

## **AGENDA**

### **NOTICE OF REGULAR MEETING**

**TIME:** 6 p.m.

**DATE:** Tuesday, September 1, 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 Microsoft Teams 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 Teams 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, Howard, 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 of five minutes or less and 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  
LAVWMA – August 19, 2020
  - 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 August 4, 2020

**Recommended Action:** Approve by Motion

- 7.B. Approve Regular Meeting Minutes of August 18, 2020

**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. Discussion on Board Role in Declared Emergency and Affirm No Changes to Emergency Response Plan Policy

**Recommended Action:** Discuss and Approve by Motion

- 8.C. Approve Mid-Year Operating and Capital Outlay Budget Adjustments for Fiscal Year Ending 2020

**Recommended Action:** Approve by Resolution

- 8.D. Receive Presentation on Microsoft Teams

**Recommended Action:** Receive Presentation

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

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.*

## Microsoft Teams Video Teleconference Access Information

### Dublin San Ramon Services District Regular Board Meeting Tuesday, September 1, 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, September 1, 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.

#### To Join by Computer or Device:

1. Click [Join Meeting](#).
2. Select how you want to join the Teams meeting.
3. Click **"Join now."** You can personalize your video and audio preferences before or after joining.
4. Public participants would wait for the meeting host to admit you.
5. You must unmute yourself when you wish to speak by clicking the microphone icon, which is also used to mute yourself when you finish speaking.

#### To Join by Phone Only:

1. Dial **(831) 256-7773** USA Toll from any telephone.
2. Enter Conference ID **748 280 604#** when prompted. DO NOT PRESS \*.
3. Wait for the meeting host to admit you. If you are unsuccessful in joining, hang up and dial in again.
4. You must unmute yourself when you wish to speak by pressing \*6, which is also used to mute yourself when you finish speaking.

#### Video Teleconference Meeting Instructions and Information:

- Stay muted unless speaking.
- Listen for prompts to know when public comments are solicited.
- You must unmute yourself when you wish to speak during Public Comment or during discussion of a particular agenda item. The meeting host can mute but cannot unmute participants.
- Announce yourself and speak slowly and clearly when commenting.
- Call (925) 875-2224 if you experience any technical difficulties.

Boardmembers and staff will be attending the meeting via teleconference. The Board will convene any Closed Sessions on a separate teleconference line and return to the open teleconference meeting for the next agenda item when the Closed Session is completed. The open teleconference meeting 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**

**August 4, 2020**

*Due to technical issues identified during the course of the teleconference meeting that may have limited or prevented public ability to participate in the meeting and comment on the items on the agenda, the Board heard presentations for the items below and determined the required formal actions would be taken at a subsequent meeting.*

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:03 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, Director Georgean M. Vonheeder-Leopold and Director Dwight L. (Pat) Howard.

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 Introductions:

Kevin Curtis – Instrumentation Technician  
Joseph Parra – Maintenance Worker II

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:14 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 – None

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

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

*The following Consent Calendar items were presented but deferred for the Board's formal action at the August 18, 2020 Board meeting.*

7. CONSENT CALENDAR

Director Howard MOVED for approval of the items on the Consent Calendar. Director Halket SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

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

7.B. Approve Revisions to Mid-Cycle Operating Budget Adjustments for Fiscal Years Ending 2020 and 2021

*The following Board Business items were presented but items 8.B and 8.C were adjourned for the Board's formal action to the September 1, 2020 Board meeting.*

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

Assistant General Manager Lee reviewed the item for the Board. She reported the pause in Alameda County's reopening plan has allowed the District to implement its Exposure Control Plan. Most operational tasks that were suspended for work crews have been safely resumed, and creative staff trainings are being implemented to adapt to the "new normal." A sustainable workload is an area of concern as many supervisory and exempt staff continue to be overextended, working long days and weekends to ensure operations continue. Very few staff have taken time off in the last four months and are working at full speed for an extended period of time. The new hire process continues to be aggressive in an effort to provide existing staff some relief. Water revenues have overall seen an uptick over the last three months, with residential payments seeing an increase, offsetting some decline on the commercial side. Wastewater revenues are seeing about a 15% decline due to impacts on commercial customers. Customer payment behavior continues to be similar to 2019 levels with no significant drop-offs.

Vice President Johnson 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 Exist. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

- 8.B. Public Hearing: Adopt Engineer's Report and Direct Levy of Annual Assessments in the Dublin San Ramon Services District Dougherty Valley Standby Charge District 2001-1 for Fiscal Year Ending 2020–2021

President Duarte announced the item and declared the Public Hearing open. He asked for the staff presentation. Financial Analyst Mayette Bailey reviewed the item for the Board.

President Duarte inquired if there were any comments from the public. There was no public comment received. He declared the Public Hearing closed.

Director Howard MOVED to adopt the Resolution Adopting the Engineer's Report and Directing the Levy of Annual Assessments in the Dublin San Ramon Services District Dougherty Valley Standby Charge District 2001-1 for Fiscal Year Ending 2020–2021. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

- 8.C. Public Hearing: Adopt Annual Dougherty Valley Incremental State Water Project Charge Report and Direct the Levy of the Dougherty Valley Incremental State Water Project Charge for Non-Governmental Parcels on the Contra Costa County Secured Property Tax Roll and for Government Potable Water Customers on Utility Bills

President Duarte announced the item and declared the Public Hearing open. He inquired if there were any comments from the public. There was no public comment received.

Director Howard MOVED to close the Public Hearing. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

President Duarte declared the Public Hearing closed.

*Before the item presentation proceeded, General Counsel Coty advised the Board and staff that due to discovery of a possible technical issue with providing public access to the meeting, he recommended that the Board continue with the presentations, but that the Board adjourn the meeting for later consideration and formal approval of any items requiring action. Staff will, therefore, contact the Board tomorrow to update them on the necessary course of action. The Board agreed with the recommendation.*

President Duarte asked for the staff presentation. Financial Analyst Bailey reviewed the item for the Board.

Vice President Johnson asked staff to confirm, for the record, that this charge is not inequitably imposed to only the Zone 7 Water Agency (Zone 7) customers in the Dougherty Valley. General Manager McIntyre confirmed that this charge is identical to the charge that Zone 7 imposes on its customers in Alameda County via their property tax bill.

Director Halket MOVED to adopt the Resolution Adopting the Annual Dougherty Valley Incremental State Water Project Charge Report and Directing the Levy and Collection of

the Dougherty Valley Incremental State Water Project Charge for Non-Governmental Parcels on the Contra Costa County Secured Property Tax Roll and for Government Potable Water Customers on Utility Bills. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

8.D. Receive Report on Low Income Assistance (LIA) Program and Provide Direction

Administrative Services Manager Atwood reviewed the item for the Board.

The Board and staff discussed the program's history and success since implementation in 2010. The program currently covers 100% of the fixed meter fee portion of the bill for qualifying customers, though that charge increased slightly for the District in the last year. Ms. Atwood confirmed the non-ratepayer revenue that supports the program amasses approximately \$100,000 annually and should be sufficient to handle expected growth due to the current pandemic emergency. The Board expressed no concerns and directed staff to continue the program as is.

8.E. Discussion and Direction on Regional Wastewater Enterprise Finances

General Manager McIntyre reviewed the item for the Board and provided a presentation showing a 10-year financial model and stress test for Regional Operating Funds 300 and 305 with potential scenarios to improve working capital. The presentation was posted to the website yesterday to accompany the agenda packet.

The Board and staff discussed the reductions in wastewater flows from restaurants and commercial due to reduced activity and/or closures. They also discussed the need to carefully monitor the wastewater revenues coming in from City of Pleasanton.

There was no public comment received for this item. The Board directed staff to provide reporting on all funds over the next few months and to give the Board more details on the possible amendment to the agreement with City of Pleasanton.

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 California Association of Sanitation Agencies Board of Directors teleconference meeting on Thursday, July 9 and the joint Alameda County and Contra Costa County California Special Districts Association chapter meeting on Monday, July 13. She summarized the activities and discussions at the meetings.

President Duarte submitted a written report to Executive Services Supervisor/District Secretary Genzale. He reported that he also attended the joint Alameda County and Contra Costa County California Special Districts Association chapter meeting on Monday, July 13. 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 7:26 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary

*These meeting notes approved by the Board reflect the verbal presentations given for the above items. The Board approved the actionable items at the August 18, 2020 and September 1, 2020 meetings as noted above.*



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

**August 18, 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.

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 Teams 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 4 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, Director Georgean M. Vonheeder-Leopold and Director Dwight L. (Pat) Howard.

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 Vivian Chiu, Administrative Analyst I.

Recusals: Director Vonheeder-Leopold stated that she would recuse herself from any participation in any discussions, decisions, or voting on the Health Insurance Contribution for Calendar Year 2021 for Board of Directors, Item 8.D., to ensure that she neither influence nor attempt to influence another member of the DSRSD Board regarding any matters pertinent to the item, consistent with applicable provisions of the Government Code, because she receives health benefits as a retired Boardmember of Dublin San Ramon Services District.

Director Vonheeder-Leopold departed from the Board meeting at approximately 7:02 p.m. before Item 8.D. She returned to the meeting at approximately 7:06 p.m. after the conclusion of discussion of Item 8.D.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

New Employee Introduction:

Alex Perez – Senior Environmental Compliance Inspector

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:06 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 – None

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

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

7.B. Approve Revisions to Mid-Cycle Operating Budget Adjustments for Fiscal Years Ending 2020 and 2021 – Approved – Resolution No. 43-20

7.C. Accept the Following Regular and Recurring Reports: Warrant List, Outstanding Receivables, and Employee Reimbursements Greater than \$100 – Approved

7.D. Approve Sole Source Purchase Order with Cummins, Inc. for Trailer-Mounted Portable Diesel Generators and Load Bank for the Portable Water Pump Station Standby Generators/Emergency Response Project (CIP 16-W012) – Approved – Resolution No. 44-20

7.E. Approve Master Agreement for Consulting Services with West Yost Associates and Authorize Execution of Task Order No. 1 for the Pump Station 1A Rehabilitation Project (CIP 20-W025) – Approved – Resolution No. 45-20

7.F. Approve Amendment to the Capital Improvement Program Ten-Year Plan for Fiscal Years 2020 through 2029 and Two-Year Budget for Fiscal Years 2020 and 2021 to Delete the Water Line Replacement Phase 2 – Canterbury Lane (CIP T16-30), Increase the Water Lines Replacement – Canterbury Lane and Cardigan Street Project (CIP T16-29) Budget and Retitle to the Water Lines Replacement – Canterbury Area Project (CIP 21-W001), and Advance the Water Lines Replacement – Wineberry Area Project (CIP 16-W017) and Canterbury Area Project (CIP 21-W001; and Approve an Increase to the Fund Limit of the Water Replacement (Fund 610) for Fiscal Year 2021 – Approved – Resolution No. 46-20

7.G. Approve Health Insurance Contribution for Calendar Year 2021 for Stationary Engineers Local 39, Professional, Mid-Management, Confidential, General Manager, and Senior Management Employees – Approved – Resolution No. 47-20

**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

Assistant General Manager Lee reviewed the item for the Board. She reported that there have been no significant changes since the last report. Last week, the District conducted a tabletop exercise to test its ability to respond to an outbreak at the District. The exercise showed that the District has good response plans in place. It also showed an outbreak that affects multiple staff within a division would pose a challenge due to the size of the District. As a result, adjustments are being made to the COVID-19 protocols to ensure key personnel stay separated.

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

- 8.B. Approve Amendment to the Capital Improvement Program Ten-Year Plan for Fiscal Years 2020 through 2029 and Two-Year Budget for Fiscal Years 2020 and 2021 to Add the Long-Term Water Supply Reliability Study Project (CIP 21-W003)

Assistant General Manager Lee reviewed the item for the Board and gave a presentation on the District's efforts to improve the reliability and diversification of its water supply. She provided background information, reviewed progress made since the last water supply update to the Board in 2019, discussed the need to update the District's Long-Term Water Supply Study, and summarized the next steps. She noted that a key development since the last update to the Board is the Zone 7 Water Agency's (Zone 7) adoption of its strategic plan in June. Three of the 24 initiatives in Zone 7's strategic plan specifically relate to water supply: establish a diversified water supply plan, evaluate and develop appropriate new water supply and reliability opportunities, and conduct a water supply reliability outreach program. Ms. Lee provided an overview and status of the projects in Zone 7's 2019 Water Supply Evaluation: Delta Conveyance, Sites Reservoir, Los Vaqueros Reservoir Expansion and Transfer Bethany Pipeline, Bay Area Regional Desalination which later morphed into the Bay Area Regional Reliability (BARR) partnership, Potable Reuse, Water Transfers, and Intertie with the East Bay Municipal Utility District as a transmission alternative. She also briefly updated the Board on recycled water, water quality, and conservation.

Ms. Lee then explained the purpose of the Long-Term Water Supply Reliability Study Project. The project will incorporate new and refined information into a comprehensive document that the Board would rely on to review and update the District's Water Supply, Storage, Conveyance, Quality and Conservation policy and that staff would use to prepare the 2020 Urban Water Management Plan. The study update will have four major tasks: to develop an updated list of alternatives, develop future planning scenarios, evaluate alternatives against the planning scenarios, and develop an adaptable roadmap. The roadmap will outline near- and long-term strategies overlaid with Zone 7's decisions.

The Board and staff briefly discussed the matrix of Zone 7 projects and benefits in terms of supply, storage, and diversification, the study's timeline relative to the next Urban Water Management Plan, potential projects and water transfers, and the study's cost and consultant. The Board then inquired about the willingness of the public to pay for projects and the past survey results. General Manager McIntyre commented on the anticipated increase in frequency and seriousness of the drought conditions in the years ahead and the need to build consensus in the Tri-Valley and endorse a common standard. More than one project is necessary to restore to the same reliability as previous decades. Two past surveys show that many people during the droughts would support supplementing drinking water through potable reuse and groundwater injection and that they would be willing to pay more to ensure reliability. Ms. Lee noted a reason for the study is to refine cost estimates of projects. The Board and staff concluded the discussion with possible outcomes of Tri-Valley water retailers not taking the same stance and ways to attain more flexibility to implement District projects on its own.

Director Vonheeder-Leopold MOVED to adopt Resolution No. 48-20, Approving an Amendment to the Capital Improvement Program Ten-Year Plan for Fiscal Years 2020 through 2029 and the Two-Year Budget for Fiscal Years 2020 and 2021 to Add the Long-Term Water Supply Reliability Study Project (CIP 21-W003). Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

8.C. Receive and Review Progress Report on the Strategic Plan for Fiscal Year Ending 2020

General Manager McIntyre reviewed the item for the Board. He noted the five-year Strategic Plan was updated in spring 2019 following an election to give the new Board a chance to set its priorities. The progress report shows activities for each of the eight goals for the first year of the five-year plan. The next update is scheduled for spring 2021. The Board was satisfied with the details in the progress report.

8.D. Approve Health Insurance Contribution for Calendar Year 2021 for Board of Directors

Administrative Services Manager Atwood reviewed the item for the Board.

Vice President Johnson MOVED to adopt Resolution No. 49-20, Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants under the Public Employees' Medical and Hospital Care Act for Board of Directors. Director Halket SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Vonheeder-Leopold) per roll call vote.

9. BOARDMEMBER ITEMS

- Submittal of Written Reports for Day of Service Events Attended by Directors

Director Vonheeder-Leopold submitted written reports to Administrative Analyst I Chiu. She reported that she attended the Alameda County Special Districts Association Executive Committee teleconference meeting on Wednesday, August 5, and the California Association of Sanitation Agencies virtual conference Wednesday, August 12, and Thursday, August 13. She summarized the activities and discussions at the meetings.

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

10. ADJOURNMENT

President Duarte adjourned the meeting at 7:14 p.m.

Submitted by,

Vivian Chiu, MMC  
Administrative Analyst I

FOR: Nicole Genzale, CMC  
Executive Services Supervisor/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 August 18, 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 and Contra Costa Counties issued a legal order directing their respective residents to shelter in place (SIP) and limiting activity, travel, and business functions to the most essential needs. The SIP order provided an exception for the operations and maintenance of "Essential Infrastructure," which includes, but is not limited to, water, wastewater, and recycled water service. Since most District facilities are located within Alameda County, emergency response plans have been based on the Alameda County SIP order. The Alameda County public health officer has issued updated SIP orders on March 31, April 29, May 18, June 5, June 18, July 15, and August 21 in response to changing conditions. The Alameda County SIP orders require employers to implement physical distancing and other safety measures to limit the spread of COVID-19 in the workplace. The latest SIP order has no specified termination date and will continue to be updated periodically.

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, while providing vital water and sewer services that are needed to protect public health and the environment.

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home, with certain exceptions for critical services and other essential needs. On May 4, Governor Newsom issued Executive Order N-60-20, allowing for the gradual relaxing of the stay-at-home order and reopening of industry sectors under a four-stage roadmap, provided that counties meet certain indicators and implement actions to control the threat of COVID-19. Alameda County is currently in Stage 2, which allows for the reopening of lower risk workplaces with adaptations.

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. In compliance with state and local public health orders, 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.

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.

<b>Originating Department: Office of the General Manager</b>		<b>Contact: D. McIntyre</b>	<b>Legal Review: Not Required</b>
<b>Cost: \$0</b>		<b>Funding Source: N/A</b>	
<b>Attachments:</b> <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)		14 of 29	



**TITLE:** Discussion on Board Role in Declared Emergency and Affirm No Changes to District Emergency Response Plan Policy

## **RECOMMENDATION:**

Staff recommends the Board of Directors receive a verbal update on the Board's role in a declared emergency and approve, by Motion, an affirmation of no changes to the Emergency Response Plan policy.

## **SUMMARY:**

One of the District's eight goals in the 2019–2024 Strategic Plan is to *"enhance our ability to respond to emergencies and maintain business continuity."* One of the General Manager's fiscal year ending (FYE) 2020 performance goals in support of this District Strategic Plan goal is to *"update the District's Emergency Response Plan in support of enhancing our ability to respond to emergencies and clarify the role of the Board."*

The District's emergency response is outlined broadly by the Board's Emergency Response Plan policy. This policy assigns the role of District Emergency Manager to the General Manager, and delegates necessary authority to conduct emergency operations. Under the policy, the *"Emergency Manager may proclaim a District State of Emergency and activate the Dublin San Ramon Services District Emergency Response Plan."* Moreover, the *"Emergency Manager will direct and manage all emergency operations and make decisions to allocate resources and expend funds as necessary to meet the needs of the emergency."* Confirmation by the Board of Directors of the emergency proclamation is required within ten (10) days of the emergency proclamation by the Emergency Manager. Under the Emergency Response Plan policy, all operational and expenditure authority is assigned to the Emergency Manager, and the Board's role is to review and confirm the emergency proclamation. A copy of the Emergency Response Plan policy is attached for reference.

Staff's response to emergencies is defined in an extensive handbook called the "Emergency Response Plan." This 300-page Emergency Response Plan was developed in 2004, and has not received a major update since that time. The Emergency Response Plan handbook includes ten (10) "Action Plans" covering incidents like earthquakes and power outages. Staff is currently nearing completion of an eleventh Action Plan to address pandemics, which will be added to the handbook. The current ten Action Plans will need comprehensive updating, and these updates have been delayed to FYE 2021 because of staffing constraints and ongoing emergencies.

The District's Emergency Response Plan handbook also includes 27 emergency "Response Action Checklists" for DSRSD personnel which define important responsibilities and tasks in emergencies. One of these checklists is for the DSRSD Board of Directors. A copy of the "Board of Directors' Response Action Checklist" is attached for reference. As can be seen from the checklist, the Board's assignments include supporting the General Manager, as well as serving as a liaison and conducting public communications when requested by the General Manager. These activities are not binding on the Board of Directors. It should be noted that public communications and liaison activities will typically be addressed by the District's Public Affairs Division and senior managers.

## **Affirmation of No Changes to Emergency Response Plan Policy**

All District policies are reviewed on a rotating four-year cycle to ensure that they remain current and that the Board seated at the that time continues to concur with that policy. Staff recently reviewed the Emergency Response Plan policy (P300-16-2) and recommends no changes.

Originating Department: Office of the General Manager			Contact: D. McIntyre	Legal Review: Not Required
Cost: \$0			Funding Source: N/A	
<b>Attachments:</b> <input 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 checked="" type="checkbox"/> Other (see list on right)			Attachment 1 – Marked-up Emergency Response Plan policy Attachment 2 – Response Action Checklist – DSRSD/LAVWMA Board of Directors	



# Policy

<b>Policy No.:</b> <del>P300-16-2</del>	<b>Type of Policy:</b> Operations
<b>Policy Title:</b> Emergency Response Plan (ERP)	
<b>Policy Description:</b> Designation of District Emergency Manager and authorization to manage emergency operations	
<b>Approval Date:</b> 5/1/2012	<b>Last Review Date:</b> <del>2016</del> 2020
<b>Approval Resolution No.:</b> 14-12	<b>Next Review Date:</b> <del>2020</del> 2024
<b>Rescinded Resolution No.:</b> 2-06	<b>Rescinded Resolution Date:</b> 1/10/2006

It is the policy of the Board of Directors of Dublin San Ramon Services District:

The General Manager or successor is designated as the District's Emergency Manager who will direct District emergency response activities after natural or malevolent emergency events.

1. Under emergency conditions in which immediate action must be taken to protect lives and property, respond to emergencies, and to restore essential services for public health and safety, the Emergency Manager may proclaim a District State of Emergency and activate the Dublin San Ramon Services District Emergency Response Plan.

2. Upon activation of the District Emergency Response Plan, the Emergency Manager will direct and manage all emergency operations and make decisions to allocate resources and expend funds as necessary to meet the needs of the emergency.

3. During any state of emergency, the District's priorities will be to: (1) protect human life and health, (2) protect property, and, (3) protect the environment while at all times protecting the safety of our work force. After the state of emergency has been stabilized, DSRSD will take action to ensure its customers will have confidence in the water supply and in DSRSD.

4. The Board of Directors shall meet within ten (10) days of the Declaration of Emergency to proclaim by official Board resolution the Declaration of the District State of Emergency and to authorize continued emergency operations and recovery operations.



**Policy No.:** P300-16-2

**Policy Title:** Emergency Response Plan (ERP)

5. The Declaration of the District State of Emergency shall remain in effect for fourteen (14) days from the date of Board resolution and shall be renewed by the Board of Directors every fourteen (14) days, unless terminated by the Emergency Manager and the Board of Directors.

6. The General Manager shall have the ongoing responsibility to ensure District compliance with evolving emergency response and preparedness legislation and regulation.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
<b>Date Adopted:</b>	
<b>May 1, 2012</b>	
Reviewed by Committee or Board:	Date:
<b>Board</b>	<b>August 2, 2016</b>
<u><b>Board</b></u>	<u><b>September 1, 2020</b></u>

**RESPONSE ACTION CHECKLIST**  
**DSRSD/LAVWMA Boards of Directors**

<b><u>Position:</u></b>	Support and leadership to the General Manager and the District EOC with official Board action, liaison to other government agencies and representation to the communities as requested by the General Manager.
<b><u>Reports to:</u></b>	Coordinates with the General Manager and District Secretary. Board officers retain position and responsibilities.
<b><u>Location:</u></b>	If requested, may need to meet at the District Headquarters. May not have full use of the Board Chambers due to the activation of the Emergency Operation Center. Directors may be requested to attend meetings or report to locations other than the District offices.
<b><u>Primary Responsibilities:</u></b>	<ul style="list-style-type: none"> <li>• Board action to approve/ratify and/or further authorize District emergency actions and expenses.</li> <li>• Liaison to local, state and federal elected representatives, as needed to support requests for disaster assistance.</li> </ul>
<b><u>Support Responsibilities:</u></b>	<ul style="list-style-type: none"> <li>• Public Information/Media Contact</li> <li>• Customer Relations/Rumor Control</li> <li>• Representation to Community Groups</li> </ul>
<b><u>Supplies:</u></b>	Normal supplies and equipment. May need access to cellular telephone for communication should normal telephone communication be interrupted. May need transportation assistance to attend meetings and/or report to locations outside the District.

**CHECKLIST: DSRSD/LAVWMA Boards of Directors**

*Complete each action as necessary. Use this form to record date and time and add notes as needed. Forward original form to General Manager when completed and/or EOC is deactivated. Keep a copy for your own records, if necessary.*

<b>ACTION</b>	<b>TIME/ DATE</b>
<b>NOTIFICATION:</b>	
GM will establish contact the Board through the District Secretary and /or individual members of the Board	
Leave emergency contact numbers in case the level of activation is increased.	
Keep informed of activities daily until the notification phase is deactivated.	
Support the General Manager with primary and support responsibilities, as requested.	
<b>PRE-ACTIVATION:</b>	
GM will establish contact the Board through the District Secretary and /or individual members of the Board.	
Leave emergency contact numbers in case level of activation is increased.	
GM will contact the Board President to establish a primary contact from the Board to the District EOC. The Primary Contact will, at the request of the General Manager, provide direct support to DSRSD for primary and support responsibilities. (This may be the same Board member throughout the emergency or may be alternated among the Board Members.)	
Keep informed of activities daily until the notification phase is deactivated.	
Support the General Manager with primary and support responsibilities, as requested.	

Do not release information or provide reports to entities outside the DSRSD without the concurrence of the General Manager.	
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<b>Checklist: DSRSD/LAVWMA Board of Directors (Continued)</b>	
<b>EMERGENCY RESPONSE:</b>	
GM will establish contact with the Board through the District Secretary. If unable to establish contact, Board members should report to the EOC to establish communication.	
Leave emergency contact numbers in case the Board needs to meet or you are needed at the EOC.	
Receive regular status reports and be prepared to hold emergency Board meetings to take official actions as requested by the General Manager.	
Do not release information or provide reports to entities outside the DSRSD without the concurrence of the General Manager.	
At the request of the General Manager, provide support for the following:	
Emergency Public Information/Media Contact: Serve as a spokesperson for DSRSD for telephone and live interviews/news conferences. (You may have to go to the Emergency Operations Centers of the county or one of the cities, to represent DSRSD at joint news conferences.)	
Liaison to Elected Officials: Establish contact with elected officials to coordinate emergency actions and petitions for State and Federal Disaster Assistance Programs.	
Community Representation/Customer Relations: Assist with telephone contacts and represent the DSRSD at public events. This is to provide official representation of the DSRSD which will promote confidence in the District capabilities and clear up any rumors or misconceptions regarding DSRSD actions. Customer relations problems may be overwhelming if services are interrupted for more than one day. Remember: Do not release information or provide reports to entities outside the DSRSD without the concurrence of the General Manager.	
<b>DEMOBILIZATION:</b>	
Return to normal operations and Board activities.	
Provide official Board authorization for recovery operations.	
Address future mitigation strategies that may need Board consideration.	
Be aware of Federal and State Hazard Mitigation funding opportunities.	



**TITLE:** Approve Mid-Year Capital Outlay Budget Adjustment for Fiscal Year Ending 2021

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Resolution, a Mid-Year Capital Outlay Budget Adjustment for Fiscal Year Ending (FYE) 2021.

**SUMMARY:**

Currently, the waste/septic haulers and new fats, oils, and grease (FOG) haulers must enter and store samples in Building A at the wastewater treatment plant. Building A is the administrative building for the plant, and the first floor houses the training facility, the lunchroom, and the Plant Operations Center. The process of bringing in wastewater samples to Building A raises safety, security, and spill/contamination issues in Building A. Because of these concerns and the inefficiency of handling samples given the congested and awkward layout of Building A, staff had intended to transition to a separate stand-alone receiving station, by bringing in a modular trailer to the Regional Wastewater Treatment Facility for this purpose. This modular receiving station would be located in a less traveled area of the Regional Wastewater Treatment Facility and would separate the sample receiving activity from the main activities in Building A. This capital outlay purchase was originally planned to be included in the FYE 2022 operating budget request next spring during the presentation of the new biennial operating budget.

With the COVID-19 crisis triggering the need for social distancing, it is even more imperative that the District minimize traffic into and through Building A. Staff recommends advancing the purchase of two modular 10' x 24' structures to this summer. The combined cost of the modules is estimated at \$40,000 and would be a capital outlay cost charged to the Regional Wastewater Replacement (Fund 310).

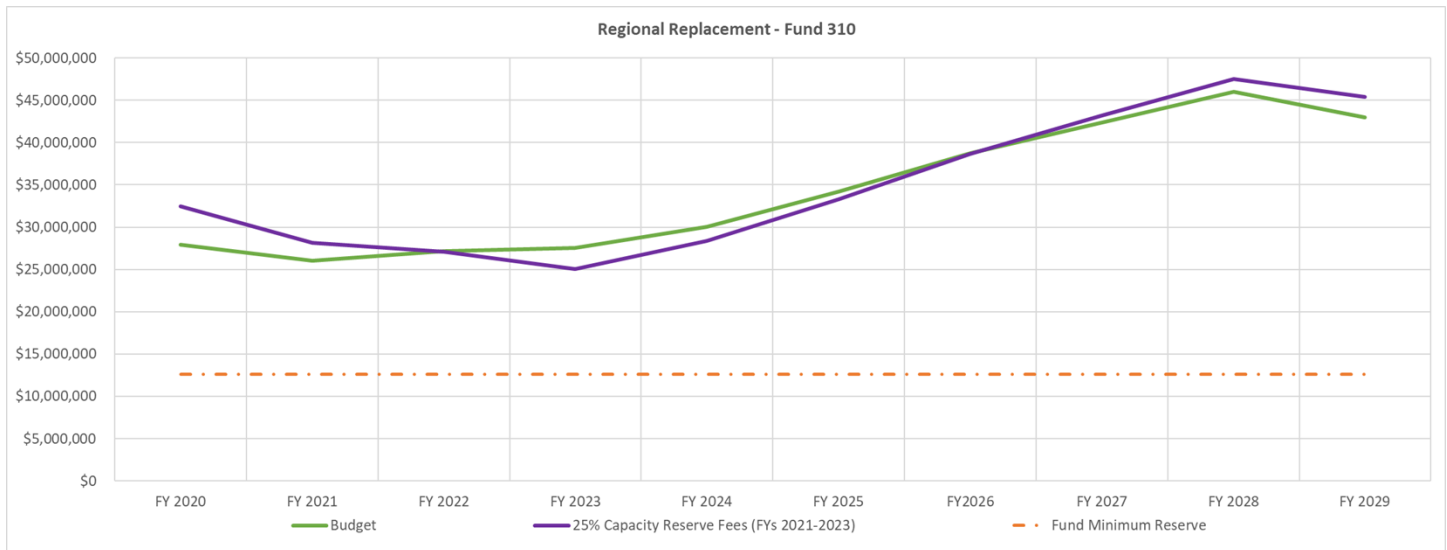
Fund 310 currently has a working capital balance of over \$30 million. A Board review of a financial crisis "stress test" at the July 7 Board meeting demonstrated that the Fund 310 working capital is estimated to exceed \$25 million throughout a 10-year planning horizon during a period of financial stress. Moreover, the working capital is anticipated to exceed the minimum reserve requirement throughout that time by a range of \$13 million to \$35 million. A copy of the graphical stress test on Fund 310 presented to the Board previously is attached for reference. Purchase of the two building modules will:

- Provide additional safety measures for processing of hauler samples through less contact with DSRSD staff;
- Increase security by restricting haulers to an isolated area of the Regional Wastewater Treatment Facility;
- Provide a higher level of monitoring of haulers and their samples; and
- Enhance the District's ability to socially distance staff by providing additional work areas and break areas in the trailer sections not used for hauler samples.

Originating Department: Administrative Services	Contact: C. Atwood/J. Carson	Legal Review: Not Required
Cost: 40,000 total budget adjustment for FYE 2021	Funding Source: Regional Wastewater Replacement (Fund 310)	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" 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 – Stress Test on Regional Wastewater Replacement (Fund 310)	
		20 of 29

## Stress Test on Regional Wastewater Replacement (Fund 310)

The following graph represents the financial crisis “stress test” presented at the July 7 Board meeting. The graph demonstrates that Fund 310 has sufficient capital to fund the proposed projects over the next 10 years even with drastic reductions in capacity reserve fees from development. The graph shows the original ending working capital estimate from the approved Capital Improvement Program Ten-Year Plan (CIP Plan) for Fiscal Years 2020 through 2029, the minimum fund reserve levels (set by adopted Board policy), and the projected ending working capital balance after the stress test is applied.



RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING A CAPITAL OUTLAY BUDGET ADJUSTMENT FOR FISCAL YEAR ENDING 2021

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WHEREAS, the District prepares a two-year budget that is reviewed periodically to determine if any substantive changes are needed; and

WHEREAS, staff has identified the need for two modular 10' x 24' structures to transition to a separate stand-alone receiving station for wastewater samples, increase security and safety measures, and assist with the COVID-19 social distancing requirements; and

WHEREAS, staff had planned on submitting a request for modular facilities at the Regional Wastewater Treatment Plant as part of the budget process for fiscal year ending 2022 in the spring of 2021; and

WHEREAS, staff has identified sufficient working capital reserves in the Regional Wastewater Replacement Fund (310) to pay for the additional expenditures of \$40,000; and

WHEREAS, the proposed revised budget is supported by the General Manager and Administrative Services Manager.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the Capital Outlay Budget Adjustment for Fiscal Year Ending 2021 in the amount of \$40,000 and funded by the Regional Wastewater Replacement (Fund 310) is hereby approved and adopted.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 1st day of September, 2020, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Edward R. Duarte, President

ATTEST: \_\_\_\_\_  
Nicole Genzale, District Secretary



**TITLE:** Receive Presentation on Microsoft Teams

**RECOMMENDATION:**

Staff recommends the Board of Directors receive a presentation on Microsoft Teams.

**SUMMARY:**

As a result of the COVID crisis and the need to social distance, the District has held Board meetings using a virtual platform since the special meeting of March 25, 2020. Board meetings have transitioned during the emergency from call-in meetings to Webex meetings and, most recently, to the Teams environment for both regular and closed session Board meetings. The August 18 regular meeting was held on this latest platform and resulted in a high quality meeting for both audio and visual presentations. District staff has been conducting internal and external meetings utilizing Teams very successfully since March.

The presentation from the Information Services Division will provide additional information about the Teams environment, how the District is currently using the platform, and “tips and tricks” for its users.

Originating Department: Administrative Services	Contact: R. Collins	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 type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Presentation Slides	

# Microsoft teams

Connect and collaborate to get things done



**Dublin San Ramon  
Services District**

*Water, wastewater, recycled water*



# Common Uses of Teams



## Org-Wide Team

Communicating *information that is required for all* members of the organization to receive

Users are automatically members of and can't leave the team



## Public Team

Communicating *information that is optional but available for all* members of the organization to receive

Collaboration on topics relevant across the org to anyone who wants to learn more

Users can join without needing approval from the Team Owner



## Divisional Team

A private team where members are *a single organizational unit*

Collaboration & communication that is restricted to only members of the Team.

Users are invited or request to join with approval from Team Owner.



## Project Team

A private team where members *span multiple organizational units*

Collaboration & communication that is restricted to only members of the Team.

Users are invited or request to join with approval from Team Owner.



## Extranet Team

A private team where *members include users from outside the organization.*

Collaboration & communication that is restricted to only members of the Team.

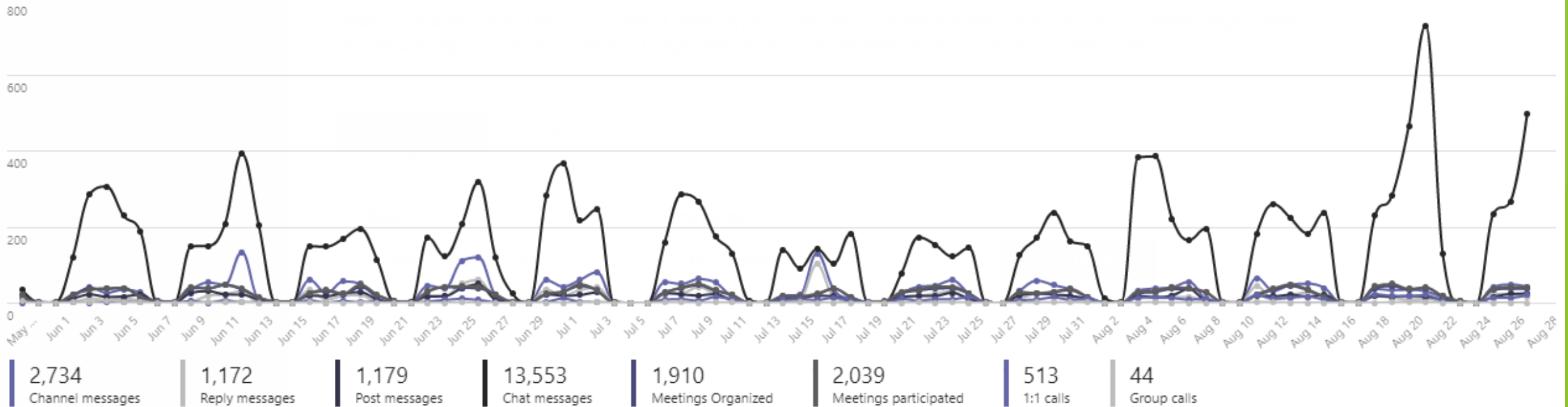
Internal users are invited or request to join with approval from Team Owner.

External users are invited.

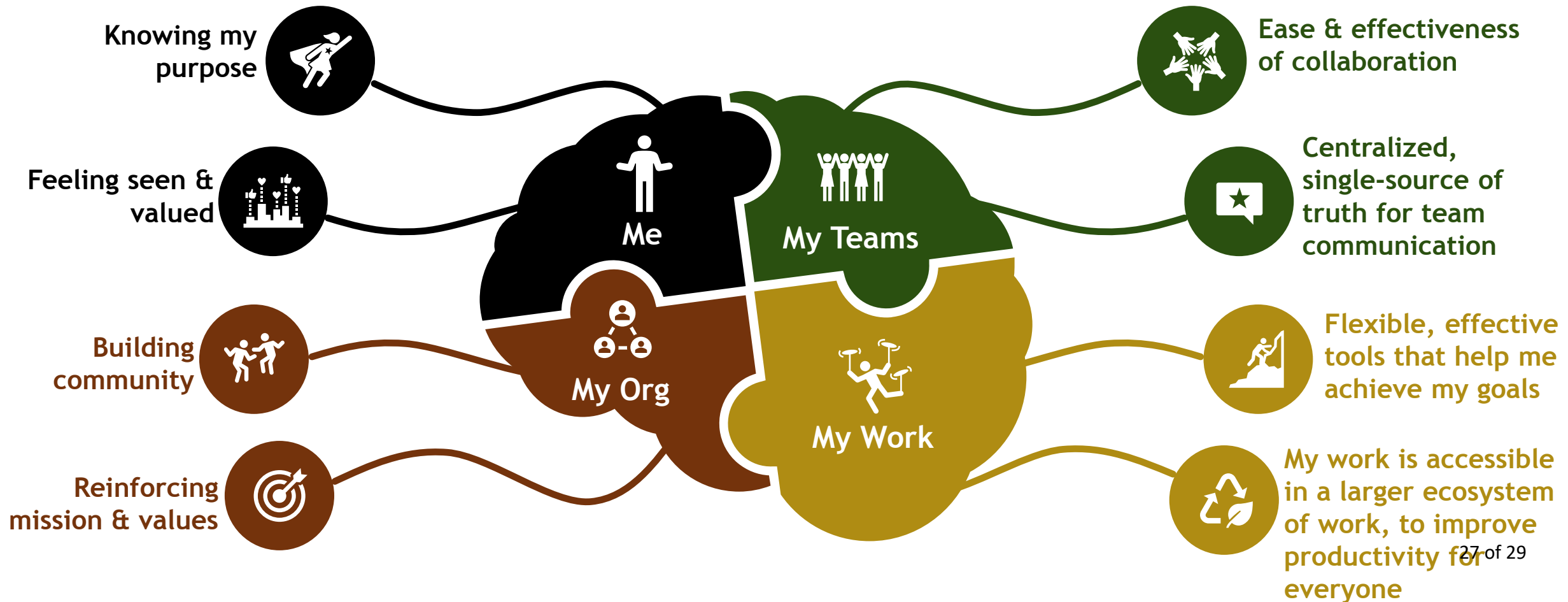
## Teams User Activity for last 90 days

### Teams user activity report

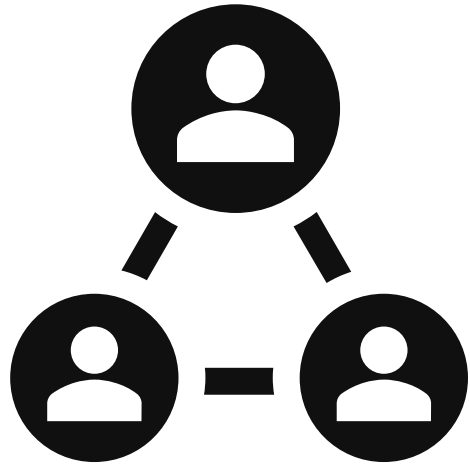
Aug 27, 2020 8:40:05 PM UTC | Date range: May 29, 2020 - Aug 26, 2020



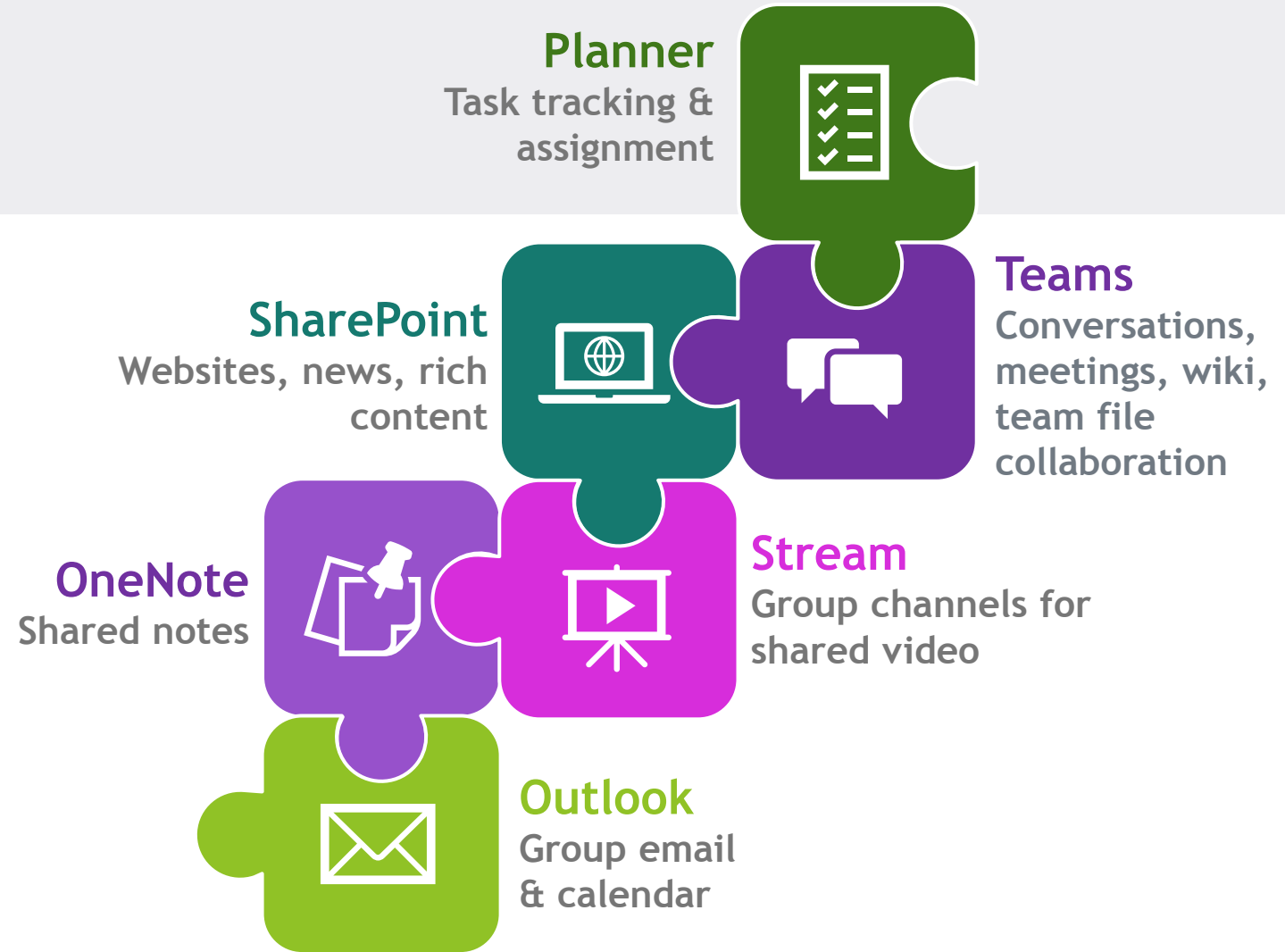
# Common aspects of organizational productivity



# Common M365 Group Tools



We're a group of people  
who need to do work  
together



An M365 Group is a digital space for us to do work together



# Questions



**Dublin San Ramon  
Services District**

*Water, wastewater, recycled water*