

Minutes of the Regular Board of Directors Meeting

DELTA DIABLO

June 10, 2020

The meeting was called to order by Chair Banales at 4:31 p.m. on Wednesday, June 10, 2020, via Zoom. 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; Carol Margetich, Business Services Director; Dustin Bloomfield, Maintenance Supervisor; and Trevor Simpson, Maintenance Planner/Scheduler.

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 June 2, 2020 prevents public gatherings. In lieu of a public gathering, the Board of Directors meeting will be accessible via Zoom teleconference 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 to allow for greater flexibility of public meetings. Presentations for Item F1 are available on the District's website at www.deltadiablo.org/board-meetings."

PUBLIC COMMENTS

None.

RECOGNITION

Congratulate Trevor Simpson on His Promotion to Planner/Scheduler

Mr. Bloomfield highlighted the recent promotion of Mr. Simpson to the District's new Maintenance Planner/Scheduler position, effective May 18, 2020. Mr. Simpson was selected as the top candidate. Since joining the District in October 2007, Mr. Simpson has been a valuable member of the Maintenance Division with significant contributions toward improving service delivery. He is a well-rounded journey-level mechanic with extensive knowledge and experience. Mr. Simpson thanked the Board for the opportunity. The Board congratulated Mr. Simpson on his promotion.

CONSENT CALENDAR

Director Glover moved approval, seconded by Director Wright, and, by a roll call vote (Ayes: *Glover, Wright, and Banales*; Noes: *None*; Absent: *None*), the following consent items were approved according to staff recommendations: Approve Minutes of Board of Directors Meeting, May 13, 2020; Approve Minutes of Special Board of Directors Meeting, May 22, 2020; Receive District Monthly Check Register, April 2020; Approve and Authorize General Manager to Execute an Agreement for Biosolids Handling Services with Synagro West, LLC, to Pay Rates Specified in the Agreement for Biosolids Handling and Beneficial Use during a Two-Year Term from July 1, 2020 through June 30, 2022; Authorize General Manager or His Designee to Approve Construction Contract Change Orders up to 10% of Contract Amount, for a New Total Contract Authorization of \$10,859,200, Pump Station Facilities Repair, Project No. 80008; Authorize Issuance of a Purchase Order in an Amount Not to Exceed \$196,000, PAC Machine

Company, Unanticipated Wastewater Treatment and Conveyance Infrastructure Repairs, Project No. 20109; Receive Third Quarter Fiscal Year 2019/2020 District Investment Report; Receive Notes from Personnel Committee Meeting, June 3, 2020; Adopt Resolution to Approve New Finance Professional/Retired Annuitant Classification, Job Description, and Updated District Salary Schedule; and Receive Report on Overview of Fiscal Year 2020/2021 Budget Book.

DELIBERATION ITEMS

1) Approve Actions related to District Response to COVID-19

a) Receive Report on District Response to COVID-19

Mr. Eckerson provided an overview of the District's key response actions to mitigate COVID-19 impacts in the workplace. He highlighted workforce planning efforts, including "return-to-work" planning and future restoration of public access and suspended services. Mr. Eckerson noted that no District employees have tested positive for COVID-19 to date. He reviewed recent changes to operations and maintenance staffing plans to increase resource availability, while maintaining social distancing. Last, Mr. Eckerson highlighted that the District will establish an on-line repository of COVID-19 information, directives, and communications for staff use and enhance employee communications through a proposed new Board policy, entitled "Mitigating COVID-19 Impacts in the Workplace."

Director Glover inquired if employees are being tested and are aware of available testing and site locations. Mr. Eckerson responded that the District is only notified by the County if a positive test result occurs and confirmed that employees have been made aware of the availability of testing sites in the Bay Area. Director Glover encouraged employees to get tested, as needed. Director Wright also encourage employees to get tested, because the initial limited availability of tests is no longer the case.

The Board received and filed the report.

b) Adopt Resolution to Approve "Mitigating COVID-19 Impacts in the Workplace" Policy, Board Policy No. 1080

Mr. Eckerson introduced the draft policy for Mitigating COVID-19 Impacts in the Workplace. He noted that staff is recommending adoption of the resolution, and Board policy that highlights many of the mitigative measures already implemented by the District. He noted, the policy would serve as an important reference document for all District employees as the District continues to navigate the COVID-19 pandemic over the next few months. The General Manager would continue to administer and develop all necessary associated procedures, protocols, and communications in support of the policy. Mr. Eckerson outlined the key policy components.

In addition, Mr. Eckerson noted that the District would continue adapting current management actions and mitigation measures to evolving county and state health orders, while ensuring a thoughtful, and phased transition of District employees during "return-to-work" planning. He noted that the District is currently implementing changes to O&M staffing plans to support resource and workload needs, and reduce cumulative impacts associated with modified shift schedules. Mr. Eckerson highlighted that the District has met with bargaining unit representatives regarding the policy and will continue to do so as the District continues to develop its response to COVID-19 going forward.

Mr. Eckerson reported that the draft policy was reviewed by the Personnel Committee on June 3, 2020, which recommended consideration by the Board at the June 10, 2020 meeting.

Director Wright moved approval, seconded by Director Glover, and, by a roll call vote (Ayes: *Wright, Glover, and Banales*; Noes: *None*; Absent: *None*), the Board received Report on District Response to COVID-19, and Adopted Resolution to Approve "Mitigating COVID-19 Impacts in the Workplace" Policy, Board Policy No. 1080.

PRESENTATIONS AND REPORTS

None.

MANAGER'S COMMENTS

None.

DIRECTORS' COMMENTS

None.

CORRESPONDENCE

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


The Board received and filed the report.

CLOSED SESSION

None.

ADJOURNMENT

Chair Banales adjourned the meeting at 5:06 p.m. The next Special Board Meeting will be at 4:30 p.m. on June 25, 2020.



Sean Wright, Board Secretary

(Recording Secretary:
Cecelia Nichols-Fritzler)