

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

**May 17, 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 Edward R. Duarte and Director Georgean M. Vonheeder-Leopold.

Director Madelyne (Maddi) A. Misheloff entered the meeting at 6:05 p.m.

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

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

General Manager McIntyre announced that as a “Supervisor of the Year “award winner by the San Francisco Bay Section of the California Water Environmental Association (CWEA), Operations Supervisor Levi Fuller was automatically nominated for Statewide CWEA consideration, and he was recognized as the “runner up.”

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 McIntyre reported on the following:
  - o East Bay Municipal Utility District Director John Coleman will hold a briefing Thursday May 26, 2016 at 7:30 a.m. at the Walnut Creek Library. Please notify the General Manager or District Secretary if interested in attending.
  - o The City of Pleasanton will hold its ribbon cutting for recycled water at Ken Mercer Sports Park, on Thursday May 26, 2016. Boardmembers are encouraged to attend to support Tri-Valley water efforts.
  - o Central Contra Costa Sanitary District is holding its annual “Briefing on the State of the Central Contra Costa Sanitary District.” This Briefing will be held at 8:30 a.m. in San Ramon. Please notify Executive Services Administrative Assistant Sherrie Weis if interested in attending.

- o Mr. McIntyre sent a letter dated April 11, 2016 to Senator Hannah-Beth Jackson/Chair, Senate Judiciary Committee in opposition to Senate Bill 885, related to contract indemnity.
- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
5/4/16	Email	Castro Valley Sanitary District	Alameda LAFCo Membership	LAFCo Election nomination of Ralph Johnson as a Regular Enterprise Seat Representative at District on the Alameda LAFCo	N/A

- B. Agenda Management (consider order of items) – General Manager McIntyre advised the Board that Closed Session Item 11.A will not be needed if Item 8.F is approved.

C. Committee Reports

LAVWMA

April 20, 2016

Special LAVWMA

May 2, 2016

President Howard invited comments on the recent LAVWMA meeting activities. President Howard and Director Duarte, representatives to LAVWMA, reported that a Resolution Awarding an Agreement for Construction of Medium Voltage Cable Replacement Project was approved at the Special meeting on May 2.

7. APPROVAL OF MINUTES – Regular Meeting of April 19, 2016

Director Vonheeder-Leopold MOVED for the approval of the April 19, 2016 minutes. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

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

- A. Authorize Task Order No. 1 with Hyland Software, Inc., for Purchase of the OnBase Agenda Management Solution and Related Services for the Trustworthy Electronic Content Management System Project (CIP 15-A006) – Approved
- B. Increase Change Order Contingency for Construction Agreement with NMI Industrial Holdings, Inc., for the Secondary Clarifier No. 3 Rehabilitation Project (CIP 14-S013) – Approved

- C. 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. 2-16 – Approved - Resolution No. 24-16
- D. Accept the Following Regular and Recurring Reports: District Financial Statements, Warrant List, Upcoming Board Business and Capital Outlay Budget Adjustment – Approved
- E. Approve the Successor Memorandum of Understanding between the District and the Stationary Engineers – Local 39 for the period May 17, 2016 through December 17, 2017 – Approved - Resolution No. 25-16
- F. Approve the Transfer of a Budgeted Capital Outlay Expenditure from FYE 2016 to FYE 2017 for the Upgrade of the Security System at the District Office – Approved - Resolution No. 26-16

9. BOARD BUSINESS

- A. Approve Mid-Cycle Budget Adjustments to the Capital Improvement Program (CIP) Ten-Year Plan for Fiscal Years 2016 through 2025 and the Two-Year Budget for Fiscal Years 2016 and 2017

General Manager McIntyre introduced Principal Engineer Judy Zavadil who reviewed the item and gave a presentation. She highlighted a few of the projects with a larger budgetary impact: DERWA Recycled Water Plant Phase II, Reservoir 10A, and Primary Sedimentation Basins. Ms. Zavadil also reported that no fund budget limits will require an increase as a result of the proposed adjustments, and noted the Water Expansion fund, which is currently over budget, will be made whole once state grant funds are received and credited for the Dublin recycled water project.

The Board and staff discussed various aspects of the proposed CIP Plan and Budget adjustments.

Director Duarte MOVED to adopt Resolution No. 27-16, approving Adjustments to the Capital Improvement Program Ten-Year Plan for Fiscal Years 2016 through 2025 and the Two-Year Budget for Fiscal Years 2016 and 2017. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

- B. Receive Presentation on Proposed Water Capacity Reserve Fee

Administrative Services Manager Archer reviewed the item for the Board. He and HDR consultant Shawn Koorn also gave a presentation including a review of the components and impact of the proposed water capacity reserve fee of \$12,762, benefit to ratepayers, and ongoing outreach efforts to developers. He also reported that staff held a meeting for developers on May 12 to discuss the proposed fee, though none attended. The proposed water capacity reserve fee, and an associated District Code update, will be presented to the Board on June 21 for adoption.

The Board and staff discussed various aspects of the presentation and directed staff to proceed with the proposed fee and related activities as recommended.

C. Find that the Need for a Community Drought Emergency Still Exists

General Manager McIntyre introduced Interim Operations Manager Dan Lopez who reviewed the item for the Board. He reported that Governor Brown issued Executive Order B-37-16 last week proposing changes to the state's emergency conservation regulations. He also noted the State Water Resources Control Board (SWRCB) will review and vote on an emergency regulation for water conservation at its meeting tomorrow, May 18. A draft framework for water use targets will be in place by January 2017. He stated that the District may need to make adjustments based on SWRCB's determination, but is well positioned to meet new standards based on its successful conservation efforts.

Vice President Halket MOVED to accept the Water Supply Report and Find that the Need for a Community Drought Emergency Still Exists. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

D. Hold Public Hearing for the Dublin San Ramon Services District Draft 2015 Urban Water Management Plan

General Manager McIntyre introduced Principal Engineer Rhodora Biagtan who will review the item for the Board.

President Howard declared the Public Hearing open.

Ms. Biagtan gave a presentation to the Board including the draft plan comment period, approval and posting of approved plan, service area population and projected demand, sources of potable and recycled water, and water reliability. Ms. Biagtan acknowledged consultant Elizabeth Drayer from West Yost Associates, Amparo Flores at Zone 7, and District Engineering Department staff Stan Kolodzie and Stefanie Olson for their contributions to this effort.

Hearing no comments from the public, Vice President Halket MOVED to CLOSE the Public Hearing. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

The Board and staff briefly discussed community outreach efforts and feedback regarding the draft Plan in regards to the ongoing drought. The Board directed staff to proceed with finalizing the 2015 Urban Water Management Plan with no changes.

E. Approve the Sole Source Purchase and Authorize the General Manager to Execute a Purchase Order with Kruger, Inc., for Actiflo Turbo Equipment for the DERWA Recycled Water Treatment Facility (RWTF) Improvements Phase 2 (CIP 16-R014)

General Manager McIntyre introduced the item and Principal Engineer Judy Zavadil, who further reviewed the item for the Board. She also reported the total cost will be

less than indicated in the item, as additional negotiating has been completed since the item was prepared.

The Board and staff discussed the background and experience of Kruger, Inc., as well as the pricing and additional cost savings achieved in the agreement negotiations.

Director Duarte MOVED to adopt Resolution No. 28-16, approving a Sole Source Purchase and Authorizing Execution of a Purchase Order with Kruger, Inc., for Procurement of Ballasted Flocculation Equipment for the DERWA Recycled Water Treatment Facility Phase 2 Improvements (CIP 16-R014). Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

F. Adopt Proclamation Honoring May 15-21, 2016 as National Public Works Week

General Manager McIntyre reviewed the item for the Board.

Vice President Halket MOVED to accept the Proclamation Honoring May 15-21, 2016 as National Public Works Week. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

G. Affirm No Changes to District Election Dates Policy (P100-12-1)

General Manager McIntyre introduced District Secretary Nicole Genzale who reviewed the item for the Board, and noted that this regularly scheduled policy review coincides with this being an election year. Four of the five seats on the District's Board of Directors will be up for election.

The Board and staff briefly discussed the election filing period dates as confirmed by both Alameda and Contra Costa County Registrar of Voters-Election Departments.

Vice President Halket MOVED to approve No Changes to District Election Dates Policy (P100-12-1). Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

H. Approve Revised Job Description for Operations Manager Classification

General Manager McIntyre reviewed the item for the Board.

The Board and staff briefly discussed the proposed job description revisions.

Vice President Halket MOVED to adopt Resolution No. 29-16, adopting Revised Certificate, License, and Registration Requirements for the Operations Manager. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

I. Referral of Status Update on Staffing and Continuity Planning to the Finance and Personnel Committee

General Manager McIntyre reviewed the item for the Board and requested a Finance and Personnel Committee meeting be held ahead of the June 7 Board meeting.

The Finance and Personnel Committee members, Vice President Halket and Director Misheloff, agreed to hold a meeting, and directed staff to propose dates within the requested timeframe.

- J. Approve Sole Source Purchase and Authorize General Manager to Execute a Purchase Order with Convergent Technologies for Furnishing and Installing Security Access Control Systems Equipment for the Corporation Yard and Administrative Facilities (CIP 16-A005)

General Manager McIntyre introduced Principal Engineer Judy Zavadil who reviewed the item for the Board. She noted a substitute resolution has been provided to the Board for approval of this item. The substitute resolution includes language regarding proposal approval subject to District General Counsel approval of terms and conditions in the agreement.

Vice President Halket MOVED to adopt Resolution No. 30-16, in its substituted form, approving a Sole Source Purchase and Authorizing Execution of a Purchase Order with Convergent Technologies for Furnishing and Installing Security Systems Equipment for the Field Operations Offices and Corporation Yard Project (CIP 16-A005). Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

- K. Approving Operating Budget Increase and Authorize Task Orders for Construction Inspection Services

General Manager McIntyre introduced Principal Engineer Rhodora Biagtan who reviewed the item for the Board.

Director Misheloff MOVED to adopt Resolution No. 31-16, approving an Operating Budget Adjustment for Fiscal Year Ending 2017 for Construction Inspection Services, and Authorizing the General Manager to Execute a Task Order with the Covello Group, Inc., and a Task Order with Mahler Consulting Services, LLC, for Development Project Supplemental Construction Inspection Services. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

10. BOARDMEMBER ITEMS

Director Misheloff reported that she attended the Association of California Water Agencies conference May 2-6, 2016 in Monterey. She summarized the activities and discussions at the meeting.

Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor Genzale. She reported that she attended the Alameda County Special Districts Association chapter meeting May 11, 2016 hosted by East Bay Regional Park District. She summarized the activities and discussions at the meeting.

Director Duarte reported the San Ramon Royal Vista Golf Course was recently sold to a developer and has been closed down.

11. CLOSED SESSION

- A. NOT HELD - Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6  
Agency Negotiator: Dan McIntyre, General Manager  
Employee Organizations: 1. Stationary Engineers Local 39  
Additional attendees: General Counsel Carl P. A. Nelson  
John Archer, Administrative Services Manager

12. REPORT FROM CLOSED SESSION

None

13. ADJOURNMENT

President Howard adjourned the meeting at 7:47 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor