

Board of Directors Meeting Minutes
DELTA DIABLO
April 12, 2023

The meeting was called to order by Acting Chair Glover at 4:33 pm, on Wednesday, April 12, 2023. Present was Director Monica Wilson. Chair Banales was absent. Also present were Stephen Siproth, District Counsel; Vince De Lange, General Manager; Stacy Tucker, Acting Office Manager/ Secretary to the Board; Brian Thomas, Acting Business Services Director/District Engineer; Dean Eckerson, Resource Recovery Services Director; Thanh Vo, Acting Engineering Services Director; Jason Piper, Information Technology Manager; Niger Edwards, Human Resources and Risk Manager; Anika Lyons, Finance Manager; Todd Ravazza, Safety Manager; Amanda Roa, Environmental Programs Manager (Management Association bargaining unit representative); Dustin Bloomfield, Maintenance Manager; Trevor Simpson, Maintenance Supervisor; Celia Kitchell, Assistant Engineer (Professional and Technical bargaining unit representative); Nick Steiner, Recycled Water Program Coordinator (Professional and Technical bargaining unit representative); and Cindy Kirk, Administrative Assistant III.

PUBLIC COMMENTS

None.

RECOGNITION

Introduction of Todd Ravazza, Safety Manager, to the District

Mr. Eckerson introduced Mr. Ravazza, who joined the District as a Safety Manager on March 13, 2023. Mr. Ravazza has over 25 years of experience in developing and administering both environmental and industrial health and safety programs, as well as risk management programs. He was most recently employed as the Director of Environmental, Health and Safety at a heavy manufacturing and construction organization for the largest building supplier in North America. Mr. Ravazza possesses a variety of credentials issued by the Board of Certified Safety Professionals (BCSP).

The Board welcomed Mr. Ravazza, who thanked the Board for the opportunity and expressed his interest in contributing to the District.

CONSENT CALENDAR

Director Wilson moved approval of the Consent Calendar, seconded by Acting Chair Glover, and by roll call vote (Ayes: *Glover* and *Wilson*; Noes: *None*; Absent: *Banales*; Abstain: *None*), the following Consent Calendar items were approved: Approve Minutes of Board of Directors Meeting, March 8, 2023; Receive District Monthly Check Register for February 2023; Receive Notes of Board of Directors Finance Committee Meeting, March 16, 2023; Receive Notes of Board of Directors Personnel Committee Meeting, March 24, 2023; Approve Amendment No. 2 to East County Water Management Association (ECWMA) Agreement Adding Bethel Island Municipal Improvement District as a Party to Agreement, Amending ECWMA's Administrative Procedures, Providing a Procedure for Adding New Members and Authorizing Managers of Member Agencies to Vote on Behalf of Member Agency in the Absence of Governing Board Representative; Adopt Resolution to Approve New Laboratory Management Professional/ Retired Annuitant Classification, Job Description, and Updated District Salary Schedule; Ratify General Manager's Execution of General Services Contract and Issuance of Associated Purchase

Order in a Total Amount Not to Exceed \$50,000, Harvest Technical Services, Inc., Personnel Services; and Authorize General Manager to Execute Laboratory Equipment Service Agreement in the Amount of \$3,715, Thermo Fischer Scientific Inc., dba Thermo Electron North America, LLC., Laboratory Equipment Services.

DELIBERATION ITEMS

Approve and Authorize Board Chair to Execute New Employment Agreement Between Delta Diablo and Vincent De Lange, General Manager, Effective April 12, 2023 and Expiring June 30, 2027

Mr. Thomas noted that on March 8, 2023, the Board of Directors evaluated the General Manager's performance, and that the General Manager's current employment agreement expires on June 30, 2023. Mr. Thomas stated that the proposed employment agreement, if approved, would have a new effective date of April 17, 2023, and include additional vacation and administrative leave provisions that may be converted to cash if not used by stated dates. If these additional leave balance contributions were converted to cash, Mr. Thomas noted, using the General Manager's current salary, the financial impact would be approximately \$6,185 in FY22/23, \$18,554 in FY23/24, and \$6,185 each year thereafter (beginning in 2024).

No public comments were received. Director Wilson moved approval; seconded by Acting Chair Glover and by roll call vote (*Ayes: Glover and Wilson; Noes: None; Absent: Banales; Abstain: None*), the Board Approved and Authorized Board Chair to Execute New Employment Agreement Between Delta Diablo and Vincent De Lange, General Manager, Effective April 12, 2023 and Expiring June 30, 2027.

PRESENTATIONS AND REPORTS

Receive Update on Progress Toward Workforce Development Goal in District Strategic Plan

Mr. Thomas highlighted that the District's Strategic Plan (dated August 2021) includes Workforce Development as one of the six goal areas—"Support development of an engaged, skilled workforce that is dedicated to the organizational excellence and exceptional service delivery." He discussed a significant workforce transition in recent years, efforts to blend new team members with long-tenured staff while embracing new ideas, use of retired annuitants to support professional development, and successful promotion of 12 staff members in the last two years.

As part of the FY23/24 Budget development process, Mr. Thomas noted a suite of proposed staffing changes to address supervisory span of control, succession planning, technical leadership, capital project delivery, recruitment, expanded organizational capacity, and promotional opportunity needs in the Operations, Maintenance, Engineering, and Information Technology Divisions. He highlighted staff efforts to prepare a Classification Control Plan for Board consideration as part of the FY23/24 Budget review and approval process, noting that this document is intended to memorialize current understanding of authorized positions and would be reviewed annually and presented to the Board if updates are needed.

Mr. Thomas described the District's intensified focus on professional development and industry engagement at all levels, as well as revamping the District's formalized training (including safety) program by utilizing a range of external training providers. He provided training course examples for various job disciplines at the District. Mr. Thomas noted the District's efforts to support regional job training partnerships to develop effective internship programs across multiple disciplines.

Mr. Thomas reported that as part of the employee engagement focus, the General Manager will hold department meetings on a quarterly basis to share information and engage on key issues. Additionally, the District will conduct information-sharing lunch presentations bi-monthly, reengage various staff-driven committees, as well as support staff engagement with community groups and events.

Mr. Thomas shared next steps to develop a streamlined, effective performance planning and appraisal process, implement formalized training and development plans, encourage staff participation in industry associations and conferences, and prioritize development of updated policies and procedures. Staff will present proposed staffing changes for the FY23/24 Budget at the Personnel Committee Meeting on May 3, 2023.

The Board thanked Mr. Thomas for the presentation. Director Wilson requested a progress update in six months. No public comments were received.

MANAGER'S COMMENTS

Mr. De Lange thanked the Board for their guidance and leadership over the last few years. He noted that it has been an honor working for the Board, the team, and so many employees across the agency. Mr. De Lange commented that, with the pandemic, an extended period of labor negotiations, and many new staff, the Executive Team will be focusing its attention internally in the near term to restore an energetic, engaged environment at the District.

DIRECTORS' COMMENTS

Acting Chair Glover congratulated and thanked Mr. De Lange.

Director Wilson congratulated Mr. De Lange on his contract extension and welcomed Mr. Ravazza to the District.

CORRESPONDENCE

Receive Monthly Lobbyist Report Dated March 2023 Key Advocates, Inc., Western Recycled Water Coalition

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

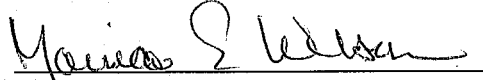
Employee Organizations: Operations and Maintenance Unit, Public Employees Union, Local One; Professional & Technical Unit, Public Employees Union, Local One; Management Association

Unrepresented Employees: All unrepresented employees

Prior to the Board convening to Closed Session, Ms. Tucker asked if there were any public comments on the Closed Session items; no public comments were received. At 5:03 pm, Acting Chair Glover convened the Board of Directors meeting to Closed Session. Acting Chair Glover reconvened the Board of Directors Meeting at 5:11 pm and stated there was nothing to report from Closed Session.

ADJOURNMENT

Acting Chair Glover adjourned the meeting at 5:11 pm and noted that the next Regular Board of Directors Meeting will be held at 4:30 pm on May 10, 2023.



Monica Wilson
Board Secretary

(Recording Secretary: Stacy Tucker)

cc: District File No. BRD.01-MINS