

**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, December 17, 2013

AGENDA

(NEXT RESOLUTION NO. 57-13)

(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

	<u>Recommended Action</u>	<u>Anticipated Time</u>
1. <u>CALL TO ORDER</u>		
2. <u>PLEDGE TO THE FLAG</u>		
3. <u>ROLL CALL</u> – Members: Benson, Duarte, Halket, Howard, Vonheeder-Leopold		
4. <u>SPECIAL ANNOUNCEMENTS/ACTIVITIES</u>		
5. <u>PUBLIC COMMENT</u> (MEETING OPEN TO THE PUBLIC)		
<p>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.</p>		
6. <u>REPORTS</u>		
A. <u>Reports by General Manager and Staff</u>		
• Event Calendar		
• Correspondence to and from the Board		
B. <u>Committee Reports</u>		
Personnel	December 17, 2013	
C. <u>Agenda Management</u> (consider order of items)		
7. <u>APPROVAL OF MINUTES</u> - Regular Meeting of <i>November 19, 2013</i>	District Secretary	Approve by Motion

BUSINESS:

REFERENCE

			<u>Recommended Action</u>	<u>Anticipated Time</u>
8.	<u>CONSENT CALENDAR</u>			
	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. Approve Director Attendance at 2014 Meetings and Conferences	General Manager	Approve by Motion	
	B. Approve Director Reimbursements for Travel and Meetings for 2014	General Manager	Approve by Motion	
	C. Notification of 2014 Ethics Training Opportunities for Boardmembers in Compliance with AB 1234 (Government Code Section 53235(f))	General Manager	Approve by Motion	
	D. Approve Time Extension for City of Dublin Unused Sewer Capacity Program and Rescind Resolution No. 66-11	Engineering Services Manager	Approve by Resolution	
	E. Accept Actuarial Valuation of the Other Post-Employment Benefit (OPEB) Programs as of July 1, 2013	Financial Services Manager	Accept by Motion	
	F. Increase Local Sewer Replacement, Regional Sewer Replacement and Water Replacement Fund Expenditure Limits	Engineering Services Manager	Approve by Resolution	
	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	Operations Manager	Approve by Resolution	
	H. Performance Bond Requirements in Technical Services Agreements	Engineering Services Manager	Approve by Motion	
	I. Upcoming Board Calendar	General Manager	Accept by Motion	
	J. Report of Checks and Electronic Disbursements Made	Treasurer	Accept by Motion	
9.	<u>BOARD BUSINESS</u>			
	A. Discuss the Draft Board Correspondence Policy	General Manager	Approve by Consensus	5 min

BUSINESS:

REFERENCE

		<u>Recommended Action</u>		<u>Anticipated Time</u>
B.	Discuss the Draft Guidelines for Conducting Dublin San Ramon Services District Business Policy	General Manager	Approve by Consensus	20 min
C.	Selection of President and Vice President of the Board of Directors	Board of Directors	Approve by Motion	5 min
D.	Standing Committees of the Board – Calendar Year 2014	Board President	Approve by Motion	5 min

10. **BOARDMEMBER ITEMS**

- Submittal of Written Reports from Travel and Training Attended by Directors
- Presentation for Outgoing President

11. **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. 15 min

12. **REPORT FROM CLOSED SESSION**

13. **ADJOURNMENT**

BOARD CALENDAR*

<u>Committee & Board Meetings</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Regular Board Meeting	January 7, 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**

November 19, 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, and Director D.L. (Pat) Howard. Director Edward R. Duarte participated in the meeting from an alternate teleconference location at 3585 Solano Avenue, Napa, California 94558. Director Richard M. Halket had an excused absence. 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) – 6:01 p.m.
6. REPORTS
 - A. Reports by General Manager and Staff
 - Event Calendar – General Manager Michalczyk reported on the following:
 - o Director Duarte is participating in tonight’s meeting from his teleconference location of 3585 Solano Avenue, Napa, California; all the proper Brown Act postings have been made.
 - o Today, November 19, 2013 is World Toilet Day as designated by the United Nations. Mr. Michalczyk played a clever YouTube video from WaterAid that lightheartedly, but pointedly, showed the many health and sanitary benefits from having toilets, as well, as the flipside of not having them available to the world's population.
 - o The Department of Water Resources issued their first delivery allocation for Water Year 2014, which they set at 5%.
 - o Mr. Michalczyk wished the Board and their families a safe and enjoyable “Happy Thanksgiving” holiday on behalf of staff!
 - Correspondence to and from the Board – None.
 - B. Committee Reports

External Affairs

November 6, 2013

DRAFT

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)

General Manager Michalczyk reported that the District's Auditor was delayed in traffic and that the Board should skip over Item 9.B until her arrival even if it delays the matter until the end of the meeting. President Benson concurred with his suggestion.

Mr. Michalczyk stated that if the Board favorably considers Items 8.B, 8.C and 8.D that Closed Session Item 11.B will not be needed.

7. APPROVAL OF MINUTES – Regular Meeting of *November 5, 2013*

V.P. Vonheeder-Leopold MOVED for the approval of the November 5, 2013 minutes. Director Howard SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Halket).

8. CONSENT CALENDAR

General Manager Michalczyk reported that for Item 8.A there is an alternative page 6 of 14 for the agreement being considered. He asked Engineering Services Manager Rhodora Biagtan to explain. She stated that under Section 18 on page 6 of 14 of the agreement with the Army, the reference on the first line should be substituted from the Dublin San Ramon Services District Engineer to the Army Corps of Engineer District Engineer. A copy of the revision was distributed to the Board.

Mr. Michalczyk also noted that under Items 8.B & 8.C, revised resolutions and signature pages were distributed to the Board and should be substituted for the amendments to the agreements with M. Gallardo and J. Archer. These documents were inadvertently set up for the Board President's signature, instead of the General Manager's.

President Benson requested to REMOVE Item 8.A from the Consent Calendar.

Director Howard MOVED for approval of Consent Calendar Items 8.B – 8.F with the recommended amendments to Items 8.B & 8.C as discussed. V.P. Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES, ONE ABSENT (Halket).

A. REMOVED - Approve Field Operations Division Corporation Yard Lease Agreement between the Army and the District – Approved – Resolution No. 55-13

President Benson inquired why at one point the District paid \$4,200 per year and now will pay \$37,000 to have the Field Operations Division at Camp Parks.

Engineering Services Manager Biagtan acknowledged this as a significant increase, but noted it is still a competitive and reasonable market price for the property being leased. She gave a history on the arrangement of the Field Operations at Camp Parks.

General Manager Michalczyk explained that the under the lease the Army must charge fair market rates for the use of its property. He also noted that this agreement effectively starts the clock for relocation of the District's Corporation Yard to a site off of the base.

Director Howard MOVED to adopt Resolution No. 55-13, Approving the Department of the Army Lease for the Field Operations Division Corporation Yard at Parks Reserve Forces Training Area with the revised page 6. V.P. Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES, ONE ABSENT (Halket).

- B. Approve Amendment No. 1 to Personal Services Agreement between John Archer and Dublin San Ramon Services District – Approved – Resolution No. 51-13
- C. Approve Amendment No. 1 to Personal Services Agreement between Michelle Gallardo and Dublin San Ramon Services District – Approved – Resolution No. 52-13
- D. Approve Personal Services Agreement between the District and Rhodora N. Biagtan as Interim Engineering Services Manager – Approved – Resolution No. 53-13
- E. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 45-13 – Approved – Resolution No. 54-13
- F. Upcoming Board Calendar – Approved

9. BOARD BUSINESS

- A. Second Reading: Adopt Ordinance Incorporating Provisions for Eliminating Expiration of and Vesting of Capacity Rights and Establishing Time of Payment of Water and Wastewater Capacity Reserve Fees into District Code Chapters 3.10, 3.20, 3.50, 3.60, and 3.70

President Benson read aloud the title of the ordinance.

Director Howard MOVED to WAIVE the reading of the Ordinance Incorporating Provisions for Eliminating Expiration of and Vesting of Capacity Rights and Establishing Time of Payment of Water and Wastewater Capacity Reserve Fees into District Code Chapters 3.10, 3.20, 3.50, 3.60, and 3.70. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES, ONE ABSENT (Halket).

Engineering Services Manager Biagtan reported that tonight is the second reading of the proposed Ordinance. This revision will eliminate the expiration of capacity rights, provide for capacity rights to vest at connection or at building permit issuance and construction, change the time of payment of capacity reserve fees, and allow the Board to set priorities for capacity allocation, if needed. This will eliminate concerns

expressed by the Board that a developer could “pre-buy” significant amounts of capacity, thereby precluding other developers from moving forward with their projects. This Ordinance will cause impacts to the District’s finances. The time of payment of fees will impact cashflow as they will be collected in smaller amounts, but more frequently.

Ms. Biagtan noted that during the preparation of the agenda, the omission of the word “and” was discovered on Exhibit 5 under Section 3.60.050(A) on the first line and inserted in the Exhibit. The word “and” was added in that sentence to read as follows: “The certificate of capacity rights ... the date of vesting **and** either” She stated that General Counsel was consulted and advised that it was not a substantive change; therefore the correction could be made.

V.P. Vonheeder-Leopold MOVED to adopt Ordinance No. 331, Modifying Sections 3.10.010, 3.20.030, 3.50.020, 3.60.010, 3.60.020, 3.60.030, 3.60.090, 3.70.010, 3.70.050 and 3.70.080 of its District Ordinance Code to eliminate expiration, and to provide for vesting, of water and wastewater capacity rights. Director Howard SECONDED the MOTION, which CARRIED with FOUR AYES, ONE ABSENT (Halket).

B. Accept Financial Statements for Year Ended June 30, 2013 with Independent Auditors’ Report

Financial Services Manager Archer reported that staff has completed the final Financial Statements for the Year Ended June 30, 2013. The District’s financial performance during the fiscal year was very positive. The operating funds show operating surpluses and each of the capital asset funds, replacement and expansion, met their reserve levels, with the exception of water expansion because it repaid some of the Temporary Infrastructure Charge payment by making the OPEB contribution.

Mr. Archer stated that Maze & Associates preformed the audit of the financial statements and has done so since 2005. They have one more year on their engagement with the District. Mr. Archer introduced Vikki Rodriguez, CPA.

Ms. Rodriguez briefed the Board on the audit for the Year Ended June 30, 2013. She reported that Maze & Associates issued an unmodified opinion on the Basic Financial Statements, which is the cleanest opinion the District can receive. She reported that the audit process went very smooth and staff was very responsive and well prepared. Ms. Rodriguez noted that previous audit partner, Mr. Cory Biggs, had retired. Ms. Rodriguez called the Board’s attention to the only major change in the financial statements effected by GASB 63, which essentially changed the title of some of the statements. Ms. Rodriguez also stated that the auditor is required to evaluate internal controls at the District and that they found those controls to be sound and adequate. She stated that the auditor detected no material weaknesses nor were there any significant deficiencies to report. She called the Board’s attention to information in the Memorandum on Internal Control related to GASB 68 that will be implemented in 2015. Ms. Rodriguez summarized by stating that there were no major concerns during the audit process.

Director Howard commented that “no news is always great news” with an audit. He congratulated the District’s great accounting staff.

Mr. Archer gave a special thank you to Accountant II Karen Vaden for coordinating the work with the auditors and the internal staff.

V.P. Vonheeder-Leopold stated that she believed the District should “get a pat on the back” for this audit. Total assets increased \$10 million, total liabilities decreased \$3 million, total revenues increased \$2.5 million and total expenses decreased \$1.5 million. She noted that there are very few organizations--private firms or public agencies--that can say all of those numbers went in the right direction. She complimented and thanked staff for their efforts.

General Manager Michalczyk noted that the District has \$321 million in capital assets in the ground and emphasized the importance of continued good stewardship for these assets via the District’s Asset Management Program.

Director Duarte agreed that the agency deserves a “pat on the back” for this audit and that the increases and decreases noted in the audit and referred to by V.P. Vonheeder-Leopold are almost unheard of these days.

Director Howard MOVED to accept the Financial Statements for June 30, 2013 with Independent Auditor’s Report. V.P. Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES, ONE ABSENT (Halket).

C. Select Investment Strategy - OPEB Biennial Valuation Report

Financial Services Manager Archer reported that before the Board is the draft of the actuarial valuation for the District’s OPEB (other post-employment benefits) trust. The District is required to do a valuation every two years for that trust fund. Mr. Archer reminded the Board that monies deposited in that trust fund are outside the control of the Board or staff and are for the payment of post-employment benefits other than pensions. By way of background, he reminded the Board that in 2008, the District entered into an agreement with CalPERS to participate in the California Employers’ Retiree Benefit Trust Program (CERBT).

On March 19, 2013 the Board approved allowing the Treasurer to make the investment decisions regarding the strategies available in CERBT for the District’s investments therein. In doing so, the Board required the matter be brought back to the Board every two years for review and information. Bickmore Risk Services completed a preliminary evaluation and determined the trust fund is fully funded as of July 1, 2013 for all post-employment benefits other than pensions. He stated that CERBT allows investment in three different investment strategies. Strategy 1 is invested heavier in stocks and equities with an opportunity for greater returns than the other two strategies offered; it would result in an actuarial determination that the District’s obligations are 101.5% funded. Staff recommends Strategy 1 be selected.

General Manager Michalczyk noted that there is a lot of public discussion about unfunded liabilities for retiree benefits. He stated he was particularly proud that this Board has had the financial discipline to put aside this amount of money, and that he is not aware of any other utility agency in the Bay Area that has fully funded with their OPEB obligation.

Director Howard sought clarification of the requested action.

Mr. Michalczyk stated that the Board needs to give policy level direction to the actuary to allow the report to be completed. This would be in the form of selecting a Strategy 1 assumption for the purposes of the report, which would be consistent with the investment decision the Board made last March.

V.P. Vonheeder-Leopold stated that she supported investment Strategy 1.

Director Duarte asked if the discount rate options were assumed or based on a track record of performance.

Mr. Archer explained that the discount rates are assumptions provided to the District by CERBT, but are generally consistent with results achieved by PERS over the long term in other funds they manage and are also the best projections available moving forward.

Director Howard MOVED to select Strategy 1 offered by the California Employers' Retiree Benefit Trust Program (CERBT) for the purposes of finalizing the biennial actuarial valuation report for the Other Post-Employment Benefits (OPEB). Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES, ONE ABSENT (Halket).

- D. Approve Public Facility Planning Agreement for Preparation of Out of Area Service Agreement with Robert Nielsen

Engineering Services Manager Biagtan reported that the Nielsen family is the owner of property outside and adjacent to the District's service area boundary on the west side of Dublin at the end of Brittany Lane near Rolling Hills Drive. Mr. Robert Nielsen is their authorized representative and Attorney John Doyle and Ryan Nielsen (Robert Nielsen's son) are present tonight for this item. They are proposing to connect the Nielsen's operations buildings to the District's sewer collection system. While this proposal is technically feasible, under recently enacted laws such an out-of-area service agreement requires LAFCo approval. The connection will require approximately three DUEs of wastewater capacity. She stated that the Nielsen family has submitted an application to LAFCo. She also noted that the LAVWMA Joint Powers Agreement allows the District to provide service without LAVWMA Board approval to unincorporated areas in the interest of public health and safety if the request is less than ten residential connections. To fully evaluate and process this request, under the District Code, the District must enter into a Public Facility Planning Agreement with the Nielsen Family to recover its costs in developing the agreement and participating in the process to seek LAFCo approval.

General Manager Michalczyk clarified that the Nielsen family is not requesting annexation to the District.

Speaker: Attorney John Doyle, Toby, Sherman & Doyle, LLP – Mr. Doyle introduced himself to the Board and stated that he represented Robert Nielsen and the Nielsen family in respect to this request. He stated he and Ryan Nielsen were available for questions this evening and that he looks forward to working with staff.

General Counsel Nelson commented that one of the biggest out of area service agreements the District has is with the City of Pleasanton for the WWTP.

V.P. Vonheeder-Leopold MOVED to adopt Resolution No. 56-13, approving Public Facility Planning Agreement for Preparation of Out of Area Service Agreement with Robert Nielson. Director Howard SECONDED the MOTION, which CARRIED with FOUR AYES, ONE ABSENT (Halket).

- E. Eligibility of the November 22, 2013 Meeting of the East Bay Leadership Council for Director Day of Service Payment and/or Reimbursement of Expenses

General Manager Michalczyk reported that with the passage of two laws in 2006, the Board must now pre-approve attendance at certain meetings to make its members eligible to receive a day of service payment or to receive reimbursement for expenses and travel. The Board pre-approves meetings at the beginning of the calendar year for organizations Directors regularly attend, e.g., CASA, ACWA, etc. In December 2012, the District was not a member of the Contra Costa Council which is now known as the East Bay Leadership Council. The District joined the organization in July 2013, so technically Directors' attendance at the November 22, 2013 meeting is not eligible to have expenses reimbursed or for a day of service payment.

Mr. Michalczyk stated that this organization will be included as part of those brought before the Board in December for pre-approval for calendar year 2014. Mr. Michalczyk recommended the Board make take two separate actions on this matter.

Director Howard MOVED to approve payment for a Day of Service for the November 22, 2013 luncheon meeting of the East Bay Leadership Council at which Congressman Swalwell is speaking. V.P. Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES, ONE ABSENT (Halket).

Director Howard MOVED to approve payment for Reimbursement of Expenses for the November 22, 2013 meeting of the East Bay Leadership Council at which Congressman Swalwell is speaking. V.P. Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES, ONE ABSENT (Halket).

10. BOARDMEMBER ITEMS

Director Howard reported that he will be unable to attend the ACWA meeting in December and invited any Directors to attend the Energy Committee in his place.

Director Duarte commented that he attended, along with V.P. Vonheeder-Leopold, the Alameda County Special Districts Association (ACSDA) meeting at Union Sanitary District in Union City on November 13, 2013 and the ACWA Region 1 & 5 Briefings at EBMUD on November 15, 2013. Mr. Rentschler from Metropolitan Transportation Commission spoke at the ACSDA meeting. One of the primary messages is that transportation in the Bay Area will not be solved too easily. He noted the fourth bore of the Caldecott Tunnel project came in under budget and was completed on time.

V.P. Vonheeder-Leopold commented that she learned that Union Sanitary District is doing approximately \$19 million of capital projects per year and all of their processes are covered, so odor problems do not exist. Additionally, the ACSDA Annual Banquet is scheduled for March 27, 2014. She also discussed the ACWA Statewide Water Action Plan (SWAP) discussed at the ACWA Briefing. ACWA has requested that its members approve the SWAP; a draft resolution has been prepared by ACWA for use by the agencies. V.P. Vonheeder-Leopold and Director Angela Ramirez Holmes from Zone 7 discussed having a Valley-wide forum to present the SWAP to the community before the agencies consider supporting it.

V.P. Vonheeder-Leopold asked why the notes from the External Affairs Committee list that members of the public are not required to identify themselves. She thought that was needed for minutes. General Counsel Nelson responded that, by law, members of the public who appear at Committee and Board meetings can do so, participate and make comments without announcing who they are.

President Benson suggested the District form a team for the upcoming City of Dublin 5K race on March 16, 2014.

President Benson announced that when the Board returns from Closed Session, the Board will adjourn this meeting and convene the DSRSD Financing Corporation Meeting.

11. CLOSED SESSION

At 6:55 p.m. the Board went into Closed Session.

- A. Public Employee Performance Evaluation – Pursuant to Government Code Section 54957
Title: Treasurer
Title: District Secretary

- B. NOT HELD - Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6
Agency Designated Representative: General Manager
Unrepresented Employee: Interim Engineering Services Manager
Unrepresented Employee: Interim Financial Services Manager
Unrepresented Employee: Interim Organizational Services Manager

12. REPORT FROM CLOSED SESSION

At 7:19 p.m. the Board came out of Closed Session. President Benson announced that there was no reportable action.

13. ADJOURNMENT

In accordance with newly-enacted Government Code Section 54952.3, President Benson announced that the Board of Directors of the DSRSD Financing Corporation is composed of the same members as the Board of Directors of the District. In accordance with Government Code Section 54952.3, President Benson announced that no Director will receive any compensation or stipend for participating in the meeting of the DSRSD Financing Corporation, as specified in DSRSD Policy P100-13-1, Day of Service.

President Benson adjourned the meeting at 7:20 p.m.

Submitted by,

Nancy Gamble Hatfield
District Secretary



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

Reference General Manager	Type of Action Approve Meeting Attendance	Board Meeting of December 17, 2013
Subject Approve Director Attendance at 2014 Meetings and Conferences		
<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 that the Board, by Motion, (a) approve attendance by the Directors at any required in-person ethics training that satisfies the ethics training requirements of AB 1234 and (b) 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 organizations listed below and that are held in 2014:

- o Association of California Water Agencies (ACWA held in CA and February Washington D.C. Conference);
- o California Association of Sanitation Agencies (CASA held in CA and February Washington D.C. Conference);
- o California Special Districts Association (State & Alameda and Contra Costa County Chapters);
- o WateReuse Association (State and National – when held in CA);
- o California Sanitation Risk Management Authority (CSRMA); and
- o East Bay Leadership Council (EBLC).

Summary:

In response to the passage of SB 135 (Kehoe) and AB 1234 (Salinas), the Board has adopted a Day of Service policy. Under the Day of Service policy and by law, a Director is eligible for a day of service payment for attending a meeting not noticed under the Brown Act (such as is the case with conferences and training) only when pre-approval is given by the Board of Directors and a written report is delivered to the Board within 30 days following the event. The policy itself identifies a number of organizations whose meetings are eligible for a Day of Service payment, but payment is not limited to meetings of those organizations. Furthermore, some of the organizations listed in the policy are no longer active.

In an effort to more efficiently manage and ensure compliance with the law and the policy, and to provide a “big picture” overview of meetings to be attended by Directors throughout the year, the Board traditionally takes one action to approve attendance of Directors at conferences and meetings associated with the organizations listed above. This action will make Directors eligible for a Day of Service payment, provided all other policy requirements have been met. Attendance at events of organizations not listed above will be subject to individual Board approval. This action permits payment for attendance at mandated ethics training classes, but does not allow payment if ethics training is completed on-line.

This action is consistent with the Board action for 2013 meetings and conferences in that there is no eligibility for Chamber events, DPIE events or Dublin Sister City events. This action is also consistent with the Board action of November 19, 2013 adding the East Bay Leadership Council. Finally, this action incorporates the ACWA and CASA Washington D.C. conferences in February which were previously the subject of separate considering by the Board.

The Day of Service policy is attached for reference purposes.

Committee Review			Legal Review	Staff Review		
COMMITTEE	DATE	RECOMMENDATION	Not Required	ORIGINATOR	DEPARTMENT	REVIEWED BY
---	---	---		N. Hatfield	Executive	
ATTACHMENTS <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 \$146 per Director per Day of Service	<input checked="" type="checkbox"/> Funding Source A. Various depending on meeting B.		Attachments to S&R 1. Day of Service policy 2. 3.			



POLICY

Dublin San Ramon Services District

Policy No.:	P100-13-1	Board Business
Type of Policy:		
Policy Title:	Day of Service	
Policy Description:	Definition of a Compensable Day of Service for a Director	

Approval Date:	February 19, 2013	Last Review Date:	2013
Approval Resolution No.:	3-13	Next Review Date:	2017
Rescinded Resolution No.:	17-09	Rescinded Resolution Date:	June 16, 2009

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

That each Director shall exhibit good judgment in the matter of compensation for service, and shall have proper regard for the propriety and economy of conducting District business.

1. Compensation for Days of Service

Directors may, upon submittal of the District's monthly Board of Director's Timesheet, receive an amount of compensation not to exceed that approved by the Board of Directors. The amount of compensation shall be set in accordance with Water Code section 20200 *et seq.*, as amended. Compensation shall be earned for each day's service rendered as a member of the Board, and cannot exceed a total of ten [10] days in any calendar month. Except for the Board and Committee meetings described in subsections 2 a and b of this policy, in order to be eligible for compensation for a day of service, the Board must have previously approved the Director's representation of the District, and the Director must deliver a written report to the Board regarding his or her attendance at a qualifying event at a Board meeting within 30 days following the event. Payment for a Day of Service may be submitted and approved in advance of the submittal of the Director's written report. If payment is made but a written report is not submitted within the required time frame, the General Manager shall report such situation to the Board.

2. Services Eligible for Compensation

The following activities are eligible for compensation as a day of service:

- a. Attendance in a policy maker role at District meetings noticed in accordance with the Brown Act (Government Code sec. 54950 *et seq.*). This is specifically limited to:
 - Regular Board Meetings
 - Special Board Meetings
 - Adjourned Regular Board Meetings
 - Regular, Adjourned, and Special Meetings of Board Standing Committees, including Liaison Committees
 - Emergency Meetings of the Board or a Standing Committee

- b. Attendance in a policy maker role at meetings of a Joint Powers Authority (JPA) of which the District is a Member and that have been noticed in accordance with the Brown Act (Government Code sec. 54950 *et seq.*), including:
 - Regular JPA Meetings
 - Special JPA Meetings
 - Adjourned Regular JPA Meetings
 - Regular, Adjourned, and Special Meetings of Standing Committees of the JPA, including Liaison Committees
 - Emergency Meetings of the JPA or a Standing Committee of the JPA

JPA's, include but are not limited to LAVWMA, DERWA, WateReuse Finance Authority, Union Sanitary District Financing Authority, or CSRMA.

- c. Attendance at professional, technical, and trade association meetings, conferences, (and the board and/or committee meetings of these groups for which the Director is a member of the board and/or a committee) activities, and organized educational activities, training sessions and events, including but not limited to ethics training pursuant to Government Code section 53234 *et seq.*, as it may be amended from time to time, including but not limited to CASA, CSRMA, ACWA, CSDA, Sanitation and Water Agencies of Contra Costa County, EDAB, WateReuse and NWRI. Travel on the day before or the day after the activity shall not be eligible for compensation as a day of service.

- d. As a principal speaker, panel member or representing the District in an official capacity at a public event, service club, homeowner association, chamber of commerce or other business or neighborhood group including meetings with neighbors of the wastewater treatment facilities (when those meetings are open and held at the wastewater treatment plant).

- e. Representation of the District at a public meeting or public hearing of another public agency (e.g., Board of Supervisors, City Council, LAFCO, SWRCB, RWQCB, BAAQMD) at which that agency has agendaized business that involves the District.

3. Activities and/or Events Ineligible for Compensation

- a. Compensation will only be paid for one day of service if a Director attends two or more meetings or activities on one day which meetings are otherwise separately eligible for compensation.
- b. Compensation will not be paid for attendance at a meeting of an ad hoc or advisory committee of the Board that does not have a continuing subject matter jurisdiction or a meeting schedule fixed by formal action of the Board.
- c. Compensation will not be paid for attendance at meeting of a Standing or Liaison Committee of the Board on which the Director does not serve.
- d. Compensation will not be paid for any meeting with District staff unless the meeting is a Board or Committee meeting noticed pursuant to the Brown Act.

4. Review and Approval

Principal responsibility for compliance with this policy rests with each Director. The General Manager shall review Director's timesheets for conformance with this prior to approving payment. If a Director disagrees with the General Manager's determination, the Director submitting the timesheet shall refer the matter to the President of the Board (or Vice President if the timesheet is that of the President) for consideration. The submittal of a timesheet by a Director shall be deemed an acknowledgement by that Director that the timesheet, in the exercise of his or her judgment, complies with the terms of this policy, that any required approval of the Board was obtained in a timely manner, that any required written report has been submitted, and that the Director has considered any issues that the General Manager has identified. If the matter is referred to the Board President (or the Vice President as the case might be), they shall approve the timesheet unless they believe it substantially deviates from this policy. Directors may appeal any disapproved timesheet by the President or Vice President by submitting the matter to the Board as an agenda item at a regular meeting not later than 60 days after the day for which reimbursement is requested.

5. Administration

The General Manager shall administer this policy and shall institute appropriate accounting and control procedures to ensure the policy is being followed.

6. Previous Policies Superseded

This policy supersedes all previously adopted District policies related to compensation for a day of service by a Director.



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

Reference General Manager	Type of Action Approve Director Reimbursements	Board Meeting of December 17, 2013
Subject Approve Director Reimbursements for Travel and Meetings for 2014		
<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 of Directors, by Motion, find that Director attendance at the following activities and/or events are in the best interest of the District and approve reimbursements for Director expenses incurred in connection with Director attendance at the following activities and/or events held in 2014:

- o Travel expenses associated with attendance at meetings noticed under the Brown Act;
- o Meetings of all organizations for which a Director is eligible for a Day of Service;
- o Dublin and San Ramon Chamber of Commerce monthly lunch meetings; and
- o Welcoming or retirement events for staff and elected officials of local agencies and organizations provided that such events are not partisan events.

Summary:

In response to the passage of SB 135 (Kehoe) and AB 1234 (Salinas), the Board has adopted a Director Travel and Expenses policy. The Director Travel and Expenses policy provides that attendance at, and travel by, Directors on District business within California, for which a Director is eligible for a Day of Service, is pre-approved for the reimbursement of expenses. That same policy goes on to state that Director expenses incurred in connection with activities and/or events that are not eligible for compensation under the Day of Service policy may, with prior Board approval, qualify for reimbursement. The policy states that such events include the activities of civic and charitable organizations that are determined by the Board to be in the best interest of the District. Expenses incurred in connection with political activities or events are not eligible for reimbursement.

In an effort to more efficiently manage and ensure compliance with these policies, and to provide a “big picture” overview of expenses to be incurred by Directors throughout the year, staff is recommending the Board of Directors take one action to pre-approve Director expenses at the events listed above. This action will allow the Directors’ expenses to be reimbursed, provided all other policy requirements are met.

The Director Travel and Expenses policy is attached for reference purposes.

Committee Review			Legal Review	Staff Review		
COMMITTEE	DATE	RECOMMENDATION	Not Required	ORIGINATOR	DEPARTMENT	REVIEWED BY
---	---	---		N. Hatfield	Executive	
ATTACHMENTS <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 Est. \$25-75/local event; \$1,500/ event in state; \$2,500/ event out of state	<input checked="" type="checkbox"/> Funding Source A. Various depending on event B.		Attachments to S&R 1. Director Travel and Expenses policy 2. 3.			17 of 173



POLICY

Dublin San Ramon Services District

Policy No.:	P100-13-2	Board Business
Type of Policy:		
Policy Title:	Director Travel and Expenses	
Policy Description:	Reimbursement of travel and related expenses incurred by Directors while on District business	

Approval Date:	February 19, 2013	Last Review Date:	2013
Approval Resolution No.:	4-13	Next Review Date:	2017
Rescinded Resolution No.:	18-09	Rescinded Resolution Date:	June 16, 2009

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

1. That each Director shall exhibit good judgment in the matter of travel and incidental expenses, and shall have proper regard for the propriety and economy of conducting District business;
2. To reimburse reasonable and actual travel and/or incidental expenditures of Directors incurred when they are on District business.
3. That travel to and attendance at conferences and meetings by Directors shall be consistent with the approved budget of the District.
4. That all travel by Directors on District business shall be pre-approved by the Board. Travel on District business within the States of California and Nevada is pre-approved by adoption of this policy; expenses associated with pre-approved travel is subject to the separate approval, limitations and guidelines of this policy
5. That expenses incurred in connection with activities and/or events that are not eligible for compensation under the Day of Service policy may, with prior Board approval, qualify for reimbursement under this policy. Such events include activities of civic and charitable organizations that are determined by the Board to be in the best interest of the District. Expenses incurred in connection with partisan or nonpartisan political activities or events are not eligible for reimbursement.
6. That expenditures of Directors for travel shall be allowed in general accordance with the following criteria:

- Registration Fees: A registration or similar fee charged by the organizers of any conference, convention, or meeting is allowable.
 - Lodging: Amounts equivalent to the cost of (conference rate if available at the time of booking and if one has been established) a standard single occupancy room at the hotel or motel at which the conference or meeting is held or comparable nearby lodging are allowable.
 - Transportation:
 - Air Travel: Amounts equivalent to the cost of coach class round-trip airfare from Oakland, San Jose, Sacramento or San Francisco to an airport reasonably near the destination are allowable.
 - Rental Cars: The cost of a mid-size rental car at a destination is allowable.
 - Private Automobiles: Travel to and from a destination more than 15 miles from the District office using private automobiles is allowable at the IRS mileage rate. This applies so long as the amount so calculated does not exceed the cost of pre-purchased round-trip coach class airfare plus ground transportation that would be incurred for the same trip. If that is the case, the expense shall be limited to the cost of pre-purchased round-trip coach class airfare plus estimated ground transportation. When more than one District official travels in the same private automobile, allowance will be made to only the owner or lessor of the vehicle used. No credit for airfare or the avoided cost of a second automobile shall be paid to the second person. If the General Manager determines that air transportation is not feasible due to work schedules, time involved or other similar reasons, an allowance for the use of a private automobile shall be determined on the basis of the IRS mileage rate and shall not be subject to the limitation specified herein.
 - Tolls and Parking: Tolls, parking and other similar charges are allowable; parking shall be at “non-valet” and “long term” rates when available.
 - Public Transportation / Taxis: Expenses for public transportation or private “for hire” ground transportation at the destination, to and/or from the destination and/or to or from the departure airport are allowable.
 - Meals: Actual and reasonable costs of meals while traveling are allowable up to the limits set herein. Directors shall exercise discretion in the selection of restaurants and when incurring costs for meals. No costs for any alcoholic beverages shall be eligible for reimbursement. A maximum daily reimbursement for meals while traveling is hereby established at \$62. Actual reimbursement including tax and tips will be based upon actual receipts submitted. The maximum daily reimbursement will be reduced in the following amounts to reflect pre-paid meals: \$12 for breakfast, \$16 for lunch and \$34 for dinner. The maximum daily reimbursement shall also be reduced by the amount associated with the meals that a Director would normally have taken on his or her personal behalf before departure or after their return. Receipts for meals shall provide a detailed listing of the charges.
 - Incidental Expenses: Reasonable incidental expenditures related to travel or the conduct of District business in amounts less than \$10.00 per item are allowable without receipt. These include items such as parking at meters, baggage handling, use of hotel fax services, phone charges, etc., and other similar expenses.
7. If a receipt is lost, the Director shall so note that on their expense report along with a brief explanation and their estimate of the expense; in such cases copies of credit card statements and/or checking account charges that show the date and amount of the charge and the payee are acceptable

substitutes. The General Manager shall apply reasonable discretion, as supported by the evidence of the situation, and determine the actual amount to be reimbursed. (Example: a Director parks at the Oakland Airport for a three day trip but loses the parking receipt and paid cash. A reasonable estimate would be parking in Long Term Parking for a period from 90 minutes before scheduled departure of the flight to 60 minutes after actual arrival.)

8. That no reimbursement is allowed for any direct or incremental expenses of family members or guests traveling with a Director. An example of an unallowable incremental expense is the added cost of upgrading a room or a rental car to accommodate a non-District traveling companion.
9. That allowable expenses as specified herein are only reimbursable for the time while the conference, business meeting, or other District business activity is occurring, with reasonable allowance for the need to arrive in advance of or depart after a conference or business meeting.
10. Receipts must be provided prior to reimbursement unless otherwise provided herein.
11. That the principal responsibility for compliance with this policy rests with each Director. The General Manager shall review all expenses submitted for reimbursement for conformance with this policy prior to approving payment. When necessary, the General Manager may exercise reasonable discretion in approving reimbursements related to unusual circumstances that are not in strict accordance with this policy but that in his judgment were necessary and prudent and were incurred while furthering the interests of the District. If a Director disagrees with the General Manager's determination, the Director submitting the reimbursement request shall refer the matter to the President of the Board (or Vice President if the expense sheet is that of the President) for consideration. A Director's reimbursement request shall be deemed an acknowledgement by that Director that the request, in the exercise of his or her judgment, complies with the terms of this policy, that any required approval of the Board was obtained in a timely manner, and that the Director has considered any issues that the General Manager has identified. If the matter is referred to the Board President (or the Vice President as the case might be), they shall approve the request unless they believe it substantially deviates from this policy. Directors may appeal any disapproved reimbursement by the President or Vice President by submitting the matter to the Board as an agenda item at a regular meeting not later than 60 days after the day for which reimbursement is requested.
12. That the General Manager shall administer this policy and shall institute appropriate accounting and control procedures to ensure the policy is being followed.
13. This policy supersedes all previously adopted District policies related to reimbursement for travel and incidental expenses.



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

Reference General Manager	Type of Action Informational	Board Meeting of December 17, 2013
Subject Notification of 2014 Ethics Training Opportunities for Boardmembers in Compliance with AB 1234 (Government Code Section 53235(f))		
<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 the Board of Directors, by Motion, acknowledge receipt of the information contained herein related to ethics training as required in Government Code Section 53235(f).

Summary:

Assembly Bill 1234 (AB 1234) passed into law in 2005 and now referenced as Government Code Section 53235(a), specifies in part:

“If a local agency provides any type of compensation salary, or stipend to a member of a legislative body, or provides reimbursement for actual and necessary expenses incurred by a member of a legislative body in the performance of official duties, then all local agency officials shall receive training in ethics pursuant to this article.”

With the passage of AB 1234, Directors are required to receive ethics training at a program approved by the Fair Political Practices Commission (FPPC) every two years. For newly-elected Directors, such training shall be received within one year of assuming office. Directors who previously attended ethics training must meet the ethics training requirement within 24 months of their last training date. Attached is a summary of when each Boardmember must next complete their ethics training.

Ethics training is most easily and cost-effectively accomplished by completing the on-line training made available through the FPPC web site at no charge at: <http://www.localethics.fppc.ca.gov>. Training is also frequently provided by ACWA, CASA, or CSDA at one of their conferences.

Ethics training opportunities may be available from other organizations if none of the above accommodates a Director’s schedule. In that case, the Directors may contact the District Secretary to obtain scheduling information to complete the required training.

This agenda item serves as formal notification to all Directors of the necessity of attending the ethics training. Government Code Section 53235(f) requires a local agency to provide information on available ethics training on an annual basis.

Committee Review			Legal Review	Staff Review		
COMMITTEE	DATE	RECOMMENDATION	Not Required	ORIGINATOR	DEPARTMENT	REVIEWED BY
----	----	----		N. Hatfield	Executive	
ATTACHMENTS <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 to unspecified amount	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. Summary of Current Ethics Training Deadlines 2. 3.				

SUMMARY OF CURRENT ETHICS TRAINING DEADLINES

Director	Required Completion Date for Ethics Training
Dawn L. Benson	January 24, 2015
Edward R. Duarte	January 14, 2015
Richard M. Halket	March 31, 2014
Dwight L. (Pat) Howard	May 20, 2014
Georgian M. Vonheeder-Leopold	August 9, 2014



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

Reference Engineering Services Manager	Type of Action Extend Sewer Capacity Program	Board Meeting of December 17, 2013
Subject Approve Time Extension for City of Dublin Unused Sewer Capacity Program and Rescind Resolution No. 66-11		
<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	R. Biagtan
		<input type="checkbox"/> Board Member

Recommendation:

The Engineering Services Manager recommends the Board of Directors approve, by Resolution, an extension of the City of Dublin Unused Sewer Capacity Program from December 31, 2013 to December 31, 2016 and rescind Resolution No. 66-11.

Summary:

In March 2010, the City of Dublin Unused Sewer Capacity Program (Program), for use to support and stimulate economic commercial growth, was approved by Board Resolution No. 9-10. Under the Program, the City of Dublin (City) can transfer the unused 66.2 Dwelling Unit Equivalent (DUEs) of sewer capacity owned by the City for City facilities. In April 2010, at the request of the City, the Program was expanded to include residential units as approved by Board Resolution No. 14-10. In November 2011, at the request of the City, the Program was extended to December 31, 2013.

For some time, commercial development has been stagnant and there has been little opportunity to utilize the Program to date. At this time, 16.4 of the 66.2 DUEs have been used. As the economy recovers, the City has seen increased interest in the Program. The City has requested that the Program be extended to December 31, 2016 (Attachment 1). With the implementation of the Downtown Specific Plan and other development projects currently underway, the City believes the Program will be a beneficial resource.

Without a time extension granted by the Board, the Program sunsets on December 31, 2013.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ----	RECOMMENDATION ----	Not Required	ORIGINATOR R. Biagtan	DEPARTMENT Engineering	REVIEWED BY
ATTACHMENTS <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. Letter of Request from City of Dublin to DSRSD 2. 3.			

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING EXTENSION OF THE CITY OF DUBLIN UNUSED SEWER CAPACITY PROGRAM BY EXTENDING THE PROGRAM TERMINATION DATE IN RESOLUTION NO. 9-10 AND RESCIND RESOLUTION NO. 66-11

WHEREAS, on March 2, 2010 the Board approved, by Resolution No. 9-10, the City of Dublin Unused Sewer Capacity Program (“Program”) as an economic stimulus measure for commercial development; and

WHEREAS, on April 20, 2010 the Board approved, by Resolution No. 14-10, expanding the Program to include residential properties; and

WHEREAS, on November 15, 2011 the Board approved, by Resolution No. 66-11, extending the expiration of the Program to December 31, 2013; and

WHEREAS, the City of Dublin has seen recent successes in attracting new businesses to Dublin; and

WHEREAS, the Board recognizes that the Program continues to contribute towards the economic recovery within its service area; and

WHEREAS, the Program expires on December 31, 2013 unless extended by Resolution of the Board of Directors; and

WHEREAS, the City of Dublin has requested the Program be extended to December 31, 2016; and

WHEREAS, the District desires to accommodate the City of Dublin’s request to extend the Program to December 31, 2016.

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

Res. No. _____

1. In Section 1.e of Resolution No. 9-10, the date December 31, 2013 is hereby changed to December 31, 2016.
2. All DUEs credits allocated by the City of Dublin under the Program pursuant to Resolution No. 66-11 are hereby re-affirmed and ratified. Except to the extent required to implement the preceding sentence, Resolution No. 66-11 is hereby rescinded effective upon the effective date of this resolution, and attached as “Exhibit A.”

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 17th day of December 2013, and passed by the following vote:

AYES:

NOES:

ABSENT:

Dawn L. Benson, President

ATTEST: _____
Nancy G. Hatfield, District Secretary

RESOLUTION NO. 66-11

**RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT
 APPROVING EXTENSION OF THE CITY OF DUBLIN UNUSED SEWER CAPACITY PROGRAM BY
 EXTENDING THE PROGRAM TERMINATION DATE IN RESOLUTION NO. 9-10**

WHEREAS, on March 2, 2010 the Board approved, by Resolution No. 9-10, the City of Dublin Unuse
 Sewer Capacity Program ("Program") as an economic stimulus measure for commercial development; and

WHEREAS, on April 20, 2010 the Board approved, by Resolution No. 14-10, expanding the Program to
 include residential properties; and

WHEREAS, the Program expires on December 31, 2011 unless extended by Resolution of the Board of
 Directors; and

WHEREAS, the city of Dublin has requested the Program be extended to December 31, 2013; and

WHEREAS, the District desires to accommodate city of Dublin's request to extend the Program to
 December 31, 2013.

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 Cost
 California, as follows:

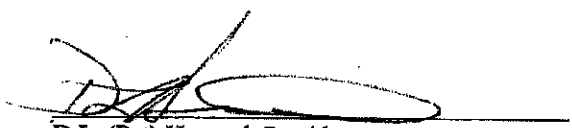
In Section 1.e of Resolution No. 9-10, the date December 31, 2011 is hereby changed to December 31,
 2013.

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 15th day of November
 2011, and passed by the following vote:

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

NOES: 0

ABSENT: 0


 D.L. (Pat) Howard, President

ATTEST: 
 Nancy G. Hatfield, District Secretary



CITY OF DUBLIN

100 Civic Plaza
Dublin, California 94568
Phone: (925) 833-6650
Fax: (925) 833-6651

October 3, 2013

Mr. Bert Michalczyk
General Manager
Dublin San Ramon Services District
7501 Dublin Boulevard
Dublin, CA 94568

RE: Time Extension and Amendment to the Letter Agreement for Unused Sewer Capacity

Dear Bert,

The City of Dublin is requesting a time extension and amendments to the Letter Agreement between the City of Dublin and the Dublin San Ramon Services District relating to the allocation of the City's unused sewer capacity.

The City wishes to extend the time period from December 31, 2013 to December 31, 2016. The City has seen some recent successes in attracting new businesses to Dublin. Notably, this program has assisted in the attraction of at least six new restaurants, along with the development of the Regency Center project.

The City believes that the Program will continue to be vitally important, particularly in the Downtown area, where the incentives can drive significant change, thus having a positive economic impact in Dublin.

Additionally, the City wishes to amend the Letter Agreement to provide necessary flexibility to the City in the allocation of the credits based on existing and future policies adopted by the City Council.

We would appreciate your consideration of this time extension and Letter Agreement amendment request. As always, please feel free to contact me with any questions or concerns.

Sincerely,

Joni Pattillo
City Manager

City Council
(925) 833-6650

City Manager
(925) 833-6650

Community Development
(925) 833-6610

Economic Development
(925) 833-6650

Finance/Admin Services
(925) 833-6640

Fire Prevention
(925) 833-6606

Human Resources
(925) 833-6605

Parks & Community Services
(925) 556-4500

Police
(925) 833-6670

Public Works/Engineering
(925) 833-6630





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

Reference Financial Services Manager	Type of Action Accept Report	Board Meeting of December 17, 2013
Subject Accept Actuarial Valuation of the Other Post-Employment Benefit (OPEB) Programs as of July 1, 2013		
<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 Financial Services Manager recommends that the Board accept, by Motion, the Actuarial Valuation of the Other Post-Employment Benefit Programs as of July 1, 2013.

Summary:

Bickmore has completed as of July 1, 2013 the actuarial valuation of the Dublin San Ramon Services District (the District) other post-employment benefit (OPEB) programs and has issued its final report thereon. This final report is unchanged from the draft report presented at the November 19, 2013 Board meeting; it was finalized using “Strategy 1” investment offered by California Employers’ Retiree Benefit Trust (CERBT), which has associated with it a projected 7.61% discount rate. The purpose of this valuation is to assess the OPEB liabilities and provide disclosure information as required by Statement No. 45 of the Governmental Accounting Standards Board (GASB 45). The result of this July 1, 2013 valuation is attached and will be applied in determining the annual required contribution to CERBT for the fiscal years ending June 30, 2014 and 2015.

For the selected investment strategy as of July 1, 2013 the valuation report (see chart on page 6) shows that the District’s OPEB obligation is 101.5% funded as follows:

Actuarial Accrued Liability	\$17,356,805
Actuarial Value of Assets	<u>17,609,101</u>
Unfunded AAL	(252,296)

The next valuation is scheduled to be prepared as of July 1, 2015 as required for continued participation in CERBT.

Committee Review			Legal Review	Staff Review		
COMMITTEE	DATE	RECOMMENDATION		ORIGINATOR	DEPARTMENT	REVIEWED BY
---	---	---	Not Required	J. Archer	Fin Serv	
ATTACHMENTS <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 \$0.00	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Actuarial Valuation of the Other Post-Employment Benefit Programs as of July 1, 2013 2. 3.			



November 20, 2013

Mr. John Archer
Financial Services Supervisor
Dublin San Ramon Services District
7051 Dublin Blvd.
Dublin, CA 84568

Re: July 1, 2013 Actuarial Report on GASB 45 Retiree Benefit Valuation

Dear John:

We are pleased to enclose our report providing the results of the July 1, 2013 actuarial valuation of "other post-employment benefits" (OPEB) liabilities for the Dublin San Ramon Services District (the District). The report's text describes our analysis and assumptions in detail.

The primary purposes of the report are to develop:

- The value of future OPEB expected to be provided by the District, and
- The current OPEB liability and the annual OPEB expense to be reported in the District's financial statements for the fiscal years ending June 30, 2014 and 2015.
- To provide information required to be submitted to the California Employers' Retiree Benefit Trust (CERBT).

This valuation was prepared with the understanding that the District will continue to follow its previously established policy of prefunding OPEB liabilities through CERBT. Exhibits in this *draft* report were prepared based on the District's stated intent to continue with CERBT asset allocation Strategy 1, with no Margin for Adverse Deviation. Accordingly, liabilities were calculated based on a 7.61% discount rate.

We have based our valuation on employee data and plan information provided by the District, including the most recent PEMHCA resolutions on file with CalPERS. We encourage the District to review our summary of the benefits described in Table 3A to be comfortable that we have captured these provisions correctly.

We appreciate the opportunity to work on this analysis and acknowledge the efforts of the District's staff, who provided valuable information and assistance to enable us to perform this valuation. Please let us know if we can be of further assistance.

Sincerely,

A handwritten signature in black ink that reads "Catherine L. MacLeod".

Catherine L. MacLeod, FSA, EA, MAAA
Director, Health and Benefit Actuarial Services

Enclosure



Dublin San Ramon Services District

Actuarial Valuation of the Other
Post-Employment Benefit Programs
As of July 1, 2013

Submitted November 2013

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A. Executive Summary

This report presents the results of the July 1, 2013 actuarial valuation of the Dublin San Ramon Services District (the District) other post-employment benefit (OPEB) programs. Briefly, benefits include subsidized medical and dental insurance coverage for eligible retirees. The purpose of this valuation is to assess the OPEB liabilities and provide disclosure information as required by Statement No. 45 of the Governmental Accounting Standards Board (GASB 45).

How much the District contributes each year affects the calculation of liabilities. The District has been prefunding its OPEB obligations by consistently making contributions greater than or equal to the Annual Required Contribution (ARC) each year. Trust assets are currently invested in in the California Employers' Retiree Benefit Trust (CERBT) with Asset Allocation Strategy 1. At the time the 2011 valuation was prepared, a discount rate of 7.61% was used. At the District's request, this valuation was also prepared using a 7.61% discount rate. Use of this rate is not a guarantee of future investment performance, but rather an assumption about the expected long term rate of return.

Exhibits presented in this report reflect our understanding that the results of this July 1, 2013 valuation will be applied in determining the annual OPEB expense for the fiscal years ending June 30, 2014 and 2015. We have included a summary of the information we anticipate will be reported for the District's fiscal year ended June 30, 2013 in Appendix 3 of this report, anticipating that the District will report a net OPEB obligation (asset) of (\$12,052,156) on June 30, 2013.

We calculate the GASB 45 actuarial accrued liability (AAL) to be \$17,356,805 and the normal cost to be \$684,567 as of July 1, 2013. The District reported assets in CERBT as of June 30, 2013 of \$17,609,101 to offset these liabilities. Thus, the unfunded accrued liability as of this date is \$(252,296), and the funded ratio is 101.5%.

The following summarizes results for the fiscal year ending June 30, 2014:

- We calculate the annual required contribution (ARC) to be \$719,186.
- District contributions are assumed to equal the ARC. It is expected that the District will pay its portion of retiree premiums during the period (estimated to range from \$693,000 to \$755,000), and contribute the balance of the ARC, in any, to CERBT.
- Based on the calculations and contributions described above, we project a net OPEB asset in excess of \$12 million on June 30, 2014.

These results are shown in tables beginning on page 11. Projected results for the fiscal year ending June 30, 2015 are also shown in these tables.

The liabilities shown in the report reflect assumptions regarding continued future employment, rates of retirement and survival, and elections by future retirees to retain coverage for themselves and their dependents. To the extent that actual experience is not what we assumed, future results will be different. We also note that this valuation has been prepared on a closed group basis; no provision is made for new employees.

Executive Summary (Concluded)

Details of our valuation process and the various disclosures required by GASB 45 are provided on the succeeding pages.

The next valuation is scheduled to be prepared as of July 1, 2015 as required for continued participation in CERBT. If there are any significant changes in the employee data, benefits provided or the funding policy, please contact us to discuss whether an earlier valuation is appropriate.

B. Requirements of GASB 45

The Governmental Accounting Standards Board (GASB) issued GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. This Statement establishes standards for the measurement, recognition, and display of OPEB expense/expenditures and related liabilities (assets), note disclosures, and, if applicable, required supplementary information (RSI) in the financial reports of state and local governmental employers. We understand that the District implemented GASB 45 for the fiscal year ended June 30, 2008.

For agencies with less than 200 members covered by or eligible for plan benefits, GASB 45 requires that a valuation be prepared no less frequently than every three years. GASB 45 disclosures include the determination of an annual OPEB cost. For the first year, the annual OPEB cost is equal to the annual required contribution (ARC) as determined by the actuary.

- If the District's OPEB contributions equal the ARC each year, the net OPEB obligation will equal \$0.
- If the District's actual contribution is less than (greater than) the ARC, then a net OPEB obligation (asset) amount is established. In subsequent years, the annual OPEB expense will reflect adjustments made to the net OPEB obligation, in addition to the ARC (see Table 1C).

GASB 45 provides for recognition of payments as contributions if they are made (a) directly to retirees or beneficiaries, (b) to an insurer, e.g., for the payment of premiums, or (c) to an OPEB fund set aside toward the cost of future benefits. Funds set aside for future benefits should be considered contributions to an OPEB plan only if the vehicle established is one that is capable of building assets that are separate from and independent of the control of the employer and legally protected from its creditors. Furthermore, the sole purpose of the assets should be to provide benefits under the plan. These conditions generally require the establishment of a legal trust, such as the District's OPEB trust account with CERBT. Earmarked assets or reserves may be an important step in financing future benefits, but they may not be recognized as an asset for purposes of reporting under GASB 45.

The decision whether or not to prefund, and at what level, is at the discretion of the District, as are the manner and term for paying down the unfunded actuarial accrued liability. Once a funding policy has been established, however, the District's auditor may have an opinion as to the timing and manner of any change to such policy in future years. The level of prefunding also affects the selection of the discount rate used for valuing the liabilities.

We note that various issues in this report may involve legal analysis of applicable law or regulations. The District should consult counsel on these matters; Bickmore does not practice law and does not intend anything in this report to constitute legal advice. In addition, we recommend the District consult with their internal accounting staff or external auditor or accounting firm about the accounting treatment of OPEB liabilities.

C. Sources of OPEB Liabilities

Post-employment benefits other than pensions (OPEB) comprise a part of compensation that employers offer for services received. The most common OPEB are:

- Medical
- Dental
- Prescription drug
- Vision
- Life insurance

Other possible post-employment benefits may include outside group legal, long-term care, or disability benefits outside of a pension plan. OPEB does not generally include vacation, sick leave¹ or COBRA benefits, which fall under other GASB accounting statements.

A direct employer payment toward the cost of OPEB is referred to as an “explicit” subsidy and should be included in the determination of OPEB liabilities. In addition, if claims experience of employees and retirees are pooled when determining premiums, the retirees pay a premium based on a pool of members that, on average, are younger and healthier. For certain types of coverage, such as medical, payment of the same premium rate results in an “implicit” subsidy of retiree claims by active employee premiums since the retiree premiums are lower than they would have been if the retirees were insured separately. GASB 45 generally requires an implicit subsidy of retiree premium rates be valued as an OPEB liability.

Exceptions may exist when the plan is part of a “community-rated” program. Current GASB guidance² indicates that an agency whose membership is a small portion (in the neighborhood of 1%) of the total coverage of a multiple employer plan, may reasonably conclude that any change in their group’s mix of retirees and active employees would not affect the premium rates for the plan. In those circumstances, while an implicit subsidy may exist, it is not required to be disclosed.

OPEB Obligations of the District

The District provides continuation of medical and dental coverage to its retiring employees. For retirees and their dependent(s) who have chosen to retain this coverage:

- The District contributes directly toward retiree medical and dental premiums. These benefits are described in Table 3 and liabilities have been included in this valuation.
- We believe no *implicit subsidy* exists with respect to dental benefits provided to retirees, i.e., that retirees, as a group, are being charged an adequate premium for the dental coverage they receive.
- Employees are covered by the CalPERS medical program. The experience of public agency employer membership in this program is community-rated and the District’s membership in this program is incidental relative to the total number of members covered. This report, therefore, does not make age-related premium adjustments or compute an implicit rate subsidy for employees covered under this program.

¹ When a terminating employee’s unused sick leave credits are converted to provide or enhance a defined benefit OPEB, e.g., healthcare benefits, such converted sick leave credits should be valued under GASB 45.

² GASB is currently reviewing disclosure requirements for other post employment benefit programs and a new standard is likely to be released in the next couple of years. One possible change in a new OPEB reporting standard is elimination of the exception for disclosing the implicit subsidy liability for community rated plans. If implemented, this change would impact the OPEB liability to be reported by the District.

D. Valuation Process

The valuation has been based on employee census data initially submitted to us by the District in July 2013 and clarified in various related communications. Summaries of that data are provided in Table 2. While the individual employee records have been reviewed to verify that it is reasonable in various respects, the data has not been audited and we have otherwise relied on the District as to its accuracy. A summary of the benefits provided under the Plan is provided in Table 3, based on information supplied to Bickmore by the District. The valuation described below has been performed in accordance with the actuarial methods and assumptions described in Table 4.

In the specific development of the projected benefit values and liabilities, we first determine an expected premium or benefit stream over the employee's future retirement. We then calculate a present value of these benefits as of the valuation date.

- These present value determinations discount the value of each future expected benefit payment back to the valuation date, using the discount rate. The present value calculations also reflect assumptions for the likelihood that an employee may not continue in service with the District to receive benefits.
- For those that do continue in service with the District, assumptions are made regarding the probability of retirement at various ages.
- After adjustments for the probabilities of whether and when an employee may retire from the District, we then apply an assumption about whether or not the retiree will elect coverage for themselves and/or dependents.
- To the extent an employee is assumed to qualify and elect coverage in retirement, the calculated liability reflects expected trends in the cost of those benefits and the assumptions as to the expected date(s) those benefits will cease.
- These benefit projections and liabilities have a very long time horizon. The final payments for currently active employees may not be made for 60 years or more.

The resulting present value for each employee is allocated as a level percent of payroll each year over the employee's career using the entry age normal cost method. This creates a cost expected to increase each year as payroll increases. Amounts attributed to prior fiscal years form the "actuarial accrued liability" (AAL). The amount of future OPEB cost allocated to the current year is referred to as the "normal cost". The remaining cost to be assigned to future years is called the "present value of future normal costs".

In summary:

Actuarial Accrued Liability	Past Years' Costs	\$17,356,805
<i>plus</i> Normal Cost	Current Year's Cost	684,567
<u><i>plus</i> Present Value of Future Normal Costs</u>	<u>Future Years' Costs</u>	<u>4,000,774</u>
<i>equals</i> Present Value of Future Benefits	Total Benefit Costs	\$22,042,146

Where contributions have been made to an irrevocable OPEB trust, the accumulated value of trust assets is applied to offset the AAL. The value of assets invested in the District's CERBT account on June 30, 2013 was reported to be \$17,609,101. The portion of the AAL not covered by assets is referred to as the unfunded actuarial accrued liability (UAAL).

E. Basic Valuation Results

The following chart compares the results of the July 1, 2013 valuation of OPEB liabilities to the results of the July 1, 2011 valuation.

Valuation date	Prefunding Basis	
	7/1/2011	7/1/2013
Discount rate	7.61%	7.61%
Number of Covered Employees		
Actives	108	107
Retirees	64	68
Total Participants	172	175
Actuarial Present Value of Projected Benefits		
Actives	\$ 12,432,442	\$ 13,501,169
Retirees	8,837,284	8,540,977
Total APVPB	21,269,726	22,042,146
Actuarial Accrued Liability (AAL)		
Actives	7,686,747	8,815,828
Retirees	8,837,284	8,540,977
Total AAL	16,524,031	17,356,805
Actuarial Value of Assets	13,422,427	17,609,101
Unfunded AAL (UAAL)	3,101,604	(252,296)
Normal Cost	666,023	684,567
Benefit Payments		
Actives (in retirement)	-	62,158
Retirees	646,183	693,391
Total	646,183	755,549

The funded ratio (the ratio of the Actuarial Value of Assets divided by the Actuarial Accrued Liability) is 101.5% as of July 1, 2013. Covered payroll as of July 1, 2013 was reported to be \$11,865,168. The Unfunded Actuarial Accrued Liability, expressed as a percentage of payroll, is (2.1)% as of this date.

Changes Since the Prior Valuation

Even if all of our previous assumptions were met exactly as projected, liabilities generally increase over time as active employees get closer to the date their benefits are expected to begin. Of course, due to the uncertainties involved and the long term nature of these projections, our prior assumptions were *not* and are likely never to be exactly realized. Nonetheless, it is helpful to review why results are different than we anticipated.

In comparing results shown in the exhibit above, we can see that the *actual* increase in the AAL over the two year period between July 1, 2011 and July 1, 2013 was approximately \$833,000. We *expected* the AAL to increase by \$2,582,000 from new costs accrued and the passage of time, offset by benefits expected to be paid to retirees. The actual AAL is \$1,749,000 lower than expected, primarily as a result of the following:

Basic Valuation Results (Concluded)

- A decrease in the AAL from plan experience, relative to prior assumptions;
- An increase in the AAL due to the projection of future improvements in retiree mortality, i.e., longer life expectancies;
- An increase in the AAL from updates to the assumed future increases in medical premium levels between 2012 and 2019.
- An increase in the AAL resulting from a modest change in benefits for Classified employees hired prior to June 1, 2006.

F. Funding Policy

The specific calculation of the ARC and annual OPEB expense for an employer depends on how the employer elects to fund these benefits. Contributing an amount greater than or equal to the ARC each year is referred to as “prefunding”. Prefunding generally allows the employer to have the liability calculated using a higher discount rate, which in turn lowers the liability. In addition, following a prefunding policy does not build up a net OPEB obligation because the contribution equals or exceeds the annual OPEB cost each year.

Determination of the ARC

The Annual Required Contribution (ARC) consists of two basic components, which have been adjusted with interest to the District’s fiscal year end:

- The amounts attributed to service performed in the current fiscal year (the normal cost) and
- Amortization of the unfunded actuarial accrued liability (UAAL).

The ARCs for the fiscal years ending June 30, 2014 and June 30, 2015 are developed in Table 1B.

Decisions Affecting the Amortization Payment

The period and method for amortizing the AAL can significantly affect the ARC. GASB 45:

- Prescribes a maximum amortization period of 30 years and requires no minimum amortization period (except 10 years for certain actuarial gains). Immediate full funding of the liability is also permitted, where the expected employer contribution is shown as the interest-adjusted sum of the normal cost and the entire amount of the unfunded accrued liability. Expected contributions in future years are then reduced to the expected normal cost plus amortization of any new changes in the unfunded AAL.
- Allows amortization payments to be determined (a) as a level percentage of payroll, designed to increase over time as payroll increases, or (b) as a level dollar amount much like a conventional mortgage, so that this component of the ARC does not increase over time. Where a plan is closed and has no ongoing payroll base, a level percent of payroll basis is not permitted.
- Allows the amortization period to decrease annually by one year (closed basis) or to be maintained at the same number of years (open basis).

Funding Policy Illustrated in This Report

It is our understanding that the District’s prefunding policy includes amortization of the unfunded AAL over a closed 30-year period initially established for the fiscal year ending June 30, 2008. The remaining period in determining the ARC for the fiscal year ending June 30, 2014 is 24 years. Amortization payments are determined on a level percent of pay basis.

G. Choice of Actuarial Funding Method and Assumptions

The ultimate real cost of an employee benefit plan is the value of all benefits and other expenses of the plan over its lifetime. These expenditures are dependent only on the terms of the plan and the administrative arrangements adopted, and as such are not affected by the actuarial funding method. The actuarial funding method attempts to spread recognition of these expected costs on a level basis over the life of the plan, and as such sets the "incidence of cost". Methods that produce higher initial annual (prefunding) costs will produce lower annual costs later. Conversely, methods that produce lower initial costs will produce higher annual costs later relative to the other methods. GASB 45 allows the use of any of six actuarial funding methods; a brief description of each is in the glossary.

Factors Impacting the Selection of Funding Method

While the goal of GASB 45 is to match recognition of retiree medical expense with the periods during which the benefit is earned, the funding methods differ because they focus on different financial measures in attempting to level the incidence of cost. Appropriate selection of a funding method contributes to creating intergenerational equity between generations of taxpayers. The impact of potential new employees entering the plan may also affect selection of a funding method, though this is not a factor in this plan.

We believe it is most appropriate for the plan sponsor to adopt a theory of funding and consistently apply the funding method representing that theory. This valuation was prepared using the entry age normal cost method with normal cost determined on a level percent of pay basis. The entry age normal cost method often produces initial contributions between those of the other more common methods and is generally regarded by pension actuaries as the most stable of the funding methods and is one of the most commonly used methods for GASB 45 compliance. In addition, it is the method required for plans participating in the CalPERS prefunding vehicle for OPEB liabilities, the California Employers Retiree Benefit Trust (CERBT).

Factors Affecting the Selection of Assumptions

Special considerations apply to the selection of actuarial funding methods and assumptions for the District. The actuarial assumptions used in this report were chosen, for the most part, to be the same as the actuarial assumptions used for the most recent actuarial valuations of the retirement plans covering District employees. CalPERS has previously issued a set of standardized actuarial methods and assumptions to be used by entities participating in CERBT and many assumptions used in this report for GASB 45 analysis are also consistent with that assumption model. Other assumptions were selected based on demonstrated plan experience and/or our best estimate of expected future experience.

In selecting an appropriate discount rate, GASB states that the discount rate should be based on the expected long-term yield of investments used to finance the benefits. CERBT provides participating employers with three possible asset allocation strategies; a maximum discount rate is assigned to each of these strategies, which may be rounded or reduced to include a margin for adverse deviation. As requested by the District and permitted by CERBT where its asset allocation Strategy #1 is employed, the discount rate used in this valuation is 7.61%.

H. Certification

This report presents the results of our actuarial valuation of the other post employment benefits provided by the Dublin San Ramon Services District. The purpose of this valuation was to provide the actuarial information required for the District's reporting under Statement 45 of the Governmental Accounting Standards Board. The calculations were focused on determining the plan's funded status as of the valuation date, developing the Annual Required Contribution and projecting the Net OPEB Obligations for the years to which this report is expected to be applied.

We certify that this report has been prepared in accordance with our understanding of GASB 45. To the best of our knowledge, the report is complete and accurate, based upon the data and plan provisions provided to us by the District. We believe the assumptions and method used are reasonable and appropriate for purposes of the financial reporting required by GASB 45. The results may not be appropriate for other purposes.

Each of the undersigned individuals is a Fellow in the Society of Actuaries and Member of the American Academy of Actuaries who satisfies the Academy Qualification Standards for rendering this opinion.

Signed: November 20, 2013



Catherine L. MacLeod, FSA, EA, MAAA



Francis M. Schauer Jr., FSA, FCA, EA, MAAA

Table 1A
Summary of Valuation Results
Prefunding Basis

The following summarizes the results of our valuation of OPEB liabilities for the District calculated under GASB 45 for the fiscal year ending June 30, 2014 as well as projected amounts for the fiscal year ending June 30, 2015.

Valuation date	Prefunding Basis	
	7/1/2013	
For fiscal year beginning	7/1/2013	7/1/2014
For fiscal year ending	6/30/2014	6/30/2015
Discount rate	7.61%	7.61%
Number of Covered Employees*		
Actives	107	107
Retirees	68	68
Total Participants	175	175
Actuarial Present Value of Projected Benefits		
Actives	\$ 13,501,169	\$ 14,466,450
Retirees	8,540,977	8,497,554
Total APVPB	22,042,146	22,964,004
Actuarial Accrued Liability (AAL)		
Actives	8,815,828	10,161,217
Retirees	8,540,977	8,497,554
Total AAL	17,356,805	18,658,771
Actuarial Value of Assets	17,609,101	18,912,790
Unfunded AAL (UAAL)	(252,296)	(254,019)
Normal Cost	684,567	706,816
Benefit Payments		
Actives (in retirement)	62,158	128,075
Retirees	693,391	695,494
Total	755,549	823,569

* The numbers of active employees and retirees shown above are as of the valuation date and are not necessarily the number expected in the following year. Because this valuation has been prepared on a closed group basis, no potential future employees are included and, based on assumptions outlined in Table 4, we recognize the possibility that active employees may leave employment, some may retire and elect benefits and that coverage for some of the retired employees may cease.

Table 1B
Calculation of the Annual Required Contribution

The following exhibit calculates the amortization payments and the annual required contribution (ARC) on a prefunding basis for the fiscal years ending June 30, 2014 and June 30, 2015.

Fiscal Year End	Prefunding Basis	
	6/30/2014	6/30/2015
Funding Policy		
Discount rate	7.61%	7.61%
Amortization method	Level % of Pay	Level % of Pay
Initial amortization period (in years)	30	30
Remaining period (in years)	24	23
Determination of Amortization Payment		
UAAL	\$ (252,296)	\$ (254,019)
Factor	15.5345	15.1482
Payment	(16,241)	(16,769)
Annual Required Contribution (ARC)		
Normal Cost	684,567	706,816
Amortization of UAAL	(16,241)	(16,769)
Interest to 06/30	50,860	52,513
Total ARC at fiscal year end	719,186	742,560

While the following is not intended to be used to determine the normal cost or ARC in future years, this information may be of value for planning purposes:

Valuation date	7/1/2013	
Fiscal Year End	6/30/2014	6/30/2015
Projected covered payroll	\$ 11,865,168	\$ 12,648,937
Normal Cost as a percent of payroll	5.8%	5.6%
ARC as a percent of payroll	6.1%	5.9%
ARC per active ee	6,721	6,940

Table 1C
Expected OPEB Disclosures

The exhibit below develops the annual OPEB expense, estimates the expected OPEB contributions and projects the net OPEB obligation for the fiscal years ending June 30, 2014 and June 30, 2015. The calculations assume the District continues to follow the prefunding approach outlined on the prior page.

Fiscal Year End	6/30/2014	6/30/2015
1. Calculation of the Annual OPEB Expense		
a. ARC for current fiscal year	\$ 719,186	\$ 742,560
b. Interest on Net OPEB Obligation (Asset) at beginning of year	(917,169)	(923,432)
c. Adjustment to the ARC	834,873	862,007
d. Annual OPEB Expense (a. + b. + c.)	636,890	681,135
2. Calculation of Expected Contribution		
a. Estimated payments on behalf of retirees	755,549	823,569
b. Estimated contribution to OPEB trust	(36,363)	(81,009)
c. Total Expected Employer Contribution	719,186	742,560
3. Change in Net OPEB Obligation (1.d. minus 2.c.)	(82,296)	(61,425)
Net OPEB Obligation (Asset), beginning of fiscal year	(12,052,156)	(12,134,452)
Net OPEB Obligation (Asset) at fiscal year end	(12,134,452)	(12,195,877)

Please note that the expected payments to retirees for the fiscal year ending June 30, 2014 and 2015 shown above are projections and should be replaced with the actual payments in order to determine the portion of the ARC to be contributed to the OPEB trust.

**Table 2
Summary of Employee Data**

The District reported 107 active employees; of these, 80 are currently participating in the medical program while 27 employees were waiving coverage as of the valuation date. Age and service information for the reported individuals is provided below:

Distribution of Benefits-Eligible Active Employees								
Current Age	Years of Service						Total	Percent
	Under 1	1 to 4	5 to 9	10 to 14	15 to 19	20 & Up		
Under 25							0	0%
25 to 29							0	0%
30 to 34		3	2	1			6	6%
35 to 39		3	6	5			14	13%
40 to 44		2	7	3	1		13	12%
45 to 49	1	2	9	7	2	1	22	21%
50 to 54	1	1	13	3	4	3	25	23%
55 to 59	1	1	6	3		2	13	12%
60 to 64			4	4		2	10	9%
65 to 69			2		1	1	4	4%
70 & Up							0	0%
Total	3	12	49	26	8	9	107	100%
Percent	3%	11%	46%	24%	7%	8%	100%	

(Percentages adjusted to total 100%)

Annual Covered Payroll	\$11,865,168
Average Attained Age for Actives	49.3
Average Years of Service	10.0

There are also 67 retirees or their beneficiaries receiving benefits, whose ages are summarized in the chart below.

Retirees by Age		
Current Age	Number	Percent
Below 50	0	0%
50 to 54	3	4%
55 to 59	10	15%
60 to 64	14	21%
65 to 69	13	19%
70 to 74	12	18%
75 to 79	8	12%
80 & up	8	12%
Total	68	100%
Average Attained Age for Retirees:		68.6

**Table 2 – Summary of Employee Data
(Concluded)**

The following exhibit summarized pertinent participant data by employee group and status:

Group	Covered Actives	Actives Waiving Medical	Retired	Surviving Spouses	Retirees w/ Dental Only	Total
Confidential	3	1	1	0	0	5
Classified	48	19	41	3	2	113
Mid Management	12	2	5	0	1	20
Professional	13	5	4	0	0	22
Senior Management	4	0	5	0	1	10
Board	0	0	5	0	0	5
Total	80	27	61	3	4	175
Tier 1*	26	10	38	3	3	80
Tier 2*	54	17	23	0	1	95

* See page 16 for a description of which employees are in Tier 1 and Tier 2.

Average Age	50.10	46.89	67.93	89.36	67.37	56.70
Avg DSRSD Service	10.34	9.00	16.76	9.02	12.60	12.42
Avg PERS Service	13.24	11.42	Not available			12.33
Number Married	60	27	49	0	2	138
Percentage Married	75%	100%	80%	0%	50%	79%

The frequency of medical plans selected by active and retired employees is shown below:

Medical Plan Selected	Actives	Pre-65 Retirees	Post-65 Retirees	Total
BlueShield HMO Bay	12	4	2	18
BlueShield HMO NoCal	2	-	1	3
BlueShield NetValue Bay	3	1	1	5
Kaiser Bay	43	9	-	52
Kaiser LA	-	1	-	1
Kaiser NoCal	1	-	-	1
Kaiser Mcare Supplement	-	-	16	16
PERS Care Bay	-	1	-	1
PERS Care Mcare Supplement	-	-	9	9
PERS Choice Bay	18	6	7	31
PERS Choice OOS	-	2	3	5
PERS Choice Sac	-	1	-	1
PERS Select Bay	1	-	-	1
Waiving Medical	27	2	2	31
Total	107	27	41	175

Participants by Tier							
Tier	Conf	Class	Mid Mgmt	Prof	Sr Mgmt	Board	Total
Tier 1	2	53	12	5	4	4	80
Tier 2	3	60	8	17	6	1	95
Total	5	113	20	22	10	5	175

Table 3A Summary of Retiree Benefit Provisions

OPEB provided: The District has indicated that the only OPEB provided are medical and dental insurance coverage.

Access to coverage: Medical coverage is currently provided through CalPERS as permitted under the Public Employees' Medical and Hospital Care Act (PEMHCA).

- This coverage requires the employee to satisfy the requirements for retirement under CalPERS. CalPERS retirement requires attainment of age 50 (age 52 for a new miscellaneous member on or after January 1, 2013) with 5 years of State or public agency service or approved disability retirement.
- If an eligible employee is not already enrolled in the medical plan, he or she may enroll within 60 days of retirement or during any future open enrollment period.
- Coverage may be continued at the retiree's option for his or her lifetime. A surviving spouse and other eligible dependents may also continue coverage.
- Unless covered by a vesting resolution, the employee must commence his or her retirement warrant within 120 days of terminating employment with the District to be eligible to continue medical coverage through the District and be entitled to the employer subsidy described below.
- Unless covered by a vesting resolution with at least 20 years of service for the District or qualifying for a disability retirement, an employee cannot terminate employment before meeting the age condition and be entitled to receive benefits.

Benefits paid by the District: As a condition of participation in the CalPERS medical program, the District is obligated to contribute toward the cost of retiree medical coverage for the retiree's lifetime or until coverage is discontinued. A surviving spouse and other eligible dependents may also be entitled to a District contribution.

The District currently maintains two different types of resolutions with CalPERS defining the level of the District's contribution. The resolutions apply to those eligible for coverage (as described above) based on an employee's hire date and employment group as follows:

Group	Change Date
Confidential	9/24/2007
Classified	6/1/2006
Mid Management	8/7/2007
Professional	1/1/2004
Senior Management	1/1/2004
Board Members	7/18/2006

- Retirees hired before the change dates (Tier 1 retirees) are covered by an 'equal contribution method' resolution, i.e., the District contributes the same amount for retirees as is contributed for similarly situated active employee coverage.

**Table 3A- Summary of Retiree Benefit Provisions
(Continued)**

For Tier 1 retirees, the District contributes:

- 100% of the medical premiums for employees and their eligible covered dependents, *but not more than*
- The base plan premiums set in 2007 plus 60% of the increase in premiums between the 2007 base plan premiums and the current year’s base plan premiums,

Regardless of the result above, all Tier 1 retirees receive a minimum District contribution equal to 80% of the current year’s base plan premiums. The base plan premiums are *the greater of*:

- a) the lowest cost HMO; and
- b) The lowest cost PPO plan, offered by CalPERS and available in Alameda County (in 2014, the PERS Select PPO plan is the “base plan”).

The maximum amounts paid per month for 2014 are shown in the chart below:

Tier 1 Caps by Coverage Level for 2014			
Year	Employee	Employee + 1	Family
2014	\$ 586.00	\$ 1,172.00	\$ 1,524.00

- Retirees hired on or after the change dates (Tier 2 retirees) are covered by PEMHCA ‘vesting’ resolutions. Under these resolutions, the District’s contribution toward retiree medical benefits is determined as *the lesser of*:
 - 100% of the medical plan premiums for the retiree and his or her eligible dependents; and
 - The vesting formula maximum benefits (*caps*) *multiplied by* the vested percent, based on the retiree’s years of CalPERS membership. The vesting formula (Tier 2) caps and the vested percentages are shown below.

Tier 2 Caps by Coverage Level for 2014			
Year	Employee	Employee + 1	Family
2014	\$ 642.00	\$ 1,218.00	\$ 1,559.00

Years of Qualifying Service	Vested Percent	Years of Qualifying Service	Vested Percent
Less than 10	0%	15	75%
10	50%	16	80%
11	55%	17	85%
12	60%	18	90%
13	65%	19	95%
14	70%	20 or more	100%

**Table 3A- Summary of Retiree Benefit Provisions
(Concluded)**

- Unlike retirees hired prior to the change date, those covered by the vesting resolution who complete at least 20 years of service with the District are entitled to these subsidized medical benefits even if they terminate employment prior to reaching age 50.
- Employees hired prior to the change dates may make a one-time irrevocable election to be covered by the vesting resolution in lieu of the equal contribution resolution.
- The District covers 100% of the dental premiums for all retirees. The 2013 monthly dental plan premium rates for active and retired employees are shown below:

Monthly Dental Premiums			
Year	Employee Only	Employee + One	Employee + Two or More
2013	\$ 62.40	\$ 113.06	\$ 182.60

Current premium rates: The 2014 CalPERS monthly medical plan rates in the Bay Area rate group are shown in the table below. If different rates apply where the member resides outside of this area, those rates are reflected in the valuation, but not listed here.

Bay Area 2014 Health Plan Rates						
Plan	Actives and Pre-Med Retirees			Medicare Eligible		
	Ee Only	Ee & 1	Ee & 2+	Ee Only	Ee & 1	Ee & 2+
Blue Shield Access/ Adv HMO	\$836.59	\$1,673.18	\$2,175.13	\$298.21	\$596.42	\$1,098.37
Blue Shield NetValue/ Adv HMO	704.01	1408.02	1830.43	298.21	596.42	1018.83
Kaiser HMO	742.72	1485.44	1931.07	294.97	589.94	1035.57
PERS Choice PPO	690.77	1381.54	1796.00	307.23	614.46	1028.92
PERS Select PPO	661.52	1323.04	1719.95	307.23	614.46	1011.37
PERSCare PPO	720.04	1440.08	1872.10	327.36	654.72	1086.74

Note that the additional CalPERS administration fee is not included in this valuation.

Table 3B

General CalPERS Annuitant Eligibility Provisions

The content of this section has been drawn from Section C, Summary of Plan Provisions, of the State of California OPEB Valuation as of June 30, 2012, issued February 2013, to the State Controller from Gabriel Roeder & Smith. It is provided here as a brief summary of general annuitant and survivor coverage.

Health Care Coverage

Retired Employees

A member is eligible to enroll in a CalPERS health plan if he or she retires within 120 days of separation from employment and receives a monthly retirement allowance. If the member meets this requirement, he or she may continue his or her enrollment at retirement, enroll within 60 days of retirement, or enroll during any Open Enrollment period. If a member is currently enrolled in a CalPERS health plan and wants to continue enrollment into retirement, the employee will notify CalPERS and the member's coverage will continue into retirement.

Eligibility Exceptions: Certain family members are not eligible for CalPERS health benefits:

- Children age 26 or older
- Children's spouses
- Former spouses
- Never enrolled or disabled children over age 26
- Grandparents
- Parents
- Children of former spouses
- Other relatives

Coordination with Medicare

CalPERS retired members who qualify for premium-free Part A, either on their own or through a spouse (current, former, or deceased), must sign up for Part B as soon as they qualify for Part A. A member must then enroll in a CalPERS sponsored Medicare plan. The CalPERS-sponsored Medicare plan will pay for costs not paid by Medicare, by coordinating benefits.

Survivors of an Annuitant

If a CalPERS annuitant satisfied the requirement to retire within 120 days of separation, the survivor may be eligible to enroll within 60 days of the annuitant's death or during any future Open Enrollment period. Note: A survivor cannot add any new dependents; only dependents that were enrolled or eligible to enroll at the time of the member's death qualify for benefits.

Surviving registered domestic partners who are receiving a monthly annuity as a surviving beneficiary of a deceased employee or annuitant on or after January 1, 2002, are eligible to continue coverage if currently enrolled, enroll within 60 days of the domestic partner's death, or enroll during any future Open Enrollment period.

Surviving enrolled family members who do not qualify to continue their current coverage are eligible for continuation coverage under COBRA.

Table 4
Actuarial Methods and Assumptions

Valuation Date	July 1, 2013
Funding Method	Entry Age Normal Cost, level percent of pay ³
Asset Valuation Method	Market value of assets
Long Term Return on Assets	7.61%
Discount Rate	7.61%
Participants Valued	Only current active employees and retired participants and covered dependents are valued. No future entrants are considered in this valuation.
Salary Increase	3.25% per year, used only to allocate the cost of benefits between service years
Assumed Increase for Amortization Payments	3.25% per year where determined on a percent of pay basis
General Inflation Rate	3.0% per year

The demographic actuarial assumptions used in this valuation are based on the (demographic) experience study of the California Public Employees Retirement System using data from 1997 to 2007. Rates for selected age and service are shown below and on the following pages.

Mortality Before Retirement Mortality rates described below were then projected by applying Scale AA on a fully generational basis.

CalPERS Public Agency Miscellaneous Non- Industrial Deaths only		
Age	Male	Female
15	0.00045	0.00006
20	0.00047	0.00016
30	0.00053	0.00036
40	0.00087	0.00065
50	0.00176	0.00126
60	0.00395	0.00266
70	0.00914	0.00649
80	0.01527	0.01108

³ The level percent of pay aspect of the funding method refers to how the normal cost is determined. Use of level percent of pay cost allocations in the funding method is separate from and has no effect on a decision regarding use of a level percent of pay or level dollar basis for determining amortization payments.

**Table 4 - Actuarial Methods and Assumptions
(Continued)**

Mortality After Retirement Mortality rates in each of the tables below were projected by applying Scale AA on a fully generational basis.

Healthy Lives			Disabled Lives		
CalPERS Public Agency Miscellaneous, Police & Fire Post Retirement Mortality Disabled Lives (continued)			CalPERS Public Agency Disabled Miscellaneous Post Retirement Mortality		
Age	Male	Female	Age	Male	Female
40	0.00093	0.00062	20	0.00664	0.00478
50	0.00239	0.00125	30	0.00790	0.00512
60	0.00720	0.00431	40	0.01666	0.00674
70	0.01675	0.01244	50	0.01632	0.01245
80	0.05270	0.03749	60	0.02293	0.01628
90	0.16747	0.12404	70	0.03870	0.03019
100	0.34551	0.31876	80	0.08388	0.05555
110	1.00000	1.00000	90	0.21554	0.14949

Termination Rates

For miscellaneous Tier 1 employees: sum of CalPERS Terminated Refund and Terminated Vested rates for miscellaneous employees – Illustrative rates

Attained Age	Years of Service					
	0	3	5	10	15	20
15	0.1812	0.0000	0.0000	0.0000	0.0000	0.0000
20	0.1742	0.1193	0.0946	0.0000	0.0000	0.0000
25	0.1674	0.1125	0.0868	0.0749	0.0000	0.0000
30	0.1606	0.1055	0.0790	0.0668	0.0581	0.0000
35	0.1537	0.0987	0.0711	0.0587	0.0503	0.0450
40	0.1468	0.0919	0.0632	0.0507	0.0424	0.0370
45	0.1400	0.0849	0.0554	0.0427	0.0347	0.0290

For miscellaneous Tier 2 employees: sum of Terminated Refund and Terminated Vested rates for miscellaneous employees until 20 years of service; refund rates only after 20 years of service – Illustrative Rates

Attained Age	Years of Service					
	0	5	10	20	25	30
15	0.1812	0.0000	0.0000	0.0000	0.0000	0.0000
20	0.1742	0.0946	0.0000	0.0000	0.0000	0.0000
25	0.1674	0.0868	0.0749	0.0000	0.0000	0.0000
30	0.1606	0.0790	0.0668	0.0000	0.0000	0.0000
35	0.1537	0.0711	0.0587	0.0045	0.0000	0.0000
40	0.1468	0.0632	0.0507	0.0037	0.0024	0.0000
45	0.1400	0.0554	0.0427	0.0029	0.0017	0.0011

**Table 4 - Actuarial Methods and Assumptions
(Continued)**

Service Retirement Rates

*For Classic miscellaneous employees:
CalPERS Public Agency 2.7% @ 55 – Illustrative rates*

Attained Age	Years of Service					
	5	10	15	20	25	30
50	0.0275	0.0350	0.0425	0.0500	0.0575	0.0650
55	0.0908	0.1155	0.1403	0.1650	0.1898	0.2145
60	0.0880	0.1120	0.1360	0.1600	0.1840	0.2080
65	0.1458	0.1855	0.2253	0.2650	0.3048	0.3445
70	0.1288	0.1638	0.1990	0.2340	0.2692	0.3042
75 & over	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000

*For PEPRA miscellaneous employees:
CalPERS Public Agency 2.0% @ 62 – Illustrative rates*

Attained Age	Years of Service					
	5	10	15	20	25	30
50	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
55	0.0440	0.0560	0.0680	0.0800	0.0920	0.1040
60	0.0616	0.0784	0.0952	0.1120	0.1288	0.1456
65	0.1287	0.1638	0.1989	0.2340	0.2691	0.3042
70	0.1254	0.1596	0.1938	0.2280	0.2622	0.2964
75 & over	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000

Disability Retirement Rates

Illustrative rates:

CalPERS Public Agency Miscellaneous Disability		
Age	Male	Female
25	0.00010	0.00010
30	0.00021	0.00020
35	0.00063	0.00088
40	0.00145	0.00164
45	0.00252	0.00243
50	0.00331	0.00311
55	0.00366	0.00306
60	0.00377	0.00253

Medicare Eligibility

Absent contrary data, all individuals assumed eligible for Medicare Parts A and B at 65.

Healthcare Trend

Dental premiums are assumed to increase by 4.5% annually. Medical plan premiums and increases in the PEMHCA vesting caps are assumed to increase once each year. The increases over the prior year's levels are assumed to be effective on the dates shown in the chart at the top of the following page.

**Table 4 - Actuarial Methods and Assumptions
(Concluded)**

Medical trend (continued)

Effective January 1	Premium Increase	Effective January 1	Premium Increase
2014	Actual	2020	6.00%
2015	8.50%	2021	5.50%
2016	8.00%	2022	5.00%
2017	7.50%	2023	4.50%
2018	7.00%	2024	4.50%
2019	6.50%	2025 & later	4.64%

Participation Rate

Active employees: 100% of eligible employees are assumed to elect medical coverage in retirement, regardless of whether they have medical or dental coverage through the District currently. Those currently participating are assumed to remain in the current plan selected; those not yet participating are assumed to elect coverage in the Kaiser Bay Area region plan.

Retired participants: Existing medical plan elections are assumed to be maintained until the retiree's death.

Spouse Coverage

Active employees: 85% are assumed to be married and elect coverage for their spouse in retirement. Surviving spouses are assumed to retain coverage until their death. Husbands are assumed to be 3 years older than their wives.

Retired participants: Existing elections for spouse coverage are assumed to be maintained until the spouse's death. Actual spouse ages are used, where known; if not, husbands are assumed to be 3 years older than their wives.

Dependent Coverage

An existing election for coverage of dependent children is assumed to continue until the youngest child is age 26.

Changes Since the Prior Valuation:

Mortality

Future improvement in mortality was projected by applying Scale AA on a fully generational basis to the rates published in the 1997-2007 CalPERS Experience Study.

Healthcare trend

Medical plan premiums are assumed to increase at slightly higher rates between 2014 and 2023 than were assumed in the prior valuation.

Table 5
Projected Benefit Payments

The following is an estimate of other post-employment benefits to be paid on behalf of current retirees and current employees expected to retire from the District.

- No benefits expected to be paid on behalf of current active employees prior to retirement are considered in this projection.
- No benefits for potential future employees have been included.

Expected annual benefits have been projected on the basis of the actuarial assumptions outlined in Table 4.

Projected Annual Benefit Payments							
Fiscal Year Ending June 30	Medical Subsidy			Dental Subsidy			Total
	Current Retirees	Future Retirees	Total	Current Retirees	Future Retirees	Total	
2014	\$ 615,398	\$ 56,111	\$ 671,509	\$ 77,993	\$ 6,047	\$ 84,040	\$ 755,549
2015	615,582	115,596	731,178	79,912	12,479	92,391	823,569
2016	631,434	194,795	826,229	81,800	20,507	102,307	928,536
2017	632,044	275,523	907,567	83,653	29,246	112,899	1,020,466
2018	630,770	360,548	991,318	85,468	38,137	123,605	1,114,923
2019	618,434	457,733	1,076,167	87,226	48,758	135,984	1,212,151
2020	613,622	556,291	1,169,913	88,908	58,995	147,903	1,317,816
2021	619,304	655,934	1,275,238	90,495	69,697	160,192	1,435,430
2022	626,141	758,734	1,384,875	91,968	81,307	173,275	1,558,150
2023	623,888	870,027	1,493,915	93,316	92,341	185,657	1,679,572

Appendix 1A
Breakout of the District Plan Results by Group: Medical

The tables beginning on this page break out the medical benefit liability results for each group on a prefunded basis.

Group	Confidential	Classified	MidMgmt	Professional	SrMgmt	Board	Total
Number of Covered Employees							
Actives	3	48	12	13	4	-	80
Retirees	1	44	5	4	5	5	64
Total Participants	4	92	17	17	9	5	144
Actuarial Present Value of Projected Benefits							
Actives	317,557	7,775,070	1,612,743	1,776,357	492,295	-	11,974,022
Retirees	115,157	4,471,986	821,837	734,070	614,370	687,266	7,444,686
Total APVPB	432,714	12,247,056	2,434,580	2,510,427	1,106,665	687,266	19,418,708
Actuarial Accrued Liability							
Actives	194,142	5,082,867	982,380	1,157,720	408,411	-	7,825,520
Retirees	115,157	4,471,986	821,837	734,070	614,370	687,266	7,444,686
Total AAL	309,299	9,554,853	1,804,217	1,891,790	1,022,781	687,266	15,270,206
Normal Cost	14,514	376,924	110,435	86,559	16,551	-	604,983
Expected Benefit Payments							
Actives	92	30,015	12,612	8,522	4,870	-	56,111
Retirees	7,374	374,171	70,898	55,872	51,812	-	560,127
Total Expected Benefit Payments	7,466	404,186	83,510	64,394	56,682	-	616,238

Appendix 1B
Breakout of the District Plan Results by Group: Dental

The tables beginning on this page break out the dental benefit liability results for each group on a prefunded basis.

Group	Confidential	Classified	MidMgmt	Professional	SrMgmt	Board	Total
Number of Covered Employees							
Actives	4	67	14	18	4	-	107
Retirees	1	46	6	4	6	5	68
Total Participants	5	113	20	22	10	5	175
Actuarial Present Value of Projected Benefits							
Actives	30,530	983,602	221,032	220,888	71,095	-	1,527,147
Retirees	18,892	670,925	124,806	91,827	91,564	98,277	1,096,291
Total APVPB	49,422	1,654,527	345,838	312,715	162,659	98,277	2,623,438
Actuarial Accrued Liability							
Actives	15,570	631,722	147,212	140,113	55,692	-	990,309
Retirees	18,892	670,925	124,806	91,827	91,564	98,277	1,096,291
Total AAL	34,462	1,302,647	272,018	231,940	147,256	98,277	2,086,600
Normal Cost	1,832	50,067	12,394	12,280	3,013	-	
Expected Benefit Payments							
Actives	40	3,017	1,286	1,156	549	-	6,048
Retirees	1,357	49,969	7,532	5,427	6,924	6,784	77,993
Total Expected Benefit Payments	1,397	52,986	8,818	6,583	7,473	6,784	84,041

Appendix 2
Updated Net OPEB Obligation
For the Fiscal Year Ending June 30, 2013

The annual OPEB expense and net OPEB obligation (asset) for the fiscal years ending June 30, 2013 were projected in the July 1, 2011 valuation and reflected Bickmore's projection of retiree benefits at that time.

The District's actual contributions were considerably higher than projected for the fiscal year ending June 30, 2013. The following exhibit updates the development of the annual OPEB expense and net OPEB obligation, providing the information assumed to be reported in the District's financial statement for the fiscal years ending June 30, 2013, based on this updated information.

Fiscal Year End	6/30/2013
1. Calculation of the Annual OPEB Expense	
a. ARC for current fiscal year	\$ 949,057
b. Interest on Net OPEB Obligation (Asset) at beginning of year	(756,454)
c. Adjustment to the ARC	672,534
d. Annual OPEB Expense (a. + b. + c.)	865,137
2. Calculation of Expected Contribution	
a. Estimated payments on behalf of retirees	671,729
b. Estimated contribution to OPEB trust	2,094,890
c. Total Expected Employer Contribution	2,766,619
3. Change in Net OPEB Obligation (1.d. minus 2.c.)	(1,901,482)
Net OPEB Obligation (Asset), beginning of fiscal year	(10,150,674)
Net OPEB Obligation (Asset) at fiscal year end	(12,052,156)

Appendix 3 OPEB Disclosure Information

The Information necessary to complete the OPEB footnote in the District's financial reports is summarized below, or we note the location of the information contained elsewhere in this report:

Summary of Plan Provisions:	See Table 3A
OPEB Funding Policy:	See Section F; details are provided also at the top of the exhibit in Table 1B
Annual OPEB Cost and Net OPEB Obligation:	See Table 1C
Actuarial Methods and Assumptions:	See Table 4.
Funding Status and Funding Progress:	See Section E – Basic Valuation Results

Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (b)	Unfunded Actuarial Accrued Liability (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
7/1/2011	\$ 13,422,427	\$ 16,524,031	\$ 3,101,604	81%	\$ 10,795,530	28.73%
7/1/2013	\$ 17,609,101	\$ 17,356,805	\$ (252,296)	101%	\$ 11,865,168	-2.13%

Required Supplementary Information: Three Year History of Amounts Funded
Select appropriate years from the chart below:

OPEB Cost Contributed

Fiscal Year Ended	Annual OPEB Cost	Employer OPEB Contributions	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation (Asset)
6/30/2011	\$ 791,226	\$ 3,060,938	387%	\$ (9,842,600)
6/30/2012	\$ 824,309	\$ 1,132,383	137%	\$ (10,150,674)
6/30/2013	\$ 865,137	\$ 2,766,619	320%	\$ (12,052,156)
6/30/2014	\$ 636,890	\$ 719,186	113%	\$ (12,134,452)
6/30/2015	\$ 681,135	\$ 742,560	109%	\$ (12,195,877)

Italicized values above are estimates which may change if contributions are different than projected.

Glossary

Actuarial Accrued Liability (AAL) – Total dollars required to fund all plan benefits attributable to service rendered as of the valuation date for current plan members and vested prior plan members; see “Actuarial Present Value”

Actuarial Funding Method – A procedure which calculates the actuarial present value of plan benefits and expenses, and allocates these expenses to time periods, typically as a normal cost and an actuarial accrued liability

Actuarial Present Value (APV) – The amount presently required to fund a payment or series of payments in the future, it is determined by discounting the future payments by an appropriate interest rate and the probability of nonpayment.

Aggregate – An actuarial funding method under which the excess of the actuarial present value of projected benefits over the actuarial accrued liability is levelly spread over the earnings or service of the group forward from the valuation date to the assumed exit date, based not on individual characteristics but rather on the characteristics of the group as a whole

Annual Required Contribution (ARC) – The amount the employer would contribute to a defined benefit OPEB plan for a given year, it is the sum of the normal cost and some amortization (typically 30 years) of the unfunded actuarial accrued liability

Annual OPEB Expense – The OPEB expense reported in the Agency’s financial statement, which is comprised of three elements: the ARC, interest on the net OPEB obligation at the beginning of the year and an ARC adjustment.

Attained Age Normal Cost (AANC) – An actuarial funding method where, for each plan member, the excess of the actuarial present value of benefits over the actuarial accrued liability (determined under the unit credit method) is levelly spread over the individual’s projected earnings or service forward from the valuation date to the assumed exit date

CalPERS – Many state governments maintain a public employee retirement system; CalPERS is the California program, covering all eligible state government employees as well as other employees of other governments within California who have elected to join the system

Defined Benefit (DB) – A pension or OPEB plan which defines the monthly income or other benefit which the plan member receives at or after separation from employment

Defined Contribution (DC) – A pension or OPEB plan which establishes an individual account for each member and specifies how contributions to each active member’s account are determined and the terms of distribution of the account after separation from employment

Entry Age Normal Cost (EANC) – An actuarial funding method where, for each individual, the actuarial present value of benefits is levelly spread over the individual’s projected earnings or service from entry age to assumed exit age

Glossary (Continued)

Frozen Attained Age Normal Cost (FAANC) – An actuarial funding method under which the excess of the actuarial present value of projected benefits over the actuarial accrued liability (determined under the unit credit method) is levelly spread over the earnings or service of the group forward from the valuation date to the assumed exit date, based not on individual characteristics but rather on the characteristics of the group as a whole

Frozen Entry Age Normal Cost (FEANC) – An actuarial funding method under which the excess of the actuarial present value of projected benefits over the actuarial accrued liability (determined under the entry age normal cost method) is levelly spread over the earnings or service of the group forward from the valuation date to the assumed exit date, based not on individual characteristics but rather on the characteristics of the group as a whole

Financial Accounting Standards Board (FASB) – A private, not-for-profit organization designated by the Securities and Exchange Commission (SEC) to develop generally accepted accounting principles (GAAP) for U.S. public corporations

Government Accounting Standards Board (GASB) – A private, not-for-profit organization which develops generally accepted accounting principles (GAAP) for U.S. state and local governments; like FASB, it is part of the Financial Accounting Foundation (FAF), which funds each organization and selects the members of each board

Net OPEB Obligation (Asset) - The net OPEB obligation (NOO) represents the accumulated shortfall of OPEB funding since GASB 45 was implemented. If cumulative contributions have exceeded the sum of the prior years' annual OPEB expenses, then a net OPEB asset results.

Non-Industrial Disability (NID) – Unless specifically contracted by the individual Agency, PAM employees are assumed to be subject to only non-industrial disabilities.

Normal Cost – Total dollar value of benefits expected to be earned by plan members in the current year, as assigned by the chosen funding method; also called current service cost

Other Post-Employment Benefits (OPEB) – Post-employment benefits other than pension benefits, most commonly healthcare benefits but also including life insurance if provided separately from a pension plan

Pay-As-You-Go (PAYGO) – Contributions to the plan are made at about the same time and in about the same amount as benefit payments and expenses coming due

PEMHCA – The Public Employees' Medical and Hospital Care Act, established by the California legislature in 1961, provides community-rated medical benefits to participating public employers. Among its extensive regulations are the requirements that medical insurance contributions for retired annuitants and paid for by a contracting Agency be equal to the medical insurance contributions paid for its active employees, and that a contracting Agency file a resolution, adopted by its governing body, with the CalPERS Board establishing any new contribution.

Glossary (Concluded)

Projected Unit Credit (PUC) – An actuarial funding method where, for each individual, the projected plan benefit is allocated by a consistent formula from entry date to assumed exit date

Public Agency Miscellaneous (PAM) – Actuarial assumptions used by CalPERS for most non-safety public employees.

Select and Ultimate – Actuarial assumptions which contemplate rates which differ by year initially (the select period) and then stabilize at a constant long-term rate (the ultimate rate)

Trend – The healthcare cost trend rate, defined as the rate of change in per capita health claims costs over time as a result of factors such as medical inflation, utilization of healthcare services, plan design and technological developments

Unfunded Actuarial Accrued Liability (UAAL) – The excess of the actuarial accrued liability over the actuarial value of plan assets

Unit Credit (UC) -- An actuarial funding method where, for each individual, the unprojected plan benefit is allocated by a consistent formula from entry date to assumed exit date

Vesting – As defined by the plan, requirements which when met make a plan benefit nonforfeitable on separation of service before retirement eligibility



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

Reference Engineering Services Manager	Type of Action Increase Fund Limits	Board Meeting of December 17, 2013
Subject Increase Local Sewer Replacement, Regional Sewer Replacement and Water Replacement Fund Expenditure Limits		
<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	R. Biagtan
		<input type="checkbox"/> Board Member

Recommendation:

The Engineering Services Manager recommends that the Board of Directors approve, by Resolution, an increase to the Capital Improvement Program (CIP) Budget fund expenditure limits for the following funds for FYE 2014:

- a) Local Sewer Replacement (Fund 210) by \$182,000 from \$653,000 to \$835,000;
- b) Regional Sewer Replacement (Fund 310) by \$182,000 from \$3,015,000 to \$3,197,000; and
- c) Water Replacement (Fund 610) by \$1,456,000 from \$3,080,000 to \$4,536,000.

Summary:

Upon adoption of the CIP Budget, the Board establishes a limit on the expenditure from each fund for each fiscal year. On February 19, 2013 the Board approved a budget increase and a fund expenditure adjustment for the Fixed Base Meter Reading Project (CIP 12-W015) for FYE 2013. The project had a very aggressive timeline and was planned to be more than 50% complete by the end of FYE 2013. However, due to unanticipated delays, the project did not actually start until FYE 2014 and none of the planned FYE 2013 spending occurred.

In April 2013, when the fund limits were being developed for the CIP Two-Year Budget for FYEs 2014 & 2015, it was assumed that the project would proceed as originally scheduled. The approved FYE 2014 fund expenditure limits reflected that assumption. However, the funds allocated for FYE 2013 are now being spent in FYE 2014 requiring an increase in the FYE 2014 fund limits. The project budget is adequate and no increases are anticipated to that budget.

The project is split funded with 10% allocated to both Local and Regional Sewer Replacement Funds and 80% allocated to Water Replacement Fund. Staff recommends increasing each fund limit by the amount that was unused in FYE 2013. The recommended increases are \$182,000 for Local Sewer Replacement Fund, \$182,000 for Regional Sewer Replacement Fund, and \$1,456,000 for Water Replacement Fund.

There is one additional project that may affect Fund 610 but at this time the total impact, if any, is unknown. Staff will bring a separate item at a later date, if needed, to address the issue.

The recommended increase to the fund expenditure limits do not affect projected cash flows as these changes are a function of project timing and not a request for a budget increase.

Committee Review			Legal Review	Staff Review		
COMMITTEE	DATE	RECOMMENDATION	Not Required	ORIGINATOR	DEPARTMENT	REVIEWED BY
---	---	---		S. Delight	Engineering	
ATTACHMENTS <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 checked="" type="checkbox"/> Funding Source A. Water Replacement 80% B. Regional Sewer Replacement 10% C. Local Sewer Replacement 10%		Attachments to S&R 1. 2. 3.			

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AN INCREASE IN THE FUND EXPENDITURE LIMITS FOR LOCAL SEWER REPLACEMENT (FUND 210), REGIONAL SEWER REPLACEMENT (FUND 310) AND WATER REPLACEMENT (FUND 610) FOR FISCAL YEAR ENDING 2014

WHEREAS, the Board of Directors accepted the District's Capital Improvement Program (CIP) 10-Year Plan for Fiscal Years Ending 2014 through 2023 (CIP 10-Year Plan) on February 19, 2013 to serve as a budgetary planning document providing direction and guidance, in accordance with District policies, for the replacement and improvement of existing District facilities and the construction of new facilities; and

WHEREAS, the Board of Directors adopted the current CIP Two-Year Budget for Fiscal Years Ending 2014 and 2015 (CIP 2-Year Budget) on June 4, 2013 authorizing Capital Projects and Fund Expenditure Limits for FYEs 2014 and 2015 to meet the District's capital infrastructure needs; and

WHEREAS, the District desires to make adjustments to the adopted Fund Expenditure Limits for FYE 2014 for the Local Sewer Replacement, Regional Sewer Replacement and Water Replacement Funds.

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

1. Increase of Fund Expenditure Limit for Local Sewer Replacement (Fund 210) from \$653,000 to \$835,000 for FYE 2014 is approved and incorporated into the CIP Two-Year Budget for Fiscal Years Ending 2014 and 2015.

Res. No. _____

2. Increase of Fund Expenditure Limit for Regional Sewer Replacement (Fund 310) from \$3,015,000 to \$3,197,000 for FYE 2014 is approved and incorporated into the CIP Two-Year Budget for Fiscal Years Ending 2014 and 2015.
3. Increase of Fund Expenditure Limit for Water Replacement (Fund 610) from \$3,080,000 to \$4,536,000 for FYE 2014 is approved and incorporated into the CIP Two-Year Budget for Fiscal Years Ending 2014 and 2015.

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 17th day of December 2013, and passed by the following vote:

AYES:

NOES:

ABSENT:

Dawn L. Benson, President

ATTEST: _____
Nancy G. Hatfield, District Secretary



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

Reference Operations Manager	Type of Action Budget Adjustment	Board Meeting of December 17, 2013
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		
<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	D. Gallagher
		<input type="checkbox"/> Board Member

Recommendation:

The Operations Manager recommends the Board of Directors approve, by Resolution, adjustments to the FYE 2014 Capital Outlay budget for the Replacement Panel for the WWTP Aeration Blower System and the Diesel Truck CARB Retrofit.

Summary:

The District's secondary treatment system utilizes three 400-HP Turblex electric blowers to maintain desired levels of dissolved oxygen in the aeration system. The blowers are controlled by a Main Control Panel Human-Machine Interface (HMI) and 3 Local Control Panel HMI's. The Main Control Panel enables the operator to control the entire aeration blower system. This is a critical piece of equipment because it is the only way the operators can make adjustments to the blower system operating parameters. The existing HMI control panel is the original installed when the blower system was constructed during Stage 4 (i.e., the early 2000's). This existing control panel is no longer being manufactured and staff can no longer get spare parts or technical support. A replacement HMI panel is now built by a different manufacturer and has more memory, faster computing speed, and better graphics. Attached is the quote and technical information for the new unit. The approved FYE 2014 Operating Budget (Capital Outlay) includes \$10,000 to purchase one replacement control panel. Staff recently learned that the cost of a replacement HMI has increased since the cost was solicited for the FYE 2014 budget. The cost of the new panel including sales tax and shipping is \$18,295.

The approved FYE 2014 Operating Budget (Capital Outlay) also includes \$32,000 for the installation of CARB (California Air Resources Board) mandated retrofits on the District's dump truck and the water truck. Since the preparation of the FYE 2014 budget, staff has determined that the District's water truck will no longer be needed and the unit is scheduled to be disposed of in accordance with the District salvage policy. This eliminates the need to install the CARB retrofit on the water truck. As a result, the capital outlay amount for the CARB retrofits should be reduced to \$16,000.

No change is being proposed to the District's FYE 2014 operating budget. The purpose of this Board action is to comply with the Budget Accountability policy that mandates individual spending limits on each capital outlay item.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR D. Gallagher	DEPARTMENT Operations	REVIEWED BY
ATTACHMENTS <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"/> No increase in FYE 2014 Capital Outlay	<input checked="" type="checkbox"/> Funding Source: 100% Regional Replacement (Fund 310)		Attachments to S&R 1. Capital Outlay Budget for FYE 2014 2. Aeration Blower System Control Panel Quote and Technical Information			

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT TO ADJUST THE APPROVED FYE 2014 CAPITAL OUTLAY AMOUNTS FOR THE REPLACEMENT AERATION BLOWER CONTROL PANEL AND THE PURCHASE OF ONE DIESEL TRUCK CARB RETROFIT DEVICE

WHEREAS, the Budget Accountability policy requires the Board to approve all Capital Outlay Budget items; and

WHEREAS, the Board of Directors, through Resolution No. 22-13, adopted the Annual Operating Budgets for Fiscal Years Ending (FYE) 2014 and 2015, which Annual Operating Budgets include Capital Outlay items; and

WHEREAS, in support of the District's ongoing Asset Management Program, the Board approved the purchase of one replacement aeration blower control panel in FYE 2014 for use in secondary treatment process control; and

WHEREAS, the current cost to purchase a replacement unit has increased since the FYE 2014 budget was prepared and adopted; and

WHEREAS, the District intends to dispose of the Water Truck and, therefore, there is no longer a need to install a CARB retrofit on that vehicle, the cost for which retrofit device was included in the FYE 2014 budget for Capital Outlay.

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:

1. The approved cost of the Capital Outlay item identified as the Replacement Panel for the Aeration Blower Control System is hereby increased from \$10,000 to \$18,295; and
2. The approved cost of the Capital Outlay item identified as the Diesel Truck CARB Retrofits is hereby decreased from \$32,000 to \$16,000.

Res. No _____

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 17th day of December 2013, and passed by the following vote:

AYES:

NOES:

ABSENT:

Dawn L. Benson, President

ATTEST: _____
Nancy G. Hatfield, District Secretary

CAPITAL OUTLAY REQUESTS - FY2014/2015			2014			2015		
Division	Asset description	Total Cost	Local	Regional	Water	Local	Regional	Water
IT	Network security upgrade	44,000	7,040	15,400	21,560	-	-	-
IT	Electrical upgrade for IT systems	25,000	4,000	8,750	12,250	-	-	-
IT	License wireless point-to-point radio	40,000	-	-	-	6,400	14,000	19,600
FOD	* Vac Con Jetter / Combo Truck (with vacuum)	350,000	350,000	-	-	-	-	-
FOD	* F-350 truck w/utility bed and accessories	59,000	-	-	59,000	-	-	-
FOD	* Combination Vacuum/Jetter truck	400,000	-	-	-	400,000	-	-
FOD	* New CCTV camera w/ inclinometer & lift	43,000	-	-	-	43,000	-	-
FOD	* F-450 truck with utility bed, crane, compressor	59,000	-	-	-	29,500	-	29,500
Plant	Truck for LAVWMA Operations	23,000	-	-	-	-	23,000	-
Mech Maint	Aeration Tank Spare Mixer	15,000	-	15,000	-	-	-	-
Mech Maint	EPS2 Large Pump Rehabilitation	60,000	-	60,000	-	-	-	-
Mech Maint	WWTP Waste gas modifications and rehab	30,000	-	30,000	-	-	-	-
Mech Maint	Diesel Truck CARB retrofit (2 vehicles)	32,000	-	32,000	-	-	-	-
Mech Maint	WWTP Plant Air Compressors	90,000	-	90,000	-	-	-	-
Mech Maint	* Used 75hp tractor with loader bucket	40,000	-	40,000	-	-	-	-
Mech Maint	New tier 4 dredge engine	40,300	-	40,300	-	-	-	-
Mech Maint	WWTP Primary Sludge End Collectors(4)	60,000	-	-	-	-	60,000	-
Mech Maint	* Used Bucket Truck	35,000	-	-	-	-	-	35,000
Mech Maint	FSL Mixer (2)	26,000	-	13,000	-	-	13,000	-
Mech Maint	Fleet Pool Vehicles (2)	40,000	3,200	7,000	9,800	3,200	7,000	9,800
Elec Maint	Replace panel for WWTP Aeration Blower Sys	10,000	-	10,000	-	-	-	-
Elec Maint	District Office HVAC units (3)	70,000	11,200	24,500	34,300	-	-	-
Elec Maint	Truck for Operations Control Sys Specialist	25,000	-	-	-	-	-	25,000
GRAND TOTAL OF REQUESTS		\$ 1,616,300	\$ 375,440	\$ 385,950	\$ 136,910	\$ 482,100	\$ 117,000	\$ 118,900

* Note: Through the working relationship of the ongoing "Tri-Valley Integration Study" staff is exploring purchasing this item jointly with another agency or leasing this item as needed from another agency. If either option can be feasibly implemented the proposed budget expenditure will be significantly reduced.



4654 W. Farm Road 130
 Springfield, Missouri 65802-1643

Telephone (417) 864-5599
 Facsimile (417) 866-0235

CUSTOMER QUOTATION

DATE: September 30, 2013
REF. NO: P4281, DUBLIN - SAN RAMON SERVICES DISTRICT
 KA10SV-GL210, 5267-69
ATTENTION: MAURICE ATENDIDO
E-MAIL: atendido@dsrsd.com
FROM: Lucinda Wadle

Thank you for the opportunity to provide our quotation for the following items:

Qty	Part Number	Description	Sell/Unit	Total Sell
1	PROGRAM	ONE TIME PROGRAMMING CHARGE FOR MASTER CONTROL PANEL	\$11,508.00	\$11,508.00
1	75209	PANELVIEW, CRT	\$5,184.00	\$5,184.00
			Total	\$16,692.00

NOTE: All prices are valid for 30 days. (Quoted in U.S. Dollars).
 Delivery is estimated at 3-4 weeks after receipt of order.
 Shipment will be F.O.B. Springfield, Missouri, Prepaid.
 Payment terms are Net 30 days.
 Siemens Standard Terms and Conditions apply (copy attached).

We await your approval before proceeding with this order. To place your order, please e-mail me, call me at 800-299-1035, or fax your order to 417-866-0235.

Sincerely,

SIEMENS ENERGY, INC

Attachment

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PanelView Plus 6 1000 Terminals



The PanelView™ Plus 6 1000 Graphic Terminal has a 10.4 in. flat-panel color display with 640 x 480 resolution (minimum) and 18-bit graphics. This terminal supports operator input via keypad (32 function keys), via touch screen or via keypad and touch screen.

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- Faster processor, 512MB memory, and Windows® CE 6.0 operating system provide faster response and better graphics.
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**Dublin San Ramon Services District
Summary & Recommendation**

Reference Engineering Services Manager	Type of Action Receive Briefing	Board Meeting of December 17, 2013
Subject Performance Bond Requirements in Technical Services Agreements		
<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	R. Biagtan
		<input type="checkbox"/> Board Member

Recommendation:

The Engineering Services Manager recommends the Board of Directors, by Motion, acknowledge receipt of this briefing regarding performance bond requirements for Technical Services Agreements.

Summary:

This item is provided as a follow-up to Board direction to require performance bonds up front for Technical Services Agreements.

At the July 9, 2013 Board meeting, Director Duarte noted that the agreement for the Sewer Manhole and Valve Box Adjustment Project, a Technical Services Agreement, included a payment bond but not a performance bond. He questioned why a performance bond was not required and noted that the payment and performance bond are typically acquired together and there is no extra charge to the contractor for a performance bond. After some discussion, the Board directed staff to revise the District’s Technical Services Agreement to include a requirement for performance bonds.

Staff has reviewed the District’s standard agreements. The District has three different standard agreements for public works projects: a standard construction agreement used for large public works projects, a technical services agreement for less complex projects typically related to routine maintenance work, and a work order for small jobs. All of these standard agreements include the requirement for payment and performance bonds in the amount of 100% of the contract amount.

Staff also reviewed the history of the Sewer Manhole and Valve Box Adjustment Project agreements as well as other agreements issued for on-call work and noted that the performance bond requirement was typically not included because of the way these contracts were entered into. Performance bonds are issued to assure work is completed in the event of contractor insolvency or failure to perform. In the case of the Technical Services Agreements, the District will often enter into these with two contractors and the contractors are typically paid based on set quotes for items or on a time and materials basis rather than a contract bid price. If one contractor cannot perform the work or cannot complete the work, the District will simply call the other contractor to complete the work and will only pay the first contractor for the work that was completed. Therefore, a District practice evolved to where the performance bonds were not required in such circumstances.

Regardless of past reasoning, staff will require both payment and performance bonds for all Technical Services Agreements in the future to assure consistent requirements of all the District contractors.

Committee Review			Legal Review	Staff Review		
COMMITTEE	DATE	RECOMMENDATION	Not Required	ORIGINATOR	DEPARTMENT	REVIEWED BY
----	----	----		J. Zavadil	Engineering	
ATTACHMENTS <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 \$0.00 to District	<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 Accept Report	Board Meeting of December 17, 2013
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
ATTACHMENTS <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

12/11/2013 10:59:20 AM

Board Mtg	Agenda Item	Water	WWC	Finance	Personnel	Ext. Aff.
1/7/2014	Annual Briefing Related to Effective District Governance (Brown Act, Public Records Act, Political Reform Act and Government Code 1090)					
	Approve District Salary Schedule					
1/21/2014	Approve Power Sharing Agreement with AT&T for R300					
	Approve Lease Agreement with AT&T for Cell Tower at Reservoir 1A					
	Approve Areawide Facilities Agreement (AWFA) with SunCal/Argent Co. related to Dublin Crossing Project at Camp Parks RFTA	1/1/2014				
	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.		1/1/2014	1/1/2014		
	Policy - Board Correspondence					1/1/2014
	Policy - Guidelines for Conducting District Business					1/1/2014
	Policy - Update to Green Business Policy					1/1/2014

* Note: All Committees shown on January 1 until those Committees establish their 2014 schedule.



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

Reference Treasurer	Type of Action Accept Report	Board Meeting of December 17, 2013
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	10/28/13 – 11/24/2013
Total Amount Paid	\$ 4,880,256.65

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Archer	DEPARTMENT Fin Serv	REVIEWED BY
ATTACHMENTS <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.				

Check History Description Listing

Dublin San Ramon Services District

From: 10/28/2013 To: 11/24/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
10/28/2013	10282013	03718 HR SIMPLIFIED	2013 POS	2,576.84	2,576.84
11/01/2013	79560	03035 ALPHA ANALYTICAL LABS INC	SAMPLE ANALYSES	103.00	103.00
11/01/2013	79561	00058 ARROWHEAD MOUNTAIN SPRING	LAWWMA: BOTTLED WATER SEP '13	33.25	33.25
11/01/2013	79562	06211 ASSOCIATED SERVICES CO.	OPS DEPT HOT BEVERAGE SERVICE OCT '13	237.95	237.95
11/01/2013	79563	00622 AT&T	TELE SVCS & USAGE THRU 10/12/2013	1,450.10	1,450.10
11/01/2013	79564	01676 BANK OF AMERICA	SEPT 2013 - BANK CHARGES	494.85	494.85
11/01/2013	79565	03000 CALIFORNIA-NEVADA SECTION-7	TRAINING - FINANCIAL MANAGEMENT WORKSHOP	240.00	240.00
11/01/2013	79566	01111 CALPERS	EMPLOYER PENSION ENROLLEMENT R. PORTUGAL ARREARS CONTRIBUTION R. PORTUGAL	500.00 5,324.48	5,824.48
11/01/2013	79567	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	194.16	194.16
11/01/2013	79568	06100 CENTRAL CALIFORNIA IMPLEME	PARTS FOR TATU DISC	3,974.76	3,974.76
11/01/2013	79569	00148 CHEVRON & TEXACO CARD SVC	DO GASOLINE PURCHASE 9/23 - 10/22/13	279.11	279.11
11/01/2013	79570	06371 CITY OF DUBLIN 200	REFUND ACT # 03-21-181010-000	10.18	10.18
11/01/2013	79571	03995 CORELOGIC SOLUTIONS, LLC	METROSCAN RENEWAL FOR MONTH OF OCTOBER METROSCAN RENEWAL MONTH OF SEPTEMBER	3,895.00 307.08	4,202.08
11/01/2013	79572	01156 CWEA	KHAW - CWEA 2014 MEMBERSHIP RENEWAL	148.00	148.00
11/01/2013	79573	03154 DAPPER TIRE CO	#2 TIRE	130.06	130.06
11/01/2013	79574	02007 DIGITAL ENG'G SYSTEMS CORP	KIP ANNUAL MAINTENANCE RENEWAL	1,870.00	1,870.00
11/01/2013	79575	00307 FAIRWAY EQUIPMENT & SUPPLY	COGEN PARTS: FUEL SHUT OFF VALVE & ACTUA BALL VALVES & BUSHINGS FOR DIGESTER FERR	2,026.36 319.08	2,345.44
11/01/2013	79576	02656 FASTENAL COMPANY	GRINDERS FOR SHOP USE; GAUGES FOR STOCK SAFETY GLASSES CLEAR AND DARK LENS (PPE) EAR MUFF REPLACEMENT KITS (PPE - HEARING	223.38 136.66 25.09	385.13

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
11/01/2013	79577	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	70.00	70.00
11/01/2013	79578	06372 GOODLAND LANDSCAPE CONST	REFUND METER #64727111	519.80	519.80
11/01/2013	79579	03810 HALOGEN SOFTWARE, INC.	PERFORMANCE MGMT / ELMS / HOSTING SOFTWA	8,258.76	8,258.76
11/01/2013	79580	01517 HARRYS AUTO REPAIR INC	#4 SMOG INSPECTION	40.00	
			#7 SMOG INSPECTION	40.00	
			#18 SMOG CERTIFICATE	40.00	
			#20 SMOG CERTIFICATE	40.00	
			#21 SMOG CERTIFICATE	40.00	
			#35 SMOG INSPECTION	40.00	
			#62 SMOG INSPECTION	40.00	280.00
11/01/2013	79581	00388 HEATH'S WELDING SUPPLY	STAINLESS WIRE FOR SHOP WELDING	380.14	
			COMPRESSED OXYGEN	30.52	410.66
11/01/2013	79582	00401 HOME DEPOT	PTFE TAPE; SCRAPER	59.34	59.34
11/01/2013	79583	00425 INDUSTRIAL WIPER & SUPPLY IN	RAGS FOR THE SHOP	487.23	487.23
11/01/2013	79584	06378 IRONHOUSE SANITARY DISTRIC	2014 CC SCIENCE & ENGINEERING FAIR SPONS	300.00	300.00
11/01/2013	79585	00509 LIEBERT CASSIDY WHITMORE	GENERAL LEGAL FEES 09/13	2,872.50	2,872.50
11/01/2013	79586	03958 LIVERMORE AUTO GROUP	#38 SPARK PLUGS	133.68	
			#60 SPARK PLUGS AND HOSE	59.36	
			#60 CONNECTOR TO HOSE	20.78	
			#35 DOME LAMP LENS	4.53	218.35
11/01/2013	79587	06374 GERALD MARTIN	UB Refund Cst #00046634	160.54	160.54
11/01/2013	79588	05083 MCH ELECTRIC	REFUND METER #65352725	228.53	228.53
11/01/2013	79589	05314 MCK SERVICES INC	14-S015 MANHOLE & WATER VALVE ADJ FYE 20	28,597.10	28,597.10
11/01/2013	79590	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 10/6/13	1,050.00	1,050.00

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Date	Check #	Vendor	Description	Amount Paid	Check Total
11/01/2013	79591	04231 MSC INDUSTRIAL SUPPLY CO	REPLT PORTABLE PUMP TO DRAIN VAULTS	179.83	179.83
11/01/2013	79592	01776 MUTUAL OF OMAHA	11/13 - EE LIFE INSURANCE PREMIUMS	11,323.25	11,323.25
11/01/2013	79593	00589 NCL OF WISCONSIN, INC.	BOD STANDARD	24.24	24.24
11/01/2013	79594	04741 NORMAN WRIGHT MECH'L EQPT	REPLT EXHAUST FAN @ T.O. #1	855.65	855.65
11/01/2013	79595	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL DELIVERY 10	120.00	120.00
11/01/2013	79596	00620 P G & E	WWTP ELECTRICITY - SEPTEMBER 2013	32,707.88	
			PUMP STATION 300C ELEC - OCTOBER 2013	3,950.60	
			RESERVOIR R200 DERWA TANK 2 ELEC - OCTOB	16.32	36,674.80
11/01/2013	79597	04105 R&B COMPANY	2 12 MJ REGULAR GASKET F/DI	21.80	21.80
11/01/2013	79598	03442 RABBIT OFFICE AUTOMATION	OVERAGE USAGE COLOR COPIES 7/16 - 10/15/	646.27	646.27
11/01/2013	79599	00699 REDWOOD COAST PETROLEUM	MOBILGEAR OIL; CHEVRON OIL	4,339.16	
			RED DIESEL FOR 750 GEN SET	3,506.69	
			GASOLINE DELIVERY TO THE WWTP ON 10/8/13	2,253.07	10,098.92
11/01/2013	79600	05841 SABAH INTERNATIONAL, INC.	FIRE ALARM REGULATORY INSPECTION (DERWA/	960.00	960.00
11/01/2013	79601	00751 SCBA SAFETY CHECK, INC.	SCBA ANNUAL INSPECTION & EE RESPIRATOR F	1,002.00	1,002.00
11/01/2013	79602	06323 SOLINST CANADA LTD.	SAMPLING EQUIPMENT REPAIRS AND ACCESSORI	97.69	97.69
11/01/2013	79603	00596 SPRINT/NEXTEL	CELL PHONES SEPT 15 - OCT. 14, 2013	2,072.64	2,072.64
11/01/2013	79604	00847 THE IMPRINT WORKS	THE IMPRINT WORKS- RETIREMENT PLAQUE ENG	22.89	22.89
11/01/2013	79605	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	238.93	238.93
11/01/2013	79606	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE FOR THE WWTP ON 10/1	2,318.16	2,318.16
11/01/2013	79607	00933 VWR INTERNATIONAL, INC.	XL NITRILE GLOVES	191.73	
			LARGE NITRILE GLOVES	191.73	
			BARNSTEAD SANITATION SYRINGE	38.01	421.47

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11/01/2013	79608	02918 WALNUT CREEK FORD	VEHICLE REPAIRS TO #36	1,056.21	1,056.21
11/01/2013	79609	00966 WHITLEY BURCHETT & ASSOCIA	12-W021 FEASIBILITY STUDY PREP SEP 2013	7,505.50	7,505.50
11/01/2013	79610	00031 ALLIED PACKING & SUPPLY INC.	MECHANICAL SEALS (QTY 2) FOR P.S. 20A 13-P012: COGEN HEAT LOOP PUMPS (QTY 2)	3,126.12 15,465.66	18,591.78
11/01/2013	79611	01013 BARRETT BUSINESS SERVICES	J. TREBES: W/E 10/6/13 M. LEE: W/E 10/6/13 K. VONG: W/E 10/6/13 M. MULLER: W/E 10/6/13 M. ROBERSON: W/E 10/6/13 J. PHILIPPE: W/E 10/6/13 J. KAUFFMAN: W/E 10/6/13	204.80 640.00 652.80 714.24 819.20 1,024.00 1,107.20	5,162.24
11/01/2013	79612	03614 CAROLLO ENGINEERS	12-W006 TO OC-1 6/1/13-6/30/13 13-P007 TO OC-3 8/1/13-8/31/13 13-P007 TO OC-3 7/1/13-7/31/13 12-W006 TO OC-1 8/1/13-8/31/13 620C520 TO OC-9 7/1/13-7/31/13 12-W006 TO OC-1 7/1/13-7/31/13 13-P007 TO OC-3 6/1/13-6/30/13 620C520 TO OC-9 CREDIT PUMP CAPACITY ISS	20,604.03 14,763.25 6,801.80 6,234.00 4,777.75 3,534.55 360.30 -2,211.00	54,864.68
11/01/2013	79613	05875 BRETT CASTELLO	CASTELLO REIMB EXPENSES FOR MISAC CONF 1	94.47	94.47
11/01/2013	79614	00319 FISHER SCIENTIFIC	HYDROXYLAMINE HCL	141.61	141.61
11/01/2013	79615	04424 GRAYBAR ELECTRIC COMPANY	FLUORESCENT LAMPS; BALLAST REPLT BATTERY FLUKE REPLT TOOL TIP; CO-GEN LIGHTING MATERIAL	328.08 111.58 98.38	538.04
11/01/2013	79616	00386 HDR ENGINEERING INC.	LOCAL LIMITS STUDY TO NO. 1 8/25/13-9/28	971.82	971.82
11/01/2013	79617	00439 IUOE LOCAL 39	LOCAL 39 UNION DUES: PAYMENT	4,336.34	4,336.34

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Date	Check #	Vendor	Description	Amount Paid	Check Total
11/01/2013	79618	00456 MARK JOHNSTON	JOHNSTON REIMB EXPENSE AT CWEA NORTHERN	5.00	5.00
11/01/2013	79619	00525 RAQUEL MADARANG	MADARANGE REIMB EXP FOR TRI VALLEY EMERG	42.02	42.02
11/01/2013	79620	00608 OFFICE TEAM	TEMP SVCS W/E 10/11/13 - MONTAGUE TEMP SVCS W/E 10/18/13 - MONTAGUE	890.63 837.19	1,727.82
11/01/2013	79621	01078 STEFANIE OLSON	OLSON - ABPA 2014 MEMBERSHIP RENEWAL	60.00	60.00
11/01/2013	79622	00730 NATALIE RUSSO	RUSSO REIMB EXP FOR 10/23 TEAM BUILDING	46.18	46.18
11/01/2013	79623	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	944.76	944.76
11/01/2013	79624	01516 TREPPA, BOB	TREPPA REIMB EXP AT MISAC ANNUAL CONFERE	112.10	112.10
11/01/2013	79625	05127 VISION SERVICE PLAN - CA (VSF	NOVEMBER 2013 - VISION	2,428.70	2,428.70
11/01/2013	83413422	00558 IRS - PAYROLL TAXES	STD PMT L. MARTIN TAX - CHK DATE 10/28/2	67.91	67.91
11/01/2013	608110113	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	65.00	65.00
11/04/2013	7929	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	380.30	380.30
11/04/2013	11042013	03718 HR SIMPLIFIED	2013 POS/DCA/FSA	1,072.50	1,072.50
11/04/2013	26678056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	60.00	60.00
11/04/2013	75506315	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	419.07	419.07
11/04/2013	607110413	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	55,649.84	55,649.84
11/04/2013	1000359041	00494 PERS	RETIREMENT: PAYMENT	44,901.39	44,901.39
11/05/2013	55093056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	29,762.14	29,762.14
11/05/2013	905377899	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	132,840.89	132,840.89
11/07/2013	79626	00710 AAI TERMITE & PEST CONTROL I	10653 DUBLIN BLVD PC RODENT SERVICE & IN LAWWMA: TERMITE & PEST CONTROL OCT '13 PC RODENT SERVICE & INSPECTION AT FOD	45.00 72.00 45.00	162.00
11/07/2013	79627	03460 ACCO ENGINEERED SYSTEMS II	DERWA: UV BUILDING AC-3 METERING DEVICE	2,363.00	2,363.00

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11/07/2013	79628	01013 BARRETT BUSINESS SERVICES	M. ROBERSON: W/E 10/13/13	1,024.00	
			J. PHILIPPE: W/E 10/13/13	934.40	
			M. LEE: W/E 10/13/13	768.00	
			M. MULLER: W/E 10/13/13	725.76	
			P. MENDOZA: W/E 10/13/13	449.28	
			J. TREBES: W/E 10/13/13	409.60	
			K. VONG: W/E 10/18/13	396.80	4,707.84
11/07/2013	79629	03614 CAROLLO ENGINEERS	14-P019 TO OC-4 9/1/13-9/30/13	14,526.73	
			13-P007 TO OC-3 9/1/13-9/30/13	5,568.38	
			620C520 TO OC-9 8/1/13-9/30/13	4,432.75	
			12-W021 TITLE XVI FEASIBILITY STUDY TECH	3,706.45	
			12-W006 TO OC-1 9/1/13-9/30/13	129.45	28,363.76
11/07/2013	79630	01494 DOC BAILEY CONST EQUIP INC	REPAIR TO #16 BOOM TRUCK L.S.I.	1,714.16	1,714.16
11/07/2013	79631	00299 ENVIRONMENTAL RESOURCE A	PT SAMPLE BORON, VOLATILES	398.35	398.35
11/07/2013	79632	04424 GRAYBAR ELECTRIC COMPANY	REPLT LIGHTING BALLAST @ BLDG A	207.92	
			ELECTRICAL SUPPLIES	188.59	
			GENERAL ELECTRICAL STOCK MATERIALS	131.88	528.39
11/07/2013	79633	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS OCT. 13	2,269.17	2,269.17
11/07/2013	79634	00473 KEMIRA WATER SOLUTIONS INC	DERWA PAX-XL8 (POLYALUMINUM CHLORIDE) ON	13,345.69	13,345.69
11/07/2013	79635	03623 GARRY LEE	LEE REIMBURSE EXPENSES FOR DAVE REQUA RE	350.64	350.64
11/07/2013	79636	01078 STEFANIE OLSON	OLSON REIMB EXP AT CWEA SEMINAR 09/19	93.04	
			OSLON REIMB EXP AT AWWA FALL CONF. 10/03	82.61	
			OLSON REIMB VARIOUS EXP THRU 10/02/2013	60.89	
			OLSON REIMB EXP AT RED CROSS CLASS 10/18	29.01	265.55
11/07/2013	79637	01125 KAREN VADEN	VADEN REIMB EXP FOR RETIREMENT SEMINAR 0	109.86	
			VADEN REIMB EXPENSES AT BAY AREA FINANCE	27.58	137.44

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11/07/2013	79638	05490 JESSIE VALDEZ	VALDEZ REIMB EXP AT APA YEAR END CLASS 1	53.73	53.73
11/07/2013	79639	03035 ALPHA ANALYTICAL LABS INC	SAMPLE ANALYSES	123.00	123.00
11/07/2013	79640	01076 ALSCO INC	WWTP TOWEL SERVICE: OCT '13 FOD TOWEL SERVICE: OCT '13	304.00 162.25	466.25
11/07/2013	79641	01954 ANDERSON'S UNIFORMS	F. KELLY: UNIFORM ITEMS J. HENDRYX: UNIFORM ITEMS L. RIDDLE: UNIFORM ITEMS	265.67 223.18 150.09	638.94
11/07/2013	79642	06349 ARCSINE ENGINEERING	09-6101 TO NO. 1 SERVICES THRU 9/30/13	100,869.76	100,869.76
11/07/2013	79643	00058 ARROWHEAD MOUNTAIN SPRING	WATER FOR THE LAB	24.84	24.84
11/07/2013	79644	06211 ASSOCIATED SERVICES CO.	OPS DEPT HOT BEVERAGE SERVICE - DECANTER	6.93	6.93
11/07/2013	79645	02217 BSK ASSOCIATES	UCMR3 TESTING SE2 SAMPLE ANALYSES	1,005.00 640.00	1,645.00
11/07/2013	79646	00105 CAL-STEAM	BALL VALVE FOR BRINE LINE	30.59	30.59
11/07/2013	79647	05821 CASTRO VALLEY SANITARY DISTRICT	SPECIAL DISCHARGE PERMIT NO. 0767 RENEWA	462.00	462.00
11/07/2013	79648	01167 CITY OF DUBLIN	DUPLICATE AR PAYMENT ACCT# 0371 - RECPT#	183.15	183.15
11/07/2013	79649	04820 COASTAL IGNITION & CONTROL	COGEN CATALYST ELEMENTS: (2) DC74 & (2)	10,271.98	10,271.98
11/07/2013	79650	05839 EUROFINS EATON ANALYTICAL	SILICA FOR BARNSTEAD WATER	50.00	50.00
11/07/2013	79651	02656 FASTENAL COMPANY	GRINDING DISCS FOR WELD SHOP	246.34	246.34
11/07/2013	79652	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES OCT '13 WWTP: OVERNIGHT DELIVERY CHARGES OCT '13	33.33 19.23	52.56
11/07/2013	79653	06320 FORDERER	T.O. #5: LABOR & INSTALLATION OF LOUVERS	2,444.01	2,444.01
11/07/2013	79654	00352 GOLDEN STATE FLOW MEASUREMENT	GSFM 972 ENDPOINTS FOR AMI INSTALL GSFM ENDPOINTS FOR EXPANSION AMI INSTALLATION	135,613.44 69,042.78 20,627.50	225,283.72

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11/07/2013	79655	00368 HACH COMPANY	PROBES, CONTROLLER, POLE MOUNTS & DIGITA	7,004.29	7,004.29
11/07/2013	79656	06196 HDSWW - UNION CITY CA	MISC PARTS	1,421.53	1,421.53
11/07/2013	79657	00388 HEATH'S WELDING SUPPLY	HELIUM (3) LPG FOR SHOP USE	206.01 150.42	356.43
11/07/2013	79658	05676 ICON ENVIRONMENTAL SRVS, IN	TRANSPORT CHARGE: PICKUP, DUMP & RETURN	1,045.00	1,045.00
11/07/2013	79659	06384 KBA DOCUSYS	HR FAX MACHINE TONER	197.92	197.92
11/07/2013	79660	01282 KELLY SERVICES, INC.	C. BARRAGAN: W/E 10/13/13 C. BARRAGAN: W/E 9/29/13 C. BARRAGAN: W/E 10/06/13	979.20 918.00 783.36	2,680.56
11/07/2013	79661	03958 LIVERMORE AUTO GROUP	#93 BRAKES	145.28	145.28
11/07/2013	79662	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 10/13/13	960.00	960.00
11/07/2013	79663	02437 MULTIPLEX INFORMATION SVCS	MULTIPLEX INFORMATION SERVICES, INC. - R	137.57	137.57
11/07/2013	79664	04796 NAPA AUTO PARTS	DEGREASER FOR MECHANICAL SHOP	258.94	258.94
11/07/2013	79665	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL DELIVERY 10	97.00	97.00
11/07/2013	79666	00619 ORCHARD SUPPLY HARDWARE	FITTINGS FOR LAVWMA FLOW TEST FITTINGS FOR LAVWMA TEST HARDWARE FOR HOSE REEL @ SLSS	54.96 25.57 9.79	90.32
11/07/2013	79667	00620 P G & E	LAVWMA PS FEEDER A OCT '13 LAVWMA PS FEEDER B OCT '13 PUMP STATION 300B ELEC - OCTOBER 2013 PUMP STATION R200A ELEC - OCTOBER 2013 PUMP STATION 30A ELEC - OCTOBER 2013 PUMP STATION 4A ELEC - OCTOBER 2013 PUMP STATION R300B ELEC - OCTOBER 2013 TO NO. 4; RES 3B W/PS 4B ELEC - SEPT 201	54,121.76 26,199.67 8,413.43 4,022.77 3,662.79 1,526.31 1,112.43 167.70	

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			RESERVOIR R100 ELEC - OCTOBER 2013	19.21	
			ALAMO TRUNK SEWER ELEC - OCTOBER 2013	15.94	
			JOHNSON DRIVE STREETScape ELEC - OCTOBER	12.75	99,274.76
11/07/2013	79668	04211 PLATT ELECTRIC SUPPLY	WEST SIDE PUMP STATIONS: SPARE ELEC MOTO	3,595.41	
			BREAKER FOR CO-GEN HMI PANEL	35.12	3,630.53
11/07/2013	79669	04951 PLEASANTON TRUCKING	TRUCKING VULCAN MATERIALS TO FOD CAMP PA	359.26	359.26
11/07/2013	79670	05543 ADMINISTRATORS (PBIA) PREFE	NOVEMBER 2013 - DENTAL	22,480.11	22,480.11
11/07/2013	79671	00696 RED WING SHOE STORE	RBAKER: FY2014 SAFETY SHOES	200.00	200.00
11/07/2013	79672	00699 REDWOOD COAST PETROLEUM	COGEN OIL	6,073.21	
			GASOLINE DELIVERY TO THE WWTP ON 10/17/1	1,526.63	7,599.84
11/07/2013	79673	00731 RYAN HERCO PRODUCTS CORP	REPLT PNEUMATECH AUTO DRAIN VALVE FOR FU	1,056.79	1,056.79
11/07/2013	79674	02125 SEEVER & SONS TIRE	#63 TIRES	735.99	735.99
11/07/2013	79675	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT ON 10/03 &	672.77	672.77
11/07/2013	79676	00933 VWR INTERNATIONAL, INC.	CHEMICALS & SUPPLIES	58.16	58.16
11/07/2013	79677	05785 WAUKESHA PEARCE INDUSTRIE	CO-GEN SPARE PARTS: THROTTLE FLAP	1,125.74	1,125.74
11/07/2013	79678	03149 WHITE CAP CONST SUPPLY	PAINTS AND FLAGS FOR WWTP USA MARKING	102.16	102.16
11/07/2013	79679	05541 WINZER CORPORATION	JANITORIAL SUPPLIES	1,438.91	1,438.91
11/07/2013	79680	00987 ZONE 7 WATER AGENCY	CONTRACT O&M	3,049.26	3,049.26
11/07/2013	1000359047	01111 CALPERS	NOVEMBER 2013 - ER CODE 0740 & 7316	170,971.36	170,971.36
11/08/2013	79681	03536 U S BANK/ CORP PMT SYSTEMS	ARMA - 2013 CONFERENCE-REGISTRATION-HATF	1,199.00	
			PRINTING/POSTAGE NEIGHBORHOOD MEETING 10	934.17	
			LOCATOR TRAINING	885.00	
			DAVE REQUA RETIREMENT PARTY	792.00	
			BRAD KINNEY PRODUCTIONS-2013 EMP RECOG E	750.00	

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			REPAIR/MAINT ON BLDG D FIRE ALARM-06/11/	665.00	
			CSDA -REGISTRATION-2013 SPEC. DISTR LEAD	600.00	
			MISAC CONF HOTEL HYATT BTREPPA	534.45	
			CROW CANYON COUNTRY CLUB- 2013 EE RECOG	500.00	
			PORTABLE DO CALIBRATOR	479.59	
			MISAC CONF HOTEL HYATT B CASTELLO	402.45	
			ENGINEERING DEPT OFFSITE 9/24	391.34	
			GRIT FABRIC AND LOCK FOR DLD FARMER	370.49	
			QTY (1) FUSER FOR HP COLOR PRINTER IN EX	348.79	
			DERWA PARTS	333.54	
			USB-ARCNET ADAPTER FOR SCADA	309.39	
			ONLINE JOB POSTING (JR/ASST ENGINEER)	295.00	
			PIZZA FOR TRI-VALLEY EMERGENCY EXCERCISE	286.87	
			DERWA: REPLT SOLENOID VALVE FOR SURGE TA	285.65	
			STAPLER, COPY PAER, PACKAGING TAPE, ETC	279.49	
			OFFICE SUPPLIES:TONERS, BINDERS, FILE PO	275.15	
			ONLINE JOB POSTING (OPS CNTRL SYS SPEC)	275.00	
			ONLINE JOB POSTING (JR/ASST ENGINEER)	275.00	
			PRESSURE WASHER PUMP FOR REO SYSTEM ORT	269.84	
			COPY PAPER, LABELS, KEYPAD, ETC	266.58	
			ASCE MEMBERSHIP RENEWAL STEVE DELIGHT	265.00	
			ERGONOMIC CHAIR - J. RODRIGUEZ	250.69	
			LORI ROSE - RETIREMENT GIFT CARD	250.00	
			VENETIAN HOTEL - ONE NIGHT ARMA CONFEREN	245.28	
			HARD DRIVE FOR SCADA WORKSTATION	240.84	
			SOUTHWEST AIRLINES-2013 ARMA CONF-HATFIE	238.80	
			HAND WIPES FOD	217.96	
			STAPLER, CPY PAPER, COPY HOLDER, ETC	209.19	
			ONLINE JOB POSTING (OPS CNTRL SYS SPEC)	200.00	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			QTY (1) DELL P1914S 19" LCD FOR KATE	199.54	
			3 POWER INVERTERS	196.17	
			18V BAND SAW; 7.2-18V DEWALT BATTERY; 27	196.17	
			MATENDIDO: 2014 MEMBERSHIP RENEWAL	188.00	
			TONER FOR HR FAX MACHINE	177.91	
			HOTWIRE-CAR RENTAL-2013 ARMA CONF-HATFIE	166.36	
			UPS FOR RADIO ANTENNA IT FOD/WWTP COMMUN	163.49	
			INK CARTRIDGES, PAPER, REPORT COVERS.	163.24	
			OFFICE SUPPLIES:NOTE PADS, FOLDERS, PENC	162.26	
			SOUTHWEST AIRLINES TO ARMA CONF LAS VEGA	157.80	
			R.ROBLES CWEA MEMBERSHIP RENEWAL	148.00	
			CAR CHARGERS	146.03	
			#3 LIGHTING CONTROL	145.93	
			REPAIR & REPLT 18V & 36V NICD BATTERIES;	140.56	
			OFFICE SUPPLIES:PENS, PAPER, LUGGAGE TAG	128.61	
			D.WINTON CE HOURS	125.00	
			OFFICE SUPPLIES: TEA, FOLDERS, PENS, SPL	122.26	
			KHAW - NORTHERN SAFETY DAY ON 10/23/13	115.00	
			LLANTIN: REG FEE RE: 2013 NORTHERN SAFET	115.00	
			QTY (1) DELL LAPTOP BATTERY FOR EXECUTIV	112.26	
			DINNER FOR FOUR LUCITY CONFERENCE	110.00	
			KNOX PADLOCK FOR DLD SOUTH GATE	107.91	
			OSH TOOLS FOR FIELD STAFF	103.23	
			QTY (1) BUFFALO TECHNOLOGIES 2TB EXTERNA	99.27	
			MJOHNSTON: REG FEE RE: 2013 NORTHERN SAF	95.00	
			SHALLIDAY: REG FEE RE: 2013 NORTHERN SAF	95.00	
			BSMITH: REG FEE RE: 2013 NORTHERN SAFETY	95.00	
			TOOLS: CHISEL KIT; AIR HAMMER	89.88	
			MISC SUPPLIES	86.80	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			REPLT 36V NICD BATTERIES	86.50	
			HARD DRIVE FOR SECURITY VIDEO	74.31	
			FIBER OPTIC CABLE FOR ARCNET SCADA CONNE	70.25	
			S. OLSON - RED CROSS ADULT FIRST AID/CPR	70.00	
			SODA, WATER, SALAD TOPPING FOR TRI-VALL	69.88	
			MISC SUPPLIES FOR FOD	68.62	
			DUBLIN CHAMBER OF COMMERCE- LUNCHEON & T	60.00	
			ELE OUTLET PARTS	56.36	
			HAND CREAM FOR SHOP - PPE	54.73	
			IPHONE 5C GRIFFIN SURVIVIOR B	54.49	
			SAFETY HANGING SIGN FOR JANITORIAL USE	50.80	
			DVD - FIELD TESTING BACKFLOW PREVENTERS	49.10	
			MISC KEYS	42.51	
			(2) ROLLS STRETCH WRAP	42.22	
			BOARD GAVEL ENGRAVING	41.98	
			ETHERNET CARDS FOR SCADA WORKSTATIONS	41.22	
			FOD MOBILE HOME RENEWAL - 2014	40.00	
			Ipad Bag	38.14	
			PLEWS OILER; PLIER WIDE JAW; FILE HANDLE	37.02	
			250V FUSE FOR CATHODIC PROTECTION RECTIF	36.00	
			PRSA FORUM REGISTRATION (STEPHENSON)	35.00	
			NEW HIRE LUNCH WITH RBAKER	34.81	
			5PC NUT DRIVER; SOCKET ADAPTER; RACHETIN	34.67	
			LUNCH: IVY & BALLESTEROS FOR ECMS MTG AT	33.34	
			JP/NR ECMS MTG/LUNCH IN SANTA ROSA	32.72	
			MT DIABLO ARMA CHAPTER MEETING/TRAINING	31.05	
			TOM AND LATHI - LUNCH FOR ECMS PROJECT O	29.51	
			(25) FUSE FOR OPTO G4 POWER SUPPLY	28.57	
			MISC SUPPLIES	25.24	

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			MISC SUPPLIES	25.05	
			BAGELS & CREAM CHEESE FOR TRI-VALLEY EME	24.76	
			SALAD DRESSINGS & UTENSILS FOR TRI-VALLE	24.26	
			PARKING: CUWCC - BMP MEETING D. GALLAGHE	24.00	
			SAFEWAY - ECMS ADVISORY TEAM MEETING	21.48	
			TELEPHONE/ELECTRICAL EXTENSION	21.20	
			DONUTS FOR JOINT MAINT MEETING	20.00	
			PRO SUBSCRIPTION (OCTOBER 2013)	19.95	
			ADAPTER	19.61	
			QTY (1) 16GB SD MEMORY CARD FOR IT	19.54	
			BUSINESS EXPENSE	18.92	
			ENGINEERING OFFSITE	17.00	
			EL COQUI RESTAURANT - GENZALE- ECMS ADVI	16.36	
			PANERA BREAD - EA COMMITTEE LUNCH MTG.-	16.18	
			HVYDTY MULTI-BIT SCRW/NUT DRIVER SET	15.23	
			SAFEWAY - MEETING SUPPLIES	14.99	
			TVWRG MONTHLY MEETING	14.44	
			LAWSON ECMS MTG/LUNCH IN SANTA ROSA	13.15	
			C. HOFFMANN - PERS PAC RETIREMENT SEMINA	12.00	
			ICE FOR TRI-VALLEY EMERGENCY EXCERCISE	11.97	
			(100) 250 OHM RESISTORS FOR SIGNAL CONDI	9.98	
			POSTAGE FOR SENDING IRRIGATION CONTROLLE	7.25	
			SAFEWAY- SUPPLIES FOR BOARD/CMTE ITEM SU	6.00	
			TVWRG MONTHLY MEETING	5.08	
			MISC SUPPLIES	4.50	
			PANERA BREAD - EA COMMITTEE LUNCH MTG.-	4.18	
			Parking lot fee for Sonoma ECMS visit	3.00	
			CREDIT FOR RETURNED STAPLER	-17.39	
			CREDIT FOR INVOICE-PAID BY INVOICE & CAL	-54.70	

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			RETURN 2 POWER INVERTERS	-130.78	
			CREDIT FROM CWEA FOR EXTRA CHARGES ON 9-	-190.00	
			CREDIT FOR RETURNED MICRO TONER	-247.48	19,212.00
11/08/2013	81699092	00558 IRS - PAYROLL TAXES	STD PMT L. MARTIN TAX - CHK DATE 11/04/2	67.91	67.91
11/12/2013	11122013	03718 HR SIMPLIFIED	2013 POS	648.17	648.17
11/15/2013	79682	01013 BARRETT BUSINESS SERVICES	J. KAUFFMAN: W/E 10/20/13	1,126.40	
			J. PHILIPPE: W/E 10/20/13	1,024.00	
			M. ROBERSON: W/E 10/20/13	1,024.00	
			K. VONG: W/E 10/20/13	768.00	
			M. LEE: W/E 10/20/13	768.00	
			M. MULLER: W/E 10/20/13	725.76	
			P. MENDOZA: W/E 10/20/13	583.68	
			J. TREBES: W/E 10/20/13	409.60	
			P. MENDOZA: W/E 10/27/13	310.08	6,739.52
11/15/2013	79683	05359 BURKE, WILLIAMS & SORENSEN	GENERAL COUNSEL SVCS - SEPTEMBER 2013	3,979.04	3,979.04
11/15/2013	79684	01748 COMM. LEASING CORP. DBA DAT	SEPTEMBER 2013 MAINTENANCE DOC#82445 VOI	1,465.94	
			OCTOBER 2013 MAINTENANCE DOC# 84334 VOID	1,465.94	2,931.88
11/15/2013	79685	01748 COMM. LEASING CORP. DBA DAT	DATAMATIC MONTHLY MAINTENANCE	1,465.94	1,465.94
11/15/2013	79686	03985 NICOLE GENZALE	GENZALE REIMB EXP AT ARMA 10/27 - 10/30/	15.76	15.76
11/15/2013	79687	04424 GRAYBAR ELECTRIC COMPANY	REPLT SOLENOID VALVE AND REBUILT KITS FO	1,347.24	1,347.24
11/15/2013	79688	00473 KEMIRA WATER SOLUTIONS INC	FERROUS CHLORIDE ON 10/17/13	5,342.09	5,342.09
11/15/2013	79689	00478 FLORENCE KHAW	KHAW REIMB EXP AT CWEA NORTHERN SAFETY D	10.77	10.77
11/15/2013	79690	04594 MCCAMPBELL ANALYTICAL INC	LOCAL LIMITS STUDY SAMPLE 10/2/13	988.00	
			LOCAL LIMITS STUDY SAMPLE 10/9/13	780.00	1,768.00
11/15/2013	79691	01403 PRAXAIR DISTRIBUTION INC 186	CYLINDER RENTAL	53.94	53.94

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11/15/2013	79692	00685 R.S. HUGHES CO., INC.	WEIGHT FLAP DISC; 3M CLEAN & STRIP XT 3M ROLOC TR SC DISC	131.54 77.88	209.42
11/15/2013	79693	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	944.76	944.76
11/15/2013	79694	00762 TESTAMERICA LABORATORIES I	SAMPLE ANALYSES SAMPLE ANALYSES	45.00 25.00	70.00
11/15/2013	79695	00866 DUC-TRI (TROY) TO	TO CERTIFICATE REIMB CWEA LAB ANALYST	87.00	87.00
11/15/2013	79696	00937 W.W. GRAINGER, INC.	LAVWMA: CABLE FOR PUMP STATION BAR SCREE	110.75	110.75
11/15/2013	79697	01738 3T EQUIPMENT COMPANY INC.	CCTV CAMERA SERVICE & REPAIR	1,390.99	1,390.99
11/15/2013	79698	02326 ABPA	HAYES - ABPA MEMBERSHIP RENEWAL 2014	60.00	60.00
11/15/2013	79699	05872 ALL INDUSTRIAL ELECTRIC SUP	PUMP FOR ORT RE-ODORANT	569.63	569.63
11/15/2013	79700	05958 ALLIANCE WELDING SUPPLIES	CYLINDER RENTAL RETURN - LIQUID NITROGE	43.60	43.60
11/15/2013	79701	03035 ALPHA ANALYTICAL LABS INC	SAMPLE ANALYSES SAMPLE ANALYSES	206.00 123.00	329.00
11/15/2013	79702	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE- DO 107786 OCT. 2013	453.30	453.30
11/15/2013	79703	00052 ARAMARK UNIFORM SERVICES I	OCT 2013: WEEKLY FIRE RESISTANT UNIFORM	525.56	525.56
11/15/2013	79704	00622 AT&T	LAVWMA PS & SANLEANDRO DECHLOR STATION O	98.28	98.28
11/15/2013	79705	02217 BSK ASSOCIATES	SAMPLE ANALYSES SEMI ANNUAL SLUDGE TESTING 2013	480.00 72.25	552.25
11/15/2013	79706	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	194.16	194.16
11/15/2013	79707	00140 CENTRAL PETROLEUM MAINTEN	ST-38 ANNUAL PRESSURE DECAY TEST	375.00	375.00
11/15/2013	79708	01824 CHECKERS CATERING	REFRESHMENTS FOR WWTP NEIGHBORHOOD MTG	345.48	345.48
11/15/2013	79709	01044 CLIPPER CONTROLS INC.	5800 REFRIGERATED SAMPLERS - 2	11,411.32	11,411.32
11/15/2013	79710	06107 COGENT COMMUNICATIONS INC	DUBLINSA00001 INTERENT SERVICE 11/01/201	2,300.00	2,300.00

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11/15/2013	79711	05196 COMCAST	BUSINESS TV BASIC 11/07/13-12/06/13	13.40	13.40
11/15/2013	79712	06244 DCM CONSULTING, INC.	12-P004 GEOTECHNICAL ENG'G SOUTHERN BORD	1,490.90	1,490.90
11/15/2013	79713	00237 DERWA	OCT 2013 OPER EXP - DSRSD SHARE	191,179.27	191,179.27
11/15/2013	79714	00271 EARL ISING INC.	DI EXCHANGE	364.65	364.65
11/15/2013	79715	00280 ECOWATER SYSTEMS	LAB WATER SOFTENER EXCHANGE TANKS NOV '1	201.20	201.20
11/15/2013	79716	00307 FAIRWAY EQUIPMENT & SUPPLY	COGEN PARTS: AMETEK BLOWER WITH MOTOR AS	2,146.61	2,146.61
11/15/2013	79717	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES NOV '13	31.76	
			WWTP: OVERNIGHT DELIVERY CHARGES: NOV '1	9.72	41.48
11/15/2013	79718	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	70.00	70.00
11/15/2013	79719	03800 FREEDLUN HYDROSEEDING	REFUND METER #65352724	478.58	478.58
11/15/2013	79720	00352 GOLDEN STATE FLOW MEASURE	GSFM AMI ENDPOINTS	203,420.16	
			GSFM AMI ENDPOINTS	67,806.72	
			AMI ENDPOINTS DELIVERED	67,806.72	
			AMI INSTALLATION	9,296.00	348,329.60
11/15/2013	79721	06391 HANA YOON COPRORATION	AR DUPLICATE PAYMENT ACCT# 0356 CHK#1032	75.00	75.00
11/15/2013	79722	06196 HDSWW - UNION CITY CA	MISC PARTS	888.16	888.16
11/15/2013	79723	01225 KAESER COMPRESSORS, INC	WWTP AIR COMPRESSORS: AIR DRYERS & FILTE	3,627.52	3,627.52
11/15/2013	79724	01282 KELLY SERVICES, INC.	C. BARRAGAN: W/E 10/20/13	954.72	
			F. SOLIS: W/E 10/06 & 10/13	426.24	
			F. SOLIS: W/E 10/20/13	426.24	1,807.20
11/15/2013	79725	05709 LESCURE COMPANY, INC.	12-P001 PP#2 UG DIESEL TANK REPLACEMENT	78,831.00	78,831.00
11/15/2013	79726	03958 LIVERMORE AUTO GROUP	#36 TRANS SENSOR	40.07	
			#91 RIVETS FOR DOOR HANDLE	3.49	43.56
11/15/2013	79727	02166 MAZE & ASSOCIATES	FYE 2013 AUDIT SERVICES - OCT	8,900.00	8,900.00

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11/15/2013	79728	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 10/20/13	1,050.00	1,050.00
11/15/2013	79729	04031 MORGAN BONANNO DEVELOPM	SEAL COAT STORAGE AREA AT BACK FLOW LEAK	725.00	725.00
11/15/2013	79730	04796 NAPA AUTO PARTS	PLANT AIR FILTERS	238.81	238.81
11/15/2013	79731	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY- BOD MAIL DELIVERY 10/	120.00	120.00
11/15/2013	79733	04211 PLATT ELECTRIC SUPPLY	12-W015: TRANSFORMER FOR FIXED BASE ANTE 12-W015: PULL BOXES FOR POWER SUPPLY	805.10 196.39	1,001.49
11/15/2013	79734	04211 PLATT ELECTRIC SUPPLY	COGEN - REPLT MAIN BREAKER LIGHTING PANE	423.33	423.33
11/15/2013	79735	00663 PLEASANTON GARBAGE SVC IN	TRANSPORT OF SOLIDS/GRIT SCREENINGS: OCT	3,512.53	3,512.53
11/15/2013	79736	04951 PLEASANTON TRUCKING	OFF HAUL-CAMP PARKS	6,968.75	6,968.75
11/15/2013	79737	00699 REDWOOD COAST PETROLEUM	GASOLINE DELIVERY TO THE WWTP ON 10/23/1	1,290.12	1,290.12
11/15/2013	79738	00721 ROCHESTER MIDLAND CORP	OCT 2013: HANDSFREE RESTROOM MONTHLY SRV	113.36	113.36
11/15/2013	79739	00825 SWRCB	FY 14 PERMIT (FAC ID 2 019129001)	24,200.00	24,200.00
11/15/2013	79740	05824 TJC AND ASSOCIATES, INC.	TJC & ASSOC	160.50	160.50
11/15/2013	79741	00903 UNITED RENTALS, INC.	SAW CONCRETE @ BLUE MITTON CT. 10-21-13	129.15	129.15
11/15/2013	79742	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	238.93	238.93
11/15/2013	79743	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE FOR THE WWTP ON 10/1 SODIUM HYPOCHLORITE FOR THE WWTP ON 10/2	2,334.34 2,318.62	4,652.96
11/15/2013	79744	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT ON 10/18 &	937.76	937.76
11/15/2013	79745	00924 VERIZON WIRELESS	ON-CALL OP'S CELL PH SVC 10/04 -11/03/13	623.72	623.72
11/15/2013	79746	00928 VINCENT ELEC MOTOR CO., INC	DERWA: REPLT MOTOR FOR CHLOROVAC PUMP	1,897.35	1,897.35
11/15/2013	79747	00933 VWR INTERNATIONAL, INC.	WATER BATH CONDUCTIVITY STD 1000UMHOS/CM CHEMICALS & SUPPLIES	1,330.00 18.46 -64.46	1,284.00

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11/15/2013	79748	02884 WEST VALLEY CONSTRUCTION	PAVING WORK FOR VARIOUS DUBLIN LOCATIONS	19,769.20	
			SERVICE LEAK REPAIR @ 6836 EDEN ST., DUB	7,839.60	
			REPAIRS AT VARIOUS DUBLIN LOCATIONS	1,512.50	29,121.30
11/15/2013	79749	03149 WHITE CAP CONST SUPPLY	RICE STRAW WATTLE FIBER ROLL; WOOD STAKE	310.62	310.62
11/15/2013	79750	00987 ZONE 7 WATER AGENCY	OCTOBER 2013 CONNECTION FEES	1,691,580.00	1,691,580.00
11/18/2013	7931	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	380.30	380.30
11/18/2013	607111813	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	44,200.84	44,200.84
11/18/2013	1000363381	00494 PERS	RETIREMENT: PAYMENT	44,981.91	44,981.91
11/19/2013	79751	00620 P G & E	WWTP ELECTRICITY - OCTOBER 2013	32,427.56	
			MISC PUMP STNS; DUBLIN LIFT STN - OCT 20	15,607.58	
			PUMP STATION 200A ELEC - OCTOBER 2013	8,911.55	
			DISTRICT OFFICE ELECTRICITY - OCTOBER 20	4,457.10	
			PUMP STATION R200B ELEC - OCTOBER 2013	4,239.57	
			PUMP STATION 2B ELEC - OCTOBER 2013	2,572.56	
			PUMP STATION R20 ELEC - NOV 2013	2,184.30	
			FSL AERATORS; LAB HVAC; FLEET - OCT 2013	2,156.04	
			PUMP STATION R300A ELEC - OCTOBER 2013	1,128.96	
			LAVWMA PIPELINE & LIVERMORE LINE OCT '13	448.84	
			DISTRICT OFFICE GAS SERVICE - OCTOBER 20	381.58	
			TO NO. 4; RES 3B W/PS 4B ELEC - OCT 2013	244.92	
			DO UTILITY BUILDING ELEC - OCTOBER 2013	148.93	
			PUMP STATION 10A ELEC - OCTOBER 2013	121.27	
			RESERVOIR 10B ELECTRICITY - NOV 2013	64.40	
			DO UTILITY BUILDING GAS SVC - OCTOBER 20	12.40	
			ALTITUDE VALVE (RES 10B) ELEC - NOV 2013	9.56	75,117.12
11/19/2013	11192013	03718 HR SIMPLIFIED	2013 POS/DCA/FSA	2,076.52	2,076.52

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11/19/2013	54536056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	21,701.39	21,701.39
11/19/2013	61168195	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	104,675.49	104,675.49
11/21/2013	79752	00710 AAI TERMITE & PEST CONTROL	LAWWMA: TERMITE & PEST CONTROL NOV '13	72.00	72.00
11/21/2013	79753	03460 ACCO ENGINEERED SYSTEMS II	MAINTENANCE SHOP AIR COMPRESSOR REPAIR	744.00	744.00
11/21/2013	79754	00031 ALLIED PACKING & SUPPLY INC.	MECHL SEAL FOR BOILER ROOM HOT WATER REC	357.06	357.06
11/21/2013	79755	00053 JOHN ARCHER	ARCHER REIMB EXP AT ACWD INTERVIEW PANEL	18.76	18.76
11/21/2013	79756	01013 BARRETT BUSINESS SERVICES	J. KAUFFMAN: W/E 10/13/13	1,126.40	
			J. KAUFFMAN: W/E 10/27/13	1,126.40	
			K. VONG: W/E 11/3/13	1,088.00	
			J. KAUFFMAN: W/E 11/3/13	1,068.80	
			J. PHILIPPE: W/E 10/27/13	1,024.00	
			J. PHILIPPE: W/E 11/3/13	1,024.00	
			M. ROBERSON: W/E 11/3/13	1,024.00	
			M. LEE: W/E 11/3/13	844.80	
			M. ROBERSON: W/E 10/27/13	819.20	
			M. MULLER: W/E 10/27/13	760.32	
			K. VONG: W/E 10/27/13	755.20	
			J. TREBES: W/E 11/3/13	691.20	
			M. LEE: W/E 10/27/13	691.20	
			J. TREBES: W/E 10/27/13	409.60	12,453.12
11/21/2013	79757	00216 DAIOHS U.S.A. INC.	HOT BEVERAGE @ DO - DECEMBER 2013	191.00	191.00
11/21/2013	79758	02457 ED CUMMINGS, INC.	CONSULTING FEES/EXPENSES - OCTOBER 13	4,396.75	
			Z7 SALT MGT PLAN	613.50	5,010.25
11/21/2013	79760	04691 EQUIFAX INFORMATION SVCS LI	EQUIFAX FOR RED FLAGS	414.68	414.68
11/21/2013	79761	03119 FERGUSON WATERWORKS INC	FERGUSON INSTALLATION	22,530.20	22,530.20

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11/21/2013	79762	03119 FERGUSON WATERWORKS INC	FERGUSON REGISTERS	8,843.17	8,843.17
11/21/2013	79763	04424 GRAYBAR ELECTRIC COMPANY	SPARE CONDUIT FOR IRRIGATION TRENCH BY W PARTS FOR FSL ELECTRICAL 05-3103: R.E. BUSHINGS FOR FSL VALVE REL STOCK ITEMS: BOXES FOR REMAINING CO-GEN 05-3103: COVERS FOR FSL VALVE CONDULETS	627.65 283.53 80.53 63.08 61.43	1,116.22
11/21/2013	79764	01242 INFO SEND, INC	INFOSEND BILL PRINT & MAIL	3,307.15	3,307.15
11/21/2013	79765	00473 KEMIRA WATER SOLUTIONS INC	FERROUS CHLORIDE DELIVERY ON 11/07/13	5,547.56	5,547.56
11/21/2013	79766	04529 LAI & ASSOCIATES, INC.	DSRSD ANALYTICAL TESTING 9-28-13 8660 BLOOMINGTON CT. FIELD DENSITY TESTI	1,497.94 562.20	2,060.14
11/21/2013	79767	01171 MCGUIRE & HESTER	620C520 PP#9 PUMP STATION 4B & WTR MN	96,245.54	96,245.54
11/21/2013	79768	00608 OFFICE TEAM	TEMP SVCS W/E 10/25/13 - MONTAGUE	374.06	374.06
11/21/2013	79769	04553 PACHECO BROTHERS GARDENI	MONTHLY LANDSCAPE MAINTENANCE NOV '13 BACKFLOW REPAIRS DO REPAIR: 3 LATERAL BREAKS DUE TO TREE DERWA: MONTHLY LANDSCAPE MTCE PS R200A N	2,490.00 1,305.00 235.75 115.00	4,145.75
11/21/2013	79770	01293 PK SAFETY SUPPLY	SAFETY GLASSES - PPE	137.34	137.34
11/21/2013	79771	01175 TANAKA DESIGN GROUP	12-P004 LANDSCAPE DESIGN SVCS THROUGH 9/	4,905.00	4,905.00
11/21/2013	79772	00762 TESTAMERICA LABORATORIES I	SAMPLE ANALYSES	185.00	185.00
11/21/2013	79773	01125 KAREN VADEN	VADEN REIMB EXP AT CAPPO CONF. 11/14/201	294.24	294.24
11/21/2013	79774	01738 3T EQUIPMENT COMPANY INC.	CCTV CAMERA SERVICE & REPAIR	1,073.32	1,073.32
11/21/2013	79775	00019 A-1 ENTERPRISES	LAVWMA: WEEKLY STREET SWEEPING OCT '13 WWTP: BI-MONTHLY STREET SWEEPING OCT '13	220.00 170.00	390.00
11/21/2013	79776	00009 ACWA	ASSOC OF CA WATER AGENCIES (ACWA)- 2014	23,446.50	23,446.50

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11/21/2013	79777	05968 AIS SPECIALTY PRODUCTS, INC.	OFF; CITRA POWER A; GRIME GOBBLER MD 2004; AMER-FOAM	629.69 535.47	1,165.16
11/21/2013	79778	05958 ALLIANCE WELDING SUPPLIES	LIQUID NITROGEN GAS TANKS MONTHLY RENTAL	95.40	95.40
11/21/2013	79779	06199 AMERICAN SERVICES OF CA, IN	14-P016: REPAIRS ON TANKS 1, 2 & 3 REPAIR OF FOAM FLASHING AT VENT	8,865.00 2,200.00	11,065.00
11/21/2013	79780	01954 ANDERSON'S UNIFORMS	R. BAKER: UNIFORM ITEMS D. LEONARDO: UNIFORM ITEMS S. HALLIDAY: UNIFORM ITEMS D. WINTON: UNIFORM ITEMS B. SMITH: UNIFORM ITEMS	624.79 312.50 247.16 241.71 110.36	1,536.52
11/21/2013	79781	00058 ARROWHEAD MOUNTAIN SPRING	OPS DEPT BOTTLED WATER OCT '13 WATER FOR THE LAB	206.14 83.05	289.19
11/21/2013	79782	06211 ASSOCIATED SERVICES CO.	OPS DEPT HOT BEVERAGE SERVICE NOV '13	237.95	237.95
11/21/2013	79783	00622 AT&T	LAVWMA PS PHONE & DSL NOV '13	167.86	167.86
11/21/2013	79784	03813 AT&T CONFERENCING	CONF CALL 10/10/2013	73.83	73.83
11/21/2013	79785	03056 BANK OF AMERICA	A/C 1218 - STMT 10/10/13-11/09/13	110.07	110.07
11/21/2013	79786	06176 BAY VALVE	07-3202: AUMA ACTUATOR AND INSTALLATION	8,557.81	8,557.81
11/21/2013	79787	00091 BOLD, POLISNER, MADDOW, NEI	MONTHLY LEGAL SERVICES - 10/13	11,432.09	11,432.09
11/21/2013	79788	00096 BROWN & CALDWELL	06-3103 TO NO. 1 8/23/13-10/24/13	825.89	825.89
11/21/2013	79789	00105 CAL-STEAM	PVC HD GREY CMNT 717; PVC CPVC PLUMBING 3 PVC S80 SXS 90 ELL FOR PLANT REPAIRS	98.48 50.16	148.64
11/21/2013	79790	00125 CAPITOL ENQUIRY, INC	CAPITOL ENQUIRY - PUBLICATIONS	39.37	39.37
11/21/2013	79791	01167 CITY OF DUBLIN	ENCROACHMENT PERMIT FOR 7760 GARDELLA DR ENCROACHMENT PERMIT 7933 IGLESIA DR. REP	544.00 544.00	

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			FIRE PERMIT FEE - DO	146.00	1,234.00
11/21/2013	79792	00157 CITY OF PLEASANTON	LAVWMA: POTABLE WATER OCT '13	137.58	137.58
11/21/2013	79793	01973 CROMER EQUIPMENT	#F011 FORK LIFT WWTP	225.39	225.39
11/21/2013	79794	00206 CSDA	CSDA (CALIF. SPECIAL DISTRS ASSOC) - 201	5,294.00	5,294.00
11/21/2013	79795	00212 CUMMINS WEST INC.	STOCK AIR FILTER	85.67	85.67
11/21/2013	79796	06137 CUSTOM CAD DESIGN INC.	620C620 AS BUILT DRAWINGS OCTOBER 2013	1,680.00	1,680.00
11/21/2013	79797	05126 DKF SOLUTIONS GROUP, LLC	MY SAFETY OFFICER - SUBSCRIPTION 11-13	350.00	350.00
11/21/2013	79798	00277 EBMUD	LAVWMA LEWELLING WTR & SWR NOV '13	113.11	113.11
11/21/2013	79799	00277 EBMUD	DECEMBER 2013 AUDIT/ACCT SVCS	100.51	100.51
11/21/2013	79800	00300 ENVIRONMENTAL SCIENCE ASS	RESTORATION MONITORING - OCTOBER 2013	1,636.41	1,636.41
11/21/2013	79801	00307 FAIRWAY EQUIPMENT & SUPPLY	REPLT TRANSFER PUMP FOR WATER DEPT CHEMI	898.26	
			PLUMBING SUPPLIES FOR CO-GEN FUEL LINE	57.60	955.86
11/21/2013	79802	03900 GARTON TRACTOR INC	DLD HARVESTING: TRACTOR RENTAL NOV '13	7,845.86	7,845.86
11/21/2013	79803	00352 GOLDEN STATE FLOW MEASURE	AMI ENDPOINTS DELIVERED	135,613.44	
			GSFM ENDPOINTS FOR AMI	135,613.44	
			GSFM INSTALLATION	20,617.00	
			GSFM INSTALLATION INV.	19,697.00	311,540.88
11/21/2013	79804	06196 HDSWW - UNION CITY CA	MISC PARTS & SUPPLIES	949.17	
			MISC PARTS	548.38	1,497.55
11/21/2013	79805	00401 HOME DEPOT	MATLS TO PAINT SHOP ROOF	89.12	89.12
11/21/2013	79806	00578 INNOVYZE, INC.	H2OMAP SEWER AND WATER HYRAULIC MODEL MA	2,000.00	2,000.00
11/21/2013	79807	05568 J. R. FILANC CONST. CO., INC.	06-3103 PP#8 DAFT REHAB PHASE 2	73,912.85	73,912.85
11/21/2013	79808	00468 KAMAN INDUSTRIAL TECHNOLO	COUPLIGN FOR FUEL SKID	127.21	127.21

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
11/21/2013	79809	06166 KBA	COPIERS UCC & LEASE 10/30-11/29/13	805.52	805.52
11/21/2013	79810	06166 KBA	COPIER FOD/ENGR/MAINT 10/1/13 - 10/31/13	471.49	471.49
11/21/2013	79811	01282 KELLY SERVICES, INC.	C. BARRAGAN: W/E 11/03/13	979.20	
			C. BARRAGAN: W/E 10/27/13	856.80	
			F. SOLIS: W/E 11/03/13	852.48	
			F. SOLIS: W/E 10/27/13	694.86	3,383.34
11/21/2013	79812	00474 KEN GRADY CO. INC.	ATI CHLORINE ANALYZER PARTS	1,577.64	1,577.64
11/21/2013	79813	03958 LIVERMORE AUTO GROUP	#37 COIL	66.05	66.05
11/21/2013	79814	03127 LUHDORFF & SCALMANINI	PROF SRVCS: GROUNDWATER MONITOR THRU 10/	583.75	583.75
11/21/2013	79815	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 10/27/13	900.00	
			A. MCCAFFERY: W/E 11/3/13	900.00	1,800.00
11/21/2013	79816	04060 MITEL LEASING	TELEPHONE EQ LEASE NOV. 2013	4,502.72	4,502.72
11/21/2013	79817	04231 MSC INDUSTRIAL SUPPLY CO	LOCKOUT DEVICES AND LOTO TAGS	236.10	
			SUPPLIES FOR WELD SHOP	148.63	
			LENS CLEANERS FOR SAFETY GLASSES	71.03	
			WATER COOLER - R. BAKER	17.94	473.70
11/21/2013	79818	04796 NAPA AUTO PARTS	STOCK FILTERS	139.16	
			02 SENSORS FOR COGEN ENGINES	94.72	
			TRANS FLUID FOR STOCK	55.20	
			STOCK FUEL FILTERS	44.67	
			#P12 RUPP PUMP FILTERS	22.33	
			#61 BRAKE SPRING KIT	8.02	364.10
11/21/2013	79819	04970 NCM ODOR CONTROL	SL-2000 ODOR COUNTERACTANT	2,422.41	2,422.41
11/21/2013	79820	00591 NEOPOST USA INC.	NEOPOST- MAINTENANCE CONTRACT & RENTAL F	2,020.52	2,020.52
11/21/2013	79821	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL DELIVERY 10	120.00	

Printed on: 11/25/2013 7:37AM

Dublin San Ramon Services District

From: 10/28/2013 To: 11/24/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			ONE HOUR DELIVERY-BOD MAIL DELIVERY 11/1	120.00	240.00
11/21/2013	79822	00620 P G & E	PUMP STATION 20B ELEC - OCTOBER 2013	11,996.18	11,996.18
11/21/2013	79823	06343 PLASTECO, INC.	FALLGUARD SKYLIGHT SCREENS (QTY 9)	2,745.24	2,745.24
11/21/2013	79824	03442 RABBIT OFFICE AUTOMATION	COPIER LEASE LAB/CUST SVC - NOV. 2013	440.36	440.36
11/21/2013	79825	01668 RAIN FOR RENT	HOSE RENTAL	2,324.40	2,324.40
11/21/2013	79826	00699 REDWOOD COAST PETROLEUM	GASOLINE DELIVERY TO THE WWTP ON 10/31/1	1,334.93	
			GASOLINE DELIVERY TO THE WWTP ON 11/5/13	877.03	2,211.96
11/21/2013	79827	04301 RESOURCE TRENDS, INC.	CONSULTING SERVICES - WORKSHOPS 10/16 &	8,393.00	8,393.00
11/21/2013	79828	05449 SAMBA HOLDINGS, INC.	DMV REPORTING FOR 10-13	170.13	170.13
11/21/2013	79829	02692 SELLTECH COMP PUMPS & ENG	COGEN: LABOR TO CLEAN 24" ELEMENT ~	1,800.00	1,800.00
11/21/2013	79830	01096 SHAPE INC	FLYGT SUBMERSIBLE PUMP	15,539.29	
			WWTP: BACK UP PUMP	3,001.83	18,541.12
11/21/2013	79831	02470 SHRED-IT	SHREDDING SERVICES NOVEMBER 2013	84.53	84.53
11/21/2013	79832	05601 SOUTHWEST VALVE, LLC	WWTP: 24" HYDRO FLAP GATE	3,243.49	3,243.49
11/21/2013	79833	00596 SPRINT/NEXTEL	CELL PHONES OCT 15 - NOV. 14, 2013	2,045.18	2,045.18
11/21/2013	79834	00825 SWRCB	NPDES ANNUAL PERMIT FEES FOR WWTP	85,706.00	
			SEWER COLLECTIONS SYSTEM ANNUAL PERMIT F	10,405.00	96,111.00
11/21/2013	79835	00829 T & T VALVE & INSTRUMENTS IN	FLAP VALVE FOR LAVWMA BASIN #3	318.18	318.18
11/21/2013	79836	02845 TYLER TECHNOLOGIES	EDEN SUPPORT - 2014 (MISC MODULES)	51,489.01	51,489.01
11/21/2013	79837	06129 DIRECTORATE RESOURCE MGM	OCT-DEC 13 EMERGENCY SVCS (FOD)	1,613.50	1,613.50
11/21/2013	79838	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE FOR THE WWTP ON 11/0	2,219.13	
			SODIUM HYPOCHLORITE FOR DERWA OPS ON 10/	2,077.50	4,296.63
11/21/2013	79839	00928 VINCENT ELEC MOTOR CO., INC	REPLT MOTOR FOR COOLING FAN MOTOR FOR RA	259.59	259.59

Check History Description Listing

Dublin San Ramon Services District

From: 10/28/2013 To: 11/24/2013

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
11/21/2013	79840	06210 VISION INTERNET	PROJECT PAYMENT 2 - WIREFRAME MILESTONE	7,851.00	7,851.00
11/21/2013	79841	00933 VWR INTERNATIONAL, INC.	COD VIAL, BIOINDICATOR	447.62	
			NEODISHER FLA, ACETIC ACID	342.47	
			FILTER PAPER	109.44	
			MERCURY STANDARD	30.32	
			CHEMICALS & SUPPLIES	26.64	
			CHEMICALS & SUPPLIES	14.33	970.82
11/21/2013	79842	02918 WALNUT CREEK FORD	#37 COILS	363.88	
			CORE RETURN CREDIT MEMO	-81.38	282.50
11/21/2013	79843	00943 WATER EDUCATION FOUNDATIO	WATER EDUCATION FOUNDATION - 2014 DUES	1,550.00	1,550.00
11/21/2013	79844	04489 WATER ENVIRONMENT FEDERA	2014 WEF MEMBERSHIP RENEWAL: D GALLAGHER	249.00	249.00
11/21/2013	79845	05785 WAUKESHA PEARCE INDUSTRIE	CO-GEN SPARE PARTS	15,365.22	
			RETURN: BFLY VALVE FROM INV 30103677	-935.81	14,429.41
11/22/2013	4761406	00558 IRS - PAYROLL TAXES	STD PMT C. THACH-DALLABETTA TAX - CHK DA	293.88	293.88

305 checks in this report

Total Checks: 4,880,256.65



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

Reference General Manager	Type of Action Discuss Policy	Board Meeting of December 17, 2013
Subject Discuss the Draft Board Correspondence Policy		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input checked="" type="checkbox"/> Other
REPORT:	<input checked="" 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 discuss and, by Consensus, if desired, provide direction to staff and the External Affairs Committee guidance as to how to finalize the policy for formal consideration.

Summary:

The District’s practice is to review each of its policies at least once in every four year period. The Board Correspondence policy was last reviewed and updated in June 2012 with an implicit understanding that it would be brought back to the Board after having a year’s experience working with the new policy. The policy was discussed by the Board in June 2013 and direction for revisions provided to staff and to the External Affairs Committee. That Committee subsequently met three times to discuss changes to the policy (at its meetings in June, October and November 2013).

At its last meeting the Committee essentially concluded its discussions but asked that the full Board be given an opportunity to weigh in before staff goes through the effort of “cleaning up” the policy for formal consideration by the Board.

Attachment 1 presents a “track changes” format of the proposed revisions to the policy. Attachment 2 presents a summary of the Board’s and the Committee’s deliberations to date as well as a disposition of the comments made.

Depending on the direction from the Board, the policy will either be calendared for a final discussion by the External Affairs Committee in January 2014 or put in final form by staff for formal Board consideration in that same time frame.

Committee Review			Legal Review	Staff Review		
COMMITTEE External Affairs	DATE Nov. 6, 2013	RECOMMENDATION Informational	Not Required	ORIGINATOR B. Michalczyk	DEPARTMENT Executive	REVIEWED BY
ATTACHMENTS <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. Proposed changes to policy 2. Summary of policy level discussions to date 3.			



POLICY

Dublin San Ramon Services District

Policy No.:	P100-12-2	Type of Policy:	Board Business
Policy Title:	Processing Board Correspondence		
Policy Description:	Provisions related to processing correspondence sent or received by the Board, Board Committees or individual Board Members		

Approval Date:		Last Review Date:	2012
Approval Resolution No.:		Next Review Date:	2017
Rescinded Resolution No.:	26-12	Rescinded Resolution Date:	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

1. All correspondence approved by the Board¹ 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. [Individual Board Members may send 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.](#)

¹ By action of the majority of the Board taken at a noticed Board meeting.

- ~~2.3. If said correspondence is to be on District letterhead, the correspondence shall be furnished to District staff in draft form. District staff shall distribute it to all Board Memmebres. If no Board Member objects within 24 hours the letter may be sent; if any Board Member objects the letter shall be agendized on an ensuing Board agenda for discussion by the full Board. 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.~~
- ~~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 District². 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.~~

Comment [BM1]: Will be moved to Board Guidelines

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, 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. This policy applies to correspondence formally approved by the Board.~~

² 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."

DSRSD Policy

Page 3 of 3

Policy No.: ~~P100-12-2~~

Policy Title: ~~Processing~~ Board Correspondence

~~3.~~ This policy ~~it does not apply to correspondence in any form whatsoever between or among Board Members and staff and/or General Counsel.~~

~~2.4.~~ 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 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.

~~3.5.~~ In the spirit of being open and transparent about the business of the District, Board Members are encouraged to shall report³ 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.

~~4.6.~~ While this policy does not directly apply to correspondence received by a Board Member that does not come 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, Board Members are encouraged to shall maintain all ~~Board, Board Committee or individual Board Member~~ correspondence they send or receive in a Board Member's possession 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.

~~5.7.~~ The General Manager shall develop comprehensive rules and procedures in furtherance of this policy.

H:\Board\12-17-13\Board Correspondence Policy\Attachment 1 - Board Correspondence Policy Revisions.docx

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

ATTACHMENT 2 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.

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.

Reference	Description	Disposition
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



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

Reference General Manager	Type of Action Discuss Policy	Board Meeting of December 17, 2013
Subject Discuss the Draft Guidelines for Conducting Dublin San Ramon Services District Business Policy		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input checked="" type="checkbox"/> Other
REPORT:	<input checked="" 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 discuss and, by Consensus, if desired, provide direction to staff and the External Affairs Committee guidance as to how to finalize the Guidelines for Conducting Dublin San Ramon Services District Business (“Guidelines”).

Summary:

The District’s practice is to review each of its policies at least once in every four year period; the Guidelines are operatively treated as a policy of the Board. The Guidelines were last revised by the Board in 2009. The Guidelines were discussed by the Board in June 2013 and direction for revisions provided to staff and to the External Affairs Committee. That Committee subsequently met three times to discuss changes to the Guidelines (at its meetings in June, October and November 2013).

At its last meeting the Committee essentially concluded its discussions but asked that the full Board be given an opportunity to weigh in before staff goes through the effort of “cleaning up” the Guidelines for formal consideration by the Board.

Attachment 1 presents a “track changes” format of the proposed revisions to the Guidelines. Attachment 2 presents a summary of the Board’s and the Committee’s deliberations to date as well as a disposition of the comments made.

Depending on the direction from the Board, the Guidelines will either be calendared for a final discussion by the External Affairs Committee in January 2014 or put in final form by staff for formal Board consideration in that same time frame.

Committee Review			Legal Review	Staff Review		
COMMITTEE External Affairs	DATE Nov. 6, 2013	RECOMMENDATION Informational	Not Required	ORIGINATOR B. Michalczyk	DEPARTMENT Executive	REVIEWED BY
ATTACHMENTS <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. Proposed changes to Guidelines 2. Summary of policy level discussions to date 3.			

BOARD GUIDELINES

~~Third~~ Second Edition

Revised 2014 ~~December 31, 2009~~

PURPOSE

Provide Directors with information that will assist them in carrying out their duties and responsibilities as elected public officials of the Dublin San Ramon Services District; and assist the public in understanding how the District's Board of Directors conducts its business.

First Edition 2005

Second Edition 2009

Third Edition 2014

Created by Executive Services Division

Designed, edited, and produced by Public Information Division

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Chapter 1 - Introduction

These *Guidelines for Conducting Board Business* (hereafter, “Guidelines”) describe the methods, means, customs, and practices that the Board of Directors (hereafter referred to as the “Board”) employs in exercising its authority, complying with various legal requirements, working with the public and Dublin San Ramon Services District (hereafter referred to as the “District”) staff, and otherwise conducting the District’s business.

The Board is the legislative body that governs the District, sets the District’s policies, hires its General Manager, appoints District officers, and is ultimately responsible and accountable to the people of the District. It exercises these powers pursuant to the Community Services District Law (*California Government Code*, section 61000 et seq.)

No individual member of the Board has any individual authority, since only the Board as a whole can exercise authority. Using authority provided in the Community Services District law or delegated by the Board, the General Manager is responsible for running the day-to-day business of the District and is accountable to the Board.

The roles, responsibilities, duties, and authority of the Board and individual Directors are explained more fully in the various sections of these Guidelines.

Chapter 2 - Board and Committee Meetings and Allowable Discussions

SIDEBAR

All Board meetings are open to the public and are subject to the provisions of state law called the *Ralph M. Brown Act* (hereafter referred to as the “Brown Act”), also known as the Open Meeting Law (*California Government Code*, section 54950 et seq.). With limited exceptions, all Board meetings must be publicly noticed in advance of the meeting in order to inform the public about the business of the District and to provide an opportunity for public participation.

BROWN ACT AND ROSENBERG’S RULES

The District’s Board meetings are conducted following the general guidelines of *Rosenberg’s Rules of Order: Simple Parliamentary Procedures for the 21st Century*, (League of California Cities 2003, Appendix A). These Guidelines can be especially helpful when the Board is discussing controversial issues.

TYPES OF BOARD MEETINGS

There are four main types of Board meetings: regular, special, adjourned, and emergency.

Regular Board Meetings

Most District business is conducted at regular Board meetings. The dates, times, and locations of regular Board meetings are established by resolution of the Board. Currently, regular Board meetings are held the first and third Tuesday of each month, beginning at 6:00 PM, in the District Boardroom located at 7051 Dublin Boulevard, Dublin, California. The agenda for regular Board meetings must be posted in a public place at least 72 hours prior to the meeting.

Special Board Meetings

Occasionally, special Board meetings are held for the purpose of discussing a special topic, for a workshop, or if it is necessary to hold a meeting at a time or date other than the regular Board meeting. Special Board meetings may be called at any time by the Board President or a majority of the Board. They may be held at a time and place desired by the Board but generally must be convened within the District’s service area. Written notice must be given to Directors, the media, and the public 24 hours in advance of a special Board meeting. The agenda for a special Board meeting must be posted in a public place at least 24 hours prior to the meeting.

Adjourned Board Meetings

After any regular or special Board meeting has been called to order, it may be adjourned by the Board to another date, time, and place if the business of that meeting has not been completed or if the Board’s deliberations would benefit from continuing the meeting at another

time or in another location. Also, if less than a quorum is present, the Directors who are present (or, if none are present, the Board Secretary) can adjourn the meeting to another date, time, and place.

Emergency Board Meetings

The Board may hold an Emergency Board Meeting when prompt action is necessary due to the disruption or threatened disruption of public facilities. There are two levels of emergency. An emergency is a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the Board. A meeting to deal with such a situation may be called on one hour's notice to the newspapers and media outlets that have requested notice of meetings. A dire emergency is a crippling disaster, mass destruction, terrorist act, or threatened terrorist act that poses peril so immediate and significant that the only requirement is that notice must be given to newspapers and media outlets that have requested notice of meetings at or near the time Directors are notified of the meeting.

Board Meetings Outside District Service Area

Regular or special meetings of the Board may be held at a District-owned facility outside the District's service area provided that the topics of the meeting are limited to items directly related to that facility. There are other limited times when a Board meeting may be held outside the District boundaries (examples include but are not limited to multi-agency meetings, meetings with legal counsel, or meetings to inspect real property). General Counsel should be consulted for the particular requirements related to these and other limited exceptions.

TYPES OF COMMITTEES AND COMMITTEE COMMUNICATION

SIDEBAR

Currently, the District has two types of Board committees, deliberative and liaison. Both are subject to the Brown Act. Although composed of only two members (less than a quorum), the committees are subject to the notice and open meeting provisions of the Brown Act, as they have a continuing subject matter jurisdiction.

Deliberative Committees

A deliberative committee is one with a particular subject matter jurisdiction. The Board establishes the committee's charter. The committee makes recommendations to the Board upon matters within its scope. Currently, the External Affairs, Finance, Personnel, Water, and Wastewater Committees are deliberative committees. A deliberative committee may deliberate and recommend changes in District policy or direction but may not itself create or change policy or direction. Although they have commonly been called technical committees, a more precise description is deliberative committees because these committees permissibly perform some of the deliberative functions of the Board, enabling the Board to better focus on the policy questions raised by the particular matter.

Liaison Committees

Liaison committees enable the Board to receive information from other agencies and to convey the Board's policy positions to those agencies. There are two types of liaison committees: traditional liaison committees (e.g., Board committees that meet with a subset of the members of the legislative bodies of the City of Dublin and Zone 7), and de facto liaison committees that represent the District on the Board of the Joint Powers Authorities (JPAs) with which the District is involved (e.g., DERWA and LAVWMA). Unless specifically charged by the Board with doing so, liaison committees do not deliberate or recommend changes to District policy.

Communications from Committees

To reduce the risk of communications that could result in impermissible deliberation or consensus-building, there are ground rules for communicating between different committees (or their respective members) through either the Board or the General Manager. (Note: the Board may only provide new policy direction to District staff or management via the General Manager.)

The Brown Act prohibits Directors from conducting District business outside Board or committee meetings. The normal definition of a meeting is the congregation of a majority of the members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body. However, it is possible to develop a collective consensus among a majority of the Board without three members being physically present at the same time and place. Effective in 2009, the Legislature amended the Brown Act to state that "a majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, direct or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body (*Government Code*, section 54952.2(b)(1)). The Brown Act does not impose an absolute prohibition on all discussion outside meetings that may involve a majority of Directors. This additional clarification took effect in 2009: "Paragraph (1) shall not be construed as preventing an employee or official of a local agency from engaging in separate conversations or communications outside of a meeting authorized by this chapter with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body" (*Government Code*, section 54952.2(b)(2)).

There are three basic ways to comply with the Brown Act while employing committees to address matters that do not fall within the jurisdiction of any of the current deliberative committees. Each alternative employs a different strategy to guard against improper deliberations or the development of a collective consensus in violation of the Brown Act. This does not diminish the importance of following the procedures regarding communication between committees discussed below.

- The first alternative is to ensure that no two committees consider the same policy matters. This is the reason for developing a mission statement within the charter of each committee.
- The second alternative entails creating a new committee specific to a major topic of importance as a separate deliberative committee and carving out the subject matter of the new committee from the existing deliberative committees. This approach avoids the same issue being addressed serially in more than one deliberative committee, so that three Directors would not have deliberated on the same topic except at a Board meeting. While this approach could sidestep many Brown Act issues, there may be practical difficulties in actually carrying it out, given possible interrelationships of the subject matter of a new committee with the traditional committees.
- The third alternative is to have a given subject handled in its entirety by the Board and thereby avoid any separate committee deliberations. This has been the District's past practice for certain labor negotiations and broad policy level issues (such as the District's position on groundwater injection).

OPEN VERSUS CLOSED SESSION DISCUSSIONS

Board and committee meetings can have open as well as closed session topics for discussion.

Open Session Discussions

The Board and its committees transact the vast majority of the public's business in open session. Open sessions are those portions of the Board or committee meetings that are open to the public, and at which the public can address the Board or committee and comment on any item of business being considered or on any matter within the Board's subject matter jurisdiction or the committee's charter that is not on the agenda.

SIDEBAR

Directors should remember that any form of communication between or among committees has the potential to result in impermissible deliberation or consensus-building outside noticed Board meetings. The most reliable way to avoid improper communication is to transmit information between committees only through the Board or through the General Manager. Deliberative committees must avoid deliberating on the same subjects. It is the responsibility of the General Manager to identify when this is happening, or could happen, and to take action.

Closed Session Discussions

In general, the Brown Act directs the District to conduct all of its business in public. However, the Board and its committees may also meet in closed session under a series of carefully defined exceptions to the Brown Act. Closed sessions are used when the public's interest could be adversely affected if the Board's or committee's discussion took place in public. Closed sessions are used to give direction to District negotiators for labor contracts with District

employees, and for the acquisition or disposal of real property. The Board and its committees may also meet in closed session to confer with legal counsel regarding claims or threats of litigation, initiation of litigation, or to discuss actual litigation in which the District is involved. Finally, the Board and its committees may meet in closed session when evaluating the performance of a public employee, when dealing with the hiring, dismissal, or discipline of a public employee; or with certain security matters.

SIDEBAR

Matters discussed in closed session are strictly confidential. Disclosure of information from a closed session may prejudicially impact District interests and can result in the possible censure by the Board of a Director who breaches the confidentiality requirement, or the issuance of an injunction against such conduct by a court.

To protect the confidentiality of information presented in closed session, staff will collect all written material distributed during the session at the end of the session.

Chapter 3 - The Board Meeting Agenda

SIDEBAR

The Board meeting agenda is an informational, decision-making, and management tool. It presents the issues under consideration and provides a brief general description of actions the Board will consider taking. The agenda is accompanied by a packet of supporting materials designed to aid decision-making by presenting in sufficient factual detail the issues and options which are to be used in the decision-making process. Typically, each item presented to the Board includes recommendations for specific actions.

The agenda of each Board meeting includes the elements described below.

Preamble

Whenever a meeting is recorded, and before the meeting is called to order, the District Secretary states for the record the date and time of the meeting and identifies the presiding Director.

Call to Order

The President of the Board shall strike the gavel and begin the Board meeting. In the absence of the President, the Vice President shall call the meeting to order. In the absence of both the President and Vice President, but with the presence of a quorum, the District Secretary shall call the meeting to order and as the first item of business facilitate the Board deciding by motion which Director will chair the meeting. If no such motion is passed, the District Secretary will administratively facilitate the meeting by calling for agenda items; the District Secretary shall not participate in any deliberations or considerations at the meeting

Pledge to the Flag

The person calling the meeting to order shall lead the Directors, staff, and public in the pledge of allegiance to the flag of the United States of America.

Roll Call, Determining and Maintaining a Quorum

The District Secretary calls the roll of the Directors and records the names of those present and those absent in the minutes of the meeting. If a Director enters the meeting late or departs early, these times also are recorded in the minutes. If a quorum of the Board (three Directors) is not present, no further proceedings or discussions may occur and the District Secretary announces that the meeting is adjourned for lack of a quorum.

The Board must maintain a quorum throughout the meeting in order to conduct business. However, the meeting may be adjourned with less than a quorum by those Directors who are present; if no Directors are present, the District Secretary can adjourn the meeting.

Special Announcements and Activities

During this section of the meeting, the General Manager or staff members designated by the General Manager address the Board with matters such as introducing a new District employee, acknowledging or giving a special award, or recognizing an event, local students, or dignitaries.

If neither the President nor Vice President is present, the District Secretary would at this point ask for a motion to name a President Pro-tem for that meeting. If the motion is made, seconded, and passed (requires a 3-0 vote) the Director so named presides over the meeting. If there is no such motion or second, or if the motion does not pass, the District Secretary presides over the meeting but cannot make motions or seconds, vote on any item, or enter into policy level deliberations and discussions.

Public Comment

At every Board meeting, members of the public are allowed to address the Board on any item of interest within the subject matter jurisdiction of the Board that is not already included on the posted agenda. The Board President asks anyone desiring to make public comments to fill out a speaker card with his/her name and address so that the minutes accurately reflect the speaker's identity and affiliation, and so that the District can contact the speaker if necessary. Members of the public who decline to provide a speaker card shall be allowed to address the Board. The President calls speakers to the lectern and asks them to identify themselves, announce their item, and address the Board. [The speaker may decline to identify themselves.](#) Public comments are limited, as noted on the agenda, to five minutes per speaker. Directors may ask clarifying questions but cannot take any action on, discuss, or debate the matters presented during the public comment period. Members of the public also may make a request to have an item placed on a future agenda during the public comment portion of the meeting. After considering such a request, the Board may provide direction to the General Manager [by motion, properly seconded and approved](#) regarding including that item on future Board or Committee agendas.

Reports by General Manager and Staff

The General Manager, General Counsel, or, at the General Manager's direction, District staff verbally report on upcoming events, recent occurrences, ~~correspondence sent to the Board~~, and informational matters that may have significance to the District.

Board Correspondence

An announcement will be made identifying all correspondence received by the District [as of the close of business on the day of the Board meeting](#) that is addressed or copied to the Board [or an individual Director \(correspondence addressed to a Board Committee is similarly reported to the appropriate Board Committee and is documented in the notes from that Committee meeting\)](#). The announcement informs the public what has been received and documents that all material sent to the Board has been transmitted to the Board. Generally, staff makes the announcement, but if Directors have received correspondence that has not been sent to staff, they [are encouraged to should](#) make a similar announcement. The announcement should identify the sender, the subject, the form of communication (letter, e-mail, etc.) and the date on the correspondence.

An announcement will also be made identifying all correspondence sent by the Board in accordance with the Board Correspondence Policy. If Directors have received correspondence that has not been sent to staff, they are encouraged to make a similar announcement.

All Board correspondence reported under this item (as well as all material first made available on any agenda item at the Board meeting) is maintained by the District in accordance with a Brown Act provision that took effect on July 1, 2008 (*Government Code*, section 54957.5). A binder containing this information is available for inspection by the public upon request.

Committee Reports

All Directors receive written summaries of recent deliberative committee meetings. These summaries are noted on agendas and are public records. Directors may, but are not required to, call attention to any item discussed in committee. A Director not on a committee may ask clarifying questions about a matter discussed at committee but must be cautious about discussing the matter before it is a properly noticed agenda item for the Board. Once presented to the Board the Committee notes are considered to be final.

Agenda Management

At this point in the meeting, a Director or the General Manager has an opportunity to propose rearranging the order of items on the agenda. The Board President will rearrange agenda items if the need should arise. For example, a closed session may be moved to an earlier time in a meeting, or a Board Business item may be moved ahead of another item due to some unusual circumstance or if audience members are present for a particular agenda item. With the advent of the District's recording of Board meetings, where possible closed session business should be transacted at the end of the meeting after all open session items have been handled. For the benefit of viewers of the recordings of the Board meetings, the Board President should announce that the Board meeting will continue while the Board is in closed session but the recording may terminate (if the closed session is held at the end of the meeting) and advise the viewers that they may contact the District secretary for any reports from closed session that may have been made.

Approval of Minutes

At each regular Board meeting, the Board receives draft summary minutes of recent regular and special Board meeting(s). The Board considers and approves each set of minutes by motion. Directors may suggest revisions. The Board then considers and may approve the proposed revision as part of the motion to approve the minutes, or they may take a separate action if the change being requested is complex or contentious. Directors may, but are not required to, vote on minutes of meetings they have not attended, based on their reading and consideration of the written minutes as drafted. The Board has the sole discretion to approve the contents and the format of the minutes.

Consent Calendar

Matters listed under the consent calendar are considered routine and generally are acted upon by one motion. Directors normally do not discuss consent calendar matters. Items may be removed from the consent calendar in three ways.

- If a Director has an unanswered question or concern about any of the items listed on the consent calendar, he/she must request that the matter be removed prior to a motion being made and approved. Any such request by a Director is automatically granted. When a Director wishes to pull an item from the consent calendar for discussion, it is helpful if he/she contacts the General Manager before the Board meeting to explain his/her concern. This enables staff to provide information that might be needed to further the Board's discussion.
- On occasion, the General Manager may request that the President remove an item from the consent calendar. Typically this occurs so staff can clarify for the record inaccuracies in the written material provided to the Board, to present new information that came to staff's attention subsequent to the preparation of the agenda, or for other similar administrative reasons.
- A member of the audience may also request that the Board remove an item from the consent calendar so that it may be discussed. Any such request must be made prior to the time the Board votes on the matter as part of the consent calendar. Any such request from a member of the public will only be granted if a Director agrees that the item should be removed from the consent calendar and makes a Director request. Nevertheless, any member of the public has a right to comment on any item on the consent calendar and if they desire to do so should make their request known to the District Secretary before the Board considers the consent calendar. The member of the public should identify what item they are commenting upon and proceed to make their comments. Such commenting does not automatically require that the Board remove the item from the consent calendar unless a Director so requests for discussion or a separate vote.

Once any item is removed from the consent calendar, the remaining items are considered and approved by a single motion. The removed items are then discussed and considered individually.

[The following are considered standing items for the consent calendar:](#)

- [Upcoming Board Calendar; and](#)
- [Report of Checks and Electronic Disbursements.](#)

Board Business

Board business is the section of the agenda where the Board considers and decides the more complex or significant matters of the District's business or conducts formal public hearings when required to do so by an applicable law or regulation. Some items require an action by the Board, others are informational. In some cases, the Board will discuss a matter without making a decision and refer the matter back to staff or a deliberative committee for further development. *See Chapter 4 - Transacting Board Business* for appropriate protocol.

Board Member Items

During this section of the meeting, Directors are invited to comment on their District-related activities or to suggest new ideas and concepts. At the direction of the President, and with the concurrence of at least one other Director, any new item that requires Board consideration shall be referred to a deliberative committee for development and discussion or will be calendared on a future Board agenda for further discussion by the Board. It is important that the Board not deliberate new ideas at this time nor render any decisions, as extensive discussions and/or decisions not noticed on the agenda would constitute a violation of the Brown Act. The Board may only discuss a new item for the following purposes: to allow understanding of what is being proposed; to enable District staff to understand the issue being raised; or to give direction to the General Manager.

Closed Sessions

Closed sessions usually are held at the end of the meeting.

Reports from Closed Sessions

Upon returning to open session, the Board President will announce any reportable action taken in closed session. Such reports are required by law.

Adjournment

The Board President will adjourn the meeting and announce the time of adjournment for the record. The meeting may be adjourned if there is less than a quorum present by action of those Directors who remain in attendance; if no Directors are present, the District Secretary may adjourn the meeting. Occasionally, meetings are adjourned in memory of a loved one or close friend of the District, or in honor of a significant event.

Chapter 4 - Transacting Board Business

TRANSACTIONING BUSINESS ON AN ITEM

Introducing an Item

The Board President announces each agenda item, referencing the item number and the nature of the matter.

Staff Presentation

The General Manager, or at the General Manager's direction, a staff member, summarizes the item being considered, including background, pertinent facts and details, analyses conducted by staff, and options available for the Board's consideration. On occasion, a consultant may assist the General Manager or staff in presenting an agenda item.

Staff Recommendation

The General Manager makes a recommendation on each action item. That recommendation is identified in the Summary and Recommendation and typically is stated at the conclusion of the staff report. The General Manager often delegates this responsibility to the Senior Managers.

Clarifying Questions

Directors ask questions of the presenter and offer general comments about the subject matter after the staff presentation. Questions and comments at this time are to clarify the matter and the recommendation. Debates or deliberations occur after public comment and after a motion has been made.

Committee Recommendation

If a deliberative committee has reviewed the matter, the outcome of its deliberation will be noted in the Summary and Recommendation included in the Board agenda packet. Should any of the Directors on the committee so desire, this is the time to state the Committee's recommendation and the reasons for it.

Public Comment

The Board President then opens up the meeting to the public for comment on the matter. The public must have an opportunity to comment on every agenda item. Sometimes this is done very formally through a public hearing. Other times, the President simply asks the audience if there are any comments. The President will ask speakers to fill out a speaker card¹ and to state their names, addresses (can be a business address), and affiliations for the record and for the benefit of others in the audience. If it is obvious that no potential speakers are present, there is no need to formally call for public comment. In the event the District has received written correspondence from the public on the matter after the publication of the agenda, that written correspondence will be presented to the Board at this time.²

¹ A person may not be denied the right to speak if he or she refuses to fill out a speaker card.

² Any written correspondence received on a matter before publication of the agenda will be included in the agenda packet.

SIDEBAR

Items presented for consideration at Board meetings are handled in a consistent manner to ensure that:

- Pertinent facts associated with a matter are presented not only for the benefit of the Board but also for the benefit of any member of the public who is present;
- Actions taken by the Board are properly approved; and
- The Board takes action only on items that are scheduled for action on the agenda. For example, the Board may discuss but may not take action on an item that is identified as being for Discussion and Information or as a Special Announcement.

Motion and Second

After public comment, a Board member may make a motion regarding the action to be taken on the item. The motion must be seconded before additional discussion, debate, or deliberation on the matter is permitted. No discussion may occur on a motion without a second. A motion fails if it does not receive a second.

Discussion

After a motion is properly made and seconded, the Board discusses the merits of the item in an attempt to reach a decision. During this time the Board may ask staff or the public additional questions or seek the advice of the General Manager and/or General Counsel. As deliberation by the Board ensues, the motion may be amended or withdrawn, or a substitute motion offered. These actions must follow the procedures adopted by the Board as noted in *Appendix A*.

Decision

When the Board President senses that discussion has run its course, or when a motion to call the question is properly made and seconded, the Board President calls for a vote on the motion on the floor. After hearing the results, the Board President announces the vote. Voting may be by voice or roll call, at the President's option.

MAJORITY VOTE REQUIRED

A majority vote is required for any action to be taken by the Board (i.e., there must be a minimum of three affirmative votes) regardless of how many Directors are present. This requirement is mandated by state law. In certain instances, a super-majority vote³ of the Board is required (e.g. to adopt a resolution of necessity to condemn real property or to add an emergency item to an agenda). In those cases General Counsel will provide guidance.

³ A vote that requires more than three votes for passage.

ACTIONS TAKEN BY THE BOARD

The Board of Directors approves items by:

- Motion
- Minute Order
- Resolution
- Ordinance

Motion

The Board uses a motion to submit a matter for action. A motion can be a parliamentary tool used by a member of the Board (plus another member who seconds the motion) to place a matter before the entire Board for its consideration. A motion also can be a legislative action used to authorize or approve action on simple matters that are routine in nature, such as providing direction to staff, communicating a District position, approving a task order, increasing a purchase order amount, or approving a proclamation. The minutes of the Board meeting document the Board's determination on these matters. A motion is always used to place a recommendation before the Board to authorize a minute order, approve a resolution, or adopt an ordinance.

Minute Order

A minute order formalizes an action taken by the Board for which a more formal resolution or ordinance is not required. The Board's decision is recorded in the minutes as evidence that an action did occur, and the minute order provides formal documentation of the action. A minute order memorializes approval of a project acceptance, authorizes execution of a notice of completion, and authorizes minor amendments to agreements. A minute order typically is used when a third party requires written evidence of a Board action. The District Secretary may prepare a minute order, as necessary, to reflect past action of the Board.

Resolutions

A resolution constitutes a more formal written expression of the will of the Board as the District's legislative body. Resolutions represent an official Board action and/or position taken on a particular issue that is considered to be more temporary in nature than an ordinance but for which a separate permanent record is needed. Resolutions preserve the history of the action taken in a separate official instrument in addition to documentation in the Board's minutes. A resolution becomes effective immediately and remains in effect until rescinded, cancelled, or superseded by the Board acting by means of a new resolution. Resolutions typically are used to adopt policies, approve agreements (e.g. master agreements, construction agreements, public facilities planning agreements, and transfer agreements), award contracts for materials or services, approve memoranda of understanding with bargaining groups, award pay for performance, and establish or amend job classifications. Resolutions, if properly written, can be used to change the rates and charges that the District imposes for the privilege of receiving service. Given the nuances of the law in this area, General Counsel should always be consulted to determine the proper instrument for approving rates and charges.

Ordinance

An ordinance is the most formal form of action that can be taken by the Board. Ordinances are used to establish the local laws that are within the District's power to enact and are applicable throughout the District. Ordinances may apply only to matters not covered by federal or state law. An ordinance is the authorizing instrument to change the District Code, which is a compilation of the rules and regulations of the District. Ordinances also may be used to set the District's rates and charges after consultation with General Counsel (see *Resolutions*, above). State law requires that some ordinances be published or posted. In some cases, a public hearing is required prior to consideration. An ordinance generally becomes effective 30 days after adoption unless it expressly provides otherwise. Ordinances remain in full force and effect until repealed, modified, or superseded by the Board in another ordinance, or by action of the voters through initiative or referendum. Everyone at the District, including the Board, is bound by the requirements of an ordinance (and the Code it establishes). Ordinances are the law of the District and must be enforced by staff, who have no discretion to act otherwise. Only the Board itself may waive, modify, or suspend an ordinance by the enactment of a subsequent ordinance. The only way to change an ordinance is to pass an ordinance that revises the original.

Chapter 5 - Preparation for Board Meetings

The Board agenda packet may include includes various pieces of information for any given item, as described below.

SUMMARY AND RECOMMENDATION

The Summary and Recommendation is a one-page summary of an item. Each item to be considered by the Board (including matters on the Consent Calendar as well as those listed as Board Business) will have a Summary and Recommendation. It includes the following information:

Title of Item

The title is a brief description that reveals the nature of the item. The title is the same on the Summary and Recommendation as on the agenda, and wording must comply with Brown Act requirements to provide a brief general description of the item. The title determines what action the Board is allowed to take or the nature of the information that the Board may receive. For example, if an item is identified on the agenda face sheet under “Recommended Action” as being for *Discussion* or for *Information*, the Board may not vote on that item at that meeting. This requirement ensures that the public is properly informed of what action the Board may take so they can decide whether or not to participate.

Presenter Information

This identifies which staff member or Director will present the item and the nature of the presentation (verbal, slides, etc.).

Anticipated Time

Staff estimates how long the Board will take to hear and transact the item. These estimates are intended help to manage time during a Board meeting but do not limit the actual time that the Board may spend on any item.

SIDEBAR

District staff prepares a detailed agenda packet summarizing the business to be transacted at a Board meeting. Agenda packets are delivered to Directors and are available to the public at that time, with allowances for copying time. Materials for the closed session portion of the agenda are not made available to the public. For regular meetings, agenda packets are prepared and delivered no later than Saturday of the week preceding the meeting because the Board meets on Tuesdays and 72 hours advance posting of the agenda for the public is required. Directors prepare for Board meetings by studying the agenda packet in detail in advance of the meeting.

Form of Action

The form of action (motion, minute order, resolution, or ordinance) required by the Board is noted.

Committee Review and Recommendation

If an item was reviewed by committee, the name of the committee, the date it last discussed the item, and its recommendation are noted as applicable.

Legal Counsel Review

When staff has received legal counsel's review and/or opinion related to an item, the Summary and Recommendation notes that fact.

Costs and Funding Source

The cost (known or estimated) associated with a recommended action is noted, along with its funding source. The Summary and Recommendation only notes the cost of the item being presented to the Board for decision. For example, if approval of a \$250,000 consulting agreement associated with a \$10 million project is being considered, the cost noted is \$250,000. When the Board certifies an Environmental Impact Report (EIR) on a \$5 million project, the cost shown on the Summary and Recommendation is \$0, as there is no additional cost to the District associated with the certification.

Recommendation

The General Manager's recommendation for action is presented at the top of the Summary and Recommendation. The recommendation is phrased in such a way so that, if a Director concurs, he /she may read or make specific reference to the recommendation when making a motion.

Summary

The balance of the Summary and Recommendation provides a short, general summary of the action being considered by the Board. Additional details are provided in staff reports or other documents.

Staff Reports

One or more staff reports may be included for an item if the Board needs more information than can be provided in the one-page Summary and Recommendation.

Action Document

The recommended action document (minute order, resolution, or ordinance) typically follows the Summary and Recommendation.

Reports

Reports (or their executive summaries) may be attached if they are needed for the Board to consider and deliberate.

Chapter 6 - Preparation for Committee Meetings

Committee meetings serve as venues for developing and deliberating issues before they reach the entire Board for consideration. A committee by itself can take no action; only the Board can take action. Committees may provide on-going guidance to staff so long as that guidance is consistent with the broad policy direction set by the Board.

As is done for Board meetings, District staff prepares a detailed agenda packet summarizing the business to be transacted at each committee meeting. The agenda packets are delivered to committee members and alternate members and are also made available to the public at that time.

SIDEBAR

Traditionally, the Board has established various committees based on specific subject matter to facilitate the Board's consideration of District business. Committee structure and membership are proposed by the Board President and confirmed by the Board. This is done every year in December when the new Board President assumes office. There is no legal requirement for the Board to form committees.

SCHEDULING AND ATTENDANCE

Standing committee meetings generally are scheduled monthly, quarterly, or annually depending on the needs of the District. Monthly committee meetings in particular occur on a fixed schedule (e.g., the Thursday following the first Board meeting of each month). Committee meetings generally occur during daytime work hours (from 8:00 AM through 5:00 PM).

It is recognized that many Directors are employed or conduct their own business during those hours and may have expected or unexpected conflicts in schedule between committee meetings and their own employment or business needs. It is also recognized that rescheduling committee meetings due to conflicts in Directors' schedules can make it difficult for the public to attend, can create scheduling difficulties for interested parties and consultants who are often present for discussion of an item, and can increase the workload for District staff.

In order to minimize these impacts while allowing flexibility in schedules for Directors the following principles should be kept in mind:

- The public has a right to easy, timely, and predictable access to the deliberations of the Board of Directors and its committees.
- The District shall schedule and hold committee meetings only when needed to conduct District business.
- To the greatest extent practical, committee meetings should be scheduled on a regular, predictable basis. Directors and staff should make a deliberate effort to attend committee meetings as scheduled.
- Often a Director or key staff member knows of an upcoming schedule conflict well in advance. Examples are planned business trips or vacations, ACWA or CASA conferences, or other activities in which the District has a business interest.

- Both Directors and staff have a responsibility to bring such conflicts in schedule to the attention of others affected so that a committee meeting can be rescheduled well in advance.
- Directors may, within the requirements of the Brown Act, attend a committee meeting via teleconference when they are unable to attend in person. Directors should make teleconferencing arrangements with staff well in advance and always before agendas are posted so that the requirements of the Brown Act are satisfied.

If a Director is unable to attend a committee meeting as scheduled, it is his/her responsibility to consider the following options in the following priority order:

1. Ask the alternate to attend the meeting.
2. Arrange for attendance at the meeting via teleconference.
3. Do not attend, recognizing that a committee meeting can be held with only one member.
4. As a last resort, rrequest rescheduling, realizing that this may impact the public, support personnel and consultants, and District staff. The other committee member must agree to the new schedule.

Guidelines for Cancelling Committee Meetings

In order to minimize the cost and administrative burden associated with preparing agendas for Committee meetings the following guidelines and process shall be employed to cancel Committee meetings:

- Committee meetings will be canceled if there is no business to be discussed;
- Committee meetings will be cancelled if the business that is to be conducted is judged by the General Manager to be routine and non-controversial;
- Committee meetings will be cancelled if the business that is to be conducted is not time sensitive and can wait until a subsequent committee meeting; and
- Committee meetings will be canceled if the agenda consists entirely of information items (in which case the information reports shall be transmitted to the Committee members)

Committee meetings will be canceled by proper notice posted in accordance with the Brown Act provided that District staff has notified the Committee members of a proposed cancellation and no Committee member objects within a 24 hour period. If a Committee member objects the Committee member should identify the item(s) that they would like to see placed on the agenda.

Posting

For regular meetings, the packets are prepared and posted on the Friday immediately preceding the week during which the committee meets. This is required for regular meetings

held on Monday afternoons and conservatively meets the posting requirements for meetings on any other day of the week. For regular meetings held on Monday mornings, the agenda is posted on the previous Thursday to meet the 72-hour posting requirement.

For special committee meetings, there is a 24-hour posting requirement. It is the District's administrative goal to post agendas for all special committee meetings on the Friday immediately preceding the week during which the committee meets or earlier, conservatively meeting the requirement. Occasionally, the need for a special committee meeting arises mid-week; in those cases, the agenda must be posted 24 hours in advance of the meeting.

In addition, a committee may, on a two-thirds vote (unanimous for a two-member committee), add an item to the agenda of that committee meeting if the need to discuss that item became known after publication of the agenda and if the committee members who are present determine that there is a need for immediate action.

Preparation

The agenda packets for each committee are delivered to the committee members and alternate members on Friday or Saturday of the week preceding the meeting (or as soon as possible for a committee meeting newly scheduled mid-week). The agenda packets are also made available to the public at the same time. Directors prepare for committee meetings by studying the agenda packet in detail in advance of the meeting.

If a Director has questions about the information in the packet, he or she should contact the General Manager for clarification or for further explanation. Committee business is transacted in the most complete, efficient, and effective manner when Directors have reviewed and understand the information and issues presented for consideration by the time they arrive at the committee meeting.

Format

Staff work on any given agenda item can be in various stages of completion at the time it is presented to the committee. Often the work is not in final form and the materials presented to the committee are less formal than those presented to the Board.

The material presented to a committee may be in the form of a final or draft Summary and Recommendation, a memorandum from the General Manager and/or District staff, executive summaries and/or excerpts from draft or final reports, simple tables, drawings, spreadsheets, PowerPoint presentations, or similar work.

Staff will continue to work on items after the committee agenda has been posted. As a result, District staff will often bring additional written material to a committee meeting so as to present the latest information about the topic.

On occasion, the agenda will note, "Material to be available at the committee meeting." This is only done when the work is not completed by the preceding Friday. District staff strives to avoid this approach, as it compromises a committee member's ability to prepare properly for the meeting.

Anticipated Time

Staff estimates how long the committee will take to hear and transact the item. These estimates are intended to help manage time during committee meetings but do not limit the actual time that the committee may spend on any item.

COMMITTEE RECOMMENDATIONS TO THE BOARD

A committee can make one of five recommendations to the Board: approval, disapproval, neutral, no recommendation, and informational.

- A recommendation to approve is given when the committee endorses the General Manager's recommendation or, alternatively, develops a recommendation of its own to present to the Board. In the latter case, both the General Manager's recommendation and that of the committee is presented to the Board.
- A recommendation to disapprove is less common and occurs when Board action is required on a matter (keeping in mind a committee cannot kill an item) or in those instances when the General Manager's recommendation differs from the consensus developed by a committee.
- A neutral recommendation occurs in those instances when a committee is split on a matter.
- No recommendation occurs when the committee specifically decides not to make a recommendation; in such instances, the committee's discussions, if any, are summarized for the Board.
- An informational recommendation is made when the committee desires input from the Board in order to complete its deliberation; in this instance the item is calendared for discussion only by the Board (no action) and subsequently returns to the committee for additional discussion and deliberation.

CHAPTER 7 - Effective Participation in Board Meetings

GROUND RULES FOR EFFECTIVE PARTICIPATION AT BOARD MEETINGS

The following ground rules apply to all Directors.

- Come to meetings prepared. Contact the General Manager ahead of any meeting if you have clarifying questions or need additional background. Many times your questions can be answered without taking up meeting time. Also, it helps staff to understand your concerns ahead of the meeting so they can be prepared with the information you need.
- During the meeting, express your thoughts and support them wherever possible with facts, figures, and references. Specifically identify your sources of information so as to establish their credibility with your colleagues. More specific statements are more persuasive to your colleagues on the Board than generalized statements. Examples: (a) "I spoke with _____, who is the President of the _____ Homeowners' Association and they would like the District to _____" is better than "The public thinks that we should do _____;" (b) "{Specific name} told me _____" is better than "I was told that _____;" (c) "{Specific organization} has a concern with _____" is better than "Everyone thinks that _____."
- Be creative. Innovative ideas supported by sound reasoning are welcome on complicated matters when the Board is attempting to arrive at a consensus.
- Take a positive approach. Keep an open mind. When a Director proposes an idea, look for the value in that idea.
- Be enthusiastic. Enthusiasm can be contagious!
- Stay on the subject. Don't introduce other agendas. Keep your comments brief but long enough to establish your points.
- When you don't understand what someone is saying, ask for clarification. Make criticism positive and constructive. Direct critical comments to the issues being discussed, not toward the person expressing the idea.
- Protect the rights of others to have their opinions and feelings heard. Encourage silent members to participate.
- Help the Board President when others take up outside issues. Interrupt gently and say, "We're getting a little off the subject here, maybe we should get back to our topic."
- Share your thoughts. Holding back when you have an idea robs the Board and staff of your knowledge and opinion and prevents further development of your idea. Have confidence in yourself and speak up.
- Protect ideas. Help the Board President set an atmosphere where people will feel comfortable expressing ideas even if they aren't perfect. When someone begins attacking another's idea, say, "That idea probably has faults, Fred, most ideas do. Let's just let ideas come out for now and evaluate them later."
- Attend and participate. Be on time and stay for the entire meeting. Advise the General Manager or District Secretary if you are unable to attend.
- Be an active listener. Be open-minded: listen and consider all points of view.

- At all times ask yourself, “What, right now, would help the Board move ahead and get this problem solved? What can I do to help the Board function more effectively? How can I help?”
- Always remember that civil discourse is one of the keys to effective communication.

OPTIONS TO IMPROVE PUBLISHED VIDEO RECORDINGS

The Board President carries a greater responsibility to make the meeting more understandable to the video audience. Examples of what the President can do include the following:

- When recognizing a Director’s right to speak, use the person’s name;
- When motions and seconds are made, announce who did so by name;
- When calling on staff to contribute to the discussion, call on them by name;
- When a presenter is not speaking into the microphone, politely stop them and ask them to start over and speak clearly into the microphone.;
- PowerPoint presentations are often shown on the west screen, which is not visible to the video audience. If the PowerPoint presentations are included in the Board agenda packets, when the item comes before the Board, the President should note where it can be found in the packet; and
- When a member of the public or a consultant is addressing the Board, strongly encourage them to do so from the lectern.

In addition, each Director and senior staff seated at the dais can help to make the meeting more understandable to the video audience by doing the following:

- Address one another by name;
- Lean forward and speak clearly into the microphone (even though the recording microphone is not tied to the sound system, the only way it collects sound is via the speakers. Therefore, it is critical for the microphone to capture your voice so it can amplify it and send it out through the speakers which enable the recording microphone to pick it up);
- Enunciate words and do not mumble;
- Maintain a level volume when speaking, do not lower the volume at the end of your thoughts or sentences;
- While it is good to maintain eye contact with the individuals you are addressing, be aware that when you turn your head away from the microphone, the listening audience may not hear what it is you are saying;
- Do not rock or swivel the chair when speaking;
- Do not rustle papers near the microphone;
- Do not speak on top of another speaker; and,
- Minimize sidebars because it is difficult for the audience to hear anyone when several people are speaking at the same time.

CHAPTER 8 - Placing an Item on the Board or Committee Agenda

SIDEBAR

Items on the Board agenda originate from a variety of sources: the General Manager, deliberative committees, Directors, and the public.

SOURCES OF ITEMS

Items Originating from the General Manager

Many items on the agenda originate with the General Manager and District staff. The following types of items are typical:

- Matters on which policy direction from the Board is required;
- Items with over-arching policy implications (e.g., labor negotiations, budgeting, strategic planning);
- Actions required by law (e.g., consolidation of District elections, amending a Conflict of Interest Code);
- Intermediate actions in the overall implementation of a Board-approved project or program (e.g., awarding construction contracts, considering an environmental review document);
- Discretionary decisions for which authority has not been delegated to the General Manager;
- Informational items to keep the Board current on a matter or to allow them to discuss the implications of continuing on a previously agreed course of action;
- Items with critical timing needs; or,
- Proclamations honoring special events or individuals.

Items Originating from a Board Committee

A Director may bring up a new item at a committee meeting. However, in such cases, the advance notice requirements of the Brown Act only allow the committee to decide to place such a matter on a future agenda; the matter cannot be discussed at the meeting at which it was first mentioned. Committee recommendations may be referred to the Board and may include items that are routine business, new ideas developed by that committee, or unusual matters.

Items Originating from or of Interest to a Director

Any Director may request that an item be placed on a future Board agenda during the Board Member Items portion of a Board meeting. If time allows, a committee may review the matter prior to discussion by the Board. The Director who originated the item contacts the General Manager to more fully explain the issue so that staff can prepare a Summary and Recommendation (which allows the Board to discuss the matter). The Director who placed the item on the agenda is cited as the reference and is expected to lead the discussion.

For any matter referred to or being discussed by a committee, the committee shall report its findings back to the Board and capture its deliberations in the notes prepared for the committee. If, after reviewing the notes prepared by the committee, a Director wishes to have a matter discussed by the full Board, he/she may state this request at a Board meeting or notify the General Manager. The General Manager shall then notify the committee of the Director's request and schedule the matter for discussion at the next reasonably available committee meeting. This process allows the committee to complete their work and respond to concerns raised. Following that committee meeting, the General Manager shall place the matter on the Board agenda for discussion at the next reasonably available Board meeting.

Items Originating from the Public

Members of the public may request to have an item placed on a future Board or committee agenda during the Public Comment portion of a Board or committee meeting. The Board or committee will considers such requests from of the public to have an item placed on a future agenda and if it desires and by motion properly seconded and approved direct provides direction to the the General Manager to do so. The Board may not discuss the matter brought up by the public at the same meeting at which it is first mentioned.

PLACING AN ITEM ON A COMMITTEE AGENDA

Committee agenda items originate from the General Manager or his or her staff, the Board, a Director, or a committee member. Items requested by a member of the public may be placed on a committee agenda if decided by the Board, the Committee or the General Manager.

For matters originated by staff, the General Manager determines whether committee review is required prior to placing the item on the Board agenda. The General Manager decides which committee reviews an item based on the nature of the item and the charter of each committee. The General Manager considers the following factors when deciding whether committee review is required.

- Is the matter routine or significant in nature?
- Is the item a minor step or a major decision point in the overall implementation of a Board-approved project or program?
- Does the matter involve an over-arching policy question for the District that needs Board involvement?
- Is it a non-controversial proclamation honoring special events or individuals?
- Is there a need for Board discussion prior to or in lieu of individual committee deliberations?
- Is there critical timing necessitating quick Board action?

The Board may refer an item to committee for consideration or further deliberations. This typically occurs when new matters are brought to the attention of the Board by a Director or by the public.

Finally, a committee member may contact the General Manager prior to the time a committee agenda is prepared and request that an item be placed on the committee agenda for discussion. Such requests are limited to those within the charter of that committee (e.g., an item

related to water conservation could be placed on the Water Committee but not on the Personnel Committee). The Director placing the item on the committee agenda is cited as the reference and is expected to lead the discussion on the matter.

ITEMS THAT DO NOT REQUIRE COMMITTEE REVIEW

The Board's system of standing deliberative committees that review matters within their subject matter jurisdiction is one way that the Board uses to efficiently conduct its business. It also creates opportunities for public involvement in Board deliberations in a less formal manner than at a Board meeting. However, there are several matters that do not require committee review, either because they are routine or because it is proper or legally required that only the full Board consider them. The following items may be placed directly on a Board agenda without committee review.

Administrative Matters

- Proclamations
- Warrant list
- Notifications (availability of ethics training, etc.)
- Board organizational matters (appointment of President or Vice President)
- Appointment of committee

Board Oversight

- Performance evaluations (General Manager, General Counsel, Treasurer, District Secretary)
- Mandated reports (e.g., the annual "\$100 list of expenses," annual aged receivables report)
- Consideration of conference attendance/day of service payments to a Director

Procedural Streamlining

- Second reading of an ordinance
- Rejection of routine claims
- Acceptance of projects
- Acceptance of developer improvements
- Intention to levy assessments in existing assessment districts (mandated notification step in anticipation of formal action later)
- Routine construction project awards (e.g., project approved, under budget, no bid irregularities, no contractor issues, no public concern)
- Items accomplished within previous direction given by Board (e.g., labor MOUs that conform to negotiating direction, revisions to items as previously directed by Board)
- Follow-up of items for action previously presented in workshops for discussion
- Any item with a critical timing need when a committee cannot be effectively scheduled

- Routine, non-controversial items that would constitute the sole business of a committee meeting can go directly to the Board (if no objection from a committee member upon that committee being so notified by the General Manager)

District-wide Matters

- Items with over-arching policy implications (e.g., budgeting, strategic planning)⁴
- [Items spanning the adopted Charter of two or more Committees](#)
- General informational items that keep the Board current on a matter or allow them to discuss the implications of continuing with a previously agreed upon course of action
- Presentations requested by the Board
- Actions required by law (e.g., consolidation of District elections, amending conflict of interest codes)

⁴ Individual components may go to a committee whose charter covers that area.

Matters that Must Be Considered only by the full Board to Protect the District's Interest

- Personnel appeals (that are before the Board and on which the Board must be unbiased and rule on the record before them)
- Environmental review documents where the administrative record must be developed in front of the entire Board

CHAPTER 9 - Director Roles and Duties

SIDEBAR

A successful Director clearly understands the role of the Board of Directors as a whole, as well as his or her role as an individual Director.

The Board of Directors

The Board of Directors is the legislative body that holds governing authority for the District and its roles and responsibilities are as follows:

- Establish policies, procedures, and regulations for District operations;
- Establish and oversee the District's finances and its budgets, programs, and performance;
- Provide the resources needed by management and staff to carry out District policy;
- Determine the mission of the District;
- Approve and ensure the implementation of the District's Strategic Plan and vision; and
- Appoint and evaluate the General Manager, General Counsel, Treasurer, and District Secretary (appointments and evaluations of the latter two positions are limited to the statutory duties prescribed by law for those offices).

Directors

Apart from his or her normal function as a part of the Board of Directors, each individual Director's roles and responsibilities are as follows:

- Function only as one member of the Board;
- Have no individual authority (other than ceremonial duties of the President and Vice President of the Board as described elsewhere);
- May not commit, nor represent that they can commit, the District to any policy, act, or expenditure; and
- Support decisions made by the Board.

Traits of Effective Directors

Directors most effectively represent the District when they do the following:

- Represent all constituents of the District, considering the viewpoints of everyone as they conduct the District's business;
- Attend all Board meetings and meetings of committees to which they are appointed; if a Director cannot attend, he or she should follow the process outlined in Chapter 6 – Preparation for Committee Meetings and notify the Board President (or the other committee member for committee meetings) and the General Manager as soon as possible;
- Are decisive, making and accepting a decision and moving on;
- Consider and set short-term and long-term policy;

- Support District policy, once decided;
- Ask the General Manager routine or clarifying questions ahead of the Board or committee meeting to avoid surprises and allow time for staff to prepare helpful answers;
- Ask the General Manager for supplemental information in advance of a Board or committee meeting to avoid potential Brown Act conflicts;
- Let staff administer and manage the District, provided that such actions are consistent with the policies set by the Board;
- Read Board and committee agenda packets and prepare for all meetings;
- Are a positive public face of the District;
- Are inquisitive;
- Are courageous about difficult decisions;
- Clearly communicate their positions and reasoning and do not leave colleagues and staff guessing;
- Think big picture;
- Manage conflict carefully and use civil discourse;
- Stay focused and efficient, using words carefully and concisely;
- Are creative about solving problems;
- Express optimism and open-mindedness;
- Offer respect and consideration to each other, staff, guests from other agencies, and the public;
- Work as a team;
- Are timely with attendance and communications; and
- Remain policy oriented and avoid focusing overly on operational details.

CHAPTER 10 - President and Vice President Roles and Duties

SIDEBAR

Traditionally, at the first Board meeting in December, the Board of Directors selects Directors for the offices of Board President and Vice President. District policy is that these positions rotate among members of the Board. The Board has adopted a separate policy regarding the annual election and rotation of Board officers.

Board President

The President has no additional powers beyond those of any other Director. The following are the roles and responsibilities of the Board President:

- Serve as presiding officer at all Board meetings;
- Maintain proper conduct of Board meetings:
 - Run effective and efficient meetings, including but not limited to ensuring appropriate opportunities for public participation and managing the time;
 - Keep the Board focused on the discussion at hand and true to its proper role and responsibility;
 - Avoid diversions from the agenda or disruptions in the conduct of District business;
 - Maintain proper and appropriate parliamentary procedure and agenda management (e.g. ensure that actions are taken with proper motions and seconds);
 - Acknowledge and diplomatically facilitate appropriate public participation in the activities of the Board; and
 - When necessary and appropriate, call a special Board meeting.
- Vote, discuss, and make motions the same as other members of the Board; however, the President will only rarely make motions and second motions;
- Allow the other Directors to complete their comments on an item before offering his or her own;
- Keep the meeting discussions focused on properly noticed agenda items and steadfastly move the Board toward making decisions;
- Sign various Board-approved documents on behalf of the Board;
- Propose for Board approval standing and ad-hoc committees considering the policy and business needs of the District ([see guidelines below](#));
- Propose the membership of each committee, including two regular members and one alternate for each committee, subject to approval by the Board;
- Act as official head of the District for ceremonial purposes; and
- Serve as the primary interface for the Board with the members of the media; though other Directors may be contacted by the press and may also discuss matters with them (when contacted by the media, a Director should inform the General Manager).

Vice President

The Vice President performs all duties of the President in the event of the President's absence.

GUIDELINES FOR ESTABLISHING COMMITTEES

Process

If the President so desires, the President's will propose a set of standing Board Committees at the start of their term as well as propose which Directors are to serve on which Committees. The traditional process for doing so is as follows:

1. At the meeting at which the President is elected, the President asks the Directors to let them know on which Committees they might be interested in serving;
2. At the following meeting, using the criteria below, the Board President proposes a set of standing committees and membership (including alternates) for each Committee;
3. The Board considers the President's proposal by Motion;
4. The Committee term begins January 1;
5. Once established, staff will work with each Committee to identify a schedule for standing Committee meetings;
6. At the first meeting of each Committee, that Committee will develop a Charter with the following elements:
 - Meeting time and place;
 - Committee Mission (staff will work with each Committee to ensure there is no overlap in Missions between or among Committees); and
 - Goals for the year; and
7. In early February, the Charters from each Committee are presented for the Board's consideration by Motion.

Criteria for Committee Assignment

There are no rules for assigning Directors to Committees. In past years Board Presidents have used the following criteria as they develop their recommended Committee assignments:

- Continuity
- Exposure to all areas of the District's business;
- Area of Director Interest; and
- Developing working relationships among BOD members.

CHAPTER 11 - General Manager's Role

SIDEBAR

Appointed by the Board, the General Manager is a full time District employee who serves under contract and at the pleasure of the Board. The role of the General Manager is defined in several ways: by law; by contract, through an adopted job classification, and by District practice based on principles of good governance.

Legal Requirements

The Community Services District Law, the enabling statute under which the District was organized and now operates, defines the General Manager as the highest level management appointee who is directly responsible to the Board for the implementation of the policies established by the Board (see *Government Code*, sections 61002(f), 61040, and 61050 et seq.). The General Manager serves as the District's Chief Executive Officer and is responsible for the day-to-day operations and functions of the District.

The powers and duties of the General Manager specified by the law are as follows (*Government Code* section numbers are shown in parentheses):

- Implement the policies established by the Board for the operation of the District (61051);
- Appoint, supervise, discipline, and dismiss District employees, consistent with the employee relations system established by the Board (61051);
- Supervise the District's facilities and services (61051);
- Supervise the District's finances (61051);
- If authorized by the Board, transfer funds between budget categories, other than transfers from the designated reserve for capital outlay (6111(b));
- Co-sign promissory notes with the Board President (61131(c)); and,
- Prepare and file various reports.

The General Manager may not be a member of the Board (61040(e)) but may serve as the District Treasurer (61050(c)). Traditionally, the Board has appointed a District Treasurer different than the General Manager. The Community Services District Law specifies that the General Manager serves at the pleasure of the Board and that the Board sets the compensation of the General Manager (61050(d) and (e)).

Contractual Requirements

The terms and conditions of the General Manager's employment are expressed in a contract with the District. That contract provides that the incumbent shall perform all duties and assume all obligations of the office of General Manager described in the job classification for the position of General Manager, and shall be subject to all pertinent provisions of the ordinances, resolutions, rules, regulations, and all other lawful orders and directives of the District or the Board. The contract requires that all duties and obligations be performed in an efficient and professional manner and in conformance with the standard generally prevailing for the

performance of the duties and obligations pertaining to the office of similar managerial positions of public or private entities, including but not limited to community services districts.

Job Classification

The job classification for the position of General Manager is approved by the Board and specifies the required minimum qualifications (experience and training), knowledge, skills, and abilities as well as the duties of the position. The duties specified in that job description are as follows:

- Serve as the Chief Executive Officer of the District;
- Be in charge of the administrative affairs of the District;
- Be in charge of the engineering functions of the District;
- Represent the Board's policies and programs with employees, customers, community organizations, governmental agencies, and the general public;
- Review budget requests and make recommendations to the Board for expenditure levels;
- Be responsible for personnel matters including employee relations, employment procedures, grievances, affirmative action, and negotiations with employment representatives;
- Serve as District Engineer overseeing the preparation of engineering designs, reviewing submittals, conferring with developers, preparing engineering standards and specifications, and reviewing and modifying construction standards and specifications;
- Provide advice and consultation on the development of District programs and policies;
- Coordinate the preparation of the agenda for Board meetings;
- Conduct special studies and surveys to determine the effectiveness of District programs and services;
- Prepare grant applications; and,
- Prepare leases and agreements with other agencies.

The General Manager delegates many of these duties to other District managers and staff. In doing so, the General Manager remains accountable to the Board.

Practices Based on Good Governance

The role of the General Manager is also defined by the relationship between the position and the Board. In its simplest form, the relationship is defined as the Board setting policy for the District or providing policy level guidance to the General Manager, and the General Manager being responsible for implementing those policies. The General Manager is responsible for the performance of the District within policy criteria established by the Board, and is accountable to the Board for all aspects of District operation. As such, the Board views all organizational successes and/or failures as those of the General Manager.

The Board's sole connection to the operational aspects of the District is through the General Manager. Decisions or instructions of individual Directors or committees are not binding on the General Manager, who can only take direction from the Board. The Board can only give

direction to the General Manager, and not to other District managers or staff. The General Manager is available to all Directors to discuss District issues and strategies. The General Manager is the clearinghouse for all informational requests originating from Directors.

The Board establishes the General Manager's annual performance plan and typically evaluates the performance of the General Manager on an annual basis, but can do so more frequently if the situation warrants. Traditionally, the Board also conducts an informal mid-year performance discussion with the General Manager.

CHAPTER 12 - Working with District Staff

SIDEBAR

The District offers Directors a great degree of access to staff. If not handled properly, such access can lead to micro-management and political criticism. Micro management by the Board also leads to morale issues and undermines the authority of the General Manager and senior staff.

The District's success in efficiently accomplishing its mission is partly due to the direct and regular access staff has to Directors. This helps in that decisions are made in real time, with minimal re-work. However, even with the real-time communication that occurs at committee and Board meetings, there are times when a Director needs additional information from staff. The following guidelines will enable a Director to quickly and efficiently get needed information without disrupting staff's routine work.

- Always start with the General Manager, as he or she can obtain an answer or get the right person involved in the discussion, as needed.
- If the General Manager is unreachable, contact the Assistant General Manager.
- If neither the General Manager nor the Assistant General Manager is available, contact one of the senior managers.
- The District Secretary can help you at any time with administrative matters (e.g. scheduling, expense reports, requirements such as Fair Political Practices Commission forms, and travel arrangements).
- The District's Human Resources staff can help a Director at any time with issues dealing with a Director's personnel benefits or issues of a similar personal nature.

Given the workload that staff faces and the General Manager's expectation that each senior manager (and employee) is responsible to complete assigned work, it is important that management has the ability to adjust staff's priorities and not be surprised.

When discussing a matter with staff, please keep in mind the following principles.

- **Don't make assignments.** It is quite easy for staff to interpret an innocent question or comment from a Director as direction to drop current assignments and undertake some project, research, or investigation, creating the risk that important priorities and assignments are not completed on time or that the District does not fulfill commitments made to others (very often customers).
- **Take any information as work in progress.** Be cautious with the use of information. What is heard from a staff member may not be what the General Manager ultimately recommends. Very often, there are differences of opinion among staff as an issue is vetted prior to being presented to the Board. In addition, the General Manager's opinion given at an early point in a project may change as more information becomes known and before the matter is formally presented to the Board. Finally, keep in mind that it is hard for some staff members to say, "I don't know," when talking to a Director.

- **Request information judiciously.** The District is a public agency and therefore very little information, other than personal data about employees or customers, cannot be disclosed to Directors. However, take care not to overwhelm the General Manager and staff with requests for information.
- **Let the General Manager know if disappointed by any response.** Since the Board judges the General Manager on the performance of the whole staff, inform the General Manager when improvement is needed.

CHAPTER 13 - The Role of General Counsel and Special Counsel

SIDEBAR

Appointed by and serving at the will of the Board, the General Counsel is an attorney whose law firm serves under contract to and at the pleasure of the Board. The role of the General Counsel is defined in several ways: by law, by contract, and by District practice based on principles of good governance. Special Counsel from other law firms may be hired to assist under certain circumstances.

THE ROLE OF LEGAL COUNSEL

The primary obligation of both General Counsel and Special Counsel is to provide all the legal options available, including advantages and disadvantages of each, and to advise of legal risks. (When the term *legal counsel* is used throughout this document, it shall mean both General Counsel as well as Special Counsel). The public official receiving that advice has the right to make policy decisions, based on the legal options provided and legal risk entailed.

General Counsel

The Community Services District Law provides that a district may engage professional services including legal counsel (*Government Code*, 61060(g)). The District Board of Directors appoints the General Counsel. The General Counsel serves as the primary legal advisor, is responsible for day-to-day legal questions, and provides ongoing legal advice and opinions regarding the long term interests of the District. The General Counsel is expected to provide high quality, trustworthy, and responsive legal counsel in a professional manner to assist in accomplishing the District's goals and objectives. When necessary, the General Counsel represents the District in litigation matters and before administrative agencies, and in some instances manages special counsel appointed for a particular matter. The General Counsel should seek to practice *preventative law* in an effort to help the District recognize and manage risks in a timely and effective manner. Preventative law can limit the expenditure of District resources to defend legal actions, reduce the frequency and severity of disputes, and help the District maintain a positive image in the community.

Special Counsel

The District may, at the District's sole discretion and without approval or consultation with General Counsel, hire outside Special Counsel. However, the District may, but is not required to, seek General Counsel's assistance in determining whether to utilize outside Special Counsel or in the selection process. The retention of Special Counsel may be necessary based on any number of factors, including the need for highly specialized knowledge, the provision of a defense by an insurer, or should a conflict of interest arise with the General Counsel on a particular matter. Unless prevented by a conflict of interest, General Counsel should facilitate and cooperate in the retention of Special Counsel services to ensure the District receives accurate and cost-efficient legal advice and services

The District as the Client

While the general practice of the District is for the Board to delegate day-to-day management authority to the General Manager, it is important to remember that legal counsel to the District represents the entity rather than any natural person (i.e. legal counsel is not the attorney for any individual Director, District employee, or officer). The client in such a representation is the entity itself as embodied in the “highest authorized officer, employee, body or constituent overseeing the particular engagement” (*California Rules of Professional Conduct*, Rule 3-600(A)). In the case of the District, the highest authorized authority is generally the Board of Directors. The Board may delegate this authority to the General Manager by action of the Board duly taken. The most common points of contact for legal counsel are the General Manager, the District’s senior management, and to a lesser extent other District employees and individual Directors.

During the course of representation, the legal counsel may become aware of information that indicates that the interests of a District official or employee may not be aligned with the interests of the District. Should such situations arise, legal counsel’s duty of loyalty and confidentiality is owed to the District and not the individual. In such a situation, the individual’s communications with the legal counsel are not confidential and cannot be withheld from others with authority over the matter at issue, whether the General Manager or the Board of Directors.

Hiring and Termination

General Counsel and Special Counsel are hired by and may only be terminated by the Board unless those actions have been delegated to the General Manager by duly taken action of the Board.

Regular Performance Evaluations

The Board, with the assistance of the General Manager, establishes the General Counsel’s annual performance plan and typically evaluates performance on an annual basis.

SPECIAL ETHICAL CONSIDERATIONS FOR PUBLIC LAWYERS

In California, lawyers are regulated by both the Legislature and the California Supreme Court, under Rules of Professional Conduct promulgated by the California State Bar Board of Governors and approved by the Court (see, generally, the *State Bar Act* and *California Business & Professions Code*, section 6000 et seq.). Public agency attorneys are also subject to the laws and rules contained in the Political Reform Act and *Government Code*, section 1090. Statutes may also impose a duty on public agency attorneys that they owe directly to the public. Further, the courts have enunciated the principle that lawyers for public agencies have special ethical obligations to further justice—i.e. these lawyers are held to a higher standard than other attorneys.

For example, under *California Rules of Professional Conduct*, Rule 3-600(B), an entity’s lawyer who becomes aware of the conduct of an entity’s agent which may be or is a violation of law that is “reasonably imputable to the organization” or that “is likely to result in substantial injury to the organization,” may take the matter to the “highest internal authority within the organization.” No confidential information may be disclosed beyond the organization, unless it

is to prevent a criminal act that the attorney reasonably believes is likely to result in death of, or substantial bodily harm to, an individual, but only after the attorney has exhausted all options to convince the client not to commit the criminal act.

PROTECTING ATTORNEY CLIENT PRIVILEGE, ATTORNEY WORK PRODUCT DOCTRINE AND MAINTAINING THE CONFIDENTIALITY OF COMMUNICATIONS WITH COUNSEL

Protecting both the attorney-client privilege and the attorney-work product doctrine and maintaining confidentiality of communications between the District and legal counsel are vital to ensuring the District's ability to confide freely in its attorneys.

Attorney-Client Privilege

The District, acting through legal counsel, may claim the attorney-client privilege (see, generally, *California Evidence Code*, section 954). However, the privilege only protects communications and only extends to information given for the purpose of obtaining legal representation. Core information is not necessarily protected and the information will not be privileged simply because it has been told or provided to the General Counsel. The privilege may be waived if the confidential communications are disclosed to third parties.

Whenever a Director communicates in writing with staff on a matter that involves a legal matter, appropriate legal counsel should be copied on that correspondence.

Attorney-Work Product Doctrine

The Attorney-Work Product Doctrine protects the work of the attorney and includes the legal theories and strategies of legal counsel. Attorney work product may be found in interviews, statements, memoranda, correspondence, briefs, mental impressions, personal beliefs, and countless other forms. The attorney-work product doctrine is broader than the attorney-client privilege in that it protects materials prepared by the attorney, whether or not disclosed to the client, and materials prepared by third parties for the attorney (see *Laguna Beach County Water District v. Sup. Ct. (Woodhouse) (2004) 124 Cal.App.4th 1453* and *California Code of Civil Procedure*, section 2018).

Whenever a Director receives a work product from an attorney, that work product must not be transmitted to any third party. The Director shall also take great care in managing that document, keeping it only as long as needed and destroying or returning copies to the District or legal counsel.

Confidentiality of Communications

The duty of confidentiality is broader than the attorney-client evidentiary privilege and the attorney-client work product doctrine. Legal counsel's duty of confidentiality runs to the District itself, including the Board of Directors as a whole, rather than to an individual Board member, District official, or employee (see, generally, *California Business & Professions Code*, section 6068). When an individual Board member receives advice from legal counsel, that advice is provided to the Director in his or her official capacity and the advice is subject to disclosure to the entire Board.

Information and advice provided to the Board of Directors or legal counsel during a closed session is generally confidential and may also be privileged. It is important to note that a Board member may inadvertently waive the attorney-client privilege by discussing closed session matters with third parties. Directors and others present at a closed session should take care to prevent unauthorized disclosure of confidential information. There is a particular risk of a breach of confidentiality when a Director maintains material distributed in a closed session in personal files.

CHAPTER 14 – Effective Communications

SIDEBAR

A Director has many opportunities to communicate effectively. Openness, timeliness, directness, and truthfulness are the traits of good communication, regardless of the format or venue.

General Guidelines

- Make no promises for the Board or the District.
- Be aware of how various forms of communication affect how messages are received: formal versus informal, written versus verbal, in-person versus over the phone versus electronic. Strive to use each form at the appropriate time.
- Confer with the General Manager when in doubt—staff is always available to advise you on how best to proceed.
- Maintain neutrality when required by not discussing nor commenting upon matters that are quasi-judicial in nature such as, but not limited to, administrative hearings on personnel matters or environmental impact reports, until the entire record is presented to the full Board; it is imperative that a Director maintain an open mind on such matters until after all information has been entered into the public record and presented to the full Board.

Communicating with the Public

- A Director can always communicate with District constituents.
- Inform the General Manager as soon as possible about concerns you hear from your constituents. Many times the concern can be handled administratively or is already a work in progress.
- Don't make personal commitments or promises for the District because only the Board can commit the District to an action or policy.
- Understand that very often there is a fair amount of background to an issue and you may have heard only one perspective.

Communication with Other Agencies

- It is acceptable to attend meetings of other public agencies and it is good to introduce yourself so everyone knows you are present.
- If you are speaking for the District at another agency's public meeting, always clearly state that what you are saying has been approved by the Board and do not deviate from the message and/or position.
- Be clear when the Board has no position on an issue.
- Take opportunities to develop relationships but always in a way that supports Board policy and avoids accusations of deal-making.

- Be positive and cooperative in comments and attitudes about people and other agencies (particularly in public).
- Communicate in a way that builds positive relationships.

Speaking as a Private Individual

- If you speak as a private citizen at a public gathering, clearly state that you are doing so.
- Keep in mind that even when you say you are speaking as a private individual, many in your audience nevertheless hear your comments in light of your position as a Director of the District.
- Apply common sense.
- Avoid personal statements that might be interpreted as District policy.
- Support District policy, avoiding personal statements that conflict with policy and identify when your personal opinions deviate from Board policy as determined by the Board majority.
- It is acceptable to speak as an individual on issues not related to District business, but make it clear that your remarks are solely your own.

Communicating with the Media

- If you choose to talk with the media, the following practices can help you present your thoughts effectively.
- Do not use the phrase, “No comment,” as this phrase has been stigmatized and may be interpreted negatively.
- Feel free to refer media inquiries to the General Manager or confer with the General Manager prior to speaking with the media to ensure that you are fully briefed on the facts associated with the topic at hand.
- Feel free to use and ask staff to prepare talking points so as to convey a consistent message about District actions.
- Clarify when your view is dissenting, but support adopted Board policy even when you are in the minority. Don’t stimulate or inflame controversy.
- If you communicate with the media before you vote on a matter, you can inadvertently become a party to a serial meeting in conflict with the Brown Act if the media were to poll other Directors and share with them your predisposition on a matter.

Communicating at Liaison Committees

- Liaison committees do not make policy, but simply gather information and present District policy. (If the District has no policy, say so.)
- Always bring the information back to the Board.
- Communicate critical issues promptly to the General Manager to avoid surprises.
- Officials at other agencies are busy, so liaison committee meetings should focus on current issues; avoid meeting just for meeting’s sake (do need-based scheduling).

Communicating at Joint Powers Authority Meetings

- At meetings of a Joint Powers Authority (JPA), your role is different from that of your role at a liaison meeting because you also serve as a Director of the JPA, which is an independent governmental agency.
- When serving on a JPA Board, the California Attorney General has opined and the Joint Powers Act suggests that a Director has independent discretion apart from the agency to which Board he or she was elected. In other words, a JPA Director owes his or her primary duty to the JPA when acting in that capacity. However, since a District Director serves on a JPA Board at the pleasure of the District Board, the District Board can terminate the Director's appointment to the JPA at its sole discretion and without a showing of cause for the termination of that appointment.
- Subject to the points above, if the District Board has discussed a matter and arrived at a decision, the JPA representatives should advocate and vote as decided by the District Board.
- Problems can arise when there is a conflict around a specific issue, either between the best interest of the JPA versus the best interest of the District or between the majority District position and the representative's individual view. In such situations, prior consultation with the General Manager and/or General Counsel is advised.
- The Board President considers the individual views of a Director when suggesting appointments to JPA positions so as to avoid potentially awkward situations.
- If the representative knows there is a serious personal conflict, he or she can ask to be replaced by the alternate for those meetings dealing with the issues of concern.
- Matters discussed in a closed session of the JPA are subject to the same confidentiality obligations as a District closed session. However, there are certain exceptions and exemptions to this general rule. Specific concerns over what may be discussed with the District Board and under what circumstances should be addressed with the General Counsel.

Building Goodwill with Other Agencies

- Remain positive in outlook, comments, and tone, particularly in public.
- Work on building and improving positive relationships and mending previously strained relationships.
- Remember that the professional staff of the District and other agencies can, and do, work things out with input and guidance from their respective Boards. Sometimes it may be more efficient not to say anything.
- Learn about and understand the interests and needs of the other agencies.
- Informal interactions help build connections better than formal interactions.
- Don't force relationships; work on them to the extent they are needed.
- There is an appropriate time and place for applying pressure to get desired results; grandstanding at public meetings rarely achieves this purpose.
- Whatever happens, model good behavior, keep communications professional and civil, and always show others the same respect you hope to receive in return.

Communicating in Writing

Refer to and follow the Board Correspondence Policy District policy and consult with the General Manager on all correspondence and other written communications. In addition: Follow District policy regarding Board correspondence

- **Corresponding as an Individual Director related to District Business** Directors may send correspondence stating their personal views related to District business (and may use their title as a Director). Such correspondence should clearly state that the statements are the view of the sending Director and not the official position of the District. The sending Director should convey a copy of such correspondence to the General Manager and / or District Secretary who shall circulate it to the other Directors for their information. When corresponding as an individual Director, the Director may not use District letterhead, the District logo or seal or any functional electronic equivalent thereof.
- **Corresponding as an Individual Director unrelated to District Business** Directors may send correspondence to other public agencies if the correspondence states that it is being sent by the Director as a private citizen and represents their personal views on a public matter that is not related to District business. While not required, the Director is encouraged to provide a copy of such correspondence to the General Manager and / or District Secretary.

Communicating Electronically

- All communications to and from a Director related to District business, including e-mail, mobile-to-mobile texting, mobile instant messaging, computer based instant messaging, chat logs, and similar modes of electronic communication, are very likely to be considered a public record (even those originating from your personal e-mail) and are subject to disclosure under the Public Records Act to the same extent as traditional written materials.
- Electronic communications are potentially discoverable if legal proceedings are involved
- Keep in mind that these forms of electronic communication are often retained by and can be retrieved from electronic devices, software programs, and/or the companies that provide such services even if you delete them from your display.
- With constituents and other agencies, generally it is better to communicate in person rather than through e-mail. When you communicate face to face, the other party is more likely to interpret your message correctly.
- When you receive an e-mail related to District business, consider:
 - Copying the e-mail (and any response you make) to the General Manager;
 - Using the e-mail response as an opportunity to open a subsequent verbal communication with the constituent; and,
 - Referring the matter to the General Manager for assistance in preparing a response (with suggestions for what might be included in the response).

- When writing back, refer to and rely on Board policy to address the concerns raised.
- Be careful about using *Reply to All* and using features that automatically fill in e-mail addresses when emailing or posting on discussion boards, social media messages, and social networking sites. This can lead to inadvertent serial meetings that are prohibited by the Brown Act.

NEW CHAPTER – Electronic Devices

District Furnished Devices and Service Directors are encouraged to use appropriate electronic devices such as lap top and tablet computers for District business. However, the District neither furnishes District-owned devices to Directors nor provides reimbursement for service contracts related to those devices. The District Board Room is enabled as a Wi-Fi hotspot enabling any such devices being used by a Director, staff or the public to be able to access the internet without incurring usage charges.

Access to Agenda Materials All Board and Committee agendas (agenda face sheet as well as all attachments) are posted on the District's website at www.drsd.com at essentially the same time agendas are officially posted at the District Office. Board meeting minutes and Committee meeting notes are likewise posted as are the recordings of District Board meetings. Directors are encouraged but not required to download agenda material for Board and Committee meetings from the website saving the District the cost of delivery. Directors should notify staff if they wish to not receive paper agenda materials.

Appropriate Use of Electronic Devices in Public Meetings The appropriate use of electronic devices by Directors can save money and increase the productivity of District staff. However, Directors should never use such devices for any sort of communication (emailing, texting, checking voice mails etc.) while a public meeting is in progress. Doing so carries risks including:

- The integrity of the open meeting can be questioned by anyone concerned that a Director is communicating with someone not present at the meeting, an audience member or even a fellow Director or staff about an agenda item in a manner that is not available to all present at the meeting;
- A violation of the Brown Act may alleged if a Director is communicating electronically about an agenda item during a public meeting; and
- If there is a Brown Act violation the actions of the Board taken when the violation occurred can be invalidated.

STRUCTURAL CHANGES TO COMMITTEE SYSTEM¹

All matters requiring Board action shall be initially presented to the Board for consideration without Committee review or involvement, unless specifically identified below as requiring initial Committee review. When so presented, the Board may:

- Consider the matter rendering an appropriate decision (approve, disapprove);
- By motion, refer the matter to a Board Committee for deliberation asking that Committee to formulate a recommendation (in such cases the maker of the motion should be as specific as possible as to exactly what question is being referred to the Committee);

If a matter is referred to Committee by the Board it shall be handled in accordance with the normal process for handling Committee items.

Policy level consideration of the following matters may be initiated with or deliberated by an appropriate Board Committee without a formal referral from the Board:

- Development of Committee Charters;
- Rates and Fees (Finance Committee);
- Labor Relation Matters (Personnel Committee);
- District Budgetary issues within the Charter of a Committee;
- District Operational issues within the Charter of a Committee;
- Informational items requested by the Committee;
- Issues that a Committee may wish to preliminarily explore; ahead of formal consideration;
and
- Issues that staff may wish to preliminarily explore with an appropriate Committee ahead of formal consideration.

The following matters shall be handled by the full Board and not referred to Committee:

- Use list in Chapter 8)

¹ As directed by the Committee this proposal has been developed for the Board's consideration. It is presented here as a new stand-alone Chapter. The various aspects of this proposal would need to be interwoven into the Guidelines in various places. Based on Board direction, that effort will be done at before the Guidelines are presented to the Board for formal consideration.

**ATTACHMENT 2 to S&R
SUMMARY OF POLICY LEVEL DISCUSSIONS
GUIDELINES**

Excerpt from Board Minutes June 2013

General Manager Michalczyk introduced a discussion on the Board Guidelines for Conducting District Business policy (the “Guidelines”). He explained that it has been four years since the Board last reviewed the Guidelines. The purpose of the Guidelines is to assist Directors with information on how they carry out their duties and how the Board runs the business of the District. Additionally, the Guidelines provide information to the public about how the Board conducts its business and how the public can participate in that process.

Mr. Michalczyk stated that the Guidelines are an overarching policy that directly affects the Board and so it would be best to start discussions in this forum and then move the detailed discussion to the External Affairs Committee at their meeting tomorrow. He noted that Attachment 1 in the agenda packet materials highlights some of the policy issues the Board may want to consider. President Benson invited Board discussion.

Directors discussed the following topics for further consideration as it pertains to the review and update of the Guidelines: 1) consider if “structural” changes should be made to the existing Committee system and the business that is transacted at those meetings; 2) consider if more business should be brought directly to the Board and less brought through the Committees; 3) consider if more “project-type” business should be transacted by Committees; 4) consider ways to streamline business of the Board, possibly bypassing Committees; and 5) the perception of Directors’ using wireless devices at public meetings.

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

Mr. Michalczyk noted that the review and update of the policy will likely happen over the course of the next several months.

Excerpt from External Affairs Committee Notes June 2013

The Committee and staff discussed the current version of the Guidelines for Conducting District Business. 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 noted that, in general, the Guidelines are well written, easy to administer and valuable to Boardmembers (new and existing) as well as to the public.

The Committee discussed possible changes to the current Committee system acknowledging the observations made by the Board on June 4, 2013. After discussion, the Committee concluded that it is not the number of Committees per se that is the issue (although the Board should still strive to reduce those to the minimum needed to conduct business), but rather the number of items (especially those of a routine nature) that are currently routed through the Committee system before being presented to the Board.

To support the Committee’s further discussion on this subject, staff was asked to summarize approximately twelve months of Committee business to ascertain the number of items that could go directly to the Board.

The Committee discussed various models for revamping the way Committees work. Without committing to any one model, the Committee asked staff to draft some language so they could further discuss how a revamped Committee system could work.

The first model that the Committee asked staff to develop language for would be as follows. The desired outcome is that the vast majority of items are dealt with directly by the Board the first time they are presented:

- As a default, matters would go directly to Board (except perhaps some predefined matters that would always go through a Committee; guiding rate development, labor negotiations, development of new policies were cited as examples);
- If the Board approves the business when it is first presented, that issue would be complete;
- The Board could refer a matter to Committee for analysis (there was a short discussion about how that would procedurally be done);
- Once the Committee completes its work, the matter would then be brought back to the Board for consideration; and
- Some consideration needs to be given in this system for matters which are time sensitive (e.g. construction bids or water supply assessments).

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

- Create a new Chapter related to how business is conducted (this new chapter will be where any changes to the current Committee system would be described);
- Revise Chapter 8 to focus it on how Board business matters arise (staff, Board, Committee, public);
- Develop guidelines for the Board President's annual consideration of how many Committees to form and the focus of each Committee leaving that decision to the President's prerogative on an annual basis, recognizing that Joint Powers Authorities and Liaison Committee appointments will always be needed;
- Remove details of Board communications from this document and refer the reader to the Board Correspondence policy where those topics will be covered (so as to eliminate any inconsistencies);
- 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 Guidelines for Conducting District Business (Guidelines) were last updated by the Board 2009. Mr. Michalczyk also noted that the Board, as well as the External Affairs Committee, discussed the Guidelines at a conceptual level 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 the nature of the changes directed by the Board and embodied in the draft policy as:

- Primarily centered on revamping the way the Board's Committee's conduct their business;
- Updating Board meeting protocols to reflect the video recording of Board meetings;
- Moving various "best management practice" suggestions for Board correspondence that are now in the Board Correspondence policy to the Guidelines;
- Adding language about the use of wireless technology during Board meetings; and
- Various administrative updates to clarify portions of the Guidelines, to address inconsistencies in the Guidelines that have been identified and to document what in the Guidelines is actually done in practice.

The Committee reviewed the survey of "Governing Board Standing Committee Survey" undertaken by the Goleta Sanitary District in the Spring of 2013 noting that the District's use of Committees is within the central scope of current practices at agencies included in that survey (37 agencies surveyed):

- Number of Committees: 2-5;
- Frequency of Committee meetings: As needed but scheduled monthly; and
- Groupings of subjects covered by Committees:
 - Finance / Audit / Budget / Investment;

- Personnel / Labor Relations;
- Inter-Governmental Relations / Legislation / Public Relations / Community Outreach; and
- Operations / Engineering.

The Committee reviewed the “Board Meeting Items Overview FYE 2013” report distributed at the meeting noting that of the approximate 100 items that eventually went to the Board in FYE 2013:

- 55% of items went directly to the Board;
- Of the remaining 45% that went through Committee, approximately:
 - 45% of those (about 20% of the total) probably could have gone directly to the Board;
 - 25% of those (about 10% of the total) probably would have been referred to a Committee if they were initiated at the Board level; and
 - 30% of those (about 15% of the total) probably required initial discussion at a Committee.

The Committee observed that if FYE 2013 is a good indication about 85% of items could have originated at the Board level. After discussion, the Committee concluded that there could be significant efficiency improvements and cost savings, without loss of detailed policy maker involvement that occurs during Committee discussions, if the District went to a system whereby items are presented first to the Board and referred to a Committee only if needed, excepting, perhaps, a few specifically identified issues that would need to originate with a Committee.

The Committee discussed the following aspects of the draft revisions to the Guidelines:

- Use of Committees requires that Boardmembers trust their colleagues with the delegated responsibility of overseeing items within the Committee charter;
- Utilize “Committee Reports” on Board agendas to inquire into the discussions at Committees if those are of importance to Boardmember;
- Taking more items directly to the Board could increase the length of Board meetings;
- Guidelines for the President’s consideration when formulating Committees; and
- Continue to give the President discretion regarding the number, name and membership on Committees (subject to Board ratification).

Mr. Michalczyk summarized other administrative revisions embodied in the draft Guidelines as:

- Calling a meeting to order when the President and Vice President are absent;
- Clarifying that a member of the public is not required to identify themselves when addressing the Board or a Committee;
- Clarifying that a member of the public may request the Board or a Committee to add an item to a future agenda;
- Clarifying that Committee notes are final when presented to the Board;
- Identification of standing Consent Calendar items;
- Revisions to coordinate with the Board Correspondence policy revisions that are being made in parallel with these changes;
- Guidelines and protocol for cancelling Committee meetings; and
- Guidance for improving quality of video recordings.

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 Guidelines are finalized for formal Board consideration.

Excerpt from External Affairs Committee Notes November 2013

The Committee reviewed the proposed changes to the Guidelines for Conducting Board Business policy (Guidelines), which changes were presented to the Committee at its October 2013 meeting. After having had a chance to think about the Guidelines for a month, the Committee concluded that it was satisfied with the document. The Committee also concluded that the draft Guidelines 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 Guidelines:

- Primarily centered on revamping the way the Board’s Committee’s conduct their business including:

- Taking more items directly to the Board could increase the length of Board meetings;
- Utilizing “Committee Reports” on Board agendas to inquire into the discussions at Committees if those are of importance to Board Members;
- Guidelines for the President’s consideration when formulating Committees; and
- Continue to give the President discretion regarding the number, name and membership on Committees (subject to Board ratification).
- Procedural changes including:
 - Calling a meeting to order when the President and Vice President are absent;
 - Clarifying that a member of the public may request the Board or a Committee to add an item to a future agenda;
 - Clarifying that a member of the public is not required to identify themselves when addressing the Board or a Committee;
 - Clarifying that Committee notes are final when presented to the Board;
 - Addressing how to present reports that now regularly go to a Committee to the full Board so as to keep the full Board informed;
 - Identification of standing Consent Calendar items; and
 - Guidelines and protocol for cancelling Committee meetings.
- Various administrative revisions including:
 - Updating Board meeting protocols to reflect the video recording of Board meetings;
 - Adding language about the use of wireless technology during Board meetings; and
 - Moving various “best management practice” suggestions for Board correspondence that are now in the Board Correspondence policy into the Guidelines.

The Committee asked staff to present the changes to the Guidelines 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 Guidelines with that Board input in mind. Subsequently, the Guidelines would be presented to the Board to formally consider its adoption.

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.

Reference	Description	Disposition
BOD 1	Consider if “structural” changes should be made to the existing Committee system and the business that is transacted at those meetings	As directed by the Committee a proposal has been developed in a new stand-alone Chapter at the end. The various aspects of that proposal would need to be interwoven into the Guidelines in various places. Based on the Committee direction that effort will be done at the next draft.
BOD 2	Consider if more business should be brought directly to the Board and less brought through the Committees	
BOD 3	Consider if more “project-type” business should be transacted by Committees	
BOD 4	Consider ways to streamline business of the Board, possibly bypassing Committees	
BOD 5	The perception of Directors’ using wireless devices at public meetings	Incorporated - New Chapter at end
EA 1	Create a new Chapter related to how business is conducted (this new chapter will be where any changes to the current Committee system would be described)	As directed by the Committee a proposal has been developed in a new stand-alone Chapter at the end. The various aspects of that proposal would need to be interwoven into the Guidelines in various places. Based on the Committee direction that effort will be done at the next draft.
EA 2	Revise Chapter 8 to focus it on how Board business matters arise (staff, Board, Committee, public)	

Reference	Description	Disposition
EA 3	Develop guidelines for the Board President's annual consideration of how many Committees to form and the focus of each Committee leaving that decision to the President's prerogative on an annual basis, recognizing that Joint Powers Authorities and Liaison Committee appointments will always be needed	Incorporated – Chapter 10
EA 4	Remove details of Board communications from this document and refer the reader to the Board Correspondence policy where those topics will be covered (so as to eliminate any inconsistencies)	Incorporated – Chapter 14
EA 5	Other administrative updates which staff believes are needed	Various throughout Guidelines
EA 6	The various issues identified in Attachment 1 to the staff report to the Board on June 4, 2013	See below (Attach 1 A through I)
Attach 1 A	Evaluate the District's current Committee system and identify ways to streamline the transaction of District business	See above (BOD 1, 2 and 3 and EA 1 and 2)
Attach 1 B	So as to avoid contradictory provisions in two separate policies – the section on Board Correspondence should refer to that separate policy	Incorporated – Chapter 14
Attach 1 C	Wireless devices: <ul style="list-style-type: none"> • For use by the public and Board (Board room hot-spot) to access agendas etc; • Issues associated with use for communications 	Incorporated – For this discussion presented as new chapter at end
Attach 1 D	The Guidelines should state that once presented at a Board meeting the Committee Notes are considered final	Incorporated – Chapter 3
Attach 1 E	Order of Board Business - Consider the “flow” of the Board meeting now that we are recording (what to do when closed session is taken in middle of meeting rather than at end) and changes that may be needed in light of possible changes to Committee system	Incorporated – Chapter 3
Attach 1 F	Committee Scheduling and Attendance - The District has not been following the best practices as identified in this section – it should be revised to state what is actually happening or the District should re-commit to following the policy (limited change to committee times and dates, use of alternates vs. rescheduling the meeting, etc.)	Incorporated – Chapter 6

Reference	Description	Disposition
Attach 1 G	Guidelines for Cancelling Com Meetings <ul style="list-style-type: none"> • Purpose = Minimize cost and administrative burden • No or limited business that can wait until the next meeting • Consisting entirely of routine, non-controversial matters can proceed directly to Board or informational items 	Incorporated – Chapter 6
Attach 1 H	Guidelines for Broadcasting meetings <ul style="list-style-type: none"> • Procedural protocols • Use of microphones and lectern by public speakers 	Incorporated – Chapter 7
Attach 1 I	Add to the list items that span the Charter of two or more Committees	Incorporated – Chapter 8

H:\Board\12-17-13\Board Guidelines\Attachment 2 - Summary of Policy Level Discussions.docx



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

Reference Board of Directors	Type of Action Elect Officers	Board Meeting of December 17, 2013
Subject Selection of President and Vice President of the Board of Directors		
<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 type="checkbox"/> Staff	<input checked="" type="checkbox"/> Board Member

Recommendation:

It is recommended that the Board, by separate Motion for each officer, select first the President and then the Vice President of the Board and that these appointments become effective immediately and run through the next selection of Board officers scheduled for December 2014.

Summary:

Each year, typically at the first meeting in December, but in an election year at the first meeting after the new Board is seated, the Board elects from its members its President and Vice President for the ensuing term. The Board has adopted a policy on the election of its officers, a copy of which is attached. In accordance with that policy, Vice President Vonheeder-Leopold would be next in line for the office of President and Director Duarte would be next in line for the office of Vice President.

Also, attached for your information is a summary of recent Board officers.

Traditionally, the term for the officers begins immediately upon the Board's action in this matter and runs through the next selection of officers which selection would occur in December 2014.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR B. Michalczyk	DEPARTMENT Executive	REVIEWED BY
ATTACHMENTS <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 \$0.00	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. Policy P100-11-2 Election and Rotation of Board Officers 2. Listing of Recent Board Officers 3.				



POLICY

Dublin San Ramon Services District

Policy No.:	P100-11-2	Board Business
Type of Policy:		
Policy Title:	Election and Rotation of Board Officers	
Policy Description:	Election of Board President and Vice President on District Board	

Approval Date:	Aug 17, 2004	Last Review Date:	2011
Approval Resolution No.:	45 -04	Next Review Date:	2015
Rescinded Resolution No.:	By Motion	Rescinded Resolution Date:	N/A

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

1. The election of Board officers, (President, Vice President), shall take place annually: The President shall be elected first, the Vice President second each by separate motion.
2. The election of Board officers shall occur on:
 - a. At the first regular Board Meeting after newly elected Board members are sworn in and seated after a general election.
 - b. At the first regular Board meeting in December in a non-election year.
3. The President and Vice President must have been elected to the Board of Directors rather than appointed.
4. Eligibility for the office of President and Vice President occurs twelve (12) months following first election to on the Board of Directors. (Assuming continuous service since first election)
5. **PRESIDENT:**
 - a. The Vice President is the President-elect under normal rotation.
 - b. The elected member who has served the longest on the Board without ever serving as President and who meets the requirements Nos. 3 and 4 above, shall rotate to the Presidency.

- c. If all elected members of the Board have been President, the elected member who has served the longest on the Board since last being President, and who meets the requirements Nos. 3 and 4 above, shall rotate to the Presidency.

6. VICE PRESIDENT:

- a. When the position of the President is filled the elected member next in line shall be rotated to the position of Vice President in accordance with criteria 6(b) and 6(c).
- b. The elected member of the Board of Directors who has served longest on the Board without ever serving as President and who meets requirements 3 and 4 above, shall rotate to the Vice Presidency.
- c. If all elected members of the Board have been President, the elected member who has served the longest on the Board since last being President, and who meets requirements 3 and 4 above, shall rotate to the Vice Presidency.

- 7. If no member meets criteria 3, 4, 5, or 3, 4, and 6, or if there are members whose eligibility criteria are the same, then succession shall be determined by which member has served longest on the Board. If a tie still exists, the elected member who received the greatest number of votes at their last election shall be given preference in the rotation.

Policy is current and no changes need to be adopted by the Board of Directors.	
Status Quo Chronology	
Date Adopted <u>August 17, 2004</u>	
Reviewed by	
Committee <u>External Affairs</u>	Date <u>March 12, 2008</u>
Committee <u>External Affairs</u>	Date <u>June 15, 2011</u>
Committee _____	Date _____
Committee _____	Date _____

**Attachment 2 to S&R
Listing of Recent Board Officers**

RECENT BOARD OFFICERS		
YEAR	PRESIDENT	VICE PRESIDENT
2013	Benson	Vonheeder-Leopold
2012	Halket	Benson
2011	Howard	Halket
2010	Hansen	Howard
2009	Scannell	Hansen / Ford
2008	Halket	Scannell
2007	Howard	Halket
2006	Hansen	Howard
2005	Ford	Hansen
2004	Scannell	Ford



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

Reference Board President	Type of Action Approve Committees	Board Meeting of December 17, 2013
Subject Standing Committees of the Board - Calendar Year 2014		
<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 checked="" type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input type="checkbox"/> Staff	G. Vonheeder-Leopold
		<input checked="" type="checkbox"/> Board Member

Recommendation:

The Board President requests that the Board of Directors approve, by Motion, the 2014 standing Committee assignments as proposed in the attached tables.

Summary:

Each year at the second meeting in December, the newly-selected Board President presents a recommendation for Boardmember assignments to the standing Committees of the Board; these traditionally become effective on January 1, 2014.

The proposed DSRSD 2014 Committee assignments have been developed by the Board President and are presented as Attachment 1. The Board President is proposing to continue using the existing five Committees (Water, Wastewater, Finance, Personnel and External Affairs). Committees and Committee members will continue to be assigned to serve on associated JPAs and on related liaison assignments (e.g., Wastewater members will serve on LAVWMA, Water members will serve on DERWA and as liaison with Zone 7 / Valley Retailers, etc.).

The Board President developed this proposal with a goal of maintaining the continuity of each Committee by carrying over from 2013 to 2014 one of the Committee members. This worked for all Committees except for Wastewater where the President felt a link to the Finance Committee was important because the District will be considering regional Sewer rates in 2014. Finally, the Board President may consider the formation of an Ad-Hoc Committee in the Spring of the year related to the Tri-Valley Utility Coordination and Integration Study depending on how events related to that effort unfold.

Once the Committee assignments are approved, staff will work with the Committee members to confirm regular dates and times for the Committee meetings and to finalize the charter and goals for each Committee.

In accordance with regulation 18705.5 of the Fair Political Practices Commission draft Form 806 (Agency Report of Public Official Appointments) is presented as Attachment 2.

Committee Review			Legal Review	Staff Review		
COMMITTEE	DATE	RECOMMENDATION	Not Required	ORIGINATOR	DEPARTMENT	REVIEWED BY
---	---	---		Board President	Executive	
ATTACHMENTS <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 \$146 per Director per Committee meeting held	<input checked="" type="checkbox"/> Funding Source A. 900 Administrative Overhead B.		Attachments to S&R 1. 2014 Committee Assignments 2. FPPC Form 806 3.			

ATTACHMENT 1 to S&R 2014 COMMITTEE ASSIGNMENTS

Assignments by Committee¹			
Committee	Member 1	Member 2	Alternate
External Affairs	Duarte	Benson	Howard
Finance	Halket	Vonheeder-Leopold	Benson
Personnel	Benson	Duarte	Halket
Wastewater	Howard	Halket	Vonheeder-Leopold
Water	Vonheeder-Leopold	Howard	Duarte

Liaison Committees, JPA Assignments, Charter Responsibilities		
Organization	Nature	Committee
School Districts (All)	Liaison	External Affairs
Cities (Dublin, San Ramon, Livermore)	Liaison	External Affairs
Pleasanton	Liaison	Wastewater
LAVWMA	JPA Delegate	Wastewater
Zone 7	Liaison	Water
DERWA	JPA Delegate	Water

Assignments by Board Member²			
Board Member	Committee No. 1	Committee No. 2	Alternate
Benson	Personnel	External Affairs	Finance
Duarte	External Affairs	Personnel	Water
Halket	Finance	Wastewater	Personnel
Howard	Wastewater	Water	External Affairs
Vonheeder-Leopold	Water	Finance	Wastewater

¹ The Board President may consider the formation of an Ad-Hoc Committee in the spring of the year related to the Tri-Valley Utility Coordination and Integration Study depending on how events related to that effort unfold.

² In the event of a conflict between the tables; Assignments by Committee (first table) shall govern.

**Agency Report of:
Public Official Appointments**

A Public Document

1. Agency Name Dublin San Ramon Services District			California Form 806 For Official Use Only
Division, Department, or Region <i>(If Applicable)</i>			Page <u>1</u> of <u>3</u>
Designated Agency Contact <i>(Name, Title)</i> Nancy Hatfield, District Secretary			
Area Code/Phone Number 925-828-0515	E-mail	Date Posted: <u>12/12/13</u> <i>(Month, Day, Year)</i>	

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
External Affairs Committee	▶ Name <u>Duarte, Ed</u> <small>(Last, First)</small>	▶ <u>1 / 1 / 14</u> <small>Appt Date</small>	▶ Per Meeting: \$ <u>146</u>
	Alternate, if any <u>Howard, Dwight</u> <small>(Last, First)</small>	▶ <u>12 months</u> <small>Length of Term</small>	▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other
	▶ Name <u>Benson, Dawn</u> <small>(Last, First)</small>	▶ <u>1 / 1 / 14</u> <small>Appt Date</small>	▶ Per Meeting: \$ <u>146</u>
	Alternate, if any _____ <small>(Last, First)</small>	▶ <u>12 months</u> <small>Length of Term</small>	▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other
Finance Committee	▶ Name <u>Vonheeder-Leopold, Georgean</u> <small>(Last, First)</small>	▶ <u>1 / 1 / 14</u> <small>Appt Date</small>	▶ Per Meeting: \$ <u>146</u>
	Alternate, if any <u>Benson, Dawn</u> <small>(Last, First)</small>	▶ <u>12 months</u> <small>Length of Term</small>	▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other
	▶ Name <u>Halket, Richard</u> <small>(Last, First)</small>	▶ <u>1 / 1 / 14</u> <small>Appt Date</small>	▶ Per Meeting: \$ <u>146</u>
	Alternate, if any _____ <small>(Last, First)</small>	▶ <u>12 months</u> <small>Length of Term</small>	▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other

3. Verification

I have read and understand FPPC Regulation 18705.5. I have verified that the appointment and information identified above is true to the best of my information and belief.

	Nancy Hatfield	District Secretary	12/12/13
Signature of Agency Head or Designee	Print Name	Title	(Month, Day, Year)

Comment: _____

**Agency Report of:
Public Official Appointments
Continuation Sheet**

1. Agency Name Dublin San Ramon Services District	Date Posted: <u>12/12/13</u> <small>(Month, Day, Year)</small>
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2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
Personnel Committee	▶ Name <u>Benson, Dawn</u> <small>(Last, First)</small> Alternate, if any <u>Halket, Richard</u> <small>(Last, First)</small>	▶ <u>1 / 1 / 14</u> <small>Appt Date</small> ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>146</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> Other
	▶ Name <u>Duarte, Ed</u> <small>(Last, First)</small> Alternate, if any <u> </u> <small>(Last, First)</small>	▶ <u>1 / 1 / 14</u> <small>Appt Date</small> ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>146</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> Other
Wastewater Committee	▶ Name <u>Howard, Dwight</u> <small>(Last, First)</small> Alternate, if any <u>Vonheeder-Leopold, G.</u> <small>(Last, First)</small>	▶ <u>1 / 1 / 14</u> <small>Appt Date</small> ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>146</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> Other
	▶ Name <u>Halket, Richard</u> <small>(Last, First)</small> Alternate, if any <u> </u> <small>(Last, First)</small>	▶ <u>1 / 1 / 14</u> <small>Appt Date</small> ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>146</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> Other
Water	▶ Name <u>Howard, Dwight</u> <small>(Last, First)</small> Alternate, if any <u>Duarte, Ed</u> <small>(Last, First)</small>	▶ <u>1 / 1 / 14</u> <small>Appt Date</small> ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>146</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> Other
	▶ Name <u>Vonheeder-Leopold, Georgan</u> <small>(Last, First)</small> Alternate, if any <u> </u> <small>(Last, First)</small>	▶ <u>1 / 1 / 14</u> <small>Appt Date</small> ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>146</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u> </u> Other

**Agency Report of:
Public Official Appointments
Continuation Sheet**

1. Agency Name Dublin San Ramon Services District	Date Posted: <u>12-12-13</u> (Month, Day, Year)
---	--

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
LAVWMA (Livermore-Amador Valley Water Management Agency)	▶ Name <u>Howard, Dwight</u> <i>(Last, First)</i>	▶ <u>1 / 1 / 14</u> <i>Appt Date</i>	▶ Per Meeting: \$ <u>146</u>
	Alternate, if any <u>Vonheeder-Leopold, G.</u> <i>(Last, First)</i>	▶ <u>12 months</u> <i>Length of Term</i>	▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other
	▶ Name <u>Halket, Richard</u> <i>(Last, First)</i>	▶ <u>1 / 1 / 14</u> <i>Appt Date</i>	▶ Per Meeting: \$ <u>146</u>
	Alternate, if any _____ <i>(Last, First)</i>	▶ <u>12 months</u> <i>Length of Term</i>	▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other
DERWA (DSRSD-EBMUD Recycled Water Authority)	▶ Name <u>Howard, Dwight</u> <i>(Last, First)</i>	▶ <u>1 / 1 / 14</u> <i>Appt Date</i>	▶ Per Meeting: \$ <u>146</u>
	Alternate, if any <u>Duarte, Ed</u> <i>(Last, First)</i>	▶ <u>12 months</u> <i>Length of Term</i>	▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other
	▶ Name <u>Vonheeder-Leopold, Georgan</u> <i>(Last, First)</i>	▶ <u>1 / 1 / 14</u> <i>Appt Date</i>	▶ Per Meeting: \$ <u>146</u>
	Alternate, if any _____ <i>(Last, First)</i>	▶ <u>12 months</u> <i>Length of Term</i>	▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other
Alameda LAFCo (Local Agency Formation Commission)	▶ Name <u>Vonheeder-Leopold, Georgan</u> <i>(Last, First)</i>	▶ <u>7 / 10 / 13</u> <i>Appt Date</i>	▶ Per Meeting: \$ <u>100</u>
	Alternate, if any _____ <i>(Last, First)</i>	▶ <u>ends 5/1/17</u> <i>Length of Term</i>	▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other
	▶ Name _____ <i>(Last, First)</i>	▶ _____ <i>Appt Date</i>	▶ Per Meeting: \$ _____
	Alternate, if any _____ <i>(Last, First)</i>	▶ _____ <i>Length of Term</i>	▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other