

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

June 5, 2018

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6 p.m. by President Vonheeder-Leopold.

Prior to the call to order, District Secretary Nicole Genzale announced that per Government Code section 54953, sub. (b)(2), all votes taken this evening will be done by a roll call vote due to Director Duarte participating via teleconference.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Georgean M. Vonheeder-Leopold, Vice President Madelyne A. (Maddi) Misheloff, Director D.L. (Pat) Howard, Director Edward R. Duarte (teleconference location), and Director Richard M. Halket.

District staff present: Dan McIntyre, General Manager; Carol Atwood, Administrative Services Manager/Treasurer; Steve Delight, Senior Engineer Supervisory; Levi Fuller, Wastewater Treatment Plant Operations Supervisor; Carl P.A. Nelson, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES – None

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:08 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 East Bay Leadership Council Water Task Force meeting will be held at 8:15 a.m. on June 19 at City of Dublin and will receive a presentation on the Tri-Valley Joint Feasibility Potable Reuse Study.
 - A DSRSD/Central San Liaison Committee meeting will be held at 8 a.m. on June 20 at Central San in Martinez.
 - The City of San Ramon will host the Tri-Valley Mayors' Summit at 11 a.m. on August 15 at the Roundhouse Market and Conference Center.
 - A DSRSD/Pleasanton Liaison Committee meeting will be held at 4 p.m. on August 23 at City of Pleasanton. An External Affairs Committee meeting will be held in advance to prepare for the liaison meeting.

- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
May 2018	Email	Dublin resident Richard Jesse	DSRSD Board President and academy staff	Thank you for hosting the Citizens Water Academy	N/A

6.B. Joint Powers Authority and Committee Reports

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President Vonheeder-Leopold invited comments on recent JPA activities. Directors felt the available staff reports adequately covered the many matters considered at the JPA meeting and made a few comments about some of the JPA activities.

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

7. CONSENT CALENDAR

Vice President Misheloff MOVED for approval of the items on the Consent Calendar. Director Halket SECONDED the MOTION, which CARRIED with FIVE AYES, per roll call vote.

7.A. Regular Meeting Minutes of May 15, 2018 – Approved

7.B. Authorize Consolidation of District Election with November 6, 2018 Statewide General Election – Approved – Resolution No. 26-18

7.C. Approve New Laborer-Temporary/Retired Annuitant Job Description and Salary – Approved – Resolution No. 27-18

7.D. 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. 15-18* – Approved – Resolution No. 28-18

7.E. Authorize Task Order No. OC-6 with Mahler Consulting Services (MCS) for Field Observation Support Services to Development Projects FYE 2019 – Approved

8. BOARD BUSINESS

8.A. Receive Presentation on the Primary Sedimentation Expansion and Improvements Project (CIP 17-P004) and Authorize Amendment No. 1 to Task Order No. 1 with West Yost Associates

Associate Civil Engineer Jaclyn Yee reviewed the item for the Board. She compared the performance and configuration of the existing primary clarifiers and tanks with the proposed expansion and improvements. The Board and staff discussed the status of the existing equipment and potential causes for the excessive amount of grit accumulating at the wastewater treatment plant such as increased development/construction, aged/undersized pumps, and less efficient equipment configuration. They briefly discussed the hours and scope of work, as well as necessary heat, ventilation, and air conditioner (HVAC) upgrades. Staff explained the construction plan will be carefully

developed to minimize impact to plant operations as neither winter nor summer is ideal timing for this type of project due to management of storm flows and impact to quality of effluent for producing recycled water. Director Duarte suggested that, during the project design phase, staff consult with a contractor who has done this type of work before to ensure for a smooth workflow. Ms. Yee reported the project will go to bid in spring 2019 with project commencement expected that summer. General Manager McIntyre noted that staff expects the project will exceed the original anticipated budget and so wanted to inform the Board to prepare for future project discussions.

Director Halket MOVED to Authorize Amendment No. 1 to Task Order No. 1 with West Yost Associates. Vice President Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES, per roll call vote.

8.B. Approve Mid-Year Operating Budget Adjustments for Fiscal Years Ending 2018 and 2019

Administrative Services Manager Atwood reviewed the item for the Board. She highlighted the areas regarding requested budget carryover, new budget requests and budget savings. The Board and staff briefly discussed anticipated salary savings due to exiting staff, as well as certain proposed operational budget adjustments to meet operational needs in FYE 2019. The Board supported the proposed budget adjustments as presented.

Director Howard MOVED to adopt Resolution No. 29-18, Approving Operating Budget Adjustments for Fiscal Years Ending 2018 and 2019. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES, per roll call vote.

9. BOARDMEMBER ITEMS

- Submittal of Written Reports from Travel and Training Attended by Directors

Director Duarte reported he attended San Ramon Mayor Bill Clarkson's monthly breakfast meeting at Clementine's restaurant on Friday, May 25. He summarized the activities and discussions at the meeting.

President Vonheeder-Leopold submitted a written report to Executive Services Supervisor Genzale. She reported she attended a special teleconference meeting of the California Association of Sanitation Agencies Board of Directors on Monday, June 4. She summarized the activities and discussions at the meeting.

- Request New Agenda Item(s) Be Placed on a Future Board of Committee Agenda – None

10. CLOSED SESSION

At 6:49 p.m. the Board went into Closed Session.

- 10.A. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1)
Name of Case: Schroen

At 6:58 p.m. General Counsel Nelson came out of Closed Session item 10.A.

- 10.B. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: District General Counsel

11. REPORT FROM CLOSED SESSION

At 7:12 p.m. the Board came out of Closed Session. President Vonheeder-Leopold announced that there was no reportable action.

12. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 7:13 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary