

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

June 21, 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 Madelyne (Maddi) A. Misheloff, and Director Georgean M. Vonheeder-Leopold.

Director Edward R. Duarte was absent.

District staff present: Dan McIntyre, General Manager; John Archer, Administrative Services Manager/Treasurer; Dan Lopez, Interim Operations Manager; Carl P.A. Nelson, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES - None

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 McIntyre reported on the following:
 - o The Livermore State of the City Address by Mayor Marchand will be held Thursday June 23, 2016 at 11:30 a.m. at the Robert Livermore Community Center.
 - o The July 5, 2016 Board meeting will be cancelled due to proximity to the Independence Day Holiday and a lack of agenda items.
- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
6/7/16	Letter	Government Finance Officers Association	Director Edward R. Duarte	Certificate of Achievement for Excellence in Financial Reporting	N/A

- B. Agenda Management (consider order of items) – No changes were made.
- C. Committee Reports – None

7. APPROVAL OF MINUTES – Regular Meeting of June 7, 2016

Director Vonheeder-Leopold MOVED for the approval of the June 7, 2016 minutes. Vice President Halket SECONDED the MOTION, which CARRIED with THREE AYES, ONE ABSTENTION (Misheloff), and ONE ABSENT (Duarte).

8. CONSENT CALENDAR

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

- A. Accept the Following Regular and Recurring Reports: District Financial Statements, Warrant List, and Upcoming Board Business – Approved
- B. Approve the Decrease of Operation Budget for Capital Outlay in FYE 2016 by \$170,000 and Increase the Operating Budget for Capital Outlay in FYE 2017 by \$180,000 – Approved – Resolution No. 37-16

9. BOARD BUSINESS

- A. Establish Water Capacity Reserve Fees under Sections 3.70.010.A and 3.70.010.B of the District Code and Rescind Resolution No. 24-11

President Howard announced Item 9.A.

Administrative Services Manager Archer reviewed the item for the Board. He noted that an amended Exhibit A to the Resolution has been submitted to the Board. The amendment clarifies that customers paying for recycled water meters do not pay a Zone 7 connection fee.

President Howard announced the Open and Public Meeting and asked for any public comments or presentations. Hearing none, President Howard asked for any Board discussion. There was no discussion.

Director Misheloff MOVED to adopt Resolution No. 38-16, with the amended Exhibit A, approving and authorizing Establishing Water Capacity Reserve Fees for New or Expanded Service from the District’s Potable and Recycled Water Supply Facilities under Sections 3.70.010.A and 3.70.010.B of the District Code and an Implementation Program and Rescinding Resolution No. 24-11. Vice President Halket SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Duarte).

- B. Terminate Drought Emergency and Declare Stage 1 Voluntary 10% Water Conservation Goal and Rescind Resolution No. 15-16

Interim Operations Manager Lopez reviewed the item for the Board.

The Board and staff discussed several aspects of this matter including the Zone 7 Water Agency three-year drought analysis presented with the item, as well as the methodology and “stress test” used by the State to certify conservation levels. Staff also confirmed the District is currently at Stage 1 water rates, which is appropriate for this proposed action, so a rate stage change is not being proposed at this time. Additional discussion was held pertaining to possible future drought conditions and the need for aggressive conservation measures at such time, as well as the current stance of local and state agencies regarding the drought emergency. Staff also clarified for the Board that the District’s restrictions are still in force and further imposed per the State mandates which are in effect through at least January 2017.

Vice President Halket MOVED to adopt Resolution No. 39-16, approving and authorizing to Rescind the Declaration of a Community Drought Emergency (Resolution No. 15-16) and Declare a Stage 1, 10% Voluntary Water Conservation Goal and Rescinding Resolution No. 15-16. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Duarte).

- C. Approve New Job Description for Assistant General Manager Classification

General Manager McIntyre reviewed the item for the Board. He explained the intent to appoint Administrative Services Manager (ASM) Archer to Interim Assistant General Manager to ensure continuity during the transition period to the new ASM, as well as provide back-up support to the General Manager.

Director Misheloff MOVED to adopt Resolution No. 40-16, adopting the New Job Title, Definition, and Duties for the Assistant General Manager. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Duarte).

- D. Approve Increase in Budgeted Full Time Equivalent (FTE) Staffing for Fiscal Year 2017

General Manager McIntyre reviewed the item for the Board.

Vice President Halket MOVED to adopt Resolution No. 41-16, approving and authorizing Operating Budget Adjustment for Fiscal year Ending 2017. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Duarte).

C. (con't)

General Counsel Nelson advised the Board that item 9.C sought consideration by the Board of a motion granting authority to the General Manager to make an interim appointment to the Assistant General Manager position, as well as the adoption of Resolution No. 40-16, and the Board might want to consider taking such additional action, if so desired.

Director Misheloff MOVED to authorize the General Manager to make an appointment to the Assistant General Manager position internally, on an interim basis, not to extend beyond June 30, 2017. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Duarte).

10. BOARDMEMBER ITEMS

Director Misheloff inquired about the comparison of actual DUE's to budget in the May financial reporting. The DUE's are shown to be well above budget. Administrative Services Manager Archer explained the increase in DUE's is attributed to increased development that is well ahead of what was expected when the budget was developed.

Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor Genzale. She attended the California Association of Sanitation Agencies Board of Directors meeting teleconference on June 13, 2016. She summarized the activities and discussions at the meeting. She also summarized the agenda items for the recently held Alameda County Special Districts Association Board meeting, but did not attend the meeting as it coincided with the funeral service for esteemed community member, Ted Hoffman Jr.

President Howard reported a DERWA meeting will be held Monday June 27, 2016.

11. ADJOURNMENT

President Howard adjourned the meeting at 6:25 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor