

AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, April 4, 2023

PLACE: Regular Meeting Place
7051 Dublin Boulevard, Dublin, CA
www.dsrsd.com

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, Govindarao, Halket, Johnson, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
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 March 21, 2023
Recommended Action: Approve by Motion
8. BOARD BUSINESS
 - 8.A. Receive Presentation and Support the Proposed Dublin San Ramon Services District - East Bay Municipal Utility District Recycled Water Authority Operations Budget for Fiscal Years 2024 and 2025
Recommended Action: Receive Presentation and Support by Motion
 - 8.B. Conditionally Approve Rescinding Drought Emergency Proclamation, Implementing Water Waste Prohibitions Under Executive Order N-5-23, and Authorizing the General Manager to Modify Prohibitions as Needed
Recommended Action: Approve by Resolution

- 8.C. Continue Discussion of the 2023 Strategic Plan Update
Recommended Action: Discuss and Provide Direction

9. REPORTS

9.A. Boardmember Items

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

March 21, 2023

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

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

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

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

4.A. New Employee Introductions

Elliot Becker – Utility Billing & Customer Services Field Technician II

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

6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – General Manager McIntyre stated that Item 8.D could be rescheduled to a future meeting if discussion of Item 8.C runs long this evening.

7. CONSENT CALENDAR

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

7.A. Approve Regular Meeting Minutes of March 7, 2023 – Approved

7.B. Approve Change Order No. 4 for the WWTP SCADA Improvements Project (CIP 05-3206) – Approved – Resolution No. 7-23

7.C. Approve Salary Range for New Finance Supervisor Job Classification and Abolish Utility Billing and Customer Services Job Classification – Approved – Resolution No. 8-23

- 7.D. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 63-22 – Approved – Resolution No. 9-23

8. BOARD BUSINESS

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

Senior Engineer Irene Suroso reviewed the item and provided the Board a presentation that highlighted the item's key information, which was added to the website as supplemental materials. The Board and staff discussed the possibility that the State could end its drought restrictions soon due to the recent rainfall and snowpack levels. They discussed the District's capacity to continue mandatory conservation measures, should the State lift its restrictions. Staff reported that the District will first work with its water wholesaler, Zone 7 Water Agency, for guidance, but ultimately the District can opt to implement stricter conservation requirements than the State. The Board directed staff to continue its course regarding conservation efforts.

- 8.B. Receive Update on a Proposed Joint Tri-Valley Residential Recycled Water Fill Station

Engineering Services Director Delight reviewed the item for the Board. The Board and staff discussed the necessary components for establishing a joint fill station, such as participation of Tri-Valley partners, securing a suitable location, obtaining recycled water resources, bearing the construction and operational costs, agreeing to operational responsibilities, determining the community's need for one, and adhering to the District's Recycled Water policy. Staff confirmed there is no current active agreement obligating the partners to build the fill station. The Board opined that the fill station may not be needed next summer given the effects of recent rainfall as well as the differing needs of the partner agencies. The Board directed staff to maintain this as a possible project should the partner agencies determine a need to move forward.

- 8.C. Receive Presentation on the 2023 Strategic Plan Update

Assistant General Manager Lee reviewed the item and provided the Board slides of the 2023 Strategic Plan Update (Plan) to facilitate the review process. The slides were added to the website as supplemental materials. The Board and staff discussed each element of the Plan. The Board expressed its general agreement with the Plan as presented in the agenda item (mission, vision, strategic goals (10), and action items), and provided feedback to staff to revisit or revise the following areas:

- Vision - Consider if wording regarding providing service drives or implies unintentional additional workload; consider how best to frame aspiring to become industry best practices leader
- Goal #1 - Prepare options on how best to articulate the envisioned approach to rate increases; include review of reserve policies
- Goal #5 - Clarify leadership programming; indicate business continuity per workforce skill development and succession planning opportunities; incorporate the tying of workforce culture to employee engagement survey results

- Goal #6 - Reflect all types of emergencies (natural and manmade disasters) and incorporate recovery and role clarity
- Goal #8 - Consider the use of “ensure”; review priorities within the District’s energy planning and determine if fleet management should remain a stand-alone action item
- Goal #10 - Consider how granular the goal information should be; improve public engagement with easily understood outreach materials; this element should be at the forefront of the Plan
- Organize the goals in order of District priorities
- Add the District logo to the final Plan document

The Board directed staff to incorporate the feedback provided this evening into the draft Plan update and present it at the April 4 Board meeting for review.

8.D. Receive Report on District-Related Education and Events Supporting Leadership Opportunities Available to Local Community-Based Youth Organizations

Special Assistant to the General Manager Gallardo reviewed the item for the Board. The Board and staff discussed the resources and opportunities the District currently offers to the community and opined on other possible avenues to directly support and engage with youth and other community-based organizations (i.e., schools, fire and park districts, girl and boy scouts, STEM programs, cities, chambers of commerce, etc.). The District employed a teacher who led these activities approximately 15 years ago, but the position was discontinued due to budget constraints. The Board directed staff to review current practices and identify ways to improve connection, education, and engagement of youth groups and the public at-large through DSRSD’s community-based efforts.

9. REPORTS

9.A. Boardmember Items

9.A.1. Joint Powers Authority and Committee Reports
DSRSD/City of Pleasanton Liaison – March 20, 2023

President Vonheeder-Leopold invited comments on recent Committee activities. Directors Govindarao and Halket discussed several of the Committee activities.

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

President Vonheeder-Leopold submitted written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the Alameda County Special Districts Association (ACSDA) Board of Directors teleconference meeting on March 8, and the ACSDA’s Annual Dinner meeting on March 20 in Castro Valley. She summarized the activities and discussions at the meetings.

Vice President Johnson submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the

California Special Districts Association Fiscal Committee teleconference meeting on March 9. She summarized the activities and discussions at the meeting.

Director Goel reported that he attended the ACSDA annual dinner last night. He summarized the activities and discussions at the meeting. He did not submit a written report.

- 9.A.3. Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda – None

9.B. Staff Reports

- 9.B.1. Event Calendar – Staff reported on the following:

- The Contra Costa Special Districts Association chapter is hosting its 30th Anniversary Dinner on Thursday, April 27 at the Pleasant Hill Community Center at 5 p.m.
- DSRSD’s 70th Anniversary Reception will be held on Tuesday, April 18 in the District Office lobby at 5 p.m.

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

10. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 7:50 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



TITLE: Receive Presentation and Support the Proposed Dublin San Ramon Services District – East Bay Municipal Utility District Recycled Water Authority Operations Budget for Fiscal Years 2024 and 2025

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation and support, by Motion, the proposed Dublin San Ramon Services District (DSRSD) – East Bay Municipal Utility District (EBMUD) Recycled Water Authority (DERWA) budgets for fiscal years 2024 and 2025 for the operation and maintenance of DERWA facilities.

SUMMARY:

The proposed Fiscal Year 2024 and 2025 DERWA operation and maintenance (O&M) budget is \$5,725,000 and \$6,161,000 respectively. The proposed Fiscal Year 2024 DERWA O&M budget includes a 44 percent overall increase from the current adopted budget for Fiscal Year 2023 (\$1,750,000); followed by an increase of 7 percent in Fiscal Year 2025 (\$430,000). The significant increase is largely due to costs related to filter backwash treatment and energy. The DERWA Board of Directors is responsible for approval of the overall DERWA budget and will review and consider adoption of the budget at DERWA’s regular Board meeting on April 24, 2023.

BACKGROUND:

In 1995, DSRSD and EBMUD executed an agreement to form DERWA, a Joint Powers Authority (JPA), for the purpose of implementing a program to provide recycled water to DSRSD and EBMUD customers in the San Ramon Valley. The DERWA program further treats secondary effluent from the DSRSD Regional Wastewater Treatment Plant (WWTP) to produce disinfected tertiary recycled water suitable for irrigation and other approved uses. In 2003 and 2005, agreements were executed to implement the DERWA program, and deliveries of recycled water began in 2006. In 2014, the City of Pleasanton (Pleasanton) joined the recycled water program and entered into an agreement with DERWA for recycled water treatment and delivery services. Pleasanton started receiving recycled water supply starting with Val Vista Park adjacent to the WWTP. Currently, DSRSD uses about 55 percent of the recycled water provided by DERWA, and this recycled water makes up 20 percent of DSRSD’s entire annual water use.

DSRSD is responsible for the operation and maintenance of the DERWA recycled water facilities. Article 3B of the Operations Agreement requires that DSRSD prepare a biennial operation and maintenance budget that must be submitted to the DERWA Authority Manager for review and inclusion in the annual DERWA budget for the DERWA Board’s consideration.

DISCUSSION:

DSRSD prepares a two-year DERWA O&M Budget for consistency with DSRSD’s two-year budget cycle. However, DERWA adopts its budget one fiscal year at a time, per the 1995 DERWA Joint Powers Authority Agreement. The proposed budget includes funding for the Jeffrey G. Hansen Water Recycling Plant and the distribution pump stations/recycled water supply pipeline known as the “DERWA Backbone.”

The proposed Fiscal Year 2024 and 2025 DERWA operation and maintenance (O&M) budget is \$5,725,000 and \$6,161,000 respectively. The proposed Fiscal Year 2024 DERWA O&M budget includes a 44 percent overall increase from the current adopted budget for Fiscal Year 2023 (\$1,750,000); followed by an increase of 7 percent in Fiscal Year 2025 (\$430,000). The significant increase is largely due to three factors:

Originating Department: Operations	Contact: C. Ferreyra/J. Carson	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: DERWA Operating Funds	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Proposed DERWA O&M Budget for FY 2024 Attachment 2 – Proposed DERWA O&M Budget for FY 2025 Attachment 3 – Budget History	
		7 of 28

Backwash: Article 3.H of the Operations Agreement provides for DSRSD to charge DERWA for treatment of filter backwash streams that are discharged to the DSRSD WWTP based on rates adopted by the DSRSD Board. Since operation of the DERWA Program began, DSRSD has studied wastewater treatments rates, but has not adjusted the backwash treatment rate. DSRSD has prepared a Regional Wastewater Rate Cost of Service Analysis (presented to the DSRSD Board on March 7, 2023) and new wastewater rates are anticipated to be adopted on May 2, 2023. These rates would become effective July 1, 2023. Preliminary calculations show that the cost to treat DERWA backwash rates will increase by an estimated \$1.3 million, from \$100,000 to \$1,400,000. The increase in cost reflects the addition of the ballasted flocculation treatment system and the significant increase in recycled water production that has occurred since operations began in 2006.

DSRSD treats DERWA filter backwash and bills DERWA for this cost and therefore, the revenue received for this service is a Regional Enterprise revenue to DSRSD. DERWA apportions the filter backwash expense to DSRSD and EBMUD based on annual recycled water usage and bills each agency for their share of the cost. Additionally, a portion of this cost is reimbursed by Pleasanton through recycled water rates. For DSRSD, the filter backwash expense is paid for by the Water Enterprise and recovered through recycled water rates.

DERWA and DSRSD are currently studying potential options to reduce the volume and/or strength of the filter backwash stream to mitigate the anticipated increase in treatment cost, an effort in line with the Operations Agreement, which contains language related to the potential for infrastructure improvements to address this cost.

Energy: DERWA's Fiscal Year 2023 energy budget is \$1.17 million. Based on data related to projected rate increases from Pacific Gas & Electric (PG&E), DSRSD staff is including a 30 percent increase in energy costs for Fiscal Year 2024 (an increase of \$350,000) in the proposed DERWA Operating Budget, and a 15 percent increase in Fiscal Year 2025 (\$230,000).

Labor: DERWA's Fiscal Year 2023 labor budget is \$1,315,000 million, distributed approximately 70/30 between treatment and transmission expenses. The proposed Fiscal Year 2024 labor budget is \$1,467,000, a \$152,000 increase (11 percent) from the current fiscal year. The proposed Fiscal Year 2025 labor budget is \$1,525,000, a \$58,000 increase (4 percent) over Fiscal Year 2024. The distribution between treatment and transmission remains constant in both years. The Fiscal Year 2024 increase reflects the current fully burdened 2023 labor rates. The Fiscal Year 2025 increase includes an assumption of a 4 percent CPI adjustment to labor rates in Fiscal Year 2025.

Labor expenses in Fiscal Year 2023 were based on 6,500 total billable hours. The Fiscal Year 2024 and 2025 proposed total billable labor hours is 7,085 for both years. This represents a 9 percent increase (585 hours) from the current fiscal year, predominantly in the mechanical and electrical divisions. Specifically, staff has assumed an increase in the level of effort required of the Mechanic II and Senior Mechanic positions to perform preventative maintenance tasks now required as the treatment system has begun to age and experience wear and tear. Staff has also decreased the hourly assumption of the Instrumentation Technician II and redistributed hours to the Instrumentation Technician I to maintain treatment plant and transmission instrumentation and controls. Finally, the Fiscal Year 2024 and 2025 proposed labor budget assumes additional 275 hours required of an Electrician I to troubleshoot and monitor the treatment plant electrical system.

Next Steps

The DERWA Board of Directors is responsible for approval of the overall DERWA budget and will review and consider adoption of the budget at DERWA's regular Board meeting on April 24, 2023. The District's contribution of 68 percent of the DERWA operating cost (\$3,836,000 in Fiscal Year 2024 and \$4,189,000 in Fiscal Year 2025), which is based on projected demands between the DERWA agencies, will be included in the District's upcoming two-year budget that the DSRSD Board will review and consider for adoption in June.

PROPOSED DERWA O&M BUDGET FOR FISCAL YEAR 2023-2024 (YEAR 1)

Summary:		<u>Total</u>	<u>Treatment</u>	<u>Distribution</u>	<u>Non-Recurring</u>
	LABOR	\$1,467,000	\$1,036,000	\$431,000	
	MATERIALS & SUPPLIES	\$4,004,500	\$3,794,500	\$210,000	\$92,000
	CONTRACTUAL SERVICES	\$213,500	\$129,500	\$84,000	\$0
	CCCSD Supplemental Supply Treatment Cost	\$40,000	\$40,000	\$0	\$0
		\$5,725,000	\$5,000,000	\$725,000	\$92,000
Projected Demand:					
		<u>Total</u>			
	Days of operation	365			
	Annual acre feet	5,358			
	Annual million gallons	1,746			
Projected Unit Cost:					
		<u>Total</u>	<u>Treatment</u>	<u>Distribution</u>	
	Cost/AF	\$1,069	\$933	\$135	
	Cost/MG	\$3,279	\$2,864	\$415	

Detailed Breakdown:

<u>LABOR</u>	<u>Hours</u>	<u>Est. Rate</u>	<u>Labor</u>	<u>Treatment</u>	<u>Distribution</u>
DIVISION 51 - Field Operations					
WWSO II	350	\$184	\$64,246		\$64,246
Senior WWSO	120	\$207	\$24,838		\$24,838
Supervisor	40	\$250	\$9,984		\$9,984
Superintendent	20	\$298	\$5,962		\$5,962
Subtotal	530		\$105,029	\$0	\$105,029
DIVISION 52 - Treatment Plant					
Operator II	300	\$195	\$58,638	\$58,638	
Senior WWTP Operator	2,900	\$215	\$623,529	\$623,529	
Senior Process Lead Operator	300	\$228			
Supervisor	80	\$355	\$28,418	\$28,418	
Subtotal	3,580		\$710,585	\$710,585	\$0
DIVISION 53 - Mechanical					
Senior Mechanic	360	\$236	\$85,007	\$63,755	\$21,252
Mechanic II	1,000	\$215	\$214,630	\$68,682	\$145,948
Supervisor	85	\$281	\$23,913	\$7,652	\$16,261
Subtotal	1,445		\$323,550	\$140,089	\$183,461
DIVISION 54 - Electrical					
Sr Instrument/Controls Tech	90	\$233	\$20,961	\$10,481	\$10,481
Instrument Tech 1	150	\$192	\$28,871	\$7,218	\$21,653
Instrument Tech 2	440	\$212	\$93,161	\$46,581	\$46,581
Senior Electrician	90	\$219	\$19,700	\$9,850	\$9,850
Electrician I	275	\$178	\$49,057	\$36,793	\$12,264
Electrician II	275	\$196	\$53,972	\$40,479	\$13,493
Principal Electrical Engineer	90	\$328	\$29,476	\$14,738	\$14,738
Subtotal	1,410		\$295,197	\$166,138	\$129,059
DIVISION 40 - Engineering					
Senior Civil Engineer	20	\$278	\$5,564	\$3,339	\$2,226
Associate Engineer	100	\$266	\$26,612	\$15,967	\$10,645
Subtotal	120		\$32,176	\$19,306	\$12,871
Total Billable Labor	7,085		\$1,467,000	\$1,036,000	\$431,000

Note:

Budget details on Materials & Supplies and Contractual Services continued on next page.

PROPOSED DERWA O&M BUDGET FOR FISCAL YEAR 2023-2024 (YEAR 1)

MATERIALS & SUPPLIES	Total	Treatment	Distribution	Non-Recurring
Operations Supplies				
Aluminum Sulfate	\$260,000	\$260,000	\$0	
Citric Acid	\$6,000	\$6,000	\$0	
Memclean	\$5,000	\$5,000	\$0	
Polymer	\$50,000	\$50,000	\$0	
Sodium Hypochlorite	\$95,000	\$95,000	\$0	
Sand	\$10,000	\$10,000	\$0	
Particle counter/data probe	\$20,000	\$20,000	\$0	\$ 20,000
Quartz Sleeves	\$65,000	\$65,000	\$0	
SF cell rehabilitation	\$50,000	\$50,000	\$0	
SFUV Wipers/Sensors	\$125,000	\$125,000	\$0	
SFUV Lamps and associated parts	\$75,000	\$75,000	\$0	
SF UVI Probe sensors with housings (5 units for spare)	\$10,500	\$10,500	\$0	
Backwash Waste	\$1,400,000	\$1,400,000	\$0	
Electricity (PG&E)	\$1,520,000	\$1,340,000	\$180,000	
Water (Pleasanton bills)	\$1,000	\$1,000	\$0	
Pleasanton Potable Water Make-up	\$0	\$0	\$0	
Supplies/Expenses (misc)	\$2,500	\$2,000	\$500	
Subtotal	\$3,695,000	\$3,514,500	\$180,500	\$20,000
Mechanical Supplies				
SF Airlift Assembly replacement (est 10 units)	\$0	\$0	\$0	
Compressor parts	\$5,000	\$5,000	\$0	
Gauges/valves	\$18,000	\$18,000	\$0	
HVAC maintenance	\$8,000	\$8,000	\$0	
Metering pumps	\$14,000	\$14,000	\$0	
Pump repair parts	\$20,000	\$0	\$20,000	
Sand pump liners (6 units)	\$36,000	\$36,000	\$0	\$36,000
Hydro-cyclones (6 units)	\$36,000	\$36,000	\$0	\$36,000
Subtotal	\$137,000	\$117,000	\$20,000	\$72,000
Electrical Supplies				
21 KV equipment	\$2,000	\$2,000	\$0	
Analyzer and Instruments spare parts	\$3,000	\$3,000	\$0	
Major Project Parts	\$6,000	\$3,500	\$2,500	
Metering parts	\$7,500	\$7,500	\$0	
Misc Corrective Parts	\$10,500	\$7,500	\$3,000	
Motor/VFD repairs and parts	\$13,500	\$9,500	\$4,000	
SFUV ballast replacements	\$5,000	\$5,000	\$0	
Subtotal	\$47,500	\$38,000	\$9,500	\$0
Laboratory Services/Analysis				
Compliance Testing	\$75,000	\$75,000	\$0	
Salt Mgmt Plan sampling/analysis	\$20,000	\$20,000	\$0	
Operational Support Testing	\$30,000	\$30,000	\$0	
Subtotal	\$125,000	\$125,000	\$0	\$0
Total Materials & Supplies	\$4,004,500	\$3,794,500	\$210,000	\$92,000
CONTRACTUAL SERVICES				
PSR1 Motor Rehab	\$10,000	\$10,000	\$0	
21 KV Transformer Testing, annual	\$8,000	\$7,400	\$600	
21kV Tri-Annual PM Service (due FY24, next FYE27 est \$3,300)	\$3,500	\$0	\$3,500	
480V Annual PM Service	\$20,000	\$20,000	\$0	
Actiflo optimization technical support	\$7,000	\$7,000	\$0	
IHT Pipeline CP Survey and AC Mitigation Study, annual	\$10,000	\$0	\$10,000	
Misc Repair services, as needed	\$10,000	\$10,000	\$0	
Professional Services, as needed	\$5,000	\$2,500	\$2,500	
PLC Support, annual	\$20,000	\$20,000	\$0	
UV System Preventative Maintenance Service	\$35,000	\$35,000	\$0	
Sub-surface Repairs, as needed	\$15,000	\$0	\$15,000	
SCADA Software Support, annual	\$20,000	\$17,600	\$2,400	
SFUV System Inspection	\$50,000	\$0	\$50,000	
Total Contractual Services	\$213,500	\$129,500	\$84,000	\$0
CCCSO SUPPLEMENTAL SUPPLY				
Secondary Treatment Cost	\$40,000	\$40,000	\$0	
TOTAL O&M BUDGET (LABOR, MATERIALS & SERVICES)	\$5,725,000	\$5,000,000	\$725,000	\$92,000

PROPOSED DERWA O&M BUDGET FOR FISCAL YEAR 2024-2025 (YEAR 2)

Summary:		<u>Total</u>	<u>Treatment</u>	<u>Distribution</u>	<u>Non-Recurring</u>
	LABOR	\$1,525,000	\$1,078,000	\$448,000	
	MATERIALS & SUPPLIES	\$4,355,000	\$4,105,000	\$250,000	\$0
	CONTRACTUAL SERVICES	\$240,000	\$104,500	\$135,500	\$0
	CCCSD Supplemental Supply Treatment Cost	\$40,000	\$40,000	\$0	\$0
		\$6,161,000	\$5,327,500	\$833,500	\$0
Projected Demand:		<u>Total</u>			
	Days of operation	365			
	Annual acre feet	5,358			
	Annual million gallons	1,746			
Projected Unit Cost:		<u>Total</u>	<u>Treatment</u>	<u>Distribution</u>	
	Cost/AF	\$1,150	\$994	\$156	
	Cost/MG	\$3,529	\$3,052	\$477	

Detailed Breakdown:

<u>LABOR</u>	<u>Hours</u>	<u>Est. Rate</u>	<u>Labor</u>	<u>Treatment</u>	<u>Distribution</u>
DIVISION 51 - Field Operations					
WWSO II	350	\$191	\$66,816		\$66,816
Senior WWSO	120	\$215	\$25,831		\$25,831
Supervisor	40	\$260	\$10,383		\$10,383
Superintendent	20	\$310	\$6,200		\$6,200
Subtotal	530		\$109,230	\$0	\$109,230
DIVISION 52 - Treatment Plant					
Operator II	300	\$203	\$60,984	\$60,984	
Senior WWTP Operator	2,900	\$224	\$648,470	\$648,470	
Senior Process Lead Operator	300	\$247			
Supervisor	80	\$369	\$29,555	\$29,555	
Subtotal	3,580		\$739,009	\$739,009	\$0
DIVISION 53 - Mechanical					
Senior Mechanic	360	\$246	\$88,407	\$66,305	\$22,102
Mechanic II	1,000	\$223	\$223,215	\$71,429	\$151,786
Supervisor	85	\$293	\$24,870	\$7,958	\$16,911
Subtotal	1,445		\$336,492	\$145,692	\$190,799
DIVISION 54 - Electrical					
Sr Instrument/Controls Tech	90	\$242	\$21,799	\$10,900	\$10,900
Instrument Tech 1	150	\$200	\$30,025	\$7,506	\$22,519
Instrument Tech 2	440	\$220	\$96,888	\$48,444	\$48,444
Senior Electrician	90	\$228	\$20,488	\$10,244	\$10,244
Electrician I	275	\$186	\$51,020	\$38,265	\$12,755
Electrician II	275	\$204	\$56,130	\$42,098	\$14,033
Principal Electrical Engineer	90	\$341	\$30,655	\$15,327	\$15,327
Subtotal	1,410		\$307,005	\$172,784	\$134,222
DIVISION 40 - Engineering					
Senior Civil Engineer	20	\$289	\$5,787	\$3,472	\$2,315
Associate Engineer	100	\$277	\$27,676	\$16,606	\$11,071
Subtotal	120		\$33,463	\$20,078	\$13,385
Total Billable Labor	7,085		\$1,525,000	\$1,078,000	\$448,000

Note:

Budget details on Materials & Supplies and Contractual Services continued on next page.

PROPOSED DERWA O&M BUDGET FOR FISCAL YEAR 2024-2025 (YEAR 2)

MATERIALS & SUPPLIES	Total	Treatment	Distribution	Non-Recurring
Operations Supplies				
Aluminum Sulfate	\$275,000	\$275,000	\$0	
Citric Acid	\$6,000	\$6,000	\$0	
Memclean	\$5,000	\$5,000	\$0	
Polymer	\$65,000	\$65,000	\$0	
Sodium Hypochlorite	\$115,000	\$115,000	\$0	
Sand	\$10,000	\$10,000	\$0	
Particle counter/data probe	\$20,000	\$20,000	\$0	
Quartz Sleeves	\$75,000	\$75,000	\$0	
SF cell rehabilitation	\$50,000	\$50,000	\$0	
SFUV Wipers/Sensors	\$150,000	\$150,000	\$0	
SFUV Lamps and associated parts	\$100,000	\$100,000	\$0	
SF UVI Probe sensors with housings (5 units for spare)	\$10,500	\$9,500	\$1,000	
Backwash Waste	\$1,470,000	\$1,470,000	\$0	
Electricity (PG&E)	\$1,750,000	\$1,540,000	\$210,000	
Water (Pleasanton bills)	\$1,000	\$1,000	\$0	
Pleasanton Potable Water Make-up	\$0	\$0	\$0	
Supplies/Expenses (misc)	\$2,500	\$2,000	\$500	
Subtotal	\$4,105,000	\$3,893,500	\$211,500	\$0
Mechanical Supplies				
SF Airlift Assembly replacement (est 10 units)	\$0	\$0	\$0	
Compressor parts	\$5,000	\$5,000	\$0	
Gauges/valves	\$20,000	\$20,000	\$0	
HVAC maintenance	\$8,000	\$8,000	\$0	
Metering pumps	\$14,000	\$14,000	\$0	
Pump repair parts	\$30,000	\$0	\$30,000	
Sand pump liners (6 units)	\$0	\$0	\$0	\$0
Hydro-cyclones (6 units)	\$0	\$0	\$0	\$0
Subtotal	\$77,000	\$47,000	\$30,000	\$0
Electrical Supplies				
21 KV equipment	\$2,000	\$2,000	\$0	
Analyzer and Instruments spare parts	\$3,000	\$3,000	\$0	
Major Project Parts	\$6,000	\$4,500	\$1,500	
Metering parts	\$8,000	\$8,000	\$0	
Misc Corrective Parts	\$10,500	\$7,500	\$3,000	
Motor/VFD repairs and parts	\$13,500	\$9,500	\$4,000	
SFUV ballast replacements	\$5,000	\$5,000	\$0	
Subtotal	\$48,000	\$39,500	\$8,500	\$0
Laboratory Services/Analysis				
Compliance Testing	\$75,000	\$75,000	\$0	
Salt Mgmt Plan sampling/analysis	\$20,000	\$20,000	\$0	
Operational Support Testing	\$30,000	\$30,000	\$0	
Subtotal	\$125,000	\$125,000	\$0	\$0
Total Materials & Supplies	\$4,355,000	\$4,105,000	\$250,000	\$0
CONTRACTUAL SERVICES				
PSR1 Motor Rehab	\$0	\$0	\$0	
21 KV Transformer Testing, annual	\$8,000	\$7,400	\$600	
21kV Tri-Annual PM Service (due FY24, next FYE27 est \$3,300)	\$0	\$0	\$0	
480V Annual PM Service	\$20,000	\$20,000	\$0	
Actiflo optimization technical support	\$7,000	\$7,000	\$0	
IHT Pipeline CP Survey and AC Mitigation Study, annual	\$10,000	\$0	\$10,000	
Misc Repair services, as needed	\$10,000	\$10,000	\$0	
Professional Services, as needed	\$35,000	\$17,500	\$17,500	
PLC Support, annual	\$25,000	\$25,000	\$0	
UV System Preventative Maintenance Service	\$30,000	\$0	\$30,000	
Sub-surface Repairs, as needed	\$20,000	\$0	\$20,000	
SCADA Software Support, annual	\$25,000	\$17,600	\$7,400	
SFUV System Inspection	\$50,000	\$0	\$50,000	
Total Contractual Services	\$240,000	\$104,500	\$135,500	\$0
CCCSO SUPPLEMENTAL SUPPLY				
Secondary Treatment Cost	\$40,000	\$40,000	\$0	
TOTAL O&M BUDGET (LABOR, MATERIALS & SERVICES)	\$6,161,000	\$5,327,500	\$833,500	\$0

Attachment 3

	PREVIOUS TWO FISCAL YEARS BUDGET HISTORY				CURRENT FISCAL YEAR		PROPOSED 2-YEAR BUDGET	
	Approved Budget	Actual Expenses	Approved Budget	Actual Expenses	Approved Budget	Projected Expenses	Proposed Budget	Proposed Budget
	FY 2020-2021	FY 2020-2021	FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025
Labor								
Transmission	\$383,274	\$133,443	\$344,260	\$150,696	\$366,180	\$142,070	\$431,000	\$448,000
Treatment	\$744,189	\$936,741	\$803,700	\$1,169,505	\$948,550	\$1,053,123	\$1,036,000	\$1,078,000
Subtotal	\$1,127,463	\$1,070,185	\$1,147,960	\$1,320,200	\$1,314,730	\$1,195,193	\$1,467,000	\$1,525,000
Materials & Supplies: Distribution								
Sodium Hypochlorite	\$2,500	\$704	\$3,000	\$0	\$6,000	\$2,235	\$0	\$0
Electricity	\$105,000	\$134,848	\$137,000	\$145,084	\$157,500	\$145,811	\$180,000	\$210,000
Water (potable makeup)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies/Expenses (misc & one-time)	\$500	\$4	\$500	\$23	\$530	\$186	\$500	\$500
Mechanical Supplies	\$18,000	\$360	\$20,000	\$550	\$21,000	\$7,303	\$20,000	\$30,000
Electrical Supplies	\$6,750	\$2,453	\$7,750	\$983	\$8,140	\$3,858	\$9,500	\$8,500
Laboratory Analysis	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$28,300	\$46,810	\$28,500	\$109,922	\$29,930	\$62,221	\$84,000	\$135,500
Subtotal	\$161,050	\$185,179	\$196,750	\$256,561	\$223,100	\$221,614	\$294,000	\$384,500
Materials & Supplies: Treatment								
Sand	\$10,000	\$0	\$0	\$9,949	\$10,500	\$6,816	\$10,000	\$10,000
Aluminum Sulfate (PACL)	\$300,000	\$192,452	\$250,000	\$233,408	\$295,000	\$240,287	\$260,000	\$275,000
Polymer	\$50,000	\$76,589	\$50,000	\$111,272	\$52,500	\$80,120	\$50,000	\$65,000
Sodium Hypochlorite (+Effluent Chlorination)	\$32,000	\$23,557	\$32,000	\$13,742	\$64,000	\$33,766	\$95,000	\$115,000
Memclean	\$5,000	\$3,059	\$5,000	\$0	\$5,250	\$2,770	\$5,000	\$5,000
Citric Acid	\$5,000	\$2,996	\$5,000	\$7,155	\$5,250	\$5,134	\$6,000	\$6,000
UV Bulbs/Wipers, harness, misc parts	\$106,500	\$11,684	\$266,500	\$260,792	\$253,580	\$201,655	\$345,500	\$404,500
Electricity (SF-UV+MF-UV+PSR1)	\$787,500	\$917,546	\$925,000	\$905,658	\$1,068,900	\$1,108,640	\$1,340,000	\$1,540,000
Backwash Waste	\$50,000	\$57,494	\$89,000	\$43,743	\$102,800	\$78,214	\$1,400,000	\$1,470,000
Water (potable makeup)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water (Pleasanton bills)	\$900	\$1,194	\$1,000	\$1,092	\$1,050	\$1,112	\$1,000	\$1,000
Supplies/Expenses (misc)	\$2,000	\$3,940	\$2,000	\$3,232	\$2,100	\$3,091	\$2,000	\$2,000
Mechanical Supplies	\$75,500	\$38,315	\$95,000	\$33,417	\$80,850	\$50,861	\$117,000	\$47,000
Electrical Supplies	\$85,670	\$125,676	\$157,500	\$85,805	\$105,560	\$105,680	\$38,000	\$39,500
Laboratory Analysis	\$125,400	\$128,349	\$114,200	\$129,078	\$125,900	\$127,776	\$125,000	\$125,000
Contractual Services	\$153,250	\$17,546	\$242,310	\$58,403	\$222,720	\$99,556	\$129,500	\$104,500
Emergency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CCCSO Diversion Supply Treatment Cost	\$0	\$0	\$20,720	\$55,104	\$40,000	\$0	\$40,000	\$40,000
Subtotal	\$1,838,720	\$1,600,397	\$2,255,230	\$1,951,850	\$2,435,960	\$2,145,478	\$3,964,000	\$4,249,500
Transmission Subtotal	\$544,324	\$318,622	\$541,010	\$407,257	\$589,280	\$363,683	\$725,000	\$832,500
Treatment Subtotal	\$2,582,909	\$2,537,139	\$3,058,930	\$3,121,355	\$3,384,510	\$3,198,601	\$5,000,000	\$5,327,500
Grand Total	\$3,127,233	\$3,006,489	\$3,599,940	\$3,528,612	\$3,973,790	\$3,562,284	\$5,725,000	\$6,160,000
Production, Acre-Feet	5,380	5,647	5,163	4,603	5,380	5,334	5,358	5,411
Cost per AF	\$581	\$506	\$596	\$698	\$739	\$668	\$1,069	\$1,138

TITLE: Conditionally Approve Rescinding Drought Emergency Proclamation, Implementing Water Waste Prohibitions Under Executive Order N-5-23, and Authorizing the General Manager to Modify Prohibitions as Needed

RECOMMENDATION:

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

1. Rescind Resolution Nos. 48-21 and 50-21, adopting the Stage 2 Water Shortage Emergency and Stage 2 Water Shortage Condition Rates, respectively.
2. Implement the water waste prohibitions under State Executive Order N-5-23 and authorize the General Manager, without further action from the Board, to change, modify, suspend, or terminate these prohibitions when the State changes, modifies, suspends, or terminates these prohibitions.

DISCUSSION:

In 2021, the State of California was experiencing a second dry year in a row, with 93 percent of California in severe drought. In response to this drought condition, Governor Newsom issued Executive Order (EO) N-10-21 which called for 15 percent voluntary water conservation statewide on July 8, 2021.

On September 1, 2021, the Zone 7 Water Agency (Zone 7) Board of Directors declared a drought emergency and Stage 2 Water Shortage Emergency, asking for 15 percent mandatory conservation from the water retailers after Zone 7 staff determined that shortage conditions were likely to exist in Zone 7’s service area based on Zone 7’s 2022 supply availability and projected hydrologic conditions at the time. In alignment with Zone 7’s request, DSRSD’s Board of Directors declared and activated the Stage 2 Water Shortage Emergency and implementation of demand reduction measures and water-use regulations consistent with the District’s Water Shortage Contingency Plan and District Code Chapter 4.20 (Resolution No. 48-21). The Board also approved Stage 2 Water Shortage Condition Rates (Resolution No. 50-21) to mitigate revenue loss from reduced water sales and incentivize water conservation on October 5, 2021.

On March 28, 2022, with the extreme drought conditions continuing into a third year and the State Water Project (SWP) allocation (known as Table A Allocation), being reduced to 5 percent to 29 local water agencies by the Department of Water Resources (DWR), Governor Newsom issued EO N-7-22 which required each urban water retailer to implement, at a minimum, a water emergency shortage Level 2 (demand reduction of up to 20 percent). DSRSD’s drought emergency level was already in Stage 2 based on local conditions and needs, therefore, no changes were made.

Since January 2023, the State’s drought condition has improved due to multiple storm events that resulted in almost half of the State being out of the drought category. The March 3, 2023 snow survey conducted by DWR showed above-average snow water content, and that more precipitation and snow were forecast for the State for the remaining month.

On March 24, 2023, Governor Newsom issued EO N-5-23 which terminated a portion of several prior drought-related Executive Orders, including ending the voluntary 15 percent statewide water conservation target and the requirement that water suppliers implement Level 2 of their drought contingency plans. On March 24, 2023, the DWR also increased the SWP Table A Allocation to 75 percent due to continued winter storms in March and the high record snowpack in Sierra. This will ensure sufficient water supplies to meet Tri-Valley needs in 2023, and grant Zone 7 the flexibility to begin replenishing its water in groundwater and/or surface storage. In response to these improved conditions, it is

Originating Department: Engineering and Technical Services	Contact: I. Suroso/S. Delight	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 checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Water Waste Prohibitions	

anticipated that Zone 7 will consider ending the drought emergency and mandatory conservation at their meeting on April 19, 2023.

Staff recommends rescinding the District's Stage 2 Water Shortage Emergency and water use regulations and actions defined under Stage 2, including additional limitation on the landscape irrigation of one day per week during the months of November through February (Resolution No. 48-21) and the Stage 2 Water Shortage Condition Rates (Resolution No. 50-21), conditional upon the Zone 7 Board of Directors approval to end Zone 7's drought emergency and mandatory conservation on April 19th. If Zone 7 takes the anticipated action on April 19th (or a later date), these DSRSD changes would automatically become effective.

Additionally, in order to comply with the water waste prohibitions that remain in place under Governor Newsom's EO N-5-23, staff is recommending the Board of Directors implement the same water waste prohibitions that are not currently in the District's permanent water waste prohibitions defined in the District Code 4.20.030 (see Attachment 1), and authorize the General Manager, without further action from the Board, to change, modify, suspend, or terminate these prohibitions when the State changes, modifies, suspends, or terminates these prohibitions.

WATER WASTE PROHIBITIONS PER CALIFORNIA EXECUTIVE ORDER NO. N-5-23

- Use of potable water for washing sidewalks, driveways, buildings, structures, patios, parking lots, or other hard-surfaced areas, except in cases where health and safety are at risk.
- Use of potable water, except with the use of a positive shut-off nozzle, for the individual private washing of motor vehicles.
- Use of water to irrigate turf and ornamental landscapes during and within 48 hours after measurable rainfall of at least one-fourth of one inch of rain.
- Use of potable water for irrigation of ornamental turf on public street medians or commercial properties.
- Use of potable water for street cleaning or construction purposes, unless no other source of water or other methods can be used or, if necessary, to protect the health and safety of the public. During peak summer months from June to October, potable water will be allowed for construction purposes due to supply limitations on recycled water. From November to May, potable water is prohibited for construction purposes.

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DUBLIN SAN RAMON SERVICES DISTRICT RESCINDING THE DISTRICT'S STAGE 2 WATER SHORTAGE EMERGENCY (RESOLUTION NO. 48-21) AND STAGE 2 WATER SHORTAGE CONDITION RATES (RESOLUTION NO. 50-1) AND IMPLEMENTING WATER WASTE PROHIBITIONS CONSISTENT WITH THE GOVERNOR'S EXECUTIVE ORDER N-5-23

WHEREAS, in 2021, the State of California experienced a second dry year in a row, and Governor Newsom issued Executive Order N-10-21 which called for 15 percent voluntary water conservation statewide on July 8, 2021; and

WHEREAS, on September 1, 2021, the Zone 7 Water Agency (Zone 7) Board of Directors declared a drought emergency and Stage 2 Water Shortage Emergency, asking for a mandatory and cumulative 15 percent conservation from the water retailers after Zone 7 staff determined that shortage conditions were likely to exist in Zone 7's service area based on Zone 7's 2022 supply availability and projected hydrologic conditions at the time; and

WHEREAS, on September 21, 2021, with the adoption of Resolution No. 48-21, DSRSD's Board of Directors declared and activated the District's Stage 2 Water Shortage Emergency and implementation of demand reduction measures and water-use regulations consistent with the District's Water Shortage Contingency Plan and District Code Chapter 4.20; and

WHEREAS, on October 5, 2021, with the adoption of Resolution No. 50-21, DSRSD's Board of Directors also approved Stage 2 Water Shortage Condition Rates to mitigate revenue loss from reduced water sales and incentivize water conservation; and

WHEREAS, on March 28, 2022, with the extreme drought conditions continuing into a third year and with State Water Project (SWP) allocations to local water agencies reduced to 5 percent by the Department of Water Resources, Governor Newsom issued Executive Order N-7-22 requiring each urban water retailer to implement, at a minimum, Stage 2 of their Water Shortage Contingency Plans. DSRSD's drought emergency level was already in Stage 2, and therefore, no changes were made at that time; and

WHEREAS, the State's water supply condition has dramatically improved due to multiple storm events since January 2023 that have resulted in almost half of the State being out of the drought category, and SWP allocations to local water agencies have been increased from 35 percent to 75 percent due to continued winter storms in March and the record high snowpack as measured on March 24, 2023; and

WHEREAS, on March 24, 2023, Governor Newsom issued Executive Order N-5-23 terminating a portion of several prior drought-related Executive Orders, including ending the Statewide 15 percent water conservation target and terminating the requirement that water suppliers activate Stage 2 of their Water Shortage Contingency Plans; and

WHEREAS, current conditions as detailed in this resolution warrant that the District rescind Resolution No. 48-21, activating the District's Stage 2 Water Shortage Emergency, and rescind

Res. No. _____

Resolution No. 50-21, implementing the District's Stage 2 Water Shortage Condition Rates, upon the approval of Zone 7's Board of Directors to end Zone 7's drought emergency and mandatory conservation anticipated on April 19, 2023.

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

1. The Stage 2 Water Shortage Emergency is terminated, and Resolution No. 48-21, attached as Exhibit "A," is hereby rescinded in full and is of no further force and effect.
2. The Stage 2 Water Shortage Condition Rates are terminated for all water delivered on and after May 1, 2023, and Resolution No. 50-21, attached as Exhibit "B," is hereby rescinded in full and is of no further force and effect.
3. The Water Waste Prohibitions (Attachment 1 to staff report), in compliance with Governor Newsom's Executive Order N-5-23, is implemented and the General Manager is authorized, without further action from the Board, to change, modify, suspend, or terminate these prohibitions coincident with subsequent State actions to change, modify, suspend, or terminate these prohibitions.
4. This resolution is effective immediately; however, the above actions 1 and 2 will only become operative upon the effective date of Zone 7's rescission or termination of its drought emergency mandates which is anticipated to occur on April 19, 2023.
5. The General Manager is hereby directed and authorized to take all steps necessary to implement the direction in this resolution.

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 4th day of April 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgene M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary

RESOLUTION NO. 48-21RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT DECLARING STAGE 2 WATER SHORTAGE EMERGENCY AND APPROVING WATER USE REGULATIONS

WHEREAS, calendar year 2021 is a critically dry year and is the second dry year in a row; and

WHEREAS, 93% of California is in severe drought with 45% in an exceptional drought, according to the latest information from the U.S. drought monitor; and

WHEREAS, on May 10, 2021, Governor Newsom issued a Proclamation of a State of Emergency due to drought conditions in 41 counties, including the Sacramento-San Joaquin Delta and Alameda Counties; and

WHEREAS, on July 8, 2021, Governor Newsom issued Executive Order No. N-10-21, which called for 15% voluntary water conservation statewide; and

WHEREAS, the Dublin San Ramon Services District (District) potable water supply is provided by Zone 7 of Alameda County Flood Control and Water Conservation District (Zone 7); and

WHEREAS, on average 90% of the Zone 7 water supply is from the California State Water Project (SWP); and

WHEREAS, the SWP's largest reservoir, Oroville Reservoir, is at 22% of capacity, the lowest in the reservoir's history; and

WHEREAS, the combination of extremely low storage in the SWP water system and continuing dry conditions may limit the amount of water available to Zone 7 from the SWP. Further, if conditions are severe, there could be periods of Delta outages; and

WHEREAS, the Zone 7 has determined that water shortage emergency conditions are likely to exist in Zone 7's service area based on current and projected conditions; and

WHEREAS, on September 1, 2021, Zone 7 declared a State 2 Water Shortage Emergency asking retailers to reduce potable water usage by 15% as compared to the year 2020; and

WHEREAS, the District is authorized pursuant to California Water Code section 350 to declare a water shortage emergency condition whenever it finds and determines that the ordinary demands and requirements of customers cannot be satisfied without depleting the water supply of the distributor to the extent that there would be insufficient water supply for human consumption, sanitation, and fire protection; and

WHEREAS, the District is further authorized pursuant to California Water Code sections 350 and 375 to adopt and enforce measures and programs to reduce the quantity of water used by customers

for the purpose of conserving and preserving water supplies for human consumption, sanitation, and fire protection; and

WHEREAS, the District has defined Water Shortage Stages and corresponding demand reduction actions in its Water Shortage Contingency Plan and District Code Chapter 4.2; and

WHEREAS, current conditions as detailed in this Resolution warrant the District declaration of a Stage 2 Water Shortage Emergency and mandatory conservation measures to achieve a 15% reduction in potable water use.

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:

A Stage 2 Water Shortage Emergency is hereby declared and the water use regulations and actions as provided in the District's Water Shortage Contingency Plan and District Code Chapter 4.2 applicable to a Stage 2 Water Shortage are put into effect immediately in order to achieve a mandatory 15% reduction in potable water use; and

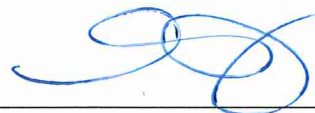
In addition to the measures identified for a Stage 2 Water Shortage, landscape irrigation during the months of November through February is limited to no more than one day per week, and the General Manager is authorized, without further action from the Board, to determine a maximum irrigation application rate to be enforced if needed to meet the mandatory 15% potable water use reduction consistent with the goals of the State and Zone 7. The General Manager is further authorized, without further action from the Board, to allow landscape irrigation during this period to be increased to up to two nonconsecutive days per week based on changing water supply conditions.

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

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

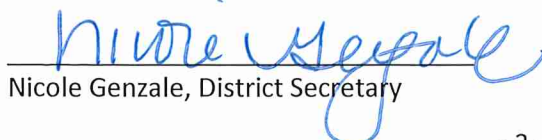
NOES: 0

ABSENT: 0



Ann Marie Johnson, President

ATTEST:


Nicole Genzale, District Secretary

RESOLUTION NO. 50-21RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING STAGE 2 WATER SHORTAGE CONDITION RATES AS AUTHORIZED BY RESOLUTION NO. 21-19 ESTABLISHING WATER CONSUMPTION RATES DURING A WATER SHORTAGE CONDITION

WHEREAS, on June 15, 2021, the Dublin San Ramon Services District (District) Board of Directors adopted the District's 2020 Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP). The WSCP defined six water shortage stages ranging from 10% to greater than 50% shortage conforming with the state's required stages; and

WHEREAS, on September 21, 2021, the District adopted District Code Section 4.20.040 Water Emergencies under Chapter 4.20 Potable Water Use Regulations and Protective Measures, to incorporate into the District Code, provisions for enforcement of the water-use restrictions at each stage, which was included in the adopted 2020 UWMP and WSCP; and

WHEREAS, calendar year 2021 is a critically dry year and is the second dry year in a row; and

WHEREAS, 93% of California is in severe drought with 45% in an exceptional drought, according to the latest information from the U.S. drought monitor; and

WHEREAS, on May 10, 2021, Governor Newsom issued a Proclamation of a State of Emergency due to drought conditions in 41 counties, including the Sacramento-San Joaquin Delta and Alameda Counties; and

WHEREAS, on July 8, 2021, Governor Newsom issued Executive Order No. N-10-21, which called for 15% voluntary water conservation statewide; and

WHEREAS, the District's potable water supply is provided by Zone 7 of Alameda County Flood Control and Water Conservation District (Zone 7); and

WHEREAS, on average 90% of the Zone 7 water supply is from the California State Water Project (SWP); and

WHEREAS, the SWP's largest reservoir, Oroville Reservoir, is at 22% of capacity, the lowest in the reservoir's history; and

WHEREAS, the combination of extremely low storage in the SWP water system and continuing dry conditions may limit the amount of water available to Zone 7 from the SWP. Further, if conditions are severe, there could be periods of Delta outages; and

WHEREAS, Zone 7 has determined that water shortage emergency conditions are likely to exist in Zone 7's service area based on current and projected conditions; and

The table below shows the Stage 2 Rates effective November 5, 2021:

	Stage Two (per ccf)
Potable Consumption Charge	\$1.66
Potable Irrigation Charge	\$2.11
Power Charge	\$0.34

2. In accordance with District Resolution No. 21-19, in January 2022, and continuing annually through January 2024, for all water condition rates during a water shortage as identified in the table above, the General Manager is authorized and directed to adjust user charges by the percentage increase by which the most recent June Consumer Price Index – All Urban Consumers for the San Francisco-Oakland-Hayward, CA area as increased in relation to the preceding June Consumer Price Index.

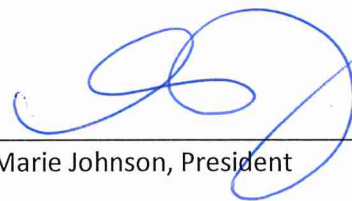
3. Any conflicting resolutions or Board actions authorizing water shortage condition rates are superseded by this Resolution and this Resolution shall control such matters until terminated by a resolution of the Board of Directors as provided for herein.

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 5th day of October, 2021, and passed by the following vote:

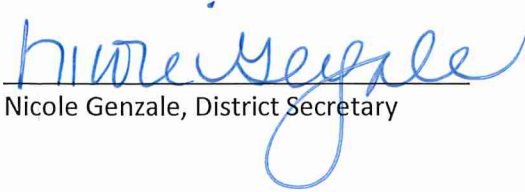
AYES: 5 – Directors Arun Goel, Georgan M. Vonheeder-Leopold, Marisol Rubio, Richard M. Halket, Ann Marie Johnson

NOES: 0

ABSENT: 0



Ann Marie Johnson, President

ATTEST: 
Nicole Genzale, District Secretary



TITLE: Continue Discussion of the 2023 Strategic Plan Update

RECOMMENDATION:

Staff recommends the Board of Directors discuss the second draft of the proposed 2023 Strategic Plan Update and provide direction to staff.

DISCUSSION:

The Strategic Plan is a five-year planning document, describing the District’s mission, its vision in the years ahead, and some key strategic goals and action items in support of the mission and vision. Concurrently, with each biennial budget process in the spring immediately following a Board election, the Board updates the Strategic Plan by adopting a new edition of the Strategic Plan. The most recent edition of the Strategic Plan was adopted by the Board on April 6, 2021.

At the March 21, 2023 Board meeting, the Board reviewed the first proposal for the 2023 Strategic Plan Update developed by the Senior Management Team, in consultation with the Full Leadership Team (consisting of the District’s executive managers and mid-managers). The Board discussed and suggested a number of refinements to the District’s vision statement and the Strategic Plan covering fiscal years ending 2024 – 2028. The Board’s input has been incorporated into a second draft of the 2023 Strategic Plan Update that is included as Attachment 1. A redlined version showing the proposed edits and refinements from the first draft is included as Attachment 2.

Staff requests direction from the Board on final refinements to the 2023 Strategic Plan Update. Staff will incorporate any additional comments from the Board and bring back a final version of the 2023 Strategic Plan Update for the Board to consider adopting at the April 18 Board meeting.

Originating Department: Office of the General Manager	Contact: J. Lee	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Second Draft of 2023 Strategic Plan Update Attachment 2 – Marked-up Second Draft of 2023 Strategic Plan Update	
		23 of 28

SECOND DRAFT 5-YEAR STRATEGIC PLAN – 2023 UPDATE (FYE 2024 – 2028)

Mission

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

Vision

In our operations, financial practices, and public policies we strive to be an effective and efficient organization, and to be seen as an industry leader of best management practices. Our agency seeks to be adaptable and resilient in navigating the challenges of our ever-changing industry.

Strategic Goals and Action Items

Maintain our financial stability and sustainability

- Manage the District's finances to meet funding needs and maintain fair and reasonable water and wastewater rates, while striving to limit increases to general inflation trends
- Ensure financial sustainability through long-term financial planning, including 10-year modeling
- Review and update the District's reserve policies

Meet or exceed regulatory requirements while preparing for the future regulatory landscape

- Sustain a robust safety culture by continuously updating the District's environmental health and safety programs
- Develop and maintain a centralized regulatory tracking system
- Collaborate with partner agencies to monitor evolving regulatory requirements and explore potential compliance and mitigation strategies
- Implement improvements to comply with standards adopted by the Environmental Laboratory Accreditation Program beginning January 1, 2024

Enhance our ability to respond to emergencies and maintain business continuity

- Update and maintain documentation of emergency response and business continuity plans, including support documents for regional coordination and mutual assistance
- Manage inventory of emergency assets, equipment, and materials in stock
- Integrate and strengthen employee knowledge and competency of emergency response through ongoing training and Incident Command System (ICS) and Emergency Operation Center (EOC) exercises
- Explore coordination of emergency planning with partner agencies and the cities we serve

Improve the resiliency of the District's water supplies against future uncertainties

- Work collaboratively with our Tri-Valley and regional partners in the development of a more diversified and resilient water supply
- Prepare and implement water conservation strategies to reduce water demand, improve system reliability, and comply with state regulations

Maintain a high level of customer service and community relations through public outreach, education and partnership efforts

- Educate and engage the community on the Tri-Valley's water supply challenges and opportunities through implementation of the Tri-Valley Water Reliability Public Information Program
- Build public awareness of the District's priorities, initiatives, systems, and services
- Leverage Tri-Valley and regional partnerships to maximize public outreach efforts

Foster long-term partnerships to provide efficient and cost-effective services

- Build relationships and actively participate in local partnerships, regional groups, coalitions, and associations to advance common goals
- Review and update our Joint Powers Authority and other interagency agreements and contracts to address changing conditions and align with the District's Mission and Strategic Plan goals

Optimize the Asset Management Program to guide District business decisions

- Standardize and implement District-wide procedures and plans for the Asset Management Program
- Expand and maintain asset records including equipment data, criticality, maintenance history, asset condition, and performance
- Use asset management data to maximize the life of assets and budget for long-term capital replacement needs

Improve energy efficiency and reliability for the District

- Develop a District energy policy and District energy master plan that evaluates sustainable energy sources and opportunities for cost-effective energy conservation and efficiency
- Initiate cost-effective energy projects consistent with the District's energy policy, business needs, and future regulations

Maintain a culture that attracts, retains, and engages a high performing workforce in support of the District's Mission and Values

- Diversify and strengthen the skills of District employees to meet evolving workforce demands through participation in professional organizations and development programs
- Implement a structured management and leadership program for employee career and professional growth
- Promote a strong District workforce culture which encourages learning, teamwork, and recognition of employee contributions, and enhances employee engagement
- Develop a succession plan for key positions where feasible

Optimize District-wide operations by improving our business practices, procedures, and information systems to meet evolving needs

- Invest in business process improvements to enhance communications and access to information
- Integrate our business enterprise systems to more effectively share data across the District
- Review and update our Information Technology and SCADA Master Plans

SECOND DRAFT 5-YEAR STRATEGIC PLAN – 2023 UPDATE (FYE 2024 – 2028)

Mission

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

Vision

In our operations, financial practices, and public policies we strive to be an effective and efficient organization, ~~and to be seen as an industry leader of best management practices, providing exceptional service to our community.~~ Our agency seeks to be adaptable and resilient in navigating the challenges of our ever-changing industry. ~~We aspire to be a leader of industry best management practices by continuously improving all areas of our business.~~

Strategic Goals and Action Items

Maintain our financial stability and sustainability

- Manage the District's finances to meet funding needs and maintain fair and reasonable water and wastewater rates, while Strive-striving to limit ~~future utility rate~~ increases to general inflation trends ~~by responsibly managing District assets and costs~~
- Ensure financial sustainability through long-term financial planning, including 10-year modeling
- Review and update the District's reserve policies

Meet or exceed regulatory requirements while preparing for the future regulatory landscape

- Sustain a robust safety culture by continuously updating the District's environmental health and safety programs
- Develop and maintain a centralized regulatory tracking system
- Collaborate with partner agencies to monitor evolving regulatory requirements and explore potential compliance and mitigation strategies
- Implement improvements to comply with standards adopted by the Environmental Laboratory Accreditation Program beginning January 1, 2024

Enhance our ability to respond to emergencies and maintain business continuity

- Update and maintain documentation of emergency response and business continuity plans, including support documents for regional coordination and mutual assistance
- Manage inventory of emergency assets, equipment, and materials in stock
- Integrate and strengthen employee knowledge and competency of emergency response through ongoing training and Incident Command System (ICS) and Emergency Operation Center (EOC) exercises
- Explore coordination of emergency planning with partner agencies and the cities we serve

Improve the resiliency of the District's water supplies against future uncertainties

- Work collaboratively with our Tri-Valley and regional partners in the development of a more diversified and resilient water supply
- Prepare and implement water conservation strategies to reduce water demand, improve system reliability, and comply with state regulations

Maintain a high level of customer service and community relations through public outreach, education and partnership efforts

- Educate and engage the community on the Tri-Valley's water supply challenges and opportunities through implementation of the Tri-Valley Water Reliability Public Information Program
- Build public awareness of the District's priorities, initiatives, systems, and services~~long-term water supply challenges and opportunities~~
- Leverage Tri-Valley and regional partnerships to maximize public outreach efforts
- ~~Inform, educate, and engage the public through multiple channels, including publications, media, tours, community events, and our Citizens Water Academy~~

Foster long-term partnerships to provide efficient and cost-effective services

- Build relationships and actively participate in local partnerships, regional groups, coalitions, and associations to advance common goals
- Review and update our Joint Powers Authority and other interagency agreements and contracts to address changing conditions and align with the District's Mission and Strategic Plan goals

Optimize the Asset Management Program to guide District business decisions

- Standardize and implement District-wide procedures and plans for the Asset Management Program
- Expand and maintain asset records including equipment data, criticality, maintenance history, asset condition, and performance
- Use asset management data to maximize the life of assets and budget for long-term capital replacement needs

~~Ensure greater~~ Improve energy efficiency and reliability for the District

- Develop a District energy policy and District energy master plan that evaluates sustainable energy sources and opportunities for cost-effective energy conservation and efficiency
- ~~Prepare a long-term, adaptable fleet management plan~~ Initiate cost-effective energy projects that align ~~consistents~~ with the District's energy policy, ~~and considers~~ business needs, ~~life cycle costs,~~ and future regulations

Maintain a culture that attracts, retains, and engages a high performing workforce in support of the District's Mission and Values

- Diversify and strengthen the skills of District employees to meet evolving workforce demands through participation in professional organizations and development programs
- ~~Create a~~ implement a structured management and leadership program for employee career and

professional growth

- Promote a strong District workforce culture which encourages learning, teamwork, and recognition of employee contributions, and enhances employee engagement
- Develop a succession plan for key positions where feasible
- ~~Improve the District's performance management system for enhanced employee development and engagement~~

Optimize District-wide operations by improving our business practices, procedures, and information systems to meet evolving needs

- Invest in business process improvements to enhance communications and access to information
- Integrate our business enterprise systems to more effectively share data across the District
- Review and update our Information Technology and SCADA Master Plans