

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

November 3, 2015

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:00 p.m. by Vice President D.L. (Pat) Howard.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

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

President Edward R. Duarte and Director Richard M. Halket were absent.

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 announced that because he and certain Boardmembers will attend the ACWA Fall Conference December 1-4, 2015, the December 1 Board meeting will be rescheduled as a special Board meeting on Monday, November 30. He also reported that a Financial Affairs Committee meeting and the annual DSRSD Financing Corporation meeting will be held Tuesday November 17, 2015, at 5:00 p.m. and 6:00 p.m., respectively, before the regular Board meeting.

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

There was no public comment received.

6. REPORTS

A. Reports by General Manager and Staff

- Event Calendar – General Manager Archer reported on the following:
 - o He thanked the Boardmembers who attended the retirement celebration held today for former General Manager Bert Michalczyk in recognition of his 25 years of service to the District.

- o Zone 7 increased their water rates by 33 percent at their October 21, 2015 Board meeting. Twenty-four percent of this increase reflects the Temporary Conservation Surcharge which will expire at the end of the next calendar year.
 - o Boardmembers will meet with Heather Renschler from Ralph Anderson & Associates this week to provide feedback on the General Manager job profile for the recruitment advertisement to be prepared for circulation.
 - o Two Public Record Act requests have been received in the last week. The San Francisco Chronicle requested customer information regarding water limitation violations. The District sent letters to the affected customers and no responses has been received. Law firm Miller Starr Regalia requested information pertaining to water connection fee development for Schaefer Ranch.
 - o Operations Manager Gallagher reported that the Dublin Recycled Water Fill Station closed on Friday, October 30, 2015. The station distributed a total of 3.03 million gallons to customers. The fill station located at the Wastewater Treatment Plant is still open and has recently adopted and publicized the procedure of closing on the day of and the day after rainfall.
- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
10/19/15	Letter	Kathleen J. Tiegs	BOD	ACWA – Candidate for President – request for support	Not Required
10/30/15	Card	Bill and Charity Mitchell	BOD - DSRSD	Appreciation for funding of their health insurance	Not Required
11/2/15	Email	Rishi Kumar – VP- Smart Utility Systems	BOD	Free Water Conservation App for DSRSD Citizens	Refer to staff for evaluation

B. Agenda Management (consider order of items) – General Manager Archer reported that Item 8.A will be deferred to the November 17, 2015 Board meeting.

C. Committee Reports

Administrative Affairs Committee	October 20, 2015
Executive Committee	October 20, 2015
Technical Affairs Committee	October 22, 2015

Vice President Howard invited comments on recent committee activities. Directors felt the available staff reports adequately covered the many matters considered at committee meetings.

7. APPROVAL OF MINUTES – Regular Meeting of *October 20, 2015*

Director Vonheeder-Leopold MOVED for the approval of the October 20, 2015 minutes, with a correction to be made on page 2 regarding when to express interest in attending the ACWA conference. Director Misheloff SECONDED the MOTION, which CARRIED with THREE AYES, and TWO ABSENT (Duarte, Halket).

8. CONSENT CALENDAR

Director Vonheeder-Leopold MOVED for approval of Items 8.B, 8.C and 8.D on the Consent Calendar. Director Misheloff SECONDED the MOTION, which CARRIED with THREE AYES, and TWO ABSENT (Duarte, Halket).

- A. Authorize Task Order No. 1 for Professional Records Management Consulting Services with Records Control Services
- B. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 48-15 – Approved – Resolution No. 91-15
- C. Approve Revised Job Description for General Manager Classification– Approved – Resolution No. 92-15
- D. Approve Proclamation Honoring Bert Michalczyk, Retired General Manager of Dublin San Ramon Services District – Approved

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.

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. Authorize and Direct the General Manager to Execute a Purchase Order with Andritz Separation, Inc., for Purchase of a Continuous Backwash Updraft Sand Filter for the DERWA RWTF 6th Filter Project (CIP 16-R008)

Engineering Services Manager McIntyre reviewed this item reporting that the City of Pleasanton has expressed desire to proceed with and expedite the sixth sand filter expansion project based on the Agreement to Provide Recycled Water Treatment and Delivery Services as entered into last year with the District. Authorizing execution of the requested purchase order will enable pre-purchase of the filter equipment and satisfy Pleasanton's desire to have the filter on line to conform to completion of the initial stage of their recycled water distribution system project.

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

The Board briefly discussed the matter.

Director Misheloff MOVED to authorize and direct the General Manager to execute a Purchase Order with Andritz Separation, Inc., for Purchase of a Continuous Backwash Updraft Sand Filter for the DERWA Recycled Water Treatment Facility 6th Filter Project (CIP 16-R008) in the amount of \$422,670. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with THREE AYES, and TWO ABSENT (Duarte, Halket).

10. BOARDMEMBER ITEMS

Director Vonheeder-Leopold stated that she attended the Tri-Valley Mayors' Summit on Wednesday, October 21, and the District's annual Neighborhood Update meeting held at the Wastewater Treatment Plant on Thursday, October 22. She summarized the activities and discussions at the meetings. Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor Genzale.

Director Misheloff reported that she also attended the annual Neighborhood Update meeting. She summarized the activities and discussions at the meeting.

V.P. Howard expressed the retirement celebration held for former General Manager Bert Michalczyk was wonderful.

11. CLOSED SESSION

At 6:18 p.m. the Board went into Closed Session.

- A. Conference with Legal Counsel – Initiation of litigation Pursuant to Paragraph (4) of subdivision (d) of Section 54956.9 (One case)

12. REPORT FROM CLOSED SESSION

At 6:30 p.m. the Board came out of Closed Session. Vice President D.L. (Pat) Howard announced that there was no reportable action.

13. ADJOURNMENT

Vice President D.L. (Pat) Howard adjourned the meeting at 6:31 p.m.

Submitted by,

Nicole Genzale
Executive Services Supervisor