

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

May 18, 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 Director/Treasurer; Judy Zavadil, Engineering Services Director/District Engineer; Jeff Carson, Operations Director; 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) – 6:01 p.m.

Speaker: Mr. Levi Fuller (DSRSD Operations Superintendent) – Mr. Fuller addressed the Board and stated he will be retiring from the District next month. He expressed he had a wonderful career at DSRSD spanning over 21 years and thanked the Board, DSRSD staff, and the community for the opportunity to serve at such a smart and innovative agency.

6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – No changes were made.

7. CONSENT CALENDAR

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

7.A. Approve Regular Meeting Minutes of May 4, 2021 – Approved

7.B. Accept Regular and Recurring Reports: Quarterly Financial Reports and Utility Billing - Receivables by Cycles – Approved

- 7.C. Approve and Authorize Execution of Purchase Agreement with and Grant of Easement to City of Pleasanton for Johnson Drive and Stoneridge Drive Roadway Improvements – Approved – Resolution No. 29-21
- 7.D. Approve and Authorize Execution of First Amendment to Telecommunications Site Lease Agreement with New Cingular Wireless PCS, LLC – Approved – Resolution No. 30-21
- 7.E. Approve and Authorize Execution of Amendment No. 1 to the Agreement with the Livermore-Amador Valley Water Management Agency (LAVWMA) for Maintenance of LAVWMA Facilities – Approved – Resolution No. 31-21
- 7.F. Approve and Authorize Execution of an Agreement with the East Bay Dischargers Authority Regarding the Discharge of Brine from the Zone 7 Water Agency – Approved – Resolution No. 32-21

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

Director Rubio 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. Approve the Levy of Delinquent Water and Sewer Charges on the Alameda County and Contra Costa County Property Tax Rolls and Set a Public Hearing for June 15, 2021

Administrative Services Director Atwood reviewed the item for the Board.

The Board and staff discussed the status of delinquent charges and some impact from the COVID emergency, current collection methods and payment options (i.e., payment plans and low-income program), and responsibility for outstanding charges should a property change hands. General Counsel Coty explained that because the District is subject to Proposition 218, using customer-based revenues to subsidize other customers' outstanding charges is not permissible, and so cannot be offered as a relief option to customers in arrears. Ms. Atwood recommended the District send delinquent charges to the property tax rolls this year and each year going forward to streamline collection efforts and ensure the District receives the delinquent amounts.

Director Goel MOVED to Approve Resolution No. 33-21, to Levy the Outstanding (over 90 Days) Delinquent Utility Billing Water and Sewer Receivables on the Alameda County and Contra Costa County Property Tax Rolls, and Hold a Public Hearing on June 15, 2021. Director Halket SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

8.C. Receive Presentation on the Operating Budget for Fiscal Years Ending 2022 and 2023 and Provide Direction

Administrative Services Director Atwood, Financial Services Manager Herman Chen, and Financial Analyst Mayette Bailey reviewed the item for the Board and provided a presentation that described the budget process, policy and operational issues, revenue and expense assumptions, operating fund health, department overviews, and 10-year planning models. The presentation will be added as supplemental materials to the agenda on the District website.

The Board and staff discussed various aspects of the proposed operating budget including internships, election re-districting timeline and costs, Information Technology (IT) security, prior year budget adjustments due to workers' compensation claims coming in after year-end, and the rapid rise in credit card fees paid by the District due to popularity of this bill pay option. During the discussion, the Board provided the following direction to staff:

- Prioritize funding for IT security and add a performance measure
- Consider planning for storing emergency assets in the District's service area on the west side of Interstate 680
- Consider adding identifying labels to District asset and location pictures
- Present a final budget to Mike Misheloff since the budget is dedicated to the memory of late DSRSD Director Maddi Misheloff
- Consider the addition of trend graphics in future documents
- Clarify the basis for the fluctuation of election costs in the Legislative budget

The Board complimented staff on an excellent presentation and beautifully completed draft budget that provides great analysis, planning, and guidance to the Board. Staff stated they had the necessary direction from the Board to finalize the budget for the Board's approval at the June 1 Board meeting.

The Board took a short recess at 7:30 p.m. and reconvened at 7:36 p.m. for Item 8.D.

8.D. Receive Presentation on the Capital Improvement Program (CIP) Ten-Year Plan for Fiscal Years 2022 through 2031 and Two-Year CIP Budget for Fiscal Years 2022 and 2023 and Provide Direction

Engineering Services Director Zavadil, Principal Engineer Steve Delight, and Management Analyst II Corinne Ferreyra reviewed the item for the Board and provided a presentation that explained the three capital funds (Local, Regional, and Water), how they are funded, expenditures by fund, replacement and expansion forecasting, 30-year fund modeling, and 10-year working capital trends. Staff highlighted some of the capital projects currently in progress. They also explained that project costs are allocated in accordance with the District's Project Cost Allocation policy. The presentation will be added as supplemental materials to the agenda on the District website.

The Board and staff discussed various aspects of the proposed capital budget projects, including the District Office Backup Generator Replacement and the Gleason Drive Property Planning Study. Staff noted the Gleason Drive property, which was purchased in 2007, was intended to consolidate several District facilities. Currently, there is no plan

to develop or sell the property, but retain it as an investment. General Counsel Coty confirmed that the land would be subject to the California Surplus Lands Act at such time the District may wish to sell it.

Director Goel requested, for the record, that staff explain how projects are prioritized. Ms. Zavadil explained prioritization is based first on outside forces such as regulatory requirements, then time-based projects done in conjunction with other agencies, then those that manage operational risk, and then what makes sense to more efficiently run operations.

The Board did not direct staff to make any changes to the draft capital budget. Staff will finalize the budget for the Board's approval at the June 1 Board meeting.

9. REPORTS

9.A. Boardmember Items

- Joint Powers Authority and Committee Reports
DERWA – May 17, 2021

President Johnson invited comments on recent JPA activities. Directors felt the available staff reports adequately covered the many matters considered at the JPA meetings and made a few comments about some of the JPA activities.

- 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 chapter meeting on May 12 and the California Association of Sanitation Agencies Board of Directors meeting on May 13. She summarized the activities and discussions at the meetings.

President Johnson congratulated Director Vonheeder-Leopold on her re-election to the Alameda LAFCO Special District Alternate Member seat on May 12.

- Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda – None

9.B. Staff Reports

- Event Calendar – General Manager McIntyre reported on the following:
 - A LAVWMA Board meeting will be held tomorrow (May 19) at 6 p.m.
- Correspondence to and from the Board on an Item not on the Agenda – None

10. ADJOURNMENT

President Johnson adjourned the meeting at 8:35 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary