

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

February 18, 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; 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. SPECIAL ANNOUNCEMENTS/ACTIVITIES – None

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:01 p.m. No public comments received.

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

7. CONSENT CALENDAR

Director Govindarao requested Item 7.B. be removed for discussion. The Board agreed to remove Item 7.B. for discussion, and took Consent Calendar Items 7.A. and 7.C. and passed these items first.

Director Johnson MOVED for approval of Items 7.A. and 7.C. on the Consent Calendar. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

7.A. Approve Regular Meeting Minutes of February 4, 2025 – Approved

7.B. REMOVED – Accept Regular and Recurring Reports: Quarterly Financial Report and Capital Projects Created from Programs – Approved

Director Govindarao requested clarification regarding the General Manager's authority to create Capital Improvement Program (CIP) projects out of CIP programs up to \$175,000 and whether there is a cumulative limit. General Manager Lee clarified that there is a cumulative limit (budget) for each CIP program that is approved by the Board when the CIP two-year budget is adopted. After a brief discussion, the Board requested staff provide additional information prior to approving the proposed operating and CIP budgets. General Manager Lee also stated that staff can update the Capital Projects Created from Programs report to show the program limit going forward.

Director Vonheeder-Leopold MOVED for approval of Item 7.B. on the Consent Calendar. Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

7.C. Affirm No Changes to Emergency Response Plan (ERP) Policy – Approved

8. BOARD BUSINESS

8.A. Accept Fiscal Year 2024 Annual Report on Rate Stabilization Fund Reserves and Approve Transfer from the Water Rate Stabilization (Fund 605) to the Water Operations (Fund 600)

Finance Supervisor Christine Chen reviewed the item for the Board.

Director Govindarao MOVED to Accept the Fiscal Year 2024 Annual Report on Rate Stabilization Fund Reserves and Approve Transfer from the Water Rate Stabilization (Fund 605) to the Water Operations (Fund 600). Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

8.B. Receive Update on Emergency Preparedness and Response Program

Interim Administrative Services Director Gallardo reviewed the item for the Board and gave a presentation (handed out to the Board and posted to the website as supplemental materials). She also introduced Environmental Health and Safety Programs Administrator Dave Peters.

The Board and staff discussed various aspects of the presentation including mutual aid arrangements and opportunities, emergency equipment/supply levels and maintenance, emergency training exercises, and emergency response plans and review schedules.

The Board requested staff explore emergency coordination opportunities with the City of San Ramon and include active shooter training information in an upcoming General Manager Report to Board.

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 virtual Alameda County Special Districts Association (ACSDA) Executive Committee meeting on February 12. She summarized the activities and discussions at the meeting. She also reminded the Board that the ACSDA annual dinner event will be held on Thursday, March 13, at 6 p.m. at the Wedgewood at Redwood Canyon Golf Course.

