

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

February 20, 2018

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

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

District staff present: Dan McIntyre, General Manager; Bob Treppa, Information Services Supervisor; Judy Zavadil, Engineering Services Manager/District Engineer; Jeff Carson, Operations Manager; Carl P.A. Nelson, General Counsel; and Vivian Chiu, Administrative Analyst I.

Vice President Madelyne A. (Maddi) Misheloff entered the meeting at 6:03 p.m. during Item 6.A Reports by General Manager and Staff.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

New Employee Introduction:

Roper Macaraeg, Engineering Technician-GIS Specialist I

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:02 p.m. No public comment was received.

6. REPORTS

6.A. Reports by General Manager and Staff

- Event Calendar – General Manager McIntyre reported on the following:
 - o The Tri-Valley Water Liaison Committee meeting will be held on Thursday, March 1 at 4 p.m. at the Livermore Main Library to discuss the joint potable reuse feasibility study.
 - o San Ramon Mayor Bill Clarkson's annual State of the City Address will be held on Wednesday, February 21 at 11:30 a.m. at the San Ramon Marriott.
 - o San Ramon Mayor Bill Clarkson's monthly community meeting will be held on Friday, February 23 at 7:30 a.m. at Clementine's Restaurant in San Ramon, with special guest Assemblywomen Catharine Baker.
 - o A retirement luncheon for Zone 7 Water Agency General Manager Jill Duerig will be held on Friday, March 23 at the Shannon Community Center. The flyer is at each Director's desk at the dais.
- Correspondence to and from the Board on an Item not on the Agenda – None

6.B. Joint Powers Authority and Committee Reports – None

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

7. APPROVAL OF MINUTES

7.A. Regular Meeting Minutes of February 6, 2018

Vice President Misheloff MOVED for the approval of the February 6, 2018 minutes.
Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

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

8.A. Accept the Following Regular and Recurring Reports: Warrant List and No Net Change Operating Budget Adjustments – Approved

8.B. Approve Side-Letters of Agreement with Stationary Engineers, Local 39 and Dublin San Ramon Services District, and the Mid-Management Employees' Bargaining Unit and Dublin San Ramon Services District – Approved – Resolution Nos. 10-18 and 11-18

8.C. Approve the Water Supply Assessment for the AT Dublin Project – Approved
– Resolution No. 12-18

9. BOARD BUSINESS

9.A. First Reading: Introduction of Ordinance Revising District Code Section by Adding Section 7.40.050, Informal Bidding Procedures, and Renumbering as Section 7.40.060 Former Section 7.40.050 Policies and Procedures for Purchasing Supplies and Equipment

President Vonheeder-Leopold read the title of the Ordinance: An Ordinance of Dublin San Ramon Services District Revising the District Code by Adding a New Section 7.40.050, Entitled "Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act" and Renumbering as Section 7.40.060 Former Section 7.40.050, Policies and Procedures for Purchasing Supplies and Equipment

President Vonheeder-Leopold solicited a Motion to Waive Reading of the Ordinance.

Vice President Misheloff MOVED to Waive Reading of Ordinance. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

Financial Services Supervisor Karen Vaden reviewed the item for the Board. She explained that the proposed ordinance relates to a resolution, adopted by the Board at the last meeting, electing to be subject to the California Uniform Public Construction Cost Accounting Act (the Act). She noted that this item also included a draft update to the Purchasing policy, for consideration at the next Board meeting, to coincide the General Manager's increased purchasing authority to \$175,000.

Director Halket commented on the addition of Dougherty Valley surcharge to the list of recurring operational purchases under the General Manager's authority. Ms. Vaden explained that the surcharge item relates payment to the Zone 7 Water Agency for the Board-approved Dougherty Valley Standby Charge District 2001-1 assessment.

There was no public comment received. The Board had no additional comments.

Director Howard MOVED to Schedule Adoption of Ordinance for March 6. Vice President Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

9.B. Receive Presentation and Provide Direction Regarding Boardroom Audio/Video Improvements (CIP 16-A004)

Community Affairs Supervisor Sue Stephenson and Senior Engineer-Supervisory Steve Delight reviewed the item for the Board pertaining to options for bringing the audio and video systems into the 21st century. Ms. Stephenson provided a summary of historic Board meeting viewership, showed video streaming samples for quality comparison, and gave a presentation on the three improvement options. The Board and staff discussed various aspects of the options. President Vonheeder-Leopold expressed her support for the local station.

Vice President Misheloff MOVED to direct staff to proceed with Option 3 as recommended by staff. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES and ONE NO (Vonheeder-Leopold).

9.C. Receive Presentation on the 2017 Information Technology Services Master Plan

Information Services Supervisor Bob Treppa gave a presentation to the Board. He explained that the Information Technology Services Master Plan serves as a roadmap for future technology initiatives and projects. The slide presentation was distributed to the Board for reference.

The Board and staff discussed aspects of the presentation, and the Board inquired about the anticipated discontinuation of Eden, the enterprise resource planning (ERP) system that the District uses to manage its financial, human resources, and utility billing functions. Mr. Treppa remarked that Tyler Technologies has another ERP system for possible migration. General Manager McIntyre commented that staff would provide the Board with an update on Eden prior to taking any major steps.

9.D. Receive Update on the Diversion of Central Contra Costa Sanitary District Wastewater for Recycled Water Supply

Engineering Services Manager Zavadil reviewed the item for the Board pertaining to DERWA's effort to divert wastewater from the Central Contra Costa Sanitary District (Central San) into the District's collection system as a supplemental supply for recycled water, especially to meet the summer demand. She summarized the past discussions with Central San, including diversion alternatives, potential agreement terms, operational issues, and possible community concerns. In December, the Central San Real

Estate, Environmental and Planning Committee suggested a small pilot and referred the matter to the full Central San Board at its March 1 meeting.

The Board and staff discussed the history and various concerns of the potential diversion.

10. BOARDMEMBER ITEMS

- Submittal of Written Reports from Travel and Training Attended by Directors

President Vonheeder-Leopold submitted written reports to Administrative Analyst I Chiu. She reported that she attended the Alameda County Special Districts Association (ACSDA) Board meeting on February 14 at the Castro Valley Sanitary District, and the California Association of Sanitation Agencies (CASA) Board meeting on February 12 in Sacramento. She summarized the activities and discussions at the meetings.

- Request New Agenda Item(s) Be Placed on a Future Board of Committee Agenda – None

11. CLOSED SESSION

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

11.A. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1)

Name of Cases: Hendrix; Cameron; Schroen; Under Seal v. Under Seal

12. REPORT FROM CLOSED SESSION

At 7:30 p.m. the Board came out of Closed Session. President Vonheeder-Leopold announced that there was no reportable action.

13. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 7:31 p.m.

Submitted by,

Vivian Chiu, MMC
Administrative Analyst I

FOR: Nicole Genzale, CMC
Executive Services Supervisor/District Secretary