



87 Carol Lane  
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[www.diablowater.org](http://www.diablowater.org)

*Directors:*  
Paul Seger  
President

Scott R. Pastor  
Vice President

Kenneth L. Crockett  
Marilyn Tiernan  
Joe Kovalick

*General Manager  
& Secretary:*  
Daniel Muelrath

*General Counsel:*  
Wesley A. Miliband

## AGENDA

The Special Meeting of the Board of Directors of Diablo Water District will be held on August 5, 2021 at 2:00 p.m. at the District's office located at 87 Carol Lane in Oakley, California. Due to the current COVID-19 Pandemic, Local Health Orders, and the Governor's Health Orders, the public should attend via conference call or Internet.

Dial in Number: 1-949-346-1487

Conference ID: 680 187 316#

Or

Web Option: [www.diablowater.org/webmeetings](http://www.diablowater.org/webmeetings)

*Check your browsers' functionality or download the Microsoft Teams App prior to the meeting.*

The District's agendas and supporting documents are available on the District's website: [www.diablowater.org](http://www.diablowater.org), or by calling Kait Knight at (925) 625-6587. A fee may be charged for copies.

If you have a special accommodation needs to attend the meeting, please provide at least two (2) working days' notice prior to the meeting by calling Kait Knight at (925) 625-6587.

**1. Call to Order, Roll Call, and Pledge of Allegiance.**

**2. Public Input.**

Anyone present may address the Board of Directors on any subject within the jurisdiction of Diablo Water District. If the subject item is on this Agenda, please hold public comment until the appropriate item.

Discussion Items

3. **District Planning Document Cycle.**
4. **2021 Strategic Initiatives Review.**
5. **Future District Needs.**
6. **Director Training Opportunities.**
7. **Next Meetings of the Board of Directors.**
  - August 25, 2021
  - September 22, 2021
  - October 27, 2021
8. **Adjournment.**

*Posted this 3<sup>rd</sup> day of August 2021.*



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**Dan Muelrath, General Manager/Secretary**

**DIABLO WATER DISTRICT**  
August 5, 2021 Board Meeting  
Item Number 3

TO: Each Director

FROM: Dan Muelrath, General Manager

SUBJECT: District Planning Document Cycle.

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At the request of President Seger, staff has created the attached diagram to show the flow of the District's planning cycle. The intent of the diagram is to better inform all involved parties on how policy changes flow through each plan and the continuity of the planning process.

Out of the eight major planning documents, the remaining four are currently underway and should be complete by the end of this calendar year. Additionally, in order to incorporate projects identified in our 2021 Risk and Resiliency Assessment, the 2020 Facilities Plan and 2020 Facilities Reserve Charge will receive minor updates this fall.

Unless there are unforeseen legislative, regulatory, or project changes, staff anticipates the full planning document cycle to start again in FY 2024/25 with the 2025 Facilities Plan.

**RECOMMENDATION:**

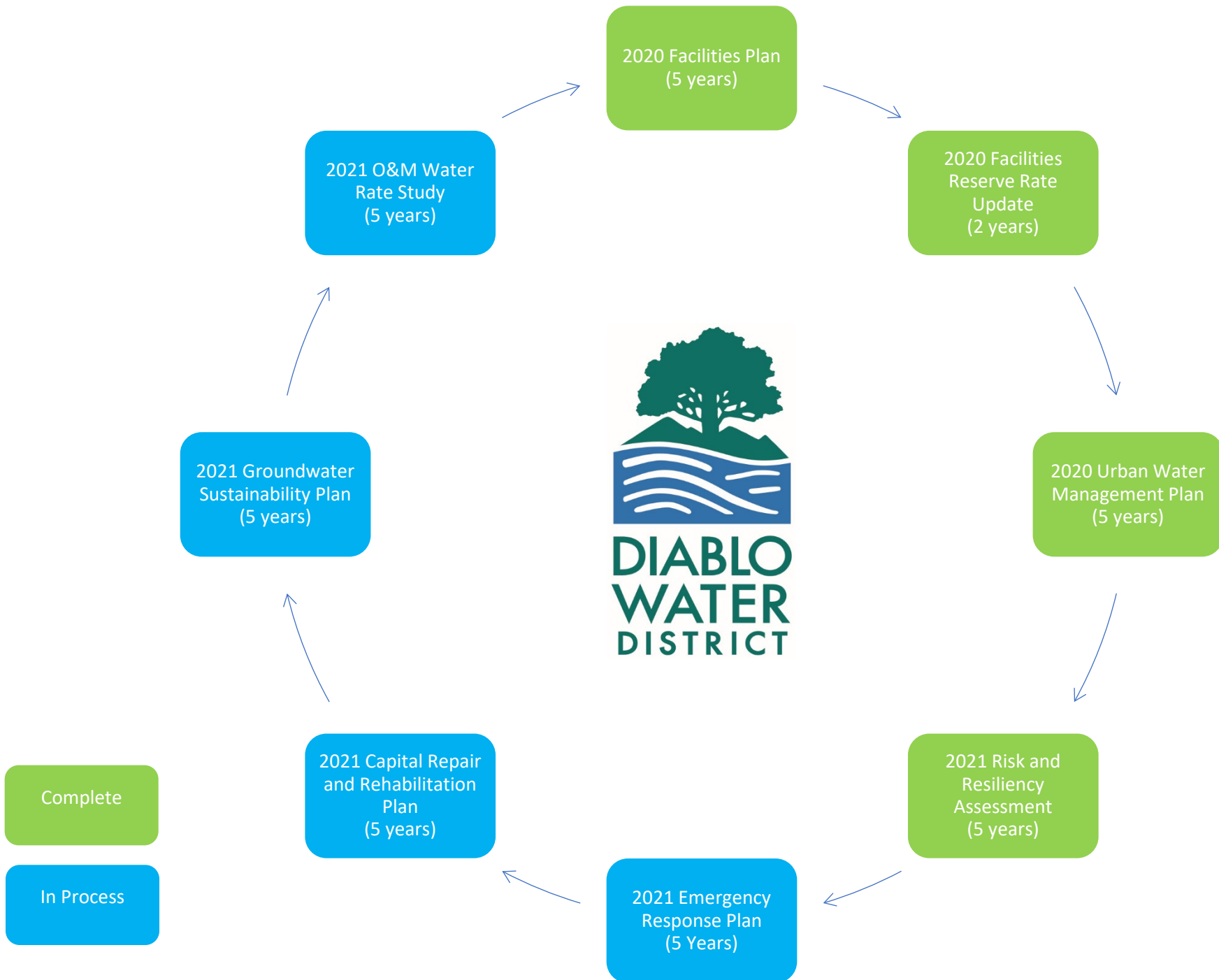
Discuss.

*Dan Muelrath*

Dan Muelrath  
General Manager

Attached: District Planning Document Cycle Diagram

# District Planning Documents



**DIABLO WATER DISTRICT**  
August 5, 2021 Board Meeting  
Item Number 4

TO: Each Director

FROM: Dan Muelrath, General Manager

SUBJECT: 2021 Strategic Initiatives Review.

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In January 2021, the Board held two strategic planning sessions that highlighted at least five strategic initiatives that have been further developed and are now known as:

- Groundwater Sustainability and Protection
  - Regulation 10 - new
- Environmental Proactiveness
  - Regulation 8 - updated
  - Regulation 107 - updated
  - Regulation 11 - new
- Recycled Water
  - Regulation TBD
- Social and Environmental Justice
  - Diversity, Equity, and Inclusion Policy (draft)
  - Small Water System Consolidations
  - Rate Equity
- Community Outreach/Engagement
  - Monthly E-newsletter
  - Active Facebook presence
  - Drought drop off conservation items
  - Conservation raffle

The impacts of these initiatives and regulations have been immediate and are best summarized in the attached New Development Construction List and the FY 2021/22 Project Implementation List.

Another item of importance that these initiatives launched, is the building of new or strengthened strategic partnerships with:

- Ironhouse Sanitary District
- City of Oakley
- Contra Costa County
- Contra Costa Water District
- Delta Stewardship Council

Attached: New Development Construction List  
FY 2021/22 Project Implementation List

- Delta Protection Commission
- State Water Resources Control Board – Consolidation Division
- Groundwater Resources Association of California
- California WaterReuse Association
- And more...

At recent Board meetings, a few additional initiatives have been mentioned that the District may opt to pursue. Items include but are not limited to:

- Repurposing the East County Water Managers Association (Seger)
- Land/open space preservation for improved water quality (Seger/Tiernan)
- RBWTP Joint Powers Authority (Kovalick)
- Others (All)

**RECOMMENDATION:**

Discuss.

*Dan Muelrath*

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Dan Muelrath  
General Manager

## DEVELOPMENT STATUS REPORT

Project Description	Location	Type of Project	Number and Size of Connections	Link to Public Hearing Notice/ Additional Information	Status	FIA Status	Additional Notes (see abbreviations below)	Percent Facilities Installation Complete
8975 - Shiloh (KB Homes)	Main Street and Simoni Road, Oakley	Subdivision	69 Lots (1" services for fire sprinklers); and Two 1" Irrigation Services	<a href="#">Approved Plans-Cover Sheet</a>	Punch List for Final	Board Approved	--	95%
8760 Carpenter 18-Inch Extension	Carpenter Road	Main Line Extension for Subdivision	No Connections	<a href="#">Vicinity Map</a>	Punch List for Final	Board Approved	--	95%
8728 - Cypress Estates (30 Lots)	Fuschia Way and Fuschia Court	Subdivision	30 Lots (1" services for fire sprinklers)	<a href="#">Cypress Estates Plotting Plans</a>	Punch List for Final	Board Approved	--	95%
7662 - Stonewood, Unit 1A (82 Lots)	West of Rose Ave; south of Longhorn Way' North of Carpenter Road	Subdivision	82 Lots (1" services for fire sprinklers)	<a href="#">7662 Stonewood Unit 1A Plotting Plan</a>	Punch List for Final	Board Approved	--	85%
9426 - Delta Coves Marina - Fire Services	West Wind Place, Bethel Island	Commercial	Three 1-1/2" Irrigation Services; Five 2" services for the Docks	<a href="#">Parcel Map</a>	Under Construction (Pending Modifications)	Board Approved	--	80%
Chevron - Reconstruction	5433 Neroly Road, Oakley	Gas Station	One 2" and One 1-1/2" Services	<a href="#">Chevron Approved Plans-Cover sheet only</a>	Under Construction	Board Approved	--	80%
9516 - Woodbury (Lennar) (104 Lots)	E. Cypress Road and Emerson Ranch Way	Subdivision	104 Lots (1" services for fire sprinklers)	<a href="#">Public Hearing Notice</a>	Under Construction	Board Approved	--	65%
9498 - Acacia (Signature Homes) (108 Lots)	5360 Main Street	Subdivision	108 Lots (1" services for fire sprinklers)	<a href="#">Public Hearing Notice</a>	Under Construction	Board Approved	--	65%
Oakley Logistics Center Phase 1- Backbone Infrastructure	6000 Bridgehead Road, near Willbur Avenue	Commercial/ Light Industrial	Three 6" Services	<a href="#">Public Hearing Notice</a>	Under Construction	Board Approved	--	40%
9498 - Acacia Offsite	5360 Main Street	Offsite Improvements for Subdivision	No Connections	<a href="#">Public Hearing Notice</a>	Under Construction	Board Approved	--	25%
Oakley - Contra Costa Logistics Center -24" Relocation	6000 Bridgehead Road, near Willbur Avenue	Main Line Relocation	No Connections	<a href="#">Public Hearing Notice</a>	Under Construction	Board Approved	--	10%
Twin Oaks Senior Residence, Main Street	2605 Main Street	Multi-Family/Senior Facility	One 2" Domestic and One 1" Irrigation Services	<a href="#">Public Hearing Notice</a>	Under Construction	Board Approved	--	10%
Santiago Island Village Project	Gateway Road, Bethel Island	Multi-Family	Two 1-1/2" Services	<a href="#">Annexation Resolution</a>	Plans Approved-Pending Submittal Review Process	Board Approved	--	10%
Executive RV & Boat Storage	Neroly Road	Storage Facility	Fire Servies	<a href="#">Public Hearing Notice</a>	Plans Approved-Pending Submittal Review Process	Board Approved	--	10%
8904 Cypress Crossings (formerly Baldocchi Property) - Sellers Avenue Offsite Improvements	6390 Sellers Avenue; SE corner of E. Cypress Rd & Sellers Ave.	Mainline Extension	24" Watermain Extension down Sellers Avenue	<a href="#">Sub 8904 Sellers Avenue Offsite Improvements</a>	Plans Approved-Pending Submittal Review Process	Board Approved	--	10%
8904 Cypress Crossings (formerly Tuscany Estates-Baldocchi Property) In-Tract Improvements - East Cypress	East Cypress Road, Oakley	Subdivision	98 Lots for both 8736 & 8836 (1" services for fire sprinklers)	<a href="#">8904 Tuscany Estates - Baldocchi Property - In-Tract Improvements</a>	Plans Approved-Pending Submittal Review Process	Board Approved	--	0%
DWD Corporation Yard	3990 Main Street	DWD Project	Pending	<a href="#">DWD Corporation Yard Office &amp; Shop Tenative Parcel Map</a>	Design Build Proposals under Review	Future Board Meeting	RW, CN	0%
8736 & 8836 Pheasant Meadows & Vintner View	Off of O'Hara Avenue, south of Grapevine Lane	Subdivision	50 Lots for both 8736 & 8836 (1" services for fire sprinklers)	<a href="#">Public Hearing Notice</a>	Plans Approved-Pending Submittal Review Process	FIA to be approved at the July 28, 2021 Board Meeting	--	0%
8760 - Stonewood 1B	West of Rose Ave; south of Longhorn Way; North of Carpenter Road	Subdivision	133 Lots (1" services for fire sprinklers)	<a href="#">Master Plotting Plan</a>	Under DWD Plan Review	Projected Board Meeting - August/September 2019	GWMW	0%

**Notes:**

RW = Project identified to install recycled water piping system.  
 GWMW = Project identified to install one, or more, groundwater monitoring wells.  
 CN = Carbon Nuetrality (solar offset of pump station and/or buidling).

## DEVELOPMENT STATUS REPORT

Project Description	Location	Type of Project	Number and Size of Connections	Link to Public Hearing Notice/ Additional Information	Status	FIA Status	Additional Notes (see abbreviations below)	Percent Facilities Installation Complete
8734 - Stonewood Unit 2A	West of Rose Ave; south of Longhorn Way; North of Carpenter Road	Subdivision	26 Lots (1" services for fire sprinklers)	<a href="#">Master Plotting Plan</a>	Under DWD Plan Review	Projected Board Meeting - August/September 2020	GWMW	0%
9534 - Stonewood 3 Unit 2	West of Rose Ave; south of Longhorn Way' North of Carpenter Road	Subdivision	Pending	<a href="#">Improvement Plans-Cover Sheet</a>	Under DWD Plan Review	Projected Board Meeting - August/September 2021	--	0%
East Cypress Road Precise Alignment (Part of Cypress Preserve)	East Cypress Road; Between Knightsen Ave. and Bethel Island Road	Subdivision	Pending	<a href="#">East Cypress Corridor Specific Plan</a>	Under DWD Plan Review	Future Board Meeting	--	0%
9311 KT-KB Oakley, LLC (Part of Cypress Preserve)	APN 032-082-001; East of Jersey Island Road; North of East Cypress Road	Subdivision	276 Lots (1" services for fire sprinklers)	<a href="#">City of Oakley Planning Map</a>	Under DWD Plan Review	Future Board Meeting	RW, GWMW, CN	0%
9401 Cypress Dal Porto Biggs Hotchkiss (Part of Cypress Preserve)	South of E. Cypress Road; East of Jersey Island Road	Subdivision	403 Lots (1" services for fire sprinklers)	<a href="#">9401 Vesting Tentative Map</a>	Under DWD Plan Review	Future Board Meeting	RW, GWMW, CN	0%
9404 - Lesh Property (Part of Cypress Preserve)	Northwest corner of Bethel Island & East Cypress Road	Subdivision	1056 Lots (1" services for fire sprinklers)	<a href="#">Public Hearing Notice</a>	Under DWD Plan Review	Future Board Meeting	RW, GWMW, CN	0%
9156 - Bethel Island LLC (Biggs) (Part of Cypress Preserve)	South of Summer Lake South, Rock Slough, Oakley	Subdivision	195 Apt Units (1" services for fire sprinklers)	<a href="#">Public Hearing Notice</a>	Under DWD Plan Review	Future Board Meeting	RW, GWMW, CN	0%
9426 - Delta Coves Marina - Cottages	West Wind Place, Bethel Island	Subdivision/Condos	Pending	<a href="#">Parcel Map</a>	Under DWD Plan Review	Future Board Meeting	--	0%
9307 - Summer Lake North	North of E. Cypress Road; East of Bethel Island Road	Subdivision	824 Lots (1" services for fire sprinklers)	<a href="#">Project Information</a>	Under DWD Plan Review	Future Board Meeting	RW, GWMW, CN	0%
8803 - Brownstone (Clyde Miles Construction)	Brownstone Road, Oakley	Subdivision	108 Lots (1" services for fire sprinklers)	<a href="#">8803 Tentative Map Extension</a>	Under DWD Plan Review/On Hold	Future Board Meeting	GWMW	0%
Elm Lane Apartments	Elm Lane, Oakley	Multi-Family	Pending	<a href="#">Elm Lane-Workforce Housing Prelim Plans</a>	Pending DWD Plan Review	Future Board Meeting	GWMW	0%
6610 - Spinnaker Cove.	Cypress Road to Sandmound Blvd	Subdivision	Pending	<a href="#">Spinnaker Cove Preliminary Plans-Cover Sheet</a>	Planning Stage	Future Board Meeting	--	0%
Burroughs Property	E. Cypress Road & Knightsen Avenue	Subdivision	208 Lots (1" services for fire sprinklers)	<a href="#">Notice of Public Hearing</a>	Planning Stage	Future Board Meeting	GWMW	0%
Wendy's Restaurant	Northeast corner of the intersection of Bridgehead Rd & Main Street	Commercial/Restaurant	Pending	<a href="#">Preliminary Improvement Plans</a>	Planning Stage	Future Board Meeting	--	0%
8787 Rosewood Subdivision (61 Lots)	4073 Rose Avenue, Oakley	Subdivision	61 Lots (1" services for fire sprinklers)	<a href="#">Public Hearing Notice</a>	City Planning Stage/On Hold	Future Board Meeting	GWMW	0%
8807 - Villa Grove (35 Lots)	2080 O'Hara Avenue	Subdivision	35 Lots (1" services for fire sprinklers)	<a href="#">Public Hearing Notice</a>	City Planning Stage/On Hold	Future Board Meeting	--	0%
9088 - Cedarwood	4192 Live Oak Avenue (Near Knox Lane)	Subdivision	34 Lots (1" services for fire sprinklers)	<a href="#">Public Hearing Notice</a>	City Planning Stage/On Hold	Future Board Meeting	--	0%
9183 Stonewood 3	SE & SW Corners of Carpenter Rd/Simoni Ranch Rd and Rose Avenue	Subdivision	31 Lots (1" services for fire sprinklers)	<a href="#">Public Hearing Notice</a>	City Planning Stage/On Hold	Future Board Meeting	--	0%
9284 - Ranchette (Discovery Builders)	Oakley Road at Neroly Road	Subdivision	13 Lots (1" services for fire sprinklers)	<a href="#">9284 Ranchette - Master Plan</a>	City Planning Stage/On Hold	Future Board Meeting	--	0%
9488 Castro Property	East side of Machado Ln; South of East Cypress Road	Subdivision	10 Lots (1" services for fire sprinklers)	<a href="#">9488 Castro Prop Vesting Tentative Map</a>	City Planning Stage/On Hold	Future Board Meeting	--	0%
9537 - 2480 Oakley Road	2480 Oakley Road, near Live Oak Avenue, Oakley	Subdivision	22 Lots (1" services for fire sprinklers)	<a href="#">Public Hearing Notice</a>	City Planning Stage/On Hold	Future Board Meeting	--	0%

**Notes:**

RW = Project identified to install recycled water piping system.  
GWMW = Project identified to install one, or more, groundwater monitoring wells.  
CN = Carbon Neutrality (solar offset of pump station and/or building).



## DEVELOPMENT STATUS REPORT

Project Description	Location	Type of Project	Number and Size of Connections	Link to Public Hearing Notice/ Additional Information	Status	FIA Status	Additional Notes (see abbreviations below)	Percent Facilities Installation Complete
Cosetti Property on Machado Lane	APNs 033-190-003 & 033-190-004	Subdivision	106 Lots (1" services for fire sprinklers)	<a href="#">Cosetti Property Applicant Plans</a>	City Planning Stage/On Hold	Future Board Meeting	--	0%
3350 Main Street	3350 Main Street, Oakley (Downtown, near Norcross Lane)	Commercial	Pending	<a href="#">Public Hearing Notice</a>	City Planning Stage/On Hold	Future Board Meeting	GWMW	0%
6013 - BIRS Bethel Island Res. & Pump Station	Delta Coves Project, Bethel Island	Reservoir & Pump Station for Delta Coves	No Connections	<a href="#">Site Location Map</a>	Planning Stage/On Hold	Future Board Meeting	CN	0%
637 Brownstone Road	APN 034-170-006; Brownstone Rd; east of O'Hara Ave.	Subdivision	Pending	<a href="#">637 Brownstone - General Plan Exhibit</a>	City Planning Stage/On Hold	Future Board Meeting	--	0%
Brownstone and Main Commercial Development	Brownstone and Main Street	Commercial/Restaurant/ Retail/Car Wash	Pending	<a href="#">Brownstone &amp; Main Applicant Plans</a>	City Planning Stage/On Hold	Future Board Meeting	GWMW	0%
Empire Plaza	3410 Empire Avenue	Commercial	Pending	<a href="#">Public Hearing Notice</a>	City Planning Stage/On Hold	Future Board Meeting	--	0%
IBN Sina Community Center	Oakley Road and Neroly Road	Public Assembly/Residential	Pending	<a href="#">IBN Sina Community Center Phasing Plan</a>	City Planning Stage/On Hold	Future Board Meeting	--	0%
Oakley Village	West of Sellers Road	Subdivision	42 Lots (1" services for fire sprinklers)	<a href="#">Oakley Village Vesting Tentative Map</a>	City Planning Stage/On Hold	Future Board Meeting	--	0%
Saifeena Center-Commercial	3850 Main Street	Commercial	Pending	<a href="#">Saifeena-Applicant Plans</a>	City Planning Stage/On Hold	Future Board Meeting	GWMW	0%
The Honey Lane Development	637 Honey Lane, Oakley (adjacent to Marsh Creek)	Subdivision	19 Lots (1" services for fire sprinklers)	<a href="#">Honey Lane-Project Information</a>	City Planning Stage/On Hold	Future Board Meeting	--	0%

Notes:

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 GWMW = Project identified to install one, or more, groundwater monitoring wells  
 CN = Carbon Neutrality (solar offset of pump station and/or building).

Notes:

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### FY 2021/22 Master Schedule

	July	August	September	October	November	December	January	February	March	April	May	June
<b>GASB/OPEB Reports</b>	Data Sent to Actuarial	Final Reports for Audit										
<b>New Phone System</b>	Planning	Installation and Training										
<b>SCADA Upgrades</b>	Order Parts		M25	Other locations???								
<b>Groundwater Sustainability Plan</b>	Last Chapters Released for Public Comments		Final Public Workshop		Board Adoption		Submit to State					
<b>Public Safety Power Shut-off Solar / Battery Office Project</b>	Finalize Scope with Vendor	Award Contract	Field Installation									
<b>New Groundwater Monitoring Wells</b>	County Permit	Drilling Bethel Island - Chem Feed	Identify 2 additional locations		Drill up to 2 additional wells							
<b>Annual Well System(s) Rate Increase</b>	Public Hearing & Increase	Submit to County for annual Prop Taxes									Board Item to Approve Prop 218	Mail Prop 218
<b>Meter Upgrades to Advanced Meters - Final Phase in FY 2022/23</b>	1st Order	Field Installations				2nd Order	Field Installation					
<b>Audit</b>	Interim FY 20/21 7/12-7/13	Final Field Work 8/30-9/2			Draft Report Review	Final Report & Board Acceptance	Report to EMMA		Engagement Letter - Final Year FY 21/22		Interim FY 21/22	
<b>Water Rate Study</b>	Kickoff Mtg Initial Data Request											
<b>O&amp;M Repair &amp; Rehabilitation Capital Improvement Plan</b>	Kickoff Mtg Initial Data Request											
<b>Emergency Response Plan</b>		Kickoff Mtg Initial Data Request										
<b>Vehicle / Equipment Replacement</b>	F650 Dump Truck						Pickup - electric?		Backhoe	Emergency Response Trailer		
<b>Willow Mobile Home Park Bethel Island</b>		LAFCO Hearing for annexation	Expected approval for planning and engineering grant from SWRCB		If grant approved, proceed with planning and engineering							
<b>Sandmound Consolidation Efforts</b>	Requested Assistance SWRCB DFA	Initial DFA Finding Regarding Funding		DFA Funding Contract (only if DFA will fund)				Start Feasibility and Planning Study (only if DFA will Fund)				

Not Yet Started
In Progress
Done
Behind
Needs Help ASAP
Delayed to Next Fiscal Year
Cancelled

	July	August	September	October	November	December	January	February	March	April	May	June
Bethel Island Consolidation Efforts	Requested Assistance SWRCB DFA	Initial DFA Finding Regarding Funding		DFA Funding Contract (only if DFA will fund)			Start Feasibility and Planning Study (only if DFA will Fund)					
Bethel Island Reservoir and Booster Station - Developer Installed	Basis of Design	Plan Development					Facilities Installation Agreement			Start Construction		
East Cypress 20" Parallel Water Main - Developer Installed	Plan Review						Facilities Installation Agreement			Start Construction		
New Corporation Building & Yard	Bids Received	Award Contract	Contractor to finalized design, submit finishes to District for approval, and obtain city permits				Construction 16+ months					
AWWA Water Loss Audit		Finalize Data	3rd Party Validation									
Santiago Island Village Consolidation	County Permit	Construction		Final Reports and Invoices to SWRCB								
Recruit, Interview, and Hire New Positions		Recruit	Interview	Start								
Phase 1 Engineering Earthquake Retrofit of R1 & R2	Kickoff Mtg	Phase 1 Feasibility					Phase 2 Design, Plans and Project Bid					
Year End (Fixed Assets)												
Water System Balance IT Integration and Leak Sensors												
Well Filtration / Utilization Engineering		Award Contract										
Glen Park Well Generator												
O&M Water Rates					Prop 218		Public Hearing & Increase					
Annual Board Planning Session(s)		Mid-Year Review										
Corporation Yard Variable Frequency Drive Replacement												
Rebuild Pump 701 at RBWTP	Requested Bids	Award Contract			Install New Pump							

	July	August	September	October	November	December	January	February	March	April	May	June
<b>Relocation of Downtown Pipeline for AMTRAK Station</b>	Meeting with City		Review Design Alternate Plans and potential impacts to 24" water line. Work with Rail Authority to see if grant funds can be used for waterline relocation. As of 7/28/21, construction delayed until at least FY 2022/23.									
<b>Budget</b>			FY To-Date Report to Management			FY To-Date Report to Management		Planning Workshops			Board Adoption	Report to EMMA/Input into Software
<b>Annual Investment Policy Review</b>											Memo To Board	
<b>Annual Board Write-offs</b>												Memo To Board & Enter into Software
<b>DEI Policy</b>	DEI Policy Adoption	Hiring Mgrs Bias Training, DEI Committee Formed	All Staff DEI Training, First DEI committee meeting, DEI Lunch & Learn			DEI committee meeting, DEI Lunch & Learn	Start DEI book for the year		DEI committee meeting, DEI Lunch & Learn			DEI committee meeting, DEI Lunch & Learn
<b>Payroll Items</b>	Enter COLA Raises		Quarterly Reports, Workman's Comp			Quarterly Reports, Workman's Comp	Annual W-2's		Quarterly Reports, Workman's Comp			Quarterly Reports, Workman's Comp
<b>Public Events</b>	Cityhood Celebration		Heart of Oakley Festival									
<b>Public Information</b>	Conservation Contest and Drought Messaging	Water Quality Month	Small Ways to Save with Drop	Water Professionals Appreciation/Unity Day?								
<b>Water Conservation Program</b>		Rebrand CCWD Lawn to Garden Rebate to DWD focus	Water Conservation Garden Refresh (Front swale)		Internal Training and Rebranding of other CCWD programs to DWD focus			Water Conservation Garden Refresh (signage)				

**DIABLO WATER DISTRICT**  
August 5, 2021 Board Meeting  
Item Number 5

TO: Each Director  
FROM: Dan Muelrath, General Manager  
SUBJECT: Future District Needs.

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Over the previous 10 years (not including this fiscal year), the District's number of accounts has grown 20%. The current fiscal year is on track to be the fastest growth year in decades at 5.5%. Through the implementation of technologies that include Advanced Metering Infrastructure, online customer payment portals, etc., the District has been able to minimize additional staffing. However, during the past couple of years, the District has been undergoing a transformation away from "out of sight, out of mind," to a service-oriented model that demonstrates the value of the water the District delivers and services the District provides to our customers.

To fully implement this new service-oriented model and the previously discussed new strategic initiatives, the District needs to continually increase internal/external trainings and staff development, develop additional customer-oriented programs, and build outside partnerships. The change in messaging and service-level shift, in coordination with the new strategic initiatives, will result in a high-performing, customer-oriented, sustainable organization.

During the past 17 months of COVID-19 shutdowns, the outward focus of the District has been limited in the following areas but requires more immediate attention of Executive Management:

- Outside agency coordination
- Outreach and advocacy to state and federal legislature
- Industry association meetings and trainings

In order to meet the current and future needs of the District, the following programmatic areas are understaffed and will be evaluated for additional resources as part of the current rate study, all of which will be presented to the Board at a future meeting:

- |                                 |  |
|---------------------------------|--|
| • Project Management            | • Water Conservation                                     |
| • Groundwater Management        | • Human Resources (traditional HR, training, and safety) |
| • Internal Engineering Services |  |

**RECOMMENDATION:**

Discuss.

*Dan Muelrath*

Dan Muelrath  
General Manager

**DIABLO WATER DISTRICT**  
August 5, 2021 Board Meeting  
Item Number 6

TO: Each Director  
FROM: Dan Muelrath, General Manager  
SUBJECT: Director Training Opportunities.

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An important component of a high-functioning government agency is appropriate training for elected officials. To date, most of the training has been provided by District staff and General Counsel but should be broadened on certain topics.

The District's current strategic plan calls for the District to achieve the California Special District Association's – District of Distinction Award by the end of FY 2022/23. To achieve this goal, there are multiple trainings that must occur first and should start prior to next fiscal year. On the attached list, the District has already earned its Transparency Certification and the District's General Manager is currently a Certified Special District Manager. Staff will work with Directors to enroll them in the Special District Governance / Special District Leadership Academy (currently, President Seger has completed).

Additional training opportunities periodically arise locally and statewide at the following venues:

- Association of California Water Agencies – May
- California Special District Association – August
- WateReuse California – September
- California Special District Leadership Academy – September
- Association of California Water Agencies – Nov/Dec

Other learning opportunities can be achieved by visiting neighboring agencies such as Valley Water or Monterey One Water to view the aquifer, storage and recovery operations, etc.

To ensure continual education within budgeted expenses, District staff will work with Directors to schedule field trips, trainings, and conferences.

**RECOMMENDATION:**

Discuss.

*Dan Muelrath*

Dan Muelrath  
General Manager

Attached: CSDA District of Distinction Flyer

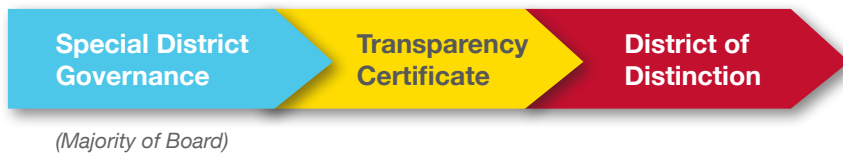
# Take Your District to the Next Level! Is Your District a District of Distinction?

The District of Distinction is an accreditation program that enables districts to demonstrate to their communities, legislators, and other key stakeholders, their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures, and proof of training received by directors and executive staff. Showcase your district's efforts to be among the best and take your district to the next level!

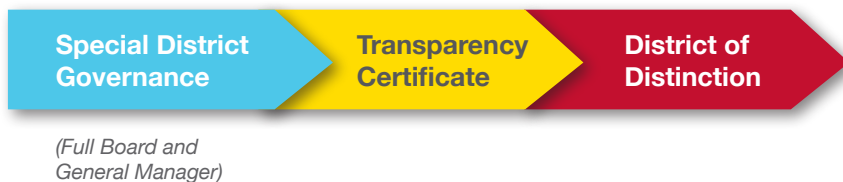
*SDLF's base level accreditation confirming core administration and governance best practices.*



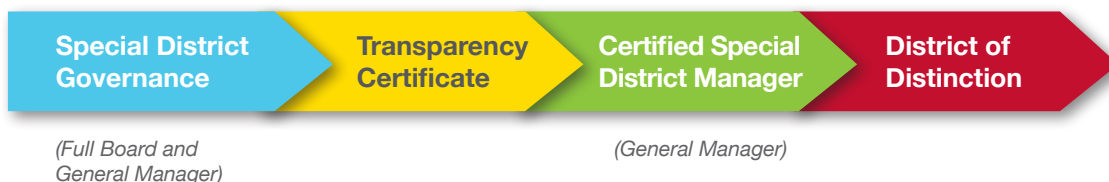
*Demonstrates a district's commitment to take their district to the next level by also incorporating governance training as a core value.*



*Demonstrates a district's commitment to transparency, sound operating practices, and comprehensive governance training for the entire Board.*



*SDLF's highest level of recognition for a district. Incorporates completion of all SDLF programs demonstrating a comprehensive approach to excellence in district management and governance.*





The Special District Leadership Foundation (SDLF) is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation, and other recognition programs. The SDLF and its activities are supported by the California Special Districts Association and the Special District Risk Management Authority.

**Certificate in Special District Governance**

Designed to honor special district board members and trustees that have taken the time to receive specific professional development training to include core governance curriculum through completion of the Special District Leadership Academy plus 10 hours of other related continuing education.



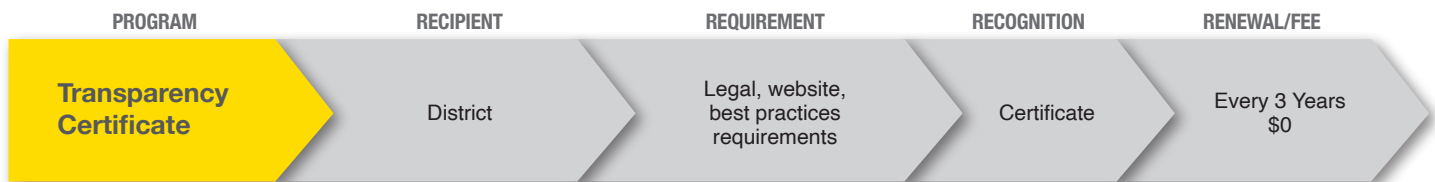
**Certified Special District Manager (CSDM)**

A voluntary professional designation that helps document and recognize an individual's knowledge, skills, experience, and capabilities as a special district manager.



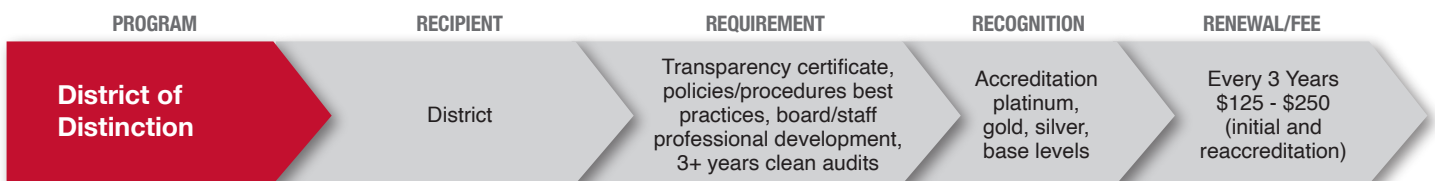
**District Transparency Certificate of Excellence**

Created in an effort to further promote transparency in the operations and governance of special districts to the public and to provide special districts with an opportunity to showcase their efforts in transparency.



**District of Distinction Accreditation (Transparency Certificate is a required component)**

Designed as a way for districts to strive to be among the best through a comprehensive approach to implementing governance, management, transparency, and fiscal best practices.



**SDLF Scholarships**

Annually, SDLF awards thousands of dollars in professional development scholarships to individuals (board members & staff) in districts. Visit [sdlf.org](http://sdlf.org) to learn what is available and apply!

**Contact SDLF and get involved**

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