

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

March 4, 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: President Georgan M. Vonheeder-Leopold, Vice President Edward R. Duarte, Director D.L. (Pat) Howard, Director Richard M. Halket, and Director Dawn L. Benson. 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; Doug Coty, Assistant 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 Recent and Upcoming events are as follows:
 - o On Monday, March 17, 2014 the Dublin Chamber of Commerce St. Patrick's Day luncheon will be held at the Holiday Inn in Dublin. If any elected officials want to attend, they are asked to inform the General Manager or District Secretary for reservations.
 - o On Tuesday, March 18, 2014, directly after the District's Board meeting, the District has been invited to attend the Dublin City Council meeting to give a presentation on the 2014 water supply and drought planning. If any elected officials want to attend, they are asked to inform the General Manager.
 - o On Sunday and Monday, March 23-24, 2014 the ACWA Region 5 meeting will be held in Santa Cruz with the focus on drought planning in that area. If any elected officials want to attend, they are asked to inform the General Manager or District Secretary for reservations.
 - o On Thursday, March 27, 2014 the Alameda County Special Districts Association will hold their annual dinner at the Pleasanton Marriott. If any elected officials want to attend, they are asked to inform the General Manager or District Secretary for reservations.

- o The District was recently informed by the Special District Leadership Foundation, a consortium of ACWA, CASA, and CSDA, that we were awarded the “District Transparency Certificate for Excellence” for our dedication to be fully transparent, as well as open and accessible to the public and our stakeholders. Mr. Michalczyk stated that the actual certificate award has not been received yet. He expressed his excitement and pride about receiving this award and offered a special thanks to Community Affairs Supervisor Sue Stephenson and District Secretary Hatfield for their efforts in obtaining the recognition. Members of the local area provided assistance to the District by reviewing the materials prior to submittal of the application to the Foundation, including Dublin Chamber Executive Director Nancy Feeley, Union Sanitary District General Manager Rich Currie, and Jeb Bing, Editor of the Pleasanton Weekly newspaper.
 - o Today the recycled water meter was hooked up to Val Vista Park; first deliveries are expected to occur on March 10, 2014.
 - o Mr. Michalczyk gave a quick update on the current status of the water supply. Recent February rainfall has helped to improve the water supply, but the snowpack received has not been significant enough to dramatically improve the water situation.
 - o Operations Manager Gallagher reported on a recent sewer system overflow on March 1, 2014 that was caused by some construction debris in a sewer line not yet accepted by the District. This occurred on Syrah Drive, near the intersection of Fallon and Tassajara Roads just inside the county line. It was reported as a Category 2 overflow.
- Correspondence to and from the Board

Date	Format	From	To	Subject
2/19/14	Letter	Assemblymember Joan Buchanan	Board President, Georgean Vonheeder- Leopold	Special District Leadership Foundation’s District Transparency Certificate of Excellence

- B. Committee Reports - None.
- C. Agenda Management (consider order of items)

General Manager Michalczyk reported that there would not be a need for the Closed Session (Item 11.A) if the Board does not wish to provide direction to its negotiators related to Consent Calendar Item 8.A: Revisions to Rules and Regulations Governing Employer-Employee Organization Relations and Rescind Resolution No. 69-09.

7. APPROVAL OF MINUTES – Regular Meeting of *February 18, 2014*

Director Benson MOVED for the approval of the February 18, 2014 minutes. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

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

- A. Revisions to Rules and Regulations Governing Employer-Employee Organization Relations and Rescind Resolution No. 69-09 – Approved – Resolution No. 12-14 and Rescind Resolution No. 69-09
- B. Adopt New Water Expansion Fund Management Policy – Approved – Resolution No. 13-14
- C. Upcoming Board Calendar – Approved
- D. Report of Checks and Electronic Disbursements Made – Approved

Date Range	Amount
01/28/14 – 02/24/14	\$4,470,208.28

9. BOARD BUSINESS

- A. Public Hearing: Adopt Resolution Establishing Miscellaneous Fees and Charges and Rescind Resolution No. 7-12

Financial Services Manager Archer reported the item before the Board is a proposal to update the miscellaneous fees established at the District. A review and update is performed every two years. These fees were last updated in 2012. Staff evaluates the services provided to customers, the associated charges and then updates the calculated fees as appropriate. The Staff Report included in the agenda materials further discusses the process and fees. Four new fees are proposed: customer service site visits, automotive pollution prevention inspection, recycled water fill station – annual permit, and recycled water fill station – water truck load. Mr. Archer invited questions from the Board.

President Vonheeder-Leopold declared the Public Hearing open.

Hearing no comments, Director Halket MOVED to close the Public Hearing. Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Howard MOVED to adopt Resolution No. 14-14, Establishing Fees and Charges Under District Code Sections 1.30.010 (B) (General Penalty – Infraction), 1.40.040 (Copies of Public Records – Fees), 1.50.010 (Assessment of

Late Charges), 1.50.070 (Charge for Unpaid Returned Checks) 2.30.050 (Processing Fee [Public Facility Planning Agreements]), 1.100.010 (Escrow Fees), 3.70.070 (A) & (B) (Inspection and Project Review Fees – Miscellaneous Fees), 3.70.060 (Meter Assembly Installation Fee – Water), 4.40.070 (Backflow Prevention Administration Fee), 4.40.040 (A) & (B) (Other Fees and Charges for Water Service, 4.40.080 (A) (Fees and Charges for Use of Temporary Meters), 4.40.080 (C) (Fees and Charges for Use of Temporary Meters - Deposit), and 4.40.090 (A) & (B) (Fees and Charges for use of Construction Water Meter) and Rescinding Resolution No. 7-12. V.P. Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

- B. Public Hearing: Adopt Resolution Establishing Industrial Waste Program User Fees and Charges and Rescind Resolution No. 9-08

Financial Services Manager Archer reported this agenda item is similar to the previous item. He explained that the industrial waste program user fees were previously adopted in conjunction with the regional sewer rates; however, these fees are similar in nature to the miscellaneous fees and also are proposed to be reviewed and updated every two years. In consultation with General Counsel Nelson, these fees should be considered separate from the miscellaneous fees because there is a different basis for charging these fees. These fees are primarily for handling industrial waste pretreatment and laboratory services, and there are a few new fees added also.

Director Benson called staff's attention to two typographical errors on page 1 of 2 of Exhibit A.

President Vonheeder-Leopold declared the Public Hearing open.

Hearing no comments, Director Halket MOVED to close the Public Hearing. Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

V.P. Duarte MOVED to adopt Resolution No. 15-14, Establishing Fees and Charges under District Code Section 5.30.090, Industrial Waste Program User Fees and Charges and Rescind Resolution No. 9-08. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

10. BOARDMEMBER ITEMS

Director Benson reported on her attendance at the CASA conference in Washington, D.C., February 24-26, 2014, which she attended with Engineering Services Manager Biagtan. She discussed the many meetings attended, topics discussed, and various individuals they met with. She noted that she was honored to represent the Board and District.

President Vonheeder-Leopold reported that she attended the Dublin State of the City address given by Mayor Sbranti on February 26, 2014. She mentioned the topics discussed and the several new businesses coming to Dublin.

11. CLOSED SESSION

A. NOT HELD - Conference with Labor Negotiators—Pursuant to Government Code Section 54957.6

Agency Negotiators: Bert Michalczyk, General Manager

Michelle Gallardo, Organizational Services Manager

Employee Organizations: 1. Stationary Engineers, Local 39
 2. Mid-Management Employees Bargaining Unit
 3. Professional Employees Bargaining Unit
 4. Confidential Employees Bargaining Unit

Additional attendees: General Counsel Carl P. A. Nelson

12. REPORT FROM CLOSED SESSION

13. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 6:27 p.m.

Submitted by,

Nancy Gamble Hatfield
District Secretary