

# AGENDA

## NOTICE OF REGULAR MEETING

**TIME:** 6 p.m.

**DATE:** Tuesday, May 5, 2020

**PLACE:** Teleconference

Pursuant to Governor Newsom's Executive Orders N-25-20, N-29-20, and N-33-20, and local county health orders issued to address the COVID-19 pandemic, the Board meeting will be held via Webex Video Teleconference.

The District Boardroom will be closed to the public.

The public may observe and comment by electronic means as described on Page 3.

**See Page 3 of the Agenda Packet for Webex Video Teleconference Access Information**

**Our mission is to protect public health and the environment by providing reliable and sustainable water, recycled water, and wastewater services in a safe, efficient, and fiscally responsible manner.**

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL – Members: Duarte, Halket, Johnson, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)  
At this time those on the teleconference call are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight's agenda. Comments should not exceed five minutes. The President of the Board will recognize each speaker, at which time the speaker should introduce him/herself, and then proceed with his/her comment. Written comments received by 5 p.m. on the day of the meeting will be read into the meeting record.
6. REPORTS
  - 6.A. Reports by Staff
    - Event Calendar
    - Correspondence to and from the Board
  - 6.B. Joint Powers Authority and Committee Reports
  - 6.C. Agenda Management (consider order of items)

7. CONSENT CALENDAR

Matters listed under this item are considered routine and will be enacted by one Motion, in the form listed below. There will be no separate discussion of these items unless requested by a Member of the Board or the public prior to the time the Board votes on the Motion to adopt.

7.A. Approve Regular Meeting Minutes of April 7, 2020

**Recommended Action:** Approve by Motion

7.B. Approve Proclamation Honoring May 17–23, 2020 as National Public Works Week

**Recommended Action:** Approve by Motion

8. BOARD BUSINESS

8.A. Approve Continuation of District's State of Emergency in Response to COVID-19 Pandemic by General Manager and Find that the Need for the District's State of Emergency Still Exists

**Recommended Action:** Approve by Motion

8.B. Discuss Options for Filling a Board of Directors Vacancy and Provide Direction

**Recommended Action:** Discuss and Provide Direction by Motion

9. BOARD MEMBER ITEMS

- Submittal of Written Reports for Day of Service Events Attended by Directors
- Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

10. CLOSED SESSION

The Board will convene its closed session on a separate teleconference line and return to the open teleconference call for Item 11 when the closed session is completed.

10.A. Conference with Legal Counsel - Anticipated Litigation

Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2): One Potential Case

11. REPORT FROM CLOSED SESSION

12. ADJOURNMENT

*All materials made available or distributed in open session at Board or Board Committee meetings are public information and are available for inspection during business hours by calling the District Secretary at (925) 828-0515.*

*A fee may be charged for copies. District facilities and meetings comply with the Americans with Disabilities Act.*

*If special accommodations are needed, please contact the District Secretary as soon as possible, but at least two days prior to the meeting.*

### Webex Video Teleconference Access Information

Dublin San Ramon Services District  
Regular Board Meeting  
Tuesday, May 5, 2020

If the public wishes to provide comments during Agenda Item 5 – Public Comment, or on any of the agenda items, please join the meeting using the teleconference instructions below, or email written comments to the Board of Directors at [board@dsrsd.com](mailto:board@dsrsd.com) by 5 p.m. Tuesday, May 5, 2020. Written comments, of five minutes or less, will be read into the meeting record during the public comment portion of the agenda or during discussion of the subject of the comment.

#### Webex Video Teleconference Meeting Instructions and Information:

1. From your computer, click [Join Meeting](#).
2. Select your **Audio** preference – computer audio, call in from separate telephone using Webex phone number, or have Webex call your telephone.
3. You will be automatically placed on “**Mute**” when joining the call.
4. Please keep your phone muted unless speaking.
5. Listen for prompts to know when public comments are solicited.
6. Use the “**Raise Hand**” feature found under the More Options Menu (or use the button if using the app) to indicate you wish to speak.
7. The meeting host will unmute callers one at a time to speak during Public Comment or during discussion of a particular agenda item.
8. Please announce yourself and speak slowly and clearly when commenting.
9. You will be muted when your comments have concluded. Please “**Lower Hand**” when done.
10. Please do not place the call on hold.

#### To Join by Phone Only:

1. Dial **(510) 338-9438** USA Toll from any telephone
2. Enter Access code (meeting number) **293 246 768** when prompted

First time Webex user? You can view a short YouTube tutorial on how to participate in a Webex meeting here: <https://www.youtube.com/watch?v=XbSizTDAES4>

Boardmembers and staff will be attending the meeting via teleconference. The Board will convene its Closed Session on a separate teleconference line and return to the open teleconference call for Agenda Item 11 when the Closed Session is completed. The open teleconference will be muted during this time and will resume for the Closed Session report and meeting adjournment.

The Boardroom is closed to the public.

All votes during the meeting will be taken by roll call vote.

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

**April 7, 2020**

1. CALL TO ORDER

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

President Duarte announced that pursuant to Governor Newsom's Executive Orders and local county health orders issued to address the COVID-19 pandemic, this Board meeting is being held via Webex teleconference. The District Boardroom is closed to the public; however, the public may observe and comment by calling in to the teleconference meeting per the instructions on page 3 of the agenda. As required by the Brown Act, all votes taken this evening will be done by a roll call vote due to the attending Directors participating via teleconference.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

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

Director Madelyne A. (Maddi) Misheloff was 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; Jeff Carson, Operations Manager; Doug Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES – None

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

6. REPORTS

6.A. Reports by Staff

- Event Calendar – General Manager McIntyre reported events have been cancelled due to current shelter-in-place orders.
- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
3/25/20	Email	Rosemary Dorman, Contra Costa Water District	Board of Directors	Information needed for Budget	Administrative Analyst Vivian Chiu responded
3/28/20	Email	Bob	Board of Directors	Sewer pipes	Administrative Services Manager Atwood responded

6.B. Joint Powers Authority and Committee Reports – None

6.C. Agenda Management (consider order of items) – No changes were made.

7. CONSENT CALENDAR

Director Vonheeder-Leopold MOVED for approval of the items on the Consent Calendar. Director Halket SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Misheloff) per roll call vote.

7.A. Approve Regular Meeting Minutes of March 3, 2020 – Approved

7.B. Approve Special Meeting Minutes of March 25, 2020 – Approved

7.C. Adopt Revised Candidates' Statement Costs Policy and Rescind Resolution No. 11-17 – Approved – Resolution No. 27-20

7.D. Affirm Use of Clean Water Revival Facilities and Demineralized Recycled Water Policy – Approved

7.E. Approve Termination of Emergency Action for the District Office Flooding Emergency and Rescind Resolution No. 53-18 – Approved – Resolution No. 28-20

7.F. Approve Termination of Emergency Action for the Jeffrey G. Hansen Water Recycling Plant Electrical Power Supply Failure Emergency and Rescind Resolution No. 16-19 – Approved – Resolution No. 29-20

8. BOARD BUSINESS

8.A. Approve Continuation of District's State of Emergency in Response to COVID-19 Pandemic by General Manager and Find that the Need for the District's State of Emergency Still Exists

The Board and staff discussed various aspects and impacts of the emergency. Vice President Johnson requested staff provide an update about the District's customer outreach and handling of service shutoffs. She asked that this be included in the record to provide transparency for customers. General Manager McIntyre advised that staff will work with customers who may require payment plans, and that no shutoffs were planned, furthered by the Governor's recently issued statewide order prohibiting shutoffs of utility services. Administrative Services Manager Atwood added that less than 15 customers have inquired about possible payment plans, but none have been requested. She also reported the District has been in compliance with shutoff requirements since mid-March, and the only shutoffs occurring are for confirmed closed businesses that have physically vacated the location. General Counsel Coty noted that the Governor's order also calls for reinstatement of service for shutoffs done for non-payment since March 4, and that the provisions of Senate Bill 998 (recent legislation regarding water service shutoffs) remain in effect, but the order does not prohibit shutoffs for reasons such as business account closures and health violations.

Mr. McIntyre advised that the emergency could impact the District's cash flow and operating revenue in the next three to six months if customers or partner agencies do not pay or are

slow to pay for services. The present course of action will be to wait and see how things continue to develop in this area. The Board and staff acknowledged that the current emergency situation perfectly illustrates the purpose of the District maintaining ample operating reserves, as any federal economic assistance could be limited.

Director Vonheeder-Leopold MOVED for Approval of Continuation of District's State of Emergency in Response to COVID-19 Pandemic by General Manager and Find that the Need for the District's State of Emergency Still Exists. Director Halket SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Misheloff) per roll call vote.

9. BOARDMEMBER ITEMS

- Submittal of Written Reports for Day of Service Events Attended by Directors – None
- Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda – None

President Duarte reported he will attend City of San Ramon Mayor Clarkson's lunch meeting for elected officials and city staff on Monday, April 13 to discuss the status of local agencies' COVID-19 emergency operations. He has been asked to provide an update from DSRSD and encouraged other Boardmembers to attend. General Manager McIntyre stated that City of Dublin has not reached out to the District similarly, but he will be attending the city's Executive Roundtable meeting next month.

Director Halket inquired if future teleconference Board meetings could include video capability. Mr. McIntyre stated that staff will investigate options and provide an update to the Board soon.

10. CLOSED SESSION

At 6:18 p.m. the Board went into Closed Session. The Board convened its closed session on a separate teleconference line.

10.A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957  
Title: General Manager

11. REPORT FROM CLOSED SESSION

At 7:44 p.m. the Board came out of Closed Session. President Duarte reconvened the open session and reported that Directors Halket, Johnson, and Vonheeder-Leopold disconnected at the conclusion of the Closed Session. He announced that there was no reportable action.

12. ADJOURNMENT

President Duarte adjourned the meeting at 7:44 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary



**TITLE:** Approve Proclamation Honoring May 17–23, 2020 as National Public Works Week

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Motion, a Proclamation honoring May 17–23, 2020 as National Public Works Week.

**SUMMARY:**

National Public Works Week is a celebration of the tens of thousands of men and women in North America who provide and maintain the infrastructure and services collectively known as public works.

National Public Works Week is observed each year during the third full week of May. Instituted as a public education campaign by the American Public Works Association (APWA) in 1960, National Public Works Week seeks to energize and educate the public on the importance of public works to their daily lives.

This year's National Public Works Week theme is **"The Rhythm of Public Works."** As cited by APWA, Public Works keeps a community's rhythm moving by providing an orchestra of infrastructure services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks, and grounds, emergency management and first response, solid waste, and right-of-way management. Public Works provides the harmony needed for collaboration with all the stakeholders in capital projects, infrastructure solutions, and quality of life services.

The District has a \$54 million budget in infrastructure and other capital improvement projects planned for its Capital Improvement Program for Fiscal Years Ending 2020 and 2021.

Originating Department: Office of the General Manager	Contact: N. Genzale	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input checked="" type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	7 of 15	

# Proclamation

Honoring

## National Public Works Week: May 17–23, 2020

WHEREAS, Dublin San Ramon Services District celebrates National Public Works Week with a \$54 million budget in infrastructure and other capital improvement projects planned in its Capital Improvement Program for Fiscal Years Ending 2020 and 2021; and

WHEREAS, public works services provided by the District in its service areas are an integral part of the citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient and effective operation of public works systems and programs such as water, recycled water, and sewers; and

WHEREAS, the efficiency and effectiveness of qualified and dedicated public works personnel is materially influenced by the people's attitude and understanding of the importance of the work they perform; and

WHEREAS, the efficiency and effectiveness of qualified and dedicated public works personnel is materially influenced by the people's attitude and understanding of the importance of the work they perform; and

WHEREAS, this year's National Public Works Week theme is "**The Rhythm of Public Works.**" As cited by the American Public Works Association, Public Works keeps a community's rhythm moving by providing an orchestra of infrastructure services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks, and grounds, emergency management and first response, solid waste, and right-of-way management. Public Works provides the harmony needed for collaboration with all the stakeholders in capital projects, infrastructure solutions, and quality of life services.

NOW, THEREFORE, BE IT PROCLAIMED that the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa celebrates

## May 17–23, 2020 as National Public Works Week

Dublin San Ramon Services District calls upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

Adopted this 5th day of May, 2020

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Edward R. Duarte, President

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Ann Marie Johnson, Vice President

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Richard M. Halket, Director

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Georgian M. Vonheeder-Leopold, Director

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Nicole Genzale, District Secretary



**TITLE:** Approve Continuation of District's State of Emergency in Response to COVID-19 Pandemic by General Manager and Find that the Need for the District's State of Emergency Still Exists

**RECOMMENDATION:**

Staff recommends the Board of Directors receive a verbal update on the COVID-19 emergency and approve, by Motion, a continuation of the State of Emergency response to the COVID-19 pandemic, as declared by the General Manager and confirmed and ratified by Resolution No. 26-20, and find that there exists a need for continuing the District's COVID-19 emergency which the Board last confirmed on April 7, 2020.

**SUMMARY:**

On March 4, 2020, Governor Gavin Newsom of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19, a coronavirus. On March 13, 2020, President Donald Trump declared a National Emergency as a result of the threat of COVID-19.

On March 16, 2020, the public health officers of Alameda County, Contra Costa County, and four other Bay Area counties issued a legal order directing their respective residents to shelter-in-place at home for three (3) weeks beginning on March 17 and ending on April 7. The order limits activity, travel, and business functions to the most essential needs. On March 31, 2020, the public health officers issued a subsequent order that is effective through May 3 in seven Bay Area counties and that is more restrictive than the original order. The new order continues to provide an exception for the operations and maintenance of "Essential Infrastructure," which includes, but is not limited to, water, wastewater, and recycled water service. Exemptions are also in place for Essential Government Functions, for certain "Minimum Basic Operations," for emergency management functions, for certain narrowly prescribed "Essential Business" functions, and for certain qualifying private construction, such as housing projects meeting low-income needs. On April 29, this order was extended through the end of May, with minor modifications on requirements.

On March 16, 2020, the General Manager, as the District's Emergency Manager per the Emergency Response Plan policy (P300-16-2), declared a District State of Emergency to allow for essential operations to continue, and to ensure operational flexibility in meeting the challenges of COVID-19 to the vital water and sewer services that are needed to protect public health and the environment.

On March 19, 2020, Governor Newsom issued Executive Order N-33-20 ordering all individuals living in California to stay home at their place of residence, with certain exceptions for critical services and other qualifying exceptions. This shelter-in-place order has no specified termination date.

On March 25, 2020, the Board of Directors approved Resolution No. 26-20, which confirmed the continuation of the District State of Emergency, and directed the General Manager to report on progress at least at every regularly scheduled meeting until the State of Emergency is terminated.

District emergency planning has been aggressively implemented. Half of the District's staff are working a vast majority of their time from home, but all critical operations needed to protect public health and the environment continue. A number of major projects and activities are delayed until after the Alameda County and Statewide shelter-in-place orders are both significantly modified, suspended, or terminated.

The COVID-19 emergency continues in our service area. To assure proper staffing and support of critical operational functions, staff is requesting the Board find that there still exists a need to continue the State of Emergency reflected by Resolution No. 26-20.

Originating Department: Office of the General Manager		Contact: D. McIntyre	Legal Review: Not Required
Cost: \$0		Funding Source: N/A	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		9 of 15	



**TITLE:** Discuss Options for Filling a Board of Directors Vacancy and Provide Direction

**RECOMMENDATION:**

Staff recommends the Board of Directors discuss options for filling a Board of Directors vacancy and, by Motion, provide direction to staff.

**SUMMARY:**

Tragically, on April 11, 2020, Director Madelyne A. (Maddi) Misheloff passed away. Director Misheloff's current term of office as an "at-large" Director at DSRSD was scheduled to expire in December 2020, following a General Election on November 3. Director Misheloff's passing leaves a vacancy on the DSRSD Board of Directors.

Under State law, the Board of Directors has a number of options for addressing the vacancy. The Board must decide upon the method for filling the position no later than 60 days after the position becomes vacant. In this case, the Board must take action no later than June 10, 2020.

- Option #1: Call an election to fill the vacancy. The District may call an election on the next established election date that is 130 or more days after the date the District calls for an election (per California Government Code Section 1780). In this particular case, the next election would be the November 3, 2020 General Election and the seat would remain vacant for the balance of the term that expires in December.
- Option #2: Proceed with an application and interview process with qualified citizens of the District, and make an appointment based on the results of a formal process.
- Option #3: Proceed with the direct appointment of any qualified citizen of the District.
- Option #4: Take no action by the June 10 deadline. Under operation of State law, the Alameda County Board of Supervisors has the prerogative after June 10 to appoint an individual to the vacant seat or may order the District to call an election as described in Option #1.

Details on each of the four (4) options listed above are included in the attached staff report.

Originating Department: Office of the General Manager	Contact: D. McIntyre	Legal Review: Yes
Cost: Less than \$1,000 for appointment	Funding Source: Legislative Acct. #900.10.10.000.3.340	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Suggested Application Form for Board of Directors	
		10 of 15

# STAFF REPORT



District Board of Directors  
May 5, 2020

## Discuss Options for Filling a Board of Directors Vacancy and Provide Direction

### DISCUSSION

With the passing of Madelyne A. (Maddi) Misheloff on April 11, 2020, a vacancy was created on the Board of Directors. Director Misheloff's "at-large" position was set to expire in December, following the November 3 General Election.

Under State law (California Government Code Section 1780), the following notifications and actions must happen: (1) the County Elections Officials must be notified within 15 days of the vacancy occurring; (2) the Board of Directors must decide upon the method of filling the "at-large" position and take action no later than 60 days after the position becomes vacant; and, (3) the action to make an appointment or call for an election must be formally noticed at least 15 days prior to the meeting. In this case, the Board must take action no later than June 10. If the Board wishes to appoint an individual to fill the vacancy, the position will be filled by resolution by June 10, and the County Elections Officials must be notified within 15 days of the appointment.

There are a number of options under State law for addressing the vacancy as outlined below.

#### **Option #1: Call an election to fill the vacancy**

The Board could call for an election to determine a new "at-large" Boardmember. The appropriate election date, as set by Government Code Section 1780, is the November 3, 2020 General Election.

Because of limitations on an available election date, calling for the vacancy to be filled by election would result in the vacancy extending until December 2020 (a period of approximately eight months) when the "at-large" seat would expire, and an individual elected during the normal District election cycle is qualified and seated. Essentially, a new Boardmember would be elected to the "at-large" seat at the same time as that "at-large" seat expires. Staff would not recommend calling an election due to its impracticality.

#### **Option #2: Proceed with an application and interview process with qualified citizens of the District, and make an appointment based on the results of a formal process**

The Board could direct staff to take steps to implement an application and interview process. This process was last used by the District in 2015, when Director Dawn Benson's resignation created a vacancy that was filled by Director Misheloff.

There are some constraints to be mindful of with this formalized process. Firstly, the Board would need to pass a resolution appointing the individual no later than June 10. Secondly, the appointment action would need to be publicly noticed at least 15 days prior to the adoption of the resolution. The interviews, selection, and adoption of a resolution could occur at a single Board meeting.

If the Board wishes to proceed with this option, staff would suggest the following process:

- May 6 – Staff begins notifying the public of the application and interview process. Staff would begin with a press release, information on the District’s web page, and use of social media. One or more newspaper advertisements could run the week of May 11.
- May 15 – District Secretary publishes the required 15-day notice that the Board intends to make an appointment to fill the vacant Board position on June 2 at a regular Board meeting.
- May 22 – The application period closes after an open application period of 16 days.
- May 26 – District Secretary would preliminarily screen applications to confirm minimum eligibility criteria as set forth in the application.
- May 29 – Applications meeting the minimum eligibility criteria would be included in the Board agenda packet for the June 2 Board meeting, along with a draft Board resolution for approval appointing a candidate.
- June 2 – Board interviews all qualifying applicants, makes a selection, and adopts a resolution appointing a candidate to fill the position for the balance of the “at-large” term ending in December 2020. A vote of at least three (3) of the existing four (4) Boardmembers would be necessary to make the appointment. The administration of the oath of office for the selected candidate could be made immediately, and the new Director would take office immediately and be seated at this meeting. The County Elections Officials must be notified within 15 days of the appointment.

Under this timeline, the Board would need to make a final decision on June 2, because there would not be sufficient time to publicly notice an alternate fallback date to make the appointment prior to the June 10 deadline. If the June 10 deadline is missed, the decision for filling the vacancy would fall to the Alameda County Board of Supervisors under operation of State law.

Depending on when county health officer and statewide “shelter-in-place” orders are modified or lifted, the interviews might need to be held via teleconference.

If the Board wishes to proceed with this option, staff recommends that the Board direct staff to utilize the suggested application (Attachment 1 to the Summary and Recommendation) for soliciting applicants.

### **Option #3: Proceed with the direct appointment of any qualified citizen in the District**

The Board could discuss possible individuals to be appointed to fill the vacancy, and direct staff to publicly notice the intended appointment for the June 2 Board meeting. A majority of the Board could make a tentative decision of the individual nominee for the vacant Board position at this May 5 Board meeting, or could defer making the selection to the June 2 meeting. Staff would publicly notice the appointing resolution no later than May 15, to be made at the June 2 Board meeting. A vote of at least three (3) of the existing four (4) Boardmembers would be necessary to make the appointment. The administration of the oath of office for the selected candidate could be made immediately. The new Director would take office immediately, and be seated near the beginning of the June 2 meeting. The County Elections Officials must be notified within 15 days of the appointment.

**Option #4: Take no action by the June 10 deadline**

Under operation of State law, the Alameda County Board of Supervisors has the prerogative after June 10 to appoint an individual to the vacant seat or may order the District to call an election on the next established election date that is 130 or more days after the date the election is called. In this particular case, the next election date would be the November 3 General Election; thus if the Alameda County Board of Supervisors does not appoint an individual within 30 days (by July 10), there would be no practical purpose in calling for an election and the seat would remain vacant for the balance of the term that expires in December.

**RECOMMENDATION**

Staff recommends that the Board of Directors discuss options for filling a Board of Directors vacancy and provide direction to staff by motion. If the Board selects Option #2 to proceed with a formal application and interview process, staff recommends that the Board direct staff to issue an application presented as Attachment 1 to the Summary and Recommendation.

**SUGGESTED APPLICATION FORM**

**DUBLIN SAN RAMON SERVICES DISTRICT**

**BOARD OF DIRECTORS APPLICATION FORM**

***Applications and all supporting material must be submitted to Nicole Genzale, District Secretary, not later than 5 p.m. on Friday, May 22, 2020.***

***Applications may be submitted per the following methods:***

- ***Emailed to: [genzale@dsrsd.com](mailto:genzale@dsrsd.com)***
- ***Mailed to the District's administrative office at 7051 Dublin Blvd., Dublin, CA 94568***
- ***Delivered to the District's Field Operations Facility at 7035 Commerce Circle, Pleasanton, CA 94588***

***Interviews will be conducted by the Board of Directors on Tuesday, June 2 starting at 6 p.m. in the District Boardroom at 7051 Dublin Blvd., Dublin, CA if shelter-in-place orders are ended or sufficiently relaxed to allow it. Otherwise, the interviews will be conducted via teleconference. Check the District website starting May 6 for further information and updates on the location and participating information for the interviews and appointment.***

***Note that the interviews will be open to the public including other applicants. You will be notified of your interview time. The order of the interviews will be determined by lot by the District Secretary.***

**APPLICATION MATERIAL SHALL BE LIMITED TO:**

1. This fully completed form **(Mandatory)**; and
2. A resume – Maximum of 1,000 words (Optional)

**MINIMUM QUALIFICATIONS FOR ELIGIBILITY TO PARTICIPATE IN INTERVIEW:**

1. Must be a registered voter; and
2. Must legally reside within the boundaries of the Dublin San Ramon Services District
3. Must be a registered voter in Alameda County or Contra Costa County (NOTE: Not a State of California requirement, but a recommended DSRSD standard)

***Please provide the following Personal Information***

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_

***Please answer the following Background and Qualifications questions and attach your response to this application.***

Question #1: Which DSRSD voting division do you live in?

There are five (5) divisions (1–5) within the District’s service area.

To view the division map, go to: <https://www.dsrdsd.com/about-us/area-based-elections>.

Question #2: Have you attached a copy of your resume to this application?

Question #3: Are you willing to attend at least two Board of Directors meetings each month for the length of your term?

Question #4: Why do you want to be on the Board of Directors? Maximum of 200 words

Question #5: Describe the unique experience that you believe makes you the best candidate for an appointment to the Board of Directors. Maximum of 200 words

***Acknowledgement & Certification***

1. I understand that all material provided by me in connection with this application is a public document and will be furnished by the District to any person including other applicants upon request and without my approval or notification.
2. I certify that I am a registered voter and a legal resident of the Dublin San Ramon Services District and that I am not disqualified by the Constitution or laws of the State of California from holding a civil office and further that I am qualified to and am prepared to assume and hold the office as a member of the Board of Directors of the Dublin San Ramon Services District without reservation or condition.
3. I certify under penalty of perjury that all information provided in connection with my application for the Board of Directors of the Dublin San Ramon Services District is true.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_