

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

March 7, 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, Director Dinesh Govindarao, 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; Michelle Gallardo, Special Assistant to the General Manager; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:02 p.m. No public comment was received.

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

7. CONSENT CALENDAR

Director Halket requested Item 7.B be removed for discussion. The Board agreed to remove Item 7.B for discussion, 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 FIVE AYES.

7.A. Approve Regular Meeting Minutes of February 21, 2023 – Approved

7.B. REMOVED – Consider Approval of Director Attendance at City of Dublin’s 39th St. Patrick’s Day Celebration Events on March 18, 2023 and March 19, 2023

Director Halket stated his objection to approving Director attendance at the St. Patrick’s Day events for day of service compensation, as he views attendance as social in nature rather than related to District business. The Board discussed the matter and agreed it would not approve the item for such reason.

Director Goel MOVED to Disapprove Item 7.B. to Consider Approval of Director Attendance at City of Dublin’s 39th St. Patrick’s Day Celebration Events on March 18,

2023, and March 19, 2023. General Counsel Coty then advised that it was not necessary to move to disapprove an agenda item, as taking no action (lack of a motion and second) will cause the item to fail. After this advisement, no Director opted to make a second and the unnecessary motion to disapprove the item failed.

The item was not approved due to lack of action.

- 7.C. Award Contract to Maze & Associates for Auditing Services for Dublin San Ramon Services District and the Livermore-Amador Valley Water Management Agency for Fiscal Year Ending 2023 and Authorize the General Manager to Exercise up to Four One-Year Renewals – Approved

8. BOARD BUSINESS

- 8.A. Receive Presentation on the Operations Workforce Study

Assistant General Manager Lee reviewed the item for the Board and provided the Board a presentation which was added to the website as supplemental materials. She introduced the Raftelis consultant team members Ms. Rebekka Hosken, Mr. Ben Kittleson, and Mr. Scott Parker who conducted the Study. The presentation described the water, wastewater, and recycled water services the District provides and reviewed the historical and current staffing levels to support them. The District's last work force study was completed in 2004 and projected the need to increase full-time operations staff from 61 to 91 to adequately support DSRSD's service area build-out, which is fast approaching. Currently, the District has 75 staff supporting the potable, collection, and recycled water infrastructure which has approximately doubled in size over the last 20 years.

The team reviewed the approach, methodology, findings, and recommendations contained in the Study. The District showed strengths in staff dedication, pride, and teamwork, handling a broad spectrum of operations, and appreciation for the District's safety program. Areas for improvement were preventative maintenance and safety, plant operations and laboratory staff capacity, regulatory compliance and administrative support, and clarification of evolving roles. The Study recommended increasing operations staff by 14 full-time positions and reorganizing areas within the operations divisions for appropriate support and increased efficiencies. The District is managing aging and new infrastructure that requires more support and specialization.

The Board and staff discussed various aspects of the Study, including the recommendation to add several new positions. Staff proposed to layer in the recommended positions over two budget cycles to allow for assessment of workload impacts and staff capacity, identify efficiency issues, and clarify roles and responsibilities. The Board acknowledged that staff has been providing great service despite being understaffed for many years, and that the maintenance of the District and well-being of staff is unsustainable as is. The Board thanked staff and the consultant team for an excellent presentation.

8.B. Receive Draft Regional and Local Wastewater Rate Study, Authorize Proposition 218 Notice, and Set Public Hearing

Administrative Services Director Atwood and Financial Analyst Corinne Ferreyra reviewed the item for the Board and provided the Board a presentation that was added to the website as supplemental materials. Ms. Atwood introduced HDR, Inc. consultant Mr. Kevin Lorentzen who conducted the Study. Staff explained the Study's purpose to develop an analysis to sustain the District's wastewater infrastructure, reflecting prudent financial planning, meeting Proposition 218 requirements, and applying sound methodologies. Key areas identified are to conduct an independent analysis of the regional and local systems, propose rates to fund each of them, and design rates that are easy to understand and continue to be cost-based. The District's revenue requirements, cost of service process, and rate design were evaluated to forecast rates for residential and commercial customers over the next five years. Staff reviewed all customer class rate proposals and highlighted that DSRSD's annual service charge for single family residential ranks fourth lowest across 35 Bay Area wastewater agencies (DSRSD's charge is \$495 compared to charges from \$342 to \$1,589). The next steps in the process are to authorize sending the Proposition 218 notices to property owners and tenants, set a public hearing to consider adoption of the rates, conduct public outreach, and tabulate any valid protests received.

The Board and staff discussed various aspects of the presentation including the proposed rates and subsequent inflationary adjustments, rate justifications, and impacts to single-family homes with accessory dwelling units (ADU), multi-family residences, and commercial properties. Staff noted that ADU rates increased to reflect current data showing higher flows. They also discussed the five-year rate schedule and options should rate adjustments need to be made in any given year. The Board and staff also discussed the necessary tasks and timelines in order to timely adopt the rates and have the rates applied to the property tax roll. The Board directed staff to move forward with the next steps as recommended, and requested that related outreach materials provide further clarity and context to ensure customers understand the proposed rates.

Vice President Johnson MOVED to Authorize the Proposition 218 Notice and Set a Public Hearing for May 2, 2023. Director Goel SECONDED the MOTION, which CARRIED with FIVE 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 California Association of Sanitation Agencies (CASA) Board of Directors teleconference meeting on February 22, and the CASA Policy Forum in

Washington DC on February 27–28. She summarized the activities and discussions at the meetings.

Vice President Johnson submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended a virtual California Special Districts Association Roundtable meeting with Assemblymember Rebecca Bauer-Kahan on February 28. She summarized the activities and discussions at the meeting.

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

9.B. Staff Reports

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

- The DSRSD/Pleasanton Liaison Committee meeting has been rescheduled to Monday, March 20, 2023 at 4 p.m.

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

10. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 8:14 p.m. in the memory of Central Contra Costa Sanitary District Director, and past CASA President, David Williams who passed on March 1, 2023.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary