

**Minutes of the Regular Board of Directors Meeting  
OCTOBER 9, 2019**

The meeting was called to order by Vice Chair Juan Antonio Banales on Wednesday, October 9, 2019, at 4:38 p.m., in the Board Room, located at 2500 Pittsburg-Antioch Highway, Antioch. Also present were Federal Glover, Director; Mary Ann Mason, District Counsel; Vince De Lange, General Manager; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Carol Margetich, Business Services Director; Dean Eckerson, Resource Recovery Services Director; Brian Thomas, Engineering Services Director/District Engineer; Amanda Roa, Environmental Programs Manager; Darrell Cain, Laboratory Manager; Jayne Strommer, Government Affairs Manager; Joaquin Gonzalez, Operations Manager; Dustin Bloomfield, Maintenance Supervisor; Steve Rodriguez, Operations Supervisor; Thanh Vo, Senior Engineer; Nick Steiner, Recycled Water Coordinator/P&T Bargaining Unit Representative; Matt Gotshall, Computer Analyst/P&T Bargaining Unit Representative; Cindy Kirk, Administrative Assistant III; Holland White, City of Pittsburg Councilmember and Supervisor's Aide for Special Projects, Office of Supervisor Federal D. Glover; and Rocky Pompa.

**PUBLIC COMMENTS**

None.

**RECOGNITION**

**Receive Presentation of Utility of the Future Award from National Association of Clean Water Agencies (NACWA)**

Mr. Eckerson presented the NACWA Utility of the Future Award, which recognizes the achievements of innovative water utilities that provide resilient, value-added, community services with a focus on community engagement, watershed stewardship, and recovery of resources such as water, energy, and nutrients. Mr. Eckerson noted that this is the second consecutive year the District has received this prestigious award and highlighted the District's Utility of the Future vision, which embraces innovation, progressive leadership, and an organizational culture of continuous improvement to benefit the environment, maintain reasonable rates, and serve as responsible stewards of public resources and trust. Director Glover thanked staff for making this award possible. Director Banales acknowledged the hard work by staff and stated that the recent awards are a reflection of the great work done at the District.

**CONSENT CALENDAR**

Director Banales called for a motion for approval of the Consent Calendar, Director Glover moved approval, and by voice vote (*Ayes: Banales and Glover; Noes: None, Absent: Wright Abstain: None*), the following consent items were approved according to staff recommendations: Adopt Resolution Commending and Congratulating Michael Auer, Environmental Compliance Specialist II, on his Retirement from the District; Approve Minutes of Regular Board of Directors Meeting, October 9, 2019; and Receive District Monthly Check Register, August 2019.

**DELIBERATION ITEMS**

**Adopt Resolution to Fly District Flag at Half-Staff Commencing at Sunrise on October 10, 2019, for a Period of Seven Days in Memory of Leonard Pompa, Senior Operator, who Passed Away on September 24, 2019**

Mr. Eckerson presented a Resolution to the Board, requesting to fly the District flag at half-staff in memory of Mr. Leonard Pompa (Senior Operator), who passed away on September 24, 2019. Mr. Eckerson highlighted Mr. Pompa's career and certification progression from an Operator-in-Training beginning in 1985 to Senior Operator, while noting that he was the longest serving current District employee with 34 years and 29 days of continuous service until his passing. He received the Operator of the Year award from the California Water Environment Association (CWEA) San Francisco Bay Section in 2012. Mr. Pompa was a valuable Operations Division team member and contributed significantly to operational excellence at the District. He was well-respected by his peers for his strong work ethic, cheerful demeanor, loyalty, and commitment to the success of the District and its staff. Mr. Pompa was well-liked throughout the District and his presence will be greatly missed. Mr. Eckerson noted that the recommendation to fly the flag at half-staff is a small gesture that acknowledges the positive impact Mr. Pompa made while serving the District.

Director Glover thanked Mr. Eckerson for the presentation and for recognizing Mr. Pompa's life and his love for his District family. He stated that Mr. Pompa was a hard worker, an innovator, a kind person, and a friend to all. Director Glover closed his remarks by stating Mr. Pompa will be missed and the District lost a very good family member. Director Banales commented that Mr. Pompa's passing is a huge loss for the District, and it is fitting to lower the flag in his honor. He thanked staff for the suggestion and acknowledged how much Mr. Pompa meant to staff. Director Banales extended his condolences to the Pompa family.

Director Banales called for a motion for approval, Director Glover moved approval, and by voice vote (Ayes: *Banales and Glover*; Noes: *None*, Absent: *Wright*; Abstain: *None*) the Board Adopted a Resolution to Fly the District Flag at Half-Staff Commencing at Sunrise on October 10, 2019, for a Period of Seven Days in Memory of Leonard Pompa, Senior Operator, who Passed Away on September 24, 2019.

The Board observed a moment of silence in memory of Leonard Pompa.

Authorize General Manager to Execute Consultant Services Contract in an Amount Not to Exceed \$1,504,943, Hazen and Sawyer, Engineering Services, Resource Recovery Facility Master Plan, Project No. 18120

Mr. Thomas discussed the Resource Recovery Facility Master Plan (RRFMP), which is an essential element of the District's overall financial sustainability. He commented that the RRFMP will provide the District with a strategic planning document focused on near- and long-term infrastructure improvements to address asset condition, hydraulic capacity, treatment capacity, and regulatory requirements. Mr. Thomas added that the project is intended to provide the District with an integrated, strategic planning focused document to guide significant infrastructure investment decisions. The RRFMP will be an "action-oriented" document highlighting specific measures and triggers that support decision making over the next few years, while maintaining a 20-year planning horizon. Mr. Thomas reviewed the consultant selection process which included soliciting requests for proposals, interviews, and reference checks. The anticipated project completion timeline is approximately 18 months with certain tasks prioritized for early delivery to meet District needs. Director Glover thanked Mr. Thomas for the presentation. Director Banales called for a motion for approval, Director Glover moved approval, and by voice vote (Ayes: *Banales and Glover*; Noes: *None*, Absent: *Wright*; Abstain: *None*) the Board Authorized the General Manager to Execute Consultant Services Contract in an Amount Not to Exceed \$1,504,943, Hazen and Sawyer, Engineering Services, Resource Recovery Facility Master Plan, Project No. 18120.

## **PRESENTATIONS AND REPORTS**

### Receive Delta Household Hazardous Waste Collection Facility Fiscal Year 2018/2019 Report

Ms. Roa provided an update on the Delta Household Hazardous Waste Collection Facility (DHHWCF), which is a partnership with the cities of Antioch, Brentwood, Oakley and Pittsburg, and Contra Costa County. The District has operated the facility since 1996 and accepts HHW and electronic waste (e-waste). During the last fiscal year, 17,544 vehicles utilized the facility for HHW disposal (not including e-waste). Over 556 tons of waste were delivered with 70.8% of material collected being either reused or recycled. Over 167 tons of e-waste was collected in FY18/19. E-waste revenue, which has helped offset HHW program costs in the past, is no longer received due to disruption in global recycling markets and associated decreases in e-waste value. The program continues to evaluate adding new wastes, such as solar panels and e-cigarettes/ vaping cartridges. Ms. Roa noted future considerations will include a flare disposal event, hours of operation, staffing, and evaluation of the facility condition.

Director Glover commented that the HHW program has grown and commended Ms. Roa for doing an outstanding job throughout the years. He noted the importance for the community to have a drop-off site for various materials. Director Glover asked for clarification on the amount of e-waste collected. Ms. Roa responded that the HHW continues to receive e-waste, noting that the weight of e-waste has been reduced as electronics have become smaller and lighter. Director Banales thanked Ms. Roa for the report.

### Review and Comment on Draft Strategic Communications Plan

Ms. Margetich provided a review of the Draft Strategic Communications Plan. She noted that the District established a Strategic Business Plan Initiative in FY18/19 under “Stakeholder Engagement” to “Develop strategic planning framework to guide proactive public information and outreach activities and ensure alignment with key District initiatives.” Ms. Margetich emphasized that the District values strong collaboration and engagement with the local community and key stakeholders, transparency, and serving as responsible stewards of the public’s resources and trust. She further highlighted that the plan is intended to: 1) guide communications activities by identifying key focus areas, stakeholders, and messaging points, while providing goals and strategies that form the basis of the District’s communications framework; 2) provide a reference document for District staff to support consistent communications and raise overall awareness; and 3) identify objectives to continue enhancing public communications and outreach efforts. She also noted staff identified both near- and long-term initiatives to guide implementation of the District’s communications efforts over the next two years.

Director Glover thanked Ms. Margetich for the presentation and commented that the draft document is excellent, visionary, and should be finalized. He shared his support for linking the District’s website to city and county websites, and providing Board members with the ability to direct members of the public to the website for more information.

Director Banales thanked Ms. Margetich for the presentation and commented that he is pleased with the document. He asked that the District consider the most effective communication channels (e.g., direct mail, email, social media, website) and augment the plan to identify opportunities to grow and measure progress. Director Banales noted that use of social media is an effective, low-cost communication tool. Mr. De Lange responded that the plan includes an evaluation of use of social media and associated resource needs. He added that the District will assess current use of the

website, explore opportunities to partner with neighboring cities to direct traffic to the website, and identify opportunities to share information in a timely manner. Mr. De Lange stated that suggestion to identify the effectiveness of communication channels will be added to the plan as a near-term initiative to be completed over the next year.

**MANAGER’S COMMENTS**

Mr. De Lange commented that the District has not been impacted by the recent PG&E power outages, but is prepared to implement emergency bypass pumping at remote pump stations, if needed. He also commented that the District received an award from the Government Finance Officers Association (GFOA), which will be presented to the Board at the November 13, 2019 meeting.

**DIRECTORS’ COMMENTS**

None.

**CORRESPONDENCE**

Receive Monthly Lobbyist Report dated September 2019, Key Advocates, Inc., Western Recycled Water Coalition, Project No. 90024

The Board received and filed the report.

**CLOSED SESSION**

None.

**ADJOURNMENT**

Director Banales adjourned the meeting at 5:35 p.m. The next regular meeting of the Board of Directors is scheduled for November 13, 2019 at 4:30 pm.



Federal Glover  
Board Secretary

(Recording Secretary:  
Cecelia Nichols-Fritzler)