



**DUBLIN SAN RAMON SERVICES DISTRICT  
Board of Directors**

**NOTICE OF REGULAR MEETING**

**TIME:** 6:00 p.m.  
**PLACE:** Regular Meeting Place  
7051 Dublin Boulevard, Dublin, CA

**DATE:** Tuesday, January 7, 2014

**AGENDA**

(NEXT RESOLUTION NO. 60-13)

(NEXT ORDINANCE NO. 332)

**Our mission is to provide reliable water and wastewater services to the communities we serve in a safe, efficient and environmentally responsible manner.**

**BUSINESS:**

**REFERENCE**

**Recommended Action**      **Anticipated Time**

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL – Members: Benson, Duarte, Halket, Howard, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)

At this time those in the audience are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight’s agenda. Comments should not exceed five minutes. Speakers’ cards are available from the District Secretary and should be completed and returned to the Secretary prior to addressing the Board. The President of the Board will recognize each speaker, at which time the speaker should proceed to the lectern, introduce him/herself, and then proceed with his/her comment.

6. REPORTS
  - A. Reports by General Manager and Staff
    - Event Calendar
    - Correspondence to and from the Board
  - B. Committee Reports  
Personnel
  - C. Agenda Management (consider order of items)

December 17, 2013

7. APPROVAL OF MINUTES - Regular Meeting of  
*December 17, 2013*      District Secretary      Approve by Motion

**BUSINESS:**

**REFERENCE**

			<b><u>Recommended Action</u></b>	<b><u>Anticipated Time</u></b>
8.	<b><u>CONSENT CALENDAR</u></b>			
	Matters listed under this item are considered routine and will be enacted by one Motion, in the form listed below. There will be no separate discussion of these items unless requested by a Member of the Board of Directors or the public prior to the time the Board votes on the Motion to adopt.			
	A. Authorize Travel to Washington, DC for Engineering Services Manager	General Manager	Approve by Motion	
	B. Adopt Revised Processing Board Correspondence Policy and Rescind Resolution No. 26-12	General Manager	Approve by Resolution	
	C. Upcoming Board Calendar	General Manager	Accept by Motion	
	D. Report of Checks and Electronic Disbursements Made	Treasurer	Accept by Motion	
9.	<b><u>BOARD BUSINESS</u></b>			
	A. Annual Briefing Related to District Governance (Brown Act, Public Records Act and Conflict of Interest)	General Counsel	Receive Presentation & Discuss	20 min
10.	<b><u>BOARDMEMBER ITEMS</u></b>			
	• Submittal of Written Reports from Travel and Training Attended by Directors			
11.	<b><u>ADJOURNMENT</u></b>			

**BOARD CALENDAR\***

<u>Committee &amp; Board Meetings</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
External Affairs	January 8, 2014	5:30 p.m.	District Office
Finance	January 13, 2014	8:30 a.m.	District Office
Personnel	January 14, 2014	5:30 p.m.	District Office
Wastewater	January 15, 2014	8:30 a.m.	District Office
LAVWMA	January 15, 2014	6:00 p.m.	District Office
Regular Board Meeting	January 21, 2014	6:00 p.m.	District Office

\*Note: Agendas for regular meetings of District Committees are posted not less than 72 hours prior to each Committee meeting at the District Administrative Offices, 7051 Dublin Boulevard, Dublin, California

**All materials made available or distributed in open session at Board or Board Committee meetings are public information and are available for inspection at the front desk of the District Office at 7051 Dublin Blvd., Dublin, during business hours, or by calling the District Secretary at (925) 828-0515. A fee may be charged for copies. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Secretary as soon as possible, but at least two days prior to the meeting.**

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

**December 17, 2013**

A regular meeting of the Board of Directors was called to order at 6:00 p.m. by President Dawn L. Benson. Boardmembers present: President Dawn L. Benson, Vice President Georgan M. Vonheeder-Leopold, Director Edward R. Duarte, Director D.L. (Pat) Howard, and Director Richard M. Halket. District staff present: Bert Michalczyk, General Manager; Rhodora Biagtan, Interim Engineering Services Manager; John Archer, Interim Financial Services Manager/Treasurer; Dan Gallagher, Operations Manager; Michelle Gallardo, Interim Organizational Services Manager; Carl P.A. Nelson, General Counsel; and Nancy Gamble Hatfield, District Secretary

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL - Members: Benson, Duarte, Halket, Howard, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) –6:02 p.m.
6. REPORTS
  - A. Reports by General Manager and Staff
    - Event Calendar – General Manager Michalczyk reported on the following:
      - o On Thursday, January 30, 2014 at 6 p.m. at the Dublin City Hall, the District along with Zone 7, and the Cities of Pleasanton and Livermore will sponsor a public meeting on the recently released California Water Action Plan. California Secretary of Resources John Laird will speak at the meeting. Mr. Michalczyk asked Directors to put that date on their schedules.
      - o ACWA held an election for its president and vice president at its recent conference. The election was uncontested for president and John Coleman was elected. The vice president election was contested and Kathleen Tiegs was elected over Peer Swan.
      - o The California Urban Water Conservation Council (CUWCC) recently held an election for several vacant seats on its Board of Directors, including Group 1 representatives from public water agencies. In the Southern Region there were three candidates running for two vacant Group 1 seats, so the election was contested. The CUWCC did not circulate the ballot until late November. Since the District did not hold the December 3 Board meeting, there was no time for the Board to consider the candidates before the election was held on December 12. Per the District policy, if the timing of an election is such that a committee and/or the Board cannot consider the matter, then the

**DRAFT**

General Manager is delegated the authority to cast the District's vote. For the Southern Region the District cast votes for Joe Berg from Municipal Water District of Orange County, and Jason Foster from the San Diego County Water Authority. The District also cast votes for Fiona Sanchez from Irvine Ranch Water District who ran unopposed for Board Chair, and Carrie Pollard from the Sonoma County Water Agency, who ran unopposed for a Coast Region seat. When the ballots were counted Joe Berg and Tim Barr from Western Municipal Water District were elected to represent the Southern Region, and Mr. Foster did not win a seat for the South Region.

- o The District Office will close for business at noon on December 24 and 31 this year. These will not be paid holidays. Employees who choose to leave early on those days may take vacation time to do so. This practice helps avoid coverage issues and allows employees to spend a little more time with their families if they choose.
- o Dublin Mayor Tim Sbranti will present his annual State of the City address on Wednesday, January 29, 2014 at the Shannon Center. Directors interested in attending should contact District Secretary Hatfield for reservations.

- Correspondence to and from the Board – None.

B. Committee Reports  
Personnel

December 17, 2013

President Benson invited comments on recent committee activities. Directors felt the available staff reports adequately covered the many matters considered at committee meetings and made a few comments about some of the committee activities.

C. Agenda Management (consider order of items) – No changes were made.

7. APPROVAL OF MINUTES – Regular Meeting of *November 19, 2013*

V.P. Vonheeder-Leopold MOVED for the approval of the November 19, 2013 minutes. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

President Benson removed Items 8.A & 8.B for discussion at the request of Director Halket.

Director Duarte MOVED for approval of Items 8.C – 8.J on the Consent Calendar. V.P. Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

A. REMOVED - Approve Director Attendance at 2014 Meetings and Conferences

Director Halket commented that historically the Board has approved out-of-state travel as a separate item, rather than as part of its blanket approval for both travel

expenses and a day of service as one item. He stated he was uncomfortable folding the Washington, D.C. conferences into a blanket approval that the Board gives annually for the sake of administrative ease. He stated that typically, out-of-state travel has required a separate item identifying the specific Director associated with the travel request. Director Halket also asked to know more about the proposed attendance at the East Bay Leadership Council, as he believes that group is more similar to a local chamber of commerce than a conference and, therefore, does not warrant a day of service payment for attending their events.

General Manager Michalczyk clarified that the proposed approval to attend the ACWA / CASA conferences held in Washington, D.C. in February is a one-time event in 2014.

Mr. Michalczyk explained that until 2009, the District was a member of the Contra Costa Council and that it discontinued its membership during the period of tight budget constraints. Since then, the organization changed its name to the East Bay Leadership Council (EBLC) and has expanded its membership to include businesses in the Livermore-Amador Valley, as well as in Contra Costa County. The District rejoined the organization in this fiscal year. In November, a few Directors were interested in attending a luncheon meeting hosted by the EBLC, at which Congressman Swalwell spoke. At that time, the Board chose to approve a day of service payment and expense reimbursement for that specific event. This is the reason for proposing the inclusion of both a day of service, as well as expense reimbursement, for the EBLC in 2014.

V.P. Vonheeder-Leopold MOVED to approve attendance by the Directors at any required in-person ethics training that satisfies ethics training requirements of AB 1234 and approve attendance by the Directors at meetings, conferences, training sessions or Committee or Board meetings on which the District Director is a member for the following organizations: Association of California Water Agencies (ACWA held in CA and February Washington D.C. Conference); California Association of Sanitation Agencies (CASA held in CA and February Washington D.C. Conference); California Special Districts Association (State & Alameda and Contra Costa County Chapters); WateReuse Association (State and National – when held in CA); California Sanitation Risk Management Authority (CSRMA); and East Bay Leadership Council (EBLC). Director Duarte SECONDED the MOTION.

Director Halket MOVED for a SUBSTITUTE MOTION to approve attendance by the Directors at any required in-person ethics training that satisfies ethics training requirements of AB 1234 and approve attendance by the Directors at meetings, conferences, training sessions or Committee or Board meetings on which the District Director is a member for the following organizations: Association of California Water Agencies (ACWA held in CA); California Association of Sanitation Agencies (CASA held in CA); California Special Districts Association (State & Alameda and Contra Costa County Chapters);

WateReuse Association (State and National – when held in CA); and the California Sanitation Risk Management Authority (CSRMA) noting that his Motion *excluded* from day of service payments the ACWA and CASA February conferences in Washington, D.C., and the East Bay Leadership Council (EBLC). Director Howard SECONDED the MOTION.

V.P. Vonheeder-Leopold noted that the Board just approved both actions last month.

Director Halket clarified that the East Bay Leadership Council (EBLC) day of service payment was a one-time authorization made in November and previously the Board has not approved out-of-state conference attendance under a blanket approval such as the one being made this evening. He stated that the EBLC is a group more similar to the chamber of commerce and paying for a lunch is acceptable, but not acceptable for a day of service payment because it is not a policy making group at which a DSRSD Board member participates in a deliberative discussion; it is more a meeting for informational purposes. Director Halket stated he supports sending Board or staff where necessary, provided the attendance makes business sense.

V.P. Vonheeder-Leopold agreed with Director Halket's comments but emphasized the value of interacting with those parties involved in the EBLC and that both public agencies and businesses compose that membership.

President Benson agreed the EBLC is not really a policy making group and that she understands the Directors' perspectives on this matter. She also agreed she could support separating the ACWA and CASA February Washington, D.C. conference approval as a separate motion. Director Howard SECONDED the MOTION.

Director Duarte stated that he had reevaluated his position and now supports Director Halket's opinion for approving the February CASA and ACWA conferences separately. He noted that having attended the conference last year, this is not a pleasure trip. It is purely for business and is hard work.

The MOTION CARRIED with FIVE AYES.

Director Halket then MOVED to pre-approve a day of service payment and Director attendance at the February ACWA and CASA conferences to be held in Washington, D.C., in 2014. V.P. Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES, ONE NAY (Halket).

V.P. Vonheeder-Leopold then MOVED to pre-approve a day of service payment for Director attendance at the East Bay Leadership Council meetings in 2014.

The MOTION FAILED for lack of a SECOND.

- B. REMOVED - Approve Director Reimbursements for Travel and Meetings for 2014

V.P. Vonheeder-Leopold MOVED to approve reimbursement for Director expenses incurred in connection with Director attendance at the following activities and/or events held in 2014: travel expenses associated with attendance at meetings noticed under the Brown Act; meetings of all organizations for which a Director is eligible for a day of service; Dublin and San Ramon Chamber of Commerce monthly lunch meetings and meetings of the East Bay Leadership Council (EBLC); and welcoming or retirement events for staff and elected officials of local agencies and organizations provided that such events are not partisan events. Director Halket SECONDED the MOTION.

Director Howard stated that after passing approval of a day of service payment in the previous item for attending the ACWA and CASA Washington, D.C., February conferences, Directors will also receive payment for their travel.

The MOTION CARRIED with FIVE AYES

President Benson asked that the Director Travel and Expenses policy be reviewed in 2014 to possibly (a) incorporate some language to provide a nominal payment to a Director if he/she should stay with relatives or friends in lieu of the lodging and (b) use a per diem system instead of requiring Directors to submit receipts for out of pocket meal expenses. The Board referred this issue to the External Affairs Committee for review of the matter. Director Howard cautioned the External Affairs Committee to keep in mind the IRS rules when discussing the matter.

- C. Notification of 2014 Ethics Training Opportunities for Boardmembers in Compliance with AB 1234 (Government Code Section 53235(f)) – Approved
- D. Approve Time Extension for City of Dublin Unused Sewer Capacity Program and *Rescind Resolution No. 66-11* – Approved – Resolution No. 57-13
- E. Accept Actuarial Valuation of the Other Post-Employment Benefit (OPEB) Programs as of July 1, 2013 – Approved
- F. Increase Local Sewer Replacement, Regional Sewer Replacement and Water Replacement Fund Expenditure Limits – Approved – Resolution No. 58-13
- G. Approve Adjustments to the FYE 2014 Capital Outlay Budget for the Replacement Panel for the WWTP Aeration Blower System and the Diesel Truck CARB Retrofit – Approved – Resolution No. 59-13
- H. Performance Bond Requirements in Technical Services Agreements – Approved
- I. Upcoming Board Calendar – Approved

## J. Report of Checks and Electronic Disbursements Made – Approved

Date Range	Amount
10/28/13 – 11/24/2013	\$ 4,880,256.65

9. BOARD BUSINESS

## A. Discuss the Draft Board Correspondence Policy

General Manager Michalczyk reported that Items 9.A and 9.B are two policies that work together. Item 9.A is the Board Correspondence policy and Item 9.B is the Boardmember guidelines policy. Policies are typically reviewed every four years. The Board asked staff to return with the Board Correspondence policy a year after it was last revised in summer 2012 to address the electronic means of communication; and the Board wanted an update of how that system was working. The External Affairs Committee met multiple times on this policy and specifically discussed the electronic communications area of the policy further and came up with some recommendations because it has not been working smoothly.

Mr. Michalczyk explained that the Board Correspondence policy has been streamlined into suggested protocols when dealing with correspondence to and from a single Boardmember as opposed to correspondence to and from the entire Board. For instance, if one Director is communicating with a constituent, then the full Board does not need to participate or provide opinions with that specific communication. Mr. Michalczyk reminded Directors that they must all comply with the Public Records Act. In conclusion, Mr. Michalczyk noted that some additions have been made to the Board Guidelines policy relating to written communications and removed from the Board Correspondence policy. He asked if the Board wanted this policy returned to the External Affairs Committee for further revisions, or if it could be finalized and prepared for consideration and approval at an upcoming Board meeting in January or February.

Director Howard, a member of the External Affairs Committee, stated that they were interested in the Board's review and opinions of the proposed policy revisions.

President Benson discussed the topic of Directors having their own separate District email addresses.

Mr. Michalczyk explained that the District's current system does not easily accommodate Boardmember access to email; however, once the District's new website is in place in 2014, this should be resolved and email easily accessible by all Directors.



Director Halket expressed his full support for Directors to communicate freely with constituents, apart from the requirement of full Board input, and he believes this policy allows for this type of communication. He suggested the policy be returned and placed on the Consent Calendar.

Directors agreed to have the policy finalized as presented and returned to the full Board for consideration.

B. Discuss the Draft Guidelines for Conducting Dublin San Ramon Services District Business Policy

General Manager Michalczyk presented the draft Guidelines for Conducting Dublin San Ramon Services District Business policy (Guidelines) and stated that one of the main charges from the Board is to change the way the Committees conduct their work. This was the largest part of updating these guidelines. The External Affairs Committee wanted the document presented in draft form for discussion. If the proposed “Structural Changes to the Committee System” section are supported by the full Board (page 50 of 50), as well as the other proposed revisions, then the guidelines can be finalized and presented at a future meeting in January or February. Essentially, all agenda items will go directly to the Board first.

Mr. Michalczyk explained that in looking back a year, approximately 85% of agenda items that have gone to the Board seem like they could have gone to the Board first and bypassed Committee review because they were non-controversial and minimally discussed. With approval of these structural changes, all items will go to Board meetings first and then be referred back to the Committees only when requested by the Board. Mr. Michalczyk noted that there were approximately eight types of items that would continue to go first to Committee and then on to the Board. Those include items such as development of Committee Charters, labor relations matters, rate setting matters, etc.

Director Halket commented that he believes structural change to the Committee system is changing the default thinking: items will go to the Board and then referred to Committee, only if desired, rather than required. Committee review will be the exception rather than the norm.

Director Halket also emphasized the importance of the Board having the ability to comfortably transact its business while meetings are recorded and broadcast. He cited a recent example where it seemed to him that Directors felt compelled to stay in their seats at the dais while trying to closely study and consider the proposed District logos. He felt constrained when viewing the logos because he wanted to get up and move around the Boardroom to get a closer, better look at the artwork. He encouraged the Board to continue to conduct their business naturally as if the meeting was not being recorded.

Director Duarte commented that if the recording inhibits the Board from effectively doing their work, he sympathizes with Director Halket. He noted the importance of the recordings, as it makes the Board's business transparent.

V.P. Vonheeder-Leopold commented that eventually the recording technology will be improved and solve some of Director Halket's concerns.

President Benson referred the Board to page 49 of 50 titled "New Chapter – Electronic Devices" of the draft Guidelines where it discusses the District will not furnish District-owned devices. She wanted to understand why this was included in the policy. She noted that many city councils and boards do have devices issued to them. Her idea is that if Directors do not have to receive and review agenda packets in paper version they are becoming "green" and that is environmentally friendly. It will also reduce weekly courier costs to Directors.

Director Howard noted that this is a guideline and the text does not say "shall not" issue devices to Directors.

Mr. Michalczyk stated that on page 49 of 50 of the draft Guidelines, the second sentence in the first paragraph reads: "However, the District neither furnishes District-owned devices to Directors nor provides reimbursement for service contracts related to those devices." If the Board wants to have access to the internet on District-owned devices, they could put this on a future agenda for discussion and consideration. Directors agreed to remove that particular sentence.

Mr. Michalczyk told the Board that revisions to the Guidelines will take slightly longer to prepare and finalize for approval.

C. Selection of President and Vice President of the Board of Directors

Director Halket MOVED to NOMINATE Director Vonheeder-Leopold as the 2014 Board President. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Howard MOVED to NOMINATE Director Duarte as the 2014 Board Vice President. Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Benson passed the gavel to President Vonheeder-Leopold who then presided over the remainder of the meeting.

D. Standing Committees of the Board – Calendar Year 2014

President Vonheeder-Leopold presented the following Committee assignments for Calendar Year 2014. She tried to maintain continuity on each Committee by carrying over from 2013 to 2014 one of the Committee members.

<b>Assignments by Committee</b>			
<b>Committee</b>	<b>Member 1</b>	<b>Member 2</b>	<b>Alternate</b>
External Affairs	Duarte	Benson	Howard
Finance	Halket	Vonheeder-Leopold	Benson
Personnel	Benson	Duarte	Halket
Wastewater	Howard	Halket	Vonheeder-Leopold
Water	Vonheeder-Leopold	Howard	Duarte

Director Halket MOVED to approve the Standing Committees of the Board for Calendar Year 2014. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

10. BOARDMEMBER ITEMS

Director Howard wished everyone a happy, fun and safe holiday season!!

V.P. Duarte also wished everyone a happy holiday season!

Director Halket wished everyone a Merry Christmas and Happy Holiday season and thanked them for their patience with having his two sons attend the meeting this evening.

Director Benson reported that she attended the East Bay Leadership Council meeting on November 22, 2013 where Congressman Swalwell was the featured speaker. She mentioned some of the topics discussed and wished everyone blessed and happy holidays!

President Vonheeder-Leopold reported on an all day Cal Berkeley Landscape and Architectural department conference she attended November 20, 2013. The topic was the future of concrete tunnels. She thanked staff for a great year and wished them a Merry Christmas!

- Presentation for Outgoing President

President Vonheeder-Leopold thanked Director Benson for her year of service and accomplishments as Board President and then presented her with a customized recognition plaque.

11. CLOSED SESSION

At 6:56 p.m. the Board went into Closed Session.

- A. Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9:  
One case.

12. REPORT FROM CLOSED SESSION

At 7:08 p.m. the Board came out of Closed Session. President Vonheeder-Leopold announced that there was no reportable action.

13. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 7:09 p.m.

Submitted by,

Nancy Gamble Hatfield  
District Secretary



**Dublin San Ramon Services District  
Summary & Recommendation**

Reference General Manager	Type of Action Authorize Out of State Travel	Board Meeting of January 7, 2014
Subject Authorize Travel to Washington, DC for Engineering Services Manager		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	B. Michalczyk
		<input type="checkbox"/> Board Member

**Recommendation:**

The General Manager recommends the Board approve, by Motion, travel authorization for Engineering Services Manager Rhodora Biagtan to visit Washington, DC to promote federal assistance for both recycled water and regional biosolids.

**Summary:**

Early in the week of February 24, 2014, various members of the Western Recycled Water Coalition (WRWC) will be in Washington, DC to visit with legislators to promote funding for recycled water projects in the western states. The District is seeking funding in the amount of \$7.15 million for expansion of its recycled water treatment facilities and distribution system. The primary purpose of the trip is to discuss legislative approaches with congressional representatives that would result in the passage of a bill authorizing funding for recycled water projects, including the District's projects. WRWC representatives will be meeting with congressional representatives in the House and in the Senate.

Ms. Biagtan is the District representative to WRWC and has worked diligently as a member of the group to get District projects included in a proposed bill to be submitted to Congress. She is also responsible for approximately \$400,000 in federal funding the District has already received for the feasibility phase of the projects.

On the latter part of that same week, various members of the Bay Area Biosolids to Energy Coalition (BAB2E) will be in Washington, DC to visit with various agencies and legislators to gain support for project funding. Already being in Washington, Ms. Biagtan's participation will strengthen the Coalitions' outreach effort.

Obtaining funding for both projects is central to the core mission of the District. In the current financial climate, it is important that the legislators hear directly from smaller agencies and not just the major players that make regular visits. There is cost involved with the trip but the minor investment has the prospect of significant return in the future.

The direct cost of the trip should not exceed \$3,000. This trip is not included in the Engineering budget; however, the mid-year financials indicate that the Engineering budget should be adequate to accommodate the trip. Therefore, no additional spending authorization is being requested. However, Board approval is required for staff travel out of state.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR R. Biagtan	DEPARTMENT Engineering	REVIEWED BY
<b>ATTACHMENTS</b> <input checked="" type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$3,000 but within budget	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. 2. 3.			



**Dublin San Ramon Services District  
Summary & Recommendation**

Reference General Manager	Type of Action Adopt Revised Policy	Board Meeting of January 7, 2014
Subject Adopt Revised Processing Board Correspondence Policy and Rescind Resolution No. 26-12		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	B. Michalczyk
		<input type="checkbox"/> Board Member

**Recommendation:**

The General Manager recommends the Board of Directors adopt, by Resolution, a revised Processing Board Correspondence policy, formerly the Board Correspondence policy, and rescind Resolution No. 26-12.

**Summary:**

Board correspondence is one portion of the larger policy matter of how and under what circumstances Boardmembers may communicate with others outside the District while representing the interests of the District in their official capacity as Boardmembers. The Board first adopted an informal correspondence policy in the early 1980's. The Board formally adopted a correspondence policy in 1995. The Board has updated that policy on several occasions with only relatively minor modifications since 1995 with the exception of the most recent revision which occurred in June 2012. At that time the policy was revised substantially to address modern electronic means of communication such as e-mail, blog posting, texting etc. At that time, the Board directed that the revised policy be reviewed within 12 months to ascertain how it was functioning. That review began in June 2013 in a series of Board and External Affairs Committee meetings which occurred over the latter half of 2013. That series of meetings culminated in a presentation to the Board on December 17, 2013 at which time, by Consensus, the Board directed that the policy be finalized as recommended by the External Affairs Committee and presented to the Board for formal consideration.

The revised Processing Board Correspondence policy addresses the following key aspects as well as includes various minor administrative changes:

- Limits the applicability of the policy to “formal” Board correspondence;
- Moves the various “best management practice” suggestions out of the policy and into the Guidelines for Conducting District Business;
- Written so as to encourage Board Members to provide to the District Secretary copies of (as opposed to mandating that they provide) correspondence that they send or receive; and
- The underpinning of the policy revised to being “Correspondence to/from the Board” rather than “Correspondence to/from a Board Member.”

Committee Review			Legal Review	Staff Review		
COMMITTEE External Affairs	DATE June 5, 2013 October 17, 2013 November 6, 2013	RECOMMENDATION Approve	Yes	ORIGINATOR BLM	DEPARTMENT Executive	REVIEWED BY BLM
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Summary of Policy Level Discussion 2. 3.			

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A REVISED PROCESSING BOARD CORRESPONDENCE POLICY AND RESCINDING RESOLUTION NO. 26-12 – BOARD CORRESPONDENCE POLICY

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WHEREAS, on June 19, 2012 the Board last revised the Board Correspondence policy which revisions in part addressed the use of modern means of electronic communication; and

WHEREAS, at that time the Board directed that the policy be reviewed after it had been in use for 12 months to ascertain how well the new provisions were functioning; and

WHEREAS, the Board and its External Affairs Committee have extensively discussed the policy and as a result desire to revise that policy so that it focuses on “Correspondence to/from the Board” rather than “Correspondence to/from a Board Member;” and

WHEREAS, the Board desires that various other miscellaneous updates be made in the revised policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California that the revised Processing Board Correspondence policy, attached as Exhibit “A” be adopted; and that Resolution No. 26-12 – Board Correspondence policy is hereby rescinded, and attached as Exhibit “B.”

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 7th day of January 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgean M. Vonheeder-Leopold, President

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



# POLICY

## Dublin San Ramon Services District

<b>Policy No.:</b>		<b>Type of Policy:</b>	Board Business
<b>Policy Title:</b>	Processing Board Correspondence		
<b>Policy Description:</b>	Provisions related to processing correspondence sent or received by the Board, Board Committees or individual Board Members		
<b>Approval Date:</b>		<b>Last Review Date:</b>	2014
<b>Approval Resolution No.:</b>		<b>Next Review Date:</b>	2018
<b>Rescinded Resolution No.:</b>	26-12	<b>Rescinded Resolution Date:</b>	June 19, 2012

It is the policy of the Board of Directors of Dublin San Ramon Services District that all correspondence to or from the Board, Board Committees or to or from individual Board Members conform to the following provisions:

### **PROVISIONS RELATED TO CORRESPONDENCE SENT**

- All correspondence approved by the Board<sup>1</sup> shall be sent in a timely manner; such correspondence shall normally be signed by the Board President. When the Board President is unavailable, the Vice President shall sign. Other Board Members may also sign in the absence of both the President and the Vice President when requested to do so by the General Manager and / or District Secretary. In an urgent situation when no Board Member is available or willing to sign such correspondence, the General Manager and / or District Secretary are authorized and directed to sign the correspondence “on behalf of the Board of Directors.”
- Individual Board Members may send informal correspondence in whatever form they desire (letters that are not on District letterhead, email, texts, postings etc.) without approval of the Board. They are encouraged to follow the suggestions in the “Guidelines for Conducting Board Business” when they do so. They are also encouraged to notify the General Manager, the District Secretary and their fellow Board members that they have initiated or responded to such correspondence at the next available Board meeting and they are encouraged to make a copy of that correspondence available.

<sup>1</sup> By action of the majority of the Board taken at a noticed Board meeting.



3. If a Board Member desires to send formal correspondence (on District letterhead or otherwise implying the official position of the District), the correspondence shall be furnished to District staff in draft form. District staff shall distribute it to all Board Members. If no Board Member objects within 24 hours of distribution the letter may be sent; if any Board Member objects the letter shall be placed on the agenda of an ensuing Board agenda for discussion by the full Board.

### **PROVISIONS RELATED TO CORRESPONDENCE RECEIVED**

Incoming correspondence received by the District that is addressed to the Board, a Board Committee or to an individual Board Member shall be provided to the Board, Board Committee or to the Board Member as the case may be as soon as practical and in recognition of the time sensitivity of that correspondence.

### **GENERAL PROVISIONS**

1. This policy applies to all forms of correspondence that is received by the District and addressed to the Board, a Board Committee or an individual Board Member including but not limited to letters, hand written notes, e-mail and text messages.
2. This policy applies to correspondence formally approved by the Board.
3. This policy does not apply to correspondence in any form whatsoever between or among Board Members and staff and/or General Counsel.
4. In the spirit of being open and transparent about the business of the District, staff shall report all correspondence received by the District that is to or from the Board, a Board Committee or an individual Board Member or approved correspondence sent by the Board at the next available Board or Committee meeting at the appropriate place on the agenda.
5. In the spirit of being open and transparent about the business of the District, Board Members are encouraged to report<sup>2</sup> District – related correspondence that they receive and / or transmit that is independent of receipt or sending via normal District channels at the next available Board meeting at the appropriate place on the agenda. Correspondence such as invitations to meetings, announcements, general correspondence, advertising or matters of a similar non-policy nature are excluded from this provision. Alternatively, a Board Member can comply by providing a copy of the correspondence sufficiently in advance of the Board meeting to the General Manager and / or the District Secretary who will ensure it is properly reported.
6. While this policy does not directly apply to correspondence received by a Board Member that does not come directly through the District and also does not apply to correspondence sent by individual Board members unless that correspondence is formally approved by the Board or is on District letterhead,

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<sup>2</sup> Pertinent information to report would be the form of communication (letter, email, etc.), the date, the subject and the sender / recipient.

DSRSD Policy

Page 3 of 3

Policy No.:

Policy Title: Processing Board Correspondence

Board Members are encouraged to maintain all correspondence they send or receive in conformance with the District's Record Retention policy and schedule. In addition because the California Public Records Act generally applies to Board or Board Member correspondence. Board Members shall cooperate with the District in the District efforts to comply with the requirements of the Public Records Act.

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

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RESOLUTION NO. 26-12

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE BOARD CORRESPONDENCE POLICY AND RESCINDING RESOLUTION NO. 48-04

WHEREAS, on August 17, 2004 the Board adopted a Board Correspondence policy specifying the manner in which written correspondence from an individual member of the Board of Directors is to be handled; and

WHEREAS, the Board desires that the revised Board Correspondence policy include provisions related to correspondence sent as well as correspondence received by the Board, Board Committees or individual Board Members in various formats; and

WHEREAS, the Board desires that the revised Board Correspondence policy be applicable to all forms of correspondence including modern electronic forms of communication; and

WHEREAS, the Board desires that various miscellaneous updates be made in the revised Board Correspondence policy.

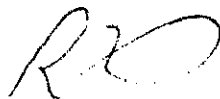
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California that the revised Board Correspondence policy, attached as Exhibit "A" be adopted; and that Resolution No. 48-04 is hereby rescinded and attached as Exhibit "B."

ADOPTED by the Board of Directors of the Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 19th day of June 2012, and passed by the following vote:

AYES: 4 - Directors D.L. (Pat) Howard, Georgan M. Vonheeder-Leopold  
Dawn L. Benson, Richard M. Halket

NOES: 0

ABSENT: 0



Richard M. Halket, President

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

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# POLICY

## Dublin San Ramon Services District

<b>Policy No.:</b>	P100-12-2	<b>Type of Policy:</b>	Board Business
<b>Policy Title:</b>	Board Correspondence		
<b>Policy Description:</b>	Provisions related to correspondence sent or received by the Board, Board Committees or individual Board Members		
<b>Approval Date:</b>	June 19, 2012	<b>Last Review Date:</b>	2012
<b>Approval Resolution No.:</b>	26-12	<b>Next Review Date:</b>	2016
<b>Rescinded Resolution No.:</b>	48-04	<b>Rescinded Resolution Date:</b>	August 17, 2004

It is the policy of the Board of Directors of Dublin San Ramon Services District that all correspondence to or from the Board, Board Committees or to or from individual Board Members conform to the following provisions:

### **PROVISIONS RELATED TO CORRESPONDENCE SENT**

1. All correspondence approved<sup>1</sup> by the Board shall be sent in a timely manner; such correspondence shall normally be signed by the Board President. When the Board President is unavailable, the Vice President shall sign. Other Board Members may also sign in the absence of both the President and the Vice President when requested to do so by the General Manager and / or District Secretary. In an urgent situation when no Board Member is available or willing to sign such correspondence, the General Manager and / or District Secretary are authorized and directed to sign the correspondence “on behalf of the Board of Directors.”
2. All correspondence from the Board or from a Board Member that has not been approved as described above and that purports to state or represent the official position of the District shall be made available to all Board Members at least 24 hours in advance of when it is to be sent. If any Board Member objects to it being sent the correspondence shall be calendared for consideration at the next available Board meeting. Once thus approved by the Board, it shall be sent.

<sup>1</sup> By action of the majority of the Board taken at a noticed Board meeting.

3. Individual Board Members may send correspondence stating their personal views related to District business (and may use their title as a Board Member or a Board Officer) as an individual Board Member, provided that in all such cases the correspondence shall clearly state that the statements are the view of the sending Board Member and not the official position of the District<sup>2</sup>. The sending Board Member shall convey a copy of such correspondence to the General Manager and / or District Secretary who shall circulate it to the other Board Members for their information. When corresponding as an individual, the Board Member may not use District letterhead, the District seal or any functional electronic equivalent thereof.
4. Board Members may send correspondence to other public agencies if the correspondence states that it is being sent by the Board Member as a private citizen and represents their personal views on a public matter that is not related to District business. While not required, the Board Member is encouraged to provide a copy of such correspondence to the General Manager and / or District Secretary.

### **PROVISIONS RELATED TO CORRESPONDENCE RECEIVED**

Incoming correspondence received by the District that is addressed to the Board, a Board Committee or to an individual Board Member shall be provided to the Board, Board Committee or to the Board Member as the case may be as soon as practical and in recognition of the time sensitivity of that correspondence.

### **GENERAL PROVISIONS**

1. This policy applies to all forms of correspondence including but not limited to letters, hand written notes, e-mail, text messages, postings by Board Members on social media sites, postings by Board Members on internet forums or blogs, etc. It does not apply to correspondence between or among Board Members and staff and/or General Counsel.
2. In the spirit of being open and transparent about the business of the District, staff shall report all correspondence received or sent by the District that is to or from the Board, a Board Committee or an individual Board Member at the next available Board meeting at the appropriate place on the agenda.
3. In the spirit of being open and transparent about the business of the District, Board Members shall report<sup>3</sup> District – related correspondence that they receive and / or transmit that is independent of receipt or sending via normal District channels at the next available Board meeting at the appropriate place on the agenda. Correspondence such as invitations to meetings, announcements, general correspondence, advertising or matters of a similar non-policy nature are excluded from this provision. Alternatively, a Board Member can comply by providing a copy of the correspondence sufficiently in advance of the Board meeting to the General Manager and / or the District Secretary who will ensure it is properly reported.

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<sup>2</sup> The following or its equivalent may be used to comply with this provision of the Policy. “These statements are my individual opinions as one Board Member. This message has not been reviewed or approved by the Board.”

<sup>3</sup> Pertinent information to report would be the form of communication (letter, email, etc.), the date, the subject and the sender / recipient.

DSRSD Policy

Page 3 of 3

Policy No.: P100-12-2

Policy Title: Board Correspondence

4. Board Members shall maintain all Board, Board Committee or individual Board Member correspondence in a Board Member's possession in conformance with the District's Record Retention policy and schedule.
5. The California Public Records Act generally applies to Board or Board Member correspondence. Board Members shall cooperate with the District in the District efforts to comply with the requirements of the Public Records Act.
6. The General Manager shall develop comprehensive rules and procedures in furtherance of this policy.

**ATTACHMENT 1 to S&R**  
**SUMMARY OF POLICY LEVEL DISCUSSIONS**

**Excerpt from Board Minutes June 2013**

General Manager Michalczyk reported that this is a discussion on the Board Correspondence policy that is routinely reviewed every four years. However, this policy was last reviewed and updated on June 19, 2012. When adopted at that time, the Board requested the policy be brought back after a year or so of using it and then consider any observations.

Mr. Michalczyk explained that last time the policy was updated, the use of electronic communications was added. Tonight the Board is asked to consider the policy; some of staff observations made while using the policy for the last twelve months are listed on Attachment 1 of the agenda materials. Mr. Michalczyk summarized that as the policy relates to incoming correspondence *to* the Board the policy works well. However, administratively, correspondence *from* the Board is not working as smoothly. With five Boardmembers, it is challenging to receive all the correspondence in all formats sent by individual Boardmembers, as outlined in the current policy. Mr. Michalczyk recommended that this area of the policy be re-examined.

Directors discussed the Board Correspondence policy and highlighted the following areas for further discussion: 1) re-consider the practice of forwarding all correspondence sent by a Boardmember to staff for distribution to all Directors; 2) re-consider the requirement of Boardmembers to report on all forms of communications to other Directors; 3) how to deal with ex parte communications; 4) reducing administrative burden created by the policy; and 5) make the policy workable and enforceable.

The Board agreed that the External Affairs Committee and staff should focus on the above areas when starting to review the Board Correspondence policy at their meeting tomorrow.

**Excerpt from External Affairs Committee Notes June 2013**

The Committee and staff discussed the current version of the Board Correspondence policy. The Committee discussed the issues staff raised in its report to the Board on June 4, 2013 on this matter as well as the issues raised by the Board in their discussion of this matter. The Committee started the discussion by noting that the policy was updated about a year ago to address emerging issues regarding electronic communications. The Committee noted that many of those changes have been successfully implemented but some have not been due largely to the difficulty in administering the provisions. The Committee concluded that the update being worked on at this time does not need to be perfect but rather to improve the more significant issues; further improvements can always be made in subsequent updates.

The Committee discussed possible changes to the current Board Correspondence policy system acknowledging the observations made by the Board on June 4, 2013. After discussion the Committee concluded that that the policy is not intended to perfectly address all forms of communication and that revisions would focus on the following:

- Eliminating the requirement that “informal” correspondence needs to be reviewed and pre-approved by the rest of the Board before it can be sent;
- Establishing Board Member email addresses “@dsrsd.com” for use by individual Board Members and encouraging Board Members to use that email address for all District matters; and
- Identifying how best to encourage use of electronic devices at Board and Committee meetings for agendas, etc. while not creating issues regarding ex-parte communications during the meeting while using those or similar devices.

The Committee asked staff to return with a draft revision to the policy that addresses and incorporates the following:

- The three points above;
- The various issues identified in Attachment 1 to the staff report to the Board on June 4, 2013; and
- Other administrative updates which staff believes are needed.

### **Excerpt from External Affairs Committee Notes October 2013**

General Manager Michalczyk introduced the topic noting that the District's practice is to review each of its policies at least every four years. The Board Correspondence policy was last updated by the Board in the summer of 2012. At that time, the Board asked that the revised policy be reviewed in one year to ascertain how it is working in practice. Mr. Michalczyk also noted that the Board, as well as the External Affairs Committee, discussed the policy in June 2013 and provided staff with direction for revisions. He noted that that direction is embodied in the proposed draft policy before the Committee.

Mr. Michalczyk summarized that the revisions made in 2012 were intended to address the use of modern electronic means of communication (emails, texts, blog postings, etc.). He reported that staff's experience with the revised policy is that the policy as written cannot be properly administered by staff and is not being followed by the Board. He believes this is because it is overly burdensome.

Mr. Michalczyk summarized the nature of the changes directed by the Board and embodied in the draft policy as:

- Limiting the applicability of the policy to "formal" Board correspondence;
- Moving the various "best management practice" suggestions out of the policy and into the Guidelines for Conducting District Business policy; and
- Written so as to encourage Boardmembers to provide to the District Secretary copies of (as opposed to mandating that they provide) correspondence that they send or receive.

Director Howard, in stating agreement with the direction being taken, characterized the policy's provisions as needing to address "Correspondence to/from the Board" rather than "Correspondence to/from a Boardmember".

Director Duarte also supported the direction being taken with the policy revisions.

The Committee also asked that as soon as the new District web site is launched and the District has the capability to set up Boardmember emails that they can access that the feature go live.

The Committee asked staff to place the item on the next Committee agenda so that they will have a chance to reflect on the detailed language before the policy is finalized for formal Board consideration.

### **Excerpt from External Affairs Committee Notes November 2013**

The Committee reviewed the proposed changes to the Board Correspondence policy, which changes were presented to the Committee at its October 2013 meeting. After having had a chance to think about the policy for a month, the Committee concluded that it was satisfied with the document. The Committee also concluded that the draft policy incorporate input received from the Board and Committee in June 2013. The Committee noted that the following were the key aspects of the changes to the policy:

- Limiting the applicability of the policy to "formal" Board correspondence;
- Moving the various "best management practice" suggestions out of the policy and into the Guidelines for Conducting District Business;
- Written so as to encourage Board Members to provide to the District Secretary copies of (as opposed to mandating that they provide) correspondence that they send or receive; and



- The underpinning of the policy being “Correspondence to/from the Board” rather than “Correspondence to/from a Board Member”.

The Committee asked staff to present the changes to the policy to the Board in a two-step fashion. The first step would be for discussion and further input. Then, if needed, the Committee would once again look at the policy with that Board input in mind. Subsequently, the policy would be presented to the Board to formally consider its adoption.

As part of the discussion, the Committee asked that the staff set up Board Member accessible email addresses as soon as the District’s IT system has the capability to do so.

### **Excerpt from Board Minutes December 17, 2013**

General Manager Michalczyk reported that Items 9.A and 9.B are two policies that work together. Item 9.A is the Board Correspondence policy and Item 9.B is the Boardmember guidelines policy. Policies are typically reviewed every four years. The Board asked staff to return with the Board Correspondence policy a year after it was last revised in summer 2012 to address the electronic means of communication; and the Board wanted an update of how that system was working. The External Affairs Committee met multiple times on this policy and specifically discussed the electronic communications area of the policy further and came up with some recommendations because it has not been working smoothly.

Mr. Michalczyk explained that the Board Correspondence policy has been streamlined into suggested protocols when dealing with correspondence to and from a single Boardmember as opposed to correspondence to and from the entire Board. For instance, if one Director is communicating with a constituent, then the full Board does not need to participate or provide opinions with that specific communication. Mr. Michalczyk reminded Directors that they must all comply with the Public Records Act. In conclusion, Mr. Michalczyk noted that some additions have been made to the Board Guidelines policy relating to written communications and removed from the Board Correspondence policy. He asked if the Board wanted this policy returned to the External Affairs Committee for further revisions, or if it could be finalized and prepared for consideration and approval at an upcoming Board meeting in January or February.

Director Howard, a member of the External Affairs Committee, stated that they were interested in the Board’s review and opinions of the proposed policy revisions.

President Benson discussed the topic of Directors having their own separate District email addresses.

Mr. Michalczyk explained that the District’s current system does not easily accommodate Boardmember access to email; however, once the District’s new website is in place in 2014, this should be resolved and email easily accessible by all Directors.

Director Halket expressed his full support for Directors to communicate freely with constituents, apart from the requirement of full Board input, and he believes this policy allows for this type of communication. He suggested the policy be returned and placed on the Consent Calendar.

Directors agreed to have the policy finalized as presented and returned to the full Board for consideration.

**Disposition of June 2013 Board and Committee Comments**

The table below summarizes the disposition of those comments made by the Board and the Committee in June 2013.

<b>Reference</b>	<b>Description</b>	<b>Disposition</b>
BOD 1	Re-consider the practice of forwarding all correspondence sent by a Board Member to staff for distribution to all Directors	This has been limited to correspondence a Board Member may wish to send out on District letterhead
BOD 2	Re-consider the requirement of Board members to report on all forms of communications to other Directors	This has been revised to encouragement rather than a requirement
BOD 3	How to deal with ex parte communications	This will be addressed in updates to the Guidelines for Conducting District Business
BOD 4	Reducing administrative burden created by the policy	The burden will be reduced with the revision in BOD 2 above.
BOD 5	Make the policy workable and enforceable	Limiting formal review and approval to only letters on District letterhead will significantly do so.
EA 1	Eliminating the requirement that “informal” correspondence needs to be reviewed and pre-approved by the rest of the Board before it can be sent	Eliminated from policy
EA 2	Establishing Board Member email addresses “@dsrsd.com” for use by individual Board Members and encouraging Board Members to use that email address for all District matters	This is an administrative task; will be set up to give with the launch of the District’s new internet web-page
EA 3	Identifying how best to encourage use of electronic devices at Board and Committee meetings for agendas, etc. while not creating issues regarding ex-parte communications during the meeting while using those or similar devices	This will be addressed in updates to the Guidelines for Conducting District Business
EA 4	Other administrative updates which staff believes are needed.	Various throughout document

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**Dublin San Ramon Services District  
Summary & Recommendation**

Reference General Manager	Type of Action Accept Report	Board Meeting of January 7, 2014
Subject Upcoming Board Calendar		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	B. Michalczyk
		<input type="checkbox"/> Board Member

**Recommendation:**

The General Manager recommends that the Board of Directors accept, by Motion, the attached upcoming Board calendar.

**Summary:**

The attached Board calendar presents items anticipated by staff to be presented to the Board at the next two Board meetings. This report represents the most current information available to staff as of the preparation of this agenda. Items that are listed may be deferred or eliminated for various reasons including but not limited to staff work not being fully complete, the need for further management, Committee and/or legal review, needed material or information not being received by the District in a timely fashion, etc. Furthermore, matters not listed may be placed on the Board agenda.

This report should be used only as a general guide of what business the District Board will be considering in the near future. The District Secretary should be contacted to confirm the contents of specific agendas. Agendas will be finalized in accordance with the requirements of the Brown Act (generally 72 hours for regular meetings and 24 hours for special meetings).

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR BLM	DEPARTMENT Executive	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Upcoming Board Calendar 2. 3.			

**TENTATIVE BOARD ITEMS**

<b>Board Mtg</b>	<b>Agenda Item</b>	<b>Water</b>	<b>WWC</b>	<b>Finance</b>	<b>Personnel</b>	<b>Ext. Aff.</b>
1/21/2014	Approve District Salary Schedule					
	Closed Session - Employer/Employee Organization Relations Resolution - Update					
1/30/2014	CA Water Action Plan					
2/4/2014	Add CIP T00-76 Dublin Trunk Relief Sewer Project to 2-Year CIP Budget for FYEs 2014 and 2015 and Authorize Task Order with Carollo Engineers, Inc.					
	1st Reading: Ordinance to Revise Section 6.10.010 A and D of District Code definition of Classified Service				1/14/2014	
	Committee Charter/Orientation/Goals & Objectives for 2014 & Accept Charters	1/23/2014	1/15/2014	1/13/2014	1/14/2014	1/8/2014



**Dublin San Ramon Services District  
Summary & Recommendation**

Reference Treasurer	Type of Action Accept Report	Board Meeting of January 7, 2014
Subject Report of Checks and Electronic Disbursements Made		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	J. Archer
		<input type="checkbox"/> Board Member

**Recommendation:**

The Treasurer recommends that the Board of Directors accept, by Motion, the report showing checks and electronic disbursements made since the last Board agenda.

**Summary:**

Payments shown have been made in accordance with Board established policies for processing payments and are summarized below:

Date Range	11/25/13 – 12/29/2013
Total Amount Paid	\$ 7,939,910.29

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Archer	DEPARTMENT Fin Serv	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost As shown above	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. Check History Description Listing 2. 3.				

apCkHistDesc

Check History Description Listing

Printed on: 12/30/2013 7:57AM

Dublin San Ramon Services District

From: 11/25/2013 To: 12/29/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
11/25/2013	11252013	03718 HR SIMPLIFIED	2013 POS	177.48	177.48
11/27/2013	79846	03460 ACCO ENGINEERED SYSTEMS II	HVAC REPAIR: CHLORINE CONTACT BLDG HVAC REPAIR @ CONTACT CHLORINE BLDG	2,369.00 459.00	2,828.00
11/27/2013	79847	01748 COMM. LEASING CORP. DBA DA	DECEMBER 2013 MAINTENANCE	1,465.94	1,465.94
11/27/2013	79848	06114 EID, INC.	RFI DEVELOPMENT PAYMENT 1	10,000.00	10,000.00
11/27/2013	79849	00340 NANCY GAMBLE HATFIELD	HATFIELD REIMB EXP AT 2013 ARMA CONFEREN	73.29	73.29
11/27/2013	79850	00439 IUOE LOCAL 39	LOCAL 39 UNION DUES: PAYMENT	4,224.16	4,224.16
11/27/2013	79851	00501 LAVWMA	LAVWMA DEBT AND 1/2 O&M	2,562,262.43	2,562,262.43
11/27/2013	79852	01171 MCGUIRE & HESTER	OCTOBER ON-CALL SERVICES-VARIOUS LOCATIO	55,510.14	55,510.14
11/27/2013	79853	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	944.76	944.76
11/27/2013	79854	00622 AT&T	TELE SVCS & USAGE THRU 11/12/2013 WWTP TO PS300 DV THRU 11/12/2013 DO T-1 TO FOD THRU 11/12/2013 SCADA FOD TO DO THRU 11/12/2013	1,516.91 252.95 186.33 186.33	2,142.52
11/27/2013	79855	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	199.68	199.68
11/27/2013	79856	06399 ZHIBIN CHEN	REFUND 8530 NEWRY PL	134.52	134.52
11/27/2013	79857	00148 CHEVRON & TEXACO CARD SVC	DO GASOLINE PURCHASE 10/23 - 11/23/13	325.44	325.44
11/27/2013	79858	00307 FAIRWAY EQUIPMENT & SUPPLY	DAFT SUMP PUMP PIPING - SOUTH DAFT PIT PLANT PLUMBING SUPPLIES FILTERS FOR WASHER COMPACTOR 1" BALL VALVE FOR PRIMARY DECK	1,611.30 723.31 614.83 342.76	3,292.20
11/27/2013	79859	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	70.00	70.00
11/27/2013	79860	01949 GOODFELLOW TOP GRADE CON	REFUND METER # 65492095	245.87	245.87

## Check History Description Listing

Dublin San Ramon Services District

From: 11/25/2013 To: 12/29/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
11/27/2013	79861	06406 NATALJA HYMAN	REFUND 3454 CAPOTERRA WAY	43.95	43.95
11/27/2013	79862	00422 INDEPENDENT CONSTRUCTION	REFUND METER # 65495595	797.05	797.05
11/27/2013	79863	00509 LIEBERT CASSIDY WHITMORE	GENERAL LEGAL FEES 10/13	3,836.50	3,836.50
11/27/2013	79864	01776 MUTUAL OF OMAHA	12/13 - EE LIFE INSURANCE PREMIUMS	10,363.41	10,363.41
11/27/2013	79865	05720 PETER NGUYEN	REFUND 1000 CEDARWOOD LOOP	200.00	200.00
11/27/2013	79866	00620 P G & E	TO NO. 4; RES 3B W/PS 4B ELEC - NOV 2013	221.51	221.51
11/27/2013	79867	02466 RICOH AMERICAS CORP	COPIER LEASES MAIL RMS, HR/FIN DEC. 13	1,778.28	1,778.28
11/27/2013	79868	06402 SHEILA SHAHABI	REFUND 4115 LORIMER LOOP	145.84	145.84
11/27/2013	79869	06398 STEEVIDYA SUBRAMANIAN	REFUND 7888 GATE WAY	69.41	69.41
11/27/2013	79870	06403 ANGEL SUN	REFUND 5727 OLD WESTBURY WAY	93.85	93.85
11/27/2013	79871	00014 TREASURER OF ALAMEDA COU	OCTOBER 2013 FUEL CHARGES	4,820.87	4,820.87
11/27/2013	79872	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	238.93	238.93
11/27/2013	79873	00912 VALLEY CARE HEALTH SYSTEM	RESPIRATOR & AUDIO EXAM - F. KELLY	146.00	146.00
11/27/2013	79874	06322 VSS INTERNATIONAL	REFUND METER # 64727120	61.31	61.31
11/27/2013	79875	06401 TOM WALCH	REFUND 4684 PERSIMON DR	153.81	153.81
11/27/2013	79876	06400 MICHAEL WALLIS	REFUND 7622 ARBOR CREEK CIR	114.00	114.00
11/27/2013	79877	06405 CHRISTINA WHITLOCK	REFUND 4402 FITZWILLIAM ST	140.74	140.74
11/27/2013	79878	06404 BARRY WOOD	REFUND 2860 E CASTLE PINES TER	204.66	204.66
11/27/2013	79879	06407 SEAN ZHOU	REFUND 5863 HILLBROOK PL	127.25	127.25
11/29/2013	7894211	00591 NEOPOST USA INC.	POSTAGE ADVANCE 11/29/2013	1,000.00	1,000.00
12/02/2013	7932	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	380.30	380.30
12/02/2013	607120213	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	44,546.22	44,546.22

Printed on: 12/30/2013 7:57AM

Dublin San Ramon Services District

From: 11/25/2013 To: 12/29/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/02/2013	608120213	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	65.00	65.00
12/02/2013	1000368293	00494 PERS	RETIREMENT: PAYMENT	44,937.43	44,937.43
12/03/2013	699056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	60.00	60.00
12/03/2013	34714056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	21,114.69	21,114.69
12/03/2013	73737433	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	690.68	690.68
12/03/2013	94727082	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	99,852.74	99,852.74
12/04/2013	12042013	03718 HR SIMPLIFIED	2013 POS/FSA	707.70	707.70
12/05/2013	79880	01385 DAVID BAILEY	BAILEY COMPUTER LOAN	1,255.41	1,255.41
12/05/2013	79881	01013 BARRETT BUSINESS SERVICES	M. ROBERSON: W/E 11/10/13	1,011.20	
			M. MULLER: W/E 11/3/13	748.80	
			M. MULLER: W/E 11/10/13	495.36	
			P. MENDOZA: W/E 10/13/13 RETRO	24.96	2,280.32
12/05/2013	79882	03806 DAVID BONN	BONN CERTIFICATE REIMBURSE CWEA LAB ANAL	82.00	82.00
12/05/2013	79883	02749 DAN GALLAGHER	GALLAGHER REIMB EXP AT CUWCC MEETING 11/	33.08	33.08
12/05/2013	79884	04424 GRAYBAR ELECTRIC COMPANY	ELECTRICAL WIRES, PARTS & SUPPLIES	3,062.41	
			TWIRLNUT FOR STOCK	388.72	
			ELECTRICAL WIRES	309.12	
			GLOBE PRISMATIC 300WATTMAX FOR HYPO BLDG	232.95	
			BRACKETS FOR UPS PANELS	154.89	
			ELECTRICAL PARTS & SUPPLIES	120.29	
			STEEL COVER	13.18	
			NUTS	12.16	4,293.72
12/05/2013	79885	00386 HDR ENGINEERING INC.	HDR - VOLUMETRIC SEWER PRICING FOR WASTE	6,250.00	6,250.00
12/05/2013	79886	00491 ERIK KUEFNER	KUEFNER CERTIFICATE REIMBURSEMENT CWEA I	235.00	235.00



Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/05/2013	79887	01403 PRAXAIR DISTRIBUTION INC 186	LIQUID ARGON	493.45	493.45
12/05/2013	79888	00685 R.S. HUGHES CO., INC.	SAFETY GLASSES CLEAR	71.11	71.11
12/05/2013	79889	05127 VISION SERVICE PLAN - CA (VSF	DECEMBER 2013 - VISION	2,382.94	2,382.94
12/05/2013	79890	01719 A & M PRINTING, INC.	BUISNESS CARDS MICHALCZYK, HAYES, KHAW,	255.68	255.68
12/05/2013	79891	00021 AAF INTERNATIONAL	(66) AIR FILTERS FOR WWTP AIR FILTERS FOR WWTP	737.99 398.14	1,136.13
12/05/2013	79892	06419 CAROLYN ADAMS	PARCEL REFUND 2011 - 2013	1,014.62	1,014.62
12/05/2013	79893	01076 ALSCO INC	WWTP TOWEL SERVICE: NOV '13 FOD TOWEL SERVICE: NOV '13	243.20 129.80	373.00
12/05/2013	79894	02158 AMADOR VALLEY INDUSTRIES	FOD OCTOBER INVOICE FOR 20 YD DROP BOX	554.60	554.60
12/05/2013	79895	01210 APOLLO TIME CLOCKS	APOLLO TIME CLOCK RIBBON	25.80	25.80
12/05/2013	79896	01568 ASBURY ENVIRONMENTAL SVCS	WASTE SOLIDS PICKUP - 11/4/13	279.51	279.51
12/05/2013	79897	01697 B & C TRUCK PARTS, INC	HUBCAP/GASKET FOR GBT TRAILER	58.34	58.34
12/05/2013	79898	05097 BATTERIES PLUS	BATTERIES FOR EMERGENCY EXIT LIGHTS	94.80	94.80
12/05/2013	79899	06428 ROBERT & SHIRLEY BRANAUGH	PARCEL REFUND 2011 - 2013	1,014.62	1,014.62
12/05/2013	79900	00105 CAL-STEAM	PARTS FOR WWTP BLDG D TOILET PARTS FOR WWTP BLDG D TOILET	267.58 217.10	484.68
12/05/2013	79901	06413 HAZARDOUS MAT. PROG. DIV. C	HMBP FEES: PUMP STATION R200B	278.00	278.00
12/05/2013	79902	03737 DEPARTMENT OF PUBLIC HEALT	D. WINTON DRINK WATER CERT RENEWAL 1-201	105.00	105.00
12/05/2013	79903	00241 DGS OFS SVC REVOLVING FUNI	NATURAL GAS SERVICE AT THE WWTP - 10/14	34,343.09	34,343.09
12/05/2013	79904	02152 DR HORTON	PARCEL REFUND 2013	559.44	559.44
12/05/2013	79905	05659 ECOLOGICAL CONCERNS INC.	LAWWMA: WESTERN TERMINUS MITIGATION QTR	11,080.00	11,080.00
12/05/2013	79906	00307 FAIRWAY EQUIPMENT & SUPPLY	FLUSHING HOSES	457.84	457.84

## Check History Description Listing

Dublin San Ramon Services District

From: 11/25/2013 To: 12/29/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/05/2013	79907	06414 FAO-USAED, SACRAMENTO	CAMP PARKS LEASE ADVANCE 11/19/13 - 11/1	37,374.00	37,374.00
12/05/2013	79908	02656 FASTENAL COMPANY	RUBBER PALM GLOVES FOR FOD CACHE (PPE)	144.36	144.36
12/05/2013	79909	00314 FEDEX	13-P011 GAS SAMPLE	42.40	
			WWTP: OVERNIGHT DELIVERY CHARGES NOV '13	22.74	65.14
12/05/2013	79910	06426 THOMAS & LELENE FREDRICH	PARCEL REFUND 2012 - 2013	700.50	700.50
12/05/2013	79911	00352 GOLDEN STATE FLOW MEASUREMENT	GSFM ENDPOINTS	135,613.44	
			GSFM ENDPOINTS	135,613.44	
			GSFM ENDPOINTS	67,806.72	339,033.60
12/05/2013	79912	00368 HACH COMPANY	100 ACCUVACS NON-ARSENIC SPADNS REAGENT	3,508.66	3,508.66
12/05/2013	79913	00401 HOME DEPOT	PLANT ROAD REPAIR: (10) CONCRETE MIX; 9I	53.27	
			CONCRETE CRACK FILLER	7.78	61.05
12/05/2013	79914	00192 J & B CORROSION ENG ASSOC INC	ANNUAL SURVEY CATHODIC PROTECTION SYST P	1,625.00	1,625.00
12/05/2013	79915	01282 KELLY SERVICES, INC.	F. SOLIS: W/E 11/10/13	947.20	
			C. BARRAGAN: W/E 11/10/13	930.24	1,877.44
12/05/2013	79916	06324 NEIL KUPCHIN	PROF SVCS FOR OCTOBER 23 2013 TRAINING	3,197.07	3,197.07
12/05/2013	79917	06423 CHANG S. LIN	PARCEL REFUND 2011 - 2013	1,014.62	1,014.62
12/05/2013	79918	03958 LIVERMORE AUTO GROUP	#90 BRAKE PAD KIT	72.64	72.64
12/05/2013	79919	06427 DEREK MC CABE	PARCEL REFUND 2011 - 2013	1,014.62	1,014.62
12/05/2013	79920	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 11/10/13	1,080.00	1,080.00
12/05/2013	79921	04231 MSC INDUSTRIAL SUPPLY CO	PARTS FOR DAFT SUMP PUMPS	186.26	186.26
12/05/2013	79922	04796 NAPA AUTO PARTS	#P11 RUPP PUMP FILTERS	39.52	39.52
12/05/2013	79923	00591 NEOPOST USA INC.	NEPOST- ANNUAL POSTAGE ACH FEE - 2014	50.00	50.00
12/05/2013	79924	04561 NIELSEN PROPERTY	PARCEL REFUND 2011 - 2013	1,014.62	1,014.62

Printed on: 12/30/2013 7:57AM

Dublin San Ramon Services District

From: 11/25/2013 To: 12/29/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/05/2013	79925	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL DELIVERY 11	120.00	120.00
12/05/2013	79926	00619 ORCHARD SUPPLY HARDWARE	FOD SUPPLIES-BOUNCE, FRESH SCENT, ETC.	84.95	84.95
12/05/2013	79927	00620 P G & E	LAWWMA PS FEEDER B NOV '13 PUMP STATION 300B ELEC - NOVEMBER 2013 PUMP STATION R200A ELEC - NOVEMBER 2013 PUMP STATION 30A ELEC - NOVEMBER 2013 PUMP STATION 300C ELEC - NOVEMBER 2013 PUMP STATION R300B ELEC - NOVEMBER 2013 RESERVOIR R200 DERWA TANK 2 ELEC - NOV 2 RES 3B W/PS 4B ELEC - NOVEMBER 2013	9,344.71 4,939.53 2,464.96 2,406.74 2,244.07 521.61 24.26 22.32	21,968.20
12/05/2013	79928	05543 ADMINISTRATORS (PBIA) PREFE	DECEMBER 2013 - DENTAL	22,465.81	22,465.81
12/05/2013	79929	00696 RED WING SHOE STORE	RRAMOS: FY2014 EMPLOYEE SAFETY SHOES EMPLOYEE SAFETY SHOES: AARON CASTRO	162.13 137.33	299.46
12/05/2013	79930	00699 REDWOOD COAST PETROLEUM	GASOLINE DELIVERY TO THE WWTP ON 11/13/1	1,616.31	1,616.31
12/05/2013	79931	04418 RUGGERI - JENSEN - AZAR	08-2102 ST PATRICK WY FIELD SURVEY 9/30/	2,600.00	2,600.00
12/05/2013	79932	05051 SCHAEFER RANCH HOLDINGS, I	PARCEL REFUND 2013	355.44	355.44
12/05/2013	79933	00756 SECURITY ETC.	FIRE ALARM & SECURITY SYSTEM MONITORING	252.00	252.00
12/05/2013	79934	02125 SEEVER & SONS TIRE	E30 BACKHOE TIRE	276.98	276.98
12/05/2013	79935	06422 TASSA DUBLIN LLC	PARCEL REFUND 2012 - 2013	1,014.62	1,014.62
12/05/2013	79936	00847 THE IMPRINT WORKS	THE IMPRINT WORKS - ENGRAVING- BENSON/HO	32.70	32.70
12/05/2013	79937	01470 TRI-VALLEY HOSE	4 IMPORT DBL JACKET FIRE HOSES	828.36	828.36
12/05/2013	79938	00903 UNITED RENTALS, INC.	REPAIR WORK 7051 DUBLIN BLVD.	1,002.63	1,002.63
12/05/2013	79939	06004 VANGUARD CLEANING SYSTEM	NOV 2013: CUSTODIAL SERVICES - WWTP AND	2,800.00	2,800.00
12/05/2013	79940	06425 JOSE & VIOLETA VARGAS	PARCEL REFUND 2011 - 2013	1,014.62	1,014.62

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/05/2013	79941	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT ON 11/08	334.21	334.21
12/05/2013	79942	00933 VWR INTERNATIONAL, INC.	E.COLI,E.AEROGENES,S.AUREUS	132.95	132.95
12/05/2013	79943	03878 WASTE RECOVERY WEST. INC.	WASTE TIRE REMOVAL	85.10	85.10
12/05/2013	79944	00946 WATEREUSE ASSOCIATION	WATEREUSE - 2014 MEMBERSHIP DUES	4,571.84	4,571.84
12/05/2013	79945	00987 ZONE 7 WATER AGENCY	OCTOBER TREATED WATER SERVICE	928,778.56	928,778.56
12/10/2013	1000368296	01111 CALPERS	DECEMBER 2013 - ER CODE 0740 & 7316	174,396.03	174,396.03
12/12/2013	79946	00710 AAI TERMITE & PEST CONTROL	PEST CONTROL FOR NOVEMBER @ DO & FOD	99.00	99.00
12/12/2013	79947	06379 RUSSEL BAKER	BAKER CERTIFICATE REIMB CWEA MECH TECH 2	308.00	308.00
12/12/2013	79948	01013 BARRETT BUSINESS SERVICES	M. ROBERSON: W/E 11/17/13 M. MULLER: W/E 11/17/13	947.20 771.84	1,719.04
12/12/2013	79949	00085 RHODORA BIAGTAN	BIAGTAN REIMB EXP FOR MARIN WATER VISIT BIAGTAN REIMB BUSINESS EXP FOR 12/05 - 1	160.48 105.41	265.89
12/12/2013	79950	05359 BURKE, WILLIAMS & SORENSEN	GENERAL COUNSEL SVCS - OCTOBER 2013	3,707.77	3,707.77
12/12/2013	79951	03614 CAROLLO ENGINEERS	620C520 TO OC-9 10/1/13-10/31/13	846.00	846.00
12/12/2013	79952	00335 LEVI FULLER	FULLER CERTIFICATE REIMBURSE FOR WWTP OP	340.00	340.00
12/12/2013	79953	03146 MICHELLE GALLARDO	GALLARDO COMPUTER LOAN	312.61	312.61
12/12/2013	79954	01123 JEREMY HENDRYX	HENDRYX CERTIFICATE REIMB CDPH WATER DIS	100.00	100.00
12/12/2013	79955	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS NOV. 13 MAILING - BILL INSERT: SET YOUR CLOCK SP	4,789.82 165.02	4,954.84
12/12/2013	79956	03643 GEMMA LATHI	LATHI REIMB EXP FOR TVRG MEETING 11/14/2	10.46	10.46
12/12/2013	79957	01171 MCGUIRE & HESTER	14-S020 SEWER ACCESS RD AT IRON HORSE TR	43,562.00	43,562.00
12/12/2013	79958	01078 STEFANIE OLSON	S. OLSON - WATER USE EFFICIENCY CERTIFIC	50.00	50.00
12/12/2013	79959	01403 PRAXAIR DISTRIBUTION INC 186	CYLINDER RENTAL	53.94	53.94

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/12/2013	79960	01389 SCOTT ROBERSON	ROBERSON CERTIFICATE REIMB BACKFLOW PREV	180.00	180.00
12/12/2013	79961	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	944.76	944.76
12/12/2013	79962	00805 SUE STEPHENSON	STEPHENSON REIMB EXP AT ACWA 2013 CONF.	67.21	67.21
12/12/2013	79963	00937 W.W. GRAINGER, INC.	REPLT SUMP PUMP FOR FSL LAGOON #7 ACTUAT REPLT EXHAUST FAN FOR LAVWMA JS GHS POSTERS AND LOTO TAGS GHS POSTERS (TRAINING/AWARENESS)	201.12 189.58 166.06 50.03	606.79
12/12/2013	79964	01719 A & M PRINTING, INC.	4000 #10 LEFT WINDOW ENVELOPES CS & ACCO	459.69	459.69
12/12/2013	79965	00007 AA FIRE SYSTEMS, INC.	PARTIAL UPGRADE/ REPLACEMENT FIRE SPRINK	2,795.25	2,795.25
12/12/2013	79966	06124 AIKEN UNDERGROUND INC.	REFUND METER #65352719	820.95	820.95
12/12/2013	79967	03035 ALPHA ANALYTICAL LABS INC	SAMPLE ANALYSES	206.00	206.00
12/12/2013	79968	00622 AT&T	LAVWMA PS & SANLEANDRO DECHLOR STATION N	98.28	98.28
12/12/2013	79969	01697 B & C TRUCK PARTS, INC	PARTS FOR GBT TRAILER	84.25	84.25
12/12/2013	79970	06389 BAY AREA GOLF & INDUSTRIAL \	GOLF CARTS FOR PLANT OPERATIONS	4,430.85	4,430.85
12/12/2013	79971	00091 BOLD, POLISNER, MADDOW, NEI	MONTHLY LEGAL SERVICES - 11/13	10,720.84	10,720.84
12/12/2013	79972	02217 BSK ASSOCIATES	SAMPLE ANALYSES	480.00	480.00
12/12/2013	79973	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	199.68	199.68
12/12/2013	79974	00105 CAL-STEAM	PLUMBING SUPPLIES FOR PLANT REPAIRS PIPE REPAIR KIT FOR BLDG A PROSER FILL VLV FOR TOILET REPAIR	389.64 304.67 23.26	717.57
12/12/2013	79975	00157 CITY OF PLEASANTON	WWTP: POTABLE WATER OCT '13 DERWA: POTABLE WATER OCT '13	206.26 141.12	347.38
12/12/2013	79976	06107 COGENT COMMUNICATIONS INC	DUBLINSA00001 INTERENT SERVICE 12/01/201	2,300.00	2,300.00

## Check History Description Listing

Dublin San Ramon Services District

From: 11/25/2013 To: 12/29/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/12/2013	79977	03997 CORRPRO COMPANIES, INC.	LAVWMA: TROUBLESHOOT EMERGENCY DISCHARGE	5,328.65	5,328.65
12/12/2013	79978	00206 CSDA	2014 MEMBERSHIP DUES	1,005.00	1,005.00
12/12/2013	79979	03154 DAPPER TIRE CO	#92 TIRES	388.85	388.85
12/12/2013	79980	00237 DERWA	NOV 2013 OPER EXP - DSRSD SHARE	112,071.70	112,071.70
12/12/2013	79981	02001 DUN-RITE EXCAVATING INC	REFUND METER #65495585	718.34	718.34
12/12/2013	79982	00280 ECOWATER SYSTEMS	LAB WATER SOFTENER EXCHANGE TANKS DEC '1	201.20	201.20
12/12/2013	79983	00307 FAIRWAY EQUIPMENT & SUPPLY	(2) LITTLE GIANT PUMPS W/ AUTO FLOAT SWI	478.07	478.07
12/12/2013	79984	00313 FASTSIGNS	NAME PLATE DECAL - S. GRASHUIS	5.45	5.45
12/12/2013	79985	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	530.51	530.51
12/12/2013	79986	03900 GARTON TRACTOR INC	DLD TRACTOR RENTAL PICK-UP	593.01	593.01
12/12/2013	79987	00352 GOLDEN STATE FLOW MEASURI	GSFM ENDPOINTS	135,613.44	
			GSFM INSTALLATION	14,516.50	
			GSFN INSTALLATION	11,959.50	162,089.44
12/12/2013	79988	00382 HAVE AIR WILL TRAVEL, INC.	TRACTOR TIRE INSPECTION	150.00	150.00
12/12/2013	79989	06196 HDSWW - UNION CITY CA	500 1" RUBBER MTR GSKTS	128.22	128.22
12/12/2013	79990	00468 KAMAN INDUSTRIAL TECHNOLO	SHEAVE, BUSHING & V-BELT FOR DIGESTER RE	204.63	204.63
12/12/2013	79991	01282 KELLY SERVICES, INC.	F. SOLIS: W/E 11/17/13	905.76	
			C. BARRAGAN: W/E 11/17/13	783.36	1,689.12
12/12/2013	79992	04873 KIMBALL MIDWEST	ELECTRICAL SUPPLIES	1,179.64	1,179.64
12/12/2013	79993	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 11/17/13	960.00	960.00
12/12/2013	79994	06438 STEPHEN MILLMAN	CHK PAID IN ERROR, AR RECEIPT #8944,CHK#	225.00	225.00
12/12/2013	79995	03566 MITCH'S CERTIFIED CLASSES	C. BRACKETT - BACKFLOW PREVENTION TESTER	1,000.00	1,000.00
12/12/2013	79996	04231 MSC INDUSTRIAL SUPPLY CO	RUBBER PALM GLOVES FOR SHOP CACHE (PPE)	217.13	217.13

## Check History Description Listing

Dublin San Ramon Services District

From: 11/25/2013 To: 12/29/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/12/2013	79997	04796 NAPA AUTO PARTS	FILTERS STOCK ORDER	469.30	
			COGEN ENGINE MAP SENSOR	107.90	577.20
12/12/2013	79998	00585 NCBPA	HAYES AND BRACKETT - NCBPA MEMBERSHIP 20	60.00	
			S. OLSON MEMBERSHIP RENEWAL 2014	30.00	90.00
12/12/2013	79999	01399 NORTH VALLEY CONSTRUCTION	REFUND METER #65615499	791.80	791.80
12/12/2013	80000	00620 P G & E	LAWWMA PS FEEDER A NOV '13	85,064.69	
			WWTP ELECTRICITY - NOV 2013	15,101.72	
			PUMP STATION 200A ELEC - NOV 2013	6,652.07	
			DISTRICT OFFICE ELECTRICITY - NOV 2013	3,159.52	
			PUMP STATION 300A ELEC - OCTOBER 2013	1,567.93	
			PUMP STATION 300A ELEC - NOVEMBER 2013	1,272.98	
			PUMP STATION 4A ELEC - NOVEMBER 2013	922.73	
			DO UTILITY BUILDING ELEC - NOV 2013	150.98	
			DO UTILITY BUILDING GAS SVC - NOV 2013	54.86	
			RESERVOIR R100 ELEC - NOVEMBER 2013	18.58	
			ALAMO TRUNK SEWER ELEC - NOVEMBER 2013	13.92	
			JOHNSON DRIVE STREETScape ELEC - NOV 201	11.84	
			PUMP STATION 300A ELEC - SEPTEMBER 2013	-1,971.03	112,020.79
12/12/2013	80001	05439 PACIFIC COAST CHEMICALS	LAWWMA: CALCIUM THIOSULFATE SPLIT DELIVE	12,061.94	12,061.94
12/12/2013	80002	02906 PACIFIC SURFACING INC	REFUND METER #1629808	787.62	787.62
12/12/2013	80003	04211 PLATT ELECTRIC SUPPLY	REPLT LAMPS @ HYPO	547.27	547.27
12/12/2013	80004	00696 RED WING SHOE STORE	G. HOWARD WORK BOOTS	277.94	277.94
12/12/2013	80005	00699 REDWOOD COAST PETROLEUM	GASOLINE DELIVERY TO THE WWTP ON 11/20/1	1,273.85	1,273.85
12/12/2013	80006	02466 RICOH AMERICAS CORP	DO MAIL ROOM COPIER USAGE SEPT. - NOV. 2	750.03	750.03
12/12/2013	80007	03830 APPLIED FILTER TECHNOLOGY I	Monthly Testing of SAG Media	655.00	655.00

## Check History Description Listing

Dublin San Ramon Services District

From: 11/25/2013 To: 12/29/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/12/2013	80008	02939 ROYAL WHOLESALE ELECTRIC	CONTACTOR FOR LAVWMA PUMP DECK SCREEN HO	305.47	305.47
12/12/2013	80009	06376 SCIENTIFIC GLASS ARTS & RESI	GLASSWARE REPAIRS	500.00	500.00
12/12/2013	80010	00810 STUDIO BLUE REPROGRAPHICS	06-6101 CONFORM CONTRACT DOCUMENTS	156.65	156.65
12/12/2013	80011	00829 T & T VALVE & INSTRUMENTS IN	REBUILD KIT FOR PS 30A PUMP #1	601.68	601.68
12/12/2013	80012	01806 U.S. BANK	ADMIN FEE 11/01/13 - 10/31/14 (2011 SWR	500.00	500.00
12/12/2013	80013	00903 UNITED RENTALS, INC.	EQUIPMENT FOR WATER REPAIRS	72.58	72.58
12/12/2013	80014	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	238.93	238.93
12/12/2013	80015	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE FOR THE WWTP ON 11/2	2,315.84	
			SODIUM HYPOCHLORITE FOR THE WWTP ON 11/1	2,310.29	4,626.13
12/12/2013	80016	00928 VINCENT ELEC MOTOR CO., INC	REPAIR MOTOR: PS 2B PUMP #1	1,656.31	1,656.31
12/12/2013	80017	00933 VWR INTERNATIONAL, INC.	PH BUFFER 10, SULFURIC ACID 0.1N	93.46	
			PHENYLARSINE OXIDE	65.02	
			FILTER 250ML 0.45UM	108.52	267.00
12/12/2013	80018	02884 WEST VALLEY CONSTRUCTION	DOUGHERTY & WILLOW CREEK BUTTERFLY VALVE	17,144.38	
			INSTALL NEW SERVICE 8660 BLOOMINGTON CT.	3,442.80	
			2" SERVICE LEAK, CLAMP SERVICE-FERNANDEZ	3,168.00	
			INVESTIGATE LEAK @ GLEASON DR., DUBLIN 1	1,969.50	
			SAW CUTTING FOR PAVING WORK: YORK & MAPL	605.00	26,329.68
12/12/2013	80019	00957 WEST YOST & ASSOCIATES	13-S014 PROF SERVICES 9/7/13 - 10/4/13	884.00	
			14-S002 PROF SERVICES 9/7/13 - 10/4/13	400.00	1,284.00
12/12/2013	80020	00966 WHITLEY BURCHETT & ASSOCIA	12-W021 PROF SERVICES OCTOBER 2013	3,223.50	3,223.50
12/12/2013	80021	00987 ZONE 7 WATER AGENCY	NOVEMBER 2013 CONNECTION FEES	1,330,340.00	1,330,340.00
12/16/2013	7933	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	380.30	380.30
12/16/2013	607121613	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	41,650.07	41,650.07



## Check History Description Listing

Dublin San Ramon Services District

From: 11/25/2013 To: 12/29/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/16/2013	1000372502	00494 PERS	RETIREMENT: PAYMENT	44,730.72	44,730.72
12/17/2013	7980056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	22,699.29	22,699.29
12/17/2013	12172013	03718 HR SIMPLIFIED	2013 FSA/POS	1,401.34	1,401.34
12/17/2013	71849398	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	102,463.78	102,463.78
12/19/2013	80022	00031 ALLIED PACKING & SUPPLY INC.	MECHL SEAL, GASKET, SLEEVE FOR HEAT LOOP	342.26	342.26
12/19/2013	80023	01013 BARRETT BUSINESS SERVICES	M. ROBERSON: W/E 11/24/13	1,024.00	
			M. MULLER: W/E 11/24/13	748.80	
			M. MULLER: W/E 12/01/13	449.28	
			M. ROBERSON: W/E 12/1/13	409.60	2,631.68
12/19/2013	80024	06202 CHARLIE BRACKETT	BRACKETT REIMB EXP FOR FIELD SUPPLIES	7.07	7.07
12/19/2013	80025	00103 C. OVERAA & CO.	13-P008 ON CALL REPAIR SECONDARY CLARIFI	189,988.00	189,988.00
12/19/2013	80026	00258 DUBLIN SAN RAMON SERVICES	2014 ALAMEDA COUNTY SCIENCE & ENG FAIR	300.00	300.00
12/19/2013	80027	02457 ED CUMMINGS, INC.	CONSULTING FEES/EXPENSES - NOVEMBER 13	2,556.25	2,556.25
12/19/2013	80028	04691 EQUIFAX INFORMATION SVCS LI	EQUIFAX	440.90	440.90
12/19/2013	80029	03119 FERGUSON WATERWORKS INC	FERGUSON RETROFIT INSTALLATION	10,610.00	10,610.00
12/19/2013	80030	00396 FIRST ADVANTAGE SBS	BACKGROUND SCREENING FOR SAFETY OFFICER	332.12	332.12
12/19/2013	80031	04424 GRAYBAR ELECTRIC COMPANY	(3) REPLT LIGHT FIXTURES FOR TURN-OUT 5	749.03	
			EMERGENCY BALLASTS FOR WWTP & DO	472.29	1,221.32
12/19/2013	80032	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS NOV. 13	317.30	317.30
12/19/2013	80033	00473 KEMIRA WATER SOLUTIONS INC	DERWA: PAX-XL8 (POLYALUMINUM CHLORIDE) O	13,458.61	
			FERROUS CHLORIDE ON 11/30/13	5,186.22	18,644.83
12/19/2013	80034	04529 LAI & ASSOCIATES, INC.	FIELD DENSITY TESTING 7760 GARDELLA DR.	562.20	562.20
12/19/2013	80035	00503 LEADERSHIP SERVICES LTD	LEADERSHIP COACHING SESSION W/ MARK GROS	1,403.76	1,403.76

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/19/2013	80036	04594 MCCAMPBELL ANALYTICAL INC	SAMPLE ANALYSES LOCAL LIMITS STUDY SAMPLE 11/19/13	1,140.00 480.00	1,620.00
12/19/2013	80037	01171 MCGUIRE & HESTER	12-P004 JOHNSON CT RW MAIN TO VAL VISTA 620C520 PP#10 CCO#5 IMPELLERS & COMPRESS	118,697.22 31,626.29	150,323.51
12/19/2013	80038	06443 GREG MIRIGIAN	UB Refund Cst #00007053	316.00	316.00
12/19/2013	80039	00608 OFFICE TEAM	TEMP SVCS W/E 12/06/13 - MONTAGUE	356.25	356.25
12/19/2013	80040	01078 STEFANIE OLSON	OLSON REIMB EXP AT BAPPG MEETING 12/04/2	16.00	16.00
12/19/2013	80041	04553 PACHECO BROTHERS GARDENI	MONTHLY LANDSCAPE MAINTENANCE DEC '13 MONTHLY LANDSCAPE MTCE PS R200A DEC '13	2,490.00 115.00	2,605.00
12/19/2013	80042	00685 R.S. HUGHES CO., INC.	STOCK SUPPLIES FOR SHOP USE	671.59	671.59
12/19/2013	80043	04727 SIEMENS WATER TECHNOLOGIE	DERWA: MEMCLEAN EXA2 55 GALLON (QTY 3)	2,557.06	2,557.06
12/19/2013	80044	00762 TESTAMERICA LABORATORIES I	SAMPLE ANALYSES SAMPLE ANALYSES SAMPLE ANALYSES	255.00 45.00 25.00	325.00
12/19/2013	80045	00843 THE COVELLO GROUP INC	620C520 TO NO 1 10/1/13-11/30/13	270.00	270.00
12/19/2013	80046	00937 W.W. GRAINGER, INC.	AXIAL FAN AND FAN GUARD FOR LAB INCUBATO	86.11	86.11
12/19/2013	80047	00019 A-1 ENTERPRISES	LAVWMA: WEEKLY STREET SWEEPING NOV '13	275.00	275.00
12/19/2013	80048	03035 ALPHA ANALYTICAL LABS INC	SAMPLE ANALYSES	123.00	123.00
12/19/2013	80049	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE- DO 107786 NOV. 2013	295.62	295.62
12/19/2013	80050	02158 AMADOR VALLEY INDUSTRIES	FOD NOVEMBER DUMPSTER RENTAL	295.62	295.62
12/19/2013	80051	01954 ANDERSON'S UNIFORMS	UNIFORM SHIRTS FOR TEMPS	54.77	54.77
12/19/2013	80052	00052 ARAMARK UNIFORM SERVICES	NOV 2013: WEEKLY FIRE RESISTANT UNIFORM	525.56	525.56
12/19/2013	80053	00058 ARROWHEAD MOUNTAIN SPRIN	WATER FOR THE LAB	53.09	53.09

## Check History Description Listing

Dublin San Ramon Services District

From: 11/25/2013 To: 12/29/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/19/2013	80054	03813 AT&T CONFERENCING	CONF CALL 11/12/13, 11/13/13, 11/14/13,	181.18	181.18
12/19/2013	80055	03056 BANK OF AMERICA	A/C 1218 - STMT 11/10/13-12/09/13	7.95	7.95
12/19/2013	80056	05097 BATTERIES PLUS	(3) 6V LEAD BATTERIES FOR EXIT LIGHTS	94.80	94.80
12/19/2013	80057	02217 BSK ASSOCIATES	SAMPLE ANALYSES	320.00	320.00
12/19/2013	80058	05404 CALIFORNIA FIRST AID AND SAF	FIRST AID KIT MAINTENANCE - WWTP	286.23	
			FIRST AID CABINET FOR DO UTILTIY BUILDIN	201.65	
			FIRST AID KIT AND SUPPLIES LAVWMA DECHLO	161.36	
			FIRST AID KIT MAINTENANCE - DO	158.87	808.11
12/19/2013	80059	00105 CAL-STEAM	CAP FOR AIR VENT @ LAVWMA STA 221+40	20.59	20.59
12/19/2013	80060	00130 CASA	2014 LAVWMA AGENCY MEMBERSHIP	830.00	830.00
12/19/2013	80061	01167 CITY OF DUBLIN	ENCROACHMENT PERMIT FOR SIERRA CT. REPAI	544.00	544.00
12/19/2013	80062	04820 COASTAL IGNITION & CONTROL	COGEN PARTS: HAND HELD INDUSTRIAL	4,999.12	4,999.12
12/19/2013	80063	05196 COMCAST	BUSINESS TV BASIC 12/07/13-01/06/14	13.40	13.40
12/19/2013	80064	04376 CONVERGINT TECHNOLOGIES L	LENEL SCP & SOFTWARE SUPPORT THRU 7/31/1	7,884.96	7,884.96
12/19/2013	80065	01633 CPS HUMAN RESOURCE SVCS	SAFETY OFFICER RECRUITMENT	6,302.84	6,302.84
12/19/2013	80066	01973 CROMER EQUIPMENT	PARTS FOR GENI LIFT	538.23	
			#E27 GENIE LIFT HYDRAULIC FILTER	57.55	595.78
12/19/2013	80067	06137 CUSTOM CAD DESIGN INC.	620C620 AS BUILT DRAWINGS	600.00	600.00
12/19/2013	80068	00229 DELL MARKETING LP	QTY (3) MOTION TABLETS FOR FOD	11,149.92	
			QTY (1) DELL LATITUDE E6430 ATG LAPTOP F	2,490.29	
			QTY (2) DELL OPTIPLEX 9020 SMALL FORM PC	2,192.65	15,832.86
12/19/2013	80069	05126 DKF SOLUTIONS GROUP, LLC	MY SAFETY OFFICER - SUBSCRIPTION 12-13	350.00	350.00
12/19/2013	80070	00277 EBMUD	JANUARY 2014 AUDIT/ACCT SVCS	100.51	100.51

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/19/2013	80071	05201 EMERSON NETWORK POWER	FY2014: MAINTENANCE BUILDING UPS PREV MA	1,979.00	1,979.00
12/19/2013	80072	00300 ENVIRONMENTAL SCIENCE ASS	RESTORATION MONITORING - NOVEMBER 2013	2,946.61	2,946.61
12/19/2013	80073	00307 FAIRWAY EQUIPMENT & SUPPLY	GAUGE FOR PS 20B / TO 5	387.12	387.12
12/19/2013	80074	02656 FASTENAL COMPANY	(2) PRESSURE GAUGE FOR LAVWMA PUMP STN SCREWS FOR LAVWMA PUMP STN GRATES SCREWS FOR LAVWMA PUMP STN	155.65 24.25 22.90	202.80
12/19/2013	80075	00352 GOLDEN STATE FLOW MEASURI	GSFM ENDPOINTS	62,803.62	62,803.62
12/19/2013	80076	01797 GOLDEN STATE WESTERN AREA	72 1" METERS	14,194.68	14,194.68
12/19/2013	80077	00368 HACH COMPANY	2 DPD TOTAL CHLORINE, 10ML PK/1000 POWDE	403.25	403.25
12/19/2013	80078	06396 HAFCOVAC	HEAVY DUTY COMMERCIAL VACUUM CLEANER FOR	1,436.00	1,436.00
12/19/2013	80079	00376 HARRINGTON INDUSTRIAL PLAS	2" VALVE BALL FOR CALCIUM THIO TANK VALV	107.31	107.31
12/19/2013	80080	06196 HDSWW - UNION CITY CA	MISC REPAIR PARTS	464.02	464.02
12/19/2013	80081	00388 HEATH'S WELDING SUPPLY	GAS SUPPLIES AND RENTAL	455.62	455.62
12/19/2013	80082	06392 INDUSTRY UPTIME, INC.	OIL FOR GAS SKID	2,544.21	2,544.21
12/19/2013	80083	01225 KAESER COMPRESSORS, INC	(2) SPARE FILTERS FOR AIR DRYER UNITS	130.57	130.57
12/19/2013	80084	00468 KAMAN INDUSTRIAL TECHNOLO	SHEAVE, BUSHING, V-BELT, WOODRUFF KEY SE	316.16	316.16
12/19/2013	80085	06166 KBA	COPIERS UCC & LEASE 11/30-12/29/13	805.52	805.52
12/19/2013	80086	06166 KBA	COPIER FOD/ENGR/MAINT 11/1/13 - 11/30/13	297.99	297.99
12/19/2013	80087	06384 KBA DOCUSYS	REPAIR STREAKING ON HR PRINTER/FAX	160.00	160.00
12/19/2013	80088	01282 KELLY SERVICES, INC.	F. SOLIS: WE 11/24/13 C. BARRAGAN: W/E 11/24/13 C. BARRAGAN: W/E 12/01/13 F. SOLIS: W/E 12/01/13	905.76 660.96 563.04 544.64	2,674.40

## Check History Description Listing

Dublin San Ramon Services District

From: 11/25/2013 To: 12/29/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/19/2013	80089	05852 LOOKING POINT, INC.	PROF SVCS - UNIFIED COMM - PHASE 2	12,740.00	
			PROFESSIONAL SVCS - OUTDOOR WIFI INITIAL	9,262.00	22,002.00
12/19/2013	80090	00536 MC MASTER-CARR SUPPLY CO.	WORKBENCH FOR CO-GEN HEAT SLEAVE FOR CO-	955.79	955.79
12/19/2013	80091	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 12/1/13	990.00	
			A. MCCAFFERY: W/E 11/24/13	900.00	1,890.00
12/19/2013	80092	04060 MITEL LEASING	TELEPHONE EQ LEASE DEC. 2013	3,644.68	3,644.68
12/19/2013	80093	04231 MSC INDUSTRIAL SUPPLY CO	PARTS FOR SECONDARY SLIDGE GATE	914.62	
			JANITORIAL EQUIPMENT	242.72	
			WELDING TOOLS	228.55	1,385.89
12/19/2013	80094	04796 NAPA AUTO PARTS	#79 FLASHER	46.09	
			#14 TAIL LAMP CIRCUIT BOARD	30.06	
			AIR FILTER; SINGLE EDGE BLADES - STOCK O	22.75	98.90
12/19/2013	80095	00585 NCBPA	F. KHAW - NCBPA 2014 MEMBERSHIP RENEWAL	30.00	30.00
12/19/2013	80096	00586 NCCIPMA - HR	NCCIPMA-HR MEMBERSHIP 2014	180.00	180.00
12/19/2013	80097	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL DELIVERY 11	120.00	120.00
12/19/2013	80098	00620 P G & E	MISC PUMP STNS; DUBLIN LIFT STN - NOV 20	10,690.99	
			PUMP STATION 20B ELEC - NOVEMBER 2013	8,236.91	
			FSL AERATORS; LAB HVAC; FLEET - NOVEMBER	1,676.63	
			PUMP STATION 2B ELEC - NOVEMBER 2013	1,129.34	
			PUMP STATION R20 ELEC - DECEMBER 2013	885.03	
			DISTRICT OFFICE GAS SERVICE - NOV 2013	637.18	
			PUMP STATION R200B ELEC - NOVEMBER 2013	457.49	
			PUMP STATION R300A ELEC - NOVEMBER 2013	442.18	
			PUMP STATION 10A ELEC - NOVEMBER 2013	89.67	
			RESERVOIR 10B ELECTRICITY - DECEMBER 201	52.47	
			ALTITUDE VALVE (RES 10B) ELEC - DECEMBER	10.87	24,308.76

## Check History Description Listing

Dublin San Ramon Services District

From: 11/25/2013 To: 12/29/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/19/2013	80099	04211 PLATT ELECTRIC SUPPLY	UPS PRWPULSL100T (QTY 4)	2,703.20	2,703.20
12/19/2013	80100	04211 PLATT ELECTRIC SUPPLY	PARTS FOR CO-GEN STARTING COMPRESSOR REP	208.34	208.34
12/19/2013	80101	00663 PLEASANTON GARBAGE SVC IN	TRANSPORT OF SOLIDS/GRIT SCREENINGS: NOV	3,777.89	3,777.89
12/19/2013	80102	01882 POLLARD WATER.COM - EAST	10 PAILS OF LPD D-CHLOR	1,704.00	1,704.00
12/19/2013	80103	03442 RABBIT OFFICE AUTOMATION	COPIER LEASE LAB/CUST SVC - DEC. 2013	440.36	440.36
12/19/2013	80104	00699 REDWOOD COAST PETROLEUM	GASOLINE DELIVERY TO THE WWTP ON 12/2/13	1,143.89	1,143.89
12/19/2013	80105	04301 RESOURCE TRENDS, INC.	CONSULTING SERVICES	1,925.00	1,925.00
12/19/2013	80106	02939 ROYAL WHOLESALE ELECTRIC	CONTROLLER FOR OCSS TESTING	832.57	832.57
12/19/2013	80107	05449 SAMBA HOLDINGS, INC.	DMV REPORTING FOR 11-13	166.95	166.95
12/19/2013	80108	03898 SEEPEX INC	HYPO PUMP PARTS: MECHANICAL SEAL & SUPPO	580.18	580.18
12/19/2013	80109	02470 SHRED-IT	SHREDDING SERVICES DECEMBER 2013	86.19	86.19
12/19/2013	80110	02444 STAPLES ADVANTAGE	COPY PAPER, TONER, PENS, ETC	1,341.74	1,341.74
12/19/2013	80111	00829 T & T VALVE & INSTRUMENTS IN	ADAPPTER BUSHING, SEAL, STEM SEAL FOR PS	200.02	200.02
12/19/2013	80112	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE FOR THE WWTP ON 11/2	2,266.33	2,266.33
12/19/2013	80113	00912 VALLEY CARE HEALTH SYSTEM	DOT EXAM (D. WINTON)	85.00	85.00
12/19/2013	80114	00924 VERIZON WIRELESS	ON-CALL OP'S CELL PH SVC 11/04 -12/03/13	1,236.46	1,236.46
12/19/2013	80115	00928 VINCENT ELEC MOTOR CO., INC	LAWWMA: (48) FILTERS & (2) HEATERS	1,983.06	1,983.06
12/19/2013	80116	00933 VWR INTERNATIONAL, INC.	POTASSIUM, SODIUM STD	60.64	60.64
12/19/2013	80117	04489 WATER ENVIRONMENT FEDERA	R. BIAGTAN WEF MEMBERSHIP RENEWAL	249.00	249.00
12/19/2013	80118	05785 WAUKESHA PEARCE INDUSTRIE	CO-GEN SPARE PARTS	5,673.60	5,673.60
12/19/2013	80119	03149 WHITE CAP CONST SUPPLY	EPOXY NOZZLE W/NUT	23.80	23.80
12/19/2013	80120	00987 ZONE 7 WATER AGENCY	TREATED WATER FOR NOVEMBER	730,204.88	730,204.88

## Check History Description Listing

Dublin San Ramon Services District

From: 11/25/2013 To: 12/29/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/20/2013	80121	03536 U S BANK/ CORP PMT SYSTEMS	3 SUPPLY CABINETS	1,181.14	
			TRANSPORT COSTS FOR GBT DELIVERY TO SANT	895.00	
			DERWA: 80 Gallon Compressor Tank	834.45	
			THE VENETIAN HOTEL- GENZALE-ARMA CONFERE	692.47	
			HILTON HOTEL-DUARTE-CSDA LEADERSHIP CONF	577.98	
			(2) CALIBRATION GAS FOR GAS MONITORS	564.20	
			GIFT CARDS - EMPLOYEE RECOGNITION AWARDS	500.00	
			STEPHENSON - CASA CONF 2014 REGISTRATION	475.00	
			CASA - WINTER CONFERENCE- MICHALCZYK- RE	475.00	
			COPY PAPER, MOUSE, CALENDAR, ETC	378.94	
			WATER FILTER INSTALL MATERIALS	356.38	
			ONLINE JOB POSTING (OPS CNTRL SYS SPEC)	349.00	
			FUEL FOR VEHICLE #35	300.00	
			ONLINE JOB POSTING (CUSTOMER SERVICE REP	295.00	
			UNIVERSAL PCI COAX FOR SCADA ARCNET	255.26	
			(12) BRASS IMPACT SPRING FOR BIO BED	241.85	
			GLEE: MEMBERSHIP RENEWAL	228.00	
			SMOKE DETECTOR FOR BLOWER ROOM HVAC FAN/	219.55	
			LAPTOP REPAIR - FLORENCE	216.91	
			REPLT HARD DRIVE FOR SECURITY VIDEO SERV	204.60	
			4.3 CUFT BLK REFRIGERATOR FOR EC SAMPLES	195.11	
			NETWORK WIRE FOR BUSINESS NETWORK	192.33	
			DEWALT 18-VOLT LITHIUM-ION BATTERIES, 2-	184.99	
			CAT6 NETWORK WIRE FOR BUSINESS NETWORK	173.57	
			PLUMBING TO REPAIR BROKEN PIPE ON	171.76	
			LANYARDS FOR SECURITY BADGES	169.29	
			VISTAPRINT-EMPLOYEE RECOGNITION EVENT IN	150.49	
			OFFICE SUPPLIES: BATTERIES	148.62	

## Check History Description Listing

Dublin San Ramon Services District

From: 11/25/2013 To: 12/29/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			BSMITH: MEMBERSHIP RENEWAL	148.00	
			D. LEONARDO CWEA MEMERSHIP RENEWAL 2014	148.00	
			CAT6 NETWORK WIRE FOR NEW WIRELESS SYSTE	144.96	
			CAT6 NETWORK WIRE FOR NEW WIRELESS SYSTE	144.96	
			AIRFARE: D. GALLAGHER FOR CUWCC MTG 11/0	137.80	
			OFFICE SUPPLIES:PENS, LABELS, STAPLES, W	136.42	
			REPAIR MATERIALS	135.88	
			CONTROLLER FOR LAB INCUBATOR	133.47	
			OFFICE SUPPLIES: CALCULATOR, PAPER, MARK	133.30	
			EVENTBRITE-CONGRESSMAN SWALWELL LUNCHEON	129.57	
			MATERIAL FOR REPAIRS	126.44	
			OFFICE SUPPLIES - LAMINATING POUCHES	122.44	
			FUEL FOR VEHICLE #35	120.00	
			OFFICE SUPPLIES:MARKERS, PAPER, TAPE, CL	119.79	
			HERTZ-ARMA CONFERENCE-LAS VEGAS - OCTOBE	115.15	
			CWEA WOODLAND SAFETY TRAINING - RODRIGUE	115.00	
			STEPHENSON - CASA ANNUAL CONFERENCE 2014	113.30	
			DEWALT 7.2-TO18VOLT 1-HOUR VEHICLE CHARG	110.46	
			VADEN - CSMFO DUES CY2014	110.00	
			DUMP TRUCK TARP ROLLER BAR	108.50	
			OFFICeworld.com-2014 CALENDARS FOR EXEC	107.73	
			PRINTER INK CARTRIDGES	103.50	
			(23.029G) DIESEL FUEL FOR BOOM TRUCK	99.00	
			DC POWER ADAPTER AIR CAR 90W WATT	96.00	
			SAFETY HANGING SIGN FOR JANITORIAL USE	95.34	
			09-6101 SCADA DESIGN MTG	91.34	
			LUNCH FOR CWEA SFBS SAFETY COMMITTEE MTG	85.40	
			BUSINESS EXPENSE - GE MEETING 10/30/13	84.45	
			RAY ON-LINE TRAINING FOR CERTIFICATION C	75.00	



## Check History Description Listing

Dublin San Ramon Services District

From: 11/25/2013 To: 12/29/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			EYE BOLT, SWIVEL BOLT SNAP, QUICK INK FO	74.97	
			TOOLS FOR NEW CONDUIT FROM UPS1 PANEL -	73.40	
			09-6101 EXTREME PIZZA SCADA DESIGN MTG	72.66	
			OFFICE SUPPLIES:MEMO BOOKS, POST-ITS, PA	72.03	
			REFRESHMENTS FOR NEIGHBORHOOD MEETING	69.58	
			FIBER PATCH CABLES	68.73	
			SHOP EQUIP REPAIR - PARTS FOR STEAM CLEA	65.95	
			CALENDARS FOR 2014	59.26	
			CABLE ENDS FOR CAT6 NETWORK WIRE	55.73	
			IPHONE 5C OTTERBOX DEFENDER	54.49	
			REPLT 18V NICD BATTERIES	54.06	
			REPLT LEDS FOR S55 LAMP THROUGHOUT WWTP	53.80	
			WHITTLLESEA BLUE TAXI - GENZALE- ARMA CO	53.50	
			#317 GOLF CART VELCRO FOR TOP REPAIR	52.91	
			CAPACITOR FOR LAB INCUBATOR	51.84	
			JIM DRYDEN ON-LINE TRAINING FOR CERTIFIC	50.00	
			REFRESHMENTS FOR BACC MEETING - 11-12-13	45.40	
			HAYES - ATTEND NCBPA GEN MTNG ON 11/7/13	40.00	
			KPETERSON: REG FOR NOVEMBER MEETING	40.00	
			QUICK MACROS SOFTWARE	40.00	
			WSFTP ANNUAL MAINTENANCE CONTRACT	39.95	
			FAN MOTOR FOR LAB INCUBATOR	38.47	
			REFRESHMENTS FOR BAYWORK MEETING	37.87	
			(2) KYOCERA DURA XT HOLSTER	34.86	
			BUDDY V'S- GENZALE- DINNER - ARMA CONFER	34.00	
			BINDERS; DIVIDERS; NOTE PADS	32.66	
			PAINT FOR DO CURB	31.49	
			ARMA - GENZALE - REGISTRATION NOVEMBER	31.05	
			REFERENCE BOOK - AP STYLE GUIDE	30.42	

## Check History Description Listing

Dublin San Ramon Services District

From: 11/25/2013 To: 12/29/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			DONUTS FOR JOINT MAINT MEETING-112113	30.00	
			VALVES FOR DO TOILET	29.40	
			ZEFFIRIONOS-GENZALE-DINNER-ARMA CONFEREN	28.45	
			GENERAL SUPPLIES - FLASHLIGHT FOR ENG DE	27.24	
			JUMP DRIVE FOR SECURITY SYSTEM COMPUTER	27.22	
			OUTLET BOXES	26.68	
			Parking Downtown Oakland: D. Gallagher	24.00	
			CWEA LEADERSHIP TRAINING J. RODRIGUEZ	21.00	
			MISC OFFICE SUPPLIES FOR S. DELIGHT	20.69	
			QTY (2) SHEETS OF 4'X8' HARDBACK BOARD	20.32	
			TRAINING SUPPLIES - GHS TRAINING	20.18	
			BUSINESS EXPENSE - 457/ELB SELLBACK INFO	20.00	
			PRO SUBSCRIPTION (NOVEMBER 2013)	19.95	
			GALLARDO - 2013 CALPELRA CONFERENCE INTE	19.90	
			REFERENCE BOOK: GREGG REFERENCE MANUAL D	19.33	
			PARKING: D. GALLAGHER FOR CUWCC MEETING	16.00	
			LUNCH: M. BALLESTEROS TRAINING IN SF ON	14.88	
			DOOR SPRINGS FOR DO DISHWASHER	14.50	
			TOWERS DELI IN THE VENETIAN	14.00	
			TOWERS DELI - GENZALE - LUNCH - ARMA CON	14.00	
			METROLINK TRANSPORTATION: D. GALLAGHER 1	13.50	
			B.FREELAND LUNCH WHILE ATTENDING ADMIN S	13.00	
			GRAND LUX CAFE - GENZALE - BREAKFAST - A	11.67	
			BART: M. BALLESTEROS TRAINING IN SF 10/3	11.00	
			BART-B. FREELAND TICKET FOR ADMIN SEMIN	11.00	
			Nancy Hatfield City Clerk's Meeting	10.89	
			C. HOFFMANN - 2013 CALPELRA CONFERENCE I	9.95	
			09-6101 REFRESHMENTS SCADA DESIGN MTG	7.84	
			GRAND LUX CAFE-GENZALE-BREAKFAST-ARMA CO	7.78	

**Check History Description Listing**

Dublin San Ramon Services District

Bank code: apbank

<u>Date</u>	<u>Check #</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>
			2" SHORT SWEEPS FOR WWTP GATE TRENCH	6.58	
			OAKLAND AIRPORT PARKING - GENZALE- ARMA	6.00	
			(2) PANCAK BOX FOR CO-GEN LIGHTS	5.01	
			BATHROOM CAULKING	4.89	
			SALES FEE E-BAY	2.56	
			PANCAK BOX FOR CO-GEN LIGHTS	2.51	
			MICHAEL'S - EMPLOYEE RECOGNITION EVENT S	2.17	
			DERWA: REPLACEMENT PARTS CREDIT FOR OVER	-28.34	
			CREDIT FOR RETURNED WIRELESS NUMERIC PAD	-32.69	
			THE VENETIAN HOTEL- GENZALE-ARMA CONFERE	-50.40	
			RETURN: USB-ARCNET ADAPTER FOR SCADA	-295.00	
			CREDIT SHANNON CENTER DEPOSIT	-750.00	14,874.83
				<b>Total Checks:</b>	<b>7,939,910.29</b>

294 checks in this report





**Dublin San Ramon Services District  
Summary & Recommendation**

Reference General Counsel	Type of Action Briefing and Discussion	Board Meeting of January 7, 2014
Subject Annual Briefing Related to District Governance (Brown Act, Public Records Act and Conflict of Interest)		
<input type="checkbox"/> Motion <input type="checkbox"/> Minute Order <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Other		
REPORT: <input type="checkbox"/> Verbal <input checked="" type="checkbox"/> Presentation <input type="checkbox"/> Staff              C. Nelson <input type="checkbox"/> Board Member		

**Recommendation:**

The General Manager recommends that the Board receive an informational presentation about the Ralph M. Brown Act - Open Meetings for Local Legislative Bodies (the “Brown Act”), the California Public Records Act (CPRA), and various Conflicts of Interest (COI) legislation, and discuss with District General Counsel any questions that a Board Member may have regarding these requirements.

**Summary:**

Annually, General Counsel briefs the Board on the requirements of the Brown Act, the CPRA and various COI statutes. General Counsel will share information on pertinent statutes and recent amendments and how these affect District operations and the Board of Directors.

This annual briefing complies with the District’s Strategic Plan – Goal 5.1 – “Sustain Effective, Efficient, Open and Transparent Governance of the District” as well as Strategic Work Plan Item 5.1.13: “Annual Conflict of Interest, Brown Act and Public Records Act training for Board.”

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Yes	ORIGINATOR B. Michalczyk	DEPARTMENT Executive	REVIEWED BY
<b>ATTACHMENTS</b> <input checked="" type="checkbox"/> None						
<input type="checkbox"/> Resolution <input type="checkbox"/> Minute Order <input type="checkbox"/> Task Order <input type="checkbox"/> Staff Report <input type="checkbox"/> Ordinance						
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. 2. 3.			