

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

July 16, 2013

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

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL - Members: Benson, Duarte, Halket, Howard, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:02 p.m.
6. REPORTS
 - A. Reports by General Manager and Staff
 - Event Calendar – General Manager Michalczyk reported on the following:
 - o V.P. Vonheeder-Leopold was elected to the Alameda County Local Agency Formation Commission (LAFCo) Alternate Special District member seat on July 10, 2013. Mr. Michalczyk congratulated her successful election and mentioned that she has already attended her first meeting.
 - o Staff is trying to schedule a DSRSD/City of Dublin Liaison meeting for August 8, 2013 and will let Committee members know when this date is confirmed.
 - Correspondence to and from the Board – None.
 - B. Committee Reports

July 9, 2013

External Affairs

President Benson invited comments on recent committee activities. Directors felt the available staff reports adequately covered the many matters considered at committee meetings and made a few comments about some of the committee activities.
 - C. Agenda Management (consider order of items) – No changes were made.

7. APPROVAL OF MINUTES –Special Meeting of *July 9, 2013*

Director Duarte MOVED for the approval of the July 9, 2013 minutes. Director Halket SECONDED the MOTION, which CARRIED with FOUR AYES, ONE ABSENT (Howard).

8. CONSENT CALENDAR

Director Duarte MOVED for approval of the items on the Consent Calendar. V.P. Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES, ONE ABSENT (Howard).

A. WWTP Underground Diesel Tank Replacement Project (CIP 12-P001): Award Construction Agreement to Lescure Company, Inc. – Approved – Resolution No. 32-13

B. Upcoming Board Calendar – Approved

9. BOARD BUSINESS

A. Approve Personal Services Agreement between the District and Michelle L. Gallardo as Interim Organizational Services Manager

General Manager Michalczyk reported that this item is to approve a Personal Services Agreement between the District and Ms. Michelle Gallardo. All senior managers, including the General Manager, serve as at-will employees in accordance with Personal Services Agreement between each person and the District. Ms. Gallardo has been appointed as the Interim Organizational Services Manager. Ms. Mary Gordon previously held the Organizational Services Manager position for many years until she retired earlier this month. This interim appointment will allow the General Manager time to evaluate staffing and possible organizational changes this coming fiscal year. Mr. Michalczyk thanked Ms. Gallardo for her willingness to serve in this position.

Mr. Michalczyk stated that the Personal Services Agreement is in conformance with the negotiating direction given to the General Manager by the Board. The agreement specifies that Ms. Gallardo will serve in this interim position in an at-will capacity. Once the interim assignment is completed, Ms. Gallardo will return to her previous position as Human Resources Supervisor. Based on direction given by the Board, the Interim Organizational Services Manager position will be compensated at approximately 20% less than what Ms. Gordon received. This is about a 10% increase for Ms. Gallardo to perform the additional duties, but it is significantly less than Ms. Gordon's former salary. Ms. Gallardo's position of Human Resources Supervisor will remain vacant during this interim period. An overall savings to the District will be approximately \$250,000 during the fiscal year. Mr. Michalczyk recommended the Board approve the agreement.

V.P. Vonheeder-Leopold MOVED to adopt Resolution No. 33-13, approving and authorizing execution of an Agreement for Personal Services between Michelle L. Gallardo and Dublin San Ramon Services District. Director Halket SECONDED the MOTION, which CARRIED with FOUR AYES, ONE ABSENT (Howard).

The Board congratulated Ms. Gallardo on her appointment.

10. BOARDMEMBER ITEMS

Director Duarte commented that the Silicon Valley Business Journal had a good article on the pure water program that Santa Clara Valley Water District is implementing.

V.P. Vonheeder-Leopold reported that on Thursday, July 11, 2013 she attended her first Alameda County Local Agency Formation Commission (LAFCo) meeting as the Alternate Special District member. She discussed the agenda items, particularly one that was noncontroversial and that specifically addressed a sphere of influence matter. V.P. Vonheeder-Leopold also noted she attended the Alameda County Special Districts Association meeting on July 10, 2013 at which fracking was discussed by Assemblymember Bob Wieckowski. One of the main points mentioned is that groundwater basins need to be watched carefully. She noted that the groundwater basin in this area is surrounded by lots of clay.

President Benson reported that she also attended the Alameda County Special Districts Association meeting on July 10, 2013 held at the Washington Township Healthcare District in Fremont. Featured speaker, California State Assemblymember Bob Wieckowski who represents the 25th Assembly District, discussed “Fracking: The Issue of Hydraulic Fracturing for Oil and Gas Development in California.” After that meeting she attended the Independent Special District Selection Committee (ISDSC) meeting where they elected V.P. Vonheeder-Leopold to the Alameda County LAFCo.

11. CLOSED SESSION

At 6:13 p.m. the Board went into Closed Session.

- A. NOT HELD - Conference with Labor Negotiators - Pursuant to Government Code Section 54957.6
Agency Negotiator: Bert Michalczyk, General Manager
Unrepresented Employee: Interim Organizational Services Manager

- B. Public Employee Performance Evaluation – Pursuant to Government Code Section 54957
Title: District General Counsel

12. REPORT FROM CLOSED SESSION

At 6:26 p.m. the Board came out of Closed Session. President Benson announced that there was no reportable action.

13. ADJOURNMENT

President Benson adjourned the meeting at 6:27 p.m.

Submitted by,

Nancy Gamble Hatfield
District Secretary