

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

**November 7, 2017**

**1. CALL TO ORDER**

A regular meeting of the Board of Directors was called to order at 6 p.m. by Vice President Georangean Vonheeder-Leopold.

Vice President Vonheeder-Leopold reported a DSRSD/Dublin Liaison Committee meeting was held shortly before this Regular meeting of the Dublin San Ramon Services District. Pursuant to Government Code section 54952.3, no Director will receive any compensation or stipend for participating in more than one meeting on this date, and as further specified in DSRSD Policy P100-16-2, Day of Service.

**2. PLEDGE TO THE FLAG**

**3. ROLL CALL**

**Boardmembers present at start of meeting:**

President Richard M. Halket (Teleconference location), Vice President Georangean M. Vonheeder-Leopold, Director D.L. (Pat) Howard, and Director Edward R. Duarte.

Director Madelyne (Maddi) A. Misheloff was absent.

**District staff present:** Dan McIntyre, General Manager; Carol Atwood, Administrative Services Manager/Treasurer; Judy Zavadil, Engineering Services Manager; Jeff Carson, Operations Manager; Doug Coty, Assistant General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

**4. CLOSED SESSION**

At 6:02 p.m. the Board went into Closed Session.

4.A. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6  
Agency Negotiators: Dan McIntyre, General Manager

Carol Atwood, Administrative Services Manager

Michelle Gallardo, Human Resources and Risk Supervisor

Employee Organizations: 1. Stationary Engineers Local 39

2. Mid-Management Employees Bargaining Unit

3. Professional Employees Bargaining Unit

4. Confidential Employees Bargaining Unit

Additional Attendees: Doug Coty, Assistant General Counsel

4.B. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6  
Agency Negotiators: Dan McIntyre, General Manager

Unrepresented Employees: 1. Administrative Services Manager

2. Operations Manager

3. Engineering Services Manager

Additional Attendees: Doug Coty, Assistant General Counsel

5. REPORT FROM CLOSED SESSION

At 6:36 p.m. the Board came out of Closed Session. Vice President Vonheeder-Leopold announced that there was no reportable action.

6. SPECIAL ANNOUNCEMENTS/ACTIVITIES

Vice President Vonheeder-Leopold announced that per Government Code section 54953, sub. (b)(2), all votes taken this evening will be done by a roll call vote due to Director Halket participating via teleconference.

New Employee Introduction:

Eddie Gutierrez, Water/Wastewater Systems Operator II

General Manager McIntyre announced that DSRSD received two awards from the Association of Marketing and Communications Professionals, a nationwide organization, for its first Annual Report - platinum for cover design, gold for writing throughout the report, and an honorable mention for interior design.

7. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:39 p.m. No public comment was received.

8. REPORTS

A. Reports by General Manager and Staff

- Event Calendar – General Manager McIntyre reported on the following:
  - o He will be attending the Association of California Water Agencies fall conference in Anaheim November 28 - December 1, 2017.
- Correspondence to and from the Board on an Item not on the Agenda - None

B. Joint Powers Authority and Committee Reports

DSRSD/Dublin Liaison Committee - November 7, 2017

Vice President Vonheeder-Leopold invited comments on recent committee activities. She and Director Howard attended the meeting and commented that it was a productive meeting and that a partnership between the agencies was an emphasis of discussion.

C. Agenda Management (consider order of items) - General Manager McIntyre recommended Items 11.D, 11.E and 11.F be taken ahead of Items 11.A, 11.B and 11.C. The Board agreed with the recommendation.

9. APPROVAL OF MINUTES – Regular Meeting of October 3, 2017

Director Howard MOVED for the approval of the October 3, 2017 minutes. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES, per roll call vote, and ONE ABSENT (Misheloff).

**10. CONSENT CALENDAR**

Director Duarte MOVED for approval of the items on the Consent Calendar. Director Howard SECONDED the MOTION, which CARRIED with FOUR AYES, per roll call vote, and ONE ABSENT (Misheloff).

- A. Award Construction Agreement to Crosspoint General Engineering for Wide Area Network Communications Phase 2 Project (CIP 17-A007) – Approved – Resolution No. 49-17
- B. Advance the Supervisory Control and Data Acquisition (SCADA) Field Wireless Capital Improvement Project (CIP T18-03) to Fiscal Year Ending 2018 – Approved – Resolution No. 50-17
- C. Approve Proclamation for Central Contra Costa Sanitary District (Central San) Household Hazardous Waste Facility's 20th Anniversary – Approved
- D. Affirm No Changes to Project Cost Allocation Policy (P400-13-2) – Approved
- E. Accept the Following Regular and Recurring Reports: Warrant List and “No Net Change” Operating Budget Adjustments – Approved
- F. Approve Tentative Agreements with the Professional Employees Bargaining Unit (PEBU) and Mid-Management Employees Bargaining Unit (MEBU) for Successor Memoranda of Understanding (MOU) for the Period December 18, 2017 through December 12, 2021, and with the Confidential Employees Bargaining Unit (CEBU) for the Period December 18, 2017 through April 30, 2022 – Approved – Resolution No. 51-17, Resolution No. 52-17, and Resolution No. 53-17

**11. BOARD BUSINESS**

- A. Receive Annual Legislative and Regulatory Report, November 2017, and Provide Direction on Further Legislative Advocacy

Community Affairs Supervisor Sue Stephenson reviewed the item for the Board.

The Board noted there was nothing unfamiliar in the report, but acknowledged new legislation could be proposed in January. The Board directed staff to continue their legislative efforts as presented this evening.

Director Howard MOVED that Staff Continue with the Direction of Legislative and Regulatory Advocacy Efforts as Presented this Evening. Director Duarte SECONDED the

MOTION, which CARRIED with THREE AYES, per roll call vote, and TWO ABSENT (Halket, Misheloff).

Vice President Vonheeder-Leopold also recommended that staff monitor the activities of the Little Hoover Commission which is an organization that questions the purpose of special districts.

B. Cast DSRSD Ballot for Association of California Water Agencies (ACWA) Positions of President and Vice President and Proposed Changes to Bylaws

General Manager McIntyre reviewed the item for the Board.

The Board agreed it would be prudent to designate General Manager McIntyre to cast the District's vote since he is likely the only DSRSD representative who will attend the upcoming ACWA Fall Conference where the election will take place.

Director Duarte MOVED to Designate General Manager McIntyre to Cast the DSRSD Ballot for Association of California Water Agencies (ACWA) Positions of President and Vice President and Proposed Changes to Bylaws. Director Howard SECONDED the MOTION, which CARRIED with THREE AYES, and TWO ABSENT (Halket, Misheloff).

C. Receive Presentation and Review Zone 7 Water Agency Ozonation Projects

Engineering Services Manager Zavadil reviewed the item for the Board.

General Manager McIntyre also mentioned that staff has been following this potential project for a number of years, and recommends the Board publicly support this project as an investment in water infrastructure regarding future water quality, supply and reliability.

The Board and staff discussed the benefits of ozonation and noted that many agencies already have ozone. The Board expressed its support for this project in order to better prepare for future water quality and supply requirements, and other potential unknowns. The Board also recognized the project cost will be increased due to the delay in initiation.

Vice President Vonheeder-Leopold MOVED to Propose Support for Zone 7 Water Agency Ozonation Projects. Director Duarte SECONDED the MOTION, which CARRIED with THREE AYES, and TWO ABSENT (Halket, Misheloff).

D. Approve Amendment No. 1 to the Individual Agreements for Personal Services between Carol A. Atwood, Jeff R. Carson, and Judy A. Zavadil and Dublin San Ramon Services District

General Manager McIntyre introduced the item for the Board and stated that a verbal report must be made, per a new Brown Act requirement, prior to discussion.

Vice President Vonheeder-Leopold made the following verbal report: Before discussing agenda item 11.D, a new provision of the Brown Act now requires that the Board

announce "a summary of [the] recommendation for [] final action on the...salary [and other] compensation...of a local agency executive," such as the senior managers. The recommendation is also summarized in the summary & recommendation for agenda item 11.D, and further details are available in the amendments to the respective personal services agreements, each of which is included in the agenda packet. As is specified in the summary & recommendations, each of the senior managers will receive a merit adjustment based on his or her performance review, and a cost of living adjustment; the cost of living adjustment will be set at 2.75% annually instead of being

the amount of the reported consumer price index (CPI) from October to October. The medical insurance contribution rates for each senior manager will now be based on the 2018 PERS Kaiser rate, with an option to waive health coverage and direct \$350 per month toward deferred compensation on a matching basis. Deferred compensation incentive has also been continued through 2021, matching dollar for dollar, to a maximum of \$2500 each calendar year. Thus, the recommendation is to increase the base salary for the engineering services manager by about 4.8%, to increase the base salary for the administrative services manager by about 5.83%, and to increase the base salary for the operations manager by about 9.0%.

Director Howard MOVED to adopt Resolution No. 54-17, Resolution No. 55-17, and Resolution No. 56-17 Approving and Authorizing Execution of Amendment No. 1 to the Agreement for Personal Services between Carol A. Atwood, Jeff R. Carson, Judy A. Zavadil and Dublin San Ramon Services District. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES, per roll call vote, and ONE ABSENT (Misheloff).

- E. Adopt the New Job Definition and Salary Range for the Water/Wastewater Systems Operations & Maintenance Supervisor and Abolish the Field Operations Supervisor Classification

Human Resource and Risk Supervisor Gallardo reviewed the item for the Board.

The Board and staff briefly discussed the scope and complexity of the duties for the proposed supervisory position, and expressed optimism that the new job definition will attract the quality candidate desired to fill the position for the Field Operations Division.

Director Duarte MOVED to adopt Resolution No. 57-17, to Adopt the New Job Definition and Salary Range for the Water/Wastewater Systems Operations & Maintenance Supervisor and Abolish the Field Operations Supervisor Classification. Director Howard SECONDED the MOTION, which CARRIED with FOUR AYES, per roll call vote, and ONE ABSENT (Misheloff).

- F. 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. 46-17

Administrative Services Manager Atwood reviewed the item for the Board.

Director Howard MOVED to adopt Resolution No. 58-17, Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, and Rescinding Resolution No. 46-17. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES, per roll call vote, and ONE ABSENT (Misheloff).

President Halket ended his teleconference call at the conclusion of Item 11.F, exiting the meeting at 6:56 p.m. The Board then considered items 11.A, 11.B, and 11.C.

## 12. BOARDMEMBER ITEMS

Director Duarte reported that he enjoyed his recent cruise through the Panama Canal.

Vice President Vonheeder-Leopold submitted written reports to Executive Services Supervisor Genzale. She reported she attended the joint anniversary celebration for Zone 7 Water Agency and Department of Water Resources at Lake Del Valle October 4, DSRSD's Water Professionals Appreciation Week water facility tour October 11, the Alameda County California Special Districts Association chapter Board meeting at the Castro Valley Sanitary District October 11, and the California Association of Sanitation Agencies Board of Directors teleconference meeting October 23. She summarized the activities and discussions at the meetings.

13. ADJOURNMENT

Vice President Vonheeder-Leopold adjourned the meeting at 7:17 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor