

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

July 19, 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, Director Madelyne (Maddi) A. Misheloff, and Director Georgean M. Vonheeder-Leopold.

District staff present: Dan McIntyre, General Manager; John Archer, Administrative Services Manager/Treasurer; Dan Lopez, Interim Operations Manager; Judy Zavadil, Acting Engineering Services Manager, Doug Coty, Assistant General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

New Employee Introductions:

- Dan Pettinichio, Water/Wastewater System Operator IV
- Chuck Simmons, Customer Field Representative II
- Vivian Chiu, Administrative Analyst I
- Judy Zavadil, selected for promotion to Engineering Services Manager

General Manager McIntyre reported that he attended Central Contra Costa Sanitary District's 70th Anniversary celebration last week in Martinez, which hosted over 900 guests. He also announced the District's recycled water system in east Dublin will be out of service for up to 24 hours on Friday July 22 due to necessary development work on Dublin Blvd. Staff is notifying the public of this activity.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:06 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 The Association of California Water Agencies President Kathy Tiegs will be visiting with Senior Managers tomorrow at 2:30 p.m. at the District Office and Boardmembers are welcome to attend.
 - o Boardmembers Duarte and Vonheeder-Leopold and five staff members will be attending the California Association of Sanitation Agencies annual conference August 10-12 in Monterey. West Yost Associates will be hosting a dinner at the conference. Please contact the General Manager or District Secretary if you would like to attend by close of business this Thursday.
 - o The nomination period for District Boardmember candidates opened July 18 and will close on August 12, 2016.
- Correspondence to and from the Board on an Item not on the Agenda - None
- B. Agenda Management (consider order of items) – General Manager McIntyre reported that Item 11.A will not be needed if Item 8.D is approved.
- C. Joint Powers Authority and Committee Reports
DERWA June 27, 2016

President Howard invited comments on recent DERWA activities. Directors and staff commented on the Recycled Water Treatment Plant Expansion design and construction project that was approved at this meeting.

7. APPROVAL OF MINUTES – Regular Meeting of June 21, 2016

Vice President Halket MOVED for the approval of the June 21, 2016 minutes. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

Vice President Halket removed Item 8.D for discussion.

Director Duarte MOVED for approval of items 8.A. through 8.C, and 8.E through 8.J on the Consent Calendar. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

- A. Intention to Levy Annual Assessments in the Dougherty Valley Standby Charge District 2001-1 for Fiscal Year 2016-2017 – Approved – Resolution No. 42-16
- B. Postpone First Reading of Ordinance Revising District Code Sections 3.60.010, 3.60.020, 3.70.010, and 3.70.080 – Approved
- C. Award Construction Agreement for the Corporation Yard – Materials Bins Installation Project (CIP 16-A005) to C. Overaa & Co. – Approved – Resolution No. 43-16

- D. REMOVED - Appoint Judy A. Zavadil as Engineering Services Manager and Adopt Personal Services Agreement – Approved – Resolution No. 47-16
- E. 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. 24-16 – Approved – Resolution No. 44-16
- F. Approve Casting District Vote in the California Special Districts Association (CSDA) 2016 Election for Representative to the Board of Directors for Bay Area Network, Seat B – Approved
- G. Annual Reporting of Expense Reimbursement Over \$100 to Employees and Board of Directors – Approved
- H. Accept the Following Regular and Recurring Reports: District Financial Statements, Warrant List, Upcoming Board Business, Low Income Assistance Program Report, and Outstanding Receivables – Approved
- I. Approve the Transfer of Operating Budget from FYE 2016 to FYE 2017 for Local Wastewater and Regional Wastewater Rate Studies – Approved – Resolution No. 45-16
- J. Approve the Transfer of a Budgeted Capital Outlay Expenditure from FYE 2016 to FYE 2017 for Purchase of a Van – Approved – Resolution No. 46-16

Vice President Halket MOVED to Appoint Judy A. Zavadil as Engineering Services Manager and Adopt Personal Services Agreement. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

The Board congratulated Ms. Zavadil on her appointment to the Engineering Services Manager position.

9. BOARD BUSINESS

- A. Reject All Construction Bids for the DSRSD Field Operations Building Project (CIP 16-A005)

Engineering Services Manager Zavadil reviewed the item for the Board. She reported staff will advertise this project again with some adjustments, such as a lower self-perform requirement, in hopes the next bidding process will yield more competitive bids.

The Board and staff further discussed reducing the self-perform requirement in the next bid advertisement to more accurately align with changes in the construction industry. Director Duarte also recommended advertising the project with the Builders Exchange to possibly reach a larger pool of potential bidders. The Board

and staff also acknowledged current challenges to procure contractors due to increased development.

Director Duarte MOVED to adopt Resolution No. 48-16, Rejecting all Bids for Construction of DSRSD Field Operations Building Project (CIP 16-A005). Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

- B. Approve Process and Schedule of General Manager Performance Evaluation for Period of April 6, 2016 through September 6, 2016

General Manager McIntyre reviewed the item for the Board.

Vice Chair Halket MOVED to Approve Process and Schedule of General Manager Performance Evaluation for Period of April 6, 2016 through September 6, 2016. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

- C. Review Progress in FYE 2016 on the Strategic Work Plan

General Manager McIntyre reviewed the item for the Board. He gave a presentation highlighting several key work plan items and their current status. He also reported that the many items currently in the plan that are regularly performed business activities, not strategic in nature, will be moved to a separate administrative task list for staff use. Once formulated, this task list will be shared with the Board, but will not require Board approval.

The Board appreciated receiving the status report and commented on various items during Mr. McIntyre's presentation. The Board also concurred that many of the work plan items are prescriptive not strategic, and supported staff's plan to streamline efforts and capture the routine, detailed items within an internal work plan.

10. BOARDMEMBER ITEMS

Director Misheloff submitted a written report to Executive Services Supervisor Genzale. She reported that she attended the Special Districts Leadership Academy held in Napa July 10-13, 2016. She summarized the activities and discussions at the meeting.

Director Duarte reported he attended the Contra Costa Special District's Association meeting at Central Contra Costa Sanitary District in Martinez on July 18, 2016. He summarized the activities and discussions at the meeting.

Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor Genzale. She reported she attended the California Association of Sanitation Agencies Meeting of the Board of Directors teleconference on July 11, the Alameda County Special Districts Association chapter meeting held at the East Bay Municipal Utility District on

July 13, and the Alameda LAFCo meeting held at Dublin San Ramon Services District on July 14, 2016. She summarized the activities and discussions at the meeting.

11. CLOSED SESSION

At 7:03 p.m. the Board went into Closed Session.

A. NOT HELD - Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6

Agency Negotiators: Michelle Gallardo, Human Resources Supervisor

Doug Coty, Assistant General Counsel

Unrepresented Employees: Engineering Services Manager

B. Public Employee Performance Evaluation – Pursuant to Government Code Section 54957

Title: General Manager

12. REPORT FROM CLOSED SESSION

At 7:31 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 7:32 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor