



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

NOTICE OF REGULAR MEETING

TIME: 6:00 p.m.
PLACE: Dublin San Ramon Services District Boardroom
7051 Dublin Boulevard
Dublin, CA 94568

DATE: Tuesday, July 15, 2014

AGENDA

(NEXT RESOLUTION NO. 39-14)

(NEXT ORDINANCE NO. 335)

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

BUSINESS:

REFERENCE

Recommended Action **Anticipated Time**

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

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

6. REPORTS
 - A. Reports by General Manager and Staff
 - Event Calendar
 - Correspondence to and from the Board
 - B. Agenda Management (consider order of items)
 - C. Committee Reports - None

7. APPROVAL OF MINUTES - Regular Meeting of
July 1, 2014 District Secretary Approve by Motion

BUSINESS:

REFERENCE

<u>Recommended Action</u>	<u>Anticipated Time</u>
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8. CONSENT CALENDAR

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 Casting District Vote in the California Special Districts Association (CSDA) 2014 Election for Representative to the Board of Directors for Region 3, Seat C | General Manager | Approve by Motion | |
| B. | Approve Budget Adjustment to Hypochlorite Tank Replacement (CIP 14-P027) | Engineering Services Manager | Approve by Motion | |
| C. | Upcoming Board Calendar | General Manager | Accept by Motion | |

9. BOARD BUSINESS

- | | | | | |
|----|--|----------------------------|---|--------|
| A. | Discuss Drought Management Program | General Manager | Provide Direction | 5 min |
| B. | Public Hearing: Adopt Engineer's Report and Direct Levy of Annual Assessments in the Dougherty Valley Standby Charge District 2001-1 for Fiscal Year 2014-2015 | Financial Services Manager | Hold Public Hearing & Approve by Resolution | 10 min |

10. BOARDMEMBER ITEMS

- Submittal of Written Reports from Travel and Training Attended by Directors

11. CLOSED SESSION

- | | | | | |
|----|---|--|--|--------|
| A. | Public Employee Performance Evaluation – Pursuant to Government Code Section 54957
Title: District General Counsel | | | 15 min |
| B. | Public Employee Performance Evaluation – Pursuant to Government Code Section 54957
Title: General Manager | | | 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>
LAVWMA	July 16, 2014	6:00 p.m.	District Office
Regular Board Meeting	August 5, 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**

July 1, 2014

A regular meeting of the Board of Directors was called to order at 6:00 p.m. by President Georgan M. Vonheeder-Leopold. Boardmembers present: Georgan Vonheeder-Leopold, Vice President Edward R. Duarte, Director Richard M. Halket, Director Dawn L. Benson and Director D.L. (Pat) Howard participated in the meeting from an alternate teleconference location at 1286 Timber Lane, South Lake Tahoe, California 96150. 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

General Manager Michalczyk presented the Board with a certificate of appreciation for assistance with the 2014 Dublin Pride week that the District received from the Dublin City Council and which was adopted by them June 3, 2014.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 7:33 p.m.

Mr. Ed Kokko, Dublin Resident – Mr. Kokko addressed the Board and expressed several concerns about the proposed AT&T cell phone facility considered for installation near his home and neighborhood around Rhoda Drive in Dublin.

Mr. Chris Beeson, Dublin Resident – Mr. Beeson expressed concerns to the Board about potential impact on his property value and health and safety issues if the installation of an AT&T cell phone facility at the water reservoir occurs near his home around Rhoda Drive.

Ms. Radha Sharma, AT&T Representative – Ms. Sharma thanked the Board for taking time to work on negotiations of a lease with AT&T for a cell tower on Rhoda Drive. She voiced her interest in addressing future comments and concerns related to the cell phone facility.

6. REPORTS
 - A. Reports by General Manager and Staff

DRAFT

- Event Calendar – General Manager Michalczyk reported on the following:
 - o He wished the Board a safe and “Happy Fourth of July!”
- Correspondence to and from the Board

Date	Format	From	To	Subject
6/5/14	Email	Alex Limeres	DSRSD Board	Does your organization buy water?
6/26/14	Email	John Norwood, President, California Pool and Spa Association	Georgian Vonheeder-Leopold	Let’s Pool Together to Save Water
6/28/14	Email	Jalla Lakshmi	DSRSD Board	Annoying cross selling by DSRSD (HomeServe)

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

C. Committee Reports

Finance

June 9, 2014

President Vonheeder-Leopold invited comments on recent committee activities. Directors felt the available staff report adequately covered the many matters considered at the committee meeting.

7. APPROVAL OF MINUTES – Regular Meeting of *June 3, 2014*

Director Benson MOVED for the approval of the June 3, 2014 minutes. V.P. Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

V.P. Duarte MOVED for approval of the items on the Consent Calendar. Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

A. Intention to Levy Annual Assessments in the Dougherty Valley Standby Charge District 2001-1 for Fiscal Year 2014 – 2015 – Approved – Resolution No. 34-14

B. Approve Budget Adjustment to the Capital Improvement Program (CIP) Two-Year Budget for Fiscal Years Ending 2014 and 2015 to Increase Project Budget for WWTP Pavement Road Improvement (CIP 14-P026) – Approved – Resolution No. 35-14

- C. Approve Proclamation Honoring Nancy Feeley – Retiring President/CEO of Dublin Chamber of Commerce – Approved
- D. Upcoming Board Calendar – Approved
- E. Report of Checks and Electronic Disbursements Made – Approved

Date Range	Amount
5/27/14 – 06/23/14	\$3,975,554.26

9. BOARD BUSINESS

- A. Discuss Drought Management Program

General Manager Michalczyk reported this is a standing item on each Board meeting agenda through the end of the drought emergency, which is still in effect at the present time. This item provides members of the public an opportunity to address the Board with any questions or concerns they might have specifically related to the drought or the drought management program. This agenda item also allows Directors the flexibility to discuss concerns with the public in real time and in compliance with requirements under the Brown Act.

Hearing no public comment, President Vonheeder-Leopold closed the item for discussion.

- B. Accept Water Supply and Demand and Drought Response Action Plan Status Reports and Find that the Need for the Community Drought Emergency Still Exists

General Manager Michalczyk introduced this topic explaining the Board requested monthly information on several aspects of the emergency drought situation, as well as to comply with the California Government code that requires the Board to periodically consider the continuing need for the Community Drought Emergency. Mr. Michalczyk proceeded to give an update on varying aspects of the District's current water status.

Mr. Michalczyk reported there have not been any significantly positive or negative changes in the water supply since the last report. Besides the advent of the El Nino weather event this summer and fall, there is little likelihood of meaningful rainfall until late fall and not much encouraging news on the potable water supply horizon at this time. Zone 7 had been working on a few water transfers with Metropolitan Water District in southern California and Delta wetlands. Neither of those water transfers will move forward for various complicated reasons.

The District has, however, added a new supply to its water portfolio - a residential recycled water fill-station at the Wastewater Treatment Plant (WWTP). That station became operational June 12, 2014 and is open to members of the general public to pick up and use free recycled water for landscaping. He noted that the water cannot be used for drinking purposes or other prohibited purposes. Fifty-nine users have signed up to use this water supply and the station is open Monday - Friday from 3 - 7 p.m., Saturday, 8 a.m. - Noon, and additionally Thursday morning, 8 a.m. - Noon. So far, about 35,000 gallons of recycled water have been distributed. Mr. Michalczyk stated he would show the Board some video footage on that momentarily. There is also a truck filling station for contractors hauling water to construction sites and that usage amounted to 2.27 million gallons of recycled water distributed during June.

With regard to District-wide water demand, customer curtailment during the last two weeks is ranging between a 25% to 30% level as compared to similar periods in 2013. This is a steady improvement. However, the hottest 8-10 weeks are just beginning and give rise to some concern. Through the time the agenda was prepared for this meeting, the District received 43 requests for exemptions from the water use limitations adopted by the Board. Staff approved 26 of those requests and denied 13 requests. None of the denied exemption requests has been appealed to the Board. With regard to violations for the limitations, 659 customers were issued formal warnings, 57 of those customers who had not corrected the issue associated with the written warnings were assessed the Board mandated \$250 fine, and 2 customers who have still not corrected the violations were assessed \$500 fines. One customer who requested a waiver for special circumstances was approved and one was denied.

No operational issues have surfaced and the system integrity continues to be maintained. In June, all District facilities were operational.

On a policy level, the State Water Resources Control Board has a regular meeting scheduled for July 15, 2014 and will consider mandatory statewide water restrictions because, overall, the state is not meeting the 20% conservation required by Governor Brown. As a result, some adjustments could be needed to the District's water use limitations Ordinance and that could happen in early August.

Mr. Michalczyk concluded there is no reason for the Board to rescind or revise its May 5, 2014 emergency drought declaration.

The Board viewed a June 30, 2014 ABC Channel 7 news clip in which reporter Lauren Anthony interviewed DSRSD's Operations Manager Dan Gallagher and also discussed the District's water service area and impacts of dry lawns, violations, water curtailment requirements, and showcased the recycled water filling station at the WWTP where customers can pick up water for landscaping purposes.

V.P. Duarte commented on how refreshing it is when something like the recycled water filling station could work out even better than anticipated.

Director Howard noted that the information on the video sounded informative even though he could not actually see it as he was participating in the meeting via teleconference.

Director Benson MOVED to: (a) accept the Water Supply and Demand Report and the Drought Response Action Plan Status Report; and, (b) find that there still exists a need for continuing the Community Drought Emergency which the Board declared on May 5, 2014. V.P. Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

- C. Approve Budget Adjustment to the Capital Improvement Program (CIP) Two-Year Budget for Fiscal Years Ending 2014 and 2015 to Add the Recycled Water Expansion Phase 1 - Distribution to Western Dublin and Alameda County Facilities (CIP 15-R009) and Revise the Water Expansion Fund Limit

Engineering Services Manager Biagtan reviewed that at the May 5, 2014 meeting the Board approved mid-year CIP Budget adjustments. The Recycled Water Expansion Phase 1 - Distribution to Western Dublin and Alameda County Facilities project was not part of those adjustments. Various opportunities have surfaced because of the drought situation. As part of the Drought Action Plan, the District plans to expand the use of recycled water. One component of that plan is to implement the CIP project, which is part of the District's 10-year CIP Program and part of the Integrated Regional Water Management (IRWM) Plan. If external funding becomes available, staff recommends adding this project to the FYE 2015 CIP Budget.

The Governor directed the Department of Water Resources to expedite award of Proposition 84 IRWM funding to support projects for drought relief. Funding will be made available to regions in the state that demonstrate the need for the projects and the ability to quickly implement projects. On June 2, 2014 the application process opened. The Association of Bay Area Agencies (ABAG) is preparing the regional application for grant funds and will request \$30 million for drought emergency projects.

Because of the selection process for projects and to maximize the opportunity for project selection and grant award, District staff collaborated with EBMUD staff and proposed a project called "DERWA Phase 3 Recycled Water Expansion" that consisted of the District's proposed project (Recycled Water Expansion Phase 1 - Distribution to Western Dublin and Alameda County Facilities project [CIP 15-R009]) and EBMUD's recycled water expansion project in San Ramon.

After a rigorous selection process, the “DERWA Phase 3 Recycled Water Expansion” project was selected for inclusion in the ABAG regional application. Together, the DERWA grant amount request is \$4 million, of which \$2 million is for DSRSD’s portion of the project. DSRSD and EBMUD will share the cost of grant preparation, administration and grant funding equally.

Ms. Biagtan credited Ms. Linda Hu of EBMUD for coming up with the strategy and collaborating with the District to make this venture possible, and also acknowledged Ms. Anita Jain from Whitley Burchett & Associates for assistance with the grant application preparation.

The ABAG regional application is under preparation and will be submitted to DWR by late July with an anticipated award by September 2014. One of the requirements for grant award is that the project must be ready for construction by April 2015. To meet the required schedule, the District needs to commence planning and design phase work now for the proposed Recycled Water Expansion Phase 1 - Distribution to Western Dublin and Alameda County Facilities project (CIP 15-R009).

If awarded the grant, the District may be able to permanently remove Alameda County’s landscape irrigation demands from the potable water system and onto recycled water in a matter of a few months. Western Dublin construction may commence in summer 2015.

District staff estimates the total project cost of the Recycled Water Expansion Phase 1 - Distribution to Western Dublin and Alameda County Facilities project (CIP 15-R009) at \$6 million. With the anticipated grant amount funding of \$2 million, the net project cost to the District is \$4 million.

Ms. Biagtan concluded her remarks stating staff requests the Board approve the addition of the CIP 15-R009 project to the current year’s CIP Program. She noted that associated with the request are adjustments to the CIP Fund Expenditure limits and adjustments to the Revenue budgets. The project budget is split between Water Replacement and Water Expansion, as both current customers and future customers will benefit from this project.

General Manager Michalczyk credited Ms. Biagtan for her efforts on this grant application that was assembled very quickly.

V.P. Duarte asked if there would be any pump stations included in the proposed project.

Ms. Biagtan answered that for now there would only be pipelines involved.

Director Halket MOVED to adopt Resolution No. 36-14, approving a budget adjustment to the Capital Improvement Program Two-Year Budget for Fiscal

Years Ending 2014 and 2015 to add Recycled Water Expansion Phase I – Distribution to Western Dublin and Alameda County Facilities project (CIP 15-R009). Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

- D. Approve Budget Adjustment to the Capital Improvement Program (CIP) Two-Year Budget for Fiscal Years Ending 2014 and 2015 to Add Pipeline Replacement Pilot Project (CIP 15-W010)

Engineering Services Manager Biagtan reported that when the Board approved mid-year CIP Budget adjustments at the May 5, 2014 meeting, the Pipeline Replacement Pilot Project (CIP 15-W010) was not a part of the requested adjustments because the results of an assessment for this project were unavailable at that time, so a proposed project was not prepared for Board consideration.

As part of the District's Strategic Plan Work Plan, staff was to conduct a condition assessment on the water system, particularly in highly corrosive locations. Studying an existing potable water system can be a bit challenging because TV cameras cannot be placed in an operational pipeline without impacting customers. The technology used to conduct the assessment is relatively new. Staff is proposing a pilot project to validate the results of the assessment. Financial decisions will be made on future replacements of infrastructure and this assessment is important. The proposed project cost is \$300,000. Funding for this project will be from the existing Water System Improvement Program and will not impact the overall CIP Budget. This item is being presented to the Board to comply with Budget Accountability policy.

Asset Management Supervisor Garry Lee led the work related to this condition assessment. He has made significant progress in the District's Asset Management Program and pushed hard to complete this assessment. Ms. Biagtan invited Mr. Lee to make a presentation of the results of that assessment.

Mr. Lee gave a presentation titled, "Asset Management Potable Water System Pilot Project." He focused his presentation discussion on the District's potable water system and the acoustic testing technology the District, along with EBMUD, has pilot tested. The primary purpose of the acoustic testing is to get an assessment of pipe, project how many remaining years of useful life are estimated and then give the agency a better idea of when to replace the asset. This would be helpful to the District's finance department with their replacement modeling. Mr. Lee stated the acoustic testing information should give the District an idea of the urgency to step up projects in the future. This CIP project could have some significant impacts on the upcoming 10-year CIP.

V.P. Duarte MOVED to adopt Resolution No. 37-14, approving a budget adjustment to the Capital Improvement Program Two-Year Budget for Fiscal Years Ending 2014 and 2015 to Add Pipeline Replacement Pilot Project (CIP 15-

W010). Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

E. Adopt Revised Policy – Guidelines for Conducting District Business and Rescind Resolution No. 61-09

General Manager Michalczyk introduced the proposed updated “Guidelines for Conducting District Business” policy and reported that revisions have been underway for some time and were last discussed by the Board in December 2013. These guidelines document the way the Board transacts District business. Because of the drought related planning and activities, completion of this policy was delayed until now.

Mr. Michalczyk briefly discussed the most significant changes in the guidelines:

- 1) Process streamlining for agenda items – Business items will go first to the Board—with a few specified exceptions. Items could be referred for review upon first consideration by the Board. Overall, it is believed this process change will streamline District work, assist with the workload and accelerate implementation.
- 2) Recording Board meetings – Board meetings are now recorded and available on the website. This process change necessitated incorporation of updated meeting protocols to ensure good quality video recordings of the meetings result, given current equipment limitations.
- 3) Electronic communication devices – To remain open and transparent, the use of such devices at the dais is not permitted.
- 4) Board Correspondence – Streamlined and simplified this section for modern-day electronic means of communications. Directors now have individual District email addresses (generally, last name @dsrsd.com).
- 5) Administrative changes – Several changes are incorporated into the guidelines as directed by the Board (Attachments 1 and 2 in agenda item materials).

President Vonheeder-Leopold recalled talking about the updates at the Board and Committee meetings. She believed that all the changes were incorporated into the guidelines. She expressed her satisfaction with updating the section on the electronic communication devices and use of email.

Mr. Michalczyk noted the approval provides him with the latitude to make any minor changes when finalizing the document for publishing. He noted one of the other purposes of this document is for the public to understand how the Board conducts business.

V.P. Duarte mentioned the guidelines will be available to the public on the website.

Director Halket MOVED to adopt Resolution No. 38-14, revising Guidelines for Conducting District Business policy and Rescinding Resolution No. 61-09.

Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

10. BOARDMEMBER ITEMS

Director Howard commented on the beautiful weather from his teleconference location in Lake Tahoe.

Director Benson commented on:

- The June 19, 2014 breakfast hosted by EBMUD Director Frank Mellon that she and President Vonheeder-Leopold attended. She mentioned the many topics discussed at the meeting.
- She participated in a conference call along with President Vonheeder-Leopold and representative from OpenGov, a financial transparency and web-based business intelligence platform that has been used by several water and wastewater agencies. They provide a way to publish an agency's financials so the public can easily understand the information.
- She thanked Financial Services Manager Archer for his preparation work and attendance at the June Zone 7 meeting that she and General Manager Michalczyk also attended.
- She mentioned the many good articles contained in the California Special District May – June 2014 publication. Director Benson wished everyone a wonderful Fourth of July holiday!

President Vonheeder-Leopold commented on:

- The June 19, 2014 meeting she attended hosted by EBMUD Director Frank Mellon and the many positive comments about the partnership with DSRSD on DERWA.
- She attended former San Ramon Mayor Curt Kinney's funeral. Mayor Kinney served the City in the mid-1990s.
- The recent article in a Castro Valley newspaper that had information on the Castro Valley Sanitary District's sewer lateral replacement program.
- She attended and presented the District Board's proclamation at the June 25, 2014 retirement party for Ms. Nancy Feeley, President/CEO of Dublin Chamber of Commerce, who retired after nearly 40 years of working for the Chamber.
- She participated in the OpenGov conference call with Director Benson. She referred Directors to the City of Dublin's website for a view of this service.
- In gathering information for the Dublin Library 100th birthday, she discovered a 1961 aerial photo of the District's WWTP which she gave to staff to hang up for all to enjoy.
- She attended the June 19, 2014 Re-dedication of the Val Vista Community Park and Neighborhood Meeting and BBQ sponsored by the District and the City of Pleasanton.

11. CLOSED SESSION

At 7:07 p.m. the Board went into Closed Session.

A. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6

Agency Negotiator: Bert Michalczyk, General Manager

Unrepresented Employees: 1. Interim Engineering Services Manager
2. Operations Manager
3. Interim Financial Services Manager
4. Interim Organizational Services Manager

Additional attendees: General Counsel Carl P. A. Nelson
Michelle Gallardo, Interim Organizational Services Manager
Bruce Lawson, Fox Lawson & Associates

B. Conference with Real Property Negotiator – Pursuant to Government Code Section 54956.8

Property: Reservoir 1A, 8208 Rhoda Avenue, Dublin, California

Agency Negotiator: Bert Michalczyk, General Manager

Rhodora Biagtan, Interim Engineering Services Manager

Steve Delight, Interim Planning & Permitting Division Supervisor

Negotiating Parties: AT&T

Under Negotiation: Price and Terms of Payment

Additional Attendees: General Counsel Carl P. A. Nelson

12. REPORT FROM CLOSED SESSION

At 8:38 p.m. the Board came out of Closed Session. President Vonheeder-Leopold announced that there was no reportable action.

13. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 8:39 p.m.

Submitted by,

Nancy Gamble Hatfield
District Secretary



Reference General Manager	Type of Action Cast Ballot	Board Meeting of July 15, 2014
Subject Approve Casting District Vote in the California Special Districts Association (CSDA) 2014 Election for Representative to the Board of Directors for Region 3, Seat C		
<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 approve, by Motion, the casting of the District’s vote for Stanley R. Caldwell in the 2014 election for the representative to the California Special Districts Association (CSDA) Board of Directors for Region 3, Seat C of the CSDA.

Summary:

The California Special Districts Association (CSDA) is in the process of conducting its election for a representative to the CSDA Board of Directors from its Region 3. In accordance with District Board policy for the casting of the District’s vote on ballots of this sort, this is considered a “Substantial” matter because the number of candidates exceeds the number of openings. As such, the Board is called upon to make a decision as how to cast the District’s vote.

The candidates are:

- Stanley R. Caldwell (Mt. View Sanitary District), Incumbent; and
- Shane McAfee (Greater Vallejo Recreation District)

All election material received related to this matter is attached.

The staff recommendation to cast the District’s ballot for Stanley R. Caldwell is derived from the principles used by the Board in the past of favoring candidates by balancing the following:

- Satisfactory prior service;
- Proximity to District service area;
- From an agency with a similar mission (water/wastewater); and
- Knowledge of DSRSD.

Mr. Caldwell’s qualifications best fits these principles.

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 checked="" type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> \$0	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. CSDA Official Ballot Region 3; Seat C, 2014 Election 2. CSDA Mail Ballot Information 3. Candidate Information 4. DSRSD Policy - Casting District Ballots			
<small>H:\Board\2014\07-15-14\CSDA Statewide Election\CSDA Statewide Election S&R.docx</small>						14 of 40

CSDA BOARD OF DIRECTORS
2014 ELECTION



OFFICIAL BALLOT



**BAY AREA
 NETWORK**
 REGION 3

SEAT C
 term ends 2018

Please vote for only one.

Stanley Caldwell*
Mt. View Sanitary District

Shane McAfee
Greater Vallejo Recreation District

*All fields must be completed for ballot to be counted. *incumbent running for re-election*

SIGNATURE:	DATE:
MEMBER DISTRICT:	

Must be received by **5pm, August 1, 2014**. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814



**California Special
Districts Association**
Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2014 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Region for Seat C. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your region in Seat C and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 1, 2014**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association
Attn: 2014 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@csgda.net with any questions.

Stanley R. Caldwell
75 Cecilia Lane
Martinez, California 94553-1455

RE: Election Region 3, Seat C

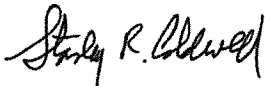
It has been an honor and a pleasure to serve the California Special Districts Association (CSDA) Membership as Region 3 Director. I look forward to the opportunity to continue to be of service. I have been active and involved in CSDA activities. I have served on the Membership Committee & Fiscal Committee. I am currently vice chair of the Membership Committee. I am the CSDA Past President (2013). I am retired and I have the time, and the commitment required to continue to serve as a director.

I have faithfully and diligently served within my local community. I am a dedicated active board member of Mt. View Sanitary District (MVSD) and have served several times as the board president and I am the current board President. By being an active participant at the California Association of Sanitation Agencies and the CSDA, I enhance my ability to serve in a director position. I am the current MVSD representative to the Local Agency Formation Commission (LAFCO) in Contra Costa County. Contra Costa County has a local CSDA chapter, the Contra Costa Special Districts Association (CCSDA) of which I have been active participant and contributor. For CCSDA I serve as Member at Large and I am the current Newsletter Editor.

If re-elected I would continue to provide the leadership that makes CSDA a success. I will apply my experience, commitment and leadership to be effective, efficient, and responsive to special district needs.

Please consider me for the upcoming election for Director of Region 3 where I will continue to bring my experience and dedication to CSDA.

Thank you for your consideration,



Stanley R. Caldwell
Incumbent CSDA Region 3 Director
Mt. View Sanitary District Board Member

Candidate Statement

Shane McAfee – General Manager, Greater Vallejo Recreation District
smcafee@gvrd.org 707-648-4603

I am excited about the potential of serving the Special Districts of the State of California. I have managed special districts for over 20 years and feel that I have the back ground, interest, and desire to help make a difference.

If elected I do my very best to provide the leadership that makes CSDA successful. I will apply my experience, commitment and leadership to be effective, efficient, and responsive to special district needs. Together, through continued advocacy, education, and the value-added services that CSDA provides, we can positively affect all special districts, their operations and service to constituents. I have the Special District Administrator Certification and I have also completed the CSDA Special District Leadership Academy in Governance Foundations, Setting Direction and Community Leadership, Board's Role in Finance and Fiscal Accountability and Board's Role in Human Resources.

I am very experienced in budgeting, project management, report preparation, public speaking. I believe my dedication to Special Districts makes me an excellent choice to represent local government agencies' interests at CSDA.



POLICY

Dublin San Ramon Services District

Policy No.:	P100-10-1	Type of Policy:	Board Business
Policy Title:	Casting District Ballots		
Policy Description:	Election of officers and other matters in organizations of which the District is a member		
Approval Date:	May 16, 2006	Last Review Date:	2010
Approval Resolution No.:	19-06	Next Review Date:	2014
Rescinded Resolution No.:	35-01	Rescinded Resolution Date:	Oct 10, 2001

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

That the District actively participate in the governance of those organizations in which the District is a member (including but not limited to ACWA, CASA, Alameda County Special District Association, CSDA, East Bay Alliance for Development, etc.) doing so in a manner that protects and furthers the interests of the District and its rate payers and further that this is done in a way that provides appropriate opportunity for public debate of matters of substance related to the governance of those organizations while at the same time streamlining the administration of this effort.

Accordingly, when organizations in which the District is a member solicit the District's vote the matter shall be processed as follows:

For matters that are **Non-Substantial**¹ the General Manager shall make a tentative decision as how to cast the District's vote. The General Manager shall inform the Board of his intentions on the matter. If any Boardmember objects to the General Manager's tentative decision, they shall inform the General Manager of their objection and their reasons for doing so within 72 hours of being informed by the General Manager. If no Boardmember so objects, the General Manager's tentative decision shall be considered the position of the District on the matter. If any Boardmember so objects, the matter shall be considered "Substantial" and be processed as described below.

¹ Non-substantial matters are those items dealing with the routine running of the business of an organization. They include, but are not limited to matters such as changes to by-laws (excepting those changes to by-laws involving general eligibility for membership), 10% or less increase in dues, and uncontested elections (i.e. number of candidates equals the number of seats in the election).

Substantial² matters shall be referred to the DSRSD Board committee whose Charter is most closely aligned with the mission and purpose of the organization as determined by the General Manager. That committee shall make a tentative decision as how to cast the District's vote. The committee's tentative decision shall normally be documented in that committee's meeting minutes. If the timing of the election is such that documenting the committee's tentative decision in that committee's minutes provides insufficient time for a Boardmember to object then the General Manager shall notify the Board of Directors of the committee's tentative decision so as to provide time for a Boardmember to object if they so desire. If any Boardmember not on the committee objects to the committee's tentative decision, that Boardmember shall raise their objection and their reasons for doing so at the Board meeting at which the committee minutes are presented or within 72 hours of so being informed by the General Manager. If no Boardmember so objects, the committee's tentative decision shall be considered the position of the District on the matter. If any non-committee Boardmember objects, the matter shall be considered "Highly Relevant" and be processed as described below.

Highly Relevant³ matters shall be referred to the Board of Directors for a determination of the District's position.

In all cases (non-substantial, substantial and highly relevant), once a decision is made in accordance with this policy, the General Manager is authorized (and in the case of a committee or Board decision directed) to cast the District's vote in accordance with that decision unless the by-laws of that organization require a person other than the General Manager to cast the vote, in which case by this policy the person so required by the organization is authorized and directed to do so.

If the timing of the election in any organization is such that the process outlined herein cannot be followed because committee and/or Board meetings cannot be scheduled in a timely manner, the General Manager is authorized to cast the District's vote in a manner which the General Manager believes is in the District's best interest. If the matter has been reviewed by a committee, the General Manager is authorized and directed to cast the District's vote as determined by the committee. In those cases the General Manager shall report his action to the Board of Directors at the next Board meeting.

² Substantial matters include but are not limited to changes to the governance structure of the organization (i.e., changes in the number of governing Board seats or the make-up of the governing Board) or changes in by-laws affecting membership in general, dues increases greater than 10%, contested elections (i.e., the number of candidates exceeds the number of available seats) and any non-substantial matter on which a Boardmember duly raises an objection to the General Manager's tentative decision.

³ Highly Relevant matters include any membership matter that would terminate the District's membership, any election for which a member of the District's Board of Directors is a candidate and any substantial matter on which a District committee's proposed action is objected to by a non-committee Boardmember.

DSRSD Policy
Page 3 of 3
Policy No.: P100-10-1
Policy Title: Casting District Ballots

Policy is current and no changes need to be adopted by the Board of Directors.	
Status Quo Chronology	
Date Adopted <u>May 16, 2006</u>	
Reviewed by	
Committee <u>External Affairs</u>	Date <u>April 8, 2010</u>
Committee _____	Date _____
Committee _____	Date _____
Committee _____	Date _____



Reference Engineering Services Manager	Type of Action Approve Budget Adjustment	Board Meeting of July 15, 2014
Subject Approve Budget Adjustment to Hypochlorite Tank Replacement (CIP 14-P027)		
<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	R. Biagtan	<input type="checkbox"/> Board Member

Recommendation:

The Engineering Services Manager recommends the Board of Directors approve, by Motion, an increase to the project budget for the Hypochlorite Tank Replacement (CIP 14-P027) by \$43,000, from \$82,000 to \$125,900.

Summary:

On June 4, 2013, the Board adopted a Two-Year Capital Improvement Program (CIP) Budget for Fiscal years Ending 2014 and 2015.

The Hypochlorite Tank Replacement Project (CIP 14-P027) was created out of the WWTP Replacement and Improvement Program (CIP 00-3110) for \$82,000.

The hypochlorite tanks are scheduled for replacement. The four tanks have been ordered and are currently in production. After further evaluation of the hypochlorite facility, it has been determined that all the piping to the hypochlorite tanks has reached its useful life. The piping and connections should be replaced every ten years due to the corrosive nature of the hypochlorite. Hypochlorite spills are occurring more frequently as the pipes and connections are aging. In addition to the piping replacement, the hypochlorite structure, which is over twenty years old, should be evaluated. Over the years, hypochlorite spills have started to undermine the foundation. The foundation and walls should be evaluated to see if improvements are necessary in order to meet current structural standards.

The project requires an additional \$43,000 to cover structural evaluation, construction and administrative costs. There is funding available in the WWTP Replacement and Improvement Program (CIP 00-3110). This increase will not affect the overall Fund Expenditure Limit budget, it will only transfer funds already set aside in the WWTP Replacement and Improvement Program (CIP 00-3110) to the Hypochlorite Tank Replacement Project (CIP 14-P027).

Per the Budget Modification Approval Requirements section of the CIP 2-Year Budget document, a project created from a program in excess of \$100,000 or a budget increase that will result in a project budget in excess of \$100,000 requires Board approval. Hence, this item is being presented to the Board for approval.

Staff recommends increasing the budget for the Hypochlorite Tank Replacement Project (CIP 14-P027) by \$43,000 from \$82,000 to \$125,900.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Yee	DEPARTMENT Engineering	REVIEWED BY
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	<input checked="" type="checkbox"/> Funding Source A. Regional Sewer Replacement (310) B.		Attachments to S&R 1. Revised Budget Sheet 2. 3.			

<i>CIP Budget FYE 14 and 15</i>	<i>Hypochlorite Tank Replacement</i>	
<i>New</i>	<i>CIP #: 14-P027</i>	<i>Regional Sewer Replacement Fund (310)</i>

Project Manager: Jackie Yee**Project Sponsor:** Dan Gallagher**PURPOSE AND DESCRIPTION**

The WWTP has four bulk storage tanks that is used to store sodium hypochlorite. The tanks are located in an open air structure west of Holding Basin #1. Sodium hypochlorite is used as part of the disinfection process for the effluent. Sodium hypochlorite needs to be contained properly since the chemical can be dangerous to workers if exposed in large quantities. The hypochlorite tanks were installed in 1991 with a recommended life of twenty years. The existing hypochlorite tanks have reached their useful life and are well over twenty years old. There has been an increase in repairs on existing tanks due to cracks and leaks. The existing tanks should be replaced to allow for more reliable service to the treatment plant.

IMPACT ANALYSIS

Operating Impact: Maintenance and materials for repairs will decrease one the tanks are installed.

Environmental: Categorical Exemption [CEQA Guideline 15302].

Public Info.: None.

Scheduling: Begin in March 2014 and complete by December 2015.

Permits: None.

Reference: Operations staff recommendation.

Strategic Plan Element: Goal 2.3 Implement key capital improvement projects.

FINANCIAL OVERVIEW

	Proposed Budget			Actual + Estimated Cash Flow					
	Adopted Budget	Proposed Adjustment	Revised Budget	Actual Thru FYE 2013	Actual FYE 2014 to Date	Est. Remaining FYE 2014	Estimated FYE 2015	Estimated Future	Total Projected Budget
Planning	10,000	0	10,000	0	9,815	185	0	0	10,000
Design	0	0	0	0	0	0	0	0	0
Construction	70,000	43,900	113,900	0	0	113,900	0	0	113,900
Const Mgmt	2,000	0	2,000	0	0	2,000	0	0	2,000
Admin Mgmt	0	0	0	0	0	0	0	0	0
Staff Time	0	0	0	0	0	0	0	0	0
Subtotal	82,000	43,900	125,900	0	9,815	116,085	0	0	125,900
<i>Other Funding</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Net Impact	82,000	43,900	125,900	0	9,815	116,085	0	0	125,900

Fund Split Basis:

310	100%	82,000	43,900	125,900	9,815	116,085	125,900
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NOTES:

a) Created from WWTP Replacement and Improvement Program (00-3110) March 2014

b) Budget increase of \$43,900 requested. Program 00-3110 has funds available. As total project budget will exceed \$100,000 with the proposed increase, Board approval is required. Will be on the agenda for 7/15 Board meeting.



Reference General Manager	Type of Action Accept Report	Board Meeting of July 15, 2014
Subject Upcoming Board Calendar		
<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 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

7/9/2014 10:54:25 AM

Board Mtg	Agenda Item	Water	WWC	Finance	Personnel	Ext. Aff.
8/5/2014	Drought Related Customer Issues and Concerns					
	Approve Recommendation on Real Property Agent to Represent the District in Real Property Negotiations					
	Resolution to Reallocate City of Dublin Excess Sewer Capacity Rights					
	Closed Session: Direction for Negotiation on the AT&T Cell Tower Lease at Reservoir 1A					
	Conf with Labor Negotiators Pursuant to GC Sect 54957.6 Agency Neg: Bert Michalczyk, General Manager Unrep Employees: 1. Interim Eng Serv Mgr 2. Ops Mgr 3. Interim Fin Serv Mgr 4. Interim Org Serv Mgr					
	Approve District Salary Schedule					
	Rescind and Approve Nielsen Out of Area Agreement					
	Accept Water Supply and Demand and Drought Response Action Plan Status Reports and Find that the Need for the Community Drought Emergency Still Exists					
	AT&T Cell Tower Lease at Reservoir 1A					
	Annual Reporting of Employee Expense Reimbursements Over \$100 and Status of Outstanding Receivables					
	Approve Health Insurance Contribution for 2015					
	Water Expansion Fund Management Policy Year End Analysis					
	Approve Agreement for Trustworthy Electronic Content Management System with _____.					
8/19/2014	Approve Legal Counsel Contract Amendment					
	Tri-Valley Intergovernmental Reciprocal Services Agreement					
	Policy - Records Retention Schedule Policy Update					

Board Mtg	Agenda Item	Water	WWC	Finance	Personnel	Ext. Aff.
8/19/2014	Policy - Risk Management for District Agreements with Contractors and Consultants					
	Presentation on Desalination by Lawrence Livermore Lab					
	Revise Various Board Policies to Conform to Guidelines for Conducting District Business					
	Drought Related Customer Issues and Concerns					



Reference General Manager	Type of Action Provide Direction	Board Meeting of July 15, 2014
Subject Discuss Drought Management Program		
<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 the Board of Directors receive comments from the public related to the District’s Drought Management Program, discuss those as appropriate and, by Consensus, provide appropriate direction to staff and/or Board Committees for follow-up.

Summary:

On May 5, 2014 the Board took various actions (collectively the “Drought Management Program”) in response to the drought including the following:

- Declared a Community Drought Emergency;
- Established Water Use Curtailment Goals;
- Adopted Water Use Limitations;
- Adopted Penalties and Enforcement Provisions;
- Adopted Water Shortage Rate Stage 3;
- Approved a Wise Water User Credit;
- Approved an Enhanced Rebate Program;
- Endorsed a Drought Response Action Plan; and
- Approved a Budget Amendment related to Drought Management Activities.

The various aspects of the Drought Management Program affect all customers of the District in various ways. To be as open and transparent as possible, the Board wishes to allow the public an opportunity to address the Board on the various aspects of the Drought Management Program in a manner that can lead to a productive outcome. The public may always address the Board under the “Public Comment” portion of the Board agenda. However, for public comment made at that time, the Board is precluded from having substantive discussions in response to the public comment received. This agenda item allows the Board to engage in a substantive discussion of issues that may be raised by the public and also to provide staff or a Board Committee with appropriate direction related to the Drought Management Program in a timely fashion.

This item will be a standing item on the Board agenda throughout the duration of the Community Drought Emergency.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR BLM	DEPARTMENT Executive	REVIEWED BY
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	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. 2. 3.				



Reference Financial Services Manager	Type of Action Public Hearing/Adopt Resolution	Board Meeting of July 15, 2014
Subject Public Hearing: Adopt Engineer's Report and Direct Levy of Annual Assessments in the Dougherty Valley Standby Charge District 2001-1 for Fiscal Year 2014-2015		
<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 checked="" 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 the Board of Directors hold a Public Hearing and adopt, by Resolution, the Engineer's Report and direct staff to levy the annual assessments in the Dougherty Valley Standby Charge District 2001-1 for Fiscal Year 2014-2015

Summary:

This action must be taken by the Board in order to levy assessments in the Dougherty Valley Standby Charge District 2001-1 for Fiscal Year 2014-2015. The Board adopted the Resolution of Intent on July 1, 2014, which is required prior to adopting the Engineer's Report and directing the levy.

Background: In 1999, the District entered into Areawide Facility Agreements with Windemere and Shapell, then the only two property owners in the Dougherty Valley. Those agreements set terms under which the District would provide water service to the Valley. Among the various terms is a requirement that Windemere and Shapell remit, on an annual basis, sufficient funds to the District to allow the District to pay Zone 7 ongoing costs associated with the State Water Project and the Semitropic Water Storage District specifically tied to the Dougherty Valley. These costs are paid by Alameda County customers when they pay the Zone 7's property tax override (assessed on property only in Alameda County). Since Zone 7 is an Alameda County agency and cannot impose the property tax override in Contra Costa County, an alternative collection mechanism had to be devised, hence the contractual language that provides for the District to collect these fees.

On June 19, 2001, the Board adopted Resolution No. 20-01, which established the Dougherty Valley Standby Charge District 2001-1.

How this Assessment District Works: Each year, Zone 7 provides estimated costs associated with the State Department of Water Resources (DWR) specifically tied to providing water service to Dougherty Valley. An updated Engineer's Report is prepared that shows a projection of the costs expected to be incurred in the upcoming fiscal year and the allocation of those costs based upon equivalent dwelling units ("EDU's"). The Board initially adopts a resolution of intention to levy annual assessments, followed by a public hearing at the next Board meeting. After the public hearing, the Board adopts the Engineer's Report and directs the levy of the assessment. These assessments are then placed on the tax roll.

The annual assessment for FY2015 is \$1,530,156.30 or \$170.75 per EDU. This assessment is the same amount as FY 2014 and represents a 0% increase.

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 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 N/A	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Engineer's Rport 2. 3.			

RESOLUTION NO. ____

A RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING ENGINEER'S REPORT AND DIRECTING THE LEVY OF ANNUAL ASSESSMENTS IN THE DUBLIN SAN RAMON SERVICES DISTRICT DOUGHERTY VALLEY STANDBY CHARGE DISTRICT 2001-1 FOR FISCAL YEAR 2014-2015

RESOLVED by the Board of Directors (the "Board") of the Dublin San Ramon Services District (the "District"), County of Contra Costa (the "County"), State of California, as follows:

WHEREAS, this Board has previously completed its proceedings in accordance with and pursuant to Article XIII D of the California Constitution and the Uniform Standby Charge Procedures Act, Sections 54984 *et seq.*, of the California Government Code (together, the "Act") to establish the District's Dougherty Valley Standby Charge District 2001-1 (the "Assessment District"); and

WHEREAS, under the Act, this Board is authorized to levy assessments each year for the Assessment District and on July 1, 2014, this Board adopted Resolution No. 34-14, A Resolution of the Board of Directors of the Dublin San Ramon Services District of Intention to Levy Annual Assessments for the Dublin San Ramon Services District Dougherty Valley Standby Charge District 2001-1 for Fiscal Year 2014-2015 (the "Intention Resolution") and preliminarily approved a special Engineer's Report (the "Engineer's Report") prepared pursuant to the Act for purposes of the levy of assessments for Fiscal Year 2014-2015 (the "Next Fiscal Year"); and

WHEREAS, as specified in the Intention Resolution, and upon notice as required by the Act, this Board held a Public Hearing July 15, 2014, on the issue of the levy of the assessments for the Next Fiscal Year, and all persons desiring to be heard were given an opportunity to be heard, and all objections to the assessment were considered by this Board.

NOW, THEREFORE, IT IS ORDERED as follows:

1. Objections and Protests. No objections or protests against the annual levy of assessments for the Assessment District, as a whole or as to any part thereof, or against the estimate of costs and the assessments, in whole or in part, were received prior to or at the Public Hearing.

2. Public Interest. The public interest, convenience and necessity require the levy of annual assessments for the Assessment District.

3. District Described. The Assessment District specially benefited and to be assessed to pay the costs and expenses thereof, and the exterior boundaries thereof, are as shown by the assessment diagram thereof filed in the offices of the District, which map is made a part hereof by reference thereto.

4. Engineer's Report Approved. The Engineer's Report, in the form on file with the District and to which reference is hereby made for further particulars, including the estimates of costs and expenses, the apportionment of assessments and the assessment diagram contained in the Engineer's

Res. No. _____

Report, is hereby approved and confirmed and shall stand as the Engineer's Report for the Next Fiscal Year.

5. Benefits Determined. Based on the oral and documentary evidence, including the Engineer's Report, offered and received at the public hearing, this Board expressly finds and determines that each of the several subdivisions of land in the Assessment District will be specially benefited.

6. Collection of Assessments. The assessments herein confirmed shall be collected in accordance with the provisions of Resolution No. 20-01. The Finance Director (as therein defined) is hereby authorized and directed to cause such collections to be made for the Next Fiscal Year.

7. Effective Date. This resolution shall be effective upon the date of its adoption.

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 July, 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgan M. Vonheeder-Leopold, President

ATTEST:

By: _____
Nancy G. Hatfield, District Secretary



Dublin San Ramon Services District

Dougherty Valley Standby Charge District 2001-1

Engineer's Report Fiscal Year 2014/15

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DUBLIN SAN RAMON SERVICES DISTRICT

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DISTRICT BOARD

Georgian M. Vonheeder-Leopold, President

Edward (Ed) R. Duarte, Vice President

D.L. (Pat) Howard, Director

Richard M. Halket, Director

Dawn L. Benson, Director

DISTRICT STAFF

Rhodora Biagtan, PE, Interim Engineering Services Manger

John Archer, Interim Financial Services Manager

NBS

Pablo Perez, Client Services Director

Trevor Speer, Project Manager

Jason Roth, Consultant

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1. ENGINEER'S LETTER

WHEREAS, on May 1, 2001, the Board of Directors (the "Board") of the Dublin San Ramon Services District (the "District"), County of Contra Costa, State of California, under the Uniform Standby Charge Procedures Act, being Chapter 12.4 (commencing with Section 54984) of Part 1, Division 2 of Title 5 of the California Government Code (the "Act"), adopted its Resolution to Initiate Proceedings to Fix Standby Charges (the "Resolution to Initiate") for the fixing of Standby Charges to pay certain costs of the District incurred or to be incurred by the District as of certain agreements between the District and Alameda County Flood Control and Water Conservation District, Zone 7 to serve California State Water Project to the Dougherty Valley; and

WHEREAS, the Board desires to fix a maximum Standby Charge for each Equivalent Dwelling Unit (EDU) of the Dougherty Valley Service area; and

WHEREAS, the District's cost obligation to Zone 7 includes the annual payments to Zone 7 for 6,080 acre feet of State Water Project water for Zone 7 and annual payments to Zone 7 for 43,000 acre feet of water storage in Semitropic Water Storage Directory ("Semitropic"); and

WHEREAS, the Board desires to collect the money necessary to make required Zone 7 payments under provisions of the Act; and

WHEREAS, the Resolution to Initiate directed the undersigned to make and file a report presenting those materials specified in Section 54984.3 of the Act, to which Resolution to Initiate reference is hereby made for further particulars; and

WHEREAS, the Act provides that any Standby Charges imposed thereunder are deemed to be assessments and this Report presents such Standby Charges as and denominates them as "Assessments";

NOW, THEREFORE, the following Assessment is made to cover the annual costs of the charges and the costs and expenses incidental thereto:

SUMMARY OF ASSESSMENT

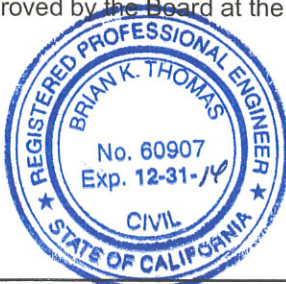
Description	As Originally Approved	As Confirmed by the Board
Charges		
State Water Project	\$1,311,950.00	\$1,311,950.00
Semitropic Water Storage	0.00	0.00
<i>Subtotal</i>	\$1,311,950.00	\$1,311,950.00
Administration		
Total Administration Costs	\$285,509.50	\$285,509.50
Carryover Contribution	(\$0.00)	(\$0.00)
Total Costs	\$1,597,459.50	\$1,597,459.50
Maximum Assessment	\$1,530,211.31	\$1,530,211.31
Rounding Adjustment	(55.01)	(55.01)
Total Assessment	\$1,530,156.30	\$1,530,156.30

I, the undersigned, do hereby assess and apportion the total assessment of the total cost of the acquisitions, work and improvements upon the several lots, pieces or parcels or portions of lots or subdivisions of land liable therefore and benefited thereby, and hereinafter numbered to correspond with the numbers upon the attached assessment diagram, upon each, severally and respectively, in accordance with the benefits to be received by such subdivisions, respectively, from the Assessments, and more particularly set forth in the list hereto attached and by reference made a part hereof.

The Assessment is made upon the several subdivisions of land within the Dougherty Valley Standby Charge District 2001-1 (the "Standby Charge District") in proportion to the estimated benefits to be received by the subdivisions, respectively, from the Assessments. An Assessment Diagram for the Standby Charge District has been submitted to the District Secretary in the format required under the provisions of the Act. The lines and dimensions shown on maps of the County Assessor of the County of Contra Costa for the current year are incorporated by reference herein and made part of this Report.

Each subdivision of land assessed is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the County of Contra Costa for Fiscal Year 2014/15 and includes all of such parcel excepting those portions thereof within existing public roads or right of way to be acquired in these proceedings for public road purposes. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of the County of Contra Costa.

The assessment has been levied in accordance with the assessment methodology adopted and approved by the Board at the time of the Standby Charge District formation.



Dated: July 8, 2014

By: [Signature]

2. ESTIMATE OF COSTS

The cost of servicing, maintaining, repairing, and replacing the actual improvements as described in the plans and specifications are summarized as follows.

2.1. Dougherty Valley Standby Charge District 2001-1 Budget

The budget for the Standby Charge District is outlined in the following table. The total annual assessment per EDU is described in Section 3.1.

Engineer’s Cost Estimate	
Description	Budget
Charges	
State Water Project Costs (Zone 7)	\$1,311,950.00
Administrative Charges & Fees	
Engineer’s Report	10,000.00
District Administration Charge (15%), (1)	196,792.50
Notice, Recording, Miscellaneous Contingencies (1%), (2)	13,119.50
Contingency (5%), (3)	65,597.50
<i>Subtotal</i>	\$285,509.50
Total Cost	\$1,597,459.50
Less: Carryover Contribution (estimated)	(\$0.00)
Maximum Assessment for Fiscal Year 2014/15	\$1,530,211.31
Rounding Adjustment	(55.01)
Total Levy for Fiscal Year 2014/15	\$1,530,156.30
Assessable EDU for Fiscal Year 2014/15	8,961.706
Assessment Per EDU for Fiscal Year 2014/15	\$170.75
Maximum Assessment Per EDU, Per Original Formation, (4)	\$170.75

(1) Annual Administration Charge – 15% of combined Water and Storage Charges.
 (2) Contingencies – 1% of combined Water and Storage Charges.
 (3) Contingencies – 5% of combined Water and Storage Charges.
 (4) \$170.75 is the maximum allowable rate per EDU.

3. ASSESSMENTS

The actual assessment and the amount of the Assessment for Fiscal Year 2014/15 apportioned to each parcel as shown on the latest equalized roll at the County Assessor's office are listed in Section 5 of this Report. The description of each lot or parcel is part of the records of the County Assessor of the County of Contra Costa and such records are, by reference, made part of this Report.

3.1. Method of Apportionment

The Assessments are apportioned according to the special benefits received by the lots, pieces, and parcels of land within the Standby Charge District. The proportionate benefit derived by each parcel is determined in relationship to the entirety of the Standby Charges. No assessment has been apportioned on any parcel that exceeds the reasonable cost of the proportional benefit conferred on that parcel.

Under this Report the Assessments for the Standby Charge District are apportioned in accordance with the foregoing and using the following criteria.

The Assessments for each parcel of land were apportioned based on the number of projected EDUs for build-out within that parcel.

For this purpose, a single family detached dwelling unit is equal to 1.0 EDU, a multi-family attached dwelling unit is equal to .40 EDU, and each acre of commercial land is equal to 4.0 EDU.

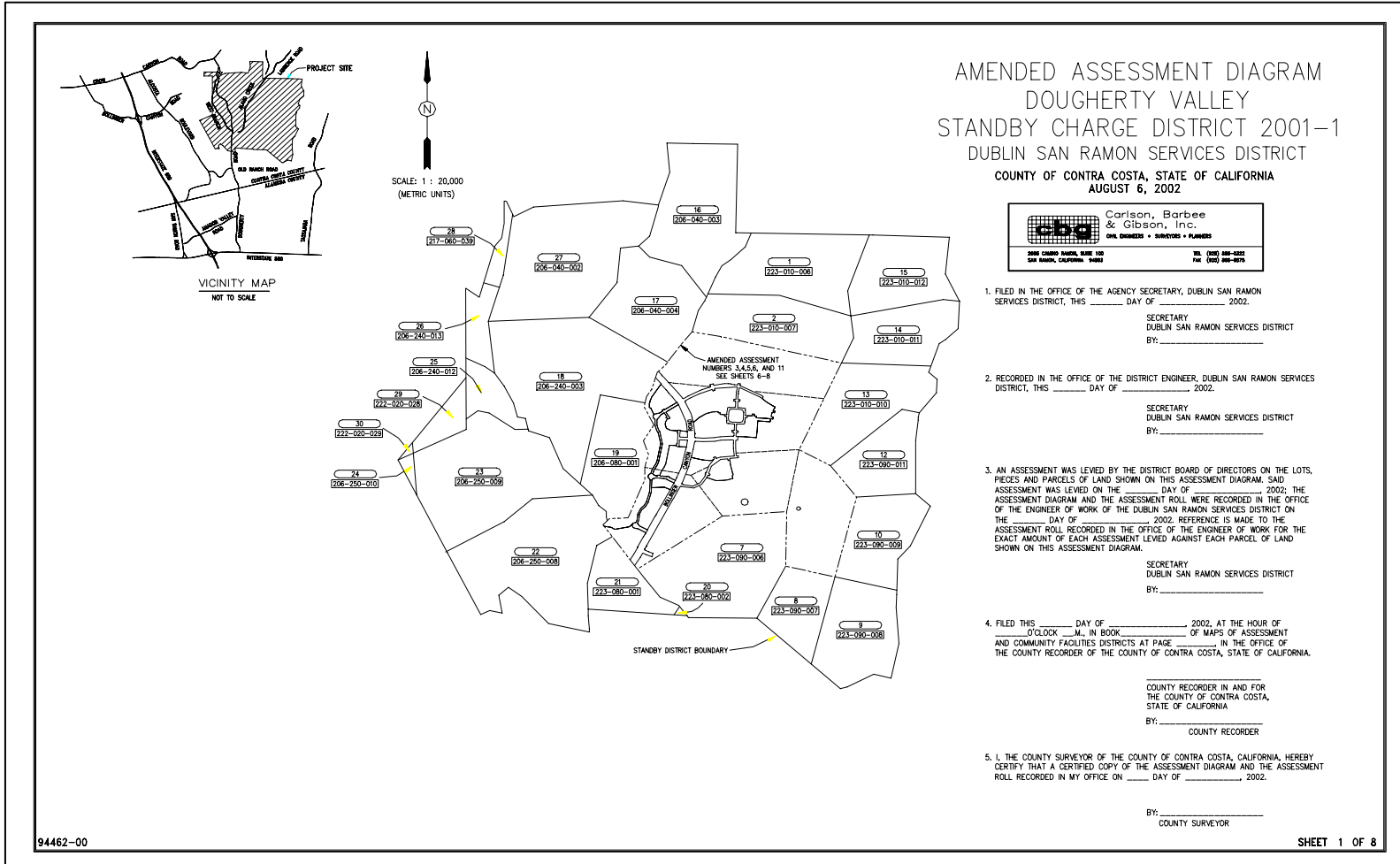
With respect to Windemere Ranch, the number of EDUs per parcel were originally determined at the time of district formation from the approved tentative subdivision maps for Phase 1, and for future phases, the number of EDUs per parcel were estimated by evenly distributing the remaining approved dwelling units within the project per the Dougherty Valley Specific Plan over the developable acreage within each parcel because the zoning is the same. No EDUs were assigned to parks, schools or open space areas. For this Report, the estimate of EDUs per parcel was updated based on current development for parcels that were subdivided.

With respect to Gale Ranch, the number of EDUs per parcel was originally determined at the time of district formation from the approved tentative subdivision map for Phase 2, and the tentative subdivision map dated May 27, 2001, submitted to the Contra Costa County for review for Phase 3. For the remaining areas of Gale Ranch (Phase 4), the number of EDUs was estimated based on the total approved dwelling units and non-residential land uses per the Dougherty Valley Specific Plan. No EDUs were assigned to parks, schools, or open space areas. For this Report, there have been no subdivisions or changes to the assumptions.

(Note: Phase 1 of Gale Ranch is not included in the Standby Charge District)

4. ASSESSMENT BOUNDARY MAP

An Assessment Diagram for the Standby Charge District has been submitted to the Secretary of the Board in the format required under the provisions of the Act. The lines and dimensions shown on maps of the County Assessor of the County of Contra Costa for the current year are incorporated by reference herein and made part of this Report. A reduced copy is attached.



5. ASSESSMENT ROLL

The entire list of parcels on the assessment roll may be reviewed at the District's office during regular business hours at 7051 Dublin Boulevard, Dublin, CA 94568.

The following pages show the assessment roll for Fiscal Year 2014/15.