

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

July 21, 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, and Director Georgean M. Vonheeder-Leopold. Director Dawn L. Benson was absent. 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 Nicole Genzale, Executive Services Supervisor/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

Operations Supervisor Fuller introduced new employee Sinzee Tran, Wastewater Treatment Plant Operator I, hired June 2015. Sinzee was a District volunteer three years ago. He was a top student in the Solano Community College Water and Wastewater Technology program. He graduated from UC Davis and is a native of Oakland, CA.

Administrative Services Manager Archer introduced new employee Christina Casha, Customer Services Representative II, hired June 2015. Christina came to the District with over 15 years of customer service experience at AT&T. She is a Dublin resident.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:02 p.m.

Mr. Farzad Bozorgzad and Mr. Chris Connolly from Recycled Water Services made a presentation to the Board regarding a proposed partnership with the District to deliver recycled water. The Board directed staff to evaluate the proposal for further discussion by the Board at a later date.

6. REPORTS

A. Reports by General Manager and Staff

- Event Calendar – General Manager Michalczyk reported the following:
 - o Operations Supervisor Levi Fuller is attending for Operations Manager Dan Gallagher tonight.
 - o The Tri-Valley Water Policy Roundtable No. 5 will be held tomorrow night at 5:00 p.m. at the Robert Livermore Community Center in the Sycamore Room. Directors Halket and Vonheeder-Leopold will represent the District at the meeting. Mr. Michalczyk stated that if additional Directors want to attend and participate in the meeting, it would require noticing of a Special Board meeting.

- o On Friday July 31, 2015 the District will host a meeting called by Congressman Eric Swalwell at the Wastewater Treatment Plant at 9:30 a.m. General Managers from water agencies that provide services within his district have been invited to this regional cooperation opportunity. A tour of the Recycled Water Treatment Plant will be conducted prior to the meeting. Mr. Michalczyk and President Duarte will attend. Mr. Michalczyk stated that noticing per the Brown Act may be required if additional Boardmembers plan to attend.
 - o On Saturday August 1, 2015 the District will host Congressman Eric Swalwell and the “Defeat the Drought Water Expo” at the District’s Dublin Residential Recycled Water Fill Station located at the Dublin Safety Complex at Dublin Blvd. and Clark Avenue at 9:00 a.m. - 12:00 p.m. This event is open to the public and several vendor booths and water conservation information will be available.
 - o On Tuesday August 4, 2015 at 5:15 p.m. a meeting of the Financial Affairs Committee will be held.
 - o The CASA conference will be held August 19-21, 2015 in San Diego. Directors should notify Executive Services Supervisor Genzale or the General Manager if interested in attending.
 - o On Wednesday August 19, 2015 the Dublin Chamber of Commerce will host the 33rd annual BBQ at the Heritage Park & Museums. Directors should notify Executive Services Supervisor Genzale or the General Manager if interested in attending.
- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
6/17/15	Email	Marlene Massetti	Board of Directors	Recycled Water Service to Parks in West Dublin	7/21/15 via email

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

C. Committee Reports

LAVWMA

July 15, 2015

The Board did not make comments pertaining to the meeting held.

7. APPROVAL OF MINUTES – Regular Meeting of *June 16, 2015*

Director Vonheeder-Leopold MOVED for the approval of the June 16, 2015 minutes. V.P. Howard SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Benson).

8. CONSENT CALENDAR

Director Howard MOVED for approval of the items on the Consent Calendar. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Benson)

- A. Intention to Levy Annual Assessments in the Dougherty Valley Standby Charge District 2001-1 for Fiscal Year 2015 - 2016 – Approved – Resolution No. 57-15
- B. Authorize Workers’ Compensation Insurance for District Volunteers – Approved – Resolution No. 58-15
- C. Accept the Following Regular and Recurring Reports: Warrant List, Upcoming Board Business, Strategic Work Plan Accomplishments, Employee Retention Statistics, Outstanding Receivables Report, and Annual Disclosure of Reimbursements Greater than \$100 – Approved

9. BOARD BUSINESS

- A. Discuss Drought Management Program

General Manager Michalczyk 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.

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. Accept Water Supply and Demand and Drought Response Action Plan Status Reports and Find that the Need for the Community Drought Emergency Still Exists

General Manager Michalczyk reported that this is a standing agenda item. He directed the Board’s attention to a slide titled DSRSD-SWRCB Water Conservation Compliance which graphically summarized the results of the District’s Drought Management Program pertaining to water conservation in 2015 as compared to 2013 water use. He explained that on a volumetric basis, the District is consistently below target with SWRCB (State Water Resources Control Board) targets. He also expressed the District’s Drought Management Program’s effectiveness, with conservation levels currently running 30% - 40% water use reduction, due to great efforts being made by the community.

The Board discussed and commended the community for its response to the water conservations efforts. Director Halket inquired whether or not, given the “overachievement” in conservation levels, City parks could be watered more. The Board and staff also discussed impact of the current Stage 2 water supply shortage rates on the District’s Program results, and what results might look like if institutional users, like parks and schools, were watering to allowable levels. Administrative Services Manager Archer stated he could provide an analysis of both items, if desired.

Mr. Michalczyk explained that the Drought Response Action Plan adopted by the Board calls for the District to work with regional agencies on possible water transfers in 2016 and beyond. There is no certainty an El Nino will occur next

year so it is prudent to set the stage for programmatic transfers in the future. He stated that preliminary discussions are underway with other agencies, including East Bay Municipal Utility District (EBMUD).

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

Director Halket MOVED to accept the Water Supply and Demand Report and the Drought Response Action Plan Status Report and find that the need for the Community Drought Emergency Still Exists. V.P. Howard SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Benson).

C. Discuss Status of Long Term Alternative Water Supply Study and Water Supply and Conservation Policy

Engineering Services Manager McIntyre introduced the item and explained that since the presentation made to the Board in April, staff and consultant, RMC, are finalizing the formal written report for the Long Term Alternative Water Supply Study, and drafting an updated Water Supply and Conservation Policy. Staff recommends circulating the draft study and policy to stakeholders ahead of the Board review to solicit input from those who are interested. Preliminary Board review of these documents would then begin at the September 1, 2015 meeting, followed by final action taken at the September 15, 2015 meeting.

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

The Board agreed with the proposed strategic approach and commented that it lines up well with pursuit of future endeavors and is consistent with the District's commitment to an open and transparent process.

D. Discuss Tri-Valley Water Policy Roundtable Activities on Water Reliability and Water Recycling

Engineering Services Manager McIntyre introduced the item and explained that the Tri-Valley Water Policy Roundtable Committee (TVWPR), comprised of several local agencies and water utilities, has conducted four meetings since last September to discuss water policy issues in the Tri-Valley. At the last meeting in May, discussion was held on recycled water policy, and a consensus was reached to study advanced recycling including indirect potable reuse (IPR). The time and scale of the study was not addressed at that meeting. District staff recommends a more detailed study, similar to a master plan, be conducted but a consensus on how to proceed has not been reached.

Mr. McIntyre stated the next TVWPR meeting will be held tomorrow, July 22, at the Robert Livermore Community Center at 5:00 p.m. The meeting agenda and staff's recommendation for a scope of work for an IPR study is included in this item for the Board's convenience. Agenda items include presentations regarding

Zone 7's Phase 1 study of IPR and desalinization, a conceptual work plan for a joint Phase 2 IPR study, and public outreach.

The Board and staff discussed the study including possible partnerships, reservoir storage versus ground storage, leveraging the existing joint services agreement, utilization of the District's reverse osmosis facilities, and clarification of water supply sources.

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

The Board agreed with staff recommendations and supported District TVWPR representatives, Directors Halket and Vonheeder-Leopold, in strongly encouraging the Committee to take action at this point in the process since a consensus has been reached regarding what alternatives to pursue.

E. Appoint District Secretary, Revise Duties of District Secretary and Establish the Amount of the Monthly Stipend, if any, Payable to District Secretary

General Manager Michalczyk introduced the item reminding the Board that former District Secretary Nancy Gamble Hatfield retired in June. The District Secretary is an appointed position by the Board, traditionally an employee, as was the appointment by the Board of Ms. Hatfield. The position's duties have been redefined per recent General Counsel review to distinguish them from the Executive Services Supervisor duties. The Board must also determine whether or not to include a stipend, which is purely discretionary. Mr. Michalczyk recommended the appointment of Nicole Genzale, acting interim Executive Services Supervisor, as the logical appointment. All actions decided by the Board on this matter would be retroactive to June 21, 2015.

Director Halket suggested a change in the order in which the Board takes up these matters so as to address District Secretary duties first, followed by determination of the stipend, and the appointment last. The Board agreed.

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

Director Halket MOVED to adopt Resolution No. 59-15, revising the duties of the District Secretary. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Benson).

V.P. Howard MOVED to adopt Resolution No. 60-15, which eliminated the current stipend paid for District Secretary duties and Rescind Resolution No. 7-10. Director Halket SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Benson).

V.P. Howard MOVED to appoint Ms. Nicole Genzale to the position of District Secretary effective June 21, 2015, which appointment shall remain effective until

another District Secretary is appointed by the Board. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Benson).

10. BOARDMEMBER ITEMS

Director Vonheeder-Leopold submitted a written report to District Secretary Genzale for her attendance at the Alameda County California Special District Association meeting held at East Bay Regional Park District on July 8, 2015. Director Vonheeder-Leopold summarized the activities and discussions at the meeting.

President Duarte submitted a written report to District Secretary Genzale. For his attendance at the Contra Costa Special Districts Association held at the offices of Central Contra Costa Sanitation District in Martinez on July 20, 2015. President Duarte summarized the activities and discussions at the meeting.

11. CLOSED SESSION

At 6:51 p.m. the Board went into Closed Session.

- A. Public Employee Performance Evaluation to Pursuant to Government Code Section 54957
Title: District General Counsel

12. REPORT FROM CLOSED SESSION

At 7:09 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 7:10 p.m.

Submitted by,

Nicole Genzale
Executive Services Supervisor