

AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, August 20, 2024

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

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

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
 - 4.A. New Employee Introductions
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)
At this time those in the audience are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight's agenda. Comments should not exceed five minutes. Speaker cards are available from the District Secretary and should be completed and returned to the District 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. Written comments received by 3 p.m. on the day of the meeting will be provided to the Board.
6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS)
7. CONSENT CALENDAR
Matters listed under this item are considered routine and will be enacted by one Motion, in the form listed below. There will be no separate discussion of these items unless requested by a Member of the Board or the public prior to the time the Board votes on the Motion to adopt.
 - 7.A. Approve Regular Meeting Minutes of August 6, 2024
Recommended Action: Approve by Motion
 - 7.B. Affirm No Changes to Project Cost Allocation Policy
Recommended Action: Approve by Motion
 - 7.C. Approve First Amendment to Telecommunications Site Lease Agreement with DISH Wireless LLC for a Telecommunications Tower at Reservoir R20
Recommended Action: Approve by Motion

Board of Directors

Division 1 ♦ Dinesh Govindarao | Division 2 ♦ Ann Marie Johnson | Division 3 ♦ Richard Halket
Division 4 ♦ Georgean Vonheeder-Leopold | Division 5 ♦ Arun Goel

8. BOARD BUSINESS

8.A. Receive Strategic Plan Progress Report for Fiscal Year Ending 2024

Recommended Action: Receive Report

8.B. Receive Update on DSRSD Financing Corporation and Provide Direction

Recommended Action: Receive Update and Provide Direction by Motion

9. REPORTS

9.A. Boardmember Items

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

DERWA Special Board Meeting of August 12, 2024

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

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

9.B. Staff Reports

10. CLOSED SESSION

10.A. Conference with Legal Counsel – Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2): One Case

11. REPORT FROM CLOSED SESSION

12. ADJOURNMENT

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

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

August 6, 2024

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6 p.m. by Vice President Goel.

2. PLEDGE TO THE FLAG

3. ROLL CALL

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

President Ann Marie Johnson was absent.

District staff present: Jan Lee, General Manager/Treasurer, Samantha Koehler, Human Resources and Risk Manager; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

4.A. New Employee Introductions

Christopher Cosmi, Utility Billing & Customer Services Field Technician II

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:03 p.m. No public comment was received.

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

7. CONSENT CALENDAR

Vice President Goel requested the Board consider Item 7.A. separately since he was absent from the July 16 Board meeting. The Board agreed to take Item 7.A. separately and took Consent Calendar Items 7.B. through 7.G. and passed these first.

Director Vonheeder-Leopold MOVED for approval of Items 7.B. through 7.G. on the Consent Calendar. Director Govindarao SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Johnson).

Director Vonheeder-Leopold MOVED for approval of Item 7.A. on the Consent Calendar. Director Govindarao SECONDED the MOTION, which CARRIED with THREE AYES, ONE ABSTENTION (Goel), and ONE ABSENT (Johnson).

7.A. Approve Regular Meeting Minutes of July 16, 2024 – Approved

7.B. Accept Regular and Recurring Reports: Treasurer's Report, Outstanding Receivables Report, and Employee Reimbursements Greater than \$100 – Approved

- 7.C. Authorize Amendment to Temporary Employment Services Agreement with Barrett Business Services, Inc. – Approved
- 7.D. Approve New Job Classification and Salary Range for Finance Director – Approved – Resolution No. 27-24
- 7.E. Approve Resolution for Terms and Conditions, Salary, and Benefits for Unrepresented Management, Professional, Technical, Administrative and Confidential Employees, and Unrepresented Senior Management Employees and Rescinding Resolution No. 62-22 – Approved – Resolution No. 28-24
- 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 Rescinding Resolution No. 14-24 – Approved – Resolution No. 29-24
- 7.G. Approve Health Insurance Maximum Contribution for Calendar Year 2025 for Stationary Engineers, Local 39; International Federation of Professional and Technical Employees, Local 21; Mid-Management Employees’ Bargaining Unit; Unrepresented Employees; and General Manager – Approved – Resolution No. 30-24

Director Govindarao inquired about the fiscal impact of the increased health insurance contributions. Human Resources and Risk Manager Koehler confirmed the estimated cost of \$3.3 million dollars is already accounted for in the adopted operating budget for fiscal year ending 2025.

8. BOARD BUSINESS

- 8.A. Approve Health Insurance Maximum Contribution for Calendar Year 2025 for Board of Directors

Director Vonheeder-Leopold stated, “I am recusing myself from any participation in any discussions, decisions, or voting on the Health Insurance Maximum Contribution for Calendar Year 2025 for Board of Directors, Item 8.A., because I receive health benefits as a retired Boardmember of Dublin San Ramon Services District.”

Director Vonheeder-Leopold departed the meeting at 6:07 p.m. before discussion of Item 8.A.

Human Resources and Risk Manager Koehler reviewed the item for the Board.

General Counsel Coty stated that Director Vonheeder-Leopold has recused herself due to receiving lifetime retiree medical benefits which were offered at the time she retired from a previous term on the Board. He clarified that current Boardmembers receiving medical benefits do not have a conflict in this regard and are not subject to recusal.

Director Halket MOVED to approve Resolution No. 31-24, Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants under the Public Employees’ Medical and Hospital Care Act for Board of Directors. Director Govindarao SECONDED the MOTION, which CARRIED with THREE AYES and TWO ABSENT (Johnson and Vonheeder-Leopold).

Director Vonheeder-Leopold returned to the meeting at 6:12 p.m. after discussion of Item 8.A.

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 Halket submitted a written report to Executive Services Supervisor/District Secretary Genzale. He reported that he attended the California Association of Sanitation Agencies (CASA) Annual Conference July 31–August 2 in Monterey. He summarized the activities and discussions at the meeting.

Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she also attended the CASA conference. She summarized the activities and discussions at the meeting.

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

9.B. Staff Reports

General Manager Lee reported on the following items:

- A special DERWA Board meeting will be held on Monday, August 12, at 6 p.m.
- A LAVWMA Board meeting will be held on Wednesday, August 21, at 6 p.m.
- The Tri-Valley Annual Mayors' Summit will be held on Thursday, August 22, at 10:30 a.m. in Danville.

10. NOT HELD – CLOSED SESSION

10.A. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6

Agency Negotiator: Jan Lee, General Manager

Employee Organization: Unrepresented Senior Managers

Additional Attendees: Douglas E. Coty, General Counsel

Samantha Koehler, Human Resources & Risk Manager

11. NOT HELD – REPORT FROM CLOSED SESSION

12. ADJOURNMENT

Vice President Goel adjourned the meeting at 6:20 p.m.

Submitted by,

Nicole Genzale, CMC

Executive Services Supervisor/District Secretary



TITLE: Affirm No Changes to Project Cost Allocation Policy

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Motion, affirmation of no changes to the Project Cost Allocation policy.

DISCUSSION:

District policies are generally reviewed on a rotating four-year cycle to ensure that they remain current. Staff recently reviewed the Project Cost Allocation policy (P400-17-5) and recommends no changes. The policy was first adopted in 2009 and last reviewed in 2017. The purpose of the policy is to provide a basis for determining how the cost of projects should be allocated between enterprise funds. It states that project costs should be equitably allocated to the three business enterprises (Water, Local Sewer, and Regional Sewer) in proportion to the benefits derived by that enterprise from the project. It outlines methods that could be used to equitably distribute costs using parameters such as flow, product output, employee count, or customers served. Based on the guidance provided in the Project Cost Allocation policy, staff develops project budgets and project allocations that are approved by the Board when the operating and capital budgets are adopted or when the Board approves and/or modifies individual project budgets.

If affirmed, the Project Cost Allocation policy would be scheduled for review in 2028.

Originating Department: Engineering and Technical Services	Contact: J. Yee/S. Delight	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Marked-up Project Cost Allocation policy	



Policy

Policy No.: P400-17-5	Type of Policy: Finance
Policy Title: Project Cost Allocation	
Policy Description: Basis for determining how the cost of projects should be allocated between funds	
Approval Date: 10/20/2009	Last Review Date: 2017 <u>2024</u>
Approval Resolution No.: 57-09	Next Review Date: 2021 <u>2028</u>
Rescinded Resolution No.: N/A	Rescinded Resolution Date: N/A

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

To allocate project costs in proportion to the benefits that accrue to existing and future customers of each enterprise of the District. In carrying out this policy and depending on the nature of the project, allocation of a project cost may be to more than one enterprise and/or to more than one fund within the enterprise. Procedures for implementing this policy shall be developed and administered by the General Manager to reflect the following guidelines:

1. Project costs are to be equitably allocated to the enterprise (water, local sewer, and regional sewer) in proportion to the benefits derived by that enterprise from the project.
2. Project costs are to be equitably allocated within each enterprise in proportion to the benefits derived by each customer class in proportion to the benefits derived from the project. Projects that provide facilities and capacity to accommodate future customers shall be allocated to expansion funds. Projects that replace and/or enhance an existing facility shall be allocated to replacement and improvement funds.
3. The basis for the allocation of benefits for each capital project shall be documented in the project budget approved by the Board and is to be equitably based upon parameters identifiable to the benefits received. The types of allocations may be Flow based, Product based, Employee based or Customer based. Examples of parameters that are identifiable to the benefit of a project are:
 - a. Flow based – Example: A new biosolids dewatering technology will be installed at the Wastewater Treatment Plant to accommodate 10 mgd of current flow and an additional 6 mgd of future flow – split 62.5%/37.5% replacement/expansion.
 - b. Product based – Example: A new generator may be installed to use excess gas available from the anaerobic digesters as a fuel supply; the excess originates as 500 cubic feet per day

Policy No.: P400-17-5	Policy Title: Project Cost Allocation
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digester gas from existing users (replacement and improvement funds) and 9,500 cubic feet per day from future users (expansion funds) – split 5%/95% Regional replacement/expansion.

- c. Employee based – Example: A new maintenance facility to accommodate eight existing staff (replacement and improvement funds) and three staff will be added as the District grows (expansion funds) – split 72.7%/27.3% to replacement/expansion in the appropriate enterprise or enterprises.
 - d. Customer Based – Example: A project to support the general administration of the District and/or that provide a general benefit to all customers of the District-split based upon the number of customers served by each enterprise.
4. If the above guidelines do not represent an equitable allocation of costs due to the specific circumstances associated with that project, the General Manager may propose an alternative allocation methodology for the Board’s consideration.
 5. All project allocations shall be approved by the Board at the time it approves and/or modifies project budgets.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
October 20, 2009	
Reviewed by Committee or Board:	Date:
Finance	April 30, 2013
Board	November 7, 2017
Board	August 20, 2024



TITLE: Approve First Amendment to Telecommunications Site Lease Agreement with DISH Wireless LLC for a Telecommunications Tower at Reservoir R20

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Motion, the First Amendment to Telecommunications Site Lease Agreement with DISH Wireless LLC for a telecommunications tower at Reservoir R20.

DISCUSSION:

On November 29, 2022, the District and DISH Wireless LLC (Dish) entered into a lease agreement (Agreement) for DISH to install a telecommunications tower at Reservoir R20 located at 5520 Fallon Road in east Dublin. The Agreement is for a term of up to 25 years beginning with the installation of the telecommunications facilities, with payments starting at \$26,400 per year adjusted annually by three percent. Funds collected from this type of lease agreement are considered "non-rate revenue" and are accrued in the Water Rate Stabilization (Fund 605). Non-rate revenues are used to fund the District's Low Income Assistance Program, which credits the bimonthly fixed water service charge for qualifying customers.

In April 2024, T-Mobile terminated a separate lease agreement for space at the Reservoir R20 site and was in the process of decommissioning its installation. Under a separate agreement, Dish has purchased T-Mobile's telecommunications equipment. The proposed amendment to the Agreement adjusts the space that Dish would lease to encompass the former T-Mobile space and requires Dish to accept full responsibility for removal of any structures that were formally owned by T-Mobile upon termination. There are no other changes to the terms and conditions of the Agreement.

Originating Department: Engineering and Technical Services	Contact: S. Delight	Legal Review: Yes
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 – First Amendment to Telecommunications Site Lease Agreement	

**FIRST AMENDMENT TO TELECOMMUNICATIONS SITE LEASE
AGREEMENT**

This FIRST AMENDMENT TO TELECOMMUNICATIONS SITE LEASE AGREEMENT (“**First Amendment**”) is made and effective as of the day the last party signs this Amendment (“**Effective Date**”), by and between Dublin San Ramon Services District, a local government agency in the State of California (the “**Lessor**”), and DISH Wireless L.L.C., a Colorado limited liability company, having a place of business at 9601 S. Meridian Blvd., Englewood, Colorado 80112 the (“**Lessee**”). Lessor and Lessee are referred to individually in this First Amendment as the (“**Party**”) and collectively as the (“**Parties**”).

RECITALS

- A. Lessor and Lessee have entered into that certain Telecommunications Site Lease Agreement dated November 28, 2022 (the “**Agreement**”).
- B. Pursuant to the Agreement, Lessor leases to Lessee that certain Premises, located at 5520 Fallon Road in the City of Dublin, Lessor of Alameda, State of California, 94568 and more particularly described in the Agreement, for the installation, operation, maintenance and management of Lessee’s Facilities.
- C. Pursuant to a separate agreement, Lessee has purchased the existing equipment shelter, previously utilized by T-Mobile, successor in interest to Sprint Spectrum Realty Company, LLC, formerly Nextel Communications (“**T-Mobile**”), that is located on the Premises, to accommodate the Lessee Facilities.
- D. Lessor and Lessee now desire to amend the Agreement, as set forth below.

AGREEMENT

NOW THEREFORE, the Parties agree as follows:

1. **Recitals.** The Recitals above are specifically incorporated in this First Amendment by this reference.
2. **Replacement of Section 1.a.ii. Lease of the Premises:** The Parties acknowledge and agree that Section 1.a.ii. Lease of the Premises shall be replaced in its entirety with the following language:
 - ii. Lease of the Premises

Subject to the following terms and conditions, Lessor leases to Lessee and Lessee leases from Lessor: (a) approximately 661 (six hundred and sixty one) square feet of the Land, including the improvements to support Lessee’s equipment and the air space above such ground space (the “**Equipment Space**”), as described in or depicted on **Exhibit B**, attached hereto and incorporated herein by this reference, for the placement of **Lessee Facilities** (as “**Lessee Facilities**” is defined in Paragraph 5a below); and (b) those certain areas where Lessee's conduits, wires, cables, cable trays and other necessary connections are located between the Equipment Space and the electric power, telephone, and/or fiber- optic broadband sources for the Land (collectively referred to as the “**Connection Space**”). Lessor agrees that Lessee, its employees, agents, and

independent third-party providers of utility services, including, but not limited to, fiber, shall have the right to install connections between Lessee's equipment in the Equipment Space and the electric power, telephone, and/or fiber-optic broadband sources for the Land. Notwithstanding the foregoing, Lessee, to the extent feasible, shall locate all lines, wires, conduits, and cables on existing poles, or on one or more other location(s) mutually agreeable to Lessor and Lessee. The Equipment Space and Connection Space, and all access and utility easements reasonably necessary for the uses granted and/or conferred by Lessor to Lessee herein, are hereinafter collectively referred to as the "**Premises**". The Premises are more particularly described in or depicted on **Exhibit B**, attached hereto and incorporated herein by this reference. Lessee shall have the right, but not the obligation, to prepare a survey of the Land, Equipment Space, and Connection Space, and said survey may, pending Lessor's approval, replace **Exhibit B**. The "easements" described in the preceding sentence and elsewhere in this Lease shall only be for the duration of this Lease and may not be separately revoked or terminated but shall expire immediately following the timely completion of Lessee's removal and repair obligations as required under this Lease.

3. **Modification of Section 5.a.iv. Obligation to Remove.** Upon the termination of the Agreement, Parties acknowledge and agree that Section 5.a.iv. Obligation to Remove shall include an obligation for Lessee to remove all Lessee Facilities, including any equipment shelter(s), contemplated within this Amendment and the Agreement.

4. **Replacement of Exhibit B to the Agreement:** The Parties acknowledge and agree that Exhibit B to the Agreement shall be replaced in its entirety with the new Exhibit B attached to this First Amendment.

5. **Unmodified Provisions and Ratification.** This First Amendment is not intended to and does not alter, amend or modify any other portions of the Agreement, except as expressly set forth herein. The Agreement and all terms, conditions, obligations and covenants of the Agreement remain and continue in full force and effect, and the Parties hereby ratify and confirm the Agreement. This First Amendment is binding upon and inures to the benefits of the Parties' heirs, personal representatives, successors and assigns. All capitalized terms contained in this First Amendment have the meaning given to such terms in the Agreement, unless otherwise defined herein.

6. **Required Consents.** Lessor and Lessee each represent and warrant that it has obtained all required consents to enter into this First Amendment.

7. **Counterparts.** This First Amendment may be executed in a number of identical counterparts. If so executed, the counterparts collectively constitute one agreement, binding on the Parties, notwithstanding that all the Parties are not signatories to the original or the same counterpart. Execution of this First Amendment by facsimile or electronic signature is effective in creating a binding agreement and, if requested, the Parties may exchange original signed counterparts.

[Remainder of page intentionally left blank. Signature page follows.]

IN WITNESS WHEREOF, the Parties have caused their duly authorized representatives to execute this First Amendment as of the Effective Date.

LESSOR:

**Dublin San Ramon Services District,
a local governmental agency in the
State of California**

By: _____

Name: _____

Its: _____

Date: _____

Attest:

LESSEE:

DISH WIRELESS L.L.C.

By: _____

Name: _____

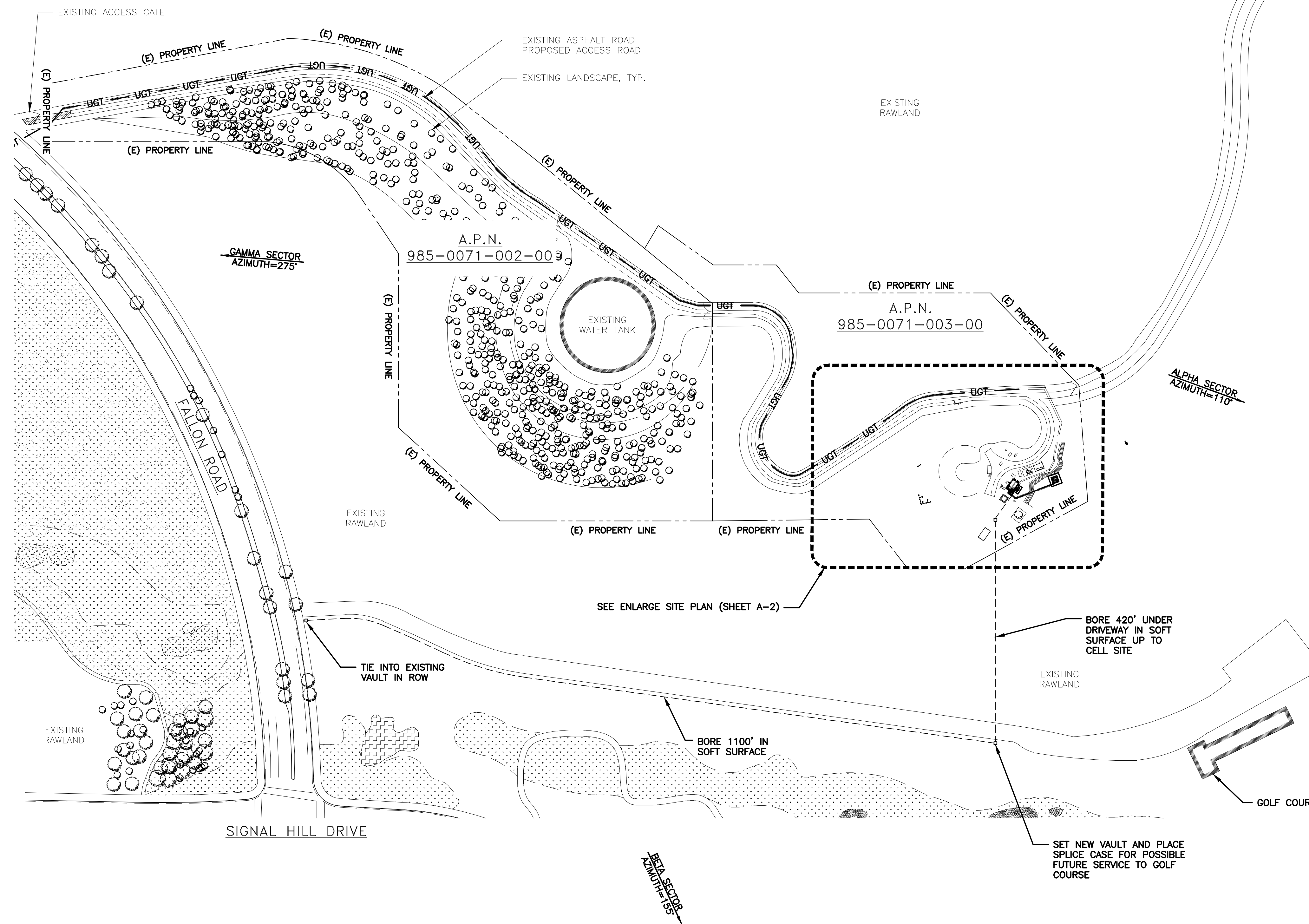
Its: _____

Date: _____

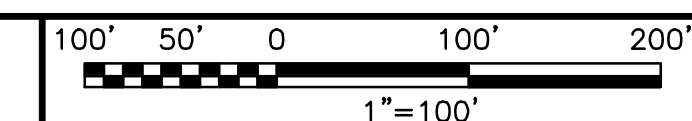
Exhibit B

PUBLIC WORKS STANDARD NOTES

- A. CALL BEFORE YOU DIG! CONTACT UNDERGROUND SERVICE ALERT (USA) AT 1-800-227-2600 AT LEAST 2 WORKING DAYS BEFORE EXCAVATING.
- B. EXISTING PUBLIC IMPROVEMENTS THAT ARE DAMAGED BY THE PROJECT CONSTRUCTION SHALL BE REPAIRED OR REPLACED. EXISTING DAMAGED PUBLIC IMPROVEMENTS WITHIN THE PROJECT LIMITS SHALL BE REPAIRED OR REPLACED EVEN IF THE DAMAGE OCCURRED PRIOR TO THE START OF CONSTRUCTION.
- C. EROSION AND SEDIMENT CONTROL FACILITIES SHALL BE INSTALLED PRIOR TO OCTOBER 1 AND SHALL BE MAINTAINED DAILY UNTIL APRIL 30. THESE FACILITIES SHALL CONTROL AND CONTAIN EROSION-CAUSED SILT DEPOSITS AND PROVIDE FOR THE SAFE DISCHARGE OF SILT-FREE STORM WATERS INTO EXISTING STORM DRAIN FACILITIES. EROSION AND SEDIMENT CONTROL SUPPLIES MUST BE KEPT ON-SITE DURING THE DRY SEASON AND EMPLOYED, AS NECESSARY PRIOR TO AND DURING RAIN EVENTS.
- D. SEASONALLY APPROPRIATE BEST MANAGEMENT PRACTICES FOR THE FOLLOWING SITE MANAGEMENT CATEGORIES MUST BE IMPLEMENTED YEAR-ROUND: 1) EROSION CONTROL; 2) RUN-ON AND RUN-OFF CONTROL; 3) SEDIMENT CONTROL; 4) GOOD SITE MANAGEMENT; AND 5) NON-STORMWATER MANAGEMENT.
- E. AN ENCROACHMENT PERMIT WILL BE REQUIRED FOR ANY CONSTRUCTION ACTIVITY WITHIN A PUBLIC STREET RIGHT OF WAY THAT HAS BEEN ACCEPTED BY THE CITY.



OVERALL SITE PLAN



1



5701 SOUTH SANTA FE DRIVE
LITTLETON, CO 80120



23 MAUCHLY, SUITE 110
IRVINE, CALIFORNIA 92618



IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, TO ALTER THIS DOCUMENT.

DRAWN BY: MZ CHECKED BY: AP APPROVED BY: ---

RFDS REV #:3 12/15/2022

CONSTRUCTION DOCUMENTS

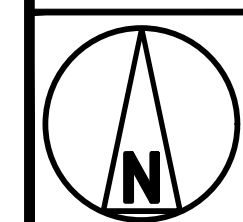
SUBMITTALS		
REV	DATE	DESCRIPTION
0	12/11/2023	100% CD
1	01/16/2024	100% CD REVISION
2	01/26/2024	100% CD REVISION PER DISH
3	04/11/2024	PCC#1 REVISION
4	07/29/2024	100% CD REVISION

A&E PROJECT NUMBER
P-054233

DISH Wireless L.L.C.
PROJECT INFORMATION
SFSF00905B
5220FALLON ROAD
DUBLIN, CA 94568

SHEET TITLE
OVERALL SITE PLAN

SHEET NUMBER
A-1





5701 SOUTH SANTA FE DRIVE
LITTLETON, CO 80120



23 MAUCHLY, SUITE 110
IRVINE, CALIFORNIA 92618



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DRAWN BY: MZ CHECKED BY: AP APPROVED BY: ---
RFD# REV #3 12/15/2022

CONSTRUCTION DOCUMENTS

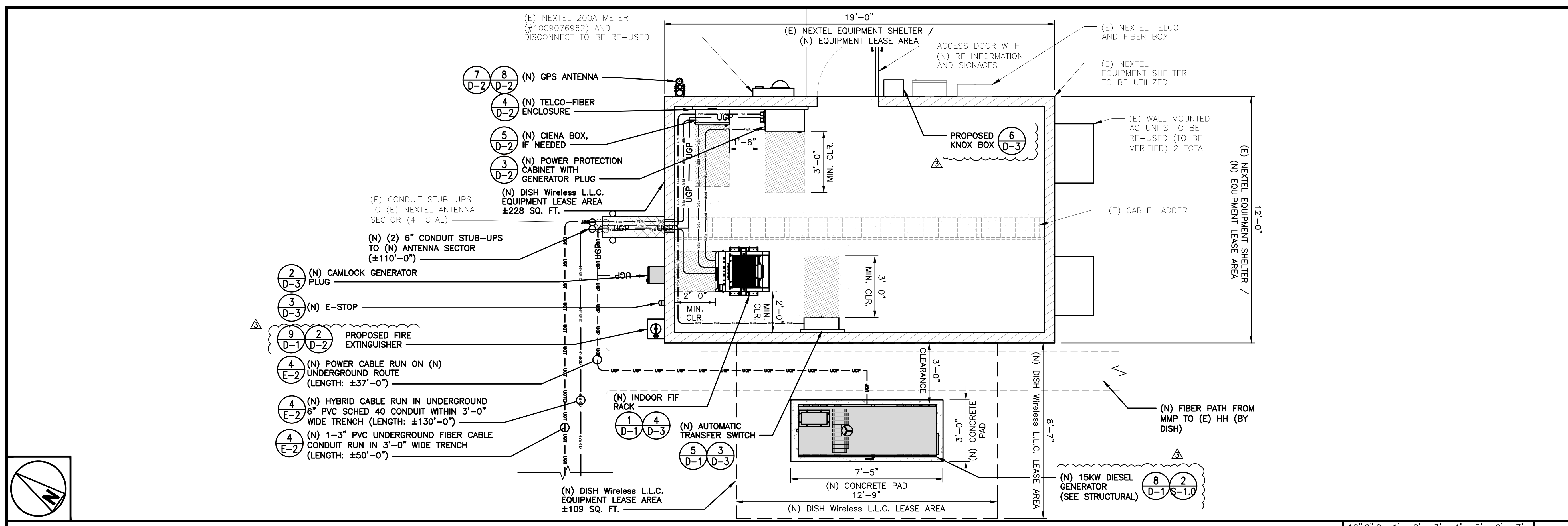
SUBMITTALS		
REV	DATE	DESCRIPTION
0	12/11/2023	100% CD
1	01/16/2024	100% CD REVISION
2	01/26/2024	100% CD REVISION PER DISH
3	04/11/2024	PCO#1 REVISION
4	07/29/2024	100% CD REVISION

A&E PROJECT NUMBER
P-054233

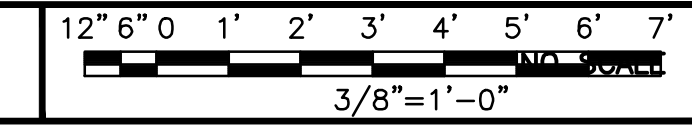
DISH Wireless L.L.C.
PROJECT INFORMATION
SFSF00905B
5220 FALLON ROAD
DUBLIN, CA 94568

SHEET TITLE
ENLARGED SITE PLAN,
EQUIPMENT LAYOUT

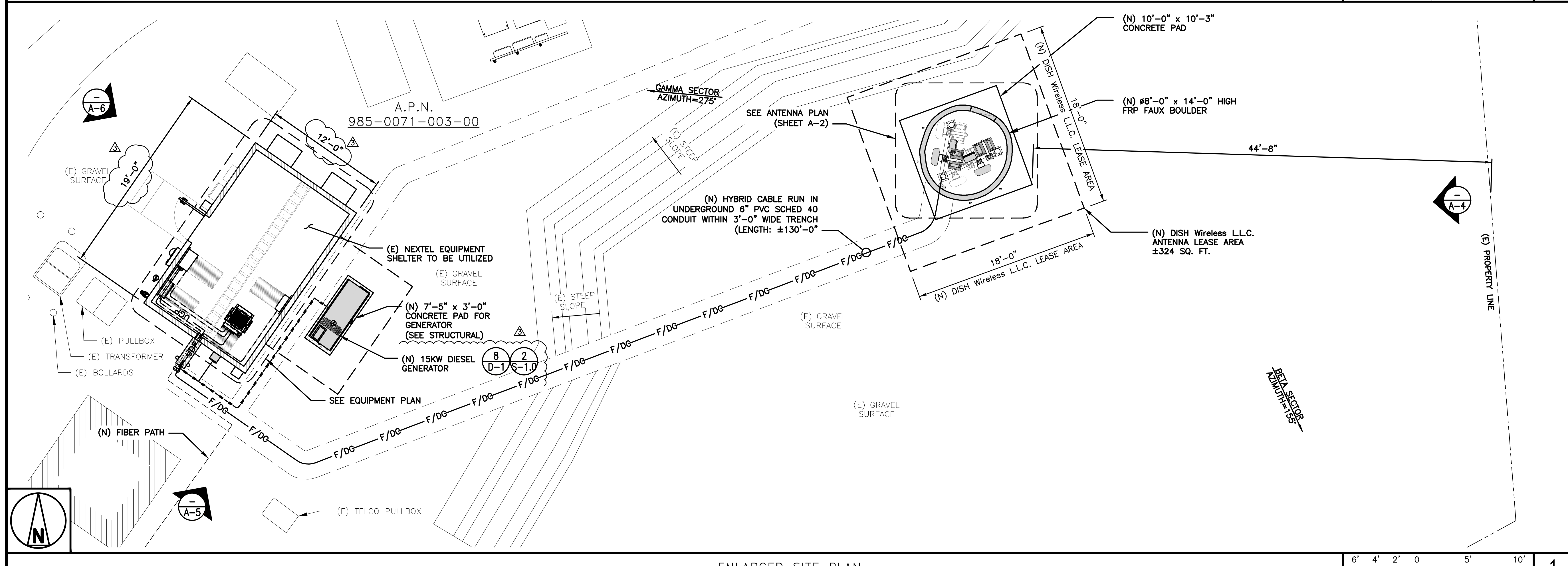
SHEET NUMBER
A-2



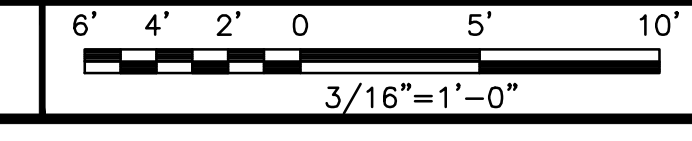
ENLARGED SITE PLAN



2



ENLARGED SITE PLAN



1



TITLE: Receive Strategic Plan Progress Report for Fiscal Year Ending 2024

RECOMMENDATION:

Staff recommends the Board of Directors receive a progress report on the activities for fiscal year ending (FYE) 2024 under the five-year Strategic Plan for FYE 2024–2028.

DISCUSSION:

The District’s Strategic Plan is a five-year planning document that guides and prioritizes work efforts in support of the District’s mission and vision. It outlines key strategic goals and action items that the District seeks to accomplish over the five-year period. Concurrent with each biennial budget process, the Board works with staff to review and update the Strategic Plan. Once the Board adopts the updated five-year Strategic Plan, work activities and resources needed to implement the Strategic Plan are reflected in the operating and capital budgets, which the Board considers for adoption in late spring. The current Strategic Plan for FYE 2024–2028 was adopted by the Board on April 18, 2023 (Attachment 1).

As part of the Strategic Plan’s approval resolution, the Board directed that staff provide an annual progress report on work activities for the Strategic Plan. The progress report for FYE 2024 (Attachment 2) covers July 1, 2023, through June 30, 2024, and includes a table for each of the 10 goals. Each goal’s report includes a column summarizing completed activities or achievements, a column listing work in progress, and a column describing future activities planned for the next one to two years.

At the August 20, 2024 Board meeting, staff will present highlights of the Strategic Plan Progress Report for FYE 2024 to the Board.

Originating Department: Office of the General Manager	Contact: J. Lee	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 – Adopted Strategic Plan for FYE 2024–2028 Attachment 2 – Strategic Plan Progress Report for FYE 2024	



STRATEGIC PLAN GOALS AND ACTION ITEMS— FYE 2024 - 2028

Maintain our financial stability and sustainability

- Manage the District's finances to meet funding needs and maintain fair and reasonable water and wastewater rates, while striving to limit increases to general inflation trends
- Ensure financial sustainability through long-term financial planning, including 10-year modeling
- Review and update the District's reserve policies

Meet or exceed regulatory requirements while preparing for the future regulatory landscape

- Sustain a robust safety culture by continuously updating the District's environmental health and safety programs
- Develop and maintain a centralized regulatory tracking system
- Collaborate with partner agencies to monitor evolving regulatory requirements and explore potential compliance and mitigation strategies
- Implement improvements to comply with standards adopted by the Environmental Laboratory Accreditation Program beginning January 1, 2024

Enhance our ability to respond to emergencies and maintain business continuity

- Update and maintain documentation of emergency response and business continuity plans, including support documents for regional coordination and mutual assistance
- Manage inventory of emergency assets, equipment, and materials in stock
- Integrate and strengthen employee knowledge and competency of emergency response through ongoing training and Incident Command System (ICS) and Emergency Operation Center (EOC) exercises
- Explore coordination of emergency planning with partner agencies and the cities we serve

Maintain a high level of customer service and community relations through public outreach, education and partnership efforts

- Educate and engage the community on the Tri-Valley's water supply challenges and opportunities through implementation of the Tri-Valley Water Reliability Public Information Program
- Build public awareness of the District's priorities, initiatives, systems, and services
- Leverage Tri-Valley and regional partnerships to maximize public outreach efforts

Improve the resiliency of the District's water supplies against future uncertainties

- Work collaboratively with our Tri-Valley and regional partners in the development of a more diversified and resilient water supply
- Prepare and implement water conservation strategies to reduce water demand, improve system reliability, and comply with state regulations

Foster long-term partnerships to provide efficient and cost-effective services

- Build relationships and actively participate in local partnerships, regional groups, coalitions, and associations to advance common goals
- Review and update our Joint Powers Authority and other interagency agreements and contracts to address changing conditions and align with the District's Mission and Strategic Plan goals

Optimize the Asset Management Program to guide District business decisions

- Standardize and implement District-wide procedures and plans for the Asset Management Program
- Expand and maintain asset records including equipment data, criticality, maintenance history, asset condition, and performance
- Use asset management data to maximize the life of assets and budget for long-term capital replacement needs

Improve energy efficiency and reliability for the District

- Develop a District energy policy and District energy master plan that evaluates sustainable energy sources and opportunities for cost-effective energy conservation and efficiency
- Initiate cost-effective energy projects consistent with the District's energy policy, business needs, and future regulations

Maintain a culture that attracts, retains, and engages a high performing workforce in support of the District's Mission and Values

- Diversify and strengthen the skills of District employees to meet evolving workforce demands through participation in professional organizations and development programs
- Implement a structured management and leadership program for employee career and professional growth
- Promote a strong District workforce culture which encourages learning, teamwork, and recognition of employee contributions, and enhances employee engagement
- Develop a succession plan for key positions where feasible

Optimize District-wide operations by improving our business practices, procedures, and information systems to meet evolving needs

- Invest in business process improvements to enhance communications and access to information
- Integrate our business enterprise systems to more effectively share data across the District
- Review and update our Information Technology and SCADA Master Plans

MISSION

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

VISION

In our operations, financial practices, and public policies we strive to be an effective and efficient organization, and to be seen as an industry leader of best management practices. Our agency seeks to be adaptable and resilient in navigating the challenges of our ever-changing industry.



DISTRICT CORE VALUES

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

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



**Dublin San Ramon
Services District**

Water, wastewater, recycled water

FYE 2024–2028 Five-Year Strategic Plan Progress Report for FYE 2024

Goal #1: Maintain our financial stability and sustainability

- Manage the District’s finances to meet funding needs and maintain fair and reasonable water and wastewater rates, while striving to limit increases to general inflation trends
- Ensure financial sustainability through long-term financial planning, including 10-year modeling
- Review and update the District’s reserve policies

Completed	In Progress	Future Activities
<p>A. Prepared a comprehensive Water Rate Study and adopted a five-year schedule of rate adjustments.</p> <p>B. Updated and adopted Miscellaneous Fees and Charges effective July 1, 2024, with subsequent adjustments on January 1, 2025 and January 1, 2026.</p> <p>C. Replaced 12,000 feet of aging water lines in the Canterbury/Wineberry neighborhood.</p> <p>D. Began operation of Alum Addition Project, which will reduce struvite buildup and future maintenance costs.</p>	<p>A. Developing new Capital Assets policy and revising Budget Accountability policy and Rate policy in summer 2024.</p> <p>B. Reviewing and updating the Financial Reserves policy in fall 2024.</p> <p>C. Preparing the Water System Master Plan Update by June 2025.</p> <p>D. Preparing the Collection System Master Plan Update by June 2026.</p> <p>E. Preparing the Wastewater and Biosolids Master Plan Update by June 2026.</p>	<p>A. Prepare FYE 2025 and 2026 Operating Budget and Capital Improvement Program Ten-Year Plan and Two-Year Budget.</p> <p>B. Review and update ten-year financial planning models for the enterprise funds.</p> <p>C. Review Water Capacity Reserve Fee Study.</p> <p>D. Prepare an update to the Local and Regional Wastewater Capacity Reserve Fee Study beginning in 2025.</p> <p>E. Review Investment policy and use of a third-party administrator to manage the District’s investment portfolio.</p>

FYE 2024–2028 Five-Year Strategic Plan Progress Report for FYE 2024

Goal #2: Meet or exceed regulatory requirements while preparing for the future regulatory landscape

- Sustain a robust safety culture by continuously updating the District’s environmental health and safety programs
- Develop and maintain a centralized regulatory tracking system
- Collaborate with partner agencies to monitor evolving regulatory requirements and explore potential compliance and mitigation strategies
- Implement improvements to comply with standards adopted by the Environmental Laboratory Accreditation Program beginning January 1, 2024

Completed	In Progress	Future Activities
<p>A. Completed and implemented two major safety programs: Personal Protective Equipment and Electrical Safety Program.</p> <p>B. Implemented improvements needed for the DSRSD Laboratory to be recognized by the California Environmental Laboratory Accreditation Program as being compliant with all 2024 new laboratory standards.</p> <p>C. Participated in the San Francisco Estuary Institute Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS) Phase 2 Study through the Bay Area Clean Water Agencies (BACWA).</p> <p>D. Collaborated with BACWA and the East Bay Dischargers Authority (EBDA) on review and negotiation of the Regional Water Quality Control Board Third Nutrient Watershed Permit, which sets current and future nutrient limits for treated wastewater discharges to San Francisco Bay.</p> <p>E. Achieved compliance with the 2022 Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, which became effective June 5, 2023.</p> <p>F. Prepared and distributed the 2023 Annual Water Quality Report.</p>	<p>A. Developing or updating safety programs: Indoor Heat Illness Prevention, Outdoor Wildfire Smoke, Contractor Safety, and Crane Safety.</p> <p>B. Developing a centralized regulatory tracking system.</p> <p>C. Preparing Cross-Connection Control Plan required by the State Water Resources Control Board.</p> <p>D. Preparing the initial lead service inventory for the Lead and Copper Rule Revisions.</p> <p>E. Identifying non-functional turf sites for Commercial, Industrial, and Institutional properties that would be subject to Assembly Bill 1572, which bans the use of potable water for irrigation of nonfunctional turf, with certain exceptions.</p> <p>F. Preparing a Water Conservation Plan by June 2025 to identify strategies and programs needed to comply with the State’s long-term conservation regulations.</p> <p>G. Collaborating with DERWA and neighboring wastewater agencies to identify long-term partnering opportunities to expand recycled water use and reduce nutrient discharges to San Francisco Bay.</p> <p>H. Updating the Sewer System Management Plan.</p>	<p>A. Evaluate options for complying with the Third Nutrient Watershed Permit, which will become effective on October 1, 2024, as part of the Wastewater and Biosolids Master Plan Update.</p> <p>B. Transition from annual to twice per year Water Quality Reports (Consumer Confidence Reports) in compliance with new Environmental Protection Agency regulations.</p>

FYE 2024–2028 Five-Year Strategic Plan Progress Report for FYE 2024

Goal #3: Enhance our ability to respond to emergencies and maintain business continuity

- Update and maintain documentation of emergency response and business continuity plans, including support documents for regional coordination and mutual assistance
- Manage inventory of emergency assets, equipment, and materials in stock
- Integrate and strengthen employee knowledge and competency of emergency response through ongoing training and Incident Command System (ICS) and Emergency Operation Center (EOC) exercises
- Explore coordination of emergency planning with partner agencies and the cities we serve

Completed	In Progress	Future Activities
<p>A. Implemented Disaster Service Worker training for all new hires in September 2023.</p> <p>B. Provided Personal Emergency Preparedness Training, facilitated by the Alameda County Fire Department, to staff in September 2023.</p> <p>C. Conducted weekly training campaign for staff during National Preparedness Month in September 2023 to encourage and remind staff to be prepared for disasters or emergencies.</p> <p>D. Participated (20 staff members) in a joint EOC tabletop disaster preparedness training exercise coordinated with the City of Dublin in December 2023.</p> <p>E. Held three-day Intermediate Incident Command System (ICS-300) EOC training for 30 staff members in March 2024, facilitated by the California Specialized Training Institute’s certified trainers.</p> <p>F. Launched InformaCast for notifications and staff check-ins during emergency situations.</p>	<p>A. Developing and implementing a formal communication plan for reporting and responding to emergencies during business and after hours for both staff and the public, including a centralized location for key contact information.</p> <p>B. Creating a centralized and shared location for managing inventory of emergency repair equipment and materials.</p> <p>C. Participating in California Water Service’s annual EOC training exercise in August 2024.</p> <p>D. Developing staff training campaign for September 2024 National Preparedness Month.</p>	<p>A. Update District’s Emergency Response Plan with customized scenario information that would be more relevant and useful to staff during District emergencies.</p> <p>B. Implement quarterly P25 radio checks.</p> <p>C. Conduct a functional disaster training exercise in FYE 2025.</p> <p>D. Initiate review and update of the Risk and Resilience Assessment for the drinking water system as required by America’s Water Infrastructure Act of 2018 (AWIA).</p>

FYE 2024–2028 Five-Year Strategic Plan Progress Report for FYE 2024

Goal #4: Maintain a high level of customer service and community relations through public outreach, education and partnership efforts

- Educate and engage the community on the Tri-Valley’s water supply challenges and opportunities through implementation of the Tri-Valley Water Reliability Public Information Program
- Build public awareness of the District’s priorities, initiatives, systems, and services
- Leverage Tri-Valley and regional partnerships to maximize public outreach efforts

Completed	In Progress	Future Activities
<p>A. Held biennial Citizens Water Academy to build public awareness of the District’s services, with a maximum class size of 25 (total of 14 attended all 3 sessions and graduated).</p> <p>B. Hosted over 200 attendees for wastewater treatment plant tours, including with BAYWORK, City of Dublin, schools, and quarterly public tours.</p> <p>C. Updated the District’s electronic monthly newsletter to new platform.</p> <p>D. Partnered with local agencies on the Alameda and Contra Costa Regional Science Fairs, Inside Dublin Citizen’s Academy, Dublin Arts Circuit, Tri-Valley Haven Food Drive, and City of Dublin Water Fountain Partnership to install bottled water stations.</p> <p>E. Participated in community events, including the Dublin Senior Information Resource Fair, STEM Fairs at local schools, the San Ramon Light Parade, the Alameda County ADU Fair, and the Dublin St. Patrick’s Day Parade.</p> <p>F. Implemented the online appointment scheduling system for Permit Counter visits.</p> <p>G. Created and implemented a quarterly Public Outreach Activities Report to provide the Board with timelier updates on outreach and communication efforts.</p>	<p>A. Implementing customer communications plan to support utility billing and payment system conversion.</p> <p>B. Developing the FYE 2023 and 2024 Biennial Report summarizing District accomplishments.</p> <p>C. Actively participating in BAYWORK, California Association of Sanitation Agencies (CASA), and Tri-Valley Water Communications Committees.</p> <p>D. Supporting efforts to educate the public on the Tri-Valley’s water supply challenges and solutions through promoting the Tri-Valley Water Partners website and sharing Tri-Valley Water Reliability Partners Public Information Program materials through use of social media and newsletter articles.</p> <p>E. Rolling out new, customized educational comic book “Defenders of the Bay,” and water bottle stickers that promote reusable bottles and staying hydrated.</p> <p>F. Producing and publishing recorded Board meetings.</p> <p>G. Redesigning and standardizing templates for District presentations and other District communication materials.</p> <p>H. Introducing an updated Oscar the Otter mascot (new costume).</p>	<p>A. Perform a comprehensive website redesign and update.</p> <p>B. Update and add additional signage for wastewater treatment plant tours.</p> <p>C. Participate in Water Conservation Art (Poster) Contest with Zone 7 and Tri-Valley water retailers.</p> <p>D. Continue implementation of the Community Outreach Program.</p>

FYE 2024–2028 Five-Year Strategic Plan Progress Report for FYE 2024

Goal #5: Improve the resiliency of the District’s water supplies against future uncertainties

- Work collaboratively with our Tri-Valley and regional partners in the development of a more diversified and resilient water supply
- Prepare and implement water conservation strategies to reduce water demand, improve system reliability, and comply with state regulations

Completed	In Progress	Future Activities
<p>A. Successfully tested the three DSRSD-EBMUD emergency interties, which involved installing temporary piping to connect and move water between the two water systems to test the ability of the two agencies to exchange or deliver water during emergencies.</p> <p>B. Participated in a multiyear process for stakeholders to review and provide input to the Department of Water Resources related to the development of the State’s long-term water conservation regulations, which were adopted in July 2024.</p>	<p>A. Preparing the Water Conservation Master Plan to identify strategies and programs needed to meet the long-term conservation regulations.</p> <p>B. As part of the Water Conservation Master Plan, conducting a customer survey to gather information needed to maximize customer participation in conservation efforts and programs.</p> <p>C. Piloting two leak-detection sensors in the Dublin area to determine if a proactive leak program for the potable distribution would be effective given the District’s infrastructure and service area characteristics.</p> <p>D. Initiating Phase 2 of the Regional Purified Water Pilot Project, in partnership with Alameda County Water District, Zone 7, Livermore, Union Sanitary District, and LAVWMA. Phase 2 focuses on public outreach and monitoring grant funding opportunities for a small-scale purified water pilot project.</p> <p>E. Based on recycled water supply availability, developing an agreement with DERWA and EBMUD to add a select number of ready to connect recycled water customers to the system.</p> <p>F. Began negotiating renewal of the water supply contract with Zone 7.</p>	<p>A. Work with DERWA and EBMUD to negotiate a long-term supply agreement for supplemental wastewater from Central Contra Costa Sanitary District, which would allow for further expansion of the recycled water system.</p> <p>B. Evaluate and implement strategies to optimize recycled water supply and demand, including recycled water metering improvements to more accurately project available supply and demands.</p> <p>C. In collaboration with Zone 7 and the retailers, review Tri-Valley conservation rebate programs.</p> <p>D. In collaboration with Zone 7 and other interested retailers, update the 2018 Tri-Valley Potable Reuse Study to reflect changes in wastewater supply availability due to conservation and the recently adopted Direct Potable Regulations.</p> <p>E. Design and construct Reservoir 20B, a 1.3-million-gallon reservoir in eastern Dublin, to support planned development and ensure reliable water service.</p>

FYE 2024–2028 Five-Year Strategic Plan Progress Report for FYE 2024

Goal #6: Foster long-term partnerships to provide efficient and cost-effective services

- Build relationships and actively participate in local partnerships, regional groups, coalitions, and associations to advance common goals
- Review and update our Joint Powers Authority and other interagency agreements and contracts to address changing conditions and align with the District’s Mission and Strategic Plan goals

Completed	In Progress	Future Activities
<p>A. Assisted the City of Pleasanton with processing drinking water samples for a temporary six-month period under a task order to the Tri-Valley Intergovernmental Reciprocal Services Master Agreement.</p> <p>B. Collaborated with professional organizations and partner agencies on advocacy matters of importance to the District’s business, including sending over a dozen comment and support letters regarding PFAS, funding, nutrients, and water conservation matters.</p> <p>C. Held a total of five liaison committee meetings, with Pleasanton, Dublin, Central Contra Costa Sanitary District, and Tri-Valley agencies.</p>	<p>A. Participating in professional organizations, regional groups, and coalitions to exchange information and work to advance common goals, including CASA, BACWA, BAYWORK, California Special Districts Association (CSDA), Association of California Water Agencies (ACWA), American Water Works Association (AWWA), California Water Environment Association (CWEA), WaterReuse, and EBDA.</p> <p>B. Participating in professional network committees, including CASA Regulatory Workgroup, BACWA Permits Committee, CWEA Laboratory Committee, Tri-Valley Water Communications Committee, and BAYWORK Workforce Initiatives Committee.</p> <p>C. Participating in Alameda County LAFCO study to evaluate the potential to form a County-wide committee of water and wastewater agencies to advance collaborative water reuse efforts.</p>	<p>A. Implement in-house tracking system of legislative activities across departments.</p> <p>B. Work with LAVWMA and other member agencies to review and update the joint powers authority and the operating and maintenance agreements.</p> <p>C. Resume negotiations with EBMUD to comprehensively review and update the DERWA agreements.</p>

FYE 2024–2028 Five-Year Strategic Plan Progress Report for FYE 2024

Goal #7: Optimize the Asset Management Program to guide District business decisions

- Standardize and implement District-wide procedures and plans for the Asset Management Program
- Expand and maintain asset records including equipment data, criticality, maintenance history, asset condition, and performance
- Use asset management data to maximize the life of assets and budget for long-term capital replacement needs

Completed	In Progress	Future Activities
<p>A. Completed adding all major assets to CentralSquare Asset Management (CSAM), the District’s asset management software.</p> <p>B. Transitioned from paper to CSAM mobile for collection of water reservoir and pump station daily round inspection and water quality data.</p> <p>C. Utilized asset replacement costs from the asset management database as the basis for allocating water system expenses between customer classifications in the 2024 Water Rate Study.</p> <p>D. Completed initial Potable Water Business Risk Evaluation for system assets with updated consequence of failure, probability of failure, and risk evaluations for the potable water pump stations and reservoirs.</p>	<p>A. Completing lead service line inventory for the potable water system,</p> <p>B. Working to complete the wastewater collection system ten-year rehabilitation plan.</p> <p>C. Developing a replacement plan for wastewater treatment plant process pipelines, based on material, age, process, environment, and criticality.</p> <p>D. Fully transitioning from paper to CSAM to electronically receive maintenance work orders and complete maintenance record information.</p>	<p>A. Create an asset disposal reporting tool for Finance to more easily track and record the disposal of assets.</p> <p>B. Prepare a comprehensive Asset Management Program Plan that formalizes the program’s objectives and strategies for managing physical assets and infrastructure and documents District-wide procedures and protocols for implementing the program.</p> <p>C. Update Fleet Management Plan to reflect Energy policy goals and future regulatory requirements.</p>

FYE 2024–2028 Five-Year Strategic Plan Progress Report for FYE 2024

Goal #8: Improve energy efficiency and reliability for the District

- Develop a District energy policy and District energy master plan that evaluates sustainable energy sources and opportunities for cost-effective energy conservation and efficiency
- Initiate cost-effective energy projects consistent with the District’s energy policy, business needs, and future regulations

Completed	In Progress	Future Activities
<p>A. Completed a two-year effort to prepare a comprehensive Energy Facilities Master Plan and developed and adopted an Energy policy.</p> <p>B. Amended the Capital Improvement Program to add two solar projects recommended in the Energy Facilities Master Plan, which will take advantage of potential outside funding opportunities, add to the District’s renewable energy sources, and support the District’s future transition to a zero-emissions fleet as required by State regulations.</p> <p>C. Amended the Capital Improvement Program to advance the first phase of the Wastewater Treatment Plant Electrical Improvements Project, which will address the most critical components of the plant’s electrical infrastructure.</p>	<p>A. Began planning phase for onsite and offsite solar projects.</p> <p>B. Began planning phase for electrical improvements at the wastewater treatment plant.</p> <p>C. Continuing to work with the Bay Area Air Quality Management District on review of the District’s permit application for the flare and fats, oils, and grease (FOG) program.</p>	<p>A. Conduct real-time power monitoring on high energy assets to identify inefficiencies and optimize operations.</p> <p>B. Add energy projects, as recommended by Energy Facilities Master Plan, into next Capital Improvement Program Ten-Year Plan and Two-Year Budget.</p> <p>C. Explore regional interest in a food waste program.</p>

FYE 2024–2028 Five-Year Strategic Plan Progress Report for FYE 2024

Goal #9: Maintain a culture that attracts, retains, and engages a high performing workforce in support of the District’s Mission and Values

- Diversify and strengthen the skills of District employees to meet evolving workforce demands through participation in professional organizations and development programs
- Implement a structured management and leadership program for employee career and professional growth
- Promote a strong District workforce culture which encourages learning, teamwork, and recognition of employee contributions, and enhances employee engagement
- Develop a succession plan for key positions where feasible

Completed	In Progress	Future Activities
<p>A. Implemented the new Career, Opportunity, Readiness, Elevate (C.O.R.E.) Program, a professional and supervisory training and development program.</p> <p>B. Conducted in-house lead/senior training program for new/promoted lead staff and staff participated in local leadership academies hosted by other agencies.</p> <p>C. Created new Training Hub on SharePoint Intranet to centralize training and development information for staff.</p> <p>D. Created new Professional Memberships page on Training Hub to share information on staff membership and participation in professional organizations.</p> <p>E. Held Annual Employee Recognition event and recognized staff through awards program, including leadership, SPIRIT, service years, and performance awards for Employee and Team of the Year.</p> <p>F. Created new LinkedIn page for DSRSD.</p> <p>G. As recommended in the 2023 Operations Workforce Study, created and filled two Wastewater Treatment Plant Supervisor positions, which supports succession planning in Plant Operations.</p>	<p>A. Reviewing and incorporating staff feedback into Year 2 of the C.O.R.E. Program.</p> <p>B. Conducting Phase 2 of the Workforce Study, which focuses on the Office of the General Manager, Administrative Services, and Engineering Departments, and re-evaluating certain cross-departmental recommendations from the 2023 Operations Workforce Study.</p> <p>C. Launching the biennial District-wide Employee Survey to gather feedback, assess staff engagement and satisfaction, and identify opportunities for organizational improvement.</p>	<p>A. Continue to support and enhance C.O.R.E. Program.</p> <p>B. Continue to host in-house lead/senior employee training program and support participation in outside professional training and development programs.</p> <p>C. Review approach to performance plan goals and opportunities to tie staff goals to the District’s Mission and Strategic Plan, which reinforces alignment of business priorities and support for employee career and professional growth.</p>

FYE 2024–2028 Five-Year Strategic Plan Progress Report for FYE 2024

Goal #10: Optimize District-wide operations by improving our business practices, procedures, and information systems to meet evolving needs

- Invest in business process improvements to enhance communications and access to information
- Integrate our business enterprise systems to more effectively share data across the District
- Review and update our Information Technology and SCADA Master Plans

Completed	In Progress	Future Activities
<p>A. Implemented the Tyler Munis software system for Payroll, Employee Self-Service, and Capital Assets.</p> <p>B. Developed required training modules for communications protocol for Microsoft 365 online environment.</p> <p>C. Conducted a Security Awareness Proficiency Assessment.</p> <p>D. Completed import of all ordinances and migration of closed capital project files into OnBase, the District’s enterprise content management system.</p> <p>E. Expanded the use of CSAM mobile technology in the field and provided training for Field Operations staff.</p> <p>F. Established Internet access redundancy for the District business network.</p> <p>G. Upgraded and replaced secondary wide area network (WAN) backbone.</p> <p>H. Completed replacement of the District’s storage area network (SAN).</p> <p>I. Upgraded the video monitoring and recording software and expanded storage capability for security at the wastewater treatment plant.</p>	<p>A. Implementing the Tyler Munis system for Utility Billing and Cashiering.</p> <p>B. Converting to Tyler Payments for online payment collection.</p> <p>C. Automating the process for work orders created by Customer Service in Tyler Munis to automatically generate a work order in CSAM for Field Operations staff to respond.</p> <p>D. Began importing resolutions, recorded deeds, operating and capital budgets, and audited financial documents into OnBase.</p> <p>E. Migrating the Electronic Operations Manual (eO&M) for Field Operations to SharePoint and linking with CSAM for access to equipment information in the field.</p> <p>F. Implementing the WWTP SCADA Improvements Project.</p> <p>G. Updating the Information Technology Master Plan.</p> <p>H. Reviewing 2010 SCADA Master Plan to identify areas that need revision and updating.</p>	<p>A. Strengthen, enhance, and document standard operating procedures for Finance and Utility Billing/Customer Service functions.</p> <p>B. Upgrade Laboratory Information Management System (LIMS) to meet new State regulations.</p> <p>C. Implement a new Digital Asset Management System.</p> <p>D. Evaluate implementing Tyler Munis Contracts module.</p> <p>E. Implement Document Retention workflow in OnBase.</p> <p>F. Develop records retention procedure for electronic communications.</p> <p>G. Perform needs and functionality audit of software subscriptions.</p>



TITLE: Receive Update on DSRSD Financing Corporation and Provide Direction

RECOMMENDATION:

Staff recommends the Board of Directors receive an update on the DSRSD Financing Corporation and provide direction, by Motion, to either (1) continue the Financing Corporation as currently in place, or (2) schedule a meeting of the Financing Corporation to perform the necessary proceedings and activities to dissolve the Financing Corporation.

DISCUSSION:

The DSRSD Financing Corporation was formed November 16, 1990, for the purpose of rendering financial assistance to the District by financing, refinancing, acquiring, constructing, improving, leasing and selling of buildings, building improvements, equipment, electrical, water, sewer, road and other public improvements, lands, and any other real or personal property for the benefit of residents of the service area of the District and surrounding areas. Simultaneously with forming the Financing Corporation, the District issued debt consistent with the objects and purposes of the Financing Corporation, using the Financing Corporation as counterparty to the debt transaction, a required element of certain debt transactions. The District also used the Financing Corporation for issuing debt in 2000 for the Wastewater Treatment Plant Stage IV Improvements. The 1990 debt has been fully retired, and the 2000 debt was refunded as part of the 2011 LAVWMA Sewer Revenue Refunding Bonds, which were refunded again in 2021.

Maintaining the Financing Corporation requires holding annual meetings per the bylaws and submitting annual filings and payments to the Internal Revenue Service (IRS) to maintain an active status. It recently came to staff’s attention that the annual renewal filings and payments for maintaining the Financing Corporation have not been filed for the past three years, leading to recent lapse of the active status of the Financing Corporation. The reason for the non-filings is not known and may be attributable to staff turnover.

Staff spoke with the District’s bond counsel, Jones Hall, for options and was informed of less burdensome procedures for issuing debt either directly as stand-alone for certain types of transactions, or working with one of several non-profit corporations, where applicable, that provide what is known as “transaction-specific” counterparty services to public agencies such as the District, such as Public Property Financing Corporation of California or California Special Districts Association Finance Corporation available at (<https://www.csdafinance.net/home>).

One-time transaction costs for these services are approximately \$5,000 to \$10,000 included in the costs of issuance (rather than out of pocket). Using one-time transaction-specific services eliminates the need for an ongoing, legally separate public entity and saves costs of maintaining the separate entity. The District’s bond counsel has experience working with either of the above service providers. The District may also directly issue debt as appropriate for the needed financing.

The District is not contemplating a new debt issue at this time but may consider debt financing in the future. Given the recent lapse in active status for the Financing Corporation, staff evaluated the following two options:

- Option #1 – Continue the Financing Corporation. If the Board decides to continue the Financing Corporation, then staff would complete and file the renewal form and pay the required fees to reinstate the Financing Corporation as active. Once reinstated, District staff would make annual filings and payments to the IRS to maintain an active status and continue to hold annual Financing Corporation meetings.

Originating Department: Finance	Contact: K. Spray	Legal Review: Yes
Financial Review: Yes	Cost and Funding Source: N/A	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	29 of 30	

- Option #2 – Dissolve the Financing Corporation. If the Board decides to dissolve the Financing Corporation, the District would issue debt itself or use transaction-specific services for future debt issuance transactions. Dissolving the Financing Corporation would require action by the Financing Corporation Board per Article IV of the DSRSD Financing Corporation Bylaws. Therefore, if the Board decides to dissolve the Financing Corporation, the Board would direct staff to schedule a Financing Corporation meeting and perform the necessary dissolution proceedings and activities.

Staff recommends that the District proceed with Option #2 to dissolve the Financing Corporation because it is unlikely that the District would require the Financing Corporation to issue debt in the future. There are less burdensome procedures available to the District for issuing debt, such as directly issuing debt or using transaction-specific counterparty services for future financing transactions. The dissolution of the Financing Corporation would have no impact on the outstanding 2017 water revenue refunding bonds (which were not issued using the Financing Corporation) and would not affect other future financings.