

# AGENDA

## NOTICE OF REGULAR MEETING

**TIME:** 6 p.m.

**DATE:** Tuesday, November 7, 2023

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

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

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL – Members: Goel, Govindarao, Halket, Johnson, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
  - 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 17, 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. Accept Regular and Recurring Report: Treasurer's Report  
**Recommended Action:** Accept by Motion

- 7.D. Approve Master Agreement for Consulting Services with Salas O'Brien Engineers, Inc., and Authorize Execution of Task Order No. 1 for the WWTP HVAC Replacements Project (CIP 22-P010) and DERWA HVAC Replacements Project (CIP 22-R014)  
**Recommended Action:** Approve by Motion
- 7.E. Approve Salary Range for New Operations Storekeeper Job Classification  
**Recommended Action:** Approve by Resolution
- 7.F. 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. 41-23  
**Recommended Action:** Adopt by Resolution
- 7.G. Adopt Revised Investment Policy and Rescind Resolution No. 35-18  
**Recommended Action:** Adopt Policy by Resolution

8. BOARD BUSINESS

- 8.A. Receive Presentation on Actuarial Valuation of Other Post-Employment Benefits (OPEB) Report and Provide Direction regarding California Employers' Retiree Benefit Trust (CERBT) Asset Allocation Strategies  
**Recommended Action:** Receive Presentation and Provide Direction
- 8.B. Appoint Shu-Jan (Jan) R. Lee as General Manager and Adopt Personal Services Agreement  
**Recommended Action:** Approve by Resolution

9. REPORTS

- 9.A. Boardmember Items
  - 9.A.1. Joint Powers Authority and Committee Reports
  - 9.A.2. Submittal of Written Reports for Day of Service Events Attended by Directors
  - 9.A.3. Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda
- 9.B. Staff Reports

10. ADJOURNMENT

*All materials made available or distributed in open session at Board or Board Committee meetings are public information and are available for inspection during business hours by calling the District Secretary at (925) 828-0515. A fee may be charged for copies. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Secretary as soon as possible, but at least two days prior to the meeting.*

**DUBLIN SAN RAMON SERVICES DISTRICT  
MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS**

**October 17, 2023**

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:02 p.m. by President Vonheeder-Leopold.

2. PLEDGE TO THE FLAG

3. ROLL CALL

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

Director Goel entered the meeting at 6:08 p.m. after the roll call and during Item 7 Consent Calendar.

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; Michelle Gallardo, Special Assistant to the General Manager; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

- 4.A. New Employee Introductions  
Chris Zittle, Senior WWTP Operator  
Javier Robledo, Senior WWTP Operator

General Manager McIntyre reported that former DSRSD General Manager Robert (Bob) Beebe passed away over the weekend. He served as DSRSD General Manager from 1989 until his retirement in 2001. Information regarding arrangements will be shared when received. Upon the news, President Vonheeder-Leopold passed the gavel to Vice President Johnson to temporarily conduct the meeting. Vice President Johnson proceeded to conduct Items 5, 6, and 7.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:05 p.m. No public comment was received.

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

7. CONSENT CALENDAR

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

- 7.A. Approve Regular Meeting Minutes of October 3, 2023 – Approved

- 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 – Approved

Director Govindarao inquired as to how long the emergency item will appear on the agenda. Engineering Services Director Delight replied that the item will appear until repair completion, which is expected in January 2024.

- 7.C. Approve Salary Ranges for New Senior Management Analyst and Senior Information Technology Analyst Job Classifications – Approved – Resolution No. 40-23

Director Govindarao inquired as to the process for determining the job hazard analysis for District positions. Special Assistant to the General Manager Gallardo explained that most of this work is done internally with assistance from risk consultants. Director Govindarao requested staff prepare a report for the Board describing the process and schedule of review.

- 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 – Approved – Resolution No. 41-23

President Vonheeder-Leopold exited the Boardroom at 6:08 p.m. The Board agreed to take a brief recess from 6:08 p.m. to 6:11 p.m. President Vonheeder-Leopold returned to the Boardroom at 6:11 p.m. and resumed the gavel.

## 8. BOARD BUSINESS

- 8.A. Receive Presentation on CalPERS Annual Valuation Report and Approve Strategy to Manage the District's Unfunded Accrued Liability (UAL)

Financial Services Manager Herman Chen reviewed the item for the Board and gave a presentation (handed out to the Board) that was added to the website as supplementary materials providing an overview of the following:

- Normal Cost Contributions
- UAL Contributions
- Historical Funded Ratio
- Staff Recommendation
  - Establish 80% minimum and 90% target funded ratio thresholds
  - Prioritize rate stabilization fund transfers toward UAL
  - Allocate 15% of annual UAL payments for additional discretionary payments
- Funded Status and Employer Rates (June 2022 through June 2052)

The Board and staff discussed various aspects of the presentation. The Board deliberated on the approach to managing the unfunded accrued liability (UAL), and how to prioritize the use of excess reserve funds. Mr. Chen explained that the UAL is the District's third largest long-term cost and the proposed strategy would prioritize the use of available excess funds (funds exceeding target reserve levels) to reduce the CalPERS amortization schedule from 20 to 15 years, saving \$3.0 million in interest payments. He

added that the estimated earnings for CalPERS, currently at 6.8%, is well above the District's own investment portfolio earnings due to CalPERS' ability to invest more aggressively. General Manager McIntyre noted that due to CalPERS' low investment returns, all CalPERS agencies are receiving a bigger bill this year and must determine how to pay more into their pension obligation. The Board likened the UAL to a variable rate mortgage that constantly changes its math. The return on CalPERS' investments on behalf of its member agencies is unknown year to year. Mr. McIntyre advised that if approved, staff will incorporate the accelerated UAL payments into the budget, and the Board can reassess the strategy going forward.

Director Goel MOVED to Approve 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. Director Halket SECONDED the MOTION, which CARRIED with FOUR AYES and ONE NO (Johnson).

8.B. Receive Presentation on Water Rates and 2024 Water Cost of Service Study

Management Analyst II Corinne Ferreyra reviewed the item for the Board and gave a presentation (handed out to the Board) that was added to the website as supplementary materials providing an overview of the following:

- 2024 Water Cost of Service Study (Study)
- September 19th Board Meeting Policy Issues
  - o Zone 7 wholesale cost
  - o Fixed & variable ratio for retail rates
  - o 2024 retail rate adjustment
- Residential Consumption Demographics
- Rate Scenarios (study of six rate scenarios proposed)
- Next Steps

The Board and staff discussed various aspects of the presentation including the Study timeline, meeting/workshop content and objectives, and proposed rate scenarios. The Board directed staff to include the six rate scenarios as presented and to defer the CPI and Zone 7 rate adjustments from January to a March 2024 timeframe.

Vice President Johnson MOVED to Accept Policy #3: 2024 Rate Adjustment Staff Recommendation to Complete the 2024 Rate Study and Forego Implementation of the Authorized CPI Rate Adjustment for the District's Retail Rates in January 2024 and to Forego Passing through the Zone 7 Wholesale Rate Adjustment in January 2024, and Implement Rate Changes Once, Likely in the Timeframe of March 2024. Director Halket SECONDED the MOTION, which CARRIED with FIVE AYES.

9. REPORTS

9.A. Boardmember Items

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

DSRSD/Central Contra Costa Sanitary District Liaison Committee Meeting of October 11, 2023

President Vonheeder-Leopold invited comments on the recent Committee activities. Directors felt the available staff reports adequately covered the many matters considered at the Committee meeting (and made a few comments about some of the Committee activities).

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

President Vonheeder-Leopold submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the virtual Alameda County Special Districts Association Executive Committee meeting on October 11. She summarized the activities and discussions at the meeting.

Director Govindarao submitted a written report to Executive Services Supervisor/District Secretary Genzale. He reported that he attended the DSRSD/Central Contra Costa Sanitary District Liaison Committee meeting in Martinez on October 11. He summarized the activities and discussions at the meeting during Item 9.A.1

Vice President Johnson submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she also attended the DSRSD/Central Contra Costa Sanitary District Liaison Committee meeting on October 11. She summarized the activities and discussions at the meeting during Item 9.A.1.

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

9.B. Staff Reports – None

10. CLOSED SESSION

At 7:11 p.m. the Board went into 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

At 8:06 p.m. the Board came out of Closed Session. President Vonheeder-Leopold announced that there was reportable action. General Counsel Coty announced that the Board has selected a candidate for the General Manager position, but will withhold the candidate's name pending negotiations. The Board has provided direction to the District negotiator.

12. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 8:07 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 17, 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. 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. Additional task orders, purchase orders, and/or other contracts are expected to be awarded in the near term for property acquisition.

Construction, which began October 3, 2023, has reached approximately 8% construction completion and is anticipated to be completed in 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.

<b>Originating Department: Engineering and Technical Services</b>	<b>Contact: K. Castro/S. Delight</b>	<b>Legal Review: Not Required</b>
<b>Financial Review: Not Required</b>	<b>Cost and Funding Source: \$6,000,000 to be reimbursed by LAVWMA</b>	
<b>Attachments:</b> <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)	8 of 70	





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

**RECOMMENDATION:**

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

**DISCUSSION:**

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

Ref Item B: Treasurer's Report

The Treasurer's Report as of September 30, 2023, is attached as required under Government Code §53646. The District portfolio of \$235,674,667 is in conformity with the District's investment policy and provides sufficient cash flow liquidity to meet the next six months' expenses. This report is also available on the District's Financial Information page.

Government Code §53646 (b)(1) states, "The treasurer or chief fiscal officer may render a quarterly report to the chief executive officer, the internal auditor, and the legislative body of the local agency. The quarterly report shall be so submitted within 45 days following the end of the quarter covered by the report."

<b>Originating Department:</b> Administrative Services	<b>Contact:</b> C. Chen/C. Atwood	<b>Legal Review:</b> Not Required
<b>Financial Review:</b> Yes	<b>Cost and Funding Source:</b> N/A	
<b>Attachments:</b> <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	<b>Attachment 1 – Summary of Regular and Recurring Reports</b>	
		9 of 70

## SUMMARY OF REGULAR AND RECURRING REPORTS

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

For the fiscal year ending 2024, the totals for these reports are as follows:

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

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

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

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

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

Description	Face Amount/ Par Value	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	37,397,639.30	37,397,639.30	37,397,639.30	16.99%	100%	Yes	5.55%
Certificate of Deposit	3,500,000.00	3,312,912.26	3,500,000.00	1.59%	30%	Yes	1.85%
Corporate Bonds	28,500,000.00	26,036,286.38	28,500,000.00	12.95%	30%	Yes	1.30%
Federal Agency Callables	62,666,666.65	57,932,364.36	62,666,666.65	28.47%	100%	Yes	1.54%
LAIF - Operating	19,632,996.65	19,632,996.65	19,632,996.65	8.92%	100%	Yes	3.17%
Municipals	25,895,000.00	23,399,568.97	25,895,000.00	11.76%	100%	Yes	1.82%
US Treasuries	42,550,000.00	41,309,993.15	42,480,229.51	19.33%	100%	Yes	3.96%
<b>Total Investments</b>	<b>\$ 220,142,302.60</b>	<b>\$ 209,021,761.07</b>	<b>\$ 220,072,532.11</b>	<b>100.00%</b>			<b>2.74%</b>
Bank of America	15,532,365.23	15,532,365.23	15,532,365.23				
<b>Total Cash &amp; Investments</b>	<b>\$ 235,674,667.83</b>	<b>\$ 224,554,126.30</b>	<b>\$ 235,604,897.34</b>				<b>2.74%</b>

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

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

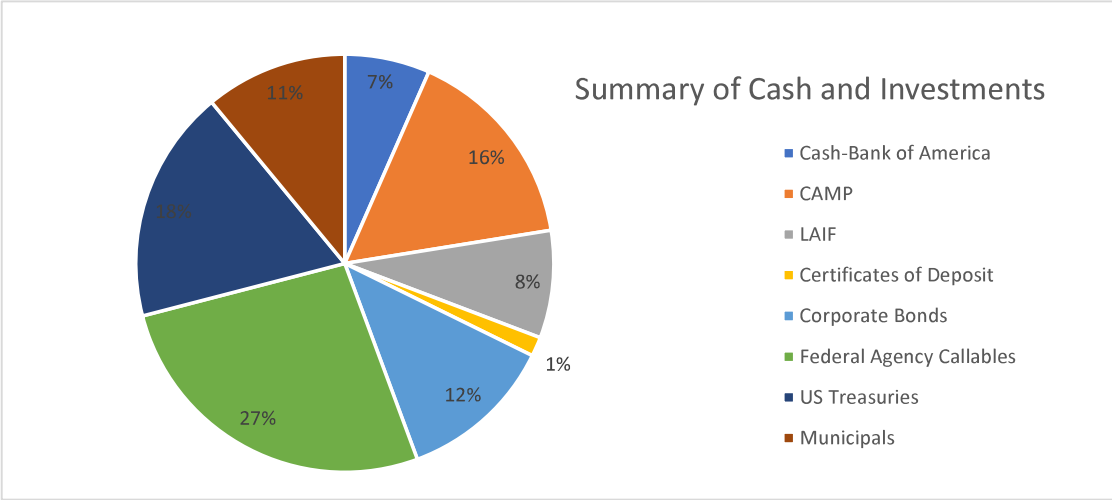
**Carol**  
Digitally signed by  
Carol Atwood  
Date: 2023.11.01  
11:15:27 -07'00'

For comparison - prior quarter ending summary as 6/30/2023

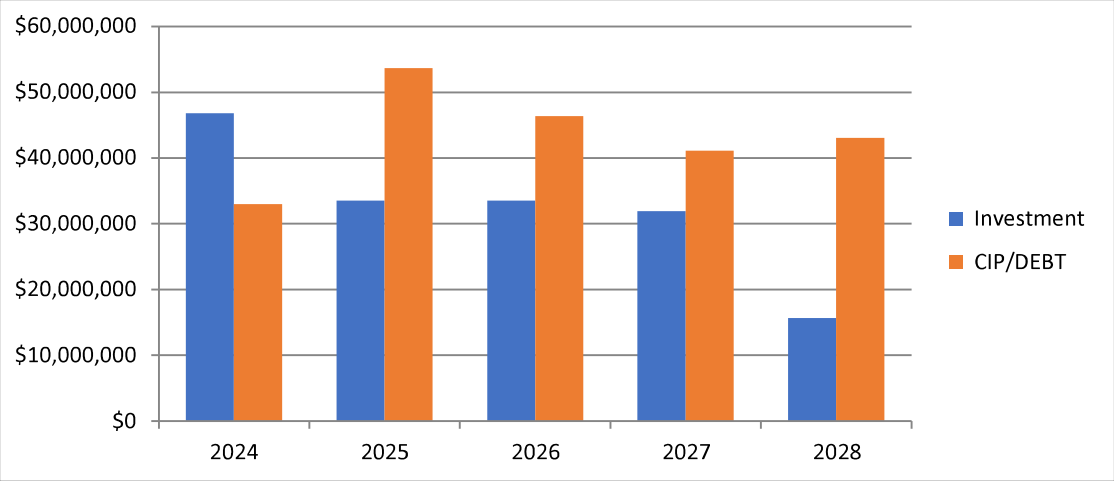
Description	Face Amount/ Par Value	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	36,887,702.50	36,887,702.50	36,887,702.50	16.40%	100%	Yes	5.24%
Certificate of Deposit	4,500,000.00	4,285,945.56	4,500,000.00	2.00%	30%	Yes	2.16%
Corporate Bonds	28,500,000.00	26,082,156.70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

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

	Face Amount	% of Portfolio	Avg Maturity (in Years)	Avg Yield
Cash-Bank of America	\$ 15,532,365.23	6.59%		
CAMP	37,397,639.30	15.87%		5.55%
LAIF	19,632,996.65	8.33%		3.17%
Certificates of Deposit	3,500,000.00	1.49%	1.3	1.85%
Corporate Bonds	28,500,000.00	12.09%	2.5	1.30%
Federal Agency Callables	62,666,666.65	26.59%	2.1	1.54%
US Treasuries	42,550,000.00	18.05%	0.7	3.96%
Municipals	25,895,000.00	10.99%	3.0	1.82%
	<b>\$ 235,674,667.83</b>	<b>100.00%</b>	<b>1.6</b>	<b>2.74%</b>



**Investment / Cash needs next 5 years**



FYE	Investment	CIP/DEBT
2024	\$ 46,800,000.00	\$ 33,008,047.95
2025	\$ 33,500,000.00	\$ 53,678,474.33
2026	\$ 33,500,000.00	\$ 46,362,684.14
2027	\$ 31,895,000.00	\$ 41,089,699.67
2028	\$ 15,666,666.65	\$ 43,075,715.26
	<b>\$ 161,361,666.65</b>	<b>\$ 217,214,621.35</b>

Dublin San Ramon Services District  
 Portfolio Holdings  
 Treasurer's Report - Portfolio Management Detail  
 Report Format: By Transaction  
 Group By: Asset Class  
 Average By: Face Amount / Shares  
 Portfolio / Report Group: All Portfolios  
 As of 9/30/2023

Description	CUSIP/Ticker	Settlement Date	Face Amount/Shares	Market Value	Book Value	Coupon Rate	YTM @ Cost	Next Call Date	Days To Call/Maturity	Days To Maturity	Maturity Date	Accrued Interest	
Bank of America - Concentration													
Bank of America MM	MM0000	4/30/2017	15,532,365.23	15,532,365.23	15,532,365.23	0	0			1	1		
Sub Total / Average Bank of America - Concentration			15,532,365.23	15,532,365.23	15,532,365.23	0	0			1	1	0.00	
CAMP													
CAMP LGIP	LGIP6300	6/30/2011	37,397,639.30	37,397,639.30	37,397,639.30	5.55%	5.55%			1	1		
Sub Total / Average CAMP			37,397,639.30	37,397,639.30	37,397,639.30	5.55%	5.55%			1	1	0.00	
Certificate of Deposit													
AMEX NATIONAL BANK 2.85 5/28/2024	02589ACT7	5/25/2022	250,000.00	245,627.29	250,000.00	2.850	2.850			241	241	5/28/2024	2,498.63
BANK HAPOLIM 0.5 12/15/2025	06251A2Q2	12/14/2020	250,000.00	224,080.87	250,000.00	0.500	0.500			807	807	12/15/2025	369.86
BARCLAYS BANK 3.35 10/10/2023	06740KMG9	10/10/2018	250,000.00	249,839.47	250,000.00	3.350	3.350			10	10	10/10/2023	3,969.52
BMW BANK OF NO AMERICA 0.5 11/20/2025	05580AXU3	11/20/2020	250,000.00	224,786.92	250,000.00	0.500	0.500			782	782	11/20/2025	455.48
BRIDGEWATER BANCSHARES0.45 11/28/2025	108622LL3	11/30/2020	250,000.00	224,064.28	250,000.00	0.450	0.450			790	790	11/28/2025	0.00
CELTIC BANK 1.4 4/17/2024	15118RUV7	4/17/2020	250,000.00	244,480.48	250,000.00	1.400	1.400			200	200	4/17/2024	124.66
CENTRAL BANK CD 0.45 1/27/2026	15258RAV9	1/27/2021	250,000.00	222,382.78	250,000.00	0.450	0.450			850	850	1/27/2026	9.25
DISCOVER BANK 3.1 5/27/2025	254673E69	5/24/2022	250,000.00	239,540.22	250,000.00	3.100	3.100			605	605	5/27/2025	2,739.04
GOLDMAN SACHS BANK USA 2.85 5/28/2024	38150VAT6	5/25/2022	250,000.00	245,627.29	250,000.00	2.850	2.850			241	241	5/28/2024	2,498.63
MEDALLION BANK CD 0.45 1/29/2026	58404DUN2	1/29/2021	250,000.00	222,326.34	250,000.00	0.450	0.450			852	852	1/29/2026	6.16
NORTHWEST BANK 3.25 10/12/2023	66736ABN8	10/12/2018	250,000.00	249,808.33	250,000.00	3.250	3.250			12	12	10/12/2023	400.68
STATE BANK OF INDIA 0.55 11/24/2025	856283R57	11/23/2020	250,000.00	224,924.05	250,000.00	0.550	0.550			786	786	11/24/2025	489.73
UBS BANK USA 2.85 5/28/2024	90348JL2	5/25/2022	250,000.00	245,606.63	250,000.00	2.850	2.850			241	241	5/28/2024	97.60
WELLS FARGO BANK 3.35 10/12/2023	949763UN4	10/12/2018	250,000.00	249,817.31	250,000.00	3.350	3.350			12	12	10/12/2023	413.01
Sub Total / Average Certificate of Deposit			3,500,000.00	3,312,912.26	3,500,000.00	1.850	1.850			459	459		14,072.25
Corporate Bonds													
ALPHABET INC 0.45 8/15/2025-25	02079KAH0	9/16/2021	3,000,000.00	2,748,042.42	3,000,000.00	0.450	0.600	7/15/2025		654	685	8/15/2025	1,687.50
BANK OF NY MELLON 1.6 4/24/2025-25	06406RAN7	10/5/2020	5,000,000.00	4,686,348.55	5,000,000.00	1.600	0.618	3/24/2025		541	572	4/24/2025	34,666.67
COSTCO COMPANIES 2.75 5/18/2024-20	22160KAL9	5/17/2019	3,500,000.00	3,432,030.38	3,500,000.00	2.750	2.527			231	231	5/18/2024	35,291.67
PROCTER & GAMBLE 1.9 2/1/2027	742718FV6	2/10/2022	5,000,000.00	4,530,391.80	5,000,000.00	1.900	1.910			1,220	1,220	2/1/2027	15,569.44
STANFORD UNIVERSITY 1.289 6/1/2027	85440KAC8	12/10/2021	5,000,000.00	4,375,796.35	5,000,000.00	1.289	1.475			1,340	1,340	6/1/2027	21,304.31
TOYOTA MOTOR CREDIT CORP 0.8 1/9/2026-21	89236THW8	3/4/2021	2,000,000.00	1,804,554.18	2,000,000.00	0.800	0.902			832	832	1/9/2026	3,600.00
WALMART INC 1.05 9/17/2026-26	931142ER0	9/17/2021	5,000,000.00	4,459,122.70	5,000,000.00	1.050	0.942	8/17/2026		1,052	1,083	9/17/2026	1,895.83
Sub Total / Average Corporate Bonds			28,500,000.00	26,036,286.38	28,500,000.00	1.466	1.304			884	898		114,015.42
Federal Agency													
FFCB 0.8 3/9/2026-23	3133EMSU7	3/9/2021	5,000,000.00	4,498,032.00	5,000,000.00	0.800	0.800			891	891	3/9/2026	2,333.33
FFCB 0.9 8/19/2027-21	3133ELD3	8/19/2020	4,500,000.00	3,855,254.04	4,500,000.00	0.900	0.900			1,419	1,419	8/19/2027	4,612.50
FFCB 1.5 12/14/2026-22	3133ENHA1	12/14/2021	5,000,000.00	4,473,830.30	5,000,000.00	1.500	1.500			1,171	1,171	12/14/2026	22,083.33
FHLB 0.5 1/28/2026-22	3130AKN69	1/28/2021	5,000,000.00	4,485,110.10	5,000,000.00	0.500	0.500	1/28/2024		120	851	1/28/2026	4,305.56
FHLB 1.25 11/10/2026-22	3130APLR4	11/10/2021	5,000,000.00	4,450,796.95	5,000,000.00	1.250	1.250			1,137	1,137	11/10/2026	24,305.56
FHLB 1.4 2/28/2024-23	3130AQX24	2/28/2022	5,000,000.00	4,915,634.60	5,000,000.00	1.400	1.401			151	151	2/28/2024	6,222.22
FHLB 1.5 3/30/2028-21	3130ALNS9	3/30/2021	4,166,666.65	3,583,834.69	4,166,666.65	1.500	1.500			1,643	1,643	3/30/2028	0.00
FHLB 1.55 8/28/2024-23	3130AQX32	2/28/2022	5,000,000.00	4,826,789.40	5,000,000.00	1.550	1.550			333	333	8/28/2024	6,888.89
FHLB 3.05 4/28/2025-23	3130ARU82	4/29/2022	4,000,000.00	3,856,407.84	4,000,000.00	3.050	3.050			576	576	4/28/2025	51,511.11
FHLB 3.57 6/28/2024-23	3130ASH77	6/28/2022	5,000,000.00	4,927,358.70	5,000,000.00	3.570	3.570			272	272	6/28/2024	45,616.67
FHLMC 0.5 9/30/2025-22	3134GWVU4	10/2/2020	2,000,000.00	1,821,953.76	2,000,000.00	0.500	0.510	12/30/2023		91	731	9/30/2025	0.00
FHLMC 0.55 9/30/2025-21	3134GWVW9	10/2/2020	3,000,000.00	2,735,740.53	3,000,000.00	0.550	0.558	12/31/2023		92	731	9/30/2025	0.00
FHLMC 3.15 3/27/2025-22	3134GXVP6	6/27/2022	5,000,000.00	4,834,231.85	5,000,000.00	3.150	3.150	12/27/2023		88	544	3/27/2025	1,312.50
FNMA 0.5 2/18/2025-22	3135GA4W8	11/18/2020	5,000,000.00	4,667,389.60	5,000,000.00	0.500	0.500	11/18/2023		49	507	2/18/2025	2,916.67
Sub Total / Average Federal Agency			62,666,666.65	57,932,364.36	62,666,666.65	1.536	1.537			591	774		172,108.34
LAIF - Operating													
LAIF LGIP	LGIP1001	6/30/2011	19,632,996.65	19,632,996.65	19,632,996.65	3.167	3.167			1	1		
Sub Total / Average LAIF - Operating			19,632,996.65	19,632,996.65	19,632,996.65	3.167	3.167			1	1	0.00	
Municipals													
CA DWR CENTRAL VLY PROJ 1,051 12/1/2026-21	13067WSW3	5/2/2022	5,000,000.00	4,407,359.50	5,000,000.00	1.051	3.175			1,158	1,158	12/1/2026	17,370.69
CITY OF OAKLAND 1.83 1/15/2027	672240VV6	3/18/2020	1,895,000.00	1,707,104.87	1,895,000.00	1.830	1,820			259	259	1/15/2027	7,224.69
ORANGE UNIFIED SD2.35 5/1/2026	684133LE9	12/19/2019	2,000,000.00	1,859,249.80	2,000,000.00	2.350	2,240			944	944	5/1/2026	19,452.78
STATE OF CALIFORNIA 3.5 4/1/2028	13063DGC6	5/27/2021	2,000,000.00	1,877,997.80	2,000,000.00	3.500	1,425			1,645	1,645	4/1/2028	34,805.56
STATE OF HAWAII 0.852 10/1/2025-20	419792L3	10/20/2021	5,000,000.00	4,580,302.00	5,000,000.00	0.852	0.975			732	732	10/1/2025	21,181.67
STATE OF MINNESOTA 0.86 8/1/2027	60412AVW0	8/25/2020	5,000,000.00	4,303,293.50	5,000,000.00	0.860	0.873			1,401	1,401	8/1/2027	7,047.22
State of Ohio 2.15 5/1/2026	677522T61	11/20/2019	5,000,000.00	4,664,261.50	5,000,000.00	2.150	2,220			944	944	5/1/2026	44,493.06
Sub Total / Average Municipals			25,895,000.00	23,399,568.97	25,895,000.00	1.534	1.815			1,106	1,106		151,575.67
Treasury													
T-Bill 0 8/8/2024	912797GK7	9/6/2023	12,550,000.00	11,986,713.95	12,550,000.00	0.000	5.430			313	313	8/8/2024	0.00
T-Bond 0.25 6/15/2024	91282CCG4	5/27/2022	5,000,000.00	4,820,117.20	5,000,000.00	0.250	2,441			259	259	6/15/2024	3,654.37
T-Bond 1 12/15/2024	91282CDN8	5/27/2022	5,000,000.00	4,748,242.20	5,000,000.00	1.000	2,550			442	442	12/15/2024	14,617.49
T-Bond 2.125 11/30/2023	912828U57	5/20/2022	5,000,000.00	4,972,747.95	5,000,000.00	2.125	2,441			61	61	11/30/2023	35,416.67
T-Note 0.375 10/31/2023	91282CDD0	10/26/2022	5,000,000.00	4,980,414.05	5,000,000.00	0.375	4,420			31	31	10/31/2023	7,795.52
T-Note 2 4/20/2024	912828X70	10/26/2022	5,000,000.00	4,901,953.10	4,930,229.51	2.000	4,571			203	203	4/20/2024	42,622.95
T-Note 3.25 8/31/2024	91282CFG1	9/16/2022	5,000,000.00	4,899,804.70	5,000,000.00	3.250	3,674			336	336	8/31/2024	14,572.01
Sub Total / Average Treasury			42,550,000.00	41,309,993.15	42,480,229.51	1.058	3,963			249	249		118,679.01
Total / Average			235,674,667.83	224,554,126.30	235,604,897.34	1.33	1.71			438	488		570,450.69

**TITLE:** Approve Master Agreement for Consulting Services with Salas O’Brien Engineers, Inc., and Authorize Execution of Task Order No. 1 for the WWTP HVAC Replacements Project (CIP 22-P010) and DERWA HVAC Replacements Project (CIP 22-R014)

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Motion, a Master Agreement for Consulting Services with Salas O’Brien Engineers, Inc., and authorize the General Manager to execute Task Order No. 1 in an amount not to exceed \$282,245 for professional engineering design services for the WWTP HVAC Replacements Project (CIP 22-P010) and DERWA HVAC Replacements Project (CIP 22-R014).

**DISCUSSION:**

The adopted Capital Improvement Program Two-Year Budget (CIP Budget) for 2024 and 2025 includes the Wastewater Treatment Plant (WWTP) Heating, Ventilation and Air Conditioning (HVAC) Replacements Project (CIP 22-P010) to replace the air-cooled chiller and air handling unit in Building A, the adsorption chiller for Building T, and miscellaneous HVAC components for the WWTP laboratory. The CIP Budget also includes the DERWA HVAC Replacements Project (CIP 22-R014) to replace the air handling units at Buildings M, O, and R. As the scope of work for both projects are similar, staff combined the projects (“Project”) into one request for proposal for design services for economies of scale and ease of project management. Figure 1 below provides the locations of buildings at the WWTP where the work will take place for the Project.

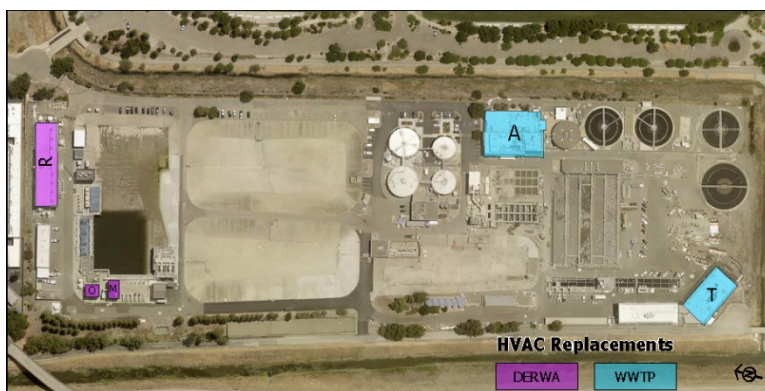


Figure 1 HVAC Replacements Project Buildings

On August 22, 2023, staff solicited proposals from seven (7) consulting firms to provide professional engineering design services for the Project. On September 21, 2023, proposals were received from two firms: Salas O’Brien Engineers, Inc., and Advance Design Consultants, Inc. The proposals were evaluated based upon established criteria including project understanding, project approach and proposed scope of work, company and personnel qualifications, project schedule, and level of effort. Based upon these criteria, Salas O’Brien Engineers, Inc., was determined to have the best combination of qualifications, staff, and proposed approach to meet the needs of the Project.

Salas O’Brien Engineers, Inc.’s proposed scope of work includes preliminary engineering; design engineering, including the preparation of design drawings, technical specifications and cost estimates; and engineering services in support of the project bidding phase. At its option, the District may also retain Salas O’Brien Engineers, Inc., to provide engineering services during the construction phase of the Project. Of the total proposed design fee of \$282,245, just over 90%

<b>Originating Department: Engineering and Technical Services</b>	<b>Contact: S. Mann/S. Delight</b>	<b>Legal Review: Not Required</b>
<b>Financial Review: Not Required</b>	<b>Cost and Funding Source: \$282,245 with \$259,085 from Regional Wastewater Replacement (Fund 310) and \$23,160 from Water Replacement (Fund 610)</b>	
<b>Attachments:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Ordinance <input type="checkbox"/> Other (see list on right)	<input type="checkbox"/> Resolutions <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation	14 of 70

(\$259,085) will be allocated to the WWTP HVAC Replacements Project, and the remaining 10% (\$23,160) will be allocated to the DERWA HVAC Replacements Project. The design phase of the Project is expected to be completed in five months.

The total project cost for WWTP HVAC Replacements Project is estimated to be \$2.8 million, and is 100 % funded by the Regional Wastewater Replacement (Fund 310). The total project cost for DERWA HVAC Replacements Project is estimated to be \$76,000, and is 100 % funded by the Water Replacement (Fund 610). From the total \$76,000, DSRSD's net contribution to the DERWA HVAC Replacements Project will be \$34,960 (46%), the remainder \$41,040 (54%) will be shared between East Bay Municipal Utility District (27%) and City of Pleasanton (27%). Both projects are accounted for in the approved CIP Budget.

Upon completion of the design phase, the Project will formally go to bid, with construction anticipated to begin in early April 2024. The construction for Buildings A and T is anticipated to be completed no later than July 15, 2024, and the construction for Buildings M, O, and R is anticipated to be completed no later than December 31, 2024.



**TITLE:** Approve Salary Range for New Operations Storekeeper Job Classification

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Resolution, the salary range for the new Operations Storekeeper job classification.

**DISCUSSION:**

As proposed in the 2023 Operations Workforce Study presented to the Board during the regular meeting on March 7, 2023, and as approved as a newly budgeted position in the Operating Budget for Fiscal Years Ending 2024 and 2025, staff have determined a business need for a classification to address procurement and warehousing of parts and materials for the District’s operational divisions. Human Resources staff, working with Operations Management, developed the new classification description for the Operations Storekeeper, with the final job classification approved by the General Manager on October 20, 2023 (Attachment 1). The new Operations Storekeeper is a technical level classification that will perform specialized technical and administrative functions in the procurement, purchasing, storing, and inventory management of warehouse-stocked materials, chemicals, supplies, and equipment for the Operations Department and the Field Operations Division.

In accordance with the District’s New/Revised Job Classifications and Salary policy (P700-22-3) (Attachment 2) 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. Per the salary survey requirements in the Memorandum of Understanding between the District and the Stationary Engineers, Local 39 (Local 39), the District conducted a market survey of the District’s nine (9) comparator agencies to find appropriate classification and salary matches for the new Operations Storekeeper classification. As there were a sufficient number of external classification and salary matches, the recommended salary is set to market at \$7,796–\$9,477 per month. Upon adoption, staff intends to begin a recruitment to find the best qualified candidate to fill the Operations Storekeeper position.

<b>Originating Department: Office of the General Manager</b>	<b>Contact: S. Koehler/M. Gallardo</b>	<b>Legal Review: Not Required</b>
<b>Financial Review: Not Required</b>	<b>Cost and Funding Source: Operating Budget FY 2024 and FY 2025</b>	
<b>Attachments:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	<b>Attachment 1 – New Operations Storekeeper Job Classification, effective October 20, 2023</b> <b>Attachment 2 – New/Revised Job Classification and Salary policy (P700-22-3)</b>	





## Class Description

**Effective Date:** October 20, 2023  
**Job Title:** Operations Storekeeper  
**W/C Code:** 7580  
**FLSA Status:** Non-Exempt  
**Unit:** Local 39  
**Job Code:** 1502

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### **DEFINITION**

Under general supervision, performs specialized technical and administrative functions in the purchasing of warehouse-stocked materials, chemicals, supplies and equipment, including inventory control and materials handling, request for proposals, ensures adherence to purchasing policies and procedures for warehouse-stocked materials, supplies and equipment; and performs other related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the assigned supervisor. May receive technical and functional direction and training from a higher level professional or technical staff. Exercises no direct supervision to staff.

### **DISTINGUISHING CHARACTERISTICS**

This is a single technical classification responsible for providing technical support and administration for operational inventory, purchasing and procurement functions. Positions perform the full range of duties as assigned with occasional instruction or assistance. Work may be reviewed by assigned supervisor upon completion or while in progress. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and District activities, and extensive staff contact. This class is distinguished from other maintenance classifications in that the latter are responsible for performing semi-skilled and skilled maintenance and repair duties. This class is further distinguished from other technical and office administrative classes by the nature, scope, complexity, and diversity of responsibilities related to warehouse management, inventory management, and purchasing and procurement.

### **TYPICAL DUTIES**

- Prepares requisitions by writing specifications for materials and services; contacts vendors to determine product availability and obtain price quotations.
- Researches parts and supply catalogues and contacts vendors to obtain information on materials and services.
- Orders and reorders stock items; ensures inventories of minimum acceptable quantities to support operating efficiency of various division units.
- Accepts and completes requests and work orders for materials, parts, and supplies from operations and field operations staff.
- Receives and organizes materials, supplies, equipment, and tools used in District installation, construction, repair, and maintenance work and projects; verifies orders match packing lists; inspects

items received for damage, quality, and specification requirements; follows up with vendors, suppliers, and District employees regarding incorrect shipments, damages, or shortages.

- Coordinates activities with the Operations Department and Field Operations Division on material needs for planned jobs; works with the Finance Division on discrepancies in deliveries and to identify and anticipate transactional problems of a purchase or delivery.
- Determines physical layouts of Wastewater Treatment Plant and Field Operations Facility warehouse areas and arrangements of shelving to best accommodate stock, receiving and unloading.
- Maintains the stock area, warehouse, and related areas in a clean and orderly condition; ensure security of equipment and supplies in storage by locking up equipment as needed.
- Provide information to staff regarding warehouse and supply policies and procedures; assists in training new employees.
- Prepares required purchasing documentation, records expenditures, monitors supply and materials costs, and performs routine accounting and budget tracking functions for assigned functions.
- Reviews bid proposals and makes recommendations for selection based on District purchasing policy criteria.
- Performs inventory control duties including counts of physical inventory to verify quantities.
- Updates and maintains computerized inventory control system (CSAM Database) with all parts, materials, and supplies.
- Receives, inspects, stores and issues fuels, lubricants, and oils; assure compliance with materials specifications.
- Enters invoices, purchase orders, and change orders in District's enterprise resource planning (ERP) system for assigned functions; recommends and establishes open purchase orders with vendors; verifies accuracy and reconciles discrepancies between purchase order and invoices for assigned functions.
- Maintains accurate and detailed records, files, manuals, and resource materials; verifies accuracy of information, researches discrepancies, and records information.
- Oversees chemical ordering and safe chemical delivery; serves as a representative for the District with local chemical consortium agency for chemical bids; and maintains library of current Safety Data Sheets for chemicals.
- Safely operates a forklift and pallet jack.
- Assists lower-level or new staff as required.
- 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 and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge of:**

- Stock and inventory control, including requisitioning, receiving, storing, and issuing materials, parts, and equipment.
- District procurement and purchasing policies as they relate to assigned area of responsibility.

## Class Description: Operations Storekeeper

- Supplies, parts, materials, and equipment commonly used by the Operations and Field Operations Divisions.
- Time and material costing methods.
- Methods, techniques, materials, equipment, and tools used in material handling and delivery.
- Common carrier and shipping procedures and documentation.
- Operation of standard warehouse and storeroom equipment including forklifts, pallet jacks, and power tools.
- Recordkeeping principles and practices.
- Mathematical principles.
- 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.
- Techniques for effectively representing the District in contacts with governmental agencies and various business, professional, education, regulatory and legislative organizations.

### **Ability to:**

- Order, receive, process, organize, stock, and distribute a wide range of materials, parts, supplies, equipment, and tools.
- Understand and follow inventory control procedures and perform inventory control duties.
- Maintain clear and accurate inventory records to ensure adequate stock levels.
- Maintain records of storekeeping operations, requisitions, and purchase orders.
- Plan and use storage area efficiently in accordance with an established system.
- Safely and properly operate standard warehouse equipment, such as a forklift, Telehandler, Scissor lift, pallet jack, dolly, ladders, and use warehouse cleaning tools.
- Safely lift and move heavy items.
- Handle hazardous chemicals in a safe manner.
- Make accurate arithmetic computations.
- Maintain attention to detail and accuracy.
- Organize and implement inventory management activities.
- 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**

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

## **Class Description: Operations Storekeeper**

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

Equivalent to completion of the twelfth (12th) grade and three (3) years of experience in warehousing or storekeeping operations and inventory control functions, including receiving, organizing, storing, and issuing materials, parts, supplies, equipment and tools.

### **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 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.

While performing the duties of this job, the employee is frequently required to talk or hear. Specific vision abilities required by this job include close vision. The noise level in the work environment is usually quiet. The employee works in an office environment, which is temperature controlled.

### **PHYSICAL DEMANDS**

#### **Standing**

Average Frequency: 1 to 2 hours.  
Duration: Seconds to 20 minutes at a time.  
Maximum Frequency: Up to 2 hours.  
Duration: Seconds to 20 minutes at a time.  
Surfaces: Tile, carpet, concrete, asphalt.

Description: Performs while communicating with coworkers during informal meetings, operating standard office equipment, checking inventory, accessing file drawers or shelves and performing other described job duties.

**Walking**

Average Frequency: 1 to 2 hours.

Duration: Seconds to 30 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Surfaces: Tile, carpet, concrete, asphalt

Description: Within the building, to and from offices, relocating files/paperwork or office supplies, using a cart to transport office supplies or file boxes and performing other described job duties.

**Sitting**

Average Frequency: 3 to 4 hours.

Duration: ½ hour to 2 ½ hours at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Surfaces: Cushioned vehicle seat or office chair.

Description: Performs while performing various desk station activities, including using a computer, reading, writing, driving a vehicle, during meetings and performing other described job duties.

**Kneeling/Crouching/Squatting**

Average Frequency: 4 to 5 times.

Duration: Seconds at a time.

Maximum Frequency: 5 to 10 times.

Duration: Seconds at a time.

Surfaces: Tile, carpet, asphalt.

Description: Performs while conducting inventory audits.

**Crawling**

Not a job requirement.

**Laying On Back/Stomach**

Not a job requirement.

**Climbing/Balancing**

Average Frequency: 0 to 2 times.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds at a time.

Surfaces: Vehicle floorboard, Ladder

Description: Performs while entering or exiting a vehicle cab, one step. Using a ladder to conduct inventory.

**Reaching**

**Above Shoulder Level:**

Average Frequency: 6 to 8 times.  
Duration: Seconds at a time.  
Maximum Frequency: Average frequency is consistent.  
Duration: N/A  
Description: Performs while accessing or placing equipment or parts on 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: 7 to 8 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 reaching within the primary reach zone, operating standard office equipment including a copy or fax machine and scanners, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, using a cart to transport office supplies or file boxes, and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

**Below Waist Level:**

Average Frequency: 1 to 2 times.  
Duration: Seconds at a time.  
Maximum Frequency: 5 to 10 times.  
Duration: Seconds at a time.  
Description: Performs while retrieving or positioning inventory items on and off lower shelves, drawers, or ground level. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

**Pushing/Pulling**

Average Frequency: 10 to 20 times.  
Duration: Seconds at a time.  
Maximum Frequency: Up to 30 times.  
Duration: Seconds at a time.  
Description: Performs while opening or closing file cabinet drawers, using a four-wheel cart to transport inventory items or related equipment. Unilateral or bilateral arm use.

**Twisting/Rotating**

**Waist:**

Average Frequency: 1 to 2 hours.  
Duration: Seconds at a time.  
Maximum Frequency: Average frequency is consistent.  
Duration: N/A

## Class Description: Operations Storekeeper

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

### **Neck:**

Average Frequency: 1 to 2 hours.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

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

### **Wrists:**

Average Frequency: Up to 15 minutes.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

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

### **Bending**

#### **Waist:**

Alternated with squatting, employee preference.

#### **Head/Neck:**

Average Frequency: 1 to 2 hours.

Duration: Seconds to 5 minutes.

Maximum Frequency: 2 to 3 hours.

Duration: Seconds to 5 minutes at a time.

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

#### **Wrists:**

Average Frequency: 2 to 3 hours.

Duration: Seconds to 5 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

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

### **Lifting/Carrying**

#### **0 to 10 lbs.**

Objects: Writing utensil, paperwork/files, telephone handset, office supplies, standard office tools, small hand tools, small parts, small packages/boxes and other related items.

Frequency: 1 to 2 hours.

Maximum Frequency: Average frequency is consistent.

## Class Description: Operations Storekeeper

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 and conducting inventory.

### 11 to 30 lbs.

Objects: Small/Medium boxes/packages, hand and power tools, miscellaneous supplies and parts.  
Average Frequency: 1 to 2 hours  
Maximum Frequency: Average frequency is consistent.  
Duration: Seconds at a time.  
Distance: Up to 50 feet.  
Height: Ground to waist level.  
Description: Performs while retrieving and relocating equipment or inventory items, as needed.

### 31 to 50 lbs.

Objects: Medium/large boxes/packages, hand and power tools, miscellaneous supplies and parts.  
Average Frequency: 1 to 2 hours  
Maximum Frequency: Average frequency is consistent.  
Duration: Seconds at a time.  
Distance: Up to 50 feet.  
Height: Ground to waist level.  
Description: Performs while retrieving and relocating equipment or inventory items, as needed.

### 51 to 75 lbs.

Objects: Large boxes/packages, power tools, miscellaneous supplies and parts.  
Average Frequency: 1 to 2 hours.  
Maximum Frequency: Average frequency is consistent.  
Duration: Seconds at a time.  
Distance: Up to 50 feet.  
Height: Ground to waist level.  
Description: Performs while retrieving and relocating equipment or inventory items, as needed.

### 76 to 100 lbs.

Objects: Extra-large boxes/packages, miscellaneous supplies and parts.  
Average Frequency: 1 to 2 times per week.  
Maximum Frequency: Average frequency is consistent.  
Duration: Seconds at a time.  
Distance: Up to 50 feet.  
Height: Ground to waist level.  
Description: Performs while retrieving and relocating equipment or inventory items, as needed.

### 100+ lbs.

Objects: Extra-large boxes/packages, miscellaneous supplies and parts.  
Average Frequency: 1 to 2 times per week



## Class Description: Operations Storekeeper

Maximum Frequency: Average frequency is consistent.  
Duration: Seconds at a time.  
Distance: Up to 50 feet.  
Height: Ground to waist level.  
Description: Performs while retrieving and relocating equipment or inventory items, as needed.

### **Simple Grasping**

Average Frequency: 1 to 1 ½ hours.  
Duration: Seconds to 15 minutes at a time.  
Maximum Frequency: Average frequency is consistent.  
Duration: N/A  
Description: Performs while handling paperwork, files and binders, handling office supplies, utilizing a telephone handset, driving in conjunction with maneuvering a steering wheel, using a cart and performing other described job duties. Unilateral or bilateral hand use.

### **Power Grasping**

Average Frequency: 1 to 1 ½ hours.  
Duration: Seconds to 15 minutes at a time.  
Maximum Frequency: Average frequency is consistent.  
Duration: N/A  
Description: Performs while retrieving and relocating items needed for inventory. Bilateral hand use.

### **Fine Manipulation**

Average Frequency: 6 to 7 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 ten-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  
Vehicle  
Forklift  
Pallet Jack  
Cart  
10-key calculator/adding machine

## Class Description: Operations Storekeeper

**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.



# Policy

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

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

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

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

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

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE SALARY RANGE FOR THE NEW OPERATIONS STOREKEEPER JOB CLASSIFICATION

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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 an Operations Storekeeper classification to perform specialized technical and administrative functions in the procurement, purchasing, inventory management, and storing of warehouse-stocked materials, chemicals, supplies, and equipment; and

WHEREAS, the Operations Storekeeper classification is subject to the provisions of the Memorandum of Understanding between the District and the Stationary Engineers, Local 39 (“Local 39”), dated December 13, 2021; and

WHEREAS, all meet and confer obligations have been met by the District and Local 39 pertaining to the creation of the new Operations Storekeeper classification; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the salary range for the Operations Storekeeper classification is set to \$7,796–\$9,477 per month.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 7th day of November, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

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

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



**TITLE:** Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 41-23

**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. 41-23.

**DISCUSSION:**

Per Resolution No. 41-23, 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 title and salary range for the new Operations Storekeeper classification, which was 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 Stationary Engineers, Local 39.

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. 41-23

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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. 41-23, the Board adopted pay schedule was approved on October 17, 2023; and

WHEREAS, the pay schedule shall be updated to reflect the new base salary for the Operations Storekeeper classification, effective November 7, 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. 41-23, 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 7th day of November, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Georgian M. Vonheeder-Leopold, President

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

DSRSD Pay Schedule  
Pursuant to CCR Title 2 570.5

Exhibit A

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

Non-Exempt, Hourly Classifications	Exempt	Code	Effective Date	Resolution #	Monthly Salary					Hourly Pay Rate				
					Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT I	H	2311	12/26/2022	67-21	8,780	9,219	9,681	10,165	10,671	50.6538	53.1865	55.8519	58.6442	61.5635
ACCOUNTING TECHNICIAN I	H	1311	12/26/2022	16-22	6,914	7,259	7,622	8,003	8,403	39.8885	41.8788	43.9731	46.1712	48.4788
ACCOUNTING TECHNICIAN II	H	1312	12/26/2022	16-22	7,604	7,985	8,384	8,804	9,244	43.8692	46.0673	48.3692	50.7923	53.3308
ADMINISTRATIVE ASSISTANT I	H	1611	12/26/2022	16-22	5,822	6,113	6,419	6,740	7,077	33.5885	35.2673	37.0327	38.8846	40.8288
ADMINISTRATIVE ASSISTANT II	H	1612	12/26/2022	16-22	6,405	6,726	7,062	7,414	7,784	36.9519	38.8038	40.7423	42.7731	44.9077
ADMINISTRATIVE ASSISTANT II (y-rated)	H	y1612	12/26/2022	16-22	0	0	0	0	8,419	0.0000	0.0000	0.0000	0.0000	48.5712
ADMINISTRATIVE ASSISTANT I - CONFIDENTIAL	H	4611	12/26/2022	62-22	6,112	6,418	6,739	7,077	7,431	35.2615	37.0269	38.8788	40.8288	42.8712
ADMINISTRATIVE ASSISTANT II - CONFIDENTIAL	H	4612	12/26/2022	62-22	6,725	7,061	7,413	7,784	8,173	38.7981	40.7365	42.7673	44.9077	47.1519
CONSTRUCTION INSPECTOR I	H	1431	12/26/2022	16-22	8,605	9,036	9,487	9,961	10,459	49.6442	52.1308	54.7327	57.4673	60.3404
CONSTRUCTION INSPECTOR II	H	1432	12/26/2022	16-22	9,464	9,937	10,434	10,956	11,504	54.6000	57.3288	60.1962	63.2077	66.3692
ELECTRICIAN I	H	1541	12/26/2022	16-22	8,410	8,831	9,273	9,736	10,223	48.5192	50.9481	53.4981	56.1692	58.9788
ELECTRICIAN II	H	1542	12/26/2022	16-22	9,253	9,716	10,201	10,711	11,247	53.3827	56.0538	58.8519	61.7942	64.8865
ENGINEERING/GIS TECHNICIAN I	H	1401	12/26/2022	16-22	7,878	8,272	8,686	9,121	9,577	45.4500	47.7231	50.1115	52.6212	55.2519
ENGINEERING/GIS TECHNICIAN II	H	1402	12/26/2022	16-22	8,668	9,102	9,558	10,035	10,536	50.0077	52.5115	55.1423	57.8942	60.7846
ENVIRONMENTAL CHEMIST I	H	2571	12/26/2022	67-21	9,050	9,502	9,977	10,479	11,000	52.2115	54.8192	57.5596	60.4558	63.4615
ENVIRONMENTAL COMPLIANCE INSPECTOR I (CLEAN WATER)	H	1421	12/26/2022	16-22	7,691	8,076	8,479	8,903	9,349	44.3712	46.5923	48.9173	51.3635	53.9365
ENVIRONMENTAL COMPLIANCE INSPECTOR II (CLEAN WATER)	H	1422	12/26/2022	16-22	8,459	8,883	9,327	9,793	10,282	48.8019	51.2481	53.8096	56.4981	59.3192
ENVIRONMENTAL COMPLIANCE INSPECTOR II (CLEAN WATER) (y-rated)	H	y1422	12/26/2022	16-22	0	0	0	0	10,292	0.0000	0.0000	0.0000	0.0000	59.3769
ENVIRONMENTAL COMPLIANCE INSPECTOR I (PRETREATMENT)	H	1561	12/26/2022	16-22	8,327	8,743	9,180	9,639	10,120	48.0404	50.4404	52.9615	55.6096	58.3846
ENVIRONMENTAL COMPLIANCE INSPECTOR II (PRETREATMENT)	H	1562	12/26/2022	16-22	9,160	9,618	10,098	10,603	11,133	52.8462	55.4885	58.2577	61.1712	64.2288
ENVIRONMENTAL HEALTH & SAFETY TECHNICIAN	h	1582	12/26/2022	16-22	7,802	8,192	8,602	9,032	9,484	45.0115	47.2615	49.6269	52.1077	54.7154
HUMAN RESOURCES ANALYST I	H	4331	12/26/2022	62-22	9,692	10,176	10,684	11,221	11,782	55.9154	58.7077	61.6385	64.7365	67.9731
HUMAN RESOURCES TECHNICIAN	H	4342	12/26/2022	62-22	7,802	8,192	8,602	9,032	9,484	45.0115	47.2615	49.6269	52.1077	54.7154
INFORMATION TECHNOLOGY ANALYST I	H	2371	12/26/2022	67-21	10,362	10,876	11,421	11,993	12,592	59.7808	62.7462	65.8904	69.1904	72.6462
INFORMATION TECHNOLOGY TECHNICIAN I	H	1371	12/26/2022	16-22	7,513	7,888	8,283	8,696	9,131	43.3442	45.5077	47.7865	50.1692	52.6788
INFORMATION TECHNOLOGY TECHNICIAN II	H	1372	12/26/2022	16-22	8,264	8,677	9,110	9,566	10,044	47.6769	50.0596	52.5577	55.1885	57.9462
INSTRUMENTATION AND CONTROLS TECHNICIAN I	H	1551	12/26/2022	16-22	9,075	9,528	10,005	10,505	11,030	52.3558	54.9692	57.7212	60.6058	63.6346
INSTRUMENTATION AND CONTROLS TECHNICIAN II	H	1552	12/26/2022	16-22	9,982	10,481	11,005	11,555	12,134	57.5885	60.4673	63.4904	66.6635	70.0038
INSTRUMENTATION, CONTROLS, AND ELECTRICAL SUPERVISOR	H	3555	12/26/2022	54-21	13,176	13,835	14,527	15,254	16,016	76.0154	79.8173	83.8096	88.0038	92.4000
JUNIOR ENGINEER	H	2400	12/26/2022	67-21	9,625	10,104	10,611	11,138	11,697	55.5288	58.2923	61.2173	64.2577	67.4827
LABORATORY TECHNICIAN	H	1572	12/26/2022	16-22	7,882	8,276	8,690	9,125	9,582	45.4731	47.7462	50.1346	52.6442	55.2808
LABORER - TEMPORARY/RA	H	9600	6/5/2018	28-18	0	0	3,987	4,160	4,334	0.0000	0.0000	23.0000	24.0000	25.0000
MAINTENANCE WORKER I	H	1601	12/26/2022	16-22	6,679	7,013	7,363	7,731	8,118	38.5327	40.4596	42.4788	44.6019	46.8346
MAINTENANCE WORKER II	H	1602	12/26/2022	16-22	7,348	7,715	8,101	8,505	8,930	42.3923	44.5096	46.7365	49.0673	51.5192
MANAGEMENT ANALYST I	H	2611	12/26/2022	67-21	9,201	9,661	10,143	10,651	11,183	53.0827	55.7365	58.5173	61.4481	64.5173
MECHANIC I	H	1531	12/26/2022	16-22	7,734	8,121	8,527	8,953	9,401	44.6192	46.8519	49.1942	51.6519	54.2365
MECHANIC II	H	1532	12/26/2022	16-22	8,508	8,934	9,380	9,849	10,341	49.0846	51.5423	54.1154	56.8212	59.6596
MECHANIC II (CRANE CERTIFIED)	H	1533	12/26/2022	16-22	8,721	9,157	9,615	10,095	10,600	50.3135	52.8288	55.4712	58.2404	61.1538
MECHANICAL SUPERVISOR	H	3535	12/26/2022	54-21	11,153	11,710	12,297	12,915	13,555	64.3442	67.5577	70.9442	74.5096	78.2019
OPERATIONS STOREKEEPER	H	1502	11/7/2023	TBD	7,796	8,186	8,595	9,025	9,477	44.9769	47.2269	49.5865	52.0673	54.6750
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

DSRSD Pay Schedule  
Pursuant to CCR Title 2 570.5

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
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	4680.31	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



DSRSD Pay Schedule  
Pursuant to CCR Title 2 570.5

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
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	40-23	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	40-23	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. 41-23

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. 30-23

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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.

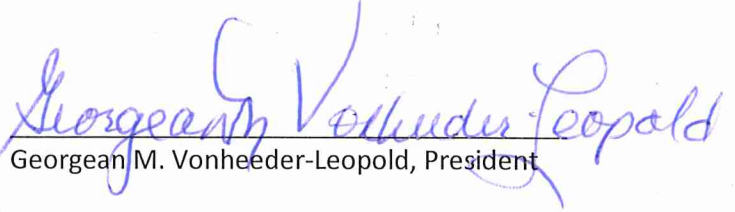
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ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 17th day of October, 2023, and passed by the following vote:

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

NOES: 0

ABSENT: 0

  
Georgean M. Vonheeder-Leopold, President

ATTEST:   
Nicole Genzale, District Secretary



**TITLE:** Adopt Revised Investment Policy and Rescind Resolution No. 35-18

**RECOMMENDATION:**

Staff recommends the Board of Directors adopt, by Resolution, a revised Investment policy and rescind Resolution No. 35-18.

**DISCUSSION:**

The District’s Investment policy (P400-18-4) was adopted on July 17, 2018, and is scheduled for review every four (4) years. The objective of the policy is to invest public funds in a manner which will provide maximum security (safety), meet daily cash flow demands of the entity (liquidity), and obtain the highest investment return (yield). Investment policy authorizes the Administrative Services Director/Treasurer to invest funds in accordance with the policy.

Financial Services staff assessed the District’s Investment policy. Staff proposes minor changes in the area of short-term investments. Due to the recent events in the banking industry, the revised policy specifies that securities should mature concurrently with cash flow needs to meet anticipated demands, and be diversified by maturity, issuer, and security type. Staff also recommends all investments be restricted to a five-year maturity date.

Originating Department: Administrative Services	Contact: D. D’Angelo/C. Atwood	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Marked-up Investment policy	



# Policy

<b>Policy No.:</b> <del>P400-18-4</del>	<b>Type of Policy:</b> Finance
<b>Policy Title:</b> Investment	
<b>Policy Description:</b> <del>Investment Policy</del> <u>Authorizes investment of public funds</u>	
<b>Approval Date:</b> <del>7/17/2018</del> <u>11/7/2023</u>	<b>Last Review Date:</b> <del>2018</del> <u>2023</u>
<b>Approval Resolution No.:</b> <del>35-18</del>	<b>Next Review Date:</b> <del>2022</del> <u>2027</u>
<b>Rescinded Resolution No.:</b> <del>52-1435-18</del>	<b>Rescinded Resolution Date:</b> <del>8/19/2014</del> <u>7/17/2018</u>

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

~~To invest public funds in a manner which will provide maximum security (safety), meet daily cash flow demands of the entity (liquidity), and obtain the highest investment return (yield), while conforming to all state and local statutes governing the investment of public funds as outlined in the attached Investment policy.~~

~~The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to invest public funds in a prudent manner in conformance with state and local statutes, specifically California Government Code (GC) Section 53600 et seq.~~

<b>Policy No.:</b> <del>P400-18-4</del>	<b>Policy Title:</b> Investment
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**1.0 Policy**

It is the policy of Dublin San Ramon Services District (hereafter, the “District”) to invest public funds in a manner which will provide the maximum security (safety), meet daily cash flow demands of the entity (liquidity), and obtain the highest investment return (yield), while conforming to all state and local statutes governing the investment of public funds, and other legal investment requirements.

**2.0 Scope**

This investment policy applies to all financial assets of the District under its direct control and authority. It does not cover deferred compensation plan investments, long-term debt proceeds and reserves held by a Trustee and invested pursuant to contractual agreement, or retirement investments held by a trustee (such as CalPERS).

**3.0 Prudence (Due Diligence)**

The District operates its investment portfolio in conformance with governing legislation and other legal requirements, and under the Prudent Investor Standard (~~California Government Code~~GC Section 53600.3) which states, in essence, that “when investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated need of the District, that a prudent person in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.”

This standard shall be applied in the context of managing the overall portfolio. Investment officers, acting in accordance with written procedures and this investment policy and exercising the above standard of diligence shall be relieved of personal responsibility for an individual security’s credit risk, interest rate risk, or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

**4.0 Objective**

The primary objectives, in priority order, of the District’s investment activities shall be:

**4.1 Safety:** Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the District will diversify its investments by investing among a variety of securities offering independent returns and financial institutions.

**4.2 Liquidity:** The District’s investment portfolio will remain sufficiently liquid to enable the

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District to meet all operating cash flow requirements which might be reasonably anticipated. Securities should mature concurrent with cash need to meet anticipated demands. To eliminate risk of loss resulting from the over-concentration of assets in a specific maturity, issuer, or class of securities, all cash and cash equivalent assets in all District funds shall be diversified by maturity, issuer, and security type. Diversification strategies shall be determined and revised periodically by the Treasurer for all funds except for the employee retirement fund.

In establishing specific diversification strategies, the following general policies and constraints shall apply: Portfolio maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector. Maturities selected shall provide for stability of income and reasonable liquidity.

**4.3 Return on Investments:** The District’s investment portfolio shall be designed with the objective of attaining a market (or best yield) rate of return throughout budgetary and economic cycles, shall commensurate with the District’s investment risk constraints and the cash flow characteristics of the portfolio, and shall not diminish the objectives of safety and liquidity defined in Section 1.0 of this policy.

**5.0 Delegation of Authority**

Pursuant to ~~GC~~ Section 53601 ~~of the California Government Code (CGC)~~, the District’s Board of Directors has primary responsibility for the investment of all funds in the District treasury. As authorized under ~~GC~~ Section 53607 ~~of the CGC~~, the Board hereby delegates its authority to invest or reinvest the funds of the District, and to sell or exchange securities so purchased, to the Treasurer who shall assume full responsibility for all such transactions until such time as this delegation of authority may be revoked by the Board.

~~The Treasurer shall establish written investment procedures for the operation of the investment program consistent with this policy.~~

**6.0 Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Staff authorized to execute investment transactions shall disclose to the General Manager any material financial interests in financial institutions that conduct business within their jurisdiction, and they shall further disclose any material personal financial and/or investment positions that could be related to the performance of the District.

**7.0 Authorized Financial Dealers and Institutions**

The Treasurer will maintain an approved list of financial institutions authorized to provide investment services. In addition, a list will also be maintained for approved or security broker/dealers that are authorized to provide investment services in the State of California. These may include “primary”

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dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state law. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Treasurer with the following: a completed broker/dealer questionnaire, audited financial statements and certification of having read the District's investment policy.

## 8.0 Authorized and Suitable Investments

The District is empowered by ~~CGC~~ Section 53600 et seq. to invest public monies. Of these investments, the District's Board of Directors authorizes the following investments:

- Bonds issued by the District, when in the best interest of and a prudent investment for the District. [53601(a)]
- United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest. [53601(b)]
- Registered state warrants or treasury notes or bonds of this state rated A or better. [53601(c)]
- Registered treasury notes or bonds of any of the other 49 United States in addition to California. [53601(d)]
- Bonds, notes, warrants, or other evidences of indebtedness of a local agency within this state. [53601(e)]
- Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. [53601(f)]
- Negotiable certificates of deposit issued by a nationally or state-chartered bank or a savings association or federal association or a state or federal credit union ~~or by a state-licensed branch of a foreign bank~~. Purchases of negotiable certificates of deposit may not exceed 30 percent of the agency's surplus money. [53601(i)]
- Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated "A" or better by a nationally recognized rating service at the time of purchase. Purchases of medium-term notes shall not include other instruments authorized by this section and may not exceed thirty (30) percent of the agency's surplus money which may be invested pursuant to this section. [53601(k)]



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- Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S. C. Sec. 80a-1, et seq.). [53601(l)(2)]:
  1. The company must have met either of the following criteria [53601(l)(4)(a-b)]:
    - a. Attained the highest ranking letter and numerical rating provided by not less than the two Nationally Recognized Statistical Rating Organizations (NRSROs) or,
    - b. Have an investment advisor registered with the Securities and Exchange Commission with not less than five years’ experience managing money market mutual funds with assets under management in excess of \$500,000,000.
  2. The purchase price of shares may not exceed 20% of the District’s total surplus funds. [53601(l)(5)]
  3. Money market funds must have a Net Asset Value (NAV) of one dollar (\$1.00).
  4. Money market funds must have daily liquidity.
- Deposits with bank and savings and loan associations, including certificates of deposit, where the deposits are insured by FDIC (Federal Deposit Insurance Corporation). Deposits in institutions in excess of FDIC insurance shall be fully collateralized as defined in GC Section 53652 ~~of the CGC~~.
- The Local Agency Investment Fund (LAIF) established by the California State Treasurer for the benefit of local agencies and identified under the CGC Section 16429.1.
- ~~Shares in The~~ California Asset Management Program (CAMP), a California common law trust established pursuant to Title 1, Division 7, Chapter 5 of the CGC which invests exclusively in investments permitted by Section 53601 of Title 5, Division 2, Chapter 4 of the CGC, as it may be amended.

**9.0 Collateralization**

Uninsured time deposits including certificates of deposit with banks and/or savings and loans shall be collateralized in the manner prescribed by law for depositories accepting local agency funds.

**10.0 Safekeeping and Custody**

All security transactions entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts.

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**11.0 Diversification**

The District will diversify its portfolio by investment type, issuer and maturity dates. Limits, if any, for security types are set forth in Section 8.0 of this ~~document~~policy.

**12.0 Maximum Maturities**

The District will ~~attempt to~~ match its investments with anticipated cash flow requirements. No single investment shall exceed a term of five years ~~except that 10% of the portfolio is deemed the “long-term” portfolio and may be invested with maturities up to seven years.~~ Portfolio maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector.

**13.0 Conformance with Policy**

At the time of purchase, all permitted investments shall conform in all respects with this ~~P~~policy. If a percentage restriction is adhered to at the time of purchase, a later increase or decrease in percentage resulting from a change in values or assets will not constitute a violation of that restriction. Furthermore, if a credit rating standard is adhered to at the time of purchase; a later downgrade in credit rating will not constitute a violation of that standard. If securities are downgraded below the minimum acceptable rating levels the Treasurer shall advise the Board of Directors of the change at the next regular meeting, and use his/her best professional judgment concerning the retention of that security in the portfolio.

**14.0 Internal Controls**

The Treasurer shall establish and implement a system of internal controls, which shall be documented in writing. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by employees and officers of the District.

**15.0 Performance Standards**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and cash flow needs.

**16.0 Reporting**

The Treasurer shall provide the Board of Directors a quarterly investment report. The report shall include the type of investment, issuer, maturity date, par and cost/book values of all securities, investments and monies held by the District. It shall also include the rate of interest, the current market value as of the report date and the source of the valuation. The report shall state compliance of the portfolio to the Investment ~~P~~policy as well as the California Government Code and it shall state the District’s ability to meet its estimated expenditures for the next six months.

Policy No.: <del>P400-18-4</del>	Policy Title: Investment
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**17.0 Investment Policy Adoption**

The District's ~~h~~investment policy shall be adopted by resolution of the District's Board of Directors. The ~~P~~policy is generally reviewed every four years and any changes are presented to the Board of Directors for consideration.

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE INVESTMENT POLICY AND RESCINDING RESOLUTION NO. 35-18

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WHEREAS, Sections 53630–53686 of the California Government Code, applicable to governmental agencies within California including counties, cities and special districts, list acceptable investments for these entities, outlines reporting requirements, and dictates the periodic review and adoption of an investment policy by the governing board; and

WHEREAS, the District Board of Directors adopted an Investment policy which governs the investment of District funds; and

WHEREAS, the Investment policy, last revised on July 17, 2018, by Resolution No. 35-18, requires minor edits addressing the matching of maturities to cash flow needs and further defines liquidity and diversification of the portfolio.

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 revised Investment policy, attached hereto as Exhibit “A,” is hereby adopted;
2. Resolution No. 35-18, attached as Exhibit “B,” is hereby rescinded; and
3. The General Manager is hereby authorized to make non-substantive editorial changes to the policy as that document is finalized for posting on the District’s website.

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 7th day of November, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Georgean M. Vonheeder-Leopold, President

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



# Policy

<b>Policy No.:</b> <a href="#">Click here to enter text.</a>	<b>Type of Policy:</b> Finance
<b>Policy Title:</b> Investment	
<b>Policy Description:</b> Authorizes investment of public funds	
<b>Approval Date:</b> 11/7/2023	<b>Last Review Date:</b> 2023
<b>Approval Resolution No.:</b>	<b>Next Review Date:</b> 2027
<b>Rescinded Resolution No.:</b> 35-18	<b>Rescinded Resolution Date:</b> 7/17/2018

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to invest public funds in a prudent manner in conformance with state and local statutes, specifically California Government Code (GC) Section 53600 et seq.

## 1.0 Policy

It is the policy of Dublin San Ramon Services District (hereafter, the “District”) to invest public funds in a manner which will provide the maximum security (safety), meet daily cash flow demands of the entity (liquidity), and obtain the highest investment return (yield), while conforming to all state and local statutes governing the investment of public funds, and other legal investment requirements.

## 2.0 Scope

This investment policy applies to all financial assets of the District under its direct control and authority. It does not cover deferred compensation plan investments, long-term debt proceeds and reserves held by a Trustee and invested pursuant to contractual agreement, or retirement investments held by a trustee (such as CalPERS).

## 3.0 Prudence (Due Diligence)

The District operates its investment portfolio in conformance with governing legislation and other legal requirements, and under the Prudent Investor Standard (GC Section 53600.3) which states, in essence, that “when investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated need of the District, that a prudent person in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.”

<b>Policy No.:</b>	<b>Policy Title:</b> Investment
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This standard shall be applied in the context of managing the overall portfolio. Investment officers, acting in accordance with written procedures and this investment policy and exercising the above standard of diligence shall be relieved of personal responsibility for an individual security’s credit risk, interest rate risk, or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

**4.0 Objective**

The primary objectives, in priority order, of the District’s investment activities shall be:

**4.1 Safety:** Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the District will diversify its investments by investing among a variety of securities offering independent returns and financial institutions.

**4.2 Liquidity:** The District’s investment portfolio will remain sufficiently liquid to enable the District to meet all operating cash flow requirements which might be reasonably anticipated. Securities should mature concurrent with cash need to meet anticipated demands. To eliminate risk of loss resulting from the over-concentration of assets in a specific maturity, issuer, or class of securities, all cash and cash equivalent assets in all District funds shall be diversified by maturity, issuer, and security type. Diversification strategies shall be determined and revised periodically by the Treasurer for all funds except for the employee retirement fund.

In establishing specific diversification strategies, the following general policies and constraints shall apply: Portfolio maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector. Maturities selected shall provide for stability of income and reasonable liquidity.

**4.3 Return on Investments:** The District’s investment portfolio shall be designed with the objective of attaining a market (or best yield) rate of return throughout budgetary and economic cycles, shall commensurate with the District’s investment risk constraints and the cash flow characteristics of the portfolio, and shall not diminish the objectives of safety and liquidity defined in Section 1.0 of this policy.

**5.0 Delegation of Authority**

Pursuant to GC Section 53601, the District’s Board of Directors has primary responsibility for the investment of all funds in the District treasury. As authorized under GC Section 53607, the Board hereby delegates its authority to invest or reinvest the funds of the District, and to sell or exchange securities so purchased, to the Treasurer who shall assume full responsibility for all such transactions until such time as this delegation of authority may be revoked by the Board.

<b>Policy No.:</b>	<b>Policy Title:</b> Investment
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**6.0 Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Staff authorized to execute investment transactions shall disclose to the General Manager any material financial interests in financial institutions that conduct business within their jurisdiction, and they shall further disclose any material personal financial and/or investment positions that could be related to the performance of the District.

**7.0 Authorized Financial Dealers and Institutions**

The Treasurer will maintain an approved list of financial institutions authorized to provide investment services. In addition, a list will also be maintained for approved or security broker/dealers that are authorized to provide investment services in the State of California. These may include “primary” dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state law. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Treasurer with the following: a completed broker/dealer questionnaire, audited financial statements and certification of having read the District’s investment policy.

**8.0 Authorized and Suitable Investments**

The District is empowered by GC Section 53600 et seq. to invest public monies. Of these investments, the District’s Board of Directors authorizes the following investments:

- Bonds issued by the District, when in the best interest of and a prudent investment for the District. [53601(a)]
- United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest. [53601(b)]
- Registered state warrants or treasury notes or bonds of this state rated A or better. [53601(c)]
- Registered treasury notes or bonds of any of the other 49 United States in addition to California. [53601(d)]
- Bonds, notes, warrants, or other evidences of indebtedness of a local agency within this state. [53601(e)]
- Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. [53601(f)]

<b>Policy No.:</b>	<b>Policy Title:</b> Investment
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- Negotiable certificates of deposit issued by a nationally or state-chartered bank or a savings association or federal association or a state or federal credit union. Purchases of negotiable certificates of deposit may not exceed 30 percent of the agency's surplus money. [53601(i)]
- Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated "A" or better by a nationally recognized rating service at the time of purchase. Purchases of medium-term notes shall not include other instruments authorized by this section and may not exceed thirty (30) percent of the agency's surplus money which may be invested pursuant to this section. [53601(k)]
- Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S. C. Sec. 80a-1, et seq.). [53601(l)(2)]
  1. The company must have met either of the following criteria [53601(l)(4)(a-b)]:
    - a. Attained the highest ranking letter and numerical rating provided by not less than the two Nationally Recognized Statistical Rating Organizations (NRSROs) or,
    - b. Have an investment advisor registered with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of \$500,000,000.
  2. The purchase price of shares may not exceed 20% of the District's total surplus funds. [53601(l)(5)]
  3. Money market funds must have a Net Asset Value (NAV) of one dollar (\$1.00).
  4. Money market funds must have daily liquidity.
- Deposits with bank and savings and loan associations, including certificates of deposit, where the deposits are insured by FDIC (Federal Deposit Insurance Corporation). Deposits in institutions in excess of FDIC insurance shall be fully collateralized as defined in GC Section 53652.
- The Local Agency Investment Fund (LAIF) established by the California State Treasurer for the benefit of local agencies and identified under the GC Section 16429.1.
- The California Asset Management Program (CAMP), a California common law trust established pursuant to Title 1, Division 7, Chapter 5 of the GC which invests exclusively in investments permitted by Section 53601 of Title 5, Division 2, Chapter 4 of the GC, as it may be amended.



<b>Policy No.:</b>	<b>Policy Title:</b> Investment
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**9.0 Collateralization**

Uninsured time deposits including certificates of deposit with banks and/or savings and loans shall be collateralized in the manner prescribed by law for depositories accepting local agency funds.

**10.0 Safekeeping and Custody**

All security transactions entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts.

**11.0 Diversification**

The District will diversify its portfolio by investment type, issuer and maturity dates. Limits, if any, for security types are set forth in Section 8.0 of this policy.

**12.0 Maximum Maturities**

The District will match its investments with anticipated cash flow requirements. No single investment shall exceed a term of five years. Portfolio maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector.

**13.0 Conformance with Policy**

At the time of purchase, all permitted investments shall conform in all respects with this policy. If a percentage restriction is adhered to at the time of purchase, a later increase or decrease in percentage resulting from a change in values or assets will not constitute a violation of that restriction. Furthermore, if a credit rating standard is adhered to at the time of purchase; a later downgrade in credit rating will not constitute a violation of that standard. If securities are downgraded below the minimum acceptable rating levels the Treasurer shall advise the Board of Directors of the change at the next regular meeting, and use his/her best professional judgment concerning the retention of that security in the portfolio.

**14.0 Internal Controls**

The Treasurer shall establish and implement a system of internal controls, which shall be documented in writing. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by employees and officers of the District.

Policy No.:	Policy Title: Investment
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**15.0 Performance Standards**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and cash flow needs.

**16.0 Reporting**

The Treasurer shall provide the Board of Directors a quarterly investment report. The report shall include the type of investment, issuer, maturity date, par and cost/book values of all securities, investments and monies held by the District. It shall also include the rate of interest, the current market value as of the report date and the source of the valuation. The report shall state compliance of the portfolio to the Investment policy as well as the California Government Code and it shall state the District’s ability to meet its estimated expenditures for the next six months.

**17.0 Investment Policy Adoption**

The District’s Investment policy shall be adopted by resolution of the District’s Board of Directors. The policy is generally reviewed every four years and any changes are presented to the Board of Directors for consideration.

RESOLUTION NO. 35-18

## RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING BOARD POLICY INVESTMENT AND RESCINDING RESOLUTION NO. 52-14

WHEREAS, §53630-686 of the Government Code of the State of California is applicable to governmental agencies within California including Counties, Cities and Special Districts. It lists acceptable investments for these entities, outlines reporting requirements, and dictates the periodic review and adoption of an investment policy by the governing board; and

WHEREAS, on August 19, 2014 the District Board of Directors adopted Resolution No. 52-14 thereby adopting an Investment policy which governs the investment of District funds; and

WHEREAS, the current Investment policy, last revised by Resolution No. 52-14, requires a minor edit and statutory change to invest in money market mutual funds regulated by SEC to comply with the investment options in accordance to State of California Government Code Section §53601(l)(2)

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 revised "Investment" policy, attached hereto as Exhibit "A" be adopted, and
2. Resolution No. 52-14 is hereby Rescinded and attached as Exhibit "B;" and
3. Authorizes the General Manager to make non-substantive editorial changes to the policy as that document is finalized for posting on the District's website.


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 July 2018, and passed by the following vote:

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

NOES: 0

ABSENT: 0

ATTEST:   
Nicole Genzale, District Secretary

  
Georgean M. Vonheeder-Leopold, President



**TITLE:** Receive Presentation on Actuarial Valuation of Other Post-Employment Benefits (OPEB) Report and Provide Direction regarding California Employers' Retiree Benefit Trust (CERBT) Asset Allocation Strategies

**RECOMMENDATION:**

Staff recommends the Board of Directors receive a presentation on the Actuarial Valuation of Other Post-Employment Benefits Report as of June 30, 2021, and direct staff to continue Asset Allocation Strategy 2 offered by the California Employers' Retiree Benefit Trust.

**SUMMARY:**

Other post-employment benefits (OPEB) are benefits, other than pensions, that employees are eligible to receive once they retire. The primary OPEB that the District provides is retiree health insurance contracted through the California Public Employees' Retirement System's (CalPERS) California Employers' Retiree Benefit Trust (CERBT). The District retained actuary MacLeod Watts to prepare the biennial OPEB actuarial valuation report for fiscal year ending (FYE) 2021. Per the valuation report, the District's funded ratio improved 7.9% from 117.5% in FYE 2019 to 125.4% in FYE 2021. As the District is projected to be fully funded, staff recommends the Board continue to invest CERBT contributions under Asset Allocation Strategy 2.

**BACKGROUND:**

The District currently provides retiree health insurance for eligible employees. Eligible employees are those with at least 10 years of CalPERS service of which at least 5 years of service is with DSRSD. Prior to 2008, the District met obligations of this benefit on a "pay as you go" basis. A "pay as you go" approach may result in large long-term liabilities that the District did not plan for and would be unable to fund. To address potential long-term financial challenges and proactively address rising OPEB costs, the District began prefunding this liability through contributions to an OPEB trust.

In 2008, the DSRSD Board of Directors authorized entering into an agreement with CERBT, an irrevocable trust fund that administers and invests funds contributed by the District to cover OPEB costs through three asset allocation strategies. The District transferred \$9.15 million as an initial contribution in 2008 and made additional annual contributions totaling \$8.92 million as of June 30, 2023. Annual contributions are determined by a biennial actuarial valuation. In 2017, due to a funded ratio greater than 90%, the Board directed staff to move to the more moderate Asset Allocation Strategy 2 (from Asset Allocation Strategy 1).

**DISCUSSION:**

With the initial participation in CERBT in 2008, the District had elected to have the funds invested under Strategy 1. Strategy 1 is the most aggressive strategy due to the percentage of equity versus fixed investments in the portfolio. In 2017, due to a funded ratio (the ratio of the Actuarial Value of Assets divided by the Actuarial Accrued Liability) greater than 90%, the Board directed staff to move to the more moderate Asset Allocation Strategy 2. Based on the last CERBT update, the District had contributions totaling \$18.07 million, investment earnings of \$16.32 million, and administrative expenses of \$0.30 million. The annualized net rate of return is 5.49% over 15.06 years. As shown in the Cash Flow Summary by Fiscal Year (Attachment 1), the value of assets in CERBT was \$34.17 million at the end of FYE 2021. The following table is a summary of the current rate of return and risk level for each asset allocation strategy.

<b>Originating Department: Administrative Services</b>	<b>Contact: H. Chen/C. Atwood</b>	<b>Legal Review: Not Required</b>
<b>Financial Review: Yes</b>	<b>Cost and Funding Source: \$1,192,482 allocated between Local and Regional Wastewater Operations (Funds 200 and 300) and Water Operations (Fund 600)</b>	
<b>Attachments:</b> <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	<b>Attachment 1 – Cash Flow Summary by Fiscal Year</b>	

	Expected Rate of Return	Standard Deviation	Risk Level Less Conservative → More Conservative
Strategy 1	6.0%	12.1%	
Strategy 2	5.5%	9.9%	
Strategy 3	5.0%	8.4%	

The valuation determined that the District’s funded ratio was 125.4% as of June 30, 2021, which is an increase of 7.9% from 117.5% in the last valuation in 2019. Due to a funded status greater than 100.0% since 2019, the District has taken disbursements from CERBT totaling \$5.32 million over the last four fiscal years. Disbursements are restricted to fund OPEB Normal Cost (cost of OPEB benefits attributable to the active employees’ current year of service) that the District incurs during the fiscal year. OPEB Normal Cost is estimated to be \$1.19 million for FYE 2024 and has been incorporated into the District’s Operating Budget. The District will drawdown annually from CERBT until the OPEB funded status is 100.0%, which is estimated to be approximately five years.

Staff recommends that the District remain in Asset Allocation Strategy 2, which is currently projected to remain fully funded. Although higher assumed investment returns of less conservative/more aggressive strategies will result in lower annual actuarially determined contributions, they may also exhibit greater volatility resulting in larger declines in asset value during economic downturns. Staff is finishing closing FYE 2023 and anticipates contracting with an actuary for the FYE 2023 OPEB annual valuation this spring. Board direction on the CERBT Asset Allocation Strategy will be incorporated into the FYE 2023 actuarial valuation.

# Cash Flow Summary by Fiscal Year

Measurement Date	Contributions	Disbursements	Cumulative Net Contributions	Cumulative Investment Gains (Losses)	Cumulative Fees	Cumulative Ending Assets
2007-08	\$9,154,408	\$0	\$9,154,408	(\$383,945)	(\$461)	\$8,770,002
2008-09	\$451,596	\$0	\$9,606,004	(\$2,352,135)	(\$6,280)	\$7,247,589
2009-10	\$352,100	\$0	\$9,958,104	(\$1,211,954)	(\$14,480)	\$8,731,670
2010-11	\$2,464,972	\$0	\$12,423,076	\$1,026,765	(\$27,414)	\$13,422,427
2011-12	\$486,200	\$0	\$12,909,276	\$1,062,022	(\$43,008)	\$13,928,290
2012-13	\$2,094,890	\$0	\$15,004,166	\$2,670,828	(\$65,892)	\$17,609,101
2013-14	\$51,088	\$0	\$15,055,254	\$5,929,653	(\$92,570)	\$20,892,337
2014-15	\$69,449	\$0	\$15,124,703	\$5,906,034	(\$113,633)	\$20,917,103
2015-16	\$0	\$0	\$15,124,703	\$6,123,382	(\$130,882)	\$21,117,203
2016-17	\$0	\$0	\$15,124,703	\$8,362,707	(\$149,661)	\$23,337,748
2017-18	\$102,365	\$0	\$15,227,068	\$10,251,093	(\$170,674)	\$25,307,486
2018-19	\$97,435	\$0	\$15,324,502	\$12,039,989	(\$192,325)	\$27,172,167
2019-20	\$1,251,832	(\$1,217,291)	\$15,359,044	\$13,601,055	(\$216,933)	\$28,743,166
2020-21	\$897,924	(\$1,316,018)	\$14,940,950	\$19,477,759	(\$244,803)	\$34,173,906
2021-22	\$0	(\$1,369,742)	\$13,571,208	\$15,215,730	(\$273,625)	\$28,513,313
2022-23	\$596,768	(\$1,419,538)	\$12,748,438	\$16,316,564	(\$298,203)	\$28,766,799



**TITLE:** Appoint Shu-Jan (Jan) R. Lee as General Manager and Adopt Personal Services Agreement

**RECOMMENDATION:**

The District’s General Counsel recommends the Board of Directors approve, by Resolution, to appoint Shu-Jan (Jan) R. Lee as General Manager and adopt a Personal Services Agreement between the District and Jan R. Lee, effective December 23, 2023.

**DISCUSSION:**

The District’s General Manager provided notice to the Board of his pending retirement from the District in December 2023. In anticipation of his retirement, an open recruitment and competitive selection process was conducted from August 2023 through October 2023. Following a closed session meeting of the Board of Directors on October 17, 2023, the Board selected Jan R. Lee as their top candidate for the permanent position as General Manager and provided direction to the agency negotiator to negotiate and execute a Personal Services Agreement (PSA).

In accordance with direction received from the Board, a PSA for the General Manager position has been negotiated for the candidate, Jan R. Lee, for a period of three (3) years, beginning on December 23, 2023, through the end of calendar year 2026. The PSA is attached to its approving resolution. Compensation is specified in Exhibit 1 of the PSA, benefits are specified in Exhibit 2, and the supplementary benefits and conditions of employment are specified in Exhibit 3. The initial annual salary will be \$321,120 with a cost-of-living adjustment for the beginning of calendar year 2025 based on change in CPI (Consumer Price Index – all urban wage earners, not seasonally adjusted, San Francisco-Oakland-Hayward, CA, current, all items series) for the 12-month period ending October 31, with a floor of two percent (2%) and a ceiling of four percent (4%). At the Board’s discretion and by amendment to the PSA, the General Manager may be eligible for a merit increase at the beginning of each calendar year during the term of the PSA. The PSA also specifies a benefit package consistent with that provided to other District employees, with one exception to not provide for a \$2,500 per year match to a deferred compensation plan by the District.

The negotiated PSA, once adopted by the Board, will result in a cost increase of approximately \$23,000 in total compensation for the General Manager position over the amount budgeted for fiscal year ending (FYE) 2024. The total cost of the negotiated PSA will be approximately \$414,000 for FYE 2024.

<b>Originating Department:</b> Board	<b>Contact:</b> Board President	<b>Legal Review:</b> Yes
<b>Financial Review:</b> Yes	<b>Cost and Funding Source:</b> \$414,000 from FYE 2024 and 2025 Operating Budget	
<b>Attachments:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	55 of 70	

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AND AUTHORIZING EXECUTION OF AN AGREEMENT FOR PERSONAL SERVICES BETWEEN SHU-JAN (JAN) R. LEE AND DUBLIN SAN RAMON SERVICES DISTRICT

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WHEREAS, Dublin San Ramon Services District (“District”) is a community services district established under the Community Services District Law (Government Code Section 61000 et seq.) and governed by District’s Board of Directors (the “Board”); and

WHEREAS, pursuant to Government Code Section 61050(a), the Board is required and empowered to appoint a General Manager for District; and

WHEREAS, the District Code exempts the General Manager from District’s classified service as identified in District Code Section 6.10.010; and

WHEREAS, through the approval and execution of the “Agreement for Personal Services between Dublin San Ramon Services District and Shu-Jan (Jan) R. Lee” (“Agreement”), a copy of which is attached hereto, marked Exhibit “A,” and by this reference incorporated herein, General Manager and District agree that General Manager is exempt from District’s classified service upon the Effective Date of the Agreement; and

WHEREAS, the Board desires to appoint and employ General Manager, and General Manager desires to accept said appointment and employment, subject to the terms and conditions of the Agreement.

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

That certain Agreement titled, “Agreement for Personal Services between Dublin San Ramon Services District and Shu-Jan (Jan) R. Lee,” a copy of which is attached hereto, marked Exhibit “A,” and by this reference incorporated herein, is hereby approved, and the Board President and District Secretary are hereby authorized and directed to execute, and to attest thereto, respectively, said Agreement for and on behalf of District.

\*\*\*\*\*



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 7th day of November, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

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

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

**AGREEMENT FOR PERSONAL SERVICES**  
**BETWEEN DUBLIN SAN RAMON SERVICES DISTRICT**  
**AND SHU-JAN (JAN) R. LEE**

**THIS AGREEMENT FOR PERSONAL SERVICES (“Agreement”)**, is made and entered into this 23rd day of December 2023 (the “Effective Date”) by and between the Dublin San Ramon Services District, a public agency of the State of California in the Counties of Alameda and Contra Costa (“District”), and Jan R. Lee (“General Manager”).

**WITNESSETH:**

**WHEREAS**, District is a community services district established under the Community Services District Law (California Government Code Section 61000 et seq.) governed by District’s Board of Directors (the “Board”); and

**WHEREAS**, pursuant to California Government Code Section 61240 (a), the Board is required and empowered to appoint a General Manager for District; and

**WHEREAS**, the District Code exempts the General Manager from the District’s classified service as identified in District Code Section 6.10.010; and

**WHEREAS**, with the approval and execution of this Agreement, General Manager and District agree that General Manager is exempt from the District’s classified service upon the Effective Date of this Agreement; and

**WHEREAS**, the Board desires to appoint and employ General Manager and General Manager desires to accept said appointment and employment subject to the terms and conditions of this Agreement.

**NOW, THEREFORE**, the District and General Manager hereto agree as follows:

**1. SERVICES**

From and after the Effective Date, General Manager shall perform all duties, assume all obligations and constantly meet all qualifications of the office of General Manager as described in the specifications for said position as approved by the Board as of the Effective Date and as such specifications may, from time to time, be amended by the Board. General Manager shall be subject to all pertinent provisions of the ordinances, resolutions, rules, regulations and all other lawful orders and directives of the Board and the District. Said duties and obligations shall be performed in an efficient and professional manner and in conformance with the standards generally prevailing for the performance of the duties and obligations pertaining to the position of similar managerial positions of public or private entities, including, but not limited to, community services districts. Notwithstanding any other provision, General Manager shall serve at the pleasure of the Board and may be discharged at any time with or without cause.

**2. COMPENSATION**

The District shall provide compensation to General Manager in the form of Base Salary and Deferred Compensation as specified in "Exhibit 1" attached hereto and by this reference made a part hereof.

**3. BENEFITS**

The District shall provide a benefits package to General Manager consisting of a retirement program, various types of insurance and various types of leave as specified in "Exhibit 2" attached hereto and by this reference made a part hereof.

**4. SUPPLEMENTAL BENEFITS**

The District shall provide a supplemental benefits package to General Manager as specified in "Exhibit 3" attached hereto and by this reference made a part hereof.

**5. AVAILABILITY AND COMMUNICATIONS**

**5.1 Continuous Availability**

General Manager shall maintain a continuous presence or means of communication with District staff at all times, either in person or via telephone, cell phone, e-mail, and/or Virtual Private Network ("VPN"). Allowance during of duty hours shall be made for social evens of personal enjoyment. If needed, the General Manager shall ensure that duties have been properly and appropriately delegated to qualified District staff when unavailability is reasonably foreseen. If District is unable to contact General Manager in a reasonable time for reasons beyond the General Manager's control such as on-duty or off-duty air travel, General Manager's presence in areas without cellular phone service, email access, international travel or other similar circumstances, General Manager's inability to maintain continuous availability shall not be considered a breach of this Agreement or grounds for termination for cause.

**6. TERMINATION**

**6.1 Service at Pleasure of the Board**

It is understood and agreed that as of the Effective Date of this Agreement, General Manager shall, and does, hold position of employment as such at the will and pleasure of the Board. General Manager may be discharged at any time with or without cause. There is no express or implied promise made to the General Manager of continued District employment.

**6.2 Termination by District for Cause**

Nothing herein provided shall be deemed to affect or limit the right of District to terminate General Manager's employment for cause, or otherwise to exercise District's rights, whether in law or in equity, by reason of breach hereof by General Manager or for any other cause. "Cause" as used herein shall include, but not necessarily be limited to: below standard performance; refusal or failure to act in accordance with a specific written directive or order of the Board provided that such directive or order is legal; violation of district policies and procedures, Political Reform Act, or conflict of interest statutes; malfeasance or misfeasance in office;

conviction of any felony or any crime involving moral turpitude; any act of dishonesty or moral turpitude; unauthorized absence; incompetence or inefficiency; insubordination; performance of duties or obligations as General Manager under the influence of illegal drugs, narcotics, other substances, where the use, dispensing, or sale of which is prohibited or controlled by the State of California; neglect of duty; failure to maintain satisfactory working relationship with other employees or the public; improper use of District funds; other failure of good behavior either during or outside of employment such that employee's conduct brings discredit to the District; or breach of this Agreement or any similar or like act or omission. Notwithstanding the use of the term "cause" herein, nothing herein contained shall be deemed to create or establish a property right or a right to continuing employment in the position of employment of General Manager or affect District's right to terminate the employment of General Manager with or without cause.

In the event of termination for cause, District shall not be obligated to compensate General Manager in any amount except for services already rendered, including paid leave accrued in General Manager's Employee Leave Bank, prior to the date of termination; provided that payment of such compensation shall not bar District's recovery of such damages as may accrue to District under the circumstances, nor shall termination for cause preclude District from exercising any other right or remedy it may have, whether in law or equity, which may accrue to District under the circumstances giving rise to such termination, or otherwise.

Termination for cause shall also include an agreement by the District that the General Manager may resign in lieu of termination for cause.

### **6.3 Termination at Discretion of District**

#### **6.3.1 Process**

At District's sole discretion, District may terminate this Agreement and General Manager's employment without cause and in accordance with this paragraph by giving written notice of its intent thereof to General Manager which notice shall specify the effective date on which General Manager shall no longer act in said capacity. Any notice provided in accordance with this section shall be deemed given on the date it is given by District. Upon notice, and unless otherwise agreed, District shall place General Manager in paid administrative leave status from the date of said notice to the effective date specified in that notice. Nothing herein provided in this paragraph or this Agreement constitutes an appeal procedure for the General Manager of termination in accordance with this provision.

#### **6.3.2 Severance**

Upon the effective date of termination by District of General Manager's employment without cause, District shall compensate General Manager in a lump sum amount equal to six (6) month's base salary. General Manager's benefits shall continue after termination for the period of time for which premiums have been paid before the effective date of termination. In addition, District will pay the same amount as it was paying on behalf of the General Manager prior to termination towards the General Manager's first six (6) months of COBRA premiums for health, dental and vision insurance benefits as described in "Exhibit 2" after District benefits lapse unless General Manager chooses to retire from District service within 120 calendar days of termination in which case these benefits, including COBRA premiums being

paid by District, shall cease upon retirement or revert to benefits to be provided in retirement in accordance with "Exhibit 2."

This section is intended to comply with Section 53260 et seq. of the California Government Code. This severance payment shall be made within thirty (30) days of the effective date of the termination, and is subject to applicable withholding taxes.

#### **6.4 Termination by General Manager**

At General Manager's sole discretion, General Manager may terminate this Agreement at any time upon a minimum of thirty (30) calendar days prior written notice to District in accordance with Section 10. Any notice provided in accordance with this section shall be deemed given on the date it is given by General Manager. Such termination shall be effective on the date specified in the notice unless the date is less than thirty (30) calendar days from receipt of the notice by the District in which case the date of termination shall be thirty (30) calendar days from receipt of notice by the District. In the event General Manager terminates the Agreement in accordance with this provision, General Manager shall not be entitled to severance or other benefits or COBRA payments beyond the date of termination, but the District shall pay General Manager for salary earned and accrued leave and accrued benefits through the effective date of termination. In the event during the period covered by the notice, the District terminates the Agreement in accordance with Section 6.3, severance shall be reduced to a lump sum amount equal to one-half of one month's base salary.

#### **6.5 Mutual Termination**

This Agreement may be terminated at any time by mutual written consent of the Board and General Manager. In the event of mutual termination in accordance with this provision, General Manager shall not be entitled to severance or other benefits beyond the date of termination but the District shall pay General Manager for salary earned and accrued leave and accrued benefits through the effective date of termination.

#### **6.6 Termination is Final**

This Agreement, the General Manager's employment and the District's obligations to compensate the General Manager excepting benefits which are specifically identified to continue into retirement shall cease on the effective date of General Manager's termination.

Pursuant to California Government Code Section 53260, in no event shall General Manager receive a settlement that exceeds an amount equal to their monthly salary multiplied by the number of months remaining on the unexpired term of this Agreement or their monthly salary multiplied by eighteen (18), whichever is less.

Pursuant to California Government Code Section 53243.2, any lump sum severance payment or other non-contractual payments related to termination paid to General Manager under Section 6 of this Agreement shall be fully reimbursed by General Manager to the District if General Manager is convicted of a crime involving an abuse of their office or position. For purposes of this Agreement, the phrase "abuse of their office or position" shall have the meaning set forth in Government Code Section 53243.4. This Agreement shall be subject to the provisions of Government Code Sections 53243-53243.4 which require reimbursement to the District under

circumstances stated therein.

**7. STATUS**

General Manager shall have the status of an employee of District, subject to all terms and conditions of employment pertaining to the job specifications and position under the ordinances, resolutions, rules, regulations, or other lawful directives or orders of District or the Board; provided, however, that in the event of any conflict between such ordinances, resolutions, rules, regulations, directives or orders, and the provisions of this Agreement, the provisions of this Agreement shall prevail. To the extent not modified or otherwise provided in this Agreement, the District and General Manager hereto agree that the provisions of said ordinances, resolutions, rules, regulations, or other lawful directives or orders pertaining to the relationship of employment between the District and its employees, shall also pertain to General Manager. Notwithstanding any other provision, General Manager shall serve at the pleasure of the Board and may be discharged at any time with or without cause.

**8. ANNUAL REVIEW**

The Board and General Manager shall meet pursuant to the Board established process and schedule for performance assessments of the General Manager for each year of this Agreement. As a result of the annual review, the Board may, but shall not be obligated to, adjust General Manager's compensation and/or revise the terms of this Agreement, including benefits, as the Board shall determine. Failure of the Board to complete the evaluation process shall not preclude the Board from giving notice of termination in accordance with the Termination section of this Agreement.

**9. NOTICES**

All written notices required to be given hereunder shall be delivered personally or by depositing the same with the United States Postal Service, first class, with postage prepaid, or by overnight mail, with postage prepaid, addressed, in the case of Board of Directors, to:

Board President  
Dublin San Ramon Services District |  
7051 Dublin Blvd.  
Dublin, CA 94568

and, in the case of General Manager to the most recent address on record in the District's records. Notices delivered personally shall be deemed received as of actual receipt; mailed notices shall be deemed received as of one business day following the date of mailing of the notice.

Any party may change their/its address for the purpose of this section by giving written notice of such change to the other party in the manner herein provided.

**11. ORIGINAL COUNTERPARTS**

This Agreement shall be executed in duplicate original counterparts, each of which, when executed, shall be deemed an original agreement.

**12. PARAGRAPH HEADINGS**

Paragraph headings and titles of attachments as used herein are for convenience only and shall not be deemed to alter or modify the provisions of the paragraph headed thereby.

**13. TERM**

The term of this Agreement shall be for a three (3) year period through calendar year 2026.

**14. AMENDMENT**

This Agreement may be amended only by a written document executed by each party hereto. Approximately three months prior to the end of any calendar year, either party may request an amendment to any part of this Agreement. The other party is under no obligation to accept such proposed amendment.

**15. ENTIRE AGREEMENT**

This Agreement integrates, includes, and supersedes all prior agreements, understandings, whether written or oral, whether mutual or unilateral on the part of either party. This Agreement constitutes the only and entire agreement between District and General Manager. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by any party, or anyone acting on behalf of any party, that are not embodied herein, and that no agreement, statement, or promise not contained in this Agreement shall be valid or binding on either party. Neither party has relied upon any representation, express or implied, not contained in this Agreement.

**IN WITNESS WHEREOF**, the District and General Manager hereto have executed this Agreement as of the Effective Date.

DUBLIN SAN RAMON SERVICES DISTRICT,  
A public agency of the State of California

By: \_\_\_\_\_  
Georgean Vonheer-Leopold, President, Board of Directors

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

By: \_\_\_\_\_  
Jan R. Lee, "General Manager"

**EXHIBIT 1  
COMPENSATION**

**1. BASE SALARY**

**1.1 Initial Base Salary**

Commencing on the Effective Date of this Agreement District shall compensate General Manager a base salary of \$26,760.00 per month (\$321,120.00 annually), payable in biweekly installments in accordance with District's standard payroll procedures.

**1.2. Annual Cost of Living Base Salary Adjustments**

Subject to satisfactory performance as determined by the Board, General Manager's base salary shall be adjusted effective on the first day of the first pay period of Calendar Year 2025 by a percentage salary increase equal to the percent change in the change in CPI (Consumer Price Index – all urban wage earners, not seasonally adjusted, San Francisco-Oakland-Hayward, CA, current, all items series) for the twelve (12) month period ending October 31st as follows:

- For calendar year 2025 in the event that CPI is less than 2.0% for the twelve month period ending October 31st, the "floor" for CPI shall be 2.0%. For calendar year 2025 in the event that CPI is more than 4.0% for the twelve-month period ending October 31st, the "ceiling" for CPI shall be 4.0%.

The Board, within its discretion, may still determine no cost of living increase, or a lesser cost of living increase, is warranted. The Board, within its discretion and upon amendment to this Agreement, may determine a cost of living increase is warranted for calendar year 2026.

**1.3 Annual Merit Increase Adjustment**

Subject to satisfactory performance as General Manager and accomplishment of goals as determined by the Board, at the discretion of the Board and upon Board approval, General Manager may be eligible to receive a merit increase in base salary (before CPI Index has been applied), effective the first day of the first pay period of the calendar year. The Board, within its discretion, may determine no merit increase is warranted.

**2. DEFERRED COMPENSATION**

**2.1. Plan Existence and Participation**

The District and General Manager acknowledge that as of the Effective Date of this Agreement the District provides a Deferred Compensation Plan pursuant to an agreement or agreements with financial institution(s) qualified to provide such plans under the statutes of the United States Internal Revenue Code. Subject to the terms and conditions of such agreement(s) and the Deferred Compensation Plan collectively thereby established, the District and General Manager acknowledge that General Manager shall be eligible to participate in said Plan as General Manager shall determine. Nothing herein contained shall be deemed to limit the Board's discretion to revise, amend, or terminate said Plan, nor shall District be deemed obligated to replace said Plan in the event of its termination.



## **2.2. District Matching Contribution**

General Manager may participate in the District-sponsored Deferred Compensation (457) plan on a voluntary basis in accordance with the IRC maximum contribution limitations. General Manager is not entitled to, nor shall they receive any matching contributions from the District.

**EXHIBIT 2**  
**RETIREMENT, INSURANCE AND LEAVE BENEFITS**

**1. RETIREMENT**

**1.1 Program**

District shall furnish General Manager with retirement benefits through the California Public Employees Retirement System (“PERS”) under contract with PERS entered into pursuant to California Government Code Sections 20450 et seq. General Manager has been identified as a “classic” member. District shall provide a retirement plan with the following benefits: 2.7% at 55 benefit formula with modified social security coverage, 12 month final average compensation period, sick leave credit, standard non-industrial disability coverage, Optional Settlement 2W pre-retirement death benefits, \$500 lump sum post-retirement death benefits, and 2% COLA option.

**1.2 General Manager’s Share**

General Manager shall pay the seven (7.0) percent employee share plus the one (1.0) percent statutory employee contribution for the enhanced retirement formula plus an additional two (2.0) percent (total of 10.0%) from the Effective Date through the last day of the last pay period ending in 2024. After that date, General Manager shall no longer pay the additional two (2.0) percent which shall be paid by the District. General Manager and District acknowledge that substantially similar provisions are included in memoranda of understanding and contracts with all other District employees. If the District modifies, either through agreement or imposition, those provisions for any employee or employee group, General Manager and District agree to similarly amend this Agreement.

**1.3 Program Revisions**

In the event that the retirement program described in Section 1.1 of this “Exhibit 2” is (a) modified or terminated by the District or (b) modified, terminated or no longer offered by the State, General Manager and District shall negotiate in good faith an amendment to this Agreement.

**2. INSURANCE**

**2.1 Health Care Insurance**

**2.1.1 Availability**

The District is committed to providing medical insurance to General Manager. The District currently obtains its medical insurance through CalPERS and shall endeavor to continue that coverage through 2025. If it is unable to do so, the District will endeavor to obtain coverage that is comparable to the CalPERS program coverage. The District shall endeavor to provide a medical insurance program that has at least two choices for coverage for Health Maintenance Organizations (HMO) and two choices for Preferred Provider Organizations (PPO) Plans.

**2.1.2 Premiums**

District shall pay General Manager’s medical insurance premiums in accordance with Exhibit B to the Board Resolution for Salary and Benefits for Unrepresented Senior Management Employees.

General Manager will pay those premiums in excess of the District medical insurance premium Maximum Contribution and the premium of the plan they selects. District Maximum Contribution amounts will be rounded up to the nearest dollar.

**2.1.3 Employer Contribution for Post-Employment Health Benefits in Retirement**

District shall contract with CalPERS to provide General Manager with post-employment health benefits in retirement. The benefit that shall be provided is the CalPERS Vesting Program for Retiree Health Care (California Government Code Section 22893), and in accordance with Resolution 62-17. In addition to other requirements of that Vesting Program, General Manager acknowledges their understanding that, in addition to other requirements for General Manager’s qualification as determined by CalPERS, General Manager must retire from the District and must have at least five (5) years of service with the District.

**2.1.4 Changes to the Law**

In the event Federal or State legislation that provides health care coverage for General Manager is enacted into law prior to 2026, and such legislation has an adverse impact on either party, the District and General Manager shall negotiate in good faith an amendment to Agreement related to the impact of such legislation on the Agreement.

**2.1.5 Waiver of Coverage**

Consistent with District’s Share the Savings Program, and subject to any limitations of the law, General Manager may elect Affordable Care Act (ACA) compliant group health insurance coverage elsewhere and elect in writing to forgo medical coverage through the District and receive a contribution in the same amount as provided in Exhibit B to the Board Resolution for Salary and Benefits for Unrepresented Senior Management Employees.

**2.2 Dental**

The District shall provide dental care benefits for the General Manager in accordance with Exhibit B to the Board Resolution for Salary and Benefits for Unrepresented Senior Management Employees.

**2.3 Vision**

The District shall provide vision care benefits for the General Manager in accordance with Exhibit B to the Board Resolution for Salary and Benefits for Unrepresented Senior Management Employees.

**2.4 Basic Term Life Insurance**

The District shall provide life insurance for the General Manager in accordance with Exhibit B to

the Board Resolution for Salary and Benefits for Unrepresented Senior Management Employees.

**2.5 Short Term Disability**

The District shall provide short-term disability insurance for the General Manager in accordance with Exhibit B to the Board Resolution for Salary and Benefits for Unrepresented Senior Management Employees.

**2.6 Long Term Disability**

The District shall provide short-term disability insurance for the General Manager in accordance with Exhibit B to the Board Resolution for Salary and Benefits for Unrepresented Senior Management Employees.

**2.7 Changes to Providers of Employee Benefit Plans**

The District intends to periodically evaluate the Health and Welfare plans currently available to employees to determine if similar or better coverage may be available at lower cost to the District. The District may substitute new insurance carriers or arrange for self-insurance provided that the overall coverage is similar or better as specified in this Agreement.

**3. FLEXIBLE BENEFITS/IRS SECTION 125 PLAN**

District shall provide a Flexible Benefits Plan in accordance with IRS Section 125 and to the same extent as in Exhibit B to the Board Resolution for Salary and Benefits for Unrepresented Senior Management Employees.

**4. LEAVE BENEFITS**

**4.1 Employee Leave Bank**

**4.1.1 Employee Leave Bank Accrual Rate**

General Manager shall accrue time in the Employee Leave Bank at the rate of 11.08 hours each biweekly pay period (36 days per year based on eight hour work days) which rate of accrual shall increase by one (1), eight hour (8-hour) day per year on the anniversary of the Effective Date up to a maximum accrual rate of 12.31 hours each biweekly pay period (40 days per year based on eight hour work days). The General Manager shall carry forward under this Agreement all accrued Employee Leave Bank leave that was accrued prior to the Effective Date.

**4.1.2 Maximum Leave Bank Accrual**

The maximum amount of leave in the Employee Leave Bank shall be no greater than an amount representing two years of leave accrual at any given time.

**4.1.3 Employee Leave Bank Sell Back**

General Manager shall have an option to annually sell back up to 100 hours of leave from General Manager's Employee Leave Bank; said option shall be exercised no more than two (2) times in a calendar year provided that there are at least one hundred (100) hours remaining

after such sell back.

#### **4.1.4 Use of Employee Leave Bank**

All Employee Leave Bank Leave shall be scheduled such that General Manager shall not be absent from more than two consecutive regular meetings of the Board.

#### **4.2 Holidays**

General Manager shall be entitled to holidays in accordance with Exhibit B to the Board Resolution for Salary and Benefits for Unrepresented Senior Management Employees.

#### **4.3 Sick Leave**

General Manager shall carry forward under this Agreement all accrued sick leave that was accrued prior to the Effective Date.

General Manager shall accrue sick leave at the same rate as provided in Exhibit B to the Board Resolution for Salary and Benefits for Unrepresented Senior Management Employees.

All requirements regarding the use of sick leave by General Manager and certification or documentation for use of sick leave shall be in accordance with Exhibit B to the Board Resolution for Salary and Benefits for Unrepresented Senior Management Employees, applicable State and Federal Law, and District Personnel Rules.

#### **4.4 Jury Duty Leave**

If General Manager is summoned to jury duty, General Manager shall be eligible for Jury Duty Leave in accordance Exhibit B to the Board Resolution for Salary and Benefits for Unrepresented Senior Management Employees.

#### **4.5 Bereavement Leave**

In the event of a death in the immediate family of General Manager, General Manager shall be eligible for Bereavement Leave in accordance with Exhibit B to the Board Resolution for Salary and Benefits for Unrepresented Senior Management Employees, applicable State and Federal Law, and District Personnel Rules.

**EXHIBIT 3**  
**SUPPLEMENTAL BENEFITS**

**1. VEHICLE**

Unless otherwise provided in this paragraph, General Manager shall comply with the provisions of the District's Personnel Rule and Policies for Travel/Training. General Manager may, within their discretion, choose to supply their own privately-owned vehicle for use in their employment at the District, or to utilize an available District-owned pool vehicle on a limited "as needed" basis within the course and scope of their employment. Upon General Manager's timely submission of an expense report each month, the District will reimburse General Manager based upon the IRS standard mileage rates for use of their privately-owned vehicle within the course and scope of their employment. However, when the General Manager uses their own privately-owned vehicle in lieu of air transportation, the District will pay either the avoided costs of air travel or the standard IRS mileage reimbursement, whichever is less. General Manager shall maintain liability insurance on their vehicle in the amounts required by law and produce proof of same at the request of the District. Unless otherwise provided for in this paragraph, all insurance, maintenance, repairs, gas and other vehicle expenses shall be at General Manager's sole expense. General Manager is required to maintain a valid California Driver's License.

**2. DISTRICT FURNISHED NOTEBOOK OR TABLET COMPUTER AND TELECOMMUNICATIONS DEVICE**

The District shall provide General Manager with use of a Notebook or Tablet computer (such as a Surface Pro or equivalent) for District business-use only. The Notebook so provided is the property of the District and the District shall have the right to control the access to, and use of, Notebook through its personnel policies, risk management policies or any other policies, and shall also provide Information Technology support as needed to facilitate performance of General Manager's duties and obligations as an employee of the District. The District shall also provide General Manager with use of a mobile device (e.g. smart phone with cell phone, text, and email functionality for business use only.

**3. SCHEDULE**

Alternative work day schedules (e.g., a 9/80 alternative work schedule) are not available to General Manager, and General Manager shall not work an alternative work schedule.

**4. CERTIFICATE REIMBURSEMENT – PROFESSIONAL ENGINEER'S (PE) LICENSE**

During the term of this Agreement and General Manager's employment with the District, General Manager will be reimbursed for the bi-annual license renewal fee only for maintenance of General Manager's Professional Engineer's (PE) license. Reimbursement procedures are in accordance with the District Personnel Rule for Certificate Reimbursement Program.