

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

March 1, 2016

1. CALL TO ORDER

A regular 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, Director Madelyne (Maddi) A. Misheloff.

Director Georgean M. Vonheeder-Leopold was 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 the District received the Excellence Award in Operating Budget from the California Municipal Finance Officers Association for fiscal year 2015-16.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:01 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 Department of Water Resources increased the District’s allotment from 15% to 30%.
 - o Zone 7 Water Agency submitted a letter indicating the Zone will be able to meet 100% of the District’s supply demand in 2016.
 - o The Dublin Chamber of Commerce is hosting the St. Patrick’s & Awards Luncheon on Wednesday March 16, 2016 at the Shannon Center. Let the General Manager or District Secretary know if you would like to attend.
 - o The California Special Districts Association is hosting its annual dinner on Thursday March 24, 2016 at the Pleasanton Marriott. Let the General Manager or District Secretary know if you would like to attend.
 - o Board meeting business for March and April appears to be on the lighter side.
- Correspondence to and from the Board on an Item not on the Agenda – None

B. Agenda Management (consider order of items) – General Manager Archer reported that Closed Session Item 11.B will not need to be held.

C. Committee Reports
Finance & Personnel

February 29, 2016

President Howard invited comments on recent committee activities. The Committee members deferred discussion of the recent Finance and Personnel meeting until the meeting notes are finalized for Board review.

7. APPROVAL OF MINUTES – Regular Meeting of February 16, 2016

Vice President Halket MOVED for the approval of the February 16, 2016 minutes. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

8. CONSENT CALENDAR

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

A. Approve Consulting Services Agreement and Authorize Execution of Task Order No. 1 with ID/Architecture for Architectural Design Services for the Field Operations Offices and Corporation Yard Project (CIP 16-A005) – Approved – Resolution No. 12-16

B. Authorize Task Order No. OC-22 with Carollo Engineers for Engineering Design Services for the Facilities Relocation for Dublin Boulevard Widening – Sierra Court to Dublin Court (CIP 16-A002) – Approved

9. BOARD BUSINESS

A. Hold Public Hearing: Adopt Resolution Establishing Miscellaneous Fees and Charges and Rescind Resolution No. 14-14

President Howard declared the Public Hearing open.

General Manager Archer reviewed the item for the Board and noted that due to a reduction in overhead costs, some fees and/or charges have actually declined.

Hearing no comments from the public, Director Duarte MOVED to CLOSE the Public Hearing. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

The Board and staff noted it is commendable that a number of fees have been reduced due to the District’s continual efforts to improve operating efficiencies.

Vice President Halket MOVED to adopt Resolution No. 13-16, Establishing Fees And Charges Under District Code Sections 1.30.010 (B) (General Penalty – Infraction), 1.40.040 (Copies Of Public Records - Fees), 1.50.010 (Assessment Of Late Charges), 1.50.070 (Charge For Unpaid Returned Checks), 2.30.050 (Processing Fee [Planning Services Agreements]), 1.100.010 (Escrow Fees), 3.70.070 (A) & (B) (Inspection And Project Review Fees – Miscellaneous Fees), 3.70.060 (Meter Assembly Installation Fee - Water), 4.40.070 (Backflow Prevention Administration Fee), 4.40.040 (A) & (B) (Other Fees And Charges For Water Service), 4.40.080 (A) (Fees And Charges For Use Of Temporary Meters), 4.40.080 (C) (Fees And Charges For Use Of Temporary Meters - Deposit), And 4.40.090 (A) & (B) (Fees And Charges For Use Of Construction Water Meter) And Rescinding Resolution No. 14-14. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

- B. Hold Public Hearing: Adopt Resolution Establishing Industrial Waste Program User Fees and Charges and Rescind Resolution No. 15-14

President Howard declared the Public Hearing open.

General Manager Archer reviewed the item for the Board and again noted that due to a reduction in overhead costs, some fees and/or charges have actually declined. New lab fees have been included due to an expansion of lab testing services.

Hearing no comments from the public, Vice President Halket MOVED to CLOSE the Public Hearing. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

Director Duarte MOVED to adopt Resolution No. 14-16, Establishing Fees and Charges under District Code Section 5.30.090, Industrial Waste Program User Fees and Charges and Rescinding Resolution No. 15-14. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

- C. Continue the State of a Community Drought Emergency through October 31, 2016 and Rescind Resolution No. 7-16

General Manager Archer reviewed the item for the Board and noted that upon General Counsel Nelson's recommendation, additional language has been written into the proposed resolution. The additional language refers to Water Code section 350 which is a source of the District's authority to enact the ordinance for water use limitations.

Director Misheloff MOVED to adopt Resolution No. 15-16, Extending the Declaration of a Community Drought Emergency and Rescinding Resolution No. 7-16. Vice President Halket SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

- D. Discuss 2016 Recycled Water Residential Fill Station Program Strategy and Recommendation

Engineering Services Manager McIntyre introduced Clean Water Programs Specialist Stefanie Olson who reviewed the item for the Board, including staff's recommendation to implement Option 1 presented in the staff report and increase the departmental budget to support the proposed program.

The Board and staff discussed various aspects of the 2016 fill station program, including possible program expansion, possible implementation and administration of a user fee, the benefits of recycled water, and user agreement provisions for handling and non-storage of recycled water. The Board suggested that if a user fee is to be implemented next year that communications be made to users well in advance. Staff also reported that the Dublin Boulevard fill station location will not be available long-term as Dublin police will be moving to that location likely later this year.

The Board agreed with staff's recommendation to implement Option 1 as presented, and agreed to consider a request for a budget adjustment at a future meeting.

- E. Approve DSRSD Comment Letter on Zone 7 Water Agency's 2015 Urban Water Management Plan

Engineering Services Manager McIntyre introduced Principal Engineer Rhodora Biagtan who reviewed the item for the Board, and gave a presentation on Water Supply Reliability discussing Zone 7's Plan and the District's Water Supply, Storage, Conveyance, Quality and Conservation policy.

The Board and staff briefly discussed the matter, including Zone 7's possible consideration of alternate water supplies. The Board approved the letter as proposed with the adjustment of copying the chief executives of the city retailers in Livermore and Pleasanton.

Director Misheloff MOVED for approval of DSRSD Comment Letter on Zone 7 Water Agency's 2015 Urban Water Management Plan with the adjustment to send copies to chief executives of the city retailers. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

- F. Discuss and Provide Direction on Operations Manager Job Description Update

General Manager Archer reviewed the item for the Board, and noted the proposed adjustment to years of experience to align with the other existing senior management job descriptions.

The Board complimented the work done on the job description update and agreed with the recommended changes as presented.

10. BOARDMEMBER ITEMS

Director Misheloff submitted a written report to Executive Services Supervisor Genzale. She reported that she attended the California Special Districts Association new Boardmember workshop and AB 1234 ethics training on February 18, 2016 at Central Contra Costa Sanitary District in Martinez. She summarized the activities and discussions at the meeting.

Director Duarte reported that he attended San Ramon Mayor Clarkson's annual report on February 9, 2016 at the San Ramon Chamber of Commerce. He summarized the activities and discussions at the meeting.

11. CLOSED SESSION

At 6:42 p.m. the Board went into Closed Session.

- A. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6
Agency Negotiator: John Archer, General Manager
Unrepresented Employees: Operations Manager
Additional attendees: General Counsel Carl P. A. Nelson
Michelle Gallardo, Human Resources Supervisor

- B. NOT HELD - Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6
Agency Negotiator: John Archer, General Manager
Employee Organization: 1. Stationary Engineers Local 39
Additional attendees: General Counsel Carl P. A. Nelson
Michelle Gallardo, Human Resources Supervisor

- C. Public Employee Appointment – Pursuant to Government Code Section 54957
Title: General Manager

12. REPORT FROM CLOSED SESSION

At 7:02 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 7:03 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor