

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

November 30, 2015

1. CALL TO ORDER

A special meeting of the Board of Directors was called to order at 6:00 p.m. by President Edward R. Duarte.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Edward R. Duarte, Vice President D.L. (Pat) Howard, Director Richard M. Halket, Director Georgean M. Vonheeder-Leopold, and Director Madelyne A. Misheloff.

District staff present: John Archer, General Manager/Treasurer; Dan McIntyre, Engineering Services Manager; Dan Gallagher, Operations Manager; Carl P.A. Nelson, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

General Manager Archer reported that he, President Duarte, Vice President Howard, and General Counsel Nelson will attend the ACWA Fall Conference beginning tomorrow in Indian Wells. President Duarte has been designated as the District's voting delegate. Vice President Howard and Director Vonheeder-Leopold will attend the CASA Winter Conference January 20-22, 2016 in Palm Springs. Director Vonheeder-Leopold has been designated as the District's voting delegate.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:03 p.m.

There was no public comment received.

6. REPORTS

A. Reports by General Manager and Staff

- Event Calendar – General Manager/Treasurer Archer reported on the following:
 - o The Wise Water User Credit, a component of the District's Drought Management Program, has been calculated and the total amount of credits comes to approximately \$7,700. These credits will appear on eligible customers' bills.
 - o The District's Human Resources Division has been quite busy with the recruitment and hiring of 10 new staff members since mid-calendar year. Recruitment efforts will continue for some time as several positions will still need to be filled.

- o The DSRSD/Pleasanton Liaison Committee meeting will be held on Monday December 14, 2015 at 5:00 p.m. at the City of Pleasanton offices.
- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
11/18/15	Email	wndigirl	DSRSD Board	Employee Issue	Handle internally as appropriate
11/25/15	Email	Jason Bezis, Livermore Heritage Guild	DSRSD Clerk or Custodian of Records	Request for records for I-680 Freeway Opening Ceremony 12/1/65	District Secretary will respond and advise to contact Director Vonheeder-Leopold as Dublin City Historian

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

C. Committee Reports

Technical Affairs Committee
 Financial Affairs Committee

November 17, 2015
 November 17, 2015

President Duarte invited comments on recent committee activities. Directors felt the available staff reports adequately covered the many matters considered at committee meetings and made a few comments about some of the committee activities.

7. APPROVAL OF MINUTES – Regular Meeting of *November 17, 2015*

V.P. Howard MOVED for the approval of the November 17, 2015 minutes with the correction of Boardmember attendees at the November 17, 2015 Committee meetings. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR - None

9. BOARD BUSINESS

A. Discuss Drought Management Program

General Manager Archer reported that this is a standing agenda item intended for discussion by the Board, staff and the public on the District’s Drought Management Program.

Operations Manager Gallagher reported that, beginning next week, the residential filling station hours will be reduced to Wednesday/Saturday/Sunday 9:00 a.m. – 3:00 p.m. due to less demand. He shared that 27.8 million gallons have gone home with users this calendar year, with a grand total of approximately 30 million gallons taken since last year.

Mr. Gallagher and Engineering Services Manager McIntyre also gave an update on the recycled water project for west Dublin, which is progressing well. Service is expected to be activated in December or January.

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. Hold Public Hearing: Determine if the Public Interest in Disclosure Clearly Outweighs the Public Interest in Nondisclosure of Street Addresses and Utility Usage Data with Customers who have Violated Water Use Limitations

General Manager Archer reported that this item is being held due to two recent public records requests from the San Francisco Chronicle and the Bay Area News Group asking for water limitation violators' information, including customer names, street addresses, water consumption usage data, and types of violations including applicable fines. Staff responded to the requests and provided customer names, city of residence, and types of violations with applicable fines. Per past practice, staff did not release customer street addresses, nor water consumption usage data out of a concern for customer privacy and safety. Tonight, the Board needs to determine whether or not if public disclosure of this particular information outweighs public interest in nondisclosure.

President Duarte declared the Public Hearing open.

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

Hearing no public comment, Direct Halket MOVED to close the Public Hearing. V.P. Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

The Board briefly discussed the matter of whether to release street addresses and water consumption usage data of customers who have violated Water Use Limitations as requested in the Public Records Act requests from the San Francisco Chronicle of October 27, 2015 and Bay Area News Group of November 9, 2015 in addition to the information previously provided, which information was included in the materials for this item.

Director Halket MOVED that the Board find that it is in the public interest to disclose the requested information for those customers who have violated Water Use Limitations and determine that such disclosure clearly outweighs the public interest in nondisclosure. V.P. Howard SECONDED the MOTION, which FAILED with FIVE NOES.

The Board then directed staff to exclude street addresses and water consumption usage data in responses to subsequent Public Records Act requests for customer records. The Board expressed that should a similar request be brought to the

Board in the future, it is very unlikely that the Board would determine to release this information, unless the District was failing to achieve required water use reductions during a drought. The Board added that the Drought Management Program was designed to encourage compliance with water conservation, not to invade customer privacy or to shame customers who violate the District's water use limitations.

C. Select Investment and Funding Strategy - OPEB Biennial Valuation Report

General Manager Archer reviewed the item and provided a slide presentation regarding the District's Other Post-Employment Benefits (OPEB), which are the medical and dental benefits for retirees, the potential investment strategies available through the California Employers' Retiree Benefit Trust (CERBT), which is the District's OPEB fund administrator, and the findings and recommendations of the draft 2015 actuarial report completed by consultant Bickmore Risk Services. Notable changes include a lowering of long-term rate of return from PERS, and explicit and implicit subsidy of retiree premiums. The District's OPEB fund is currently funded at 96.6 %, which means the District will receive a credit from the trust it has been paying into due to overpayment of premiums.

The Board and staff discussed the current District's process and status of the OPEB investment, the strategies presented, and the outlook and options for future investment.

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

Director Misheloff MOVED to select investment Strategy 1 offered by California Employers' Retiree Benefit Trust Program (CERBT) and authorize funding of annual required contributions for FYE2016 and FYE2017 for the purposes of finalizing the biennial actuarial valuation report for Other Post-Employment Benefits (OPEB). Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

D. Review Status of General Manager Recruitment Process

General Manager Archer reviewed the item and asked the Board for feedback regarding the draft General Manager recruitment announcement brochure and the recruitment timeline.

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

The Board discussed the brochure and agreed that consultant Heather Renschler, from Ralph Andersen & Associates, created a quality product that captured well the feedback the Boardmembers previously provided. The Board also discussed and agreed to the proposed recruitment advertisement period of December 1, 2015

through January 22, 2016, as well as the tentative schedule proposed for the recruitment and selection process.

To confirm the Board's direction, Director Vonheeder-Leopold MOVED to Approve the General Manager Announcement Brochure and the Recruitment and Selection Process Schedule as Presented. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

E. Selection of President and Vice President of the Board of Directors for 2016

President Duarte opened the floor for nominations for the 2016 Board of Directors.

No members of the public addressed the Board on this topic. There were no nominations other than those discussed below.

Director Vonheeder-Leopold NOMINATED and MOVED to ELECT Vice President Howard as the 2016 Board President, effective at the conclusion of the current meeting. Director Halket SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Vonheeder-Leopold NOMINATED and MOVED to ELECT Director Halket as the 2016 Board Vice President. V.P. Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

General Counsel Nelson reaffirmed for the Boardmembers that based on the Election and Rotation of Board Officers policy, eligibility for the office of President and Vice President occurs after one year from the date of election to the Board. Per this policy, Director Misheloff will not be eligible to rotate into an officer role on the Board while an appointee.

10. BOARDMEMBER ITEMS

Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor Genzale. She reported that she attended the Alameda County Special Districts Association meeting on November 18, 2015 at the Alameda County Mosquito Abatement District. She summarized the activities and discussions at the meetings.

Director Misheloff thanked Operations Manager Gallagher and Field Operations Supervisor Clint Byrum for conducting her recent tour of the District's facilities and reported that it was very informative and interesting.

V.P. Howard presented outgoing President Duarte an engraved plaque of appreciation for his admirable and steadfast service as the District's Board President during 2015.

President Duarte thanked the Board amidst a round of applause.

11. ADJOURNMENT

President Duarte expressed his hope that the Board and staff had an enjoyable Thanksgiving holiday.

He adjourned the meeting at 6:57 p.m.

The President's gavel was conceded to newly elected President Howard following adjournment.

Submitted by,



Nicole Genzale
Executive Services Supervisor