

ITEM E/1

November 14, 2018

APPROVE MINUTES OF REGULAR BOARD OF DIRECTORS MEETING, OCTOBER 10, 2018

RECOMMENDATION

Approve Minutes of the Regular Board of Directors Meeting of October 10, 2018.

Minutes of the Regular Board of Directors Meeting DELTA DIABLO October 10, 2018

The meeting was called to order by Chair Glover on Wednesday, October 10, 2018, at 4:34 p.m., in the Board Room, located at 2500 Pittsburg-Antioch Highway, Antioch. Present were Chair Federal Glover and Directors Sean Wright and D. Pete Longmire. District Counsel; Mary Ann Mason, was not present, but arrived later. Also present were Vince De Lange, General Manager; Denise Cappucini Jones, Office Manager/Secretary to the Board; Carol Margetich, Business Services Director; Dean Eckerson, Resource Recovery Services Director; Brian Thomas, Engineering Services Director/District Engineer; Joaquin Gonzalez, Operations Manager/Management Association Representative; Darrell Cain, Laboratory Manager; Jayne Strommer, Government Affairs Manager; Amanda Roa, Environmental Programs Manager; Thanh Vo, Senior Engineer; Kathy Chang, Finance Manager; Cheryl Rhodes Alexander, Human Resources and Risk Manager; Steve Rodriguez, Operations Supervisor; Matt Gotshall, Computer Analyst/P&T Bargaining Unit Representative; Irene O'Sullivan, Associate Engineer/P&T Bargaining Unit Representative; Nicholas Steiner, Recycled Water Coordinator/P&T Bargaining Unit Representative; Mary Harvey, Safety Manager; Dustin Bloomfield, Maintenance Supervisor; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; and Holland White, Supervisor's Aide for Special Projects, Office of Supervisor Federal D. Glover.

PUBLIC COMMENTS

None

RECOGNITION

Introduction of Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board

Mr. De Lange introduced Ms. Cecelia Nichols-Fritzler, who started at the District on September 24, 2018. In her 15-year career, Ms. Nichols-Fritzler has worked for the cities of Oakley, Pleasant Hill, Lathrop, and Stockton. She holds a Bachelor of Science Degree in Business Administration from California State University of East Bay. Mr. De Lange highlighted that Ms. Jones will continue training Ms. Nichols-Fritzler, as part of the District's Succession Planning Strategy, prior to her planned retirement at the end of November.

Ms. Nichols-Fritzler thanked the Board for the opportunity to serve Delta Diablo and expressed how she is looking forward to working with the Board, the General Manager, and staff.

The Board welcomed Ms. Nichols-Fritzler to the District.

District Counsel arrived at 4:38 p.m.

Receive Presentation of Utility of the Future Award from National Association of Clean Water Agencies

Mr. De Lange reported that the District, along with 31 other water utility leaders from across the country, was recently presented the prestigious “Utility of the Future Award” at the 2018 Water Environment Federation (WEF) annual national conference. The program was initiated in 2016 by the National Association of Clean Water Agencies (NACWA), WEF, the Water Research Foundation (WRF), and the WaterReuse Association to recognize “clean water utility leaders that pioneer technologies and cutting-edge practices with a focus on resource recovery, efficiency, and sustainability.”

The Board congratulated staff on this prestigious award.

CONSENT CALENDAR

Director Longmire moved approval, seconded by Director Wright, and by unanimous voice vote (*Ayes: Longmire, Wright; and Glover; Noes: None; Absent: None*), the following Consent Calendar items were approved according to staff recommendations: Approve District Monthly Check Register, August 2018; Adopt Resolution Approving Updated Sewer System Management Plan as Mandated by the State Water Resources Control Board; Authorize General Manager to Execute Consulting Services Contract in an Amount Not to Exceed \$806,810, Shah Kawasaki Architects, Inc., Design Services, District Office Building Rehabilitation, Project No. 18113; Authorize General Manager to Execute Cooperative Agreement Related to the City of Antioch Brackish Water Desalination Project; and Authorize General Manager to Execute Consulting Services Contract in an Amount not to Exceed \$126,791, Larry Walker Associates, Permitting Assistance, National Pollutant Discharge Elimination System Permit Reissuance.

DELIBERATION

Approve Minutes of Regular Board of Directors Meeting, June 13, 2018 (Wright and Glover)

Director Wright moved approval, seconded by Chair Glover, and by unanimous voice vote (*Ayes: Wright and Glover; Noes: None; Abstain: Longmire*), the Board approved the Minutes of the Regular Board of Directors meeting of June 13, 2018.

Approve Minutes of Regular Board of Directors Meeting, September 12, 2018 (Wright and Longmire)

Director Wright moved approval, seconded by Director Longmire, and by unanimous voice vote (*Ayes: Wright and Longmire; Noes: None; Abstain: Glover*), the Board approved the Minutes of the Regular Board of Directors meeting of September 12, 2018.

PRESENTATIONS AND REPORT**Receive Delta Household Hazardous Waste Collection Facility Fiscal Year 2017/2018 Report**

Ms. Roa presented the Fiscal Year 2017/2018 (FY17/18) Delta Household Hazardous Waste Collection Facility (DHHWCF) report. There has been an increase in the number of vehicles served each year since inception of DHHWCF operation 15 years ago with participation currently at 18% of households in the DHHWCF's service area. The cost per vehicle has decreased due to economies of scale and the volume of waste received. In FY17/18, approximately 545 tons of waste was collected with recycling of 72% of this material. Facility operating costs were \$704,623 (or 91% of budget) with \$462,776 paid by the program partners and the remaining \$241,847 paid by the District.

Ms. Roa discussed the Retail Take Back Program, which includes fluorescent bulbs, household batteries, sharps, and medications. Staff currently works with Ace Hardware, City Center Pharmacies, Antioch and Pittsburg Police Departments, County Supervisor Burgis' office, and the Brighter Beginnings Family Health Clinic. The Safe Drug Disposal Ordinance has spurred drug take-back programs at CVS Pharmacies and hospitals.

Chair Glover asked how the success of the drug take-back program is measured, and Ms. Roa responded that direct measurement of the impact of this program on wastewater quality is challenging to measure given the range of compounds present and the difficulty is separating contributions from material disposal versus what is discharged after passing through the body.

Director Wright asked about fluorescent bulb disposal limits. Ms. Roa responded there is no limit at the DHHWCF; however, retail stores may have a limit due to storage space limitations.

The Board received and filed the Report.

Receive Presentation on Safety Program

Ms. Harvey provided a presentation on the District's Injury and Illness Prevention Program, a written program required by Cal/OSHA indicating the District's commitment to providing and maintaining a safe and healthful workplace for employees. She noted the eight key program elements and discussed the safety training improvements highlighted in last year's presentation, including the addition of five-minute safety talks, classroom/group hands-on activities, online self-paced exercises, safety quizzes, and large group activities such as the emergency preparedness training/fair.

This year, the District is developing key performance indicators to measure defined safety program metrics, identify safety-related trends, influence continuous program improvement, and track program results and outcomes. She described leading vs. lagging indicators and how they could be tracked via a Safety Dashboard to provide monthly information to staff.

Chair Glover stated he is pleased to see the District is tracking program outcomes to ensure the safety of staff. The Board received and filed the Report.

Receive Update on Succession Planning and Training Program

Ms. Margetich presented the District's Succession Planning and Training Program. In FY17/18, the District developed a Succession Planning Strategy, which is now being implemented in FY18/19 and largely includes provisions for early-recruitments to allow training and overlap for "critical" positions as identified by the District. The Board approved inclusion of \$200,000 in the FY18/19 budget to support this initiative.

The key program drivers include supporting workforce development and business continuity, providing effective transition following a significant number of near-term staff retirements, and developing mechanisms to retain critical institutional knowledge. In the initial phase, a District-wide review of all positions was conducted to determine critical positions, assess loss of knowledge vulnerability, identify targeted positions for early recruitment efforts to allow overlap, and solicit staff interest in critical positions. The assessment identified eight critical positions, with six staff expressing interest in four of the critical positions. The second phase will focus on developing knowledge retention plans and identifying targeted staff development initiatives. This is a multi-faceted approach that will include staff mentoring and coaching. In addition, Ms. Margetich outlined key highlights of the District's training program in support of the Strategic Plan objective to "Develop Future Leaders." She highlighted that the District is pursuing implementation of a new training database to improve tracking and provide individual professional development portfolios.

The Board expressed its support for the program and emphasized the importance of building staff capabilities to develop competitive internal candidates when vacancies occur.

The Board received and filed the Report.

MANAGER'S COMMENTS

Mr. De Lange reported that Ms. Jones' official retirement date is November 26, 2018 and this is her last Board Meeting. Ms. Jones started as a Receptionist for the District in 1991 and was promoted to her current position of Office Manager/Secretary to the Board in 2006. Mr. De Lange stated that her departure will be very impactful to the District and her presence will be greatly missed.

Mr. De Lange expressed staff support for Director Longmire and his family.

DIRECTORS COMMENTS

The Board thanked Ms. Jones for her years of service to the District and expressed their sincere appreciation for the outstanding support she has provided to the Board members. District Counsel added that she has enjoyed working with Ms. Jones over the years and appreciates her thoughtful insight and attention to detail.

Director Wright and Chair Glover expressed their support for Director Longmire and his family.

CORRESPONDENCE

Receive Monthly Reports dated September 2018, Key Advocates, Inc., Western Recycled Water Coalition, Project No. 90024

The Board received and filed the report.

CLOSED SESSION

None

ADJOURNMENT

Chair Glover adjourned the meeting at 5:37 p.m. The next regular meeting of the Board of Directors will be on Wednesday, November 14, 2018, at 4:30 p.m.



D. Pete Longmire, Board Secretary

(Recording Secretary:

Denise Cappucini Jones)