

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

September 17, 2019

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:02 p.m. by President Misheloff.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

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

District staff present: Dan McIntyre, General Manager; 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 – None

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:03 p.m. No public comment was received.

6. REPORTS

6.A. Reports by Staff

- Event Calendar – General Manager McIntyre reported on the following:
 - o Monterey One Water will host a groundbreaking ceremony and tour for the first full-scale potable reuse project in Northern California. The Board can consider approving the training event as a day of service at the October 1 Board meeting if any Boardmembers are interested in attending.
 - o The California Special Districts Association is holding its annual conference September 25–28, 2019 in Anaheim.
- Correspondence to and from the Board on an Item not on the Agenda – None

6.B. Joint Powers Authority and Committee Reports

DSRSD/Central Contra Costa Sanitary District Liaison – September 4, 2019

President Misheloff invited comments on recent committee activities. Directors felt the available staff reports adequately covered the many matters considered at the committee meeting and made a few comments about some of the committee activities. Engineering Services Manager Zavadil provided a brief progress report on the wastewater diversion project which will provide a supplemental source for recycled water supply next spring.

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

7. CONSENT CALENDAR

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

- 7.A. Regular Meeting Minutes of September 3, 2019 – Approved
- 7.B. Accept Regular and Recurring Reports: Warrant List and Employee Reimbursements Greater than \$100 – Approved

8. BOARD BUSINESS

- 8.A. Approve Continuation of Emergency Action Procurement by General Manager for Repair of the District Office and Find that the Need for the District Office Flooding Emergency Still Exists

Engineering Services Manager Zavadil reviewed the item for the Board.

Director Vonheeder-Leopold MOVED to Approve Continuation of Emergency Action Procurement by General Manager for Repair of the District Office and Find that the Need for the District Office Flooding Emergency Still Exists. Vice President Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.B. Approve Continuation of Emergency Action Procurement by General Manager for Repair of the Jeffrey G. Hansen Water Recycling Plant and Find that the Need for the Electrical Power Supply Failure Emergency Still Exists

Operations Manager Carson reviewed the item for the Board. Upon Board inquiry of the budget outlook, he also reported that he will evaluate the estimated emergency repair costs for both facility phases (west side, which has been completed, and east side, which is in progress) to verify all repair work and costs have been identified and are within the DERWA Board's approved budget of \$1,000,000.

Vice President Duarte MOVED to Approve Continuation of Emergency Action Procurement by General Manager for Repair of the Jeffrey G. Hansen Water Recycling Plant and Find that the Need for the Electrical Power Supply Failure Emergency Still Exists. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.C. Receive Report on the HomeServe Agreement and Provide Direction

Customer Services Supervisor Galves reviewed the item for the Board, and noted a letter from HomeServe was handed out to the Board. She also introduced Public Affairs Supervisor Sue Stephenson who reported that a May 2018 customer survey indicated DSRSD customer knowledge of water and sewer line responsibility was low, indicating HomeServe failed to provide the agreed upon customer education. She advised that staff is preparing a campaign to educate DSRSD customers about water and sewer lateral responsibilities.

The Board discussed the merits and concerns associated with the HomeServe agreement, and determined the District needs to enhance customer education regarding water and sewer line responsibilities.

Vice President Duarte MOVED that the District not Renew the HomeServe Agreement and Direct Staff to Design a Structured Customer Outreach Program to Reinforce the Customer Obligations for Water and Sewer Lines. Director Johnson SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE NO (Vonheeder-Leopold).

The Board clarified that by this action, it directs staff to provide contact information for various contractors or insurers on the DSRSD website, and to send at least one direct mailer on this topic to customers. General Manager McIntyre stated that staff will make this information a featured topic in an upcoming customer newsletter that is mailed separately from customer billing.

9. BOARDMEMBER ITEMS

- Submittal of Written Reports for Day of Service Events Attended by Directors

Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the California Special Districts Association Alameda Chapter meeting held at the East Bay Regional Park District in Oakland on September 11, 2019. She summarized the activities and discussions at the meeting.

Director Johnson submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported she attended the DSRSD/Central Contra Costa Sanitary District (Central San) Liaison Committee meeting on Wednesday, September 4, 2019 held at Central San in Martinez.

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

10. CLOSED SESSION

At 6:33 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 7:43 p.m. the Board came out of Closed Session. President Misheloff announced that there was no reportable action.

12. ADJOURNMENT

President Misheloff adjourned the meeting at 7:44 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary