

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

January 18, 2016

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

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

Director Misheloff entered the meeting at 6:01 p.m.

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

New employee introductions:

Kathy Walsh, Safety Officer

Amanda DePonte, Administrative Assistant I

Clint Byrum, Field Operations Supervisor

Operations Manager Gallagher announced that Operations Supervisor Levi Fuller was named 2015 Supervisor of the Year by the San Francisco Bay Section of the California Water Environment Association.

General Manager Archer reported that some Board and staff members will attend the CASA conference this week. He also reported that the DSRSD/Pleasanton Liaison Committee and Tri-Valley Water Policy Roundtable meeting dates have been confirmed for February 1 at 1:30 p.m., and February 11 at 5:00 p.m., respectively. Staff will also attend a Zone 7 Finance Committee meeting tomorrow night at 5:00 p.m. regarding consideration of drought rates.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:07 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 The General Manager recruitment period will close Friday, January 22, 2016, and the consultant has reported a strong candidate pool is forming.
 - o California Sanitation Risk Management Authority (CSRMA) will establish a new fraud hotline that member agencies can utilize which will save the District the cost of maintaining its current hotline while still providing benefit to staff.

- o In response to an inquiry from Director Misheloff, Mr. Archer confirmed that the capacity fee figures reported in the most recent financial statements are correct. Incoming fees have exceeded budget forecasts due to increased development in east Dublin.
- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
1/8/16	Email	Price Harmon/ AV Capture All	Sue Stephenson	Open government recordings	Staff will respond
1/17/16	Email	Director Misheloff	Board and staff	Candlelight walk for Ilene Misheloff on 1/28/16	

- B. Agenda Management (consider order of items) – No changes were made
- C. Committee Reports - None
- 7. APPROVAL OF MINUTES – Regular Meeting of January 5, 2016
 Director Vonheeder-Leopold MOVED for the approval of the January 5, 2016 minutes. Director Mishloff SECONDED the MOTION, which CARRIED with FIVE AYES.
- 8. CONSENT CALENDAR
 Director Vonheeder-Leopold MOVED for approval of the items on the Consent Calendar. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.
 - A. Accept the Following Regular and Recurring Reports: District Financial Statements, Warrant List and Upcoming Board Business – 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. 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 Archer reported that this is a standing agenda item and highlighted aspects of the report.

The Board and staff discussed various aspects of the reports.

Director Misheloff MOVED to accept the Water Supply and Demand Report and the Drought Response Action Plan Status Report. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Vonheeder-Leopold MOVED to find that the need for the Community Drought Emergency Still Exists. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

- C. Receive Presentation from Safety Officer Kathy Walsh on her Assessment of the District's Needs and Workplace Safety

General Manager Archer introduced Safety Officer Kathy Walsh who made a presentation to the Board regarding her assessment of the District's safety program including her recommendations and goals for program improvements.

The Board thanked Ms. Walsh for a well done presentation.

- D. Receive Presentation on Outreach to Members of the Influential Public

Community Affairs Supervisor Sue Stephenson gave a presentation to the Board recommending a new outreach program to members of the influential public.

The Board and staff discussed the recommended outreach program and agreed that the District should optimize the District website functionality to send weekly *DSRSDtoday* emails, and to immediately add local elected officials included on the proposed recipient list. Ms. Stephenson requested the Boardmembers send her names of any additional colleagues they know who would like to receive the emails.

- E. Receive Information on LAFCo Authority on Groundwater Injection

Engineering Services Manager McIntyre reviewed the item for the Board.

The Board and staff discussed the background of this matter and acknowledged LAFCo's January 14, 2016 informational report confirming that LAFCo does not have direct authority over groundwater injection programs in the DSRSD or Zone 7 service areas.

- F. Discuss Zone 7's 2015 Water Supply Evaluation Update

Engineering Services Manager McIntyre gave the Board an introductory presentation on Zone 7's 2015 Water Supply Evaluation Update. This report will also be discussed at the Tri-Valley Water Policy Roundtable meeting on February 11, 2016, and will be presented at the Zone 7 Board meeting on February 17, 2016. District staff will have the opportunity to submit comments in February on a public draft of the final Urban Water Management Plan that this report supports.

The Board and staff discussed various aspects of the report including costs associated with the "California WaterFix," possible scenarios regarding the current water supply plan, and proposals for interties utilization.

- G. Approve Nomination of District Director Edward R. Duarte as the Member-at-Large to the Contra Costa Special Districts Association (CCSDA), Authorize Director Edward R. Duarte as the CCSDA Voting Delegate and Confirm Voting Criteria to be Followed for CCSDA Officer Election

General Manager Archer reviewed the item for the Board.

The Board and staff discussed the District’s voting privileges at CCSDA and concluded Director Duarte shall cast the District’s vote at the meeting as recommended.

Director Vonheeder-Leopold MOVED to approve the Nomination of District Director Edward R. Duarte as the Member-at-Large to the Contra Costa Special Districts Association (CCSDA), Authorize Director Edward R. Duarte as the CCSDA Voting Delegate and Confirm Voting Criteria to be Followed for CCSDA Officer Election and adopt Resolution No. 3-16. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

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 (ACSDA) meeting on January 13, 2016 at the AC Transit General Office in Oakland. She summarized the activities and discussions at the meeting. She also mentioned Boardmembers should contact the staff if interested in attending the ACSDA annual dinner in March.

Director Duarte shared an email he received from Supervisor Mary Piepho, Contra Costa County, about an announcement made by the California Department of Water Resources regarding a tentative agreement to begin construction of the Delta twin tunnels.

11. CLOSED SESSION

At 7:11 p.m. the Board went into Closed Session.

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

12. REPORT FROM CLOSED SESSION

At 7:25 p.m. the Board came out of Closed Session. President Howard announced that there was no reportable action.

13. ADJOURNMENT

President Howard adjourned the meeting at 7:26 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor