

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

February 7, 2017

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6 p.m. by President Richard Halket.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

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

District staff present: Dan McIntyre, General Manager; Judy Zavadil, Engineering Services Manager; Carol Atwood, Administrative Services Manager/Treasurer; Jeff Carson, Operations Manager; Carl P.A. Nelson, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

Operations Manager Carson gave a briefing on the effects of the recent rainfall. He reviewed the increased flow to the treatment plant and highlighted the rising water levels in the Alamo Canal which has submerged the pipeline that usually sits above the canal.

New Employee Introduction:

Joe Hatstrup, Construction Inspector I

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:04 p.m. No public comment was received.

6. REPORTS

A. Reports by General Manager and Staff

- Event Calendar – General Manager McIntyre reported on the following:
 - o He and Director Duarte will attend Mayor Clarkson’s Annual State of the City Address in San Ramon on February 9.
 - o The California Association of Sanitation Agencies Washington D.C. Policy Forum will be held on February 27-March 1.
 - o A special DERWA meeting will be held on March 6.
 - o He will attend the Tri-Valley Cities Dinner on March 15. Board should contact staff if they wish to attend.
 - o He will attend the annual Alameda County Special Districts Association dinner in Castro Valley on March 23. Board should contact staff if they wish to attend.
 - o Several liaison meetings will be held in the next few months represented by the External Affairs Committee representatives:
 - o Central Contra Costa Sanitation District, February 23
 - o City of Dublin, March 23
 - o City of Pleasanton, April 20
 - o Tri-Valley Water Liaison meeting, date to be determined.

- An External Affairs Committee meeting will be scheduled for February 21 to prepare for the several upcoming liaison meetings.
- A special meeting workshop will be held March 7 to review and discuss the District's Strategic Plan update. The workshop will be scheduled ahead of the regular Board meeting that evening.
- He will attend the Association of California Water Agencies conference May 9-12 in Monterey. Board should contact staff if they wish to attend.

President Halket also mentioned City of Dublin will hold its traditional St. Patrick's Day festivities March 17-19.

C. Agenda Management (consider order of items) – No changes were made.

7. APPROVAL OF MINUTES – Regular Meeting of January 3, 2017

Vice President Vonheeder-Leopold MOVED for the approval of the January 3, 2017 minutes. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

Director Duarte MOVED for approval of the items on the Consent Calendar. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

A. Accept the Following Regular and Recurring Reports: Water Supply and Conservation, District Financial Statements, Warrant List, Upcoming Board Business, and Unexpected Asset Replacement Request – Approved.

9. BOARD BUSINESS

A. Receive Presentation on the Governor's Executive Order B-37-16 to Establish Long-Term Water Conservation Measures

Engineering Services Manager Zavadil introduced Principal Engineer Rhodora Biagtan who reviewed the item for the Board. Ms. Biagtan gave a presentation explaining the Governor's order and reviewing the draft document released by the State Water Resources Control Board *Making Water Conservation a California Way of Life - Implementing Executive Order B-37-16*, which proposes a framework under which the Executive Order will be implemented. She explained the order sets new water conservation targets based on unique conditions of each agency and will be based on strengthened standards for indoor residential per capital water use, outdoor irrigation, and water lost through leaks. The District will respond based on the unique target imposed upon district.

The Board and staff discussed the proposed framework, the state's required reporting and data collection from agencies, and potential impacts of the Executive Order on the District. The Board wondered how the State will use the data they will gather, and stated that it is imperative that the District's input be taken into consideration. Staff ensured this matter will be monitored closely, and the Board will be apprised as this matter develops. The Board agreed that based upon how well the District is operated, and has managed water conservation measures, the impact to the District should be minimal but other agencies may be impacted very negatively.

B. Discussion of Communications Practices with Board

General Manager McIntyre reviewed the item for the Board.

The Board and staff discussed the various communication concepts presented. The Board agreed the current Bi-Weekly GM Report was very helpful, a streamlined budget document (including the operating funds spreadsheets) provided to the Board with ample review time was desirable, and subject specific workshops scheduled ahead of Board meetings would be informative and useful. Six to eight workshops during the year was suggested so as to not overburden staff with preparations. Per the Board's request, staff will include the current CAFR (Comprehensive Annual Financial Report) and operating budget at the dais and distribute key contact wallet cards.

10. BOARDMEMBER ITEMS

Director Misheloff submitted a written report to Executive Services Supervisor Genzale. She attended the California Association of Sanitation Agencies (CASA) Winter Conference held in Palm Springs January 18-20. She summarized the activities and discussions at the meeting.

Director Duarte submitted a written report to Executive Services Supervisor Genzale. He attended the Contra Costa Special Districts Association meeting held at Central Contra Costa Sanitary District in Martinez on January 23. He summarized the activities and discussions at the meeting. He also reported that he received a notification of nominations for the SDRMA 2017 Board election and submitted it to General Manager McIntyre for appropriate handling.

Vice President Vonheeder-Leopold submitted written reports to Executive Services Supervisor Genzale. She attended the Alameda County Special Districts Association Board meeting held at Oro Loma Sanitary District in San Lorenzo on January 11, the CASA conference, CASA Board meeting, and BAB2E (Bay Area Biosolids to Energy) meetings held in Palm Springs January 18-20. She summarized the activities and discussions at the meetings.

Director Howard noted dates for a special LAVWMA meeting have been proposed to the LAVWMA representatives and one date is in conflict with the ACSDA dinner.

President Halket stated that the DERWA recycled water expansion project groundbreaking event held on January 25 was a great event with an impressive turnout. He thanked staff for planning such a successful event.

11. ADJOURNMENT

President Halket adjourned the meeting at 7:01 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor