

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

March 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.

President Halket reported that a Special Board Meeting was held shortly before this Regular Meeting of the Board of Directors of Dublin San Ramon Services District. 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.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Richard M. Halket, Vice President Georgan 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; Carol Atwood, Administrative Services Manager/Treasurer; Judy Zavadil, Engineering Services Manager; Jeff Carson, Operations Manager; Carl P.A. Nelson, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

General Manager McIntyre reported that the updated format of the District's budget document will be presented on May 2 for the Board's review.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:02 p.m. No public comment was received.

6. REPORTS

6.A. Reports by General Manager and Staff

- Event Calendar – General Manager McIntyre reported on the following:
 - The DSRSD/Dublin Liaison Committee meeting will be held Monday March 13 at 4:00 p.m. at the city's offices.
 - The City of Dublin's annual St. Patrick's Day parade will be held Saturday March 18.
 - The annual employee recognition event will be held Saturday March 18 in Livermore.

- Correspondence to and from the Board on an Item not on the Agenda - None

6.B. Joint Powers Authority and Committee Reports

Central Contra Costa Sanitary District Liaison Meeting

February 23, 2017

President Halket invited comments on recent committee activities and noted the minutes distributed seemed to be missing a second page. There were no comments made. General Manager McIntyre stated that the minutes will be redistributed in the Board's weekly mail.

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

7. APPROVAL OF MINUTES – Regular Meeting of February 21, 2017

Director Duarte MOVED for the approval of the February 21, 2017 minutes. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

Vice President Vonheeder-Leopold requested that Item 8.C be removed for discussion.

The Board agreed to remove Item 8.C for discussion. The Board took Consent Calendar Items 8.A, 8.B and 8.D and passed these Items first.

Director Howard MOVED for approval of Items 8.A, 8.B, and 8.D on the Consent Calendar. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

- A. Approve Revised Laboratory Supervisor Job Definition And Salary – Approved – Resolution No. 5-17
- B. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 79-16 – Approved – Resolution No. 6-17
- C. REMOVED - Review and Support the Proposed LAVWMA FY 2017-2018 and FY 2018-2019 Operation and Maintenance Budgets – Approved

Vice President Vonheeder-Leopold stated that the item “directs” by motion the Board to support the proposed budget, but questioned if they could technically “direct” the LAVWMA representatives to take a specific action. General Counsel Nelson clarified that the Board can direct the LAVWMA representatives, but it is ultimately the LAVWMA Board’s decision whether or not to take that direction.

Vice President Vonheeder-Leopold MOVED for approval of Item 8.C on the Consent Calendar. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

- D. Review and Accept the Proposed DERWA FY 2017-2018 and FY 2018-2019 Operation and Maintenance Budgets – Approved

9. BOARD BUSINESS

- A. Approve Agreements with Pleasanton Regarding City of Pleasanton Advance Sale Sewer Permits and Regarding Future Regional Wastewater Capacity Reserve Fee Credits
General Manager McIntyre reviewed the item for the Board which addressed the granting/transfer of 100 credits for the Lund parcel in Pleasanton, and recognizes that these credits, and potentially others, went unaccounted for between the District and the City of Pleasanton when contemplating long-term wastewater program planning. He reported that the City of Pleasanton is also considering approval of these agreements at its City Council meeting this evening.

The Board and staff discussed the proposed agreements. Vice President Vonheeder-Leopold inquired if the figures shown in the documents regarding the balance of the credits agreed with each other, and requested that, if there is an error, that the figures be corrected. She also inquired if there are other potentially unidentified credits elsewhere to which Mr. McIntyre replied that it is possible that credits may become apparent in the future.

General Counsel Nelson confirmed for the Board that General Manager McIntyre is permitted, via the District Code, to make administrative corrections, in an instance such as this, if in fact the numbers require correction. General Manager McIntyre added that staff will review the figures once more and will advise the Board accordingly, if an error is discovered, in the next General Manager's biweekly report.

Vice President Vonheeder-Leopold MOVED to adopt Resolution No. 7-17, Approving the "Agreement Between the City of Pleasanton and Dublin San Ramon Services District Regarding City of Pleasanton Advance Sale Sewer Permits" and Resolution No. 8-17, Approving the "Agreement between the City of Pleasanton and Dublin San Ramon Services District Regarding Future Regional Wastewater Capacity Reserve Fee Credits" with the caveat that the figures regarding the balance of the credits are corrected, if found to be in error in the item as presented. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

B. Receive Presentation on Local and Regional Wastewater Rate Study

Administrative Services Manager Atwood reviewed the item for the Board and gave a presentation explaining that the study affects the Local and Wastewater funds, which were last studied in 2009/2010 and resulted in rate increases in 2010. Her presentation reviewed the goals and objectives of the new rate study, the equitable allocation of customer classes (residential, commercial, and industrial), alignment of reliance on developer and user charges for the Local Wastewater Enterprise fund, long-term planning scenarios and strategic planning to reflect current and future needs, workforce and pipeline capacity, cost of service objectives, rate design objectives and the timetable to address needs, including appropriate Proposition 218 noticing and public hearing schedule for potential rate actions.

The Board and staff discussed various aspects of the presentation including current rates and proposed rate design noting the proposed decrease from eight to three customer rate "buckets," the Proposition 218 notification process, the current industry-wide trend to shift costs from residential users, due to depressed water usage, to commercial users across the country, and scheduling of companion items at upcoming Board meetings.

C. Discuss and Provide Direction Regarding District Election Procedures

Executive Services Supervisor/District Secretary Genzale reviewed the item for the Board which addressed the District's public outreach and education efforts regarding DSRSD elections, the District's subsidy of candidates' statement costs to Alameda and Contra Costa counties, and the District's practice of holding consolidated elections with the statewide general election held in November of even-numbered years.

The Board and staff discussed the various topics and information presented in the item. The Board agreed that additional outreach efforts were worthwhile but to balance the efforts without over-burdening staff, that a reduction in the candidates' statement cost from \$450

to \$250 for each county was desired, and that it would be counterproductive to hold a stand-alone election.

Vice President Howard MOVED to affirm the District will continue to hold consolidated elections consistent with past practice. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

Vice President Vonheeder-Leopold MOVED for approval of the proposed outreach options, with the caveat that a Candidate Briefing be omitted if the election is uncontested. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

The Board also directed staff to revise the Candidates' Statement Cost policy to reflect a \$250 cost to candidates for each county, and present the revised policy at a subsequent Board meeting for approval.

10. BOARDMEMBER ITEMS

President Halket reported he will be out of town and unable to attend the Board meeting on April 4. He also reminded all of events being held during the St. Patrick's Day weekend, including the Green and White Gala Friday March 17.

Vice President Vonheeder-Leopold again reported she attended the Alameda County Special Districts Association Executive Board Meeting at the Castro Valley Sanitary District on February 8. She also reported the Dublin Chamber of Commerce and City of Dublin will hold a business faire on Wednesday March 15 at the Shannon Community Center.

11. ADJOURNMENT

President Halket adjourned the meeting at 6:54 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor