

Board of Directors Meeting Minutes
DELTA DIABLO
May 10, 2023

The meeting was called to order by Chair Juan Banales at 4:30 pm, on Wednesday, May 10, 2023. Present were Vice Chair Federal Glover and Director Monica Wilson. Also present were Rebecca Hooley, Alternate District Counsel; Vince De Lange, General Manager; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Brian Thomas, Acting Business Services Director/District Engineer; Dean Eckerson, Resource Recovery Services Director; Thanh Vo, Acting Engineering Services Director; Jason Piper, Information Technology Manager; Niger Edwards, Human Resources and Risk Manager; Todd Ravazza, Safety Manager; Sean Williams, Acting Senior Engineer; Amanda Roa, Environmental Programs Manager (Management Association bargaining unit representative); Dustin Bloomfield, Maintenance Manager; Trevor Simpson, Maintenance Supervisor; Nick Steiner, Recycled Water Program Coordinator (Professional & Technical bargaining unit representative); Cody Haight, Maintenance Mechanic II; Mark Guadagni, Associate Engineer; and Violet Le, Contra Costa County Science and Engineering Fair Winner.

PUBLIC COMMENTS - None.

RECOGNITION

Congratulate Violet Le, Contra Costa County Science and Engineering Fair Winner

Ms. Nichols-Fritzler introduced Ms. Le, Contra Costa County Science and Engineering Fair winner. The District assisted in sponsoring this event, along with other Contra Costa County water and wastewater agencies, which was held at Los Medanos College from March 8-9, 2023. Ms. Le, a student at Deer Valley High School in Antioch, submitted a project entitled "Disinfectant Wars: The Quest to Find the Best Weapon Against Bacteria," and was awarded third place for her entry. The Board congratulated Ms. Le on her achievement. Ms. Le thanked the Board.

Introduction of Cody Haight, Maintenance Mechanic II, to the District

Mr. Bloomfield introduced Mr. Haight, who joined the District as a Maintenance Mechanic II on April 17, 2023. Mr. Haight has over eight years of mechanical work experience in an industrial environment. Prior to joining the District, he was employed by the City of San Leandro. Mr. Haight completed his vocational training at Wyoming Technical Institute where he earned his welding certifications. As a member of the Maintenance Division, Mr. Haight will support the District's core mission of protecting public health and the environment, and the Environmental Stewardship and Infrastructure Investment goals in the District's Strategic Plan. The Board welcomed Mr. Haight, who thanked the Board for the opportunity.

Introduction of Mark Guadagni, Associate Engineer, to the District

Mr. Williams introduced Mr. Guadagni, who joined the District as an Associate Engineer on April 17, 2023. Mr. Guadagni earned a Bachelor of Science Degree in Mechanical Engineering from the University of California, Berkeley. He also received a Master of Science Degree in Environmental Engineering from Johns Hopkins University and a Master of Business Administration Degree from St. Mary's College of California. Prior to joining the District, Mr. Guadagni worked at Zero Waste Energy LLC as a Project

Engineer, and Tesoro (now Marathon) as a Process Reliability Engineer. He will apply his extensive engineering knowledge and project management experience to support the Infrastructure Investment goal in the District's Strategic Plan. In addition, he will be directly involved with implementing key measures to improve capital project delivery through enhanced coordination, collaboration, and communication. The Board welcomed Mr. Guadagni, who thanked the Board for the opportunity.

CONSENT CALENDAR

Chair Glover moved approval of the Consent Calendar, seconded by Director Wilson and by roll call vote (*Ayes: Banales, Glover, and Wilson; Noes: None; Absent: None; Abstain: None*), the following Consent Calendar items were approved: Approve Minutes of Board of Directors Meeting, April 12, 2023; Receive District Monthly Check Register for March 2023; Receive Notes of Board of Directors Finance Committee Meeting, April 26, 2023; Receive Notes of Board of Directors Personnel Committee Meeting, May 3, 2023; Authorize General Manager to Execute Amendment No. 1 to General Services Contract in the Amount of \$41,000, for a New Total Contract Amount Not to Exceed \$292,538, Lee & Associates Rescue, Inc., Safety Services; Receive Third Quarter FY22/23 District Investment Report; Approve Project Design, Award and Authorize General Manager to Execute Construction Services Contract in an Amount Not to Exceed \$2,788,610, Conquest Contractors, Inc., Authorize General Manager to Approve Contract Change Orders in an Amount Not to Exceed 10% of Contract Amount; Authorize General Manager to Execute Consulting Services Contract in an Amount Not to Exceed \$244,653, Kennedy Jenks Consultants, Engineering Services, Authorize General Manager to Execute Consulting Services Contract in an Amount Not to Exceed \$276,415, Alpha CM, Construction Management Services, and Take Related Actions, Manhole, Gravity Interceptor, and Easement Road Improvements, Project No. 21114; Authorize Amendment to Purchase Order in the Amount of \$41,000, for a New Amount Not to Exceed, \$365,000, Chemtrade Chemicals US, LLC., Supply and Delivery of Liquid Aluminum Sulfate for FY22/23; Approve Job Description and Salary Range for new Systems Administrator Classification, and Updated Salary Schedule; Approve Job Description and Salary Range for New Senior Construction Inspector Classification, Salary Range Change for Existing Construction Inspector Classification, and Updated Salary Schedule; and Approve Project Design, Award and Authorize General Manager to Execute Construction Services Contract in an Amount Not to Exceed \$233,323, TCB Industrial Contractor, and Authorize General Manager to Approve Contract Change Orders in an Amount Not to Exceed 10% of Contract Amount, and Take Related Actions, RWF Sand Pump Piping Replacement, Project No. 22127.

DELIBERATION ITEMS

Review Proposed FY23/24-FY27/28 Capital Improvement Program (CIP) and Set Public Hearing for June 14, 2023, to Consider Approval of 5-Year CIP

Mr. Vo highlighted that the proposed 5-year CIP totals \$139.1 million, which represents a \$3.2 million increase compared to the current CIP. He reviewed the major capital project drivers impacting CIP development, including the \$60 million Secondary Process Improvements Project, the \$18.5 million Antioch Pump Station and Conveyance System Improvements Project, and the \$10 million Cogeneration System Improvements Project. Mr. Vo reviewed proposed 5-year CIP expenditures by major infrastructure area, noting that the vast majority of capital investment needs are in the District's Wastewater

Treatment Plant (73%) and conveyance and pumping stations (16%), and by fiscal year. He stated that the proposed 5-year CIP includes ten new projects totaling \$6.0 million. Mr. Vo reviewed planned capital investments in the Bay Point wastewater collection system and upcoming master planning activities.

No public comments were received. Vice Chair Glover thanked Mr. Vo for the presentation. Director Wilson asked Mr. De Lange if the District applied for federal earmarks. Mr. De Lange stated the funding is available for shovel-ready projects and perhaps by this time next year, the District would be in a position to do so as the District's largest projects are in the planning and design phases.

Vice Chair Glover moved approval of the Item, seconded by Director Wilson and by roll call vote (Ayes: *Banales, Glover, and Wilson*; Noes: *None*; Absent: *None*; Abstain: *None*), the Board Set the Public Hearing for June 14, 2023, to Consider Approval of 5-Year CIP.

FY23/24 Operating Budget and Classification Control Plan - Receive Report on Key Assumptions for Proposed FY23/24 Operating Budget and Approve FY23/24 Classification Control Plan

Mr. Thomas highlighted that the proposed FY23/24 Operating Budget is \$33.0 million, which represents a \$1.3 million (4.0%) increase from FY22/23. He reviewed various sources of revenue and presented a breakdown of the operating budget by major cost category. Mr. Thomas discussed proposed staffing changes in FY23/24, development of a Classification Control Plan, and organizational focus on professional development and staff training. He noted that the Classification Control Plan is a concise document that includes maximum staffing levels and supports the Workforce Development goal as outlined in the District's Strategic Plan. He also reviewed current staffing levels and noted that the District is projecting labor costs will be lower in FY23/24. Mr. Thomas highlighted key budget drivers and associated changes for salaries, benefits, chemicals, utilities, office and operating, and outside services. He noted that the cost-of-living adjustment (COLA) will be 3.6%, which is lower than the projected COLA of 5% that was included in the preliminary budget estimate. In addition, he commented that staff will be incorporating a budget projection for FY24/25, which will enhance the District's conformance to GFOA budget reporting guidelines and noted this is informational only and Board action is not required. In closing, Mr. Thomas confirmed that no increase in Sewer Service Charges is required for FY23/24.

No public comments were received. Vice Chair Glover thanked Mr. Thomas for the report. Director Wilson commented on the Classification Control Plan and applauded the District's commitment to investing and supporting staff with professional development and training opportunities. Chair Glover moved approval of the FY23/24 Classification Control Plan, seconded by Director Wilson and by roll call vote (Ayes: *Banales, Glover, and Wilson*; Noes: *None*; Absent: *None*; Abstain: *None*), the Board approved the FY23/24 Classification Control Plan.

PRESENTATIONS AND REPORTS – None.

GENERAL MANAGER COMMENTS

Mr. De Lange commented on the benefit of having Ms. Le in attendance at the meeting and noted the District's focus on community engagement efforts, including participation in various events such as Big Truck Day hosted by the City of Antioch, mock interviews at Pittsburg High School, and upcoming participation in Career Day at Antioch Middle School.

BOARD MEMBER COMMENTS

Vice Chair Glover commented that his office will host a youth summit this year. Director Wilson commented that she is pleased to see the District supporting community engagement, especially with the youth and internship programs.

CORRESPONDENCE

Receive Monthly Lobbyist Report Dated April 2023 Key Advocates, Inc., Western Recycled Water Coalition

The Board received and filed the report.

CLOSED SESSION – None.

ADJOURNMENT

Chair Banales adjourned the meeting at 5:17 pm and noted the next regular Board of Directors Meeting will be held at 5:30 pm on June 14, 2023.



Monica Wilson
Board Secretary

(Recording Secretary: Cecelia Nichols-Fritzler)

cc: District File No. BRD.01-MINS