

Minutes of the Board of Directors Meeting

DELTA DIABLO

January 13, 2021

The meeting was called to order by Chair Banales at 4:55 p.m. on Wednesday, January 13, 2021, via Zoom. Present were Vice Chair Federal Glover and Director Monica Wilson. 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; Cheryl Rhodes Alexander, Human Resources and Risk Manager; Celia Kitchell, Junior Engineer; and Christopher Thomas, Assistant Engineer.

Chair Banales 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."

PUBLIC COMMENTS

None.

BOARD REORGANIZATION

Approve Reorganization of the Board for 2021 and Appoint Board Committee Members, Alternates, and Representatives

Mr. De Lange outlined the recommended traditional rotation of the Board positions, committee members, and representatives for 2021, proposed to take effect on February 1, 2021. Chair Banales moved approval; seconded by Director Wilson, and by unanimous roll call vote, (Ayes: Banales, Glover, Wilson; Noes: None; Absent: None), the Board approved reorganization of the Board and appointment of committee members, alternates, and representatives for 2021.

RECOGNITION

Introduction of Celia Kitchell, Junior Engineer, to the District

Mr. Vo introduced Ms. Kitchell, who began her employment with the District on December 28, 2020 as a Junior Engineer. Prior to joining the District, Ms. Kitchell completed an internship at Central Contra Costa Sanitary District. She has an Engineer-in-Training certificate and has a Master of Science degree in Environmental Engineering. The Board welcomed Ms. Kitchell.

Introduction of Christopher Thomas, Assistant Engineer, to the District

Mr. Vo introduced Mr. Thomas, who began his employment with the District on December 28, 2020 as an Assistant Engineer. Prior to joining the District, Mr. Thomas was employed at Nexgen Utility Management. Mr. Thomas has a Bachelor of Science degree in Civil Engineering. The Board welcomed Mr. Thomas.

Recognize Cheryl Rhodes Alexander, Human Resources and Risk Manager, for Her Key Role in District Response to Coronavirus Pandemic and Continuing Efforts to Ensure Key Business Functions Remain Uninterrupted

Mr. Eckerson recognized Ms. Rhodes Alexander for her key role in the District's response to the coronavirus pandemic and continuing efforts to ensure key business functions remain uninterrupted. He highlighted her key contributions and critical role in developing and implementing numerous preventive and precautionary measures to protect the health, well-being, and safety of District employees during the pandemic. Mr. Eckerson noted that she also continued to oversee numerous human resources and risk management activities, including mandated human resources training, and recruitment and onboarding of five new staff members. The Board thanked Ms. Rhodes Alexander for her dedication and commitment to ensuring high-quality service throughout the pandemic. Ms. Rhodes Alexander thanked the Board and acknowledged District staff for supporting her efforts.

CONSENT CALENDAR

Prior to approval of the Consent Calendar, Chair Banales stated Director Wilson would abstain from Item E/1 Approve Minutes of the Special Board of Director Meeting, December 17, 2020, as she was not in attendance at the meeting. Chair Banales called for a motion of approval of the Consent Calendar, E/1 Approve Minutes of the Special Board of Director Meeting, December 17, 2020. Vice Chair Glover moved approval, seconded by Chair Banales, and by roll call vote (Ayes: *Glover and Banales*; Noes: *None*, Absent; *None*; Abstain: *Wilson*), the consent item was approved.

Vice Chair Glover moved approval of the remainder of the Consent Calendar, seconded by Director Wilson and by a roll call vote (Ayes: *Banales, Glover, and Wilson*, Noes: *None*; Abstain: *None*), the following consent items were approved : Receive District Monthly Check Register, November 2020; and Acting in the Capacity as Lead Agency of the Western Recycled Water Coalition, Authorize General Manager to Execute Amendment No. 6 to Consulting Services Contract in the Amount of \$85,000, for a New Total Contract Amount Not to Exceed \$597,000, Key Advocates, Inc., 2021 Legislative Advocacy Services, Western Recycled Water Coalition, Project No. 90024.

DELIBERATION ITEMS

1. Take Actions related to Treatment Plant Switchgear Replacement, Project No. 17120
 - a) Receive Report on Major Drivers Impacting Capital Improvement Program (CIP) Development
 - b) Approve Project and Design; Waive Minor Irregularities in Bid Documents; Award and Authorize General Manager to Execute Construction Services Contract, in an Amount Not to Exceed \$6,647,104.17, Cupertino Electric, Inc.; Authorize General Manager or His Designee to Approve Contract Change Orders in an Amount Not to Exceed 7.5% of Contract Amount; and Take Related Actions, Treatment Plant Electrical Switchgear Replacement, Project No. 17120
 - c) Authorize General Manager to Execute Consulting Services Contract in an Amount Not to Exceed \$613,541, Engineering Services, Lee & RO, Inc.; and Authorize General Manager to Execute Consulting Services Contract in an Amount Not to Exceed \$901,618, Construction Management Services, Psomas, Treatment Plant Electrical Switchgear Replacement, Project No. 17120

Mr. Vo provided a presentation on the major drivers impacting CIP development. He provided an overview of the CIP development process and guiding principles. Key highlights expected to impact development of the new 5-year CIP include the Headworks Improvement

Project, Bridgehead Pipeline Replacement Project, Antioch Conveyance System and Pump Station Improvements Project, Resource Recovery Facility Master Plan (RRFMP) Condition Assessment Findings, RRFMP Secondary Process Upgrade/Expansion, and the Treatment Plant Switchgear Replacement Project. In particular, Mr. Vo noted the additional \$12-15 million in capital improvements resulting from recent condition assessment activities at the District's Wastewater Treatment Plant and the future \$60-70 million that will be required to implement the Secondary Process Upgrade/Expansion Project.

Vice Chair Glover thanked Mr. Vo for the report and noted this is a good foundation for the upcoming CIP development process. Mr. De Lange commented that District staff will evaluate the confluence of increases in projects and unplanned projects and its impact on the upcoming rate development process.

Chair Banales called for a motion to Approve Project and Design; Waive Minor Irregularities in Bid Documents; Award and Authorize General Manager to Execute Construction Services Contract, in an Amount Not to Exceed \$6,647,104.17, Cupertino Electric, Inc.; Authorize General Manager or His Designee to Approve Contract Change Orders in an Amount Not to Exceed 7.5% of Contract Amount; and Take Related Actions, Treatment Plant Electrical Switchgear Replacement, Project No. 17120 and Authorize General Manager to Execute Consulting Services Contract in an Amount Not to Exceed \$613,541, Engineering Services, Lee & RO, Inc.; and Authorize General Manager to Execute Consulting Services Contract in an Amount Not to Exceed \$901,618, Construction Management Services, Psomas, Treatment Plant Electrical Switchgear Replacement, Project No. 17120. Vice Chair Glover moved approval, seconded by Director Wilson, and by roll call vote (Ayes: *Banales, Glover, and Wilson*); Noes: *None*, Absent; *None*), the Board Approved the item.

PRESENTATIONS AND REPORTS

None.

MANAGER'S COMMENTS

Mr. De Lange noted that staff is working to assess the significant financial impacts presented by the new capital project drivers discussed during the meeting. These drivers are expected to exert rate pressure over the next few years and limit the District's ability to cash fund its capital improvements.

DIRECTORS' COMMENTS

Vice Chair Glover wished everyone a Happy New Year. Director Wilson commented she is happy to be part of the Delta Diablo Board of Directors.

CORRESPONDENCE

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

The Board received and filed the report.

CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (GOV. CODE, SECTION 54957.6)

Agency Negotiators: Federal Glover, Vince De Lange

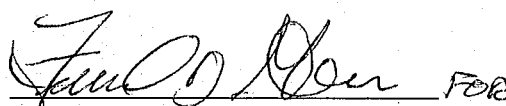
Employee Organizations: Operations and Maintenance Unit, Public Employees Union, Local One; Professional & Technical Unit, Public Employees Union, Local One; Management Association

Unrepresented Employees: All unrepresented employees

Before adjourning to Closed Session, the Secretary to the Board asked if there were any public comments on the Closed Session item. At 5:35 p.m., Chair Banales adjourned the Special Board of Directors meeting to Closed Session. Chair Banales departed from Closed Session at 6:00 p.m. Vice Chair Glover reconvened the Board of Directors meeting at 6:11 p.m. and stated there was nothing to report from Closed Session.

ADJOURNMENT

Vice Chair Glover adjourned the meeting at 6:11 p.m.



Monica Wilson
Board Secretary

(Recording Secretary:
Cecelia Nichols-Fritzler)