

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

October 1, 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, Finance Director; Dan Gill, Operations Director; Douglas E. Coty, General Counsel; and Vivian Chiu, Management Analyst II/Acting District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

4.A. New Employee Introductions

Minh Nguyen, Construction Inspector I

Kyel Ramos, Construction Inspector I

Tara Layton, Utility Billing & Customer Services Representative II

Xuan-Thu Nguyen, Utility Billing & Customer Services Representative II

4.B. Review Boardroom Evacuation Procedures and Hold Emergency Evacuation Exercise

Operations Director Gill reviewed the item for the Board, provided instructions for a fire drill, and introduced Environmental Health and Safety Programs Administrator Dave Peters.

At 6:09 p.m., the Board and staff participating in the exercise exited the building and gathered at the portico instead of the open designated assembly area due to weather-related high temperatures outside. During the exercise, Mr. Peters described the assembly and reentry process.

At 6:16 p.m., the Board and staff returned to the Boardroom and conducted a debrief. The Board asked questions about 911 calls and emergency dispatch and provided feedback. Vice President Goel requested for a future active shooter emergency drill.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:21 p.m. No public comments received.

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

7. CONSENT CALENDAR

Director Govindarao requested Item 7.B. be removed for discussion. The Board agreed to remove Item 7.B. for discussion, and took Consent Calendar Items 7.A. and 7.C. through 7.F. and passed these Items first.

Director Vonheeder-Leopold MOVED for approval of Items 7.A. and 7.C. through 7.F. on the Consent Calendar. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES.

7.A. Approve Regular Meeting Minutes of September 17, 2024 – Approved

7.B. REMOVED – Award Contract to GradeTech Inc. for the Wastewater Treatment Plant Fencing and Security Phase 2 Project (CIP 19-P003) – Approved

Director Govindarao requested additional information on staff's recommendation, given GradeTech Inc. is the lowest bidder and the only bidder with a bid amount below the engineer's estimate. The Board, Engineering Services Director Delight, and General Counsel Coty discussed various aspects of bidding requirements for public works projects, including evaluation of bids, rejection of bids, review of references, and filing of liens.

Director Govindarao MOVED to Award a Contract to GradeTech Inc. for the Wastewater Treatment Plant Fencing and Security Phase 2 Project (CIP 19-P003). Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

7.C. Rescind the Acceptance of Gifts and Gratuity Policy and Resolution No. 51-11 – Approved – Resolution No. 37-24

7.D. Rescind the Workplace Violence Policy and Resolution No. 76-07 – Approved – Resolution No. 38-24

7.E. Adopt Revised Prohibition Against Harassment, Discrimination and Retaliation Policy and Rescind Resolution No. 21-20 – Approved – Resolution No. 39-24

7.F. Adopt Revised Social Media Policy and Rescind Resolution No. 8-20 – Approved – Resolution No. 40-24

8. BOARD BUSINESS

8.A. Receive Update on the Enterprise Resource Planning (ERP) System Conversion to Tyler Munis

Interim Administrative Services Director Gallardo introduced Senior Information Technology Analyst Jonathan Penaflor, who reviewed the item for the Board with a presentation (handed out to the Board and posted to the website as supplemental materials). The presentation covered the need for the ERP replacement and provided an overview of the new Tyler Munis features, the current status of the ERP conversion, planned activities, and future considerations for enhancing ERP functionality for District staff and customers.

The Board and staff discussed the software's longevity and cybersecurity, and the communication plan for launching the new customer payment portal. The Board recognized that implementing a new ERP system is a huge endeavor and commended staff for a job well done.

9. REPORTS

9.A. Boardmember Items

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

DERWA Board Meeting of September 23, 2024

President Johnson invited comments on recent JPA activities. Directors felt the available staff reports adequately covered the many matters considered at the meeting and commented on some of the meeting activities.

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

Director Vonheeder-Leopold submitted written reports to Management Analyst II/Acting District Secretary Chiu. She reported that she attended the Alameda County Special Districts Association meeting and the California Association of Sanitation Agencies Board of Directors meeting, both on September 18. She summarized the activities and discussions at the meetings.

Director Halket submitted a written report to Management Analyst II/Acting District Secretary Chiu. He reported that he attended the California Special Districts Association Conference on September 9–12 in Indian Wells (a written report was electronically submitted before the September 17 Board meeting) and the WaterReuse Conference on September 15–17 in Garden Grove. He summarized the activities and discussions at the meetings.

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

Director Goel requested an active shooter training exercise, as brought up during Item 4.B.

9.B. Staff Reports – None

10. ADJOURNMENT

President Johnson adjourned the meeting at 7:21 p.m., in the memory of Bette Boatman, past Contra Costa Water District Boardmember for 46 years and past Association of California Water Agencies President, who passed away on September 19, 2024.

Submitted by,

Vivian Chiu, MMC
Management Analyst II/Acting District Secretary

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