

**AGENDA**  
**REGULAR BOARD OF DIRECTORS MEETING**  
**DELTA DIABLO**  
**(a California Special District)**

**2500 Pittsburg-Antioch Highway | Antioch, CA 94509**  
**WEDNESDAY, MARCH 11, 2020**  
**4:30 P.M.**

Persons who wish to address the Board during Public Comments or with respect to an item on the Agenda will be limited to three (3) minutes. The Board Chair may reduce the amount of time allotted per speaker at the beginning of each Item or Public Comments period depending on the number of speakers and the business of the day. Your patience is appreciated. A break may be called, or an item may be taken out of order, at the discretion of the Board Chair.

**A. ROLL CALL**

**B. PLEDGE OF ALLEGIANCE**

**C. PUBLIC COMMENTS**

**D. RECOGNITION**

**Introduction** of Francis Rubio, Wastewater Treatment Plant Operator, II (Joaquin Gonzalez)

**E. CONSENT CALENDAR**

- 1) **Approve** Minutes of Regular Board of Directors Meeting, February 12, 2020 (Cecelia Nichols-Fritzler)
- 2) **Receive** District Monthly Check Register, January 2020 (Eka Ekanem)
- 3) **Adopt** Resolution Updating the District's Records Retention Schedule (Cecelia Nichols-Fritzler)
- 4) **Deny** Claim filed by Gregory David (Cheryl Rhodes Alexander)
- 5) **Deny** Claim filed by RaShone Bible (Cheryl Rhodes Alexander)

**F. DELIBERATION ITEMS**

None

**G. PRESENTATIONS AND REPORTS**

- 1) **Receive** Report on Biosolids Management Program (Dean Eckerson)
- 2) **Receive** Report on Major Capital Projects that Impact Development of New Five-Year Capital Improvement Program (Brian Thomas)

**H. MANAGER'S COMMENTS**

**I. DIRECTORS' COMMENTS**

The District will provide reasonable accommodations for persons with disabilities who plan to participate in Board (or committee) meetings by contacting the Secretary to the Board 24-hours prior to the scheduled meeting at (925) 756-1927. Disclosable public records related to an open session item on a regular meeting agenda and distributed by the District to a majority of members of the Board of Directors less than 72 hours prior to that meeting are available for public inspection at the Treatment Plant Building, 2500 Pittsburg-Antioch Highway, Antioch, CA 94509 during normal working business hours.

**J. CORRESPONDENCE**

- 1) **Receive** Monthly Lobbyist Report dated February 2020, Key Advocates, Inc., Western Recycled Water Coalition, Project No. 90024 (Jayne Strommer)
- 2) **Receive** Letter Dated February 12, 2020, California Sanitation Risk Management Authority, Pooled Liability Program 28th Dividend Declaration (Cheryl Rhodes Alexander)

**K. CLOSED SESSION**

None

**L. ADJOURNMENT**

The next regular Board meeting will be April 8, 2020 at 4:30 p.m.

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ITEM D

March 11, 2020

INTRODUCTION OF FRANCIS RUBIO, WASTEWATER TREATMENT PLANT OPERATOR II

RECOMMENDATION

Welcome Mr. Francis Rubio to the District.

Background Information

The District recently completed a recruitment to create an eligibility list to fill vacant Operator positions. After an extensive search for qualified applicants, Mr. Francis Rubio was selected as the most qualified candidate for the Wastewater Treatment Plant Operator II position, as demonstrated through an oral interview and follow-up interview. Reference checks were performed confirming Mr. Rubio's knowledge and experience, and his ability to be a valuable team member.

Analysis

Mr. Rubio began his employment with the District on February 10, 2020. He has three years of experience in the wastewater industry. Mr. Rubio holds a Grade V Wastewater Certificate from the State Water Resources Control Board and a Civil Engineering degree from the Technological Institute of the Philippines. Prior to joining the District, Mr. Rubio was employed as a Lead Operator for the City of Richmond Wastewater Pollution Control Plant. Mr. Rubio possesses a variety of operational and technical skills that will directly support organizational improvement and the District's core mission of protecting public health and the environment.

Financial Impact

Funding for the Wastewater Treatment Plant Operator II position is included in the District's adopted Fiscal Year 2019/2020 Budget.


Attachments

None

Prepared by:

  
Joaquin Gonzalez  
Operations Manager

Reviewed by:

  
Dean Eckerson  
Resource Recovery Services  
Director

cc: Francis Rubio, Wastewater Treatment Plant Operator II  
District File No. BRD.01



March 11, 2020

APPROVE MINUTES OF REGULAR BOARD OF DIRECTORS MEETING, FEBRUARY 12, 2020RECOMMENDATION

Approve Minutes of the Regular Board of Directors Meeting of February 12, 2020

**DRAFT**  
**Minutes of the Regular Board of Directors Meeting**  
**FEBRUARY 12, 2020**

The meeting was called to order by Chair Banales on Wednesday, February 12, 2020 at 4:33 p.m. in the Board Room, located at 2500 Pittsburg-Antioch Highway, Antioch. Present were Chair Juan Banales, and Directors Federal Glover and Sean Wright. Also present were Mary Ann Mason, District Counsel; Vince De Lange, General Manager; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Carol Margetich, Business Services Director; Dean Eckerson, Resource Recovery Services Director; Brian Thomas, Engineering Services Director/District Engineer; Joaquin Gonzalez, Operations Manager; Darrell Cain, Laboratory Manager; Jayne Strommer, Government Affairs Manager; Amanda Roa, Environmental Programs Manager/Management Association Bargaining Unit Representative; Thanh Vo, Senior Engineer; Irene O'Sullivan, Associate Engineer/P&T Bargaining Unit Representative; Steve Rodriguez, Operations Supervisor; Nick Steiner, Recycled Water Coordinator/P&T Bargaining Unit Representative; Dustin Bloomfield, Maintenance Supervisor; Trevor Simpson, Maintenance Mechanic II; Jose Martinez, Wastewater Treatment Plant Operator III; Chris Phillips, Senior Operator; and Regina Cartwright-Morales, Administrative Assistant III.

**PUBLIC COMMENTS**

None.

**RECOGNITION**Adopt Resolution Commending Outgoing Board Chair Sean K. Wright for His Service to the District as Board Chair

Chair Banales recognized Sean Wright, outgoing Board Chair, with a Resolution for his service to the District as Board Chair for the past year. Chair Banales commended Director Wright and noted that the Resolution highlights key District accomplishments during his tenure in the regulatory compliance, financial sustainability, and strategic planning arenas, as well as Director Wright's direct contributions to the budget and rate development process as Finance Committee Chair. Last, he thanked Director Wright for consistently supporting organizational excellence, and innovation. Director Glover moved approval, seconded by Director Wright, and by unanimous voice vote (Ayes: *Banales, Glover, and Wright*; Noes: *None*, Absent: *None*), the Board Adopted the Resolution Commending Outgoing Board Chair, Sean K. Wright for His Service to the District as Board Chair.

Recognize and Congratulate Trevor Simpson, Maintenance Mechanic II, for receiving California Water Environment Association (CWEA) San Francisco Bay Section 2019 Mechanical Technician of the Year Award

Mr. Bloomfield recognized Mr. Simpson for his recent award as the CWEA San Francisco Bay Section 2019 Mechanical Technician of the Year. Mr. Bloomfield noted that Mr. Simpson is a 13-year employee of the District and was nominated for his knowledge and expertise in plant mechanical maintenance and machining and noted in addition to his mechanical knowledge and expertise, he has a positive attitude and is very dedicated to his work. Mr. Simpson will now compete for the state level CWEA award. Mr. Simpson thanked the Board and stated that he enjoys working at the District. Chair Banales congratulated Mr. Simpson and thanked him for the excellence he brings to District. Director Glover congratulated Mr. Simpson.

Receive CWEA San Francisco Bay Section 2019 Community Engagement and Outreach Project of the Year (Small Budget) Award

Ms. Margetich presented the award for the “No Wipes in the Pipes” campaign to the Board. The District was recognized for participating in a regional campaign, along with ISD, Byron Sanitary District, City of Brentwood, and Town of Discovery Bay. Ms. Margetich stated that this topic remains a priority issue at the national and state level and advocacy continues on behalf of the wastewater sector. Chair Banales thanked Ms. Margetich and acknowledged the team effort. Director Glover congratulated staff for this achievement.

**CONSENT CALENDAR**

Director Glover moved approval, seconded by Director Wright and by unanimous voice vote (Ayes: *Banales, Glover, and Wright*; Noes: *None*; Absent: *None*), the following consent items were approved according to staff recommendations: Approve Minutes of Regular Board of Directors Meeting, February 15, 2020; Receive District Monthly Check Register, December 2019; Receive Notes from Finance Committee Meeting, February 6, 2020; Adopt Resolution Designating the General Manager or His Designee as the Agent Authorized to File a Hazard Mitigation Grant Program Application, Execute Grant Agreements, and Provide Required Assurances to the California Office of Emergency Services and Federal Emergency Management Agency, Pump Station Flood Mitigation, Project No. 80008; Authorize General Manager to Execute Consulting Services Contract in an Amount Not to Exceed \$265,919, V.W. Housen & Associates, Engineering Services, Antioch Pump Station and Conveyance System Improvements Project, Project No. 20121; Receive First-Half of Fiscal Year 2019/2020 Operating Budget Expenditure Report.

**DELIBERATION ITEMS**

Approve Updated Administrative Handbook Policy No. 3020, Investment of District Funds

Ms. Margetich provided an overview of the policy review and approval process and the District’s engagement with an outside consultant (PFM) to conduct an annual review to ensure compliance with legal requirements. She highlighted the primary policy objectives—safety, liquidity, yield, which the District uses to manage financial risks. Ms. Margetich stated that the policy governs \$56.6 million in investments, which includes \$51.4 million invested in Local Agency Investment Fund and other liquid accounts and \$5.2 million managed by PFM. She highlighted the proposed recommendation to add two permissible investment instruments: 1) Mortgage-backed Securities and 2) Asset-backed Securities to further support portfolio diversification. In addition, she reviewed a policy revision that will eliminate the requirement to submit the Investment Policy to the Board for consideration annually even if there are no changes. Chair Banales thanked Ms.

Margetich for the report. Director Glover moved approval, seconded by Director Wright and by unanimous voice vote (*Ayes: Banales, Glover, and Wright; Noes: None; Absent: None*), the Board Approved Updated Administrative Handbook Policy No. 3020, Investment of District Funds.

#### **PRESENTATIONS AND REPORTS**

None

#### **MANAGER'S COMMENTS**

Mr. De Lange stated that the long list of accomplishments included in the Resolution presented to outgoing Chair Wright highlights the tremendous amount of work accomplished at the District despite a number of unplanned challenges. He thanked the Board for its leadership, guidance, and support, and acknowledged the tremendous staff efforts to make these accomplishments possible. Mr. De Lange stated that he is looking forward to continuing to move the organization forward in the next year.

#### **DIRECTORS' COMMENTS**

Director Glover stated it is a pleasure working with his colleagues on the Board. He further stated that although the District experienced challenges, the leadership provided by Chair Wright was exceptional. He thanked Chair Wright for his leadership. Director Wright acknowledged the excellent work by staff and thanked Mr. De Lange for his leadership. He stated it is a pleasure to work with the Board and staff.

#### **CORRESPONDENCE**

Receive Monthly Lobbyist Report dated February 2020, Key Advocates, Inc., Western Recycled Water Coalition, Project No. 90024

The Board received and filed the report.

#### **CLOSED SESSION**

None

#### **ADJOURNMENT**

Chair Banales adjourned the meeting at 4.52 pm. The next regular Board meeting will be March 11, 2020 at 4:30 p.m.

March 11, 2020

RECEIVE DISTRICT MONTHLY CHECK REGISTER, JANUARY 2020

RECOMMENDATION

Receive District Monthly Check Register for the month ending January 31, 2020.

Background Information

The Check Register for the month of January 2020 is attached. The report reflects payments to the District's suppliers, consultants, service providers, and contractors. A total of \$2,355,307.23 was disbursed in January 2020, which includes 161 checks.

Financial Impact

All payments made during the month are within funding levels included in the adopted Fiscal Year 2019/2020 Budget.

Attachment

Check Register, month ending January 31, 2020.

Prepared by:   
Eka Ekanem  
Senior Accountant

Reviewed by:   
Carol Margetich  
Business Services Director



**CHECK REGISTER**

**DELTA DIABLO**

CASH DISBURSEMENTS FOR THE MONTH OF JANUARY 2020

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO. INVOICE AMOUNT	CHECK AMOUNT DESCRIPTION
1/2/2020	ABSOLUTE PLUMBING, INC		32987	4,662.07
		49932	4,662.07	LOCATE AND EXPOSE DISTRICT MANHOLES
1/2/2020	ALHAMBRA & SIERRA SPRGS WATER		32988	283.17
		49911	283.17	BOTTLED WATER SERVICE
1/2/2020	APG NEUROS INC.		32989	11,632.50
		49869	11,632.50	AREATION BLOWER FACTORY MAINTENANCE
1/2/2020	AT&T		32990	1,197.84
		49912	1,197.84	PHONE EXPENSE
1/2/2020	DEANNA BLAKESLEE		32991	89.83
		49945	89.83	T&M
1/2/2020	DARRELL CAIN		32992	74.00
		49888	74.00	REIMBURSEMENT
1/2/2020	CHEMTRADE CHEMICALS US LLC		32993	3,530.07
		49889	3,530.07	ALUMINUM SULFATE
1/2/2020	DEPT OF GENERAL SERVICES		32994	16,225.71
		49955	16,225.71	UTILITIES
1/2/2020	ERIKS NORTH AMERICA, INC.		32995	3,184.13
		49937	529.48	INVENTORY
		49965	3,121.14	INVENTORY
		49966	-3,121.14	CREDIT MEMO
		49967	-529.48	CREDIT MEMO
		49968	3,184.13	INVENTORY
1/2/2020	FEDERAL EXPRESS		32996	280.44
		49946	280.44	OE - POSTAGE
1/2/2020	FREMONT ANALYTICAL INC.		32997	914.08
		49899	914.08	DIGESTER GAS ANALYSIS
1/2/2020	FRESCHI AIR SYSTEMS		32998	228.00
		49927	228.00	INSPECT FOR REFRIGERANT LEAK/ PROVIDE
1/2/2020	GOVERNMT FINANCE OFFICERS ASSC		32999	160.00
		49951	160.00	M&D - CAROL MARGETICH
1/2/2020	GOLDEN STATE WATER CO.		33000	2,125.52
		49963	1,417.01	UTILITIES
		49964	708.51	UTILITIES
1/2/2020	GRAINGER		33001	2,360.02
		49827	784.26	INVENTORY
		49843	870.98	INVENTORY



CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	CHECK AMOUNT	DESCRIPTION
		49938		515.52	INVENTORY
		49939		189.26	INVENTORY
<b>1/2/2020</b>	<b>TIMOTHY J. HAMMETT</b>		<b>33002</b>	<b>165.92</b>	
		49934		165.92	DIR. DEP ACCT CLOSED
<b>1/2/2020</b>	<b>INLAND MARINE</b>		<b>33003</b>	<b>4,816.66</b>	
		49924		4,816.66	BOAT REPAIRS
<b>1/2/2020</b>	<b>ISLAND WATER TECHNOLOGIES, INC</b>		<b>33004</b>	<b>16,830.00</b>	
		49875		16,830.00	SENTRY Service (1 year) – 1st
<b>1/2/2020</b>	<b>KENNEDY/JENKS CONSULTANTS INC.</b>		<b>33005</b>	<b>3,157.88</b>	
		49825		3,157.88	ASSET MANAGEMENT PLANNING PROJ
<b>1/2/2020</b>	<b>KONE. INC.</b>		<b>33006</b>	<b>496.28</b>	
		49914		106.67	ELEVATOR SERVICE
		49915		389.61	ELEVATOR SERVICE
<b>1/2/2020</b>	<b>MANAGED HEALTH NETWORK</b>		<b>33007</b>	<b>390.55</b>	
		49956		390.55	EAP
<b>1/2/2020</b>	<b>OFFICE DEPOT</b>		<b>33008</b>	<b>422.25</b>	
		49916		121.77	OFFICE SUPPLIES
		49917		128.78	OFFICE SUPPLIES
		49918		9.17	OFFICE SUPPLIES
		49919		35.36	OFFICE SUPPLIES
		49920		51.82	OFFICE SUPPLIES
		49921		75.35	OFFICE SUPPLIES
<b>1/2/2020</b>	<b>PACIFIC GAS &amp; ELECTRIC COMPANY</b>		<b>33009</b>	<b>29,836.56</b>	
		49944		29,836.56	UTILITIES
<b>1/2/2020</b>	<b>CITY OF PITTSBURG</b>		<b>33010</b>	<b>781.64</b>	
		49959		781.64	UTILITIES
<b>1/2/2020</b>	<b>POLYDYNE INC</b>		<b>33011</b>	<b>13,066.30</b>	
		49820		13,066.30	LIQUID POLYMER
<b>1/2/2020</b>	<b>PUBLIC EMPLOYEES UNION</b>		<b>33012</b>	<b>1,476.03</b>	
		3163355		1,476.03	UNION DUES P&T
<b>1/2/2020</b>	<b>PUBLIC EMPLOYEES UNION</b>		<b>33013</b>	<b>3,523.82</b>	
		3163255		3,523.82	UNION DUES O&M
<b>1/2/2020</b>	<b>DARLENE D.RHODES</b>		<b>33014</b>	<b>4,232.81</b>	
		49731		4,232.81	HR CONSULTANT
<b>1/2/2020</b>	<b>TAC AMERICAS, INC.</b>		<b>33015</b>	<b>1,598.17</b>	
		49933		1,598.17	POC BUILDING HVAC SERVICES
<b>1/2/2020</b>	<b>STANDARD INSURANCE COMPANY</b>		<b>33016</b>	<b>3,663.38</b>	
		49960		3,663.38	LIFE INSURANCE
<b>1/2/2020</b>	<b>CA STATE DISBURSEMENT UNIT</b>		<b>33017</b>	<b>750.00</b>	
		CS9648296		750.00	GARNISHMENT

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	CHECK AMOUNT	DESCRIPTION
1/2/2020	STATE OF CALIFORNIA		33018	150.00	
		4461735	150.00		INCOME TAX WITHHOLDING ORDER
1/2/2020	STATE WATER RESOURCES		33019	120.00	
		49942	120.00		LICENSE RENEWAL - A. RODRIGUEZ
1/2/2020	STERICYCLE ENVIRONMENTAL SOLUTIONS INC.		33020	33,999.39	
		49936	33,999.39		PROVIDE TRANS/DISPOSAL/LABOR FOR HHW
1/2/2020	SYSTEM 1 STAFFING		33021	4,155.24	
		49925	4,155.24		O/S TEMP
1/2/2020	TURBO MACHINERY, INC		33022	10,502.66	
		49868	10,502.66		CONTACT TANK AREA REHABILITATI
1/2/2020	UNIFIRST CORPORATION		33023	347.17	
		49747	31.66		UNIFORM/ LAUNDRY SERVICE
		49748	187.98		UNIFORM/ LAUNDRY SERVICE
		49749	127.53		UNIFORM/ LAUNDRY SERVICE
1/2/2020	UNIVAR USA INC		33024	6,699.73	
		49722	3,316.99		SODIUM HYPOCHLORITE
		49822	3,382.74		SODIUM HYPOCHLORITE
1/2/2020	VERIZON WIRELESS		33025	2,474.96	
		49950	2,474.96		PHONE EXP
1/2/2020	VISION SERVICE PLAN		33026	1,752.78	
		49961	1,742.46		VISION INSURANCE
		49962	10.32		COBRA VISION INS
1/2/2020	WOLLBORG MICHELSON PERSONNEL		33027	10,420.50	
		49952	5,716.50		O/S TEMP
		49953	4,704.00		O/S TEMP
1/9/2020	ALLIANT INSURANCE SERVICES		33028	3,187.00	
		49954	3,187.00		LIABILITY - GEN INSURANCE
1/9/2020	BARNETT MEDICAL SERVICES, LLC		33029	351.00	
		49894	78.00		SHARPS/PHARMACEUTICAL DISPOSAL
		49969	273.00		SHARPS/PHARMACEUTICAL DISPOSAL
1/9/2020	BAY AREA NEWS GROUP		33030	302.40	
		50013	154.80		PUBLIC NOTICES
		50014	147.60		PUBLIC NOTICES
1/9/2020	JASON BOOE		33031	1,028.07	
		49988	1,028.07		COMPUTER LOAN - J. BOOE
1/9/2020	CALTEST ANALYTICAL LABORATORY		33032	673.20	
		49853	336.60		NPDES LABORATORY SERVICES
		49881	336.60		NPDES LABORATORY SERVICES
1/9/2020	COLLINSFLAGS.COM		33033	230.99	
		49973	230.99		INVENTORY

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	CHECK AMOUNT	DESCRIPTION
1/9/2020	CONCENTRA/OCCUPATIONAL HEALTH CENTERS		33034	108.00	
		50016	108.00		OCCUP SAFETY
1/9/2020	CONTRA COSTA COUNTY		33035	21,914.00	
		50015	21,914.00		LEGAL SERVICES
1/9/2020	DATCO		33036	377.00	
		50017	136.50		O/S
		50018	136.50		O/S
		50037	52.00		PRE EMPL COST
		50038	52.00		PRE EMPL COST
1/9/2020	DISCOVERY BENEFITS, INC.		33037	231.00	
		50039	115.50		FSA
		50040	115.50		FSA
1/9/2020	DRAKE HAGLAN & ASSOCIATES, INC		33038	822.50	
		49991	822.50		CONSULTING SERVICES SODIUM BIS
1/9/2020	FERGUSON ENTERPRISES, INC.		33039	2,347.17	
		49990	2,347.17		INVENTORY
1/9/2020	FRAXIA ENGINEERING		33040	1,500.00	
		49496	1,500.00		DESIGN SERVICES BP SEWER REHAB
1/9/2020	FRESCHI AIR SYSTEMS		33041	1,360.69	
		50023	1,360.69		REPAIR HVAC101 AT ANTIOCH PUMP STATION
1/9/2020	GRAINGER		33042	2,440.54	
		49940	2,440.54		INVENTORY
1/9/2020	HAZEN & SAWYER		33043	18,463.75	
		49992	18,463.75		RESOURCE RECOVERY FACILITY MASTER PL
1/9/2020	HIRERIGHT, INC.		33044	70.81	
		50042	26.52		PRE EMPL COST
		50043	44.29		PRE EMPL COST
1/9/2020	INFERRERA CONSTRUCTION MANAGEMENT GROU		33045	53,010.63	
		49976	53,010.63		CSC PN 80008 (17128, 17129, 17
1/9/2020	KENNEDY/JENKS CONSULTANTS INC.		33046	13,185.89	
		49876	13,185.89		FACILITY CONDITION ASSESSMENT
1/9/2020	LARRY WALKER ASSOCIATES		33047	2,848.50	
		49877	2,848.50		NPDES PERMIT REISSUANCE ASSIST
1/9/2020	MDRR PITTSBURG		33048	1,150.20	
		50025	1,150.20		WASTE
1/9/2020	MONUMENT CAR PARTS		33049	910.42	
		49978	910.42		INVENTORY
1/9/2020	MSC INDUSTRIAL SUPPLY CO. INC.		33050	420.00	
		49996	420.00		INVENTORY
1/9/2020	OEM AIR COMPRESSOR CORP.		33051	242.51	

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	CHECK AMOUNT	DESCRIPTION
		49941		242.51	RWF INVENTORY
<b>1/9/2020</b>	<b>OFFICE DEPOT</b>		<b>33052</b>	<b>138.82</b>	
		50026		52.75	OFFICE SUPPLIES
		50027		86.07	OFFICE SUPPLIES
<b>1/9/2020</b>	<b>PACIFIC GAS &amp; ELECTRIC COMPANY</b>		<b>33053</b>	<b>403.24</b>	
		50045		58.09	UTILITIES
		50046		345.15	UTILITIES
<b>1/9/2020</b>	<b>POLYDYNE INC</b>		<b>33054</b>	<b>45,858.78</b>	
		49896		45,858.78	DRY POLY
<b>1/9/2020</b>	<b>PSOMAS</b>		<b>33055</b>	<b>3,359.00</b>	
		49891		3,359.00	CONSTRUCTION MANAGEMENT SERVIC
<b>1/9/2020</b>	<b>RGM KRAMER INC</b>		<b>33056</b>	<b>1,440.00</b>	
		50000		1,440.00	LABOR COMPLIANCE MONITORING PN
<b>1/9/2020</b>	<b>STEVEN RODRIGUEZ</b>		<b>33057</b>	<b>213.36</b>	
		50005		55.00	M&D S. RODRIGUEZ
		50032		158.36	SAFETY SHOES - S. RODRIGUEZ
<b>1/9/2020</b>	<b>SCHAAF &amp; WHEELER CONSULTING</b>		<b>33058</b>	<b>14,103.04</b>	
		49987		14,103.04	DESIGN FOR PUMP STATION FACILI
<b>1/9/2020</b>	<b>SHAPE INCORPORATED</b>		<b>33059</b>	<b>14,399.15</b>	
		49922		14,399.15	CENTRIFUGE POLY FEED PUMP
<b>1/9/2020</b>	<b>SPEARHEAD PROTECTION</b>		<b>33060</b>	<b>9,288.00</b>	
		50033		9,288.00	On-Call Security Service
<b>1/9/2020</b>	<b>SYSTEM 1 STAFFING</b>		<b>33061</b>	<b>7,328.60</b>	
		50034		3,534.24	O/S TEMP
		50035		3,794.36	O/S TEMP
<b>1/9/2020</b>	<b>TURBO MACHINERY, INC</b>		<b>33062</b>	<b>10,635.60</b>	
		49926		10,635.60	CONTACT TANK AREA REHABILITATI
<b>1/9/2020</b>	<b>UNIFIRST CORPORATION</b>		<b>33063</b>	<b>586.43</b>	
		49902		127.53	UNIFORM/ LAUNDRY SERVICE
		49903		167.24	UNIFORM/ LAUNDRY SERVICE
		49904		31.66	UNIFORM/ LAUNDRY SERVICE
		50049		87.81	UNIFORM/ LAUNDRY SERVICE
		50052		172.19	UNIFORM/ LAUNDRY SERVICE
<b>1/9/2020</b>	<b>UNIVAR USA INC</b>		<b>33064</b>	<b>11,746.08</b>	
		49829		5,112.83	SODIUM BISULFITE
		49878		3,316.85	SODIUM HYPOCHLORITE
		49879		3,316.40	SODIUM HYPOCHLORITE
<b>1/9/2020</b>	<b>THE WATER RESEARCH FOUNDATION</b>		<b>33065</b>	<b>8,410.00</b>	
		50051		8,410.00	M&D DISTRICTWIDE
<b>1/9/2020</b>	<b>WOLLBORG MICHELSON PERSONNEL</b>		<b>33066</b>	<b>2,304.00</b>	

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	CHECK AMOUNT	DESCRIPTION
		49986		2,304.00	O/S TEMP
<b>1/9/2020</b>	<b>ZORO TOOLS, INC</b>		<b>33067</b>	<b>486.50</b>	
		49943		486.50	INVENTORY
<b>1/16/2020</b>	<b>CITY OF ANTIOCH- WATER</b>		<b>33068</b>	<b>828.26</b>	
		50065		728.92	UTILITIES
		50066		99.34	UTILITIES
<b>1/16/2020</b>	<b>ASSOCIATED SERVICES COMPANY</b>		<b>33069</b>	<b>370.52</b>	
		50009		33.93	PROVIDE PREMIUM COFFEE SERVICE
		50010		323.19	PROVIDE PREMIUM COFFEE SERVICE
		50011		13.40	PROVIDE PREMIUM COFFEE SERVICE
<b>1/16/2020</b>	<b>BARNETT MEDICAL SERVICES, LLC</b>		<b>33070</b>	<b>837.00</b>	
		49970		96.00	SHARPS/PHARMACEUTICAL DISPOSAL
		49971		741.00	SHARPS/PHARMACEUTICAL DISPOSAL
<b>1/16/2020</b>	<b>BAY AREA AIR QUALITY MNGMENT</b>		<b>33071</b>	<b>2,839.00</b>	
		50067		417.00	PERMIT
		50068		500.00	PERMIT
		50069		457.00	PERMIT
		50070		556.00	UTILITIES
		50071		909.00	PERMIT
<b>1/16/2020</b>	<b>SCOT ALLISON CAMPBELL</b>		<b>33072</b>	<b>4,054.05</b>	
		49972		4,054.05	INVENTORY
<b>1/16/2020</b>	<b>BAYVIEW ENGINEERING &amp; CONSTRUCTION</b>		<b>33073</b>	<b>333,336.00</b>	
		50077		124,925.00	CONSTRUCTION SERVICES FOR 1810
		50078		208,411.00	CONSTRUCTION SERVICES FOR 1810
<b>1/16/2020</b>	<b>CALTEST ANALYTICAL LABORATORY</b>		<b>33074</b>	<b>5,869.60</b>	
		49928		2,457.30	NPDES LABORATORY SERVICES
		49974		960.30	NPDES LABORATORY SERVICES
		50135		2,452.00	NPDES LABORATORY SERVICES
<b>1/16/2020</b>	<b>CAROLLO ENGINEERS</b>		<b>33075</b>	<b>17,526.00</b>	
		50079		17,526.00	CONSULTING SERVICES HEADWORK I
<b>1/16/2020</b>	<b>CHEMTRADE CHEMICALS US LLC</b>		<b>33076</b>	<b>14,282.87</b>	
		50053		3,467.27	ALUMINUM SULFATE
		50054		3,568.96	ALUMINUM SULFATE
		50074		3,604.84	ALUMINUM SULFATE
		50090		3,641.80	ALUMINUM SULFATE
<b>1/16/2020</b>	<b>COMCAST BUSINESS COMMUNICATIONS, LLC</b>		<b>33077</b>	<b>548.19</b>	
		50094		548.19	PHONE EXPENSE
<b>1/16/2020</b>	<b>CONTRA COSTA WATER DISTRICT</b>		<b>33078</b>	<b>20.87</b>	
		50072		20.87	UTILITIES
<b>1/16/2020</b>	<b>CORELOGIC INFORMATION SOLUTIONS, INC</b>		<b>33079</b>	<b>165.00</b>	

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	CHECK AMOUNT	DESCRIPTION
		50102		165.00	REALQUEST PROPERTY INFORMATION
<b>1/16/2020</b>	<b>CSRMA</b>		<b>33080</b>	<b>113,281.00</b>	
		50101		113,281.00	LIABILITY INSURANCE
<b>1/16/2020</b>	<b>DIABLO WATER DISTRICT</b>		<b>33081</b>	<b>468.85</b>	
		50073		468.85	UTILITIES
<b>1/16/2020</b>	<b>DISCOVERY BENEFITS, INC.</b>		<b>33082</b>	<b>231.00</b>	
		50041		115.50	FSA
		50092		115.50	FSA - SEPTEMBER
<b>1/16/2020</b>	<b>JOSEPH PETRONIO</b>		<b>33083</b>	<b>531.25</b>	
		50019		531.25	CMMS SUPPORT
<b>1/16/2020</b>	<b>EATON CORPORATION</b>		<b>33084</b>	<b>61,811.93</b>	
		50020		61,811.93	SPARE BREAKERS FOR PUMP STATIO
<b>1/16/2020</b>	<b>EVOQUA WATER TECHNOLOGIES, LLC</b>		<b>33085</b>	<b>305.28</b>	
		49997		305.28	PROVIDE DI WATER FOR LABORATOR
<b>1/16/2020</b>	<b>MICHAEL CRAMBLIT FOSTER</b>		<b>33086</b>	<b>7,610.50</b>	
		50022		7,610.50	AFM102 ARV ISOLATION VALVES
<b>1/16/2020</b>	<b>GLADWELL GOVERNMENTAL SERVICES</b>		<b>33087</b>	<b>250.00</b>	
		50080		250.00	LEGAL SERVICES
<b>1/16/2020</b>	<b>HAZEN &amp; SAWYER</b>		<b>33088</b>	<b>1,860.00</b>	
		49993		1,860.00	CONSULTING SERVICES 2019
<b>1/16/2020</b>	<b>HIRERIGHT, INC.</b>		<b>33089</b>	<b>32.38</b>	
		50044		32.38	PRE EMPL COST
<b>1/16/2020</b>	<b>IN SHAPE HEALTH CLUBS</b>		<b>33090</b>	<b>989.00</b>	
		50055		989.00	GYM
<b>1/16/2020</b>	<b>JOHN MUIR HEALTH</b>		<b>33091</b>	<b>822.50</b>	
		50086		822.50	2019 CORPORATE WELLNESS SERVIC
<b>1/16/2020</b>	<b>JWC ENVIRONMENTAL</b>		<b>33092</b>	<b>31,942.86</b>	
		50136		31,942.86	HEAD-WORKS GRINDER REPLACEMENT
<b>1/16/2020</b>	<b>KEMIRA WATER SOLUTIONS, INC.</b>		<b>33093</b>	<b>21,591.62</b>	
		49907		7,299.98	FERROUS CHLORIDE
		49977		7,608.30	FERROUS CHLORIDE
		50095		-72.54	CREDIT MEMO
		50096		6,755.88	FERROUS CHLORIDE
<b>1/16/2020</b>	<b>KONE. INC.</b>		<b>33094</b>	<b>106.67</b>	
		50137		106.67	ELEVATOR SERVICE
<b>1/16/2020</b>	<b>McCAULEY AGRICULTURAL &amp; PEST SERVICES</b>		<b>33095</b>	<b>4,750.00</b>	
		50138		1,250.00	VEGETATION MANAGMENT FOR THE D
		50139		3,500.00	VEGETATION MANAGMENT FOR THE D
<b>1/16/2020</b>	<b>MDRR PITTSBURG</b>		<b>33096</b>	<b>2,061.55</b>	
		50081		2,061.55	WASTE

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	CHECK AMOUNT	DESCRIPTION
1/16/2020	MDRR-PARK (MT. DIABLO RESOURCE RECOVERY I		33097	99.87	
		50087	99.87		WASTE
1/16/2020	MESSER LLC		33098	639.11	
		50024	639.11		LIQUID OXYGEN
1/16/2020	SUE THOMASON		33099	275.00	
		49958	275.00		INDOOR PLANT MAINTENANCE
1/16/2020	MOTION INDUSTRIES INC.		33100	1,735.00	
		50088	868.99		INVENTORY
		50089	866.01		INVENTORY
1/16/2020	MSC INDUSTRIAL SUPPLY CO. INC.		33101	1,038.06	
		49995	1,038.06		INVENTORY
1/16/2020	NWN CORPORATION		33102	3,933.88	
		50056	3,933.88		PHONE EXPENSE
1/16/2020	OFFICE DEPOT		33103	201.24	
		50028	131.80		OFFICE SUPPLIES
		50029	30.92		OFFICE SUPPLIES
		50031	38.52		OFFICE SUPPLIES
1/16/2020	PACIFIC GAS & ELECTRIC COMPANY		33104	23,977.94	
		50091	23,977.94		UTILITIES
1/16/2020	PSOMAS		33105	1,243.50	
		50082	1,243.50		CONSTRUCTION MGMT & INSPECTION PN 171
1/16/2020	R & B COMPANY		33106	9,599.55	
		49998	5,052.81		REPAIR MATERIALS FOR AFM 102 REPAIR NEA
		49999	4,546.74		REPAIR MATERIALS FOR AFM 102 REPAIR NEA
1/16/2020	RAILROAD MANAGEMENT CO, LLC		33107	170.00	
		49979	170.00		PERMIT
1/16/2020	RANGER PIPELINES INC		33108	631,170.50	
		50084	631,170.50		CONSTRUCTION SERVICES PROJECT
1/16/2020	REPUBLIC SERVICES #210		33109	5,044.62	
		50097	3,989.89		WASTE
		50098	1,054.73		WASTE
1/16/2020	DARLENE D.RHODES		33110	4,396.88	
		49935	4,396.88		HR CONSULTANT
1/16/2020	SANTA CLARA SYSTEMS		33111	1,621.97	
		50006	1,621.97		INVENTORY
1/16/2020	SHARP ELECTRONICS CORP		33112	2,665.52	
		50064	2,665.52		SHARP MAINTENANCE SERVICES
1/16/2020	CA STATE DISBURSEMENT UNIT		33113	750.00	
		CS9648297	750.00		GARNISHMENT
1/16/2020	STATE OF CALIFORNIA		33114	150.00	

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	CHECK AMOUNT	DESCRIPTION
		4461736		150.00	INCOME TAX WITHHOLDING ORDER
<b>1/16/2020</b>	<b>STATE WATER RESOURCES</b>		<b>33115</b>	<b>150.00</b>	
		50105		150.00	M&D - E. LOSOYA
<b>1/16/2020</b>	<b>STERICYCLE ENVIRONMENTAL SOLUTIONS INC.</b>		<b>33116</b>	<b>48,922.61</b>	
		49981		12,439.92	PROVIDE TRANS/DISPOSAL/LABOR FOR HHW
		50083		36,482.69	PROVIDE TRANS/DISPOSAL/LABOR FOR HHW
<b>1/16/2020</b>	<b>SYNAGRO WEST, LLC</b>		<b>33117</b>	<b>84,921.85</b>	
		50075		39,149.29	BIOSOLIDS HAULING
		50099		45,772.56	BIOSOLIDS HAULING
<b>1/16/2020</b>	<b>SYSTEM 1 STAFFING</b>		<b>33118</b>	<b>4,537.40</b>	
		50093		4,537.40	O/S TEMP
<b>1/16/2020</b>	<b>STACY TUCKER</b>		<b>33119</b>	<b>40.00</b>	
		49886		15.00	REIMBURSEMENT
		49887		4.00	REIMBURSEMENT
		49947		21.00	REIMBURSEMENT
<b>1/16/2020</b>	<b>TURBO MACHINERY, INC</b>		<b>33120</b>	<b>18,138.85</b>	
		49929		10,635.60	CONTACT TANK AREA REHABILITATI
		50047		6,647.25	TREATMENT PLANT SERVICE WATER
		50048		856.00	BORE HPDE STUB END
<b>1/16/2020</b>	<b>UNIFIRST CORPORATION</b>		<b>33121</b>	<b>1,320.03</b>	
		49905		167.24	UNIFORM/ LAUNDRY SERVICE
		49906		43.67	UNIFORM/ LAUNDRY SERVICE
		49910		129.83	UNIFORM/ LAUNDRY SERVICE
		50057		127.53	UNIFORM/ LAUNDRY SERVICE
		50058		167.24	UNIFORM/ LAUNDRY SERVICE
		50059		31.66	UNIFORM/ LAUNDRY SERVICE
		50060		127.53	UNIFORM/ LAUNDRY SERVICE
		50061		167.24	UNIFORM/ LAUNDRY SERVICE
		50062		31.66	UNIFORM/ LAUNDRY SERVICE
		50141		127.53	UNIFORM/ LAUNDRY SERVICE
		50142		167.24	UNIFORM/ LAUNDRY SERVICE
		50143		31.66	UNIFORM/ LAUNDRY SERVICE
<b>1/16/2020</b>	<b>UNITED RENTALS</b>		<b>33122</b>	<b>4,847.71</b>	
		50008		4,847.71	10K REACH FORKLIFT ANTIOCH FORCE MAIN
<b>1/16/2020</b>	<b>UNIVAR USA INC</b>		<b>33123</b>	<b>29,661.34</b>	
		49948		3,357.91	SODIUM HYPOCHLORITE
		49949		5,324.17	SODIUM BISULFITE
		49982		5,517.68	SODIUM BISULFITE
		49983		3,383.33	SODIUM HYPOCHLORITE



CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	CHECK AMOUNT	DESCRIPTION
		50063	3,315.97		SODIUM HYPOCHLORITE
		50100	5,446.39		SODIUM BISULFITE
		50144	3,315.89		SODIUM HYPOCHLORITE
<b>1/16/2020</b>	<b>WESCO</b>		<b>33124</b>	<b>810.24</b>	
		49984	810.24		INVENTORY
<b>1/16/2020</b>	<b>WM LYLES COMPANY</b>		<b>33125</b>	<b>274,550.00</b>	
		50085	274,550.00		CONSTRUCTION SERVICES PN 80008
<b>1/16/2020</b>	<b>WOLLBORG MICHELSON PERSONNEL</b>		<b>33126</b>	<b>6,478.50</b>	
		50076	6,478.50		O/S TEMP
<b>1/28/2020</b>	<b>CITY OF ANTIOCH- WATER</b>		<b>33127</b>	<b>5,049.67</b>	
		50171	4,693.38		UTILITIES
		50172	94.60		UTILITIES
		50173	94.60		UTILITIES
		50174	94.60		UTILITIES
		50175	72.49		UTILITIES
<b>1/28/2020</b>	<b>AT&amp;T</b>		<b>33128</b>	<b>1,128.55</b>	
		50176	1,128.55		PHONE EXPENSE
<b>1/28/2020</b>	<b>MICHAEL AUER</b>		<b>33129</b>	<b>130.07</b>	
		50157	130.07		REIMBURSEMENT
<b>1/28/2020</b>	<b>MICHAEL BAKALDIN</b>		<b>33130</b>	<b>130.07</b>	
		50158	130.07		REIMBURSEMENT
<b>1/28/2020</b>	<b>C. OVERAA &amp; CO.</b>		<b>33131</b>	<b>44,753.10</b>	
		50151	44,753.10		RELEASE OF RETENTION
<b>1/28/2020</b>	<b>REGINA CARTWRIGHT-MORALES</b>		<b>33132</b>	<b>10.00</b>	
		50152	10.00		REIMBURSEMENT
<b>1/28/2020</b>	<b>CONCENTRA/OCCUPATIONAL HEALTH CENTERS</b>		<b>33133</b>	<b>144.00</b>	
		50179	144.00		OCCUP SAFETY
<b>1/28/2020</b>	<b>CONSTRUCTION TESTING SERVICES</b>		<b>33134</b>	<b>1,962.00</b>	
		50161	1,962.00		HIGH PRIORITY - UT READINGS FOR FAILED A
<b>1/28/2020</b>	<b>DARRIN G. STANLEY</b>		<b>33135</b>	<b>4,600.29</b>	
		50181	4,600.29		EMER PO- RW WATER VALVE BOX- HARBOR S
<b>1/28/2020</b>	<b>GURMUKH SINGH GREWAL</b>		<b>33136</b>	<b>48.21</b>	
		50154	48.21		REIMBURSEMENT
<b>1/28/2020</b>	<b>JEFF IMACHI</b>		<b>33137</b>	<b>119.67</b>	
		50153	119.67		REIMBURSEMENT
<b>1/28/2020</b>	<b>OFFICE DEPOT</b>		<b>33138</b>	<b>145.87</b>	
		50163	48.67		OFFICE SUPPLIES
		50164	29.44		OFFICE SUPPLIES
		50165	23.32		OFFICE SUPPLIES
		50166	13.10		OFFICE SUPPLIES

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	CHECK AMOUNT	DESCRIPTION
		50167		31.34	OFFICE SUPPLIES
1/28/2020	PACIFIC GAS & ELECTRIC COMPANY		33139		39,917.47
		50168		39,917.47	UTILITIES
1/28/2020	ABEL PALACIO		33140		1,064.20
		50159		1,064.20	REIMBURSEMENT
1/28/2020	CITY OF PITTSBURG		33141		595.24
		50184		595.24	UTILITIES
1/28/2020	RGM KRAMER INC		33142		1,492.50
		50169		1,492.50	LABOR COMPLIANCE MONITORING PN
1/28/2020	PAULETTE RIOS		33143		417.84
		50160		417.84	REIMBURSEMENT
1/28/2020	STATE OF CALIFORNIA		33144		150.00
		4461737		150.00	INCOME TAX WITHHOLDING ORDER
1/28/2020	NICHOLAS STEINER		33145		175.00
		50186		175.00	M&D
1/28/2020	STACY TUCKER		33146		70.00
		50155		8.00	REIMBURSEMENT
		50156		62.00	REIMBURSEMENT
1/28/2020	AMANDA WONG ROA		33147		133.63
		50185		133.63	T&M
	<b>GRAND TOTAL</b>				<b><u>2,355,307.23</u></b>

March 11, 2020

ADOPT RESOLUTION UPDATING THE DISTRICT'S RECORDS RETENTION SCHEDULE

RECOMMENDATION

Adopt Resolution updating the District's Records Retention Schedule.

Background Information

The objective of the District's Records Management Program is to protect District information and manage it efficiently by implementing a system for the creation, maintenance, retrieval, and disposition of official District records. This program ensures that records are readily available when needed by staff and members of the public. The Records Retention Schedule provides the foundation for preserving records that are of historical and legal value, eliminating redundant records, and disposing of obsolete records in accordance with established guidelines.

The District utilizes Gladwell Governmental Services, Inc., (GGS) to conduct an annual review of the retention schedule to ensure the District adheres to a minimum retention schedule for all District records.

Analysis

The District, GGS, and District Counsel conducted an annual review of the proposed update to the Records Retention Schedule and confirmed that all government and special district standards and regulations are being met, including Government Code Sections 60200 through 60204, and specifically Section 60201(b)(2), and the Records Management Guidelines of the Secretary of State. The proposed changes include minor updates to record descriptions and comment/reference sections.

Financial Impact

None

Attachments

Draft Resolution Updating the District Records Retention Schedule

Signature: \_\_\_\_\_

Cecelia Nichols-Fritzler  
Office Manager/Secretary to the Board

Reviewed by: \_\_\_\_\_

Vince De Lange  
General Manager

cc: District File REC.04-SCHE-00016817



**BEFORE THE BOARD OF DIRECTORS  
OF  
DELTA DIABLO**

Re: **Approving Revisions to Records Retention )  
Schedule Pursuant to Government Code )  
Sections 60200 through 60204 )**

**RESOLUTION NO. x/2020**

THE BOARD OF DIRECTORS OF DELTA DIABLO HAS DETERMINED THAT:

**WHEREAS**, Government Code Section 60201, subdivision (b)(2), authorizes the District’s governing body to adopt and comply with a record retention schedule that complies with guidelines prepared by the Secretary of State pursuant to Government Code Section 12236, and that classifies all the District’s records by category, and establishes a standard protocol for destruction and disposition of the records;

**WHEREAS**, the District’s consultant, Gladwell Governmental Services, worked with District staff to develop the District’s current Records Retention Schedule;

**WHEREAS**, the Board of Directors adopted Resolution Nos. 13/2016, 2/2018, and 2/2019 revising the Records Retention Schedule and authorizing destruction of District Records Pursuant to Government Code Sections 60200 through 60204; and

**WHEREAS**, Gladwell Governmental Services has performed the annual review and recommended revisions, attached as Exhibit A to the current Records Retention Schedule to reflect current legal requirements and departmental needs, and the General Manager, Department Directors, and District Counsel concur with these recommendations.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF DELTA DIABLO DOES HEREBY RESOLVE AND ORDER AS FOLLOWS:

1. The revisions to the Records Retention Schedule shown in Exhibit A are hereby adopted and incorporated into the Records Retention Schedule. All District records shall be maintained, disposed of, and destroyed in accordance with the Records Retention Schedule, as revised.
2. Each Department Director shall be responsible for maintaining, destroying, and disposing of records in respective departments in accordance with the Records Retention Schedule.
3. Any future change to the Records Retention Schedule must be approved by the Board of Directors.
4. Nothing in the Records Retention Schedule shall be construed as authorizing the destruction of any record that must be retained, pursuant to Government Code Section 60201, subdivision (d).
5. For the purposes of this Resolution and the Records Retention Schedule, the term “record” has the same meaning as that term has under Government Code Section 60201, subdivision (a).

PASSED AND ADOPTED on March 11, 2020, by the following vote:

AYES:  
NOES:

ABSENT:  
ABSTAIN:

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution adopted by the Board of Directors of Delta Diablo on March 11, 2020.

ATTEST: Sean Wright  
Board Secretary

By: \_\_\_\_\_

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
<b>DISTRICT-WIDE (Used by All Departments)</b>										
Human Resources	DW-01	Accident or Damage Reports ( <b>Employees and Vehicles</b> )	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Until Settled	Mag, Mfr, OD, Ppr			Field Services maintains originals of all incident reports, Personnel maintains originals of employee injuries (workers compensation); GC §60200
General Manager & District Secretary	DW-02	Accident, Damage, Incident, Event or Injury Reports ( <b>Public</b> )	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Until Settled	Mag, Mfr, OD, Ppr			Risk Management maintains originals of all incident reports; GC §60200
Finance / Accounts Payable	DW-03	Accounts Payable (Petty Cash, Invoices, Travel Expense Reimbursements, etc.)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Until Paid	Mag, Ppr			Also see Grants. copies; GC §60200
Finance / Accounts Receivable	DW-04	Accounts Receivable (cash, checks, deposits, billing for property damage, etc.)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Until Paid	Mag, Ppr			Financial Services Maintains Originals; GC §60200
Records Manager	DW-05	Agreements & Contracts - <b>ALL</b> : Includes RFPs/RFQs, Specifications, Successful Bid / Proposal / Scope of Work, Amendments, Change Orders, Insurance Certificates, Notice of Completions, and Warrantees)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Completion	Mag, Mfr, OD, Ppr			Copies; All infrastructure improvements are permanent. Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; CCP §§337., 337.1(a), 337.15 GC §60200, Contractor has retention requirements in 48 CFR 4.703

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Lead Department	DW-06	Agreements & Contracts - Financial & Non-Financial: <b>ADMINISTRATIVE RECORDS</b>  (Correspondence, project schedules, copies of invoices, backup, insurance certificates, RFP, etc.) Also see grant retention, if applicable.	Completion + 10 years		Completion + 10 years		Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers must retain their records for completion + 10 years; CCP §337 et. seq., GC §60201
Lead Department	DW-07	Agreements & Contracts: Unsuccessful Bids / Unsuccessful Proposals	2 years		2 years		Ppr			Special Districts are required to keep public works unaccepted bids for 2 years; GC §60201(d)(11)
Finance	DW-08	Audits - District	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §60200
Lead Department	DW-09	Bids: See Agreements								
Lead Department	DW-10	Bids: Unsolicited (for unsuccessful bids submitted in response to a District RFP / RFQ, see Agreements & Contracts: Unsuccessful Bids)	When No Longer Required		When No Longer Required		Mag, Ppr			GC §60200
Technical Services / Engineering	DW-11	Blueprints, Drawings or Plans (Finals, As Builts)	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Copies; Water Resources keeps recycled water plans; managed through GIS; GC §60201 et seq.

## RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Lead Department	DW-12	Brochures: See Reference Materials								
Lead Department	DW-13	Budget Reports: See Financial Reports								
Finance	DW-14	Budgets - Finals, Drafts, Reports	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr			GC §§60200, 53901
GM / District Secretary or Human Resources	DW-15	Claims / Litigation	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Settlement	Mag, Mfr, OD, Ppr			GC §§60200, 60201 et seq.
Lead Dept.	DW-16	Committees or Task Forces: <b>Internal - ALL Records</b> (e.g. Records Management Committee, etc.)	2 years		2 years		Mag, Ppr			GC §60201
Lead Department	DW-17	Committees, Task Forces, Associations, Commissions, & Boards: <b>External</b> Organizations (e.g. Association of California Sanitation Agencies, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records
Lead Department	DW-18	Contracts: See Agreements								
Lead Department	DW-19	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			GC §60200

## RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Lead Dept.	DW-20	Correspondence - <b>Establishing Policy</b>  (documents formation of policies or decision making process.)	Until Superseded	Superseded + 2 years	Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Superseded	Statewide guidelines propose Superseded + 2 or 5 years; GC §60201
Lead Dept.	DW-21	Correspondence - <b>Regulatory Agencies</b>	When No Longer Required - <b>Minimum 10 years</b>		When No Longer Required - <b>Minimum 10 years</b>	Yes: While Active Issues	Mag, Ppr			District preference; some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201
Dept. that <b>Authors</b> Document or Receives the District's Original Document	DW-22	Correspondence - <b>Routine</b>  (e .g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Reading, Working Files, etc. Does NOT include Regulatory Agency Correspondence)	2 years		2 years		Mag, Ppr			Content of Correspondence relates in a substantive way to the conduct of the public's business; GC §60201



**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Dept. that Authors Document or Receives the District's Original Document	DW-23	Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b> , Interagency and Intraagency Memoranda not retained in the ordinary course of business  (e.g. calendars, checklists, e-mail or social media posting, instant messaging, inventories, invitations, logs, mailing lists, meeting room registrations, speaker slips, supply inventories, telephone messages, transmittal letters, thank yous, requests from other cities, text messages, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr		Content of Correspondence NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference. Electronic and paper records are filed and retained based upon their <b>CONTENT</b> . Records where <b>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</b> by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult the District Counsel to determine if a record is considered transitory / preliminary draft. GC §§34090, 6252, 6254(a); 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	DW-24	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		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 §6254
Lead Dept.	DW-25	Equipment Diagrams, Instructions, Manuals, Specifications and Warrantees	Until Disposal of Equipment		Until Disposal of Equipment	Yes	Mag, Mfr, OD, Ppr	S/ I	Yes: After Inactive	RFPs, contracts & agreements are maintained for appropriate periods; GC §60201

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record (OFR)	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Lead Dept.	DW-26	Equipment Inventories, Parts lists Inventories of pumps, parts and equipment	5 years		5 years		Mag, Ppr			Meets auditing standards; Fixed Asset Inventory is maintained by Financial Services for a longer period; GC §60201 et seq.
Technical Services / Engineering	DW-27	GIS database	When Superseded		When Superseded	Yes	Mag.			Department Preference (Preliminary documents); the Lead Department should print out historical documents prior to replacing the data; GC §60200, 60201 et seq.
Lead Dept.	DW-28	Grants ( <b>SUCCESSFUL</b> - all records, including FEMA claims or <a href="#">OES Claims</a> )	2 years	P	P		Mag, Ppr			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(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133;; GC §60201; <a href="#">GC §8546.7</a>
Lead Dept.	DW-29	Grants: <b>UNSUCCESSFUL</b> (Applications, Correspondence, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			GC §60201

## RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Lead Dept.	DW-30	Incidents: Violations, Spills, Investigations and Corrective Actions (Includes Customer Concerns and Issues)	5 years		5 years	Yes: Before Resolution	Mag, Mfr, OD, Ppr			Department preference; Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b)
Lead Department	DW-31	Invoices - see Accounts Payable								
Engineering	DW-32	Master Plans (Water System, Water Availability, Urban Water Master Plan, etc.)	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr			Copies (Office of Record is Engineering E-06); GC §60200
Lead Dept.	DW-33	Material Data Safety Sheet (MSDS) / Safety Data Sheet (SDS) / Chemical Use Report Form	When Chemical No Longer Used	30 years	When Chemical No Longer Used + 30 years		Mag, Mfr, OD, Ppr	S	Yes (after inactive)	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; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(ii)(B), GC §34090
GM / District Secretary	DW-34	Ordinances (these are copies)	When No Longer Required		When No Longer Required	Yes	Mag, Mfr, OD, Ppr			Originals maintained by Clerk of the Board Permanently; GC §60201
Lead Dept.	DW-35	Permits - NPDES, etc.	Expiration	P	P		Mag, Mfr, OD, Ppr	S	Yes (after inactive)	District preference; GC §60200

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
(OFR)									
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>									
Human Resources	DW-36	Personnel Files - <b>Department-level Copies</b> ("Desk File")	Send to Personnel Upon Separation		Send to Personnel Upon Separation	Before Separation	Mag, Ppr		Ensure records kept in Department files comply with District policy; Originals are maintained by Personnel. Supervisors notes should be 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, 60201
Human Resources	DW-37	Personnel Files - Department-level <b>Supervisor's Notes.</b>	1 year		1 year	Before Separation	Mag, Ppr		Supervisors notes should be 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, 60201
Lead Department	DW-38	Policies & Procedures - See Reference Manuals							
Public Information	DW-39	Press Releases / News Releases	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr		Copies; GC §60200
General Manager / District Secretary	DW-40	Public Records Act Requests	3 years		3 years		Mag, Ppr		District preference; CCP §338; GC §60201(d)(5)

## RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Finance / Purchasing	DW-41	Purchase Orders	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		Purchasing maintains originals; Financial records are audited annually; GC §60200
Records Manager	DW-42	Records Destruction Lists	Send to Records Manager		Send to Records Manager			Mag, OD, Mfr, Ppr		GC §60201(b)(1)(B)
Lead Dept.	DW-43	Reference Materials: Policies, Procedures, Reports, Brochures, Manuals, Newsletters: Produced by <b>OTHER</b> Departments	Copies - When Superseded		Copies - When No Longer Required			Mag, OD, Mfr, Ppr		Copies; GC §60200
Lead Dept.	DW-44	Reference Materials: Policies, Procedures, Reports, Brochures, Manuals, Newsletters: Produced by <b>OUTSIDE ORGANIZATIONS</b>	When No Longer Required		When No Longer Required			Mag, Ppr		Non-Records
Lead Dept.	DW-45	Reference Materials: Policies, Procedures, Reports, Brochures, Manuals, Newsletters: Produced by <b>YOUR</b> Department	10 years or When No Longer Required, Whichever is Longer		10 years, or When No Longer Required, Whichever is Longer			Mag, Mfr, OD, Ppr	S / I	Yes: When Superseded Department preference; Documents of historical significance should be retained longer; GC §60201
Lead Department	DW-46	Reference or Working Files: See Correspondence								

## RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Lead Dept.	DW-47	Reports, Studies, and Surveys - White Papers, Issue Papers, Scientific Studies, Energy Management, Regulatory (excluding Environmental) Documentation and Inspection (other than Annual Reports - e.g. Water Rate Study, )	10 years, or When No Longer Required, Whichever is Longer		10 years or When No Longer Required, Whichever is Longer			Mag, Ppr		Department preference; GC §60201
Lead Dept.	DW-54	Reports and Studies - <b>Historical</b>	P		P			Mag, Ppr		Department preference; GC §60201
Finance	DW-48	Reports: Financial Reports (e.g. Encumbrance, Labor, Budget, etc.)	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive Financial Services is OFR; GC §60200
GM / District Secretary	DW-49	Resolutions (copies)	Copies - When No Longer Required		Copies - When No Longer Required	Yes, depending upon subject		Mag, Mfr, OD, Ppr	S	No copies; GC §60200
Lead Dept.	DW-50	Surveys / Questionnaires (that the District issues).  If a <b>summary</b> of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed when no longer required.	10 years		10 years			Mag, Ppr		Department preference; GC §§60200, 60201
Finance	DW-51	Time Sheets & Payroll Leave Requests	Copies - When No Longer Required		Copies - When No Longer Required			Ppr		GC §60201

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record (OFR)	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Lead Dept.	DW-52	<b>Training - ALL COURSE RECORDS</b> (Attendance Rosters, Outlines and Materials; includes Ethics Training, Harassment Prevention, Safety Training & Tailgates)	7 years		7 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; 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 for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31, LC §6429(c); GC §§12946, 34090, 53235.2(b), <a href="#">53237.2(b)</a>
Depart. that Provides Service / Work	DW-53	Service Calls / Work Orders / Maintenance Requests / Service Requests	5 years		5 years		Mag Ppr			Department preference; GC §60200

**RECORDS RETENTION SCHEDULE: ENGINEERING**

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
<b>DESIGN</b>										
Technical Services / Engineering	E-02	GIS database	When Superseded		When Superseded	Yes	Mag.			Department Preference (Preliminary documents); the Lead Department should print out historical documents prior to replacing the data; GC §60200, 60201 et seq.
Engineering / Design	E-03	Preliminary Studies / Project Assessments (Not Acquired or Built)	When No Longer Required - <b>Minimum 10 years</b>		When No Longer Required - <b>Minimum 10 years</b>		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference; GC §60201
Engineering / Design	E-04	Project Files (In Engineering Library)	Transfer to Engineering Library		Transfer to Engineering Library	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department Preference (central library maintains all completed project files)



**RECORDS RETENTION SCHEDULE: ENGINEERING**

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
<b>DEVELOPMENT SERVICES</b>										
Engineering / Develop. Services	E-05	Development Project Files - <b>Administration File / Design Phase:</b> Project Administration, Performance Bonds/Surety, Project Schedules, Cost of Construction, Logs, Insurance Certificates from Contractors, Correspondence, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	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 §60200, Contractor has retention requirements in 48 CFR 4.703
Engineering / Develop. Services	E-06	Development Project Files (Engineering Records Center 2) - <b>Permanent File:</b> Plans / Master Plans, Specifications, Materials Testing Reports, Environmental, Feasibility Studies, Offers of Dedication, Notice of Completion, Maps, Record Drawings ("As Builts"), Regulatory Agency Approvals, Soils Reports, Structural Calculations, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	For disaster preparedness purposes; GC §60201 et seq.

**RECORDS RETENTION SCHEDULE: ENGINEERING**

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
<b>ENGINEERING / LIBRARY</b>										
Engineering / Library	E-07	CEQA / NEPA Documents: <b>Prepared by District</b> (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc)	P (Maintained in Project File)		P (Maintained in Project File)	Yes: Until Project Completed	Mag, Mfr, OD, Ppr	S / I	Yes: 1 year	Copies usually filed in Project File (Water Resources is OFR); GC §60200
Engineering / Library	E-08	CEQA / NEPA Documents: <b>Prepared by Others</b> (District comments) (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc)	When No Longer Required		When No Longer Required	Yes: Until Project Completed	Mag, Mfr, OD, Ppr	S / I	Yes: 1 year	Copies usually filed in Project File (Water Resources is OFR); GC §60200
Engineering / Library	E-09	Engineering Project Files (Engineering Records Center 2) - <b>Administration File - NOT Grant-funded:</b> Project Administration, Performance Bonds/Surety, Project Schedules, Certified Payrolls, Cost of Construction, Logs, Insurance Certificates from Contractors, Correspondence, Advertising, Labor Compliance, Temporary Encroachment Permits, etc.	Upon Completion	10 years	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	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 §60200, Contractor has retention requirements in 48 CFR 4.703

**RECORDS RETENTION SCHEDULE: ENGINEERING**

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Engineering / Library	E-10	Engineering Project Files (Engineering Records Center 2) - <b>Permanent File:</b>  Plans, Specifications, RFPs / RFQs, Materials Testing Reports, Environmental, Feasibility Studies, Notice of Completion, Record Drawings ("As Builts"), Regulatory Agency Approvals, Soils Reports, Structural Calculations, Surveys, Permanent Encroachment Permits, EIRs, Negative Declarations, Materials Submittals, SAMPs, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	For disaster preparedness purposes; GC §60201 et seq.
Engineering / Library	E-11	Sewer Connections / Laterals / Permits	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; GC §60201 et seq.
Engineering / Library	E-12	<del>Sewer System Management Plans (SSMP) and Audits</del>	<del>10 years</del>		<del>10 years</del>		<del>Mag, Mfr, OD, Ppr</del>	S	<del>Yes: 1 year</del>	<del>Department preference; plans must be updated every 5 years; audits are required every 2 years; SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §60201</del>

## RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
<b>ENVIRONMENTAL COMPLIANCE / CUPA (Certified Unified Program Agencies)</b>										
Engineering / Environ. Compliance	E-13	Records for Above Ground Storage Tanks (Agency Owned)  Records relating to Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs, Lining, Upgrades	20 years		20 years		Mag, Ppr			Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); EPA recommends that formal test records or reports be retained for the life of the container; GC §60201
Engineering / Environ. Compliance	E-14	Hazardous Materials <b>Business Plans</b>	5 years	P	P	Yes: When Current	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; (District has "cradle to grave" liability); only 3 years is mandated; 22 CCR 66262.40; GC §60201
Engineering / Environ. Compliance	E-15	Hazardous Waste Generator <b>Inspection, Correspondence, Reporting Forms</b>	10 years		10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §60201
Engineering / Environ. Compliance	E-16	Hazardous Waste <b>Manifests</b> / CUPA	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; (District has "cradle to grave" liability); only 3 years is mandated; 22 CCR 66262.40; GC §60201
Engineering / Environ. Compliance	E-17	Underground Storage Tanks - USTs (owned by the District) – Repairs, Lining, Upgrades	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference; 23 CCR 2712(b), H&S §25284.2(i)

**RECORDS RETENTION SCHEDULE: ENGINEERING**

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Engineering / Environ. Compliance	E-18	Underground Storage Tanks - USTs (owned by the District) - UST Monitoring and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records, Inspections	7 years		7 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Monitoring and Maintenance records are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.24(i)
Engineering / Environ. Compliance	E-19	Underground Storage Tanks - USTs (owned by the District) - UST Permits	7 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department preference; permits are good for 5 years; 23 CCR 2712©, H&S §25285(a)

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>FINANCE / ADMINISTRATION / CONTROLLER / GENERAL LEDGER</b>										
Finance / Admin.	FIN-01	Ad Valorem Taxes (Property Tax)	2 years	5 years	7 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 §1.6001-1, R&T §19530, GC §60201
Finance / Admin.	FIN-02	Arbitrage Rebate / Calculations / Reinvestment	Completion (Life of Bond Issue) + 10 years		Completion (Life of Bond Issue) + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; 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(a)(1) & (2), 337.5(2); GC §43900 et seq. GC §60201 et seq.
Finance / Admin.	FIN-03	Audit Management Letters (not CAFR)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference for historical purposes; GC §60201
Finance / Admin.	FIN-04	Audit Work Papers (Drafts)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference for historical purposes; GC §60201
Finance / Admin.	FIN-05	Audited Financial Statements / Comprehensive Annual Financial Report (CAFR)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference for historical purposes; District Secretary retains original permanently; GC §60201 et seq.
Finance / Admin.	FIN-06	Audits (Projects, Independent Audits) Financial Statements & Management Letters	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference for historical purposes; GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Admin.	FIN-07	Bonds / Certificates of Participation / Transcripts / Disclosure Reports	Cancellat., Redemption or Maturity + 10 years		Cancellat., Redemption or Maturity + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; 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(a); 337.5(2); GC §43900 et seq. 26 CFR 1.6001-1(e); GC §60201 et seq.
Finance / Admin.	FIN-08	Budgets: Adopted, Budget Hearing, Capital Budget, etc.	10 years		10 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; District Secretary maintains originals; longer for administrative value; GC §60200
Finance / Admin.	FIN-09	Budgets: Development, Drafts, etc.	5 years		5 years		Mag, Ppr			Department Preference; District Secretary maintains originals; longer for administrative value; GC §60200
Finance / Admin.	FIN-10	Chart of Accounts (Print out if a software change is made in order to retain historical account numbers)	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference to research Year-end General Ledgers, which are retained permanently; GC §60201
Finance / Admin.	FIN-11	Customer Payments and Check Stubs	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §60201
Finance / Admin.	FIN-12	Depreciation Schedules (In Audit Work Papers)	10 years		10 years		Mag, Ppr	S / I	Yes: After Inactive	Department Preference for GASB 34; Published articles show 7 years after disposal; GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Finance / Admin.	FIN-13	Financial Reports: Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Budget Adjustments (MONTHLY OR PERIODIC) Does NOT include year-end General Ledger.	When No Longer Required		When No Longer Required					Mag, Ppr	Draft / Preliminary documents used to produce final year-end general ledger (financial database is the original); GC §60201
Finance / Admin.	FIN-14	Financial System Database	Indefinite		Indefinite					Mag	Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Finance / Admin.	FIN-15	Fixed Assets - Auction / Disposal / Sales / Surplused	2 years	5 years	7 years					Mag, Ppr	Consistent with Accounts Receivable; Statute of limitations is 3 years; statewide guidelines propose 2 - 4 years; published articles show 3 - 6 years; GC §60201, CCP §337
Finance / Admin.	FIN-16	Fixed Assets - Inventory, Schedule of Infrastructure and Buildings	2 years	P	P					Mag, Mfr, OD, Ppr	S / I Yes: After 1 year Department Preference; GC §60201
Finance / Admin.	FIN-17	General Ledger: Final year-end	2 years	8 years	10 years					Mag, Mfr, OD, Ppr	S / I Yes: After 1 year Department Preference; Published articles show 3 - 7 years; GC §60201
Finance / Admin.	FIN-50	Investments / Arbitrage	2 years	5 years	7 years					Mag, Ppr	Department Preference; Meets auditing standards GC §60201
Finance / Admin.	FIN-18	Journal Entries	2 years	5 years	7 years					Mag, Ppr	Department Preference; Statute of Limitations is 4 years; Published articles show 6-7 years; GC §60201, CCP §337
GM / District Secretary	FIN-19	Master Fee Schedule , Connection Fees, Rates & Charges (CFCCs - Capital Facility Capacity Charges)	7 years		7 years	Yes: Until superseded				Mag, Mfr, OD, Ppr	S / I Yes: After 1 year Department preference; GC §60200



**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	FIN-20	Special Project Files	When No Longer Required		When No Longer Required			Mag, Ppr		Copies / Draft / Preliminary documents used to accurately administer financial data; GC §60200
Finance / Admin.	FIN-21	State Reports: State Controller's Report, Local Government Compensation Report, etc.	2 years	5 years	7 years			Mag, Mfr, OD, Ppr	S/I	Yes: After 1 year Department Preference; GC §60201

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**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
<b>FINANCE / ACCOUNTS PAYABLE</b>											
Finance / Accounts Payable	FIN-22	1099's, 1096, W-9	2 years	5 years	7 years					Mag, Ppr	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12); 29 USC 436
Finance / Accounts Payable	FIN-23	Accounts Payable Source Records (includes Invoices, Receivers, Travel Expense Reimbursements, Refunds, etc.)	2 years	5 years	7 years	Yes: Until Paid				Mag, Ppr	May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201(d)(12)
Finance / Accounts Payable	FIN-24	Bank Statements / Bank Reconciliation / Fiscal Agent Statements, Trustee Statements, Investment Account Statements (Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Returned Checks, Treasury Statements, Trustee & Investment Statements, etc.)	2 years	5 years	7 years					Mag, Ppr	Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201, 26 CFR 31.6001-1
Finance / Accounts Payable	FIN-25	Check Registers	2 years	5 years	7 years					Mag, Ppr	Department Preference; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201, CCP § 337

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Finance / Accounts Payable	FIN-26	Checks - Canceled (Cashed) or Voided	2 years	5 years	7 years					Mag, Ppr	May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337
<b>FINANCE / ACCOUNTS RECEIVABLE</b>											
Finance / Accounts Receivable	FIN-27	Accounts Receivable Source Records / Revenue (All Records and Reports)	2 years	5 years	7 years	Yes: Until Paid				Mag, Ppr	Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201
County	FIN-28	Assessor Property Tax Roll / Sewer Service Charge	2 years	3 years	5 years					Mag, Ppr	Department Preference; Meets municipal government auditing standards; The District has a 3-year refund limit policy; GC §60201
Finance / Accounts Receivable	FIN-29	Bank Deposits, Daily Banking Report, Cash Receipt Summary, Electronic Payment Report, Host File Summary Reports, Direct Debit Reports	2 years	5 years	7 years					Mag, Ppr	Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201
Finance / Accounts Receivable	FIN-30	Escheated Customer Payment Report (Write Offs)	1 year	6 years	7 years					Mag, Ppr	All tangible property held by government agencies escheats after 3 years with notice publication.; Statute of Limitations is 1 year for seized property; Meets auditing requirements; CCP §§340(4), 1519; GC §60201
Finance / Accounts Receivable	FIN-31	Manual Billing Adjustments	When No Longer Required		When No Longer Required					Mag, Ppr	Preliminary documents (customer service database is original); GC §60200. 60201 et seq.

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounts Receivable	FIN-32	Miscellaneous Monthly Billing	2 years	5 years	7 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201
Finance / Accounts Receivable	FIN-33	Unpaid Debts / Returned Checks (Write-offs)	2 years	5 years	7 years		Mag, Ppr			Debts are considered discharged when written off; negative credit information remains on credit reports for 7 years; GC §60201(d)(7)

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## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
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(OFR)										
<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>										
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<b>FINANCE / PAYROLL</b>										
Finance / Payroll	FIN-51	1095-C, <a href="#">1094-C</a> (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	2 years	5 years	7 years			Mag, Ppr		Department Preference; <a href="#">Exceeds IRS Guidance of 3 years: Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns" -IRS: 4 years- after tax is due or paid; 6 CFR- 31.6001-1(e)(2); GC §60201 et seq.</a>
Finance / Payroll	FIN-48	CalPERS Annual Reports / Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements	5 years		5 years			Mag, OD, Mfr, Ppr	S / I	Yes: After 1 year Retained to meet auditing standards; GC §34090 et seq.
Finance / Payroll	FIN-34	DE-6, DE-7, DE-9 DE-43, W-3, & DE-166, 941 Forms, I Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	2 years	5 years	7 years			Mag, Ppr		Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201
Finance / Payroll	FIN-52	Employee Reimbursement Disclosure Report	2 years	5 years	7 years			Mag, Ppr		GC §§53065.5, 60201 et seq.
Finance / Payroll	FIN-35	Flex Spending Enrollment Forms, Correspondence Files (self-administered purchases, medical expenses, dependent care, prescriptions, etc.)	2 years	5 years	7 years			Mag, Ppr		Consistent with accounts payable; meets municipal government auditing standards; GC §60201(d)(12)
Finance / Payroll	FIN-36	Garnishments (all records)	2 years	5 years	7 years			Mag, Ppr		Retained to match other auditing periods; GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Finance / Payroll	FIN-37	Labor Distribution Reports	When No Longer Required		When No Longer Required			Mag, Ppr			Payroll database is the original record; GC §60201
Finance / Payroll	FIN-38	Payroll File (taxes and deduction forms, etc.)	Separation + 7 years		Separation + 7 years			Mag, Ppr			Retained to match other auditing periods; GC §60201
Finance / Payroll	FIN-39	Payroll Reports (other than Detail Year-End)	7 years		7 years			Mag, Ppr			Draft / Preliminary documents used to produce final year-end general ledger (financial database is the original); GC §60201
Finance / Payroll	FIN-40	Payroll Reports / W-2 Payroll File (Detail Year-end)	2 years	P	P			Mag, OD, Mfr, Ppr	S / I	Yes: After 1 year	For use in reconstructing hours for PERS service for employees; 29 CFR 516.5 - 516.6, GC §60201
Finance / Payroll	FIN-41	PERS Annual Reports	7 years		7 years			Mag, Ppr			PERS is OFR; retained to meet auditing standards; GC §60201 et seq.
Finance / Payroll	FIN-42	Timecards (prior to automated system)	7 years		7 years			Mag, Ppr			Department Preference to meet auditing standards; ; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5 & 516.6(c); GC §60201 et seq.
Finance / Payroll	FIN-49	Unemployment Claims	2 years	5 years	7 years			Mag, Ppr			Retained to match other auditing periods; GC §60201
Finance / Payroll	FIN-43	W-2 Payroll File (year-end payroll)	P		P			Mag, Ppr			For use in reconstructing hours for PERS service for employees; 29 CFR 516.5 - 516.6, GC §60201

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	FIN-44	W-2's	7 years		7 years			Mag, Ppr		IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §60201(d)(12)
Finance / Payroll	FIN-45	W-4's	P		P			Mag, Ppr		Department preference; IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §60201; 26 CFR 31.6001-1
<b>FINANCE / PURCHASING</b>										
Finance / Purchasing	FIN-46	Purchase Orders	2 years	5 years	7 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	Mfr	Yes: After Inactive	No services that require errors and omissions are purchased through Purchase Orders; CCP §337 et seq.; GC §60201 et seq.
Finance / Purchasing	FIN-47	Resource Books/Catalogs	When No Longer Required		When No Longer Required		Ppr			Non-records used for reference; GC § 60201

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>											
<b>ADMINISTRATION / GENERAL MANAGER</b>											
GM / District Secretary	GM-01	Affidavits of Postings and Publications / Legal Publication Notices / Public Hearing Notices	P		P			Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)	
GM / General Manager	GM-02	Association Records (external associations - e.g., ACSA, CASA, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr		Non-records; GC §60201 et seq.	
GM / District Secretary	GM-03	Awards	2 years		2 years			Mag, Ppr		Department preference; GC §60201	
GM / General Manager	GM-04	Chron Files: Board Member and President Chair Correspondence	2 years		2 years			Mag, Ppr		Department preference; GC §60201	
GM / General Manager	GM-05	Department of Fair Employment & Housing (DFEH or EEOC) Claims that are resolved administratively	Final Disposition + 5 years		Final Disposition + 5 years			Mag, Ppr		Consistent with other claim retentions (District Counsel handles cases that are not resolved administratively); All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 60201	
GM / General Manager	GM-06	General Manager's Reports from Departments and Board Letters	2 years		2 years			Mag, Ppr		Administrative value to cover terms of office; GC §60201	
Community Outreach	GM-07	Lobbyist Registration, Lobbying Firm Activity Authorization, and Reporting (FPPC Form 602 / 635)	2 years	5 years	7 years			Mag, Mfr, OD, Ppr	S	Yes	2 CCR 18615(d), GC §81009(e) and (g)



**RECORDS RETENTION SCHEDULE: GENERAL MANAGER and DISTRICT SECRETARY**

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>											
GM / General Manager	GM-09	Organizational / Reorganization Charts and Final Documents (Changes approved by the Board of Directors)	P		P			Mag, Mfr, OD, Ppr	S	No	GC §60201(D)(1)
GM / General Manager	GM-10	Projects & Issues (Issues and/or projects will vary over time)	When No Longer Required		When No Longer Required	Yes: While Active Issues		Mag, Ppr			GC §60201

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**RECORDS RETENTION SCHEDULE: GENERAL MANAGER and DISTRICT SECRETARY**

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
<b>DISTRICT SECRETARY</b>										
GM / District Secretary	GM-11	Agenda Packets / Board Dockets / Board Actions - District Board of Directors, Subcommittees of the Board (Includes Agenda Staff Reports, Annotated Agendas, etc.)	2 years	P	P	Yes: Before Meeting Date	Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Department preference; GC §60201
GM / District Secretary	GM-38	Agenda Packets / Integrated Finance Corp. (IFC) Agenda packets (includes Agenda, Staff Reports, Annotated Agenda's etc.)	2 years	P	P	Yes: Before Meeting Date	Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Department preference; GC §60201
GM / District Secretary	GM-12	Annexations / Detachments	P		P		Mag, Mfr, OD, Ppr	S/I	No	GC § 60201
Treasury/ Invest & Cash Mgmt	GM-13	Annual Report from Bond Counsel	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; GC §60200
GM / District Secretary	GM-14	Bonds / Certificates of Participation (issued by the District)	Cancellat., Redemption or Maturity + 2 years	8 years	Cancellat., Redemption or Maturity + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	No	Statute of Limitations for bonds or coupons is 10 years; There are specific requirements for disposal of unused bonds; CCP 337.5(2); GC §60201
GM / District Secretary or Human Resources	GM-15	Claims & Litigation	Final Disposition	7 years	Final Disposition + 7-years	Yes: Until Final Disposition	Mag, Mfr, OD, Ppr	S / M / I	Yes: After Final Disposition	Department Preference; Statute of Limitations for most contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 60201
GM / District Secretary	GM-16	Conflict of Interest Code	P		P		Mag, Mfr, OD, Ppr	S	No	GC §60201

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
GM / District Secretary	GM-17	Deeds, Easements, Conveyances, Condemnations and Property records (property acquisition files, including variances, title insurance and orders of condemnations, conservation easements, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201(d)(8)
GM / District Secretary	GM-18	District Formation, Mergers, Boundary Changes, Organization or Reorganizations Approved by the Board	P		P		Mag, Ppr			Part of the Agenda Packet, which is maintained permanently; Required for formal changes to the district approved by the Board only; GC §60201
GM / District Secretary	GM-19	District Seal, Logo	P		P		Mag, Ppr			Department preference (historical purposes); GC §60201
GM / District Secretary	GM-20	FPPC 700 Series Forms (Statement of Economic Interests): <b>DESIGNATED EMPLOYEES &amp; CONSULTANTS</b> (specified in the District's Conflict of Interest code)	7 years		7 years		Mag, Mfr, OD, Ppr	S	Yes	District maintains original statements; GC §81009(e)(g)
GM / District Secretary	GM-21	FPPC 700 Series Forms (Statement of Economic Interests): <b>PUBLIC OFFICIALS</b> (elected & not elected. Includes District Board Members, General Manager)	7 years		7 years		Mfr, OD, Ppr	S	After 2 years	Department preference; District maintains copies only; original statements are filed with FPPC; GC §81009(f)(g)
GM / District Secretary	GM-32	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Ppr			Must post on website; GC §81009(e)&(g)

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
GM / District Secretary	GM-33	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		7 years		Mag, Ppr			Must post on website for 4 years; GC §81009e&(g)
GM / District Secretary	GM-34	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Ppr			GC §81009(e)&(g)
GM / District Secretary	GM-35	FPPC Form 804 (Agency Report of New Positions)	7 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Must be retained same period of time as the Conflict of Interest Code, which is adopted by Resolution; 2 CCR 18734(c)
GM / District Secretary	GM-36	FPPC Form 805 (Agency Report of Consultants)	7 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Must be retained same period of time as the Conflict of Interest Code, which is adopted by Resolution; 2 CCR 18734(c)
GM / District Secretary	GM-37	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Ppr			Must post on website; 2 CCR 18702.5(b)(3); GC §81009e&(g)
GM / District Secretary	GM-22	Historical Records	P		P		Mag, Mfr, OD, Ppr	S	No	District Secretary Determines Historical Significance; GC §60201
GM / District Secretary	GM-23	Legal Opinions	P		P		Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §60201
GM / District Secretary	GM-24	Local Area Formation Commission (LAFCO)	5 years		5 years		Mag, Ppr			Department Preference; GC §60201
GM / District Secretary	GM-25	Minutes: District Board of Directors and Subcommittees (Board of Directors)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201(d)(3)

**RECORDS RETENTION SCHEDULE: GENERAL MANAGER and DISTRICT SECRETARY**

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
GM / District Secretary	GM-39	Minutes: IFC - Integrated Financing Corporation	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201(d)(3)
GM / District Secretary	GM-26	Ordinances (Board of Directors)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201 et. seq.
GM / District Secretary	GM-40	Ordinances: IFC - Integrated Financing Corporation	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201(d)(3)
GM / District Secretary	GM-30	Public Records Act Requests	3 years		3 years		Mag, Ppr			District preference; CCP §338; GC §60201(d)(5)
GM / District Secretary	GM-27	Resolutions (Board of Directors);	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201 et. seq.
GM / District Secretary	GM-41	Resolutions IFC - Integrated Financing Corporation	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201(d)(3)
GM / District Secretary	GM-28	Subpoenas	5 years		5 years		Mag, Ppr			District preference; CCP§ 583.310; GC §60201
GM / District Secretary	GM-29	Tapes & Recordings (Audio) District Board meetings	60 days, or After Minutes are Approved, whichever is longer		60 days, or After Minutes are Approved, whichever is longer		Tape (Mag), OD			Department Preference; legally required for 30 days (or adoption of the minutes); GC §54953.5(b)

## RECORDS RETENTION SCHEDULE: HOUSEHOLD HAZARDOUS WASTE

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
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<i><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>HOUSEHOLD HAZARDOUS WASTE</b>										
Household Hazardous Waste	HHW-01	Annual Report	5 years	P	P		Mag, Ppr			Department Preference; GC §60201
Household Hazardous Waste	HHW-02	Commercial Haulers / Solid Waste: Administration Files / Tonnage Reports	10 years		10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., 14 CCR 18812.4; GC §60201
Household Hazardous Waste	HHW-03	Daily Inspection Forms - Spills, oil, etc) (Completed by a contractor)	5 years		5 years		Mag, Ppr			Department Preference; GC §60201 et seq.
Household Hazardous Waste	HHW-04	Disposal Receipts / Manifests from HHW Program -- <b>Hazardous Waste / Certificates of Disposal / Waste Generation Reports</b>	5 years	P	P		Mag, Ppr			Department Preference (test results for hazardous waste generators are required for 3 years); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Household Hazardous Waste	HHW-05	HHW Customer Registration Forms	3 years		3 years		Mag, Ppr			22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Household Hazardous Waste	HHW-06	Notification of Events	10 years		10 years		Mag, Ppr			Department Preference; GC §60201 et seq.

## RECORDS RETENTION SCHEDULE: HOUSEHOLD HAZARDOUS WASTE

Office of Record	Records Series No.	Records Description	Retention / Disposition						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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Household Hazardous Waste	HHW-07	Small Business Participant Registration	Termination of Participation	10 years	Termination of Participation + 10 years			Mag Ppr			Department Preference; GC §60201 et seq.
Household Hazardous Waste	HHW-08	State Operating Permit	5 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: 5 years	Department Preference; GC §60201 et seq.

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
<b>HUMAN RESOURCES</b>											
Human Resources	HR-01	Applications for Employment or Resumes / Recruitment Files: <b>Solicited:</b> Brochure, advertisement, unsuccessful applications (with or without interviews), selection materials, interview notes, results, Employment Eligibility Verification, etc.	3 years		3 years			Mag, Ppr		EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; State Law requires 2 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), 29 CFR 1627.3, GC §§12946, 60201	
Human Resources	HR-02	Applications for Employment or Resumes: <b>Unsolicited (no open position)</b> , candidates not hired	3 years		3 years			Ppr		Department preference; No positions open; therefore not deemed part of District recruitment practices; considered a transitory record not materially impacting the conduct of the public's business; GC §60201	
Human Resources	HR-17	Benefits Enrollment Forms (Completed) / Plan Enrollment Forms	Completion + 10 years		Completion + 10 years			Mag, Ppr		Department preference; GC §§12946, 34090	
Human Resources	HR-03	Billing: COBRA and Retiree Medical	Termination of Service + 7 years		Termination of Service + 7 years	Yes: During Service		Mag, OD, Mfr, Ppr	S / I	Yes: After 1 year	Retained to cover auditing standards; General rule under ERISA (Employee Retirement Income Security Act) is 7 years; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §60201



**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference		
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<i><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Human Resources	HR-04	Cal-OSHA Log 200, Log 300, 301, 301A, etc.	7 years		7 years			Ppr		Department Preference; Calif. Labor Division is required to keep their records 7 years; 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.; LC §6429c	
GM / District Secretary or Human Resources	HR-18	Claims & Litigation / Lawsuits	Final Disposition	7 years	Final Disposition + 7 years	Yes: Until Final Disposition		Mag, Mfr, OD, Ppr	S / M / I	Yes: After Final Disposition	Department Preference; Statute of Limitations for most contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 60201
Human Resources	HR-21	Claim Reports (Carl Warren)	5 years		5 years			Mag, Ppr			Department Preference; GC §60201
Human Resources	HR-05	Classification and Compensation Studies / Surveys	When No Longer Required		When No Longer Required			Mag, Ppr			Department Preference; GC §60201
Human Resources	HR-22	Department of Fair Employment & Housing (DFEH or EEOC) Claims that are resolved administratively	Final Disposition + 5 years		Final Disposition + 5 years			Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 2 CCR 11013(c); GC §§12946, 34090
Human Resources	HR-06	DMV Pull Notices (retained in binder)	When Superseded or Upon Separation		When Superseded or Upon 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

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**

Office of Record	Records Series No.	Records Description	Retention / Disposition					Comments / Reference		
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Human Resources	HR-07	Drug and Alcohol Testing / D.O.T files (ALL Files - Random, Post-Accident & Reasonable Suspicion Tests, refusals, annual summaries, etc.)	2 years	3 years	5 years		Ppr		D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71	
Human Resources	HR-23	Ethics Training Certificates / <a href="#">Harassment Prevention Training Certificates</a>	5 years		5 years		Mag, Ppr		GC §§53235.2(b), <a href="#">53237.2(b)</a>	
Human Resources	HR-08	Grievances	Final Disposition	7 years	Final Disposition + 7 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/I	No	Department preference; If a grievance pertains to MOU interpretation, it is memorialized in a Side letter and maintained with the MOU or negotiation binder; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 29 CFR 1602.31 & 1627.3(b)(1); GC §§12946, 62021

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

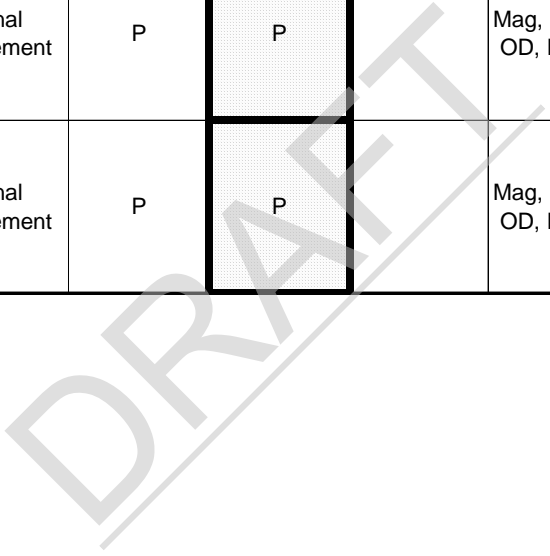
Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
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<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-19	I-9s	<u>Date of Hire + 3 years, or Separation + 1 3 years, whichever is later</u>		<u>Date of Hire + 3 years, or Separation + 1 3 years, whichever is later</u>			Mag, Ppr		<b>Non-citizens must re-certify periodically; RICA recommends- Required</b> 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 2 - 3 years; INA 274A(b)(3); INS Rule 274a.1(b)(2); 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 34090
Human Resources	HR-09	Insurance Policy Files - ALL (Property, Liability, Benefits: Deferred Compensation, Health, Eye, Dental, Life Insurance, Workers Compensation, etc) Includes Policies	Plan Termination	P	P	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, 60201
Human Resources	HR-10	Job Descriptions (on-line)	While Current	P	P	Yes: Before Superseded	Mag, Ppr			Department Preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 8 CCR §11040.7( c), GC §§12946, 60201
Human Resources	HR-11	Negotiation Binders	25 years		25 years		Mag, Ppr			Department preference for use in interpreting provisions of MOUs; GC §60201

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-12	Personnel Files (Includes Application, Awards, Disaster Workers Oaths, DMV Reports, Disciplinary Actions, Certifications, Commendations, Employment Verifications, Evaluations, Licenses, Personnel Action Forms, Policy acknowledgements, Waiver of responsibility for voluntary activities, etc. - Excludes Medical Records)	Separation + 10 years		Separation + 10 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation	Department Preference; 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 2 -3 years; 29 CFR 1602.14; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 60201; 29 USC 1113; GC §3105; LC §1198.5
Human Resources	HR-13	Personnel Files ( <b>Medical</b> Records, hazmat exposure records, pulmonary tests, vanpool driver Class B medicals, and backgrounds & fingerprint clearances)	P		P	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	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, 8 CCR 15400.2 29 CFR 1602.14; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 60201
Human Resources	HR-20	Salary Schedules (Approved)	10 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §§12946, 34090
Human Resources	HR-14	Skelly Notices / Process / Hearings	Separation + 3 years		Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 60201; 29 USC 1113

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-15	Workers Compensation Files - Regular	Final Settlement	P	P		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department Preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2 ; GC §§12946, 60201
Human Resources	HR-16	Workers Compensation Files - With Future or Lifetime Medical Awards	Final Settlement	P	P		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department Preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2 ; GC §§12946, 60201



**RECORDS RETENTION SCHEDULE: LABORATORY and PRE-TREATMENT**

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
<b>LABORATORY / PRETREATMENT</b>										
Laboratory / Pretreat.	LAB-01	Chemical Hygiene Plans	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	Unit 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, 60201
Laboratory / Pretreat.	LAB-02	Chemical Inventory	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	Unit 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, 60201
Laboratory / Pretreat.	LAB-03	Environmental Agencies / Regulatory Agencies	When No Longer Required - <b>Minimum 10 years</b>		When No Longer Required - <b>Minimum 10 years</b>		Mag, Ppr			Department Preference; 40 CFR 792.195; GC §60201
Laboratory / Pretreat.	LAB-04	Equipment Calibration	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	EPA / Good Laboratory Practice Standards for studies relating to health effects, environmental effects, and chemical fate tests require 10 years for Lab records, raw data, master schedule sheets, protocols, quality assurance inspections, training, experience, job descriptions, maintenance and calibration records and reports; 40 CFR 792.195

**RECORDS RETENTION SCHEDULE: LABORATORY and PRE-TREATMENT**

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Laboratory / Pretreat.	LAB-05	Hazardous Waste Manifests	5 years	P	P	Yes: Before Resolution	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; (District has "cradle to grave" liability); only 3 years is mandated; 22 CCR 66262.40; GC §60201
Laboratory / Pretreat.	LAB-14	Industrial User Permit Files <b>(Significant) - SIU Permit - Administration File</b> (Correspondence, Inspections, Sampling, Lab Data, Cost Recovery, Billing / Payments, Compliance / Enforcement, Non-Compliance / Actions / Responses.)	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: 5 years	District preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, , 122.44, 40 CFR 792.195; GC §60201
Laboratory / Pretreat.	LAB-15	Industrial User Permit Files <b>(Significant) - SIU Permit - Permanent File</b> (BMR Application, Permit, Site Plan, Emergency Spill Prevention Plan)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: 5 years	District preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, , 122.44, 40 CFR 792.195; GC §60201
Laboratory / Pretreat.	LAB-16	Industrial User Permit Files: Special Discharge Permits (Temporary Discharges)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: 5 years	District preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, , 122.44, 40 CFR 792.195; GC §60201
Laboratory / Pretreat.	LAB-17	Industrial User Permit Files <b>(Commercial) - All Records</b>	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: 5 years	District preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, , 122.44, 40 CFR 792.195; GC §60201

**RECORDS RETENTION SCHEDULE: LABORATORY and PRE-TREATMENT**

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Laboratory / Pretreat.	LAB-07	Laboratory Analysis / Chain of Custody (ALL)	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: 5 years	EPA / Good Laboratory Practice Standards for studies relating to health effects, environmental effects, and chemical fate tests require 10 years for Lab records, raw data, master schedule sheets, protocols, quality assurance inspections, training, experience, job descriptions, maintenance and calibration records and reports; 40 CFR 792.195
Laboratory / Pretreat.	LAB-08	Laboratory Certification / ELAP	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: 5 years	District preference (consistent with EPA Good Laboratory Practices); GC §60201, 40 CFR 792.195
Laboratory / Pretreat.	LAB-09	Laboratory Log Books, Notebooks, Corrective Action Logs, etc.	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: 5 years	40 CFR 792.195
Laboratory / Pretreat.	LAB-10	Laboratory Testing Procedures	Superseded	10 years	Superseded + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: 5 years	40 CFR 792.195
Laboratory / Pretreat.	LAB-11	Manuals - Operation and Maintenance for various equipment	Life of Equipment		Life of Equipment		Mag, Mfr, OD, Ppr	S	No	Administrative value; GC §60201
Operations	LAB-12	NPDES Monitoring Reports	Copies - 2 years		Copies - 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: 5 years	Department preference ( <b>copies</b> - Operations is the OFR; see OP-10); GC §60200
Laboratory / Pretreat.	LAB-13	Regional Board Pollution Prevention Reports and Audits	When No Longer Required - <b>Minimum 10 years</b>		When No Longer Required - <b>Minimum 10 years</b>		Mag, Ppr			Department Preference; 40 CFR 792.195; GC §60201



## RECORDS RETENTION SCHEDULE: MAINTENANCE / FIELD SERVICES

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
<b>MAINTENANCE / FIELD SERVICES</b>										
Maint. / Field Services	MNT-01	AQMD Permits	Expiration of Permit + 5 years		Expiration of Permit + 5 years		Mag, Mfr, OD, Ppr	S / I	No	Covers various statute of limitations; CCP §337 et. Seq., 40 CFR 70.6; GC §60201
Maint. / Field Services	MNT-20	Collection System Spill Reports (monthly, inter-office, etc.)	Last Corrective Action + 3 years		Last Corrective Action + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	3 years is required; 40 CFR 122.41(j)(2)
Maint. / Field Services Or Operations	MNT-03	Customer Issues and Concerns	5 years		5 years	Yes: Before Resolution	Mag, Ppr			Department preference; Statute of Limitations for public official misconduct is discovery of offense + 4 years ; State and Fed laws is until final disposition of formal complaint; State requires 2 years after action; EVC § 1045, GC §§12946, 60201; PC §§801.5, 803(c), VC §2547
Maint. / Field Services	MNT-04	Equipment History / Certifications / Repair Orders (Pumps, Pump Stations, Sewer Lift Stations, etc.)	Upon Disposal of Equipment		Upon Disposal of Equipment		Mag, Ppr			GC §60201
Maint. / Field Services	MNT-05	Equipment Inspection Records	5 years		5 years		Mag, Ppr			Department preference to be consistent with other records; WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)
Maint. / Field Services	MNT-06	Equipment Repair Orders (Pumps, Pump Stations, Sewer Lift Stations, etc.)	Upon Disposal of Equipment		Upon Disposal of Equipment		Mag, Ppr			GC §60201

## RECORDS RETENTION SCHEDULE: MAINTENANCE / FIELD SERVICES

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Maint. / Field Services	MNT-21	Fixed Gas Detectors / Portable Gas Detectors	4 years		4 years		Mag, Ppr			Department Preference; GC §60201
Maint. / Field Services	MNT-07	Lab Package Disposal Receipts / Hazardous Waste Manifests / Baseline Equipment Readings and Analysis	5 years	P	P		Mag, Ppr			Department Preference; Consistent with statute of limitations for employee exposure to hazardous materials (test results for hazardous waste generators are required for 3 years); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Lead Dept.	MNT-08	Operations and Maintenance Manuals	Upon Disposal of Equipment		Upon Disposal of Equipment		Mag, Ppr			GC §60201
Maint. / Field Services	MNT-15	Pre-Trip Inspections / Daily Vehicle Inspections	2 years		2 years		Ppr			13 CCR 1234(e); GC§60201
Maint. / Field Services	MNT-09	Self-contained Breathing Apparatus (SCBA)	Expiration of Certificate (minimum 2 years)		Expiration of Certificate (minimum 2 years)		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Certificates are issued for 3-5 years; GC §60201 et. seq.
Maint. / Field Services	MNT-18	Smog Inspections	3 years		3 years		Ppr			GC§62010
Maint. / Field Services	MNT-10	Street Sweeping	5 years		5 years		Mag, Ppr			Department Preference - NPDES records are required for 3 years; 40 CFR §§122.21, 122.41, 122.44

## RECORDS RETENTION SCHEDULE: MAINTENANCE / FIELD SERVICES

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
(OFR)									
<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>									
<b>HOLDS:</b> <i>Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>									
Maint. / Field Services	MNT-16	Underground Service Alerts (USA): Utility Cuts, etc.	3 years		3 years		Mag, Ppr		Department Preference (required for 3 years); GC §§4216.2(f) & 4216.3(d), 60201
Maint. / Field Services	MNT-17	Vehicle Maintenance History	Life of Equipment or Vehicle + 2 years		Life of Equipment or Vehicle + 2 years		Mag, Ppr		Department Preference to cover all statute of limitations; If a motor carrier, required for 18 months after vehicle is sold; -CHP requires life of vehicle; OSHA requires 1 year; 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
Maint. / Field Services	MNT-14	Work Schedules / Assignment Sheets	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	NPDES Permits require work schedules be retained for 5 years; EEOC's basic requirement is 1 year after action; Bureau of National Affairs recommends 2 years for work schedules; 29 CFR 516.6(1), 29 CFR 1602.14, GC § 60201

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
<b>MAINTENANCE / COLLECTIONS</b>											
Maint. / Collections	MNT-22	CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings - <b>Regular Inspections</b>	10 years		10 years			Mag			Department Preference (5 year cycles for re-taping); GC §60201 et seq.
Maint. / Collections	MNT-23	Sanitary Sewer Overflows (SSOs)	10 years		10 years			Mag			Department preference; Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §60201
Maint. / Collections	MNT-24	<a href="#">Sewer System Management Plans (SSMP) and Audits</a> ; Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Superseded + 5 years			Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department preference; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §60201

**RECORDS RETENTION SCHEDULE: OPERATIONS**

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
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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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
<b>OPERATIONS</b>										
Operations	OP-01	Biosolids Reports - Monthly, Quarterly, Annual	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; Consistent sewage sludge requirements; WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)
Operations	OP-21	Centrifuge Logs	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; Consistent sewage sludge requirements; WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)
Operations	OP-06	Checklists & Daily Plant Reading / Gas Usage / Inspections / Daily Plant Operations Checklists / Reports / Round sheets / Check sheets	5 years		5 years		Mag, Ppr			Department preference to be consistent with other records; 40 CFR 122.41(j)(2)
Operations	OP-02	Chemical Usage Logs & Reports / Bills of Lading / Diesel Fuel Logs	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference (Attached to invoices); GC §60201
Lead Dept.	OP-04	Correspondence - <b>Regulatory Agencies</b>	When No Longer Required - <b>Minimum 10 years</b>		When No Longer Required - <b>Minimum 10 years</b>	Yes: While Active Issues	Mag, Ppr			Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201

**RECORDS RETENTION SCHEDULE: OPERATIONS**

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
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<b>HOLDS:</b> <i>Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Maint. Or Operations	OP-05	Customer Issues and Concerns	5 years		5 years	Yes: Before Resolution	Mag, Ppr			Department preference; Statute of Limitations for public official misconduct is discovery of offense + 4 years ; State and Fed laws is until final disposition of formal complaint; State requires 2 years after action; EVC § 1045, GC §§12946, 60201; PC §§801.5, 803(c), VC §2547
Lead Dept.	OP-08	Engine Generator Logs / Generator Operation Logs (for <b>fixed / stationary generators</b> )	5 years		5 years		Mag, Ppr			AQMD Rule 1470; GC §60201
Lead Dept.	OP-28	Engine Generator Logs / Generator Operation Logs (for <b>portable / Emergency generators</b> )	5 years		5 years		Mag, Ppr			AQMD Rule 1470; Form 400–E–13a instructions, GC §60201
Operations	OP-22	Logbook - COP, DEWAT, RWF, ETC. (Regional Board) Lift Station (LS)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; Consistent sewage sludge requirements; WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)
	OP-09	MSDS - see District-wide								
Operations	OP-10	NPDES Monitoring Reports	5 years	5 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: 5 years	Department preference (often, permits are not renewed in a timely manner); Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44
Lead Dept.	OP-11	Operations and Maintenance Manuals	Upon Disposal of Equipment		Upon Disposal of Equipment		Mag, Ppr			GC §60201

## RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
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<b>HOLDS:</b> <i>Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Operations	OP-12	Process Control Documents / SOPs - Standard Operating Procedures (On line)	Superseded + 5 years		Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference to cover the period of time applicable records are retained; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq
Operations	OP-26	Recycled Water Facility Technical Advisory Committee (TAC) - <b>Agendas / Agenda Packets, Correspondence, etc.</b>	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: 6 mos.	Department preference; GC §60200
Operations	OP-27	Recycled Water Facility Technical Advisory Committee (TAC) - <b>Minutes</b>	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: 6 mos.	Department preference; GC §60200
Operations	OP-13	Reports, Charts, Flow Charts, Dissolved Oxygen, NPDES Monitoring, Samples, Studies & Testing (Annual / monthly / daily: Biosolids, calibration, compliance, flow data, meter readings, maintenance, odor surveys, tests, totalizer sheets, strip chart recordings - folding, roll, etc.)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference to be consistent with sewage sludge; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq
Operations	OP-14	SCADA: Supervisory Control and Data Acquisition	Indefinite		Indefinite		Mag, Mfr, OD, Ppr			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Operations	OP-15	Sewage Sludge Handling Logs and Weigh Tickets / Reading & Sludge Logs	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	40 CFR 122.41(j)(2); GC §60200
Operations	OP-23	Source Control / FOG (Fats, Oil and Grease) - <b>Cases</b>	Resolution + 3 years		Resolution + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: 6 mos.	Department preference; NPDES Monitoring records required for 3 years; GC §60201

**RECORDS RETENTION SCHEDULE: OPERATIONS**

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Operations	OP-24	Source Control / FOG (Fats, Oil and Grease) - <b>Program</b>	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: 6 mos.	Department preference; NPDES Monitoring records required for 3 years; <a href="#">POTW records of monitoring activities and results will be maintained for the longer of five years, the end of related litigation, or a retention period directed by the EPA Director or Regional Administrator. 40 CFR 403.12(o)(2); GC §60201</a>
Operations	OP-16	State Water Regional Board Log Books / Equipment Hour Readings / Hour Readings with Checklist	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: 5 years	Department Preference - NPDES records are required for 3-5 years; 40 CFR §§122.21, 122.41, 122.44
Operations	OP-17	Unauthorized Discharges / Violations	Regional Board Resolution + 3 years		Regional Board Resolution + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: 5 years	NPDES records are required for 3 years; 40 CFR §§122.21, 122.41, 122.44
Operations	OP-18	Weigh Tags for Hauling / Grit Screening ./ Septage Hauling & Discharge Manifests / Reports	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201
Operations	OP-19	Work Schedules / Turnover Logs	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	NPDES Permits require work schedules be retained for 5 years; EEOC's basic requirement is 1 year after action; Bureau of National Affairs recommends 2 years for work schedules; 29 CFR 516.6(1), 29 CFR 1602.14, GC § 60201



## RECORDS RETENTION SCHEDULE: PUBLIC INFORMATION

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>PUBLIC INFORMATION</b>										
Public Information	PI-01	Legislation (Proposed / Background): County, State or Federal Governments	2 years		2 years		Mag, Ppr			GC §60201
Public Information	PI-02	News Clippings	5 years		5 years		Ppr			Department Preference; Non-records
Public Information	PI-03	Newsletters - Customers & Employees (billing inserts, etc.)	10 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department preference for historical purposes; GC §60201
Public Information	PI-04	Organizations, Cities	10 years		10 years		Mag, Ppr			Department Preference; Drafts; final photos may become part of a final document; GC §60201
Public Information	PI-05	Photos & Slides / Photo / Video Release Authorizations	10 years		10 years		Mag, Ppr			Department Preference; Drafts; final photos may become part of a final document; GC §60201
Public Information	PI-06	Press Releases / Public Information Correspondence	10 years		10 years		Mag, Ppr			Department Preference; GC §60201
Public Information	PI-07	Resource File / Surveys	5 years		5 years	Yes: While Active Issues	Mag, Ppr			Department Preference; GC §60201
Public Information	PI-08	Special Projects & Issues (Issues and/or projects will vary over time - e.g. Student Education Program, Safety Fairs, etc.)	10 years		10 years	Yes: While Active Issues	Mag, Ppr			Department Preference; GC §60201
Public Information	PI-09	Videos: Internal & External / Consultant	5 years		5 years		Ppr			Department preference; Some are Non-records; GC §60201
Public Information	PI-10	Website Updates	When No Longer Required		When No Longer Required		Mag, Ppr			Drafts; final photos may become part of a final document; GC §60201

**RECORDS RETENTION SCHEDULE: RECORDS MANAGEMENT  
and INFORMATION TECHNOLOGY**

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>RECORDS MANAGEMENT</b>										
Records Mgmt.	RM-01	Agreements & Contracts - <b>INFRASTRUCTURE - Architectural, Engineering, JPAs, MOUs and MOAs.</b> Agreement or Contract, Insurance Certificates & Notices of Completion. Agreement or Contract includes all contractual obligations (e.g. RFP, Specifications, Successful Proposal / Scope of Work, and amendments)	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference; All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §60201 et seq.
Records Mgmt.	RM-02	Agreements & Contracts - <b>NON INFRASTRUCTURE - Equipment Purchases, Consulting Services, Leases, Vehicle Purchases, etc.</b> Agreement or Contract, Insurance Certificates & Notices of Completion. Agreement or Contract includes all contractual obligations (e.g. RFP, Specifications, Successful Proposal / Scope of Work, and Amendments, Warrantees)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §60201 et seq.
Records Mgmt.	RM-03	File Indexes, Lists, Locations, File Management Database		Indefinite	Indefinite	Yes	Mag, Ppr			Data is interrelated; GC §§60201, 12168.7
Records Mgmt.	RM-08	Historically Significant Documents		P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference; GC §60201 et seq.
Records Mgmt.	RM-09	Library: Reports, Studies, Environmental, Feasibility, Master Plans, Drawings, CEQA, etc.		P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference; GC §60201 et seq.
Records Mgmt.	RM-04	Property Records: Annexations, Deeds, Easements, Rights of Ways, Title Reports		P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference; GC §60201 et seq.

**RECORDS RETENTION SCHEDULE: RECORDS MANAGEMENT  
and INFORMATION TECHNOLOGY**

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Records Mgmt.	RM-05	Records Destruction Lists		P	P		Mag, OD, Mfr, Ppr	S	Yes: After 2 years	Department Preference; GC §60201(b)(1)(B)
Records Mgmt.	RM-10	Records Management Audits	10 years		10 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference; GC §60201 et seq.
Records Mgmt.	RM-06	Records Retention Schedules	When Superseded	P	P		Mag, OD, Mfr, Ppr	S	Yes: After 2 years	Department Preference; GC §60201(b)(1)(B)
Records Mgmt.	RM-07	Vehicle Titles ("Pink Slips")	Upon Sale of the Vehicle		Upon Sale of the Vehicle		Ppr			Given to the new owner upon sale of the vehicle; GC §60201 et seq.

## RECORDS RETENTION SCHEDULE: RECORDS MANAGEMENT and INFORMATION TECHNOLOGY

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>INFORMATION TECHNOLOGY</b>										
Information Technology	IT-01	Backups - <b>DAILY</b> - All Servers (Incremental / Transactional)	When No Longer Required		When No Longer Required	Yes	Mag			Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §60200 et seq.
Information Technology	IT-02	Backups - <b>MONTHLY</b> - All Servers (Full - excludes e-mail - conducted every Friday)		When No Longer Required	When No Longer Required	Yes	Mag			Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §60200 et seq.
Information Technology	IT-03	Backups - <b>WEEKLY</b> - All Servers		When No Longer Required	When No Longer Required	Yes	Mag			Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §60200 et seq.
Lead Dept.	IT-04	CD-R or DVD-R (images from Document Image Management System)	Follows retention for applicable record series		Follows retention for applicable record series	Yes	OD			Optical media must be stored in a safe & separate location; and should be "refreshed" (copied onto new CD-Rs) periodically; GC §60201 et seq.
Lead Dept.	IT-05	Software Licenses / Software and Hardware Manuals	When Superseded or Replaced		When Superseded or Replaced		Mag, Ppr			Department Preference (Preliminary documents); the Lead Department should print out historical documents prior to replacing the data; GC §60200, 60201 et seq.

## RECORDS RETENTION SCHEDULE: RECORDS MANAGEMENT and INFORMATION TECHNOLOGY

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Information Technology	IT-06	WORM / DVD-r / CD-r / Blue Ray-R or other <b>unalterable media</b> that does not permit additions, deletions, or changes		P	P			OD		For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 60200, 12168.7, EVC 1550, 2 CCR 22620 et seq..

DRAFT

**RECORDS RETENTION SCHEDULE: SAFETY**

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>SAFETY</b>										
Safety	SAF-01	Accident Prevention Files (contains safety correspondence)	When No Longer Required		When No Longer Required			Mag, Ppr		Copies; GC §60200
Safety	SAF-02	Cal-OSHA Inspections & Citations	7 years		7 years			Ppr		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 §6429c
Safety	SAF-10	Confined Space Entries / Hot Work Permits & Logs (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	2 years		2 years			Mag, Mfr, OD, Ppr	S / I	Yes (after 2 years) 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC§60201
Safety	SAF-04	Fixed Gas Detectors / Portable Gas Detectors	3 years		3 years			Mag, Mfr, OD, Ppr	S	Department preference; GC §60200
Safety	SAF-03	Investigations: Incidents, Unusual Occurrences or Near Misses	5 years	25 years	30 years			Mag, Mfr, OD, Ppr	S	Yes (after inactive) Department preference; GC §60200
Safety	SAF-05	Material Data Safety Sheet (MSDS) / Safety Data Sheets (SDS) Logs / Hazardous Exposures	5 years	25 years	30 years			Mag, Mfr, OD, Ppr	S	Yes (after inactive) 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) GC §60200

**RECORDS RETENTION SCHEDULE: SAFETY**

Office of Record	Records Series No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<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><b>HOLDS:</b> Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Safety	SAF-11	PHA (Process Hazard Analysis) / Process Safety Information	Life of the Process		Life of the Process			Mag, Ppr		Department Preference (required to be updated and revalidated every 5 years, which are required to be retained for the life of the process); 8 CCR 5189; 19 CCR 2760.2, 29 CFR 1910; GC §60201
Safety	SAF-07	Quarterly Safety Inspections / Correspondence / Logs / Lockout / Tagout	7 years		7 years			Mag, Ppr		Department preference; GC §60201 et seq.
Safety	SAF-06	Safety Checks / Pre-Starts / Commercial vehicle Prestarts and Forklift Inspections	14 months		14 months			Mag, Ppr		Department preference; If a motor carrier, required for 3 and 14 months; 49 CFR 396.11(c)(2); 49 CFR 396.21(b)(1); GC §60201
Safety	SAF-08	Safety Committee / Internal Safety Steering Committee	7 years		7 years			Mag, Ppr		Department preference; GC §60201 et seq.
Safety	SAF-09	Safety Training File	Separation + 5 years	5 years	Separation + 10 years			Mag, Mfr, OD, Ppr	S	Yes: When Inactive Department Preference; EPA requires 10 years; Statewide guidelines propose 7 years; 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)(ii), 40 CFR 792.195; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090;

March 11, 2020

DENY CLAIM FILED BY GREGORY DAVIDRecommendation

Deny claim from Mr. Gregory David (claimant) and direct staff to forward a Notice of Rejection to the claimant.

Background Information

On December 16, 2019, the District received a claim for damages from Mr. David, which alleges that the District misrepresented the condition of a 2008 Ford F-150 truck that Mr. David purchased from the District. Mr. David purchased the vehicle on November 4, 2019 from GovDeals.com, an online government auction website. The vehicle was posted for sale on the website by the District with a vehicle description that included: “transmission shows signs of slipping in reverse.”

The GovDeals.com website provides the vehicle description and encourages the bidder to inspect and determine the condition of property prior to bidding. The website also has a disclaimer informing the buyer that, “Delta Diablo makes no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale. The Buyer is not entitled to any payment for loss of profit or any other money damages – special, direct, indirect or consequential.” In addition, under the “Online Sales Terms and Conditions,” the Guaranty Waiver and Description Warranty limitations state, “the property was offered “AS IS” and without warranty, guaranty or representation of any kind...”; and “...any claim for misdescription must be made prior to removal of the property...upon removal of the property, all sales are final.”

The Bill of Sale executed by the Buyer expressly states, “Asset is sold as is, where is and without warranty. Once the asset is removed from the seller’s premises there is no refund of monies previously paid.” The Authorization of Release Hold Harmless Agreement expressly states that the property is being sold “AS IS,” “Where IS,” and “without any warranty” and that once Mr. David removed the item from Delta Diablo property, “the sale is considered final and there will be no refund of monies previously paid or legal recourse.”

Analysis

Staff reviewed the transaction records and determined that Mr. David was made aware of the transmission problem and had an opportunity to inspect the vehicle prior to signing the Bill of Sale and Authorization of Release Hold Harmless Agreement before removing the vehicle from the District premises. The Bill of Sale and Authorization of Release Hold Harmless Agreement were signed by Mr. David on November 4, 2019.

Staff recommends the Board reject the claim and direct staff to forward a Notice of Rejection to the claimant. The claimant will have six months from the date of the Notice of Rejection to resolve the claim or file a court action.



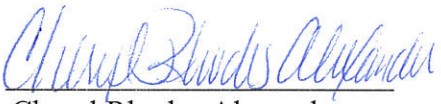


Financial Impact

None

Attachments

- 1) Claim for Damages Received December 16, 2019
- 2) Authorization of Release Hold Harmless Agreement
- 3) Bill of Sale
- 4) Notice of Transfer and Release of Liability
- 5) GovDeals.com Listing

Prepared by:   
Cheryl Rhodes Alexander  
Human Resources and Risk Manager

Reviewed by:   
Carol S. Margetich  
Business Services Director

cc: Mr. Gregory David, Claimant  
Mr. Alan Dialon, Senior Claims Analyst, Carl Warren & Co.  
District Counsel  
File CORP.10.05-CLAIMS




**GOVERNMENT CLAIM FORM**

**DELTA DIABLO**  
*(a special District)*  
**2500 Pittsburg-Antioch Highway**  
**Antioch, CA 94509**  
**(925) 756-1969**

Date/Time Received By District

RECEIVED BY  
DELTA DIABLO

DEC 16 2019

*This form is provided pursuant to Government Code Sections 910 et seq. and shall be used by any person presenting a claim to DELTA DIABLO under Government Code Section 810 et seq. If additional space is needed please attach additional sheets.*

**\*\*\*Please return this claim form and all attachments to the District at the address stated above\*\*\***

A. THE NAME AND POST OFFICE ADDRESS OF THE CLAIMANT: Gregory David  
 400 Moffett Blvd Ste F  
 Mountain View, CA 9043

B: THE POST OFFICE ADDRESS TO WHICH THE PERSON PRESENTING THE CLAIM DESIRES NOTICES TO BE SENT: SAME

DAYTIME TELEPHONE: 650-969-4867

EVENING TELEPHONE:

TELEPHONE:

C. THE DATE, PLACE, AND OTHER CIRCUMSTANCES OF THE OCCURRENCE OR TRANSACTION WHICH GAVE RISE TO THE CLAIM ASSERTED:

DATE OF OCCURRENCE: 11/4/2019

TIME OF OCCURRENCE: 3 PM

PLACE OF OCCURRENCE: Delta Diablo Sanitation District  
 2500 Pittsburg Antioch Hwy  
 Antioch, California 94509-1373

CIRCUMSTANCES: Delta Diablo misrepresented the condition of a vehicle sold.  
 See attached documents for claim details.

D. A GENERAL DESCRIPTION OF THE INDEBTEDNESS, OBLIGATION, INJURY, DAMAGE OR LOSS INCURRED SO FAR AS IT MAY BE KNOWN AT THE TIME OF PRESENTATION OF THE CLAIM:

Cost of transmission replacement for 2008 Ford F150 1FTRF12W88KD51719

E. THE NAME OR NAMES OF PUBLIC EMPLOYEE OR EMPLOYEES CAUSING THE INJURY, DAMAGE OR LOSS, IF KNOWN:

Michael Bova

F. AMOUNT OF CLAIM (if less than \$10,000.00): \$ 4180.36

JURISDICTION OF CLAIM:  MUNICIPAL COURT (CLAIMS TO \$25,000)  
 SUPERIOR COURT (CLAIMS OVER \$25,000)

BASIS OF COMPUTATION: Estimate attached

For your protection California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in State prison.

SIGNATURE OF CLAIMANT OR REPRESENTATIVE: \_\_\_\_\_ DATE: 12/10/2019

## Eddy's Shooting Sports

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**From:** Margetich, Carol <carolm@deltadiablo.org>  
**Sent:** Monday, December 09, 2019 4:05 PM  
**To:** Eddy's Shooting Sports  
**Subject:** RE: Govdeals.com auction 4386-123  
**Attachments:** Hold Harmless Agreement and BOS.pdf; Delta Diablo Claim Form .pdf

Hi Mr. David,

Thank you for your email of November 14, 2019. As per the email response to you on the same day, the District has looked into the matter.

Based on review of the records and under the express terms of the 'AS IS' sale of the vehicle, once the vehicle was removed from the property, the sale is final and there will be no refund of monies previously paid or legal recourse. Please see the attached Bill of Sale and Authorization of Release Hold Harmless Agreement. Nevertheless, if you wish to make a claim, you may do so by completing the attached Claim Form and providing your supporting documentation.

Thank you.

Carol

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 **Carol Margetich**  
Business Services Director | Delta Diablo  
2500 Pittsburg-Antioch Hwy, Antioch, CA 94509  
p 925.756.1935 f 925.756.1973 m 925.628.8057  
[www.deltadiablo.org](http://www.deltadiablo.org) | [carolm@deltadiablo.org](mailto:carolm@deltadiablo.org)

TRANSFORMING WASTEWATER TO RESOURCES

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**From:** Eddy's Shooting Sports <greg@eddysguns.com>  
**Sent:** Wednesday, December 4, 2019 3:06 PM  
**To:** Margetich, Carol <carolm@deltadiablo.org>  
**Subject:** RE: Govdeals.com auction 4386-123

Carol,

Do you have an update for me on this issue?

If Delta Diablo is not planning on accepting partial responsibility for misrepresenting the vehicle, I need to move forward and prepare my case for Contra Costa County Small Claims Court, where I will be seeking compensation of the full expense to repair the vehicle.

Regards,

Greg David

400 Moffett Blvd., Suite F  
Mountain View, CA 94043  
(650)969-4867

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**From:** Margetich, Carol [<mailto:carolm@deltadiablo.org>]

**Sent:** Thursday, November 14, 2019 3:18 PM

**To:** [greg@eddysguns.com](mailto:greg@eddysguns.com)

**Subject:** FW: Govdeals.com auction 4386-123

Mr. David,

The District acknowledges receipt of your email and will begin looking into this matter right away.

If you have any questions or wish to check on the status of our review, please feel free to contact me directly.

Thank you.

Carol Margetich



**Carol Margetich**

Business Services Director | Delta Diablo  
2500 Pittsburg-Antioch Hwy, Antioch, CA 94509  
p 925.756.1935 f 925.756.1973 m 925.628.8057  
[www.deltadiablo.org](http://www.deltadiablo.org) | [carolm@deltadiablo.org](mailto:carolm@deltadiablo.org)

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TRANSFORMING WASTEWATER TO RESOURCES

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**From:** Eddy's Shooting Sports <[greg@eddysguns.com](mailto:greg@eddysguns.com)>

**Sent:** Thursday, November 14, 2019 2:24 PM

**To:** GovDeals <[CustomerService@GovDeals.com](mailto:CustomerService@GovDeals.com)>; De Lange, Vince <[vinced@deltadiablo.org](mailto:vinced@deltadiablo.org)>; Eckerson, Dean <[deane@deltadiablo.org](mailto:deane@deltadiablo.org)>; Spurgeon, Terry <[terrys@deltadiablo.org](mailto:terrys@deltadiablo.org)>

**Cc:** Bova, Michael <[michaelb@deltadiablo.org](mailto:michaelb@deltadiablo.org)>

**Subject:** Re: Govdeals.com auction 4386-123

I am writing in regards to a 2008 Ford F-150 pickup, VIN 1FTRF12W88KD51719, that I recently purchased on govdeals.com from the Delta Diablo Sanitation district. After initially being outbid, I was offered a second chance bidding opportunity to purchase the truck for \$4544 plus buyer's premium. Before placing the bid, I contacted Michael Bova to discuss why the previous bidder did not complete the transaction. After a long explanation of how the previous bidder was not experienced with the process of buying vehicles at auction and subsequently had buyer's remorse, I asked Mr. Bova if there would be any surprises if I placed a bid and came to pick up the truck. He indicated that I would not. Upon arrival in Antioch, the truck appeared at first to be as represented in the auction listing, but unfortunately that was not the case. In my haste to get back on the road, I simply started the truck and drove it forward only onto my trailer, secured it for travel, and headed back home. When I attempted to unload the truck off the trailer it would not move in reverse and had to be pushed rearward to remove it from the trailer. Almost immediately, the check engine light illuminated due to an error from the transmission output shaft speed sensor. I understand that vehicles sold on govdeals.com are sold as-is and that all transactions are final, but I believe in this case that the Delta Diablo Sanitation District, represented by Mr. Bova, intentionally misrepresented the condition of this vehicle to drive a higher selling price. This was done in the description on the auction page, verbally by Mr. Bova, and physically in how the vehicle was presented upon pick up.

The auction stated that the vehicle "transmission shows signs of slipping in reverse". This should have stated "reverse gear in totally inoperable".

The auction stated "new tires", which implies four new tires. In reality, two were new and two were worn to approximately 50% tread.

The auction states the seats had no rips or tears, but did not indicate that an old worn cloth driver seat from a different vehicle was installed in place of the original vinyl seat. The photos of the interior are intentionally poor and do not show the driver seat clearly enough to reveal this deception.

When the truck was staged for pick up, it was parked in a fashion that one would not need to use the reverse gear and therefore one would not immediately realize the actual condition of the transmission when engaging reverse.

Additionally, someone would have had to intentionally clear the transmission fault code in order to turn off the check engine light.

As you can see, there are five instances of deception in the sale of this vehicle. The minimum cost to bring this vehicle to the state to which it was represented would \$4000. In lieu of pursuing any legal action, I propose that the Delta Diablo Sanitary District rebate back to me half of that cost in the amount of \$2000. I would also request that govdeals.com be more diligent in guiding their sellers when describing vehicles so as to avoid this sort of situation in the future.

I hope that you agree that even if it were not intentional, the vehicle was misrepresented and therefore I should be entitled to recompensation of at least half the cost to repair the vehicle.

**Greg David**

**400 Moffett Blvd., Suite F  
Mountain View, CA 94043**



Delta Diablo Sanitation District, CA  
2500 Pittsburg Antioch Hwy  
Antioch, CA 94509-1373

Bill of Sale Date: 04 Nov 2019  
Asset ID: 123

Bill of Sale Number: 1142019  
Inventory ID: TRUCK 56

Description of Property	Award Amount
FORD F-150	4544.00

**Asset Information**



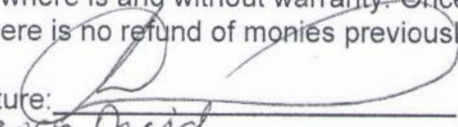
Year: 2008      Make/Brand: FORD      Model: F-150 VIN/Serial: 1FTRF12W88KD51719  
96229 Miles  
Meter: (Accurate?: Yes)      Title: No Title  
Restriction: Restriction

**Sale Information**

Actual Sold Amount:	USD \$4,544.00	Paid On:	Not Paid
Other Amount:	USD \$0.00	Other Amount Description:	
Buyer's Premium:	USD \$454.40	Tax Rate:	0%
Tax Amount:	USD \$0.00		
Total Amount:	USD \$4,998.40	* Taxable Items	

Gregory David  
400 Moffett Blvd Ste F  
Mountain View, CA  
94043 USA  
greg@eddyguns.com  
6509694867

Asset is sold as is, where is and without warranty. Once the asset is removed from the seller's premises there is no refund of monies previously paid.

Buyer/Agent Signature:   
Print Name: Gregory David  
Date: 11/4/2019

# SILICON VALLEY PERFORMANCE

Monday - Friday 8:am to 5:pm

2570 LEGHORN #2  
 MT VIEW CA, 94043  
 (650) 428-1754

SVPERF@COMCAST.NET  
 650 428-1954

R.O.  
 Date  
 License

110144 Page: 1  
 4 DEC 2019  
 ARD178865  
 CAL000064169

Our Business Hours are 8:am to 5:pm M-F. We accept VISA/MC/DSC

DAVID 400 MOFFETT BLVD STE F MT.VIEW Home # (650) 964-4646 Work # Cell # Email Sales 01	GREG CA 94043 Ext.	Year 2008 Make FORD TRUCK Model F150 License Vin 1FTRF12W88D51719 Unit Open Date 30 NOV 2019	Miles/Km 96,230.0 Eng. Type 4.6L Eng. No. 8 Prod. Color/Doors Remarks/PO Other /CAP Ready By 4 DEC 2019 19:28
--	--------------------------	--	--

## Description of Labor / Service Provided

H. Tech. \$ Amount

CUSTOMER STATES NO REVERSE GEAR, ALL FORWARD GEARS WORK.	N/C
RUN DIAGNOSTICS ON TRANSMISSION. FLUID LEVEL CORRECT AND CLEAN. NO CODES PRESENT. TRACED TO FAULTY/BROKEN REVERSE GEAR BAND. WILL NEED TRANSMISSION REMOVED AND OVERHAULED OR REPLACED.	225.00
R/R TRANSMISSION, INSTALL FORD REMANUFACTURED UNIT. FLUSH TRANS COOLER AND LINES. CLEAR ALL ADAPTIVES, TOP OFF FLUID LEVEL AND TEST DRIVE.	810.00

Parts / Material	Description	Qty	\$ Each	\$ Amount
New 7C2Z7000CARM	REMAN TRANSMISSION	1.00	2841.68	2,841.68
New MERCON LV	TRANSMISSION FLUID	3.00	7.99	23.97
..	FLUSH	1.00	20.00	20.00

Original Estimate: \$ 5,000.00 : \_\_\_\_\_ : \_\_\_\_\_

I acknowledge notice and oral approval of an increase in the original estimated price

Revision #1	.00	Revision #2	.00	Revision #3	.00
Increase	0.00	Increase	0.00	Increase	0.00

I hereby authorize the above named to operate and store the above vehicle for the purpose of testing, inspection, repair and delivery, at my own risk. I understand that the above named is not responsible for loss or damage equipment or articles left on or in vehicles in case of fire, theft, or any cause beyond their control. I understand that if I wish to retain worn and damaged parts that request will be made at the time of authorization or repairs. I understand that two (2) days after notice of completion of services rendered, that a storage charge of not more than \_\_\_\_\_ \$ per day, will be charged unless otherwise agreed to in writing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Labor	\$ 1,035.00
Parts	\$ 2,885.65
Environmental:	\$ 0.00
Shop Supplies	\$ 0.00
Subtotal Charges	\$ 0.00
Sublet	\$ 0.00
Tot. Before Sales Tax	\$ 3,920.65
Total Sales Tax	\$ 259.71

Account #1639 Key #  
 Payment 1: 0.00 Payment 2: 0.00

Thank You From: SILICON VALLEY PERFORMANCE

Total Sale	\$ 4,180.36
Total Due	\$ 4,180.36



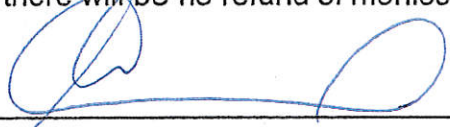
**Authorization of Release  
Hold Harmless Agreement**

I, Michael Bova, hereby  
Authorize the release of the following listed items to" Gregory David

Please include the Asset and Serial Number and Item Description:

	Asset #	Serial #	Item Description
Item # 1	<u>123</u>	<u>Truck 56</u>	<u>F-150 pick up truck</u>
Item # 2			
Item # 3			
Item # 4			
Item # 5			
Item # 6			
Item # 7			
Item # 8			

I understand that all items are sold "AS IS", "Where IS" and without any warranty. I acknowledge that once myself or authorized agent has removed items from Delta Diablo property, the sale is considered final and there will be no refund of monies previously paid or legal recourse.

Buyer Signature: 

Buyer Name: [PRINT] Gregory David

Buyers Phone Number: 650-969-4867

Released by: Title: AAA - Buyer

Date: 11/04/2019





Delta Diablo Sanitation District, CA  
2500 Pittsburg Antioch Hwy  
Antioch, CA 94509-1373

Bill of Sale Date: 04 Nov 2019  
Asset ID: 123

Bill of Sale Number: 1142019  
Inventory ID: TRUCK 56

Description of Property	Award Amount
FORD F-150	4544.00

**Asset Information**



Year: 2008      Make/Brand: FORD      Model: F-150 VIN/Serial: 1FTRF12W88KD51719  
96229 Miles  
Meter: (Accurate?: Yes)      Title: No Title  
Restriction: Restriction

**Sale Information**

Actual Sold Amount:	USD \$4,544.00	Paid On:	Not Paid
Other Amount:	USD \$0.00	Other Amount Description:	
Buyer's Premium:	USD \$454.40	Tax Rate:	0%
Tax Amount:	USD \$0.00		
Total Amount:	USD \$4,998.40	* Taxable Items	

Gregory David  
400 Moffett Blvd Ste F  
Mountain View, CA  
94043 USA  
greg@eddysguns.com  
6509694867

Asset is sold as is, where is and without warranty. Once the asset is removed from the seller's premises there is no refund of monies previously paid.

Buyer/Agent Signature:   
Print Name: Gregory David  
Date: 11/4/2019

Notice of Transfer and Release of Liability--Receipt

Notice of Transfer and Release of Liability

Please print this receipt for your records.

Date : 11/04/2019  
Time : 14:18:49  
License Plate Number/CF Number : 1305276  
VIN/Vessel Hull Id. : 1FTRF12W88KD51719  
Vehicle Make : FORD  
Year Model : 2008

New Owner Information

Last Name GREGORY  
First Name DAVID  
Address 400 MOFFETT BLVD  
Apt. Number F  
City MOUNTIAN VIEW  
State CA  
Zip 94043

Sale Information

Odometer Reading 96229  
Odometer Code Actual Mileage  
Sale Date 11/04/2019  
Selling Price 4544  
If This is a Gift No

Seller's Information

Last Name SANITATION  
First Name DELTA DIAB  
Address 2500PITTSBURG ANTIOCH HIGHWAY  
Apt. Number  
City ANTIOCH  
State CA  
Zip 94509



GovDeals provides services to government agencies allowing them to sell surplus assets via the Internet. Each agency has its own auction rules and may be subject to government ordinances.



Search Auctions



[Advanced Search](#)



[More Photos](#)

## FORD F-150

**Auction Closed**

High Bidder: **g\*\*\*\*1**

Sold Amount: **\$4,544.00**

Buyer's Premium (10.00%): **\$454.40**

Total Price: **\$4,998.40**

[View Bid History](#)

[Terms and Conditions](#)

29 visitors

Year	Make/Brand	Model	VIN/Serial	Miles	Title Restriction
2008	FORD	F-150	1FTRF12W88KD51719	96,229	No Title Restriction
Condition	Category			Inventory ID	
Used/See Description	Trucks, Light Duty under 1 ton			TRUCK 56	

GREAT LOOKING AND WORKING TRUCK. NEW TIRES, VERY CLEAN, SEATING HAS NO RIPS OR TEARS. TRANSMISSION SHOWS SIGNS OF SLIPPING IN REVERSE. HD TRAILER HITCH, SPARE TIRE. ENGINE SERVICED EVERY 5000 MILES- INCLUDES OIL CHANGE AND GENERAL UPKEEP. UNIT IS IN GREAT SHAPE FOR IT'S AGE. TRUCK AVERAGED 8,800 MILES A YEAR- VERY LOW MILES.

[» Seller Information](#)



**Seller Name** Delta Diablo Sanitation District, CA

**Asset Location:** 2500 Pittsburg Antioch Hwy  
 Antioch, California 94509-1373  
[Map to this location](#)

### 🔍 Inspection

The bidder is encouraged to inspect and determine the condition of property prior to bidding. Inspections are by appointment only.

### 💰 Payment



Payment methods for this item are Wire Transfer, PayPal, or credit cards (Visa, Mastercard, American Express\*, Discover) only. \* American Express is not available for buyers on probation. PayPal and credit card purchases are limited to below \$5,000.00 and Bidders residing in the United States, Canada and Mexico Only. If the winning bid plus applicable taxes, if any indicated, plus the buyer's premium equals to \$5,000.00 or more, Wire Transfer must be used. Buyers on [level one probation](#) have a PayPal and Credit Card limit of \$1,000. If Wire Transfer is chosen, a Wire Transfer Transaction Summary page will provide payment and account information. The Wire Transfer must be completed within 5 days unless otherwise specified below. Payment in full is due not later than 5 business days from the time and date of the Buyers Certificate. Payment must be made electronically through the GovDeals Website. **NO CASH, CHECKS, OR MONEY ORDERS WILL BE ACCEPTED.** How to make payment: Buyer must log into individual account and select "My Bids". Follow the instructions to complete payment.

**TAX EXEMPTION:** Tax exempt documents must be provided to this seller within 24 hours of the auctions close. Contact us immediately for further information.

### 🗑️ Removal

Successful bidders are responsible for loading and removal and any and all property awarded to them from the place where the property is located as indicated on the website and in the Buyer's Certificate. Property may be removed by appointment only and appointments must be made at least 72 hours in advance. All items must be removed within seven (7) business days from the time and date of issuance of the Buyer's Certificate.

The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. \*\*\* No Assistance will be provided.\*\*\*

Purchases will be released only upon receipt of payment as specified.

### 📷 Media



### 💡 Special Instructions

If you are the winning bidder and default by failing to adhere to this sellers terms and conditions your account with GovDeals WILL BE LOCKED.

Guaranty Waiver: All property is offered for sale "AS IS, WHERE IS." (Seller) makes no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale. The Buyer is not entitled to any payment for loss of profit or any other money damages – special, direct, indirect, or consequential.

Description Warranty: Seller warrants to the Buyer that the property offered for sale will conform to its description. Any claim for misdescription must be made prior to removal of the property. If Seller confirms that the property does not conform to the description, Seller will keep the property and a refund will be issued. The liability of the seller shall not exceed the actual purchase price of the property. Please note that upon removal of the property, all sales are final.



Quick Asset Lookup (QAL) #: 4386-123 (GD)

Help Desk Hours: Monday - Friday, 8 am - 7 pm ET.

[Contact us](#) with any questions, comments or concerns.

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March 11, 2020

DENY CLAIM FILED BY RASHONE BIBLERecommendation

Deny claim of Ms. RaShone Bible (claimant) and direct staff to forward a Notice of Rejection to the claimant.

Background Information

On December 3, 2019, a wastewater force main in the vicinity of G Street and 7th Street in Antioch ruptured and caused a sanitary sewer overflow (SSO) that impacted local streets in the area between G Street/J Street and 4<sup>th</sup> Street/8<sup>th</sup> Street. The spill impacted one residence and multiple parked vehicles.

The District is a member agency with the California Sanitary Risk Management Authority (CSRMA). SSO claims are covered by the CSRMA Pooled Liability Program (PLP) and are administered by Carl Warren and Company (CWC). CSRMA has granted CWC authority to initiate necessary emergency SSO clean-up services to minimize the District's exposure in accordance with California Water Code Section 13050(m).

Ms. Bible was displaced from her residence and provided with temporary housing from December 3, 2019 through January 3, 2020, while remediation and restoration repair work to her residence was completed. Ms. Bible also sustained damage to her vehicle and personal property. CWC provided Ms. Bible with a rental vehicle during the time her vehicle was being appraised, which was deemed a total loss. Ms. Bible submitted a claim for damages on December 9, 2019 to the District. Because the claim form did not specify the alleged damages, CWC contacted Ms. Bible to obtain the information, which she provided.

Analysis

CWC resolved Ms. Bible's claim for damages to her vehicle and personal property. She was issued payment for the residual value of her vehicle and an advance payment for expenses incurred for food and gas, furniture cleaning, and replacement of personal property.

Ms. Bible's claim for the loss of income from her home daycare business could not be substantiated. The loss of income documentation Ms. Bible provided to CWC was reviewed and deemed insufficient proof of payment for daycare services and the loss of income. Staff recommends that the Board reject the claim and authorize staff to issue a Notice of Rejection to the claimant. In accordance with Government Code Section 945.6, Ms. Bible will have six months from the date of the Notice of Rejection to file a court action.

Financial Impact

None



Attachments

- 1) Claim Form dated December 9, 2019
- 2) Receipt for Advance Payment
- 3) Correspondence from CWC to Bible dated February 21, 2020
- 4) Correspondence from Bible to CWC dated February 21, 2020

Prepared by: *Cheryl Rhodes Alexander*  
Cheryl Rhodes Alexander  
Human Resources and Risk Manager

Reviewed by: *Carol S. Margetich*  
Carol S. Margetich  
Business Services Director

cc: Ms. RaShone Bible, Claimant  
Mr. Alan Dialon, Senior Claims Analyst, Carl Warren & Co.  
District Counsel  
File CORP.10.05-CLAIMS



RECEIVED BY  
DELTA DIABLO  
  
DEC 09 2019

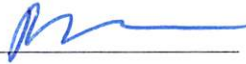
GOVERNMENT CLAIM FORM

Date/Time Received By District

DELTA DIABLO SANITATION DISTRICT  
2500 Pittsburg-Antioch Hwy.  
Antioch, CA 94509  
(925) 756-1969

This form is provided pursuant to Government Code Sections 910 et seq. and shall be used by any person presenting a claim to DELTA DIABLO SANITATION DISTRICT under Government Code Section 910 et seq. If additional space is needed please attach additional sheets.

\*\*\*Please return this claim form and all attachments to the District at the address stated above.\*\*\*

<p>A THE NAME AND POST OFFICE ADDRESS OF THE CLAIMANT: PERSON PRESENTING THE CLAIM DESIRES NOTICES TO BE SENT:</p> <p>Rashone Bible DAYTIME TELEPHONE: (510) 518 8064 EVENING TELEPHONE: TELEPHONE: Same</p>		<p>B. THE POST OFFICE ADDRESS TO WHICH THE</p> <p>604 West 7th ST Antioch CA 94509</p>	
<p>C. THE DATE, PLACE, AND OTHER CIRCUMSTANCES OF THE OCCURRENCE OR TRANSACTION WHICH GAVE RISE TO THE CLAIM ASSERTED:</p> <p>DATE OF OCCURRENCE: 12/3/19 TIME OF OCCURRENCE: PLACE OF OCCURRENCE: 604 West 7th ST. CIRCUMSTANCES: Antioch CA 94509</p>			
<p>D. A GENERAL DESCRIPTION OF THE INDEBTEDNESS, OBLIGATION, INJURY, DAMAGE OR LOSS INCURRED SO FAR AS IT MAY BE KNOWN AT THE TIME OF PRESENTATION OF THE CLAIM:</p> <p>TBD</p>			
<p>E. THE NAME OR NAMES OF THE PUBLIC EMPLOYEE OR EMPLOYEES CAUSING THE INJURY, DAMAGE, OR LOSS, IF KNOWN</p> <p>Delta Diablo</p>			
<p>F. AMOUNT OF CLAIM: \$ TBD (if less than \$10,000.00)</p> <p>JURISDICTION OF CLAIM: ___ MUNICIPAL COURT (CLAIMS TO \$25,000) ___ SUPERIOR COURT (CLAIMS OVER \$25,000)</p> <p>BASIS OF COMPUTATION: TBD</p>			
<p>For your protection California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in State prison.</p> <p>SIGNATURE OF CLAIMANT OR REPRESENTATIVE:  DATE: 12/9/19</p>			



February 10, 2020

**File Number: 2004968**

**RECEIPT FOR ADVANCE PAYMENT  
(This is not a Release)**

THIS IS TO ACKNOWLEDGE RECEIPT OF **\$791.63** paid on behalf of **FOR THE BENEFIT OF RASHONE BIBLE**, to be credited to the total amount of any final settlement or judgment in my/our favor for alleged damages resulting from an incident occurring on 12/04/19 AT **604 W. 7<sup>TH</sup> STREET, ANTIOCH, CA 94509.**

I/We authorize the above sum to be distributed as follows:

**RASHONE BIBLE**

STATUTE OF LIMITATIONS EXPIRES ON YOUR PROPERTY DAMAGE CLAIM  
ON 12/04/22

STATUTE OF LIMITATIONS EXPIRES ON YOUR BODILY INJURY CLAIM ON  
12/04/21

Subject to certain requirements of the Governmental Code for the State of California, this is to notify you the statute of limitations for bodily injury actions expires two years from the date of the accident. However, this time limitation may be changed by written action issued by the Governmental Entity commencing the six-month statute of limitations under the Government Code, notice of this action being forwarded to you.

I have received a copy of this form.

DATE 2/11/2020

CLAIMANT 

THIS PAYMENT COVERS THE FOLLOWING ITEMS:

- 1) **BALANCE OF FOOD PURCHASES, GAS PURCHASES, LESS THE INITIAL SUBMISSION OF \$211.22. THE BALANCE OF THE FOOD AND GAS COMES TO \$302.75. PERSONAL PROPERTY IN THE AMOUNT OF \$488.88. THE TOTAL OF THIS ADVANCE PAYMENT RECEIPT IS \$791.63.**

**PLEASE RETURN THIS FORM SIGNED AND DATED AS FOLLOWS:**

**CARL WARREN & COMPANY  
ATTENTION: ALAN R. DIALON  
P.O. BOX 2411  
TUSTIN, CA 92781  
[adialon@carlwaren.com](mailto:adialon@carlwaren.com)**



February 21, 2020

Ms. Rashone Bible  
604 W. 7th Avenue  
Antioch, CA 94509

**RE: Principal: California Sanitation Risk Management Authority  
(CSRMA)  
Member: Delta Diablo  
Claimant: Bible, Rashone  
Date of Loss: 12/03/19  
Our Claim #: 2004968**

Dear Ms. Bible:

We are the Claims Administrators for the CSRMA/Delta Diablo Sanitation District.

This letter will follow-up to our prior correspondence to you, where and we indicated that we would be asking for additional information and documentation regarding your claim for loss of income.

We understand that you provided a notarized statement from the person who you provide day care for, however CSRMA/Delta Diablo is asking for some additional information and documentation regarding this portion of the claim.

The first area that we are looking for documentation on, is receipt of the payment from your client, which could be in the form of a canceled check, money order, or bank statement showing that the amount that is charged to your client was deposited in your bank.

The next area documentation that we are looking for, is current license for daycare operations in the city of Antioch. Pursuant with the rules for daycare in the city of Antioch which requires a business license to operate a business.

The State of California also requires a Family Child Care Home License.

Please provide us with documentation relating to licensing.



As part of the claim process for requesting reimbursement of loss income, there must be sufficient documentation to reflect that the business is operating in a fashion consistent with the rules and regulations of the city that it is in, as well as showing documented amounts of income.

Once this information is gathered by you, please submit it to me accordingly for our review.

Very Truly Yours,

CARL WARREN & COMPANY

Alan R. Dialon  
Senior Claim Examiner

cc: Delta Diablo Sanitation District

February 21, 2020

Mr. Alan R. Dialon  
Senior Claims Examiner  
CARL WARREN & COMPANY

RE: Principal: California Sanitation Risk Management Authority  
(CSRMA)  
Member: Delta Diablo  
Claimant: RaShone Bible  
Date of Loss: 12/03/19  
Claim #: 2004968

Dear Mr. Dialon,

**UNDER CALIFORNIA LAW** I'm not required to have a license for daycare for my relative. As long as I don't daycare for any other child that is not my relative (in which in THIS such case I don't). Please call the **CDSS @ (510)622-2602** or refer to their website **cdss.ca.gov**

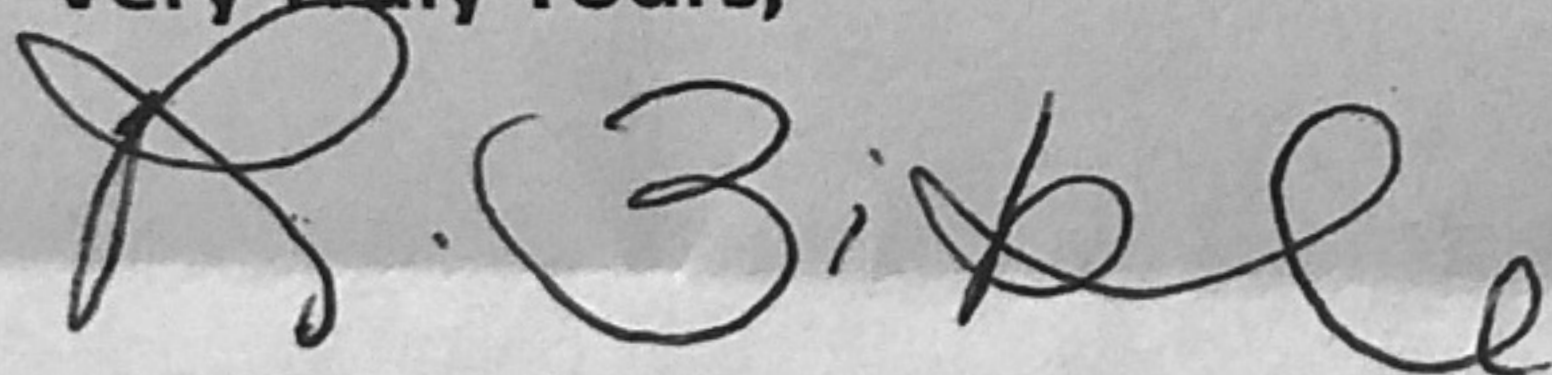
The person I do daycare for is my Sister. Her name is Andrea Wallace.

As receipt of payment for services we don't use checks or banking accounts.

Please contact me with any other questions or concerns.

Thank you.

Very Truly Yours,



RaShone Bible

February 21, 2020

Mr. Alan R. Dialon  
Senior Claims Examiner  
CARL WARREN & COMPANY

RE: Principal: California Sanitation Risk Management Authority  
(CSRMA)  
Member: Delta Diablo  
Claimant: RaShone Bible  
Date of Loss: 12/03/19  
Claim #: 2004968

Dear Mr. Dialon,

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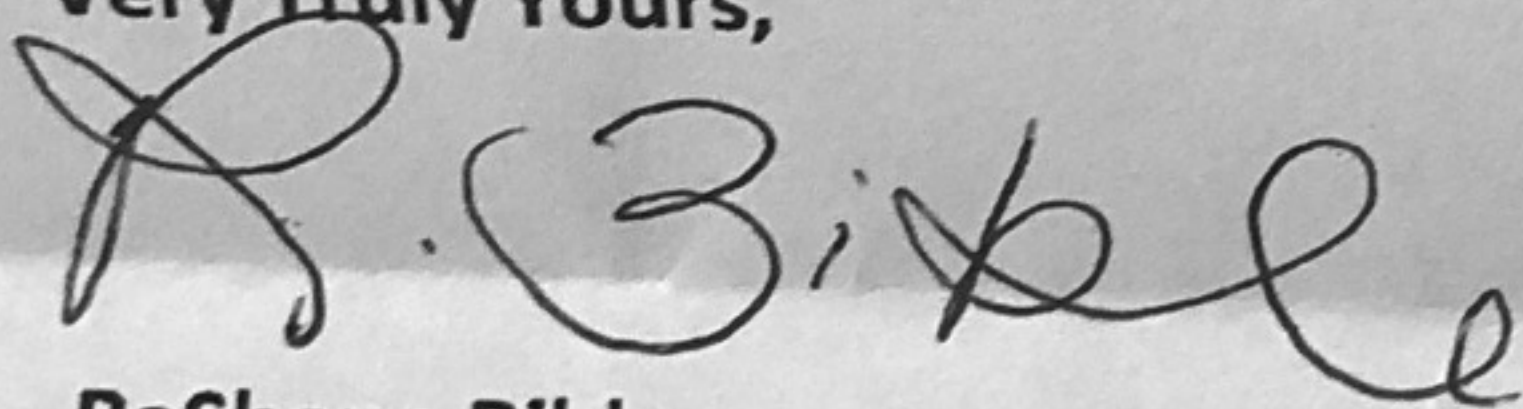
The person I do daycare for is my Sister. Her name is Andrea Wallace.

As receipt of payment for services we don't use checks or banking accounts.

Please contact me with any other questions or concerns.

Thank you.

Very Truly Yours,



RaShone Bible

March 11, 2020

RECEIVE REPORT ON BIOSOLIDS MANAGEMENT PROGRAMRECOMMENDATION

Receive a report on the District's Biosolids Management Program activities.

Background Information

As a "Utility of the Future," the District prides itself on transforming wastewater received at the District's Wastewater Treatment Plant (WWTP) into valuable resources that benefit the public and the environment. Harnessing these intrinsic resources includes returning treated wastewater ("effluent") to the Delta, producing recycled water for industrial and irrigation purposes, generating on-site renewable energy to meet a significant portion of WWTP power demand, and beneficially reusing "biosolids" to return valuable carbon and nutrients to soils via land application practices for production of non-edible food crops. Maintaining and expanding resource recovery services comes with many challenges, including aging infrastructure, future regulatory requirements, potential loss of end-use customers, increasing costs, emerging contaminants, and permitting and air quality impact considerations. Staff will provide an overview of the District's Biosolids Management Program, including production, end use, costs, challenges, and collaboration with other agencies in the region.

Analysis

Solids removed from wastewater during the primary and secondary treatment process at the WWTP are broken down in anaerobic digesters through biological activity and "stabilized" through long hold times (>15 days) and high temperature (>95°F) to inactivate pathogens, reduce solids content, and generate "biogas" for on-site renewable energy production. Following digestion, these solids are dewatered using large centrifuges to produce a carbon- and nutrient-rich, valuable end product. The District produces approximately 12,500 wet tons of biosolids each year, which are predominantly land applied in Solano, Sacramento, and Merced counties (as an alternative to chemical fertilizers) to grow non-edible food crops at local farms.

Over the past ten years, biosolids production and associated management costs (approximately \$450,000 per year over last two years) have been relatively stable. However, implementation of landfill organics diversion requirements (Senate Bill 1383) at the state level will restrict other biosolids management options (i.e., beneficial biosolids reuse at landfills as alternative daily cover), which is expected to exert pressure on limited land application capacity with associated cost increases. Because the District's current biosolids management contract with Synagro West, LLC. (Synagro) will expire on June 30, 2020, staff has engaged with a number of peer agencies to understand recent bid results. Based on the District's understanding of current market drivers and conditions, there is some potential for a significant increase in annual biosolids management costs. In response, staff attempted to negotiate an extension of the existing contract with Synagro with a unit price adjustment; however, Synagro was not able to provide an acceptable cost adjustment and staff is now proceeding with issuance of a request for proposals, despite limited competition in this market sector, to ensure a competitive market cost for District ratepayers.



Staff intends to submit a new contract for biosolids management services for consideration at the Board meeting on June 10, 2020.

In addition, staff continues to actively participate in a regional Bay Area Biosolids Coalition, along with 19 other agencies, to maintain and expand biosolids management options. This effort includes a significant near-term focus on engagement and collaboration with the private sector, consultants, and regulators, as well as targeted research to support communicating the value of biosolids, expanding land application practices, and developing biosolids management options in the Bay Area.

#### Financial Impact

The new biosolids management services contract will likely result in a significant increase in annual biosolids management costs from the current baseline annual cost of \$450,000. Staff is working to incorporate and mitigate this financial impact in the Fiscal Year 2020/2021 Budget, which is currently under development. Following conclusion of contract extension negotiations, staff will include updated financial impacts in the associated future Board communications.

#### Attachment

General Wastewater Treatment Process Overview

Signature: \_\_\_\_\_



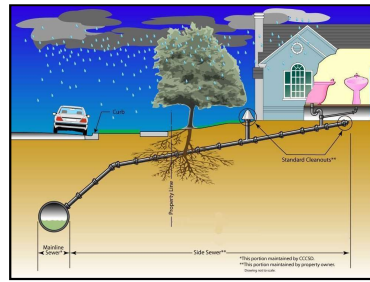
Dean Eckerson  
Resource Recovery Services Director

cc: District File CORP.10 – AGR-113



# 1 Wastewater Collection System

Wastewater is conveyed to treatment plant through a network of gravity sewers, pump stations, and pressurized force mains



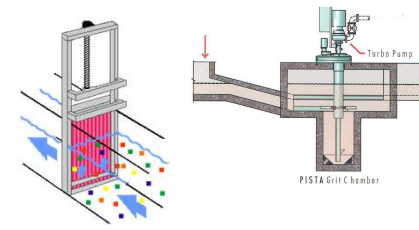
- Aging Infrastructure
- Asset Management
- Sanitary Sewer Overflows
- Pollution Prevention/Pretreatment
- Water Conservation Impacts
- Inflow/Infiltration
- Odors/Corrosion
- Climate Change



Odor Control

# 2 Preliminary Treatment

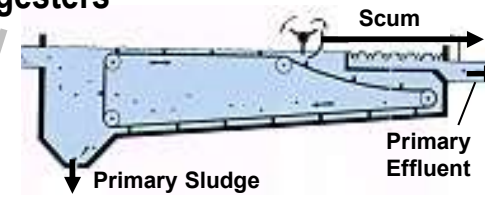
- Coarse and fine bar screens remove rocks/debris
- Small rocks/sand or "grit" removed in small tanks



Landfill

# 3 Primary Treatment

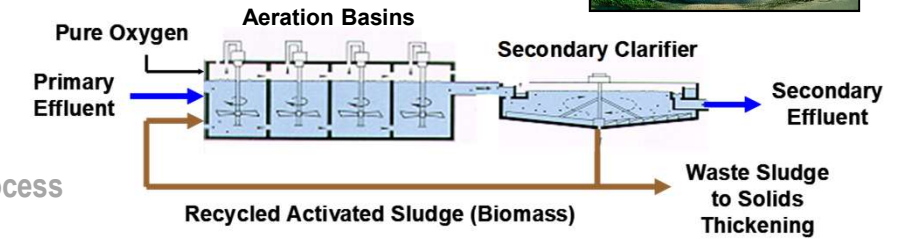
Floating material like fats, oils, and grease (scum) are skimmed off while heavier solids (primary sludge) settle to the bottom and are sent to digesters



Odors

# 4 Secondary Treatment

Air or pure oxygen is added to help microbes grow and break down organic material, which produces a biomass that is settled in large tanks



Biological Process Upset Events

Chemical Costs

# 5 Disinfection

Treated wastewater ("effluent") is disinfected using chlorination/dechlorination, ultraviolet disinfection, or advanced oxidation processes to kill pathogens prior to discharge to receiving waters



- NPDES Permits ("30/30" limits)
- Contaminants of Emerging Concern
- Nutrient Limits
- Total Maximum Daily Loads (TMDLs)

Wastewater Collection

Influent Pumping

Screening/Grit Removal

Primary Treatment

Secondary Treatment

Tertiary Treatment (not typical)

Disinfection

Receiving Water

Key Issues/Hot Topics are shown in "Gray"

Biosolids Reuse

Solids Dewatering

Solids Stabilization

Solids Thickening

On-site Power Generation

Limited landfill capacity, future regulatory ban for biosolids ADC

Potential loss of land application

40CFR, Part 503 Compliance

Co-digestion of Trucked Wastes

Waste Gas Flares or Other Uses

Power Sales Agreements

Greenhouse Gas Emissions

Air Permitting/Interconnection Challenges

More Stringent Regulatory Requirements

High Capital/Operating Costs, Energy Intensity

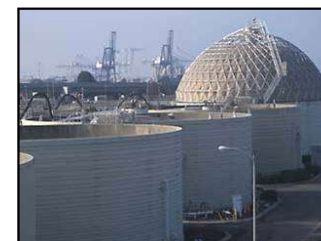
# 7 Biosolids Management

- Excess water is removed from biosolids using centrifuges/presses to reduce volume and hauling costs
- Biosolids are beneficially used through land application as soil fertilizer or alternative daily cover (ADC) at landfills
- Biosolids can be further treated via heat drying or composting



# 6 Anaerobic Digestion

- Solids removed during treatment are stabilized by storing for long duration (>15 days) in tanks at high temperatures (>95°F)
- Bacteria decompose solids and produce a biogas; end product is a stabilized material called "biosolids"



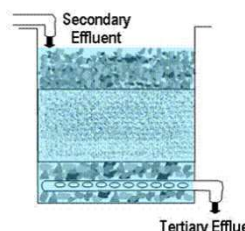
# 8 Energy Recovery

- Biogas produced during anaerobic digestion is flared or used as a fuel source in engines, turbines, or fuel cells
- Roughly 50-60% of plant energy demand can be met using biogas from municipal sludges
- Plants can achieve energy self-sufficiency through trucked waste programs (e.g., FOG)



# 9 Tertiary Treatment

- Advanced treatment to remove nutrients, organic matter and solids to meet nutrient limits, recycled water standards, or stricter NPDES permit limits
- May include flocculation/sedimentation, sand filtration; biological nutrient removal; microfiltration/reverse osmosis; membrane bioreactors, etc.





March 11, 2020

RECEIVE REPORT ON MAJOR CAPITAL PROJECTS THAT IMPACT DEVELOPMENT OF THE 5-YEAR CAPITAL IMPROVEMENT PROGRAM

RECOMMENDATION

Receive report on major capital projects that impact development of the new draft 5-year Capital Improvement Program (CIP).

Background Information

Staff is currently developing a new 5-year CIP for Fiscal Year 2020/2021 (FY20/21) through FY24/25, which includes identification and prioritization of key projects and activities to ensure the continued effectiveness and reliability of critical elements of the District's wastewater collection, conveyance, and treatment, and recycled water systems. Significant changes to existing projects, as well as addition of new priorities, have occurred since development of the current 5-year CIP (FY19/20-FY23/24). Staff will highlight major capital project drivers under consideration in developing the new 5-year CIP at the Board Meeting on March 11, 2020.

Analysis

An overview of major capital project drivers and the potential impacts to infrastructure investment timing and funding is provided below.

- Antioch Pump Station and Conveyance System Improvements: At the January 15, 2020 Board Meeting, the Board authorized formation of a new project with a \$1.0 million budget for activities in FY19/20 to address this critical vulnerability in the District's wastewater conveyance system following failure of Antioch Force Main 102 and the associated sanitary sewer flow on December 3, 2019. Although the District completed near-term repairs to restore the force main to service, significant additional work is required to restore the long-term integrity and reliability of this critical asset. Staff has initiated fast-track design activities with an outside consultant to design and construct additional repairs this summer, conduct hydraulic modeling to identify vulnerabilities, inspect additional locations along both District force mains from the Antioch Pump Station, and design and implement phased, long-term improvements. The preliminary CIP total budget estimate is \$9.0 million from FY20/21-FY22/23.
- East County Bioenergy Project (ECBP): Although the District has been pursuing a long-term organics co-digestion project under a public-private partnership with Mt. Diablo Resource Recovery (MDRR) for the last few years to support long-term financial sustainability and provide environmental benefits in support of state-mandated goals (i.e., Senate Bill 1383), there is significantly reduced likelihood that the District proceeds with this effort since development of the current CIP last year. MDRR has secured a cost-effective, alternative approach to meeting SB 1383 landfill organics diversion requirements for the next five years. In response, staff is recommending removal of planned ECBP expenditures from the new CIP; total cash flow included in the current CIP was approximately \$28.3 million. This change does provide clarity on the planning environment for the District's Resource



Recovery Facility Master Plan (RRFMP), which was originally geared to consider two future scenarios—with and without ECBP implementation.

In addition, staff will now proceed with recommending capital investment in existing, ECBP-related infrastructure, including digester cleaning, digester gas handling and compressor replacement, and cogeneration system improvements, which were previously placed on-hold pending integration with the ECBP. Staff has prioritized implementation of these investments in the new CIP with a total budget estimate of \$6.5 million from FY20/21-FY23/24.

- Secondary Treatment Capacity Expansion: Preliminary analysis completed as part of the RRFMP indicates that the District’s Wastewater Treatment Plant (WWTP) may be at 80 percent of capacity, which may be exceeded in 10 to 15 years due to growth in the service area and increased organics and solids concentrations. Staff is working to identify 5-year CIP needs and ensure alignment with the planned approach and associated timeline for addressing long-term nutrient removal requirements, as described below.
- Nutrient Management: Staff has provided a number of updates to the Board (most recently on November 13, 2019) regarding regional collaboration over several years with regulators, the scientific community, and other publicly-owned treatment works (POTWs) through the Bay Area Clean Water Agencies (BACWA). The goal of this collaborative effort is to ensure a sound-science based approach to evaluating the potential impacts of continued nutrient (i.e., nitrogen, phosphorus) loading on water quality and the overall health of San Francisco (SF) Bay. As presented on November 13, 2019, imposing a new regulatory requirement to remove nutrients at Bay Area POTWs would trigger capital investment exceeding \$7 billion in the region and more than \$150 million at the District (based on escalated cost from 2018 BACWA Nutrient Reduction Study). Continued focus on research, data collection, and modeling has resulted in a shift in the original timeline for implementing nutrient removal from completion of construction of new facilities by end of FY24 to a new projection of end of FY34. There is some potential that the District would need to proceed with nutrient removal WWTP upgrades if the health of SF Bay degrades in the near term due to harmful algal blooms, toxicity events, and/or low dissolved oxygen conditions.

Based on the preliminary RRFMP analysis referenced above, there is potential for a significant change in the estimated capital cost for nutrient removal at the District’s WWTP. The 2018 BACWA Study estimate was based on conservative assumptions and stringent nutrient removal levels. Because the Regional Water Board may focus on regulating nutrient loading in localized sections of SF Bay, while considering annual or seasonal loading versus maximum daily or monthly loading, and there is potential for development of a “nutrient trading” program in the Bay Area, the level of capital investment required by the District may be lower than initially estimated.

In considering this planning environment, the District’s RRFMP consultant has adopted a trigger-based, phased implementation approach to address both secondary capacity expansion and nutrient removal needs. The preliminary findings indicate that continued major investment in the existing tower trickling filters (TTFs) at the WWTP does not support flexibility for future nutrient removal. This is important because staff previously included \$6 million in Years 4 and 5 of the current CIP to address aging TTF infrastructure needs. More importantly, the preliminary initial capital cost estimate for removing nutrients and upgrading



secondary treatment capacity is in the \$80-90 million range (versus the prior \$150+ million estimate from the 2018 BACWA Study).

The key changes in regulatory timing and estimated cost will have a significant impact on the District's planned approach to rate collection for the Advanced Treatment (AT) Reserve Fund, which was proactively established in 2011 to avoid sharp rate increases to ratepayers due to implementation of nutrient removal WWTP upgrades. In June 2018 and June 2019, the Board took actions to reduce and eliminate planned AT Fund rate component increases, respectively. Staff will be recommending full elimination or a significant reduction of the AT Fund rate component for FY20/21 as part of the Sewer Service Charge (SSC) review and approval process in April, May, and June 2020.

- Other Major Capital Project Drivers: As a follow-up to the FY19/20 mid-year CIP update provided to the Board on January 15, 2020, staff will highlight updated cash flows and timing for the Switchgear Replacement, Office Building Rehabilitation, and Pump Station Facilities Repair projects.

Staff intends to submit the draft and final CIP for Board consideration in May and June 2020, respectively.

#### Financial Impact

Once the draft of the new 5-year CIP is completed, staff will develop financing assumptions and incorporate project capital cash flow needs into the District's SSC-setting process. No significant new financial impacts are associated with the proposed new CIP, because staff has prioritized needs and will continue pursuing the lowest cost of capital to support project implementation. The overall magnitude of the new 5-year CIP is expected to be similar to last year's CIP.

#### Attachments

None

Signature: \_\_\_\_\_



Brian Thomas

Engineering Services Director/District Engineer

cc: District File BRD.01



ITEM J/1

March 11, 2020

RECEIVE MONTHLY LOBBYIST REPORT DATED FEBRUARY 2020, KEY  
ADVOCATES, INC., WESTERN RECYCLED WATER COALITION, PROJECT NO. 90024

RECOMMENDATION

Receive and file Report.

Background Information

As lead Agency for the Western Recycled Water Coalition, the District administers a contract with a lobbyist, Key Advocates, Inc. (KA), and receives a monthly summary report regarding related lobbying activities.

Analysis

Attached is the report for February 2020, which was produced by KA and distributed to members of the Western Recycled Water Coalition.

Financial Impact

None

Attachment

Monthly Report, February 2020

Prepared by:

*FOR* 

Jayne Strommer  
Government Affairs Manager

Reviewed by:



Brian Thomas  
Engineering Services  
Director/District Engineer

cc: Project File No. P.90024.06.01





1701 Pennsylvania Avenue  
Suite 300  
Washington, D.C. 20006  
(202) 722-0167

February 28, 2020

To: Western Recycled Water Coalition  
From: Sante Esposito  
Subject: February Monthly Report

### **Infrastructure**

Paying for a mega infrastructure program was the focus of congressional infrastructure activities in February. In the House, discussions continued between T&I Chair DeFazio and Ways and Means Chair Neal. DeFazio is pushing for either a gas tax increase and/or indexing the gas tax and/or imposing some form of a vehicle miles tax (VMT). To date, Neal is non-committal. In the Senate, EPW Chair Barrasso and Finance Chair Grassley have discussed indexing the gas tax and/or imposing a tax on electric vehicles and/or increasing the tax on trucks and/or some form of VMT. No decisions.

To review, on January 28, the House Democratic leadership along with the chairs of the key congressional committees of jurisdiction (T&I, Energy and Commerce, and Ways and Means) rolled out a mega infrastructure framework, having given up on crafting a package with the White House. The framework – with more details and legislative language to follow as announced – focuses on traditional surface transportation issues, broadband, 911 updates, brownfields, safe drinking water, with mention of housing, education and natural resources. See the following: <https://transportation.house.gov/imo/media/doc/Moving%20Forward%20Framework.pdf>. Water Highlights of interest (note: these do **not** include water programs from other committees such as the Natural Resource Committee not yet available but to be included in the package) –

- **Clean Water & Wastewater Infrastructure — \$50.5 Billion**
  - Funds building new, modern clean water and wastewater infrastructure by investing \$40 billion in the Clean Water State Revolving Fund (CWSRF), to address local water quality challenges, with dedicated funds for urban and rural communities with affordability concerns.
  - Encourages the use of energy-efficient and water-efficient technologies.
  - Helps communities affordably address local sewer overflow and storm water infrastructure needs, preventing pollution in local rivers and waterways, and disruptions to service.
  - Establishes a new EPA program to detect, prevent, and treat discharge of industrial chemicals, including PFAS.

- **Water Infrastructure (Flood protection, navigation, etc.) — \$10 Billion**
  - Addresses the impact of severe weather events by tackling the backlog of Army Corps’ projects designed to protect communities at risk of flooding, to enhance community resiliency, and to enhance national, regional, and local economic growth.
  
- **Safe Drinking Water —\$25.4 Billion**
  - Protects Americans’ drinking water – particularly for vulnerable communities – by investing in the Drinking Water State Revolving Fund and programs to ensure clean drinking water in schools, day care centers and on Native American Reservations.
  - Provides funding to local communities dealing with PFAS contamination in the drinking water and requires EPA identify and assist these and other communities with effective decontamination techniques.
  
- **Alternative Water Source Project - \$600 Million** Reauthorizes Federal investments in alternative water source projects to address critical water supply needs, especially in arid areas of the Nation.

### **President’s FY21 Infrastructure Budget**

The President’s FY21 Budget has two major infrastructure components. The first is a \$810 billion, 10-year reauthorization of surface transportation programs. The second is a \$190 billion in investments across a range of infrastructure, as follows:

- **\$60 Billion for a new Building Infrastructure Great grants program:** This “mega-projects” program will focus on delivery of such projects across a range of sectors: surface transportation road, bridge, rail, transit, pipeline, landside port, and intermodal connection capital investments; lock, dam, and canal investments; drinking water and waste treatment capital investments; and energy and broadband capital investments.
  
- **\$50 billion for a new Moving America’s Freight Safely and Efficiently program.** This program will support projects with significant economic, mobility, and safety benefits on our strategic highway, rail, port, and waterway freight networks.
  
- **\$35 billion for a new Bridge Rebuilding program.** This program will make targeted investments in critical bridge infrastructure to restore them to good condition. \$12 billion will be provided for “off- system” bridges allocated via formula, and \$23 billion will be provided for larger bridges via a competitive process.
  
- **\$25 billion for a new Revitalizing Rural America program.** This program focuses on the needs and contributions to our economy made by rural communities and helps them deliver broadband, transportation, water and other infrastructure projects.
  
- **\$20 billion for a Transit State of Good Repair Sprint program.** The program will focus exclusively on rehabilitating existing transit assets (no new capacity projects).
- **\$6.5 billion for a Public Lands Infrastructure Fund.** This program would address the deferred maintenance backlog in our national parks, forests, wildlife refuges and other

public lands, along with Bureau of Indian Education school.

### **Coalition Projects Bill**

**Status:** On February 26, 2020, the Coalition (Jayne, Ironhouse representatives Tyson Zimmerman, Chad Davisson, and Dawn Morrow) and Key Advocates met with a number of Hill staffers on various issues (all referenced in this report). Two of the meetings were with the staffs of Senator Hirono (D-HI) – Jen Burks and Tiffany Crawford, LA’s - and Senator Schatz (D-HI) – Christine Blackburn and Jake Rascoff, LA’s. The purpose of the meeting was to request that the Senators – either one or both – introduce the companion bill to the McNerney Coalition project bill. At the meetings background information on the Coalition, a copy of the McNerney bill and a request letter from the Hawaii Water Service were provided. Our request was taken under advisement with more interest expressed by the Hirono staffers. A third meeting was held with Dave Chun (LD, Congresswoman Tulsi Gabbard (D-HI-2)), a cosponsor of the McNerney bill. A very positive meeting. Chun agreed to contact Burks in support of our request.

To review, HR 5302 introduced on December 4 by Congressman McNerney with Reprs Gabbard, Swalwell, and Panetta as cosponsors. McNerney press release with Coalition quote.

### **S. 1932, “Drought Resiliency and Water Supply Infrastructure Act”**

**Status:** Per February 26 meeting with John Watts (LD, Sen. Feinstein), a compromise draft (summary outline enclosed) has been agreed to except for one Republican, with whom they are trying to work things out. Goals are a hearing in March with markup to follow ASAP. The essence of the compromise is that the Republicans got “more” on water storage in return for the Democrats getting “more” on recycled water. Watts was optimistic that the recycled water funding level (\$160M over 5 years) would increase in conference (the Napolitano bill has \$500M over 5 years).

To review, introduced on June 20, 2019 by Senator Cory Gardner (R-CO) with cosponsors Senators Feinstein, McSally (R-AZ), Sinema (D-AZ) and Rosen (D-NV). The bill was referred to the Energy and Natural Resources Committee. McSally is the Chair of its Water and Power Subcommittee. Gardner is a member of the Subcommittee. Feinstein and Sinema are not on the Committee. The bill would authorize for FY19-24 \$670M for surface and groundwater storage projects, \$100M for water recycling projects, and \$60M for desalination projects. It would also create a new loan program at 30-year Treasury rates for water supply projects known as the Reclamation Infrastructure Finance and Innovation Act (RIFIA). The \$150M authorized for the program would make available \$8 to \$12B in lending authority for the low interest loans. The loans would use existing criteria under the WIFIA program, with projects for funding to be recommended by the Bureau of Reclamation, and with the loans to be administered by EPA. The bill would also authorize \$140M for restoration and environmental compliance projects. The bill provides offsets, one of which is a process to de-authorize inactive water recycling projects – projects for which no Federal or sponsor funds were spent on construction in the past 10 years, with an allowance of two and one-half years to spend funds to prevent de-authorization.

### **H.R. 1162, the “Water Recycling Investment and Improvement Act”**

**Status:** Per February 26, 2020 meeting with Morgan Leonard (LA, Cong. Napolitano), the goal is to move the bill either as part of the Huffman omnibus bill or by itself. Markup on the bill is hoped for

March.

To review, on February 13, 2019, Congresswoman Napolitano introduced the bill (with 17 cosponsors, now 27– all Dems) which the Coalition supports. The Coalition supported her bill last Congress. Two changes were made from last year’s version: the EPA grant program was dropped so the focus could be on Title XVI; and, the cap on the Federal share for individual projects was increased from \$20M to \$30M. Per the Congresswoman’s office, the following summary was provided:

- Increases the WIIN Act authorization for Title XVI from \$50 million to \$500 million
- Makes the WIIN Act Title XVI program permanent as it currently expires in 2021.
- Strikes the requirement that projects must be in drought or disaster areas
- Strikes the requirement that the projects need to be designated in an appropriations legislation
- Increase the limitation on the federal share of individual Title XVI projects from the current \$20 million in October 1996 prices to \$30 million in January 2019 prices.

*Does not change the 25% federal cost share.*

On June 13, 2019, the Subcommittee on Water, Oceans, and Wildlife (WOW) of the Natural Resources Committee held a hearing on the bill.

### **H.R. 2473, “Securing Access for the Central Valley and Enhancing (SAVE) Water Resources Act**

**Status:** Section included in the Huffman omnibus bill (see below); unlikely to move on its own although mark-up is possible.

To review, introduced on May 2, 2019 by Congressman Josh Harder (D-CA-10) with 7 cosponsors. The bill provides \$100M for Title XVI WIIN grants from deposits made to the Reclamation Fund; authorizes \$150M for a reclamation infrastructure finance and innovation pilot program; increases the current Title XVI WIIN grant authorization from \$50M to \$500M (the same increase as in Cong. Napolitano’s H.R. 1162) and raises the Federal share cap from \$20M to \$30M; and, establishes a water technology investment program to expand use of technology for improving the availability and resiliency of water supplies and power delivers, and authorizes \$5M per fiscal year for the program. On June 13, 2019, the Subcommittee on Water, Oceans, and Wildlife (WOW) of the Natural Resources Committee held a hearing on the bill.

### **DeFazio H.R.1497, the “Water Quality Protection and Job Creation Act of 2019.”**

**Status:** Per February 24<sup>th</sup> email from the T&I Majority staff, they are working with CBO on the score before they can go to the Floor.

To review, on March 10, 2019 Chair DeFazio, Subcommittee Chair Napolitano, and Representatives Don Young and John Katko introduced the above bill (now with 56 cosponsors) which was amended in markup to authorize \$14B over the next five fiscal years for the CWSRF, \$1.125B for overflow and sewer grants, \$1.295B for state water pollution control programs, \$110M



for innovative water grants, and \$150M for alternative water source projects. A Coalition support letter was submitted.

### **Huffman Omnibus Water Bill**

**Status:** Per Feb. 26<sup>th</sup> meeting with Marnie Kremer, (Professional Staff, Water, Oceans and Wildlife Subcommittee), comments still coming in after the Feb. 5 comment request deadline. Subcommittee working through them. No specifics on introduction, hearing or markup.

On January 10, 2020, Congressman Jared Huffman (D-CA-2), Chair of the Water, Oceans, and Wildlife Subcommittee of the Natural Resources Committee, unveiled a draft for comment of his omnibus water bill, the “FUTURE Drought Resiliency Act,” that includes Congresswoman Napolitano’s HR. 1162 and a section from Congressman Harder’s HR. 2473. The Coalition worked with both Members on these two efforts and with the Natural Resources Committee and Congressman Huffman’s personal staff on the omnibus bill.

The included Napolitano language increases from \$50M to \$500M the authorization for Title XVI WIIN grants and from \$20M to \$30M the Federal share.

The included Harder language authorizes \$300M per year for a new "Water Infrastructure and Drought Solutions Fund," of which \$100M is for ground water storage projects, \$100M for water reclamation and reuse projects, and \$100M for WaterSMART grants. Because it will take years for revenues (they would come from the existing reclamation fund) to reach the \$300M level, the authorizations are for FY2030-2060.

Other provisions in the omnibus -

- \$750M for storage projects
- \$240 for desalination projects
- \$100M for disadvantaged communities without adequate drinking water
- Various technology provisions
- Various ecosystem protection provisions

### **Senate Highway Bill**

FAST Act reauthorization required by Sept. 30 when current program expires. Senate EPW has reported its version of the bill (see below). Other Senate committees that need to act include Banking (mass transit), Commerce (trucking, rail and safety), and Finance (how to pay for the bill). Senate Banking Committee held an authorization hearing on Feb. 25. House T&I working on a draft. Other House committees that need to act include Energy and Commerce (safety) and Ways and Means (how to pay for the bill).

To review, the EPW bipartisan bill would authorize \$287 billion in highway spending, 90- percent of which would be distributed to the states by formula. The bill also features a title on climate change, which would authorize \$10.8 billion for various programs addressing resiliency and other climate issues over the next five fiscal years. That includes \$1 billion for electric, hydrogen, and natural gas vehicle charging and fueling stations. It would also provide billions for programs aimed at curbing emissions and reducing congestion and truck idling. The legislation would also

streamline infrastructure permitting and set a two-year target for environmental reviews. Lastly, the bill would authorize \$12.5 million per year to fund state and regional pilot testing of user-based alternative revenue mechanisms to the gas tax.

### **President's FY21 "Water" Budget**

- **Clean Water SRF** - \$1.119B versus \$1.638 for FY20
- **Safe Drinking Water SRF** - \$863.2M versus \$1.126B for FY20
- **Title XVI/WINN** - \$3M versus \$63.6M for FY20
- **WaterSMART grants** - \$7.8M versus \$55M for FY20
- **WIFIA** - \$28M versus \$63M for FY20
- **CALFED** - \$33M versus \$35M for FY20

### **Water Resources Development Act**

Current law expires Sept. 30 of this year. Reauthorization process underway. Goal is to re-authorize the program this year to keep it on a two-year cycle. The focus is on the Corps of Engineers – projects and process – although in the past WRDA has been the vehicle for inclusion of other “water” issues of interest. Hearings are underway. On Feb. 27, the Subcommittee on Water Resources and Environment of the House T&I Committee held its second hearing, the subject of which was for all House members to highlight issues of importance in their district as it relates to the Corps of Engineers. Bill drafting is also underway in both Houses with details not yet available.

### **Earmarks**

**Status:** No new developments. Continue to monitor in conjunction with the Office of House Majority Leader.

To review, recent reports indicate discussion, and in some cases real interest, in bringing back earmarks. Many House Democrats have voiced support for overturning the current ban on earmarks. Most noticeably is Majority Leader Hoyer who is shopping an earmark return plan that would require for every earmark the recipient be a public, not a private entity, the Member requesting the earmark be identified, the earmark project be located in the Member's district/state, and the Member acknowledge under penalty that he or she has no vested interest in the earmark project. Transparency and accountability, Hoyer says, are the cornerstones of his proposal. To date, House Republicans are either opposed or silent on the return as are Senate Republicans. Senate Democrats support overturning the ban with accompanying stringent rules.

### **WIIN Grants**

FY18 awardees' projects in progress. FY19 awardees still at OMB. FY20 ready to go but not until FY19 awards are announced/sent to Congress.

### **Bill Tracking - 116th Congress (2019-2020)**

**NOTE: the summary of bills will appear only once but can be made available as requested.**

**S.40 — Bureau of Reclamation Transparency Act**

Sponsor: Sen. Barrasso, John [R-WY] (Introduced 01/08/2019) Cosponsors: (1) Committees: Energy and Natural Resources

**S.611 — Water Affordability, Transparency, Equity, Reliability Act of 2019**

Sponsor: Sen. Sanders, Bernard [I-VT] (Introduced 02/28/2019) Cosponsors: (2, now 3) Committees: Environment and Public Works

**H.R.1764 — To amend the Federal Water Pollution Control Act with respect to permitting terms, and for other purposes.**

Sponsor: Rep. Garamendi, John [D-CA-3] (Introduced 03/14/2019) Cosponsors: (8, now 10) Committees: House - Transportation and Infrastructure

**H.R.5628 — Clean Water Allotment Modernization Act**

Sponsor: Rep. Waltz, Michael [R-FL-6] (Introduced 01/16/2020) Cosponsors: (8) Committees: House - Transportation and Infrastructure

**S.3211 — Clean Water Allotment Modernization Act**

Sponsor: Sen. Rubio, Marco [R-FL] (Introduced 01/16/2020) Cosponsors: (1) Committees: Senate - Environment and Public Works

**S.3160 — Affordable Safe Drinking Water Act of 2020**

Sponsor: Sen. Warren, Elizabeth [D-MA] (Introduced 01/08/2020) Cosponsors: (1) Committees: Senate - Environment and Public Works

**H.R.5539 — Clean Water Standards for PFAS Act of 2020**

Sponsor: Rep. Pappas, Chris [D-NH-1] (Introduced 01/03/2020) Cosponsors: (13) Committees: House - Transportation and Infrastructure

**H.R.5513 — Affordable Safe Drinking Water Act of 2019**

Sponsor: Rep. Kennedy, Joseph P., III [D-MA-4] (Introduced 12/19/2019) Cosponsors: (8) Committees: House - Energy and Commerce; Transportation and Infrastructure

**H.R.5445 — Critical Infrastructure Act of 2019**

Sponsor: Rep. Stewart, Chris [R-UT-2] (Introduced 12/17/2019) Cosponsors: (6) Committees: House - Natural Resources

**H.R.5361 — Safe Drinking Water Assistance Act of 2019**

Sponsor: Rep. Blunt Rochester, Lisa [D-DE-At Large] (Introduced 12/09/2019) Cosponsors: (1) Committees: House - Energy and Commerce; Science, Space, and Technology

**H.R.4780 — National Infrastructure Investment Corporation Act of 2019**

Sponsor: Rep. Carbajal, Salud O. [D-CA-24] (Introduced 10/22/2019) Cosponsors: (0) Committees: House - Transportation and Infrastructure

**H.R.4687 — SMART Infrastructure Act**

Sponsor: Rep. Rouda, Harley [D-CA-48] (Introduced 10/16/2019) Cosponsors: (3, now 5)

Committees: Transportation and Infrastructure; Science, Space, and Technology; Agriculture; Energy and Commerce

**S.352 — BUILD Act**

Sponsor: Sen. Cornyn, John [R-TX] (Introduced 02/06/2019) Cosponsors: (1)

Committees: Finance Increases from \$15 billion to \$20.8 billion the national limitation on the amount of tax-exempt highway or surface freight transfer facility bonds.

**H.R.180 — Build America Act of 2019**

Sponsor: Rep. Hastings, Alcee L. [D-FL-20] (Introduced 01/03/2019) Cosponsors: (7, now 12)

Committees: Transportation and Infrastructure and Ways and Means Directs the Department of Transportation (DOT) to carry out a national infrastructure investment grant program for capital investments in surface transportation infrastructure. Projects eligible for funding under the program include, at a minimum, highway and bridge projects, public transportation projects, passenger and freight rail transportation projects, and port infrastructure investments. In distributing grants under the program, DOT shall ensure an equitable geographic distribution of funds, an appropriate balance in addressing the needs of urban and rural areas, and investment in a variety of transportation modes. At least 20% of grant funds must be set aside for projects in rural areas. The bill amends the Internal Revenue Code to: (1) establish a National Infrastructure Investment Trust Fund, and (2) increase the tax on gasoline other than aviation gasoline and on diesel fuel or kerosene.

**S.146 — Move America Act of 2019**

Sponsor: Sen. Hoeven, John [R-ND] (Introduced 01/16/2019) Cosponsors: (1)

Committees: Finance Allows tax exempt Move America bonds and Move America tax credits to be used for certain infrastructure projects. A Move America bond is treated as a tax-exempt private facility bond with certain exceptions. At least 95% of the net proceeds from the issuance of the bond must be used for infrastructure projects. The bill specifies exceptions and modifications to existing rules for bonds regarding land acquisition, government ownership, rehabilitation expenditures, and the alternative minimum tax. The bonds are subject to a volume cap equal to 50% of a state's current private activity bond volume cap. States may exchange all or a portion of the volume cap for Move America tax credits to be allocated to taxpayers. The credits include (1) an equity credit for a portion of the basis of each qualified facility; and (2) an infrastructure fund credit for investments in qualified infrastructure funds, including a state infrastructure bank, a water pollution control revolving fund, or a drinking water treatment revolving loan fund.

**H.R.658 — National Infrastructure Development Bank Act of 2019**

Sponsor: Rep. DeLauro, Rosa L. [D-CT-3] (Introduced 01/17/2019) Cosponsors: (60, now 61)

Committees: Energy and Commerce, Transportation and Infrastructure, Financial Services and Ways and Means

**S.353 — RAPID Act**

Sponsor: Sen. Cornyn, John [R-TX] (Introduced 02/06/2019) Cosponsors: (1)

Committees: Environment and Public Works This bill revises the transportation infrastructure finance and innovation (TIFIA) program to (1) require program applicants to obtain investment grade ratings from at least two credit rating agencies, unless the federal credit instrument is less than \$150 million (currently, less than \$75 million), in which case one rating will suffice; (2) require the Department of Transportation (DOT) to implement an expedited decision timeline for public agency borrowers seeking secured loans; and (3) require DOT to publish status reports on program

applications on the TIFIA website.

**S.403 — IMAGINE Act**

Sponsor: Sen. Whitehouse, Sheldon [D-RI] (Introduced 02/07/2019) Cosponsors: (5, now 7)  
Committees: Environment and Public Works. Encourages the use of innovative construction materials and techniques to accelerate the deployment, extend the service life, improve the performance, and reduce the cost of domestic transportation and water infrastructure projects.

**H.R.228 — Increase Transportation Alternatives Investment Act of 2019**

Sponsor: Rep. Velazquez, Nydia M. [D-NY-7] (Introduced 01/03/2019) Cosponsors: (2) Committees: Transportation and Infrastructure Directs the Department of Transportation (DOT) to ensure that states give preference under the Surface Transportation Block Grant Program to eligible projects that (1) are located in areas that are undergoing extensive repair or reconstruction of transportation infrastructure, including federal-aid highways, federally owned roads open for public travel, passenger rail facilities, and public transportation facilities; and (2) will provide transportation alternatives related to the closure of transportation infrastructure in such areas. DOT shall (1) carry out a competitive grant program to support community efforts to invest in transportation alternatives; and (2) give preference in awarding grants to projects located in such areas. Entities eligible for grants include state and local governments, metropolitan planning organizations, and rural planning organizations.<sup>[1]</sup>

**H.R.880 — Surface Transportation Investment Act of 2019**

Sponsor: Rep. Brownley, Julia [D-CA-26] (Introduced 01/30/2019) Cosponsors: (1)  
Committees: Ways and Means and Transportation and Infrastructure. This bill limits or repeals certain tax benefits for major integrated oil companies, including (1) the foreign tax credit for companies that are dual capacity taxpayers, (2) the tax deduction for intangible drilling and development costs, (3) the percentage depletion allowance for oil and gas wells, and (4) the tax deduction for qualified tertiary injectant expenses.

The bill modifies the definition of "major integrated oil company" to include certain successors in interest that control more than 50% of the crude oil production or natural gas production of the company. The bill establishes a Transportation Block Grant Fund and appropriates to the fund amounts equal to the increase in revenues as a result of this bill. The funds must be used for making grants under the Surface Transportation Block Grant Program.

**S.1518 — Rebuild America Now Act**

Sponsor: Sen. Sullivan, Dan [R-AK] (Introduced 05/16/2019) Cosponsors: (4)  
Committee: Environment and Public Works. To improve the processes by which environmental documents are prepared and permits and applications are processed and regulated by Federal departments and agencies, and for other purposes.

**H.R.3134 — To direct the Secretary of Transportation to assist States to rehabilitate or replace certain bridges, and for other purposes.** Sponsor: Rep. Langevin, James R. [D-RI-2] (Introduced 06/05/2019) Cosponsors: (2) Committee: Transportation and Infrastructure. To direct the Secretary of Transportation to assist States to rehabilitate or replace certain bridges, and for other purposes.

**Summary of Compromise Version of S. 1932**  
**“Drought Resiliency and Water Supply Infrastructure Act”**

- **Authorizes the following funding:**
  - **\$750 million for surface and groundwater storage projects, and supporting conveyance**
  - **\$160 million for water recycling projects**
  - **\$80 million for desalination projects**
  
- **Provides for Congressional review of federal storage projects while expediting less controversial non-federal projects:**
  - Federal storage projects, and non-federal storage projects with over \$700 million in federal funding, would require Congressional authorization through a process similar to WRDA; the Bureau of Reclamation would send a list of projects to Congress each year for approval
  - Storage, conveyance, recycling and desalination non-federal projects with less than \$700 million in federal funding would be significantly expedited, requiring that:
    - 1) The Governor of the affected state supports federal funding of the project;
    - 2) The project is feasible and sufficient funding covers the non-federal share;
    - 3) Reclamation recommends funding; and
    - 4) Solely for the initial awards of preconstruction and construction funding for a project, approval from Congress through enacted appropriations legislation. Once Congress has provided these initial approvals, Reclamation can award further funds for that project from the block of previously appropriated funding for storage, recycling or desalination.
  
- **Creates a new loan program at 30-year Treasury rates (currently about 2.1%) for water supply projects** known as the Reclamation Infrastructure Finance and Innovation Act (RIFIA):
  - The \$150 million authorized funding level **would make available \$8 to \$12 billion in lending authority for the low-interest loans**, using criteria from successful WIFIA program
  
- **Authorizes \$140 million for restoration and environmental compliance projects**, including forest, meadow and watershed restoration projects with water benefits and projects to help restore species affected by Bureau of Reclamation water projects.
  
- **Includes major priorities for the environment** in addition to restoration funding, including:
  - **The WaterSMART provisions from Senator Udall's bill** that make NGOs eligible applicants, prioritize multi-benefit projects by providing a higher federal match, tighten water conservation requirements, and reauthorize the Cooperative Watershed Management Program
  - **Funding for natural water storage projects** that use natural processes and features, like wetlands, to promote ecosystem restoration along with flood protection and water supply
  
- Authorizes \$180 million in emergency drought assistance, per Udall bill
  
- Reauthorizes a program to study water supply benefits from transboundary aquifers underlying parts of New Mexico, Texas, and Arizona at the Mexico border, per Udall bill
  
- Includes two offsets:
  - It extends the existing WIIN Act provisions allowing water districts to prepay their outstanding capital debts and convert to indefinite length water supply contracts; and
  - It sets up a process to deauthorize inactive water recycling project authorizations.

March 11, 2020

RECEIVE LETTER DATED FEBRUARY 12, 2020, CALIFORNIA SANITATION RISK MANAGEMENT AUTHORITY, POOLED LIABILITY PROGRAM 28TH DIVIDEND DECLARATION

RECOMMENDATION

Receive letter dated February 12, 2020 from the California Sanitation Risk Management Authority (CSRMA) declaring a 28<sup>th</sup> dividend in the amount of \$28,840.

Background

The District has been a participating member of the CSRMA Pooled Liability Program (PLP) since July 1, 1987. The CSRMA PLP is a risk-sharing insurance program that provides third-party liability coverage specifically for the wastewater industry. Program coverage includes General and Automobile Liability due to Bodily Injury, Property Damage, Personal Injury, Employment Practices Liability, and Public Entity Errors and Omissions. The Program's pooled layer limit is \$500,000 and the reinsurance limit is \$25,000,000. Total limits of coverage for the PLP are \$25,500,000.

The 58 CSRMA member agencies finance the PLP through annual premiums, which are set using a cost-allocation plan and rating formula based on each agency's share of expected losses, program insurance costs, and annual program administrative costs. Since 1988, CSRMA has used a Retrospective Rating Plan to ensure sufficient funds are maintained in the PLP to cover all losses incurred by the PLP. After the close of each Program Year, CSRMA calculates the amount of any remaining unencumbered funds, which is shared among member agencies in the form of dividends.

Analysis


CSRMA has been providing service to its member agencies for 34 years, and the PLP has returned over \$25 million in dividends since its inception. The CSRMA Board declared a dividend totaling \$1,292,953 at its January 22, 2020 Board meeting. The dividend is based on PLP results from all prior Program Years (1986/1987 through 2013/2014). The District's share of the declared dividend was \$28,840, which was received on February 13, 2020 along with the attached letter from CSRMA. The dividend represents 25% of the annual PLP premium payment for Fiscal Year 2019/2020, which was \$113,281.


Financial Impact

The dividend proceeds have been deposited into the District's Other Post-Employment Benefits Trust Fund, in accordance with authorization granted by the Board on April 11, 2012.

Attachment

CSRMA Letter dated February 12, 2020

Prepared by:   
Cheryl Rhodes Alexander  
Human Resources and Risk Manager

Reviewed by:   
Carol S. Margetich  
Business Services Director

cc: District File CORP.10-CORRES





# CSRMA California Sanitation Risk Management Authority

c/o ALLIANT INSURANCE SERVICES, INC.  
100 Pine Street, 11th Floor, San Francisco, CA 94111-5101

Insurance License No.: 0C36861  
Tel: 415.403.1400 Fax: 415.874.4813

**OFFICERS:**

Greg Baatrup, *President*  
707.429.8930  
Craig Murray, *Vice President*  
805.684.7214

**PAST PRESIDENTS:**

Paul Bushee  
2014-2018  
Russ Baggerly  
2010-2014

RECEIVED BY DELTA DIABLO  
FEB 13 2020  
HUMAN RESOURCES

February 12, 2020

Ms. Carol Margetich  
Delta Diablo  
2500 Pittsburg-Antioch Hwy  
Antioch, CA 94509

**Pooled Liability Program**  
**Twenty-Eighth Dividend Declaration**

Dear Carol:

On January 22, 2020, in accordance with the Board adopted Policy and Procedure, the Board of Directors declared a dividend. Dividends declared reflect favorable results from Program Years 1986/87 – 2013/14. Enclosed is Delta Diablo's dividend share in the amount of \$28,840.

All agencies share in dividends through the formula adopted by the Board of Directors. Dividends are in addition to the Retrospective Rating Program, which limits returns to 25% of a member's original deposit. Any remaining unencumbered funds up to 25% of the amount in any one year are shared among the membership as dividends.

This year, our 34th year of providing service to our membership, the total amount of the dividend declared is \$1,292,953. This remarkable result is reflective of a continued effort in *effective risk management* by member agencies, as well as through the hard work of the CSRMA claims management staff, Program Committee, and the Executive Board.

We expect to declare dividends again next year, the calculation of which will incorporate all prior program years including 2014/15. Overall, the Pooled Liability Program has returned over \$25 million in dividends since its inception, giving a clear indication that the program continues to remain fiscally healthy and is meeting the needs of the membership.

Please contact Myron Leavell, [mleavell@alliant.com](mailto:mleavell@alliant.com), if you should have any questions.

Thank you for your continued participation.

Sincerely yours,

Greg Baatrup  
President

*A Joint Powers Authority*



PAYEE NAME & AMOUNT ARE ON FILE AT THE BANK

**CALIFORNIA SANITATION  
RISK MANAGEMENT AUTHORITY**  
C/O ALLIANT INSURANCE SERVICES, INC.  
100 PINE STREET 11TH FLOOR  
SAN FRANCISCO, CA 94111

**UNION BANK OF CALIFORNIA**  
GOVERNMENT SERVICES #291  
SAN FRANCISCO, CA 94104  
16-49-1220

G 21259

02/03/2020

PAY TO THE  
ORDER OF

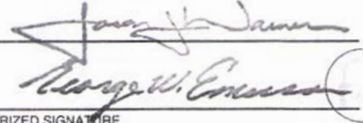
DELTA DIABLO DIST.

\$ \*\*28,840.00

Twenty-eight thousand eight hundred forty and 00/100\*\*\*\*\* DOLLARS

Delta Diablo Dist.  
2500 Pittsburg/Antioch-Highway  
Antioch, CA 94509

THIS CHECK EXPIRES AND IS VOID 45 DAYS FROM ISSUE DATE



AUTHORIZED SIGNATURE

MEMO

CALIFORNIA SANITATION RISK MANAGEMENT AUTHORITY C/O ALLIANT INSURANCE SERVICES, INC.

G 21259

02/03/2020

DELTA DIABLO DIST.

Date	Type	Reference	Original Amount	Balance Due	Payment
01/31/2020	Bill	Div 2020	28,840.00	28,840.00	28,840.00
			Check Amount		28,840.00

1005.2 General Check

28,840.00