

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

**September 15, 2020**

Pursuant to Governor Newsom’s Executive Orders N-25-20, N-29-20, and N-33-20, and local county health orders issued to address the COVID-19 pandemic, this Board meeting was held via Teams 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 provided on page 3 of the agenda. As required by the Brown Act, all votes were taken by roll call vote due to the attending Directors participating via teleconference.

1. CALL TO ORDER

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

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 Vivian Chiu, Administrative Analyst I.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES – None

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:02 p.m. No public comment was received.

6. REPORTS

6.A. Reports by Staff

- Event Calendar – General Manager McIntyre reported on the following:
  - o The State of the City Address by Dublin Mayor Haubert will be held September 24.
  - o Two East Bay Municipal Utility District (EBMUD) Director Briefings will be held September 23 and 30.
  
- 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.

7. CONSENT CALENDAR

Director Vonheeder-Leopold 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 Adjourned Regular Meeting Minutes of September 1, 2020 (Adjourned from August 4, 2020 Regular Meeting) – Approved
- 7.B. Approved Regular Meeting Minutes of September 1, 2020 – Approved
- 7.C. Accept Regular and Recurring Report: Warrant List – Approved
- 7.D. Award Construction Agreement to Top Line Engineers, Inc. for the Holding Basin 1, 2, 3 & 4 Resealing (CIP 20-P009) and LAVWMA Pump Station Basin Sealing (LVBASN) Project – Approved – Resolution No. 53-20
- 7.E. Adopt Revised Emergency Response Plan (ERP) Policy and Rescind Resolution No. 14-12 – Approved – Resolution No. 54-20

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 remarked tomorrow marks the six-month anniversary since the issuance of the shelter-in-place order. She reported there have been no substantial changes to the District's COVID-19 operations since the last update to the Board. About two weeks ago, the state released a new framework for loosening and tightening restrictions called Blueprint for a Safer Economy, in which the state assigns each county to a tier based on its test positivity and case rate. Generally, a county must remain in a tier for a minimum of three weeks before moving to another tier. Both Alameda and Contra Costa Counties are currently in Tier 1 (purple tier), which is the most restrictive tier and represents widespread transmission. The state assesses the metrics for each county every Tuesday. The District is not anticipating any significant changes to its COVID-19 practices and procedures until Alameda County reaches Tier 3 (orange tier).

Director Vonheeder-Leopold 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 Exists. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

- 8.B. Rescind 2005 Board Action and Provide Direction to Rename the District's Demonstration Garden

Administrative Services Manager Atwood reviewed the item for the Board. She reported the Board had approved naming the garden at the District Office after former Director Tom McCormick in 2005 and later supported the Dublin City Council's naming of the

rose garden at Emerald Glenn Park in honor of Tom and Claudia McCormick and financially contributed to a structure at the rose garden. She requested Board direction on a name for the garden at the District Office.

The Board and staff discussed the history and progress of the garden. The Board expressed in favor of not having a name.

Director Halket MOVED to Rescind the 2005 Board Action for the Naming of the Garden and Leave the Garden Unnamed until a Future Date. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

9. BOARDMEMBER ITEMS

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

Director Vonheeder-Leopold submitted a written report to Administrative Analyst I Chiu. She reported that she attended the Alameda County California Special Districts Association (CSDA) Chapter teleconference meeting Wednesday, September 9. She summarized the activities and discussions at the meeting.

- Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

President Duarte requested an update on the Primary Sedimentation Expansion and Improvement Project (CIP 17-P004) concerning its expenditures and progress.

10. CLOSED SESSION

At 6:19 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 7:16 p.m. the Board came out of Closed Session. President Duarte announced that there was no reportable action.

12. ADJOURNMENT

President Duarte adjourned the meeting at 7:16 p.m.

Submitted by,

Vivian Chiu, MMC  
Administrative Analyst I

FOR: Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary