

**Minutes of the Regular Board of Directors Meeting
DECEMBER 11, 2019**

The meeting was called to order by Chair Sean Wright on Wednesday, December 11, 2019, at 4:30 p.m., in the Board Room, located at 2500 Pittsburg-Antioch Highway, Antioch. Also present were Juan Antonio Banales, Vice Chair; Federal Glover, Director; Mary Ann Mason, District Counsel; Vince De Lange, General Manager; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Carol Margetich, Business Services Director; Dean Eckerson, Resource Recovery Services Director; Brian Thomas, Engineering Services Director/District Engineer; Mary Harvey, Safety Manager; Amanda Roa, Environmental Programs Manager; Jayne Strommer, Government Affairs Manager; Joaquin Gonzalez, Operations Manager; Thanh Vo, Senior Engineer; Irene O'Sullivan, Associate Engineer/P&T Bargaining Unit Representative; Steve Rodriguez, Operations Supervisor; Matt Gotshall, Computer Analyst/P&T Bargaining Unit Representative; Mishell Bacher, Administrative Assistant II; Cindy Kirk, Administrative Assistant III; DeAnna Blakeslee, Administrative Assistant III; LeeAnn Knight, Administrative Assistant III; Andrew Mora, Environmental Compliance Specialist I; Tom Dacy, Engineering Technician; Patricia Chapman, Associate Engineer; Eka Ekanem, Senior Accountant; and David Alvey, Maze & Associates,

PUBLIC COMMENTS

None

RECOGNITION

Adopt Resolution Commending and Congratulating Patricia Chapman, Associate Engineer, on her Retirement from the District

Mr. Vo recognized Ms. Chapman for her 22 years of cumulative service to the District, highlighting her career accomplishments and key projects. Mr. Vo noted that during her career at the District, she managed a number of significant capital planning, design, and construction projects, which were integral to ensuring renewal and rehabilitation of critical District infrastructure. Mr. Vo stated that Ms. Chapman's proudest achievements were the 2010 Conveyance System Master Plan Update and the current Headworks Improvements Project. He also highlighted Ms. Chapman's service to the community as a volunteer at the annual Contra Costa County Science and Engineering fair. Mr. Vo thanked her for her many contributions to the District and wastewater industry and wished her well in retirement.

Ms. Chapman addressed the Board, stating it has been an honor and privilege to work at the District for most of her career. She noted that much has changed during her career, including growth in the service area and increased regulations. Ms. Chapman acknowledged and thanked the great staff at the District.

Director Banales congratulated Ms. Chapman and thanked her for her service.

Director Wright called for a motion for approval to Adopt Resolution Commending and Congratulating Patricia Chapman, Associate Engineer, on her Retirement from the District. Director Glover moved approval, and by voice vote (*Ayes: Glover, Banales and Wright; Noes: None; Absent: None; Abstain: None*).

Introduction of Andrew Mora, Environmental Compliance Specialist I

Mr. Cain introduced Mr. Mora, who began working at the District on November 13, 2019. He highlighted his prior experience and noted that Mr. Mora is already proving to be an asset and a great fit with the District.

Chair Wright and Director Glover welcomed Mr. Mora to the District.

Chair Wright called for a motion for approval to move Item E/7, Adopt Resolution Commending and Congratulating Tom Dacy, Engineering Technician, on his Retirement from the District from the Consent Calendar to Recognition. Director Glover moved approval, and by voice vote (Ayes: *Glover, Banales and Wright*; Noes: *None*; Absent: *None*; Abstain: *None*).

Adopt Resolution Commending and Congratulating Tom Dacy, Engineering Technician, on his Retirement from the District

Mr. Vo recognized and thanked Mr. Dacy for his 19 years of service at the District. Mr. Vo highlighted Mr. Dacy's accomplishments during his career as an Engineering Technician and referenced the range of work he performed. Mr. Vo noted that Mr. Dacy's key achievement was the creation of the District's geographic information system (GIS) database, which serves as the foundation for the District's wastewater collection and conveyance system data management and is an integral component of the District's developing Asset Management Program. Mr. Vo also noted that Mr. Dacy was known for being an authentic and direct communicator and wished him well with his retirement.

Mr. Dacy addressed the Board and thanked them for providing a safe, positive, and overall great place to work. He also added that the District has a group of very smart and capable people in its employ and recognized the Operations staff and colleague, Amanda Roa. He closed his remarks by stating it has been a joy and pleasure working at the District.

Director Wright thanked Mr. Dacy for his heartfelt words and called for a motion for approval to Adopt a Resolution Commending and Congratulating Tom Dacy, Engineering Technician, on his Retirement from the District. Director Glover moved approval, and by voice vote (Ayes: *Glover, Banales and Wright*; Noes: *None*; Absent: *None*; Abstain: *None*).

CONSENT CALENDAR

Prior to approval of the Consent Calendar, Chair Wright noted Item E/2 Approve Delta Diablo Board of Directors Meeting Schedule for 2020 was corrected and noted the change in meeting date from November 11, 2020 to November 18, 2020. Director Wright called for a motion to approve the Consent Calendar with the edit to Item E/2. Director Glover moved approval, and by voice vote (Ayes: *Glover, Banales and Wright*; Noes: *None*; Absent: *None*; Abstain: *None*), the following consent items were approved according to staff recommendations: Adopt Resolution Authorizing General Manager to File U.S. Bureau of Reclamation CALFED Water Use Efficiency Grant Application and to Execute the Grant Agreement upon Completion of Negotiations, Recycled Water Facility Sand Filter Efficiency Project; Approve Delta Diablo Board of Directors Meeting Schedule for 2020; Approve Minutes of Regular Board of Directors Meeting, November 13, 2019; Authorize General Manager to Execute Consulting Services Contract in an Amount Not to Exceed \$183,798, Kennedy Jenks, Engineering Services, Asset Management Program Development, Project No. 19109; Approve Project Design; Award and Authorize General Manager to Execute Construction Services Contract in an Amount Not to

Exceed \$502,900, Pacific Infrastructure Corporation; Authorize General Manager or His Designee to Approve Contract Change Orders in an Amount Not to Exceed 10% of Contract Amount; and Related Actions, Sodium Bisulfite Tank Replacement, Project No. 17139; Receive District Monthly Check Register, November 2019; Approve Re-Appropriation of Capital Improvement Program (CIP) Budget from Fiscal Year 2018/2019 to Fiscal Year 2019/2020 for Carryover Projects; and CIP Budget Adjustments for Reductions of Carryover Projects and Project Closures in Fiscal Year 2018/2019; Receive Notes from Finance Committee Meeting, December 3, 2019.

PRESENTATIONS AND REPORTS

Receive Update on Business Continuity Plan

Ms. Harvey provided the Board with an update on the Business Continuity Plan (BCP). She reviewed the major plan elements, noting that the document supports the District's core mission and outlines specific strategies, plans, and procedures. Ms. Harvey highlighted BCP team members, mission essential functions, and critical resources and records. She discussed key issues, challenges, and outcomes during BCP development and noted that next steps will include training, tabletop exercises, and a District-wide emergency response plan/BCP drill.

Chair Wright and Director Glover thanked Ms. Harvey for the presentation. Director Banales complimented Ms. Harvey and recognized the effort that went into preparing this important document. He added that it is reassuring to know that the District has a plan in place.

Receive Audited Comprehensive Annual Financial Report (CAFR) and Memorandum on Internal Control for Fiscal Year Ended June 30, 2019

Ms. Margetich referenced the District's recent award from the Government Finance Officers Association (GFOA) in recognition of excellence in financial reporting and thanked staff for their contributions. She highlighted that the District has again exceeded basic requirements in preparing a CAFR for Fiscal Year 2018/2019 (FY18/19) to improve context and transparency. She introduced the District's auditor (Mr. David Alvey, Vice President of Maze & Associates).

Mr. Alvey reviewed key findings from the FY18/19 financial audit, noting that the District continues to maintain a strong financial position with no material weaknesses or opportunities for improvement identified in the District's internal controls. Mr. Alvey noted that the District's net position as of June 30, 2019 is \$167.6 million, which represents an increase of \$8.8 million from last year, and highlighted key contributing factors. Total revenue equaled \$44.8 million with sewer service charges as the largest source of revenue at \$35.5 million. Total expenses in FY18/19 were \$36.0 million. Mr. Alvey highlighted that net pension liability under GASB 68 is \$17.6 million, net Other Post-Employment Benefits (OPEB) liability is \$4.1 million under GASB 75, and the District's OPEB trust fund balance is \$14.9 million.

Chair Wright thanked Ms. Margetich and the Finance Division. Director Glover thanked Ms. Margetich for the outstanding work. He noted the District's proactive approach in addressing pension liabilities.

MANAGER'S COMMENTS

Mr. De Lange introduced Mr. Eckerson, who provided an overview of the sanitary sewer overflow (SSO) that occurred on December 3, 2019 following rupture of a 24-inch force main

near 7th Street and G Street in Antioch. He noted that 26,330 gallons of spill volume were recovered, and 10,410 gallons reached surface waters. Mr. Eckerson highlighted the quick response by District and City of Antioch staff, follow-up inspections, and current repair activities. Director Banales asked if this section was previously inspected. Mr. Eckerson confirmed that the District had previously rehabilitated a force main section near this location years ago and believed that the section of pipe near the location failure was structurally sound at that time. Mr. Banales thanked staff for their hard work and for the partnership with the City of Antioch. Chair Wright stated he appreciates the analysis and noted the swift response by the District and the City of Antioch. He referred to the success of the two jurisdictions coordinating efforts and working together. Director Glover requested that the District send a thank you note to District staff and the City of Antioch on behalf of the Board of Directors. He thanked Mr. Eckerson for the report.

Mr. De Lange also noted that the NPDES permit was approved by the Regional Water Board with an effective date of February 1, 2020.

DIRECTORS' COMMENTS

Director Glover extended his holiday wishes to staff and stated that he looks forward to the upcoming year. Director Wright thanked staff for their work and wished everyone a Merry Christmas.

CORRESPONDENCE

Receive Monthly Lobbyist Report dated October 2019, Key Advocates, Inc., Western Recycled Water Coalition, Project No. 90024

The Board received and filed the report.

CLOSED SESSION

None

ADJOURNMENT

Chair Wright adjourned the meeting at 5:30 p.m. The next regular meeting of the Board of Directors is scheduled for January 15, 2020 at 4:30 p.m.



Federal Glover
Board Secretary

(Recording Secretary:
Cecelia Nichols-Fritzler)