



**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, January 6, 2015

AGENDA

(NEXT RESOLUTION NO. 1-15)

(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 16, 2014</i> | District
Secretary | Approve
by Motion |
|----|---|-----------------------|----------------------|

BUSINESS:

REFERENCE

<u>Recommended Action</u>	<u>Anticipated Time</u>
----------------------------------	--------------------------------

8. **CONSENT CALENDAR**

Matters listed under this item are considered routine and will be enacted by one Motion, in the form listed below. There will be no separate discussion of these items unless requested by a Member of the Board of Directors or the public prior to the time the Board votes on the Motion to adopt.

- | | | | | |
|----|---|---------------------------------|-------------------|--|
| A. | Revise James B. Kohnen Scholarship Program and Rescind Resolution No. 41-12 | Organizational Services Manager | Approve by Motion | |
| B. | Upcoming Board Calendar | General Manager | Accept by Motion | |

9. **BOARD BUSINESS**

- | | | | | |
|----|---|------------------------------|--------------------------------|--------|
| A. | Discuss Drought Management Program | General Manager | Provide Direction | 5 min |
| B. | Consider Appeal by Richard Mao of Staff Denial of a Waiver of Enforcement Action Related to Violation of Water Use Limitations | Operations Manager | Approve by Motion | 15 min |
| C. | Approve Adjustments to the Capital Improvement Program (CIP) Two-Year Budget for Fiscal Years Ending 2014 & 2015 to Increase Project Budget for Water Supply Contingency Plan (CIP 15-W007) | Engineering Services Manager | Approve by Resolution | 5 min |
| D. | Annual Briefing Related to District Governance (Brown Act, Public Records Act and Conflict of Interest) | General Counsel | Receive Presentation & Discuss | 15 min |
| E. | Accept Process and Schedule for the 2015 Update to the District's Five-Year Strategic Plan | General Manager | Accept by Motion | 10 min |

10. **BOARDMEMBER ITEMS**

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

11. **CLOSED SESSION**

- | | | | | |
|----|---|--|--|--------|
| A. | Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6
Agency Negotiators: Bert Michalczyk, General Manager
Unrepresented Employees: 1. Engineering Services Manager
2. Administrative Services Manager
3. Operations Manager
Additional Attendees: General Counsel Carl P. A. Nelson | | | 30 min |
|----|---|--|--|--------|

- 12. REPORT FROM CLOSED SESSION
- 13. ADJOURNMENT

BOARD CALENDAR*

<u>Committee & Board Meetings</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Regular Board Meeting	January 20, 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 16, 2014

A regular meeting of the Board of Directors was called to order at 6:00 p.m. by President Edward R. Duarte. Boardmembers present: President Edward R. Duarte, Vice President D.L. (Pat) Howard, Director Richard M. Halket, Director Dawn L. Benson and Director Georgean M. Vonheeder-Leopold. 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

On behalf of the Association of California Water Agencies (ACWA), General Manager Michalczyk presented to the Board and staff the “2014 Outreach Award for Participation” in recognition for legislative outreach as the top agency in ACWA’s Region 5. Mr. Michalczyk, as a member of the State Legislative Committee for ACWA, congratulated them and gave the recognition plaque to President Duarte and District Public Information staff Sue Stephenson, Joyce Chang, Renee Olsen, and Lori Martin (absent).

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 finally raining, a good thing for the potable water supply, but on the wastewater side of the District’s business, that can bring challenges. He asked Operations Manager Gallagher to summarize the affect the wet weather is having on the District’s wastewater operations. Mr. Gallagher reported on the impact of recent storms on the WWTP stating that:
 - o The WWTP has experienced flows up to nearly three times normal at 30 mgd and is performing satisfactorily.
 - o LAVWMA has also operated without any issues during these recent storms.
 - o Unfortunately, prior to the storm, a cover crop of winter wheat was not planted in the DLD as in prior years. The DLD is now extremely wet, and as a result, it is unlikely that a crop will be planted this year.

DRAFT

- o The District has not experienced any collection system problems during the storms.
 - o A set of photographs was passed around showing the District’s mascot Oscar the Otter and ACWA President John Coleman giving each other a “high-five” at the December ACWA conference. Oscar the Otter was there along with several other agency mascots and participated in a flash mob storming the ACWA opening breakfast session.
 - o If Directors are interested in attending the ACWA and/or CASA Washington, D.C. conferences in late February, they should contact the General Manager or District Secretary as soon as possible for travel arrangements to allow time for necessary Board approvals.
 - o The East Bay Leadership Council will hold their dinner on Thursday, January 22, 2015, at which the featured speakers include Honorable Ellen O. Tauscher, former Congresswoman and Under Secretary of State, and Karl Rove, former Deputy Chief of Staff and Senior Advisor to President George W. Bush.
 - o On behalf of staff, Mr. Michalczyk wished the Board a Happy Holiday Season!
- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject
12/16/14	Letter	Andy Katz/President EBMUD BOD	DSRSD Boardmembers	Drought and Water Rates

B. Agenda Management (consider order of items)

Mr. Michalczyk mentioned the following:

- Item 8.B – There is a correction to the Summary & Recommendation sheet for approval of Director’s attendance at 2015 meetings and conferences; copies of the corrected Summary & Recommendation are before the Board. In order for a Director to be paid for a day of service for certain meetings for which a written report is required, District policy and State law requires Directors to submit written reports at the *next regular* Board meeting after the event, not 30 days following the event;
- Item 9.C – Committee Assignments 2015 – Director Howard identified two issues on the tables associated with that item which can be discussed during that agenda item. Revised tables are before the Board; and
- Item 11.A - Closed Session would only be required if the Board wanted to discuss Item 8.A on the Consent Calendar.

C. Committee Reports – None

7. APPROVAL OF MINUTES – Regular Meeting of *December 2, 2014*

Director Vonheeder-Leopold MOVED for the approval of the December 2, 2014 minutes. Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

Director Benson MOVED for approval of the items on the Consent Calendar. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

- A. Rejection of Claim – J & A Solari, Inc. – Approved
- B. Approve Director Attendance at 2015 Meetings and Conferences – Approved
- C. Approve Director Reimbursements for Travel and Meetings for 2015 – Approved
- D. Notification of 2015 Ethics Training Opportunities for Boardmembers in Compliance with AB 1234 (Government Code Section 53235(f)) – Approved
- 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 – Approved – Resolution No. 81-14, Resolution No. 82-14 and Resolution No. 83-14
- F. Approve Additional Budget Adjustment for Hypochlorite Tank Replacement Project (CIP 14-P027) – Approved
- G. Accept the Following Regular and Recurring Reports: November District Financial Statements, Unexpected Asset Replacement Request – Approved
- H. Upcoming Board Calendar – Approved

9. BOARD BUSINESS

- A. Discuss Drought Management Program

General Manager Michalczyk reviewed that on December 2, 2014 the Board extended the drought emergency to June 30, 2015. However, it has, of course, recently started raining. He expressed his hope that 2015 will be an easier year in terms of water and rainfall and the acute state of the drought will ease. The watershed the District receives water from has received 19.3 inches of rain during the first part of the water year that began on October 1, 2014, which is 40% of the rain in a normal water year. However, snowpack is only at 11% of the expected annual total and only 43% of average for this time of the year. Recent storms have been warm, thus the reason for more rainfall versus snowpack. The level of water in Lake Oroville has started to increase, but is still at one-third of normal capacity. The California Department of Water Resources has not updated its initial 10% delivery allocation for 2015 and Zone 7 has not yet approved the District's 2015 water request. Mr. Michalczyk added perspective by

reminding the Board that December 2012 was an extremely wet month, but it stopped raining in January 2013 and the drought ensued.

The Board did not direct staff to develop any changes to the program.

B. Adopt Debt Disclosure Policy

Financial Services Manager Archer explained that at a previous meeting on November 18, 2014 the Board approved and directed staff to self-report under the Municipality Continuing Disclosure Cooperative Initiative. This is an initiative of the Securities Exchange Commission regarding debt disclosures. The District's Bond Counsel Jones Hall strongly recommended their clients adopt a policy regarding the handling of debt disclosure. The policy sets forth the importance of continuing disclosure and receiving regular Board input, particularly when new debt is issued. The policy will formalize procedures already in place and designates the Treasurer as the coordinator for disclosures. Training on the policy is also required. The Treasurer will annually present what the District is disclosing; a key factor is the necessity to disclose any major events that have financial impact on future projections, e.g., credit ratings, changes in management, etc. There is also an annual disclosure required that will be completed in the financial statements. Mr. Archer recommended approval of the new policy.

Director Vonheeder-Leopold MOVED to adopt Resolution No. 84-14, adopting the new Debt Disclosure policy. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

C. Board Committees – Calendar Year 2015

President Duarte presented the proposed Board committee assignments for 2015 and invited discussion. Minor revisions of Attachments 1 and 2 were distributed to the Board.

The proposed Committees for 2015 are:

- Technical Affairs;
- Financial Affairs;
- Administrative Affairs;
- Executive; and
- Tri-Valley Water Policy Roundtable.

Director Vonheeder-Leopold discussed the possibility of adding an assignment for the Alameda County Special Districts Association (AC-SDA) so that it is clear who can cast the agency's votes. She mentioned she is already on the AC-SDA Executive Committee and possibly she could be the correct individual.

General Manager Michalczyk commented the District has an existing policy titled "Casting District Ballots" that should first be reviewed to determine how this matter

for AC-SDA should be addressed. If any tweaks are needed to the committee assignments (or the policy), those could certainly be made. He stated that he would review the policy.

Director Vonheeder-Leopold commented she likes the streamlined approach of the proposed District Board committees.

President Duarte commented he believes the proposed structure is flexible and will improve efficiency and save money with reduced meetings attended by Directors.

V.P. Howard noted that committee meetings normally will be scheduled before regular Board meetings. However, he mentioned when more involved matters such as District MOUs or rate studies occur, special committee meetings could be held at other times.

Director Benson asked Mr. Michalczyk if he could explain how this proposed committee structure was developed.

Mr. Michalczyk mentioned that after the Board adopted the revised Board Guidelines this past summer, the work of the committees and the number of committee meetings has decreased dramatically. As a result, he and President Duarte discussed proposals to reconfigure and streamline the committees from five to three and creating an Executive Committee. This configuration seemed like it would allow the business of the Board to function satisfactorily when committees were needed and avoid the need to cancel each committee every month. Mr. Michalczyk expressed his appreciation that when there is a need for additional time for a particular topic at a committee meeting, that Boardmembers would be flexible to schedule these.

Director Howard **MOVED** to approve the 2015 Committee structure, assignments and Mission Statements with minor modifications to rename the table titled "Liaison Committees JPA Assignments" to "Liaison and JPA Assignments" on Attachment 1 and to revise the LAVWMA JPA Delegate designation to read "LAVWMA JPA Delegate and Pleasanton Liaison" under the Executive Committee on page 2 of 3 on Attachment 2. Director Benson **SECONDED** the MOTION, which **CARRIED** with **FIVE AYES**.

10. BOARDMEMBER ITEMS

Director Halket wished everyone a "Merry Christmas and Happy New Year!" He mentioned he may have a conflict with attending the January 6, 2015 Board meeting due to business reasons.

V.P. Howard wished everyone safe holidays and Happy New Year!

Director Vonheeder-Leopold reported she attended the Executive Committee meeting as the at-large director for the Alameda County Special Districts Association (AC-SDA) on December 10, 2014. She discussed the upcoming program on January 14, 2015 to be hosted

by Castro Valley Sanitary District and held at the Castro Valley Library. On March 26, 2015 AC-SDA will host the annual banquet in celebration of its 25th year. She also mentioned the next Executive Committee meeting is scheduled for February 11, 2015. She wished everyone a happy holiday season!

Director Benson thanked staff for accommodating her to participate in the last Board meeting when she was out of town. She wished all a wonderful holiday season!

President Duarte thanked District staff, in particular Rhodora Biagtan, Dan Gallagher, Michelle Gallardo, and John Archer for stepping up this past year and responding wonderfully to the large impact of the drought, workload and changing priorities. President Duarte expressed his pleasure that under Mr. Michalczyk’s guidance the District ended the year with recognition for the residential recycled water fill station program, water usage reductions, and there is much to be thankful for and proud of. On behalf of the Board and himself, he wished staff a very “Merry Christmas and Happy New Year!” He thanked all for a great job done this past year!

11. CLOSED SESSION

A. NOT HELD - 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)

12. REPORT FROM CLOSED SESSION

13. ADJOURNMENT

President Duarte adjourned the meeting at 6:28 p.m.

Submitted by,

Nancy Gamble Hatfield
District Secretary



Reference Organizational Services Manager	Type of Action Revise Scholarship Program	Board Meeting of January 6, 2015
Subject Revise James B. Kohnen Scholarship Program and Rescind Resolution No. 41-12		
<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
	S. Stephenson	<input type="checkbox"/> Other
		<input type="checkbox"/> Board Member

Recommendation:

The Organizational Services Manager recommends the Board of Directors approve, by Motion, annual contributions beginning in FYE 2015, in the amount of \$1,000 each to the Association of California Water Agencies (ACWA) scholarship program and the California Association of Sanitation Agencies (CASA) Education Foundation, in memory of former Director James B. Kohnen and rescind Resolution No. 41-12.

Summary:

Dr. James B. Kohnen served on the District Board of Directors for eight years, from 1992 to 2000. His commitment and vision made a difference in our community. After he passed away in 2012, the District decided to honor Dr. Kohnen and in September 2012, created the James B. Kohnen Scholarship in his name. In May 2013, the first scholarship was awarded to the only applicant. In 2014, despite staff efforts to promote the scholarship, the District again received only one applicant who did not meet the scholarship eligibility criteria. Thus, no scholarship was awarded for 2014.

On May 28, 2014 the External Affairs Committee considered the scholarship program and reached a consensus to support the program in its current form for one more year, but asked staff to alternatively explore collaborative efforts with other organizations that award scholarships which align with the District’s mission. Two possibilities emerged from that effort. Existing scholarship programs administered by ACWA and CASA align very closely with the District’s mission. Those programs are funded from member and donor contributions.

Each year, ACWA awards three scholarships of \$11,000 in total to deserving full-time college students in a water-resources related field of study: engineering, agriculture, urban water supply, environmental studies or public administration associated with resources management. Each year CASA awards two scholarships of \$10,000 in total to students pursuing higher education in engineering, environmental science, public administration, or other related fields, and who show an interest in serving the wastewater industry. While District students will have an opportunity to receive a larger scholarship, they will be competing statewide. The District will promote the ACWA and CASA scholarships to our customers.

There would be no increase in costs (\$2,000 annually if approved in the budget). However, staff and Board time in administering the current program would be significantly reduced. Staff would ensure that ACWA and CASA appropriately honor the legacy of Dr. Kohnen.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR S. Stephenson	DEPARTMENT Organizational Services	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 Incrementally \$0; Continue at \$2,000 annually	<input type="checkbox"/> Funding Source A. Fund 900 B.	Attachments to S&R 1. ACWA Scholarship Description 2. CASA Education Foundation Scholarship Description 3. Resolution No. 41-12				
<small>H:\Board\2015\01-06-15\Kohnen Scholarship Program\S&R Kohnen Scholarship Program.docx</small>						10 of 41

ACWA SCHOLARSHIP PROGRAM

Investing in California's Water Future

Each year, ACWA awards two **\$3,000 scholarships** to deserving students in a water-resources related field of study.

Scholarship Eligibility

Applicants must be:

- A California resident
- A full-time junior or senior in the year the scholarship will be applied
- Attending an accredited, publicly funded college or university in California
- Studying a water-resources related field or discipline
- Planning to attend school for the complete academic year

Selection Criteria

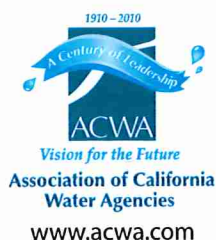
Awards are based on a combination of scholastic achievement and a commitment on the part of the applicants to their chosen fields, best demonstrated by pursuing a degree related to or identified with engineering, agriculture or urban water supply, environmental studies and public administration associated with resources management. Financial need is also considered.

Application Guidelines

Eligible candidates must submit a completed application form and two or three recommendations. Send all materials postmarked by **April 1** (or the next business day if the deadline is a weekend or holiday) to:

**ACWA / Scholarship Program, 910 K Street Ste.
100, Sacramento, CA 95814 or e-mail them to
awards@acwa.com.**

Funds will be made available to award recipients at the start of the fall term for each academic year. ACWA presents the award funds to the colleges or universities, and the schools distribute the funds according to their own regulations.



182



ASSOCIATION OF CALIFORNIA WATER AGENCIES

CLAIR A. HILL SCHOLARSHIP APPLICATION GUIDELINES 2015-2016 ACADEMIC YEAR

Presented by Tehama Colusa Canal Authority

Guidelines and Award Criteria for the Association of California Water Agencies Scholarship Award

Each academic year the Association of California Water Agencies (ACWA) awards one Clair A. Hill scholarship in the amount of \$5,000 to a qualified student in a **water resources-related field of study**. The guidelines and criteria for applying for the award are as follows:

- A. The scholarship will be known as the Clair A. Hill Scholarship. The scholarship funds associated with the award will be made **available to the recipient at the beginning of each school year at the start of the fall term**.
- B. The applicants who will be considered for the award must be **California residents attending California schools**. They should have completed their sophomore work and at the time of the award be **full-time students in their junior or senior year**. They must plan to attend school for the complete academic year.
- C. The award will be based not only on scholastic achievement, but also on the **individual's commitment and motivation to his / her chosen vocation**. Financial need will also be given due consideration.
- D. The recipient should **demonstrate commitment to the field of water resources** by pursuing a degree related to, or identified with, engineering, agricultural and / or urban water supply, environmental studies or public administration.
- E. The top three candidates will be chosen by the **Tehama Colusa Canal Authority** scholarship committee upon receipt of a **completed application form and at least two, but not more than three, recommendations** for each candidate. ACWA's Scholarship Subcommittee will select the final scholarship winner.
- F. The scholarship will be presented to the recipient's school in a lump sum of \$5,000. **Actual payment will be made to the recipient by the school** in accordance with regulations used at the selected school concerning such payment.
- G. Schools selected to participate will be chosen by ACWA's Scholarship Subcommittee from a list of **accredited schools located in California** and recommended by the Association's general membership.

For an application, visit www.acwa.com. Applications must be postmarked no later than February 1, 2015.



CASA Education Foundation

2014 SCHOLARSHIP APPLICATION

The newly formed CASA Education Foundation is a California Nonprofit Public Benefit Corporation, established with the vision of enhancing the future of California's clean water community by attracting new professionals into the industry. To that end, CASA Education Foundation is soliciting applications for its first scholarships to California residents pursuing higher education in engineering, environmental science, public administration, or other related fields, and showing an interest in serving the clean water industry.

The focus of the CASA Education Foundation is undergraduate education. While students in graduate programs are not ineligible, there are often other funding sources for graduate school that are not available to undergraduates.

Eligible applicants will be:

1. California resident;
2. Attending an accredited college or university located in California;
3. Seeking a degree in:
 - a. Public Administration
 - b. Environmental Science
 - c. Engineering
 - d. Natural Resources
 - e. Water Resources
 - f. Resource Economics
 - g. Wastewater Operations Certification
 - h. Other degrees which would prepare a student for a career in a clean water agency
4. Must have been a full-time student during the immediately preceding semester or quarter or must provide proof of acceptance/admission into the next term;

Applicants must submit by May 16, 2014 the following:

1. Application
2. Statement of Purpose (500 words) – education and career goals
3. Coursework plan for funded period
4. Academic transcripts
5. Letters of recommendation (2)

The CASA Education Foundation Board of Directors will screen and review all applications and make a final determination of selected awardee(s) based on:

1. Relationship of academic and career goals to water environment community
2. Participation in in extra-curricular activities, internships and civic organizations
3. Past academic achievement

In 2014, the CASA Education Foundation will be issuing up to two scholarships in the amount of \$5,000 each.

Completed applications should be sent to:

CASA Education Foundation
 Attention: Catherine Smith
 1215 K Street, Suite 940
 Sacramento, CA 95814

In the alternative, applications in PDF format may be emailed to casmith@casaweb.org.

Questions can be directed to Catherine Smith at (916) 231-2131 or to casmith@casaweb.org.

DEADLINE FOR APPLICATION SUBMITTAL – MAY 16, 2014 AT 5:00 P.M.
NOTIFICATION OF AWARDEES BY JULY 1, 2014.

Employees or contractors to the California Association of Sanitation Agencies, CASA Executive Board members and their immediate family members, CASA Education Foundation Board members and their immediate family members are not eligible.

RESOLUTION NO. 41-12

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE JAMES B. KOHNEN ANNUAL SCHOLARSHIP

WHEREAS, Mr. James B. Kohnen served on Dublin San Ramon Services Board of Directors from 1992 to 2000; and

WHEREAS, Mr. Kohnen was born on July 19, 1942, and died on May 29, 2012; and

WHEREAS, Mr. Kohnen had his hand in developing the Dougherty Valley, in bringing recycled water to this Valley, and in the expansion of our Wastewater Treatment Plant; and

WHEREAS, Mr. Kohnen contributed to the expansion of water, wastewater, and recycled water services to east Dublin; and

WHEREAS, Mr. Kohnen was instrumental in the expansion of the Livermore-Amador Valley Water Management Agency that built the pipeline to transport treated wastewater from member agencies' treatment plants in this Valley, west, over the Dublin grade, to a deep water outfall in the San Francisco Bay; and

WHEREAS, Mr. Kohnen was a life-long learner, earning two bachelor degrees (one in biology from Ripon College, Wisconsin and the other in management from St. Mary's College, California), two masters degrees (one in Procurement and Contract Management from St. Mary's College, California, and the other in Human Resources and Organizational Development from the University of San Francisco, California), and a doctorate (in Education/Organization and Leadership from the University of San Francisco, California); and

WHEREAS, Mr. Kohnen served in the U.S. Army Reserves for thirty years, graduating from the U.S. Army War College, the Air War College, and the Industrial College of the Armed Forces before retiring as a Colonel; and

Res. No. 41-12

WHEREAS, Mr. Kohnen was a Quality Manager for food companies, he ended his professional career teaching political science, management, and general science at San Leandro High School; and

WHEREAS, Mr. Kohnen also served as a member of the faculties at the University of Phoenix in Pleasanton, California, and St. Mary's College in Moraga, California; and

WHEREAS, Mr. Kohnen played an integral part in creating the modern District that now exists.

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 as follows:

The Board hereby creates the annual, \$2,000 "James B. Kohnen Scholarship," beginning in the spring of 2013, to be awarded to a deserving high school senior or seniors interested in studying a water resources related field in college, and hereby authorizes and directs the General Manager to develop appropriate procedures to administer the program.


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 4th day of September 2012, and passed by the following vote:

AYES: 4 - Directors D.L. (Pat) Howard, Georgan M. Vonheeder-Leopold,
Dawn L. Benson, Richard M. Halket

NOES: 0

ABSENT: 0

ATTEST: Nancy G. Hatfield
Nancy G. Hatfield, District Secretary


Richard M. Halket, President



Reference General Manager	Type of Action Accept Report	Board Meeting of January 6, 2015
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

12/31/2014 11:18:31 AM

Board Mtg	Agenda Item	Admin Affairs	Financial Affairs	Technical Affairs	Executive	TVWPR
1/20/2015	Approve Personal Services Agreement with _____ for Engineering Services Manager	<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"/>
	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"/>
	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"/>
	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 Agreement and Permit for Conversion of Alameda County Facilities to Use Recycled Water for Irrigation and Other Non-Potable Use	<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"/>
	Conference with Legal Counsel - Existing Litigation Pursuant to subdivision (d)(1) of Section 54956.9 (Schroen litigation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	PERS Update Presentation	<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"/>
	Regular and Recurring Reports: December District Financial Statements, Board Committee Annual Goal Status, Employee Retention Statistics, Water Supply & Demand Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2/3/2015	Drought Related Customer Issues and Concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Board Mtg

Agenda Item

**Admin
Affairs**

**Financial
Affairs**

**Technical
Affairs**

Executive

TVWPR

2/3/2015	Agenda Item	Admin Affairs	Financial Affairs	Technical Affairs	Executive	TVWPR
	Award Construction Agreement to _____ for the Water and Recycled Water SCADA Improvements Project (CIP 09-6101)	<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 Easement Agreement for the Recycled Water Service to Alameda County (CIP 15-R009)	<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"/>
	"Mission to Vision" Review by the Board	<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"/>
	Conflict of Interest Code Update- Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Approve Master Consulting Agreement with Arcsine Engineering for Design Services During Construction and Construction Management for the Water and Recycled Water SCADA Improvements Project (CIP 09-6101)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Award Construction Agreement to ___ for the OSH Sewer Replacement Project (CIP 08-2102)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Discuss Conversion to Action Style Minutes for Board and Committee Meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Reference General Manager	Type of Action Provide Direction	Board Meeting of January 6, 2015
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 Operations Manager	Type of Action Consider Appeal	Board Meeting of January 6, 2015
Subject Consider Appeal by Richard Mao of Staff Denial of a Waiver of Enforcement Action Related to Violation of Water Use Limitations		
<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 checked="" type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	D. Gallagher
		<input type="checkbox"/> Board Member

Recommendation:

The Operations Manager recommends the Board of Directors, by Motion, either uphold or deny Richard Mao’s appeal of a staff level denial of enforcement action that was levied against the customer due to their alleged violation of the District’s water use limitations.

Summary:

On May 5, 2014 the Board of Directors adopted Ordinance No. 333 establishing water use limitations due to the Community Drought Emergency. Also on May 5, 2014 the Board of Directors adopted Ordinance No. 334 establishing enforcement procedures and penalties for violations of water use limitations. Ordinance No. 334 establishes a procedure whereby a customer can submit a request for a waiver of a violation of a water use limitation, which must be either approved or denied by District staff. Ordinance No. 334 was subsequently amended by Ordinance No. 335, which was adopted by the Board of Directors on August 5, 2014.

On November 25, 2014 District customer Richard Mao submitted a request for a waiver of enforcement action after the customer was cited for a violation (Attachment 1) of one or more of the water use limitations described in Ordinance No. 333. On December 12, 2014 District staff denied the customer’s request for a waiver and notified the customer. A copy of the completed waiver request form is included as Attachment 2, including the stated reason for the denial.

On December 17, 2014 the customer submitted an appeal of District staff’s decision. A copy of the customer’s appeal form is included as Attachment 3. Attachment 4 is the staff report which addresses the factual issues raised in the appeal, and Attachment 5 shows data usage leading to the violation.

The Board should consider this appeal using the following procedure:

- Accept a presentation from staff, including an explanation of why the customer’s request for a waiver of the enforcement action was denied;
- Accept testimony from the affected customer;
- Accept any comments from the general public;
- Deliberate; and
- By Motion, decide to uphold the appeal (i.e. grant the waiver) or to deny the appeal.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR S. Delight	DEPARTMENT Operations	REVIEWED BY Dan Gallagher
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. Violation Letter 2. Application for Waiver of Violation 3. Application to Appeal Decision 4. Staff Report of Waiver Appeal Details 5. Data Usage Leading to Violation			
H:\Board\2015\01-06-15\Mao - Appeal of Denied Waiver\S&R Appeal of a Denied Waiver - Mao.docx						20 of 41

*****NOTICE OF NON COMPLIANCE WITH WATER USE LIMITATION*****

Richard Mao

November 10, 2014

Account Number: [REDACTED]

On May 5, 2014, the Dublin San Ramon Services District Board of Directors adopted Stage 3 Water Shortage rates, water use limitations, enforcements and penalties. Details and specific actions related to the drought are available at www.dsrsd.com, click on **Drought Watch**. Details on Stage 3 Water Shortage rates can be found on the **Water Rates** web page under the **Your Account** menu.

The account noted is in violation of the following water use limitation(s) during the period of Nov 2 to Nov 8:

- Exceeded 4,480 gallons of water over the course of a week, equal to 6 billing units
- Irrigating yard more than once a week October – November.** No Irrigation allowed December through March.
- Irrigating from 9:00 a.m. to 6:00 p.m. Irrigation is permitted only between the hours of 6 pm and 9 am.
- Irrigating within three days of rain
- Irrigating resulted in runoff, ponding, flooding, or marshy conditions
- Continued use of potable water for non-potable purposes where recycled water is available.
- Washing vehicle, boat, trailer, driveway, sidewalk, walkway, patio, parking lot, tennis court, exterior of building/home or other impervious surface
- Filling or refilling swimming pool/spa

The following enforcement action has been charged to your account:

- \$250 violation penalty**
- \$500 violation penalty
- \$1,000 violation penalty
- Reduction in water delivered via flow restrictor or disconnection of water service
- Formal Warning

Please be aware that your name and city of residence is disclosable to anyone who submits a request for that information through the Public Records Act. Your address, your water use data, and copies of all correspondence with the District related to violations or fines, may be disclosed to anyone who submits a request for that information through the Public Records Act, upon approval of the DSRSD Board of Directors.

Your account will be reevaluated within the next 10 business days, from the date on this letter for compliance. Repeated violation will result in fines and possible water restriction or disconnection. Fines are assessed on your next bill. Applications for exemptions to a prohibited or limited water use are available on the District's Drought Watch webpage listed above.

To help you monitor your personal water use patterns and history, the District has a new customer portal called AquaHawk Alerting. You can access AquaHawk at <https://dsrsd.aquahawk.us/>. You will need your account number (listed above) to register.



Dublin San Ramon Services District

Water, wastewater, recycled water

WATER USE ENFORCEMENT: APPLICATION FOR WAIVER OF VIOLATION

Please do the following:

1. Section 1 – Fill in your Information.
2. Section 2 – Check the box which applies to the violation that you were cited for (Please note applicants must submit one form for each enforcement action that they were cited for).
3. Section 3 – Description of the violation, reason why it happened, justification for why you should be granted a waiver from this enforcement action, and your proposed mitigation.
4. Section 4 – Person applying must sign and date. If penalties and/or cost have been assessed, the application must be accompanied by a check in the full amount specified in the enforcement action. If the waiver is granted, the amount of the penalty will be returned to the applicant.
5. Include copy of "Notice of Water Use Limitation Violation" letter received from DSRSD and photos if applicable or appropriate.
6. Submit to DSRSD Drought Coordinator – Dan Gallagher

Email:
Gallagher@dsrsd.com

Fax:
925-462-0658

Mail: 7399 Johnson Drive
Pleasanton, CA 94588

Office:
925-875-2345

CUSTOMER INFORMATION – SECTION 1

Name:

Richard Mao

Address:

Account Number:

Phone Number:

Email address:

VIOLATION(S) THE APPLICANT WAS CITED FOR – SECTION 2

- | | |
|--|---|
| <input checked="" type="checkbox"/> Landscape Irrigation Limitations | <input type="checkbox"/> Soil Compaction and/or Dust Control |
| <input type="checkbox"/> Cleaning Exterior of Buildings or Homes | <input type="checkbox"/> Hosing Down/Pressure Washing Impervious Surfaces |
| <input type="checkbox"/> Filling of New Swimming Pools or Spas | <input type="checkbox"/> Refilling of Existing Swimming Pools or Spas |
| <input type="checkbox"/> Escape of Potable Water from Pipe Breaks or Leaks | <input type="checkbox"/> Storm Drain Cleaning and/or Maintenance |
| <input type="checkbox"/> Vehicle Washing | <input type="checkbox"/> Street Sweeping |
| <input type="checkbox"/> Other (Please describe): | |

DESCRIPTION, REASON, JUSTIFICATION, & MITIGATION PROPOSED – SECTION 3

Description of the violation that is the subject of request:

According to the "Notice of non-compliance with water use limitation", the violation was "Irrigating yard more than once a week October – November"

Reason(s) why this violation occurred:

Per Dublin San Ramon Service District, ~~the~~ the violation was "Irrigating yard more than once a week October – November."

Justification for requesting a waiver: ① In order to save water, we used as little water as possible; in order to avoid washing dishes, we ate out most of the time, and used paper plates whenever possible when we ate at home; We try to use water off peak hour all the time.

② We believe we have reduced water usage for much more than government requirement.

③ We have never received any warning prior to this notice.

Specific actions you propose to mitigate or eliminate the cause of the violation:

We would try even harder to save water, such as we would change clothing as less as possible, and accumulate as much as possible dirty clothes for each washing and do laundry in the middle of the night.

ACCOUNT OWNER -- SECTION 4

The exclusive procedure for consideration of written applications for waivers of the violations of Water Use Limitations to avoid the enforcement actions described herein will be as follows:

- (a) A customer may submit a written application for a Waiver of Violation related to water use to the District's Drought Coordinator. The application must be on the District's form and must include the customer name, account number(s), a description of the water use for which the customer was cited, a description of the reason(s) why a Waiver of Violation is requested, and justification for the Waiver of Violation. If penalties and/or costs have been assessed, the application must be accompanied by a deposit in an amount specified in the enforcement action;
- (b) The District Drought Coordinator will consider each application for a Waiver of Violation based on the customer's reason(s) for violating a Water Use Limitation and the justification as presented. The Drought Coordinator may grant a one-time waiver of a particular violation if the customer's justification is deemed to be reasonable, and if the customer has mitigated or agrees to immediately mitigate the cause of the violation. If a Waiver of Violation is granted, the deposit furnished by the customer shall be refunded;
- (c) A customer may appeal a denial of an application for a Waiver of Violation within ten (10) calendar days by submitting a written appeal to the Board of Directors on the District's form and specify the reasons why the customer disagrees with the Drought Coordinator's denial;
- (d) If a Waiver of Violation for a specific type of violation has been previously granted, a further waiver of the same type of violation is not permitted.

I have read, understand, and agree to the terms and conditions of this application.

Signature of applicant:



Date:

11/24/2014

OFFICE USE ONLY

Date Received: 11/25/14

Received by: Steve Delight

Approved:

Denied: X

Effective Date: 12/12/14

Expiration Date:

We are in receipt of your request for waiver of violation for "irrigating yard more than allowed per Ordinance 333". Your request for a waiver of violation is hereby denied for the follow reason(s): This account was flagged for irrigating every other day and issued a fine on November 10, 2014. Upon review, this account initially shut down the irrigation system shortly after the letter was mailed out. However, watering every other day began again on November 26, 2014 indicating that the irrigation pattern had not been changed. Therefore the request for waiver of violation is denied.

If you wish to appeal this ruling to the DSRSD Board you must do so within 10 days. The appeal form can be found on our website at www.dsrdsd.com under the Drought tab.



WATER USE ENFORCEMENT: APPLICATION TO APPEAL A DECISION

Please do the following:

1. Section 1 – Fill in your information.
2. Section 2 – Check the box that applies to the violation that you were cited for and attach a copy of your original completed application showing that the application was denied along with the reasons given by the Drought Coordinator (Please note: applicants seeking to appeal a decision must submit one appeal form for each decision they seek to challenge).
3. Section 3 – Reason or reasons why the customer disagrees with the Drought Coordinator’s denial.
4. Section 4 – Person applying must sign and date. If penalties and/or cost have been assessed, the application for a waiver already had to be accompanied by a check in the full amount specified in the enforcement action. If the customer’s appeal is granted, the amount of the penalty will be returned to the applicant.
5. Section 5 – Consent to waive privacy protection for water account records. Person applying must sign and date.
6. Include photos if applicable or appropriate (do not duplicate photos that were submitted with the original application for a waiver).
7. Submit to DSRSD Board of Directors

Email:
Board@dsrds.com

Fax:
925-829-1180

Mail: 7051 Dublin Blvd
Dublin, CA 94568

Office:
925-828-0515

CUSTOMER INFORMATION – SECTION 1

Name: Richard Mao

Address: [Redacted]
Account Number: [Redacted]
Phone Number: [Redacted]
Email address: [Redacted]

WAIVER OF A VIOLATION(S) THAT WAS DENIED – SECTION 2

- | | |
|--|---|
| <input checked="" type="checkbox"/> Landscape Irrigation Limitations | <input type="checkbox"/> Soil Compaction and/or Dust Control |
| <input type="checkbox"/> Cleaning Exterior of Buildings or Homes | <input type="checkbox"/> Hosing Down/Pressure Washing Impervious Surfaces |
| <input type="checkbox"/> Filling of New Swimming Pools or Spas | <input type="checkbox"/> Refilling of Existing Swimming Pools or Spas |
| <input type="checkbox"/> Escape of Potable Water from Pipe Breaks or Leaks | <input type="checkbox"/> Storm Drain Cleaning and/or Maintenance |
| <input type="checkbox"/> Vehicle Washing | <input type="checkbox"/> Street Sweeping |
| <input type="checkbox"/> Other (Please describe): _____ | |

REASON WHY THE CUSTOMER DISAGREES WITH THE DROUGHT COORDINATOR’S DENIAL – SECTION 3

Describe the reason for disagreeing with the denial:

- ① Our water usage is way below the limit and below the average.
- ② Water district had never issued us any warning before issued us the fine.
- ③ According to our observation, most of the properties in our neighborhood have been watering their lands.

as usual without any problem. We used almost no water besides keeping our landscaping alive, but we still became water district's target. It is obviously that we are being picked on. Might this be based on our race and/or age?

ACCOUNT OWNER – SECTION 4

The exclusive procedure for consideration of written applications for waivers of the violations of Water Use Limitations to avoid the enforcement actions described herein will be as follows:

- (a) A customer may submit a written application for a Waiver of Violation related to water use to the District's Drought Coordinator. The application must be on the District's form and must include the customer name, account number(s), a description of the water use for which the customer was cited, a description of the reason(s) why a Waiver of Violation is requested, and justification for the Waiver of Violation. If penalties and/or costs have been assessed, the application must be accompanied by a deposit in an amount specified in the enforcement action;
- (b) The District Drought Coordinator will consider each application for a Waiver of Violation based on the customer's reason(s) for violating a Water Use Limitation and the justification as presented. The Drought Coordinator may grant a one-time waiver of a particular violation if the customer's justification is deemed to be reasonable, and if the customer has mitigated or agrees to immediately mitigate the cause of the violation. If a Waiver of Violation is granted, the deposit furnished by the customer shall be refunded;
- (c) A customer may appeal a denial of an application for a Waiver of Violation within ten (10) calendar days by submitting a written appeal to the Board of Directors on the District's form and specify the reasons why the customer disagrees with the Drought Coordinator's denial;
- (d) If a Waiver of Violation for a specific type of violation has been previously granted, a further waiver of the same type of violation is not permitted.

I have read, understand, and agree to the terms and conditions of this application.

Signature of applicant:  Date: 12/16/2014

BOARD OF DIRECTORS USE ONLY

Date Received: _____ Received by: _____
 Approved: _____ Denied: _____
 Effective Date: _____ Expiration Date: _____

Reason for approval/denial



CONSENT TO WAIVE PRIVACY PROTECTION FOR WATER ACCOUNT RECORDS – SECTION 5


I agree that I am a DSRSD customer and I am seeking a waiver of enforcement action for restricted or prohibited water use. I further acknowledge that the Drought Coordinator previously denied my request for a waiver, and therefore I am appealing the decision of the Drought Coordinator to the DSRSD Board of Directors. I understand that the DSRSD Board of Directors must consider my appeal in an open public meeting.

I understand that the Board of Directors is required by the Ralph M. Brown Act to conduct its deliberations in public, with certain exceptions specifically set forth in the law. The Public Records Act normally prevents most customer records, including water usage data, from being disclosed to the public at large. I also understand that in order for the Board of Directors to be able to discuss and take action on my appeal, it is necessary for the Board to openly discuss my water account information and my water use records. I understand that to allow this I must provide written consent to waive the protections normally afforded to me by the Public Records Act.

My signature below acknowledges my consent to waive the protections afforded to me by the Public Records Act so that the DSRSD Board of Directors can consider my appeal. I understand that once I sign and return this consent form, this matter will be placed on the agenda for the next reasonably available meeting of the Board of Directors for consideration. I further understand that if I do not sign and return this consent form within ten (10) calendar days of submitting my appeal, then the District will make the determination that I do not wish to pursue my appeal and the penalties and fees will immediately become due and payable.

The portion of the Public Records Act most pertinent to my request is Government Code Section 6254.16. The most pertinent language of Section 6254.16 provides that the name, utility usage data, and the home address of utility customers is normally protected information and can only be made available to the public under special circumstances, unless the customer agrees to waive this protection. DSRSD urges customers to carefully review Government Code Section 6254.16 before signing this letter if the customer is concerned about waiving this protection. I understand that once I waive this protection my appeal will be agendized for discussion by the DSRSD Board of Directors and thereafter my water usage data will be available to anyone and everyone upon request. I further understand that my signing this consent form does not in any way promise that my appeal will be approved in whole or in part, only that my appeal will be duly considered by the DSRSD Board of Directors.

I HEREBY CERTIFY THAT I AM DULY AUTHORIZED TO ACT FOR AND ON BEHALF OF DSRSD WATER SERVICE ACCOUNT NO. [REDACTED] AND THAT BY SIGNING BELOW, I KNOWINGLY AND VOLUNTARILY WAIVE THE PROTECTIONS AFFORDED BY LAW AS TO WATER USAGE DATA FOR THAT ACCOUNT, WITH THE UNDERSTANDING THAT THE WATER USAGE DATA SHALL BE PUBLICLY AVAILABLE TO ALL.

SIGNATURE  DATE 12/16/2014

PRINT NAME Richard Mao

STAFF REPORT WAIVER APPEAL DETAILS	
Customer Name	Richard Mao
Date of Waiver Request	November 25, 2014
Staff Action	Denied – December 12, 2014
Date of Appeal Request	December 17, 2014
Water Use Limitation Applied (cite Ord. and desc.)	Ordinance 333 – Section 3(d)(1)(vii). Weekly/Monthly irrigation schedule – At no time during December, January, February, and March; One day per week April, May, October, and November; Two days per week June, July, August, and September.
Average Weekly Usage -Information Only	Average of 2.35 ccf/week September 26 through November 16 -weekly limitation is 6 ccf
Original Justification	Customer stated that washing dishes was avoided by eating out or using paper plates and using water during off peak hours. Customer also stated that they believe they reduced water more than the requirement, and stated that they never received warning prior to the monetary penalty.
Staff Rational	Customer was contacted by customer service on 9/26/14 to advise that irrigation was running at noon and that it is a violation of Ordinance 333. At that time a verbal warning was issued per Ordinance 335. 11/10/14 a Customer Service Field Rep was in the area and noted algae growing in the gutter at the residence, notified customer service. Customer service checked records and irrigation continued every other day after initial verbal warning. A violation letter was mailed out 11/10/14. Initial staff review of consumption data showed that irrigation system was shut down shortly after the violation was sent out, indicating that violation letter had been received. It also happened to coincide with rainy weather. Further review of consumption showed that the irrigation system was turned back on after the weather passed, indicating that the pattern had not changed. At that time the waiver request was officially denied.
Appeal Justification	Customer states that water usage is way below the limit, a warning was not issued, and customer observation is that other customers in their neighborhood have been watering landscape.

Usage Data – September 26, 2014 through December 12, 2014

Attachment 5 to S&R

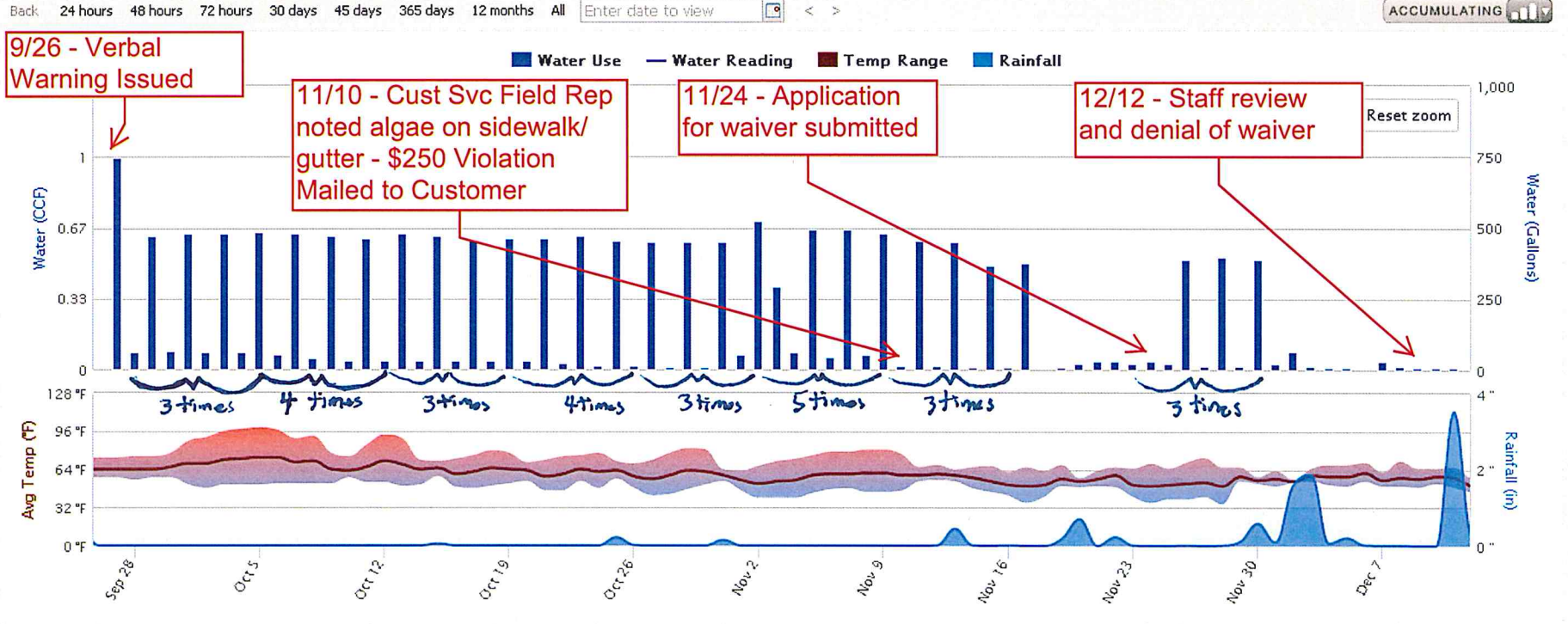
<p>RICHARD MAO DUBLIN, CA 94568 Email Address Phone 3 Registered Users Richard Mao Richard Mao</p>	<p>Current Billing Period Nov 15, 2014 - Jan 14, 2015 (Day 45 of 60)</p> <p>Estimated Bill (as of 12-29-14 4:00 AM) \$42.24 Projected Bill (at last reported use rate) \$42.24</p> <p>Water Use (as of 12-29-14 4:00 AM) 3.31 CCF Projected Water Use (at last reported use rate) 3.35 CCF Last 24 Hours: 0 Last Day: 0</p> <p>Pay Online Export Alert Settings</p>
--	--

Page 1 of 1

ACCOUNT # [REDACTED]

Last 125 Days (Wed Aug 27, 2014 - Mon Dec 29, 2014)

38.56 CCF (0 min, 0.31 avg, 1 max)





Reference Engineering Services Manager	Type of Action Approve Budget Adjustment	Board Meeting of January 6, 2015
Subject Approve Adjustments to the Capital Improvement Program (CIP) Two-Year Budget for Fiscal Years Ending 2014 & 2015 to Increase Project Budget for Water Supply Contingency Plan (CIP 15-W007)		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	R. Biagtan
		<input type="checkbox"/> Board Member

Recommendation:

The Engineering Services Manager recommends the Board of Directors approve, by Resolution, a budget adjustment to the Capital Improvement Program (CIP) Two-Year Budget for the Fiscal Years Ending 2014 and 2015 to increase total project budget for the Water Supply Contingency Plan (CIP 15-W007) from \$50,000 to \$125,000.

Summary:

On May 5, 2014 the Board adopted a mid-cycle budget adjustment to the Two-Year Capital Improvement Program Budget (CIP) for Fiscal Years Ending 2014 and 2015. As part of that budget adjustment, the Board approved the addition of the Water Supply Contingency Plan (CIP 15-W007) for \$50,000 in FYE 2015. The purpose of this project is to prepare a Long-Term Alternative Water Supply Study (Study) that would evaluate how the District could independently supplement its water supply, or do so in cooperation with other agencies. The Study would also look into how the District may reduce its reliance on the State Water Project.

This past summer, the drought demonstrated the unreliability of the District’s current water supply and the urgency to study other options. As a result, staff expanded the scope of the study so that it is more comprehensive and more in-depth than originally planned. This study will also supplement the upcoming 2015 Urban Water Management Plan and the ongoing Tri-Valley Water Policy Roundtable discussions of water supply reliability. Accordingly, a budget increase is needed to cover the increased scope of the work.

In November 2014, the District issued a request for proposal to eight firms for the Study and received two proposals. RMC Water Environment was selected because of their proposed approach to the Study and their experience. RMC has recently completed a similar study for Alameda County Water District (ACWD). The scope of work that the District requested is similar to, but more extensive, compared to ACWD. The proposed cost for the report preparation is comparable to ACWD’s cost. RMC’s scope of work and budget are included as Attachment 1.

Staff requests that the Board approve an increase of \$75,000 to the project. This project will be funded through the Water Expansion fund. No fund limit increase is required.

RMC’s cost of work is within staff authority. Upon Board’s approval of this project budget, staff will issue a task order to RMC.

Committee Review			Legal Review	Staff Review		
COMMITTEE	DATE	RECOMMENDATION	Not Required	ORIGINATOR	DEPARTMENT	REVIEWED BY
---	---	---		R. Biagtan	Engineering	
ATTACHMENTS <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input checked="" type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost FYE 2015 \$75,000	<input checked="" type="checkbox"/> Funding Source A. Water Expansion (Fund 620) B.		Attachments to S&R 1. RMC Scope and Budget 2. 3.			

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING A BUDGET ADJUSTMENT TO THE CAPITAL IMPROVEMENT PROGRAM TWO-YEAR BUDGET FOR FISCAL YEARS ENDING 2014 AND 2015

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

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

WHEREAS, the Board of Directors adopted a budget adjustment to the current CIP Two-Year Budget for Fiscal Years Ending 2014 and 2015 ("CIP Budget") on May 5, 2014, to include the Water Supply Contingency Plan (CIP 15-W007) to meet the District's ultimate water supply needs; and

WHEREAS, District staff recommends revising the CIP Two-Year Budget by increasing the project budget for the Water Supply Contingency Plan (CIP 15-W007) by \$75,000, from \$50,000 to \$125,000; and

WHEREAS, the Board of Directors wishes to conduct a Long-Term Alternative Water Supply Study under this CIP project to ensure water supply reliability for District customers.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the revised project budget for the Water Supply

Res. No. _____

Contingency Plan (CIP 15-W007) is hereby approved and incorporated into the CIP Budget in accordance with the project description sheet attached as Exhibit "A."

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of January 2015, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nancy G. Hatfield, District Secretary

CIP Budget FYEs 14 and 15	Water Supply Contingency Plan	
New	CIP #: 15-W007	Water Expansion Fund (620)

Project Manager: Rhodora Biagtan

Project Sponsor: Bert Michalczyk

PURPOSE AND DESCRIPTION

This project would fund the preparation of a Long Term Alternative Water Supply Study. The Study would examine how the District could, on its own or in cooperation with regional agencies, sustainably meet customer water demands in the event of a temporary cessation or severe curtailment of deliveries from the California Department of Water Resources State Water Project by reliance on local and regional water resources to fully meet all water demands. The Study will provide value by guiding the District: (a) in the development of its 2015 Urban Water Management Plan, (b) in formulating the position it may choose to take (if any) on the State of California Bay Delta Conservation Plan process and (c) in considering any amendment to or extension of its water supply contract with Zone 7. A project will be created as needed in the next 10-Year Plan based on the recommendation of the study.

IMPACT ANALYSIS

Operating Impact: None
 Environmental: Statutory Exemption [CEQA Guideline 15262]
 Public Info.: None
 Scheduling: Complete prior to Urban Water Management Plan
 Permits: None required
 Reference: Strategic Plan 3.1.1 - Provide an adequate water supply; specifically 3.1.1.1, 3.1.1.2, 3.1.1.3, 3.1.1.4
 Strategic Plan Element: Strategic Plan 3.1.1 - Provide an adequate water supply; specifically 3.1.1.1, 3.1.1.2, 3.1.1.3, 3.1.1.4

FINANCIAL OVERVIEW

	Proposed Budget			Actual + Estimated Cash Flow					
	Adopted Budget	Proposed Adjustment	Revised Budget	Actual Thru FYE 2013	Actual FYE 2014 to Date	Est. Remaining FYE 2014	Estimated FYE 2015	Estimated Future	Total Projected Budget
Planning	50,000	75,000	125,000	0	0	0	125,000	0	125,000
Design	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Const Mgmt	0	0	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	50,000	75,000	125,000	0	0	0	125,000	0	125,000
<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	50,000	75,000	125,000	0	0	0	125,000	0	125,000

Fund Split Basis:

620	100%	50,000	75,000	125,000	125,000	125,000
-----	------	--------	--------	---------	---------	---------

NOTES

Budget increase of \$75,000 requested for Board approval on 1/6/2015

New project added in FYE 2015 during mid-cycle review of 2-Yr CIP Budget FYEs 2014 and 2015, per Reso 25-14 dated 5/5/14

Dublin San Ramon Services District Long-Term Alternative Water Supply Study

Scope of Work

The Dublin San Ramon Services District (District) serves potable water and recycled water to about 54,000 customers in the City of Dublin and Dougherty Valley portion of San Ramon. The District's potable water is supplied by the Zone 7 Water Agency in a contract that expires in 2024. The District operates a wastewater treatment plant for a larger service area, and partners with the East Bay Municipal Utility District (EBMUD) for treatment and delivery of recycled water to other areas of San Ramon and with the City of Pleasanton for the treatment of recycled water supplied to that city. Zone 7 receives a portion of its water supply from local surface water and groundwater sources, but 80% of its water supply comes from imported sources, most of which is delivered from the Delta through the South Bay Aqueduct as part of the State Water Project (SWP).

The drought of 2014 has severely impacted delivery of most surface water supplies in California, and the SWP cutbacks of Table A allocations, first to 0% and then to 5%, were the lowest on record. These cutbacks also limited Zone 7's access to stored groundwater south of the Delta, prompting the District to restrict local use of potable water and question the long term water reliability of its current supply of potable water. As a result, the District is conducting this high level study to determine if there are viable alternatives that would reduce the District's dependence on Zone 7 as its sole potable water supplier and improve long-term water supply reliability.

This study will:

- **Incorporate Board's input regarding options and evaluation criteria**
- **Define order of magnitude costs and reliability of options**
- **Develop ranking of options based upon evaluation criteria**
- **Combine highest ranked options into recommended portfolios**
- **Identify next steps for improving long-term water supply reliability**

Task 1

Options Development

The Consultant will develop preliminary long-term alternative water supply options prior to the first Board workshop. The Consultant will consider all regional and local options that could possibly be feasible in the long-term, including increased conservation, stormwater and grey water capture, potable reuse, storage in Los Vaqueros or other reservoirs, Bay desalination projects, interties and water exchanges with EBMUD, San Francisco Public Utilities Commission (SFPUC) or other water agencies, and pumping from local fringe groundwater basins. The preliminary options will be described at the Board workshop with maps, projections of water supply sources and potential yields,

identification of possible partner agencies that would be involved, and identification of possible challenges that will need to be overcome.

Deliverables:

- Maps and graphics describing water supply options
- Slides and handouts for Board Workshop 1

Task 2

Board Workshop 1

The Consultant will coordinate with District staff to organize the format and agenda for Board Workshop 1. The Consultant will facilitate discussion with the Board at the workshop. The following is a tentative agenda for Workshop 1:

- *Long Term Vision.* Discuss the Board's vision for the future with respect to:
 - Level of service goals
 - Potable supply reliability
 - Potable water quality
 - Role of recycled water
 - District control of supplies
 - Agency partnerships
- *Water Supply Options.* Discuss any and all possible regional and local supply options:
 - Bay desalination
 - Regional recycled water
 - Local recycled water
 - Regional groundwater banking
 - Surface water storage
 - Water transfers
 - Enhanced conservation
 - Local stormwater capture
 - Local greywater capture
- *Evaluation Criteria.* Define criteria and relative importance of criteria (weighting) to be utilized in comparison of options and portfolios:
 - Implementability
 - Local control
 - Water quality
 - Life cycle costs
 - Long-term reliability
 - Environmental impacts
- *Additional Comments.* Discuss other questions and thoughts of Board members.

Deliverables:

- Final workshop agenda
- Notes summarizing Board input

Task 3

Options Analysis and Portfolio Development

The preliminary options developed in Task 1 will be refined based upon Board input, and then the options will be further assessed based upon evaluation criteria established in Board Workshop 1. An initial screening of options will be conducted in coordination with District staff to eliminate any options considered to have “fatal flaws” related to the Board’s evaluation criteria. Further analyses of the screened options will include development of order of magnitude estimates of life cycle costs. Due to the unique challenges expected with each potential supply option, accuracy regarding life cycle costs will be related to a number of factors beyond facility requirements, including agency partnerships, institutional constraints, permit requirements, and the potential for state and federal funding. The Consultant will coordinate with District staff to arrange meetings with potential partner agencies and regulatory agencies, as appropriate, to enhance understanding of the above factors. Definition of water supply reliability will require determining long term water supply yields, critical dry year yields, and extended dry period yields. The District’s ultimate potable water demand is projected to be about 17,000 acre feet per year. Water supply options that are projected to provide lower yields than this will be combined into portfolios. These portfolios will be compared utilizing a simplified decision model that measures the ability of each portfolio to achieve the evaluation criteria established by the Board. Rankings of portfolios will be developed in coordination with District staff utilizing this decision process.

Deliverables:

- Notes summarizing discussions with regulatory agencies and potential partner agencies
- Detailed cost estimates for water supply options
- Slides and handouts for Board Workshop 2

Task 4

Board Workshop 2

The Consultant will coordinate with District staff to organize the format and agenda for Board Workshop 2. The Consultant will facilitate discussion with the Board at the workshop. This workshop will involve a presentation of the analysis of alternative water supply options, projected life cycle costs and yields of those options, combination of options into portfolios and comparison of portfolios based upon criteria and weighting of criteria established by the Board in Workshop 1. Facility locations, possible partners, possible funding, regulatory hurdles and recommended next steps will be presented for each portfolio in addition to projected costs and water supply yields.

Deliverables:

- Final workshop agenda
- Notes summarizing Board input

Task 5

Project Report

The Consultant will incorporate all analyses, maps, costs, reliability information, and input from the Board and others into a draft project report with the following tentative outline:

- Executive Summary
- Introduction
- Development of Water Supply Options
- Screening of Water Supply Options
- Development of Water Supply Portfolios
- Evaluation of Water Supply Portfolios
- Conclusions and Recommendations

Upon review by District staff the Consultant will prepare the final project report with a target delivery date of May 1, 2015.

Deliverables:

- Draft Project Report
- Final Project Report

Task 6

Project Management

The Consultant will continuously track progress of the work to ensure compliance with budget and schedule. The Consultant will also employ quality control procedures to ensure that all deliverables are reviewed prior to submittal. The Consultant's Project Manager will communicate bi-weekly with the District's Project Manager and will provide a monthly progress report summarizing work accomplished in the past month and work to be accomplished in the upcoming month.

Deliverable:

- Monthly Progress Report

**Dublin San Ramon Services District
Long-Term Alternative Water Supply Study**

Project Budget

Study Tasks	Randy Raines Project Manager	Carrie Del Boccio Project Engineer	Katie Cole Project Planner	Technical Experts	Total Hours	Total Labor Costs	Total ODCs	Total Fee
Hourly Rates	\$297	\$216	\$168	\$286				
Task 1. Options Development	12	16	32	4	64	\$13,540	\$100	\$13,640
Task 2. Board Workshop 1	12	8	16	0	36	\$7,980	\$200	\$8,180
Task 3. Options Analysis and Portfolio Development	16	64	84	4	168	\$33,832	\$200	\$34,032
Task 4. Board Workshop 2	12	8	16	0	36	\$7,980	\$200	\$8,180
Task 5. Project Report	8	40	80	4	132	\$25,600	\$200	\$25,800
Task 6. Project Management	12	0	16	0	28	\$6,252	\$100	\$6,352
Total Tasks 1-6	72	136	244	12	464	\$95,184	\$1,000	\$96,184

Notes:

1. Individual hourly rates include salary, general overhead and profit.
2. Other direct costs (ODCs) are reproduction, mileage (rates allowed by current IRS guidelines), and other project specific costs, which are billed at actual costs plus 10%.



Reference General Counsel	Type of Action Briefing and Discussion	Board Meeting of January 6, 2015
Subject Annual Briefing Related to District Governance (Brown Act, Public Records Act and Conflict of Interest)		
<input 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 checked="" type="checkbox"/> Presentation
	<input type="checkbox"/> Staff	C. Nelson
		<input type="checkbox"/> Board Member

Recommendation:

The General Manager recommends that the Board receive an informational presentation about the Ralph M. Brown Act - Open Meetings for Local Legislative Bodies (the "Brown Act"), the California Public Records Act (CPRA), and various statutory Conflicts of Interest (COI) provisions, and discuss with District General Counsel any questions that a Boardmember may have regarding these requirements.

Summary:

Annually, General Counsel briefs the Board on the requirements of the Brown Act, the CPRA and various COI statutes. General Counsel will share information on pertinent statutes and recent amendments and how these affect District operations and the Board of Directors.

This annual briefing complies with the District's Strategic Plan – Goal 5.1 – "Sustain Effective, Efficient, Open and Transparent Governance of the District" as well as Strategic Work Plan Item 5.1.13: "Conduct Annual Conflict of Interest, Brown Act and Public Records Act Training for the Board."

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Yes	ORIGINATOR B. Michalczyk	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 General Manager	Type of Action Accept Process and Schedule	Board Meeting of January 6, 2015
Subject Accept Process and Schedule for the 2015 Update to the District's Five-Year Strategic Plan		
<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 checked="" type="checkbox"/> Staff	B. Michalczyk
		<input type="checkbox"/> Board Member

Recommendation:

The General Manager recommends that the Board, by Motion, accept the proposed process and schedule for updating the current Strategic Plan and, by Consensus, provide other direction as may be appropriate.

Summary:

The District has been preparing Strategic Plans to guide its thinking and efforts since the mid-1990's. A brief history of the District's past Strategic Plans is included as Attachment 1 for your reference. The Strategic Plans have served the District well by allowing its elected policy makers to determine, coordinate and prioritize goals at the highest level. The current format of the Strategic Plan was developed in the spring of 2008. The current Strategic Plan, which is in its "Fourth Edition," is accessible on the District's website at <http://www.drsrd.com/home/showdocument?id=1977>; it was developed in the spring of 2014. When the Fourth Edition was adopted, the Board did so with the direction that the Strategic Plan be reviewed and updated every 18 to 24 months. It is time to develop the Fifth Edition.

It is proposed that the process and schedule identified in Attachment 2 be followed to develop the Fifth Edition; some of that effort is already underway. The goal is to have the Fifth Edition in reasonably final form before the budget development process gets seriously underway to guide the development of the budget for the next two fiscal years and to have it ready for formal approval slightly ahead of or concurrent with budget approval.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR B. Michalczyk	DEPARTMENT Executive	REVIEWED BY
ATTACHMENTS <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. History of Strategic Planning at DSRSD 2. Proposed Strategic Planning Process and Schedule 3.				

**ATTACHMENT 1 to S & R
HISTORY OF STRATEGIC PLANNING AT DSRSD**

The District's first Strategic Plan, developed in the mid-1990's, focused on completing many strategically important infrastructure projects the District needed in order to provide service to the community. Included were completing the WWTP and LAVWMA expansions, the formation and start-up of DERWA, the Dougherty Valley Water Transfer, completing the Camp Parks privatization and acquiring infrastructure from and providing service to the Alameda County properties.

The second Strategic Plan was adopted in 2001. That Plan represented a transition away from an exclusive focus on projects to include updated technology, financial performance and the District's organizational culture. That Plan had a short term two-year time horizon.

The third Strategic Plan was adopted in 2003 and had a six-year horizon including five broad goals: Achieving Competitively Sustainable Rates, Providing Adequate Facilities, Serving Our Customers Well, Being an Employer of Choice and Developing Effective Partnerships. That Plan effectively guided the District through complicated partnership building, as well as strategically important labor relations matters such as health insurance and retirement, while keeping an eye on rates charged to our customers.

The current Strategic Plan incorporated a comprehensive look at the District's Mission, long-term Vision, Core Values and presently includes seven Strategic Elements:

- Financial Planning;
- Infrastructure;
- Resource Management;
- Personnel / Organization;
- Administrative Management;
- Partnerships; and
- Public Affairs.

Also, included in the current Strategic Plan are associated goals, objectives, strategies and measurements for each Strategic Element, along with a Work Plan for execution of the various strategies and achievement of the goals. With the adoption of the current Strategic Plan, there was also a cultural shift to a commitment to maintain a current Plan by regularly updating it, as well as on regularly reporting on the status of each aspect of the work plan.

Looking back on the 15-plus year history of Strategic Planning at the District, the focus has gradually shifted from a Strategic Plan dealing primarily with specific projects to one that touches on all parts of the organization, and that serves as a continual road map as the years go by via regular updates.

**ATTACHMENT 2 to S & R
PROPOSED STRATEGIC PLANNING PROCESS AND SCHEDULE
FIFTH EDITION 2015**

Step	Activity	Schedule	Status
1.	Board endorsement of Strategic Planning process and schedule	January 6, 2015	This Meeting
2.	Informal individual Board Member input to General Manager on items of importance	January 2015	Pending
3.	“Mission to Vision” review by Senior Management, Mid-Management and staff	January 2015	Pending
4.	“Mission to Vision” review by Board	February 3, 2015	Pending
5.	Goal Review by Senior Management, Mid-Management and staff	January & February 2015	Pending
6.	Goal review by Board	March 3, 2015	Pending
7.	Work Plan drafted by staff	March & April 2015	Pending
8.	Board review of draft Work Plan and consideration of needed budgetary resources	April 21, 2015	Pending
9.	Board adoption of Strategic Plan Update and acceptance of Work Plan	May 19, 2015	Pending
10.	Assign Strategic Goals and Work Plan Tasks to Departments and Divisions	June 2015	Pending
11.	Align employee goals with Department / Division goals	July 2015	Pending

H:\Board\2015\01-06-14\Strategic Plan Kickoff\Attachment 2.docx