

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

November 15, 2016

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:03 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, and Director Georgean M. Vonheeder-Leopold.

District staff present: Dan McIntyre, General Manager; John Archer, Assistant General Manager/Treasurer; Judy Zavadil, Engineering Services Manager; Carol Atwood, Administrative Services Manager; Dan Lopez, Interim Operations Manager; Carl P.A. Nelson, General Counsel; and Louise Rummel, Administrative Assistant II.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

President Howard reported that the DSRSD Financing Corporation's annual Board meeting was held shortly before this meeting. The Board of Directors of the DSRSD Financing Corporation is composed of the same members as the Board of Directors of the District. He stated that Pursuant to Government Code section 54952.3, no Director will receive any compensation or stipend for participating in more than one meeting on this date, and as further specified in DSRSD policy P100-14-2, Day of Service.

General Manager McIntyre shared that the Association of California Water Agencies (ACWA) 2016 Fall Conference will take place in Anaheim, November 29 - December 2. He and Director Misheloff will be attending on behalf of the District. A vendor has offered to make dinner arrangements on the night of Tuesday, November 29 for any staff attending who would like to sign up. If anyone else is interested in attending the conference and the dinner, please contact Sherrie Weis so she can make the arrangements.

Mr. McIntyre also shared that in attendance at tonight's meeting is Mr. Jeff Carson who is recommended for the position of Operations Manager. He stated Mr. Carson would like to offer his comments before the Board considers his Personal Services Agreement on this evening's agenda.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:05 p.m. No public comment was received.

6. REPORTSA. Reports by General Manager and Staff

- Event Calendar – General Manager McIntyre reported on the following:
 - o He reminded the Board that due to the timing of when the Alameda and Contra Costa counties are going to certify the election, staff will hold the oaths of office for the DSRSD Board of Directors on December 20. Staff is planning a reception shortly before the start of that Board meeting.
 - o There will be a Special LAVWMA Meeting Thursday, November 17 at 6 p.m.
- Correspondence to and from the Board on an Item not on the Agenda - None

B. Joint Powers Authority and Committee Reports

External Affairs Committee – November 15, 2016

President Howard invited comments on recent committee activities. Vice President Halket, Committee representative, indicated that the Committee meeting took place ahead of tonight's Board meeting and the Committee minutes would be available soon.

- C. Agenda Management (consider order of items) – General Manager McIntyre confirmed that it will not be necessary to hold Closed Session 11.A if Item 8.A is approved.

7. APPROVAL OF MINUTES – Regular Meeting of November 1, 2016

Director Misheloff MOVED for the approval of the November 1, 2016 minutes. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

Vice President Halket removed Item 8.A for discussion. The Board took Consent Calendar Items 8.B, 8.C, and 8.D and passed these Items first.

Vice President Halket MOVED for approval of Items 8.B, 8.C and 8.D on the Consent Calendar. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

- A. REMOVED - Appoint Jeff Carson as Operations Manager and Adopt Personal Services Agreement

Vice President Halket stated he wished to give Mr. Carson a proper welcome and invited him to speak first.

Speaker: Mr. Jeff Carson – Recommended for DSRSD Operations Manager – Mr. Carson addressed the Board stating that he was honored to be here and has always dreamed of working for DSRSD. He also shared some background about himself, his career, family, and interests. He stated that DSRSD is a highly awarded District, and he is glad to have this opportunity to assist this organization.

The Board congratulated Mr. Carson on his selection to Operations Manager and welcomed him to the District. General Manager McIntyre informed the Board that the position start date is December 5, 2016.

Vice President Halket MOVED for approval of Resolution No. 72-16 to Appoint Jeff Carson as Operations Manager and Adopt Personal Services Agreement. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

- B. Appoint Ms. Carol Atwood as Treasurer – Approved
- C. Approve Second Amendment to Agreement with the Livermore-Amador Valley Water Management Agency (“LAVWMA”) for Treasurer Services – Approved - Resolution No. 71-16
- D. Accept the Following Regular and Recurring Reports: Water Supply and Conservation, District Financial Statements, Warrant List and Upcoming Board Business – Approved

9. BOARD BUSINESS - None

10. BOARDMEMBER ITEMS

Director Vonheeder-Leopold submitted a written report to Administrative Assistant Rummel. She reported she attended the Alameda California Special Districts Association (CSDA) meeting hosted by Union Sanitary District on November 9, and the California Association of Sanitation Agencies (CASA) Board of Directors teleconference meeting on November 14. She summarized the activities and discussions at those meetings. She also suggested the Board coordinate a dinner to thank Assistant General Manager John Archer for his service to the District before his retirement next month.

11. CLOSED SESSION

At 6:15 p.m. the Board went into Closed Session for Item 11.B.

- A. NOT HELD - Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6
Agency Negotiator: Dan McIntyre, General Manager
Unrepresented Employees: Operations Manager
Additional attendees: Carl P. A. Nelson, General Counsel
- B. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: District Treasurer

12. REPORT FROM CLOSED SESSION

At 6:25 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 6:26 p.m.

Submitted by,

Louise Rummel
Administrative Assistant II

FOR: Nicole Genzale, CMC
Executive Services Supervisor