

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

Tuesday, July 16, 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, Director Richard M. Halket, Director Dinesh Govindarao, and Director Georgean M. Vonheeder-Leopold.

Vice President Goel was absent.

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. New Employee Introductions

Ryan Yamamoto, Assistant Engineer
Sonya Spala, Associate Engineer
Daniel Monroy, Maintenance Worker I
Tyrell Fontaine, Maintenance Worker I

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:05 p.m. No public comment was received.

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

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 June 18, 2024 – Approved

7.B. Approve Amendment to the Capital Improvement Program (CIP) Ten-Year Plan and Two-Year Budget for Fiscal Years 2024 and 2025 to Advance the Wastewater Treatment and Biosolids Facilities Master Plan Update (CIP 25-P001, Formerly CIP T20-14) to Fiscal Year 2025 and Increase Fund Limits – Approved – Resolution No. 22-24

Director Govindarao inquired about the project's small budget adjustment for the Regional Wastewater Replacement (Fund 310). Staff explained it reflects the project's

budget allocated to Fund 310. Staff confirmed that the project and CIP Ten-Year Plan budgets would not increase as a result of the project's advancement.

- 7.C. Adopt New Capital Assets Policy – Approved – Resolution No. 23-24
- 7.D. Adopt Revised Budget Accountability Policy and Rescind Resolution No. 15-23 – Approved – Resolution No. 24-24

8. BOARD BUSINESS

- 8.A. Adopt Revised Rate Policies and Guidelines Policy and Rescind Resolution 35-16

Senior Management Analyst Corinne Ferreyra reviewed the item for the Board and provided a brief presentation (handed out to the Board and posted to the website as supplemental materials) highlighting the eight proposed policy components.

Director Govindarao inquired as to how many customers currently participate in the District's Low Income Assistance program (component #7). Staff reported they will follow up with the Board to provide that information.

Director Vonheeder-Leopold MOVED to adopt Resolution No. 25-24, Revising the Rate Policies and Guidelines Policy and Rescinding Resolution No. 35-16. Director Govindarao SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel).

- 8.B. Approve Mid-Cycle Operating Budget Adjustments for Fiscal Years Ending 2024 and 2025

Interim Administrative Services Director Gallardo introduced Interim Financial Services Manager Michael Yee who reviewed the item for the Board.

The Board and staff discussed the net adjustments made to the Regional Wastewater Operations and the Administrative Cost Center (Funds 300 and 900) for fiscal year ending 2024. Staff explained the adjustments include a residual equity transfer (shown in Exhibit A, pg. 2) to reflect Unfunded Accrued Liability (UAL) expenses in fiscal years ending 2022 and 2023 that should have been allocated out from Fund 900 to the District's three business enterprises in prior years.

Director Govindarao MOVED to adopt Resolution No. 26-24, Approving Mid-Cycle Operating Budget Adjustments for Fiscal Years Ending 2024 and 2025. Director Halket SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel).

9. REPORTS

- 9.A. Boardmember Items

- 9.A.1. Joint Powers Authority and Committee Reports
DERWA Special Board Meeting of July 1, 2024

President Johnson invited comments on recent JPA activities. Director Vonheeder-Leopold reported that the DERWA Board authorized its Interim Authority Manager to enter into contractual discussions with the Board's selected candidate for filling the regular Authority Manager position.

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

Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the virtual California Association of Sanitation Agencies (CASA) Board of Directors meeting on June 26. She summarized the activities and discussions at the meeting.

Director Halket submitted a written report to Executive Services Supervisor/District Secretary Genzale. He reported that he attended the joint Alameda County Special Districts Association/Contra Costa Special Districts Association chapter meeting and Patterson Pass Water Treatment Plant tour hosted by Zone 7 Water Agency (Zone 7) in Livermore on July 8. He summarized the activities and discussions at the meeting. He also stated how impressive the Water Treatment Plant facility is and conveyed his appreciation to Zone 7 for its investment in the community.

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

Director Govindarao requested an item be scheduled for an upcoming meeting regarding the consideration of term limits for Boardmembers.

9.B. Staff Reports

General Manager Lee reported on the following:

- The State of Contra Costa County Address will be held on July 18 in San Ramon.
- The Annual CASA Conference will be held July 31–August 2 in Monterey.

10. CLOSED SESSION

At 6:28 p.m. the Board went into Closed Session.

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

10.B. Conference with Legal Counsel – Consideration of Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): One Case

11. REPORT FROM CLOSED SESSION

At 7:09 p.m. the Board came out of Closed Session. President Johnson announced that there was no reportable action.

12. ADJOURNMENT

President Johnson adjourned the meeting at 7:09 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary