

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

**December 17, 2024**

**1. CALL TO ORDER**

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

**2. PLEDGE TO THE FLAG**

**3. ROLL CALL**

Boardmembers present at start of meeting: President Ann Marie Johnson, Vice President Arun Goel, Director Richard M. Halket, Director Dinesh Govindarao, and Director Georgean M. Vonheeder-Leopold.

District staff present: Jan Lee, General Manager/Treasurer; Michelle Gallardo, Interim Administrative Services Director; Steve Delight, Engineering Services Director/District Engineer; Ken Spray, Finance Director; Dan Gill, Operations Director; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

**4. BOARD REORGANIZATION**

**4.A. Select and Approve President and Vice President of the Board of Directors for 2025**

President Johnson reviewed the item for the Board.

Director Vonheeder-Leopold MOVED to Nominate and Approve the Selection of Vice President Goel as President of the Board of Directors for 2025. Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Govindarao MOVED to Nominate and Approve the Selection of Director Halket as Vice President of the Board of Directors for 2025. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Johnson passed the gavel to President Goel who then presided over the remainder of the meeting. President Goel presented Director Johnson with an engraved plaque on behalf of the Board and staff that read "In Recognition of Your Dedicated Service and Steadfast Leadership, and in Appreciation For Championing the District's Long-Term Energy Policy as President of the Board of Directors in 2024."

**5. SPECIAL ANNOUNCEMENTS/ACTIVITIES – None**

**6. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:05 p.m. No public comments received.**

**7. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – No changes made.**

**8. CONSENT CALENDAR**

Director Johnson MOVED for approval of the items on the Consent Calendar. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.A. Approve Regular Meeting Minutes of November 19, 2024 – Approved
- 8.B. 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. 29-24 – Approved – Resolution No. 50-24
- 8.C. Adopt Revised Investment Policy, Rescind Resolution No. 44-23, and Authorize Treasurer to Invest District Funds – Approved – Resolution No. 51-24
- 8.D. Adopt Revised Surplus Personal Property Policy and Rescind Resolution No. 33-18 – Approved – Resolution No. 52-24

**9. BOARD BUSINESS**

- 9.A. Accept Annual Comprehensive Financial Report with Independent Auditor's Report for Fiscal Year Ended June 30, 2024, and Memorandum on Internal Control and Required Communications for Fiscal Year Ended June 30, 2024

Finance Director Spray reviewed the item for the Board and introduced Whitney Crockett, a partner with MAZE & Associates, the firm that conducted the audit. Ms. Crockett gave a presentation (handed out to the Board and posted to the website as supplemental materials). She stated the District received a clean opinion which is the highest level of assurance that an agency can receive. She highlighted the sections in the report showing the opinion, changes from last year, and findings. She also complimented the efforts of the District's Finance Department staff.

The Board and staff discussed various aspects of the report including the reduction of capacity reserve fees due to the slowing of developer projects, the prior year balance adjustments related to capital assets and accounts receivables, and improved timeliness for bank and utility billing reconciliations.

Director Vonheeder-Leopold MOVED to Accept the Annual Comprehensive Financial Report with Independent Auditor's Report for Fiscal Year Ended June 30, 2024, and Memorandum on Internal Control and Required Communications for Fiscal Year Ended June 30, 2024. Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

- 9.B. First Reading of Ordinance Amending District Code Sections 1.20.080, 2.60.030, and 3.20.020 Relating to Infrastructure Responsibilities and Funding; Sections 3.70.040 and 3.70.080 Relating to Wastewater Capacity Reserve Fees; and Sections 5.30.010, 5.30.020, and 5.30.080 Relating to Wastewater Rates and Charges for Nonresidential Users

President Goel read the title of the ordinance.

Director Vonheeder-Leopold MOVED to Waive Reading of Ordinance. Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

Management Analyst Vivian Chiu reviewed the item for the Board. Director Govindarao inquired if adoption of the ordinance requires two readings which staff confirmed.

Director Johnson MOVED to Schedule Adoption of the Ordinance for January 7, 2025. Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

9.C. Discuss Board Committee and Joint Powers Authority Assignments for Calendar Year 2025

General Manager Lee reviewed the item for the Board. President Goel stated he will consider succession planning when determining next year's assignments but welcomes input from the Directors. The Directors stated they were pleased with their current assignments but are open to any changes President Goel proposes.

10. REPORTS

10.A. Boardmember Items

10.A.1. Joint Powers Authority and Committee Reports  
LAVWMA Board Meeting of November 20, 2024  
DERWA Board Meeting of December 9, 2024

President Goel invited comments on recent JPA activities. Directors felt the available staff reports adequately covered the many matters considered at the meetings and commented on some of the meeting activities.

10.A.2. Submittal of Written Reports for Day of Service Events Attended by Directors

Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the virtual California Association of Sanitation Agencies Board of Directors meeting on November 20. She summarized the activities and discussions at the meeting.

10.A.3. Request New Agenda Item(s) for a Future Board or Committee Agenda – None

10.B. Staff Reports – None

11. CLOSED SESSION

At 6:40 p.m. the Board went into Closed Session.

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

11.B. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6  
Agency Designated Representative: Douglas E. Coty, General Counsel  
Unrepresented Employee: General Manager

12. REPORT FROM CLOSED SESSION

At 8:32 p.m. the Board came out of Closed Session. President Goel announced that there was no reportable action.

13. ADJOURNMENT

President Goel adjourned the meeting at 8:32 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary