

Board of Directors Meeting Minutes
DELTA DIABLO
May 8, 2024

The meeting was called to order by Chair Monica Wilson at 4:30 pm, on Wednesday, May 8, 2024. Present were Vice Chair Federal Glover and Director Juan Banales. Also present were Rebecca Hooley, District Counsel; Vince De Lange, General Manager; Brian Thomas, Deputy General Manager; Dean Eckerson, Resource Recovery Services Director; Nitish Sharma, Business Services Director; Murat Bozkurt, Engineering Services Director/District Engineer; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Anika Lyons, Finance Manager; Joaquin Gonzalez, Operations Manager (and Management Association bargaining unit representative); Amanda Roa, Environmental Programs Manager (and Management Association bargaining unit representative); Jason Piper, Information Technology Manager; Thanh Vo, Senior Engineer; Sean Williams, Associate Engineer; Stephen Cardiel, Associate Engineer; Doug Schreiner, Senior Operator (and O&M bargaining unit representative); Violet Le, Contra Costa County Science and Engineering Fair Winner; and Kimberly Segale, sponsoring teacher for Contra Costa County Science and Engineering Fair Winner.

PUBLIC COMMENTS – None.

RECOGNITION

Congratulate Violet Le, Contra Costa County Science and Engineering Fair Winner

Ms. Nichols-Fritzler recognized Ms. Le, Contra Costa County Science and Engineer Fair winner and student at Deer Valley High School, who submitted a project entitled, “Alternatives for Marine-Friendly Wastewater Treatment.” The Board congratulated Ms. Le, who thanked the Board.

Congratulate Kimberly Segale, Sponsoring Teacher, Contra Costa County Science and Engineering Fair Winner

Ms. Nichols-Fritzler recognized Ms. Segale, a Marine Science and Biology teacher at Deer Valley High School, who sponsored and mentored Ms. Le with her project submittal. The Board congratulated Ms. Segale, who thanked the Board.

Congratulate Stephen Cardiel on His Promotion to Associate Engineer

Mr. Vo recognized Mr. Cardiel for his promotion, noting he was hired on January 23, 2023, as an Assistant Engineer and has over six years of experience in the public and private sectors. The Board congratulated Mr. Cardiel, who thanked the Board.

CONSENT CALENDAR

Vice Chair Glover moved approval of the Consent Calendar, seconded by Director Banales and by roll call vote (Ayes: *Banales, Glover, and Wilson*; Noes: *None*; Absent: *None*, Abstain: *None*), the following Consent Calendar items were approved: Approve Minutes of Board of Directors Meeting, April 10, 2024; Receive Notes of Board of Directors Finance Committee Meeting, April 23, 2024; Receive Notes of Board of Directors Personnel Committee Meeting, May 1, 2024; Receive District Monthly Check Register for April 2024; Authorize General Manager to Execute Amendment No. 2 to Consulting Services Contract in the Amount of \$115,755, for a New Total Contract Amount Not to Exceed \$215,655, Hazen and Sawyer, Engineering Services, Tower Trickling Filter Rehabilitation, Project No. 24116; Accept Project as Complete and Authorize General Manager to File Notice of Completion, W.M. Lyles Co., Pump Station Facilities Repair, Project No. 80008; Receive Third Quarter FY23/24 District Investment Report; and Authorize General Manager to Transfer Monies to POC HVAC System Improvements Project from Wastewater Capital Asset Replacement Fund Reserves in the Amount of \$200,000, for an Initial Total Project Budget of \$200,000.

DELIBERATION ITEMS

Authorize General Manager to Execute Consulting Services Contract in an Amount Not to Exceed \$1,594,978, Construction Management Services, Psomas, Cogeneration System Improvements, Project No. 22114

Mr. Bozkurt provided an overview of project drivers, highlighted the District's focus on securing \$6.5 million in federal tax credits under the Inflation Reduction Act, and reviewed the scope of services and cost breakdown for the associated construction management services contract.

The Board thanked Mr. Bozkurt for the presentation. Vice Chair Glover moved approval of the Item, seconded by Director Banales and by roll call vote (Ayes: *Banales, Glover, and Wilson*; Noes: *None*; Absent: *None*, Abstain: *None*), the Board authorized the General Manager to Execute the Consulting Services Contract in an Amount Not to Exceed \$1,594,978, Construction Management Services, Psomas, Cogeneration System Improvements, Project No. 22114.

Review Proposed FY24/25-FY28/29 Capital Improvement Program (CIP) and Set Public Hearing for June 12, 2024 to Consider Approval of 5-Year CIP

Following an overview of the CIP development process, Mr. Vo highlighted that the proposed 5-year CIP totals \$187 million, which represents a \$47.9 million increase compared to the current CIP. He noted that the required CIP budget appropriation for FY24/25 is \$19.4 million with CIP expenditures estimated at \$23.1 million in FY24/25. Mr. Vo reviewed the major capital project drivers impacting CIP development, including the \$110 million Secondary Process Improvements Project (Phase 1), the \$13.5 million Cogeneration System Improvements Project and the \$22.0 million Antioch Pump Station and Conveyance System Improvements Project. He reviewed proposed 5-year CIP expenditures by major infrastructure area, noting that the majority of capital investment needs are in the District's Wastewater Treatment Plant (72%) and conveyance and pumping stations (19%), and by fiscal year. Mr. Vo closed with a review of the CIP development and approval schedule, and next steps.

The Board thanked Mr. Vo for the presentation. Director Banales moved approval, seconded by Vice Chair Glover and by roll call vote (Ayes: *Banales, Glover, and Wilson*;

Noes: *None*; Absent: *None*, Abstain: *None*), the Board Set the Public Hearing for June 12, 2024 at 5:30 pm to Consider Approval of the final FY24/25-FY28/29 CIP.

Approve Proposed FY24/25 Classification Control Plan

Mr. Thomas reviewed the proposed FY24/25 CCP, which consolidates Board-approved classifications, maximum staffing levels, and position funding plans in a concise summary document. Mr. Thomas commented that the CCP directly supports the Workforce Development goal in the Strategic Plan and effective internal communications by highlighting promotional opportunities, flexibly staffed positions, career paths, and succession planning efforts. Additionally, he provided an overview of staffing levels, including addition of a new Software Developer position and partial funding of a ninth Senior Operator/WWTP Operator III position (FY24/25 only) to support succession planning, and future engagement with the Personnel Committee and bargaining units in support of CCP implementation. He highlighted key clarifications and enhancements in the updated CCP, including distinguishing “advanced journey-level classifications” subject to the District’s recruitment process from positions eligible for competency-based promotions, noting “flexibly staffed” positions as those positions that the District may elect to fill at any level designated flexibly staffed in a classification series. Mr. Thomas summarized engagement with the District’s three bargaining units on the FY24/25 CCP and noted concerns regarding recruitment and retention impacts associated with maximum staffing limits. In closing, he noted that there were no significant financial impacts and reviewed recommended actions.

The Board thanked Mr. Thomas for the presentation. Vice Chair Glover commented that the Classification Control Plan was presented to the Personnel Committee. Vice Chair Glover moved approval, seconded by Director Banales and by roll call vote (Ayes: *Banales, Glover, and Wilson*; Noes: *None*; Absent: *None*, Abstain: *None*), the Board approved the FY24/25 Classification Control Plan.

Receive Report on FY24/25 Strategic Initiatives to Support District Strategic Plan

Mr. Thomas reviewed ten proposed Strategic Initiatives for the upcoming fiscal year that directly support the six goal areas in the District’s Strategic Plan. The Board thanked Mr. Thomas for the report.

Receive Report on Key Assumptions for Proposed FY24/25 Operating Budget

Ms. Lyons highlighted that the proposed FY24/25 Operating Budget is \$34.5 million, which represents a \$2.2 million (+7.0%) increase from FY23/24, noting that the significant budget drivers include labor, household hazardous waste/street sweeping, utilities, and chemicals. She reviewed revenue sources for various District programs, an operating budget breakdown, and an overview of FY24/25 versus FY23/24 costs by major cost category. Ms. Lyons highlighted key budget drivers and associated changes for salaries, benefits, chemicals, utilities, office and operating, and outside services. In addition, she noted that staff developed an FY25/26 Budget projection (\$36.5 million, \$1.9 million increase or +5.6%), which will enhance conformance with Government Finance Officers Association budget reporting guidelines. In closing, Ms. Lyons reviewed next steps. The Board thanked Ms. Lyons for the report.

PRESENTATIONS AND REPORTS – None.

GENERAL MANAGER COMMENTS

Mr. De Lange commented that the District hosted a CWEA SF Bay Section Seminar Event, which was attended by industry professionals from across the Bay Area and included a tribute to Mr. Shawn Redmond who made significant contributions to industry leadership via his role on the Operations and Maintenance Committee prior to his passing last November.

BOARD MEMBER COMMENTS – None.

CORRESPONDENCE

Receive Monthly Lobbyist Report Dated April 2024 Key Advocates, Inc., Western Recycled Water Coalition

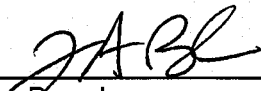
The Board received and filed the report.

CLOSED SESSION

The Board convened to Closed Session at 5:27 pm. The Board reconvened to open session at 5:46 pm and reported there was nothing to report out of Closed Session.

ADJOURNMENT

Chair Wilson adjourned the meeting at 5:47 pm and noted the next regular Board of Directors Meeting is scheduled for 5:30 pm on June 12, 2024.



Juan Banales
Board Secretary

(Recording Secretary: Cecelia Nichols-Fritzler)

cc: District File No. BRD.01-MINS