

**AGENDA
BOARD OF DIRECTORS MEETING
DELTA DIABLO
(a California Special District)**

**2500 Pittsburg-Antioch Highway | Antioch, CA 94509
(Note: There will be no in-person meeting at the District.)
WEDNESDAY, JANUARY 13, 2021
4:30 P.M.**

In lieu of a public gathering, the Board of Directors meeting will be accessible via ZOOM to all members of the public as permitted by the Governor's Executive Order N-29-20, which suspends certain requirements of the Ralph M. Brown Act to allow for greater flexibility in conducting public meetings.

The Board of Directors Meeting on January 13, 2021 will not be physically open to the public and all Board Members will be teleconferencing into the meeting. Members of the public can observe the meeting by following the steps listed below to view and listen to the Board Meeting.

Persons who wish to address the Board during the Public Comment period or with respect to an item on the Agenda will be limited to two (2) minutes. The Secretary to the Board will call on members of the public alphabetically by last name (A-L) and (M-Z) at the beginning of the meeting to establish a speaking order. Please indicate whether you wish to speak during the Public Comment period or on a specific Agenda item at that time.

The Board Chair may reduce the amount of time allotted to provide comments at the beginning of each item or public comment period depending on the number of comments and the business of the day. Your patience is appreciated.

Presentations will be made available online at <https://www.deltadiablo.org/board-meetings> approximately one hour prior to the start of the Board meeting.

How to view, listen to, and provide a Public Comment during the meeting via ZOOM:

Using your computer, access the Zoom meeting at: <https://us02web.zoom.us/j/85920621749>

How to listen and provide a Public Comment during the meeting via ZOOM:

Using your telephone, access the Zoom meeting by dialing (669) 900-6833

Meeting ID: 859 2062 1749

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

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

Recited at the preceding Integrated Financing Corporation Meeting

C. PUBLIC COMMENTS

D. BOARD REORGANIZATION

Approve Reorganization of the Board for 2021 and Appoint Board Committee Members, Alternates, and Representatives (Vince De Lange)

E. RECOGNITION

- 1) **Introduction** of Celia Kitchell, Junior Engineer, to the District (Thank Vo)
- 2) **Introduction** of Christopher Thomas, Assistant Engineer, to the District (Thank Vo)
- 3) **Recognize** Cheryl Rhodes Alexander, Human Resources and Risk Manager, for Her Key Role in District Response to Coronavirus Pandemic and Continuing Efforts to Ensure Key Business Functions Remain Uninterrupted (Carol Margetich)

F. CONSENT CALENDAR

- 1) **Approve** Minutes of the Special Board of Directors Meeting, December 17, 2020 (Cecelia Nichols-Fritzler)
- 2) **Receive** District Monthly Check Register, November 2020 (Eka Ekanem)
- 3) Acting in the Capacity as Lead Agency of the Western Recycled Water Coalition, **Authorize** General Manager to Execute Amendment No. 6 to Consulting Services Contract in the Amount of \$85,000, for a New Total Contract Amount Not to Exceed \$597,000, Key Advocates, Inc., 2021 Legislative Advocacy Services, Western Recycled Water Coalition, Project No. 90024 (Jayne Strommer)

G. DELIBERATION ITEMS

- 1) Take Actions related to Treatment Plant Switchgear Replacement, Project No. 17120
 - a. **Receive** Report on Major Drivers Impacting Capital Improvement Program Development (Thank Vo)
 - b. **Approve** Project and Design; **Waive** Minor Irregularities in Bid Documents; **Award** and **Authorize** General Manager to Execute Construction Services Contract, in an Amount Not to Exceed \$6,647,104.17, Cupertino Electric, Inc.; **Authorize** General Manager or His Designee to Approve Contract Change Orders in an Amount Not to Exceed 7.5% of Contract Amount; and Take Related Actions, Treatment Plant Electrical Switchgear Replacement, Project No. 17120
 - c. **Authorize** General Manager to Execute Consulting Services Contract in an Amount Not to Exceed \$613,541, Engineering Services, Lee & RO, Inc.; and **Authorize** General Manager to Execute Consulting Services Contract in an Amount Not to Exceed \$901,618, Construction Management Services, Psomas, Treatment Plant Electrical Switchgear Replacement, Project No. 17120

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H. PRESENTATIONS AND REPORTS

None.

I. MANAGER'S COMMENTS

J. DIRECTORS' COMMENTS

K. CORRESPONDENCE

Receive Monthly Lobbyist Report Dated December 2020, Key Advocates, Inc., Western Recycled Water Coalition, Project No. 90024 (Jayne Strommer)

L. CLOSED SESSION

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

Agency Negotiators: Federal Glover, Vince De Lange

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

M. ADJOURNMENT

The next Board of Directors meeting will be held on February 10, 2021 at 4:30 p.m.

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ITEM D

January 13, 2021

APPROVE REORGANIZATION OF THE BOARD FOR 2021 AND APPOINT BOARD COMMITTEE MEMBERS, ALTERNATES, AND REPRESENTATIVES

Recommendation

Approve reorganization of the Board for 2021 and appoint Board committee members, alternates, and representatives.

Background Information

In January of each year, the Board of Directors is required to elect officers and make committee appointments for the calendar year. Traditionally, Board officer positions have rotated among the three Board members.

Analysis

The current Board officer positions and proposed rotation for 2021 are shown below.

Position	2020 Current Officers	2021 Proposed Officers
Chair	Juan Banales	Federal Glover
Vice Chair	Federal Glover	Monica Wilson
Secretary	Sean Wright	Juan Banales

In addition, the current Board Chair proposes appointments to the Finance Committee, Personnel Committee, and East County Water Management Association (ECWMA) with appointments based on maximizing continuity with each Director serving as lead representative on one committee, as well as a committee alternate representative in case availability conflicts arise. The current and proposed Board committee appointments for 2021 are shown below.

Committee	Current	2021 Proposed Appointments	2021 Proposed Alternates
Finance	Sean Wright	Juan Banales	Monica Wilson
Personnel	Federal Glover	Federal Glover	Juan Banales
ECWMA	Juan Banales	Monica Wilson	Federal Glover

The current Board Chair is requested to conduct an election by seeking Board approval of the proposed Board officer and committee assignments, which would become effective on February 1, 2021.

Financial Impact

None

Attachments

None

Signature:



Vince De Lange
General Manager



January 13, 2021

INTRODUCTION OF CELIA KITCHELL, JUNIOR ENGINEER, TO THE DISTRICT

RECOMMENDATION

Welcome Ms. Celia Kitchell, Junior Engineer, to the District.

Background Information

The District recently completed a comprehensive recruitment process to fill two vacant positions at the Junior and/or Assistant Engineer level in the Engineering Services Department. Following a highly competitive recruitment and selection process with a significant number of candidates, Ms. Kitchell was selected as the most qualified candidate for the Junior Engineer position.

Analysis

Ms. Kitchell joined the District on December 28, 2020. She graduated from Hampshire College with a Bachelor of Science degree in Environmental Studies and Sustainability and the University of California, Davis with a Master of Science degree in Environmental Engineering. Her background, experience, education, and recent internship at Central Contra Costa Sanitary District clearly distinguished her during the recruitment process. Ms. Kitchell has an Engineer-in-Training certificate and intends to complete the Professional Engineer licensing examination once qualified. Her references highlighted a strong work ethic, professionalism, and the ability to work well with others.

Ms. Kitchell worked in film prior to starting down the path of becoming an engineer. Her brief film career included an environmental documentary that was screened at the Sundance Film Festival. In her free time, she enjoys sailing and recently captained her first race from south San Francisco Bay to Oakland and Alameda.

Financial Impact

This position is included in the approved Fiscal Year 2020/2021 Budget.

Attachments

None

Reviewed by:



Brian Thomas
Engineering Services Director/District Engineer

cc: Celia Kitchell, Junior Engineer
District File No. HR.01-PEF-00019600



January 13, 2021

INTRODUCTION OF CHRISTOPHER THOMAS, ASSISTANT ENGINEER, TO THE DISTRICT

RECOMMENDATION

Welcome Mr. Christopher Thomas, Assistant Engineer, to the District.

Background Information

The District recently completed a comprehensive recruitment process to fill two vacant positions at the Junior and/or Assistant Engineer level in the Engineering Services Department. Following a highly competitive recruitment and selection process with a significant number of candidates, Mr. Thomas was selected as the most qualified candidate for the Assistant Engineer position.

Analysis

Mr. Thomas joined the District on December 28, 2020. He is a graduate of the California State Polytechnic University, Pomona with a Bachelor of Science degree in Civil Engineering. He gained diverse water and wastewater experience as a project engineer for the consulting firm, Nexgen Utility Management, and as an intern for the City of Pomona and Los Angeles County Sanitation District. Mr. Thomas demonstrated strong technical skills and the ability to work and adapt to different situations during the recruitment process.

Mr. Thomas is looking forward to learning and focusing his career on wastewater resource recovery at the District. He is an outdoor enthusiast and enjoys hiking and biking.

Financial Impact

This position is included in the approved Fiscal Year 2020/2021 Budget.

Attachments

None

Reviewed by:



Brian Thomas

Engineering Services Director/District Engineer

cc: Christopher Thomas, Assistant Engineer
District File No. HR.01-PEF-00019603



January 13, 2021

RECOGNIZE CHERYL RHODES ALEXANDER, HUMAN RESOURCES AND RISK MANAGER, FOR HER KEY ROLE IN DISTRICT RESPONSE TO CORONAVIRUS PANDEMIC AND CONTINUING EFFORTS TO ENSURE KEY BUSINESS FUNCTIONS REMAIN UNINTERRUPTED

RECOMMENDATION

Recognize Ms. Cheryl Rhodes Alexander, Human Resources and Risk Manager, for her key role in the District's response to the coronavirus pandemic and continuing efforts to ensure key business functions remain uninterrupted during the pandemic.

Background Information

Ms. Alexander was hired as the Human Resources and Risk Manager in August 2006 to oversee and administer the District's comprehensive human resources and risk management business functions. With over 30 years of experience in both the public and private sector, she possesses a wealth of knowledge and skills that contribute significantly to her success as the District's Human Resources and Risk Manager.

Following the emergency declaration by Contra Costa County (County) in March 2020, the District developed and implemented numerous preventative and precautionary measures to protect the health, well-being, and safety of District employees during the pandemic. Ms. Rhodes Alexander served a critical role in the District's initial response and continues to manage and oversee numerous human resources and risk management activities as the District continues to address challenges and modified business practices throughout the pandemic.

Analysis

In the initial District response to the coronavirus pandemic, Ms. Rhodes Alexander began regular review and monitoring of the various applicable federal, state, and local health directives and guidance documents to determine the appropriate actions to reduce the potential for spreading COVID-19 in the workplace. Her initial efforts were instrumental in the District's ability to quickly modify workplace staffing and implement a temporary teleworking program to ensure employee safety, while continuing to provide essential wastewater collection and treatment services. Beginning on April 1, 2020, she successfully implemented the applicable provisions of the Families First Coronavirus Response Act (FFCRA) to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.

As required by County Health Order, Ms. Rhodes Alexander was instrumental in the development and implementation of a social distancing protocol in the workplace to reduce exposure between individual employees and limit in-person engagement. In addition, she led development and implementation of an employee certification reporting form and procedure to facilitate safe and effective return to work following a COVID-19-related absence. As part of the team, Ms. Rhodes Alexander is serving a critical role in ensuring compliance with recent regulatory requirements established by Assembly Bill 685 (COVID-19 Infection Prevention Requirements) and the California Division of Occupational Safety and Health (Cal/OSHA) COVID-19 Emergency Regulations to protect staff from COVID-19 exposure in the workplace.

Despite the additional workload during the pandemic, Ms. Rhodes Alexander is commended for continuing to ensure successful completion of mandated human resources training, as well as effectively managing the recruitment and onboarding process for five new staff members while embracing virtual solutions and proactive communications. She is recognized for her dedication to duty and critical contributions to the District's response to the COVID-19 pandemic.

Financial Impact

None

Attachments

None

Prepared by: *Carol Margetich*
Carol Margetich
Business Services Director

cc: Cheryl Rhodes Alexander, Human Resources and Risk Manager
District File: HR.01-PEF-416



January 13, 2021

APPROVE MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING,
DECEMBER 17, 2020

RECOMMENDATION

Approve Minutes of the Special Board of Directors Meeting on December 17, 2020.

DRAFT

Minutes of the Special Board of Directors Meeting

**DELTA DIABLO
December 17, 2020**

The meeting was called to order by Chair Banales at 4:34 p.m. on Wednesday, December 17, 2020, via Zoom. Present were Vice Chair Federal Glover and Alternate Director Lamar Thorpe. Also present on the call were: Mary Ann Mason, District Counsel; Vince De Lange, General Manager; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Dean Eckerson, Resource Recovery Services Director; Brian Thomas, Engineering Services Director/District Engineer; Carol Margetich, Business Services Director; Joaquin Gonzalez, Operations Manager; and Anthony Novero, Wastewater Treatment Plant Operator I.

Chair Banales read the following statement: “To slow the spread of COVID-19, in lieu of a public gathering, the Board of Directors meeting will be accessible via teleconference to all members of the public as permitted by the Governor’s Executive Order N-29-20, which suspends certain requirements of the Ralph M. Brown Act to allow for greater flexibility in conducting public hearings. The presentation for Item G is available on the District’s website at www.deltadiablo.org/board-meetings.”

PUBLIC COMMENTS

None.

RECOGNITION

Introduction of Anthony Novero, Wastewater Treatment Plant Operator I

Mr. Gonzalez introduced Mr. Novero, who began his employment on November 30, 2020 as a Wastewater Treatment Plant Operator I. Prior to joining the District, Mr. Novero was employed as an Operator Technician 3 at Fairfield-Suisun Sewer District. He holds a WWTP Operator Grade V Certificate from the State Water Resources Control Board and a Bachelor’s degree in Geography from California State University, Sonoma. The Board welcomed Mr. Novero.

Recognize Operations, Maintenance, and Laboratory Division Staff for Key Role in District Response to COVID-19 Pandemic and Providing Uninterrupted Essential Services

Mr. Eckerson recognized Operations, Maintenance, and Laboratory Division staff for their key role in response to the COVID-19 pandemic and continuing to provide uninterrupted essential services to customers. He highlighted how each division responded to the County Health Order issued in March 2020, noting modified work practices and adjusted staffing plans in Operations and Maintenance to establish minimize potential exposure. In addition to ensuring uninterrupted

process operations, staff provided critical support on major capital projects. Mr. Eckerson stated that despite these challenges, the Maintenance team was still able to accomplish a number of planned rehabilitation and repair projects at the remote pump stations to ensure these critical facilities would be ready for the wet weather season. In addition, he noted the Laboratory Division's modified work practices and telework assignments for the Environmental Compliance Specialists in support of the shelter-in-place order. The Laboratory team members continued regulatory compliance sampling and analysis without interruption to ensure all permit reporting requirements were met. Mr. Eckerson stated that despite the challenges associated with the pandemic, Operations, Maintenance, and Laboratory staff continued to report to the worksite to ensure the District is able to continue providing essential services to its customers.

Chair Banales thanked staff for their dedication to public service and ensuring provision of high-quality services during the pandemic.

CONSENT CALENDAR

Chair Banales noted Item E/5 Accept and Authorize General Manager to File Notice of Completion, Alcal Specialty Contracting, Inc., District Office Building Roof Replacement Project No. 18112 was removed from the Consent Calendar by the General Manager; Vice Chair Glover moved approval of Items E1-E/4 and Items E/6-E/9, seconded by Alternate Director Thorpe; and by a roll call vote (Ayes: *Banales, Glover, and Thorpe*, Noes: *None*; Abstain: *None*), the following consent items were approved according to staff recommendation: Approve Minutes of the Special Board of Directors Meeting, November 18, 2020; Approve Delta Diablo Board of Directors Meeting Schedule for 2021; Receive Notes from Finance Committee Meeting, December 10, 2020; Receive District Monthly Check Register, October 2020; Authorize Non-Interest Bearing Inter-fund Loan from Advanced Treatment Fund to Wastewater Capital Asset Replacement Fund in the Amount of \$3,000,000 in Fiscal Year 2020/2021, and Authorize an Increase of \$3,000,000 in Budgeted Expenditures in Fiscal Year 2020/2021, Headworks Improvements, Project No. 17117; Adopt Resolution Commending and Congratulating Leslie "Chip" Cain, Senior Operator, on His Retirement from the District; Adopt Resolution Commending and Congratulating Gurmukh Grewal, Chemist II, on His Retirement from the District; and Approve Reappropriation of the Capital Improvement Program (CIP) Budget Carried Forward from Fiscal Year 2019/2020 to Fiscal Year 2020/2021, Transfer of Budgets Between CIP Projects In Fiscal Year 2020/2021, and Adjustment and/or Closing of CIP Projects in Fiscal Year 2019/2020.

DELIBERATION ITEMS

None.

PRESENTATIONS AND REPORTS

Receive Audited Comprehensive Annual Financial Report (CAFR) and Memorandum on Internal Control for Fiscal Year 2019/2020

Mr. David Alvey of Maze and Associates reviewed key findings from the FY19/20 financial audit and stated the District continues to maintain a strong financial position with no material weaknesses or opportunities for improvement identified in the District's internal controls. He noted that the District's net position as of June 30, 2020 is \$176.4 million, which represents an increase of \$8.8 million from FY18/19. Total revenue equaled \$44.6 million with sewer service charges as the largest source of revenue at \$37.3 million. Total expenses in FY19/20 were \$35.8 million with labor costs representing the largest expense at \$16.3 million. All other expenses totaled \$19.5 million. Mr. Alvey highlighted that net pension liability under GASB 68 is \$18.3

million, net Other Post-Employment Benefits (OPEB) liability is \$4.2 million under GASB 75, and the District's OPEB trust fund balance is \$15.8 million. He highlighted the District's historical net position and noted the recent increase supports long-term infrastructure investment planning.

The Board thanked Mr. Alvey for the report.

MANAGER'S COMMENTS

Mr. De Lange thanked the Board for its continued support in recognizing staff during Board meetings and wished the Board and staff a safe and happy holiday season.

DIRECTORS' COMMENTS

Vice Chair Glover wished everyone happy holidays and acknowledged the challenging year and the resilience of District staff and their efforts to work together. Alternate Director Thorpe wished staff happy holidays and noted Antioch City Councilmember, Monica Wilson would join the Board of Directors in January 2021 as the City of Antioch representative, while he would continue to serve as an alternate Board member.

CORRESPONDENCE

Receive Monthly Lobbyist Report dated November 2020, Key Advocates, Inc., Western Recycled Water Coalition, Project No. 90024

The Board received and filed the report.

CLOSED SESSION

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

Agency Negotiators: Federal Glover, Vince De Lange

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

Before adjourning to closed session, the Secretary to the Board asked if there were any public comments on the Closed Session item. At 5:07 p.m., Chair Banales adjourned the Special Board of Directors meeting to Closed Session. Chair Banales reconvened the Special Board of Directors meeting at 5:51 p.m. and stated there was nothing to report from Closed Session.

ADJOURNMENT

Chair Banales adjourned the meeting at 5:51 p.m.

(Recording Secretary:
Cecelia Nichols-Fritzler)

Lamar Thorpe (Alternate)
Board Secretary

January 13, 2021

RECEIVE DISTRICT MONTHLY CHECK REGISTER, NOVEMBER 2020

RECOMMENDATION

Receive District Monthly Check Register for the month ending November 30, 2020.

Background Information

The Check Register for the month of November is attached. The report reflects payments to the District's suppliers, consultants, service providers, and contractors. A total of \$3,457,309.62 was disbursed in the month of November 2020, which includes 126 checks.

Financial Impact

All payments made during the month are within funding levels included in the adopted Fiscal Year 2020/2021 Budget.

Attachment

Check Register month ending November 30, 2020

Reviewed by: 
Carol Margetich
Business Services Director



CHECK REGISTER
DELTA DIABLO

CASH DISBURSEMENTS FOR THE MONTH OF NOVEMBER 2020

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
11/5/2020	ASSOCIATED SERVICES COMPANY	52790	34580	494.08	PROVIDE PREMIUM COFFEE SERVICE TO DISTRICT	494.08
11/5/2020	BUCKLES-SMITH. AKA: ALLIED ELECTRIC	52762 52763	34581	454.07 230.28	INVENTORY INVENTORY	684.35
11/5/2020	CALIFORNIA SPECIAL DISTRICT ASSOCIATION	52889	34582	1,482.00	M&D	1,482.00
11/5/2020	CALTEST ANALYTICAL LABORATORY	52697 52767 52769	34583	336.60 393.30 72.00	PROVIDE LABORATORY SERVICES FOR NPDES TESTING PROVIDE LABORATORY SERVICES FOR NPDES TESTING PROVIDE LABORATORY SERVICES FOR NPDES TESTING	801.90
11/5/2020	CCSDA	52890	34584	100.00	M&D VINCE D.	100.00
11/5/2020	CHEMTRADE CHEMICALS US LLC	52787	34585	4,143.87	ALUMINUM SULFATE	4,143.87
11/5/2020	CONCENTRA/OCCUPATIONAL HEALTH CENTERS	52843	34586	177.50	PRE EMPL COSTS	177.50
11/5/2020	CONTRA COSTA COUNTY TAX	52862 52863	34587	3,168.18 3,468.58	PROPERTY TAX PROPERTY TAX	6,636.76
11/5/2020	CONTRACT SWEEPING SERVICES	52844	34588	29,655.86	STREET SWEEPING SERVICES	29,655.86
11/5/2020	COUNTY RECORDER	52891	34589	50.00	NOE PROJ# 21121	50.00
11/5/2020	TIMOTHY J. CLAY	52847	34590	6,476.80	EMERGENCY PO- V 226	6,476.80
11/5/2020	JOSEPH PETRONIO	52848	34591	125.00	CMMS SUPPORT	125.00
11/5/2020	FASTENAL COMPANY	52851 52852	34592	334.03 299.38	MAINTENANCE CONSUMABLE ITEMS MAINTENANCE CONSUMABLE ITEMS	633.41
11/5/2020	FREMONT ANALYTICAL INC.	52850	34593	1,152.54	DIGESTER GAS ANALYSIS	1,152.54
11/5/2020	GOLDEN STATE WATER CO.	52815 52816	34594	774.66 1,701.90	UTILITIES UTILITIES	2,476.56
11/5/2020	TIMOTHY J. HAMMETT	52853	34595	58.18	REIMBURSEMENT	58.18
11/5/2020	KEY ADVOCATES INC.	52864	34596	7,375.00	FEDERAL ADVOCACY FOR WRWC PN	7,375.00
11/5/2020	KOA HILLS CONSULTING LLC.	52699	34597	480.00	MUNIS CONTRACT SERVICES	480.00
11/5/2020	KONE. INC.	52854	34598	110.40	ELEVATOR SERVICE	110.40
11/5/2020	MANAGED HEALTH NETWORK	52865	34599	385.20	EAP NOVEMBER	385.20
11/5/2020	MCCAMPBELL ANALYTICAL, INC.	52817 52819 52820	34600	264.80 782.60 1,160.60	LABORATORY SERVICES FOR PRETREATMENT LABORATORY SERVICES FOR PRETREATMENT LABORATORY SERVICES FOR PRETREATMENT	2,208.00
11/5/2020	MDRR PITTSBURG	52856	34601	6,328.40	WASTE	6,328.40
11/5/2020	NETRONIX INTEGRATION	52723	34602	740.00	SECURITY SYSTEM SERVER WORK	740.00

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
11/5/2020	OFFICE DEPOT	52857	34603	114.73	OFFICE SUPPLIES	114.73
11/5/2020	PACIFIC GAS & ELECTRIC COMPANY	52824	34604	53,125.17	UTILITIES	53,125.17
11/5/2020	PITTSBURG UNIFIED SCHOOL DISTR	52877	34605	129.24	O/S	129.24
11/5/2020	CITY OF PITTSBURG	52866	34606	714.34	UTILITIES	714.34
11/5/2020	PUBLIC EMPLOYEES UNION	3163365	34607	1,364.72	UNION DUES P&T	1,364.72
11/5/2020	PUBLIC EMPLOYEES UNION	3163265	34608	3,440.87	UNION DUES O&M	3,440.87
11/5/2020	QUENVOLD'S	52788	34609	203.20	SAFETY SHOES - ALONSO R.	203.20
11/5/2020	CA STATE DISBURSEMENT UNIT	CS9648316	34610	750.00	GARNISHMENT	750.00
11/5/2020	SWRCB-FEES	52717	34611	1,480.00	REGULATORY FEES	1,480.00
11/5/2020	UNIFIRST CORPORATION	52858 52859 52860	34612	139.01 177.61 31.66	UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE	348.28
11/5/2020	UNITED RENTALS	52874	34613	6,024.40	10" TRASH PUMP RENTAL	6,024.40
11/5/2020	UNIVAR USA INC	52708 52804	34614	3,316.79 5,639.94	SODIUM HYPOCHLORITE SODIUM BISULFITE	8,956.73
11/5/2020	USA BLUEBOOK	52825	34615	849.11	INVENTORY	849.11
11/5/2020	VISION SERVICE PLAN	52867 52868	34616	1,780.64 36.84	VISION INSURANCE COBRA VISION	1,817.48
11/12/2020	CITY OF ANTIOCH- WATER	52929 52930 52931 52932 52933 52934 52935	34617	72.49 94.60 1,438.86 6,118.62 94.60 94.60 94.60	UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES	8,008.37
11/12/2020	ASSOCIATED SERVICES COMPANY	52886	34618	446.88	PROVIDE PREMIUM COFFEE SERVICE TO DISTRICT	446.88
11/12/2020	BARTEL ASSOCIATES, LLC	52909 52910	34619	4,000.00 1,400.00	ACTUARIAL SERVICES FY 2020-2022 ACTUARIAL SERVICES FY 2020-2022	5,400.00
11/12/2020	LESLIE J. CAIN	52893	34620	70.00	REIMBURSEMENT	70.00
11/12/2020	CALTEST ANALYTICAL LABORATORY	52812	34621	46.80	PROVIDE LABORATORY SERVICES FOR NPDES TESTING	46.80
11/12/2020	CHEMTRADE CHEMICALS US LLC	52791 52841 52842	34622	4,245.97 4,224.85 4,289.99	ALUMINUM SULFATE ALUMINUM SULFATE ALUMINUM SULFATE	12,760.81
11/12/2020	CONCENTRA/OCCUPATIONAL HEALTH CENTERS	52923	34623	49.00	PRE EMPLOY COSTS	49.00
11/12/2020	CONTRA COSTA HEALTH SERVICES	52894	34624	660.00	ANNUAL GREEN BUSINESS DUES	660.00
11/12/2020	DATCO	52938	34625	52.00	O/S	52.00
11/12/2020	EMPLOYMENT DEVELOPMENT DEPARTMENT	52914	34626	850.00	EMPLOYMENT COSTS	850.00
11/12/2020	FASTENAL COMPANY	52849	34627	136.34	MAINTENANCE CONSUMABLE ITEMS	136.34

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
11/12/2020	FLOTTWEG SEPARATION	52895	34628	1,834.03	INVENTORY	1,834.03
11/12/2020	GURMUKH SINGH GREWAL	52896	34629	81.23	REIMBURSEMENT	81.23
11/12/2020	HAZEN & SAWYER	52939	34630	55,452.50	RESOURCE RECOVERY FACILITY MASTER PLAN PN 18120	103,831.29
		52940		48,378.79	RESOURCE RECOVERY FACILITY MASTER PLAN PN 18120	
11/12/2020	JEFF IMACHI	52898	34631	155.67	REIMBURSEMENT	155.67
11/12/2020	IN SHAPE HEALTH CLUBS	52899	34632	876.00	GYM	1,385.00
		52926		509.00	GYM	
11/12/2020	INFERRERA CONSTRUCTION MANAGEMENT GROUP INC.	52922	34633	82,262.39	CSC PN 80008 (17128, 17129, 17	82,262.39
11/12/2020	JW BACKHOE & CONSTRUCTION, INC	52918	34634	157,897.94	BRIDGEHEAD FM TEMPORARY BYPASS	157,897.94
11/12/2020	KEMIRA WATER SOLUTIONS, INC.	52855	34635	6,900.97	FERROUS CHLORIDE	6,900.97
11/12/2020	KENNEDY/JENKS CONSULTANTS INC.	52783	34636	27,071.69	ASSET MANAGEMENT PROGRAM DEVELOPMENT PN 19109	27,071.69
11/12/2020	LEGAL SHIELD	52927	34637	122.15	LEGAL MEMB - OCT	244.30
		52928		122.15	LEGAL MEMB - NOV	
11/12/2020	MDRR PITTSBURG	52936	34638	1,175.00	WASTE	1,175.00
11/12/2020	NWN CORPORATION	52916	34639	4,060.76	PHONE EXPENSE	4,060.76
11/12/2020	OFFICE DEPOT	52887	34640	78.91	OFFICE SUPPLIES	106.81
		52901		27.90	OFFICE SUPPLIES	
11/12/2020	RED WING SHOE STORE 165	52902	34641	175.00	SAFETY SHOES - TRENT W.	525.00
		52903		350.00	SAFETY SHOES-SKILLINGS & VELARDE	
11/12/2020	SCHAAF & WHEELER CONSULTING	52924	34642	8,062.16	DESIGN FOR PUMP STATION FACILI	8,062.16
11/12/2020	STANDARD INSURANCE COMPANY	52904	34643	3,593.76	LIFE INSURANCE	3,593.76
11/12/2020	SYSTEM 1 STAFFING	52905	34644	2,652.48	O/S TEMP	5,279.08
		52920		2,626.60	O/S TEMP	
11/12/2020	STACY TUCKER	52907	34645	55.00	REIMBURSEMENT	55.00
11/12/2020	TYLER TECHNOLOGIES, INC.	52913	34646	1,956.00	MUNIS PERMITS AND CODE ENFORCEMENT MODULE	3,912.00
		52917		1,956.00	MUNIS PERMITS AND CODE ENFORCEMENT MODULE	
11/12/2020	UNIFIRST CORPORATION	52861	34647	139.01	UNIFORM/ LAUNDRY SERVICE	369.02
		52869		198.35	UNIFORM/ LAUNDRY SERVICE	
		52870		31.66	UNIFORM/ LAUNDRY SERVICE	
11/12/2020	UNIVAR USA INC	52805	34648	3,316.86	SODIUM HYPOCHLORITE	15,189.27
		52876		3,317.00	SODIUM HYPOCHLORITE	
		52878		3,315.23	SODIUM HYPOCHLORITE	
		52879		5,240.18	SODIUM BISULFITE	
11/19/2020	AQUA METRIC SALES COMPANY	53014	34649	3,361.40	RW AUTOMATIC METER READING EQUIPMENT	11,913.19
		53015		8,551.79	RW AUTOMATIC METER READING EQUIPMENT	
11/19/2020	MICHAEL AUER	52965	34650	130.07	REIMBURSEMENT	130.07
11/19/2020	MICHAEL BAKALDIN	52966	34651	130.07	REIMBURSEMENT	130.07

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
11/19/2020	SCOT ALLISON CAMPBELL	52835	34652	4,056.10	WAUKESHA CYLINDER HEAD REPLACEMENT PARTS	4,056.10
11/19/2020	C.W.ROEN CONSTRUCTION COMPANY	52994	34653	1,684,920.00	CONSTRUCTION SVCS, HEADWORKS IMPROVEMENTS PN 17117	1,684,920.00
11/19/2020	CALIFORNIA BANK OF COMMERCE	52995	34654	88,680.00	RETENTION	88,680.00
11/19/2020	CALTEST ANALYTICAL LABORATORY	52813	34655	336.60	PROVIDE LABORATORY SERVICES FOR NPDES TESTING	2,608.20
		52814		2,271.60	PROVIDE LABORATORY SERVICES FOR NPDES TESTING	
11/19/2020	CAROLLO ENGINEERS	52925	34656	9,445.00	PRIMARY CLARIFIER AREA IMPROVE	176,122.38
		52980		38,798.50	CONSULTING SERVICES HEADWORK I	
		52981		25,065.50	CONSULTING SERVICES HEADWORK I	
		52982		62,861.00	CONSULTING SERVICES HEADWORK I	
		52983		39,952.38	CONSULTING SERVICES HEADWORK I	
11/19/2020	CDW GOVERNMENT, INC.	52831	34657	36,234.40	MICROSOFT OFFICE 365 RENEWAL	36,234.40
11/19/2020	CENTURY COMMUNITIES	52968	34658	64,483.00	REIMBURSEMENT CAPACITY FEES	64,483.00
11/19/2020	CHEMTRADE CHEMICALS US LLC	53002	34659	4,129.79	ALUMINUM SULFATE	4,129.79
11/19/2020	CONTRA COSTA COUNTY	52993	34660	26,605.65	LEGAL SERVICES	26,605.65
11/19/2020	CONTRACT SWEEPING SERVICES	53003	34661	30,210.96	STREET SWEEPING SERVICES	30,210.96
11/19/2020	CONVERGEONE INC	52845	34662	5,890.50	MULTIFACTOR AUTHENTICATION RENEWAL	5,890.50
11/19/2020	CORELOGIC INFORMATION SOLUTIONS, INC	53025	34663	165.00	REALQUEST PROPERTY INFORMATION	165.00
11/19/2020	CWEA - CA WATER ENVIRONMENT	52977	34664	192.00	M&D	482.00
		52978		290.00	JOBS ADVERTISING	
11/19/2020	DELTA BAY CONSULTANTS, LLC	52944	34665	2,341.75	INDUSTRIAL HYGIENE MONITORING FOR WELDING FUMES	2,341.75
11/19/2020	DIABLO WATER DISTRICT	53004	34666	586.25	UTILITIES	586.25
11/19/2020	DISCOVERY BENEFITS, INC.	52915	34667	105.00	FSA	105.00
11/19/2020	GRAINGER	53000	34668	774.67	INVENTORY	774.67
11/19/2020	HIRERIGHT, INC.	52897	34669	92.37	PRE EMPL COSTS	92.37
11/19/2020	INFERRERA CONSTRUCTION MANAGEMENT GROUP INC.	52984	34670	88,384.59	CSC PN 80008 (17128, 17129, 17	88,384.59
11/19/2020	JDH CORROSION CONSULTANTS, INC	53028	34671	30,160.00	CORROSION ENGINEERING SERVICES	30,160.00
11/19/2020	JOHN MUIR HEALTH	52941	34672	837.58	2020 Wellness Agreement with John Muir Health	837.58
11/19/2020	JW BACKHOE & CONSTRUCTION, INC	52990	34673	17,488.82	BRIDGEHEAD FM TEMPORARY BYPASS	17,488.82
11/19/2020	KELLEHER, HELMRICH & ASSOCIATES INC.	52945	34674	2,368.80	ONLINE SAFETY DATA SHEET SERVICE	2,368.80
11/19/2020	LEE & RO, INC.	52991	34675	30,590.70	SWGR DESIGN SERVICES	30,590.70
11/19/2020	MAZE & ASSOCIATES	52989	34676	14,748.00	AUDIT SERVICES FYE 6/30/2020	14,748.00
11/19/2020	MCCAMPBELL ANALYTICAL, INC.	52946	34677	1,085.00	LABORATORY SERVICES FOR PRETREATMENT	4,378.40

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
		52947		315.20	LABORATORY SERVICES FOR PRETREATMENT	
		52948		782.60	LABORATORY SERVICES FOR PRETREATMENT	
		52949		782.60	LABORATORY SERVICES FOR PRETREATMENT	
		52950		315.20	LABORATORY SERVICES FOR PRETREATMENT	
		52951		315.20	LABORATORY SERVICES FOR PRETREATMENT	
		52952		782.60	LABORATORY SERVICES FOR PRETREATMENT	
11/19/2020	NEW IMAGE LANDSCAPE COMPANY		34678			2,563.00
		52953		2,563.00	LANDSCAPE SERVICES	
11/19/2020	OFFICE DEPOT		34679			678.25
		52954		208.23	OFFICE SUPPLIES	
		52987		470.02	OFFICE SUPPLIES	
11/19/2020	PACIFIC ECO-RISK LABORATORIES		34680			16,887.75
		52821		3,355.00	QUARTERLY CHRONIC TOXICITY TESTING	
		52955		6,293.75	TRE CONSULTING AND TESTING SERVICES	
		52956		3,884.00	SAMPLE MANIPULATION FOR ELEVATED AMMONIA	
		52957		3,355.00	QUARTERLY CHRONIC TOXICITY TESTING	
11/19/2020	PACIFIC GAS & ELECTRIC COMPANY		34681			116,839.32
		53011		116,839.32	UTILITIES	
11/19/2020	ABEL PALACIO		34682			1,064.20
		52967		1,064.20	REIMBURSEMENT	
11/19/2020	DANNY LEE WILLIAMS		34683			4,089.00
		53005		1,160.00	DAYTIME JANITORIAL SERVICES	
		53006		928.00	DAYTIME JANITORIAL SERVICES	
		53007		1,160.00	DAYTIME JANITORIAL SERVICES	
		53008		841.00	DAYTIME JANITORIAL SERVICES	
11/19/2020	CITY OF PITTSBURG		34684			25,856.33
		53012		25,856.33	STREET SWEEPING SERVICES	
11/19/2020	CITY OF PITTSBURG		34685			24,926.33
		53013		24,926.33	STREET SWEEPING SERVICES	
11/19/2020	PSOMAS		34686			6,091.50
		52992		6,091.50	CONSTRUCTION MANAGEMENT SERVICES	
11/19/2020	QUENVOLD'S		34687			267.67
		52921		147.49	SAFETY SHOES - JOE G.	
		52942		120.18	SAFETY SHOES - MIKE MCKINNEY	
11/19/2020	REPUBLIC SERVICES #210		34688			4,715.93
		52997		1,085.42	WASTE	
		52998		3,630.51	WASTE	
11/19/2020	RH TECHNOLOGY		34689			18,757.20
		53029		3,572.80	O/S TMP	
		53030		4,466.00	O/S TEMP	
		53031		2,679.60	O/S TEMP	
		53032		4,466.00	O/S TEMP	
		53033		3,572.80	O/S TEMP	
11/19/2020	SCHAAF & WHEELER CONSULTING		34690			5,775.00
		52975		5,775.00	DESIGN FOR PUMP STATION FACILI	
11/19/2020	SHAH KAWASAKI ARCHITECTS		34691			11,939.52
		52988		11,939.52	CONSULTING DESIGN SERVICES FOR	
11/19/2020	CA STATE DISBURSEMENT UNIT		34692			750.00
		CS9648317		750.00	GARNISHMENT	
11/19/2020	SYNAGRO WEST, LLC		34693			58,157.50
		53016		58,157.50	BIOSOLIDS HAULING	
11/19/2020	SYSTEM 1 STAFFING		34694			2,074.60
		53034		2,074.60	O/S TEMP	
11/19/2020	TELSTAR INSTRUMENTS INC		34695			9,476.89
		52906		516.76	INVENTORY	
		52999		8,960.13	INVENTORY	
11/19/2020	TRI-VALLEY JANITORIAL SERVICE & SUPPLY INC,		34696			8,986.00
		52964		8,986.00	NIGHTLY JANITORIAL SERVICES	
11/19/2020	TYLER TECHNOLOGIES, INC.		34697			2,608.00
		52911		1,304.00	MUNIS PERMITS AND CODE ENFORCEMENT MODULE	
		52912		1,304.00	MUNIS PERMITS AND CODE ENFORCEMENT MODULE	
11/19/2020	UNIFIRST CORPORATION		34698			428.64

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
		52871		139.01	UNIFORM/ LAUNDRY SERVICE	
		52872		257.97	UNIFORM/ LAUNDRY SERVICE	
		52873		31.66	UNIFORM/ LAUNDRY SERVICE	
11/19/2020	UNIVAR USA INC		34699			15,608.17
		52880		3,317.00	SODIUM HYPOCHLORITE	
		52881		5,657.76	SODIUM BISULFITE	
		52882		3,317.00	SODIUM HYPOCHLORITE	
		52969		3,316.41	SODIUM HYPOCHLORITE	
11/19/2020	V.W. HOUSEN & ASSOCIATES, INC.		34700			61,153.37
		52970		61,153.37	ENGINEERING DESIGN SVS APS & CONVEYANCE PN 20121	
11/19/2020	VAL SECURITY, INC		34701			21,960.00
		52972		11,160.00	Security Patrol Services	
		52973		10,800.00	Security Patrol Services	
11/19/2020	WEST YOST & ASSOCIATES		34702			3,470.00
		52971		3,470.00	CONSULTING SERVICES - RW STANDARDS	
11/19/2020	WILLDAN FINANCIAL SERVICES		34703			6,750.00
		53027		6,750.00	SEWER AND STREET SWEEPING ADMINISTRATION	
11/19/2020	ZORO TOOLS, INC		34704			728.25
		52996		728.25	INVENTORY	
11/19/2020	INFERRERA CONSTRUCTION MANAGEMENT GROUP INC.		34705			90,522.31
		52196		90,522.31	CSC PN 80008 (17128, 17129, 17	
	GRAND TOTAL					<u>3,457,309.62</u>

January 13, 2021

ACTING IN THE CAPACITY AS LEAD AGENCY OF THE WESTERN RECYCLED WATER COALITION, AUTHORIZE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 6 TO CONSULTING SERVICES CONTRACT IN THE AMOUNT OF \$85,000, FOR A NEW TOTAL CONTRACT AMOUNT NOT TO EXCEED \$597,000, KEY ADVOCATES, INC., 2021 LEGISLATIVE ADVOCACY SERVICES, WESTERN RECYCLED WATER COALITION, PROJECT NO. 90024

RECOMMENDATION

Authorize General Manager, acting in the capacity as lead agency of the Western Recycled Water Coalition (WRWC or Coalition), to execute Amendment No. 6 to the Consulting Services Contract in the amount of \$85,000 with Key Advocates, Inc. (KA) for a new total contract amount not to exceed \$597,000, to provide federal legislative advocacy services to seek authorization and funding for WRWC projects.

Background Information

Delta Diablo serves as the lead agency for WRWC, which has 15 members across California's Bay-Delta, Central Valley, and Central Coast. The Coalition uses a regional partnership approach to share costs for federal advocacy to promote legislation authorizing and appropriating federal funding for recycled water projects. The Coalition originally focused on pursuing federal funding through Title XVI of the Reclamation Wastewater and Groundwater Study and Facilities Act of 1992. Federal advocacy efforts have expanded beyond Title XVI to include advocacy for low-interest federal loans, new grant programs, and federal infrastructure funding opportunities.

Mr. Sante Esposito (KA) has provided legislative advocacy services to the Bay Area Recycled Water Coalition and WRWC since late 2006. This contract will build on past successes and identify new funding opportunities for Coalition projects. Costs are shared among Coalition members, in accordance with the Second Amended and Restated Memorandum of Agreement that became effective on December 30, 2012.

Analysis

Representation in Washington, D.C. is essential to obtaining administration support and legislative action for WRWC projects, and the Coalition's regional approach has been essential in garnering strong congressional support. The Coalition's work, facilitated by KA, has resulted in grant awards of over \$50 million to construct eleven projects, and \$3.4 million to plan 14 projects. KA has provided a Scope of Services for 2021 (attached) to continue promoting expansion of federal funding programs for water recycling projects. The District does not currently have a water recycling project seeking federal funding but will participate as an associate member in addition to providing lead agency services. The retainer for KA's services will be \$7,083 per month in 2021.

Financial Impact

The overall annual budget for WRWC is \$105,000 with costs shared by WRWC members. The proposed \$85,000 contract provides advocacy services through December 2021. However, the total contract amount may be reduced if existing member agencies do not continue membership



in 2021. The overall annual budget includes \$20,000 for the District to provide administrative services as the lead agency. Delta Diablo's budget share as an associate member is estimated not to exceed \$2,725 and is included in the adopted Fiscal Year 2020/21 Budget.

Attachment

2021 KA Scope of Services

Reviewed by: 

Brian Thomas
Engineering Services Director/District Engineer

cc: District File No. P.90024.01.04



January 13, 2021

RECEIVE REPORT ON MAJOR DRIVERS IMPACTING CAPITAL IMPROVEMENT PROGRAM DEVELOPMENT

RECOMMENDATION

Receive report on major drivers impacting development of the upcoming 5-year Capital Improvement Program (CIP) for Fiscal Years 2021/2022 – 2025/2026 (FY21/22-FY25/26).

Background Information

The current 5-year CIP (FY20/21-FY24/25) includes \$81.3 million in prioritized investments in the District’s wastewater collection, conveyance, and treatment system, and recycled water production and distribution system to: 1) ensure the continued effectiveness and reliability of critical infrastructure elements, 2) address future service needs, and 3) and meet current and future regulatory requirements.

In developing an updated 5-year CIP each year to reflect current priorities and incorporate associated project scopes, budgets, and schedules, the District utilizes the following guiding principles to ensure effective use of limited ratepayer funds:

- Ensure effective prioritization of a CIP that addresses critical infrastructure needs
- Maximize cash funding (i.e., “pay as you go”) of CIP (versus debt financing) to ensure lowest overall costs for District customers
- Reserve future debt management capacity for long-term secondary capacity expansion and nutrient management treatment plant upgrades

In developing the proposed Sewer Service Charge (SSC) increase for FY20/21 and the projected SSC increases over the remainder of the 5-year planning horizon (refer to Table 1 below), the District assumed that approximately \$69 million (or 85% of the \$81.3 million 5-year CIP total) is related to wastewater infrastructure investment with funding largely provided via SSCs. In addition, the District significantly increased the SSC funding component for the Wastewater Capital Asset Replacement Fund in FY20/21 to support cash funding the majority of wastewater infrastructure rehabilitation capital investment over the next five years.

Table 1 – 5-year SSC Increase Projection (from Apr-Jun 2020 Board communications)

FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
Antioch and Pittsburg Customers				
3.5%*	4.0%	4.0%	4.0%	4.0%
Bay Point Customers				
3.0%*	3.5%	3.5%	3.5%	3.5%

* Implemented for FY20/21 following Board approval in June 2020.

Analysis

At the Board meeting on January 13, 2021, staff will highlight key drivers since Board approval of the current CIP and associated budget in June and July 2020, respectively, that are expected to impact development of the new 5-year CIP (FY21/22-FY25/26). Key highlights include:

- Headworks Improvements Project – Earlier project completion than originally anticipated required an additional budget appropriation of \$3.0 million in FY20/21, which also eliminates this budget need in FY21/22. The Board approved this action in December 2020.

- Bridgehead Pipeline Replacement Project – Following Board authorization in September 2020, the District expects to incur \$1,300,000 in unplanned capital expenditures associated with emergency installation of a temporary sewer line. In addition, staff has initiated a fast-track design for the permanent sewer line installation that will likely result in a significant, unplanned capital funding need (e.g., \$1.5-3.0 million) with the cost estimate to be determined as design progresses.
- Antioch Conveyance System and Pump Station Improvements Project – The current 5-year CIP includes significant funding in FY21/22 (\$3.0 million) and FY22/23 (\$5.0 million); however, because this project presents construction staging and operational reliability conflicts with the Bridgehead Pipeline Replacement Project, staff will likely recommend deferral of project implementation priority in the upcoming CIP development process.
- Resource Recovery Facility Master Plan (RRFMP): Condition Assessment Findings – Because staff is currently completing identification of prioritized new capital improvement projects resulting from condition assessment findings, these projects will need to be integrated with existing capital projects in the District’s wastewater collection, conveyance, and treatment systems. The preliminary estimate for new project funding needs is in the range of \$12.0-15.0 million.
- RRFMP: Secondary Process Upgrade/Expansion – As reported to the Board in November 2020, the District has identified a significant new capital investment need associated with replacement of existing secondary treatment process infrastructure—the Tower Trickling Filters, which are incompatible with long-term nutrient removal process improvements—as well as providing additional treatment process capacity to accommodate growth in the District’s service area through 2040. The preliminary project cost is estimated at \$60-70 million, which staff expects to include in the proposed FY21/22-FY25/26 5-year CIP. Staff is investigating project financing options including a significant debt issuance to mitigate the magnitude of future SSC increases.
- Treatment Plant Switchgear Replacement Project – Because of the critical nature of the power distribution system at the District’s Wastewater Treatment Plant, staff has invested significant effort during the project planning and design phase to identify and mitigate potential risks and vulnerabilities, while also expending higher costs associated with PG&E review, approval, and infrastructure requirements. In addition, the construction bid recently received for this project is \$0.6 million higher than the engineer’s estimate with commensurate increases in outside engineering services during construction (ESDC) and construction management and inspection (CM/CI) services. In summary, the total project cost (based on current Board appropriations and planned appropriations in the current 5-year CIP) has increased from \$7.8 million to \$11.2 million. Although sufficient budget appropriations exist for FY20/21, staff intends to increase the FY21/22 project appropriation request from the \$3.0 million included in the current 5-year CIP to \$6.4 million (in FY21/22-FY22/23) as part of the proposed FY21/22-FY25/26 CIP.

Staff has included project-related approvals (construction contract award, ESDC, and CM/CI services) as part of this agenda item for Board consideration.

Financial Impacts

In the absence of prioritization and deferral of existing, planned CIP projects, the new 5-year CIP would include a significant increase (e.g., \$140-160 million total CIP) from the current 5-year CIP total (\$81.3 million). During the upcoming CIP and budget development process, staff will



work to prioritize funding needs and uses to ensure critical infrastructure needs are addressed, while mitigating rate impacts to customers.

Attachments

None

Prepared by:



Brian Thomas
Engineering Services Director/District Engineer

cc: District File No. CORP.09-CORRES-00019639



January 13, 2021

APPROVE PROJECT AND DESIGN; WAIVE MINOR IRREGULARITIES IN BID DOCUMENTS; AWARD AND AUTHORIZE GENERAL MANAGER TO EXECUTE CONSTRUCTION SERVICES CONTRACT, IN AN AMOUNT NOT TO EXCEED \$6,647,104.17, CUPERTINO ELECTRIC, INC.; AUTHORIZE GENERAL MANAGER OR HIS DESIGNEE TO APPROVE CONTRACT CHANGE ORDERS IN AN AMOUNT NOT TO EXCEED 7.5% OF CONTRACT AMOUNT; AND TAKE RELATED ACTIONS, TREATMENT PLANT ELECTRICAL SWITCHGEAR REPLACEMENT, PROJECT NO. 17120

RECOMMENDATION

- 1) Approve the plans, specifications, addendum, and design for the Treatment Plant Electrical Switchgear Replacement (Project).
- 2) Waive minor irregularities in the bid documents submitted by Cupertino Electric, Inc. (CEI), the lowest responsive and responsible bidder.
- 3) Award a Construction Services Contract for the Project to CEI in an amount not to exceed \$6,647,104.17.
- 4) Authorize the General Manager or his designee to approve construction contract change orders up to 7.5% of the contract amount (i.e., an additional \$498,532.81), for a total authorization of \$7,145,636.98.
- 5) Direct that CEI present two good and sufficient surety bonds in the amount of \$6,647,104.17 and that the General Manager or his designee shall prepare the Construction Services Contract.
- 6) Authorize the General Manager or his designee to execute the Construction Services Contract after CEI has signed the contract and returned it, together with the bonds, certificates of insurance, and other required documents, and after the General Manager or his designee has reviewed and found them to be sufficient.
- 7) Direct that, in accordance with the project specifications and/or upon the execution of the contract by the General Manager or his designee, any bid bonds posted by the bidders be exonerated and any checks or cash submitted for bid security be returned.
- 8) Declare that, should the contract award be invalidated for any reason, the Board in any event would not have awarded the contract to the other bidder but instead would have exercised its discretion to reject all bids received. Nothing herein shall prevent the Board from awarding the contract to another bidder in cases where the successful bidder establishes a mistake, refuses to sign the contract, or fails to furnish required bonds or insurance (see Public Contract Code, Sections 5100-5107).

Background Information

In October 2020, LEE & RO, Inc. completed design of the Treatment Plant Electrical Switchgear Replacement Project. The project scope of work primarily involves replacing the main electrical distribution switchgear equipment that distributes all utility, cogeneration, and backup diesel generator power to the District's Wastewater Treatment Plant, Treatment Plant Administration Building, and Delta Household Hazardous Waste Collection Facility. These construction activities will require multiple, carefully coordinated power service interruptions to enable completion of the work. If the Board awards a construction contract, construction activities are expected to be complete in early 2023.



Analysis

Two bids were received for the project on December 18, 2020 (refer to Attachment 1). The low bid was submitted by CEI in the amount of \$6,647,104.17, which is \$657,104.17 (11%) higher than the engineer's estimate of \$5,990,000. According to the cost estimate classification table from AACE International, the engineer's estimate is expected to be within -10% to +15% of the contractor bids. Based on this industry standard, CEI's bid is within the range of industry acceptability. The second bid amount is within 4% of CEI's bid, which suggests that both bids are competitive within the current bid climate.

Based on a detailed review of the submitted bid documents, the lowest responsive and responsible bidder, CEI, which submitted the lowest monetary bid, complied with the bid requirements but its bid contained two minor irregularities. The contractor wrote a total Base Bid amount of \$6,647,103.17, however the actual summation of its base bid items is \$1.00 greater at \$6,647,104.17. Second, the contractor digitally signed the bid documents in lieu of wet signatures. These items do not have a material impact on the bid. Therefore, it is recommended that these minor irregularities be waived.

Staff recommends the Board award and authorize the General Manager to execute a Construction Services Contract with CEI in an amount not to exceed \$6,647,104.17. In addition, it is requested that the Board authorize the General Manager or his designee to execute change orders up to 7.5% of the construction contract amount (i.e., an additional \$498,532.81) to account for potential changes, for a total contract authorization of \$7,145,636.98.

The Project's contract documents, consisting of plans and specifications, are available at the District's administrative office for Board member and public review.

The Board previously determined that the Project is exempt from California Environmental Quality Act (CEQA) environmental review pursuant to CEQA Guidelines Section 15061. A CEQA Notice of Exemption was filed with the County Clerk-Recorder on April 17, 2019.

Financial Impact

The adopted Fiscal Year 2020/2021 – 2024/2025 (FY20/21 – FY24/25) Capital Improvement Program (CIP) includes prior available budget appropriations of \$3,312,058 through FY20/21 and an additional planned appropriation of \$3.0 million in FY21/22 for a total estimated project budget \$6,312,058 for the Treatment Plant Electrical Switchgear Replacement in the Wastewater Capital Asset Replacement (WW CAR) Fund. The current project cost estimate for construction, engineering services during construction, third-party construction management, PG&E equipment, and staff time is \$9,795,196. While there is sufficient budget appropriated for anticipated expenditures in the current fiscal year, the total estimated project cost significantly exceeds the original project budget estimate. Staff has identified approximately \$2.0 million in unexpended funds and excess revenues from FY19/20 that can be allocated to the WWCAR Fund. The remaining required budget, currently estimated to be \$1,483,138, will require additional appropriations in FY21/22 and FY22/23. The financial impact of these budget appropriations will be balanced by prioritizing funding needs and adjusting implementation schedules for other capital improvements during the upcoming CIP development process.



Attachment

1) Treatment Plant Electrical Switchgear Replacement Project Bid Summary

Reviewed by:  _____

Brian Thomas
Engineering Services Director/District Engineer

cc: Cupertino Electric, Inc.
District File No. P.17120.01.04





**TREATMENT PLANT ELECTRICAL SWITCHGEAR REPLACEMENT
BID NO. 17120**

Bid Opening: December 18, 2020, 1:00 pm
Construction Cost Estimate: \$5,990,000

BID RESULTS

BIDDER

BID AMOUNT

Auburn Constructors, LLC

\$6,938,300.00

Cupertino Electric, Inc.⁽¹⁾

\$6,647,104.17

Notes:

(1) Lowest responsive and responsible bidder.

January 13, 2021

AUTHORIZE GENERAL MANAGER TO EXECUTE CONSULTING SERVICES CONTRACT IN AN AMOUNT NOT TO EXCEED \$613,541, ENGINEERING SERVICES, LEE & RO, INC.; AND AUTHORIZE GENERAL MANAGER TO EXECUTE CONSULTING SERVICES CONTRACT IN AN AMOUNT NOT TO EXCEED \$901,618, CONSTRUCTION MANAGEMENT SERVICES, PSOMAS, TREATMENT PLANT ELECTRICAL SWITCHGEAR REPLACEMENT, PROJECT NO. 17120

RECOMMENDATION

- 1) Authorize the General Manager to execute Consulting Services Contract with LEE & RO, Inc. (LEE & RO) to provide engineering services during construction in an amount not to exceed \$613,541.
- 2) Authorize the General Manager to execute Consulting Services Contract with Psomas to provide construction management and inspection services in an amount not to exceed \$901,618.

Background Information

In October 2020, LEE & RO completed design of the Treatment Plant Electrical Switchgear Replacement Project. The project scope includes replacing the main electrical distribution switchgear equipment that distributes all utility, cogeneration, and backup diesel generator power to the District's Wastewater Treatment Plant, Treatment Plant Administration Building, and Delta Household Hazardous Waste Collection Facility. Staff has included a related item on the agenda for the January 13, 2021 Board Meeting to award a Construction Services Contract for the project to Cupertino Electric, Inc. in an amount not to exceed \$6,647,104.17.

Analysis

As the project transitions into the construction phase, engineering services during construction (e.g., reviewing submittals, responding to requests for information) are required to support successful project delivery. As the Engineer-of-Record for this project, LEE & RO is the most cost-effective consulting firm to provide these services and ensure continuity with project design intent. A summary of the scope of work and anticipated costs associated with these services is provided in Attachment 1.

The project scope and complexity requires considerable technical and administrative support to effectively manage and inspect the construction activities. Staff is recommending construction management consultant support for these activities to ensure compliance with the project documents. In May 2019, the District solicited proposals from construction management firms. Four proposals were received and evaluated. Following formal interviews with the top-ranked firms, Psomas was determined to be the most qualified to provide the requested services. Psomas has extensive experience in managing electrical replacement construction projects, which minimizes "learning curve" issues and enhances effective project administration to support timely project completion. A summary of the scope of work and anticipated costs associated with these services is provided in Attachment 2.

Financial Impact

The adopted Fiscal Year 2020/2021 – 2024/2025 (FY20/21 – FY24/25) Capital Improvement Program (CIP) includes prior available budget appropriations of \$3,312,058 through FY20/21



and an additional planned appropriation of \$3.0 million in FY21/22 for a total estimated project budget \$6,312,058 for the Treatment Plant Electrical Switchgear Replacement in the Wastewater Capital Asset Replacement (WW CAR) Fund. The current project cost estimate for construction, engineering services during construction, third-party construction management, PG&E equipment, and staff time is \$9,795,196. While there is sufficient budget appropriated for anticipated expenditures in the current fiscal year, the total estimated project cost significantly exceeds the original project budget estimate. Staff has identified approximately \$2.0 million in unexpended funds and excess revenues from FY19/20 that can be allocated to the WW CAR Fund. The remaining required budget need, currently estimated to be \$1,483,138, will require additional appropriations in FY21/22 and FY22/23. The financial impact of these budget appropriations will be balanced by prioritizing funding needs and adjusting implementation schedules for other capital improvements during the upcoming CIP development process.

Attachments

- 1) LEE & RO, Inc. Scope and Cost Summary
- 2) Psomas Scope and Cost Summary

Reviewed by:



Brian Thomas
Engineering Services Director/District Engineer

cc: LEE & RO, Inc.
Psomas
District File No. P.17120.01.04



SCOPE AND COST ESTIMATE SUMMARY

Project: Treatment Plant Electrical Switchgear Replacement

Consultant: LEE & RO, Inc.

Scope of Work Tasks	Estimated Cost
1. Project Management and Meetings	\$52,636
2. Conformed Documents	\$5,980
3. Preconstruction, Outage Coordination, Project Meetings	\$83,251
4. Submittals Review	\$248,658
5. Requests for Information	\$45,102
6. Site Visits	\$31,638
7. PG&E Coordination	\$40,270
8. Review Potential Changes and Change Orders	\$95,454
9. Record Drawings	\$10,552
TOTAL CONTRACT AMOUNT	\$613,541

SCOPE AND COST ESTIMATE SUMMARY

Project: Treatment Plant Electrical Switchgear Replacement

Consultant: PSOMAS

Scope of Work Tasks	Estimated Cost
1. Project Management and Clerical Support	\$52,070
2. Construction Manager/Construction Engineer Services	\$343,032
3. Construction Inspection	\$399,516
4. Specialty Electrical Support - PG&E coordination support - Cogeneration and diesel generator technical advisor	\$107,000
TOTAL CM SERVICES	\$901,618

ITEM K

January 13, 2021

RECEIVE MONTHLY LOBBYIST REPORT DATED DECEMBER 2020, KEY
ADVOCATES, INC., WESTERN RECYCLED WATER COALITION, PROJECT NO. 90024

RECOMMENDATION

Receive and file report.

Background Information

As lead agency for the Western Recycled Water Coalition, the District administers a contract with a lobbyist, Key Advocates, Inc. (KA), and receives a monthly summary report regarding related lobbying activities.

Analysis

Attached is the report for December 2020, which was produced by KA and distributed to members of the Western Recycled Water Coalition.

Financial Impact

None

Attachment

KA Monthly Report, December 2020

Reviewed by: 

Brian Thomas
Engineering Services Director/District Engineer

cc: Project File No. P.90024.06.01





1701 Pennsylvania Avenue
Washington, D.C. 20006
(703)340-4666
www.keyadvocates.com

December 30, 2020

To: Western Recycled Water Coalition
From: Sante Esposito
Subject: December Monthly Report

Note: this is the final report for the 116th Congress.

Consolidated Appropriations Act, 2021 and the Coronavirus Response and Relief Supplemental Appropriations Act, 2021

On December 27, the President signed into law, as one vehicle, the Consolidated Appropriations Act, 2021, which funds the government at \$1.4 trillion through next September and the Coronavirus Response and Relief Supplemental Appropriations Act, 2021. On December 21, Congress passed the bill with bipartisan majorities of 359-53 in the House and 92-6 in the Senate.

“Water” highlights from the Appropriations portion are \$63.665M for Title XVI, of which \$20M is for WIIN Act projects, and \$55M for WaterSMART grants. Also, funding for the CWSRF and the SDWSRF are the same as FY20 - \$1.6B and \$1.1B respectfully.

Earmarks

To review, per Steny Hoyer, House Majority Leader, Democrats are planning to bring back earmarks – “safe, transparent, and accountable Congressionally-directed spending.” This will be part of the FY22 appropriations process. House Appropriations Chair DeLauro and T&I Chair DeFazio are also fully supportive of bringing earmarks back.

S. 1932, “Drought Resiliency and Water Supply Infrastructure Act”

Final Status: No Committee or full Senate action on S. 1932 with negotiations to resume next Congress. Apparently, negotiations hit an impasse while pending was a proposed compromise wherein the Republicans would get more funding for water storage in return for the Democrats getting more funding for recycled water (\$160M over 5 years). Also, no Senate action on a one-year extension of both the WIIN Storage and Title XVI programs.

To review, the bill was introduced on June 20 by Senators Gardner and Feinstein. As introduced, it would authorize for FY19-24 \$670M for surface and groundwater storage projects, \$100M for water recycling projects, and \$60M for desalination projects. It would also create a new loan program at 30-year Treasury rates for water supply projects known as the Reclamation Infrastructure Finance and Innovation Act (RIFIA). The \$150M authorized would make available \$8 to \$12B in lending authority for the low interest loans. The loans would use existing criteria under the WIFIA program, with projects to be recommended by the Bureau of Reclamation, and with the loans to be administered by EPA. The bill would also authorize \$140M for restoration and environmental compliance projects. The bill provides offsets, one of which is a process to de-authorize inactive water recycling projects – projects for which no Federal or sponsor funds were spent on construction in the past 10 years, with an allowance of two and one-half years to spend funds to prevent de-authorization.

H.R. 1162, the “Water Recycling Investment and Improvement Act”

Final Status: No House action on the bill. Goal is next year.

To review, on Feb.13, Congresswoman Napolitano introduced the bill. On June 13, the Subcommittee on Water, Oceans, and Wildlife (WOW) of the Natural Resources Committee held a hearing on it and on March 11 the Full Committee marked it up. The bill increases the WIIN Act authorization for Title XVI from \$50 million to \$500 million; makes the WIIN Act Title XVI program permanent as it currently expires in 2021; strikes the requirement that projects must be in drought or disaster areas; strikes the requirement that the projects need to be designated in an appropriations legislation; increases the limitation on the Federal share of individual Title XVI projects from \$20M to \$30M; and, does not change the 25% Federal cost share.

Huffman Omnibus Water Bill

Final Status: No Committee or House action on the bill. Goal is next year.

To review, on January 10, Congressman Jared Huffman, Chair of the WOW Subcommittee of the Natural Resources Committee, unveiled a draft for comment of his omnibus water bill, the “FUTURE Drought Resiliency Act,” that includes Congresswoman Napolitano’s HR. 1162 and a section from Congressman Harder’s HR. 2473. The included Napolitano language increases from \$50M to \$500M the authorization for Title XVI WIIN grants and from \$20M to \$30M the Federal share. The Harder language authorizes \$300M per year for a new “Water Infrastructure and Drought Solutions Fund,” of which \$100M is for ground water storage projects, \$100M for water reclamation and reuse projects, and \$100M for WaterSMART grants. Because it will take years for revenues (they would come from the existing reclamation fund) to reach the \$300M level, the authorizations are for FY2030-2060. Other provisions in the draft - \$750M for storage projects; \$240 for desalination projects; \$100M for disadvantaged communities without adequate drinking water; various technology provisions; and, various ecosystem protection provision.

WRDA 2020

Final Status: Included in the FY21 Omnibus Appropriations Act without inclusion of the CWSRF and Alternative Water Source program reauthorizations. Plan is to address both in a mega infrastructure bill.

DeFazio H.R.1497, the “Water Quality Protection and Job Creation Act of 2019.”

Final Status: No House action on the bill. Goal is as part of infrastructure effort.

To review, on March 10 Chair DeFazio, Water and the Environment Subcommittee Chair Napolitano, and Representatives Don Young and John Katko introduced the bill which was amended in markup to authorize \$14B over the next five fiscal years for the CWSRF, \$1.125B for overflow and sewer grants, \$1.295B for state water pollution control programs, \$110M for innovative water grants, and \$150M for alternative water source projects. A Coalition letter of support was submitted.

Hirono Water Legislation

Final Status: Targeted for the next Congress.

COVID Relief and Infrastructure: Next Year

On Dec. 22, President-elect Biden outlined his views on additional COVID relief legislation for next year – another round of checks, another extension of unemployment benefits, an eviction moratorium, more help for small businesses, money to help with vaccine distribution, and an infrastructure program. At the same time, Senator McConnell said that he’d insist the next bill include liability protections for businesses and that he is open to more infrastructure.

Infrastructure: This Year

Final Status: Targeted by the new Administration and Hill Democrats for next year. The highway bill, still considered to be the driving force behind a mega infrastructure bill, is expected to be considered in the spring. In addition to including a one-year extension of the current highway program, this year’s House Democrats’ mega-infrastructure bill also includes \$40B for the Clean Water State Revolving Fund, \$500M for recycled water projects under the WIIN Act, a de-authorization process for inactive Title XVI projects, and \$600M for the Alternative Water Source Program. On the Senate side, the only committee to act so far on its portion of a highway bill (the Environment and Public Works committee) has not solicited input from the other committees of jurisdiction. Also, no Senate action on an infrastructure bill.

Infrastructure: Biden \$2T Campaign Plan

- Update roads, bridges and electric grids;
- Expand access to broadband;
- Upgrade 4 million buildings and weatherize 2 million homes over four years by

- providing homeowners with direct cash rebates and low-cost financing;
- Provide cities with high-quality, zero-emissions public transportation options, such as light rail networks;
 - Achieve a carbon pollution-free power sector by 2035;
 - Enable the creation of 1.5 million sustainable homes and housing units;
 - Provide increased funding to meet long overdue clean and safe drinking water needs;
 - Create union jobs in the construction industry;
 - Create 1 million jobs in the auto industry and increase the demand for American-made, American-sourced clean vehicles;
 - Provide consumers with rebates for trading in old, less-efficient vehicles for newer America-made vehicles;
 - Construct 500,000 electric vehicle charging stations;
 - Require all new American-built buses be zero-emissions by 2030; and,
 - Establish new fuel economy standards to reduce pollution.

WIIN Grants

Included in the Consolidated Appropriations Act is a listing of the FY19-20 grant awardees. Waiting to hear on the USBR timetable for the FY21 \$20M, also included in the Act.

Bill Tracking

Will start with the beginning of the new Congress. Bills not enacted into law by the end of the current Congress (the 116th) do NOT carry over to the new Congress (the 117th).