

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

January 21, 2025

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

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

District staff present: Jan Lee, General Manager/Treasurer; 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. SPECIAL ANNOUNCEMENTS/ACTIVITIES

4.A. New Employee Introductions

Jesus Ponce, Water/Wastewater Systems Operator I

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:03 p.m. No public comments received.

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

7. CONSENT CALENDAR

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

7.A. Approve Regular Meeting Minutes of January 7, 2025 – Approved

7.B. Rescind Infrastructure Responsibilities and Funding Policy and Rescind Resolution No. 4-10 – Approved – Resolution No. 2-25

7.C. Rescind Auditor Selection and Services Policy and Rescind Resolution No. 52-21 – Approved – Resolution No. 3-25

8. BOARD BUSINESS

8.A. Approve Amendment No. 1 to the Agreement for Personal Services between General Manager, Shu-Jan (Jan) R. Lee and Dublin San Ramon Services District

General Counsel Coty stated that before any discussion regarding Agenda Item 8.A., a provision of the Brown Act requires that the Board “orally report a summary of [the]

recommendation for final action on the ... salary [and other] compensation ... of a local agency executive,” such as the General Manager. The recommendation is also summarized in the agenda packet Staff Report for Agenda Item 8.A., with further details in the attached proposed Amendment No. 1 to the Agreement for Personal Services. He reported that the recommendation is to:

- Adjust the General Manager’s base salary by 2.64% - a Merit Adjustment of \$8,477.52 annually.
- Adjust the General Manager’s base salary by 2.3% - a Cost-of-Living-Adjustment of \$7,580.76 annually - applied after the Merit Adjustment.

The total increase to the General Manager’s base salary, after the merit and cost-of-living adjustments are applied, is 5% (\$16,058.28) for a new annual base salary of \$337,176.00, which will be effective retroactive to December 23, 2024.

Director Vonheeder-Leopold MOVED to approve Resolution No. 4-25, Approving and Authorizing Execution of Amendment No. 1 to the Agreement for Personal Services Between Shu-Jan (Jan) R. Lee and Dublin San Ramon Services District. Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

- 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. 50-24

Human Resources and Risk Manager Samantha Koehler reviewed the item for the Board.

Vice President Halket MOVED to approve Resolution No. 5-25, Adopting a Pay Schedule in Accordance with the California Code of Regulations, Title 2, Section 570.5 and Rescinding Resolution No. 50-24. Director Johnson SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.C. Receive Presentation on the 2025 Strategic Plan Update

General Manager Lee reviewed the item for the Board and introduced West Yost consultants Abigail Madrone and David Garrison who gave a presentation (handed out to the Board and posted to the website as supplemental materials). The Board provided feedback on the proposed Strategic Plan goals, strategies, and objectives outlined in the presentation. An updated draft Strategic Plan informed by the Board’s feedback received this evening will be prepared for the Board’s review on March 4.

9. REPORTS

- 9.A. Boardmember Items

9.A.1. Joint Powers Authority and Committee Reports – None

9.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 Alameda County Special Districts Association chapter meeting on January 8

hosted by Central Contra Costa Sanitary District. She summarized the activities and discussions at the meeting.

Director Govindarao reported that the San Ramon State of the City Address will be held on Wednesday, March 5.

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

9.B. Staff Reports

General Manager Lee reported on the following items:

- A DERWA Board meeting will be held on Monday, February 3, at 6 p.m.
- The CASA Winter Conference will be held January 29–31 in Palm Springs.
- The NACWA (National Association of Clean Water Agencies) Winter Conference will be held on the same dates as the CASA conference in the neighboring city of Rancho Mirage and will host a joint mixer with CASA.

10. ADJOURNMENT

President Goel adjourned the meeting at 7:32 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary