

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

August 4, 2020

Due to technical issues identified during the course of the teleconference meeting that may have limited or prevented public ability to participate in the meeting and comment on the items on the agenda, the Board heard presentations for the items below and determined the required formal actions would be taken at a subsequent meeting.

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:03 p.m. by President Duarte.

President Duarte announced that pursuant to Governor Newsom's Executive Orders and local county health orders issued to address the COVID-19 pandemic, this Board meeting is being held via Webex teleconference. The District Boardroom is closed to the public; however, the public may observe and comment by calling in to the teleconference meeting per the instructions on page 3 of the agenda. As required by the Brown Act, all votes taken this evening will be done by a roll call vote due to the attending Directors participating via teleconference.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Edward R. Duarte, Vice President Ann Marie Johnson, Director Richard M. Halket, Director Georgean M. Vonheeder-Leopold and Director Dwight L. (Pat) Howard.

District staff present: Dan McIntyre, General Manager; Jan Lee, Assistant General Manager; Carol Atwood, Administrative Services Manager/Treasurer; Judy Zavadil, Engineering Services Manager/District Engineer; Jeff Carson, Operations Manager; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

New Employee Introductions:

Kevin Curtis – Instrumentation Technician
Joseph Parra – Maintenance Worker II

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:14 p.m. No public comment was received.

6. REPORTS

6.A. Reports by Staff

- Event Calendar – General Manager McIntyre had nothing to report.
- Correspondence to and from the Board on an Item not on the Agenda – None

6.B. Joint Powers Authority and Committee Reports – None

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

The following Consent Calendar items were presented but deferred for the Board's formal action at the August 18, 2020 Board meeting.

7. CONSENT CALENDAR

Director Howard MOVED for approval of the items on the Consent Calendar. Director Halket SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

7.A. Approve Regular Meeting Minutes of July 7, 2020

7.B. Approve Revisions to Mid-Cycle Operating Budget Adjustments for Fiscal Years Ending 2020 and 2021

The following Board Business items were presented but items 8.B and 8.C were adjourned for the Board's formal action to the September 1, 2020 Board meeting.

8. BOARD BUSINESS

8.A. Approve Continuation of District's State of Emergency in Response to COVID-19 Pandemic by General Manager and Find that the Need for the District's State of Emergency Still Exists

Assistant General Manager Lee reviewed the item for the Board. She reported the pause in Alameda County's reopening plan has allowed the District to implement its Exposure Control Plan. Most operational tasks that were suspended for work crews have been safely resumed, and creative staff trainings are being implemented to adapt to the "new normal." A sustainable workload is an area of concern as many supervisory and exempt staff continue to be overextended, working long days and weekends to ensure operations continue. Very few staff have taken time off in the last four months and are working at full speed for an extended period of time. The new hire process continues to be aggressive in an effort to provide existing staff some relief. Water revenues have overall seen an uptick over the last three months, with residential payments seeing an increase, offsetting some decline on the commercial side. Wastewater revenues are seeing about a 15% decline due to impacts on commercial customers. Customer payment behavior continues to be similar to 2019 levels with no significant drop-offs.

Vice President Johnson MOVED to Approve Continuation of District's State of Emergency in Response to COVID-19 Pandemic by General Manager and Find that the Need for the District's State of Emergency Still Exist. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

- 8.B. Public Hearing: Adopt Engineer's Report and Direct Levy of Annual Assessments in the Dublin San Ramon Services District Dougherty Valley Standby Charge District 2001-1 for Fiscal Year Ending 2020–2021

President Duarte announced the item and declared the Public Hearing open. He asked for the staff presentation. Financial Analyst Mayette Bailey reviewed the item for the Board.

President Duarte inquired if there were any comments from the public. There was no public comment received. He declared the Public Hearing closed.

Director Howard MOVED to adopt the Resolution Adopting the 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 Ending 2020–2021. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

- 8.C. Public Hearing: Adopt Annual Dougherty Valley Incremental State Water Project Charge Report and Direct the Levy of the Dougherty Valley Incremental State Water Project Charge for Non-Governmental Parcels on the Contra Costa County Secured Property Tax Roll and for Government Potable Water Customers on Utility Bills

President Duarte announced the item and declared the Public Hearing open. He inquired if there were any comments from the public. There was no public comment received.

Director Howard MOVED to close the Public Hearing. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

President Duarte declared the Public Hearing closed.

Before the item presentation proceeded, General Counsel Coty advised the Board and staff that due to discovery of a possible technical issue with providing public access to the meeting, he recommended that the Board continue with the presentations, but that the Board adjourn the meeting for later consideration and formal approval of any items requiring action. Staff will, therefore, contact the Board tomorrow to update them on the necessary course of action. The Board agreed with the recommendation.

President Duarte asked for the staff presentation. Financial Analyst Bailey reviewed the item for the Board.

Vice President Johnson asked staff to confirm, for the record, that this charge is not inequitably imposed to only the Zone 7 Water Agency (Zone 7) customers in the Dougherty Valley. General Manager McIntyre confirmed that this charge is identical to the charge that Zone 7 imposes on its customers in Alameda County via their property tax bill.

Director Halket MOVED to adopt the Resolution Adopting the Annual Dougherty Valley Incremental State Water Project Charge Report and Directing the Levy and Collection of

the Dougherty Valley Incremental State Water Project Charge for Non-Governmental Parcels on the Contra Costa County Secured Property Tax Roll and for Government Potable Water Customers on Utility Bills. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

8.D. Receive Report on Low Income Assistance (LIA) Program and Provide Direction

Administrative Services Manager Atwood reviewed the item for the Board.

The Board and staff discussed the program's history and success since implementation in 2010. The program currently covers 100% of the fixed meter fee portion of the bill for qualifying customers, though that charge increased slightly for the District in the last year. Ms. Atwood confirmed the non-ratepayer revenue that supports the program amasses approximately \$100,000 annually and should be sufficient to handle expected growth due to the current pandemic emergency. The Board expressed no concerns and directed staff to continue the program as is.

8.E. Discussion and Direction on Regional Wastewater Enterprise Finances

General Manager McIntyre reviewed the item for the Board and provided a presentation showing a 10-year financial model and stress test for Regional Operating Funds 300 and 305 with potential scenarios to improve working capital. The presentation was posted to the website yesterday to accompany the agenda packet.

The Board and staff discussed the reductions in wastewater flows from restaurants and commercial due to reduced activity and/or closures. They also discussed the need to carefully monitor the wastewater revenues coming in from City of Pleasanton.

There was no public comment received for this item. The Board directed staff to provide reporting on all funds over the next few months and to give the Board more details on the possible amendment to the agreement with City of Pleasanton.

9. BOARDMEMBER ITEMS

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

Director Vonheeder-Leopold submitted written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the California Association of Sanitation Agencies Board of Directors teleconference meeting on Thursday, July 9 and the joint Alameda County and Contra Costa County California Special Districts Association chapter meeting on Monday, July 13. She summarized the activities and discussions at the meetings.

President Duarte submitted a written report to Executive Services Supervisor/District Secretary Genzale. He reported that he also attended the joint Alameda County and Contra Costa County California Special Districts Association chapter meeting on Monday, July 13. He summarized the activities and discussions at the meeting.

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

10. ADJOURNMENT

President Duarte adjourned the meeting at 7:26 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary

These meeting notes approved by the Board reflect the verbal presentations given for the above items. The Board approved the actionable items at the August 18, 2020 and September 1, 2020 meetings as noted above.