

# AGENDA

## NOTICE OF SPECIAL MEETING

**TIME:** 6 p.m.

**DATE:** Tuesday, July 22, 2025

**PLACE:** Regular Meeting Place  
7051 Dublin Boulevard, Dublin, CA  
[www.dsrsd.com](http://www.dsrsd.com)

**Our mission is to protect public health and the environment by providing reliable and sustainable water, recycled water, and wastewater services in a safe, efficient, and fiscally responsible manner.**

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
  - 4.A. New Employee Introductions
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)

At this time those in the audience are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight's agenda. Comments should not exceed five minutes. Speaker cards are available from the District Secretary and should be completed and returned to the District Secretary prior to addressing the Board. The President of the Board will recognize each speaker, at which time the speaker should proceed to the lectern. Written comments received by 3 p.m. on the day of the meeting will be provided to the Board.
6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS)
7. CONSENT CALENDAR

Matters listed under this item are considered routine and will be enacted by one Motion, in the form listed below. There will be no separate discussion of these items unless requested by a Member of the Board or the public prior to the time the Board votes on the Motion to adopt.

  - 7.A. Approve Regular Meeting Minutes of July 1, 2025  
**Recommended Action:** Approve by Motion
8. BOARD BUSINESS
  - 8.A. Public Hearing: Approve Annual Delinquent Water and Sewer Charges Levy Report and Direct Levy and Collection of Delinquent Water and Sewer Charges on the 2025–2026 Alameda County and Contra Costa County Secured Property Tax Rolls  
**Recommended Action:** Hold Public Hearing and Approve by Resolution

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### Board of Directors

Division 1 ♦ Dinesh Govindarao | Division 2 ♦ Ann Marie Johnson | Division 3 ♦ Richard Halket  
Division 4 ♦ Georgean Vonheeder-Leopold | Division 5 ♦ Arun Goel

- 8.B. Receive Report on Status of Recorded Board Meetings  
**Recommended Action:** Receive Report

9. REPORTS

9.A. Boardmember Items

- 9.A.1. Joint Powers Authority and Committee Reports  
9.A.2. Submittal of Written Reports for Day of Service Events Attended by Directors  
9.A.3. Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

9.B. Staff Reports

- 9.B.1. General Manager Monthly Report for June 2025

10. 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

12. ADJOURNMENT

*All materials made available or distributed in open session at Board or Board Committee meetings are public information and are available for inspection during business hours by calling the District Secretary at (925) 828-0515. A fee may be charged for copies. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Secretary as soon as possible, but at least two days prior to the meeting.*

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

**July 1, 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 – 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 Vonheeder-Leopold MOVED for approval of the item on the Consent Calendar. Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

7.A. Approve Regular Meeting Minutes of June 17, 2025 – Approved

8. BOARD BUSINESS

8.A. Adopt the 2025 Sewer System Management Plan Update

Water/Wastewater Systems Supervisor Danny Ward reviewed the item for the Board and gave a presentation (handed out to the Board and posted to the website as supplemental materials).

The Board and staff discussed various aspects of the updated Sewer System Management Plan (SSMP) and presentation including DSRSD's wastewater collection system, training, operations, emergency response, technical innovations, and compliance with recent State Water Resources Control Board waste discharge requirements for sanitary sewer systems. The Board complimented staff on the preparation of the SSMP update as well as the performance and professionalism of field operations staff serving the community.

Director Govindarao MOVED to approve Resolution No. 24-25, Adopting the 2025 Sewer System Management Plan (SSMP) Update. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

8.B. Receive Presentation on the Zone 7 Water Agency 2025 Annual Water Sustainability Report

Senior Engineer Irene Suroso reviewed the item for the Board and gave a presentation. The Board and staff discussed various aspects of the presentation pertaining to Zone 7 Water Agency's (Zone 7) five-year water supply and demand analysis and delivery projections to its retail agencies. The Board expressed its appreciation for the clear, informative report and acknowledged Zone 7's conservative approach and effective planning which shows Zone 7 is able to meet Tri-Valley water demands over the next five years without mandatory conservation under assumed hydrologic conditions. Based on Zone 7's sustainability evaluation, the Board affirmed DSRSD will be fully capable of meeting its customer demands in 2025.

8.C. Receive Presentation on Strategic Plan Progress Report for Fiscal Years 2024 and 2025

Administrative Services Director Gallardo reviewed the item for the Board and gave a presentation. The Board was pleased by the accomplishments highlighted in the Strategic Plan progress report for fiscal years 2024 and 2025, and acknowledged the great work done by staff to meet the needs of the District's customers. The Board and staff then discussed the approach for project tracking and progress reporting in support of the updated Strategic Plan for Fiscal Years 2026–2030.

9. REPORTS

9.A. Boardmember Items

9.A.1. Joint Powers Authority and Committee Reports  
DSRSD/City of Dublin Liaison Committee Meeting of June 23, 2025

President Goel invited comments on recent Committee 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 Govindarao submitted a written report to Executive Services Supervisor/District Secretary Nicole Genzale. He reported that he attended the City of San Ramon Council meeting on Tuesday, June 24 and presented the DSRSD Annual Report with General Manager Lee. 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

General Manager Lee reported on the following items:

- DSRSD will host the joint Alameda County and Contra Costa County California Special Districts Association chapter meeting on Wednesday, July 9, at 10 a.m.
- The regular Board meeting on Tuesday, July 15, has been cancelled.
- A special Board meeting will be held on Tuesday, July 22, at 6 p.m.
- The California Association of Sanitation Agencies' 70th Annual Conference will be held July 30–August 1 (Wednesday–Friday) in San Diego.

10. ADJOURNMENT

President Goel adjourned the meeting at 7:04 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary



**TITLE:** Public Hearing: Approve Annual Delinquent Water and Sewer Charges Levy Report and Direct Levy and Collection of Delinquent Water and Sewer Charges on the 2025–2026 Alameda County and Contra Costa County Secured Property Tax Rolls

**RECOMMENDATION:**

Staff recommends the Board of Directors hold a Public Hearing and approve, by Resolution, the Annual Delinquent Water and Sewer Charges Levy Report and direct the levy and collection of delinquent utility billing water and sewer charges on the 2025–2026 Alameda County and Contra Costa County secured property tax rolls.

**DISCUSSION:**

The District issues bimonthly utility bills on active accounts for water services and non-residential sewer services. When payment is not received by the due date, staff from the Utility Billing & Customer Services Division initiates the delinquency process in accordance with the District’s [Discontinuation of Residential Water Service for Nonpayment policy](#). This process includes issuing delinquency notices and making courtesy phone calls in an effort to obtain payment from the customer before further action is taken. Customers are given the option to enroll in a payment plan, allowing the outstanding balance to be paid over a period not to exceed twelve (12) months. Customers who do not comply with the terms of their arrangement or do not pay the delinquent balance are subject to discontinuation of water service. For closed accounts, any remaining delinquent balances may be referred to a collections agency or may be collected through placement on the secured property tax roll.

The District Code authorizes the collection of unpaid charges through placement on the secured property tax roll. Section 4.40.120 provides the authority to collect delinquent water charges through this method, while Sections 5.30.120 and 5.30.140 extend similar authority for wastewater-related charges. In addition, Section 1.50.050 grants the General Manager the authority to pursue all legal remedies and appropriate means of collection, including reporting annually to the Board on such activities. The District Code follows Community Services District Law found in Government Code Section 61115(b) that authorizes community services districts like the District to collect delinquencies via the secured property tax rolls.

The District began placing delinquent water and sewer accounts over 90 days past due on the property tax roll beginning in the fiscal year 2021–2022 in lieu of referring them to a collection agency. This process streamlined and increased collections of delinquent balances. For fiscal year 2025–2026, staff proposes that residential and commercial water and wastewater delinquencies for closed accounts be collected via the secured property tax roll. As of July 16, 2025, the District has identified 134 closed accounts with outstanding balances that are 90 days or more past due, totaling approximately \$56,909.94 in unpaid water and sewer charges.

On June 26, 2025, letters were mailed to the property owners of record, informing them of the outstanding balances and the District’s intent to collect those charges through the secured property tax roll. These letters also provided notice of the scheduled Public Hearing, instructions for disputing the charges, and payment options. A Notice of Public Hearing (Attachment 1) was published in the newspaper on July 8 and July 15, 2025, in compliance with legal notification requirements. Property owners and customers may pay their balances in full up to August 4, 2025, at which time the final report will be prepared for submittal to the respective counties.

At the time of agenda publication, a total of three (3) written protests or comments were received, summarized, and provided as Attachment 2. This information will be updated should any protests be received prior to or during the hearing.

|   |  |   |                          |
|---|--|---|--------------------------|
| <b>Originating Department: Finance Department</b>   |  | <b>Contact: A. Hernandez/K. Spray</b>   | <b>Legal Review: Yes</b> |
| <b>Financial Review: Yes</b>  |  | <b>Cost and Funding Source: Approximately \$1,000 for County Administrative Fee, split among Local Wastewater Enterprise (Fund 200), Regional Wastewater Enterprise (Fund 300), and Water Enterprise (Fund 600)</b> |                          |
| <b>Attachments:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution<br><input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation<br><input checked="" type="checkbox"/> Other (see list on right) |  | <b>Attachment 1 – Newspaper Notice of Public Hearing</b><br><b>Attachment 2 – Summary of Protests</b>   |                          |

**DUBLIN SAN RAMON SERVICES DISTRICT  
NOTICE OF PUBLIC HEARING**

**NOTICE OF PUBLIC HEARING AND INTENTION TO LEVY DELINQUENT WATER AND SEWER CHARGES ON  
THE ALAMEDA COUNTY AND CONTRA COSTA COUNTY PROPERTY TAX ROLLS  
FOR FISCAL YEAR 2025-2026**

**NOTICE IS HEREBY GIVEN** that on May 18, 2021, by its Resolution No. 33-21, the Board of Directors of Dublin San Ramon Services District authorized the collection of water and sewer charges which are 90 days or more delinquent on the Alameda County and Contra Costa County property tax rolls, as authorized by the California Health and Safety Code Section 5473 and the District Code 4.40.120 and 5.30.140.

**NOTICE IS FURTHER GIVEN** that the Board, at its July 22, 2025 special meeting at 6 p.m., in the Boardroom at the District Office at 7051 Dublin Boulevard, Dublin, California, will hold a Public Hearing to provide property owners with the opportunity to contest or pay the delinquent balance on their property's account before the District submits the delinquent water and sewer charges to the counties by the August 10 deadline. Background information, including a list of affected parcels, will be included in the July 22, 2025 agenda packet on the District's [Board Meetings, Agendas, Minutes & Videos](https://www.dsrds.com/about-us/board-meetings-agendas-minutes-videos) (<https://www.dsrds.com/about-us/board-meetings-agendas-minutes-videos>) website.

**NOTICE IS FURTHER GIVEN** that the Delinquent Water and Sewer Charges shall appear on the 2025–2026 (July 1, 2025, to June 30, 2026) secured property tax rolls as “DSRSD UTL DELINQ”.

**NOTICE IS FURTHER GIVEN** that the Annual Delinquency Water and Sewer Service Charges Levy Report 2025-2026 is available for review at the Office of the District Secretary during regular business hours at the District Office at 7051 Dublin Boulevard, Dublin, California. Background information, including a list of affected parcels, will be included in the July 22, 2025 agenda packet on the District's [Board Meetings, Agendas, Minutes & Videos](https://www.dsrds.com/about-us/board-meetings-agendas-minutes-videos) (<https://www.dsrds.com/about-us/board-meetings-agendas-minutes-videos>) website 72 hours before the meeting.

For further information regarding this action, contact Finance Supervisor Alberto Hernandez at (925) 875-2219 or [ahernandez@dsrds.com](mailto:ahernandez@dsrds.com). Written protests may be emailed to [board@dsrds.com](mailto:board@dsrds.com), or submitted by mail to Dublin San Ramon Services District, District Secretary, 7051 Dublin Blvd., Dublin, CA 94568 by 4:00 pm on July 22, 2025.

Dated as of July 8 and July 15, 2025

By: Nicole Genzale  
District Secretary

**SUMMARY OF COMMENTS MADE IN PROTEST TO THE  
July 22, 2025 PUBLIC HEARING  
ON THE  
LEVY OF DELINQUENT WATER AND SEWER CHARGES**

| No.   | Date Received | Apparent Protest? | Summary of Comments Made  |
|---|---------------|-------------------|---|
| <b>RECEIVED BEFORE AGENDA PREPARATION DEADLINE<br/>(SUMMARIZED IN STAFF REPORT)</b> |               |                   |   |
| 1   | July 14, 2025 | Yes               | <ul style="list-style-type: none"> <li>Property owner called to dispute the charges on the former tenant's delinquent account.</li> <li>Stated that the agreement was between the District and the tenant and should not be held liable for these charges.</li> <li>Owner sued and won a judgement against the tenant for approx. \$5k in back rent and would not be able to recover that plus these water charges</li> </ul>   |
| 2   | July 14, 2025 | Yes               | <ul style="list-style-type: none"> <li>Owner called to inquire about the delinquency notice.</li> <li>Expressed that it was unfair that he is being asked to pay for charges that belong to the tenant or be subject to the levy.</li> <li>Owner has already dealt with the tenant not paying rent and breaking their lease, plus close to \$15k in costs to repair damages done to the property.</li> <li><b>Requesting to formally ask the Board to waive the unpaid charges due to these hardships.</b></li> </ul> |
| 3   | July 17, 2025 | Yes               | <ul style="list-style-type: none"> <li>Property owner is "puzzled" on why they are being asked to pay the tenants outstanding balance.</li> <li>They did not start or use this service and therefore contesting the intent to levy.</li> <li>Tenants have unpaid rent and left them with a loss of \$9,000 and served them with a notice to vacate.</li> <li>District should collect from them, who are supposed to pay their share, and not put burden on property owners.</li> </ul>                                |



RESOLUTION NO.

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE ANNUAL DELINQUENT WATER AND SEWER CHARGES LEVY REPORT AND DIRECTING THE LEVY AND COLLECTION OF DELINQUENT UTILITY BILLING WATER AND SEWER RECEIVABLES ON THE 2025-2026 ALAMEDA COUNTY AND CONTRA COSTA COUNTY SECURED PROPERTY TAX ROLLS

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WHEREAS, California Government Code Section 61115(b) authorizes community services districts to collect delinquent charges and penalties, using the tax roll; and

WHEREAS, Section 4.40.120 of the District Code provides for collection of water charges, including delinquencies, using the tax roll; and

WHEREAS, Sections 5.30.120 and 5.30.140 of the District Code provides for collection of sewer charges, including delinquencies, using the tax roll; and

WHEREAS, Section 1.50.050 of the District Code provides the General Manager with the authority to pursue all legal remedies and appropriate collection means; and

WHEREAS, the District had delinquent (over 90 days) water and sewer utility payments for all residential and commercial properties of approximately \$56,909.94 (subject to change by Public Hearing date) as of July 16, 2025; and

WHEREAS, the Board desires to levy the delinquent water and sewer utility payments on the Alameda County and Contra Costa County property tax rolls for fiscal year 2025–2026; and

WHEREAS, written notice of a Public Hearing and the intent to collect of delinquent water and sewer utility payments on the Alameda County and Contra Costa County secured property tax roll for fiscal year 2025–2026, was mailed to affected property owners on June 26, 2025; and

WHEREAS, affected property owners and customers were provided information as to the delinquent amounts and methods of payment, including payment plans, to avoid further collection efforts; and

WHEREAS, three objections or protests were received prior to or at the Public Hearing to prevent the placement of the levy for delinquent water and sewer service charges for the affected parcels on the property tax rolls for Alameda County and Contra Costa County, as a whole or as to any part thereof.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, as follows:

1. The Annual Delinquent Water and Sewer Charges Levy Report of delinquent (over 90 days) water and sewer utility payments as of July 16, 2025, attached hereto, as Exhibit "A," and incorporated herein as if fully set forth, for the purposes of levying the charges on the Alameda County and Contra Costa County secured property tax rolls, is hereby approved and confirmed and shall stand as the annual delinquency levy report.

2. The General Manager posted the delinquency report on the District's website on July 17, 2025, and customers and property owners required to pay the delinquent charges also received notification thereof by direct mailing, delinquency notices, and courtesy phone calls.

3. A Public Hearing was held on July 22, 2025, to provide property owners and customers with the opportunity to contest the charges and/or the levy, and to provide payment towards any outstanding delinquencies prior to submittal to the appropriate County Assessor's Office.

4. Property owners and customers may submit payments to the District to eliminate a delinquent balance until August 4, 2025, to avoid levy on the secured property tax roll.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its special meeting held on the 22nd day of July, 2025, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Arun Goel, President

ATTEST: \_\_\_\_\_  
Nicole Genzale, District Secretary



**Dublin San Ramon  
Services District**

*Water, wastewater, recycled water*

**DUBLIN SAN RAMON SERVICES DISTRICT**

**ANNUAL DELINQUENT  
WATER AND SEWER SERVICE  
CHARGES REPORT  
2025-2026**

## Introduction

The District currently bills bimonthly for water charges and commercial sewer charges through its Utility Billing & Customer Services Division. Beginning in fiscal year 2021-2022, delinquent (over 90 days) water and sewer charges were levied on the tax rolls in lieu of remitting the accounts to a collection agency. This process has streamlined collections and ensures that the District will collect the delinquent amounts from the two counties, less Alameda County and Contra Costa County administrative charges.

Under the provisions of the District Code and California Government Code § 61115(b), the District is authorized to assess delinquent charges on the property tax roll. District Code Section 4.40.120 specifically provides for collection of water charges using the tax roll, including delinquencies. District Code Sections 5.30.120 and 5.30.140 provide similar authorities with regard to wastewater rates and charges. Finally, District Code Section 1.50.050 provides the General Manager with the broad authority to "...pursue, all legal remedies and appropriate collection means for the enforcement and collection of a fee or charge prescribed by this code..." subject to a requirement to report to the Board on an annual basis.

The Delinquency list was first developed on June 18, 2025 and the current outstanding amount not collected is \$56,909.94 (as of July 16, 2025). On June 26, 2025, letters were mailed to the property owners of record, informing them of the outstanding balances and the District's intent to collect those charges through the secured property tax roll. The letters also provided notice of the scheduled Public Hearing, instructions for disputing the charges, and payment options. Public hearing notices were published in the Bay Area News Group on July 8 and July 15, 2025.

## Levy of Charges

Delinquent accounts where payment has not been established after collection efforts, that include delinquency notices and courtesy phone calls, are then identified for levy on the property tax roll.

The following pages show the amount of the charge for each affected parcel of real property for the year, in the form of the levy listing to be placed on the respective secured property tax roll for Alameda County and Contra Costa County for 2025-2026 (July 1, 2025, to June 30, 2026).

**Alameda County - City of Dublin**

| <b>Parcel Number</b> | <b>Land Use Type</b> | <b>Delinquency Amount</b> |
|----------------------|----------------------|---------------------------|
| 941 28313            | COMMERCIAL           | \$ 6,478.73               |
| 941 275117           | RESIDENTIAL          | \$ 4,538.92               |
| 941 1949             | RESIDENTIAL          | \$ 2,616.66               |
| 985 8234             | RESIDENTIAL          | \$ 2,151.06               |
| 941 284780           | RESIDENTIAL          | \$ 1,940.06               |
| 941 283175           | RESIDENTIAL          | \$ 1,040.74               |
| 986 1824             | RESIDENTIAL          | \$ 992.80                 |
| 985 9774             | RESIDENTIAL          | \$ 773.87                 |
| 985 67168            | RESIDENTIAL          | \$ 743.34                 |
| 941 2078             | RESIDENTIAL          | \$ 701.69                 |
| 985 38128            | RESIDENTIAL          | \$ 673.03                 |
| 941 280024           | RESIDENTIAL          | \$ 669.35                 |
| 941 17679            | RESIDENTIAL          | \$ 666.58                 |
| 985 841              | RESIDENTIAL          | \$ 657.85                 |
| 985 11121            | RESIDENTIAL          | \$ 603.27                 |
| 941 18093            | RESIDENTIAL          | \$ 600.39                 |
| 941 17630            | RESIDENTIAL          | \$ 563.10                 |
| 941 2757106          | RESIDENTIAL          | \$ 553.50                 |
| 941 275459           | RESIDENTIAL          | \$ 370.36                 |
| 986 5458             | RESIDENTIAL          | \$ 362.14                 |
| 941 19659            | RESIDENTIAL          | \$ 347.43                 |
| 985 117128           | RESIDENTIAL          | \$ 344.63                 |
| 985 11227            | RESIDENTIAL          | \$ 330.36                 |
| 941 20244            | RESIDENTIAL          | \$ 312.38                 |
| 985 12858            | RESIDENTIAL          | \$ 310.59                 |
| 941 16561            | RESIDENTIAL          | \$ 308.92                 |
| 941 20637            | RESIDENTIAL          | \$ 273.67                 |
| 941 17679            | RESIDENTIAL          | \$ 272.56                 |
| 941 20358            | RESIDENTIAL          | \$ 243.04                 |
| 941 284773           | RESIDENTIAL          | \$ 228.42                 |
| 941 19838            | RESIDENTIAL          | \$ 204.77                 |
| 985 11240            | RESIDENTIAL          | \$ 202.50                 |
| 941 18223            | RESIDENTIAL          | \$ 190.82                 |
| 985 36250            | RESIDENTIAL          | \$ 188.17                 |
| 985 8831             | RESIDENTIAL          | \$ 170.39                 |
| 941 18570            | RESIDENTIAL          | \$ 165.39                 |
| 985 9132             | RESIDENTIAL          | \$ 160.64                 |
| 985 769              | RESIDENTIAL          | \$ 159.63                 |
| 941 17983            | RESIDENTIAL          | \$ 157.28                 |
| 986 5015             | RESIDENTIAL          | \$ 156.92                 |
| 941 285261           | RESIDENTIAL          | \$ 155.08                 |
| 986 53123            | RESIDENTIAL          | \$ 153.67                 |
| 985 8757             | RESIDENTIAL          | \$ 145.15                 |

| <b>Parcel Number</b> | <b>Land Use Type</b> | <b>Delinquency Amount</b> |        |
|----------------------|----------------------|---------------------------|--------|
| 986 54198            | RESIDENTIAL          | \$                        | 140.32 |
| 985 9232             | RESIDENTIAL          | \$                        | 140.22 |
| 986 1348             | RESIDENTIAL          | \$                        | 138.55 |
| 986 4220             | RESIDENTIAL          | \$                        | 135.06 |
| 986 7751             | RESIDENTIAL          | \$                        | 134.48 |
| 986 718              | RESIDENTIAL          | \$                        | 126.23 |
| 986 7173             | RESIDENTIAL          | \$                        | 125.76 |
| 986 5641             | RESIDENTIAL          | \$                        | 120.26 |
| 985 8543             | RESIDENTIAL          | \$                        | 117.96 |
| 985 36277            | RESIDENTIAL          | \$                        | 106.79 |
| 985 121161           | RESIDENTIAL          | \$                        | 106.24 |
| 985 11759            | RESIDENTIAL          | \$                        | 103.82 |
| 941 19173            | RESIDENTIAL          | \$                        | 100.78 |
| 986 4217             | RESIDENTIAL          | \$                        | 92.06  |
| 986 7108             | RESIDENTIAL          | \$                        | 90.23  |
| 986 5726             | RESIDENTIAL          | \$                        | 89.94  |
| 985 38166            | RESIDENTIAL          | \$                        | 89.54  |
| 985 11557            | RESIDENTIAL          | \$                        | 89.29  |
| 986 5849             | RESIDENTIAL          | \$                        | 78.72  |
| 986 7026             | RESIDENTIAL          | \$                        | 75.59  |
| 941 18378            | RESIDENTIAL          | \$                        | 74.76  |
| 985 38137            | RESIDENTIAL          | \$                        | 72.51  |
| 941 17046            | RESIDENTIAL          | \$                        | 71.19  |
| 986 5641             | RESIDENTIAL          | \$                        | 69.07  |
| 985 11215            | RESIDENTIAL          | \$                        | 68.53  |
| 941 276925           | RESIDENTIAL          | \$                        | 66.17  |
| 986 54128            | RESIDENTIAL          | \$                        | 64.16  |
| 985 1061             | RESIDENTIAL          | \$                        | 63.16  |
| 985 120110           | RESIDENTIAL          | \$                        | 60.84  |
| 985 12858            | RESIDENTIAL          | \$                        | 57.71  |
| 941 103156           | RESIDENTIAL          | \$                        | 53.91  |
| 986 3228             | RESIDENTIAL          | \$                        | 53.58  |
| 941 10561            | RESIDENTIAL          | \$                        | 52.68  |
| 941 198115           | RESIDENTIAL          | \$                        | 52.59  |
| 941 103106           | RESIDENTIAL          | \$                        | 50.34  |
| 986 1586             | RESIDENTIAL          | \$                        | 49.46  |
| 941 17670            | RESIDENTIAL          | \$                        | 48.92  |
| 985 10150            | RESIDENTIAL          | \$                        | 47.59  |
| 986 678              | RESIDENTIAL          | \$                        | 45.70  |
| 941 28316            | RESIDENTIAL          | \$                        | 45.36  |
| 985 37160            | RESIDENTIAL          | \$                        | 42.85  |
| 986 54163            | RESIDENTIAL          | \$                        | 40.94  |
| 985 10556            | RESIDENTIAL          | \$                        | 40.51  |
| 985 128111           | RESIDENTIAL          | \$                        | 38.19  |

| Parcel Number | Land Use Type | Delinquency Amount |
|---------------|---------------|--------------------|
| 986 7071      | RESIDENTIAL   | \$ 32.66           |
| 986 1939      | RESIDENTIAL   | \$ 32.51           |
| 985 3669      | RESIDENTIAL   | \$ 30.50           |
| 941 280655    | RESIDENTIAL   | \$ 28.33           |
| Total         |               | \$ 36,536.41       |

**Contra Costa County - City of San Ramon**

| Parcel Number | Land Use Type | Delinquency Amount |
|---------------|---------------|--------------------|
| 222 400032    | RESIDENTIAL   | \$ 1,568.19        |
| 223 290004    | RESIDENTIAL   | \$ 1,091.49        |
| 222 780032    | RESIDENTIAL   | \$ 987.18          |
| 222 780032    | RESIDENTIAL   | \$ 753.16          |
| 222 560083    | RESIDENTIAL   | \$ 723.70          |
| 222 320031    | RESIDENTIAL   | \$ 572.05          |
| 223 140084    | RESIDENTIAL   | \$ 432.34          |
| 223 270019    | RESIDENTIAL   | \$ 424.57          |
| 223 140054    | RESIDENTIAL   | \$ 272.61          |
| 223 210042    | RESIDENTIAL   | \$ 269.04          |
| 222 630083    | RESIDENTIAL   | \$ 252.05          |
| 222 470045    | RESIDENTIAL   | \$ 247.24          |
| 222 580090    | RESIDENTIAL   | \$ 239.47          |
| 222 660008    | RESIDENTIAL   | \$ 190.83          |
| 222 570068    | RESIDENTIAL   | \$ 187.54          |
| 222 410015    | RESIDENTIAL   | \$ 174.66          |
| 223 260047    | RESIDENTIAL   | \$ 162.32          |
| 222 570076    | RESIDENTIAL   | \$ 149.57          |
| 222 390062    | RESIDENTIAL   | \$ 143.40          |
| 222 570066    | RESIDENTIAL   | \$ 135.90          |
| 223 160054    | RESIDENTIAL   | \$ 132.23          |
| 222 790038    | RESIDENTIAL   | \$ 122.62          |
| 222 560077    | RESIDENTIAL   | \$ 96.19           |
| 223 520004    | RESIDENTIAL   | \$ 94.90           |
| 222 830050    | RESIDENTIAL   | \$ 83.84           |
| 222 360034    | RESIDENTIAL   | \$ 80.63           |
| 223 160054    | RESIDENTIAL   | \$ 65.18           |
| 222 490036    | RESIDENTIAL   | \$ 64.70           |
| 222 320058    | RESIDENTIAL   | \$ 60.59           |
| 222 320031    | RESIDENTIAL   | \$ 53.95           |
| 222 760076    | RESIDENTIAL   | \$ 53.61           |
| 222 530047    | RESIDENTIAL   | \$ 51.49           |
| 223 200060    | RESIDENTIAL   | \$ 47.05           |
| 222 250083    | RESIDENTIAL   | \$ 44.96           |
| 222 510037    | RESIDENTIAL   | \$ 42.76           |
| 222 390045    | RESIDENTIAL   | \$ 42.58           |

| Parcel Number  | Land Use Type | Delinquency Amount |                  |
|--|---------------|--------------------|------------------|
| 222 400032   | RESIDENTIAL   | \$                 | 38.31            |
| 223 520001   | RESIDENTIAL   | \$                 | 37.19            |
| 222 490097   | RESIDENTIAL   | \$                 | 33.39            |
| 223 260005   | RESIDENTIAL   | \$                 | 31.42            |
| 223 260024   | RESIDENTIAL   | \$                 | 29.89            |
| 223 240006   | RESIDENTIAL   | \$                 | 28.27            |
| 210 502006   | RESIDENTIAL   | \$                 | 10,060.47        |
| Total  |               | \$                 | 20,373.53        |
| <b>Grand Total (Alameda &amp; Contra Costa Counties)</b> |               | <b>\$</b>          | <b>56,909.94</b> |





**TITLE:** Receive Report on Status of Recorded Board Meetings

**RECOMMENDATION:**

Staff recommends the Board of Directors receive a report on the status of implementing recorded Board meetings.

**DISCUSSION:**

At the January 7, 2025 Board meeting, staff provided a report on video production of Board meetings and the intent to begin posting recorded meetings to the District's website beginning with the second regular Board meeting of calendar year 2025 (the January 21, 2025 Board meeting). As such, staff, along with General Counsel, provided the Board with information on both logistics of such video productions and some best practices for the Board and staff to consider when participating in recorded public meetings.


During the implementation and pilot phase of posting recorded Board meetings, staff evaluated both the operational requirements for developing and posting recorded Board meetings, as well as resulting viewership so far. Recordings are posted to the District's [YouTube page](#), and linked to [Board Meetings, Agendas, Minutes & Videos | Dublin San Ramon Services District](#). Views for the 12 recorded Board meetings, since the first meeting was posted in January, have ranged from 4 to 43 views. Videos are posted by the end of the week in which the meeting occurred. The monthly cost for production services is \$1,600 and is included in the adopted Operating Budget for fiscal years 2026 and 2027.

Given the current operational staff support and contractor availability of Pacific Design and Integration Inc./GovTV to produce and post recorded Board meetings, no further changes are recommended at this time. Staff has reviewed the quality of recorded video productions and found them to be very good. One of the four cameras was repaired and put back into service, to allow for all angles of the room to be viewable, improving the quality of the video production. Staff has also made some improvements to the Boardroom, including new signage notifying Board meeting visitors of the recordings being made, the availability of guest Wi-Fi service in the room, and the addition of monitors to the dais for use by Boardmembers and staff during meeting presentations. Staff will provide the Board with more information about training and use of the new monitors at a future time.

|   |   |                            |
|---|---|----------------------------|
| Originating Department: Administrative Services   | Contact: M. Gallardo                                    | Legal Review: Not Required |
| Financial Review: Not Required  | Cost and Funding Source: Operating Budget FY26 and FY27 |                            |
| Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolution<br><input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation<br><input type="checkbox"/> Other (see list on right) | 17 of 22  |                            |



To: Board of Directors

From: Jan R. Lee, General Manager 

Date: July 22, 2025

Subject: **General Manager Monthly Report for June 2025**

This report highlights DSRSD's key activities and progress made on major projects in the previous month, June 2025.

### ADMINISTRATION AND FINANCE

Transparency Certificate of Excellence Awarded to Dublin San Ramon Services District – On June 30, 2025, Dublin San Ramon Services District received renewal of the District Transparency Certificate of Excellence by the Special District Leadership Foundation (SDLF) in recognition of its outstanding efforts to promote transparency and good governance. To receive the award, DSRSD demonstrated the completion of essential governance transparency requirements, including conducting ethics training for all Boardmembers, properly conducting open and public meetings, and filing financial transactions and compensation reports to the State Controller in a timely manner. DSRSD has successfully renewed this certificate since the District first earned this award in 2014, which was shortly after it was established by the SDLF. SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation, and other recognition programs.

Monthly Warrant List – For the period of June 1–30, 2025, Accounts Payable issued 236 checks totaling \$8.70 million. Notable payments this period include \$5.22 million to the Zone 7 Water Agency for water purchase, connection fee, and annual Dougherty Valley surcharge. Current warrant lists are available at [Financial Information | DSRSD](#).

### ENGINEERING

Risk and Resilience Assessment and Emergency Response Plan Update – On June 9, 2025, the District received proposals to complete the District's five-year update of the Risk and Resilience Assessment (RRA) for the District's potable water system and Emergency Response Plan (ERP), as required under Section 2013 of the America's Water Infrastructure Act of 2018 (AWIA). The last RRA and ERP update was completed in 2020. After careful review of the proposals received, staff selected West Yost and Associates to complete the work, which will include reviewing and updating the District's RRA and ERP and preparing and submitting all necessary certifications and documents to the U.S. Environmental Protection Agency to comply with AWIA. The project is scheduled for completion later this year to meet the compliance deadline of December 21, 2025.

Hypochlorite Building Rehabilitation Project (CIP 22-P021) – On June 18, 2025, the District issued the notice inviting bids for the project to replace the existing hypochlorite building located at the Wastewater Treatment Plant. The existing building was constructed in 1992 and has significant deterioration in the building's floor and equipment pads, caused by exposure to occasional hypochlorite

spills over the years. The new structure will include epoxy coating and cathodic protection to prevent similar deterioration from occurring in the new building. Bids will be publicly opened on July 24, 2025. The engineer's estimate is \$3.3 million. After thorough review of the apparent low bid, staff anticipates bringing a recommendation to the Board to award the construction contract in August.

Solar Energy Projects (CIP 24-A045 and CIP 24-A046) Update – On February 4, 2025, the Board directed staff to issue a request for proposals to solar power purchase agreement (PPA) providers for the design, installation, operations, and maintenance of solar photovoltaic, electric vehicle chargers, and battery storage systems. The solar systems will be at four sites: District Office, Field Operations Facility, Wastewater Treatment Plant, and LAVWMA (within an easement on District property). The request for proposals was issued on June 18, and proposals are due on July 17. Staff will thoroughly review the proposals and anticipates bringing a recommendation to the Board in August.

Annual Water Supply and Demand Assessment – On June 27, 2025, the District submitted the annual assessment of water supply and demand to the Department of Water Resources to meet the regulatory requirement associated with urban water management planning. The District provided monthly projections of the water supply and customer demands in the District's service area for fiscal year 2026, which shows that no water shortages are expected in the District's service area.

## OPERATION AND MAINTENANCE

Portable Generator Deployment Drill – On June 11, 2025, the Field Operations Division, the Instrumentation, Controls and Electrical Division, and the Mechanical Maintenance Division performed a portable generator deployment test at Pump Station 20B (PS20B). The deployment of the generator was a full simulation of what needs to be done in an emergency if PS20B, which is a critical water distribution facility, was without power for a prolonged amount of time. The deployment began with utilizing the generator summary board located in the Mechanics Shop to identify the generator needed at PS20B and the approved tow vehicle(s). The portable generator identified from the board was trailered to PS20B where Field Operations staff connected the power cables from the generator to the building and got the generator running. The electrician on site successfully transferred the main breaker to the generator and turned the breakers on. Field Operations staff and the electricians tested the operation of the pump station on generator power ensuring the station was fully operational. The deployment test at PS20B was a successful collaboration between the Field Operations, Mechanics, and Instrumentation, Controls and Electrical divisions, and a great building block for future drills to prepare for emergencies and power outages.



Ava Community Energy Update – Following the Board meeting on February 4, 2025, staff initiated the transition of the Wastewater Treatment Plant (WWTP) from PG&E to Ava Community Energy's Bright Choice service plan. However, in May 2025, Ava informed staff that the WWTP was actually ineligible due to being on a Standby Rate plan related to its on-site generation. This led to Ava starting the process of returning the WWTP account to PG&E. In June 2025, PG&E confirmed that the Standby Rate plan is appropriate for the WWTP, as it ensures backup power is reserved on the grid when the cogeneration system is offline, something Ava could not guarantee. They also clarified that removing the Standby Rate plan would require physically decommissioning the cogeneration system and providing documentation. All other District PG&E accounts are on community energy service plans.

Emergency Laboratory and Instrumentation Services for City of Livermore – On June 29, 2025, Task Order No. 17 to the Tri-Valley Intergovernmental Reciprocal Services Master Agreement was executed to provide emergency laboratory and instrumentation services for the City of Livermore, if requested. The City of Livermore is experiencing low staffing levels in electrical instrumentation and laboratory positions. The City requested DSRSD's assistance in providing emergency staff and laboratory analysis support upon request. The task order will expire on June 30, 2027, with an option to extend on a year-to-year basis, not to exceed three annual renewals. DSRSD would be fully compensated for all work performed on a time and materials basis.

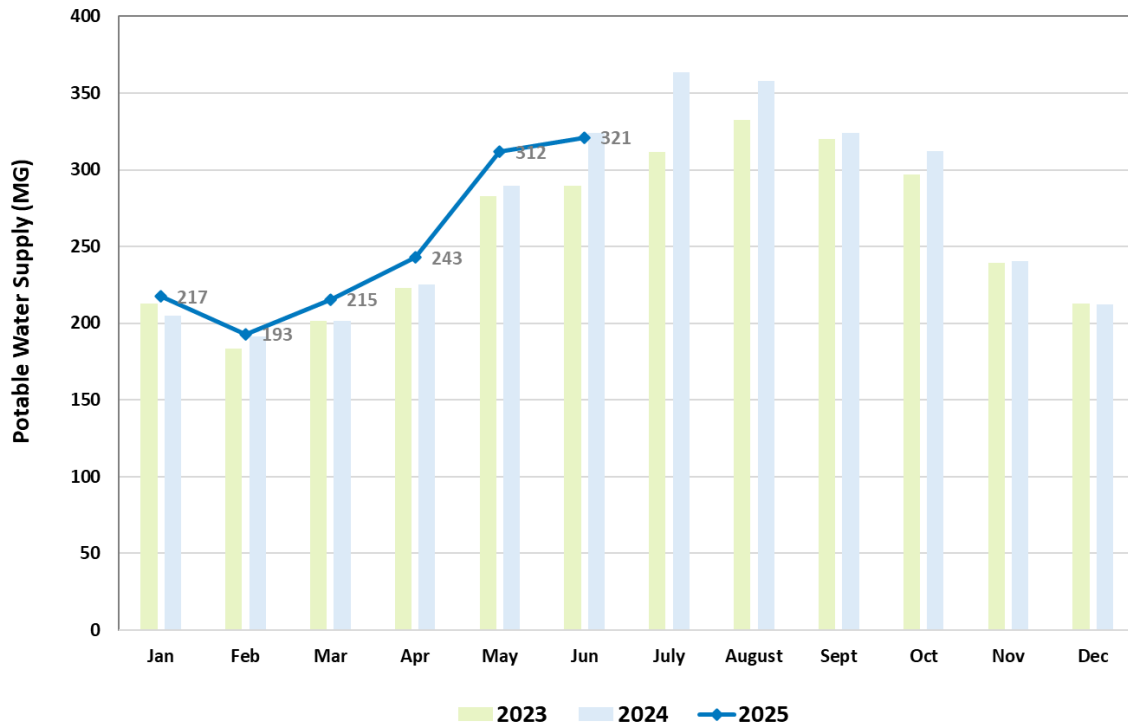
Routine Regional Water Board Treatment Plant Inspection – On June 30, 2025, the San Francisco Regional Water Quality Control Board (Regional Water Board) staff conducted a routine inspection of the Wastewater Treatment Plant and recycled water facility. Prior to the inspection, staff was asked to prepare records related to operations, maintenance, and laboratory functions. Regional Water Board staff used these records and the annual Self-Monitoring Report to develop inspection questions about current and planned projects, operations, and maintenance. The inspection also included a site walk and questions about plant processes. Following the inspection, there were no major findings. The Regional Water Board will issue a formal written report by late summer.

Potable Water, Recycled Water, and Wastewater Production Charts – Charts showing potable water supply, recycled water production, and WWTP flows are attached.

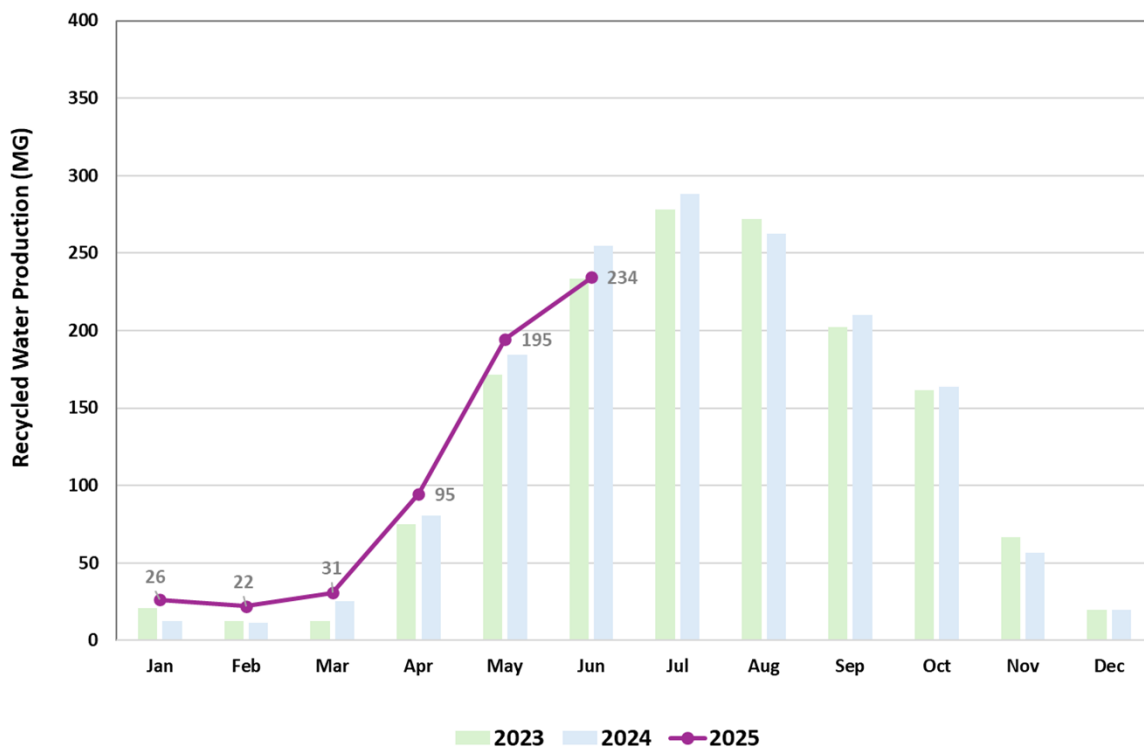
- *Potable water supply (Figure 1)* – From January through June 2025, the Zone 7 Water Agency supplied approximately 1,501 million gallons (MG) of potable water to DSRSD for delivery to customers, which is a 4.6% increase compared to the same period last year. The chart also shows calendar years 2023 and 2024 monthly potable water supply for comparison.
- *DERWA recycled water production (Figure 2)* – From January through June 2025, the DERWA recycled water treatment facility produced approximately 602 MG, which is a 5.6% increase compared to the same period last year. The chart also shows calendar years 2023 and 2024 monthly potable water supply for comparison.
- *Wastewater flows and precipitation (Figure 3)* – The average WWTP influent flow for June 2025 was 10.4 million gallons per day (MGD), and the average wastewater exported to LAVWMA was 2.6 MGD. Precipitation for the month totaled 0 inches.

**Figure 1. Monthly Potable Water Supply**

January 1, 2023 - June 30, 2025

**Figure 2. Monthly DERWA Recycled Water Production**

January 1, 2023 - June 30, 2025



**Figure 3. Wastewater Flows and Precipitation**

June 2025

