

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

May 17, 2022

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 optional.

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6 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, and Director Ann Marie Johnson.

Director Georgean M. Vonheeder-Leopold was absent.

District staff present: Dan McIntyre, General Manager; Jan Lee, Assistant General Manager; Carol Atwood, Administrative Services Director/Treasurer; Steve Delight, 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

4.A. Contra Costa County Science & Engineering Fair – Excellence in Water, Wastewater, or Recycled Water Research Award Winners

- Pranav Saravanan – 9th grade, Dougherty Valley High, San Ramon
“Demonstrating metal organic framework’s (MOF) efficiency by reducing immense amounts of pollutants and attain healthy drinkable water”
- Kellen Laird Hurrey – 9th grade, California High School, San Ramon
“How do you optimize your water usage during a drought?”

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:11 p.m. No public comment was received.

6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – General Manager McIntyre stated that Item 8.A will not be held and will be rescheduled to a future meeting.

7. CONSENT CALENDAR

Director Johnson MOVED for approval of the items on the Consent Calendar. Vice President Rubio SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Vonheeder-Leopold).

- 7.A. Approve Regular Meeting Minutes of April 19, 2022 – Approved
 - 7.B. Approve Special Meeting Minutes of May 10, 2022 – Approved
 - 7.C. Approve Intention to Levy Annual Assessments in the Dougherty Valley Standby Charge District 2001-1 for Fiscal Year Ending 2023 – Approved – Resolution No. 20-22
 - 7.D. Approve Fund Limit Increase to the Local Wastewater Expansion (Fund 220) for Fiscal Year Ending 2022 and 2023 – Approved – Resolution No. 21-22
 - 7.E. Approve Retroactive Health Insurance Contribution for January 2022 for Unrepresented Senior Managers and Unrepresented Managers, Professional, Technical, Administrative, and Confidential Employees – Approved – Resolution No. 22-22
 - 7.F. Approve Health Insurance Contribution for Calendar Year 2022 for Board of Directors – Approved – Resolution No. 23-22
 - 7.G. Authorize Consolidation of District Election with November 8, 2022 Statewide General Election – Approved – Resolution No. 24-22
 - 7.H. Consider Rejection of All Bids for the Joint Temporary Recycled Water Fill Station Project (CIP 22-R026) – Approved
8. BOARD BUSINESS
- 8.A. NOT HELD – Accept Donation of One Eagle Scout Project for DSRSD Demonstration Garden
 - 8.B. Discuss Development and Operations of a Proposed Joint Residential Recycled Water Fill Station in 2022 and Provide Direction

General Manager McIntyre reviewed the item for the Board. The Board and staff discussed various project aspects including the station's proposed user fee and its operational schedule, which is projected to start in mid-July versus early June due to having to relocate and rescale the project.

Vice President Rubio MOVED to Set a Prorated Fee from the Original \$100 User Fee at the New Proposed Location in Pleasanton. Director Goel SECONDED the MOTION. Vice President Rubio withdrew the motion after further Board discussion. Director Goel made a substitute motion.

Director Goel MOVED to Accept the Current Agreement Terms with the Revised Location, with the Recommendation to Encourage Staff to Negotiate a Lower User Fee with the Project Partner Agencies. Vice President Rubio SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Vonheeder-Leopold).

8.C. Receive Presentation on the Zone 7 Water Agency 2022 Annual Sustainability Report

Engineering Services Director Delight introduced Mr. Sal Segura, Zone 7 Water Agency (Zone 7) Associate Civil Engineer, who reviewed the item for the Board. The Board, speaker, and staff discussed current drought conditions, and Zone 7's strategies and alternatives in best- and worst-case scenarios for water supply, storage, and conservation. Mr. Segura stated that Zone 7 is continually seeking possible supply resources and working on longer term solutions for additional supply. Zone 7 develops its water supply portfolio year round and operationally monitors and tracks supply monthly. The Board thanked Mr. Segura for the presentation.

8.D. Receive Presentation on District's Water Conservation Status

Senior Engineer Irene Suroso reviewed the item for the Board. The Board and staff discussed the District's and the Tri-Valley agencies' conservation efforts, results to date, the conservation stages, and related enforcement measures. Director Johnson inquired, for the record, if DSRSD will impose any enforcement actions given its customers are not reaching mandatory 15% conservation. Staff reported that enforcement actions are not built into the Stage 2 Mandatory Water Shortage Emergency, and that the conservation target is for customers Tri-Valley-wide, not just within the District. Enforcement will come into play if Stage 4 is enacted. It was also noted that the increased consumption reported in 2022 could be attributable, in part, to businesses re-opening from the pandemic shutdown. The Board thanked Ms. Suroso for the presentation.

8.E. Receive Presentation on Proposed Local and Regional Wastewater Rates and Set a Public Hearing for July 19, 2022

Administrative Services Director Atwood reviewed the item for the Board. She provided revised Attachments 1 and 2 to the Board, which were added to the District's website as supplemental materials. The revisions corrected residential and apartment/ADU (Accessory Dwelling Unit) rates by a penny to provide evenly divisible rates for the Alameda County and Contra Costa County tax roll charges, and captured the local commercial and institutional rates in the public notice.

The Board and staff discussed continuing the 2017 rate study assumptions for an additional year due to staff noting significant variances in wastewater strength data, possibly attributable to the pandemic, when beginning the rate study effective fiscal year ending 2023. They discussed the effects of setting a 2% rate increase, and, alternatively, the effects of setting a 0% increase for the next year, while the study is being completed for fiscal year ending 2024. Staff confirmed the District will run at a slight deficit in both scenarios, but it will not adversely affect operations due to healthy local and regional enterprise funds working capital balances.

Director Johnson MOVED to Set a Public Hearing for July 19, 2022. Vice President Rubio SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Vonheeder-Leopold).

- 8.F. Authorize the General Manager to Sign a Letter of Agreement with the City of San Ramon and Black Mountain Construction Development

Engineering Services Director Delight reviewed the item for the Board. A revised agreement was handed out to the Board and added to the District's website as supplemental materials. The revision addressed District requirements should the developer wish to assign the agreement to another entity.

The Board and staff discussed the District's past practice/precedent granting delayed payments and the flexibility afforded per the District Code (Code) to make special arrangements such as this, when equitable concerns are presented. Staff also confirmed that the developer requested and was granted fee deferral by City of San Ramon. President Halket stated, for the record, his concern for future deferrals requested of the District. In response, General Manager McIntyre stated staff will bring Code payment language revisions to the Board soon for its consideration.

Vice President Rubio MOVED to Authorize the General Manager to Sign a Letter of Agreement with the City of San Ramon and Black Mountain Construction Development for Postponement of Payment of Local and Regional Wastewater Capacity Reserve Fees Related to Aspen Wood Senior Housing Project. Director Goel SECONDED the MOTION, which CARRIED with THREE AYES, ONE NO (Johnson), and ONE ABSENT (Vonheeder-Leopold).

- 8.G. Approve Increase in Budgeted Full-Time Equivalent (FTE) Staffing and Temporary Overfill of Full-Time Equivalent Staffing in the Operations Department

General Manager McIntyre reviewed the item for the Board.

Director Goel MOVED to approve Resolution No. 25-22, Approving a Permanent Increase in Budgeted Full-Time Equivalent (FTE) Staffing and Temporary Overfill of Full-Time Equivalent Staffing in the Operations Department. Vice President Rubio SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Vonheeder-Leopold).

9. REPORTS

9.A. Boardmember Items

- 9.A.1. Joint Powers Authority and Committee Reports
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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.

- 9.A.2. Submittal of Written Reports for Day of Service Events Attended by Directors

Director Vonheeder-Leopold submitted, prior to the meeting, written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the Alameda County Special Districts Association chapter meeting on May

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

- 9.A.3. Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda – None

9.B. Staff Reports

9.B.1. Event Calendar

General Manager McIntyre reported on the following:

- This week is recognized as Special Districts Week by the State Legislature, and National Public Works Week by the American Public Works Association.

Administrative Services Director Atwood reported on the following:

- The DSRSD Citizens Water Academy will be held this summer, and applications are still being accepted. It will include three virtual sessions and a graduation reception in the District's Demonstration Garden.

- 9.B.2. Correspondence to and from the Board on an Item not on the Agenda was included in the agenda packet.

10. ADJOURNMENT

President Halket adjourned the meeting at 8:10 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary