

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

November 3, 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 6:01 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 Georgean M. Vonheeder-Leopold, and Director Dwight L. (Pat) Howard.

Director Richard M. Halket was absent. Due to technical issues, Vice President Johnson left the meeting at 6:05 p.m. during Item 6.B. and rejoined the meeting at 6:08 p.m. during Item 8.A.

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) – 6:04 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 Howard MOVED for approval of the items on the Consent Calendar. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with THREE AYES and TWO ABSENT (Johnson and Halket) per roll call vote.

- 7.A. Approve Regular Meeting Minutes of October 20, 2020 – Approved
- 7.B. 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 Combine Water Lines Replacement - Wineberry Area (CIP 16-W017) and Water Lines Replacement - Canterbury Area (CIP 21-W001) Projects and Approve Master Agreement for Consulting Services with BKF Engineers and Authorize Execution of Task Order No. 1 – Approved – Resolution No. 57-20 and Resolution No. 58-20

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 there have been no material changes since the last update to the Board. Both Alameda and Contra Costa Counties remain in Tier 3 (orange tier) indicating moderate risk under the state's system for reopening the economy. Due to Election Day, the state will be announcing its weekly tier assignment update on Wednesday instead of Tuesday this week.

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 FOUR AYES and ONE ABSENT (Halket) per roll call vote.

- 8.B. Second Reading: Adopt Ordinance Revising District Code Chapter 7.40 Acquisition of Real Property, Supplies, and Equipment; and Rescind Purchasing Policy and Resolution No. 18-18

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.

Director Howard MOVED to Waive Reading of the Ordinance. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Halket) per roll call vote.

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

Director Vonheeder-Leopold MOVED to Adopt Ordinance No. 344, Amending Chapter 7.40 of the District Code to Include Procurement Authority and Standards for District Purchasing; and Adopt Resolution No. 59-20, Rescinding the Purchasing Policy and Rescinding Resolution No. 18-18. Director Howard SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Halket) per roll call vote.

- 8.C. First Reading: Introduction of Ordinance Revising District Code Chapter 5.20 Regarding Wastewater Discharge and Pretreatment Regulations

President Duarte read the title of the Ordinance: Introduction of Ordinance Revising District Code Chapter 5.20 Regarding Wastewater Discharge and Pretreatment Regulations

Director Howard MOVED to Waive Reading of the Ordinance. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Halket) per roll call vote.

Senior Environmental Compliance Inspector Alex Perez reviewed the item for the Board. He summarized the revisions include recommended changes resulting from a pretreatment compliance audit of the California Environmental Protection Agency and changes to address the District's administrative processes.

The Board and staff discussed the requirement to list local limits for pollutants and concentrations in Section 5.20.060 of the District Code and the handling of emerging chemicals such as PFAS (perfluoroalkyl and polyfluoroalkyl substances). Staff explained the process for derivation of the local limits, the regional efforts for monitoring PFAS, and the District's voluntary participation in a pool to monitor emerging chemicals.

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

Director Howard MOVED to Schedule Adoption of the Ordinance Amending Chapter 5.20 of the District Code to Revise Provisions that Govern Wastewater Discharge Regulations for November 17. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Halket) per roll call vote.

8.D. Receive Presentation on Upgraded Power Monitoring System

Senior Electrical Engineer-Supervisory Maurice Atendido reviewed the item for the Board and gave a presentation with screen shots of the new software, Eaton Foreseer, used to monitor the power and energy usage of the wastewater treatment plant, the DERWA (DSRSD-EBMUD Recycled Water Authority) recycled water treatment facility, and the LAVWMA (Livermore-Amador Valley Water Management Agency) pump station processes. He expressed the new system has easier navigation, is more user friendly, and provides better data reporting. He remarked the upgrade is a preplanning step to the Electrical Master Plan.

The Board and staff discussed the resources used for the upgrade. Mr. Atendido noted the original field devices were reused because they are compatible with the new system. Therefore, only a server, software, and labor were required for the upgrade. President Duarte commended staff for a job well done.

8.E. Receive Update on Primary Sedimentation and Improvements Project (CIP 17-P004)

Associate Engineer Supervisor Jaclyn Yee reviewed the item for the Board and gave a presentation with photos of the project. She provided the status of the construction progress, construction change orders, and remaining contingency.

The Board and staff discussed aspects of the presentation pertaining to the issues with the baffles and troughs and the three-month delay in the project schedule. They also discussed a recovery plan for the project's critical path. Ms. Yee commented the critical path related to seasons will be addressed by a wet weather plan that is similar to last year's plan.

9. BOARDMEMBER ITEMS

- Submittal of Written Reports for Day of Service Events Attended by Directors – None
- Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

Director Vonheeder-Leopold requested for the recorded presentation of the Santa Clarita Valley Water Agency’s completion of its PFAS water treatment facility, as mentioned in an ACWA (Association of California Water Agencies) news article.

10. CLOSED SESSION

At 7:02 p.m. the Board went into Closed Session.

10.A. Conference with Legal Counsel – Anticipated Litigation
Consideration of Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): One Potential Case

10.B. Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2): One Potential Case

11. REPORT FROM CLOSED SESSION

At 7:52 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 7:52 p.m.

Submitted by,

Vivian Chiu, MMC
Administrative Analyst I

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