

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

December 7, 2021

To allow the public the option to participate remotely during the COVID-19 pandemic, the public may listen and comment by telephone via Teams during open session as described in the Teleconference Access Information on Page 4 of the Agenda Packet. The Boardroom was open to the public during open session. Due to the COVID-19 pandemic, meeting attendees were required to conduct a self-screening before entering District facilities. Face coverings were required.

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; Steve Delight, Acting Engineering Services Director/District Engineer; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. BOARD REORGANIZATION

4.A. Selection of President and Vice President of the Board of Directors for 2022

President Johnson opened the floor for nominations for the 2022 Board of Directors President and Vice President.

Director Vonheeder-Leopold MOVED to 1) Nominate and Approve the Selection of Vice President Richard Halket as President of the Board of Directors for 2022, and 2) Close Nominations. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Vonheeder-Leopold MOVED to 1) Nominate and Approve the Selection of Director Marisol Rubio as Vice President of the Board of Directors for 2022, and 2) Close Nominations. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Johnson passed the gavel to President Halket who then presided over the remainder of the meeting. President Halket thanked Director Johnson for a job well done during a challenging year and presented her with an engraved plaque on behalf of the Board and staff that read "In Sincerest Appreciation for your Skillful Teambuilding and Leadership, and Strategic Vision as President of the Board of Directors in 2021." Director Johnson stated it was a pleasure to serve as President.

5. SPECIAL ANNOUNCEMENTS/ACTIVITIESNew Employee Introductions:

Erin Steffen, Management Analyst II Lamont Williams, Electrician II (not in attendance)

General Manager McIntyre also announced that Principal Engineer Steve Delight has been selected as the new Engineering Services Director and will start that position in January. He is serving as Acting Engineering Services Director this evening.

6. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:08 pm No public comment was received.7. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – General Manager McIntyre stated that Item 9.I will be rescheduled to the January 18, 2022 Board meeting in order to capture activities in the coming weeks. He also reported that Closed Session Item 11.C may not be needed this evening.8. CONSENT CALENDAR

Director Johnson MOVED for approval of items on the Consent Calendar. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES.

8.A. Approve Special Meeting Minutes of November 16, 2021 – Approved

8.B. Approve Regular Meeting Minutes of November 16, 2021 – Approved

8.C. Approve Side-Letter of Agreement with Stationary Engineers, Local 39 and the Dublin San Ramon Services District – Approved – Resolution No. 58-21

9. BOARD BUSINESS

9.A. Public Hearing: Receive Presentation and Review and Finalize Preferred Voting Area Map Based on 2020 Decennial Census Results

President Halket announced the item and declared the Public Hearing open. He asked for the staff presentation.

Executive Services Supervisor/District Secretary Genzale reviewed the item for the Board. She explained that this is the third public hearing the District is holding to receive public input on its current redistricting process and review the Board's preferred map plan identified as "Indigo." She reviewed the timeline and activities of the process, which began in October. She explained that eight draft maps have been presented since the October 19 and November 16 meetings, and that per Board direction on November 16, a ninth map was developed named "Indigo." The "Indigo" map and its related demographic information were published in this evening's agenda packet, and on the District's website on November 29. Ms. Genzale reported that no public comments have been received to date.

She introduced the District's demographer, Mr. Michael Wagaman, who reviewed the "Indigo" map and asked the Board to clarify its prior direction regarding the boundary shared by Divisions 4 and 5. She also introduced Special Counsel Kristen Rogers who assisted with the Board's discussion. After Board examination and readjustment of the boundary in question,

Mr. Wagaman and Ms. Rogers confirmed that the new alignment was acceptable and in conformance with legal requirements and Elections Code Section 22001. Director Vonheeder-Leopold stated for the record, in response to the public comment (email) received on November 11, that it was the Board's intent to adjust the map boundaries to contain each division within one county. The Board directed staff to bring the new (tenth) map back for approval at a public hearing on December 21.

There was no public comment received. President Halket declared the Public Hearing closed.

- 9.B. 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.

Vice President 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.

- 9.C. Approve Terms and Conditions, Salary, and Benefits, for Unrepresented Manager, Professional, Technical, Administrative, and Confidential Employees, and Unrepresented Senior Managers

Human Resources and Risk Manager Michelle Gallardo reviewed the item for the Board.

Director Goel MOVED to Adopt Resolution No. 59-21, Approving Terms and Conditions, Salary, and Benefits for Unrepresented Manager, Professional, Technical, Administrative, and Confidential Employees, and Unrepresented Senior Managers. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

- 9.D. Approve Amendment No. 3 to the Individual Personal Services Agreements between Carol A. Atwood and Jeff R. Carson, and Dublin San Ramon Services District, and Amendment No. 1 between Jan R. Lee and Dublin San Ramon Services District

Human Resources and Risk Manager Michelle Gallardo reviewed the item for the Board.

The Board and staff discussed that the Personal Services Agreements will remain in place but will now point to the authorizing resolution approved under Item 9.C for the employment terms and conditions. They also reviewed the history of senior manager services agreements to provide additional context to this proposed change.

Director Johnson MOVED to Adopt Resolution No. 60-21, Approving and Authorizing Execution of Amendment No. 3 to the Agreement for Personal Services between Carol A. Atwood and the Dublin San Ramon Services District, to Adopt Resolution No. 61-21, Approving and Authorizing Execution of Amendment No. 3 to the Agreement for Personal Services between Jeff R. Carson and the Dublin San Ramon Services District, and to Adopt Resolution No. 62-21, Approving and Authorizing Execution of Amendment No. 1 to the Agreement for Personal Services between Jan R. Lee and the Dublin San Ramon Services District. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES

- 9.E. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 56-21

Human Resources Analyst II Samantha Koehler reviewed the item for the Board. She confirmed the new pay schedule only updates the salaries and applies cost-of-living-adjustments to the Mid-Management Employees' Bargaining Unit (MEBU) positions, as approved in the MEBU Memorandum of Understanding on November 16, and the Unrepresented positions, whose terms and conditions of employment were approved by resolution earlier this evening.

Director Goel MOVED to Adopt Resolution No. 63-21, Adopting a Pay Schedule in Accordance with the California Code of Regulations, Title 2, Section 570.5 and *Rescinding Resolution No. 56-21*. Director Vonheeder-Leopold SECONDED the MOTION which CARRIED with FIVE AYES.

- 9.F. Approve Health Insurance Contribution for Calendar Year 2022 for Unrepresented Employees

Human Resources Analyst II Samantha Koehler reviewed the item for the Board.

Director Vonheeder-Leopold MOVED to Adopt Resolution No. 64-21, Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants Under the Public Employees' Medical and Hospital Care Act for Unrepresented Employees. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES.

- 9.G. Initiate California Public Employees' Retirement System (CalPERS) Retirement Contract Amendment Under Section 20516 for Cost Sharing for Classic Unrepresented Miscellaneous Employees

Human Resources Analyst II Samantha Koehler reviewed the item for the Board.

Director Goel MOVED to Adopt Resolution No. 65-21, Relating to CalPERS Retirement Cost Sharing Under Government Code Section 20516 by Classic Unrepresented Senior Management, Management, Professional, Technical, Administrative, and Confidential Employees. Vice President Rubio SECONDED the MOTION, which CARRIED with FIVE AYES.

- 9.H. Receive Presentation Regarding the Branding of Dublin San Ramon Services District over the Last 13 Years

Public Affairs Supervisor Sue Stephenson reviewed the item for the Board and provided a complimentary presentation which was added to the website as supplementary materials.

The Board and staff further discussed the District's strategic and customer communication methods and purposes, such as its targeted messaging to the District's influential community members, potential coordination of water-centric events to engage the public, and the District's success in laying the groundwork for activities that effect customers.

- 9.I. NOT HELD – Receive Update and Discuss the Development and Operation of a Proposed Joint Residential Recycled Water Fill Station in 2022 and Provide Direction

General Manager McIntyre reported that this item will be rescheduled to January 18, 2022.

10. REPORTS10.A. Boardmember Items

- Joint Powers Authority and Committee Reports
LAVWMA – November 17, 2021

President Halket invited comments on recent JPA activities. Directors felt the available staff reports adequately covered the many matters considered at the JPA meeting 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 a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the California Association of Sanitation Agencies Executive Committee meeting on December 2, 2021. She summarized the activities and discussions at the meeting.

President Halket reported that he will present his proposed 2022 Committee and JPA assignments at the next Board meeting. He stated his intent to balance out the number of assignments per Director, but not to change current JPA assignments. He asked the Boardmembers to send him any preferences they may have for his consideration.

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

10.B. Staff Reports

- Event Calendar – General Manager McIntyre reported on the following:
 - A DSRSD/Central San Liaison Committee meeting will be held on Tuesday, December 14 at 4 p.m. He reported that seven Liaison Committee meetings were scheduled this year, and several are already lining up for 2022.
- Correspondence to and from the Board on an Item not on the Agenda – None

11. CLOSED SESSION

At 7:08 p.m. the Board went into Closed Session.

11.A. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8

Property: Portion of APN 946-3200-002-05
 Agency Negotiators: Dan McIntyre, General Manager
 Jan Lee, Assistant General Manager
 Negotiating Parties: Zone 7 Water Agency
 Under Negotiation: Price and Terms

11.B. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6

Agency Negotiators: Dan McIntyre, General Manager
 Jan Lee, Assistant General Manager
 Carol Atwood, Administrative Services Director
 Michelle Gallardo, Human Resources and Risk Manager
 Employee Organizations: 1. Stationary Engineers, Local 39

Additional Attendees: 2. IFPTE Local 21/Professional Employees
Douglas E. Coty, General Counsel
Dania Torres-Wong, Sloan Sakai Yeung & Wong LLP

11.C. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6

Agency Negotiators: Dan McIntyre, General Manager

Employee Organizations: 1. Senior Managers

2. Unrepresented Employees

Additional Attendees: Douglas E. Coty, General Counsel

12. REPORT FROM CLOSED SESSION

At 8 p.m. the Board came out of Closed Session. President Halket announced that there was no reportable action.

13. ADJOURNMENT

President Halket adjourned the meeting at 8 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary