

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

July 22, 2025

1. CALL TO ORDER

A special meeting of the Board of Directors was called to order at 6 p.m. by President Goel.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting: President Arun Goel, Vice President Richard M. Halket, Director Dinesh Govindarao, Director Georgean M. Vonheeder-Leopold, and Director Ann Marie Johnson.

District staff present: Jan Lee, General Manager/Treasurer; Michelle Gallardo, Administrative Services Director; Steve Delight, Engineering Services Director/District Engineer; Ken Spray, Finance 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

Cindy Wei, Accountant II

General Counsel Coty introduced Of Counsel Nirlip Syan, who joined the BKS Law Firm earlier this month and will provide assistance to DSRSD.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:04 p.m. No public comments received.

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

7. CONSENT CALENDAR

Director Vonheeder-Leopold MOVED for approval of the item on the Consent Calendar. Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

7.A. Approve Regular Meeting Minutes of July 1, 2025 – Approved

8. BOARD BUSINESS

8.A. Public Hearing: Approve Annual Delinquent Water and Sewer Charges Levy Report and Direct Levy and Collection of Delinquent Water and Sewer Charges on the 2025–2026 Alameda County and Contra Costa County Secured Property Tax Rolls

President Goel announced the item and declared the Public Hearing open. He asked for the staff presentation. Finance Supervisor Alberto Hernandez reviewed the item for the Board.

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

The Board and staff discussed certain aspects of the item including the variance of outstanding balance amounts in the levy report, current account notification and collection procedures, and responsibility for delinquencies if the account holder is a former tenant. Staff confirmed that the property owner bears the ultimate responsibility for any outstanding account balances in accordance with District Code Chapter 1.50 Nonpayment of Fees and Charges. The Board requested staff evaluate potential operational improvements and efficiencies related to a minimum delinquency amount for levying on the tax roll, delinquent account notification procedures for tenant-occupied properties, and converting from billing every two months to monthly billing; and report back to the Board.

President Goel reopened the Public Hearing for public comment.

Speaker: Mr. Mohammed (property owner) – Mr. Mohammed stated his opposition to the proposed levy for outstanding charges incurred by his former tenant.

President Goel again declared the Public Hearing closed.

Vice President Halket MOVED to approve Resolution No. 25-25, Approving the Annual Delinquent Water and Sewer Charges Levy Report and Directing the Levy and Collection of Delinquent Utility Billing Water and Sewer Receivables on the 2025–2026 Alameda County and Contra Costa County Secured Property Tax Rolls. Director Johnson SECONDED the MOTION, which CARRIED with FIVE AYES.

8.B. Receive Report on Status of Recorded Board Meetings

Administrative Services Director Gallardo reviewed the item for the Board. The Board and staff discussed aspects of the item including the audio-visual system quality, Boardroom enhancements, recordings viewership, and economical production costs. President Goel requested staff look into incorporating agenda item “bookmarks” to the recordings for user-friendly navigation. The Board expressed its appreciation to staff for providing an additional layer of transparency to the public, and anticipates viewership will grow in concert with future District communication efforts.

9. REPORTS

9.A. Boardmember Items

9.A.1. Joint Powers Authority and Committee Reports – None

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 joint Alameda County and Contra Costa County Special Districts Association chapter

meeting hosted by DSRSD on July 9, the virtual California Association of Sanitation Agencies (CASA) preparation meeting on July 10 for the upcoming CASA conference “Panel of Wisdom,” and the virtual CASA Board of Directors Strategic Plan consultant interview on July 15. She summarized the activities and discussions at the meetings.

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

Vice President Halket requested an item be scheduled for an upcoming meeting regarding the potential for converting from bi-monthly to monthly customer billing and improvements for delinquent account collection procedures as discussed under Item 8.A.

President Goal requested staff provide information to the Board regarding the opportunity to represent the Alameda County Special Districts Association chapter as an alternate representative on the East Bay Economic Development Alliance Board. General Manager Lee confirmed this information would be provided in a future Board Communications Update.

9.B. Staff Reports

9.B.1 General Manager Monthly Report for June 2025

General Manager Lee highlighted the following items from the report:

- The District earned renewal of its Transparency of Excellence Certification from the Special Districts Leadership Foundation. She recognized the efforts of District Secretary Nicole Genzale who had a large hand in ensuring the District continued its certification.
- On June 11, divisions within the Operations Department conducted a successful portable generator deployment drill.
- In May, Ava informed staff that the Wastewater Treatment Plant was ineligible to move to Ava’s Community Energy’s Bright Choice service plan due to being on a Standby Rate plan related to its on-site power generation. Staff will monitor this change as it could have an impact on DSRSD-East Bay Municipal Utility District Recycled Water Authority (DERWA) operational costs and require a budget adjustment.
- DSRSD has been selected for the 2025 Utility of the Future Today recognition by the Water Environment Federation (WEF), which will be presented at WEF’s technical conference in Chicago, Illinois, on September 30. She plans to attend the conference to accept the award. More information will be provided to the Board should any Directors be interested in attending.
- The DERWA Open House event will be held in spring 2026 to coincide with and celebrate DERWA’s 20-year anniversary of delivering recycled water, as well as the anticipated execution of a supplemental supply agreement with the Central Contra Costa Sanitary District.

10. CLOSED SESSION

At 6:48 p.m. the Board went into Closed Session.

10.A. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6

Agency Negotiators: Jan Lee, General Manager
Michelle Gallardo, Administrative Services Director
Samantha Koehler, Human Resources and Risk Manager

Employee Organizations: 1. Stationary Engineers, Local 39
2. International Federation of Professional and Technical
Employees, Local 21
3. Mid-Management Employees Bargaining Unit
4. Unrepresented Employees

Additional Attendees: Cepideh Roufougar, Jackson Lewis P.C.

11. REPORT FROM CLOSED SESSION

At 8:09 p.m. the Board came out of Closed Session. President Goel announced that there was no reportable action.

12. ADJOURNMENT

President Goel adjourned the meeting at 8:09 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary