

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

Tuesday, June 18, 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/Treasurer; Dan Gill, Operations Director; Michelle Gallardo, Special Assistant to the General Manager/Interim Administrative Services Director; Douglas E. Coty, General Counsel; and Vivian Chiu, Management Analyst II/Acting District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES – None

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6 p.m. 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 Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSTENTION (Goel).

7.A. Approve Regular Meeting Minutes of June 4, 2024 – Approved

7.B. Authorize the General Manager to Execute Contracts with Hasa Inc. for the Supply and Delivery of Sodium Hypochlorite, Chemtrade Chemicals US LLC for the Supply and Delivery of Aluminum Sulfate, and Kemira Water Solutions Inc. for the Supply and Delivery of Ferrous Chloride for Fiscal Year Ending 2025 – Approved

7.C. Approve Amendment to the Capital Improvement Program Ten-Year Plan and Two-Year Budget for Fiscal Years 2024 and 2025 to Add the Cross Valley Trail Sewer Main Rehabilitation Project (CIP 24-S053), and Award Construction Agreement for the Project to WestRock Engineering – Approved – Resolution No. 20-24

8. BOARD BUSINESS

- 8.A. Public Hearing: Approve the Annual Wastewater Service Charges Levy Report and Direct the Levy and Collection of Wastewater Service Charges on the 2024–2025 Alameda County and Contra Costa County Secured Property Tax Rolls

President Johnson announced the item and declared the Public Hearing open. She asked for the staff presentation. Special Assistant to the General Manager/Interim Administrative Services Director Gallardo introduced Finance Supervisor Alberto Hernandez, who reviewed the item for the Board and provided a revised Summary of Comments and Protests (handed out to the Board and posted to the website as supplemental materials).

President Johnson inquired if there were any comments from the public. There was no public comment received. President Johnson declared the Public Hearing closed.

The Board and staff discussed the majority protest procedures under the Health and Safety Code.

Director Halket MOVED to adopt Resolution No. 21-24, Approving the Annual Wastewater Service Charges Levy Report and Directing the Levy and Collection of Wastewater Service Charges on the Alameda County and Contra Costa County Secured Property Tax Rolls for 2024–2025. Vice President Goel SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.B. Accept Regular and Recurring Report: Quarterly Financial Report

General Manager Lee introduced Finance Team members in attendance, Consulting Administrative Services Director Ken Spray and Financial Analyst Thinh Lucero, and reviewed the item for the Board. She remarked that this report for the third quarter of fiscal year ending 2024 is the first report generated from Tyler Munis, the District's new enterprise resource planning (ERP) system, and only includes the operating funds. The report will likely evolve and be refined over time until the system conversion is complete. The next report, to be presented to the Board in September for the fourth quarter, will include the capital funds.

Vice President Goel recognized implementing a new ERP system is a big undertaking and congratulated staff on the progress made. The Board and staff discussed various aspects of the report, including adding back the year completed as a percentage on the report for benchmarking and confirming the level of confidence in the data quality. Ms. Lee commended the Finance Team for their tireless work in verifying the data and Senior Information Technology Analyst Jonathan Penafior, who was in the audience, for his efforts as the project manager of the system conversion project. She noted trend analysis will improve when there is more data in the new ERP system and mentioned a budget adjustment item is forthcoming.

Vice President Goel MOVED to Accept the Quarterly Financial Report for the Third Quarter of Fiscal Year Ending 2024. Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

8.C. Discuss Proposed New Capital Assets Policy

Consulting Administrative Services Director Spray reviewed the item for the Board. He explained that recently issued accounting standards classify leases and subscription-based information technology arrangements as capital assets, necessitating a new District policy to define capital assets, depreciation, and amortization.

The Board and staff discussed the types of contracts that would fall under the new definitions. Staff will bring the new Capital Assets policy and a revised Budget Accountability policy to the Board for consideration.

9. REPORTS

9.A. Boardmember Items

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

DSRSD/Central Contra Costa Sanitary District Liaison Committee Meeting of June 11, 2024

President Johnson invited comments on recent Committee activities. Directors felt the available staff reports adequately covered the many matters considered at the Committee meeting and made a few comments about some of the Committee activities.

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

Director Vonheeder-Leopold submitted a written report to Management Analyst II/Acting District Secretary Chiu. She reported that she attended the virtual Alameda County Special Districts Association Executive Committee meeting on June 12. 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 Board can still sign up for Central San's Flip the Switch ceremony for its solar array project on Thursday, June 20.
- The third and last session of the Citizens Water Academy will be held on Thursday, June 20, with Vice President Goel as a speaker.
- A special DERWA Board meeting will be held on Monday, July 1, at 6 p.m.
- The July 2 Board meeting is cancelled.

General Counsel Coty reported the California Supreme Court will be issuing a decision this Thursday, June 20, as to whether Secretary of State Initiative No. 1935, the Taxpayer Protection and Government Accountability Act, will stay on or be pulled from

the November 5, 2024, general election ballot. The Board requested that staff keep the Board apprised.

10. ADJOURNMENT

President Johnson adjourned the meeting at 6:28 p.m.

Submitted by,

Vivian Chiu, MMC
Management Analyst II/Acting District Secretary

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