

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

**March 6, 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.

Prior to the call to order, District Secretary Nicole Genzale reported that a Dublin San Ramon Services District/Central Contra Costa Sanitary District Liaison Committee meeting was held earlier today, attended by President Vonheeder-Leopold and Director Halket. In accordance with DSRSD's Day of Service policy, no Director will receive any compensation or stipend for participating in more than one meeting on this date.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

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

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

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

Employee Introductions – None

Special District Leadership Foundation Presentation – District Transparency Certificate of Excellence – Ms. Colleen Haley, Bay Area Network Representative for California Special Districts Association, presented the District's Transparency Certificate renewal to the Board of Directors.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:08 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 City of Dublin will host a groundbreaking event for its Safety Complex March 20 at 5:30 p.m. He suggested the March 20 DSRSD Board meeting start at 6:30 p.m. to accommodate Boardmember and staff who would like to attend.
  - o President Vonheeder-Leopold is the recipient of the Dublin Mayor's Award which recognizes an individual for his/her work in the Dublin community. She will be honored at this evening's City Council meeting.

- Correspondence to and from the Board on an Item not on the Agenda – None

6.B. Joint Powers Authority and Committee Reports

Tri-Valley Water Liaison – March 1, 2018

Central Contra Costa Sanitary District Liaison – March 6, 2018

President Vonheeder-Leopold invited comments on recent liaison activities. Director Halket reported the Tri-Valley Water Liaison Committee received a briefing on the joint potable reuse feasibility study and are still supportive of pursuing this supply alternative. He also reported the District and Central Contra Costa Sanitary District (Central San) are discussing possible coordination of wastewater resources to supplement DERWA recycled water supply. The agencies will meet again in three months. Director Duarte reported he and staff attended the Central San Board meeting on March 1 to show support for this proposal.

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

7. APPROVAL OF MINUTES

7.A. Regular Meeting Minutes of February 20, 2018

Director Duarte MOVED for the approval of the February 20, 2018 minutes. Vice President Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR - None

9. BOARD BUSINESS

9.A. Second Reading: Adopt Ordinance Revising District Code Section 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 Ordinance.

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

Financial Services Supervisor Vaden reviewed the item for the Board. There was no public comment received.

Director Halket MOVED to adopt Ordinance No. 343, 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. Vice President Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

- 9.B. Approve Increase in Budgeted Full Time Equivalent (FTE) Staffing for Fiscal Year Ending 2019

Administrative Services Manager Atwood reviewed the item for the Board. The Board agreed the transitional staffing proposal was prudent.

Director Halket MOVED to adopt Resolution No. 13-18, Approving Operating Budget Adjustment for Fiscal Year Ending 2019. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

- 9.C. Approve Revised Financial Services Supervisor Job Description and Salary

Administrative Services Manager Atwood reviewed the item for the Board. The Board and staff discussed the current staffing of the Financial Services Division, noting it runs lean, and agreed the staff recommendation was practical.

Vice President Misheloff MOVED to adopt Resolution No. 14-18, Approving the Revised Job Description and Salary Range for the Financial Services Supervisor. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

- 9.D. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Public Available Pay Schedule and Rescind Resolution No. 5-18.

Administrative Services Manager Atwood reviewed the item for the Board.

Director Halket MOVED to adopt Resolution No. 15-18, Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, and Rescinding Resolution No. 5-18. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

- 9.E. Support Two Water Bonds on the June and November 2018 Ballots

General Manager McIntyre reviewed the item for the Board. The Board agreed to support the two bonds but noted it did so cautiously after seeing a lack of funding being awarded to agency projects via a recent water bond passed in response to the drought.

Vice President Misheloff MOVED to adopt Resolution No. 16-18, in Support of the 2018 Water Bonds: Proposition 68 and the State Water Supply Infrastructure, Water Conveyance, Ecosystem and Watershed Protection and Restoration and Drinking Water Protection Act of 2018. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

## 9.F. Discuss Tri-Valley Joint Potable Reuse Feasibility Study Briefing

General Manager McIntyre reviewed the item for the Board. The Board and staff discussed the briefing given at the March 1 Tri-Valley Water Liaison Committee meeting and noted the overall support for the study by the participating agencies. Discussion points also included the Los Vaqueros expansion storage project, supply option cost estimates, potential water supply portfolios, and public outreach efforts. The slide presentations from the Committee meeting were handed out, including an illustration of four possible supply portfolios including just one that would supply enough water should the California WaterFix not come to fruition. The Board agreed that despite the expense the agencies will incur, there is a profound need to find a solution to provide ample supply to the Tri-Valley.

10. BOARDMEMBER ITEMS

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

President Vonheeder-Leopold submitted a written report to Executive Services Supervisor Genzale. She reported she attended the Tri-Valley Water Liaison Committee meeting on March 1 at City of Livermore and summarized the activities and discussions at the meeting.

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

11. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 6:42 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary