

## **AGENDA**

### **NOTICE OF REGULAR MEETING**

**TIME:** 6 p.m.

**DATE:** Tuesday, August 1, 2023

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

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

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL – Members: Goel, Govindarao, Halket, Johnson, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)

At this time those in the audience are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight’s agenda. Comments should not exceed five minutes. Speaker cards are available from the District Secretary and should be completed and returned to the Secretary prior to addressing the Board. The President of the Board will recognize each speaker, at which time the speaker should proceed to the lectern, introduce him/herself, and then proceed with his/her comment. Written comments received by 3 p.m. on the day of the meeting will be provided to the Board.
6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS)
7. CONSENT CALENDAR

Matters listed under this item are considered routine and will be enacted by one Motion, in the form listed below. There will be no separate discussion of these items unless requested by a Member of the Board or the public prior to the time the Board votes on the Motion to adopt.

  - 7.A. Approve Regular Meeting Minutes of July 18, 2023  
**Recommended Action:** Approve by Motion
  - 7.B. Approve Design Agreement with the Alameda County Transportation Commission Related to Dublin Boulevard – North Canyons Parkway Extension Project  
**Recommended Action:** Approve by Motion
  - 7.C. 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.D. Affirm No Changes to Ticket Distribution Policy  
**Recommended Action:** Approve by Motion

- 7.E. Affirm No Changes to Election and Rotation of Board Officers Policy  
**Recommended Action:** Approve by Motion
- 7.F. Affirm No Changes to Joint Powers Agency Rotation Policy  
**Recommended Action:** Approve by Motion
- 8. BOARD BUSINESS
  - 8.A. Receive Progress Report on the Strategic Plan for Fiscal Years Ending 2022 and 2023  
**Recommended Action:** Receive Report
- 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**

**July 18, 2023**

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:01 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.

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

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

7. CONSENT CALENDAR

Vice President Johnson MOVED for approval of the items on the Consent Calendar. Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

7.A. Approve Regular Meeting Minutes of June 20, 2023 – Approved

7.B. Adopt Resolution Authorizing Investment of District Monies in the Local Agency Investment Fund and Rescinding Resolution No. 1-17 – Approved – Resolution No. 27-23

Director Govindarao inquired as to the number of authorized staff required to complete an investment fund transaction. Administrative Services Director Atwood stated that two authorized staff would be required, one to submit the action and another to grant approval.

## 7.C. Accept Regular and Recurring Report: Treasurer's Report – Approved

Director Govindarao inquired about the decreased investments reported for the period December 31, 2022 to March 31, 2023. Administrative Services Director Atwood explained that fluctuations in the investment portfolio during the year reflect the timing of revenues (i.e., twice-yearly tax receipts), expenditures (i.e., capital project activities, utility bills) and how they impact the Board-authorized budget.

## 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 – Approved

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 Years 2024 and 2025 – Approved – Resolution No. 28-237.F. Approve Salary Ranges for New Laboratory Supervisor and Senior Quality Assurance Chemist Job Classifications – Approved – Resolution No. 29-237.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 – Approved – Resolution No. 30-238. 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

President Vonheeder-Leopold announced the item and asked for the staff presentation. Management Analyst II Dana d'Angelo 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. Director Govindarao inquired about the cost the counties charge the District to levy the delinquent charges on the tax rolls. Administrative Services Director Atwood reported that the counties charge approximately two percent of the levied amount. The Board had no further discussion and the public hearing was closed.

Director Govindarao MOVED to approve Resolution No. 31-23, 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. Director Halket SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.B. Receive Report on Adding Brave Blue World Documentary to Citizens Water Academy Curriculum

Special Assistant to the General Manager Gallardo reviewed the item for the Board. The Board directed staff to obtain any permissions required to present the film and include the documentary in the Citizens Water Academy curriculum as recommended.

- 8.C. Receive Report on Low Income Assistance (LIA) Program

Management Analyst II d'Angelo reviewed the item for the Board. The Board and staff discussed the surprisingly low utilization and challenging administrative processing for the federal Covid relief program, LIHWAP (Low-Income Household Water Assistance Program) that the District offers through Spectrum Community Services. Staff also explained that the funding to support the LIA program comes from non-rate revenues generated by leasing space to cell towers at the District's Reservoir R20. The Board directed staff to continue the LIA program with no changes.

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

Director Govindarao reported a conflict with the State of the County Address with Candace Andersen that he is registered to attend on July 27. President Vonheeder-Leopold volunteered to attend in his place. He also reported that he will be absent from the August 15 Board meeting.

President Vonheeder-Leopold submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended a retirement luncheon for long-time California Association of Sanitation Agencies staff member Debbie Welch on June 23 in Sacramento.

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

- 9.B. Staff Reports

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

- The joint Alameda and Contra Costa California Special Districts Association chapter meeting scheduled for July 24 will be held on a later date due to presenter conflicts. The meeting will be hosted at DSRSD's Field Operations Facility if the new date is feasible.

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

10. CLOSED SESSION

At 6:27 p.m. the Board went into Closed Session.

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

11. REPORT FROM CLOSED SESSION

At 7:22 p.m. the Board came out of Closed Session. President Vonheeder-Leopold announced that there was no reportable action.

12. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 7:22 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary



**TITLE:** Approve Design Agreement with the Alameda County Transportation Commission Related to Dublin Boulevard – North Canyons Parkway Extension Project

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Motion, a design agreement with the Alameda County Transportation Commission related to the Dublin Boulevard – North Canyons Parkway Extension Project and authorize the General Manager to execute the agreement.

**DISCUSSION:**

The Alameda County Transportation Commission (“Alameda CTC”), Alameda County, and the Cities of Dublin and Livermore are partnering on the Dublin Boulevard – North Canyons Parkway Extension Project (“Project”), a 1.5-mile extension of Dublin Boulevard from Fallon Road in Dublin to North Canyons Parkway at Doolan Road in Livermore. The extension of Dublin Boulevard has been planned since 1984 and is consistent with the vision of the long-range planning documents for each agency, including the Cities’ and County’s General Plans and “Plan Bay Area 2040.” Water and wastewater utilities will need to be installed or relocated within the extended Dublin Boulevard to accommodate future development based on the City of Dublin's General Plan. The District coordinated with the Alameda CTC and the City of Dublin (“City”) to include the associated water and wastewater mains in the Project.

The District has included two projects in the current Capital Improvement Program Ten-Year Plan and Two-Year Budget, to include installation of a potable water main and sewer main within the extended Dublin Boulevard from Fallon Road to the City boundary. The Alameda CTC, the City, and the District recognize that design and construction of the potable water main and sewer main in coordination with construction of the roadway extension will create efficiencies and minimize construction conflicts for both parties.

At the District’s request, Alameda CTC has agreed to design and install approximately 5,300 linear feet of 16-inch and 12-inch diameter new water main and related appurtenances, relocate approximately 1,070 linear feet of 20-inch diameter recycled water main, and approximately 5,200 linear feet of 8-inch diameter new sewer main and related appurtenances.

Alameda CTC has retained BKF Engineers (BKF) to design the Project which will include preparation of the plans and specifications for installation of the water and sewer facilities. The District and Alameda CTC have agreed that that Alameda CTC will be responsible for the design of the water and sewer facilities through the Alameda CTC’s BKF contract, subject to the terms and conditions in the attached agreement.

The estimated design cost, which includes a 10% administrative fee for Alameda CTC to coordinate the work, is \$247,000. Funding for the Project is included in the current Capital Improvement Program Two-Year Budget under the Dublin Boulevard Extension Water Facilities Project (CIP 20-W027) funded by Water Expansion (Fund 620) and the Dublin Boulevard Extension Sewer Facilities Project (CIP 20-S028) funded by Local Wastewater Expansion (Fund 220). Currently, the City and Alameda CTC have funding for design, and they are actively submitting grant applications to fund the construction. A separate agreement will be brought to the Board for consideration in the future to reimburse Alameda CTC for construction and construction management.

<b>Originating Department: Engineering and Technical Services</b>	<b>Contact: J. Yee/S. Delight</b>	<b>Legal Review: Yes</b>
<b>Financial Review: Not Required</b>	<b>Cost and Funding Source: \$246,702.50 with 50% from Water Expansion (Fund 620) and 50% from Local Wastewater Expansion (Fund 220)</b>	
<b>Attachments:</b> <input type="checkbox"/> None <input type="checkbox"/> Resolutions <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	<b>Attachment 1 – Design Agreement Dublin Boulevard – North Canyons Parkway Extension Project</b> <b>Attachment 2 – BKF Scope of Work</b>	

**DESIGN AGREEMENT DUBLIN BOULEVARD –  
NORTH CANYONS PARKWAY  
EXTENSION PROJECT**

This Design Agreement (“AGREEMENT”) is entered into upon the \_\_\_\_\_ day of \_\_\_\_\_, 2023 (“Effective Date”) by and between the ALAMEDA COUNTY TRANSPORTATION COMMISSION, a joint powers authority formed under the Joint Exercise of Powers Act (Government Code sections 6500 et. seq.) (“ALAMEDA CTC”), and DUBLIN SAN RAMON SERVICES DISTRICT, an independent special district in the Counties of Alameda and Contra Costa, California (“DISTRICT”) (collectively, the “PARTIES”).

**RECITALS**

- A. ALAMEDA CTC is coordinating, with the DISTRICT and the City of Dublin (CITY), for design services related to the roadway extension of Dublin Boulevard from the current terminus of Dublin Boulevard at the Dublin Boulevard/Fallon Road intersection in Dublin and ending at the Doolan Road/North Canyons Parkway intersection along the boundary of Dublin and Livermore, commonly known as the Dublin Blvd – North Canyons Parkway Extension Project (“PROJECT”) located in the City of Dublin, County of Alameda, California, as more specifically described in Exhibit A, attached hereto and incorporated by this reference.
- B. The PROJECT is located within DISTRICT’s potable water, recycled water, and wastewater service area.
- C. The DISTRICT has previously planned for, as provided for in the DSRSD 2016 Water Master Plan and the DSRSD 2017 Wastewater Collection System Master Plan respectively, installation of a potable water main, recycled water main, and sewer main under the Dublin Boulevard Extension from Fallon Road to the city boundary of Dublin.
- D. The PARTIES recognize that design and construction of the potable water main, recycled water main and sewer main in coordination with construction of the roadway extension portion of the PROJECT will create efficiencies and minimize construction conflicts for both PARTIES.
- E. To accommodate the CITY’s General Plan, and at the DISTRICT’s request, ALAMEDA CTC intends to design, on behalf of DISTRICT, approximately 5,300 linear feet of 16-inch and 12-inch diameter water main and related appurtenances (“WATER FACILITIES”), approximately 1,070 linear feet of 20-inch diameter recycled water main and related appurtenances (“RECYCLED WATER FACILITIES”), and approximately 5,200 linear feet of 8-inch diameter sewer main and related appurtenances (“WASTEWATER FACILITIES”).
- F. ALAMEDA CTC has retained BKF Engineers (BKF) to design the PROJECT pursuant to Alameda CTC Agreement A21-0001 dated March 1, 2021, as it may thereafter be amended (“BKF Contract”) and intends to utilize BKF to prepare the plans and



specifications for installation of the WATER FACILITIES, RECYCLED WATER FACILITIES and WASTEWATER FACILITIES.

- G. The CITY intends to competitively advertise the work to install the WATER FACILITIES, RECYCLED WATER FACILITIES and WASTEWATER FACILITIES as part of the PROJECT.
- H. The DISTRICT and ALAMEDA CTC desire that ALAMEDA CTC be responsible for design of the WATER FACILITIES, RECYCLED WATER FACILITIES and WASTEWATER FACILITIES, through the BKF Contract, subject to the terms and conditions herein.
- I. Execution of this AGREEMENT was approved pursuant to actions of the ALAMEDA CTC on July 27, 2023 and by the DISTRICT Board on August 1, 2023.

## **AGREEMENT**

### **I. INCORPORATION OF RECITALS**

The above Recitals are true and correct and are a part hereof.

### **II. WORK TO BE DONE**

ALAMEDA CTC will obtain all regulatory permits necessary for the PROJECT.

ALAMEDA CTC shall submit to DISTRICT for its approval the draft plans and specifications for design and installation of the WATER FACILITIES, RECYCLED WATER FACILITIES and WASTEWATER FACILITIES prior to providing these final front end plans and specifications to the City of Dublin for inclusion in the City's invitation to bid for construction of the roadway extension portion of the PROJECT. The DISTRICT shall be provided no fewer than 15 business days to complete its review and return an approved set of plans and specifications to ALAMEDA CTC.

ALAMEDA CTC will include language in the PROJECT construction contract portion of the front-end plans and specifications conditions which shall require the contractor to maintain water and wastewater service at all times, and to repair damage to any temporary WATER FACILITIES, RECYCLED WATER FACILITIES and/or WASTEWATER FACILITIES immediately, but under no circumstances greater than 8 hours after becoming aware of, or being notified of, damage to those facilities. The contractor's duties in this regard shall apply from the date the contractor receives a notice to proceed on construction of the PROJECT until the PROJECT and the WATER FACILITIES, RECYCLED WATER FACILITIES and WASTEWATER FACILITIES are accepted and the warranty phase is completed. The costs of these conditions will be included in the WATER FACILITIES, RECYCLED WATER FACILITIES and WASTEWATER FACILITIES bid items.

### **III. LIABILITY FOR DESIGN COSTS**

The WATER FACILITIES, RECYCLED WATER FACILITIES and WASTEWATER FACILITIES are located within the City of Dublin's right of way for the Dublin Boulevard Extension.

The DISTRICT will pay ALAMEDA CTC for the costs required to design and include the WATER FACILITIES, RECYCLED WATER FACILITIES and WASTEWATER FACILITIES in the front-end plans and specifications. These costs include, but are not limited to the cost of materials, labor, engineering design, and overhead, as follows:

A. Engineering Administration Costs:

The DISTRICT will pay ALAMEDA CTC's administration costs for including the WATER FACILITIES, RECYCLED WATER FACILITIES and WASTEWATER FACILITIES into the PROJECT front end plans and specifications.

B. Engineering Design Costs:

The District will pay for ALAMEDA CTC's costs for engineering design services and for preparation of the necessary plans and specifications for the WATER FACILITIES, RECYCLED WATER FACILITIES and WASTEWATER FACILITIES which will be included in the contract documents and invitation to bid circulated for the PROJECT.

### **IV. PAYMENT FOR WORK**

A. Engineering Administration Costs

The DISTRICT will pay ALAMEDA CTC a deposit of \$22,427.50 for the Engineering Administration Costs described in Section III.A herein in advance of the Work described in Section III of Attachment A but no later than 10 days after full execution of this AGREEMENT.

B. Engineering Design Costs

1. The DISTRICT will pay ALAMEDA CTC \$224,275.00 for Engineering Design Costs described in Section IV of Attachment A and Section III.B herein as an advance to ALAMEDA CTC within 10 days after full execution of this AGREEMENT.
2. ALAMEDA CTC shall maintain records of the actual costs incurred and charged or allocated to the PROJECT in accordance with recognized accounting principles. ALAMEDA CTC shall further provide to DSRSD, periodically as agreed between the parties, written statements detailing the expenditure of funds and for what purposes pursuant to this AGREEMENT for design services and administration activities.

C. Funding and Further Deposits

During the term of this AGREEMENT, ALAMEDA CTC may request additional funds from the DISTRICT for the Engineering Administration Costs and Engineering Design Costs if the actual Engineering Design Costs are anticipated to exceed the amount of the deposits for the Administration and Design costs set forth above. ALAMEDA CTC shall provide to the DISTRICT an explanation for the anticipated cost increases as part of any request for additional funds from DISTRICT. To the extent possible, ALAMEDA CTC shall submit such request prior to incurring design costs in excess of the deposit. DISTRICT shall review any request for additional funds, and either approve the request in writing or request that ALAMEDA CTC provide additional background or information within 15 days after receipt of the request. DISTRICT shall deposit the requested additional funds with ALAMEDA CTC within 15 days after issuing written approval of the request. Any funds deposited by the DISTRICT that remain on deposit with ALAMEDA CTC after completion of the design work provided for herein and payment of all associated costs pursuant to Section III.A and Section III.B of this AGREEMENT, shall be returned to the DISTRICT within 30 days following completion of the design work.

## V. GENERAL CONDITIONS

Termination: This AGREEMENT may be terminated (1) by ALAMEDA CTC following 7 days advance written notice to the DISTRICT of cancellation or modification of the PROJECT that eliminates the necessity of the WATER FACILITIES, RECYCLED WATER FACILITIES and WASTEWATER FACILITIES; (2) immediately by the mutual written consent of the governing bodies of both parties; or (3) by ALAMEDA CTC in the event of any breach of this AGREEMENT by the DISTRICT following 15 days advance written notice to the DISTRICT if the breach is not cured within the 15 day period. The DISTRICT shall still be obligated to pay ALAMEDA CTC for all of the reasonable costs associated with the design of the WATER FACILITIES, RECYCLED WATER FACILITIES and WASTEWATER FACILITIES that were incurred by ALAMEDA CTC through the date of termination of this AGREEMENT, including ALAMEDA CTC's costs to remove the designs for the WATER FACILITIES, RECYCLED WATER FACILITIES and WASTEWATER FACILITIES from the overall design for the PROJECT. If the DISTRICT has already deposited or paid to ALAMEDA CTC the money estimated for the design of the WATER FACILITIES, RECYCLED WATER FACILITIES and WASTEWATER FACILITIES, ALAMEDA CTC (once all project accounting has been made current) may deduct its reasonable costs associated with the WATER FACILITIES, RECYCLED WATER FACILITIES and WASTEWATER FACILITIES from the deposit and return the balance to DISTRICT. Upon any termination of this AGREEMENT, DISTRICT shall be entitled to, and ALAMEDA CTC shall promptly provide to DSRSD, copies, and accompanying rights to the use of, any partial or complete design documents for the WATER FACILITIES, RECYCLED WATER FACILITIES and WASTEWATER FACILITIES.

Indemnification: ALAMEDA CTC and the DISTRICT each agrees to indemnify and hold the other, and their respective governing body, officers, employees, and agents, harmless, to the extent allowed by law, from and against any and all loss, damage, liability, claims, demands, causes of action, or judgments (together, "Liabilities") connected in any way with the design of the WATER FACILITIES, RECYCLED WATER FACILITIES and WASTEWATER FACILITIES only to the

extent the Liabilities arise from the negligence or willful misconduct of the indemnifying party. Pursuant to the BKF Contract, BKF is obligated to indemnify the DISTRICT consistent with and, to an equal extent, as the indemnification in favor of ALAMEDA CTC in the BKF Contract.

Insurance: In the BKF Contract, ALAMEDA CTC imposed its standard robust insurance requirements upon BKF, including the obligation to name DISTRICT as an additional insured and to provide endorsements and a certificate confirming the same, although, as requested by BKF, ALAMEDA CTC granted waivers with respect to certain insurance requirements imposed upon BKF's subcontractors pursuant to the BKF Contract. ALAMEDA CTC shall follow its standard procedures to monitor BKF's compliance with all insurance requirements in the BKF Contract.

Notices: All notices (including requests, demands, approvals or other communications) under this AGREEMENT shall be in writing.

- A. Notice shall be sufficiently given for all purposes as follows:
  - 1. When delivered by first class mail, postage prepaid, notice shall be deemed delivered 3 business days after deposit in the United States Mail.
  - 2. When mailed by certified mail with return receipt requested, notice is effective on receipt if delivery is confirmed by return receipt.
  - 3. When delivery by overnight delivery by a nationally recognized overnight courier, notice shall be deemed delivered 1 business day after deposit with that courier.
  - 4. When personally delivered to the recipient, notice shall be deemed delivered on the date personally delivered.
  
- B. The place for delivery of all notices given under this AGREEMENT shall be as follows:

ALAMEDA CTC:  
Alameda County Transportation Commission  
Attn: Angelina Leong  
cc: aleong@alamedactc.org  
1111 Broadway, Suite 800  
Oakland, CA 94607

DISTRICT:  
Dublin San Ramon Services District  
Attn: General Manager  
7051 Dublin Boulevard  
Dublin, CA 94568

Or to such other addresses as ALAMEDA CTC and DISTRICT may respectively designate by written notice to the other.

Entire Agreement: This AGREEMENT contains the entire understanding of the parties concerning the subject matter. Any representation or promise of the parties relating to the subject matter shall not be enforceable unless it is contained in this AGREEMENT or in a subsequent written agreement executed by the parties. This AGREEMENT shall be subject to modification only by a subsequent written agreement executed by both of the parties.

IN WITNESS WHEREOF, the above parties have executed this AGREEMENT the day and year above written.

DUBLIN SAN RAMON SERVICES DISTRICT,  
an independent special district in the Counties  
of Alameda and Contra Costa, California.

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By: Daniel McIntyre, General Manager

ATTEST:

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Nicole Genzale, District Secretary

ALAMEDA COUNTY TRANSPORTATION COMMISSION (Alameda CTC)

By:

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Tess Lengyel  
Executive Director

Recommended by:

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Gary Huisingh  
Deputy Executive Director of Projects

Reviewed as to Budget/Financial Controls by:

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Patricia Reavey  
Deputy Executive Director of Finance and Administration

Approved as to Form and Legality:

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Fennemore Wendel  
Alameda CTC Counsel

EXHIBIT A



June 8, 2023

BKF No: C200812-10



Jaclyn Yee, Senior Engineer  
Dublin San Ramon Services  
District 7051 Dublin Blvd.,  
Dublin, CA 94568

*Transmitted Via Email: yee@dsrsd.com*

**Subject: Dublin San Ramon Services District (DSRSD) PS&E Design of Utilities for the Dublin Boulevard – North Canyons Parkway Extension Project**

Dear Ms. Yee:

BKF Engineers (CONSULTANT) welcomes the opportunity to submit this proposal to the Dublin San Ramon Services District (DSRSD) for PS&E design of utilities including water line, reclaimed water line and sanitary sewer for the Dublin Boulevard – North Canyons Parkway Extension Project (Project) located in the City of Dublin, California.

To arrive at the estimated effort required for this Project, we have outlined our proposed design/support scope of services, identified assumptions, and determined a level of effort fee based on our understanding of the Project that involves the installation and/or relocation of 3 DSRSD facilities.

**I. PROJECT UNDERSTANDING/BASIS OF DESIGN**

Based on your email request, meeting on 1/25/2023, and the discussion that followed, we understand that DSRSD has requested BKF to provide design services for a water line, reclaimed water line and sanitary sewer main, in support of the Dublin Boulevard – North Canyons Parkway Extension Project.

Our proposal is based on the following:

- Hydraulic Analysis of Alternatives to Serve East Ranch Development Projects, dated 12/22/2022.
- 65% PS&E for the Dublin Boulevard – North Canyons Parkway Extension Project submitted to ACTC in February 2023
- Coordination meetings between ACTC, DSRSD, BKF, and the City of Dublin
- Dublin Boulevard – North Canyons Parkway Extension Project CEQA EIR (May 2019) and NEPA EA (February 1, 2021)

**II. PROJECT DESCRIPTION**

The Project provides a gap closure for local and regional communities, by constructing a parallel arterial route on the north side of Interstate 580 (I-580). The Dublin Boulevard Extension between the current termini at Fallon Road and North Canyons Parkway, is expected to provide better connectivity between the cities of Dublin and Livermore, and as a byproduct of a new arterial connection, would alleviate existing and projected traffic congestion along I- 580.

As part of the City's General Plan and the Eastern Dublin Specific Plan, complete streets design has been integrated into the corridor with the Project supporting future bus rapid transit (BRT) as well as various multi-modal opportunities along either side of the corridor through multi-us pathways, parkway (separated) sidewalks, and on- street bicycle facilities through Class II (bike lane) or Class IV (bikeway).



In support of the project and land use, a series of utilities will be designed and integrated into the project limits; the following facilities designed under this contract will be owned and operated by DSRSD:

**Summary of Design**

Item	Utility Description	Scope of DSRSD/ACTC/ BKF Agreement (This Letter) (LF)	Notes
1	8" Sanitary Sewer (DSRSD) Dublin Blvd	5,200	Located along Dublin Boulevard from Fallon Road to easterly Dublin City limits; revised from 6" based on East Ranch Master Plan 12/22/2022
2	16" Water-Domestic (DSRSD) Dublin Blvd (West of Croak Rd) 12" Water-Domestic (DSRSD) Dublin Blvd (East of Croak Rd)	5,300 (Combined total)	Located along Dublin Boulevard from Fallon Road to easterly Dublin City limits. Per email from DSRSD dated 4/13/2023 (Scope includes 14" Water-Domestic stub-out at the intersection of Dublin Boulevard/Croak Road.)
3	20" Water-Reclaimed (DSRSD) Fallon Road	1,070	Located along Fallon Road from Dublin Blvd to Croak Road; existing 20" reclaimed water line in conflict with proposed 72" SD RCP main and new East Ranch Master Plan sewer main coming from Croak Road.

- From the meeting with DSRSD on 1/25/2023, it has been confirmed that DSRSD is no longer interested in providing a reclaimed water main along Dublin Boulevard (from Fallon Road to easterly City limits), and is not included in this scope of work
- Other facilities to be installed or relocated as a result of the work performed by East Ranch Development work are not included in this scope of work

**III. SCOPE OF SERVICES**

This scope of services is to provide engineering, permitting, and utility design services for the Project, Specification and Estimate (PS&E) phase to DSRSD. The scope also includes bid support and construction support; the City of Dublin will provide all construction advertisement, award and administration (AAA) services.

The key components of the scope of services and anticipated tasks include:

- Task 1 - Project Management
- Task 2 - Preliminary Engineering / 35% PS&E Package
- Task 3 - 65% PS&E Package
- Task 4 - Right of Way (R/W) Engineering and Support for R/W Acquisition (No Work Included)
- Task 5 - 95% PS&E Package
- Task 6 - 100% PS&E Package
- Task 7 - Support Services During Advertising and Award

BKF's scope of work for DSRSD, as related to the original Alameda CTC-BKF contract, is detailed as follows:

## **TASK 1: PROJECT MANAGEMENT**

### **Task 1.1 Contract Administration**

CONSULTANT shall perform the following project administrative duties:

- Prepare and submit monthly progress reports and invoices in conformance with ACTC/DSRSD/BKF DESIGN AND CONSTRUCTION AGREEMENT FOR DUBLIN BOULEVARD – NORTH CANYONS PARKWAY EXTENSION PROJECT.
- Prepare a monthly summary of total charges made to each task. This summary shall present the contract budget for each task, reallocated budget amounts, prior billing amount, current billing, total billed to date, and a total percent billed to date.
- Advise DSRSD of any project changes that may require out of scope tasks such as additional technical studies or additional alternatives development, and not perform any extra work without prior written authorization from DSRSD.
- Provide a monthly invoice by task that will present charges by staff member at agreed to hourly rates, expense charges, and subconsultant charges. Support documentation for CONSULTANT direct expenses and subconsultant charges will be attached
- Manage contract costs.
- Work with all project stakeholders on project coordination and needed approvals
- Supervise, coordinate and monitor activities and product development for conformance with DSRSD design standards, codes and policies.
- Prior to start of any work, CONSULTANT shall interface with DSRSD staff to assure format consistency of all deliverables.
- Coordinate in-house design staff and subconsultants to assure free and timely flow of information for each task activity.

### **Task 1.2 Project Management and Control**

- CONSULTANT shall manage the Project deliverables and coordinate the design with Subconsultants on the Dublin Boulevard – N. Canyons Parkway Extension Project.
- CONSULTANT shall coordinate the Project schedule with DSRSD.
  - The CPM will reflect work items conducted by both ALAMEDA CTC and DSRSD that further project development.

### **Task 1.3 Meeting Preparation and Attendance and Project Communication**

CONSULTANT shall:

- Support and conduct project meetings for the purpose of project development and coordination (assume 6 meetings total).
- Check-in meetings after each submittal will discuss schedule, current issues of concern and maintain ongoing client communication. Attendance may include ALAMEDA CTC and/or CITY OF DUBLIN.

#### **TASK 1 DELIVERABLES:**

- Monthly Invoices
- Monthly Progress Reports
- CPM Schedule
- Agenda, Minutes, Action Item Log

### **Task 1.4 Develop and Maintain a Quality Management Plan (QMP) and Procedures**

It is understood by CONSULTANT that the work performed under this agreement will follow the quality management plan established for the Dublin Boulevard – North Canyons Parkway Extension Project. All

quality reviews will be consistent with the reviews performed for the Dublin Boulevard – N. Canyons Parkway Extension Project.

### **Task 1.5 CALTRANS Local Assistance Coordination**

No DSRSD work is assumed in Caltrans R/W.

### **Task 1.6 Resource Agency Permitting, On-Site Impact Mitigation, and Environmental Compliance Coordination**

DSRSD work is assumed to be within original study limits and covered under the prior CEQA/NEPA clearance; if revalidation is required in support of DSRDS design, an additional services request (ASR) will be prepared for authorization.

## **TASK 2: PRELIMINARY ENGINEERING / 35% PS&E PACKAGE**

The purpose of Task 2 is to identify, verify, confirm, and substantiate, or potentially adjust preliminary engineering (PE) efforts presented EIR/EA phase; the 35% PS&E will advance preliminary engineering efforts to establish the project's basis of design and identify preliminary right-of-way, utilities (joint trench and water/sewer/recycled water), preliminary construction quantities, cost estimates, and impact (permit) requirements for the Project, including roadway and structures. CONSULTANT will study various design elements for value engineering opportunities, addressing those elements where it may appear that significant cost savings or other advantages can be realized. Deviations will be reconciled with the current ALAMEDA CTC budget.

### **Task 2.1 Data Collection and Review**

Review past reports and studies and related preliminary engineering products for related projects in the project corridor. Data may include the following:

- DSRSD Water System Master Plan, dated March 2016
- DSRSD 2017 Wastewater Collection System Master Plan
- Hydraulic Analysis of Alternatives to Serve East Ranch Development Projects, dated 12/5/2022, prepared by West Yost
- Developer off-site project improvements

CONSULTANT shall define the project boundary and obtain agreement from DSRSD on project limits.

### **Task 2.2 Encroachment Permits (EP) and Permission to Enter (PTE)**

PTEs will be as established for the Dublin Boulevard – N. Canyons Parkway Extension Project.

### **Task 2.3 Aerial Mapping and Survey Control**

No work assumed by CONSULTANT under this task at this time.

### **Task 2.4 Topographic Survey**

Topographic survey will be as established for the Dublin Boulevard – N. Canyons Parkway Extension Project; if additional survey is required in support of DSRDS design, an additional services request (ASR) will be prepared for authorization.

### **Task 2.5 Base Mapping**

Base mapping will be as established for the Dublin Boulevard – N. Canyons Parkway Extension Project; if additional survey is required in support of DSRDS design, an additional services request (ASR) will be prepared for authorization.

### **Task 2.6 Site Investigations**

Only potholing work assumed by CONSULTANT under this task. Base Geotechnical and hazardous materials investigations will be as established for the Dublin Boulevard – North Canyons Parkway Extension Project.

- Potholing/Positive Utility Locating - The use of nondestructive digging equipment at critical points (pothole) to determine the precise horizontal and vertical position of underground utilities, as well as the type, size, condition, material, and other characteristics, shall be conducted at key project locations. CONSULTANT will prepare a workplan for review and approval.
  - Assume 4 PHs for locating existing facilities in potential conflict with the work.
  - Schedule for USA markings / Utility Locate If Applicable / Create Traffic Control Plans and Submit to City or County / Provide Traffic Control
  - Complete 4 potholes total - average of 8' Deep
  - Restore all potholes Per City / County Spec

### **Task 2.7 Initiate Preliminary Design (Technical) Reports**

No work assumed by CONSULTANT under this task. It is assumed that reports prepared by Consultant for the DBXT will contain the information necessary to perform the design for DSRSD and that no additional information will be required.

### **Task 2.8 Geometric Drawings (GeD)**

No work assumed by CONSULTANT under this task.

### **Task 2.9 Value Engineering (VE)**

No work assumed by CONSULTANT under this task.

### **Task 2.10 35% Plans**

CONSULTANT will develop conceptual-level water, reclaimed water and sanitary sewer utility alignments on Dublin Boulevard as part of the Utility Rearrangement Plan and 35% plans. Consultant will coordinate conceptual design of DSRSD utilities with various other utilities in the Project limits.

### **Task 2.11 QA/QC Review and Incorporate Comments**

CONSULTANT will be performed in-house quality control review for the 35% PS&E package, and incorporated comments prior to submittal.

### **Task 2.12 Prepare, Compile, and Circulate 35% PS&E Package Submittal/Deliverables**

CONSULTANT will prepare an engineer's estimate based on preliminary construction quantities gathered at the 35% phase. CONSULTANT's cost estimate will identify construction work items and unit costs and the estimated total Project cost, including allowances for supplemental work, mobilization and contingencies. An outline of the technical specifications/special provisions will be provided, in accordance to CITY OF DUBLIN latest standards and DSRSD standards. PS&E will be distributed to DSRSD, ALAMEDA CTC, CITIES AND COUNTY for review.

**TASK 2 DELIVERABLES:**

- Available Data Inventory
- 35% Plans
- 35% Estimate
- 35% Specifications - outline of the technical specifications

**TASK 3: 65% PS&E PACKAGE**

Task 3 develops draft plans, specifications and estimates for Final Design Unchecked (65% PS&E submittal), and includes responding to comments received from the agencies' review of Task 2 submittals and identifying and resolving conflicts.

**Task 3.1 Review 35% Comments, Coordinate and Prepare/Circulate Draft Responses**

CONSULTANT will provide written responses to all Preliminary Design (35% PS&E) review comments received for all documents including technical reports, and provide a justification for each response.

**Task 3.2 Participate in Joint Resolution Team (JRT) Meeting and Finalize Comments/Responses**

CONSULTANT will attend meetings with DSRSD to coordinate and resolve comments from Preliminary Design (35% PS&E) review. CONSULTANT will incorporate the agreed upon comments received from DSRSD during the meetings. CONSULTANT will prepare Final Design Unchecked (65% PS&E) documents.

**Task 3.3 Utility Coordination Responsibilities**

CONSULTANT will coordinate with DSRSD to identify potential utility conflicts (existing facilities by others) and utility design (by others).

The water line (DSRSD) and sanitary sewer (DSRSD) will be included in the 65% PS&E, but remaining relocation of reclaimed water line adjacent to Fallon Road, will be designed by consultant at the 95% Submittal. Additional coordination is required with DSRSD to identify extent of relocation of existing water line as well as coordination of DSRSD utilities to be designed/installed by others along Fallon Road.

The CONSULTANT shall provide utility coordination services related to the relocation and accommodation of the utilities in conflict with DSRSD's proposed utilities.

CONSULTANT will contact public and private utility owners, to collect applicable utility as-built plans, and/or record maps for existing and abandoned facilities for the purpose of base mapping and coordination. In addition to information provided by City, CONSULTANT will contact USA North for a list of utility owners that USA North has on record in the area of the scope of the Project.

CONSULTANT will perform the following work activities related to utility design:

- Identify utility issues (relocation and notices).
- Prepare input for utility notices.
- Accomplish potholing and verifications, including providing horizontal and vertical survey.
- Provide utility notices and potholing information in compliance with Caltrans' Local Assistance utility requirements.
- Communicate to ensure inclusion of the proper utility permit requirements and other utility data for R/W certification and design.
- Address necessary utility impacts caused by the proposed construction.
- Prepare input for utility agreements.

- Develop/coordinate utility plans, including joint trench systems
- Promptly review and comment on utility notices and agreements.

CONSULTANT will review, develop, and/or create the final composite utility plan that identifies all known existing and abandoned private and public utilities located within the scope of the Project.

CONSULTANT will create and/or finalize the development of the Master Utility Inventory Matrix ("Matrix") that identifies utilities that are known to be located within the scope of the Project. The Matrix will include but is not limited to the following:

- Utility type and size
- Owner / Contacts
- Stationing
- Resolution, such as relocate, protect in place, abandon, lower, and remove.
- Property Rights (liability), such as franchise, easement, and license agreement.
- Comments section
- Preliminary costs for utility relocations.

CONSULTANT will coordinate meetings with the private and public utility owners to discuss and review potential utility conflicts, relocation and/or new utility transmission, distribution and service design issues affiliated with the new Dublin Blvd Roadway and existing Fallon Road.; specifically:

- Utility Relocations,
- New Joint Trench/Services (Gas, electric, telecommunications, and roadway appurtenances such as street lighting and signal interconnect),
- New public utilities (water, sewer and recycled water) – by developers
- Utility relocation budget and Schedule

Consultant will meet with DSRSD to coordinate, identify utility service locations necessary for the Dublin Boulevard – N. Canyons Parkway Extension Project.

### **Task 3.4 Design Plans**

CONSULTANT will prepare all utility design plan and profile drawings to be included with the roadway package. Plans will be prepared in accordance to Dublin's drafting standards, standard details will conform to DSRSD and applicable agency standards, specifications shall conform to DSRSD and City of Dublin Standards. Title blocks will be signed and sealed by an appropriate California Registered Engineer.

### **Task 3.5 Structure Design Plans –**

No work assumed by CONSULTANT under this task at this time; if structural detailing or design services are required in support of DSRSDS design, an additional services request (ASR) will be prepared for authorization

### **Task 3.6 Preliminary On-Site Resource Permitting Impact Mitigation**

On-Site mitigation has been eliminated from this project; no work assumed by CONSULTANT under this task.

### **Task 3.7 Updated and New (Draft) Technical Reports/Calculations**

CONSULTANT will prepare the Draft Utility Basis of Design (BOD) to include design requirements from DSRSD. Structure calculations for shoring or deep manholes are excluded from this scope of work.

### **Task 3.8 Specifications and Special Provisions**

Based on the specification outline summarized in Task 2, CONSULTANT will review and conform to latest edition of the City Specs (CSI) and/or CALTRANS Standard Specs (CSS), Revised Standard Specs (RSS), Standard Special Provisions (SSP) and DSRSD Standard Specifications applicable thereto.

For all work items necessary for construction of the Project, CONSULTANT will assemble data and prepare drafts of (1) necessary modifications to the Standard Special Provisions and (2) additional specifications which may be necessary. An agreed upon format for contract specifications will be made to proceed.

If CALTRANS format is chosen, detailed information is provided in Article 4, entitled "Special Provisions," of the CALTRANS PS&E Guide. CONSULTANT will follow instructions contained in the latest edition of that publication. CONSULTANT will prepare the equivalent of CALTRANS SSP for Sections 8 (Materials), Section 9 (Description of Work), and Section 10 (Construction Details). It is assumed ALAMEDA CTC will prepare the standard language (Bid Forms, Special Conditions, and General Conditions). CONSULTANT will submit the Standard Special Provisions in CALTRANS standard format.

### **Task 3.9 Construction Quantities and 65% Engineers Estimate**

CONSULTANT will update the estimate of construction quantities and cost estimates to reflect design development changes from Preliminary Design (35% PS&E) to Final Design Unchecked (65% PS&E).

### **Task 3.10 Prepare Construction Schedule**

No work assumed by CONSULTANT under this task.

### **Task 3.11 QA/QC Review and Incorporate Comments**

CONSULTANT will perform an in-house quality control review for the 65% PS&E, and incorporated comments prior to the submittal.

### **Task 3.12 Prepare, Compile, and Circulate 65% PS&E Package Submittal/Deliverables**

CONSULTANT will coordinate the plans, specifications and estimates, including preparing all deliverables and compilation and integration of QA/QC comments. When all documents were combined to form a single Project PS&E package, the 65% PS&E was distributed to DSRSD, ALAMEDA CTC, CITIES AND COUNTY for review.

#### **TASK 3 DELIVERABLES:**

- Written responses to 35% review comments
- Updated responses from 35% PS&E review and Meetings with DSRSD
- Composite Utility Plans/Conflict Maps
- Master Utility Inventory Matrix
- Meeting minutes/agreement
- Draft Utility Basis of Design
- 65% Plans, Specification and Estimate

### **TASK 4: RIGHT OF WAY ENGINEERING (R/W) AND SUPPORT FOR R/W ACQUISITION**

Right of Way Engineering and support for acquisition including R/W record search, boundary resolution survey, appraisal mapping, R/W requirements mapping, and plats/legals will be established for the Dublin Boulevard – N. Canyons Parkway Extension Project; it is assumed DSRSD facilities will be located in land acquired for the City and/or within existing public/franchise areas. Therefore, no work assumed by

CONSULTANT under this task at this time; if separate or new right of way limits or services are required in support of DSRDS design, an additional services request (ASR) will be prepared for authorization.

### **TASK 5: 95% PS&E PACKAGE**

Task 5 finalizes checked plans, specifications and estimates for Final Design Checked (95% PS&E submittal), and includes responding to comments received from the agencies' review of Task 3 submittals and identifying and resolving conflicts.

#### **Task 5.1 Review 65% Comments, Coordinate and Prepare/Circulate Draft Responses**

Consultant will provide written response to PS&E phase Task 3 Final Design - Unchecked (65% PS&E) review comments, with justification noted for each comment not incorporated, prior to making submittals of Final Design - Checked (95% PS&E) documents. CONSULTANT will check that all comments are incorporated or resolved with DSRSD and all other reviewing agencies.

#### **Task 5.2 Participate in Joint Resolution Team (JRT) Meeting and Finalize Comments/Responses**

CONSULTANT will attend Joint Resolution Team ("JRT") meetings with DSRSD, ALAMEDA CTC, City and other agencies to resolve issues from Preliminary Design (65% PS&E) review. CONSULTANT will provide written response to all 65% PS&E Submittal review comments received for all documents and provide justification for written response. CONSULTANT will incorporate the agreed upon comments and resolution received from DSRSD, City and other agencies.

#### **Task 5.3 Design Plans**

CONSULTANT will perform final design and prepare Final Design Checked (95% PS&E) documents. CONSULTANT will incorporate all agreed upon comments received from DSRSD and other agencies into the design plan sheets submitted as directed in PS&E phase Task 3 and prepare complete sanitary sewer, water, and reclaimed water design construction plan, profiles, construction details and standard details.

#### **Task 5.4 Structure Design Plans**

No work assumed by CONSULTANT under this task. Structure plans for shoring or deep manholes are excluded from this scope of work.

#### **Task 5.5 Corrected/Updated Technical Reports**

CONSULTANT will prepare the updated/final Utility Basis of Design (BOD) to include design updated requirements and incorporation of comments from DSRSD.

#### **Task 5.6 Design, Plans, Specification and Estimate (PS&E) for On-Site RWMMP**

No work assumed by CONSULTANT under this task.

#### **Task 5.7 On-Site Resource Permitting Impact Mitigation**

No work assumed by CONSULTANT under this task.

#### **Task 5.8 Resource Agency Permitting (401, 404, and 1602)**

No work assumed by CONSULTANT under this task.

Resource agency permitting, including impact mapping, applications, and permit support will be established for the Dublin Boulevard – N. Canyons Parkway Extension Project; it is assumed DSRSD facilities, and any direct/indirect impacts will be located within the disturbed area for the roadway improvements. Therefore, no work assumed by CONSULTANT under this task at this time; if separate or new resource agency permit



applications, limits or services are required in support of DSRDS design, an additional services request (ASR) will be prepared for authorization

#### **Task 5.9 Specifications and Special Provisions**

CONSULTANT will incorporate all agreed upon comments into the technical specifications/ special provisions. Specifications will be submitted in MS Word format.

Based on format - CONSULTANT will include a method of measurement and payment for each construction work bid item in the specifications and the method of payment for the same work item will be consistent with the units shown on construction cost estimate.

#### **Task 5.10 Construction Quantities and 95% Engineers Estimate**

CONSULTANT will update the estimate of construction quantities and cost estimates to reflect design development from Preliminary Design (65% PS&E) to Final Design Unchecked (95% PS&E).

#### **Task 5.11 Construction Schedule**

No work assumed by CONSULTANT under this task.

#### **Task 5.12 QA/QC Review and Incorporate Comments**

CONSULTANT will perform in-house quality control review for the 95% PS&E, and incorporate comments prior to submittal. Documents will be reviewed for completeness and overall quality.

#### **Task 5.13 Prepare, Compile, and Circulate 95% PS&E Package Submittal/Deliverables**

CONSULTANT will coordinate the plans, specifications and estimates, including preparing all deliverables and compilation and integration of QA/QC comments. When all documents are combined to form a single Project PS&E package, the 95% PS&E will be distributed to DSRSD, ALAMEDA CTC, CITIES AND COUNTY for review.

#### *Deliverables:*

- Written and updated responses to 65% review comments
- 95% Plans, Specification and Estimate

### **TASK 6: 100% PS&E PACKAGE**

CONSULTANT will finalize checked plans, specifications and estimates for Final Design Checked (100% PS&E submittal), including responding to comments received from the agencies' review Task 5 submittals and identifying and resolving conflicts.

#### **Task 6.1 Review 95% Comments, Coordinate and Prepare/Circulate Draft Responses**

Consultant will provide written response to PS&E phase Task 5 Final Design - Checked (95% PS&E) review comments, with justification noted for each comment not incorporated, prior to making submittals of Final Design - Checked (100% PS&E) documents. CONSULTANT will check that all comments are incorporated or resolved with DSRSD and all other reviewing agencies.

#### **Task 6.2 Participate in Joint Resolution Team (JRT) Meeting and Finalize Comments/Responses**

CONSULTANT will attend Joint Resolution Team ("JRT") meetings with DSRSD, ALAMEDA CTC, City and other agencies to resolve issues from Final Design Checked (95% PS&E) review. CONSULTANT will provide written response to all 95% PS&E Submittal review comments received for all documents and provide

justification for written response. CONSULTANT will incorporate the agreed upon comments and resolution received from DSRSD, City and other agencies.

### **Task 6.3 Design Plans (Bid Package)**

CONSULTANT will perform final design and prepare Final Design - Checked (100% PS&E) documents. CONSULTANT will incorporate all agreed upon comments received from DSRSD and other agencies into the design plan sheets submitted as directed in PS&E phase Task 5 and prepare complete sanitary sewer, water, and reclaimed water design construction plan, profiles, construction details and standard details.

### **Task 6.4 Specifications and Special Provisions**

CONSULTANT will incorporate all agreed upon comments into the technical specifications/ special provisions. Specifications will be submitted in MS Word format.

Based on format - CONSULTANT will include a method of measurement and payment for each construction work bid item in the specifications and the method of payment for the same work item will be consistent with the units shown on construction cost estimate.

### **Task 6.5 Construction Quantities and 100% Engineers Estimate**

CONSULTANT will update the estimate of construction quantities and cost estimates to reflect design development from Final Design - Checked (95% PS&E) to Final Design Checked (100% PS&E).

### **Task 6.6 Construction Schedule**

No work assumed by CONSULTANT under this task.

### **Task 6.7 QA/QC Review and Incorporate Comments**

CONSULTANT will perform in-house quality control review for the 100% PS&E, and incorporate comments prior to submittal. Documents will be reviewed for completeness and overall quality.

### **Task 6.8 Prepare, Compile, and Circulate 100% PS&E Package Submittal/Deliverables**

CONSULTANT will coordinate the plans, specifications and estimates, including preparing all deliverables and compilation and integration of QA/QC comments. When all documents are combined to form a single Project PS&E package, the 100% PS&E will be distributed to DSRSD, ALAMEDA CTC, CITIES AND COUNTY for review.

#### *Deliverables:*

- Written and updated responses to 95% review comments
- 100% Plans, Specification and Estimate\*

\* If an additional Advertise/Permit PS&E package beyond 100% PS&E is requested/required to proceed with design changes, final design and/or advertisement, an additional services request (ASR) will be prepared for authorization.

## **TASK 7: SUPPORT SERVICES DURING ADVERTISING AND AWARD**

If authorized by Alameda-CTC and DSRSD - CONSULTANT will provide supporting services during advertisement and award to the following related to DSRSD facilities:

**Task 7.1 Coordinate with ACTC/Dublin and Construction Manager During Advertise** CONSULTANT will respond to contractor RFIs related to the contract documents prepared by CONSULTANT.

### **Task 7.2 Respond to Bid Questions, RFI/Clarifications**

CONSULTANT will respond to bidder questions related to the contract documents prepared by CONSULTANT.

### **Task 7.3 Attend Pre-Bid Meeting**

CONSULTANT will attend pre-bid meeting.

### **Task 7.4 Prepare Bid Addenda Docs (Minor Changes, Omissions/Errors, and Clarifications)**

CONSULTANT will incorporate minor changes and prepare up to one addendum.

### **Task 7.5 Review Bid Proposal and Provide Summary**

CONSULTANT will provide review and a break-down summary of bids.

## IV. COMPENSATION

### 1. BASE SCOPE OF WORK

BKF proposes to provide the services on a time and materials, not to exceed basis. We will invoice for our services on a percent complete basis per task summarized as follows:

Task	Description	Fee Total
<b>TASK 1</b>	<b>PROJECT MANAGEMENT</b>	<b>\$23,100.00</b>
1.1	Contract Administration	\$2,500.00
1.2	Project Management and Control	\$3,500.00
1.3	Meeting Preparation and Attendance and Project Communication	\$14,600.00
1.4	Develop and Maintain a Quality Management Plan (QMP) and Procedures	\$2,500.00
<b>TASK 2</b>	<b>PRELIMINARY ENGINEERING / 35% PS&amp;E PACKAGE</b>	<b>\$25,800.00</b>
2.1	Data Collection and Review	\$2,200.00
2.6	Site Investigations (Potholing)	\$12,000.00
2.10	35% Plans	\$7,600.00
2.11	QA/QC Review and Incorporate Comments	\$1,500.00
2.12	Prepare, Compile, and Circulate 35% PS&E Package Submittal/Deliverables	\$2,500.00
<b>TASK 3</b>	<b>65% PS&amp;E PACKAGE</b>	<b>\$75,400.00</b>
3.1	Review 35% Comments, Coordinate and Prepare/Circulate Draft Responses	\$1,500.00
3.2	Participate in JRT Meeting and Finalize Comments/Responses	\$2,400.00
3.3	Utility Coordination Responsibilities	\$11,200.00
3.4	Design Plans	\$34,000.00
3.7	Updated and New (Draft) Technical Reports/Calculations	\$2,600.00
3.8	Specifications and Special Provisions	\$6,200.00
3.9	Construction Quantities and 65% Engineers Estimate	\$8,500.00
3.11	QA/QC Review and Incorporate Comments	\$6,500.00
3.12	Prepare, Compile, and Circulate 65% PS&E Package Submittal/Deliverables	\$2,500.00
<b>TASK 5</b>	<b>95% PS&amp;E PACKAGE</b>	<b>\$52,800.00</b>
5.1	Review 65% Comments, Coordinate and Prepare/Circulate Draft Responses	\$1,500.00
5.2	Participate in JRT Meeting and Finalize Comments/Responses	\$2,400.00
5.3	Design Plans	\$25,000.00
5.5	Corrected/Updated Technical Reports	\$2,200.00
5.9	Specifications and Special Provisions	\$5,400.00
5.10	Construction Quantities and 95% Engineers Estimate	\$8,400.00
5.12	QA/QC Review and Incorporate Comments	\$5,400.00
5.13	Prepare, Compile, and Circulate 95% PS&E Package Submittal/Deliverables	\$2,500.00
<b>TASK 6</b>	<b>100% PS&amp;E PACKAGE</b>	<b>\$43,200.00</b>
6.1	Review 95% Comments, Coordinate and Prepare/Circulate Draft Responses	\$1,500.00
6.2	Participate in JRT Meeting and Finalize Comments/Responses	\$2,400.00
6.3	Design Plans (Bid Package)	\$18,800.00
6.4	Specifications and Special Provisions	\$8,600.00
6.5	Construction Quantities and 100% Engineers Estimate	\$6,200.00
6.7	QA/QC Review and Incorporate Comments	\$3,200.00
6.8	Prepare, Compile, and Circulate 100% PS&E Package Submittal/Deliverables	\$2,500.00

<b>TASK 7</b>	<b>SUPPORT SERVICES DURING ADVERTISING AND AWARD</b>	<b>\$2,775.00</b>
7.1	Coordinate with ACTC/Dublin and Construction Manager During Advertise	\$450.00
7.2	Respond to Bid Questions, RFI/Clarifications	\$700.00
7.3	Attend Pre-Bid Meeting	\$200.00
7.4	Prepare Bid Addenda Docs (Minor Changes, Omissions/Errors, and Clarifications)	\$1,200.00
7.5	Review Bid Proposal and Provide Summary	\$225.00
<b>RE</b>	<b>REIMBURSIBLES</b>	<b>\$1,200.00</b>
<b>Total Labor Fee</b>		<b>\$224,275.00</b>

Reimbursable expenses are anticipated for reproduction, mileage, express and messenger deliveries, and computer deliverable plots.

Contract rates will reflect the latest C3 approved rates under Alameda CTC Professional Services Agreement No. A21-001.

Thank you for the opportunity to present this proposal. We look forward to assisting in completing this Project. Please contact me at (408) 706-4036 if you have any questions regarding our scope of services.

Respectfully,  
**BKF Engineers**



Marcelo H. Cosentino,  
PE Associate Principal



## BKF Engineers - Fixed Hourly Rate Schedule\*

\*Applies to Dublin San Ramon Services - PS&E Agreement for Dublin Boulevard - North Canyons Pkwy Extension Project

Vendor Name	Classification/Job Title	Fixed Hourly Rate (Up to) Effective 1/11/23 - 1/10/24	Fixed Hourly Rate (Up to) Effective 1/11/24-9/30/24
BKF Engineers	Principal / Survey Manager	\$320.50	\$330.12
BKF Engineers	Principal / PIC-Project Manager	\$320.50	\$330.12
BKF Engineers	Associate / Deputy Project Manager	\$256.43	\$264.12
BKF Engineers	Principal / QA-QC Manager	\$411.34	\$423.68
BKF Engineers	Associate	\$256.43	\$264.12
BKF Engineers	Design Engineer/Staff Surveyor	\$140.75	\$144.97
BKF Engineers	Engineering Manager	\$203.05	\$209.14
BKF Engineers	Engineering Technician	--	--
BKF Engineers	Engineering Technician I	\$136.97	\$141.08
BKF Engineers	Engineering Technician II	\$145.52	\$149.89
BKF Engineers	Engineering Technician III	\$158.36	\$163.11
BKF Engineers	Engineering Technician IV	\$172.28	\$177.45
BKF Engineers	Project Assistant	\$151.38	\$155.92
BKF Engineers	Project Engineer/Surveyor	\$172.54	\$177.72
BKF Engineers	Project Manager	\$246.82	\$254.22
BKF Engineers	Senior Project Engineer/Surveyor	\$195.84	\$201.72
BKF Engineers	Survey Chainman	\$154.77	\$159.41
BKF Engineers	Survey Party Chief	\$174.02	\$179.24
BKF Engineers	Technical Manager	\$227.04	\$233.85
Associated Right of Way Services	Appraiser II	\$150.54	\$155.05
Associated Right of Way Services	Right of Way Technician	\$81.68	\$84.13
Associated Right of Way Services	Consultant III	\$130.91	\$134.83
Associated Right of Way Services	Consultant II	\$98.02	\$100.96
Associated Right of Way Services	Appraiser III	\$178.69	\$184.05
Associated Right of Way Services	Managing Consultant	\$208.97	\$215.24
Associated Right of Way Services	Managing Consultant	\$209.43	\$215.71
Associated Right of Way Services	Administrative Support	\$73.51	\$75.72
Associated Right of Way Services	Appraiser I	\$114.35	\$117.78
Associated Right of Way Services	Administrative Support	\$78.96	\$81.33
Associated Right of Way Services	Consultant III / Right-of-Way Agent	\$175.40	\$180.66
Associated Right of Way Services	Consultant III	\$138.75	\$142.91
Associated Right of Way Services	Managing Consultant	\$204.08	\$210.20
Biggs Cardosa Associates	Associate / Structural Engineer	\$222.94	\$229.63
Biggs Cardosa Associates	Senior Principal	\$299.67	\$308.66
Biggs Cardosa Associates	Assistant Engineer	\$128.29	\$132.14
Biggs Cardosa Associates	Engineering Manager	\$215.90	\$222.38
Biggs Cardosa Associates	Project Administrator	\$203.39	\$209.49
Biggs Cardosa Associates	Project Engineer	\$172.10	\$177.26
Biggs Cardosa Associates	Secretarial Services	\$93.87	\$96.69
Biggs Cardosa Associates	Senior Computer Drafter	\$168.97	\$174.04

Biggs Cardosa Associates	Senior Engineer	\$197.13	\$203.04
Biggs Cardosa Associates	Staff Engineer	\$143.94	\$148.25
Circlepoint	Project Manager	--	--
Circlepoint	Associate Principal / Environmental	\$220.37	\$226.98
Circlepoint	Associate	\$111.90	\$115.26
Circlepoint	Associate Principal / Communications	\$250.66	\$258.18
Circlepoint	Associate	\$111.90	\$115.26
Circlepoint	Project Manager	\$153.66	\$158.27
Circlepoint	Project Coordinator	\$101.59	\$104.64
Circlepoint	Assistant	\$105.28	\$108.44
Circlepoint	Sr. Graphic Designer	\$146.32	\$150.71
Circlepoint	Project Associate	\$124.79	\$128.54
Gates & Associates	Principal	\$182.85	\$188.34
Gates & Associates	Senior Associate	\$107.79	\$111.02
Gates & Associates	Irrigation Designer	\$152.15	\$156.72
Gates & Associates	Associate Principal / Landscape Architect	\$165.47	\$170.43
Gates & Associates	Landscape Designer	\$81.21	\$83.64
Geocon	CADD/Drafting	\$130.92	\$134.85
Geocon	Sr. Project Scientist	\$141.17	\$145.41
Geocon	Word Processing	\$74.14	\$76.36
Geocon	Sr. Project Scientist	\$141.17	\$145.41
Geocon	Certified Industrial Hygienist	\$189.28	\$194.96
Geocon	Principal / Hazardous Materials Lead	\$236.60	\$243.70
Geocon	Project Geologist	\$136.44	\$140.54
HT Harvey	Senior Ecologist 1	\$140.83	\$145.05
HT Harvey	Senior Ecologist 2	\$149.67	\$154.16
HT Harvey	Senior Ecologist 2	\$158.54	\$163.29
HT Harvey	Principal	\$257.49	\$265.22
HT Harvey	Senior Associate Ecologist	\$194.72	\$200.57
HT Harvey	Senior Ecologist 1	\$134.37	\$138.40
HT Harvey	Principal / Regulatory Permitting	\$222.91	\$229.60
HT Harvey	Senior Ecologist 2	\$158.54	\$163.29
HT Harvey	Principal	\$251.06	\$258.60
HT Harvey	Principal	\$305.80	\$314.97
HT Harvey	Associate Ecologist	\$183.47	\$188.97
HT Harvey	Clerk	\$65.28	\$67.23
HT Harvey	Ecologist 1	\$119.90	\$123.50
HT Harvey	Ecologist 2	\$134.37	\$138.40
HT Harvey	Field Biologist 1	\$94.95	\$97.80
HT Harvey	Field Biologist 2	\$107.02	\$110.23
HT Harvey	GIS Analyst	\$134.37	\$138.40
HT Harvey	Senior Associate Ecologist	\$210.83	\$217.15
HT Harvey	Senior Ecologist 1	\$149.67	\$154.16
HT Harvey	Senior Ecologist 2	\$165.77	\$170.74
HT Harvey	Senior GIS Analyst	\$183.48	\$188.98
HT Harvey	Senior Technical Support	\$189.56	\$195.25
HT Harvey	Technical Editor	\$165.77	\$170.74

HT Harvey	Technical Support	\$115.49	\$118.95
Parikh Consultants Inc	Senior Project Engineer	\$197.60	\$203.53
Parikh Consultants Inc	Senior Project Engineer / QA-QC	\$213.94	\$220.36
Parikh Consultants Inc	Principal / Geotechnical Lead	\$295.16	\$304.02
Parikh Consultants Inc	Drafting/CADD Tech	\$115.07	\$118.52
Parikh Consultants Inc	Field Engineer/Geologist	\$145.09	\$149.44
Parikh Consultants Inc	Project Engineer	\$144.77	\$149.11
Parikh Consultants Inc	Project Engineer/ Geologist	\$132.22	\$136.19
Parikh Consultants Inc	Sr Lab Technician	\$108.33	\$111.58
Parikh Consultants Inc	Sr. Project Engineer	\$197.60	\$203.53
Parikh Consultants Inc	Sr. Staff Engineer	\$121.34	\$124.98
Sierra Engineering Group	Project Manager / Structural Engineer	\$170.84	\$175.96
Sierra Engineering Group	CAD Operator	\$73.52	\$75.73
Sierra Engineering Group	Senior Civil Engineer	\$121.26	\$124.90
TJKM	Assistant Engineer	\$117.59	\$121.11
TJKM	PIC / QA-QC	\$273.81	\$282.03
TJKM	Project Manager / Traffic Analysis Lead	\$214.86	\$221.30
TJKM	Assistant Engineer	--	--
TJKM	Traffic Operations Task Lead	--	--
TJKM	Traffic Operations Task Lead	\$293.77	\$302.59
TJKM	Transportation Engineer	\$161.46	\$166.30
TJKM	Assistant Engineer	\$122.91	\$126.59
TJKM	Traffic Operations Task Lead	\$129.80	\$133.70





**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 July 18, 2023.

**SUMMARY:**

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 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.

To complete the project before the next wet season (end of October 2023), an aggressive project and implementation schedule is required. The 50% design was completed on July 21, 2023, and staff is actively engaging with DPI, Inc. on constructability review, material selection and procurement, and construction costs. In parallel with the design effort, staff also continues to work with property owners on negotiating property rights for the new pipeline easements and right-of-entry permits, coordinating with respective agencies for the acquisition of environmental permits and encroachment permits, pursuing federal funding through the Federal Emergency Management Agency (FEMA), and procuring long lead-time materials including large-diameter piping and valves. Additional task orders, purchase orders, and/or other contracts are expected to be awarded in the near term for property acquisition, material procurement, additional 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. A four-fifths vote is necessary to extend the emergency.

<b>Originating Department: Engineering and Technical Services</b>	<b>Contact: K. Castro/S. Delight</b>	<b>Legal Review: Not Required</b>
<b>Financial Review: Not Required</b>	<b>Cost and Funding Source: \$2,000,000 to be reimbursed by LAVWMA</b>	
<b>Attachments:</b> <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)	<b>Attachment 1 – Resolution No. 22-23</b>	

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

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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:** Affirm No Changes to Ticket Distribution Policy

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Motion, affirmation of no changes to the Ticket Distribution policy.

**DISCUSSION:**

All District policies are reviewed on a rotating four-year cycle to ensure that they remain current and that the Board seated at the time continues to concur with that policy. Staff and the General Counsel recently reviewed the Ticket Distribution policy (P200-19-1) and recommend no changes. The current policy with updated review history is attached. If affirmed, the policy will be scheduled for subsequent review in 2027.

<b>Originating Department: Administrative Services</b>	<b>Contact: V. Chiu/C. Atwood</b>	<b>Legal Review: Yes</b>
<b>Financial Review: Not Required</b>	<b>Cost and Funding Source: N/A</b>	
<b>Attachments:</b> <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)	<b>Attachment 1 – Marked-up Ticket Distribution Policy</b>	



# Policy

<b>Policy No.:</b> <del>P200-19-1</del>	<b>Type of Policy:</b> General
<b>Policy Title:</b> Ticket Distribution	
<b>Policy Description:</b> Distribution and Use of Tickets and Passes Received by the District	
<b>Approval Date:</b> 11/5/2019	<b>Last Review Date:</b> <del>2019</del> <u>2023</u>
<b>Approval Resolution No.:</b> 38-19	<b>Next Review Date:</b> <del>2023</del> <u>2027</u>
<b>Rescinded Resolution No.:</b> 82-15	<b>Rescinded Resolution Date:</b> 10/6/2015

The purpose of this policy of Dublin San Ramon Services District is to ensure that all tickets and/or passes accepted by Dublin San Ramon Services District (“DSRSD”) from public and private entities and individuals are distributed in furtherance of governmental and/or public purposes as required pursuant to Fair Political Practices Commission (“FPPC”) Regulation 18944.1. <sup>1</sup>

## 1. Definitions

- a. “District” shall mean the Dublin San Ramon Services District.
- b. “District Official” shall mean each “Public Official” of the District as the latter term is defined by Government Code Section 82048 and FPPC Regulation 18701, as these sections may be amended from time to time. The term “District Official” shall include, without limitation, any “Public Official” required to file an annual Statement of Economic Interests (“FPPC Form 700”).
- c. “FPPC” shall mean the California Fair Political Practices Commission.
- d. “FPPC Regulations” shall mean the regulations of the FPPC set forth in Title 2, Division 6, of the California Code of Regulations.
- e. “Immediate Family” shall have the same meaning as set forth in Government Code Section 82029 and as the same may be amended from time to time.
- f. “Policy” shall mean this Ticket Distribution policy.

<sup>1</sup>FPPC Regulation 18944.1 (2 California Code of Regulations Section 18944.1) sets out the circumstances under which a public agency’s distribution of tickets or passes for which no consideration of equal or greater value is provided by the public official or employee does not result in a gift to the public official or employee. Consideration of equal or greater value shall be presumed if the tickets or passes are distributed pursuant to this policy. Tickets or passes to an event distributed and accounted for in compliance with this policy and FPPC Regulation 18944.1 will not be considered as gifts to the agency’s officials and employees who make use of such tickets and passes.

<b>Policy No.:</b> <del>P-200-19-1</del>	<b>Policy Title:</b> Ticket Distribution
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- g. "Ticket" shall mean a "ticket" or a "pass" as those terms are defined in FPPC Regulation 18944.1 (currently by reference to Regulation 18946), as it may be amended from time to time.

**2. Tickets Covered by this Policy**

Tickets covered by this Policy include those:

- a. Gratuitously provided to the District by an outside source.
- b. Acquired by the District by purchase.

**3. Limitations and Exclusions**

- a. This Policy shall apply only if the Ticket is (i) not earmarked by the original source of the Ticket for use by the specific District Official who uses the Ticket and (ii) the General Manager or authorized designee determines in his or her sole discretion which District Official may use the Ticket.
- b. This Policy shall not apply to any other item of value provided to the District or District Official regardless of whether received gratuitously or for which consideration is provided as part of admission, such as food and beverages. Any such other item of value may be reportable on the District Official's FPPC Form 700 and be subject to state law and FPPC Regulations related to gifts to public officials.
- c. This Policy does not apply to a single Ticket or other admission to a specific fundraising event provided by a nonprofit organization holding its own fundraiser and used solely by the District Official.
- d. This Policy does not apply to any Ticket received by a District Official:
  - i. That the District Official treats as taxable income consistent with applicable state and federal income tax laws and regulations and the District reports the distribution of the Ticket as income to the District Official; or
  - ii. For which the District Official pays the fair market value, or for which the District Official reimburses the District in accordance with FPPC Regulations, or for which the District Official pays or reimburses the District for the fair market value; or
  - iii. That is a "gift" to the District Official in accordance with FPPC Regulations whether or not the District Official reports the gift on the District Official's FPPC Form 700; or
  - iv. Who attends an event as part of his or her job duties to assist a District Official who is performing a ceremonial role on behalf of the District.



<b>Policy No.:</b> <del>P-200-19-1</del>	<b>Policy Title:</b> Ticket Distribution
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- e. The disproportionate use of Tickets by a member of the District Board of Directors, the General Manager, a department head, or a political appointee is prohibited.

**4. Ticket Distribution for Public Purposes**

The distribution of any Ticket by the District to, or at the behest of, a District Official shall accomplish a public purpose as defined below, or where not listed herein, such other purpose as may be considered and approved by the District Board of Directors. The District may accomplish one or more of the following public purposes through the distribution of Tickets to, or at the behest of, a District Official:

- a. Support or promotion of the mission of the District.
- b. Sponsorships of events, activities, or programs of the District.
- c. Support or promotion events, activities, or programs of local water quality or wastewater programs and nonprofit organizations.
- d. Sponsorships or promotion of special events in accordance with another District policy.
- e. Promotion of District recognition, visibility, and/or profile on a local, state, or national scale.
- f. Spouses of or immediate dependents of a District Official in order to accompany or represent him or her to any of the items listed above.
- g. To support general employee morale, retention, or to reward public service, provided that that the recipient is not a member of the District Board of Directors, the General Manager, a department head, or a political appointee.

**5. Designation of Agency Head**

For the purpose of implementing this Policy, and completing and posting the Agency Report of Ceremonial Role Event and Ticket/Pass Distributions (“FPPC Form 802”), the General Manager or authorized designee shall be the “Agency Head.” As such:

- a. The General Manager or authorized designee shall have full authority to determine which District Official(s) may use Tickets, and to disclose the distribution of Tickets as provided in Section 9 below.
- b. The General Manager or authorized designee shall determine the value of the Ticket. Whether or not the Ticket states a face value or states something to the effect of “complimentary” or “promotional,” the value of the Tickets will be based on the reasonable cost for attendance at such an event as determined by the General Manager or authorized designee, which may be the face value of the Ticket.
- c. In such cases where the General Manager desires to use a Ticket, the District Board of 41 of 60

<b>Policy No.:</b> <del>P-200-19-1</del>	<b>Policy Title:</b> Ticket Distribution
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Directors hereby authorizes the General Manager’s authorized designee to exercise the District’s sole discretion in determining whether the General Manager’s use or behest of the Ticket is in accordance with the terms of this Policy.

**6. Transfer, Sale, and Reimbursement Prohibitions**

The transfer by any District Official of any Ticket, distributed to such District Official pursuant to this Policy, to any other person, except to members of the District Official’s Immediate Family for their personal use, is prohibited. No person receiving a Ticket pursuant to this Policy shall be permitted to sell, receive reimbursement for the value of, or further transfer any Ticket.

**7. Return of Tickets**

Any District Official or any member of the District Official’s Immediate Family, or any person or entity receiving a Ticket at the behest of any District Official, may return any unused Ticket to the General Manager or authorized designee for redistribution pursuant to this Policy, provided such Ticket(s) is/are returned prior to the event taking place. A District Official is not required to report on FPPC Form 802 any Ticket returned pursuant to this Section prior to the event taking place. Any Ticket returned unused but after the event has taken place shall be deemed to have been used by the recipient and shall be reported as such on FPPC Form 802.

**8. Website Posting**

This Policy shall be posted on the District website in a prominent fashion.

**9. Website Disclosure**

The distribution of a Ticket pursuant to this Policy shall be posted on the District website in a prominent fashion within forty-five (45) days after the Ticket distribution. Such posting shall use FPPC Form 802 or such alternate form as from time to time the FPPC may designate, and in accordance with the reporting requirements specified under FPPC Regulation 18944.1(d). The link on the District’s website that displays the form shall be sent by e-mail to the FPPC so that it may post the website link. These forms must be maintained as public records and are subject to inspection and copying under Government Code Section 81008(a).

<u>Policy is current and no changes need to be adopted by the Board of Directors.</u> <u>Status Quo Chronology:</u>	
<b><u>Date Adopted:</u></b>	
<b><u>November 5, 2019</u></b>	
<u>Reviewed by</u> <u>Committee or Board:</u>	<u>Date:</u>
<b><u>Board</u></b>	<b><u>August 1, 2023</u></b>



**TITLE:** Affirm No Changes to Election and Rotation of Board Officers Policy

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Motion, affirmation of no changes to the Election and Rotation of Board Officers policy.

**DISCUSSION:**

All District policies are reviewed on a rotating four-year cycle to ensure that they remain current and that the Board seated at the time continues to concur with that policy. Staff recently reviewed the Election and Rotation of Board Officers policy (P100-19-3) and recommends no changes. The current policy with updated review history is attached. If affirmed, the policy will be scheduled for subsequent review in 2027.

Originating Department: Administrative Services	Contact: N. Genzale/C. Atwood	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Marked-up Election and Rotation of Board Officers Policy	
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# Policy

<b>Policy No.</b> <del>P100-19-3</del>	<b>Type of Policy:</b> Board Business
<b>Policy Title:</b> Election and Rotation of Board Officers	
<b>Policy Description:</b> Election of Board President and Vice President on District Board	
<b>Approval Date:</b> 4/7/2015	<b>Last Review Date:</b> <del>2019</del> <u>2023</u>
<b>Approval Resolution No.:</b> 19-15	<b>Next Review Date:</b> <del>2023</del> <u>2027</u>
<b>Rescinded Resolution No.:</b> 45-04	<b>Rescinded Resolution Date:</b> 8/17/2004

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

1. The election of Board officers, (President, Vice President), shall take place annually:  
The President shall be elected first, the Vice President second, each by separate motion.
2. The election of Board officers shall occur on:
  - a. In an election year, at the first regular Board Meeting after elected Boardmembers are sworn in.
  - b. In a non-election year, at the first regular Board meeting in December.
3. The President and Vice President must have been elected to the Board of Directors rather than appointed.
4. Eligibility for the office of President and Vice President occurs twelve (12) months following first election to the Board of Directors. (Assuming continuous service since first election.)
5. PRESIDENT:
  - a. The Vice President is the President-elect under normal rotation.
  - b. The elected member who has served the longest on the Board (in continuous service) without ever serving as President and who meets the requirements Nos. 3 and 4 above, shall rotate to the Presidency.
  - c. If all elected members of the Board have been President, the elected member who has served the longest on the Board (in continuous service) since last being President, and who meets the requirements Nos. 3 and 4 above, shall rotate to the Presidency.

Policy No. <del>P100-19-3</del>	Policy Title: Election and Rotation of Board Officers
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6. VICE PRESIDENT:
- a. When the position of the President is filled, the elected member next in line shall be rotated to the position of Vice President in accordance with criteria 6(b) and 6(c).
  - b. The elected member of the Board of Directors who has served longest on the Board (in continuous service) without ever serving as President and who meets requirements Nos. 3 and 4 above, shall rotate to the Vice Presidency.
  - c. If all elected members of the Board have been President, the elected member who has served the longest on the Board (in continuous service) since last being President, and who meets requirements Nos. 3 and 4 above, shall rotate to the Vice Presidency.
7. If no member meets criteria 3, 4, 5, or 3, 4, and 6, or if there are members whose eligibility criteria are the same, then succession shall be determined by which member has served longest on the Board (in continuous service). If a tie still exists, the elected member who received the greatest number of votes at their last election shall be given preference in the rotation.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
<b>Date Adopted:</b>	
<b>April 7, 2015</b>	
Reviewed by Committee or Board:	Date:
<b>Board</b>	<b>October 1, 2019</b>
<u>Board</u>	<u>August 1, 2023</u>



**TITLE:** Affirm No Changes to Joint Powers Agency Rotation Policy

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Motion, affirmation of no changes to the Joint Powers Agency Rotation policy.

**DISCUSSION:**

All District policies are reviewed on a rotating four-year cycle to ensure that they remain current and that the Board seated at the time continues to concur with that policy. Staff recently reviewed the Joint Powers Agency Rotation policy (P100-19-4) and recommends no changes. The current policy with updated review history is attached. If affirmed, the policy will be scheduled for subsequent review in 2027.

Originating Department: Administrative Services	Contact: N. Genzale/C. Atwood	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Marked-up Joint Powers Agency Rotation Policy	
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# Policy

<b>Policy No.</b> <del>P100-19-4</del>	<b>Type of Policy:</b> Board Business
<b>Policy Title:</b> Joint Powers Agency Rotation	
<b>Policy Description:</b> Rotational Policy for District Directors Serving on Joint Powers Agencies' Boards of Directors	

<b>Approval Date:</b> 4/7/2015	<b>Last Review Date:</b> <del>2019</del> <u>2023</u>
<b>Approval Resolution No.:</b> 20-15	<b>Next Review Date:</b> <del>2023</del> <u>2027</u>
<b>Rescinded Resolution No.:</b> 46-04	<b>Rescinded Resolution Date:</b> 8/17/2004

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

- District Directors shall nominate, accept nomination, make seconds, and vote in a manner that causes the result specified in this policy.
- Except as provided herein, the District representatives to the board of a Joint Powers Agency (JPA) shall rotate between themselves the opportunity to hold the office of President (Chair) of the JPA board.
- When two District Directors are concurrently appointed to a JPA board, that District Director with greater tenure on the District Board shall first serve, when the opportunity arises, as President (Chair) or in a position which leads to President (Chair) of the JPA board. When tenure is equal on the District Board, the District Director elected by the greater total vote count in the most recent District election in which they stood election shall first serve, when the opportunity arises, as President (Chair) or in a position which leads to President (Chair) of the JPA board.
- In the event that one new representative of the District is appointed to a JPA board and in the further event that the remaining District representative to that JPA board has previously served as President (Chair) of that JPA board during that representative's current uninterrupted tenure on the District's Board, the new District representative shall first serve, when the opportunity arises, as President (Chair) or in a position which leads to President (Chair) of the JPA board. This shall apply provided that the new representative has served on the JPA Board for a period of at least one year at some time in the past when the opportunity arises.
- In the event that one new representative of the District is appointed to a JPA board and in the further event that the remaining District representative to that JPA board has never served as President (Chair) of that JPA board, the remaining District representative shall first serve, when the opportunity arises, as President (Chair) or in a position which leads to President (Chair) of the JPA board.

<b>Policy No.</b> <del>P100-19-4</del>	<b>Policy Title:</b> Joint Powers Agency Rotation
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6. On a JPA board where the Vice President (Vice Chair), or any other officer, ascends to President (Chair) automatically or by policy or practice of that JPA board, this policy shall apply to the selection of Vice President (Vice Chair), or any other officer, of that JPA board.
7. The District Director in-line for the President (Chair) or Vice President (Vice Chair) in accordance with this policy may decline that office. In that case, the terms of this policy shall apply as to the second Director.
8. To the extent this policy does not result in the intended result due to the votes of other members of the JPA board, the District’s representatives to the JPA shall report that outcome to the DSRSD Board.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
<b>Date Adopted:</b>	
<b>April 7, 2015</b>	
Reviewed by Committee or Board:	Date:
<b>Board</b>	<b>October 1, 2019</b>
<a href="#"><u>Board</u></a>	<a href="#"><u>August 1, 2023</u></a>



**TITLE:** Receive Progress Report on the Strategic Plan for Fiscal Years Ending 2022 and 2023

**RECOMMENDATION:**

Staff recommends the Board of Directors receive a progress report on the activities for fiscal years ending (FYE) 2022 and 2023 under the five-year Strategic Plan for FYE 2022–2026.

**DISCUSSION:**

On April 6, 2021, the Board of Directors approved the five-year Strategic Plan for FYE 2022–2026 (Attachment 1). The five-year Strategic Plan includes the following elements:

- District Mission Statement
- District Vision Statement
- District Core Values
- Strategic Goals, supported by targeted action items or milestones

The Strategic Goals typically are framed to address one or more of the following factors:

- Planned change or adaptation by the District in its policies, practices, and/or objectives
- Participation and decision-making by the Board in achieving the Strategic Goals, through policy and budget adoption
- Objectives of special importance and emphasis to the Board in the intermediate term, and with some level of specificity

Once the Board adopts the updated five-year Strategic Plan, goals, work activities and resources needed to implement the Strategic Plan are reflected in the following documents:

- Two-year operating budget
- Ten-year capital improvement program plan
- Two-year capital improvement budget

These financial planning documents are approved in the spring, shortly following adoption of the Strategic Plan. It should be noted that not all goals and milestones in the Strategic Plan are reflected in the new two-year operating budget and the two-year capital improvement budget, because some elements of the five-year Strategic Plan will be addressed in the work plans and budgets in the following two biennial budget cycles.

As part of the Strategic Plan’s approval resolution, the Board directed that staff provide an annual progress report on work activities for the Strategic Plan. The progress report for FYE 2022 and FYE 2023 (July 1, 2021, through June 30, 2023) on the nine strategic goals and related action items is included as Attachment 2.

The progress report includes a table for each of the nine goals and 26 action items. Each goal’s report includes a column for highlighting completed activities or achievements, a column to summarize work in progress, and a column for describing future activities over the next one to two years.

Following each DSRSD Board election cycle, the newly elected Board of Directors has an opportunity to update or reimagine the District’s five-year Strategic Plan. This review and update typically occurs early in odd numbered years. It should be noted that the Board approved an update to the Strategic Plan for FYE 2024–2028 on April 18, 2023, and that next year’s progress report will be for the first year of the Strategic Plan for FYE 2024–2028.

<b>Originating Department: Office of the General Manager</b>	<b>Contact: D. McIntyre</b>	<b>Legal Review: Not Required</b>
<b>Financial Review: Not Required</b>	<b>Cost and Funding Source: N/A</b>	
<b>Attachments:</b> <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)	<b>Attachment 1 – Adopted Strategic Plan for FYE 2022–2026</b> <b>Attachment 2 – Strategic Plan Progress Report for FYE 2022 and FYE 2023</b>	
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# STRATEGIC PLAN

FYE 2022 - 2026  
Updated April 2021

## STRATEGIC GOALS AND ACTION ITEMS

### Maintain our financial stability and sustainability

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

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

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

### Update our business practices and procedures

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

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

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

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

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

### Enhance our ability to respond to emergencies and maintain business continuity

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

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

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

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

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

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

## MISSION

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

## VISION

In our operations, financial practices, and public policies we always strive to be an effective and efficient organization. Our agency is nimble and resilient in navigating the challenges of our ever-changing industry. We relentlessly pursue incremental improvement, and to be seen as a leader of industry best management practices.



## DISTRICT CORE VALUES

The core values are simple key words that describe the values of the agency; they are accompanied by questions that are to be asked when major policy decisions are being considered to ascertain if the decision is in conformance to the stated values.

CORE VALUE	CORE VALUE QUESTION
Protect Public Health and the Environment	Does the decision protect public health and the environment?
Sustain Financial Stability	Does the decision sustain or contribute to the financial stability of the District?
Be Open and Transparent	Is the decision being made in an appropriately open and transparent manner and has it considered public input?
Fairness, Respect, Honesty, and Ethics	Does the decision treat all concerned fairly, respectfully, honestly, and ethically?
Operate Safely	Does the decision promote a safe environment for the community and the workforce?
Provide High Quality Customer Service	Does the decision reflect high quality customer service?
Provide Sustainable, Efficient, Reliable, and Secure Services	Does the decision maintain or enhance the District's sustainability, efficiency, reliability, and security?
Perform at a High Standard	Does the decision or action lead to a high performing, highly qualified, motivated, safe, and innovative workforce and an adaptable organization?

**Goal #1: Maintain our financial stability and sustainability:**

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

Completed	In Progress	Future Activities
<p>A. Adopted FYE 2024 and FYE 2025 Operating Budget with updated 10-year Financial Planning Model, incorporating recommendations of new rate studies and Operations Workforce Study.</p> <p>B. Adopted the 2-year CIP Budget and 10-year CIP Plan using data gathered through past projects and CSAM (formerly Lucity) to balance cash flow with replacement needs.</p> <p>C. Adopted 2023 Local and Regional Wastewater Rate Study and 5-year rate program.</p> <p>D. Completed a 2021 refinancing of LAVMWA debt as treasurer with total net present value savings of \$9.6 million.</p> <p>E. Adopted new Water Capacity Reserve Fees in April 2022.</p> <p>F. Completed the Classification and Compensation Study and negotiated new 4-year Memoranda of Understanding with bargaining units.</p> <p>G. Replaced 8,000 feet of cast-iron water pipeline in Camp Parks.</p> <p>H. Lined the remaining unlined portion of the East Dublin Trunk Sewer.</p> <p>I. Completed the Primary Sedimentation Expansion and Improvements Project.</p>	<p>A. Replacing 12,000 feet of water line in the Canterbury/Wineberry neighborhood.</p> <p>B. Reducing struvite buildup with the implementation of the Alum Addition Project to reduce future maintenance costs.</p> <p>C. Conducting a Water Rate Study for CY 2024 – CY 2028, including staged conservation rates and new recycled water rates.</p> <p>D. Completing an Energy Master Plan and an Energy policy and creating projects to improve energy efficiency where feasible.</p>	<p>A. Update District’s Financial Reserves policy.</p> <p>B. Update the Local and Regional Capacity Reserve Fee in 2024.</p> <p>C. Update the Water Capacity Reserve Fee in 2024.</p> <p>D. Complete an Engineering, Laboratory, and Overhead Study in 2024.</p> <p>E. Update the Engineering plan check and inspection fee program in 2024.</p>

## FYE 2022 – FYE 2026 Five-Year Strategic Plan Progress Report (FYE 2022 and FYE 2023)

### Goal #2: Make additional investment in information systems that provide a strong return on investment:

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

Completed	In Progress	Future Activities
<p>A. Implemented the Tyler Munis software system for Finance.</p> <p>B. Migrated Board agenda packets and minutes into OnBase electronic records management system.</p> <p>C. Replaced network backup system to provide better protection from ransomware, natural disasters, and operational failings.</p> <p>D. Migrated the District intranet to Microsoft 365 SharePoint online to provide better format and easier access to information from any District device.</p> <p>E. Automated backup for all laboratory data.</p> <p>F. Implemented version control of all laboratory forms using OnBase.</p> <p>G. Upgraded the power monitoring software.</p> <p>H. Upgraded the building management software.</p> <p>I. Upgraded the facility access control security software.</p> <p>J. Expanded and enhanced the business network and WiFi hotspots throughout District facilities.</p> <p>K. Implemented EnerGov to provide for remote development plan review, fee collection, permitting, and inspection services.</p> <p>L. Installed a SCADA dashboard software.</p>	<p>A. Implementing the Tyler Munis system for Utility Billing and Cashiering.</p> <p>B. Migrating joint powers authority and partner agreements, contracts, regulatory permits recruitment records, and public affairs documents into the OnBase.</p> <p>C. Expanding the use of CSAM (formerly Lucity) Mobile technology to Field Operations for full benefit of the field technology and providing training.</p> <p>D. Advancing on the WWTP SCADA Improvements Project.</p> <p>E. Conducting a Security Awareness Proficiency Assessment.</p> <p>F. Upgrading the video monitoring and recording software.</p> <p>G. Migrating closed CIP project files to OnBase.</p> <p>H. Implementing records retention module in OnBase.</p>	<p>A. Implement a Tyler Munis Capital Asset Module and evaluate workflow for Accounts Payable and Payroll.</p> <p>B. Convert safety incident forms to OnBase.</p> <p>C. Upgrade Laboratory Information Management System to meet new State regulations.</p> <p>D. Establish communications protocol for Microsoft 365 online environment.</p> <p>E. Update the 5-year Information Technology Master Plan.</p> <p>F. Update the external website for Board meeting video postings.</p> <p>G. Upgrade the DSRSD website.</p> <p>H. Implement the OnBase compliance tracking application for regulatory requirements.</p> <p>I. Develop enhanced data view for integrated business data and SCADA systems using the SCADA dashboard software.</p>

## FYE 2022 – FYE 2026 Five-Year Strategic Plan Progress Report (FYE 2022 and FYE 2023)

### Goal #3: Update our business practices and procedures:

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

Completed	In Progress	Future Activities
<p>A. Executed a 3-year interim agreement with EBMUD and DERWA to address near-term issues and set framework for future negotiations on a comprehensive update of the DERWA Agreements in 2024.</p> <p>B. Completed a safety training matrix and updated the following Safety Programs: Wildfire Smoke, New Employee Safety Orientation (NESO), Fall Protection Program, Chemical Hygiene Plan, Lockout/Tagout Program, Confined Space, Contractor Safety, and Electrical Safety.</p> <p>C. Converted Pleasanton portion of Dublin Trunkline to a Regional Facility, providing Pleasanton resources for maintenance.</p> <p>D. Took on DERWA Authority Manager role and program administration responsibilities.</p> <p>E. Completed arc flash studies for all Field Operations sites, LAVWMA, WWTP, and DERWA.</p> <p>F. Created a complete and uniform set of electrical single line and elevation drawings for all switchgear and motor control centers for WWTP and DERWA.</p>	<p>A. Transitioning to electronic work requests and capturing new equipment information electronically through CSAM (formerly Lucity) Mobile.</p> <p>B. Creating and implementing a quality system within the laboratory that meets the State’s upcoming laboratory standards.</p> <p>C. Updating the Injury and Illness Prevention Program.</p> <p>D. Scanning hard copies of electrical and instrumentation and control red-lined drawings and uploading to OnBase as versions of existing record drawings.</p>	<p>A. Streamline LAVWMA Quarterly Operations Reports to be implemented by 2024.</p> <p>B. Complete a comprehensive review of Pleasanton-DSRSD Wastewater Service Agreements and initiate negotiations on a consolidated Amended and Restated Agreement in 2024.</p> <p>C. Perform a comprehensive review and negotiate updates of the LAVWMA Operations Agreement and LAVWMA JPA Agreement by end of 2024.</p> <p>D. Explore a mutual aid agreement regarding cybersecurity attacks with other Tri-Valley utilities.</p> <p>E. Negotiate an update to the Zone 7 Water Supply Agreement.</p>

**FYE 2022 – FYE 2026 Five-Year Strategic Plan Progress Report (FYE 2022 and FYE 2023)**

**Goal #4: Develop a fully integrated Asset Management Program to guide the District’s business decisions:**

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

Completed	In Progress	Future Activities
<p>A. Trained all operations staff on the mobile version of the District’s Computerized Maintenance Management System (CSAM) (formerly Lucity).</p> <p>B. Determined most critical wastewater treatment process equipment to develop more efficient preventative maintenance schedules.</p> <p>C. Installed predictive vibration monitoring sensors as a pilot program on several motors at the WWTP, DERWA, LAVWMA, and Water Distribution Pump Stations to predict unexpected failures.</p> <p>D. Updated the Asset Replacement Model unit costs for the water distribution system and collection system as part of the CIP budgeting process.</p> <p>E. Used CSAM to electronically schedule preventative maintenance by location and crew.</p> <p>F. Completed water system valves replacement backlog.</p> <p>G. Leveraged the PLC software and hardware maintenance contract to better track control system assets.</p>	<p>A. Adding assets into CSAM database: WWTP at 90% completion, Water Distribution System at 91% completion, LAVWMA at 93% completion, and recycled water plant at 90% completion.</p> <p>B. Completing electronic tagging of assets for faster preventative maintenance: WWTP at 80% completion, Water Distribution System at 40% completion, and recycled water plant assets underway.</p> <p>C. Implementing a handheld equipment monitoring system, to create a baseline to switch from preventative to predictive maintenance.</p> <p>D. Conducting pilot testing of CSAM to electronically schedule preventative maintenance by location and crew.</p> <p>E. Converting Automated Metering Infrastructure from Logics to Analytics to provide for more frequent meter reading data.</p>	<p>A. Conduct ongoing long-range planning to better integrate and optimize operating strategies and capital rehabilitation/replacement strategies. This is a decade long rethinking of our business processes.</p>

**FYE 2022 – FYE 2026 Five-Year Strategic Plan Progress Report (FYE 2022 and FYE 2023)**

**Goal #5: Enhance the leadership, professional, and technical skills of the District’s staff to meet the challenges of staffing transitions over the next five years:**

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

Completed	In Progress	Future Activities
<p>A. Participated in the FY 2022 and FY 2023 Alameda County Leadership Academy.</p> <p>B. Assigned a dozen staff to extended (2–3 months) acting assignments for lead, supervisory, and technical roles throughout the District to provide a “learn by doing” opportunity.</p> <p>C. Completed an Operations Workforce Study.</p> <p>D. Completed an Employee Survey in September 2022.</p> <p>E. Conducted a fourth (virtual) Employee Academy to enhance onboarding for new employees.</p> <p>F. Utilized frontline subject matter experts for presentations to the 2022 Citizens Water Academy to enhance their communications skills.</p> <p>G. Provided HR training to various staff to enhance skills.</p> <p>H. Recruited 43 new employees and promoted 43 employees.</p> <p>I. Completed 3 hours of baseline NIMS training for emergency preparedness for all District employees.</p> <p>J. Implemented Target Solutions as safety learning platform and assigned over 1800 safety training modules to staff.</p> <p>K. Created first-line supervisor positions in key divisions for more leadership opportunities and succession planning throughout the District.</p>	<p>A. Creating DSRSD’s Professional and Leadership Skills Program (branded as Career, Opportunity, Readiness, Elevate or “C.O.R.E.”) to launch in September 2023 with structured annual training program tracks for (1) all employees, (2) all leads/seniors, and (3) all supervisors/managers.</p> <p>B. Hosting internal, onsite training academy for senior and lead staff in the fall or winter of 2023.</p> <p>C. Expanding emergency preparedness training to include intermediate NIMS training and tabletop exercises in the fall of 2023.</p> <p>D. Creating a new Intranet platform to share professional organization membership networking and training opportunities across the organization (CASA, ACWA, CSDA, CWEA, etc.).</p> <p>E. Implementing recommendations in the Operations Workforce Study, which include adding new positions that were approved by the Board in the FYE 2024 and FYE 2025 Operating Budget.</p>	<p>A. Provide advanced training in 2024 for Emergency Operations Center staff (40 hours training for 24 staff).</p> <p>B. Perform a second round of tabletop exercises in 2024.</p> <p>C. Explore additional partnership opportunities with local agencies for increasing availability of or access to training and development opportunities.</p>



## FYE 2022 – FYE 2026 Five-Year Strategic Plan Progress Report (FYE 2022 and FYE 2023)

### Goal #6: Enhance our ability to respond to emergencies and maintain business continuity:

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

Completed	In Progress	Future Activities
<p>A. Installed 2 stationary emergency generators and upgraded electrical system at 6 water distribution pump stations to accommodate 5 new portable emergency generators for the water distribution system.</p> <p>B. Implemented standby rotation for weekend and holiday coverage in Mechanical Maintenance and IC&amp;E Divisions.</p> <p>C. Completed basic FEMA/NIMS disaster training for all DSRSD employees.</p> <p>D. Established program to maintain redundancy by incorporating emergency response curriculum into the New Employee Safety Orientation (NESO) and manager onboarding package.</p> <p>E. Upgraded electrical connectors at all locations that can use a portable generator to facilitate easier and safer connections and posted an SOP for connecting the portable generators at all locations.</p> <p>F. Cleaned out and replenished the emergency supply cache at the WWTP and placed on inspection rotation.</p>	<p>A. Assigning Special Assistant to GM to coordinate emergency preparedness.</p> <p>B. Conducting annual update of Emergency Response Plan.</p> <p>C. Coordinating District-wide National Incident Management Systems (NIMS/ICS) training and exercises.</p> <p>D. Pending approval of Tri-Valley Hazard Mitigation Plan. Public comment period completed.</p> <p>E. Coordinating training on Alameda County Virtual Emergency Operations Center mutual aid system by Veoci.</p> <p>F. Facilitating partnerships between DSRSD, City of Dublin, and Alameda County on emergency operations.</p> <p>G. Expanding critical parts inventories.</p> <p>H. Upgrading electrical system at remaining water distribution pump stations to facilitate portable emergency generator connection.</p> <p>I. Updating emergency supply caches at DO and FOF by the fall of 2023.</p> <p>J. Updating P25 radios to new TDMA communication frequency for continuation of communications with local mutual aid partners by July 2023.</p>	<p>A. Incorporate power shutoff procedures in the Emergency Procedures Manual.</p> <p>B. Complete advanced FEMA/NIMS disaster training for 24 EOC staff and 12 Incident Commanders in 2024.</p> <p>C. Complete a Laboratory Continuity of Operations Plan.</p> <p>D. Perform a tabletop exercise in coordination with City of Dublin.</p> <p>E. Complete evacuation drills in the fall of 2023 and spring of 2024.</p> <p>F. Initiate quarterly radio checks and test calls, to begin in September 2023.</p> <p>G. Retain consultant to review/update emergency action plans and to develop/implement staff training and exercises.</p> <p>H. Provide continuous communications and training to all staff for personal emergency preparedness, as part of Disaster Service Worker readiness.</p>

**FYE 2022 – FYE 2026 Five-Year Strategic Plan Progress Report (FYE 2022 and FYE 2023)**

**Goal #7: Meet the objectives of the District’s water supply policy by developing and implementing an integrated recycled and potable water program:**

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

Completed	In Progress	Future Activities
<p>A. Operated a new wastewater diversion intertie with Central San, providing 0.7 MGD of supplemental wastewater supply during peak summer months to DERWA in 2021.</p> <p>B. Successfully piloted using storage at the WWTP to maximize supply for DERWA during summer peaks.</p> <p>C. Completed a Phase 1 feasibility study for a Regional Purified Water Pilot Project in partnership with ACWD and other Bay Area water and wastewater agencies and a Phase 2 agreement with six agencies for public engagement and grant funding.</p> <p>D. Collaborated with Zone 7 and other retailers to complete Phase 1: Foundational Education of the Tri-Valley Water Reliability Public Information Program.</p> <p>E. Executed an agreement to extend District’s option to purchase Zone 7’s Mocho Well No. 4 to January 1, 2027.</p> <p>F. Approved agreement and improved temporary connections for EBMUD/DSRSD intertie maintenance test, to allow for delivery of Zone 7 water via EBMUD’s water system.</p>	<p>A. Starting Phase 2 of Regional Purified Water Pilot Project (public outreach and exploration of grant opportunities) in the fall of 2023.</p> <p>B. Supporting Zone 7 and other Tri-Valley retailers to conduct public outreach on the need to bolster the Tri-Valley’s water supply, storage, and conveyance systems.</p> <p>C. Providing technical support for DERWA’s Recycled Water Supply and Operations Plan Update that will be completed in early 2024.</p> <p>D. Collaborating on an update of the Tri-Valley Water Partners web page with all Tri-Valley water agencies as a joint public outreach/information platform.</p> <p>E. Beginning a project to upgrade equipment at Holding Basin 4 to make the pilot project permanent at the WWTP to maximize supply for DERWA during summer peaks.</p> <p>F. Issuing a Water Conservation Master Plan RFP.</p>	<p>A. Hold Liaison Committee meetings with other agencies on an annual basis, to discuss future joint initiatives in support of a resilient water supply.</p>

**FYE 2022 – FYE 2026 Five-Year Strategic Plan Progress Report (FYE 2022 and FYE 2023)**

**Goal #8: Develop a long-term strategy to ensure greater energy efficiency and reliability for the District:**

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

Completed	In Progress	Future Activities
<p>A. Presented Phase 1 of the comprehensive (once in a generation) District-wide Energy Master Plan Study to Board.</p> <p>B. Implemented low-cost energy system improvements, including WWTP aeration controls, Cogeneration Engine #2 fuel and ignition upgrade, rebuild of WWTP influent pump #3, and modifications to the LAVWMA time of use and scheduling of pumps.</p> <p>C. Submitted Bay Area Air Quality Management District (BAAQMD) permit application to update permit for expanded treatment processes, FOG receiving station, and new biogas flares.</p>	<p>A. Completing an Energy policy and an Energy Master Plan in 2023.</p> <p>B. Preparing a WWTP Electrical System Master Plan for completion in 2023.</p> <p>C. Designing new Biogas Treatment System to handle future gas production.</p> <p>D. Developing FOG program and procedures.</p> <p>E. Adding more power monitoring devices at key locations within the WWTP and DERWA to better track energy and power usage.</p> <p>F. Improving aeration process at WWTP to reduce electrical demands.</p>	<p>A. Complete an Energy Facilities Plan in FYE 2024</p> <p>B. Implement Energy Facilities Plan in 2024–2034, as part of a new 10-Year CIP Plan.</p>

**FYE 2022 – FYE 2026 Five-Year Strategic Plan Progress Report (FYE 2022 and FYE 2023)**

<b>Goal #9: Collaborate with partner agencies to monitor evolving regulatory requirements for constituents of emerging concern and explore potential compliance and mitigation strategies.</b>		
<b>Completed</b>	<b>In Progress</b>	<b>Future Activities</b>
<ul style="list-style-type: none"> <li>A. Included nutrient removal and dewatering projects in the CIP Plan in anticipation of regulatory requirements.</li> <li>B. Completed Phase 1 of the BACWA (Bay Area Clean Water Agencies) Wastewater Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS) Study.</li> <li>C. Supported legislative and grant funding efforts for Zone 7 implementation of PFAS treatment facilities to meet future PFAS regulations.</li> </ul>	<ul style="list-style-type: none"> <li>A. Participating in Phase 2 of the BACWA Wastewater PFAS Study.</li> <li>B. Notifying governing boards of agencies we serve of PFAS in water supplied.</li> </ul>	<ul style="list-style-type: none"> <li>A. Attend ACWA and CASA conferences and actively participate/comment on future legislation.</li> </ul>