Jeff Carson, Operations Director; Douglas E. Coty, General Counsel; and Vivian Chiu, Management Analyst II/Acting District Secretary.

Director Vonheeder-Leopold entered the meeting at 6:30 p.m. near the end of item 8.D.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

New Employee Introduction:

Lindsay Molinaro, Human Resources Analyst II

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

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

7. CONSENT CALENDAR

Director Johnson requested clarification on Item 7.C. regarding Resolution No. 59-21. Human Resources and Risk Manager Michelle Gallardo explained the December action missed the provision for non-exempt Unrepresented Employees to book up to 40 hours of compensatory time.

Director Goel MOVED for approval of the items on the Consent Calendar. Vice President Rubio SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Vonheeder-Leopold) per roll call vote.

- 7.A. Approve Regular Meeting Minutes of January 18, 2022 – Approved
- 7.B. Approve Director Attendance at Legislative Roundtable Meeting with Assemblymember Rebecca Bauer-Kahan on February 3, 2022 – Approved
- 7.C. Approve Resolution for Terms and Conditions, Salary, and Benefits of Unrepresented Manager, Professional, Technical, Administrative and Confidential Employees, and Unrepresented Senior Managers and Rescind Resolution No. 59-21 – Approved – Resolution No. 7-22

8. BOARD BUSINESS

- 8.A. Accept Donation of One Eagle Scout Project for the DSRSD Demonstration Garden

Administrative Services Director Atwood reviewed the item for the Board and introduced Eagle Scout Samarth Shastry from Boy Scout Troop #905, who presented his project of one bench and two planter boxes. The Board thanked Mr. Shastry for his contribution to the DSRSD garden.

Vice President Rubio MOVED to Accept the Donation of One Eagle Scout Project for the DSRSD Demonstration Garden. Director Goel SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Vonheeder-Leopold) per roll call vote.

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

Assistant General Manager Lee reviewed the item for the Board. She reported signs are showing that the Omicron variant surge has peaked and has been on a steady decline. The number of staff reporting exposure shows the same trend.

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 Goel SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Vonheeder-Leopold) per roll call vote.

- 8.C. Approve Single Source Purchase Order with Jack Doheny Company for Specialty Closed-Caption Television (CCTV) Vehicle and Equipment, and Authorize the General Manager to Execute Purchase Order

Operations Director Carson reviewed the item for the Board. He explained the purpose of the District's CCTV vehicle and provided an overview of the budgeted purchase to replace the current vehicle that is at the end of its useful life. A low inventory of heavy-duty vehicles on the market compelled a sole source over competitive bidding. The Board and staff briefly discussed the vehicle's maneuvering mechanism.

Vice President Rubio MOVED to Approve a Single Source Purchase from Jack Doheny Company for Specialty Closed-Caption Television (CCTV) Vehicle and Equipment and Authorize the General Manager to Execute a Purchase Order. Director Goel SECONDED

the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Vonheeder-Leopold) per roll call vote.

8.D. Receive Update and Discuss the Development and Operation of a Proposed Joint Residential Recycled Water Fill Station in 2022 and Provide Direction

General Manager McIntyre reviewed the item for the Board and reported on the new project developments since Board discussion in September. With the rainfall outlook indicating mandatory irrigation restrictions in 2022, the District, the City of Livermore, and the City of Pleasanton are proceeding with a partnership to run a fill station at the District's Gleason property in Dublin. Because the fill station is on District property, the District was originally going to lead the project development. However, Livermore has requested to open the fill station in early April rather than the original date of June 1; and the project has been accelerated with technical support from Livermore. Unlike the fill station that operated in 2014 to 2016, in which the District bore all the costs and operational responsibilities, this partnership with Livermore and Pleasanton will include the sharing of construction and operational costs, staff hours, and efforts. The estimated project cost has increased from approximately \$300,000 to \$800,000. An agreement is being finalized and will be considered by the two city councils in late February or early March. Staff plans to present the agreement to the Board on March 1. Mr. McIntyre remarked the fill station will be branded as the "Tri-Valley Residential Recycled Water Fill Station."

The Board and staff discussed the days and hours of operation based on demand and the stage of water conservation, the tracking and sharing of costs, and the distribution of fees collected from the program. The Board directed staff to continue with the project.

9. REPORTS

9.A. Boardmember Items

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

Vice President Rubio submitted a written report to Management Analyst II/Acting District Secretary Chiu. She reported that she attended the Contra Costa Special Districts Association chapter meeting on January 24. She summarized the activities and discussions at the meeting.

Director Vonheeder-Leopold submitted a written report to Management Analyst II/Acting District Secretary Chiu. She reported that she attended the California Association of Sanitation Agencies Board of Directors meeting on January 20. She summarized the activities and discussions at the meeting.

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

9.B. Staff Reports

- Event Calendar – General Manager McIntyre reported on the following:
 - A DSRSD/Dublin Liaison Committee meeting will be held tomorrow, February 2, at 4:15 p.m. via Zoom.
- Correspondence to and from the Board on an Item not on the Agenda was included in the agenda packet.

10. CLOSED SESSION

At 6:40 p.m. the Board went into Closed Session.

10.A. NOT HELD – Conference with Legal Counsel – Anticipated Litigation
Consideration of Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): One Potential Case

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

11. REPORT FROM CLOSED SESSION

At 6:53 p.m. the Board came out of Closed Session item 10.B. President Halket announced that there was no reportable action.

12. ADJOURNMENT

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

Submitted by,

Vivian Chiu, MMC
Management Analyst II/Acting District Secretary



TITLE: Accept Regular and Recurring Report: Quarterly Financial Report

RECOMMENDATION:

Staff recommends the Board of Directors accept, by Motion, regular and recurring report: Quarterly Financial Report for December 31, 2021.

DISCUSSION:

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

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

Ref C: Quarterly Financial Report

Per the second quarter financial report for fiscal year ending 2022, the District’s three enterprises have received 47.62% of budgeted operating revenue and 36.45% of budgeted capital revenue. Total service charge revenue is approximately 5.39% above projected levels (prorated budget) as of December 31, 2021 due to annual rate adjustments and customer growth, which was offset by the mandatory 15% water conservation due to Zone 7 Water Agency’s Stage 2 Water Shortage Emergency. Total capacity reserve fee revenue is approximately 7.40% above projected levels (prorated budget).

The District has expended 40.44% of budgeted operating expenses and 21.55% of the budgeted capital expenditures for the second quarter.

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

Originating Department: Administrative Services	Contact: M. Qader / C. Atwood	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Summary of Regular and Recurring Reports	

SUMMARY OF REGULAR AND RECURRING REPORTS

Ref.	Description	Frequency	Authority	Last Acceptance	Acceptance at this Meeting?	Next Acceptance
A	Warrant List	Monthly	Board Direction	N/A	N/A - Posted monthly on website	N/A
B	Treasurer's Report	Quarterly	CA Government Code 53646	N/A	N/A – Included in GM Report	N/A
C	Quarterly Financial Report	Quarterly	Board Direction	December 2021	Yes	May 2022
D	Outstanding Receivables Report	Annually – Fiscal Year	District Code 1.50.050	August 2021		August 2022
E	Employee and Director Reimbursements greater than \$100 ¹	Annually – Fiscal Year	CA Government Code 53065.5	August 2021		August 2022
F	Utility Billing Adjustments ²	Annually – Fiscal Year	Utility Billing Adjustment Policy	Total FYE21 credits below \$25,000		August 2022
G	Annual Rate Stabilization Fund Transfer Calculation	Annually – After Audit	Financial Reserves Policy	January 2022		January 2023
H	"No Net Change" Operating Budget Adjustments	As they occur but not more frequently than monthly	Board Direction Budget Accountability Policy (See table below)	November 2017		Before end of month after occurrence
I	Capital Outlay Budget Adjustments			June 2020		
J	Capital Project Budget Adjustments			April 2019		
K	Unexpected Asset Replacements			June 2019		

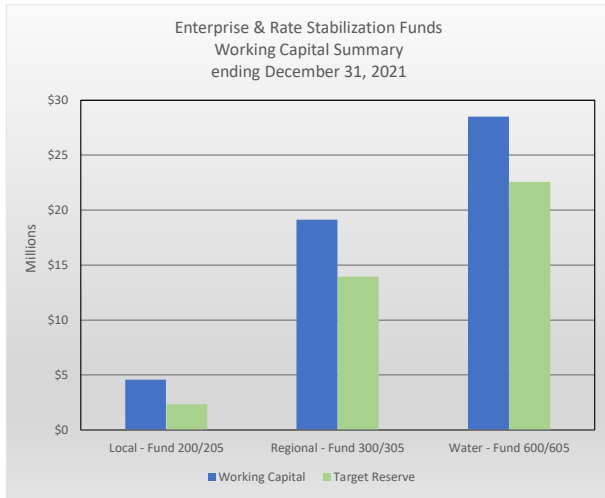
For the fiscal year ending 2022, the totals for these reports are as follows:

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

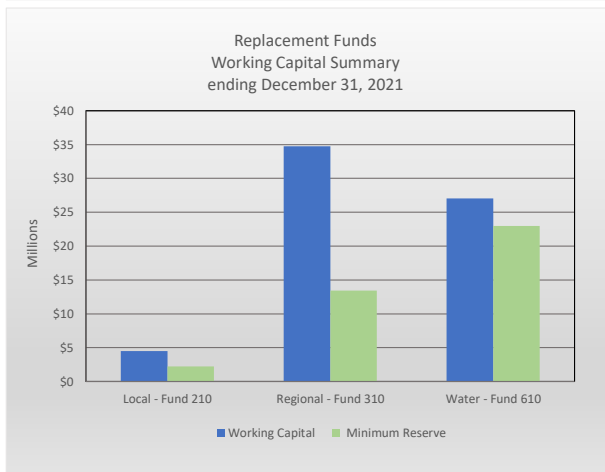
¹ Reimbursements also reported monthly in the Warrant List (Ref A).

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

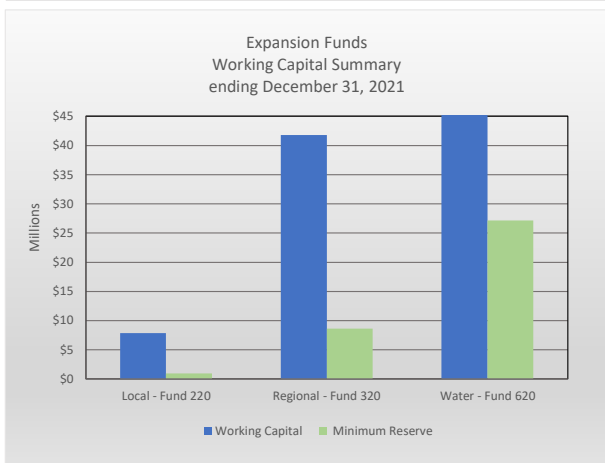
Working Capital Summary
Quarterly Financial Report - FYE22 Q2
Jul 1, 2021 - Dec 31, 2021



Enterprise & Rate Stabilization Funds	Working Capital	Target Reserve
Local - Fund 200/205	4,583,350	2,336,229
Regional - Fund 300/305	19,127,939	13,945,363
Water - Fund 600/605	28,504,889	22,553,238



Replacement Funds	Working Capital	Minimum Reserve
Local - Fund 210	4,484,495	2,212,328
Regional - Fund 310	34,745,989	13,446,453
Water - Fund 610	27,047,575	22,976,219



Expansion Funds	Working Capital	Minimum Reserve
Local - Fund 220	7,873,002	930,000
Regional - Fund 320	41,822,178	8,620,708
Water - Fund 620	46,108,109	27,135,994

Local Wastewater - Enterprise and Rate Stabilization Funds

Quarterly Financial Report - FYE22 Q2

Jul 1, 2021 - Dec 31, 2021

Fund 200 and Fund 205

	FYE 2021	FYE 2022	FYE 2022	FYE 2022	FYE 2022
	Actual	Budget	Prorated Budget	Actual	Prorated Budget-Actual
	Audited	Adopted	Thru Period 6	Thru Period 6	Thru Period 6
Beginning Working Capital	\$1,747,001	\$2,471,480	\$2,471,480	\$2,662,379	
Fees and Charges					
Service Charges - Dublin	\$3,146,630	\$3,446,176	\$2,130,512	\$2,548,016	\$417,504
Service Charges - San Ramon	715,018	794,032	560,515	568,871	8,356
Inspections & Plan Check Fees	142,383	187,200	64,159	291,021	226,862
Other Revenues	35,493	147,801	25,328	795,467	770,139
Interest	18,411	22,549	1,589	5,685	4,096
Total Revenues	\$4,057,935	\$4,597,757	\$2,782,104	\$4,209,061	\$1,426,957
Operating Expenses					
Salaries & Benefits	\$1,979,069	\$2,212,289	\$1,029,383	\$713,579	(\$315,804)
Materials & Supplies	80,964	90,528	39,181	33,859	(5,322)
Contract Services	100,787	369,871	95,324	40,541	(54,783)
Other Expenses	2,231,617	840,656	323,721	358,089	34,368
Total Transfers Out	-	109,267	-	-	-
Total Expenses	\$4,392,437	\$3,622,611	\$1,487,609	\$1,146,069	(\$341,540)
Net Increase/(Decrease)	(\$334,501)	\$975,146	\$1,294,495	\$3,062,992	\$1,768,497
Non-Cash Reconciling Items	1,249,879			(1,142,021)	
Ending Working Capital	\$2,662,379	\$3,446,626	\$3,765,975	\$4,583,350	\$1,768,497
Working Capital Minimum (4 mos)	\$1,012,058	\$1,168,115	\$1,168,115	\$1,168,115	
Working Capital Target (8 mos)	2,024,116	2,336,229	2,336,229	2,336,229	

REVENUES

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

Inspection and Plan Checks Fees Revenues are user fees charged to developers or individual customers to recover the labor costs of inspection services and plan check reviews. Actuals are trending higher due to increased inspections and plan check activities in the Dublin Crossings and Avalon West development.

Other Revenues increases in revenue are primarily due to non-cash developer contribution for constructed infrastructure (\$783K)

Non-Cash Reconciling Items include contribution of property such as pipes and fixtures by developers.

EXPENSES

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

Other Expenses overhead charges are trending lower due to slower administrative cost center (fund 900) spending.

Regional Wastewater - Enterprise and Rate Stabilization Funds

Quarterly Financial Report - FYE22 Q2

Jul 1, 2021 - Dec 31, 2021

Fund 300 and Fund 305

	FYE 2021	FYE 2022	FYE 2022	FYE 2022	FYE 2022
	Actual	Budget	Prorated Budget	Actual	Prorated Budget-Actual
	Audited	Adopted	Thru Period 6	Thru Period 6	Thru Period 6
Beginning Working Capital	\$20,247,346	\$21,676,317	\$21,676,317	\$20,551,349	
Service Charges					
Service Charges - Dublin	\$9,712,333	\$9,777,629	\$5,723,502	\$5,911,517	\$188,014
Service Charges - Pleasanton	10,733,596	10,899,061	1,847,564	1,729,856	(117,708)
Service Charges - San Ramon	1,988,668	2,077,578	1,466,520	1,466,322	(198)
Service Charges -IW (Other)	52,272	71,994	29,401	31,391	1,990
Service Charges -IW (Pleasanton)	-	80,391	25,328	28,722	3,394
Other Revenues	1,236,074	1,727,900	830,873	653,974	(176,899)
Interest	165,438	209,174	55,501	8,168	(47,333)
Total Revenues	\$23,888,380	\$24,843,730	\$9,978,690	9,829,951	(\$148,739)
Operating Expenses					
Salaries & Benefits	\$8,667,904	\$8,639,169	\$4,295,076	\$3,691,128	(\$603,948)
Materials & Supplies	3,347,846	3,142,025	1,477,066	1,718,273	241,207
Contract Services	921,403	1,691,391	872,298	778,521	(93,777)
Other Expenses	7,528,202	7,454,460	4,243,231	3,512,654	(730,577)
Transfers Out-Replacement	2,849,902	2,890,125	1,560,000	1,560,542	542
Total Expenses	\$23,315,258	\$23,817,170	\$12,447,670.86	\$11,261,118	(\$1,186,553)
Net Increase/(Decrease)	\$573,123	\$1,026,560	(\$2,468,981)	(\$1,431,166)	\$1,037,814
Non-Cash Reconciling Items	(269,120)			7,756	
Ending Working Capital	\$20,551,349	\$22,702,877	\$19,207,336	\$19,127,939	
Working Capital Minimum (4 mos)	\$6,510,119	\$6,972,682	\$6,972,682	\$6,972,682	
Working Capital Target (8 mos)	13,020,237	13,945,363	13,945,363	13,945,363	

REVENUES

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

Wastewater Service Charge Revenues for Pleasanton are charges for wastewater treatment provided by contract to Pleasanton customers and are billed by the City of Pleasanton, which are paid two months in arrears to DSRSD. November and December payments have not been received yet.

Other Revenue reimbursements from DERWA and LAVWMA are lower due to decreased O&M labor costs

EXPENSES

Salaries & Benefits are below budget by 14% due to higher than expected vacancy rate primarily in the Engineering and Operations departments.

Materials & Supplies expenses are higher due to increased gas and electricity rates for the Plant Operations division.

Other Expenses overhead charges are trending lower due to slower administrative cost center (fund 900) spending.

Water - Enterprise and Rate Stabilization Funds

Quarterly Financial Report - FYE22 Q2

Jul 1, 2021 - Dec 31, 2021

Fund 600 and Fund 605

	FYE 2021	FYE 2022	FYE 2022	FYE 2022	FYE 2022
	Actual	Budget	Prorated Budget	Actual	Prorated Budget-
	Audited	Adopted	Thru Period 6	Thru Period 6	Actual
					Thru Period 6
Beginning Working Capital	\$26,364,455	\$27,889,720	\$27,889,720	\$27,327,670	
Fees and Charges					
Service Charges - Potable	\$30,509,878	\$29,400,944	\$12,486,484	\$12,407,041	(\$79,443)
Service Charges - Recycled	5,823,936	5,602,658	2,763,900	2,393,090	(370,810)
Service Charges - Power	854,327	829,342	416,084	388,596	(27,487)
Inspections and Plan Fees	805,841	885,560	344,535	-	(344,535)
Other Revenues	2,707,706	1,466,305	610,154	2,578,169	1,968,015
Interest	291,052	280,292	108,359	61,895	(46,464)
Transfers In	2,993,968	660,000	660,000	660,542	542
Total Revenues	\$43,986,709	\$39,125,102	\$17,389,516	\$18,489,334	\$1,099,817
Operating Expenses					
Salaries and Benefits	\$7,438,167	\$8,191,082	\$3,924,101	\$3,526,019	(\$398,081)
Materials & Supplies	17,901,642	18,099,908	7,770,826	6,645,298	(1,125,528)
Contract Services	1,761,198	2,040,707	764,138	1,152,220	388,082
Other Expenses	8,497,905	5,631,460	2,240,754	1,636,784	(603,970)
Transfers Out	24,321,185	6,672,024	3,084,844	3,074,330	(10,514)
Total Expenses	\$59,920,096	\$40,635,181	\$17,784,662	\$16,034,651	(\$1,750,011)
Net Increase/(Decrease)	(\$15,933,388)	(\$1,510,079)	(\$395,146)	\$2,454,683	\$2,849,828
Non-Cash Reconciling Items	16,896,603			(1,277,464)	
Ending Working Capital	\$27,327,670	\$26,379,641	\$27,494,574	\$28,504,889	
Working Capital Minimum (4 mos)	\$10,635,946	\$11,276,619	\$11,276,619	\$11,276,619	
Working Capital Target (8 mos)	21,271,893	22,553,238	22,553,238	22,553,238	

REVENUES

Potable Water service is provided to all customer classes in the City of Dublin and the Dougherty Valley area of San Ramon and are billed directly by DSRSD through utility billing on a bi-monthly basis. Potable water customers conserved greater than the 15% mandatory conservation target resulting in slightly lower revenue. Stage 2 water shortage condition rates implemented to partially offset lower water demand.

Recycled Water revenue is trending lower due to conservation.

Inspection and Plan Checks Fees Revenues are user fees charged to developers or individual customers to recover the labor costs of inspections services and plan check reviews.

Other Revenues trending above budget due to \$1.9 million contribution of property.

EXPENSES

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

Materials & Supplies Zone 7 water purchases invoices are lower due to water shortage emergency.

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

Other Expenses overhead charges are trending lower than prior years due to slower administrative cost center (fund 900) spending.

Local Wastewater Capital Funds
Quarterly Financial Report - FYE22 Q2
Jul 1, 2021 - Dec 31, 2021

Fund 210 Replacement Totals

	FYE 2021	FYE 2022	FYE 2022	FYE 2022	FYE 2022
	Actual	Amended Budget	Prorated Budget	Actual	Prorated Budget-Actual
	Thru Period 13	Thru Period 6	Thru Period 6	Thru Period 6	Thru Period 6
Beginning Working Capital	\$4,806,618	\$4,117,198	\$4,117,198	\$4,051,594	
Capacity Reserve Fees - Dublin	\$476,544	\$1,075,668	\$477,200	\$603,691	\$126,491
Interest	(15,156)	41,172	9,855	8,335	(1,520)
Total Revenues	\$461,388	\$1,116,840	\$487,055	\$612,027	\$124,971
Capital Outlay		\$550,900			
Transfers-Out	\$49,000	\$895,833	\$8,250	\$8,250	
CIP Projects	335,302	1,654,986	883,116	170,876	(712,240)
Total Expenses	\$384,302	\$2,550,819	\$891,366	\$179,126	(\$712,240)
Net Increase/(Decrease)	\$77,086	(\$1,433,979)	(\$404,311)	\$432,901	\$837,212
Non-Cash Reconciling Items	(\$832,110)	-	-	-	-
Ending Working Capital	\$4,051,594	\$2,683,219	\$3,712,887	\$4,484,495	
Working Capital Minimum	\$3,111,164	\$2,212,328	\$2,212,328	\$2,212,328	

Fund 220 Expansion Totals

	FYE 2021	FYE 2022	FYE 2022	FYE 2022	FYE 2022
	Actual	Amended Budget	Prorated Budget	Actual	Prorated Budget-Actual
	Thru Period 13	Thru Period 13	Thru Period 6	Thru Period 6	Thru Period 6
Beginning Working Capital	\$6,608,874	\$7,585,333	\$7,585,333	\$7,484,616	
Capacity Reserve Fees - Dublin	\$14,536	\$32,811	\$18,356	\$18,414	\$59
Interest	(15,582)	75,853	(17,676)	20,197	37,873
Transfers	49,000	895,833	\$8,250	8,250	
Total Revenues	\$47,953	\$1,004,497	\$8,930	\$46,861	\$37,931
Materials & Supplies			-	\$205	205
CIP Projects	19,939			19,754	19,754
Total Expenses	\$19,939			\$19,959	\$19,959
Net Increase/(Decrease)	\$28,015	\$1,004,497	\$8,930	\$26,902	\$17,972
Non-Cash Reconciling Items	847,727	-	-	361,484	-
Ending Working Capital	\$7,484,616	\$8,589,830	\$7,594,263	\$7,873,002	
Working Capital Minimum	\$1,001,744	\$930,000	\$930,000	\$930,000	

REVENUES

Capacity Reserve Fee are charges on all new development and all expansions or changes of existing development to pay for current and future capital improvement projects in the wastewater treatment plant and wastewater collection system. These fees are designed to cover the cost of building expanded facilities for new development.

EXPENSES

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

Transfers: Interfund transfer out in local fund, principal to the loan from fund 220 to fund 210 is booked on the balance sheet side.

Regional Wastewater Capital Funds

Quarterly Financial Report - FYE22 Q2

Jul 1, 2021 - Dec 31, 2021

Fund 310 Replacement Totals

	FYE 2021 Actual Thru Period 13	FYE 2022 Amended Budget Thru Period 6	FYE 2022 Prorated Budget Thru Period 6	FYE 2022 Actual Thru Period 6	FYE 2022 Prorated Budget- Actual Thru Period 6
Beginning Working Capital	\$32,412,465	\$32,272,598	\$32,272,598	\$33,836,419	
Capacity Reserve Fees - Dublin	\$798,171	\$1,800,652	\$841,569	\$1,011,617	\$170,048
Capacity Reserve Fees - Pleasanton	94,154	187,960	87,641	51,408	(36,234)
Capacity Reserve Fees - Deferred	11,355	11,619	5,974	5,977	4
Interest	(94,568)	322,726	125,190	80,860	(44,329)
Transfers	3,130,000	1,800,000	900,000	900,000	-
Total Revenue	3,939,112	\$4,122,957	\$1,960,373	\$2,049,862	\$89,489
Capital Outlay	\$177,387	\$674,094	\$170,110	\$20,676	(\$149,435)
Contribution to JPA	279,600	279,600	139,800	139,800	
CIP Projects	2,193,735	9,902,013	3,896,603	979,818	(2,916,786)
Total Expenses	\$2,650,721	\$10,855,707	\$4,206,514	\$1,140,293	(\$3,066,220)
Net Increase/(Decrease)	\$1,288,390	(\$6,732,750)	(\$2,246,140)	\$909,569	\$3,155,710
Non-Cash Reconciling Items	135,564	-	-	1	-
Ending Working Capital	\$33,836,419	\$25,539,848	\$30,026,458	\$34,745,989	
Working Capital Minimum	\$12,533,228	\$13,446,453	\$13,446,453	\$13,446,453	

Fund 320 Expansion Totals

	FYE 2021 Actual Thru Period 13	FYE 2022 Amended Budget Thru Period 13	FYE 2022 Prorated Budget Thru Period 6	FYE 2022 Actual Thru Period 6	FYE 2022 Prorated Budget- Actual Thru Period 6
Beginning Working Capital	\$48,866,283	\$42,061,722	\$42,061,722	\$41,943,576	
Capacity Reserve Fees - Dublin	\$2,191,990	\$4,851,680	\$2,539,134	\$2,732,521	\$193,387
Capacity Reserve Fees - Pleasanton	258,218	506,438	252,596	138,779	(113,816)
Capacity Reserve Fees - Deferred	32,873	32,609	16,788	16,136	(651)
Interest	(115,640)	420,617	110,940	102,784	(8,156)
Other Revenues	-	-	-	43,063	43,063
Total Revenue	\$2,367,441	\$5,811,347	\$2,919,458	\$3,033,284	\$113,826
Contribution to JPA	\$15,769,340	\$4,310,354	2,062,047	\$2,062,047	
CIP Projects	6,518,065	4,934,286	4,025,618	1,092,634	(2,932,984)
Total Expenses	\$22,287,405	\$9,244,640	\$6,087,665	\$3,154,681	(\$2,932,984)
Net Increase/(Decrease)	(\$19,919,964)	(\$3,433,293)	(\$3,168,207)	(\$121,397)	\$3,046,810
Non-Cash Reconciling Items	46,005	-	-	(1)	-
Ending Working Capital	\$28,992,324	\$38,628,429	\$38,893,515	\$41,822,178	
Working Capital Minimum	\$10,514,950	\$8,620,708	\$8,620,708	\$8,620,708	

REVENUE

Capacity Reserve Fee are charges on all new development and all expansions or changes of existing development to pay for current and future capital improvement projects in the wastewater treatment plant. These fees are designed to cover the cost of building expanded facilities for new development, including debt service for assets built to serve new development.

EXPENSES

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

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

Water Capital Funds

Quarterly Financial Report - FYE22 Q2

Jul 1, 2021 - Dec 31, 2021

Fund 610 Replacement Totals

	FYE 2021 Actual Thru Period 13	FYE 2022 Amended Budget Thru Period 13	FYE 2022 Prorated Budget Thru Period 6	FYE 2022 Actual Thru Period 6	FYE 2022 Prorated Budget- Actual Thru Period 6
Beginning Working Capital	\$36,109,061	\$26,581,086	\$26,581,086	\$27,149,605	
Capacity Reserve Fees	\$1,501,356	\$2,238,643	\$1,172,129	\$888,804	(\$283,325)
Interest	8,606	265,811	89,978	63,554	(26,424)
Total Revenues	\$6,663,898	\$8,784,542	\$4,400,401	\$4,026,687	(\$373,714)
Capital Outlay	\$166,451	\$477,676	\$119,419		(\$119,419)
Contribution to JPA	14,940	286,120		-	
CIP Projects	4,419,613	11,309,711	4,735,367	4,128,718	(606,650)
Total Expenses	\$4,601,004	\$12,073,507	\$4,854,786	\$4,128,718	(\$726,069)
Net Increase/(Decrease)	\$2,062,894	(\$3,288,965)	(\$454,385)	(\$102,030)	\$352,355
Non-Cash Reconciling Items	(11,022,350)	-	-	0	-
Ending Working Capital	\$27,149,605	\$23,292,121	\$26,126,701	\$27,047,575	
Working Capital Minimum	\$14,459,177	\$22,976,219	\$22,976,219	\$22,976,219	

Fund 620 Expansion Totals

	FYE 2021 Actual Thru Period 13	FYE 2022 Amended Budget Thru Period 13	FYE 2022 Prorated Budget Thru Period 3	FYE 2022 Actual Thru Period 3	FYE 2022 Prorated Budget- Actual Thru Period 3
Beginning Working Capital	\$32,907,335	\$41,636,229	\$41,636,229	\$44,770,751	
Capacity Reserve Fees	\$3,369,468	\$4,927,288	\$2,606,468	\$1,960,489	(\$645,979)
Other Revenues	6,976,649	-	-	-	-
Interest	1,107,173	416,362	39,529	104,980	65,451
Transfers In	15,681,331			-	
Total Revenues	\$27,134,621	\$5,343,650	\$2,645,997	\$2,065,469	(\$580,528)
Contribution to JPA	\$1,124,311	\$838,857	\$379,860	\$342,599	(\$37,261)
Debt Payments	1,881,300	1,880,438	940,219	940,219	
CIP Projects	452,702	8,700,706	9,163,886	78,483	(9,085,403)
Total Expenses	\$3,458,314	\$11,420,001	\$10,483,965	\$1,361,301	(\$9,122,664)
Net Increase/(Decrease)	\$23,676,307	(\$6,076,350)	(\$7,837,968)	704,167	\$8,542,135
Non-Cash Reconciling Items	(11,812,891)	-	-	633,191	-
Transfers: Interfund transfer out in local fund, principal to the loan from fund 220 to fund 210 is booked on the balance sheet side.	\$44,770,751	\$35,559,879	\$33,798,261	\$46,108,109	
Working Capital Minimum	\$20,037,866	\$27,135,994	\$27,135,994	\$27,135,994	

REVENUES

Capacity Reserve Fee are charges on all new development and all expansions or changes of existing development to pay for current and future capital improvement projects in the water system. These fees are designed to cover the cost of building expanded facilities for new development, including debt service for assets built to serve new development.

EXPENSES

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

Debt Payment: The District has outstanding long-term debt obligation from the issuance of the 2017 Water Revenue Refunding Bonds.

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

Administrative Funds

Quarterly Financial Report - FYE22 Q2

Jul 1, 2021 - Dec 31, 2021

Fund 900 - Administrative Cost Center

	FYE 2021	FYE 2022	FYE 2022	FYE 2022	FYE 2022
	Actual	Budget	Prorated Budget	Actual	Prorated Budget- Actual
	Audited	Adopted	Through Period 6	Through Period 6	Through Period 6
Beginning Working Capital	-	-	-	\$285,130	
Other Revenue	\$1,724,779	\$1,490,335	\$688,316	\$772,592	\$84,276
Total Revenue	1,724,779	1,490,335	688,316	772,592	84,276
Salaries & Benefits	\$5,574,005	\$5,982,336	\$2,890,597	\$2,945,407	\$54,810
Materials & Supplies	289,187	305,960	138,687	141,137	2,450
Contractual Services	1,217,087	2,203,610	865,439	522,777	(342,663)
Allocated Costs	(5,640,629)	(7,001,570)	(3,005,943)	(2,836,729)	169,214
Total Expenses	1,439,649	1,490,335	888,780	772,592	(116,188)
Net Increase/(Decrease)	\$285,130	-	(\$200,464)	-	200,464
Non-Cash Reconciling Items		-	-	-	-
Ending Working Capital	\$285,130		(\$200,464)	\$285,130	

Fund 965 - Other Post-Employment Benefits (OPEB)

	FYE 2021	FYE 2022	FYE 2022	FYE 2022	FYE 2022
	Actual	Budget	Prorated Budget	Actual	Prorated Budget- Actual
	Audited	Adopted	Through Period 6	Through Period 6	Through Period 6
Beginning Working Capital	1,252			\$1,293,838	
Interest	\$8,764			\$2,048	\$2,048
CERBT Drawdown	1,945,783	931,328			
Total Revenue	1,954,547	931,328	-	2,048	2,048
Retiree Medical	(\$303,382)	\$1,030,444	\$515,222	\$548,459	\$33,237
Total Expenses	(303,382)	1,030,444	515,222	548,459	33,237
Net Increase/(Decrease)	\$2,257,929	(\$99,116)	(\$515,222)	(\$546,411)	(31,189)
Non-Cash Reconciling Items	(965,343)	-	-	-	-
Ending Working Capital	1,293,838	(99,116)	(515,222)	747,427	

Fund 995 - DV Standby Charge District (DVSCD)

	FYE 2021	FYE 2022	FYE 2022	FYE 2022	FYE 2022
	Actual	Budget	Prorated Budget	Actual	Prorated Budget- Actual
	Audited	Adopted	Through Period 6	Through Period 6	Through Period 6
Beginning Working Capital		\$816,458	\$816,458	\$423,586	
Standby Assessment	\$1,588,179	\$1,783,759	\$749,179	\$1,325,078	\$575,899
Interest	6,541	8,165	2,041	(1,404)	(3,445)
Total Revenue	1,594,720	1,791,925	751,220	1,323,675	572,455
Contract Services	\$1,954,350	\$1,799,291		\$14,398	\$14,398
Total Expenses	1,954,350	1,799,291	-	14,398	14,398
Net Increase/(Decrease)	(\$359,630)	(\$7,366)	\$751,220	\$1,309,277	558,057
Non-Cash Reconciling Items	783,216	-	-	-	-
Ending Working Capital	423,586	809,092	1,567,678	1,732,863	

REVENUE

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

Transfers: Funds transferred to pay the for the retiree medical invoices

EXPENSES

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

Contract Services: General operating and administrative costs



TITLE: Approve Letter of Agreement between Stationary Engineers, Local 39 and the Dublin San Ramon Services District

RECOMMENDATION:

Staff recommends the Board of Directors, approve by Resolution, a letter of agreement between Stationary Engineers, Local 39 and the Dublin San Ramon Services District.

DISCUSSION:

On September 16, 2021, the Water/Wastewater Systems Superintendent position became vacant, and since that time, one of the District’s Senior Water/Wastewater Systems Operators has been serving as the District’s Acting Chief Water Distribution Operator on record with the State Water Resources Control Board (“SWRCB” or “Water Board”), Division of Drinking Water. The Senior Water/Wastewater Systems Operator that has been serving as the Acting Chief Water Distribution Operator has a SWRCB Water Distribution Grade 4 (D4) certification. The District received approval from the Water Board to temporarily designate a staff Water/Wastewater Systems Operator who holds a Water Distribution Grade 4 (D4) certification instead of a Distribution Level 5 (D5) as acting Chief Water Distribution Operator for a limited duration of no more than six (6) months, provided the District meets the requirement to periodically update the Water Board on the status of its recruitment for a permanent Chief Water Distribution Operator. With the deadline provided by the Water Board to designate a Chief Water Distribution Operator with a D5 certification approaching and the recruitment process for the permanent Chief Water Distribution Operator still in progress, the District has a need to designate a different Senior Water/Wastewater Systems Operator who holds a D5 certification as the Acting Chief Water Distribution Operator.

At the regularly scheduled Board meeting on December 7, 2021, the Board approved a side letter of agreement with the Stationary Engineers, Local 39 ("Local 39") to provide a stipend in the amount of a 5% differential based on the position’s base rate of pay to Senior Water/Wastewater Systems Operator, Mathew McGrath, who has been serving as the Acting Chief Water Distribution Operator since September 16, 2021. The stipend provides compensation for performing the extra duties of the Chief Water Distribution Operator, over and above the required duties of the Senior Water/Wastewater Systems Operator. All other division supervisory duties (with the exception of Chief Water Distribution Operator) are being performed by retired annuitant, Mr. Levi Fuller. The current side letter with Local 39 specifically provides the stipend for Mathew McGrath and is not applicable to any other Senior Water/Wastewater Systems Operator or Local 39 employee. As such, the District has proposed a letter of agreement with Local 39 to provide a stipend in the amount of a 5% differential based on the position’s base rate of pay for any Local 39 employee appointed, in writing to the regulatory agency, to serve in the special assignment as the Acting Chief Water Distribution Operator. This acting assignment and the additional compensation shall cease when the District successfully obtains a properly certified manager for the Field Operations Division.

The current Local 39 Memorandum of Understanding (MOU) provides for temporary upgrade pay for short-term out-of-class assignments (called “Out-of-Class Pay”); however, this special pay category only applies when an employee is assigned to perform the full range of duties of a higher-level classification. In this unique circumstance, the designated Local 39 employee will only be performing a specific business-critical regulatory duty of a higher-level position, and therefore does not meet the requirements for Out-of-Class Pay.

Originating Department: Administrative Services	Contact: M. Gallardo / C. Atwood	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)		18 of 39

The District has completed its obligations under the Meyers-Milias-Brown Act to meet and confer with Local 39 on this proposed letter of agreement and has reach tentative agreement.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING A LETTER OF AGREEMENT WITH STATIONARY ENGINEERS, LOCAL 39 FOR SPECIAL COMPENSATION FOR THE SPECIAL ASSIGNMENT AS THE CHIEF WATER DISTRIBUTION OPERATOR

WHEREAS, the District has a need to temporarily designate a Chief Water Distribution Operator as required by the State Water Resources Control Board, Division of Drinking Water (“SWRCB”); and

WHEREAS, the assignment of Chief Water Distribution Operator has been assigned to an employee who possesses a valid Water Distribution Operator Grade 5 (D5) certification with the SWRCB, effective January 31, 2022; and

WHEREAS, District representatives and Local 39 have met on all labor obligations and, by letter of agreement, have agreed upon payment of a special compensation stipend for this extra duty.

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

The Board of Directors hereby approves and authorizes the General Manager to execute the Letter of Agreement with Stationary Engineers, Local 39 for a special compensation stipend for the employee that is assigned as the Chief Water Distribution Operator, in a form substantially the same as attached as Exhibit “A,” and as approved by legal counsel.

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 15th day of February, 2022, and passed by the following vote:

AYES:

NOES:

ABSENT:

Richard M. Halket, President

ATTEST: _____
Nicole Genzale, District Secretary

**LETTER OF AGREEMENT
BETWEEN
DUBLIN SAN RAMON SERVICES DISTRICT
AND
INTERNATIONAL UNION OF OPERATING ENGINEERS, STATIONARY ENGINEERS, LOCAL 39**

The Dublin San Ramon Services District (“District”) and the International Union of Operating Engineers, Stationary Engineers, Local 39 (“Local 39”) agree to the following:

1. The State Water Resources Control Board has determined that the District’s water system has grown to the size and complexity that requires D-5 and T-1 certifications for the District’s designated Chief Water Operator; and
2. The District is currently recruiting for a Water/Wastewater Systems Superintendent and will soon recruit for a Water/Wastewater Systems Supervisor (who serves as the designated Chief Water Operator); and
3. While the recruitments are ongoing, the District has the need for an Acting Chief Water Operator with at least the minimum certification of a D5; and
4. For this temporary, Special Assignment only, District management shall designate in writing to a regulatory agency, a Local 39 employee as the Acting Chief Water Operator. The Local 39 employee so designated shall receive a one-time Special Assignment stipend in the amount of 5.0% of base hourly rate of pay per work week in accordance with the District’s Publicly-Available Pay Schedule (minus any payroll deductions) while serving as Acting Chief Water Operator. Such payment will be made retroactive to the effective date the temporary assignment as designated to the employee in writing by management; and
5. Such Special Assignment stipend will be administered in accordance with all applicable state and federal wage and hour laws; and
6. This one-time Special Assignment stipend shall be non-precedent setting; and
7. This Special Assignment is intended to be temporary in nature and the General Manager may terminate the Special Assignment at any time and for any reason; and
8. The granting and/or discontinuance of this Special Assignment and the determination of the amount or type of Special Assignment stipend shall not be subject to the grievance procedure; and
9. This Special Assignment stipend may not be considered as “pensionable compensation” for the purposes of CalPERS Retirement benefits; and
10. Upon agreement of the Parties and ratification and adoption by the District’s Board of Directors, it is the intent of the Parties that this Special Assignment provision will be incorporated into any future Memorandum of Understanding.

Except as specifically provided in this Letter of Agreement, all other terms and conditions of employment as set forth in the MOU between the District and Local 39 will apply.

Dated: _____

Daniel B. McIntyre
General Manager
Dublin San Ramon Services District

Dated: _____

Matt Frediani
Business Representative
Stationary Engineers, Local 39

Dated: _____

Charlie Solt
Director of Public Employees
Stationary Engineers, Local 39



TITLE: Hold Public Hearing: Adopt Resolution Establishing Miscellaneous Fees and Charges and Rescind Resolution No. 30-20

RECOMMENDATION:

Staff recommends the Board of Directors hold a Public Hearing and adopt, by Resolution, Miscellaneous Fees and Charges and Rescind Resolution No. 30-20.

DISCUSSION:

The District maintains various administrative, customer service, engineering, industrial waste, and laboratory analysis fees and charges that are paid by customers receiving the benefit. These fees and charges are typically reviewed and updated biennially to ensure that they reflect the costs of providing the service and that ratepayers are not subsidizing benefits that they do not receive. Miscellaneous and industrial waste program user fees and charges were last updated in May 2020. In Fiscal Year 2021, revenue generated from the miscellaneous fees was approximately \$3.9 million, or 5.7% of total operating revenues.

Miscellaneous fees are based on staff position(s) that typically provide the service, 2022 billing rates, the amount of time required, and any ancillary costs incurred (materials, postage, printing, etc.) in the process of providing the service. A comprehensive review of the current process has been performed to ensure that the proposed fees capture the current level of service provided.

Attachment 1 to the staff report summarizes the miscellaneous fees including dollar and percentage changes between the current and proposed fees. In July 2021, IB Consulting was contracted to update the District’s overhead calculation methodology. The new methodology was incorporated into this year’s miscellaneous fees update along with the most recent cost-of-living adjustments (COLA). In addition, various Engineering plan review and inspection related fees are currently being reassessed for the time and effort needed to provide the services. Adjustments to these fees are anticipated for the fall.

Public hearing notices were published in the local newspaper on February 5 and February 10. The new fees are proposed to be effective July 1, 2022, and are proposed to be adjusted by the Consumer Price Index effective January 1, 2023.

Originating Department: Administrative Services	Contact: M. Qader / C. Atwood	Legal Review: Yes
Financial Review: Yes	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 – Schedule of Fees and Charges Miscellaneous and Industrial Waste	

Dublin San Ramon Services District
Schedule of Fees and Charges
Miscellaneous and Industrial Waste

Attachment 1

Miscellaneous Fees - Administrative

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	CURRENT FEE	*FEE EFFECTIVE 07/01/22-12/31/22	\$ CHANGE 2021 to 2022	% CHANGE 2021-2022	LAST UPDATE	NOTES
General Penalty - Code Infraction	1.30.010(B)	First violation	\$250.00	\$250.00	\$0.00	0.0%	Jul-04	
		Second violation of the same provision or ordinance within one year	\$500.00	\$500.00	\$0.00	0.0%	Jul-04	CA Water Code Section 377
		Each additional violation of the same provision or ordinance within one year	\$1,000.00	\$1,000.00	\$0.00	0.0%	Jul-04	CA Water Code Section 377
Copies of Public Records Fee	1.40.040	Per page	\$0.10	\$0.15	\$0.05	50.0%	May-20	CA Gov. Code Section 6253(b)
Assessment of Late Charges	1.50.010	Shall be assessed on the overdue amount outstanding	10%	10%	\$0.00	0.0%	Jul-04	CA Gov. Code Section 61115(a)(3)(C)
Additional Late Charges	1.50.010	Shall be assessed for each 30 day period during which the overdue bill remains unpaid	1%	1%	\$0.00	0.0%	Jul-04	CA Gov. Code Section 61115(a)(3)(C)
Charge for Unpaid Returned Checks	1.50.070	First occurrence	\$25.00	\$25.00	\$0.00	0.0%	Aug-03	CA Civil Code 1719
		Each additional occurrence	\$35.00	\$35.00	\$0.00	0.0%		CA Civil Code 1719
Escrow Account - Set-up Fee	1.100.010	Fee to establish an escrow account requested by contractor	\$465.00	\$505.00	\$40.00	8.6%	May-20	
Escrow Account - Handling Fee	1.100.010	Fee for each escrow account transaction will be deducted from the contractor's regular progress payment	\$40.00	\$43.00	\$3.00	7.5%	May-20	
Regional Sewer Capacity Reserve Fee - Installment Plan - 10 year	3.70.070(B)	Initial set-up of 10 year installment plan	\$3,590.00	\$3,520.00	-\$70.00	-1.9%	May-20	

Miscellaneous Fees - Customer Service

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	CURRENT FEE	*FEE EFFECTIVE 07/01/22-12/31/22	\$ CHANGE 2021 to 2022	% CHANGE 2021-2022	LAST UPDATE	NOTES
Backflow Prevention Administrative Fee - Reduced Pressure Device	4.40.070	Bi-monthly backflow prevention device maintenance administrative fee for reduced pressure device	\$14.50	\$17.00	\$2.50	17.2%	Jan-00	
Backflow Prevention Administrative Fee - Double check/Detector check	4.40.070	Bi-monthly backflow prevention device maintenance administrative fee for double check/detector check devices	\$21.00	\$22.00	\$1.00	4.8%	Jan-00	
New Accounts Set-up Fee	4.40.040(A) 4.40.040(B)	New Utility Billing Account Set Up Fee. Charged when establishing a new account	\$22.00	\$24.00	\$2.00	9.1%	Jan-00	
Service Reconnection and Termination Fee under SB998 Provision	4.40.040(B)	For each occasion	\$122.00	\$130.00	\$8.00	6.6%	Jan-00	
Service Reconnection Fee-OT under SB998 Provision	4.40.040(B)	Performed during non-regular business hours	\$383.00	\$420.00	\$37.00	9.7%	Jan-00	
Curb Stop Repair Fee	4.40.040(B)	For repair of damaged curb stop	\$420.00	\$462.00	\$42.00	10.0%	Jan-00	
Trim Charge	4.40.040(B)	For trimming around meter box after customer failed to do trimming after being notified	\$158.00	\$169.00	\$11.00	7.0%	Jan-00	
Hand Delivered Notification Fee	4.40.040(B)	Hand delivery, to service location as required by law, to notify resident of pending service disconnect	\$32.00	\$34.00	\$2.00	6.3%	Jan-00	
Broken Lock Fee	4.40.040(B)	Fee to cover the hardware and staff time costs resulting from a cut lock	\$76.00	\$80.00	\$4.00	5.3%	Jan-00	
Meter Removal or Reinstall Fee	4.40.040(B)	Time and materials to remove or reinstall meter based on customer	\$187.00	\$199.00	\$12.00	6.4%	Jan-00	
Site Visit	4.40.080(A)	Unsupported Site visit	\$94.00	\$100.00	\$6.00	6.4%	Jan-00	

Dublin San Ramon Services District
Schedule of Fees and Charges
Miscellaneous and Industrial Waste

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	CURRENT FEE	*FEE EFFECTIVE 07/01/22-12/31/22	\$ CHANGE 2021 to 2022	% CHANGE 2021-2022	LAST UPDATE	NOTES
Temporary Meter - Charge for Breaking Seal/Tampering	4.40.080(A) 4.40.080(C)	Customer will be charged for actual time and materials	Actual Cost	Actual Cost	N-A	N-A	Jan-00	
Construction Water Meter Fee Non-Residential	4.40.090(B) 4.40.090(C)	Deposit equal to full replacement cost of the meter Field tracing charge each time a meter user fails to present the meter for reading	Actual Cost \$271.00	Actual Cost \$299.00	N-A \$28.00	N-A 10.3%	Jan-00 Jan-00	
Service Reconnection Fee under SB998 Provision	4.40.040(B)	For each occasion	\$50.00	\$50.00	\$0.00	0.0%	May-20	
Service Reconnection Fee-OT under SB998 Provision	4.40.040(B)	Performed during non-regular business hours	\$150.00	\$150.00	\$0.00	0.0%	May-20	

Miscellaneous Fees - Engineering

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	CURRENT FEE	*FEE EFFECTIVE 07/01/22-12/31/22	\$ CHANGE 2021 to 2022	% CHANGE 2021-2022	LAST UPDATE	NOTES
Project Planning and Review Fees - Potable or Recycled Water <i>All Project Planning and Review Fees assume a maximum of two plan submittal reviews; all additional reviews will be billed at the staff's actual burdened hourly rate. Fee includes staff time for project support during construction and project acceptance.</i>	3.70.070(A)	Single family home (with existing service lines)	\$465.00	\$465.00	\$0.00	0%	May-20	Currently under review
		Commercial/industrial unit improvement/expansion	\$2,465.00	\$2,465.00	\$0.00	0%	May-20	Currently under review
		New commercial unit/building	\$4,930.00	\$4,930.00	\$0.00	0%	May-20	Currently under review
		Additional new commercial unit/building	\$1,925.00	\$1,925.00	\$0.00	0%	May-20	Currently under review
		Additional commercial fee per linear foot for new main installation over 300 ft	\$5.88	\$5.88	\$0.00	0%	May-20	Currently under review
		New residential subdivision up to 5 units	\$4,930.00	\$4,930.00	\$0.00	0%	May-20	Currently under review
		Additional residential unit over 5 units	\$170.00	\$170.00	\$0.00	0%	May-20	Currently under review
		Additional residential fee per linear foot for new main installation over 300 ft	\$5.88	\$5.88	\$0.00	0%	May-20	Currently under review
		Recycled water irrigation system	\$4,665.00	\$4,665.00	\$0.00	0%	May-20	Currently under review
		Recycled water irrigation system - per acre for sites over 2 acres	\$570.00	\$570.00	\$0.00	0%	May-20	Currently under review
Project Planning and Review Fees - Sewer <i>All Project Planning and Review Fees assume a maximum of two plan submittal reviews; all additional reviews will be billed at the staff's actual burdened hourly rate. Fee includes staff time for project support during construction and project acceptance. Project Planning and Review Fees - Miscellaneous</i>	3.70.070(A)	Single family home (with existing service lines)	\$465.00	\$465.00	\$0.00	0%	May-20	Currently under review
		Commercial/industrial unit improvement/expansion	\$2,885.00	\$2,885.00	\$0.00	0%	May-20	Currently under review
		New commercial unit/building	\$5,765.00	\$5,765.00	\$0.00	0%	May-20	Currently under review
		Additional new commercial unit/building	\$1,330.00	\$1,330.00	\$0.00	0%	May-20	Currently under review
		Additional commercial fee per linear foot for new main installation over 300 ft	\$5.14	\$5.14	\$0.00	0%	May-20	Currently under review
		New residential subdivision up to 5 units	\$3,994.00	\$3,994.00	\$0.00	0%	May-20	Currently under review
		Additional residential unit over 5 units	\$75.00	\$75.00	\$0.00	0%	May-20	Currently under review
		Additional residential fee per linear foot for new main installation over 300 ft	\$5.14	\$5.14	\$0.00	0%	May-20	Currently under review
Project Planning and Review Fees - Miscellaneous	3.70.070(A)	Variance review (from approved plans)	\$1,635.00	\$1,635.00	\$0.00	0%	May-20	Currently under review
Planning Agreement Application Fee	2.30.050	Minimum processing fee for planning agreement application	\$3,640.00	\$4,170.00	\$530.00	15%	May-20	
Potable or Recycled Water Main Installation Inspection	3.70.070(A)	Installation or repair of water main line less than 50 ft	\$1,180.00	\$1,180.00	\$0.00	0%	May-20	Currently under review
		Installation or repair of water main line up to 300 ft	\$5,240.00	\$5,240.00	\$0.00	0%	May-20	Currently under review
		Additional cost per linear foot over 300 ft for inspection of installation or repair of water main line	\$9.46	\$9.46	\$0.00	0%	May-20	Currently under review

Dublin San Ramon Services District
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TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	CURRENT FEE	*FEE EFFECTIVE 07/01/22-12/31/22	\$ CHANGE 2021 to 2022	% CHANGE 2021-2022	LAST UPDATE	NOTES
Potable or Recycled Miscellaneous Inspection	3.70.070(A)	Backflow prevention device (per unit)	\$225.00	\$225.00	\$0.00	0%	May-20	Currently under review
		Fire service installation and backflow prevention device (per unit)	\$975.00	\$975.00	\$0.00	0%	May-20	Currently under review
		Blow off valve or air relief valve (per unit)	\$315.00	\$315.00	\$0.00	0%	May-20	Currently under review
		Fire hydrant installation (per unit)	\$475.00	\$475.00	\$0.00	0%	May-20	Currently under review
		Water line service assembly and service connection - "water tap" (per unit)	\$630.00	\$630.00	\$0.00	0%	May-20	Currently under review
		Building service line (per unit)	\$630.00	\$630.00	\$0.00	0%	May-20	Currently under review
		Recycled water irrigation system installation - up to 2 acre site	\$4,135.00	\$4,135.00	\$0.00	0%	May-20	Currently under review
		Recycled water irrigation system -installation per acre for sites over 2 acres	\$700.00	\$700.00	\$0.00	0%	May-20	Currently under review
		Recycled water irrigation system installation - zero pressure retest	\$700.00	\$700.00	\$0.00	0%	May-20	Currently under review
		Chlorination/Bacti retest	\$860.00	\$860.00	\$0.00	0%	May-20	Currently under review
		Water Pressure retest	\$390.00	\$390.00	\$0.00	0%	May-20	Currently under review
		Water inspection conducted outside of 8:30 a.m. - 4:30 p.m., Monday - Friday (per hour)	\$250.00	\$250.00	\$0.00	0%	May-20	Currently under review
		Water inspection conducted on weekends or holidays - minimum	\$805.00	\$805.00	\$0.00	0%	May-20	Currently under review
		Water inspection conducted on weekends or holidays - for each hour in excess of four hours	\$250.00	\$250.00	\$0.00	0%	May-20	Currently under review
		Sewer Main Installation Inspection <i>Additional Fees assessed for services performed by outside contractors.</i>	3.70.070(B)	Private single reach sewer main installation or repair - without TV	\$1,180.00	\$1,180.00	\$0.00	0%
Single or multiple reach sewer main installation up to 350 ft - with TV	\$5,960.00			\$5,960.00	\$0.00	0%	May-20	Currently under review
Additional cost per linear foot over 350 ft for single or multiple	\$10.28			\$10.28	\$0.00	0%	May-20	Currently under review
Sewer Miscellaneous Inspection	3.70.070(B)	Repairs or minor alterations	\$315.00	\$315.00	\$0.00	0%	May-20	Currently under review
		Saddle or manhole connection	\$475.00	\$475.00	\$0.00	0%	May-20	Currently under review
		Existing lateral installation or repair	\$315.00	\$315.00	\$0.00	0%	May-20	Currently under review
		New lateral installation	\$315.00	\$315.00	\$0.00	0%	May-20	Currently under review
		Appurtenant structure installation - up to 350 ft of main (per structure)	\$555.00	\$555.00	\$0.00	0%	May-20	Currently under review
		Appurtenant structure installation - over 350 ft of main (per structure)	\$235.00	\$235.00	\$0.00	0%	May-20	Currently under review
		Sewer main air retest	\$390.00	\$390.00	\$0.00	0%	May-20	Currently under review
		Sewer manhole vacuum retest	\$230.00	\$230.00	\$0.00	0%	May-20	Currently under review
		New grease interceptor installation	\$400.00	\$400.00	\$0.00	0%	May-20	Currently under review
		Annual grease interceptor maintenance inspection	\$135.00	\$135.00	\$0.00	0%	May-20	Currently under review
		Annual grease interceptor maintenance inspection - per additional interceptor at same location	\$40.00	\$40.00	\$0.00	0%	May-20	Currently under review
		Reinspection of grease interceptor	\$135.00	\$135.00	\$0.00	0%	May-20	Currently under review
		Reinspection of grease interceptor - per additional interceptor at same location	\$40.00	\$40.00	\$0.00	0%	May-20	Currently under review
		Sewer inspection conducted outside of 8:30 a.m. - 4:30 p.m., Monday - Friday (per hour)	\$230.00	\$230.00	\$0.00	0%	May-20	Currently under review
		Sewer inspection conducted on weekends or holidays - minimum	\$730.00	\$730.00	\$0.00	0%	May-20	Currently under review
		Sewer inspection conducted on weekends or holidays - for each hour in excess of four hours	\$230.00	\$230.00	\$0.00	0%	May-20	Currently under review
		Sewer flushing -per hour, 2 hour minimum	Actual Cost	Actual Cost	n/a	n/a	May-20	Currently under review

Dublin San Ramon Services District
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Miscellaneous Inspection	3.70.070.(B)	Directional drilling/boring near District Facilities - up to 3,000 ft	\$7,100.00	\$7,100.00	\$0.00	0%	May-20	Currently under review
		Directional drilling/boring - per linear foot over 3,000 ft	\$2.40	\$2.40	\$0.00	0%	May-20	Currently under review
Meter Assembly Installation Fee (including meter and meter spud)	3.70.060 & 4.40.050	5/8" meter	\$574.00	\$595.00	\$21.00	4%	May-20	
		3/4" meter	\$594.00	\$614.00	\$20.00	3%	May-20	
	1" meter	\$642.00	\$662.00	\$20.00	3%	May-20		
	1-1/2" positive displacement meter	\$2,610.00	\$2,657.00	\$47.00	2%	May-20		
	1-1/2" compound meter	\$1,716.00	\$1,751.00	\$35.00	2%	May-20		
	1-1/2" turbine meter	\$1,374.00	\$1,408.00	\$34.00	2%	May-20		
	2" positive displacement meter	\$2,802.00	\$2,849.00	\$47.00	2%	May-20		
	2" compound meter	\$1,904.00	\$1,934.00	\$30.00	2%	May-20		
Recycled Water Fill Station	4.30.040	Annual Permit	\$109.00	\$112.00	\$3.00	3%	May-20	
		Per truck load	\$15.00	\$19.00	\$4.00	27%	May-20	
Recycled Water Irrigation System	4.30.040	License Fee	\$990.00	\$990.00	\$0.00	0%	May-20	
Construction Water Meter - Jumper	4.40.090(A)	Residential - flat rate fee per 3/4-inch residential service line (54.5 CCF)	\$290.00	\$290.00	\$0.00	0%	May-20	

Industrial Waste Program User Fee

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	CURRENT FEE	*FEE EFFECTIVE 07/01/22-12/31/22	\$ CHANGE 2021 to 2022	% CHANGE 2021-2022	LAST UPDATE	NOTES
Sampling	5.30.090	Composite Sampler set-up	\$435.00	\$470.00	\$35.00	7.4%	May-20	
		Sampling, each site per day	\$280.00	\$300.00	\$20.00	6.7%	May-20	
Inspections and Permitting - Significant Industrial User	5.30.090	Inspection, initial (Significant Industrial User (SIU))	\$1,720.00	\$1,845.00	\$125.00	6.8%	May-20	
		Inspection, compliance (SIU)	\$1,015.00	\$1,085.00	\$70.00	6.5%	May-20	
		Permit Issuance, includes application review (SIU)	\$1,290.00	\$1,385.00	\$95.00	6.9%	May-20	
		Permit Renewal, includes application review (SIU)	\$770.00	\$825.00	\$55.00	6.7%	May-20	
		Permit Amendments (SIU)	\$430.00	\$460.00	\$30.00	6.5%	May-20	
Inspections and Permitting - Intermediate Industrial User	5.30.090	Inspection, initial (Intermediate Industrial User (IIU))	\$860.00	\$925.00	\$65.00	7.0%	May-20	
		Inspection, compliance (IIU)	\$505.00	\$545.00	\$40.00	7.3%	May-20	
		Permit Issuance, includes application review (IIU)	\$860.00	\$925.00	\$65.00	7.0%	May-20	
		Permit Renewal, includes application review (IIU)	\$385.00	\$410.00	\$25.00	6.1%	May-20	
		Permit Amendments (IIU)	\$260.00	\$280.00	\$20.00	7.1%	May-20	
Hearings and Enforcement	5.30.090	Show Cause Hearing, each hearing, hours	\$1,040.00	\$1,115.00	\$75.00	6.7%	May-20	
		Enforcement Hearing, each hearing, hours	\$1,385.00	\$1,485.00	\$100.00	6.7%	May-20	
Dental Amalgam Program	5.30.090	Permit fee - 3 year permit for dental offices with amalgam separator devices	\$120.00	\$125.00	\$5.00	4.0%	May-20	
		Inspection fee - inspection of amalgam separator devices	\$110.00	\$124.00	\$14.00	11.3%	May-20	
		Penalty for past due self-monitoring report submittal	\$120.00	\$125.00	\$5.00	4.0%	May-20	

Laboratory Analysis Fee

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	CURRENT FEE	*FEE EFFECTIVE 07/01/22-12/31/22	\$ CHANGE 2021 to 2022	% CHANGE 2021-2022	LAST UPDATE	NOTES
Alkalinity Bicarbonate, HCO3	5.30.090	Staff time at billing rates	\$37.00	\$40.00	\$3.00	8.11%	May-20	
Alkalinity Carbonate, CO3	5.30.090	Staff time at billing rates	\$37.00	\$40.00	\$3.00	8.11%	May-20	
Alkalinity Hydroxide, OH	5.30.090	Staff time at billing rates	\$37.00	\$40.00	\$3.00	8.11%	May-20	
Alkalinity Total	5.30.090	Staff time at billing rates	\$37.00	\$40.00	\$3.00	8.11%	May-20	
Ammonia	5.30.090	Staff time at billing rates	\$146.00	\$157.00	\$11.00	7.53%	May-20	
Antimony	5.30.090	Staff time at billing rates	\$79.00	\$89.00	\$10.00	12.66%	May-20	
Arsenic (included in Metals)	5.30.090	Staff time at billing rates	\$79.00	\$89.00	\$10.00	12.66%	May-20	
Barium	5.30.090	Staff time at billing rates	\$79.00	\$89.00	\$10.00	12.66%	May-20	
Beryllium	5.30.090	Staff time at billing rates	\$79.00	\$89.00	\$10.00	12.66%	May-20	

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TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	CURRENT FEE	*FEE EFFECTIVE 07/01/22-12/31/22	\$ CHANGE 2021 to 2022	% CHANGE 2021-2022	LAST UPDATE	NOTES
Biochemical Oxygen Demand (BOD)	5.30.090	Staff time at billing rates	\$110.00	\$118.00	\$8.00	7.27%	May-20	
Boron	5.30.090	Staff time at billing rates	\$116.00	\$130.00	\$14.00	12.07%	May-20	
Cadmium (included in Metals)	5.30.090	Staff time at billing rates	\$79.00	\$89.00	\$10.00	12.66%	May-20	
Calcium & Calcium Hardness	5.30.090	Staff time at billing rates	\$44.00	\$47.00	\$3.00	6.82%	May-20	
Chemical Oxygen Demand (COD)	5.30.090	Staff time at billing rates	\$44.00	\$47.00	\$3.00	6.82%	May-20	
Chloride	5.30.090	Staff time at billing rates	\$110.00	\$123.00	\$13.00	11.82%	May-20	
Chlorine	5.30.090	Staff time at billing rates	\$110.00	\$118.00	\$8.00	7.27%	May-20	
Chromium (included in Metals)	5.30.090	Staff time at billing rates	\$79.00	\$89.00	\$10.00	12.66%	May-20	
Cobalt	5.30.090	Staff time at billing rates	\$79.00	\$89.00	\$10.00	12.66%	May-20	
Coliform, Total, MPN Method	5.30.090	Staff time at billing rates	\$219.00	\$235.00	\$16.00	7.31%	May-20	
Coliform, Total, P/A Method	5.30.090	Staff time at billing rates	\$73.00	\$79.00	\$6.00	8.22%	May-20	
Color	5.30.090	Staff time at billing rates	\$22.00	\$24.00	\$2.00	9.09%	May-20	
Conductivity	5.30.090	Staff time at billing rates	\$37.00	\$40.00	\$3.00	8.11%	May-20	
Copper (included in Metals)	5.30.090	Staff time at billing rates	\$79.00	\$89.00	\$10.00	12.66%	May-20	
Cyanide	5.30.090	Staff time at billing rates	\$189.00	\$212.00	\$23.00	12.17%	May-20	
Dissolved Oxygen	5.30.090	Staff time at billing rates	\$30.00	\$32.00	\$2.00	6.67%	May-20	
E-Coli, P/A Method	5.30.090	Staff time at billing rates	\$73.00	\$79.00	\$6.00	8.22%	May-20	
Enterococcus	5.30.090	Staff time at billing rates	\$103.00	\$110.00	\$7.00	6.80%	May-20	
Fecal Coliform, MPN Method	5.30.090	Staff time at billing rates	\$219.00	\$235.00	\$16.00	7.31%	May-20	
Fluoride	5.30.090	Staff time at billing rates	\$92.00	\$103.00	\$11.00	11.96%	May-20	
HaloAcetic Acids (HAAs)	5.30.090	Staff time at billing rates	\$234.00	\$263.00	\$29.00	12.39%	May-20	
Hardness, Total	5.30.090	Staff time at billing rates	\$44.00	\$47.00	\$3.00	6.82%	May-20	
Langelier Index	5.30.090	Staff time at billing rates	\$183.00	\$196.00	\$13.00	7.10%	May-20	
Lead (included in Metals)	5.30.090	Staff time at billing rates	\$79.00	\$89.00	\$10.00	12.66%	May-20	
Manganese	5.30.090	Staff time at billing rates	\$79.00	\$89.00	\$10.00	12.66%	May-20	
Mercury	5.30.090	Staff time at billing rates	\$152.00	\$171.00	\$19.00	12.50%	May-20	
Metals	5.30.090	Staff time at billing rates	\$440.00	\$495.00	\$55.00	12.50%	May-20	
Nickel (included in Metals)	5.30.090	Staff time at billing rates	\$79.00	\$89.00	\$10.00	12.66%	May-20	
Nitrate, NO3	5.30.090	Staff time at billing rates	\$92.00	\$103.00	\$11.00	11.96%	May-20	
Nitrate, NO3, Hach Method	5.30.090	Staff time at billing rates	\$37.00	\$40.00	\$3.00	8.11%	May-20	
Nitrite and Nitrate, Total	5.30.090	Staff time at billing rates	\$92.00	\$103.00	\$11.00	11.96%	May-20	
Nitrite, NO2	5.30.090	Staff time at billing rates	\$92.00	\$103.00	\$11.00	11.96%	May-20	
Nitrite, NO2, Hach Method	5.30.090	Staff time at billing rates	\$37.00	\$40.00	\$3.00	8.11%	May-20	
pH	5.30.090	Staff time at billing rates	\$37.00	\$40.00	\$3.00	8.11%	May-20	
Phenol	5.30.090	Staff time at billing rates	\$189.00	\$212.00	\$23.00	12.17%	May-20	
Potassium	5.30.090	Staff time at billing rates	\$79.00	\$89.00	\$10.00	12.66%	May-20	
Selenium (included in Metals)	5.30.090	Staff time at billing rates	\$79.00	\$89.00	\$10.00	12.66%	May-20	
Silica	5.30.090	Staff time at billing rates	\$92.00	\$103.00	\$11.00	11.96%	May-20	
Silver (included in Metals)	5.30.090	Staff time at billing rates	\$79.00	\$89.00	\$10.00	12.66%	May-20	
Sodium	5.30.090	Staff time at billing rates	\$79.00	\$89.00	\$10.00	12.66%	May-20	
Sulfate	5.30.090	Staff time at billing rates	\$92.00	\$103.00	\$11.00	11.96%	May-20	
Sulfide	5.30.090	Staff time at billing rates	\$37.00	\$40.00	\$3.00	8.11%	May-20	
Temperature	5.30.090	Staff time at billing rates	\$15.00	\$16.00	\$1.00	6.67%	May-20	

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Schedule of Fees and Charges
Miscellaneous and Industrial Waste

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	CURRENT FEE	*FEE EFFECTIVE 07/01/22-12/31/22	\$ CHANGE 2021 to 2022	% CHANGE 2021-2022	LAST UPDATE	NOTES
Thallium	5.30.090	Staff time at billing rates	\$79.00	\$89.00	\$10.00	12.66%	May-20	
Total Dissolved Solids, TDS	5.30.090	Staff time at billing rates	\$88.00	\$94.00	\$6.00	6.82%	May-20	
Total Solids, TS	5.30.090	Staff time at billing rates	\$88.00	\$94.00	\$6.00	6.82%	May-20	
Total Suspended Solids, TSS	5.30.090	Staff time at billing rates	\$88.00	\$94.00	\$6.00	6.82%	May-20	
Total Trihalomethanes (TTHMs)	5.30.090	Staff time at billing rates	\$170.00	\$191.00	\$21.00	12.35%	May-20	
Turbidity	5.30.090	Staff time at billing rates	\$37.00	\$40.00	\$3.00	8.11%	May-20	
UV 254	5.30.090	Staff time at billing rates	\$37.00	\$40.00	\$3.00	8.11%	May-20	
Vanadium	5.30.090	Staff time at billing rates	\$79.00	\$89.00	\$10.00	12.66%	May-20	
Volatile Acids, VA	5.30.090	Staff time at billing rates	\$110.00	\$118.00	\$8.00	7.27%	May-20	
Volatile Organics, EPA 624	5.30.090	Staff time at billing rates	\$170.00	\$191.00	\$21.00	12.35%	May-20	
Volatile Solids, VS	5.30.090	Staff time at billing rates	\$103.00	\$110.00	\$7.00	6.80%	May-20	
Zinc (included in Metals	5.30.090	Staff time at billing rates	\$79.00	\$89.00	\$10.00	12.66%	May-20	

*On January 1, 2023 fees and charges in Exhibit "A" shall be automatically adjusted in the manner described in the remainder of this subparagraph without further Board action or review. The General Manager is authorized to adjust these fees on January 1, 2023 by the percentage by which the most recent CPI (Consumer Price Index – all urban wage earners, not seasonally adjusted, San Francisco-Oakland-Hayward, CA, current, all items series) as of October 31 has increased in relation to the most recent corresponding CPI as of the preceding October 31. The applied CPI percentage change will have a "floor" of 2.5% and a "ceiling" of 4%. The General Manager shall post the new fees and charges on the District's website by December 31st, 2022.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ESTABLISHING FEES AND CHARGES UNDER DISTRICT CODE SECTIONS 1.100.010, 1.30.010 (B), 1.40.040, 1.50.010, 1.50.070, 2.30.050, 3.70.070 (A) & (B), 3.70.060, 4.30.070, 4.40.040 (A) & (B), 4.40.050, 4.40.070, 4.40.080 (A), 4.40.080 (C), 4.40.090 (A) & (B), AND 5.30.090, AND RESCINDING RESOLUTION NO. 30-20

WHEREAS, the above referenced sections of the District Code allow the Board of Directors to establish the respective fees and charges by ordinance or resolution; and

WHEREAS, these fees and charges, which are not assessed as an incident of property ownership, but are imposed upon and due to the nature of the use of the property, and not by virtue of the landowner's ownership of the property and are therefore not subject to Proposition 218 notification, have been reviewed and require adjustment; and

WHEREAS, these fees and charges are imposed for specific services provided by the District directly to the customer required to pay them, in which services are not provided to those not charged, and the amount of the fees and charges have each been calculated using an accepted methodology of allocating costs to the customers that benefit from the services provided such that the fee or charge does not exceed the reasonable costs of providing the service; and

WHEREAS, the District contracted with IB Consulting, Inc. for a Cost Allocation Plan in October 2021. The plan uses industry best practices in allocating the District's indirect administrative costs to the direct service programs and services; and

WHEREAS, the Cost Allocation Plan is in compliance with Federal Office of Management and Budget Circular A-87; and

WHEREAS, some of the fees and charges are imposed for the reasonable regulatory costs for issuing licenses and permits, performing investigations, inspections, and audits, and for the administrative enforcement and adjudication thereof, based on an accepted methodology of allocating the reasonable regulatory costs to those whose activities give rise to the need for regulation; and

WHEREAS, some of the fees and charges comprise monetary charges imposed by the District for violations of law; and

WHEREAS, the fees and charges, as adopted by this resolution, once operative, will supersede those previously established in Resolution No. 30-20.

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

1. The charges authorized under Sections 1.30.010 (B) (GENERAL PENALTY – INFRACTION), 1.40.040 (COPIES OF PUBLIC RECORDS - FEES), 1.50.010 (ASSESSMENT OF LATE CHARGES), 1.50.070

Res. No. _____

(CHARGE FOR UNPAID RETURNED CHECKS), 2.30.050 (PROCESSING FEE [PLANNING SERVICES AGREEMENTS]), 1.100.010 (ESCROW FEES), 3.70.070 (A) & (B) (INSPECTION AND PROJECT REVIEW FEES – MISCELLANEOUS FEES), 3.70.060 (METER ASSEMBLY INSTALLATION FEE - WATER), 4.30.070 (SALE OF RECYCLED WATER AT RECYLED WATER TREATMENT FACILITIES), 4.40.040 (A) & (B) (OTHER FEES AND CHARGES FOR WATER SERVICE), 4.40.050 (METER ASSEMBLY AND INSTALLATION FEES), 4.40.070 (BACKFLOW PREVENTION ADMINISTRATION FEE), 4.40.080 (A) (FEES AND CHARGES FOR USE OF TEMPORARY METERS), 4.40.080 (C) (FEES AND CHARGES FOR USE OF TEMPORARY METERS - DEPOSIT), 4.40.090 (A) & (B) (FEES AND CHARGES FOR USE OF CONSTRUCTION WATER METER), and 5.30.090 (INDUSTRIAL WASTE PROGRAM USER FEES AND CHARGES) of the Dublin San Ramon Services District Code are established in the respective amounts set forth in Exhibit “A,” attached.

2. This resolution will be effective immediately upon its adoption, provided that the charges as shown on Exhibit “A” shall be operative from July 1, 2022.

3. On January 1, 2023, fees and charges in Exhibit “A” shall be automatically adjusted in the manner described in the remainder of this subparagraph without further Board action or review. The General Manager is authorized to adjust these fees on January 1, 2023, by the percentage by which the most recent CPI (Consumer Price Index – all urban wage earners, not seasonally adjusted, San Francisco-Oakland-Hayward, CA, current, all items series) as of October 31 has increased in relation to the most recent corresponding CPI as of the preceding October 31. The General Manager shall post the new fees and charges on the District’s website by December 31, 2022.

4. Resolution No. 30-20, attached as Exhibit “B,” is rescinded effective July 1, 2022.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 15th day of February 2022, and passed by the following vote:

AYES:

NOES:

ABSENT:

Richard M. Halket, President

ATTEST: _____
Nicole Genzale, District Secretary

Dublin San Ramon Services District
Schedule of Fees and Charges
Miscellaneous and Industrial Waste

Exhibit A

Miscellaneous Fees - Administrative

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	CURRENT FEE	*FEE EFFECTIVE 07/01/22-12/31/22
General Penalty - Code Infraction	1.30.010(B)	First violation	\$250.00	\$250.00
		Second violation of the same provision or ordinance within one year	\$500.00	\$500.00
		Each additional violation of the same provision or ordinance within one year	\$1,000.00	\$1,000.00
Copies of Public Records Fee	1.40.040	Per page	\$0.10	\$0.15
Assessment of Late Charges	1.50.010	Shall be assessed on the overdue amount outstanding	10%	10%
Additional Late Charges	1.50.010	Shall be assessed for each 30 day period during which the overdue bill remains unpaid	1%	1%
Charge for Unpaid Returned Checks	1.50.070	First occurrence	\$25.00	\$25.00
		Each additional occurrence	\$35.00	\$35.00
Escrow Account - Set-up Fee	1.100.010	Fee to establish an escrow account requested by contractor	\$465.00	\$505.00
Escrow Account - Handling Fee	1.100.010	Fee for each escrow account transaction will be deducted from the contractor's regular progress payment	\$40.00	\$43.00
Regional Sewer Capacity Reserve Fee - Installment Plan - 10 year	3.70.070(B)	Initial set-up of 10 year installment plan	\$3,590.00	\$3,520.00

Miscellaneous Fees - Customer Service

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	CURRENT FEE	*FEE EFFECTIVE 07/01/22-12/31/22
Backflow Prevention Administrative Fee - Reduced Pressure Device	4.40.070	Bi-monthly backflow prevention device maintenance administrative fee for reduced pressure device	\$14.50	\$17.00
Backflow Prevention Administrative Fee - Double check/Detector check	4.40.070	Bi-monthly backflow prevention device maintenance administrative fee for double check/detector check devices	\$21.00	\$22.00
New Accounts Set-up Fee	4.40.040(A) 4.40.040(B)	New Utility Billing Account Set Up Fee. Charged when establishing a new account	\$22.00	\$24.00
Service Reconnection and Termination Fee	4.40.040(B)	For each occasion	\$122.00	\$130.00
Service Reconnection Fee-OT	4.40.040(B)	Performed during non-regular business hours	\$383.00	\$420.00
Curb Stop Repair Fee	4.40.040(B)	For repair of damaged curb stop	\$420.00	\$462.00
Trim Charge	4.40.040(B)	For trimming around meter box after customer failed to do trimming after being notified	\$158.00	\$169.00
Hand Delivered Notification Fee	4.40.040(B)	Hand delivery, to service location as required by law, to notify resident of pending service disconnect	\$32.00	\$34.00
Broken Lock Fee	4.40.040(B)	Fee to cover the hardware and staff time costs resulting from a cut lock	\$76.00	\$80.00
Meter Removal or Reinstall Fee	4.40.040(B)	Time and materials to remove or reinstall meter based on customer need	\$187.00	\$199.00
Site Visit	4.40.080(A)	Unsupported Site visit	\$94.00	\$100.00
Temporary Meter - Charge for Breaking Seal/Tampering	4.40.080(A) 4.40.080(C)	Customer will be charged for actual time and materials	Actual Cost	Actual Cost
Construction Water Meter Fee Non-Residential	4.40.090(B) 4.40.090(C)	Deposit equal to full replacement cost of the meter	Actual Cost	Actual Cost
		Field tracing charge each time a meter user fails to present the meter for reading	\$271.00	\$299.00
Service Reconnection Fee under SB998 Provision	4.40.040(B)	For each occasion	\$50.00	\$50.00
Service Reconnection Fee-OT under SB998 Provision	4.40.040(B)	Performed during non-regular business hours	\$150.00	\$150.00

Miscellaneous Fees - Engineering

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	CURRENT FEE	*FEE EFFECTIVE 07/01/22-12/31/22
Project Planning and Review Fees - Potable or Recycled Water <i>All Project Planning and Review Fees assume a maximum of two plan submittal reviews; all additional reviews will be billed at the staff's actual burdened hourly rate. Fee includes staff time for project support during construction and project acceptance.</i>	3.70.070(A)	Single family home (with existing service lines)	\$465.00	\$465.00
		Commercial/Industrial unit improvement/expansion	\$2,465.00	\$2,465.00
		New commercial unit/building	\$4,930.00	\$4,930.00
		Additional new commercial unit/building	\$1,925.00	\$1,925.00
		Additional commercial fee per linear foot for new main installation over 300 ft	\$5.88	\$5.88
		New residential subdivision up to 5 units	\$4,930.00	\$4,930.00
		Additional residential unit over 5 units	\$170.00	\$170.00
		Additional residential fee per linear foot for new main installation over 300 ft	\$5.88	\$5.88
		Recycled water irrigation system	\$4,665.00	\$4,665.00
		Recycled water irrigation system - per acre for sites over	\$570.00	\$570.00

Dublin San Ramon Services District
Schedule of Fees and Charges
Miscellaneous and Industrial Waste

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	CURRENT FEE	*FEE EFFECTIVE 07/01/22-12/31/22
Project Planning and Review Fees - Sewer <i>All Project Planning and Review Fees assume a maximum of two plan submittal reviews; all additional reviews will be billed at the staff's actual burdened hourly rate. Fee includes staff time for project support during construction and project acceptance. Project Planning and Review Fees - Miscellaneous</i>	3.70.070(A)	Single family home (with existing service lines)	\$465.00	\$465.00
		Commercial/industrial unit improvement/expansion	\$2,885.00	\$2,885.00
		New commercial unit/building	\$5,765.00	\$5,765.00
		Additional new commercial unit/building	\$1,330.00	\$1,330.00
		Additional commercial fee per linear foot for new main installation over 300 ft	\$5.14	\$5.14
		New residential subdivision up to 5 units	\$3,994.00	\$3,994.00
		Additional residential unit over 5 units	\$75.00	\$75.00
		Additional residential fee per linear foot for new main installation over 300 ft	\$5.14	\$5.14
Project Planning and Review Fees - Miscellaneous	3.70.070(A)	Variance review (from approved plans)	\$1,635.00	\$1,635.00
Planning Agreement Application Fee	2.30.050	Minimum processing fee for planning agreement application	\$3,640.00	\$4,170.00
Potable or Recycled Water Main Installation Inspection	3.70.070(A)	Installation or repair of water main line less than 50 ft	\$1,180.00	\$1,180.00
		Installation or repair of water main line up to 300 ft	\$5,240.00	\$5,240.00
		Additional cost per linear foot over 300 ft for inspection of installation or repair of water main line	\$9.46	\$9.46
Potable or Recycled Miscellaneous Inspection	3.70.070(A)	Backflow prevention device (per unit)	\$225.00	\$225.00
		Fire service installation and backflow prevention device (per unit)	\$975.00	\$975.00
		Blow off valve or air relief valve (per unit)	\$315.00	\$315.00
		Fire hydrant installation (per unit)	\$475.00	\$475.00
		Water line service assembly and service connection - "water tap" (per unit)	\$630.00	\$630.00
		Building service line (per unit)	\$630.00	\$630.00
		Recycled water irrigation system installation - up to 2 acre site	\$4,135.00	\$4,135.00
		Recycled water irrigation system -installation per acre for sites over 2 acres	\$700.00	\$700.00
		Recycled water irrigation system installation - zero pressure retest	\$700.00	\$700.00
		Chlorination/Bacti retest	\$860.00	\$860.00
		Water Pressure retest	\$390.00	\$390.00
		Water inspection conducted outside of 8:30 a.m. - 4:30 p.m., Monday - Friday (per hour)	\$250.00	\$250.00
		Water inspection conducted on weekends or holidays - minimum	\$805.00	\$805.00
		Water inspection conducted on weekends or holidays - for each hour in excess of four hours	\$250.00	\$250.00
Sewer Main Installation Inspection <i>Additional Fees assessed for services performed by outside contractors.</i>	3.70.070(B)	Private single reach sewer main installation or repair -	\$1,180.00	\$1,180.00
		Single or multiple reach sewer main installation up to 350 ft - with TV	\$5,960.00	\$5,960.00
		Additional cost per linear foot over 350 ft for single or	\$10.28	\$10.28
Sewer Miscellaneous Inspection	3.70.070(B)	Repairs or minor alterations	\$315.00	\$315.00
		Saddle or manhole connection	\$475.00	\$475.00
		Existing lateral installation or repair	\$315.00	\$315.00
		New lateral installation	\$315.00	\$315.00
		Appurtenant structure installation - up to 350 ft of main	\$555.00	\$555.00
		Appurtenant structure installation - over 350 ft of main (per structure)	\$235.00	\$235.00
		Sewer main air retest	\$390.00	\$390.00
		Sewer manhole vacuum retest	\$230.00	\$230.00
		New grease interceptor installation	\$400.00	\$400.00
		Annual grease interceptor maintenance inspection	\$135.00	\$135.00
		Annual grease interceptor maintenance inspection - per additional interceptor at same location	\$40.00	\$40.00

Dublin San Ramon Services District
Schedule of Fees and Charges
Miscellaneous and Industrial Waste

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	CURRENT FEE	*FEE EFFECTIVE 07/01/22-12/31/22
Sewer Miscellaneous Inspection	3.70.070(B)	Reinspection of grease interceptor	\$135.00	\$135.00
		Reinspection of grease interceptor - per additional interceptor at same location	\$40.00	\$40.00
		Sewer inspection conducted outside of 8:30 a.m. - 4:30 p.m., Monday - Friday (per hour)	\$230.00	\$230.00
		Sewer inspection conducted on weekends or holidays -	\$730.00	\$730.00
		Sewer inspection conducted on weekends or holidays - for each hour in excess of four hours	\$230.00	\$230.00
		Sewer flushing -per hour, 2 hour minimum	Actual Cost	Actual Cost
Miscellaneous Inspection	3.70.070(B)	Directional drilling/boring near District Facilities - up to	\$7,100.00	\$7,100.00
		Directional drilling/boring - per linear foot over 3,000 ft	\$2.40	\$2.40
Meter Assembly Installation Fee (including meter and meter spud)	3.70.060 & 4.40.050	5/8" meter	\$574.00	\$595.00
		3/4" meter	\$594.00	\$614.00
		1" meter	\$642.00	\$662.00
		1-1/2" positive displacement meter	\$2,610.00	\$2,657.00
		1-1/2" compound meter	\$1,716.00	\$1,751.00
		1-1/2" turbine meter	\$1,374.00	\$1,408.00
		2" positive displacement meter	\$2,802.00	\$2,849.00
		2" compound meter	\$1,904.00	\$1,934.00
		2" turbine meter	\$1,524.00	\$1,555.00
Recycled Water Fill Station	4.30.040	Annual Permit	\$109.00	\$112.00
		Per truck load	\$15.00	\$19.00
Recycled Water Irrigation System	4.30.040	License Fee	\$990.00	\$990.00
Construction Water Meter - Jumper	4.40.090(A)	Residential - flat rate fee per 3/4-inch residential service line (54.5 CCF)	\$290.00	\$290.00

Industrial Waste Program User Fee

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	CURRENT FEE	*FEE EFFECTIVE 07/01/22-12/31/22
Sampling	5.30.090	Composite Sampler set-up	\$435.00	\$470.00
		Sampling, each site per day	\$280.00	\$300.00
Inspections and Permitting - Significant Industrial User	5.30.090	Inspection, initial (Significant Industrial User (SIU))	\$1,720.00	\$1,845.00
		Inspection, compliance (SIU)	\$1,015.00	\$1,085.00
		Permit Issuance, includes application review (SIU)	\$1,290.00	\$1,385.00
		Permit Renewal, includes application review (SIU)	\$770.00	\$825.00
		Permit Amendments (SIU)	\$430.00	\$460.00
Inspections and Permitting - Intermediate Industrial User	5.30.090	Inspection, initial (Intermediate Industrial User (IIU))	\$860.00	\$925.00
		Inspection, compliance (IIU)	\$505.00	\$545.00
		Permit Issuance, includes application review (IIU)	\$860.00	\$925.00
		Permit Renewal, includes application review (IIU)	\$385.00	\$410.00
		Permit Amendments (IIU)	\$260.00	\$280.00
Hearings and Enforcement	5.30.090	Show Cause Hearing, each hearing, hours	\$1,040.00	\$1,115.00
		Enforcement Hearing, each hearing, hours	\$1,385.00	\$1,485.00
Dental Amalgam Program	5.30.090	Permit fee - 3 year permit for dental offices with amalgam separator devices	\$120.00	\$125.00
		Inspection fee - inspection of amalgam separator devices	\$110.00	\$124.00
		Penalty for past due self-monitoring report submittal	\$120.00	\$125.00

Laboratory Analysis Fee

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	CURRENT FEE	*FEE EFFECTIVE 07/01/22-12/31/22
Alkalinity Bicarbonate, HCO3	5.30.090	Staff time at billing rates	\$37.00	\$40.00
Alkalinity Carbonate, CO3	5.30.090	Staff time at billing rates	\$37.00	\$40.00
Alkalinity Hydroxide, OH	5.30.090	Staff time at billing rates	\$37.00	\$40.00
Alkalinity Total	5.30.090	Staff time at billing rates	\$37.00	\$40.00
Ammonia	5.30.090	Staff time at billing rates	\$146.00	\$157.00
Antimony	5.30.090	Staff time at billing rates	\$79.00	\$89.00
Arsenic (included in Metals)	5.30.090	Staff time at billing rates	\$79.00	\$89.00
Barium	5.30.090	Staff time at billing rates	\$79.00	\$89.00
Beryllium	5.30.090	Staff time at billing rates	\$79.00	\$89.00
Biochemical Oxygen Demand (BOD)	5.30.090	Staff time at billing rates	\$110.00	\$118.00
Boron	5.30.090	Staff time at billing rates	\$116.00	\$130.00
Cadmium (included in Metals)	5.30.090	Staff time at billing rates	\$79.00	\$89.00
Calcium & Calcium Hardness	5.30.090	Staff time at billing rates	\$44.00	\$47.00
Chemical Oxygen Demand (COD)	5.30.090	Staff time at billing rates	\$44.00	\$47.00
Chloride	5.30.090	Staff time at billing rates	\$110.00	\$123.00
Chlorine	5.30.090	Staff time at billing rates	\$110.00	\$118.00

Dublin San Ramon Services District
 Schedule of Fees and Charges
 Miscellaneous and Industrial Waste

TYPE OF FEE	DISTRICT CODE	FEE DESCRIPTION	CURRENT FEE	*FEE EFFECTIVE 07/01/22-12/31/22
Chromium (included in Metals)	5.30.090	Staff time at billing rates	\$79.00	\$89.00
Cobalt	5.30.090	Staff time at billing rates	\$79.00	\$89.00
Coliform, Total, MPN Method	5.30.090	Staff time at billing rates	\$219.00	\$235.00
Coliform, Total, P/A Method	5.30.090	Staff time at billing rates	\$73.00	\$79.00
Color	5.30.090	Staff time at billing rates	\$22.00	\$24.00
Conductivity	5.30.090	Staff time at billing rates	\$37.00	\$40.00
Copper (included in Metals)	5.30.090	Staff time at billing rates	\$79.00	\$89.00
Cyanide	5.30.090	Staff time at billing rates	\$189.00	\$212.00
Dissolved Oxygen	5.30.090	Staff time at billing rates	\$30.00	\$32.00
E-Coli, P/A Method	5.30.090	Staff time at billing rates	\$73.00	\$79.00
Enterococcus	5.30.090	Staff time at billing rates	\$103.00	\$110.00
Fecal Coliform, MPN Method	5.30.090	Staff time at billing rates	\$219.00	\$235.00
Fluoride	5.30.090	Staff time at billing rates	\$92.00	\$103.00
HaloAcetic Acids (HAAs)	5.30.090	Staff time at billing rates	\$234.00	\$263.00
Hardness, Total	5.30.090	Staff time at billing rates	\$44.00	\$47.00
Langelier Index	5.30.090	Staff time at billing rates	\$183.00	\$196.00
Lead (included in Metals)	5.30.090	Staff time at billing rates	\$79.00	\$89.00
Manganese	5.30.090	Staff time at billing rates	\$79.00	\$89.00
Mercury	5.30.090	Staff time at billing rates	\$152.00	\$171.00
Metals	5.30.090	Staff time at billing rates	\$440.00	\$495.00
Nickel (included in Metals)	5.30.090	Staff time at billing rates	\$79.00	\$89.00
Nitrate, NO3	5.30.090	Staff time at billing rates	\$92.00	\$103.00
Nitrate, NO3, Hach Method	5.30.090	Staff time at billing rates	\$37.00	\$40.00
Nitrite and Nitrate, Total	5.30.090	Staff time at billing rates	\$92.00	\$103.00
Nitrite, NO2	5.30.090	Staff time at billing rates	\$92.00	\$103.00
Nitrite, NO2, Hach Method	5.30.090	Staff time at billing rates	\$37.00	\$40.00
pH	5.30.090	Staff time at billing rates	\$37.00	\$40.00
Phenol	5.30.090	Staff time at billing rates	\$189.00	\$212.00
Potassium	5.30.090	Staff time at billing rates	\$79.00	\$89.00
Selenium (included in Metals)	5.30.090	Staff time at billing rates	\$79.00	\$89.00
Silica	5.30.090	Staff time at billing rates	\$92.00	\$103.00
Silver (included in Metals)	5.30.090	Staff time at billing rates	\$79.00	\$89.00
Sodium	5.30.090	Staff time at billing rates	\$79.00	\$89.00
Sulfate	5.30.090	Staff time at billing rates	\$92.00	\$103.00
Sulfide	5.30.090	Staff time at billing rates	\$37.00	\$40.00
Temperature	5.30.090	Staff time at billing rates	\$15.00	\$16.00
Thallium	5.30.090	Staff time at billing rates	\$79.00	\$89.00
Total Dissolved Solids, TDS	5.30.090	Staff time at billing rates	\$88.00	\$94.00
Total Solids, TS	5.30.090	Staff time at billing rates	\$88.00	\$94.00
Total Suspended Solids, TSS	5.30.090	Staff time at billing rates	\$88.00	\$94.00
Total Trihalomethanes (TTHMs)	5.30.090	Staff time at billing rates	\$170.00	\$191.00
Turbidity	5.30.090	Staff time at billing rates	\$37.00	\$40.00
UV 254	5.30.090	Staff time at billing rates	\$37.00	\$40.00
Vanadium	5.30.090	Staff time at billing rates	\$79.00	\$89.00
Volatile Acids, VA	5.30.090	Staff time at billing rates	\$110.00	\$118.00
Volatile Organics, EPA 624	5.30.090	Staff time at billing rates	\$170.00	\$191.00
Volatile Solids, VS	5.30.090	Staff time at billing rates	\$103.00	\$110.00
Zinc (included in Metals)	5.30.090	Staff time at billing rates	\$79.00	\$89.00

*On January 1, 2023 fees and charges in Exhibit "A" shall be automatically adjusted in the manner described in the remainder of this subparagraph without further Board action or review. The General Manager is authorized to adjust these fees on January 1, 2023 by the percentage by which the most recent CPI (Consumer Price Index – all urban wage earners, not seasonally adjusted, San Francisco-Oakland-Hayward, CA, current, all items series) as of October 31 has increased in relation to the most recent corresponding CPI as of the preceding October 31. The General Manager shall post the new fees and charges on the District's website by December 31st, 2022.

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ESTABLISHING FEES AND CHARGES UNDER DISTRICT CODE SECTIONS 1.30.010 (B), 1.40.040, 1.50.010, 1.50.070, 2.30.050, 1.100.010, 3.70.070 (A) & (B), 3.70.060, 4.30.070, 4.40.040 (A) & (B), 4.40.050, 4.40.070, 4.40.080 (A), 4.40.080 (C), 4.40.090 (A) & (B), AND 5.30.090, AND RESCINDING RESOLUTION NOS. 24-18 AND 25-18

WHEREAS, the above referenced sections of the District Code allow the Board of Directors to establish the respective fees and charges by ordinance or resolution; and

WHEREAS, these fees and charges, which are not assessed as an incident of property ownership, but are imposed upon and due to the nature of the use of the property, and not by virtue of the landowner's ownership of the property and are therefore not subject to Proposition 218 notification, have been reviewed and require adjustment; and

WHEREAS, these fees and charges are imposed for specific services provided by the District directly to the customer required to pay them, which services are not provided to those not charged, and the amount of the fees and charges have each been calculated using an accepted methodology of allocating costs to the customers that benefit from the services provided such that the fee or charge does not exceed the reasonable costs of providing the service; and

WHEREAS, some of the fees and charges are imposed for the reasonable regulatory costs for issuing licenses and permits, performing investigations, inspections, and audits, and the administrative enforcement and adjudication thereof, based on an accepted methodology of allocating the reasonable regulatory costs to those whose activities give rise to the need for regulation; and

WHEREAS, some of the fees and charges comprise monetary charges imposed by the District for violations of law; and

WHEREAS, the rates, as adopted by this resolution, once operative, will supersede those previously established in Resolution Nos. 24-18 and 25-18.

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

1. The charges authorized under Sections 1.30.010 (B) (GENERAL PENALTY – INFRACTION), 1.40.040 (COPIES OF PUBLIC RECORDS - FEES), 1.50.010 (ASSESSMENT OF LATE CHARGES), 1.50.070 (CHARGE FOR UNPAID RETURNED CHECKS), 2.30.050 (PROCESSING FEE [PLANNING SERVICES AGREEMENTS]), 1.100.010 (ESCROW FEES), 3.70.070 (A) & (B) (INSPECTION AND PROJECT REVIEW FEES – MISCELLANEOUS FEES), 3.70.060 (METER ASSEMBLY INSTALLATION FEE - WATER), 4.30.070 (SALE OF

RECYCLED WATER AT RECYLED WATER TREATMENT FACILITIES), 4.40.040 (A) & (B) (OTHER FEES AND CHARGES FOR WATER SERVICE), 4.40.050 (METER ASSEMBLY AND INSTALLATION FEES), 4.40.070 (BACKFLOW PREVENTION ADMINISTRATION FEE), 4.40.080 (A) (FEES AND CHARGES FOR USE OF TEMPORARY METERS), 4.40.080 (C) (FEES AND CHARGES FOR USE OF TEMPORARY METERS - DEPOSIT), AND 4.40.090 (A) & (B) (FEES AND CHARGES FOR USE OF CONSTRUCTION WATER METER) and 5.30.090, INDUSTRIAL WASTE PROGRAM USER FEES AND CHARGES of Dublin San Ramon Services District Code are established in the respective amounts set forth in Exhibit "A," attached.

2. This resolution will be effective immediately upon its adoption; provided that the charges as shown on Exhibit "A" shall be operative from July 1, 2020 and January 1, 2021, respectively.

3. Staff shall review the charges in Exhibit "A" and propose any amendments to the Board on an annual basis, starting in 2022.

4. Resolution No. 24-18, attached as Exhibit "B," is rescinded effective July 1, 2020.

5. Resolution No. 25-18, attached as Exhibit "C," is rescinded effective July 1, 2020.

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 19th day of May, 2020, and passed by the following vote:

AYES: 3 – Directors Richard M. Halket, Georgean Vonheeder-Leopold, Edward R. Duarte

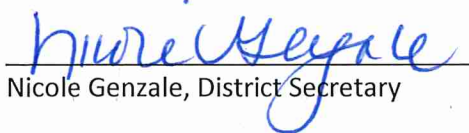
NOES: 0

ABSTENTION: 1 – Director Ann Marie Johnson



Edward R. Duarte, President

ATTEST:



Nicole Genzale, District Secretary



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

RECOMMENDATION:

Staff recommends the Board of Directors 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 February 1, 2022.

DISCUSSION:

On March 16, 2020, the General Manager, as the District’s Emergency Manager per the Emergency Response Plan policy (P300-16-2), declared a District State of Emergency in response to the COVID-19 pandemic and state and local public health orders that limited the operations of certain businesses and activities to protect public health and slow the spread of the virus. District emergency plans were aggressively implemented to allow for operational flexibility in meeting the challenges of COVID-19, while providing essential water and wastewater services. On March 25, 2020, the Board of Directors approved Resolution No. 26-20, which confirmed the continuation of the District State of Emergency and directed the General Manager to report on progress at least at every regularly scheduled meeting until the State of Emergency is terminated.

Since the first Bay Area Shelter-in-Place order was issued on March 16, 2020, the State of California, Alameda County Health Officer, and California Division of Occupational Safety and Health (Cal/OSHA) have implemented and modified several COVID-19 restrictions that affect DSRSD’s safety practices and operations. These COVID-19 restrictions have evolved based on changing pandemic conditions. The District is in compliance with all applicable COVID-19 regulations for the workplace.

Pandemic conditions are improving throughout the State and Alameda County with COVID-19 cases and hospitalizations rates on the decline. The statewide universal indoor mask mandate is set to expire on February 15, 2022, and the Bay Area counties, including Alameda County, have announced their intention to lift local indoor mask mandates on February 16, 2022. State and local mask requirements would then revert to allowing fully vaccinated individuals to remove their mask indoors in most public indoor settings. Staff is currently reviewing the District’s COVID-19 safety protocols in anticipation of the changes to the indoor masking requirement.

On January 18, 2022, the Board adopted Resolution No. 1-22, which allows the Board to hold remote teleconference meetings for a 30-day period from January 18 through February 17, 2022, pursuant to California Government Code Section 54953(e). Based on evolving pandemic conditions and public health orders, staff may ask the Board to consider extending the ability to conduct remote Board meetings for an additional 30-day period at the next Board meeting in March, if needed.

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.

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



TITLE: Authorize the General Manager to Increase Contract Total for McGuire and Hester and West Valley Construction Company, Inc. for the On-Call Water System and Sewer System Repairs (FYE 2020-2022)

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Motion, the General Manager to increase the contract total for McGuire and Hester and West Valley Construction Company, Inc. for the On-Call Water System and Sewer System Repairs (FYE 2020-2022) by \$600,000 for a total amount not to exceed \$5,650,000.

DISCUSSION:

In November 2019, the Board awarded two contracts for on-call water system and sewer system repairs. The contracts are for planned and emergency repairs to the water distribution system and sewer collection system. The not-to-exceed combined total of the contracts is \$5,050,000, which was the total budget at the time of award and was envisioned to be sufficient through June 30, 2022.

Using the contractor for both planned and emergency work was to the District’s advantage, because a crew otherwise working on a scheduled repair is always available to shift to working on an unscheduled emergency repair when needed.

Throughout the course of the contract to date, staff has been monitoring the total contract cost to ensure that the contract cap of \$5,050,000 is not exceeded. At the beginning of the fiscal year, it was noted by staff that the total spent on the contract was approaching the cap more quickly than anticipated, and planned work was reduced to save cap space for emergency work. Furthermore, staff accelerated the timing to release a bid for a subsequent on-call repair contract.

However, over the past several months, there have been more than anticipated emergency repairs, and several unplanned repairs have been higher than average cost. Prior to the first rain of the season, there were leaks in older neighborhoods with pipes that are sensitive to ground movement as the soil dries towards the end of the dry season. This year, this effect occurred more than in the past few years, likely due to the drought. More recently, there have been three repairs needed on large lines which happen to be on high-volume streets. Because of the location on high-volume streets, these repairs required night work and took several days to complete. The night repairs are significantly more expensive than routine repairs during the day on low-volume streets such as residential streets.

The requested increase in the contract cap includes the most recent repairs that have taken place and potential emergency repairs that may arise before the next contract is in place. Staff will execute a change order to the contract for upcoming work.

A contract to replace the existing contract is currently out to bid and is anticipated to be brought before the Board for consideration on March 15, 2022.

Originating Department: Engineering Services	Contact: S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$600,000 from Water Replacement (Fund 610), Water Enterprise (Fund 600), Local Wastewater Enterprise (Fund 200)	
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)	39 of 39	