

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

April 15, 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, Administrative Services Director; Steve Delight, Engineering Services Director/District Engineer; 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

Nicole Rodriguez, Administrative Assistant II

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:02 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 April 1, 2025 – Approved

7.B. Approve Proclamation Celebrating May 2025 as Water Awareness Month – Approved

7.C. Approve Intention to Levy Annual Assessments in the Dougherty Valley Standby Charge District 2001-1 for Fiscal Year 2026 – Approved – Resolution No. 10-25

Director Govindarao inquired if there was any change in the proposed assessment to be levied this year in the Dougherty Valley Standby Charge District. Staff confirmed there is no change as the assessment has reached its maximum allowable charge.

7.D. Approve the District's Five-Year Strategic Plan for Fiscal Years 2026–2030 – Approved – Resolution No. 11-25

8. BOARD BUSINESS

8.A. Receive Presentation and Approve Proposed Livermore-Amador Valley Water Management Authority (LAVWMA) Operation and Maintenance Budget for Fiscal Years 2026 and 2027

Operations Director Gill reviewed the item for the Board and gave a presentation (handed out to the Board and posted to the website as supplemental materials).

Vice President Halket MOVED to Approve the Proposed Livermore-Amador Valley Water Management Authority (LAVWMA) Operation and Maintenance Budget for Fiscal Years 2026 and 2027. Director Vonheeder-Leopold SECONDED, which CARRIED with FIVE AYES.

8.B. Receive Presentation on Calendar Year 2024 Public Affairs Activities and Outreach Efforts

Public Affairs Program Administrator Erin Steffen reviewed the item for the Board.

The Board and staff discussed exploring engagement opportunities with the San Ramon Valley Unified School District, and the methods used to notify customers when DSRSD construction projects occur in their neighborhoods. The Board thanked staff for the excellent presentation and acknowledged the remarkable improvements staff has made in DSRSD's community outreach programming.

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 written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the virtual California Association of Sanitation Agencies (CASA) Nominating Committee meeting on April 3, the virtual CASA Finance Committee meeting on April 7, and the virtual Alameda County Special Districts Association Executive Committee meeting on April 14. She summarized the activities and discussions at the meetings.

Vice President Halket submitted a written report to Executive Services Supervisor/District Secretary Genzale. He reported that he attended the Dublin Climate Summit representing the District as a panelist speaking on water and wastewater held on April 12 at Dublin High School. He summarized the activities and discussions at the meeting.

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

9.B. Staff Reports

9.B.1. General Manager Monthly Report

General Manager Lee reported that the new General Manager Monthly Report covering March 2025 District activities is included in tonight's meeting packet. She stated that the report will be presented monthly to highlight key activities and progress on projects, as well as to illustrate water supply, recycled water production, and wastewater flow operations. She also reported on the following items:

- DSRSD will celebrate its 72nd birthday this week on Thursday, April 17.
- The DSRSD/Central Contra Costa Sanitary District (Central San) Liaison Committee meeting will be held on Monday, April 21, at 4 p.m. at Central San's Martinez office.
- The Dublin State of the City Address will be held on Wednesday, April 23, at the Shannon Community Center.
- A DERWA Board meeting will be held on Monday, April 28, at 6 p.m.

10. CLOSED SESSION

At 6:39 p.m. the Board went into Closed Session.

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

10.B. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6

Agency Negotiators: Jan Lee, General Manager
Michelle Gallardo, Administrative Services Director
Samantha Koehler, Human Resources and Risk Manager
Employee Organizations: 1. Stationary Engineers, Local 39
2. International Federation of Professional and Technical Employees, Local 21
3. Mid-Management Employees Bargaining Unit
4. Unrepresented Employees
Additional Attendees: Cepideh Roufougar, Jackson Lewis P.C.

11. REPORT FROM CLOSED SESSION

At 8:24 p.m. the Board came out of Closed Session. President Goel announced that there was no reportable action.

12. ADJOURNMENT

President Goel adjourned the meeting at 8:25 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary