

**Minutes of the Regular Board of Directors Meeting  
FEBRUARY 12, 2020**

The meeting was called to order by Chair Banales on Wednesday, February 12, 2020 at 4:33 p.m. in the Board Room, located at 2500 Pittsburg-Antioch Highway, Antioch. Present were Chair Juan Banales, and Directors Federal Glover and Sean Wright. Also present were Mary Ann Mason, District Counsel; Vince De Lange, General Manager; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Carol Margetich, Business Services Director; Dean Eckerson, Resource Recovery Services Director; Brian Thomas, Engineering Services Director/District Engineer; Joaquin Gonzalez, Operations Manager; Darrell Cain, Laboratory Manager; Jayne Strommer, Government Affairs Manager; Amanda Roa, Environmental Programs Manager/Management Association Bargaining Unit Representative; Thanh Vo, Senior Engineer; Irene O'Sullivan, Associate Engineer/P&T Bargaining Unit Representative; Steve Rodriguez, Operations Supervisor; Nick Steiner, Recycled Water Coordinator/P&T Bargaining Unit Representative; Dustin Bloomfield, Maintenance Supervisor; Trevor Simpson, Maintenance Mechanic II; Jose Martinez, Wastewater Treatment Plant Operator III; Chris Phillips, Senior Operator; and Regina Cartwright-Morales, Administrative Assistant III.

**PUBLIC COMMENTS**

None.

**RECOGNITION**

Adopt Resolution Commending Outgoing Board Chair Sean K. Wright for His Service to the District as Board Chair

Chair Banales recognized Sean Wright, outgoing Board Chair, with a Resolution for his service to the District as Board Chair for the past year. Chair Banales commended Director Wright and noted that the Resolution highlights key District accomplishments during his tenure in the regulatory compliance, financial sustainability, and strategic planning arenas, as well as Director Wright's direct contributions to the budget and rate development process as Finance Committee Chair. Last, he thanked Director Wright for consistently supporting organizational excellence, and innovation. Director Glover moved approval, seconded by Director Wright, and by unanimous voice vote (*Ayes: Banales, Glover, and Wright; Noes: None, Absent: None*), the Board Adopted the Resolution Commending Outgoing Board Chair, Sean K. Wright for His Service to the District as Board Chair.

Recognize and Congratulate Trevor Simpson, Maintenance Mechanic II, for receiving California Water Environment Association (CWEA) San Francisco Bay Section 2019 Mechanical Technician of the Year Award

Mr. Bloomfield recognized Mr. Simpson for his recent award as the CWEA San Francisco Bay Section 2019 Mechanical Technician of the Year. Mr. Bloomfield noted that Mr. Simpson is a 13-year employee of the District and was nominated for his knowledge and expertise in plant mechanical maintenance and machining and noted in addition to his mechanical knowledge and expertise, he has a positive attitude and is very dedicated to his work. Mr. Simpson will now compete for the state level CWEA award. Mr. Simpson thanked the Board and stated that he

enjoys working at the District. Chair Banales congratulated Mr. Simpson and thanked him for the excellence he brings to District. Director Glover congratulated Mr. Simpson.

Receive CWEA San Francisco Bay Section 2019 Community Engagement and Outreach Project of the Year (Small Budget) Award

Ms. Margetich presented the award for the “No Wipes in the Pipes” campaign to the Board. The District was recognized for participating in a regional campaign, along with ISD, Byron Sanitary District, City of Brentwood, and Town of Discovery Bay. Ms. Margetich stated that this topic remains a priority issue at the national and state level and advocacy continues on behalf of the wastewater sector. Chair Banales thanked Ms. Margetich and acknowledged the team effort. Director Glover congratulated staff for this achievement.

**CONSENT CALENDAR**

Director Glover moved approval, seconded by Director Wright and by unanimous voice vote (Ayes: *Banales, Glover, and Wright*; Noes: *None*; Absent: *None*), the following consent items were approved according to staff recommendations: Approve Minutes of Regular Board of Directors Meeting, February 15, 2020; Receive District Monthly Check Register, December 2019; Receive Notes from Finance Committee Meeting, February 6, 2020; Adopt Resolution Designating the General Manager or His Designee as the Agent Authorized to File a Hazard Mitigation Grant Program Application, Execute Grant Agreements, and Provide Required Assurances to the California Office of Emergency Services and Federal Emergency Management Agency, Pump Station Flood Mitigation, Project No. 80008; Authorize General Manager to Execute Consulting Services Contract in an Amount Not to Exceed \$265,919, V.W. Housen & Associates, Engineering Services, Antioch Pump Station and Conveyance System Improvements Project, Project No. 20121; Receive First-Half of Fiscal Year 2019/2020 Operating Budget Expenditure Report.

**DELIBERATION ITEMS**

Approve Updated Administrative Handbook Policy No. 3020, Investment of District Funds

Ms. Margetich provided an overview of the policy review and approval process and the District’s engagement with an outside consultant (PFM) to conduct an annual review to ensure compliance with legal requirements. She highlighted the primary policy objectives—safety, liquidity, yield, which the District uses to manage financial risks. Ms. Margetich stated that the policy governs \$56.6 million in investments, which includes \$51.4 million invested in Local Agency Investment Fund and other liquid accounts and \$5.2 million managed by PFM. She highlighted the proposed recommendation to add two permissible investment instruments: 1) Mortgage-backed Securities and 2) Asset-backed Securities to further support portfolio diversification. In addition, she reviewed a policy revision that will eliminate the requirement to submit the Investment Policy to the Board for consideration annually even if there are no changes. Chair Banales thanked Ms. Margetich for the report. Director Glover moved approval, seconded by Director Wright and by unanimous voice vote (Ayes: *Banales, Glover, and Wright*; Noes: *None*; Absent: *None*), the Board Approved Updated Administrative Handbook Policy No. 3020, Investment of District Funds.

**PRESENTATIONS AND REPORTS**

None

**MANAGER'S COMMENTS**

Mr. De Lange stated that the long list of accomplishments included in the Resolution presented to outgoing Chair Wright highlights the tremendous amount of work accomplished at the District despite a number of unplanned challenges. He thanked the Board for its leadership, guidance, and support, and acknowledged the tremendous staff efforts to make these accomplishments possible. Mr. De Lange stated that he is looking forward to continuing to move the organization forward in the next year.

**DIRECTORS' COMMENTS**

Director Glover stated it is a pleasure working with his colleagues on the Board. He further stated that although the District experienced challenges, the leadership provided by Chair Wright was exceptional. He thanked Chair Wright for his leadership. Director Wright acknowledged the excellent work by staff and thanked Mr. De Lange for his leadership. He stated it is a pleasure to work with the Board and staff.

**CORRESPONDENCE**

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

The Board received and filed the report.

**CLOSED SESSION**

None

**ADJOURNMENT**

Chair Banales adjourned the meeting at 4.52 pm. The next regular Board meeting will be March 11, 2020 at 4:30 p.m.

Recording Secretary:  
Cecelia Nichols-Fritzler

  
Sean Wright  
Board Secretary

