

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

October 16, 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, 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

- Special Presentation by Zone 7 General Manager Valerie Pryor on Water Supply Evaluation Status and on Zone 7 Water Rates

General Manager Pryor reviewed the Zone 7 Water Agency (Zone 7) 2018 Water Supply Evaluation Update and water supply projects of interest to Zone 7. She emphasized the need to understand current supply and demand, how new legislation and other factors may impact demand, and that a combination of various supply options could be the solution to the Tri-Valley's need for additional water supply. She also reviewed the wholesale water rate scenarios the Zone 7 Board will consider tomorrow night and the related public outreach efforts to gather community input. She shared that important lessons were learned from the drought and the fiscal crisis that ensued, and stressed the need to rebuild reserves and fund future water reliability water projects.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:10 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 A regular Board meeting will be held on Election Day, Tuesday, November 6.
 - o President Vonheeder-Leopold will give the “State of the District” presentation to the Dublin City Council on Tuesday, November 6, prior to the Board meeting.

- o A regular Board meeting will be held on Tuesday, November 20, the week of the Thanksgiving holiday.
 - o A LAVWMA Joint Powers Authority meeting will be held on Wednesday, November 21, the day before the Thanksgiving holiday.
 - o The Annual Neighborhood Meeting will be held at the Wastewater Treatment Plant Tuesday, October 23, at 5:30 p.m.
- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
10/14/18	Email	Vin Poh'ray	Zone 7 Board/GM, cc'd DSRSD Board/GM	"Zone 7's Proposed Water Rates: Stay within Budget – Provide Zero Rate increase option!"	N/A

6.B. Joint Powers Authority and Committee Reports –
DSRSD/Central Contra Costa Sanitary District Liaison – October 2, 2018

President Vonheeder-Leopold invited comments on recent committee activities. Directors felt the available staff reports adequately covered the matters considered at the committee meeting and made a few comments about some of the committee activities.

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

7. CONSENT CALENDAR

President Vonheeder-Leopold requested Item 7.C be removed for discussion. Mr. Jim Brady submitted a speaker card requesting more explanation on Item 7.E. The Board agreed to remove Items 7.C and 7.E for discussion, and took Consent Calendar Items 7.A, 7.B, 7.D, and 7.F and passed these Items first.

Director Howard MOVED for approval of Items 7.A, 7.B, 7.D and 7.F on the Consent Calendar. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

7.A. Regular Meeting Minutes of September 18, 2018 – Approved

7.B. Accept Regular and Recurring Report: Warrant List – Approved

7.C. REMOVED – Approve Planning Services Agreement with GH PacVest, LLC for the Grand View Project – Approved – Resolution No. 49-18

President Vonheeder-Leopold inquired what "MH" on the developer's proposed project map and land use plan meant. Principal Engineer Rhodora Biagtan explained it indicated "medium-high" density zoning for proposed housing in particular areas of the development.

Director Howard MOVED for approval of Item 7.C on the Consent Calendar. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

- 7.D. Approve Master Agreement for Consulting Services with Psomas, DBA Covello, and Authorize Execution of Task Order No. 1 for the Primary Sedimentation Expansion and Improvement Project (CIP 17-P004) – Approved – Resolution No. 47-18
- 7.E. REMOVED – Approve Fund Limit Increase to the Local Wastewater Expansion (Fund 220) for Fiscal Year Ending 2019 – Approved – Resolution No. 50-18

Speaker: Mr. Brady (San Ramon resident) – Mr. Brady requested staff expand upon details of this item. Engineering Services Manager Zavadil explained the District has three enterprises – local wastewater (collections), regional wastewater (treatment), water (distribution) – each with funds for both replacement and building of assets. She explained that Fund 220 pertains to the collections system and the requested adjustment is being made in order to reallocate funds not spent in fiscal year 2018 to fiscal year 2019 for projects that were delayed or have taken longer to complete. Mr. Brady thanked her for the explanation.

Director Halket MOVED for approval of Item 7.E on the Consent Calendar. Vice President Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

- 7.F. Approve DERWA Recycled Water Plant – Phase 2 Project (CIP 16-R014) Budget Adjustments for Fiscal Years Ending 2018 and 2019 – Approved – Resolution No. 48-18

8. BOARD BUSINESS

- 8.A. Receive Update on Operations Department Activities

Operations Manager Carson reviewed the item for the Board and introduced the Operations Department management team members for the Plant Operations, Field Operations, Electrical and Automation, Mechanical Maintenance, Laboratory and Technical Services, and Operations Support Services Divisions. Each team member provided an overview of the division's recent activities, highlighting projects and events in progress or completed at District facilities. The Board asked various questions during the presentations regarding the divisions' activities and expressed how very impressed it was with the staff competencies and talent demonstrated and how "high-tech" the District had become in acquiring, utilizing, and leveraging electronic systems to better perform its work. The Board complimented staff on their accomplishments and thanked them for a fantastic presentation.

- 8.B. Receive Presentation on the Water-Wise Gardening Workshop

Community Affairs Supervisor Sue Stephenson introduced Community Affairs Specialist Lea Blevins. She explained that in addition to leading the workshop project, Ms. Blevins has become the District's "social media maven" and is using the Nextdoor App very effectively to inform residents about District activities in their neighborhoods. Ms. Blevins then reviewed the workshop item for the Board and explained the event was held in partnership with Zone 7 Water Agency to educate residents about reducing water use via sustainable, drought-tolerant gardens. The agencies advertised the event on their websites, KKIQ radio ("Helping your Hometown"), and social media. The

Nextdoor App posting accounted for most of the workshop registrants. Other local organizations such as Armstrong Garden Center, Ecofolia Design, and East Bay Municipal Utility District provided additional support. The Board and staff discussed the great success of this first-time event with hopes to hold it annually, and the impressive turnout from Dublin, with Livermore, Pleasanton, and San Ramon represented too.

8.C. Receive Update on the Electronic Content Management System Initiative

Executive Services Supervisor Genzale introduced District analysts Vivian Chiu and Jonathan Penaflor who support the Electronic Content Management System (ECMS) initiative. They gave a presentation providing an overview of the project plan; achievements and progress such as Agenda Management implementation; current activities including division document organization, content loading, and retention; and anticipated goals and activities such as contract management, application development, and additional automation. They explained that OnBase will eventually become the District's "daily driver" for doing business. A "WORM" (write once, read many) system is in place to protect and back up contents. Existing paper documents will eventually be converted/scanned into the system or reduced per retention requirements. Staff further explained OnBase's systems integration capabilities, enabling staff to more efficiently organize, locate, and access information for asset management, record drawings, Board documents, and other contents. The Board acknowledged the progress made to date by staff was impressive and expressed it was outstanding to see this type of technology being implemented at the District.

8.D. Approve District Sponsorship of the Dougherty Valley High School Robotics Club

General Manager McIntyre reviewed the item for the Board. The Board and staff discussed the merits of supporting the club and how robotics relates to and supports the work the District performs. The Board discussed possible sponsorship levels and the Board's budget for supporting educational activities.

Director Halket MOVED to approve sponsorship of the Dougherty Valley High School Robotics Club in an amount of \$1,000. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

9. BOARDMEMBER ITEMS

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

Director Duarte submitted a written report to Executive Services Supervisor Genzale. He reported he attended the California Special Districts Association Contra Costa Chapter meeting October 15 at the Central Contra Costa Sanitary District. He summarized the activities and discussions at the meeting, which included a special program called "The California Voting Rights Act (CVRA) and the Legal Challenges to Subdivide (Cities and Districts)." Per the CVRA, political subdivisions are prohibited from using at-large methods of election that "impairs the ability of a protected class to elect candidates of its choice or influence the outcome of an election, as a result of the dilution or the abridgement of the rights of voters are members of the protected class" Several speakers presented components of the program that covered an introduction to the CVRA, the history, impacts,

and future of legal challenges, and the process to convert from at-large to by-district elections. Director Duarte concluded DSRSD should begin the groundwork to move away from at-large elections.

Vice President Misheloff reported she recently witnessed the delicate replacement of a 68,000-pound LAVWMA pump and was quite impressed with the process.

Director Howard quipped about naming the District's dredge after retired General Manager Bert Michalczyk, whereas Board and staff commented it should be named after Director Howard in honor of his upcoming retirement.

President Vonheeder-Leopold submitted written reports to Executive Services Supervisor Genzale. She reported she attended the California Association of Sanitation Agencies Annual Board Strategic Planning Retreat September 23–25 in Lafayette, and the California Special District Association Annual Conference September 25–27 in Indian Wells where she accepted the Chapter of the Year award on behalf of the Alameda County chapter. She summarized the activities and discussions at the meetings. She also shared some facts from a 1961 report published when DSRSD was called Valley Community Services District.

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

10. CLOSED SESSION

At 7:55 p.m. the Board went into Closed Session.

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

11. REPORT FROM CLOSED SESSION

At 8:13 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 8:13 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary