

## Minutes of the Regular Board of Directors Meeting

### DELTA DIABLO

May 12, 2021

The meeting was called to order by Chair Glover at 4:32 p.m. on Wednesday, May 12, 2021, via Zoom. Present were Vice Chair Monica Wilson and Director Juan Banales. Also present on the call were: Mary Ann Mason, District Counsel; Vince De Lange, General Manager; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Brian Thomas, Acting Business Services Director; Thanh Vo, Acting Engineering Services Director; Darrell Cain, Laboratory Manager; and Sandeep Sidhu, Chemist I.

Chair Glover read the following statement: "To slow the spread of COVID-19, in lieu of a public gathering, the Board of Directors meeting will be accessible via teleconference to all members of the public as permitted by the Governor's Executive Order N-29-20, which suspends certain requirements of the Ralph M. Brown Act to allow for greater flexibility in conducting public hearings."

The Secretary to the Board read a statement regarding the process for receiving public comments.

#### PUBLIC COMMENTS

None.

#### RECOGNITION

##### Adopt Resolution Commending and Congratulating Tim Roa, Construction Inspector, on His Retirement from the District

Mr. Vo recognized Mr. Tim Roa for his 30 years of service to the District and highlighted his career dating back to December 1990, when he joined the District as a Temporary Laborer. Mr. Vo noted Mr. Roa was promoted to Construction Inspector in 1996 and served in that position for nearly 25 years prior to his retirement from the District on April 30, 2021. He also acknowledged Mr. Roa's key contributions in overseeing major construction activities to address aging infrastructure needs and thanked him for his contributions to the District.

The Board thanked Mr. Roa for his 30 years of service to the District and wished him well in retirement. Vice Chair Wilson moved approval to Adopt a Resolution Commending and Congratulating Tim Roa, Construction Inspector, on His Retirement from the District, seconded by Director Banales and by a roll call vote (Ayes: *Banales, Glover, and Wilson*, Noes: *None*; Abstain: *None*), the Resolution was adopted.

##### Introduction of Sandeep Sidhu, Chemist I, to the District

Mr. Cain introduced Ms. Sandeep Sidhu to the District. Ms. Sidhu began her employment with the District on April 19, 2021. She has four years of experience working in water and wastewater utility laboratories and 15 years of experience working in contract laboratories. Ms. Sidhu earned her Bachelor of Science degree in Chemistry from Punjab University and holds a California Water Environment Association (CWEA) Laboratory Analyst Grade II certification. Prior to joining the District, Ms. Sidhu was employed as a Chemist/Microbiologist for the Contra Costa

Water District. The Board welcomed Ms. Sidhu to the District. Ms. Sidhu thanked the Board for the opportunity.

### CONSENT CALENDAR

Prior to approval of the Consent Calendar, Mr. De Lange noted Item E/1 was corrected and the Board received an updated agenda packet prior to the meeting. Vice Chair Wilson moved approval of the Consent Calendar, seconded by Director Banales and by a roll call vote (Ayes: *Banales, Glover, and Wilson*, Noes: *None*; Abstain: *None*), the following Consent items were approved: Approve Minutes of the Board of Directors Meeting, April 14, 2021; Receive District Monthly Check Register, March 2021; Receive Notes from Finance Committee Meeting, May 5, 2021; Authorize Amendment to Purchase Order in the Amount of \$97,000, for a New Total Amount Not to Exceed \$720,000, Synagro West, LLC, Biosolids Handling Services, for Fiscal Year 2020/2021; Authorize General Manager to Transfer Monies to the Headworks Improvements Project from other Budgeted Wastewater Capital Asset Replacement Fund Projects in the Amount of \$2,034,975, for a Total Budget of \$14,100,000, and Authorize General Manager or His Designee to Approve Construction Contract Change Orders in an Amount Not to Exceed 12% of the Contract Amount, for a New Total Contract Authorization of \$10,655,680, Headworks Improvements, Project No. 17117; Authorize General Manager to Execute Amendment No. 2 to Consulting Services Contract in the Amount of \$148,500, for a New Total Contract Amount of \$1,397,445, ICM Group, Inc., Construction Management and Inspection Services, Pump Station Facilities Repair, Project No. 80008; Authorize General Manager or His Designee to Execute, on Behalf of District, a Customer Information Service Request with Pacific Gas and Electric Company, and a Demand Response Agreement with Voltus, Inc., in Connection with District's Participation in the California Public Utilities Commission's Rule 24 Demand Response Program During an Initial 60-Month Term Beginning June 1, 2021; Receive Third Quarter Fiscal Year 2020/2021 District Investment Report; Receive Report on Bay Area Air Quality Management District Notice of Violation; and Authorize Issuance of the Following Purchase Orders for One Year Beginning July 1, 2021: in an Amount Not to Exceed \$306,000, Univar USA Inc., Supply and Delivery of Sodium Bisulfite; in an Amount Not to Exceed \$256,000, Kemira Water Solutions, Inc., Supply and Delivery of Ferrous Chloride; in an Amount Not to Exceed \$285,000, Thatcher Company of California Inc., Supply and Delivery of Liquid Aluminum Sulfate; in an Amount Not to Exceed \$376,000, Univar USA Inc., Supply and Delivery of Sodium Hypochlorite; in an Amount Not to Exceed \$400,000, Polydyne Inc., Supply and Delivery of Dry Polymer; and in an Amount Not to Exceed \$108,000, Polydyne Inc., Supply and Delivery of Liquid Polymer.

### DELIBERATION

Review Proposed Fiscal Year 2021/2022 through Fiscal Year 2025/2026 Capital Improvement Program (CIP) and Set Public Hearing for June 9, 2021 to Consider Approval of 5-Year CIP

Mr. Vo provided an overview of the Capital Improvement Program (CIP) development process, noting staff efforts to incorporate asset management principles and master planning findings into the project prioritization process. He stated that the proposed 5-year CIP totals \$127 million with estimated expenditures of \$18.7 million in Fiscal Year 2021/2022 (FY21/22), which is proposed to be funded with an FY21/22 CIP budget appropriation of \$12.9 million and carryover of \$5.8 million in existing budget appropriations. Mr. Vo presented a breakdown of 5-year CIP

expenditures by major components of the District's major infrastructure locations, as well as a comparison of planned expenditures by fiscal year compared to the current 5-year CIP.

Mr. Vo noted staff efforts to address key focus areas as part of the CIP development process, including: 1) Addressing New Infrastructure Needs (16 new projects added = \$10 million), 2) Investing in Existing Wastewater Infrastructure Renewal (79% of CIP), 3) Incorporating the Secondary Process Improvements Project (\$60 million), 4) Ensuring the Integrity of the Bay Point Collection System (\$3.8 million), and 5) Planning for the Future (\$1.8 million for master planning). In closing, Mr. Vo reviewed the planned CIP review and approval timeline.

The Board thanked Mr. Vo for the report. Director Banales moved approval of the Consent Calendar, seconded by Vice Chair Wilson and by a roll call vote (Ayes: *Banales, Glover, and Wilson*, Noes: *None*; Abstain: *None*), the recommendation to Set the Public Hearing for June 9, 2021 to Consider Approval of 5-Year CIP was approved.

### PRESENTATION AND REPORTS

#### Receive Report on Key Assumptions for Proposed Fiscal Year 2021/2022 Operating Budget

Mr. Thomas reviewed the FY21/22 Budget and Sewer Service Charge (SSC) development schedule. As an overview, he noted that the preliminary FY21/22 Operating Budget totals \$28.9 million, which represents a \$0.5 million decrease (1.4%) compared to FY20/21 (\$29.3 million). Mr. Thomas stated, however, that staff continues to refine the budget and that the proposed operating budget would likely be increased by approximately \$300,000 to incorporate recent chemical bid and onsite security contract information, as well as the Cost of Living Increase (4.1%) which are consistent with the SSC projections presented on April 14, 2021. He noted no other adjustments are anticipated. He presented a breakdown of the proposed operating budget by major category, as well as the source of revenue for each of the District's services. In noting that Salaries and Benefits comprise 59% (\$17.1 million) of the overall operating budget, Mr. Thomas emphasized the District's efforts to ensure appropriate staffing levels, deliver efficiency through a highly-skilled workforce, meet licensing and certification requirements, and navigate a competitive labor market. He reviewed key assumptions for Salaries, Benefits, Chemicals, Utilities, Office and Operating, and Other cost centers for the proposed FY21/22 Operating Budget. In closing, Mr. Thomas highlighted that staff has developed an operating budget that supports the District's financial sustainability guiding principles and prepared an SSC-related fact sheet and Frequently Asked Questions document, which is available to the public via the District's website.

Chair Glover commended staff on the presentation and inquired whether the District was still offering a Tier 1 CalPERS retirement plans. Mr. Thomas confirmed Tier 1 is closed and new employees hired at the District are members of either Tiers 2 or 3. The Board thanked Mr. Thomas for the report.

### MANAGER'S COMMENTS

Mr. De Lange provided an update on development of the District's new Strategic Plan, noting that the District has conducted numerous meetings with staff to ensure engagement regarding new Mission, Vision, and Value statements. He reported staff has provided good input via strong engagement and there has been good progress in coalescing the feedback and ideas. Mr. De Lange noted the draft document will be presented to the Board at the July 14, 2021 meeting.

DIRECTORS' COMMENTS

None.

CORRESPONDENCE

Receive Monthly Lobbyist Report dated March 2021, Key Advocates, Inc., Western Recycled Water Coalition, Project No. 90024

The Board received and filed the report.

CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (GOV. CODE, SECTION 54957.6)

Agency Negotiators: Vince De Lange, Michael Jarvis

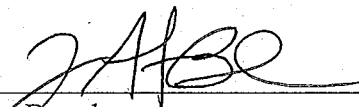
Employee Organizations: Operations and Maintenance Unit, Public Employees Union, Local One; Professional & Technical Unit, Public Employees Union, Local One; Management Association

Unrepresented Employees: All unrepresented employees

Before adjourning to Closed Session, the Secretary to the Board asked if there were any public comments on the Closed Session item. No comments were made. At 5:26 p.m., Chair Glover convened the Board of Directors meeting to Closed Session. Following Closed Session, Chair Glover reconvened the Board of Directors meeting in open session at 5:59 p.m. and stated there was nothing to report from Closed Session.

ADJOURNMENT

Chair Glover adjourned the meeting at 5:59 p.m.

  
\_\_\_\_\_  
Juan Banales  
Board Secretary

(Recording Secretary:  
Cecelia Nichols-Fritzler)