

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

**August 1, 2017**

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:01 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; Rhodora Biagtan, Principal Engineering-Supervisory; Jeff Carson, Operations Manager; Carl P.A. Nelson, General Counsel; and Vivian Chiu, Administrative Analyst I.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

General Manager McIntyre reported on the following:

- The District received a certificate of appreciation from the City of Dublin City Council for its contribution to the Annual Dublin Pride Week from April 29 to May 6. District staff created a bill insert delivered to the Dublin residents to promote a drug take-back. Another event is tentatively scheduled for October, and District staff will create a bill insert to promote the event.
- The Association of California Water Agencies (ACWA) is accepting nominations for its committees. Mr. McIntyre and another staff member are applying to serve on two ACWA committees. Their nominations require the Board President's signature, which President Halket confirmed he has provided.

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:
  - The Annual Tri-Valley Mayor's Summit will be held on Wednesday, August 16 at the Shannon Community Center in Dublin. Boardmembers need to contact staff by the end of tomorrow if they wish to attend.
  - The California Association of Sanitation Agencies (CASA) annual conference will be held August 22 to 24 in San Diego. Boardmembers should contact staff if they wish to attend.
  - A Special Board meeting is scheduled for Tuesday, August 29 at 6 p.m. to hold a closed session regarding labor negotiations.

- 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 – Special Meeting of July 17, 2017  
Regular Meeting of July 18, 2017
- Director Misheloff MOVED for the approval of the July 17, 2017 minutes. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.
- Director Howard MOVED for the approval of the July 18, 2017 minutes. Vice President Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.
8. CONSENT CALENDAR
- Director Duarte MOVED for approval of the item on the Consent Calendar. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.
- A. Adopt Alameda County Operational Area Emergency Management Organization Agreement and the California Disaster and Civil Defense Master Mutual Aid Agreement and Rescind Resolution No. 68-05 – Approved – Resolution No. 39-17 and Resolution No. 40-17
9. BOARD BUSINESS
- A. Receive Presentation of Development Activities in the City of Dublin
- Principal Engineer-Supervisory Biagtan introduced Ms. Linda Smith, Assistant City Manager of the City of Dublin. Ms. Smith presented an overview on Dublin’s facts and statistics, population and demographics, and current and planned residential and commercial developments. She ended the presentation with Dublin’s incentive programs and remarked that the sewer capacity assistance program in partnership with DSRSD, helped to attract great tenants.
- The Board inquired about other developments in Dublin. Vice President Vonheeder-Leopold expressed concerns about the issues posted on Yelp regarding The Wave, Dublin’s new aquatic facility. Ms. Smith commented that the City of Dublin will evaluate all the elements and public concerns in developing strategies for the next season. The Board thanked Ms. Smith for an informative presentation.
- B. Public Hearing: Adopt Engineer’s Report and Direct Levy of Annual Assessments in the Dougherty Valley Standby Charge District 2001-1 for Fiscal Year 2017-2018
- President Halket announced the item and declared the Public Hearing open. He asked for the staff presentation.

Administrative Services Manager Atwood reviewed the item for the Board and explained that the assessment is not a District fee, but a fee passed through from the Department of Water Resources.

Hearing no comments from the public, Director Howard MOVED to close the Public Hearing. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Howard MOVED to adopt Resolution No. 41-17, adopting Engineer's Report and Directing the Levy of Annual Assessments in the Dublin San Ramon Services District Dougherty Valley Standby Charge District 2001-1 for Fiscal Year 2017-2018. Vice President Vonheeder-Leopold SECONDED the MOTION.

The Board and staff discussed future assessments to cover the actual costs, and the Board requested staff prepare and schedule an agenda item for further discussion.

President Halket asked for a vote on the MOTION, which CARRIED with FIVE AYES.

C. Receive Presentation on Overview of the District's Geographic Information System (GIS)

General Manager McIntyre prefaced the item for the Board and introduced GIS Analyst II Aaron Johnson, who presented an overview of the District's GIS program. Mr. Johnson explained what GIS is and how it is used in the District. He commented that the system contains a vast amount of data and is connected with other systems. In addition to mapping of pipelines and facilities, GIS is used in different areas such as maintenance management, asset management, customer service, analytics (hydraulic modeling and replacement modeling), and emergency response. Mr. Johnson noted that the District's GIS was used in a Tri-Valley Water Retailers emergency training scenario in spring 2017 to provide a common operations picture among the agencies involved. He reported that the agencies were impressed with the system's capabilities and that the system may become a standard for Emergency Operations Centers of the Tri-Valley Water Retailers.

The Board and staff discussed utilization of the system to calculate costs for future pipe replacements and the number of core staff to support the system. Operations Manager Carson noted that GIS is used daily by Field Operations staff. The Board thanked Mr. Johnson for his presentation.

10. BOARDMEMBER ITEMS

Vice President Vonheeder-Leopold submitted a written report to Administrative Analyst I Chiu. She reported she attended the dedication of an archway in the McCormick Family Rose Garden at Emerald Glen Park on July 27. She summarized the activities at the ceremony. She also informed the Board that the Valley Children's Museum is requesting letters of support for a permanent location in Dublin. She requested that a letter of support from the District be placed on the next agenda, although she will not be at the meeting, and provided two sample letters to General Manager McIntyre.

Director Misheloff commented that she had compiled information about the museum for U.S. Representative Eric Swalwell and would be happy to share it.

Director Duarte noted that he is the museum's President and that Director Misheloff is also on the museum's Board of Directors.

11. CLOSED SESSION

At 7:24 p.m. the Board went into Closed Session.

- A. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6  
Agency Negotiators: Dan McIntyre, General Manager  
Carol Atwood, Administrative Services Manager  
Michelle Gallardo, Human Resources and Risk Supervisor  
Employee Organizations: 1. Stationary Engineers Local 39  
2. Mid-Management Employees Bargaining Unit  
3. Professional Employees Bargaining Unit  
Additional attendees: Carl P. A. Nelson, General Counsel
- B. Public Employee Performance Evaluation Pursuant to Government Code Section 54957  
Title: General Manager
- C. Public Employee Performance Evaluation Pursuant to Government Code Section 54957  
Title: District General Counsel

12. REPORT FROM CLOSED SESSION

General Counsel Nelson left from Closed Session at 7:50 p.m. after the conclusion of Item 11.B.

At 8:05 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 8:06 p.m.

Submitted by,

Vivian Chiu, MMC  
Administrative Analyst I

FOR: Nicole Genzale, CMC  
Executive Services Supervisor