

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

January 5, 2016

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:00 p.m. by President D.L. (Pat) Howard.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

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

District staff present: John Archer, General Manager/Treasurer; Dan McIntyre, Engineering Services Manager; Dan Gallagher, Operations Manager; Carl P.A. Nelson, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

New employee introductions:

- Mayette Bailey, Financial Analyst
- Renee Collins, Information Technology Analyst II

General Manager Archer announced the Contra Costa Special Districts Association's call for officer nominations. Director Duarte expressed his desire to be nominated. A Board item recommending his nomination will be scheduled for the next Board meeting.

The Board agreed to hold a Special Board meeting on Monday January 18, 2016 to allow for Boardmember and staff travel to the CASA winter conference. The regular Board meeting scheduled for January 19, 2016 will be cancelled.

Alameda County Community Food Bank barrels are available at the District for community donations.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:07 p.m.

There was no public comment received.

6. REPORTS

A. Reports by General Manager and Staff

- Event Calendar – General Manager Archer and Senior Managers reported on the following:
 - o Current and near-term focal points for staff:
 - Staffing levels, turnover, and recruitments;
 - Staff training needs including technology and lead training;

- Field Operations Division facility purchase and planning;
- Completion of Water Master Plan;
- Expansion of recycled water lines in west Dublin;
- Wastewater Treatment Plant expansion;
- Drought Management Program updates;
- Recycled water fill station outlook; and
- Strategic Plan Work Plan Item review and adjustments.

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

Date	Format	From	To	Subject	Response
12/16/15	Email	Sandi Wiley/Trumark Homes	DSRSD Board	Wallis Ranch Application to Appeal a Determination	Staff processed item
12/24/15	Email	Sandi Wiley/Trumark Homes	DSRSD Board	Withdrawal of Wallis Ranch Application to Appeal a Determination	Staff removed item

- B. Agenda Management (consider order of items) – No changes were made.
- C. Committee Reports - None

7. **APPROVAL OF MINUTES** – Regular Meeting of *December 15, 2015*

Director Misheloff MOVED for the approval of the December 15, 2015 minutes. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

8. **CONSENT CALENDAR**

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

- A. Rescind Resolution No. 45-15 – Approved – Resolution No. 1-16
- B. 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. 91-15 – Approved – Resolution No. 2-16

9. **BOARD BUSINESS**

- A. Discuss Drought Management Program

General Manager Archer reported that this is a standing agenda item intended for discussion by the Board, staff and the public on the District's Drought Management Program.

No members of the public addressed the Board on this topic.

The Board and staff briefly discussed water supply and demand reporting, status of ground water levels, possible impacts of the anticipated drought extension by Governor Brown, and messages to share with customers regarding ongoing conservation needs. The Board did not direct staff to develop any changes to the program.

B. Discuss 2016 Legislative Advocacy

Engineering Operations Manager McIntyre reviewed the item recommending the Board discuss legislative advocacy efforts for 2016 and determine that efforts should be focused at the state level, and that appropriate Boardmembers and staff should attend the March 9, 2016 Association of California Water Agencies (ACWA) Legislative Symposium in Sacramento.

No members of the public addressed the Board on this topic.

The Board and staff discussed merits of attending the state level conference, and the Board agreed it would be more prudent and beneficial to do so rather than investing resources in the Washington D.C. conference. It was noted, however, that Director Vonheeder-Leopold will be attending the Washington D.C conference in her position as a California Association of Sanitation Agencies (CASA) Boardmember, and that her travel to the conference was approved by previous Board action.

C. Annual Briefing Related to Effective District Governance (Brown Act, Public Records Act, Political Reform Act)

General Counsel Nelson addressed the Board and gave a presentation and update on the Ralph M. Brown Act, the Public Records Act, Political Reform Act, Government Code 1090 and Fair Political Practices Commission, all of which the District and Directors are subject to follow. He provided the Board with a handout summarizing pertinent updates.

No members of the public addressed the Board on this topic.

The Board and staff discussed various aspects of the regulations, including training requirements and regulation updates as presented.

10. BOARDMEMBER ITEMS

Director Misheloff inquired about the water runoff occurring near the Shannon Center. Operations Manager Gallagher reported that it has been resolved.

Director Vonheeder-Leopold reported that she will be attending the CASA conference in Washington D.C. in February since she is a CASA Boardmember.

11. ADJOURNMENT

President Howard adjourned the meeting at 6:46 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor