

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

**August 7, 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 Special Board meeting was held earlier today. 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. She also announced that the scheduled teleconference would not be held due to Director Howard no longer being able to participate.

**2. PLEDGE TO THE FLAG**

**3. ROLL CALL**

**Boardmembers present at start of meeting:**

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

Director D. L. (Pat) Howard was absent.

**District staff present:** Dan McIntyre, General Manager; Carol Atwood, Administrative Services Manager/Treasurer; Judy Zavadil, Engineering Services Manager/District Engineer; Levi Fuller, Water/Wastewater Treatment Plant Operations Supervisor; Carl P.A. Nelson, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

**4. SPECIAL ANNOUNCEMENTS/ACTIVITIES**

**New Employee Introduction:**

Herman Chen – Financial Services Supervisor

**5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:06 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:
  - DERWA will host a ribbon cutting Wednesday, August 15 at 9 a.m. for the completion of the recycled water treatment plant expansion project.
  - Several Committee meetings are upcoming in August and September:
    - August 21 – DSRSD/Dublin Liaison at 4 p.m. and External Affairs at 5:30 p.m. hosted by DSRSD
    - August 23 – DSRSD/Pleasanton Liaison meeting at 4 p.m. hosted by City of Pleasanton

- September 4 – DSRSD/Central San/EBMUD/DERWA Liaison at 10 a.m. hosted by Central San
- September 6 - Tri-Valley Water Liaison at 4 p.m. hosted by Zone 7 Water Agency
- The September 4 Board meeting may be cancelled due to a lack of business.
- Correspondence to and from the Board on an Item not on the Agenda – None

6.B. Joint Powers Authority and Committee Reports  
DERWA – July 23, 2018

President Vonheeder-Leopold invited comments on recent JPA activities. Directors felt the available staff reports adequately covered the many matters considered at the JPA meeting.

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

7. CONSENT CALENDAR

Director Duarte requested Item 7.B be removed for discussion. The Board agreed to remove Item 7.B, and considered Consent Calendar Items 7.A, 7.C, and 7.D first.

Director Duarte MOVED for approval of Items 7.A, 7.C, and 7.D on the Consent Calendar. Vice President Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (HOWARD).

7.A. Regular Meeting Minutes of July 17, 2018 – Approved

7.B. REMOVED - Adopt Revised Construction Project Acceptance by the General Manager Policy and *Rescind Resolution No. 71-14* – Approved – *Resolution No. 41-18*

Director Duarte stated that the step of filing a Notice of Completion was not listed in the agreement and recommended that one be filed upon project completion. Engineering Services Manager Zavadil affirmed that a Notice of Completion is always filed with the county when a project is completed per standard District practice.

Director Duarte MOVED for approval of Item 7.B on the Consent Calendar. Vice President Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (HOWARD).

7.C. Continue the Existing Low Income Assistance (LIA) Program without Modifications – Approved

7.D. Authorize Execution of Quit Claim of Easement of Property and Pipeline Easement with Dublin Unified School District for James Dougherty Elementary School (DP 00-006B) – Approved

8. BOARD BUSINESS

8.A. Receive Presentation on the Citizens Water Academy

Community Affairs Supervisor Sue Stephenson reviewed the item for the Board. She gave a presentation highlighting the marketing and outreach efforts made to garner interest from those in the District's service area, the results of said efforts (52 applicants for 30 spots!), the successful, informative, and engaging presentations given by the Senior Management team, the programmatic "lessons learned," and the valuable feedback received from the attendees. The academy was very successful, graduating its first class of 20 students while representing a representative mix of the ratepayers in the District's service area.

The Board and staff discussed the efforts required to create this new program and the solid foundation that has been established for next year's academy. The Board complimented staff's efforts that led to such success, and agreed the more people the District is able to inform about the District and current water issues, the better going forward for the community.

8.B. Review and Provide Direction on the Inaugural Presentations of State of Dublin San Ramon Services District, Fiscal Year 2017-2018

Community Affairs Supervisor Stephenson reviewed the item for the Board. She showed the Board the proposed PowerPoint presentation the District representatives (a Boardmember paired with a Senior Manager) will give to local agencies and various community organizations. The Board and staff discussed the presentation content and structure, as well as the intent to start making the presentations in the fall of this year. The Board was pleased with the proposed presentation and expressed enthusiasm for conducting the presentations to the community.

8.C. Public Hearing: Adopt Engineer's Report and Direct Levy of Annual Assessments in the Dougherty Valley Standby Charge District 2001-1 for Fiscal Year 2018-2019

President Vonheeder-Leopold declared the Public Hearing open.

Administrative Services Manager Atwood reviewed the item for the Board.

President Vonheeder-Leopold inquired if there were any comments from the public. There was no public comment received.

Director Halket MOVED to CLOSE the public hearing. Vice President Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (HOWARD).

President Vonheeder-Leopold declared the Public Hearing closed.

Vice President Misheloff MOVED to adopt Resolution No. 42-18, Adopting Engineer's Report and Directing the Levy of Annual Assessments in the Dublin San Ramon Services District Dougherty Valley Standby Charge District 2001-1 for Fiscal Year 2018-2019.

Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (HOWARD).

9. BOARDMEMBER ITEMS

- Submittal of Written Reports from Travel and Training Attended by Directors – None

Director Halket reported the U.S. Environmental Protection Agency (EPA) has just loaned Orange County \$135 million to partially fund the retrofit of a treatment plant for its ground water replenishment system project. This is an example of an agency making use of available funding to diversify its water supply portfolio.

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

10. CLOSED SESSION

At 6:33 p.m. the Board went into Closed Session. The Board decided to take Item 10.B before Item 10.A.

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

10.B. Conference with Legal Counsel – Anticipated Litigation  
Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (d) of Government Code Section 54956.9: One Potential Case

11. REPORT FROM CLOSED SESSION

At 7:21 p.m. the Board came out of Closed Session. President Vonheeder-Leopold announced that there was no reportable action.

12. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 7:22 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary