

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

September 1, 2020

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, this Board meeting was 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 provided on page 3 of the agenda. As required by the Brown Act, all votes were taken by roll call vote due to the attending Directors participating via teleconference.

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:01 p.m. by President Duarte.

Administrative Analyst I Vivian Chiu reported that an adjourned regular Board meeting was held earlier this evening, attended by President Duarte, Vice President Johnson, and Directors Halket, Vonheeder-Leopold, and Howard. In accordance with DSRSD's Day of Service policy, no Director will receive any compensation or stipend for participating in more than one meeting on this date.

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.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES – None

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:03 p.m.

Speaker: Mr. Daniel Repp (new Managing Director of Utilities and Environmental Services, City of Pleasanton) – Mr. Repp commented he looks forward to working with the Board and staff.

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
8/18/2020	Letter	Director Pat Howard	Dublin City Council	Tri-Valley Health Director	N/A
8/18/2020	Letter	Director Pat Howard	Livermore City Council	Tri-Valley Health Director	N/A
8/18/2020	Letter	Director Pat Howard	Pleasanton City Council	Tri-Valley Health Director	N/A

Director Howard reported he also sent similar letters to the Cities of Walnut Creek and San Ramon.

6.B. Joint Powers Authority and Committee Reports

LAVWMA – August 19, 2020

President Duarte reported on recent JPA activities and noted the next LAVWMA Board meeting is on November 18, 2020.

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 Howard SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

7.A. Approve Regular Meeting Minutes of August 4, 2020 – Approved

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

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 District continues to operate under COVID restrictions and comply with state and local requirements. Last week's poor air quality and high heat posed additional challenges on social distancing when more staff moved to work indoors. The District has started delivering proper equipment to workers who telework. To comply with the Alameda County shelter-in-place order to maximize teleworking for those job duties that can be performed at home, approximately 50 percent of the District workforce continues to work partially or fully from home. The remaining staff works staggered schedules or is spread out in the office to ensure proper social distancing.

The Board and staff discussed the District's safety practices and accommodations during last week's high heat and wildfire smoke emergencies amidst the COVID-19 pandemic and the impact of the emergencies on staff's ability to do work. Operations Manager Carson reported the District limited outdoor work to critical and emergency activities and to the morning hours to protect staff. Safety is a top priority at the District. He

noted the District has highly rated air filtration at its facilities and provides appropriate personal protective equipment to its workers. Despite the challenges due to the restrictions, staff continues to make progress on the capital programs and special projects. The Board requested General Manager McIntyre express appreciation to staff on behalf of the Board, especially to those who perform physical duties outdoors under these tough situations.

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

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

General Manager McIntyre reviewed the item for the Board. The Emergency Response Plan (ERP) policy designates the General Manager as the District's Emergency Manager and delegates authority to issue emergency proclamations for ratification by the Board and to conduct emergency operations. To comply with the National Incident Management System (NIMS) requirements, the federal 2018 America's Water Infrastructure Act, and various state regulations, the District's 300-page ERP created in 2004 needs to be updated. The 2004 ERP includes 10 Action Plans covering different types of incidents and 27 Response Action Checklists defining responsibilities and tasks for different groups during an emergency. One of the checklists is for the Board of Directors. Mr. McIntyre remarked the ERP update will cover additional types of emergencies and situations, incorporate communications using current technologies, and replace outdated employee names and positions.

General Counsel Coty suggested two minor revisions to the policy to recognize that the Board meetings are not held on 10- or 14-day cycles:

- Rather than 10 days, number 4 should be revised to read, "The Board of Directors shall at the next regular meeting after 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."
- Rather than every 14 days, number 5 should be revised to read, "The Declaration of the District State of Emergency shall be renewed by the Board of Directors at every regular meeting unless terminated by the Emergency Manager and the Board of Director."

The Board and staff discussed the possibility of future legislations to allow virtual meetings during emergencies due to potential difficulties of getting all members of the Board to a physical location. Vice President Johnson inquired about the timeline of ERP update. General Manager McIntyre commented the first step is to complete a risk and resilience assessment by end of this year. The assessment will then start a six-month clock to complete the ERP update, likely in June 2021.

Director Howard MOVED to Revise Number 4 and Number 5 of the Emergency Response Plan Policy as Suggested by the General Counsel. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

8.C. Approve Mid-Year Capital Outlay Budget Adjustments for Fiscal Year Ending 2021

President Duarte noted the correct title of the item as written above.

Administrative Services Manager Atwood reviewed the item for the Board. She provided an overview of the advancement of the purchase of two modular structures for the wastewater treatment plant to address safety, security, spill and contamination, and social distancing issues.

The Board and staff discussed the current receiving procedures and the location of the trailers. Operations Manager Carson explained the current building configurations and drop-off and receiving procedures, and the planned use of the trailers, and the portability of the trailers to accommodate future projects at the plant.

Vice President Johnson MOVED to adopt Resolution No. 52-20, Approving a Capital Outlay Budget Adjustment for Fiscal Year Ending 2021. Director Halket SECONDED the MOTION, which CARRIED with FIVE AYES per roll call vote.

8.D. Receive Presentation on Microsoft Teams

Information Services Supervisor Collins reviewed the item for the Board, describing how the District is using Microsoft Teams to communicate, connect, and collaborate. The District is currently analyzing the activities of each of the workgroups and assisting them with better utilizing the Microsoft 365 (M365) tools. The Board and staff discussed retention and governance in Teams, the use of Teams for cross-departmental workgroups, and their individual experience with Teams. The Board was pleased with the presentation.

9. BOARDMEMBER ITEMS

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

Director Vonheeder-Leopold submitted a written report to Administrative Analyst I Chiu. She reported that she attended the California Association of Sanitation Agencies Board of Directors teleconference meeting on Thursday, August 20. She summarized the activities and discussions at the meeting.

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

10. CLOSED SESSION

At 6:59 p.m. the Board went into Closed Session.

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

11. REPORT FROM CLOSED SESSION

At 7:59 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 7:59 p.m.

Submitted by,

Vivian Chiu, MMC
Administrative Analyst I

FOR: Nicole Genzale, CMC
Executive Services Supervisor/District Secretary