

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

June 3, 2025

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

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

President Arun Goel was absent.

District staff present: Jan Lee, General Manager/Treasurer; Michelle Gallardo, Administrative Services Director; Steve Delight, Engineering Services Director/District Engineer; Thinh Lucero, Financial Analyst; 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

Janice Velasquez, 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 Vonheeder-Leopold MOVED for approval of the items on the Consent Calendar. Director Johnson SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel).

7.A. Approve Regular Meeting Minutes of May 20, 2025 – Approved

7.B. Approve Master Agreement for Consulting Services with Brown and Caldwell and Authorize Execution of Task Order No. 1 for the Wastewater Treatment and Biosolids Facilities Master Plan Update Project (CIP 25-P001) – Approved

8. BOARD BUSINESS**8.A. Public Hearing: Adopt Operating Budget for Fiscal Years 2026 and 2027**

Vice President Halket announced the item and declared the Public Hearing open. He asked for the staff presentation.

General Manager Lee prefaced the item presentations for Items 8.A. and 8.B. by providing the Board an overview of the proposed operating and capital budgets' review process and schedule, and the anticipated adoption of both final budgets during separate public hearings this evening. She introduced Financial Analyst Lucero to provide a brief presentation on the proposed operating budget.

Financial Analyst Lucero 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 inquired if there were any comments from the public. There was no public comment received. Vice President Halket declared the Public Hearing closed.

The Board and staff discussed the anticipated downward trend of working capital in the Regional Wastewater Operations (Fund 300) and Regional Wastewater Rate Stabilization (Fund 305) and the staff-recommended corrective strategies, which include: update the 2023 Local and Regional Wastewater Rate Study in fiscal year 2026, refine and optimize asset management funding models, integrate 10-year operating and capital long-term financial planning models, explore IRS-approved Section 115 trust to manage pension costs, and update the Wastewater Capacity Reserve Fee Study following completion of the Wastewater Treatment and Biosolids Facilities Master Plan which is scheduled to start in fiscal year 2026. The Board expressed its support for the corrective strategies and the proposed budget presented by staff.

Director Johnson MOVED to approve Resolution No. 18-25, Adopting the Operating Budget for Fiscal Years 2026 and 2027. Director Govindarao SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel).

8.B. Public Hearing: Approve Capital Improvement Program (CIP) Ten-Year Plan for Fiscal Years 2026 through 2035 and Adopt CIP Two-Year Budget for Fiscal Years 2026 and 2027

Vice President Halket announced the item and declared the Public Hearing open. He asked for the staff presentation. Engineering Services Director Delight 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 inquired if there were any comments from the public. There was no public comment received. Vice President Halket declared the Public Hearing closed.

The Board and staff discussed the updated status of the proposed Food Waste Receiving Facility Project which would provide support to jurisdictions required to provide organic waste collection services to its residents and businesses per Senate Bill (SB) 1383's organic waste reductions requirements. The District recently received a letter from

CalRecycle stating that it has deemed the District's Dedicated Land Disposal facility, the project location, a landfill rather than a composting facility. Because this project has the potential to impact nutrient loading at the Wastewater Treatment Plant (WWTP), and based on the information provided by CalRecycle related to compliance with SB 1383 potentially impacting the project, staff moved it outside the ten-year CIP Plan and Budget window to the "future" category pending further review with the upcoming Wastewater Treatment and Biosolids Facilities Master Plan update. The Board expressed its support for the proposed budget.

Director Vonheeder-Leopold MOVED to approve Resolution No. 19-25, Approving Capital Improvement Program Ten-Year Plan for Fiscal Years 2026 through 2035 and Adopting the Capital Improvement Program Two-Year Budget for Fiscal Years 2026 and 2027. Director Govindarao SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel).

9. REPORTS

9.A. Boardmember Items

9.A.1. Joint Powers Authority and Committee Reports LAVWMA – May 21, 2025

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

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 California Association of Sanitation Agencies Board of Directors meeting on May 21. She summarized the activities and discussions at the meeting.

Director Govindarao reported he will be absent from the August 20 LAVWMA Board meeting. Vice President Halket stated he can cover the meeting as the designated alternate.

Vice President Halket reported he will be absent from the July 15 Board meeting.

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

9.B. Staff Reports

9.B.1. Public Outreach Activities Quarterly Report

Administrative Services Director Gallardo reviewed the report for the Board.

General Manager Lee reported on the following items:

- The DSRSD/Dublin Laison Committee meeting will be held on Monday, June 23, at 4 p.m. at the City of Dublin.
- Operations staff did a first-rate job responding to last week's power outage at the WWTP and DERWA facilities.
- Boardmembers can notify her or the District Secretary of any summer Board meeting conflicts for agenda planning purposes.

Operations Director Gill reported on the following item:

- Operations staff managed through an 18-hour power outage last week (May 27-28) that affected the WWTP and DERWA facilities. The WWTP remained in service with no interruptions via utilization of back-up power. DERWA's recycled water production was interrupted due to lack of back-up power; however, staff did an outstanding job communicating with DERWA's customers throughout the event. There were no permit violations and limited complaints from recycled water customers. Staff conducted a debrief to document response results and lessons learned for future events. He complemented staff, noting it was a positive experience, and their outstanding performance was reflective of unified training efforts. Staff is awaiting additional information from PG&E regarding the outage as well as possible reimbursement. The Board requested staff inform PG&E of the negative impacts to DSRSD operations and customers. The Board commended staff on their handling of the unexpected power outage event.

10. CLOSED SESSION

General Manager Lee announced additional attendees for Closed Session: Engineering Services Director Delight and Senior Engineer Jackie Yee.

At 6:41 p.m. the Board went into Closed Session.

10.A. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: Various Parcels in the City of Dublin
District Negotiator: General Manager
Negotiating Party: City of Dublin, City Manager Colleen Tribby
Under Negotiation: Price and Terms of Payment for Wastewater Capacity

11. REPORT FROM CLOSED SESSION

At 7:24 p.m. the Board came out of Closed Session. Vice President Halket announced that there was no reportable action.

12. ADJOURNMENT

Vice President Halket adjourned the meeting at 7:25 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary