

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

June 7, 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 3 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 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.

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; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

Director Georgean M. Vonheeder-Leopold was absent.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES – None

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:02 p.m.

Speaker: Ms. Lara Calvert (Executive Director, Spectrum Community Services, Inc.) –

Ms. Calvert addressed the Board and explained that Spectrum Community Services, Inc. is a non-profit organization that provides assistance to low-income residents. She encouraged the District to participate in the federal Low Income Household Water Assistance Program (LIHWAP) which grants past due water and wastewater bill payments for qualified low-income households.

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

7. CONSENT CALENDAR

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

7.A. Approve Regular Meeting Minutes of May 17, 2022– Approved

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

7.C. Award Construction Agreement to KJ Woods Construction Inc., Authorize a Construction Change Order Contingency, Approve Master Agreement for Consulting Services to Coastland Civil Engineering, and Authorize Execution of Task Order No. 1 with Coastland Civil Engineering for Construction Management Services for the Water Lines Replacement – Wineberry & Canterbury Area Project (CIP 16-W017) – Approved

8. BOARD BUSINESS**8.A. Accept Donation of One Eagle Scout Project for DSRSD Demonstration Garden**

Administrative Services Director Atwood reviewed the item for the Board. Eagle Scout candidate Shane O'Flynn from Troop #905 explained his project of two wooden benches to cover utility infrastructure. The Board thanked him for his contribution to the DSRSD garden.

Vice President Rubio MOVED to Accept Donation of One Eagle Scout Project for DSRSD Demonstration Garden. Director Johnson SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

8.B. Approve Execution of the Amended and Restated Agreement for Personal Services between Daniel B. McIntyre and Dublin San Ramon Services District

President Halket made the following verbal report: "Before discussing Agenda Item 8.B., a provision of the Brown Act requires that the Board "orally report a summary of [the] recommendation for final action on the ... salary [and other] compensation ... of a local agency executive," such as the General Manager. The recommendation is also summarized in the Staff Report for Agenda Item 8.B., and further details are available in the proposed Amended and Restated Agreement for Personal Services, which is included in the Agenda Packet. As is specified in the Staff Report, the recommendation is to:

- Increase the District's contribution for health insurance to match that paid to other District employees in conformance with existing labor agreements;
- Increase the employee leave sell back provision to match that provided to other District employees (a change to a maximum of 100 hours of sell back per year, up from 80 in the current PSA);
- Provide for future base salary increases on an annual basis for years 2023, 2024 and 2025 (based on a cost-of-living increase ranging from 2.5% to 4.0% in 2023 and ranging from 2.0% to 4% in 2024 and 2025) consistent with scheduled cost of living increases for all other employees.
- Propose no change to the Agreement compensation for calendar year 2022."

Director Goel MOVED to approve Resolution No. 26-22, Approving the Execution of the Amended and Restated Agreement for Personal Services between Daniel B. McIntyre and Dublin San Ramon Services District. Vice President Rubio SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

8.C. Approve Health Insurance Contribution for Calendar Year 2022 for General Manager

Director Goel MOVED to approve Resolution No. 27-22, Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants under the Public Employees' Medical and Hospital Care Act for the General Manager. Director Johnson 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 – None

9.A.2. Submittal of Written Reports for Day of Service Events Attended by Directors – None

9.A.3. Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

Director Goel requested an item be scheduled for an upcoming meeting regarding the Low Income Home Water Assistance Program (LIHWAP).

Director Johnson requested an item be scheduled for an upcoming meeting regarding a potential return to virtual Board meetings.

9.B. Staff Reports

9.B.1. Event Calendar – General Manager McIntyre reported on the following:

- East Bay Municipal Utility District Director John Coleman is holding a Ward 2 water briefing on Thursday, June 9, at 8 a.m. at the Lafayette Library and Learning Center.
- Zone 7 Water Agency is hosting a ribbon cutting ceremony for its Patterson Pass Upgrades and Ozonation facility on Thursday, June 9, at 12 p.m.

9.B.2. Correspondence to and from the Board on an Item not on the Agenda – General Manager McIntyre reported that an email from Ms. Nancy Johnson was provided to the Board.

10. CLOSED SESSION

At 6:18 p.m. the Board went into Closed Session.

10.A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: District General Counsel

11. REPORT FROM CLOSED SESSION

At 6:49 p.m. the Board came out of Closed Session. President Halket announced that there was no reportable action.

12. ADJOURNMENT

President Halket adjourned the meeting at 6:49 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary