Administrative Committee

Summary Notes

Meeting Date:	September 29, 2015	**Start Time:**	4:00 p.m.
Directors Present:	Sarah Palmer Bill Stevens John Greci	**Staff Present:**	Jill Duerig Carol Mahoney

President Palmer called the meeting to order at 4:00 p.m.

1. **Public Comment on Items Not on the Agenda:** None.

2. **Tri-Valley Intergovernmental Reciprocal Services Master Agreement Update**

Ms. Duerig and Ms. Mahoney described the upcoming October 21, 2015 board agenda item for Living Arroyos, which will be accomplished under a Tri-Valley Intergovernmental Reciprocal Services Master Agreement Task Order with Livermore Area Recreation and Park District. As part of reviewing levels of authority for chief executives under the Master Agreement, staff found that the City of Livermore has a $100,000 limit, that the Dublin San Ramon Services District has a $100,000 limit and that the City of Pleasanton does not have a set limit or policy concerning such a limit but generally takes other items to the Council if greater than $50,000; staff commented that it is not clear at what level of funding a Task Order under the Master Agreement would require review by the Council given that the Master Agreement, itself, already received Council approval. Ms. Duerig asked the committee for direction concerning her future authority to execute Task Orders under the Master Agreement provided the expenditure is for a budgeted amount for activities in the normal course of business.

There was some discussion as to what the Zone 7 General Manager's limit of authority should be. Directors Greci and Stevens were comfortable with an authority level of $100,000 for consistency. Director Palmer initially suggested a limit of $75,000. Ms. Duerig explained that the reason $100,000 had been suggested was for consistency with Master Agreement partner agencies in case a shared study such as the feasibility of advanced wastewater recycling be undertaken in the near future. Director Palmer said she could live with that. The committee unanimously concurred that setting the limit of authority for Task Orders under the Master Agreement should be set at $100,000 and recommended bringing to the full board for approval as part of the Living Arroyos agenda item.

3. Follow-Up on Televising Board Meetings

President Palmer began by saying that she likes the idea of televising board meetings and chapterizing any video records. Director Greci responded that, with Zone 7's current fiscal crisis and the need to raise rates, this is not the time to double the cost of board meetings. Currently, Zone 7 pays board members a total of about $1233 per meeting, assuming all seven directors attend. The least expensive option that includes chapterizing is $1856 per meeting. Director Stevens concurred that he could not support televising meetings at this time. The committee discussed further and simply recommended that the full board should discuss without providing a committee recommendation.

4. Consider Amending Strategic Planning Priorities

After a brief discussion, the committee unanimously recommended supporting the changes as discussed at the summer retreat and bringing to the full board for adoption.

5. Verbal Reports

Ms. Duerig suggested that a quick update to LAFCo about administering the County's new well ordinance via a Memorandum of Understanding with County Public Works might be appropriate. The committee agreed that she should update LAFCo on the well ordinance MOU.

6. Adjournment

President Palmer adjourned the meeting at 4:40 p.m.