

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

March 7, 2017

1. CALL TO ORDER

A special meeting of the Board of Directors was called to order at 4:04 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 at start of meeting: Dan McIntyre, General Manager; Carol Atwood, Administrative Services Manager/Treasurer; Judy Zavadil, Engineering Services Manager; Jeff Carson, Operations Manager; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 4:04 p.m. No public comment was received.

5. BOARD BUSINESS

A. Strategic Plan Workshop

General Manager McIntyre gave an overview on the development of the preliminary draft of the 2017 Update of the Strategic Plan. Mr. McIntyre noted that this workshop was an opportunity for the Board to shape the District's work efforts over the next two to four years. Mr. McIntyre then gave a briefing on the proposed Strategic Goals, covering the Asset Management Goal, the Interagency Collaborations Goal, and the Integrated Water Program Goal in detail.

President Halket asked the Board for their general comments, before proceeding with a detailed review of the proposed eight Strategic Goals.

Director Misheloff noted that the streamlined Strategic Plan is appropriate and would be less burdensome to staff, requiring less staff hours, and is going in the right direction. Having 22 goals and 119 work items is difficult to work with. Eight goals work much better.

Director Duarte stated that he would also like to reduce the size of the adopted Strategic Plan and noted the new proposal is workable. He would like to see expanded language in the Vision Statement about reduced staffing as the District approaches buildout.

Vice-President Vonheeder-Leopold noted that most the items important to her were incorporated into the preliminary draft. She did not have any new major items to add to the list. She also noted that now 5 to 10 goals a year is good.

Director Howard stated that he was intrigued by a recycled water policy and thought the District may need a Master Plan to address the competition between recycled water for irrigation and potable reuse.

The Boardmembers gave short summary general comments, noting that the preliminary draft of the Strategic Plan seemed appropriately streamlined.

Both Vice-President Vonheeder-Leopold and Director Howard noted that all the Strategic Goals were of equal priority.

The Board, by Consensus, agreed that all goals were of equal priority.

President Halket then began a review of specific Strategic Plan Goals.

Starting with Strategic Plan Goal #7 regarding an electronic records management program, he inquired if this was “strategic”. Mr. McIntyre noted that the District was behind on records, and that this handicapped District responding to Public Records Act requests. President Halket suggested we note that the goal will improve transparency. Vice-President Vonheeder-Leopold was supportive of the goal as she has observed the benefits of such a system in her professional experience. She was interested in our technology and asked about how existing paper records will be incorporated into the electronic management system.

President Halket gave comments on Strategic Plan Goal #8 regarding biosolids management, and noted that the Board’s emphasis is to “diversify, diversify, diversify. We need to have a Plan B, a Plan C, and a Plan D”. He suggested that the District may want to monetize the Dedicated Land Disposal site in the long-term and should consider the O&M advantages and liability. Vice President Vonheeder-Leopold noted the DLD has 40-50 years of remaining use. Engineering Services Manager Zavadil noted that the Board would be receiving a report in the near future on strategies to manage biosolids and the Dedicated Land Disposal site. She noted that dewatering is common to any strategy. Director Duarte felt dewatering was a good first step.

The Board next discussed Strategic Plan Goal #5 pertaining to emergency preparation. The Board inquired if the District is already somewhat prepared for emergencies, with existing planning in place. Mr. McIntyre noted that much of our planning was out of date, might be incomplete, and that there were no dedicated resources for this major work program. The Leadership Team believes this should be a special area of focus, and the District will have to come up with creative ways of addressing. Director Howard asked if this goal included cyber security. Administrative Services Manager Atwood explained that staff continually reviews and improves our defenses against cyber-attacks.

The Board then discussed Strategic Plan Goal #2 pertaining to maintaining a highly qualified workforce. Director Duarte noted that the new Senior Management Team needs to emphasize to the organization that changes need to be made. The Board is looking to the Senior Managers to drive change.

The Board then discussed Strategic Plan Goal #3 pertaining to working with other agencies in the Tri-Valley. The Board emphasized the importance of District coordination with other agencies to provide long-term economic benefits to our customers.

The Board then discussed Strategic Plan Goal #6 pertaining to an integrated potable and recycled water program. President Halket stated he does not like wasting Tri-Valley water resources by pumping them over the Dublin grade. The District should get to a point where it reuses all of its water in the winter. The word “recycled” should be stricken from the second bullet point under Strategic Plan Goal #6.

Director Halket stated although it may be more of a policy issue than a Strategic Plan Goal, he would like staff to look into the benefit of obtaining a AAA rating in the event the District needs future funding.

6. ADJOURNMENT

President Halket adjourned the meeting at 5:52 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor