

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

April 7, 2015

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; 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 - None
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:01 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 On Monday, April 20, 2015 at 10:00 a.m. the Contra Costa Special Districts Association will meet at Central Contra Costa Sanitary District. Directors are invited to attend and reservations are not necessary.
 - o Staff would like the Board to hold a Special meeting on Tuesday, April 21, 2015 at 5:00 p.m. to further discuss the District’s Long Term Water Resources Master Plan, which the Board last discussed on February 17, 2015 at a Special Board meeting. Directors agreed to that meeting; V.P. Howard stated he would be unable to attend.
 - o ACWA will hold its Spring Conference May 5-8, 2015 in Sacramento. Given the location, the regularly scheduled Board meeting for May 5, 2015 should not need to be changed. Directors are invited to attend and registration is required.
 - o On Thursday, April 9, 2015 at 8:30 a.m. ACWA will hold a Drought Briefing in Sacramento (along with a simultaneous webinar).
 - Correspondence to and from the Board on an Item not on the Agenda - None
 - B. Agenda Management (consider order of items) -

General Manager Michalczyk mentioned Closed Session 11.A would not be needed if the Board approves Item 8.A on the Consent Calendar.

C. Committee Reports

Financial Affairs Committee

March 17, 2015

Director Halket highlighted the March 17, 2015 Financial Affairs Committee notes and encouraged Directors to make sure they review them as there is some important information about unfunded pension liabilities and where the District is financially related to this liability.

7. APPROVAL OF MINUTES – Regular Meeting of *March 17, 2015* and Special Meeting of *March 19, 2015*

General Counsel Nelson distributed a revision to pages 7 and 8 of the Regular Meeting minutes of March 17, 2015 intended to clarify which Directors attended or did not attend which of the multiple Closed Sessions.

Director Benson MOVED for the approval of the March 17, 2015 Regular Meeting minutes as amended. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Vonheeder-Leopold MOVED for the approval of the March 19, 2015 Special Meeting minutes. V.P. Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

V.P. Howard requested to remove Item 8.C from the Consent Calendar and Director Benson requested to remove Item 8.D from the Consent Calendar.

Director Vonheeder-Leopold MOVED for approval of Items 8.A, B and E-H on the Consent Calendar. Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

- A. Approve Amendment No. 6 to Personal Services Agreement between Michelle L. Gallardo and Dublin San Ramon Services District – Approved – Resolution No. 18-15
- B. Adopt Revised Election and Rotation of Board Officers Policy and Rescind Resolution No. 45-04 – Approved – Resolution No. 19-15
- C. REMOVED – Adopt Revised Joint Powers Agency Rotation Policy and Rescind Resolution No. 46-04

V.P. Howard stated he felt it was unnecessary for a Director to have served for a full year prior to holding an officer position on a Joint Powers Agency (JPA).

Director Halket suggested the policy could be revised to accommodate V.P. Howard's concern if the last sentence in section 4 of the policy was deleted. He also noted the fourth Whereas clause in the adopting resolution should also be stricken.

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

V.P. Howard MOVED for approval of Resolution No. 20-15 revising the Joint Powers Agency Rotation policy and Rescinding Resolution No. 46-04 with the recommended revisions to the resolution and the policy. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

- D. REMOVED - Adopt Revised Records Retention Schedule Policy and Rescind Resolution No. 11-11

Director Benson stated she believed the retention period for record series number 301-08 – Meeting Video Recordings should be changed from “Current Year plus Five Years” to “Permanent” to mirror the permanent retention for written Board minutes.

The Board discussed the merits of matching the retention periods stating their belief that a “Current Year plus Five Years” retention period for meeting video recordings was ample.

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

Director Benson MOVED for approval of Resolution No. 21-15, revising the Records Retention Schedule policy and Rescinding Resolution No. 11-11. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

- E. Support LAVWMA Operations & Maintenance Budget Submittal for FYE 2016 and FYE 2017 – Approved
- F. Support DERWA Operations & Maintenance Budget Submittal for FYE 2016 and FYE 2017 – Approved
- G. Approve Casting District Ballots in Favor of Revisions to the WateReuse Association and WateReuse Research Foundation Bylaws – Approved
- H. Increase Change Order Contingency from \$100,000 to \$200,000 for Construction Agreement with McGuire and Hester for Component 1 of the Recycled Water

Phase 1 – Distribution to Western Dublin and Alameda County Facilities (CIP 15-R009) – Approved

9. BOARD BUSINESS

A. Discuss Drought Management Program

General Manager Michalczyk reported this is the standing item to discuss the Drought Management Plan.

Mr. Michalczyk briefed the Board on current developments related to drought management including recent actions of:

- The State Water Resources Control Board's emergency regulations;
- Governor Jerry Brown's recent Executive Order;
- The State Water Resources Control Board's proposed regulations related to the Governor's Executive Order;
- The recently released Zone 7 Draft Sustainability Report;
- The upcoming April 9, 2015 Zone 7 Water Resources Committee;
- The upcoming April 22, 2015 Tri-Valley Water Policy Roundtable meeting;
- The upcoming April 27, 2015 Zone 7 Joint Liaison Committee meeting; and
- The status of the Yuba County Water Agency water transfer.

Mr. Michalczyk stated the Board would be asked to consider changes to the District's Drought Management Plan at its May 19, 2015 meeting which should allow sufficient time for final state-level decisions on conservation targets and prohibitions.

Director Vonheeder-Leopold referred to an ACWA magazine article and asked Mr. Michalczyk if she could get a list of the state water allocations received for the past several years.

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

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

B. Establish the Tri-Valley Water Policy Roundtable Committee as a Standing Committee of the District Board of Directors

General Manager Michalczyk introduced the agenda topic explaining this item is to consider retroactively designating the Tri-Valley Water Policy Roundtable (TVWPR) Committee as a Standing Committee of the District Board, rather than an Ad Hoc Committee.

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

Director Vonheeder-Leopold MOVED to establish the Tri-Valley Water Policy Roundtable as a Standing Committee of the Board of Directors. Director Benson SECONDED the MOTION, which CARRIED with FIVE AYES.

10. BOARDMEMBER ITEMS

V.P. Howard commented he would not be able to attend either the April 21, 2015 Special or Regular Board meetings.

Director Vonheeder-Leopold reported she attended the following meetings; she submitted associated reports:

- April 2, 2015 Dublin Chamber of Commerce Economic Development meeting;
- March 26, 2015 ACSDA dinner; and
- March 25, 2015 Dublin Chamber of Commerce, Mayor Haubert State of the City Address.

Director Benson reported she attended the following meetings; she submitted associated reports:

- March 28 & 29, 2015 Alameda County Science and Engineering Fair; and
- March 29, 2015 ACWA Region 5 meeting held in San Jose.

Director Benson also mentioned that Mr. Michalczyk gave a presentation on AquaHawk at the March 23, 2015 EBMUD Brown Bag Lunch meeting.

11. CLOSED SESSION

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

Agency Negotiators: Bert Michalczyk, General Manager

Employee Organizations: 1. Interim Organizational Services Manager

Additional Attendee: General Counsel, Carl P.A. Nelson

12. REPORT FROM CLOSED SESSION

13. ADJOURNMENT

President Duarte adjourned the meeting at 6:49 p.m.

Submitted by,

Nancy Gamble Hatfield
District Secretary