

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

July 18, 2023

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:01 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; Maurice Atendido, Acting 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

General Manager McIntyre informed the Board that the District's audio visual consultant will perform testing of the new Boardroom cameras during this evening's meeting.

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

Vice President Johnson MOVED for approval of the items on the Consent Calendar. Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

7.A. Approve Regular Meeting Minutes of June 20, 2023 – Approved

7.B. Adopt Resolution Authorizing Investment of District Monies in the Local Agency Investment Fund and Rescinding Resolution No. 1-17 – Approved – Resolution No. 27-23

Director Govindarao inquired as to the number of authorized staff required to complete an investment fund transaction. Administrative Services Director Atwood stated that two authorized staff would be required, one to submit the action and another to grant approval.

7.C. Accept Regular and Recurring Report: Treasurer's Report – Approved

Director Govindarao inquired about the decreased investments reported for the period December 31, 2022 to March 31, 2023. Administrative Services Director Atwood explained that fluctuations in the investment portfolio during the year reflect the timing of revenues (i.e., twice-yearly tax receipts), expenditures (i.e., capital project activities, utility bills) and how they impact the Board-authorized budget.

7.D. Approve Continuation of Emergency Action Procurement by General Manager for Repair of the LAVWMA Livermore Interceptor Pipeline and Find that the Need for the LAVWMA Livermore Interceptor Pipeline Emergency Still Exists – Approved

7.E. Approve Amendment to the Capital Improvement Program (CIP) Ten-Year Plan and Two-Year Budget for Fiscal Years 2024 and 2025 to Advance the WWTP HVAC Replacements Project (CIP 22-P010) and Increase the Regional Wastewater Replacement Fund Limit for Fiscal Years 2024 and 2025 – Approved – Resolution No. 28-237.F. Approve Salary Ranges for New Laboratory Supervisor and Senior Quality Assurance Chemist Job Classifications – Approved – Resolution No. 29-237.G. 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. 21-23 – Approved – Resolution No. 30-238. BOARD BUSINESS

8.A. Public Hearing: Approve the Annual Delinquency Water and Sewer Charges Levy Report and Direct the Levy and Collection of Delinquent Water and Sewer Charges on the 2023–2024 Alameda County and Contra Costa County Secured Property Tax Rolls

President Vonheeder-Leopold announced the item and asked for the staff presentation. Management Analyst II Dana d'Angelo reviewed the item for the Board.

President Vonheeder-Leopold declared the Public Hearing open. She inquired if there were any comments from the public. There was no public comment received. Director Govindarao inquired about the cost the counties charge the District to levy the delinquent charges on the tax rolls. Administrative Services Director Atwood reported that the counties charge approximately two percent of the levied amount. The Board had no further discussion and the public hearing was closed.

Director Govindarao MOVED to approve Resolution No. 31-23, Approving the Annual Delinquency Water and Sewer Charges Levy Report and Directing the Levy and Collection of the Outstanding (Over 90 Days) Delinquent Utility Billing Water and Sewer Receivables on the Alameda County and Contra Costa County Secured Property Tax Rolls for 2023–2024. Director Halket SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.B. Receive Report on Adding Brave Blue World Documentary to Citizens Water Academy Curriculum

Special Assistant to the General Manager Gallardo reviewed the item for the Board. The Board directed staff to obtain any permissions required to present the film and include the documentary in the Citizens Water Academy curriculum as recommended.

- 8.C. Receive Report on Low Income Assistance (LIA) Program

Management Analyst II d'Angelo reviewed the item for the Board. The Board and staff discussed the surprisingly low utilization and challenging administrative processing for the federal Covid relief program, LIHWAP (Low-Income Household Water Assistance Program) that the District offers through Spectrum Community Services. Staff also explained that the funding to support the LIA program comes from non-rate revenues generated by leasing space to cell towers at the District's Reservoir R20. The Board directed staff to continue the LIA program with no changes.

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

Director Govindarao reported a conflict with the State of the County Address with Candace Andersen that he is registered to attend on July 27. President Vonheeder-Leopold volunteered to attend in his place. He also reported that he will be absent from the August 15 Board meeting.

President Vonheeder-Leopold submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended a retirement luncheon for long-time California Association of Sanitation Agencies staff member Debbie Welch on June 23 in Sacramento.

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 joint Alameda and Contra Costa California Special Districts Association chapter meeting scheduled for July 24 will be held on a later date due to presenter conflicts. The meeting will be hosted at DSRSD's Field Operations Facility if the new date is feasible.

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

10. CLOSED SESSION

At 6:27 p.m. the Board went into Closed Session.

10.A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: General Manager

11. REPORT FROM CLOSED SESSION

At 7:22 p.m. the Board came out of Closed Session. President Vonheeder-Leopold announced that there was no reportable action.

12. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 7:22 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary