

Delta Diablo

(a California Special District)

Board of Directors Meeting

4:30 PM, Wednesday, May 8, 2024

2500 Pittsburg-Antioch Highway, Antioch, CA 94509

The Board of Directors Meeting will be conducted as an in-person meeting that is open to members of the public. Persons who wish to address the Board during Public Comments or with respect to a specific Agenda item will be limited to two minutes. The Board Chair may reduce the amount of time allotted per speaker for Public Comments or specific Agenda item(s) depending on the number of speakers and the business of the day.

Presentations will be available online at <https://www.deltadiablo.org/board-meetings> approximately one hour prior to the start of the Board meeting. A copy of the presentations will also be available for inspection at the meeting and at the District Administration Building located at 2500 Pittsburg-Antioch Highway, Antioch, California.

AGENDA

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. PUBLIC COMMENTS

D. RECOGNITION

- 1) **Congratulate** Violet Le, Contra Costa County Science and Engineering Fair Winner (Cecelia Nichols-Fritzler)
- 2) **Congratulate** Kimberly Segale, Sponsoring Teacher, Contra Costa County Science and Engineering Fair Winner (Cecelia Nichols-Fritzler)
- 3) **Congratulate** Stephen Cardiel on His Promotion to Associate Engineer (Thanh Vo)

E. CONSENT CALENDAR

- 1) **Approve** Minutes of Board of Directors Meeting, April 10, 2024 (Cecelia Nichols-Fritzler)
- 2) **Receive** Notes of Board of Directors Finance Committee Meeting, April 23, 2024 (Cecelia Nichols-Fritzler)
- 3) **Receive** Notes of Board of Directors Personnel Committee Meeting, May 1, 2024 (Cecelia Nichols-Fritzler)

The District will provide reasonable accommodations for persons with disabilities who plan to participate in Board (or committee) meetings by contacting the Secretary to the Board 24 hours prior to the scheduled meeting at (925) 756-1927. Disclosable public records related to an open session item on a regular meeting agenda and distributed by the District to a majority of members of the Board of Directors less than 72 hours prior to that meeting are available for public inspection on the District website at www.deltadiablo.org and also at the District Administration Building located at 2500 Pittsburg-Antioch Highway, Antioch, CA 94509 during normal business hours.

- 4) **Receive** District Monthly Check Register for April 2024 (Eka Ekanem)
- 5) **Authorize** General Manager to Execute Amendment No. 2 to Consulting Services Contract in the Amount of \$115,755, for a New Total Contract Amount Not to Exceed \$215,655, Hazen and Sawyer, Engineering Services, Tower Trickling Filter Rehabilitation, Project No. 24116 (Sean Williams)
- 6) **Accept** Project as Complete and Authorize General Manager to File Notice of Completion, W.M. Lyles Co., Pump Station Facilities Repair, Project No. 80008 (Sean Williams)
- 7) **Receive** Third Quarter FY23/24 District Investment Report (Anika Lyons)
- 8) **Authorize** General Manager to Transfer Monies to POC HVAC System Improvements Project from Wastewater Capital Asset Replacement Fund Reserves in the Amount of \$200,000, for an Initial Total Project Budget of \$200,000; and **Authorize** General Manager to Execute General Services Contract in an Amount Not to Exceed \$146,136, Schneider Electric, POC HVAC System Improvements, Project No. 24117 (Thanh Vo)

F. DELIBERATION ITEMS

- 1) **Authorize** General Manager to Execute Consulting Services Contract in an Amount Not to Exceed \$1,594,978, Construction Management Services, Psomas, Cogeneration System Improvements, Project No. 22114 (Murat Bozkurt)
- 2) **Review** Proposed FY24/25-FY28/29 Capital Improvement Program (CIP) and Set Public Hearing for June 12, 2024 to Consider Approval of 5-Year CIP (Thanh Vo)
- 3) FY24/25 Classification Control Plan, Strategic Initiatives, and Operating Budget
 - a) **Approve** Proposed FY24/25 Classification Control Plan (Brian Thomas)
 - b) **Receive** Report on FY24/25 Strategic Initiatives to Support District Strategic Plan (Brian Thomas)
 - c) **Receive** Report on Key Assumptions for Proposed FY24/25 Operating Budget (Anika Lyons)

G. PRESENTATIONS AND REPORTS – None.

H. GENERAL MANAGER COMMENTS

I. BOARD MEMBER COMMENTS

J. CORRESPONDENCE

Receive Monthly Lobbyist Report dated April 2024, Key Advocates, Inc., Western Recycled Water Coalition (Brian Thomas)

K. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (GOV. CODE, SECTION 54957.6)

Agency Negotiators: Vince De Lange, Kelly Tuffo

Employee Organizations: Operations and Maintenance Unit, Public Employees Union, Local One; Professional & Technical Unit, Public Employees Union, Local One; Management Association

Unrepresented Employees: All unrepresented employees

L. ADJOURNMENT

The next regular Board of Directors Meeting is scheduled for 5:30 pm on June 12, 2024.

May 8, 2024

CONGRATULATE VIOLET LE, CONTRA COSTA COUNTY SCIENCE AND ENGINEERING FAIR WINNER

Recommendation

Congratulate Violet Le, Contra Costa County Science and Engineering Fair winner.

Background Information

The Contra Costa County Science and Engineering Fair is dedicated to providing a high-quality science and engineering regional competition that leads to state, national, and international competitions. The District assisted in sponsoring this event, along with other Contra Costa County water and wastewater agencies, which was held at Los Medanos College on March 8, 2024.


Analysis

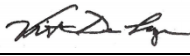
For almost two decades, the Science and Engineering Fair has provided an opportunity for students who reside in Contra Costa County to showcase and highlight their original work. Each year, the fair receives over 100 projects, which are carefully considered by volunteer judges, who worked to provide timely feedback to potential young scientists and engineers from the local community. Ms. Le, a student at Deer Valley High School in Antioch, submitted a project entitled "Alternatives for Marine-Friendly Wastewater Treatment," and was awarded first place for her entry.

The District would like to congratulate Ms. Le on her achievement, while providing encouragement to continue her path toward a successful career in science and/or engineering.

Financial Impact – None.

Attachments – None.

Prepared by: 
Cecelia Nichols-Fritzler
Office Manager/Secretary to the Board

Reviewed by: 
Vince De Lange
General Manager

cc: District File No. BRD.01-ACTS



May 8, 2024

CONGRATULATE KIMBERLY SEGALE, SPONSORING TEACHER, CONTRA COSTA COUNTY SCIENCE AND ENGINEERING FAIR WINNER

Recommendation

Congratulate Ms. Kimberly Segale, Sponsoring Teacher, Contra Costa County Science and Engineering Fair winner.

Background Information

The Contra Costa County Science and Engineering Fair is dedicated to providing a high-quality science and engineering regional competition that leads to state, national, and international competitions. The District assisted in sponsoring this event, along with other Contra Costa County water and wastewater agencies, which was held at Los Medanos College on March 8, 2024.


Analysis

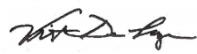
Ms. Segale, a dedicated Marine Science and Biology teacher at Deer Valley High School, worked with her student, Ms. Violet Le, a potential young scientist/engineer with her project, entitled “Alternatives for Marine-Friendly Wastewater Treatment.” This was a months-long endeavor requiring countless hours of preparation and effort, resulting in an award-winning project.

The District would like to congratulate Ms. Segale for fostering a supportive and encouraging environment to students interested in pursuing a career path in science and/or engineering.

Financial Impact – None.

Attachments – None.

Prepared by: 
Cecelia Nichols-Fritzler
Office Manager/Secretary to the Board

Reviewed by: 
Vince De Lange
General Manager

cc: District File No. BRD.01-ACTS



May 8, 2024

CONGRATULATE STEPHEN CARDIEL ON HIS PROMOTION TO ASSOCIATE ENGINEER

Recommendation

Congratulate Mr. Stephen Cardiel on his recent promotion to Associate Engineer at the District.

Background Information

Following a comprehensive and competitive recruitment and selection process to fill the vacant Associate Engineer position, Mr. Cardiel was selected as the most qualified candidate and was promoted to this position, effective April 1, 2024.

Analysis

Mr. Cardiel began his employment with the District as an Assistant Engineer on January 23, 2023. He has over 6 years of engineering experience in the private and public sector. During his time with the City of Pittsburg, Mr. Cardiel worked as an Assistant Engineer reviewing and approving plans for utility projects, encroachment permits, single parcels, and minor and major subdivision developments, and as an Associate Engineer performing limited preliminary design duties and field exploration for public works projects with assistance from design consultants. At the District, he has managed various capital projects, including the RWF Sand Pump Piping Replacement Project, Onsite Fueling Station Replacement Project, and the PFM2401 Dresser Coupling Replacement Project. His knowledge, skills, and work experience will support his continued growth in this new position.

Financial Impact

Sufficient funding for this position is included in the adopted FY23/24 Budget.

Attachments – None.

Reviewed by: 

Murat Bozkurt
Engineering Services Director/District Engineer

cc: Mr. Stephen Cardiel, Associate Engineer
District File No. BRD.01-ACTS

APPROVE MINUTES OF BOARD OF DIRECTORS MEETING, APRIL 10, 2024

Recommendation

Approve Minutes of Board of Directors Meeting on April 10, 2024.

DRAFT

Board of Directors Meeting Minutes
DELTA DIABLO
April 10, 2024

The meeting was called to order by Chair Monica Wilson at 4:34 pm, on Wednesday, April 10, 2024. Present were Vice Chair Federal Glover, who arrived at 4:35 pm, 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; Anika Lyons, Finance Manager; Joaquin Gonzalez, Operations Manager (and Management Association bargaining unit representative); Jason Piper, Information Technology Manager; and Doug Schreiner, Senior Operator (and O&M bargaining unit representative).

PUBLIC COMMENTS – None.

RECOGNITION

Congratulate Stephen Cardiel on His Promotion to Associate Engineer

The item was pulled from the Agenda and will be rescheduled to a future Board meeting.

CONSENT CALENDAR

Vice Chair Glover moved approval of the 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 Board of Directors Meeting, March 13, 2024; Receive Notes of Board of Directors Finance Committee Meeting, March 27, 2024; Receive District Monthly Check Register for March 2024; and Accept Project as Complete and Authorize General Manager to File Notice of Completion, TCB Industrial Contractor, RWF Sand Pump Piping Replacement, Project No. 22127.

DELIBERATION ITEMS

Review Proposed Sewer Service Charge Increases for FY24/25; Set Public Hearing for June 12, 2024 at 5:30 pm, to Consider Protests Against Sewer Service Charge Increases for FY24/25, and to Consider Authorizing Collection of FY24/25 Sewer

Service Charges on the Tax Roll; and Authorize Distribution of Proposition 218 Hearing Notices and Publication of Hearing Notices

Mr. Sharma provided an overview of the SSC development schedule and highlighted key drivers impacting SSCs, including a significant nutrient removal mandate that impacts cash funding and future debt issuance needs. In addition, he highlighted the District's focus on addressing aging infrastructure in the wastewater conveyance and treatment system and continued efforts to reduce operating costs. Mr. Sharma noted key outcomes relative to meeting the District's guiding principles for achieving financial sustainability, including critical review of the operating budget, ensuring effective capital improvement program (CIP) prioritization, using a long-term planning horizon to prevent sharp rate increases, maximizing CIP cash funding, reserving debt capacity for nutrient management needs, maintaining minimum reserve balances, factoring growth into SSCs, and ensuring SSCs reflect the cost of providing services to different customer classes.

In addition, Mr. Sharma reviewed key assumptions in the 5-year financial plan, including the preliminary FY24/25 operating budget (\$30.6 million) with future escalation factors, use of Wastewater O&M Fund equity (\$3.9 million) in FY24/25, the draft 5-year CIP (\$160.8 million), CIP funding sources (71% cash, 29% debt), and the planned nutrient management approach via both phases of the Secondary Process Improvements Project.

Mr. Sharma reviewed the proposed SSC revenue increase need (+6.7%) for FY24/25 and the associated SSC annual increases for residential customers (+\$24.80 or 5.5% for Antioch/Pittsburg; +\$33.16 or 5.4% for Bay Point) and non-residential customers (average of +4.3% increase). He highlighted the distribution of SSC revenue to various District funds, noting it closely matches the 64% operating/36% capital cost split included in the projected FY24/25 Budget from last year. Mr. Sharma provided a preliminary comparison of District rates, highlighting the District continues to maintain rates below the average of peer agencies in the San Francisco Bay Area. He reviewed the recommended 5-year SSC increase projection, as well as an alternative projection. Mr. Sharma reviewed historical trends for the Wastewater operating budget, 5-year CIP, and SSCs, highlighting effective control of operating costs (annualized increase = 3.8%) and SSCs (annualized increase = 4.1%) over the last four years despite significant inflationary pressure and growth in CIP funding needs. In closing, Mr. Sharma reviewed the draft Proposition 218 Notice, the upcoming SSC development schedule, and recommendations.

The Board thanked Mr. Sharma for the presentation.

Director Banales moved approval, seconded by Vice Chair Glover, to set the public hearing for June 12, 2024 at 5:30 p.m. to consider protests against Sewer Service Charge increases for FY24/25, and to consider authorizing collection of FY24/25 Sewer Service Charges on the tax roll; and authorize distribution of the Proposition 218 Hearing Notice and publication of hearing notices and by roll call vote (*Ayes: Banales, Glover, and Wilson, Noes: None, Abstain: None*), the motion was approved.

PRESENTATIONS AND REPORTS

Receive Update on Progress Toward Workforce Development Goal in District Strategic Plan

Mr. Thomas reviewed the Workforce Development goal in the District's Strategic Plan and related FY23/24 Strategic Initiative. He noted that the District is building on a significant workforce transition with an infusion of new team members to complement



long-tenured staff with a significant number of promotions over the last two years. Mr. Thomas reviewed key drivers for preliminary staffing changes, as well as the process used to develop the updated FY24/25 Classification Control Plan. He noted that staff has included a focus on industry engagement and formalized training programs in developing the FY24/25 Budget. Mr. Thomas highlighted the District's support for regional job training partnerships, intern programs, and the LMC PTEC/ETEC programs. In closing, he noted the District has reinvigorated its community engagement focus and reviewed staff participation in numerous local career fair, high school science competition, and community events.

Vice Chair Glover commented that he appreciates the community engagement from the District. The Board thanked Mr. Thomas for the report.

GENERAL MANAGER COMMENTS – None.

BOARD MEMBER COMMENTS – None.

CORRESPONDENCE – None.

CLOSED SESSION

The Board convened to Closed Session at 5:15 pm. The Board reconvened to open session at 5:31 pm and reported there was nothing to report out of Closed Session.

ADJOURNMENT

Chair Wilson adjourned the meeting at 5:32 pm and noted the next regular Board of Directors Meeting is scheduled for 4:30 pm on May 8, 2024.

Juan Banales
Board Secretary

(Recording Secretary: Cecelia Nichols-Fritzler)

cc: District File No. BRD.01-MINS



May 8, 2024

RECEIVE NOTES OF BOARD OF DIRECTORS FINANCE COMMITTEE MEETING, APRIL 23, 2024

Recommendation

Note receipt and file.

Background Information

The Finance Committee met on April 23, 2024. The meeting was attended by Committee Chair Juan Banales; Vince De Lange, General Manager; Brian Thomas, Deputy General Manager; Nitish Sharma, Business Services Director; Dean Eckerson, Resource Recovery Services Director; Murat Bozkurt, Engineering Services Director/District Engineer; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Anika Lyons, Finance Manager; and Thanh Vo, Senior Engineer.

The purpose of the meeting was to review Key Assumptions for Proposed FY24/25 Operating Budget and review the Report on Preparation of Proposed FY24/25-FY28/29 Capital Improvement Program for consideration at the May 8, 2024 Board of Directors Meeting.

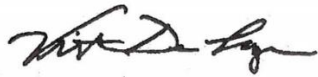
Analysis

Committee Chair Banales recommended the items be presented to the Board of Directors on May 8, 2024. Committee meeting notes are provided as an informational report at regular Board Meetings as part of the Consent Calendar.

Attachments

1. Finance Committee Meeting Notes, April 23, 2024
2. Finance Committee Agenda, April 23, 2024 (without attachments)

Reviewed by:



Vince De Lange
General Manager

cc: District File No. BRD.01-ACTS

Delta Diablo

(a California Special District)

Finance Committee Meeting

Board Member Juan Banales, Committee Chair

4:30 PM, Wednesday, April 23, 2024

2500 Pittsburg-Antioch Highway, Antioch, CA 94509

MEETING NOTES

The Finance Committee meeting was called to order by Committee Chair Juan Banales on Tuesday, April 23, 2024, at 4:46 pm. Present were 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; Anika Lyons, Finance Manager; and Thanh Vo, Senior Engineer.

Public Comments – None.

Review Key Assumptions for Proposed FY24/25 Operating Budget

Ms. Lyons highlighted that the proposed FY24/25 Operating Budget is \$34.5 million, which represents a \$2.2 million (+7.0%) increase from FY23/24, noting that the significant budget drivers include labor, household hazardous waste/street sweeping, utilities, and chemicals. She reviewed revenue sources for various District programs, an operating budget breakdown, and an overview of FY24/25 versus FY23/24 costs by major cost category. Ms. Lyons highlighted key budget drivers and associated changes for salaries, benefits, chemicals, utilities, office and operating, and outside services. In addition, she noted that staff developed an FY25/26 Budget projection (\$36.5 million, \$1.9 million increase or +5.6%), which will enhance conformance with Government Finance Officers Association budget reporting guidelines. In closing, Ms. Lyons reviewed next steps.

Following the presentation, Chair Banales thanked Ms. Lyons and recommended that staff present this item at the Board Meeting on May 8, 2024.

Review Report on Preparation of Proposed FY24/25-FY28/29 Capital Improvement Program

Following an overview of the CIP development process, Mr. Vo highlighted that the proposed 5-year CIP totals \$187 million, which represents a \$47.9 million increase compared to the current CIP. He noted that the required CIP budget appropriation for FY24/25 is \$19.4 million with CIP expenditures estimated at \$23.1 million in FY24/25. Mr. Vo reviewed the major capital project drivers impacting CIP development, which were presented at the March 13, 2024 Board Meeting, including the \$110 million Secondary Process Improvements Project (Phase 1), the \$13.5 million Cogeneration System Improvements Project and the \$22.0 million Antioch Pump Station and



Conveyance System Improvements Project. He reviewed proposed 5-year CIP expenditures by major infrastructure area, noting that the majority of capital investment needs are in the District's Wastewater Treatment Plant (72%) and conveyance and pumping stations (19%), and by fiscal year. Mr. Vo closed with a review of the CIP development and approval schedule, and next steps.

Chair Banales asked clarifying questions related to electric vehicle charging stations and the proposed improvements to the Operation Control Center. Following the presentation, Chair Banales thanked the staff for its continued focus on infrastructure investment and recommended the item be presented at the Board Meeting on May 8, 2024.

Adjournment

The meeting was adjourned by Chair Banales at 5:24 pm.

(Recording Secretary: Cecelia Nichols-Fritzler)

DRAFT



Delta Diablo

(a California Special District)

Board of Directors Finance Committee Meeting

4:30 PM, Tuesday, April 23, 2024

Plant Operations Center Conference Room
2500 Pittsburg-Antioch Highway, Antioch, CA 94509

AGENDA

- A. PUBLIC COMMENTS**
- B. REVIEW KEY ASSUMPTIONS FOR PROPOSED FY24/25 OPERATING BUDGET**
(Anika Lyons)
- C. REVIEW REPORT ON PREPARATION OF PROPOSED FY24/25-FY28/29
CAPITAL IMPROVEMENT PROGRAM** (Thanh Vo)
- D. ADJOURNMENT**

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May 8, 2024

RECEIVE NOTES OF BOARD OF DIRECTORS PERSONNEL COMMITTEE MEETING, MAY 1, 2024

Recommendation

Note receipt and file.

Background Information

The Personnel Committee met on May 1, 2024. The meeting was attended by Committee Chair Federal Glover; Vince De Lange, General Manager; Brian Thomas, Deputy General Manager; Nitish Sharma, Business Services Director; Dean Eckerson, Resource Recovery Services Director; Murat Bozkurt, Engineering Services Director/District Engineer; and Stacy Tucker, Acting Office Manager/Secretary to the Board.

The purpose of the meeting was to review and receive comments on the Proposed FY24/25 Classification Control Plan for consideration at the May 8, 2024 Board of Directors Meeting.

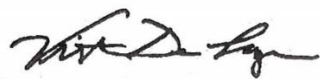
Analysis

Committee Federal Glover recommended the item be presented to the Board of Directors on May 8, 2024. Committee meeting notes are provided as an informational report at regular Board Meetings as part of the Consent Calendar.

Attachments

1. Personnel Committee Meeting Notes, May 1, 2024
2. Personnel Committee Agenda, May 1, 2024 (without attachments)

Reviewed by:



Vince De Lange
General Manager

cc: District File No. BRD.01-ACTS



Delta Diablo

(a California Special District)

Personnel Committee Meeting

Board Member Federal Glover, Committee Chair

10:00 AM, Wednesday, May 1, 2024

190 East 4th Street, Pittsburg, CA 94565

MEETING NOTES

The Personnel Committee meeting was called to order by Committee Chair Federal Glover on Wednesday, May 1, 2024, at 10:00 am. Present were 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; and Stacy Tucker, Acting Office Manager/Secretary to the Board.

Public Comments – None.

Review Proposed FY24/25 Classification Control Plan

Mr. Thomas reviewed the proposed Classification Control Plan (CCP) for FY24/25, which is intended to consolidate Board-approved classifications, maximum staffing levels, and position funding plans in a concise summary document. He stated that staff updates the CCP following review of organizational needs each fiscal year. Mr. Thomas advised that the CCP directly supports the Workforce Development goal in the Strategic Plan and effective internal communications by highlighting promotional opportunities, flexibly staffed positions, career paths, and succession planning efforts.

Mr. Thomas provided an overview of staffing levels, addition of a new Software Developer position and partial funding of a ninth Senior Operator/WWTP Operator III position (FY24/25 only) to support succession planning, and future engagement with the Personnel Committee and bargaining units in support of CCP implementation. He highlighted key clarifications and enhancements in the updated CCP, including distinguishing “advanced journey-level classifications” subject to the District’s recruitment process from positions eligible for competency-based promotions, noting “flexibly staffed” positions as those positions that the District may elect to fill at any level designated flexibly staffed in a classification series. Mr. Thomas summarized engagement with the District’s three bargaining units on the FY24/25 CCP and noted concerns regarding recruitment and retention impacts associated with maximum staffing limits. In closing, he noted that there were no significant financial impacts and reviewed recommended actions.

Following clarifying questions from Chair Glover, staff provided additional information regarding typical salary range progressions, work “out-of-class” compensation, and presentation of more detailed budget information at the upcoming Board Meeting.



Chair Glover thanked Mr. Thomas for the presentation and recommended that staff submit the item for consideration at the May 8, 2024 Board Meeting.

Adjournment

The meeting was adjourned by Chair Glover at 10:26 am.

(Recording Secretary: Stacy Tucker)

DRAFT



Delta Diablo
(a California Special District)

Board of Directors Personnel Committee Meeting

10:00 AM, Wednesday, May 1, 2024

Office of Supervisor Federal Glover
190 East 4th Street, Pittsburg, California 94565

AGENDA

A. PUBLIC COMMENTS

B. REVIEW PROPOSED FY24/25 CLASSIFICATION CONTROL PLAN
(Brian Thomas)

C. ADJOURNMENT

The District will provide reasonable accommodations for persons with disabilities who plan to participate in Board (or committee) meetings by contacting the Secretary to the Board 24 hours prior to the scheduled meeting at (925) 756-1927. Disclosable public records related to an open session item on a regular meeting agenda and distributed by the District to a majority of members of the Board of Directors less than 72 hours prior to that meeting are available for public inspection on the District website at www.deltadiablo.org and also at the District Administration Building located at 2500 Pittsburg-Antioch Highway, Antioch, CA 94509 during normal business hours.

May 8, 2024

RECEIVE DISTRICT MONTHLY CHECK REGISTER FOR APRIL 2024

Recommendation

Receive the District Monthly Check Register for the month ending April 30, 2024.

Background Information

Attached is the Check Register for April 2024. The report reflects payments to the District's suppliers, consultants, service providers, and contractors. A total of \$1,536,040.64 was disbursed in April 2024, which includes 155 payments.

Financial Impact

All payments made during April 2024 are within funding levels included in the adopted FY23/24 Budget.

Attachment

Check Register for the month ending April 30, 2024

Reviewed by: 

Nitish Sharma
Business Services Director

cc: District File No. BRD.01-ACTS



**CHECK REGISTER
DELTA DIABLO
CASH DISBURSEMENTS FOR THE MONTH OF APRIL 2024**

TRUE

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
4/1/2024	UNIVAR USA INC	65134	40221	9,540.72	SODIUM BISULFITE	9,540.72
4/12/2024	SYNAGRO WEST, LLC	65181	40222	92,723.06	BIOSOLIDS HAULING	92,723.06
4/19/2024	SUN LIFE ASSURANCE COMPANY OF CANADA	65388 65389	40223	765.80 14,815.50	P/R DENTAL INSURANCE PAYABLE P/R DENTAL INSURANCE PAYABLE	15,581.30
4/19/2024	SYNAGRO WEST, LLC	65338	40224	89,041.42	BIOSOLIDS HAULING	89,041.42
4/19/2024	UNIVAR USA INC	65193 65265	40225	9,838.74 9,438.65	SODIUM BISULFITE SODIUM BISULFITE	19,277.39
4/26/2024	UNIVAR USA INC	65350	40226	8,830.38	SODIUM BISULFITE	8,830.38
4/4/2024	AFSCME DISTRICT COUNCIL 57	5627030 5627130	41985	3,385.28 1,598.20	UNION DUES O&M UNION DUES P&T	4,983.48
4/4/2024	JUAN GABRIEL GUILLEN ARGUELLO	65288	41986	3,940.00	CFCC - REFUND	3,940.00
4/4/2024	AT&T	65218	41987	3,596.52	PHONE EXP	3,596.52
4/4/2024	BOUCHER LAW, PC	65224 65225	41988	6,313.00 11,113.00	RECRUITMENT SERVICES RECRUITMENT SERVICES	17,426.00
4/4/2024	BROWN AND CALDWELL	65155	41989	88,143.97	PROVIDE CONSULTING SERVICES FOR PN 22114	88,143.97
4/4/2024	CALIFORNIA CHAMBER OF COMMERCE	65184	41990	112.67	SUPPLIES - OTHER	112.67
4/4/2024	CHAIN LINK FENCE & SUPPLY, INC	65159 65160 65161	41991	1,102.10 639.33 796.29	BRIDGEHEAD PUMP STATION FENCE REPAIRS PITTSBURG PUMP STATION FENCE REPAIRS TREATMENT PLANT FENCE REPAIRS	2,537.72
4/4/2024	COMCAST BUSINESS COMMUNICATIONS, LLC	65208	41992	860.93	PHONE EXP	860.93
4/4/2024	DELTA BAY CONSULTANTS, LLC	65158	41993	3,105.00	CIH PROFESSIONAL SERVICES	3,105.00
4/4/2024	DEPT OF GENERAL SERVICES	65233	41994	244.91	UTILITIES	244.91
4/4/2024	TIMOTHY J. CLAY	65229	41995	8,128.70	ANNUAL BOILER PM/ RITE	8,128.70
4/4/2024	EMPLOYMENT DEVELOPMENT DEPARTMENT	65295	41996	295.27	EMPLOYMENT COSTS	295.27
4/4/2024	FISHER SCIENTIFIC COMPANY, LLC	65105 65108 65109 65156 65178	41997	469.06 42.03 970.43 1,101.46 208.24	LABORATORY SUPPLIES LABORATORY SUPPLIES LABORATORY SUPPLIES LABORATORY SUPPLIES LABORATORY SUPPLIES	2,791.22

CHECK DATE	VENDOR NAME	INVOICE NO.	INVOICE		DESCRIPTION	CHECK AMOUNT
			CHECK NO.	AMOUNT		
4/4/2024	GRAINGER		41998			31.35
		65128		31.35	MAINTENANCE DIVISION REPAIRS & MAINTENANCE PO	
4/4/2024	MIGUEL GUTIERREZ		41999			4,358.00
		65287		4,358.00	CFCC - REFUND	
4/4/2024	HARVEST TECHNICAL SERVICES INC		42000			5,434.56
		65179		3,611.20	O/S TEMP	
		65188		1,468.16	O/S TEMP	
		65189		355.20	O/S TEMP	
4/4/2024	HASA INC.		42001			13,891.15
		65192		13,891.15	SODIUM HYPOCHLORITE	
4/4/2024	KPMG LLP		42002			30,714.00
		65170		30,714.00	CONSULTING SERVICES PN 22114	
4/4/2024	LEGAL SHIELD		42003			86.75
		65275		86.75	LEGAL MEMBERSHIP	
4/4/2024	VICTOR LIMON		42004			4,358.00
		65283		4,358.00	CFCC - REFUND	
4/4/2024	WILLIAM N LOCKE JR		42005			4,358.00
		65285		4,358.00	CFCC - REFUND	
4/4/2024	JESUS MACIAS LOPEZ		42006			4,358.00
		65289		4,358.00	CFCC - REFUND	
4/4/2024	ODP BUSINESS SOLUTIONS LLC		42007			279.65
		65205		39.50	BLANKET PO FOR OFFICE SUPPLIES 7-2023 TO 6-2024	
		65209		240.15	BLANKET PO FOR OFFICE SUPPLIES 7-2023 TO 6-2024	
4/4/2024	PACIFIC GAS & ELECTRIC COMPANY		42008			45,419.35
		65223		45,419.35	AC# 5138050344-4	
4/4/2024	JOSE PEREZ GOMEZ		42009			4,358.00
		65203		4,358.00	CFCC - REFUND	
4/4/2024	PITTSBURG UNIFIED SCHOOL DISTRICT		42010			227.10
		65115		227.10	TRAVEL & MEETINGS	
4/4/2024	CITY OF PITTSBURG		42011			1,057.90
		65207		1,057.90	UTILITIES	
4/4/2024	RH TECHNOLOGY		42012			7,360.26
		65261		1,984.32	O/S TEMP	
		65262		2,780.34	O/S TEMP	
		65263		2,595.60	O/S TEMP	
4/4/2024	VERONICA RUBIO		42013			3,940.00
		65286		3,940.00	CFCC - REFUND	
4/4/2024	STATE OF CALIFORNIA		42014			350.00
		5988238		125.00	EARNINGS GARNISHMENT	
		6334014		225.00	EARNINGS GARNISHMENT	
4/4/2024	SWEEPING CORP OF AMERICA		42015			41,130.59
		65290		41,130.59	FY23/24 STREET SWEEPING/ ANTIOCH & BAY POINT	
4/4/2024	VERIZON WIRELESS		42016			2,287.33
		65257		2,287.33	PHONE	
4/4/2024	VISION SERVICE PLAN		42017			5,115.53
		65274		1,713.26	VISION	
		65281		1,689.01	VISION	
		65282		1,713.26	VISION	
4/4/2024	ZENDESK INC		42018			3,231.15
		65280		3,231.15	SOFTWARE PURCHASE - ZENDESK ADDING AGENTS - ADMIN	
4/4/2024	STANLEY ZHU		42019			4,358.00
		65202		4,358.00	CFCC - REFUND	
4/11/2024	ALHAMBRA & SIERRA SPRGS WATER		42020			490.11
		65334		490.11	BLANKET PO FOR WATER 7-2023 TO 6-2024	

CHECK DATE	VENDOR NAME	INVOICE NO.	INVOICE		DESCRIPTION	CHECK AMOUNT
			CHECK NO.	AMOUNT		
4/11/2024	ALPHA CM INC	65041	42021	4,736.00	CONSTRUCTION MNGMNT & INSPECTION SRVS PN 21114	4,736.00
4/11/2024	CITY OF ANTIOCH- WATER	65319	42022	66.90	AC# 013-00023	66.90
4/11/2024	MURAT BOZKURT	65340	42023	322.29	T&M - CASA WINTER CONFERENCE	322.29
4/11/2024	BRENTWOOD PRESS	65204 65299	42024	2,199.00 539.00	AD AD	2,738.00
4/11/2024	CHEMTRADE CHEMICALS US LLC	65194 65195	42025	4,266.29 4,232.74	ALUMINUM SULFATE ALUMINUM SULFATE	8,499.03
4/11/2024	CONTRA COSTA COUNTY	65297	42026	19,641.50	LEGAL SERVICES FY23-24	19,641.50
4/11/2024	DATCO	65303 65304	42027	273.00 52.00	PRE EMPL COST PRE EMPL COST	325.00
4/11/2024	DXP ENTERPRISES, INC	65186	42028	5,600.00	TEMPORARY MAINTENANCE MECHANIC II LABOR ONE MONTH	5,600.00
4/11/2024	EAST BAY MUNICIPAL UTILITIES	65328	42029	1,598.40	O/S SVC - OTHER	1,598.40
4/11/2024	FISHER SCIENTIFIC COMPANY, LLC	65187 65210	42030	562.48 253.49	LABORATORY SUPPLIES LABORATORY SUPPLIES	815.97
4/11/2024	HACH COMPANY	65212	42031	3,705.16	INVTY U104111	3,705.16
4/11/2024	KENNEDY/JENKS CONSULTANTS INC.	65372 65373	42032	12,290.00 18,875.00	ENGINEERING SERVICES DURING CONSTRUCTION PN 21114 ENGINEERING SERVICES DURING CONSTRUCTION PN 21114	31,165.00
4/11/2024	KOA HILLS CONSULTING LLC.	65231	42033	2,137.50	AOD SERVICES FY23/24	2,137.50
4/11/2024	KONE. INC.	65345 65346 65347 65367 65368 65369	42034	117.76 117.76 117.76 121.82 121.82 130.35	ELEVATOR SERVICE ELEVATOR SERVICE ELEVATOR SERVICE ELEVATOR SERVICE ELEVATOR SERVICE ELEVATOR SERVICE	727.27
4/11/2024	LARRY WALKER ASSOCIATES	65190 65191	42035	338.25 4,100.75	NPDES REGUALTORY REISSUANCE & REGULATORY SUPPORT NPDES REGUALTORY REISSUANCE & REGULATORY SUPPORT	4,439.00
4/11/2024	LEE & RO, INC.	65182	42036	3,249.00	DESIGN SERVICES DURING CONSTRUCTION	3,249.00
4/11/2024	LEGAL SHIELD	65293 65294	42037	86.75 86.75	LEGAL MEMBERSHIP LEGAL MEMBERSHIP	173.50
4/11/2024	LINDE GAS & EQUIPMENT INC	65196	42038	1,444.60	OXYGEN RENTAL	1,444.60
4/11/2024	MCCAMPBELL ANALYTICAL, INC.	65306	42039	1,124.00	CONTRACT LAB ANALYSIS FOR PRETREATMENT	1,124.00

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			CHECK NO.	AMOUNT		
4/11/2024	McCAULEY AGRICULTURAL & PEST SERVICES		42040			1,500.00
		65237		75.00	PEST CONTROL SERVICES	
		65238		60.00	PEST CONTROL SERVICES	
		65239		60.00	PEST CONTROL SERVICES	
		65240		60.00	PEST CONTROL SERVICES	
		65241		60.00	PEST CONTROL SERVICES	
		65242		60.00	PEST CONTROL SERVICES	
		65244		300.00	PEST CONTROL SERVICES	
		65245		825.00	PEST CONTROL SERVICES	
4/11/2024	MONUMENT CAR PARTS		42041			258.00
		64998		258.00	INVTY U104109	
4/11/2024	MOTION INDUSTRIES INC.		42042			1,426.31
		65213		1,426.31	INVTY U103878	
4/11/2024	MSC INDUSTRIAL SUPPLY CO. INC.		42043			526.89
		65163		526.89	INVTY U104119	
4/11/2024	ODP BUSINESS SOLUTIONS LLC		42044			553.40
		65206		167.25	BLANKET PO FOR OFFICE SUPPLIES 7-2023 TO 6-2024	
		65336		218.29	BLANKET PO FOR OFFICE SUPPLIES 7-2023 TO 6-2024	
		65337		167.86	BLANKET PO FOR OFFICE SUPPLIES 7-2023 TO 6-2024	
4/11/2024	PACIFIC ECO-RISK LABORATORIES		42045			4,049.00
		65185		4,049.00	CHRONIC TOXICITY TESTING	
4/11/2024	PAN PACIFIC SUPPLY CO.		42046			3,686.41
		65269		3,686.41	INVTY U104088	
4/11/2024	PITTSBURG UNIFIED SCHOOL DISTRICT		42047			288.18
		65236		288.18	TRAVEL & MEETINGS	
4/11/2024	PITTSBURG WINSUPPLY		42048			1,698.66
		65164		1,698.66	INVTY U103948	
4/11/2024	READY PRINT		42049			1,094.21
		65249		316.08	STATIONARY SUPPLIES	
		65250		632.16	STATIONARY SUPPLIES	
		65251		60.36	STATIONARY SUPPLIES	
		65252		85.61	STATIONARY SUPPLIES	
4/11/2024	TRANSENE COMPANY, INC.		42050			3,247.24
		65165		3,247.24	INVTY U104113	
4/11/2024	TYLER TECHNOLOGIES, INC.		42051			19,818.39
		65331		19,818.39	SOFTWARE RENEWAL - TYLER TECHNOLOGIES MUNIS Q2	
4/11/2024	UNITED RENTALS		42052			18,020.37
		65301		2,237.61	FLOW THRU PLUGS WITH PLUG HOSE	
		65375		6,088.23	EXTENDED RENTAL FEES	
		65376		5,980.07	EXTENDED RENTAL FEES	
		65377		1,597.11	EXTENDED RENTAL FEES	
		65378		1,597.11	EXTENDED RENTAL FEES	
		65379		125.17	EXTENDED RENTAL FEES	
		65380		121.76	EXTENDED RENTAL FEES	
		65381		273.31	EXTENDED RENTAL FEES	
4/11/2024	V&A CONSULTING ENGINEERS, INC.		42053			469.00
		65171		469.00	CCT ASSESSMENT & REPAIR PN 24110	
4/11/2024	VIZOCOM ICT LLC		42054			1,521.15
		65198		1,521.15	INVTY U104113	
4/11/2024	WESTERN SCIENTIFIC FASTSERV INC		42055			1,777.66
		65366		1,777.66	AUTOCLAVE SERVICE AND CERTIFICATION	
4/11/2024	WRA INC		42056			300.50
		65146		300.50	CEQA PERMITTING, PRECON SURVEY, BIOLOGICAL PN21114	
4/11/2024	YORKE ENGINEERING, LLC		42057			1,732.50
		65133		1,732.50	AIR QUALITY SUPPORT AND COMPLIANCE ASSISTANCE	

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			CHECK NO.	AMOUNT		
4/18/2024	A2LA WORKPLACE TRAINING INC		42058			9,031.95
		65443		9,031.95	GAP ANALYSIS TNI: 2016 MINUS 2 FOR LABORATORY	
4/18/2024	AFLAC		42059			1,324.80
		65432		1,324.80	INSURANCE	
4/18/2024	ALPHA MEDIA II LLC		42060			750.00
		65230		750.00	PUBLIC OUTREACH RADIO ADS	
4/18/2024	CITY OF ANTIOCH- WATER		42061			5,745.08
		65314		835.02	AC# 004-01513	
		65315		94.60	AC# 004-01510	
		65316		4,531.66	AC# 013-00110	
		65317		94.60	AC# 013-00021	
		65318		94.60	AC# 013-00022	
		65320		94.60	AC# 013-00024	
4/18/2024	APPLIED INDUSTRIAL TECHNOLOGIES, CA		42062			3,057.36
		65356		3,057.36	INVTY U104124	
4/18/2024	BAY AREA AIR QUALITY MNGMENT		42063			41,110.00
		65429		41,110.00	FEES	
4/18/2024	COMCAST BUSINESS COMMUNICATIONS, LLC		42064			860.93
		65428		860.93	PHONE EXP	
4/18/2024	CONSTRUCTICON CORPORATION		42065			10,000.00
		65437		10,000.00	CONSTRUCTION SERVICES FOR PRJ NO. 19112 RETENTION	
4/18/2024	CONTRA COSTA WATER DISTRICT		42066			9.04
		65421		9.04	UTILITIES	
4/18/2024	CORELOGIC INFORMATION SOLUTIONS, INC		42067			165.00
		65422		165.00	REALQUEST PROPERTY INFORMATION	
4/18/2024	DEPARTMENT OF THE TREASURY		42068			27,147.26
		65398		27,147.26	PAST DUE PENALTIES 2020-2023	
4/18/2024	DIABLO WATER DISTRICT		42069			192.89
		65420		192.89	UTILITIES	
4/18/2024	DXP ENTERPRISES, INC		42070			5,600.00
		65254		5,600.00	TEMPORARY MAINTENANCE MECHANIC II LABOR ONE MONTH	
4/18/2024	EVOQUA WATER TECHNOLOGIES, LLC		42071			887.85
		65371		887.85	EVOQUA LAB DI WATER SYSTEM	
4/18/2024	FISHER SCIENTIFIC COMPANY, LLC		42072			1,311.79
		65258		124.65	LABORATORY SUPPLIES	
		65259		725.82	LABORATORY SUPPLIES	
		65260		46.55	LABORATORY SUPPLIES	
		65308		414.77	LABORATORY SUPPLIES	
4/18/2024	FLETCHER CONSULTANTS, INC.		42073			6,097.05
		65277		6,097.05	2024 SPCC RENEWAL	
4/18/2024	GOLDEN STATE WATER CO.		42074			891.09
		65291		891.09	AC# 32249200000	
4/18/2024	GOLDEN STATE WATER CO.		42075			1,537.84
		65292		1,537.84	AC# 07744100004	
4/18/2024	GRAINGER		42076			457.18
		65273		457.18	INVTY U104032	
4/18/2024	HARVEST TECHNICAL SERVICES INC		42077			10,564.43
		65321		3,256.00	O/S TEMP	
		65322		3,697.23	O/S TEMP	
		65323		3,611.20	O/S TEMP	

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				AMOUNT		
4/18/2024	HASA INC.		42078			41,557.49
		65266		13,875.42	SODIUM HYPOCHLORITE	
		65332		13,806.96	SODIUM HYPOCHLORITE	
		65333		13,875.11	SODIUM HYPOCHLORITE	
4/18/2024	HDR ENGINEERING, INC.	65264	42079	178,747.45	ENGINEERING DESIGN SERVICES FOR PN 22129	178,747.45
4/18/2024	IDEXX DISTRIBUTION, INC	65382	42080	1,084.02	IDEXX LAB SUPPLIES	1,084.02
4/18/2024	IN SHAPE HEALTH CLUBS	65324	42081	533.96	GYM	533.96
4/18/2024	KONE. INC.	65370	42082	130.35	ELEVATOR SERVICE	244.37
		65416		114.02	ELEVATOR SERVICE	
4/18/2024	LYSTEK INTERNATIONAL LIMITED	65246	42083	9,810.30	BIOSOLIDS DISPOSAL	9,810.30
4/18/2024	MARINE SCIENCE INSTITUTE	65387	42084	20,000.00	SPONSORSHIP	20,000.00
4/18/2024	JOSE MARTINEZ	65438	42085	241.50	T&M CWEA 2024 SACRAMENTO CA	241.50
4/18/2024	MBS ENGINEERING INC	65330	42086	42,417.42	CONSTRUCTION SERVICES PN 21118	42,417.42
4/18/2024	MDRR PITTSBURG	65343	42087	1,514.15	AC# 10-0018920	1,514.15
4/18/2024	MISSION COMMUNICATIONS, LLC	65255	42088	1,097.32	ABOVE GROUND ATENNAS FOR MANHOLE MONITORS	1,097.32
4/18/2024	MONROE ENGINEERING GROUP LLC	65440	42089	6,200.88	SKYLIGHT	6,200.88
4/18/2024	SUE THOMASON	65232	42090	500.00	INDOOR PLANTS LEASING AND WEEKLY MAINTENANCE	500.00
4/18/2024	MOTION INDUSTRIES INC.	65268	42091	1,805.09	INVTY U104125	1,805.09
4/18/2024	NEW IMAGE LANDSCAPE COMPANY	65300	42092	2,563.00	LANDSCAPE SERVICES	2,563.00
4/18/2024	NORTHPOINT SECURITY SERVICES, INC	65279	42093	7,604.96	SECURITY PATROL SERVICES	13,028.96
		65397		5,424.00	SECURITY PATROL SERVICES	
4/18/2024	ODP BUSINESS SOLUTIONS LLC	65335	42094	60.98	BLANKET PO FOR OFFICE SUPPLIES 7-2023 TO 6-2024	60.98
4/18/2024	PACIFIC GAS & ELECTRIC COMPANY	65313	42095	77,012.88	AC# 4887173962-8	77,012.88
4/18/2024	PACIFIC GAS & ELECTRIC COMPANY	65341	42096	53.70	UTILITIES	53.70
4/18/2024	PACIFIC GAS & ELECTRIC COMPANY	65342	42097	334.04	UTILITIES	334.04
4/18/2024	PITTSBURG AUTOMOTIVE	65278	42098	217.16	DISTRICT FLEET SERVICES	217.16
4/18/2024	QUENVOLD'S	65256	42099	250.00	SAFETY SHOES - TAYLOR SCHOFIELD	250.00
4/18/2024	REPUBLIC SERVICES #210	65310	42100	10,077.77	WASTE	11,329.77
		65311		1,252.00	WASTE	

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			CHECK NO.	AMOUNT		
4/18/2024	RH TECHNOLOGY		42101			13,661.73
		65325		2,033.65	O/S TEMP	
		65326		1,628.16	O/S TEMP	
		65327		2,739.60	O/S TEMP	
		65390		2,595.60	O/S TEMP	
		65391		2,739.60	O/S TEMP	
		65392		2,035.20	O/S TEMP	
		65393		(110.08)	O/S TEMP	
4/18/2024	STANDARD INSURANCE COMPANY		42102			3,835.25
		65363		3,835.25	LIFE & LTD INS.	
4/18/2024	STANDARD INSURANCE COMPANY		42103			4,632.19
		65365		4,632.19	LIFE & LTD INS.	
4/18/2024	STATE OF CALIFORNIA		42104			350.00
		5988239		125.00	EARNINGS GARNISHMENT	
		6334015		225.00	EARNINGS GARNISHMENT	
4/18/2024	STATE WATER RESOURCES		42105			300.00
		65433		300.00	MEMBRS, DUES & PROF LICENS	
4/18/2024	STATE WATER RESOURCES		42106			90,228.60
		65399		90,228.60	LOAN PAYMENT	
4/18/2024	STATE WATER RESOURCES		42107			15,388.47
		65400		15,388.47	LOAN PAYMENT	
4/18/2024	STATE WATER RESOURCES		42108			8,435.50
		65401		8,435.50	LOAN PAYMENT	
4/18/2024	TECHKNOWSION INC.		42109			787.50
		65248		787.50	SCADA SUPPORT ON CALL / AS NEEDED	
4/18/2024	TRI-VALLEY JANITORIAL SERVICE & SUPPLY INC,		42110			9,611.00
		65247		9,611.00	NIGHTLY JANITORIAL SERVICES	
4/18/2024	UNIFIRST CORPORATION		42111			5,894.63
		65445		26.84	UNIFORM / LAUNDRY SERVICE	
		65446		259.05	UNIFORM / LAUNDRY SERVICE	
		65447		125.06	UNIFORM / LAUNDRY SERVICE	
		65448		125.06	UNIFORM / LAUNDRY SERVICE	
		65449		204.67	UNIFORM / LAUNDRY SERVICE	
		65450		24.32	UNIFORM / LAUNDRY SERVICE	
		65451		274.09	UNIFORM / LAUNDRY SERVICE	
		65452		125.23	UNIFORM / LAUNDRY SERVICE	
		65453		24.32	UNIFORM / LAUNDRY SERVICE	
		65454		24.32	UNIFORM / LAUNDRY SERVICE	
		65455		204.67	UNIFORM / LAUNDRY SERVICE	
		65456		252.54	UNIFORM / LAUNDRY SERVICE	
		65457		267.71	UNIFORM / LAUNDRY SERVICE	
		65458		24.32	UNIFORM / LAUNDRY SERVICE	
		65459		125.78	UNIFORM / LAUNDRY SERVICE	
		65460		197.76	UNIFORM / LAUNDRY SERVICE	
		65461		266.57	UNIFORM / LAUNDRY SERVICE	
		65463		24.32	UNIFORM / LAUNDRY SERVICE	
		65464		125.10	UNIFORM / LAUNDRY SERVICE	
		65465		36.45	UNIFORM / LAUNDRY SERVICE	
		65466		125.11	UNIFORM / LAUNDRY SERVICE	
		65467		198.86	UNIFORM / LAUNDRY SERVICE	
		65468		24.32	UNIFORM / LAUNDRY SERVICE	
		65469		247.53	UNIFORM / LAUNDRY SERVICE	
		65470		125.11	UNIFORM / LAUNDRY SERVICE	
		65471		26.68	UNIFORM / LAUNDRY SERVICE	
		65472		215.92	UNIFORM / LAUNDRY SERVICE	
		65473		125.11	UNIFORM / LAUNDRY SERVICE	
		65474		24.32	UNIFORM / LAUNDRY SERVICE	
		65475		224.87	UNIFORM / LAUNDRY SERVICE	
		65476		125.11	UNIFORM / LAUNDRY SERVICE	
		65477		24.32	UNIFORM / LAUNDRY SERVICE	
		65478		197.76	UNIFORM / LAUNDRY SERVICE	
		65479		120.61	UNIFORM / LAUNDRY SERVICE	
		65480		24.32	UNIFORM / LAUNDRY SERVICE	
		65481		227.23	UNIFORM / LAUNDRY SERVICE	
		65482		132.41	UNIFORM / LAUNDRY SERVICE	
		65483		38.57	UNIFORM / LAUNDRY SERVICE	
		65484		124.93	UNIFORM / LAUNDRY SERVICE	
		65485		203.22	UNIFORM / LAUNDRY SERVICE	
		65486		337.75	UNIFORM / LAUNDRY SERVICE	
		65487		207.90	UNIFORM / LAUNDRY SERVICE	
		65488		54.49	UNIFORM / LAUNDRY SERVICE	

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4/18/2024	SEAN WILLIAMS		42112			325.20
		65434		325.20	T&M CWEA CONFERENCE SAC	
4/18/2024	WORKERS.COM		42113			1,846.80
		65386		1,846.80	O/S TEMP	
4/25/2024	BELLECCI & ASSOCIATES, INC.		42114			4,703.50
		65276		4,703.50	BP COLLECTION POINT REPAIR, PN 23119	
4/25/2024	BORGES & MAHONEY INC		42115			3,799.30
		65556		3,799.30	CHLORINE TITRATOR MAINTENANCE	
4/25/2024	CARASOFT TECHNOLOGY CORP		42116			18,179.10
		65383		18,179.10	SOFTWARE RENEWAL - DOCUSIGN	
4/25/2024	E-RECYCLING OF CALIFORNIA		42117			1,161.45
		65305		1,161.45	EWASTE MANAGEMENT SERVICES FOR HHW PROGRAM	
4/25/2024	FISHER SCIENTIFIC COMPANY, LLC		42118			249.70
		65339		249.70	LABORATORY SUPPLIES	
4/25/2024	GRAINGER		42119			324.68
		65349		324.68	MAINTENANCE DIVISION REPAIRS & MAINTENANCE PO	
4/25/2024	HAZARDOUS MATERIALS INSTITUTE		42120			14,657.40
		65410		14,657.40	CONFINED SPACE RESCUE SUPPORT FY 23/24	
4/25/2024	IB CONSULTING, LLC		42121			6,195.00
		65555		6,195.00	FY23-24 RATE STUDY	
4/25/2024	KOA HILLS CONSULTING LLC.		42122			617.50
		65384		617.50	AOD SERVICES FY23/24	
4/25/2024	LEE & RO, INC.		42123			6,170.00
		65348		6,170.00	DESIGN SERVICES DURING CONSTRUCTION PN17120	
4/25/2024	METTLER TOLEDO		42124			1,551.27
		65557		1,551.27	ANNUAL BALANCE CALIBRATIONS	
4/25/2024	MOTION INDUSTRIES INC.		42125			64.48
		65354		64.48	INVTY U104125	
4/25/2024	NWN CORPORATION		42126			3,032.69
		65529		3,032.69	PHONE EXP	
4/25/2024	ODP BUSINESS SOLUTIONS LLC		42127			16.29
		65514		16.29	BLANKET PO FOR OFFICE SUPPLIES 7-2023 TO 6-2024	
4/25/2024	PACIFIC GAS & ELECTRIC COMPANY		42128			50,441.31
		65436		50,441.31	AC# 4835091675-4	
4/25/2024	PITTSBURG WINSUPPLY		42129			373.83
		65357		373.83	INVTY U104092	
4/25/2024	TECHKNOWSION INC.		42130			17,412.50
		65409		17,412.50	ANTIOCH BRACKISH WATER DESAL PN 90079	
4/25/2024	UNIFIRST CORPORATION		42131			557.17
		65489		229.08	UNIFORM / LAUNDRY SERVICE	
		65490		189.41	UNIFORM / LAUNDRY SERVICE	
		65491		138.68	UNIFORM / LAUNDRY SERVICE	
4/25/2024	UNITED TEXTILE INC.		42132			769.99
		65360		769.99	INVTY U104129	
4/25/2024	THANH VO		42133			289.20
		65435		289.20	T&M CWEA AC 2024 SACRAMENTO CA	
	GRAND TOTAL					1,536,040.64

May 8, 2024

AUTHORIZE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 2 TO CONSULTING SERVICES CONTRACT IN THE AMOUNT OF \$115,755, FOR A NEW TOTAL CONTRACT AMOUNT NOT TO EXCEED \$215,655, HAZEN AND SAWYER, ENGINEERING SERVICES, TOWER TRICKLING FILTER REHABILITATION, PROJECT NO. 24116

Recommendation

Authorize the General Manager to execute Amendment No. 2 to the consulting services contract with Hazen and Sawyer in the amount of \$115,775, for a new total contract amount not to exceed \$215,655, to provide additional engineering services for the Tower Trickling Filter Rehabilitation Project (Project).

Background

In August 2023, the Board established the Project to address critical repair of the District's tower trickling filter (TTF) rotary distributor support structure due to severe corrosion. Following Board approval, the District engaged Hazen and Sawyer (H&S) to assess and provide recommendations for repair of the support structure and develop operational strategies if one or more TTFs fails.

Analysis

Based on extensive biological process modeling to identify the need to develop operational strategies in the event of TTF failure(s), H&S identified chemically enhanced primary treatment (CEPT) as a mitigation measure that would improve the effectiveness of the upstream primary treatment process. District and H&S staff conducted jar testing of various chemicals commonly used for CEPT to confirm model. Based on the testing, staff determined CEPT to be a viable solution considering the District's wastewater characteristics. A full-scale demonstration of CEPT is required to have a full understanding of the effectiveness of this enhancement and to train staff on operating and maintaining CEPT in the event that this technology needs to be implemented due to a TTF failure.

The structural evaluation performed by H&S revealed additional corrosion, beyond the initial inspection, of the interior beams of the tower shell and cover support structure. Although the extent of the corrosion is significant, the structure is not in imminent danger of collapse or an immediate safety concern, and periodic monitoring is recommended until the TTFs are decommissioned or the recommended repairs have been performed. In the interim, staff will implement a grouting project in summer 2024 to address the original corrosion concern. Amendment No. 2 includes the planning, design, and implementation of the full-scale CEPT demonstration, equipment rentals, and quarterly structural monitoring through June 2025.

Financial Impact

The adopted FY23/24 Budget and 5-year CIP includes \$250,000 for the Tower Trickling Filter Rehabilitation Project in the Wastewater Capital Asset Replacement Fund. Sufficient funding is



available in the current fiscal year for the planned expenditures. Staff anticipates future amendments for structural monitoring of the TTFs until these structures are no longer in service.

Attachment

H&S Amendment No. 2 Scope and Cost Summary

Reviewed by:



Murat Bozkurt

Engineering Services Director/District Engineer

cc: District File No. BRD.01-ACTS





**TOWER TRICKLING FILTER REHABILITATION
DELTA DIABLO PROJECT NO. 24116**

**AMENDMENT NO. 2
HAZEN AND SAWYER**

SCOPE OF WORK AND COST ESTIMATE SUMMARY

<u>DESCRIPTION</u>	<u>PROPOSED COST</u>
Original Authorized Contract Amount	\$ 50,000
Amendment No. 1	\$ 49,900
Amendment No. 2	
1. Project Management	\$ 3,780
2. Historic Data Review	\$ 955
3. CEPT Testing Plan	\$ 10,640
4. Full-scale CEPT Demonstration	\$ 16,630
5. CEPT Reporting	\$ 16,720
6. Structural Inspections through June 2025	\$ 58,030
7. Equipment Rental	\$ 9,000
Amendment No. 2 Subtotal	\$115,775
	GRAND TOTAL
	\$215,655

May 8, 2024

ACCEPT PROJECT AS COMPLETE AND AUTHORIZE GENERAL MANAGER TO FILE NOTICE OF COMPLETION, W.M. LYLES CO., PUMP STATION FACILITIES REPAIR, PROJECT NO. 80008

Recommendations

Accept the Pump Station Facilities Repair Project (Project) as complete and authorize the General Manager to file a Notice of Completion (NOC) with the Contra Costa County Recorder's Office.

Background Information

In December 2018, the Board awarded a construction services contract to W.M. Lyles Co. (WML) to rehabilitate and replace equipment and appurtenances to address reliability needs and safety issues at the District's five remote pump stations in the wastewater conveyance system. Following initial delays to the start of construction due to pending funding approvals, construction commenced in fall 2019 with completion originally anticipated in 2021. During construction, the project encountered additional delays as a result of the COVID-19 pandemic, which impacted the construction materials supply chain. The remaining project materials were received in late 2023, which permitted all field work, including additional scope elements, to be completed by April 2024.

Analysis

Project work has been inspected and found to meet contract requirements. Staff recommends the Board accept the Project as complete and authorize the General Manager to file the NOC with the Contra Costa County Recorder's Office. Per California Civil Code Section 9356, filing the NOC will provide notification to subcontractors, vendors, and suppliers of the completion of work and will require that all parties submit any claims within thirty (30) days of the notice. Presently, there are no pending claims and staff is not aware of any unresolved issues that could lead to potential claims related to the Project. However, in the event claims are filed within this period, the current retention (\$91,417) is sufficient to protect the District against any contractual defaults or liens.

Financial Impact

WML's final contract amount is \$10,872,632, which includes the base contract amount and a 10% increase for approved change orders. The estimated total project cost, including design, construction, and staff labor, is \$14.9 million. Sufficient funding is available in the adopted FY23/24 budget for completion of closeout activities.

Attachment

Pump Station Facilities Repair Project - Notice of Completion

Reviewed by: _____



Murat Bozkurt
Engineering Services Director/District Engineer

cc: District File No. BRD.01-ACTS



RECORDING REQUESTED BY

When Recorded, please return to:

Delta Diablo
ATTN: Cecelia Nichols-Fritzler
2500 Pittsburg-Antioch Highway
Antioch, CA 94509-1373

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is an owner of an interest or estate in the hereinafter-described real property, the nature of which interest or estate is fee simple.
2. The full name and address of the undersigned owner and of any and all co-owners is: Delta Diablo, 2500 Pittsburg-Antioch Highway, Antioch, CA 94509.
3. On the 8th day of May 2024, there was completed upon the hereinafter-described real property a work of improvement as a whole known as the Pump Station Facilities Repair, Project No. 80008.
4. The name of the original contractor for the work of improvement as a whole was W.M. Lyles Co.
5. The real property herein referred to is situated in the County of Contra Costa, State of California, and described as follows:
Antioch Pump Station, 700 Fulton Shipyard Road, Antioch, CA
Bridgehead Pump Station, 5951 Bridgehead Road, Antioch, CA
Broadway Diversion Facility, 263 North Broadway Avenue, Bay Point, CA
Pittsburg Pump Station, 750 Herb White Way, Pittsburg, CA
Shore Acres Pump Station, 1725 Port Chicago Highway, Bay Point, CA

DELTA DIABLO
(Owner)

By: _____
Vincent P. De Lange
General Manager

VERIFICATION

I, Vincent P. De Lange, declare:

I hold the title of General Manager of Delta Diablo and am authorized to make this declaration on its behalf.

I have read the foregoing Notice of Completion and know the contents thereof. The Notice of Completion is true of my own knowledge, except as to those matters that are therein stated on information and belief, and as to those matters, I believe them to be true.

This declaration was signed on _____, in Antioch, California. I declare under penalty of perjury that the foregoing is true and correct.

Vincent P. De Lange
General Manager

May 8, 2024

RECEIVE THIRD QUARTER FY23/24 DISTRICT INVESTMENT REPORT

Recommendation

Receive Third Quarter Fiscal Year 2023/2024 (FY23/24) District Investment Report.

Background Information

The purpose of this Investment Report (Quarterly Schedule of Cash and Investments) is to update the Board regarding the District's investment portfolio as of March 31, 2024, in accordance with the District's Investment Policy, which was adopted on February 12, 2020. The Investment Report (attached) includes portfolio composition, performance summary, and other critical investment and cash flow information.

The Policy includes the following primary investment portfolio objectives (in priority order): 1) safety of the principal invested, 2) sufficient liquidity to meet ongoing cash flow requirements, and 3) a return (or yield) on investments that exceeds the state of California's Local Agency Investment Fund (LAIF) yield and is comparable to the six-month U.S. Treasury yield.

Analysis

The District's total Cash and Investments as of March 31, 2024, was \$109.9 million, with \$2.9 million (3%) in cash, \$50.7 million (46%) in LAIF, and \$56.3 million (51%) in the California Asset Management Program (CAMP). CAMP is a California Joint Powers Authority (JPA) established in 1989 to provide professional investment services to public agencies. The total Cash and Investments balance has decreased by \$7.8 million from the quarter ending December 31, 2023, and increased by \$9.9 million from the same period last year, which was \$100.0 million. The Cash and Investments balance fluctuates from quarter to quarter, primarily due to the timing of receipt of service charges, disbursement of debt service, and progress payments for large construction projects.

The District's Investment Policy includes the ability to use CAMP to further diversify invested funds, as it is a permitted short-term cash reserve portfolio for all local agencies under Government Code Section 53601(p) and supports planned short-term cash flow needs for capital projects.

Cash on deposit with Wells Fargo Bank is used for operating purposes. Because the interest earned is used to offset the Wells Fargo service fees, the Wells Fargo balance is excluded from the investment yield calculation. For the quarter ending March 31, 2024, LAIF had an effective yield of 4.30%, while CAMP had a yield of 5.51%. The blended yield for the quarter was 4.93%, an increase from the integrated combined yield of 4.68% for the quarter ending December 31, 2023. This blended yield was on par with the target rate-of-return for the overall portfolio, which was designed to exceed LAIF and be comparable to the six-month Treasury Bill rate, which was 5.38% as of December 31, 2023. It should be noted that current economic conditions have resulted in higher Treasury Bill rates than historical averages, which accounts for the deviation from the blended yield of the District's investment funds.

Staff is currently assessing cash flow requirements for this quarter and working with our investment advisor to invest surplus cash into CAMP and other securities.



Financial Impact

In FY22/23, annual investment earnings contributed \$2.1 million (or 3.7%) to the District's total revenue of approximately \$55.7 million. The quarter-to-date investment earnings for FY23/24 are \$3.2 million and are projected to be approximately \$4.0 million by the end of the fiscal year. Investments and deposits in LAIF and CAMP are made in a manner that realizes the maximum return while ensuring safe and prudent fund management. The rate-of-return is maintained at a stable level that is representative of the current market yield direction, which fluctuates based on several factors, including those taken by the Federal Reserve. Staff will continue to monitor yields and implement strategies within policy requirements to maximize yields in support of fiscal stewardship.

Attachments

Quarterly Schedule of Cash and Investments as of March 31, 2024

Reviewed by: 
Nitish Sharma
Business Services Director

cc: District File No. BRD.01-ACTS



Delta Diablo
Quarterly Schedule of Cash and Investments Ending March 31, 2024

DESCRIPTION	SECURITY TYPE	COUPON RATE	MATURITY DATE	INVESTED AMOUNT	% OF TOTAL INVESTMENTS	PAR VALUE	MARKET VALUE	QUARTERLY YIELD	QTD INVESTMENT INCOME	YTD INVESTMENT INCOME
<u>FUNDS SUBJECT TO INVESTMENT POLICY</u>										
<u>Cash Accounts</u>										
Cash - Wells Fargo		N/A	N/A	\$ 2,417,581.31	2.20%	\$ 2,417,581.31	\$ 2,417,581.31	See Note 1	\$ -	\$ -
Cash - Cash Held at the County		N/A	N/A	481,721.15	0.44%	481,721.15	481,721.15		-	-
Cash - Petty Cash		N/A	N/A	600.00	0.00%	600.00	600.00		-	-
Cash and Cash Equivalents-MUFG-US Bank		N/A	N/A	1,652.46	0.00%	1,652.46	1,652.46	4.957%	20.35	59.96
Total Cash				\$ 2,901,554.92	2.64%	\$ 2,901,554.92	\$ 2,901,554.92		\$ 20.35	\$ 59.96
<u>Investments</u>										
Local Agency Investment Fund (LAIF)										
County Treasurer-Capital Exp Project Funds	Public Agency Pool	N/A	N/A	\$ 81,922.47	0.07%	\$ 81,922.47	\$ 81,446.60	4.300%	\$ 875.32	\$ 2,415.00
District/Integrated Finance	Public Agency Pool	N/A	N/A	50,613,792.35	46.07%	50,613,792.35	50,319,790.34	4.300%	540,755.55	1,558,429.65
California Asset Management Program (CAMP)	Short-term Cash Portfolio	N/A	N/A	56,254,671.12	51.21%	56,254,671.12	56,254,671.12	5.507%	633,101.39	1,688,955.87
Total Investments:				\$ 106,950,385.94	97.36%	\$ 106,950,385.94	\$ 106,655,908.06		\$ 1,174,732.26	\$ 3,249,800.52
Grand Total				\$ 109,851,940.86	100.00%	\$ 109,851,940.86	\$ 109,557,462.98		\$ 1,174,752.61	\$ 3,249,860.48

NOTES:

This is the information required by Government Code Section 53646(6).

All report information is unaudited but due diligence was utilized in its preparation with the most current information available.

(1) Interest earned (earnings credit) on account balance is used to offset banking fees and charges for Wells Fargo account.

COMPLIANCE STATEMENT:

I, Anika Lyons, certify that this report reflects all District investments and is in conformity with the Delta Diablo Investment Policy, which is available at the District's Administration Building. The District's Investment Program provides sufficient cash flow liquidity to meet the next six (6) months of expenditure requirements.

Anika Lyons
Finance Manager

May 8, 2024

AUTHORIZE GENERAL MANAGER TO TRANSFER MONIES TO POC HVAC SYSTEM IMPROVEMENTS PROJECT FROM WASTEWATER CAPITAL ASSET REPLACEMENT FUND RESERVES IN THE AMOUNT OF \$200,000, FOR AN INITIAL TOTAL PROJECT BUDGET OF \$200,000; AND AUTHORIZE GENERAL MANAGER TO EXECUTE GENERAL SERVICES CONTRACT IN AN AMOUNT NOT TO EXCEED \$146,136, SCHNEIDER ELECTRIC, POC HVAC SYSTEM IMPROVEMENTS, PROJECT NO. 24117

Recommendations

- 1) Authorize the General Manager to transfer monies to the POC HVAC System Improvements Project (Project) from the Wastewater Capital Asset Replacement (WW CAR) Fund reserves in the amount of \$200,000, for an initial total project budget of \$200,000.
- 2) Authorize the General Manager to execute a general services contract with Schneider Electric (Schneider) to replace the main field controller for the POC heating, ventilation, and air conditioning (HVAC) system in an amount not to exceed \$146,136.

Background Information

The adopted FY23/24-FY27/28 CIP includes appropriations of \$900,000 starting in FY24/25 for the Project in the WW CAR Fund. This multiphase project involves replacing aging components in the POC Administration Building HVAC system that have caused ineffective temperature control.

Analysis

In summer 2023, staff engaged Schneider to assess the POC HVAC system. Based on the assessment, staff determined the existing main field controller is obsolete with no support for the outdated hardware/software and required replacement to transition to a more reliable, open platform technology that will provide effective temperature control. Schneider is the manufacturer of the existing controller, provides current maintenance services, and would work to effectively coordinate installation of the replacement equipment.

Financial Impact

Sufficient reserves are available in the WW CAR Fund reserves to support the recommended transfer of \$200,000 to the POC HVAC System Improvements Project to complete the initial required replacement. Staff will adjust the appropriations in the upcoming 5-year CIP to reflect the original total project budget of \$900,000.

Attachments – None.

Reviewed by:



Murat Bozkurt

Engineering Services Director/District Engineer

cc: District File No. BRD.01-ACTS



May 8, 2024

AUTHORIZE GENERAL MANAGER TO EXECUTE CONSULTING SERVICES CONTRACT IN AN AMOUNT NOT TO EXCEED \$1,594,978, CONSTRUCTION MANAGEMENT SERVICES, PSOMAS, COGENERATION SYSTEM IMPROVEMENTS, PROJECT NO. 22114

Recommendation

Authorize the General Manager to execute a consulting services contract with Psomas to provide construction management and inspection services in an amount not to exceed \$1,594,978 for the Cogeneration System Improvements Project (Project).

Background Information

In February 2023, the Board authorized General Manager to execute a consulting services contract with Brown and Caldwell (BC) to provide engineering design services for the Project to replace the existing 0.8-megawatt (MW) cogeneration system, and supporting biogas conditioning equipment and control systems at the District's Wastewater Treatment Plant (WWTP) with a new 1.1-MW cogeneration system. As highlighted at the March 13, 2024 Board Meeting, the estimated total project cost has increased to over \$20.0 million at the 95% design completion milestone. Because this project qualifies for federal tax credits under the 2022 Inflation Reduction Act (IRA), staff has assumed receipt of \$6.5 million in external funding for the Project. In order to qualify for IRA tax credits, the Project must be in construction (i.e., "physical work of a significant nature" must be initiated) by December 31, 2024. Staff has been implementing an aggressive project schedule to meet this schedule constraint with public bidding and construction services contract award anticipated in June 2024 and August 2024, respectively.

Analysis

Based on the project scope and complexity, specialized expertise and administrative support is needed to effectively manage and inspect the Project during the construction phase. Although the construction services contract is not expected to be awarded until August 2024, staff recommends awarding this construction management services contract to allow Psomas to conduct a constructability and biddability review in the interim to ensure compliance with IRA requirements.

In March 2024, the District solicited proposals from construction management firms. Two proposals were received and evaluated. Based on a detailed evaluation, Psomas was determined to be the most qualified to provide the requested services. Psomas has extensive experience in managing cogeneration and/or electrical projects to support timely project completion. A summary of the scope of work and anticipated costs associated with these services is attached.

Because the overall project cost has increased significantly during the design phase, staff is currently updating a review of the overall project economics to confirm project viability; in particular, if construction bid results far exceed the current estimated construction cost (\$16.4 million) and/or the District does not receive the anticipated \$6.5 million in IRA funding. Staff will provide an update on this economic analysis at the May 8, 2024 Board Meeting.



Financial Impact

The adopted FY23/24-FY27/28 CIP includes appropriations of \$2,000,000 through FY23/24 with a total project budget of \$7.0 million for the Cogeneration System Improvements Project in the Wastewater Capital Asset Replacement Fund. Sufficient funding is available for the planned expenditures in FY23/24. As part of the May 8, 2024 Board Meeting agenda, staff is recommending the Board increase the total project budget in the proposed 5-year CIP from \$7.0 million to \$13.5 million (excludes \$6.5 million in tax credits from federal IRA).

Attachment

Psomas Scope and Cost Summary

Reviewed by:



Murat Bozkurt

Engineering Services Director/District Engineer

cc: District File No. BRD.01-ACTS





**COGENERATION SYSTEM IMPROVEMENTS PROJECT
DELTA DIABLO PROJECT NO. 22114**

PSOMAS

SCOPE OF WORK AND COST ESTIMATE SUMMARY

<u>DESCRIPTION</u>	<u>PROPOSED COST</u>
Task 1 – Design and Constructability Review	\$ 75,372
Task 2 – Construction Management	\$ 846,924
Task 3 – Construction Inspection and Specialty Inspection Services	\$ 541,830
Task 4 – Clerical Support	\$ -
Task 5 – Bid Services Support	\$ 90,852
Task 6 – Project Closeout	\$ 40,000
TOTAL COST	\$ 1,594,978

May 8, 2024

REVIEW PROPOSED FY24/25-FY28/29 CAPITAL IMPROVEMENT PROGRAM (CIP) AND SET PUBLIC HEARING FOR JUNE 12, 2024 TO CONSIDER APPROVAL OF 5-YEAR CIP

Recommendations

- 1) Review Proposed Fiscal Year 2024/2025-2028/2029 (FY24/25-FY28/29) Capital Improvement Program (CIP).
- 2) Set Public Hearing for June 12, 2024 at 5:30 p.m. to consider approval of the FY24/25-FY28/29 CIP.

Background Information

Staff has developed a new 5-year CIP for FY24/25-FY28/29 to guide the planning, design, construction, and financing of prioritized capital projects in the District's wastewater collection, conveyance, and treatment systems, and recycled water system. These critical projects are necessary to ensure the continued effective and reliable operation of existing infrastructure, address future service needs, and meet current and future regulatory requirements. Staff prepares an updated 5-year CIP each year to reflect current priorities, address new project needs, and adjust estimated project costs and implementation schedules. In addition, this process assists in identifying long-term financial and resource needs, and budget appropriations required to support project implementation at the start of each fiscal year. Supporting documentation used during CIP development includes city and county general plans, city collection system master plans, and detailed master plans prepared by the District for its wastewater treatment, recycled water, and conveyance system facilities. The District completed a Conveyance System Master Plan update in April 2010, a Recycled Water Master Plan in August 2013, and a Resource Recovery Facility Master Plan (RRFMP) in December 2022.

As presented to the Board on March 13, 2024, the District has experienced significant changes on several major capital projects, which has impacted future cash flow needs and resulted in a staff recommendation to increase Sewer Service Charges (SSCs) in FY24/25. Based on the updated District financial plan, which incorporated the proposed 5-year CIP and FY24/25 Operating Budget, the Board authorized distribution of Proposition 218 Notices for proposed SSC increases in FY24/25 at the April 10, 2024 Board Meeting. The proposed 5-year CIP will be presented to the Board for consideration at the May 8, 2024 Board Meeting. The proposed CIP was presented to the Finance Committee on April 23, 2024, which recommended that the proposed CIP be presented to the Board for consideration at the May 8, 2024 Board Meeting.

Analysis

The proposed FY24/25-FY28/29 CIP includes approximately \$187.0 million in prioritized capital improvements. As reported at the March 13, 2024 Board Meeting, staff has incorporated changes to the existing projects, as well as new regulatory requirements, in development the proposed 5-year CIP. Key CIP highlights include the following:

Secondary Process Improvements Project: This project was added to the 5-year CIP in FY21/22 in response to RRFMP findings regarding the need to address a significant regulatory



compliance vulnerability associated with potential loss of critical aging infrastructure (i.e., tower trickling filters), accommodate anticipated growth in the District's service area through 2040, and ensure compatibility with long-term nutrient management infrastructure needs. In consideration of recently issued nutrient removal regulations, staff has identified a phased-project approach: 1) Phase 1 (\$110.0 million) will address aging infrastructure and wastewater treatment plant (WWTP) capacity expansion needs, while providing foundational infrastructure investments for future nutrient removal (estimated at ~\$20-24 million) in the 5-year CIP, and 2) Phase 2 (\$100.0 million at the midpoint of construction in 2032) will make significant progress towards meeting nutrient removal requirements via additional capital infrastructure investments following completion of Phase 1.

Antioch Pump Station and Conveyance System Improvements Project: The estimated project cost has been updated from \$18.5 million to \$22.0 million (+\$3.5 million) in the proposed 5-year CIP, which reflects the current bid climate and associated economic drivers. Following award of a general services contract at the February 21, 2024 Board Meeting, staff is pursuing development of an alternative project delivery approach (e.g., progressive design-build) to mitigate project risks and potentially accelerate the overall project completion schedule.

Cogeneration System Improvements Project: In February 2023, the Board awarded a consultant contract for design services with an accelerated design schedule to meet the 2022 Inflation Reduction Act requirement that the project must be in construction by December 31, 2024, in order to receive an estimated \$6.5 million federal tax credit. The project is anticipated to be advertised for bids in June 2024 with construction commencing in fall 2024. The project cost estimate in the proposed 5-year CIP has been increased from \$7.0 million to \$13.5 million (+\$6.5 million) to reflect the current construction cost estimate.

Addressing New Infrastructure Needs: The proposed 5-year CIP includes six new projects totaling \$6.7 million, including \$2.5 million for the Programmable Logic Controller (PLC) Replacement Project and \$3.0 million for the PPS Pump Replacement Project to address infrastructure renewal needs.

Investing in Existing Wastewater Infrastructure Renewal: Approximately 80% of the CIP is allocated to support rehabilitation and/or replacement of existing critical wastewater infrastructure, including Antioch Pump Station and Conveyance System Improvements (\$22.0 million), Cogeneration System Improvements (\$13.5 million), and Manhole, Gravity Interceptor, and Easement Road Improvements Phase 2 (\$11.0 million).

Ensuring Integrity of Bay Point Collection System: The District owns and operates 43 miles of gravity sewers in Bay Point. The CIP includes \$4.7 million to support inspection, repair, and rehabilitation of prioritized segments over the next five years.

Planning for the Future: The proposed 5-year CIP includes \$1.9 million for various master planning efforts to identify near- and long-term strategies, needs, and priorities associated with specific focus areas, including recycled water (\$0.5 million in FY24/25), supervisory control and data acquisition (SCADA) systems (\$0.5 million in FY24/25), biosolids management (\$0.4 million in FY25/26), and electrical systems (\$0.5 million in FY26/27).

The proposed 5-year CIP is provided in the CIP Program Summary (refer to Attachment). A summary of capital project expenditures by major fund is presented in Table 1 below.



Table 1 – Proposed FY24/25-FY28/29 CIP Totals by Major District Fund

Fund	5-year CIP Total (\$M)	% of 5-Year CIP Total
Wastewater		
Capital Asset	0.4	0.2
Capital Asset Replacement	138.3	74.0
Expansion	17.1	9.1
Advanced Treatment	20.0	10.7
Recycled Water		
Capital Asset	1.5	0.8
Capital Asset Replacement	4.0	2.1
Expansion	0.2	0.1
Bay Point Collection	5.0	2.7
Household Hazardous Waste	0.5	0.3
Total	\$187.0M	100%

The proposed 5-year CIP includes information regarding the location, scope, schedule, budget, risk, financing needs, and other information to adequately justify the need for capital projects. During development of the CIP, staff coordinated with planning agencies in the District’s service area (i.e., the cities of Antioch and Pittsburg, and Contra Costa County) to ensure that recommended projects in the CIP are consistent with the respective agency’s applicable specific and general plans. Staff used previously developed District planning documents to determine the recommended timing, scope, and budget for projects in the CIP. In accordance with the District’s CIP development process, the CIP shall be adopted by, and shall be annually reviewed and revised by, resolution of the Board, following issuance of a notice of public hearing. Notice of the hearing will be given in accordance with Government Code Section 65090. The final CIP will be presented for approval at the same time the FY24/25 Budget is presented for approval. Following the Board’s adoption of the CIP, staff will provide copies of the approved CIP to the planning agencies in the District’s service area and update the District’s website to describe priority projects. Staff anticipates presenting the final CIP for consideration at the June 12, 2024 Board Meeting.

Financial Impact

The proposed FY24/25-FY28/29 CIP includes approximately \$187.0 million in capital investment needs. Although staff is recommending that the majority of the District’s capital spending be cash funded to provide the highest overall value to the District’s customers, the District’s current financial plan includes an assumption of \$53.9 million in debt financing for the Secondary Process Improvements Phase 1 Project (\$110.0 million). The proposed 5-year CIP has been incorporated into the current FY24/25 SSC analysis, which requires an SSC increase to provide sufficient funding to support capital investment and operational needs.

Attachment

FY24/25-FY28/29 CIP Program Summary

Reviewed by: 
 Murat Bozkurt
 Engineering Services Director/District Engineer

cc: District File No. BRD.01-ACTS



**DELTA DIABLO 5-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2024/2025-2028/2029
PROGRAM SUMMARY**

Project Name	Project No.	Lead Dept.	Total Approved Budget	Adjusted Budget FY22/23 to FY23/24	Approved Budget FY23/24	Total FY23/24 Budget Appropriation	Projected FY23/24 Cash Flow (as of Jan)	Estimated Carryover Budget FY23/24 to FY24/25	FY24/25		FY25/26		FY26/27		FY27/28		FY28/29		5-Year Total Budget	5-Year Total Cashflow	
									Estimated Budget	Estimated Cashflow	Estimated Budget	Estimated Cashflow	Estimated Budget	Estimated Cashflow	Estimated Budget	Estimated Cashflow	Estimated Budget	Estimated Cashflow			
Bay Point Collection (Fund 520)																					
Bay Point Collection System Point Repairs	23119	ES	\$ 450,000	144,488	300,000	444,488	250,000	194,488	200,000	394,488	0	0	0	0	0	0	0	0	0	\$ 200,000	\$ 394,488
Unanticipated Bay Point Repairs	24206	ES	\$ 100,000	0	100,000	100,000	100,000	0	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	\$ 500,000	\$ 500,000
Bay Point Overlay Manhole Adjustments	20116	ES	\$ -	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ 100,000	\$ 100,000
<i>See Multi-Fund Projects for additional projects with BP Coll funding</i>																					
Household Hazardous Waste (Fund 310)																					
Household Hazardous Waste Improvements	24205	ES	\$ 25,000	0	25,000	25,000	250,000	(225,000)	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	300,000	300,000	\$ 400,000	\$ 400,000
<i>See Multi-Fund Projects for additional projects with HHW funding</i>																					
Multi-Fund Projects																					
Antioch Pump Station and Conveyance System Improvements	20121	ES	\$ 1,350,000	282,089	300,000	582,089	300,000	282,089	1,300,000	1,582,089	3,500,000	3,500,000	6,500,000	6,500,000	5,000,000	5,000,000	1,350,000	1,350,000	\$ 17,650,000	\$ 17,932,089	
Wastewater Capital Asset Replacement (80%)			\$ 1,080,000	225,671	240,000	465,671	240,000	225,671	1,040,000	1,265,671	2,800,000	2,800,000	5,200,000	5,200,000	4,000,000	4,000,000	1,080,000	1,080,000	\$ 14,120,000	\$ 14,345,671	
Wastewater Expansion (20%)			\$ 270,000	56,418	60,000	116,418	60,000	56,418	260,000	316,418	700,000	700,000	1,300,000	1,300,000	1,000,000	1,000,000	270,000	270,000	\$ 3,530,000	\$ 3,586,418	
Site Security Improvements	21113	ES	\$ 236,503	236,503	0	236,503	100,000	136,503	350,000	486,503	500,000	500,000	0	0	0	0	0	0	0	\$ 850,000	\$ 986,503
Wastewater Capital Asset Replacement (70%)			\$ 165,552	165,552	0	165,552	70,000	95,552	245,000	340,552	350,000	350,000	0	0	0	0	0	0	0	\$ 595,000	\$ 690,552
Bay Point Collection (20%)			\$ 47,301	47,301	0	47,301	20,000	27,301	70,000	97,301	100,000	100,000	0	0	0	0	0	0	0	\$ 170,000	\$ 197,301
Household Hazardous Waste (10%)			\$ 23,650	23,650	0	23,650	10,000	13,650	35,000	48,650	50,000	50,000	0	0	0	0	0	0	0	\$ 85,000	\$ 98,650
Manhole, Gravity Interceptor, and Easement Road Improvements, Phase 1	21114	ES	\$ 4,500,000	795,984	3,000,000	3,795,984	3,400,000	395,984	400,000	795,984	0	0	0	0	0	0	0	0	0	\$ 400,000	\$ 795,984
Wastewater Capital Asset Replacement (70%)			\$ 3,015,000	533,309	2,010,000	2,543,309	2,278,000	265,309	268,000	533,309	0	0	0	0	0	0	0	0	0	\$ 268,000	\$ 533,309
Bay Point Collection (30%)			\$ 1,485,000	262,675	990,000	1,252,675	1,122,000	130,675	132,000	262,675	0	0	0	0	0	0	0	0	0	\$ 132,000	\$ 262,675
Manhole, Gravity Interceptor, and Easement Road Improvements, Phase 2	24112	ES	\$ 500,000	0	500,000	500,000	250,000	250,000	500,000	750,000	3,000,000	3,000,000	6,000,000	6,000,000	1,000,000	1,000,000	0	0	\$ 10,500,000	\$ 10,750,000	
Wastewater Capital Asset Replacement (70%)			\$ 335,000	0	335,000	335,000	167,500	167,500	335,000	502,500	2,010,000	2,010,000	4,020,000	4,020,000	670,000	670,000	0	0	\$ 7,035,000	\$ 7,202,500	
Bay Point Collection (30%)			\$ 165,000	0	165,000	165,000	82,500	82,500	165,000	247,500	990,000	990,000	1,980,000	1,980,000	330,000	330,000	0	0	\$ 3,465,000	\$ 3,547,500	
Secondary Process Improvements	22126	ES	\$ 1,100,000	489,514	600,000	1,089,514	1,089,514	0	6,000,000	6,000,000	13,000,000	13,000,000	30,000,000	30,000,000	32,000,000	32,000,000	22,900,000	22,900,000	\$ 103,900,000	\$ 103,900,000	
Wastewater Capital Asset Replacement (78%)			\$ 748,000	332,870	408,000	740,870	740,870	0	4,080,000	4,080,000	8,840,000	8,840,000	20,400,000	20,400,000	21,760,000	21,760,000	15,572,000	15,572,000	\$ 70,652,000	\$ 70,652,000	
Wastewater Expansion (16%)			\$ 143,000	63,637	78,000	141,637	141,637	0	780,000	780,000	1,690,000	1,690,000	3,900,000	3,900,000	4,160,000	4,160,000	2,977,000	2,977,000	\$ 13,507,000	\$ 13,507,000	
Advanced Treatment (6%)			\$ 209,000	93,008	114,000	207,008	207,008	0	1,140,000	1,140,000	2,470,000	2,470,000	5,700,000	5,700,000	6,080,000	6,080,000	4,351,000	4,351,000	\$ 19,741,000	\$ 19,741,000	
RWMP & RWF Condition Assessment	24113	ES	\$ 550,000	0	550,000	550,000	300,000	250,000	200,000	450,000	0	0	0	0	0	0	0	0	0	\$ 200,000	\$ 450,000
Advanced Treatment (50%)			\$ 275,000	0	275,000	275,000	150,000	125,000	100,000	225,000	0	0	0	0	0	0	0	0	0	\$ 100,000	\$ 225,000
Recycled Water Capital Asset (50%)			\$ 275,000	0	275,000	275,000	150,000	125,000	100,000	225,000	0	0	0	0	0	0	0	0	0	\$ 100,000	\$ 225,000
All Funds Total			\$ 58,180,713	\$8,207,559	\$13,400,000	\$21,607,559	\$16,331,161	\$4,976,398	\$19,380,000	\$23,123,479	\$32,300,000	\$32,300,000	\$51,950,000	\$51,950,000	\$44,300,000	\$44,300,000	\$35,275,000	\$35,275,000	\$ 183,205,000	\$ 186,948,479	
Wastewater Capital Asset Fund Total			\$1,050,000	\$35,619	\$300,000	\$335,619	\$250,000	\$85,619	\$0	\$85,619	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000	\$ 300,000	\$ 385,619	
Wastewater Capital Asset Replacement Fund Total			\$52,662,762	\$7,388,634	\$9,818,000	\$17,206,634	\$12,945,887	\$3,960,748	\$16,173,000	\$19,075,829	\$26,075,000	\$26,075,000	\$38,745,000	\$38,745,000	\$31,055,000	\$31,055,000	\$23,327,000	\$23,327,000	\$ 135,375,000	\$ 138,277,829	
Wastewater Expansion Fund Total			\$413,000	\$120,055	\$138,000	\$258,055	\$201,637	\$56,418	\$1,040,000	\$1,096,418	\$2,390,000	\$2,390,000	\$5,200,000	\$5,200,000	\$5,160,000	\$5,160,000	\$3,247,000	\$3,247,000	\$ 17,037,000	\$ 17,093,418	
Advanced Treatment Fund Total			\$484,000	\$93,008	\$389,000	\$482,008	\$357,008	\$125,000	\$1,240,000	\$1,365,000	\$2,470,000	\$2,470,000	\$5,700,000	\$5,700,000	\$6,080,000	\$6,080,000	\$4,351,000	\$4,351,000	\$ 19,841,000	\$ 19,966,000	
Recycled Water Capital Asset Fund Total			\$325,000	\$0	\$325,000	\$325,000	\$200,000	\$125,000	\$100,000	\$225,000	\$0	\$0	\$0	\$0	\$250,000	\$250,000	\$1,050,000	\$1,050,000	\$ 1,400,000	\$ 1,525,000	
Recycled Water Capital Asset Replacement Fund Total			\$950,000	\$92,130	\$850,000	\$942,130	\$542,130	\$400,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$1,300,000	\$1,300,000	\$2,400,000	\$2,400,000	\$ 4,000,000	\$ 4,000,000	
Recycled Water Expansion Fund Total			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000	\$ 200,000	\$ 200,000	
Bay Point Collections Fund Total			\$2,247,301	\$454,463	\$1,555,000	\$2,009,463	\$1,574,500	\$434,963	\$667,000	\$1,101,963	\$1,190,000	\$1,190,000	\$2,180,000	\$2,180,000	\$430,000	\$430,000	\$100,000	\$100,000	\$ 4,567,000	\$ 5,001,963	
Household Hazardous Waste Fund Total			\$48,650	\$23,650	\$25,000	\$48,650	\$260,000	-\$211,350	\$60,000	\$73,650	\$75,000	\$75,000	\$25,000	\$25,000	\$25,000	\$25,000	\$300,000	\$300,000	\$ 485,000	\$ 498,650	

APPROVE FY24/25 CLASSIFICATION CONTROL PLAN

Recommendation

Approve Fiscal Year 2024/2025 (FY24/25) Classification Control Plan.

Background Information

As part of the FY24/25 Budget development process, staff has prepared a proposed FY24/25 Classification Control Plan, which summarizes Board-approved classifications, staffing levels, and associated position funding plans for the upcoming fiscal year. Following annual review of organizational needs and associated staffing adjustments, staff submits an updated CCP for Board consideration in support of the annual budget development and approval process. The CCP serves as a concise reference document that supports effective internal communications and the Workforce Development goal in the District's Strategic Plan (dated August 2021) by clearly presenting the maximum number of approved positions by classification (or combinations of classifications), highlighting promotional opportunities and career pathways, and noting succession planning efforts.

The proposed FY24/25 Classification Control Plan was presented to the Personnel Committee on May 1, 2024, which recommended submitting this item to the Board for consideration at the May 8, 2024 Board Meeting.

Analysis

The proposed CCP has been updated to improve clarity and accuracy regarding the planned staffing approach for FY24/25. In addition, staff is recommending a new Software Developer classification in the Information Technology Division to provide additional resources to implement planned IT-related organizational improvements as presented to the Board on March 13, 2024. Staff has included partial funding for a ninth Senior Operator/WWTP Operator III position in the near term (i.e., FY24/25 only) to support succession planning needs in the Operations Division with the total number of controlled positions for these classifications remaining unchanged at eight positions to meet long-term staffing needs. Advanced journey-level positions in a job classification series that are subject to the District's recruitment process are now distinguished in the CCP from positions that are eligible for competency-based promotions. A clarification has been added to the CCP to note "flexibly staffed" positions as those positions that the District may elect to fill at any level designated as flexibly staffed within the classification series.

A total of 81.75 full-time equivalent (FTE) positions, including 4.0 FTEs for part-time positions, are included in the proposed FY24/25 Operating Budget. This represents an increase of 0.25 FTEs from FY23/24 and includes intern positions in the Operations, Maintenance, Laboratory, and Engineering divisions.

The District engaged with its three bargaining units on the proposed FY24/25 CCP. The bargaining units expressed concerns regarding recruitment and retention impacts associated with maximum staffing limits for various classifications, particularly the WWTP Operator III and Associate Engineer positions and the advanced journey-level designation for certain classifications. In response to these concerns, the District will monitor recruitment and retention activities and make necessary adjustments to the CCP, as needed.



Financial Impact

Sufficient funding is included in the proposed FY24/25 Operating Budget to support the position funding needs included in the FY24/25 CCP.

Attachment

Proposed Delta Diablo FY24/25 Classification Control Plan

Reviewed by:



Brian Thomas
Deputy General Manager

cc: District File No. BRD.01-ACTS



Delta Diablo FY24/25 Classification Control Plan

Classifications by Department/Division	No. of Controlled Positions	Funded in FY24/25	FY24/25 Staffing Plan Comments
GENERAL MANAGER'S OFFICE			
General Manager	1	1	
Deputy General Manager	1	1	
ADMINISTRATIVE SERVICES			
Office Manager/Secretary to the Board	1	1	
Senior Administrative Assistant/Records Specialist	1	1	
Administrative Assistant I/II/III ^[1]	5	4	I/II/III is flexibly staffed ^[2]
BUSINESS SERVICES DEPARTMENT			
Business Services Director	1	1	
Finance Division			
Finance Manager	1	1	
Senior Accountant	1	1	
Accounting Technician	3	3	
Purchasing Supervisor	1	1	
Warehouse Technician II	1	1	
Warehouse Technician I	1	1	
Finance Professional/Retired Annuitant	0.5	0.5	Limited to 960 hours per FY w/cumulative limits
Human Resources Division			
Human Resources and Risk Manager	1	1	
Human Resources Analyst I/II	1	1	I/II is flexibly staffed
Human Resources and Risk Management Professional/Retired Annuitant	0.5	0	Limited to 960 hours per FY w/cumulative limits
Information Technology Division			
Information Technology Manager	1	1	
Systems Administrator	1	1	
Computer Analyst, Software Developer	1	0.5	Added new Software Developer position
RESOURCE RECOVERY SERVICES DEPARTMENT			
Resource Recovery Services Director	1	1	
Operations Division			
Operations Manager	1	1	
Operations Supervisor	2	1.5	
Recycled Water Program Coordinator	1	1	
Senior Operator (Max = 4), WWTP Operator III ^[1] (Max = 6)	8	8.5	Temporary 9th position for succession planning
Operator-in-Training (Max = 1)/WWTP Operator I/II	7	7	OIT/II/III is flexibly staffed
Operations Support-Construction Coordinator/Retired Annuitant	0.5	0	Limited to 960 hours per FY w/cumulative limits
RESOURCE RECOVERY SERVICES DEPARTMENT (cont'd)			
Maintenance Division			
Maintenance Manager	1	1	
Maintenance Supervisor, Maintenance Planner/Scheduler (Max = 1)	2	1.75	
Maintenance Mechanic I (Max = 2)/II, Maintenance Mechanic III ^[1] (Max = 1)	8	8	I/II is flexibly staffed
Utility Laborer, Maintenance Worker	1	1	
E/I Tech. I/II, E/I Tech. III ^[1] (Max = 1), Control Systems Specialist (Max = 1)	4	3.5	I/II is flexibly staffed
Collection System Worker I/II, Collection System Worker III ^[1] (Max = 1)	3	3	I/II is flexibly staffed
Safety Division			
Safety Manager	1	1	
Laboratory Division			
Laboratory Manager	1	1	
Chemist III ^[1]	1	1	
Chemist I/II	2	2	I/II is flexibly staffed
Environmental Compliance Specialist I/II	2	2	I/II is flexibly staffed
Laboratory Management Professional/Retired Annuitant	0.5	0	Limited to 960 hours per FY w/cumulative limits
ENGINEERING SERVICES DEPARTMENT			
Engineering Services Director/District Engineer	1	1	
Engineering Division			
Senior Engineer	1	1	
Junior/Assistant/Associate Engineer ^[1] (Max Assoc. = 4)	6	6	Jr/Asst/Assoc is flexibly staffed
Senior Construction Inspector, Construction Inspector	1	1	
Environmental Programs Division			
Environmental Programs Manager	1	1	
Household Hazardous Waste Technician I/II/III	1	1	I/II/III is flexibly staffed

Notes: [1] Advanced Journey-Level position in series; [2] "Flexibly Staffed" means District may elect to fill vacant position at any level in job classification series; and [3] The following positions are not included in the Classification Control Plan, but are recognized positions in the Bargaining Unit MOUs: Accounting Clerk I/II, Accountant, Purchasing Manager, Buyer, Human Resources Assistant, Instrumentation Technician Trainee, Public Information Manager, Maintenance Mechanic Trainee, Laboratory Technician, Program Analyst I/II/III, Engineering Technician, Principal Engineer, and Government Affairs Manager.

May 8, 2024

RECEIVE REPORT ON FY24/25 STRATEGIC INITIATIVES TO SUPPORT DISTRICT STRATEGIC PLAN

Recommendation

Receive report on Fiscal Year 2024/2025 (FY24/25) Strategic Initiatives to support implementation of the District's Strategic Plan.

Background Information

The Board approved the District's Strategic Plan in August 2021, which includes Mission, Vision, and Value Statements, as well as Goals, Strategies, and Objectives to guide key focus areas, resource allocation, and decision-making. As part of the FY24/25 budget development process, staff has identified key Strategic Initiatives to support progress toward achieving each of the six goals included in the Strategic Plan, which are summarized below.

- 1) **Infrastructure Investment:** Ensure the long-term effectiveness and reliability of critical District infrastructure through prioritized, cost-effective capital investment and maintenance
- 2) **Environmental Stewardship:** Meet or surpass environmental and public health requirements to maintain public trust
- 3) **Fiscal Responsibility:** Manage financial resources effectively to meet funding needs and maintain fair and reasonable rates
- 4) **Organizational Change:** Embrace innovation, engagement, and change to enhance service delivery, work processes, and use of technology to drive sustained improvement in organizational effectiveness and efficiency
- 5) **Workforce Development:** Support development of an engaged, skilled workforce that is dedicated to organizational excellence and exceptional service delivery
- 6) **Customer Services and Engagement:** Deliver an exceptional customer service experience and embrace opportunities to enhance service value through engagement and collaboration

Analysis

Staff has identified ten proposed FY24/25 Strategic Initiatives to support Strategic Plan implementation. At the end of FY24/25 (i.e., July 2025), staff will provide a report on the District's progress in completing these initiatives, as well as the FY24/25 Annual Performance Report.

Financial Impact

Sufficient funding for these initiatives is included in the proposed FY24/25 Budget.

Attachment

Proposed FY24/25 Strategic Initiatives

Reviewed by:



Brian Thomas
Deputy General Manager

cc: District File No. BRD.01-ACTS



FY24/25 Strategic Initiatives	Supports Strategic Plan Goal Area(s)
1) Ensure a strategic, integrated planning, and cost-effective approach to incorporating foundational capital improvements to support future nutrient removal at the District's WWTP as part of the Secondary Process Improvements Phase 1 Project.	1 2 3 4
2) Develop an updated Recycled Water Master Plan to assess capital investment needs at the District's RWF, meet Calpine agreement obligations, and evaluate strategic opportunities to expand recycled water production and distribution.	1 3 2
3) Continue implementing prioritized capital project delivery enhancements to support effective teamwork, collaboration, communication, project management, issue resolution, decision making, and use of alternative project delivery approaches.	1 3 5 4 2
4) Ensure effective integration of financial planning and budgeting activities to support Board approval of proposed Sewer Service Charges and Budget for two fiscal years (FY25/26-FY26/27) (currently one-year cycle).	3 4 6 1 2
5) Implement information management technology solutions to enhance compliance with NPDES permit self-monitoring program requirements, TNI laboratory accreditation standards, and operational data reporting.	2 4 5 6
6) Implement Information Technology (IT) Roadmap activities to strengthen the District's cybersecurity measures and protocols , modernize networking and datacenter infrastructure, and expand utilization of enterprise resource planning (ERP) software to streamline human resources and financial management activities.	3 4 6 5
7) Encourage employee engagement with peer agency counterparts and applicable industry associations at all levels to support organizational effectiveness and efficiency, continuous improvement through innovation, workforce development , and mentoring opportunities.	5 4 3 6
8) Implement prioritized Safety Program enhancements , including promoting a strong safety culture , updating Business Continuity and Emergency Response Plans, using performance indicators to identify improvement opportunities, and effectively addressing safety issues .	5 4 2
9) Develop and implement a prioritized plan to update key District policies and procedures .	3 4 6 5
10) Conduct a critical, prioritized review of District Code to ensure compliance with legal, regulatory, and code requirements.	4 2 3 6

District Strategic Plan Goals

- 1 **Infrastructure Investment** Ensure the long-term effectiveness and reliability of critical infrastructure through prioritized, cost-effective capital investment and maintenance
- 2 **Environmental Stewardship** Meet or surpass environmental and public health requirements to maintain public trust
- 3 **Fiscal Responsibility** Manage financial resources effectively to meet funding needs and maintain fair and reasonable rates
- 4 **Organizational Change** Embrace innovation, engagement, and change to enhance service delivery, work processes, and use of technology to drive sustained improvement in organizational effectiveness and efficiency
- 5 **Workforce Development** Support development of an engaged, skilled workforce that is dedicated to organizational excellence and exceptional service delivery
- 6 **Customer Services and Engagement** Deliver an exceptional customer service experience and embrace opportunities to enhance service value through engagement and collaboration

May 8, 2024

RECEIVE REPORT ON KEY ASSUMPTIONS FOR PROPOSED FY24/25 OPERATING BUDGET

Recommendations

Receive a report on key assumptions for the proposed Fiscal Year 2024/2025 (FY24/25) Operating Budget.

Background Information

Following critical review of operating budget adjustment needs and opportunities, staff has developed a proposed FY24/25 Operating Budget that served as the baseline for development of the proposed FY24/25 Sewer Service Charge (SSC) increases presented to the Board on April 10, 2024. This critical review directly supports the District's focus on long-term financial sustainability and effective stewardship of limited ratepayer funds in operating the District's wastewater collection, conveyance, and treatment systems; recycled water system; household hazardous waste (HHW) collection facility; and street sweeping services program.

On April 23, 2024, staff presented the key assumptions for the FY24/25 Operating Budget to the Finance Committee, which recommended that this item be submitted to the Board for review on May 8, 2024. Following receipt of Board comments on key assumptions for the single-year FY24/25 Operating Budget staff intends to present the proposed FY24/25 Budget, which will include estimated revenues, operating expenses, and capital expenditures for Board consideration and approval on June 12, 2024. In support of future financial planning considerations, the FY24/25 Budget will include an estimate of the FY25/26 Budget; however, staff will not be requesting the Board to appropriate associated funding until June 2025.

Analysis

The proposed FY24/25 Operating Budget totals \$34.5 million, which represents a \$2.2 million increase (7.0%) relative to FY23/24 (\$32.3 million). The proposed FY24/25 Operating Budget is \$0.5 million lower than the forecasted FY24/25 Budget in June 2023. This section highlights major cost categories in the FY24/25 Operating Budget, including salaries and benefits, chemicals, utilities, office and operating, and outside services. The District anticipates it will continue to experience progressive increases in annual operating costs in future years for labor, chemicals, energy, materials, supplies, equipment, hauling, and services, as well as increasingly more stringent regulatory requirements. The District estimates total operating revenues for FY24/25 will be \$33.5 million (\$25.2 million funded through SSCs, \$4.1 million funded through Recycled Water Service Charges, \$0.7 million funded through Street Sweeping Service Charges, and \$3.5 million funded through other revenues). This revenue, when combined with the use of approximately \$3.9 million in Wastewater O&M Fund Equity, sufficiently covers operational expenses for FY24/25.

Salaries and Benefits (\$18.5 million): This category represents approximately 54% of the District's FY24/25 Operating Budget.

- **Cost-of-Living Adjustment (COLA):** An annual COLA is specified in the memoranda of understanding (MOUs) for each of the District's three bargaining units. The MOUs specify that the District will adjust salaries for the first full pay period after July 1 each year, from a



minimum of 2.0% up to 5.0% based on the April-to-April change in the Consumer Price Index (CPI), San Francisco/Bay Area Wage Earners and is estimated to be 3.0% based on current financial conditions. The actual percentage will be available in May 2024 and the associated labor cost adjustment will be included in the proposed FY24/25 Budget for Board consideration in June 2024.

- Position Changes: A total of 81.75 full-time equivalent (FTE) positions, including 4.5 FTEs for part-time positions, are funded in the proposed FY24/25 Operating Budget.
- Anticipated Salaries and Benefit Savings: Based on an assessment of potential vacancies and associated recruitment periods in FY24/25, staff has incorporated a labor cost savings of approximately \$0.7 million in the proposed FY24/25 Operating Budget.
- Medical Insurance: Annual medical insurance premium costs have decreased by 3%. The District has experienced cost savings due to changes in medical benefit elections by employees; however, those decreases are effectively offset by increased medical premium costs in FY24/25. The cost of other health benefits—vision, Employee Assistance Program, dental, and life insurance—are not expected to increase significantly.
- California Public Employees' Retirement System (CalPERS) Funding: In November 2011, the Board adopted CalPERS Classic Second Tier (2.0% at age 55), which applies to employees hired between July 1, 2012 and December 31, 2012, or hired on or after January 1, 2013, as a member of a qualified public pension plan (e.g., CalPERS, Contra Costa County Employee Retirement Plan, etc.). Prior to July 1, 2012, 100% of all employees were enrolled in CalPERS Classic Plan (2.7% at age 55). In addition, the Public Employees' Pension Reform Act of 2013 (PEPRA), effective January 1, 2013, established PEPRA membership (2.0% at age 62), which applies to employees hired on or after January 1, 2013, without reciprocity recognized under CalPERS.

In FY24/25, 73% of all employees are assumed to be in either Classic Second Tier or PEPRA members, compared to 72% in FY23/24. Because new hires are no longer eligible to become members of the Classic plan, the District receives ongoing savings when employees leave the District and vacant positions are filled by Classic Second Tier or PEPRA members. The District assumes that new journey-level, professional, and management hires will be Classic Second Tier members, because it is probable that they would have been a CalPERS or reciprocal plan member. The District assumes that new entry-level hires will be PEPRA members, because it is less likely that these hires would have been CalPERS or a reciprocal plan member. In addition to the lower employer-paid contributions into CalPERS, all new hires pay their full employee contributions into CalPERS.

- CalPERS Pension Unfunded Liability Contribution: This cost is budgeted at \$1.8 million, which is an increase of approximately \$0.3 million from FY23/24 related to CalPERS actuarial assumptions and investment returns.
- Contra Costa County Retirees' Association (CCCERA) Funding: In July 2014, the Board established Contributed Benefit Savings funding levels of 3.75% of salaries to maintain the integrity of the CCCERA plan for District retirees and employees who remained in the CCCERA system after the District transitioned from the CCCERA pension plan to CalPERS in July 2014. Based on the most recent actuarial valuation, the District experienced an annual reduction of approximately \$0.5 million in contribution requirements beginning in FY22/23 and continuing in FY24/25, which results in the District not making a CCCERA contribution in FY24/25.
- OPEB Trust Fund Annual Funding: The Board's adopted OPEB Trust Funding Policy states the intent to fund the District's Actuarially Determined Contribution (ADC) within 30 years,



which the District has done each year since the OPEB Trust Fund was established in February 2010. District employees hired prior to the effective dates of the current bargaining unit MOUs pay 3.0% of base salaries into the trust and the District budgets the required 3.0% match for these employees, as well as actual retiree medical costs which are deposited into the OPEB Trust Fund. The FY24/25 Operating Budget includes an ADC of \$0.5 million, which will be evaluated in accordance with the OPEB Trust Funding Policy after receipt of audited financial statements for FY23/24.

- **Retiree Health Savings (RHS) Accounts:** The District provides all employees with RHS accounts and contributions based on an employee's date of hire and specified amounts in the three bargaining unit MOUs. Employees may withdraw funds from the RHS accounts upon separation from District. The total FY24/25 budgeted amount for RHS account contributions is \$0.4 million.

Chemicals (\$3.1 million): This cost is approximately 9% of the FY24/25 Operating Budget and includes \$1.5 million for Wastewater and \$1.6 million for Recycled Water. The District participates in the Bay Area Chemical Consortium (BACC), which administers an annual bidding process for water and wastewater treatment chemicals, to leverage purchasing power among the members and receive cost-effective bids. Although this approach allows the District to benefit from competitive prices, current market conditions have resulted in chemical unit costs increases. Staff continues to refine total annual chemical usage estimates, while working to optimize chemical consumption, to partially offset the impact of higher chemical supply costs. The Chemicals budget increased by \$0.2 million (+6%) to \$3.2 million in FY24/25 from \$3.0 million in FY23/24, which is driven largely by an increase of \$0.2 million in polymer.

Utilities (\$3.2 million): This category represents approximately 9% of the FY24/25 Operating Budget. The budget increased \$0.4 million (14%) due to an increase in electricity rates.

Office and Operating (\$4.5 million): This category represents approximately 13% of the FY24/25 Operating Budget. The budget increased 9% (\$0.4 million) due to expected increases in general insurance premiums, equipment and machinery costs, hauling services, and technology systems and applications. Funding for staff training and professional development continues to be a high priority to support the District's strategic focus on workforce development.

Outside Services (\$4.9 million): This category represents approximately 14% of the FY24/25 Operating Budget and increased by \$0.3 million (7%) compared to FY23/24 primarily due to the impact of prevailing wage requirements for street sweeping and HHW facility contracted services and utilizing temporary staff support due to vacancies and limited duration project support. This category includes \$0.9 million for professional services to support organizational improvement and business processes, \$2.2 million for Street Sweeping and Household Hazardous Waste program services, and \$1.8 million for temporary and other services such as legal, facilities, and maintenance.

Other (\$0.3 million): This category represents 1% of the FY24/25 Operating Budget and accounts for transfers to other District funds.


Financial Impact

The proposed FY24/25 Operating Budget totals \$34.5 million, which represents a \$2.2 million increase (7.0%) relative to FY23/24 (\$32.3 million). The proposed FY24/25 Operating Budget assumptions help ensure the District is recovering its operating expenses, while also highlighting efforts to implement budget adjustment strategies that support long-term financial sustainability and responsible stewardship of limited ratepayer funds. Staff has included these assumptions in



the District's 5-year financial plan and proposed FY24/25 SSC increase, which was presented to the Board for review on April 10, 2024.

Attachments - None.

Reviewed by: 
Nitish Sharma
Business Services Director

cc: District File No. BRD.01-ACTS



May 8, 2024

RECEIVE MONTHLY LOBBYIST REPORT DATED APRIL 2024, KEY ADVOCATES, INC., WESTERN RECYCLED WATER COALITION

Recommendation

Receive and file report.

Background Information

As a member of the Western Recycled Water Coalition (WRWC), the District receives a monthly summary report related to lobbying activities from Key Advocates, Inc. (KA).

Analysis

Attached is the report for April 2024, which was produced by KA and distributed to WRWC members.

Financial Impact - None.

Attachment

KA Monthly Report, April 2024

Reviewed by:



Brian Thomas
Deputy General Manager

cc: District File No. BRD.01-ACTS



(703) 340-4666

www.keyadvocates.com

April 30, 2024

To: WRWC
From: Sante Esposito
Subject: April Monthly Report

FY25 Appropriation Benchmarks

- President's FY25 Budget
- Appropriation Committees Hearings
- FY25 Baseline
- Mark-ups
- Floor Consideration
- Continuing Resolution, if necessary

President's FY25 Budget

\$1.240B for the Clean Water SRF, no funding for related earmarks, and \$4M for the WIIN Grant program

WRWC FY25 SRF Base and WIIN Grant Requests

Clean Water SRF – a minimum of \$4.490B (\$1.240B President's Budget + \$3.250B Bipartisan Infrastructure Law)

WIIN Grant Program - \$20M (note: of the \$550M provided by the BIF, \$309M was allocated in FY22 for grants and \$179M is expected to be allocated via the pending FY23-24 solicitation, leaving \$62M, not counting annual general fund appropriations, remaining from the BIF for future solicitations, per the USBR)

WRWC FY25 Earmark Requests

- No earmarks, per the President's FY25 Budget
- If earmarks, not as takedowns but a separate budget account
- If earmarks, the lesser of the House and Senate earmark funding amounts
- If earmarks, not the sum of the House and Senate earmark funds as was done for FY24

FY25 Appropriations Timetable

The President's Budget was released on March 11. Both Appropriations Committees holding hearings on the various Federal agency budget requests. Hearings began last month and are expected to extend into May. Markups likely in June with the House to be ahead of the Senate on action. Where the process goes from that point is unclear. Too many unknowns – what will be the baseline (FY24, 23, 22?) for markups; what of the concern of Members having to take tough funding votes before the November election; what of the concern regarding Members who won't be in the Congress and their voting on funding issues for next year; and, what about the uncertainty of the election? Given all this, most likely scenario is a CR at the end of September until sometime next February.

FY25 House Congressional Budget Resolution

On March 7, the House Budget Committee marked-up its FY25 Budget Resolution. Highlights include FY25 discretionary spending at a one percent increase from FY24; spending to grow by one percent a year for FY25 through FY34; discretionary spending to come down by \$2.5T over a decade; deficits to be reduced by \$16.3T over a decade; and, a surplus of \$130B at the end of ten years. The resolution and markup were very partisan. No Senate action to date.

Final FY24 CWSRF and WIIN Grant Funding

- Clean Water SRF state allocation \$851.3M (plus \$2.628B from the Bipartisan Infrastructure Law – BIF)
- Clean Water SRF earmarks \$787.7M
- WIIN Grants \$20M

STREAM Act (S.2162)

Discussions continue between staffs of Senators Padilla and Butler and the Environment and Public Works Committee on the bill text and timing. Details being held close to the vest.

The bill was introduced on June 22 by Senator Feinstein with Senators Sinema (I-AZ) and Kelly (D-AZ) as cosponsors. On July 19, a hearing was held on the bill by the Subcommittee on Water and Power of the Energy and Natural Resources Committee. On May 24, at the request of staff of Senator Feinstein, the Coalition sent a letter of support for the the bill regarding its plan introduction. The bill authorizes \$300M for water recycling, \$750M for surface and groundwater storage and conveyance, \$150M for desalination, \$100M for drinking water, and \$250M for environmental restoration. No companion bill in the House.

Garamendi Permitting Amendment

On March 21, the Garamendi amendment passed the House by voice vote and the bill, as amended, H.R. 7023, the "Creating Confidence in Clean Water Permitting," then passed by a vote of 213-205. Action now turns to the Senate. The amendment would allow the U.S. EPA to issue NPDES permits for public works - such as wastewater treatment or water recycling/ reuse

plants owned/operated by local governments – for up to 10 years as opposed to 5 years under current law. The Coalition is included in the list of supporting endorsements.

Drought Relief Obtained Using Government Help Today (DROUGHT) Act

Introduced on April 16 by Senators Padilla and Peters, the bill would increase the Federal share for WIFIA funding from 80% to 90% for projects in areas experiencing extreme drought or serving historically disadvantage communities. The bill was referred to the Environment and Public Works Committee. Senator Padilla chairs the Committee's Subcommittee on Fisheries, Water, and Wildlife.

Other Potential Funding Opportunities

Alternative Water Source Program Funding – \$125M, authorized by the BIF

Mega Recycled Water Project Funding – additional funds to supplement the \$450M provided in the BIF.