

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

March 21, 2017

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6 p.m. by President Richard Halket.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

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

District staff present: Dan McIntyre, General Manager; Carol Atwood, Administrative Services Manager/Treasurer; Judy Zavadil, Engineering Services Manager; Jeff Carson, Operations Manager; Carl P.A. Nelson, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES - None

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:01 p.m. No public comment was received.

6. REPORTS

A. Reports by General Manager and Staff

- Event Calendar – General Manager McIntyre reported on:
 - The DSRSD/Pleasanton Liaison meeting has been scheduled for Thursday, April 20 at 4 p.m.
 - The Tri-Valley Water Retailers Liaison meeting has been scheduled for Wednesday, April 26 at 4 p.m.
- Correspondence to and from the Board on an Item not on the Agenda - None

B. Joint Powers Authority and Committee Reports

DSRSD/City of Dublin Liaison Committee Meeting - March 13, 2017

President Halket invited comments on recent Committee activities. Directors felt the available written report provided adequately covered the many matters considered at the Committee meeting.

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

**7. APPROVAL OF MINUTES – Special Meeting of March 7, 2017
Regular Meeting of March 7, 2017**

Vice President Vonheeder-Leopold MOVED for the approval of the March 7, 2017 Special minutes. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Howard MOVED for the approval of the March 7, 2017 Regular minutes. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

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

- A. Authorize the General Manager to Execute a Purchase Order with Mohawk Carpet Distribution, Inc. under the California Multiple Award Schedules Contract (CMAS Contract 4-13-72-0039C) for the Laboratory Flooring as Part of the WWTP Administrative Building Improvements Project (CIP 16-P031) – Approved
- B. Approve Agreement for Auditing Services with Maze & Associates – Approved – Resolution No. 9-17
- C. Appoint New Trustee/Custodian and New Plan Administrators for the Dublin San Ramon Services District Defined Contribution 457(b) Plan and Rescind Resolution No. 17-15 – Approved - Resolution No. 10-17
- D. Accept the Following Regular and Recurring Reports: Water Supply and Conservation, District Financial Statements, Warrant List, Upcoming Board Business, and Unexpected Asset Replacement – Approved
- E. Adopt Revised Candidates' Statement Costs Policy and Rescind Resolution No. 20-13 - Approved - Resolution No. 11-17

9. BOARD BUSINESS

- A. Adopt Revised Director Travel and Expenses Policy and Rescind Resolution No. 4-13

Administrative Services Manager Atwood reviewed the item for the Board.

The Board and staff discussed the proposed revisions including per diem rates, how the rates are determined, and their feasibility in the various locations the Board travels to for conferences and functions.

The Board agreed with the proposed policy revisions.

Director Misheloff MOVED to adopt Resolution No. 12-17, Adopting the Revised Director Travel and Expenses Policy and Rescinding Resolution No. 4-13. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

B. Adopt Revised Purchasing Policy and Rescind Resolution No. 14-06

Administrative Services Manager Atwood reviewed the item for the Board.

The Board and staff discussed the proposed revisions to clarify the General Manager's approval authority.

The Board agreed with the proposed policy revisions.

Vice President Vonheeder-Leopold MOVED to adopt Resolution No. 13-17, Revising the Purchasing Policy and Rescinding Resolution No. 14-06. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

C. Adopt Revised Use of Discrete Sewerage Systems Policy and Rescind Resolution No. 2-09

Engineering Services Manager Zavadil reviewed the item for the Board.

The Board and staff discussed the proposed revisions to reflect State Water Resources Control Board terminology, and the current status of Onsite Wastewater Treatment Systems in the DSRSD service area, which are very few.

The Board agreed with the proposed policy revisions.

Director Howard MOVED to adopt Resolution No. 14-17, Adopting the Revised Use of Discrete Sewerage Systems Policy and Rescinding Resolution No. 2-09. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

D. Receive Presentation on the Draft Wastewater Treatment Plant and Biosolids Master Plan (CIP 14-P004)

Engineering Services Manager Zavadil reviewed the item for the Board, presenting an overview of the Master Plan (Plan) which provided background for many decisions that will be brought before the Board in coming months concerning the capital improvement budget, wastewater rate study and Strategic Plan. She also introduced Kathryn Giese and Jeff Pelz from West Yost, the consultant firm that prepared the studies, who were present and available to answer questions. She explained there are six areas covered by the Plan: secondary treatment process, potable reuse, biosolids management, energy management, odor control and asset management. She reviewed the first three this evening and explained the second three will be addressed at the April 18 Board meeting. Her presentation illustrated a timeline of major decision points, from the present to 2035, for projects and their estimated costs related to secondary treatment process, potable reuse, and biosolids management. She concluded with a summary of all three processes, timing and costs.

The Board and staff discussed various aspects of the draft plan presented so far regarding the potential project requirements, facility locations, and design life, Zone 7 Water Agency's potential role, the anticipated project for a new digester and related fees collection, and dewatering included in the last wastewater treatment plant fee

study. Ms. Zavadil also reported that the Regional Water Quality Control Board ensures agencies have master and maintenance plans to plan facilities into the future.

The Board thanked her and West Yost for the plan update presented thus far and look forward to the next presentation.

10. BOARDMEMBER ITEMS

Vice President Vonheeder-Leopold submitted a written report to Executive Services Supervisor Genzale. She reported that she attended the California Association of Sanitation Agencies (CASA) Board of Directors teleconference meeting on March 20. She summarized the activities and discussions at the meeting.

11. CLOSED SESSION

At 7:10 p.m. the Board went into Closed Session.

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

12. REPORT FROM CLOSED SESSION

At 7:56 p.m. the Board came out of Closed Session. President Halket announced that there was no reportable action.

13. ADJOURNMENT

President Halket adjourned the meeting at 7:57 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor