

AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, October 17, 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
 - 4.A. New Employee Introductions
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)

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

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

 - 7.A. Approve Regular Meeting Minutes of October 3, 2023
Recommended Action: Approve by Motion
 - 7.B. 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.C. Approve Salary Ranges for New Senior Management Analyst and Senior Information Technology Analyst Job Classifications
Recommended Action: Approve by Resolution

- 7.D. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 30-23
Recommended Action: Adopt by Resolution

8. BOARD BUSINESS

- 8.A. Receive Presentation on CalPERS Annual Valuation Report and Approve Strategy to Manage the District's Unfunded Accrued Liability (UAL)
Recommended Action: Receive Presentation and Approve by Motion
- 8.B. Receive Presentation on Water Rates and 2024 Water Cost of Service Study
Recommended Action: Receive Presentation and Provide Direction

9. REPORTS

9.A. Boardmember Items

- 9.A.1. Joint Powers Authority and Committee Reports
DSRSD/Central Contra Costa Sanitary District Liaison Committee Meeting of October 11, 2023
- 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

10. CLOSED SESSION

- 10.A. Public Employee Appointment Pursuant to Government Code Section 54957
Title: General Manager
- 10.B. Conference with Labor Negotiators - Pursuant to Government Code Section 54957.6
Agency Negotiators: Douglas E. Coty, General Counsel
Additional Attendees: Michelle Gallardo, Special Assistant to the General Manager
Samantha Koehler, Acting Human Resources and Risk Manager
Heather Renschler, Ralph Andersen and Associates (via Video Conference)
Unrepresented Employee: 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**

October 3, 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, Director Arun Goel, Director Dinesh Govindarao, and Director Richard M. Halket.

Vice President Ann Marie Johnson was absent.

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; Dan Gill, Operations Director; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

4.A. New Employee Introductions

Alberto Hernandez, Finance Supervisor – Revenue and Billing
Dan Gill, Operations Director

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:08 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 Halket SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Johnson).

7.A. Approve Regular Meeting Minutes of September 19, 2023 – Approved

7.B. Approve Special Meeting Minutes of September 26, 2023 – Approved

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

8. BOARD BUSINESS

8.A. Receive Presentation on Future Regulations to Reduce Nutrient Discharges to San Francisco Bay

Assistant General Manager Lee reviewed the item for the Board and introduced Ms. Jackie Zipkin, General Manager of the East Bay Dischargers Authority (EBDA) and Vice Chair of Bay Area Clean Water Agencies (BACWA), who gave a presentation (handed out to the Board) that was added to the website as supplementary materials providing an overview of the following:

- Background on nutrients in the Bay
- 2022 Algal Bloom – What happened and what does it mean?
- Next steps for managing nutrients in the Bay – update on Watershed Permit negotiations

The Board and staff discussed various aspects of the presentation including the impacts of the 2022 algal bloom event, discharge levels and nutrient loads conveyed by the 37 regional wastewater facilities, regional improvements and projects, and negotiation of the 2024 Watershed Permit regulations (such as bay-wide load cap requirements, protection for EBDA and LAVWMA [Livermore-Amador Valley Water Management Agency] member agencies already taking action, collective and individual agency accountability, and non-compliance). The permit drafting is underway, and adoption is anticipated in June 2024. The Board thanked Ms. Zipkin for the informative presentation.

8.B. Review and Discuss a Customer's Request for a One-time Exception to the Utility Billing Leak Adjustments Policy

Administrative Services Director Atwood reviewed the item for the Board. The Board and staff discussed the customer's request and the three options by which the Board could handle the outstanding account balance. The Board contemplated the options with consideration to the unusual circumstances presented by the customer's Power of Attorney, Ms. Rose Allen, at the September 19 Board meeting, District policy-setting, financial impacts, and burden of administration. General Counsel Coty affirmed that the three options presented are within the Board's authority per the District Code and are compliant with California law. The Board directed staff to proceed with Option #2, to forgive the outstanding balance, based on the uniqueness of the circumstances leading to the request and with receipt of the following supporting documentation:

- Power of Attorney
- Medical diagnosis
- Plumber's repair bill and confirmation of a good state of repair
- Cleanup repair bills
- Photographs of before and after the repair work
- Receipt of good faith payment made by Ms. Allen

Director Halket MOVED to Approve Option #2 to Approve a One-time Exception to the Utility Billing Leak Adjustments Policy and Forgive up to the Total Outstanding Balance of \$3,568.15 in Response to the Customer's Request for a One-time Exception to the Utility Billing Leak Adjustments Policy. President Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Johnson).

9. REPORTS

9.A. Boardmember Items

9.A.1. Joint Powers Authority and Committee Reports
DERWA Board Meeting of September 25, 2023

President Vonheeder-Leopold invited and made comments on recent JPA activities. Directors felt the available staff reports adequately covered the many matters considered at the JPA meetings.

9.A.2. Submittal of Written Reports for Day of Service Events Attended by Directors – None

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

9.B. Staff Reports

Assistant General Manager Lee reported on the following:

- A DSRSD/Central Contra Costa Sanitary District Liaison Committee meeting will be held on Wednesday, October 11, at 4:30 p.m. in Martinez.

General Counsel Coty reported on the following:

- Governor Newsom has petitioned the state Supreme Court to remove the “Taxpayer Protection and Government Accountability Act,” a statewide initiative measure, from the November 2024 ballot. DSRSD stated its opposition to the proposed measure with the Board’s adoption of Resolution No. 55-22 on October 18, 2022.

10. CLOSED SESSION

At 7:03 p.m. the Board went into Closed Session.

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

11. REPORT FROM CLOSED SESSION

At 8:18 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 8:18 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



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 Nos. 22-23 and 36-23 and find that there exists a need for continuing the LAVWMA Livermore Interceptor Pipeline Emergency which the Board last confirmed on October 3, 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.

The LAVWMA’s Livermore Interceptor Pipeline serves the sole benefit of the City of Livermore, and as such, all costs (100 percent) associated with the repair of the pipeline will be allocated to the City of Livermore. In their most recent action on September 5, 2023, the District’s Board of Directors approved Resolution No. 36-23, confirming the District State of Emergency declared by the General Manager on June 12, 2023 and authorizing emergency action procurement for the repair of the LAVWMA Livermore Interceptor Pipeline. Per Public Contract Code 22050, 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.

To date, six task orders have been issued to Carollo Engineers and DPI, Inc. for engineering design services, construction services and construction management services totaling \$5,827,630.52 and a total of \$303,998.22 has been spent. The total includes a task order issued to DPI, Inc. for construction in the form of a Guaranteed Maximum Price Contract agreed upon October 3, 2023, in an amount not to exceed \$3,851,367.52. Additional task orders, purchase orders, and/or other contracts are expected to be awarded in the near term for property acquisition.

Final design drawings were received September 13, 2023, and construction began October 3, 2023. Construction is anticipated to be completed by early January 2024. In parallel with the construction effort, staff also continues to work with property owners on negotiating property rights for the new pipeline easements and pursuing funding assistance through the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (CalOES).

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 declared by the General Manager on June 12, 2023. Expedited action, including 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.

Originating Department: Engineering and Technical Services	Contact: K. Castro/S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$6,000,000 to be reimbursed by LAVWMA	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		



TITLE: Approve Salary Ranges for New Senior Management Analyst and Senior Information Technology Analyst Job Classifications

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, the salary ranges for the new Senior Management Analyst and Senior Information Technology Analyst job classifications.

SUMMARY:

In accordance with the District’s New/Revised Job Classifications and Salary policy (P700-22-3) for all positions, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for approval and adoption (Attachment 1). The proposed salary range for the new Senior Management Analyst is \$11,132–\$13,531 per month. The proposed salary range for the new Senior Information Technology Analyst is \$12,534–\$15,236 per month.

DISCUSSION:

Senior Management Analyst:

The new Senior Management Analyst is the advanced-journey professional level classification in the Management Analyst series. The Senior Management Analyst will be responsible for the planning, coordinating, and performing highly complex professional administrative, financial, budgetary, policy and operational analysis. Additionally, the position is responsible for District-wide or departmental program and project oversight, development, administration, and management. The Senior Management Analyst will provide technical and functional direction to lower-level professional, technical, and administrative staff, including setting priorities and directing and evaluating the work of technical and administrative staff. Human Resources staff, working with the Assistant General Manager, developed the new classification description for the Senior Management Analyst, with the final job classification approved by the General Manager on October 6, 2023 (Attachment 2).

Senior Information Technology Analyst:

The new Senior Information Technology (IT) Analyst is the advanced-journey professional level classification in the Information Technology Analyst series. The Senior IT Analyst will be responsible for designing, implementing, maintaining, administering, and monitoring the District’s business and SCADA network infrastructure, and planning and implementing the District’s cybersecurity measures. The position will be responsible for performing the most complex analytical support to the District’s information technology projects and serve as a technical expert for information technology projects that require significant integration with other District systems. The Senior IT Analyst will provide technical and functional direction to lower-level professional, technical, and administrative staff, including setting priorities and directing and evaluating the work of technical IT staff. Human Resources staff, working with the Information Technology Manager, developed the new classification description for the Senior IT Analyst, with the final job classification approved by the General Manager on October 6, 2023 (Attachment 3).

Salary Recommendations:

In accordance with the District’s New/Revised Job Classifications and Salary policy (P700-22-3) for all positions, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for

Originating Department: Office of the General Manager	Contact: S. Koehler/M. Gallardo	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: Operating Budget FY 2024 & FY 2025	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – New/Revised Job Classification and Salary policy (P700-22-3) Attachment 2 – New Senior Management Analyst Job Classification, effective October 6, 2023 Attachment 3 – New Senior Information Technology Analyst Job Classification, effective October 6, 2023	

approval and adoption. In accordance with the District's compensation plan and the MOU with the International Federation of Professional and Technical Engineers, Local 21 (Local 21) dated December 13, 2021, the proposed salary range for the new Senior Management Analyst is to be set internally at 10% above the Management Analyst II classification. The recommended compensation for the classification is \$11,132–\$13,531 per month.

In accordance with the District's compensation plan and the MOU with the International Federation of Professional and Technical Engineers, Local 21 (Local 21) dated December 13, 2021, the proposed salary range for the new Senior IT Analyst is to be set internally at 10% above the IT Analyst II classification. The recommended compensation for the classification is \$12,534–\$15,236 per month.

Upon adoption, staff intends to begin a recruitment to find the best qualified candidate to fill a vacant position assigned to the Operations Department as a Senior Management Analyst. Staff intends to conduct an internal, promotional recruitment for the Senior Information Technology Analyst classification at a later time.



Policy

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

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

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

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

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



Class Description

Effective Date: October 6, 2023
Job Title: Senior Management Analyst
W/C Code: 8810
FLSA Status: Exempt
Unit: Professional
Job Code: 2614

DEFINITION

Under general direction, plans, coordinates and performs complex professional administrative, financial, budgetary, policy, and operational analysis to assigned department; performs District-wide and departmental program and project oversight, development, administration, and management; provides technical and functional direction to professional, technical and administrative staff; sets priorities and directs the work of assigned staff; fosters cooperative working relationships among District departments and acts as liaison with various community, public, and regulatory agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned Senior Manager. Exercises technical and function direction over and provides training to lower-level professional, technical and/or administrative staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class in the Management Analyst series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of duties, including oversight, development and implementation of projects and programs within an assigned department, including budget administration, contract administration, management analysis, and program administration. Incumbents are responsible for the overall planning, organizing, scheduling, and assigning of work, and providing technical and functional direction to lower-level professional, technical, and administrative staff. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness and conformity to policy and requirements. This classification is distinguished from the Management Analyst II-level by the responsibility for overseeing departmental programs and projects, responsibility for technical and functional direction to journey and entry level professional staff, in addition to technical and administrative staff, and the complexity of assignment level, independent judgment and discretion for completing professional analytical assignments and program management functions.

TYPICAL DUTIES

- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the department to which assigned.
- Monitors performance and progress in executing department goals and objectives; prepares periodic reports and presentations on progress.

Class Description: Senior Management Analyst

- Provides technical and functional direction to assigned lower-level professional staff, technical and administrative staff; assigns, reviews and controls quality of work; assists in completing employee evaluations; and participates and assists in the selection and hiring of new staff.
- Prepares, develops, monitors, and administers departmental budgets; gathers, analyzes, and prepares preliminary budget estimates; performs financial forecasting and planning; recommends revenue and expenditure adjustments; monitors expenditures; prepares budget reports for review by management.
- Plans, performs, and oversees professional-level administrative and programmatic work in such areas as financial administration and reporting, grants, procurement and purchasing, database management, contract administration, management analysis, public information, and program evaluation.
- Serves as a liaison to employees, public, consortiums, committees, private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Designs, develops, and implements programs for assigned department; develops program goals and objectives and work plans; establishes program policies, procedures, and requirements; administers and monitor programs; evaluates program effectiveness and recommends and implements changes as necessary.
- Designs, develops, implements, and revises new and existing departmental systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations regarding staffing, equipment, and facility needs.
- Maintains department and division databases and other database applications; writes and updates system queries and reports; and trains users.
- Plans, conducts, and oversees a variety of analytical and operational studies regarding departmental and programmatic activities, including complex financial, budget, personnel, operational, or administrative issues or questions; leads stakeholder coordination; evaluates alternatives, makes recommendations, and implements procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Assists in the development and reporting of alternate funding sources and ensures compliance with Federal, State, City, and funding agency and District accounting and reporting requirements and applicable laws, regulations, and professional accounting practices.
- Prepares Board agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities; provides technical advice to the District's management and the Board of Directors in area of expertise.
- Coordinates with management staff regarding provision of administrative and support services.
- Maintains and directs the maintenance of working and official divisional files.
- Participates on a variety of interdisciplinary committees and commissions and represents the District to a variety of community and stakeholder groups.
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups and representatives of various organizations.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Drives a motor vehicle.
- Performs other related duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Principles and practices of public organization and administration.
- Principles and practices of policy and program design, development, implementation, and evaluation, including development of goals, objectives, work plans, procedures, and requirements.
- Principles and practices of project management.
- Principles and techniques of conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Principles and practices of providing technical and function direction, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of contract administration and evaluation.
- Basic principles, practices, and procedures of funding sources and grant funds disbursement.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of municipal programs, services, and administration.
- Applicable Federal, State, and local laws, codes, and regulations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Recordkeeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in the development of goals, objectives, policies, procedures, and work standards for the department.
- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.
- Plan and conduct effective management, administrative, and operational studies.
- Develop, implement, and manage assigned programs, projects, and activities in an independent and cooperative manner, evaluate alternatives, and make sound recommendations.
- Select staff, provide training and development opportunities, ensure work is performed effectively, and assist in evaluation of performance.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Research, analyze, evaluate, and develop improvements in operations, including procedures, policies, and service delivery methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

- Plan and conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

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

Equivalent to a bachelor's degree from an accredited college or university with major course work in business or public administration or closely related field and five (5) years increasingly responsible professional administrative and analytical experience in government, including experience in budget, policy analysis and project or program management.

CERTIFICATES, LICENSES, REGISTRATIONS

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

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 work performed is in a standard office environment using a computer. While performing the duties of this job, the employee frequently is required to talk or hear. The employee works indoors, which is temperature controlled.

PHYSICAL DEMANDS

Standing

Average Frequency: Up to 30 minutes.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, concrete, asphalt.
Description: Performs while communicating with coworkers 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: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, concrete, asphalt.
Description: Performs within buildings, 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: Performing various desk station activities including using a computer, reading or writing, driving a vehicle, during meetings and performing other described job duties.

Kneeling/Crouching/Squatting

Average Frequency: 0 to 2 times.
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 or boxes on and off lower shelves and ground level and performing other described job duties.

Crawling

Not a job requirement.

Laying on Back/Stomach

Not a job requirement.

Climbing/Balancing

Not a job requirement.

Reaching

Above Shoulder Level:

Average Frequency: Up to 5 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while accessing or placing files/paperwork 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: 6 to 6 ½ hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving 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 2 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves and 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: Up 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 during field inspections and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

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 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: 2 to 3 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

Class Description: Senior Management Analyst

Description: Performs during normal body mechanics, handling office supplies and paperwork 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: 0 to 25 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 30 lbs.

Objects: File box.

Average Frequency: 1 time every 6 months.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds at a time.

Distance: Less than 5 feet.

Height: Ground to waist level.

Description: Performs while retrieving and relocating a file box, as needed.

31 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: 2 to 3 hours.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

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

Power Grasping

Average Frequency: 1 time every 6 months.

Duration: Seconds at a time.

Class Description: Senior Management Analyst

Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while retrieving and relocating a file box, as needed. Bilateral hand use.

Fine Manipulation

Average Frequency: 5 to 6 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A.
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork, using a 10-key calculator/adding machine, 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
10-key calculator/adding machine

PERSONAL PROTECTIVE EQUIPMENT

None.

WEIGHTS AND MEASURES

Items Weighed:
File box (full) – 30 lbs.

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: October 6, 2023
Job Title: Senior Information Technology Analyst
W/C Code: 8810
FLSA Status: Exempt
Unit: Professional
Job Code: 2374

DEFINITION

Under general direction, plans, , organizes, coordinates, and reviews the work of technical staff responsible for maintaining and administer the WAN and LAN network systems; designs, implements, maintains, administers, and monitors the District's business and Supervisory Control and Data Acquisition (SCADA) network infrastructure; plans and implements security measures to protect the District's systems; serves as a technical expert for complex technology system projects which require significant integration with other District systems; provides recommendations, support and assistance to management; and performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Information Technology Manager. Exercises technical and functional direction over and provides training to lower-level professional, technical, and/or administrative staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level classification in the Information Analyst series responsible for performing highly complex analytical support to the Districts network infrastructure systems; areas of responsibility include, but are not limited to, networking integration strategies, design and development of scalable and reliable technology systems, and providing technical and functional direction to lower-level professional, technical, and administrative staff. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgement. Positions in the classification rely on experience and judgement to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness and conformity to policy and requirements. This classification is distinguished from the Information Technology Manager in that the latter is a mid-management classification and is responsible for the overall management of all information technology management functions. This classification is distinguished from the Information Technology Analyst II classification by the responsibility for technical and functional direction to journey and entry level professional staff, in addition to technical and administrative staff, and the complexity of assignment level, independent judgment and discretion for completing assignments and projects.

TYPICAL DUTIES

- Assists in developing goals, objectives, policies, procedures, and work standards for division.

Class Description: Senior Information Technology Analyst

- Plans, organizes, assigns, and reviews the work of technical staff responsible for the installation, configuration, maintenance, and repair the District's WAN and LAN network systems and a diverse range of computers, server hardware and software, communication systems, and peripheral equipment.
- Participates in the development and implementation of the District's information systems goals, objectives, and priorities; monitors work activities to ensure compliance with District information technology policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
- Provides technical and function direction to assigned lower-level professional staff, technical and administrative staff; assigns, reviews, and controls quality of work; assists in completing employee evaluations; and participates and assists in the selection and hiring of new staff.
- Participates in the preparation and administration of infrastructure project budgets; submits budget recommendations; researches and procures software, hardware, and related equipment; provides input to request for proposal scope of work and service level agreements; monitors expenditures; and coordinates the resolution of vendor problems.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies and recommends opportunities for improvement; implements approved changes.
- Oversees technical support staff in the installation, configuration, maintenance, and upgrade of computers, mobile devices, radio and communication systems and equipment, server infrastructure, network hardware, software, peripherals, and related equipment.
- Develops and implements District-wide security measures and procedures to protect the District's business and SCADA networks, computer systems, and data from cyber security threats and vulnerabilities; reviews network and security logs to identify potential issues; maintains system security and compliance with applicable laws.
- Integrates multiple systems and reconciles needs of District departments and divisions.
- Monitors network operations, physical, and virtual, to identify performance, capacity, and utilization issues.
- Plans, acquires, installs, and maintains new equipment and equipment modifications or enhancements for District network infrastructure.
- Designs, implements, maintains, administers, monitors, and secures the District's business (data and voice) and SCADA networks and ensures network resiliency and high availability.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Drives a motor vehicle.
- Performs other related duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Principles and practices of providing technical and function direction, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Basic principles and practices of budget development, administration, and accountability.

Class Description: Senior Information Technology Analyst

- Operations, services, and activities of assigned department, including applicable information technology systems and applications.
- Principles of computer system operations and peripheral components including systems analysis and development techniques.
- Operating system principles, microcomputer hardware, application software, and network administration.
- Theory and design of Information Technology.
- Principles of network systems development and implementation.
- Equipment, operations, and terminology related to information systems, and standard symbolic programming languages.
- Technology and data security protocols and controls.
- Information systems troubleshooting techniques; and computer programming methods and techniques.
- Research techniques, methodology, and procedures; file management, administration, storage, and handling techniques; and standard office practices and procedures.
- Modern communication devices and components including current trends and developments in the field of computer technology.
- Occupational hazards and standard safety practices necessary in the area of computer operations.
- Technical report writing practices and procedures.
- Principles of business letter writing and report preparation.
- Recordkeeping principles and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools 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:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Identify and coordinate areas where business process redesign can favorably impact operations.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Perform a variety of functions in the operation of a variety of computer equipment and related software; and configure software to appropriate hardware; program and repair computer networks; troubleshoot network and personal computer problems; and take proper corrective action.
- Select staff, provide training and development opportunities, ensure work is performed effectively, and assist in evaluation of performance.
- Identify, evaluate, and solve programming problems; perform diagnostic checks and take appropriate corrective action; and design and implement new or revised systems and procedures for the automation of information processing.
- Analyze data and information using established criteria in order to determine consequences and to identify and select alternatives.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Evaluate new technology and serve in an advisory capacity to supervisors and managers.
- Work with and maintain the confidentiality of sensitive information.

Class Description: Senior Information Technology Analyst

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE

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

Equivalent to a Bachelor's degree in computer science or closely related field and four (4) years of increasingly responsible professional information systems administration, network administration, cyber security, or related function, including two (2) years performing duties comparable to an Information Technology Analyst II with the District.

CERTIFICATES, LICENSES, REGISTRATIONS

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

ADDITIONAL REQUIREMENTS

Must be able to work flexible hours and overtime and may be required to work occasional nights and weekends.

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

Class Description: Senior Information Technology Analyst

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 work is usually performed in a standard office environment using a computer. While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision. Works outdoors as needed, subject to inclement weather. Works at heights including ladders and rooftops.

PHYSICAL DEMANDS

Standing

Average Frequency: Up to 1 hour.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, concrete, asphalt, and possibly gravel.
Description: Performs while installing, configuring and repairing computers, hardware, software systems and related equipment, operating and testing equipment, using tools, performing inspections, communicating with co-workers during informal meetings and performing other described job duties.

Walking

Average Frequency: 1 to 2 hours.
Duration: Seconds to 10 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, concrete, asphalt, and possibly gravel.
Description: Within the building, to and from offices, transporting equipment, tools or parts, using carts to transport equipment, during inspections, and performing other described job duties.

Sitting

Average Frequency: 6 to 7 hours.
Duration: ½ hour to 1 hour at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Office chair.
Description: Performing various desk station activities including using a computer, reading and writing, during meetings, and performing other described job duties.

Kneeling/Crouching/Squatting

Average Frequency: 5 to 10 minutes.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet.
Description: Performs while retrieving or positioning equipment, files or boxes on and off lower shelves, drawers or ground level, installing, configuring and repairing computers and related equipment and performing other described job duties.

Crawling

Average Frequency: Up to 10 minutes per week.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, pipe, concrete.
Description: Performs while working underneath office furnishings including desks to access equipment and performing other described job duties.

Laying On Back/Stomach

Average Frequency: Up to 15 minutes per week.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, pipe, concrete.
Description: Performs while working underneath office furnishings including desks to access equipment, crawling through pipe to access equipment, servicing and repairing equipment including copiers, and performing other described job duties.

Climbing/Balancing

Average Frequency: 4 to 6 times per week.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Stair or ladder steps,
Description: Performs while ascending or descending stairs to access plant sites; using ladders to access ceilings or reservoirs including accessing antennas and related equipment.

Reaching

Above Shoulder Level:

Average Frequency: 0 to less than 5 minutes.
Duration: Seconds at a time.
Maximum Frequency: Up to 30 minutes.
Duration: Seconds to 2 minutes at a time.
Description: Performs while accessing items positioned on upper shelves, accessing equipment positioned on racks, removing or installing exposed cable located in ceilings.

Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence.

Between Waist and Shoulder Level:

Average Frequency: 4 to 5 hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, installing, configuring and repairing computer hardware, software systems and equipment, using basic tools, retrieving and relocating equipment and parts, operating standard office equipment, driving a vehicle in conjunction with maneuvering a steering wheel, using carts to transport equipment, performs during inspections 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: 5 to 10 minutes.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while retrieving or positioning equipment, files or boxes on and off lower shelves, drawers or ground level, installing, configuring and repairing computers and related equipment 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: Up to 10 minutes.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while removing or installing exposed cable through ceilings, using dollies or carts to relocate and transport equipment, opening or closing file cabinet drawers, adjusting and relocating equipment and performing other described job duties. Unilateral or bilateral arm use.

Twisting/Rotating

Waist:

Average Frequency: Up to 15 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while accessing cables and equipment in restricted areas including underneath desks, working on a ladder in conjunction with repairing or servicing equipment or installing cable and performing other described job duties. Unilateral or bilateral arm use.

Class Description: Senior Information Technology Analyst

Neck:

Average Frequency: 1 to 2 hours.
Duration: Seconds at a time.
Maximum Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes at a time.
Description: During normal body mechanics, installing, configuring and repairing computer hardware, software systems and equipment, driving, performing inspections, and performing other described job duties.

Wrists:

Average Frequency: ½ hour to 1 hour.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while installing, configuring or repairing computer systems and computers including using screwdrivers, pliers, wire cutters, hand starting bolts, nuts or small parts, and performing other described job duties. Unilateral or bilateral hand use.

Bending

Waist:

Average Frequency: Up to 30 minutes.
Duration: Seconds to 2 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while retrieving or positioning equipment on and off lower areas, drawers or ground level, installing, configuring and repairing computers and related equipment and performing other described job duties. The motion is in a forward direction up to 5 to 65-degrees.

Head/Neck:

Average Frequency: 3 to 4 hours.
Duration: Seconds to 5 minutes.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, installing, configuring and repairing computer systems and equipment, reading, writing and reviewing paperwork, inspecting equipment, using various tools, and performing other described job duties.

Wrists:

Average Frequency: 3 to 4 hours.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: During normal body mechanics, installing, configuring and repairing computer systems and equipment, using various tools, removing or installing parts, components and related items, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

Lifting/Carrying

0 to 10 lbs.

Objects: Drills, screw guns, screwdrivers, wrenches, pliers, wire cutters, telephone toning sets, testing instrumentation, writing utensils, paperwork/files, telephones, office supplies, standard office tools, parts and equipment and other related items.

Average Frequency: 3 to 4 hours.

Maximum Frequency: 4 to 5 hours.

Duration: Seconds to 15 minutes at a time.

Distance: 0 to 100 feet.

Height: Ground to shoulder or above.

Description: Performs while utilizing a variety of tools to service and repair computer systems and equipment, utilizing a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, parts and equipment and other related items.

11 to 25 lbs.

Objects: 12' ladder, flat screen monitor and related equipment.

Average Frequency: 1 to 2 times.

Maximum Frequency: Up to 20 times, during special projects.

Duration: Seconds at a time.

Distance: Up to 100 feet.

Height: Ground to chest level.

Description: Performs while retrieving and relocating a 12' ladder, flat screen monitor and related equipment.

26 to 50 lbs.

Objects: 17" computer monitor, computer towers, and related equipment.

Average Frequency: 1 to 2 times.

Maximum Frequency: Up to 20 times, during special projects.

Duration: Seconds at a time.

Distance: Up to 100 feet.

Height: Ground to chest level.

Description: Performs while retrieving and relocating a 12' ladder, flat screen monitor and related equipment.

51 to 75 lbs.

Objects: Printers and computer servers.

Average Frequency: 1 time per year.*

Maximum Frequency: Average frequency is consistent.

Duration: Seconds at a time.

Distance: Up to 5 feet.

Height: Ground to chest level.

Description: *Performed with the assistance of a coworker, retrieving and relocating printers and servers.

76 to 100 lbs.

Objects: Printers and computer servers.

Class Description: Senior Information Technology Analyst

Average Frequency: 1 time per year.*
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Up to 5 feet.
Height: Ground to chest level.
Description: *Performed with the assistance of a coworker, retrieving and relocating printers and servers.

100+ lbs.

Objects: Printers, computer servers, UPS units.
Average Frequency: 1 time per year.*
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Up to 5 feet.
Height: Ground to chest level.
Description: *Performed with the assistance of a coworker, retrieving and relocating printers, computer servers and UPS units.

Simple Grasping

Average Frequency: 2 to 3 hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while handling various parts and equipment, handling and using tools, handling office supplies, using a telephone, using carts to transport equipment, parts, and performing other described job duties. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: Up to 15 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while retrieving and relocating computer monitors, printers, UPS units, servers and related items, using various basic tools including drills, screw guns, screwdrivers, wrenches and related items and performing other described job duties. Bilateral hand use.

Fine Manipulation

Average Frequency: 4 to 5 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: 6 to 7 hours.
Duration: Seconds to 15 minutes at a time.
Description: Performs while handling small parts including screws, nuts, washers, wiring, while servicing or repairing equipment, utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, pressing telephone buttons to make outgoing calls, operating and testing office equipment while pressing buttons, utilizing a writing utensil to complete

Class Description: Senior Information Technology Analyst

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

Drills

Basic tools, screwdrivers, wrenches, pliers, wire cutters and related tools

Screw guns

Telephone toning set

Various testing instrumentation

Dollies/Carts

PERSONAL PROTECTIVE EQUIPMENT

Depending on the exposure, the employee is required to wear hearing protection and safety glasses.

WEIGHTS AND MEASURES

Items Weighed:

17" computer monitor – 32 lbs.

Computer tower – 26 and 29 lbs.

12' ladder – 25 lbs.

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

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE SALARY RANGES FOR THE NEW SENIOR MANAGEMENT ANALYST AND SENIOR INFORMATION TECHNOLOGY ANALYST JOB CLASSIFICATIONS

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

WHEREAS, the District has a need for a Senior Management Analyst classification to perform highly complex analytical work and develop, administer, and oversee District-wide and departmental programs and projects; and

WHEREAS, the District has a need for a Senior Information Technology Analyst classification to perform the most complex analytical support for the District's information technology programs and projects, and cybersecurity efforts; and

WHEREAS, the Senior Management Analyst and Senior Information Technology Analyst classifications are subject to the provisions of the Memorandum of Understanding between the District and the International Federation of Professional and Technical Engineers (IFPTE), Local 21 ("Local 21"), dated December 13, 2021; and

WHEREAS, all meet and confer obligations have been met by the District and Local 21 pertaining to the creation of the new Senior Management Analyst and Senior Information Technology Analyst classifications; and

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

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

1. The salary range for the Senior Management Analyst classification is set to \$11,132–\$13,531 per month; and
2. The salary range for the Senior Information Technology Analyst classification is set to \$12,534–\$15,236 per month.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 17th day of October, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgan M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary



TITLE: Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 30-23

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the District Pay Schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and rescind Resolution No. 30-23.

DISCUSSION:

Per Resolution No. 30-23, the Board of Directors adopted the publicly available pay schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule.

The pay schedule has been updated with the titles and salary ranges for the new Senior Management Analyst and Senior Information Technology Analyst classifications, which were presented to the Board of Directors in a separate item on this evening’s agenda.

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

The pay schedule shall reflect all salaries previously agreed to by the District in accordance with the Memorandum of Understanding (MOU) between the District and the International Federation of Professional and Technical Engineers, Local 21.

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

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH THE CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5 AND RESCINDING RESOLUTION NO. 30-23

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

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

WHEREAS, by Resolution No. 30-23, the Board adopted pay schedule was approved on July 18, 2023; and

WHEREAS, the pay schedule shall be updated to reflect the new base salary for the Senior Management Analyst classification, effective October 17, 2023, approved by the Board earlier this evening in this regularly scheduled meeting; and

WHEREAS, the pay schedule shall be updated to reflect the new base salary for the Senior Information Technology Analyst classification, effective October 17, 2023, approved by the Board earlier this evening in this regularly scheduled meeting.

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

1. The pay schedule titled DSRSD Pay Schedule, set forth in Exhibit "A" and attached hereto and incorporated herein by reference, is hereby approved and adopted, and Resolution No. 30-23, attached as Exhibit "B," is hereby rescinded.

2. The pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 17th day of October, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgan M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

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

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

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

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

Exempt Classifications	Exempt	Code	Effective Date	Resolution #	Monthly Salary					Bi-Weekly Pay Rate				
					Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT II	S	2312	12/26/2022	67-21	9,657	10,140	10,648	11,180	11,738	4457.08	4680.00	4914.46	5160.00	5417.54
ADMINISTRATIVE SERVICES DIRECTOR	S	5307	12/26/2022	62-22	17,933	18,829	19,770	20,759	21,797	8276.77	8690.31	9124.62	9581.08	10060.15
ASSISTANT ENGINEER	S	2401	12/26/2022	67-21	10,586	11,116	11,671	12,254	12,867	4885.85	5130.46	5386.62	5655.69	5938.62
ASSISTANT GENERAL MANAGER	s	5118	12/26/2022	62-22	19,278	20,243	21,254	22,317	23,434	8897.54	9342.92	9809.54	10300.15	10815.69
ASSOCIATE ENGINEER	S	2402	12/26/2022	67-21	12,173	12,782	13,421	14,092	14,797	5618.31	5899.38	6194.31	6504.00	6829.38
CLEAN WATER PROGRAMS ADMINISTRATOR	S	2422	12/26/2022	67-21	11,384	11,953	12,551	13,178	13,837	5254.15	5516.77	5792.77	6082.15	6386.31
ENGINEERING SERVICES DIRECTOR	S	5407	12/26/2022	62-22	17,933	18,829	19,770	20,759	21,797	8276.77	8690.31	9124.62	9581.08	10060.15
ENVIRONMENTAL CHEMIST II	S	2572	12/26/2022	67-21	9,954	10,452	10,974	11,523	12,099	4594.15	4824.00	5064.92	5318.31	5584.15
ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS ADMINISTRATOR	S	2582	12/26/2022	67-21	11,159	11,716	12,301	12,918	13,563	5150.31	5407.38	5677.38	5962.15	6259.85
EXECUTIVE SERVICES SUPERVISOR	S	3385	12/26/2022	54-21	12,639	13,271	13,935	14,632	15,363	5833.38	6125.08	6431.54	6753.23	7090.62
FINANCE SUPERVISOR	S	3325	3/21/2023	8-23	12,452	13,075	13,729	14,415	15,136	5747.08	6034.62	6336.46	6653.08	6985.85
FINANCIAL ANALYST	S	2322	12/26/2022	67-21	10,869	11,412	11,984	12,582	13,210	5016.46	5267.08	5531.08	5807.08	6096.92
FINANCIAL SERVICES MANAGER	S	3326	12/26/2022	54-21	14,945	15,690	16,475	17,300	18,163	6897.69	7241.54	7603.85	7984.62	8382.92
GENERAL MANAGER	S	6118	12/26/2022	26-22	0	0	0	0	25,134	0.0000	0.0000	0.0000	0.0000	11600.31
GIS ANALYST	S	2412	12/26/2022	67-21	11,092	11,648	12,228	12,840	13,484	5119.38	5376.00	5643.69	5926.15	6223.38
HUMAN RESOURCES ANALYST II	S	4335	12/26/2022	62-22	10,661	11,195	11,755	12,342	12,959	4920.46	5166.92	5425.38	5696.31	5981.08
HUMAN RESOURCES AND RISK MANAGER	S	4336	12/26/2022	62-22	13,836	14,529	15,254	16,016	16,818	6385.85	6705.69	7040.31	7392.00	7762.15
INFORMATION TECHNOLOGY ANALYST II	S	2372	12/26/2022	67-21	11,395	11,965	12,563	13,191	13,851	5259.23	5522.31	5798.31	6088.15	6392.77
INFORMATION TECHNOLOGY MANAGER	S	3376	12/26/2022	54-21	14,878	15,621	16,403	17,226	18,088	6866.77	7209.69	7570.62	7950.46	8348.31
LABORATORY AND ENVIRONMENTAL COMPLIANCE MANAGER	S	3576	12/26/2022	54-21	12,849	13,491	14,167	14,873	15,619	5930.31	6226.62	6538.62	6864.46	7208.77
LABORATORY SUPERVISOR	S	3575	7/18/2023	29-23	11,447	12,019	12,620	13,251	13,914	5283.23	5547.23	5824.62	6115.85	6421.85
MANAGEMENT ANALYST II	S	2612	12/26/2022	67-21	10,120	10,627	11,158	11,716	12,301	4670.77	4904.77	5149.85	5407.38	5677.38
MECHANICAL SUPERINTENDENT	S	3536	12/26/2022	54-21	13,383	14,052	14,756	15,493	16,268	6176.77	6485.54	6810.46	7150.62	7508.31
OPERATIONS COMPLIANCE MANAGER	S	3596	12/26/2022	54-21	14,766	15,504	16,280	17,094	17,949	6815.08	7155.69	7513.85	7889.54	8284.15
OPERATIONS DIRECTOR	S	5507	12/26/2022	62-22	17,933	18,829	19,770	20,759	21,797	8276.77	8690.31	9124.62	9581.08	10060.15
PRETREATMENT PROGRAMS ADMINISTRATOR	S	2562	12/26/2022	67-21	10,533	11,059	11,613	12,193	12,802	4861.38	5104.15	5359.85	5627.54	5908.62
PRINCIPAL ELECTRICAL ENGINEER	S	3546	12/26/2022	54-21	15,442	16,213	17,023	17,874	18,769	7127.08	7482.92	7856.77	8249.54	8662.62
PRINCIPAL ENGINEER	S	3406	12/26/2022	54-21	15,442	16,213	17,023	17,874	18,769	7127.08	7482.92	7856.77	8249.54	8662.62
PRINCIPAL WATER/WASTEWATER SYSTEMS ENGINEER	S	3506	12/26/2022	54-21	15,442	16,213	17,023	17,874	18,769	7127.08	7482.92	7856.77	8249.54	8662.62

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

PUBLIC AFFAIRS PROGRAM ADMINISTRATOR	S	2142	6/20/2023	20-23	11,197	11,757	12,345	12,962	13,610	5167.85	5426.31	5697.69	5982.46	6281.54
PUBLIC AFFAIRS SPECIALIST	S	2122	12/26/2022	67-21	10,062	10,565	11,094	11,649	12,231	4644.00	4876.15	5120.31	5376.46	5645.08
PUBLIC AFFAIRS SUPERVISOR	S	3125	12/26/2022	54-21	12,808	13,447	14,121	14,828	15,570	5911.38	6206.31	6517.38	6843.69	7186.15
SENIOR ENGINEER	S	3405	12/26/2022	54-21	13,684	14,369	15,087	15,841	16,633	6315.69	6631.85	6963.23	7311.23	7676.77
SENIOR ENVIRONMENTAL CHEMIST	S	2574	12/26/2022	67-21	10,951	11,498	12,073	12,677	13,310	5054.31	5306.77	5572.15	5850.92	6143.08
SENIOR HUMAN RESOURCES ANALYST	S	4334	12/26/2022	62-22	11,727	12,314	12,929	13,576	14,255	5412.46	5683.38	5967.23	6265.85	6579.23
SENIOR INFORMATION TECHNOLOGY ANALYST	S	2374	10/17/2023	TBD	12,534	13,161	13,819	14,510	15,236	5784.92	6074.31	6378.00	6696.92	7032.00
SENIOR MANAGEMENT ANALYST	S	2614	10/17/2023	TBD	11,132	11,689	12,273	12,887	13,531	5137.85	5394.92	5664.46	5947.85	6245.08
SENIOR QUALITY ASSURANCE CHEMIST	S	2564	7/18/2023	29-23	10,951	11,498	12,073	12,677	13,310	5054.31	5306.77	5572.15	5850.92	6143.08
SPECIAL ASSISTANT TO THE GENERAL MANAGER	S	5107	12/26/2022	61-22	15,592	16,372	17,191	18,051	18,954	7196.31	7556.31	7934.31	8331.23	8748.00
VISUAL COMMUNICATIONS SPECIALIST	S	2132	12/26/2022	67-21	10,062	10,565	11,094	11,649	12,231	4644.00	4876.15	5120.31	5376.46	5645.08
WASTEWATER TREATMENT PLANT OPERATIONS SUPERINTENDENT	S	3526	12/26/2022	54-21	15,158	15,916	16,712	17,548	18,425	6996.00	7345.85	7713.23	8099.08	8503.85
WATER/WASTEWATER SYSTEMS SUPERINTENDENT	S	3516	12/26/2022	54-21	14,431	15,152	15,909	16,704	17,540	6660.46	6993.23	7342.62	7709.54	8095.38

RESOLUTION NO. 30-23

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

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

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

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

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

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

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

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

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

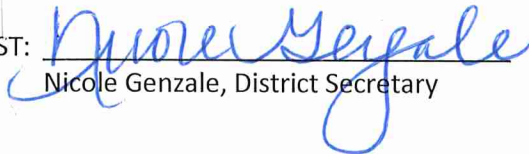
ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 18th day of July, 2023, and passed by the following vote:

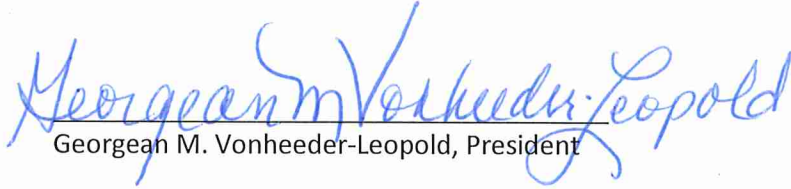
AYES: 5 – Directors Ann Marie Johnson, Dinesh Govindarao, Richard M. Halket, Arun Goel, Georgean M. Vonheeder-Leopold

NOES: 0

ABSENT: 0

ATTEST:


Nicole Genzale, District Secretary


Georgean M. Vonheeder-Leopold, President



TITLE: Receive Presentation on CalPERS Annual Valuation Report and Approve Strategy to Manage the District’s Unfunded Accrued Liability (UAL)

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation on the California Public Employees Retirement System (CalPERS) Annual Valuation Report and approve, by Motion, the strategy to manage the District’s Unfunded Accrued Liability (UAL) by (1) establishing a minimum funded ratio threshold of 80% and a target funded ratio of 90%; (2) prioritizing Rate Stabilization Fund (RSF) transfers toward UAL liabilities; and (3) allocating additional discretionary payments equal to 15% of annual UAL obligations.

SUMMARY:

Pension UAL is the District’s third largest long-term cost behind capital replacement and debt. Three components fund the CalPERS liability – employer contributions, employee contributions and investment returns. CalPERS assumed a return on its investment portfolio of 6.8% in fiscal year ending (FYE) 2022, however, the actual return was negative 6.1%. This shortfall increased the liability in the Classic Miscellaneous (Classic) risk pool by \$18.3 million, from \$5.2 million to \$23.5 million, and in the Public Employees’ Pension Reform Act of 2012 (PEPRA) risk pool by \$0.5 million, from -\$0.2 million to \$0.3 million. To manage the District’s UAL, staff recommends (1) establishing funded ratio thresholds; (2) prioritizing Rate Stabilization Fund (RSF) transfers to include UAL; and (3) allocating additional payments of 15% of annual UAL obligations.

BACKGROUND:

As a key benefit for employees, the District contracts with CalPERS to provide a defined benefit pension plan. DSRSD currently participates in two risk pools: Classic Miscellaneous (pre-2012) and PEPRA Miscellaneous (new employees to the system since 2012). CalPERS prepares an Annual Valuation Report that determines DSRSD’s minimum required employer contributions. Employer contributions are comprised of Normal Cost and amortization of UAL. For each agency and for each employee pool, the actual percentage for how a retirement pension is funded is different. The CalPERS website gives a statewide average, for illustrative purposes only, of how these three resources fund retirement pensions:

- Employer contributions 32%
- Employee contributions 12%
- Investment Earnings 56%

DSRSD Normal Costs have increased approximately \$285,000, and the UAL Costs have increased approximately \$850,000 over the past five years. Normal Costs have stayed relatively stable as the District’s workforce shifts from Classic to PEPRA employees. UAL Costs have increased more significantly due to investment performance and actuarial assumption changes. Currently, Classic and PEPRA employees represent 45% and 55% of the District’s workforce, respectively. In FYE23, Normal Costs were \$1,147,138 for Classic and \$521,543 for PEPRA, and UAL Costs were \$1,321,062 for Classic and \$2,986 for PEPRA.

Normal Cost

For each contracted agency, CalPERS annually prepares an actuarial valuation report to determine how much funding is necessary to fund the pension obligation of the service credit that will be earned that fiscal year. This is known as the “Normal Cost.” The valuation report is based on assumptions regarding longevity of staff, estimated final value of

Originating Department: Administrative Services	Contact: H. Chen/C. Atwood	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: N/A	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	40 of 49	

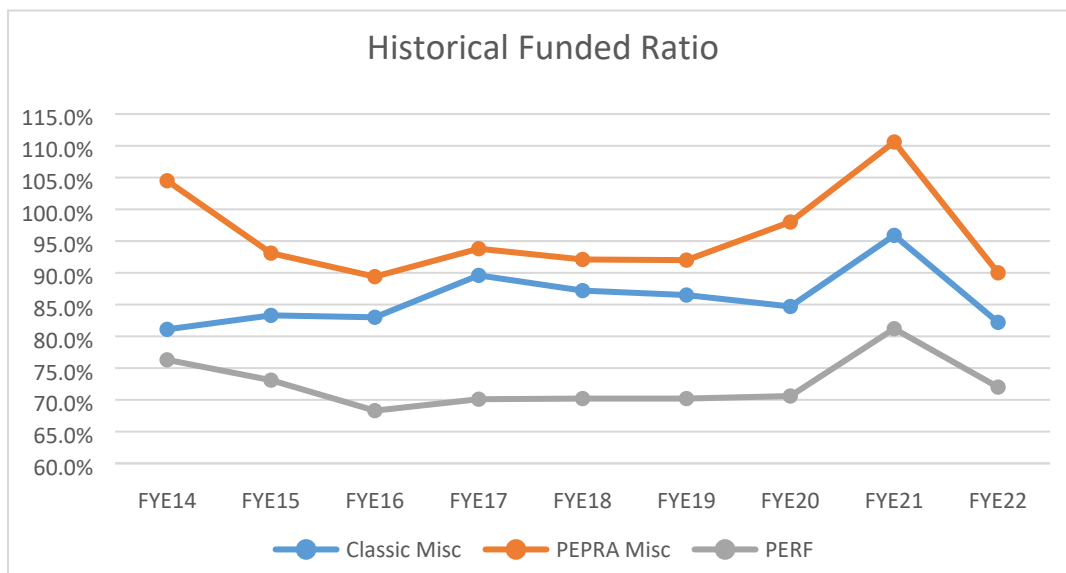
pension benefits, and assumed CalPERS investment returns over many years to determine this “Normal Cost.” The Normal Cost is calculated as a percentage of payroll and is paid as part of the payroll reporting process. If all the assumptions prove to be accurate, then the amount paid to CalPERS in that year will fully fund the pension obligation for that year of service for all eligible Districts employees. If the estimates and assumptions are accurate every year (over many years), then the pension fund will be fully funded at the 100% level. However, if the investment returns on CalPERS investments are lower than projected, the value of pensions are greater than projected, or if there are other adverse deviations from assumptions, then there will be a shortfall in the pension fund. In this case, an Unfunded Actuarial Liability is created, which the public agency is required to address through an amortization schedule over a period of 20 to 30 years. This liability is often referred to as “UAL” and is discussed later in this report.

The calculation of the Normal Cost for each year has an additional level of complexity because of changes mandated by the Public Employees’ Pension Reform Act of 2012, which established a reduced pension formula for new employees not already enrolled in the CalPERS program. Because of the different formula, the required District contribution formula is less for this group of employees. It is also based on the percentage of payroll. The 2012 Act is often referred to by its acronym “PEPRA,” and employees who are included in the new program are sometimes referred to as “second tier” beneficiaries.

Unfunded Actuarial Liability (UAL):

If all previous calculations for the annual “Normal Cost” have been accurate going back to the time when CalPERS pensions were first offered, then the District’s pension plan would be 100% funded. However, because of uncertainty about investment returns, CalPERS has made a number of actuarial changes in recent years. One of the most significant assumption changes is that average investment returns (discount rate) will be lower in the future. Over the last 10 years, CalPERS lowered the assumed discount rate from 7.50% to 6.8%. As assumed investment returns are being lowered, less investment income is expected, which requires local agencies to make up the difference. The larger contributions from the local agencies provide payment to the UAL to assure sufficient funding is set aside to meet long-term pension obligations. Other factors that affect the UAL calculations such as actual investment returns, earned pension benefit levels, amortization periods, and retiree longevity also have varied from original assumptions. The UAL is currently amortized over a 20-year period.

The changing assumptions and actual investment performance discussed above results in the District being less than 100% funded over the years. The following chart compares DSRSD’s Classic and PEPRA funded ratios over the last nine years to the overall CalPERS public agency’s funded ratio (PERF – Public Employees’ Retirement Fund). On average, DSRSD’s Classic and PEPRA funded ratios have been approximately 13.5% and 23.5% greater than the overall pool of CalPERS agencies over the last nine fiscal years. This is attributed to DSRSD making additional discretionary payments towards the UAL in 2015, 2016, 2017, 2020, and 2021.



Although the District's funded ratios are higher than the overall pool of CalPERS agencies, the most recent investment loss has resulted in a decrease of the funded ratio for both the Classic (95.9% to 82.2%) and the PEPRA (110.6% to 90.0%) risk pools.

DISCUSSION:

The District maintains four funds (Operations, Rate Stabilization, Replacement, and Expansion) for each of its three enterprises (Local Wastewater Collection, Regional Wastewater Treatment, and Water). The Board of Directors last adopted its Financial Reserves policy (P400-15-1) in 2015, which provides fund reserve guidance for all enterprises. The purpose of Rate Stabilization Fund (RSF) reserves is to manage public funds to assure financial stability, including stability of revenues and the rates and charges related to each enterprise. For each RSF, a "minimum reserve," a "target reserve," and a "maximum reserve" are established based on working capital available to pay for two, four, and six months of operating expenses for each respective Operations Fund. When the combined working capital for the Operations Fund and the RSF exceeds 12 months of budgeted operating expenses, the Financial Reserves policy authorizes the General Manager to make a recommendation to the Board of Directors as to how the funds should be used.

At the May 16, 2023, Board of Directors meeting regarding RSF transfers, staff recommended leaving excess monies in the Enterprise Funds in anticipation of utilizing those funds to make additional discretionary payments toward the District's UAL. Staff was directed to report back after the FYE 2022 CalPERS Annual Valuation report was issued as it was anticipated that the UAL would significantly increase due to the negative 6.1% investment return that year.

With the increase in unfunded liability, annual UAL payments will continue to increase significantly from \$1.2 million in FYE 2024 to \$2.8 million by FYE 2030. Staff is recommending that the Board direct staff to update the Financial Reserves policy to prioritize RSF transfers toward UAL payments. This recommendation is based on the goal of managing the District's UAL, increasing the District funded ratios over time, and realizing associated interest cost savings. By utilizing RSF funds toward UAL payments, the District leverages CalPERS investment returns (assumed 6.8%) instead of the more conservative DSRSD investment portfolio (2.73% average yield as of June 30, 2023). One important note of any additional discretionary payment to CalPERS is that it is an irrevocable contribution and DSRSD loses the ability to access the funds for other commitments or priorities.

Interest saved with the prepayment of funds will work similar to a home mortgage being paid down over a shorter time period. For example, paydown based on 15 years versus 20 years for the Classic Miscellaneous pool would save the District an estimated \$3.2 million dollars due to lower interest costs.

Policy Options:

It is recommended that the Board establish funded ratio thresholds, RSF transfer prioritization, and allocate additional discretionary payments towards managing the District's UAL. If approved, staff will incorporate Board direction into District policies for review at a future Board meeting.

1. Funded Ratio Thresholds

Over the past nine years, DSRSD has prepaid the CalPERS liability five times, resulting in the funded ratio for Classic and PEPRA staying above 80% and 90%, respectively. Staff is concerned about the fiscal impacts of UAL payments with falling funded ratios and is recommending establishing a minimum threshold of 80% per risk pool. Triggering the minimum threshold would prompt staff to return to the Board with plans and timeframes to return to the minimum funded ratio threshold. Staff is also recommending establishing a target funded ratio of 90% as a goal to work toward over time and allow the District to better maintain minimum thresholds in years with poor CalPERS investment returns. Policy options #2 and #3 represent staff's recommendations to work toward the 90% target funded ratio threshold.

2. Rate Stabilization Fund Transfer Prioritization

As mentioned above, when the working capital of the Operation Fund and RSF of an enterprise exceed 12 months of operating expenses, the General Manager recommends how to utilize those excess reserves with the

annual RSF report to the Board in January. Staff recommends prioritizing working capital above the 12-month maximum toward UAL payments when the District's pension funded ratio is below the target goal of 90%.

The advantage of using the RSF transfers to pre-fund the UAL Costs is two-fold. First, it provides a mechanism to fund additional UAL payments with operational savings. Second, it leverages CalPERS investment returns versus the District's conservative investment portfolio. The disadvantage of RSF transfers is that all three Enterprise Funds would have to contribute proportionate shares toward UAL payments, and it is not typical for all three Enterprise Funds to have excess funds in any given year. In those situations, staff would recommend utilizing funds between target and maximum reserves to the Board during the annual review of RSF balances.

The FYE 2023 RSF annual report is anticipated to be presented to the Board in January 2024. Staff recommends continuing to defer the RSF transfers discussed at the May 2023 Board meeting until the FYE 2023 RSF report is presented for an anticipated larger additional discretionary payment.

3. Allocating Additional Discretionary Payments

CalPERS currently uses an open 20-year amortization schedule to spread payment of the UAL over time. Staff recommends allocating 15% of annual UAL payments for additional discretionary payments. For example, the FYE 2024 UAL payment of \$1.7 million would result in an approximate additional discretionary payment of \$252,000 (shared across the three Enterprise Funds). Payment by an additional 15% per year would reduce the amortization schedule by approximately five years resulting in estimated interest cost savings of \$3.0 million. The pros and cons to paying off the liability earlier than required are stated above.

If approved, staff would incorporate the Board direction with the annual RSF transfer coming to the Board no later than January 2024 and update the Financial Reserves policy to reflect the above recommendations.



TITLE: Receive Presentation on Water Rates and 2024 Water Cost of Service Study

RECOMMENDATION:

Staff recommends the Board of Directors:

1. Receive a presentation addressing comments and questions raised during the water rates presentation provided at the September 19, 2023 Board meeting.
2. Direct staff to include the following rate design scenarios in the 2024 Water Cost of Service Study, in addition to the current baseline (“status quo”) methodology:
 - a. Establish a separate fixed and variable wholesale rate charge from Zone 7 Water Agency (Zone 7).
 - b. Allocate DSRSD retail costs between fixed and variable charges at a maximum ratio of 30% fixed and 70% variable.
3. Direct staff to defer implementation of the authorized Consumer Price Index (CPI) rate adjustment for the District’s retail rates in January 2024 in favor of implementing new rates, effective after adoption of the 2024 Water Cost of Service Study.
4. Direct staff to defer passing through the Zone 7 wholesale rate adjustment in January 2024 while staff studies establishing a separate fixed and variable wholesale rate charge as part of the 2024 Water Cost of Service Study.

SUMMARY:

Dublin San Ramon Services District (District/DSRSD) conducts water rate studies approximately every five years with the objective of developing cost-based rates that meet the District’s operation and maintenance needs and fund water capital asset replacement. Staff has provided information to address comments and questions raised during the September 19 Board meeting presentation on water rates, and is requesting direction from the Board on policy issues related to the Zone 7 wholesale cost of water, the ratio between fixed and variable charges for the District’s retail water rate, as well as the implementation timing and considerations for updated rates. Board direction will guide the 2024 Water Cost of Service Study, which will be brought to the Board for review and adoption later this year.

BACKGROUND:

District water rates are periodically reviewed to ensure financial sufficiency to meet operation and maintenance costs and capital replacement costs, achieve policy reserve fund targets, and realign rates to recover the water enterprise’s revenue requirements. Water rates were last updated in July 2019. Staff has begun a 2024 Water Cost of Service Study to review cost of service and revenue requirements for the water enterprise. This effort was accelerated when the District’s Adopted Operating Budget for Fiscal Years 2024 and 2025 identified \$2,000,000 in cost increases to the Water Fund, including increased contributions to the DSRSD-East Bay Municipal Utility District Recycled Water Authority (DERWA), energy costs, emergency subsurface repair work, and two new full-time equivalent positions.

At the September 19 Board meeting, staff provided a presentation on water rates and requested direction from the Board on several water rate policy issues to provide the framework for the 2024 Water Cost of Service Study. The Board elected not to make any policy decisions at the time, and requested that staff return at a later date with additional information.

Originating Department: Office of the General Manager	Contact: C. Ferreyra/D. McIntyre	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: N/A	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		44 of 49

Retail and Wholesale Water Rates

The District provides potable and recycled water service to customers in the City of Dublin and the Dougherty Valley area of the City of San Ramon. The cost of distributing water to individual customers is reflected in the District’s “retail rate.” The retail rate consists of two types of water charges: fixed service charge and variable consumption charge. Both charges are billed bimonthly. A fixed service charge is a fixed amount charged to each customer based on meter size. Effective January 1, 2023, the bimonthly fixed charge for a 5/8” meter (the most common meter in the system, typically serving single-family residential) is \$39.37. A variable consumption charge is based on water demand and is charged per hundred cubic foot of water used (CCF, approximately 748 gallons). The District’s current retail variable charge for potable water is \$1.45 per CCF.

The District purchases all of its potable water supplies from Zone 7, the Tri-Valley’s wholesale water supplier. Zone 7 charges the District a “wholesale rate” for purchasing treated water. This rate covers Zone 7’s cost of purchasing water from the Department of Water Resources through the State Water Project, as well as treating and storing water. Zone 7’s wholesale rates are comprised of fixed and variable charges, typically adjusted January 1 of each year by the Zone 7 Board of Directors. In order to collect enough revenue to pay Zone 7 for the cost of purchased water, DSRSD currently blends the fixed and variable wholesale charges, in proportion to estimated water use, and passes through a “Zone 7 Cost of Water” charge to District customers. The District also passes through any future adjustments to the wholesale rate that the Zone 7 Board of Directors authorizes, as provided for in state law (California Government Code Section 53756).

DISCUSSION:

Responses to the Board’s questions and comments from the Board meeting on September 19, 2023 are shown below. It should be noted that the total bill impacts have been derived using the 2019 Comprehensive Water Cost of Service Study assumptions for revenue requirements. These impacts do not take into consideration new revenue requirements, like those mentioned in the Operating Budget, which will be analyzed in the 2024 Water Cost of Service Study that is underway.

Policy #1: Zone 7 Wholesale Cost

DSRSD currently blends the fixed and variable wholesale charges from Zone 7, in proportion to estimated water use, and passes through a “Zone 7 Cost of Water” charge to District customers. DSRSD’s practice of blending the fixed charge as a variable component to the Zone 7 charge means the District takes on financial risk if actual water sales are less than projected and DSRSD collects insufficient revenue to fully pay the Zone 7 fixed charge. Blending the Zone 7 fixed and variable charges minimizes the impact on low consumption customers because it allows a greater percentage of their bill to be controlled based on water usage.

In the September 19 staff report and presentation, single-family residential water consumption demographics were provided to establish usage bands for the purpose of analyzing the impacts of rate changes studied. Those bands are shown below:

Single-Family Residential Water Consumption Demographics

Consumption Band	Bimonthly Consumption (CCF)	Percent of Total Accounts
Low	0-10	24%
Medium	11-25	58%
High	26-30+	17%

In addition to the status-quo option of blending the Zone 7 wholesale rate (Option 3a), staff offered three other options to address the potential financial risk associated with blending Zone 7’s fixed and variable charges. Options 1, 2, and 3b are summarized below, with the advantages, disadvantages, and impacts to customer’s total bill in both percentages and dollars by consumption band.

Option	Description	Advantages	Disadvantages	Consumption Band	Current Bill	Estimated Bill	Estimated Bill Impact	
1	Collect 30% of the Zone 7 fixed charge via a separate Zone 7 fixed charge	Mild increase in revenue stability	Impacts to low usage customers	Low	\$99	\$108	9%	\$9
				Medium	\$187	\$181	-3%	-\$6
				High	\$216	\$206	-5%	-\$10
2	Collect 100% of the Zone 7 fixed charge via a separate Zone 7 fixed charge	Fixed charge is collected regardless of demand	Impacts to low usage customers	Low	\$99	\$116	18%	\$18
				Medium	\$187	\$175	-6%	-\$12
				High	\$216	\$194	-10%	-\$22
3b	Blend Zone 7 wholesale cost into the DSRSD retail rate	Water shortage rates mitigate revenue loss due to drought	Elimination of pass-through	Low	\$99	\$99	0%	\$0
				Medium	\$187	\$187	0%	\$0
				High	\$216	\$216	0%	\$0

On September, staff recommended Option 2 (collection of 100% of the Zone 7 fixed charge via a separate Zone 7 fixed charge) because it would fully mitigate the financial risk associated with the Zone 7 fixed charge. While Option 3b (blending of the Zone 7 wholesale cost into the DSRSD retail rate) also addressed the risk in a different manner, it may not be prudent to eliminate the practice of passing through Zone 7 wholesale water charges until more is known about future Zone 7 rate increases required to fund major capital improvements. Zone 7 will revisit its wholesale rate schedule for calendar years 2025 and 2026 and have committed to adopting any changes by November 2024.

Historical Zone 7 Wholesale Revenue vs. Expenditures

The table below shows a comparison of historical wholesale water purchase costs and wholesale water rate revenue over the last ten fiscal years, including the difference in both dollars and percentages, as requested by the Board on September 19.

The blended Zone 7 wholesale rate is designed to generate enough revenue to cover the District’s cost to purchase wholesale water from Zone 7. Actual revenues and costs will vary, however, because a key assumption in the calculation of the Zone 7 wholesale rate is an estimation of what demand will be for the year. Projecting water consumption is challenging, during both normal and water shortage conditions. If actual demand is less than projected, revenue will not be sufficient to meet the cost of purchasing wholesale water. If actual demand is more than projected, revenue will exceed the cost of purchasing wholesale water.

Given the uncertainty of water demand, if the Board ultimately provides direction to maintain the status quo practice of blending the Zone 7 wholesale rate, staff would propose addressing the variance as part of a true-up calculation. The details of the true-up methodology would be determined at a future date, but the true-up would generally establish a baseline period (e.g., the last five-year rate study period), identify thresholds for exceedances (e.g., within a certain dollar amount or percentage from the projection), and outline how the over/under is applied to the wholesale rate (e.g., in the first year of the next rate study, or a fixed percentage over the rate study period).

Zone 7 Cost of Water Revenue vs. Zone 7 Wholesale Water Purchase Expense by Fiscal Year

Fiscal Year	Zone 7 Cost of Water (Revenue)	Wholesale Water Purchase (Expense)	Over/Under (\$)	Over/Under (%)
2013	\$ 9,250,000	\$ 10,290,000	\$ (1,040,000)	-10%
2014	\$ 9,950,000	\$ 10,110,000	\$ (160,000)	-2%
2015	\$ 7,270,000	\$ 7,640,000	\$ (370,000)	-5%
2016	\$ 7,830,000	\$ 9,280,000	\$ (1,450,000)	-16%
2017	\$ 10,890,000	\$ 12,430,000	\$ (1,540,000)	-12%
2018	\$ 13,240,000	\$ 14,420,000	\$ (1,180,000)	-8%
2019	\$ 12,220,000	\$ 13,680,000	\$ (1,460,000)	-11%
2020	\$ 15,590,000	\$ 15,170,000	\$ 420,000	3%
2021	\$ 16,850,000	\$ 16,020,000	\$ 830,000	5%
2022	\$ 16,490,000	\$ 15,620,000	\$ 870,000	6%
2023	\$ 15,440,000	\$ 14,580,000	\$ 860,000	6%

Staff Recommendation: Staff recommends including establishment of a separate fixed and variable wholesale rate charge from Zone 7 as a rate design scenario in the 2024 Water Cost of Service Study, in addition to the current baseline (“status quo”) methodology. This varies from the recommendation provided on September 19 in acknowledgement of the challenge the Board faces in deciding on this policy issue without the benefit of seeing an updated cost of service analysis and preliminary rates. The Board decision on the options would be deferred to when the Board makes decisions on the 2024 Water Cost of Service Study.

Policy #2: Fixed vs. Variable Cost Ratio for DSRSD’s Retail Water Rates

Collecting a higher percentage of revenue requirements through fixed charges for DSRSD retail rate provides greater revenue stability during periods of lower demand. However, higher fixed charge allocations impact lower usage customers because fixed charges represent a greater proportion of their overall water bill. The District’s current water charges for DSRSD’s retail rate component generate approximately 20% of the total rate revenues from fixed charges and the remaining 80% from variable charges. The best management practice per the American Water Works Association is 30% fixed/70% variable.

In the September 19 staff report and presentation, staff offered two options (in addition to the status quo, Option 3) to address balancing revenue stability during periods of water shortage with impacts to low water usage customers. Options 1 and 2 are summarized below, with the advantages, disadvantages, and impacts to customer’s total bill in both percentages and dollars by consumption band.

Also included below is an option to reallocate the District’s fixed and variable charges to 30%/70% and collect 30% of the Zone 7 fixed charge via a fixed charge. This scenario was requested by the Board and is shown as Option 4.

Option	Description	Advantages	Disadvantages	Consumption Band	Current Bill	Estimated Bill	Estimated Bill Impact	
1	Reallocate the District's fixed and variable charges to 30%/70%	Increase in revenue stability	Impacts to low usage customers	Low	\$99	\$109	11%	\$10
				Medium	\$187	\$189	1%	-\$6
				High	\$216	\$216	0%	\$0
2	Option 1 + Collect 100% Zone 7 fixed charge via separate fixed charge	Increase in revenue stability	Impacts to low usage customers	Low	\$99	\$127	29%	\$28
				Medium	\$187	\$189	-5%	-\$9
				High	\$216	\$216	-10%	-\$22
4 (NEW)	Option 1 + Collect 30% Zone 7 fixed charge via separate fixed charge	Increase in revenue stability	Impacts to low usage customers	Low	\$99	\$118	20%	\$20
				Medium	\$187	\$184	-2%	-\$3
				High	\$216	\$206	-5%	-\$11

On September 19, staff made a two-part recommendation:

1. If the Board agreed with the staff recommendation for Policy #1 to separate fixed and variable Zone 7 pass-through charges and fully (100%) recover the fixed charge via separate fixed charge on the bill, then staff recommends the retail rate allocation remain the status quo 20%/80% split between fixed and variable to mitigate the impact of separating the Zone 7 fixed and variable charges for low usage customers while still balancing the financial risk of collecting a lower percentage of revenue via a fixed charge as part of the retail rate.
2. If the Board had provided direction to maintain the current practice of passing through a blended rate for fixed and variable charges from Zone 7, staff recommended Option 1, which would reallocate the District's fixed and variable charges to 30%/70% to mitigate financial risk to the District during water shortage conditions.

Staff Recommendation: Staff recommends including reallocation of the DSRSD retail costs between fixed and variable charges at a maximum ratio of 30% fixed and 70% variable as a rate design scenario in the 2024 Water Cost of Service Study, in addition to the current baseline ("status-quo") methodology. This varies from the recommendation provided on September 19 in acknowledgement of the challenge the Board faces in deciding on this policy issue without the benefit of seeing an updated cost of service analysis and preliminary rates. Formal Board decision on the options would be deferred to when the Board makes decisions on the 2024 Water Cost of Service Study.

Policy #3: 2024 Retail Rate Adjustment

The Board authorized annual Consumer Price Index (CPI) percentage adjustments, commencing January 1, 2021 through January 1, 2024, as part of the 2019 Water Cost of Service Study. Under a typical schedule, reformulated rates based on a new cost of service study would have been implemented in January 2025. However, because of concerns about revenue and expenditure trends identified in the 10-year financial model in the recently adopted Operating Budget, staff initiated a cost of service study with HDR Engineering in late summer 2023.

Staff estimates that a cost of service study will be completed and presented to the Board in late November or early December. After the Board reviews the study, the rates would be subject to the mandated 45-day public notification period required by Proposition 218, and a public hearing to consider adoption of the rates would tentatively be held in January or February 2024.

On September 19, staff presented two options to Board related to the 2024 retail rate adjustment timing.

Option 1: *Forego a rate adjustment on January 1, 2024 and make new rates effective March 1, 2024*

Option 2: *Implement a rate adjustment on January 1, 2024, and make new rates effective July 1, 2024*

Staff recommended that in lieu of implementing the fifth and final CPI retail rate adjustment on January 1, 2024, the Board forego this adjustment and make new rates, based on the 2024 Water Cost of Service Study, effective after adoption of the Study (likely in March). The benefit of this approach is that the District avoids increasing rates twice in a given year, which could be confusing to customers. This option accelerates implementation of rates designed to include previously unanticipated costs for DERWA, energy, underground repairs, and staffing as revised revenue requirements.

Based on the adopting resolution for the 2019 Comprehensive Water Cost of Service Study, the DSRSD retail rate would increase 2.8% on January 1, 2024, if the Board elects to implement the adjustment as authorized. This results in the retail rate increasing \$0.04 per CCF, from \$1.45 to \$1.49. Consumption during January and February 2023 was 518,000 CCF. If it is assumed that the District's water demand remains the same as 2023, foregoing the CPI adjustment in January and February would forego approximately \$20,000 in revenue.

Staff Recommendation: Staff recommends the Board forego implementation of the authorized CPI rate adjustment for the District's retail rate in January 2024 in favor of implementing new rates after adoption of the 2024 Water Cost of Service Study, which will address increased costs shortly thereafter. The estimated effective date of new rates is March 2024.

2024 Zone 7 Wholesale Rate Adjustment

As noted in the September 19 staff report, the District also passes through any future adjustments to the wholesale rate that the Zone 7 Board of Directors authorizes, as provided for in state law (California Government Code Section 53756). Under the current blended methodology, the Zone 7 wholesale water rate would increase \$0.13 per CCF, from \$4.45 to \$4.58 (3%). If it is assumed that the District's water demand remains the same as 2023, foregoing the CPI adjustment in January and February would forego approximately \$100,000 in revenues and would draw down on the reserves by the same amount.

Similar to the retail rate, the benefit of this approach is that the District avoids increasing rates twice in a given year, which could be confusing to customers, particularly if the rates are ultimately redesigned to separate the fixed and variable charges. Staff recommends also deferring passing through the Zone 7 wholesale rate adjustment in January 2024.

Next Steps

HDR Engineering, the District's consultant for the 2024 Water Cost of Service Study, is currently developing a model based on status quo assumptions. Upon receiving Board direction, staff will work with HDR Engineering to incorporate any additional rate design scenarios and present preliminary rates to the Board in late November or early December. After the Board reviews the study, the rates would be subject to the mandated 45-day public notification period required by Proposition 218, and a public hearing to consider adoption of the rates would tentatively be held in January or February 2024.