

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

**February 2, 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 Georganne M. Vonheeder-Leopold, Director Madelynne 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 introduction:

Robyn Mutobe, Associate Civil Engineer – Subject Matter Expert

General Manager Archer reported that the Tri-Valley Water Policy Roundtable meeting is scheduled for February 11, 2016. He also reported that the Association of California Water Agencies (ACWA) Legislative Symposium will be held March 9, 2016 in Sacramento. Please contact Engineering Services Manager McIntyre if you would like to attend. Lastly, he reminded Boardmembers and designated staff that the Fair Political Practices Commission (FPPC) Annual Statements of Economic Interest forms (Form 700) are due to the District Secretary by March 18, 2016.

**5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:03 p.m.**

– There was no public comment received.

**6. REPORTS**

**A. Reports by General Manager and Staff**

- Event Calendar – General Manager Archer reported on the following:
  - o Boardmembers are encouraged to visit the District Office lobby area to see the updating efforts currently underway.
  - o Drought planning items are scheduled for the February 16, 2016 Board meeting.
  - o Recent rainfall and snowpack levels are up though Lake Oroville is currently at 67% capacity, matching the level of the worst drought in California history.
  - o The recent ACWA newsletter features the District receiving the 2015 Best in Blue award for drought outreach efforts.
  - o The DSRSD/Pleasanton liaison meeting was held yesterday.

- Correspondence to and from the Board on an Item not on the Agenda - None

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

C. Committee Reports

LAVWMA	January 27, 2016
DSRSD/Pleasanton Liaison Committee	February 1, 2016

President Howard invited comments on recent committee activities. Vice President Halket and Director Vonheeder-Leopold reported that the DSRSD/Pleasanton liaison meeting went very well, addressing several topics including Pleasanton's recycled water project and gratitude for the District's cooperation, Pleasanton's interest in the BAB2E (Bay Area Biosolids to Energy Coalition) project, Zone 7's water supply evaluation update, future water resources, and status of the Lund sewer capacity matter.

7. APPROVAL OF MINUTES – Special Meeting of January 18, 2016

Director Duarte MOVED for the approval of the January 18, 2016 minutes. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

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

- A. Authorize Task Order No. OC-20 with Carollo Engineers for Engineering Design Services for the Dublin Trunk Sewer Rehabilitation (CIP 16-S021) – Approved
- B. Establish the 2016 Process and Schedule for Performance Assessments of Board Appointees (General Manager, General Counsel, Treasurer and District Secretary) – Approved

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 did not direct staff to develop any changes to the program.

- B. Award Construction Agreement to C Overaa & Co., for DERWA Recycled Water Treatment Facility Sixth Filter Project (CIP 16-R008)

Engineering Services Manager McIntyre reviewed the item and explained that due to the emergency nature under which this equipment installation falls, the approval of the recommended action requires a four-fifths vote.

The Board and staff discussed the District's current on-call contracts, the outlook for future on-call contract needs, and the potential pool of local contractors. Staff also confirmed that the City of Pleasanton is entirely responsible for the cost of this project.

Director Misheloff MOVED to adopt Resolution No. 4-16, approving and authorizing execution of Technical Services Agreement with C. Overaa & Co., for construction of DERWA recycled water treatment facility sixth filter project (CIP 16-R008). Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

C. Approve the Revised Fifth Edition of the District's Five-Year "Strategic Plan – Investing for Reliable and Sustainable Service FYE 2016 – 2020"

General Manager Archer reviewed the item and stated that the proposed updates have been made to better align the Plan with the restructuring of the 2016 Board Committees. He also noted that in light of recent and ongoing staff turnover, largely due to retirements, the addition of a Plan goal pertaining to hiring and training of replacement staff in a timely manner has been recommended.

V.P. Halket MOVED to adopt Resolution No. 5-16, approving the revised fifth edition of the five-year "Strategic Plan – Investing for Reliable and Sustainable Service FYE 2016 to FYE 2020." Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

10. BOARDMEMBER ITEMS

Director Duarte reported he attended the Contra Costa Special Districts Association (CCSDA) meeting at the Pleasant Hill Recreation & Park District Community Center on January 25, 2016, and announced he was elected the new Member-at-Large. He reported that he also attended the LAVWMA meeting on January 27, 2016 and is the new Chair. He summarized the activities and discussions at the meetings.

Director Misheloff submitted a written report to Executive Services Supervisor Genzale. She reported that she attended the California Association of Sanitation Agencies (CASA) conference last month in Palm Springs, and the LAVWMA meeting on January 27, 2016. She summarized the activities and discussions at the meetings.

Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor Genzale. She reported that she attended the CASA conference and CASA Board meeting held last month. She summarized the activities and discussions at the meetings.

President Howard submitted a written report to Executive Services Supervisor Genzale. He reported that he attended the CASA conference held last month. He summarized the activities and discussions at the meeting.

11. CLOSED SESSION

At 6:29 p.m. the Board went into Closed Session.

A. Public Employee Appointment – Pursuant to Government Code Section 54957  
Title: General Manager

12. REPORT FROM CLOSED SESSION

At 7:10 p.m. the Board came out of Closed Session. President Howard announced that there was no reportable action.

13. ADJOURNMENT

President Howard adjourned the meeting at 7:11 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor