

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

June 21, 2022

Pursuant to the authorizations provided by Government Code Section 54953(e), and local county health orders issued to address the COVID-19 pandemic, the Board meeting was held via Teams Teleconference. The District Boardroom was closed to the public. The public could observe and comment by electronic means as described on Page 4. 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 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: Dan McIntyre, General Manager; Jan Lee, Assistant General Manager; Carol Atwood, Administrative Services Director/Treasurer; Jason Ching, Acting Engineering Services Director/District Engineer; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. DECLARATION OF TELECONFERENCE MEETINGS

4.A. Authorize Remote Teleconference Meetings until July 21, 2022, Pursuant to California Government Code Section 54953(e)

Vice President Rubio MOVED to Approve Resolution No. 28-22, Finding that there is a Proclaimed State of Emergency by Governor Newsom Due to COVID-19, and Authorizing Remote Teleconference Meetings of the Board of Directors of Dublin San Ramon Services District for the Period June 21, 2022 Through July 21, 2022, Pursuant to the Authorizations Provided for in California Government Code Section 54953(e). Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

5. SPECIAL ANNOUNCEMENTS/ACTIVITIES

5.A. New Employee Introductions:

Desiree Molina, Operator-In-Training	Efren Villamore, Operator-In-Training
Leon Lim, Operator-In-Training	David Short, Operator-In-Training
Anthony Hume, Operator-In-Training	Jimmy Perez, Mechanic II

Speaker: Mr. Joshua Horowitz, (Partner, Bartkiewicz, Kronick & Shanahan [BKS]) –

Mr. Horowitz addressed the Board and introduced his firm, BKS, which District General Counsel Mr. Doug Coty will be joining as of July 1, 2022. BKS is looking forward to working with the District upon approval of the agreement for General Counsel services this evening.

6. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:11 p.m.

Speaker: Mr. Mike Grant (Dublin Resident) – Mr. Grant addressed the Board and expressed his continued concern regarding sprinkler overspray at Dolan Park and the inaction by City of Dublin to address this matter. He also urged the Board to advocate to state politicians that homeowners should receive a drought tax break given the surplus of taxes homeowners have paid.

Speaker: Mr. Greg Jones (Dublin Resident) – Mr. Jones addressed the Board and inquired about the joint recycled water fill station. He applauded efforts to do a joint station but had received mixed messaging from Board and staff on its status. He stated residents need a path forward to offset potable use in order to meet the 15% conservation goal.

General Manager McIntyre reported that the joint fill station will move forward if City of Pleasanton's City Council approves the project agreement this evening. The new location is set to be at Zone 7 Water Agency's office grounds on Hopyard Road in Pleasanton. The station is projected to open sometime in August.

7. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – No changes were made.8. CONSENT CALENDAR

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

Director Vonheeder-Leopold stated that her affirmative vote is in approval of Items 8.B through 8.I, and that she abstains from 8.A, because she was absent from the June 7, 2022 Board meeting.

8.A. Approve Regular Meeting Minutes of June 7, 2022 – Approved

8.B. Affirm No Changes to the Employee Recognition Programs Policy – Approved

8.C. Affirm No Changes to the Staff Organization Policy – Approved

8.D. Affirm No Changes to the New/Revised Job Classifications and Salary Policy – Approved

8.E. Affirm No Changes to the Fraud in the Workplace Policy – Approved

8.F. Approve Amendment to the Capital Improvement Program Two-Year Budget and Ten-Year Plan to Increase the Alum Addition Project (CIP 18-P016) Budget, Award Construction Agreement to Pacific Infrastructure Corporation, and Authorize Execution of Task Order No. 5 with HDR Engineering for Construction Management Services – Approved – Resolution No. 29-22

8.G. Approve the Purchase with Platt Electrical Supply for the Supply and Delivery of Miscellaneous Electrical Parts and Authorize the General Manager to Execute the Purchase Order with Platt Electrical Supply for the Supply and Delivery of Miscellaneous Electrical Parts – Approved

- 8.H. Approve Agreement for Legal Services with Bartkiewicz, Kronick & Shanahan for General Counsel Services – Approved – Resolution No. 30-22
- 8.I. Approve Modification to the Unrepresented Senior Management Employees' Salary and Benefits Resolution No. 7-22, Exhibit B, for Base Salary Increase for the Engineering Services Director – Approved – Resolution No. 31-22

9. BOARD BUSINESS

- 9.A. Receive Report on the Low Income Household Water Assistance Program and Provide Direction

Administrative Services Director Atwood reviewed the item for the Board. The Board asked several follow-up questions pertaining to LIHWAP (Low Income Household Water Assistance Program) customer eligibility, interaction with the District's Low Income Assistance program, program marketing, staff responsibilities, and overall program impact and administration.

Speaker: Ms. Lara Calvert (Executive Director, Spectrum Community Services, Inc.) – Ms. Calvert provided additional program background and administrative information to the Board throughout the discussion.

Executive Services Supervisor/District Secretary read two written (email) comments received prior to the meeting:

“Dear Directors, I think the water company should take part in this program and help the people who need it. Everything is getting more expensive every day. You are spending more time with your travel reimbursements than with programs to help people. Respectfully, S.K. Singh” (6/21/22)

“Dear Members of the Board: I am submitting this email later than what I would have liked because I only recently learned that this matter had even been agendaized. Several of us had been told the opposite. This is the first break that I have had in my schedule today to write a response. I am very disappointed by the tenor of Ms. Atwood's report and the actions of the utility billing/customer service group. They clearly don't want to give LIHWAP a chance. Many deserving customers have received little relief overall since the pandemic began. Every effort should be made to ensure that they receive this assistance. Although there are other customers with arrearages who may qualify for LIHWAP, Ms. Atwood focuses on LIA participants. She mentions \$6,780 in overdue charges for LIA customers and \$3,464.48 in overdue charges for 14 of these. Other participating water companies with their own low-income programs (like East Bay MUD and Cal Water) realize that LIHWAP is a complementary program that will benefit their customers and the companies themselves. Eligible customers should be able to participate in both programs--particularly while we are still experiencing a public health emergency. Once these customers receive the one-time LIHWAP assistance, that's that. Instead of looking at productive ways of utilizing both programs, however, Ms. Atwood wants people to think LIHWAP will bring mass delinquencies and chaos. If DSRSD doesn't elect to participate in LIHWAP, otherwise eligible district customers will be denied this valuable assistance. Local service providers are supposed to collect information about

these otherwise eligible customers to see if anything can be done to help them after the current program ends (presumably after August 2023). Since DSRSD sent out notices to customers with delinquent accounts a few days ago saying they plan to hold a hearing on July 19th to put their delinquent charges on county property tax rolls, however, waiting another year is not a viable option. DSRSD is not waiting for LIHWAP or the end of the public health emergency. Lara Calvert at Spectrum Community Services and Kristen Hart, the Assistant Deputy Director of CSD's Energy & Environmental Services Division (email address: kristen.hart@csd.ca.gov, phone number:916-562-0803) are well equipped to answer in-depth questions about LIHWAP and any estimated costs to the district. I am sure that Public Affairs will not need to spend as much time on LIHWAP as they do with DSRSD-generated events/programs. When I see the \$8,000-\$11,500 estimated cost in the report, I would like to know the actual hours and pay rates corresponding to this estimate. Is LIHWAP a perfect program? No. No program is perfect. My friends and I wish that LIHWAP had launched much earlier and that all income-qualified applicants would be eligible--whether in arrears or not and whether or not their water companies elect to participate directly. LIHWAP is a very good program and we would like to see every water company opt in. I do hope that the board will direct staff to do just that tonight. Sincerely, Nancy Johnson" (6/21/22)

Director Goel MOVED to Direct Staff to Opt the District in to Participate in the Low Income Household Water Assistance Program (LIHWAP), Submit a Letter of Concern to the California Department of Community Services and Development (CSD) regarding Account Arrearage Requirements, Co-Market the Program with Spectrum Community Services, Inc., and Re-evaluate the Requirements of the District's Low Income Assistance Program. Vice President Rubio SECONDED the MOTION, which CARRIED with THREE AYES and TWO NOES (Halket and Vonheeder-Leopold) per roll call vote.

9.B. Adopt Revised Director Travel and Expenses Policy and Rescind Resolution No. 1-20

General Manager McIntyre reviewed the item for the Board. The Board and staff discussed the proposed parameters for pre- and post-event lodging, and contemplated alternate options based on travel time, mileage ranges, networking opportunities, travel budget caps, officer roles, and other possible circumstances.

Director Johnson MOVED to Adopt the Resolution Revising the Director Travel and Expenses Policy and Rescinding Resolution No. 1-20 with the Amendment to Set the Pre-Approved Lodging Travel Distance to More than 100 Miles. After additional discussion, Director Johnson withdrew her motion.

Vice President Rubio MOVED to Adopt the Resolution Revising the Director Travel and Expenses Policy and Rescinding Resolution No. 1-20 as Presented. The MOTION FAILED due to lack of a SECOND.

The Board directed staff to reconsider pre- and post-lodging options and present the item at a future meeting for reconsideration.

9.C. Receive Presentation on District's Water Conservation Status

Senior Engineer Irene Suroso reviewed the item for the Board and gave a presentation regarding the state update, conservation and drought outreach, water use and conservation target update, and next steps. The presentation was added to the District website as supplemental materials.

The Board and staff discussed aspects of the presentation and encouraged staff to update the District's conservation messaging to add definition to the permitted three times a week waterings (how long each day, how much for different types of vegetation – groundscape versus trees, etc.) and include sprinkler rebate information. The Board noted that the District should model what it wants its customers to do.

- 9.D. Approve Seventh Supplemental Agreement to Agreement for Wastewater Disposal Services Between District and City of Pleasanton Related to the West Dublin Trunk Sewer Line

Management Analyst II Corinne Ferreyra reviewed the item for the Board.

Vice President Rubio MOVED to Approve Resolution No. 32-22, Approving the Seventh Supplemental Agreement to Agreement for Wastewater Disposal Services Between City of Pleasanton and Dublin San Ramon Services District. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

- 9.E. Public Hearing: Adopt Engineer's Report and Direct Levy of Annual Assessments in the Dublin San Ramon Services District Dougherty Valley Standby Charge District 2001-1 for Fiscal Year 2022–2023

President Halket announced the item and declared the Public Hearing open. He asked for the staff presentation. Utility Billing and Customer Services Supervisor Mayette Bailey reviewed the item for the Board.

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.

Director Goel MOVED to Adopt Resolution No. 33-22, Adopting Engineer's Report and Directing the Levy of Annual Assessments in the Dublin San Ramon Services District Dougherty Valley Standby Charge District 2001-1 for Fiscal Year 2022–2023. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

- 9.F. Public Hearing: Adopt Annual Dougherty Valley Incremental State Water Project Charge Report and Direct the Levy of the Dougherty Valley Incremental State Water Project Charge for Non-Governmental Parcels on the Contra Costa County Secured Property Tax Roll and for Government Potable Water Customers on Utility Bills

President Halket announced the item and declared the Public Hearing open. He asked for the staff presentation. Utility Billing and Customer Services Supervisor Mayette Bailey reviewed the item for the Board.

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 and staff discussed the possibility of approving the annual levy on a biannual basis for administrative efficiency. Staff confirmed it would look into the legality of implementing a biannual approval schedule.

Director Goel MOVED to Adopt Resolution No. 34-22, Adopting the Annual Dougherty Valley Incremental State Water Project Charge Report and Directing the Levy and Collection of the Dougherty Valley Incremental State Water Project Charge on the Contra Costa County Property Tax Roll for Non-Governmental Parcels and on the Utility Bills for Governmental Customers for Fiscal Year 2022–2023. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

10. REPORTS

10.A. Boardmember Items

10.A.1. Joint Powers Authority and Committee Reports – None

10.A.2. 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 May 11, the California Association of Sanitation Agencies (CASA) Board of Directors meeting on May 12, and the CASA Budget Committee meeting on May 31. She summarized the activities and discussions at the meetings.

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

President Halket reported that the July 5 Board meeting will be cancelled. He also reported that he will be unable to attend the July 19 Board meeting.

10.B. Staff Reports

10.B.1. Event Calendar – General Manager McIntyre had nothing to report.

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

11. ADJOURNMENT

President Halket adjourned the meeting at 8:24 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary