

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

March 3, 2020

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:01 p.m. by President Duarte.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Edward R. Duarte, Vice President Ann Marie Johnson, and Director Georgean M. Vonheeder-Leopold

Directors Richard M. Halket and Madelyne A. (Maddi) Misheloff were absent.

District staff present: Dan McIntyre, General Manager; Jan Lee, Assistant General Manager; Carol Atwood, Administrative Services Manager/Treasurer; Judy Zavadil, Engineering Services Manager/District Engineer; Doug Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

Operations Manager Jeff Carson entered the meeting at 6:10 p.m.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

New Employee Introduction: Jeanne Quirk, Laboratory Technician

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:03 p.m. No public comment was received.

6. REPORTS

6.A. Reports by Staff

- Event Calendar – General Manager McIntyre reported on the following:
 - o The Santa Clara Valley Water District has confirmed its potable reuse facility tour will be held on Monday, March 30.
 - o City of Pleasanton will confirm the next DSRSD/City of Pleasanton Liaison Committee meeting soon for either April 29 or 30.
 - o The March 17 Board meeting will be cancelled.
- Correspondence to and from the Board on an Item not on the Agenda – None

6.B. Joint Powers Authority and Committee Reports

LAVWMA – February 19, 2020

President Duarte invited comments on recent JPA activities. Directors decided to make comments about the LAVWMA Board meeting during Item 8.D.

- 6.C. Agenda Management (consider order of items) – General Manager McIntyre advised that Board action is no longer required on Item 8.A., as all necessary purchase orders have been approved and the emergency has concluded. The Board agreed not to hold Item 8.A.

General Counsel Coty advised the Board that an item should be presented at a subsequent meeting to formally terminate the District Office Flooding Emergency.

7. CONSENT CALENDAR

Vice President Johnson MOVED for approval of the items on the Consent Calendar. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with THREE AYES and TWO ABSENT (Halket and Misheloff).

- 7.A. Approve Regular Meeting Minutes of February 4, 2020 – Approved
- 7.B. Accept Regular and Recurring Reports: Warrant List and Quarterly Financial Reports – Approved
- 7.C. Approve Time Extension for City of Dublin Unused Sewer Capacity Program and Rescind Resolution No. 67-16 – Approved – Resolution No. 14-20
- 7.D. Affirm No Changes to District Election Dates Policy – Approved
- 7.E. Rescind Confidentiality Policy (P700-15-2) and Resolution No. 68-07, Jury Duty and Court Witness Leave Policy (P700-15-5) and Resolution No. 75-07, Policy Changes Policy (P700-15-6) and Resolution No. 69-07, Smoking Policy (P700-15-9) and Resolution No. 73-07, Use of District Property, Vehicles and Equipment Policy (P700-15-10) and Resolution No. 71-07, and Use of Private Autos on District Business Policy (P700-15-11) and Resolution No. 60-07 – Approved – Resolution No. 15-20, Resolution No. 16-20, Resolution No. 17-20, Resolution No. 18-20, Resolution No. 19-20, Resolution No. 20-20
- 7.F. Adopt Revised Prohibition Against Harassment, Discrimination and Retaliation Policy and Rescind Resolution No. 53-15 – Approved – Resolution No. 21-20
- 7.G. Approve Change of Location for Regular Meetings of the Board of Directors and Rescind Resolution No. 54-18 – Approved – Resolution No. 22-20
- 7.H. Award Technical Services Agreements to D.W. Nicholson Corporation and GSE Construction Company, Inc. for On-Call Mechanical Services (FYE 2020–2022) and Authorize the General Manager to Exercise up to Two Additional One-Year Terms to the Agreements – Approved – Resolution No. 23-20 and Resolution No. 24-20
- 7.I. Approve Amendment to the Capital Improvement Program (CIP) Ten-Year Plan for Fiscal Years 2020 through 2029 and Two-Year Budget for Fiscal Years 2020 and 2021 to Add the District Office Accessibility Improvements Project (CIP 20-A029) – Approved – Resolution No. 25-20

8. BOARD BUSINESS

- 8.A. NOT HELD – Approve Continuation of Emergency Action Procurement by General Manager for Repair of the District Office and Find that the Need for the District Office Flooding Emergency Still Exists
- 8.B. Receive Presentation on Actuarial Valuation of Other Post-Employment Benefit (OPEB) Programs Report and Provide Direction regarding California Employers' Retiree Benefit Trust (CERBT) Asset Allocation Strategies

Accountant Kiki Bian reviewed the item for the Board. She gave a presentation (handed out to the Board) "Actuarial Valuation of Other Post-Employment Benefits as of June 30, 2019" that covered the following:

- the District's OPEB history, beginning in 2008 with its initial investment of \$9.1 million
- the District's funded ratio performance currently at 118% of target
- changes of 2019 valuation due to lower medical rates than assumed, stronger investment performance, and a more conservative discount rate than anticipated rate of return of selected strategy
- an OPEB valuation report summary
- the three CERBT strategies and their respective expected rates of return (Strategy 1 – 7.59%, Strategy 2 – 7.01%, Strategy 3 – 6.22%)
- staff recommendation that the District continues CERBT Strategy 2 for the upcoming two-year valuation period and fund the ADC (Actuarially Determined Contributions) for FYE 2020 and FYE 2021 as recommended by the actuarial valuation

The Board and staff discussed aspects of the presentation, including the conditions leading to achieving 118% funding and the approach for payments to the trust in the next two years. The Board acknowledged the District's careful planning and actions taken to date have resulted in the District being in a far healthier position than several neighboring agencies. The Board directed staff to "stay the course" and continue Asset Allocation Strategy 2 offered by the CERBT Program, per the staff recommendation.

- 8.C. Support Proposed DERWA (Dublin San Ramon Services District – East Bay Municipal Utility District Recycled Water Authority) Operations and Maintenance Budget for Fiscal Year Ending 2021

Operations Manager Carson reviewed the item for the Board. He confirmed certain projects included in the budget will be handled by District staff, such as sand filter rehabilitation and UV (ultraviolet) light disinfection. In addition, staff gave a status on the wastewater diversion project in San Ramon with Central Contra Costa Sanitary District, noting construction will begin in April.

Director Vonheeder-Leopold MOVED to Support Proposed DERWA (Dublin San Ramon Services District – East Bay Municipal Utility District Recycled Water Authority) Operations and Maintenance Budget for Fiscal Year Ending 2021. Vice President Johnson SECONDED the MOTION, which CARRIED with THREE AYES and TWO ABSENT (Halket and Misheloff).

8.D. Discuss and Provide Direction on LAVWMA (Livermore-Amador Valley Water Management Agency) Operational Reporting and Financial Reporting

General Manager McIntyre reviewed the item for the Board. The Board and staff discussed the level of effort (staff time and resources) necessary to complete the quarterly reporting due to additional reporting and commentary regularly requested by certain LAVWMA Boardmembers, which well exceeds the agreed upon requirements. They discussed possible reporting options such as converting to an annual report or a combination of quarterly and annual, noting that any change to the scheduled reporting would require an amendment to the agreement. The Board directed staff to produce the next quarterly report adhering only to the agreement requirements and assess the response from the LAVWMA Boardmembers.

Vice President Johnson and Director Vonheeder-Leopold reported that they attended the February 19 LAVWMA Board meeting and explained that the LAVWMA Board is considering moving the regular meeting location from DSRSD to the City of Pleasanton Council Chambers going forward.

9. BOARDMEMBER ITEMS

- 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 Alameda County Special Districts Association Executive Committee meeting at the Castro Valley Sanitary District on Wednesday, February 12, the California Association of Sanitation Agencies (CASA) Board of Directors teleconference meeting on Thursday, February 13, the State of the City Address by Mayor Clarkson at the San Ramon Marriot and the LAVWMA Board meeting on Wednesday, February 19, and the CASA Washington DC Policy Forum February 24– 26. She summarized the activities and discussions at the meetings.

Vice President Johnson submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she also attended the LAVWMA Board meeting on February 19. She summarized the activities and discussions at the meeting under Item 8.D.

President Duarte submitted a written report to Executive Services Supervisor/District Secretary Genzale. He reported that he also attended the State of the City Address by Mayor Clarkson on February 19. He summarized the activities and discussions at the meeting.

- Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda – None

10. ADJOURNMENT

President Duarte adjourned the meeting at 6:50 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary