

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

October 6, 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 – General Manager McIntyre shared a short video of an aerial footage of the Regional Wastewater Treatment Facility and employee testimonials. He noted the video was shown at the Citizens Water Academy and will be used as promotional material for recruitments.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:04 p.m. No public comment was received.

6. REPORTS

6.A. Reports by Staff

- Event Calendar – General Manager McIntyre requested the District’s two primary LAVWMA representatives have one or two meetings with senior staff on an ad hoc basis to discuss EBDA (East Bay Dischargers Authority) negotiations and other LAVWMA-DSRSD operational issues. He suggested scheduling a preliminary meeting immediately before or after the next regular Board meeting. President Duarte and Vice President Johnson confirmed their availability.
- 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 Howard SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

7.A. Approve Regular Meeting Minutes of September 15, 2020 – Approved

7.B. Approve and Authorize the General Manager to Execute the License and Services Agreement with Tyler Technologies, Inc. for the Enterprise Resource Planning System Conversion Project (CIP 20-A002) – Approved – Resolution No. 55-20

7.C. Approve Amendment to the Capital Improvement Program Ten-Year Plan for Fiscal Years 2020 through 2029 and Two-Year Budget for Fiscal Years 2020 and 2021 to Increase the Street Overlay Modification Program (CIP 00-A003) Budget and Add the Dublin Manhole and Water Valve Adjustments FYE 2021 Project (CIP 21-A005) and the San Ramon Manhole and Water Valve Adjustments FYE 2021 Project (CIP 21-A006); and Approve an Increase to the Local Wastewater Replacement (Fund 210) Fund Limit for Fiscal Year Ending 2021 – Approved – Resolution No. 56-20

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 reported both Alameda and Contra Costa Counties have moved from Tier 1 (purple tier) to Tier 2 (red tier) under the state's system for reopening the economy. Tier 2 represents substantial transmission. Both counties are showing a decline in positivity rates and number of new cases. None of the recent changes at the state or county level have affected the District's COVID-19 operations.

Ms. Lee also reported that the two new modular trailers for the wastewater treatment plant, the purchase of which was approved by Board on September 1 to help with social distancing, have arrived and should be operational in the next two weeks.

The Board and staff discussed impacts on the District if there is a regression from the red to the purple tier and planned completion of the two trailers. Assistant General Manager Lee explained Alameda County has the option to be more restrictive than the state. Because Alameda County has not opened all the activities allowed in the red tier, moving back to the purple tier would have no effect on the District's operations. She noted Alameda County has indicated that its top priority is reopening schools for in-person learning and thereby has delayed the reopening of other sectors. Operations Manager Carson gave a brief progress report on the two trailers and confirmed one will be fully operational by the end of this week and the second one in two weeks.

Director Halket 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. Vice President Johnson 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 written reports to Administrative Analyst I Chiu. She reported that she attended the California Association of Sanitation Agencies (CASA) Strategic Planning teleconference meeting on Monday, September 21 and Tuesday, September 22, which included a CASA Board of Directors meeting on September 22; and the virtual State of the City Address by Dublin Mayor Haubert on Thursday, September 24. She summarized the activities and discussions at the meetings.

President Duarte submitted a written report to Administrative Analyst I Chiu. He reported that he attended the California Special Districts Association Contra Costa Chapter teleconference meeting on Monday, September 21. He summarized the activities and discussions at the meeting.

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

Vice President Johnson inquired about an item regarding the filling of the open DSRSD Board of Director's Division 5 seat. General Manager McIntyre commented an agenda item is scheduled for after the November election.

10. CLOSED SESSION

At 6:20 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 7:50 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 7:50 p.m.

Submitted by,

Vivian Chiu, MMC
Administrative Analyst I

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