



**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 16, 2014

AGENDA

(NEXT RESOLUTION NO. 81-14)

(NEXT ORDINANCE NO. 336)

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. | <u>APPROVAL OF MINUTES</u> - Regular Meeting of
<i>December 2, 2014</i> | District
Secretary | Approve
by Motion |
|----|--|-----------------------|----------------------|

BUSINESS:

REFERENCE

		<u>Recommended Action</u>	<u>Anticipated Time</u>
8.	<u>CONSENT CALENDAR</u>		
<p>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.</p>			
A.	Rejection of Claim – J & A Solari, Inc.	General Counsel	Reject by Motion
B.	Approve Director Attendance at 2015 Meetings and Conferences	General Manager	Approve by Motion
C.	Approve Director Reimbursements for Travel and Meetings for 2015	General Manager	Approve by Motion
D.	Notification of 2015 Ethics Training Opportunities for Boardmembers in Compliance with AB 1234 (Government Code Section 53235(f))	General Manager	Approve by Motion
E.	Approve Amendment No. 4 to Personal Services Agreement between Rhodora N. Biagtan and Dublin San Ramon Services District, Amendment No. 5 to Personal Services Agreement between John J. Archer and Dublin San Ramon Services District, and Amendment No. 5 to Personal Services Agreement between Michelle L. Gallardo and Dublin San Ramon Services District	General Manager	Approve by Resolutions (3)
F.	Approve Additional Budget Adjustment for Hypochlorite Tank Replacement Project (CIP 14-P027)	Engineering Services Manager	Approve by Motion
G.	Accept the Following Regular and Recurring Reports: November District Financial Statements, Unexpected Asset Replacement Request	General Manager	Accept by Motion
H.	Upcoming Board Calendar	General Manager	Accept by Motion
9.	<u>BOARD BUSINESS</u>		
A.	Discuss Drought Management Program	General Manager	Provide Direction 5 min
B.	Adopt Debt Disclosure Policy	Financial Services Manager	Approve Policy by Resolution 5 min

BUSINESS:

REFERENCE

		<u>Recommended Action</u>		<u>Anticipated Time</u>
C.	Board Committees - Calendar Year 2015	Board President	Approve by Motion	5 min
10.	<u>BOARDMEMBER ITEMS</u>			
	• Submittal of Written Reports from Travel and Training Attended by Directors			
11.	<u>CLOSED SESSION</u>			
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. Receipt of claim from J & A Solari, Inc. pursuant to the Government Claims Act ((Government Code §§810-996.6)			10 min
12.	<u>REPORT FROM CLOSED SESSION</u>			
13.	<u>ADJOURNMENT</u>			

BOARD CALENDAR*

<u>Committee & Board Meetings</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Regular Board Meeting	January 6, 2015	6:00 p.m.	District Office

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

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

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

December 2, 2014

A regular meeting of the Board of Directors was called to order at 6:00 p.m. by President Georgean M. Vonheeder-Leopold. Boardmembers present: President Georgean M. Vonheeder-Leopold, Vice President Edward R. Duarte, Director D.L. (Pat) Howard, Director Richard M. Halket, and Director Dawn L. Benson participated in the meeting from an alternate teleconference location at 170 Kai Ala Drive, Lahaina, Maui, Hawaii 96761. 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 reported that District Secretary Hatfield would have the pleasure of giving President Georgean Vonheeder-Leopold the oath of office for her next four-year term on the Board of Directors. Once Director Dawn Benson returns from Hawaii, her oath of office will be administered.

District Secretary Hatfield administered the oath of office to President Vonheeder-Leopold.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:03 p.m.
6. REPORTS
 - A. Reports by General Manager and Staff
 - Event Calendar – General Manager Michalczyk reported on the following:
 - o It is raining outside and he hopes to see more!
 - Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject
11/26/14	Letter	Joan Buchanan – Assembly Member, Sixteenth District	Board of Directors	Leaving Office

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

DRAFT

- C. Committee Reports
 Tri-Valley Water Agency Liaison November 17, 2014
 Personnel November 18, 2014

Directors felt the available staff reports adequately covered the matters considered at committee meetings.

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

President Vonheeder-Leopold stated that all Directors had before them on the dais the proposed revisions to Item 9.B from the November 18, 2014 meeting minutes, and Director Benson stated she had received them.

Director Halket MOVED for approval of the November 18, 2014 minutes with the proposed revisions to Item 9.B. Director Benson SECONDED the MOTION, which CARRIED with each Director voting AYE.

8. CONSENT CALENDAR

Director Halket requested to remove Item 8A from the Consent Calendar.

Director Halket MOVED for approval of Items 8.B & 8.C on the Consent Calendar. Director Howard SECONDED the MOTION, which CARRIED with each Director voting AYE.

- A. REMOVED - Adopt CEQA Addendum to EIR for Component 2 of the Recycled Water Expansion Phase 1 - Distribution to Western Dublin and Alameda County Facilities (CIP 15-R009)

Director Halket expressed his excitement about this agenda item. He stated that anytime this agency can expand the recycled water system it is a good thing.

Director Halket MOVED to adopt Resolution No. 77-14 adopting the CEQA addendum to the San Ramon Valley Recycled Water Program Environmental Impact Report for Component 2 of the Recycled Water Expansion Phase 1 – Distribution to Western Dublin and Alameda County Facilities project (CIP 15-R009). Director Benson SECONDED the MOTION.

President Vonheeder-Leopold concurred with Director Halket that the amount of potable water savings will be enormous at the Alameda County facilities.

The MOTION CARRIED with each Director voting AYE.

- B. Upcoming Board Calendar – Approved

C. Report of Checks and Electronic Disbursements Made – Approved

Date Range	Amount
10/27/2014 – 11/23/14	\$4,294,541.92

9. BOARD BUSINESS

A. Discuss Drought Management Program

General Manager Michalczyk explained that tonight the Board will be presented with a series of actions related to the drought moving toward Calendar Year 2015. Although some rain has started to fall, he stated that until a clearer picture emerges over the course of the winter, that prudence would prompt the Board to extend the various drought management actions that the Board adopted on May 5, 2014. Included in those actions were declaring an emergency, establishing Stage 3 Water Shortage rates, and establishing various customer service programs for District customers. Several of the current programs are set to specifically expire on December 31, 2014; others will automatically extend if the Board continues the State of Emergency. With the next several items, staff will request extensions to the declaration of a Community Drought Emergency and the extension of those programs that specifically expire on December 31, 2014. All actions would extend through June 30, 2015. If the status of the drought changes, either positively or negatively, then the Board can take actions as necessary at any time.

Director Halket asked if the cities of Pleasanton and Livermore have expirations to their programs and if they are taking similar actions.

Mr. Michalczyk responded that the community drought emergencies adopted by Livermore, Pleasanton and Zone 7 are such that they extend until terminated.

The Board did not have any further programmatic questions about the overall drought management plan.

B. Accept Water Supply and Demand and Drought Response Action Plan Status Reports

General Manager Michalczyk commented this item is the monthly status report to the Board on how the District's water supply and demand are progressing, as well as information on the various aspects of the drought.

The new water year began on October 1, 2014 and the area is now experiencing the first significant rainfall of the season. The storage level at Lake Oroville is frighteningly low at only 24% of capacity, and is lower than the 1976-1977 water year; hopefully this will begin to improve. The State Department of Water Resources made their first allocation for the year, but at only 10%. The community

is performing very well with regard to conservation, with an average of 56 gallons per person per day being used.

Director Howard asked what fraction of the water that goes to Lake Oroville comes from snowmelt and how long it will take for this information to be known in Calendar Year 2015.

Mr. Michalczyk stated that all of the water in Lake Oroville essentially comes from snowpack, but he was unsure how that might exactly be calculated without additional research. He confirmed that the key variable to watch as the winter progresses is the snowpack data.

Director Howard speculated the full water picture may not be clear until May 2015.

Director Halket expressed his satisfaction with the press release that discussed turning off sprinklers during these cooler months.

V.P. Duarte MOVED to accept the Water Supply and Demand Report and the Drought Response Action Plan Status Report. Director Howard SECONDED the MOTION, which CARRIED with each Director voting AYE.

- C. Continue the State of Community Drought Emergency through June 30, 2015 and Rescind Resolution No. 26-14

General Manager Michalczyk reported this item is the center of the matters on tonight's agenda and it is to extend the Community Drought Emergency to June 30, 2015. That action will also extend the water use curtailment goal of 25% reduction. Additionally, adoption of this resolution will continue the water use limitations, the penalty and enforcement provisions, Stage 3 water rates and the enhanced customer rebate program. Mr. Michalczyk recommended the Board adopt this resolution and noted the Board will continue to receive monthly status reports on the water supply and demand and Drought Response Action Plan.

Director Howard MOVED to adopt Resolution No. 78-14 to Update and Declare the Continuing Community Drought Emergency and Rescind Resolution No. 26-14. Director Benson SECONDED the MOTION, which CARRIED with each Director voting AYE.

- D. Approve Wise Water User Credit for 2015

Financial Services Manager Archer reported the District has had a Wise Water User Credit program for part of the year in 2014 targeted at customers who used minimal amounts of water in both 2013 and 2014. A total of \$10,780 in credits was issued this year to 1,078 customers. This agenda item is to establish the same program for 2015. Due to the fact that payments would be distributed in FYE 2016, there is no budget adjustment proposed at this time.

Director Halket asked if the declared drought emergency expires, by chance, in January 2015, if this credit would be paid sooner.

Mr. Michalczyk stated that if the drought emergency were called off, appropriate credits would be made to customer accounts at that time.

Director Howard MOVED to adopt Resolution No. 79-14, establishing the 2015 Wise Water User Credit for low water consumption residential customers. V.P. Duarte SECONDED the MOTION, which CARRIED with each Director voting AYE.

E. Endorse 2015 Drought Response Action Plan

Operations Manager Gallagher reported this item is staff's recommendation to adopt a Drought Response Action Plan for 2015. The proposed plan includes essentially the same activities as the 2014 Drought Response Action Plan that staff has been implementing for the past seven months. The plan and associated activities include: public outreach, conservation assistance, enhanced rebates, expanded use of recycled water with the Alameda County facilities and western Dublin projects, continuation of the commercial truck loading station and residential recycled water program at the WWTP, continued implementation of the AquaHawk customer portal, continuation of the Wise Water User Credit program and residential irrigation adjustments. The 2015 Drought Response Action Plan also includes efforts to explore short-term water transfers, upgrading the emergency interties to be "semi-permanent," and continued efforts to encourage and support Zone 7's efforts to secure additional sources of water for the service area. The proposed activities described in the 2015 Drought Response Action Plan will extend through June 30, 2015.

President Vonheeder-Leopold asked if the plan takes into account some of the topics discussed by the Water Policy Roundtable group.

Operations Manager Gallagher responded that it does, and he added that staff is working to develop some creative ideas.

President Vonheeder-Leopold acknowledged the amount of staff time it will take to pursue some of these activities.

General Manager Michalczyk agreed the drought has taken additional staff time, and as a result, several other tasks and projects had to be reprioritized.

Director Howard asked if AquaHawk is being funded strictly using the drought emergency budget, or is it funded as a permanent program.

Financial Services Manager Archer explained AquaHawk is permanent at the District and normal annual expenses will be handled through the operating budget.

Mr. Gallagher mentioned that some of this year's enhancements to AquaHawk functionality were paid for using drought emergency funds.

Director Benson asked some questions about the budget for the drought emergency and, in particular, if there will be more funding for school programs and outreach.

Mr. Archer answered her questions regarding the budget numbers.

Mr. Gallagher noted funding for the drought emergency is the subject of the next agenda Item 9F.

V.P. Duarte MOVED to endorse the 2015 Drought Response Action Plan. Director Howard SECONDED the MOTION, which CARRIED with each Director voting AYE.

F. Amend FYE 2015 Operating Budget Related to District Drought Response

Financial Services Manager Archer reported the purpose of this item is to request an amendment to the budget to fund drought activities. In response to a question from Director Benson, Mr. Archer stated the proposed spending includes some substantial money for temporary staff working at the recycled water facility at the WWTP, permanent conversion of potable water to recycled water, emergency intertie work, and advertising and outreach. This is a request for \$150,000 and would be funded from increased revenue from the Stage 3 water shortage rates.

In response to Director Benson's interest in school program materials, General Manager Michalczyk noted the District has sufficient school related materials in stock and money in its normal operating budget, so no additional funding is proposed between January and June 2015 for this purpose.

President Vonheeder-Leopold confirmed that the District still has plenty of school education materials in stock.

Director Howard MOVED to adopt Resolution No. 80-14, amending the FYE 2015 Operating Budget related to the District drought response. Director Benson SECONDED the MOTION, which CARRIED with each Director voting AYE.

G. Selection of President and Vice President of the Board of Directors for 2015

President Vonheeder-Leopold opened the floor for nominations for the 2015 Board of Directors.

Director Howard MOVED to NOMINATE Director Duarte as the 2015 Board President. Director Benson SECONDED the MOTION, which CARRIED with each Director voting AYE.

Director Benson MOVED to NOMINATE Director Howard as the 2015 Board Vice President. Director Duarte SECONDED the MOTION, which CARRIED with each Director voting AYE.

President Vonheeder-Leopold MOVED that the 2015 Board President and Vice President nominations be affirmed by Acclamation. Director Benson SECONDED the MOTION, which CARRIED with each Director voting AYE.

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

10. BOARDMEMBER ITEMS

President Duarte reported he attended the San Ramon City Council meeting on November 25, 2014 along with Director Benson, Mr. Michalczyk and Mr. Gallagher. At that meeting they gave an informative drought update which was well received and appreciated by their staff.

Director Benson reported she also attended the San Ramon City Council meeting on November 25, 2014. On November 19, 2014 she, along with Financial Analyst Herman Chen and Assistant General Counsel Maddow, attended the EBMUD drought rate committee meeting at the Castro Valley Library. She conveyed the appreciation expressed by EBMUD Director Frank Mellon who thanked the DSRSD District Board and staff for their partnership in DERWA. She also mentioned an article in the Honolulu Star newspaper regarding Rancho Santa Fe and their minimal conservation of 1.5% during the drought.

President Duarte presented former President Vonheeder-Leopold a beautiful plaque of appreciation and service for her leadership at the District during 2014.

Director Vonheeder-Leopold thanked the Board for all of their assistance this past year. She also thanked staff for their support.

11. CLOSED SESSION

At 6:41 p.m. the Board went into Closed Session.

A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: General Manager

12. REPORT FROM CLOSED SESSION

At 6:58 p.m. the Board came out of Closed Session. President Duarte announced that there was no reportable action.

13. ADJOURNMENT

President Duarte adjourned the meeting at 6:59 p.m.

Submitted by,

Nancy Gamble Hatfield
District Secretary



Reference General Counsel	Type of Action Reject Claim	Board Meeting of December 16, 2014
Subject Rejection of Claim - J & A Solari, Inc.		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation	<input type="checkbox"/> Staff
REPORT:		C. Nelson
		<input type="checkbox"/> Board Member
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other

Recommendation:

General Counsel recommends that the Board of Directors reject, by Motion, the claim filed November 12, 2014 against Dublin San Ramon Services District by J & A Solari, Inc., of Linden, California for damages to growing crops.

Summary:

On November 12, 2014, the District Secretary received a claim to recover damages in excess of \$25,000 for damage to crops growing on King Island in the Sacramento-San Joaquin Delta.

J & A Solari, Inc., is seeking to recover for injury to its walnut, asparagus, and corn crops being cultivated on King Island that it believes was caused by the application of herbicides in late May 2014 on Webb Tract and Bouldin Island by Semitropic Water Storage District “as part of a plan to fallow Delta islands and to transfer the water that would otherwise have gone to irrigate crops on those islands.” The claim further alleges that the plan was to facilitate a water transfer for the District’s benefit as a “water banking partner” of Semitropic, and that claimant believes “that the District approved, supported, and participated in the plan, and at the same time knew or should have known of the actions that were being taken or would be taken to carry out the plan, including the application of dangerous herbicides in close proximity to prime farmland.”

The first time that the District became aware of the application of the herbicides in question was when a Public Records Act request was received on behalf of the claimant by the same attorneys who presented the claim; an internet search conducted after receipt of the request identified news articles about the “pesticide drift.” Although the water transfer that the claimant believes was the impetus for the herbicide application was approved by the Deputy Director of Water Rights of the State Water Resources Control Board, no water was ever delivered to the South Bay Aqueduct. Accordingly, it is recommended that the claim be rejected. A standard denial notice will then be forwarded to the claimant in compliance with the Government Claims Act.

The claimant has been notified that this matter will be considered by the Board at this regularly scheduled meeting.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Yes	ORIGINATOR C. Nelson	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. Claim filed by J & A Solari, Inc. 2. 3.				

orig NG-H
CC: Bert
Carl Nelson
Rhodora

1 CHRISTOPHER A. GREENE (SBN: 32495)
2 SAROYA J. LEONARDINI (SBN: 203939)
3 LISA BLANCO JIMENEZ (SBN: 234671)
4 MICHAEL R. TENER (SBN: 253790)
5 NEUMILLER & BEARDSLEE
6 A PROFESSIONAL CORPORATION
7 Telephone: (209) 948-8200
8 Facsimile: (209) 948-4910
9 E-mail: ljimenez@neumiller.com

DSRSD NOV12*14pm12:20

10 Attorneys for Claimant,
11 J & A SOLARI, INC.

12 **CLAIM AGAINST PUBLIC ENTITY**
13 **[Gov. Code § 910 et seq.]**

14 TO DUBLIN SAN RAMON SERVICES DISTRICT:

15 1. Claim: Claimant J & A SOLARI, INC. (“Claimant”) hereby makes this claim
16 (“Claim”) against DUBLIN SAN RAMON SERVICES DISTRICT (“District”) pursuant to the
17 California Government Claims Act.

18 2. Amount of Claim: The amount of the Claim is in excess of \$10,000 and, if filed in
19 the Superior Court of California, would be sufficient to designate the matter as an unlimited civil
20 case.

21 3. Description of Claim: This Claim is brought to recover for injury to Claimant’s
22 annual and perennial crops. The Claimant is informed and believes that Semitropic Water Storage
23 District purchased, applied, and planned for and supervised the application of a potent mixture of
24 powerful chemicals and herbicides, including imazapyr—a chemical not labeled for application to
25 growing crops—on nearly 5,000 acres of land located in the heart of the Sacramento-San Joaquin
26 Delta, surrounded by thousands of acres of land under cultivation. These herbicides came into
27 contact with the Claimant’s crops, causing severe injuries. The Claimant is informed and believes
28 that these herbicides were applied as part of a plan to fallow Delta islands and to transfer the water
that would otherwise have gone to irrigate crops on those islands for the District’s benefit as a
“water banking partner” of Semitropic. The Claimant is further informed and believes that the
District approved, supported, and participated in the plan, and at the same time knew or should have

1 known of the actions that were being taken or would be taken to carry out the plan, including the
2 application of dangerous herbicides in close proximity to prime farmland. The Claimant's
3 understanding of the circumstances that lead to its injury is still incomplete, and the foregoing should
4 not be read as an exclusive or exhaustive description of the District's involvement or responsibility
5 for the damage to the Claimant's crops.

6 4. Date of Occurrence: The Claimant is informed and believes and thereupon claims
7 that the application of the herbicides giving rise to this Claim took place in late May 2014,
8 commencing sometime near May 14, 2014 and ending sometime near May 28, 2014. The Claimant
9 does not have personal knowledge of the exact dates and times of application.

10 5. Location of Occurrence: The Claimant is informed and believes, and thereupon
11 claims, that the herbicides causing the damage to its crops were applied by the District, or pursuant
12 to the District's plan, to land located on Webb Tract and Bouldin Island in the Sacramento-San
13 Joaquin Delta. The crops affected by these herbicides were being cultivated on approximately 500
14 acres of land on King Island in the unincorporated area of San Joaquin County west of Stockton,
15 California, on or in the vicinity of the parcel identified by San Joaquin County Assessor's Parcel
16 Number 071-080-43.

17 6. Description of Loss: The Claimant's crops have been severely damaged by their
18 exposure to the herbicides. The Claimant cultivates walnuts, asparagus, and corn in the exposed area
19 and each of these crops was affected.

20 The Claimant's young walnut trees have exhibited the most extensive damage. The young
21 walnut trees have been severely stunted; they are virtually the same height today as when they were
22 exposed, whereas healthy trees of the same age would be twice as tall. The growth that the young
23 trees have experienced is abnormal: rather than pushing a "leader" upward and branching out from
24 there in the manner of a healthy walnut tree, the affected trees have experienced lateral growth
25 uncharacteristic of young walnuts. This unusual growth pattern makes the trees difficult, if not
26 impossible, to prune and is likely to result in dramatically-diminished yields, provided the trees
27 survive at all. The full extent of the harm to these trees from exposure is unknown.

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1 The Claimant also has more mature walnut trees in the exposed area that have also been
2 affected. Walnuts from a mature ten-acre block have been rendered unmarketable due to the
3 presence of imazapyr residues. Other mature trees have exhibited symptoms of contact with
4 imazapyr, including yellowing and abnormal growth. The full extent of the harm to these trees
5 resulting from exposure is unknown.

6 The Claimant's asparagus has also been severely affected. Like the young walnuts, the
7 asparagus fronds' growth has been stunted, and what growth exists has been abnormal. As with the
8 young walnuts, Claimant's asparagus has grown to approximately half of the anticipated size. Many
9 of the Claimant's asparagus plants have died outright. The full extent of the harm to these crops
10 resulting from exposure is unknown.

11 Finally, the Claimant's corn crops experienced significant damage due to exposure to the
12 herbicides. The resulting loss is still being evaluated.

13 Additional losses have included costs incurred to retain agricultural forensics experts to
14 evaluate and test the Claimant's trees, plants, and fruit for imazapyr and glyphosate contamination,
15 costs of testing, mitigation costs, and legal fees and costs. The Claimant intends to recover these
16 costs against the District either as direct losses or pursuant to *Code of Civil Procedure* section
17 1021.9, which permits the Claimant to recover its attorney's fees and costs in any action for damage
18 to real or personal property resulting from a trespass to land under cultivation.

19 7. Public Employees Causing Loss: The public employees that participated in the
20 planning and other conduct discussed above presumably would include the governing body of the
21 entity and its officers or executive director. Additionally, the Claimant is informed and believes that
22 its losses were caused in whole or in part by agents or contractors of the District including, without
23 limitation, Semitropic Water Storage District.

24 8. Claimant's Address: Claimant's address is as follows:

25 17105 E. Wagner Lane

26 Linden, CA 95236

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9. Notices: Notices concerning the Claim should be sent to:

Neumiller & Beardslee
Attn: Lisa Blanco Jimenez
P.O. Box 20
Stockton, CA 95201

Alternatively, notices concerning the Claim may be sent to:

Neumiller & Beardslee
Attn: Lisa Blanco Jimenez
509 W. Weber Avenue, 5th Floor
Stockton, CA 95203

Dated: November 7, 2014

NEUMILLER & BEARDSLEE,
A PROFESSIONAL CORPORATION

By: 
LISA BLANCO JIMENEZ

Attorneys for Claimant,
J & A SOLARI, INC.



Reference General Manager	Type of Action Approve Meeting Attendance	Board Meeting of December 16, 2014
Subject Approve Director Attendance at 2015 Meetings and Conferences		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation	<input type="checkbox"/> Ordinance
REPORT:	<input checked="" type="checkbox"/> Staff	<input type="checkbox"/> Informational
	B. Michalczyk	<input type="checkbox"/> Other
		<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 2015:

- 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); and
- o California Sanitation Risk Management Authority (CSRMA).

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 2014 meetings and conferences.

The Day of Service policy is attached for reference purposes.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR N. Hatfield	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 \$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.:	P100-14-2	Type of Policy:	Board Business
Policy Title:	Day of Service		
Policy Description:	Definition of a Compensable Day of Service for a Director		
Approval Date:	February 18, 2014	Last Review Date:	2014
Approval Resolution No.:	9-14	Next Review Date:	2018
Rescinded Resolution No.:	3-13	Rescinded Resolution Date:	February 19, 2013

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 the next regular Board meeting following the qualifying event. If the written report is not submitted at the next regular Board meeting following the qualifying event the Director is no longer eligible for and shall not be paid compensation for the day(s) of service associated with the qualifying event. (Gov. Code. Section 61047, subdivisions (e)(2) through (e)(5).)

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 and written reports to determine conformance with this policy 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 timesheet disapproved 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. Contents of Written Reports

Written reports submitted in accordance with this Policy shall consist of one or more of the following:

- A handwritten report of the Director's activities;
- A typewritten report of the Director's activities;
- Copies of agendas for the qualifying event;
- Copies of handouts distributed at the qualifying event;
- Copies of business cards from contacts made by the Director;
- Copies of notes the Director took while attending the qualifying event;
- Certificates the Director received for attending the qualifying event;
- Remarks made at the qualifying event if a Director was a speaker (bullet points or script);
- Other similar written materials.

All materials should give a member of the public a sense of the business purpose of the qualifying event as well as the Director's role at the qualifying event.

DSRSD Policy

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Policy No.: P100-14-2

Policy Title: Day of Service

6. Administration

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

7. Previous Policies Superseded

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



Reference General Manager	Type of Action Approve Director Reimbursements	Board Meeting of December 16, 2014
Subject Approve Director Reimbursements for Travel and Meetings for 2015		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation	<input type="checkbox"/> Ordinance
<input type="checkbox"/> Board Member	<input type="checkbox"/> Other	<input type="checkbox"/> Informational
REPORT:	<input checked="" type="checkbox"/> Staff	B. Michalczyk

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 2015:

- 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		ORIGINATOR	DEPARTMENT	REVIEWED BY
---	---	---	Not Required	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.				



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.



Reference General Manager	Type of Action Informational	Board Meeting of December 16, 2014
Subject Notification of 2015 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 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 N. Hatfield	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 Estimate \$500	<input checked="" type="checkbox"/> Funding Source A. 900 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	May 21, 2016
Dwight L. (Pat) Howard	May 6, 2016
Georgian M. Vonheeder-Leopold	August 19, 2016



Reference General Manager	Type of Action Approve Amendments	Board Meeting of December 16, 2014
Subject Approve Amendment No. 4 to Personal Services Agreement between Rhodora N. Biagtan and Dublin San Ramon Services District, Amendment No. 5 to Personal Services Agreement between John J. Archer and Dublin San Ramon Services District, and Amendment No. 5 to Personal Services Agreement between Michelle L. Gallardo and Dublin San Ramon Services District		
<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
		B. Michalczyk
		<input type="checkbox"/> Board Member

Recommendation:

The General Manager recommends the Board of Directors approve, by separate Resolutions (3), Amendment No. 4 to Personal Services Agreement between Rhodora N. Biagtan and Dublin San Ramon Services District, Amendment No. 5 to Personal Services Agreement between John J. Archer and Dublin San Ramon Services District, and Amendment No. 5 to Personal Services Agreement between Michelle L. Gallardo and Dublin San Ramon Services District, extending the term of each Personal Services Agreement (PSA) through March 31, 2015.

Summary:

The District entered into PSAs with Michelle Gallardo in July 2013, John Archer in October 2013 and Rhodora Biagtan in November 2013. Under each PSA, Ms. Biagtan was appointed to the position of Interim Engineering Services Manager, Mr. Archer was appointed to the position of Interim Financial Services Manager, and Ms. Gallardo was appointed to the position of Interim Organizational Services Manager. These appointments were of an interim nature and currently extend through December 31, 2014. The duration of these appointments were thought to be sufficient to allow time for the District to consider its departmental organizational structure and to undertake a recruitment process to fill the positions permanently. The District is in the final stages of recruiting its senior management team, but depending on which candidate is selected, their start dates could extend beyond December 31, 2014.

The revised term of the agreement is the only change; all other provisions remain unchanged. However, in terms of costs, while the interim appointments are in place, the District would continue to enjoy salary and benefit savings as compared to the salary and benefit package of the now retired Senior Managers. While Ms. Biagtan, Mr. Archer and Ms. Gallardo fill these positions on an interim basis, the District also continues to operate with one less employee in each Department, thus saving additional costs. In total, the savings associated with these appointments are estimated to be a maximum of \$166,530 if they were to remain in effect for the full ninety day period.

A separate resolution has been prepared for each individual interim manager as noted above.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Yes	ORIGINATOR B. Michalczyk	DEPARTMENT Executive	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 \$166,530 Savings	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. 2. 3.			

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AND AUTHORIZING EXECUTION OF AMENDMENT NO. 4 TO THE AGREEMENT FOR PERSONAL SERVICES BETWEEN RHODORA N. BIAGTAN AND DUBLIN SAN RAMON SERVICES DISTRICT

WHEREAS, pursuant to Resolution No. 53-13 adopted November 19, 2013, this Board approved and authorized execution of an agreement for personal services with Rhodora N. Biagtan as Interim Engineering Services Manager (“The Agreement”); and

WHEREAS, pursuant to Resolution No. 3-14 adopted February 4, 2014, this Board approved and authorized execution of Amendment No. 1 to the Agreement for personal services with Rhodora N. Biagtan (“Amendment No. 1”); and

WHEREAS, pursuant to Resolution No. 17-14 adopted April 1, 2014, this Board approved and authorized execution of Amendment No. 2 to the Agreement for personal services with Rhodora N. Biagtan (“Amendment No. 2”); and

WHEREAS, pursuant to Resolution No. 58-14 adopted September 2, 2014, this Board approved and authorized execution of Amendment No. 3 to the Agreement for personal services with Rhodora N. Biagtan (“Amendment No. 3”); and

WHEREAS, the District and Rhodora N. Biagtan desire to extend the term of the Agreement through March 31, 2015.

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

That certain Agreement titled, “Amendment No. 4 to the Agreement for Personal Services between Rhodora N. Biagtan and Dublin San Ramon Services District,” a copy of which is attached hereto, marked Exhibit “A,” and by this reference incorporated herein, is hereby approved, and the General Manager and District Secretary are hereby authorized and directed to execute, and to attest thereto, respectively, said amendment for and on behalf of the District.

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 16th day of December 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

Attest:

Nancy Gamble Hatfield, District Secretary

**AMENDMENT NO. 4 TO THE AGREEMENT FOR PERSONAL SERVICES
BETWEEN RHODORA N. BIAGTAN AND DUBLIN SAN RAMON SERVICES
DISTRICT**

THIS AMENDMENT to the Agreement for Personal Services between Rhodora N. Biagtan (“Manager”) and Dublin San Ramon Services District, a public agency of the State of California in the Counties of Alameda and Contra Costa (“District”), is made and entered into this 16th day of December 2014.

WITNESSETH:

WHEREAS, the parties heretofore entered into an Agreement for Personal Services dated November 11, 2013 (the “Agreement”) under which Manager has provided services for District; and

WHEREAS, the parties heretofore have entered into Amendment No. 1 to the Agreement dated February 4, 2014 (herein referred to as “Amendment No. 1”); and

WHEREAS, the parties heretofore have entered into Amendment No. 2 to the Agreement dated April 1, 2014 (herein referred to as “Amendment No. 2”); and

WHEREAS, the parties heretofore have entered into Amendment No. 3 to the Agreement dated September 2, 2014 (herein referred to as “Amendment No. 3”); and

WHEREAS, the District and Manager desire to extend the term of the Agreement through March 31, 2015.

NOW, THEREFORE, the parties hereto agree as follows:

Article 1: Beginning on the effective date of the AMENDMENT NO. 4 TO THE AGREEMENT FOR PERSONAL SERVICES BETWEEN RHODORA N. BIAGTAN AND THE DUBLIN SAN RAMON SERVICES DISTRICT, Article 11 – TERM – of the Agreement, as amended, is hereby revised in its entirety as follows:

The term of this Agreement shall be through and including March 31, 2015 subject to the provisions of Section 5 - Termination.

Article 2: After execution, this Amendment No. 4 shall become effective on December 16, 2014.

Article 3: EXHIBIT B, Article 2 – INSURANCE – of the Agreement, as amended, is hereby extended through Calendar year 2015, and shall provide the same level of benefits as specified in the Mid-Management Bargaining Unit MOU.

Article 4: In all other respects the Agreement, as amended, shall remain in full force and effect.

WITNESS WHEREOF, the District and Manager hereto have executed this Amendment No. 4 as of the Effective Date.

DUBLIN SAN RAMON SERVICES DISTRICT,
A public agency of the State of California

By: _____
Bert L. Michalczyk, General Manager

Attest: _____
Nancy G. Hatfield, District Secretary

By: _____
Rhodora N. Biagtan

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AND AUTHORIZING EXECUTION OF AMENDMENT NO. 5 TO THE AGREEMENT FOR PERSONAL SERVICES BETWEEN JOHN J. ARCHER AND DUBLIN SAN RAMON SERVICES DISTRICT

WHEREAS, pursuant to Resolution No. 44-13 adopted October 15, 2013, this Board approved and authorized execution of an agreement for personal services with John J. Archer as Interim Financial Services Manager (“The Agreement”); and

WHEREAS, pursuant to Resolution No. 51-13 adopted November 19, 2013, this Board approved and authorized execution of Amendment No. 1 to the Agreement for personal services with John J. Archer (“Amendment No. 1”); and

WHEREAS, pursuant to Resolution No. 5-14 adopted February 4, 2014, this Board approved and authorized execution of Amendment No. 2 to the Agreement for personal services with John J. Archer (“Amendment No. 2”); and

WHEREAS, pursuant to Resolution No. 18-14 adopted April 1, 2014, this Board approved and authorized execution of Amendment No. 3 to the Agreement for personal services with John J. Archer (“Amendment No. 3”); and

WHEREAS, pursuant to Resolution No. 59-14 adopted September 2, 2014, this Board approved and authorized execution of Amendment No. 4 to the Agreement for personal services with John J. Archer (“Amendment No. 4”); and

WHEREAS, the District and John. J. Archer desire to extend the term of the Agreement through March 31, 2015.

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

That certain Agreement titled, “Amendment No. 5 to the Agreement for Personal Services between John J. Archer and Dublin San Ramon Services District,” a copy of which is attached hereto, marked Exhibit “A,” and by this reference incorporated herein, is hereby approved, and the General Manager and District Secretary are hereby authorized and directed to execute, and to attest thereto, respectively, said amendment for and on behalf of the District.

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 16th day of December 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

Attest:

Nancy Gamble Hatfield, District Secretary

**AMENDMENT NO. 5 TO THE AGREEMENT FOR PERSONAL SERVICES
BETWEEN JOHN J. ARCHER AND DUBLIN SAN RAMON SERVICES
DISTRICT**

THIS AMENDMENT to the Agreement for Personal Services between John J. Archer (“Manager”) and Dublin San Ramon Services District, a public agency of the State of California in the Counties of Alameda and Contra Costa (“District”), is made and entered into this 16th day of December 2014.

WITNESSETH:

WHEREAS, the parties heretofore entered into an Agreement for Personal Services dated October 18, 2013 (the “Agreement”) under which Manager has provided services for District; and

WHEREAS, the parties heretofore have entered into Amendment No. 1 to the Agreement dated November 19, 2013 (herein referred to as “Amendment No. 1”); and

WHEREAS, the parties heretofore have entered into Amendment No. 2 to the Agreement dated February 4, 2014 (herein referred to as “Amendment No. 2”); and

WHEREAS, the parties heretofore have entered into Amendment No. 3 to the Agreement dated April 1, 2014 (herein referred to as “Amendment No. 3”); and

WHEREAS, the parties heretofore have entered into Amendment No. 4 to the Agreement dated September 2, 2014 (herein referred to as “Amendment No. 4”); and

WHEREAS, the District and Manager desire to extend the term of the Agreement through March 31, 2015.

NOW, THEREFORE, the parties hereto agree as follows:

Article 1: Beginning on the effective date of the AMENDMENT NO. 5 TO THE AGREEMENT FOR PERSONAL SERVICES BETWEEN JOHN J. ARCHER AND THE

DUBLIN SAN RAMON SERVICES DISTRICT, Article 11 – TERM – of the Agreement, as amended, is hereby revised in its entirety as follows:

The term of this Agreement shall be through and including March 31, 2015 subject to the provisions of Section 5 - Termination.

Article 2: After execution, this Amendment No. 5 shall become effective on December 16, 2014.

Article 3: EXHIBIT B, Article 2 – INSURANCE – of the Agreement, as amended, is hereby extended through Calendar year 2015, and shall provide the same level of benefits as specified in the Mid-Management Bargaining Unit MOU.

Article 4: In all other respects the Agreement, as amended, shall remain in full force and effect.

WITNESS WHEREOF, the District and Manager hereto have executed this Amendment No. 5 as of the Effective Date.

DUBLIN SAN RAMON SERVICES DISTRICT,

A public agency of the State of California

By: _____
Bert L. Michalczyk, General Manager

Attest: _____
Nancy G. Hatfield, District Secretary

By: _____
John J. Archer

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AND AUTHORIZING EXECUTION OF AMENDMENT NO. 5 TO THE AGREEMENT FOR PERSONAL SERVICES BETWEEN MICHELLE L. GALLARDO AND DUBLIN SAN RAMON SERVICES DISTRICT

WHEREAS, pursuant to Resolution No. 33-13 adopted July 16, 2013, this Board approved and authorized execution of an agreement for personal services with Michelle L. Gallardo as Interim Organizational Services Manager (“The Agreement”); and

WHEREAS, pursuant to Resolution No. 52-13 adopted November 19, 2013, this Board approved and authorized execution of Amendment No. 1 to the Agreement for personal services with Michelle L. Gallardo (“Amendment No. 1”); and

WHEREAS, pursuant to Resolution No. 6-14 adopted February 4, 2014, this Board approved and authorized execution of Amendment No. 2 to the Agreement for personal services with Michelle L. Gallardo (“Amendment No. 2”); and

WHEREAS, pursuant to Resolution No. 19-14 adopted April 1, 2014, this Board approved and authorized execution of Amendment No. 3 to the Agreement for personal services with Michelle L. Gallardo (“Amendment No. 3”); and

WHEREAS, pursuant to Resolution No. 60-14 adopted September 2, 2014, this Board approved and authorized execution of Amendment No. 4 to the Agreement for personal services with Michelle L. Gallardo (“Amendment No. 4”); and

WHEREAS, the District and Michelle L. Gallardo desire to extend the term of the Agreement through March 31, 2015.

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

That certain Agreement titled, “Amendment No. 5 to the Agreement for Personal Services between Michelle L. Gallardo and Dublin San Ramon Services District,” a copy of which is attached hereto, marked Exhibit “A,” and by this reference incorporated herein, is hereby approved, and the General Manager and District Secretary are hereby authorized and directed to execute, and to attest thereto, respectively, said amendment for and on behalf of the District.

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 16th day of December 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

Attest:

Nancy Gamble Hatfield, District Secretary

**AMENDMENT NO. 5 TO THE AGREEMENT FOR PERSONAL SERVICES
BETWEEN MICHELLE L. GALLARDO AND DUBLIN SAN RAMON SERVICES
DISTRICT**

THIS AMENDMENT to the Agreement for Personal Services between Michelle L. Gallardo (“Manager”) and Dublin San Ramon Services District, a public agency of the State of California in the Counties of Alameda and Contra Costa (“District”), is made and entered into this 16th day of December 2014.

WITNESSETH:

WHEREAS, the parties heretofore entered into an Agreement for Personal Services dated July 9, 2013 (the “Agreement”) under which Manager has provided services for District; and

WHEREAS, the parties heretofore have entered into Amendment No. 1 to the Agreement dated November 19, 2013 (herein referred to as “Amendment No. 1”); and

WHEREAS, the parties heretofore have entered into Amendment No. 2 to the Agreement dated February 4, 2014 (herein referred to as “Amendment No. 2”); and

WHEREAS, the parties heretofore have entered into Amendment No. 3 to the Agreement dated April 1, 2014 (herein referred to as “Amendment No. 3”); and

WHEREAS, the parties heretofore have entered into Amendment No. 4 to the Agreement dated September 2, 2014 (herein referred to as “Amendment No. 4”); and

WHEREAS, the District and Manager desire to extend the term of the Agreement through March 31, 2015.

NOW, THEREFORE, the parties hereto agree as follows:

Article 1: Beginning on the effective date of the AMENDMENT NO. 5 TO THE AGREEMENT FOR PERSONAL SERVICES BETWEEN MICHELLE L. GALLARDO AND

THE DUBLIN SAN RAMON SERVICES DISTRICT, Article 11 – TERM – of the Agreement, as amended, is hereby revised in its entirety as follows:

The term of this Agreement shall be through and including March 31, 2015 subject to the provisions of Section 5 - Termination.

Article 2: After execution, this Amendment No. 5 shall become effective on December 16, 2014.

Article 3: EXHIBIT B, Article 2 – INSURANCE – of the Agreement, as amended, is hereby extended through Calendar Year 2015, and shall provide the same level of benefits as specified in the Mid-Management Bargaining Unit MOU.

Article 4: In all other respects the Agreement, as amended, shall remain in full force and effect.

WITNESS WHEREOF, the District and Manager hereto have executed this Amendment No. 5 as of the Effective Date.

DUBLIN SAN RAMON SERVICES DISTRICT,

A public agency of the State of California

By: _____
Bert L. Michalczyk, General Manager

Attest: _____
Nancy G. Hatfield, District Secretary

By: _____
Michelle L. Gallardo

H:\Board\2014\12-16-14\PSAs for BOD 121614\Gallardo PSA Amend 5.docx



Reference Engineering Services Manager	Type of Action Approve Budget Adjustment	Board Meeting of December 16, 2014
Subject Approve Additional Budget Adjustment for Hypochlorite Tank Replacement Project (CIP 14-P027)		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation	<input type="checkbox"/> Ordinance
REPORT:	<input checked="" type="checkbox"/> Staff	<input type="checkbox"/> Informational
	R. Biagtan	<input type="checkbox"/> Other
		<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 \$9,471, from \$125,900 to \$135,371.

Summary:

The Hypochlorite Tank Replacement Project (CIP 14-P027) was created out of the WWTP Replacement and Improvement Program (CIP 00-3110) for \$82,000 to replace four existing sodium hypochlorite tanks. On July 15, 2014 the Board approved a budget adjustment from the \$82,000 to \$125,900 to include a review of the integrity of the hypochlorite storage foundation and structure.

The tanks have been replaced and the project is complete. However, the project exceeded the budget by \$9,471. The additional project costs are related to contractor costs to install stainless steel anchors for the newly installed tanks and staff time to install chemical level sensors and wire the signal into the SCADA system, as well as time to assist with tank leak testing.

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 \$9,471 from \$125,900 to \$135,371.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Yee	DEPARTMENT Engineering	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 \$9,471	<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 FYEs 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 2014.

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	Actual FYE 2015 to Date	Est. Remaining FYE 2015	Estimated Future	Total Projected Budget
Planning	10,000	13,109	23,109	0	9,815	13,294	0	0	23,109
Design	0	0	0	0	0	0	0	0	0
Construction	113,900	1,638-	112,262	0	0	112,262	0	0	112,262
Const Mgmt	2,000	2,000-	0	0	0	0	0	0	0
Admin Mgmt	0	0	0	0	0	0	0	0	0
Staff Time	0	0	0	0	0	0	0	0	0
Subtotal	125,900	9,471	135,371	0	9,815	125,556	0	0	135,371
<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	125,900	9,471	135,371	0	9,815	125,556	0	0	135,371

Fund Split Basis:

310	100%	125,900	9,471	135,371	9,815	125,556	135,371
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NOTES:

- Created from WWTP Replacement and Improvement Program (00-3110) March 2014
- Budget increase of \$43,900 approved by Board Motion on 7/15/14. As total project budget will exceed \$100,000 with the proposed increase, Board approval was required. Funded by Program 00-3110 FYE 2015 budget.
- final close out budget adjustment of \$9,471 requested for Board approval by Motion on 12/16/14.



Reference General Manager	Type of Action Accept Report(s)	Board Meeting of December 16, 2014
Subject Accept the Following Regular and Recurring Reports: November District Financial Statements, Unexpected Asset Replacement Request		
<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, by Motion, accept the attached regular and recurring report(s).

Summary:

To maximize openness and transparency and to allow the Board to be informed about key aspects of District business and to provide direction when appropriate, the Board directed that various regular and recurring reports be presented for Board acceptance at regular intervals. This item is routinely presented to the Board at the second meeting of each calendar month.

Attachment 1 summarizes the current regular and recurring reports; the actual report(s) are themselves attachments to Attachment 1. Report(s) presented this month for acceptance are:

- November District Financial Statements
- Unexpected Asset Replacement Request - Chlor-Vac 1422A Chemical Induction Unit

Committee Review			Legal Review	Staff Review		
COMMITTEE	DATE	RECOMMENDATION		ORIGINATOR	DEPARTMENT	REVIEWED BY
---	---	---	Not Required	B. Michalczyk	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 \$10,500	<input type="checkbox"/> Funding Source A. Fund 310 B.	Attachments to S&R 1. Summary of Regular and Recurring Reports 2. November District Financial Statements 3. Unexpected Asset Replacement Request - Chlor-Vac 1422A Chemical Induction Unit				

SUMMARY OF REGULAR AND RECURRING REPORTS

Ref.	Description	Frequency	Authority	Last Acceptance	Acceptance at this Meeting?	Next Acceptance
A	Strategic Work Plan Accomplishments Report	Annually	Board Direction	Oct 2014		July 2015
B	Board Committee Goal Status Report			Oct 2014		Jan 2015
C	Employee Retention Statistics			Jan 2014		Jan 2015
D	Outstanding Receivables Report		District Code	Aug 2014		Aug 2015
E	Employee and Director Reimbursements greater than \$100 ¹		CA Government Code	Aug 2014		Aug 2015
F	Water Supply and Conservation Report ^{2 3}	Monthly	Board Direction	Dec 2014		Jan 2015
G	District Financial Statements ⁴			Nov 2014	YES	Jan 2015
H	"No Net Change" Operating Budget Adjustments	As they occur but not more frequently than monthly	Budget Accountability Policy (See Note A)	None in FYE 2015		As they occur
I	Capital Outlay Budget Adjustments			Oct 2014		As they occur
J	Capital Project Budget Adjustments			Oct 2014		As they occur
K	Unexpected Asset Replacements			Nov 2014	YES	As they occur

Note A: For the current fiscal year the totals for these reports are as follows:

Category	YTD	This Meeting	Total
"No Net Change" Operating Budget Adjustments	\$0	\$0	\$0
Capital Outlay Budget Adjustments	\$12,453	\$0	\$12,453
Capital Project Budget Adjustments	\$45,000	\$0	\$45,000
Unexpected Asset Replacements	\$25,251	\$10,500	\$35,751

¹ Reimbursements also reported every Board meeting in the Warrant List.

² Monthly during Community Drought Emergency; monthly during the winter season in non-drought years.

³ Separate agenda item presented to Board at first meeting of the month during Community Drought Emergency.

⁴ Except in July.



**Dublin San Ramon
Services District**

Water, wastewater, recycled water

November, 2014

Monthly Financial Report

Report Name	Page
Revenue Summary	1
Working Capital Summary	2
Expense Summary by Fund	3
Expense Summary by Department	4
Expense Summary by Category	5
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Dublin San Ramon Services District

Revenue Summary

November 2014

Revenue Source	Budget	Budget to Date	YTD Actual	Amount Remaining	%f Budget Received	% Revenue Expected
Local Sewer Operations	\$ 2,138,511	\$ 763,662	\$ 788,574	\$ 1,349,937	36.87%	35.71%
Regional Sewer Operations	\$ 19,374,765	\$ 5,650,973	\$ 6,075,511	\$ 13,299,255	31.36%	29.17%
Service Charges - Sewer	\$ 21,513,276	\$ 6,414,635	\$ 6,864,084	\$ 14,649,192	31.91%	29.82%
Water Operations	\$ 24,001,250	\$ 7,000,365	\$ 7,972,713	\$ 16,028,537	33.22%	29.17%
Water Expansion	\$ 0	\$ 0	\$ (640)	\$ 640	100.00%	41.67%
Service Charges - Water	\$ 24,001,250	\$ 7,000,365	\$ 7,972,072	\$ 16,029,178	33.22%	29.17%
Local Sewer Replacement	\$ 523,747	\$ 218,228	\$ 248,614	\$ 275,133	47.47%	41.67%
Local Sewer Expansion	\$ 509,233	\$ 212,180	\$ 241,749	\$ 267,484	47.47%	41.67%
Regional Sewer Replacement	\$ 1,663,501	\$ 693,125	\$ 598,090	\$ 1,065,410	35.95%	41.67%
Regional Sewer Expansion	\$ 10,846,201	\$ 4,519,251	\$ 3,969,588	\$ 6,876,613	36.60%	41.67%
Capacity Reserve Fees - Sewer	\$ 13,542,682	\$ 5,642,784	\$ 5,058,041	\$ 8,484,641	37.35%	41.67%
Water Replacement	\$ 2,063,802	\$ 859,918	\$ 613,861	\$ 1,449,941	29.74%	41.67%
Water Expansion	\$ 5,656,349	\$ 2,356,812	\$ 1,720,213	\$ 3,936,136	30.41%	41.67%
Capacity Reserve Fees - Water	\$ 7,720,151	\$ 3,216,730	\$ 2,334,074	\$ 5,386,077	30.23%	41.67%
Fees & Permits	\$ 3,836,199	\$ 1,598,416	\$ 1,338,243	\$ 2,497,956	34.88%	41.67%
Interest	\$ 659,744	\$ 274,894	\$ 287,298	\$ 372,447	43.55%	41.67%
Other Income	\$ 3,796,215	\$ 1,581,756	\$ 1,723,890	\$ 2,072,325	45.41%	41.67%
	<u>\$ 75,069,518</u>	<u>\$ 25,729,580</u>	<u>\$ 25,577,703</u>	<u>\$ 49,491,815</u>	<u>34.07%</u>	<u>34.27%</u>

Note: Interfund transfers and Contributions of Property are excluded from this report.

Dublin San Ramon Services District
Working Capital Summary
November, 2014

Enterprise Funds					
Fund	Dollars (\$)		In Months		
	YTD Actual	Budget	Target (Months)	Last Month	Current Month
Local Enterprise	\$ 1,072,448	\$ 745,512	4	6.17	5.75
Regional Enterprise	\$ 7,641,051	\$ 5,531,747	4	6.23	5.53
Water Enterprise	\$ 10,027,107	\$ 6,625,683	4	8.22	6.05

*
*
*

Replacement Funds			
Fund	In Dollars (\$)		
	Actual	Target	Above (Below)
Local Replacement	\$ 9,517,014	\$ 3,764,249	\$ 5,752,765
Regional Replacement	\$ 13,376,631	\$ 7,950,853	\$ 5,425,778
Water Replacement	\$ 9,786,701	\$ 10,453,012	\$ (666,311)

Expansion Funds			
Fund	In Dollars (\$)		
	Actual	Target	Above (Below)
Local Expansion	\$ 5,701,542	\$ 141,000	\$ 5,560,542
Regional Expansion	\$ 39,200,288	\$ 15,075,272	\$ 24,125,016
Water Expansion	\$ 14,446,041	\$ 8,373,072	\$ 6,072,969

Temporary Infrastructure Charge Status			
Revenue Type	In Dollars (\$)		
	Amount Collected	Amount Repaid	Net
Temporary Infrastructure Charge Status	\$ 8,208,152	\$ (4,037,358)	\$ 4,170,795

NOTE: The Enterprise Funds working capital balances declined due to the transfer of funds to the Enterprises' Rate Stabilization Fund based on the Financial Reserves policy.

Dublin San Ramon Services District

Expense Summary by Fund

November 2014

% of Year Completed= 42%

Expense Summary by Fund	Budget	Budget to Date	Year To Date Actual	Dollars Remaining	Percent Used
200 - Local Sewer Operations	\$ 1,683,340	\$ 701,392	\$ 554,534	\$ 1,128,806	32.94 %
210 - Local Sewer Replacement	\$ 848,900	\$ 353,708	\$ 408,807	\$ 440,093	48.16 %
220 - Local Sewer Expansion	\$ 265,347	\$ 110,561	\$ 140,363	\$ 124,984	52.90 %
300 - Regional Sewer Operations	\$ 13,613,842	\$ 5,672,434	\$ 5,865,090	\$ 7,748,751	43.08 %
310 - Regional Sewer Replacement	\$ 160,509	\$ 66,879	\$ 31,962	\$ 128,547	19.91 %
320 - Regional Sewer Expansion	\$ 7,070,891	\$ 2,946,205	\$ 2,771,669	\$ 4,299,222	39.20 %
600 - Water Operations	\$ 17,925,177	\$ 7,468,824	\$ 6,217,038	\$ 11,708,139	34.68 %
605 - Water Rate Stabilization Fund	\$ 50,000	\$ 20,833	\$ 4,120	\$ 45,880	8.24 %
610 - Water Replacement	\$ 389,588	\$ 162,328	\$ 217,854	\$ 171,734	55.92 %
620 - Water Expansion	\$ 3,860,821	\$ 1,608,675	\$ 1,745,709	\$ 2,115,112	45.22 %
900 - Administrative Overhead	\$ 7,002,215	\$ 2,917,590	\$ 2,308,164	\$ 4,694,052	32.96 %
965 - Other Post Employment Benefits	\$ 764,050	\$ 318,354	\$ 311,828	\$ 452,222	40.81 %
995 - DV Standby Assessment	\$ 1,429,211	\$ 595,505	\$ 218	\$ 1,428,994	0.02 %
	<u>\$ 55,063,890</u>	<u>\$ 22,943,287</u>	<u>\$ 20,577,354</u>	<u>\$ 34,486,536</u>	<u>37.37 %</u>

Note: This report shows operating expenses prior to the Administrative Overhead fund's expenses being allocated to the other funds.

Dublin San Ramon Services District
Expense Summary By Department
 November 2014

% of Year Completed= 42%

Expense Summary by Department	Budget	Budget To Date	Year To Date Actual	Dollars Remaining	Percentage Used
Executive	\$ 1,532,148	\$ 638,395	\$ 523,674	\$ 1,008,474	34.18%
Organizational Services	\$ 2,442,217	\$ 1,017,590	\$ 811,071	\$ 1,631,146	33.21%
Financial Services	\$ 3,981,849	\$ 1,659,104	\$ 1,378,554	\$ 2,603,295	34.62%
Engineering	\$ 4,160,502	\$ 1,733,542	\$ 1,427,360	\$ 2,733,142	34.31%
Operations	\$ 13,603,249	\$ 5,668,020	\$ 5,350,637	\$ 8,252,611	39.33%
Non-Departmental	\$ 29,343,926	\$ 12,226,636	\$ 11,086,059	\$ 18,257,867	37.78%
	<u>\$ 55,063,890</u>	<u>\$ 22,943,287</u>	<u>\$ 20,577,354</u>	<u>\$ 34,486,536</u>	<u>37.37%</u>

Dublin San Ramon Services District

Expense Summary by Category

November 2014

% of Year Completed= 42%

Expense Summary by Category	Budget	Budget to Date	Year to Date Actual	Budget Remaining	Percentage Used
Personnel	\$ 20,548,611	\$ 8,561,921	\$ 7,423,764	\$ 13,124,847	36.13%
Materials and Supplies	\$ 12,874,914	\$ 5,364,547	\$ 4,352,697	\$ 8,522,217	33.81%
Contract Services	\$ 4,698,436	\$ 1,957,682	\$ 1,330,211	\$ 3,368,226	28.31%
Other Expenses	\$ 15,746,270	\$ 6,560,946	\$ 7,008,101	\$ 8,738,168	44.51%
Capital Outlay	\$ 1,195,659	\$ 498,191	\$ 462,581	\$ 733,078	38.69%
	<u>\$ 55,063,890</u>	<u>\$ 22,943,287</u>	<u>\$ 20,577,354</u>	<u>\$ 34,486,536</u>	<u>37.37%</u>

Dublin San Ramon Services District

Capital Outlay by Division
November, 2014

<u>Capital Outlay - Identified</u>	<u>Budget</u>	<u>Year To Date Actual</u>	<u>Dollars Remaining</u>	<u>Percent Used</u>
License wireless point-to-point radio	\$ 40,000	\$ -	\$ 40,000	0.00%
Information Systems	\$ 40,000	\$ -	\$ 40,000	0.00%
Backflow Program Software (1)	\$ 25,000	\$ 26,045	\$ (1,045)	104.18%
Planning & Permitting	\$ 25,000	\$ 26,045	\$ (1,045)	104.18%
GeoKNXMobile for Lucity Software	\$ 26,500	\$ -	\$ 26,500	0.00%
F-350 truck w/utility bed and accessories	59,000		59,000	0.00%
New CCTV camera w/ inclinometer & lift	43,000		43,000	0.00%
F-450 truck with utility bed, crane, compressor	59,000		59,000	0.00%
Vac Con Jetter / Combo Truck (with vacuum)	350,000		350,000	0.00%
Combination Vacuum/Jetter truck (2)	400,000	408,052	(8,052)	102.01%
Field Operations	\$ 937,500	\$ 408,052	\$ 529,448	0.00%
Truck for LAVWMA operations	\$ 23,000	\$ -	\$ 23,000	0.00%
Plant Operations	\$ 23,000	\$ -	\$ 23,000	0.00%
WWTP Primary Sludge End Collectors	\$ 60,000	\$ -	\$ 60,000	0.00%
Fleet pool vehicle	20,000		20,000	0.00%
FLS Mixer (2)	13,000		13,000	0.00%
Used Bucket Truck	35,000		35,000	0.00%
Mechanical Maintenance	\$ 128,000	\$ -	\$ 128,000	0.00%
Truck for Operations Control Sys Specialist	\$ 25,000	\$ -	\$ 25,000	0.00%
WWTP Aeration Blowers	17,159	17,159	-	100.00%
Electrical Maintenance	\$ 42,159	\$ 17,159	\$ 25,000	40.70%
Total Capital Outlay - Identified	\$ 1,195,659	\$ 451,256	\$ 744,403	37.74%
Unexpected Capital Outlay				
Cogen#1 Intercooler heat exchanger	\$ 11,651	\$ 11,325	\$ 326	
Chlor-a-vac chemical induction unit	\$ 10,500		\$ 10,500	
Total Unexpected Capital Outlay	\$ 22,151	\$ 11,325	\$ 10,826	
Total All Capital Outlay	\$ 1,217,810	\$ 462,581	\$ 755,229	

(1) Cost for software support needs to be moved to Div 42 operating budget

(2) General Manager approved overage to cover tax and license cost

Capital Project Expense Summary Report

Dublin San Ramon Services District

November, 2014

<u>Fund #</u>		<u>Budget</u>	<u>Year-to-date Expenditures</u>	<u>Balance</u>	<u>Prct Used</u>
210	Local Sewer Replacement	786,000.00	172,872.75	613,127.25	21.99%
220	Local Sewer Expansion	101,000.00	7,867.08	93,132.92	7.79%
310	Regional Sewer Replacement	3,666,000.00	450,161.15	3,215,838.85	12.28%
320	Regional Sewer Expansion	865,000.00	33,367.58	831,632.42	3.86%
610	Water Replacement	4,062,500.00	314,880.30	3,747,619.70	7.75%
620	Water Expansion	3,003,500.00	167,692.21	2,835,807.79	5.58%
	Grand Total	<u>12,484,000.00</u>	<u>1,146,841.07</u>	<u>11,337,158.93</u>	<u>9.19%</u>

**Financing Administration Agreement Calculations
November, 2014**

Bond Target Level Calculation

	Max Annual Debt
LAVWMA 2011 Refunding Bonds (Expansion Portion) highest fiscal year debt service (2024)	\$ 4,332,552
DSRSD Expansion Amount Outstanding	\$48,866,096
<u>Bank of America Refunding Bond</u>	\$ 2,300,289
Expansion Amount Outstanding	\$10,229,315
BOND TARGET LEVEL (7c) or 2X	\$ 13,265,682
ADMINISTRATIVE TARGET LEVEL (7d) or 5XMADS	\$ 33,164,204
Working Capital in Rate Stabilization/Regional Sewer Expansion Fund	<u>\$ 39,200,288</u>
Number of Years of Maximum Debt Service on Hand (Working Capital/Max Annual Debt)	<u>\$ 6,632,841</u> 5.91
Capacity Fee Revenue this Fiscal Year	\$ 3,969,588
Debt Service for FY 14/15	<u>\$ 6,613,538</u>
Capacity fees in excess (deficiency) of this amount	\$ (2,643,950)
Amount in Rate Stabilization Fund in Excess of (below) 5XMADS	<u>\$ 6,036,084</u>

**Dublin San Ramon Services District
D.U.E. Recap
November, 2014**

Comparison of Actual DUE's to Budget

	Budget	Actual	Above (Below)
Sewer			
<i>DSRSD</i>	682	277	(405)
<i>Pleasanton</i>	250	28	(222)
Water	631	189	(442)

Dublin San Ramon Services District
Treasurer's Report - Portfolio Management Summary
As of : November 30, 2014

Description	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	5,818.11	5,818.11	5,818.11	0.01%	100%	Yes	0.050%
Certificate of Deposit	4,250,000.00	4,243,903.75	4,250,000.00	4.00%	30%	Yes	0.724%
Corporate Bonds	17,500,000.00	17,910,398.50	17,838,899.58	16.48%	30%	Yes	1.503%
Federal Agency Callables	52,880,000.00	52,787,613.48	52,885,617.22	49.80%	100%	Yes	1.044%
LAIF - Operating	31,541,171.78	31,541,171.78	31,541,171.78	29.71%	\$50 million	Yes	0.261%
Total Investments	\$ 106,176,989.89	\$ 106,488,905.62	\$ 106,521,506.69	100.00%			0.874%
Bank of America	17,627,183.41	17,627,183.41	17,627,183.41				
Total Cash & Investments	\$ 123,804,173.30	\$ 124,116,089.03	\$ 124,148,690.10				0.874%

I certify that this report reflects all Government Agency pooled investments and is in conformity with the Investment Policy of Dublin San Ramon Services District.

The investment program herein shown provides sufficient cash flow liquidity to meet the next six month's expenses.

Market values for Certificates of Deposit and Federal Agency Callables were provided by Wells Fargo Institutional Securities, LLC.

 John Archer, Interim Financial Services Manager

 Date

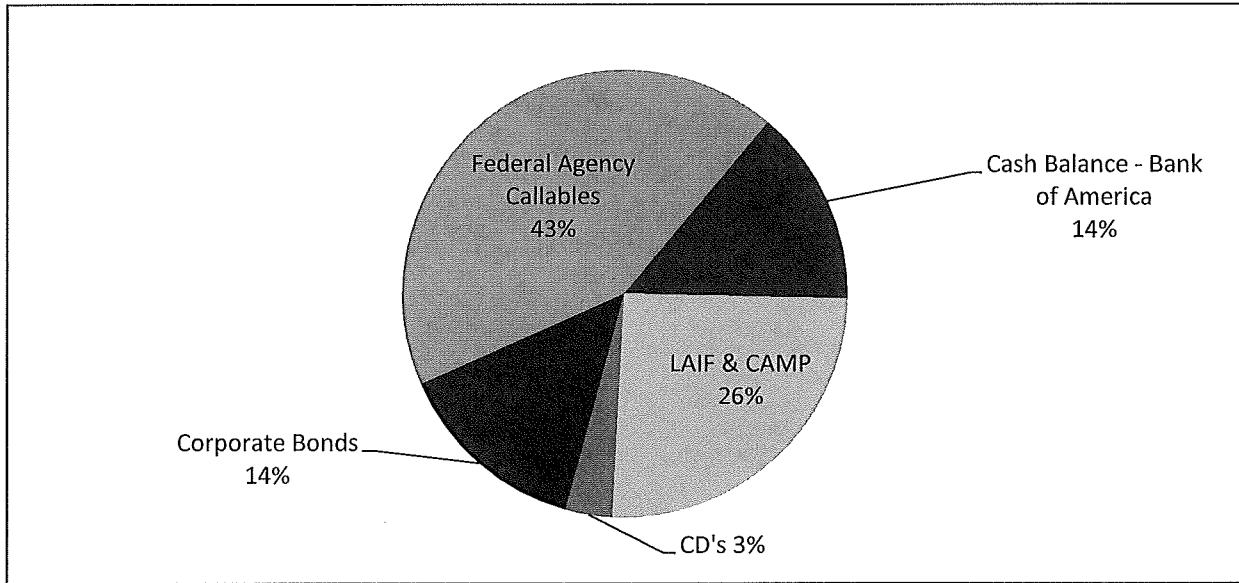
For comparison - prior month summary as of: 10/31/2014

Description	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	5,818.11	5,818.11	5,818.11	0.01%	100%	Yes	0.050%
Certificate of Deposit	4,250,000.00	4,241,933.25	4,250,000.00	4.00%	30%	Yes	0.724%
Corporate Bonds	17,500,000.00	17,917,132.50	17,838,899.58	16.48%	30%	Yes	1.503%
Federal Agency Callables	52,880,000.00	52,727,270.42	52,885,818.80	49.80%	100%	Yes	1.044%
LAIF - Operating	31,541,171.78	31,521,965.13	31,521,965.13	29.71%	\$50 million	Yes	0.240%
Total Investments	\$ 106,176,989.89	\$ 106,414,119.41	\$ 106,502,501.62	100.00%			0.868%
Bank of America	16,724,423.01	16,724,423.01	16,724,423.01				
Total Cash & Investments	\$ 122,901,412.90	\$ 123,138,542.42	\$ 123,226,924.63				0.868%

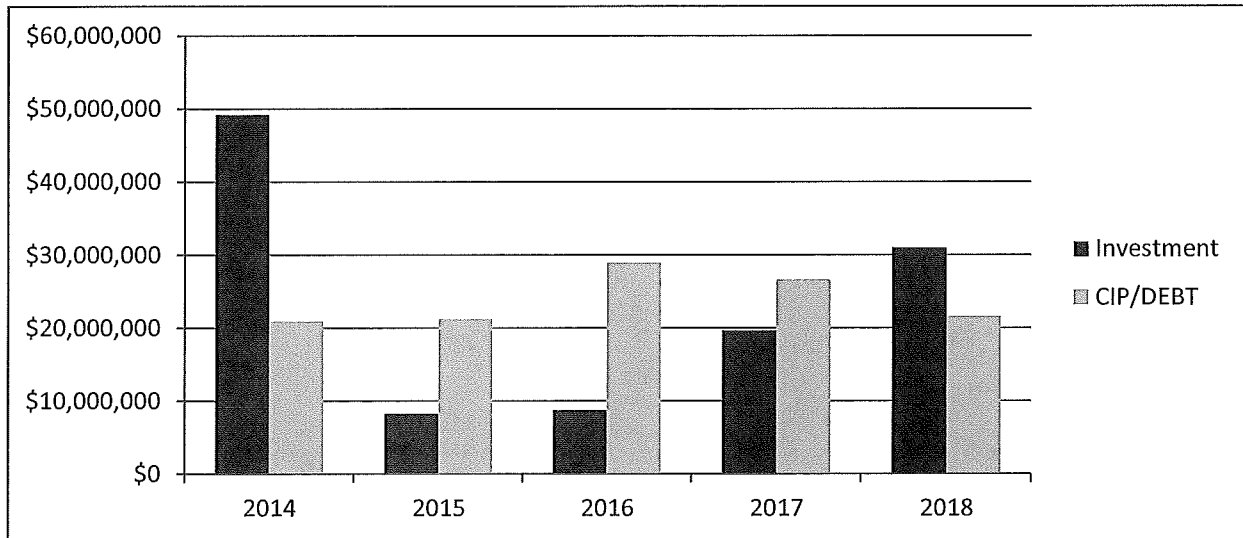
**Investment Review for :
Summary of Current Investments**

November 30, 2014

	Face Amount	% of Portfolio	Avg Maturity (in Years)	Avg Yield
Cash Balance - Bank of America	\$ 17,627,183.41	14%		
LAIF & CAMP	31,546,989.89	25%		0.261%
Certificates of Deposit	4,250,000.00	3%	1.7	0.724%
Corporate Bonds	17,500,000.00	14%	2.0	1.503%
Federal Agency Callables	52,880,000.00	43%	3.5	1.044%
	<u>\$ 123,804,173.30</u>			



Investment / Cash needs next 5 years



FYE	Investment	CIP/DEBT
2014	\$ 49,174,173.30	\$ 20,878,585.29
2015	8,250,000.00	\$ 21,175,684.29
2016	8,750,000.00	\$ 28,908,068.29
2017	19,630,000.00	\$ 26,589,591.29
2018	31,000,000.00	\$ 21,567,191.29
	<u>\$ 116,804,173.30</u>	<u>\$ 119,119,120.45</u>
Long Term Maturity	7,000,000.00	
	<u>\$ 123,804,173.30</u>	

Dublin San Ramon Services District
 Treasurer's Report - Portfolio Management Detail
 As of 10/31/14

Description	CUSIP/Ticker	Settlement Date	Face Amount	Market Value	Book Value	Coupon Rate	YTM @ Cost	Next Call Date	DTC/M	DTM	Maturity Date	Accrued Interest
CAMP												
CAMP LGIP	LGIP6300	6/30/2011	5,818.11	5,818.11	5,818.11	0.050%	0.050%	N/A	1	1	N/A	N/A
Sub Total / Average			\$ 5,818.11	\$ 5,818.11	\$ 5,818.11	0.050%	0.050%		1	1		-
Certificate of Deposit												
Ally Bank 0.9 3/2/2015	02005QZE6	3/1/2012	250,000.00	250,273.50	250,000.00	0.900%	0.900%		92	92	3/2/2015	554.79
GE Cap Retail Bk 0.8 9/28/2015	36157PRM3	9/27/2013	250,000.00	250,447.00	250,000.00	0.800%	0.800%		302	302	9/28/2015	350.68
SAFRA NB 0.5 9/30/2015	78658QFS7	9/30/2014	250,000.00	249,830.50	250,000.00	0.500%	0.500%		304	304	9/30/2015	208.90
SYNOVUS Bank 0.5 9/30/2015	87164DFR6	9/30/2014	250,000.00	249,830.50	250,000.00	0.500%	0.500%		304	304	9/30/2015	208.90
Sterling Svgs Bank 0.5 3/22/2016	8595316H3	3/22/2013	250,000.00	250,434.50	250,000.00	0.500%	0.500%		478	478	3/22/2016	236.30
Comenity Capital 0.7 3/29/2016	20033AGY6	9/29/2014	250,000.00	249,529.25	250,000.00	0.700%	0.700%		485	485	3/29/2016	4.79
Flushing Bank 0.7 3/29/2016	34387AAQ2	9/30/2014	250,000.00	249,562.25	250,000.00	0.700%	0.700%		485	485	3/29/2016	71.92
BMW Bk 0.5 5/16/2016	05580AAB0	5/16/2014	250,000.00	249,223.00	250,000.00	0.500%	0.500%		533	533	5/16/2016	47.95
Customers Bk 0.5 5/31/2016	23204HBF4	5/28/2014	250,000.00	249,177.50	250,000.00	0.500%	0.500%		548	548	5/31/2016	6.85
Oriental Bank 0.5 5/31/2016-14	686184UH3	5/29/2014	250,000.00	249,176.00	250,000.00	0.500%	0.500%		548	548	5/31/2016	3.42
First Fed S&L 0.5 5/31/2016	32023HAC2	5/30/2014	250,000.00	249,137.50	250,000.00	0.500%	0.500%		548	548	5/31/2016	-
Compass Bnk 0.5 5/31/2016	20451PJX5	5/28/2014	250,000.00	249,140.50	250,000.00	0.500%	0.500%		548	548	5/31/2016	6.85
American Exp Centr 1.15 9/26/2016	02587DTW8	9/26/2013	250,000.00	250,932.00	250,000.00	1.150%	1.150%		666	666	9/26/2016	511.99
Everbank 0.95 11/30/2016	29976DPX2	11/30/2012	250,000.00	249,499.50	250,000.00	0.950%	0.950%		731	731	11/30/2016	-
Washington Fed Seattle 0.75 5/30/2017-13	938828AB6	5/30/2013	250,000.00	250,084.75	250,000.00	0.750%	0.750%	12/31/2014	31	912	5/30/2017	10.27
Discover Bank 1.2 3/13/2018	254671LE8	3/13/2013	250,000.00	249,078.50	250,000.00	1.200%	1.200%		1199	1199	3/13/2018	641.10
State Bk of India 1.15 5/14/2018	856283UK0	5/14/2013	250,000.00	248,547.00	250,000.00	1.150%	1.150%		1261	1261	5/14/2018	126.03
Sub Total / Average			\$ 4,250,000.00	\$ 4,243,903.75	\$ 4,250,000.00	0.724%	0.724%		533	585		2,990.74
Corporate Bonds												
Toyota Mtr Credit 1 2/17/2015	89233P5Z5	6/4/2012	3,000,000.00	3,004,290.00	3,001,782.27	1.000%	0.880%		79	79	2/17/2015	8,583.33
Commonwealth Bk 1.95 3/16/2015-12	20271RAA8	6/11/2012	2,000,000.00	2,008,698.00	2,001,924.92	1.950%	1.750%		106	106	3/16/2015	8,016.67
Wal-Mart 1.5 10/25/2015	931142CX9	5/21/2012	2,000,000.00	2,021,908.00	2,014,634.98	1.500%	0.757%		329	329	10/25/2015	2,916.67
GE Capital Var. Corp 2/8/2016	36962G5T7	2/8/2012	2,000,000.00	2,014,356.00	2,000,000.00	1.039%	1.034%		435	435	2/8/2016	1,260.11
GE Capital Corp 2.3 4/27/2017	36962G5W0	5/21/2012	3,000,000.00	3,088,467.00	2,995,698.46	2.300%	2.361%		879	879	4/27/2017	6,325.00
Barclays Bank PLC Var. Corp 5/11/2017	06738K4G3	5/11/2012	3,000,000.00	2,998,212.00	3,000,000.00	2.000%	2.000%		893	893	5/11/2017	3,166.67
Gen Elec Co 5.25 12/6/2017	369604BC6	12/17/2012	2,500,000.00	2,774,467.50	2,824,858.95	5.250%	1.396%		1102	1102	12/6/2017	63,437.50
Sub Total / Average			\$ 17,500,000.00	\$ 17,910,398.50	\$ 17,838,899.58	2.171%	1.503%		574	574		93,705.95
Federal Agency Callables												
FHLB 0.55 6/5/2015	313379P78	6/5/2012	3,000,000.00	3,005,424.00	3,000,000.00	0.550%	0.550%		187	187	6/5/2015	8,020.83
FHLMC 0.5 6/27/2016-14	3134G4PX0	12/27/2013	2,000,000.00	1,997,534.00	2,000,000.00	0.500%	0.500%	12/27/2014	27	575	6/27/2016	4,250.00
FHLMC 0.625 9/26/2016-14	3134G4YA0	3/26/2014	2,500,000.00	2,503,117.50	2,500,000.00	0.625%	0.625%		666	666	9/26/2016	2,777.78
FHLMC 0.75 12/27/2016-14	3134G4NQ7	12/27/2013	2,500,000.00	2,501,087.50	2,500,000.00	0.750%	0.750%	12/27/2014	27	758	12/27/2016	7,968.75
FHLB 0.875 3/10/2017	3133782N0	8/22/2014	4,000,000.00	4,024,948.00	4,004,034.50	0.875%	0.830%		831	831	3/10/2017	7,777.78
FFCB 0.65 3/28/2017	3133ECKC7	5/8/2013	1,380,000.00	1,378,648.98	1,381,582.72	0.650%	0.600%		849	849	3/28/2017	1,544.83
FHLMC 1 6/27/2017-14	3134G4PB8	12/27/2013	2,500,000.00	2,501,470.00	2,500,000.00	1.000%	1.000%	12/27/2014	27	940	6/27/2017	10,625.00
FNMA Step 9/27/2017-13	3134G0C74	9/27/2012	3,000,000.00	3,010,962.00	3,000,000.00	1.000%	1.119%	9/27/2015	301	1032	9/27/2017	5,250.00
FNMA Step 12/19/2017-13	3136G14A4	12/19/2012	5,000,000.00	5,001,235.00	5,000,000.00	0.625%	1.043%	12/19/2014	19	1115	12/19/2017	13,975.69
FNMA Step 1/30/2018-13	3136G1BD0	1/30/2013	5,000,000.00	4,998,325.00	5,000,000.00	0.750%	1.045%	1/30/2015	61	1157	1/30/2018	12,500.00
FFCB 1.08 2/26/2018-14	3133ECGC2	2/26/2013	5,000,000.00	4,994,545.00	5,000,000.00	1.080%	1.080%		1184	1184	2/26/2018	14,100.00
FHLMC 1.2 6/12/2018-13	3134G46D5	6/12/2013	5,000,000.00	4,972,425.00	5,000,000.00	1.200%	1.200%	12/12/2014	12	1290	6/12/2018	28,000.00
FHLB 1 6/28/2018-13	313381HD0	12/28/2012	5,000,000.00	4,947,140.00	5,000,000.00	1.000%	1.000%		1306	1306	6/28/2018	21,111.11
FNMA 1.875 4/30/2019-14	3136G1ZY8	4/30/2014	2,000,000.00	2,005,914.00	2,000,000.00	1.875%	1.875%	1/30/2015	61	1612	4/30/2019	3,125.00
FHLMC 1.5 4/30/2020-15	3134G42U1	5/1/2013	2,500,000.00	2,442,255.00	2,500,000.00	1.500%	1.500%	4/30/2015	151	1978	4/30/2020	3,125.00
FHLB Step 5/22/2020-13	313382YF4	5/22/2013	2,500,000.00	2,502,582.50	2,500,000.00	0.700%	1.910%	2/22/2015	84	2000	5/22/2020	611.11
Sub Total / Average			\$ 52,880,000.00	\$ 52,787,613.48	\$ 52,885,617.22	0.936%	1.044%		405	1109		144,762.88
LAIF - Operating												
LAIF LGIP	LGIP1001	6/30/2011	31,541,171.78	31,541,171.78	31,541,171.78	0.261%	0.261%	N/A	1	1	N/A	N/A
Sub Total / Average			\$ 31,541,171.78	\$ 31,541,171.78	\$ 31,541,171.78	0.261%	0.261%		1	1		-
Total / Average			\$ 106,176,989.89	\$ 106,488,905.62	\$ 106,521,506.69	0.931%	0.874%		318	671		241,559.57

	200 Local Sewer Operations	205 Local Rate Stabilization (RSF)	210 Local Sewer Replacement	220 Local Sewer Expansion	Total
BALANCE SHEETS					
CASH & INVESTMENTS	512,735	685,542	9,514,234	5,698,445	16,410,957
RECEIVABLES	631,315	703	11,848	6,546	650,411
OTHER	0	0	0	4,601	4,601
CURRENT ASSETS	1,144,050	686,245	9,526,082	5,709,592	17,065,969
FIXED ASSETS	31,688,253	0	398,230	12,928	32,099,411
LONG-TERM ASSETS	0	0	0	8,294	8,294
TOTAL ASSETS	32,832,303	686,245	9,924,312	5,730,814	49,173,674
ACCOUNTS PAYABLE	15,694	0	0	27	15,721
DEPOSITS	(5,409)	0	4,331	0	(1,079)
OTHER CURRENT LIABILITIES	61,318	0	4,737	8,022	74,077
CURRENT LIABILITIES	71,602	0	9,068	8,049	88,719
DEFERRED REVENUE	0	0	0	405,794	405,794
LONG-TERM LIABILITIES	0	0	0	405,794	405,794
RETAINED EARNINGS	32,760,701	686,245	9,915,244	5,316,971	48,679,161
TOTAL LIABILITIES & RETAINED EARNINGS	32,832,303	686,245	9,924,312	5,730,814	49,173,674

INCOME STATEMENT

OPERATING REVENUE					
SERVICE CHARGES	788,574	0	0	0	788,574
OTHER OPERATING REVENUE	1,941	0	0	258,940	260,881
TOTAL OPERATING REVENUE	790,515	0	0	258,940	1,049,455
NON-OPERATING REVENUE					
CONNECTION FEES	0	0	248,614	241,749	490,362
INTEREST	1,924	1,368	23,092	13,028	39,412
OTHER NON-OPERATING REVENUE	589,380	0	0	0	589,380
TOTAL NON-OPERATING REVENUE	591,304	1,368	271,705	254,777	1,119,154
TRANSFERS IN	0	108,869	119,583	0	228,452
TOTAL RECEIPTS	1,381,819	110,237	391,289	513,717	2,397,061
DISBURSEMENTS					
OPERATING EXPENSES	718,677	0	408,807	171,496	1,298,980
CAPITAL PROJECTS	0	0	172,873	7,867	180,740
TRANSFER OUT	228,452	0	0	0	228,452
TOTAL DISBURSEMENTS	947,130	0	581,679	179,363	1,708,172
NET INCOME (LOSS)	434,690	110,237	(190,391)	334,353	688,889

EXPENSE BUDGET FOR FY 2015	2,236,537				
WORKING CAPITAL TARGET FOR FY 2015	745,512				
WORKING CAPITAL TARGET (in months)	4.00				
WORKING CAPITAL	1,072,448	686,245	9,517,014	5,701,542	16,977,250
WORKING CAPITAL ON HAND (in months) WC / (ExpBudget / 12)	5.75				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	326,935				

	300 Regional Sewer Operations	305 Regional Rate Stabilization (RSF)	310 Regional Sewer Replacement	320 Regional Sewer Expansion	Total
BALANCE SHEETS					
CASH & INVESTMENTS	5,336,235	7,720,438	13,366,513	35,817,758	62,240,944
RECEIVABLES	2,981,257	7,599	19,582	387,939	3,396,377
OTHER	839,705	0	0	3,505,019	4,344,724
CURRENT ASSETS	9,157,197	7,728,037	13,386,095	39,710,716	69,982,045
FIXED ASSETS	98,169,692	0	10,698,290	32,397,174	141,265,156
LONG-TERM ASSETS	0	0	34,634	807,148	841,782
TOTAL ASSETS	107,326,889	7,728,037	24,119,019	72,915,037	212,088,982
ACCOUNTS PAYABLE	366,886	0	0	20	366,906
DEPOSITS	61,613	0	0	2,299	63,912
OTHER CURRENT LIABILITIES	1,087,647	0	9,464	508,109	1,605,220
CURRENT LIABILITIES	1,516,146	0	9,464	510,428	2,036,038
BONDS PAYABLE	7,565,917	0	0	43,841,227	51,407,144
ACCRUED EXPENSES/OTHER	690,000	0	0	0	690,000
DEFERRED REVENUE	0	0	34,634	676,716	711,350
LONG-TERM LIABILITIES	8,255,917	0	34,634	44,517,943	52,808,494
RETAINED EARNINGS	97,554,826	7,728,037	24,074,921	27,886,667	157,244,450
TOTAL LIABILITIES & RETAINED EARNINGS	107,326,889	7,728,037	24,119,019	72,915,037	212,088,982
INCOME STATEMENT					
OPERATING REVENUE					
SERVICE CHARGES	6,075,511	0	0	0	6,075,511
OTHER OPERATING REVENUE	217,663	0	0	17,943	235,606
TOTAL OPERATING REVENUE	6,293,174	0	0	17,943	6,311,117
NON-OPERATING REVENUE					
CONNECTION FEES	0	0	598,090	3,969,588	4,567,678
INTEREST	15,035	14,851	30,312	82,833	143,032
OTHER NON-OPERATING REVENUE	0	0	0	0	0
TOTAL NON-OPERATING REVENUE	15,035	14,851	628,403	4,052,422	4,710,711
TRANSFERS IN	0	1,483,399	1,072,690	0	2,556,089
TOTAL RECEIPTS	6,308,209	1,498,250	1,701,093	4,070,365	13,577,917
DISBURSEMENTS					
OPERATING EXPENSES	6,749,977	0	31,962	2,780,836	9,562,775
CAPITAL PROJECTS	0	0	450,161	33,368	483,529
TRANSFER OUT	2,556,089	0	0	0	2,556,089
TOTAL DISBURSEMENTS	9,306,066	0	482,124	2,814,203	12,602,393
NET INCOME (LOSS)	(2,997,857)	1,498,250	1,218,969	1,256,161	975,524
EXPENSE BUDGET FOR FY 2015	16,595,241				
WORKING CAPITAL TARGET FOR FY 2015	5,531,747				
WORKING CAPITAL TARGET (in months)	4.00				
WORKING CAPITAL	7,641,051	7,728,037	13,376,631	39,200,288	67,946,007
WORKING CAPITAL ON HAND (in months) WC / (ExpBudget / 12)	5.53				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	2,109,304				

	600 Water Operations	605 Water Rate Stabilization (RSF)	610 Water Replacement	620 Water Expansion	Total
BALANCE SHEETS					
CASH & INVESTMENTS	10,713,575	9,989,976	9,776,760	15,399,846	45,880,157
RECEIVABLES	1,170,023	173,732	10,120	20,356	1,374,231
OTHER	10	0	0	0	10
CURRENT ASSETS	11,883,607	10,163,707	9,786,881	15,420,202	47,254,397
FIXED ASSETS	120,628,795	0	2,740,399	23,074,651	146,443,846
LONG-TERM ASSETS	0	0	0	2	2
TOTAL ASSETS	132,512,403	10,163,707	12,527,280	38,494,856	193,698,246
ACCOUNTS PAYABLE	24,289	0	0	0	24,289
DEPOSITS	429,948	0	0	0	429,948
OTHER CURRENT LIABILITIES	1,402,263	0	180	974,161	2,376,604
CURRENT LIABILITIES	1,856,500	0	180	974,161	2,830,841
BONDS PAYABLE	0	0	0	35,394,339	35,394,339
ACCRUED EXPENSES/OTHER	0	0	0	264,138	264,138
DEFERRED REVENUE	0	0	0	6,178,283	6,178,283
LONG-TERM LIABILITIES	0	0	0	41,836,760	41,836,760
RETAINED EARNINGS	130,655,903	10,163,707	12,527,100	(4,316,065)	149,030,645
TOTAL LIABILITIES & RETAINED EARNINGS	132,512,403	10,163,707	12,527,280	38,494,856	193,698,246
INCOME STATEMENT					
OPERATING REVENUE					
SERVICE CHARGES	7,972,713	0	0	(640)	7,972,072
OTHER OPERATING REVENUE	205,168	30,777	1,615	939,288	1,176,848
TOTAL OPERATING REVENUE	8,177,880	30,777	1,615	938,648	9,148,920
NON-OPERATING REVENUE					
CONNECTION FEES	0	0	613,861	1,720,213	2,334,074
INTEREST	31,197	15,326	21,108	34,655	102,287
OTHER NON-OPERATING REVENUE	454,100	183,198	31,607	0	668,905
TOTAL NON-OPERATING REVENUE	485,297	198,524	666,576	1,754,868	3,105,266
TRANSFERS IN	0	3,673,016	1,316,602	281,250	5,270,868
TOTAL RECEIPTS	8,663,178	3,902,318	1,984,793	2,974,766	17,525,054
DISBURSEMENTS					
OPERATING EXPENSES	6,797,161	4,120	217,854	1,805,901	8,825,035
CAPITAL PROJECTS	0	0	314,880	167,692	482,573
TRANSFER OUT	4,996,351	274,517	0	0	5,270,868
TOTAL DISBURSEMENTS	11,793,512	278,637	532,734	1,973,593	14,578,475
NET INCOME (LOSS)	(3,130,334)	3,623,681	1,452,059	1,001,173	2,946,579
EXPENSE BUDGET FOR FY 2015	19,877,050				
WORKING CAPITAL TARGET FOR FY 2015	6,625,683				
WORKING CAPITAL TARGET (in months)	4.00				
WORKING CAPITAL	10,027,107	10,163,707	9,786,701	14,446,041	44,423,556
WORKING CAPITAL ON HAND (in months) WC / (ExpBudget / 12)	6.05				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	3,401,424				

	900 Administrative Overhead	965 OPEB	995 DV Standby Assessment	Total	
BALANCE SHEETS					
CASH & INVESTMENTS	(1,092,588)	252,918	894,329	0	54,658
RECEIVABLES	313,935	223	596,453	0	910,612
OTHER	1,148,770	0	0	0	1,148,770
CURRENT ASSETS	370,117	253,140	1,490,782	0	2,114,040
LONG-TERM ASSETS	125,413	12,134,452	0	0	12,259,864
TOTAL ASSETS	495,530	12,387,592	1,490,782	0	14,373,904
ACCOUNTS PAYABLE	68,711	50,378	0	0	119,089
OTHER CURRENT LIABILITIES	426,849	296,580	0	0	723,429
CURRENT LIABILITIES	495,560	346,957	0	0	842,517
RETAINED EARNINGS	(30)	12,040,635	1,490,782	0	13,531,387
TOTAL LIABILITIES & RETAINED EARNINGS	495,530	12,387,592	1,490,782	0	14,373,904

INCOME STATEMENT					
OPERATING REVENUE					
OTHER OPERATING REVENUE	578,488	0	595,505	0	1,173,993
TOTAL OPERATING REVENUE	578,488	0	595,505	0	1,173,993
NON-OPERATING REVENUE					
INTEREST	0	575	2,090	0	2,665
OTHER NON-OPERATING REVENUE	0	0	0	0	0
TOTAL NON-OPERATING REVENUE	0	575	2,090	0	2,665
TRANSFERS IN	0	0	0	0	0
TOTAL RECEIPTS	578,488	575	597,594	0	1,176,658
DISBURSEMENTS					
OPERATING EXPENSES	578,518	311,828	218	0	890,564
CAPITAL PROJECTS	0	0	0	0	0
TRANSFER OUT	0	0	0	0	0
TOTAL DISBURSEMENTS	578,518	311,828	218	0	890,564
NET INCOME (LOSS)	(30)	(311,253)	597,377	0	286,094

EXPENSE BUDGET FOR FY 2015	0				
WORKING CAPITAL TARGET FOR FY 2015	0				
WORKING CAPITAL TARGET (in months)	0.00				
WORKING CAPITAL	(125,443)	(93,817)	1,490,782	0	1,271,523
WORKING CAPITAL ON HAND (in months) WC / (ExpBudget / 12)	0.00				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	(125,443)				

November Budget Variance Report

Categories are flagged if Actual Expense % > Target Expense %
 (Target Expense % = (Period/12)*100 + Tolerance %)

Expected Expense: 41.67%
 Tolerance Level: 3.00%

Target Expense: 44.67%

Accounting Period: 5
 Accounting Year: 2015

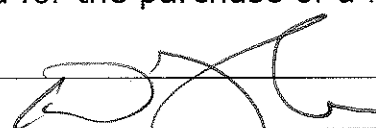
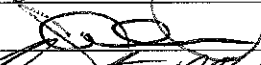
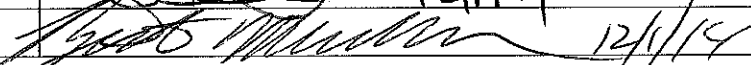
Division: 10. Legislative

	<u>2015</u> <u>Adjusted Budget</u>	<u>YTD</u> <u>Expenditure</u>	<u>MTD</u> <u>Expenditure</u>	<u>% of YTD</u> <u>to Budget</u>	<u>Flag</u>
Employee Memberships & Certifications	0.00	0.00	0.00	- %	
Medical	36,647.28	6,663.00	567.00	18.18%	
Other Benefits	9,817.99	3,335.60	666.78	33.97%	
Retirement	4,126.92	731.70	141.87	17.73%	
Salaries	56,160.00	9,782.00	1,898.00	17.42%	
Salary / Benefit Credit	0.00	0.00	0.00	- %	
Training Costs	20,000.00	3,329.07	898.72	16.65%	
1. Personnel	126,752.19	23,841.37	4,172.37	18.81%	
Office Supplies	4,800.00	694.96	38.01	14.48%	
2. Materials and Supplies	4,800.00	694.96	38.01	14.48%	
Advertising	0.00	0.00	0.00	- %	
Other Services	101,500.00	2,946.57	240.00	2.90%	
Professional Services	33,000.00	14,319.00	0.00	43.39%	
Telephone Service	0.00	0.00	0.00	- %	
3. Contract Services	134,500.00	17,265.57	240.00	12.84%	
Meetings	700.00	358.81	0.00	51.26%	FLAG
Permits, Licenses & District Mbrshps	0.00	0.00	0.00	- %	
Subscriptions & Publications	0.00	0.00	0.00	- %	
4. Other	700.00	358.81	0.00	51.26%	FLAG
10. Legislative Total	266,752.19	42,160.71	4,450.38	15.81%	

UNEXPECTED ASSET REPLACEMENT REQUEST

Unexpected Asset Replacement: The budget contains funding for capital outlay items that are expected to be replaced due to age or obsolescence. Occasionally, items in the replacement program fail unexpectedly and need to be replaced. If this happens during a budget cycle, replacement funds may be used for the replacement of the item if the General Manager determines that it is advantageous to the District to replace rather than repair said item, and if the Finance Officer determines that the replacement program has sufficient funds for the item.

Instructions: This form must be completed PRIOR to the purchase of the item. Contact the Accountant to assist you with completing sections two through five. After completing sections one through eight, obtain your Department Manager's signature, then route to the Accountant. Once the Finance Officer and General Manager's approvals are obtained, the Accountant will forward you a copy of the approved form. You may then purchase your replacement item following the normal purchasing guidelines. If this is an URGENT or mission critical replacement, please note that on the form so we can expedite your request.

1. Item Description	CHLOR-A-VAC 1422A CHEMICAL INDUCTION UNIT
2. Asset Number	
3. Original Cost	310.70.53.050.5.556
4. Depreciation (funding) to date	
5. Funding Source	
6. Estimated Cost of New Item	\$10,500 (estimated, including tax and freight complete)
7. Requestor's Name / Date	Dan Lopez 11/18/2014
8. Reason for Replacement	The CHLOR-A-VAC that is used for WWTP effluent disinfection recently failed and the spare CHLOR-A-VAC was temporarily installed in its place. This is a critical piece of treatment equipment that is essential for meeting effluent quality permit limits, therefore it is imperative that a spare unit be kept in inventory at all times. Replacement units have a relatively long lead time to acquire. This equipment is common for both effluent disinfection and recycled water treatment (i.e. DERWA). If either unit fails, then parts or the entire spare unit can be placed in service in either location. The \$10,500 price for the replacement unit includes a 2-year extended warranty. When the replacement unit arrives, it will immediately be placed in service and the spare unit will be returned to inventory. (Note: If the DERWA CHLOR-A-VAC unit fails, then DERWA would be charged for the purchase of a replacement unit).
Department Manager Approval / Date	 11/25/2014
Finance Officer Approval / Date	 12/1/14
General Manager Approval / Date	 12/1/14
For Accounting Use:	
Date routed to Finance Officer	
Date information put in Finance Committee box	12/4/14

Board



Quotation

Attention: Todd Stoddard
Dublin San Ramon Services
Company: District
Phone#: 925-570-5531
Fax: 925-485-5489
Email: stoddard@drsrd.com

Date: 10/28/2014
Quote: 140923-1
Project: Chlor-A-Vac 1422A
Project #: _____

We are pleased to offer our quotation for the following parts / services.

Item	Quantity	Description	P/N #	Unit Price	Extension
1	1	CHLOR-A-VAC 1422A CHEMICAL INDUCTION UNIT	1422A01010100HXX	8,546.00	8,546.00
2	1	2 - YEAR EXTENDED WARRANTY		1,000.00	1,000.00
3	1	ESTIMATED SHIPPING AND HANDLING			107.98
4	1	TAX			778.86
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

TERMS: Net 30 Days	PRICE IS IN USD	Total	\$10,432.84
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QUOTE IS GOOD FOR 30 DAYS

This quote does not include
Shipping or tax

Prepared By: Kami Kauffman

Accepted By: _____

Date: _____

PO #: _____



Reference General Manager	Type of Action Accept Report	Board Meeting of December 16, 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

12/11/2014 9:57:05 AM

Board Mtg	Agenda Item	Water	WWC	Finance	Personnel	Ext. Aff.
1/6/2015	Annual Briefing Related to Effective District Governance (Brown Act, Public Records Act, Political Reform Act and Government Code 1090)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Approve Reimbursement Agreement with City of Dublin for the Dougherty Road Widening Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Board Endorsement of Strategic Plan Process and Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Resolution to Reallocate City of Dublin Excess Sewer Capacity Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accept Water Supply and Demand and Drought Response Action Plan Status Reports and Find that the Need for the Community Drought Emergency Still Exists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Drought Related Customer Issues and Concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consider Appeal by {name} of Staff Denial of a Waiver of Enforcement Action Related to Violation of Water Use Limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Approve Master Consulting Agreement with RMC Water and Environment for the Long Term Alternative Water Supply Study (CIP 15-W007)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consider Appeal by {name} of Staff Denial of an Exemption to Water Use Limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/20/2015	Drought Related Customer Issues and Concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consider Appeal by {name} of Staff Denial of a Waiver of Enforcement Action Related to Violation of Water Use Limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provide Direction to the District Treasurer Regarding the Appropriate OPEB Trust Investment Process and Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Regular and Recurring Reports: December District Financial Statements, Board Committee Annual Goal Status, Employee Retention Statistics, (list)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Approve Cell Phone Tower Agreement for Reservoir R20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Approve Personal Services Agreement with _____ for Administrative Services Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Approve Personal Services Agreement with _____ for Engineering Services Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Board Mtg

Agenda Item

Water

WWC

Finance

Personnel

Ext. Aff.

1/20/2015

Consider Appeal by {name} of Staff Denial of an Exemption to Water Use Limitations



Reference General Manager	Type of Action Provide Direction	Board Meeting of December 16, 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 established the District’s Drought Management Program for 2014; on December 2, 2014 the Board took various actions to extend the Drought Management Program through June 30, 2015. The elements of the program including the following:

- Declared a Community Drought Emergency;
- Established Water Use Curtailment Goals;
- Adopted Water Use Limitations;
- Adopted Penalties and Enforcement Provisions (subsequently amended on August 5, 2014);
- Adopted Water Shortage Rate Stage 3;
- Approved a Wise Water User Credit for 2015;
- Approved an Enhanced Rebate Program;
- Endorsed the 2015 Drought Response Action Plan; and
- Approved budget amendments for FYE 2015 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 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 which is currently scheduled to expire on June 30, 2015.

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 Adopt Policy	Board Meeting of December 16, 2014
Subject Adopt Debt Disclosure Policy		
<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	J. Archer
		<input type="checkbox"/> Board Member

Recommendation:

The Financial Services Manager recommends the Board adopt, by Resolution, the proposed Debt Disclosure policy.

Summary:

On November 18, 2014 the Board directed staff to self-report under the Municipality Continuing Disclosure Cooperative (MCDC) Initiative. Staff, with the assistance of Bond Counsel Jones Hall, has filed the necessary documents as required by the Initiative. Bond Counsel has further advised staff that it is prudent for agencies to adopt the attached Debt Disclosure policy, stating the Board’s support of the process of disclosing all information required by debt disclosure covenants.

The Jones Hall Memo dated May 2014 was presented at the November 18, 2014 Board meeting and made the following recommendation regarding adoption of policies and procedures:

Jones Hall strongly advises all issuers of municipal bonds to adopt policies and procedures, implement training regarding continuing disclosure obligations, and remedy any lapses in prior compliance, regardless of whether such lapses are reportable under the Initiative. SEC scrutiny of continuing disclosure obligations will continue to increase upon the expiration of the Initiative, and compliance with continuing disclosure undertakings will be increasingly important for issuers.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Archer	DEPARTMENT Fin Serv	REVIEWED BY
ATTACHMENTS <input checked="" 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. 2. 3.				

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING THE DEBT DISCLOSURE POLICY

WHEREAS, the Securities and Exchange Commission (the “SEC”) recommends that issuers of municipal bonds adopt policies and procedures to govern compliance and implement training with respect to their initial disclosure and continuing disclosure undertakings; and

WHEREAS, in response to the SEC’s recommendations and in order to better monitor compliance with its disclosure undertakings, the District finds it desirable to adopt and maintain such a disclosure policy and procedures; and

WHEREAS, a proposed form of disclosure policy and procedures (the “Debt Disclosure” policy) has been presented to the Board of Directors.

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. The Board of Directors hereby approves and adopts the Debt Disclosure policy, comprising Exhibit “A” hereto, as presented to the Board at the meeting at which this resolution is adopted, and
2. This resolution shall take effect immediately upon 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 16th day of December 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nancy G. Hatfield, District Secretary



POLICY

Dublin San Ramon Services District

Policy No.:		Type of Policy:	Finance
Policy Title:	Debt Disclosure		
Policy Description:	Procedures to ensure that the District is in compliance with all applicable federal and state securities laws related to debt issuances.		
Approval Date:		Last Review Date:	2014
Approval Resolution No.:		Next Review Date:	2018
Rescinded Resolution No.:	N/A	Rescinded Resolution Date:	N/A

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

Debt Disclosure Procedures

Article I *General*

These Debt Disclosure Procedures (the “Disclosure Procedures”) of Dublin San Ramon Services District (the “District”) are intended to ensure that the District is in compliance with all applicable federal and state securities laws.

Article II *Disclosure Coordinator*

The Treasurer of the District shall be the disclosure coordinator of the District (the “Disclosure Coordinator”).

Article III *Review and Approval of Official Statements*

The Disclosure Coordinator of the District shall review any Official Statement prepared in connection with any debt issuance by the District in order to ensure there are no misstatements or omissions of material information in any sections that contain descriptions of information prepared by the District.

In connection with its review of the Official Statement, the Disclosure Coordinator shall consult with third parties, including outside professionals assisting the District, and all members of District staff, to the extent that the Disclosure Coordinator concludes they should be consulted so that the Official Statement will include all “material” information (as defined for purposes of federal securities law).

As part of the review process, the Disclosure Coordinator shall submit all Official Statements to the Board of Directors for approval. The cover letter used by the Disclosure Coordinator to submit the Official Statements shall be in substantially the form of Exhibit “A.”

The approval of an Official Statement by the Board of Directors shall be docketed as a new business matter and shall not be approved as a consent item. The Board of Directors shall undertake such review as deemed necessary by the Board of Directors, following consultation with the Disclosure Coordinator, to fulfill the Board of Director’s responsibilities under applicable federal and state securities laws. In this regard, the Disclosure Coordinator shall consult with the District’s disclosure counsel to the extent the Disclosure Coordinator considers appropriate.

Article IV ***Continuing Disclosure Filings***

Under the continuing disclosure undertakings that the District has entered into in connection with its debt offerings, the District is required each year to file annual reports with the Municipal Securities Rulemaking Board’s Electronic Municipal Market Access (“EMMA”) system in accordance with such undertakings. Such annual reports are required to include certain updated financial and operating information, and the District’s audited financial statements.

The District is also required under its continuing disclosure undertakings to file notices of certain events with EMMA.

The Disclosure Coordinator is responsible for establishing a system (which may involve the retention or one or more consultants) by which:

- (i) the District will make the annual filings required by its continuing disclosure undertakings on a complete and timely basis, and
- (ii) the District will file notices of enumerated events on a timely basis.

Article V
Public Statements Regarding Financial Information

Whenever the District makes statements or releases information relating to its finances to the public that are reasonably expected to reach investors and the trading markets, the District is obligated to ensure that such statements and information are complete, true, and accurate in all material respects.

Article VI
Training

The Disclosure Coordinator shall ensure that the members of the District staff involved in the initial or continuing disclosure process and the Board of Directors are properly trained to understand and perform their responsibilities.

The Disclosure Coordinator shall arrange for disclosure training sessions conducted by the District's disclosure counsel. Such training sessions shall include education on these Disclosure Procedures, the District's disclosure obligations under applicable federal and state securities laws and the disclosure responsibilities and potential liabilities of members of the District's staff and members of the Board of Directors. Such training sessions may be conducted using a recorded presentation.

EXHIBIT A

Form of Staff Report

To: Members of the Board of Directors

From:

Date: _____

This Staff Report relates to the proposed issuance of _____ (the “Obligations”) by the District. The Board of Directors is asked to approve issuance of the Obligations and all related documents. The near-final versions of these documents are attached.

The attached Preliminary Official Statement has been reviewed and approved for transmittal to the Board of Directors by the District’s financing team. The distribution of the Preliminary Official Statement by the District is subject to federal securities laws, including the Securities Act of 1933 and the Securities Exchange Act of 1934. These laws require the Preliminary Official Statement to include all facts that would be material to an investor in the Obligations. Material information is information that there is a substantial likelihood would have actual significance in the deliberations of the reasonable investor when deciding whether to buy or sell the Obligations. If the Board of Directors concludes that the Preliminary Official Statement includes all facts that would be material to an investor in the Obligations, it must adopt a resolution that authorizes staff to execute a certificate to the effect that the Preliminary Official Statement has been “deemed final.”

The Securities and Exchange Commission (the “SEC”), the agency with regulatory authority over the District’s compliance with the federal securities laws, has issued guidance as to the duties of the Board of Directors with respect to its approval of the Preliminary Official Statement. In its “Report of Investigation in the Matter of County of Orange, California as it Relates to the Conduct of the Members of the Board of Supervisors” (Release No. 36761 / January 24, 1996) (the “Release”), the SEC indicated that, if a member of the Board of Directors has knowledge of any facts or circumstances that an investor would want to know about prior to investing in the Obligations, whether relating to their repayment, tax-exempt status, undisclosed conflicts of interest with interested parties, or otherwise, he or she should endeavor to discover whether such facts are adequately disclosed in the Preliminary Official Statement. In the Release, the SEC indicated that the steps that a member of the Board of Directors could take include becoming familiar with the Preliminary Official Statement and questioning staff and consultants about the disclosure of such facts.

Section 1. *Purpose of Financing.*

Section 2. *Documents for Approval; Security for the Obligations.*

Section 3. *Risks Relating to Repayment and Tax-Exempt Status of the Obligations.*

Section 4. *Requested Approvals.*



Reference Board President	Type of Action Approve Committees	Board Meeting of December 16, 2014
Subject Board Committees - Calendar Year 2015		
<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	E. Duarte
		<input checked="" type="checkbox"/> Board Member

Recommendation:

The Board President requests the Board of Directors, by Motion, approve the 2015 Committee structure, assignments and Mission Statements as proposed in Attachments 1 and 2.

Summary:

Each year at the second meeting in December, the newly-selected Board President presents a recommendation for Boardmember assignments to the various Board committees; these traditionally become effective on January 1, 2015. While the newly-adopted Board Guidelines have significantly streamlined the process of taking items to Committee, there still remains a need for Committees in those situations identified in Chapter 8 of Guidelines for Conducting Board Business (Attachment 3).

The proposed DSRSD 2015 Board Committee structure and assignments have been developed by the Board President and are presented as Attachment 1. The Board President is proposing to streamline the “working” Committee structure recognizing the revised manner under which the Committee’s operate and the revised District organizational structure (3 departments). There would be three “working” Committees along with an Executive Committee, the latter being the Board President and Vice President:

- Technical Affairs;
- Financial Affairs; and
- Administrative Affairs.

Proposed Mission Statements for each Committee are presented as Attachment 2. Liaison assignments would largely be the Administrative Affairs Committee; JPA assignments would be one member of the Executive Committee paired with one member of the Technical Affairs Committee. There would also be one Ad-Hoc Committee in 2015 for continuity sake – the Tri-Valley Water Policy Roundtable Committee.

Given that Committees now essentially only meet when a matter has been referred to the Committee by the full Board, and to further streamline administration and reduce costs, it is proposed that the Committees meet, when needed, on the afternoon of Board dates (exact start time dependent on the complexity of the matter before the Committee).

In accordance with regulation 18705.5 of the Fair Political Practices Commission, Form 806 (Agency Report of Public Official Appointments) is presented as Attachment 4.

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 \$0 per meeting if held on BOD dates, \$146 per meeting not on BOD dates	<input checked="" type="checkbox"/> Funding Source A. Administrative Overhead (Fund 900) B.	Attachments to S&R 1. 2015 Proposed Committee Structure and Assignments 2. 2015 Proposed Committee Mission Statements 3. Chapter 8 - Guidelines for Conducting District Business 4. FPPC Form 806				
<small>H:\Board\2014\2014-16-1A Board Committees\2015 Board Committees S & R.docx</small>						75 of 88

Assignments by Committee			
Committee	Member 1	Member 2	Alternate
Technical Affairs	Benson	Vonheeder-Leopold	Duarte Howard
Financial Affairs	Halket	Vonheeder-Leopold	Duarte Howard
Administrative Affairs	Benson	Halket	Duarte Howard
Executive	Duarte	Howard	Benson Halket Vonheeder-Leopold
Tri-Valley Water Policy Roundtable	Vonheeder-Leopold	Halket	Benson Duarte Howard

Liaison Committees, JPA Assignments		
Organization	Nature	Members
DERWA	JPA Delegate	Duarte Vonheeder-Leopold
LAVWMA	JPA Delegate	Benson Howard
Pleasanton	Liaison	LAVWMA Delegates
Zone 7	Liaison	Tri-Valley Water Policy Roundtable Committee
Dublin, San Ramon, Livermore, School Districts	Liaison	Administrative Affairs

Assignments by Board Member¹		
Board Member	Committee No. 1	Committee No. 2
Duarte	Executive	
Howard	Executive	
Halket	Financial Affairs	Administrative Affairs
Benson	Technical Affairs	Administrative Affairs
Vonheeder-Leopold	Financial Affairs	Technical Affairs

¹ In the event of a conflict between the tables; Assignments by Committee (first table) shall govern.

TECHNICAL AFFAIRS COMMITTEE	
Members:	Benson, Vonheeder-Leopold
Alternates:	Duarte, Howard
Committee Mission:	The mission of the Technical Affairs Committee is to provide policy level guidance for policies, programs, planning, projects, operations and regulatory compliance related to the District’s water, recycled water and wastewater services. The Committee will recommend new policies or changes to policies that are related to its mission. In addition, the Committee shall review and guide other matters that from time to time may be referred to it by the Board of Directors. The Committee shall also represent the District’s interest with stakeholders when those interests are directly aligned with the Committee’s mission including but not limited to residents in the neighborhoods adjacent to the Wastewater Treatment Plant as may be required.
Type of Committee:	Deliberative LAVWMA JPA Delegate & Liaison to Pleasanton Liaison - Benson DERWA JPA Delegate – Vonheeder-Leopold

FINANCIAL AFFAIRS COMMITTEE	
Members:	Halket, Vonheeder-Leopold
Alternates:	Duarte, Howard
Committee Mission:	The mission of the Financial Affairs Committee is to provide policy level guidance related to programs that focus on the District’s financial affairs. The Committee will recommend new policies, or changes to policies that are related to its mission. The Committee’s mission also includes policy level review of auditing, budgeting, rate setting, risk management, financial acquisitions and strategies as well as debt management. In addition, the Committee shall review and guide other matters that from time to time may be referred to it by the Board of Directors.
Type of Committee:	Deliberative

ADMINISTRATIVE AFFAIRS COMMITTEE	
Members:	Benson, Halket
Alternates:	Duarte, Howard
Committee Mission:	The mission of the Administrative Affairs Committee is to provide policy level guidance related to programs that focus on personnel, public outreach and general administration. The Committee’s mission includes labor relations and presenting the Board’s performance evaluations of statutory appointees to those incumbents. The Committee’s mission also encompasses programs that focus on the District’s service to, relationship with, and communication with our “non-contract” customers (i.e. not including the City of Pleasanton and Zone 7 but including residents, businesses, schools, and major institutional customers.) The Committee’s mission also includes matters that require a focused District involvement on external matters such as legislation and regulation at the local, regional, State and Federal levels, the subject of which is not specifically covered by the Charter of another Committee. Finally, the Committee will provide policy level guidance on all openness and transparency matters. The Committee will recommend new policies, or changes to policies that are related to its mission. In addition, the Administrative Affairs Committee shall review and guide other matters that from time to time may be referred to it by the Board of Directors.
Type of Committee:	Deliberative Liaison to Dublin, San Ramon, Livermore and school districts

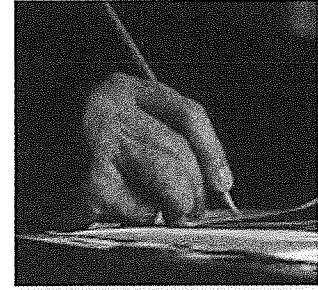
EXECUTIVE COMMITTEE	
Members:	Duarte, Howard
Alternates:	Benson, Halket, Vonheeder-Leopold
Committee Mission:	The mission of the Executive Committee is to provide policy level guidance related to programs that fall outside of the Mission of the other established Committees or span the mission of two or more Committees (such as the Tri-Valley Utility Coordination and Integration efforts). The Committee’s mission also includes representation of the District’s interests with LAVWMA and DERWA. The members of the Committee shall be the alternates, as and when needed to the other Committees. The Committee shall review and guide other matters that, from time to time, may be referred to it by the Board of Directors.
Type of Committee:	Deliberative LAVWMA JPA Delegate and Alternate to Pleasanton Liaison – Howard DERWA JPA Delegate – Duarte Alternates to Technical Affairs Alternates to Financial Affairs Alternates to Administrative Affairs

TRI-VALLEY WATER POLICY ROUNDTABLE AD-HOC COMMITTEE	
Members:	Halket, Vonheeder-Leopold
Alternates:	Benson, Duarte, Howard
Committee Mission:	The mission of the Committee is to be the primary Liaison representing the District at the Tri-Valley Water Policy Roundtable and as Liaison to Zone 7. The Committee shall review and guide other matters that, from time to time, may be referred to it by the Board of Directors.
Type of Committee:	Liaison to the Tri-Valley Water Policy Roundtable Liaison to Zone 7

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CHAPTER
8

**Placing an Item on the
Board or Committee Agenda**



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

PROCESSING MATTERS THAT REQUIRE BOARD ACTION

Any matter requiring board action will be presented initially to the board for consideration without committee review or involvement unless it is specifically identified as a matter that may be initially considered by a committee. When so presented, the board may:

- Consider the matter and render 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 will be handled in accordance with the normal process for handling committee items.

MATTERS THAT MAY BE CONSIDERED INITIALLY BY A COMMITTEE

The following matters may be considered by a committee without a formal referral from the board:

Development of committee charters

- Rates and fees (finance or related committee)
- Labor relations matters (personnel or related 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
- Issues that staff may wish to preliminarily explore with an appropriate committee ahead of formal consideration

ITEMS THAT ARE ALWAYS TO BE CONSIDERED BY THE BOARD WITHOUT COMMITTEE REVIEW

Several types of items are always considered by the board without committee review, regardless of their origin, because they are routine or because it is proper or legally required that only the full board consider them. The following items are always placed 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., 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 on action items previously presented in workshops for discussion

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 members 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)

Matters 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

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

PLACING AN ITEM ON AN AGENDA

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.
- Proclamations honoring special events or individuals.

Items Originating from or of Interest to a Director

A director may ask that a new item be placed on a future committee or board agenda during the board member Items portion of a board meeting or during the committee comments portion of 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.

If the director originating an item wishes the item to be discussed by the committee or board when he/she brings it up, the director should contact the general manager to explain the issue so that the agenda can be properly prepared to allow discussion. 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 the 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 its 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

During the public comment portion of a board or committee meeting, members of the public may ask to have an item placed on a future board or committee agenda. If the board or committee desires to have the item placed on a future agenda, it will direct the general manager to do so through a properly seconded and approved motion. The committee or board may not discuss the matter brought up by the public at the same meeting at which it is first mentioned.

**Agency Report of:
Public Official Appointments**

A Public Document

1. Agency Name Dublin San Ramon Services District			California Form 806
Division, Department, or Region (If Applicable)			For Official Use Only
Designated Agency Contact (Name, Title) Nancy Hatfield, District Secretary			Date Posted: tdb
Area Code/Phone Number 925-828-0515	E-mail	Page <u>1</u> of <u>4</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
Technical Affairs Committee	▶ Name <u>Benson, Dawn</u> <small>(Last, First)</small>	▶ <u>1 / 1 / 15</u> <small>Appt Date</small>	▶ Per Meeting: \$ <u>146</u>
	Alternate, if any <u>Duarte, Ed</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>Vonheeder-Leopold, Georgan</u> <small>(Last, First)</small>	▶ <u>1 / 1 / 15</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
Financial Affairs Committee	▶ Name <u>Vonheeder-Leopold, Georgan</u> <small>(Last, First)</small>	▶ <u>1 / 1 / 15</u> <small>Appt Date</small>	▶ Per Meeting: \$ <u>146</u>
	Alternate, if any <u>Duarte, Ed</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 / 15</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

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.

Signature of Agency Head or Designee	Nancy Hatfield <small>Print Name</small>	District Secretary <small>Title</small>	tdb <small>(Month, Day, Year)</small>
--------------------------------------	---	--	--

Comment: _____

Agency Report of:
Public Official Appointments
Continuation Sheet

1. Agency Name
Dublin San Ramon Services District

Date Posted: tdb
(Month, Day, Year)

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
Administrative Affairs Committee	▶ Name <u>Benson, Dawn</u> <small>(Last, First)</small>	▶ <u>1 / 1 / 15</u> <small>Appt Date</small>	▶ Per Meeting: \$ <u>146</u>
	Alternate, if any <u>Duarte, Ed</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 / 15</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
Executive Committee	▶ Name <u>Duarte, Ed</u> <small>(Last, First)</small>	▶ <u>1 / 1 / 15</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>Howard, Dwight</u> <small>(Last, First)</small>	▶ <u>1 / 1 / 15</u> <small>Appt Date</small>	▶ Per Meeting: \$ <u>146</u>
	Alternate, if any <u>Halket, Richard</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 _____ <small>(Last, First)</small>	▶ <u>1 / 1 / 15</u> <small>Appt Date</small>	▶ Per Meeting: \$ <u>146</u>
	Alternate, if any <u>Vonheeder-Leopold, G.</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
Tri-Valley Water Policy Roundtable	▶ Name <u>Halket, Richard</u> <small>(Last, First)</small>	▶ <u>1 / 1 / 15</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 checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other

Agency Report of:
Public Official Appointments
Continuation Sheet

1. Agency Name Dublin San Ramon Services District Date Posted: tbd
(Month, Day, Year)

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
	<p>▶ Name <u>Vonheeder-Leopold, Georgan</u> (Last, First)</p> <p>Alternate, if any <u>Duarte, Ed</u> (Last, First)</p>	<p>▶ <u>1 / 1 / 15</u> Appt Date</p> <p>▶ <u>12 months</u> Length of Term</p>	<p>▶ Per Meeting: \$ <u>146</u></p> <p>▶ 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</p>
	<p>▶ Name _____ (Last, First)</p> <p>Alternate, if any <u>Howard, Dwight</u> (Last, First)</p>	<p>▶ <u>1 / 1 / 15</u> Appt Date</p> <p>▶ <u>12 months</u> Length of Term</p>	<p>▶ Per Meeting: \$ <u>146</u></p> <p>▶ 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</p>
LAVWMA (Livermore-Amador Valley Water Management Agency)	<p>▶ Name <u>Howard, Dwight</u> (Last, First)</p> <p>Alternate, if any <u>Duarte, Ed</u> (Last, First)</p>	<p>▶ <u>1 / 1 / 15</u> Appt Date</p> <p>▶ <u>12 months</u> Length of Term</p>	<p>▶ Per Meeting: \$ <u>146</u></p> <p>▶ 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</p>
	<p>▶ Name <u>Benson, Dawn</u> (Last, First)</p> <p>Alternate, if any _____ (Last, First)</p>	<p>▶ <u>1 / 1 / 15</u> Appt Date</p> <p>▶ <u>12 months</u> Length of Term</p>	<p>▶ Per Meeting: \$ <u>146</u></p> <p>▶ 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</p>
DERWA (DSRSD-EBMUD Recycled Water Authority)	<p>▶ Name <u>Duarte, Ed</u> (Last, First)</p> <p>Alternate, if any <u>Howard, Dwight</u> (Last, First)</p>	<p>▶ <u>1 / 1 / 15</u> Appt Date</p> <p>▶ <u>12 months</u> Length of Term</p>	<p>▶ Per Meeting: \$ <u>146</u></p> <p>▶ 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</p>
	<p>▶ Name <u>Vonheeder-Leopold, Georgan</u> (Last, First)</p> <p>Alternate, if any _____ (Last, First)</p>	<p>▶ <u>1 / 1 / 15</u> Appt Date</p> <p>▶ <u>12 months</u> Length of Term</p>	<p>▶ Per Meeting: \$ <u>146</u></p> <p>▶ 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</p>

Agency Report of:
Public Official Appointments
Continuation Sheet

1. Agency Name Dublin San Ramon Services District	Date Posted: <u>tdb</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
Alameda LAFCo (Local Agency Formation Commission)	▶ Name <u>Vonheeder-Leopold, Georgan</u> <small>(Last, First)</small> Alternate, if any _____ <small>(Last, First)</small>	▶ <u>7 / 10 / 13</u> <small>Appt Date</small> ▶ <u>ends 5/1/17</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>100</u> ▶ 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"/> <u>Other</u>
	▶ Name _____ <small>(Last, First)</small> Alternate, if any _____ <small>(Last, First)</small>	▶ <u> / / </u> <small>Appt Date</small> ▶ _____ <small>Length of Term</small>	▶ Per Meeting: \$ _____ ▶ 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"/> <u>Other</u>
	▶ Name _____ <small>(Last, First)</small> Alternate, if any _____ <small>(Last, First)</small>	▶ <u> / / </u> <small>Appt Date</small> ▶ _____ <small>Length of Term</small>	▶ Per Meeting: \$ _____ ▶ 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"/> <u>Other</u>
	▶ Name _____ <small>(Last, First)</small> Alternate, if any _____ <small>(Last, First)</small>	▶ <u> / / </u> <small>Appt Date</small> ▶ _____ <small>Length of Term</small>	▶ Per Meeting: \$ _____ ▶ 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"/> <u>Other</u>
	▶ Name _____ <small>(Last, First)</small> Alternate, if any _____ <small>(Last, First)</small>	▶ <u> / / </u> <small>Appt Date</small> ▶ _____ <small>Length of Term</small>	▶ Per Meeting: \$ _____ ▶ 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"/> <u>Other</u>
	▶ Name _____ <small>(Last, First)</small> Alternate, if any _____ <small>(Last, First)</small>	▶ <u> / / </u> <small>Appt Date</small> ▶ _____ <small>Length of Term</small>	▶ Per Meeting: \$ _____ ▶ 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"/> <u>Other</u>