

**CONTRA COSTA WATER DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
April 3, 2019**

MINUTES

CALL TO ORDER

President Borba called to order a regular meeting of the Board of Directors of the Contra Costa Water District (District) at 6:32 p.m., at 1331 Concord Avenue, Concord, the regular meeting place of the Board.

ROLL CALL

<i>Directors Present:</i>	Lisa M. Borba, President Connstance Holdaway, Vice President Ernesto A. Avila Bette Boatman John A. Burgh
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<i>Directors Absent:</i>	None
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<i>Acting General Manager:</i>	Ronald D. Jacobsma
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<i>Legal Counsel:</i>	Douglas E. Coty
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<i>District Secretary:</i>	Mary A. Neher
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PLEDGE OF ALLEGIANCE

Vice President Holdaway led the pledge of allegiance.

ADOPTION OF AGENDA

There were no changes to the agenda, and the Board adopted the agenda by rule.

PUBLIC COMMENT (Please observe a three-minute time limit)

President Borba asked for public comments. There were none.

CONSENT CALENDAR

1. Approve Directors' Service/Business and Travel Expenses
 - a. Future Services – April 2019

2. Approve meeting minutes.
 - a. March 5, 2019
 - b. March 6, 2019

3. Approve the warrant register dated April 4, 2019.

President Borba asked if anyone wanted to remove an item from the consent calendar to be separately considered. Vice President Holdaway said she would abstain from Agenda Item No. 2.a. regarding the approval of the March 5, 2019 minutes because she did not attend the meeting.

President Borba asked for Board questions and comments. There were none.

President Borba asked for public comments. There were none.

MOTION: Boatmun/Burgh to approve the consent calendar, except for Agenda Item No. 2.a. The motion carried by a unanimous voice vote. Agenda Item No. 2 for the approval of the March 5, 2019 minutes was approved by voice vote (Ayes: Avila, Boatmun, Borba, Burgh; Abstain: Holdaway).

ACTION

4. Reauthorize execution of the Multi-party Agreement with the Local Agency Partners to provide a total contribution amount up to \$2.833 million for planning-related activities for the Los Vaqueros Reservoir Expansion Project.

Mr. Jacobsma reviewed the past Board action to approve the Multi-party Agreement. Two additional provisions were added during the Local Agency Partners (LAP) review. The Board is being asked to reauthorize the agreement with those additional provisions, as reviewed by the Board on March 20, 2019.

President Borba asked for Board questions and comments.

Director Avila suggested for District staff to review the Alameda County Water District request for proposals for the independent third-party financial consultant review of the usage fee calculations, so the District may provide clarification before the proposal deadline. Mr. Coty explained that staff and legal counsel did review the request for proposals to make sure it was consistent with the agreement.

Director Burgh asked for the definition of the word “independent” in the context of the agreement. Mr. Coty explained that firms with recent or active contracts with either the District or East Bay Municipal Utility District would not qualify. If the third-party financial consultant has or recently has had a contract with one of the other LAPs, it would need to be reviewed for potential conflict of interest. The contracting prohibition would be through the duration of this particular project.

President Borba asked for public comments. There were none.

MOTION: Avila/Boatmun to reauthorize execution of the Multi-party Agreement with the Local Agency Partners to provide a total contribution amount up to \$2.833 million for planning-related activities for the Los Vaqueros Reservoir Expansion Project. The motion carried by a unanimous voice vote.

Mr. Jacobsma said the District has received payment from the California Water Commission for the initial early funding agreement invoice. The schedule for future payments from the LAPs and state invoicing and reimbursement from the California Water Commission were discussed.

DISCUSSION AND INFORMATION

5. Receive report on revised Administrative Procedure XII-4 entitled “Equal Employment Opportunity; Prohibition of Discrimination, Harassment, Retaliation, and Abusive Conduct.”

Human Resources and Risk Manager Sonja Stanchina explained that the District’s Administrative Procedure (AP) XII-2 – Sexual Harassment and AP XII-4 – Equal Employment Opportunity; Prohibition of Discrimination, Harassment, and Retaliation were combined into one AP. The revised AP XII-4 reflects current legally protected categories and protected activities, provides other needed updates, and is retitled as “Equal Employment Opportunity, Prohibition of Discrimination, Harassment, Retaliation, and Abusive Conduct.” The changes and legally mandated training requirements were reviewed, which are applicable to the Board, all District staff, and District contractors. The schedule for the upcoming staff trainings was provided.

In response to Director Boatmun, staff explained the training tracking and compliance processes. In response to President Borba, staff said the District was following the law and would take necessary corrective action against staff who do not attend the mandatory training. President Borba said it was important for staff to be comfortable and feel safe in their work environment. In response to Director Boatmun, staff explained the District’s enforcement jurisdiction included events with a work nexus, such as a conference or off-site business meeting.

President Borba asked for the Board for additional comments and questions. There were none.

President Borba asked for public comments. There were none.

6. Receive and comment on the Pipeline Renewal and Replacement Study report.

Facilities Planning – Senior Engineer Jill Chamberlain reviewed the Pipeline Renewal and Replacement Study (Study), which included a risk assessment, evaluation of various investment levels, and identification of areas of continuous improvement for items such as data collection. The risk management components were applied against actual District leak data going back to 1989 to identify areas with a higher volume of breaks. The project risk score calculation

considered the likelihood of failure and consequence of failure. The risk assessment results were provided.

Higher risk areas identified key factors that attributed to breaks, such as break history, pipeline age, pipeline materials, and soil conditions. A discussion ensued regarding various water systems that were incorporated together to make up the current District service area and infrastructure updates made over the years. The extreme or very high-risk projects identified during the Study have been prioritized. An overview of the near-term projects was reviewed.

The Study evaluated four different investment levels, which were reviewed. The cumulative investment, break rate, years to replace, cumulative breaks avoided, and cumulative customer outages avoided for the period of 2020-2050 were provided. The District uses various agencies as benchmarks for its program, which include American Water Works Association and local agencies. In response to Director Burgh, staff confirmed that the investment of approximately \$200 million as noted in Scenario 4 between now and 2050 would approximately maintain the District's current break rate, which avoids thousands of additional breaks and reduces customer outages. A discussion ensued regarding the large collection of data included in the Study, the collaboration between departments, and the impacts from key contributing factors for breaks within the District's system. The break forecast based upon the four investment levels was reviewed. Director Avila said this Study provides a way to annually evaluate the program. Staff confirmed that the risk model will be updated with additional data for annual review and project prioritization.

The Board thanked staff for the Study and results.

President Borba asked for additional Board comments and questions. There were none.

President Borba asked for public comments. There were none.

REPORTS FOR DISCUSSION

7. Committee Report(s):
 - a. Operations and Engineering Committee Post-Meeting Report (03/13/19)
8. Future meeting dates and times.

There were no comments on the committee report.

President Borba said she was requested to provide a presentation to the Contra Costa Taxpayers Association on June 28.

REPORTS

9. General Manager

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Mr. Jacobsma reported that, as of April 1, filling has started for the Los Vaqueros Reservoir and other District reservoirs. The Rock Slough intake may come back online early next week, which provides the District with energy savings. The Loop Canal will be back in service after the additional canal repair work is completed, and the Loop Canal irrigation season will be extended to ensure customers receive their full 8-month watering cycle.

10. Legal Counsel

Mr. Coty did not have a report.

11. Board Members

Director Avila did not have a report and was disappointed that he missed the March 29 Board study session.

Director Burgh did not have a report.

Vice President Holdaway reported that she met with the General Manager on March 22 and had attended the March 29 Board study session.

Director Boatmun did not have a report.

President Borba reported that she, along with Director Boatmun, had attended the March 21 East Bay Leadership Series. She had a meeting with the General Manager on March 27 and with Mr. Jacobsma, as acting General Manager, on April 2. On March 29 she attended the Board study session. She announced that the Government Finance Officers Association awarded the District with its Distinguished Budget Presentation Award, and she thanked staff for its achievement.

ADJOURNMENT

At 7:23 p.m., President Borba adjourned the meeting. The next regular meeting of the Board of Directors will be on April 17, 2019 commencing at 6:30 p.m. in the Board Room located at 1331 Concord Avenue in Concord.

Lisa M. Borba, President

Attest:

Mary A. Neher, District Secretary

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