

AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, December 6, 2022

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

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

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
 - 4.A. New Employee Introductions
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)

At this time those in the audience are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight's agenda. Comments should not exceed five minutes. Speaker cards are available from the District Secretary and should be completed and returned to the Secretary prior to addressing the Board. The President of the Board will recognize each speaker, at which time the speaker should proceed to the lectern, introduce him/herself, and then proceed with his/her comment. Written comments received by 3 p.m. on the day of the meeting will be provided to the Board.
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 November 1, 2022
Recommended Action: Approve by Motion
 - 7.B. Authorize Amendment No. 1 to Task Order No. 4 with HDR Engineering, Inc. for the Biogas Treatment System Improvements Project (CIP 16-P028)
Recommended Action: Authorize by Motion
 - 7.C. Approve Amendment to the Capital Improvement Program Ten-Year Plan and Two-Year Budget to Increase the Hypochlorite Building Rehabilitation Project (CIP 22-P021) Budget, Retitle it to the Hypochlorite Building Replacement Project (CIP 22-P021), and Authorize Execution of Task Order No.

8 for Design Services with West Yost Associates for the Hypochlorite Building Replacement Project (CIP 22-P021)

Recommended Action: Approve by Resolution and Authorize by Motion

7.D. Authorize the General Manager to Execute a Memorandum of Agreement to Participate in the Regional Purified Water Pilot Project Phase 2 – Public Outreach and Grant Funding Opportunities

Recommended Action: Authorize by Motion

7.E. Approve Revised Director Travel and Expenses Policy and Rescind Resolution No. 41-22

Recommended Action: Adopt Policy by Resolution

7.F. Rescind District Security Policy and Resolution No. 12-10

Recommended Action: Rescind Policy by Resolution

7.G. Increase the Fiscal Year Ending 2023 Capital Outlay Budget for Fleet Vehicles and Authorize the General Manager to Purchase Ford Fleet Vehicles and Equipment

Recommended Action: Approve by Motion

8. BOARD BUSINESS

8.A. Receive Presentation on District's Water Conservation Status

Recommended Action: Receive Presentation

9. REPORTS

9.A. Boardmember Items

9.A.1. Joint Powers Authority and Committee Reports
LAVWMA – November 16, 2022

9.A.2. Submittal of Written Reports for Day of Service Events Attended by Directors

9.A.3. Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

9.B. Staff Reports

9.B.1. Event Calendar

9.B.2. Correspondence from the Board

10. CLOSED SESSION

10.A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: General Manager

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.

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

November 1, 2022

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, Director Georgean M. Vonheeder-Leopold, and Director Ann Marie Johnson.

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

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

4.A. New Employee Introduction:
Efren Monroy Magana Jr., Maintenance Worker I

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

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

7. CONSENT CALENDAR

Director Vonheeder-Leopold requested that Item 7.A be removed for discussion. The Board agreed to remove Item 7.A for discussion, and took Consent Calendar Items 7.B and 7.C and passed these items first.

Director Vonheeder-Leopold MOVED for approval of Items 7.B and 7.C on the Consent Calendar. Vice President Rubio SECONDED the MOTION, which CARRIED with FIVE AYES.

7.A. REMOVED – Approve Regular Meeting Minutes of October 18, 2022

Director Vonheeder-Leopold explained that she submitted two written reports timely for the October 18, 2022 Board meeting, though she was absent from the meeting, and would like the report submittals recorded in the minutes.

Director Goel MOVED to Approve Item 7.A with a Correction to the Minutes to Record under Item 9.A.2 that Director Vonheeder-Leopold Timely Submitted Two Written Reports for Compensable Director Activities. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

- 7.B. Approve the Telecommunications Site Lease Agreement with DISH Wireless LLC for a Telecommunications Tower at Reservoir R20 – Approved
- 7.C. Authorize the General Manager to Execute a Work Order with G.S.E. Construction Co., Inc. for Construction Services for the EALS Rehabilitation Project (CIP 21-P009) – Approved

8. BOARD BUSINESS

8.A. Receive Presentation on Drinking Water Quality

Engineering Services Director Delight reviewed the item and provided the Board a presentation that was added to the website as supplemental materials. The presentation defined water quality standards for health and aesthetics, and elaborated on the composition of DSRSD's source water from wholesaler Zone 7 Water Agency (Zone 7) and quality issues of taste, odor, and hardness. Mr. Delight reviewed Zone 7's quality policy goals and measures taken to address quality issues including optimization of treatment processes to minimize chlorinous odors, and the Mocho Well Demineralization and Ozone Treatment projects. He explained home water softeners are a measure customers can implement as well. The presentation also compared water supply "parameters of interest" with neighboring agency East Bay Municipal Utility District, showing a substantially higher level of hardness in the supply DSRSD receives from Zone 7.

The Board and staff discussed certain aspects of the presentation with particular focus on the hardness of Zone 7's source water, which has been a long-term issue experienced by customers within the District's service area. Mr. Delight explained that during a drought, well water from Livermore makes up the majority of Zone 7's supply, with some surface water mixed in, which does little to offset the hardness. Zone 7 is also challenged by elevated hydrology which impacts how the supply is conveyed to the District affecting water quality.

The Board questioned if the District might be liable for home or health issues in its service area should a water quality issue arise. The Board also requested staff include the setting of an improved water quality standard into future District operational improvements for "green" and supply sustainability options, and to continue monitoring pH levels. Staff confirmed the District would not be liable given it does not change the water quality (and affirmed the District's supply meets all primary and secondary quality standards for hardened water systems) and affirmed they will integrate the Board's additional requests.

8.B. Discuss Director Travel and Expenses Policy and Provide Direction

Executive Services Supervisor/District Secretary Genzale reviewed the item for the Board. The Board and staff discussed the policy's meal allowance provision, its utilization, and the various options available to update this portion of the policy, if the Board so desired.

Director Vonheeder-Leopold MOVED to Direct Staff to Present a Revised Director Travel and Expenses Policy Utilizing Option 2 at the November 15 Board Meeting. The motion FAILED for lack of a second.

Director Johnson MOVED to Direct Staff to Present a Revised Director Travel and Expenses Policy Utilizing Option 1 with a Re-setting of the Meal Allowance Rate to Follow the U.S. General Services Administration Median at the November 15 Board Meeting. President Halket SECONDED the MOTION, which FAILED with TWO AYES and THREE NOES (Goel, Rubio, and Vonheeder-Leopold).

Following additional discussion, Option 1 was re-proposed.

Director Goel MOVED to Direct Staff to Present a Revised Director Travel and Expenses Policy Utilizing Option 1 with a Re-setting of the Meal Allowance Rate to Follow the U.S. General Services Administration Median at the November 15 Board Meeting. Director Johnson SECONDED the MOTION, which CARRIED with FOUR AYES and ONE NO (Vonheeder-Leopold).

9. REPORTS

9.A. Boardmember Items

9.A.1. Joint Powers Authority and Committee Reports

A LAVWMA Board meeting will be held on Wednesday, November 16.

9.A.2. Submittal of Written Reports for Day of Service Events Attended by Directors

Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the California Association of Sanitation Agencies Board of Directors meeting on October 26. She summarized the activities and discussions at the meeting.

President Halket and Director Goel both reported they will be unable to attend the November 15, 2022 Board meeting.

9.A.3. Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

Director Rubio requested an item be scheduled for an upcoming meeting regarding an update on possible ways the District can support leadership opportunities for girls-led organizations.

9.B. Staff Reports

9.B.1. Event Calendar – Staff had nothing to report.

9.B.2. Correspondence from the Board – None

10. CLOSED SESSION

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

10.A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: General Manager

10.B. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6
Agency Designated Representative: Douglas E. Coty, General Counsel
Unrepresented Employee: General Manager

11. REPORT FROM CLOSED SESSION

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

12. ADJOURNMENT

President Halket adjourned the meeting at 8:01 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary

TITLE: Authorize Amendment No. 1 to Task Order No. 4 with HDR Engineering, Inc. for the Biogas Treatment System Improvements Project (CIP 16-P028)

RECOMMENDATION:

Staff recommends the Board of Directors authorize, by Motion, Amendment No. 1 to Task Order No. 4 with HDR Engineering, Inc. for the Biogas Treatment System Improvements Project (CIP 16-P028) in an amount of \$360,223, increasing the total amount from \$104,659 to \$464,882.

DISCUSSION:

The Capital Improvement Program Two-Year Budget includes the Biogas Treatment System Improvements Project (CIP 16-P028) (“Project”). Biogas, a valuable byproduct of the anaerobic digestion process, is beneficially used as fuel source for the Regional Wastewater Treatment Facility’s cogeneration system. Prior to being routed to the cogeneration system, biogas is conditioned through a biogas treatment system, which increases the pressure of the biogas, and removes excess moisture and other impurities. With the completion of the Primary Sedimentation Project, the existing biogas treatment system is nearing its full treatment capacity, and additional improvements are required to treat additional biogas. The Project will assess future anticipated biogas production rates and implement improvements to the treatment system so that it can meet both current and future biogas production rates. Additionally, the Project will endeavor to improve system reliability and enhance operational flexibility.



Originating Department: Engineering and Technical Services	Contact: J. Ching/S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$464,882 \$153,411 from Regional Wastewater Replacement (Fund 310) \$311,471 from Regional Wastewater Expansion (Fund 320)	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolutions <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	7 of 57	

On April 12, 2021, staff solicited proposals from nine consulting firms to provide engineering design services for the Project. The Request for Proposals contemplated that the selected consultant would perform all design services for the Project, including preliminary engineering; site planning and alternatives analyses; detailed design phase services; and engineering services in support of the project bidding phase. On May 7, 2021, proposals were received from two firms: Biogas Engineering and HDR Engineering, Inc. Proposals were evaluated based upon established criteria including project understanding, project approach and proposed scope of work, company and personnel qualifications, project schedule, and level of effort. Based upon these criteria, HDR Engineering, Inc. (HDR) was determined to have the best combination of qualifications, staff, and proposed approach to meet the needs of the Project. At the time request for proposals were solicited, there was uncertainty on the preferred project approach – upgrade the existing biogas treatment system versus the replacement of the biogas treatment system in its entirety. Staff consequently elected to award HDR a task order only for planning, scoping, and preliminary engineering; detailed design was excluded from the scope of work until the project approach could be defined.

On June 21, 2021, the General Manager executed Task Order No. 4 with HDR in the amount of \$104,659 for planning, scoping, and preliminary engineering for the Project. The preliminary engineering design phase of the Project, which included the evaluation of 22 design alternatives, was completed in September 2022. After careful deliberation of the design alternatives, staff is recommending to implement upgrades to the existing biogas treatment system so that it will be capable of managing the future projected biogas flows, and to add advanced controls (i.e., variable frequency drives) to accommodate the seasonal and diurnal fluctuations in flow. In October 2022, staff requested HDR to submit a proposal to perform the detailed design of the Project. The additional scope of services includes the preparation of 65%, 90%, and final design drawings, technical specifications, and cost estimates; and engineering services in support of the bidding and award phases of the Project. HDR's cost proposal to perform this additional work is estimated at \$360,223, which would increase the total task order amount from \$104,659 to \$464,882. The design phase of the Project is expected to be completed by September 2023.

In conformance with the District's Purchasing Procedures, staff is requesting that Amendment No. 1 to Task Order No. 4, in an amount not to exceed \$360,223, be authorized by the Board, as the amended task order not-to-exceed amount will be \$464,882 and exceeds the General Manager's purchasing authority limit (\$175,000). The total project cost is estimated to be \$3,000,000. The Project is 33% funded by Regional Wastewater Treatment Replacement (Fund 310) and 67% funded by Regional Wastewater Expansion (Fund 320). There is adequate funding in both the current capital project budget and the affected enterprise funds to accommodate this additional expenditure.

HDR Engineering, Inc.

Amendment No. 1 to Task Order No. 4 to Agreement No. A20-22 dated 07/15/2020

Agreement Expiry Date: 07/31/2023

Issue Date: 11/3/2022

Project Name and Number: Biogas Treatment System Improvements (CIP 16-P028)

Task Title: Design Services

Project Manager Name and Signature: Jason Ching _____

Source of Funds: Regional Wastewater Expansion (Fund 320)

Account Number: 16-P028.design.cip

Authorization Amount: \$360,223.00 NTE

Original PO Amount: \$104,659.00

Increase PO Amount: \$360,223.00

New PO Amount: \$464,882.00

Purchase Order Number: 23200072

Return Purchase Order to: E. Schnupp

Compensation Method: Time and materials as per Agreement

Completion Date: 09/30/2023

Insurance Requirements: As per Agreement; no special requirements

Work Product: See Attachment "A"

Digital Drawings, if applicable: Digital files shall be in AutoCAD 2010 or higher drawing format. Drawing units shall be decimal with a precision of 0.00. Angles shall be in decimal degrees with a precision of 0. All objects and entities in layers shall be colored by layer. All layers shall be named in English. Abbreviations are acceptable. All submitted map drawings shall use the Global Coordinate system of USA, California, NAD 83 California State Planes, Zone III, U. S. foot.

Scope of Work: See Attachment "A"

Economic Disclosure: Not Required

Recommended by: S. Delight (_____)

Accepted by: _____
Holly L.L. Kennedy,, Senior Vice President
HDR Engineering, Inc. _____
Date

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

SCOPE OF WORK

DUBLIN SAN RAMON SERVICES DISTRICT

BIOGAS TREATMENT SYSTEM IMPROVEMENTS (CIP 16-P028) – DESIGN PHASE

HDR (CONSULTANT) will provide design phase services for improvements to the biogas treatment system, as identified in the preliminary design technical memorandum (TM), which will include:

- Replacing existing gas compressors in-kind and existing 40 HP motors with 50 HP motors.
- Installing variable frequency drives (VFDs) on the motors.
- Adding a single compressor skid with a size 12 compressor, 50 HP motor, and VFD.

PHASE 2—DESIGN PHASE

Drawings will be prepared in AutoCAD using CONSULTANT drafting standards. The drawing format by submittal is provided in the subtasks below. Design plans will be developed using industry standard scales, in English (not metric) engineering units. Design drawings will be prepared under the supervision of, and stamped and signed by, a California Registered Professional Engineer of the applicable discipline(s). Table 1 shows a preliminary list of drawings anticipated for the project.

TABLE 1 – PRELIMINARY LIST OF DRAWINGS		
No.	Sheet No.	Drawing Description
General		
1	00G001	Cover Sheet and Location Map and Sheet Index
2	00G002	General Abbreviations
3	00G003	General Symbols
4	00G601	Biogas Flow Schematic
Civil		
5	00C101	Overall Civil Plan/Site Staging

TABLE 1 – PRELIMINARY LIST OF DRAWINGS

No.	Sheet No.	Drawing Description
Demolition		
6	00X001	General Demolition Notes
7	81X101	Biogas Treatment Demolition Plan
8	81X102	Electrical Building Demolition Plan
9	81X901	Biogas Treatment Demolition Photos
10	81X902	Electrical Building Demolition Photos
Structural		
11	00S001	General Notes
12	00S501	Typical Structural Details
13	81S101	Biogas Treatment Area Structural Plan
Process		
14	00D501	Typical Mechanical Details
15	00D502	Typical Mechanical Details
16	81D101	Biogas Treatment Area Process Plan
17	81D102	Glycol Room Plan
18	81D301	Biogas Treatment Sections 1
19	81D302	Biogas Treatment Sections 2
20	81D303	Glycol Room Sections
21	81D601	Biogas Schematic
Electrical		
22	00E001	Electrical Legend and Symbols
23	00E101	Overall Electrical Site Plan
24	00E401	Enlarged Electrical Site Plan

TABLE 1 – PRELIMINARY LIST OF DRAWINGS		
No.	Sheet No.	Drawing Description
25	00E501	Electrical Details
26	81E101	Biogas Treatment Area Power and Control Plan
27	81E102	Building D Electrical Room Plan
28	81E601	Elevations and Panelboard Schedules
29	81E602	One Line Diagram
30	81E603	Control Diagrams
<i>Instrumentation</i>		
31	00I001	Instrumentation Legend and Symbols
32	00I501	Instrumentation Details
33	81I001	Process and Instrumentation Diagram (P&ID) - H2S Removal
34	81I002	P&ID - Existing Gas Compression Skid
35	81I003	P&ID - New Gas Compression Skid
36	81I004	P&ID - Siloxane Removal
37	81I005	P&ID - Glycol System
38	81I006	Network Block Diagram

Specifications will be prepared in 17 divisions using Microsoft Word. It is assumed that the District will prepare and provide a set of General Conditions and Special Provisions, bid form, example agreement, and other “front-end” sections for CONSULTANT to incorporate into the bid set, and that CONSULTANT’s master specifications will be used as a basis for the technical provisions.

Engineer’s opinion of construction cost will be prepared in Microsoft Excel.

Drawings, specifications, and engineer’s estimate of probable construction cost will be submitted to the District for review and approval at the 65%, 90%, and 100% design stages.

Task 4–65% Design Submittal

CONSULTANT will develop the drawings, technical specifications, and cost estimates to a 65% level. Comments received from the preliminary engineering TM will be incorporated into the 65% submittal.

The 65% design submittal will include the following minimum elements:

- Plans, cross sections, and details for the biogas treatment system, including site plans, site grading plans, site piping, mechanical details and sections, structural details, and electrical, instrumentation, and control drawings and diagrams.
- Technical specifications.
- Details for points of connection, valves and other appurtenances.
- Payment item schedule for contract bid documents.
- “Red-lined” version of District’s standard front ends in PDF format.

Deliverables:

- Half-size (11” x 17”) and full-size (22” x 34”) drawings, specification table of contents, cost estimate, and red-lined standard front ends in PDF format.
- Payment item schedule for contract bid documents.
- Cost estimate based on the 65% design submittal.
- Preliminary construction sequencing plan.

Task 5–90% Design Submittal

CONSULTANT will develop the drawings, technical specifications, and cost estimates to a 90% level. Comments received from the 65% design submittal will be incorporated into the 90% submittal. The 90% design submittal will include written responses to each District comment to the 50% design submittal and payment item schedule for contract bid documents.

Deliverables:

- Half-size and full-size drawings, specifications, cost estimate, and red-lined standard front ends in PDF format.
- Written responses to each District comment to the 65% design submittal in both Microsoft Word/Excel and PDF format.
- Technical specifications in Microsoft Word and PDF format.
- Payment item schedule for contract bid documents in Microsoft Word and PDF formats.
- Cost estimate based on the 90% design submittal in Microsoft Excel and PDF format.

Task 6—100% Design Submittal

CONSULTANT will develop the drawings, specifications, and cost estimates to a 100% level and for incorporation into the final bid documents. Comments received from the 90% design will be incorporated into the 100% submittal. The 100% design submittal will include written responses to each District comment to the 90% design submittal and final payment item schedule for incorporation into the final contract bid documents.

Deliverables:

- Half-size and full-size drawings, specifications, and cost estimates in PDF format. Final drawings and specifications will include CONSULTANT's professional engineering stamp and signature.
- Written responses to each District comment to the 90% design submittal.
- Revisions to the District's Standard Front Ends, as required.
- Final payment item schedule for incorporation into the final contract bid documents in Microsoft Word and PDF format.
- AutoCAD files for design drawings, technical specifications in Microsoft Word, and cost estimates in Microsoft Excel formats (to be uploaded via file transfer site).

Assumptions:

- District will perform printing and distribution of final plans and specifications to provide to prospective contractors during bidding.
- No environmental work has been included.
- No geotechnical work has been included.
- Contaminated soil/groundwater site remediation has not been included in the scope of work.
- Project structural design will be in accordance with the 2019 California Building Code (CBC).
- Sheet-to-sheet references will be general.
- Master equipment list will be provided in Microsoft Excel format. No automated schedules coordinating equipment between the various programs are included as part of this design.
- The structural design is based on a slab on grade design. An additional level of effort would be required if piles were required (function of geotechnical findings).

PHASE 3—BID/AWARD PHASE

Subtask 7.1—Pre-bid Meeting

CONSULTANT will assist the District with conducting a job walk and attend the prebid conference to meet with prospective contractors and answer contractor questions.

Up to two CONSULTANT team members will attend the prebid meeting in-person, which is assumed to be up to two hours in length. COVID-19 protocols will be followed, if still applicable.

Deliverables:

- Pre-bid meeting notes.

Subtask 7.2—Bidding Services

CONSULTANT will provide assistance during the bidding period, which includes receiving, recording, and answering contractor questions, and issuing addenda to the contract documents for distribution to plan and specification holders. Reproduction and distribution of addenda will be provided by the District.

Deliverables:

- Up to two addenda to the bid set of contract documents.

Subtask 7.3—Evaluation of Bids

CONSULTANT will assist the District with evaluating the bids, reviewing the bids for conformance with the bid documents, and assisting the District by providing input in the awarding of the contract.

The District will prepare, negotiate, and execute the construction agreement with the selected contractor.

Deliverables:

- Bid tabulation sheet, written clarification of contractor questions, impacts to construction cost estimate, and bidders cost review, if requested.

Subtask 7.4—Conformed Documents

CONSULTANT will incorporate the addenda into the bid set and provide a “conformed” set of construction documents for reproduction and distribution by the District. This subtask may be deferred to the construction phase of the project at the District’s discretion.

Deliverables:

- One set of half-size drawings in PDF format.
- One set of technical specifications in PDF format.

PHASE 0—PROJECT MANAGEMENT (TO BE ADDED INTO EXISTING PROJECT MANAGEMENT TASK)

Subtask 8.1—Project Management

This subtask includes project management activities to complete the project on time/budget, while addressing District needs. The activities include:

- Prepare project management plan that will serve as a communication tool for team members.

- Perform coordination between CONSULTANT team members.
- Communicate and correspond with the District's project manager on project issues.
- Provide budget and schedule tracking.
- Oversee specific quality assurance/quality control (QA/QC) measures.
- Prepare monthly invoices and project status reports.
- Prepare a detailed schedule of work showing each task and subtask, identifying milestones for critical meetings, workshops, progress calls, deliverables, and District reviews. The schedule used in CONSULTANT's proposal will be used as a base and modified accordingly.

CONSULTANT will institute and maintain a formal QA/QC program for the work performed on this project. For objectivity, the team will consist of senior technical staff, not involved in the project, who will perform internal QA/QC on the deliverables before they are submitted to the District. QA/QC will be performed for each deliverable submitted to the District.

Deliverables:

- Project management plan, monthly invoices, and project status reports in PDF format.
- Schedule of work submitted electronically in Microsoft Project and in PDF format monthly.

Subtask 8.2—Kick-off Meeting

CONSULTANT will meet with the District to review the scope of the project, discuss the project schedule submitted with the proposal, and confirm deliverables. A two-hour meeting is assumed, to be attended by up to two CONSULTANT team members in-person and one CONSULTANT team member virtually. COVID-19 protocols will be followed for the in-person meeting, if applicable.

Deliverables:

- Meeting agenda and minutes.

Subtask 8.3—65% Design Review Meeting

CONSULTANT will present the 65% design to District stakeholders at an up to two-hour design review meeting. Up to two CONSULTANT team members will attend the review meeting in-person and up to two CONSULTANT team members will attend virtually. Upon completion of this meeting, CONSULTANT will prepare meeting minutes to document discussions, decisions, and/or recommendations. COVID-19 protocols will be followed, if still applicable.

Deliverables:

- Meeting agenda, handouts, and minutes.

Subtask 8.4—90% Design Review Meeting

CONSULTANT will present the 90% design to District stakeholders at an up to two-hour design review meeting. Up to two CONSULTANT team members will attend the review meeting in-

person and up to two CONSULTANT team members will attend virtually. Upon completion of this meeting, CONSULTANT will prepare meeting minutes to document discussions, decisions, and/or recommendations. COVID-19 protocols will be followed, if still applicable.

Deliverables:

- Meeting agenda, handouts, and minutes.

Subtask 8.5—Weekly Progress Meetings

CONSULTANT will hold weekly virtual progress calls with District staff for the duration of the project. Up to 26 one-hour meetings are budgeted.

Subtask 8.6—Site Visits

CONSULTANT will visit the site as needed during the design phase of the project. Up to five CONSULTANT team member site visits are budgeted at six hours each visit.

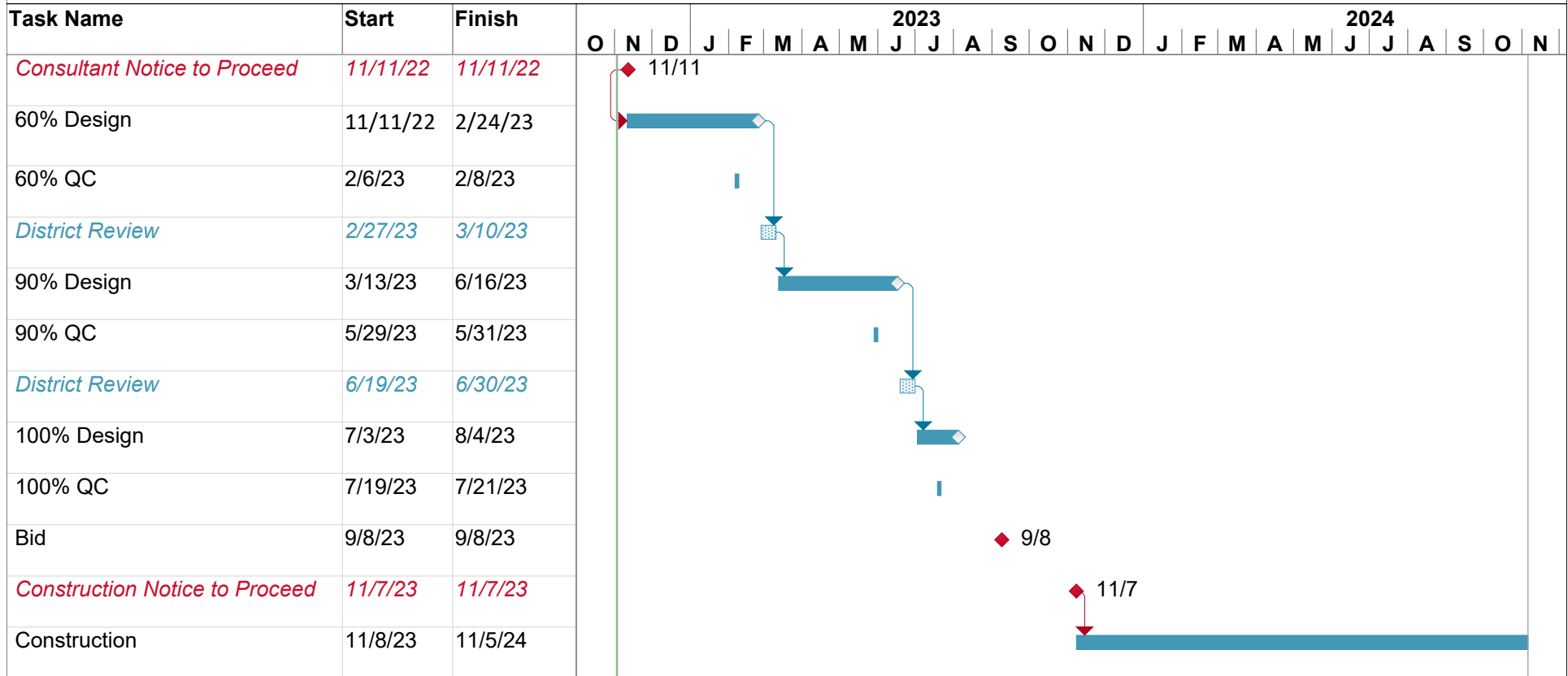
Table 1 - Estimated Work Effort and Cost

Dublin San Ramon Services District

Biogas Treatment (CIP 16-P028)

Task No.	Task Description	Principal/ QA/QC	Project Mgr	Sr. Project Engr	Mech/Civil Engr	Struct Engr	Elect/I&C Engr	CADD Tech	Admin/ Clerical	Total HDR Labor Hours	Total HDR Labor (\$)	Total HDR Expenses (\$)	Total Cost (\$)
Phase 2 - Design													
4	65% Design Submittal (Drawings, Specifications, Cost)	30	21	16	160	50	168	322	24	791	\$173,403	\$250	\$173,653
5	90% Design Submittal (Drawings, Specifications, Cost)	15	11	16	80	25	84	161	32	423	\$91,704	\$125	\$91,829
6	100% Design Submittal (Drawings, Specifications, Cost)	5	4	12	27	8	28	54	16	153	\$33,454	\$125	\$33,579
Subtotal Phase 2		50	35	44	266	84	280	536	72	1,367	\$298,560	\$500	\$299,060
Phase 3 - Bid/Award													
7.1	Prebid Meeting		6		6					12	\$2,703	\$150	\$2,853
7.2	Bidding Services (up to 2 addendum)	2	8		10	2	10	8	4	44	\$9,782	\$75	\$9,857
7.3	Evaluation of Bids		2		4					6	\$1,274		\$1,274
7.4	Conformed Drawings		1		4	2	6	20	2	35	\$7,172	\$75	\$7,247
Subtotal Phase 3		2	17	0	24	4	16	28	6	97	\$20,932	\$300	\$21,232
Phase 0 - Project Management (to be added into existing project management task)													
8.1	Project Management	4	18		6				18	46	\$9,597	\$500	\$10,097
8.2	Kick-off Meeting		6		8		2			16	\$3,559	\$250	\$3,809
8.3	65% Design Review Meeting		6		8	2	2			18	\$4,056	\$250	\$4,306
8.4	90% Design Review Meeting		6		8	2	2			18	\$4,056	\$250	\$4,306
8.5	Weekly Progress Meetings (up to 26)		24		8	4	4			40	\$9,792	\$150	\$9,942
8.6	Site Visits		6		12		12			30	\$6,721	\$750	\$7,471
Subtotal Phase 0		4	66	0	50	8	22	0	18	168	\$37,781	\$2,150	\$39,931
TOTALS		56	118	44	340	96	318	564	96	1,632	\$357,273	\$2,950	\$360,223

PROJECT SCHEDULE



**Dublin San Ramon Services District
Biogas Treatment System Improvements
(CIP 16-P028) – Design Phase**





TITLE: Approve Amendment to the Capital Improvement Program Ten-Year Plan and Two-Year Budget to Increase the Hypochlorite Building Rehabilitation Project (CIP 22-P021) Budget, Retitle it to the Hypochlorite Building Replacement Project (CIP 22-P021), and Authorize Execution of Task Order No. 8 for Design Services with West Yost Associates for the Hypochlorite Building Replacement Project (CIP 22-P021)

RECOMMENDATION:

Staff recommends the Board of Directors take the following actions:

1. Approve, by Resolution, an amendment to the Capital Improvement Program (CIP) Ten-Year Plan and Two-Year Budget for Fiscal Years 2022 and 2023 to:
 - a. Increase the Hypochlorite Building Rehabilitation Project (CIP 22-P021) Budget by \$150,000 from \$490,000 to \$640,000.
 - b. Retitle the Hypochlorite Building Rehabilitation Project (CIP 22-P021) to the Hypochlorite Building Replacement Project (CIP 22-P021).
2. Authorize, by Motion, the General Manager to execute Task Order No. 8 to the Master Agreement for Consulting Services with West Yost Associates in an amount not to exceed \$436,016 for design services for the Hypochlorite Building Replacement Project (CIP 22-P021).

SUMMARY:

The Capital Improvement Program Two-Year Budget includes the Hypochlorite Building Rehabilitation Project (CIP 22-P021) (“Project”). Staff recommends that the Board increase the project budget by \$150,000 from \$490,000 to \$640,000; retitle the Project to the Hypochlorite Building Replacement Project (CIP 22-P021); and authorize the execution of Task Order No. 8 with West Yost Associates in an amount not to exceed \$436,016 for design services.

DISCUSSION:

The existing hypochlorite storage building at the wastewater treatment plant (WWTP) was constructed in 1992. The building houses four hypochlorite storage tanks, with space to accommodate an additional fifth tank, if necessary. In 2020, two of the tanks began to leak, and new tanks were purchased by the District for replacement.

As staff began to prepare to install the new tanks, extensive deterioration was observed in the building’s floor and tank pads. In June 2021, staff commissioned a structural evaluation of the hypochlorite storage building to determine the required structural rehabilitation needed for the building prior to installing the replacement hypochlorite storage tanks. The structural evaluation report showed that the extensive deterioration observed in the building’s floor and equipment pads were caused by exposure to occasional hypochlorite spills over the years. Additionally, seismic upgrades were also identified as improvements necessary to bring the existing building up to current building codes. Due to the extent of rehabilitation and upgrades required, staff expanded the scope of the structural evaluation to include an alternatives analysis. The analysis compared three options: (1) rehabilitation/repair of the hypochlorite building; (2) replace the hypochlorite storage building in its current location; and (3) relocate it to an alternative location. The analysis reviewed cost, constructability, and the asset life expectancy of each alternative. Based on the results of the alternatives analysis, staff recommends that construction of a new facility would provide better long-term resiliency and cost effectiveness

Originating Department: Engineering and Technical Services	Contact: K. Randeni/S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$150,000 from Regional Wastewater Replacement (Fund 310)	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Ordinance <input type="checkbox"/> Other (see list on right)	<input checked="" type="checkbox"/> Resolution <input checked="" type="checkbox"/> Task Order <input type="checkbox"/> Proclamation	20 of 57

compared to rehabilitating the existing aging building. The new hypochlorite facility will be sited adjacent to the existing hypochlorite facility and will have substantially the same purpose and capacity of the existing facility.

Additional services are required to determine the precise final location for the new facility, and to provide detailed design for the Project. Preliminary options for the siting of the new facility are shown in the figure below.



Design Services

On September 22, 2022, staff solicited proposals from 11 consulting firms to provide design services for the Project. On October 25, 2022, proposals were received from two firms: West Yost Associates and HDR Engineering, Inc. Proposals were evaluated based upon established criteria including project understanding, project approach and proposed scope of work, company and personnel qualifications, depth and breadth of its construction management team, and level of effort. Based upon these criteria, West Yost Associates (WYA) was determined to have the best combination of qualifications, staff, and proposed approach to meet the needs of the Project.

WYA's scope of services includes an alternatives analysis for the siting of the new hypochlorite facility and preliminary design report; the preparation of 50%, 90%, and final design drawings, technical specifications and cost estimates; and engineering services in support of the bidding and award phases of the Project. WYA's cost proposal for this work, based on an estimated level of effort, is \$436,016. The design phase of the Project is expected to be completed by October 2023.

Budget Adjustment

Staff requests a budget increase of \$150,000 from the existing project budget of \$490,000 to \$640,000 to complete the design phase of the Project. The budget increase will cover the additional costs of design services associated with replacing the hypochlorite facility.

The structural evaluation determined the initial construction cost of the new facility to be \$3,700,000 compared to \$2,600,000 for rehabilitation, while providing twice the expected service life. The estimated costs for the construction of the new facility will be updated during the design phase of the Project and are subject to change based on final siting of the facility. Based on these costs, further adjustments to the budget will be incorporated as part of the next Capital Improvement Program (CIP) Ten-Year Plan and Two-Year Budget. The Project is 100% funded by Regional Wastewater Replacement (Fund 310), which has \$35,000,000 in funds available.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AN AMENDMENT TO THE CAPITAL IMPROVEMENT PROGRAM TEN-YEAR PLAN FOR FISCAL YEARS 2022 THROUGH 2031 AND TWO-YEAR BUDGET FOR FISCAL YEARS 2022 AND 2023 TO INCREASE THE HYPOCHLORITE BUILDING REHABILITATION PROJECT (CIP 22-P021) BUDGET AND RETITLE TO THE HYPOCHLORITE BUILDING REPLACEMENT PROJECT (CIP 22-P021)

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

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

WHEREAS, the CIP includes the Hypochlorite Building Rehabilitation Project (CIP 22-P021) with a budget of \$490,000; and

WHEREAS, staff recommends an increase to the Hypochlorite Building Rehabilitation Project (CIP 22-P021) by \$150,000 from \$490,000 to \$640,000; and

WHEREAS, staff recommends to retitle the Hypochlorite Building Rehabilitation Project (CIP 22-P021) to Hypochlorite Building Replacement Project (CIP 22-P021).

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

The Hypochlorite Building Rehabilitation Project (CIP 22-P021) is hereby increased to a total budget of \$640,000 in the CIP Two-Year Budget for Fiscal Years 2022 and 2023, in accordance with the project description sheet attached as Exhibit “A,” and retitled to the Hypochlorite Building Replacement Project (CIP 22-P021).

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of December, 2022, and passed by the following vote:

AYES:

NOES:

ABSENT:

Richard M. Halket, President

ATTEST: _____
Nicole Genzale, District Secretary

DSRSD CIP 10-Year Plan for FYEs 2022 through 2031

CATEGORY: REGIONAL WASTEWATER TREATMENT

Regional Wastewater Replacement (Fund 310)

CIP No. 22-P021 Hypochlorite Building Replacement

Funding Allocation: 100% 310

Project Manager: Kevin Randeni

Status: Continuing Project

Project Summary:

The existing hypochlorite storage building at the wastewater treatment plant (WWTP) was constructed in 1992. There are four sodium hypochlorite bulk storage tanks at the wastewater treatment plant. New tanks were purchased in 2020, but prior to installation a structural evaluation of the hypochlorite storage building was conducted. Extensive deterioration was observed in the building’s floor and equipment pads, caused by exposure to occasional hypochlorite spills over the years. The evaluation also identified seismic upgrades necessary to bring the building up to current building codes. Based on the results of the evaluation, it is recommended to construct a new facility, as opposed to rehabilitating the existing facility. This project will include design services and construction of the replacement facility.

CEQA: Categorical Exemption [CEQA Guideline 15301].

Reference: Hypochlorite Storage Building Evaluation, Carollo Engineers, September 2022

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	Future
0	165,000	293,000	182,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost	\$640,000
Current Adopted Budget	\$490,000
Increase/(Decrease)	\$150,000

West Yost Associates

Task Order No. 8 to Agreement No. A20-34 dated 11/05/2020

Agreement Expiry Date: 06/30/2023

Issue Date: 11/07/2022

Project Name and Number: Hypochlorite Building Replacement (CIP 22-P021)

Task Title: Design Services

Project Manager Name and Signature: Kevin Randeni _____

Source of Funds: Regional Wastewater Replacement Fund (310)

Account Number: 22-P021.design.cip

Authorization Amount: \$436,016.00 NTE

Original PO Amount: \$0.00

Increase PO Amount: \$0.00

New PO Amount: \$0.00

Purchase Order Number: TBD

Return Purchase Order to: E. Schnupp

Compensation Method: Time and materials as per Agreement

Completion Date: 07/31/2024

Insurance Requirements: As per Agreement; no special requirements

Work Product: See Attachment "A"

Digital Drawings, if applicable: Digital files shall be in AutoCAD 2010 or higher drawing format. Drawing units shall be decimal with a precision of 0.00. Angles shall be in decimal degrees with a precision of 0. All objects and entities in layers shall be colored by layer. All layers shall be named in English. Abbreviations are acceptable. All submitted map drawings shall use the Global Coordinate system of USA, California, NAD 83 California State Planes, Zone III, U. S. foot.

Scope of Work: See Attachment "A"

Economic Disclosure: Not Required

Recommended by: S. Delight (_____)

Accepted by: _____
Elizabeth Drayer, Vice President
West Yost Associates
Date _____

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

Scope of Services

Task 1. Project Administration and Coordination

TASK 1.1. PROJECT MANAGEMENT

This task will include the following:

- Oversight of West Yost's quality assurance and quality control procedures
- Preparation of monthly progress reports and invoices
- Weekly progress calls with the District's and West Yost's project managers
- Overall management of the project scope, schedule, and budget
- Coordination and management of West Yost's staff and its subconsultants

TASK 1.2. PROJECT MEETINGS

This task will include the following:

- Organization of and attendance in a Kick-Off Meeting (in-person)
- Two (2) Preliminary Design Workshops
 - One (1) Facility Siting Review Workshop (virtual)
 - One (1) Equipment and Electrical Preference Workshop (virtual)
- Three (3) Design Review Meetings
 - Preliminary Design Report (PDR) Review Meeting (in person)
 - 50% Design Review Meeting (in person)
 - 90% Design Review Meeting (virtual)

The design review workshops and meetings will be up to two (2) hours in length, will be conducted virtually, and will have up to two (2) West Yost staff in attendance.

Task 1. Deliverables

- Progress reports and invoices – one (1) electronic copy per month

- Updated project schedule – one (1) electronic copy per month
- Meeting agendas, handouts, and minutes for design review meetings and progress calls with the District

Task 2. Preliminary Engineering

West Yost will provide the preliminary engineering services described in the subtasks in the following sections.

TASK 2.1. FACILITY SITING

West Yost will develop schematics, conceptual-level costs, and lists of pros and cons for the following site alternatives for the new hypochlorite storage facility and chemical fill station:

Hypochlorite Storage Facility

- New building located within the walls of the previous filter backwash structure, including a new MCC room to the south of the structure
- New building located north of the existing structure, including a new MCC room

Chemical Fill Station

- New chemical fill station located adjacent to the tanks
- New chemical fill station located away from the tanks that is convenient to trucks

The alternatives will be presented to the District at the Facility Siting Review Workshop detailed in Task 1.2.

TASK 2.2. EQUIPMENT PREFERENCES

After the siting locations have been determined, West Yost will evaluate the equipment and electrical options for the site. West Yost will evaluate the equipment preferences of the District, including chemical metering pumps and all electrical equipment to match the new SCADA standards for the plant, and will determine the improvements required to provide power and control signals to the new equipment as well as to the preferred electrical equipment.

The equipment and electrical options will be discussed at the Equipment and Electrical Preference Workshop detailed in Task 1.2.

TASK 2.3. PRELIMINARY DESIGN REPORT

The results of the evaluations listed above will be presented to the District in a Preliminary Design Report (PDR), which will contain the following information:

- Introduction
- Project background
- Description of existing conditions
- General description of proposed facilities
- Summary of the design criteria
- Equipment selection (type, materials of construction, capacity, motor size, etc.)
- Proposed site layout with the location of the proposed facilities, access routes, and yard piping
- Structural, electrical, and I&C requirements
- Opinion of probable construction cost (OPCC) (Class 4)
- Construction schedule and sequencing
- Preliminary drawings: site plan, mechanical plan, one-line diagram, and P&IDs
- Drawing and specification lists
- Engineering calculations

West Yost will submit a draft PDR, conduct the PDR Review Meeting outlined in Task 1.2 to present the findings from the PDR, and prepare a Final PDR based on District comments received at the PDR review meeting and in writing.

West Yost will prepare minutes after the PDR Review Meeting to document discussions, decisions, and recommendations for the District to review and finalize.

Task 2. Deliverables

- Draft & Final Preliminary Design Report (PDR) – one (1) electronic copy in PDF and/or Word format

- Meeting agenda, presentation materials, and minutes – one (1) electronic copy per meeting.

Task 3. Detailed Design

West Yost will provide 50%, 90%, and Final Design submittals that will include the following:

- Drawings (see Attachment B for drawings that will be included in each submittal)
- Division 01 and Technical Specifications – Major equipment specifications will be included in the 50% submittal. A draft of all specifications will be included in all submittals
- OPCC (Class 3 with 50% submittal; Class 2 with 90% submittal)
- Review comment logs with responses to all District comments on the previous submittal

West Yost will also conduct the following review meetings as part of the Detailed Design task:

- West Yost will conduct a review meeting after the submission of the 50% Design submittal. West Yost will prepare an agenda, presentation materials, and minutes for the meeting. The meeting will be up to two (2) hours in length, will be conducted in person at the District's facilities, and will have up to two (2) West Yost staff in attendance.
- West Yost will conduct bi-weekly progress calls and one (1) in-person meeting with the District between the 50% and 90% Design submittals to review progress and get the District's input where needed. The progress calls will be up to one (1) hour in length and will have up to two (2) West Yost staff in attendance.
- West Yost will conduct a review meeting after the submission of the 90% Design submittal. West Yost will prepare an agenda, presentation materials, and minutes for the meeting. The meeting will be up to two (2) hours in length, will be conducted in person

at the District’s facilities, and will have up to two (2) West Yost staff in attendance.

Task 3. Deliverables

- 50%, 90%, and Final Design submittals – one (1) electronic copy of drawings, specifications, and cost estimates in PDF and/or Word format. AutoCAD files for drawings can also be provided.
- Review comment logs – one (1) electronic copy per submittal
- Meeting agenda, presentation materials, and minutes – one (1) electronic copy per meeting

Task 4. Bid Period Services

During the bid phase of the project, West Yost will assist the District with responding to bidders’ questions, preparing addenda, and preparing conformed documents. West Yost will also attend the pre-bid meeting and will perform a high-level evaluation of the bids received, including unbalanced fees and contractor qualifications. West Yost’s proposal includes approximately 42 hours of engineering time for responding to up to four (4) bidder questions and preparing up to two (2) addenda.

Task 4. Deliverables

- Responses to bidders' questions – one (1) electronic copy per response
- Addenda – one (1) electronic copy per addenda
- Conformed documents – one (1) electronic copy in PDF format

Assumptions

The scope of work and fee included in this proposal are based on the following major assumptions:

- The final scope of improvements included in the bid documents will not be known until the completion of the PDR. The scope of

improvements assumed for this proposal include the following new components:

- Four to five pre-purchased 7,600-gallon sodium hypochlorite single wall storage tanks
- Concrete containment structure around the storage tanks with an overhead canopy
- Fill station with containment and drain piping
- Chemical metering pumps located in the new chemical storage facility
- Double contained piping between the fill station, storage tank, metering pumps, and dosing locations in existing pipe trenches, buildings, or overhead/exposed support structures (significant amounts of buried piping are assumed to be unnecessary)
- New tepid water heater and emergency eye wash/showers at chemical metering pumps, tanks, and fill station
- A new CMU building serving as an electrical room with new electrical process distribution equipment, new PLC, VFDs, lighting, conduits, and wire
- Existing electrical infrastructure assumed adequate for the hypochlorite building electrical loads (to be confirmed during preliminary design).
- The existing electrical panel feeding the existing facility shall be reused. However, should facility load increase beyond the capacity of the installed infrastructure, design of a new electrical feeder to the facility can be provided as an Additional Service.
- Electrical demolition will be addressed using a dedicated electrical demolition specification section.

- New central SCADA programming and modifications will not be required as monitoring and process control points shall be reused.
- Design will comply with 2019 California Building Code and ASCE/SEI 7-16 Minimum Design Loads for Buildings and Other Structures.
- Drawings of existing facilities will be provided by the District.
- Drawings developed for the project will be in AutoCAD 2D format.
- Specifications will be prepared using the 16-division CSI format in Microsoft Word format.
- OPCCs will be in accordance with AACE rating systems.
- The District’s review time for all deliverables will be three (3) weeks. There will be one (1) round of review for each submittal.
- The budget can be shifted between tasks.
- The District will obtain and pay fees for all necessary permits required for construction.
- A detailed review by the City or County building department will not be required.
- Completion of Title 24 compliance forms will not be required.
- Addressing environmental issues, siting, permitting, etc. are not included.
- Exclusions
 - Landscaping, irrigation, architectural, HVAC, plumbing, odor control, fire protection, camera surveillance design, or other security improvements are not required and therefore are not included in this proposal
 - Utility locating and potholing are not included
 - Hazardous materials survey for lead, asbestos, PCBs, mercury, etc. is not included
 - Programming, funding, and financing services are not included
 - Environmental permitting

Anticipated Sheet List

SHEET NO.	DRAWING NO.	DRAWING TITLE	PDR	50%	90%/FINAL
General					
1	G-001	Cover, Vicinity Map, Location Maps, Sheet List	X	X	X
2	G-002	General & Civil Notes, Symbols, Abbreviations		X	X
3	G-003	Overall Site Plan, Staging Areas, Traffic Routes	X	X	X
Demolition					
4	D-001	Demolition Overall Plan		X	X
5 – 6	DD-001 – 002	Demolition Sections & Details 1 – 2			X
Civil					
7	C-001	Paving & Grading Plan		X	X
8	C-002	Yard Piping Plan	X	X	
9 – 10	CD-001 – 002	Civil Details 1 – 2			X
Architectural					
11	AG-001	General Architectural Notes, Symbols, Abbreviations		X	X

H ESTIMATED LEVEL OF EFFORT AND FEE ESTIMATE

The table below summarizes our team’s level of effort (by labor classification and task) and fee estimate for all required tasks. Our 2023 standard billing rates are included on the following pages. For assumptions and drawing counts, please see the Scope of Work in [Section B](#).

West Yost Associates PROJECT: Hypochlorite Building Replacement Project	P/VP \$328 Chung	PE/PS/PG I \$280 Schilling	SE/SS/SG I \$251 Carpenter	ESG I \$173 Sweeney	CAD II \$171 Barber	TS I \$173 Colorado	ADM II \$112 Admin	EM/SM/GM I \$310 Banyai	Labor		Sub. TJC-E	TJC-S	ECS	Costs			
									Hours	Fee				Sub. w/ markup 10%	Other Direct	Total Costs	
Task 1 Project Administration and Coordination																	
1.01 Project Management	2	68							70	\$ 19,696							\$ 19,696
1.02 Project Meetings		30	30						60	\$ 15,930					\$ 405		\$ 16,335
Subtotal, Task 1 (hours)	2	98	30	0	0	0	0	0	130								
Subtotal, Task 1 (\$)	\$ 656	\$ 27,440	\$ 7,530							\$ 35,626					\$ 405		\$ 36,031
Task 2 Preliminary Engineering																	
2.01 Facility Siting		8	16	20					44	\$ 9,716	\$ 6,600	\$ 2,400		\$ 9,900			\$ 19,616
2.02 Equipment Preferences		8	16	20					44	\$ 9,716	\$ 6,600	\$ 2,400		\$ 9,900			\$ 19,616
2.03 Preliminary Design Report		12	40	40	40		2	8	142	\$ 29,864	\$ 6,600	\$ 2,400	\$ 360	\$ 10,296	\$ 100		\$ 40,260
Subtotal, Task 2 (hours)	0	28	72	80	40	0	2	8	230								
Subtotal, Task 2 (\$)		\$ 7,840	\$ 18,072	\$ 13,840	\$ 6,840		\$ 224	\$ 2,480		\$ 49,296	\$ 19,800	\$ 7,200	\$ 360	\$ 30,096	\$ 100		\$ 79,492
Task 3 Detailed Design																	
3.01 50% Submittal		16	100	100	120	4		12	352	\$ 71,812	\$ 32,250	\$ 20,275	\$ 720	\$ 58,570	\$ 100		\$ 130,482
3.02 90% Submittal		16	80	80	80	16		16	288	\$ 59,808	\$ 19,350	\$ 12,165	\$ 2,880	\$ 37,835	\$ 250		\$ 97,893
3.03 Final Submittal	1	16	40	40	60	16		8	181	\$ 37,276	\$ 12,900	\$ 8,110	\$ 720	\$ 23,903	\$ 250		\$ 61,429
Subtotal, Task 3 (hours)	1	48	220	220	260	36	0	36	821								
Subtotal, Task 3 (\$)	\$ 328	\$ 13,440	\$ 55,220	\$ 38,060	\$ 44,460	\$ 6,228		\$ 11,160		\$ 168,896	\$ 64,500	\$ 40,550	\$ 4,320	\$ 120,307	\$ 600		\$ 289,803
Task 4 Bid Period Services																	
4.01 Pre-Bid Meeting		6	8						14	\$ 3,688					\$ 135		\$ 3,823
4.02 Preparation of Addenda		2	4	8	8		2		24	\$ 4,540	\$ 2,000	\$ 700		\$ 2,970			\$ 7,510
4.03 Response to Bidders Questions		2	8	8					18	\$ 3,952	\$ 2,000	\$ 700		\$ 2,970			\$ 6,922
4.04 Evaluation of Bids		2	4	8					14	\$ 2,948	\$ 400	\$ 400		\$ 880			\$ 3,828
4.05 Conformed Drawings		2	1	12	12		4		31	\$ 5,387	\$ 2,000	\$ 700		\$ 2,970	\$ 250		\$ 8,607
Subtotal, Task 4 (hours)	0	14	25	36	20	0	6	0	101								
Subtotal, Task 4 (\$)		\$ 3,920	\$ 6,275	\$ 6,228	\$ 3,420		\$ 672			\$ 20,515	\$ 6,400	\$ 2,500		\$ 9,790	\$ 385		\$ 30,690
TOTAL (hours)	3	188	347	336	320	36	8	44	1,282								
TOTAL (\$)	\$ 984	\$ 52,640	\$ 87,097	\$ 58,128	\$ 54,720	\$ 6,228	\$ 896	\$ 13,640		\$ 274,333	\$ 90,700	\$ 50,250	\$ 4,680	\$ 160,193	\$ 1,490		\$ 436,016



TITLE: Authorize the General Manager to Execute a Memorandum of Agreement to Participate in the Regional Purified Water Pilot Project Phase 2 – Public Outreach and Grant Funding Opportunities

RECOMMENDATION:

Staff recommends the Board of Directors authorize, by Motion, the General Manager to execute a Memorandum of Agreement to participate in the Regional Purified Water Pilot Project Phase 2 – Public Outreach and Grant Funding Opportunities.

SUMMARY:

DSRSD and Alameda County Water District (ACWD) are collaborating with Zone 7 Water Agency, City of Livermore, Livermore-Amador Valley Water Agency (LAVWMA), and Union Sanitary District on the potential development of a Regional Purified Water Pilot Project (Pilot Project). Based on the results of an initial feasibility study (Phase 1), the six agencies have all expressed interest in moving forward with Phase 2 of the Pilot Project, which would focus on public outreach and education efforts and identifying grant funding opportunities. Staff recommends that the Board of Directors authorize the General Manager to execute a Memorandum of Agreement for DSRSD to participate and contribute \$25,000 in funding for the development of a Public Outreach Plan as part of Phase 2 of the Pilot Project. The Pilot Project is included in the District’s Ten-Year Capital Improvement Program as 2021 Alternative Water Supply Study – Phase 2 (CIP 22-W020) and supports District Strategic Plan Goal #7 Action Items – *Work collaboratively with our Tri-Valley partners in the development of a more diversified and resilient water supply and Build public awareness of long-term water supply challenges and opportunities.*

BACKGROUND:

In June 2021, the District finalized the [2021 Alternative Water Supply Study: A Framework for a Resilient and Sustainable Water Future](#) (2021 AWSS). The 2021 AWSS includes a high-level assessment of regional and local supply alternatives that DSRSD could explore collaboratively with other neighboring water and wastewater agencies. The results of the 2021 AWSS were used to develop a recommended framework that outlines near-term and long-term strategies and informs and guides DSRSD advocacy and collaborative efforts (Attachment 1). The 2021 AWSS framework recommends exploring a potential near-term purified water pilot project in collaboration with other regional partner agencies. Purified water, or potable reuse, is one of multiple water supply options being explored by Bay Area water agencies to improve long-term water supply reliability and drought resiliency for the region.

On May 10, 2022, the Board received a presentation on long-term water resiliency efforts and progress made towards implementing the 2021 AWSS framework, including the concept for the Pilot Project that was developed through a series of workshops with potential partner agencies. The Pilot Project would purify treated wastewater from DSRSD and the City of Livermore at a temporary advanced water purification facility located at the LAVWMA export facilities, where treated wastewater from Livermore’s Water Reclamation Plant combines with treated wastewater from DSRSD’s Wastewater Treatment Plant for discharge to San Francisco Bay. The Pilot Project would discharge approximately 0.2 million gallons per day of purified water into a nearby canal to supplement flows in Alameda Creek before ultimately being diverted by ACWD for groundwater recharge at Quarry Lakes. The Pilot Project would operate year-round with flows from DSRSD and Livermore, or seasonally with flows from only DSRSD due to existing irrigation recycled water demands. Attachment 2 provides an overview of the proposed Pilot Project.

Originating Department: Office of the General Manager	Contact: J. Lee	Legal Review: Yes
Financial Review: Not Required	Cost and Funding Source: \$25,000 with 75% from Water Replacement (Fund 610) and 25% from Water Expansion (Fund 620)	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – 2021 AWSS Recommended Framework Attachment 2 – Regional Purified Water Pilot Project Summary	

The purpose of the Pilot Project would be to (1) leverage existing resources and infrastructure to demonstrate and build awareness around the benefits of purified water and regional collaboration and (2) allow for the collection of data that could be used to inform potential full-scale reuse efforts.

Based on the results of the Phase 1 study, DSRSD, ACWD, City of Livermore, LAVWMA, Zone 7 Water Agency, and Union Sanitary District expressed interest in moving forward with Phase 2 of the Pilot Project. Phase 2 involves initiating public outreach and education efforts to assess public acceptability around the Pilot Project and more generally, purified water projects, and monitoring funding opportunities that could be used to support public outreach efforts and potential future phases of the Pilot Project.

DISCUSSION:

A Memorandum of Agreement has been developed to formalize DSRSD, ACWD, Zone 7 Water Agency, Livermore, LAVWMA, and Union Sanitary District’s commitment to collaborating on Phase 2 of the Pilot Project, which includes cost-sharing on the preparation of a Public Outreach Plan with the assistance of a hired consultant.

The key terms of the Memorandum of Agreement include:

- All parties would agree to work cooperatively on the Public Outreach Plan and share relevant engineering and operational data.
- ACWD would serve as the contract administrator and be responsible for procuring and managing the Public Outreach Plan consultant.
- The parties, not including LAVWMA, would collectively contribute a total of \$120,000 towards the funding of the Public Outreach Plan. The parties may also seek additional outside funding for the Public Outreach Plan. DSRSD’s cost-sharing portion would be \$25,000. LAVMWA would not contribute funding since DSRSD and City of Livermore are participating and contributing funding separately.

The parties are planning to execute the Memorandum of Agreement by January 2023. Phase 2 is anticipated to take 12 to 18 months to complete. At the completion of Phase 2, the parties would review the results of Phase 2 and evaluate potential interest in implementing future phases of the Pilot Project. Participation in Phase 2 does not obligate any party to participate in future phases of the Pilot Project. DSRSD staff would seek Board input and direction prior to participating in any future phases of the Pilot Project.

California Environmental Quality Act (CEQA)

Entering into the Phase 2 Memorandum of Agreement does not bind the District to participate in any physical development of the project. For this reason, under CEQA Guidelines Section 15061, it can be seen with certainty that the proposed action would not have the possibility of having a significant effect on the environment and thus would be exempt from CEQA.

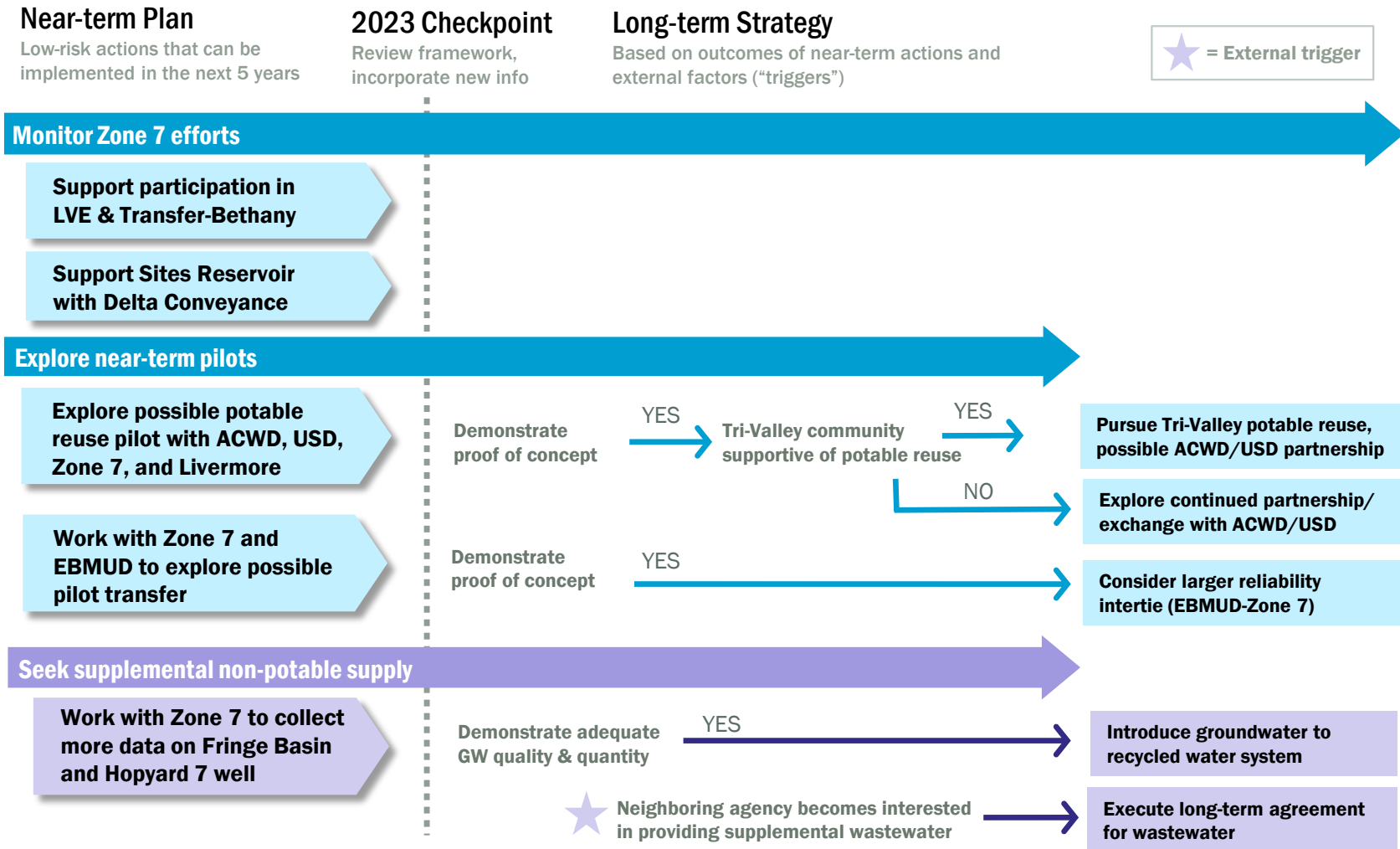


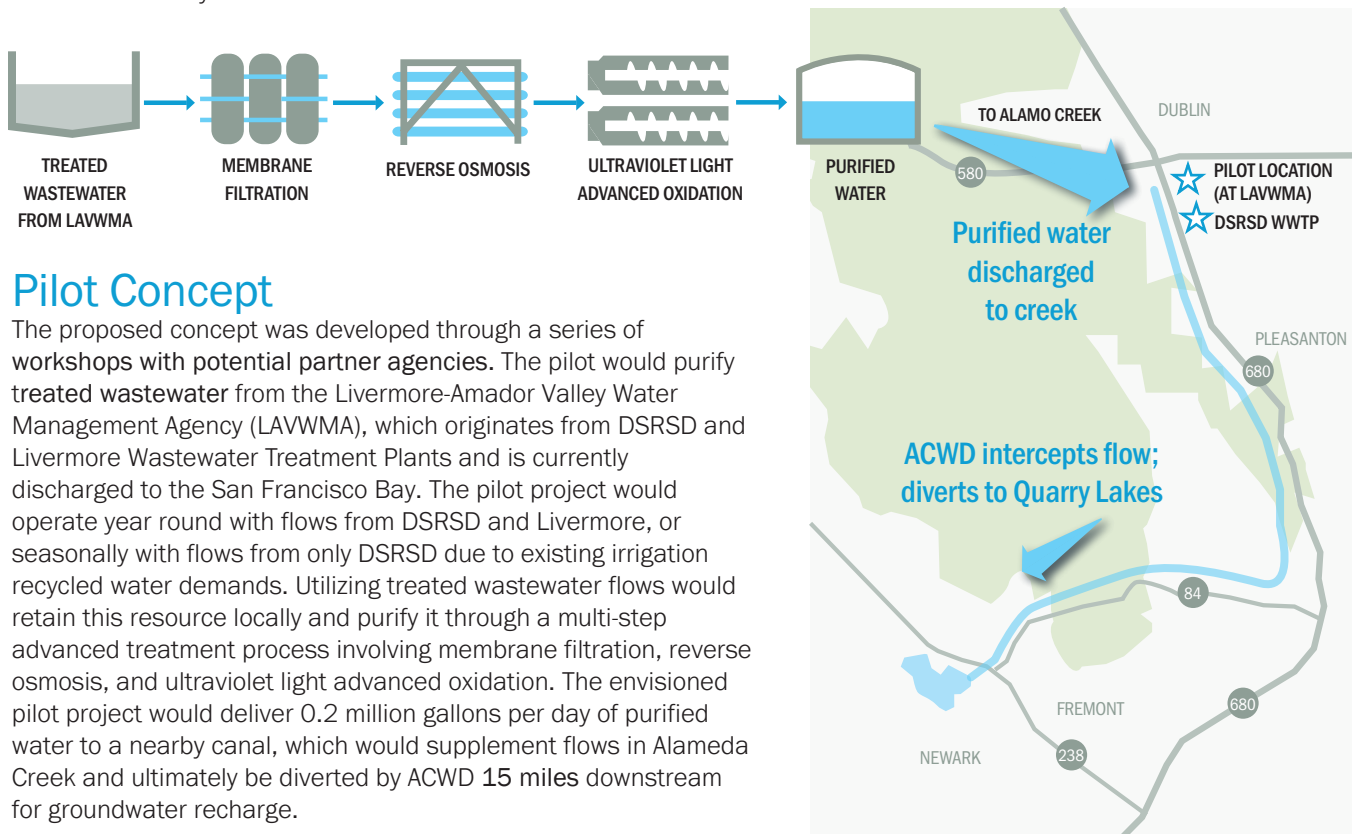
Figure ES-5. Recommended framework



Regional Purified Water Pilot Project

Dublin San Ramon Services District (DSRSD) and Alameda County Water District (ACWD) are studying the potential to develop a purified water pilot project in collaboration with other Bay Area water and wastewater agencies. The pilot would leverage existing resources and infrastructure to demonstrate and build public awareness around the benefits of purified water and regional collaboration.

Purified Water is one of multiple water supply options being explored by Bay Area agencies to improve long-term water resiliency for the region. Purified water is produced using advanced treatment technologies to purify treated wastewater effluent to a high quality that is suitable for augmenting drinking water sources. Purified water is a new, locally available and sustainable supply that makes use of a resource that would otherwise be discharged to San Francisco Bay.




Key Benefits of Purified Water Pilot


- Provides an **interactive public outreach opportunity**.
- Demonstrates the **safety and effectiveness of purified water technology**.
- **Collects data to inform future** full-scale regional purified water project options.
- Promotes **regional collaboration**.
- **Leverages existing infrastructure and makes use of wastewater** currently discharged to San Francisco Bay.

Small-scale treatment system (~50 ft x 60 ft)

\$2.3M Capital Cost
(planning level estimate)

\$340,000 O&M
for a two-year pilot






0.2MGD

2-year pilot project

Grant funding potentially available



Potential Partner Agencies

These agencies have provided input to develop the pilot concept and are evaluating potential participation in Phase 2 to further advance the project.

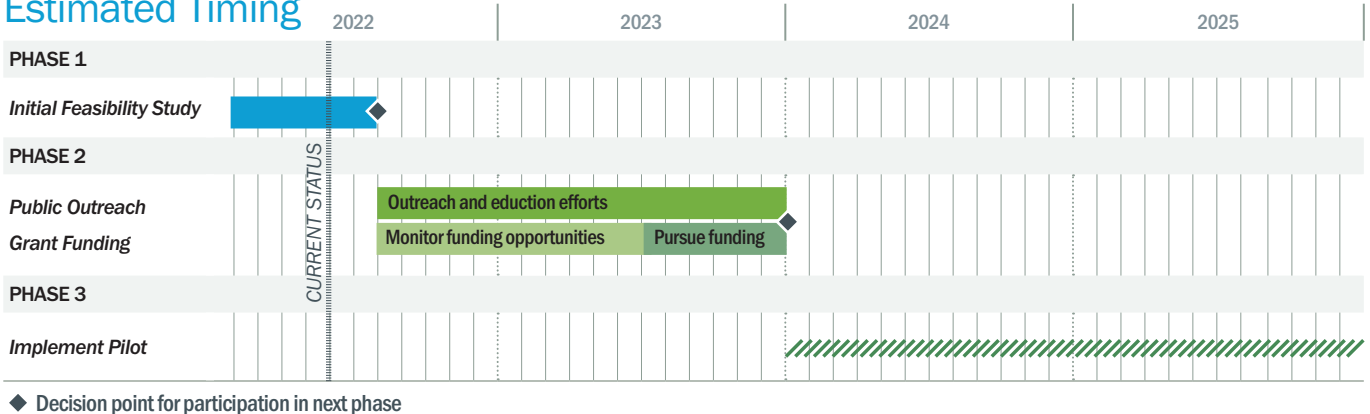
- Alameda County Water District
- City of Livermore
- Dublin San Ramon Services District
- Livermore-Amador Valley Water Management Agency
- Union Sanitary District
- Zone 7 Water Agency

Public Outreach and Education

The pilot would be designed to enable public tours and other interactive outreach components—such as displaying real-time water quality data and producing purified water on-site.

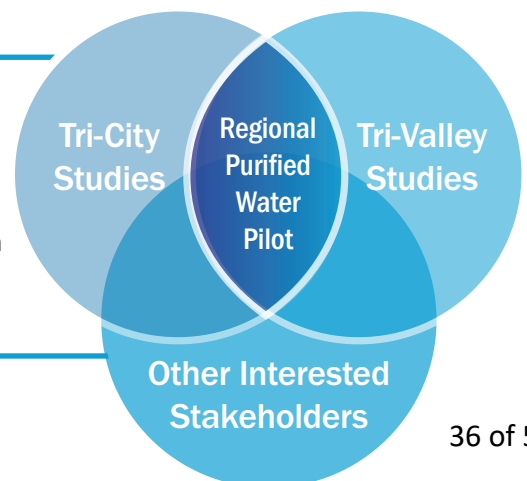


Estimated Timing



Regional Collaboration

The purified water pilot would bring together partners currently involved in other ongoing regional efforts and build upon both the Tri-City and the Tri-Valley studies. The purified water pilot would benefit these ongoing efforts and the broader region by performing public outreach and education and collecting data to inform future full-scale reuse efforts and/or water transfer or exchange partnerships in the Bay Area.





TITLE: Approve Revised Director Travel and Expenses Policy and Rescind Resolution No. 41-22

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, a revised Director Travel and Expenses policy and rescind Resolution No. 41-22.

DISCUSSION:

At the August 16 Board meeting, the Board requested an item be agendaized to discuss the Director Travel and Expenses policy regarding meal allowances. At the November 1 Board meeting, the Board directed staff to revise the policy to set the actual and reasonable costs of meals while traveling for Boardmembers from the average to the slightly higher median California city per diem rates established by the U.S. General Services Administration (“GSA”). This revision will increase the Boardmember reimbursement amounts to the median rates shown below:

Meal	Updated Meal Allowance at Median Rate	Previous Meal Allowance at Average Rate
Breakfast	\$16	\$14
Lunch	\$19	\$18
Dinner	\$39	\$37

If a revised policy is approved, staff will update and distribute updated Board expense report forms to the Board. Financial Services staff will conduct the annual review of meal allowances later this month to establish 2023 rates.

Originating Department: Administrative Services	Contact: N. Genzale/C. Atwood	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: Potential \$5 Increase for Daily Meal Reimbursements - Legislative Division 10 Travel Budget	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Director Travel and Expenses Policy marked-up	



Policy

Policy No.: P100-22-2	Type of Policy: Board Business
Policy Title: Director Travel and Expenses	
Policy Description: Reimbursement of travel and related expenses incurred by Directors in the performance of official duties	
Approval Date: 8/2/2022 <u>12/6/2022</u>	Last Review Date: 2022
Approval Resolution No.: 41-22	Next Review Date: 2026
Rescinded Resolution No.: 1-20 <u>41-22</u>	Rescinded Resolution Date: 1/7/2020 <u>8/2/2022</u>

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to establish guidelines for reimbursement of travel and related expenses incurred by Directors in the performance of official duties in accordance with Government Code Sections 53232.2 and 53232.3 as specified in Government Code Section 61047, part of the Community Services District Law, and declare that each Director shall exhibit good judgment in the matter of travel and incidental expenses and shall have proper regard for the propriety and economy of conducting District business.

1. General

Directors may receive reimbursement for reasonable and actual travel and/or incidental expenditures of Directors incurred in the performance of official duties and upon timely submittal of a Director Expense Sheet and supporting documentation in conformance with this policy.

At the request of a Director, the General Manager or designee may directly arrange for registration fees and lodging reservations, and pay those directly. All other arrangements and expenses are the responsibility of the Director, and will be reimbursed after the event in accordance with provisions of this policy.

2. Services Allowed for Reimbursement

Reimbursement of travel and related expenses shall meet the following criteria:

- a. Travel to and from and attendance at conferences and meetings by Directors shall be consistent with the approved budget of the District.
- b. Travel on District business within the States of California and Nevada, as well as travel to Association of California Water Agencies and California Association of Sanitation Agencies conferences in Washington D.C., is pre-approved by adoption of this policy; travel on District

Policy No.: P100-22-2

Policy Title: Director Travel and Expenses

business in locations other than California, Nevada, and Washington D.C. require specific Board approval.

- c. Expenses incurred in connection with monthly Chamber of Commerce lunch meetings are pre-approved by adoption of this policy. Such meetings provide opportunities to develop positive relationships with the local business community, when participation is determined by the Board to be in the best interest of the District.
- d. Expenses incurred in connection with activities and/or events that are not eligible for compensation under the Director Compensable Activities policy may, with prior Board approval, qualify for reimbursement under this policy. Such events include activities of civic and charitable organizations when participation is determined by the Board to be in the best interest of the District.

3. Expenses Allowed for Reimbursement

Expenditures of Directors for travel shall be allowed in general accordance with the following criteria:

- a. Registration Fees: A registration or similar fee charged by the organizers of any conference, convention, or meeting.
- b. Lodging: Amounts equivalent to the cost of a standard single occupancy room at the facility at which the conference or meeting is held, or comparable nearby lodging. In instances where conference hotels are filled, the Director should attempt to secure comparable rates at a nearby hotel. Directors must make reasonable and prudent determinations regarding pre- and post-lodging arrangements for each approved event. Directors must take into consideration the event program schedule, location and travel mode, and other activities related to the Director’s duties or purpose at the event
- c. Transportation:
 - Air Travel: Amounts equivalent to the cost of coach class round-trip airfare from Oakland, San Jose, Sacramento, or San Francisco to an airport reasonably near the destination.
 - Rental Cars: The cost of a midsize rental car to and from, or at the destination. In the event a rental car must be utilized, the collision waiver must be added to the rental contract to cover any damage that may occur to the rental car.
 - Private Automobiles: Travel to and from the destination using a private automobile at the IRS mileage rate (travel to and from the District for the purpose of attending Board meetings is not eligible for reimbursement), limited to the cost of a pre-purchased round-trip coach class airfare plus ground transportation that would be incurred for the same trip. When more than one District official travels in the same private automobile, allowance will be made to only the owner or lessor of the vehicle used. No credit for airfare or the avoided cost of a second automobile shall be paid to the second person. If the General Manager determines that air transportation is not feasible due to work schedules, time involved, or other practical reasons, an allowance for the use of a private

Policy No.: ~~P100-22-2~~

Policy Title: Director Travel and Expenses

automobile shall be determined on the basis of the IRS mileage rate and shall not be subject to the limitation specified herein.

- Tolls and Parking: Tolls, parking, and other similar charges. Parking shall be at “non-valet” and “long-term” rates when available.
- Public Transportation / Taxis: Expenses for public transportation or private “for hire” ground transportation at the destination, to and from the destination, and to and from the departure airport.

- d. Meals: Actual and reasonable costs of meals while traveling, up to the ~~average~~ average-median California city per diem rate. Notification of this rate, along with a breakdown by meal, will be forwarded to the Board each December for the upcoming calendar year. Directors shall exercise discretion in the selection of restaurants and when incurring costs for meals. No costs for any alcoholic beverages shall be eligible for reimbursement. The maximum daily reimbursement shall also be reduced by the amount associated with the meals that a Director would normally have taken on his/her personal behalf before departure or after his/her return.
- e. Incidental Expenses: Reasonable incidental expenditures related to travel or the conduct of District business in amounts less than \$10 per item without receipt. These include items such as parking at meters, baggage handling, phone charges, and other similar expenses.

If a receipt is lost, the Director shall so note that on his/her Director Expense Sheet along with a brief explanation and estimate of the expense. In such cases, copies of credit card statements and/or checking account charges that show the date and amount of the charge and the payee are acceptable substitutes. The General Manager, or designee, shall apply reasonable discretion, as supported by the evidence of the situation, and determine the actual amount to be reimbursed.

4. Expenses Not Allowed for Reimbursement

- a. Direct or incremental expenses of family members or guests traveling with a Director, such as the added cost of upgrading a room or a rental car to accommodate a non-District traveling companion.
- b. Expenses unrelated to approved travel or event attendance. Allowable expenses as specified herein are reimbursable only for the time while the conference, business meeting, or other District business activity is occurring, with reasonable allowance for the need to arrive in advance of or depart after a conference or business meeting.
- c. Expenses incurred in connection with partisan or nonpartisan political activities or events.
- d. Expenses not submitted for reimbursement within 45-days of being incurred.

Policy No.: ~~P100-22-2~~

Policy Title: Director Travel and Expenses

5. Review and Approval

The principal responsibility for compliance with this policy rests with each Director. The General Manager, or designee, shall review all expenses submitted for reimbursement to determine conformance with this policy prior to approving payment. When necessary, reasonable discretion in approving reimbursements related to unusual circumstances may be exercised that are not in strict accordance with this policy but that were necessary and prudent and were incurred in performance of official duties while furthering the interests of the District. If a Director disagrees with the determination, the Director submitting the expenses for reimbursement shall make a request at a Board meeting, not later than 60 days after the day for which reimbursement is requested, to schedule an agenda item to review the determination at a future regular Board meeting. The submittal of a Director Expense Sheet by a Director shall be deemed a representation by that Director that the request, in the exercise of his or her judgment, complies with the terms of this policy, that any required approval of the Board was obtained at a Board meeting in advance of the activity or event, that any required written report has been submitted at the next Board meeting following the activity or event, and that the Director has considered any issues that the General Manager has identified. If the matter is referred to the Board of Directors, the Board shall approve the Director Expense Sheet unless the Board believes it substantially deviates from this policy.

6. Administration

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

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE DIRECTOR TRAVEL AND EXPENSES POLICY AND RESCINDING RESOLUTION NO. 41-22

WHEREAS, on December 6, 2005, the Board revised the policy for the reimbursement of travel and related expenses incurred by Directors while on District business, to conform with two statutes that became effective January 1, 2006: SB 135 (Kehoe), which revised the Community Services District Law, and AB 1234 (Salinas), which required local agencies to adopt a written policy concerning the types of occurrences that qualify a member of a legislative body to receive reimbursement of expenses for travel, meals, and lodging , and impose related requirements, including the filing of expense reports, in order to provide reimbursement for such expenses; and

WHEREAS, on June 16, 2009, the Board adopted a Director Travel and Expenses policy, which was revised during the four-year reviews on February 19, 2013, and March 21, 2017, and again on January 7, 2020, and on August 2, 2022; and

WHEREAS, after recent Board review, the policy is revised to set the actual and reasonable costs of meals while traveling for Boardmembers from the average to the median California city per diem rates established by the U.S. General Services Administration (“GSA”), becoming consistent with staff per diem rates.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the revised Director Travel and Expenses policy, attached as Exhibit “A,” is hereby adopted; and Resolution No. 41-22, attached as Exhibit “B,” is hereby rescinded.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of December, 2022, and passed by the following vote:

AYES:

NOES:

ABSENT:

Richard M. Halket, President

ATTEST: _____
Nicole Genzale, District Secretary



Policy

Policy No.:	Type of Policy: Board Business
Policy Title: Director Travel and Expenses	
Policy Description: Reimbursement of travel and related expenses incurred by Directors in the performance of official duties	
Approval Date: 12/6/2022	Last Review Date: 2022
Approval Resolution No.:	Next Review Date: 2026
Rescinded Resolution No.: 41-22	Rescinded Resolution Date: 8/2/2022

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to establish guidelines for reimbursement of travel and related expenses incurred by Directors in the performance of official duties in accordance with Government Code Sections 53232.2 and 53232.3 as specified in Government Code Section 61047, part of the Community Services District Law, and declare that each Director shall exhibit good judgment in the matter of travel and incidental expenses and shall have proper regard for the propriety and economy of conducting District business.

1. General

Directors may receive reimbursement for reasonable and actual travel and/or incidental expenditures of Directors incurred in the performance of official duties and upon timely submittal of a Director Expense Sheet and supporting documentation in conformance with this policy.

At the request of a Director, the General Manager or designee may directly arrange for registration fees and lodging reservations, and pay those directly. All other arrangements and expenses are the responsibility of the Director, and will be reimbursed after the event in accordance with provisions of this policy.

2. Services Allowed for Reimbursement

Reimbursement of travel and related expenses shall meet the following criteria:

- a. Travel to and from and attendance at conferences and meetings by Directors shall be consistent with the approved budget of the District.
- b. Travel on District business within the States of California and Nevada, as well as travel to Association of California Water Agencies and California Association of Sanitation Agencies conferences in Washington D.C., is pre-approved by adoption of this policy; travel on District

Policy No.:	Policy Title: Director Travel and Expenses
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business in locations other than California, Nevada, and Washington D.C. require specific Board approval.

- c. Expenses incurred in connection with monthly Chamber of Commerce lunch meetings are pre-approved by adoption of this policy. Such meetings provide opportunities to develop positive relationships with the local business community, when participation is determined by the Board to be in the best interest of the District.
- d. Expenses incurred in connection with activities and/or events that are not eligible for compensation under the Director Compensable Activities policy may, with prior Board approval, qualify for reimbursement under this policy. Such events include activities of civic and charitable organizations when participation is determined by the Board to be in the best interest of the District.

3. Expenses Allowed for Reimbursement

Expenditures of Directors for travel shall be allowed in general accordance with the following criteria:

- a. Registration Fees: A registration or similar fee charged by the organizers of any conference, convention, or meeting.
- b. Lodging: Amounts equivalent to the cost of a standard single occupancy room at the facility at which the conference or meeting is held, or comparable nearby lodging. In instances where conference hotels are filled, the Director should attempt to secure comparable rates at a nearby hotel. Directors must make reasonable and prudent determinations regarding pre- and post-lodging arrangements for each approved event. Directors must take into consideration the event program schedule, location and travel mode, and other activities related to the Director’s duties or purpose at the event
- c. Transportation:
 - Air Travel: Amounts equivalent to the cost of coach class round-trip airfare from Oakland, San Jose, Sacramento, or San Francisco to an airport reasonably near the destination.
 - Rental Cars: The cost of a midsize rental car to and from, or at the destination. In the event a rental car must be utilized, the collision waiver must be added to the rental contract to cover any damage that may occur to the rental car.
 - Private Automobiles: Travel to and from the destination using a private automobile at the IRS mileage rate (travel to and from the District for the purpose of attending Board meetings is not eligible for reimbursement), limited to the cost of a pre-purchased round-trip coach class airfare plus ground transportation that would be incurred for the same trip. When more than one District official travels in the same private automobile, allowance will be made to only the owner or lessor of the vehicle used. No credit for airfare or the avoided cost of a second automobile shall be paid to the second person. If the General Manager determines that air transportation is not feasible due to work schedules, time involved, or other practical reasons, an allowance for the use of a private

Policy No.:	Policy Title: Director Travel and Expenses
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automobile shall be determined on the basis of the IRS mileage rate and shall not be subject to the limitation specified herein.

- Tolls and Parking: Tolls, parking, and other similar charges. Parking shall be at “non-valet” and “long-term” rates when available.
- Public Transportation / Taxis: Expenses for public transportation or private “for hire” ground transportation at the destination, to and from the destination, and to and from the departure airport.

- d. Meals: Actual and reasonable costs of meals while traveling, up to the median California city per diem rate. Notification of this rate, along with a breakdown by meal, will be forwarded to the Board each December for the upcoming calendar year. Directors shall exercise discretion in the selection of restaurants and when incurring costs for meals. No costs for any alcoholic beverages shall be eligible for reimbursement. The maximum daily reimbursement shall also be reduced by the amount associated with the meals that a Director would normally have taken on his/her personal behalf before departure or after his/her return.
- e. Incidental Expenses: Reasonable incidental expenditures related to travel or the conduct of District business in amounts less than \$10 per item without receipt. These include items such as parking at meters, baggage handling, phone charges, and other similar expenses.

If a receipt is lost, the Director shall so note that on his/her Director Expense Sheet along with a brief explanation and estimate of the expense. In such cases, copies of credit card statements and/or checking account charges that show the date and amount of the charge and the payee are acceptable substitutes. The General Manager, or designee, shall apply reasonable discretion, as supported by the evidence of the situation, and determine the actual amount to be reimbursed.

4. Expenses Not Allowed for Reimbursement

- a. Direct or incremental expenses of family members or guests traveling with a Director, such as the added cost of upgrading a room or a rental car to accommodate a non-District traveling companion.
- b. Expenses unrelated to approved travel or event attendance. Allowable expenses as specified herein are reimbursable only for the time while the conference, business meeting, or other District business activity is occurring, with reasonable allowance for the need to arrive in advance of or depart after a conference or business meeting.
- c. Expenses incurred in connection with partisan or nonpartisan political activities or events.
- d. Expenses not submitted for reimbursement within 45-days of being incurred.

Policy No.:	Policy Title: Director Travel and Expenses
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5. **Review and Approval**

The principal responsibility for compliance with this policy rests with each Director. The General Manager, or designee, shall review all expenses submitted for reimbursement to determine conformance with this policy prior to approving payment. When necessary, reasonable discretion in approving reimbursements related to unusual circumstances may be exercised that are not in strict accordance with this policy but that were necessary and prudent and were incurred in performance of official duties while furthering the interests of the District. If a Director disagrees with the determination, the Director submitting the expenses for reimbursement shall make a request at a Board meeting, not later than 60 days after the day for which reimbursement is requested, to schedule an agenda item to review the determination at a future regular Board meeting. The submittal of a Director Expense Sheet by a Director shall be deemed a representation by that Director that the request, in the exercise of his or her judgment, complies with the terms of this policy, that any required approval of the Board was obtained at a Board meeting in advance of the activity or event, that any required written report has been submitted at the next Board meeting following the activity or event, and that the Director has considered any issues that the General Manager has identified. If the matter is referred to the Board of Directors, the Board shall approve the Director Expense Sheet unless the Board believes it substantially deviates from this policy.

6. **Administration**

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

RESOLUTION NO. 41-22RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE DIRECTOR TRAVEL AND EXPENSES POLICY AND RESCINDING RESOLUTION NO. 1-20

WHEREAS, on December 6, 2005, the Board revised the policy for the reimbursement of travel and related expenses incurred by Directors while on District business, to conform with two statutes that became effective January 1, 2006: SB 135 (Kehoe), which revised the Community Services District Law, and AB 1234 (Salinas), which required local agencies to adopt a written policy concerning the types of occurrences that qualify a member of a legislative body to receive reimbursement of expenses for travel, meals, and lodging , and impose related requirements, including the filing of expense reports, in order to provide reimbursement for such expenses; and

WHEREAS, on June 16, 2009, the Board adopted a Director Travel and Expenses policy, which was revised during the four-year reviews on February 19, 2013, March 21, 2017, and again on January 7, 2020, to revise the policy to pre-approve travel and other expenses associated with certain events not pre-approved in the Director Compensable Activities policy, but incurred in the performance of official duties, to eliminate the need for the Board to annually pre-approve such events as eligible for reimbursement of travel and other expenses; and

WHEREAS, after recent staff review, the following policy revisions are made to provide further clarity for Directors travelling on District business and to ensure consistency for administrative processing:

- Explains the responsible party(ies) for handling travel arrangements and related expenses.
- Adds clarifying language that travel expenses for ACWA and CASA conference dates in Washington D.C. are pre-approved.
- Adds language regarding hotel bookings, and the reasonable and prudent determination of pre- and post-lodging based on the event program schedule, location and travel mode, and other activities related to the Director's duties or purpose at the event.
- Adds language that a rental car, if one must be utilized, can be used for travel to and from the destination and explains the rental insurance requirements for such use.
- Sets forth a deadline of 45 days after expenses are incurred for an expense report to be submitted for reimbursement(s).
- Makes non-substantive language and formatting corrections.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the revised Director Travel and Expenses policy, attached as Exhibit "A," is hereby adopted; and Resolution No. 1-20, attached as Exhibit "B," is hereby rescinded.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 2nd day of August, 2022, and passed by the following vote:

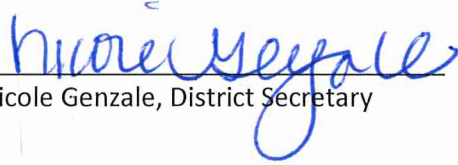
AYES: 4 – Directors Marisol Rubio, Georgean M. Vonheeder-Leopold, Ann Marie Johnson, Richard M. Halket

NOES: 0

ABSENT: 1 – Director Arun Goel



Richard M. Halket, President

ATTEST: 

Nicole Genzale, District Secretary



TITLE: Rescind District Security Policy and Resolution No. 12-10

RECOMMENDATION:

Staff recommends the Board of Directors rescind, by Resolution, the District Security policy and Resolution No. 12-10 due to redundancy with existing laws and regulations.

DISCUSSION:

The District Security policy was last reviewed on August 21, 2018. The purpose of the policy is to “provide operational guidance for the provision of safe and reliable water supply and wastewater services,” as well as “the prevention or mitigation of potential damage or loss of physical and human assets from internal and external threats.”

The America’s Water Infrastructure Act (AWIA) and other laws and regulations mandate that the District protect its physical and cyber infrastructure. In response to these laws, the District has established plans and procedures to safeguard and secure District facilities and staff. The details of the District’s security protocols are not shared publicly in order to safeguard their integrity. As currently written, the District Security policy serves as a formality and provides no supplementary value to the District’s protocols regarding safety and security of the District’s public utility infrastructure.

District staff conducted a survey of other water/wastewater utility agencies and found that no other agencies in the area maintain a District policy for security. District counsel reviewed the policy and determined that the Board has no legal obligation to retain a District Security policy. Therefore, staff recommends the Board of Directors rescind the District Security policy.

The current policy is included for review as Exhibit A to the proposed resolution. Resolution No. 12-10 is included as Exhibit B to the proposed resolution.

Originating Department: Operations	Contact: D. Griffin/J. Carson	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)		

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT RESCINDING THE DISTRICT SECURITY POLICY AND RESCINDING RESOLUTION NO. 12-10

WHEREAS, on April 6, 2010, the Board of Directors adopted the District Security policy (P700-10-3) by Resolution No. 12-10; and

WHEREAS, the purpose of the policy is to provide operational guidance for the provision of safe and reliable water supply and wastewater services as well as the prevention or mitigation of potential damage or loss of physical and human assets from internal and external threats; and

WHEREAS, the America's Water Infrastructure Act (AWIA) and other laws and regulations mandate District actions regarding rules and procedures to safeguard and secure District facilities; and

WHEREAS, staff has reviewed the District Security policy and found that the policy provides no supplementary value to the laws and regulations that inform and direct District security protocols, and therefore, no longer needs to be a District policy.

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

The Board of Directors hereby rescinds the District Security policy, attached as Exhibit "A," and rescinds Resolution No. 12-10, attached as Exhibit "B."

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of December, 2022, and passed by the following vote:

AYES:

NOES:

ABSENT:

Richard M. Halket, President

ATTEST: _____
Nicole Genzale, District Secretary



Policy

Policy No.: P700-18-1	Type of Policy: Personnel
Policy Title: District Security	
Policy Description: Ensure security of facilities to provide safe and reliable water and wastewater services	
Approval Date: 4/6/2010	Last Review Date: 2018
Approval Resolution No.: 12-10	Next Review Date: 2022
Rescinded Resolution No.: N/A	Rescinded Resolution Date: N/A

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

The District shall establish and maintain an appropriate level of security to ensure the safety and reliability of water and wastewater services in accordance with regulatory requirements and threat conditions.

The General Manager shall develop comprehensive rules and procedures in furtherance of this policy.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
April 6, 2010	
Reviewed by Committee or Board:	Date:
Board	October 7, 2014
Board	August 21, 2018

RESOLUTION NO. 12-10

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING THE DISTRICT SECURITY POLICY

WHEREAS, the provision of safe and reliable water supply and wastewater services is essential for the protection of public health and the environment in compliance with federal, state and local regulations; and

WHEREAS, the prevention or mitigation of potential damage or loss of physical and human assets from internal and external threats is a fundamental responsibility of the District; and

WHEREAS, the attached policy titled District Security provides operational guidance for achieving these security objectives; and

WHEREAS, the attached policy titled District Security is considered good business practice and is consistent with federal, state, and local laws, ordinances and regulations.

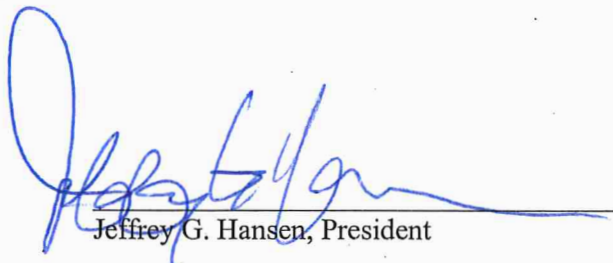
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency in the counties of Alameda and Contra Costa, California, that the attached policy titled "District Security" (attached as "Exhibit A") is hereby adopted by the Board of Directors of Dublin San Ramon Services District.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of April 2010, and passed by the following vote:

AYES: 5 - Directors Daniel J. Scannell, Richard M. Halket, Georgean M. Vonheeder-Leopold, D.L. (Pat) Howard, Jeffrey G. Hansen

NOES: 0

ABSENT: 0


Jeffrey G. Hansen, President

ATTEST: 
Nancy G. Hatfield, District Secretary



TITLE: Increase the Fiscal Year Ending 2023 Capital Outlay Budget for Fleet Vehicles and Authorize the General Manager to Purchase Ford Fleet Vehicles and Equipment

RECOMMENDATION:

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

1. Rescind the September 20, 2022 approval to purchase four (4) Ford F-250 vehicles from Napa Ford.
2. Increase the Fiscal Year Ending 2023 Capital Outlay Budget for fleet vehicles by \$112,000.
3. Authorize the General Manager to execute purchase order(s) with selected vendor(s) for the purchase of five Ford fleet vehicles for a total amount not to exceed \$375,000.

DISCUSSION:

There is an ongoing shortage of vehicles that continues to impact the District’s ability to purchase fleet vehicles. The vehicle shortage is caused by a shortage of semiconductor chips, which has prompted manufacturers to slow down their production and to use different criteria to prioritize which vehicles go into production. Due to these supply chain and delivery issues, the Board approved carrying over the majority of fiscal year ending (FYE) 2022 capital outlay requests for fleet vehicles to FYE 2023 as part of the Mid-Cycle Operating Budget Adjustments for FYE 2022 and FYE 2023.

The revised FYE 2023 budget includes capital outlay funding to purchase four Ford F-250 vehicles and one Ford Escape Hybrid vehicle to replace current vehicles which have reached the end of their useful lives. These vehicles are used by the Field Operations Division and the Information Technology Services Division, respectively, to perform maintenance and repair work.

On September 20, 2022, the Board approved the award of the purchase of the four F-250 vehicles with Napa Ford for \$228,000. Unfortunately, staff was notified in October 2022 that the model year vehicle quoted in the 2022 bid was no longer available from the manufacturer. During a separate competitive bidding process in September 2021, Towne Ford was awarded the purchase of one Ford Escape Hybrid vehicle for \$29,000, which was within the General Manager’s purchasing authority. In late November 2022, staff was notified that the Ford Escape Hybrid vehicle order was cancelled by the manufacturer who cited a lack of parts to assemble the vehicle. Staff worked with the vendor on alternative vehicle models and identified the Ford Ranger as a viable alternative.

Both vendors offered revised estimates for 2023 model vehicles. The estimates are significantly more expensive than the originally awarded cost for a number of reasons, including the newer model year, increased component costs, a decrease in the municipal fleet discount, and increased equipment costs. Due to the significant increase in cost, staff is rebidding the vehicles in accordance with District purchasing guidelines and is recommending that the prior approval for the District to purchase the four F-250 vehicles with Napa Ford be rescinded.

Staff anticipates receiving bids by December 23, 2022. However, vendors have already informed the District that the order window for 2023 model vehicles, which opened in November 2022, is extremely limited by the manufacturer and is likely to close in early January 2023. If staff is unable to purchase the 2023 vehicles in question during the window set forth by the manufacturer, the District may not have another opportunity to purchase 2023 vehicles, unless the manufacturer resumes routine production.

Per District Code Section 7.70.070, Board authorization is required for purchases over \$175,000. Depending on the selected vendor(s), the ordering window may close before the next Board of Directors meeting can be scheduled.

Originating Department: Operations	Contact: E. Steffen/J. Carson	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$375,000 with \$42,500 from Local Wastewater Replacement (Fund 210), \$15,000 from Regional Wastewater Replacement (Fund 310), and \$317,500 Water Replacement (Fund 610)	
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)	53 of 57	

Therefore, due to the unique purchasing challenges presented by the current vehicle supply shortage and compressed window for ordering vehicles, staff is requesting that the Board of Directors authorize the General Manager to execute purchase order(s) with the selected vendor(s) immediately after staff opens and reviews bids for the four F-250 vehicles and Ford Ranger vehicle.

Requested Capital Outlay Budget Increase:

Based on initial estimates received from the vendors, staff anticipates that the award of the four 2023 Ford F-250 vehicles will not exceed \$325,000, and the award of a 2023 Ford Ranger vehicle will not exceed \$50,000. Therefore, staff recommends that the FYE 2023 Capital Outlay Budget be increased by \$112,000 as shown in the table below.

	FYE 2023 Capital Outlay Budget	Requested Increase	Adjusted FYE 2023 Budget
Four Ford F-250 Vehicles	\$228,000	\$97,000	\$325,000
One Ford Ranger (formerly Escape Hybrid) Vehicle	\$35,000	\$15,000	\$50,000
Total	\$263,000	\$112,000	\$375,000

Upon completion of a competitive bidding process and in accordance with the Purchasing Ordinance and District purchasing guidelines, staff intends to issue a purchase order for the Ford F-250 vehicles to the selected vendor not to exceed \$325,000, with 10% (\$32,500) of the purchase allocated from the Local Wastewater Replacement Fund (Fund 210) and 90% (\$292,500) of the purchase allocated from the Water Replacement Fund (Fund 610). Using the same competitive bidding process, staff intends to issue a purchase order for the Ford Ranger to the selected vendor not to exceed \$50,000, with 20% (\$10,000) of the purchase allocated from the Local Wastewater Replacement Fund (Fund 210), 30% (\$15,000) of the purchase allocated from the Regional Wastewater Replacement Fund (Fund 310), and 50% (\$25,000) of the purchase allocated from the Water Replacement Fund (Fund 610).



TITLE: Receive Presentation on District's Water Conservation Status

RECOMMENDATION:

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

SUMMARY:

Per the Board of Directors' declaration of a Stage 2 Water Shortage Emergency, the District has a target of 15 percent water conservation on an annualized basis. This report highlights recent activities and actions in response to the emergency declaration. The District's potable water use in October 2022 was 23.4 percent lower than in October 2020. The cumulative District's potable water reduction since the Board of Directors adopted the emergency declaration (from September 2021 to October 2022) is 9 percent.

DISCUSSION:

DSRSD continues implementing water demand reduction measures to meet the District's Stage 2 Water Shortage Emergency regulations adopted by the Board on September 21, 2021, which called for a mandatory 15percent demand reduction District-wide. Starting on November 1, per Stage 2 Water Shortage Emergency regulation, outdoor irrigation is only allowed for one day per week. These water demand reduction measures are consistent with the District's Water Shortage Contingency Plan (WSCP) and regulations on water use per District Code Chapter 4.20 as amended by Ordinance No. 350.

Staff presented the District's conservation status to the Board of Directors on October 18, 2022. Below is a summary of the conservation program efforts since the last update.

District Water Conservation Messaging and Program

Drought outreach in September began to focus on the changing seasons with shorter, cooler days and reduced need for irrigation. Public outreach on water conservation in October included:

- October *Pipeline eNewsletter* article topics: cutting back irrigation for fall, planting water-wise plants in fall, water conservation rebates, Halloween-themed ways to save water
 - Newsletter open rate of 65%; 137 clicks on Rebates webpage
- Bill insert on fall drought regulations (once-a-week watering, no irrigation during/after rain, rebates)
 - Bimonthly water bill cycles from October 15 to December 1
- Final month of a three-month water conservation advertising campaign with EBMUD (East Bay Municipal Utility District) for digital kiosks at City Center Bishop Ranch in San Ramon
- "Keeping Trees Thriving in a Drought" webinar recording with Zone 7 Water Agency (Zone 7) on the DSRSD website
- Social media water conservation posts: shared October Pipeline eNewsletter, "Fall is for Planting" webinar, notification of November 1 switch to once-a-week irrigation, and "witchy ways" to save water for Halloween
- Shower warm-up water collection buckets in the District Office lobby for customer giveaways in partnership with Zone 7

Originating Department: Engineering and Technical Services	Contact: I. Suroso/S. Delight	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)	55 of 57	

Rebates Program

Staff continued to receive rebate applications for the Weather-Based Irrigation Control (Smart Controller) and High-Efficiency Washer (HEW). Two applications were for the Smart Controller rebate, and seven were for the HEW rebate.

To improve and streamline the application process for Zone 7’s water-efficiency lawn conversion program (WEL Conversion Program), effective November 14, 2022, Zone 7 will convert the program to a fixed dollars per square foot rebate. The WEL Conversion Program will provide a rebate of \$1 per square foot of converted lawn, which is equivalent to the current rebate program.

Staff also worked with Zone 7 to identify potential customers who could benefit from the grant funding available from the Department of Water Resources’ (DWR’s) 2022 Urban Community Drought Relief Funding. Staff has reached out to DSRSD customers. Currently, the City of Dublin and Alameda County Fire Department have expressed interest in being included in the application process for the Drought Relief Funding.

District Potable Water Use and Conservation Target

District water conservation in October was 23.4 percent compared to 2020 (see Figure 1), which is greater than the previous month’s savings. There was no significant precipitation in October 2022; however, the average temperature in October 2022 is almost 4 degrees lower than in October 2020, which helped the water conservation effort. Additionally, a drought postcard with a reminder to turn off the irrigation system in preparation for autumn was mailed to all residential, commercial, institution, and industrial customers in September.

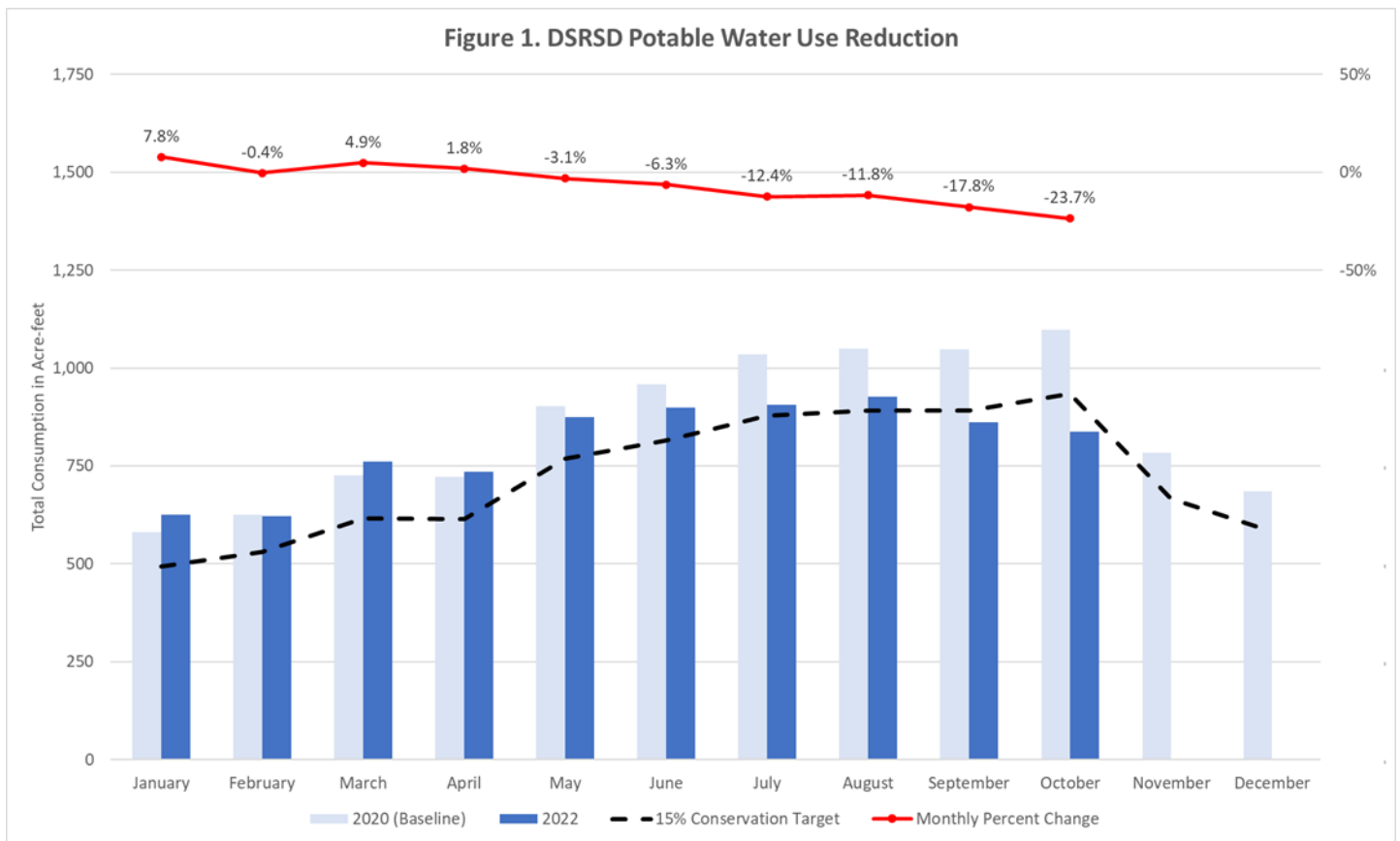
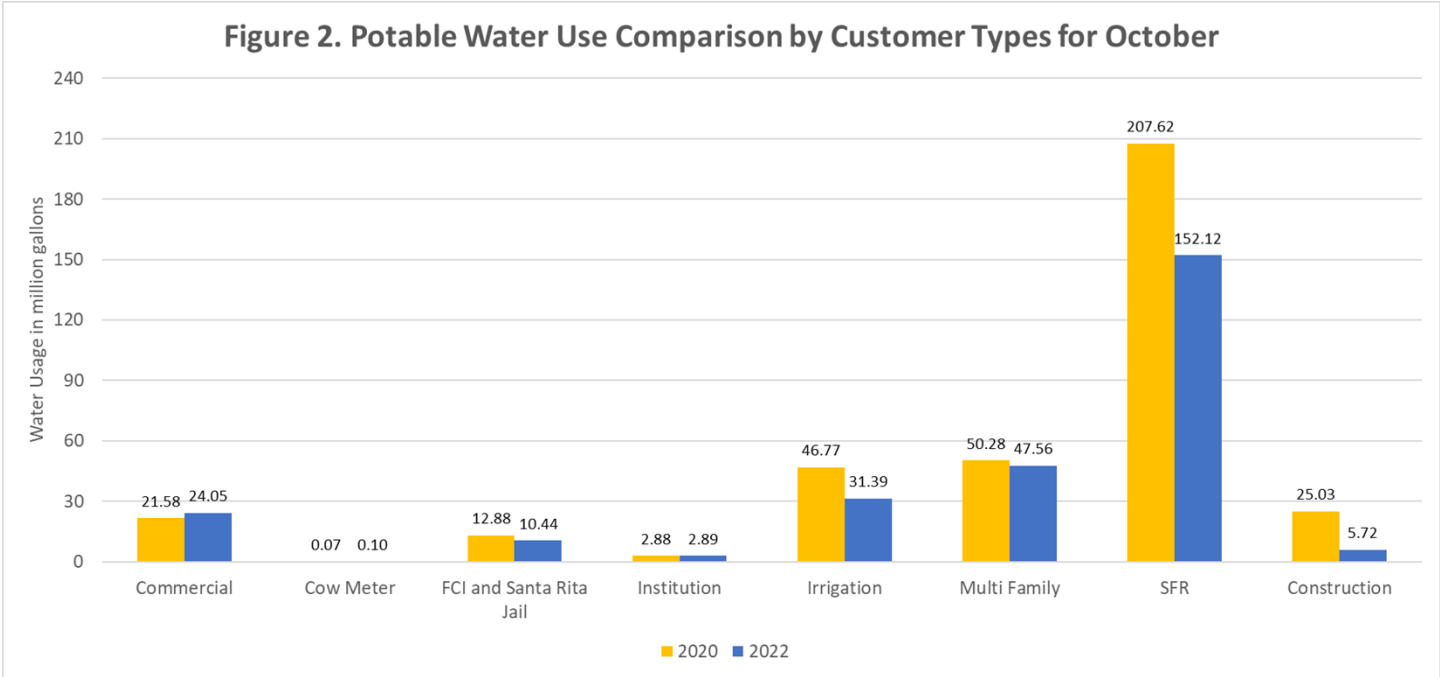


Figure 2 presents the October water usage by customer type in 2022 compared to 2020. All customers, except commercial, institution, and animal water use customers, used less water in October compared to the baseline year. Single-family residential (SFR) and irrigation customers continued to save their water usage in October, with SFR using 27 percent less water and irrigation using 33 percent less water. The remaining customer types – multi-family and federal and correctional facilities – used 5 to 19 percent less water in October.

Figure 2. Potable Water Use Comparison by Customer Types for October



Next Steps

Even with a wet start, November is projected to be a dry month. Staff will continue monitoring customers’ water use in the coming months and deliver drought messaging accordingly. Staff will follow the State’s drought update and actions closely.