

**MINUTES OF THE PLANNING AND PROGRAMS MEETING
FINANCE AND CIP
OF THE BOARD OF DIRECTORS
OF THE IRONHOUSE SANITARY DISTRICT
February 20, 2018**

The Board of Directors of the Ironhouse Sanitary District (ISD) met in regular session on Tuesday, February 20, 2018, in the Board meeting room at ISD's offices at 450 Walnut Meadows Drive, Oakley, California.

1. CALL TO ORDER

The meeting was called to order by Vice President Peter Zirkle at 7:00 p.m.

1.A. BOARD ROLL CALL

Roll Call

Directors present: Doug Scheer, Susan Morgan, Dawn Morrow and Peter Zirkle

Members absent: Chris Lauritzen

Staff/Consultants present: Chad Davisson, General Manager
Tyson Zimmerman, Assistant General Manager
Cecilia Goff, District Secretary/Office Administrator
Louis Solana, Maintenance Superintendent
Chris Christean, Plant Manager
John DeFremery, Lead Plant Operator
Leah Castella, Legal Counsel
Michael Welty, Financial Consultant
Vivian Housen, Engineering Consultant

Interested Parties: Regina Espinoza, BIMID
Claire Alaura, City of Oakley

1.B. PLEDGE OF ALLEGIANCE – Mr. Chad Davisson led the pledge of allegiance.

2. APPROVAL OF THE AGENDA

M/S D. Morrow, S. Morgan and the Board voted to approve the Agenda.

In favor: D. Scheer, S. Morgan, D. Morrow and P. Zirkle. Opposed: None. Absent: C. Lauritzen.

3. INTRODUCTION - BIMID GENERAL MANAGER, REGINA ESPINOZA

Mr. Chad Davisson introduced Ms. Regina Espinoza, BIMID General Manager, to the Board. Ms. Espinoza discussed her role at BIMID and some of the upcoming projects.

4. **PUBLIC COMMENTS** - Communications from the public on subjects not on the agenda.

There were no public comments

5. **CONSENT**

5.A. **APPROVE REVISED FY 17/18 BUDGET**

5.B. **APPROVAL OF MINUTES OF THE FEBRUARY 6, 2018 ISD REGULAR BOARD MEETING**

M/S S. Morgan, D. Morrow and the Board voted to approve the Consent Calendar.

In favor: D. Scheer, S. Morgan, D. Morrow and P. Zirkle. Opposed: None. Absent: C. Lauritzen.

6. **BUSINESS BEFORE THE BOARD**

6.A. **CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION (LAFCO) CALL FOR NOMINATIONS AND FOR NAMES OF VOTING DELEGATES**

Mr. Davisson reviewed with the Board the LAFCO procedures for naming a voting representative and nominations. He suggested naming the current ISD LAFCO Liaison as the voting representative. Ms. Leah Castella, District Legal Counsel, explained that the Board may take action to make a nomination of its own by Board resolution or they may accept the existing incumbents. Director Morgan stated that Igor Skaredoff and Stan Caldwell are the current LAFCO Board Members and are both running again. After discussion, the Board named Director Morrow as the voting representative and decided to support the existing incumbents. No Board action was required.

7. **STUDY**

7.A. **COLLECTIONS SYSTEM CIP OVERVIEW**

Ms. Vivian Housen, ISD's Consulting Engineer, provided an overview of the proposed Collections System Capital Improvement Projects (CIP) overview. Questions were solicited from the Board and answered.

Mr. Davisson explained that previously staff identified twenty-six "hotspot" locations. Nine of these locations are being addressed in the current CIP. Mr. Davisson and Mr. Louis Solana, Maintenance Superintendent, discussed the remaining "hotspots" and determined that these are being addressed through preventative maintenance efforts. Mr. Davisson stated that with the current CIP and regular maintenance provided by the Collections Department, all twenty-six "hotspots" will be managed.

7.B. **WRF SYSTEM CIP OVERVIEW**

Ms. Vivian Housen provided an overview of the proposed Water Recycling Facility Capital Improvement Projects and solicited and answered questions from the Board.

