

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

May 6, 2024

1. CALL TO ORDER

A special 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, Director Richard M. Halket, Director Dinesh Govindarao, and Director Georgean M. Vonheeder-Leopold.

Vice President Goel entered the meeting at 6:32 p.m. after the roll call was done and during Item 9.A. Boardmember Items.

District staff present: Jan Lee, General Manager/Treasurer; Steve Delight, Engineering Services Director/District Engineer; Dan Gill, Operations Director; Michelle Gallardo, Special Assistant to the General Manager/Interim Administrative Services Director; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

4.A. Presentation by and Award to Winner of the Excellence in Water, Wastewater or Recycled Water Research Category of the Alameda County Science and Engineering Fair
Second Place Winner: Braedyn Mendonca, 8th grade, Wells Middle School, Dublin
Presentation: "Solar Drops of Hope"
Teacher: Selwyn Kumar, Science

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:07 p.m.

6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – General Manager Lee reported that Vice President Goel is en route and recommended the Board move Item 8.B. to the end of the agenda for full Board discussion. The Board agreed to take Item 8.B. after Item 9.B.

7. CONSENT CALENDAR

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

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

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

8. BOARD BUSINESS

- 8.A. Accept Fiscal Year Ending 2023 Annual Report on Rate Stabilization Fund Reserves and (1) Approve Transfers from the Local and Regional Wastewater Operations Funds (Funds 200 and 300) to the Local and Regional Wastewater Rate Stabilization Funds (Funds 205 and 305), (2) Approve Transfers from the Local and Regional Wastewater Rate Stabilization Funds (Funds 205 and 305) to the Local and Regional Wastewater Replacement Funds (Funds 210 and 310), and (3) Approve a Transfer from the Water Rate Stabilization Fund (Fund 605) to the Water Operations Fund (Fund 600)

Acting Financial Services Manager Christine Chen reviewed the item for the Board. The Board and staff briefly discussed that the report is developed from the ending working capital from the financial statements, per the District's Annual Comprehensive Financial Report. The recommended transfers are based on each fund's working capital target set by the Financial Reserves policy.

Director Halket MOVED to Accept Fiscal Year Ending 2023 Annual Report on Rate Stabilization Fund Reserves and (1) Approve Transfers from the Local and Regional Wastewater Operations Funds (Funds 200 and 300) to the Local and Regional Wastewater Rate Stabilization Funds (Funds 205 and 305), (2) Approve Transfers from the Local and Regional Wastewater Rate Stabilization Funds (Funds 205 and 305) to the Local and Regional Wastewater Replacement Funds (Funds 210 and 310), and (3) Approve a Transfer from the Water Rate Stabilization Fund (Fund 605) to the Water Operations Fund (Fund 600). Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel).

- 8.B. Receive Presentation on Proposed Changes to the District Code Related to Administration of Wastewater Capacity Reserve Fees

This item was held after Item 9.B.

Engineer Services Director Delight reviewed the item and provided the Board a presentation (handed out to the Board) that was added to the website as supplementary materials.

The Board and staff discussed aspects of the presentation including the three components of the Wastewater Capacity Reserve Fees (Buy-in, Expansion – DSRSD, Expansion – LAVWMA Debt), a comparison to neighboring wastewater agencies' fees (DSRSD's fees are higher due to the LAVWMA Debt component) and their regional fee installment programs (terms and minimum/maximum amounts), time of payment, and proposed revisions to certain sections of the District Code applicable to Wastewater Capacity Reserve Fees. Staff also recommended the District work with the Cities of San Ramon, Dublin, and Pleasanton to explore ways to promote the Statewide Community Infrastructure Program (SCIP) as an option for financing larger affordable housing projects that exceed the District's Regional Wastewater Fee Installment Program maximum.

The Board directed staff to move forward with preparing the agenda items to revise the District Code per the staff recommendations:

- Amend District Code Section 3.70.040 "Installment payment of regional wastewater capacity reserve fees" to base the eligibility range on dwelling unit equivalents (DUEs) instead of fixed dollar amounts.
- Revise District Code Section 3.70.080 "Time of Payment" to allow the General Manager to defer payment of Capacity Reserve Fees for affordable housing projects until building occupancy, subject to Board approval.

The Board also requested staff to provide additional information regarding the placement of liens on properties that the District finances via its Regional Wastewater Fee Installment Program.

9. REPORTS

9.A. Boardmember Items

9.A.1. Joint Powers Authority and Committee Reports

DERWA Board Meeting of April 22, 2024

Tri-Valley Water Liaison Committee Meeting of April 29, 2024

President Johnson invited comments on recent JPA/Committee activities.

Directors felt the available staff reports adequately covered the many matters considered at the JPA/Committee meetings and made a few comments about some of the JPA/Committee activities.

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 virtual Alameda County Special Districts Association Executive Committee meeting on April 10, the DERWA Board meeting on April 22, the virtual California Association of Sanitation Agencies (CASA) Finance Committee meeting on April 23, the virtual CASA Board meeting on April 24, and the Tri-Valley Water Liaison Committee meeting on April 29. She summarized the activities and discussions at the meetings.

Director Govindarao submitted a written report to Executive Services Supervisor/District Secretary Genzale. He reported that he attended the City of Dublin's State of the City Address on May 1 at the Shannon Community Center. He also attended the Dougherty Valley/San Ramon Rotary's Annual "Truck Time" event near the San Ramon City Center and the Annual Tri-Valley Asian Heritage Celebration at Dublin High School on Saturday, May 4 (no written reports). He 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 also attended the

City of Dublin's State of the City Address on May 1. 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

General Manager Lee reported on the following:

- The Alameda LAFCo Independent Special Districts Selection Committee meeting scheduled for Wednesday, May 8, has been cancelled.
- The East Bay Municipal Utility District Board of Directors appointed Luz Gómez to the vacant Ward 2 seat and the DERWA Board of Directors.

10. ADJOURNMENT

President Johnson adjourned the meeting at 7:28 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary