

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

**December 20, 2022**

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:02 p.m. by President Halket.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Richard M. Halket, Director Arun Goel, and Director Georgean M. Vonheeder-Leopold.

Director Ann Marie Johnson was absent.

District staff present: Dan McIntyre, General Manager; Jan Lee, Assistant General Manager; Herman Chen, Financial Services Manager; 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. BOARD ORGANIZATION

4.A. Selection of President and Vice President of the Board of Directors for 2023

President Halket introduced the item and opened the floor for nominations for the 2023 Board of Directors President and Vice President.

Director Goel MOVED to Nominate and Approve the Selection of Director Vonheeder-Leopold as President of the Board of Directors for 2023. President Halket SECONDED the MOTION, which CARRIED with THREE AYES and ONE ABSENT (Johnson).

Director Goel MOVED to Nominate and Approve the Selection of Director Ann Marie Johnson as Vice President of the Board of Directors for 2023. President Halket SECONDED the MOTION, which CARRIED with THREE AYES and ONE ABSENT (Johnson).

Director Halket passed the gavel to President Vonheeder-Leopold who then presided over the remainder of the meeting. President Vonheeder-Leopold thanked Director Halket for a job well done during a challenging year and presented him with an engraved plaque on behalf of the Board and staff that read "In Sincere Appreciation for your Dedicated Service as President of the Board of Directors in 2022 and Your Steadfast Leadership During the Third Year of the 2020 Drought and the Coronavirus Pandemic."

5. SPECIAL ANNOUNCEMENTS/ACTIVITIES – None

6. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:07 p.m. No public comment was received.

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

8. CONSENT CALENDAR

Director Halket MOVED for approval of the items on the Consent Calendar. Director Goel SECONDED the MOTION, which CARRIED with THREE AYES and ONE ABSENT (Johnson).

- 8.A. Regular Meeting Minutes of December 6, 2022 – Approved
- 8.B. Approve Amendment to the Capital Improvement Program Ten-Year Plan and Two-Year Budget to Increase the Primary Sedimentation Expansion and Improvements Project (CIP 17-P004) Budget – Approved – Resolution No. 60-22
- 8.C. Approve New Job Description and Salary Range for Special Assistant to the General Manager – Approved – Resolution No. 61-22
- 8.D. Approve Resolution for Terms and Conditions, Salary, and Benefits of Unrepresented Manager, Professional, Technical, Administrative and Confidential Employees, and Unrepresented Senior Managers and Rescind Resolution No. 7-22 and Incorporate Resolution No. 31-22 – Approved – Resolution No. 62-22
- 8.E. 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. 16-22 – Approved – Resolution No. 63-22

9. BOARD BUSINESS

- 9.A. Accept Annual Comprehensive Financial Report with Independent Auditor's Report for Fiscal Year Ended June 30, 2022 and Memorandum on Internal Control and Required Communications for Fiscal Year Ended June 30, 2022

Financial Services Manager Chen reviewed the item for the Board. He introduced Mr. David Alvey, CPA - Vice President (Audit) 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. He pointed out that lease receivables (cell phone tower leases) were added to the Comparative Statement of Net Position (page 24 of the report) this year. He acknowledged the efforts of the Financial Services staff and conveyed his confidence that the report will again earn the Government Finance Officers Association's excellence in financial reporting program certificate. The Board thanked staff for a job well done.

Director Halket MOVED to Accept Annual Comprehensive Financial Report with Independent Auditor's Report for Fiscal Year Ended June 30, 2022 and Memorandum on Internal Control and Required Communications for Fiscal Year Ended June 30, 2022. Director Goel SECONDED the MOTION, which CARRIED with THREE AYES and ONE ABSENT (Johnson).

- 9.B. Discuss Board Committees and Joint Powers Authority Assignments for Calendar Year 2023 and Provide Input

President Vonheeder-Leopold introduced the item and requested input from the Directors on their assignments for the next year. Director Halket stated he is satisfied with his current assignments but can be flexible filling in on either of the Joint Powers Authorities since the Board currently has a vacancy. Director Goel expressed interest in being placed on the Zone 7 Water Agency Liaison Committee. President Vonheeder-Leopold stated she will also obtain Vice President Johnson's input and present the proposed assignments at the next Board meeting.

- 9.C. Discuss Options for Filling a Board of Directors Vacancy and Provide Direction

Executive Services Supervisor/District Secretary Genzale reviewed the item for the Board. The Board and staff discussed the options presented. The Board directed staff to move forward with Option #2 and directed staff to include a vacancy announcement in the January 3, 2023 edition of the DSRSD Pipeline newsletter.

Speaker: Mr. Dinesh Govindarao (San Ramon resident) – Mr. Govindarao addressed the Board and stated that he is a long-time San Ramon resident living in the Dougherty Valley and is interested in applying for the vacant Division 1 Director seat.

Director Goel stated for full disclosure that he has endorsed Mr. Govindarao in the past.

Director Halket MOVED to Accept the Declaration of a Board of Directors Vacancy for Division 1 Created by the Resignation of Vice President Marisol Rubio, and Directed Staff to Take Steps to Fill the Vacancy Using Option #2 – Proceed with an Application and Interview Process with Qualified Citizens of the District, and Make an Appointment Based on the Results of a Formal Process – and Put a Vacancy Announcement in the January 3, 2023 DSRSD Pipeline Newsletter and Post the Application Immediately on the DSRSD Website. Director Goel SECONDED the MOTION, which CARRIED with THREE AYES and ONE ABSENT (Johnson).

## 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 Halket wished everyone Happy Holidays and thanked staff for their hard work this year.

Director Goel wished everyone Happy Holidays and expressed that he has enjoyed the past two years at the District. He acknowledged the warm-hearted, focused, super top-notch, and talented District staff. He complimented the DSRSD leadership and stated he is very proud to be a part of the organization. He also encouraged everyone to ask for rain!

Director Vonheeder-Leopold submitted written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the Alameda County Special Districts Association chapter meeting and the California Association of Sanitation Agencies Board of Directors Committee teleconference meeting on December 14. 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

10.B. Staff Reports

10.B.1. Event Calendar – Staff reported on the following:

- The January 3, 2023 Board meeting will be cancelled due to lack of business items. The next Board meeting will be held on January 17, 2023.

10.B.2. Correspondence from the Board – None

11. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 6:38 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary