

**Meeting of the Board of Directors Minutes  
DELTA DIABLO  
September 13, 2023**

The meeting was called to order by Chair Juan Banales at 4:30 p.m., on Wednesday, September 13, 2023. Vice Chair Glover was absent. Present was Director Monica Wilson. Also present were Rebecca Hooley, District Counsel; Vince De Lange, General Manager; Brian Thomas, Deputy General Manager/District Engineer; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Dean Eckerson, Resource Recovery Services Director; Nitish Sharma, Business Services Director; Dustin Bloomfield; Maintenance Manager; Darrell Cain, Laboratory Management Professional/Retired Annuitant; Niger Edwards, Human Resources and Risk Manager; Anika Lyons, Finance Manager; Jason Piper, Information Technology Manager; Amanda Roa, Environmental Programs Manager (and Management Association bargaining unit representative); Trevor Simpson, Maintenance Supervisor; Nick Steiner, Recycled Water Program Coordinator (and Professional & Technical bargaining unit representative); Sandeep Sidhu, Chemist III; Taylor Amaro, Collection System Worker II; and Anthony Dejesus, Collection System Worker II.

PUBLIC COMMENTS - None.

PUBLIC HEARING

Conduct Public Hearing on Proposed Adjustments to Recycled Water Service Charges and Adopt Ordinance No. 123 Establishing Recycled Water Service Charges and Surcharges

Chair Banales opened the Public Hearing at 4:32 p.m.

Mr. Thomas provided an overview of the District's Recycled Water Facility, including production rates, end uses, and customer service agreements. He highlighted key drivers requiring RWSC adjustment, including chemical and utilities costs, and discussed the District's long-term financial planning model, key assumptions, and user-specific surcharges. Mr. Thomas stated the District needs to increase annual RWSC revenue by 7.5% to recover costs and reviewed associated revenue needs and fixed, variable, and total projected costs by customer. In closing, he reviewed the recommended actions and next steps.

No public comments were received. Chair Banales closed the public hearing at 4:44 pm.

Director Wilson moved approval to Adopt Ordinance No. 123 Establishing Recycled Water Service Charges and Surcharges, seconded by Chair Banales and by roll call vote (Ayes: *Banales and Wilson*, Noes: *None*; Absent: *Glover*; Abstain: *None*), the Ordinance was adopted.

RECOGNITION

Introduction of Nitish Sharma, Business Services Director, to the District

Mr. Thomas introduced Mr. Sharma as the new Business Services Director, who began his employment on August 21, 2023. Mr. Thomas noted that Mr. Sharma has gained significant expertise and experience in key financial management functions during his 19-year career, while working at various municipalities, special districts, and consulting firms. Mr. Sharma thanked the Board for the opportunity, stating he is committed to meeting and exceeding expectations. The Board welcomed Mr. Sharma to the District.

### Congratulate Sandeep Sidhu on Her Promotion to Chemist III

Mr. Eckerson recognized and congratulated Ms. Sidhu on her promotion to Chemist III. He highlighted her 22 years of work experience, educational background, and CWEA Laboratory Analyst Grade IV certification. Ms. Sidhu thanked the Board for the opportunity. The Board congratulated Ms. Sidhu and noted her multiple promotions at the District reflect her hard work and dedication to the District.

### Recognize Taylor Amaro, Ryan Cain, Anthony Dejesus, Taylor Schofield, Trevor Simpson, and Thanh Vo for Outstanding Response, Bay Point Sewer Blockage

Mr. Eckerson highlighted the outstanding response actions implemented by a cross-divisional team to address a sewer blockage in Bay Point on Sunday, August 20, 2023. These critical actions by these talented, dedicated, and responsive team members prevented a sanitary sewer overflow and allowed the District to restore service without an interruption to customers. The Board expressed its appreciation for these team members, including Mr. Amaro, Mr. Dejesus, and Mr. Simpson who were in attendance, and thanked them for their hard work and responsiveness.

### CONSENT CALENDAR

Director Wilson moved approval of the Consent Calendar, seconded by Chair Banales and by roll call vote (*Ayes: Banales and Wilson; Noes: None; Absent: Glover; Abstain: None*), the following Consent Calendar items were approved: Approve Minutes of the Special Board of Directors Meeting, August 17, 2023; Receive Notes of Board of Directors Finance Committee Meeting, August 24, 2023; Receive District Monthly Check Register for July 2023; Authorize General Manager to Execute Amendment No. 2 to Consulting Services Contract in the Amount of \$70,000, for a New Total Contract Amount Not to Exceed \$350,421, Psomas, Construction Management and Inspection Services, Bridgehead Pipeline Replacement, Project No. 21123; and Authorize General Manager to Execute Amendment No. 2 to Consulting Services Contract in the Amount of \$369,253, for a New Total Contract Amount Not to Exceed \$1,513,827, Psomas, Construction Management and Inspection Services, Treatment Plant Electrical Switchgear Replacement, Project No. 17120.

### DELIBERATION ITEMS - None

### PRESENTATIONS AND REPORTS

#### Receive Report on FY23/24 Strategic Initiatives to Support District Strategic Plan

Mr. Thomas highlighted the eleven FY23/24 Strategic Initiatives identified by staff to support implementation of the six goals included in the District's Strategic Plan. He noted that these initiatives target some of the District's key activities, including nutrient management, pursuit of federal Inflation Reduction Act for a major capital project, developing an updated Recycled Water Master Plan, evaluating use of a laboratory information management system, encouraging employee engagement and workforce development, reviewing key business service function processes and workflows, revamping the performance planning and appraisal process, reinforcing the Safety Program, updating business continuity and emergency response plans, completing an update to the District's Capital Facilities Capacity Charges, and reviewing District Code for required revisions. Mr. Thomas closed by reviewing next steps and upcoming strategic planning activities.

Chair Banales thanked Mr. Thomas for a great presentation. Director Wilson also thanked Mr. Thomas for the report and commented that it is a well-rounded report that includes many references to the District's Workforce Development goal. She commented that it is great to get staff involved with educational and training opportunities for professional development.

#### GENERAL MANAGER COMMENTS

Mr. De Lange provided a brief overview of the recent disruption to power feed at the WWTP, noting staff would provide a more detailed summary to recognize staff at the next Board meeting. He noted the District's planned attendance at the Big Truck Event in Antioch and the Youth Summit at Los Medanos College in Pittsburg.

#### BOARD MEMBER COMMENTS

Director Wilson thanked staff for participating in the Big Truck Event, noting that food trucks will be onsite during the event.

#### CORRESPONDENCE

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

The Board received and filed the report.

CLOSED SESSION – None.

#### ADJOURNMENT

Chair Banales adjourned the meeting at 5:12 pm and noted the next regular Board of Directors Meeting is scheduled for 4:30 p.m. on October 11, 2023.



Monica Wilson  
Board Secretary

(Recording Secretary: Cecelia Nichols-Fritzler)

cc: District File No. BRD.01-MINS