

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

**October 20, 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 requested the Board to move New Employee Introductions to a later part of this meeting. The Board consented. The item was received following Item 8.B.

New Employee Introduction:

Ron Pajela – Senior Utility Billing and Customer Services Representative

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 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.

**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 October 6, 2020 – Approved
- 7.B. Accept Regular and Recurring Report: Warrant – Approved
- 7.C. Authorize Execution of Settlement Agreement and Release with Pacific Gas and Electric Company for the DERWA (Dublin San Ramon Services District – East Bay Municipal Utility District Recycled Water Agency) Supplemental Supply Project (CIP No. 16-R018) – Approved
- 7.D. Authorize the General Manager to Approve a Purchase Order for Pipes and Fittings Repair Parts Supply and Delivery – Approved

**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 Alameda County has moved to Tier 3 (orange tier) indicating moderate risk while Contra Costa County remains in Tier 2 (red tier) indicating substantial risk under the state's system for reopening the economy. Alameda County has not allowed any orange tier activities. It is slowly reopening businesses permitted in the red tier, continuing to prioritize reopening schools for in-person learning, and taking a measured approach to reopening during the winter. The District's COVID-19 Exposure Control Plan has been fully implemented, and the District's operations under COVID-19 continues to be stable.

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

- 8.B. First Reading: Introduction of Ordinance Revising District Code Chapter 7.40 Acquisition of Real Property, Supplies, and Equipment

President Duarte read the title of the Ordinance: An Ordinance of Dublin San Ramon Services District Amending Chapter 7.40 of the District Code to Include Procurement Authority and Standards for District Purchasing.

Administrative Services Manager Atwood reviewed the item for the Board and introduced Administrative Analysts II Gemma Lathi and Corinne Ferreyra who explained the purpose of the Ordinance, the key revisions, and the resulting benefits. A workgroup composed of representatives from each of the three departments was formed to review the procurement process and applicable regulations, and to develop the

recommendation. Staff engaged Management Partners to conduct a thorough review of the District's procurement process, provide professional advice, and ensure conformance with industry best practices. Consolidation of the procurement information, authority, and standards into the District Code would allow greater transparency and clarity for the Board, the public, vendors, suppliers, and staff.

The Board and staff discussed the flexibility of making future changes to the purchasing provisions in the District Code. General Counsel Coty commented it would require at least a month's time to make amendments to the District Code given the two readings, but he does not anticipate frequent changes. The Board complimented Ms. Lathi and Ms. Ferreyra on their presentation.

Director Halket MOVED to Waive Reading of the Ordinance. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

There was no public comment received. The Board had no additional comments.

Director Howard MOVED to Schedule Adoption of the Ordinance for November 3. 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 written reports to Administrative Analyst I Chiu. She reported that she attended the California Association of Sanitation Agencies Board of Directors virtual meeting on October 15 and the Alameda County Special Districts Association Executive Committee virtual meeting on October 14. She summarized the activities and discussions at the meetings.

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

Director Halket requested a detailed briefing on the project to replace the District's Enterprise Resource Planning system, including project plan, expected gains and losses, risks, and timelines.

10. CLOSED SESSION

At 6:32 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 6:56 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 6:56 p.m.

Submitted by,

Vivian Chiu, MMC  
Administrative Analyst I

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