

**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