

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

**February 6, 2024**

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting: President Ann Marie Johnson, Vice President Arun Goel, Director Richard M. Halket, Director Dinesh Govindarao, and Director Georgean M. Vonheeder-Leopold.

District staff present: Jan Lee, General Manager; Carol Atwood, Administrative Services Director/Treasurer; Dan Gill, 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

Geronimo Flores, Water-Wastewater Systems Operator II  
Phillip Pristia, Water-Wastewater Systems Operator II

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:04 p.m.

Speaker: Ms. Kathy Narum (Zone 7 Water Agency Boardmember [Zone7]) – Ms. Narum addressed the Board and shared her history of service on the Pleasanton City Council and her current short-term appointment to the Zone 7 Board of Directors. She expressed her ongoing support for collaboration between Zone 7 and the Tri-Valley water retailers regarding water supply reliability, quality, and storage. Ms. Narum expressed her hope to continue this work if elected to the full-term seat this year.

7. CONSENT CALENDAR

Director Govindarao MOVED for approval of the items on the Consent Calendar. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

7.A. Approve Regular Meeting Minutes of January 16, 2024 – 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

**8. BOARD BUSINESS****8.A. Approve Proclamation Honoring Retired General Manager Daniel B. McIntyre**

President Johnson introduced the item and read the proclamation aloud. She presented the proclamation to Mr. McIntyre and the Board thanked him for his service to the District. Mr. McIntyre shared some remarks regarding his journey as the General Manager and expressed his gratitude for the support of the Board and staff. He noted his intent to remain engaged in Tri-Valley water matters.

Director Vonheeder-Leopold MOVED to Approve Proclamation Honoring Retired General Manager Daniel B. McIntyre. Vice President Goel SECONDED the MOTION, which CARRIED with FIVE AYES.

**8.B. First Reading of Ordinance Revising District Code Chapter 7.30 Regarding Facility Use Permits**

President Johnson announced the item and read the title of the ordinance.

Director Halket MOVED to Waive Reading of Ordinance. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

There was no staff presentation. President Johnson inquired if there were any comments from the public regarding the proposed ordinance. There was no public comment received. The Board had no further discussion.

Director Govindarao MOVED to Schedule Adoption of the Ordinance Revising District Code Chapter 7.30 Regarding Facility Use Permits on February 20, 2024. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

**8.C. Receive Draft Water Cost of Service Study, Set Public Hearing for April 16, 2024, and Authorize Proposition 218 Notice**

General Manager Lee introduced the item, Senior Management Analyst Corinne Ferreyra, and HDR consultant Shawn Koorn. Ms. Ferreyra and Mr. Koorn reviewed the Draft Water Cost of Service Study presentation (handed out to the Board) which was posted to the website as supplemental materials. The presentation covered:

- Background
- Draft Study methodology and results
- Proposed retail rates
- Proposed wholesale pass through rates
  - Zone 7 Cost of Water
  - Dougherty Valley Incremental State Water Charge
- Recommended Board action
  - Set public hearing for April 16, 2024, and authorize Proposition 218 notice.
- Next Steps

The Board and staff discussed and clarified certain aspects of the presentation including the utilization of reserve funds to meet funding requirements in fiscal years 2024 and 2025, and the annual State Water Project charges collected by the District on behalf of Zone 7 that are passed through to Dougherty Valley on the property tax roll.

Director Vonheeder-Leopold MOVED to Set a Public Hearing for April 16, 2024, and Authorize the Proposition 218 Notice. Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

## 9. REPORTS

### 9.A. Boardmember Items

#### 9.A.1. Joint Powers Authority and Committee Reports DERWA Board Meeting of February 5, 2024

President Johnson invited comments on recent JPA activities. Directors felt the available staff reports adequately covered the many matters considered at the JPA meeting and made a few comments about some of the JPA activities. Director Vonheeder-Leopold also mentioned that the February 5 meeting was EBMUD Director Coleman's last DERWA meeting as he is resigning from the EBMUD Board at the end of February. Director Coleman was one of DERWA's founding members and served on its Board for nearly three decades.

#### 9.A.2. Submittal of Written Reports for Day of Service Events Attended by Directors

Director Vonheeder-Leopold submitted written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the 2024 Winter California Association of Sanitation Agencies Conference and Board of Directors meeting held January 24–26 in Palm Springs. She summarized the activities and discussions at the meetings.

President Johnson submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the Contra Costa Special Districts Association chapter meeting on January 22, 2024. She summarized the activities and discussions at the meeting and requested staff include the results of the chapter's officer elections in the next General Manager to Board Report.

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

### 9.B. Staff Reports

General Manager Lee reported that a leak was discovered in the District Office kitchen on Sunday, February 4, which caused some flooding in the kitchen, mailroom, hallway, and a portion of the Engineering Department. Remediation and recovery efforts began immediately. She reported there is minimal impact to District operations and that affected staff are able to telework while the first phase of remediation work is being

performed. She also advised that the remediation and repair costs currently fall within the General Manager's purchasing authority, however, she will request the Board authorize additional spending should costs increase. She will keep the Board apprised on progress of the restoration effort.

Ms. Lee also reported that staff is working to schedule a number of liaison meetings and special joint powers authority Board meetings in the next few months, and advised the Board to monitor upcoming staff communications for meeting information.

10. ADJOURNMENT

President Johnson adjourned the meeting at 7:11 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary