

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

**April 5, 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, Director Edward R. Duarte, and Director Georgan M. Vonheeder-Leopold. Vice President Richard M. Halket was not in attendance.

Director Madelyne (Maddi) A. Misheloff entered the meeting at 6:05 p.m.

District staff present: John Archer, General Manager/Treasurer; Dan McIntyre, Engineering Services Manager; Dan Gallagher, Operations Manager; Doug Coty, Assistant General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

General Manager Archer welcomed Ms. Tegan McLane, Cultural Arts and Heritage Manager for City of Dublin. Ms. McLane gave the Board a brief background on the rose garden at Emerald Glen Park commemorating former District Director Tom McCormick, and his wife Claudia. She accepted the District's \$2,500 contribution toward the decorative garden gate that will be installed this summer.

New employee introductions:

Samantha Halverson – Human Resources Analyst II

Jamie Chavez – Fleet Mechanic

David Higaes – Mechanic I

The Board welcomed Mr. Stanley Caldwell, Boardmember of the Special District Leadership Foundation, in partnership with the California Special Districts Association. He presented the District's renewed Transparency Certificate of Excellence to the Board, which designates excellence for open and transparent government.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:07 p.m.

– There was no public comment received.

6. CLOSED SESSION

At 6:11 p.m. the Board went into Closed Session.

- A. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6  
Agency Negotiator: Doug Coty, Assistant General Counsel  
Unrepresented Employees: General Manager

7. REPORT FROM CLOSED SESSION

At 6:26 p.m. the Board came out of Closed Session. President Howard announced that there was no reportable action.

8. REPORTS

A. Reports by General Manager and Staff

- Event Calendar – General Manager Archer reported on the following:
  - o He thanked Senior Managers Dan Gallagher and Dan McIntyre for their support over the last five months he served as the interim General Manager.
  - o He reminded the Board that the annual employee event will take place on Saturday, April 9 in Dublin.
  - o The Association of California Water Agencies conference will be held in Monterey May 3-5, 2016. Please advise staff if Board would like to attend.
  - o It is likely the May 3 Board meeting will be cancelled as it is a conflict for staff and Boardmembers who are attending the ACWA conference.
- Correspondence to and from the Board on an Item not on the Agenda - None

- B. Agenda Management (consider order of items) – General Manager Archer noted the Board may wish to remove Item 10.A from the Consent Calendar as a revised resolution has been handed out for review.

- C. Committee Reports - None

9. APPROVAL OF MINUTES – Regular Meeting of March 15, 2016  
Special Meeting of March 18, 2016  
Special Meeting of March 24, 2016  
Special Meeting of March 25, 2016

Director Duarte MOVED for the approval of the March 15, 2016, March 18, 2016, March 24, 2016, and March 25, 2016 minutes. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Halket).

10. CONSENT CALENDAR

President Howard requested that Item 10.A be removed from the Consent Calendar for further discussion.

Engineering Services Manager McIntyre reviewed the modified resolution before the Board for Item 10.A. The modified resolution provides clarity by explicitly stating the task order limits and service cap of three years, which are only stated in the staff report. He requested that this modification be cited upon Board approval of the item.

Director Vonheeder-Leopold MOVED for approval of the item on the Consent Calendar with the modification to the item resolution as noted. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Halket).

- A. REMOVED - Approve Master Agreements for Consulting Services for On-Call Professional and Technical Services – Approved – Resolution No. 18-16

11. BOARD BUSINESS

- A. Adopt Revised Use of Clean Water Revival Facilities and Demineralized Recycled Water Policy and Rescind Resolution Nos. 45-02 and 56-11

Engineering Services Manager McIntyre reviewed the item for the Board and highlighted key revisions to the proposed policy. He requested the Board specify a correction to the first policy statement in their motion, to read as Zone 7, as the 7 was inadvertently omitted.

Director Misheloff MOVED to adopt Resolution No. 19-16, with the noted correction to the policy, adopting the Revising the Use of Clean Water Revival Facilities and Demineralized Recycled Water Policy and Rescinding Resolution Nos. 45-02 and 56-11. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Halket).

- B. Receive Report and Provide Direction on Legislative Advocacy Program for Funding Bay Area Biosolids to Energy Coalition Project through Senate Bill 1213 (Wieckowski)

Engineering Services Manager McIntyre reviewed the item for the Board and requested Boardmember accompaniment in meeting with Senator Glaser and Assemblywoman Baker to navigate this legislature and to advocate for plausible funding avenues for the Bay Area Biosolids to Energy Coalition Project.

The Board and staff discussed timing and location of the proposed meeting, and which Boardmembers would be interested in serving as the Board representatives. The Board agreed that President Howard and Director Misheloff will serve as the representatives, with Director Duarte serving as the alternate. Mr. McIntyre will

coordinate scheduling efforts for the meeting and advise the representatives accordingly.

C. Referral of Status Update of the 2015 Urban Water Management Plan to the Water Resources Committee

Engineering Services Manager McIntyre reviewed the item for the Board and requested a Water Resources Committee meeting be held sometime in April in order for the Committee to receive an update on the progress of the Plan. The Water Resources Committee members, President Howard and Director Duarte, agreed to hold a meeting on Monday April 18 at 5:00 p.m.

D. Appoint Daniel B. McIntyre as General Manager and Adopt Personal Services Agreement

Assistant General Counsel Coty reviewed the item for the Board.

Speaker: Mr. Bert Michalczyk, retired former District General Manager. Mr. Michalczyk wholeheartedly recommended the Board appoint Dan McIntyre as the District's new General Manager and encouraged continuation of his great work at the District.

Speaker: Mr. Steven Kiefer, Community Development Director at City of Livermore. Mr. Kiefer also recommended the Board appoint Dan McIntyre as the District's new General Manager attesting to his intellect, energy, vision and leadership as his former co-worker and friend.

The Boardmembers stated that they looked forward to working with Mr. McIntyre as the new District General Manager. They commented on the valuable attributes he offers including his ability to skillfully navigate Tri-Valley politics, the animation he exhibited in his hiring interview, and that he quickly grasped the District's mission during his tenure as the Engineering Services Manager.

Engineering Services Manager McIntyre expressed his appreciation to the Board, Mr. Michalczyk, Mr. Archer, his direct reports, District management, and staff for their support during his time, so far, at the District.

Director Misheloff MOVED to adopt Resolution No. 20-16, Approving and Authorizing Execution of an Agreement for Personal Services between Daniel B. McIntyre and Dublin San Ramon Services District. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Halket).

E. Adopt Amendment No. 2 for Personal Services Agreement between the District and John J. Archer to End Interim General Manager Appointment and Resume Appointment as Administrative Services Manager

Assistant General Counsel Coty reviewed the item for the Board and recommended an amendment of specific language in the resolution to ensure continuity of management during the transition from the interim to the newly appointed General Manager.

The Board agreed with the modification to the resolution language as recommended. They acknowledged and thanked Mr. Archer for the excellent service he provided as interim General Manager.

Director Duarte MOVED to adopt Resolution No. 21-16, with the amended resolution language as recommended, Approving and Authorizing Execution of Amendment No. 2 to the Agreement for Personal Services Between John J. Archer and the Dublin San Ramon Services District. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Halket).

12. BOARDMEMBER ITEMS

Directors Duarte and Misheloff reported that they, and General Manager Archer, attended Assemblywoman Catharine Baker's Water Advisory Council meeting on March 24, 2016. They summarized the activities and discussions at the meeting.

13. CLOSED SESSION

- A. NOT HELD - Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6  
Agency Designated Representative: Doug Coty, General Counsel  
Additional attendees: Michelle Gallardo, Human Resources Supervisor  
Unrepresented Employee: General Manager

14. REPORT FROM CLOSED SESSION

None

15. ADJOURNMENT

President Howard adjourned the meeting at 6:59 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor