

## **Minutes of the Special Board of Directors Meeting**

### **DELTA DIABLO December 17, 2020**

The meeting was called to order by Chair Banales at 4:34 p.m. on Wednesday, December 17, 2020, via Zoom. Present were Vice Chair Federal Glover and Alternate Director Lamar Thorpe. 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; Dean Eckerson, Resource Recovery Services Director; Brian Thomas, Engineering Services Director/District Engineer; Carol Margetich, Business Services Director; Joaquin Gonzalez, Operations Manager; and Anthony Novero, Wastewater Treatment Plant Operator I.

Chair Banales 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 presentation for Item G is available on the District's website at [www.deltadiablo.org/board-meetings](http://www.deltadiablo.org/board-meetings)."

#### PUBLIC COMMENTS

None.

#### RECOGNITION

##### Introduction of Anthony Novero, Wastewater Treatment Plant Operator I

Mr. Gonzalez introduced Mr. Novero, who began his employment on November 30, 2020 as a Wastewater Treatment Plant Operator I. Prior to joining the District, Mr. Novero was employed as an Operator Technician 3 at Fairfield-Suisun Sewer District. He holds a WWTP Operator Grade V Certificate from the State Water Resources Control Board and a Bachelor's degree in Geography from California State University, Sonoma. The Board welcomed Mr. Novero.

##### Recognize Operations, Maintenance, and Laboratory Division Staff for Key Role in District Response to COVID-19 Pandemic and Providing Uninterrupted Essential Services

Mr. Eckerson recognized Operations, Maintenance, and Laboratory Division staff for their key role in response to the COVID-19 pandemic and continuing to provide uninterrupted essential services to customers. He highlighted how each division responded to the County Health Order issued in March 2020, noting modified work practices and adjusted staffing plans in Operations and Maintenance to establish minimize potential exposure. In addition to ensuring uninterrupted process operations, staff provided critical support on major capital projects. Mr. Eckerson stated that despite these challenges, the Maintenance team was still able to accomplish a number of planned rehabilitation and repair projects at the remote pump stations to ensure these critical facilities would be ready for the wet weather season. In addition, he noted the Laboratory Division's modified work practices and telework assignments for the Environmental Compliance Specialists in support of the shelter-in-place order. The Laboratory team members continued regulatory compliance sampling and analysis without interruption to ensure all permit reporting requirements were met. Mr. Eckerson stated that despite the challenges associated with the pandemic, Operations, Maintenance, and Laboratory staff continued to report to the worksite to ensure the District is able to continue providing essential services to its customers.

Chair Banales thanked staff for their dedication to public service and ensuring provision of high-quality services during the pandemic.

#### CONSENT CALENDAR

Chair Banales noted Item E/5 Accept and Authorize General Manager to File Notice of Completion, Alcal Specialty Contracting, Inc., District Office Building Roof Replacement Project No. 18112 was removed from the Consent Calendar by the General Manager; Vice Chair Glover moved approval of Items E1-E/4 and Items E/6-E/9, seconded by Alternate Director Thorpe; and by a roll call vote (Ayes: *Banales, Glover, and Thorpe*, Noes: *None*; Abstain: *None*), the following consent items were approved according to staff recommendation: Approve Minutes of the Special Board of Directors Meeting, November 18, 2020; Approve Delta Diablo Board of Directors Meeting Schedule for 2021; Receive Notes from Finance Committee Meeting, December 10, 2020; Receive District Monthly Check Register, October 2020; Authorize Non-Interest Bearing Inter-fund Loan from Advanced Treatment Fund to Wastewater Capital Asset Replacement Fund in the Amount of \$3,000,000 in Fiscal Year 2020/2021, and Authorize an Increase of \$3,000,000 in Budgeted Expenditures in Fiscal Year 2020/2021, Headworks Improvements, Project No. 17117; Adopt Resolution Commending and Congratulating Leslie “Chip” Cain, Senior Operator, on His Retirement from the District; Adopt Resolution Commending and Congratulating Gurmukh Grewal, Chemist II, on His Retirement from the District; and Approve Reappropriation of the Capital Improvement Program (CIP) Budget Carried Forward from Fiscal Year 2019/2020 to Fiscal Year 2020/2021, Transfer of Budgets Between CIP Projects In Fiscal Year 2020/2021, and Adjustment and/or Closing of CIP Projects in Fiscal Year 2019/2020.

#### DELIBERATION ITEMS

None.

#### PRESENTATIONS AND REPORTS

##### Receive Audited Comprehensive Annual Financial Report (CAFR) and Memorandum on Internal Control for Fiscal Year 2019/2020

Mr. David Alvey of Maze and Associates reviewed key findings from the FY19/20 financial audit and stated the District continues to maintain a strong financial position with no material weaknesses or opportunities for improvement identified in the District’s internal controls. He noted that the District’s net position as of June 30, 2020 is \$176.4 million, which represents an increase of \$8.8 million from FY18/19. Total revenue equaled \$44.6 million with sewer service charges as the largest source of revenue at \$37.3 million. Total expenses in FY19/20 were \$35.8 million with labor costs representing the largest expense at \$16.3 million. All other expenses totaled \$19.5 million. Mr. Alvey highlighted that net pension liability under GASB 68 is \$18.3 million, net Other Post-Employment Benefits (OPEB) liability is \$4.2 million under GASB 75, and the District’s OPEB trust fund balance is \$15.8 million. He highlighted the District’s historical net position and noted the recent increase supports long-term infrastructure investment planning.

The Board thanked Mr. Alvey for the report.

#### MANAGER’S COMMENTS

Mr. De Lange thanked the Board for its continued support in recognizing staff during Board meetings and wished the Board and staff a safe and happy holiday season.

DIRECTORS' COMMENTS

Vice Chair Glover wished everyone happy holidays and acknowledged the challenging year and the resilience of District staff and their efforts to work together. Alternate Director Thorpe wished staff happy holidays and noted Antioch City Councilmember, Monica Wilson would join the Board of Directors in January 2021 as the City of Antioch representative, while he would continue to serve as an alternate Board member.

CORRESPONDENCE

Receive Monthly Lobbyist Report dated November 2020, 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: Federal Glover, Vince De Lange

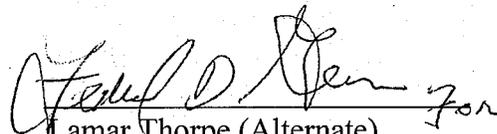
Employee Organizations: Operations and Maintenance Unit, Public Employees Union, Local One; Professional & Technical Unit, Public Employees Union, Local One; Management Association

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. At 5:07 p.m., Chair Banales adjourned the Special Board of Directors meeting to Closed Session. Chair Banales reconvened the Special Board of Directors meeting at 5:51 p.m. and stated there was nothing to report from Closed Session.

ADJOURNMENT

Chair Banales adjourned the meeting at 5:51 p.m.

  
Lamar Thorpe (Alternate)  
Board Secretary

(Recording Secretary:  
Cecelia Nichols-Fritzler)