

REVISED AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, December 5, 2023

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

Agenda revised after publication to correct title of Item 8.E.

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. BOARD REORGANIZATION
 - 4.A. Select and Approve President and Vice President of the Board of Directors for 2024
Recommended Action: Approve by Motions (2)
5. SPECIAL ANNOUNCEMENTS/ACTIVITIES
6. 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.
7. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS)
8. 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.

 - 8.A. Approve Regular Meeting Minutes of November 7, 2023
Recommended Action: Approve by Motion
 - 8.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

8.C. Approve Amendment to the Capital Improvement Program (CIP) Ten Year Plan and Two-Year Budget for Fiscal Years 2024 and 2025 to Increase the Large Diameter Sewer Condition Assessment Project (CIP 24-S020) Budget, and Authorize the General Manager to Award a Technical Services Agreement for the Large Diameter Sewer Condition Assessment Project (CIP 24-S020) to National Plant Services, Inc.

Recommended Action: Approve by Resolution and Authorize by Motion

8.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. 43-23

Recommended Action: Adopt by Resolution

8.E. Approve *the* Joint Community Facilities Agreement among *the* Dublin San Ramon Services District, TH East Ranch Dublin LLC, and *the* City of Dublin *for the East Ranch Development*

Recommended Action: Approve by Resolution

9. BOARD BUSINESS

9.A. Receive Presentation on the Emergency Intertie Maintenance Test with East Bay Municipal Utility District

Recommended Action: Receive Presentation

9.B. Receive Report on Employee Professional and Leadership Training and Development Program

Recommended Action: Receive Report and Provide Direction

9.C. Receive Report on District Code Chapter 7.30, Facility Use Permits

Recommended Action: Receive Report and Provide Direction

9.D. Discuss Board Committee and Joint Powers Authority Assignments for Calendar Year 2024

Recommended Action: Discuss and Provide Input

10. REPORTS

10.A. Boardmember Items

10.A.1. Joint Powers Authority and Committee Reports
LAVWMA Board Meeting of November 15, 2023

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

10.A.3. Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

10.B. Staff Reports

11. CLOSED SESSION

11.A. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1)

Name of Case: Aqueous Film-Forming Foams Products Liability Litigation (PFAS contamination claims and proposed settlement of City of Camden v. 3M Company and City of Camden v. E.I. DuPont de Nemours and Company federal cases)

11.B. Conference with Legal Counsel – Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2): (one case)

12. REPORT FROM CLOSED SESSION

13. 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.



TITLE: Select and Approve President and Vice President of the Board of Directors for 2024

RECOMMENDATION:

Staff recommends the Board of Directors select and approve, by two (2) separate Motions, first the President and then the Vice President of the Board, and that these appointments become effective immediately and run through the next selection of Board officers scheduled for December 2024.

DISCUSSION:

Each year, typically at the first meeting in December, but in an election year at the first meeting after the new Board is seated, the Board elects from its members its President and Vice President for the ensuing term.

In accordance with the Election and Rotation of Board Officers policy (Attachment 1), the President and Vice President must have been elected to the Board of Directors rather than appointed, and eligibility occurs after 12 months of continuous service following first election to the Board. Under normal rotation, the Vice President would become the President, and the Boardmember who has the longest continuous service on the Board without ever serving as President would become Vice President.

Thus, for this rotation, Vice President Johnson would be next in line for President and Director Goel would be next in line for Vice President for 2024. A summary of recent Board officers is also included for reference (Attachment 2). For the subsequent rotation, Director Goel would be in line for President and Director Halket would be in line for Vice President for 2025.

Traditionally, the term for the officers begins immediately upon the Board’s action in this matter and runs through the next selection of officers in December 2024.

Originating Department: Administrative Services	Contact: V. Chiu/C. Atwood	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Election and Rotation of Board Officers policy (P100-23-1) Attachment 2 – Listing of Recent Board Officers	



Policy

Policy No. P100-23-1	Type of Policy: Board Business
Policy Title: Election and Rotation of Board Officers	
Policy Description: Election of Board President and Vice President on District Board	

Approval Date: 4/7/2015	Last Review Date: 2023
Approval Resolution No.: 19-15	Next Review Date: 2027
Rescinded Resolution No.: 45-04	Rescinded Resolution Date: 8/17/2004

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

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

Policy No. P100-23-1	Policy Title: Election and Rotation of Board Officers
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6. VICE PRESIDENT:
- a. When the position of the President is filled the elected member next in line shall be rotated to the position of Vice President in accordance with criteria 6(b) and 6(c).
 - b. The elected member of the Board of Directors who has served longest on the Board (in continuous service) without ever serving as President and who meets requirements Nos. 3 and 4 above, shall rotate to the Vice Presidency.
 - c. If all elected members of the Board have been President, the elected member who has served the longest on the Board (in continuous service) since last being President, and who meets requirements Nos. 3 and 4 above, shall rotate to the Vice Presidency.
7. If no member meets criteria 3, 4, 5, or 3, 4, and 6, or if there are members whose eligibility criteria are the same, then succession shall be determined by which member has served longest on the Board (in continuous service). If a tie still exists, the elected member who received the greatest number of votes at their last election shall be given preference in the rotation.

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

LISTING OF RECENT BOARD OFFICERS

Year	President	Vice President
2023	Vonheeder-Leopold	Johnson
2022	Halket	Rubio
2021	Johnson	Halket
2020	Duarte	Johnson
2019	Misheloff	Duarte
2018	Vonheeder-Leopold	Misheloff
2017	Halket	Vonheeder-Leopold
2016	Howard	Halket
2015	Duarte	Howard
2014	Vonheeder-Leopold	Duarte
2013	Benson	Vonheeder-Leopold
2012	Halket	Benson
2011	Howard	Halket
2010	Hansen	Howard
2009	Scannell	Hansen / Ford
2008	Halket	Scannell
2007	Howard	Halket

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

November 7, 2023

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:01 p.m. by President Vonheeder-Leopold.

2. PLEDGE TO THE FLAG

3. ROLL CALL

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

Director Arun Goel entered the meeting at 6:21 p.m. after the roll call and after Item 8.B. commenced.

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 Vivian Chiu, Management Analyst II/Acting District Secretary

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

4.A. New Employee Introductions

Maria Gutierrez Guzman, Administrative Assistant II

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – No public comment was received.

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

7. CONSENT CALENDAR

Director Govindarao MOVED for approval of the items on the Consent Calendar. Director Halket SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel).

7.A. Approve Regular Meeting Minutes of October 17, 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

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

Director Govindarao inquired as to the reason for the decrease in the Bank of America and U.S. Treasuries holdings between the June and September quarters. Administrative Services Director Atwood explained the Bank of America account is a liquid account

based on cash flows that vary according to revenues and expenditures for a period; and Financial Services Manager Herman Chen explained the value of Treasuries goes down when interest rates rise, resulting in fluctuations between book and market values as the market changes. The District's policy is to buy Treasuries and hold them to maturity.

- 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) – Approved
- 7.E. Approve Salary Range for New Operations Storekeeper Job Classification – Approved – Resolution No. 42-23
- 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 – Approved – Resolution No. 43-23
- 7.G. Adopt Revised Investment Policy and Rescind Resolution No. 35-18 – Approved – Resolution No. 44-23

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

Financial Services Manager Chen reviewed the item for the Board.

Director Halket MOVED to Direct Staff to Continue with Asset Allocation Strategy 2 Offered by CERBT. Vice President Johnson SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel).

- 8.B. Appoint Shu-Jan (Jan) R. Lee as General Manager and Adopt Personal Services Agreement

General Counsel Coty, as required by the Brown Act, gave an oral summary of the recommendation for final action on the salary and compensation for the General Manager, as included in the agenda packet. If approved, the General Manager will receive a monthly salary of \$26,760, equivalent to an annual salary of \$321,120, effective December 23, 2023.

The Boardmembers remarked that Assistant General Manager Lee is the most qualified candidate as the District's new General Manager, to move the District into the future. They commented on Ms. Lee's professionalism, expertise, and ability in building relationships with other agencies. They expressed appreciation for her work and achievements and stated they look forward to working with her on the District's next chapter. The Board also thanked General Manager McIntyre for his service.

Director Govindarao MOVED to adopt Resolution No. 45-23, Approving and Authorizing Execution of an Agreement for Personal Services Between Shu-Jan (Jan) R. Lee and

Dublin San Ramon Services District. Vice President Johnson SECONDED the MOTION, which CARRIED with FIVE AYES.

9. REPORTS

9.A. Boardmember Items

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

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

Director Govindarao reported that he and President Vonheeder-Leopold attended the City of San Ramon’s 40th Anniversary Light Parade this past Saturday, November 4. He summarized his experience at the event.

Director Halket reported he will be absent from the November 21 Board meeting.

President Vonheeder-Leopold submitted a written report to Management Analyst II/Acting District Secretary Chiu. She reported that she attended the San Ramon Light Parade on November 4 as summarized by Director Govindarao. She reported that she also attended the LAFCo (Local Agency Formation Commission) conference on October 18–20, the California Association of Sanitation Agencies Board of Directors meeting on October 25, and the funeral for former DSRSD General Manager Robert Beebe on October 26. She summarized the activities and discussions at the events.

9.A.3. Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

Vice President Johnson inquired about the follow-up item to the energy master plan presented in February and requested the item be brought forth in a timely fashion.

9.B. Staff Reports – None

10. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 6:32 p.m.

Submitted by,

Vivian Chiu, MMC
Management Analyst II/Acting District Secretary

FOR: 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 November 7, 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 \$1,546,999.56 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 began October 3, 2023, has reached approximately 30% construction completion, and is anticipated to be completed in February 2024. In parallel with the construction effort, staff also continues to work with property owners on negotiating property rights for the new pipeline easements and pursuing funding assistance through the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (CalOES).

To ensure the project can meet the aggressive project schedule, staff recommends the Board of Directors find the need to continue the State of Emergency declared by the General Manager on June 12, 2023. Expedited action, including construction services and construction management services, is necessary to mitigate any additional damage to the pipeline and avoid the potential discharge of treated wastewater effluent to the Arroyo Mocho Creek. A four-fifths vote is necessary to extend the emergency.

Originating Department: Engineering and Technical Services	Contact: K. Castro/S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$7,000,000 to be reimbursed by LAVWMA	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	11 of 54	



TITLE: Approve Amendment to the Capital Improvement Program (CIP) Ten Year Plan and Two-Year Budget for Fiscal Years 2024 and 2025 to Increase the Large Diameter Sewer Condition Assessment Project (CIP 24-S020) Budget, and Authorize the General Manager to Award a Technical Services Agreement for the Large Diameter Sewer Condition Assessment Project (CIP 24-S020) to National Plant Services, Inc.

RECOMMENDATION:

Staff recommends the Board of Directors approve, by two (2) separate actions, the following:

1. Approve, by Resolution, an amendment to the Capital Improvement Program (CIP) Ten-Year Plan and Two-Year Budget for Fiscal Years 2024 and 2025 to increase the Large Diameter Sewer Condition Assessment Project (CIP 24-S020) budget by \$260,000 from \$150,000 to \$410,000.
2. Authorize, by Motion, the General Manager to award a Technical Services Agreement for the Large Diameter Sewer Condition Assessment Project (CIP 24-S020) to National Plant Services, Inc. in an amount not to exceed \$380,000.

DISCUSSION:

The District has a robust Asset Management Program which uses the District’s asset data in combination with a number of factors and assumptions to identify projects for the Capital Improvement Program (CIP) and inform the asset replacement model. For the sewer collection system, inspection and condition assessment are the key datapoints used to identify current maintenance and future replacement needs. District staff regularly performs inspection and condition assessment on sewer lines 15” in diameter and smaller. Assessment of larger sewer lines, which generally occurs every 10 years, requires specialized equipment, so the District has traditionally contracted this work with an outside vendor.

The Large Diameter Sewer Condition Assessment Project (CIP 24-S020) (“Project”) will perform inspection and condition assessment of approximately 60,000 linear feet of the District’s large diameter sewer collection system, ranging from 18” to 42” in diameter, using closed-circuit television (“CCTV”) cameras. In addition to a visual inspection of each segment and manhole, the condition assessment will assess the horizontal and vertical profiles of each segment; identify localized settlement, or “sags,” within the collection system that may affect conveyance performance; evaluate structural integrity and internal pipe corrosion; and evaluate other factors that may impact short-term and long-term performance of the system. The last large diameter sewer system condition assessment, in which only a portion of the large diameter system was evaluated, was completed in 2014.

A condition assessment of the District’s collection system is also the initial work needed to provide a holistic update to the Wastewater Collection System Master Plan scheduled to begin in 2025. The last Wastewater Collection System Master Plan was last completed in 2017. The plan update will assess the District’s current and future system capacity requirements; establish design criteria to meet the current and long-term hydraulic capacity projections; and identify and prioritize future capital improvements for the sewer collection system.

Award Technical Services Agreement:

On August 22, 2023, staff solicited proposals from four (4) firms to provide inspection and condition assessment services for the District’s large diameter sewer collection system. On September 21, 2023, proposals were received from two firms: Pipe and Plant Solutions Inc., and National Plant Services, Inc. Proposals were evaluated based upon established

Originating Department: Engineering and Technical Services	Contact: S. Mann/S. Delight	Legal Review: Yes
Financial Review: Yes	Cost and Funding Source: \$410,000 from Local Wastewater Replacement (Fund 210)	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Ordinance <input type="checkbox"/> Other (see list on right)	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation	12 of 54

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, National Plant Services, Inc. was determined to have the best combination of qualifications, staff, and proposed approach to meet the needs of the Project.

National Plant Services, Inc.'s proposed scope of work includes performing video CCTV inspection (see Figure 1) and sonar profiling for approximately 60,000 linear feet of large diameter collection system mains and manholes within the District's service area. Completion of the work includes all inspections, assessments and analyses, and final reports.

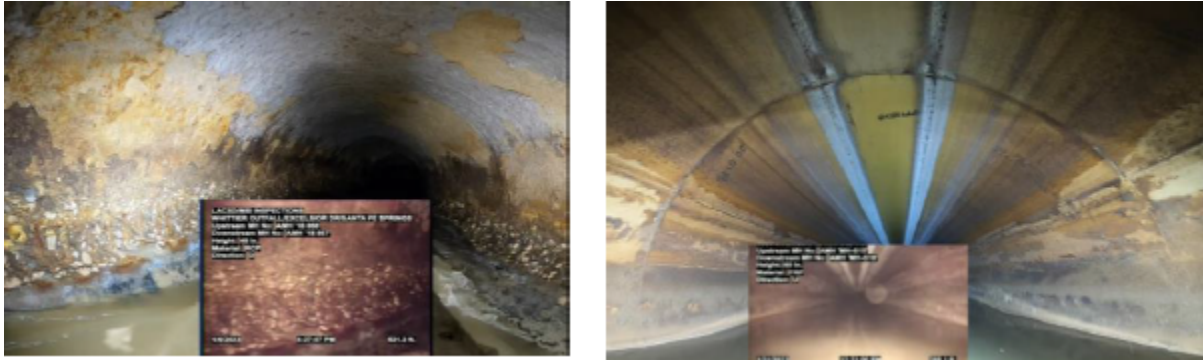


Figure 1 CCTV Inspection

Staff recommends the Board authorize the General Manager to award a Technical Services Agreement to National Plant Services, Inc. in an amount not to exceed \$380,000. Inspections will commence during the summer of 2024, and work is expected to be completed within six to eight months.

Budget Adjustment:

Staff recommends a budget increase of \$260,000 from the existing project budget of \$150,000 to \$410,000 to complete the Project. The approved budget in the CIP for the Project was based on the previous project completed in 2014. The 2014 condition assessment inspected pipes in the older portion of the service area, generally west of Dougherty Road. This Project will inspect all large diameter mains and manholes in the system including infrastructure east of Dougherty Road as the Asset Management Program showed a need to complete a condition assessment for the entire system based on age. The budget increase will cover the expanded scope of work and staff time to support the Project. The next large diameter sewer collection system condition assessment will be scheduled in approximately 10 years.

The Project is 100 percent funded by Local Wastewater Replacement (Fund 210), which currently has \$5.2 million in working capital. This budget adjustment will draw an additional \$260,000 from that fund.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AN AMENDMENT TO THE CAPITAL IMPROVEMENT PROGRAM TEN-YEAR PLAN FOR FISCAL YEARS 2024 THROUGH 2033 AND TWO-YEAR BUDGET FOR FISCAL YEARS 2024 AND 2025 TO INCREASE THE LARGE DIAMETER SEWER CONDITION ASSESSMENT PROJECT (CIP 24-S020) BUDGET

WHEREAS, the Board of Directors, by adopting Resolution No. 26-23, approved the District’s Capital Improvement Program (“CIP”) Ten-Year Plan for Fiscal Years 2024 through 2033 (“CIP Plan”) on June 20, 2023, to serve as a budgetary planning document providing direction and guidance, in accordance with District policies, for the replacement and improvement of existing District facilities and the construction of new facilities; and

WHEREAS, the Board of Directors, by adopting Resolution No. 26-23, also adopted the current CIP Two-Year Budget for Fiscal Years 2024 and 2025 (“CIP Budget”) on June 20, 2023, authorizing fund budgets for fiscal years 2024 and 2025 to meet the District’s capital infrastructure needs; and

WHEREAS, the CIP includes the Large Diameter Sewer Condition Assessment Project (CIP 24-S020) (“Project”) with a budget of \$150,000 to perform a condition assessment of the District’s large diameter sewer mains; and

WHEREAS, staff recommends an increase to the Large Diameter Sewer Condition Assessment Project (CIP 24-S020) by \$260,000 from \$150,000 to \$410,000 to fund the Project; and

WHEREAS, the Project is 100% funded by the Local Wastewater Replacement (Fund 210) which contains sufficient funds to cover this project budget increase.

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:

The Large Diameter Sewer Condition Assessment Project (CIP 24-S020) is hereby increased to a total budget of \$410,000 in the CIP Two-Year Budget for Fiscal Years 2024 and 2025, in accordance with the project description sheet attached as Exhibit “A.”

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 5th day of December, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgan M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary

DSRSD CIP 10-Year Plan for FYEs 2024 through 2033

CATEGORY: WASTEWATER COLLECTION

Local Wastewater Replacement (Fund 210)

CIP No. 24-S020 Large Diameter Sewer Condition Assessment

Funding Allocation: 100% 210

Project Manager: TBD

Status: New Project

Project Summary:

As part of the Asset Management Program, this project will identify approximately 15,000 – 20,000 feet of larger lines that represent the greatest risk if failure were to occur and perform internal analysis using high technology equipment to assess their conditions. Data collected will include profiles, internal pipe corrosion, debris collection, etc. and will be used for improved maintenance management and CIP project identification. A similar condition assessment was completed in 2014.

Anticipated CEQA: Statutory Exemption [CEQA Guideline 15262 - Feasibility and Planning Studies]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	25,000	385,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost \$410,000

Current Adopted Budget \$150,000

Increase/(Decrease) \$260,000



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. 43-23

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. 43-23.

DISCUSSION:

Per Resolution No. 43-23, 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, during its regularly scheduled meeting on November 7, 2023. The regulations require that the classification title and salary ranges for all public employee classifications at the District, be listed on the publicly available pay schedule, that has been “duly approved and adopted by the employer’s governing body in accordance with requirements of applicable public meetings laws.” The classifications and corresponding salary ranges listed on the pay schedule are governed by the terms of the Board-approved Memoranda of Understanding (MOUs), Personal Service Agreements (PSAs), and Salary and Benefits Resolution for Unrepresented Employees, previously approved by the Board.

The pay schedule has been updated to reflect cost-of-living adjustments (COLAs) to base salary rates for all District job classifications, in accordance with the MOUs for the period of December 13, 2021 through December 21, 2025 with the Stationary Engineers, Local 39; International Federation of Professional and Technical Engineers (IFPTE), Local 21; and Mid-Management Employees’ Bargaining Unit (MEBU); and the Salary and Benefits Resolution for Unrepresented Employees. The adjustments will take effect on December 25, 2023 (which is the first day of the first pay period for calendar year 2024), in the amount of 2.54 percent (2.54%), as the change in the Consumer Price Index (CPI) (all urban wage earners, not seasonally adjusted, San Francisco-Oakland-Hayward, CA, current, all items series) for the twelve (12) month period ending October 31 was 2.54%. Three (3) District employees considered to be ‘y-rated’ (i.e., salaries which are currently higher than the new salary rate effective on December 26, 2022) will receive the higher of either: zero percent (0%) cost-of-living salary adjustment of the employee’s y-rated salary, or the new salary rate for the employee’s classification with the applicable cost-of-living adjustment applied. With the cost-of-living adjustment applied, one (1) of the three y-rated employees will receive an increase and no longer be y-rated.

Originating Department: Office of the General Manager	Contact: S. Koehler/M. Gallardo	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: Operating Budget FYE 2024 and FYE 2025	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		17 of 54

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. 43-23

WHEREAS, the California Code of Regulations, Title 2, Section 570.5 requires the District's Board of Directors 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. 43-23, the Board-adopted pay schedule was approved on November 7, 2023; and

WHEREAS, the Mid-Management Employees' Bargaining Unit (MEBU) have met in good faith and agreed to labor contracts effective December 13, 2021, through December 21, 2025; and

WHEREAS, the International Federation of Professional and Technical Engineers, Local 21 (Local 21) have met in good faith and agreed to labor contracts effective December 13, 2021, through December 21, 2025; and

WHEREAS, the Stationary Engineers, Local 39 (Local 39) have met in good faith and agreed to labor contracts effective December 13, 2021, through December 21, 2025; and

WHEREAS, the Board amended the Unrepresented Employees Salary and Benefits Resolution, effective December 20, 2022; and

WHEREAS, the specific language of the labor contracts and salary and benefits resolution establish new base salaries effective the first day of the first pay period of calendar year 2024.

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

1. That 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. 43-23, attached as Exhibit "B," is hereby rescinded.
2. That the pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

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 5th day of December, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgan M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

Non-Exempt, Hourly Classifications					Monthly Salary					Hourly Pay Rate				
Job Classification	Exempt	Code	Effective Date	Resolution #	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT I	H	2311	12/25/2023	67-21	9,003	9,453	9,927	10,423	10,942	51.9404	54.5365	57.2712	60.1327	63.1269
ACCOUNTING TECHNICIAN I	H	1311	12/25/2023	16-22	7,090	7,443	7,816	8,206	8,616	40.9038	42.9404	45.0923	47.3423	49.7077
ACCOUNTING TECHNICIAN II	H	1312	12/25/2023	16-22	7,797	8,188	8,597	9,028	9,479	44.9827	47.2385	49.5981	52.0846	54.6865
ADMINISTRATIVE ASSISTANT I	H	1611	12/25/2023	16-22	5,970	6,268	6,582	6,911	7,257	34.4423	36.1615	37.9731	39.8712	41.8673
ADMINISTRATIVE ASSISTANT II	H	1612	12/25/2023	16-22	6,568	6,897	7,241	7,602	7,982	37.8923	39.7904	41.7750	43.8577	46.0500
ADMINISTRATIVE ASSISTANT II (y-rated)	H	y1612	12/25/2023	16-22	0	0	0	0	8,419	0.0000	0.0000	0.0000	0.0000	48.5712
ADMINISTRATIVE ASSISTANT I - CONFIDENTIAL	H	4611	12/25/2023	62-22	6,267	6,581	6,910	7,257	7,620	36.1558	37.9673	39.8654	41.8673	43.9615
ADMINISTRATIVE ASSISTANT II - CONFIDENTIAL	H	4612	12/25/2023	62-22	6,896	7,240	7,601	7,982	8,381	39.7846	41.7692	43.8519	46.0500	48.3519
CONSTRUCTION INSPECTOR I	H	1431	12/25/2023	16-22	8,824	9,266	9,728	10,214	10,725	50.9077	53.4577	56.1231	58.9269	61.8750
CONSTRUCTION INSPECTOR II	H	1432	12/25/2023	16-22	9,704	10,189	10,699	11,234	11,796	55.9846	58.7827	61.7250	64.8115	68.0538
ELECTRICIAN I	H	1541	12/25/2023	16-22	8,624	9,055	9,509	9,983	10,483	49.7538	52.2404	54.8596	57.5942	60.4788
ELECTRICIAN II	H	1542	12/25/2023	16-22	9,488	9,963	10,460	10,983	11,533	54.7385	57.4788	60.3462	63.3635	66.5365
ENGINEERING/GIS TECHNICIAN I	H	1401	12/25/2023	16-22	8,078	8,482	8,907	9,353	9,820	46.6038	48.9346	51.3865	53.9596	56.6538
ENGINEERING/GIS TECHNICIAN II	H	1402	12/25/2023	16-22	8,888	9,333	9,801	10,290	10,804	51.2769	53.8442	56.5442	59.3654	62.3308
ENVIRONMENTAL CHEMIST I	H	2571	12/25/2023	67-21	9,280	9,743	10,230	10,745	11,279	53.5385	56.2096	59.0192	61.9904	65.0712
ENVIRONMENTAL COMPLIANCE INSPECTOR I (CLEAN WATER)	H	1421	12/25/2023	16-22	7,886	8,281	8,694	9,129	9,586	45.4962	47.7750	50.1577	52.6673	55.3038
ENVIRONMENTAL COMPLIANCE INSPECTOR II (CLEAN WATER)	H	1422	12/25/2023	16-22	8,674	9,109	9,564	10,042	10,543	50.0423	52.5519	55.1769	57.9346	60.8250
ENVIRONMENTAL COMPLIANCE INSPECTOR I (PRETREATMENT)	H	1561	12/25/2023	16-22	8,539	8,965	9,413	9,884	10,377	49.2635	51.7212	54.3058	57.0231	59.8673
ENVIRONMENTAL COMPLIANCE INSPECTOR II (PRETREATMENT)	H	1562	12/25/2023	16-22	9,393	9,862	10,354	10,872	11,416	54.1904	56.8962	59.7346	62.7231	65.8615
ENVIRONMENTAL HEALTH & SAFETY TECHNICIAN	h	1582	12/25/2023	16-22	8,000	8,400	8,820	9,261	9,725	46.1538	48.4615	50.8846	53.4288	56.1058
HUMAN RESOURCES ANALYST I	H	4331	12/25/2023	62-22	9,938	10,434	10,955	11,506	12,081	57.3346	60.1962	63.2019	66.3808	69.6981
HUMAN RESOURCES TECHNICIAN	H	4342	12/25/2023	62-22	8,000	8,400	8,820	9,261	9,725	46.1538	48.4615	50.8846	53.4288	56.1058
INFORMATION TECHNOLOGY ANALYST I	H	2371	12/25/2023	67-21	10,625	11,152	11,711	12,298	12,912	61.2981	64.3385	67.5635	70.9500	74.4923
INFORMATION TECHNOLOGY TECHNICIAN I	H	1371	12/25/2023	16-22	7,704	8,088	8,493	8,917	9,363	44.4462	46.6615	48.9981	51.4442	54.0173
INFORMATION TECHNOLOGY TECHNICIAN II	H	1372	12/25/2023	16-22	8,474	8,897	9,341	9,809	10,299	48.8885	51.3288	53.8904	56.5904	59.4173
INSTRUMENTATION AND CONTROLS TECHNICIAN I	H	1551	12/25/2023	16-22	9,306	9,770	10,259	10,772	11,310	53.6885	56.3654	59.1865	62.1462	65.2500
INSTRUMENTATION AND CONTROLS TECHNICIAN II	H	1552	12/25/2023	16-22	10,236	10,747	11,285	11,848	12,442	59.0538	62.0019	65.1058	68.3538	71.7808
INSTRUMENTATION, CONTROLS, AND ELECTRICAL SUPERVISOR	H	3555	12/25/2023	54-21	13,511	14,186	14,896	15,641	16,423	77.9481	81.8423	85.9385	90.2365	94.7481
JUNIOR ENGINEER	H	2400	12/25/2023	67-21	9,869	10,361	10,881	11,421	11,994	56.9365	59.7750	62.7750	65.8904	69.1962
LABORATORY TECHNICIAN	H	1572	12/25/2023	16-22	8,082	8,486	8,911	9,357	9,825	46.6269	48.9577	51.4096	53.9827	56.6827
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	12/25/2023	16-22	6,849	7,191	7,550	7,927	8,324	39.5135	41.4865	43.5577	45.7327	48.0231
MAINTENANCE WORKER II	H	1602	12/25/2023	16-22	7,535	7,911	8,307	8,721	9,157	43.4712	45.6404	47.9250	50.3135	52.8288
MANAGEMENT ANALYST I	H	2611	12/25/2023	67-21	9,435	9,906	10,401	10,922	11,467	54.4327	57.1500	60.0058	63.0115	66.1558
MECHANIC I	H	1531	12/25/2023	16-22	7,930	8,327	8,744	9,180	9,640	45.7500	48.0404	50.4462	52.9615	55.6154
MECHANIC II	H	1532	12/25/2023	16-22	8,724	9,161	9,618	10,099	10,604	50.3308	52.8519	55.4885	58.2635	61.1769
MECHANIC II (CRANE CERTIFIED)	H	1533	12/25/2023	16-22	8,943	9,390	9,859	10,351	10,869	51.5942	54.1731	56.8788	59.7173	62.7058
MECHANICAL SUPERVISOR	H	3535	12/25/2023	54-21	11,436	12,007	12,609	13,243	13,899	65.9769	69.2712	72.7442	76.4019	80.1865
OPERATIONS STOREKEEPER	H	1502	12/25/2023	16-22	7,994	8,394	8,813	9,254	9,718	46.1192	48.4269	50.8442	53.3885	56.0654
OPERATOR-IN-TRAINING	H	1520	12/25/2023	16-22	6,759	7,097	7,453	7,824	8,216	38.9942	40.9442	42.9981	45.1385	47.4000
SENIOR ELECTRICIAN	H	1544	12/25/2023	16-22	10,437	10,958	11,507	12,082	12,686	60.2135	63.2192	66.3865	69.7038	73.1885
SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR	H	1564	12/25/2023	16-22	10,333	10,849	11,391	11,961	12,559	59.6135	62.5904	65.7173	69.0058	72.4558
SENIOR INSTRUMENTATION AND CONTROLS TECHNICIAN	H	1554	12/25/2023	16-22	11,260	11,823	12,415	13,035	13,686	64.9615	68.2096	71.6250	75.2019	78.9577
SENIOR MECHANIC	H	1534	12/25/2023	16-22	9,598	10,078	10,581	11,110	11,666	55.3731	58.1423	61.0442	64.0962	67.3038
SENIOR MECHANIC (CRANE CERTIFIED)	H	1535	12/25/2023	16-22	9,838	10,329	10,846	11,387	11,956	56.7577	59.5904	62.5731	65.6942	68.9769
SENIOR PROCESS WASTEWATER TREATMENT PLANT OPERATOR	H	1524	12/25/2023	16-22	10,371	10,889	11,434	12,005	12,606	59.8327	62.8212	65.9654	69.2596	72.7269
SENIOR UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE	H	1354	12/25/2023	16-22	8,090	8,495	8,920	9,365	9,834	46.6731	49.0096	51.4615	54.0288	56.7346

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

SENIOR WASTEWATER TREATMENT PLANT OPERATOR	H	1523	12/25/2023	16-22	9,408	9,879	10,372	10,890	11,435	54.2769	56.9942	59.8385	62.8269	65.9712
SENIOR WATER/WASTEWATER SYSTEMS OPERATOR	H	1514	12/25/2023	16-22	10,273	10,788	11,328	11,894	12,488	59.2673	62.2385	65.3538	68.6192	72.0462
UTILITY BILLING AND CUSTOMER SERVICES FIELD TECHNICIAN I	H	1361	12/25/2023	16-22	6,686	7,019	7,370	7,739	8,126	38.5731	40.4942	42.5192	44.6481	46.8808
UTILITY BILLING AND CUSTOMER SERVICES FIELD TECHNICIAN II	H	1362	12/25/2023	16-22	7,354	7,722	8,108	8,513	8,938	42.4269	44.5500	46.7769	49.1135	51.5654
UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE I	H	1351	12/25/2023	16-22	5,840	6,132	6,437	6,760	7,098	33.6923	35.3769	37.1365	39.0000	40.9500
UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE II	H	1351	12/25/2023	16-22	6,424	6,745	7,082	7,436	7,808	37.0615	38.9135	40.8577	42.9000	45.0462
WASTEWATER TREATMENT PLANT OPERATOR I	H	1521	12/25/2023	16-22	7,775	8,162	8,570	9,000	9,449	44.8558	47.0885	49.4423	51.9231	54.5135
WASTEWATER TREATMENT PLANT OPERATOR II	H	1522	12/25/2023	16-22	8,553	8,980	9,430	9,900	10,396	49.3442	51.8077	54.4038	57.1154	59.9769
WASTEWATER TREATMENT PLANT SUPERVISOR	H	3525	12/25/2023	54-21	12,275	12,888	13,533	14,209	14,921	70.8173	74.3538	78.0750	81.9750	86.0827
WATER/WASTEWATER SYSTEMS OPERATOR I	H	1511	12/25/2023	16-22	8,284	8,697	9,133	9,590	10,069	47.7923	50.1750	52.6904	55.3269	58.0904
WATER/WASTEWATER SYSTEMS OPERATOR II	H	1512	12/25/2023	16-22	9,112	9,567	10,046	10,548	11,075	52.5692	55.1942	57.9577	60.8538	63.8942
WATER/WASTEWATER SYSTEMS OPERATOR II (ON CALL)	H	1513	12/25/2023	16-22	9,339	9,807	10,297	10,813	11,353	53.8788	56.5788	59.4058	62.3827	65.4981
WATER/WASTEWATER SYSTEMS SUPERVISOR	H	3515	12/25/2023	54-21	12,329	12,947	13,594	14,274	14,987	71.1288	74.6942	78.4269	82.3500	86.4635

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	12/25/2023	67-21	9,902	10,398	10,918	11,464	12,036	4570.15	4799.08	5039.08	5291.08	5555.08
ADMINISTRATIVE SERVICES DIRECTOR	S	5307	12/25/2023	62-22	18,388	19,307	20,272	21,286	22,351	8486.77	8910.92	9356.31	9824.31	10315.85
ASSISTANT ENGINEER	S	2401	12/25/2023	67-21	10,855	11,398	11,967	12,565	13,194	5010.00	5260.62	5523.23	5799.23	6089.54
ASSISTANT GENERAL MANAGER	S	5118	12/25/2023	62-22	19,768	20,757	21,794	22,884	24,029	9123.69	9580.15	10058.77	10561.85	11090.31
ASSOCIATE ENGINEER	S	2402	12/25/2023	67-21	12,482	13,107	13,762	14,450	15,173	5760.92	6049.38	6351.69	6669.23	7002.92
CLEAN WATER PROGRAMS ADMINISTRATOR	S	2422	12/25/2023	67-21	11,673	12,257	12,870	13,513	14,188	5387.54	5657.08	5940.00	6236.77	6548.31
ENGINEERING SERVICES DIRECTOR	S	5407	12/25/2023	62-22	18,388	19,307	20,272	21,286	22,351	8486.77	8910.92	9356.31	9824.31	10315.85
ENVIRONMENTAL CHEMIST II	S	2572	12/25/2023	67-21	10,207	10,717	11,253	11,816	12,406	4710.92	4946.31	5193.69	5453.54	5725.85
ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS ADMINISTRATOR	S	2582	12/25/2023	67-21	11,442	12,014	12,613	13,246	13,908	5280.92	5544.92	5821.38	6113.54	6419.08
EXECUTIVE SERVICES SUPERVISOR	S	3385	12/25/2023	54-21	12,960	13,608	14,289	15,004	15,753	5981.54	6280.62	6594.92	6924.92	7270.62
FINANCE SUPERVISOR	S	3325	12/25/2023	54-21	12,768	13,407	14,078	14,781	15,520	5892.92	6187.85	6497.54	6822.00	7163.08
FINANCIAL ANALYST	S	2322	12/25/2023	67-21	11,145	11,702	12,288	12,902	13,546	5143.85	5400.92	5671.38	5954.77	6252.00
FINANCIAL SERVICES MANAGER	S	3326	12/25/2023	54-21	15,325	16,089	16,893	17,739	18,624	7073.08	7425.69	7796.77	8187.23	8595.69
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	12/25/2023	67-21	11,374	11,944	12,539	13,166	13,826	5249.54	5512.62	5787.23	6076.62	6381.23
HUMAN RESOURCES ANALYST II	S	4335	12/25/2023	62-22	10,932	11,479	12,054	12,655	13,288	5045.54	5298.00	5563.38	5840.77	6132.92
HUMAN RESOURCES AND RISK MANAGER	S	4336	12/25/2023	62-22	14,187	14,898	15,641	16,423	17,245	6547.85	6876.00	7218.92	7579.85	7959.23
INFORMATION TECHNOLOGY ANALYST II	S	2372	12/25/2023	67-21	11,684	12,269	12,882	13,526	14,203	5392.62	5662.62	5945.54	6242.77	6555.23
INFORMATION TECHNOLOGY MANAGER	S	3376	12/25/2023	54-21	15,256	16,018	16,820	17,664	18,547	7041.23	7392.92	7763.08	8152.62	8560.15
LABORATORY AND ENVIRONMENTAL COMPLIANCE MANAGER	S	3576	12/25/2023	54-21	13,175	13,834	14,527	15,251	16,016	6080.77	6384.92	6704.77	7038.92	7392.00
LABORATORY SUPERVISOR	S	3575	12/25/2023	54-21	11,738	12,324	12,941	13,588	14,267	5417.54	5688.00	5972.77	6271.38	6584.77
MANAGEMENT ANALYST II	S	2612	12/25/2023	67-21	10,377	10,897	11,441	12,014	12,613	4789.38	5029.38	5280.46	5544.92	5821.38
MECHANICAL SUPERINTENDENT	S	3536	12/25/2023	54-21	13,723	14,409	15,131	15,887	16,681	6333.69	6650.31	6983.54	7332.46	7698.92
OPERATIONS COMPLIANCE MANAGER	S	3596	12/25/2023	54-21	15,141	15,898	16,694	17,528	18,405	6988.15	7337.54	7704.92	8089.85	8494.62
OPERATIONS DIRECTOR	S	5507	12/25/2023	62-22	18,388	19,307	20,272	21,286	22,351	8486.77	8910.92	9356.31	9824.31	10315.85
PRETREATMENT PROGRAMS ADMINISTRATOR	S	2562	12/25/2023	67-21	10,801	11,340	11,908	12,503	13,127	4985.08	5233.85	5496.00	5770.62	6058.62
PRINCIPAL ELECTRICAL ENGINEER	S	3546	12/25/2023	54-21	15,834	16,625	17,455	18,328	19,246	7308.00	7673.08	8056.15	8459.08	8882.77
PRINCIPAL ENGINEER	S	3406	12/25/2023	54-21	15,834	16,625	17,455	18,328	19,246	7308.00	7673.08	8056.15	8459.08	8882.77
PRINCIPAL WATER/WASTEWATER SYSTEMS ENGINEER	S	3506	12/25/2023	54-21	15,834	16,625	17,455	18,328	19,246	7308.00	7673.08	8056.15	8459.08	8882.77
PUBLIC AFFAIRS PROGRAM ADMINISTRATOR	S	2142	12/25/2023	67-21	11,481	12,056	12,659	13,291	13,956	5298.92	5564.31	5842.62	6134.31	6441.23
PUBLIC AFFAIRS SPECIALIST	S	2122	12/25/2023	67-21	10,318	10,833	11,376	11,945	12,542	4762.15	4999.85	5250.46	5513.08	5788.62
PUBLIC AFFAIRS SUPERVISOR	S	3125	12/25/2023	54-21	13,133	13,789	14,480	15,205	15,965	6061.38	6364.15	6683.08	7017.69	7368.46

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

SENIOR ENGINEER	S	3405	12/25/2023	54-21	14,032	14,734	15,470	16,243	17,055	6476.31	6800.31	7140.00	7496.77	7871.54
SENIOR ENVIRONMENTAL CHEMIST	S	2574	12/25/2023	67-21	11,229	11,790	12,380	12,999	13,648	5182.62	5441.54	5713.85	5999.54	6299.08
SENIOR HUMAN RESOURCES ANALYST	S	4334	12/25/2023	62-22	12,025	12,627	13,257	13,921	14,617	5550.00	5827.85	6118.62	6425.08	6746.31
SENIOR INFORMATION TECHNOLOGY ANALYST	S	2374	12/25/2023	67-21	12,852	13,495	14,170	14,879	15,623	5931.69	6228.46	6540.00	6867.23	7210.62
SENIOR MANAGEMENT ANALYST	S	2614	12/25/2023	67-21	11,415	11,986	12,585	13,214	13,875	5268.46	5532.00	5808.46	6098.77	6403.85
SENIOR QUALITY ASSURANCE CHEMIST	S	2564	12/25/2023	67-21	11,229	11,790	12,380	12,999	13,648	5182.62	5441.54	5713.85	5999.54	6299.08
SPECIAL ASSISTANT TO THE GENERAL MANAGER	S	5107	12/25/2023	62-22	15,988	16,788	17,628	18,509	19,435	7379.08	7748.31	8136.00	8542.62	8970.00
VISUAL COMMUNICATIONS SPECIALIST	S	2132	12/25/2023	67-21	10,318	10,833	11,376	11,945	12,542	4762.15	4999.85	5250.46	5513.08	5788.62
WASTEWATER TREATMENT PLANT OPERATIONS SUPERINTENDENT	S	3526	12/25/2023	54-21	15,543	16,320	17,136	17,994	18,893	7173.69	7532.31	7908.92	8304.92	8719.85
WATER/WASTEWATER SYSTEMS SUPERINTENDENT	S	3516	12/25/2023	54-21	14,798	15,537	16,313	17,128	17,986	6829.85	7170.92	7529.08	7905.23	8301.23

RESOLUTION NO. 43-23

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. 41-23

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

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

WHEREAS, by Resolution No. 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: 4 – Directors Dinesh Govindarao, Richard M. Halket, Ann Marie Johnson, Georgean M. Vonheeder-Leopold

NOES: 0

ABSENT: 1 – Director Arun Goel


Georgean M. Vonheeder-Leopold, President

ATTEST: 
Nicole Genzale, District Secretary



TITLE: Approve the Joint Community Facilities Agreement among the Dublin San Ramon Services District, TH East Ranch Dublin LLC, and the City of Dublin for the East Ranch Development

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, the Joint Community Facilities Agreement among the Dublin San Ramon Services District, TH East Ranch Dublin LLC, and the City of Dublin to finance certain public facilities and capital fees in the City of Dublin Community Facilities District No. 2023-1 in the process of being established for the East Ranch housing development in Dublin.

DISCUSSION:

The City of Dublin (“City”) has conducted proceedings under the Mello-Roos Community Facilities Act of 1982 (“Act”) to form the City of Dublin Community Facilities District No. 2023-1 (East Ranch) (the “CFD”) and will be conducting proceedings to issue taxable and/or tax-exempt debt, in one or more series, to finance certain public facilities and certain capital fees.

This agreement is supportive of the City of Dublin initiative to develop the East Ranch property. District fees will be collected directly from the City of Dublin on behalf of the developer TH East Ranch Dublin LLC. The development represents an estimated 573 dwelling unit equivalents and will generate approximately \$18.5 million in Capacity Reserve Fee revenue across all District funds during the 10-year project life. The agreement has been reviewed by District General Counsel and Bond Counsel at Jones Hall.

The funds provided through the CFD proceedings are solely for the purpose of payment for the District facilities, development capacity fees, and other facilities. Each local agency shall be solely and separately responsible for all other aspects of planning, acquiring, constructing, reconstructing, rehabilitating, furnishing, equipping, and owning its own facilities.

The District shall have no obligation or responsibility whatsoever with respect to the issuance and sale of bonds with respect to the CFD, any improvement area located therein or the payment of the principal thereof and interest thereon, or the levy of the special taxes provided for in this agreement to provide for the payment of such principal and interest. The City shall be responsible for all such matters in accordance with the CFD proceedings themselves.

Originating Department: Administrative Services	Contact: C. Atwood/D. McIntyre	Legal Review: Yes
Financial Review: Yes	Cost and Funding Source: N/A – \$18.5 million in Capacity Reserve Fee revenue across all replacement and expansion funds	
Attachments: <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	<input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution	

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT AUTHORIZING EXECUTION OF A JOINT COMMUNITY FACILITIES AGREEMENT AMONG DUBLIN SAN RAMON SERVICES DISTRICT, TH EAST RANCH DUBLIN LLC, AND THE CITY OF DUBLIN

WHEREAS, the City of Dublin (“City”) has conducted proceedings under the Mello-Roos Community Facilities Act of 1982 to form the City of Dublin Community Facilities District No. 2023-1 (East Ranch) (“CFD”) and will be conducting proceedings to issue taxable or tax-exempt debt to finance certain public facilities and certain capital fees; and

WHEREAS, the public facilities to be financed include certain facilities to be owned and operated by Dublin San Ramon Services District (“District”), and the capital fees to be financed include certain District fees as described in the joint community facilities agreement with the City and TH East Ranch Dublin LLC (“Developer”); and

WHEREAS, the Dublin City Council has, prior to the execution of the agreement, duly considered the contents of the agreement and has determined, by resolution, that the execution of the agreement would be beneficial; and

WHEREAS, the District is willing to cooperate with the City in accomplishing the financing of certain of its facilities and District fees through the City of Dublin Community Facilities District No. 2023-1 (East Ranch); and

WHEREAS, the agreement recites that the District, the Developer, and the City wish to provide that the funds provided through the CFD proceedings are solely for the purpose of payment for certain District facilities, certain District fees, and other facilities and fees, and that each local agency shall be solely and separately responsible for all other aspects of planning, acquiring, constructing, reconstructing, rehabilitating, furnishing, equipping, and owning its own facilities.

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. That certain agreement titled “Joint Community Facilities Agreement,” attached as Exhibit “A”, by and among Dublin San Ramon Services District, a California public agency, TH East Ranch Dublin LLC, a California limited liability company, and the City of Dublin is hereby determined to be beneficial to future District residents/customers within the CFD and is therefore approved.

Res. No. _____

2. The General Manager is hereby authorized and directed to execute said agreement, in a form approved by legal counsel, for and on behalf of Dublin San Ramon Services District.

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 5th day of December, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgan M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary

JOINT COMMUNITY FACILITIES AGREEMENT

This Joint Community Facilities Agreement, dated as of December __, 2023 (the “**Agreement**”), among the Dublin San Ramon Services District (the “**Local Agency**”), TH East Ranch Dublin LLC, a California limited liability company (the “**Developer**”) and the City of Dublin (the “**City**”) (collectively referred to herein as the “**Parties**” and individually as a “**Party**”) is made under the City of California Government Code Section 53316.2.

WHEREAS, the City has conduct proceedings under the Mello-Roos Community Facilities Act of 1982, as amended, Chapter 2.5 (commencing with Section 53311) of Part 1 of Division 2 of Title 5 of the California Government Code (the “**Act**”), to form the City of Dublin Community Facilities District No. 2023-1 (East Ranch) (the “**CFD**”) and will be conducting proceedings to issue taxable and/or tax-exempt debt, in one or more series, to finance certain public facilities (such facilities hereinafter called the “**Facilities**”), which include certain Facilities to be owned and operated by the Local Agency (the “**Local Agency Facilities**”) and certain capital fees (the “**Local Agency Fees**”), and certain Facilities to be owned and operated by other local agencies that enter into a joint community facilities agreement with the City and the Developer (the “**Other Local Agencies**”); and

WHEREAS, the Governing Board of the Local Agency and the City Council of the City have, prior to the execution of this Agreement, duly considered the contents of this Agreement and have each determined, by resolution, that the execution of this Agreement would be beneficial to the residents of their respective jurisdictions; and

WHEREAS, the Local Agency is willing to cooperate with the City in accomplishing the financing of the Local Agency Facilities and Local Agency Fees to be authorized by the CFD; and

WHEREAS, the Parties wish to provide that the funds provided through the CFD proceedings are solely for the purpose of payment for the. Local Agency Facilities, the Local Agency Fees, and other Facilities, and that each local agency shall be solely and separately responsible for all other aspects of planning, acquiring, constructing, reconstructing, rehabilitating, furnishing, equipping, and owning its own Facilities.

NOW, THEREFORE, the Parties agree as follows:

1. This Agreement is determined to be beneficial to future residents/customers of the Local Agency within the CFD and in the best interests of the City and the future residents of the area within the CFD.

2. The above recitals are agreed to by the Parties.

3. Pursuant to Government Code Section 53316.2, the City has conducted proceedings under the Act to form the CFD and will conduct proceedings to issue taxable and/or tax-exempt debt, in one or more series, by and through the CFD (the “**Bonds**”), to authorize the financing of, among other Facilities, the Local Agency Facilities and the Local Agency Fees, which Local Agency Facilities and Local Agency Fees shall be those shown on Exhibit A, attached hereto and incorporated herein by this reference.

4. For Local Agency Facilities, upon completion of the Local Agency Facilities and the inspection and approval of the Local Agency Facilities by the Local Agency in accordance

with the Local Agency's policies and procedures, City shall pay the Developer the purchase price of the Local Agency Facilities (which is the actual costs of the Local Agency Facilities) from the proceeds of the Bonds and the levy of special taxes in the CFD.

Notwithstanding anything herein to the contrary, prior to the execution of this Agreement, [except as otherwise provided below,] the Developer has solicited bids, awarded a contract, and began construction for the Local Agency Facilities listed in Exhibit C attached hereto (the "**Exhibit C Contracts**"). The Developer certifies that, [except for the wet utilities described in Exhibit C] (i) the Developer solicited at least two bids for the Exhibit C Contracts, (ii) the contract price is the lowest responsible bid to construct the Local Agency Facilities in accordance with the Developer's development schedule (it being understood that the contract price does not have to be the lowest price to be competitive), (iii) the bid was received in an arms-length transaction with the Developer, and (iv) the bidders have no proprietary interest in the overall project within the CFD. In addition, Exhibit C also lists all change orders that have already been approved by the Developer for the construction of Local Agency Facilities.

5. For Local Agency Fees, the CFD shall reimburse the Developer from proceeds of the Bonds and the levy of special taxes in the CFD for the Local Agency Fees paid by the Developer to the Local Agency.

6. The City shall administer all aspects of the CFD, including employing and paying all consultants, annually levying the special tax and all aspects of paying and administering any Bonds which may be issued in respect of the CFD, and complying with all State and Federal requirements appertaining to the proceedings, including the requirements of the United States Internal Revenue Code. The Local Agency will cooperate fully with the City with respect to the requirements of the Internal Revenue Code and to the extent information is required of the Local Agency to enable the City to perform its disclosure and continuing disclosure obligations with respect to the Bonds, although the Local Agency will not participate in nor be considered a participant in the Mello-Roos proceedings (other than as a Party to this Agreement) nor will it, for any purpose, be or be considered to be an issuer of the Bonds. The City is required to obtain a provision equivalent to this paragraph in all joint community facilities agreements with Other Local Agencies with respect to the Bonds.

Local Agency shall submit a request for disbursement of CFD proceeds to pay for Local Agency Facilities or Local Agency Fees to the City in substantially the form of Exhibit B. Proceeds of the CFD used for Local Agency Fees shall be used or allocated by Local Agency toward public capital improvements owned by Local Agency.

The Local Agency shall have no obligation or responsibility whatsoever with respect to the issuance and sale of Bonds with respect to the CFD or the payment of the principal thereof and interest thereon, or the levy of the special taxes provided for in this Agreement to provide for the payment of such principal and interest. The City shall be responsible for all such matters in accordance with the CFD proceedings themselves. All amounts of special taxes that are required to pay debt service on the Bonds issued by and through the CFD shall be collected by the County of Alameda for and on behalf of the City.

7. The Parties acknowledge that neither the Local Agency nor the City has any obligation to defend this Agreement or the City or the CFD in the face of any challenge to any aspect of the use of CFD proceeds for funding the Local Agency Facilities and Local Agency Fees. The Developer shall indemnify, defend (with counsel reasonably chosen by the Local Agency, at the Local Agency's option), and hold the Local Agency and its employees, officers,

agents and board members harmless against all claims which arise out of any breach by Developer of this Agreement, the development being facilitated by Developer pursuant to this Agreement, or in connection with Developer's performance of its respective obligations under this Agreement. This indemnity will not extend to any claim arising solely from the Local Agency's failure to perform its obligations under this Agreement. The provisions of this Section 7 will survive any termination of this Agreement.

8. The Local Agency hereby consents to the formation of the CFD in conformance with this Agreement with the understanding that the City will take each and every step required for or suitable for consummation of the proceedings, the levying, collecting and enforcement of the special taxes, and the issuance, sale, delivery and administration of Bonds, all without binding the Local Agency or obligating the Local Agency's funds.

9. This Agreement may be amended by a writing duly authorized, executed and delivered by the Parties, except that no amendment may be made after the issuance of Bonds of the CFD that would be detrimental to the interests of the bondholders without complying with all of the bondholder consent provisions for the amendment of the bond resolutions or bond indentures or like instruments governing the issuance, delivery and administration of all outstanding Bonds.

10. All notices or other communications that may be given under this Agreement shall be in writing and shall be served personally, or by certified or first class mail, postage prepaid, addressed as follows, or to such other address as either party may provide to the other party in writing:

THE LOCAL AGENCY: Dublin San Ramon Services District
7051 Dublin Blvd.
Dublin, California 94568
Attn: General Manager

CITY: City of Dublin
100 Civic Plaza
Dublin, CA 94568
Attn: Finance Director

DEVELOPER: TH East Ranch Dublin LLC
3001 Bishop Drive, Suite 100
San Ramon, California 94583
Attn: Tony Bosowski

11. Should any term or provision of this Agreement be determined to be illegal or in conflict with any law of the State of California, the validity of the remaining portions or provisions shall not be affected thereby, and each term or provision of this Agreement shall be valid and be enforced as written to the full extent permitted by law.

12. This Agreement shall inure solely to the benefit of the City, the Local Agency, and the Developer, and shall create no rights in any other person or entity.

13. This Agreement may not be assigned to another party without the written consent of all parties hereto.

14. In case any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof.

15. The validity, interpretation and performance of this Agreement shall be governed by the laws of the State of California applicable to contracts made and performed in California, without application of conflict of law principles.

16. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF the Parties have executed this Agreement as of the date first above written:

DUBLIN SAN RAMON SERVICES DISTRICT

By: _____

Title: _____

CITY OF DUBLIN

By: _____

Title: _____

APPROVED AS TO FORM

City Attorney for the City of Dublin

[SIGNATURE CONTINUED ON NEXT PAGE]

[SIGNATURE CONTINUED FROM PREVIOUS PAGE]

TH EAST RANCH DUBLIN LLC,
a California limited liability company

By: _____

Name: _____

Title: _____

EXHIBIT A

**DESCRIPTION OF THE
LOCAL AGENCY FACILITIES
AND LOCAL AGENCY FEES**

Local Agency Facility Description ⁽²⁾⁽³⁾	Estimated Costs ⁽¹⁾
Dublin San Ramon Service District	
Sanitary Sewer Work	\$4,447,473
<i>Sanitary Sewer Work - Previously Bid</i>	<i>4,447,473</i>
Water System Work	3,000,325
<i>Water System Work - Previously Bid</i>	<i>2,253,349</i>
Total Local Agency Facilities	\$7,447,798
<i>Total Previously Bid Local Agency Facilities</i>	<i>\$6,700,822</i>
Local Agency Fee Description	Estimated Costs
Dublin San Ramon Service District	
Sewer Connection	\$8,464,522
Water Connection	10,005,153
Total Local Agency Fees	\$18,469,675
TOTAL ESTIMATED LOCAL AGENCY FEES	\$18,469,675

- (1) These are estimated costs only. The Purchase Price of the Local Agency Facilities will be Actual Costs (as defined in the Acquisition Agreement) of the Local Agency Facilities, including, but not limited to, site acquisition, construction, planning, design, engineering, legal services, materials testing, coordination, surveying, construction staking, construction inspection, permit fees, title insurance, and construction management.
- (2) The quantities, measurements, sizes and types of the components of each Local Agency Facility described above shall be those specified in the Plans for the Local Agency Facility approved by the Local Agency.
- (3) Discrete Components of each Local Agency Facility may be identified upon the written request of the Developer and subject to the approval of the Local Agency.
- (4) This Exhibit A may be amended at any time by the mutual written agreement of the Developer, the Local Agency and the City, without requiring approval by the Governing Board of the Local Agency or City Council of the City, so long as the facilities added to Exhibit A pursuant to such amendment are authorized to be financed by the CFD.

EXHIBIT B

DISBURSEMENT REQUEST FORM

To: City of Dublin
Attn: Finance Director
100 Civic Plaza
Dublin, CA 94568

Re: City of Dublin Community Facilities District No. 2023-1 (East Ranch) – Request for Disbursement of Bond Proceeds

The undersigned, a duly authorized officer of the Dublin San Ramon Services District (the "District") hereby requests a disbursement from improvement fund established for the above-referenced CFD in the amounts and for the purposes set forth below, and certifies that the amounts listed below have been or will be spent as of the date indicated below or within 5 days thereafter:

<u>Purpose(s)</u>	<u>Amount(s)</u>
-------------------	------------------

Total:

Wiring Instructions: _____

The undersigned hereby additionally certifies as follows:

1. These funds have been or will be used to acquire and/or construct capital improvements, and this disbursement is not being made for the purpose of reinvestment.
2. None of the expenditures for which payment is requested have been reimbursed previously from other sources of funds.
3. If the total amount above is greater than the funds held by the City, the City is authorized to amend the amount requested to be equal to the amount of such funds.
4. The amounts being disbursed pursuant to this request are being used to finance or refinance certain public capital facilities (the "Improvements"). District will own, and

for the entire useful life of such Improvements reasonably expects to own, all of such Improvements. The Improvements consist of the following:

[Describe the improvements]

5. To the extent any of such Improvements are sold to an entity that is not a state or local government agency, District will seek the advice and approval of bond counsel to the City program prior to any such sale. District will not allow any of such Improvements to be used (for example, by lease or other contract) in the trade or business of any nongovernmental persons (other than in their roles as members of the general public). All of such Improvements will be used in the performance of essential governmental functions of District or another state or local government agency. The average expected useful life of such Improvements is at least [20-30] years. The representations and covenants contained in this paragraph are intended to support the conclusion that the interest paid on the bonds issued to finance the Improvements is excluded from gross income for federal income tax purposes under Section 103 of the Internal Revenue Code of 1986 (the "Code").

Dated: _____

Signature: _____

Print Name: _____

EXHIBIT C
EXHIBIT C CONTRACTS

[See attached]

Item #	Description	Quantity	Unit	Unit Price	Contract Amount
Sanco					
Base Contract Values					
<u>Sanitary Sewer Offsite South of Future Dublin Blvd</u>					
5	24" PVC SDR26 w/ CTE & Stub	15	LF	\$3,598.00	\$53,970.00
6	12" PVC SDR26 (20' + Deep)	214	LF	\$1,750.00	\$374,500.00
7	12" PVC SDR26 (15'-20' Deep)	727	LF	\$355.00	\$258,085.00
8	12" PVC SDR26 (<15' Deep)	3,838	LF	\$145.00	\$556,510.00
9	Std. 48" SSMH (<10' Deep)	20	EA	\$7,990.00	\$159,800.00
10	60" SSMH (10'-18' Deep)	3	EA	\$13,225.00	\$39,675.00
11	Custom SSMH w/ Structural Base	3	EA	\$37,575.00	\$112,725.00
12	Dewatering Allowance	1	EA	\$60,000.00	\$60,000.00
13	8" PVC SDR26 Stub for Future	1	EA	\$3,635.00	\$3,635.00
				Total	\$1,618,900.00
<u>Sanitary Sewer Offsite North of Future Dublin Blvd</u>					
25	12" PVC SDR26 (20' + Deep)	350	LF	\$1,750.00	\$612,500.00
26	12" PVC SDR26 (15'-20' Deep)	860	LF	\$355.00	\$305,300.00
27	60" SSMH (10'-18' Deep)	1	EA	\$13,225.00	\$13,225.00
28	60" SSMH w/ 30" Neck (18' + Deep)	3	EA	\$19,635.00	\$58,905.00
29	Custom SSMH w/ Structural Base	3	EA	\$37,575.00	\$112,725.00
30	8" PVC SDR26 Stub for Future	1	EA	\$35,135.00	\$35,135.00
31	12" PVC SDR26 Stub for Future	1	EA	\$36,080.00	\$36,080.00
				Total	\$1,173,870.00
<u>Sanitary Sewer Backbone Phase 1</u>					
39	12" PVC SDR26 (15'-20' Deep)	687	LF	\$179.00	\$122,973.00
40	12" PVC SDR26 (<15' Deep)	162	LF	\$131.00	\$21,222.00
41	10" PVC SDR26 (15'-20' Deep)	316	LF	\$125.00	\$39,500.00
42	10" PVC SDR26 (<15' Deep)	742	LF	\$96.00	\$71,232.00
43	8" PVC SDR26 (15'-20' Deep)	286	LF	\$106.00	\$30,316.00
44	8" PVC SDR26 (<15' Deep)	2,329	LF	\$80.00	\$186,320.00
45	Std. 48" SSMH (<10' Deep)	7	EA	\$7,450.00	\$52,150.00
46	60" SSMH (10'-18'+ Deep)	8	EA	\$12,760.00	\$102,080.00
47	60" SSMH w/ 30" Neck (18'+ Deep)	3	EA	\$19,185.00	\$57,555.00
48	Remove Existing Pump Station	1	EA	\$19,485.00	\$19,485.00
49	Slurry Fill 4" Force Main	705	LF	\$14.00	\$9,870.00
50	Connect to Existing	2	EA	\$2,235.00	\$4,470.00
51	Dewatering Allowance	1	LS	\$60,000.00	\$60,000.00
52	4" PVC SDR26 Laterals w/ CO	1	EA	\$1,975.00	\$1,975.00
				Total	\$779,148.00
<u>Domestic Water Backbone Phase 1</u>					
73	12" PVC C900 DR14	4,180	LF	\$125.00	\$522,500.00
74	12" Gate Valve Assy	15	EA	\$4,330.00	\$64,950.00
75	8" PVC C900 DR14	975	LF	\$81.00	\$78,975.00
76	8" Gate Valve Assy	9	EA	\$2,780.00	\$25,020.00
77	Fire Hydrant Assy w/ Pad	17	EA	\$11,965.00	\$203,405.00
78	4" Irrig Services w/ 2" Backflow	3	EA	\$12,375.00	\$37,125.00
79	Blow Off Assy	9	EA	\$5,635.00	\$50,715.00
80	Connect to Existing Water Stub	2	EA	\$18,335.00	\$36,670.00
81	Remove Existing Water Services	2	EA	\$2,425.00	\$4,850.00
82	1" Sample Station	1	EA	\$4,945.00	\$4,945.00
83	1.5" Water Service	3	EA	\$2,995.00	\$8,985.00
				Total	\$1,038,140.00
<u>Sanitary Sewer Backbone Phase 2</u>					
84	10" PVC SDR26 (15'-20' Deep)	662	LF	\$125.00	\$82,750.00
85	8" PVC SDR26 (15'-20' Deep)	45	LF	\$106.00	\$4,770.00
86	8" PVC SDR26 (<15' Deep)	5,241	LF	\$80.00	\$419,280.00
87	4" PVC SDR26 Laterals w/ CO	35	EA	\$1,975.00	\$69,125.00
88	Std. 48" SSMH (<10' Deep)	7	EA	\$7,450.00	\$52,150.00
89	60" SSMH (10'-18' Deep)	19	EA	\$12,790.00	\$243,010.00
90	Connect to Existing	2	EA	\$2,235.00	\$4,470.00
				Total	\$875,555.00
<u>Domestic Water Backbone Phase 2</u>					
103	8" PVC C900 DR14	6,442	LF	\$82.00	\$528,244.00
104	8" Gate Valve Assy	53	EA	\$2,780.00	\$147,340.00
105	Fire Hydrant Assy w/ Pad	18	EA	\$11,175.00	\$201,150.00
106	1.5" Water Service	50	EA	\$2,995.00	\$149,750.00
107	2" Irrig Services w/ Backflow	2	EA	\$9,805.00	\$19,610.00
108	2" Blow Off Assy W-9	20	EA	\$5,695.00	\$113,900.00
109	Connect to Existing Water Stub	3	EA	\$18,405.00	\$55,215.00
				Total	\$1,215,209.00
	TOTAL				\$6,700,822.00

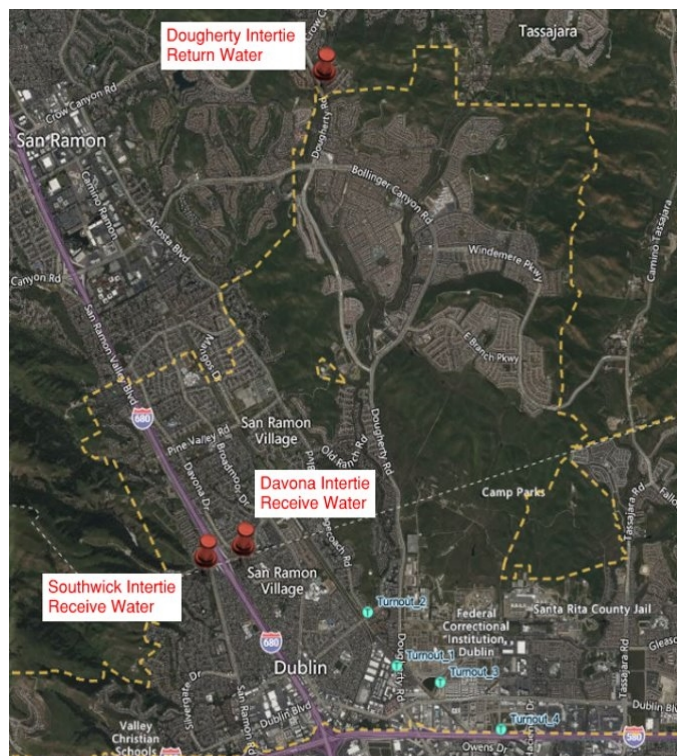
TITLE: Receive Presentation on the Emergency Intertie Maintenance Test with East Bay Municipal Utility District

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation on the Emergency Intertie Maintenance Test with East Bay Municipal Utility District.

DISCUSSION:

An emergency intertie is an interconnection between two distinct public water distribution systems that enables the exchange or delivery of water between those two systems. Generally, the intertie is not a permanent physical connection; rather, it is a place where each system is very close, and a spool is installed to complete the connection when it is needed. DSRSD has three emergency interties with East Bay Municipal Utility District (EBMUD). Two interties (Davona Drive and Southwick Drive) are located in the western portion of the DSRSD’s service area and at the boundary between the City of Dublin and the City of San Ramon. Both of these interties are designed to move water from EBMUD to DSRSD’s water system. A third intertie (Dougherty Valley), located in the northern section of DSRSD’s service area, moves water from DSRSD to EBMUD’s water system. Under the 1990 Agreement for Emergency Water Service between DSRSD and EBMUD, the emergency interties were constructed to maintain public safety during a critical water shortage caused by a major pipeline failure, earthquake, or fire.



The last maintenance test of the EBMUD-DSRSD emergency interties was performed in 2014 and involved testing of only the Davona Drive and Dougherty Valley emergency interties. This intertie test was limited in duration and utilized a temporary 6-inch hose to connect DSRSD’s 10-inch water main to EBMUD’s existing 12-inch water main. This temporary setup constrained the ability to accurately collect flow and pressure data, thus impacting DSRSD and EBMUD’s ability to understand the amount of water that could be moved between the two systems.

In mid-2022, EBMUD and DSRSD, in conjunction with Zone 7 Water Agency (Zone 7), California Department of Water Resources (CA-DWR), Yuba Water Agency (YWA) and the U.S. Bureau of Reclamation (USBR), began collaborating on a maintenance test of the EBMUD-DSRSD emergency interties using transfer water available to Zone 7 under the Yuba Accord water transfer program. Under that proposed plan, Zone 7’s water was to be diverted by EBMUD at the Freepoint Regional Water Authority intake on the Sacramento River, wheeled through EBMUD’s water system, and used for testing of the emergency interties, before ultimately being delivered for use by DSRSD within Zone 7’s service area.

Originating Department: Engineering and Technical Services	Contact: S. Mann/S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		

Due to delays related to the federal environmental review process, however, the maintenance test was not able to take place as originally planned.

EBMUD and DSRSD consequently agreed to revisit the possibility of conducting another maintenance test in 2023. In August 2023, EBMUD and DSRSD developed an Operations Plan to implement a modified version of the maintenance test proposed in 2022. In contrast to the 2022 plan, the 2023 maintenance test was limited to the coordination between only two entities – EBMUD and DSRSD. Water would be transferred from EBMUD to DSRSD through the Davona Drive and Southwick Drive Emergency Interties, and returned to EBMUD via the Dougherty Valley Emergency Intertie, resulting in a “net-zero” transfer of water between the two utilities. The intertie maintenance test supports two District Strategic Plan Goals and Action Items – *Enhance our ability to respond to emergencies and maintain business continuity* and *Work collaboratively with our Tri-Valley partners in the development of a more diversified and resilient water supply*. For these reasons, the test was also one of the recommended near-term actions identified in DSRSD’s *2021 Alternative Water Supply Study: A Framework for a Resilient and Sustainable Water Future* (June 2021) and included in the Ten-Year Capital Improvement Program.

The 2023 EBMUD-DSRSD Emergency Intertie Maintenance Test was completed in October 2023. The presentation will provide an overview of the test, including the coordination efforts between the two utilities and the preliminary findings.



TITLE: Receive Report on Employee Professional and Leadership Training and Development Program

RECOMMENDATION:

Staff recommends the Board of Directors receive a report on the District’s Employee Professional and Leadership Training and Development Program and provide direction.

DISCUSSION:

In accordance with the District’s Fiscal Years Ending (FYE) 2024–2028 Strategic Plan goal to “Maintain a culture that attracts, retains, and engages a high performing workforce in support of the District’s Mission and Values,” the District continues to provide a variety of technical trainings and professional development opportunities to employees. In January 2023, the General Manager appointed the Special Assistant to the General Manager to review and oversee the implementation of a structured management and leadership program, as well as a review of the District’s overall training and development programming. The District funds training and development (T&D) activities for staff in its two-year Operating Budget and has done so consistently for many years. Staff completed a training and development program assessment in June 2023, and reviewed the District’s five program elements:

1. Compliance and Safety Training (generally required by law)
2. Technical/Professional Skills Training (required by the District, by job classification)
3. Technical/Professional Development & Activities (usually voluntary and generally recommended by a supervisor)
4. Lead/Senior Level Skills Training
5. Supervisory/Management/Leadership Training and Development

Staff recommended the District continue to provide training and development opportunities in all five training program areas, and recommended enhancing the program by implementing two new (pilot) professional development programs called *C.O.R.E. (Career, Opportunity, Readiness, Elevate)*. The two program tracks, *C.O.R.E. Professional* and *C.O.R.E. Supervisor*, provide professional development training with specific focus on areas of learning and development identified by the leadership team as being most important (including soft skills such as communications and leadership, as well as technical skills like computer software and project management). For FYE 2024, there will be six (6) training courses offered to staff in the *C.O.R.E. Professional* track. The *C.O.R.E. Supervisor* track will offer six (6) training courses specifically designed for managers and supervisors, and is in addition to ongoing supervisory trainings provided through the District’s membership with the Liebert Cassidy Whitmore’s (LCW) Norcal Training Consortium. All staff are required to complete four (4) hours of *C.O.R.E. Professional* training per year, and supervisors and managers are required to complete an additional four (4) hours of *C.O.R.E. Supervisor* training. Additionally, staff prepared a succession planning matrix to assist management staff in making recommendations for the professional development needs of the District’s emerging leaders. Senior and lead-level staff participate in three-day training academies focused on development of supervisory skills needed to make the transition to supervisor. Supervisory and leadership staff continue to participate in regional management/leadership training academies, which provides networking opportunities with other professionals in local government, as well as leveraging the District’s training resources through local partnerships (such as the Alameda County Leadership Academy [ACLA]).

On December 5, 2023, staff will provide a presentation to the Board on the District’s Employee Professional and Leadership Training and Development Program, which will include an overview of the District’s program, updates on recent efforts and program enhancements, and proposed next steps in furtherance of the program’s goals and objectives.

Originating Department: Office of the General Manager	Contact: M. Gallardo/D. McIntyre	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: Budgeted in Administrative Cost Center (Fund 900)	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		40 of 54



TITLE: Receive Report on District Code Chapter 7.30, Facility Use Permits

RECOMMENDATION:

Staff recommends the Board of Directors, by Motion, direct staff to bring back District Code amendments of Chapter 7.30, Facility Use Permits, to eliminate use of District Building facilities by not-for-profit community interest organizations for community interest purposes.

SUMMARY:

Prior to the District Office flood in 2018, the District made the Boardroom available for use at no cost to community interest groups. The program was suspended as a result of the flood and the COVID pandemic, and staff has referred these community groups to alternate meeting locations in the meantime. Because of the widespread availability of community meeting locations to the District’s service area, and because of facilities operational issues for the District that have been identified, staff proposes to continue referring community groups to other, more appropriate public and private facilities for meeting activities. The one exception would be to make the lawn, patio, and parking lot areas around the District Office available at no cost to these community interest groups for outdoor activities.

BACKGROUND:

Prior to the COVID emergency, the District permitted facility use access for defined community interest purposes, in accordance with the District Code. While such facility use is not considered a core District service, it is provided “in furtherance of the public health and general welfare of the residents of the District” per District Code Section 7.30.010, Purpose. During and after the COVID emergency, staff ceased accepting requests for use of the Boardroom facility by eligible community interest groups, primarily to reduce the risk of COVID exposure to staff, and due to staffing shortages to support facility use requests and ongoing restoration work of the Boardroom. Since that time, staff conducted an assessment of the facility use request process, including District spaces available for such requests; staff time required to administer, facilitate, and monitor facility use by non-District staff; conditions of facility use by eligible community interest groups; and a review of insurance requirements recommended for such use of District property.

The District Code Chapter 7.30, Facility User Permits, authorizes and provides a procedure for use of certain District-owned facilities by governmental agencies or affiliates, not-for-profit community interest organizations, local advocacy organizations, exclusive employee groups and exclusive bargaining agents in furtherance of the public health and general welfare of the residents of the District. While the District Code defines “facilities” as including specific inside and outside areas of District-owned properties, the District has historically provided limited facility use to eligible community interest groups of the District Office Boardroom facility, limited access to other District meeting rooms by some governmental agencies or affiliates (such as California Special Districts Association [CSDA]), use of the District Office parking lot, patio, and lawn areas, and partial use of the Utility Building located at the north side of the District Office building (the Utility Building was closed to the public in November 2022). The District historically has not implemented a fee for use of District building spaces by outside groups, and has not provided a District staff attendant for permitted activities. However, a permit for use of District facilities was required, and a certificate of insurance was collected before an activity commenced.

On September 5, 2023, the Board adopted a revised District Participation in Charitable Events and Community Service Activities policy. The purpose of the policy is to establish criteria for District participation in charitable events and community service activities. As a part of the policy update, staff recommended removing reference to use of District facilities, which is more specifically addressed in the District Code Chapter 7.30, Facility Use Permits, and recommended

Originating Department: Office of the General Manager	Contact: M. Gallardo/D. McIntyre	Legal Review: N/A
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Local Meeting Space Survey (Dublin, Pleasanton, San Ramon)	

that Chapter 7.30 (last updated in 2010) be brought back to the Board for review, discussion, and direction to staff for an update.

DISCUSSION:

Facility Use Permit Administration Assessment:

The facility use permitting process is administered by staff in the Executive Services Division of the Administrative Services Department. During the assessment, staff reported there have been a number of concerns and challenges with the administrative, facilitation, and monitoring process of facility use by community interest groups over the years. Staff reported challenges with getting permit requestors to provide the necessary information in a timely manner and managing multiple users' schedules and changes, and issues with cleaning up after Permittees use the space and findings of misuse in some instances. Staff also reported some cases where Permittees have had issues accessing facilities during non-business hours (early mornings on weekends, for example) requiring a District staff member to be called and drive in at 7 a.m. on a Saturday to let the Permittee into the building, or to provide technical assistance with audiovisual (AV) equipment, or requiring staff to stay after hours to accommodate a user picking up an access badge. When facility use is requested during non-business hours, there is no District staff person available to monitor or assist with facility-related issues.

Staff's assessment of facility use also considered the requirements for providing proof of insurance by facility use Permittees. As the District historically has not charged a fee or security deposit for facility use by outside groups, nor a District staff attendant, the District Code does require that proof of general liability and property damage insurance covering the use and occupancy, in minimum amounts established by the Risk Management for District Agreements with Contractors and Consultants policy, be provided to the District. As a result of the District Office flood event in 2018, at the July 1, 2020, insurance policy renewal, the District's property insurance water damage deductible was raised, from \$25,000 to \$250,000 (all other perils remain at a \$25,000 deductible). The change in the District's property insurance deductible increases the possible financial risk to the District, in the case there is another water damage event.

Staff identified concerns about the importance of preserving recent additions and upgrades made to the District's Boardroom for the purpose of producing video-recorded Board meetings, including improvements to AV equipment and furniture. Staff suggested consideration of any future potential use of the Boardroom (by eligible community interest groups) require a District staff person to be present and available to monitor activities. The availability of staff to monitor facility use during non-business hours could also present challenges and may impact the District's ability to provide space use during off-hours.

Comparable Data and External Review:

Staff conducted research on the availability of meeting space available for rental and/or community use in the Dublin, Pleasanton, and San Ramon areas. A listing of these spaces, location, and their related requirements and rental fees are provided in **Attachment 1**. Since the time the District ceased accepting facility use requests for use of the District Office Boardroom by community interest groups, staff has provided referrals to these groups to contact city-provided locations for their space rental needs.

During the research, it was noted that the cities of Dublin, San Ramon, and Pleasanton have implemented minimum hourly fees associated with such use, ranging in price based on the size of the space, for cost recovery of staff time (administration and cleanup), as well as collecting security deposits to hold reservations and to cover for potential losses.

Options for Updating District Code Chapter 7.30, Facility Use Permits:

Staff developed three options for the Board to consider in a proposed District Code update:

Option 1: Reinstate facility use by eligible community interest groups as defined by District Code Chapter 7.30 with only non-substantive changes and updates to the Code:

Reinstate use of District-owned facilities by eligible governmental agencies or affiliates, not-for-profit community interest organizations, exclusive employee groups, and exclusive bargaining agents, as approved by the General Manager. Staff will present non-substantive updates to the District Code Chapter 7.30 to bring this

chapter up to date and to address any potential legal concerns. Selection of this option also means there would not be alignment with the recently updated Board policy definition of “community interest purpose.”

Advantages of this option may include that the provision of facility use be made available to a wider range of organizations in the community. However, the disadvantages of this option include additional cleanup responsibilities, the need for staff to respond to facility access issues after hours, and administrative work to process and oversee permit requests.

Option 2: Reinstate facility use by eligible community interest groups as defined by District Code Chapter 7.30 with only non-substantive changes and updates to the Code; implement a fee for administrative cost recovery and add requirement of a District staff attendant for Boardroom use, as well as limitations on available hours and spaces available for use:

With this option, the District would reinstate facility use by not-for-profit community interest groups of the District Boardroom facility (with new attendant requirement), as well as the lawn area, patio, and parking lots of the District Office (attendant not required), as approved by the General Manager. This option includes providing such facility use during business hours, and with limited hours of availability during non-business hours, as determined by staff resource availability. Specifically, the Boardroom would be available for one or two evenings during the week. Staff will present non-substantive updates to the District Code Chapter 7.30 to bring this chapter up to date and to address any potential legal concerns.

Advantages of this option may include that the provision of facility use be made available to a wider range of organizations in the community. Implementing a minimum fee of \$200 for a two-hour minimum duration for use of the Boardroom facility (no charge for use of the lawn area, patio, or parking lot of the District Office), would help defray administrative costs and ensures the provision of space is not a gift of public funds.

However, the disadvantages of this option may include the need to implement staff oversight of such facility use, including after-hours work assignments (overtime) and cleanup responsibilities, and possibly the need to hire additional staff support. With a District attendant present, this reduces risks of misuse or damage to the recently renovated District Office Boardroom space. Administrative and finance staff resources would also be needed to administer the permit fee requirements as well as Information Technology Services (ITS) staff to support use of AV equipment.

Option 3: Limit use of District building facilities to only governmental entities and organizations with whom the District conducts business, and eliminate use of District building facilities by not-for-profit community interest groups for community interest purposes (with exception of District Office lawn area, patio, and parking lot), and align and update District Code Chapter 7.30 to conform with Board policy:

With this option, the Board would update the definition of “facility or facilities” available in the Code, and specify that not-for-profit community interest groups may only request permitted use of space in outside lawn, patio, and parking areas of the District Office. Additionally, staff will present non-substantive updates to the District Code Chapter 7.30 to bring this chapter up to date and to address any potential legal concerns.

Advantages of this option includes reducing District liability and risks associated with outside group use of facilities. Also with this option, it is anticipated there would be no additional demand on staff resources (including ITS, administrative, and finance staff), and thus, there would be no need for additional staff support or implementation of a fee for cost recovery.

Staff recommends the Board direct staff to bring back District Code amendments of Chapter 7.30, Facility Use Permits, as outlined in Option 3 noted above, to eliminate use of District building facilities by not-for-profit community interest groups for community interest purposes, update the definition of “community interest purpose” to align with District Code, update the definition of “facilities” in the District Code Chapter 7.30, propose non-substantive updates to the District Code Chapter 7.30 to bring this chapter up to date and address any potential legal concerns, and reinstate facility use requests in this manner once the Code revisions have been adopted by the Board.

Given that community interest groups have not used the District's Boardroom facilities since 2018, District staff have assisted interested groups with referrals to other city-provided meeting spaces, with these groups successfully finding alternative locations for their activities.

Implementation of Option 3 also continues to provide community interest groups the opportunity to request use permits for outside spaces of the lawn, patio, and parking lots of the District Office at no cost, when such space is available for use.

Location	City	Availability	Costs
580 Executive Center	Dublin	M-F 8:30AM - 4:30PM	\$100 p/h or \$550 for 8 hours
Dublin Civic Center	Dublin	Sun - Sat 8AM - 10PM	\$500 Deposit \$113 p/h
Dublin Public Library	Dublin	Sun - Sat 8AM - 10PM	\$500 Deposit \$113 p/h
Dublin Senior Center	Dublin	M-Th: 5PM - 11PM F: 5PM - 12AM S-Sun: 8AM - 12AM	\$500-\$750 Deposit \$21-231 p/h
Dublin Unified School District	Dublin	M-Sun 8AM - 9PM	\$13 - \$80 p/h
Hillview Event Hall	Dublin	F 6PM - 11PM S-Sun 8AM - 11PM	
Hyatt Place Dublin	Dublin		
Peacock Banquet Hall	Dublin	M-Th 11:30AM - 2:30PM F-Sun 11:30AM - 10PM	Varies depending on size of event and day
Shannon Community Center	Dublin	M-Th: 8AM - 11PM F-Sun: 8AM - 12AM	\$500-\$750 Deposit \$38- 313 p/h
The Dublin Wave Community Room	Dublin	M-Th: 8AM - 11PM F-Sun: 8AM - 12AM	\$500 Deposit \$125 p/h
Amador Recreation Hall	Pleasanton		\$200-\$500 Deposit \$55-100 p/h
Cultural Arts Building	Pleasanton		\$100 Deposit \$25-70 p/h
Pleasanton Office Suites	Pleasanton	M-F 8AM - 5PM	\$25 - \$65 p/h
Pleasanton Office Suites Pleasanton - Bernal Corporate Park	Pleasanton	M-F 8:30AM - 5PM	\$14 - \$55 p/h
Pleasanton Office Suites Pleasanton - Corporate Commons	Pleasanton	M-F 8:30AM - 5PM	\$12 - \$120 p/h
Pleasanton Office Suites Pleasanton - Hopyard	Pleasanton	M-F 8AM - 5PM	\$14 - \$93 p/h
Pleasanton Library (currently closed for renovations)	Pleasanton		
Rosewood Commons Conference Center	Pleasanton	varies	\$500-\$700
Senior Center Calssroom/Meeting Room	Pleasanton		\$100 Deposit \$70-\$105 p/h
Senior Center Main Hall	Pleasanton		\$400 Deposit \$200-\$430 p/h

Local Meeting Space Survey (Dublin, San Ramon, and Pleasanton)

Location	City	Availability	Costs
Veterans Memorial Main Hall	Pleasanton		\$400 Deposit \$120-\$250 p/h
Alcosta Senior And Community Center	San Ramon		\$50 - \$180 p/h \$125 - \$500 Deposit
Amador Rancho Community Center	San Ramon	M-Th: 8AM - 10AM F-S: 8AM - 1AM Su: 8AM - 11PM	\$250-\$500 Deposit \$60 - \$190 p/h
Dougherty Station Community Center	San Ramon	M-Th: 8AM - 10AM F-S: 8AM - 1AM Su: 8AM - 11PM	\$500-\$1000 Deposit \$65 - \$335 p/h
Pleasanton Office Suites San Ramon - Bishop Ranch	San Ramon	M-F 8:30AM - 5PM	\$14 - \$88 p/h
Pleasanton Office Suites San Ramon - Crow Canyon Plaza	San Ramon	M-F 8:30AM - 5PM	\$13 - \$93 p/h
San Ramon Community Center	San Ramon	M-Th: 8AM - 10AM F-S: 8AM - 1AM Su: 8AM - 11PM	\$500-\$1000 Deposit \$75 - \$345 p/h
San Ramon Library	San Ramon	varries (handled through the city)	\$125-\$500 Deposit \$0 - \$180 p/h
San Ramon Unified School District	San Ramon		\$7.31 - \$243.65 p/h



TITLE: Discuss Board Committee and Joint Powers Authority Assignments for Calendar Year 2024

RECOMMENDATION:

Staff recommends the Board of Directors discuss the 2024 Board Committee structure, assignments, and mission statements and provide input for the incoming Board President for consideration at the next Board meeting.

SUMMARY:

Each year, the Board discusses the Board Committee structure and Boardmember assignments, as primary or alternate members, to the various Board Committees and Joint Powers Authorities (JPA) in accordance with the process set forth in the Guidelines for Conducting District Business policy and provides input for the newly selected Board President.

DISCUSSION:

Liaison Committees enable the Board to receive information from other agencies and to convey the Board’s policy positions to those agencies, whereas Joint Powers Authorities are formal and permanent interagency partnerships governed by state law and interagency agreements. DSRSD is a party to two of these JPAs: DSRSD-EBMUD Recycled Water Authority (DERWA) and Livermore-Amador Valley Water Management Agency (LAVWMA).

The current 2023 Committee/JPA Assignments and Mission Statements document (Attachment 1) lists the following seven bodies:

- Five Liaison Committees:
 - Tri-Valley Water Liaison
 - Zone 7 Water Agency Liaison
 - City of Dublin Liaison
 - City of Pleasanton Liaison
 - City of San Ramon and Central Contra Costa Sanitary District (Central San) Liaison
- Two JPAs:
 - DSRSD-EBMUD Recycled Water Authority (DERWA)
 - Livermore-Amador Valley Water Management Agency (LAVWMA)

The Liaison Committees meet on dates coordinated with the other agencies. In 2023, four Liaison Committee meetings were held. Staff anticipates more meetings in 2024.

The JPAs meet per the pre-designated schedules determined by the JPAs. DERWA meetings are scheduled on the first Monday of February, fourth Monday of April and September, and the second Monday in December. LAVWMA meets quarterly on the third Wednesday of February, May, August, and November. In addition, JPAs hold special meetings as needed.

The Board is not limited to the existing Liaison Committees and can create new committees specific to a major topic of importance in accordance with Section 2(c) of the Guidelines for Conducting District Business policy:

Guidelines for Establishing Committees. *If so desired, the President will propose a set of standing Board Committees at the start of the term, as well as propose which Directors are to serve on each Committee, per this traditional process:*

Originating Department: Office of the General Manager	Contact: J. Lee	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$195 per Boardmember per day of service from Administrative Cost Center (Fund 900)	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – 2023 Committee/JPA Assignments and Mission Statements Attachment 2 – Current FPPC Form 806	

- *At the meeting at which the President is elected, the President asks the Directors to provide input on which Committees they might be interested in serving.*
- *At the following meeting, the President proposes a set of standing Committees and membership (including alternates) for each Committee.*
- *The Board considers the President’s proposal by Motion.*
- *The Committee term traditionally begins January 1, or shortly thereafter, as feasible.*

The table below shows the current assignments including alternates:

Table 1 – 2023 Assignments

Name (ordered by Board officers rotation)	Tri-Valley	Zone 7	Dublin	Pleasanton	San Ramon/ Central San	DERWA	LAVWMA	Total M’s
President Johnson	A				M	M	M	3
Vice President Goel		M	M	A		A	M	3
Director Halket	M	M		M	A		A	3
Director Vonheeder-Leopold	M	A	M			M		3
Director Govindarao			A	M	M			2
M = Member A = Alternate								

Attendance in a policy maker role at Committee and JPA meetings is eligible for Director compensation of \$195 per day of service, up to 10 days per month, under the Director Compensable Activities policy. In accordance with Regulation 18702.5 of the Fair Political Practices Commission (FPPC), the District must post on its website the FPPC Form 806 (Agency Report of Public Official Appointments) to report additional compensation that officials receive when appointment themselves to positions on committees, boards, or commissions of another public agency or to a committee or position of the agency of which the public official is a member. The form must be posted prior to a vote to appoint a Boardmember if the appointee will participate in the decision and the appointment results in additional compensation to the appointee. Attachment 2 is the current Form 806 reflecting the 2023 assignments. After receiving the Board’s input, staff will prepare an agenda item with a draft Form 806 reflecting the proposed 2024 assignments for the next meeting on December 19.

2023 COMMITTEE/JPA ASSIGNMENTS AND MISSION STATEMENTS**LIAISON COMMITTEES**

TRI-VALLEY WATER LIAISON COMMITTEE	
Members:	Halket, Vonheeder-Leopold
Alternate:	Johnson
Committee Mission:	The mission of the Tri-Valley Water Liaison Committee is to confer and coordinate multi-agency efforts and programs that focus on Tri-Valley water issues. The participating agencies are: DSRSD, Zone 7 Water Agency, California Water Services Company, and the cities of Dublin, Livermore, Pleasanton and San Ramon.
Type of Committee Meeting Schedule:	Liaison. Meetings are held quarterly when mutually agreed upon by the participating agencies. By joint consensus, the new target is to meet twice a year.

CITY OF DUBLIN LIAISON COMMITTEE	
Members:	Goel, Vonheeder-Leopold
Alternate:	Govindarao
Committee Mission:	The mission of the City of Dublin Liaison Committee is to confer and coordinate on programs that focus on the District's service to, relationship with, and communication with all of our customers in Dublin, including residents, businesses, schools (including Dublin Unified School District), and major institutional customers.
Type of Committee Meeting Schedule:	Liaison. Liaison to City of Dublin. Meetings are held when needed, on the afternoon of Board meeting dates when possible, or when mutually agreed upon by the participating agencies. By mutual agreement, the new target is to meet twice a year.

CITY OF PLEASANTON LIAISON COMMITTEE

Members:	Halket, Govindarao
Alternate:	Goel
Committee Mission:	The mission of the City of Pleasanton Liaison Committee is to confer and coordinate on programs that focus on the District’s service to, relationship with, and communication with Pleasanton.
Type of Committee Meeting Schedule:	Liaison. Liaison to City of Pleasanton. Meetings are held when needed, on the afternoon of Board meeting dates when possible, or when mutually agreed upon by the participating agencies. By mutual agreement, the new target is to meet twice a year.

**CITY OF SAN RAMON LIAISON COMMITTEE
CENTRAL CONTRA COSTA SANITARY DISTRICT LIAISON COMMITTEE**

Members:	Govindarao, Johnson
Alternate:	Halket
Committee Mission:	The mission of the City of San Ramon Liaison Committee and the Central Contra Costa Sanitary District Liaison Committee is to confer and coordinate on programs that focus on the District’s service to, relationship with, and communication with all of our customers in San Ramon, including residents, businesses, schools (including San Ramon Valley Unified School District), and major institutional customers.
Type of Committee Meeting Schedule:	Liaison. Liaison to City of San Ramon and Central Contra Costa Sanitary District. Meetings are held when needed, on the afternoon of Board meeting dates when possible, or when mutually agreed upon by the participating agencies. By mutual agreement the new target is to meet once a year.

ZONE 7 WATER AGENCY LIAISON COMMITTEE

Members:	Goel, Halket
Alternate:	Vonheeder-Leopold
Committee Mission:	The mission of the Zone 7 Water Agency (Zone 7) Liaison Committee is to confer and coordinate programs that focus on the District’s service from, relationship with, and communication with Zone 7.
Type of Committee Meeting Schedule:	Liaison. Liaison to Zone 7 Water Agency. Meetings are held when needed, on the afternoon of Board meeting dates when possible, or when mutually agreed upon by the participating agencies.

JOINT POWERS AUTHORITIES

DERWA JPA	
Members:	Johnson, Vonheeder-Leopold
Alternate:	Goel
JPA Mission:	The DSRSD-EBMUD Recycled Water Authority (DERWA) is a Joint Powers Authority that was formed in 1995 between DSRSD and EBMUD. DERWA's mission is to provide a safe, reliable, and consistent supply of recycled water, and to maximize the amount of recycled water delivered. The San Ramon Valley Recycled Water Program (SRVRWP) was created in 1995 and currently provides recycled water to customers in Dublin and San Ramon. Future phases will extend recycled water delivery to portions of Blackhawk and Danville.
Type of Body Meeting Schedule:	Legislative. Board meetings are held on the first Monday of February, fourth Monday of April and September, and second Monday of December.

LAVWMA JPA	
Members:	Goel, Johnson
Alternate:	Halket
JPA Mission:	The Livermore-Amador Valley Water Management Agency (LAVWMA) is a Joint Powers Agency created in 1974 by the cities of Livermore and Pleasanton and the Dublin San Ramon Services District for the purpose of discharging their treated wastewater to San Francisco Bay. Operations began in September 1979 with expansions in 1983, 1987 and 2003 bringing it to its current maximum discharge capacity of 41.2 mgd. The wastewater is conveyed via a 16-mile pipeline from Pleasanton to San Leandro and enters the East Bay Dischargers Authority (EBDA) system for dechlorination and discharge through a deepwater outfall to the San Francisco Bay.
Type of Body Meeting Schedule:	Legislative. Board meetings are held quarterly on the third Wednesday of February, May, August, and November.

**Agency Report of:
Public Official Appointments**

A Public Document

1. Agency Name Dublin San Ramon Services District		California Form 806 <small>For Official Use Only</small>	
Division, Department, or Region <i>(If Applicable)</i>			
Designated Agency Contact <i>(Name, Title)</i> Nicole Genzale, District Secretary			
Area Code/Phone Number 925-875-2203	E-mail genzale@dsrsd.com	Page <u>1</u> of <u>3</u>	Date Posted: <u>2/9/23</u> <small>(Month, Day, Year)</small>

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
Tri-Valley Water Liaison Committee	▶ Name <u>Halket, Richard</u> <small>(Last, First)</small> Alternate, if any <u>Johnson, Ann Marie</u> <small>(Last, First)</small>	▶ <u>1 / 17 / 23</u> <small>Appt Date</small> ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u>Other</u>
Tri-Valley Water Liaison Committee	▶ Name <u>Vonheeder-Leopold, Georgean</u> <small>(Last, First)</small> Alternate, if any <u>Johnson, Ann Marie</u> <small>(Last, First)</small>	▶ <u>1 / 17 / 23</u> <small>Appt Date</small> ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u>Other</u>
City of Dublin Liaison Committee	▶ Name <u>Goel, Arun</u> <small>(Last, First)</small> Alternate, if any <u>Govindarao, Dinesh</u> <small>(Last, First)</small>	▶ <u>1 / 17 / 23</u> <small>Appt Date</small> ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u>Other</u>
City of Dublin Liaison Committee	▶ Name <u>Vonheeder-Leopold, Georgean</u> <small>(Last, First)</small> Alternate, if any <u>Govindarao, Dinesh</u> <small>(Last, First)</small>	▶ <u>1 / 17 / 23</u> <small>Appt Date</small> ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u>Other</u>

3. Verification

I have read and understand FPPC Regulation 18702.5. I have verified that the appointment and information identified above is true to the best of my information and belief.

 Signature of Agency Head or Designee	Nicole Genzale Print Name	District Secretary / Executive Services Supervisor Title	2/9/23 (Month, Day, Year)
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Comment: The Board of Directors made the listed appointments on 1/17/23, and appointed Dinesh Govindarao to fill the vacant Division 1 Director seat and assume the appointments on 2/7/23.

**Agency Report of:
Public Official Appointments
Continuation Sheet**

1. Agency Name

Dublin San Ramon Services District

Date Posted: 2/9/23
(Month, Day, Year)

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
City of Pleasanton Liaison Committee	<p>▶ Name <u>Halket, Richard</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>Goel, Arun</u> <small>(Last, First)</small></p>	<p>▶ <u>1 / 17 / 23</u> <small>Appt Date</small></p> <p>▶ <u>12 months</u> <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small></p>
City of Pleasanton Liaison Committee	<p>▶ Name <u>Govindarao, Dinesh</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>Goel, Arun</u> <small>(Last, First)</small></p>	<p>▶ <u>1 / 17 / 23</u> <small>Appt Date</small></p> <p>▶ <u>12 months</u> <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small></p>
City of San Ramon and Central Contra Costa Sanitary District Liaison Committees	<p>▶ Name <u>Govindarao, Dinesh</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>Halket, Richard</u> <small>(Last, First)</small></p>	<p>▶ <u>1 / 17 / 23</u> <small>Appt Date</small></p> <p>▶ <u>12 months</u> <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small></p>
City of San Ramon and Central Contra Costa Sanitary District Liaison Committees	<p>▶ Name <u>Johnson, Ann Marie</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>Halket, Richard</u> <small>(Last, First)</small></p>	<p>▶ <u>1 / 17 / 23</u> <small>Appt Date</small></p> <p>▶ <u>12 months</u> <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small></p>
Zone 7 Water Agency Liaison Committee	<p>▶ Name <u>Goel, Arun</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgan</u> <small>(Last, First)</small></p>	<p>▶ <u>1 / 17 / 23</u> <small>Appt Date</small></p> <p>▶ <u>12 months</u> <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small></p>
Zone 7 Water Agency Liaison Committee	<p>▶ Name <u>Halket, Richard</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgan</u> <small>(Last, First)</small></p>	<p>▶ <u>1 / 17 / 23</u> <small>Appt Date</small></p> <p>▶ <u>12 months</u> <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small></p>

**Agency Report of:
Public Official Appointments
Continuation Sheet**

1. Agency Name Dublin San Ramon Services District	Date Posted: <u>2/9/23</u> <small>(Month, Day, Year)</small>
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2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
DERWA (DSRSD-EBMUD Recycled Water Authority)	▶ Name <u>Johnson, Ann Marie</u> <small>(Last, First)</small> Alternate, if any <u>Goel, Arun</u> <small>(Last, First)</small>	▶ <u>1 / 17 / 23</u> <small>Appt Date</small> ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small>
DERWA (DSRSD-EBMUD Recycled Water Authority)	▶ Name <u>Vonheeder-Leopold, Georgean</u> <small>(Last, First)</small> Alternate, if any <u>Goel, Arun</u> <small>(Last, First)</small>	▶ <u>1 / 17 / 23</u> <small>Appt Date</small> ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small>
LAVWMA (Livermore-Amador Valley Water Management Agency)	▶ Name <u>Goel, Arun</u> <small>(Last, First)</small> Alternate, if any <u>Halket, Richard</u> <small>(Last, First)</small>	▶ <u>1 / 17 / 23</u> <small>Appt Date</small> ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small>
LAVWMA (Livermore-Amador Valley Water Management Agency)	▶ Name <u>Johnson, Ann Marie</u> <small>(Last, First)</small> Alternate, if any <u>Halket, Richard</u> <small>(Last, First)</small>	▶ <u>1 / 17 / 23</u> <small>Appt Date</small> ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> <small>Other</small>
	▶ Name _____ <small>(Last, First)</small> Alternate, if any _____ <small>(Last, First)</small>	▶ _____ <small>Appt Date</small> ▶ _____ <small>Length of Term</small>	▶ Per Meeting: \$ _____ ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <small>Other</small>
	▶ Name _____ <small>(Last, First)</small> Alternate, if any _____ <small>(Last, First)</small>	▶ _____ <small>Appt Date</small> ▶ _____ <small>Length of Term</small>	▶ Per Meeting: \$ _____ ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <small>Other</small>