

Special Board of Directors Meeting Minutes
DELTA DIABLO
November 6, 2024

The meeting was called to order by Chair Monica Wilson at 4:30 pm, on Wednesday, November 6, 2024. Present were Vice Chair Federal Glover and Director Juan Banales. Also present were Rebecca Hooley, District Counsel; Vince De Lange, General Manager; Brian Thomas, Deputy General Manager; Dean Eckerson, Resource Recovery Services Director; Nitish Sharma, Business Services Director; Murat Bozkurt, Engineering Services Director/ District Engineer; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Anika Lyons, Finance Manager; Dustin Bloomfield, Maintenance Manager; Trevor Simpson, Maintenance Supervisor; Judy Phan, Purchasing Supervisor; Mitchell Finn, Software Developer; Anthony Novero, WWTP Operator III; Nicholas Steiner, Operations Supervisor (and P&T Bargaining Unit Representative); Anthony Dejesus, Collection System Worker III; and Michael Sprague, Collection System Worker I.

PUBLIC COMMENTS – None.

RECOGNITION

Introduction of Mitchell Finn, Software Developer, to the District

Mr. Jason Piper introduced Mr. Finn, who joined the District on November 4, 2024, noting he has over six years of software development experience. Mr. Finn thanked the Board, who welcomed him to the District.

Congratulate Anthony Novero, on His Promotion to WWTP Operator III

Mr. Eckerson noted Mr. Novero's promotion to WWTP Operator III. Mr. Novero thanked the Board, who congratulated him on his promotion.

Congratulate Nicholas Steiner, on His Promotion to Operations Supervisor

Mr. Eckerson noted Mr. Steiner's promotion to Operations Supervisor. Mr. Steiner thanked the Board, who congratulated him on his promotion.

Recognize and Commend Anthony Dejesus, Collection System Worker III, and Michael Sprague, Collection System Worker I, for Emergency Response Assistance to Ironhouse Sanitary District

Mr. Eckerson highlighted emergency response assistance provided to Ironhouse Sanitary District. Mr. Dejesus and Mr. Sprague thanked the Board, who commended them for their efforts.

Receive Presentation of Distinguished Budget Presentation Award, and Recognize and Commend Finance Division for Receiving Certificate of Recognition for Budget Preparation for FY24/25 from Government Finance Officers Association

Mr. Sharma presented the GFOA awards. The Board congratulated staff and the Finance Division.

PUBLIC HEARING

Conduct Public Hearing on Adjustments to Recycled Water Service Charges and Adopt Ordinance No. 126 Establishing Recycled Water Service Charges and Surcharges

Chair Wilson opened the public hearing at 4:44 pm.

Ms. Lyons provided background regarding Recycled Water Facility (RWF) operation and Calpine contract obligations, highlighted facility operating cost pressures and associated revenue increase needs, reviewed key financial modeling assumptions, and proposed RWSC adjustments by customer, including a breakdown of fixed and variable cost components, and projected annual revenue by customer based on future recycled water consumption estimates. She reviewed preliminary findings from the Recycled Water Master Plan and RWF Condition Assessment Project and noted that current financial planning assumptions regarding future capital investment needs are not expected to be impacted.

Ms. Nichols-Fritzler reported there were no public comments. The Board thanked Ms. Lyons for the presentation. Chair Wilson closed the public hearing at 4:49 pm. Vice Chair Glover moved approval of the Item, seconded by Director Banales and by roll call vote (Ayes: *Banales, Glover and Wilson*; Noes: *None*; Absent: *None*; Abstain: *None*), the Board approved Adjustments to Recycled Water Service Charges and Adopted Ordinance No. 126 Establishing Recycled Water Service Charges and Surcharges.

CLOSED SESSION

The Board convened to Closed Session at 4:51 pm. The Board reconvened to open session at 5:00 pm and Chair Wilson reported there was nothing to report out of Closed Session.

CONSENT CALENDAR

Vice Chair Glover moved approval of the Consent Calendar, seconded by Director Banales and by roll call vote (Ayes: *Banales, Glover and Wilson*; Noes: *None*; Absent: *None*; Abstain: *None*), the following Consent Calendar Items were approved: Approve Minutes of Board of Directors Meeting, October 9, 2024; Receive Notes of Board of Directors Finance Committee Meeting, October 30, 2024; Adopt Resolution Commending and Congratulating Amanda Roa, Environmental Programs Manager, on Her Retirement from the District; Adopt Resolution Commending and Congratulating Steven Rodriguez, Operations Supervisor, on His Retirement from the District; Receive First Quarter FY24/25 District Investment Report; Authorize General Manager to Transfer Monies to Tower Trickling Filter Rehabilitation Project from Secondary Process Improvements Project in the Amount of \$750,000, for a New Total Project Budget of \$1,350,000, Authorize General Manager to Negotiate and Execute Construction Services Contract in an Amount Not to Exceed \$580,000, GSE Construction Company, Inc., and Authorize General Manager to Approve Contract Change Orders in an Amount Not to Exceed 10% of Contract Amount, Tower Trickling Filter Rehabilitation, Project No. 24116; Authorize General Manager to Execute Improvement Agreement with Loreto Residential, LLC in Connection with Sewer Service Improvements Loreto Residential, LLC is Constructing for its Loreto Bay Estates Project in Bay Point, and Authorize General Manager to Accept Offer of Dedication of Sewer Service Improvements after Verifying Compliance with District Code and Improvement Agreement Requirements Following One-Year Maintenance Period; Consider and Adopt California Environmental Quality Act Mitigated Negative Declaration; and Take Related Actions, Secondary Process Improvements, Project No. 22126; Approve Side Letter to Memorandum of Understanding with Management Association Bargaining Unit and Adopt Resolution Approving 2022 Salary Survey Compensation Adjustments; and Authorize General Manager to Execute Legal Services Contract and Conflict Waiver, Stoel Rives LLP, As-needed Regulatory Compliance Legal Services.

DELIBERATION ITEMS

Review Proposed Adjustments to Capital Facilities Capacity Charges and Set Public Hearing for December 11, 2024, at 5:30 pm to Consider Adopting Ordinance Establishing Capital Facilities Capacity Charges

Mr. Sharma reviewed the CFCC updated schedule; provided background regarding current CFCCs, associated revenue, and current fund balance; highlighted recent master planning work to update WWTP flow and loading conditions, available capacity, and capital expansion needs; reviewed guiding principles, the recommended cost allocation methodology, key financial assumptions, and preliminary recommendations, including use of a hybrid cost allocation method, development of a uniform CFCC for all three District zones, updating CFCCs for accessory dwelling units, and adjusting CFCCs annually based on a recommended index. Mr. Sharma discussed planned outreach efforts with key stakeholders.

Director Banales moved approval, seconded by Vice Chair Glover and by roll call vote (Ayes: *Banales, Glover and Wilson*; Noes: *None*; Absent: *None*; Abstain: *None*), the Board set the Public Hearing for December 11, 2024, at 5:30 pm to Consider Adopting an Ordinance Establishing Capital Facilities Capacity Charges.

PRESENTATIONS AND REPORTS - None

GENERAL MANAGER COMMENTS

Mr. De Lange noted with the outcome of the election, staff is monitoring the status of the Inflation Reduction Act funding, as the District is seeking \$6.5 million in federal tax credits for the Cogeneration System Improvements Project.

BOARD MEMBER COMMENTS – None.

CORRESPONDENCE – None.

ADJOURNMENT

Chair Wilson adjourned the meeting at 5:10 pm and noted a Special Board of Directors Meeting will be held at 5:30 pm on December 11, 2024.


Juan Banales
Board Secretary

(Recording Secretary: Cecelia Nichols-Fritzler)