

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

December 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 Vice President Johnson.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

Vice President Ann Marie Johnson, Director Richard M. Halket, Director Marisol Rubio and Director Georgan M. Vonheeder-Leopold.

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 Nicole Genzale, Executive Services Supervisor/District Secretary.

4. BOARD ORGANIZATION

4.A Selection of President and Vice President of the Board of Directors for 2021

Vice President Johnson opened the floor for nominations for the 2021 Board of Directors President and Vice President.

Director Halket MOVED to Approve the Selection of Vice President of Ann Marie Johnson as President of the Board of Directors for 2021. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES per roll call vote.

Director Vonheeder-Leopold MOVED to Approve the Selection of Director Richard Halket as Vice President of the Board of Directors for 2021. President Johnson SECONDED the MOTION, which CARRIED with FOUR AYES per roll call vote.

5. SPECIAL ANNOUNCEMENTS/ACTIVITIES

New Employee Introduction:

Dave Peters, Environmental Health & Safety Program Administrator

6. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:06 p.m. No public comment was received.

7. REPORTS7.A. Reports by Staff

- Event Calendar – General Manager McIntyre reported on the following:
 - o The January 5 Board meeting will be cancelled.
- Correspondence to and from the Board on an Item not on the Agenda

| Date | Format | From | To | Subject | Response |
|------------|--------|-------------------------------------|-----------------------------|-----------------|----------|
| 12/3/2020 | Letter | Rebecca Bauer-Kahan | The Honorable Rich Halket | Congratulations | N/A |
| 12/3/2020 | Letter | Rebecca Bauer-Kahan | The Honorable Marisol Rubio | Congratulations | N/A |
| 12/11/2020 | Letter | East Bay Municipal Utility District | The Honorable Marisol Rubio | Congratulations | N/A |

7.B. Joint Powers Authority and Committee Reports – President Johnson reported she will attend an East Bay Dischargers Authority meeting as a LAVWMA committee representative this month.

7.C. Agenda Management (consider order of items) – No changes were made.

8. CONSENT CALENDAR

Vice President Halket MOVED for approval of the items on the Consent Calendar. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES per roll call vote.

- 8.A. Approve Regular Meeting Minutes of December 1, 2020 – Approved
- 8.B. Accept Regular and Recurring Reports: Warrant List and Quarterly Financial Reports and Elimination of Warrant List in Future Regular and Recurring Reports – Approved
- 8.C. Authorize the General Manager to Execute a Covenant and Environmental Restriction on the Deed for 7035 Commerce Circle, Pleasanton, CA – Approved
- 8.D. Approve Master Agreement for Consulting Services with Wood Rodgers, Inc. and Authorize Execution of Task Order No. 1 for Reservoir 20B Project (CIP 14-W008) – Approved – Resolution No. 61-20

9. BOARD BUSINESS

- 9.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 emphasized that although there has been some recent tightening of health orders, the District's conservative planning requires no changes to current operations.

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. Vice President Halket SECONDED the MOTION, which CARRIED with FOUR AYES per roll call vote.

9.B. Receive Presentation on the Enterprise Resource Planning (ERP) System Conversion Project (CIP 20-A002)

Financial Services Supervisor Herman Chen reviewed the item for the Board, referencing the PowerPoint presentation included in the agenda packet.

The Board and staff discussed certain technical and implementation aspects such as onsite hosting, system customizations, software upgrades, vendor support, and transition from the Eden to the Munis system.

9.C. Discuss Options for Filling a Board of Directors Vacancy and Provide Direction

Executive Services Supervisor/District Secretary Genzale reviewed the item for the Board.

Director Vonheeder-Leopold MOVED to Fill a Board of Directors Vacancy as Proposed in Option #2 – Proceed with an Application and Interview Process with Qualified Citizens of the District, and Make an Appointment Based on the Results of a Formal Process. Director Rubio SECONDED the MOTION, which CARRIED with FOUR AYES per roll call vote.

9.D. Discuss and Provide Direction on Board Committees and Joint Powers Authority Assignments for Calendar Year 2021

General Manager McIntyre reviewed the item for the Board.

The Board and staff discussed the various options and the Board determined it would implement interim assignments while the Division 5 seat remains vacant: Director Halket is to move up to primary representative on DERWA and LAVWMA, Director Rubio is to become a primary representative on the San Ramon and Central Contra Costa Sanitary District and Zone 7 Water Agency Liaison Committees, and other current assignments would remain intact. President Johnson added that she and General Manager McIntyre will prepare final assignments for consideration at the February 2 Board meeting after the Division 5 Director appointment has been made.

10. BOARDMEMBER ITEMS

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

Director Vonheeder-Leopold submitted written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the Alameda County Special Districts Association (ACSDA) Executive Committee meeting on December 9 and the California Association

of Sanitation Agencies (CASA) Board of Directors meeting on December 10. She summarized the activities and discussions at the meetings, noting that the annual ACSDA dinner event will likely be postponed from March to July, and the annual January CASA conference will be held virtually. She complimented District staff on its hosting of the virtual November ACSDA chapter meeting.

General Manager McIntyre reported on behalf of former Director Edward Duarte. Director Duarte submitted a written report to Executive Services Supervisor/District Secretary Genzale. He attended and made a presentation at the WaterReuse Northern California Chapter meeting on December 4.

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

President Johnson requested that an item regarding District fleet management and diesel use as related to Bay Area Air Quality Management District initiatives be added to a meeting in the March/April timeframe.

11. ADJOURNMENT

President Johnson adjourned the meeting at 7:06 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary