

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

August 21, 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 two Committee meetings were held earlier today, attended by President Vonheeder-Leopold and Director Duarte. 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 Georgean M. Vonheeder-Leopold, Director D.L. (Pat) Howard, and Director Edward R. Duarte. Vice President Madelyne A. (Maddi) Misheloff and Director Richard M. Halket were absent. President Vonheeder-Leopold passed the gavel to Director Duarte to conduct the meeting on her behalf.

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

New Employee Introduction:

Lorrene Salazar, Administrative Assistant II

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:04 p.m.

Speaker: Ms. Ann Marie Johnson (San Ramon resident) – Ms. Johnson announced her candidacy for the DSRSD Board of Directors in the November 6, 2018 election.

6. REPORTS

6.A. Reports by General Manager and Staff

- Event Calendar – General Manager McIntyre reported on the following:
 - o The August 23 DSRSD/Pleasanton Liaison Committee meeting is postponed.
 - o The DSRSD/Central San Liaison Committee meeting will be hosted by Central San September 4 at 10 a.m.
 - o The September 4 Board meeting will be cancelled.
 - o The September 6 Tri-Valley Water Liaison Committee meeting is cancelled.

- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
August 2, 2018	Email	City of Dublin Mayor Haubert	Director Pat Howard	Thank you for your 14 years of service to the community (reg. retirement announcement)	N/A

6.B. Joint Powers Authority and Committee Reports

LAVWMA – August 15, 2018

DSRSD/City of Dublin Liaison – August 21, 2018

External Affairs – August 21, 2018

Director Duarte invited comments on recent JPA/committee activities. Directors felt the available staff reports adequately covered the many matters considered at the JPA/committee meetings and made a few comments about some of the JPA/committee activities.

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

7. CONSENT CALENDAR

President Vonheeder-Leopold MOVED for approval of the items on the Consent Calendar. Director Howard SECONDED the MOTION, which CARRIED with THREE AYES, and TWO ABSENT (Halket and Misheloff).

7.A. Special Meeting Minutes of August 7, 2018 – Approved

7.B. Regular Meeting Minutes of August 7, 2018 – Approved

7.C. Accept Regular and Recurring Reports: Warrant List, and Employee and Director Reimbursements Greater than \$100 – Approved

7.D. Affirm No Changes to District Participation in Charitable Events and Community Service Activities Policy – Approved

7.E. Affirm No Changes to District Security Policy – Approved

7.F. Support Proposition 3, Water Bond on November 2018 Ballot – Approved – Resolution No. 43-18

8. BOARD BUSINESS

8.A. Receive Report on the Regional Wastewater Capacity Reserve Fee Installment Payment Program and Direct Staff as to Program Modifications

Administrative Services Manager Atwood reviewed the item for the Board. She reported that per the City of Dublin's request, staff reviewed the program to determine if adjustments could be made to stimulate economic development. At this time, staff recommends that no change be made to the program because the Regional Wastewater

Capacity Reserve Fee Study is currently underway and there is potential for the regional capacity reserve fee to be reduced. The Board directed staff to bring this program back to the Board for additional consideration as part of the fee study presentation in October or November. The Board also requested that, as part of that presentation, staff provide a range of the fees DSRSD has collected for the new restaurants in Dublin, as well as a comparison of what other districts are charging.

8.B. Receive Report on Employee Engagement

General Manager McIntyre reviewed the item for the Board and noted the following interesting highlights and themes that arose from the District's first employee engagement survey conducted in June. The survey garnered an 87% response rate.

- Employee Tenure: 52.6 % have been at the District 10 - 20 years; 36% have been here less than 5 years.
- Intent to Leave District: 75% plan to stay; 8.2% plan to retire within the next year; 8.2% will seek a different District position; 8.2% intend to leave for other reasons.
- Organizational Culture: 55% felt senior management would take action per the survey results; more than 90% feel trusted to carry out their job effectively; 75% agree their opinions count; almost 60% feel safe challenging the way things are done.
- Engagement: More than 65% feel motivated to achieve DSRSD's mission, are comfortable being themselves, are inspired to do their best, and have a strong attachment to DSRSD; more than 90% are proud to work at the District and recommend it as a good place to work.
- Themes: Management training and skills improvement were the most requested changes to make DSRSD a better place to work. Other comments included better use of technology, desire to maintain current culture, liking the performance feedback program, and facilities maintenance and improvements.

Mr. McIntyre reported the survey will be done on an annual basis, as employee engagement is an important initiative to the management team, and action is already underway to address some survey responses. The Board and staff discussed aspects of the survey results and agreed they are very proud to be here at DSRSD.

8.C. Receive Presentation on Successful Implementation of a Potable Reuse Project: Pure Water Monterey

General Manager McIntyre reviewed the item for the Board and showed a short video recounting the efforts and success of the Pure Water Monterey project. The Board and staff discussed aspects of the project and how impressive it is that nine agencies cooperated to bring the project to fruition after working towards this for 30 years. They agreed it is a great example for other agencies to follow to solve regional water supply issues and that a similar project could be accomplished in the Tri-Valley in less time.

8.D. Receive and Review Progress Report on the Strategic Plan for FYE 2018

General Manager McIntyre reviewed the item for the Board and highlighted achievements, progress, and future activities of each of the eight strategic plan goals that comprise DSRSD's 2017–2022 Strategic Plan. The Board asked a few clarifying questions and agreed progress is being made on the strategic items.

9. 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 DERWA plant expansion project dedication and the Tri-Valley Mayors' Summit in San Ramon on August 15, the California Association of Sanitation Agencies Board of Directors meeting and Annual Conference in Monterey August 8–10, which included the Carmel and Pebble Beach reclamation facilities tour. She summarized the activities and discussions at the meeting.

Director Duarte reported he also attended the Tri-Valley Mayors' Summit in San Ramon on August 15. He summarized the activities and discussions at the meeting.

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

10. ADJOURNMENT

Director Duarte adjourned the meeting at 7:08 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary