

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

March 21, 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; 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

4.A. New Employee Introductions

Elliot Becker – Utility Billing & Customer Services Field Technician II

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

6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – General Manager McIntyre stated that Item 8.D could be rescheduled to a future meeting if discussion of Item 8.C runs long this evening.

7. CONSENT CALENDAR

Director Halket MOVED for approval of the items on the Consent Calendar. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES.

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

7.B. Approve Change Order No. 4 for the WWTP SCADA Improvements Project (CIP 05-3206) – Approved – Resolution No. 7-23

7.C. Approve Salary Range for New Finance Supervisor Job Classification and Abolish Utility Billing and Customer Services Job Classification – Approved – Resolution No. 8-23

- 7.D. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 63-22 – Approved – Resolution No. 9-23

8. BOARD BUSINESS

- 8.A. Receive Presentation on District's Water Conservation Status

Senior Engineer Irene Suroso reviewed the item and provided the Board a presentation that highlighted the item's key information, which was added to the website as supplemental materials. The Board and staff discussed the possibility that the State could end its drought restrictions soon due to the recent rainfall and snowpack levels. They discussed the District's capacity to continue mandatory conservation measures, should the State lift its restrictions. Staff reported that the District will first work with its water wholesaler, Zone 7 Water Agency, for guidance, but ultimately the District can opt to implement stricter conservation requirements than the State. The Board directed staff to continue its course regarding conservation efforts.

- 8.B. Receive Update on a Proposed Joint Tri-Valley Residential Recycled Water Fill Station

Engineering Services Director Delight reviewed the item for the Board. The Board and staff discussed the necessary components for establishing a joint fill station, such as participation of Tri-Valley partners, securing a suitable location, obtaining recycled water resources, bearing the construction and operational costs, agreeing to operational responsibilities, determining the community's need for one, and adhering to the District's Recycled Water policy. Staff confirmed there is no current active agreement obligating the partners to build the fill station. The Board opined that the fill station may not be needed next summer given the effects of recent rainfall as well as the differing needs of the partner agencies. The Board directed staff to maintain this as a possible project should the partner agencies determine a need to move forward.

- 8.C. Receive Presentation on the 2023 Strategic Plan Update

Assistant General Manager Lee reviewed the item and provided the Board slides of the 2023 Strategic Plan Update (Plan) to facilitate the review process. The slides were added to the website as supplemental materials. The Board and staff discussed each element of the Plan. The Board expressed its general agreement with the Plan as presented in the agenda item (mission, vision, strategic goals (10), and action items), and provided feedback to staff to revisit or revise the following areas:

- Vision - Consider if wording regarding providing service drives or implies unintentional additional workload; consider how best to frame aspiring to become industry best practices leader
- Goal #1 - Prepare options on how best to articulate the envisioned approach to rate increases; include review of reserve policies
- Goal #5 - Clarify leadership programming; indicate business continuity per workforce skill development and succession planning opportunities; incorporate the tying of workforce culture to employee engagement survey results

- Goal #6 - Reflect all types of emergencies (natural and manmade disasters) and incorporate recovery and role clarity
- Goal #8 - Consider the use of “ensure”; review priorities within the District’s energy planning and determine if fleet management should remain a stand-alone action item
- Goal #10 - Consider how granular the goal information should be; improve public engagement with easily understood outreach materials; this element should be at the forefront of the Plan
- Organize the goals in order of District priorities
- Add the District logo to the final Plan document

The Board directed staff to incorporate the feedback provided this evening into the draft Plan update and present it at the April 4 Board meeting for review.

8.D. Receive Report on District-Related Education and Events Supporting Leadership Opportunities Available to Local Community-Based Youth Organizations

Special Assistant to the General Manager Gallardo reviewed the item for the Board. The Board and staff discussed the resources and opportunities the District currently offers to the community and opined on other possible avenues to directly support and engage with youth and other community-based organizations (i.e., schools, fire and park districts, girl and boy scouts, STEM programs, cities, chambers of commerce, etc.). The District employed a teacher who led these activities approximately 15 years ago, but the position was discontinued due to budget constraints. The Board directed staff to review current practices and identify ways to improve connection, education, and engagement of youth groups and the public at-large through DSRSD’s community-based efforts.

9. REPORTS

9.A. Boardmember Items

9.A.1. Joint Powers Authority and Committee Reports
DSRSD/City of Pleasanton Liaison – March 20, 2023

President Vonheeder-Leopold invited comments on recent Committee activities. Directors Govindarao and Halket discussed several of the Committee activities.

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 Alameda County Special Districts Association (ACSDA) Board of Directors teleconference meeting on March 8, and the ACSDA’s Annual Dinner meeting on March 20 in Castro Valley. 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 the

California Special Districts Association Fiscal Committee teleconference meeting on March 9. She summarized the activities and discussions at the meeting.

Director Goel reported that he attended the ACSDA annual dinner last night. He summarized the activities and discussions at the meeting. He did not submit a written report.

- 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 Contra Costa Special Districts Association chapter is hosting its 30th Anniversary Dinner on Thursday, April 27 at the Pleasant Hill Community Center at 5 p.m.
- DSRSD’s 70th Anniversary Reception will be held on Tuesday, April 18 in the District Office lobby at 5 p.m.

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

10. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 7:50 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary