

AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, July 18, 2023

PLACE: Regular Meeting Place
7051 Dublin Boulevard, Dublin, CA
www.drsrd.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 June 20, 2023
Recommended Action: Approve by Motion
 - 7.B. Adopt Resolution Authorizing Investment of District Monies in the Local Agency Investment Fund and Rescinding Resolution No. 1-17
Recommended Action: Authorize by Resolution
 - 7.C. Accept Regular and Recurring Report: Treasurer's Report
Recommended Action: Accept by Motion
 - 7.D. Approve Continuation of Emergency Action Procurement by General Manager for Repair of the LAVWMA Livermore Interceptor Pipeline and Find that the Need for the LAVWMA Livermore Interceptor Pipeline Emergency Still Exists
Recommended Action: Approve by Motion

7.E. Approve Amendment to the Capital Improvement Program (CIP) Ten-Year Plan and Two-Year Budget for Fiscal Years 2024 and 2025 to Advance the WWTP HVAC Replacements Project (CIP 22-P010) and Increase the Regional Wastewater Replacement Fund Limit for Fiscal Year 2024 and 2025
Recommended Action: Approve by Resolution

7.F. Approve Salary Ranges for New Laboratory Supervisor and Senior Quality Assurance Chemist Job Classifications
Recommended Action: Approve by Resolution

7.G. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 21-23
Recommended Action: Adopt by Resolution

8. BOARD BUSINESS

8.A. Public Hearing: Approve the Annual Delinquency Water and Sewer Charges Levy Report and Direct the Levy and Collection of Delinquent Water and Sewer Charges on the 2023–2024 Alameda County and Contra Costa County Secured Property Tax Rolls
Recommended Action: Hold Public Hearing and Approve by Resolution

8.B. Receive Report on Adding Brave Blue World Documentary to Citizens Water Academy Curriculum
Recommended Action: Receive Report and Provide Direction

8.C. Receive Report on Low Income Assistance (LIA) Program
Recommended Action: Receive Report 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. 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**

June 20, 2023

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:03 p.m. by President Vonheeder-Leopold.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting: President Georgan 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; Carol Atwood, Administrative Services Director/Treasurer; Steve Delight, Engineering Services Director/District Engineer; Maurice Atendido, Acting 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

General Manager McIntyre informed the Board that the District's audio visual consultant will perform testing of the new Boardroom cameras during this evening's meeting.

4.A. New Employee Introductions

Danny Ward, Water/Wastewater Systems Supervisor
Roger Chu, Associate Engineer

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:07 p.m. No public comment was received.

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

7. CONSENT CALENDAR

Director Govindarao 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 June 6, 2023 – Approved

7.B. Authorize the General Manager to Execute Agreement with Powerclean Carpet & Janitorial Services for Custodial Services – Approved

7.C. Approve Water Use Agreement with the County of Alameda for Water Meter Use at the New Alameda County Fire Protection Training Facility – Approved

- 7.D. Approve Salary Range for New Public Affairs Program Administrator Classification – Approved – Resolution No. 20-23
- 7.E. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 9-23 – Approved – Resolution No. 21-23
- 7.F. Approve Emergency Action Procurement by General Manager for Repair of the LAVWMA Livermore Interceptor Pipeline and Confirm Emergency Declaration – Approved – Resolution No. 22-23

8. BOARD BUSINESS

- 8.A. Public Hearing: Adopt Engineer’s Report and Direct Levy of Annual Assessments in the Dublin San Ramon Services District Dougherty Valley Standby Charge District 2001-1 for Fiscal Year 2023–2024

President Vonheeder-Leopold announced the item and asked for the staff presentation. Administrative Services Director Atwood reviewed the item for the Board.

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

Director Goel MOVED to adopt Resolution No. 23-23, Adopting Engineer’s Report and Directing the Levy of Annual Assessments in the Dublin San Ramon Services District Dougherty Valley Standby Charge District 2001-1 for Fiscal Year 2023–2024. Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.B. Public Hearing: Adopt Annual Dougherty Valley Incremental State Water Project Charge Report and Direct the Levy of the Dougherty Valley Incremental State Water Project Charge for Non-Governmental Parcels on the Contra Costa County Secured Property Tax Roll and for Government Potable Water Customers on Utility Bills

President Vonheeder-Leopold announced the item and asked for the staff presentation. Administrative Services Director Atwood reviewed the item for the Board.

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

Director Halket MOVED to adopt Resolution No. 24-23, Adopting the Annual Dougherty Valley Incremental State Water Project Charge Report and Directing the Levy and Collection of the Dougherty Valley Incremental State Water Project Charge on the Contra Costa County Property Tax Roll for Non-Governmental Parcels and on the Utility Bills for Governmental Customers for Fiscal Year 2023–2024. Vice President Johnson SECONDED the MOTION, which CARRIED with FIVE AYES.

8.C. Public Hearing: Adopt Operating Budget for Fiscal Years Ending 2024 and 2025

President Vonheeder-Leopold announced the item and asked for the staff presentation. Administrative Services Director Atwood reviewed the item for the Board.

President Vonheeder-Leopold declared the Public Hearing open. She inquired if there were any comments from the public. There was no public comment received. She declared the Public Hearing closed.

Director Govindarao inquired as to any changes made to the budget since the Board reviewed it at the June 6 budget workshop. Ms. Atwood explained that non-substantive corrections and cosmetic refinements were made to finalize the budget document presented this evening. The Board had no further discussion.

Director Goel MOVED to adopt Resolution No. 25-23, Adopting the Operating Budget for Fiscal Years Ending (FYE) 2024 and 2025. Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

8.D. Public Hearing: Approve Capital Improvement Program (CIP) Ten-Year Plan for Fiscal Years 2024 through 2033 and Adopt Two-Year CIP Budget for Fiscal Years 2024 and 2025

President Vonheeder-Leopold announced the item and asked for the staff presentation. Engineering Services Director Delight reviewed the item for the Board.

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

Director Govindarao MOVED to adopt Resolution No. 26-23, Approving Capital Improvement Program (CIP) Ten-Year Plan for Fiscal Years 2024 through 2033 and Adopting the Capital Improvement Program Two-Year Budget for Fiscal Years 2024 and 2025. Director Halket SECONDED the MOTION, which CARRIED with FIVE AYES.

9. REPORTS

9.A. Boardmember Items

9.A.1. Joint Powers Authority and Committee Reports – None

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

President Vonheeder-Leopold submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the virtual Alameda County Special Districts Association Executive Committee meeting on June 7. She summarized the activities and discussions at the meeting.

Vice President Johnson submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the City of San Ramon Council meeting on June 13. She summarized the activities and discussions at the meeting.

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

President Vonheeder-Leopold requested staff provide the Board an update on the current parking lot construction at Dublin High School in the next General Manager Report to Board.

9.B. Staff Reports – None

9.B.1. Event Calendar

9.B.2. Correspondence from the Board

10. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 6:25 p.m. in memory of Mr. George Zika, former City of Dublin Councilmember (1998-2006), who passed today.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



TITLE: Adopt Resolution Authorizing Investment of District Monies in the Local Agency Investment Fund and Rescinding Resolution No. 1-17

RECOMMENDATION:

Staff recommends the Board of Directors authorize, by Resolution, the investment of District monies in the Local Agency Investment Fund (LAIF) and rescind Resolution No. 1-17.

DISCUSSION:

Pursuant to Chapter 730 of the Statutes of 1976, Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for the purposes of investment by the State Treasurer. The advantages of investing a portion of the District’s portfolio in the LAIF is that this is an interest-earning liquid investment with stable value that is held on the District’s behalf in a larger pool. Intermediate term expenses can be drawn from this investment option. As of the end of 2022, about 8% of the District’s cash assets are held in the LAIF. Under the District’s Investment policy, the Treasurer may invest anywhere from 0% to 100% of the District’s cash in this fund, although the LAIF “caps” DSRSD’s investment at \$75 million.

To participate in the LAIF, the District must file a resolution with the State Treasurer’s Office to authorize the investment of District monies and to name the officers authorized to order the deposit and withdrawal of monies in the LAIF. Since the most recent adoption of such resolution, Resolution No. 1-17 adopted on January 3, 2017, two of the three positions listed have been renamed and need correction. Staff also recommends naming the Financial Analyst as an additional authorized officer.

The proposed resolution authorizes investments of District monies in the LAIF and grants authorization to the following officers or their successors to deposit or withdraw monies in the LAIF:

- Daniel McIntyre, General Manager
- Carol Atwood, Administrative Services Director / Treasurer
- Herman Chen, Financial Services Manager
- Rene Escobar, Financial Analyst

Originating Department: Administrative Services	Contact: V. Chiu/C. Atwood	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT AUTHORIZING INVESTMENT OF DISTRICT MONIES IN THE LOCAL AGENCY INVESTMENT FUND AND RESCINDING RESOLUTION NO. 1-17

WHEREAS, pursuant to Chapter 730 of the Statutes of 1976, Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for the purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with provisions of Section 16429.1 of the California Government Code for the purposes of investment as stated therein is in the best interests of the District.

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 Board hereby authorizes the deposit and withdrawal of Dublin San Ramon Services District monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the California Government Code for the purpose of investment as stated therein and verification by the State Treasurer's Office of all banking information provided in that regard.

2. The Board hereby rescinds Resolution No. 1-17, attached as Exhibit "A" and titled "Resolution of the Board of Directors of the Dublin San Ramon Services District Authorizing Investment of District Monies in the Local Agency Investment Fund and Rescinding Resolution No. 9-03."

3. That the following Dublin San Ramon Services District officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Daniel McIntyre	General Manager
Carol Atwood	Administrative Services Director/Treasurer
Herman Chen	Financial Services Manager
Rene Escobar	Financial Analyst

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 18th day of July, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgan M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary

RESOLUTION NO. 1-17

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT AUTHORIZING INVESTMENT OF DISTRICT MONIES IN THE LOCAL AGENCY INVESTMENT FUND AND RESCINDING RESOLUTION NO. 9-03

WHEREAS, pursuant to Chapter 730 of the Statutes of 1976, Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for the purposes of investment by the State Treasurer; and,

WHEREAS, the Board of Directors does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with provisions of Section 16429.1 of the Government Code for the purposes of investment as stated therein as in the best interests of said District.

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

1. The Board hereby authorizes the deposit and withdrawal of Dublin San Ramon Services District monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein and verification by the State Treasurer’s Office of all banking information provided in that regard.
2. The Board hereby rescinds Resolution No. 9-03 (attached as Exhibit A) titled “Resolution of the Board of Directors of the Dublin San Ramon Services District Authorizing Investment of District Monies in the Local Agency Investment Fund and Rescinding Resolution No. 5-85.”
3. That the following Dublin San Ramon Services District officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Daniel McIntyre	General Manager
Carol Atwood	Administrative Services Manager
Karen Vaden	Financial Services Supervisor

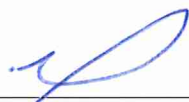
Res. No. 1-17

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 3rd day of January 2017, and passed by the following vote:

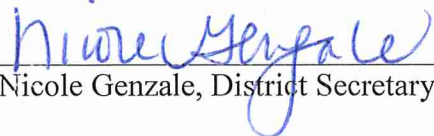
AYES: 5 - Directors D.L. (Pat) Howard, Madelyne A. Misheloff, Edward R. Duarte, Georgean M. Vonheeder-Leopold, Richard M. Halket

NOES: 0

ABSENT: 0



Richard M. Halket, President

ATTEST: 

Nicole Genzale, District Secretary



TITLE: Accept Regular and Recurring Report: Treasurer's Report

RECOMMENDATION:

Staff recommends the Board of Directors accept, by Motion, the regular and recurring report: Treasurer's Report.

DISCUSSION:

To maximize openness and transparency and to allow the Board to be informed about key aspects of District business, the Board directed that various regular and recurring reports be presented for Board acceptance at regular intervals (see Attachment 1). The following report is presented this month for acceptance:

Ref Item B: Treasurer's Report

The Treasurer's Report as of March 31, 2023, is attached as required under Government Code §53646. The District portfolio of \$240,892,128.48 is in conformity with the District's Investment policy and provides sufficient cash flow liquidity to meet the next six months' expenses. This report is also available on the District's website, from the Financial Information page.

Government Code §53646 (b)(1) states, "The treasurer or chief fiscal officer may render a quarterly report to the chief executive officer, the internal auditor, and the legislative body of the local agency. The quarterly report shall be so submitted within 45 days following the end of the quarter covered by the report." Due to the timing of investment statements received by the District and Board meeting dates, this 45-day requirement is rarely met. The report was included in the General Manager Report to Board of July 7, 2023, however, this report is over two months late from the April 15 deadline due to budget preparation and limited staffing in Finance. The Financial Services Division anticipates that the investment report will be transmitted on a timely basis beginning with the June 30, 2023, report either as part of the agenda process or as part of the General Manager Report to Board.

Originating Department: Administrative Services	Contact: R. Escobar/C. Atwood	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Summary of Regular and Recurring Reports	
		12 of 69

SUMMARY OF REGULAR AND RECURRING REPORTS

Ref	Description	Frequency	Authority	Last Acceptance	Acceptance at this Meeting?	Next Acceptance
A	Warrant List	Monthly	Board Direction	N/A	N/A – Posted monthly on website	N/A
B	Treasurer’s Report ¹	Quarterly	CA Government Code 53646	February 21, 2023	Yes	August 15, 2023
C	Quarterly Financial Report	Quarterly	Board Direction	September 2022		Pending
D	Outstanding Receivables Report	Annually – Fiscal Year	District Code 1.50.050	September 2022		August 2023
E	Employee and Director Reimbursements greater than \$100 ²	Annually – Fiscal Year	CA Government Code 53065.5	September 2022		August 2023
F	Utility Billing Adjustments ³	Annually – Fiscal Year	Utility Billing Adjustment Policy	Total FYE 2022 credits below \$25,000		August 2023
G	Annual Rate Stabilization Fund Transfer Calculation	Annually – After Audit	Financial Reserves Policy	May 2023		January 2024
H	“No Net Change” Operating Budget Adjustments	As they occur but not more frequently than monthly	Board Direction Budget Accountability Policy (See table below)	November 2017		Before end of month after occurrence
I	Capital Outlay Budget Adjustments			June 2020		
J	Capital Project Budget Adjustments			April 2019		
K	Unexpected Asset Replacements			June 2019		

For the fiscal year ending 2023, the totals for these reports are as follows:

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

¹ To meet the 45-day reporting requirement, the Quarterly Treasurer’s Report (Ref B) could be included in (1) the General Manager Report to Board and the next Board meeting agenda packet, or (2) the next Board meeting agenda packet only. The report is also posted on the District website.

² Reimbursements also reported monthly in the Warrant List (Ref A).

³ Per Utility Billing Adjustments policy, a report will be presented to the Board if total credits in any fiscal year exceed \$25,000.

Dublin San Ramon Services District
Treasurer's Report - Portfolio Management Summary
As of: March 31, 2023

Description	Face Amount/ Par Value	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	36,420,207.84	36,420,207.84	36,420,207.84	15.81%	100%	Yes	4.80%
Certificate of Deposit	5,250,000.00	5,027,511.22	5,250,000.00	2.28%	30%	Yes	2.14%
Corporate Bonds	28,500,000.00	26,242,103.62	28,500,000.00	12.37%	30%	Yes	1.28%
Federal Agency Callables	62,666,666.65	58,184,556.84	62,666,666.65	27.20%	100%	Yes	1.48%
LAIF - Operating	19,349,763.00	19,349,763.00	19,349,763.00	8.40%	100%	Yes	2.74%
Money Market Funds	285,978.51	285,978.51	285,978.51	0.12%	100%	Yes	2.93%
Municipals	27,895,000.00	25,642,511.89	27,895,000.00	12.11%	100%	Yes	1.91%
US Treasuries	50,000,000.00	48,752,861.85	50,000,000.00	21.70%	100%	Yes	3.86%
Total Investments	\$ 230,367,616.00	\$ 219,905,494.77	\$ 230,367,616.00	100.00%			2.64%
Bank of America	10,524,512.48	10,524,512.48	10,524,512.48				
Total Cash & Investments	\$ 240,892,128.48	\$ 230,430,007.25	\$ 240,892,128.48				2.64%

I certify that this report reflects all Government Agency pooled investments and is in conformity with the Investment Policy. The investment program herein shown provides sufficient cash flow liquidity to meet the next six month's expenses.

Market values for investments other than CAMP and LAIF were provided by Wells Fargo Securities, LLC.

Carol Atwood Digitally signed by Carol Atwood
Date: 2023.07.03 13:37:44 -07'00'

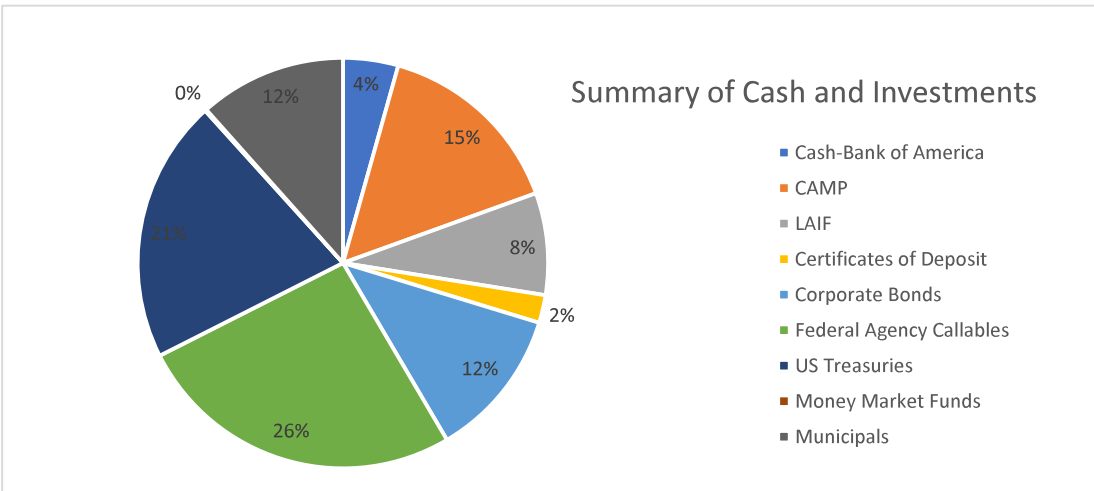
Carol Atwood, Treasurer

For comparison - prior quarter ending summary as 12/31/2022

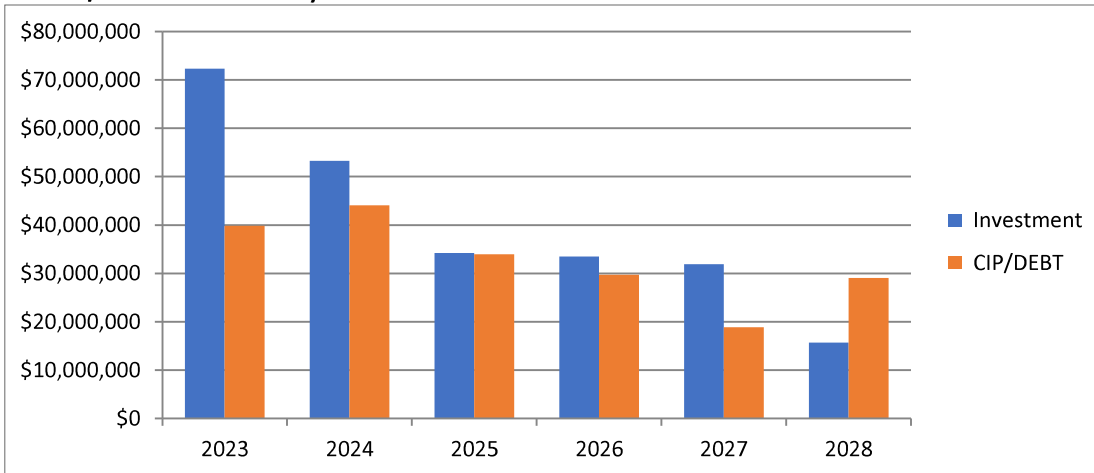
Description	Face Amount/ Par Value	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	33,008,559.48	33,008,559.48	33,008,559.48	14.37%	100%	Yes	4.300%
Certificate of Deposit	5,500,000.00	5,272,047.04	5,500,000.00	2.39%	30%	Yes	2.130%
Corporate Bonds	41,500,000.00	38,847,233.00	41,500,000.00	18.07%	30%	Yes	1.858%
Federal Agency Callables	62,666,666.65	57,544,049.84	62,666,666.65	27.28%	100%	Yes	1.537%
LAIF - Operating	19,108,580.65	19,108,580.65	19,108,580.65	8.32%	100%	Yes	2.070%
Money Market Funds	9,084.47	9,084.47	9,084.47	0.00%	100%	Yes	2.930%
Municipals	27,895,000.00	25,115,994.28	27,895,000.00	12.14%	100%	Yes	1.908%
US Treasuries	40,000,000.00	38,587,779.80	40,000,000.00	17.41%	100%	Yes	3.566%
Total Investments	\$ 229,687,891.25	\$ 217,493,328.56	\$ 229,687,891.25	100.00%			2.255%
Bank of America	20,290,464.95	20,290,464.95	20,290,464.95				
Total Cash & Investments	\$ 249,978,356.20	\$ 237,783,793.51	\$ 249,978,356.20				2.255%

Investment Review for : March 31, 2023
Summary of Current Cash & Investments

	Face Amount	% of Portfolio	Avg Maturity (in Years)	Avg Yield
Cash-Bank of America	\$ 10,524,512.48	4.37%		
CAMP	36,420,207.84	15.12%		4.80%
LAIF	19,349,763.00	8.03%		2.74%
Certificates of Deposit	5,250,000.00	2.18%	1.3	2.14%
Corporate Bonds	28,500,000.00	11.83%	3.0	1.28%
Federal Agency Callables	62,666,666.65	26.01%	2.6	1.48%
US Treasuries	50,000,000.00	20.76%	0.8	3.86%
Money Market Funds	285,978.51	0.12%	0.003	2.93%
Municipals	27,895,000.00	11.58%	3.3	1.91%
	<u>\$ 240,892,128.48</u>	<u>100.00%</u>	<u>1.8</u>	<u>2.64%</u>



Investment / Cash needs next 5 years



FYE	Investment	CIP/DEBT
2023	\$ 72,330,461.83	\$ 39,844,083.97
2024	\$ 53,250,000.00	\$ 44,054,380.95
2025	\$ 34,250,000.00	\$ 33,939,816.95
2026	\$ 33,500,000.00	\$ 29,751,048.33
2027	\$ 31,895,000.00	\$ 18,889,184.14
2028	\$ 15,666,666.65	\$ 29,064,474.67
	<u>\$ 240,892,128.48</u>	<u>\$ 195,542,989.01</u>

Description	CUSIP/Ticker	Transaction ID	Settlement Date	Face Amount/Shares	Market Value	Book Value	Coupon Rate	YTM @ Cost	Next Call Date	Days To Call/Maturity	Days To Maturity	Maturity Date	Accrued Interest	Credit Rating
Bank of America - Concentration														
Bank of America MM	MM0000		4/30/2017	10,524,512.48	10,524,512.48	10,524,512.48	0	0			1	1	N/A	None
Sub Total / Average Bank of America - Concentration				10,524,512.48	10,524,512.48	10,524,512.48	0	0			1	1	0.00	
CAMP														
CAMP LGIP	LGIP6300		6/30/2011	36,420,207.84	36,420,207.84	36,420,207.84	4.8	4.8			1	1	N/A	None
Sub Total / Average CAMP				36,420,207.84	36,420,207.84	36,420,207.84	4.8	4.8			1	1	0.00	
Certificate of Deposit														
CAPITAL ONE BANK 1.4 4/17/2023	14042TDM6	33,954	4/15/2020	250,000.00	249,590.82	250,000.00	1.400	1.400			17	17	4/17/2023	1,601.37 None
CAPITAL ONE N.A. BANK 1.4 4/17/2023	14042RPP0	4,297	4/15/2020	250,000.00	249,590.82	250,000.00	1.400	1.400			17	17	4/17/2023	1,601.37 None
INDUS & COMM BANK 3.3 6/30/2023	45581EAX9	24,387	8/30/2018	250,000.00	248,927.77	250,000.00	3.300	3.300			91	91	6/30/2023	22.60 None
COMENITY CAPITAL BANK 3.25 8/14/2023	20033AD37	57,570	8/13/2018	250,000.00	248,363.48	250,000.00	3.250	3.250			136	136	8/14/2023	400.68 None
BANK OF BARODA 3.3 9/28/2023	06062R4E9	33,681	9/28/2018	250,000.00	247,879.41	250,000.00	3.300	3.300			181	181	9/28/2023	67.81 None
WEST TOWN BANK3.25 9/28/2023	956310AH9	28,151	9/28/2018	250,000.00	247,818.14	250,000.00	3.250	3.250			181	181	9/28/2023	66.78 None
IOWA STATE BANK 3.15 9/28/2023	46256YAY5	15,947	9/28/2018	250,000.00	247,695.59	250,000.00	3.150	3.150			181	181	9/28/2023	64.73 None
BARCLAYS BANK 3.35 10/10/2023	06740KMG9	57,203	10/10/2018	250,000.00	247,817.55	250,000.00	3.350	3.350			193	193	10/10/2023	3,946.58 None
NORTHWEST BANK3.25 10/12/2023	66736ABN8	58,752	10/12/2018	250,000.00	247,639.82	250,000.00	3.250	3.250			195	195	10/12/2023	422.95 None
WELLS FARGO BANK 3.35 10/12/2023	949763UN4	3,511	10/12/2018	250,000.00	247,771.09	250,000.00	3.350	3.350			195	195	10/12/2023	435.96 None
CELTIC BANK 1.4 4/17/2024	15118RUV7	57,056	4/17/2020	250,000.00	240,582.59	250,000.00	1.400	1.400			383	383	4/17/2024	134.25 None
GOLDMAN SACHS BANK USA 2.85 5/28/2024	38150VAT6	33,124	5/25/2022	250,000.00	243,770.89	250,000.00	2.850	2.850			424	424	5/28/2024	2,459.59 None
UBS BANK USA 2.85 5/28/2024	90348J3L2	57,565	5/25/2022	250,000.00	243,716.20	250,000.00	2.850	2.850			424	424	5/28/2024	117.12 None
AMEX NATIONAL BANK 2.85 5/28/2024	02589ACT7	27,471	5/25/2022	250,000.00	243,770.89	250,000.00	2.850	2.850			424	424	5/28/2024	2,459.59 None
DISCOVER BANK 3.1 5/27/2025	254673E69	5,649	5/24/2022	250,000.00	240,670.90	250,000.00	3.100	3.100			788	788	5/27/2025	2,696.58 None
BMW BANK OF NO AMERICA 0.5 11/20/2025	05580AXU3	35,141	11/20/2020	250,000.00	222,974.24	250,000.00	0.500	0.500			965	965	11/20/2025	448.63 None
STATE BANK OF INDIA 0.55 11/24/2025	856283R57	33,664	11/23/2020	250,000.00	223,177.65	250,000.00	0.550	0.550			969	969	11/24/2025	482.19 None
BRIDGEWATER BANCSHARES0.45 11/28/2025	108622LL3	58,210	11/30/2020	250,000.00	222,198.36	250,000.00	0.450	0.450			973	973	11/28/2025	3.08 None
BANK HAPQALIM 0.5 12/15/2025	06251A2Q2	33,686	12/14/2020	250,000.00	222,301.94	250,000.00	0.500	0.500			990	990	12/15/2025	366.44 None
CENTRAL BANK CD 0.45 1/27/2026	15258RAV9	15,555	1/27/2021	250,000.00	220,652.57	250,000.00	0.450	0.450			1,033	1,033	1/27/2026	12.33 None
MEDALLION BANK CD 0.45 1/29/2026	58404DJN2	57,449	1/29/2021	250,000.00	220,600.50	250,000.00	0.450	0.450			1,035	1,035	1/29/2026	9.25 None
Sub Total / Average Certificate of Deposit				5,250,000.00	5,027,511.22	5,250,000.00	2.140	2.140			466	466	17,819.88	
Corporate Bonds														
COSTCO COMPANIES 2.75 5/18/2024-20	22160KAL9		5/17/2019	3,500,000.00	3,433,904.56	3,500,000.00	2.750	2.627			414	414	5/18/2024	35,559.03 Moodys-Aa3
BANK OF NY MELLON 1.6 4/24/2025-25	06406RAN7		10/5/2020	5,000,000.00	4,645,121.90	5,000,000.00	1.600	0.618	3/24/2025		724	755	4/24/2025	34,888.89 S&P-A
ALPHABET INC 0.45 8/15/2025-25	02079KAH0		9/16/2021	3,000,000.00	2,749,657.62	3,000,000.00	0.450	0.600	7/15/2025		837	868	8/15/2025	1,725.00 S&P-AA+
TOYOTA MOTOR CREDIT CORP 0.8 1/9/2026-21	89236THW8		3/4/2021	2,000,000.00	1,810,117.74	2,000,000.00	0.800	0.902			1,015	1,015	1/9/2026	3,644.44 S&P-AA+
WALMART INC 1.05 9/17/2026-26	931142ER0		9/17/2021	5,000,000.00	4,498,670.40	5,000,000.00	1.050	0.942	8/17/2026		1,235	1,266	9/17/2026	2,041.67 S&P-AA
PROCTER & GAMBLE 1.9 2/1/2027	742718FV6		2/10/2022	5,000,000.00	4,643,365.90	5,000,000.00	1.900	1.910			1,403	1,403	2/1/2027	15,833.33 Moodys-Aa3
STANFORD UNIVERSITY 1.289 6/1/2027	85440KAC8		12/10/2021	5,000,000.00	4,461,265.50	5,000,000.00	1.289	1.475			1,523	1,523	6/1/2027	21,483.33 S&P-AAA
Sub Total / Average Corporate Bonds				28,500,000.00	26,242,103.62	28,500,000.00	1.466	1.282			1,067	1,081	115,175.69	
Federal Agency														
FHLB 1.4 2/28/2024-23	3130AQX24		2/28/2022	5,000,000.00	4,849,009.20	5,000,000.00	1.400	1.401			334	334	2/28/2024	6,416.67 Moodys-Aaa
FHLB 3.57 6/28/2024-23	3130ASH77		6/28/2022	5,000,000.00	4,929,551.50	5,000,000.00	3.570	3.570	6/23/2023		84	455	6/28/2024	46,112.50 S&P-AA+
FHLB 1.55 8/28/2024-23	3130AQX32		2/28/2022	5,000,000.00	4,790,723.65	5,000,000.00	1.550	1.550			516	516	8/28/2024	7,104.17 S&P-AA+
FNMA 0.5 2/18/2025-22	3135GA4W8		11/18/2020	5,000,000.00	4,651,755.50	5,000,000.00	0.500	0.500	5/18/2023		48	690	2/18/2025	2,986.11 Moodys-Aaa
FHLMC 3.15 3/27/2025-22	3134GXVP6		6/27/2022	5,000,000.00	4,864,066.65	5,000,000.00	3.150	3.150	3/27/2025		88	727	3/27/2025	1,750.00 Moodys-Aaa
FHLB 3.05 4/28/2025-23	3130ARU82		4/29/2022	4,000,000.00	3,891,871.12	4,000,000.00	3.050	3.050	4/28/2023		28	759	4/28/2025	51,850.00 S&P-AA+
FHLMC 0.55 9/30/2025-21	3134GWWT9		10/2/2020	3,000,000.00	2,749,569.12	3,000,000.00	0.550	0.558	6/30/2023		91	914	9/30/2025	0.00 Moodys-Aaa
FHLMC 0.5 9/30/2025-22	3134GWUE4		10/2/2020	2,000,000.00	1,818,775.86	2,000,000.00	0.500	0.510	6/30/2023		91	914	9/30/2025	0.00 Moodys-Aaa
FHLB 0.5 1/28/2026-22	3130AKN69		1/28/2021	5,000,000.00	4,521,118.00	5,000,000.00	0.500	0.500	1/28/2024		303	1,034	1/28/2026	4,375.00 Moodys-Aaa
FFCB 0.8 3/9/2026-23	3133EMSU7		3/9/2021	5,000,000.00	4,542,051.85	5,000,000.00	0.800	0.800			1,074	1,074	3/9/2026	2,444.44 Moodys-Aaa
FHLB 1.25 11/10/2026-22	3130APLR4		11/10/2021	5,000,000.00	4,517,901.30	5,000,000.00	1.250	1.250			1,320	1,320	11/10/2026	24,479.17 Moodys-Aaa
FFCB 1.5 12/14/2026-22	3133ENHA1		12/14/2021	5,000,000.00	4,536,537.60	5,000,000.00	1.500	1.500			1,354	1,354	12/14/2026	22,291.67 Moodys-Aaa
FFCB 0.9 8/19/2027-21	3133EL4D3		8/19/2020	4,500,000.00	3,882,347.68	4,500,000.00	0.900	0.900			1,602	1,602	8/19/2027	4,725.00 Moodys-Aaa
FHLB 1.5 3/30/2028-21	3130ALNS9		3/30/2021	4,166,666.65	3,639,277.81	4,166,666.65	1.500	1.500			1,826	1,826	3/30/2028	0.00 S&P-AA+
Sub Total / Average Federal Agency				62,666,666.65	58,184,556.84	62,666,666.65	1.536	1.481			654	957	174,534.73	
LAIF - Operating														
LAIF LGIP	LGIP1001		6/30/2011	19,349,763.00	19,349,763.00	19,349,763.00	2.74	2.74	N/A		1	1	N/A	None
Sub Total / Average LAIF - Operating				19,349,763.00	19,349,763.00	19,349,763.00	2.74	2.74			1	1	0.00	
Money Market Fund														
Fidelity Treas Only Inst MM	31607A802		10/31/2018	285,978.51	285,978.51	285,978.51	2.93	2.93	N/A		1	1	N/A	None
Sub Total / Average Money Market Fund				285,978.51	285,978.51	285,978.51	2.93	2.93			1	1	0.00	
Municipals														
City of Los Angeles 3.11 9/1/2023	544351MP1		7/16/2018	2,000,000.00	1,982,369.80	2,000,000.00	3.110	3.115			154	154	9/1/2023	5,183.33 Moodys-Aa3
STATE OF HAWAII 0.852 10/1/2025-20	419792ZL3		10/20/2021	5,000,000.00	4,588,463.50	5,000,000.00	0.852	0.975			915	915	10/1/2025	21,300.00 S&P-AA+
State of Ohio 2.15 5/1/2026	677522T61		11/20/2019	5,000,000.00	4,710,467.00	5,000,000.00	2.150	2.220			1,127	1,127	5/1/2026	44,791.67 Moodys-Aa3
ORANGE UNIFIED SD2.35 5/1/2026	684133LE9		12/19/2019	2,000,000.00	1,879,656.60	2,000,000.00	2.350	2.240			1,127	1,127	5/1/2026	19,583.33 Moodys-Aa3
CA DWR CENTRAL VLY PROJ 1.051 12/1/2026-21	13067WSW3		5/2/2022	5,000,000.00	4,470,374.50	5,000,000.00	1.051	3.175			1,341	1,341	12/1/2026	17,516.67 S&P-AA+
CITY OF OAKLAND 1.83 1/15/2027	672240VV6		3/18/2020	1,895,000.00	1,730,102.59	1,895,000.00	1.830	1.820			1,386	1,386	1/15/2027	7,321.02 Moodys-Aa3
STATE OF MINNESOTA 0.86 8/1/2027	60412AVW0		8/25/2020	5,000,000.00	4,355,941.50	5,000,000.00	0.860	0.873			1,584	1,584	8/1/2027	7,166.67 S&P-AA+
STATE OF CALIFORNIA 3.5 4/1/2028	13063DGC6		5/27/2021	2,000,000.00	1,925,136.40	2,000,000.00	3.500	1.425						



TITLE: Approve Continuation of Emergency Action Procurement by General Manager for Repair of the LAVWMA Livermore Interceptor Pipeline and Find that the Need for the LAVWMA Livermore Interceptor Pipeline Emergency Still Exists

RECOMMENDATION:

Staff recommends the Board Of Directors approve, by Motion, a continuation of the Emergency Action as declared In Board Resolution No. 22-23 and find that there exists a need for continuing the LAVWMA Livermore Interceptor Pipeline Emergency which the Board last confirmed on June 20, 2023.

DISCUSSION:

From late 2022 through March of 2023, a series of severe winter storms characterized as “atmospheric rivers” struck California bringing damaging winds and historic precipitation. On February 9, 2023, District staff discovered that these storms had left a portion of LAVWMA’s Livermore Interceptor Pipeline, and its associated manhole exposed in the Arroyo Mocho Creek, and caused significant erosion in the nearby creek bed and banks.

On May 17, 2023, the LAVWMA Board of Directors approved a resolution declaring an emergency pursuant to Public Contract Code Section 22050 and authorized emergency work to repair the exposed pipeline. The General Manager, as the District’s Emergency Manager, subsequently declared a District State of Emergency on June 12, 2023, to allow for the allocation of resources and expend funds as necessary to meet the needs of the emergency.

On June 20, 2023, the District’s Board of Directors approved Resolution No. 22-23 (Attachment 1), approving emergency action procurement by the General Manager for the repair of the LAVWMA Livermore Interceptor Pipeline. Per Public Contract Code 22050 and the District’s Emergency Response Plan policy (P300-20-3), the Declaration of the District State of Emergency shall be reviewed by the Board of Directors at every regular meeting to determine, by a four-fifths vote, that there is a need to continue the emergency action.

Under the emergency authorization, two task orders have been issued to date. A task order, in an amount not to exceed \$556,263, was awarded to Carollo Engineers on June 23, 2023, for engineering design services, including property rights acquisition and permitting support services. A second task order, in an amount not to exceed \$30,000 was awarded to DPI, Inc., on the same date for construction design services including constructability review, material procurement assessments, and construction cost estimating.

In order to complete the repair to the affected segments of the LAVWMA Livermore Interceptor Pipeline by the end of October 2023, the project has been fast-tracked and is being aggressively implemented by the project team. In parallel with the design effort, staff also continues work on negotiating property rights for the new pipeline easements, coordinating with resource agencies for the acquisition of environmental permits, and assessing the availability of materials with a long lead times. Additional task orders and/or other contracts are expected to be awarded in the near term for property acquisition, construction services, and construction management services.

To ensure the project can meet the aggressive project schedule, staff recommends the Board of Directors find the need to continue the State of Emergency reflected by Board Resolution No. 22-23. Expedited action, including the emergency procurement of construction materials, equipment, construction services, and construction management services, is necessary to mitigate any additional damage to the pipeline and avoid the potential discharge of treated wastewater effluent to the Arroyo Mocho Creek.

Originating Department: Engineering and Technical Services	Contact: K. Castro/S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$2,000,000 to be reimbursed by LAVWMA	
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 – Resolution No. 22-23	

RESOLUTION NO. 22-23RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT CONFIRMING EMERGENCY DECLARATION AND APPROVING EMERGENCY ACTION PROCUREMENT BY THE GENERAL MANAGER FOR REPAIR OF THE LAVWMA LIVERMORE INTERCEPTOR PIPELINE

WHEREAS, on February 9, 2023, the Livermore-Amador Valley Water Management Agency (“LAVWMA”) and the Dublin San Ramon Services District (“DSRSD”) discovered that recent severe winter storms, which brought strong winds and abnormally high precipitation, had left a portion of LAVWMA’s Livermore Interceptor Pipeline and its associated manhole exposed in the Arroyo Mocho Creek and caused significant erosion in the nearby creek bed and banks; and

WHEREAS, the failure of the pipeline presents a substantial risk to public health and safety; and

WHEREAS, on May 17, 2023, LAVWMA approved Resolution No. 23-04, declaring an emergency pursuant to Public Contract Code Section 22050 and authorizing emergency work for the repair of the exposed pipeline; and

WHEREAS, pursuant to the Agreement for Maintenance of LAVWMA Facilities dated January 15, 1980, and Amendment No. 1 to the Agreement for Maintenance of LAVWMA Facilities dated June 4, 2021, DSRSD provides all required operation and maintenance tasks for LAVWMA facilities; and

WHEREAS, pursuant to the Amended and Restated Joint Exercise of Powers Agreement dated September 10, 1997, the interceptor pipeline carrying effluent from the Livermore treatment plant to the joint use facilities is a sole use facility and is allocated 100 percent to Livermore; and

WHEREAS, the District’s Emergency Response Plan policy (P300-20-3) designates the General Manager as DSRSD’s Emergency Manager, charged with managing all emergency operations and making decisions to allocate resources and expend funds as necessary to meet the needs of the emergency; and

WHEREAS, on June 12, 2023, the General Manager, acting in the capacity of DSRSD’s Emergency Manager, made an Emergency Declaration, attached hereto and incorporated herein as Exhibit “A” to facilitate and ensure that DSRSD is able to comply with its contractual obligations to LAVWMA which are described herein; and

WHEREAS, as DSRSD’s Emergency Manager, in accordance with Public Contract Code Section 22050 and District Code Section 7.40.090, the General Manager may let contracts for any amount without giving notice for bids for repair or replacement of a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes; and

WHEREAS, the General Manager has authorized emergency procurement actions which will allow DSRSD, on LAVWMA's behalf, to order any action to repair or replace the affected pipeline, take any directly related and immediate action required by the emergency, and to procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts; and

WHEREAS, District Code Section 7.40.090 also requires that any emergency action taken by the General Manager be reviewed by the Board of Directors at its next regularly scheduled meeting, but in no event later than 14 days after the emergency action.

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 Board of Directors confirms the District State of Emergency declared by the General Manager on June 12, 2023.
2. The emergency action procurement by the General Manager to restore core business operations, as stated above, is hereby approved.
3. The General Manager is authorized to enter into contracts for continuing actions to repair the exposed LAVWMA pipeline crossing under DSRSD emergency procedures and policies.
4. The General Manager is directed to report the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids at least at every regularly scheduled meeting until the District State of Emergency is terminated.

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 20th day of June, 2023, and passed by the following vote:

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

NOES: 0

ABSENT: 0

ATTEST: 
Nicole Genzale, District Secretary


Georgean M. Vonheeder-Leopold, President

Emergency Declaration
Dublin San Ramon Services District
LAVWMA Livermore Interceptor Repair
June 12, 2023

WHEREAS, from late 2022 through March of 2023, a series of severe winter storms characterized as atmospheric rivers struck California bringing damaging winds and historic precipitation; and

WHEREAS, Governor Newsom proclaimed a State of Emergency in Alameda and Contra Costa counties, among others, as a result of these winter storms due to their threat to critical infrastructure and declared that because of their magnitude, the necessary repairs and remedial actions are beyond the control of the services, personnel, equipment, and facilities of any single local government agency to appropriately respond; and

WHEREAS, the Governor therefore suspended applicable provisions of the Government Code and the Public Contracting Code, including but not limited to travel, advertising, and competitive bidding requirements, to the extent necessary to address the effects of these storms; and

WHEREAS, on February 9, 2023, LAVWMA and the Dublin San Ramon Services District (“DSRSD”) discovered that these recent winter storms, which had brought strong winds and above normal precipitation, had left a portion of LAVWMA’s pipeline and its associated manhole exposed in the Arroyo Mocho Creek, along with significant erosion in the creek bed and banks near the exposed pipeline; and

WHEREAS, the possibility of the pipeline to fail potentially causing discharge of wastewater or interruption of service could impact the creek and environmentally sensitive areas nearby, present a substantial risk to public health and safety, and subject LAVWMA to significant fines for unpermitted discharges; and

WHEREAS, on May 17, 2023, the Livermore-Amador Valley Water Management Agency approved a resolution declaring an emergency pursuant to Public Contract Code Section 220250 and Authorizing Emergency Work for the repair of the portion of the exposed pipeline; and

WHEREAS, pursuant to the Agreement for Maintenance of LAVWMA Facilities dated January 15, 1980, and Amendment No. 1 to the Agreement for Maintenance of LAVWMA Facilities dated June 4, 2021, the Dublin San Ramon Services Districts (District) provides all required operation and maintenance tasks for the LAVWMA facilities; and

WHEREAS, in response to the unexpected pipeline exposure, DSRSD implemented temporary measures to protect the pipeline, including the placement of rip rap to prevent further bank erosion, and engaged Carollo Engineers (“Carollo”) to assess the condition of the pipeline and to identify permanent repair options; and

WHEREAS, based on Carollo’s Pipeline Condition Assessment, dated May 12, 2023, the pipeline is currently in constant exposure to creek elements, debris, and water, which are factors that could lead to accelerated corrosion and wear on the external parts of the pipe, or pressure and impacts from the waterway that could lead to failure of the pipeline and result in the discharge of wastewater; and

WHEREAS, DSRSD, which will procure services related to this repair under the terms of its Purchasing Guidelines, is subject to the Uniform Public Construction Cost Accounting Act (Public Contract Code section 22000 et seq.), which generally requires a competitive bidding process for public projects in excess of \$60,000, except in cases of emergency, as set forth in Public Contract Code section 22035; and

WHEREAS, on May 1, 2012, the DSRSD Board of Directors approved Resolution No. 14-12, amending the adopted Emergency Response Plan (ERP) policy, and designates the DSRSD General Manager to serve as the District’s Emergency Manager, and authorizes the Emergency Manager to proclaim a State of Emergency; and

WHEREAS, Public Contract Code section 22050(b) authorizes the Board of Directors to delegate to the DSRSD General Manager the authority to order any action to “repair or replace a public facility, take any directly related and immediate action required by [the] emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.”

DECLARATION OF EMERGENCY:

In order for the Dublin San Ramon Services District to comply with its contractual obligations to LAVWMA for the operation and maintenance of its facilities, effective immediately, I am declaring a State of Emergency to ensure adequate staffing and resources for the repair and maintenance the exposed pipeline crossing, and adjacent to, the Arroyo Mocho Creek, which thereby allows DSRSD, on LAVWMA's behalf, to order any action to repair or replace the affected pipeline, take any directly related and immediate action required by the emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.

Daniel McIntyre

BY: Daniel McIntyre (Jun 12, 2023 16:00 PDT)

DATE: _____

Daniel McIntyre
General Manager

Nicole Genzale

ATTEST: Nicole Genzale (Jun 12, 2023 16:16 PDT)

Nicole Genzale
DSRSD District Secretary

TITLE: Approve Amendment to the Capital Improvement Program (CIP) Ten-Year Plan and Two-Year Budget for Fiscal Years 2024 and 2025 to Advance the WWTP HVAC Replacements Project (CIP 22-P010) and Increase the Regional Wastewater Replacement Fund Limit for Fiscal Year 2024 and 2025

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, an amendment to the Capital Improvement Program (CIP) Ten-Year Plan and Two-Year Budget for Fiscal Years 2024 and 2025 to advance the WWTP HVAC Replacements Project (CIP 22-P010) and increase the Regional Wastewater Replacement fund limit for fiscal years 2024 and 2025.

DISCUSSION:

The Wastewater Treatment Plant Administration Building (Building A) cooling system consists of several components, including a roof mounted air-cooled chiller. The chiller, which was installed in 1993, failed on June 30, 2023. Due to the age of the chiller, the manufacturer, Trane, no longer supplies replacement parts. Staff, however, was able to obtain replacement parts through a third-party vendor, and temporarily restored the existing chiller back into operation on July 6, 2023. The Ten-Year CIP Plan includes the WWTP HVAC Replacements Project (CIP 22-P010) (Project) in fiscal year 2026. The project includes the replacement of the HVAC system’s air-cooled chiller (Figure 1) and air handling unit (Figure 2) in Building A, the adsorption chiller for Building T, and miscellaneous HVAC components for the WWTP laboratory. Staff recommends advancing the Project from the Ten-Year CIP Plan to the current Two-Year CIP Budget to address the air-cooled chiller for Building A failing sooner than anticipated.

The total project budget is \$2,846,975 and is funded by Regional Wastewater Replacement (Fund 310). Advancing the project will not adversely affect the cash flow of the fund, which currently has approximately \$36 million in working capital. In addition to advancing the project, staff also requests that the Board approve an increase to the Regional Wastewater Replacement (Fund 310) budget for fiscal years 2024 and 2025 by \$900,000 and \$1,941,483, respectively. The fund budget increase of \$900,000 is the equivalent to the budget that is estimated to be spent this current fiscal year for design services, staff time and starting construction. The remaining budget of \$1,941,483 will be spent in fiscal year 2025 for construction, construction management services, and staff time.



Figure 1 Air-Cooled Chiller



Figure 2 Air Handling Unit

Originating Department: Engineering and Technical Services	Contact: S. Mann/S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$2,846,975 from Regional Wastewater Replacement (Fund 310)	
Attachments: <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	<input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution	

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 2024 THROUGH 2033 AND THE TWO-YEAR BUDGET FOR FISCAL YEARS 2024 AND 2025 TO ADVANCE WWTP HVAC REPLACEMENTS PROJECT (CIP 22-P010)

WHEREAS, the Board of Directors approved the District’s Capital Improvement Program (“CIP”) Ten-Year Plan for Fiscal Years 2024 through 2033 (“CIP Plan”) on June 20, 2023, 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 2024 and 2025 (“CIP Budget”) on June 20, 2023, authorizing fund budgets for Fiscal Year 2024 and Fiscal Year 2025 to meet the District’s capital infrastructure needs; and

WHEREAS, District staff recommends revising the CIP Budget by advancing the WWTP HVAC Replacements Project (CIP 22-P010) (Project) from the CIP Plan to the CIP Budget; and

WHEREAS, staff recommends increasing the fund limit by \$900,000 in Fiscal Year 2024 and \$1,941,483 in Fiscal Year 2025.

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. WWTP HVAC Replacements Project (CIP 22-P010) is hereby advanced from the CIP Ten-Year Plan for Fiscal Years 2024 through 2033 and incorporated into the CIP Two-Year Budget for Fiscal Years 2024 and 2025, in accordance with the project description sheet attached as Exhibit “A.”
2. The Regional Wastewater Replacement (Fund 310) limits are increased by \$900,000 and \$1,941,483 for Fiscal Years 2024 and 2025, respectively.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 18th day of July, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgean M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary

DSRSD CIP 10-Year Plan for FYEs 2024 through 2033

CATEGORY: REGIONAL WASTEWATER TREATMENT

Regional Wastewater Replacement (Fund 310)

CIP No. 22-P010 WWTP HVAC Replacements

Funding Allocation: 100% 310

Project Manager: TBD

Status: Future Project

Project Summary:

This project will replace the HVAC system components (air handling units, chiller) in Buildings A and Building T (chiller) at the wastewater treatment plant along with cleaning of the existing duct work. The project will also replace the fume and exhaust hoods and all applicable appurtenances (fans, variable frequency drives, etc.) for the laboratory.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: None

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 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
5,492	900,000	1,941,483	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost \$2,846,975

Current Adopted Budget \$2,846,975

Increase/(Decrease) \$0





TITLE: Approve Salary Ranges for New Laboratory Supervisor and Senior Quality Assurance Chemist Job Classifications

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, the salary ranges for the new Laboratory Supervisor and Senior Quality Assurance Chemist job classifications.

SUMMARY:

In accordance with the District’s New/Revised Job Classifications and Salary policy (P700-22-3) for all positions, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for approval and adoption (see Attachment 1). The proposed salary range for the new Laboratory Supervisor is \$11,447–\$13,914 per month. The proposed salary range for the new Senior Quality Assurance Chemist is \$10,951–\$13,310 per month.

DISCUSSION:

Laboratory Supervisor:

In preparation for compliance and implementation of The NELAC (National Environmental Laboratory Accreditation Council) Institute (TNI) standards under the new Environmental Laboratory Accreditation Program (ELAP) regulations, effective January 1, 2024, the Laboratory and Environmental Compliance Manager conducted an assessment of the Laboratory and Technical Services Division staffing and classifications. In the assessment, it was determined that the new laboratory regulations will require more labor hours per test conducted and will require more focused oversight and supervision of all laboratory testing and functions to comply with the regulations. A reorganization of the Laboratory and Technical Services Division was approved by the General Manager on June 19, 2023, to convert an existing 1.0 FTE (full-time equivalent) in the division to a new 1.0 FTE Laboratory Supervisor position. The reorganization will provide necessary support and the focused oversight and supervision in the laboratory to meet the new regulations, as well as support the laboratory’s efforts to meet the District’s Strategic Plan Goal to *meet or exceed regulatory requirements while preparing for the future regulatory landscape*.

As a first-line supervisory classification in the laboratory, the new Laboratory Supervisor will be designated as the “Technical Manager” under the ELAP regulations, and be responsible for the day-to-day operations of the laboratory, including supervising all aspects of the laboratory methods, guiding staff through troubleshooting issues that are raised or discovered through the laboratory’s new incident reporting and corrective action procedures, and providing resources needed to ensure the required quality of laboratory operations, as required for compliance with TNI standards. Human Resources staff, working with the Laboratory and Environmental Compliance Manager, developed the new classification description for the Laboratory Supervisor, with the final job classification approved by the General Manager on July 6, 2023 (see Attachment 2).

Senior Quality Assurance Chemist:

As recommended by the 2023 Operations Department Work Force Study, one senior-level chemist (1.0 FTE) position was adopted in the Fiscal Years Ending 2024 and 2025 Operating Budget to oversee the laboratory’s quality assurance and quality control program in compliance with the new ELAP regulations, effective January 1, 2024. The existing Senior Environmental Chemist classification has limited responsibility and duties over quality assurance and does not fully encompass the larger and specific responsibility over a full quality assurance program necessary for compliance with TNI

Originating Department: Office of the General Manager	Contact: S. Koehler/M. Gallardo	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: Operations Budget FY24 & FY25	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – New/Revised Job Classification and Salary policy (P700-22-3) Attachment 2 – New Laboratory Supervisor Job Classification, effective July 6, 2023 Attachment 3 – New Senior Quality Assurance Chemist Job Classification, effective July 6, 2023	

standards. As such, a new Senior Quality Assurance Chemist classification is necessary to oversee and ensure compliance with a robust quality assurance program.

As the designated “Quality Manager” under the ELAP regulations, the Senior Quality Assurance Chemist will develop, oversee, coordinate, and maintain the laboratory’s quality assurance program, including reviewing laboratory practices, procedures, and methods for quality assurance; developing quality assurance standards and documentation requirements; providing technical and functional direction and training to the Environmental Chemists and Laboratory Technicians related to laboratory quality assurance; and coordinating and conducting activities and audits to assist the Laboratory and Environmental Compliance Manager with maintaining accreditation. Human Resources staff, working with the Laboratory and Environmental Compliance Manager, developed the new classification description for the Senior Quality Assurance Chemist, with the final job classification approved by the General Manager on July 6, 2023 (see Attachment 3).

Salary Recommendations:

In accordance with the District’s New/Revised Job Classifications and Salary policy (P700-22-3) for all positions, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for approval and adoption. In accordance with the District’s compensation plan and the Memorandum of Understanding (MOU) with the Mid-Management Employees’ Bargaining Unit (MEBU), dated December 13, 2021, the proposed salary range for the new Laboratory Supervisor is to be set internally with a 15% differential over the Environmental Chemist II. The recommended compensation for the classification is \$11,447–\$13,914 per month.

In accordance with the District’s compensation plan and the MOU with the International Federation of Professional and Technical Engineers, Local 21 (Local 21) dated December 13, 2021, the proposed salary range for the new Senior Quality Assurance Chemist is to be set internally, benchmarked to the Senior Environmental Chemist classification. The recommended compensation for the classification is \$10,951–\$13,310 per month.

Upon adoption, staff intends to begin an internal, promotional recruitment for the Laboratory Supervisor position and a recruitment to find the best qualified candidate to fill the Senior Quality Assurance Chemist position in the Laboratory and Technical Services Division.



Policy

Policy No.: P700-22-3	Type of Policy: Personnel
Policy Title: New/Revised Job Classifications and Salary	
Policy Description: Non-standard job classifications and/or salary requiring Board approval and adoption	
Approval Date: 8/19/2014	Last Review Date: 2022
Approval Resolution No.: 53-14	Next Review Date: 2026
Rescinded Resolution No.: 71-11	Rescinded Resolution Date: 11/15/2011

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

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

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

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
August 19, 2014	
Reviewed by Committee or Board:	Date:
Board	December 4, 2018
Board	June 21, 2022



Class Description

Effective Date: July 6, 2023
Job Title: Laboratory Supervisor
W/C Code: 8810
FLSA Status: Exempt
Unit: Mid-Management
Job Code: MLABSP

DEFINITION

Under direction, organizes and provides direction and oversight of the District's analytical laboratory, including testing and sampling a variety of matrices including water, recycled water, wastewater, and industrial wastes; provides direct and general supervision to assigned staff; ensures the laboratory operations and testing meet applicable laws, regulations, and District policies; performs routine to complex laboratory testing and analysis; and performs other duties as assigned.

SUPERVISION RECEIVED and EXERCISED

Receives direction from the Laboratory and Environmental Compliance Manager. Exercises direction over professional staff, and direct and general supervision over technical staff.

DISTINGUISHING CHARACTERISTICS

This is a supervisory classification responsible for planning, organizing, supervising, reviewing, and evaluating the day-to-day work of the analytical laboratory. The incumbent is designated as the Technical Manager as defined under the State Water Resources Control Board Environmental Laboratory Accreditation Program (ELAP) Regulations. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. The incumbent is accountable for accomplishing laboratory operational goals and objectives. This classification is distinguished from Senior Chemist by the supervisory responsibility over staff and the assigned operations function. This classification is further distinguished from the Laboratory and Environmental Compliance Manager by the latter's responsibility for the comprehensive laboratory and pre-treatment programs and division regulatory development and monitoring.

TYPICAL DUTIES

- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the division; implements division programs and plans.
- Plans, organizes, administers, reviews, and evaluates the work of professional and technical laboratory staff.
- Provides for the selection, training, professional development, and work evaluation of division staff; implements discipline as required; and provides policy guidance and interpretation to staff.
- As the designated Technical Manager, responsible for the day-to-day operations of the laboratory.
- May perform or direct difficult, technical, and complex laboratory testing and analysis.
- Reviews, evaluates, implements and oversees laboratory standard operating procedures, incident reporting, and corrective action procedures; makes recommendations for and implements changes laboratory procedures to ensure compliance with applicable regulatory and quality control standards.

Class Description: Laboratory Supervisor

- Maintains and develops the laboratory's Laboratory Information Management System (LIMS) as it relates to reporting, inventory management, monitoring testing turnaround times, storing outside laboratory data and special project needs.
- Provides technical assistance and expertise to assigned staff; reviews and monitors completed work to ensure quality control standards are met.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; implements change as directed by the Laboratory and Environmental Compliance Manager.
- Coordinates activities of staff and the division with those of other District divisions and outside agencies.
- Assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures; prepares various staff reports on operations and activities.
- Prioritizes and allocates available resources; and reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Prepares, administers, and is responsible for the budget for assigned function; forecasts additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Monitors changes in laws, regulations, and technology that may affect laboratory operations; and implements policy and procedural changes as required.
- Provides technical advice to the District's management and the Board of Directors in area of expertise.
- Assists the Laboratory and Environmental Compliance Manager with maintenance of the Environmental Laboratory Accreditation Program certificate issued by the State Water Resources Control Board.
- Serves as the District contact for laboratory compliance permitting audits and inspections.
- Assists with preparing the District's laboratory and National Pollutant Discharge Elimination (NPDES) regulatory reports for the Regional Water Quality Control Board, Environmental Protection Agency, and local agencies.
- Assists with preparing the District's drinking water analytical results for regulatory reports to the Regional Water Quality Control Board, Environmental Protection Agency, and local agencies.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures, as appropriate.
- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for projects as necessary; maintains records of purchase orders.
- Maintains the laboratory's Chemical Hygiene Plan; ensures adherence to safe work practices and procedures.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Drives a motor vehicle.
- Performs other related duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff.
- Basic principles and practices of budget development, administration, and accountability.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organization and supervisory practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Applicable Federal, State, and local laws; District, department, and division regulations, codes, policies, and procedures.
- General chemical, biological, bacteriological, and physical laboratory testing methods and procedures, including qualitative and quantitative analyses.
- Principles of chemistry and related sciences.
- Chemical, biological and physical characteristics of water and wastewater and problems involved with related analysis.
- Care and maintenance of laboratory equipment; laboratory and safety methods and procedures.
- Principles and practices of safety management and application.
- Technical report writing practices and procedures.
- Recordkeeping principles and procedures.
- Principles, practices, equipment, and materials required for the chemical, biochemical, biological, bacteriological, and physical analysis of samples of potable water and wastewater.
- Sampling techniques and related statistical analysis techniques.
- Basic principles of water and wastewater treatment and distribution/disposal.
- Applicable Federal and State laws; District, Department, and division regulations, codes, policies, and procedures including National Pollution Discharge Elimination System (NPDES).
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide for the selection, training, development, motivation, and work evaluation of staff.
- Assist in the development and implement goals, objectives, policies, procedures, work standards, and internal controls for the division.

- Analyze the results of chemical, biochemical, biological, bacteriological, and physical analysis of potable water and wastewater, and make appropriate recommendations for plant operations.
- Safely and effectively maintain and operate laboratory and testing equipment.
- Make sound, independent decisions in day-to-day activities and in emergency situations.
- Identify and take appropriate action when unusual operating problems occur.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with various business, professional, and regulatory organizations, and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

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

Equivalent to a bachelor's degree from an accredited college or university with major course work in chemistry, biology, or a closely related field and three (3) years of increasingly responsible professional experience in wastewater and industrial laboratory testing, analysis, and control similar to a Dublin San Ramon Services District Environmental Chemist II, including two (2) years of lead experience.

CERTIFICATES, LICENSES, REGISTRATIONS

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

Possession and maintenance of a California Water Environment Association (CWEA) Laboratory Analyst Level III certificate is required upon appointment; possession and maintenance of a Laboratory Analyst Level IV certificate is required within two (2) years of appointment.

DISASTER SERVICE WORKER

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

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals. Positions in this class may perform duties that involve a potential risk of occupational exposure to blood borne pathogens. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate. The employee frequently is required to talk or hear. Specific vision abilities required by this job include close vision, color vision, and depth perception. Works in an office and laboratory environment, which is temperature controlled. Works outdoors, as needed, and subject to inclement weather.

PHYSICAL DEMANDS

Standing

- Average Frequency: 1 to 2 hours.
- Duration: Seconds to 15 minutes at a time.
- Maximum Frequency: Up to 2 hours.
- Duration: Seconds to 15 minutes at a time.
- Surfaces: Carpet, tile, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
- Description: Performs while communicating with coworkers during informal meetings, operating standard office equipment, accessing file drawers or shelves, conducting routine chemical, biological and physical testing and analysis of potable and wastewater samples and industrial waste, performing a variety of non-standardized tests and chemical research, standard chemical solutions, stains, media filters, etc., operating and as needed troubleshooting a variety of laboratory instruments, working in a boat to retrieve samples and performing other described job duties.

Walking

Average Frequency: Up to 1 hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes at a time.
Surfaces: Carpet, tile, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while walking within laboratory, within the building, to and from offices, relocating samples, instruments, tools, and equipment, visiting field sites and performing other described job duties.

Sitting

Average Frequency: 5 to 6 hours.
Duration: ½ hour to 1 hour at a time.
Maximum Frequency: Up to 6 hours.
Duration: 30 minutes to 1 hour at a time.
Surfaces: Cushioned vehicle seat or office chair.
Description: Performs during laboratory tasks, various desk station activities including utilizing a computer, reading, writing, driving a vehicle, during meetings, and performing other described job duties.

Kneeling/Crouching/Squatting

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Surfaces: Carpet, tile, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while retrieving or positioning items on and off lower shelves, drawers or ground level including files, paperwork, samples.

Crawling

Not a job requirement.

Laying on Back/Stomach

Not a job requirement.

Climbing/Balancing

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

Reaching

Above Shoulder Level:

Average Frequency: Up to 5 times.

Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while accessing or placing files/paperwork, instruments and related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Between Waist and Shoulder Level:

Average Frequency: 4 to 5 hours.
Duration: Seconds to 20 at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling a variety laboratory instruments, samples, including glassware and related items, driving a vehicle in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Below Waist Level:

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

Pushing/Pulling

Average Frequency: 5 to 10 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while opening or closing file cabinet drawers, using a four-wheeled cart or dolly to transport supplies or samples, and performing other described job duties. Unilateral or bilateral arm use.

Twisting/Rotating

Waist:

Not a job requirement.

Neck:

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

Wrists:

Average Frequency: Less than 1 hour.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while utilizing a variety of laboratory equipment, handling containers and pouring samples and using instruments. Unilateral or bilateral hand use.

Bending

Waist:

Average Frequency: Up to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 20 times.
Duration: Seconds at a time.
Description: Performs while retrieving samples, retrieving or positioning items on and off lower shelves.

Head/Neck:

Average Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, reading, writing, and reviewing paperwork, performing a variety of laboratory tasks, including handling instruments, samples and glassware, using equipment, during field visits and performing other described job duties.

Wrists:

Average Frequency: 3 to 4 hours.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, handling laboratory instruments, samples, glassware, and related items, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

Lifting/Carrying

0 to 10 lbs.

Objects: Samples, containers, glassware, laboratory instruments, writing utensils, paperwork/files, telephone handset, office supplies, standard office tools.
Average Frequency: 3 to 4 hours.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to 15 minutes at a time.
Distance: Up to 100 feet.
Height: Ground to shoulder or above.

Description: Performs while handling samples, instruments, glassware and related items, using a writing utensil, a telephone, handling paperwork or files, office supplies and other related items.

11 to 25 lbs.

Objects: Samples.
Average Frequency: 1 to 2 times.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: 0 to 25 feet.
Height: Ground to waist level.
Description: Performs while retrieving and relocating samples.

26 to 50 lbs.

Objects: Five-gallon sample container.
Average Frequency: 1 to 2 times per month.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Up to 5 feet.
Height: Knee to waist level.
Description: Performs while relocating a sample.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

Simple Grasping

Average Frequency: 2 to 3 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while handling paperwork/files, office supplies, laboratory instrumentation, glassware, samples, containers, and other related items, driving in conjunction with maneuvering a steering wheel, using carts or dollies and performing other described job duties. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: Up to 5 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while retrieving and relocating samples. Bilateral hand use.

Fine Manipulation

Average Frequency: 4 to 5 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, handling laboratory instrumentation, glassware, containers, including using pipettes, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, utilizing a writing utensil to complete paperwork, adjusting instrumentation and performing other described job duties. Unilateral or bilateral hand use.

MACHINES/TOOLS

Writing utensils
Computer
Standard office equipment including copy and fax machines, scanners and printers
Telephone
Standard office tools including staplers, stapler removers and other related items
Vehicle
Carts and dollies
10-key calculator/adding machine
Atomic absorption spectrophotometers
Titrators
Centrifuges
Turbidity meters
Drying ovens
Steam and water baths
Composite samplers
Distillation units
Digital readouts
pH meters
Analytical and top loading balances
Dissolved oxygen meter
Incubator
Autoclave
Boat
Pipettes
Scales
Ion chromatographs

PERSONAL PROTECTIVE EQUIPMENT

Depending on the exposure, the employee is required to wear foot, eye, and hand protection.

WEIGHTS AND MEASURES

Items Weighed:

Buffer solvent container – 40 pounds

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



Class Description

Effective Date: July 6, 2023
Job Title: Senior Quality Assurance Chemist
W/C Code: 8810
FLSA Status: Exempt
Unit: Professional
Job Code: PQACH

DEFINITION

Under direction, coordinates and oversees all activities of the District laboratory's quality assurance (QA) program to maintain laboratory certification under the Environmental Laboratory Accreditation Program (ELAP); develops and coordinates special programs and projects related to quality control (QC); reviews laboratory practices, procedures, and methods to ensure District and regulatory compliance with quality assurance and safety standards; and performs related duties, as assigned.

SUPERVISION RECEIVED and EXERCISED

Receives direction from the Laboratory and Environmental Compliance Manager. May provide technical and functional direction over and training to lower-level professional and technical staff.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey-level professional classification. Incumbents work under general direction and exercise a high level of discretion and independent judgment in directing and coordinating the laboratory's quality assurance program to ensure high quality analytical results, to maintain state certification as a fully accredited environmental laboratory and implement practices and procedures which align with District and regulatory quality assurance and safety standards for environmental laboratories and to develop and maintain the laboratory's LIMS. Independent judgement is used to make decisions in carrying out assignments. The incumbent is designated as the Quality Manager under the National Environmental Laboratories Accreditation Conference (NELAC) Institute (TNI) standard. This classification is distinguished from Laboratory and Environmental Compliance Manager in that the latter has overall responsibility and oversight for Laboratory and Technical Services division of the District, including laboratory operations, quality assurance, and pre-treatment environmental compliance.

TYPICAL DUTIES

- Oversees, coordinates, and maintains the District laboratory's quality assurance program to ensure compliance with ELAP requirements.
- Develop, monitor and maintain the District laboratory's Quality Assurance Program under the oversight of the Laboratory and Environmental Compliance Manager to ensure conformance with Title 22 of the California Code of Regulations, Division 4, Chapter 19
- Coordinates and conducts activities related to ELAP accreditation, including arranging for third party audits, preparing ELAP applications, drafting corrective action plans in response to third party audits and prepares management reports on the laboratory's quality assurance program to the Laboratory and Environmental Compliance Manager.

Class Description: Senior Quality Assurance Chemist

- Serves as Quality Manager, as described in the National Environmental Laboratories Accreditation Conference (NELAC) Institute (TNI) standard.
- Provides technical and functional direction and provides training to Environmental Chemists and Laboratory Technicians related to laboratory quality assurance and quality control; assists with the development of training protocols, competency standards, and documentation requirements.
- Prepares routine and special reports to staff, District management, and regulatory agencies as required; prepares report of analytical results to state and federal regulators for compliance evaluation performance testing.
- Adheres to and monitors quality assurance standards and safety protocol of the laboratory; maintains and reviews quality control charts, detection limits, and action levels for laboratory analysis; recommends improvements and modifications; annually reviews and updates the quality assurance manual.
- Provides technical assistance to other District work groups on laboratory practices and procedures, sampling, and analytical techniques.
- Monitors state and federal regulations relating to laboratory quality assurance, evaluates impact on laboratory practices, identifies changes required to comply with regulations, and prepares District responses as appropriate.
- Coordinates, conducts, assists, and/or documents internal audits of laboratory practices and procedures and analytical results as required by the TNI standard.
- Coordinates, oversees, and/or conducts laboratory proficiency testing studies as required in accordance with ELAP requirements.
- Develops and maintains standard operating procedures (SOPs) for laboratory operations and other laboratory documents.
- Develop and maintain the laboratory information management system (LIMS) including but not limited to monitor QC data, set QC limits, and produce reports; modifies and oversees modification of LIMS configuration to meet program objectives.
- Confers with District employees, representatives of governmental and industrial organizations, and others on matters related to laboratory quality assurance.
- Enforces work and safety procedures and the proper operation, use, and maintenance of equipment and supplies; implements procedures and standards.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Drives a motor vehicle.
- Performs other related duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Chemical, biological, and physical characteristics of various environmental matrices including water and wastewater.
- Principles and practices of laboratory quality assurance and quality control.
- Sampling techniques and related statistical analysis techniques.
- Laboratory, water and wastewater plant safety procedures and equipment.

Class Description: Senior Quality Assurance Chemist

- Basic principles of water, recycled water, and wastewater treatment and distribution/disposal.
- Applicable state and federal regulations related to laboratory quality assurance and safety practices.
- Principles of providing lead direction and training to staff.
- Principles of business letter writing and report preparation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Develop and maintain a program for laboratory quality assurance.
- Perform standard QA and QC evaluation procedures.
- Interpret federal, state, and local laboratory regulations and standards and apply to District laboratory operations.
- Evaluate data using statistical methods for analysis.
- Interpret results of data analysis and make appropriate recommendations to management.
- Develop and conduct a variety of training programs and prepare program manuals and other documentation; ensure work is performed effectively and in accordance with program manuals.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION and EXPERIENCE

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

Equivalent to a bachelor's degree from an accredited college or university with major coursework in chemistry, biology, environmental science, or a closely related field and three (3) years of increasingly responsible professional experience in water, wastewater, environmental or industrial laboratory testing and analysis,

Class Description: Senior Quality Assurance Chemist

including two (2) years of experience in environmental analysis with an emphasis on laboratory quality assurance/quality control program management.

CERTIFICATES, LICENSES, REGISTRATIONS

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

Possession and maintenance of a California Water Environment Association (CWEA) Laboratory Analyst Level III certificate is required upon appointment.

ADDITIONAL REQUIREMENTS

Incumbents in this class are required to participate in the District's Shave-on-Demand policy when required to wear respiratory protection or other safety equipment.

DISASTER SERVICE WORKER

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

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals. Positions in this class may perform duties that involve a potential risk of occupational exposure to blood borne pathogens. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate. The employee frequently is required to talk or hear. Specific vision abilities required by this job include close vision, color vision, and depth perception. Works in an office and laboratory environment, which is temperature controlled. Works outdoors, as needed, and subject to inclement weather.

PHYSICAL DEMANDS

Standing

Average Frequency: 1 to 2 hours.
Duration: to 15 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to 15 minutes at a time.
Surfaces: Carpet, tile, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while communicating with coworkers during informal meetings, operating standard office equipment, accessing file drawers or shelves, conducting routine chemical, biological and physical testing and analysis of potable and wastewater samples and industrial waste, performing a variety of non-standardized tests and chemical research, standard chemical solutions, stains, media filters, etc., operating and as needed troubleshooting a variety of laboratory instruments, working in a boat to retrieve samples and performing other described job duties.

Walking

Average Frequency: Up to 1 hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes at a time.
Surfaces: Carpet, tile, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while walking within laboratory, within the building, to and from offices, relocating samples, instruments, tools, and equipment, visiting field sites and performing other described job duties.

Sitting

Average Frequency: 5 to 6 hours.
Duration: ½ hour to 1 hour at a time.
Maximum Frequency: Up to 6 hours.
Duration: 30 minutes to 1 hour at a time.
Surfaces: Cushioned vehicle seat or office chair.
Description: Performs during laboratory tasks, various desk station activities including utilizing a computer, reading, writing, driving a vehicle, during meetings, and performing other described job duties.

Kneeling/Crouching/Squatting

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Surfaces: Carpet, tile, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while retrieving or positioning items on and off lower shelves, drawers or ground level including files, paperwork, samples.

Crawling

Not a job requirement.

Laying on Back/Stomach

Not a job requirement.

Climbing/Balancing

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

Reaching

Above Shoulder Level:

Average Frequency: Up to 5 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while accessing or placing files/paperwork, instruments and related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Between Waist and Shoulder Level:

Average Frequency: 4 to 5 hours.
Duration: Seconds to 20 at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling a variety laboratory instruments, samples, including glassware and related items, driving a vehicle in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Below Waist Level:

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

Pushing/Pulling

Average Frequency: 5 to 10 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.

Class Description: Senior Quality Assurance Chemist

Duration: N/A
Description: Performs while opening or closing file cabinet drawers, using a four-wheeled cart or dolly to transport supplies or samples, and performing other described job duties. Unilateral or bilateral arm use.

Twisting/Rotating

Waist:

Not a job requirement.

Neck:

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

Wrists:

Average Frequency: Less than 1 hour.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while utilizing a variety of laboratory equipment, handling containers and pouring samples and using instruments. Unilateral or bilateral hand use.

Bending

Waist:

Average Frequency: Up to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 20 times.
Duration: Seconds at a time.
Description: Performs while retrieving samples, retrieving or positioning items on and off lower shelves.

Head/Neck:

Average Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, reading, writing, and reviewing paperwork, performing a variety of laboratory tasks, including handling instruments, samples and glassware, using equipment, during field visits and performing other described job duties.

Wrists:

Average Frequency: 3 to 4 hours.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.

Class Description: Senior Quality Assurance Chemist

Duration: N/A
Description: Performs during normal body mechanics, handling laboratory instruments, samples, glassware, and related items, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

Lifting/Carrying

0 to 10 lbs.

Objects: Samples, containers, glassware, laboratory instruments, writing utensils, paperwork/files, telephone handset, office supplies, standard office tools.
Average Frequency: 3 to 4 hours.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to 15 minutes at a time.
Distance: Up to 100 feet.
Height: Ground to shoulder or above.
Description: Performs while handling samples, instruments, glassware and related items, using a writing utensil, a telephone, handling paperwork or files, office supplies and other related items.

11 to 25 lbs.

Objects: Samples.
Average Frequency: 1 to 2 times.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: 0 to 25 feet.
Height: Ground to waist level.
Description: Performs while retrieving and relocating samples.

26 to 50 lbs.

Objects: Five-gallon sample container.
Average Frequency: 1 to 2 times per month.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Up to 5 feet.
Height: Knee to waist level.
Description: Performs while relocating a sample.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

Simple Grasping

Average Frequency: 2 to 3 hours.
Duration: Seconds to 15 minutes at a time.

Class Description: Senior Quality Assurance Chemist

Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while handling paperwork/files, office supplies, laboratory instrumentation, glassware, samples, containers, and other related items, driving in conjunction with maneuvering a steering wheel, using carts or dollies and performing other described job duties. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: Up to 5 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while retrieving and relocating samples. Bilateral hand use.

Fine Manipulation

Average Frequency: 4 to 5 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, handling laboratory instrumentation, glassware, containers, including using pipettes, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, utilizing a writing utensil to complete paperwork, adjusting instrumentation and performing other described job duties. Unilateral or bilateral hand use.

MACHINES/TOOLS

Writing utensils
Computer
Standard office equipment including copy and fax machines, scanners and printers
Telephone
Standard office tools including staplers, stapler removers and other related items
Vehicle
Carts and dollies
10-key calculator/adding machine
Atomic absorption spectrophotometers
Titrators
Centrifuges
Turbidity meters
Drying ovens
Steam and water baths
Composite samplers
Distillation units
Digital readouts
pH meters
Analytical and top loading balances

Dissolved oxygen meter
Incubator
Autoclave
Boat
Pipettes
Scales
Ion chromatographs

PERSONAL PROTECTIVE EQUIPMENT

Depending on the exposure, the employee is required to wear foot, eye, and hand protection. Positions in this class are required to be clean shaven on a scheduled basis as required to wear respiratory protection or other safety equipment.

WEIGHTS AND MEASURES

Items Weighed:
Buffer solvent container – 40 pounds

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

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE SALARY RANGES FOR THE NEW LABORATORY SUPERVISOR AND SENIOR QUALITY ASSURANCE CHEMIST JOB CLASSIFICATIONS

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

WHEREAS, the District has a need for a first-line Laboratory Supervisor classification to oversee the daily operations of the laboratory and serve as the designated Technical Manager under The NELAC (National Environmental Laboratory Accreditation Council) Institute (TNI) standards and the Environmental Laboratory Accreditation Program (ELAP) regulations; and

WHEREAS, the Laboratory Supervisor classification is subject to the provisions of the Memorandum of Understanding between the District and the Mid-Management Employees' Bargaining Unit ("MEBU"), dated December 13, 2021; and

WHEREAS, all meet and confer obligations have been met by the District and MEBU pertaining to the creation of the new Laboratory Supervisor classification; and

WHEREAS, the District has a need for a Senior Quality Assurance Chemist classification to oversee the laboratory's quality assurance and quality control programs and serve as the designated Quality Manager under the ELAP regulations; and

WHEREAS, the Senior Quality Assurance Chemist classification is subject to the provisions of the Memorandum of Understanding between the District and the International Federation of Professional and Technical Engineers (IFPTE), Local 21 ("Local 21"), dated December 13, 2021; and

WHEREAS, all meet and confer obligations have been met by the District and Local 21 pertaining to the creation of the new Senior Quality Assurance Chemist classification; and

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

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

Res. No. _____

1. The salary range for the Laboratory Supervisor classification is set to \$11,447–\$13,914 per month; and

2. The salary range for the Senior Quality Assurance Chemist classification is set to \$10,951–\$13,310 per month.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 18th day of July, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgean M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary



TITLE: Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 21-23

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the District Pay Schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and rescind Resolution No. 21-23.

DISCUSSION:

Per Resolution No. 21-23, the Board of Directors adopted the publicly available pay schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule.

The pay schedule has been updated with the titles and salary ranges for the new Laboratory Supervisor and Senior Quality Assurance Chemist classifications, which were presented to the Board of Directors in a separate item on this evening’s agenda. Additionally, an administrative update to the salary range codes has been made, updated from alphabetical codes to numerical codes to correspond to the numerical salary range structure in the District’s new human resources and payroll system, Tyler MUNIS.

The regulations specify that compensation earnable is defined in statute and further clarified by CCR, Title 2, Section 570.5, and that salaries shall be “duly approved and adopted by the employer’s governing body in accordance with requirements of applicable public meeting laws.” Therefore, only those pay amounts that meet the definition of compensation earnable can be used when calculating retirement benefits. This regulation applies to all employers reporting compensation to the California Public Employees’ Retirement System (CalPERS).

The pay schedule shall reflect all salaries previously agreed to by the District in accordance with the Memoranda of Understanding (MOUs) between the District and the Mid-Management Employees’ Bargaining Unit and between the District and the International Federation of Professional and Technical Engineers, Local 21.

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

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH THE CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5 AND RESCINDING RESOLUTION NO. 21-23

WHEREAS, the California Code of Regulations, Title 2, Section 570.5 requires the District's Board of Directors to approve and adopt all pay schedules; and

WHEREAS, the regulations require that the pay schedule be made public without reference to another document in disclosure of the pay rate; and

WHEREAS, by Resolution No. 21-23, the Board adopted pay schedule was approved on June 20, 2023; and

WHEREAS, the pay schedule shall be updated to reflect the new base salary for the Laboratory Supervisor classification, effective July 18, 2023, approved by the Board earlier this evening in this regularly scheduled meeting; and

WHEREAS, the pay schedule shall be updated to reflect the new base salary for the Senior Quality Assurance Chemist classification, effective July 18, 2023, approved by the Board earlier this evening in this regularly scheduled meeting; and

WHEREAS, the pay schedule shall be updated to reflect the new salary range codes in the District's new payroll system.

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 pay schedule titled DSRSD Pay Schedule, set forth in Exhibit "A" and attached hereto and incorporated herein by reference, is hereby approved and adopted, and Resolution No. 21-23, attached as Exhibit "B," is hereby rescinded.
2. The pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 18th day of July, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgan M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

In accordance with Board-approved resolutions and the District's established payroll procedures (26 pay periods per year, 14 days per pay period).
Time base for each pay rate: Full time employee (1.0 FTE), 40 hours per work week.

Non-Exempt, Hourly Classifications	Exempt	Code	Effective Date	Resolution #	Monthly Salary					Hourly Pay Rate				
					Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT I	H	2311	12/26/2022	67-21	8,780	9,219	9,681	10,165	10,671	50.6538	53.1865	55.8519	58.6442	61.5635
ACCOUNTING TECHNICIAN I	H	1311	12/26/2022	16-22	6,914	7,259	7,622	8,003	8,403	39.8885	41.8788	43.9731	46.1712	48.4788
ACCOUNTING TECHNICIAN II	H	1312	12/26/2022	16-22	7,604	7,985	8,384	8,804	9,244	43.8692	46.0673	48.3692	50.7923	53.3308
ADMINISTRATIVE ASSISTANT I	H	1611	12/26/2022	16-22	5,822	6,113	6,419	6,740	7,077	33.5885	35.2673	37.0327	38.8846	40.8288
ADMINISTRATIVE ASSISTANT II	H	1612	12/26/2022	16-22	6,405	6,726	7,062	7,414	7,784	36.9519	38.8038	40.7423	42.7731	44.9077
ADMINISTRATIVE ASSISTANT II (y-rated)	H	y1612	12/26/2022	16-22	0	0	0	0	8,419	0.0000	0.0000	0.0000	0.0000	48.5712
ADMINISTRATIVE ASSISTANT I - CONFIDENTIAL	H	4611	12/26/2022	62-22	6,112	6,418	6,739	7,077	7,431	35.2615	37.0269	38.8788	40.8288	42.8712
ADMINISTRATIVE ASSISTANT II - CONFIDENTIAL	H	4612	12/26/2022	62-22	6,725	7,061	7,413	7,784	8,173	38.7981	40.7365	42.7673	44.9077	47.1519
CONSTRUCTION INSPECTOR I	H	1431	12/26/2022	16-22	8,605	9,036	9,487	9,961	10,459	49.6442	52.1308	54.7327	57.4673	60.3404
CONSTRUCTION INSPECTOR II	H	1432	12/26/2022	16-22	9,464	9,937	10,434	10,956	11,504	54.6000	57.3288	60.1962	63.2077	66.3692
ELECTRICIAN I	H	1541	12/26/2022	16-22	8,410	8,831	9,273	9,736	10,223	48.5192	50.9481	53.4981	56.1692	58.9788
ELECTRICIAN II	H	1542	12/26/2022	16-22	9,253	9,716	10,201	10,711	11,247	53.3827	56.0538	58.8519	61.7942	64.8865
ENGINEERING/GIS TECHNICIAN I	H	1401	12/26/2022	16-22	7,878	8,272	8,686	9,121	9,577	45.4500	47.7231	50.1115	52.6212	55.2519
ENGINEERING/GIS TECHNICIAN II	H	1402	12/26/2022	16-22	8,668	9,102	9,558	10,035	10,536	50.0077	52.5115	55.1423	57.8942	60.7846
ENVIRONMENTAL CHEMIST I	H	2571	12/26/2022	67-21	9,050	9,502	9,977	10,479	11,000	52.2115	54.8192	57.5596	60.4558	63.4615
ENVIRONMENTAL COMPLIANCE INSPECTOR I (CLEAN WATER)	H	1421	12/26/2022	16-22	7,691	8,076	8,479	8,903	9,349	44.3712	46.5923	48.9173	51.3635	53.9365
ENVIRONMENTAL COMPLIANCE INSPECTOR II (CLEAN WATER)	H	1422	12/26/2022	16-22	8,459	8,883	9,327	9,793	10,282	48.8019	51.2481	53.8096	56.4981	59.3192
ENVIRONMENTAL COMPLIANCE INSPECTOR II (CLEAN WATER) (y-rated)	H	y1422	12/26/2022	16-22	0	0	0	0	10,292	0.0000	0.0000	0.0000	0.0000	59.3769
ENVIRONMENTAL COMPLIANCE INSPECTOR I (PRETREATMENT)	H	1561	12/26/2022	16-22	8,327	8,743	9,180	9,639	10,120	48.0404	50.4404	52.9615	55.6096	58.3846
ENVIRONMENTAL COMPLIANCE INSPECTOR II (PRETREATMENT)	H	1562	12/26/2022	16-22	9,160	9,618	10,098	10,603	11,133	52.8462	55.4885	58.2577	61.1712	64.2288
ENVIRONMENTAL HEALTH & SAFETY TECHNICIAN	h	1582	12/26/2022	16-22	7,802	8,192	8,602	9,032	9,484	45.0115	47.2615	49.6269	52.1077	54.7154
HUMAN RESOURCES ANALYST I	H	4331	12/26/2022	62-22	9,692	10,176	10,684	11,221	11,782	55.9154	58.7077	61.6385	64.7365	67.9731
HUMAN RESOURCES TECHNICIAN	H	4342	12/26/2022	62-22	7,802	8,192	8,602	9,032	9,484	45.0115	47.2615	49.6269	52.1077	54.7154
INFORMATION TECHNOLOGY ANALYST I	H	2371	12/26/2022	67-21	10,362	10,876	11,421	11,993	12,592	59.7808	62.7462	65.8904	69.1904	72.6462
INFORMATION TECHNOLOGY TECHNICIAN I	H	1371	12/26/2022	16-22	7,513	7,888	8,283	8,696	9,131	43.3442	45.5077	47.7865	50.1692	52.6788
INFORMATION TECHNOLOGY TECHNICIAN II	H	1372	12/26/2022	16-22	8,264	8,677	9,110	9,566	10,044	47.6769	50.0596	52.5577	55.1885	57.9462
INSTRUMENTATION AND CONTROLS TECHNICIAN I	H	1551	12/26/2022	16-22	9,075	9,528	10,005	10,505	11,030	52.3558	54.9692	57.7212	60.6058	63.6346
INSTRUMENTATION AND CONTROLS TECHNICIAN II	H	1552	12/26/2022	16-22	9,982	10,481	11,005	11,555	12,134	57.5885	60.4673	63.4904	66.6635	70.0038
INSTRUMENTATION, CONTROLS, AND ELECTRICAL SUPERVISOR	H	3555	12/26/2022	54-21	13,176	13,835	14,527	15,254	16,016	76.0154	79.8173	83.8096	88.0038	92.4000
JUNIOR ENGINEER	H	2400	12/26/2022	67-21	9,625	10,104	10,611	11,138	11,697	55.5288	58.2923	61.2173	64.2577	67.4827
LABORATORY TECHNICIAN	H	1572	12/26/2022	16-22	7,882	8,276	8,690	9,125	9,582	45.4731	47.7462	50.1346	52.6442	55.2808
LABORER - TEMPORARY/RA	H	9600	6/5/2018	28-18	0	0	3,987	4,160	4,334	0.0000	0.0000	23.0000	24.0000	25.0000
MAINTENANCE WORKER I	H	1601	12/26/2022	16-22	6,679	7,013	7,363	7,731	8,118	38.5327	40.4596	42.4788	44.6019	46.8346
MAINTENANCE WORKER II	H	1602	12/26/2022	16-22	7,348	7,715	8,101	8,505	8,930	42.3923	44.5096	46.7365	49.0673	51.5192
MANAGEMENT ANALYST I	H	2611	12/26/2022	67-21	9,201	9,661	10,143	10,651	11,183	53.0827	55.7365	58.5173	61.4481	64.5173
MECHANIC I	H	1531	12/26/2022	16-22	7,734	8,121	8,527	8,953	9,401	44.6192	46.8519	49.1942	51.6519	54.2365
MECHANIC II	H	1532	12/26/2022	16-22	8,508	8,934	9,380	9,849	10,341	49.0846	51.5423	54.1154	56.8212	59.6596
MECHANIC II (CRANE CERTIFIED)	H	1533	12/26/2022	16-22	8,721	9,157	9,615	10,095	10,600	50.3135	52.8288	55.4712	58.2404	61.1538
MECHANICAL SUPERVISOR	H	3535	12/26/2022	54-21	11,153	11,710	12,297	12,915	13,555	64.3442	67.5577	70.9442	74.5096	78.2019
OPERATOR-IN-TRAINING	H	1520	12/26/2022	16-22	6,592	6,921	7,268	7,630	8,012	38.0308	39.9288	41.9308	44.0192	46.2231
SENIOR ELECTRICIAN	H	1544	12/26/2022	16-22	10,178	10,687	11,222	11,783	12,372	58.7192	61.6558	64.7423	67.9788	71.3769
SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR	H	1564	12/26/2022	16-22	10,077	10,580	11,109	11,665	12,248	58.1365	61.0385	64.0904	67.2981	70.6615
SENIOR INSTRUMENTATION AND CONTROLS TECHNICIAN	H	1554	12/26/2022	16-22	10,981	11,530	12,107	12,712	13,347	63.3519	66.5192	69.8481	73.3385	77.0019
SENIOR MECHANIC	H	1534	12/26/2022	16-22	9,360	9,828	10,319	10,835	11,377	54.0000	56.7000	59.5327	62.5096	65.6365

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

SENIOR MECHANIC (CRANE CERTIFIED)	H	1535	12/26/2022	16-22	9,594	10,073	10,577	11,105	11,660	55.3500	58.1135	61.0212	64.0673	67.2692
SENIOR PROCESS WASTEWATER TREATMENT PLANT OPERATOR	H	1524	12/26/2022	16-22	10,114	10,619	11,151	11,708	12,294	58.3500	61.2635	64.3327	67.5462	70.9269
SENIOR UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE	H	1354	12/26/2022	16-22	7,890	8,285	8,699	9,133	9,590	45.5192	47.7981	50.1865	52.6904	55.3269
SENIOR WASTEWATER TREATMENT PLANT OPERATOR	H	1523	12/26/2022	16-22	9,175	9,634	10,115	10,620	11,152	52.9327	55.5808	58.3558	61.2692	64.3385
SENIOR WATER/WASTEWATER SYSTEMS OPERATOR	H	1514	12/26/2022	16-22	10,019	10,521	11,047	11,599	12,179	57.8019	60.6981	63.7327	66.9173	70.2635
UTILITY BILLING AND CUSTOMER SERVICES FIELD TECHNICIAN I	H	1361	12/26/2022	16-22	6,520	6,845	7,187	7,547	7,925	37.6154	39.4904	41.4635	43.5404	45.7212
UTILITY BILLING AND CUSTOMER SERVICES FIELD TECHNICIAN II	H	1362	12/26/2022	16-22	7,172	7,531	7,907	8,302	8,717	41.3769	43.4481	45.6173	47.8962	50.2904
UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE I	H	1351	12/26/2022	16-22	5,695	5,980	6,278	6,593	6,922	32.8558	34.5000	36.2192	38.0365	39.9346
UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE II	H	1351	12/26/2022	16-22	6,265	6,578	6,907	7,252	7,615	36.1442	37.9500	39.8481	41.8385	43.9327
WASTEWATER TREATMENT PLANT OPERATOR I	H	1521	12/26/2022	16-22	7,582	7,960	8,358	8,777	9,215	43.7423	45.9231	48.2192	50.6365	53.1635
WASTEWATER TREATMENT PLANT OPERATOR II	H	1522	12/26/2022	16-22	8,341	8,758	9,196	9,655	10,138	48.1212	50.5269	53.0538	55.7019	58.4885
WASTEWATER TREATMENT PLANT SUPERVISOR	H	3525	12/26/2022	54-21	11,971	12,569	13,198	13,857	14,551	69.0635	72.5135	76.1423	79.9442	83.9481
WATER/WASTEWATER SYSTEMS OPERATOR I	H	1511	12/26/2022	16-22	8,079	8,482	8,907	9,352	9,820	46.6096	48.9346	51.3865	53.9538	56.6538
WATER/WASTEWATER SYSTEMS OPERATOR II	H	1512	12/26/2022	16-22	8,886	9,330	9,797	10,287	10,801	51.2654	53.8269	56.5212	59.3481	62.3135
WATER/WASTEWATER SYSTEMS OPERATOR II (ON CALL)	H	1513	12/26/2022	16-22	9,108	9,564	10,042	10,545	11,072	52.5462	55.1769	57.9346	60.8365	63.8769
WATER/WASTEWATER SYSTEMS SUPERVISOR	H	3515	12/26/2022	54-21	12,024	12,626	13,257	13,920	14,616	69.3692	72.8423	76.4827	80.3077	84.3231

Exempt Classifications	Exempt	Code	Effective Date	Resolution #	Monthly Salary					Bi-Weekly Pay Rate				
					Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT II	S	2312	12/26/2022	67-21	9,657	10,140	10,648	11,180	11,738	4457.08	4680.00	4914.46	5160.00	5417.54
ADMINISTRATIVE SERVICES DIRECTOR	S	5307	12/26/2022	62-22	17,933	18,829	19,770	20,759	21,797	8276.77	8690.31	9124.62	9581.08	10060.15
ASSISTANT ENGINEER	S	2401	12/26/2022	67-21	10,586	11,116	11,671	12,254	12,867	4885.85	5130.46	5386.62	5655.69	5938.62
ASSISTANT GENERAL MANAGER	s	5118	12/26/2022	62-22	19,278	20,243	21,254	22,317	23,434	8897.54	9342.92	9809.54	10300.15	10815.69
ASSOCIATE ENGINEER	S	2402	12/26/2022	67-21	12,173	12,782	13,421	14,092	14,797	5618.31	5899.38	6194.31	6504.00	6829.38
CLEAN WATER PROGRAMS ADMINISTRATOR	S	2422	12/26/2022	67-21	11,384	11,953	12,551	13,178	13,837	5254.15	5516.77	5792.77	6082.15	6386.31
ENGINEERING SERVICES DIRECTOR	S	5407	12/26/2022	62-22	17,933	18,829	19,770	20,759	21,797	8276.77	8690.31	9124.62	9581.08	10060.15
ENVIRONMENTAL CHEMIST II	S	2572	12/26/2022	67-21	9,954	10,452	10,974	11,523	12,099	4594.15	4824.00	5064.92	5318.31	5584.15
ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS ADMINISTRATOR	S	2582	12/26/2022	67-21	11,159	11,716	12,301	12,918	13,563	5150.31	5407.38	5677.38	5962.15	6259.85
EXECUTIVE SERVICES SUPERVISOR	S	3385	12/26/2022	54-21	12,639	13,271	13,935	14,632	15,363	5833.38	6125.08	6431.54	6753.23	7090.62
FINANCE SUPERVISOR	S	3325	3/21/2023	8-23	12,452	13,075	13,729	14,415	15,136	5747.08	6034.62	6336.46	6653.08	6985.85
FINANCIAL ANALYST	S	2322	12/26/2022	67-21	10,869	11,412	11,984	12,582	13,210	5016.46	5267.08	5531.08	5807.08	6096.92
FINANCIAL SERVICES MANAGER	S	3326	12/26/2022	54-21	14,945	15,690	16,475	17,300	18,163	6897.69	7241.54	7603.85	7984.62	8382.92
GENERAL MANAGER	S	6118	12/26/2022	26-22	0	0	0	0	25,134	0.0000	0.0000	0.0000	0.0000	11600.31
GIS ANALYST	S	2412	12/26/2022	67-21	11,092	11,648	12,228	12,840	13,484	5119.38	5376.00	5643.69	5926.15	6223.38
HUMAN RESOURCES ANALYST II	S	4335	12/26/2022	62-22	10,661	11,195	11,755	12,342	12,959	4920.46	5166.92	5425.38	5696.31	5981.08
HUMAN RESOURCES AND RISK MANAGER	S	4336	12/26/2022	62-22	13,836	14,529	15,254	16,016	16,818	6385.85	6705.69	7040.31	7392.00	7762.15
INFORMATION TECHNOLOGY ANALYST II	S	2372	12/26/2022	67-21	11,395	11,965	12,563	13,191	13,851	5259.23	5522.31	5798.31	6088.15	6392.77
INFORMATION TECHNOLOGY MANAGER	S	3376	12/26/2022	54-21	14,878	15,621	16,403	17,226	18,088	6866.77	7209.69	7570.62	7950.46	8348.31
LABORATORY AND ENVIRONMENTAL COMPLIANCE MANAGER	S	3576	12/26/2022	54-21	12,849	13,491	14,167	14,873	15,619	5930.31	6226.62	6538.62	6864.46	7208.77
LABORATORY SUPERVISOR	S	3575	7/18/2023	TBD	11,447	12,019	12,620	13,251	13,914	5283.23	5547.23	5824.62	6115.85	6421.85
MANAGEMENT ANALYST II	S	2612	12/26/2022	67-21	10,120	10,627	11,158	11,716	12,301	4670.77	4904.77	5149.85	5407.38	5677.38
MECHANICAL SUPERINTENDENT	S	3536	12/26/2022	54-21	13,383	14,052	14,756	15,493	16,268	6176.77	6485.54	6810.46	7150.62	7508.31
OPERATIONS COMPLIANCE MANAGER	S	3596	12/26/2022	54-21	14,766	15,504	16,280	17,094	17,949	6815.08	7155.69	7513.85	7889.54	8284.15
OPERATIONS DIRECTOR	S	5507	12/26/2022	62-22	17,933	18,829	19,770	20,759	21,797	8276.77	8690.31	9124.62	9581.08	10060.15
PRETREATMENT PROGRAMS ADMINISTRATOR	S	2562	12/26/2022	67-21	10,533	11,059	11,613	12,193	12,802	4861.38	5104.15	5359.85	5627.54	5908.62
PRINCIPAL ELECTRICAL ENGINEER	S	3546	12/26/2022	54-21	15,442	16,213	17,023	17,874	18,769	7127.08	7482.92	7856.77	8249.54	8662.62
PRINCIPAL ENGINEER	S	3406	12/26/2022	54-21	15,442	16,213	17,023	17,874	18,769	7127.08	7482.92	7856.77	8249.54	8662.62
PRINCIPAL WATER/WASTEWATER SYSTEMS ENGINEER	S	3506	12/26/2022	54-21	15,442	16,213	17,023	17,874	18,769	7127.08	7482.92	7856.77	8249.54	8662.62

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

PUBLIC AFFAIRS PROGRAM ADMINISTRATOR	S	2142	6/20/2023	20-23	11,197	11,757	12,345	12,962	13,610	5167.85	5426.31	5697.69	5982.46	6281.54
PUBLIC AFFAIRS SPECIALIST	S	2122	12/26/2022	67-21	10,062	10,565	11,094	11,649	12,231	4644.00	4876.15	5120.31	5376.46	5645.08
PUBLIC AFFAIRS SUPERVISOR	S	3125	12/26/2022	54-21	12,808	13,447	14,121	14,828	15,570	5911.38	6206.31	6517.38	6843.69	7186.15
SENIOR ENGINEER	S	3405	12/26/2022	54-21	13,684	14,369	15,087	15,841	16,633	6315.69	6631.85	6963.23	7311.23	7676.77
SENIOR ENVIRONMENTAL CHEMIST	S	2574	12/26/2022	67-21	10,951	11,498	12,073	12,677	13,310	5054.31	5306.77	5572.15	5850.92	6143.08
SENIOR HUMAN RESOURCES ANALYST	S	4334	12/26/2022	62-22	11,727	12,314	12,929	13,576	14,255	5412.46	5683.38	5967.23	6265.85	6579.23
SENIOR QUALITY ASSURANCE CHEMIST	S	2564	7/18/2023	TBD	10,951	11,498	12,073	12,677	13,310	5054.31	5306.77	5572.15	5850.92	6143.08
SPECIAL ASSISTANT TO THE GENERAL MANAGER	S	5107	12/26/2022	61-22	15,592	16,372	17,191	18,051	18,954	7196.31	7556.31	7934.31	8331.23	8748.00
VISUAL COMMUNICATIONS SPECIALIST	S	2132	12/26/2022	67-21	10,062	10,565	11,094	11,649	12,231	4644.00	4876.15	5120.31	5376.46	5645.08
WASTEWATER TREATMENT PLANT OPERATIONS SUPERINTENDENT	S	3526	12/26/2022	54-21	15,158	15,916	16,712	17,548	18,425	6996.00	7345.85	7713.23	8099.08	8503.85
WATER/WASTEWATER SYSTEMS SUPERINTENDENT	S	3516	12/26/2022	54-21	14,431	15,152	15,909	16,704	17,540	6660.46	6993.23	7342.62	7709.54	8095.38

RESOLUTION NO. 21-23

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH THE CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5 AND RESCINDING RESOLUTION NO. 9-23

WHEREAS, the California Code of Regulations, Title 2, Section 570.5 requires the District’s Board of Directors to approve and adopt all pay schedules; and

WHEREAS, the regulations require that the pay schedule be made public without reference to another document in disclosure of the pay rate; and

WHEREAS, by Resolution No. 9-23, the Board adopted pay schedule was approved on March 21, 2023; and

WHEREAS, the pay schedule shall be updated to reflect the new base salary for the Public Affairs Program Administrator classification, effective June 20, 2023, approved by the Board earlier this evening in this regularly scheduled meeting.

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

1. The pay schedule titled DSRSD Pay Schedule, set forth in Exhibit “A” and attached hereto and incorporated herein by reference, is hereby approved and adopted, and Resolution No. 9-23, attached as Exhibit “B” is hereby rescinded.
2. That the pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 20th day of June, 2023, and passed by the following vote:

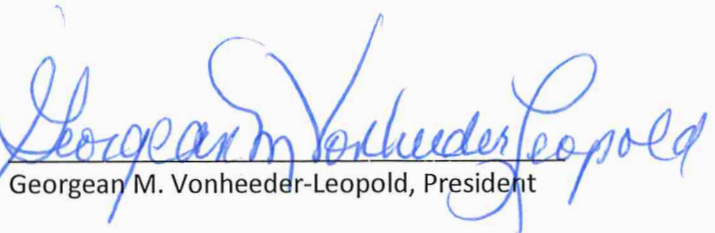
AYES: 5 – Directors Dinesh Govindarao, Arun Goel, Richard M. Halket, Ann Marie Johnson, Georgean M. Vonheeder-Leopold

NOES: 0

ABSENT: 0

ATTEST:


Nicole Genzale, District Secretary


Georgean M. Vonheeder-Leopold, President



TITLE: Public Hearing: Approve the Annual Delinquency Water and Sewer Charges Levy Report and Direct the Levy and Collection of Delinquent Water and Sewer Charges on the 2023–2024 Alameda County and Contra Costa County Secured Property Tax Rolls

RECOMMENDATION:

Staff recommends the Board of Directors hold a Public Hearing and approve, by Resolution, the Annual Delinquency Water and Sewer Charges Levy Report and direct the levy and collection of delinquent utility billing water and sewer charges on the 2023–2024 Alameda County and Contra Costa County secured-property tax rolls.

DISCUSSION:

The District currently bills bimonthly for water charges and commercial sewer charges through its Revenue and Billing Services Division (formerly Utility Billing & Customer Services Division). Beginning in fiscal year 2021–2022, delinquent (over 90 days) water and sewer charges were levied on the tax rolls in lieu of remitting the accounts to a collection agency. This process has streamlined collections and ensures that the District receives 100% of the delinquent amounts from the two counties, less Alameda County and Contra Costa County charges, which are minimal. Of the District’s 27,038 active customers (water and directly billed sewer customers), approximately 130 owner-occupied accounts are currently over 90 days in arrears.

The District Code currently has authority to assess delinquent charges on the property tax roll. Section 4.40.120 specifically provides for collection of water charges using the tax roll, including delinquencies. Sections 5.30.120 and 5.30.140 provide similar authorities with regard to wastewater rates and charges. Finally, Section 1.50.050 provides the General Manager with the broad authority to “...pursue, all legal remedies and appropriate collection means for the enforcement and collection of a fee or charge prescribed by this code...,” subject to a requirement to report to the Board on an annual basis.

If a bill is unpaid, the District sends out past due notices and the staff follow up with phone calls as necessary. In addition, a delinquency notice explaining the delinquency process was mailed on June 27, 2023, to encourage payment on these owner-occupied accounts. Property owners have also been notified of tonight’s Public Hearing to provide them the opportunity to contest or pay their delinquent bill before the District forwards the lien to the counties by the August 10 deadline. Payments will be accepted until July 31, 2023, when the final report will be prepared for county submittal. Finally, notices for the public hearing were also published in the local newspaper via the Bay Area News Group on July 4 and July 11, 2023.

The delinquency list was developed on June 15, and the current outstanding amount not collected for delinquencies is \$45,565 as of June 30. No public protests were received as of the publishing of the meeting agenda.

Originating Department: Administrative Services	Contact: D. d’Angelo/C. Atwood	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: Approximately \$2,000 for County Administrative Fee, split among Local Wastewater Enterprise (Fund 200), Regional Wastewater Enterprise (Fund 300), and Water Enterprise (Fund 600)	
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 – Newspaper Notice of Public Hearing Attachment 2 – Delinquency Letter	

**DUBLIN SAN RAMON SERVICES DISTRICT
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Board of Directors of the Dublin San Ramon Services District will hold a **Public Hearing on Tuesday, July 18, 2023, at 6 p.m., in the Boardroom at the District Office at 7051 Dublin Boulevard, Dublin, California**, to consider the levy of owner-occupied delinquent water and sewer charges, which are 90 days or more delinquent, and to levy the delinquencies on the property tax rolls for the counties of Alameda and Contra Costa, as authorized under the California Health and Safety Code Section 5473 and District Code 4.40.120 and 5.30.140.

NOTICE IS FURTHER GIVEN that the delinquent water and sewer charges shall appear on the 2023-2024 (July 1, 2023 to June 30, 2024) secured property tax rolls as “DSRSD UTL DELINQ.”

NOTICE IS FURTHER GIVEN that at the hearing, the Board will consider all written protests, hear all persons interested, consider all comments, if any, and take final action on placing the delinquent water and sewer service charges on the county tax rolls. Property owners will have the opportunity to contest or pay off their delinquent bill before the District submits the levy list to the counties by the August 10th deadline.

NOTICE IS FURTHER GIVEN that the Annual Delinquency Water and Sewer Service Charges Levy Report 2023-2024 is available for review at the Office of the District Secretary during regular business hours at the District Office at 7051 Dublin Boulevard, Dublin, California. Background information will be included in the Board agenda packet of July 18, 2023, posted on the District’s website at www.dsrds.com/about-us/board-meetings-agendas-minutes-videos 72 hours before the meeting.

For additional information about this matter or to submit written comments, contact Management Analyst Dana D’Angelo at (925) 875-2277 or ddangelo@dsrds.com. Written protests may be emailed to board@dsrds.com or mailed to the District Secretary at the address above. Protests and comments received by 4 p.m. on the day of the meeting will be provided to the Board before the meeting.

By: Nicole Genzale, CMC
District Secretary



7051 Dublin Boulevard
Dublin, CA 94568-3018

Attachment 2
main (925) 828-0515
fax (925) 829-1180
www.dsrdsd.com

June 5, 2023

[REDACTED]
[REDACTED]
Dublin CA 94568

Subject: Notification of 90+ Day Account Delinquency and Collection Options

Dear Property Owner:

Our records show that your account has a current balance over 90+ days in arrears although you have been billed several times. As of the date of this notice, we show the following delinquency:

Account Number: [REDACTED]
Address: [REDACTED], CA 94568
90+ days Past Due
Total Outstanding Bill: \$ [REDACTED]

Beginning in 2021, delinquent (over 90 days) water and wastewater charges have been levied on the tax rolls in lieu of remitting the accounts to a collection agency. The District Code currently provides authority to assess delinquent charges on the property tax roll, as authorized under the California Health and Safety Code Section 5473 and District Code 4.40.120 and 5.30.140.

DSRSD will hold a Public Hearing for Placement of Delinquent Charges on the Alameda and Contra Costa County Property Tax Roll at the Board's Regular Meeting on Tuesday, July 18, 2023, at 6:00 P.M. Payment must be made in full before 5:00 P.M. on July 17, 2023, to avoid submittal of the above delinquent amount to the County tax roll.

Payment can be made by credit card, check payable to DSRSD, or electronic check. If you have any questions, please contact Utility Billing at (925) 828-8524 so we can discuss payment options, or you may email our office at customerservice@dsrsd.com.

Sincerely,

Dana d'Angelo
Dublin San Ramon Services District
UBCS Supervisor

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE ANNUAL DELINQUENCY WATER AND SEWER CHARGES LEVY REPORT AND DIRECTING THE LEVY AND COLLECTION OF THE OUTSTANDING (OVER 90 DAYS) DELINQUENT UTILITY BILLING WATER AND SEWER RECEIVABLES ON THE ALAMEDA COUNTY AND CONTRA COSTA COUNTY SECURED PROPERTY TAX ROLLS FOR 2023–2024

WHEREAS, Section 4.40.120 of the District Code provides for collection of water charges, including delinquencies, using the tax roll; and

WHEREAS, Sections 5.30.120 and 5.30.140 of the District Code provides for collection of sewer charges, including delinquencies, using the tax roll; and

WHEREAS, Section 1.50.050 of the District Code provides the General Manager with the broad authority to pursue all legal remedies and appropriate collection means; and

WHEREAS, the District had delinquent (over 90 days) water and sewer utility payments for owner-occupied dwellings of approximately \$45,565 on June 30, 2023; and

WHEREAS, the Board desires to levy the delinquent (over 90 days) water and sewer utility payments on the Alameda County and Contra Costa County property tax rolls for 2023–2024; and

WHEREAS, written notice of a public hearing and the intent to collect of delinquent water and sewer utility payments on the Alameda County and Contra Costa County secured property tax roll for fiscal year ending 2024, was mailed to affected utility billing customers on June 27, 2023; and

WHEREAS, no objections or protests were received prior to or at the Public Hearing to prevent the placement of the levy for delinquent water and sewer service charges for the affected parcels on the property tax rolls for Alameda County and Contra Costa County, as a whole or as to any part thereof.

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 Annual Delinquency Water and Sewer Charges Levy Report of delinquent (over 90 days) water and sewer utility payments as of June 30, 2023, attached hereto, as Exhibit “A,” and incorporated herein as if fully set forth, for the purposes of levying the charges on the Alameda County and Contra Costa County secured property tax rolls, is hereby approved and confirmed and shall stand as the Annual Delinquency Levy Report.

2. Customers will continue to have an opportunity to pay off their delinquent balance until July 31, 2023 to avoid levy on the property tax roll.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 18th day of July, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgan M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary



**Dublin San Ramon
Services District**

Water, wastewater, recycled water

DUBLIN SAN RAMON SERVICES DISTRICT

ANNUAL
DELINQUENCY
WATER AND SEWER SERVICE
CHARGES
LEVY REPORT
2023-2024

Introduction

The District currently bills bimonthly for water charges and commercial sewer charges through its Revenue and Billing Division (formerly Utility Billing & Customer Services Division). Beginning in fiscal year 2021-2022, delinquent (over 90 days) water and sewer charges were levied on the tax rolls in lieu of remitting the accounts to a collection agency. This process has streamlined collections and ensures that the District receives 100% of the delinquent amounts from the two counties, less Alameda County and Contra Costa County charges, which are minimal. Of the District's 27,038 active customers, approximately 130 owner-occupied accounts are currently over 90 days in arrears.

Under the provisions of the District Code, the District is authorized to assess delinquent charges on the property tax roll. Section 4.40.120 specifically provides for collection of water charges using the tax roll, including delinquencies. Code Sections 5.30.120 and 5.30.140 provide similar authorities with regard to wastewater rates and charges. Finally, Section 1.50.050 provides the General Manager with the broad authority to "...pursue, all legal remedies and appropriate collection means for the enforcement and collection of a fee or charge prescribed by this code..." subject to a requirement to report to the Board on an annual basis.

The Delinquency list was developed on June 15 and the current outstanding amount not collected for delinquencies is \$45,565 as of June 30. Delinquency letters were mailed to property owners on June 27, 2023, providing options to pay off the delinquent accounts, including information on the Low-Income Household Water Assistance Program (LIHWAP). Written notices of a public hearing and the intent to collect delinquent water and sewer utility payments on the Alameda County and Contra Costa County secured-property tax roll for fiscal year ending 2024, were mailed to affected utility billing customers on June 27, 2023.

Levy of Charges

Delinquent accounts where payments have not been established after collection efforts are then levied on the property tax roll.

The following pages show the amount of the charge for each affected parcel of real property for the year, in the form of the levy listing to be placed on the respective secured property tax roll for Alameda County and Contra Costa County for 2023-2024 (July 1, 2023, to June 30, 2024).

Alameda County - City of Dublin

Parcel Number	Land Use Type	Delinquency Amount	
941 0103 020 00	RESIDENTIAL	\$	202.54
941 0103 078 00	RESIDENTIAL	\$	24.17
941 0107 052 00	RESIDENTIAL	\$	138.56
941 0107 084 00	RESIDENTIAL	\$	408.58
941 0111 065 00	RESIDENTIAL	\$	174.86
941 0113 031 00	RESIDENTIAL	\$	349.73
941 0113 131 00	RESIDENTIAL	\$	132.29
941 0119 018 00	RESIDENTIAL	\$	470.84
941 0165 002 00	RESIDENTIAL	\$	887.87
941 0168 078 00	RESIDENTIAL	\$	161.59
941 0172 020 00	RESIDENTIAL	\$	242.19
941 0173 004 06	RESIDENTIAL	\$	15.16
941 0177 045 00	RESIDENTIAL	\$	344.11
941 0178 050 00	RESIDENTIAL	\$	302.41
941 0179 031 00	RESIDENTIAL	\$	458.52
941 0179 068 00	RESIDENTIAL	\$	253.48
941 0183 085 00	RESIDENTIAL	\$	353.18
941 0184 041 00	RESIDENTIAL	\$	272.38
941 0186 005 00	RESIDENTIAL	\$	139.99
941 0191 043 00	RESIDENTIAL	\$	417.65
941 0193 080 00	RESIDENTIAL	\$	71.62
941 0194 009 00	RESIDENTIAL	\$	1,551.40
941 0198 049 00	RESIDENTIAL	\$	175.47
941 0201 010 00	RESIDENTIAL	\$	342.54
941 0202 015 00	RESIDENTIAL	\$	189.69
941 0203 071 00	RESIDENTIAL	\$	599.66
941 0207 006 00	RESIDENTIAL	\$	570.60
941 0550 003 02	RESIDENTIAL	\$	260.19
941 1401 022 00	RESIDENTIAL	\$	11.77
941 1500 372 00	RESIDENTIAL	\$	262.64
941 1500 057 00	RESIDENTIAL	\$	132.70
941 2753 100 00	RESIDENTIAL	\$	165.49
941 2754 059 00	RESIDENTIAL	\$	102.33
941 2758 044 00	RESIDENTIAL	\$	342.86
941 2769 040 00	RESIDENTIAL	\$	11.35
941 2776 027 00	RESIDENTIAL	\$	108.86
941 2784 046 00	RESIDENTIAL	\$	507.16
941 2800 036 00	RESIDENTIAL	\$	597.44
941 2806 009 00	RESIDENTIAL	\$	513.21
941 2831 034 00	RESIDENTIAL	\$	86.75
941 2834 020 00	RESIDENTIAL	\$	134.25
941 2847 080 00	RESIDENTIAL	\$	393.76
941 2855 001 00	RESIDENTIAL	\$	36.94
941 2855 001 00	RESIDENTIAL	\$	28.85
941 2855 001 00	RESIDENTIAL	\$	24.74
985 0019 036 00	RESIDENTIAL	\$	673.94
985 0031 091 00	RESIDENTIAL	\$	159.12
985 0032 093 00	RESIDENTIAL	\$	721.08
985 0036 224 00	RESIDENTIAL	\$	21.47
985 0037 074 00	RESIDENTIAL	\$	88.67
985 0049 019 00	RESIDENTIAL	\$	465.88
985 0049 032 00	RESIDENTIAL	\$	35.46
985 0049 059 00	RESIDENTIAL	\$	606.52
985 0057 043 00	RESIDENTIAL	\$	114.86

Alameda County - City of Dublin

Parcel Number	Land Use Type	Delinquency Amount	
985 0057 047 00	RESIDENTIAL	\$	\$289.46
985 0062 034 00	RESIDENTIAL	\$	\$255.09
985 0067 084 00	RESIDENTIAL	\$	\$216.32
985 0067 124 00	RESIDENTIAL	\$	\$201.50
985 0081 018 00	RESIDENTIAL	\$	\$703.99
985 0085 003 00	RESIDENTIAL	\$	\$410.87
985 0085 036 00	RESIDENTIAL	\$	\$376.86
985 0090 026 00	RESIDENTIAL	\$	\$330.38
985 0093 074 00	RESIDENTIAL	\$	\$275.09
985 0099 100 00	RESIDENTIAL	\$	\$250.46
985 0111 021 00	RESIDENTIAL	\$	\$67.83
985 0113 019 00	RESIDENTIAL	\$	\$36.27
985 0115 068 00	RESIDENTIAL	\$	\$111.57
985 0120 079 00	RESIDENTIAL	\$	\$56.76
985 0120 178 00	RESIDENTIAL	\$	\$120.74
985 0121 021 00	RESIDENTIAL	\$	\$83.22
985 0128 117 00	RESIDENTIAL	\$	\$351.52
985 0130 015 00	RESIDENTIAL	\$	\$546.77
985 0130 075 00	RESIDENTIAL	\$	\$105.86
985 0130 089 00	RESIDENTIAL	\$	\$382.94
986 0006 091 00	RESIDENTIAL	\$	\$327.41
986 0008 007 00	RESIDENTIAL	\$	\$2,544.37
986 0008 009 00	RESIDENTIAL	\$	\$2,617.35
986 0014 010 00	RESIDENTIAL	\$	\$124.32
986 001401000	RESIDENTIAL	\$	\$2,806.84
986 0019 040 00	RESIDENTIAL	\$	\$240.69
986 0024 006 00	RESIDENTIAL	\$	\$114.34
986 0031 078 00	RESIDENTIAL	\$	\$248.31
986 0032 013 00	RESIDENTIAL	\$	\$209.98
986 0047 011 00	RESIDENTIAL	\$	\$194.90
986 0048 112 00	RESIDENTIAL	\$	\$686.52
986 0050 034 00	RESIDENTIAL	\$	\$350.66
986 0051 035 00	RESIDENTIAL	\$	\$593.84
986 0054 121 00	RESIDENTIAL	\$	\$93.36
986 0054 122 00	RESIDENTIAL	\$	\$70.76
986 0056 018 00	RESIDENTIAL	\$	\$59.46
986 0057 022 00	RESIDENTIAL	\$	\$37.29
986 0057 110 00	RESIDENTIAL	\$	\$245.94
986 0057 118 00	RESIDENTIAL	\$	\$523.45
986 0058 134 00	RESIDENTIAL	\$	\$187.55
986 0058 158 00	RESIDENTIAL	\$	\$220.99
986 0060 048 00	RESIDENTIAL	\$	\$53.81
986 0060 104 00	RESIDENTIAL	\$	\$267.25
986 0061 110 00	RESIDENTIAL	\$	\$87.71
986 0061 154 00	RESIDENTIAL	\$	\$514.43
986 0061 154 00	RESIDENTIAL	\$	\$234.50
	Total	\$	34,688.90

Contra Costa County - City of San Ramon Dougherty Valley Area

Parcel Number	Land Use Type	Delinquency Amount	
223 250 014	RESIDENTIAL	\$	\$278.82
223 260 058	RESIDENTIAL	\$	\$355.90
223 310 014	RESIDENTIAL	\$	\$458.18
223 310 026	RESIDENTIAL	\$	\$363.01
223 390 017	RESIDENTIAL	\$	\$126.35
223 410 063	RESIDENTIAL	\$	\$478.87
223 430 005	RESIDENTIAL	\$	\$213.70
223 460 030	RESIDENTIAL	\$	\$644.36
223 460 041	RESIDENTIAL	\$	\$517.96
223 490 021	RESIDENTIAL	\$	\$179.15
223 490 049	RESIDENTIAL	\$	\$601.61
223 550 004	RESIDENTIAL	\$	\$620.85
223 690 050	RESIDENTIAL	\$	\$665.98
223 250 014	RESIDENTIAL	\$	\$278.82
222 260 045	RESIDENTIAL	\$	\$39.14
222 310 018	RESIDENTIAL	\$	\$126.35
222 320 010	RESIDENTIAL	\$	\$378.91
222 320 025	RESIDENTIAL	\$	\$137.30
222 320 080	RESIDENTIAL	\$	\$158.98
222 350 022	RESIDENTIAL	\$	\$1,417.12
222 380 037	RESIDENTIAL	\$	\$9.09
222 390 012	RESIDENTIAL	\$	\$562.78
222 410 010	RESIDENTIAL	\$	\$113.15
222 430 097	RESIDENTIAL	\$	\$113.15
222 480 000	RESIDENTIAL	\$	\$78.86
222 480 104	RESIDENTIAL	\$	\$232.94
222 550 068	RESIDENTIAL	\$	\$451.63
222 560 076	RESIDENTIAL	\$	\$389.00
222 580 052	RESIDENTIAL	\$	\$77.31
222 650 048	RESIDENTIAL	\$	\$807.19
	TOTAL	\$	\$10,876.46

Grand Total Levy (Alameda & Contra Costa) \$ \$45,565.30



TITLE: Receive Report on Adding Brave Blue World Documentary to Citizens Water Academy Curriculum

RECOMMENDATION:

Staff recommends the Board of Directors receive a report on adding the viewing of *Brave Blue World* (2020) documentary film to the Citizens Water Academy (CWA) curriculum and provide direction.

DISCUSSION:

At the February 21, 2021 Board meeting, a Boardmember asked staff about the possibility of hosting a public event to show *Brave Blue World*, a 50-minute documentary film rated PG (parental guidance suggested), currently streaming on Netflix. *Brave Blue World*, released in 2020, explores the technologies and innovations that have the potential to solve the world’s water crisis. The film highlights scientific and technological advancements that have been taking place to ensure the world’s population has access to clean water and safe sanitation services and the environment is protected. Narrated by actor Liam Neeson, *Brave Blue World* features scientists, engineers, and activists from around the world, including actor Matt Damon, co-founder of global nonprofit Water.org, and actor and musician Jaden Smith, co-founder of nonprofit 501CTHREE.

Staff recently completed a screening of the documentary and recommends that the Board consider adding a viewing of the documentary into the CWA curriculum. The information and ideas shared in the documentary could provide CWA participants with an understanding of the challenges and opportunities that the District may have in securing safe and reliable water resources.

The CWA is a biennial program. Staff anticipates hosting the next CWA in the summer of 2024.

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

TITLE: Receive Report on Low Income Assistance (LIA) Program

RECOMMENDATION:

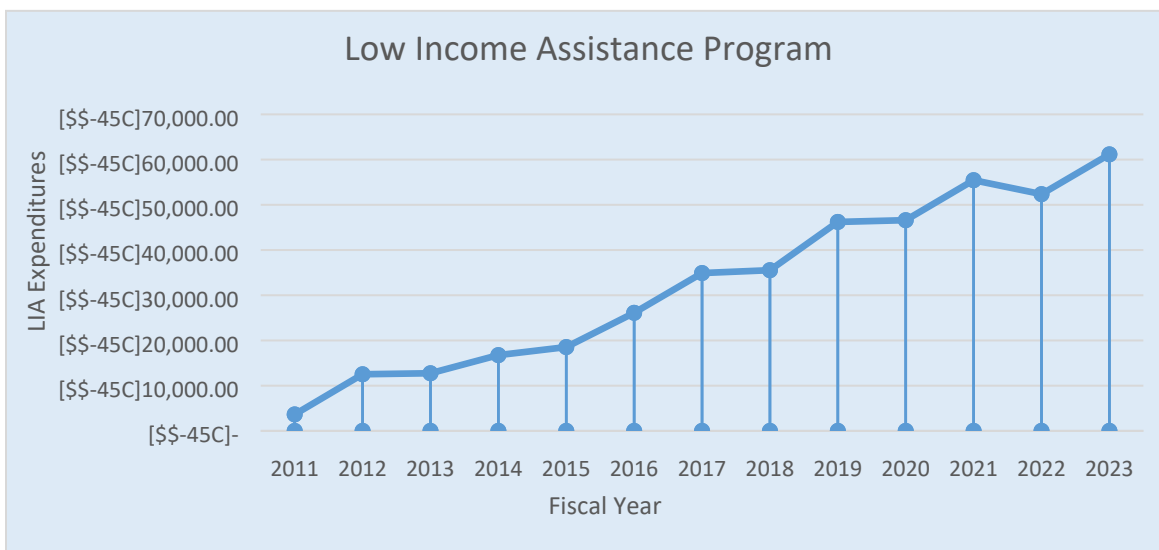
Staff recommends the Board of Directors receive a report on the District’s Low Income Assistance (LIA) Program and provide direction.

DISCUSSION:

On October 5, 2010, the Board of Directors adopted Resolution No. 41-10 to provide rate relief to customers experiencing financial hardship in an amount equal to a percentage of the Fixed Meter Fee. The Board determined, at that time, to set the percentage at 100%, and to review and adjust the percentage on an annual basis. The fixed fee is currently \$39.37.

As of June 30, 2023, 187 households are enrolled in the program with an estimated program cost of approximately \$61,160. Program costs have increased 6.8 percent (+6.8%) over the past year due to an increase in the fixed fee and an 18% increase of enrollees after the District increased marketing of both the LIA Program and the Low Income Household Water Assistance Program (LIHWAP). LIA participants must maintain good account standing to remain in the program and must qualify for the PG&E CARES Program.

The table below provides the LIA expenditures per fiscal year since inception of the program and in total:



Staff is currently recertifying all households on the LIA Program and will continue to do so every three years. The program has been well received and is at the maximum rate relief provided under the resolution. In addition, it is paid for by “non-rate revenues” received from cell tower lease revenue, which is compliant with the requirements of Proposition 218 (Articles XIII C and XIII D of the California Constitution). It should be noted that the provisions of Proposition 218 prohibit explicit subsidies of one class of ratepayers by other classes of ratepayers. Thus, it is not permissible for this program to be funded through water rates.

Originating Department: Administrative Services	Contact: D. d’Angelo/C. Atwood	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: \$61,160 from Non-Rate Revenues - Water Stabilization (Fund 605 - 741500 Low Income Credit)	
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)		