

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

**November 7, 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 Dinesh Govindarao, and Director Richard M. Halket.

Director Arun Goel entered the meeting at 6:21 p.m. after the roll call and after Item 8.B. commenced.

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; Dan Gill, Operations Director; Michelle Gallardo, Special Assistant to the General Manager; Douglas E. Coty, General Counsel; and Vivian Chiu, Management Analyst II/Acting District Secretary

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

4.A. New Employee Introductions

Maria Gutierrez Guzman, Administrative Assistant II

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – No public comment was received.

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

7. CONSENT CALENDAR

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

7.A. Approve Regular Meeting Minutes of October 17, 2023 – Approved

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

Director Govindarao inquired as to the reason for the decrease in the Bank of America and U.S. Treasuries holdings between the June and September quarters. Administrative Services Director Atwood explained the Bank of America account is a liquid account

based on cash flows that vary according to revenues and expenditures for a period; and Financial Services Manager Herman Chen explained the value of Treasuries goes down when interest rates rise, resulting in fluctuations between book and market values as the market changes. The District's policy is to buy Treasuries and hold them to maturity.

- 7.D. Approve Master Agreement for Consulting Services with Salas O'Brien Engineers, Inc., and Authorize Execution of Task Order No. 1 for the WWTP HVAC Replacements Project (CIP 22-P010) and DERWA HVAC Replacements Project (CIP 22-R014) – Approved
- 7.E. Approve Salary Range for New Operations Storekeeper Job Classification – Approved – Resolution No. 42-23
- 7.F. 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. 41-23 – Approved – Resolution No. 43-23
- 7.G. Adopt Revised Investment Policy and Rescind Resolution No. 35-18 – Approved – Resolution No. 44-23

## 8. BOARD BUSINESS

- 8.A. Receive Presentation on Actuarial Valuation of Other Post-Employment Benefits (OPEB) Report and Provide Direction regarding California Employers' Retiree Benefit Trust (CERBT) Asset Allocation Strategies

Financial Services Manager Chen reviewed the item for the Board.

Director Halket MOVED to Direct Staff to Continue with Asset Allocation Strategy 2 Offered by CERBT. Vice President Johnson SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel).

- 8.B. Appoint Shu-Jan (Jan) R. Lee as General Manager and Adopt Personal Services Agreement

General Counsel Coty, as required by the Brown Act, gave an oral summary of the recommendation for final action on the salary and compensation for the General Manager, as included in the agenda packet. If approved, the General Manager will receive a monthly salary of \$26,760, equivalent to an annual salary of \$321,120, effective December 23, 2023.

The Boardmembers remarked that Assistant General Manager Lee is the most qualified candidate as the District's new General Manager, to move the District into the future. They commented on Ms. Lee's professionalism, expertise, and ability in building relationships with other agencies. They expressed appreciation for her work and achievements and stated they look forward to working with her on the District's next chapter. The Board also thanked General Manager McIntyre for his service.

Director Govindarao MOVED to adopt Resolution No. 45-23, Approving and Authorizing Execution of an Agreement for Personal Services Between Shu-Jan (Jan) R. Lee and

Dublin San Ramon Services District. Vice President Johnson 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

Director Govindarao reported that he and President Vonheeder-Leopold attended the City of San Ramon’s 40th Anniversary Light Parade this past Saturday, November 4. He summarized his experience at the event.

Director Halket reported he will be absent from the November 21 Board meeting.

President Vonheeder-Leopold submitted a written report to Management Analyst II/Acting District Secretary Chiu. She reported that she attended the San Ramon Light Parade on November 4 as summarized by Director Govindarao. She reported that she also attended the LAFCo (Local Agency Formation Commission) conference on October 18–20, the California Association of Sanitation Agencies Board of Directors meeting on October 25, and the funeral for former DSRSD General Manager Robert Beebe on October 26. She summarized the activities and discussions at the events.

9.A.3. Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

Vice President Johnson inquired about the follow-up item to the energy master plan presented in February and requested the item be brought forth in a timely fashion.

9.B. Staff Reports – None

10. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 6:32 p.m.

Submitted by,

Vivian Chiu, MMC  
Management Analyst II/Acting District Secretary

FOR: Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary