

AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, February 7, 2023

PLACE: Regular Meeting Place
7051 Dublin Boulevard, Dublin, CA
www.dsrds.com

The Boardroom is open to the public during open session. Due to the COVID-19 pandemic, meeting attendees are required to conduct a self-screening before entering District facilities. Face coverings are optional.

Our mission is to protect public health and the environment by providing reliable and sustainable water, recycled water, and wastewater services in a safe, efficient, and fiscally responsible manner.

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL – Members: Goel, Halket, Johnson, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
 - 4.A. New Employee Introductions
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)

At this time those in the audience are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight’s agenda. Comments should not exceed five minutes. Speaker cards are available from the District Secretary and should be completed and returned to the Secretary prior to addressing the Board. The President of the Board will recognize each speaker, at which time the speaker should proceed to the lectern, introduce him/herself, and then proceed with his/her comment. Written comments received by 3 p.m. on the day of the meeting will be provided to the Board.
6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS)
7. CONSENT CALENDAR

Matters listed under this item are considered routine and will be enacted by one Motion, in the form listed below. There will be no separate discussion of these items unless requested by a Member of the Board or the public prior to the time the Board votes on the Motion to adopt.

 - 7.A. Approve Regular Meeting Minutes of January 17, 2023
Recommended Action: Approve by Motion
 - 7.B. Approve Amendment to District's Conflict of Interest Code
Recommended Action: Approve by Resolution
 - 7.C. Authorize the General Manager to Amend Agreements with Barrett Business Services, Inc. (BBSI), WaterTalent, Express Employment Professionals, and AppleOne for Temporary Employment Services
Recommended Action: Authorize by Motion

- 7.D. Adopt Revised Utility Billing Adjustments Policy, Renamed to Utility Billing Leak Adjustments, and Rescind Resolution No. 43-17
Recommended Action: Adopt Policy by Resolution

8. BOARD BUSINESS

- 8.A. Conduct Interviews with Applicants for Division 1 Vacancy and Consider Appointment
Recommended Action: Conduct Interviews and Approve Appointment by Resolution

9. REPORTS

9.A. Boardmember Items

- 9.A.1. Joint Powers Authority and Committee Reports
Special DERWA – January 30, 2023
- 9.A.2. Submittal of Written Reports for Day of Service Events Attended by Directors
- 9.A.3. Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

9.B. Staff Reports

- 9.B.1. Event Calendar
- 9.B.2. Correspondence from the Board

10. CLOSED SESSION

- 10.A. Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2): Government Claim Dated December 30, 2022, Received from Mr. Richard Colao
- 10.B. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: District General Counsel

11. REPORT FROM CLOSED SESSION

12. ADJOURNMENT

All materials made available or distributed in open session at Board or Board Committee meetings are public information and are available for inspection during business hours by calling the District Secretary at (925) 828-0515. A fee may be charged for copies. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Secretary as soon as possible, but at least two days prior to the meeting.

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

January 17, 2023

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6 p.m. by President Vonheeder-Leopold.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Georgean M. Vonheeder-Leopold, Vice President Ann Marie Johnson, Director Arun Goel, and Director Richard M. Halket.

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. New Employee Introductions

Irene Ceballos, Laboratory Technician

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:03 p.m. No public comment was received.

6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – General Manager McIntyre recommended the Board remove Consent Calendar Item 7.B for separate consideration, in order to permit President Vonheeder-Leopold to vote on the remaining Consent Calendar items. He explained that President Vonheeder-Leopold must recuse herself from Item 7.B. The Board agreed with Mr. McIntyre's recommendation.

7. CONSENT CALENDAR

Director Halket requested Item 7.B be removed from the Consent Calendar for separate consideration. The Board agreed to remove Item 7.B and discuss it under Board Business, and took Consent Calendar Items 7.A and 7.C and passed these items first.

Director Halket MOVED for approval of Items 7.A and 7.C on the Consent Calendar. Director Goel SECONDED the MOTION, which CARRIED with FOUR AYES.

7.A. Approve Regular Meeting Minutes of December 20, 2022 – Approved

7.B. REMOVED – Approve Revised Health Insurance Contribution for Calendar Year 2023 for Stationary Engineers Local 39, International Federation of Professional and Technical

Employees, Local 21, Mid-Management Employees Bargaining Unit, Unrepresented Employees, the General Manager, and Board of Directors

The Board held this item after Item 8.E.

President Vonheeder-Leopold stated, “I am recusing myself from any participation in any discussions, decisions, or voting on the Health Insurance Contribution for Calendar Year 2023 for Board of Directors, Item 7.B, because I receive health benefits as a retired Boardmember of Dublin San Ramon Services District.”

President Vonheeder-Leopold passed the gavel to Vice President Johnson and departed the meeting at 7:17 p.m. before discussion of Item 7.B.

Director Halket MOVED to Approve Resolution Nos. 1-23 and 2-23, Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants under the Public Employees’ Medical and Hospital Care Act for Stationary Engineers Local 39, International Federation of Professional and Technical Employees, Local 21, Mid-Management Employees Bargaining Unit, Unrepresented Employees, the General Manager, and Board of Directors. Director Goel SECONDED the MOTION, which CARRIED with THREE AYES and ONE ABSENT (Vonheeder-Leopold).

President Vonheeder-Leopold returned to the meeting at 7:18 p.m. after discussion of Item 7.B.

- 7.C. Approve the Third Amendment to the Agreement for Treasurer Services with the Livermore-Amador Valley Water Management Agency (LAVWMA) to Assign DSRSD’s Financial Services Manager as LAVWMA’s Assistant Treasurer, and Authorize the General Manager to Execute the Amendment and Future Amendments Regarding Changes in Staff – Approved

8. BOARD BUSINESS

- 8.A. Approve Proclamation Honoring Former Board Director Marisol Rubio

Director Goel MOVED to Approve the Proclamation Honoring Former Board Director Marisol Rubio. Director Halket SECONDED the MOTION, which CARRIED with FOUR AYES.

President Vonheeder-Leopold presented Ms. Rubio with the proclamation and thanked her for her service to DSRSD.

- 8.B. Receive Presentation on District’s Water Conservation Status and Provide Direction

Senior Engineer Irene Suroso reviewed the item and provided the Board a presentation which was added to the website as supplemental materials. The Board and staff discussed the recent storm events, and the State’s abilities and limitations to capture and store the much-needed rainfall. The Board directed staff to provide additional information to the public explaining actions that will follow the recent storms, a status

on water storage capabilities, and a monthly online “scorecard” showing conservation standings.

8.C. Receive Informational Update on DSRSD•EBMUD Recycled Water Authority (DERWA) Activities

Engineering Services Director Delight reviewed the item for the Board. The Board and staff discussed aspects of the update including the exploration of installing groundwater wells in the Fringe Basin to supplement DERWA’s recycled water supplies. The Board expressed concerns regarding the additional operational responsibilities DSRSD might assume, the related costs, and potential for groundwater contaminants such as PFAS (perfluoroalkyl and polyfluoroalkyl substances). Staff explained that DERWA has been studying this potential supply source for the last 10 years, but many decisions and determinations are yet to be made. Staff will keep the Board apprised as the exploration of this option continues.

8.D. Discuss and Approve Board Committee and Joint Powers Authority Assignments for Calendar Year 2023

President Vonheeder-Leopold distributed her assignments proposal to the Board and staff. The Board discussed the proposal and agreed to the assignments with the removal of three unneeded Alternate assignments: Vice President Johnson – City of Dublin, President Vonheeder-Leopold – City of San Ramon/Central Contra Costa Sanitary District, and Division 1 Director – DERWA.

Director Halket MOVED to Approve Board Committee and Joint Powers Authority Assignments for Calendar Year 2023, per President Vonheeder-Leopold’s Proposal with the Removal of Three Unneeded Alternate Assignments as Noted, under Option 2 – Approving an Alternate Structure and/or Assignments. Director Goel SECONDED the MOTION, which CARRIED with FOUR AYES.

8.E. Review Qualified Division 1 Director Applicants and Determine Applicants to Invite to Interview for Consideration of Appointment to Fill the Board Vacancy

Executive Services Supervisor/District Secretary Genzale reviewed the item for the Board. The Board and staff reviewed and discussed the applications and aspects of the upcoming interview process.

Vice President Johnson MOVED to Invite All Three Qualified Division 1 Director Applicants to Interview for Consideration of Appointment to Fill the Board Vacancy at the Board’s First Meeting in February. Director Goel SECONDED the MOTION, which CARRIED with FOUR AYES.

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

President Vonheeder-Leopold submitted written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the virtual Alameda County Special Districts Association Board of Directors Review Committee meeting on December 14, the California Association of Sanitation Agencies Board of Directors virtual meetings on December 14 and 28, and the Alameda County Special Districts Association chapter virtual meeting on January 11. 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

Vice President Johnson requested an item be scheduled for an upcoming meeting regarding DSRSD’s relationship and opportunities with the East Bay Regional Park District.

Director Goel requested an item be scheduled for an upcoming meeting, before April, regarding the status of water conservation projects.

9.B. Staff Reports

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

- The Winter CASA Conference will be held next week January 25–27 in Palm Springs.
- A special DERWA Board meeting will be held on January 30, 2023 at 6 p.m.
- A report regarding the recent storm activities will be included with the next edition of the General Manager’s Report to Board.

Vice President Johnson conveyed that the Board is really impressed with how staff handled the recent “100-Year” storm events.

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

10. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 7:35 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



TITLE: Approve Amendment to District's Conflict of Interest Code

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, an amended Conflict of Interest Code with Appendices.

DISCUSSION:

Biennially, the District must review the Conflict of Interest Code (COI) under Government Code Section 87306.5. The purpose of this biennial review is to determine if the most recent COI, as approved by the Fair Political Practices Commission (FPPC), is accurate or in need of amendment. Since the last review of the COI, conducted in 2018 and approved by the FPPC on October 9, 2019, the District has made certain organizational changes. Executive Services staff and District General Counsel completed the 2020 biennial review and determined that certain changes are substantive and have created the need for several types of revisions to the COI including added, renamed, and abolished positions, corrected position names, renamed divisions, and reassigned position and division reporting structures; these are summarized below, and described in detail in Attachments 1 and 2.

- Eight positions were added to the list of designated employees who must disclose certain financial interests.
- Twenty-six positions were renamed but retained the existing disclosure categories. Four of these were name corrections for consistency with the organizational chart.
- Twelve positions were abolished.
- Reorganizations occurred with certain positions being moved and certain divisions/departments being moved and/or renamed. The moved positions will retain their pre-existing disclosure categories.

The 2020 COI review process was extended to capture the several changes resulting from the District’s 2018–2022 Classification Study, and the FPPC’s review was further extended due to limited staffing availability during the pandemic. The FPPC waived the District’s obligation to conduct a 2022 biennial review since the 2020 biennial review was still in progress.

Under the regulations promulgated by the FPPC pursuant to provisions of the Political Reform Act, a “Notice of Intention to Amend the Conflict of Interest Code for Dublin San Ramon Services District and, Upon Timely Request to Hold a Public Hearing” (Notice) was posted on the DSRSD website and e-mailed to the affected employees on November 16, 2022, along with the proposed COI (Exhibit A to Resolution) and Attachments 1 and 2. A written comment period was established commencing on November 16, 2022, and concluding on December 31, 2022. In accordance with the regulations promulgated under the Political Reform Act, the Notice specified that a public hearing would be held concerning the proposed code amendment only if an interested person requested such a hearing at least 15 days prior to the close of the written comments period. No interested person requested a public hearing, nor were any comments received. Therefore, a public hearing on this matter was not scheduled and does not need to be held.

Originating Department: Administrative Services	Contact: N. Genzale/C. Atwood	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Marked-up COI Attachment 2 – Explanation of Changes	

CONFLICT OF INTEREST CODE FOR THE
DUBLIN SAN RAMON SERVICES DISTRICT

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the **Dublin San Ramon Services District (District)**.

Individuals holding designated positions shall file their statements of economic interests with the **District**, which will make the statements available for public inspection and reproduction. (Government Code Section 81008.) All statements will be retained by the **District**.

CONFLICT OF INTEREST CODE FOR THE
DUBLIN SAN RAMON SERVICES DISTRICT

APPENDIX A
DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Office of the General Manager	
General Manager	1-5
Assistant General Manager	1-5
Executive Services Division	
Executive Services Supervisor	1
Public Affairs Division	
Community Public Affairs Supervisor	1
Administrative Services Department	
Administrative Services Manager Director	1-5
Organizational Services Manager	1-5
Human Resources and Risk Supervisor	1
Executive Services Supervisor	1
Financial Services Supervisor Manager	1-5
Human Resources and Risk Manager	1
Information Technology Analyst II	7
Buyer	1-5
Customer Services Supervisor	1
Customer Services Representative III	1
Information Services Technology Supervisor Manager	8
Information Technology Analyst II	7
Senior Human Resources Analyst	1
Senior Utility Billing and Customer Services Representative	1
Utility Billing and Customer Services Supervisor	1
Operations Department	
Operations Manager Director	1-5
Senior Electrical Engineer – Supervisory	1-5
Wastewater Treatment Plant Operations Supervisor	6
Environmental Services Administrator	6
Laboratory Supervisor	6
Senior Environmental Chemist	6
Senior Environmental Compliance Inspector	6
Environmental Compliance Inspector I/II – (Pretreatment)	6

CONFLICT OF INTEREST CODE FOR THE
DUBLIN SAN RAMON SERVICES DISTRICT

<u>Environmental Health and Safety Program Administrator</u>	<u>1</u>
<u>Instrumentation, Controls and Electrical Supervisor</u>	<u>6</u>
<u>Laboratory and Environmental Compliance Manager</u>	<u>6</u>
<u>Mechanic II</u>	<u>6</u>
<u>Mechanic II (Crane Certified)</u>	<u>6</u>
<u>Mechanical Superintendent</u>	<u>6</u>
<u>Mechanical Supervisor</u>	<u>6</u>
<u>Operations Compliance Manager</u>	<u>6</u>
<u>Pretreatment Programs Administrator</u>	<u>6</u>
<u>Principal Electrical Engineer</u>	<u>1-5</u>
<u>Senior Electrician</u>	<u>6</u>
<u>Water/Wastewater Systems Operations & Maintenance Supervisor</u>	<u>6</u>
<u>Senior Environmental Chemist</u>	<u>6</u>
<u>Senior Environmental Compliance Inspector</u>	<u>6</u>
<u>Senior Instrumentation and Controls Technician</u>	<u>6</u>
<u>Electrical and Instrumentation Supervisor</u>	<u>6</u>
<u>Co-Generation Specialist</u>	<u>6</u>
<u>Senior Mechanic</u>	<u>6</u>
<u>Senior Mechanic (Crane Certified)</u>	<u>6</u>
<u>Operations Control System Specialist</u>	<u>6</u>

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CONFLICT OF INTEREST CODE FOR THE
DUBLIN SAN RAMON SERVICES DISTRICT

**APPENDIX A
DESIGNATED POSITIONS**

Designated Positions **Disclosure Categories**

Fleet Mechanic	6	
Senior Electrical/Electronic Technician	6	
Senior Process Lead-Wastewater Treatment Plant Operator IV-V	6	
6		
Wastewater Treatment Plant Operations Superintendent	6	
Senior Mechanical Engineer – Supervisory	6	
Senior Electrician	6	
Senior Mechanic – Crane Certified	6	
Senior Instrumentation and Controls Technician	6	
Senior Engineer – Supervisory	1-5	
Environmental Health & Safety Program Administrator	1	
Water/Wastewater Systems Lead Operator	6	

Engineering and Technical Services Department

Engineering Services Manager/Director	1-5	1-5
Principal Engineer – Supervisory	1-5	
Principal Engineer – Subject Matter Expert	1-5	
Senior Civil Engineer – Subject Matter Expert	1-5	
Senior Engineer – Supervisory	1-5	
Senior Planner	1-5	
Associate Planner	1-5	
Associate Engineer – Supervisory	1-5	
Associate Civil Engineer – Subject Matter Expert	1-5	
1-5		
Clean Water Programs Administrator	6	
Construction Inspector I/II	6	
Clean Water Programs Specialist	6	
Environmental Compliance Inspector I/II – (Clean Water)	6	6
Principal Engineer	1-5	
Principal Water/Wastewater Systems Engineer	1-5	
Senior Engineer	1-5	
Senior Water/Wastewater Systems Operator	6	
Water/Wastewater Systems Superintendent	6	
Water/Wastewater Systems Supervisor	6	
Consultants/New Positions	*	

*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure requirements category in this conflict of interest the code subject to the following limitation:

DUBLIN SAN RAMON SERVICES DISTRICT

The General Manager may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such ~~written~~ determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code ([Government Code Section 81008](#)).

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CONFLICT OF INTEREST CODE FOR THE
DUBLIN SAN RAMON SERVICES DISTRICT

Officials Who Manage Public Investments

~~It has been determined that the positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200.~~

The following positions are NOT covered by the conflict -of -interest code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

- Board of Directors
- Administrative Services ~~Manager~~Director/Treasurer

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been incorrectly categorized. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

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APPENDIX B
DISCLOSURE CATEGORIES

Designated positions must disclose pursuant to the categories below.

1. Investments and business positions in business entities and sources of income, including receipt of loans, gifts, and travel payments from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the District.
2. Investments and business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from sources (including business entities, governmental entities, and non-profits) for which the agency has oversight authority. Sources include those subject to regulation, permits, fines or citations.
3. Investments and business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from sources that engage in the acquisition, appraisal, disposal, or development of real property within the District.
4. Investments and business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from sources that regularly engage in the preparation of environmental impact statements or reports.
5. Interests in real property located within the jurisdiction of the District or within two miles of the boundaries of the jurisdiction of the District, or within two miles of any land owned or used by the District.
6. Investments and business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the designated position's division.
7. Investments and business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from information technology and telecommunications sources, including but not limited to, computer hardware or software companies, computer consultant services, training, and data processing firms of the type utilized by the designated position's division.
8. Investments and business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from information technology and telecommunications sources, including but not limited to, computer hardware or software companies, computer consultant services, training, and data processing firms of the type utilized by the District.

Item #	A - Current Code		B - Proposed Code		
	Grouping & Positions	Disclosure Categories	Action	Details	Explanation
1	Executive Services Division	N/A	MOVE Division		Division moved from Office of General Manager to Administrative Services Department
2	Executive Services Supervisor	1	MOVE Position	Position moved under Administrative Services Department	Reorganization effective 8/19/2019 per 8/16/2019 memo from General Manager
3	Community Affairs Supervisor	1	RENAME Position	Public Affairs Supervisor	Position name changed after 2018-2020 classification study
4	Administrative Services Manager	1-5	RENAME Position	Administrative Services Director	Position name changed after 2018-2020 classification study
5	Organizational Services Manager	1-5	ABOLISH Position		Position replaced by Administrative Services Manager created 10/7/2014 by Resolution Nos. 65-14 and 66-15
6	Human Resources and Risk Supervisor	1	RENAME Position	Human Resources and Risk Manager	Position name changed after 2018-2020 classification study.
7	Financial Services Supervisor	1-5	RENAME Position	Financial Services Manager	Position name changed after 2018-2020 classification study
8	Buyer	1-5	ABOLISH Position		Position abolished by Resolution No. 12-21 adopted 4/6/2021
9	Customer Services Supervisor	1	RENAME Position	Utility Billing and Customer Services Supervisor	Position name changed after 2018-2020 classification study
10	Customer Services Representative III	1	RENAME Position	Senior Utility Billing and Customer Services Representative	Position name changed after 2018-2020 classification study
11	Information Services Supervisor	8	RENAME Position	Information Technology Manager	Position name changed after 2018-2020 classification study
12			ADD Position	Senior Human Resources Analyst; Category 1	Position participates in making governmental decisions. Class description and salary range approved 1/18/2022 by Resolution No. 4-22.
13	Operations Manager	1-5	RENAME Position	Operations Director	Position name changed after 2018-2020 classification study
14	Senior Electrical Engineer - Supervisory	1-5	RENAME Position	Principal Electrical Engineer	Position name changed after 2018-2020 classification study
15	Wastewater Treatment Plant Operations Supervisor	6	RENAME Position	Wastewater Treatment Plant Operations Superintendent	Position name changed after 2018-2020 classification study
16	Environmental Services Administrator	6	ABOLISH Position		Position abolished 4/6/2021 by Resolution No. 12-21
17	Laboratory Supervisor	6	RENAME Position	Laboratory and Environmental Compliance Manager	Position name changed after 2018-2020 classification study
18			ADD Position	Pretreatment Programs Administrator; Category 6	Position participates in making governmental decisions. Class description and salary range approved 4/6/2021 by Resolution No. 11-21.
19	Environmental Compliance Inspector I/II - Pretreatment	6	RENAME Position	Environmental Compliance Inspector I/II (Pretreatment)	Position name format changed from dash to parentheses
20			ADD Position	Mechanical Superintendent; Category 6	Position participates in making governmental decisions. Class description and salary range approved 4/6/2021 by Resolution No. 11-21.
21			ADD Position	Operations Compliance Manager; Category 6	Position participates in making governmental decisions. "Operations Compliance Supervisor" job classification approved 1/9/2020 by General Manager; salary range approved 2/4/2020 by Resolution No. 6-20; position name changed after 2018-2020 classification study
22	Water/Wastewater Systems Operations & Maintenance Supervisor	6	RENAME and MOVE Position	Water/Wastewater Systems Superintendent	Position name changed after 2018-2020 classification study. Reorganization effective 7/11/2022 per General Manager.

Item #	A - Current Code		B - Proposed Code		
23	Electrical and Instrumentation Supervisor	6	RENAME Position	Instrumentation, Controls and Electrical Supervisor	Position name changed after 2018-2020 classification study
24	Co-Generation Specialist	6	ABOLISH Position		Position abolished 4/6/2021 by Resolution No. 12-21
25	Operations Control System Specialist	6	REMOVE Position	Renamed Instrumentation and Controls Technician II	Position name and decision-making/influence changed per 2018-2020 classification study
26	Fleet Mechanic	6	ABOLISH Position		Position abolished 4/6/2021 by Resolution No. 12-21 and merged into Mechanic II, a non-designated position
27			ADD Position	Mechanic II; Category 6	Designated position Fleet Mechanic merged into Mechanic II after 2018-2020 classification study
28			ADD Position	Mechanic II (Crane Certified); Category 6	Designated position Fleet Mechanic merged into Mechanic II after 2018-2020 classification study
29	Senior Electrical/Electronic Technician	6	ABOLISH Position		Position abolished 4/6/2021 by Resolution No. 12-21
30	Process Lead Wastewater Treatment Plant Operator IV-V	6	RENAME Position	Senior Process Wastewater Treatment Plant Operator	Position name changed after 2018-2020 classification study
31	Senior Mechanical Engineer - Supervisory	6	ABOLISH Position		Position abolished 4/6/2021 by Resolution No. 12-21
32	Senior Mechanic - Crane Certified	6	RENAME Position	Senior Mechanic (Crane Certified)	Position name format changed from dash to parentheses
33	Senior Engineer - Supervisory	1-5	RENAME AND REMOVE Position	Senior Engineer	Position no longer used for Operations Department
34	Environmental Health & Safety Program Administrator	1	RENAME Position	Environmental Health and Safety Program Administrator	Position name format changed from ampersand to "and"
35	Water/Wastewater Systems Lead Operator	6	RENAME and MOVE Position	Senior Water/Wastewater Systems Operator	Position name changed after 2018-2020 classification study. Reorganization effective 7/11/2022 per General Manager.
36	Engineering Department	N/A	RENAME Department	Engineering and Technical Services Department	Reorganization effective 7/11/2022 per General Manager
37	Engineering Services Manager	1-5	RENAME Position	Engineering Services Director	Position name changed after 2018-2020 classification study
38	Principal Engineer - Supervisory	1-5	RENAME Position	Principal Engineer	Position name changed after 2018-2020 classification study
39	Principal Engineer - Subject Matter Expert	1-5	ABOLISH Position		Position abolished 4/6/2021 by Resolution No. 12-21
40	Senior Civil Engineer - Subject Matter Expert	1-5	ABOLISH Position		Position abolished 4/6/2021 by Resolution No. 12-21
41	Senior Engineer - Supervisory	1-5	RENAME Position	Senior Engineer	Position name changed after 2018-2020 classification study
42	Senior Planner	1-5	ABOLISH Position		Position abolished 4/6/2021 by Resolution No. 12-21
43	Associate Planner	1-5	ABOLISH Position		Position abolished 4/6/2021 by Resolution No. 12-21
44	Associate Engineer - Supervisory	1-5	ABOLISH Position		Position abolished 4/6/2021 by Resolution No. 12-21
45	Associate Civil Engineer - Subject Matter Expert	1-5	RENAME Position	Associate Engineer	Position name changed after 2018-2020 classification study
46	Clean Water Programs Specialist	1-5	RENAME Position	Clean Water Programs Administrator	Position name changed after 2018-2020 classification study
47	Environmental Compliance Inspector I/II - Clean Water	6	RENAME Position	Environmental Compliance Inspector I/II (Clean Water)	Position name format changed from dash to parentheses

Item #	A - Current Code			B - Proposed Code		
48				ADD Position	Principal Water/Wastewater Systems Engineer; Category 1-5	Position participates in making governmental decisions. Class description and salary range approved 11/16/2021 by Resolution No. 55-21.
49				ADD Position	Water/Wastewater Systems Supervisor; Category 6	Position participates in making governmental decisions. Class description and salary range approved 11/16/2021 by Resolution No. 55-21.
50	Planning Unit			RENAME	Planning & Asset Management Division	Updated per adopted budget 6/1/2021
51	Permitting & Development Services Unit			RENAME	Development & Construction Services Division	Updated per adopted budget 6/1/2021
52	Field Operations Division			MOVED Division	Reports to renamed Engineering and Technical Services Department instead of Operations Department	Reorganization effective 7/11/2022 per General Manager
53	Operations Department			MOVED Department	Reports to Assistant General Manager instead of General Manager	Updated per General Manager 8/6/2021

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AN AMENDED CONFLICT OF INTEREST CODE AND APPENDICES FOR DUBLIN SAN RAMON SERVICES DISTRICT

WHEREAS, pursuant to the Political Reform Act of 1974, as amended (California Government Code Section 81000, *et seq.*) and further pursuant to Regulations of the Fair Political Practices Commission (FPPC) (2 California Code of Regulations Sections 18730 and 18750), an agency may approve the Conflict of Interest (COI) Code or COI Code amendment by an action of the agency's governing board or by action of certain designated officials to whom the authority was been duly delegated; and

WHEREAS, this Board has retained this authority, and has adopted, through incorporation by reference, a standard COI Code in the form prescribed by Section 18730 of the FPPC Regulations; and

WHEREAS, said COI Code was most recently amended by the Board on November 5, 2019, after it was approved by the FPPC on October 9, 2019, effective November 8, 2019; and

WHEREAS, the Appendices to the 2019 COI Code set forth designated positions subject to the COI Code and corresponding disclosure categories for each position so designated; and

WHEREAS, the 2019 COI Code requires amendments to reflect creation by the Dublin San Ramon Services District (District) of new employment positions which must disclose certain financial interests subject to the COI Code, and to make certain non-substantive changes to the COI Code; and

WHEREAS, a draft COI Code for the District with proposed amendments was most recently submitted to the FPPC on September 28, 2022, for preliminary review; and

WHEREAS, following the FPPC's review of said COI Code amendments, a Notice of Intention to Amend the Conflict of Interest Code of the Dublin San Ramon Services District (Notice) was provided to announce the proposed COI Code amendments, a comment period, and the holding of a public hearing upon timely request; and

WHEREAS, said Notice was duly posted on the District's website and filed with the FPPC not less than forty-five (45) days prior to the close of the written comment period on December 31, 2022; and

WHEREAS, copies of said Notice and the exact terms of the proposed amendments to the District's COI Code were duly e-mailed to the employees currently filling the affected positions and all interested persons for inspection and copying forty-five (45) days prior to the close of the written comment period; and

Res. No. _____

WHEREAS, no interested person or his or her representative had requested a public hearing by December 16, 2022, fifteen (15) days prior to the close of the written comment period, on the question of the adoption of the proposed amendments to the COI Code, and, therefore, a public hearing was not required to be held and was not held; and

WHEREAS, the draft COI Code for the District that was most recently submitted to the FPPC on September 28, 2022, was approved by the FPPC on January 31, 2023, acting through its Senior Commission Counsel pursuant to authority delegated in Section 18750 to the Executive Director or designee, which approval declared it effective on March 2, 2023; and

WHEREAS, this Board desires to approve an amended Conflict of Interest Code in the form of the COI Code and Appendices attached hereto, marked Exhibit "A," and by this reference incorporated herein.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California as follows:

1. The Conflict of Interest Code of the Dublin San Ramon Services District, heretofore adopted by this Board and incorporating by reference the standard Conflict of Interest Code of the Fair Political Practices Commission pursuant to 2 California Code of Regulations Section 18730, is hereby amended by substituting the Conflict of Interest Code and Appendices, collectively attached hereto as Exhibit "A," for and in place of the Conflict of Interest and Appendices heretofore approved and currently in effect, and the Conflict of Interest and Appendices attached hereto are hereby approved.
2. The General Manager and the District Secretary are each hereby authorized to execute any and all additional documents as may be necessary to submit to the Fair Political Practices Commission along with the Conflict of Interest Code and Appendices hereby approved, each in a form approved by the General Counsel.
3. This resolution shall be effective upon its adoption, but the amendments to the Conflict of Interest Code approved hereby shall become effective on March 2, 2023, the 30th day following the date of approval by the Fair Political Practices Commission.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 7th day of February, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgan M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary

CONFLICT OF INTEREST CODE FOR THE
DUBLIN SAN RAMON SERVICES DISTRICT

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the **Dublin San Ramon Services District (District)**.

Individuals holding designated positions shall file their statements of economic interests with the **District**, which will make the statements available for public inspection and reproduction. (Government Code Section 81008.) All statements will be retained by the **District**.

CONFLICT OF INTEREST CODE FOR THE
DUBLIN SAN RAMON SERVICES DISTRICT

APPENDIX A
DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Office of the General Manager	
General Manager	1-5
Assistant General Manager	1-5
Public Affairs Division	
Public Affairs Supervisor	1
Administrative Services Department	
Administrative Services Director	1-5
Executive Services Supervisor	1
Financial Services Manager	1-5
Human Resources and Risk Manager	1
Information Technology Analyst II	7
Information Technology Manager	8
Senior Human Resources Analyst	1
Senior Utility Billing and Customer Services Representative	1
Utility Billing and Customer Services Supervisor	1
Operations Department	
Operations Director	1-5
Environmental Compliance Inspector I/II (Pretreatment)	6
Environmental Health and Safety Program Administrator	1
Instrumentation, Controls and Electrical Supervisor	6
Laboratory and Environmental Compliance Manager	6
Mechanic II	6
Mechanic II (Crane Certified)	6
Mechanical Superintendent	6
Mechanical Supervisor	6
Operations Compliance Manager	6
Pretreatment Programs Administrator	6
Principal Electrical Engineer	1-5
Senior Electrician	6
Senior Environmental Chemist	6
Senior Environmental Compliance Inspector	6
Senior Instrumentation and Controls Technician	6
Senior Mechanic	6
Senior Mechanic (Crane Certified)	6

CONFLICT OF INTEREST CODE FOR THE
DUBLIN SAN RAMON SERVICES DISTRICT

APPENDIX A
DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Senior Process Wastewater Treatment Plant Operator	6
Wastewater Treatment Plant Operations Superintendent	6
Engineering and Technical Services Department	
Engineering Services Director	1-5
Associate Engineer	1-5
Clean Water Programs Administrator	6
Construction Inspector I/II	6
Environmental Compliance Inspector I/II (Clean Water)	6
Principal Engineer	1-5
Principal Water/Wastewater Systems Engineer	1-5
Senior Engineer	1-5
Senior Water/Wastewater Systems Operator	6
Water/Wastewater Systems Superintendent	6
Water/Wastewater Systems Supervisor	6
Consultants/New Positions	*

*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code (Gov. Code Sec. 81008).

The following positions are NOT covered by the conflict-of-interest code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

- Board of Directors
- Administrative Services Director/Treasurer

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been incorrectly categorized. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

CONFLICT OF INTEREST CODE FOR THE
DUBLIN SAN RAMON SERVICES DISTRICT

APPENDIX B
DISCLOSURE CATEGORIES

Designated positions must disclose pursuant to the categories below.

1. Investments and business positions in business entities and sources of income, including receipt of loans, gifts, and travel payments from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the District.
2. Investments and business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from sources (including business entities, governmental entities, and non-profits) for which the agency has oversight authority. Sources include those subject to regulation, permits, fines or citations.
3. Investments and business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from sources that engage in the acquisition, appraisal, disposal, or development of real property within the District.
4. Investments and business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from sources that regularly engage in the preparation of environmental impact statements or reports.
5. Interests in real property located within the jurisdiction of the District or within two miles of the boundaries of the jurisdiction of the District, or within two miles of any land owned or used by the District.
6. Investments and business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the designated position's division.
7. Investments and business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from information technology and telecommunications sources, including but not limited to, computer hardware or software companies, computer consultant services, training, and data processing firms of the type utilized by the designated position's division.
8. Investments and business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from information technology and telecommunications sources, including but not limited to, computer hardware or software companies, computer consultant services, training, and data processing firms of the type utilized by the District.

This is the last page of the conflict of interest code for the Dublin San Ramon Services District .



CERTIFICATION OF FPPC APPROVAL

Pursuant to Government Code Section 87303, the conflict of interest code for the
Dublin San Ramon Services District was approved on 1/31/23 .

This code will become effective on 3/2/23 .

Sukhdip Brar Digitally signed by Sukhdip
Brar
Date: 2023.01.31 15:07:06
-08'00'

Sukhi K. Brar
Assistant Chief Counsel
Fair Political Practices Commission



TITLE: Authorize the General Manager to Amend Agreements With Barrett Business Services, Inc. (BBSI), WaterTalent, Express Employment Professionals, and AppleOne for Temporary Employment Services

RECOMMENDATION:

Staff recommends the Board of Directors authorize, by Motion, the General Manager to amend agreements through execution of task orders with Barrett Business Services, Inc. (BBSI), WaterTalent, Express Employment Professionals, and AppleOne to provide temporary employment services, for an amount not to exceed a combined total of \$468,300 in fiscal year ending 2023.

DISCUSSION:

The District continues to have the need for temporary/seasonal, special assignment, and project work support, while staff work to fill vacancies. The Human Resources and Risk Management Division maintains multiple agreements with temporary employee service providers, which serve as the basis for temporary employment services provided in a variety of areas, including seasonal/temporary water/wastewater system maintenance and laborer support, biosolids harvesting laborers, administrative staff, laboratory staff, and engineering staff. Staff conducts a Request for Proposal (RFP) process every three years for temporary employment services, and the process was last conducted in the spring of 2022. The District received five (5) proposals, and of those, four (4) were selected for placement on the Preferred Provider listing for a period of two (2) years (7/1/2022–6/30/2024), with the option to extend for two additional one-year terms. The total estimated budget for temporary services in fiscal year ending (FYE) 2023 is \$468,300 (approximately \$117,075 per vendor, which is under the General Manager’s authority). The District has worked with long-time vendor partner BBSI to fill several temporary staffing needs this fiscal year, with the estimated (combined) cost reaching approximately \$275,000 as of December 31, 2022.

In accordance with District Code Chapter 7.40 concerning acquisition of services, Board authorization is now being requested to give the General Manager authority to amend these agreements through execution of task orders with BBSI, WaterTalent, Express Employment Professionals, and AppleOne, for an amount not to exceed a combined total cost of \$468,300, as these agreements are not designated as a recurring operational purchases, and budget has been previously authorized by the Board’s adoption of the FYE 2023 operating budget.

Originating Department: Office of the General Manager	Contact: M. Gallardo/D. McIntyre	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: \$468,300 from Local Wastewater Enterprise (Fund 200), Regional Wastewater Enterprise (Fund 300), Water Enterprise (Fund 600), or Administrative Overhead (Fund 900) according to hiring division	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	26 of 53	



TITLE: Adopt Revised Utility Billing Adjustments Policy, Renamed to Utility Billing Leak Adjustments, and Rescind Resolution No. 43-17

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the revised Utility Billing Leak Adjustments policy, renamed to Utility Billing Leak Adjustments policy, and rescind Resolution No. 43-17.

DISCUSSION:

The policy was originally established to motivate customers to respond to leaks promptly and to provide financial assistance to customers who experienced significantly higher than normal bills as a result of a leak. The Board last approved a revision to this policy in August 2017 to reflect the current technological capabilities available through AquaHawk, which can notify the customer immediately of water use abnormality.

Staff recommends a minor change in conjunction with this review to clearly identify that this policy is specifically for residential water leaks.

Originating Department: Administrative Services	Contact: C. Atwood	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Marked-up Utility Billing Adjustments policy	



Policy

Policy No.: P400-17-4	Type of Policy: Finance
Policy Title: Utility Billing <u>Leak</u> Adjustments	
Policy Description: Authorize the General Manager to Approve Utility Billing <u>Leak</u> Adjustments	
Approval Date: 8/15/2017 <u>7/7/2023</u>	Last Review Date: 2017 <u>2023</u>
Approval Resolution No.: 43-17	Next Review Date: 2021 <u>2027</u>
Rescinded Resolution No.: 35-1343-17	Rescinded Resolution Date: 8/6/2013 <u>8/15/2017</u>

It is the policy of the Board of Directors of Dublin San Ramon Services District:

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to authorize the General Manager to make utility billing leak adjustments related to excess consumption arising from leaks on the customer side of the meter.

Such a Adjustments are subject to the following:

Adjustments shall be made only when all of the following are true:

- The account is a residential customer who is individually metered.
- The account is in good standing.
- There is no evidence that the excessive use was due to the intentional or negligent act by the customer.
- In the event of a leak, the customer took prompt and reasonable action to ascertain the cause and correct it.
- In the event of a leak, verifiable confirmation is received that the leak has been repaired.
- No adjustment shall be made when the loss is covered by the customer's insurance or when a claim can be filed under a warranty of any sort (new home, remodel, etc.).

The amount of any adjustment shall be subject to and limited by the following:

- The amount of excessive use shall be determined by the District.
- Adjustments are limited to only the water portion of the bill (except as noted below).
- No adjustment shall be made when the excessive consumption is the result of a malfunctioning, or not properly maintained, water softener system.

Limitations and Exceptions:

- The maximum credit adjustment allowed per customer, per year, is \$1,000.
- One credit adjustment may be granted per account in a three-year period.
- The General Manager shall have discretion in adjusting a non-residential customer's flow-based sewer bill if it can be reasonably determined that the water caused by the leak did not flow into the collection system.

Reporting:

A report will be presented to the Board if total credits provided in any fiscal year exceed \$25,000.

Policy No.: P400-17-4	Policy Title: Utility Billing <u>Leak</u> Adjustments
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Administration:

The General Manager shall develop rules and procedures in furtherance of this policy.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE UTILITY BILLING ADJUSTMENTS POLICY, RENAMING THE POLICY TO UTILITY BILLING LEAK ADJUSTEMENTS POLICY, AND RESCINDING RESOLUTION NO. 43-17

WHEREAS, by Resolution No. 16-12 on May 1, 2012, the Board adopted the Utility Billing Adjustments policy to combine the Residential Customer Water Service Billing Adjustments policy and the Billing Adjustments for Other than Leaks at Single-Family Residential Customers policy and to incorporate adjustments for commercial customers; and

WHEREAS, the Utility Billing Adjustments policy serves to motivate customers to fix substantial water leaks quickly and provide some financial assistance in those situations; and

WHEREAS, the Utility Billing Adjustments policy was revised on August 6, 2013, and August 15, 2017; and

WHEREAS, the Utility Billing Adjustments policy has been further revised for minor adjustments to clarify that the policy is specifically for residential water leaks; and

WHEREAS, the policy will hereby be known as the Utility Billing Leak Adjustments policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the revised Utility Billing Adjustments policy, attached as Exhibit "A," is hereby renamed to the Utility Billing Leak Adjustments policy and is hereby adopted; and Resolution No. 43-17, attached as Exhibit "B," is hereby rescinded.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 7th day of February, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgian M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary



Policy

Policy No.: Click here to enter text.	Type of Policy: Finance
Policy Title: Utility Billing Leak Adjustments	
Policy Description: Authorize the General Manager to Approve Utility Billing Leak Adjustments	
Approval Date: 2/7/2023	Last Review Date: 2023
Approval Resolution No.: Click here to enter text.	Next Review Date: 2027
Rescinded Resolution No.: 43-17	Rescinded Resolution Date: 8/15/2017

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to authorize the General Manager to make utility billing leak adjustments related to excess consumption arising from leaks on the customer side of the meter.

Adjustments are subject to the following:

Adjustments shall be made only when all of the following are true:

- The account is a residential customer who is individually metered.
- The account is in good standing.
- There is no evidence that the excessive use was due to the intentional or negligent act by the customer.
- In the event of a leak, the customer took prompt and reasonable action to ascertain the cause and correct it.
- In the event of a leak, verifiable confirmation is received that the leak has been repaired.
- No adjustment shall be made when the loss is covered by the customer’s insurance or when a claim can be filed under a warranty of any sort (new home, remodel, etc.).

The amount of any adjustment shall be subject to and limited by the following:

- The amount of excessive use shall be determined by the District.
- Adjustments are limited to only the water portion of the bill (except as noted below).
- No adjustment shall be made when the excessive consumption is the result of a malfunctioning, or not properly maintained, water softener system.

Limitations and Exceptions:

- The maximum credit adjustment allowed per customer, per year, is \$1,000.
- One credit adjustment may be granted per account in a three-year period.
- The General Manager shall have discretion in adjusting a non-residential customer’s flow-based sewer bill if it can be reasonably determined that the water caused by the leak did not flow into the collection system.

Policy No.:	Policy Title: Utility Billing Leak Adjustments
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Reporting:

A report will be presented to the Board if total credits provided in any fiscal year exceed \$25,000.

Administration:

The General Manager shall develop rules and procedures in furtherance of this policy.

RESOLUTION NO. 43-17

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE UTILITY BILLING ADJUSTMENTS POLICY AND RESCINDING RESOLUTION NO. 35-13

WHEREAS, the Board adopted the Utility Billing Adjustments policy to motivate customers to fix substantial water leaks quickly and provide some financial assistance in those situations; and

WHEREAS, the AquaHawk Customer Portal now provides monitoring of water use and alert protocols based on that use; and

WHEREAS, for all accounts, our District staff receive alerts from the portal and attempt to communicate with customers when a serious event or leak is indicated; and

WHEREAS, the new policy language reflects the current technological capabilities available today.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the counties of Alameda and Contra Costa as follows:


That the revised Utility Billing Adjustments policy, attached as Exhibit "A" be adopted, and Resolution No. 35-13 is hereby rescinded and attached as Exhibit "B."

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 15th day of August, 2017, and passed by the following vote:


AYES: 4 - Directors Edward R. Duarte, D.L. (Pat) Howard,
Madelyne A. Misheloff, Richard M. Halket

NOES: 0

ABSENT: 1 - Director Georgean M. Vonheeder-Leopold



Richard M. Halket, President

ATTEST: 
Nicole Genzale, District Secretary



TITLE: Conduct Interviews with Applicants for Division 1 Vacancy and Consider Appointment

RECOMMENDATION:

Staff recommends the Board of Directors conduct interviews with applicants for Division 1 vacancy and approve, by Resolution, the appointment of an applicant to fill the vacancy on the District Board of Directors.

SUMMARY:

On December 20, 2022, the Board initiated the 60-day process to fill the District’s vacant Division 1 Boardmember seat for the period February 2023 through December 2024. Three qualified applicants have been invited for interview and possible appointment to the Board this evening. Staff is recommending a formal process of interviews, deliberations, and selection, to assist the Board in this decision-making process.

DISCUSSION:

A vacancy in District voting area Division 1 was created by the resignation of Director Marisol Rubio. Director Rubio successfully ran for a seat on the San Ramon City Council resulting in her resigning from her seat on the DSRSD Board of Directors as of December 13, 2022. Vacancies on the District Board of Directors are filled pursuant to Government Code Section 1780, which provides that a Board may appoint a person to the office or call for a special election by February 18, 2023. Whether appointed or elected, a person would serve for the remainder of Director Rubio’s term which expires in December 2024.

At the December 20, 2022 Board meeting, the Board determined to hold a formal application and interview process, in accordance with governing requirements and suggested timeline presented by staff, by which to appoint a candidate to this vacant seat. The selected candidate would serve for the second half of the four-year term, whereby the seat would be up for election again in November 2024.

The application process opened Wednesday, December 21, 2022 and closed Friday, January 10, 2023. Four applications were received by the due date. The District Secretary verified with the Registrar of Voters in Contra Costa County that three applicants met the minimum requirements for consideration consisting of being a registered voter within the boundaries of Division 1.

At the January 17, 2023 Board meeting, the Board reviewed the qualifying applications and determined it would invite the following three applicants for interview and possible appointment to the Board this evening:

- Saqib Ahmad
- Olumide (Olu) Adeoye
- Dinesh Govindarao

The three applications are attached for the Board’s information and consideration (Attachment 1). Recommended interview questions have been created in coordination with the Board President for this evening’s proceedings.

If an appointment is made this evening, the District Secretary will administer the oath of office for the appointed applicant immediately, and the new Director would take office immediately and be seated at this meeting.

The required public notice of vacancy (Attachment 2) was posted in seven locations within the District’s service area – District Office, City of Dublin Civic Center, The Wave, and Shannon Community Center, the Dublin and San Ramon libraries, and the San Ramon Senior Center.

Originating Department: Administrative Services	Contact: N. Genzale/C. Atwood	Legal Review: Yes
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Division 1 Vacancy Applications (3) Attachment 2 – Public Notice of Division 1 Vacancy	

To assist the Board in conducting its decision-making process, staff suggests the following process:

Step	Action
<i>Interviews and Public Comment</i>	
1	The Board will ask each applicant to give a brief introduction, not to exceed three (3) minutes each. The Board will then ask four questions of the applicants, with all applicants answering question #1 first, then #2, #3, and #4. Each applicant will be given up to two (2) minutes for each question. Answers will be timed.
2	The District Secretary will draw, by random lot, the order in which the applicants will start/answer each series of questions. The first name drawn will answer question #1 first, with the second name drawn answering next in line. When all candidates have answered question #1, question #2 will start with the second applicant in the series. This ensures that each applicant answers one of the questions first to not give an unfair advantage.
3	The Board President will facilitate the interview questions.
4	The Board will allow for public comments, limited to three (3) minutes each, from any member of the public wishing to speak on this item.
<i>Discussion and Deliberation</i>	
5	The Board may follow up with questions to any or all of the applicants regarding the applicant’s application, verbal remarks, qualifications, or any other aspect that a Boardmember believes relevant to the matter or to the Board’s decision.
6	The Board will discuss the merits of the qualifications of the applicants.
7	The Board President will call for a straw vote with each Boardmember being allowed one (1) vote. The vote will be taken by roll call by the District Secretary and recorded in the minutes.
8	All applicants receiving two (2) or more straw votes shall move into the next round of straw voting. If no applicants receive two (2) votes, the Board will repeat the process of Steps 5–7. If applicants have moved forward, Boardmembers have the option of repeating the process of Steps 5–7 to obtain further information on the candidates or making a motion, appropriately seconded, to appoint a specific applicant. Appointment requires at least three (3) votes from the Board.
9	The successful candidate will be sworn in by the District Secretary and will immediately assume the duties and responsibilities of a Boardmember. If the process does not result in a successful candidate, the District Secretary will advise Contra Costa County Board of Supervisors that the District has not filled the position. The County will thereby select a Boardmember on the District’s behalf or order the District to hold a special election.



7051 Dublin Boulevard
Dublin, CA 94568-3018

main (925) 828-0515
fax (925) 829-1180
www.dsrdsd.com

Dublin San Ramon Services District

BOARD OF DIRECTORS APPLICATION FORM

Applications and all supporting material must be submitted to Nicole Genzale, District Secretary, not later than 5 p.m. on Tuesday, January 10, 2023.

Applications may be submitted per the following methods:

- Emailed to genzale@dsrsd.com
- Mailed or delivered to the District's administrative office at 7051 Dublin Blvd., Dublin, CA 94568
Attention: Nicole Genzale, District Secretary.

Interviews of selected applicants will be conducted by the Board of Directors on Tuesday, February 7, starting at 6 p.m. in the District Boardroom at 7051 Dublin Blvd., Dublin, CA. Applicants will be notified if the Board determines changing circumstances cause the Board meeting and interviews to be conducted via teleconference.

Note that the interviews will be open to the public including other selected applicants. You will be notified of your interview time. The order of the interviews will be determined by lot by the District Secretary.

APPLICATION MATERIAL SHALL BE LIMITED TO:

1. This fully completed form (**mandatory**); and
2. A resume – Maximum of 1,000 words (optional)

MINIMUM QUALIFICATIONS FOR ELIGIBILITY TO APPLY FOR THE DSRSD BOARD OF DIRECTORS:

1. Must be a registered voter in Contra Costa County residing within the boundaries of Division 1 of the Dublin San Ramon Services District. To view the division map, go to: <https://www.dsrdsd.com/about-us/elections>
2. Must be a U.S. Citizen and 18 years of age

Please provide the following personal information.

Name: Saqib Ahmad

Home Address: [REDACTED] San Ramon, CA 94582

Telephone #: [REDACTED]

Email Address: [REDACTED]

Please answer the following background and qualifications questions and attach your response to this application.

Question #1: Are you willing to attend at least two Board of Directors meetings each month for the length of your term? Meetings generally occur two weekday evenings a month.

Yes.

Question #2: Why do you want to be on the Board of Directors? Maximum of 200 words

Water is a precious resource, especially in California which goes through drought cycles every few years. I think the district is doing a great job in managing this precious resource including wastewater and recycled water management. I would love to be part of the team, do my part, and contribute to the community that I'm proud to be a part of.

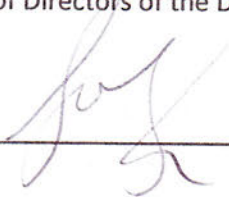
Question #3: Describe the unique experience and/or qualifications that you believe makes you the best candidate for an appointment to the Board of Directors. Maximum of 200 words

I come from an information security background, having worked with standards organizations, security certification organizations etc. for over 20 years, building security platforms that can withstand the latest forms of cyber-attacks. In my work with international organizations, I've been acknowledged as a consensus maker. In recognition of my efforts, I was recently awarded "Bertrand Award" by Java Card Forum (<https://twitter.com/JavaCardForum/status/1610577952856489985?s=20&t=NCIfhX9MwpKUHEM9Z2f11A>) . I believe I bring an outsider perspective to the board which can help see things from a different angle. I also have an MBA from University of Illinois at Urbana-Champaign and I believe I can help from a business perspective with budgeting, resource planning, forecasting and future planning.

Acknowledgement & Certification

1. I understand that all material provided by me in connection with this application is a public document and will be furnished by the District to any person including other applicants upon request and without my approval or notification.
2. I certify that I am a registered voter and a legal resident of Division 1 of the Dublin San Ramon Services District and that I am not disqualified by the Constitution or laws of the State of California from holding a civil office and further that I am qualified to and am prepared to assume and hold the office as a member of the Board of Directors of the Dublin San Ramon Services District without reservation or condition.
3. I certify under penalty of perjury that all information provided in connection with my application for the Board of Directors of the Dublin San Ramon Services District is true.

Signature:



Print Name:

Saqib Ahmad

Date Signed:

January 06, 2023

SAQIB AHMAD

PRODUCT MANAGER/10+ YEARS OF ENGINEERING LEADERSHIP

██████████ | ██████████ | [linkedin.com/in/saqiba/](https://www.linkedin.com/in/saqiba/)

Summary

Highly experienced, CISSP, results driven, empowering and inspiring, cross-functional product leader with a proven history of leading teams and deliver industry's leading specifications and solutions. Highly experienced at architecting highly deployed solutions. Experienced in working with diverse and globally distributed teams. Experienced in working with industry standards organizations and drive innovation. Holder of 6 Java Card technology related patents.

Areas of Expertise

Product Management, Product Life Cycle Management, Cross-functional team leadership, Agile Development/Project Management, Team Development, Coaching and mentoring, Software Architecture, Software Design and Development, Java Card Eco System, Cryptography, Security.

EXPERIENCE

Product Line Manager, YubiHSM, July 2022 – Present

Yubico Inc, Santa Clara, CA

Smallest networked Hardware Security Module (HSM) in the world is a unique product by Yubico Inc. This small but mighty device is supported by world class software libraries for seamless integration with most of the leading software platforms to provide hardware backed security. Responsibilities include studying the market for new opportunities for this nascent technology, drive the product roadmap and adoption in the market, while coordinating with internal Yubico teams and key stakeholders.

Senior Principal Product Manager, Java Card Products, August 2019 – July 2022

Oracle Corporation, Santa Clara, CA

Java Card Platform

Deployed on more than 10 billion devices, Java Card platform enables secure elements, such as smart cards to host applications which employ Java technology. Java Card offers a secure and interoperable execution platform that can store and update multiple applications on a single resource-constrained device, while retaining the highest certification levels and compatibility with standards. Java Card use cases include mobile SIM cards, credit cards, smart passports etc.

Responsibilities

- Requirements gathering and requirement analysis for evolution of Java Card Java Card platform and associated products.
- Evaluate Java Card platform for IoT Edge security.
- Increase customer satisfaction through surveys, industry events, personal customer interaction and developing product strategy that exceeds customer expectations. In our latest survey we had over 90% customer satisfaction.
- Coordinate with internal Oracle teams and stakeholders.
- Secured Common Criteria certifications for Java Card products.
- Represent Oracle at Java Card Forum (JCF) to define next generation Java Card platform.

Consulting Member of Technical Staff, Feb 2010 – August 2019

Oracle Corporation, Santa Clara, CA

- Lead Java Card specification team and released numerous specification releases.

Dublin San Ramon Services District

BOARD OF DIRECTORS APPLICATION FORM

Applications and all supporting material must be submitted to Nicole Genzale, District Secretary, not later than 5 p.m. on Tuesday, January 10, 2023.

Applications may be submitted per the following methods:

- Emailed to genzale@dsrsd.com
- Mailed or delivered to the District's administrative office at 7051 Dublin Blvd., Dublin, CA 94568
Attention: Nicole Genzale, District Secretary.

Interviews of selected applicants will be conducted by the Board of Directors on Tuesday, February 7, starting at 6 p.m. in the District Boardroom at 7051 Dublin Blvd., Dublin, CA. Applicants will be notified if the Board determines changing circumstances cause the Board meeting and interviews to be conducted via teleconference.

Note that the interviews will be open to the public including other selected applicants. You will be notified of your interview time. The order of the interviews will be determined by lot by the District Secretary.

APPLICATION MATERIAL SHALL BE LIMITED TO:

1. This fully completed form (**mandatory**); and
2. A resume – Maximum of 1,000 words (optional)

MINIMUM QUALIFICATIONS FOR ELIGIBILITY TO APPLY FOR THE DSRSD BOARD OF DIRECTORS:

1. Must be a registered voter in Contra Costa County residing within the boundaries of Division 1 of the Dublin San Ramon Services District. To view the division map, go to:
<https://www.dsrds.com/about-us/elections>
2. Must be a U.S. Citizen and 18 years of age

Please provide the following personal information.

Name: OLUMIDE (OLU) ADEOYE

Home Address: [REDACTED] SAN RAMON, CA 94582

Telephone #: [REDACTED]

Email Address: [REDACTED]

Please answer the following background and qualifications questions and attach your response to this application.

Question #1: Are you willing to attend at least two Board of Directors meetings each month for the length of your term? Meetings generally occur two weekday evenings a month.

Yes I am available except for Tuesday evenings

Question #2: Why do you want to be on the Board of Directors? Maximum of 200 words

I would like an opportunity to serve the community that has been home to us since 2016

Question #3: Describe the unique experience and/or qualifications that you believe makes you the best candidate for an appointment to the Board of Directors. Maximum of 200 words

My ongoing doctoral research into the energy transition is providing me with a robust perspective of the impacts of climate change, and the need for a sustainable response to our changing climate. I bring with me the perspectives of a local resident, and my prior experience serving on the executive board of non-profit.

Acknowledgement & Certification

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2. I certify that I am a registered voter and a legal resident of Division 1 of the Dublin San Ramon Services District and that I am not disqualified by the Constitution or laws of the State of California from holding a civil office and further that I am qualified to and am prepared to assume and hold the office as a member of the Board of Directors of the Dublin San Ramon Services District without reservation or condition.
3. I certify under penalty of perjury that all information provided in connection with my application for the Board of Directors of the Dublin San Ramon Services District is true.

Signature:

Olumide Adeoti

Print Name:

OLUMIDE ADEOTI

Date Signed:

Jan 09, 2023

OLU ADEOYE PMP, P. Eng.

San Ramon, CA • [Linkedin.com/in/OlumideAdeoye](https://www.linkedin.com/in/OlumideAdeoye)
Energy Transition Optimization and Sustainability Strategic Initiatives Champion

Doctoral Candidate in Organizational Change and Leadership, (University of Southern California).

Organizational Leader with demonstrated competencies in Electric Vehicle transition, Green Hydrogen, and Compressed Natural Sustainability Strategy Implementation. Adept at managing High Performance Engineering, Construction, Safety, and Operations Teams in business environments that include Sole proprietorship and Joint Venture partnerships.

FUNCTIONAL COMPETENCIES AND SIGNIFICANT ACCOMPLISHMENTS

Leadership and Engineering Management	<ul style="list-style-type: none">Built new strategic relationships at multiple levels of non-operated Joint Venture organization in 2 years; leveraged the improved business environment to influence Operator HSE and competitive cost bench-marking performance.Instituted a cross-functional team of Subject Matter Experts and coordinated engagements to gain alignment with regulatory agencies on the implementation of a \$200MM asset remediation program.Led diverse team of remote engineers and technical professionals across three organizations to support terminal facilities across the US west coast. Core duties include recruiting, employee development, and performance management.Implemented records control and information management systems to facilitate storage and retrieval of key project documents.
Renewables	<ul style="list-style-type: none">Renewables Infrastructure Manager, heading ground-breaking program to build out Electric Vehicle, Hydrogen and Compressed Natural Gas (CNG) renewable fuels facilities across California – Focus areas include detailed site identification, entitlements and permitting, utility engagements, OEM partnerships, county engagements, grant facilitation, and engineering developmentManaging inter-company technical alliance relationships with multiple industry partners and Hydrogen Original Equipment Manufacturers (OEM).
Retail and Customer Experience Management	<ul style="list-style-type: none">Led the deployment of programs to maintain energy sustainability and regulatory compliance at over 300 retail fuel facilities on the US West coastPrograms include regulatory compliance, energy optimization, renewable fuels and electric vehicle integration, ADA compliance, electric vehicle integration, and compliance requirements contingent on New to Industry (NTI) and Knock Down Rebuild (KDR) activities.Lead Manager responsible for major retail facility projects, maintenance partner contract maintenance, rebranding / rebranding, and convenience store franchise expansions.
Program Execution & Portfolio Management	<ul style="list-style-type: none">Applied Agile and Waterfall methodology to execute Hybrid Execution Plans on a \$125 MM 5-year produced water treatment and pond remediation program.Implemented a cyclic program to prioritize and implement regulatory-driven maintenance projects across multiple facilities including terminals, tanks and pipelines.Developed detailed site selection, regulatory permitting, and program execution strategy for executing a portfolio of projects in the California Central Valley

EXPERIENCE

NextEra Energy

October 2022 to Present

Role: Director of Development

Key Accomplishments

Implement zero-emissions mobility solutions for LDV's and HDV's in rural and urban settings by:

- Leading the evaluation, strategic acquisition and development of real estate infrastructure
- Proactively identifying and building partnerships that leverage complementary strengths

OLU ADEOYE PMP, P. Eng.

██████████ • San Ramon, CA • ██████████. [Linkedin.com/in/OlumideAdeoye](https://www.linkedin.com/in/OlumideAdeoye)
Energy Transition Optimization and Sustainability Strategic Initiatives Champion

Doctoral Candidate in Organizational Change and Leadership, (University of Southern California).

- Providing experiential guidance to engineering, procurement and construction.

Chevron Corporation. San Ramon, CA. 2008 to 2015, 2018 to September 2022

Roles: Hydrogen and CNG Renewables Infrastructure Manager, Lead Maintenance and Construction Projects Manager, Regional Engineering Supervisor, Capital Projects Advisor, Lead Project Engineer, Snr Facilities Engineer

Key Accomplishments

- Develop Hydrogen and Compressed Natural Gas infrastructure Projects – Location, Site analysis, design, planning and entitlement, construction, Operations and maintenance
- Reduced the delivery cost of biodiesel blending infrastructure, achieving over 85% average reduction, by challenging design assumptions and value engineering techniques, leading to optimized facility configurations.
- Deployed 5-yr enterprise-wide digital enablement program to re-configure automation and strengthen fiber optics infrastructure (\$20 MM value).
- Evaluate Gas / Oil Capital projects with a combined annual value of \$100 MM for strategic alignment with NOJV partners. Achieved annual cost avoidances up to \$10 MM gross.

Snr Project Manager & Gas Infrastructure Lead, Parsons Corporation. San Ramon, CA. 07/2017 - 01/2018

Key Accomplishments

- Managed Client engagement and direct resources to complete the execution of Conceptual development, FEED and Detailed Engineering of Projects in the Oil, Gas, Utility, and Chemical Industry niche
- Led technical services to perform feasibility evaluation of an emerging **renewable energy** technology as part of **IPO financing** prerequisites.
- Executed program to **reduce energy intensity** and improve **facility operability** by produced water waste segregation, Vapor recovery **optimization**, and dehumidification of casing gas to improve compression.

California Program Manager, GlassPoint Corporation. Bakersfield, CA. December 2015 – May 2017

Key Accomplishments

- Managed **Capital and Operating budget** with responsibilities for Detailed cost estimation, Budgeting, Land and Permitting, Staffing, Solar PV, and Program Execution Planning.
- Designed and implemented **governance framework** to design, build, and operate **renewable energy** facilities up to 30 MWdc, leading to partnership for **California’s largest** solar steam project in 2018.
- Led the development of **technical feasibility report** used as key input to \$500 MM **IPO financing** package.

EDUCATION	LICENSES AND CERTIFICATIONS
Doctorate in Organizational Change & Leadership, USC (In Progress)	<ul style="list-style-type: none">• Professional Engineer• PMP Professional – Member, PMI Examinations Committee• Lean Sigma Green Belt• Safety and Operational Excellence Leadership• Capital Stewardship & Organizational Capability– Supreme Standard
M.Sc. in Chemical Engineering University of Lagos, Lagos-Nigeria	
M.LS. in Administrative Law. Lagos State University, Lagos-Nigeria	
B.Sc., Polymers. Federal University of Technology, Owerri – Nigeria	

- Headed all Oracle technical initiatives at Java Card Forum (JCF) to define next generation Java Card platform.
- Lead the IoT client-side library team for Android platform, defining APIs, developing client-side Android platform libraries and vertical market solutions aligning with aggressive push by Oracle into IoT cloud market.
- Headed Java Card engineering group. Under my leadership, the team released six major versions of Java Card technology related tools and simulator and numerous update releases.
- Lead the implementation of Java Card platform on Infineon chips (SLE7892B, SLE7892G, M5073, SLE7793 and SLE7794).
- Drove certification efforts with agencies (TuVIT, BSI) get Common Criteria EAL 5+ certification for implementation of Java Card platform on Infineon SLE7892 chip. As a result, implementations on SLE7892B and SLE7892G have been certified at Common Criteria EAL 5+.

Lead Engineer, Oct 2000 – Feb 2010

Sun Microsystems Inc., Santa Clara, CA

- Technical lead of Java Card engineering group.
- Successfully implemented the Scrum software development methodology replacing the waterfall development model enhancing team productivity and visibility.
- Lead the effort to develop and release next generation Java Card platform for high-end devices over a period of 3 years working with teams in Russia, France and India.
- Specification lead for JSR 177 (SATSA).
- Represented Sun at industry events and meetings related to Java Card.
- Evangelized Java Card platform by speaking at conferences such as JavaOne, Java Partners Days and Sun Network conference.

Software Engineer, Nov 1999 – Oct 2000

Centum Inc., Walnut Creek, CA

As a consultant placed with Kaiser Permanente, helped design and implement the back-end to their web-based prescription refill system, which can communicate with the legacy system to process the refill requests. Also, provided support for their PC based client for the pharmacist for processing the prescriptions.

ACADEMICS

MBA (Masters in Business Administration) 2020 – 2022
University Of Illinois at Urbana-Champaign, IL, USA

BCS (Bachelors in Computer Science) 1993 – 1996
University Of Punjab, Lahore, Pakistan

Journalism, Bachelor of Arts 1998 – 1999
University Of Punjab, Lahore, Pakistan



Dublin San Ramon
Services District

Water, wastewater, recycled water

7051 Dublin Boulevard
Dublin, CA 94568-3018

main (925) 828-0515
fax (925) 829-1180
www.dsrds.com

Dublin San Ramon Services District

BOARD OF DIRECTORS APPLICATION FORM

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1. This fully completed form (**mandatory**); and
2. A resume – Maximum of 1,000 words (optional)

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<https://www.dsrds.com/about-us/elections>
2. Must be a U.S. Citizen and 18 years of age

Please provide the following personal information.

Name: Dinesh Govindarao _____

Home Address: _____ San Ramon, CA 94582 _____

Telephone #: _____

Email Address: _____

Please answer the following background and qualifications questions and attach your response to this application.

Question #1: Are you willing to attend at least two Board of Directors meetings each month for the length of your term? Meetings generally occur two weekday evenings a month.

Question #2: Why do you want to be on the Board of Directors? Maximum of 200 words

Question #3: Describe the unique experience and/or qualifications that you believe makes you the best candidate for an appointment to the Board of Directors. Maximum of 200 words

Acknowledgement & Certification

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3. I certify under penalty of perjury that all information provided in connection with my application for the Board of Directors of the Dublin San Ramon Services District is true.

Signature: _____



Print Name: _____

Dinesh Govindarao

Date Signed: _____

1/9/2023

Applicant for DSRSD Board Division 1 Vacancy: Dinesh Govindarao

Question 1: Are you willing to attend at least two Board of Directors meetings each month for the length of your term? Meetings generally occur two weekday evenings a month.

Yes.

Question 2: Why do you want to be on the Board of Directors? Maximum of 200 words

I have a strong passion to serve our local community. I feel the DSRSD provides a unique opportunity to support our public to insure we have a safe and sustainable water supply. In addition, the agency has an important role to provide policy and direction on recycled water and wastewater services. These are areas that interests me. It is important to be innovative and look for possible solutions to address our needs of our growing population and manage through severe droughts. I would be interested to look at innovative ways to increase our recycled water usage as well as exploring innovative technologies to increase our potential drinking water supply such as a desalination and other purification options. After attending a few DSRSD Board meetings, reviewing the presentations from the Virtual Citizens Water Academy, and speaking to present and past Board Members, I feel I can be an integral part of the DSRSD Board and contribute to the overall mission. I will also strive to engage our community and understand the needs and concerns of District 1. I would be honored to have the opportunity to serve on the Board for DSRSD.

Question 3: Describe the unique experience and/or qualifications that you believe makes you the best candidate for an appointment to the Board of Directors. Maximum of 200 words

I have been fortunate to call San Ramon my home for the last 43 years. I am passionate in striving to make our community a better place for our residents. Given the concern with climate change and droughts, water has been at the forefront as a topic of concern for many residents. I offer a unique background that will complement our current Board. I am a physician who is Board Certified in the field of Occupational and Environmental Medicine. Given my professional experience, my primary focus will be on public safety and health when addressing water quality, water supply, recycling, and wastewater management. I have both a scientific as well as a business background that will allow me to address the issues we face in a holistic fashion. I also have a vast amount of executive leadership experience over the last 21 years in both the public and private sectors involving personnel management, unions, operations, and overseeing budgets. I will be a responsible, dedicated, and productive Board Member if given the opportunity to serve in this position.

DINESH B. GOVINDARAO, MD, MPH, FACOEM

Email: [REDACTED]

EDUCATION:

University of California, Los Angeles, CA

September 1998 - June 1999

Masters in Public Health

**Drexel University (formerly Hahnemann University) School of
Medicine, Philadelphia, PA**

August 1993 – May 1997

M.D. Degree

University of California, Berkeley, CA

August 1988 - May 1992

B.S. Degree in Genetics

Minor in Business

PROFESSIONAL EXPERIENCE:

State Compensation Insurance Fund

- Chief Medical Officer (July 2013 – current)

Concentra

- Vice President and National Medical Director Worksites & At Work – Concentra (*Jan 2006 – July 2013*) – medical oversight for 250+ worksites
- California On-Site Medical Director – Concentra (*Oct 2002 – July 2013*)
- Medical Director – USS/POSCO Industries (*Oct 2002 – July 2013*)
- Medical Director – US Mint San Francisco (*Dec 2004 – 2011*)
- Medical Director – C&H Sugar (*Aug 2004 – June 2005*)
- Medical Director – Gen Chemical (*Aug 2004 – 2009*)
- Medical Director – Diablo Canyon Power Plant (*Oct 2002 – Dec 2009*)
- Medical Consultant for State Fund (*Jun 2004 – Nov 2004*)
- Medical Review Officer

Boeing

- Medical Director - Boeing Satellite Systems (*July 2001 – October 2002*)

Consultant

- Medical Consultant/Interim Managing Physician for NASA/JPL (*November 2000 – June 2001*)
- Medical Consultant for Toyota (*January 2001 – June 2001*)
- Certified Medical Review Officer for National Medical Review Offices (*March 2001 – June 2001*)
- Medical Consultant for Glendale Adventist Occupational Medicine Center (*July 2000 – June 2001*)
- Medical Consultant for Pacific Occupational Medical Associates Inc. (*July 2000 – June 2001*)
- Medical Consultant for Los Angeles Unified School District

(July 2000 – June 2001)

- Medical Consultant for Metropolitan Water District *(July 2000 – June 2001)*
- Medical Consultant for Los Angeles County *(July 2000 – June 2001)*

ACADEMIC EXPERIENCE:

- U.C.L.A. Assistant Clinical Professor in Family Medicine - Appointment pending prior to relocation to Northern California
- U.C.L.A. School of Nursing Assistant Clinical Professor - Appointment pending prior to relocation to Northern California
- Member of Residency Advisory Committee at U.C.L.A. *(October 2000 – October 2002)*
- Lecturing to U.C.L.A. Occupational & Environmental Medicine Residents *(January 2001 – Oct 2002)*

POSTGRADUATE TRAINING:

UCLA/USC - Los Angeles, CA

September 1998 - June 2000

Occupational & Environmental Medicine Residency Training

Chief Resident *March 2000 – June 2000*

UCSF - Fresno, Fresno, CA

June 1997 - June 1998

Preliminary Internal Medicine Year

RESEARCH:

University of California – Los Angeles, Department of Occupational & Environmental Medicine and School of Public Health

June 1999 – June 2000

Evaluated predictors of lost work time in a patient population with low back pain.

Sponsor: Philip Harber, M.D., M.P.H.

Hahnemann University, Departments of Allergy & Immunology and Pulmonary & Critical Care Medicine, Philadelphia, PA

August 1993 - May 1994

Performed in situ hybridization to evaluate human lung mast cell IL-5 gene expression following IgE-mediated activation.

Sponsor: Edward S. Schulman, M.D.

Lawrence Livermore National Laboratory, Department of Biomedical Sciences - Human Genome Project, Livermore, CA

Summers of 1993 & 1994

Assisted in developing a protocol for cloning of human DNA sequences in new cloning vectors called PACs. Also assisted in the development of a chromosome 2 specific PAC library that could later provide a valuable resource for physical mapping and disease searching for this chromosome.

Sponsor: Jeff Gingrich, Ph.D.

PUBLICATIONS: Jaffe, J.S., M.C. Glaum, D.G. Raible, T.J. Post, E. Dimitry, **D. Govindarao**, Y. Wang, and E.S. Schulman. 1995. Human Lung Mast Cell IL-5 Gene and Protein Expression: Temporal Analysis of Upregulation following IgE-mediated Activation. *Am. J. Respir. Cell Mol. Biol.* 13:665-675.

AWARDS: Hahnemann University School of Medicine Distinguished Academic Performance in the Field of Pediatrics: May 1997

Concentra Business Unit of the Year - 2008

LICENSURE/CERTIFICATION:

Fellow of the American College of Occupational & Environmental Medicine (current)
Board Certified in Occupational & Environmental Medicine (current)
California Medical License (current)
DEA License (current)

PROFESSIONAL SOCIETIES:

American College of Occupational and Environmental Medicine (ACOEM)
2000 - present

Western Occupational and Environmental Medicine Association (WOEMA)
Treasurer – Jan 2008 – Dec 2010
Chair of Economic Affairs Committee - Jan 2006 – Dec 2008
2000 – present

American College of Preventive Medicine (ACPM)
2001-2002

American Medical Association (AMA)
1993 - 2003

California Medical Association (CMA)
1997 – 1998

VOLUNTEER/COMMUNITY SERVICE:

City of San Ramon Library Advisory Committee Alternate Member
2021-present

San Ramon Valley Education Foundation (SRVEF) Board Member
2021-present

San Ramon Valley Unified School District Superintendent Task Force - Member
2021

PTA Board Member – Financial Secretary – Live Oak Elementary
2009-2011

Reflections Chair – Live Oak Elementary
2011-2012

Volunteer Coach for 12 years for soccer (San Ramon Soccer/FC), baseball (San Ramon Little League), softball (San Ramon Valley Girls Athletic League), and basketball (San Ramon Youth Hoops)
2007-2019

Volunteer for Bay Area Children’s Theater Advanced Performers
2018-2020

Leadership San Ramon Valley (Class of 2022)
2021-2022

San Ramon Citizen’s Planning Academy - Attendee
Fall 2021

San Ramon Government 101 - Attendee
Spring 2022

San Ramon Citizen’s Police Academy - Attendee
Fall 2022



Dublin San Ramon Services District Board of Director Appointment to Vacancy in Division 1

A vacancy has occurred on the Dublin San Ramon Services District Board of Directors in Division 1.

At its regular Board meeting on Tuesday, December 20, 2022, the Board discussed the vacancy in open session and determined at that time to fill the vacancy by appointment via a formal application process. The application period was opened Wednesday, December 21, 2022, and closed Tuesday, January 10, 2023.

Public and Board discussion of the appointment to fill the vacancy on the Board will occur at the regular Board meeting to be held at 6 p.m. on Tuesday, January 17, 2023.

Applicants for the position will be publicly interviewed by the Board and the Board will act to appoint following public discussion and deliberation at the regular Board meeting to be held at 6 p.m. on Tuesday, February 7, 2023. The appointment will be effective immediately after receiving the Oath of Office and the appointee will participate as a Director until December 2024.

DSRSD provides potable and recycled water service to Dublin and the Dougherty Valley area of San Ramon, wastewater collection and treatment to Dublin and south San Ramon, and wastewater treatment to Pleasanton. Visit www.dsrdsd.com to learn more.

Dated: January 17, 2023

Nicole Genzale, CMC
District Secretary

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING TO FILL THE VACANCY IN DIVISION 1 ON THE DISTRICT BOARD OF DIRECTORS

WHEREAS, a vacancy in District voting area Division 1 was created by the resignation of Director Marisol Rubio. Director Rubio successfully ran for a seat on the San Ramon City Council resulting in her resigning from her seat on the DSRSD Board of Directors as of December 13, 2022. Vacancies on the District Board of Directors are filled pursuant to Government Code Section 1780, which provides that a Board may appoint a person to the office or call for a special election by February 18, 2023. Whether appointed or elected, a person would serve for the remainder of Director Rubio's term which expires in December 2024; and

WHEREAS, at the December 20, 2022 Board meeting, the Board, in accordance with Government Code Section 1780, approved a formal application and interview process, and suggested timeline presented by staff, by which to appoint a candidate to this vacant seat; and

WHEREAS, on December 21, 2022, the District Secretary notified the Registrar of Voters of Contra Costa County of the Board's decision to fill the vacancy by appointment; and

WHEREAS, pursuant to Government Code Section 1780, proper legal notice was posted, and further the District issued press releases, placed display ads in a newspaper within the District's service area, contacted DSRSD Citizens Water Academy graduates residing in Division 1, and posted information on its internet website and social media platforms so as to inform the public of the application process and intended appointment to the vacant seat this evening; and

WHEREAS, the application period was open through 5 p.m. on Tuesday, January 10, 2023, and during that application period the District received four (4) applications; and

WHEREAS, the District Secretary verified with the Registrar of Voters of Contra Costa County that three of the four applicants met the minimum qualification of being a registered voter within the boundaries of Division 1 of Dublin San Ramon Services District; and

WHEREAS, on January 17, 2023, the Board considered the qualifying applications received and determined to invite the three applicants for interview, two of which accepted; and

WHEREAS, on February 7, 2023, the Board carefully reviewed the qualifications for office of each of the applicants, heard a verbal presentation from each applicant, asked appropriate questions of the applicants, considered all material submitted by each applicant and considered all verbal and written public comments related to the appointment.

Res. No. _____

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California that _____ is appointed to the office of Director of the Dublin San Ramon Services District Division 1 effective immediately, and shall serve the second half of the four-year Division 1 term, as the seat would be up for election again in November 2024.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 7th day of February, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgean M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary