



District Response to Coronavirus

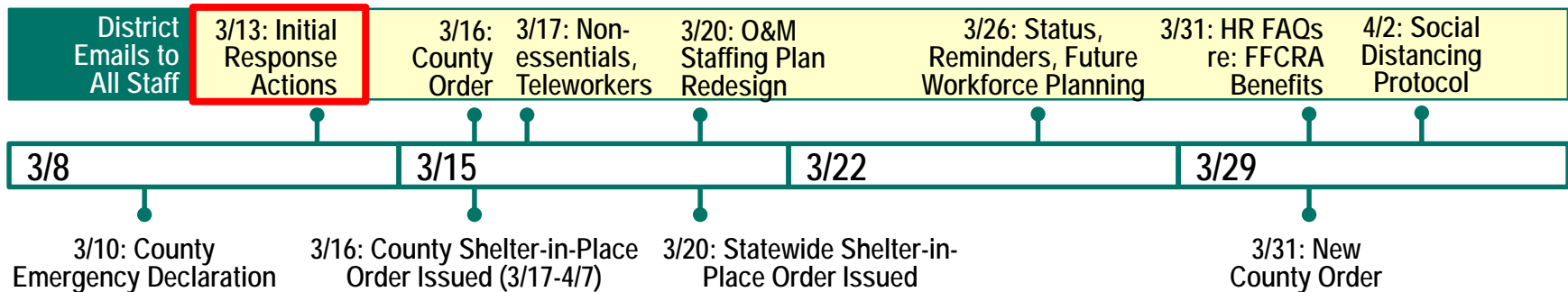
Board of Directors Meeting
April 8, 2020



TRANSFORMING WASTEWATER TO RESOURCES

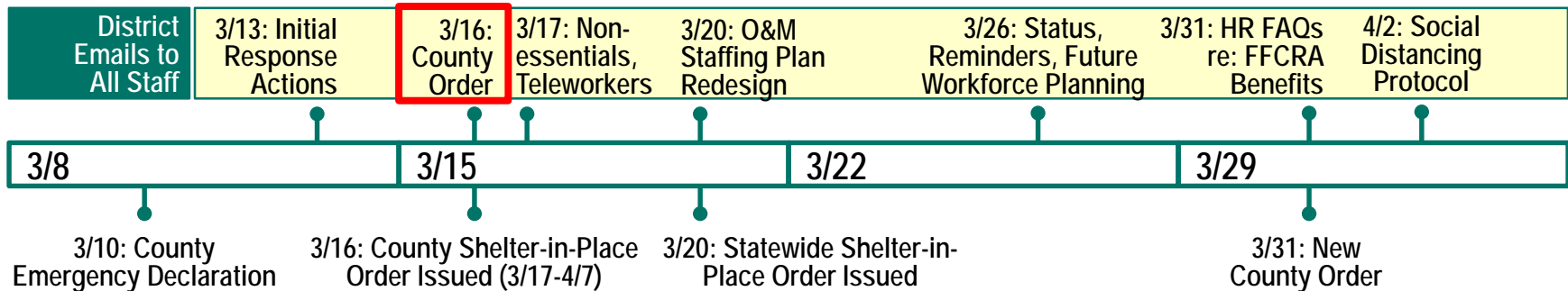
Initial Response Actions

- Protecting the health, well-being, and safety of District employees is the highest priority
- Focus on prevention, implementation of precautions
 - Suspended Delta HHWCF operation, direct public access, non-essential travel, community outreach activities, plant tours, permits
 - Shared best practices for personal hygiene and prevention
 - Emphasized reducing in-person interactions and social distancing
 - Increased cleaning frequency; provided sanitizer/wipes
- Identified potential “hot spots” to be addressed
- Initiated review of critical staffing levels



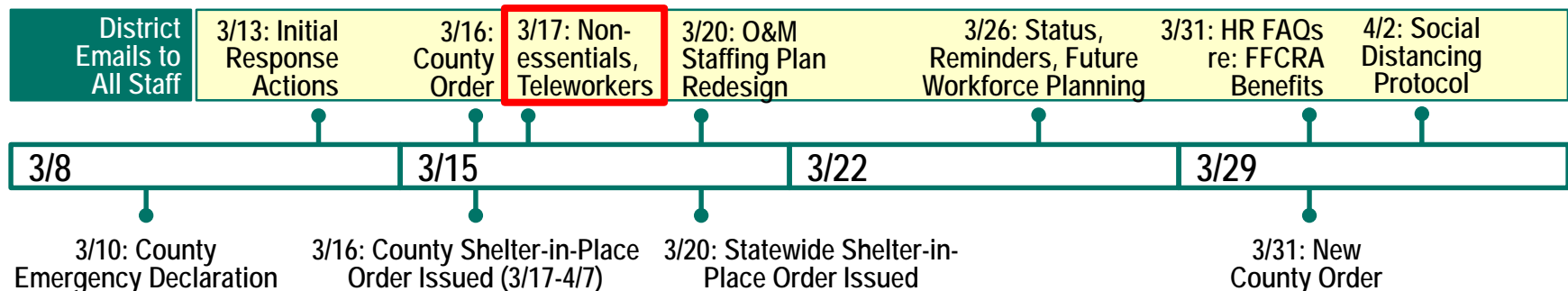
District Operations under County Order

- District is considered “Essential Infrastructure” and provides “Essential Governmental Functions” to protect public health and the environment
 - Federal/state/county guidance allows District to self-determine essential personnel to support operational needs
 - Organizational focus to engrain social distancing into all aspects of workplace behaviors and interactions
 - Continued implementation of capital improvement program
 - District has taken significant actions to directly support intent of Order by identifying “non-essential” staff and migrating workforce to “teleworking” status



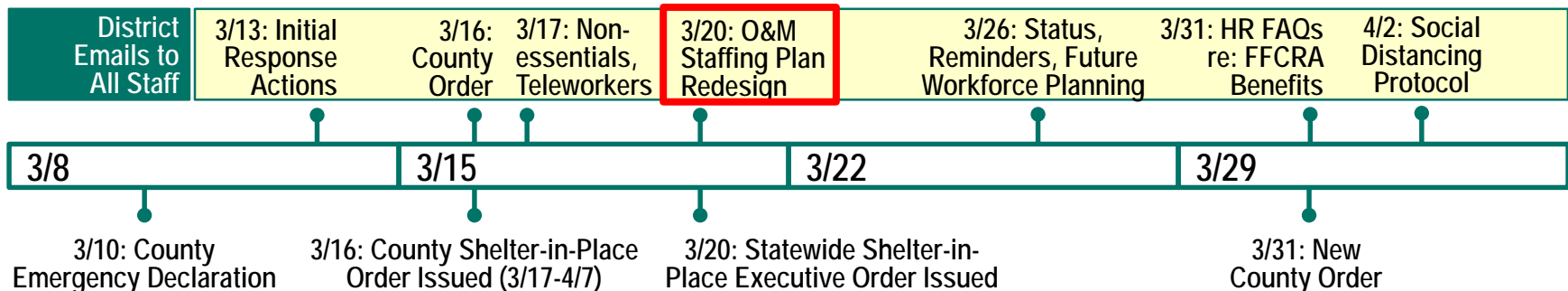
Reducing On-site Staffing Levels

- Designated five positions as “non-essential” based on cessation of specific functions and services (four currently)
 - Employees on paid administrative leave since 3/19
- Designated majority of non-O&M/Lab staff for teleworking status to maintain essential District functions and services
 - 18 initial employees; current District total = 26 employees
 - Staff signed “Temporary Teleworking Program” agreements
 - Workforce transition to teleworking implemented from 3/19–3/23



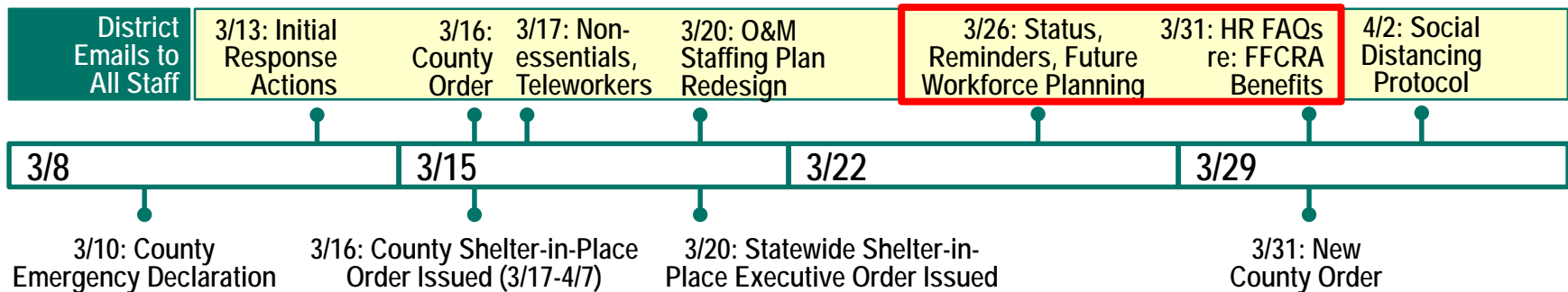
Protecting Critical O&M Staff

- Loss of critical O&M staff is significant threat to District
- Redesigned staffing plans to preserve two distinct teams
 - **Operations** (Teams A/B): 12-hr shifts, 7 days ON/7 days OFF; planned overtime necessary to provide 24/7 coverage
 - Focus on no physical contact between teams, intensive cleaning of common work areas during shift change between teams
 - **Maintenance** (Teams A/B): 12-hr day shifts, 3 days ON/4 days OFF; standby coverage to cover off-hours; limited paid admin leave to balance work hours; revised to three-team approach on 4/6
- Converted key common areas to “Operator Only” and “Maintenance/Lab Only” personnel



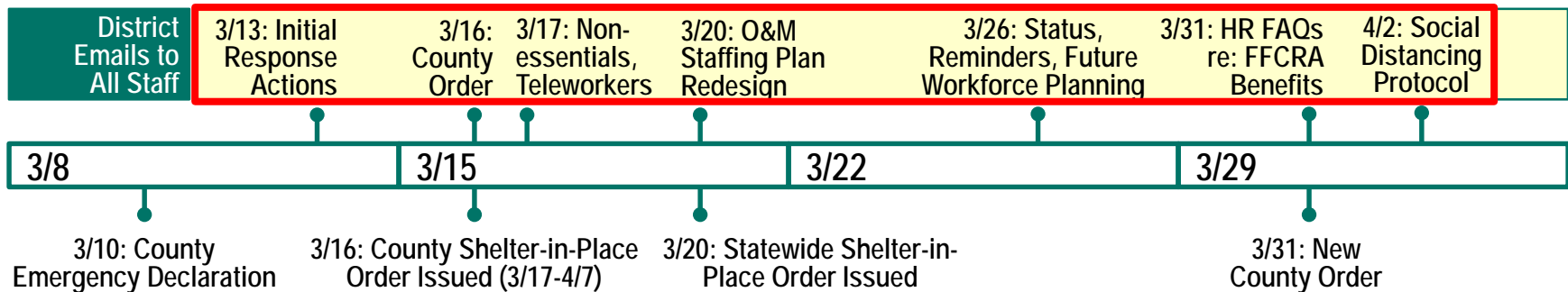
Workforce Planning

- Current Employee Status:
 - No District employees have tested positive for COVID-19
 - 85% of non-O&M/Lab staff transitioned off site
- Communicated benefits available under Families First Coronavirus Response Act (FFCRA)
- Refining O&M staffing plans, while developing contingency plan with workload prioritization if staff availability declines
- Exploring mutual aid agreements, relief from State Water Board on use of retired staff in critical functional areas



Protecting All On-site Staff

- Reinforcing social distancing practices in the workplace with focus on resolving “hot spot” areas
- Reducing exposure between critical workgroup members and shifts through access restrictions, intensive cleaning
- Providing informative, timely communications to staff
- Engaging with District contractors/consultants to adhere to social distancing practices and limit engagement w/staff
 - Key focus area for capital projects due to required O&M support



Capital Improvement Program Planning/Design Projects In Progress



- Resource Recovery Facility Master Plan
 - Switchgear Replacement Project
 - Antioch Conveyance System Improvements
 - Office Building Rehabilitation
 - Asset Management Program
 - On-site Fueling Tanks
 - Aboveground Fueling Tanks
 - SCADA Upgrades
 - Vactor Dump Station
 - Triangle Pump Station Rehabilitation
 - Antioch Brackish Water Desalination
- Limited interactions w/O&M personnel
 - Incorporation of social distancing practices
 - Reduced in-person interactions

Capital Improvement Program Construction Projects In Progress



- Conducted careful review of in-progress projects, most of which address critical infrastructure improvement needs
 - Headworks Improvements (\$12.5M)
 - Pump Station Facilities Repair (\$11.5M)
 - Primary Clarifier Area Improvements (\$3.6M)
 - Antioch Conveyance System Improvements (\$350k)
 - Bay Point Sewer Repairs – Phase 4 (\$3.8M)
 - Sodium Bisulfite Tank Replacement (\$0.7M)
 - Brine Transfer Facility (\$1.2M)
 - Staff will prioritize O&M staff support to maintain progress
 - Notified contractors/consultants re: social distancing measures on 3/31
 - Dedicated Ops staff
 - ~~Building Roof Replacement (\$2.0M) – SUSPENDED~~
- Reduced O&M support due to declining staff availability will impact construction project progress

Next Steps

- Maintain focus on securing additional required PPE
- Continue developing staffing contingency plans
- Monitor impacts of significant increase in use of non-flushable wipes on pump stations and treatment plant
- Emphasize professional development and organizational improvement initiatives for teleworking employees, where possible
- Engage in significant two-way information sharing with peer agencies, industry associations
- Monitor available federal infrastructure funding and U.S. EPA/State Water Board guidance regarding NPDES permit compliance



Declaration of Public Emergency in Response to COVID-19

Board of Directors Meeting
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TRANSFORMING WASTEWATER TO RESOURCES

COVID-19 Emergency Declarations Federal, State, and Local Level



Date	Key Actions
3/4	Governor Newsom proclaimed a statewide emergency
3/10	Contra Costa County proclaimed a local emergency
3/11	WHO declared a worldwide COVID-19 pandemic
3/13	U.S. President declared a National Emergency
3/16	Health Officer of Contra Costa County (CCC) declared a local public health emergency, issued shelter-in-place order through 4/7
3/19	State Public Health Officer issued statewide shelter-in-place order
3/22	State Public Health Officer designated 16 critical infrastructure sectors, including water/wastewater operations, and critical public works projects
3/31	Health Officer of CCC issued shelter-in-place order through 5/3 (superseded 3/16 order)

District Response to COVID-19

Key GM Actions (within authority)



- Suspended Delta HHWCF, direct public access to both admin. buildings, employee travel, community outreach events, and plant tours
- Designated five employees (four currently) as “non-essential” due to cessation of specific services/functions; placed on paid admin. leave
- Designated 26 employees for “teleworking” status
- Implemented redesign of staffing plans and shift schedules for critical O&M staff, which includes unavoidable use of overtime in Operations, and use of standby pay and paid admin. leave in Maintenance
- Determined that current District capital projects are necessary to O&M of District’s essential infrastructure (except Office Building Roof Replacement)
- Allowed use of any accrued leave balances if an employee has exhausted sick leave balance
- Authorized advancing 80 hours of sick leave (to be repaid) if an employee has exhausted all available accruals AND leave options under FFCRA

Recommended Board Action

Adopt Resolution



1. Acknowledging local emergency declared by County
2. Acknowledging GM personnel actions and reaffirm as appointing authority to administer all staffing changes, designations, and personnel actions
3. Authorizing GM to use up to \$350,000 to contract for materials, supplies, and services with discretion of purchasing policy application
4. Authorizing GM to use up to \$500,000 for additional contingencies on District public works projects if costs increase due to supply chain issues, increased material costs, and/or project delays/modifications