

**Minutes of the Regular Board of Directors Meeting
September 11, 2019**

The meeting was called to order by Chair Sean Wright on Wednesday, September 11, 2019, at 4:32 p.m., in the Board Room, located at 2500 Pittsburg-Antioch Highway, Antioch. Present were Chair Wright, Director Juan Antonio Banales, and Director Federal Glover. Also present 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; Cheryl Rhodes Alexander, Human Resources and Risk Manager; Jayne Strommer, Government Affairs Manager; Thanh Vo, Senior Engineer; Joaquin Gonzalez, Operations Manager; Matt Gotshall, Computer Analyst/P&T Bargaining Unit Representative; Eka Ekanem, Senior Accountant; and Holland White, City of Pittsburg Councilmember and Supervisor's Aide for Special Projects, Office of Supervisor Federal D. Glover.

PUBLIC COMMENTS

None.

RECOGNITION

Receive Presentation of Silver Peak Performance Award from National Association of Clean Water Agencies (NACWA)

Mr. Gonzalez highlighted the District's receipt of the NACWA Silver Peak Performance Award, which recognizes water resource recovery facilities that achieve NPDES permit effluent discharge compliance with no more than five violations per calendar year. Mr. Gonzalez noted the District's exemplary regulatory compliance record with only one permit exceedance in 15 years. He highlighted the significant challenges, hard work, dedication and staff commitment to operational excellence throughout the organization associated with this achievement.

Chair Wright stated that the Board is very proud of staff for this achievement. Director Glover offered his congratulations and acknowledged staff for their commitment to the organization and level of professionalism.

CONSENT CALENDAR

Prior to approval of the Consent Calendar, Director Banales stated he would abstain from Item E/1 Approve Minutes of Regular Board of Director Meeting, July 10, 2019, as he was absent from the meeting. Chair Wright called for a motion for approval of the Consent Calendar without Item E/1, Director Glover moved approval, seconded by Chair Wright, and by voice vote (Ayes: *Banales, Glover and Wright*; Noes: *None*, Absent: *None*; Abstain: *None*), the following consent items were approved according to staff recommendations: Approve Headworks Improvements Project and Determination that the Project is Categorical Exempt under California Environmental Quality Act (CEQA) Guidelines Class 1 and Class 2 and Authorize General Manager to File CEQA Notice of Exemption with Contra Costa County Clerk-Recorder and State Clearinghouse, Headworks Improvements, Project No. 17117; Approve Sodium Bisulfite Tank and Chemical Building Replacement Project and Determination that the Project is Categorical Exempt under CEQA Guidelines Class 1 and Class 2; Authorize General Manager to File CEQA Notice of Exemption with Contra Costa County Clerk-Recorder and State

Clearinghouse; and Authorize General Manager to Execute Amendment No. 1 in an Amount Not to Exceed \$30,250, Drake Haglan and Associates, Inc., Engineering Services, Sodium Bisulfite Tank and Chemical Building Replacement, Project No. 17139; Receive District Monthly Check Registers, June and July 2019; Receive Fourth Quarter Fiscal Year 2018/2019 District Investment Report; Receive Fiscal Year 2018/19 Report on Surplus District Property; Receive Annual Report on Capital Facilities Capacity Charge Collections Fiscal Year 2018/2019; Approve Minutes of Regular Board of Directors Meeting, October 11, 2017; Approve Minutes of Regular Board of Directors Meeting, May 9, 2018.

Chair Wright called for a motion for approval of the Consent Calendar, with Item E/1 Approve Minutes of Regular Board of Director Meeting, July 10, 2019. Director Glover moved approval, seconded by Chair Wright, and by voice vote (Ayes: *Glover and Wright*; Noes: *None*, Absent: *None*; Abstain: *Banales*), the following consent items were approved according to staff recommendations: Approve Minutes of Regular Board of Directors Meeting, July 10, 2019.

DELIBERATION ITEMS

None.

PRESENTATIONS AND REPORTS

Review and Comment on District Strategic Business Plan Initiatives for Fiscal Year 2019/2020

Mr. Eckerson highlighted the completion status of FY18/19 initiatives in the areas of Financial Sustainability, Leadership, Operational Excellence, Workplace Innovation, and Stakeholder Engagement. He noted the District has completed 11 of 15 initiatives with four items either ongoing or part of multi-year efforts. In addition, Mr. Eckerson presented 15 proposed initiatives for FY19/20, which include conducting comprehensive infrastructure condition assessment, developing a near-term nutrient management strategy, completing a cost-of-service study, providing change-management training, initiating implementation of a risk-based Asset Management Program, conducting a vulnerability assessment, expanding use of information technology, and enhancing public information materials. He noted that the District will begin updating the overall Strategic Business Plan in early 2020 with active staff engagement and consideration of management leadership and direction.

Chair Wright thanked Mr. Eckerson for the presentation. Director Banales commended staff on the FY19/20 initiatives, noting the wide range of activities, focus on technology, and risk-based asset management. He commented that this will achieve positive results for the District and that he looks forward to future staff engagement.

MANAGER'S COMMENTS

None.

DIRECTORS' COMMENTS

Director Glover reported he attended the California Association of Sanitation Agencies (CASA) Annual Conference in late August to stay abreast of wastewater industry practices and issues. Chair Wright reported he will be absent from the October 9, 2019, Board meeting and his alternate will be in attendance.

CORRESPONDENCE

Receive Monthly Lobbyist Reports dated July and August 2019, Key Advocates, Inc., Western Recycled Water Coalition, Project No. 90024.

The Board received and filed the report.

CLOSED SESSION

District Counsel stated that the Board would be going into Closed Session regarding two items: discussing anticipated litigation involving an employment discrimination claim; a conference with Labor Negotiators. Chair Wright adjourned to Closed Session at 5:01 p.m. Chair Wright reconvened to open session at 5:41 p.m. and stated there was nothing to report.

ADJOURNMENT

Chair Wright adjourned the meeting at 5:41 p.m. The next regular meeting of the Board of Directors is scheduled for Wednesday, October 9, 2019, at 4:30 p.m.

A handwritten signature in blue ink, appearing to read "Federal Glover", written over a horizontal line.

Federal Glover
Board Secretary

(Recording Secretary:
Cecelia Nichols-Fritzler)