

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

June 17, 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 – 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

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

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

7.A. REMOVED – Approve Regular Meeting Minutes of June 3, 2025 – Approved

General Manager Lee requested a technical edit be made under Item 9.B. Staff Reports to state that the duration of the power outage was 18 hours rather than 36 hours.

Vice President Halket MOVED for approval of Item 7.A. on the Consent Calendar with the noted correction. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSTENTION (Goel).

7.B. REMOVED – Award Construction Agreements to DPI, Inc., McGuire and Hester, and Westrock Engineering for the On-Call Water System and Sewer System Repairs for Fiscal Years 2026–2029, and Authorize the General Manager to Exercise up to Two One-Year Option Terms – Approved

Director Govindarao requested clarification of how the proposed on-call budget amounts were determined. Engineering Services Director Delight confirmed that the proposed budget amounts are consistent with the planned and emergency on-call budget allocations in past years, and have been included in the approved fiscal years 2026–2027 operating and capital budgets. He reviewed the historical spending for on-call repair work and reported it did not reach the full budgeted amounts. General Manager Lee added that should an emergency exhaust the approved budget and exceed her additional spending authority, an item would be brought to the Board to consider approval of additional funding. The Board acknowledged the proposed budget will provide staff necessary capacity to address both planned and unplanned collection and water system repairs.

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

- 7.C. Approve Revised Conditions of the City of Dublin Unused Sewer Capacity Program, Extend the Program, and Rescind Resolution No. 14-20 – Approved – Resolution No. 20-25

8. BOARD BUSINESS

- 8.A. Public Hearing: Adopt Engineer's Report and Direct Levy of Annual Assessments in the Dublin San Ramon Services District Dougherty Valley Standby Charge District 2001-1 on the Contra Costa County Secured Property Tax Roll for Fiscal Year 2026

President Goel announced the item and declared the Public Hearing open. He asked for the staff presentation. Finance Supervisor Alberto Hernandez reviewed the item for the Board.

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

Director Johnson MOVED to approve Resolution No. 21-25, Adopting Engineer's Report and Directing the Levy of Annual Assessments in the Dublin San Ramon Services District Dougherty Valley Standby Charge District 2001-1 for Fiscal Year 2026. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.B. Public Hearing: Adopt Annual Dougherty Valley Incremental State Water Project Charge Report and Direct Levy of the Dougherty Valley Incremental State Water Project Charge for Non-Governmental Parcels on the Contra Costa County Secured Property Tax Roll for Fiscal Year 2026 and for Government Potable Water Customers on Utility Bills

President Goel announced the item and declared the Public Hearing open. He asked for the staff presentation. Finance Supervisor Hernandez reviewed the item for the Board.

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

Vice President Halket stated for the record that this is a Zone 7 Water Agency (Zone 7) charge for providing State Water Project water to customers in Dougherty Valley (DV) and is consistent with what is charged to its customers in Dublin. Because Zone 7 resides in Alameda County, it does not have a mechanism to directly charge its DV customers in Contra Costa County. DSRSD facilitates the collection of the charges on the Contra Costa County tax roll and passes the payments through to Zone 7. The maximum DV charge was set in 2001, when DSRSD formed the DV Standby Charge District 2001-1. The cost has risen beyond the anticipated inflationary increases forecasted at such time; thus, the incremental charge was established to cover the difference between the maximum DV assessment charge and the current State Water Project's cost of service for DV customers.

The Board and staff discussed the history, uniqueness, and challenges presented by the two DV annual charges, outreach regarding this year's levies and responses to customer comments, and possible updates for future outreach efforts (i.e., AquaHawk Customer Portal messaging, leveraging social media tools, providing new homeowner notification, and sharing customer feedback with Zone 7). Staff confirmed they will continue to evaluate the District's notification methods and verbiage to improve clarity for customers regarding future levy items.

Director Johnson MOVED to approve Resolution No. 22-25, Adopting the Annual Dougherty Valley Incremental State Water Project Charge Report and Directing the Levy and Collection of the Dougherty Valley Incremental State Water Project Charge on the Contra Costa County Tax Roll for Non-Governmental Parcels and on the Utility Bills for Governmental Customers for Fiscal Year 2026. Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.C. Public Hearing: Approve Annual Wastewater Service Charges Levy Report and Direct Levy and Collection of Wastewater Service Charges for Fiscal Year 2026 on the Alameda County and Contra Costa County Secured Property Tax Rolls

President Goel announced the item and declared the Public Hearing open. He asked for the staff presentation. Finance Supervisor Hernandez reviewed the item for the Board.

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

Vice President Halket MOVED to approve Resolution No. 23-25, Approving the Annual Wastewater Service Charges Levy Report and Directing the Levy and Collection of Wastewater Service Charges on the Alameda County and Contra Costa County Secured Property Tax Rolls for Fiscal Year 2026. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

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 Executive Committee meeting on June 11. She summarized the activities and discussions at the meeting.

9.A.3. Request New Agenda Item(s) for a Future Board or Committee Agenda

President Goel requested an item be scheduled for an upcoming meeting regarding the District's social media use, protocols, and viewership statistics for the District's service area in each of Alameda and Contra Costa Counties and the District's five voting divisions. Director Johnson additionally requested that the item include information regarding the Board's role for engaging in social media.

9.B. Staff Reports

9.B.1. General Manager Monthly Report

General Manager Lee reviewed the report for the Board. She also reported on the following item:

- The DSRSD/Dublin Liaison Committee meeting will be held on Monday, June 23 at 4 p.m. at the City of Dublin.

10. CLOSED SESSION

At 6:44 p.m. the Board went into Closed Session.

10.A. 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 8:09 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 8:10 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary