

**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