

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

September 5, 2017

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:04 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 P100-16-2, Day of Service.

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; Doug Coty, Assistant General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

New Employee Introduction:

Stefanie duPont-Pensa, Administrative Assistant II

General Manager McIntyre reminded the Board of Day of Service policy requirements regarding written reports submittal. He announced that staff will begin regularly sending the GM Report and other correspondence to the Board electronically, as well as by usual mail delivery. He reminded the Board that materials regarding the General Manager performance evaluation have been distributed for the September 13 Special Board meeting. Lastly, he reminded the Board that The Little Hoover Commission's report on special districts was released and could be discussed at the next Board meeting if the Board desired.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:10 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 A Special Board meeting has been scheduled for September 13 at 6 p.m.
 - o The Zone 7 Water Agency and the Department of Water Resources are holding a joint event Wednesday, October 4 at 2 p.m. at Lake Del Valle to celebrate Zone 7's 60th anniversary, and Lake Del Valle's 50th anniversary.

- o The Association of California Water Agencies Region 5 will host a recycled water and water reuse tour and program in Santa Barbara September 17-18. Mr. McIntyre will be one of the program speakers.
- o DSRSD is celebrating Water Professionals Appreciation Week October 11 and has distributed invitations to the Board and Tri-Valley local and sister utility agency officials to attend a water facilities tour and luncheon from 8:30 a.m.to 1:30 p.m.
- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
8/25/17	Letter	Contra Costa Central Sanitation District	DSRSD	20th Anniversary Household Hazardous Waste Collection Facility Reception and Tour	N/A

B. Joint Powers Authority and Committee Reports
LAVWMA – August 31, 2017

President Halket invited comments on recent JPA/Committee activities. Director Misheloff gave an overview of the LAVWMA meeting, noting Board meetings will now start in February and run every three months thereafter to better align with financial reporting, and a process for taking positions on proposed legislation between Board meetings was adopted.

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

7. APPROVAL OF MINUTES – Regular Meeting of August 15, 2017
Special Meeting of August 29, 2017

Director Duarte MOVED for the approval of the August 15, 2017 minutes. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSTENTION (Vonheeder-Leopold, absent due to vacation).

Director Howard MOVED for the approval of the August 29, 2017 minutes. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

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

- A. Approve Casting District Vote in the Association of California Water Agencies (ACWA) Region 5 Board Election for the 2018-2019 Term – Approved

9. BOARD BUSINESS

- A. First Reading: Introduction of Ordinance Revising District Code Sections 3.60.010, 3.70.010, and 5.30.010 Regarding Time of Payment and Accessory Dwelling Units

President Halket read the title of the Ordinance: An Ordinance of Dublin San Ramon Services District Further Modifying Sections 3.60.010, and 3.70.010 of its District Ordinance Code to Implement Ordinance No. 339, Concerning the Time of Vesting of Capacity Rights and Time of Payment of Associated Capacity Reserve Fees, and Modifying Section 5.30.010 to Implement Ordinance No. 340, by Further Defining Accessory Dwelling Units

President Halket solicited a Motion to Waive Reading of the Ordinance.

Director Vonheeder-Leopold_MOVED to Waive Reading of Ordinance. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

Engineering Services Manager Zavadil reviewed the item for the Board.

There was no public comment received. The Board had no additional comments.

B. Receive Report on the Potential Refunding of the 2011 Water Revenue Bonds and Direct Staff to Proceed with Refunding of the Debt

Administrative Services Manager Atwood reviewed the item for the Board. She introduced Mr. Robert Porr of Fieldman Rolapp & Associates, the District's financial advisor, who was in attendance this evening.

The Board, staff, and Mr. Porr discussed the proposed transaction including the potential positive and negative outcomes as a result of taking this action now versus waiting, the requested supplemental staffing and timeline to complete the work, annual cash flow projections, and potential savings.

Director Howard MOVED to Direct Staff to Proceed with Refunding of the Debt. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

C. Approve Amendment to the Capital Improvement Program Ten-Year Plan for Fiscal Years Ending 2018 through 2027 and the Two-Year Budget for Fiscal Years 2018 and 2019 to Advance the Electrical Service for Reservoirs 10A and 200B Capital Improvement Project (CIP 17-W002)

Engineering Services Manager Zavadil reviewed the item for the Board.

The Board and staff briefly discussed aspects of the CIP 17-W002 project and the advantages of advancing the work as proposed.

Director Duarte MOVED to adopt Resolution No. 44-17, Approving an Amendment to the Capital Improvement Program Ten-Year Plan for Fiscal Years Ending 2018 Through

2027 and the Two-Year Budget for Fiscal Years Ending 2018 and 2019 to Advance the Electrical Service for Reservoirs 10A and 200B Capital Improvement Project (CIP 17-W002). Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

D. Receive a Presentation on the District's First Annual Report

General Manager McIntyre reviewed the item for the Board. He introduced Community Affairs Supervisor Sue Stephenson who distributed copies of the report to the Board, titled "Managing Assets for a Better Return," and gave them an overview of the content and key messages. She confirmed the report will be distributed to sister agencies in the Tri-Valley, local historic associations, libraries, and staff. Vice President Vonheeder-Leopold requested a preparation date be added to the next edition for historical purposes. The Board complimented staff on producing an excellent, concise report.

10. BOARDMEMBER ITEMS

Director Duarte reported that due to a conflict he will participate in the September 19 Board meeting via teleconference.

Director Misheloff submitted written reports to Executive Services Supervisor Genzale. She reported she attended the annual California Association of Sanitation Agencies (CASA) conference in San Diego August 22-24, and the Special LAVWMA meeting on August 31. She summarized the activities and discussions at the meetings.

Director Vonheeder-Leopold submitted written reports to Executive Services Supervisor Genzale. She reported she attended the Alameda County Special Districts Association chapter meeting on August 8 at the Castro Valley Sanitation District, and the annual CASA conference, including the CASA Board meeting and Bay Area Biosolids Coalition briefing, in San Diego August 22-24. She summarized the activities and discussions at the meetings.

11. CLOSED SESSION

At 6:54 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 (Hendrix)

12. REPORT FROM CLOSED SESSION

At 7:01 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 7:02 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor