



**DUBLIN SAN RAMON SERVICES DISTRICT
Board of Directors**

NOTICE OF SPECIAL MEETING

TIME: 5:30 p.m.
PLACE: Regular Meeting Place
7051 Dublin Boulevard, Dublin, CA

DATE: Tuesday, September 29, 2015

AGENDA

(NEXT RESOLUTION NO. 82-15)

(NEXT ORDINANCE NO. 338)

Our mission is to provide reliable and sustainable water and wastewater services to the communities we serve in a safe, efficient and environmentally responsible manner.

BUSINESS:

REFERENCE

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

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL – Members: Duarte, Halket, Howard, Vonheeder-Leopold

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.

- | | | | |
|----|--|--|--------|
| 4. | <u>CLOSED SESSION</u> | | |
| | A. Public Employee Appointment – Pursuant to Government Code Section 54957
Title: Interim General Manager | | 30 min |

5. REPORT FROM CLOSED SESSION

6. BOARD BUSINESS

- | | | | | |
|----|---|--------------------|-----------------------------|--------|
| A. | Appoint Interim General Manager and Receive Public Comment Regarding the Terms and Conditions of that Appointment | Board of Directors | Discuss & Appoint by Motion | 10 min |
| B. | Review Status of Appointment of Individual to Fill the Board Vacancy | Board of Directors | Discuss & Provide Direction | 5 min |

BUSINESS:

REFERENCE

	<u>Recommended Action</u>	<u>Anticipated Time</u>
7.	<u>CLOSED SESSION</u>	
A.	Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6 Agency Negotiators: Michelle Gallardo, Human Resources Supervisor Carl P. A. Nelson, General Counsel Unrepresented Employee: Interim General Manager	10 min
8.	<u>REPORT FROM CLOSED SESSION</u>	
9.	<u>ADJOURNMENT</u>	

*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.



Reference Board of Directors	Type of Action Appoint Interim General Manager	Board Meeting of September 29, 2015
Subject Appoint Interim General Manager and Receive Public Comment Regarding the Terms and Conditions of that Appointment		
<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 type="checkbox"/> Staff	President Duarte
		<input checked="" type="checkbox"/> Board Member

Recommendation:

The President of the Board recommends that the Board, by Motion, (1) appoint one of the applicants to the position of Interim General Manager which appointment shall commence upon the effective date of the retirement of current General Manager Bert Michalczyk and shall continue until the earlier of (a) the effective date of the appointment of a regular General Manager or (b) the rescission of this appointment by the Board; and (2) receive public comment regarding the terms and conditions of an Amendment to the selected individual's current Personal Services Agreement (PSA) for the interim engagement.

Summary:

On September 21, 2015 the District's current General Manager announced his intention to retire from District service before the end of calendar year 2015 with a target of late October or early November, 2015. The recruitment process for a regular General Manager is expected to extend into the first quarter of calendar year 2016. Accordingly, the Board must name a person as Interim General Manager until such time as the regular appointment is made.

The Board solicited an indication of interest in the Interim General Manager position from members of the District's current senior management team. Letters and resumes submitted, and which were received by the Board at this meeting in closed session, have been reviewed.

The Board will consider the Amended PSA on the Board Business portion of the agenda of a regular Board meeting no later than October 20, 2015. The Board will be formulating negotiating direction for that PSA Amendment in the Closed Session portion of this meeting. Before it does so, the Board encourages public comment on appropriate terms and conditions for that PSA Amendment.

Committee Review			Legal Review	Staff Review		
COMMITTEE	DATE	RECOMMENDATION	Yes	ORIGINATOR	DEPARTMENT	REVIEWED BY
---	---	---		B. Michalczyk	Executive	
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 Appointment = \$0 PSA Amend on Oct. 20, '15 is TBD	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. 2. 3.				



Reference General Manager	Type of Action Discuss and Provide Direction	Board Meeting of September 29, 2015
Subject Review Status of Appointment of Individual to Fill the Board Vacancy		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Informational	<input checked="" type="checkbox"/> Other
REPORT:	<input checked="" type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	Bert Michalczyk
		<input type="checkbox"/> Board Member

Recommendation:

The General Manager recommends the Board of Directors discuss the status of the process to fill the Board vacancy by appointment and, by Consensus, provide appropriate direction.

Summary:

The August 19, 2015 resignation of Director Dawn L. Benson created a vacancy on the Board of Directors. This item has been added to the agenda to discuss the status of the process to fill the Board vacancy by appointment. Interested candidates were to submit an application to the District Secretary Nicole Genzale by 5:00 p.m. on or before Monday, September 28, 2015.

Committee Review			Legal Review	Staff Review		
COMMITTEE	DATE	RECOMMENDATION	Not Required	ORIGINATOR Bert 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 type="checkbox"/> Cost	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. 2. 3.				