

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

March 3, 2015

A regular meeting of the Board of Directors was called to order at 6:20 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 Georgan M. Vonheeder-Leopold. District staff present: Bert Michalczyk, General Manager; Dan McIntyre, Engineering Services Manager; John Archer, Administrative Services Manager/Treasurer; Dan Gallagher, Operations 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

President Duarte announced that a Special Board meeting of the Dublin San Ramon Services District Board of Directors was held today, March 3, 2015 at 5:30 p.m. Directors attending the Special Board meeting were Halket, Vonheeder-Leopold, Howard and Duarte. Director Benson did not attend the special meeting. Pursuant to Government Code section 54952.3, no Director will receive any compensation or stipend for participating in more than one meeting on this date as specified in District policy P100-14-2, Day of Service.

Director Benson announced that she recused herself from the entirety of the DSRSD Special Meeting that she understood commenced at 5:30 p.m. today, to avoid any participation in any discussions, decisions, or voting on any potential DSRSD water supply contract with EBMUD to ensure that she neither influence nor attempt to influence another member of the DSRSD Board regarding any matters pertinent to the contract, consistent with applicable provisions of the Government Code, because she is a salaried employee of EBMUD. She also stated she did not receive or review any of the Agenda materials pertaining to the Special Meeting.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:22 p.m. – There was no public comment received.
6. REPORTS
 - A. Reports by General Manager and Staff
 - Event Calendar – General Manager Michalczyk reported on the following:

- o Wednesday, March 25, 2015 the Dublin Chamber of Commerce will host the State of the City Address luncheon where newly-elected Mayor Haubert will be the featured speaker. Unfortunately, the City of San Ramon State of the City Address by Mayor Clarkson has already passed and was held on February 10, 2015. The San Ramon Chamber communicates exclusively by email so staff has requested to be included on all future communications about their events.
- o May 5 – 9, 2015 ACWA will hold the semi-annual conference in Sacramento. He encouraged Directors to notify District Secretary Hatfield or the General Manager if they wanted to attend.
- o Late this afternoon, March 3, 2015 an emailed letter was sent to General Manager Michalczyk from Zone 7 General Manager Jill Duerig regarding “Objection to EBMUD Wheeling Agreement for Yuba Transfer Water.” It was distributed to the Board at the Special Meeting.

- Correspondence to and from the Board on an Item not on the Agenda – None

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

C. Committee Reports

Special DSRSD/Pleasanton Liaison	February 20, 2015
DERWA	February 23, 2015
Special LAVWMA	March 2, 2015

President Duarte invited comments on recent committee activities. Director Vonheeder-Leopold mentioned the DERWA Chair and V.C. will be selected at the next meeting.

7. APPROVAL OF MINUTES – Special Meeting of *February 17, 2015* and Regular Meeting of *February 17, 2015*

V.P. Howard MOVED for the approval of the February 17, 2015 Special and Regular minutes. Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

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

A. Adopt the Board Minutes Policy – Approved – Resolution No. 14-15

B. Approve Master Consulting Services Agreement and Task Order No. 1 with HydroScience Engineers, Inc., for the Recycled Water Expansion Phase 1 - Distribution to West Dublin and Alameda County Facilities (CIP 15-R009) – Approved – Resolution No. 15-15

- C. Approve Budget Adjustment and Authorize Task Order No. 2 to the Master Consulting Agreement with West Yost Associates for the Wastewater Treatment Plant and Biosolids Master Plan (CIP 14-P004) – Approved
- D. Approve Categorical Exemption for R200 Security Fence Installation (derwcip.r200sf.sup) – Approved – Resolution No. 16-15

9. BOARD BUSINESS

- A. Discuss Drought Management Program

General Manager Michalczyk reported this is a standing item on each agenda during the drought emergency to allow the community to address the Board on the Drought Management Program. At the Special Meeting tonight the Board took action to approve a water transfer as outlined in that program. The Department of Water Resources (DWR) revised their delivery allocation from 15% to 20%, which is still the second lowest delivery allocation in the history of the SWP. Today, the DWR conducted a snow survey that shows there is only a snowpack that is 5% of normal in some locales.

No members of the public addressed the Board on this topic.

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

- B. Receive Debt Disclosure Training

Administrative Services Manager Archer reviewed that the Board adopted a Debt Disclosure policy on December 16, 2014 as a result of the recent Municipalities Continuing Disclosure Cooperative Initiative. As part of the policy, Directors must receive training on the requirements of debt disclosure and their responsibilities. Mr. Archer invited Mr. Chris Lynch from Jones Hall to lead the Board through this training.

Using the slide presentation materials contained in the agenda packet titled “What Issuers of Municipal Securities Should Know about Federal Securities Laws,” Mr. Chris Lynch from Jones Hall gave Directors an informative training session on the materials. Key messages were: 1) adopt written disclosure policies and procedures; 2) provide appropriate training to agency officials and employees; 3) focus on big picture issues facing the agency; 4) disclose the bad facts with the good facts; and, 5) hire competent professionals.

Mr. Lynch also emphasized three points: 1) The federal securities law applies to initial and continuous disclosure for bonds and also anything that is intended to reach the investor marketplace; 2) elected officials and public agency employees should take reasonable steps to ensure that disclosure documents include all

material facts, e.g., website, audit, etc.; and, 3) there are personal liability risks, and be aware of the law and take the obligation seriously.

No members of the public addressed the Board on this topic.

The Board thanked Mr. Lynch for his informative presentation.

C. Discuss Strategic Goals for the Fifth Edition of the District's Five Year Strategic Plan - FYE 2016 - 2020

General Manager Michalczyk reviewed that at previous meetings this year, the Board reviewed and tentatively agreed on the Mission, Vision, and Core Values that are contained in the Strategic Plan. He noted that the current Strategic Plan contains 7 Strategic Elements with 57 Goals. He stated that after a thorough review of the Strategic Plan staff is proposing a streamlined version that would include 4 Strategic Elements with 22 Goals.

No members of the public addressed the Board on this topic.

The Board concurred with having 4 Elements as presented and with the 22 Strategic Goals, asking only that one goal (2.03) be broadened to state "Participate in the implementation of recycled water deliveries to the Tri-Valley communities outside our service area."

10. BOARDMEMBER ITEMS

Director Halket reminded Directors of the Green and White Gala dinner that is scheduled for Friday, March 13, 2015 at 6:00 p.m. at the Shannon Center.

Director Vonheeder-Leopold reported on a forum she attended where the Tri-Valley was discussed. Alameda County Supervisor Scott Haggerty was also involved in the forum. She made available a booklet titled "Tri-Valley Rising: Its Vital Role in the Bay Area Economy," which is a report prepared by the Bay Area Council Economic Institute. She also asked Directors when at the Employee Recognition Event to express her appreciation to District employees for their service. She will be on vacation and unable to attend the event.

Director Benson attended the March 2, 2015 Special LAVWMA meeting last night and noted they will have a few issues to address in the future.

President Duarte submitted a written report and gave a detailed account of his attendance at the CASA and ACWA conferences in Washington, D.C. the week of February 23, 2015.

11. CLOSED SESSION

At 7:30 p.m. the Board went into Closed Session.

- A. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6
Agency Negotiators: Bert Michalczyk, General Manager
Michelle Gallardo, Interim Organizational Services Manager
Employee Organizations: 1. Mid-Management Employees Bargaining Unit (MEBU)
Additional Attendee: General Counsel, Carl P.A. Nelson

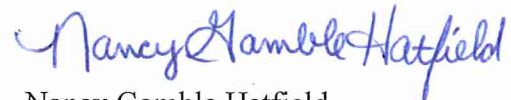
12. REPORT FROM CLOSED SESSION

At 7:47 p.m. the Board came out of Closed Session. President Duarte announced that there was no reportable action.

13. ADJOURNMENT

President Duarte adjourned the meeting at 7:48 p.m.

Submitted by,



Nancy Gamble Hatfield
District Secretary