

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

August 20, 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; Michelle Gallardo, Special Assistant to the General Manager/Interim Administrative Services Director; Steve Delight, Engineering Services Director/District Engineer; Ken Spray/Financial Director, Dan Gill, Operations Director; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

4.A. New Employee Introductions
Ken Spray, Finance Director

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:02 p.m. No public comment was received.

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

7. CONSENT CALENDAR

Vice President Goel 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 August 6, 2024 – Approved

7.B. Affirm No Changes to Project Cost Allocation Policy – Approved

7.C. Approve First Amendment to Telecommunications Site Lease Agreement with DISH Wireless LLC for a Telecommunications Tower at Reservoir R20 – Approved

8. BOARD BUSINESS

8.A. Receive Strategic Plan Progress Report for Fiscal Year Ending 2024

General Manager Lee introduced the item. Interim Administrative Services Director Gallardo, Engineering Services Director Delight, and Operations Director Gill reviewed

the item for the Board and gave a presentation (handed out to the Board and posted to the website as supplemental materials) providing a progress report on the 10 Strategic Plan (Plan) goals and their related action items.

The Board and staff discussed and clarified the following goal items:

- Updating of the Crane Safety Program – to specify the various crane types and their related certification requirements.
- Updating of the Cross Connection Control Plan – to comply with new regulatory requirements for residential fire sprinkler systems. Staff also indicated that more information would be provided at a future Board meeting.
- Completing the financial system conversion from Eden to Tyler Munis – the final module for utility billing is switching over this evening.

The Board requested additional information and suggested Plan and progress report enhancements in the following areas:

- Distinguish between new versus existing safety programs that are being updated
- Provide the Board the year-to-year impacts (trend) of the District’s training and development programs on staff retention and recruitment
- Explore broadening the community outreach efforts by marketing Wastewater Treatment Plant facility tours to students within DSRSD’s service area
- Reevaluate and ensure goals are aspirational in nature rather than routine
- Incorporate visual indicators, such as color coding, to easily identify goal progress and areas needing additional support.

The Board and staff discussed the overall progress report for fiscal year ending 2024 and noted that priorities can fluctuate over the course of the Plan’s five-year timeframe. General Manager Lee stated that for the upcoming Plan update, staff plans to incorporate a schedule element to better inform staff planning efforts, manage workload expectations, and ensure alignment of priorities. She also recommended firmly incorporating infrastructure management into the refreshed Plan.

8.B. Receive Update on DSRSD Financing Corporation and Provide Direction

Finance Director Spray reviewed the item for the Board. The Board and staff discussed the history and utilization of the Financing Corporation (Corporation), the alternatives for conducting future financial transactions, and the fees, administration, and legal considerations for the two options presented:

- Option #1 – Continue the Financing Corporation. Renewal fees could range from a few hundred dollars to several thousand dollars based on various factors as determined by the Internal Revenue Service, as well as annual filing fees, Board meeting administration costs, and a potentially arduous renewal process. It is unlikely the District would require the Corporation to issue debt in the future.
- Option #2 – Dissolve the Financing Corporation. There are no fees assessed to dissolve the Corporation. A special Financing Corporation Board meeting would need to be held to perform the necessary dissolution proceedings and activities.

For future transactions, the District could directly issue debt or utilize “transaction-specific” counterparty services, with a one-time charge of approximately \$5,000 to \$10,000 included in the costs of issuance.

General Counsel Coty stated that he worked closely with Mr. Spray on preparing this item and recommended that the District dissolve the Corporation, as the District no longer needs this type of vehicle to conduct financial transactions. He confirmed that from a legal perspective, there are no adverse impacts to, nor benefits lost by, the District should the Board decide to dissolve the Corporation.

The Board directed staff to proceed with Option #2 to dissolve the Financing Corporation, and to schedule a special Financing Corporation Board meeting to do so.

Vice President Goel MOVED to Direct Staff to Proceed with Option #2 to Dissolve the Financing Corporation. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

9. REPORTS

9.A. Boardmember Items

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

DERWA Special Board Meeting of August 12, 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 commented on some of the JPA activities. Director Vonheeder-Leopold announced that the DERWA Board appointed Vivian Housen as the new Authority Manager.

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 Alameda County Special Districts Association Executive Committee meeting on August 7. She summarized the activities and discussions at the meeting.

President Johnson submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the virtual California Special Districts Association Finance Committee meeting on August 16. 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

Director Goel requested an item be scheduled for an upcoming meeting regarding annual employee retention and recruitment trends as related to District training and development programs.

9.B. Staff Reports

General Manager Lee reported on the following items:

- A LAVWMA Board meeting will be held tomorrow, August 21, at 6 p.m.
- The Tri-Valley Annual Mayors' Summit will be held on Thursday, August 22, at 10:30 a.m. in Danville.
- The regular September 3 Board meeting will be held as scheduled.
- A DSRSD/City of Dublin Liaison Committee meeting will be held on Monday, September 16, at 4 p.m.

10. CLOSED SESSION

At 7:02 p.m. the Board went into Closed Session.

10.A. Conference with Legal Counsel – Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2): One Case

11. REPORT FROM CLOSED SESSION

At 7:39 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 7:39 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary