

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

**November 18, 2025**

**1. CALL TO ORDER**

A regular 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 Georgean M. Vonheeder-Leopold, and Director Edward R. Duarte.

Director Govindarao was absent.

District staff present: Jan Lee, General Manager/Treasurer; Michelle Gallardo, Administrative Services Director; Steve Delight, Engineering Services Director/District Engineer; Ken Spray, Finance Director; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

**4. SPECIAL ANNOUNCEMENTS/ACTIVITIES**

**4.A. New Employee Introductions**

Kim Roberts, Administrative Assistant II

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

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

**7. CONSENT CALENDAR**

Director Duarte MOVED for approval of the items on the Consent Calendar. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Govindarao).

**7.A. Approve Regular Meeting Minutes of November 4, 2025 – Approved**

**7.B. Accept Regular and Recurring Reports: Quarterly Financial Report, Capital Projects Created from Programs, and Capital Budget Adjustments Approved by the General Manager – Approved**

**7.C. Authorize Amendment No. 4 to Task Order No. 1 with Kennedy/Jenks Consultant, Inc. for Design Services for the Biogas Improvements Project (CIP 18-P010) – Approved**

**7.D. Approve Tentative Agreement with Mid-Management Employees' Bargaining Unit (MEBU) for Successor Memorandum of Understanding (MOU) for the Period of December 22, 2025, through December 16, 2029 – Approved – Resolution No. 35-25**

**7.E. Approve Revised Terms and Conditions, Salary, and Benefits for Unrepresented Management, Professional, Technical, Administrative and Confidential Employees – Approved – Resolution No. 36-25**

- 7.F. Rescind Public Agency Vesting for Post-Retirement Health Benefits under Government Code Section 22893 for MEBU and Unrepresented Management, Professional, Technical, Administrative and Confidential Employees – Approved – Resolution No. 37-25
- 7.G. Approve Health Insurance Contribution for Calendar Year 2026 for MEBU and Unrepresented Management, Professional, Technical, Administrative and Confidential Employees – Approved – Resolution No. 38-25

8. BOARD BUSINESS

- 8.A. Consider Board of Directors Health Insurance Premium Contribution for Calendar Year 2026

Director Vonheeder-Leopold stated, “I am recusing myself from any participation in any discussions, decisions, or voting on the Board of Directors Health Insurance Premium Contribution for Calendar Year 2026, Item 8.A., because I receive health benefits as a retired Boardmember of Dublin San Ramon Services District.” She departed the meeting at 6:04 p.m. before discussion of Item 8.A.

Human Resources and Risk Manager Samantha Koehler reviewed the item for the Board. The Board discussed the matter and agreed to defer setting the health insurance premium contribution for active Boardmembers and annuitants for CY 2026 to a later meeting following completion of contract negotiations with all labor groups.

Vice President Halket MOVED to Defer Consideration of the Calendar Year 2026 Health Insurance Premium Contribution for Active Boardmembers and Annuitants to a Subsequent Board Meeting. Director Duarte SECONDED the MOTION, which CARRIED with THREE AYES and TWO ABSENT (Govindarao and Vonheeder-Leopold).

Director Vonheeder-Leopold returned to the meeting at 6:07 p.m. after discussion of Item 8.A.

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 a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the Alameda County Special Districts Association Chapter meeting on November 12 at the Hayward Area Recreation and Park District in Hayward. She summarized the activities and discussions at the meeting.

Director Duarte submitted a written report to Executive Services Supervisor/District Secretary Genzale. He reported that he attended the virtual Contra Costa Special Districts Association Chapter meeting on November 17. He summarized the activities and discussions at the meeting.

9.A.3. Request New Agenda Item(s) for a Future Board or Committee Agenda – None.

9.B. Staff Reports

9.B.1. General Manager Monthly Report

9.B.2. Public Outreach Activities Quarterly Report

The Board and staff discussed the above reports. General Manager Lee also announced the following items:

- A LAVWMA Board meeting will be held tomorrow at 6 p.m.
- A special Board meeting will be held on Monday, December 1 at 6 p.m. Staff will inform the Board if any additional special Board meetings are needed.

10. CLOSED SESSION

At 6:22 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. Mid-Management Employees Bargaining Unit

3. Unrepresented Employees

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

Mss. Gallardo and Koehler exited Closed Session 10.A. at 6:35 p.m. Ms. Roufougar exited Closed Session 10.A. at 6:40 p.m. Engineering Services Director Delight entered Closed Session 10.B. at 6:40 p.m.

10.B. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8

Property: APNs 941-210-24-6, 941-1311-16-1, 941-1300-2-8, 941-1300-1-17

District Negotiator: General Manager

Negotiating Party: Endelos Energy, Inc.

Under Negotiation: Price and Terms of Payment for Lease of DSRSD Property for Solar Panel Installations

11. REPORT FROM CLOSED SESSION

At 7:20 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 7:21 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary