

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

**May 6, 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; 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. Presentation by and Award to Winners of the Excellence in Water, Wastewater or Recycled Water Research Category of the Alameda County Science and Engineering Fair and Contra Costa County Science and Engineering Fair**

Alameda County winners -

- Dhyan Vakharia, 9th grade, Quarry Lane High School, Dublin  
Presentation: "Autonomous Solar Powered Robot for Cleaning Trash in Rivers"
- Claudine Heine, Chris Chen, Anannya Kaur, 11th grade, Valley Christian High School, Dublin  
Presentation: "Degradation of Bilge Water Hydrocarbons via Titanium Dioxide Photocatalysis"

Contra Costa County winners -

- Navya Rawal, Richa Tiwari, Diya Rajaram, Aarush De, 12th grade, Dougherty Valley High School, San Ramon  
Presentation: "Phosphobuddy: A Novel 3-Tiered Filtration Device for Wastewater Phosphorus Absorption"
- Pranav Saravanan, Alana Dreon, 12th grade, Dougherty Valley High School, San Ramon  
Presentation: "Revolutionizing Polluted Water Treatment: Utilizing Laccase-Loaded Membrane Bioreactors for Sustainable Pollutant Degradation and Water Purification"

**5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:29 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 15, 2025 – Approved
- 7.B. Accept Regular and Recurring Report: Treasurer's Report – Approved
- 7.C. Authorize the General Manager to Execute Contracts for Supply and Delivery of Chemicals for Fiscal Year 2026 – Approved
- 7.D. Revise Director Compensable Activities Policy and Rescind Resolution No. 2-22 – Approved – Resolution No. 12-25

**8. BOARD BUSINESS**

- 8.A. Public Hearing: Receive Presentation on Job Vacancy Rates for the District in Accordance with Government Code Section 3502.3

President Goel announced the item and declared the Public Hearing open. He asked for the staff presentation. Human Resources and Risk Manager Samantha Koehler reviewed the item for the Board and gave a presentation.

President Goel inquired if there were any comments from the public. There was no public comment received. President Goel declared the Public Hearing closed.

Director Govindarao suggested using two charts to show total vacancies (with and without the unrepresented, non-bargaining unit positions) to clarify the actual percentage of vacancies subject to Assembly Bill 2561 requirements. Ms. Koehler confirmed the clarification will be made in next year's presentation. The Board had no further discussion.

- 8.B. Receive Presentation on Proposed Operating Budget for Fiscal Years 2026 and 2027

General Manager Lee prefaced the item presentations for items 8.B and 8.C by providing the Board an overview of the proposed operating and capital budgets which include the appropriate funding and resources to operate the District's three business enterprises, address Strategic Plan priorities, operate the District and joint powers authority facilities, and fund replacement of capital assets. She stated that long-term financial planning models assessed the financial health of the three enterprises and identified possible course corrections for long-term financial sustainability. The budgets address issues affecting revenue projections such as the slowdown of growth in the District's service area, and limit operating expense increases to essential projects and services. She also reviewed the schedule for the Board's review and anticipated adoption of the proposed budgets.

Finance Director Spray reviewed the item for the Board and gave a presentation.

The Board and staff discussed various aspects of the presentation including recent reorganizational changes, proposed new positions, personnel expenses, pension investment performance and strategies, capacity reserve fees, asset management, the

proposed reduction in replacement transfers, and an update of the local and regional wastewater rate study to be able to restore long-term funding for capital replacement transfers.

The Board stated its appreciation for staff's conservative approach developing the proposed budget and directed staff to proceed with finalizing the proposed budget as presented.

8.C. Receive Presentation on Proposed Capital Improvement Program (CIP) Ten-Year Plan for Fiscal Years 2026 through 2035 and Two-Year Budget for Fiscal Years 2026 and 2027

Engineering Services Director Delight and Senior Engineer Jason Ching reviewed the item for the Board and gave a presentation.

The Board and staff discussed various aspects of the presentation including certain proposed projects, timing and flexibility of the project schedules, strengthening and integration of the long-term financial models, and future review and adjustment of working capital reserve target levels based on future refinements to the asset management models. Director Johnson suggested that staff review the District's real estate portfolio and future needs. She also requested that staff identify any capital projects that staff would recommend potentially deferring or accelerating if economic conditions change.

The Board stated its appreciation for the thorough presentation and directed staff to proceed with finalizing the proposed budget as presented.

9. REPORTS

9.A. Boardmember Items

9.A.1. Joint Powers Authority and Committee Reports  
DSRSD/Central Contra Costa Sanitary District Liaison – April 21, 2025  
DERWA – April 28, 2025

President Goel invited comments on recent JPA/Committee activities. Directors felt the available staff reports adequately covered the many matters considered at the meetings and commented on some of the meeting activities. The DERWA Board requested DSRSD staff incorporate a tour of the DERWA facilities into the regularly scheduled Regional Wastewater Treatment Facility tour in the fall.

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 Board of Directors meeting on April 16 and the Dublin State of the City Address on April 23 held at the Shannon Community Center. She summarized the activities and discussions at the meetings. She also stated that as a past historian for Dublin, she has some historical items that she will donate to the City of Dublin and DSRSD.

Director Govindarao submitted a written report to Executive Services Supervisor/District Secretary Genzale. He reported that he also attended the Dublin State of the City Address on April 23. He summarized the activities and discussions at the meeting. He also reported that he will not be able to attend the May 20 Board meeting.

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:

- The first Annual Tri-Valley Water Conservation Art Contest finalist voting is underway. The contest was launched by the Tri-Valley water agencies and was available for all Tri-Valley students to enter.
- The Association of California Water Agencies Spring Conference will be held Tuesday–Thursday, May 13–15, in Monterey.
- The Annual Employee Recognition Event will be held on Thursday, May 22, at the Shannon Community Center in Dublin.

10. ADJOURNMENT

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

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary