

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

July 7, 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 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 Dwight L. (Pat) Howard 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; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

New Employee Introductions:

Sean O'Reilly – Associate Civil Engineer —Subject Matter Expert

Jose Oropeza – Assistant Engineer

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:07 p.m. No public comment was received.

6. REPORTS

6.A. Reports by Staff

- Event Calendar – General Manager McIntyre reported on the following:
 - o A joint meeting of the Alameda and Contra Costa County California Special Districts Association chapters will be held virtually on Monday, July 13 at 9 a.m.
- 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. General Manager McIntyre advised that closed session Item 10.A. may not be needed if Item 7.B. is approved.

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 (Howard) per roll call vote.

- 7.A. Approve Regular Meeting Minutes of June 16, 2020 – Approved
- 7.B. Approve a Side Letter of Agreement with the Stationary Engineers, Local 39 and Dublin San Ramon Services District – Approved – Resolution No. 39-20
- 7.C. Approve Master Agreement for Consulting Services with HDR Engineering, Inc., and Authorize Execution of Task Order No. 1 for the Turnout 6 Project (CIP 20-W015) – Approved – Resolution No. 40-20

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 staff continues to monitor county orders and modify operational procedures to conform to evolving requirements. The District's Exposure Control Plan implementation is underway and staff training will be conducted. DSRSD has not had any positive cases, but staff is cognizant the District will eventually be impacted as the virus continues to spread in the region. Staff has been overextended for some time due to position vacancies and continues to be stretched working under the current emergency conditions. The mutual aid agreements between the District and Tri-Valley agencies may not offer relief when needed as all agencies are dealing with overextended staff. Staff continues to closely monitor customer billing and operating revenue – customers continue to pay their bills and operating revenues are also tracking as expected with only slight variations.

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 FOUR AYES and ONE ABSENT (Howard) per roll call vote.

- 8.B. Approve Intention to Levy Assessments in the Dougherty Valley Standby Charge District 2001-1 for Fiscal Year Ending 2021

Administrative Services Manager Atwood reviewed the item for the Board.

The Board and staff further discussed the history and purpose of the assessment. The assessment district was created in order for Zone 7 Water Agency (Zone 7) to provide

water service to the Dougherty Valley because East Bay Municipal Utility District declined to do so. DSRSD collects the assessment from its customers in Dougherty Valley on the Contra Costa County property tax roll and passes it through to Zone 7 in Alameda County to cover the State Water Project costs Zone 7 incurs to provide water in that area. General Manager McIntyre stated that Zone 7 assesses this service charge to all its customers via the Alameda County property tax roll, but cannot do so in Contra Costa County, thus the purpose of the assessment district.

Director Vonheeder-Leopold MOVED to Approve Resolution No. 41-20, Intention to Levy Assessments in the Dougherty Valley Standby Charge District 2001-1 for Fiscal Year Ending 2021. Vice President Johnson SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Howard) per roll call vote.

8.C. Adopt Revised Water Recycling Policy and Rescind Resolution No. 37-10

Engineering Services Manager Zavadil reviewed the item for the Board. This item was carried over from the June 16 Board meeting per the Board's request to provide ample time to consider a revised policy.

Director Halket MOVED to Adopt Resolution No. 42-20, Revising the Water Recycling Policy and Rescinding Resolution No. 37-10. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Howard) per roll call vote.

8.D. Discussion and Direction on Financial Response to COVID-19 Pandemic

General Manager McIntyre and Engineering Services Manager Zavadil reviewed the item for the Board and referred to slides that illustrated information included in the agenda item.

The Board and staff discussed the District's current financial status and health of the operating and capital funds, planned spending for the operating and capital budgets, and the potential impacts should there be a decline in revenue (residential and commercial account payments, sewer charge payments via property tax roll, sewer service payments from City of Pleasanton, and developer fees). The Board expressed particular concern regarding commercial revenue loss if businesses close, and sewer payment decline if Pleasanton residents slow payments. The Board requested staff provide a monthly financial report to the Board including an outlook on connection fees and Pleasanton revenue, as well as a financial stress test of operating funds, so the District can be proactive and make decisions in the right timing. General McIntyre confirmed that the requested information will be provided in the General Manager's report.

The Board discussed planned spending for maintenance and capital projects, noting that the District is still catching up on maintenance deferred during the 2008–09 recession to avert failures, and moving forward with project design will be to the District's advantage even if construction must be delayed. The Board and staff also discussed the District's reaction to the recession, observing it was caused by a sudden financial crisis that caused the District to quickly shift operational funds to pay debt and implement a reduction in staffing; the current pandemic emergency is more slowly evolving so the District can monitor things and make decisions proactively. The Board and staff also discussed

various potential cost-saving measures that could be considered should future revenue trends call for it, but determined that outside of the recommended purchasing deferrals this evening, that no such actions are necessary at this time.

Vice President Johnson MOVED to Direct Staff to Defer the Purchase of a \$500,000 CCTV Truck and an \$11,000 Maintenance Cart until these Purchases can be Re-evaluated as Part of the FYE 2022 Budget Process, and Direct Staff to Bring an Update on the Financial Condition of the Operating Funds to the Board on a Monthly Basis. Director Halket SECONDED the MOTION, which CARRIED with THREE AYES, ONE NO (Vonheeder-Leopold), and ONE ABSENT (Howard) per roll call vote.

9. BOARDMEMBER ITEMS

- Submittal of Written Reports for Day of Service Events Attended by Directors – None

Director Halket reported he delivered prize checks and lawn signs to three Dublin High School students on Tuesday, June 23 for their first place award in the Alameda County Science and Engineering Fair regarding microplastics removal in the ocean.

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

10. CLOSED SESSION – NOT HELD

10.A. Conference with Labor Negotiators Pursuant to Government Code 54957.6

Agency Negotiators:	Dan McIntyre, General Manager
	Carol Atwood, Administrative Services Manager
	Michelle Gallardo, Human Resources and Risk Supervisor
Employee Organization:	Stationary Engineers, Local 39
Additional Attendee:	Doug Coty, General Counsel

11. REPORT FROM CLOSED SESSION – NOT HELD

12. ADJOURNMENT

President Duarte adjourned the meeting at 7:28 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary