

Special Board of Directors Meeting Minutes
DELTA DIABLO
May 27, 2026

The meeting was called to order by Chair Monica Wilson at 4:30 pm, on Wednesday, May 27, 2026. Present was Vice Chair Jelani Killings. Director Shanelle Scales-Preston was absent. Also present were Rebecca Hooley, District Counsel; Brian Thomas, Deputy General Manager; Nitish Sharma, Business Services Director; Mark Koekemoer, Resource Recovery Services Director; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Anika Lyons, Finance Manager; Michele Cook, Human Resources and Risk Manager; Jungjoon Park, Laboratory Manager; Jason Piper, IT Manager (Management Association [MA] bargaining unit [BU] representative); Chris Phillips, Senior Operator; Doug Schreiner, Senior Operator (O&M BU representative); Joe Ciochon, WWTP Operator III; Anthony Novero, WWTP Operator III; Chris O'Connor, WWTP Operator III; Eric Wise, Maintenance Mechanic III (O&M BU representative); Mike McKinney, Maintenance Mechanic II; Taylor Amaro, Collection System Worker II (O&M BU representative); Jose Martinez, WWTP Operator III; Brian Padilla, WWTP Operator II; Ron Crowell, WWTP Operator I; Jeff Imachi, Household Hazardous Waste Technician III; Sean Williams, Senior Engineer; Ben Huffman, Warehouse Technician I; and Steve Baptista, Warehouse Technician II (O&M BU representative).

PUBLIC COMMENTS – None.

PUBLIC HEARING

Conduct Public Hearing on District Position Vacancies and Recruitment and Retention Efforts under Government Code Section 3502.3 (Assembly Bill 2561)

Chair Wilson opened the Public Hearing at 4:31 pm. Ms. Cook provided an overview of AB 2561, a breakdown of District positions by bargaining unit, average monthly vacancy rates in 2025, and a breakdown of vacancies created by category, while noting the high vacancy reporting threshold (i.e., >20%) was exceeded for the MA bargaining unit (22.2%) which triggers additional reporting requirements. She highlighted the additional MA reporting requirements and closed with a summary of hiring challenges and potential general recruiting improvements.

Mr. Phillips expressed O&M's concerns regarding recruitment duration, reasons for staff turnover, staffing plan development, transparency, and the need for a positive workplace environment.

Mr. Piper expressed concerns regarding the recruitment duration calculation basis, timeline to fill MA positions, reasons for staff turnover, and workload impacts.

In response to Vice Chair Killings inquiring regarding comparison benchmarks for data presented, Mr. Thomas commented the District does not have benchmark data and will add this information and comparative trends in the future. Vice Chair Killings noted the comprehensive evaluation conducted regarding position vacancies and the District is working to improve recruitment and selection timing. In response to Vice Chair Killings inquiring regarding metrics related to staff attrition, Mr. Thomas responded that additional information will be provided in future presentations.

Chair Wilson thanked the BU representatives for sharing perspectives. In response to Chair Wilson inquiring whether the District has conducted an operational assessment, Mr. Thomas commented the District has not in recent years.

Chair Wilson invited the presenters to provide closing remarks. Ms. Cook acknowledged the BU representative concerns and noted she will continue to seek improvement opportunities. Mr. Phillips acknowledged Ms. Cook's positive influence. Mr. Piper expressed appreciation for Ms. Cook's efforts and noted the importance of conducting exit interviews with retirees.

Ms. Fritzler noted that no additional public comments were received

Chair Wilson closed the public hearing at 4:56 pm.

CONSENT CALENDAR

Prior to approval of Consent Calendar, Ms. Nichols-Fritzler noted that no public comments were received. Vice Chair Killings moved approval, seconded by Chair Monica Wilson, and by a roll call vote (Ayes: Killings, Wilson; Noes: None; Absent: Scales-Preston; Abstain: None), the following Consent Calendar items were approved: Approve Minutes of Special Board of Directors Meeting, April 23, 2026; Receive District Monthly Check Register for April 2026; Receive Third Quarter FY25/26 District Investment Report; Authorize General Manager to Establish a New FY25/26 Project in Wastewater Capital Asset Replacement Fund, Transfer Monies to Project from Wastewater Capital Asset Replacement Fund Reserves in the Amount of \$50,000 in FY25/26 and \$150,000 in FY26/27, and Approve a Total Project Budget of \$1,075,000, Wastewater Treatment Plant Outfall Enhancements, Project No. 26118; Approve FY26/27 Classification Control Plan; Authorize General Manager to File California Environmental Quality Act Notice of Exemption with Contra Costa County and State Clearinghouse, Shore Acres Forcemain Repair, Project No. 25124; Authorize General Manager to Execute Agreement with Contra Costa County Flood Control and Water Conservation District for Stormwater Inspections Activities for Cities of Antioch and Pittsburg; Authorize General Manager to Execute Amendment No. 1 to General Services Contract in the Amount of \$185,00, for a New Total Contract Amount Not to Exceed \$265,000, TechKnowsion, Inc., Supervisory Control and Data Acquisition Support Services; Authorize General Manager to Execute Amendment No. 2 to General Services Contract in the Amount of \$50,602, for a New Total Contract Amount Not to Exceed \$145,602, Capstone Fire and Safety Management, Confined Space Standby Rescue Services; Authorize General Manager to Transfer Funds to Lab Equipment Replacement Project from Wastewater Capital Asset Replacement Fund Reserves in the Amount of \$81,000, for a New Total Project Budget of \$441,000, and Authorize General Manager to Execute General Services Contract, with Modified Indemnification Language, in an Amount Not to Exceed \$205,040, Ethosoft, Inc., Information Technology Services, Lab Equipment Replacement, Project No. 26210; and Authorize General Manager to Approve Construction Contract Change Orders in an Amount Not to Exceed 26% of Construction Services Contract, for a New Total Contract Amount Not to Exceed \$1,587,600, Con-Quest Contractors, Inc., Manhole, Gravity Interceptor, and Easement Road Improvements Phase 2, Project No. 24112.

DELIBERATION ITEMS – None.

PRESENTATIONS AND REPORTS - None.

GENERAL MANAGER COMMENTS - None.

BOARD MEMBER COMMENTS - None.

CORRESPONDENCE - None.

CLOSED SESSION

Before convening to closed session, Ms. Nichols-Fritzler stated there were no public comments received. The Board convened to closed session at 4:58 pm. The Board reconvened to open session at 5:17 pm and noted there was nothing to report from Closed Session.

ADJOURNMENT

Chair Wilson adjourned the meeting at 5:18 pm and noted the next Board of Directors Meeting will be held at 4:30 pm on June 10, 2026.



Shanelle Scales-Preston
Board Secretary

(Recording Secretary: Cecelia Nichols-Fritzler)