

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

August 2, 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 Georgan M. Vonheeder-Leopold, and Director Ann Marie Johnson.

Director Arun Goel 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. DECLARATION OF TELECONFERENCE MEETINGS

4.A. Authorize Remote Teleconference Meetings until September 1, 2022, Pursuant to California Government Code Section 54953(e)

Vice President Rubio MOVED for approval of Resolution No. 37-22, 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 August 2, 2022 Through September 1, 2022, Pursuant to the Authorizations Provided for in California Government Code Section 4953(e). Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel) per roll call vote.

5. SPECIAL ANNOUNCEMENTS/ACTIVITIES – None

6. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:12 p.m.

Four (4) emailed comments received from City of Pleasanton residents were read aloud by Executive Services Supervisor/District Secretary Genzale regarding opposition to the proposed

location of a joint residential recycled water fill station at Zone 7 Water Agency's Parkside facility in Pleasanton:

- 7/29/2022 Kathy Marshall
- 7/30/2022 Tom Walker
- 8/2/2022 Jingwen Tsou
- 8/2/2022 Christy Murphey

Speaker: Mr. John Hsu, (Dublin resident) – Mr. Hsu addressed the Board and requested assistance regarding a notification he received for a 2020 account delinquency. Staff requested Mr. Hsu email his concern to staff for resolution.

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

8. CONSENT CALENDAR

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

8.A. Approve Regular Meeting Minutes of July 19, 2022 – Approved

8.B. Award Construction Agreement to SSB Construction for the FOF Roof Replacement (CIP 22-A030), WWTP Roof Replacements (CIP 22-P011), and Field Operations Facility-Skylight Replacements (CIP 20-A024) Projects – Approved

8.C. Consider Approval of Director Reimbursement for Attendance at the City of Dublin's 40th Anniversary Gala Celebration "The Ruby Affair" – Approved

9. BOARD BUSINESS

9.A. Public Hearing: Approve the Annual Delinquency Water and Sewer Charges Levy Report and Direct the Levy and Collection of Delinquent Water and Sewer Charges on the 2022–2023 Alameda County and Contra Costa County Secured Property Tax Rolls

President Halket announced the item and declared the Public Hearing open. He asked for the staff presentation. Utility Billing & Customer Services Supervisor Mayette Bailey reviewed the item for the Board. She reported that one protest had been received since the agenda packet was published.

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 options available to customers having difficulty paying their water bill, such as payment plans and low-income programs to avoid water shut-offs. They also discussed the few shut-offs that had occurred due to tenant delinquencies. Staff confirmed that payment option information is made readily available for customers struggling with their bill and can be provided in various languages.

Director Johnson MOVED to approve Resolution No. 38-22, Approving the Annual Delinquency Water and Sewer Charges Levy Report and Directing the Levy and Collection of the Outstanding (over 90 Days) Delinquent Utility Billing Water and Sewer Receivables on the Alameda County and Contra Costa County Secured Property Tax Rolls For 2022-2023. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel) per roll call vote.

- 9.B. Public Hearing: Approve the Annual Wastewater Service Charges Levy Report and Direct the Levy and Collection of Wastewater Service Charges on the 2022–2023 Alameda County and Contra Costa County Secured Property Tax Rolls

President Halket announced the item and declared the Public Hearing open. He asked for the staff presentation. Administrative Services Director Atwood reviewed the item for the Board. She reported that the publicly noticed rate of \$298.62 for Residential Multi-Family and Accessory Dwelling Units was incorrect and the correct rate is lower at \$287.59. She also reported that one protest had been received since the agenda packet was published.

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 various billing methods available to the District and confirmed that by charging wastewater charges via the property tax roll, the District is guaranteed to receive 100% payment of billings from the County.

Director Vonheeder-Leopold MOVED to approve Resolution No. 39-22, Approving the Annual Wastewater Service Charges Levy Report and Directing the Levy and Collection of Wastewater Service Charges on the Alameda County and Contra Costa County Secured Property Tax Rolls for 2022-2023. Director Johnson SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel) per roll call vote.

- 9.C. Receive Report on Low Income Assistance (LIA) Program and Provide Direction

Utility Billing & Customer Services Supervisor Bailey reviewed the item for the Board.

The Board and staff discussed the continued viability and success of the program. The program is sustained by non-ratepayer revenue (annual cell phone tower revenue) and has funding available to include additional participants. President Halket stated how pleased he is with the success of this District program.

Vice President Rubio MOVED to Direct Staff to Continue the Low Income Assistance Program at its Current Coverage of 100% of the Fixed Meter Fee. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel) per roll call vote.

- 9.D. Receive Report and Authorize Early Payoff of the 2017 Interfund Loan to the Local Wastewater Replacement Fund from the Local Wastewater Expansion Fund

Administrative Services Director Atwood reviewed the item for the Board. The Board and staff briefly discussed the District's history utilizing interfund transfers and best practices when doing so.

Director Vonheeder-Leopold MOVED to approve Resolution No. 40-22, Authorizing Early Payoff of the 2017 Interfund Loan to the Local Wastewater Replacement (Fund 210) from the Local Wastewater Expansion (Fund 220). Director Johnson SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel) per roll call vote.

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

Executive Services Supervisor/District Secretary Genzale reviewed the item for the Board.

Vice President Rubio clarified that checking with staff when making lodging decisions is not required but good practice. She also proposed that the timeframe for Directors to submit expense reports for reimbursements be adjusted from 30 days to 45 days.

Vice President Rubio MOVED to approve Resolution No. 41-22, Revising the Director Travel and Expenses Policy, with an Amendment to Section 4.d. to Increase 30 days to 45 days for Expense Report Submittal, and Rescinding Resolution 1-20. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel) per roll call vote.

9.F. Adopt Revised Guidelines for Conducting District Business Policy and Rescind Resolution No. 38-14, and Rescind Processing Board Correspondence Policy and Resolution No. 1-14

Executive Services Supervisor/District Secretary Genzale reviewed the item for the Board.

The Board acknowledged staff's accomplishment in producing a more concise and user-friendly policy. Staff reported that the policy content removed regarding new Director onboarding and coaching has been captured and incorporated into separate materials provided during the new Director orientation process.

Vice President Rubio MOVED to approve Resolution No. 42-22, Revising the Guidelines for Conducting District Business Policy and Rescinding Resolution No. 38-14. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel) per roll call vote.

Vice President Rubio MOVED to approve Resolution No. 43-22, Rescinding the Processing Board Correspondence Policy and Rescinding Resolution No. 1-14. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel) per roll call vote.

9.G. Progress Report on the Strategic Plan for Fiscal Years Ending 2022–2026

General Manager McIntyre reviewed the item for the Board. President Halket expressed appreciation for strides made regarding the District's emergency response planning.

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

Vice President Rubio submitted written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the Association of California Water Agencies annual conference July 12-14 in Washington DC and the Annual State of the County Address by District 2 Supervisor Candace Andersen on July 27. She summarized the activities and discussions at the meetings.

Director Johnson submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she also attended the Annual State of the County Address by District 2 Supervisor Candace Andersen on July 27. She summarized the activities and discussions at the meeting.

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

10.B. Staff Reports

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

- The City of Dublin’s 40th Anniversary “The Ruby Affair” is being held Saturday, August 6, 2022 at the Heritage Park & Museum.
- The September 6, 2022 Board meeting is expected to be cancelled due to lack of business items.
- A Special Board meeting workshop is expected to be held in late September.

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 7:23 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary