

## Minutes of the Regular Board of Directors Meeting

**DELTA DIABLO**  
**November 18, 2020**

The meeting was called to order by Vice Chair Glover at 4:30 p.m. on Wednesday, November 18, 2020, via Zoom. Present were Vice Chair Federal Glover, Director Sean Wright, and Alternate Director Shanelle Scales-Preston. 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; Mary Harvey, Safety Manager; Joaquin Gonzalez, Operations Manager; and Ronald Crowell, Operator-in-Training.

Vice 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 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

#### Adopt Resolution of Appreciation, Director Sean Wright (Vince De Lange)

Mr. De Lange thanked Director Wright for his service as on the Board of Directors over the last four years. He acknowledged Director Wright's leadership and guidance and his role as Chair of the Finance Committee, in which he guided the District in meeting long-term financial sustainability goals. He also thanked Director Wright for his support in aging infrastructure investment, as well as consistently recognizing and commending staff efforts in achieving a variety of awards.

Alternate Director Scales-Preston congratulated Director Wright on his leadership on the Board and thanked him for his leadership and contributions. Vice Chair Glover thanked Director Wright for his leadership at the District, highlighting his outstanding service on the Board and in the region. Director Wright thanked the Board and General Manager and commented that it was a pleasure to serve on the Board and that he is looking forward to the future.

Alternate Director Scales-Preston moved approval, seconded by Vice Chair Glover; and by a roll call vote (Ayes: *Glover, Scales-Preston*; Noes: *None*; Abstain: *Wright*), the Board Adopted a Resolution of Appreciation for Director Sean Wright.

#### Introduction of Ronald Crowell, Operator-in-Training

Mr. Gonzalez introduced Mr. Crowell, who began his employment on September 28, 2020 as an Operator-in-Training. Prior to being hired, Mr. Crowell was a temporary Operations Assistant working on summer projects. He earned an Associate of Science Degree in Process Technology



at Los Medanos College. Mr. Crowell commented on his prior experience and thanked the Board for the opportunity. The Board welcomed Mr. Crowell to the District.

Recognize Mary Harvey, Safety Manager, for Key Role in District Response to COVID-19 Pandemic and Continuing Efforts to Ensure Safe Workplace

Mr. Eckerson recognized Ms. Harvey for her key role in the District's response to the COVID-19 pandemic and her continuing efforts to review and implement health directives and recommendations for ensuring a safe workplace. He highlighted her critical role and detailed how her initial efforts were instrumental in the District's ability to quickly modify work practices and staffing plans to ensure employee safety, while continuing to provide essential wastewater services. Mr. Eckerson recognized her dedication to duty and critical contributions.

Vice Chair Glover thanked Ms. Harvey for setting the highest level of standard for the District. Alternate Director Scales Preston and Director Wright also thanked Ms. Harvey for her service and commended her for a job well done in ensuring the health and safety of District staff.

Receive Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association; and Recognize and Commend Finance Division for Receiving Award for Financial Reporting Achievement for Fiscal Year 2018/2019

Ms. Margetich highlighted that the District received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association and recognized and commended staff for receiving the Award for Financial Reporting Achievement for Fiscal Year 2018/2019. Ms. Margetich noted this is a prestigious national award and represents the highest form of recognition in governmental accounting and financial reporting. She commended the outstanding efforts from staff that were critical in achieving these awards.

Vice Chair Glover congratulated and thanked staff for their work in receiving this distinguished award, acknowledging the leadership of Director Wright as the Chair of the Finance Committee. Director Wright and Alternate Director Scales-Preston also congratulated staff.

CONSENT CALENDAR

Director Wright moved approval, seconded by Alternate Director Scales-Preston; and by a roll call vote (Ayes: *Glover, Scales-Preston, and Wright*, Noes: *None*; Abstain: *None*), the following consent items were approved according to staff recommendation: Approve Minutes from Board of Directors Meeting, October 14, 2020; Receive District Monthly Check Register, September 2020; Receive First Quarter 2020/2021 District Investment Report; and Authorize General Manager to Execute First Amendment to Reverse Osmosis Discharge Facilities Design and Construction Access Agreement related to City of Antioch Brackish Water Desalination Project; Authorize General Manager to Reopen Cathodic Protection Replacement and Maintenance, Project No. 15109, and Reappropriate \$30,160 to Project from Wastewater Capital Asset Replacement Equity, Take Related Actions, and Close Out Project

DELIBERATION ITEMS

None.

PRESENTATIONS AND REPORTS

Receive Update on Major Capital Projects



Mr. Thomas presented an update on Major Capital Projects and noted staff is beginning development of the new five-year Capital Improvement Program (CIP). He highlighted that the current five-year CIP budget is \$81.3 million and the Board authorized CIP expenditures of \$28.7 million in FY20/21. Mr. Thomas provided updates on four active capital projects that are currently impacting facility operations and future CIP planning: Headworks Improvements, Bridgehead Pipeline Replacement, Treatment Plant Switchgear Replacement, and the Resource Recovery Facility Master Plan (RRFMP).

Construction of the \$9.5 million Headworks Improvements Project is expected to be complete in early 2021, which is ahead of the current CIP schedule. Staff will recommend the Board authorize transfer of \$3.0 million into the project at a future Board meeting. The temporary parallel pipeline for the Bridgehead Pipeline Replacement Project has been placed into service and design of the permanent pipeline is ongoing with construction expected to begin in spring 2021. The Treatment Plant Switchgear Replacement Project is currently being publicly bid with a construction cost estimate of \$6.0 million. Mr. Thomas discussed the risks associated with constructing this critical infrastructure including potential compatibility issues with the District's existing cogeneration engine. The RRFMP condition assessment identified several infrastructure renewal projects that will be incorporated into the next CIP. The District's Wastewater Treatment Plant is currently at 80% of secondary treatment loading capacity and continued investment in the existing tower trickling filters does not support future nutrient removal treatment flexibility. Mr. Thomas presented a two-phased project that would expand secondary treatment capacity in Phase 1 to meet projected WWTP flows and loads in 2040 and provide nutrient removal infrastructure in Phase 2. Preliminary total project cost estimates for Phase 1 and Phase 2 are \$56 million and \$63 million, respectively. The Phase 1 project design is expected to require 2 years to complete and 2.5 years to construct. Staff will incorporate the Phase 1 project into the next CIP and will explore several funding alternatives to minimize sewer service charge impacts. Mr. Thomas concluded with next steps in the CIP development process.

Director Wright thanked Mr. Thomas for the report and noted that during his tenure on the Board, a major focus was improving infrastructure and it is great to see significant progress. Vice Chair Glover and Alternate Director Scales-Preston thanked Mr. Thomas for the report.

#### MANAGER'S COMMENTS

Mr. De Lange thanked the Board for their continuing support in recognizing staff during Board meetings. He commented that staff would provide additional employee recognition opportunities at future Board meetings.

#### DIRECTORS' COMMENTS

Vice Chair Glover acknowledged Director Wright, stating it has been a pleasure serving with him on the Board and thanked him for his work as Chair of the Finance Committee. He closed his comments and stated he looks forward to working with him in other capacities in the future. Alternate Director Scales-Preston thanked Director Wright for his public service. Director Wright thanked the Board.

#### CORRESPONDENCE

Receive Monthly Lobbyist Report dated October 2020, Key Advocates, Inc., Western Recycled Water Coalition, Project No. 90024

The Board received and filed the report.

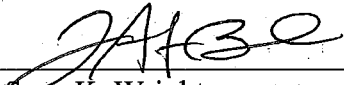


CLOSED SESSION

None.

ADJOURNMENT

Before adjourning the meeting, Vice Chair Glover stated the next Board of Directors meeting scheduled for December 9, 2020 would be rescheduled for the week of December 14, 2020. Vice Chair Glover adjourned the meeting at 5:28 p.m.

  
For Sean K. Wright  
Board Secretary

(Recording Secretary:  
Cecelia Nichols-Fritzler)

