

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

June 2, 2020

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:09 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.

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; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

New Employee Introduction:

Kelly Richards, Utility Billing & Customer Services Supervisor

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:12 p.m. No public comment was received.

6. REPORTS

6.A. Reports by Staff

- Event Calendar – General Manager McIntyre had nothing to report.
- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
5/29/20	Letter	Board President Duarte	Fallon Middle School students Jayden, Zachary, Isaac, Iman	Thank you for your letter regarding microplastics	Provided information, local contacts, and resources

6.B. Joint Powers Authority and Committee Reports

LAVWMA – May 20, 2020

President Duarte invited comments on recent JPA activities. Directors felt the available staff reports adequately covered the many matters considered at the LAVWMA meeting and made a few comments about some of the LAVWMA activities.

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

7. CONSENT CALENDAR

Director Halket MOVED for approval of the items on the Consent Calendar. Vice President Johnson SECONDED the MOTION, which CARRIED with FOUR AYES per roll call vote.

7.A. Approve Regular Meeting Minutes of May 19, 2020 – Approved

7.B. Authorize Consolidation of District Election with November 3, 2020 Statewide General Election – Approved – Resolution No. 31-20

7.C. Approve the Salary Range for the New Facilities & Safety Technician Job Classification – Approved – Resolution No. 32-20

7.D. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and *Rescind Resolution No. 13-20* – Approved – Resolution No. 33-20

8. BOARD BUSINESS

8.A. Appoint Dwight L. (Pat) Howard to Fill the Board Vacancy Created by the Passing of Director Madelyne A. (Maddi) Misheloff

President Duarte said a few words in reflection and appreciation of Director Misheloff who passed away in April, and held a moment of silence in her honor before the Board took action to fill her seat. General Manager McIntyre then reviewed the item for the Board.

Director Vonheeder-Leopold MOVED to adopt Resolution No. 34-20, Appointing Dwight L. (Pat) Howard to Fill the Board Vacancy Created by the Passing of Director Madelyne A. (Maddi) Misheloff. Director Halket SECONDED the MOTION, which CARRIED with FOUR AYES per roll call vote.

District Secretary Genzale administered the Oath of Office to Mr. Dwight (Pat) Howard.

8.B. Approve Revised Board Committee and Joint Powers Authority Assignments for Remainder of Calendar Year 2020

President Duarte reviewed the item for the Board.

Director Howard MOVED to Approve Revised Board Committee and Joint Powers Authority Assignments Option #1 (Board President's Proposed Revised Committee and JPA Assignments) for the Remainder of Calendar Year 2020. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

8.C. 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

General Manager McIntyre reviewed the item for the Board. He reported there have been no material financial or operational changes since his report at the May 19 Board meeting.

Director Vonheeder-Leopold MOVED to 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. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

8.D. Receive Presentation on the Zone 7 Water Agency 2020 Annual Review of Sustainable Water Supply

Assistant General Manager Lee reviewed the item for the Board. The Board and staff discussed supply source allocations and risks, status of potential water transfers, and the need to continue monitoring water supply owed to the District.

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

Vice President Johnson requested an item to review the District's cash flow and capital spending in light of potential revenue shortfalls from the COVID-19 emergency. General Manager McIntyre confirmed a full report to the Board will be scheduled in June or July.

10. **CLOSED SESSION**

At 6:39 p.m. the Board went into Closed Session.

10.A. Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2):
One Potential Case

10.B. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: District General Counsel

11. **REPORT FROM CLOSED SESSION**

At 7:29 p.m. the Board came out of Closed Session. President Duarte announced that there was no reportable action.

12. ADJOURNMENT

President Duarte adjourned the meeting at 7:30 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary