

# AGENDA

## NOTICE OF REGULAR MEETING

**TIME:** 6 p.m.

**DATE:** Tuesday, August 15, 2023

**PLACE:** Regular Meeting Place  
7051 Dublin Boulevard, Dublin, CA  
www.dsrds.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 August 1, 2023  
**Recommended Action:** Approve by Motion
  - 7.B. Accept Regular and Recurring Reports: Treasurer's Report, Outstanding Receivables Report, and Employee Reimbursements Greater than \$100  
**Recommended Action:** Accept by Motion
  - 7.C. Approve Amendment to the Capital Improvement Program Ten-Year Plan and Two-Year Budget for Fiscal Years 2024 and 2025 to Add the Fiscal Year 2024 Fleet 2 – Ford F-250 (Qty 4) & Ford Escape Hybrid (Qty 2) (CIP 24-A030) and Fiscal Year 2024 Fleet 4 – Water Valve Truck (CIP 24-A033) Projects and Authorize the General Manager to Execute a Purchase Order with Concord Ford for the Purchase of Two Ford Escape Hybrid and Four Ford F-250 Vehicles  
**Recommended Action:** Approve by Resolution and Approve by Motion

- 7.D. Approve Continuation of Emergency Action Procurement by General Manager for Repair of the LAVWMA Livermore Interceptor Pipeline and Find that the Need for the LAVWMA Livermore Interceptor Pipeline Emergency Still Exists  
**Recommended Action:** Approve by Motion
- 7.E. Affirm No Changes to Annexation and Utility Extension Policy  
**Recommended Action:** Approve by Motion
- 7.F. Approve Revised General Manager Classification Description  
**Recommended Action:** Approve by Resolution
- 7.G. Approve Health Insurance Contribution for Calendar Year 2024 for Stationary Engineers, Local 39; International Federation of Professional and Technical Employees, Local 21; Mid-Management Employees' Bargaining Unit; Unrepresented Employees; and General Manager  
**Recommended Action:** Approve by Resolution
- 8. BOARD BUSINESS
  - 8.A. Approve Health Insurance Maximum Contribution for Calendar Year 2024 for Board of Directors  
**Recommended Action:** Approve by Resolution
- 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 Appointment 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**

**August 1, 2023**

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting: President Georgean M. Vonheeder-Leopold, Vice President Ann Marie Johnson, Director Arun Goel, Director Dinesh Govindarao, and Director Richard M. Halket.

District staff present: Dan McIntyre, General Manager; Jan Lee, Assistant General Manager; Carol Atwood, Administrative Services Director/Treasurer; Steve Delight, Engineering Services Director/District Engineer; Maurice Atendido, Acting Operations Director; 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 consultant will continue to conduct testing of the Boardroom's new audiovisual system during Board meetings in preparation to record and live stream them later this year.

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

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

7. CONSENT CALENDAR

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

7.A. Approve Regular Meeting Minutes of July 18, 2023 – Approved

7.B. Approve Design Agreement with the Alameda County Transportation Commission Related to Dublin Boulevard – North Canyons Parkway Extension Project – Approved

Director Govindarao inquired about District funding of certain project services. Engineering Services Director Delight explained that the District portions are funded by the developer via the capacity reserve fees that the District collects.

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 – Approved

Director Govindarao asked for clarification on the approval process required for the emergency item. Engineering Services Director Delight explained that the item must be brought to the Board for approval at every regular Board meeting during the emergency's duration, per the District's Emergency Response Plan policy.

7.D. Affirm No Changes to Ticket Distribution Policy – Approved

7.E. Affirm No Changes to Election and Rotation of Board Officers Policy – Approved

7.F. Affirm No Changes to Joint Powers Agency Rotation Policy – Approved

8. BOARD BUSINESS

8.A. Receive Progress Report on the Strategic Plan for Fiscal Years Ending 2022 and 2023

General Manager McIntyre reviewed the item for the Board. He confirmed that the resources needed to support the Strategic Plan goals have been planned for in the Board's approved budget.

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 that he completed his anti-harassment training and submitted his completion certificate to Executive Services Supervisor/District Secretary Genzale. He also thanked President Vonheeder-Leopold for attending the State of the County Address by District 2 Supervisor Candace Anderson on his behalf on July 27.

Vice President Johnson submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the joint Alameda and Contra Costa County Special Districts Association chapter meeting hosted by DSRSD on July 31. She summarized the activities and discussions at the meetings.

President Vonheeder-Leopold submitted written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the State of the County Address by Candace Anderson on July 27 and the joint Alameda and Contra Costa County Special Districts Association chapter meeting. She summarized the activities and discussions at the meetings.

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 California Association of Sanitation Agencies is holding its annual conference on Wednesday, August 9 to Friday, August 11 in San Diego.
- Interim Operations Director Maurice Atendido is retiring from the District today. The Board and staff applauded his 15 years of spectacular service and leadership to the District. They wished him well in his new teaching career. Mr. Atendido thanked the Board and management for their support during his time at DSRSD.

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

10. CLOSED SESSION

At 6:19 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 7:29 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 7:30 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary



**TITLE:** Accept Regular and Recurring Reports: Treasurer's Report, Outstanding Receivables Report, and Employee Reimbursements Greater than \$100

**RECOMMENDATION:**

Staff recommends the Board of Directors accept, by Motion, the regular and recurring reports: Treasurer's Report, Outstanding Receivables Report, and Employee Reimbursements Greater than \$100.

**DISCUSSION:**

To maximize openness and transparency and to allow the Board to be informed about key aspects of District business, the Board directed that various regular and recurring reports be presented for Board acceptance at regular intervals. The reports presented this month for acceptance are noted below and submitted as part of Attachment 1:

Ref Item B: Treasurer’s Report

The Treasurer’s Report as of June 30, 2023, is attached as required under Government Code §53646. The District portfolio of \$243,103,623 is in conformity with the investment policy and provides sufficient cash flow liquidity to meet the next six month’s expenses. This report is also available on the District’s Financial Information page.

Ref Item D: Outstanding Receivables Report

The receivable aging report denotes monies due to the District, exclusive of our Utility Billing process. The Sewer Connection Fee Program balance of \$34,494.99 represents installment loans to businesses for the payment of connection fees. In addition, the Outstanding Receivables Report represents all other monies due including LAVWMA (Livermore-Amador Valley Water Management Agency), DERWA (DSRSD-East Bay Municipal Utility District Recycled Water Authority), City of Pleasanton, and miscellaneous receivables. \$353,489.89 of the \$1,717,276.99 receivable balance is over 30 days in arrears as of 6/30/23.

Ref Item E: Employee and Director Reimbursements Greater than \$100

Per Government Code §53065.5, special districts shall, at least annually, disclose any reimbursement paid by the District within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. For fiscal year ending 2023, reimbursements over \$100 totaled \$52,939.90 for 66 District employees.

<b>Originating Department:</b> Administrative Services	<b>Contact:</b> C. Chen/C. Atwood	<b>Legal Review:</b> Not Required
<b>Financial Review:</b> Yes	<b>Cost and Funding Source:</b> N/A	
<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 – Summary of Regular and Recurring Reports</b>	
		6 of 60

## SUMMARY OF REGULAR AND RECURRING REPORTS

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

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

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

<sup>1</sup> To meet the 30-day reporting requirement, the Quarterly Treasurer’s Report (Ref B) will be included in (1) the General Manager Report to Board and the next Board meeting agenda packet, or (2) the next Board meeting agenda packet only. The report is also posted on the District website.

<sup>2</sup> Reimbursements also reported monthly in the Warrant List (Ref A).

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

**Dublin San Ramon Services District**  
**Treasurer's Report - Portfolio Management Summary**  
**As of: June 30, 2023**

Description	Face Amount/ Par Value	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	36,887,702.50	36,887,702.50	36,887,702.50	16.40%	100%	Yes	5.24%
Certificate of Deposit	4,500,000.00	4,285,945.56	4,500,000.00	2.00%	30%	Yes	2.16%
Corporate Bonds	28,500,000.00	26,082,156.70	28,500,000.00	12.67%	30%	Yes	1.30%
Federal Agency Callables	62,666,666.65	57,915,940.86	62,666,666.65	27.86%	100%	Yes	1.54%
LAIF - Operating	19,480,050.82	19,480,050.82	19,480,050.82	8.66%	100%	Yes	3.17%
Municipals	27,895,000.00	25,393,758.66	27,895,000.00	12.40%	100%	Yes	1.91%
US Treasuries	45,000,000.00	43,929,024.45	45,000,000.00	20.01%	100%	Yes	3.80%
<b>Total Investments</b>	<b>\$ 224,929,419.97</b>	<b>\$ 213,974,579.55</b>	<b>\$ 224,929,419.97</b>	<b>100.00%</b>			<b>2.73%</b>
Bank of America	18,174,203.05	18,174,203.05	18,174,203.05				
<b>Total Cash &amp; Investments</b>	<b>\$ 243,103,623.02</b>	<b>\$ 232,148,782.60</b>	<b>\$ 243,103,623.02</b>				<b>2.73%</b>

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

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

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Carol Atwood, Treasurer

**For comparison - prior quarter ending summary as 3/31/2023**

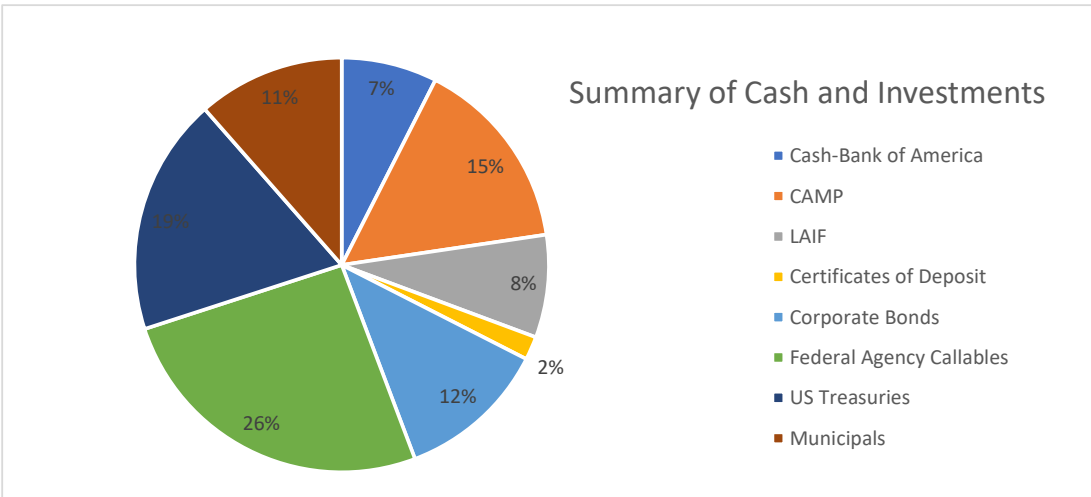
Description	Face Amount/ Par Value	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	36,420,207.84	36,420,207.84	36,420,207.84	15.81%	100%	Yes	4.800%
Certificate of Deposit	5,250,000.00	5,027,511.22	5,250,000.00	2.28%	30%	Yes	2.140%
Corporate Bonds	28,500,000.00	26,242,103.62	28,500,000.00	12.37%	30%	Yes	1.282%
Federal Agency Callables	62,666,666.65	58,184,556.84	62,666,666.65	27.20%	100%	Yes	1.481%
LAIF - Operating	19,349,763.00	19,349,763.00	19,349,763.00	8.40%	100%	Yes	2.740%
Money Market Funds	285,978.51	285,978.51	285,978.51	0.12%	100%	Yes	2.930%
Municipals	27,895,000.00	25,642,511.89	27,895,000.00	12.11%	100%	Yes	1.908%
US Treasuries	50,000,000.00	48,752,861.85	50,000,000.00	21.70%	100%	Yes	3.863%
<b>Total Investments</b>	<b>\$ 230,367,616.00</b>	<b>\$ 219,905,494.77</b>	<b>\$ 230,367,616.00</b>	<b>100.00%</b>			<b>2.643%</b>
Bank of America	10,524,512.48	10,524,512.48	10,524,512.48				
<b>Total Cash &amp; Investments</b>	<b>\$ 240,892,128.48</b>	<b>\$ 230,430,007.25</b>	<b>\$ 240,892,128.48</b>				<b>2.643%</b>

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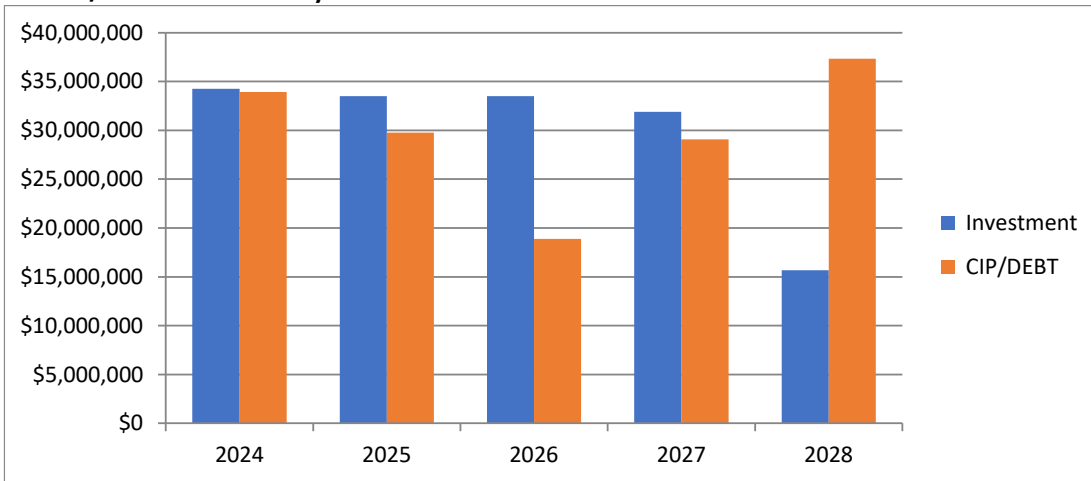


**Investment Review for : June 30, 2023**  
**Summary of Current Cash & Investments**

	Face Amount	% of Portfolio	Avg Maturity (in Years)	Avg Yield
Cash-Bank of America	\$ 18,174,203.05	7.48%		
CAMP	36,887,702.50	15.17%		5.24%
LAIF	19,480,050.82	8.01%		3.17%
Certificates of Deposit	4,500,000.00	1.85%	1.3	2.16%
Corporate Bonds	28,500,000.00	11.72%	3.0	1.30%
Federal Agency Callables	62,666,666.65	25.78%	2.6	1.54%
US Treasuries	45,000,000.00	18.51%	0.8	3.80%
Municipals	27,895,000.00	11.47%	3.3	1.91%
	<b>\$ 243,103,623.02</b>	<b>100.00%</b>	<b>1.8</b>	<b>2.73%</b>



**Investment / Cash needs next 5 years**



FYE	Investment	CIP/DEBT
2024	\$ 34,250,000.00	\$ 33,939,816.95
2025	\$ 33,500,000.00	\$ 29,751,048.33
2026	\$ 33,500,000.00	\$ 18,889,184.14
2027	\$ 31,895,000.00	\$ 29,064,474.67
2028	\$ 15,666,666.65	\$ 37,345,815.26
	<b>\$ 148,811,666.65</b>	<b>\$ 148,990,339.35</b>



Ref Item D: Outstanding Receivables Report

Accounts Receivable Customer Aging Summary  
 Dublin San Ramon Service District  
 AS of 6/30/2023

Customer Id	Customer Name	On Account/Credit	1 to 30 Days Past	30 to 60 Days Past	61 to 90 Days Past	91 to 120 Days Past	Over 120 Days Past
935	6938 SIERRA LLC	-	-	-	-	-	144.00
853	ACORN ONSITE, INC.	-	3,775.37	-	-	-	-
853	ACORN ONSITE, INC.	-	-	-	-	-	682.78
237	ALAMEDA CO GENERAL SERVICES	-	-	-	-	-	175.00
232	ALAMEDA CO PUBLIC WORKS AGENCY	-	1,314.52	-	-	-	175.80
1	ALAMEDA COUNTY	-	874.00	-	-	-	-
946	ANDERSON PACIFIC ENGINEERING	-	-	-	-	-	5,894.28
503	AUTOMOTIVE CONSULTANTS	-	-	-	-	-	181.50
666	AUTOPIA	-	-	-	-	-	135.00
179	AVALON BAY COMMUNITIES	-	-	-	-	-	438.00
687	BAAGAN RESTAURANT	-	-	-	-	-	132.00
472	BAY FAMILY DENTAL CARE	-	-	-	-	-	105.00
505	BLOSSOM BEE	-	-	-	-	-	135.00
868	BREEZE DENTAL GROUP	-	-	-	-	-	105.00
611	BROOKFIELD RESIDENTIAL	-	-	-	-	-	1,022.00
182	BURGER KING	-	-	-	-	-	135.00
234	CARL ZEISS INC.	-	-	-	-	-	1,275.00
596	CHENNAI GRILL	-	-	-	-	-	135.60
211	CHINA VILLAGE	-	-	-	-	-	120.00
279	CITY OF DUBLIN	-	-	-	-	-	7,382.63
27	CITY OF PLEASANTON	-	448,950.28	-	207,025.79	-	10,981.70
14	DERWA	(0.02)	381,290.63	4,831.85	-	60,596.53	8,406.75
713	DICK DAGGETT	(11.00)	-	-	-	-	-
931	DUBLIN ENDODONTICS	-	-	-	-	-	105.00
927	ELITE DENTAL & ORTHODONTICS	-	-	-	-	-	105.00
662	FALAFEL VILLAGE	-	-	-	-	-	132.00
610	FANFA, INC.	-	78.67	-	-	-	-
873	FOOTHILL HEATING & AIR CONDITION	-	-	-	-	-	568.00
620	GHILOTTI CONSTRUCTION COMPANY	-	-	38.00	-	-	-
426	G-JEN HSU, DDS	-	-	-	-	-	115.50
925	HOPYARD DENTAL CARE	-	-	-	-	-	105.00
41	J & M INC.	-	-	-	-	-	730.00
951	JENSEN LANDSCAPE	-	-	-	-	-	1,805.00
253	JOHNNY'S DONUTS	-	-	-	-	-	135.00
897	KAISER PERMANENTE FACILITY MEDICAL OFFICE - ADMIN	-	1,561.00	-	-	-	-
939	KELLY & SON	-	-	-	-	-	146.00
28	LAVWMA	-	508,344.98	-	-	-	-
691	LAZY DOG RESTAURANT & BAR	-	-	-	-	-	135.00
831	MAIN STREET PEDIATRIC	-	-	-	-	-	105.00
895	MAYFLOWER RESTAURANT	-	-	-	-	-	132.00
630	MCDONALDS	-	-	-	-	-	135.00
901	MCGUIRE AND HESTER	-	-	-	-	-	396.00
943	MICHELS CORPORATION	-	-	-	-	-	85.25

158 MOUNTAIN MIKE'S PIZZA	-	-	-	-	-	132.00
524 MR. PICKLES SANDWICH SHOP	-	-	-	-	-	120.00
674 NBC BAY AREA - KNTV	(3.67)	-	-	-	-	-
284 OUTBACK STEAKHOUSE	(120.00)	-	-	-	-	-
942 PACIFIC CONSTRUCTION	-	-	-	-	-	438.00
661 PACIFIC GAS AND ELECTRIC CO.	-	-	-	-	-	35,163.73
398 PAMIR CUISINE	(2.11)	-	-	-	-	-
923 PERFECT SMILES FAMILY DENTISTR	-	-	-	-	-	105.00
755 PG & E UTILITY	-	-	-	-	-	505.79
4 PRESIDENTIAL FIRE PROTECTION	-	-	-	-	-	158.00
947 R.V. STICH CONSTRUCTION INC.	-	-	-	-	-	1,957.00
794 ROIC CALIFORNIA, LLC	-	-	-	-	-	1,030.11
813 ROSSO ENVIRONMENTAL INC.	-	-	-	-	-	0.08
648 S & V, LLC	-	-	-	-	-	0.03
649 S & V, LLC	(0.20)	-	-	-	-	-
377 SAN RAMON GOLF CLUB	-	-	-	-	-	132.00
689 SERVICE KING COLLISION REPAIR	-	-	-	-	-	135.00
933 SHAPELL PROPERTIES	-	-	-	-	-	876.00
867 SIMPLY KABOB & PIZZA LLC	-	-	-	-	-	265.32
929 SMILE DESIGN DENTISTRY	-	-	-	-	-	105.00
552 SPRINT / T-MOBILE	(21,101.55)	-	-	-	-	-
560 SPROUT'S FARMERS MARKET #221	-	-	-	-	-	135.00
888 STARBUCKS COFFEE	-	-	-	-	-	132.00
903 STEVE'S EXCAVATING, INC.	-	-	-	-	-	264.00
861 SWAN ENGINEERING INC.	-	-	-	-	-	1,393.19
719 TEICHERT CONSTRUCTION	-	-	-	-	-	3,819.00
930 TRI-VALLEY DENTAL, INC.	-	-	-	-	-	105.00
928 TRI-VALLEY ENDODONTICS	-	-	-	-	-	105.00
32 U. S. DEPARTMENT OF JUSTICE	-	874.00	2,711.00	-	769.00	4,191.00
684 USAG CSTC	-	-	-	-	-	2,195.00
718 VINEYARD ESTATES MOBILE	(20.00)	-	-	-	-	-
396 YANAGI SUSHI & GRILL	(0.72)	-	-	-	-	-
234 ZEISS INNOVATION CENTER	-	874.00	-	-	-	-
464 ZHAO DENTAL CORPORATION	-	-	-	-	-	105.00
52 ZONE 7 WATER AGENCY	-	15,849.65	-	-	2,059.00	453.95
<b>Grand Total</b>	<b>(21,259.27)</b>	<b>1,363,787.10</b>	<b>7,580.85</b>	<b>207,025.79</b>	<b>63,424.53</b>	<b>96,717.99</b>

Note

(1) LAVVMA PAYMENT OF \$508,344.98 RECEIVED 8/4/23

(2) DERMA PAYMENTS OF \$371,382.63 RECEIVED 7/6/23

**Dublin San Ramon Services District  
Sewer Connection Fee Program as of 6/30/2023**

<b>Customer</b>	<b>Balance</b>
Stanforth Holding Co LLC/Hawaiian Grill	4,087.00
Stanforth Holding Co LLC/Dumpling Factory	9,401.80
Stanforth Holding Co LLC/Little Sheep Mongolian	7,918.38
Stanforth Holding Co LLC/Panera Bread	6,677.97
ROIC California LLC/T-4 Restaurant	<u>6,409.84</u>
<b>Total</b>	<b><u><u>34,494.99</u></u></b>

Ref Item E: Employee Reimbursements Over \$100

Dublin San Ramon Service District  
Employee Reimbursements over  
\$100 July 1, 2022 - June 30, 2023

Employee	CHECK NO	INVOICE NET	INVOICE DESCRIPTION	CHECK DATE
FLORENCE KHAW	202111	\$ 219.29	F. Khaw reimb exp. for Bluetooth headphone 3/25/23	4/13/2023
FLORENCE KHAW	202257	\$ 737.13	F Khaw reimb @ CWEA 04/2023	5/4/2023
<b>FLORENCE KHAW Total</b>		\$ 956.42		
LEA BLEVINS	201657	\$ 685.70	L. Blevins reimb @ casa 01/23	2/9/2023
<b>LEA BLEVINS Total</b>		\$ 685.70		
MATHEW MCGRATH	200291	\$ 260.00	M. MCGRATH REIMB EXP FOR GRADE D5 CERTIFICATION	9/8/2022
<b>MATHEW MCGRATH Total</b>		\$ 260.00		
MAURICE ATENDIDO	201655	\$ 119.73	M. Atendido reimb. claim for books purchas12/2022	2/9/2023
MAURICE ATENDIDO	200036	\$ 205.10	EMP REIMB EXP - Div 54 Staff Meeting	8/4/2022
MAURICE ATENDIDO	202011	\$ 498.00	M. Atendido reimb @ NV/2023 IEEE IAS ESW3/13-17/23	3/30/2023
<b>MAURICE ATENDIDO Total</b>		\$ 822.83		
MICHELLE GALLARDO	200120	\$ 223.03	M. GALLARDO REIMB EXP@CSRMA TRNG & MTG 8/9-8/11/22	8/18/2022
MICHELLE GALLARDO	201660	\$ 489.78	M. Gallardo Reimb-CSRMA 01/23	2/9/2023
MICHELLE GALLARDO	201062	\$ 1,774.32	CalPELRA Conference 11/15/2022	12/1/2022
<b>MICHELLE GALLARDO Total</b>		\$ 2,487.13		
SPENCER HALLIDAY	200179	\$ 120.00	Water Distribution Operator Certification	8/25/2022
SPENCER HALLIDAY	200286	\$ 120.00	S. HALLIDAY REIMB EXP FOR D3 DISTRIBUTION CERT.	9/8/2022
<b>SPENCER HALLIDAY Total</b>		\$ 240.00		
STEVE DELIGHT	202475	\$ 168.69	S. Delight reimb exp @ ACWA Monterey 05/2023	6/1/2023
STEVE DELIGHT	200175	\$ 230.00	CASA Annual Conference (August 10-12, 2022)	8/25/2022
STEVE DELIGHT	200234	\$ 245.00	Costco purchase for Division Meeting and BBQ	9/1/2022
STEVE DELIGHT	200042	\$ 367.02	Emp Reimb Denicas Meet & Greet breakfast	8/4/2022
<b>STEVE DELIGHT Total</b>		\$ 1,010.71		
TODD MILLISON	200123	\$ 250.00	Advanced Water Treatment Operator Grade 5	8/18/2022
TODD MILLISON	202207	\$ 815.94	T. Millison reimb exp @ CWEA Conf. San Diego 04/23	4/27/2023
<b>TODD MILLISON Total</b>		\$ 1,065.94		
VIRGILITO SEVILLA	200453	\$ 132.01	Michaels - Bldg A certificate wall cardstock	9/29/2022
VIRGILITO SEVILLA	202483	\$ 218.88	V. Sevilla reimb exp for A. Hume's hotel at CWEA	6/1/2023
VIRGILITO SEVILLA	202260	\$ 440.88	V Sevilla reimb @ CWEA 04/23	5/4/2023
<b>VIRGILITO SEVILLA Total</b>		\$ 791.77		
AARON CASTRO	202106	\$ 150.00	A. Castro reimb @ WTPO Grade IV 04/2023	4/13/2023
<b>AARON CASTRO Total</b>		\$ 150.00		
ANN MARIE JOHNSON	201757	\$ 132.65	A. M. Johnson reimb 11/29-12/01/22	2/23/2023
ANN MARIE JOHNSON	201757	\$ 1,478.44	A. M. Johnson reimb 11/29-12/02/22	2/23/2023
<b>ANN MARIE JOHNSON Total</b>		\$ 1,611.09		
ANTHONY HUME	202479	\$ 246.82	A. Hume reimb exp@CWEA 04/2023	6/1/2023
<b>ANTHONY HUME Total</b>		\$ 246.82		
AOMAR BAHLOUL	201543	\$ 162.75	MISAC Conference, Monterey CA Oct.22	1/26/2023
AOMAR BAHLOUL	202642	\$ 212.82	A. Bahloul reimb exp @ Cisco live conf 06/2023	6/22/2023
<b>AOMAR BAHLOUL Total</b>		\$ 375.57		
ARUP PAUL	201163	\$ 178.50	CWEA Sacramento Regional Wastewater 11/14/22	12/8/2022
ARUP PAUL	201403	\$ 215.00	Certificate Reimbursement 11/30/2022	1/5/2023
<b>ARUP PAUL Total</b>		\$ 393.50		
CAROL ATWOOD	202150	\$ 107.42	C. Atwood mileage exp reimb @ CDIAC training Mar23	4/20/2023
<b>CAROL ATWOOD Total</b>		\$ 107.42		
CHERL V SMITH	201164	\$ 123.75	CalPELRA Annual Training Conference Monterey 2022	12/8/2022
<b>CHERL V SMITH Total</b>		\$ 123.75		
CHRISTOPHER JULIAN WINN	202725	\$ 191.79	CJ Winn reimb exp@CWEA 06/2023	6/29/2023
<b>CHRISTOPHER JULIAN WINN Total</b>		\$ 191.79		
DAIRIAN D SILVA	201227	\$ 105.00	Certificate for Water Treatment Operator Nov.2022	12/15/2022
DAIRIAN D SILVA	201961	\$ 190.00	D. Silva cert reimb for WDO-D3	3/23/2023
<b>DAIRIAN D SILVA Total</b>		\$ 295.00		

DAN P PETTINICCHIO	202532	\$	276.19	D. Pettinichio reimb exp @ AWWA 4/2-4/5/23	6/8/2023
DAN P PETTINICCHIO	202368	\$	349.63	D Pettinichio reimb @ AWWA 10/23-26/2022	5/18/2023
<b>DAN P PETTINICCHIO Total</b>		\$	625.82		
DANIEL MCINTYRE	200989	\$	104.35	DSRSD Invitation Military Veterans	11/17/2022
DANIEL MCINTYRE	202714	\$	267.66	D McIntyre reimb exp ACWA 05/2023	6/29/2023
DANIEL MCINTYRE	200699	\$	632.49	ACWA Region 5 Program & Tours	10/20/2022
DANIEL MCINTYRE	200243	\$	1,151.99	CASA Annual Conference (August 10-12, 2022)	9/1/2022
<b>DANIEL MCINTYRE Total</b>		\$	2,156.49		
DAVE MONEY	202716	\$	215.64	D. Money reimb exp@CWEA 06/2023	6/29/2023
DAVE MONEY	201343	\$	387.00	CWEA Certification Reimb.Inv# 696302 Dave Money	12/29/2022
<b>DAVE MONEY Total</b>		\$	602.64		
DAVID M SHORT	202115	\$	125.00	D. Short reimb exp @ WWTP operator G1 cert.	4/13/2023
DAVID M SHORT	202954	\$	1,500.00	D. Short computer loan	7/27/2023
<b>DAVID M SHORT Total</b>		\$	1,625.00		
DESREE ANN MOLINA	202259	\$	601.37	D Molina reimb @ CWEA 04/2023	5/4/2023
<b>DESREE ANN MOLINA Total</b>		\$	601.37		
EFREN MONROY MAGANA	202717	\$	220.88	E. Monroy Magana reimb exp @ CWEA 06/2023	6/29/2023
<b>EFREN MONROY MAGANA Total</b>		\$	220.88		
EFREN T VILLAMOR	202261	\$	466.16	E Villamor reimb @ CWEA 04/23	5/4/2023
EFREN T VILLAMOR	202425	\$	1,500.00	E. Villamor COMPUTER LOAN 05/25/2023	5/25/2023
<b>EFREN T VILLAMOR Total</b>		\$	1,966.16		
GEORGEAN VONHEEDER-LEOPOLD	200246	\$	217.08	VONHEEDER REIMB EXP AT FALL STRATEGIC PLANNING	9/1/2022
GEORGEAN VONHEEDER-LEOPOLD	202262	\$	376.00	G Vonheeder hotel exp-Assoc CA Water Agencies10/22	5/4/2023
GEORGEAN VONHEEDER-LEOPOLD	200246	\$	530.83	VONHEEDER REIMB EXP AT 2022 SDA LEGISLATIVE MAY 22	9/1/2022
GEORGEAN VONHEEDER-LEOPOLD	200246	\$	687.82	VONHEEDER REIMB EXP AT 2021 CSDA 8/30 -9/2 2021	9/1/2022
GEORGEAN VONHEEDER-LEOPOLD	200634	\$	959.73	G.Vonheeder reimb. 08/22-city of Dublin Gala	10/13/2022
GEORGEAN VONHEEDER-LEOPOLD	200246	\$	1,089.08	G. VONHEEDER REIMB EXP AT CASA CONFERENCE AUG2021	9/1/2022
GEORGEAN VONHEEDER-LEOPOLD	202262	\$	1,502.81	G. Vonheeder reimb@CASA Washington DC 2/26-3/1/23	5/4/2023
GEORGEAN VONHEEDER-LEOPOLD	200295	\$	1,805.63	G. VONHEEDER REIMB EXP AT CASA 2/28 - 3/1/22	9/8/2022
<b>GEORGEAN VONHEEDER-LEOPOLD Total</b>		\$	7,168.98		
HORACIO MUNOZ GOMEZ	200047	\$	103.70	BUS EXP REIMB - Eligible Medical Reimbursement	8/4/2022
HORACIO MUNOZ GOMEZ	200451	\$	180.00	CWEA Grade 1 Certification Reimbursement Form	9/29/2022
HORACIO MUNOZ GOMEZ	201226	\$	215.25	CWEA Wastewater Regional - Sacramento Nov. 2022	12/15/2022
<b>HORACIO MUNOZ GOMEZ Total</b>		\$	498.95		
IRENE SUROSO	202895	\$	408.88	I. Suroso reimb-P.E. Lic renew and meeting 06/2023	7/20/2023
IRENE SUROSO	202310	\$	853.38	I Suroso reimb exp@CWEA conf 04/2023	5/11/2023
IRENE SUROSO	200929	\$	995.88	AWWA CA-NV Fall Conference-Sacramento	11/10/2022
<b>IRENE SUROSO Total</b>		\$	2,258.14		
ISIDRO LOPEZ	200927	\$	448.48	Tools for Shop Use	11/10/2022
<b>ISIDRO LOPEZ Total</b>		\$	448.48		
JACK D. KILLIAN	201280	\$	125.00	Certificate Reimb. Jack Killian 12/1/2022	12/22/2022
JACK D. KILLIAN	200833	\$	195.00	J. Killian reimb exp for CWEA Coll Sys Maint GR2	11/3/2022
<b>JACK D. KILLIAN Total</b>		\$	320.00		
JACLYN YEE	200636	\$	163.11	J. Yee reimb exp for Safety shoes-09/10/22	10/13/2022
<b>JACLYN YEE Total</b>		\$	163.11		
JASON CHING	202251	\$	571.34	J. Ching reimb exp @ cwea conf 04/2023	5/4/2023
<b>JASON CHING Total</b>		\$	571.34		
JASON LOU BERTACCHI	202729	\$	222.60	J Bertacchi reimb exp for eyewear 06/2023	6/29/2023
JASON LOU BERTACCHI	202197	\$	448.00	J. Bertacchi reimb exp@CWEA conf. 04/17-21/23	4/27/2023
<b>JASON LOU BERTACCHI Total</b>		\$	670.60		
JEFF CARSON	201443	\$	132.50	Jeff Carson Travel Expense Oct. 2022	1/12/2023
JEFF CARSON	200442	\$	205.38	WateReuse 2022 California Annual Conf - Sept 2022	9/29/2022
JEFF CARSON	202299	\$	399.23	J Carson reimb exp@AWWA conf Sacramento 03/2023	5/11/2023
<b>JEFF CARSON Total</b>		\$	737.11		
JEREMY A HENDRYX	202304	\$	191.00	J Hendryx reimb @ CRWA 04/2023	5/11/2023
JEREMY A HENDRYX	202364	\$	200.00	J Hendryx reimb exp. for Fuel 05/04/23	5/18/2023
<b>JEREMY A HENDRYX Total</b>		\$	391.00		
JIMMY PEREZ	201500	\$	200.00	Jimmy Perez CWEA Training Reimb. Nov. 2022	1/19/2023
<b>JIMMY PEREZ Total</b>		\$	200.00		

JOHN BAGAKIS	201216	\$	1,582.38	Crane Certification Renewal 2022	12/15/2022
<b>JOHN BAGAKIS Total</b>		\$	1,582.38		
JOHN CHALK	202014	\$	108.01	J. Chalk reimb for SWRCB D3 cert renew&postage	3/30/2023
JOHN CHALK	202360	\$	854.51	J Chalk reimb @ CRWA 04/2023	5/18/2023
<b>JOHN CHALK Total</b>		\$	962.52		
JONATHAN C HOWELL	202422	\$	258.60	J Howell reimb exp @ TPC training 05/03/23	5/25/2023
<b>JONATHAN C HOWELL Total</b>		\$	258.60		
JONATHAN PENAFLOR	200991	\$	188.66	ITS Training - 386 Pacific St. Monterey Travel	11/17/2022
<b>JONATHAN PENAFLOR Total</b>		\$	188.66		
JOSHUA GENTRY	202705	\$	200.00	J Gentry-cert reimb CWEA Collections G#2	6/29/2023
JOSHUA GENTRY	201704	\$	239.00	J. Gentry reimb @ AWWA 10/2023	2/16/2023
JOSHUA GENTRY	201704	\$	280.00	J. Gentry reimb @ driving school 09/2023	2/16/2023
JOSHUA GENTRY	202778	\$	315.00	J Gentry reimb exp @ AWWA 04/2023	7/6/2023
<b>JOSHUA GENTRY Total</b>		\$	1,034.00		
JOSHUA SANCHEZ	200245	\$	236.21	California SWRCB Water Distribution Grade D3 Cert	9/1/2022
JOSHUA SANCHEZ	200091	\$	411.00	SANCHEZ REIMB - MEALS & MILEAGE	8/11/2022
<b>JOSHUA SANCHEZ Total</b>		\$	647.21		
KAPIL MOHAN	202715	\$	731.18	K. Mohan reimb exp@CWEA conf 04/2023	6/29/2023
KAPIL MOHAN	200386	\$	1,500.00	K. MOHAN COMPUTER LOAN 09/22/2022	9/22/2022
<b>KAPIL MOHAN Total</b>		\$	2,231.18		
KARLA Y CASTRO	202250	\$	414.55	K. Castro reimb exp@CWEA conf Feb 2023	5/4/2023
<b>KARLA Y CASTRO Total</b>		\$	414.55		
KEVIN AVALOS	202195	\$	423.46	K. Avalos reimb exp@ Bio wtr process seminar 04/23	4/27/2023
<b>KEVIN AVALOS Total</b>		\$	423.46		
KEVIN T CURTIS	202199	\$	448.00	K. Curtis reimb exp@ cwea conf 04/17-21/23	4/27/2023
<b>KEVIN T CURTIS Total</b>		\$	448.00		
KRISTY S FOURNIER	202253	\$	238.90	K. Fournier reimb @CWEA 04/23	5/4/2023
<b>KRISTY S FOURNIER Total</b>		\$	238.90		
LEOBARDO SOLIS JR	201901	\$	100.88	L. Solis reimb @ TPC training 02/2023	3/16/2023
LEOBARDO SOLIS JR	202721	\$	713.36	Solis JR computer loan 06/29/23	6/29/2023
<b>LEOBARDO SOLIS JR Total</b>		\$	814.24		
LEON L LIM	202205	\$	454.05	L. Lim reimb exp @ CWEA conf. San Diego 04/23	4/27/2023
<b>LEON L LIM Total</b>		\$	454.05		
MARISOL RUBIO	200244	\$	310.39	M. RUBIO REIMB EXP ACWA CONFERENCE JULY 2022	9/1/2022
MARISOL RUBIO	200632	\$	361.76	M. RUBIO REIMB@CASA 2023-car rental,gas, rideshare	10/13/2022
<b>MARISOL RUBIO Total</b>		\$	672.15		
MICHELLE MCQUISTON	201162	\$	162.75	CalPELRA Annual Training Conference Monterey 2022	12/8/2022
<b>MICHELLE MCQUISTON Total</b>		\$	162.75		
NATHAN J MURPHY	202208	\$	393.00	N. Murphy reimb exp@CWEA conf 04/18-21/23	4/27/2023
<b>NATHAN J MURPHY Total</b>		\$	393.00		
PEREZ, ALEX	200015	\$	1,209.69	A. Perez COMPUTER LOAN 07/27/2022	7/27/2022
<b>PEREZ, ALEX Total</b>		\$	1,209.69		
RENE ESCOBAR-MENA	202945	\$	1,028.44	R Escobar reimb exp @ GFOA conf. 5/19-24/23	7/27/2023
<b>RENE ESCOBAR-MENA Total</b>		\$	1,028.44		
RENEE COLLINS	200758	\$	173.83	Monterey CA/MISAC Conference 10/22	10/27/2022
<b>RENEE COLLINS Total</b>		\$	173.83		
RICK VERNO LAWRENCE	202367	\$	438.59	R Lawrence reimb @ CRWA 04/2023	5/18/2023
<b>RICK VERNO LAWRENCE Total</b>		\$	438.59		
RYAN K PENDERGRAFT	202482	\$	806.70	R. Pendergraft reimb exp@ CWEA 04/2023	6/1/2023
<b>RYAN K PENDERGRAFT Total</b>		\$	806.70		
SAMANTHA KOEHLER	201159	\$	123.75	CalPELRA Annual Training Conference, Monterey 2022	12/8/2022
<b>SAMANTHA KOEHLER Total</b>		\$	123.75		
SHU-JAN LEE	201069	\$	125.00	Annual CalPELRA Training Conf Monterey 11/2022	12/1/2022
SHU-JAN LEE	202713	\$	189.66	J. Lee reimb exp @ ACWA 05/23	6/29/2023
SHU-JAN LEE	201708	\$	376.99	J Lee reimb @ CASA 01/2023	2/16/2023
<b>SHU-JAN LEE Total</b>		\$	691.65		
SINZEE TRAN	202723	\$	250.00	S. Tran-cert reimb WTO G3	6/29/2023
SINZEE TRAN	202724	\$	250.00	S. Tran-cert reimb WTO G#4	6/29/2023
<b>SINZEE TRAN Total</b>		\$	500.00		



SONNY D'AMICO	201218	\$	168.50	CWEA Wastewater Regional- Sacramento Nov.2022	12/15/2022
<b>SONNY D'AMICO Total</b>		\$	168.50		
STEFANIE OLSON	202308	\$	138.07	S Olson reimb exp@Backflow Re-cert. test 04/2023	5/11/2023
STEFANIE OLSON	200387	\$	150.00	Online Classes CWEA	9/22/2022
<b>STEFANIE OLSON Total</b>		\$	288.07		
SUKHPREET K MANN	202258	\$	410.74	S. Mann reimb exp@CWEA conf Feb 2023	5/4/2023
<b>SUKHPREET K MANN Total</b>		\$	410.74		
TIMOTHY LEE ODELL JOHNSON	202203	\$	195.00	T. Johnson cert reimb-Collection System Main. G2	4/27/2023
<b>TIMOTHY LEE ODELL JOHNSON Total</b>		\$	195.00		
TONY LEONARDO	201070	\$	1,500.00	T. LEONARDO COMPUTER LOAN 12/01/2022	12/1/2022
<b>TONY LEONARDO Total</b>		\$	1,500.00		
ZACHARY RUIZ	202720	\$	667.82	Z Ruiz reimb exp @ MISAC 06/2023	6/29/2023
ZACHARY RUIZ	200702	\$	769.96	MISAC CONFERENCE 2022-MONTEREY, CA	10/20/2022
<b>ZACHARY RUIZ Total</b>		\$	1,437.78		
<b>Grand Total</b>		\$	<u>52,939.90</u>		



**TITLE:** Approve Amendment to the Capital Improvement Program Ten-Year Plan and Two-Year Budget for Fiscal Years 2024 and 2025 to Add the Fiscal Year 2024 Fleet 2 – Ford F-250 (Qty 4) & Ford Escape Hybrid (Qty 2) (CIP 24-A030) and Fiscal Year 2024 Fleet 4 – Water Valve Truck (CIP 24-A033) Projects and Authorize the General Manager to Execute a Purchase Order with Concord Ford for the Purchase of Two Ford Escape Hybrid and Four Ford F-250 Vehicles

**RECOMMENDATION:**

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

1. Approve, by Resolution, an amendment to the Capital Improvement Program (CIP) Ten-Year Plan for Fiscal Years 2024 through 2033 and Two-Year Budget for Fiscal Years 2024 and 2025 to:
  - a. Add Fiscal Year 2024 Fleet 2 – Ford F-250 (Qty 4) & Ford Escape Hybrid (Qty 2) Project (CIP 24-A030).
  - b. Add Fiscal Year 2024 Fleet 4 – Water Valve Truck Project (CIP 24-A033).
2. Approve, by Motion, the purchase of two Ford Escape Hybrid and four Ford F-250 Vehicles from Concord Ford and authorize the General Manager to execute a purchase order with Concord Ford in the amount of \$408,435.24.

**SUMMARY:**

Staff is seeking Board approval to create two new CIP projects which will be used to fund the purchase of seven vehicles (six replacement and one additional vehicle). A summary of the project information is provided below. After a competitive bidding process, Concord Ford was selected for the purchase of two new Ford Escape Hybrid vehicles and four new Ford F-250 vehicles, and Towne Ford was selected for the purchase of the water valve truck vehicle. In addition to the vehicle cost, each vehicle will also require additional equipment and specialty modifications to meet District needs, resulting in the “vehicle cost” being lower than the “project cost” in the table below.

Project	Project Title	Vendor	Vehicle Cost	Project Cost	Fund Allocation
CIP 24-A030	FY24 Fleet 2 – Ford F-250 (Qty 4) & Ford Escape Hybrid (Qty 2)	Concord Ford	\$408,435.24	\$450,000	1% Local Wastewater (Fund 210) 46% Regional Wastewater (Fund 310) 53% Water Replacement (Fund 610)
CIP 24-A033	FY24 Fleet 4 – Water Valve Truck	Towne Ford	\$58,794.68	\$223,000	100% Water Replacement (Fund 610)

**DISCUSSION:**

The CIP Ten-Year Plan for Fiscal Years 2024 through 2033 and Two-Year Budget for Fiscal Years 2024 and 2025 includes both projects and programs approved by the Board on June 20, 2023. The Fleet Assets Program (CIP 00-A004) (Program), which sets aside annual funding to meet the District’s vehicle asset replacement requirements, is included in the current CIP budget with an adopted fiscal year 2024 budget of \$1,200,000 (Attachment 1). The Program’s fiscal year 2024 budget was developed to include replacement costs for nine vehicles and the purchase of two new vehicles. The proposed projects will accomplish replacement of six vehicles (two small-duty vehicles [Fleet Assets 64 and 70] and four medium-duty vehicles [Fleet Assets 71, 79, 86 and 88]) and the purchase of one new medium-duty vehicle.

<b>Originating Department:</b> Operations	<b>Contact:</b> J. Lee, J. Ching	<b>Legal Review:</b> Not Required
<b>Financial Review:</b> Not Required	<b>Cost and Funding Source:</b> \$408,435.24 for purchase of six vehicles from \$673,000 budgeted for two CIP projects as detailed in table above	
<b>Attachments:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	<b>Attachment 1 – Fleet Asset Program (CIP 00-A004)</b>	

Staff recommends two projects to be added to the CIP, both of which will be funded through the Fleet Assets Program (CIP 00-A004):

1. FY24 Fleet 2 – Ford F-250 (Qty 4) & Ford Escape Hybrid (Qty 2) (CIP 24-A030), which will fund the purchase of the two Ford Escape Hybrids and four F-250s along with a small contingency for supplemental vehicle equipment; and
2. FY24 Fleet 4 – Water Valve Truck (CIP 24-A033), which will fund the purchase of the one F-550 vehicle and specialty equipment to complete the water valve truck.

The Program’s budget is \$1,200,000, and two projects have already been funded by the Program this fiscal year (a total of \$251,700), leaving \$948,300 available. There is sufficient funding in the Program to fund the proposed new projects, which have a combined total of \$673,000.

**Vehicle Procurement:**

The Ford Escape Hybrid and Ford F-250 vehicles will replace vehicles in accordance with the District asset management guideline for fleet replacement, which is based on years of service and total mileage. While the existing vehicles are still serviceable, replacing these vehicles in a timely manner is essential to manage long-term maintenance costs.

On July 14, 2023, staff solicited Request for Proposals (RFP) for the purchase of two Ford Escape hybrid vehicles. On July 28, 2023, proposals for the two Ford Escape hybrid vehicles were received from two dealerships: Concord Ford and Towne Ford. The vehicles included in the proposal from Towne Ford did not meet the product specifications defined in the RFP, and therefore, was eliminated from consideration. Staff confirmed that the vehicles included in Concord Ford’s proposal met the requirements of the RFP. Concord Ford’s proposed cost of \$81,264.08 was also less than the original budget for these two vehicles (\$95,000). One Ford Escape Hybrid vehicle will be used by the Mechanical Maintenance Division to perform ongoing maintenance and repair work; and the other Ford Escape Hybrid will be used by Environmental Health and Safety staff to conduct routine environmental and safety operations.



**Ford Escape Hybrid**

On July 14, 2023, staff also solicited a separate RFP for four Ford F-250 vehicles. On July 28, 2023, proposals for the four Ford F-250s were received from three dealerships: Concord Ford, Corning Ford, and Towne Ford. Proposals were evaluated based on established criteria in the RFP, including price, product specifications, delivery commitment, and reputation. Based upon these criteria, Concord Ford was determined to best meet the District’s requirements. Whereas the proposal submitted by Concord Ford is 3 percent higher than the lowest-cost proposal, two of the vehicles offered by Concord Ford are available for immediate delivery. Concord Ford’s proposed cost of \$327,171.16 was also less than the original budget for these four vehicles (\$360,000). Two of the Ford F-250s will be used by the Field Operations Division to perform day-to-day operations of the water and recycled water distribution systems; and two Ford F-250s will be assigned to the Mechanical Maintenance and Instrumentation, Controls and Electrical divisions to perform ongoing maintenance and repair work for the various District facilities.



**Ford F-250**

On July 14, 2023, staff solicited an RFP for the purchase one Ford F-550 vehicle and subsequently selected a vendor whose proposal met the requirements of the RFP. The total cost for the new water valve truck consists of the vehicle, a Ford F-550, and the cost to purchase and install specialty lighting. The vehicle was previously awarded in fiscal year 2023, but the order was subsequently canceled by the manufacturer. The new water valve truck will be used by the Field Operations Division to complete valve-turning operations throughout the District's potable and recycled water distribution systems. All potable water valves are required to be operated at least once every five years in accordance with the District's Water System Operations & Maintenance Plan.

Based on the use of the proposed vehicles, the purchase order amount will be allocated 1 percent to Local Replacement (Fund 210), 46 percent to Regional Replacement (Fund 310), and 53 percent to Water Replacement (Fund 610). No fund limit adjustments are required as a result of the new projects, as funding was accounted for in the Program funding. Staff recommends authorizing the General Manager to issue a purchase order in the amount of \$408,435.24 to Concord Ford for two Ford Escape Hybrid and four Ford F-250 vehicles.

**Consideration of Vehicle Regulations:**

The California Air Resources Board recently approved the Advanced Clean Fleets (ACF) regulations in April 2023. The ACF regulations require local government agencies, such as the District, to ensure that at least 50 percent of its medium- and heavy-duty vehicle purchases are zero-emission vehicles beginning in 2024, and 100 percent of its medium- and heavy-duty vehicle purchases are zero-emissions by 2027. The Ford Escape Hybrids are classified as light-duty vehicles and therefore, not subject to these regulations. The four Ford F-250s and the new valve exercising truck are classified as medium-duty vehicles. Because the purchase of these vehicles will be completed in calendar year 2023, they will not be subject to the ACF regulations. Furthermore, even if the District desires to purchase zero-emission vehicles to replace the F-250s, there currently is not an equivalent available on the market. None of these vehicles will need to be replaced when the ACF regulations go into effect in 2024.

In accordance with the Strategic Plan, staff will update the fleet management program at the completion of the Energy Master Plan in order to capture future regulations as well as fleet asset management strategies.

## DSRSD CIP 10-Year Plan for FYEs 2024 through 2033

CATEGORY: GENERAL

Water Replacement (Fund 610)

### CIP No. 00-A004 Fleet Assets PROGRAM

Funding Allocation: 50% 610 30% 310 20% 210

**Project Manager:** Spencer Halliday

**Status:** New Program

#### Project Summary:

This program will set aside annual capital funding to meet the District's fleet asset requirements in future years. The District will use a comprehensive approach and follow best practice fleet operations to implement a cost effective fleet replacement program.

New fleet assets to be purchased over the two-year budget FYEs 24 and 25 include:

Ford 150 or equal

Street vacuum/sweeper truck

Fleet assets expected to be replaced over the two-year budget FYEs 24 and 25 include:

Fleet Asset 64: 2002 Ford Ranger

Fleet Asset 70: 2003 Honda Civic

Fleet Asset 71: 2003 Ford F250 w/ Utility Box

Fleet Asset 75: 2004 Ford F250 w/ Utility Box

Fleet Asset 79: 2004 Dodge Ram w/ Utility Box

Fleet Asset 86: 2008 Ford F350 Super Duty 4x4

Fleet Asset 88: 2008 Ford F350 SRW Super Duty

**Anticipated CEQA:** Not a project under CEQA [CEQA Guideline 15378]

**Reference:** Current vehicle asset inventory.

**Fund Allocation Basis:** Ratio based on department/function associated with each vehicle.

#### 10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	1,200,000	320,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	1,500,000

**Total Estimated Project Cost** \$5,420,000

Current Adopted Budget \$0

Increase/(Decrease) \$5,420,000

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AN AMENDMENT TO THE CAPITAL IMPROVEMENT PROGRAM TEN-YEAR PLAN FOR FISCAL YEARS 2024 THROUGH 2033 AND THE TWO-YEAR BUDGET FOR FISCAL YEARS 2024 AND 2025 TO ADD THE FISCAL YEAR 2024 FLEET 2 – FORD F-250 (QTY 4) & FORD ESCAPE (QTY 2) (CIP 24-A030) AND FISCAL YEAR 2024 FLEET 4 – WATER VALVE TRUCK (CIP 24-A033) PROJECTS

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WHEREAS, the Board of Directors approved the District’s Capital Improvement Program (“CIP”) Ten-Year Plan for Fiscal Years 2024 through 2033 (“CIP Plan”) on June 20, 2023, to serve as a budgetary planning document providing direction and guidance, in accordance with District policies, for the replacement and improvement of existing District facilities and the construction of new facilities; and

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

WHEREAS, the CIP Budget includes the Fleet Asset Program (CIP 00-A004) with an adopted fiscal year 2024 budget of \$1,200,000; and

WHEREAS, the District desires to replace and purchase vehicles outlined in the approved Fleet Asset Program; and

WHEREAS, staff recommends adding the Fiscal Year 2024 Fleet 2 – Ford F-250 (Qty 4) & Ford Escape (Qty 2) Project (CIP 24-A030) to the CIP for the procurement of two light-duty vehicles and four medium-duty vehicles; and

WHEREAS, the Fiscal Year 2024 Fleet 2 – Ford F-250 (Qty 4) & Ford Escape (Qty 2) Project (CIP 24-A030) shall be funded from the Fleet Asset Program (CIP 00-A004); and

WHEREAS, staff recommends adding the Fiscal Year 2024 Fleet 4 – Water Valve Truck Project (CIP 24-A033) to the CIP for the procurement of one medium-duty vehicle; and

WHEREAS, the Fiscal Year 2024 Fleet 4 – Water Valve Truck Project (CIP 24-A033) shall be funded from the Fleet Asset Program (CIP 00-A004); and

WHEREAS, the fund budgets for fiscal year 2024 remain as adopted.

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 Fiscal Year 2024 Fleet 2 – Ford F-250 (Qty 4) & Ford Escape (Qty 2) Project (CIP 24-A030) shall be funded from the Fleet Asset Program (CIP 00-A004) and is hereby added into the CIP Ten-

Res. No. \_\_\_\_\_

Year Plan for Fiscal Years 2024 through 2033 and the CIP Two-Year Budget for Fiscal Years 2024 and 2025 in accordance with the project description sheet attached as Exhibit "A."

2. The Fiscal Year 2024 Fleet 4 – Water Valve Truck Project (CIP 24-A033) shall be funded from the Fleet Asset Program (CIP 00-A004) and is hereby added into the CIP Ten-Year Plan for Fiscal Years 2024 through 2033 and the CIP Two-Year Budget for Fiscal Years 2024 and 2025 in accordance with the project description sheet attached as Exhibit "B."

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 15th day of August, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgan M. Vonheeder-Leopold, President

ATTEST: \_\_\_\_\_  
Nicole Genzale, District Secretary

## DSRSD CIP 10-Year Plan for FYEs 2024 through 2033

CATEGORY: GENERAL

Water Replacement (Fund 610)

**CIP No. 24-A030 FY24 FLEET 2 - Ford F-250 (Qty 4) & Ford Escape Hybrid (Qty 2)**

**Funding Allocation:** 53% 610      46% 310      1% 210

**Project Manager:** Spencer Halliday

**Status:** Project from Program

**Project Summary:**

This project is funded from the Fleet Management Program (00-A004) and includes the purchase of four F-250 vehicles for the Field Operations Division (Qty 2), Mechanical Maintenance Division (Qty 1), and Instrumentation Controls and Electrical Division (Qty 1), as well as two Ford Escape Hybrid vehicles for the Mechanical Maintenance Division and Operations Support Services Division.

**Anticipated CEQA:** Not a project under CEQA

**Reference:** RFP 2023-07 and 2023-08

**Fund Allocation Basis:** Based on the ratio of vehicle use for the regional wastewater treatment and water systems.

**10-Year Cash Flow and Estimated Project Cost:**

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	450,000	0	0	0	0	0	0	0	0	0	0

**Total Estimated Project Cost**      **\$450,000**

Current Adopted Budget      \$0

Increase/(Decrease)      \$450,000



## DSRSD CIP 10-Year Plan for FYEs 2024 through 2033

CATEGORY: GENERAL

Water Replacement (Fund 610)

**CIP No. 24-A033 FY24 FLEET 4 - Water Valve Truck**

**Funding Allocation:** 100% 610

**Project Manager:**

**Status:** Project from Program

**Project Summary:**

This project is funded from the Fleet Management Program (00-A004) and includes the purchase of a water valve truck (Ford F-550) for the Field Operations Division.

**Anticipated CEQA:** Not a project under CEQA

**Reference:** RFP 2023-10

**Fund Allocation Basis:** Based on the ratio of vehicle usage for the water system.

**10-Year Cash Flow and Estimated Project Cost:**

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	223,000	0	0	0	0	0	0	0	0	0	0

<b>Total Estimated Project Cost</b>	<b>\$223,000</b>
Current Adopted Budget	\$0
Increase/(Decrease)	\$223,000



**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 August 1, 2023.

**DISCUSSION:**

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

On 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, three task orders have been issued to date. A task order, for an initial 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. One amendment to this task order, in the additional amount of \$120,000 was issued on August 11, 2023, for engineering services needed to investigate a second, alternative pipeline alignment; the revised not-to-exceed amount of Carollo’s task order is \$676,263.

A second task order, in an amount not to exceed \$30,000, was awarded to DPI, Inc., on June 23, 2023, for construction design services including constructability review, material procurement assessments, and construction costs. One amendment to this task order, in the additional amount of \$35,000, was issued on August 11, 2023 for construction design services related to the aforementioned alternative pipeline alignment; the revised not-to-exceed amount of DPI’s task order is \$65,000.

Finally, a third task order, in an amount not to exceed \$70,000, was awarded to DPI, Inc., on August 11, 2023, for construction services, including utility locating services to confirm the alignment and depth of existing utilities within the proposed alignment of the new pipe. Staff expects an additional amendment to this task order for the procurement of long lead-time equipment and materials.

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,

<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>	

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.

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 Annexation and Utility Extension Policy

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Motion, affirmation of no changes to the Annexation and Utility Extension 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 Annexation and Utility Extension policy (P600-19-1) 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.

<b>Originating Department: Engineering and Technical Services</b>	<b>Contact: S. Delight</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 – Marked-up Annexation and Utility Extension policy</b>	





# Policy

<b>Policy No.</b> <del>P600-19-1</del>	<b>Type of Policy:</b> Service
<b>Policy Title:</b> Annexation and Utility Extension	
<b>Policy Description:</b> Defines conditions under which annexation and utility extension will be considered and the steps to develop an annexation application.	
<b>Approval Date:</b> 5/4/2010	<b>Last Review Date:</b> <del>2019</del> 2023
<b>Approval Resolution No.:</b> 17-10	<b>Next Review Date:</b> <del>2023</del> 2027
<b>Rescinded Resolution No.:</b> 54-05	<b>Rescinded Resolution Date:</b> 11/15/2005

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

To consider annexations that are economically sound, do not place a burden on constituents currently served by the District, are consistent with contractual obligations of the District and are requested either by public agencies having land use planning jurisdiction over the territory or by the owners of the territory. Annexation decisions by the District are subject to the following:

1. Areas Within Sphere of Influence: In the absence of contractual provisions that preclude the District from annexing an area, the District will advocate its ability to serve those areas within its sphere of influence.
2. Areas Outside Sphere of Influence: In the absence of contractual provisions that preclude the District from annexing an area, the District will consider, on a case-by-case basis, annexing territories outside of its sphere of influence at the time such a decision is being made, weighing the relative merits of providing services, either via annexation or under contract.
3. Cost Recovery: The District will enter into standard planning period agreements with the owners of the property to be annexed (or their representatives, provided that the owners of the property has so consented in writing) to recover costs (fully burdened staff time and/or direct costs such as consultants) for the advanced planning work.
4. Direct Utility Planning: The District will cooperate with the property owners and/or the land use planning agencies having jurisdiction and, after entering into standard planning period agreements with the owners of the property to be annexed (or their representatives, provided that the owners of the property has so consented in writing), will undertake the necessary advanced planning to determine the requirements and costs to provide utility services to the areas being considered for service.

Policy No. <a href="#">P600-19-1</a>	Policy Title: Annexation and Utility Extension
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5. Commitments to Provide Service: The District will not commit to provide service to a development project at any time prior to the time of annexation into the District, and then will commit to provide service only under the terms and conditions specified in the annexation ordinance. Furthermore, the District will make no commitment to provide service until all State laws regarding coordinated land use and utility planning satisfied.

6. No Obligation to Continue Planning: The District retains the right in its sole discretion to suspend or terminate planning period activities for any development if a written engineering analysis and report demonstrates that the District does not have a sufficient supply, treatment, collection, or distribution capacity to serve the needs of the proposed development, or if the District otherwise determines it is not in the fiscal, institutional or environmental best interest of the District to continue such activities.

7. Compliance with LAFCO Decisions: Notwithstanding the above, the District will provide services as ordered by LAFCO.

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>May 4, 2010</b>	
Reviewed by Committee or Board:	Date:
<b>Board</b>	<b>March 17, 2015</b>
<b>Board</b>	<b>July 2, 2019</b>
<u><b>Board</b></u>	<u><b>August 15, 2023</b></u>



**TITLE:** Approve Revised General Manager Classification Description

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Resolution, the revised classification description for the General Manager.

**DISCUSSION:**

In accordance with the District’s New/Revised Job Classification and Salary policy, P700-22-3, (Attachment 1), new or revised senior manager job titles, definitions, and/or duties must be presented to the Board for approval and adoption. With the recent announcement of retirement of the current General Manager, and recruitment of a new General Manager, staff has reviewed and recommends updates to the General Manager classification. The classification description’s minimum qualifications “Experience and Education” section has been updated to read as, “Ten (10) years of relevant professional experience, including at least five (5) years of executive-level management experience within the water/wastewater industry.” Reference to general government agency experience has been removed. This update emphasizes that executive-level management experience in the water/wastewater industry, as opposed to general government agency management experience, is most relevant and applicable to the perform the duties of the General Manager.

Additionally, the classification description has been updated to reflect the District’s standard template and addition of standardized language in all District classifications. Attached are a marked-up “track changes” version of the General Manager classification description (Attachment 2) and a clean version of the proposed revised General Manager classification description (Attachment 3).

<b>Originating Department:</b> Office of the General Manager	<b>Contact:</b> S. Koehler/M. Gallardo	<b>Legal Review:</b> Not Required
<b>Financial Review:</b> Not Required	<b>Cost and Funding Source:</b> N/A	
<b>Attachments:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	<b>Attachment 1 – New/Revised Job Classification and Salary policy (P700-22-3)</b> <b>Attachment 2 – Marked-up Revised General Manager Class Description</b> <b>Attachment 3 – Clean Revised General Manager Class Description</b>	
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# Policy

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

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

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

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

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



## Class Description

**Effective Date:** TBD  
**Job Title:** **General Manager**  
**W/C Code:** 8810  
**FLSA Status:** Exempt / At-Will  
**Unit:** [Unrepresented Senior Management](#)/[Personal Services Agreement](#)  
**Job Code:** 6118

### **DEFINITION**

In an at-will capacity and under broad policy direction of the Board of Directors; to be directly responsible to the Board for all affairs of the District including administration, operations, engineering and related support activities and to serve as Security Officer and Employer Employee Relations Officer. The General Manager is charged with successfully utilizing all resources both internal and external to forward the mission of the District and to achieve District objectives and goals. The General Manager serves as a highly visible representative of and advocate for the District within the service area, region, state, and nation.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives policy direction from the Board of Directors. Exercises general direction over senior management staff.

### **DISTINGUISHING CHARACTERISTICS**

This is a senior management level classification responsible for directing a wide variety of comprehensive functions and/or programs related to Administrative Services including financial services, customer services, human resources and risk management, executive services, and information technology.

### **TYPICAL DUTIES**

- Serves as the Chief Executive Officer for the Dublin San Ramon Services District including oversight of and responsibility for the sustainable and reliable execution of water, wastewater, and recycled water service to the District's service area and integration with external partners.
- Responsible for the efficient functioning of District operations through leadership of subordinate senior management staff and for ensuring conformance with applicable statutes, regulations, policies, and ethical standards.
- Advises the Board regarding all District matters impacting employees, community representatives and other government agencies.
- Monitors and analyzes legislation and regulations that could impact District operations and represents the District with community organizations and other government agencies at the local, state, and federal level.
- Prepares complex administrative and financial reports and recommendations for the Board of Directors including operating and capital budgets, and financial planning policies.
- As directed by the Board, develops and implements District-wide strategic plan, policies, programs, goals, and objectives. Responsible for District wide goal-setting, performance management, and evaluation of program effectiveness.

- Represents the District through active participation in various water/wastewater industry organizations, conferences and trainings to advocate District interests and maintain awareness of industry developments.
- Serves as Employer-Employee Relations Officer in accordance with the Rules and Regulations Governing Employer-Employee Organization Relations for the District.
- Responsible for District personnel matters, including employment procedures, succession planning, labor relations, and disciplinary actions.
- Builds and maintains positive working relationships and morale among District employees and the public using principles of effective leadership and organizational ethics.
- Supports and sets the standard for team problem-solving and process improvement initiatives by implementing principles into District practices and encouraging Senior Management team to support active participation by staff.
- Drives a motor vehicle.
- Performs related duties as assigned.

### **QUALIFICATIONS**

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

#### **Knowledge of:**

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Range of operations and functions of a water/wastewater government agency and applicable government legislation and regulations.
- Principles of effective organizational leadership.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

#### **Ability to:**

- Collaboratively provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, policies, and services in response to changing internal and external environment.
- Plan, delegate, coordinate, and evaluate the work of senior management staff in implementation of District operations and programs.
- Effectively represent the District with the public, industry and community groups and other government agencies.
- Establish and maintain cooperative working relationships.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

### **EDUCATION AND EXPERIENCE**

The minimum qualifications described on this class specification represent the A typical way to obtain the required site knowledge, skills, and abilities to perform the essential duties of the job. would be: Any

combination of education, licensing and/or experience which ~~has~~would provided the ~~required~~ knowledge, skills, and abilities necessary to perform the job satisfactorily ~~may~~is qualifying the candidates to be considered for open positions in the class specification. ~~A typical way to obtain the requisite knowledge and abilities would be:~~

A Bachelor's degree from an accredited college or university with major course work in engineering, business or public administration, or a related field. A master's or professional degree is desirable~~preferred.~~

~~; and at least~~

~~†~~Ten (10) years of relevant professional experience, including at least five (5) years of executive-level management experience within ~~a government agency or~~ the water/wastewater industry.

~~A master's or professional degree is preferred.~~

### **CERTIFICATES, LICENSES, REGISTRATIONS**

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

### **ADDITIONAL REQUIREMENTS**

None.

### **DISASTER SERVICE WORKER**

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

### **WORK ENVIRONMENT**

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

The noise level in the work environment is usually quiet. Works in an office environment, which is temperature controlled.

While performing the duties of this job, the employee is regularly required to talk or hear.

**PHYSICAL DEMANDS**

**Standing**

Average Frequency: ½ hour to 1 hour.  
Duration: Seconds to 5 minutes at a time.  
Maximum Frequency: Up to 2 hours.  
Duration: ½ hour to 1 hour at a time, during presentations at a podium.  
Surfaces: Tile, carpet, concrete, asphalt.  
Description: Performs during presentations, communicating with coworkers or public during informal meetings, operating standard office equipment, accessing file drawers or shelves, and performing other described job duties.

**Walking**

Average Frequency: ½ hour to 1 hour.  
Duration: Seconds to 5 minutes at a time.  
Maximum Frequency: Up to 1 ½ hours.  
Duration: Seconds to 5 minutes at a time.  
Surfaces: Tile, carpet, concrete, asphalt.  
Description: Performs within the building, to and from offices, relocating files/paperwork or office supplies, and performing other described job duties.

**Sitting**

Average Frequency: 7 to 7 ½ hours.  
Duration: 30 minutes to 1 hour at a time.  
Maximum Frequency: Average frequency is consistent.  
Duration: N/A  
Surfaces: Cushioned vehicle seat or office chair.  
Description: Performs while performing various desk station activities including using a computer, reading, writing, driving a vehicle, during meetings and performing other described job duties.

**Kneeling/Crouching/Squatting**

Average Frequency: 0 to 1 time.  
Duration: Seconds at a time.  
Maximum Frequency: Average frequency is consistent.  
Duration: N/A  
Surfaces: Tile, carpet.  
Description: Performs while retrieving or positioning paperwork/files on and off lower shelves, drawers or ground level and performing other described job duties.

**Crawling**

Not a job requirement.

**Laying on Back/Stomach**

Not a job requirement.



**Climbing/Balancing**

Average Frequency: 0 to 2 times.  
Duration: Seconds at a time.  
Maximum Frequency: Average frequency is consistent.  
Duration: Seconds at a time.  
Surfaces: Vehicle floorboard.  
Description: Performs while entering or exiting a vehicle cab, one step.

**Reaching**

**Above Shoulder Level:**

Average Frequency: 0 to 1 time.  
Duration: Seconds at a time.  
Maximum Frequency: Average frequency is consistent.  
Duration: N/A  
Description: Performs while accessing or placing files/paperwork and related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

**Between Waist and Shoulder Level:**

Average Frequency: 3 to 4 hours.  
Duration: Seconds to 20 minutes at a time.  
Maximum Frequency: 4 to 5 hours.  
Duration: Seconds to 20 minutes at a time.  
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

**Below Waist Level:**

Average Frequency: 0 to 1 time.  
Duration: Seconds at a time.  
Maximum Frequency: Average frequency is consistent.  
Duration: Seconds at a time.  
Description: Performs while retrieving or positioning paperwork/files on and off lower shelves, drawers or ground level and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

**Pushing/Pulling**

Average Frequency: 2 to 10 times.  
Duration: Seconds at a time.  
Maximum Frequency: Average frequency is consistent.  
Duration: N/A  
Description: Performs while opening or closing file cabinet drawers. Unilateral or bilateral arm use.

**Twisting/Rotating**

**Waist:** Not a job requirement.

**Neck:**

Average Frequency: 1 to 2 hours.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs during normal body mechanics, performing general office tasks, driving and performing other described job duties.

**Wrists:**

Average Frequency: Up to 15 minutes.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while handling office supplies and paperwork, and performing other described job duties. Unilateral or bilateral hand use.

**Bending**

**Waist:** Alternated with squatting, employee preference.

**Head/Neck:**

Average Frequency: 1 ½ to 2 hours.

Duration: Seconds to 5 minutes.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs during normal body mechanics, reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks, and performing other described job duties.

**Wrists:**

Average Frequency: 2 to 3 hours.

Duration: Seconds to 5 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs during normal body mechanics, handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

**Lifting/Carrying**

**0 to 10 lbs.**

Objects: Writing utensils, paperwork/files, telephone handset, office supplies, standard office tools and other related items.

Average Frequency: 2 to 3 hours.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds to 15 minutes at a time.

Distance: Up to 100 feet.

Height: Ground to shoulder or above.

Description: Performs while utilizing a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

**11 to 25 lbs.**

Not a job requirement.

**26 to 50 lbs.**

Not a job requirement.

**51 to 75 lbs.**

Not a job requirement.

**76 to 100 lbs.**

Not a job requirement.

**100+ lbs.**

Not a job requirement.

**Simple Grasping**

Average Frequency: 1 to 2 hours.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while handling paperwork or files, handling office supplies, using a telephone handset, driving in conjunction with maneuvering a steering wheel and performing other described job duties. Unilateral or bilateral hand use.

**Power Grasping**

Not a job requirement.

**Fine Manipulation**

Average Frequency: 3 to 4 hours.

Duration: Seconds to 20 minutes at a time.

Maximum Frequency: 4 to 5 hours.

Duration: Seconds to 20 minutes at a time.

Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork, and performing other described job duties. Unilateral or bilateral hand use.

**MACHINES/TOOLS**

Writing utensils

Computer

Standard office equipment including copy and fax machines, scanners and printers

Telephone

Standard office tools including staplers, stapler removers and other related items

Vehicle

**PERSONAL PROTECTIVE EQUIPMENT**

None.

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

## Class Description

**Effective Date:** TBD  
**Job Title:** General Manager  
**W/C Code:** 8810  
**FLSA Status:** Exempt / At-Will  
**Unit:** Unrepresented Senior Management/Personal Services Agreement  
**Job Code:** 6118

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### **DEFINITION**

In an at-will capacity and under broad policy direction of the Board of Directors; to be directly responsible to the Board for all affairs of the District including administration, operations, engineering and related support activities and to serve as Security Officer and Employer Employee Relations Officer. The General Manager is charged with successfully utilizing all resources both internal and external to forward the mission of the District and to achieve District objectives and goals. The General Manager serves as a highly visible representative of and advocate for the District within the service area, region, state, and nation.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives policy direction from the Board of Directors. Exercises general direction over senior management staff.

### **DISTINGUISHING CHARACTERISTICS**

This is a senior management level classification responsible for directing a wide variety of comprehensive functions and/or programs related to Administrative Services including financial services, customer services, human resources and risk management, executive services, and information technology.

### **TYPICAL DUTIES**

- Serves as the Chief Executive Officer for the Dublin San Ramon Services District including oversight of and responsibility for the sustainable and reliable execution of water, wastewater, and recycled water service to the District's service area and integration with external partners.
- Responsible for the efficient functioning of District operations through leadership of subordinate senior management staff and for ensuring conformance with applicable statutes, regulations, policies, and ethical standards.
- Advises the Board regarding all District matters impacting employees, community representatives and other government agencies.
- Monitors and analyzes legislation and regulations that could impact District operations and represents the District with community organizations and other government agencies at the local, state, and federal level.
- Prepares complex administrative and financial reports and recommendations for the Board of Directors including operating and capital budgets, and financial planning policies.
- As directed by the Board, develops and implements District-wide strategic plan, policies, programs, goals, and objectives. Responsible for District wide goal-setting, performance management, and evaluation of program effectiveness.

- Represents the District through active participation in various water/wastewater industry organizations, conferences and trainings to advocate District interests and maintain awareness of industry developments.
- Serves as Employer-Employee Relations Officer in accordance with the Rules and Regulations Governing Employer-Employee Organization Relations for the District.
- Responsible for District personnel matters, including employment procedures, succession planning, labor relations, and disciplinary actions.
- Builds and maintains positive working relationships and morale among District employees and the public using principles of effective leadership and organizational ethics.
- Supports and sets the standard for team problem-solving and process improvement initiatives by implementing principles into District practices and encouraging Senior Management team to support active participation by staff.
- Drives a motor vehicle.
- Performs related duties as assigned.

**QUALIFICATIONS**

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

**Knowledge of:**

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Range of operations and functions of a water/wastewater government agency and applicable government legislation and regulations.
- Principles of effective organizational leadership.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Collaboratively provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, policies, and services in response to changing internal and external environment.
- Plan, delegate, coordinate, and evaluate the work of senior management staff in implementation of District operations and programs.
- Effectively represent the District with the public, industry and community groups and other government agencies.
- Establish and maintain cooperative working relationships.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

**EDUCATION AND EXPERIENCE**

The minimum qualifications described on this class specification represent the typical way to obtain the required knowledge, skills, and abilities to perform the essential duties of the job. Any combination of

education, licensing and/or experience which has provided the knowledge, skills, and abilities necessary to perform the job satisfactorily may qualify the candidates to be considered for open positions in the class specification.

A Bachelor's degree from an accredited college or university with major course work in engineering, business or public administration, or a related field. A master's or professional degree is desirable.

Ten (10) years of relevant professional experience, including at least five (5) years of executive-level management experience within the water/wastewater industry.

**CERTIFICATES, LICENSES, REGISTRATIONS**

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

**ADDITIONAL REQUIREMENTS**

None.

**DISASTER SERVICE WORKER**

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

**WORK ENVIRONMENT**

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

The noise level in the work environment is usually quiet. Works in an office environment, which is temperature controlled.

While performing the duties of this job, the employee is regularly required to talk or hear.

**PHYSICAL DEMANDS**

**Standing**

Average Frequency: ½ hour to 1 hour.  
Duration: Seconds to 5 minutes at a time.  
Maximum Frequency: Up to 2 hours.  
Duration: ½ hour to 1 hour at a time, during presentations at a podium.  
Surfaces: Tile, carpet, concrete, asphalt.  
Description: Performs during presentations, communicating with coworkers or public during informal meetings, operating standard office equipment, accessing file drawers or shelves, and performing other described job duties.

**Walking**

Average Frequency: ½ hour to 1 hour.  
Duration: Seconds to 5 minutes at a time.  
Maximum Frequency: Up to 1 ½ hours.  
Duration: Seconds to 5 minutes at a time.  
Surfaces: Tile, carpet, concrete, asphalt.  
Description: Performs within the building, to and from offices, relocating files/paperwork or office supplies, and performing other described job duties.

**Sitting**

Average Frequency: 7 to 7 ½ hours.  
Duration: 30 minutes to 1 hour at a time.  
Maximum Frequency: Average frequency is consistent.  
Duration: N/A  
Surfaces: Cushioned vehicle seat or office chair.  
Description: Performs while performing various desk station activities including using a computer, reading, writing, driving a vehicle, during meetings and performing other described job duties.

**Kneeling/Crouching/Squatting**

Average Frequency: 0 to 1 time.  
Duration: Seconds at a time.  
Maximum Frequency: Average frequency is consistent.  
Duration: N/A  
Surfaces: Tile, carpet.  
Description: Performs while retrieving or positioning paperwork/files on and off lower shelves, drawers or ground level and performing other described job duties.

**Crawling**

Not a job requirement.

**Laying on Back/Stomach**

Not a job requirement.

**Climbing/Balancing**

Average Frequency: 0 to 2 times.  
Duration: Seconds at a time.



Maximum Frequency: Average frequency is consistent.  
Duration: Seconds at a time.  
Surfaces: Vehicle floorboard.  
Description: Performs while entering or exiting a vehicle cab, one step.

**Reaching**

**Above Shoulder Level:**

Average Frequency: 0 to 1 time.  
Duration: Seconds at a time.  
Maximum Frequency: Average frequency is consistent.  
Duration: N/A  
Description: Performs while accessing or placing files/paperwork and related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

**Between Waist and Shoulder Level:**

Average Frequency: 3 to 4 hours.  
Duration: Seconds to 20 minutes at a time.  
Maximum Frequency: 4 to 5 hours.  
Duration: Seconds to 20 minutes at a time.  
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

**Below Waist Level:**

Average Frequency: 0 to 1 time.  
Duration: Seconds at a time.  
Maximum Frequency: Average frequency is consistent.  
Duration: Seconds at a time.  
Description: Performs while retrieving or positioning paperwork/files on and off lower shelves, drawers or ground level and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

**Pushing/Pulling**

Average Frequency: 2 to 10 times.  
Duration: Seconds at a time.  
Maximum Frequency: Average frequency is consistent.  
Duration: N/A  
Description: Performs while opening or closing file cabinet drawers. Unilateral or bilateral arm use.

**Twisting/Rotating**

**Waist:** Not a job requirement.

**Neck:**

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

**Wrists:**

Average Frequency: Up to 15 minutes.  
Duration: Seconds at a time.  
Maximum Frequency: Average frequency is consistent.  
Duration: N/A  
Description: Performs while handling office supplies and paperwork, and performing other described job duties. Unilateral or bilateral hand use.

**Bending**

**Waist:** Alternated with squatting, employee preference.

**Head/Neck:**

Average Frequency: 1 ½ to 2 hours.  
Duration: Seconds to 5 minutes.  
Maximum Frequency: Average frequency is consistent.  
Duration: N/A  
Description: Performs during normal body mechanics, reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks, and performing other described job duties.

**Wrists:**

Average Frequency: 2 to 3 hours.  
Duration: Seconds to 5 minutes at a time.  
Maximum Frequency: Average frequency is consistent.  
Duration: N/A  
Description: Performs during normal body mechanics, handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

**Lifting/Carrying**

**0 to 10 lbs.**

Objects: Writing utensils, paperwork/files, telephone handset, office supplies, standard office tools and other related items.  
Average Frequency: 2 to 3 hours.  
Maximum Frequency: Average frequency is consistent.  
Duration: Seconds to 15 minutes at a time.  
Distance: Up to 100 feet.  
Height: Ground to shoulder or above.  
Description: Performs while utilizing a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

**11 to 25 lbs.**

Not a job requirement.

**26 to 50 lbs.**

Not a job requirement.

**51 to 75 lbs.**

Not a job requirement.

**76 to 100 lbs.**

Not a job requirement.

**100+ lbs.**

Not a job requirement.

**Simple Grasping**

Average Frequency: 1 to 2 hours.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while handling paperwork or files, handling office supplies, using a telephone handset, driving in conjunction with maneuvering a steering wheel and performing other described job duties. Unilateral or bilateral hand use.

**Power Grasping**

Not a job requirement.

**Fine Manipulation**

Average Frequency: 3 to 4 hours.

Duration: Seconds to 20 minutes at a time.

Maximum Frequency: 4 to 5 hours.

Duration: Seconds to 20 minutes at a time.

Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork, and performing other described job duties. Unilateral or bilateral hand use.

**MACHINES/TOOLS**

Writing utensils

Computer

Standard office equipment including copy and fax machines, scanners and printers

Telephone

Standard office tools including staplers, stapler removers and other related items

Vehicle

**PERSONAL PROTECTIVE EQUIPMENT**

None.

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

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE REVISED CLASSIFICATION DESCRIPTION FOR THE GENERAL MANAGER

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WHEREAS, the Board of Directors has the authority to establish job titles, definitions, job duties, and salary, for all senior management positions as described in Resolution No. 53-14; and

WHEREAS, the District has a need to review the General Manager classification for the upcoming recruitment for a new General Manager; and

WHEREAS, the experience in the General Manager classification has been updated to reflect the requirement to have executive-level management experience in the water or wastewater industry to perform the duties of the General Manager; and

WHEREAS, the General Manager classification has been updated to include standard language used in all District classifications.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the experience and qualifications for the General Manager classification approved by the Board shall be described in the revised Classification Description for the General Manager.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 15th day of August, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgean M. Vonheeder-Leopold, President

ATTEST: \_\_\_\_\_  
Nicole Genzale, District Secretary



**TITLE:** Approve Health Insurance Contribution for Calendar Year 2024 for Stationary Engineers, Local 39; International Federation of Professional and Technical Employees, Local 21; Mid-Management Employees’ Bargaining Unit; Unrepresented Employees; and General Manager

**RECOMMENDATION:**

Staff recommends the Board of Directors, approve, by Resolution, a health insurance premium contribution for the period of January 1, 2024, to December 31, 2024 for Stationary Engineers, Local 39 (Local 39); International Federation of Professional and Technical Employees, Local 21 (Local 21); Mid-Management Employees’ Bargaining Unit (MEBU); Unrepresented Management, Professional, Technical, Administrative and Confidential Employees; Unrepresented Senior Managers; and General Manager.

**DISCUSSION:**

In July 2023, the California Public Employees’ Retirement System (CalPERS) notified contracting agencies of health premium rate changes to take effect on January 1, 2024. In accordance with contractual requirements of labor agreements (Memoranda of Understanding [MOUs]), the Board resolution for salary and benefits for Unrepresented Employees, and the General Manager’s Personal Services Agreement, and Section 22892 of the Public Employees Medical and Hospital Care Act (PEMHCA), the District agreed to cost sharing of annual health insurance increases. As such, the District’s Board of Directors are required to adopt a resolution to revise the employer (District) contribution towards health insurance premiums for employees and non-vested retired annuitants. A copy of the resolution must be sent to CalPERS no later than November 30, 2023, for an effective date of January 1, 2024.

In accordance with the cost sharing formula specified in the MOUs, the Board resolution for salary and benefits for Unrepresented Employees, and the General Manager’s Personal Services Agreement, the maximum District monthly contribution rate for health insurance premiums for calendar year 2024 will increase approximately eight percent (8%) over the calendar year 2023 contribution rate. Effective January 1, 2024, the District maximum monthly contribution for all employees, including non-vested retirees, will increase to the following:

Employee Only:	\$954
Employee + One:	\$1,907
Employee + Family:	\$2,480

Based on current enrollment levels, the District’s estimated annual cost in calendar year 2024 for active employee health insurance is \$2.8 million dollars and is within budget as approved in the Operating Budget for fiscal year ending (FYE) 2024. It should be noted that under the terms of the various labor agreements, contracts, and resolutions, the employee contribution towards medical insurance is going up as well. For example, for an employee with family coverage on the Kaiser HMO plan, the “out-of-pocket” cost will increase from \$72.72 per month in 2023, to \$175.67 per month in 2024.

The District has fully complied with any and all applicable provisions of Government Code Section 7507. Staff has also reviewed the requirements of the employer mandate under the Patient Protection and Affordable Care Act (PPACA) and has determined that the District meets compliance requirements.

CalPERS requires that the District submit a separate resolution for each District health contract account, of which, the District has two accounts (one for employees and retired annuitants, and another for Boardmembers and annuitants). This item addresses the Employee health contract account (PEMHCA CalPERS Health Contract) and a companion item on tonight’s agenda addresses the Boardmember health contract account (PEMHCA Non-CalPERS Health Contract).

<b>Originating Department:</b> Office of the General Manager	<b>Contact:</b> S. Koehler/M. Gallardo	<b>Legal Review:</b> Not Required
<b>Financial Review:</b> Not Required	<b>Cost and Funding Source:</b> Budgeted in FYE 2024 Operating Budget	
<b>Attachments:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT FOR STATIONARY ENGINEERS, LOCAL 39; INTERNATIONAL FEDERATION OF PROFESSIONAL AND TECHNICAL EMPLOYEES, LOCAL 21; MID-MANAGEMENT EMPLOYEES' BARGAINING UNIT; UNREPRESENTED EMPLOYEES; AND GENERAL MANAGER

---

WHEREAS, the Dublin San Ramon Services District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and

WHEREAS, Government Code Section 22892(a) provides that a contracting agency subject to the Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and

WHEREAS, the International Federation of Professional and Technical Employees, Local 21 ("Local 21"), the Mid-Management Employees Bargaining Unit ("MEBU"), and the Stationary Engineers, Local 39 ("Local 39") have met in good faith and agreed to labor contracts effective December 13, 2021, through December 21, 2025; and

WHEREAS, the Unrepresented Senior Management and Unrepresented Management, Professional, Technical, Administrative, and Confidential employees are provided salary and benefits by Resolution No. 62-22 which include provisions for monthly health benefit contributions through calendar year 2025; and

WHEREAS, the General Manager has a Personal Services Agreement in place by Resolution No. 26-22 which includes a provision for monthly health benefit contributions through calendar year 2025; and

WHEREAS, the specific language of these labor and employment agreements establishes the employer's monthly health benefit contribution effective January 1, 2024.

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 employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of their enrollment, including the enrollment of eligible family members, in

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a health benefit plan or plans, effective on January 1, 2024, up to a maximum of the following, plus administrative fees and Contingency Reserve Fund assessments:

<b>Medical Group</b>	<b>Monthly Employer Contribution</b>		
	<b>Single</b>	<b>Two-Party</b>	<b>Family</b>
002 Mid-Management Monthly	\$954	\$1,907	\$2,480
003 Unrepresented Senior Management Monthly	\$954	\$1,907	\$2,480
004 Unrepresented Management, Professional, Technical, Administrative, and Confidential Monthly	\$954	\$1,907	\$2,480
005 Local 39 Monthly	\$954	\$1,907	\$2,480
011 Local 21 Monthly	\$954	\$1,907	\$2,480
013 General Manager Monthly	\$954	\$1,907	\$2,480
007 Mid-Management Hourly	\$477	\$953.50	\$1,240
008 Unrepresented Senior Management Hourly	\$477	\$953.50	\$1,240
009 Unrepresented Management, Professional, Technical, Administrative, and Confidential Hourly	\$477	\$953.50	\$1,240
010 Local 39 Hourly	\$477	\$953.50	\$1,240
012 Local 21 Hourly	\$477	\$953.50	\$1,240

2. Dublin San Ramon Services District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

3. The participation of the employees and annuitants of Dublin San Ramon Services District shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Dublin San Ramon Services District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees’ Retirement System (CalPERS) may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.

4. The executive body hereby appoints and directs, Nicole Genzale, District Secretary, to file with the Board a verified copy of this resolution, and to perform on behalf of Dublin San Ramon Services District all functions required of it under the Act.



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ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 15th day of August, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgan M. Vonheeder-Leopold, President

ATTEST: \_\_\_\_\_  
Nicole Genzale, District Secretary



**TITLE:** Approve Health Insurance Maximum Contribution for Calendar Year 2024 for Board of Directors

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Resolution, a health insurance premium maximum contribution effective January 1, 2024, for active and retired annuitant Boardmembers equal to the active employee health insurance premium maximum contribution, in accordance with Resolution No. 35-19.

**DISCUSSION:**

In July 2023, the California Public Employees’ Retirement System (CalPERS) notified contracting agencies of medical premium increases effective January 1, 2024. The Board will set, by resolution, the employer (District) health insurance premium maximum contribution amount for all District employees in accordance with the terms of existing labor agreements (Memoranda of Understanding), the applicable salary and benefits resolution for Unrepresented Employees, and the Personal Services Agreement for the General Manager. In accordance with the provisions of these existing labor agreements and Board resolutions for salary and benefits, the employer share of the health premium maximum contribution for all employees for calendar year 2024 will increase. As such, a resolution by the Board to set the calendar year 2024 employer health insurance maximum contribution rates for all employees is considered separately at this evening’s Board meeting.

In accordance with Board Resolution No. 35-19, the Board shall set, by resolution, the employer health insurance premium maximum monthly contribution to be equal to the District’s monthly health insurance contribution for active employees, provided the maximum contribution amounts for active employees in all bargaining groups are equal. For calendar year 2024, the maximum monthly health benefit contribution for all active employees in all bargaining groups are equal.

Since CalPERS requires a resolution of the Board in order to make changes to the employer maximum contribution for health insurance premiums, staff is recommending the Board adopt a resolution to set the maximum monthly employer contribution rates for active and retired annuitant Boardmembers’ health insurance premiums to be the same as active employees as follows:

- Employee Only: \$954
- Employee + One: \$1,907
- Employee + Family: \$2,480

CalPERS requires that the District submit a separate resolution for each District health contract account. Thus, this item addresses the Boardmember health contract account (Public Employees’ Medical & Hospital Care Act [PEMHCA] Non-CalPERS Health Contract).

<b>Originating Department:</b> Office of the General Manager	<b>Contact:</b> S. Koehler/M. Gallardo	<b>Legal Review:</b> Not Required
<b>Financial Review:</b> Not Required	<b>Cost and Funding Source:</b> Budgeted in FYE 2024 Operating Budget	
<b>Attachments:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		
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RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT FOR BOARD OF DIRECTORS

---

WHEREAS, the Dublin San Ramon Services District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and

WHEREAS, Government Code Section 22892(a) provides that a contracting agency subject to the Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and

WHEREAS, in accordance with Board Resolution No. 35-19, the Board of Directors' monthly health benefit contribution amounts are set equal to the monthly health benefit contribution amounts for active employees, provided the contribution amounts for all active employees in all bargaining groups are equal; and

WHEREAS, the Board of Directors' monthly health benefit contribution amounts are set annually by resolution if the contribution amounts for all active employees in all bargaining groups are not equal.

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 employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of their enrollment, including the enrollment of family members, in a health benefits plan or plans, effective January 1, 2024, up to a maximum of the following, plus administrative fees and Contingency Reserve Fund assessments:

Medical Group	Monthly Employer Contribution		
	Single	Two-Party	Family
700 Board of Directors (NPERS)	\$954	\$1,907	\$2,480

2. Dublin San Ramon Services District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

3. The participation of the employees and annuitants of Dublin San Ramon Services District shall be subject to determination of its status as an "agency or instrumentality of the state or political

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subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Dublin San Ramon Services District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees’ Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.

4. The executive body hereby appoints and directs, Nicole Genzale, District Secretary, to file with the Board a verified copy of this resolution, and to perform on behalf of Dublin San Ramon Services District all functions required of it under the Act.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 15th day of August, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgian M. Vonheeder-Leopold, President

ATTEST: \_\_\_\_\_  
Nicole Genzale, District Secretary