

Special Board of Directors Meeting Minutes
DELTA DIABLO
December 11, 2024

The meeting was called to order by Chair Monica Wilson at 5:32 pm, on Wednesday, December 11, 2024. Present were Vice Chair Federal Glover and Director Juan Banales. Also present were Rebecca Hooley, District Counsel; Vince De Lange, General Manager; Brian Thomas, Deputy General Manager; Dean Eckerson, Resource Recovery Services Director; Nitish Sharma, Business Services Director; Murat Bozkurt, Engineering Services Director/ District Engineer; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Jason Piper, Information Technology Manager; Anika Lyons, Finance Manager; Joaquin Gonzalez, Operations Manager; Todd Ravazza, Safety Manager; Jamie Lyn Alfonso, Human Resources and Risk Manager; Thanh Vo, Senior Engineer; Steve Baptista, Warehouse Technician II; Nicholas Muchmore, Senior WWTP Operator; Katherine Garcia, Administrative Assistant II; David Alvey, Maze & Associates; and Habib Isaac, IB Consulting.

PUBLIC COMMENTS – None.

RECOGNITION

Congratulate Nicholas Muchmore, on His Promotion to Senior WWTP Operator

Mr. Joaquin Gonzalez noted Mr. Muchmore's promotion to Senior WWTP Operator. The Board congratulated him on his promotion.

PUBLIC HEARING

Conduct Public Hearing on Proposed Adjustments to Capital Facilities Capacity Charges; Close Public Hearing to Consider Any Testimony Received; and Adopt Ordinance No. 127 Establishing Adjusted Capital Facilities Capacity Charges (Nitish Sharma)

Chair Wilson opened the public hearing at 5:35 pm.

Mr. Sharma reviewed the CFCC updated schedule; provided background regarding current CFCCs, associated revenue, and current fund balance; highlighted recent master planning work to update WWTP flow and loading conditions, available capacity, and capital expansion needs; reviewed guiding principles, the recommended cost allocation methodology, key financial assumptions, and recommendations, including CFCC adjustments, updating CFCCs for accessory dwelling units, and adjusting CFCCs annually based on a recommended index. Mr. Sharma also discussed outreach efforts conducted with key stakeholders.

Ms. Nichols-Fritzler reported there were no public comments. The Board thanked Mr. Sharma for the presentation. Chair Wilson closed the public hearing at 5:45 pm. Vice Chair Glover asked a clarifying question regarding the District's outreach efforts. Mr. Sharma responded that the District reviewed development projects in the service area and conducted in-person and virtual workshop with stakeholders. Chair Wilson asked a clarifying question as to which newspaper publication was used to publish the Notice of Public Hearing. Mr. Sharma commented the Notice was published in the East County Times. Vice Chair Glover moved approval of the Item, seconded by Director Banales and by roll call vote (Ayes: *Banales, Glover, and Wilson*; Noes: *None*; Absent: *None*; Abstain: *None*), the Board approved Adjustments to Capital Facilities Capacity Charges and Adopted Ordinance No. 127.

CONSENT CALENDAR

Prior to the motion to approve the Consent Calendar, Mr. De Lange noted that the agenda title Item F/8 should be corrected to "Ferric Chloride" (not "Ferrous Chloride"). Vice Chair Glover moved approval of the amended Consent Calendar, seconded by Director Banales 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 Special Board of Directors Meeting, November 6, 2024; Receive Notes of Board of Directors Finance Committee Meeting, December 4, 2024; Approve Delta Diablo Board of Directors Meeting Schedule for 2025; Receive District Monthly Check Register for October and November 2024; Approve Project and Design, Award and Authorize General Manager to Execute Construction Services Contract in an Amount Not to Exceed \$562,223, A3 Pipeline, 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 \$25,000, Sanbell, Engineering Services, and Take Related Actions, Bay Point Collection System Point Repairs, Project No. 23119; Authorize General Manager to Execute Consulting Services Contract in an Amount Not to Exceed \$1,016,914, HDR, Inc., Engineering Design Services, Antioch Pump Station and Conveyance System Improvements, Project No. 20121; Authorize General Manager to Execute Amendment No. 3 to General Services Contract, Extending Term for One Year, January 1, 2025 through December 31, 2025, and Authorize Payment in the Amount of \$174,000 for a New Total Contract Amount Not to Exceed \$614,000, Northpoint Security Services, Inc., Security Services; Authorize Amendment to Purchase Order in the Amount of \$270,000, for a New Total Amount Not to Exceed \$502,000, Kemira Water Solutions Inc., Supply and Delivery of Ferric Chloride; Adopt Resolution Approving Revised Management Association Salary Schedule; Approve Reappropriation of Capital Improvement Program Budget Carried Forward From FY23/24 to FY24/25, And Adjustment and/or Closing of CIP Projects in FY23/24 and FY24/25; Approve Side Letter Agreements to Memoranda of Understanding with Professional & Technical Representation Bargaining Unit and Management Association Bargaining Unit; Authorize General Manager to Execute License Agreement, Planetbids LLC, Online Platform for Bidding Processes; and Authorize General Manager to Execute General Services Contract with Modified Indemnification Language and Issue Purchase Order in the Amount of \$8,688, Hach Company of Loveland Colorado, Instrument Support Services.

DELIBERATION ITEMS

Adopt Resolution Declaring That, as of December 2, 2024, Public Interest and Necessity Demanded Immediate Expenditure of Public Money to Repair Unanticipated Failure of Shore Acres Pump Station Forcemain to Safeguard Life, Health, and Property Without Submitting Expenditure to Bid, Pursuant to Public Contract Code Section 20783; Ratify General Manager's Establishment of a New FY24/25 Project in the Wastewater Capital Asset Replacement Fund, and Transfer of Monies to This Project from Wastewater Capital Asset Replacement Fund Reserves (\$200,000) and POC HVAC System Improvements Project (\$400,000), for a Total Project Budget of \$600,000; Ratify General Manager's Negotiation and Execution of Materials Procurement, Construction, and Other Related Services Contracts in a Total Combined Amount Not to Exceed \$600,000; and Take Related Actions under California Environmental Quality Act, Shore Acres Forcemain Repair, Project No. 25124

Mr. Vo reviewed the failure site location on the Shore Acres Pump Station forcemain, which was identified on December 2, 2024. He highlighted key response actions implemented to halt the associated sanitary sewer overflow (SSO) and repair the forcemain failure location, which was completed within approximately 48 hours of identification. Mr. Vo noted near-term focus areas, including completing installation of a temporary bypass piping system, engaging with regulatory agencies, and meeting regulatory reporting requirements.

The Board thanked Mr. Vo for the report. In response to comments from Vice Chair Glover regarding detection of the SSO, Mr. De Lange noted the subterranean location of the forcemain breach in the marshland area and internal focus on potential flow metering issues Mr. De Lange shared the District would be conducting a thorough investigation with a root cause analysis and corrective and preventive actions to prevent a recurrence. Chair Wilson echoed Vice Chair Glover's comments and added that a thorough review should take place to prevent future overflows. Mr. De Lange commented that the District effectively responded to media inquiries associated with the SSO in a timely manner.

Director Banales moved approval, seconded by Vice Chair Glover and by roll call vote (Ayes: *Banales, Glover, and Wilson*; Noes: *None*; Absent: *None*; Abstain: *None*), the Board adopted a Resolution declaring that, as of December 2, 2024, public interest and necessity demanded immediate expenditure of public money to repair unanticipated failure of Shore Acres Pump Station Forcemain to safeguard life, health, and property without submitting expenditure to bid, pursuant to public contract code section 20783; ratify general manager's establishment of a new FY24/25 project in the Wastewater Capital Asset Replacement Fund, and transfer of monies to this project from Wastewater Capital Asset Replacement Fund reserves (\$200,000) and POC HVAC system improvements project (\$400,000), for a total project budget of \$600,000; ratify general manager's negotiation and execution of materials procurement, construction, and other related services contracts in a total combined amount not to exceed \$600,000; and take related actions under California Environmental Quality Act, Shore Acres Forcemain Repair, Project No. 25124.

PRESENTATIONS AND REPORTS

Receive Audited Annual Comprehensive Financial Report and Required Auditor Communication Letters for FY23/24

Mr. Sharma provided background information; reviewed key findings, including an "unmodified" or "clean" auditor opinion with no internal control findings to be addressed, and the District's strong financial position; shared details regarding the District's net position, operating revenues and expenses; and highlighted additional notes on specific accounting focus areas.

In response to a question from Vice Chair Glover regarding current staffing levels and challenges with recruiting for engineering positions, Mr. De Lange commented that the District is close to being fully staffed and highlighted the competitive job market associated with recruiting engineers, while noting the District's adjustment to focusing on hiring lower-level engineering positions (i.e., junior/assistant engineers) and supporting career development. The Board thanked Mr. Sharma and received and filed the report.

GENERAL MANAGER COMMENTS – None.

BOARD MEMBER COMMENTS – None.

CORRESPONDENCE – None.

CLOSED SESSION – None.

RECOGNITION (cont'd)

Adopt Resolution Recognizing Director Federal Glover and Naming Board Conference Room in His Honor


Mr. De Lange highlighted Vice Chair Glover's 28 years of service on the Board, which included 28 years as Personnel Committee Chair. He noted multiple major accomplishments during his tenure, as well as his steady leadership and guidance, lasting impact, dedicated service. Mr. De Lange highlighted the staff proposal to rename the Board Conference Room in Vice Chair Glover's honor. Director Banales congratulated and thanked Vice Chair Glover for his decades of service. Chair Wilson thanked Vice Chair Glover for being a wonderful role model and mentor.

Vice Chair Glover addressed his fellow Board members and staff, recounting the start of his career in public service, acknowledging the work of his colleagues and staff. He highlighted memorable accomplishments, while noting the tremendous support he received from his office staff, wife, and family members.

Director Banales moved approval, seconded by Chair Wilson and by roll call vote (Ayes: *Banales and Wilson*; Noes: *None*; Absent: *None*; Abstain: *Glover*), the Board adopted a resolution recognizing Director Federal Glover and naming the Board Conference Room in his honor.

ADJOURNMENT

Chair Wilson adjourned the meeting at 6:25 pm to a reception honoring Director Glover and noted the next Board of Directors Meeting will be held at 4:30 pm on January 15, 2025.



Juan Banales
Board Secretary

(Recording Secretary: Cecelia Nichols-Fritzler)