

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

**July 16, 2019**

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:01 by President Misheloff.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Madelyne A. (Maddi) Misheloff, Vice President Edward R. Duarte, Director Ann Marie Johnson, and Director Georgean M. Vonheeder-Leopold.

Director Richard M. Halket was absent.

District staff present: Dan McIntyre, General Manager; Carol Atwood, Administrative Services Manager/Treasurer; Judy Zavadil, Engineering Services Manager/District Engineer; Jeff Carson, Operations Manager; Doug E. Coty, Assistant General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES – None

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:02 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:
  - o Director Vonheeder-Leopold will deliver the “State of the District” presentation at the Dublin City Council meeting this evening at 7 p.m.
  - o Zone 7 Water Agency will receive a presentation at its Board meeting tomorrow from Kathryn Mallon, Executive Director of the Delta Conveyance Design and Construction Authority (DCA).
  - o The DERWA Board meeting will be held Monday, July 22, 2019 at 6 p.m.
  - o The Tri-Valley Water Liaison Committee meeting will be held Wednesday, July 24, 2019 at 4 p.m. at Dublin’s Civic Center in the Regional Meeting Room.
  - o The LAVWMA Board meeting will be held Wednesday, August 21, 2019 at 6 p.m.
  - o DSRSD and Central Contra Costa Sanitary District are working on a liaison committee meeting date.
  
- Correspondence to and from the Board on an Item not on the Agenda – None

6.B. Joint Powers Authority and Committee Reports – None

- 6.C. Agenda Management (consider order of items) – Director Vonheeder-Leopold requested the Board take item 9 early to accommodate her early departure from the meeting to deliver the “State of the District” presentation to Dublin’s City Council. The Board agreed to do so and considered the items in the following order: 8.A., 8.B., 7 (Consent Calendar), 8.C., 9 (Boardmember Items), 8.D., and 10 (Adjournment).

7. CONSENT CALENDAR

Director Johnson MOVED for approval of the items on the Consent Calendar. Vice President Duarte SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Halket).

- 7.A. Regular Meeting Minutes of July 2, 2019 – Approved
- 7.B. Adopt Revised Board Minutes Policy and Rescind Resolution No. 14-15 – Approved – Resolution No. 25-19
- 7.C. Accept Regular and Recurring Reports: Warrant List, Outstanding Receivables, and Unexpected Asset Replacement – Approved

8. BOARD BUSINESS

- 8.A. Approve Continuation of Emergency Action Procurement by General Manager for Repair of the District Office and Find that the Need for the District Office Flooding Emergency Still Exists.

Director Vonheeder-Leopold MOVED to Approve Continuation of Emergency Action Procurement by General Manager for Repair of the District Office and Find that the Need for the District Office Flooding Emergency Still Exists. Vice President Duarte SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Halket).

- 8.B. Approve Continuation of Emergency Action Procurement by General Manager for Repair of the Jeffrey G. Hansen Water Recycling Plant and Find that the Need for the Electrical Power Supply Failure Emergency Still Exists

Vice President Duarte MOVED to Approve Continuation of Emergency Action Procurement by General Manager for Repair of the Jeffrey G. Hansen Water Recycling Plant and Find that the Need for the Electrical Power Supply Failure Emergency Still Exists. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Halket).

- 8.C. Approve Intention to Levy Assessments in the Dougherty Valley Standby Charge District 2001-1 for Fiscal Year Ending 2020

Administrative Services Manager Atwood reviewed the item for the Board.

Vice President Duarte MOVED to adopt Resolution No. 26-19, Intention to Levy Annual Assessments in the Dublin San Ramon Services District Dougherty Valley Standby Charge District 2001-1 for Fiscal Year 2019–2020. Director Johnson SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Halket).

8.D. Receive Presentation on Public Safety Power Shutoffs

Engineering Services Manager Zavadil reviewed the item for the Board. She noted a project has been approved as part of the Capital Improvement Program to address emergency power needs (Potable Water Pump Station Standby Generators/Emergency Response project CIP No. 16-W012). The Board stressed the importance of getting additional emergency power backups and communications in place for future needs.

9. BOARDMEMBER ITEMS

- Submittal of Written Reports for Day of Service Events Attended by Directors

Director Vonheeder-Leopold submitted written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the California Association of Sanitation Agencies (CASA) Board of Directors teleconference meeting on Thursday, July 11, and the successful joint Alameda and Contra Costa chapter meeting of the California Special District Association (CSDA) hosted by DSRSD on Monday, July 15 at the Amador Rancho Community Center in San Ramon. She summarized the activities and discussions at the meetings.

Director Vonheeder-Leopold departed the meeting after her report at 6:12 p.m.

Director Johnson submitted written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the CSDA Special District Leadership Academy Conference July 7–10 in Napa and the joint CSDA chapter meeting on July 15. She summarized the activities and discussions at the meetings.

Vice President Duarte submitted a written report to Executive Services Supervisor/District Secretary Genzale. He reported that he attended the joint CSDA chapter meeting on July 15. He summarized the activities and discussions at the meeting.

The Board acknowledged the August 20 Board meeting will be cancelled due to conflict with Boardmembers travelling to the CASA conference.

- Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

Director Johnson requested the District's communications plan be agendized for review.

10. ADJOURNMENT

President Misheloff adjourned the meeting at 6:28 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary