

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

February 16, 2021

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 Johnson.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Ann Marie Johnson, Vice President Richard M. Halket, Director Marisol Rubio, Director Arun Goel, and Director Georgean 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; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES – None

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 reported on the following:
 - o A LAVWMA Board meeting will be held tomorrow night at 6 p.m.
- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
1/27/2021	Letters (2)	Alameda County Assessor	Directors Halket, Rubio	Congratulations	N/A
2/5/2021	Letters (2)	Dublin Chamber of Commerce	Directors Goel, Rubio	Congratulations	N/A

Date	Format	From	To	Subject	Response
2/10/2021	Letters (4)	Superior Court of California, County of Alameda	Directors Halket, Johnson, Rubio, Vonheeder-Leopold	Civil Grand Jury Nominations	N/A
2/11/2021	Letter	EBMUD	Director Goel	Congratulations	N/A

6.B. Joint Powers Authority and Committee Reports – None

6.C. Agenda Management (consider order of items) – No changes were made. General Manager McIntyre stated that Closed Session Item 10 may not be needed if Consent Calendar Item 7.B is approved.

7. CONSENT CALENDAR

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

7.A. Approve Regular Meeting Minutes of February 2, 2021 – Approved

7.B. Approve a Side Letter of Agreement with the Stationary Engineers, Local 39 and Dublin San Ramon Services District – Approved – Resolution No. 5-21

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.

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. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

8.B. Discuss the Repayment of the Temporary Infrastructure Charge and the Ratepayer Share of Water Expansion Fund Debt and Provide Direction

Financial Services Supervisor Chen reviewed the item and provided the Board a short presentation that highlighted the item's key information. The Board and staff further discussed the background and purpose of the interfund loans. The Board determined it was sensible to repay the loans at this time and directed staff to prepare a resolution authorizing transfers between the Water Expansion Fund, the Water Rate Stabilization Fund, the Water Enterprise Fund, and the Water Replacement Fund to fulfill the Temporary Infrastructure Charge program and the Ratepayer Share of Recycled Water Debt program interfund loan obligations.

8.C. Discussion and Direction on Local Wastewater Enterprise Finances and Transfer from Local Wastewater Enterprise Fund to Local Wastewater Rate Stabilization Fund

Financial Services Supervisor Chen reviewed the item for the Board. The Board and staff further discussed the Local Wastewater Rate Stabilization fund's history, attributes, and purpose as compared to other District funds.

Vice President Halket MOVED to Direct Staff to Transfer \$747,887 from the Local Wastewater Enterprise Fund to the Local Wastewater Rate Stabilization Fund and Reflect this Adjustment in the Upcoming Fiscal Years Ending 2022 and 2023 Operating Budget. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

Director Rubio MOVED to Direct Staff to Make Quarterly COVID-19 Reports to the Board on Revenues Received Compared to Budget for Capacity Reserve Fees and Utility Billings. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

8.D. Accept Regular and Recurring Reports: Quarterly Financial Reports, and Provide Direction on Future Format

Administrative Services Manager Atwood reviewed the item for the Board. The Board discussed the proposed report format and directed staff to use the new format going forward.

Director Vonheeder-Leopold MOVED to Accept Regular and Recurring Reports: Quarterly Financial Reports for December 31, 2020. Director Rubio SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

Director Rubio MOVED to Direct Staff to Proceed with Using the Proposed Format for Future Quarterly Financial Reports. Director Goel 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 Executive Services Supervisor/District Secretary Genzale. She reported that she attended the Alameda County Special Districts Association Executive Committee meeting on February 10 and the California Association of Sanitation Agencies Board of Directors meeting on February 11. She summarized the activities and discussions at the meetings.

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

Director Vonheeder-Leopold requested the Board hold a teambuilding workshop. General Manager McIntyre stated this could be included in the March 9 Special Board meeting with the Strategic Plan workshop.

10. CLOSED SESSION

10.A. NOT HELD – Conference with Labor Negotiators Pursuant to Government Code 54957.6

Agency Negotiators: Dan McIntyre, General Manager
Carol Atwood, Administrative Services Manager
Michelle Gallardo, Human Resources and Risk Supervisor

Employee Organization: Stationary Engineers, Local 39

Additional Attendee: Douglas E. Coty, General Counsel

11. NOT HELD – REPORT FROM CLOSED SESSION

12. ADJOURNMENT

President Johnson adjourned the meeting at 7:07 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary