

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

**December 21, 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 6:01 p.m. by President Halket.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

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

District staff present: Jan Lee, Assistant General Manager; Carol Atwood, Administrative Services Director/Treasurer; Steve Delight, Acting 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) – 6:02 p.m. No public comment was received.

6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – Assistant General Manager Lee advised that Closed Session Item 10.A will not be needed if Items 7.D to 7.F are approved on the Consent Calendar. President Halket requested Item 8.C be carried over to the January 18, 2022 Board meeting as additional updates need to be made. The Board agreed with the agenda changes as requested. President Halket stated he must leave the meeting at 6:40 p.m. due to a scheduling conflict and will pass the gavel to Vice President Rubio if the meeting is still in session at such time.

7. CONSENT CALENDAR

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

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

7.B. Accept Regular and Recurring Report: Quarterly Financial Report – Approved

- 7.C. Authorize Execution of Amendment No. 2 to Agreement Granting Zone 7 Permission to Construct and Operate a Municipal Well on Camp Parks Well Site and Providing Terms for Delivery of Dublin San Ramon Services District's Groundwater Pumping Quota ("Mocho Well No. 4") – Approved – Resolution No. 66-21
- 7.D. Tentative Agreement with the International Federation of Professional and Technical Engineers, Local 21 (Professional Employees) for Successor Memorandum of Understanding (MOU) for the Period December 13, 2021, through December 21, 2025 – Approved – Resolution No. 67-21
- 7.E. Approve Health Insurance Contribution for Calendar Year 2022 for Local 21 Employees – Approved – Resolution No. 68-21
- 7.F. 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. 63-21 – Approved – Resolution No. 69-21

## 8. BOARD BUSINESS

- 8.A. Public Hearing: Adopt Resolution Approving the District's Election Division Map Plan "Ruby" Establishing the District's New Election Division Boundaries 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 reviewed the item for the Board. She stated the public hearing provides the Board the opportunity to receive public input on its current redistricting process and its preferred map plan identified as "Ruby." She reviewed the timeline and activities of the process that began in October. She explained that ten draft maps have been presented since the October 19, November 16, and December 7 meetings, and that the tenth map "Ruby" and its related demographic information were published in this evening's agenda packet, and on the District's website on December 8. She reported that no public comments have been received. The "Ruby" map plan was verified as legally compliant by the District's demographer, Mr. Michael Wagaman, and legal counsel. She recommended the Board conclude the redistricting process this evening by adopting a resolution establishing the "Ruby" map as the District's Election Division Map Plan. Upon adoption, the "Ruby" map will be published on the District's website and submitted to county election officials in preparation for the Board of Directors election in November 2022.

President Halket inquired if there were any comments from the public. There was no public comment received. President Halket declared the Public Hearing closed. The Board had no further discussion.

Vice President Rubio MOVED to adopt Resolution No. 70-21, Approving Election Division Map Plan "Ruby" Establishing the District's New Election Division Boundaries Based on the 2020 Decennial Census Results. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.B. Accept Annual Comprehensive Financial Report with Independent Auditor’s Report for Fiscal Year Ended June 30, 2021 and Memorandum on Internal Control and Required Communications for Fiscal Year Ended June 30, 2021

Administrative Services Director Atwood reviewed the item for the Board. She introduced Mr. David Alvey, CPA and Audit Partner from Maze and Associates, the firm that conducted the annual audit. Mr. Alvey provided an overview of the District’s audit and reported the District received a clean opinion which is the highest level of assurance that an agency can receive. The Board, staff, and Mr. Alvey also discussed the integration of the Joint Powers Authority assets, and the audit process timeline. Mr. Alvey congratulated the Board and thanked the District’s Finance staff for their assistance.

Vice President Rubio MOVED to Accept Annual Comprehensive Financial Report with Independent Auditor’s Report for Fiscal Year Ended June 30, 2021 and Memorandum on Internal Control and Required Communications for Fiscal Year Ended June 30, 2021. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.C. NOT HELD – Discuss and Approve Board Committees and Joint Powers Authority Assignments for Calendar Year 2022

President Halket reported that this item will be rescheduled to January 18, 2022.

- 8.D. 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 reported that the District qualified for and was awarded \$2.848 Million in special district pandemic relief funding granted by the State. The funds will be received in the next 30 days and additional details will be shared with the Board in a subsequent report. The Board and staff also discussed the process to return to virtual Board meetings under the provisions of AB 361 (Rivas) should the Board determine it necessary for safety reasons.

Director Johnson 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.

- 8.E. Approve Revised Introduction to Records Retention Schedule Policy and Updated Retention Schedule Framework

Management Analyst II Vivian Chiu reviewed the item for the Board. The Board and staff discussed that the policy establishes records retention periods and destruction procedures in adherence with State guidelines, as noted per corresponding legal citations, as well as the District’s business needs. They also discussed that the District’s contracts are currently being input into a newly implemented contract management module for more effective monitoring and action upon key milestones and conditions.

Staff confirmed that records destruction activities will continue as appropriate while updating the policy and its attached schedules in the coming months.

Director Goel MOVED to Approve the Revised Introduction to Records Retention Schedule Policy and Updated Retention Schedule Framework. Vice President Rubio SECONDED the MOTION, which CARRIED with FIVE AYES.

## 9. REPORTS

### 9.A. Boardmember Items

- Joint Powers Authority and Committee Reports  
DSRSD/Central Contra Costa Sanitary District Liaison – December 14, 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 written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the Alameda County Special Districts Association Executive Committee meeting on December 8 and the California Association of Sanitation Agencies Board of Directors meeting on December 9. She summarized the activities and discussions at the meetings.

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

Director Goel requested staff expedite a Board item regarding the District's legal obligation to provide service to new developments. He noted resident unrest in his division (Division 5 in east Dublin) regarding the District's pledge to provide water service to developments being approved in that area.

President Halket thanked everyone for attending a Board meeting so close to the holiday and wished everyone a Merry Christmas.

### 9.B. Staff Reports

- Event Calendar – Assistant General Manager Lee reported on the following:
  - The January 4, 2022 Board meeting will be cancelled.
  - The January 18, 2022 Board meeting will be the next meeting held.
- Correspondence to and from the Board on an Item not on the Agenda – None

## 10. NOT HELD – CLOSED SESSION

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

11. NOT HELD – REPORT FROM CLOSED SESSION

12. ADJOURNMENT

President Halket adjourned the meeting at 6:37 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary