

NOTICE OF REGULAR MEETING OF BOARD OF DIRECTORS

DATE: Wednesday, May 21, 2025

TIME: 6:00 p.m. Closed Session
7:00 p.m. Open Session (time approximate)

LOCATION: Zone 7 Administration Building
100 North Canyons Parkway, Livermore

VIDEO/TELECONFERENCE:
<https://us02web.zoom.us/j/85056994390>
(669) 444-9171, Meeting ID: 850 5699 4390

LIVE STREAMING: Comcast Channel 29
AT&T U-Verse Channel 99 (Livermore)
Streaming Live at tv29live.org

Any member of the public wishing to address the Board on an item under discussion may do so upon receiving recognition from the President. If the public wishes to provide comment before the meeting, please email publiccomment@zone7water.com by 3:00 p.m. on Tuesday, May 20th.

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available at the Zone 7 Administrative Building lot. If you are a person with a disability and you need disability-related modifications or accommodations to participate in this meeting, please contact the Executive Assistant, Donna Fabian, at (925) 454-5000. Notification 48 hours prior to the meeting will enable Zone 7 to make reasonable arrangements to ensure accessibility to this meeting. {28 CFR 35.102-35, 104 ADA Title II}.

AGENDA

1. Call Zone 7 Water Agency Meeting to Order
2. Closed Session
 - a. Conference with Legal Counsel - Real Property Negotiation (Government Code § 54956.8). Property: Alameda County APN 946-1350-4. Agency Negotiators: Valerie Pryor and Rebecca Smith. Negotiating Parties: Zone 7 Water Agency and Old Devil, LLC. Under Negotiation: Price and terms of payment
 - b. Conference with Labor Negotiators pursuant to Government Code § 54954.5: Agency Negotiators: Valerie Pryor/Osborn Solitei/Shelisa Jackson. Employee Organizations: Alameda County Management Employees Association; Alameda County Building and Construction Trades Council, Local 342, AFL-CIO; International Federation of Professional and Technical Engineers, Local 21, AFL-CIO; Local 1021 of the Service Employees International Union, CTW; Unrepresented Management
 - c. Conference with Legal Counsel – Existing litigation pursuant to Gov’t Code § 54956.9(d) (1): (1) State Water Contractors v. California Department of Fish & Wildlife (JCCP Case No. 5117), (2) Stark v. Alameda County Flood Control and Water Conservation District, Zone 7 (Alameda County Superior Court Case No. 22-CV-5837), (3) Bautista v. Alameda County Flood Control and Water Conservation District, Zone 7 (Alameda County Superior Court Case No. 22-CV-10679); (4) Alameda County Flood Control & Water Conservation District, Zone 7 v. City of Pleasanton (Alameda County Superior Court Case No. 24-CV-61595); (5) In re: Aqueous Film-Forming Foams Products Liability Litigation (S.D. South Carolina, MDL No. 2: 18-mn-2873-RMG); (6) Munsell v. County of Alameda Civil Service Commission et al (Alameda County Superior Court, Case No. 24-CV-77110). (7) (Paragraph (1) of subdivision (d) of § 54956.9) Tulare Lake Basin Water Storage District v. California Department of Water Resources, Sacramento County Superior Court Case No. 24WM000006 and related cases.
 - d. Conference with Legal Counsel (Anticipated Litigation) – Initiation of litigation pursuant to § 54956.9(c) (one case)
3. Open Session and Report Out of Closed Session
4. Pledge of Allegiance
5. Roll Call of Directors

6. Public Comment on Non-Agenda Items

The Public Comment section provides an opportunity to address the Board of Directors on items that are not listed on the agenda, or informational items pertinent to the agency's business. The Board welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the agency or are within the jurisdiction of the agency. The Board will not be able to act on matters brought to its attention under this item until a future board meeting.

7. Minutes

- a. Regular Board Meeting Minutes of April 16, 2025

8. Consent Calendar

- a. Award a Contract for Mobile Fleet Washing and Detailing Services
- b. Award a Contract for Calibration of Ozone Monitors and Analyzers at Del Valle Water Treatment Plant
- c. Award a Contract for As-Needed Compressor Preventive Maintenance and Repair Services
- d. Amend Contract with Cintas Corporation No. 2
- e. Amend a Contract for Property Management Services for Zone 7 Office Building at North Canyons Parkway
- f. Award a Contract for Electrical Motors, Parts, and As-Needed Repair Services
- g. Adopt Revised Records Retention Schedule
- h. Authorize Execution of the Bay Area Integrated Regional Water Management (IRWM) Program Proposition 1 Round 2 IRWM Local Project Sponsor Agreement
- i. Authorize a Water Transfer Sale to the Westside Water Districts
- j. Amend the Contract for Laboratory Instrument Services
- k. Resolution of Support for Director Palmer to Serve on the ACWA Region 5 Board
- l. Award a Contract for Outreach Support and Schools' Program Administration

Recommended Action: Adopt Resolutions

9. Water Conservation Art Contest Finalists

Recommended Action: Information Only

10. Flood Management Plan – Systemwide Evaluation Results

Recommended Action: Presentation Only

11. Consider Adopting an Ordinance to Increase Zone 7 Board of Directors Compensation

Recommended Action: Vote on Draft Ordinance

12. Committees

- a. Finance Committee Meeting Notes of April 9, 2025
- b. Water Resources Committee Meeting Notes of May 1, 2025

13. Reports – Directors
 - a. Verbal Comments by President
 - b. Written Reports
 - c. Verbal Reports
14. Items for Future Agenda – Directors
15. Staff Reports
 - a. General Manager’s Report
 - b. April Outreach Activities
 - c. Monthly Water Inventory and Water Budget Update
 - d. Legislative Update
 - e. Capital Projects Status Report
16. Adjournment
17. Upcoming Board Schedule: (All meeting locations are in the Boardroom at 100 N. Canyons Pkwy., Livermore, unless otherwise noted.)
 - a. Finance Committee Meeting: May 28, 2025, 3:00 p.m.
 - b. Regular Board Meeting: June 18, 2025, 7:00 p.m.

MINUTES OF THE BOARD OF DIRECTORS
ZONE 7

ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

REGULAR MEETING

April 16, 2025

Directors Present: Dawn Benson
Catherine Brown
Sandy Figuers
Dennis Gambs
Laurene Green
Kathy Narum
Sarah Palmer

Staff Present: Valerie Pryor, General Manager
Chris Hentz, Assistant General Manager – Engineering
Osborn Solitei, Treasurer/Assistant General Manager – Finance
Brandon Woods, Acting Principal Engineer
Sal Segura, Associate Civil Engineer
James Carney, Senior Planner
Donna Fabian, Executive Assistant

General Counsel: Rebecca Smith, Downey Brand

Item 1 – Call Zone 7 Water Agency Meeting to Order

The Zone 7 Water Agency meeting was called to order by President Gambs at 7:02 p.m.

Item 2 – Closed Session

The Board entered Closed Session at 5:31 p.m., Director Palmer arrived at 5:33 p.m., Director Figuers arrived at 5:39 p.m., and the Board adjourned at 6:44 p.m.

Item 3 – Open Session and Report Out of Closed Session

President Gambs stated that the Board met in Closed Session and will report out under Item 13.

Item 4 – Pledge of Allegiance

Director Benson led the Pledge of Allegiance.

Item 5 – Roll Call of Directors

All Directors were present.

Item 6 – Public Comment

There was no public comment.

Item 7 – Minutes

Director Benson moved to approve the minutes from the regular Board meeting on March 19, 2025, seconded by Director Narum. The motion was approved by a voice vote of 7-0.

Item 8 – Consent Calendar

Director Narum expressed her support for the selection of the new auditor. President Gambs commented that he was glad to hear that, as he had hoped to receive input from the Finance Committee. He suggested that in the future, when selecting an auditor, staff should share the evaluation criteria with the Finance Committee to gather feedback before the selection committee proceeds. He noted that since the auditor reports to the Board, involving them early in the process would be appropriate.

Director Palmer moved to approve Items 8a through 8e, seconded by Director Green. The motion was approved by a roll call vote of 7-0.

Item 9 – 2025 Annual Review of the Sustainable Water Supply Report

Sal Segura, Associate Civil Engineer, presented the 2025 Annual Review of the Sustainable Water Supply Report, as required annually under Zone 7's Reliability Policy since 2012. His presentation covered weather conditions, storage levels, and projected supply and delivery. Highlights included a below-average local rainfall year, with Zone 7 expecting at least a 40% allocation from the State Water Project and approximately 5,000 acre-feet from Lake Del Valle. Zone 7 plans to supply about 6,000 acre-feet from groundwater and will suspend recharge to the main basin due to its current full state. Staff are also evaluating opportunities to bank water through Kern County storage and recovery programs.

Mr. Segura explained that while the statewide hydrologic outlook was considered average, snowpack on April 1st measured at 96% of average, and the Northern Sierra's 8-Station Index indicated 118% of average precipitation. Additional rainfall in early April brought totals to slightly above the 30-year average. In contrast, Livermore's local precipitation was at 79% of its April 1st average, totaling nearly 10 inches for the water year to date.

He reported that Zone 7's groundwater basin is currently at 100% capacity, with some overflow occurring into Arroyo de la Laguna in Pleasanton at a rate of 125 acre-feet per month. As a result, staff are looking into strategies to manage the basin's full condition. Regarding Kern County storage and recovery operations, Mr. Segura showed that Zone 7 had withdrawn approximately 30,000 acre-feet during the 2020–2022 drought but has since begun replenishing those reserves. Total end-of-year storage, including all sources, has increased by

an average of 2,000 acre-feet annually over the past five years, with the local groundwater basin representing the largest portion.

In terms of water supply and delivery, Mr. Segura noted that the 2025 water supply portfolio consists primarily of State Water Project Table A and carryover water (67%), with the rest coming from the groundwater basin, Lake Del Valle, and a minor water transfer. This year's available supply totals approximately 61,600 acre-feet, compared to a projected demand of 40,500 acre-feet. Zone 7 intends to carry over 15,000 acre-feet in State Water Project supplies and 5,000 acre-feet in Lake Del Valle for 2026. For 2026, with an assumed 10% State Water Project allocation in a critically dry year, the agency expects to supply 54,200 acre-feet against an estimated demand of 43,000 acre-feet.

The five-year outlook indicates that Zone 7 will be able to meet 100% of projected demands, though years two and three may require conservation measures depending on hydrologic conditions. Mr. Segura reiterated that projections account for Pleasanton's 3,500 acre-foot groundwater pumping quota and are adjusted annually to reflect evolving conditions.

Director Narum asked if the treated water demand numbers were based on information from retailers. Mr. Segura confirmed that 2025 and 2026 estimates had been prorated by 10%, and years 2027–2029 were based directly on retailer requests. When Director Narum expressed surprise at the over 10% increase in demand despite limited development, Mr. Segura clarified that the figures were based on conservative planning assumptions and anticipated full deliveries beyond 2026, barring critically dry conditions.

President Gambs questioned the assumptions in the supply projections and asked whether a probability model might eventually be used. Mr. Segura noted that while staff have aimed to be as pessimistic as possible in modeling, Zone 7 remains solvent across modeled scenarios. President Gambs added that, while year-to-year predictions are difficult, the five-year perspective helps smooth variability and provides time to recover. He also remarked on the rarity of the groundwater basin being completely full, which adds to the district's resilience.

Director Benson expressed appreciation for staff's effective management and oversight of the water supply. President Gambs concluded the item by noting that the full groundwater basin is a critical asset, although its current state limits the ability to store more water, necessitating alternative strategies.

Item 10 – Award of Construction Phase Contract for North Canyons Electric Vehicle Chargers

James Carney, Senior Planner, presented the proposal to award a construction contract for installing electric vehicle (EV) chargers at the North Canyons facility. He began by explaining how the project aligns with the District's 2025–2029 Strategic Plan (Goal F, Initiative 15) and supports the energy policy adopted by the Board last year. He reviewed state regulatory requirements that are driving fleet electrification, particularly the California Air Resources Board's Advanced Clean Fleets regulation, which mandates that beginning in 2027, all medium- and heavy-duty vehicle purchases must be zero-emission. Mr. Carney explained that currently, 50% of such purchases must be zero emission, and the agency has flexibility on when to replace vehicles. He also described the Advanced Clean Cars II regulation, which mandates that all light-duty vehicles sold in California be zero-emission by 2035.

Mr. Carney outlined why North Canyons was selected for the initial installation: it's less complex than Del Valle and primarily houses light-duty, standard vehicles, making replacement easier and more cost-effective. The site will also support public and employee use of EV chargers. Design work began in September 2023 and concluded in July 2024, with construction bids solicited in February 2025 and opened in March. Aztec Consultants was identified as the lowest responsive and responsible bidder at \$479,000, with a recommended contract not to exceed \$526,900 including contingency.

He then detailed the planned charger layout: five dual-connector chargers in the secured fleet lot and four dual-port chargers in the public/employee parking area, plus two ADA-compliant single-connector chargers. All chargers will be Level 2, suitable for overnight fleet charging and short-term public use. Infrastructure improvements include conduit trenching, installation of a panel board and step-down transformer, and ADA upgrades including new stalls and striping.

During board discussion, Director Palmer asked when compliance is required. Mr. Carney clarified that while the 2030s are the general statewide goal, purchase requirements for zero-emission vehicles start in 2027. Director Palmer also confirmed that the current 50% rule is already in effect and that 100% compliance starts in 2027. Director Narum inquired about grant funding. Mr. Carney explained that the project didn't qualify for certain California Energy Commission grants due to vehicle type and timing requirements, though he continues to explore funding opportunities. Director Narum also asked if 10 chargers in the secured lot are sufficient for the 16 vehicles stationed there. Mr. Carney affirmed that with overnight charging and flexible connector access, this setup should be adequate in the short to medium term. Director Palmer inquired about plans for Del Valle and Patterson Pass. Mr. Carney confirmed that fleet electrification at those sites is included in the CIP and expected to be necessary within 10 years.

President Gambs commented that while power cost at the site may not have been a primary factor, it should be considered for future installations. He also noted that the project supports staff commuting by EV, adding that while users will pay for power, it's a valuable benefit.

Director Narum made a motion to approve the contract, and Director Palmer seconded the motion. The motion was approved by a roll call vote of 7-0.

Item 11 – Award a Contract for Owner's Representative Services and Amend Contract for Public Relations Services for the Mocho PFAS Treatment Plant and Electrical Improvements Project

Brandon Woods, Acting Principal Engineer, presented an overview of the Mocho PFAS Treatment Plant and Electrical Improvements Project, emphasizing its alignment with Zone 7's Strategic Plan Initiatives 6 and 10, and Goal G. The Mocho Wellfield, located near Stoneridge Drive and Santa Rita Road in Pleasanton, consists of three wells, Mochos 2, 3, and 4, which together can produce up to 16 million gallons per day (MGD), representing about 40% of Zone 7's groundwater capacity. However, due to elevated PFAS levels, especially PFOS, which continues to trend upward, output is currently limited to about 5 MGD, all of which must be treated through the Mocho Groundwater Demineralization Plant (MGDP). A site near Well 3

was identified as the most feasible location for a treatment facility through prior studies. Though Zone 7 does not own the site, it holds easements. The land is owned by the City of Pleasanton and Dublin San Ramon Services District.

The project's main goal is to remove PFAS from the water supply to restore wellfield capacity and ensure reliable drinking water. Proposed improvements include installing PFAS treatment vessels similar to those used at Stoneridge and Chain of Lakes, piping upgrades between Mocho 3 and MGD, a new pump station, and significant electrical and instrumentation enhancements. The estimated cost ranges from \$35 to \$51 million, with \$35.5 million currently budgeted in the five-year Capital Improvement Plan. An additional \$1.2 million in grant funding from DWR has been conditionally approved for the electrical portion, and federal funding options are being pursued. While preliminary renderings exist, visual screening and detailed designs will be developed as the project progresses.

To streamline delivery and manage risk, the project will utilize the progressive design-build (PDB) method—enabled by recent legislation (SB 991, signed in 2023). This allows a designer-contractor team to be selected based on qualifications rather than low bid, enabling greater innovation, faster equipment procurement, and an accelerated construction timeline, potentially shortening the project by a year. It also offers cost certainty through a guaranteed maximum price (GMP) with open-book pricing. Mr. Woods explained that the first of several Board actions would be awarding a contract to an Owner's Representative (OR) to assist with drafting the RFP for the design-build team, support the contractor selection process, negotiate the PDB contract, assist with CEQA and public outreach, and provide technical oversight and cost reviews throughout the project.

Additional efforts underway include environmental review through an Initial Study to inform the CEQA document, development of a public outreach plan including community meetings, and coordination with the City of Pleasanton and DSRSD for additional easements. Staff recommended authorizing the General Manager to execute a professional services agreement with Carollo Engineers for OR services in an amount not to exceed \$657,000 (including a 10% contingency) and to amend a contract with Axiom of Purpose for public outreach services, not to exceed \$105,000, for a total combined amount of \$868,500.

Director Benson asked what kind of community outreach is anticipated. Mr. Woods responded that public meetings will begin during the CEQA process, with further outreach planned closer to construction, noting the site is at a major intersection and near a residential neighborhood. Director Green expressed strong support for the approach, particularly the accelerated schedule and early procurement of critical equipment, and asked if the PDB process was a new option. Mr. Woods confirmed it became available through SB 991 in early 2023. Director Figuers raised concern that PFAS impacts could conflict with Item 9 (Sustainable Water Supply), suggesting a scenario analysis if the Mocho Wellfield were shut down for an extended period. Ms. Pryor responded that Zone 7 managed through the shutdown of the Chain of Lakes wells in the past and has diverse water supply options in place.

A motion was made by Director Palmer to approve the resolutions, seconded by Director Green. The motion passed by a roll call vote of 7-0.

Item 12 – Declaration of May as Water Awareness Month

Valerie Pryor, General Manager, stated that May is recognized as Water Awareness Month in California. During this time, water agencies conduct public outreach and educational activities to raise awareness about the importance of water conservation and efficiency. Zone 7 traditionally supports this effort through a Board resolution and participation in community events, including coordination with local retailers.

This year's activities include public tours of the Patterson Pass Water Treatment Plant on May 3rd, hosted by Zone 7, and wastewater treatment plant tours hosted by Dublin San Ramon Services District on May 4th. Zone 7 is also participating in the Bringing Back the Natives Garden Tour and other events detailed in the report.

Director Palmer moved to approve the resolution, with a second by Director Benson. The motion was approved by a roll call vote of 7-0.

Item 13 – Approve an Amendment to the Employment Agreement – General Manager for Compensation and Salary Increase

President Gambs reported that the Closed Session resulted in a recommendation to amend the General Manager's employment agreement to reflect a compensation and salary adjustment.

Director Palmer moved to approve the resolution, which includes a one-time 5% payment in recognition of outstanding performance during the 2024 annual review process, and a 7% increase to the General Manager's base salary, effective April 27, 2025.

Director Narum seconded the motion and commended the General Manager for extraordinary performance, particularly in successfully facilitating the dissolution of the Los Vaqueros JPA.

Directors Palmer, Green, Benson, Figuers, and President Gambs each expressed their appreciation for the General Manager's leadership, citing accomplishments such as statewide and national recognition, exemplary representation of Zone 7, success with PFAS treatment projects, water supply reliability efforts, financial acumen, strong staff development, and a collaborative, relationship-based leadership style.

Director Palmer moved to approve the salary increase for the General Manager, with a second by Director Narum. The motion was approved by a roll call vote of 7-0.

Item 14 – Committees

There were no comments on the notes from the Finance Committee or the Legislative Committee meetings.

Item 15 – Reports - Directors

President Gambs shared that Dick Karn, former engineer-manager for the Alameda County Flood Control District, recently passed away. Before the formation of Zone 7's dedicated staff and the general manager role, board staffing came from Mr. Karn's team. Under his

leadership, the agency secured its contract for the State Water Project, and he appears in the historic photograph of the signing ceremony. Mr. Karn, a long-time Pleasanton resident, was also known for his firm, Bissell & Karn, and was a well-respected community leader. President Gambs noted that his own father attended Fremont High School in Oakland with Mr. Karn, and he considered it a personal honor to have met him. He requested that the meeting be adjourned in Mr. Karn's name.

Director Benson reported that she attended the Contra Costa County Special Districts Association meeting and plans to attend the State of the City of Dublin event the following week.

Director Palmer shared that she participated in the California Endangered Species Act streamlining workgroup. She also noted that a joint meeting of the Alameda County and Contra Costa Special Districts Associations is planned for July, and a membership meeting will be held at the Livermore Area Recreation and Park District on May 14.

President Gambs concluded by thanking staff for organizing the ribbon-cutting ceremony for the PFAS treatment system at Chain of Lakes.

Item 16 – Items for Future Agenda – Directors

No items were requested for consideration at an upcoming Board meeting.

Item 17 – Staff Reports

Valerie Pryor, General Manager, provided highlights from the staff reports. She wanted to spotlight a recent employee-led initiative where staff collaborated with CityServe in a volunteer activity involving shifts to serve lunch, set up household items, and sort supplies for clients. Ms. Pryor expressed appreciation to the staff who participated and thanked the Board for supporting employee-led initiatives, which have also included recreational and team-building activities such as ping pong tables and basketball hoops. She then called attention to the final item in the report, Item 17f, which is a status update on the Flood Management Plan Phase 1 goals and objectives. She explained that while the Board previously adopted the high-level Phase 1 plan and staff has been working on Phase 2A, there has not been much visible progress because this phase has focused on technical modeling. Consultants have been conducting an intensive update of the hydrologic and hydraulic model, and the results of this system-wide evaluation will be presented at the May Board meeting. Ms. Pryor noted that the timeline for certain goals and objectives from Phase 1 has shifted and emphasized the importance of communicating these schedule changes to the Board and the public. She reassured the Board that progress is ongoing and that the evaluation to be presented next month will serve as the foundational element for the next phase of the Flood Management Plan.

Item 14 – Adjournment

President Gambs adjourned the meeting at 8:27 p.m. in honor of Dick Karn.

ORIGINATING SECTION: Maintenance
CONTACT: John Palfin

AGENDA DATE: May 21, 2025

SUBJECT: Award a Contract Mobile Fleet Washing and Detailing Services

SUMMARY:

In order to support Zone 7 Water Agency's (Zone 7) mission to deliver safe, reliable, efficient, and sustainable water and flood protection service, Zone 7 contracts for fleet washing services.

In accordance with the Purchasing Policy, a Request for Quote (RFQ No. 2025-001) was issued via OpenGov to solicit bidders for Mobile Fleet Washing and Detailing Services for Agency owned vehicles. Kept Companies, Inc. (Kept) was found to be the lowest responsible and qualified bidder and Disinfection Services, FT & Sons LLC dba California Shine was found to be the next lowest responsible and qualified bidder

Zone 7 entered into a 3-year agreement with Kept in an amount not to exceed \$240,000, with optional two extensions for a total five-year not-to-exceed contract amount of \$410,000, consistent with Board author Resolution No. 24-93.

Kept has had numerous, recurring performance deficiencies that have not been corrected despite notices; therefore, a notice of termination was provided to Kept Companies, Inc., on April 15, 2025, pursuant to the Mobile Fleet Washing and Detailing Services Contract No. A25-66-KEP Section 8.2, effective May 15, 2025.

Staff recommends the Board award a contract to FT & Sons LLC dba California Shine for the remainder of the three-year term, which concludes on December 31, 2027, for a contract amount not-to-exceed \$280,000, with the option to extend for two additional one-year terms (January 1, 2028, through December 31, 2028, and January 1, 2029, through December 31, 2029) for a not-to exceed amount of \$470,000.

FUNDING:

Funding is available in the FY 2024-26 Two-Year Adopted Budget for Fund 100 – Water Enterprise Operations. Funding for additional years will be requested in subsequent budget requests.

RECOMMENDED ACTION: Adopt the attached Resolution.

ATTACHMENT: Resolution

ZONE 7
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS

RESOLUTION NO. 25-

INTRODUCED BY DIRECTOR
SECONDED BY DIRECTOR

Award Contract for Mobile Fleet Washing and Detailing Services

WHEREAS, Zone 7 of the Alameda County Flood Control and Water Conservation District is committed to delivering safe, reliable, efficient, and sustainable water and flood protection services; and

WHEREAS, a Request for Quote (RFQ #2025-001) was issued to qualified vendors to solicit bidders for Mobile Fleet Washing and Detailing Services and Kept Companies Inc. was found to be the lowest responsible and qualified bidder; and

WHEREAS, Zone 7 awarded a three-year contract, A25-66-KEP, with Kept Companies, Inc. from January 1, 2025, to December 31, 2027, with the option to extend two additional years; and

WHEREAS, Zone 7 has moved to terminate contract A25-66-KEP with Kept Companies, Inc. per Section 8.2 of the agreement effective May 15, 2025and

WHEREAS, per the Request for Quote (RFQ #2025-001) issued to qualified vendors to solicit bidders for Mobile Fleet Washing and Detailing Services, FT & Sons LLC dba California Shine was found to be the next lowest responsible and qualified bidder.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District does hereby authorize the General Manager to negotiate, execute and amend a Mobile Fleet Washing and Detailing Services contract with FT & Sons LLC dba California Shine for a three-year term for a contract amount not-to-exceed \$280,000; and

BE IT FURTHER RESOLVED that the General Manager be authorized to extend the Mobile Fleet Washing and Detailing Services contract with FT & Sons LLC dba California Shine, based on satisfactory performance, for up to two (2) additional one-year terms for a total not-to-exceed contract amount of \$470,000.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on May 21, 2025.

By: _____
President, Board of Directors

ORIGINATING SECTION: Maintenance
CONTACT: David Zachry

AGENDA DATE: May 21, 2025

SUBJECT: Award a Contract for Calibration of Ozone Monitors and Analyzers at Del Valle Water Treatment Plant

SUMMARY:

This action supports Zone 7's mission to deliver safe, reliable, efficient, and sustainable water services and aligns with Strategic Plan Goal C: Initiative #7 Meet or surpass all drinking water health and safety requirements by maintaining water treatment systems and equipment that are relied upon to produce treated water.

Zone 7 owns 13 ozone monitoring units at the Del Valle Water Treatment plant used to control ozone dosing and ensure safe atmosphere for staff when working near ozone. A contract to provide specialty services to calibrate and maintain the ozone monitoring equipment and analyzers is needed to ensure continued operation of this critical equipment.

In accordance with the Purchasing Policy, a request for quotes (RFQ No. 2025-073) was issued to solicit bids from qualified vendors for calibration of ozone monitors and analyzers at Del Valle Water Treatment Plant. Xylem Water Solutions USA, Inc., was found to be the only responsive and responsible bidder.

Zone 7 previously contracted with Xylem Water Solutions USA, Inc., to perform the Calibration of Ozone Monitors and Analyzers. Costs for these services in 2024 were approximately \$45,000, which is consistent with the current pricing.

Staff recommends that the Board authorize the General Manager to negotiate, execute, and amend as needed a contract with Xylem Water Solutions USA, Inc., for Calibration of Ozone Monitors and Analyzers at Del Valle Water Treatment Plant for a not-to-exceed amount of \$105,000, which includes a 10% Contingency, for the two-year period beginning July 1, 2025, and ending June 30, 2027.

FUNDING: Funding is available in the FY 2025-26 Two-Year Adopted Budget for Fund 100 – Water Enterprise Operations. Funding for additional years will be requested in subsequent budget requests.

RECOMMENDED ACTION: Adopt the attached Resolution.

ATTACHMENT: Resolution

ZONE 7
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS

RESOLUTION NO. 25-

INTRODUCED BY DIRECTOR
SECONDED BY DIRECTOR

**Award a Contract for Calibration of Ozone Monitors and Analyzers
at the Del Valle Water Treatment Plant**

WHEREAS, Zone 7 of the Alameda County Flood Control and Water Conservation District is committed to delivering safe, reliable, efficient, and sustainable water and flood protection services; and

WHEREAS, Zone 7 owns 13 pieces of ozone monitoring equipment at the Del Valle Water Treatment Plant that require calibration and maintenance; and

WHEREAS, maintaining ozone monitoring equipment will support the Strategic Plan Goal C - Safe Water Initiative #7 – Meet or surpass all drinking water health and safety requirements; and

WHEREAS, a Request for Quote (RFQ #2025-073) was issued to qualified vendors to solicit bidders for Calibration of Ozone Monitors and Analyzers at the Del Valle Water Treatment Plant. Xylem Water Solutions USA, Inc., was found to be the only responsible and qualified bidder.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District does hereby authorize the General Manager to negotiate, execute and amend as needed a contract with Xylem Water Solutions USA, Inc., for Calibration of Ozone Monitors and Analyzers at Del Valle Water Treatment Plant for an amount not-to-exceed \$105,000, which includes a 10% contingency for a two-year-term contract.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on May 21, 2025.

By: _____
President, Board of Directors

ORIGINATING SECTION: Maintenance

CONTACT: Joe Cerro

AGENDA DATE: May 21, 2025

SUBJECT: Award a Contract for As-Needed Air Compressor Maintenance, Parts, and Repair Services

SUMMARY:

- The proposed action is in support of the Zone 7 mission to deliver safe, reliable, efficient, and sustainable water services and aligns with Strategic Plan Goal C - Provide Customers with Safe Water.
- Air compressors are used to support operation of multiple facilities, including surge protection vessels, Ozone System purging, and others. Zone 7 has an ongoing need for air compressor maintenance and repair and services and parts, and to provide specialty mechanical support to ensure continued operation of this critical equipment.
- D&D Compressor Service , Inc., is the current contractor providing Zone 7 services, their performance has been satisfactory to date. The annual cost of the proposed contract is consistent with the previous year's spending.
- In accordance with the Purchasing Policy, a Request for Quote (RFQ No. 2025-054) was issued to qualified vendors to solicit bids for as-needed air compressor maintenance, parts and repair services. D&D Compressor Service, Inc., was found to be the only responsive, responsible bidder.
- Staff recommends that the Board authorize the General Manager to negotiate, execute, and amend, as needed, a contract with D&D Compressor Service, Inc., for as-needed air compressor maintenance, parts, and repair services for the three-year period beginning July 1, 2025, for a not-to-exceed amount of \$160,000, which includes a 10% contingency.

FUNDING:

Funding is available in the FY 2025-26 Two-Year Adopted Budget for Fund 100 – Water Enterprise Operations. Funding for additional years will be requested in subsequent budget requests.

RECOMMENDED ACTION: Adopt the attached Resolution.

ATTACHMENT: Resolution

ZONE 7
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS

RESOLUTION NO. 25-

INTRODUCED BY DIRECTOR
SECONDED BY DIRECTOR

**Award a Contract for As-Needed
Air Compressor Maintenance, Parts, and Repair Services**

WHEREAS, Zone 7 of the Alameda County Flood Control and Water Conservation District is committed to delivering safe, reliable, efficient, and sustainable water and flood protection services; and

WHEREAS, Zone 7's awarding of As-Needed Air Compressor Maintenance, Parts and Repair Services supports Strategic Plan Goal C: Provide Customers with Safe Water.; and

WHEREAS, Zone 7 needs to procure for As-Needed Air Compressor Maintenance, Parts and Repair Services to increase preventative maintenance on the Compressors to avoid disruption of water treatment processes; and

WHEREAS, a Request for Quotation (RFQ # 2025-054) was issued to qualified vendors to solicit bids for compressor services and parts and D&D Compressor Service, Inc., was found to be the only responsive, responsible bidder; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District, does hereby authorize the General Manager to negotiate, execute and amend a maintenance services contract with D&D Compressor Service, Inc., for as-needed air compressor maintenance, parts and repair services for a three-year term for a contract amount not-to-exceed \$160,000, which includes a 10% contingency.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on May 21, 2025.

By: _____
President, Board of Directors

ORIGINATING SECTION: Safety
CONTACT: Jon Nicolaus

AGENDA DATE: May 21, 2025

SUBJECT: Amend Contract with Cintas Corporation No. 2

SUMMARY:

- The proposed action supports Strategic Plan Initiative No. 1 – Maintain a high-quality workforce to meet current and future needs and challenges by uniforms that meet job-specific needs and maintain the professional look of Zone 7 staff.
- Cintas Corporation No. 2 (Cintas) has provided employee uniforms to Zone 7 staff for the past five years. Uniforms are supplied and delivered under the County's Omnia Cooperative Contract No. R-BB-19002.
- In June 2023, Zone 7 entered into a two-year Contract No. A23-101-CIN with Cintas in the amount not-to-exceed \$50,000 for uniform services.
- In July 2024, the Board approved a First Amendment to the contract, adding \$25,000 to accommodate additional uniform orders for new hires and existing staff, for a new not-to-exceed contract amount of \$75,000.
- Staff recommends extending the contract term by two years, from June 1, 2025, to June 1, 2027, and increasing the contract authority by an additional \$25,000 per year, bringing the new not-to-exceed contract total to \$125,000.

Staff recommends that the Board authorize the General Manager to:

Negotiate, execute, and amend Contract No. A23-101-CIN with Cintas Corporation No. 2 for uniform services, extending the contract for an additional two years, June 1, 2025, through June 1, 2027, for a total amount not to exceed \$125,000 (\$25,000 per year).

FUNDING:

Funding is available in the FY 2025-26 Two-Year Adopted Budget for Fund 100 – Water Enterprise Operations. Funding for additional years will be requested in subsequent budget requests.

RECOMMENDED ACTION: Adopt the attached Resolution.

ATTACHMENT: Resolution

ZONE 7
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS

RESOLUTION NO. 25-

INTRODUCED BY DIRECTOR
SECONDED BY DIRECTOR

Second Amendment to Contract with Cintas Corporation No. 2

WHEREAS, the proposed action supports Strategic Plan Initiative No. 1 – Maintain a high-quality workforce to meet current and future needs and challenges; and

WHEREAS, in June 2023, the General Manager negotiated and executed a two-year Contract No. A23-101-CIN with Cintas Corporation No. 2 in the amount of \$50,000 for employee uniform services; and

WHEREAS, the performance of Cintas Corporation No. 2 under Contract No. A23-101-CIN has been satisfactory to the Agency; and

WHEREAS, in July 2024, the Board approved a First Amendment to the contract to increase the total by \$25,000 for uniform orders for new employees and additional garments for existing employees, for a new contract amount not to exceed \$75,000; and

WHEREAS, the contract term must be extended by two years to maintain continuity in uniform services for Zone 7 staff; and

WHEREAS, the contract amount must be increased to accommodate additional uniform orders for new employees and replacement garments for existing employees throughout the extended term.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District hereby authorizes the General Manager to negotiate and approve the second amendment to Contract No. A23-101-CIN with Cintas Corporation No. 2, increasing the contract amount by \$50,000, for a new total not-to-exceed amount of \$125,000.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on May 21, 2025.

By: _____
President, Board of Directors

ORIGINATING SECTION: Maintenance
CONTACT: John Palfin

AGENDA DATE: May 21, 2025

SUBJECT: Amend the Contract for Property Management Services for the Zone 7 Office Building at North Canyons Parkway

SUMMARY:

- The proposed action supports Strategic Plan Goal B – Reliable Water Supply and Infrastructure by maintaining Zone 7’s facilities, including administrative facilities.
- GS Management Company provides property management services for the Zone 7 office building at 100 North Canyons Parkway, Livermore, which includes janitorial, landscaping, HVAC maintenance and repairs, and general building-related maintenance, repairs, and improvements.
- In June 2023, the General Manager negotiated and executed Contract No. A24-16-GSM with GS Management Company for up to five years. Due to additional unexpected repairs, including replacement of an automatic roll-up garage door and repair of water damage from water intrusion during heavy rains, staff recommends increasing the FY 2024-25 amount of \$245,740 by \$25,000 for a new FY 2024-25 not-to-exceed total of \$270,740, resulting in a new total five-year agreement amount of \$1,318,208.

RECOMMENDATION:

Staff recommends that the Board authorize the General Manager to amend Contract No. A24-16-GSM with GS Management Company for property management services at the Zone 7 building located at 100 North Canyons Parkway, Livermore, to increase the Fiscal Year 2024-25 contract amount by \$25,000 for a new Fiscal Year 2024-25 not-to-exceed total of \$270,740 and a five-year not-to-exceed total of \$1,318,208.

FUNDING:

Funding is available in the FY 2024-26 Two-Year Adopted Budget for Fund 100 – Water Enterprise Operations. Funding for additional years will be requested in subsequent budget requests.

RECOMMENDED ACTION: Adopt the attached Resolution.

ATTACHMENT: Resolution

ZONE 7
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS

RESOLUTION NO.

INTRODUCED BY DIRECTOR
SECONDED BY DIRECTOR

Amend the Contract for Property Management Services for the Zone 7 Office Building at North Canyons Parkway

WHEREAS, the proposed action supports Strategic Plan Goal B – Reliable Water Supply and Infrastructure, by maintaining Zone 7’s facilities, including administrative facilities; and

WHEREAS, in June 2023, the General Manager negotiated and executed Contract No. A24-16-GSM with GS Management Company for up to five years for a total not-to-exceed amount of \$234,038 for fiscal year 2023-2024, \$245,740 for fiscal year 2024-25, \$258,027 for fiscal year 2025-26, \$270,928 for fiscal year 2026-27, and \$284,475 for fiscal year 2027-28; and

WHEREAS, the performance of GS Management Company under Contract No. A24-16-GSM has been satisfactory to the Agency; and

WHEREAS, additional funds are needed due to additional maintenance and repairs for the upkeep of the building.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District hereby authorizes the General Manager to amend the previously authorized contract with GS Management Company for property manager services by increasing the Fiscal Year 2024-25 amount of \$245,740 by an additional \$25,000 for a new not-to-exceed amount of \$270,470, and for a five-year not-to-exceed total of \$1,318,208 .

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on May 21, 2025.

By: _____
President, Board of Directors

ORIGINATING SECTION: Maintenance
CONTACT: David Zachry

AGENDA DATE: May 21, 2025

SUBJECT: Award a Contract for Electrical Motors, Parts, and As-Needed Repair Services

SUMMARY:

- The proposed action is in support of Zone 7 mission to deliver safe, reliable, efficient, and sustainable water services and Strategic Goal B - Reliable water Supply and infrastructure.
- In accordance with the Purchasing Policy, a Request for Quote (RFQ No. 2025-052) was issued to qualified vendors to solicit bids for Electrical Motors, Parts, and As-Needed Repair Services and Dahl Beck Electric was found to be the lowest responsive and responsible bidder.
- In July 2022, Zone 7 entered into a contract with Dahl Beck Electric for Electrical Motors, Parts, and As-Needed Repair Services. Annual spending under this contract has historically averaged approximately \$50,000. The scope of the new contract has expanded to include maintenance of variable frequency drives, and additional motor replacement and reconditioning services. Anticipated annual spending on this new as-needed contract is approximately \$110,000.
- Staff recommends that the Board authorize the General Manager to:
 - Negotiate, execute, and amend an as-needed contract with Dahl Beck Electric for Electrical Motors, Parts, and As-Needed Repair Services for a not-to-exceed amount of \$367,500 (includes a 10% Contingency), for the three-year period (FY 2025-26 to FY 2027-28).
 - Amend the contract for two additional one-year terms (for FY 2028-29 and FY 2029-30), for a total five year not-to-exceed contract amount of \$632,500 (includes a 10% Contingency).

FUNDING:

Funding is available in the FY 2025-26 Two-Year Adopted Budget for Fund 100 – Water Enterprise Operations. Funding for additional years will be requested in subsequent budget requests.

RECOMMENDED ACTION: Adopt the attached resolution.

ATTACHMENT: Resolution

ZONE 7
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS

RESOLUTION NO. 25-

INTRODUCED BY DIRECTOR

SECONDED BY DIRECTOR

Award a Contract for Electrical Motors, Parts, and As-Needed Repair Services

WHEREAS, The proposed action is in support of Zone 7 mission to deliver safe, reliable, efficient, and sustainable water services and Strategic Goal B - Reliable water Supply and infrastructure; and

WHEREAS, Zone 7 has an ongoing need to maintain the Electric motors that drive almost every process of the treatment plants and wellfields. An as-needed contract for Electrical Motors, Parts, and As-Needed Repair Services provides specialty mechanical support to ensure continued operation of this critical equipment; and

WHEREAS, a Request for Quote (RFQ No. 2025-052) was issued to qualified vendors to solicit bids for Electrical Motors, Parts, and As-Needed Repair Services and Dahl Beck Electric found to be the lowest responsible and qualified bidder to submit a complete bid packet.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District does hereby authorize the General Manager to Negotiate, execute, and amend a three-year as-needed a contract with Dahl Beck Electric. for Electrical Motors, Parts, and As-Needed Repair Services for a not-to-exceed amount of \$367,500, which includes a contingency.

BE IT FURTHER RESOLVED that the General Manager be authorized to extend the contract, based on satisfactory performance, for two additional one-year terms, for a total five-year not-to-exceed contract amount of \$632,500, which includes a contingency.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on May 21, 2025.

By: _____
President, Board of Directors



ORIGINATING SECTION: Office of the General Manager
CONTACT: Donna Fabian

AGENDA DATE: May 21, 2025

SUBJECT: Adopt Revised Records Retention Schedule

SUMMARY:

As part of the Agency's ongoing records management initiative, we have updated and refined the Records Retention Schedule across all departments to improve efficiency and reduce costs. This item supports Goal F, Initiative #18, Develop and implement an agency-wide strategy for document management.

To advance this effort, Zone 7 Water Agency engaged Gladwell Governmental Services, Inc. (GGS), a specialist in special district records management, to develop a comprehensive retention schedule tailored to the Agency's needs. This ensures compliance with legal standards, reduces records storage costs, eliminates redundancy, and leverages modern technology for improved efficiency.

Key reasons for updating the records retention schedule:

- Recent legislative changes affecting special district records
- Managing a substantial volume of permanent records
- Rising records storage costs
- Advancements in technology

GGS has extensive experience, having supported over 200 California municipalities, special districts, and agencies in developing records retention policies and document management programs.

This updated schedule was developed collaboratively, with input from each department, to ensure clear descriptions and retention periods for all record categories. The new guidelines designate the responsible units for maintaining original records and establish retention standards that improve efficiency, reduce storage needs, and optimize office space usage.

The retention schedule has been reviewed and approved by Department Heads and General Counsel.

In line with standard practices among California local governments, the Agency authorizes the routine destruction of records that have surpassed their designated retention periods, with

written consent from the Department Head, General Manager, and Board Secretary, as outlined in Section 2 of the Resolution. Additionally, Section 3 allows for updates to the schedule without further Board action, ensuring continued compliance with evolving standards.

This item was originally scheduled for Board consideration in March 2025 but was pulled at the request of Director Figuers, who asked that the Administrative Committee first review the revised schedule. The Committee discussed the item at its May 7, 2025, meeting and is now recommending that it be forwarded to the full Board for adoption.

FUNDING:

No funding required.

RECOMMENDED ACTION:

Adopt the attached Resolution and Records Retention Schedule.

ATTACHMENTS:

1. Resolution
2. Records Retention Schedule

ZONE 7
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS

RESOLUTION NO. 25-

INTRODUCED BY DIRECTOR
SECONDED BY DIRECTOR

**Adoption of a Records Retention Schedule and
Authorizing Destruction of Certain Agency Records**

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of Zone 7 of the Alameda County Flood Control and Water Conservation District; and

WHEREAS, Section 60200 of the Government Code of the State of California provides that the legislative body of a special district may, at any time, authorize the destruction or disposition of any duplicate record, paper, or document, provided that the original or a permanent photographic record is retained in the files of an authorized officer or department of the Agency; and

WHEREAS, Section 60201 of the Government Code of the State of California provides that Agency records which have served their purpose, which are not expressly required by law to be filed and persevered, and which will not adversely affect any interest of the Agency or public may be destroyed; and

WHEREAS, the Agency has a procedure to maintain a list of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District, does resolve as follows:

Section 1. The Board of Directors finds that the destruction or disposition of the records series that have exceeded the retention periods as set forth in the Records Retention Schedule Exhibit A will not adversely affect any interest of the Agency or the public.

Section 2. The records of Zone 7 of the Alameda County Flood Control and Water Conservation District, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 60201 and related provisions of the California Government Code and in accordance with the provision of said schedule in accordance with Agency policies and procedures, and with the approval of the Department Head, General Manager, and Board Secretary.

Section 3. With the consent of the Department Head, General Manager, and Board Secretary, updates are hereby authorized to be made to the Records Retention Schedule.

Section 4. For the purposes of this Resolution, 'records' include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, and papers, as defined by the California Public Records Act.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on May 21, 2025.

By: _____
President, Board of Directors

HOW TO USE RETENTION SCHEDULES

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted/erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

Copies or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term "records" shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers as defined by the California Public Records Act.

STRUCTURE: DISTRICT-WIDE, DEPARTMENTS & DIVISIONS

The District-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the official (original) record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the District-wide retention schedule. An index will be provided for your reference.

AUTHORIZATION TO DESTROY RECORDS:

Destruction of an official (original) record that has exceeded its retention period must be authorized according to District Policies & Procedures prior to destroying it.

If there is a **minimum** retention ("**Minimum 2 years**"), destruction of the document must be authorized before it is destroyed, as it is an official (original) record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or resolution).**"

RECORDS RETENTION SCHEDULE LEGEND

OFR (Office of Record): The department that keeps the Official (original or "record copy") record for its retention period, then authorizes destruction. Usually it is the department that originates the record.

Records Description: The record series (a group of like records).

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition: Active: How long the file remains in the immediate office area (*guideline*)

Inactive: How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)

Total Retention: The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

P = Permanent

Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (*guideline*) terms used in State law: Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)

Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets) Ppr = Paper

OD = Optical Disk, Immutable Cloud Media, CD-r, DVD-r, WORM (Write Once, Read Many) media), or other **Unalterable Media** which does not allow changes.

Scan/Import (*guideline*): "S" indicates the record should be scanned into the document imaging system; "I" indicates the record should be electronically imported into the document imaging system; "M" indicates the record was microfilmed.

Destroy Paper after Imaged & QC'd (quality checked) / Trustworthy Electronic Record: "Yes" means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format;) **IF (legal requirements)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed** which is **stored in a safe & separate location**. Employees are required to Quality Check ("QC'd") both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes**, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

Legend for legal citations

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

PRC: Public Resources Code

USC: United States Code (US)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
DISTRICT-WIDE (Used by All Departments)								
Lead Dept. (managing the contract)	DW-001	Agreements & Contracts - ADMINISTRATIVE RECORDS (Correspondence with contractor where the Content relates in a substantive way to the performance of the contract, etc.) Send all Originals to Administration / General Manager, who is the Office of Record	Completion + 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, CCP §§336(a), 337 et. seq., GC §60201
Lead Dept.	DW-002	Agreements & Contracts: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS, or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Lead Dept.	DW-003	Association Records (external associations- e.g., ACWA, etc.)	When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
Lead Dept.	DW-004	Clippings / Newspaper Clippings	When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
Lead Dept.	DW-005	Committees, Task Forces, Associations, Commissions, & Boards: External Organizations (e.g. Association of California Water Agencies, etc.)	When No Longer Required		Mag, Ppr			Non-records
Lead Dept.	DW-006	Copies or duplicates of any record	Copies - When No Longer Required		Mag, Ppr			GC §60200

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	DW-007	Correspondence - Regulatory Agencies	Minimum 10 years	Yes: While Active Issues	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; some correspondence with Regulatory Agencies needs to be retained for longer periods of time than other types of correspondence; GC §60201
Dept. that Authors Document or Receives the District's Original Document	DW-008	Correspondence – ROUTINE (Content relates in a SUBSTANTIVE way to the conduct of the public's business). (e.g. e-mail, Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2 years		Mag, Ppr			ONLY IF the Content relates in a substantive way to the conduct of the public's business; District of San Jose vs. Superior Court, 5 Cal. 5th 608 (2017). GC §60201
Dept. that Authors Document or Receives the District's Original Document	DW-009	Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business. Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference. (e.g. calendars, checklists, e-mail or social media posting, invitations, instant messaging, logs, mailing lists, meeting room registrations, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from others, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult District Counsel to determine if a record is considered transitory / preliminary draft. GC §§60201, 7927.500, 7928.705; 64 Ops. Cal. Atty. Gen. 317 (1981)); District of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	DW-010	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". GC §60201, GC §§7927.500
Lead Dept.	DW-011	GIS (Geographic Information System) / ESRI / Arc Info	Indefinite Permanent	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Lead Dept.	DW-012	Grants (SUCCESSFUL - all records, including FEMA or OES claims (Federal Emergency Management Agency or Office of Emergency Services Claims)	After Funding Agency Audit, if required - Minimum 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502; OMB Circular A-110 & A-133; GC §60201; GC §8546.7
Lead Dept.	DW-013	Grants: UNSUCCESSFUL (Applications, Correspondence, etc.)	2 years		Mag, Ppr			Department Preference; GC §60201
Human Resources	DW-014	Personnel Files - Department-level Supervisor's Notes Ensure current Supervisors notes / Oral Counseling, etc. are forwarded to an employee's new Supervisor when transferring.	After Incorporation into Documented Discipline, or Performance Appraisal	Before Separation	Mag, Ppr			Preliminary Drafts; Supervisors notes should maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	DW-015	Photographs, Videos (other than Board Meetings)	When No Longer Required		Mag, Ppr			Preliminary Drafts (retention is placed on the record the photograph is used in - Brochure, Report, etc.); destroy unnecessary photographs. GC §60201
Lead Dept.	DW-016	Reference Materials: Policies, Procedures / Handbooks, Manuals, Standard Operating Procedures (SOPs), Studies, Reports: Produced by OTHER Departments	When Superseded		Mag, Ppr			Copies; GC §60200
	DW-017	Reference Materials: Policies, Procedures / Handbooks, Manuals, Standard Operating Procedures (SOPs), Studies, Reports: Produced by OUTSIDE ORGANIZATIONS (ACWA, CSDA, etc.)	When No Longer Required		Mag, Ppr			Non-Records
Authoring Dept.	DW-018	Reference Materials: Policies, Procedures / Handbooks, Manuals, Standard Operating Procedures (SOPs), Studies, Reports: Produced by YOUR Department	Minimum of Superseded + 2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
	DW-019	Reference or Working Files: See Correspondence						
Lead Dept.	DW-020	Reports and Studies - ADA Studies, White Papers, Issue Papers, Position Papers, Scientific Studies (other than Annual Reports)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	DW-021	Reports and Studies (Historically significant)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §60201
Lead Dept.	DW-022	Reports and Studies (other than Historically significant reports)	10 years		Mag, Ppr			Department preference; Information is outdated after 10 years; GC §60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	DW-023	Special Projects / Subject Files	Minimum 2 years		Mag, Ppr			Department Preference; GC §60201 et seq.
Lead Dept.	DW-024	Surveys / Questionnaires (that the District issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		Mag, Ppr			GC §60201
Lead Dept.	DW-025	Training Presented by District Staff - COURSE RECORDS (Attendance Rosters or Sign-in Sheets, Outlines and Materials; includes Ethics, Harassment, & Safety Training & Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets OSHA requirements; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b)
Lead Dept.	DW-026	Visitor Logs / Registers	1 year		Mag, Ppr			Department preference; GC §60201 et. seq.

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ADMINISTRATION - GENERAL MANAGER								
Admin / General Manager	GM-001	Agreements & Contracts (originals) - ALL Agreement or Contract includes all contractual obligations, Insurance Certificates (e.g. Scope of Work or Successful Proposal, Amendments, Change Orders, Task Orders)	Completion + 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: CCP §§336(a), 337 et. seq., GC §60201
Admin / General Manager	GM-002	Projects & Issues (Issues and/or projects will vary over time)	When No Longer Required		Mag, Ppr			GC §60201
ADMINISTRATION / BOARD SECRETARY								
Admin. / Board Secretary	GM-003	Agendas, Agenda Packets, Agenda Staff Reports - District Board of Directors and Committees (Ad-Hoc Subcommittees and Standing Subcommittees)	P	Yes: Before Meeting Date	Mag, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Admin. / Board Secretary	GM-004	Annexations or Acquisitions	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201
Admin. / Board Secretary	GM-005	Board of Directors Correspondence	2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Admin. / Board Secretary	GM-006	Board of Directors Vacancies (Affidavit of Posting, Applications, Correspondence, Notices, etc.)	2 years		Mag, Mfr, OD, Ppr			GC §60201
Admin. / Board Secretary	GM-007	Chronological History of Board Members	P		Mag, Ppr			Historical Value; GC §60201
Admin. / Board Secretary	GM-008	District Formation, Changes to Director's Boundaries (Redistricting),	P		Mag, Mfr, OD, Ppr	S / M / I	No	Part of the Agenda Packet, which is maintained permanently; Required for formal changes to the district approved by the Board only; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Board Secretary	GM-009	Economic Interest Filings (FPPC Form 602 / 635) - Lobbyist Authorization / Reporting	5 years		Mag, Ppr	S / I	Yes: After 2 years	2 CCR 18615(f)
Admin. / Board Secretary	GM-010	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Notices, Postings, Precinct Workers, County Election Services, etc.)	2 years		Mag, Ppr			Used for a model for the next election, GC §60201
Admin. / Board Secretary	GM-011	Elections - HISTORICAL File (Sample ballot, copies of results / resolution declaring results)	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §60201
Admin. / Board Secretary	GM-012	Elections - Petitions (Initiative, Recall or Referendum)	Results or Final Examination if No Election + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election. Applies unless a legal/FPPC proceeding. EC §§17200, 17400
Admin. / Board Secretary	GM-013	Elections: Correspondence, Notifications & Publications, Certificate of Election, etc.	4 years		Mag, Ppr			District preference (historical purposes); GC §60201
Admin. / Board Secretary	GM-014	Ethics Training Certificates for Board of Directors	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	GC §53235.2(b)
Admin. / Board Secretary	GM-015	FPPC 460, 470, 501, 410 Series Forms - Campaign Disclosures	4 years		Mag, OD, Ppr	S / I	Yes: After 2 years	County ROV maintains original statements; GC §81009(f)&(g)
Admin. / Board Secretary	GM-016	FPPC 700 Series Forms (Statement of Economic Interests): DESIGNATED EMPLOYEES & CONSULTANTS (specified in the District's Conflict of Interest code)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	District maintains original statements; GC §81009(e)&(g)

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Board Secretary	GM-017	FPPC 700 Series Forms (Statement of Economic Interests): PUBLIC OFFICIALS (elected & not elected. Includes District Board Members, General Manager)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	District preference (only required for 4 years); GC §81009(f)&(g)
Admin. / Board Secretary	GM-018	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr			Must post on website; GC §81009(e)
Admin. / Board Secretary	GM-019	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		Mag, Ppr			Must post on website for 4 years; GC §81009(e)
Admin. / Board Secretary	GM-020	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr			GC §81009(e); FPPC Regulation 18734(c)
Admin. / Board Secretary	GM-021	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Ppr			Must post on website; 2 CCR 18702.5; GC §60201; GC §81009(e)
Admin. / Board Secretary	GM-022	Historical Records: Copyrights, Logo, Patents, Name Changes, Awards, Trademarks, etc.	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	District Secretary Determines Historical Significance; GC §60201
Admin. / Board Secretary	GM-023	Litigation Files / Lawsuits / Court Case Files	Minimum Final Resolution + 5 years	Yes: Until Settlement	Mag, Ppr			Department preference; CCP § 337 et seq.; GC §§ 911.2, 60201, 60201.6; PC §832.5(b)
Admin. / Board Secretary	GM-024	Minutes: District Board of Directors and Committees	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201(d)(3)
Admin. / Board Secretary	GM-025	Notices: Affidavits of Postings and Publications, Legal Advertising, Proof of Publication	2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Board Secretary	GM-026	Oaths of Office (Board of Directors)	Separation + 6 years	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; GC §§36507, 60201; PC §§801.5, 803(c); 29 USC 1113
Admin. / Board Secretary	GM-027	Ordinances / Regulations	P	Yes (all)	Mag, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Admin. / Board Secretary	GM-028	Prop. 218 Fees & Charges: Ballots and/or protest letters	2 years		Ppr			GC §53753(e)(2)
Admin. / Board Secretary	GM-029	Prop. 218 Fees & Charges: Master Mailing List	2 years		Ppr			GC §60201
Admin. / Board Secretary	GM-030	Prop. 218 Fees & Charges: Undeliverable Mail	3 months		Ppr			Transitory records not retained in the ordinary course of business; GC §60201
Admin. / Board Secretary	GM-031	Public Records Act Requests	2 years		Mag, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Admin. / Board Secretary	GM-032	Recordings: Audio or Video Recordings of District Board meetings	Indefinite - Minimum 4 years		Mag			District Preference; Legally required for 90 days for Video, 30 days for audio; GC §§54953.5(b), 53161, 60201 et seq.
Admin. / Board Secretary	GM-033	Records Destruction Authorization Forms / Authorization to Destroy Paper to Rely on the Image as the Original	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Admin. / Board Secretary	GM-034	Records Retention Schedules - Authorization for Amendments to Retention Schedules	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Board Secretary	GM-035	Resolutions	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Admin. / Board Secretary	GM-036	Secretary of State Statement of Facts	1 year		Mag, Ppr			District preference; GC §60201 et. seq.
Admin. / Board Secretary	GM-037	Subpoenas or Summons	2 years		Mag, Ppr			GC §60201
COMMUNICATIONS								
Admin / General Manager / Commun.	GM-038	Annual Agency Reports	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Admin / General Manager / Commun.	GM-039	Brochures, Flyers, Newsletters	When No Longer Required		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Content Not Substantive); GC §60201
Admin / General Manager / Commun.	GM-040	Consumer Confidence Reports / Annual Water Quality Reports	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Required for 12 years or 2 compliance cycles; 22 CCR §§ 64400.25; 64470, 64483(g), 40 CFR 141.33(a); 40 CFR 141.91; GC §60201
Admin / General Manager / Commun.	GM-041	Education Programs - Contests	When No Longer Required	Yes: While Active Issues	Mag, Ppr			GC §60201
Admin / General Manager / Commun.	GM-042	Events (Public / Workshops, Tours etc.)	When No Longer Required	Yes: While Active Issues	Mag, Ppr			GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

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<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin / General Manager / Commun.	GM-043	Newsletters	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Admin / General Manager / Commun.	GM-044	Newspaper Clippings / Display Advertising	When No Longer Required		Mag, Ppr			Non-records
Admin / General Manager / Commun.	GM-045	Photos & Videos (Event-related)	When No Longer Required		Mag, Ppr			Drafts; final photos may become part of a final document; GC §60201
Admin / General Manager / Commun.	GM-046	Press Releases / Media Alerts	2 years		Mag, Ppr			Department preference; GC §60201
Admin / General Manager / Commun.	GM-047	Public Notices - Potable Water (Tier 1, 2, or 3)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	5 years is required; GC §60201, 22 CCR §64470
GOVERNMENT RELATIONS								
Admin / General Manager / Government Relations	GM-048	Legislative Platforms / Legislation / Advocacy - Correspondence, Reports	4 years		Mag, Ppr			Department preference; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE								
Finance / Lead Div.	FIN-001	Financial System Database (Tyler)	Indefinite - Minimum 7 years	Yes	Mag			Data is interrelated; Employee compensation and reimbursements are required for 7 years; GC §60201 et seq.
Finance	FIN-002	Bonds / Debt / COP / Certificates of Participation / Transcripts / Disclosure Reports / Lines of Credit / Promissory Notes / Commercial Paper	Fully Defeased or Matured + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I		Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq.; 337.5(a); 26 CFR 1.6001-1(e); GC §§43900 et seq., 60201
Finance	FIN-003	Budget Adjustments	7 years		Mag, Ppr			Preliminary Drafts Not Retained in the Ordinary Course of Business; GC §60200
Finance	FIN-004	Budgets: Development, Drafts, etc.	When No Longer Required		Mag, Ppr			Preliminary Drafts Not Retained in the Ordinary Course of Business; GC §60200
Finance	FIN-005	Budgets: Final (Adopted - Includes Organization Charts)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance	FIN-006	Check Registers	7 years		Mag, Ppr			Department Preference (a different version is presented to the Board of Directors), includes employee compensation or reimbursement; GC §60201 et seq.
Finance	FIN-007	Financial Ratings & Correspondence	5 years		Mag, Ppr			Department Preference; GC §60201
Finance	FIN-008	Flood Control Endowments Trust Fund	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §60201
Finance	FIN-009	Investments (Including Arbitrage)	5 years	Yes: Until Maturity	Mag, Ppr			Department Preference (meets auditing standards); GC §60201
Finance	FIN-010	Long Range Financial Plans & Reports	5 years		Mag, Ppr			Department Preference (meets auditing standards); GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance	FIN-011	State Controller's Report / Special Districts Financial Transactions Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §60201
ACCOUNTING								
Finance / Lead Div.	FIN-012	Financial System Database (Tyler)	Indefinite - Minimum 7 years	Yes	Mag			Data is interrelated; Employee compensation and reimbursements are required for 7 years; GC §60201 et seq.
Finance / Accounting	FIN-013	1099's, 1096's, DE542 (California Report of Independent Contractors)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12); 29 USC 436
Finance / Accounting	FIN-014	Accounts Payable Source Records (Invoices, Credit Card Statements, Conference / Seminar Backup, Petty Cash, Travel Expense Reimbursements, etc.)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Accounting	FIN-015	Accounts Receivable Source Records including Billings, Adjustments, Cash, Payments, Cash Receipts Damage to District Property / Insurance Payments, Leases, etc.	5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Accounting	FIN-016	Audits - Operational or Single Audits (Grant Audits, Internal Audits)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §60201
Finance / Accounting	FIN-017	Audits - Working Papers	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Accounting	FIN-018	Audits / Audit Reports / Annual Comprehensive Financial Report (ACFR)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Accounting	FIN-019	Bank Statements / Checking Account Reconciliation / Bank Reconciliation (Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Treasury Statements, Trustee & Investment Statements, etc.)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201
Finance / Accounting	FIN-020	Checks (Issued by the District, then cashed by the payee - maintained by the Bank)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337
Finance / Accounting	FIN-021	Checks deposited to Bank (District scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Mag, Ppr			These are bank instruments, and not District records; per bank agreement.
Finance / Accounting	FIN-022	Electronic Fund Transfer Agreements / Authorizations for direct deposit to vendors bank account	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Finance / Accounting	FIN-023	Journal Entries / Journal Vouchers	7 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Accounting	FIN-024	Reports, Finance Reports created from Database Journals, Ledgers, Reconciliations, Registers, Reports , Transaction Histories, Balance Sheets, Budget Adjustments (ANNUAL, MONTHLY OR PERIODIC)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; Draft / Preliminary documents' financial database is the original and can re-create reports; GC §60201
Finance / Accounting	FIN-025	Returned Payments (NSF, etc.) Checks / ACH (includes Water Payments)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §60201
Finance / Accounting	FIN-026	Tax Returns (Sales Tax, etc.)	5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); CA. FTB: 3 years; IRS Reg §31.6001-1(e)(2), 26 CFR §31.6001-1, R&T §19530, GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Finance / Accounting	FIN-027	W-9's	Vendor Inactive + 3 years		Mag, Ppr			Meets IRS auditing standards; GC §60201
PURCHASING								
Finance / Purchasing	FIN-028	Purchase Order Database (OpenGov)	Indefinite - Minimum 5 years		Mag			Department preference; meets municipal government auditing standards; GC §60201 et seq.; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Purchasing	FIN-029	Purchase Orders - Includes copies of bids and quotes, NIB (Notice Inviting Bids), RFPs (Request for Proposal), RIB (Request Inviting Bids)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing standards; GC §60201 et seq.; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Purchasing	FIN-030	Vehicle Titles ("Pink Slips")	Upon Sale or Disposal		Ppr			Department Preference; GC §60201
RISK MANAGEMENT								
Finance / Risk Manage.	FIN-031	Accident / Incident / Injury / Damage Reports: PUBLIC - Not Resulting in a Claim (Employees - see Workers Compensation)	2 years		Mag, Ppr			Department preference; GC §60201
Finance / Risk Manage.	FIN-032	BIT Inspection & Audits (Biennial Inspection of Terminals) / DOT Program / CHP Inspections	2 years		Mag, Ppr			Department Preference (CHP audits every 25 months); GC §60201
Finance / Risk Manage.	FIN-033	Claims / Liability Claims	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201
Finance / Risk Manage.	FIN-034	District Insurance Policies - Liability, Workers Compensation Insurance, etc.	30 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201
Finance / Risk Manage.	FIN-035	Insurance Appraisals	10 years		Mag, Ppr			Department preference; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Risk Manage.	FIN-036	Loss Runs	Minimum 5 years		Mag, Ppr			Department Preference (actuary wants 10 years of data - these can be acquired from TPA); GC §60201

RECORDS RETENTION SCHEDULE: FLOOD PROTECTION ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ENGINEERING - FLOOD PROTECTION								
Lead Dept.	FLOOD-001	Computer Aided Design (CAD) database	Indefinite - Permanent	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Lead Dept.	FLOOD-002	Geographic Information System (GIS)	Indefinite - Permanent	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Flood Protection Engineering	FLOOD-003	Flood Protection Engineering: CEQA Documents: Environmental Determinations; Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.) Correspondence and Internal Staff Notes that provide insight into the project or the agency's CEQA compliance with respect to the project The final is retained Permanently - see Engineering Project Files / CIP (Capital Improvement Project) Files - Permanent	Project Approval or Denial + 180 days		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project—are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal. App. 5th 733); PRC 21167,6; GC §60201
Flood Protection Engineering	FLOOD-004	Flood Protection Engineering: CIP (Capital Improvement Project) Files - Close-Out: Preliminary Notices, Stop Work Notices, Temporary Permits, Certified Payrolls, etc.	Upon Completion	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations is not applicable to these records; GC §60201
Flood Protection Engineering	FLOOD-005	Flood Protection Engineering: CIP (Capital Improvement Project) Files - Administration: Project Administration, Construction Photos, Cost of Construction, Preliminary Design Studies, Project Schedules, Real Estate Appraisals, USAs, Field Inspection Reports / Inspection Diaries, Insurance Certificates, Project Calculations, SAMPs, SWPPP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201, Contractor has retention requirements in 48 CFR 4.703

RECORDS RETENTION SCHEDULE: FLOOD PROTECTION ENGINEERING

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<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Flood Protection Engineering	FLOOD-006	Flood Protection Engineering: CIP (Capital Improvement Project) Files - Permanent: Change Orders, Drillers Logs, Deeds, Easements, Environmental Documents (Final EIRs, Categorical Exemptions, Negative Declarations), Materials Testing Reports, NIB (Notice Inviting Bids), Notice of Completion, Regulatory Agency Approvals, RFPs (Request for Proposal), RIB (Request Inviting Bids), Right of Way, Shop Drawings, Specifications, Structural Plans, Submittals, Surveys, Permanent Variances, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.
Flood Protection Engineering	FLOOD-007	Flood Protection Engineering: CIP (Capital Improvement Project) Files or Private Development Infrastructure - Permanent File - Large Format Drawings Design Drawings (finals), Record Drawings ("As Builts")	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.
Flood Protection Engineering	FLOOD-008	Flood Protection Engineering Studies and Reports / Corrosion Studies and Reports / Pipeline Integrity Studies and Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Flood Protection Engineering	FLOOD-009	Flood Protection Engineering Hazard Maps / Inundation Maps	When Superseded		Mag, Ppr			Not a District record (Federal / FEMA records)
Flood Protection Engineering	FLOOD-010	Flood Protection Engineering Plans, Reports, & Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
HUMAN RESOURCES (with Alameda County)								
Human Resources	HR-001	Affirmative Action Complaints – California Civil Rights Department / Department of Fair Employment & Housing or Equal Opportunity Commission (EEOC) / Harassment Claims	Final Disposition + 4 years		Mag, Ppr			Department preference (same as the Personnel File); All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after action is taken; 2 CCR 11013(c); GC §§12946, 12960, 60201
Human Resources	HR-002	Benefit Plans - Employee Benefit Policies (Benefits: Health, Eye, Dental, Life Insurance, Long Term Disability, State Disability, Unemployment Insurance, etc.)	Plan Termination + 10 years	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	No	Department preference to be consistent with District-wide standards; EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 12960, 60201
Human Resources	HR-003	Classification and Compensation Studies / Surveys	When No Longer Required		Mag, Ppr			Department Preference; GC §60201
Human Resources	HR-004	DMV Pull Notices	When Superseded or Separation		Mag, Ppr			District preference (DMV record that the District considers a non-record used for reference); DMV audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §60201
Human Resources	HR-005	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		Mag Ppr			D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(v), GC §§12946, 12960, 60201, 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-006	Employee Investigations & Complaints	Separation + 6 years		Mag, Ppr			Department preference; State Law requires 4 years from last action; EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c) 8 CCR §11040(7)(c), GC §§12946, 12960, 60201
Human Resources	HR-007	Employee Relations – program administration/documents related to employee engagement activities, employee surveys, suggestion box, participation waivers, etc.	Minimum 2 years		Mag, Ppr			GC §60201
Human Resources	HR-008	I-9s	Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 4 years; INA 274A(b)(3); INS Rule 274a.1(b)(2); 8 CFR 274a.2; 29 CFR 1627.3(b)(i); GC §§12946, 12960, 60201
Human Resources	HR-009	Labor Relations / Negotiations, Meet and Confers, Labor Management Team Meetings, etc.	Minimum 10 years		Mag, Ppr			Department preference; GC §60201
Human Resources	HR-010	Legal Opinions (Employment Related)	Minimum 10 years		Mag, Ppr			Department preference; GC §§12946, 12960, 60201
Human Resources	HR-011	Occupational Health and Safety – Ergonomic Program	Minimum 2 years		Mag, Ppr			GC §60201
Human Resources	HR-012	OSHA Log 300, 300 A, 301, 301 A, etc.	5 years		Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-013	Personnel Files - General File (Includes Application, Awards, Backgrounds, Employee Benefit Enrollment Forms (birth / death / marriage certificates), Disciplinary Actions, Certifications, Commendations, Ethics Training Certificates, Evaluations, Grievances, Licenses, Performance Reviews, Personnel Action Forms (original), Policy acknowledgements, Disaster Service Workers Oaths, Employee Settlement Agreements etc. - Excludes Medical Records)	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.14; 1602.31 & 1627.3(b)(ii); GC §§12946, 12960, 60201; 29 USC 1113; GC §3105; GC §53235.2(b), 53237.2(b), LC §1198.5
Human Resources	HR-014	Personnel Files - Medical File (Includes background checks, Class B medicals, employee Test Results and Individual Noise Exposure Measurements, Family Medical Leave records, hearing tests)	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i); GC §§12946, 12960, 60201
Human Resources	HR-015	Recruitment Database / Applicant Tracking System (NeoGov)	4 years		Mag, Ppr			Department preference; State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq; 2 CCR 11013(c) GC §§12946, 12960, 60201
Human Resources	HR-016	Recruitment Files: Applications for Employment or Resumes / Recruitment Files: Solicited: Brochure, advertisement, unsuccessful applications (with or without interviews), selection materials, interview notes, results, etc.	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq; 2 CCR 11013(c) GC §§12946, 12960, 60201
Human Resources	HR-017	Verifications of Employment, Child Support, etc. (From lenders or other outside companies)	When No Longer Required		Mag, Ppr			Not District records (outside companies seeking to verify if an employee is currently employed); GC §60201

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-018	Workers Compensation Files ALL	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR 10102; 8 CCR 15400.2, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020, GC §§12946, 12960, 60201, CCP §337 et seq.
Human Resources	HR-019	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.	5 years		Mag Ppr			LC §6401.9(f), GC §60201

RECORDS RETENTION SCHEDULE: MAINTENANCE & SAFETY (Electrical / Instrumentation, Fleet, Flood, Mechanical)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
MAINTENANCE / ELECTRICAL - INSTRUMENTATION								
Lead Dept.	MNT-001	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Division Providing Service / Work	MNT-002	Work Orders / Service Requests – CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - (Permanent)		Mag			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Division Providing Service / Work	MNT-003	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	MNT-004	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201
MAINTENANCE / FLEET								
Maint. / Fleet	MNT-005	Air Pollution Control District (APCD) Permits (for Generators, etc.)	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §60201
Lead Dept.	MNT-006	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Maint. / Fleet	MNT-007	Pre-Trip Inspections / Vehicle Safety Checks / Daily Equipment Checks	90 days		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	13 CCR 1234(e); GC §60201
Maint. / Fleet	MNT-008	Vehicle & Heavy Equipment Maintenance (Backhoes, Cars, Trucks, Vac Trucks, etc.)	Sale or Disposal + 1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 13 CCR 1234(f); GC §60201

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RECORDS RETENTION SCHEDULE: MAINTENANCE & SAFETY (Electrical / Instrumentation, Fleet, Flood, Mechanical)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Division Providing Service / Work	MNT-009	Work Orders / Service Requests – CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - (Permanent)		Mag			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Division Providing Service / Work	MNT-010	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	MNT-011	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201
MAINTENANCE / FLOOD								
Lead Dept.	MNT-012	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Division Providing Service / Work	MNT-013	Work Orders / Service Requests – CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - (Permanent)		Mag			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Division Providing Service / Work	MNT-014	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	MNT-015	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201

RECORDS RETENTION SCHEDULE: MAINTENANCE & SAFETY (Electrical / Instrumentation, Fleet, Flood, Mechanical)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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MAINTENANCE / MECHANICAL								
Maint. / Mechanical	MNT-016	Aboveground Storage Tanks - Diesel or Gasoline (Agency Owned) Maintenance, Repairs	20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Tier II tanks are required to have an integrity test every 20 years); GC §60201
Maint. / Mechanical OR Engineering / Water	MNT-017	Backflow Testing / Cross Connection Testing	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets SWRCB, DDW requirements; 17 CCR 7605(f); GC §60201
Maint. / Mechanical	MNT-018	Generator Operation Logs (for Fixed or Portable /Emergency Generators)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions, GC §60201
Lead Dept.	MNT-019	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Division Providing Service / Work	MNT-020	Work Orders / Service Requests – CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - (Permanent)		Mag			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Division Providing Service / Work	MNT-021	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	MNT-022	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201

RECORDS RETENTION SCHEDULE: MAINTENANCE & SAFETY (Electrical / Instrumentation, Fleet, Flood, Mechanical)

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SAFETY								
Maint. / Safety	MNT-023	Accident / Incident / Injury Reports - Employees: Near Misses, First Aid, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for consistency with OSHA regulations; 8 CCR 14300.33(a); 8 CCR 5144, 8 CCR 15400.2; GC §§12946, 12960, 60201
Maint. / Safety	MNT-024	Accident Prevention Files / Loss Control / Safety Files (contains safety correspondence)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(1), 8 CCR 14300.33(a); GC §§12946, 12960, 60201
Maint. / Safety	MNT-025	Air Pollution Control District (APCD) Reports / Compliance Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §60201
Maint. / Safety	MNT-026	Business Plans / Hazardous Materials Inventory / Disclosures / Hot Air Toxics Inventory Plan / Reports and Joint Emission Inventory (for Local Fire Authorities)	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (this is performed annually); GC §60201
Maint. / Safety	MNT-027	Cal-OSHA Inspections & Citations, Log 200, 300, 300 A, 301, etc.	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429(c)

RECORDS RETENTION SCHEDULE: MAINTENANCE & SAFETY (Electrical / Instrumentation, Fleet, Flood, Mechanical)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Maint. / Safety	MNT-028	Confined Space Entries / Hot Work Permits / Lockout - Blockout / Lockout - Tagouts / Energy Control Procedures / Air Monitoring Calibrations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §60201
Maint. / Safety	MNT-029	Emergency Response Plan (ERP)	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2(c); GC §60201
Maint. / Safety	MNT-030	Hazardous Waste Manifests / Disposal	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; District has "cradle to grave" liability; 22 CCR § 66262.40; GC §60201
Maint. / Safety	MNT-031	Illness and Injury Prevention Program	Minimum of Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with District-wide standards; GC §60201
Maint. / Safety	MNT-032	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 910.1020(d)(1)(ii)(B); GC §60201
Maint. / Safety	MNT-033	Safety Inspections: Facility Inspection Records / Equipment Inspections Records / Hazardous Waste Inspections, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
OPERATIONS								
Operations	OPS-001	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite - Minimum 5 years	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §§60201
Operations	OPS-002	Calibration Records (Ph Meters, Chlorine Analyzers, etc.)	3 years		Mag, Ppr			40 CFR §122.41; GC §60201
Operations	OPS-002.5	Meter Reading Reports / Highs, Lows, Errors (stored in Tyler database)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Draft / Preliminary documents (database is the original); GC §60201
Operations	OPS-003	Operating Permits - Treatment Plants	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	OPS-004	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Operations	OPS-005	Permits - Treatment Plant SWRCB (State Water Resources Control Board.)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Operations	OPS-006	Plant Diaries	5 years		Mag, Ppr			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Operations	OPS-007	Standard Operating Procedures / SOPs	Superseded + 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference for compliance with drinking water / Clean Water Act complaints; GC §60201
Operations	OPS-008	Tank Maintenance / Water Storage Tanks / Reservoir Maintenance Reports (includes dive and tank inspection reports, other inspection reports, etc.)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Some inspection and maintenance is in CMMS Database; GC §60201
Operations	OPS-008.5	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), GC §60201 et seq.
Operations	OPS-009	Videos - Water Wells, Repairs, Reservoirs, Tanks, etc.	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201

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RECORDS RETENTION SCHEDULE: WATER QUALITY (Laboratory)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
WATER QUALITY								
Water Quality	WQ-001	Cross Connection Testing / Backflow Testing	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; exceeds SWRCB; Cross-Connection Control Policy Handbook Section 3.5.1 requires records be retained for the previous three calendar years; GC §60201
Water Quality	WQ-002	Permits - Wells (DDW (Division of Drinking Water))	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Water Quality	WQ-003	Sanitary Surveys of Drinking Water Systems / Field Inspections	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference (10 years is required); 22 CCR §64470; 40 CFR 141.33(c); GC §60201
Water Quality	WQ-004	Water Quality Monitoring Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
WATER QUALITY / LABORATORY								
Water Quality / Lab	WQ-005	LIMS Database / Laboratory Information Management System Database / Excel Spreadsheets (Tabular Summaries)	Indefinite - Permanent	Yes	Mag			Data is Inter-related; Lead and Copper for Potable Water is required for 12 years; Exceeds TNI Standards for accreditation of environmental laboratories; TNI V1M2 4.13.3.b; CA ELAP regulation (Title 22 Ch 19) 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91; GC §60201
Water Quality / Lab	WQ-006	Customer Concerns: Odor / Taste / Visual Complaints about Potable Water (retained in Database)	Minimum 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 5 years is required in State and Federal law for any complaints; CA ELAP regulation (Title 22 Ch 19) and TNI standards. 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 66470; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: WATER QUALITY (Laboratory)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Water Quality / Lab	WQ-007	Lab Reports & Chains of Custody / Tabular Summaries, Non-compliance Chemistry and Bacteriological: Groundwater Quality	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Lab report and Chain of Custody (COC) are maintained for not less than 5 years; ELAP/TNI requirements; 22 CCR §64470
Water Quality / Lab	WQ-008	Lab Reports & Chains of Custody / Tabular Summaries: Wells, Well Heads	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Lab report and Chain of Custody (COC) are maintained for not less than 5 years; ELAP/TNI requirements; 22 CCR §64470
Water Quality / Lab	WQ-009	Lab Reports & Chains of Custody: Potable Water - Bacteriological and Organics	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (5 years is required); 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Water Quality / Lab	WQ-010	Lab Reports & Chains of Custody: Potable Water - Chemical (Includes Chlorine Residuals, Disinfectant Residuals, Disinfection Byproducts, and Disinfection Byproduct Precursors)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference (10 years is required); 40 CFR 141.33(a); 22 CCR §§64470, 64537 64692
Water Quality / Lab	WQ-011	Lab Reports & Chains of Custody: Potable Water - Lead & Copper	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Required for 12 years; 22 CCR 64400.25; 22 CCR §64470; 22 CCR 64690.80; 40 CFR 141.33(a); 40 CFR 141.91
Water Quality / Lab	WQ-012	Laboratory Certification	10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Maintain the Laboratory Certification for not less than 5 years; and ELAP/TNI requirements 22 CCR §64470
Water Quality / Lab	WQ-013	Laboratory Chemical Hygiene Plans	30 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 14300.33(a); GC §§12946, 12960, 60201

RECORDS RETENTION SCHEDULE: WATER QUALITY (Laboratory)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Water Quality / Lab	WQ-014	Laboratory Equipment Calibration / Proficiency Test Results / Certifications	10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CA ELAP/TNI requirements. Equipment calibration data and sample analysis data are maintained in the instrument computer , corrective Action Logs, complaints logs, and other data inquiry logs are maintained for not less than 5 years and ELAP/TNI requirements; 22 CCR §64470
Water Quality / Lab	WQ-015	Laboratory Log Books, Notebooks, Corrective Action Logs, etc.	10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CA ELAP/TNI requirements. Corrective Action Logs, complaints logs, Notebooks, and other data inquiry logs are maintained for not less than 5 years and ELAP/TNI requirements; 22 CCR §64470
Water Quality / Lab	WQ-016	Laboratory Testing Procedures / SOPs (Standard Operating Procedures)	Superseded + 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CA ELAP/TNI requirements. All TNI required documents, testing or admirative Standard Operating Procedures (SOP), Quality Manual, Audit Reports, Management Review Reports, Certificate of Analysis of Standards are maintained for not less than 5 years and ELAP/TNI requirements; 22 CCR §64470

RECORDS RETENTION SCHEDULE: WATER RESOURCES (INTEGRATED PLANNING, GROUNDWATER)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
WATER RESOURCES / INTEGRATED PLANNING								
Water Resources / Integrated Planning	WR-001	CEQA Documents: Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.) Correspondence and Staff Notes that provide insight into the project or the agency's CEQA compliance with respect to the project	Completion of Project		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal. App. 5th 733); PRC 21167,6; GC §60201
Water Resources / Integrated Planning	WR-002	CEQA Documents: Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.) Final Permits, Mitigation and Monitoring Reports	P		Mag, Ppr			Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201
Water Resources / Integrated Planning	WR-003	Comment Letters / Conditions for Development (In response to a Development Application from an outside agency)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Resources / Integrated Planning	WR-004	Conservation Reports to SWRCB (Annual and 5-year update)	10 years		Mag, Ppr			District Preference; GC §60200
Water Resources / Integrated Planning	WR-005	Demand Databases	Indefinite (Perm.)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201

RECORDS RETENTION SCHEDULE: WATER RESOURCES (INTEGRATED PLANNING, GROUNDWATER)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Water Resources / Integrated Planning	WR-006	Models, Calculations, Projections	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Resources / Integrated Planning	WR-007	Plans: Integrated Regional Water Management Plan (IRWMP), Urban Water Management Plan (UWMP), Water Use Efficiency Master Plan (WUEMP), Long-Term Planning, Master Plans, Water Infrastructure Plans, Reports, Studies, etc..	P		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201
Water Resources / Integrated Planning	WR-008	Project Studies, Plans, Reports, Feasibility Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Resources / Integrated Planning	WR-009	Reports: California Urban Water Conservation Council (CUWCC), Conservation, etc.	20 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference (Commercial baseline is 10 years); GC §60201
WATER RESOURCES / GROUNDWATER								
Water Resources / Groundwater	WR-011	Basin Management Data (Data collected and notes for groundwater reporting. Includes well water levels, groundwater quality data, climatological, surface water flows, surface water quality, land use, groundwater storage, well ordinance program, toxic site program)	Indefinite (Perm.)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Resources / Groundwater	WR-012	Groundwater Databases: Aquarius for Surface water / HydroGeo Analyst for Groundwater quality	Indefinite (Perm.)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Resources / Groundwater	WR-013	Groundwater Modeling	Indefinite (Perm.)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201

RECORDS RETENTION SCHEDULE: WATER RESOURCES (INTEGRATED PLANNING, GROUNDWATER)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of the Retention for District-Wide Standards.</i>								
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Water Resources / Groundwater	WR-014	Groundwater Studies & Reports / Annual Groundwater Monitoring Report / Hydrogeological Analysis, etc.	P	Yes	Mag, Mfr, OD, Ppr	S / I	No	District Preference; GC §60201 et seq.
Water Resources / Groundwater	WR-015	Permits - Groundwater / Drilling Permits and OWTS commercial use approvals / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board, etc.)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Water Resources / Groundwater	WR-016	Plans: Ground Water Management Plan (GWMP) / Well Master Plan & Salt Management Plan	P		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201
Water Resources / Groundwater	WR-017	Reports - Groundwater Department of Water Resources (DWR) / State Water Resources Control Board (SWRCB) Monthly and Annual Water System Reports (Water Production Reports, etc.)	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Water Resources / Integrated Planning	WR-018	Septic Comments / Environmental Comments about Septic (Permitted by the County)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Resources / Groundwater	WR-019	Surface Water Studies & Reports / Field Notes and Data	P	Yes	Mag, Mfr, OD, Ppr	S / I	No	District Preference; GC §60201 et seq.
Water Resources / Groundwater	WR-020	Well Depth to Water Levels (both Static and Dynamic)	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Water Resources / Groundwater	WR-021	Well Destruction (Well Completion Report, etc.)	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Water Resources / Groundwater	WR-022	Well History (repair, modification, etc.)	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: WATER RESOURCES (INTEGRATED PLANNING, GROUNDWATER)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Water Resources / Groundwater	WR-023	Well Logs & Reports / Well reports and Boring Logs (Includes Well Completion Report for destroyed or abandoned wells)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201

RECORDS RETENTION SCHEDULE: WATER SUPPLY ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
WATER SUPPLY ENGINEERING								
Lead Dept.	WS-001	Computer Aided Design (CAD) database	Indefinite - Permanent	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Lead Dept.	WS-002	Geographic Information System (GIS)	Indefinite - Permanent	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Water Supply Engineering	WS-003	Incidents / Unauthorized Discharges: Pipeline Breaks, Spills, Investigations and Corrective Actions, Notice to Comply	Last Action + 5 years	Yes: Before Resolution	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b)(2); 22 CCR §64470
Water Supply Engineering	WS-004	New Water Service Connection Permits / Connection Permits, Applications	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Water Supply Engineering	WS-005	NPDES Monitoring / Compliance Reports Complaints, Illicit Connections, Illicit Discharge, Stormwater Annual Reports, Watershed Annual Reports, Construction Inspections, etc.	Minimum 3 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
Water Supply Engineering	WS-006	NPDES Permits	Minimum Superseded + 3 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 40 CFR 60.7(f); 40 CFR §§122.21, 122.41, 122.44; GC §60201
Water Supply Engineering	WS-007	Reservoirs / Steel Tanks - Assessments, Inspection Reports, Upgrades and Painting	P	Yes	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §60201 et seq.
Water Supply Engineering	WS-008	Standard Drawings / Construction Standards Authored by the District	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Supply Engineering	WS-009	Water Supply Engineering Hazard Maps / Inundation Maps	When Superseded		Mag, Ppr			Not a District record (Federal / FEMA records)
Water Supply Engineering	WS-010	Water Supply Engineering Plans, Reports, & Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: WATER SUPPLY ENGINEERING

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Water Supply Engineering	WS-011	Water Supply Engineering Studies and Reports / Corrosion Studies and Reports / Pipeline Integrity Studies and Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Supply Engineering	WS-012	Water Supply Engineering: CEQA Documents: Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.) Correspondence and Internal Staff Notes that provide insight into the project or the agency's CEQA compliance with respect to the project The final is retained Permanently - see Engineering Project Files / CIP (Capital Improvement Project) Files - Permanent:	Project Approval or Denial + 180 days		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal. App. 5th 733); PRC 21167,6; GC §60201
Water Supply Engineering	WS-013	Water Supply Engineering: CIP (Capital Improvement Project) Files - Close-Out: Preliminary Notices, Stop Work Notices, Temporary Permits, Certified Payrolls, etc.	Upon Completion	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations is not applicable to these records; GC §60201
Water Supply Engineering	WS-014	Water Supply Engineering: CIP (Capital Improvement Project) Files - Administration: Project Administration, Construction Photos, Cost of Construction, Preliminary Design Studies, Project Schedules, Real Estate Appraisals, USAs, Field Inspection Reports / Inspection Diaries, Insurance Certificates, Project Calculations, SAMPs, SWPPP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201, Contractor has retention requirements in 48 CFR 4.703

RECORDS RETENTION SCHEDULE: WATER SUPPLY ENGINEERING

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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Water Supply Engineering	WS-015	Water Supply Engineering: CIP (Capital Improvement Project) Files - Permanent: Change Orders, Drillers Logs, Deeds, Design Changes, Easements, Environmental Documents (Final EIRs, Categorical Exemptions, Negative Declarations), Materials Testing Reports, NIB (Notice Inviting Bids), Notice of Completion, Regulatory Agency Approvals, Requests for Information (RFIs), Request for Proposal (RFPs), Request Inviting Bids (RIB), Right of Way, Shop Drawings, Specifications, Structural Plans, Submittals, Surveys, Permanent Variances, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.
Water Supply Engineering	WS-016	Water Supply Engineering: CIP (Capital Improvement Project) Files or Private Development Infrastructure - Permanent File - Large Format Drawings Design Drawings (finals), Record Drawings ("As Builts")	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.

ORIGINATING SECTION: Integrated Planning
CONTACT: Kevin Padway/Neeta Bijoor

AGENDA DATE: May 21, 2025

SUBJECT: Authorize Execution of the Bay Area Integrated Regional Water Management (IRWM) Program Proposition 1 Round 2 IRWM Local Project Sponsor Agreement

SUMMARY:

- To support Zone 7's mission to "Deliver safe, reliable, efficient, and sustainable water and flood protection services," Zone 7 participates in the Bay Area Integrated Regional Water Management (IRWM) Program. This action aligns with Strategic Plan Goal H – Fiscal Responsibility and is to implement Strategic Initiative #22 – Track state and federal funding opportunities.
- The Department of Water Resources (DWR) developed the IRWM Program in 2002 to foster regional collaboration, implement effective water management solutions, and offer opportunities for grant funding. Zone 7 actively participates in the Bay Area IRWM Coordinating Committee.
- In early 2023, the Association of Bay Area Governments (ABAG) and San Francisco Estuary Partnership (SFEP), on behalf of the San Francisco Bay Area IRWM partners, applied for \$32 million in grant funding under DWR's Proposition 1, Round 2, IRWM Implementation Grant Program for 12 projects. DWR awarded the grant for these 12 projects, including two Zone 7 projects: Zone 7's Water Supply Risk Model Enhancements Project was awarded \$130,000, and the Flood Management Plan Decisions Support Tool Project was awarded \$727,098. The Board authorized the general manager to receive these grant funds with Resolution 2024-05.
- Since then, one of the 12 approved projects from the Bay Area Region was cancelled, and its \$4,980,000 share of grant funding became available to the region. On April 22, 2025, DWR re-awarded \$1,226,170 of this funding amount to Zone 7's Wells and Mocho Groundwater Demineralization Plant Electrical Modernization Project (Wells Electrical Project).
- ABAG/SFEP, the grant administrators, require Zone 7 to enter into a Local Project Sponsor (LPS) Agreement to receive the grant. The LPS Agreement will outline the requirements and obligations for Zone 7 to comply with the IRWM Grant, including the submission of periodic reports to DWR.

- Staff recommends authorizing the General Manager to execute the Local Project Sponsor Agreement for the Wells Electrical Project and take any other actions necessary to effectuate the receipt of the grant funds.

FUNDING:

Funding for the Wells Electrical Project is available in the FY 2024-26 Adopted Budget from Fund 120 – Water Renewal/Replacement and System-wide Improvements. The \$1,226,170 received under this grant will reimburse Fund 120 for a portion of the total project cost.

RECOMMENDED ACTION:

Adopt the attached Resolution.

ATTACHMENT:

Resolution

ZONE 7

ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS

RESOLUTION NO. 25-

INTRODUCED BY DIRECTOR
SECONDED BY DIRECTOR

Bay Area Proposition 1 Round 2 IRWM Implementation Grant – Wells Electrical Project

WHEREAS, to meet Zone 7 Water Agency's ("Zone 7's") mission to "Deliver safe, reliable, efficient, and sustainable water and flood protection services", Zone 7 has included a Switchgear Replacement Project at Mocho Wells 3 and 4, also referred to as the Wells and Mocho Groundwater Demineralization Plant Electrical Modernization Project, in its Capital Improvement Plan.

WHEREAS, on November 18, 2020, the Zone 7 Board adopted the Updated 2019 San Francisco Bay Area Integrated Regional Water Management (IRWM) Plan, which fosters regional collaboration and implementation of effective water management solutions in the Bay Area, and supports access to State grant funding; and

WHEREAS, the Association of Bay Area Governments (ABAG), on behalf of the San Francisco Bay Area IRWM partners, was awarded \$32 million in State grant funding under DWR's Proposition 1, Round 2, IRWM Implementation Grant solicitation in the spring of 2023; and

WHEREAS, a portion of the \$32 million has become available for allocation and as a result DWR has awarded Zone 7's Wells and Mocho Groundwater Demineralization Plant Electrical Modernization Project \$1,226,170 in grant funds and Zone 7 will need to execute a Local Project Sponsor Agreement with ABAG to receive the awarded funds; and

WHEREAS, over the course of this grant funded project, other actions may be required of Zone 7 which are necessary to maintain grant eligibility and seek grant reimbursement, including, but not limited to, possible agreement amendments and periodic grant reporting.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District authorizes the General Manager, or their designee, to negotiate and execute the Bay Area Proposition 1 Round 2 IRWM Local Project Sponsor Agreement for the Wells and Mocho Groundwater Demineralization Plant Electrical Modernization Project and take any other actions necessary to effectuate the receipt of grant funds, at their discretion.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on May 21, 2025.

By: _____
President, Board of Directors

ORIGINATING SECTION: Integrated Planning
CONTACT: Kevin Padway/Ken Minn

AGENDA DATE: May 21, 2025

SUBJECT: Authorize a Water Transfer Sale to the Westside Water Districts

SUMMARY:

- To support Zone 7's mission to "Deliver safe, reliable, efficient, and sustainable water and flood protection services," Zone 7 implements the water transfer program. This action aligns with Strategic Plan Goal B – Reliable Water Supply and Infrastructure, and is to implement Strategic Initiative #5 – Develop a diversified water supply plan and implement supported projects and programs.
- As of April 29, the 2025 State Water Project (SWP) allocation is 50%. With this allocation, Zone 7's 2025 Water Operations Plan projects 19,000 AF of SWP carryover supplies at the end of 2025.
- Zone 7 typically carries over approximately 10,000 acre-feet (AF) in San Luis Reservoir to save water supply for the next year while attempting to reduce water loss from spilling. With the current 50% allocation, Zone 7 exceeds its carryover target by 9,000 AF.
- Considering over 100,000 AF of banked water available in Kern County water banks to withstand two consecutive years of droughts, staff evaluated a water transfer sale opportunity for 2025 with volumes up to 8,000 AF with the Westside Water Districts for a price of \$375/AF.
- The Westside Water Districts consist of five water agencies who are either SWP contractors or member agencies: Dudley Ridge Water District, Berrinda Mesa Water District, Berridge Water Storage District, Lost Hills Water District, and Wheeler Ridge-Maricopa Water Storage District. Zone 7 previously completed a water transfer with Westside Water Districts in 2023.
- Staff recommends that the Board authorize the General Manager to negotiate, execute, and amend a water transfer agreement with the Westside Water Districts.

FUNDING: Not applicable.

RECOMMENDED ACTION: Adopt the attached Resolution.

ATTACHMENT: Resolution

ZONE 7

ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS

RESOLUTION NO. 25-

INTRODUCED BY DIRECTOR
SECONDED BY DIRECTOR

2025 Water Transfer with Westside Water Districts

WHEREAS, Zone 7 Water Agency's Mission is to deliver safe, reliable, efficient, and sustainable water and flood protection services; and

WHEREAS, this action aligns with Strategic Plan Goal B – Reliable Water Supply and Infrastructure, and is to implement Strategic Initiative #5 – Develop a diversified water supply plan and implement supported projects and programs; and

WHEREAS, as of April 29, the 2025 State Water Project allocation is 50%.

WHEREAS, staff have reviewed the 2025 water supply portfolio and determined that up to 8,000 acre-feet (AF) could be made available for transfer sale at this time.

WHEREAS, Zone 7 evaluated the opportunity to sell water to the Westside Water Districts, which are either State Water Project Contractors or Member Agencies of State Water Project Contractors.

WHEREAS, the Westside Water Districts is comprised of five water agencies who are either SWP contractors or member agencies: Dudley Ridge Water District, Berrenda Mesa Water District, Berridge Water Storage District, Lost Hills Water District, and Wheeler Ridge-Maricopa Water Storage District and Zone 7 previously completed a water transfer with Westside Water Districts in 2023.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District authorizes the General Manager to negotiate, execute, and amend an agreement with the Westside Water Districts for a water transfer (sale) for a price of \$375/AF and water transfer amount of minimum 4,000 AF and up to 8,000 AF, along with other terms and conditions agreeable to the General Manager.

BE IT FURTHER RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District authorizes the General Manager to negotiate, execute, approve, and amend any ancillary agreements or documents necessary to effectuate this resolution, including any agreements with the Department of Water Resources.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on May 21, 2025.

By: _____
President, Board of Directors

ORIGINATING SECTION: Water Quality

CONTACT: Pony Yim/Angela O'Brien

AGENDA DATE: May 21, 2025

SUBJECT: Amend the Contract for Laboratory Instrument Services

SUMMARY:

- To support Zone 7's mission to deliver a safe and reliable supply of high-quality water and Strategic Plan Initiative 7 – Meet or surpass all drinking water health and safety requirements, Zone 7's Water Quality Department analyses and monitors water quality.
- Specialty preventive maintenance and repair services are needed to maintain Zone 7's Water Quality Laboratory instruments. The number of laboratory instruments that require specialty support services increased from 10 to 13 during the contract period, which requires an increase to the services contract amount. The three new instruments replaced existing instruments that were no longer under warranty.
- In May 2021, the Board authorized a contract with Thermo Electron North America LLC (Thermo Electron) to provide as-needed diagnostic services, repairs, and annual preventative maintenance services for a total not-to-exceed amount of \$242,266 for the five-year period through June 30, 2026. In March 2022, the Board approved an increase to the authorization amount, which was sufficient to provide these services for the first three years of the contract. In order to provide sufficient services through the fifth year of the agreement, an additional \$49,734 is needed, which would bring the total not-to-exceed to \$292,000.
- Staff recommends the Board authorize the General Manager to amend the existing contract A22-15-THE with Thermo Electron North America LLC, increasing the contract authorization amount by \$49,734 from \$242,266 to a not-to-exceed amount of \$292,000.

FUNDING:

Funding is included in the Adopted Two-Year Budget for Fiscal Year 2024-26 for Fund 100 – Water Enterprise Operations.

RECOMMENDED ACTION: Adopt the attached Resolution.

ATTACHMENT: Resolution

ZONE 7
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS

RESOLUTION NO. 25-

INTRODUCED BY DIRECTOR

SECONDED BY DIRECTOR

Amend the Contract for Laboratory Instrument Services

WHEREAS, to support Zone 7's mission to deliver a safe and reliable supply of high-quality water and Strategic Plan Initiative 7 – Meet or surpass all drinking water health and safety requirements, Zone 7's Water Quality Department analyses and monitors water quality; and

WHEREAS, specialty preventive maintenance and repair services are needed to maintain Zone 7's Water Quality Laboratory instruments; and

WHEREAS, on May 19, 2021, the Board authorized a contract with Thermo Electron North America LLC to provide as-needed diagnostic services, repairs, and annual preventative maintenance services for a total not-to-exceed amount of \$242,266 for the five-year period through June 30, 2026; and

WHEREAS, on March 16, 2022, the Board authorized an increase in the total not-to-exceed amount to \$174,609 for the first three years to provide support services for additional instruments; and

WHEREAS, to provide sufficient services through the full five-year agreement, the total not-to-exceed authorization amount needs to be increased by \$49,734 from \$242,266 to \$292,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District does hereby authorize the General Manager to negotiate and amend the existing contract A22-15-THE with Thermo Electron North America LLC, increasing the contract authorization amount by \$49,734 from \$242,266 to a not-to-exceed amount of \$292,000.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on May 21, 2025.

By: _____
President, Board of Directors

ORIGINATING SECTION: Office of the General Manager
CONTACT: Donna Fabian

AGENDA DATE: May 21, 2025

SUBJECT: Resolution of Support for Director Palmer to Serve on the ACWA Region 5 Board

SUMMARY:

Director Palmer has expressed an interest in serving on ACWA's Region 5 Board by running for the position of Chair for the 2026-27 term.

ACWA's Bylaws and Policies require that a nomination to serve on a region's board be accompanied by a Resolution of Support from the member agency's governing board, which the individual represents.

FUNDING:

Funds are available from Fund 100 - Water Enterprise Operations.

RECOMMENDED ACTION:

Adopt the attached Resolution.

ATTACHMENT:

Resolution

ZONE 7
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS

RESOLUTION NO. 25-

INTRODUCED BY DIRECTOR
SECONDED BY DIRECTOR

Resolution of Support

WHEREAS, the Board of Directors of the Alameda County Flood Control and Water Conservation District, Zone 7, does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA); and

WHEREAS, this participation on ACWA by Director Palmer supports Zone 7's mission to deliver safe, reliable, efficient, and sustainable water and flood protection services, through the Board's Strategic Plan Goals; and

WHEREAS, Director Sarah Palmer is currently serving as Vice Chair for ACWA Region 5; and

WHEREAS, Director Sarah Palmer has indicated a desire to serve as Chair of ACWA Region 5.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District, supports Director Palmer's candidacy for a fourth two-year term on ACWA's Region 5 Board; and

BE IT FURTHER RESOLVED, if her candidacy is successful, that Director Palmer is hereby authorized to attend additional ACWA meetings as needed and she shall be entitled to reimbursement for travel and registration expenses incurred in connection therewith.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on May 21, 2025.

By: _____
President, Board of Directors

ORIGINATING SECTION: Office of the General Manager

CONTACT: Alexandra Bradley

AGENDA DATE: May 21, 2025

SUBJECT: Award a Contract for Outreach Support and Schools' Program Administration

SUMMARY:

- The proposed action is in support of Strategic Plan Goal A – Professional Workforce, Strategic Plan Goal G – Stakeholder Engagement, Strategic Plan Initiative No. 1 – Maintain a high-quality workforce to meet current and future needs and challenges and Initiative No. 19 – Communications Program. In carrying out these responsibilities, the Agency contracts with a consulting firm to provide no cost water education to schools in the service area, serve as the public outreach arm of the Agency and provide internal engagement support.
- The Schools' Program instructs students K-12 on topics including groundwater and watershed protection, stormwater management and pollution prevention, water use efficiency and conservation and general water stewardship. Lessons are taught by experienced teachers and meet state curriculum standards.
- The Schools' Program has been in place for over 20 years starting small and now reaching over 440 classrooms per year and approximately 11,500 students. Over the last five years, the program has added transitional kindergarten, developed interactive lessons for K-8 grades and has rebranded as the Water Academy with updated promotional materials and an active social media presence.
- Outreach support services include representing Zone 7 at community events such as open houses, tours, job/career fairs, farmers markets and more. Internal engagement services include facilitation of the Employee Led Initiatives Program and other internal engagement activities.
- The Agency's current contract with Wilkins Works, Inc. for these services expires June 30, 2025. Wilkins Works was formed in 2020 specifically to provide these services for Zone 7, after a long partnership with the previous contractor. Wilkins Works is experienced with organizing and coordinating Agency events which promote learning, community and outreach while ensuring satisfaction amongst various stakeholders. The Agency's Purchasing Policy Section 6(r)(b) allows for sole source contracting when the recommended vendor provides a specialized service. Wilkins Work is uniquely suited to provide these activities for Zone 7.

- The proposed agreement is in an amount not to exceed \$867,400 for the three-year contract (starting at \$282,000 in FY 25-26), with the option to extend the contract for two additional years. Recent annual expenditures were approximately \$191,500 in FY 22-23, \$236,700 in FY 23-24 and an estimated \$260,000 in FY 24-25.
- Staff recommends that the Board authorize the General Manager to:
 - negotiate, execute and amend an as-needed a professional services contract with Wilkins Works Inc., to provide outreach support and schools' program administration for a three-year term starting in FY 2025-26 through FY 2027-28, with a first-year amount not-to-exceed \$282,000, the second and third year includes a 2.5% cost of living each for a total three-year not-to-exceed contract amount of \$867,400; and
 - to extend the contract, based on satisfactory performance, for up to two (2) additional one-year terms, which includes a 2.5% cost of living each (FY 2028-29 and FY 2029-30), for a total five-year not-to-exceed contract amount of \$1,482,360.

FUNDING:

Funding is available in the fiscal years 2024-2026 budget from Fund 100 – Water Enterprise and Fund 200 – Flood Protection Operations and will be included in subsequent fiscal year budget requests.

RECOMMENDED ACTION:

Adopt the attached Resolution.

ATTACHMENT:

Resolution

ZONE 7

ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS

RESOLUTION NO. 25-

INTRODUCED BY DIRECTOR
SECONDED BY DIRECTOR

Award a Contract for Outreach Support and Schools' Program Administration

WHEREAS, in accordance with Strategic Plan Goal A – Professional Workforce, Strategic Plan Goal G – Stakeholder Engagement, Zone 7 contracts with a consulting firm to provide no cost water education to schools in the service area, serve as the public outreach arm of the Agency and provide internal engagement support; and

WHEREAS, Wilkins Works was formed in 2020 specifically to provide these services for Zone 7, after a long partnership with the previous contractor and Wilkins Works is experienced with organizing and coordinating Agency events which promote learning, community and outreach while ensuring satisfaction amongst various stakeholders; and

WHEREAS, the Agency's Purchasing Policy Section 6(r)(b) allows for sole source contracting when the recommended vendor provides a specialized service and Wilkins Work, Inc, is uniquely suited to provide these activities for Zone 7; and

WHEREAS, Zone 7's current contract with Wilkins Work, Inc. expires on June 30, 2025.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Zone 7 of Alameda County Flood Control & Water Conservation District does hereby authorize the General Manager to award, negotiate, execute and amend an as-needed a professional services contract with Wilkins Works Inc., to provide outreach support and schools' program administration for a three-year term starting in FY 2025-26 through FY 2027-28, with a first-year amount not-to-exceed \$282,000, the second and third year includes a 2.5% cost of living each for a total three-year not-to-exceed contract amount of \$867,400; and

BE IT FURTHER RESOLVED that the General Manager be authorized to extend the contract, based on satisfactory performance, for up to two (2) additional one-year terms, which includes a 2.5% cost of living each (FY 2028-29 and FY 2029-30), for a total five-year not-to-exceed contract amount of \$1,482,360.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on May 21, 2025.

By: _____
President, Board of Directors

ORIGINATING SECTION: Administration

CONTACT: Valerie Pryor

AGENDA DATE: May 21, 2025

SUBJECT: Flood Management Plan – Systemwide Evaluation Results

SUMMARY:

- The proposed action supports Strategic Plan Goal E – Provide an Effective System of Flood Protection and Zone 7 Strategic Plan Initiative No. 12 – Complete the Flood Management Plan. The Flood Management Plan uses a risk-informed, system-focused planning approach. Zone 7 will share the results of a comprehensive, systemwide evaluation of its flood protection system at the May 21, 2025, Board meeting. This evaluation is a key step in developing a comprehensive Flood Management Plan to address current and future flood risks in the Tri-Valley area. It includes an updated Hydrologic and Hydraulic model that incorporates the latest climate change data and land use information to project both current and future flood risks. This evaluation is primary focus of Flood Management Plan Phase 2A.
- On August 17, 2022, the Board of Directors adopted Resolution No. 22-73 approving Flood Management Plan Phase 1. Phase 1 is a high-level strategy that provides background information on Zone 7, describes the existing flood protection system, and offers a qualitative assessment of current and future risks. The adopted guiding principles are:

1. Align with Zone 7's Strategic Plan

The flood management plan will align with the Agency's integrated water resource goals and initiatives.

2. Foster proactive public engagement

The plan will promote open communication with community partners and stakeholders.

3. Do what is needed and practical to manage risks in the Zone 7 service area

The plan will prioritize projects that can be funded, implemented, and sustained.

4. Incorporate climate change uncertainty

The plan will be based on robust analyses of future watershed conditions.

5. Be risk-informed

The plan will support risk-informed decision-making and communication, evaluating both the likelihood and consequences of flooding.

6. Advance collaboration within the watershed

Successful implementation depends on active participation among multiple agencies with flood management responsibilities or influence.

7. Consider multi-benefit solutions

The plan will encourage projects where flood risk reduction aligns with other water resource goals.

- As discussed, Phase 2A is a comprehensive systemwide evaluation of the flood protection system. Future portions of Phase 2 will include an Implementation Plan, a Capital Improvement Plan, and a Funding/Financing Plan, each incorporating a Public and Stakeholder Engagement Plan.

RECOMMENDED ACTION:

Presentation only.

ORIGINATING SECTION: Administrative Services
CONTACT: Shelisa Jackson/Osborn Solitei

AGENDA DATE: May 21, 2025

SUBJECT: Consider Adopting an Ordinance to Increase Zone 7 Board of Directors Compensation

SUMMARY:

- At the May 7, 2025, meeting, the Administrative Committee reviewed the results of the 2025 compensation survey of comparable water agencies' boards of directors. As discussed, pursuant to the "Zone 7 Board of Directors' Compensation and Expense Reimbursement Policy" adopted by the Board on March 15, 2006, and most recently amended June 16, 2021, review of the Board's compensation is conducted on a biennial basis.
- At the May 7, 2025, meeting, the Administrative Committee inquired about when the Board would be able to discuss what activities could be considered a meeting.
 - Staff response: Activities considered as meetings are outlined in the Director Compensation and Expense Reimbursement Policy. According to the policy, Section VII. Administration, the policy shall be subject to review and revision every five (5) years, which would be in 2026.
- Board Members will be compensated at the rate determined by the Board consistent with applicable law for attendance at regular and special meetings of the Board, including Board committee meetings and for attendance at biennial AB 1234 required ethics training courses approved by the Fair Political Practices Commission & Attorney General's Office.
- Each member of the Board of Directors is encouraged to participate in outside activities and organizations which in the judgment of the Board further the interests of Zone 7. Board Members may request compensation for attending non-Zone 7 Board meetings, events or activities, including conferences and organized educational programs, pursuant to the Board Compensation and Expense Reimbursement Policy.
- The Board's current compensation, effective July 1, 2023, is \$216.93 per meeting with a maximum of ten (10) days per month.
- The annual Consumer Price Index (CPI) increase for the San Francisco-Oakland-San Jose area for 2022 was 6.5% and for 2024 was 3.8%.

- At the May 7, 2025, meeting, the Administrative Committee considered the following options:
 - **Option 1:** Maintain the current compensation of \$216.93 per meeting.
 - **Option 2:** Since the board has taken no increase since 2023, and per the Water Code Section 20200, et seq., 5% per year increase is allowed; up to 10% increase could be granted this year (up to \$238.62).
- After considering the options, the Committee recommended forwarding the report to the full Board for consideration and public hearing on May 21, 2025, at the Regular Board Meeting, and to adopt an ordinance to increase the Board of Directors Compensation for (FY) 2025-26 and (FY) 2026-27 if agreed upon.

DISCUSSION:

Water Code Section 20200, *et seq.*, governs compensation levels for Zone 7 Board Members. The statute provides the directors can be paid \$100.00 per day of service rendered. If the Board members already make \$100.00 per day, the amount can be increased by an amount not to exceed 5% for each year following the last adjustment. The last adjustment took effect 60 days after Ordinance No. 2023-01 dated June 21, 2023, was passed, increasing the compensation by 10% to \$216.93 per day of service rendered.

Based on past practice, the Board has considered the mean of comparable water agencies as the benchmark for compensation. Staff conducted a board of director’s compensation and benefits survey on the following local comparable water agencies:

- Alameda County Water District
- Contra Costa Water District
- Dublin San Ramon Services District
- East Bay Municipal Utility District
- Marin Municipal Water District
- Valley Water District (Formerly Santa Clara Valley Water District)

Table 1: The Compensation and benefit survey results from the comparable water agencies.

Although the survey data includes the monthly cost for group benefits provided to directors of each agency, under the Alameda County system, the Zone 7 Board of Directors are not currently eligible to receive medical or retirement benefits.

AGENCY	Amount per	Group Benefit Cost		
	Meeting	Minimum to Maximum Per Month		
Alameda County Water District	\$290.00	\$1,174.50	to	\$3,053.70
Contra Costa Water District	\$100.00	\$914.27	to	\$2,893.54
Dublin San Ramon Services District	\$195.00	\$914.27	to	\$2,687.00
East Bay Municipal Utility District*		\$882.39	to	\$3,364.24
Marin Municipal Water District**	\$250.00	\$935.84	to	\$1,871.68
Valley Water District	\$403.37	\$942.33	to	\$3,829.96
Mean	\$247.67	\$960.60	to	\$2,950.02
Zone 7***	\$216.93	N/A		

*Flat Rate

**Group benefits approximate

*** No group benefits

Table 2: The Maximum compensation and benefit survey at minimum cost results from the comparable water agencies.

AGENCY	Amount / Meeting	Maximum Meetings / Month	Maximum Compensation / Month	Group Benefit Cost at Minimum	Total Meeting + Group Benefits at Minimum
Alameda County Water District	\$290.00	10	\$2,900.00	\$1,174.50	\$4,074.50
Contra Costa Water District	\$100.00	10	\$1,000.00	\$914.27	\$1,914.27
Dublin San Ramon Services District	\$195.00	10	\$1,950.00	\$914.27	\$2,864.27
East Bay Municipal Utility District*			\$1,606.50	\$882.39	\$2,488.89
Marin Municipal Water District**	\$250.00	8	\$2,000.00	\$935.84	\$2,935.84
Valley Water District	\$403.37	15	\$6,050.55	\$942.33	\$6,992.88
Mean	\$247.67	10.6	\$2,584.51	\$960.60	\$3,545.11
Zone 7***	\$216.93	10	\$2,169.30	N/A	

*Flat Rate

**Group benefits approximate

*** No group benefits

Table 2 above shows that the mean cost for the comparable agencies at \$3,545.11 per month including group benefits at minimum cost compared to Zone 7 cost at \$2,169.30 per month at the current cost.

ANALYSIS:

In comparing the data surveyed for the year 2023 versus the current 2025 data:

- The changes were primarily to increase the cost of group benefits
- Three (3) of the surveyed agencies made changes to their board's compensation:
 - East Bay Municipal Utility District increased their monthly flat payment from \$1,530.00 to \$1606.50.
 - Marin Municipal Water District increased their compensation from \$200.00 to \$250.00 per meeting and reduced the maximum meetings per month from 10 to eight (8).
 - Valley Water increased their compensation from \$365.87 to \$403.37 per meeting.
- The mean compensation level of the agencies surveyed is \$247.67 per meeting and the maximum compensation increase allowed under Water Code Section 20200, *et seq.*, is 5% per year. The following are options to consider:
 - **Option 1:** Maintain the current compensation of \$216.93 per meeting.
 - **Option 2:** Since the board has taken no increase since 2023, and per the Water Code Section 20200, *et seq.*, 5% per year increase is allowed; up to 10% increase could be granted this year (up to \$238.62).

FUNDING:

Funds are available in Fund 100 – Water Enterprise Operations and Fund 200 – Flood Protection Operations.

RECOMMENDED ACTION:

Open public hearing, hear all comments, discuss, and vote on the attached Ordinance to increase the Board of Directors Compensation to \$238.62, if agreed upon.

ATTACHMENT:

Ordinance

ZONE 7 ORDINANCE NO. _____

AN ORDINANCE INCREASING THE COMPENSATION OF MEMBERS OF THE BOARD OF DIRECTORS OF ZONE 7 OF THE ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

Pursuant to California Water Code Section 20200, *et seq.*, the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District do hereby ordain as follows:

SECTION I:

The "*Zone 7 Board of Directors' Compensation and Expense Reimbursement Policy*" provides for a review of the Board's remuneration on a biennial basis. Having undertaken such review for 2025, the Board of Directors find that increasing the remuneration paid per meeting attended by each Director for Fiscal Year 2025-26 through Fiscal Year 2026-27 by 10%, the maximum allowable under Water Code.

SECTION II:

Beginning Fiscal Year 2025-26 through 2026-27, the compensation of two-hundred thirty eight dollars and sixty-two cents (\$238.62) per day shall be paid to each Zone 7 Board member for each day's attendance at regular, special and/or committee meetings of the Board and for attending such non-Zone 7 meetings as eligible for compensation pursuant to Section B of the "*Zone 7 Board of Directors' Compensation and Expense Reimbursement Policy.*"

SECTION III:

This ordinance shall not be deemed to authorize compensation for more monthly meetings than allowed in Section B of the "*Zone 7 Board of Directors' Compensation and Expense Reimbursement Policy.*"

SECTION IV:

This ordinance shall take effect and be in force sixty (60) days from and after the date of passage, and before the expiration of fifteen (15) days after its passage, shall be published once with the name of the members voting for and against the same in a newspaper of general circulation published in the County of Alameda.

Introduced at a regular meeting of the Board of Directors held on the 21st day of May 2025, and passed and adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District, in the County of Alameda, State of California, on the 21st day of May 2025, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____
Executive Assistant to the General Manager
Board of Directors, Zone 7 of Alameda County Flood
Control and Water Conservation District,
County of Alameda, State of California

I certify that the foregoing is a correct copy of an Ordinance adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on May 21, 2025.

By: _____
President, Board of Directors

ZONE 7 BOARD OF DIRECTORS
SUMMARY NOTES OF THE FINANCE COMMITTEE

April 9, 2025
3:00 p.m.

Directors Present: Dawn Benson
Catherine Brown
Kathy Narum

Staff Present: Valerie Pryor, General Manager
Osborn Solitei, Treasurer/Assistant General Manager – Finance
Lizzie Foss, Financial Analyst
JaVia Green, Financial Analyst
Donna Fabian, Executive Assistant

1. Call Meeting to Order

Director Narum called the meeting to order at 3:00 p.m.

2. Public Comment on Items Not on the Agenda

There were no public comments.

3. Discussion on Use of Fund 100 – Water Enterprise Operations Unallocated Fund Balance

Lizzie Foss, Financial Analyst, presented a summary on Fund 100's unallocated fund balance, which is projected to be approximately \$7.9 million at the end of the fiscal year, based on Q2 projections. She explained that the Board has discretion on how to use these funds and noted that the Agency faces upcoming decisions requiring major long-term investments in water supply reliability projects such as Sites Reservoir, Delta Conveyance, and Chain of Lakes. Staff sought Committee direction on the preferred use of the unallocated balance, offering options including the creation of a formal reserve fund or earmarking funds for future water reliability costs.

Ms. Foss reviewed the Agency's Reserve Policy and prior uses of unallocated funds, such as balancing the FY22 budget during drought conditions, funding the pension trust, and supporting the Delta Conveyance Project. She emphasized that the Agency is concurrently updating several planning tools including the connection fee study, asset management program, and 10-year Capital Improvement Plan (CIP) to inform future capital needs and rate impacts.

Director Benson inquired about allocating a portion of the unallocated funds to the pension trust and Sites Reservoir and asked for details about the connection fee study and expected revenues. Osborn Solitei confirmed the connection fee study is underway but results won't be available until fall. He noted that the asset management program currently costs about \$16 million annually and that many future project costs are still unknown, including for the Mocho PFAS treatment plant.

Valerie Pryor recommended creating a general water reliability reserve fund without assigning funds to specific projects until cost clarity improves over the next 9-12 months. She advised against additional contributions to the pension trust, noting that the Agency's pension obligations are modest and adequately funded through annual contributions. Ms. Foss added that funding recommendations for the pension trust are made based on audited actuals.

Director Benson asked about the \$1.5 million from Los Vaqueros, which Ms. Pryor explained would largely be returned to Fund 100 and available for water reliability projects. Director Narum questioned which projects qualify as water reliability versus CIP and suggested maintaining clarity to avoid confusion. She supported establishing a reserve to avoid public scrutiny over an unallocated fund balance, expressing concern that a large balance might invite pressure to reduce rates prematurely.

Ms. Pryor and Mr. Solitei both recommended setting up a reserve fund with no maximum or target amount, while maintaining a small buffer of \$1.5 million in unallocated funds for budget flexibility. Director Narum supported this approach and emphasized the need for a clearly labeled reserve to demonstrate responsible financial planning to the public and retailers.

Director Benson made a motion to establish a water reliability reserve fund with no target and requested staff bring the proposal back in May. The motion was seconded by Director Narum and passed unanimously by Directors Benson, Narum, and Brown.

4. Adjournment

Director Narum adjourned the meeting at 3:32 p.m.

ZONE 7 BOARD OF DIRECTORS
SUMMARY NOTES OF THE WATER RESOURCES COMMITTEE

May 1, 2025
10:00 a.m.

Directors Present: Laurene Green
Sarah Palmer

Directors Absent: Sandy Figuers

Staff Present: Valerie Pryor, General Manager
Osborn Solitei, Treasurer/Assistant General Manager – Finance
Ken Minn, Water Resources Manager
Colleen Winey, Acting Senior Geologist
Elke Rank, Senior Planner
Jacob Danielsen, Junior Geologist
Donna Fabian, Executive Assistant

1. Call Meeting to Order

Director Palmer called the meeting to order at 10:09 a.m.

2. Public Comment on Items Not on the Agenda

Eric Summergren provided public comment.

3. Groundwater Monitoring Program Implementation

Colleen Winey, Acting Senior Geologist, and Jacob Danielsen, Junior Geologist, provided a detailed overview of Zone 7's Groundwater Monitoring Program implementation. The presentation focused on Zone 7's long-standing efforts to sustainably manage the Livermore Valley Groundwater Basin, especially in light of California's Sustainable Groundwater Management Act (SGMA) enacted in 2014. Because of decades of consistent monitoring and sustainable practices, Zone 7 was able to submit and gain approval for an alternative groundwater sustainability plan (GSP) in 2016. The agency monitors five of the six SGMA-defined sustainability indicators, excluding seawater intrusion, which does not apply due to the inland location.

Jacob Danielsen elaborated on the two major monitoring efforts: groundwater elevation and groundwater quality. The groundwater elevation program includes 263 wells and 20 lake levels, monitored semi-annually and monthly, with 21 data loggers collecting 15-minute interval data for high-frequency data collection. Traditional manual measurements, though comprehensive, are time-consuming and sometimes hindered by site inaccessibility. To improve efficiency, Zone 7 launched a Monitoring Well Modernization Project, introducing telemetry technology to monitor groundwater levels in near real-time. After a pilot test in

2022, Zone 7 selected In-Situ telemetry devices for their cost-effectiveness and reliability. As of January 2025, 18 wells are equipped with telemetry, with plans to expand further. These systems reduce staff time, increase data resolution, and enable more proactive water management. Operational cost comparisons show that telemetry is also more cost-effective than frequent manual visits.

The telemetry system, powered by lithium manganese oxide batteries with a three-year lifespan, allows real-time data monitoring through a secure web portal. Staff still visit each site semi-annually for calibration and maintenance. Directors inquired about the integration of new test and production wells into the monitoring network, with staff confirming this will occur within the year. The telemetry data remains internal and is not shared via platforms like GeoTracker, which is reserved for environmental sites. Site security was briefly discussed, with no current use of cameras but regular visits and data monitoring helping identify potential issues.

4. Miscellaneous Updates

Staff provided updates on proposed development located in unincorporated Alameda County between Pleasanton and Livermore.

5. Adjournment

Director Palmer adjourned the meeting at 11:07 a.m.

Palmer Board Report May 2025

April 17

DCA Board Meeting

DCA Finance Committee: We are under budget at present.

April 21

PFAS Working Group: reviewed EPA recommendations and notification levels (NLs)

April 23

Delta Conveyance Project Public Hearing

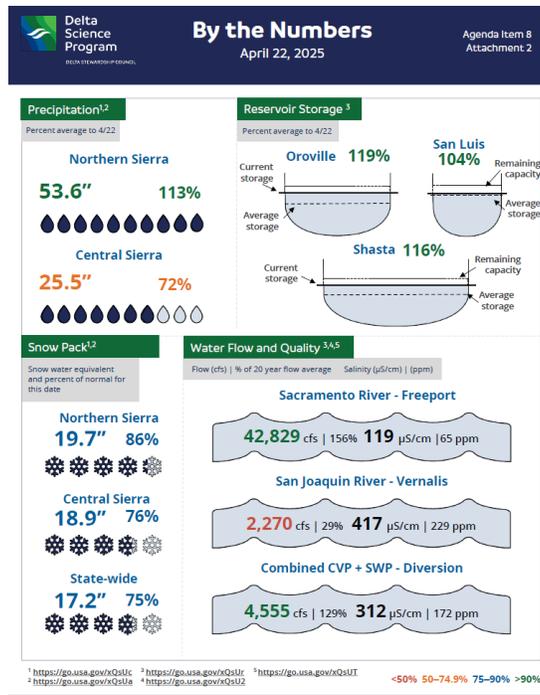
Hearing on Modeling of the Delta Conveyance Impacts. Modeling of the impacts has been presented and challenges questioning the validity of this modeling (including historical data) was mainly done by lawyers challenging the processes that were followed by the engineers. Maddening to watch.

April 24

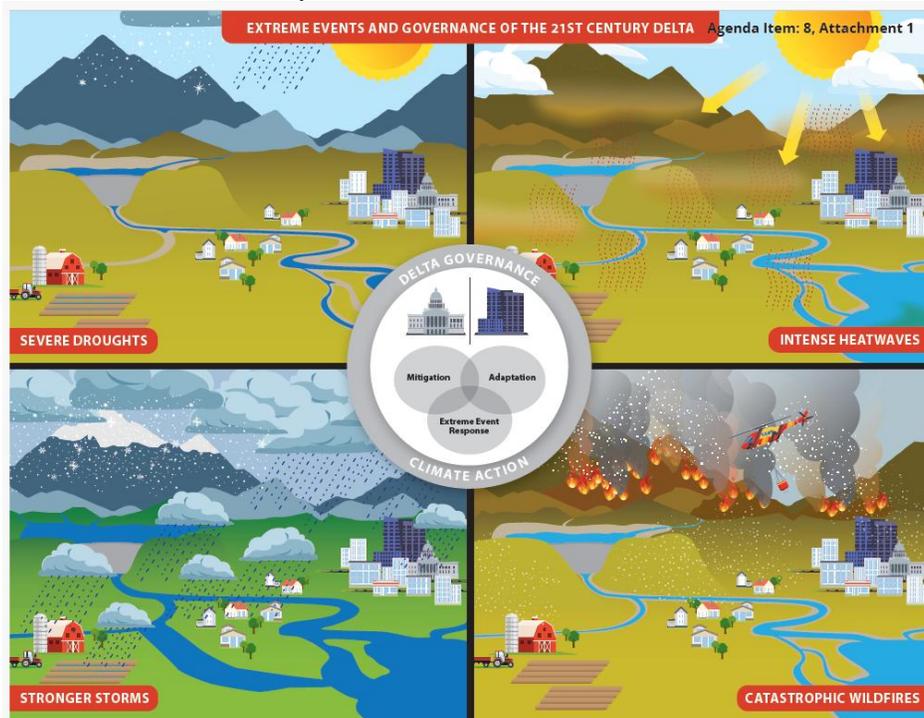
Delta Stewardship Council

Items of interest:

- Delta Stewardship Council unanimously adopted the tribal and environmental justice issue paper and its recommendations: *Tribal and Environmental Justice in the Sacramento-San Joaquin Delta: History, Current Perspectives, and Recommendations for a Way Forward.*
- Report by Lead Scientist Lisamarie Windham-Meyers, Ph.D.
 - report on precipitation, snowpack, reservoirs and waterflow



- a key takeaway was the following slide addressing the extreme events expected in the Delta in the 21st century



- Department of Water Resources Annual Report to the Council on the Delta Levees Investment Strategy (DLIS) (Information Item)
 - Department of Water Resources staff presented on discretionary investments in levee operations, maintenance, and improvement for fiscal year 2023-2024, and how they comport with DLIS, as required by Council regulations.
- Update on Delta Conveyance by DWR Carrie Buckman
 - see: <http://dcdca.org>

April 29

ACWA City/County Nexus Subcommittee

- Addressing issues of ADUs
- SB477
- ACWA Housing Densification webpage has been updated. Will check to see if this is publicly available.
- See "Accessory Unit Handbook" by the California Department of Housing and Community Development
 - https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://ahcd.asbse.mly.ca.gov/system/files/2025-03/adu-handbook-update.pdf&ved=2ahUKEwi_urORrf6MAxVaDTQIHVEkDywQFnoECB0QAQ&usg=AOvVaw1XEePmMPB0wCNuCaZY7mmw
- discussed coordination between cities - issues with local control
- Condos and community service connections
- Infrastructure possibly strained for water and waste
- Fireflow pressure especially in marginal areas is an issue (not to mention insurability)
- After ACWA possibly look at development of legislation re: infrastructure and fireflow

Notes from ACWA D.C. Conference February 2025 – by Director Laurene Green

February 25, 2025

The 119th Congress

Host: Ian Lyle, ACWA D.C. Lobbyist

Panel: Olivia Sanford, Vice President, Marcus G Faust

Megan Semore, Legislative Affairs Manager, Association of Metropolitan Water Agencies

Lane Dickson, Partner, The Ferguson Group

Olivia Sanford

- Republican/Democrat ratio was 220/215, is now 218/215.
- There has been a reduction of committees to reduce spending (7). Examples are agriculture, education, workforce, and transportation committees.
- Current bug ticket items: Budget Resolution and Reconciliation, FY 2025 & 2026 Appropriations, and Farm Bill.
- Another example of legislation is the Drinking Water Program extension WRDA (US Army Corp of Engineers).
- U.S. House of Representatives committees to watch/ Key Committees: Natural Resources, Transportation and Infrastructure, Energy and Commerce, Appropriations, and Agriculture.

Megan Semore

- Republicans flipped 4 seats.
- 2 vacancies Ohio and Florida.
- In the Midwest democrats retained seats, but less so in the rustbelt.
- Senate leadership has moved from Senator Mitch McConnell to Senator John Thune.
- See EPW Committee.
- Funding ends March 14th, and one needs 60 votes in the Senate to pass a continuing resolution.
- Issues that might move: PFAS, as there is worry about opening up utilities to liability.
- Climate and renewable energy programs are likely to be closed out.

Lane Dickson

- Committee leadership changes are significant. They are going through an education period for newer representatives and staff.
- Energy and Commerce Committees have new members on both sides of the aisle.
- "A little less talk, a lot more action" means this president is likely to be more aggressive than last presidents.
- Agenda Influence
 - Senate focused on personal right now.
 - How much will the president weigh-in to keep party unified?
 - Executive Orders (EOs) are a bit too micro-management.
 - Level of attention by normal people is important.
 - Focus on cutting spending → spending freeze affecting congressional agenda.
 - Water infrastructure is in a pretty good place (not targeted), as it will be unfrozen eventually due to merit.

- Re-deregulation (see NEPA) is happening.
- Republicans counting on reconciliation process to mitigate cost cutting.
- Q: What one person will the president listen to on California Water?
- A: A variety. Kevin McCarthy is important. Moderate republicans on the house side. The Bureau of Reclamation was lead on Colorado river water; how/who leads and what is sectioned off for regional issues will be interesting

Effective Engagements: ACWA Federal Priorities

Panel: Jolene Walsh, Senior Director of Policy and Government Affairs, Eastern Municipal Water District

Abbie Schneider PhD, Executive Legislative Representative, Metropolitan Water District of Southern California

Scott Petersen, Director of Water Policy, Delta Mendota Water Authority

Jolene Walsh

- Predictability is important.
- Watch HR 1267, Water Systems PFAS Liability Protection Act.

Abbie Schneider

- Funding on and off, and hopefully on again. Check grant funding daily and submit immediately when open.
- March 14th government funding runs out!
- FY 2025 appropriations conversations are happening.
- Only a Continuing Resolution is possible now.
- Ability to move bills under suspension is possible – if CBO scores over \$500,000, it's a problem, but may be below \$5M can be worked around.
- PFAS CERCLA Liability needs E&E Committee to get on this. Maybe one bill, or little bills for water, then airports, then fire fighters, etc.

Scott Petersen

- Ag economy – commodity prices have collapsed across the board. Money not there to maintain/upgrade infrastructure – need federal funding.
- Review to close out some funding isn't being done programmatically as preferred.
- Kevin Nunez is now at National Intelligence! He knows water but his influence is unknown.
- Farm Bill not that important for commodity
- Because California farm sizes disqualify.
- Crop insurance and research are the most important.
- We have 2 senators on important water issues committees.
- A lot of programs expire in 2026, what next?
- If congress reaches topline dollars, will the president spend the money?
- Senate takes a long time, so they want bigger combined bills.
- Neither CA senator is on appropriations – an influence/power problem.
- Waiting for Bureau of Reclamation nomination.
- California is looking to codify everything as the Feds roll back. Governor Newsom is the bulwark.
- ACWA is a member of the National Endangered Species Protection Reform Act.

Evolving Legal and Regulatory Landscape

Panel: Ana Schwab, Partner and Director of Government Affairs, Best, Best & Krieger
Jordan Smith, Principal, Vaness Feldman

Ana Schwab

- Chevron Deference case – questions if statute was vague: result is that a court will decide in the future not a skilled and knowledgeable regulatory body.
- 6 years from your injury, not 6 years from agency rule-promulgation is window to sue.
- CEQ for 4+ years, a decision said no NEPA authority.
- EO 4151 revokes Carter CEQ (NEPA). So, shift from CEQ to individual agencies to implement NEPA Regulations.

Jordan Smith

- Endangered Species Act (ESA).
- ACWA is a member of NESARC (National Endangered Species Act Reform Coalition), so are lots of industries. Priorities are the same as before.
- Secretary of the Interior has made 6 orders; an example is No 3418.
- 119th Congress ESA groups: House Natural Resources Committee, Senate Environment and Public Works Committees, and Congressional Western Caucus and Senate Western Caucus.
- ESA remains authorized but unfunded!?
- The courts see appropriations as authorization.
- See congressional record statement from Napolitano.

Audience with Senator Schiff

Speaker: California's Senator Adam Schiff

Audience: ACWA Members, including Zone 7's **Laurene Green** and **Carol Mahoney**

Several California Water Issues Discussed

- Examples are PFAS, CERCLA liability protection for PFAS, and Sites Reservoir
- The Senator asked the audience several specific questions and called on individuals to answer.
- Carol Mahoney was called upon and did a wonderful job representing Zone 7. She relayed our concerns about PFAS issues, such as cost and CERCLA liability protection, as well as support for Sites storage.
- Afterwards when Director Green talked with the Senator, she underlined Zone 7's interest in PFAS and Sites Reservoir support.

February 26, 2025

Visit to Senator Schiff's Office

Joshua (Josh) Franco, Senator Schiff's Staff representative

Laurene Green, Director on Zone 7's Board

Carol Mahoney, Zone 7 Government Relations Manager

Mark Smith, Zone 7 Lobbyist

PFAS Issues Discussed

- Zone 7 representatives emphasized our need for CERCLA liability protection, explaining that the US EPA's PFAS regulations unfortunately burden pass-through entities such as water utilities that clean PFAS out of the water as generators of PFAS.
- We discussed how lawsuits would play out in different circuit courts for water and waste-water agencies suing the EPA to remove CERCLA/RCRA responsibilities for pass-through PFAS.
- We also discussed the PFAS situation in the Tri-Valley area and our efforts towards treatment system design & construction, our computer modeling and simulations efforts, as well as our test well drilling in a presumed clean aquifer with hopes of production wells to follow.
- We also discussed that need for future funding help on our PFAS infrastructure capital costs.
- We invited the Senator and Staff to the March 26th Ribbon Cutting Ceremony for the Chain of Lakes PFAS Treatment System.
- Director Green mentioned that the ACWA Water Quality Committee's *PFAS Working Group* and its current efforts to study and report on the true cost of PFAS Treatment. The Senator's staff was very interested in this, and Director Green will arrange a meeting with the Senator's Staff and the *PFAS Working Group* to discuss the project.

Visit at Congressman Swalwell's Office

Swalwell's Staff Member

Laurene Green, Director on Zone 7's Board

Carol Mahoney, Zone 7 Government Relations Manager

Mark Smith, Zone 7 Lobbyist

PFAS Issues Discussed

- Zone 7 representatives emphasized our need for CERCLA liability protection, explaining that the US EPA's PFAS regulations unfortunately burden pass-through entities such as water utilities that clean PFAS out of the water as generators of PFAS.
- We discussed that need for future funding help on our PFAS infrastructure capital costs and thanked the Congressman for his previous help in securing \$1M for our Chain of Lake PFAS Treatment System.
- We also discussed the PFAS situation in the Tri-Valley area and our efforts towards treatment system design & construction, our computer modeling and simulations efforts, as well as our test well drilling in a presumed clean aquifer with hopes of production wells to follow.
- We invited the Congressman and Staff to the March 26th Ribbon Cutting Ceremony for the Chain of Lakes PFAS Treatment System

Visit at Congressman DeSaulnier's Office

Representative DeSaulnier

DeSaulnier's Staff Member

Laurene Green, Director on Zone 7's Board

Carol Mahoney, Zone 7 Government Relations Manager

Mark Smith, Zone 7 Lobbyist

PFAS Issues Discussed

- Zone 7 representatives emphasized our need for CERCLA liability protection, explaining that the US EPA's PFAS regulations unfortunately burden pass-through entities such as water utilities that clean PFAS out of the water as generators of PFAS.
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- We also discussed the PFAS situation in the Tri-Valley area and our efforts towards treatment system design & construction, our computer modeling and simulations efforts, as well as our test well drilling in a presumed clean aquifer with hopes of production wells to follow.
- The Congressman mentioned his disappointment in the Los Vaqueros Expansion Project collapse. We mentioned that Zone 7 was supportive of the project and also disappointed. Hope was expressed that maybe the Bethany Bay Transfer System might at least be eventually built. The Congressman was interested in more background information which Mark Smith will supply subsequently.
- We invited the Congressman and Staff to the March 26th Ribbon Cutting Ceremony for the Chain of Lakes PFAS Treatment System

Audience with Senators and Representatives

Representative Doug Malta

Senator Padilla

Representative Jim Costa

Audience: ACWA Members, including Zone 7's **Laurene Green** and **Carol Mahoney**

Representative Doug Malta

Discussed republican party views on water issues.

Senator Padilla

Discussed LA Fires, and unfortunate President-directed Bureau of Reclamation/Corp of Engineer recent water release, which was after the LA Fires, flooded land, and wasted water that will now not be available during the warm months and growing season.

Representative Jim Costa

Discussed some personal, water, and government history. His main message was "If we come together and make more right decisions than wrong decisions, we have a good future".

February 27, 2025

Farm Bill

Host: Ian Lyle, ACWA D.C. Lobbyist

Panel: Shelby Hagenhauer, Senior Director Government Affairs for the American Farm Bureau

Shelby Hagenhauer

Farm Bill is not finished.

There is potential to lose farms now due to inflation, commodity prices, and bad crop years.

Specialty crops are more precarious; diversity is better.

Disaster and economic assistance extensions are needed.

USDA says they're working fast on this and will meet the 90-day timeline to get it out.

Examples are the Feral Swine Orphan program, and the Health Citrus program.

\$60/acre – economic assistance

\$70/acre – minimum for rice

\$80/acre -- cotton

We are losing farms to consolidation.

Food & Farm Bill (SNAP) – \$1.4 trillion over 10 years 80% is SNAP.

Only 25% of farms have crop insurance; it is 4% of the Bill.

Republicans want to slow SNAP increase, and democrats oppose this.

House wants "one big beautiful" reconciliation bill.

Senate wants small "early wins" bills.

Savings are thought to be found in overpayments & SNAP being given out inappropriately for some states.

Water and immigration are California Farmers' concerns.

Conservation program for irrigation program EQUIP program another concern.

Forestry in FARM Bill.

Public-Private partnerships are important for fires, as they are often adjacent. Work is being done on Fix our Forest Aid.

Some suits are usually over ESA.

Q: Biden had drought issues he addressed, have irrigation districts been contacted under this president?

A: New people are there.

Q: Subsidence – not 20 but 3-5 years from now farmland will need to be removed (state requirement). Can we get disaster assistance?

A: Best hope is new personnel. James Priest from Bakersfield just hired, he gets water issues, Mike Lee too. Work with Ian and talk to the Agricultural Committee; also work with the Bureau of Reclamation.

Q: Sonoma Farmer – predators are a real problem, and I would like to have it addressed in Farm Bill – more than \$200/head included.

A: Apex pre predators dumped in areas with cattle; in CA gray wolves, and Mexico too. Other physical impacts due to worry like losing weight, not just kills. Share stories with House Natural Resources Committee, Harriet Hagman.

Q: Where is cannabis industry on chart?

A: Doesn't show up as it is not federally recognized.

ORIGINATING SECTION: Administration

CONTACT: Valerie Pryor

AGENDA DATE: May 21, 2025

SUBJECT: General Manager's Report

SUMMARY:

The following highlights a few of the key activities which occurred last month. Also attached is a list of the General Manager (GM) contracts executed during April.

Engineering and Water Quality:

PFAS Monitoring: The results from the first quarter of PFAS sampling show that all delivered water PFAS concentrations and the quarterly running annual average values were below the new federal standards. While compliance with these standards is not required until 2029, Zone 7 has proactively implemented treatment and operational changes to meet them ahead of schedule. This effort demonstrates our commitment to providing our customers with a safe, reliable, and high-quality water supply. The quarterly PFAS monitoring summary report is available on Zone 7 website: www.zone7water.com/pfas_q1_2025_summary_20250403.pdf.

Chain of Lakes PFAS Treatment Plant: The Division of Drinking Water has issued conditional approval to operate the treatment plant, and sampling of the treated water shows no detection of PFAS. The treatment plant is now delivering water to the transmission system. The site has been paved and the contractor has demobilized. The contractor is completing the remaining minor punch list items. Final completion of the project is anticipated by the end of May.

Flood Management Plan (FMP) Phase 2a: Consultants have completed the system-wide evaluation of current and future conditions of the flood protection system. These findings will be presented at the May 21, 2025, Board meeting.

Alamo Creek Bank Stabilization and Flood Management Pilot Project: The Board approved the final Initial Study/Mitigated Negative Declaration (IS/MND) at the April Board meeting. The project has been advertised for bids. Staff anticipates bringing the construction contract to the Board for approval in June. Construction is anticipated to occur from mid-July through October, pending environmental permit approvals.

2023 Storm Damage Repairs: The project is being advertised for bids in May. Staff anticipates bringing the construction contract to the Board for award in July. Construction is anticipated to begin in July/August, pending environmental permit approvals, and be completed in 2027. Staff has received permit comments from regulatory agencies and is addressing these comments.

Integrated Water Resources:

On April 29, 2025, the California Department of Water Resources (DWR) increased the State Water Project (SWP) allocation to 50%, which amounts to 40,310 acre-feet of water for Zone 7. This marks the fifth allocation change of the current water year. The initial allocation announced on December 2, 2024, was only 5%. The allocation is typically adjusted throughout the winter and spring months based on hydrology and operations. In April, treated water supply was comprised of 89% surface water and 11% groundwater.

Delta Conveyance Project (DCP): The Change in Point of Diversion (CPOD) hearing process for the Delta Conveyance Project is underway with the Administrative Hearing Office convening nine hearings in April. The CPOD process is scheduled to continue through October. DWR is posting daily highlights of the CPOD hearings on their [website](#).

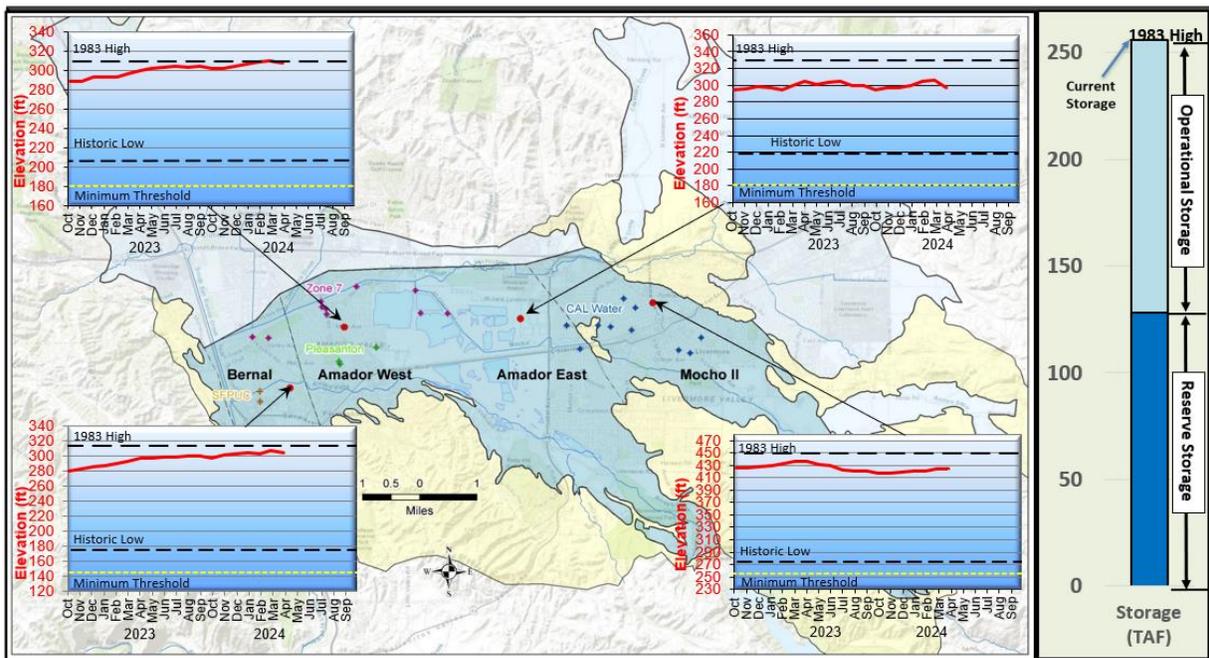
DWR estimates that if the DCP was online for Water Year 2025, it would have captured an additional 946,000 acre-feet of water from October 1 – April 24. That is roughly the equivalent of a 20% allocation increase.



Sites Reservoir: The Sites Reservoir Committee and Authority Board met on April 18, 2025. The evaluation committee for the Construction Manager at Risk (CMAR) procurement recommended a shortlist of three CMAR firms. The three firms will be invited to submit proposals. The CMAR contract will be considered for approval in October 2025 to support pre-construction activities. The Sites JPA continues to develop and refine the project contract documents. The water right permit process is expected to be delayed by one month; this delay also impacts other project milestones. For example, the investor commitment period has been delayed one month and is now scheduled to occur November 2025 – May 2026.

Sustainable Groundwater Management Act (SGMA) Compliance: Staff completed semi-annual groundwater measurements across the basin to record the representative seasonal high groundwater levels. Groundwater levels are beginning to decline across the Basin. The total storage including the portion of the storage below Sustainable Groundwater Management Act (SGMA) minimum threshold is approximately 256,600 AF (100% of the Basin’s total storage capacity).

The estimated storage capacity above the minimum thresholds (operational storage) is 126,000 AF. Currently, the Basin is at approximately 100% of its storage capacity above minimum thresholds (128,600 AF out of 126,000 AF).



Administration and Outreach:

Zone 7 successfully hosted a PPWTP tour and open house event on May 3, 2025, with 70 visitors. East Bay Regional Parks District and the cities of Livermore and Pleasanton also participated.



Operations and Maintenance:

Staff worked on several projects including support work for various Capital Improvement Projects including the Chain of Lakes PFAS Treatment Facility Project. The Computerized Maintenance Management System (CMMS) implementation is well underway and staff have access to the test environment. A CMMS working group is actively meeting to coordinate CMMS, GIS, and document management integration.

April 2025

<u>Contracts</u>	<u>Amount</u>	<u>Purpose</u>
Dr. Carole McKindley-Alvarez	\$27,000	Zone 7 Water Agency Executive Leadership Team Facilitation and Coaching Services
GEI Consultants	\$16,280	Chain of Lakes Conveyance Project Conceptual Project Formulation and Analysis
Health Metrics	\$15,000	Pulmonary Fit Testing and Hearing Testing
Stantec	\$15,000	Chain of Lakes Conveyance Project Conceptual Project Formulation and Analysis
Total April 2025	\$73,280	

ORIGINATING SECTION: Office of the General Manager
CONTACT: Alexandra Bradley

AGENDA DATE: May 21, 2025

SUBJECT: April Outreach Activities

SUMMARY:

In alignment with the Agency's 2025-2029 Strategic Plan Goal G—Stakeholder Engagement—Zone 7 is dedicated to fostering understanding of community needs, the Agency, and its functions. Initiative #19 emphasizes transparency and effective communication as essential for building trust and upholding our commitment to customer service and integrity. The Agency delivers proactive updates, promotes key initiatives, and engages stakeholders through public education campaigns, outreach programs, and digital tools. This report highlights progress and key activities that strengthen community relationships and advance these goals.

Communications Updates

Patterson Pass Water Treatment Plant Open House & Tours – All 75 available tour slots were reserved in advance of the event. Community partners helped make this year's tours into a successful Open House event.

Groundwater Awareness Week 2025 Summary Report: A complete report on this year's Groundwater Awareness Week outreach efforts is now complete, including examples of materials and analysis of campaign performance. (Attached)

Water Wise Wendy Fix-A-Leak Challenge 2025 Summary Report: Staff concluded the 2025 Water Wise Wendy Fix-A-Leak Challenge which took place throughout the month of March. Two winners were randomly selected in April, one from the DSRSD service area and one from the City of Pleasanton. A complete report on this year's Fix-A-Leak outreach efforts is now complete, including examples of materials and analysis of campaign performance. (Attached)

Chain of Lakes IX Treatment 2025 Summary Report: Following the Chain of Lakes PFAS Treatment Facility Ribbon Cutting, the team created adapted videos and graphics to inform the community of this significant milestone. The new videos will be added to the Wondrous World of Water suite of campaign materials to continue promoting the new videos and slideshows as part of this ongoing Water Quality education campaign. A complete report on the Chain of Lakes PFAS Treatment Facility outreach efforts is now complete, including examples of materials and analysis of campaign performance. (Attached)

Press:

- Staff sent out the April [newsletter](#).
- Staff sent out one media advisory and one press releases:
 - [Zone 7 Celebrates Water Awareness Month with a New Open House and Tours](#)

Annual Report: Staff continues to promote the digital annual report throughout the year in order to maximize engagement with the website. The second quarterly report will be delivered in July. To date, the redesigned online annual report (launched in 2023) has received five awards for communication tools, design, and government sites including:

- Better Future Gov Design Award 2025 | Silver Award for Website
- AVA Digital Award 2025 | Gold Award Government Website
- The Muse Creative Award 2025 | Silver Award for Government Website
- Hermes Creative Award 2025 | Gold Award for E-Annual Report
- Communicator Awards 2025 | Award of Excellence for Overall Design

Outreach Program Updates

Schools' Program: Staff led 43 lessons throughout the Zone 7 service area in April and are scheduled to wrap up the school year with 22 more classes in May.

Recent Events

Dublin Farmers' Market, Thursday, April 3, 2025, 4:00pm-8:00pm at Emerald Glen Park, Dublin. Zone 7 had a table at the first Farmers' Market of the season. Non-profit and service organizations were featured during the kickoff event. An activity was available to engage families in discussions about responsible water usage. There was a consistent stream of families. Staff had meaningful discussions with over 100 visitors.

Marylin Avenue Family Science Night Monday, April 7 from 6:00pm-8:00pm at Marylin Avenue School, Livermore. Staff participated in this school's STEM family science night. Staff engaged with over 50 Marylin Avenue students and their family members.

Livermore Science Odyssey, Thursday, April 10, 4:30pm-7:30pm. Joe Michell Elementary School, Livermore. Staff joined other Livermore groups in celebrating science at this district wide annual event. Staff supported students and their families with a hands-on booth featuring a small interactive groundwater model. Staff worked with the City of Livermore's Water Division, and CalWater in sponsoring, judging and presenting prizes for the best water focused projects.

Tri-Valley Innovation Fair, Saturday, April 12, 10:00am-5:00pm at Alameda Fairgrounds. Zone 7 Water Agency was well represented at this hands-on event with over 70 exhibitors. With beautiful weather, this year's innovation fair was very well attended. At the Zone 7 booth, many families enjoyed challenging each other to see who could put the most drops on a penny thanks to adhesion, cohesion and water tension. Staff used the small groundwater

model to talk about the aquifer under the fairgrounds as well as to highlight Zone 7's new ion exchange tanks to address pollution.

City of Pleasanton Earth and Arbor Day Celebration, Saturday, April 19, 10:00am-2:00pm at the Pleasanton Library, 400 Old Bernal Avenue. "The Earth and Arbor Day Celebration invites community members of all ages to learn about environmental issues and sustainability solutions in an interactive, family friendly atmosphere." Staff joined others in having an interactive booth at which over 100 participants created newspaper pots and planted sunflower seeds to take home. While the children were engaged with the activity, their adults learned about the many useful tools and rebates Zone 7 has to help them save water.

Las Positas College Child Development Center's Spring Festival, Tuesday, April 22, 3:00-5:30, Las Positas College, Livermore. Zone 7's education team was invited to host an interactive booth at the preschool's spring family event. The festival was described as "an opportunity to build a sense of community amongst, and provide educational enrichment for, our families." Preschoolers participated in a hands-on activity where they held an ice cube and observed it changing from a solid to a liquid. Before the ice cube completely melted, each child tossed it into a bucket to receive a Zone 7 prize.

Zone 7 Water Agency's Take Your Child to Work Day, Thursday, April 24, 9:00-3:00, Zone 7 Water Agency. Staff set up the H2Olympics, a matching game, and the small groundwater model to start exploration. Staff then presented "All the Water Knowledge," with work sheets colored pencils and mechanical pencils to teach attendees a little bit from each classroom lesson. Participants then went on to visit many of Zone 7's plants and workplaces.

Green Engineering Academy's Earth Day Event, Friday, April 25, 2025, 9:00-2:30, Livermore High School. Zone 7 was given the opportunity to join other city agencies to introduce Livermore sixth graders to engineering throughout the community and Livermore High school's Green Engineering program. Over 189 sixth graders came by the booth to learn about groundwater and Zone 7. They were attentive and interested.

Fredericksen Pi Night, Friday, April 25, 6:00pm-8:00pm, Fredericksen Elementary School, 7243 Tamarack Drive, Dublin. Zone 7 Water Agency attended Fredericksen Elementary School's Pi Night in celebration of math and sciences. Families in attendance were very attentive and appreciative of our floodplain model, wise giveaways and our being there.

Ag & Enviro Adventure Day, Tuesday, April 29, 8:00am-1:00pm, Livermore High School. All third-grade students in the Livermore Valley Unified School District attended a field trip at Livermore High School to celebrate Livermore's rich history as an agricultural community. Classes were bused to the site and led through a series of stations by Future Farmers of America students. At Zone 7's station, students participated in a team-building activity where they worked together to manage a bucket of water. Each group stood in a circle, holding pieces of string attached to the bucket, and carefully navigated through obstacles without spilling our most precious resource. The core messages of the activity focused on watershed understanding and management, water conservation, and water appreciation. Over 400 students, along with their chaperones, visited the Zone 7 station during the event.

Altamont Creek, Earth Day Family Science Night, Tuesday, April 29, 6:00pm-7:30pm, Altamont Creek Elementary School, Livermore. Zone 7's floodplain model was once again a big hit at their Earth Day Science Family night. Over 100 people learned more about our watershed and the connection between droughts and floods. A follow up email from the organizers had the following to say: "We were excited to see Jenevieve's dedication and professionalism with the kids and their families. She did an exceptional job! Attendees gave positive feedback, and everyone enjoyed the water model demonstrations. Her energetic presence, along with her assistant, made this a fun experience for the families who attended."

Open House and Tours, Saturday, May 3, 10:00am-3:00pm, Patterson Pass Treatment Plant. Zone 7 hosted a successful Open House at the Patterson Pass Water Treatment Plant, with approximately 70 attendees. Several staff members were on hand to guide visitors through plant tours, answer questions, and provide information about water treatment and conservation efforts. Informational booths were set up by Zone 7, East Bay Regional Park District, the City of Pleasanton, and the City of Livermore. The Zone 7 booth featured water conservation tips, giveaways, and fun educational activities. Visitors appreciated the opportunity to engage directly with staff and learn more about local water resources.

Bring Back the Natives Tour, Sunday, May 4, 10:00am-5:00pm. Zone 7 had a booth at a resident's home during the tour to educate visitors about native plants and lawn rebates. The booth featured rebate information, an activity for children and snacks for volunteers.

STEAM Bazaar, Friday, May 16, 4:00, Livermore Valley Academy, 557 Olivina Ave Building B, Livermore. Staff engaged with families of the Valley Academy in their science family night. Staff were excited to bring the floodplain model to this new venue.

Please visit www.zone7water.com/calendar for the most up-to-date schedule of public events. Those interested in having Zone 7 attend a school or public event in the service area can email schools@zone7water.com for more information.

ATTACHMENTS:

1. April Social Media Dashboard
2. April Zone 7 Website Dashboard
3. Groundwater Awareness Week Outreach Summary Report
4. Fix-A-Leak Challenge Outreach Summary Report
5. Chain of Lakes PFAS Treatment Facility Outreach Summary Report

Social Media Insights

01 Apr 25 - 30 Apr 25

Zone 7 Water Agency



Zone 7 Water Agency



Zone 7 Water Agency



Zone 7 Water Agency



Zone 7 Official



Followers

2403
+2.39%



📅 Zone 7 Water Agency

1358

-0.07%

Facebook

739

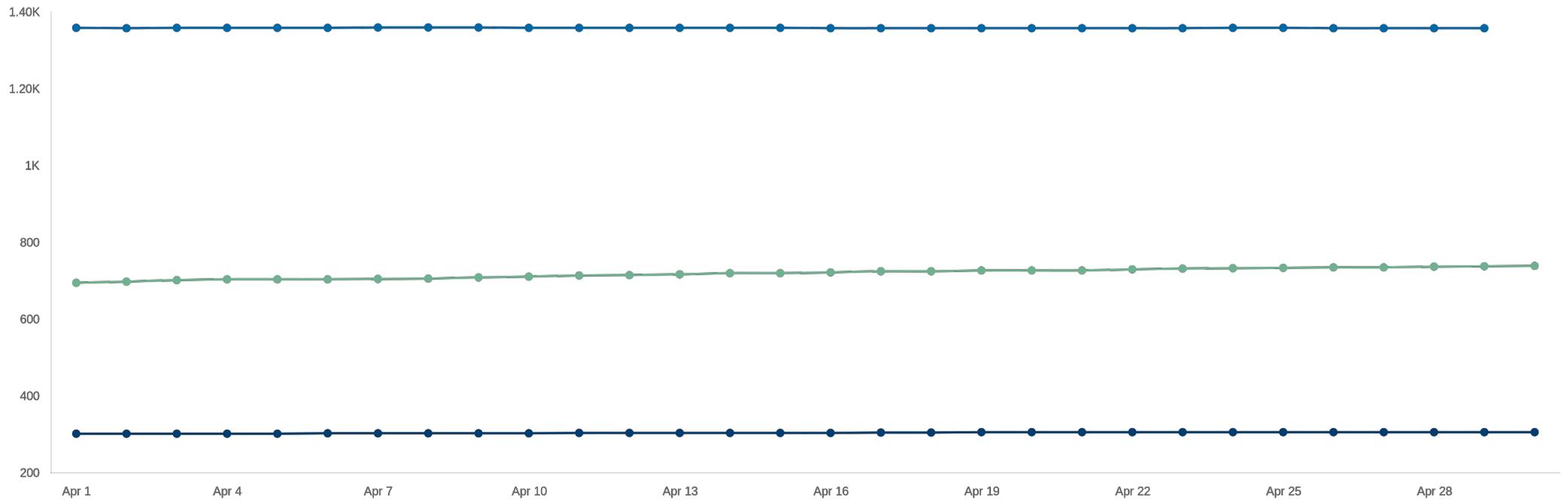
+7.73%

LinkedIn

306

+1.32%

Youtube



Apr 1 - Apr 30



Impressions

52.02K
-69.67%



Zone 7 Water Agency

43.41K
-65.62%

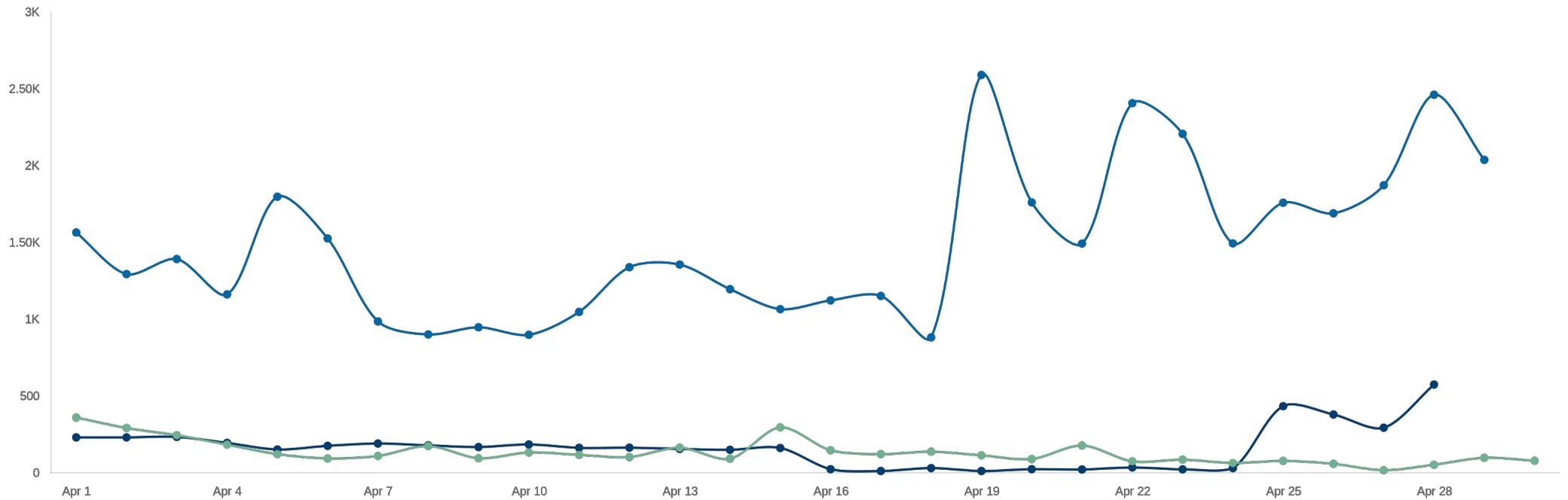
Facebook

3980
-23.11%

LinkedIn

4634
-88.43%

Youtube



Apr 1 - Apr 30



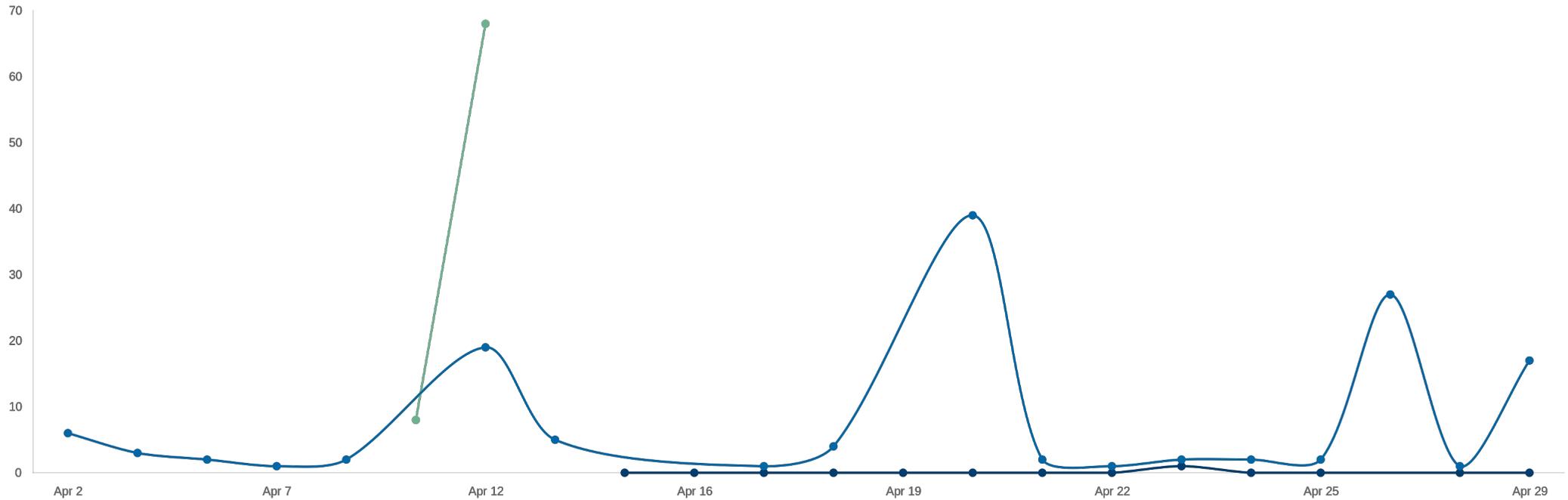
Interactions

213
-89.49%



Zone 7 Water Agency

136 -65.04% Facebook	76 -95.36% Linkedin	1 Youtube
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Apr 1 - Apr 30

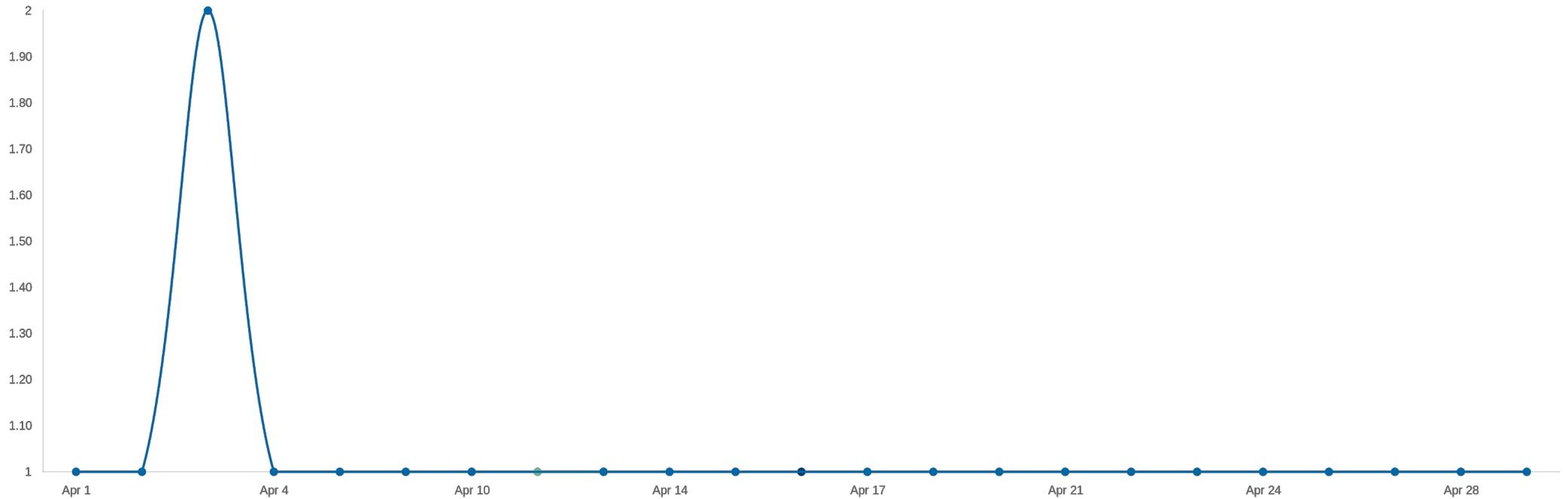


Posts

25
-3.85%



Zone 7 Water Agency



Apr 1 - Apr 30



Ranking of posts

Zone 7 Water Agency

Showing 20 posts sorted by impressions

Published		Text			Impressions	Interactions
Apr 20, 2025 16:02		🌱 Want a gorgeous yard AND to save water? Zone 7's rebate program makes it easy to replace your thi...	Go		4034	39
Apr 12, 2025 17:54		Exciting news for the Tri-Valley! 🌱 Zone 7 Water Agency is thrilled to announce that our SECOND sta...	Go		1524	19
Apr 26, 2025 14:46		Join us at the May 21 Board meeting at 7:00 PM for a presentation on the results of a systemwide eva...	Go		904	27
Apr 29, 2025 16:47		Ready to ditch the lawnmower and embrace a vibrant, low-water landscape? Native plants are the answe...	Go		760	17
Apr 12, 2025 17:54		Exciting news for the Tri-Valley! 🌱 Zone 7 Water Agency is thrilled to announce that our SECOND sta...	Go		632	66
Apr 15, 2025 22:08		Z7 Chain of Lakes PFAS Treatment	Go		492	10

Published		Text			Impressions	Interactions
Apr 11, 2025 18:17		Celebrate Earth and Arbor Day with the City of Pleasanton! 🌱🌳 Join us for a day of fun and learnin...	Go		175	8
Apr 14, 2025 13:02		💧 We are excited to announce that the Patterson Pass tours are BACK by popular demand, and we're mak...	Go		97	5
Apr 04, 2025 15:49		🌿 Don't miss the Bringing Back the Natives virtual plant and garden tours this weekend! 🌳🌻 Learn ...	Go		77	3
Apr 02, 2025 16:24		Living Arroyo's monthly creek cleanups are officially done for the season! 🌿🌳 Thank you to everyon...	Go		65	6
Apr 21, 2025 15:30		Discover the beauty and benefits of native plants! 🌻 Join us for an in-person tour on May 3rd & 4th...	Go		63	2
Apr 18, 2025 14:45		May is Water Awareness Month! 💙 Celebrate with us at our Patterson Pass Water Treatment Plant Open ...	Go		57	4
Apr 03, 2025 14:34		🌿 The Dublin Farmers Market kicks off tonight, April 3rd! 🌱🌳 Come join us for fresh produce and c...	Go		55	0
Apr 05, 2025 17:22		Hey Science enthusiasts! 🧪 Did you participate in the Livermore Science Odyssey? 🚀 Zone 7 will be ...	Go		53	2

Published		Text			Impressions	Interactions
Apr 25, 2025 14:30		Join us at the May 21 Board meeting at 7:00 PM for a presentation on the results of a systemwide eva...	Go		45	2
Apr 03, 2025 14:47		So excited to see what the young scientists have come up with this year! 🧐👉👉👉👉👉 Stop by our ...	Go		45	0
Apr 07, 2025 13:02		Join us at the Tri-Valley Innovation Science Fair 🚀 on Saturday, April 12th, from 10 AM to 5 PM at th...	Go		43	1
Apr 15, 2025 14:02		Join us this tomorrow, April 16th, at 7 PM in our Headquarters Building for our monthly board meetin...	Go		41	0
Apr 10, 2025 17:11		California's water future depends on a reliable Delta! The Delta Conveyance Project offers several k...	Go		41	2
Apr 22, 2025 13:37		Happy Earth Day! 🌍💧 Let's celebrate the life-giving power of WATER! From fueling our economy 🚚 to...	Go		38	1

Impressions

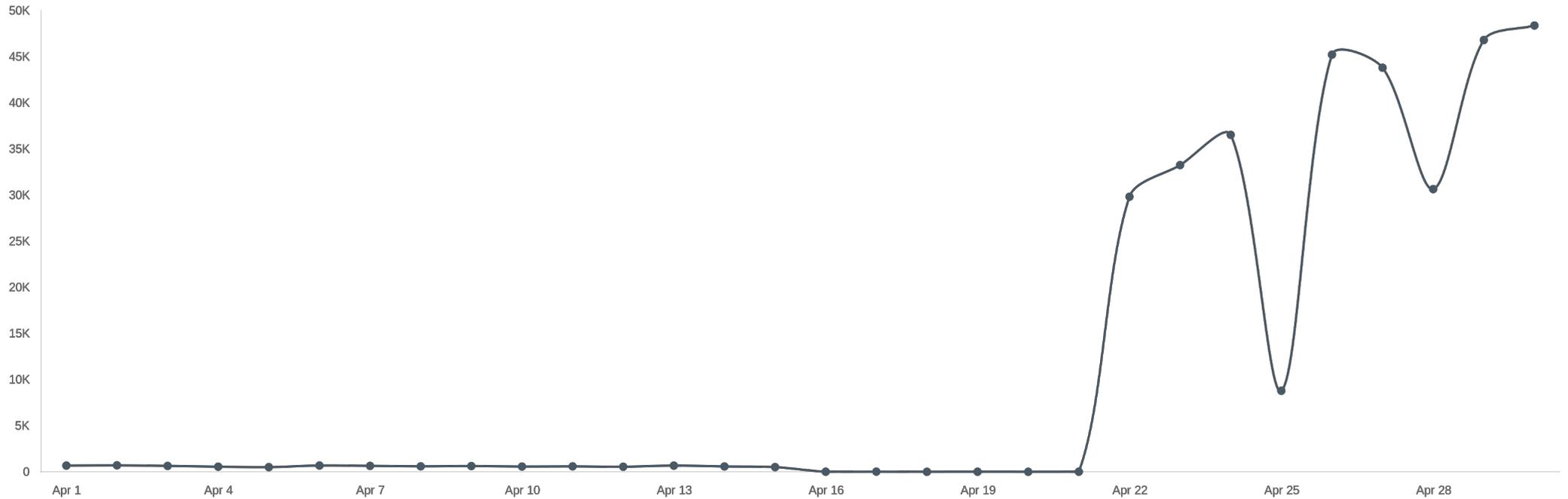
Zone 7 Water Agency

332.46K
+201.72%



332.46K
+201.72%

Google Ads



Apr 1 - Apr 30



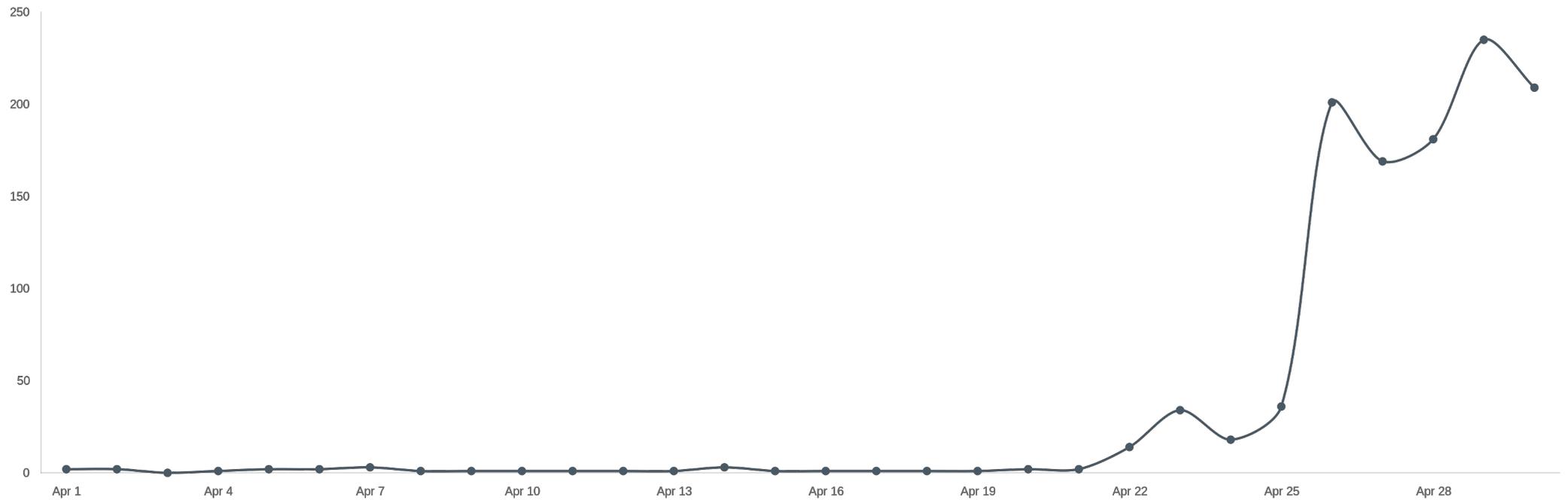
Clicks

Zone 7 Water Agency

1127
+176.90%



1127
+176.90%
Google Ads



Apr 1 - Apr 30



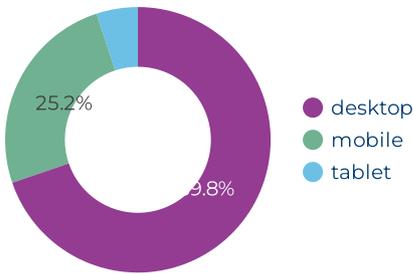
Highlights:

Total users	Views
6,843	16,614
↓ -1.8%	↑ 0.7%
New users	Engagement rate
6,386	48.07%
↓ -1.9%	↑ 1.4%
Sessions	User engagement
9.9K	104:52:34
↓ -3.0%	↓ -2.4%

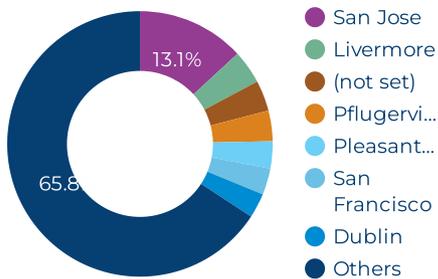
Most visited pages on the website - users and pageviews

	Page title	Views	Total users
1.	Zone 7 Water Agency - the Tri-Valley region's water wholesaler	2,077	1,365
2.	Patterson Pass Water Treatment Plant Open House - Zone 7 Water Agency	1,248	939
3.	4. Label the Water Cycle - Zone 7 Water Agency	750	655
4.	Tri-Valley Water Conservation Art Contest - Zone 7 Water Agency	652	443
5.	Construction & Business Opportunities - Zone 7 Water Agency	560	315
6.	Careers - Zone 7 Water Agency	555	347
7.	2. Explore Permeability - Zone 7 Water Agency	552	328
8.	Lessons Middle School - Groundwater - Zone 7 Water Agency	500	322
9.	Join Water Wise Wendy's 2025 Fix-A-Leak Challenge! - Zone 7 Water Agency	494	421
10.	Examples of a Water Cycle Story - Zone 7 Water	452	329

Device Type:



Users by City



Acquisition source/medium - where traffic sessions come from

	Session source	Session medium	Sessions
1.	google	organic	3,954
2.	(direct)	(none)	2,639
3.	google	cpc	971
4.	FB	Post	421
5.	FB	POST	383
6.	bing	organic	348
7.	cityofpleasantonca.gov	referral	130
8.	dsrsd.com	referral	99
9.	FB	AD	55
10.	m.facebook.com	referral	47

1 - 100 / 119

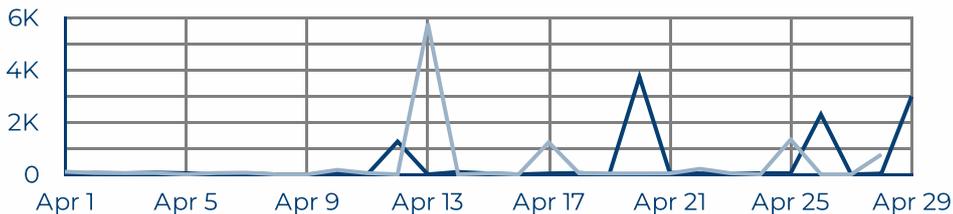
Pages with the most time spent by users



Facebook Analytics

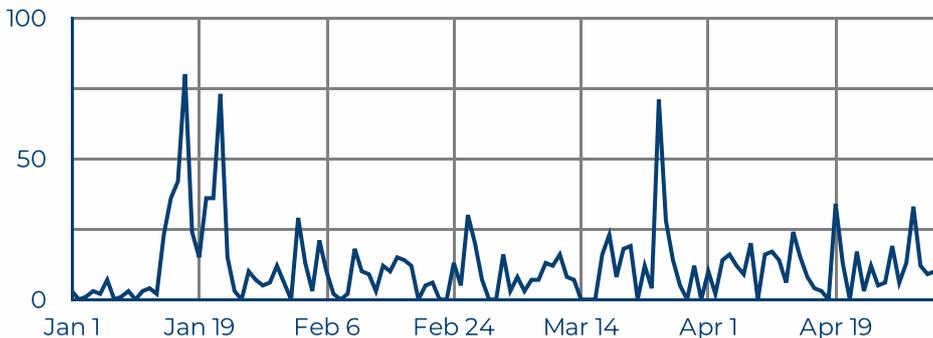
Total Posts	Engagement	Page Followers	Impressions
22	71.17	1,358	46,632
↑ 15.8%	↓ -34.3%	↓ -0.1%	↓ -63.1%

Facebook Daily Average Reach per Post



Paid Reach	Organic Reach	Total Reach
9,839	1,311	11,122
↑ 19.2%	↓ -36.1%	↑ 9.5%

Facebook Page Visits



Facebook Page Followers - Year-to-Date Growth



Mailchimp Delivery Analytics

Total Eblasts Sent	3
Total Deliveries	3,011
Avg. Open Rate %	36%
Total Clicks	641
New Signups	1

Monthly YouTube Performance

Total Views	7,431
Watch Time (Minutes)	7,408.64
Average View Duration	00:01:35

Top Five Videos of Month

Video Title	Views
Patterson Pass Water Treatment Plant - Treatment and Plant Upgrades	3,575
Z7 Chain of Lakes PFAS Treatment	1,583
Wondrous World of Water - Surface Water Treatment	1,427
Z7 Chain of Lakes Ion Exchange Vessel Installation	625
Stoneridge Well Ion Exchange PFAS Treatment Facility Now Open	438

Insights & Opportunities

Website

- **Summary:** April saw a modest decline in overall site engagement metrics, with a slight dip in sessions and user numbers, though the engagement rate held steady. **Overall 2025 has seen a significant increase in monthly users, averaging over 6k users each month, compared to our 2024 average of almost 5k, and our 2021-2023 average of about 4k monthly.**

- Total views reached **16,305** (+1.0%), while sessions dropped to **9,800** (-1.9%), and total users declined slightly to **6,653** (-2.6%).

- **Top content drivers:** The Home page led with **2,039 views**, followed by the **Patterson Pass Water Treatment Plant Open House** with **1,109 views** -highlighting continued interest in infrastructure updates and community engagement events.

- **Engagement rate stability:** Despite a small decline in new users (6,175, -3.0%), the **engagement rate increased slightly to 47.66%**, signaling improved user interaction per session.

- **Traffic sources:** Organic Google search remained dominant at **3,860 sessions**, with direct traffic (bookmarked or typed in URLs) at **2,601 sessions**.

Social Media

- **Summary:** Social media engagement remained consistent, but organic reach and impressions dropped due to multiple contests and initiatives ending.

- **Reach and impressions:** Total reach decreased to **7,359** (-27.5%), driven by declines in both paid reach (6,191, -25.0%) and organic reach (1,207, -41.2%). Impressions fell to 43,408 (-65.6%).

- **Posting activity:** A steady **22 posts** were published (+15.8%), maintaining visibility, through organic ongoing efforts.

- **Following:** Facebook page followers remained almost flat at **1,358** (-0.1%) indicating a continued need .

Mailchimp

- **Summary:** Email engagement saw a shift in April, with a decline in open rates but a notable increase in clicks. A total of three e-blasts were sent, reaching **3,011** recipients with an average open rate of **36%**, down from March's 40.9%.

- **Click engagement:** Despite the lower open rate, total **clicks surged to 641**—a substantial increase from 212 in March—indicating more effective content and events.

- **List growth:** The email list saw **1** new signup, showing modest audience growth potential that could benefit from further list-building efforts.

YouTube

-**Summary:** Educational video content continued to engage audiences, with a total of **5,893 views** and **5,839 minutes** of watch time. The **average view duration** stood at **1 minute 34 seconds**.

- **Top videos:** Patterson Pass Water Treatment Plant - Treatment and Plant Upgrades - 2,116 views, Stoneridge Well Ion Exchange PFAS Treatment Facility Now Open – 673 views , Z7 Chain of Lakes PFAS Treatment – 492 views

Opportunities for May 2025

Capitalize on High-Interest Topics Build on the success of the Patterson Pass Open House content by producing related blog posts, follow-up videos, or behind-the-scenes features to keep audiences engaged between major events.

Expand Educational Video Content Continue promoting educational videos—especially those related to infrastructure improvements and water safety—and explore cross-promotion through email and social channels to maximize reach and engagement.

2025 GROUNDWATER AWARENESS WEEK OUTREACH SUMMARY

For the second year in a row, in honor of National Groundwater Awareness Week, Zone 7 Water Communications worked collaboratively with the Groundwater Resources Division to educate the community on the significance of the Livermore Valley Groundwater Basin by repurposing existing materials to maximize previous investments.

OBJECTIVES

- 1) Implement the annual Groundwater Awareness Week outreach campaign to educate the Tri-Valley community on the value of having a local groundwater basin.
- 2) Help the community understand the relationship between protecting local source water and keeping the groundwater basin clean.
- 3) Increase appreciation for the sustainable groundwater management process, including groundwater recharge specifically and Zone 7's management of the basin.

IMPLEMENTATION

The campaign leveraged effective tools created for last year's initial Groundwater Awareness Week campaign, including the Wondrous World of Water: Groundwater Recharge animated video and accompanying infographics, along with new animated reels and promotional graphics. The 3D groundwater recharge video saw a 27% increase in total views this March, now at over 29k views total since publishing in March of 2024. The video illustrates the recharge process while explaining Zone 7's use of imported water, the differences between artificial and natural recharge, aquifer layers, and the importance of sustainable groundwater management.

To maximize outreach and promote groundwater sustainability, Zone 7 combined digital paid media, organic social media, and other outreach methods to share these resources with the community. A press release was issued during the awareness week highlighting Zone 7's proactive strategic investment in treatment infrastructure, coinciding with the upcoming completion of the second PFAS Treatment Plant at Chain of Lakes, helping keep the community informed of the agency's decades-long commitment to ensuring the Tri-Valley's drinking water remains safe.

RESULTS - 42,723 GROSS IMPRESSIONS

Groundwater Web Pages Traffic

111 page views/99 users
(80% month-over-month user increase)

Facebook Engagement

Facebook: 4,729 accounts reached

LinkedIn Engagement - NEW this year

LinkedIn: 8,050 impressions/204 clicks

YouTube Video Performance

16,888 paid impressions/12,051 organic impressions
6,289 NEW groundwater video views/7,726 clicks/7
website clicks + 413 NEW PFAS Timeline video
views/596 clicks/1 website click

MailChimp E-Newsletter

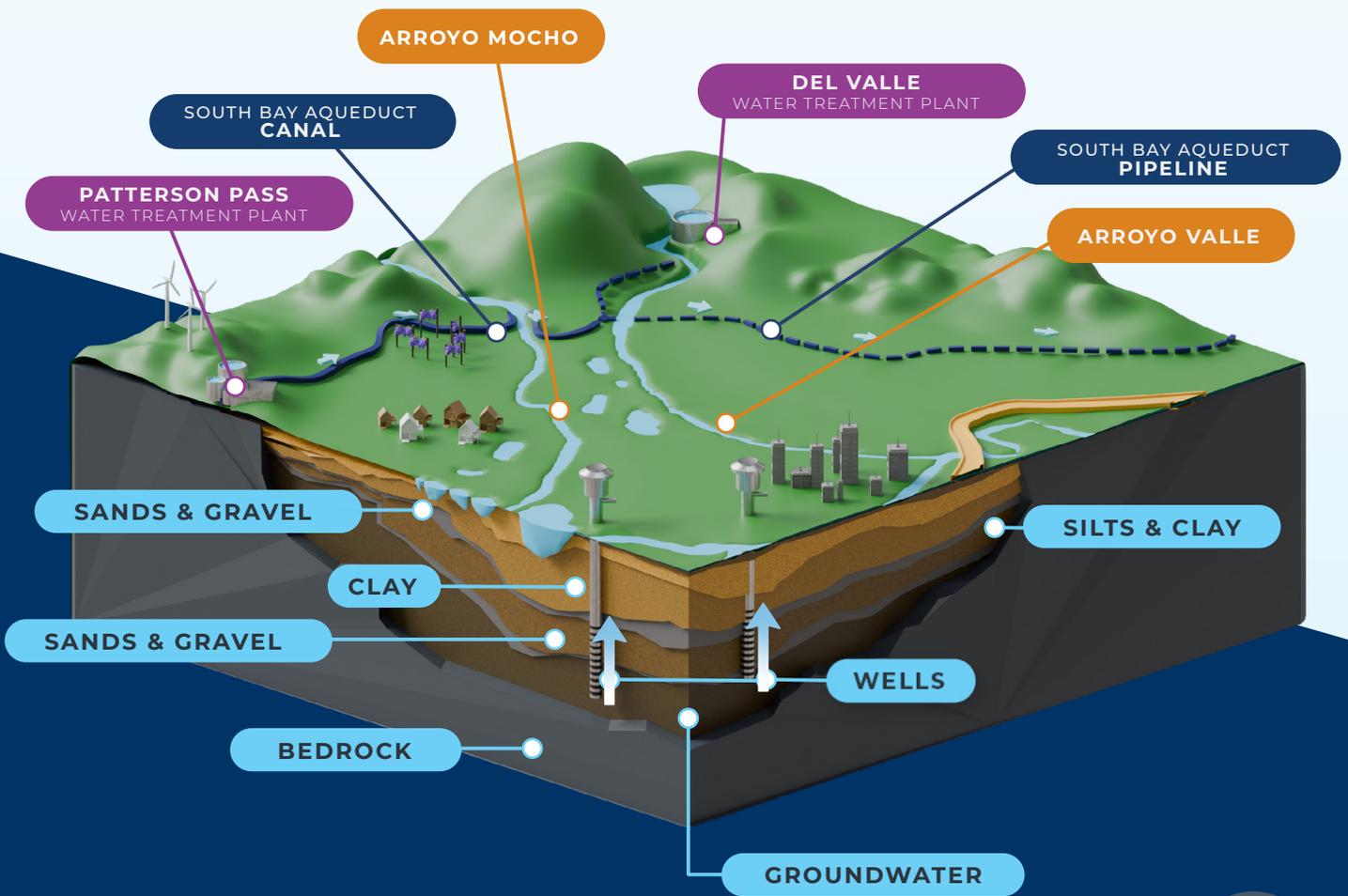
894 sends/303 opens

On the following pages, we have included samples of all updated assets and links to where you can view videos, infographics, this year's press release and other outreach materials.

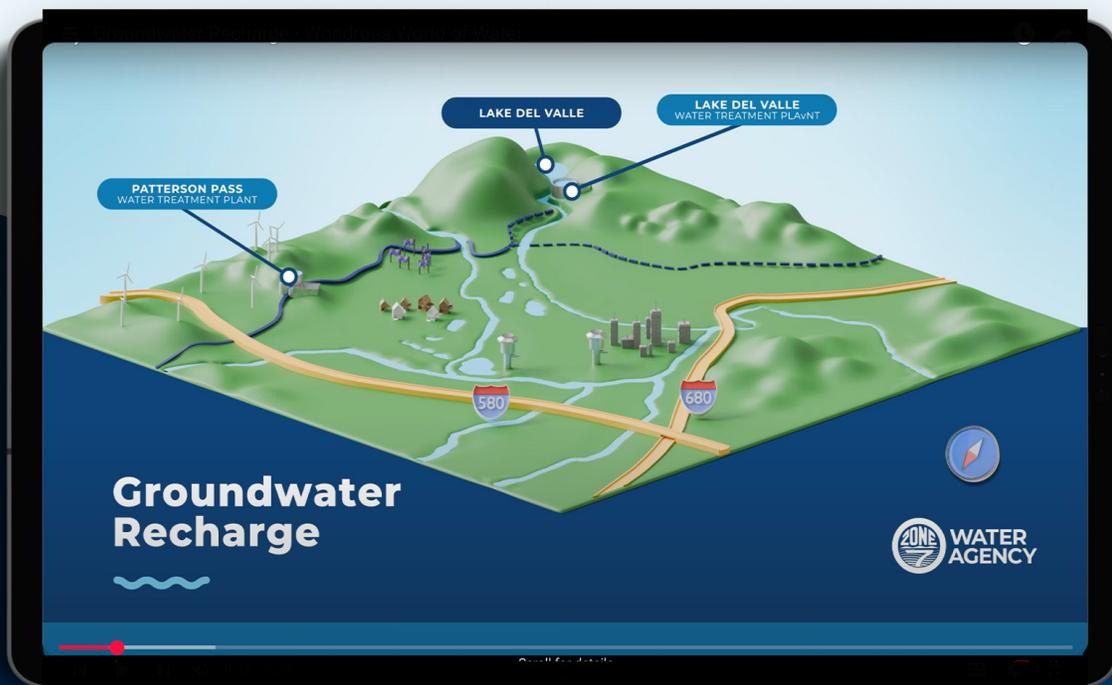
Layers Infographic



LIVERMORE VALLEY GROUNDWATER BASIN



The Wondrous World of Water: Groundwater Recharge animated video



[Watch Now](#)



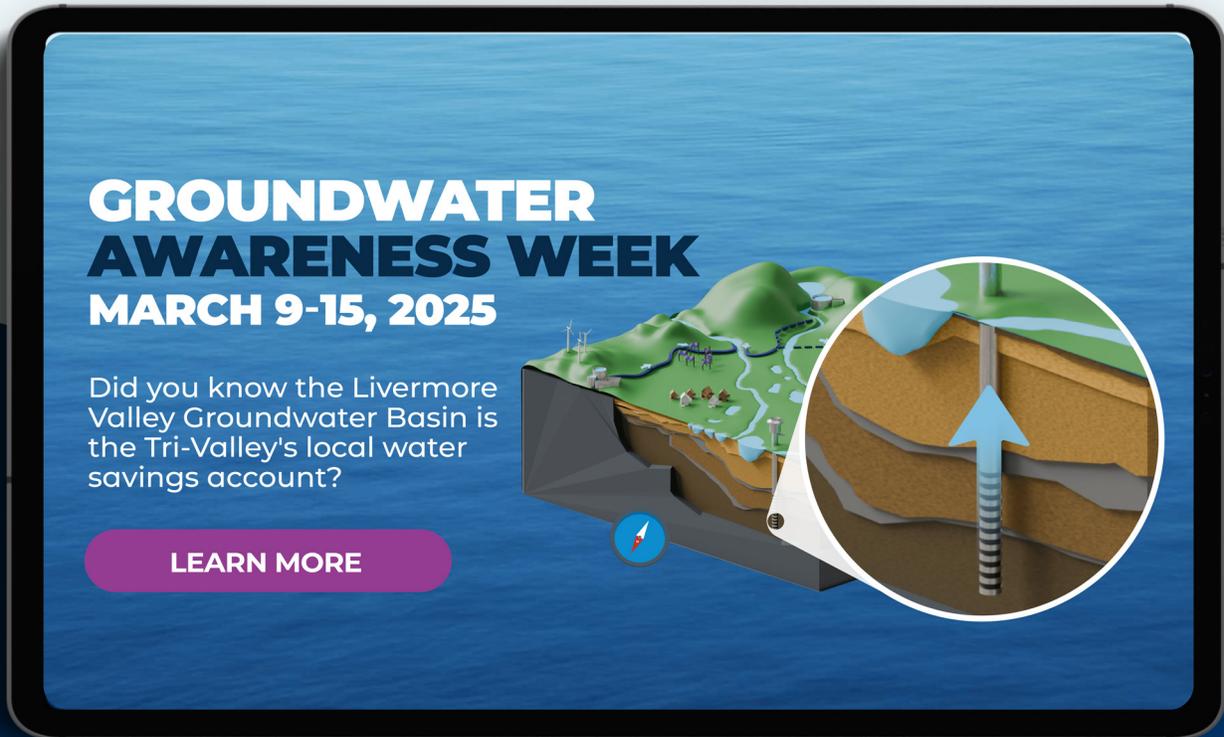
PFAS Timeline



Watch Now



Homepage Slider



**GROUNDWATER
AWARENESS WEEK**
MARCH 9-15, 2025

Did you know the Livermore Valley Groundwater Basin is the Tri-Valley's local water savings account?

[LEARN MORE](#)



Press Release



[Read Now](#)



Promotional Graphics



GROUNDWATER AWARENESS WEEK 2025
MARCH 9TH - 15TH

Learn more about our local water savings account!

GROUNDWATER AWARENESS WEEK 2025
MARCH 9TH - 15TH

GROUNDWATER AWARENESS WEEK
MARCH 9-15, 2025

Did you know the Livermore Valley Groundwater Basin is the Tri-Valley's local water savings account?

zone7water.com/groundwater

GROUNDWATER AWARENESS WEEK
MARCH 9-15, 2025

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GROUNDWATER AWARENESS WEEK
MARCH 9-15, 2025

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MARCH 9-15, 2025

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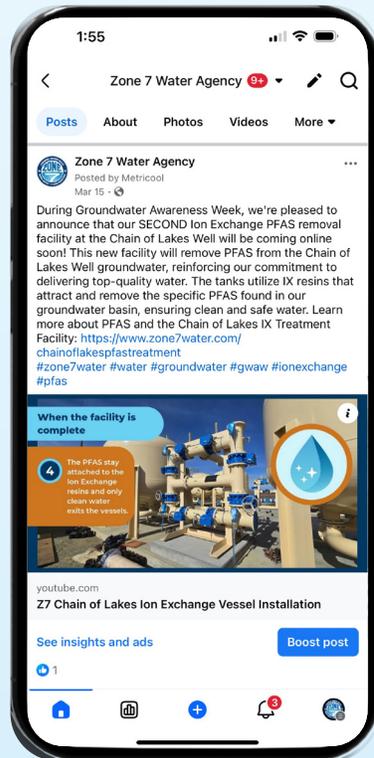
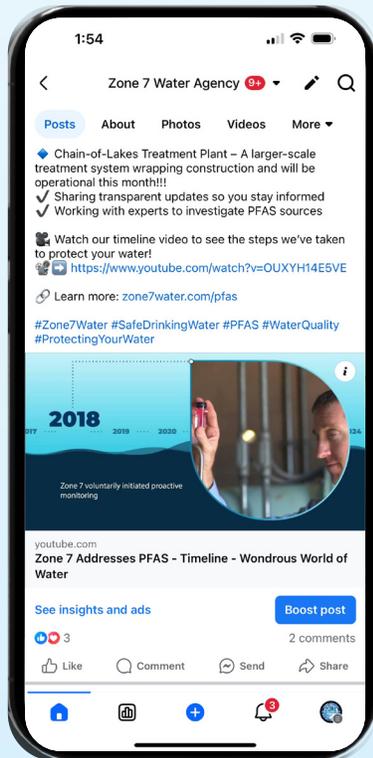
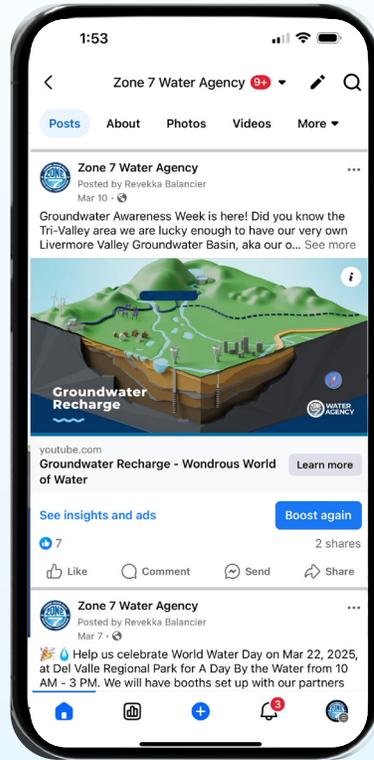
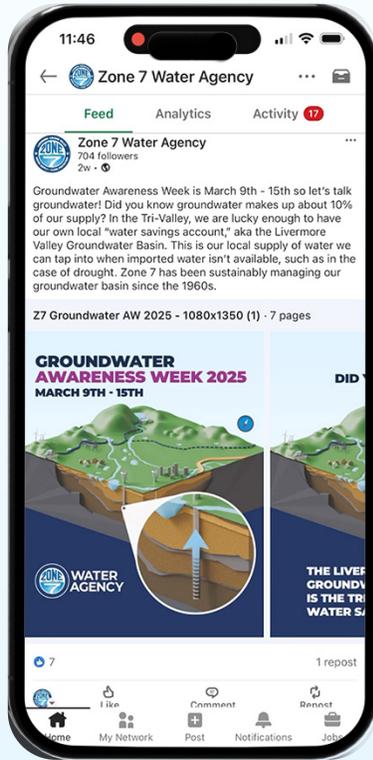
GROUNDWATER AWARENESS WEEK
MARCH 9-15, 2025

Learn more about our local "water savings account."

zone7water.com/groundwater



Social Media Examples



LinkedIn Slider



GROUNDWATER AWARENESS WEEK 2025
MARCH 9TH - 15TH

ZONE 7 WATER AGENCY

DID YOU KNOW?

THE LIVERMORE VALLEY GROUNDWATER BASIN IS THE TRI-VALLEY'S WATER SAVINGS ACCOUNT

WHEN WE HAVE EXTRA IMPORTED SURFACE WATER AVAILABLE, WE RELEASE IT INTO OUR LOCAL ARROYOS

ARROYO MOCHO ARROYO VALLE

THAT WATER TRICKLES DOWN THROUGH LAYERS OF OUR AQUIFER TO RECHARGE OUR GROUNDWATER BASIN.

THEN IN DRY YEARS, WE CAN TAP INTO OUR WATER SAVINGS BY PUMPING THE WATER UP THROUGH OUR NETWORK OF WELLS.

THIS IS JUST ONE WAY WE ENSURE THE TRI-VALLEY HAS ENOUGH WATER FOR GENERATIONS TO COME!

ZONE 7 WATER AGENCY

ZONE 7 WATER AGENCY

LEARN MORE ABOUT OUR LOCAL WATER SAVINGS ACCOUNT!

zone7water.com/groundwater



See Example



2025 FIX-A-LEAK WEEK OUTREACH SUMMARY

For the second year in a row, in honor of National Groundwater Awareness Week, Zone 7 Water Communications worked collaboratively with the Groundwater Resources Division to educate the community on the significance of the Livermore Valley Groundwater Basin by repurposing existing materials to maximize previous investments.

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RESULTS - 112,262 GROSS IMPRESSIONS

Website Landing Page Traffic
1,664 page views/1,210 users

Google Ad Performance
4,123 impressions

YouTube Video Performance
60,198 impressions
27,540 NEW views in 2025
New combined total of 86,967

Facebook
38,317 impressions/21,959 reach/433 clicks

NextDoor
4,934 impressions

MailChimp E-Newsletter
3,026 sends/1,047 opens in 2025

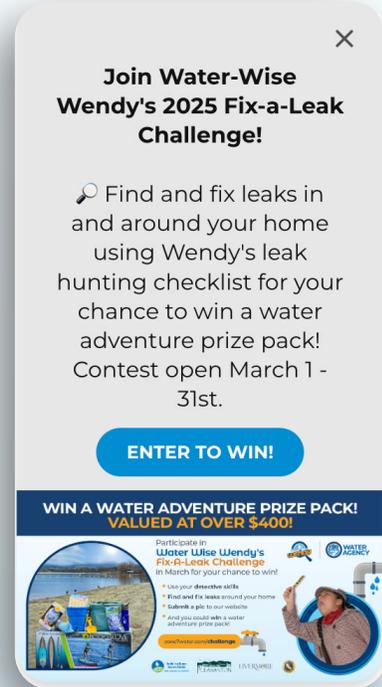
We have included samples of assets and links where you can view the videos, web page, ads, press release and other materials used to promote the contest and tips on the following pages.

Website Materials



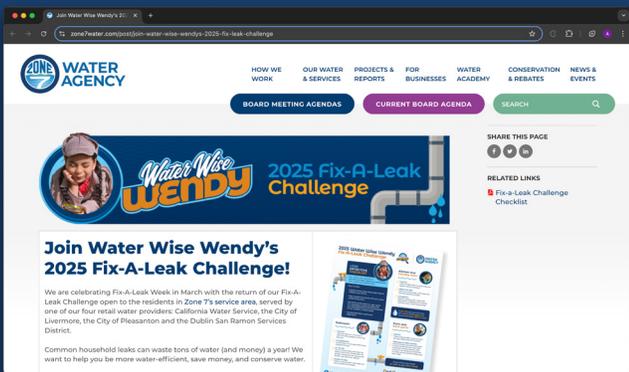
ELFSIGHT POPUP

PRIZEPACK SLIDER



FIX-A-LEAK LANDING PAGE

CHALLENGE LANDING PAGE



[Visit Now](#)



[Visit Now](#)

Activity Sheets



CHALLENGE CHECKLIST

2025 Water Wise Wendy Fix-A-Leak Challenge




LEAK DETECTIVE CHECKLIST

Be a water-wise detective to win one of 3 water adventure prize packs with a stand-up paddleboard!

How it works:

- Inspect all the areas where leaks may be hiding in your home.
- Snap a picture to submit with your online contest entry form.
- Get extra entries when you sign up for our newsletter or give permission for your leak detective picture to be featured on our website or social media.
- Use this checklist to start your inspection!

Kitchen and laundry room

- FAUCETS**
Listen for drips, check for spray strays and replace fixtures if necessary.
- UNDER THE SINK**
Check for pooling water under pipes and rust around joints and edges.
- APPLIANCES**
Check for pooling water underneath dishwashers, refrigerators and washing machines, which could indicate a leak.

A one drip per second leak can waste 3,000 gallons of water each year. #Fix-A-Leak

Bathroom

- FAUCETS**
Listen for drips! Turn on the tap to check for water spraying in the wrong direction.
- SHOWERHEADS**
Look for drips or stray sprays that can be stopped with tape.
- IN THE TUB**
Turn on the tub faucet, then divert the water to the shower. If there's still a lot of water coming from the tub spout the diverter may need to be replaced.
- UNDER THE SINK**
Check for pooling water under pipes and rust around joints and edges.

Front and Back yards

- SPIGOTS**
Check to ensure tight connections with the hose. Replace washers if needed.
- SPRINKLER OR DRIP SYSTEMS**
Check for broken sprinklers and broken or disconnected drip lines. Also check the direction of spray heads to make sure you're not watering concrete! Wet or muddy soil near sprinkler heads could mean a leak.

If you find any leaks be sure to get them fixed!



Scan QR to find more contest details and online submissions or visit zone7water.com/challenge



Download

SCAVENGER HUNT



SIGNS OF MOISTURE SCAVENGER HUNT

 #FixALeak

There are certain things to look out for when searching for leaks indoors. Search for any of these signs of a leak and write the location on the line below!

Brown spots in the ceiling

Bubbling Paint

Yellowish spots on the ceiling

Bulging wallpaper

Mold or mildew

Brown spots on the wall

Rusty pipes

Wet yellow spots on the wall

Warped floors

Wet floors

Soft spots on the floor

Cracks in the wall

If you found any of these sign of moisture inside then you might have a leak. Make a plan to call your nearest plumber today!



zone7water.com/fixaleak

Download

100 North Canyons Parkway, Livermore, CA 94551 | (925) 454-5000

zone7water.com

Promotional Materials

FACEBOOK/NEXTDOOR GRAPHIC

**WIN A WATER ADVENTURE PRIZE PACK!
VALUED AT OVER \$400!**



Participate in
**Water Wise Wendy's
Fix-A-Leak Challenge**
in March for your chance to win!

- Use your **detective skills**
- **Find and fix leaks** around your home
- **Submit a pic** to our website
- And you could **win** a water adventure prize pack!

zone7water.com/challenge



LANDSCAPE REEL

**2025 Water Wise Wendy
Fix-A-Leak Challenge**



- Use your **detective skills**
- **Find and fix leaks** around your home
- **Submit a pic** to our website
- And you could **win** a water adventure prize pack!

zone7water.com/challenge



FACEBOOK/NEXTDOOR GRAPHIC

Participate in the

**Water Wise
Wendy**

**2025 Fix-A-Leak
Challenge**



FACEBOOK CAROUSEL SLIDER

Participate in the



2025 Fix-A-Leak Challenge



Use your detective skills to find leaks around your home

submit your pics to our website



you could win one of **FOUR** Water Adventure Packs including a brand new stand up paddle board!



Adventure Water Pack Includes:

- Body Glove stand up paddle board
- Water sports football
- Beach towel
- Sand castle bucket
- Insulated lunch bag
- Reusable water bottle
- Arm floaties for your little plus ones!

Valued at Over \$400!





Get details at

zone7water.com/challenge









2025 Fix-A-Leak Challenge

zone7water.com/challenge







GOOGLE ADS



Water Wise Wendy

2025 Fix-A-Leak Challenge



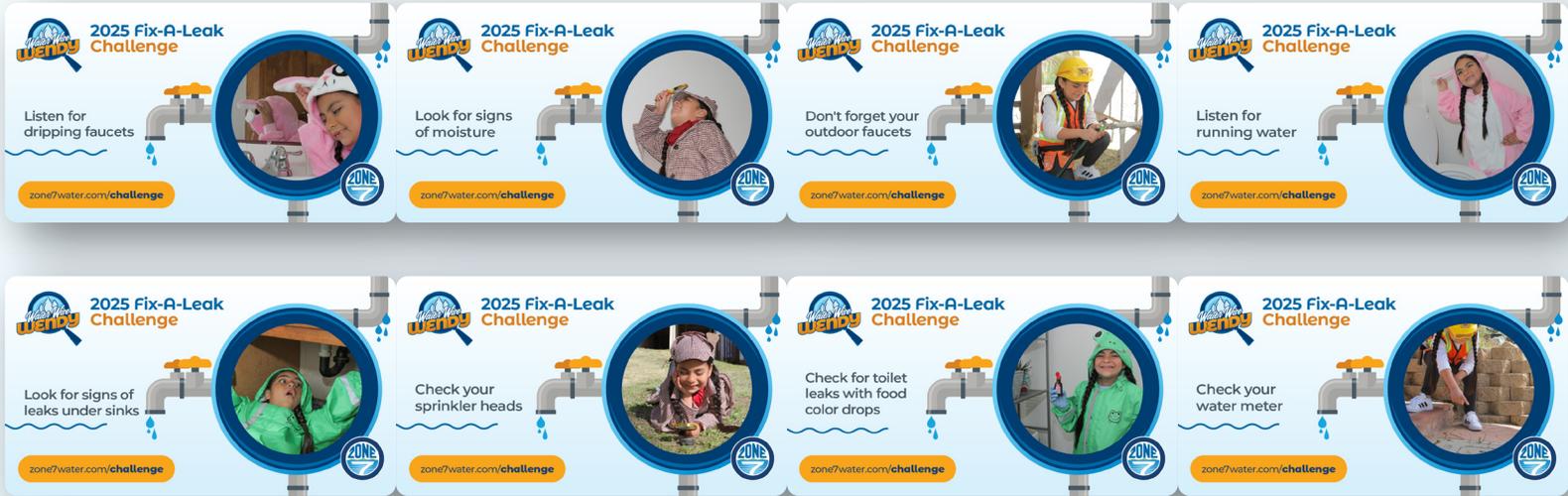
Find and fix leaks to win prizes!

zone7water.com/challenge

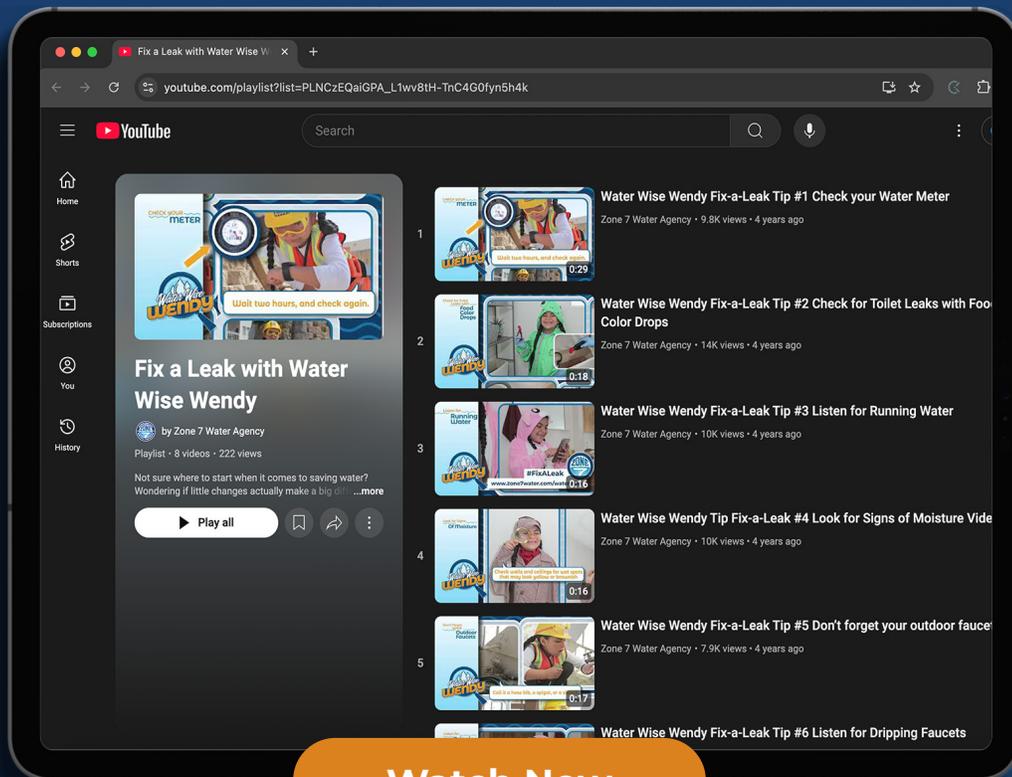
Tip Videos



TEMP THUMBNAILS



YOUTUBE VIDEOS



Printed Outreach Materials



DIGITAL & PRINT STANDARD FLYER



The flyer features a central graphic of a water pipe with a dripping faucet. A circular inset shows a prize pack including a Body Glove stand-up paddle board, a water sports football, a beach towel, a beach bingo, a sand castle bucket, an insulated lunch bag, a reusable water bottle, and arm floaties. A woman in a detective hat is shown looking through a magnifying glass at a QR code. The background is a light blue sky with water droplets.

Water Wise Wendy **2025 Fix-A-Leak Challenge** **ZONE 7**

WIN!
One of FOUR
**WATER ADVENTURE
PRIZE PACKS!**

Includes:

- Body Glove stand up paddle board
- Water sports football
- Beach towel
- Beach bingo
- Sand castle bucket
- Insulated lunch bag
- Reusable water bottle
- Arm floaties for the little ones!

Valued at over **\$400!**

Contest Open March 1st - 31st

- Use your detective skills
- Find and fix leaks around your home
- Submit a pic to our website
- And you could win a water adventure prize pack!

Contest details and online submissions at zone7water.com/challenge

LIVERMORE **The City of PLEASANTON** **DUBLIN SAN RAMON SERVICES DISTRICT**

Digital Download

Print Download

POSTCARD

**WIN A WATER ADVENTURE PRIZE PACK!
VALUED AT OVER \$400!**

Participate in
Water Wise Wendy's Fix-A-Leak Challenge
in March for your chance to win!

- Use your **detective skills**
- **Find and fix leaks** around your home
- **Submit a pic** to our website
- And you could win a water adventure prize pack!

zone7water.com/challenge



ZONE 7 WATER AGENCY

**CHECK OUT OUR
AWARD WINNING
INTERACTIVE
ANNUAL REPORT**

 Scan to view!

Annual Report

- Overview
- Water Quality
- Water Reliability
- Flood Protection
- Water Academy

2025 Fix-A-Leak Challenge

WIN!
One of FOUR
WATER ADVENTURE PRIZE PACK!

Includes:

- Body Glove stand up paddle board
- Water sports football
- Beach towel
- Beach bingo
- Sand castle bucket
- Insulated lunch bag
- Reusable water bottle
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Contest Open **March 1st - 31st**

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zone7water.com/challenge

Contest details and online submissions.



DIGITAL & PRINT KIOSK FLYER

Digital Download

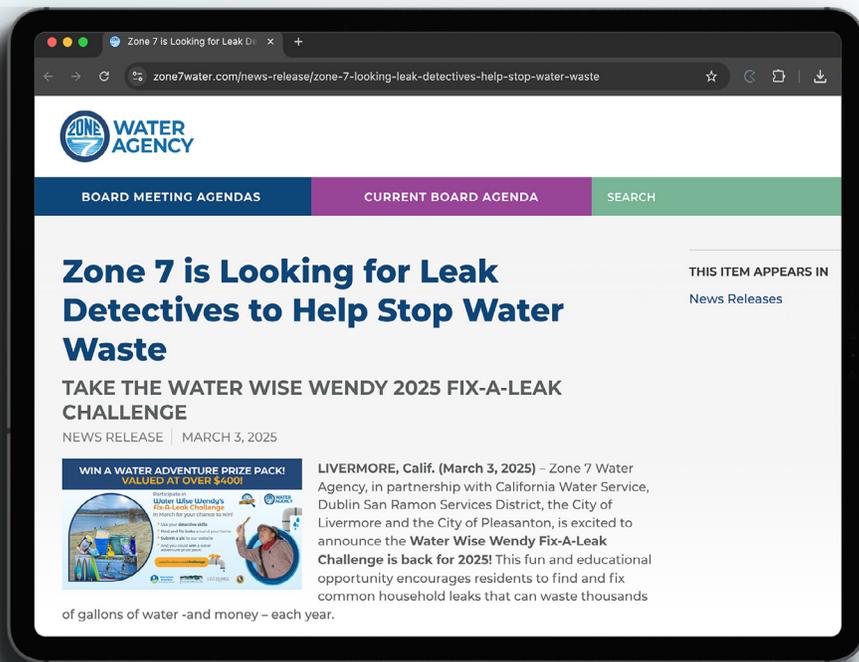
Print Download

News Release & Newsletters



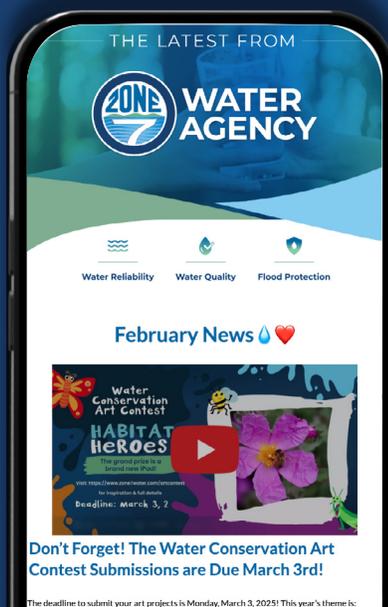
CHALLENGE PRESS RELEASE

Read Now



WATER ACADEMY NEWSLETTER

FEBRUARY LATEST NEWS



MARCH LATEST NEWS



Winner's Announcement



FALW WINNERS REEL



2025 CHAIN OF LAKES PFAS TREATMENT FACILITY OUTREACH SUMMARY

Zone 7 Water Agency opened its second Ion Exchange Treatment Facility at the Chain of Lakes Well in March 2025. Communications worked to promote the opening of the new facility, now the largest of its kind in Northern California. Following the ribbon-cutting ceremony, promotion of the new treatment facility began in April and will continue through June, when it will become part of our ongoing Wondrous World of Water education series.

OBJECTIVES

- 1) Promote the new Chain of Lakes PFAS Treatment Facility to educate the Tri-Valley community about PFAS and how Zone 7 is proactively treating their water.
- 2) Help the community understand the need for infrastructure upgrades and how it positively impacts their drinking water.
- 3) Educate the community on Ion Exchange treatment process and its effectiveness at removing PFAS from groundwater.

IMPLEMENTATION

To support the opening of the new Chain of Lakes PFAS Treatment facility, the team implemented a multi-phase outreach campaign, including pre-opening awareness, a ribbon-cutting event with local stakeholders, and a post-opening promotion phase to help create community understanding and appreciation for this significant milestone.

Pre-Opening Awareness

Before the facility opened, Zone 7 Water Agency undertook several initiatives to build community awareness. The communications team partnered with the project management team to develop a project page on the website, updated periodically to keep the public informed of progress. We also leveraged relevant materials from the opening of the Stoneridge Well Ion Exchange Treatment Facility. To highlight the importance of the project, Zone 7 announced the \$959k grant received in conjunction with Groundwater Awareness Week 2024. Additionally, the team created a video showcasing the vessel installation process to help build anticipation.

Ribbon-Cutting Event

To commemorate the opening, we hosted a special ribbon-cutting celebration. The event was well-attended by federal, state, and local elected officials, and community leaders, along with project partners, to mark this milestone celebrating Zone 7's proactive PFAS management efforts in the region. Professional photography, videography, and aerial footage were captured at the event and of the facility to use in the future. Following the ceremony, a press release and footage of the event were distributed to local media outlets.

Ongoing Promotion and Education

The team is now utilizing a full suite of creative assets including infographics, videos, and other materials to help make this complex information more understandable and impactful for the local community. These assets were used in various outreach tactics, including posting and updating the Chain of Lakes project and PFAS website pages, then driving traffic to them with a paid media investment, and posting new videos on YouTube and Facebook, along with articles and special updates in our newsletter and all social media platforms.



RESULTS - TOTAL GROSS IMPRESSIONS : 20,158

Project Page Web Traffic

Chain of Lakes PFAS Treatment Facility Landing Page: 175 Total Views | 84 Users

Grant Release: 216 Total Views | 142 Users

Ribbon-Cutting Press Release: 178 Total Views | 101 Users

Combined Website Traffic: 569 Website Views | 326 Users

Facebook Engagement

4,081 reach | 7 posts

LinkedIn Engagement - NEW this year

4,250 impressions | 1,271 Engagements | 1,021 Clicks

YouTube Video Performance

Chain of Lakes Vessel Installation Reel: 2,302 impressions | 2,015 video views

Chain of Lakes PFAS Treatment Video: 8,067 impressions | 3,326 video views

MailChimp E-Newsletter

The Latest from Zone 7 newsletter including Chain of Lakes

Opening Announcement: 889 delivered | 327 opens

On the following pages, we have included samples of all updated assets and links to where you can view videos, infographics, this year's press release and other outreach materials.

Pre-Opening Awareness Materials

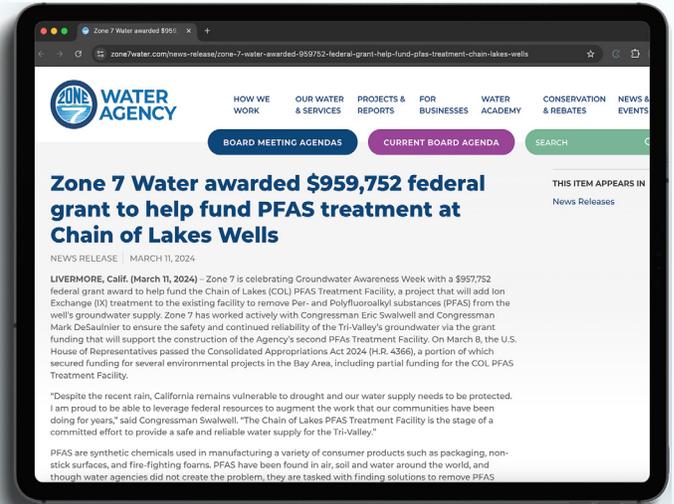


LANDING PAGE

GRANT AWARD PRESS RELEASE 2024



[Visit Now](#)



[Read Now](#)

VESSEL INSTALLATION VIDEO



[Watch Now](#)

Ribbon-Cutting Event Materials

MEDIA ADVISORY - EVENT PHOTO OPP



ION EXCHANGE INFOGRAPHIC & POSTERBOARD

ION EXCHANGE TREATMENT

PFAS Removal Process

1 Water is pumped from our local groundwater basin.

2 Groundwater is piped into Ion Exchange Treatment tanks.

3 Pure, clean water exits the tanks to be distributed to homes and businesses throughout Tri-Valley.

Water is comprised of one atom of oxygen (O) and two atoms of hydrogen (H), together they form an overall stable and electrically neutral molecule.

PFAS are negatively charged in the water. This means they have negative ions attached to each PFAS chain.

The Ion Exchange Resins are positively charged, which means they have positive ions attached to them.

As the water filters through the ion exchange resins, the negative ions in the PFAS are attracted to the positive ions in the resin.

The PFAS stays attached to the resins while water travels through leaving the contaminants behind.

Each tank contains ion exchange resins, special materials designed to attract PFAS.

FOR IMMEDIATE RELEASE

ZONE 7 WATER AGENCY

ION EXCHANGE TREATMENT

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ZONE 7 WATER AGENCY

COL PFAS TREATMENT FACILITY ONE-SHEET



THE WONDROUS WORLD OF WATER

CHAIN OF LAKES PFAS TREATMENT FACILITY

LOCATION:
2655 El Charro Rd, Pleasanton 94588

TREATMENT CAPACITY:
10 million gallons per day

TREATMENT PROCESS:
Ion Exchange PFAS Treatment

COL WELLFIELD UPGRADE TIMELINE

- MAY 2021**
Design began
- DECEMBER 2022**
Design of new facility complete
- MAY 2023**
Construction begins
- MARCH-APRIL 2025**
COL wellfield begins delivering ion exchange treated water to Tri-Valley community
- MARCH 30, 2025**
Grand Opening ceremony
- APRIL 2025**
Construction expected to be complete

As part of Zone 7 Water Agency's continuing effort to supply the Tri-Valley with safe, reliable water that meets or exceeds the state and federal drinking water standards, Zone 7 has upgraded the Chain of Lakes (COL) Wellfield Facility to add state-of-the-art Ion Exchange Treatment. This new water treatment system will remove Per- and Polyfluoroalkyl substances (PFAS) found in the groundwater pumped at COL Wellfield.

Zone 7 has actively monitored new regulatory requirements from the U.S. Environmental Protection Agency (EPA) and the State Division of Drinking Water (DDW) to address PFAS as a contaminant of emerging concern. COL Wellfield was temporarily taken out of service in October 2022 while treatment facilities were constructed to address PFAS removal.

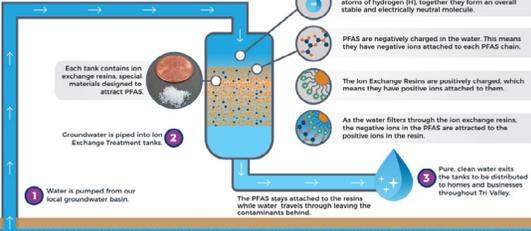
The new treatment facility was proactively constructed over a two year period to ensure the Tri-Valley community receives only the highest levels of water quality. COL Well will pump approximately 7100 gallons per minute of treated, safe water to the homes and businesses of our community.

zone7water.com/col/pfas



ION EXCHANGE TREATMENT

PFAS Removal Process



1 Water is pumped from our local groundwater basin.

2 Groundwater is piped into Ion Exchange Treatment tanks.

3 Pure, clean water exits the tanks to be distributed to homes and businesses throughout Tri-Valley.

The PFAS stays attached to the resins while water flows through leaving the contaminants behind.

Water is comprised of one atom of oxygen (O) and two atoms of hydrogen (H), together they form an overall stable and electrically neutral molecule.

PFAS are negatively charged in the water. This means they have negative ions attached to each PFAS chain.

The Ion Exchange Resins are positively charged, which means they have positive ions attached to them.

As the water filters through the ion exchange resins, the negative ions in the PFAS are attracted to the positive ions in the resin.

Each tank contains ion exchange resins, special materials designed to attract PFAS.

How in the world does ion exchange treatment remove PFAS from groundwater?

About PFAS
PFAS are a group of synthetic chemicals widely used in manufacturing multiple products present in our daily lives. People can be exposed to them through food, packaging, air pollution, dust and drinking water. Scientific studies have shown that exposure to some PFAS in the environment may be linked to harmful health effects in humans and animals. Although certain PFAS are no longer manufactured in the U.S., these chemicals are still produced internationally and imported into the U.S. in consumer goods. Zone 7 has been monitoring and following State regulatory guidance on PFAS since 2019, because public health and safety is our highest priority.

How do PFAS get into the drinking water?
Since PFAS are used in an array of industrial and consumer products, there could be many sources of contamination in our water supplies. Common pathways for PFAS to enter our water supplies include through locations where PFAS are manufactured or used, areas where firefighting foam was used, wastewater treatment plants, and landfills.

Sources of PFAS in the Environment



Learn more about PFAS

- All water supplied to our customers meets the regulatory standards set by the state and federal governments.
- In almost all cases, the quality was significantly better than required.
- Zone 7 continues to deliver all water below the California Division of Drinking Water's response levels for PFAS.
- Updates on regulatory standards and water quality samples can be found on our website.

zone7water.com/col/pfas

Download

GRANT FUNDING SIGNAGE

POST OPENING PRESS RELEASE ANNOUNCEMENT

CHAIN OF LAKES (COL) PFAS TREATMENT FACILITY PROJECT

IMPLEMENTED BY: 

FUNDED UNDER THE BUDGET ACT OF 2021 AND 2022

ADMINISTERED BY: 

ENGINEER: 

CONTRACTOR: 

SUSTAINABLE GROUNDWATER MANAGEMENT FROM GRANT PROGRAM 



View Now

B-ROLL REEL

Watch Now



RIBBON CUTTING EVENT PHOTOS



Ongoing Awareness and Education Materials



ZONE 7 WEBSITE HOMEPAGE SLIDER

LATEST FROM ZONE 7 NEWSLETTER

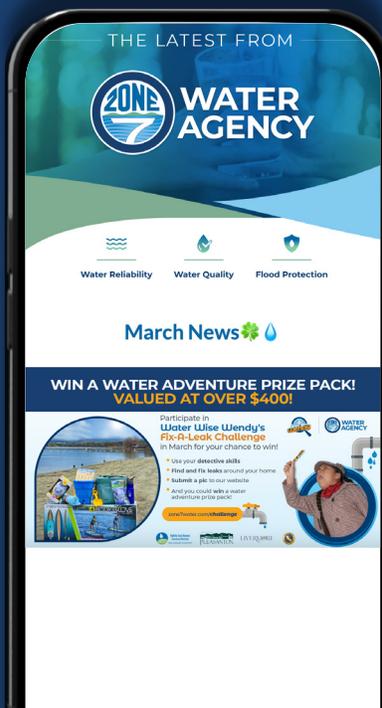
MARCH

FEBRUARY



Don't Forget! The Water Conservation Art Contest Submissions are Due March 3rd!

The deadline to submit your art projects is Monday, March 3, 2025! This year's theme is:



APRIL

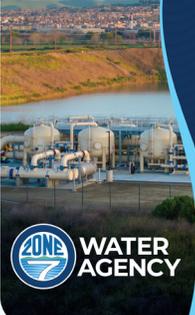


Promotional Materials

Now Online!

CHAIN OF LAKES WELL NEW PFAS TREATMENT FACILITY

Treating up to 10 million gallons of groundwater per day!



FACEBOOK POST &
LINKEDIN GRAPHICS

FACEBOOK
COVER PHOTO

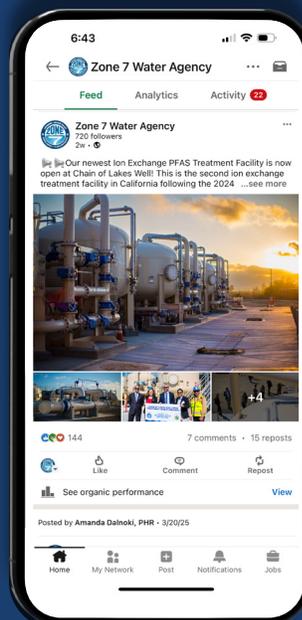
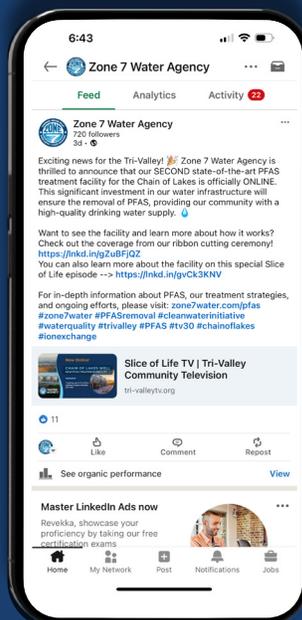
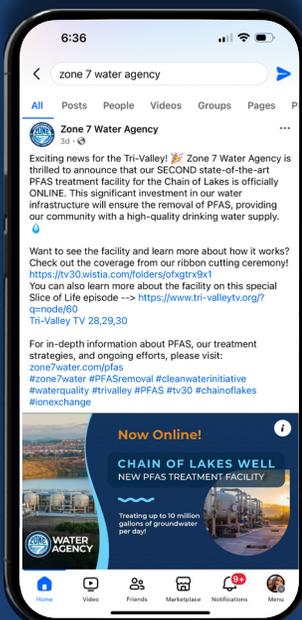
Now Online!

CHAIN OF LAKES WELL NEW PFAS TREATMENT FACILITY

Treating up to 10 million gallons of groundwater per day!



Social Media Mockups

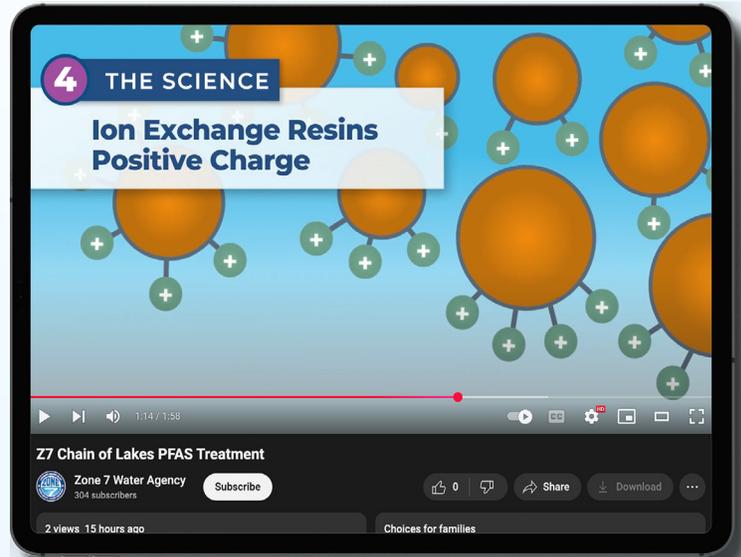


CHAIN OF LAKES RIBBON CUTTING EVENT REEL



Watch Now

CHAIN OF LAKES PFAS TREATMENT VIDEO



Watch Now

FACILITY PHOTOS



Social Media Insights

01 Apr 25 - 30 Apr 25

Zone 7 Water Agency



Zone 7 Water Agency



Zone 7 Water Agency



Zone 7 Water Agency



Zone 7 Official



Followers

2403
+2.39%



Zone 7 Water Agency

1358

-0.07%

Facebook

739

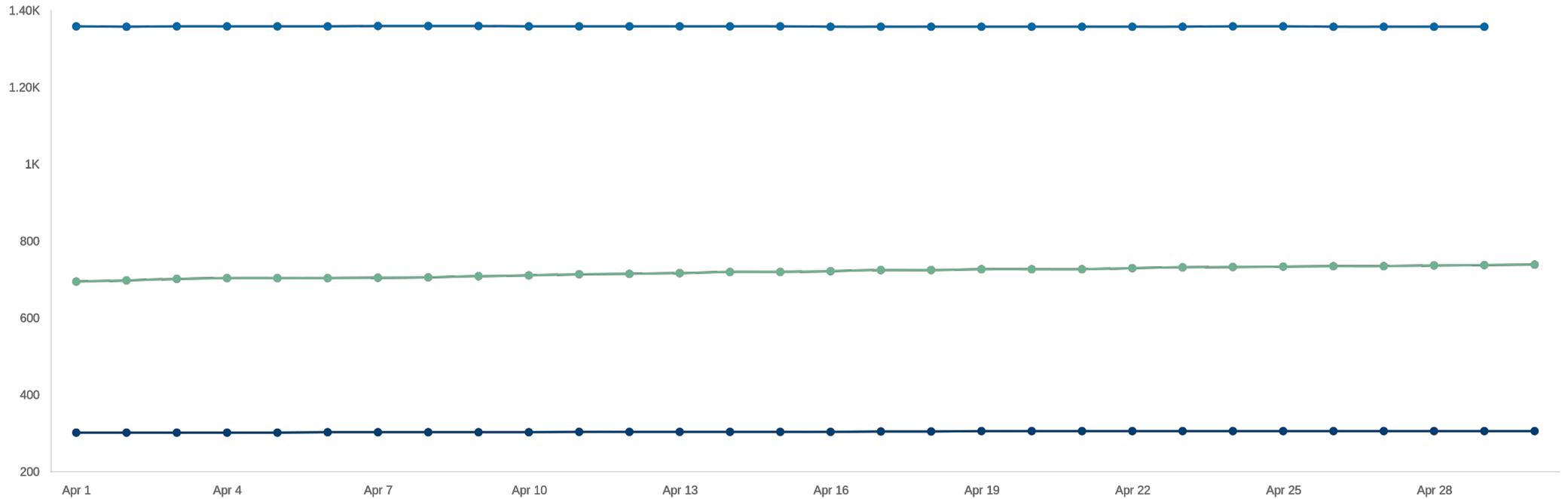
+7.73%

LinkedIn

306

+1.32%

Youtube



Apr 1 - Apr 30



Impressions

52.02K
-69.67%



Zone 7 Water Agency

43.41K
-65.62%

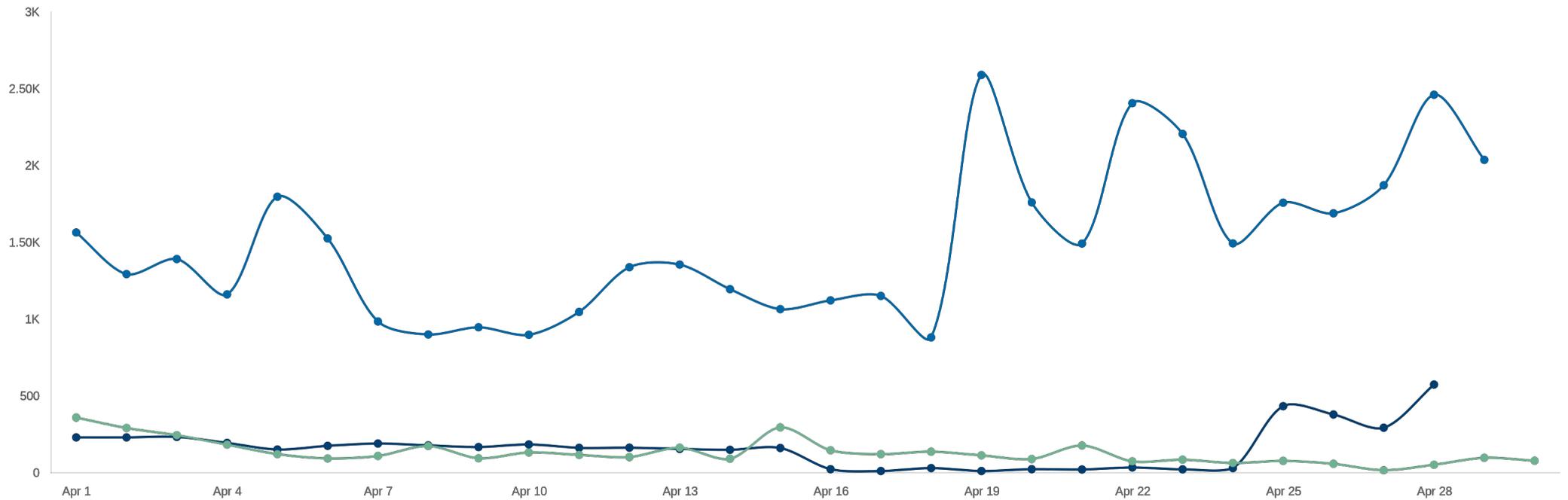
Facebook

3980
-23.11%

LinkedIn

4634
-88.43%

Youtube



Apr 1 - Apr 30



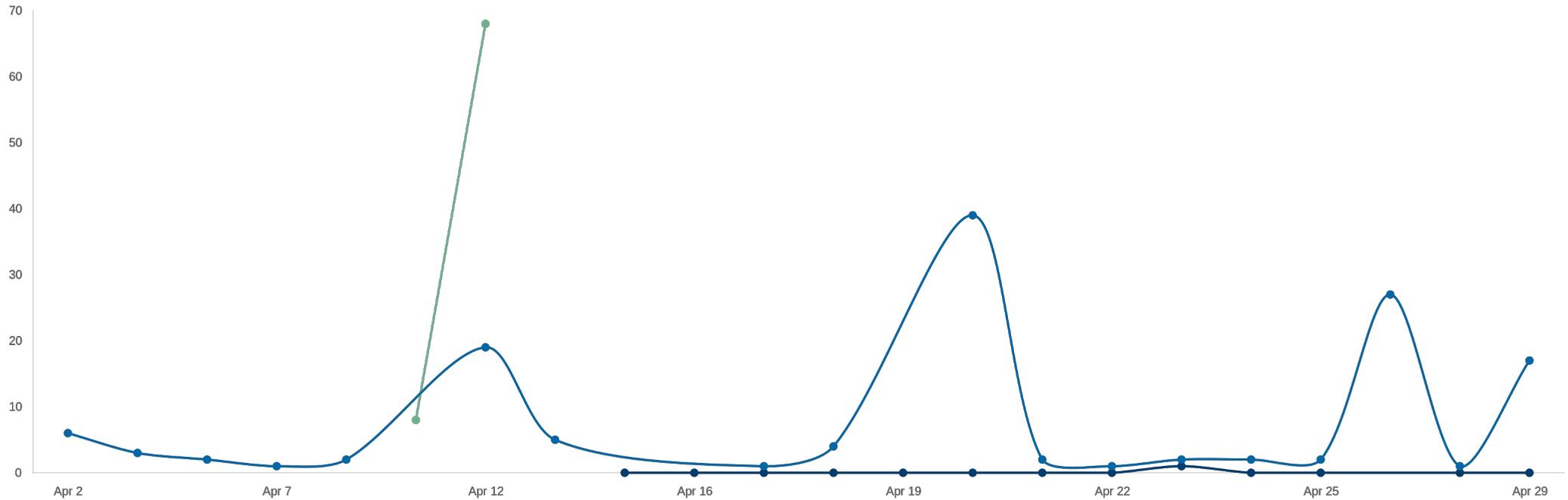
Interactions

213
-89.49%



📅 Zone 7 Water Agency

136 -65.04% Facebook	76 -95.36% Linkedin	1 Youtube
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Apr 1 - Apr 30



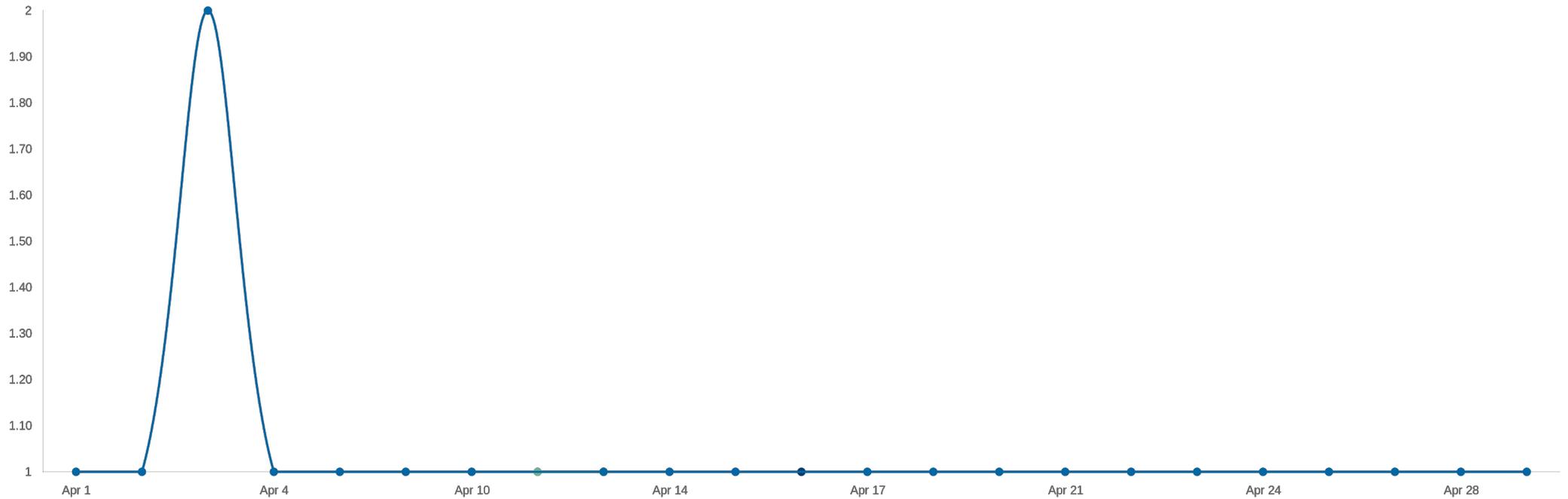
Posts

25
-3.85%



 Zone 7 Water Agency

22 +15.79% Facebook	2 -66.67% Linkedin	1 +0.00% Youtube
----------------------------------	---------------------------------	-------------------------------



Apr 1 - Apr 30



Ranking of posts

Zone 7 Water Agency

Showing 20 posts sorted by impressions

Published		Text			Impressions	Interactions
Apr 20, 2025 16:02		🌱 Want a gorgeous yard AND to save water? Zone 7's rebate program makes it easy to replace your thi...	Go		4034	39
Apr 12, 2025 17:54		Exciting news for the Tri-Valley! 🌱 Zone 7 Water Agency is thrilled to announce that our SECOND sta...	Go		1524	19
Apr 26, 2025 14:46		Join us at the May 21 Board meeting at 7:00 PM for a presentation on the results of a systemwide eva...	Go		904	27
Apr 29, 2025 16:47		Ready to ditch the lawnmower and embrace a vibrant, low-water landscape? Native plants are the answe...	Go		760	17
Apr 12, 2025 17:54		Exciting news for the Tri-Valley! 🌱 Zone 7 Water Agency is thrilled to announce that our SECOND sta...	Go		632	66
Apr 15, 2025 22:08		Z7 Chain of Lakes PFAS Treatment	Go		492	10

Published		Text			Impressions	Interactions
Apr 11, 2025 18:17		Celebrate Earth and Arbor Day with the City of Pleasanton! 🌱🌳 Join us for a day of fun and learnin...	Go		175	8
Apr 14, 2025 13:02		💧 We are excited to announce that the Patterson Pass tours are BACK by popular demand, and we're mak...	Go		97	5
Apr 04, 2025 15:49		🌿 Don't miss the Bringing Back the Natives virtual plant and garden tours this weekend! 🌱🌻 Learn ...	Go		77	3
Apr 02, 2025 16:24		Living Arroyo's monthly creek cleanups are officially done for the season! 🌿🌳 Thank you to everyon...	Go		65	6
Apr 21, 2025 15:30		Discover the beauty and benefits of native plants! 🌻 Join us for an in-person tour on May 3rd & 4th...	Go		63	2
Apr 18, 2025 14:45		May is Water Awareness Month! 💙 Celebrate with us at our Patterson Pass Water Treatment Plant Open ...	Go		57	4
Apr 03, 2025 14:34		🌿 The Dublin Farmers Market kicks off tonight, April 3rd! 🌱🌳 Come join us for fresh produce and c...	Go		55	0
Apr 05, 2025 17:22		Hey Science enthusiasts! 🧪 Did you participate in the Livermore Science Odyssey? 🚀 Zone 7 will be ...	Go		53	2

Published		Text			Impressions	Interactions
Apr 25, 2025 14:30		Join us at the May 21 Board meeting at 7:00 PM for a presentation on the results of a systemwide eva...	Go		45	2
Apr 03, 2025 14:47		So excited to see what the young scientists have come up with this year! 🧐👉👉👉👉👉 Stop by our ...	Go		45	0
Apr 07, 2025 13:02		Join us at the Tri-Valley Innovation Science Fair 🚀 on Saturday, April 12th, from 10 AM to 5 PM at th...	Go		43	1
Apr 15, 2025 14:02		Join us this tomorrow, April 16th, at 7 PM in our Headquarters Building for our monthly board meetin...	Go		41	0
Apr 10, 2025 17:11		California's water future depends on a reliable Delta! The Delta Conveyance Project offers several k...	Go		41	2
Apr 22, 2025 13:37		Happy Earth Day! 🌍💧 Let's celebrate the life-giving power of WATER! From fueling our economy 🚚 to...	Go		38	1

Impressions

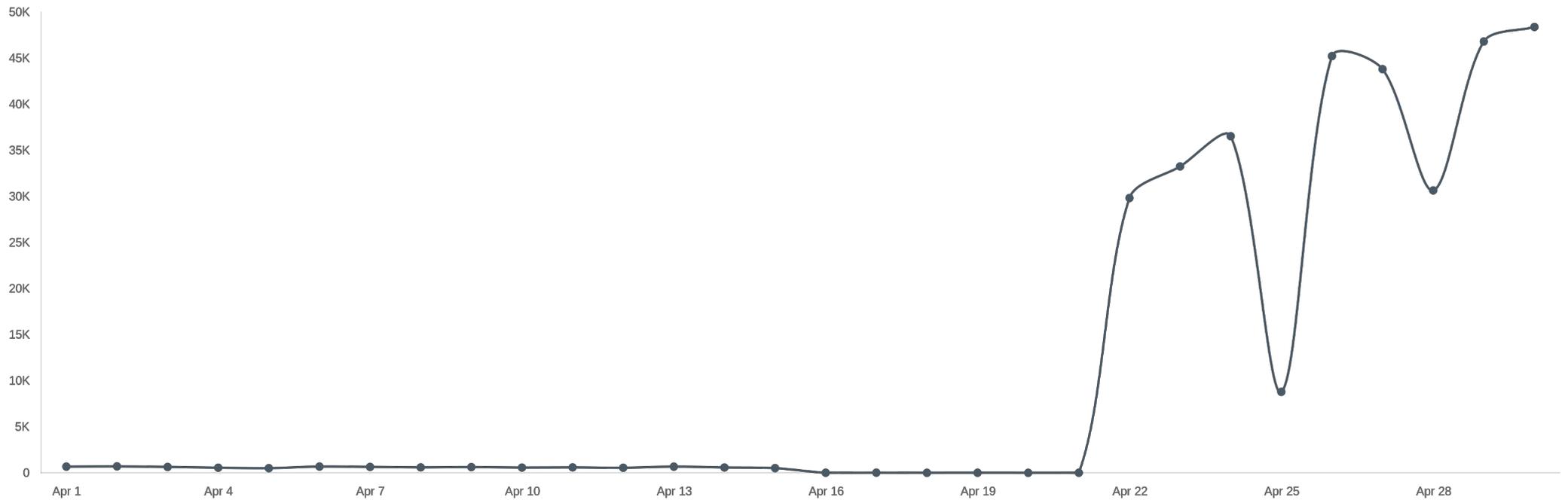
Zone 7 Water Agency

332.46K
+201.72%



332.46K
+201.72%

Google Ads



Apr 1 - Apr 30



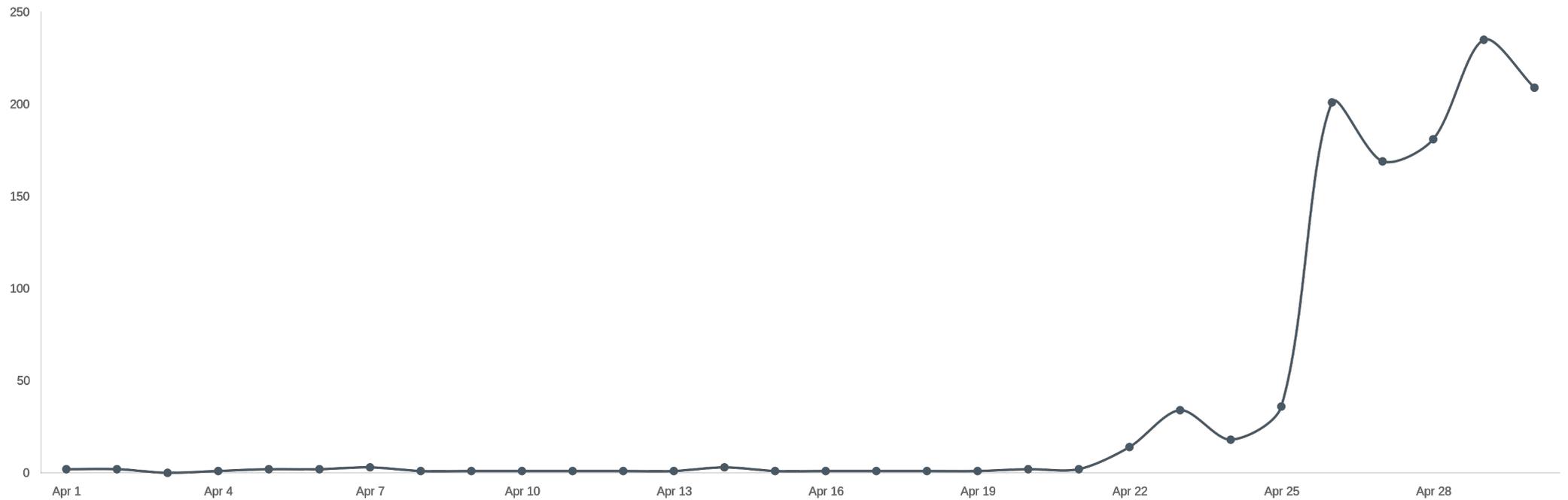
Clicks

Zone 7 Water Agency

1127
+176.90%



1127
+176.90%
Google Ads



Apr 1 - Apr 30



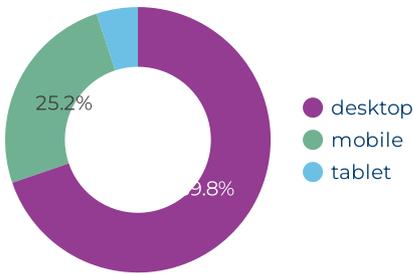
Highlights:

Total users	Views
6,843	16,614
↓ -1.8%	↑ 0.7%
New users	Engagement rate
6,386	48.07%
↓ -1.9%	↑ 1.4%
Sessions	User engagement
9.9K	104:52:34
↓ -3.0%	↓ -2.4%

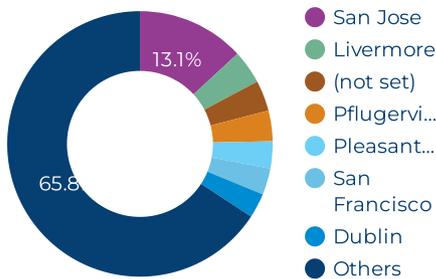
Most visited pages on the website - users and pageviews

	Page title	Views	Total users
1.	Zone 7 Water Agency - the Tri-Valley region's water wholesaler	2,077	1,365
2.	Patterson Pass Water Treatment Plant Open House - Zone 7 Water Agency	1,248	939
3.	4. Label the Water Cycle - Zone 7 Water Agency	750	655
4.	Tri-Valley Water Conservation Art Contest - Zone 7 Water Agency	652	443
5.	Construction & Business Opportunities - Zone 7 Water Agency	560	315
6.	Careers - Zone 7 Water Agency	555	347
7.	2. Explore Permeability - Zone 7 Water Agency	552	328
8.	Lessons Middle School - Groundwater - Zone 7 Water Agency	500	322
9.	Join Water Wise Wendy's 2025 Fix-A-Leak Challenge! - Zone 7 Water Agency	494	421
10.	Examples of a Water Cycle Story - Zone 7 Water	452	329

Device Type:



Users by City



Acquisition source/medium - where traffic sessions come from

	Session source	Session medium	Sessions
1.	google	organic	3,954
2.	(direct)	(none)	2,639
3.	google	cpc	971
4.	FB	Post	421
5.	FB	POST	383
6.	bing	organic	348
7.	cityofpleasantonca.gov	referral	130
8.	dsrsd.com	referral	99
9.	FB	AD	55
10.	m.facebook.com	referral	47

1 - 100 / 119

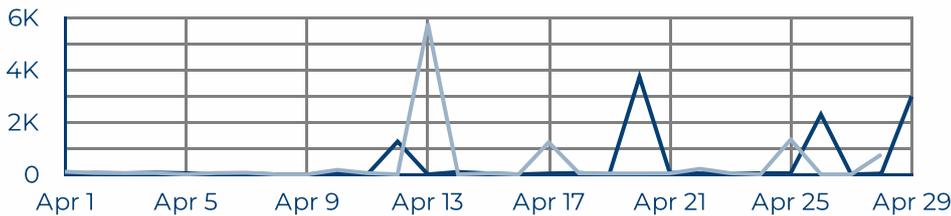
Pages with the most time spent by users



Facebook Analytics

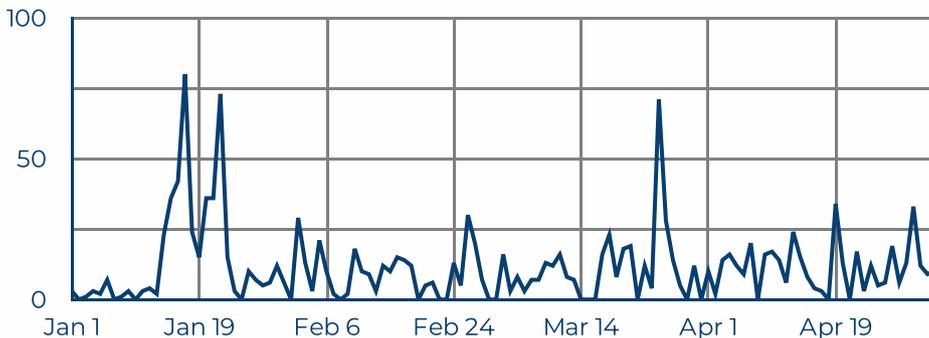
Total Posts	Engagement	Page Followers	Impressions
22 ↑ 15.8%	71.17 ↓ -34.3%	1,358 ↓ -0.1%	46,632 ↓ -63.1%

Facebook Daily Average Reach per Post

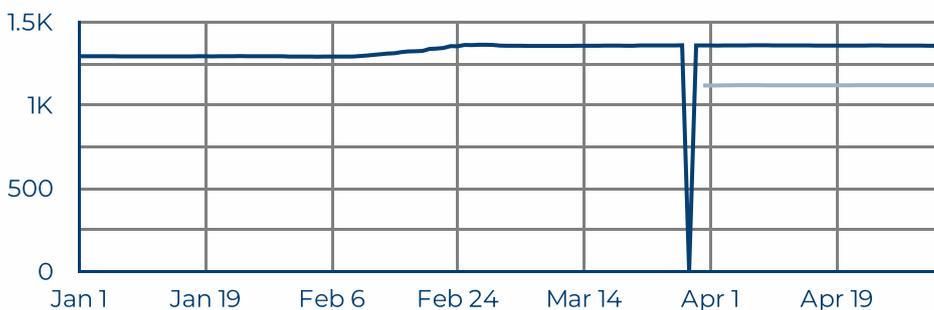


Paid Reach	Organic Reach	Total Reach
9,839 ↑ 19.2%	1,311 ↓ -36.1%	11,122 ↑ 9.5%

Facebook Page Visits



Facebook Page Followers - Year-to-Date Growth



Mailchimp Delivery Analytics

Total Eblasts Sent	3
Total Deliveries	3,011
Avg. Open Rate %	36%
Total Clicks	641
New Signups	1

Monthly YouTube Performance

Total Views	7,431
Watch Time (Minutes)	7,408.64
Average View Duration	00:01:35

Top Five Videos of Month

Video Title	Views
Patterson Pass Water Treatment Plant - Treatment and Plant Upgrades	3,575
Z7 Chain of Lakes PFAS Treatment	1,583
Wondrous World of Water - Surface Water Treatment	1,427
Z7 Chain of Lakes Ion Exchange Vessel Installation	625
Stoneridge Well Ion Exchange PFAS Treatment Facility Now Open	438

Insights & Opportunities

Website

- **Summary:** April saw a modest decline in overall site engagement metrics, with a slight dip in sessions and user numbers, though the engagement rate held steady. **Overall 2025 has seen a significant increase in monthly users, averaging over 6k users each month, compared to our 2024 average of almost 5k, and our 2021-2023 average of about 4k monthly.**

- Total views reached **16,305** (+1.0%), while sessions dropped to **9,800** (-1.9%), and total users declined slightly to **6,653** (-2.6%).

- **Top content drivers:** The Home page led with **2,039 views**, followed by the **Patterson Pass Water Treatment Plant Open House** with **1,109 views** -highlighting continued interest in infrastructure updates and community engagement events.

- **Engagement rate stability:** Despite a small decline in new users (6,175, -3.0%), the **engagement rate increased slightly to 47.66%**, signaling improved user interaction per session.

- **Traffic sources:** Organic Google search remained dominant at **3,860 sessions**, with direct traffic (bookmarked or typed in URLs) at **2,601 sessions**.

Social Media

- **Summary:** Social media engagement remained consistent, but organic reach and impressions dropped due to multiple contests and initiatives ending.

- **Reach and impressions:** Total reach decreased to **7,359** (-27.5%), driven by declines in both paid reach (6,191, -25.0%) and organic reach (1,207, -41.2%). Impressions fell to 43,408 (-65.6%).

- **Posting activity:** A steady **22 posts** were published (+15.8%), maintaining visibility, through organic ongoing efforts.

- **Following:** Facebook page followers remained almost flat at **1,358** (-0.1%) indicating a continued need .

Mailchimp

- **Summary:** Email engagement saw a shift in April, with a decline in open rates but a notable increase in clicks. A total of three e-blasts were sent, reaching **3,011** recipients with an average open rate of **36%**, down from March's 40.9%.

- **Click engagement:** Despite the lower open rate, total **clicks surged to 641**—a substantial increase from 212 in March—indicating more effective content and events.

- **List growth:** The email list saw **1** new signup, showing modest audience growth potential that could benefit from further list-building efforts.

YouTube

-**Summary:** Educational video content continued to engage audiences, with a total of **5,893 views** and **5,839 minutes** of watch time. The **average view duration** stood at **1 minute 34 seconds**.

- **Top videos:** Patterson Pass Water Treatment Plant - Treatment and Plant Upgrades - 2,116 views, Stoneridge Well Ion Exchange PFAS Treatment Facility Now Open – 673 views , Z7 Chain of Lakes PFAS Treatment – 492 views

Opportunities for May 2025

Capitalize on High-Interest Topics Build on the success of the Patterson Pass Open House content by producing related blog posts, follow-up videos, or behind-the-scenes features to keep audiences engaged between major events.

Expand Educational Video Content Continue promoting educational videos—especially those related to infrastructure improvements and water safety—and explore cross-promotion through email and social channels to maximize reach and engagement.

2025 GROUNDWATER AWARENESS WEEK OUTREACH SUMMARY

For the second year in a row, in honor of National Groundwater Awareness Week, Zone 7 Water Communications worked collaboratively with the Groundwater Resources Division to educate the community on the significance of the Livermore Valley Groundwater Basin by repurposing existing materials to maximize previous investments.

OBJECTIVES

- 1) Implement the annual Groundwater Awareness Week outreach campaign to educate the Tri-Valley community on the value of having a local groundwater basin.
- 2) Help the community understand the relationship between protecting local source water and keeping the groundwater basin clean.
- 3) Increase appreciation for the sustainable groundwater management process, including groundwater recharge specifically and Zone 7's management of the basin.

IMPLEMENTATION

The campaign leveraged effective tools created for last year's initial Groundwater Awareness Week campaign, including the Wondrous World of Water: Groundwater Recharge animated video and accompanying infographics, along with new animated reels and promotional graphics. The 3D groundwater recharge video saw a 27% increase in total views this March, now at over 29k views total since publishing in March of 2024. The video illustrates the recharge process while explaining Zone 7's use of imported water, the differences between artificial and natural recharge, aquifer layers, and the importance of sustainable groundwater management.

To maximize outreach and promote groundwater sustainability, Zone 7 combined digital paid media, organic social media, and other outreach methods to share these resources with the community. A press release was issued during the awareness week highlighting Zone 7's proactive strategic investment in treatment infrastructure, coinciding with the upcoming completion of the second PFAS Treatment Plant at Chain of Lakes, helping keep the community informed of the agency's decades-long commitment to ensuring the Tri-Valley's drinking water remains safe.

RESULTS - 42,723 GROSS IMPRESSIONS

Groundwater Web Pages Traffic

111 page views/99 users
(80% month-over-month user increase)

Facebook Engagement

Facebook: 4,729 accounts reached

LinkedIn Engagement - NEW this year

LinkedIn: 8,050 impressions/204 clicks

YouTube Video Performance

16,888 paid impressions/12,051 organic impressions
6,289 NEW groundwater video views/7,726 clicks/7
website clicks + 413 NEW PFAS Timeline video
views/596 clicks/1 website click

MailChimp E-Newsletter

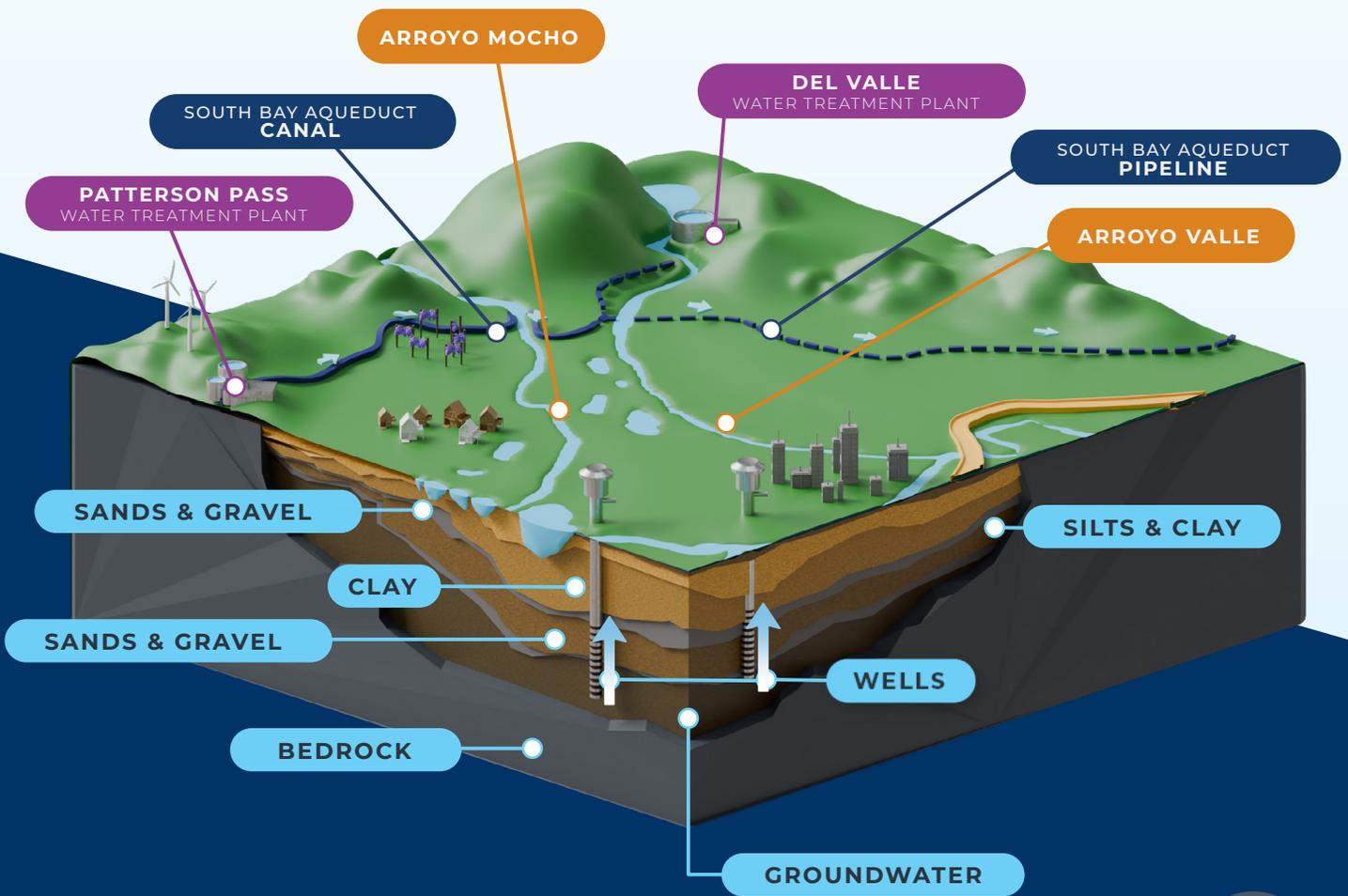
894 sends/303 opens

On the following pages, we have included samples of all updated assets and links to where you can view videos, infographics, this year's press release and other outreach materials.

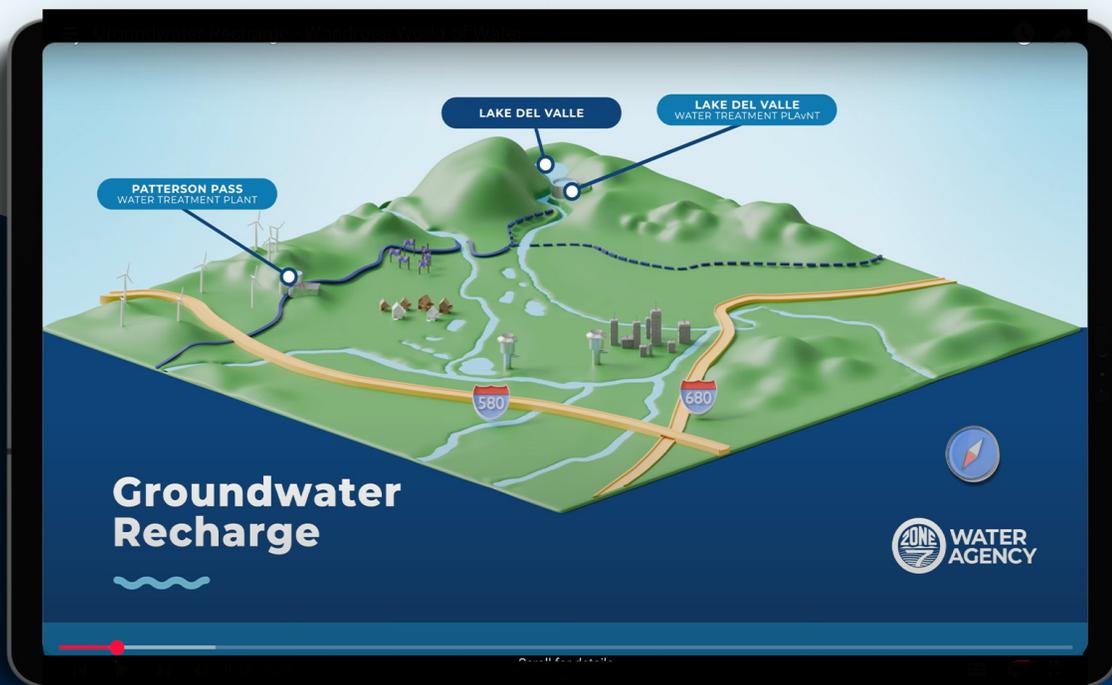
Layers Infographic



LIVERMORE VALLEY GROUNDWATER BASIN



The Wondrous World of Water: Groundwater Recharge animated video



[Watch Now](#)



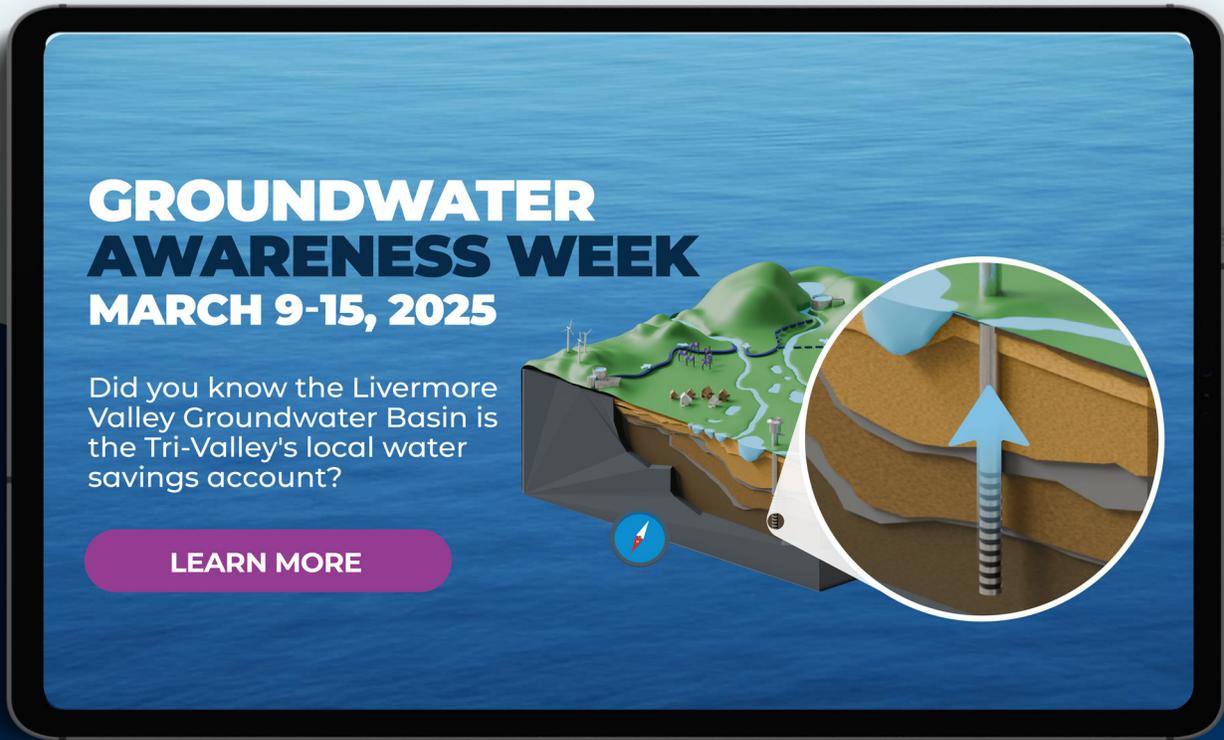
PFAS Timeline



Watch Now



Homepage Slider



**GROUNDWATER
AWARENESS WEEK**
MARCH 9-15, 2025

Did you know the Livermore Valley Groundwater Basin is the Tri-Valley's local water savings account?

[LEARN MORE](#)



Press Release



[Read Now](#)



Promotional Graphics



GROUNDWATER AWARENESS WEEK 2025
MARCH 9TH - 15TH

Learn more about our local water savings account!

GROUNDWATER AWARENESS WEEK 2025
MARCH 9TH - 15TH

GROUNDWATER AWARENESS WEEK
MARCH 9-15, 2025

Did you know the Livermore Valley Groundwater Basin is the Tri-Valley's local water savings account?

zone7water.com/groundwater

GROUNDWATER AWARENESS WEEK
MARCH 9-15, 2025

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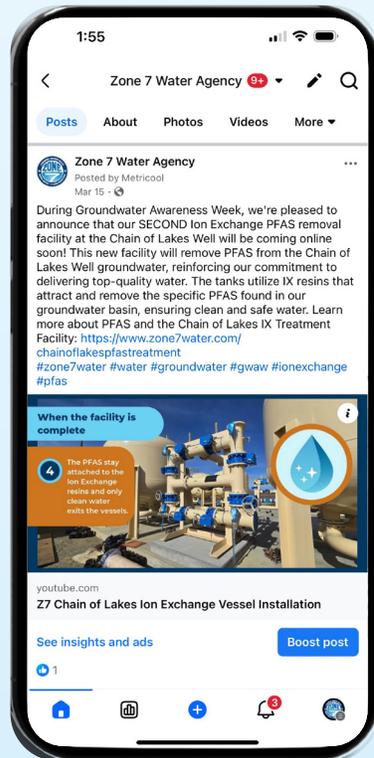
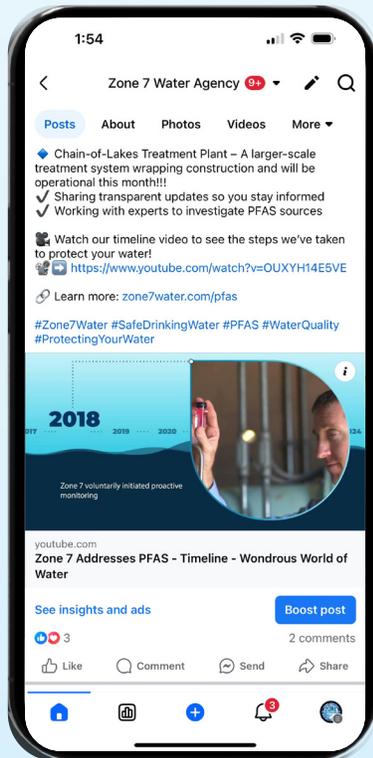
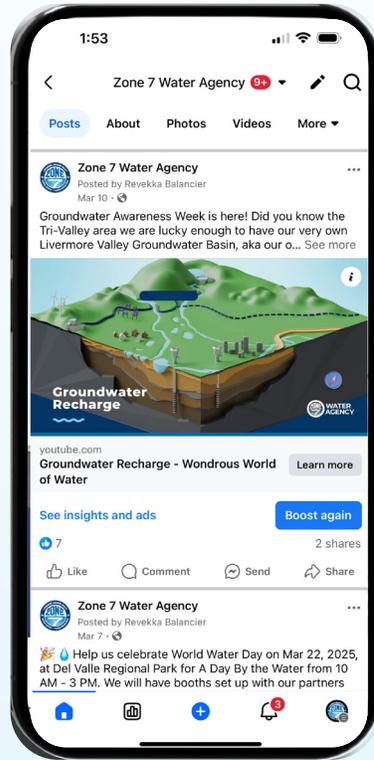
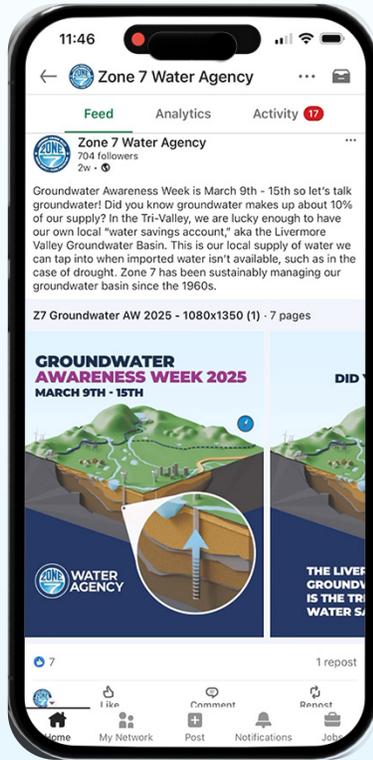
GROUNDWATER AWARENESS WEEK
MARCH 9-15, 2025

Learn more about our local "water savings account."

zone7water.com/groundwater



Social Media Examples



LinkedIn Slider



GROUNDWATER AWARENESS WEEK 2025
MARCH 9TH - 15TH

ZONE 7 WATER AGENCY

DID YOU KNOW?

THE LIVERMORE VALLEY GROUNDWATER BASIN IS THE TRI-VALLEY'S WATER SAVINGS ACCOUNT

WHEN WE HAVE EXTRA IMPORTED SURFACE WATER AVAILABLE, WE RELEASE IT INTO OUR LOCAL ARROYOS

ARROYO MOCHO ARROYO VALLE

THAT WATER TRICKLES DOWN THROUGH LAYERS OF OUR AQUIFER TO RECHARGE OUR GROUNDWATER BASIN.

THEN IN DRY YEARS, WE CAN TAP INTO OUR WATER SAVINGS BY PUMPING THE WATER UP THROUGH OUR NETWORK OF WELLS.

THIS IS JUST ONE WAY WE ENSURE THE TRI-VALLEY HAS ENOUGH WATER FOR GENERATIONS TO COME!

ZONE 7 WATER AGENCY

ZONE 7 WATER AGENCY

LEARN MORE ABOUT OUR LOCAL WATER SAVINGS ACCOUNT!

zone7water.com/groundwater



See Example



2025 FIX-A-LEAK WEEK OUTREACH SUMMARY

For the second year in a row, in honor of National Groundwater Awareness Week, Zone 7 Water Communications worked collaboratively with the Groundwater Resources Division to educate the community on the significance of the Livermore Valley Groundwater Basin by repurposing existing materials to maximize previous investments.

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RESULTS - 112,262 GROSS IMPRESSIONS

Website Landing Page Traffic
1,664 page views/1,210 users

Google Ad Performance
4,123 impressions

YouTube Video Performance
60,198 impressions
27,540 NEW views in 2025
New combined total of 86,967

Facebook
38,317 impressions/21,959 reach/433 clicks

NextDoor
4,934 impressions

MailChimp E-Newsletter
3,026 sends/1,047 opens in 2025

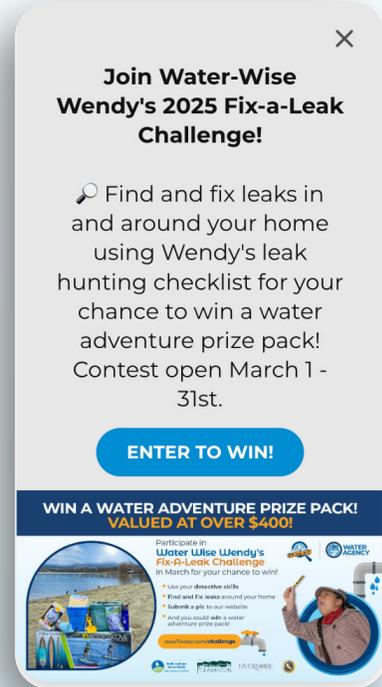
We have included samples of assets and links where you can view the videos, web page, ads, press release and other materials used to promote the contest and tips on the following pages.

Website Materials

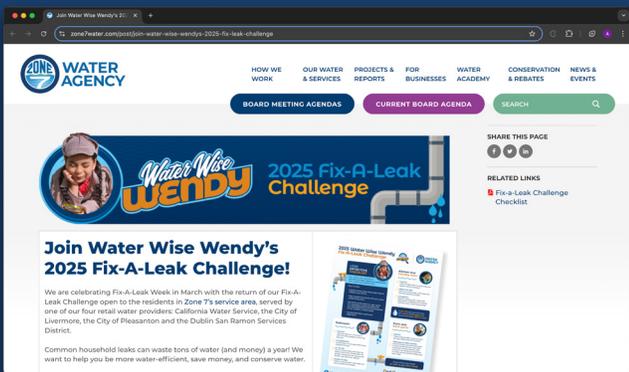


ELFSIGHT POPUP

PRIZEPACK SLIDER

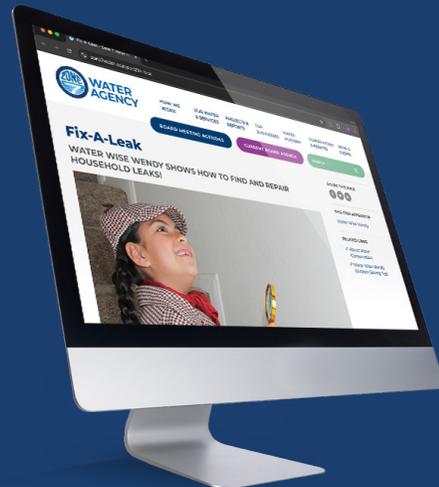


CHALLENGE LANDING PAGE



[Visit Now](#)

FIX-A-LEAK LANDING PAGE



[Visit Now](#)

Activity Sheets



CHALLENGE CHECKLIST

2025 Water Wise Wendy Fix-A-Leak Challenge

LEAK DETECTIVE CHECKLIST

Be a water-wise detective to win one of 3 water adventure prize packs with a stand-up paddleboard!

How it works:

- Inspect all the areas where leaks may be hiding in your home.
- Snap a picture to submit with your online contest entry form.
- Get extra entries when you sign up for our newsletter or give permission for your leak detective picture to be featured on our website or social media.
- Use this checklist to start your inspection!

Kitchen and laundry room

- FAUCETS**
Listen for drips, check for spray strays and replace fixtures if necessary.
- UNDER THE SINK**
Check for pooling water under pipes and rust around joints and edges.
- APPLIANCES**
Check for pooling water underneath dishwashers, refrigerators and washing machines, which could indicate a leak.

A one drip per second leak can waste 3,000 gallons of water each year. #Fix-A-Leak

Bathroom

- FAUCETS**
Listen for drips! Turn on the tap to check for water spraying in the wrong direction.
- SHOWERHEADS**
Look for drips or stray sprays that can be stopped with tape.
- IN THE TUB**
Turn on the tub faucet, then divert the water to the shower. If there's still a lot of water coming from the tub spout the diverter may need to be replaced.
- UNDER THE SINK**
Check for pooling water under pipes and rust around joints and edges.

Front and Back yards

- SPIGOTS**
Check to ensure tight connections with the hose. Replace washers if needed.
- SPRINKLER OR DRIP SYSTEMS**
Check for broken sprinklers and broken or disconnected drip lines. Also check the direction of spray heads to make sure you're not watering concrete! Wet or muddy soil near sprinkler heads could mean a leak.

If you find any leaks be sure to get them fixed!

Scan QR to find more contest details and online submissions or visit zone7water.com/challenge

SCAVENGER HUNT

SIGNS OF MOISTURE SCAVENGER HUNT

#FixALeak

There are certain things to look out for when searching for leaks indoors. Search for any of these signs of a leak and write the location on the line below!

Brown spots in the ceiling

Bubbling Paint

Yellowish spots on the ceiling

Bulging wallpaper

Mold or mildew

Brown spots on the wall

Rusty pipes

Wet yellow spots on the wall

Warped floors

Wet floors

Soft spots on the floor

Cracks in the wall

If you found any of these sign of moisture inside then you might have a leak. Make a plan to call your nearest plumber today!

zone7water.com/fixaleak

Download

Download

100 North Canyons Parkway, Livermore, CA 94551 | (925) 454-5000

zone7water.com

Promotional Materials



FACEBOOK/NEXTDOOR GRAPHIC

**WIN A WATER ADVENTURE PRIZE PACK!
VALUED AT OVER \$400!**



Participate in **Water Wise Wendy's Fix-A-Leak Challenge** in March for your chance to win!

- Use your **detective skills**
- **Find and fix leaks** around your home
- **Submit a pic** to our website
- And you could **win** a water adventure prize pack!

zone7water.com/challenge



LANDSCAPE REEL

2025 Water Wise Wendy Fix-A-Leak Challenge



- Use your **detective skills**
- **Find and fix leaks** around your home
- **Submit a pic** to our website
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zone7water.com/challenge



FACEBOOK/NEXTDOOR GRAPHIC

Participate in the

Water Wise WENDY

2025 Fix-A-Leak Challenge



FACEBOOK CAROUSEL SLIDER

Participate in the



2025 Fix-A-Leak Challenge



Use your detective skills to find leaks around your home



submit your pics to our website



you could win one of **FOUR** Water Adventure Packs including a brand new stand up paddle board!



Adventure Water Pack Includes:

- Body Glove stand up paddle board
- Water sports football
- Beach towel
- Sand castle bucket
- Insulated lunch bag
- Reusable water bottle
- Arm floaties for your little plus ones!

Valued at Over \$400!



Get details at

zone7water.com/challenge




2025 Fix-A-Leak Challenge

zone7water.com/challenge




GOOGLE ADS



Water Wise WENDY

2025 Fix-A-Leak Challenge

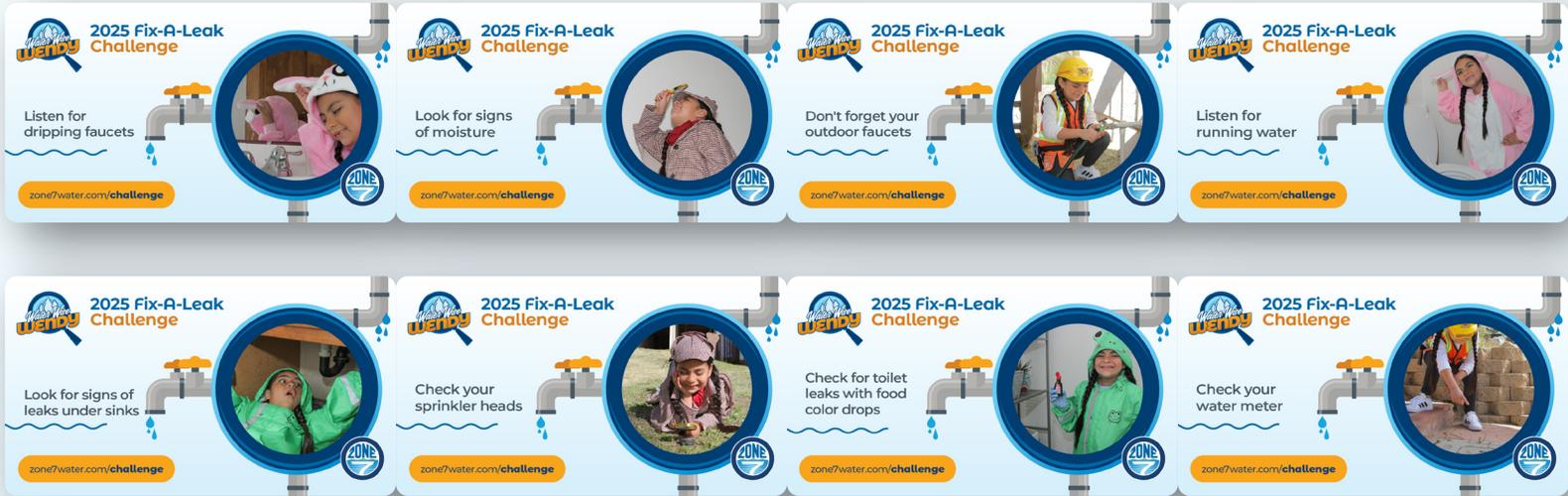
Find and fix leaks to win prizes!

zone7water.com/challenge

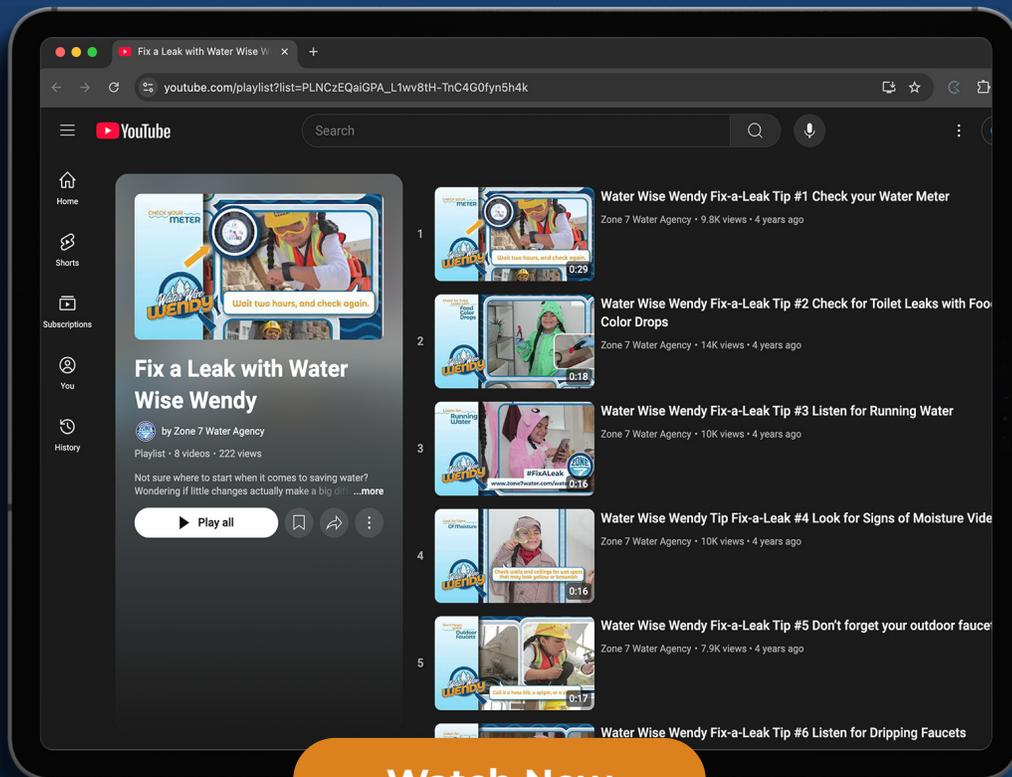
Tip Videos



TEMP THUMBNAILS



YOUTUBE VIDEOS



Printed Outreach Materials



DIGITAL & PRINT STANDARD FLYER

Water Wise Wendy **2025 Fix-A-Leak Challenge** **ZONE 7 WATER**

WIN!
One of **FOUR**
WATER ADVENTURE PRIZE PACKS!

Includes:

- Body Glove stand up paddle board
- Water sports football
- Beach towel
- Beach bingo
- Sand castle bucket
- Insulated lunch bag
- Reusable water bottle
- Arm floaties for the little ones!

Valued at over \$400!

Contest Open March 1st - 31st

- Use your detective skills
- Find and fix leaks around your home
- Submit a pic to our website
- And you could win a water adventure prize pack!

Contest details and online submissions at zone7water.com/challenge

LIVERMORE **The City of PLEASANTON** **DUBLIN SAN RAMON SERVICES DISTRICT**

Digital Download

Print Download

POSTCARD

**WIN A WATER ADVENTURE PRIZE PACK!
VALUED AT OVER \$400!**

Participate in
Water Wise Wendy's Fix-A-Leak Challenge
in March for your chance to win!

- Use your **detective skills**
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zone7water.com/challenge

Logos: Water Wise Wendy, ZONE 7, Dublin San Ramon Service District, THE CITY OF PLEASANTON, LIVERMORE

ZONE 7 WATER AGENCY

**CHECK OUT OUR
AWARD WINNING
INTERACTIVE
ANNUAL REPORT**

Scan to view!

Annual Report

- Overview
- Water Quality
- Water Reliability
- Flood Protection
- Water Academy

Logos: ZONE 7, Dublin San Ramon Service District, THE CITY OF PLEASANTON, LIVERMORE

Water Wise Wendy

2025 Fix-A-Leak Challenge

WIN!
One of FOUR
WATER ADVENTURE PRIZE PACK!

Includes:

- Body Glove stand up paddle board
- Water sports football
- Beach towel
- Beach bingo
- Sand castle bucket
- Insulated lunch bag
- Reusable water bottle
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zone7water.com/challenge

Contest details and online submissions.

Logos: Water Wise Wendy, ZONE 7, LIVERMORE, THE CITY OF PLEASANTON, Dublin San Ramon Service District

DIGITAL & PRINT KIOSK FLYER

Digital Download

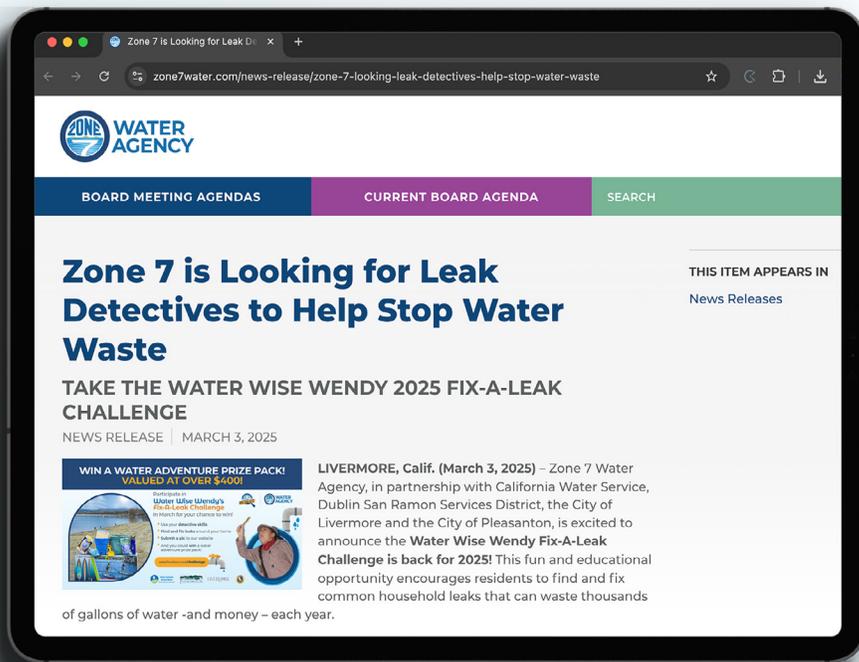
Print Download

News Release & Newsletters



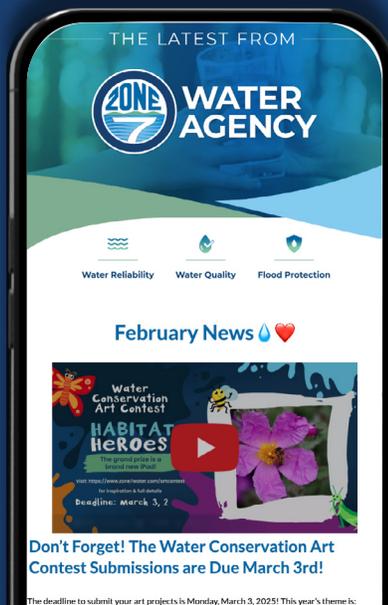
CHALLENGE PRESS RELEASE

Read Now

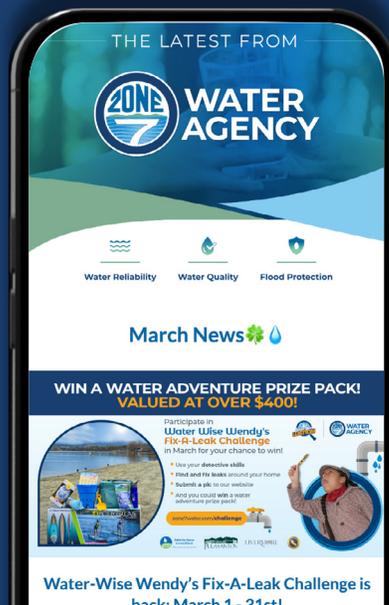


WATER ACADEMY NEWSLETTER

FEBRUARY LATEST NEWS



MARCH LATEST NEWS



Winner's Announcement



FALW WINNERS REEL



2025 CHAIN OF LAKES PFAS TREATMENT FACILITY OUTREACH SUMMARY

Zone 7 Water Agency opened its second Ion Exchange Treatment Facility at the Chain of Lakes Well in March 2025. Communications worked to promote the opening of the new facility, now the largest of its kind in Northern California. Following the ribbon-cutting ceremony, promotion of the new treatment facility began in April and will continue through June, when it will become part of our ongoing Wondrous World of Water education series.

OBJECTIVES

- 1) Promote the new Chain of Lakes PFAS Treatment Facility to educate the Tri-Valley community about PFAS and how Zone 7 is proactively treating their water.
- 2) Help the community understand the need for infrastructure upgrades and how it positively impacts their drinking water.
- 3) Educate the community on Ion Exchange treatment process and its effectiveness at removing PFAS from groundwater.

IMPLEMENTATION

To support the opening of the new Chain of Lakes PFAS Treatment facility, the team implemented a multi-phase outreach campaign, including pre-opening awareness, a ribbon-cutting event with local stakeholders, and a post-opening promotion phase to help create community understanding and appreciation for this significant milestone.

Pre-Opening Awareness

Before the facility opened, Zone 7 Water Agency undertook several initiatives to build community awareness. The communications team partnered with the project management team to develop a project page on the website, updated periodically to keep the public informed of progress. We also leveraged relevant materials from the opening of the Stoneridge Well Ion Exchange Treatment Facility. To highlight the importance of the project, Zone 7 announced the \$959k grant received in conjunction with Groundwater Awareness Week 2024. Additionally, the team created a video showcasing the vessel installation process to help build anticipation.

Ribbon-Cutting Event

To commemorate the opening, we hosted a special ribbon-cutting celebration. The event was well-attended by federal, state, and local elected officials, and community leaders, along with project partners, to mark this milestone celebrating Zone 7's proactive PFAS management efforts in the region. Professional photography, videography, and aerial footage were captured at the event and of the facility to use in the future. Following the ceremony, a press release and footage of the event were distributed to local media outlets.

Ongoing Promotion and Education

The team is now utilizing a full suite of creative assets including infographics, videos, and other materials to help make this complex information more understandable and impactful for the local community. These assets were used in various outreach tactics, including posting and updating the Chain of Lakes project and PFAS website pages, then driving traffic to them with a paid media investment, and posting new videos on YouTube and Facebook, along with articles and special updates in our newsletter and all social media platforms.



WATER AGENCY

Delivering Quality, Reliability and Safety

RESULTS - TOTAL GROSS IMPRESSIONS : 20,158

Project Page Web Traffic

Chain of Lakes PFAS Treatment Facility Landing Page: 175 Total Views | 84 Users

Grant Release: 216 Total Views | 142 Users

Ribbon-Cutting Press Release: 178 Total Views | 101 Users

Combined Website Traffic: 569 Website Views | 326 Users

Facebook Engagement

4,081 reach | 7 posts

LinkedIn Engagement - NEW this year

4,250 impressions | 1,271 Engagements | 1,021 Clicks

YouTube Video Performance

Chain of Lakes Vessel Installation Reel: 2,302 impressions | 2,015 video views

Chain of Lakes PFAS Treatment Video: 8,067 impressions | 3,326 video views

MailChimp E-Newsletter

The Latest from Zone 7 newsletter including Chain of Lakes

Opening Announcement: 889 delivered | 327 opens

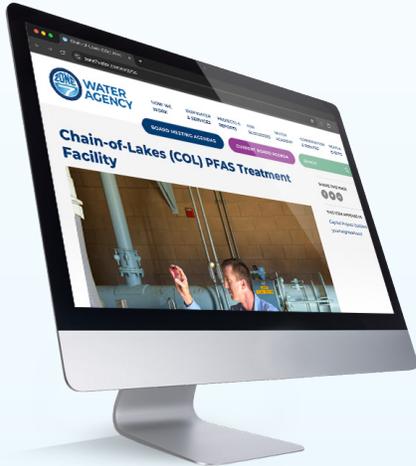
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Pre-Opening Awareness Materials

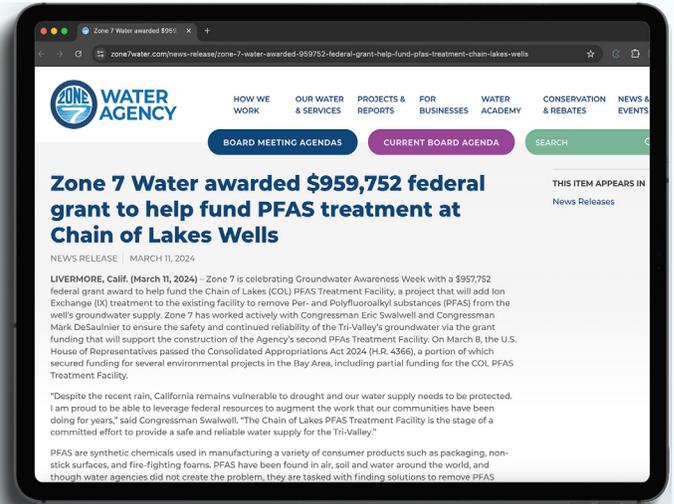


LANDING PAGE

GRANT AWARD PRESS RELEASE 2024



[Visit Now](#)



[Read Now](#)

VESSEL INSTALLATION VIDEO



[Watch Now](#)

Ribbon-Cutting Event Materials

MEDIA ADVISORY - EVENT PHOTO OPP



ION EXCHANGE INFOGRAPHIC & POSTERBOARD

ION EXCHANGE TREATMENT

PFAS Removal Process

1 Water is pumped from our local groundwater basin.

2 Groundwater is piped into Ion Exchange Treatment tanks.

3 Pure, clean water exits the tanks to be distributed to homes and businesses throughout Tri-Valley.

Water is comprised of one atom of oxygen (O) and two atoms of hydrogen (H), together they form an overall stable and electrically neutral molecule.

PFAS are negatively charged in the water. This means they have negative ions attached to each PFAS chain.

The Ion Exchange Resins are positively charged, which means they have positive ions attached to them.

As the water filters through the ion exchange resins, the negative ions in the PFAS are attracted to the positive ions in the resin.

The PFAS stays attached to the resins while water travels through leaving the contaminants behind.

Each tank contains ion exchange resins, special materials designed to attract PFAS.

ION EXCHANGE TREATMENT

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Each tank contains ion exchange resins, special materials designed to attract PFAS.

COL PFAS TREATMENT FACILITY ONE-SHEET



THE WONDROUS WORLD OF WATER

CHAIN OF LAKES PFAS TREATMENT FACILITY

LOCATION:
2655 El Charro Rd, Pleasanton 94588

TREATMENT CAPACITY:
10 million gallons per day

TREATMENT PROCESS:
Ion Exchange PFAS Treatment

COL WELLFIELD UPGRADE TIMELINE

- MAY 2021**
Design began
- DECEMBER 2022**
Design of new facility complete
- MAY 2023**
Construction begins
- MARCH-APRIL 2025**
COL wellfield begins delivering ion exchange treated water to Tri-Valley community
- MARCH 30, 2025**
Grand Opening ceremony
- APRIL 2025**
Construction expected to be complete

As part of Zone 7 Water Agency's continuing effort to supply the Tri-Valley with safe, reliable water that meets or exceeds the state and federal drinking water standards, Zone 7 has upgraded the Chain of Lakes (COL) Wellfield Facility to add state-of-the-art Ion Exchange Treatment. This new water treatment system will remove Per- and Polyfluoroalkyl substances (PFAS) found in the groundwater pumped at COL Wellfield.

Zone 7 has actively monitored new regulatory requirements from the U.S. Environmental Protection Agency (EPA) and the State Division of Drinking Water (DDW) to address PFAS as a contaminant of emerging concern. COL Wellfield was temporarily taken out of service in October 2022 while treatment facilities were constructed to address PFAS removal.

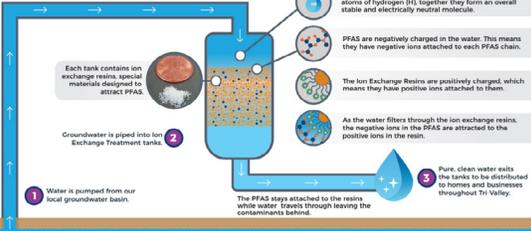
The new treatment facility was proactively constructed over a two year period to ensure the Tri-Valley community receives only the highest levels of water quality. COL Well will pump approximately 7,100 gallons per minute of treated, safe water to the homes and businesses of our community.

zone7water.com/col/pfas



ION EXCHANGE TREATMENT

PFAS Removal Process



1 Water is pumped from our local groundwater basin.

2 Groundwater is piped into Ion Exchange Treatment tanks. Each tank contains ion exchange resins, special materials designed to attract PFAS.

3 Pure, clean water exits the tanks to be distributed to homes and businesses throughout Tri-Valley. The PFAS stays attached to the resins while water flows through leaving the contaminants behind.

Water is comprised of one atom of oxygen (O) and two atoms of hydrogen (H), together they form an overall stable and electrically neutral molecule.

PFAS are negatively charged in the water. This means they have negative ions attached to each PFAS chain.

The Ion Exchange Resins are positively charged, which means they have positive ions attached to them.

As the water filters through the ion exchange resins, the negative ions in the PFAS are attracted to the positive ions in the resin.

How in the world does ion exchange treatment remove PFAS from groundwater?

About PFAS
PFAS are a group of synthetic chemicals widely used in manufacturing multiple products present in our daily lives. People can be exposed to them through food, packaging, air pollution, dust and drinking water. Scientific studies have shown that exposure to some PFAS in the environment may be linked to harmful health effects in humans and animals. Although certain PFAS are no longer manufactured in the U.S., these chemicals are still produced internationally and imported into the U.S. in consumer goods. Zone 7 has been monitoring and following State regulatory guidance on PFAS since 2019, because public health and safety is our highest priority.

How do PFAS get into the drinking water?
Since PFAS are used in an array of industrial and consumer products, there could be many sources of contamination in our water supplies. Common pathways for PFAS to enter our water supplies include through locations where PFAS are manufactured or used, areas where firefighting foam was used, wastewater treatment plants, and landfills.

Sources of PFAS in the Environment



Learn more about PFAS

- All water supplied to our customers meets the regulatory standards set by the state and federal governments.
- In almost all cases, the quality was significantly better than required.
- Zone 7 continues to deliver all water below the California Division of Drinking Water's response levels for PFAS.
- Updates on regulatory standards and water quality samples can be found on our website.

zone7water.com/col/pfas

Download

GRANT FUNDING SIGNAGE

POST OPENING PRESS RELEASE ANNOUNCEMENT

CHAIN OF LAKES (COL) PFAS TREATMENT FACILITY PROJECT

IMPLEMENTED BY: 

FUNDED UNDER THE BUDGET ACT OF 2021 AND 2022

ADMINISTERED BY: 

ENGINEER: 

CONTRACTOR: 

SUSTAINABLE GROUNDWATER MANAGEMENT FROM GRANT PROGRAM 



View Now

B-ROLL REEL

Watch Now



RIBBON CUTTING EVENT PHOTOS



Ongoing Awareness and Education Materials



ZONE 7 WEBSITE HOMEPAGE SLIDER

LATEST FROM ZONE 7 NEWSLETTER

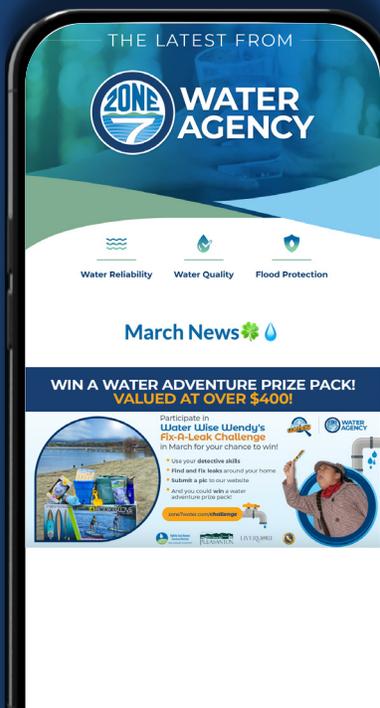
MARCH

FEBRUARY



Don't Forget! The Water Conservation Art Contest Submissions are Due March 3rd!

The deadline to submit your art projects is Monday, March 3, 2025! This year's theme is:



APRIL



Promotional Materials

Now Online!

CHAIN OF LAKES WELL NEW PFAS TREATMENT FACILITY

Treating up to 10 million gallons of groundwater per day!



FACEBOOK POST &
LINKEDIN GRAPHICS

FACEBOOK
COVER PHOTO

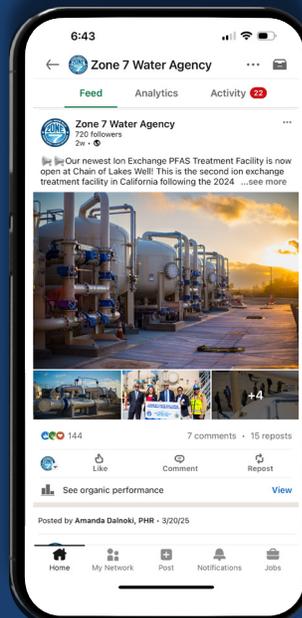
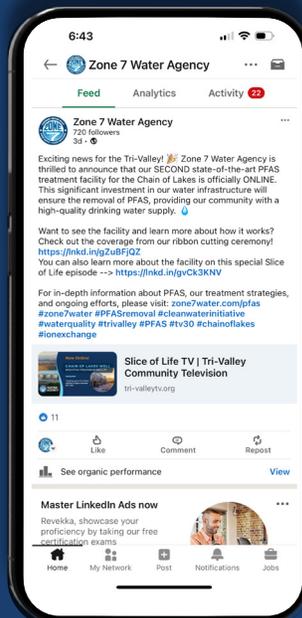
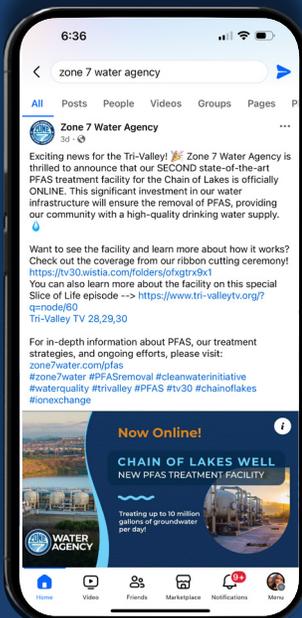
Now Online!

CHAIN OF LAKES WELL NEW PFAS TREATMENT FACILITY

Treating up to 10 million gallons of groundwater per day!



Social Media Mockups

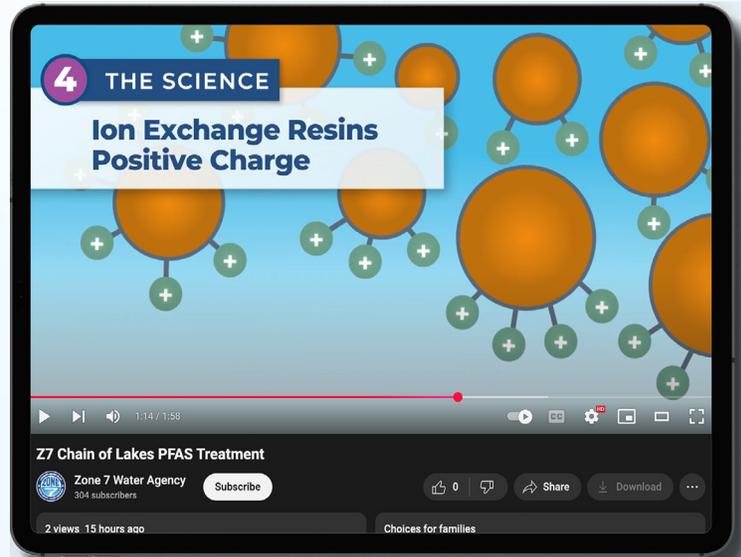


CHAIN OF LAKES RIBBON CUTTING EVENT REEL



Watch Now

CHAIN OF LAKES PFAS TREATMENT VIDEO



Watch Now

FACILITY PHOTOS





100 North Canyons Parkway
 Livermore, CA 94551
 (925) 454-5000

ORIGINATING SECTION: Integrated Planning
CONTACT: Sal Segura/Neeta Bijoor

AGENDA DATE: May 21, 2025

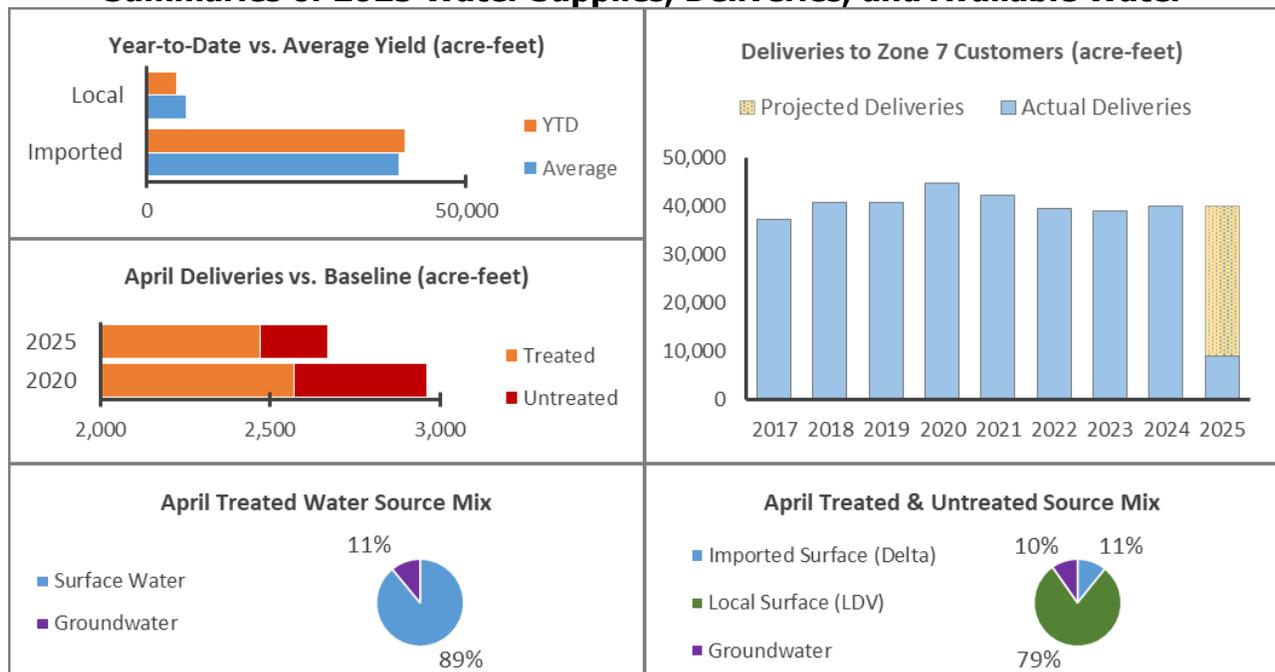
SUBJECT: Monthly Water Inventory and Water Budget Update

SUMMARY:

To support the mission to deliver safe, reliable, efficient, and sustainable water, Zone 7 Water Agency (Zone 7) manages its water supply portfolio. This report summarizes current water supply, usage, and storage conditions to support Strategic Plan Goal B – Reliable Water Supply and Infrastructure and promote Strategic Plan Initiative #5 to develop a diversified water supply plan and implement supported projects and programs.

The 2025 Annual Review of the Sustainable Water Supply Report, which discusses an overall analysis of the annual water supply, was presented to the Board on April 16. A summary of long-term water supply planning is also included in the Urban Water Management Plan (UWMP), which is updated every five years and assesses water supply reliability on a 20-year time horizon. The next update of the UWMP is due on July 1, 2026. These plans and evaluations consider the various sources of supply and storage available to Zone 7 locally, in State Water Project (SWP) facilities, and in Kern County storage and recovery programs.

Summaries of 2025 Water Supplies, Deliveries, and Available Water



ZONE 7 WATER INVENTORY AND WATER BUDGET (April 2025)

Supply and Demand

(See Table 3, Figure 1, Figure 2, Figure 3, and Figure 4)

- Monthly totals: 2,670 acre-feet (AF) delivered to customers (2,470 AF treated production and 200 AF estimated untreated deliveries).
- 100 AF was released into Arroyo Valle to maintain a live stream.
- Total treated water production increased by 23% compared to last month.
- Treated water sources were 89% surface water and 11% groundwater this month.
 - Treatment plant production was 23.9 million gallons per day (MGD).
 - Wellfield production was 2.9 MGD.

Comparison of Demands: 2025 vs 2020 baseline

(See Table 1)

- In April 2025, Zone 7's overall water demands were 10% lower than April 2020: treated water production was 4% lower, and estimated untreated deliveries were 49% lower.

Table 1: April 2025 comparison – Treated and Untreated Demands

	Treated Production	Untreated Delivery	Total
April 2025 (AF)	2,470	200	2,670
April 2020 (AF)	2,570	390	2,960
April 2025 vs April 2020	4% lower	49% lower	10% lower

Imported Water

(See Table 2 and Table 3)

- On April 29, 2025, DWR increased the State Water Project (SWP) allocation to 50%, which amounts to 40,310 AF for Zone 7. This was the fifth allocation change this water year. The initial allocation announced on December 2, 2024, was only 5%.

Table 2: Available Water Supplies (as of May 1, 2025)

Sources of Water Supplies	Acre-Feet (AF)
Table A	40,310
Water Transfers/ Exchanges	0
SWP Carryover Water	3,040
Lake Del Valle (Carryover + New Yield)	11,100
Livermore Valley Groundwater Basin (AF above Minimum Thresholds)	128,600
Kern Storage and Recovery Programs	100,600
Total	283,650

Groundwater*(See Table 3 and Figure 5)*

- The Livermore Valley Groundwater Basin comprises four subbasins. The Basin’s estimated maximum storage capacity is 254,000 AF, including the storage capacity below the Minimum Thresholds established in the Alternative Groundwater Sustainability Plan. The estimated storage capacity above the Minimum Thresholds (operational storage) is 126,000 AF.
- Currently, the Basin is at approximately 100% of its operational storage capacity.
- It is also important to note that not all of the storage above the Minimum Thresholds is accessible with Zone 7’s existing wells, as 80% of Zone 7’s groundwater facilities are in the Amador West subbasin. Furthermore, the presence of Per- and polyfluoroalkyl substances (PFAS) compounds in the groundwater basin limits the use of some wells.
- In April, the total pumping from Zone 7’s wellfield was approximately 270 AF, making up 11% of the treated supply.
- Estimated groundwater basin outflow on the west side of the Basin is 208 AF in April. This groundwater exfiltrates into Arroyo De La Laguna due to a high-water table in that region.
- Zone 7 made 100 AF of artificial recharge and live stream releases in April.

Stream Outflow*(See Table 3)*

- Surface runoff exceeded the 10 cubic feet per second (CFS) baseflow at Arroyo De La Laguna at the Verona stream gauge for the entire month of April, resulting in approximately 355 AF of stream outflow.
- Note: Some surface flows out of the Livermore-Amador Valley are mandated for other downstream purposes.

Local Precipitation

(See Figure 7)

- 0.23 inches of precipitation were recorded at Livermore Airport in April.
- Livermore has received 10.21 inches of rain or 75% of average for the Water Year-to-Date as of April 30.

Sierra Precipitation

(See Figure 8)

- 2.5 inches of precipitation were recorded in the Northern Sierras in April. The historical average precipitation in April is 4.3 inches.
- Cumulative precipitation in the Northern Sierra for Water Year 2025 is 54.0 inches as of May 1, or 111% of the seasonal average-to-date.

Sierra Snowpack

(See Figure 9)

- Statewide snowpack is 73% of normal for the Water Year-to-Date as of May 1.
- Northern Sierra snowpack is 82% of normal for the Water Year-to-Date as of May 1.

Lake Oroville

(See Figure 10)

- As of May 1, 2025, Lake Oroville storage is 96% of total capacity representing 120% of average storage conditions for this date of the year.
 - Storage: 3,287,125 AF
 - Storage as a percentage of total capacity increased by 8% over the month of April.

San Luis Reservoir

(See Figure 11)

- San Luis Reservoir is a joint-use facility between the State Water Project and the Central Valley Project. Its total storage capacity is 2,041,000 AF, and the SWP's share of the total capacity is 1,062,180 AF. As of May 1, 2025, the total reservoir storage is 1,679,984 AF, of which approximately 859,000 AF belongs to SWP. Currently, the SWP's share of the reservoir capacity is 81% full.

Lake Del Valle

(See Table 3 and Figure 6)

- Lake Del Valle holds 40,319 AF as of April 30, 2025.
- Zone 7 primarily used its Lake Del Valle local water supply to meet demand in April, utilizing 2,200 AF.

- Zone 7's estimated water storage in Lake Del Valle at the end of April is approximately 11,100 AF.

NOTE: Numbers presented are estimated and subject to refinement over the course of the year.

Table 3: Water Inventory

Note: Values are rounded. All units in AF unless noted otherwise. Subject to adjustment over the year.

	2024 Jan-Dec	2025 Apr	2025-YTD Jan-Dec
Source			
Incoming Supplies			
State Water Project (SWP) - Table A	23,140	0	0
SWP - Article 21	0	0	0
Lake Del Valle Local Water	5,290	2,200	2,200
Water Transfers/Exchanges	0	0	0
Subtotal	28,430	2,200	2,200
From Storage			
SWP - Carryover	25,240	300	6,130
Livermore Valley Groundwater Basin	3,580	270	630
Kern Storage and Recovery Programs	0	0	0
Subtotal	28,820	570	6,760
Total Supply	57,250	2,770	8,960
Water Use			
Customer Deliveries			
Treated Water Demand ¹	35,440	2,470	8,340
Untreated Water Demand	4,380	200	320
Subtotal	39,820	2,670	8,660
To Storage			
Livermore Valley Groundwater Basin Recharge	6,180	100	300
Kern Storage and Recovery Programs	10,000	0	0
Subtotal	16,180	100	300
SWP Transfer			
Napa County Repayment ²	1,250	0	0
Subtotal	1,250	0	0
Total Water Use	57,250	2,770	8,960
Available Water Supplies			
Incoming Supplies			
	End-of-2024		
SWP - Table A (%)	40%	50%	50%
SWP - Table A Remaining	0	40,310	40,310
Water Transfers/Exchanges	0	0	0
Subtotal	0	40,310	40,310
Storage Balance			
	End-of-2024		
SWP Carryover	9,170	3,040	3,040
Lake Del Valle Local Water	8,550	13,300	13,300
Livermore Valley Groundwater Basin ³	125,300	128,600	128,600
Kern Storage and Recovery Programs	100,600	100,600	100,600
Subtotal	243,620	245,540	245,540
Total Available Water	243,620	285,850	285,850
Watershed Conditions			
Precipitation at Livermore Station (in) ⁴	16	0.23	5.80
Lake Del Valle Local Water Net Yield	9,290	0	4,600
Measured Change in Groundwater Basin Storage	0	100	3,300
Surface Water Outflow ⁵	43,910	355	11,900

1/ Includes a small amount of unaccounted-for water.

2/ In 2024, Zone 7 repaid Napa County for a water exchange agreement executed in 2020.

3/ Storage volume based on most recent groundwater level data; amount shown excludes 128,000 AF of storage below the minimum thresholds.

4/ Local precipitation reported in Table 3 for 2025 YTD is reported on a calendar year basis.

5/ Surface Water Outflow is estimated based on flow at USGS gage Arroyo De La Laguna at Verona.

Figure 1: Monthly Treated Water Production in Acre-Feet (AF)

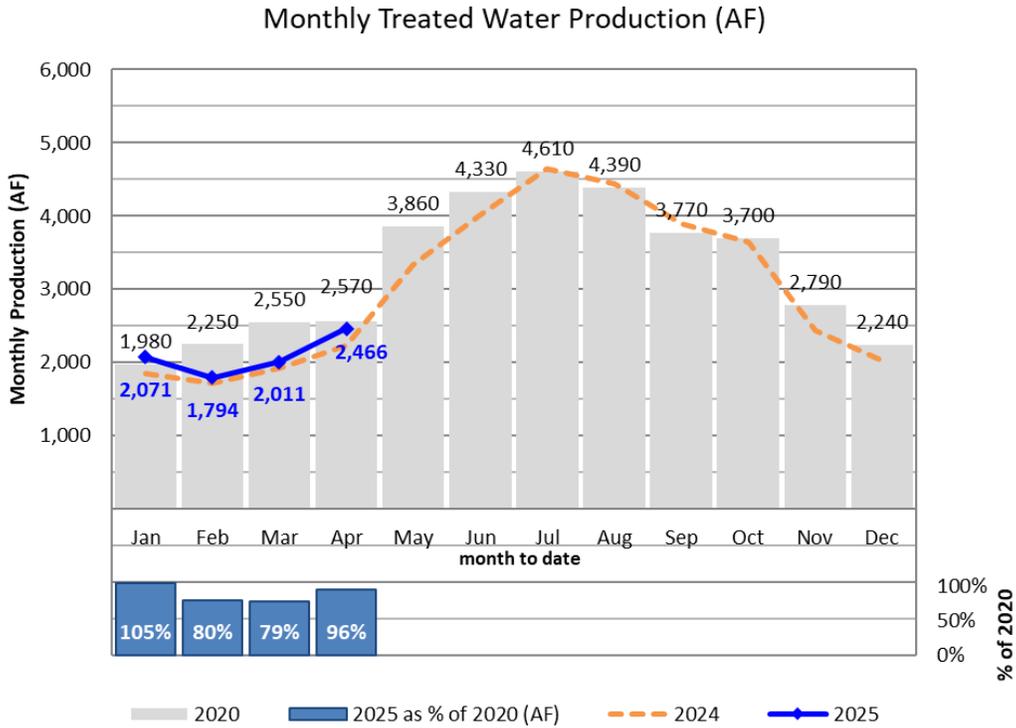
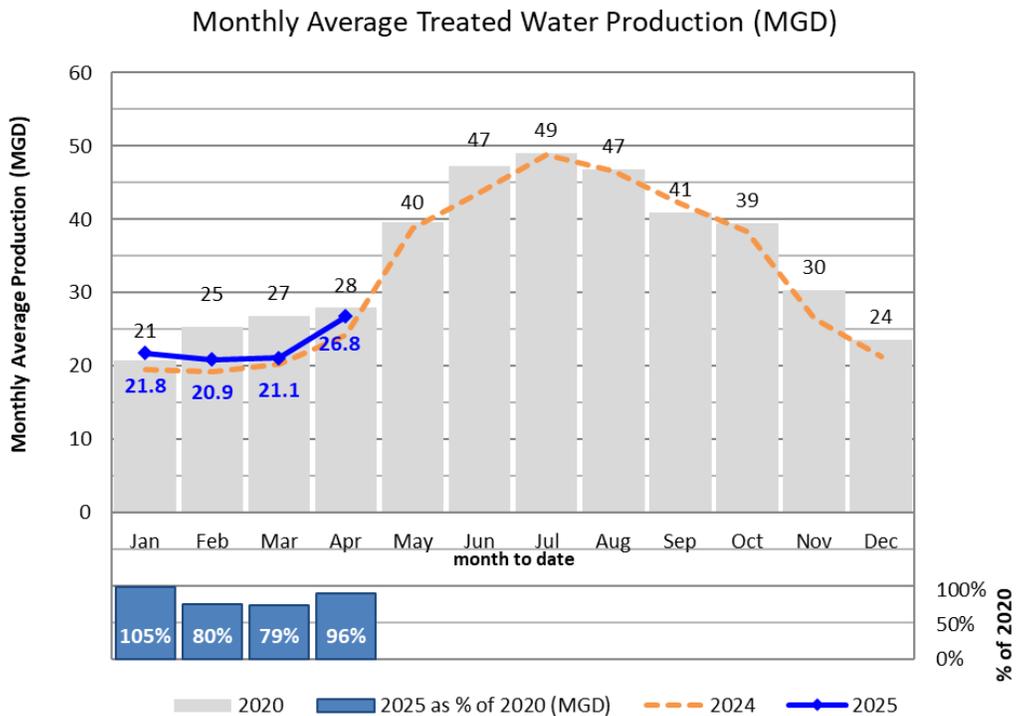
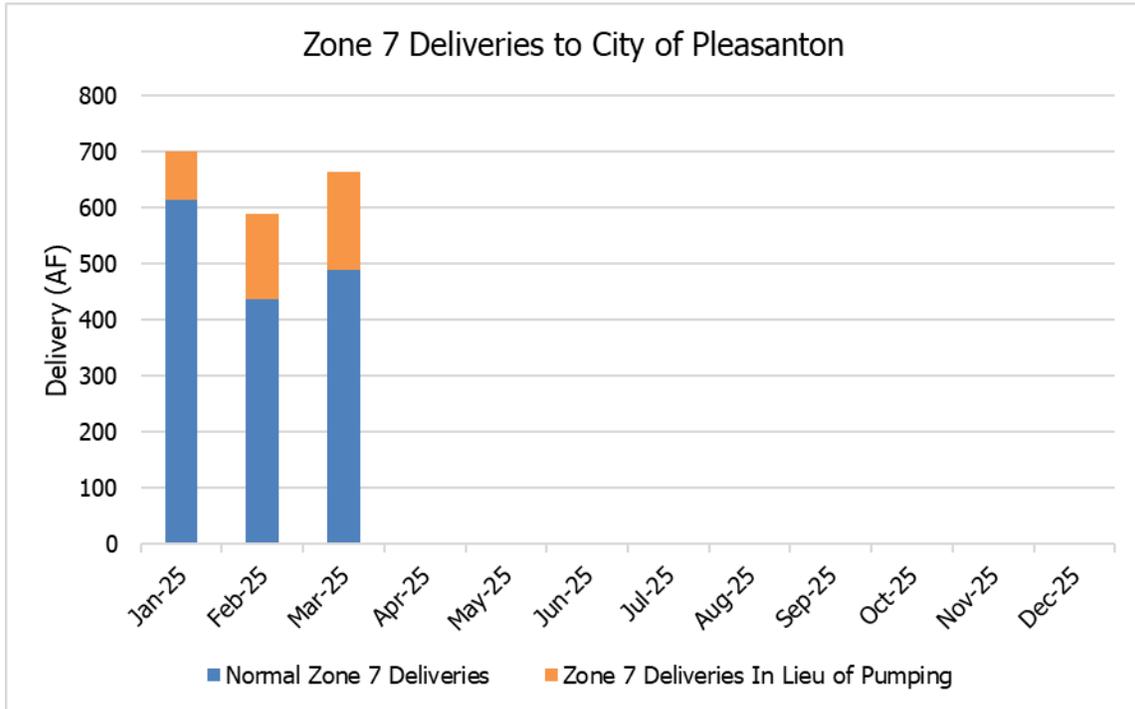


Figure 2: Monthly Treated Water Production in Average Million Gallons Per Day (MGD)

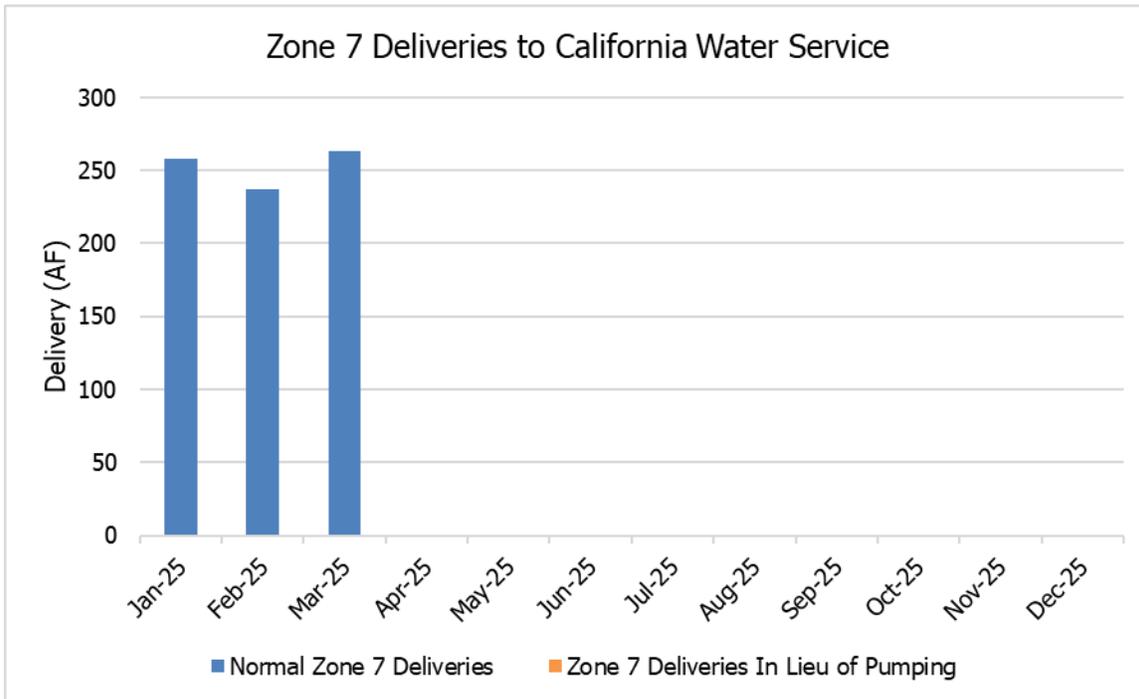


**Figure 3: Pleasanton Estimated In-Lieu Demand
(Based on 2018-2021 Pumping)**



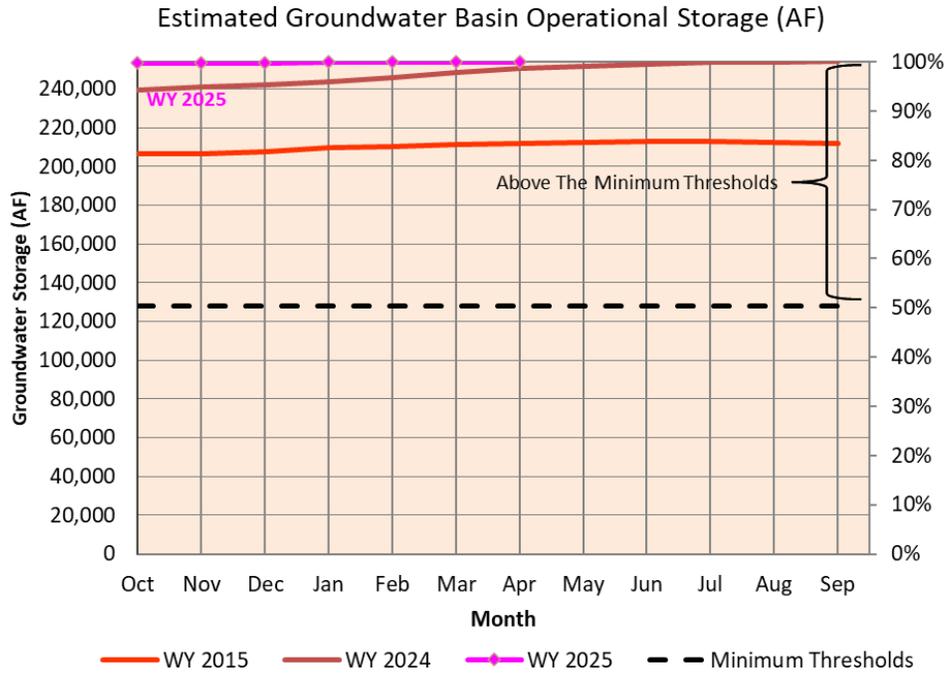
**Pleasanton's pumping data for April is not yet available and will be reflected in future inventories.*

**Figure 4: California Water Service Estimated In-Lieu Demand
(Based on 2018-2021 Pumping)**



**Cal Water's pumping data for April is not yet available and will be reflected in future inventories.*

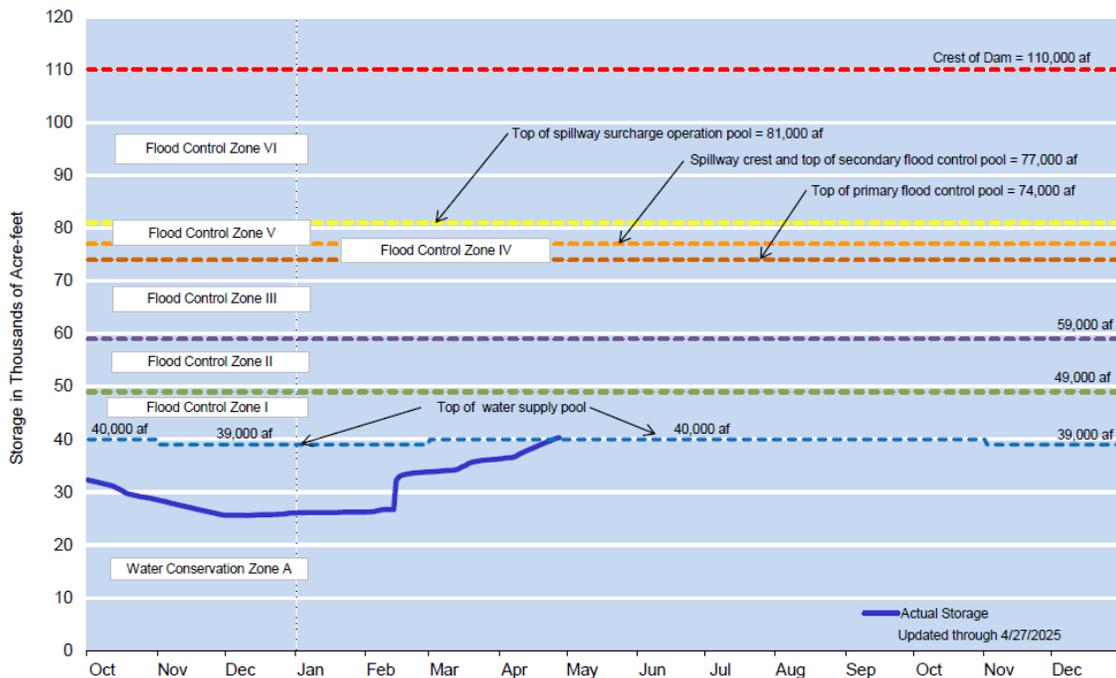
Figure 5: Livermore Valley Groundwater Basin Storage*



*The estimated groundwater basin storage represents the combined total storage from all four subbasins.

Figure 6: Lake Del Valle Storage

October 1, 2024 to December 31, 2025



Source : <https://water.ca.gov/-/media/DWR-Website/>

Figure 7: Local Precipitation

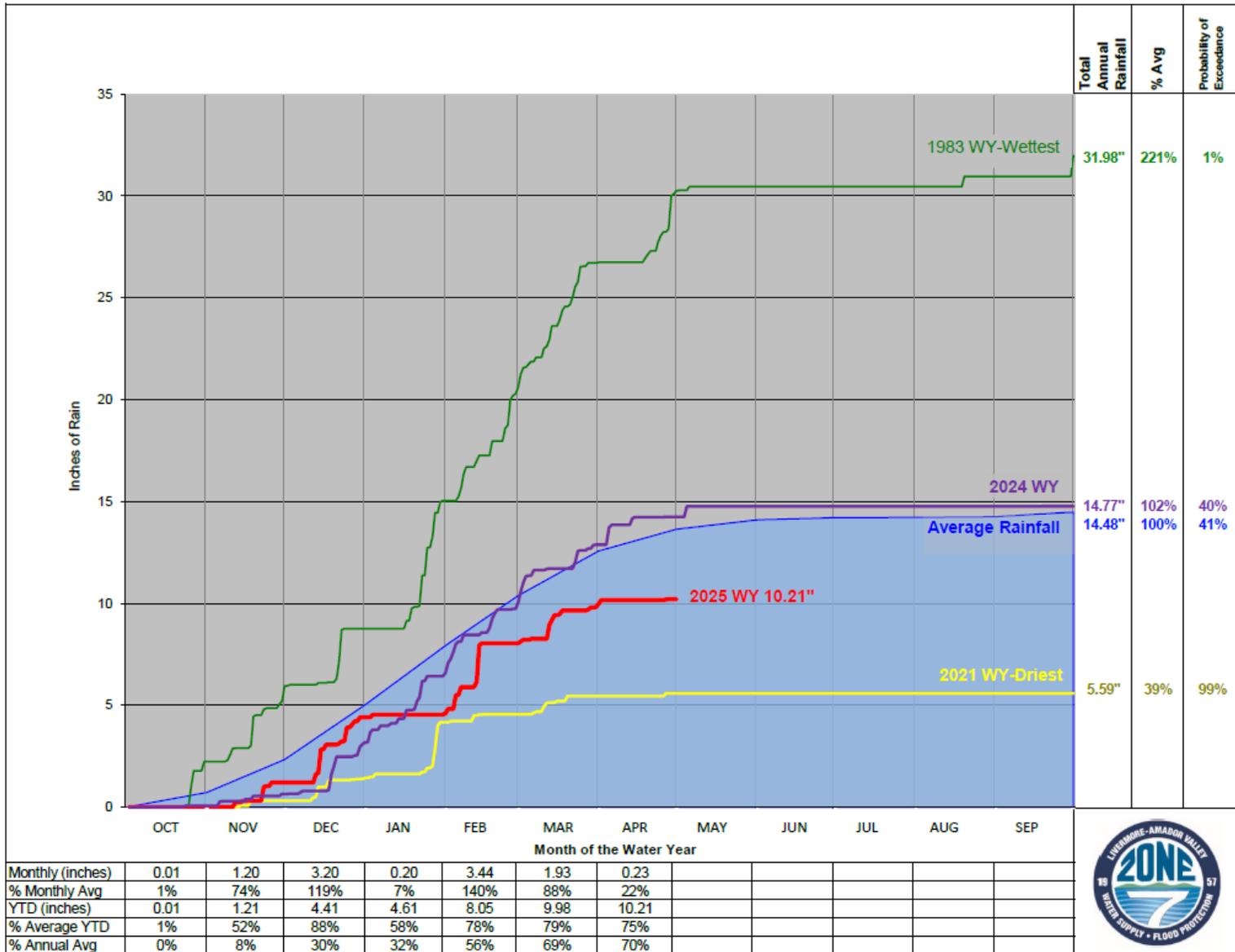


Figure 8: Cumulative Precipitation in the North Sierra

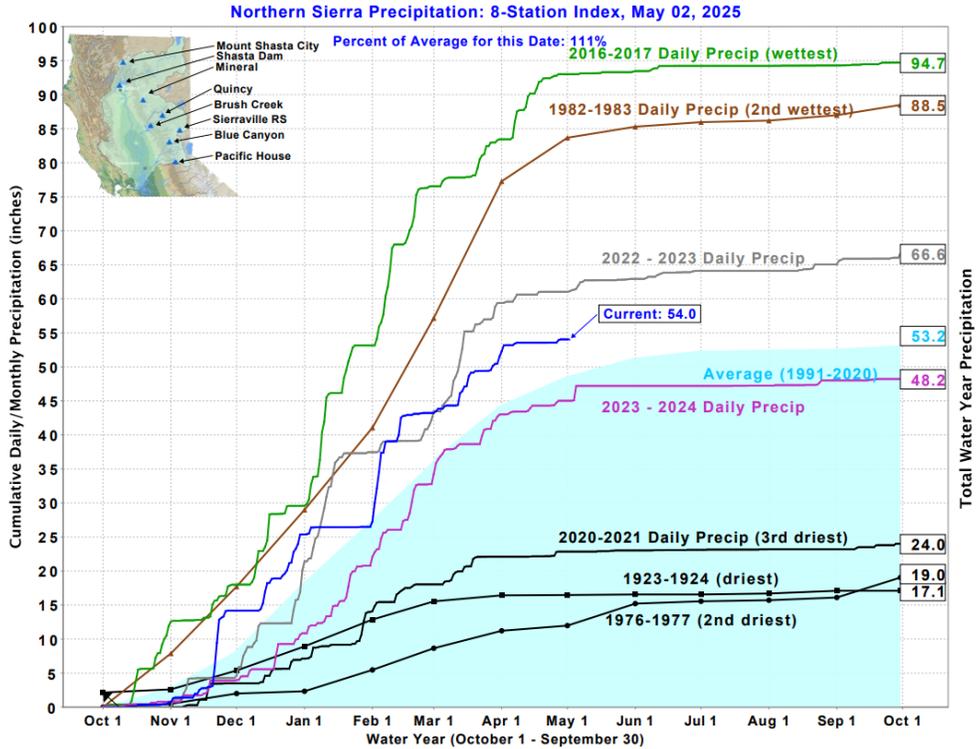


Figure 9: Sierra Snowpack

% of April 1 Average / % of Normal for This Date



NORTH	
Data as of May 1, 2025	
Number of Stations Reporting	27
Average snow water equivalent (Inches)	15.4
Percent of April 1 Average (%)	60
Percent of normal for this date (%)	82

CENTRAL	
Data as of May 1, 2025	
Number of Stations Reporting	52
Average snow water equivalent (Inches)	16.2
Percent of April 1 Average (%)	58
Percent of normal for this date (%)	75

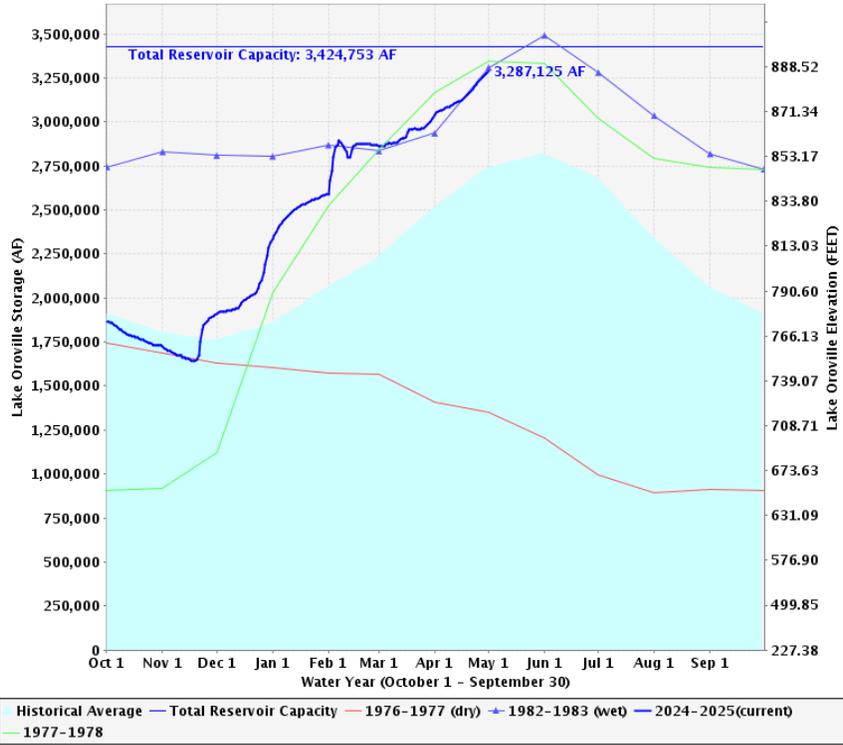
SOUTH	
Data as of May 1, 2025	
Number of Stations Reporting	26
Average snow water equivalent (Inches)	9.0
Percent of April 1 Average (%)	40
Percent of normal for this date (%)	54

STATE	
Data as of May 1, 2025	
Number of Stations Reporting	105
Average snow water equivalent (Inches)	14.2
Percent of April 1 Average (%)	55
Percent of normal for this date (%)	73

Statewide Average: 55% / 73%

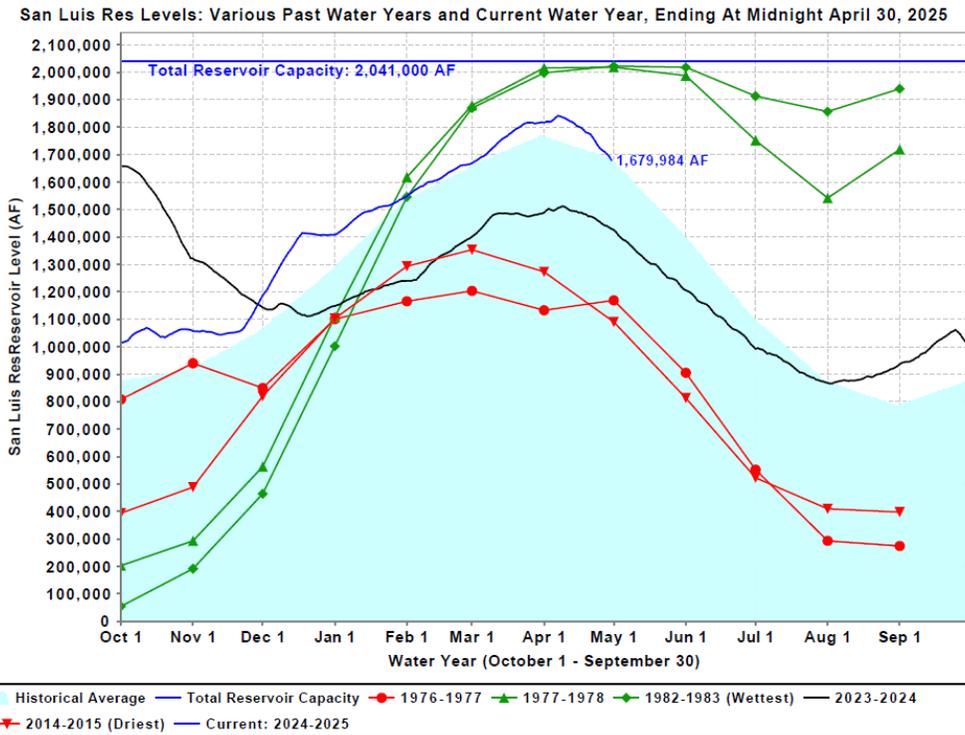
Source : <https://cdec.water.ca.gov/reportapp/javareports?name=swccnd.pdf>

Figure 10: Lake Oroville Storage



Source : <https://cdec.water.ca.gov/resapp/ResDetail.action?resid=ORO>

Figure 11: San Luis Reservoir Storage



Source : <https://cdec.water.ca.gov/resapp/ResDetail.action?resid=SNL>

ORIGINATING SECTION: Office of the General Manager
CONTACT: Carol Mahoney/Valerie Pryor

AGENDA DATE: May 21, 2025

SUBJECT: Legislative Update

SUMMARY:

Zone 7 staff, with the support of Agency consultants, monitors legislation that is being considered in Sacramento, as well as other political activities of interest. This item supports Strategic Plan, Goal G – Stakeholder Engagement, engage our stakeholders to foster understanding of their needs, the Agency, and its function. California’s Assembly, Senate, and Committees began the first year of their two-year legislative cycle on January 6, 2025.

Bills are in the committee process in their respective houses and are being monitored for amendments or other substantive changes. The last day for policy committees to hear nonfiscal bills and report to their respective house’s Floor on a recommended action was Friday, May 9, 2025. Bills that have fiscal impacts to the state will continue to be heard by the Appropriations Committees in both houses. If a bill is pulled by the author, completely modified to another topic or fails to pass committee, it will be removed from the Board summary and evaluated for further tracking by staff. Because this is the first year of the two year cycle, nonfiscal bills that did not make it out of committee may be considered “two-year” bills with a plan to take up the topic in the 2026 legislative session. As these plans are known, they will be noted in future bill summaries.

The attached is a summary of bills of potential interest to Zone 7 monitored by SKV Associates. If other membership organizations have taken a position on a tracked bill, that will be indicated in the notes, if known. Note that the software used for creating this report does not have all the possible positions to be taken by various agencies and as such, does not have the option to identify a position of “Favor.” In cases where there are such limitations, staff have noted the Zone 7-specific position in the notes.

Zone 7, based on the Legislative Platform, Board actions on a topic, and/or Legislative Committee involvement has taken the following actions:

Position	Bill	Action
Favor	AB 514 - Emergency water supplies	Coalition letter
Not Favor	AB 942 - Net energy metering: eligible customer-generators: tariffs	Coalition letter
Support	SB 72 - Water Plan Update - long-term water supply targets	Coalition letter
Support	SB 454 State funding for PFAS remediation	Zone 7 letter
Support	H.R.1267 - Water Systems PFAS Liability Protection Act	Zone 7 letter
Favor	H.R.1871 – federal mirroring of state tax relief on water conservation rebates	Coalition letter

FUNDING:

N/A

RECOMMENDED ACTION:

Information only.

ATTACHMENT:

Zone 7 – Bill Tracker/Status Report

Zone 7 Water Agency Board Report Bills Tracked for the Board

Sorted by: Measure
Monday, 05/12/2025

AB 93 (**Papan, D**) **Water resources: demands: data centers.**

Current Text: 05/05/2025 - Amended [HTML](#) [PDF](#)

Last Amended: 05/05/2025

Status: 05/06/2025 - Re-referred to Com. on APPR.



Location: 05/01/2025 - Assembly Appropriations

Summary: Would require the Department of Water Resources and the State Energy Resources Conservation and Development Commission to develop guidelines and best practices, as specified, to maximize the use of natural resources to address the developing and emerging needs of technology in California that are consistent with urban water use objectives, as provided, and specified federal law. (Based on 05/05/2025 text)

Position: Watch

AB 259 (**Rubio, Blanca, D**) **Open meetings: local agencies: teleconferences.**

Current Text: 04/21/2025 - Amended [HTML](#) [PDF](#)

Last Amended: 04/21/2025

Status: 05/06/2025 - In Senate. Read first time. To Com. on RLS. for assignment.



Location: 05/06/2025 - Senate Rules

Summary: The Ralph M. Brown Act, requires, with specified exceptions, that all meetings of a legislative body, as defined, of a local agency be open and public and that all persons be permitted to attend and participate. Current law, until January 1, 2026, authorizes the legislative body of a local agency to use alternative teleconferencing if, during the teleconference meeting, at least a quorum of the members of the legislative body participates in person from a singular physical location clearly identified on the agenda that is open to the public and situated within the boundaries of the territory over which the local agency exercises jurisdiction, and the legislative body complies with prescribed requirements. Current law requires a member to satisfy specified requirements to participate in a meeting remotely pursuant to these alternative teleconferencing provisions, including that specified circumstances apply. Current law establishes limits on the number of meetings a member may participate in solely by teleconference from a remote location pursuant to these alternative teleconferencing provisions, including prohibiting such participation for more than 2 meetings per year if the legislative body regularly meets once per month or less. This bill would extend the alternative teleconferencing procedures until January 1, 2030. (Based on 04/21/2025 text)

Position: Watch

Notes:

CSDA = Sponsor

AB 295 (**Macedo, R**) **California Environmental Quality Act: environmental leadership development projects: water storage, water conveyance, and groundwater recharge projects: streamlined review.**

Current Text: 01/23/2025 - Introduced [HTML](#) [PDF](#)

Status: 05/01/2025 - Failed Deadline pursuant to Rule 61(a)(2). (Last location was NAT. RES. on 2/10/2025)(May be acted upon Jan 2026)



Location: 05/01/2025 - Assembly 2 YEAR

Summary: The Jobs and Economic Improvement Through Environmental Leadership Act of 2021 authorizes the Governor, until January 1, 2032, to certify environmental leadership development projects that meet specified requirements for certain streamlining benefits related to the California Environmental Quality Act (CEQA). The act, among other things, requires a lead agency to prepare the record of proceedings for an environmental leadership development project, as provided, and to provide a specified notice within 10 days of the Governor certifying the project. The act is repealed by its own term on January 1, 2034. This bill would extend the application of the act to water storage projects, water conveyance projects, and groundwater recharge projects that provide public benefits and drought preparedness. Because a lead agency would be required to prepare the record of proceedings for water storage projects, water conveyance projects, and groundwater recharge projects pursuant to the act, this bill would impose a state-mandated local program. (Based on 01/23/2025 text)

Position: Watch

Notes:

SWC are supporting

AB 362 (**Ramos, D**) **Water policy: California tribal communities.**

Current Text: 04/21/2025 - Amended [HTML](#) [PDF](#)

Last Amended: 04/21/2025

Status: 04/30/2025 - From committee: Do pass and re-refer to Com. on APPR. (Ayes 5. Noes 0.) (April 29). Re-referred to Com. on APPR.



Location: 04/29/2025 - Assembly Appropriations

Summary: The Porter-Cologne Water Quality Control Act establishes a statewide program for the control of the quality of all the waters in the state and makes certain legislative findings and declarations. Current law defines the term “beneficial uses” for the purposes of water quality as certain waters of the state that may be protected against quality degradation, to include, among others, domestic, municipal, agricultural, and industrial supplies. This bill would add findings and declarations related to California tribal communities, as defined, and the importance of protecting tribal water use. The bill would add tribal water uses as waters of the state that may be protected against quality degradation for purposes of the defined term “beneficial uses.” (Based on 04/21/2025 text)

Position: Watch

Notes:

ACWA = Oppose Unless Amended

SWC = Oppose Unless Amended

AB 497 (**Wilson, D**) **San Francisco Bay/Sacramento-San Joaquin Delta Estuary Water Quality Control Plan.**

Current Text: 02/10/2025 - Introduced [HTML](#) [PDF](#)

Status: 02/11/2025 - From printer. May be heard in committee March 13.



Location: 02/10/2025 - Assembly PRINT

Summary: Current law makes available to the Natural Resources Agency bond funds for, among other things, implementing an updated State Water Resources Control Board's San Francisco Bay/Sacramento-San Joaquin Delta Estuary Water Quality Control Plan (Bay-Delta Water Quality Control Plan), which establishes water quality control measures and flow requirements needed to provide reasonable protection of beneficial uses in the watershed. This bill would state the intent of the Legislature to enact future legislation relating to the Bay-Delta Water Quality Control Plan. (Based on 02/10/2025 text)

Position: Watch

AB 514 (**Petrie-Norris, D**) **Water: emergency water supplies.**

Current Text: 05/01/2025 - Amended [HTML](#) [PDF](#)

Last Amended: 05/01/2025

Status: 05/05/2025 - Re-referred to Com. on APPR.



Location: 04/30/2025 - Assembly Appropriations

Summary: Would declare that it is the established policy of the state to encourage, but not mandate, the development of emergency water supplies by both local and regional water suppliers, as defined, and to support their use during times of drought or unplanned service or supply disruption, as provided. (Based on 05/01/2025 text)

Position: Support

Notes:

Per Framework, Zone 7's position is "favor"

AB 794 (**Gabriel, D**) **California Safe Drinking Water Act: emergency regulations.**

Current Text: 04/10/2025 - Amended [HTML](#) [PDF](#)

Last Amended: 04/10/2025

Status: 04/23/2025 - In committee: Set, first hearing. Referred to suspense file.



Location: 04/23/2025 - Assembly APPR. SUSPENSE FILE

Summary: The California Safe Drinking Water Act (state act) requires the State Water Resources Control Board to administer provisions relating to the regulation of drinking water to protect public health. The state board's duties include, but are not limited to, enforcing the federal Safe Drinking Water Act (federal act) and adopting and enforcing regulations. Current law authorizes the state board to adopt as an emergency regulation, a regulation that is not more stringent than, and is not materially different in substance and effect than, the requirements of a regulation promulgated under the federal act, with a specified exception. This bill would provide that the authority of the state board to adopt an emergency regulation pursuant to these provisions includes the authority to adopt requirements of a specified federal regulation that was in effect on January 19, 2025, regardless of whether the requirements were repealed or amended to be less stringent. The bill would prohibit an emergency regulation adopted pursuant to these provisions from implementing less stringent drinking water standards, as provided, and would authorize the regulation to include monitoring requirements that are more stringent than the requirements of the federal regulation. The bill would prohibit maximum contaminant levels and compliance dates for maximum contaminant levels adopted as part of an emergency regulation from being more stringent than the maximum contaminant levels and compliance dates of a regulation promulgated pursuant to the federal act. (Based on 04/10/2025 text)

Position: Monitor +

Notes:

CMUA = Opposed

ACWA Task Force = Oppose Unless Amended

AB 942 (**Calderon, D**) **Net energy metering: eligible customer-generators: tariffs.**

Current Text: 05/05/2025 - Amended [HTML](#) [PDF](#)

Last Amended: 05/05/2025

Status: 05/06/2025 - Re-referred to Com. on APPR.



Location: 05/01/2025 - Assembly Appropriations

Summary: Current law requires each electrical utility, including each electrical corporation, local publicly owned electric utility, electrical cooperative, or other entity that offers electrical service, except as specified, to develop a standard contract or tariff that provides for net energy metering (NEM), which, among other things, compensates each eligible customer-generator, as defined, for the electricity it generated during a preceding 12-month period that exceeds the electricity supplied by the electrical utility through the electrical grid to the eligible customer-generator during that same period, as provided. Current law requires the Public Utilities Commission to develop an additional standard contract or tariff, which may include NEM, for eligible customer-generators that are customers of large electrical corporations, as defined. Current law requires each large electrical corporation to offer this standard contract or tariff to its eligible customer-generators beginning July 1, 2017, or before that date if ordered to do so by the commission because it has reached the 5% NEM 1.0 program limit, and prohibits limiting the amount of generating capacity or the number of new eligible customer-generators entitled to receive service pursuant to this standard contract or tariff, as specified. This contract or tariff is commonly known as NEM 2.0. Current law authorizes the commission to revise the standard contract or tariff as appropriate to achieve specified objectives. Pursuant to its authority, the commission adopted Decision 22-12-056 (December 19, 2022), commonly known as the net billing tariff, that creates a successor tariff to the NEM 1.0 and 2.0 tariffs and includes specified elements, including, among other things, retail export compensation rates based on hourly avoided cost calculator values averaged across days in a month, as specified, and an avoided cost calculator plus adder, based on cents per kilowatt-hour exported, available during the first 5 years of the successor tariff, as specified, known as the avoided cost calculator plus glide path. This bill would, on and after January 1, 2026, for a customer that becomes a new eligible customer-generator by purchasing real property that contains a renewable electrical generation facility upon which a prior eligible customer-generator took service, require the new eligible customer-generator to take service under the then-current applicable tariff adopted by the commission after December 1, 2022, would disqualify the new eligible customer-generator from eligibility for the avoided cost calculator plus glide path, as specified, and would require the new eligible customer-generator to pay all nonbypassable charges that are applicable to customers that are not eligible customer-generators. (Based on 05/05/2025 text)

Position: Oppose

Notes:

Coalition letter -

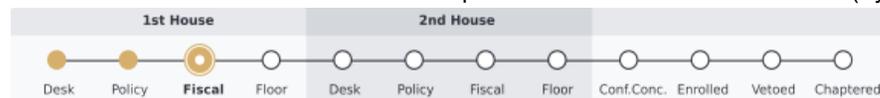
Official position = not favor

AB 1373 (Soria, D) Water quality: state certification.

Current Text: 04/08/2025 - Amended [HTML](#) [PDF](#)

Last Amended: 04/08/2025

Status: 04/30/2025 - From committee: Do pass and re-refer to Com. on APPR. (Ayes 7. Noes 0.) (April 29). Re-referred to Com. on APPR.



Location: 04/29/2025 - Assembly Appropriations

Summary: Under federal law, any applicant seeking a federal license or permit for an activity that may result in any discharge into the navigable waters of the United States is required to first seek a state water quality certification, as specified. The Porter-Cologne Water Quality Control Act authorizes the State Water Resources Control Board to certify or provide a statement to a federal agency, as required pursuant to federal law, that there is reasonable assurance that an activity of any person subject to the jurisdiction of the state board will not reduce water quality below applicable standards. The federal act provides that if a state fails or refuses to act on a request for this certification within a reasonable period of time, which shall not exceed one year after receipt of the request, then the state certification requirements are waived with respect to the federal application. This bill would require the state board to hold a public hearing at least 21 days before taking action on an application for certification for a license to operate a hydroelectric facility. The bill would prohibit the authority to issue a certification for a license to operate a hydroelectric facility from being delegated. (Based on 04/08/2025 text)

Position: Watch

SB 72 (**Caballero, D**) **The California Water Plan: long-term supply targets.****Current Text:** 04/10/2025 - Amended [HTML](#) [PDF](#)**Last Amended:** 04/10/2025**Status:** 04/28/2025 - April 28 hearing: Placed on APPR. suspense file.**Location:** 04/28/2025 - Senate APPR. SUSPENSE FILE

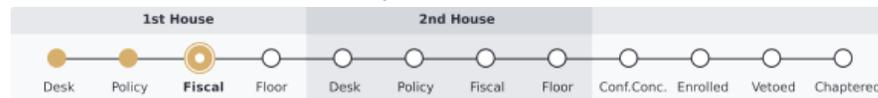
Summary: Current law requires the Department of Water Resources to update every 5 years the plan for the orderly and coordinated control, protection, conservation, development, and use of the water resources of the state, which is known as “The California Water Plan.” Current law requires the department to include a discussion of various strategies in the plan update, including, but not limited to, strategies relating to the development of new water storage facilities, water conservation, water recycling, desalination, conjunctive use, and water transfers, that may be pursued in order to meet the future needs of the state. Current law requires the department to establish an advisory committee to assist the department in updating the plan. This bill would revise and recast certain provisions regarding The California Water Plan to, among other things, require the department to expand the membership of the advisory committee to include, among others, tribes, labor, and environmental justice interests. The bill would require the department, as part of the 2033 update to the plan, to update the interim planning target for 2050, as provided. The bill would require the target to consider the identified and future water needs for all beneficial uses, including, but not limited to, urban uses, agricultural uses, tribal uses, and the environment, and ensure safe drinking water for all Californians, among other things. The bill would require the plan to include specified components, including a discussion of the estimated costs, benefits, and impacts of any project type or action that is recommended by the department within the plan that could help achieve the water supply targets. (Based on 04/10/2025 text)

Position: Support**Notes:**

ACWA = Support and Amend

CMUA/CSAC = Sponsor

SWC = Support

SB 224 (**Hurtado, D**) **Department of Water Resources: water supply forecasting.****Current Text:** 03/26/2025 - Amended [HTML](#) [PDF](#)**Last Amended:** 03/26/2025**Status:** 04/07/2025 - April 7 hearing: Placed on APPR. suspense file.**Location:** 04/07/2025 - Senate APPR. SUSPENSE FILE

Summary: Current law requires the Department of Water Resources to gather and correlate information and data pertinent to an annual forecast of seasonal water crop. Current law also requires the department to update every 5 years the plan for the orderly and coordinated control, protection, conservation, development, and use of the water resources of the state, which is known as “The California Water Plan.” This bill would require the department, on or before January 1, 2027, to adopt a new water supply forecasting model and procedures that better address the effects of climate change and implement a formal policy and procedures for documenting the department’s operational plans and the department’s rationale for its operating procedures, including the department’s rationale for water releases from reservoirs. The bill would also require the department to establish, and publish on the department’s internet website, the specific criteria that it will employ to determine when its updated water supply forecasting model has demonstrated sufficient predictive capability to be ready for use in each of the watersheds. The bill would require the department, on or before January 1, 2028, and annually thereafter, to prepare and submit to the Legislature a report on its progress toward implementing the new forecasting model and to post the report on the department’s internet website. The bill would also require the department, on or before January 1, 2028, and annually thereafter, to prepare and submit to the Legislature a report that explains the rationale for the department’s operating procedures specific to the previous water year. (Based on 03/26/2025 text)

Position: Watch

Notes:

SWC = watch

SB 454 **(McNerney, D) State Water Resources Control Board: PFAS Mitigation Program.****Current Text:** 04/08/2025 - Amended [HTML](#) [PDF](#)**Last Amended:** 04/08/2025**Status:** 04/21/2025 - April 21 hearing: Placed on APPR. suspense file.**Location:** 04/21/2025 - Senate APPR. SUSPENSE FILE

Summary: Current law designates the State Water Resources Control Board as the agency responsible for administering specific programs related to drinking water, including, among others, the California Safe Drinking Water Act and the Emerging Contaminants for Small or Disadvantaged Communities Funding Program. This bill would create the PFAS Mitigation Fund in the State Treasury and would authorize certain moneys in the fund to be expended by the state board, upon appropriation by the Legislature, for specified purposes. The bill would authorize the state board to seek out and deposit nonstate, federal, and private funds, require those funds to be deposited into the PFAS Mitigation Fund, and continuously appropriate the nonstate, federal, and private funds in the fund to the state board for specified purposes, thereby making an appropriation. The bill would authorize the state board to establish accounts within the PFAS Mitigation Fund. The bill would authorize the state board to expend moneys from the fund in the form of a grant, loan, or contract, or to provide assistance services to water suppliers and sewer system providers, as those terms are defined, for multiple purposes, including, among other things, to cover or reduce the costs for water suppliers associated with treating drinking water to meet the applicable state and federal maximum perfluoroalkyl and polyfluoroalkyl substances (PFAS) contaminant levels. (Based on 04/08/2025 text)

Position: Support**Notes:**

CMUA = Favor

SB 496 **(Hurtado, D) Advanced Clean Fleets Regulation: appeals advisory committee: exemptions.****Current Text:** 04/07/2025 - Amended [HTML](#) [PDF](#)**Last Amended:** 04/07/2025**Status:** 05/05/2025 - May 5 hearing: Placed on APPR. suspense file.**Location:** 05/05/2025 - Senate APPR. SUSPENSE FILE

Summary: The California Global Warming Solutions Act of 2006 establishes the State Air Resources Board as the state agency responsible for monitoring and regulating sources emitting greenhouse gases and requires the state board to adopt rules and regulations to achieve the maximum technologically feasible and cost-effective greenhouse gas emission reductions from those sources. Pursuant to its authority, the state board has adopted the Advanced Clean Fleets Regulation, which imposes various requirements for transitioning local, state, and federal government fleets of medium- and heavy-duty trucks, other high-priority fleets of medium- and heavy-duty trucks, and drayage trucks to zero-emission vehicles. The Advanced Clean Fleets Regulation authorizes entities subject to the regulation to apply for exemptions from its requirements under certain circumstances. This bill would require the state board to establish the Advanced Clean Fleets Regulation Appeals Advisory Committee by an unspecified date for purposes of reviewing appeals of denied requests for exemptions from the requirements of the Advanced Clean Fleets Regulation. The bill would require the committee to include representatives of specified governmental and nongovernmental entities. The bill would require the committee to meet monthly and would require recordings of its meetings to be made publicly available on the state board's internet website. The bill would require the committee to consider, and make a recommendation on, an appeal of an exemption request denial no later than 60 days after the appeal is made. The bill would require specified information relating to the committee's consideration of an appeal to be made publicly available on the state board's internet website. (Based on 04/07/2025 text)

Position: Watch

Notes:

The bill is sponsored by CSAC, CSDA, and Cal Cities.

SB 601 (Allen, D) **Water: waste discharge.**

Current Text: 05/05/2025 - Amended [HTML](#) [PDF](#)

Last Amended: 05/05/2025

Status: 05/09/2025 - Set for hearing May 19.



Location: 04/29/2025 - Senate Appropriations

Summary: The State Water Resources Control Board and the 9 California regional water quality control boards regulate water quality and prescribe waste discharge requirements in accordance with the Porter-Cologne Water Quality Control Act (act) and the National Pollutant Discharge Elimination System (NPDES) permit program. Current law requires, when applying to a city or a county for an initial business license, equivalent instrument, or permit, or renewal thereof, a person who conducts a business operation that is a regulated industry, as defined, to demonstrate enrollment with the NPDES permit program by providing specified information, under penalty of perjury, on the application. Current law includes in this specified information, among other things, the Standard Industrial Classification Codes for the business, and a Waste Discharger Identification number (WDID), as specified. This bill would revise the above-described requirement to demonstrate enrollment with NPDES to instead require demonstrating enrollment with NPDES or the Waste Discharge Requirements (WDR) permit programs by providing the specified information. The bill would require, when applying to a city or a county for a building or construction permit, a person who conducts a business operation that is a regulated industry and seeks permission for construction activities over one acre to demonstrate enrollment with the NPDES or WDR permit programs by providing specified information under penalty of perjury on the initial building or construction permit application, or renewal thereof. (Based on 05/05/2025 text)

Position: Watch

Notes:

CMUA = Opposed

SB 682 (Allen, D) **Environmental health: product safety: perfluoroalkyl and polyfluoroalkyl substances.**

Current Text: 05/06/2025 - Amended [HTML](#) [PDF](#)

Last Amended: 05/06/2025

Status: 05/09/2025 - Set for hearing May 19.



Location: 04/30/2025 - Senate Appropriations

Summary: Current law requires the Department of Toxic Substances Control, on or before January 1, 2029, to adopt regulations to enforce specified covered perfluoroalkyl and polyfluoroalkyl substances (PFAS) restrictions, which include prohibitions on the distribution, sale, or offering for sale of certain products that contain specified levels of PFAS. Current law requires the department, on and after July 1, 2030, to enforce and ensure compliance with those provisions and regulations, as provided. Current law requires manufacturers of these products, on or before July 1, 2029, to register with the department, to pay a registration fee to the department, and to provide a statement of compliance certifying compliance with the applicable prohibitions on the use of PFAS to the department, as specified. Current law authorizes the department to test products and to rely on third-party testing to determine compliance with prohibitions on the use of PFAS, as specified. Current law requires the department to issue a notice of violation for a product in violation of the prohibitions on the use of PFAS, as provided. Current law authorizes the department to assess an administrative penalty for a violation of these prohibitions and authorizes the department to seek an injunction to restrain a person or entity from violating these prohibitions, as specified. This bill would, on and after January 1, 2027, prohibit a person from distributing, selling, or offering for sale a cleaning product, cookware, dental floss, juvenile product, food packaging, or ski wax, as provided, that contains intentionally added PFAS, as defined, except for previously used products and as otherwise preempted by federal law. (Based on 05/06/2025 text)

Position: Watch

Total Measures: 15

Total Tracking Forms: 15



ORIGINATING SECTION: Engineering

CONTACT: Brandon Woods/Edward Reyes/Mona Olmsted

AGENDA DATE: May 21, 2025

SUBJECT: Capital Projects Status Report

In support of Zone 7's mission to deliver safe, reliable, efficient, and sustainable water and flood protection services, and specifically in support of Strategic Plan Initiatives 6, 7, 9, 10, and 13, the Engineering staff plans, performs, and manages design and construction activities for water supply conveyance, production, and delivery projects and flood protection capital projects in Zone 7's Capital Improvement Program.

Attached are summaries showing the status of key Water Supply System and Flood Protection System Projects for which the Engineering staff is responsible.

Engineering Projects Status Report – May 21, 2025

Water Supply System Projects:

Project Name/Purpose	Scope/Funding Source	Project Cost and Budget	Target Dates / Operating Impact	Current Status								
<p>Asset Management Plan (AMP) Update and Ten-Year Capital Improvement Plan (CIP)</p> <p>Purpose/Benefits:</p> <ul style="list-style-type: none"> The AMP identifies and documents system-wide near- and long-term renewal, replacement, and improvement projects and funding strategies. The CIP identifies the capital projects and programs needed to carry out the Agency’s goals and policies and describes the water system projects, costs, schedules, and priorities. 	<p>Scope: Prepare the AMP Update and Ten-Year CIP documents, including:</p> <ul style="list-style-type: none"> Conduct facility condition assessments and pipeline risk analysis to prepare a prioritized list of capital projects Evaluate and recommend annual funding levels and associated impacts to Zone 7’s rates Develop a CIP framework that aligns with Zone 7’s vision and mission as outlined in the Strategic Plan Update project descriptions, justifications, cost estimates, project schedules, and funding sources for each project in the Ten-Year CIP <p>Funding Sources: This project is funded by a combination of water rates and new connection fees:</p> <ul style="list-style-type: none"> \$902,000, Fund 120 \$250,000, Fund 130 	<p>Original Total Estimated Cost: \$660,000</p> <p>Current Total Estimated Cost: \$1,160,000</p> <p>Total Budget: \$1,160,000</p> <p>Total Expenditures: \$520,000</p> <table border="1" data-bbox="942 906 1358 1052"> <thead> <tr> <th colspan="2">Planning Costs</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>\$1,160,000</td> </tr> <tr> <td>% Spent</td> <td>45%</td> </tr> <tr> <td>% Complete</td> <td>45%</td> </tr> </tbody> </table>	Planning Costs		Budget	\$1,160,000	% Spent	45%	% Complete	45%	<p>Completion: November 2025</p> <p>Projected Operating Impact: Increased operational effectiveness, reliability, safety, and cost-effectiveness.</p>	<p>Staff prepared the CIP project summary sheets and will assess project priorities and fiscal impacts. After the project list is finalized, the AMP and CIP reports will be prepared. Staff anticipates presenting the draft AMP Update and Ten-Year CIP to the Board in fall 2025.</p>
Planning Costs												
Budget	\$1,160,000											
% Spent	45%											
% Complete	45%											

Project Name/Purpose	Scope/Funding Source	Project Cost and Budget	Target Dates / Operating Impact	Current Status																
<p>Chain of Lakes (COL) PFAS Treatment Plant</p> <p>Purpose/Benefits:</p> <ul style="list-style-type: none"> Provide PFAS treatment for the COL wells (COL 1, 2, and 5) at the COL 1 site to meet applicable state and federal drinking water quality limits. 	<p>Scope:</p> <ul style="list-style-type: none"> Install six trains of ion exchange vessels for the removal of PFAS Piping, instrumentation, electrical, concrete, underground pile foundation system, and other site improvements <p>Funding Sources:</p> <ul style="list-style-type: none"> 100% of design cost is funded from Fund 120 – Renewal/ Replacement and System-Wide Improvements Construction cost (approximately \$22M) is financed through bonds 	<p>Original Total Estimated Cost: \$25,800,000</p> <p>Current Total Estimated Cost: \$24,400,000</p> <p>Total Budget: \$24,400,000</p> <p>Total Expenditures: \$17,690,000</p> <table border="1" data-bbox="852 722 1278 906"> <thead> <tr> <th colspan="2">Planning & Design Phase Costs</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>\$2,300,000</td> </tr> <tr> <td>% Spent</td> <td>80%</td> </tr> <tr> <td>% Complete</td> <td>100%</td> </tr> </tbody> </table> <table border="1" data-bbox="852 945 1278 1089"> <thead> <tr> <th colspan="2">Construction Phase Costs</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>\$22,100,000</td> </tr> <tr> <td>% Spent</td> <td>70%</td> </tr> <tr> <td>% Complete</td> <td>95%</td> </tr> </tbody> </table>	Planning & Design Phase Costs		Budget	\$2,300,000	% Spent	80%	% Complete	100%	Construction Phase Costs		Budget	\$22,100,000	% Spent	70%	% Complete	95%	<p>Completion: May 2025</p> <p>Projected Operating Impact: Improved water quality, improved reliability, and increased operational flexibility. Increased operating costs, with an annual average cost of approximately \$300,000.</p>	<p>All major construction is complete, with only minor punch list items remaining. Functional and performance testing of the system has been completed and treated water is now being sent to the transmission system.</p>
Planning & Design Phase Costs																				
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Project Name/Purpose	Scope/Funding Source	Project Cost and Budget	Target Dates / Operating Impact	Current Status																
<p>DVWTP Booster Pump Station Variable Frequency Drives (VFDs) and Underdrain Pump Station Replacement</p> <p>Purpose/Benefits:</p> <ul style="list-style-type: none"> Replace aging and obsolete inlet booster pump station VFDs and sludge basin pump station to increase plant reliability and avoid untimely and expensive repairs. 	<p>Scope:</p> <ul style="list-style-type: none"> Replace the two existing booster pump VFDs; replace four underdrain pumps with two vertical turbine pumps; upgrade the local control panel, power and control wiring, and other mechanical improvements; weld and re-coat the clearwell drainpipe support bracket. <p>Funding Source:</p> <ul style="list-style-type: none"> 100% Fund 120 – Renewal/Replacement and System-Wide Improvements 	<p>Original Total Estimated Cost: \$1,250,000</p> <p>Current Total Estimated Cost: \$1,910,000</p> <p>Total Budget: \$1,910,000</p> <p>Total Expenditures: \$430,000</p> <table border="1" data-bbox="852 714 1276 906"> <thead> <tr> <th colspan="2">Planning & Design Phase Costs</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>\$180,000</td> </tr> <tr> <td>% Spent</td> <td>100%</td> </tr> <tr> <td>% Complete</td> <td>100%</td> </tr> </tbody> </table> <table border="1" data-bbox="852 945 1276 1091"> <thead> <tr> <th colspan="2">Construction Phase Costs</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>\$1,730,000</td> </tr> <tr> <td>% Spent</td> <td>15%</td> </tr> <tr> <td>% Complete</td> <td>15%</td> </tr> </tbody> </table>	Planning & Design Phase Costs		Budget	\$180,000	% Spent	100%	% Complete	100%	Construction Phase Costs		Budget	\$1,730,000	% Spent	15%	% Complete	15%	<p>Completion: May 2026</p> <p>Projected Operating Impact: Improved operational flexibility and reliability of the treatment plant, reducing untimely future repair costs.</p>	<p>The clearwell repairs were completed in February. Construction of the electrical duct bank for the underdrain pump station is anticipated for summer 2025. The long lead equipment items, such as the booster pump VFDs and underdrain pumps have been released for fabrication, and the local control panel for the underdrain pump station is anticipated to be released by the end of May. The VFDs and underdrain pump station equipment are anticipated to arrive later in the year. The booster pump station VFDs and underdrain pump station improvements are anticipated to begin in late 2025 and be completed in early 2026 during the low demand period.</p>
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Project Name/Purpose	Scope/Funding Source	Project Cost and Budget	Target Dates / Operating Impact	Current Status																
<p>MGDP Concentrate Conditioning</p> <p>Purpose/Benefits:</p> <ul style="list-style-type: none"> • Installation of a continuous acid injection feed system for concentrate pH adjustment will help avoid scale build-up and reduce the frequency of future batch cleanings. • Proactively adjust pH to meet brine discharge permit pH limits and improve plant reliability. 	<p>Scope:</p> <ul style="list-style-type: none"> • Design, environmental review, and construction of an acid storage and feed system in an existing space in the adjacent Mocho 4 well building at the MGDP site. This existing space was formerly used for onsite generation of sodium hypochlorite, which is now fed from MGDP to Mocho 4 when that well is in production. Install new concentrate sump pumps and variable frequency drives. <p>Funding Source:</p> <ul style="list-style-type: none"> • 100% from Fund 120 – Renewal/Replacement and System-Wide Improvements 	<p>Original Total Estimated Cost: \$2,200,000</p> <p>Current Total Estimated Cost: \$7,840,000</p> <p>Total Budget: \$8,320,000</p> <p>Total Expenditures: \$7,510,000</p> <table border="1" data-bbox="852 597 1272 781"> <thead> <tr> <th colspan="2">Planning & Design Phase Costs</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>\$810,000</td> </tr> <tr> <td>% Spent</td> <td>100%</td> </tr> <tr> <td>% Complete</td> <td>100%</td> </tr> </tbody> </table> <table border="1" data-bbox="852 821 1272 967"> <thead> <tr> <th colspan="2">Construction Phase Costs</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>\$7,030,000</td> </tr> <tr> <td>% Spent</td> <td>95%</td> </tr> <tr> <td>% Complete</td> <td>100%</td> </tr> </tbody> </table> <p>Board approved increase to original estimate due to spatial constraints at the site and the need to demolish and reconstruct a former sodium hypochlorite storage area of the Mocho 4 well due to updated codes.</p>	Planning & Design Phase Costs		Budget	\$810,000	% Spent	100%	% Complete	100%	Construction Phase Costs		Budget	\$7,030,000	% Spent	95%	% Complete	100%	<p>Completion: May 2025</p> <p>Projected Operating Impact: Increased operational reliability, increased operating cost, and reduced frequency of future batch cleaning costs for concentrate pipeline.</p>	<p>The facility has been in service since the beginning of April. The contractor is completing punch list items and performing warranty work as needed. The contract will be closed out upon completion of the punch list items.</p>
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% Complete	100%																			

Project Name/Purpose	Scope/Funding Source	Project Cost and Budget	Target Dates / Operating Impact	Current Status																
<p>Mocho PFAS Treatment Plant</p> <p>Purpose/Benefits:</p> <ul style="list-style-type: none"> Remove PFAS from the Mocho wellfield to meet drinking water standards in order to restore production capacity and water supply reliability. 	<p>Scope:</p> <ul style="list-style-type: none"> Install ion exchange PFAS treatment plant, including a booster pump station, electrical equipment, site improvements, and a pipeline to convey treated water from the new treatment plant to MGDP and the transmission system. <p>Funding Source:</p> <ul style="list-style-type: none"> 100% from Fund 120 – Renewal/Replacement and System-Wide Improvements 	<p>Original Total Estimated Cost: \$35,500,000</p> <p>Current Total Estimated Cost: \$35,500,000 - \$52,000,000</p> <p>Total Expenditures: \$580,000</p> <table border="1" data-bbox="852 638 1276 821"> <thead> <tr> <th colspan="2">Conceptual Design Phase Costs</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>\$500,000</td> </tr> <tr> <td>% Spent</td> <td>95%</td> </tr> <tr> <td>% Complete</td> <td>100%</td> </tr> </tbody> </table> <table border="1" data-bbox="852 859 1276 1006"> <thead> <tr> <th colspan="2">Design-Build Phase Costs</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>\$35,500,000</td> </tr> <tr> <td>% Spent</td> <td>1%</td> </tr> <tr> <td>% Complete</td> <td>1%</td> </tr> </tbody> </table> <p>The total project cost estimate range includes an option to treat the full wellfield capacity and eliminate PFAS from the MGDP discharge.</p>	Conceptual Design Phase Costs		Budget	\$500,000	% Spent	95%	% Complete	100%	Design-Build Phase Costs		Budget	\$35,500,000	% Spent	1%	% Complete	1%	<p>Completion: May 2028</p> <p>Projected Operating Impact: Improved water quality, restored reliability, and operational flexibility. Increased operating costs are expected associated with ion exchange media replacement and booster pumping power costs.</p>	<p>The conceptual design was completed in December 2024. Final capacity and phasing decisions will be made during the design phase.</p> <p>In April, the Board awarded owner’s representative consultant support services for progressive design-build (PDB) contract procurement and awarded an amendment to provide public relations support services for the project.</p> <p>The project team is preparing a PDB contract, along with objective selection criteria, and conducting outreach to PDB firms. The team is also working with an environmental consultant to prepare the Initial Study for compliance with the California Environmental Quality Act. Staff anticipates bringing the PDB contract to Board for award this fall and having the plant online by spring 2028.</p>
Conceptual Design Phase Costs																				
Budget	\$500,000																			
% Spent	95%																			
% Complete	100%																			
Design-Build Phase Costs																				
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% Spent	1%																			
% Complete	1%																			

Project Name/Purpose	Scope/Funding Source	Project Cost and Budget	Target Dates / Operating Impact	Current Status								
<p>Pipeline Inspection Program Study</p> <p>Purpose/Benefits:</p> <ul style="list-style-type: none"> Develop a routine inspection program for the aging water supply transmission infrastructure to maintain a reliable water transmission system and avoid untimely and expensive repairs. 	<p>Scope:</p> <ul style="list-style-type: none"> This study will review and update past vulnerability, criticality and risk assessment studies to develop a pipeline inspection program and recommend necessary improvements to implement the inspection program. <p>Funding Source:</p> <ul style="list-style-type: none"> 100% from Fund 120 – Renewal/Replacement and System-Wide Improvements 	<p>Original Total Estimated Cost: \$250,000</p> <p>Current Total Estimated Cost: \$250,000</p> <p>Total Budget: \$250,000</p> <p>Total Expenditures: \$130,000</p> <table border="1" data-bbox="852 711 1251 893"> <thead> <tr> <th colspan="2">Planning & Study Phase Costs</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>\$250,000</td> </tr> <tr> <td>% Spent</td> <td>50%</td> </tr> <tr> <td>% Complete</td> <td>75%</td> </tr> </tbody> </table>	Planning & Study Phase Costs		Budget	\$250,000	% Spent	50%	% Complete	75%	<p>Completion: September 2025</p> <p>Projected Operating Impact: The study may lead to detailed inspections and increased proactive pipeline renewal and replacement costs to minimize risk of emergency repairs.</p>	<p>Consultant has completed the draft study. Staff is reviewing the recommended inspection projects and inspection technologies as part of the Asset Management Plan (AMP) Update. Staff plans to finalize the study and incorporate the results into the AMP Update and Ten-Year CIP, which are under development.</p>
Planning & Study Phase Costs												
Budget	\$250,000											
% Spent	50%											
% Complete	75%											

Project Name/Purpose	Scope/Funding Source	Project Cost and Budget	Target Dates / Operating Impact	Current Status								
<p>Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) Updates</p> <p>Purpose/Benefits:</p> <ul style="list-style-type: none"> The 2018 America’s Water Infrastructure Act requires an update to RRA and ERP every 5 years. The RRA includes assessments of natural hazards and malevolent acts, resilience of water facility infrastructure, and operations and maintenance, among other things. The ERP provides an action plan for addressing risks identified in the RRA. 	<p>Scope:</p> <ul style="list-style-type: none"> Review Zone 7’s existing RRA and ERP and update the documents in accordance with Environmental Protection Agency (EPA) guidelines. <p>Funding Source:</p> <ul style="list-style-type: none"> 100% from Fund 100 – Water Enterprise Operations 	<p>Original Total Estimated Cost: \$200,000</p> <p>Current Total Estimated Cost: \$200,000</p> <p>Total Budget: \$200,000</p> <p>Total Expenditures: \$60,000</p> <table border="1" data-bbox="850 714 1274 860"> <thead> <tr> <th colspan="2">Study Phase Costs</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>\$200,000</td> </tr> <tr> <td>% Spent</td> <td>30%</td> </tr> <tr> <td>% Complete</td> <td>50%</td> </tr> </tbody> </table>	Study Phase Costs		Budget	\$200,000	% Spent	30%	% Complete	50%	<p>Completion of RRA Update: March 2025 (regulatory due date)</p> <p>Completion of ERP Update: September 2025 (regulatory due date)</p> <p>Projected Operating Impact: None</p>	<p>The RRA was completed and submitted prior to the regulatory due date of March 2025.</p> <p>The ERP update began in April. Workshops are in progress.</p>
Study Phase Costs												
Budget	\$200,000											
% Spent	30%											
% Complete	50%											

Project Name/Purpose	Scope/Funding Source	Project Cost and Budget	Target Dates / Operating Impact	Current Status								
<p>Stoneridge PFAS Treatment Plant</p> <p>Purpose/Benefits:</p> <ul style="list-style-type: none"> Provide PFAS treatment for Stoneridge Well to meet applicable state and federal drinking water quality limits. 	<p>Scope:</p> <ul style="list-style-type: none"> Install three trains (6 vessels) consisting of ion exchange media and a new booster pump station. Work includes construction of the three trains of treatment pressure vessels, installation of a new rate control station on site, piping modifications to and from the well, chemical injection modifications, installation of a new electrical building, and new electrical and instrumentation for the PFAS facility. A switchover to Power and Water Resources Pooling Authority (PWRPA) power was added to reduce power costs. <p>Funding Source:</p> <ul style="list-style-type: none"> DWR grant for full project cost 	<p>Original Total Estimated Cost: \$16,300,000</p> <p>Current Total Estimated Cost: \$16,300,000</p> <p>Total Budget: \$16,300,000</p> <p>Total Expenditures: \$13,930,000</p> <table border="1" data-bbox="852 751 1278 971"> <thead> <tr> <th colspan="2">Planning, Design & Construction Phase Costs (Design-Build)</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>\$16,300,000</td> </tr> <tr> <td>% Spent</td> <td>85%</td> </tr> <tr> <td>% Complete</td> <td>95%</td> </tr> </tbody> </table>	Planning, Design & Construction Phase Costs (Design-Build)		Budget	\$16,300,000	% Spent	85%	% Complete	95%	<p>Functional Completion: Summer 2023</p> <p>Project Completion: September 2024</p> <p>Closeout: December 2025 (for PWRPA power switchover)</p> <p>Projected Operating Impact: Improved water quality, improved reliability, and increased operational flexibility. Increased operating costs, with an annual average of approximately \$200,000 are expected associated with ion exchange media replacement and booster pumping power costs.</p>	<p>A contract change order was executed for the design of a switchover from PG&E power to PWRPA power at the site. Costs to switch to PWRPA power are estimated at \$500,000. The switch to PWRPA power will save approximately \$300,000 to \$400,000 per year, resulting in a one to two-year payback period.</p> <p>The draft plans and application for the PWRPA power switchover were submitted to PG&E in December. Based on discussions with PG&E, revisions to the design are being prepared for submission by the end of May.</p>
Planning, Design & Construction Phase Costs (Design-Build)												
Budget	\$16,300,000											
% Spent	85%											
% Complete	95%											

Project Name/Purpose	Scope/Funding Source	Project Cost and Budget	Target Dates / Operating Impact	Current Status								
<p>Wells & MGD Electrical Upgrades/ Replacement Project</p> <p>Purpose/Benefits:</p> <ul style="list-style-type: none"> Replaces electrical equipment at several well sites that is at or approaching the end of its useful life. Ensures reliable water production from groundwater wells. 	<p>Scope:</p> <ul style="list-style-type: none"> Replace seven variable frequency drives (VFDs) at the Mocho Groundwater Demineralization Plant (MGDP) facility; replace two VFDs at the Chain of Lakes (COL) Wells 1 and 2; replace electrical switchgear and motor control center (MCC) at Mocho 2, Stoneridge, Hopyard 6 and Hopyard 9 wells; and replace motor soft starters at Mocho Wells 3 and 4. <p>Funding Source:</p> <ul style="list-style-type: none"> 100% from Fund 120 – Renewal/ Replacement and System-Wide Improvements 	<p>Original Total Estimated Cost: \$7,340,000</p> <p>Current Total Estimated Cost: \$7,340,000</p> <p>Total Budget: \$7,340,000</p> <p>Total Expenditures: \$5,670,000</p> <table border="1" data-bbox="821 712 1220 859"> <thead> <tr> <th colspan="2">Costs (Design-Build)</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>\$7,340,000</td> </tr> <tr> <td>% Spent</td> <td>80%</td> </tr> <tr> <td>% Complete</td> <td>80%</td> </tr> </tbody> </table>	Costs (Design-Build)		Budget	\$7,340,000	% Spent	80%	% Complete	80%	<p>Completion: February 2026</p> <p>Projected Operating Impact: Improved water production reliability and increased operational flexibility.</p>	<p>Due to delays with PG&E’s review and approval of switchgear submittals, the medium voltage switchgears for Stoneridge Well and Hopyard Well 6 are tentatively scheduled for installation during October 2025 through February 2026, pending scheduling of PG&E inspections and power shutoff approval.</p>
Costs (Design-Build)												
Budget	\$7,340,000											
% Spent	80%											
% Complete	80%											

Flood Protection System Projects:

Project Name/Purpose	Scope/Funding Source	Project Cost and Budget	Target Dates / Operating Impact	Current Status																
<p>Alamo Creek Bank Stabilization Pilot Project</p> <p>Purpose/Benefits:</p> <ul style="list-style-type: none"> Pilot project to test channel erosion treatments that will be proposed as part of the Flood Management Plan Repair a section of Alamo Creek in Dublin to help restore functionality and integrity of the flood protection system using vegetation and rock Repair areas of bank damage from the 2023 winter storms 	<p>Scope:</p> <ul style="list-style-type: none"> Improve reach of channel downstream of the Alamo Creek and South San Ramon Creek confluence structure that experiences high velocities and toe erosion Install five different modules (design types) designed to stabilize the toe with rock vanes, vegetated soil lifts, willow plantings, or rip rap toe trenches. Repair bank damage caused by the 2023 storms in the project area using design modules. <p>Funding Sources:</p> <ul style="list-style-type: none"> Fund 200 – Flood Protection Operations DWR has awarded up to a \$4.6M grant through the Floodplain Management, Protection and Risk Awareness Grant Program; requires Zone 7 matching funds of 25% (\$1.54M) Storm damage repair expenses may be reimbursed by FEMA 	<p>Total Estimated Cost: \$6,120,000</p> <p>Total Proposed Budget: \$6,120,000</p> <p>Total Expenditures: \$860,000</p> <table border="1" data-bbox="894 597 1310 781"> <thead> <tr> <th colspan="2">Planning & Design Phase Costs</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>\$860,000</td> </tr> <tr> <td>% Spent</td> <td>100%</td> </tr> <tr> <td>% Complete</td> <td>95%</td> </tr> </tbody> </table> <table border="1" data-bbox="894 821 1310 967"> <thead> <tr> <th colspan="2">Construction Phase Costs</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>\$5,300,000</td> </tr> <tr> <td>% Spent</td> <td>0%</td> </tr> <tr> <td>% Complete</td> <td>0%</td> </tr> </tbody> </table> <p>Does not include non-reimbursable costs for 2023 storm damage repairs of approximately \$57,000</p>	Planning & Design Phase Costs		Budget	\$860,000	% Spent	100%	% Complete	95%	Construction Phase Costs		Budget	\$5,300,000	% Spent	0%	% Complete	0%	<p>Design: March 2025</p> <p>Permitting: July 2025</p> <p>Construction: Summer/Fall 2025, pending permit approval</p> <p>Closeout: December 2025</p> <p>Projected Operating Impact: Reduced future maintenance and repair costs.</p>	<p>The Project has been advertised for bids and it is expected to be awarded at the June Board meeting. The Board approved the adoption of final Initial Study/Mitigated Negative Declaration at the April Board meeting. Staff are responding to the environmental permit application comments from the Regional Water Quality Control Board regarding the proposed mitigation plan. Staff currently anticipate receiving permits in July. Construction is anticipated to begin as early as August. If permits delay the start, a portion of the work may be completed in spring/summer 2026. Staff have submitted the third and fourth quarterly reports to the Department of Water Resources.</p>
Planning & Design Phase Costs																				
Budget	\$860,000																			
% Spent	100%																			
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Project Name/Purpose	Scope/Funding Source	Project Cost and Budget	Target Dates / Operating Impact	Current Status																
<p>2022-2023 Storm Damage High Priority Repairs</p> <p>Purpose/Benefits:</p> <ul style="list-style-type: none"> Restore channel embankments damaged during the December 2022-January 2023 storm event. Improve channel capacity and stability and prevent further damage. 	<p>Scope:</p> <ul style="list-style-type: none"> Repair three high-priority sites that experienced damage during the 2022-2023 storm events at Golden Eagle Estates and Line G-1-1 near DSRSD. These repair sites do not qualify for the US Army Corp of Engineers (USACE) Assistance Program but may be eligible for reimbursement by the Federal Emergency Management Agency (FEMA). Improvements will include bank stabilization with rip rap, geogrids to reinforce the channel soils, and erosion control fabric on top of all new repairs and hydroseeding. <p>Funding Sources:</p> <ul style="list-style-type: none"> Fund 200 – Flood Protection Operations May be eligible for reimbursement by FEMA 	<p>Total Estimated Cost: \$2,440,000</p> <p>Total Proposed Budget: \$2,440,000</p> <p>Total Expenditures: \$510,000</p> <table border="1" data-bbox="894 521 1318 704"> <thead> <tr> <th colspan="2">Planning & Design Phase Costs</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>\$700,000</td> </tr> <tr> <td>% Spent</td> <td>73%</td> </tr> <tr> <td>% Complete</td> <td>100%</td> </tr> </tbody> </table> <table border="1" data-bbox="894 743 1318 893"> <thead> <tr> <th colspan="2">Construction Phase Costs</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>\$1,740,000</td> </tr> <tr> <td>% Spent</td> <td>0%</td> </tr> <tr> <td>% Complete</td> <td>0%</td> </tr> </tbody> </table>	Planning & Design Phase Costs		Budget	\$700,000	% Spent	73%	% Complete	100%	Construction Phase Costs		Budget	\$1,740,000	% Spent	0%	% Complete	0%	<p>Design: Spring 2024</p> <p>Permitting: Summer 2025</p> <p>Construction: Summer/Fall 2025</p> <p>Closeout: Fall 2025</p> <p>Projected Operating Impact: Restore channel stability.</p>	<p>The construction contract was awarded in September 2024. Construction is anticipated to occur in July through October 2025, pending approval of environmental permits. Permits are anticipated by July. If permits delay, construction may be required in spring/summer 2026.</p> <p>Design for the other two high priority repair sites, at Arroyo Las Positas and El Charro Road and Arroyo Mocho at Medeiros, needed to be updated to address comments from regulatory agencies. The design and permitting package for Medeiros is complete and will be submitted to regulatory agencies in May. Design and permitting for El Charro is in progress. It is anticipated that both sites will be completed in 2026.</p>
Planning & Design Phase Costs																				
Budget	\$700,000																			
% Spent	73%																			
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Budget	\$1,740,000																			
% Spent	0%																			
% Complete	0%																			

Project Name/Purpose	Scope/Funding Source	Project Cost and Budget	Target Dates / Operating Impact	Current Status																
<p>2023 Storm Damage Repairs - Phase 1</p> <p>Purpose/Benefits:</p> <ul style="list-style-type: none"> Restore channel embankments damaged during the December 2022-January 2023 storm event. Improve channel capacity and stability and prevent further damage. 	<p>Scope:</p> <ul style="list-style-type: none"> Design and environmental planning for the repair of approximately 50 out of 177 sites that experienced damage during the 2022-2023 storm events. Approximately 25 high to medium priority sites will undergo repair in Phase 1. Approximately 25 sites will be repaired as part of Phase 2 in 2026. Improvements will include stabilization of channel banks utilizing rock rip rap, bio-engineered building units, and eco-friendly crib walls. Erosion control fabric will be placed on top of all new repairs and hydroseeded. <p>Funding Sources:</p> <ul style="list-style-type: none"> Fund 200 – Flood Protection Operations Zone 7 will be seeking a federal grant for design and construction costs 	<p>Total Estimated Cost: \$11,300,000</p> <p>Total Proposed Budget: \$11,300,000</p> <p>Total Expenditures: \$900,000</p> <table border="1" data-bbox="894 521 1318 704"> <thead> <tr> <th colspan="2">Planning & Design Phase Costs</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>\$1,080,000</td> </tr> <tr> <td>% Spent</td> <td>85%</td> </tr> <tr> <td>% Complete</td> <td>85%</td> </tr> </tbody> </table> <table border="1" data-bbox="894 743 1318 927"> <thead> <tr> <th colspan="2">Construction Costs for Group A</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>\$10,250,000</td> </tr> <tr> <td>% Spent</td> <td>0%</td> </tr> <tr> <td>% Complete</td> <td>0%</td> </tr> </tbody> </table>	Planning & Design Phase Costs		Budget	\$1,080,000	% Spent	85%	% Complete	85%	Construction Costs for Group A		Budget	\$10,250,000	% Spent	0%	% Complete	0%	<p>Design: April 2025</p> <p>Permitting: July 2025</p> <p>Construction: Summer/Fall 2027</p> <p>Closeout: December 2027</p> <p>Projected Operating Impact: Restore channel stability.</p>	<p>The project is being advertised for bids in May. Staff anticipates bringing the construction contract to the Board for award in July. Construction of the 50 repair sites will be spread over three consecutive construction seasons (Group A, B, and C). Permit applications have been submitted to environmental regulatory agencies and staff is responding to comments from regulators. It is anticipated that permits will be approved in late July/early August. If permits are delayed, construction start may be delayed until spring 2026.</p>
Planning & Design Phase Costs																				
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