

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

July 18, 2017

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:02 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; 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

New Employee Introduction:
Len Barton, Safety Officer

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:03 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 The California Association of Sanitation Agencies (CASA) annual conference will be held August 22-24 in San Diego. Vice President Georgean Vonheeder-Leopold, Director Misheloff, and he are attending. Boardmembers should contact staff if they wish to attend.
 - o Staff will contact the Board to schedule a Special Board meeting to hold a closed session during the last week of August.
 - o Closed session materials for the August 1 Board meeting were distributed to the Board yesterday.
- Correspondence to and from the Board on an Item not on the Agenda - None

B. Joint Powers Authority and Committee Reports - None

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

7. APPROVAL OF MINUTES – Regular Meeting of June 20, 2017

Vice President Vonheeder-Leopold MOVED for the approval of the June 20, 2017 minutes. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSTENTION (Misheloff).

8. CONSENT CALENDAR

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

- A. Approve Intention to Levy Assessments in the Dougherty Valley Standby Charge District 2001-01 for Fiscal Year 2017-18 – Approved – Resolution No. 36-17
- B. Approve Task Order No. 2 to Agreement with West Yost Associates to Prepare the Wastewater Collection System Master Plan Update and Connection Fee Study (CIP 16-S001) – Approved
- C. Revise Debt Disclosure Policy and Rescind Resolution No. 84-14 – Approved – Resolution No. 37-17
- D. Revise Capital Financing and Debt Management Policy and Rescind Resolution No. 16-14 – Approved – Resolution No. 38-17
- E. Accept the Following Regular and Recurring Reports: Warrant List, District Financial Statements, Low Income Assistance Program, Outstanding Receivables, and Employee and Director Reimbursements Greater than \$100 – Approved

9. BOARD BUSINESS

A. Receive Presentation on Labor Contract Negotiations 2017

Administrative Services Manager Atwood reviewed the item for the Board. She also gave a “kick-off” presentation which reviewed the current Memoranda of Understanding, the rules governing bargaining, and the tentative Board negotiations schedule. She introduced the District’s bargaining team: General Manager McIntyre (Chief Labor Relations Officer), Administrative Services Manager Atwood and Human Resources and Risk Supervisor Michelle Gallardo (Lead Negotiators).

The Board had no questions or comments other than to agree that the direction for this process was clear. President Halket stated that past negotiations he has participated in have tended to be as amicable and collaborative as possible, and he is looking forward to that being the case again. He trusts the negotiating team will represent the Board well during the process.

B. Receive Annual Presentation on the State of DSRSD and Provide Direction

Community Affairs Supervisor Stephenson reviewed the item for the Board.

The Board agreed that Option 2, to start small and make informal presentations at existing meetings, city council or chambers of commerce, was preferable and directed staff to pursue this cost effective and efficient approach to increase the District's credibility and visibility.

C. Review Progress in FYE 2017 on the Strategic Work Plan

General Manager McIntyre reviewed the item for the Board. He also provided a presentation illustrating the progress or completion of the nine work tasks highlighted in the Board item.

The Board and staff discussed the various topics including the impressive feat of Engineering and Operations staff completing input of 95% of the DSRSD assets into the asset management system, the importance of prioritizing emergency response while working with neighboring agencies to be able to meet disaster level needs at any time, (staff noted the District's supply would be prioritized for fire suppression and would provide one day's water supply on hand), and the dramatic reduction of work plan items on the new edition of the Strategic Plan. Staff confirmed the Fifth edition of the Plan was now officially closed. The Board thanked staff for the update.

D. Receive Presentation on the Status of the Proposed Synagro/SCFI Biosolids Project Associated with Bay Area Biosolids Coalition and Discuss

Engineering Services Manager Zavadil reviewed the item for the Board.

The Board and staff discussed various aspects of the item including the project's status, the Coalition's interest in new potential technologies, options, and projects, and the District's leadership role within the Coalition on this particular initiative. Ms. Zavadil also explained the Synagro agreement is non-binding and has expired; Synagro did not request an extension. General Manager McIntyre affirmed the District will now pullback and continue to watch Synagro's progress, but the District's project budget can be repurposed for other pursuits. Staff explained they wished to give the Board this update ahead of the Coalition's presentation at the August CASA conference.

E. Approve Casting District Vote in the California Special Districts Association (CSDA) 2017 Election for Representatives to the Board of Directors for Bay Area Network, Seats A and C

Executive Services Supervisor Genzale reviewed the item for the Board.

The Board briefly discussed the candidates and determined their preferences.

Director Howard MOVED to cast the District's vote in the California Special Districts Association (CSDA) 2017 Election for Representatives to the Board of Directors for Bay Area Network, Seats A and C for Stanley Caldwell and John Carapiet. Vice President Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSTENTION (Halket).

10. BOARDMEMBER ITEMS

Vice President Vonheeder-Leopold submitted two written reports to Executive Services Supervisor Genzale. She reported she attended Assemblywoman Catharine Baker's Water Advisory Council meeting at her San Ramon field office on June 29, the Alameda County Special District Association meeting hosted at DSRSD on July 12, and the CASA Board of Directors teleconference meeting on July 17. She summarized the activities and discussions at the meeting. She also reported she received a suggestion from City of Dublin Mayor Haubert that the City and District collaborate on a contest to recognize residents who managed their yards well during the drought.

Director Duarte reported he also attended Assemblywoman Baker's Water Advisory Council meeting on June 29, and attended the Contra Costa Special Districts Association meeting held at the Central Contra Costa Sanitary District (CCCSD) on July 17. He summarized the activities and discussions at the meetings. He suggested the District could consider conducting a "citizen's academy" similar to CCCSD's, which General Manager McIntyre noted is a concept staff shall develop per the election promotion strategies the Board discussed earlier on March 7.

President Halket reported that during his visit to Calaveras Big Trees State Park, he was struck by how dry it is at that elevation, about 4,500 feet, though the historic Pioneer Cabin Tree fell down in January due to heavy rains. He noted the drought is ongoing, and was curious if there is any data from our watershed showing it is also dry. Though he sees much water in the system, he was amazed at how dry the higher elevations are.

CLOSED SESSION

At 7:12 p.m. the Board went into Closed Session.

- A. Conference with Legal Counsel – Existing Litigation Pursuant to subdivision (d)(1) of Section 54956.9: One Case (Cameron)

12. REPORT FROM CLOSED SESSION

At 7:20 p.m. the Board came out of Closed Session. President Halket announced that there was no reportable action.

13. ADJOURNMENT

President Halket adjourned the meeting at 7:21 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor