

Minutes of the Regular Board of Directors Meeting
APRIL 8, 2020

The meeting was called to order by Chair Banales on Wednesday, April 8, 2020, at 4:30 p.m., via Zoom audio. Present were Chair Juan Banales, and Directors Federal Glover and Sean Wright. 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; and Carol Margetich, Business Services Director.

Chair Banales read the following statement: “To slow the spread of COVID-19, the Contra Costa County Health Officer’s Shelter-in-Place Order of March 31, 2020 prevents public gatherings. In lieu of a public gathering, the Board of Directors meeting will be accessible via ZOOM Audio to all members of the public as permitted by the Governor’s Executive Order 29-20, which suspends certain requirements of the Ralph M. Brown Act.”

PUBLIC COMMENTS

None.

RECOGNITION

None.

CONSENT CALENDAR

Director Wright moved approval, seconded by Director Glover and, by a roll call vote (Ayes: *Banales, Glover, and Wright*; Noes: *None*; Absent: *None*), the following consent items were approved according to staff recommendations: Approved Minutes of Regular Board of Directors Meeting, March 11, 2020; Received District Monthly Check Register, February 2020; Authorized Issuance of a Purchase Order in an amount Not to Exceed \$125,000, G3 Engineering, Inc., Pittsburg Flow Equalization Storage and Pumping Facility Sewage Pump Replacement Impellers and Associated Component Parts.

DELIBERATION ITEMS

Approve Actions related to District Response to Coronavirus

a. Receive Report on District Response to Coronavirus

Mr. Eckerson highlighted protecting the health, well-being, and safety of its employees as the District’s highest priority. He summarized the District’s initial response actions, which focused on prevention through suspending certain services and activities, sharing best practices for personal hygiene, emphasizing social distancing requirements, and increasing cleaning frequency. Mr. Eckerson noted that the presentation would highlight external orders and directives issued by the state and county as he summarized District response actions. Although the District is considered “Essential Infrastructure” and provides “Essential Governmental Functions” under the county shelter-in-place order, he highlighted the District’s efforts to designate a limited number of staff as “non-essential,” while migrating the majority of office workers to “teleworking” status. Mr. Eckerson noted the District redesigned staffing plans to preserve the health and safety of operations and maintenance staff, while continuing contingency planning if staff availability declines. In addition, he stressed that the District is protecting all on-

site staff by reinforcing social distancing requirements, reducing exposure between critical workgroups, providing timely communications to staff, and engaging with District contractors and consultants to adhere to social distancing requirements and limit engagement with staff. Mr. Eckerson also confirmed that the District would continue with implementation of most of its capital planning, design, and construction projects necessary to maintain, operate, or repair District essential infrastructure. In closing, he stated that the District would focus on securing additional PPE, develop staffing contingency plans, and monitor impacts of non-flushable wipes.

Director Glover asked Mr. Eckerson if the District is working with the County to determine if the work is defined as essential work. Mr. Eckerson stated that this has been confirmed under the County order. Director Glover thanked staff for their dedicated service. Director Wright thanked staff for their continuing efforts.

Chair Banales asked Mr. Eckerson how the District will secure additional PPE and if the District is working with CalOES for N95 masks. Mr. Eckerson stated the District is closely monitoring its PPE and is investigating multiple sourcing options. Chair Banales thanked staff for providing critical wastewater services for the community.

b. Adopt a Resolution Confirming the Existence of a Local Emergency and Authorizing the General Manager to Respond to the Effects of the Emergency on the District Under Government Code Section 53021.

Ms. Margetich provided an overview of the federal, state, and local COVID-19 emergency declarations, as well as a summary of key actions taken by the General Manager. She highlighted the recommended resolution's contents, including acknowledging the local emergency declared by the County, and acknowledging General Manager personnel actions, while reaffirming the General Manager as the appointing authority to administer all staffing changes, designations, and personnel actions. Ms. Margetich noted that the resolution also authorizes the General Manager to use up to \$350,000 to contract for materials, supplies, and services, with discretion of purchasing policy application during the emergency, and to use up to \$500,000 for additional contingencies on District public works projects, subject to certain limits referenced in the resolution.

Director Glover moved adoption, seconded by Director Wright, and, by a roll call vote (Ayes: *Banales, Glover, Wright*; Noes: *None*; Absent: *None*), the Board adopted Resolution No. 06/2020 Confirming the Existence of a Local Emergency and Authorizing the General Manager to Respond to the Effects of the Emergency on the District Under Government Code Section 53021.

MANAGER'S COMMENTS

Mr. De Lange acknowledged staff for their adaptability to a tremendous amount of change in their professional and personal lives in a very short timeframe. He noted that the District has established a strong foundation in proactively addressing challenges posed by coronavirus and that the Executive Team would continue to work hard to protect all District employees in the weeks ahead. Mr. De Lange thanked the Board for its support.

DIRECTORS' COMMENTS

None.

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

Conference with Labor Negotiators (Gov. Code, section 54957.6)

Agency Negotiators: Federal Glover, Vince De Lange

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

Unrepresented Employees: All unrepresented employees.

Chair Banales advised the public that this concluded the public portion of the Board Meeting. At approximately 5:10 p.m., Chair Banales adjourned the meeting to closed session for the item above.

ADJOURNMENT

Chair Banales adjourned the meeting at 5:33 p.m. The next Board meeting will be a special meeting on April 23, 2020 at 4:30 p.m.



Sean Wright
Board Secretary

(Recording Secretary:
Cecelia Nichols-Fritzler)