

AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, October 1, 2024

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

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

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
 - 4.A. New Employee Introductions
 - 4.B. Review Boardroom Evacuation Procedures and Hold Emergency Evacuation Exercise
A Boardroom evacuation drill will be conducted at this time. It is anticipated that instructions and conducting the drill will take 10–15 minutes. During this time, Directors may leave the Boardroom as instructed. Following the drill, discussion of evacuation procedures and training may take place.
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 September 17, 2024
Recommended Action: Approve by Motion

- 7.B. Award Contract to GradeTech Inc. for the Wastewater Treatment Plant Fencing and Security Phase 2 Project (CIP 19-P003)
Recommended Action: Approve by Motion
- 7.C. Rescind the Acceptance of Gifts and Gratuity Policy and Resolution No. 51-11
Recommended Action: Rescind Policy by Resolution
- 7.D. Rescind the Workplace Violence Policy and Resolution No. 76-07
Recommended Action: Rescind Policy by Resolution
- 7.E. Adopt Revised Prohibition Against Harassment, Discrimination and Retaliation Policy and Rescind Resolution No. 21-20
Recommended Action: Adopt Policy by Resolution
- 7.F. Adopt Revised Social Media Policy and Rescind Resolution No. 8-20
Recommended Action: Adopt Policy by Resolution
- 8. BOARD BUSINESS
 - 8.A. Receive Update on the Enterprise Resource Planning (ERP) System Conversion to Tyler Munis
Recommended Action: Receive Presentation
- 9. REPORTS
 - 9.A. Boardmember Items
 - 9.A.1. Joint Powers Authority and Committee Reports
DERWA Board Meeting of September 23, 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. 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: Review Boardroom Evacuation Procedures and Hold Emergency Evacuation Exercise

RECOMMENDATION:

Staff recommends the Board of Directors review Boardroom evacuation procedures and then participate in an emergency evacuation exercise.

DISCUSSION:

The District’s Strategic Plan includes a goal to “enhance our ability to respond to emergencies and maintain business continuities,” along with an associated action item to integrate and strengthen employee knowledge and competency of emergency response through ongoing training and exercises. On October 1, 2024, staff will review Boardroom evacuation procedures with the Board of Directors and then hold an emergency evacuation exercise. The exercise ensures that District employees and Directors know how to safely evacuate the Boardroom in the event of an emergency.

The emergency evacuation exercise will include evacuating the Board of Directors to the designated assembly area where staff will take account of all participants. Once all participants have been accounted for, staff will announce an “all-clear,” completing the drill. The Board of Directors will return to the Boardroom and continue the Board meeting. Any members of the public in attendance will not be required to participate in the exercise and may wait in the Boardroom.

Periodic evacuation exercises are critical components of disaster preparedness and are a requirement of the District’s Emergency Response Plan.

Originating Department: Operations	Contact: D. Gill/M. Gallardo	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)		

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

September 17, 2024

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

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

Director Halket was absent.

District staff present: Jan Lee, General Manager/Treasurer; Steve Delight, Engineering Services Director/District Engineer; Ken Spray/Finance Director, Dan Gill, Operations Director; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

4.A. New Employee Introductions
Tom Stockl, Electrician II

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

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

7. CONSENT CALENDAR

Director Govindarao inquired about the upcoming town hall meeting mentioned in the Water Professionals Appreciation Week proclamation. General Manager Lee explained that twice-yearly, all employee town hall meetings are held in alignment with this occasion and Public Works Week in May. She described some of the typical meeting activities.

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

7.A. Approve Regular Meeting Minutes of September 3, 2024 – Approved

7.B. Approve Proclamation Celebrating October 5–13, 2024, as Water Professionals Appreciation Week – Approved

7.C. Rescind Use of Clean Water Revival Facilities and Demineralized Recycled Water Policy and Resolution No. 19-16 – Approved – Resolution No. 34-24

- 7.D. Adopt Revised Water Recycling Policy and Rescind Resolution No. 42-20 – Approved – Resolution No. 35-24
- 7.E. Approve Amendment to the Capital Improvement Program Ten-Year Plan and Two-Year Budget to Increase the Alum Addition Project (CIP 18-P016) Budget and Regional Wastewater Expansion (Fund 320) Budget, and Authorize Execution of Amendment No. 3 to Task Order No. 5 with HDR Engineering for Additional Construction Management Services – Approved – Resolution No. 36-24
- 7.F. Authorize Execution of Task Order No. 1 with Woodard & Curran, Inc. for the Wastewater Collection System Master Plan Update Project (CIP 24-S007) – Approved
- 7.G. Approve Sole Source Purchase Order with Aqua-Metric Sales Company for Advanced Metering Infrastructure Technical Support and Equipment – Approved

8. BOARD BUSINESS

- 8.A. Accept Regular and Recurring Reports: Quarterly Financial Report, Capital Projects Created from Programs, and Capital Budget Adjustments Approved by the General Manager

General Manager Lee reviewed the item for the Board. She stated that item attachment Reference C - Quarterly Financial Report was updated to correct formatting issues and confirmed that the updates did not change the report's content. The updated attachment was handed out to the Board and posted to the website as supplemental materials. She introduced Finance Director Spray who made additional comments on the reports presented in the item.

Director Vonheeder-Leopold MOVED to Accept the Regular and Recurring Reports: Quarterly Financial Report, Capital Projects Created from Programs, and Capital Budget Adjustments Approved by the General Manager. Director Govindarao SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Halket).

- 8.B. Receive Recycled Water Supply Update and Authorize the General Manager to Negotiate and Execute Necessary Agreements with East Bay Municipal Utility District (EBMUD) and DSRSD-EBMUD Recycled Water Authority (DERWA), and City of Dublin to Add Certain Customers to the Recycled Water System

General Manager Lee introduced the item and Operations Director Gill who reviewed the item for the Board. The Board and staff discussed the history of the recycled water moratorium and how supply and demand patterns over recent years and operational improvements have led to improved supply and customer usage management. General Manager Lee confirmed that the DERWA member agencies (EBMUD and DSRSD) will work with their respective recycled water customers to ensure they are educated on the conditions of their recycled water permit. The letter agreement with Dublin to connect additional recycled water customers will also include language related to Dublin's need to comply with recycled water permit conditions.

Director Vonheeder-Leopold MOVED to authorize the General Manager to Negotiate and Execute Necessary Agreements with East Bay Municipal Utility District (EBMUD) and DSRSD-EBMUD Recycled Water Authority (DERWA), and City of Dublin to Add Certain Customers to the Recycled Water System. Vice President Goel SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Halket).

9. REPORTS

9.A. Boardmember Items

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

DSRSD/City of Dublin Liaison – September 16, 2024

President Johnson invited comments on recent Committee activities. Directors felt the available staff reports adequately covered the many matters considered at the meeting and commented on some of the meeting activities.

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

Director Halket electronically submitted a written report to Executive Services Supervisor/District Secretary Genzale. He reported that he attended the California Special Districts Association Conference on September 9-12 in Indian Wells. He summarized the activities and discussions at the meeting.

President Johnson submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she also attended the California Special Districts Association 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 item:

- A DERWA Board meeting will be held on Monday, September 23 at 6 p.m.

10. ADJOURNMENT

President Johnson adjourned the meeting at 6:51 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



TITLE: Award Contract to GradeTech Inc. for the Wastewater Treatment Plant Fencing and Security Phase 2 Project (CIP 19-P003)

RECOMMENDATION:

Staff recommends the Board of Directors award, by Motion, a contract to the lowest responsive, responsible bidder, GradeTech Inc., in an amount not to exceed \$1,026,589, for the Wastewater Treatment Plant Fencing and Security Phase 2 Project (CIP 19-P003).

DISCUSSION:

The Capital Improvement Program (CIP) Two-Year Budget for Fiscal Years 2024 and 2025 includes the Wastewater Treatment Plant (WWTP) Fencing and Security Phase 2 Project (CIP 19-P003) ("Project"). The Project will improve security along the WWTP perimeter by replacing approximately 2,365 feet of existing perimeter fencing with 8-foot tall vinyl-coated fencing along the south, west, and north perimeters of the WWTP. The Project will also include the stabilization of the southern property line through earthwork and installation of concrete masonry unit retaining walls, site paving, and screening landscaping where space permits. Previously, Phase 1 replaced the fencing along the eastern perimeter from the main entrance gate to the southeast corner of the WWTP which also included landscaping for screening of the WWTP from the adjacent Val Vista Park.

A Notice of Exemption for the Project per the California Environmental Quality Act ("CEQA") was filed on June 13, 2024. The Project is exempt from CEQA pursuant to CEQA Guidelines 15301(b) and 15302(c).

The bid period for the Project began on August 13, 2024, and five bids ranging from \$1,026,589 to \$1,485,134 were received on September 12, 2024. The engineer's estimate was \$1,143,500. The apparent low bid was received from GradeTech Inc. and contained no irregularities. Attachment 1 provides a summary of the bid results.

Staff recommends the Board award the construction contract for the Project to GradeTech Inc., the lowest responsive, responsible bidder, in an amount not to exceed \$1,026,589. The adopted CIP Two-Year Budget includes adequate funding for the Project. The Project is 100 percent funded by Regional Wastewater Replacement (Fund 310). The contract time for the Project is 180 calendar days and is estimated to be completed in April 2025.

Originating Department: Engineering and Technical Services	Contact: R. Portugal/S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$1,026,589 from Regional Wastewater Replacement (Fund 310)	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Other (see list on right)	<input type="checkbox"/> Resolutions <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation	Attachment 1 – Bid Results



**Results of Bid Opening for
RWTF Fencing and Security - Phase 2 (CIP 19-P003)
Thursday, September 12, 2024 @ 2 PM**

Engineer's Estimate: \$ 1,143,500

No.	Name of Bidder	Bid Amount
1	GradeTech Inc. Livermore, CA	\$ 1,026,588.55
2	Rodan Builders, Inc., Hayward, CA	\$ 1,178,000
3	Saboo Inc., Brentwood, CA	\$ 1,393,150
4	Golden Bay Construction, Inc., Hayward, CA	\$ 1,431,482
5	CWS Construction Group Inc., Novato, CA	\$ 1,485,134.23

Contractor/Subcontractor	Contractor License No.	PWC Registration No.	Location	Trade	Amount of Work to be Performed
GradeTech Inc.					
Lonestar Landscape	463280	1000002345	San Martin	Landscape	\$ 90,800
Sacramento Drilling Inc.	759193	1000004496	Sacramento	Drilling	\$ 52,890
All Steel Fence Inc.	710512	1000000047	Lathrop	Fence	\$ 270,383
Rodan Builders, Inc.					
Berkeley Cement Inc.	290755	1000003398	Berkeley	Site Concrete	\$ 38,615
Lonestar	463820	1000002345	San Martin	Landscape	\$ 90,800
Apena	1107815	1001112471	San Leandro	Eathwork, Grading, Retaining Wall	\$ 305,220
SCC Electric	1109026	1001097227	Novato	Electrical Relocation	\$ 39,750
Saboo Inc.					
All Seasons-Tree Servee & Land Clearing	1107722	1001108354	Newark	Removal of trees & 19 stumps	\$ 4,000
SCC Electric Inc.	1109026	1001097277	Novato	Electrical equip & circuiting per dwgs.	\$ 36,000
All Steel Fence	710512	1000000047	Lathrop	Fencing	\$ 270,000
Golden Bay Construction, Inc.					
AAA Fence Company, Inc.	522762	1000002526	Santa Clara	Fence	\$ 361,130
Lone Star Lancscape, Inc.	463280	1000002345	San Martin	Landscape	\$ 90,800
CWS Construction Group Inc.					
Eggli	592807	1000006122	Menlo Park	Landscape	\$ 120,000
AAA	522762	1000002526	Santa Clara	Fencing	\$ 380,000
Cowan and Thompson	595745	1000007062	Martinez	Retaining Wall	\$ 160,000
Sacramento Drilling	759193	1000004496	Sacramento	Drilling	\$ 50,000



TITLE: Rescind the Acceptance of Gifts and Gratuity Policy and Resolution No. 51-11

RECOMMENDATION:

Staff recommends the Board of Directors rescind, by Resolution, the Acceptance of Gifts and Gratuity policy (P700-19-1) and Resolution No. 51-11.

DISCUSSION:

District policies are generally reviewed on a rotating four-year cycle to ensure that they remain current. The Board policy regarding acceptance of gifts, now called the Acceptance of Gifts and Gratuity policy (Policy), was established in December 1990 to provide direction and establish limits for proper and legal handling of acceptance of gifts and gratuities by employees and Boardmembers from any individual, organization, or vendor doing business with the District. The Policy was last revised in 2011 and last reviewed in 2019.

Since the initial adoption of the Policy, the scope of the Policy has narrowed and is only applicable to employees not subject to requirements specified by the Fair Political Practices Commission (FPPC). For this reason, Boardmembers and approximately half of the District’s employees are no longer subject to the Policy, as they are in positions covered by the FPPC and as such, have a defined gift limit amount established by law under the California Code of Regulations (CCR), Section 18940.2.

Staff recommends that the Policy be rescinded, as the Policy is no longer applicable to Boardmembers and approximately half of the District’s employees. In lieu of a Board policy, staff recommends that the General Manager develop comprehensive guidelines to provide direction on, and establish procedures around, acceptance of gifts and gratuities by District employees not subject to comply with FPPC and CCR regulations because of their designated position within the District.

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

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT RESCINDING THE ACCEPTANCE OF GIFTS AND GRATUITIES POLICY AND RESOLUTION NO. 51-11

WHEREAS, by Resolution No. 70-90, the Board approved a policy regarding acceptance of gifts by employees and Boardmembers on December 18, 1990; and

WHEREAS, by Resolution No. 51-11, the District adopted revisions to the Acceptance of Gifts and Gratuities policy on September 20, 2011; and

WHEREAS, the Acceptance of Gifts and Gratuities policy does not apply to Boardmembers and employees subject to gift limit requirements under the Fair Political Practices Commission (FPPC) in the California Code of Regulations, Section 18940.2; and

WHEREAS, staff has reviewed the Acceptance of Gifts and Gratuities policy and recommends rescinding the policy because it is not applicable to Boardmembers and FPPC covered positions within the District, and therefore a Board adopted policy is no longer necessary.

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 Acceptance of Gifts and Gratuities policy, attached as Exhibit "A," and Resolution No. 51-11, attached as Exhibit "B," are hereby rescinded.
2. That the General Manager shall implement personnel procedures for acceptance of gifts or gratuities by District staff who are in positions not subject to the FPPC and 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 1st day of October, 2024, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary



Policy

Policy No.: P700-19-1	Type of Policy: Personnel
Policy Title: Acceptance of Gifts and Gratuity	
Policy Description: Prohibits acceptance of gifts and gratuities in excess of established limits in instances where the Fair Political Practices Commission procedures do not apply.	
Approval Date: 9/20/2011	Last Review Date: 2019
Approval Resolution No.: 51-11	Next Review Date: 2023
Rescinded Resolution No.: 59-07	Rescinded Resolution Date: 12/18/2007

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

An employee may not receive a gift or gratuity from any individual, organization, or vendor doing business with the District without prior approval from the employee's supervisor. Under no circumstances is a gift or gratuity's estimated aggregate value to be more than one hundred (\$100) dollars. Under no circumstances shall a monetary gift or gratuity be accepted.

For the purpose of this policy, a gift or gratuity is defined as an item or service given or provided to an individual. Gifts and gratuities shall include, but are not limited to meals, food, refreshments, alcoholic beverages, tickets to events, trips, services or the use of equipment or property.

If an employee receives approval to accept a gift or gratuity, the employee shall be encouraged to present and share it with the entire department or group.

In addition, all designated employees required to comply with the California Fair Political Practices Commission shall be further limited to acceptance of gifts, honoraria, and loans in compliance with applicable government codes.

The General Manager shall develop comprehensive rules in furtherance of this policy.

Policy is current and no changes need to be adopted by the Board of Directors. Status Quo Chronology:	
Date Adopted:	
September 20, 2011	
Reviewed by Committee or Board:	Date:
Board	June 16, 2015
Board	March 5, 2019

RESOLUTION NO. 51-11

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A REVISED ACCEPTANCE OF GIFTS POLICY AND RESCINDING RESOLUTION NO. 59-07

WHEREAS, the Acceptance of Gifts policy is scheduled for review in calendar year 2011 in accordance with the District's Strategic Plan Initiative 5.3.2 to evaluate and update 25% of Board policies annually; and

WHEREAS, by Resolution No. 59-07, the Board approved a District Acceptance of Gifts policy and now desires to exercise its authority and revise the policy to make minor, non-substantive language changes; and

WHEREAS, the Acceptance of Gifts policy prohibits acceptance of gifts in excess of established limits in instances where the Fair Political Practices Commission procedures do not apply; and

WHEREAS, the attached revised policy titled "Acceptance of Gifts" is a good business practice and declares Dublin San Ramon Services District's commitment to ensuring the fair and equitable distribution of services and the avoidance of real or apparent favoritism; and

WHEREAS, the attached revised policy further applies to the acceptance of gifts from any individual, organization, or vendor doing business with the District.

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

(1) That the attached policy titled Acceptance of Gifts, set forth in Exhibit "A," attached hereto and incorporated herein by reference, is approved and adopted, and Resolution No. 59-07 is hereby rescinded and attached as Exhibit "B," and the General Manager is hereby authorized and directed to administer and implement said policies as set forth.

(2) That the policy approved and adopted by this Resolution shall be periodically reviewed by the Board of Directors, on a schedule to be determined by the General Manager, to ensure consistency with applicable laws and regulations and to ensure the efficient administration of the District's personnel system.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 20th day of September 2011, and passed by the following vote:

AYES: 5 - Directors Daniel J. Scannell, Dawn L. Benson, Georgean M. Vonheeder-Leopold, Richard M. Halket, D. L. (Pat) Howard

NOES: 0

ABSENT: 0



D. L. (Pat) Howard, President

ATTEST: Nancy G. Hatfield
Nancy G. Hatfield, District Secretary



TITLE: Rescind the Workplace Violence Policy and Resolution No. 76-07

RECOMMENDATION:

Staff recommends the Board of Directors rescind, by Resolution, the Workplace Violence policy (P700-19-6) and Resolution No. 76-07.

DISCUSSION:

District policies are generally reviewed on a rotating four-year cycle to ensure that they remain current. The Workplace Violence policy (Policy) was established in 2007 to state the Board’s commitment to providing a safe work environment that is free of violence and the threat of violence. The Policy was last reviewed in 2020. Staff recommends that the Policy be rescinded because the Policy is redundant to the District Environmental, Health, and Safety Programs policy, which addresses the District’s responsibility and requirement to comply with California Occupational Safety and Health Administration (Cal/OSHA) regulations, including implementation of a Workplace Violence Prevention Plan.

Under the Cal/OSHA General Duty Clause, found in California Labor Code Section 6400, the District is required to provide a safe and healthful workplace for employees. In accordance with Cal/OSHA regulations, the District is required to have an Injury and Illness Prevention Plan (IIPP) that identifies workplace hazards and establishes procedures for addressing them. The District’s IIPP is an environmental, health, and safety program covered by the District Environmental, Health, and Safety Programs policy.

In September 2023, California Senate Bill 553 (SB 553), as enacted, amended the California Labor Code section 6401.7 and added Labor Code section 6401.9 regarding workplace violence prevention. The amended and added labor code sections required that, by July 1, 2024, employers with 10 or more employees adopt and implement a Workplace Violence Prevention Plan (“WVPP”) and provide corresponding training for their employees. The District’s written WVPP, while maintained as a stand-alone document, is a component of the District’s IIPP, and covered by the District Environmental, Health, and Safety Programs policy. The District’s WVPP was approved by the General Manager in February 2024 and includes the following policy level statement: “The District promotes the concept of mutual respect for all persons and is committed to providing and maintaining a safe and secure environment free from all forms of disruptive behavior.”

As a workplace violence prevention policy statement is included in the WVPP, and covered by the District Environmental, Health, and Safety Programs policy, staff recommends that the Board rescind the Workplace Violence policy since it is duplicative and no longer necessary.

Originating Department: Office of the General Manager	Contact: S. Koehler/M. Gallardo	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		
		14 of 33

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT RESCINDING THE WORKPLACE VIOLENCE POLICY AND RESOLUTION NO. 76-07

WHEREAS, by Resolution No. 76-07, the Board approved the Workplace Violence policy on December 18, 2007; and

WHEREAS, under California Labor Code Section 6400, the District is required to provide a safe and healthful workplace for employees; and

WHEREAS, under California Labor Code Section 6400, the District has an Injury and Illness Prevention Plan, which is an environmental, health and safety program under the District Environmental, Health, and Safety Programs policy; and

WHEREAS, the District's Workplace Violence Prevention Plan is a component of the Injury and Illness Prevention Plan; and

WHEREAS, as part of the Injury and Illness Prevention Plan, workplace violence prevention is covered by the District Environmental, Health, and Safety Programs policy; and

WHEREAS, staff has reviewed the Workplace Violence policy and recommends rescinding the policy because it is duplicative to existing District policy and is no longer necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the Workplace Violence policy, attached as Exhibit "A," and Resolution No. 76-07, attached as Exhibit "B," are hereby rescinded.

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 1st day of October, 2024, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary



Policy

Policy No.: P700-19-6	Type of Policy: Personnel
Policy Title: Workplace Violence	
Policy Description: Provide a safe work environment for all employees; regular, part-time, limited-term, intern, temporary, and contract, and elected officials.	
Approval Date: 12/18/2007	Last Review Date: 2019
Approval Resolution No.: 76-07	Next Review Date: 2023
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:

The District is committed to providing a safe work environment that is free of violence and the threat of violence. The District’s Workplace Violence policy applies to all regular, part-time, limited-term, temporary and contract employees, interns and elected officials.

The General Manager shall develop comprehensive rules in furtherance of this policy.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
December 18, 2007	
Reviewed by Committee or Board:	Date:
Personnel	Sept 8, 2011
Board	June 16, 2015
Board	March 5, 2019

RESOLUTION NO. 76-07

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AND ADOPTING WORKPLACE VIOLENCE POLICY

WHEREAS, the Dublin San Ramon Services District Board of Directors has previously adopted District Personnel Policies establishing broad guidelines, statements of principles, values and intent to provide a basis for consistent decision making, resource allocation, and to assist in the making of present and future decisions related to maintaining a safe, efficient and effective workforce; and

WHEREAS, the District has updated, revised and reorganized the District Personnel Policies to best implement current best businesses practices and standards and ensure consistency with all current federal, state and local requirements; and

WHEREAS, the District Personnel Policies have not been comprehensively reviewed or revised for a period of ten years and the Board wishes to ensure that the District Personnel Policies are periodically reviewed and modified as appropriate to reflect changes in law and to improve administration; and

WHEREAS, the attached policy entitled Workplace Violence, declares the District's commitment to providing a safe work environment that is free of violence and the threat of violence for all regular, part-time, limited-term, interns, temporary, and contract employee, and elected officials; and

WHEREAS, the attached policy represents a best business practice and is required by state law.

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

Contra Costa, California, as follows:

(1) That the attached policy entitled Workplace Violence, set forth in Exhibit "A" attached hereto and incorporated herein by reference is approved and adopted, and the General Manager is hereby authorized and directed to administer and implement said policies as set forth.

(2) That the Policy approved and adopted by this resolution shall be periodically reviewed by the Board of Directors, on a schedule to be determined by the General Manager, to ensure consistency with applicable laws and regulations and to ensure the efficient administration of the District's personnel system.

ADOPTED by the Board of Directors of the Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 18th day of December 2007, and passed by the following vote:

AYES: 5 - Directors Jeffrey G. Hansen, D.L. (Pat) Howard, Thomas W. Ford, Daniel J. Scannell, Richard M. Halket

NOES: 0

ABSENT: 0



Richard M. Halket, President

ATTEST: 
Nancy G. Hatfield, District Secretary



TITLE: Adopt Revised Prohibition Against Harassment, Discrimination and Retaliation Policy and Rescind Resolution No. 21-20

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the revised Prohibition Against Harassment, Discrimination and Retaliation policy and rescind Resolution No. 21-20.

DISCUSSION:

District policies are generally reviewed on a rotating four-year cycle to ensure that they remain current. The Board initially adopted a policy regarding prohibition of harassment and discrimination in the workplace in December 1989, and the Prohibition Against Harassment, Discrimination and Retaliation policy (P700-20-1) (Policy) was last revised in March 2020. The Policy is the Board’s statement of its commitment to provide a work environment free of harassment, discrimination and retaliation.

The Policy was recently reviewed by legal counsel and staff and is being recommended for revisions to regroup and align the protected characteristics listed in the Policy with those as defined by the California Civil Rights Department (formerly Department of Fair Employment and Housing). The proposed edits to the Policy are shown in Attachment 1.

If adopted by the Board, the next review of the Prohibition Against Harassment, Discrimination and Retaliation policy will be scheduled for 2028.

Originating Department: Office of the General Manager	Contact: S. Koehler/M. Gallardo	Legal Review: Yes
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Marked-up Prohibition Against Harassment, Discrimination and Retaliation policy	



Policy No.: P-700-20-1	Type of Policy: Personnel
Policy Title: Prohibition Against Harassment, Discrimination and Retaliation	
Policy Description: Provide a work environment for all employees free of harassment, discrimination and retaliation.	
Approval Date: 3/3/2020 <u>10/1/2024</u>	Last Review Date: 2020 <u>2024</u>
Approval Resolution No.: 21-20	Next Review Date: 2024 <u>2028</u>
Rescinded Resolution No.: 53-1521-20	Rescinded Resolution Date: 6/16/2015 <u>3/3/2020</u>

The purpose of this policy of the Board of Directors of the Dublin San Ramon Services District is to provide a work environment for all employees free of harassment, discrimination and retaliation.

Dublin San Ramon Services District is committed to providing a work environment free of harassment, discrimination and retaliation. District policy prohibits harassment or discrimination against an applicant, employee, intern, contractor, volunteer, or elected or appointed official on the basis of the individual's perceived or actual race, color, national origin, ancestry, citizenship status, religion or creed, age (40 and over) ~~color,~~ sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), gender identity, gender expression, national origin, citizenship status, ancestry, genetic information, disability, medical condition ~~(as defined by state law — cancer or genetic characteristics), genetic characteristic,~~ marital status, ~~age,~~ sexual orientation (including heterosexuality, homosexuality, and bisexuality), ~~gender identity, gender expression,~~ military service, ~~pregnancy, childbirth and related medical conditions,~~ or any other basis protected by federal, state or local laws, or ordinances or regulations. District policy also prohibits retaliation against any individual who makes a good faith report of a potential violation of the District’s policy against harassment or discrimination, who opposes practices prohibited by the District’s policy against harassment or discrimination, or who participates in the investigation of any complaint alleging harassment discrimination or retaliation.

All such harassment, discrimination and/or retaliation is contrary to District policy.

The District will take remedial action reasonably calculated to end any harassing, discriminatory or retaliatory conduct. Any employee, intern, contractor, volunteer, or member of the public, or elected or appointed official determined by the District to be responsible for engaging in harassment, discrimination, retaliation or other such conduct contrary to District policy will be subject to appropriate remedial and/or disciplinary action, up to and including termination.

The District’s Prohibition Against Harassment, Discrimination and Retaliation policy applies to all employees, interns, contractors, volunteers, members of the public, and elected and appointed officials.

The General Manager shall develop comprehensive rules in furtherance of this policy.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE PROHIBITION AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION POLICY AND RESCINDING RESOLUTION NO. 21-20.

WHEREAS, on December 19, 1989, the Board initially adopted policies regarding prohibition against harassment, discrimination and retaliation; and

WHEREAS, by Resolution No. 21-20, the Board adopted revisions to the Prohibition Against Harassment, Discrimination and Retaliation policy on March 3, 2020; and

WHEREAS, the policy states the Board's commitment to providing a work environment free of harassment, discrimination and retaliation; and

WHEREAS, legal counsel and staff have reviewed the Prohibition Against Harassment, Discrimination and Retaliation policy and recommend revisions to align the protected characteristics listed in the policy with the legal definitions of protected characteristics.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the revised Prohibition Against Harassment, Discrimination and Retaliation policy, attached as Exhibit "A," is hereby adopted, and Resolution No. 21-20, attached as Exhibit "B," is hereby rescinded.

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 1st day of October, 2024, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary

Policy No.:	Type of Policy: Personnel
Policy Title: Prohibition Against Harassment, Discrimination and Retaliation	
Policy Description: Provide a work environment for all employees free of harassment, discrimination and retaliation.	
Approval Date: 10/1/2024	Last Review Date: 2024
Approval Resolution No.:	Next Review Date: 2028
Rescinded Resolution No.: 21-20	Rescinded Resolution Date: 3/3/2020

The purpose of this policy of the Board of Directors of the Dublin San Ramon Services District is to provide a work environment for all employees free of harassment, discrimination and retaliation.

Dublin San Ramon Services District is committed to providing a work environment free of harassment, discrimination and retaliation. District policy prohibits harassment or discrimination against an applicant, employee, intern, contractor, volunteer, or elected or appointed official on the basis of the individual's perceived or actual race, color, national origin, ancestry, citizenship status, religion or creed, age (40 and over) sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), gender identity, gender expression, genetic information, disability, medical condition, marital status, sexual orientation (including heterosexuality, homosexuality, and bisexuality), military service, or any other basis protected by federal, state or local laws, or ordinances or regulations. District policy also prohibits retaliation against any individual who makes a good faith report of a potential violation of the District's policy against harassment or discrimination, who opposes practices prohibited by the District's policy against harassment or discrimination, or who participates in the investigation of any complaint alleging harassment discrimination or retaliation.

All such harassment, discrimination and/or retaliation is contrary to District policy.

The District will take remedial action reasonably calculated to end any harassing, discriminatory or retaliatory conduct. Any employee, intern, contractor, volunteer, or member of the public, or elected or appointed official determined by the District to be responsible for engaging in harassment, discrimination, retaliation or other such conduct contrary to District policy will be subject to appropriate remedial and/or disciplinary action, up to and including termination.

The District's Prohibition Against Harassment, Discrimination and Retaliation policy applies to all employees, interns, contractors, volunteers, members of the public, and elected and appointed officials.

The General Manager shall develop comprehensive rules in furtherance of this policy.

RESOLUTION NO. 21-20

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE PROHIBITION AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION POLICY AND RESCINDING RESOLUTION NO. 53-15

WHEREAS, the Prohibition Against Harassment, Discrimination and Retaliation policy is scheduled for review in calendar year 2020 in accordance with the District's Strategic Plan initiatives to evaluate and update Board policies every four years; and

WHEREAS, by Resolution No. 53-15 the Board approved a Prohibition Against Harassment, Discrimination, and Retaliation policy; and

WHEREAS, the Board now desires to exercise its authority to update the policy to comply with enacted requirements under California state law; and

WHEREAS, the Prohibition Against Harassment, Discrimination and Retaliation policy declares that Dublin San Ramon Services District is committed to providing a work environment free of harassment, discrimination, and retaliation.

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

1. That the revised Prohibition Against Harassment, Discrimination and Retaliation policy, attached as Exhibit "A," is hereby adopted, and Resolution No. 53-15, attached as Exhibit "B," is hereby rescinded.
2. The General Manager is hereby authorized and directed to administer and implement said policy as set forth.
3. That the revised policy adopted by this Resolution shall be periodically reviewed by the Board of Directors, on a schedule to be determined by the General Manager, to ensure consistency with applicable laws and regulations and to ensure the efficient administration of the District's personnel system.

Res. No. 21-20

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 3rd day of March, 2020, and passed by the following vote:


AYES: 3 - Directors Ann Marie Johnson, Georgan M. Vonheeder-Leopold,
Edward R. Duarte

NOES: 0

ABSENT: 2 - Directors Richard M. Halket, Madelyne A. Misheloff



Edward R. Duarte, President

ATTEST: 

Nicole Genzale, District Secretary



TITLE: Adopt Revised Social Media Policy and Rescind Resolution No. 8-20

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the revised Social Media policy and rescind Resolution No. 8-20.

DISCUSSION:

District policies are generally reviewed on a rotating four-year cycle to ensure that they remain current. The Board adopted a Social Media policy (P200-20-1) (Policy) in 2012 to establish appropriate use of and consistent standards for District-maintained social media accounts. The Policy was last reviewed and revised in 2020. The Policy identifies the Public Affairs Division as the responsible entity for managing and monitoring DSRSD’s social media accounts, under the direction of the General Manager, and outlines the types of user-generated content which may be removed from the District’s social media platforms.

Staff has reviewed the Policy and recommends it be revised to include limitations on the use of social media accounts to advocate for ballot measures and to update the relevant code reference to the California Public Records Act. The proposed edits to the Policy are shown in Attachment 1.

If adopted by the Board, the next review of the Social Media policy will be scheduled for 2028.

Originating Department: Office of the General Manager	Contact: E. Steffen/M. Gallardo	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Marked-Up Social Media policy	



Policy

Policy No.: P200-20-1	Type of Policy: General
Policy Title: Social Media	
Policy Description: Establish appropriate use of and consistent standards for District-maintained social media accounts	
Approval Date: 2/4/2020 10/1/2024	Last Review Date: 2020 2024
Approval Resolution No.: 8-20	Next Review Date: 2024 2028
Rescinded Resolution No.: 27-128-20	Rescinded Resolution Date: 6/19/2012 2/4/2020

The purpose of this policy of the Board of Directors of the Dublin San Ramon Services District is to establish appropriate use of and consistent standards for District-maintained social media accounts.

1. **General**

The Dublin San Ramon Services District (DSRSD) shall use social media as an extension of its communications and outreach efforts. DSRSD has a presence on social media to do the following: disseminate time-sensitive information as quickly as possible, especially in an emergency; increase DSRSD’s ability to communicate information to and receive feedback and inquiries from members of the public; be open and transparent about the services DSRSD provides; educate customers regarding regulatory and legislative issues; promote DSRSD’s achievements, activities, and significant events; and ensure accurate information is conveyed regarding controversial and sensitive incidents and issues.

2. **Account Management**

The General Manager, through the Public Affairs Division, is responsible for managing DSRSD’s social media accounts and monitoring pages regularly to respond to questions and comments, as well as to moderate inappropriate third-party content. DSRSD may also share relevant content from other social media platforms that it believes may be of interest or useful to DSRSD’s followers.

Employees representing DSRSD through social media outlets must maintain a high level of ethical conduct and professionalism. Information they present must follow generally accepted standards for grammar and spelling, with limited jargon, be easy to understand, and encourage engagement by members of the public.

3. **Right to Restrict or Remove Content**

DSRSD’s social media platforms serve as *limited public forums*, and all content is subject to monitoring. DSRSD reserves the right to remove user-generated content that includes or promotes:

Policy No.: P200-20-1	Policy Title: Social Media
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- Off-subject or out-of-context material
- Obscene or profane language or content
- Sexual material or links to sexual material
- Personal identifying information, sensitive personal information, or confidential information
- Photographs or images of a featured minor without a verbal or written release from the minor’s parent or legal guardian
- Threats, harassment, or discrimination, particularly on the basis of race, creed, color, age, religion, gender, gender identification, marital status, veteran status, national origin, sexual orientation, and physical or mental disabilities
- Violent or illegal activities
- Information that reasonably could compromise the safety or security of individuals, the public, public systems, or DSRSD employees
- ~~Political candidates or campaigns not supported by the DSRSD Board of Directors and candidate or~~
- ~~Content related to ballot measures which may violate Government Code Section 8314 ballot measure advocacy that may violate Government Code Section 8314 regarding the use or permit to use public resources for a campaign activity, or personal or other purposes not authorized by law.~~
- Links to spam, commercial ventures, products, or other advertisements
- Copyright violation or legal ownership interest of any other party that could subject the District to liability for publishing the information

4. **Public Records Law**

Information posted on DSRSD’s social media sites is subject to the California Public Records Act (Government Code Section ~~7920.000~~6250 *et seq.*) with respect to content maintained in a social media format related to DSRSD business, including communication posted by DSRSD and communication received from members of the public, and each such communication is a public record. The District Secretary is responsible for responding completely and accurately to any public records request for social media content.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE SOCIAL MEDIA POLICY AND RESCINDING RESOLUTION NO. 8-20

WHEREAS, by Resolution No. 27-12, the Board approved a Social Media policy on June 29, 2012, to establish consistent standards for, and ensure the appropriate use of, District-maintained social media accounts; and

WHEREAS, by Resolution No. 8-20, the Board adopted revisions to the Social Media policy on February 4, 2020; and

WHEREAS, staff has reviewed the Social Media policy and recommends revisions to limit the use of social media accounts to advocate for ballot measures and to update the relevant code reference to the California Public Records Act.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the revised Social Media policy, attached as Exhibit "A," is hereby adopted, and Resolution No. 8-20, attached as Exhibit "B," is hereby rescinded.

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 1st day of October, 2024, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary



Policy

Policy No.:	Type of Policy: General
Policy Title: Social Media	
Policy Description: Establish appropriate use of and consistent standards for District-maintained social media accounts	
Approval Date: 10/1/2024	Last Review Date: 2024
Approval Resolution No.:	Next Review Date: 2028
Rescinded Resolution No.: 8-20	Rescinded Resolution Date: 2/4/2020

The purpose of this policy of the Board of Directors of the Dublin San Ramon Services District is to establish appropriate use of and consistent standards for District-maintained social media accounts.

1. General

The Dublin San Ramon Services District (DSRSD) shall use social media as an extension of its communications and outreach efforts. DSRSD has a presence on social media to do the following: disseminate time-sensitive information as quickly as possible, especially in an emergency; increase DSRSD’s ability to communicate information to and receive feedback and inquiries from members of the public; be open and transparent about the services DSRSD provides; educate customers regarding regulatory and legislative issues; promote DSRSD’s achievements, activities, and significant events; and ensure accurate information is conveyed regarding controversial and sensitive incidents and issues.

2. Account Management

The General Manager, through the Public Affairs Division, is responsible for managing DSRSD’s social media accounts and monitoring pages regularly to respond to questions and comments, as well as to moderate inappropriate third-party content. DSRSD may also share relevant content from other social media platforms that it believes may be of interest or useful to DSRSD’s followers.

Employees representing DSRSD through social media outlets must maintain a high level of ethical conduct and professionalism. Information they present must follow generally accepted standards for grammar and spelling, with limited jargon, be easy to understand, and encourage engagement by members of the public.

3. Right to Restrict or Remove Content

DSRSD’s social media platforms serve as *limited public forums*, and all content is subject to monitoring. DSRSD reserves the right to remove user-generated content that includes or promotes:

Policy No.:	Policy Title: Social Media
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- Off-subject or out-of-context material
- Obscene or profane language or content
- Sexual material or links to sexual material
- Personal identifying information, sensitive personal information, or confidential information
- Photographs or images of a featured minor without a verbal or written release from the minor’s parent or legal guardian
- Threats, harassment, or discrimination, particularly on the basis of race, creed, color, age, religion, gender, gender identification, marital status, veteran status, national origin, sexual orientation, and physical or mental disabilities
- Violent or illegal activities
- Information that reasonably could compromise the safety or security of individuals, the public, public systems, or DSRSD employees
- Political candidates or campaigns
- Content related to ballot measures which may violate Government Code Section 8314
- Links to spam, commercial ventures, products, or other advertisements
- Copyright violation or legal ownership interest of any other party that could subject the District to liability for publishing the information

4. **Public Records Law**

Information posted on DSRSD’s social media sites is subject to the California Public Records Act (Government Code Section 7920.000 *et seq.*) with respect to content maintained in a social media format related to DSRSD business, including communication posted by DSRSD and communication received from members of the public, and each such communication is a public record. The District Secretary is responsible for responding completely and accurately to any public records request for social media content.

RESOLUTION NO. 8-20

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE SOCIAL MEDIA POLICY AND RESCINDING RESOLUTION NO. 27-12

WHEREAS, on June 19, 2012, by Resolution No. 27-12, the Board adopted a new Social Media policy because social networking holds great promise as a tool for the District to have a conversation with its customers regarding issues and services and to achieve the mission and goals of the District; and

WHEREAS, the revised policy better establishes consistent standards for and ensures the appropriate use of social media sponsored by the District; and

WHEREAS, this policy applies to all District sponsored social media sites and platforms; and

WHEREAS, this policy is not intended to regulate the personal activities of District employees nor contractors with respect to the use of social media.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the revised Social Media policy, attached as Exhibit "A," is hereby adopted; and Resolution No. 27-12, attached as Exhibit "B," is hereby rescinded.

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 4th day of February, 2020, and passed by the following vote:

AYES: 4 - Directors Richard M. Halket, Georgean M. Vonheeder-Leopold, Madelyne A. Misheloff, Edward R. Duarte

NOES: 0

ABSENT: 1 - Director Ann Marie Johnson



Edward R. Duarte, President

ATTEST: 

Nicole Genzale, District Secretary



TITLE: Receive Update on the Enterprise Resource Planning (ERP) System Conversion to Tyler Munis

RECOMMENDATION:

Staff recommends the Board of Directors receive an update on the Enterprise Resource Planning (ERP) System Conversion to Tyler Munis.

DISCUSSION:

An Enterprise Resource Planning (ERP) system manages and integrates an agency’s financial, human resources, utility billing, payroll, procurement, and reporting functions. The District’s previous ERP system, Eden, was acquired by Tyler Technologies in 2003, and was implemented by the District in 2004. The 2017 Information Technology Services Master Plan recommended an ERP system conversion due to the age of the system and lack of vendor support. On October 6, 2020, the Board authorized an agreement with Tyler Technologies, Inc. for the ERP System Conversion Project (CIP 20-A002) to replace the District’s Eden ERP system with a Tyler Munis ERP system. The ERP System Conversion Project was scheduled to be implemented in stages with substantial completion by June 30, 2023. However, due to workload and staffing challenges, implementation has taken longer than originally planned.

On May 13, 2024, the General Manager approved the creation of the ERP Implementation Phase 2 Project (CIP 24-052) to provide additional funding and resources needed to complete the ERP Conversion System Project from Eden to Tyler Munis. Over the last six months, staff has made substantial progress in improving the functionality of the Tyler Munis system. Table 1 summarizes the current status of the conversion to Tyler Munis.

On October 1, 2024, staff will provide a presentation on the status of the ERP System Conversion to Tyler Munis, including implementation progress, proposed functionality improvements, and future activities.

Originating Department: Administrative Services	Contact: J. Penafior/M. Gallardo	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)		

Table 1. Status of DSRSD ERP System Conversion to Tyler Munis

Migration Modules	Conversion Date	Status	Future Activities
Financial/Accounting Project accounting, accounts receivable, general ledger/accounts payable, budget preparation	July 2022	Continuing efforts to improve functionality and reporting	<ul style="list-style-type: none"> • Automate calculation of overhead rates on staff labor charged to JPAs and capital projects • Add contract accounting module • Automate generation of certain financial reports • Staff training
Fixed Assets	July 2022	Fully functional as of as of May 2024	
Permitting Online customer permitting service and payments	July 2022	Fully functional	
Human Resources Position control, recruitment, performance system	July 2023	Fully functional	<ul style="list-style-type: none"> • Evaluate upgrading Employee Self Service to provide better security for employee data
Payroll	July 2023	Fully functional	<ul style="list-style-type: none"> • Upgrade electronic timesheets
Utility Billing	August 2024 (first billing September 2024)	Phase 1 migration of billing operations to Tyler Munis has been implemented	<ul style="list-style-type: none"> • Phase 2 customer portal to view and make electronic payments scheduled to be implemented in January 2025 • Evaluate upgrading AquaHawk, the District's customer portal for monitoring water consumption