

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

November 17, 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 6:04 p.m. by President Duarte.

President Duarte reported that a regular DSRSD Financing Corporation meeting was held immediately before the Board meeting, attended by President Duarte, Vice President Johnson, and Directors Halket and Vonheeder-Leopold. In accordance with DSRSD’s Day of Service policy, no Director will receive any compensation or stipend for participating in more than one meeting on this date.

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 four short video clips of veterans hired by DSRSD, in honor of Veterans Day last week. He noted the clips will be used as promotional material for recruitments as veterans make great employees for the District.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:12 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 California Special Districts Association Alameda County Chapter meeting will be held tomorrow, November 18, at 8 a.m. DSRSD is hosting the virtual meeting.

- o The regular LAVWMA Board meeting will be held tomorrow, November 18. Staff is having an Ad Hoc Committee meeting with the District's two LAVWMA representatives immediately following tonight's Board meeting.

- 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 November 3, 2020 – Approved

7.B. Authorize Execution of Grant of Easement to City of Pleasanton for Johnson Drive and Stoneridge Drive Roadway Improvements – 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

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. Second Reading: Adoption of Ordinance Revising District Code Chapter 5.20 Regarding Wastewater Discharge and Pretreatment Regulations

President Duarte read the title of the Ordinance: An Ordinance of Dublin San Ramon Services District Amending Chapter 5.20 of the District Code to Revise Provisions that Govern Wastewater Discharge Regulations.

President Duarte solicited a Motion to Waive Reading of the Ordinance.

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

General Manager McIntyre commented the Board scheduled adoption of the Ordinance for this evening after the Board's questions and concerns were addressed at the last Board meeting.

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

Director Vonheeder-Leopold MOVED to Adopt Ordinance No. 348, Amending Chapter 5.20 of the District Code to Revise Provisions that Govern Wastewater Discharge Regulations. Vice President Johnson SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

8.C. Accept Regular and Recurring Report: Warrant List and Provide Direction

Financial Services Supervisor Chen, prior to reviewing the item for the Board, reported the quarterly financial reports were not included in this agenda packet as shown in the attachment to this item due to a last-minute delay. They will be presented in the December 1 agenda.

Mr. Chen explained this routine item is normally placed on the Consent Calendar, but staff is seeking Board direction regarding placement of the warrant lists on the District website instead of the Board packets in an effort to reduce the size of the agenda packets and improve transparency and accessibility. He showed the web page where the current warrant list is posted.

The Board and staff discussed convenience between digital and paper copies, and confidentiality and privacy concerns. General Counsel Coty remarked public processes are matters of public records and public employees can expect to lose some privacy in comparison to someone working for a private employer. He suggested staff investigate redaction of sensitive information on the warrant lists which are made public. Staff confirmed the warrant lists do not show employee names for wage garnishment payments.

The Board inquired about information to be included in the staff reports going forward. Staff commented the monthly staff report will continue to provide a summary of the warrant list and will include a link to the web page where the list is posted.

Vice President Johnson MOVED to Accept the Regular and Recurring Report: Warrant List and Approve Placing Future Warrant Lists on the District Website on a Rolling 12-month Basis Starting December 1 and Providing a Link to the Warrant Lists in the Staff Report in Lieu of Including the Lists in the Board Agenda Packets. Director Howard SECONDED the MOTION, which CARRIED with FOUR AYES and ONE NO (Vonheeder-Leopold) per roll call vote.

8.D. Receive Report on Recycled Water Funding and Provide Direction

Financial Services Supervisor Chen reviewed the item for the Board. After describing the District's recycled water costs for operations and maintenance, replacement and expansion capital projects, and state loans, he sought Board guidance on funding the DERWA expansion costs. He presented two options for Board consideration – to fund the costs through recycled water rates or to fund the costs through water capacity reserve fees.

The Board and staff discussed debt funding through recycled water connections. Staff commented debt costs have been historically funded out of connections and spread over all remaining dwelling unit equivalents.

Director Halket MOVED to Direct Staff to Proceed with Option #2 to Include Recycled Water Expansion and Improvement Capital Costs in the Water Capacity Reserve Fee Program. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

8.E. Discussion and Direction on Water Enterprise Finances

Financial Services Supervisor Chen reviewed the item for the Board and presented slides of the two figures included in the staff report, showing a 10-year financial planning model and stress test for the working capital of Water Enterprise Funds 600 and 605. He explained the key assumptions and their fiscal impact on reserves and working capital. Mr. Chen noted the stress test is aggressive and assumes no mitigation measures. Staff is working on the next generation of the financial planning model to provide greater accuracy for budget development in the spring.

The Board and staff discussed various assumptions including timing of the California Public Employees' Retirement System (CalPERS) Unfunded Accrued Liability payments, replacement allocations, and rate increases. The Board was pleased with the presentation and did not have any directions for staff.

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 California Association of Sanitation Agencies Board of Directors virtual meeting on Thursday, November 12. She summarized the activities and discussions at the meeting.

President Duarte submitted a written report to Administrative Analyst I Chiu. He reported that he attended the California Special Districts Association Contra Costa County Chapter virtual meeting on Monday, November 16. 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 7:14 p.m.

Submitted by,

Vivian Chiu, MMC
Administrative Analyst I

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