

Delta Diablo

(a California Special District)

Board of Directors Meeting

4:30 PM, Wednesday, September 13, 2023

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 (2) 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.

AGENDA

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. PUBLIC COMMENTS

D. PUBLIC HEARING

Conduct Public Hearing on Proposed Adjustments to Recycled Water Service Charges and **Adopt** Ordinance No. 123 Establishing Recycled Water Service Charges and Surcharges (Brian Thomas)

E. RECOGNITION

- 1) **Introduction** of Nitish Sharma, Business Services Director, to the District (Brian Thomas)
- 2) **Congratulate** Sandeep Sidhu on Her Promotion to Chemist III (Dean Eckerson)
- 3) **Recognize** Taylor Amaro, Ryan Cain, Anthony Dejesus, Taylor Schofield, Trevor Simpson, and Thanh Vo for Outstanding Response, Bay Point Sewer Blockage (Dean Eckerson)

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.

F. CONSENT CALENDAR

- 1) **Approve** Minutes of the Special Board of Directors Meeting, August 17, 2023 (Cecelia Nichols-Fritzler)
- 2) **Receive** Notes of Board of Directors Finance Committee Meeting, August 24, 2023 (Cecelia Nichols-Fritzler)
- 3) **Receive** District Monthly Check Register for July 2023 (Eka Ekanem)
- 4) **Authorize** General Manager to Execute Amendment No. 2 to Consulting Services Contract in the Amount of \$70,000, for a New Total Contract Amount Not to Exceed \$350,421, Psomas, Construction Management and Inspection Services, Bridgehead Pipeline Replacement, Project No. 21123 (Celia Kitchell)
- 5) **Authorize** General Manager to Execute Amendment No. 2 to Consulting Services Contract in the Amount of \$369,253, for a New Total Contract Amount Not to Exceed \$1,513,827, Psomas, Construction Management and Inspection Services, Treatment Plant Electrical Switchgear Replacement, Project No. 17120 (Sean Williams)

G. DELIBERATION ITEMS – None.

H. PRESENTATIONS AND REPORTS

Receive Report on FY23/24 Strategic Initiatives to Support District Strategic Plan (Brian Thomas)

I. GENERAL MANAGER COMMENTS

J. BOARD MEMBER COMMENTS

K. CORRESPONDENCE

Receive Monthly Lobbyist Report Dated August 2023, Key Advocates, Inc., Western Recycled Water Coalition (Brian Thomas)

L. CLOSED SESSION – None.

M. ADJOURNMENT

The next regular Board of Directors Meeting will be held at 4:30 p.m. on October 11, 2023.

September 13, 2023

CONDUCT PUBLIC HEARING ON PROPOSED ADJUSTMENTS TO RECYCLED WATER SERVICE CHARGES AND ADOPT ORDINANCE NO. 123 ESTABLISHING RECYCLED WATER SERVICE CHARGES AND SURCHARGES

Recommendation

- 1) Conduct Public Hearing on proposed adjustments to Recycled Water Service Charges (RWSCs).
- 2) Close the public hearing and consider any testimony received.
- 3) Adopt Ordinance No. 123 (Attachment 1) establishing Recycled Water Service Charges and surcharges.

Background

At its meeting on August 17, 2023, the Board set a public hearing for September 13, 2023, to consider RWSC adjustments to ensure recovery of costs to produce recycled water (RW) at the District's Recycled Water Facility and distribute this valuable resource to customers. Because RWSCs were last approved by the Board in July 2019, adjustments are necessary to address substantial increases in chemical (+\$0.75 million or 118% increase in FY23/24 Budget [\$1.41 million] versus \$0.66 million in actual expenditures in FY21/22) and utilities costs in recent years. The financial analysis and proposed RWSC adjustments for each of the District's RW customers were presented to the Finance Committee on August 24, 2023, which recommended that the proposed RWSC adjustments be presented to the Board for consideration. The following background information is relevant to the financial analysis:

- In FY23/24, 7.0 million gallons per day (MGD) (or 49%) of RW was produced from 14.2 MGD of influent flow at the District's Wastewater Treatment Plant (WWTP).
- Approximately 90-95% of RW produced by the District is used for industrial cooling tower purposes by Calpine Corporation (Calpine) at its Delta Energy Center (DEC) and Los Medanos Energy Center (LMEC) facilities.
- Approximately 5-10% of RW produced by the District is used for irrigation purposes (City of Antioch golf course, parks, medians; City of Pittsburg parks, medians; Pittsburg Unified School District; Mt. Diablo Resource Recovery Park; and Caltrans).
- The District's RWF was funded by Calpine and placed into service in June 2001. The District utilizes voluntary user service agreements with each RW customer that provide Calpine with the first right to RW and "interruptible" service to all other customers. These agreements require RWSCs to be set by the Board.

In developing the financial analysis for RWSC revenue needs, staff incorporated the following guiding principles:

- Critically review RW operating budget costs by major category to accurately identify cost drivers and potential cost-savings opportunities.
- Ensure effective prioritization of RW projects within the District's 5-year Capital Improvement Program (CIP) to address critical infrastructure needs in a timely manner.



- Utilize a 5-year financial plan (with a 10-year outlook) to forecast projected annual operating and capital costs and develop associated RWSC revenue needs.
- Maintain a minimum reserve balance of 40 percent of annual budgeted operating expenses in the Recycled Water Operations & Maintenance (RW O&M) Fund.

Analysis

Staff has developed an RWSC financial model that incorporates cash flow projections for current and future fiscal years with rates based on the costs of providing RW service to customers. The proposed RWSCs reflect costs identified in the District's FY23/24 Budget and 5-year CIP, which were adopted by the Board on June 14, 2023. The following key assumptions were incorporated into the financial model to identify revenue needs and the proposed RWSCs:

- RW Operating Budget: The RW operating budget for FY23/24 and FY24/25 is estimated at \$3.85 million and \$3.98 million, respectively, which reflects a significant increase in chemical and utilities costs from prior years. Annual cost escalation factors (e.g., utilities, 5%; chemicals, 8%; salaries, 3.2%; benefits, 6%) were used to forecast O&M expenditures beyond FY23/24 and FY24/25.
- RW Capital Budget: A total of \$1.7 million and \$4.6 million were included for RW Capital Asset (RW CA) Fund and RW Capital Asset Replacement (RW CAR) Fund projects in the 5-year CIP. Capital project expenditures beyond the approved 5-year CIP were estimated for Years 6 through 10.
- Fixed and Variable-rate Components: All RW customers pay the same variable-rate RWSC component per unit based on consumption to recover RW CAR, chemicals, and utilities costs. In addition, each RW customer pays its allocable share of fixed costs, including labor, office expenses, outside services, repairs and maintenance, and distribution system O&M costs. Calpine is responsible for paying all of the RW CA project costs per its agreement with the District. Capital assets are categorically funded in this manner because RWF capital funding requirements do not typically change with the addition of other customers.
- Calpine Firm Capacity Surcharge and Revenue Stability Surcharge: As part of its fixed-cost component, Calpine also pays a Firm Capacity Surcharge and a Revenue Stability Surcharge. The Firm Capacity Surcharge includes certain costs allocated based on the Calpine receiving "firm" capacity, while irrigation customers receive interruptible service. The District continues to implement the Revenue Stability Surcharge, which was established in FY11/12 to stabilize revenue after Calpine experienced a decline in consumption from historical levels. The Revenue Stability Surcharge (\$20,000-\$35,000 per month) and annual recycled water consumption (4,516-8,103 AF) by Calpine has varied significantly since this surcharge was implemented. Based on demand volatility in recent years, staff is proposing to maintain the surcharge at \$35,000 per month to ensure cost recovery.
- City of Antioch RW Project Surcharge: In FY12/13, an additional surcharge was established for the city of Antioch to cover its \$1.1 million share of the Antioch Recycled Water Project costs that exceeded the city's \$5 million cap for the low-interest State Revolving Fund (SRF) loan secured by the District. The city of Antioch is paying the District for its share of SRF loan principal and interest for the \$5 million cap amount annually when the SRF loan payments are due. Based on the city of Antioch owning and being able to sell extra capacity in its distribution system, the remaining amount of the city of Antioch's project costs is being repaid to the District over a 20-year period at 4.25% interest through a monthly rate surcharge of \$6,825.65.



- City of Pittsburg RW Distribution System Project Surcharge: During construction, an existing city of Pittsburg pipeline was reused for a portion of the project. This pipeline was near the end of its useful life and required rehabilitation, which was 75% grant funded and 25% locally funded. The local share is the responsibility of the city of Pittsburg, which requested that the District recover those costs over time through an RWSC surcharge. Based on the local share of \$328,500, a fixed monthly surcharge was established in FY13/14 at \$3,365.92 at an interest rate of 4.25% over a ten-year period which ended in June 2023. This surcharge will no longer be applied to the city of Pittsburg’s monthly billing.

Proposed RWSC Adjustments: Assuming future RW consumption is consistent with actual consumption in FY22/23, the RWSC financial analysis indicates annual revenues need to increase by 7.5% (+\$288k from \$3.86 million to \$4.14 million) to recover the District’s costs associated with RW production and distribution. The proposed RWSCs would collect an estimated \$2,148,640 (52%) from variable costs and \$1,994,480 (48%) from fixed charges (exclusive of the special project-related surcharge for Antioch). The RWSC revenue covers the total revenue requirement of \$4,143,120. The proposed variable-rate component is expected to increase by approximately 13.8% (+\$259k) due to a \$507k increase in chemical costs and a \$108k increase in utility costs in the approved FY23/24 Budget. Annual fixed revenue need increased by \$28,656 and is largely attributed to increases in labor costs, office and operating expenses, and small-scale RW CAR project needs. For irrigation customers, fixed-cost allocations generally decreased. As shown on the FY23/24 Recycled Water Service Charge Revenue Estimates (Attachment 2), annual revenue projections with current and proposed RWSCs are \$3,854,621 and \$4,143,120, respectively, and are based on actual RW consumption in FY22/23.

As shown on the Proposed Recycled Water Service Charges (Attachment 3), the current variable rate per acre-foot (AF) is \$246, and the proposed variable rate is \$279 based on planned increases for chemicals, utilities, and the 5-year CIP for RW CAR projects. This represents an increase of \$33 per AF. Based on increased RW CAR project and repairs and maintenance costs due to the RWF age, fixed charges for Calpine increase by \$7,243 per month from the current fixed charges of \$152,616 per month. The fixed charges per AF for all irrigation users have decreased. As shown in Table 1 below, by spreading all charges allocated to the cities over projected consumption, the total cost per AF is \$499 for FY23/24 (excluding project-related surcharges) compared to current RWSCs of \$585 per AF. This represents an overall decrease of \$86 per AF (15%). The proposed RWSCs, excluding the city of Antioch surcharge, are well under the estimated cost of water from the Contra Costa Water District for FY23/24, which is estimated to be \$844 per AF for raw water and \$2,079 per AF for treated water. Staff reviewed the proposed RWSCs with key RW customers at a special RW Technical Advisory Committee (TAC) meeting on June 19, 2023.

Customers	Current	Proposed	%Change
Industrial Users	\$498	\$542	9%
Irrigation Users	\$585	\$499	-15%
City of Antioch with Surcharge	\$1,019	\$933	-8%




Financial Impact

If approved by the Board on September 13, 2023, the proposed RWSCs would generate sufficient revenue to cover the District's RW production and distribution costs, which were incorporated into the FY23/24 Budget approved by the Board in June 2023. If the Board approves adjustments, the RWSCs would become effective on November 1, 2023, for all RW customers.

Attachment

- 1) Proposed Ordinance Establishing Recycle Water Service Charges and Surcharges
- 2) FY23/24 Recycled Water Service Charge Revenue Estimates
- 3) Proposed Recycled Water Service Charges

Reviewed by: 

Brian Thomas
Deputy General Manager/District Engineer

cc: District File No. BRD.01-ACTS



ORDINANCE NO. 123

BEFORE THE BOARD OF DIRECTORS OF DELTA DIABLO

AN ORDINANCE ESTABLISHING RECYCLED WATER SERVICE CHARGES AND SURCHARGES

The Board of Directors of DELTA DIABLO ordains as follows:

SECTION 1. Delta Diablo's Board of Directors hereby establishes the Recycled Water Service Charges and Surcharges applicable to Industrial Recycled Water Service and Public Agency Landscape Irrigation Recycled Water Service for Fiscal Year 2023/2024 (FY23/24) and each fiscal year thereafter, until lawfully modified by action of the Board of Directors:

- A. All of the above charges and surcharges are established as set forth in the SCHEDULE OF USER CHARGES, attached hereto as Exhibit A (Industrial User Recycled Water Service Charges), Exhibit B (Public Agency Landscape Irrigation User Recycled Water Service Charges), and Exhibit C (Commercial User Recycled Water Service Charges) and incorporated herein by this reference.

SECTION 2. Industrial User Recycled Water Service Charges

- A. Exhibit A (Industrial User Recycled Water Service Charges) of this Ordinance specifies the fees and charges imposed on Industrial Users that obtain recycled water service from the District.
- B. The fees and charges identified in Exhibit A shall be the Industrial User Recycled Water Service Charges adopted. The monthly recycled water consumption charges shall be calculated by multiplying the Industrial User's monthly metered water use per thousand gallons by the Industrial User Recycled Water Service Charge per thousand gallons. The monthly recycled water fixed charges shall be those shown as Fixed Monthly Charges in Exhibit A.

SECTION 3. Public Agency Landscape Irrigation User Recycled Water Service Charges

- A. Exhibit B (Public Agency Landscape Irrigation User Recycled Water Service Charges) of this Ordinance specifies the fees and charges imposed on Public Agencies that obtain recycled water service from the District for irrigation of landscape at publicly-owned facilities.
- B. The fees and charges identified in Exhibit B shall be the Public Agency Landscape Irrigation User Charges adopted. The monthly recycled water consumption charges shall be calculated by multiplying the Public Agency Landscape Irrigation User's monthly metered water use per thousand gallons by the Public Agency Landscape Irrigation User Recycled Water Service Charge per thousand gallons. The monthly fixed recycled water charges shall be those shown as Fixed Monthly Charges in Exhibit B.

SECTION 4. Commercial User Recycled Water Service Charges

- A. Exhibit C (Commercial User Recycled Water Service Charges) of this Ordinance specifies the fees and charges imposed on Public Agencies that obtain recycled water service from the District for irrigation of landscape or dust control at publicly-owned facilities.
- B. The fees and charges identified in Exhibit C shall be the Commercial User Charges adopted. The monthly recycled water consumption charges shall be calculated by multiplying the Public Agency Landscape Irrigation User’s monthly metered water use per thousand gallons by the Public Agency Landscape Irrigation User Recycled Water Service Charge per thousand gallons. The monthly fixed recycled water charges shall be those shown as Fixed Monthly Charges in Exhibit C.

SECTION 5. The Recycled Water Service Charges and Surcharges set forth in the Schedule of User Charges (Exhibit A, Exhibit B, and Exhibit C) shall apply prospectively from the effective date of this Ordinance and shall remain in effect until changed by Ordinance adopted by the Delta Diablo Board of Directors.

SECTION 6. EFFECTIVE DATE. This Ordinance becomes effective on November 1, 2023, which is greater than 30 days after passage, and within 15 days of passage shall be published once with the names of Directors voting for and against it in the East Contra Costa County Times, a newspaper published in this county and circulated in the District.

PASSED AND ADOPTED on September 13, 2023 by the following vote:

AYES:
NOES:

ABSENT:
ABSTAIN:

Juan Banales, Board Chair

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Directors on the date shown.

ATTESTED: September 13, 2023

Cecelia Nichols-Fritzler
Secretary to the Board of Directors

Attachment: Schedule of User Charges:

Exhibit A - Industrial User Recycled Water Service Charges

Exhibit B - Public Agency Landscape Irrigation User Recycled Water Service Charges

Exhibit C - Commercial User Recycled Water Service Charges

SCHEDULE OF USER CHARGES

Exhibit A: FY23/24 Industrial User Recycled Water Service Charges

Industrial User	Consumption Charge per Thousand Gallons (TG)			Fixed Monthly Charges					
	RW O&M Fund	RW CAR Fund	Total Charge per TG	RW Distribution	RW Treatment	RW CA Fund	Firm Capacity Surcharge	Revenue Stability Surcharge	Total Monthly Charge
Delta Energy Center	\$0.6645	\$0.1955	\$0.86	\$1,448	\$54,303	\$8,655	\$440	\$18,176	\$83,022
Los Medanos Energy Center	\$0.6645	\$0.1955	\$0.86	\$1,340	\$50,253	\$8,012	\$407	\$16,824	\$76,836

SCHEDULE OF USER CHARGES

Exhibit B: FY23/24 Public Agency Landscape Irrigation User Recycled Water Service Charges

Irrigation User	Consumption Charge per Thousand Gallons (TG)			Fixed Monthly Charges		
	RW O&M Fund	RW CAR Fund	Total Charge per TG	RW Distribution	RW Treatment	Total Monthly Charge
Pittsburg Landscape Irrigation Services						
City Parks & Medians	\$0.6645	\$0.1955	\$0.86	\$396	\$1,288	\$1,684
Delta View Golf Course (inactive)	\$0.6645	\$0.1955	\$0.86	\$1	\$0	\$1
Pittsburg Unified School District	\$0.6645	\$0.1955	\$0.86	\$33	\$939	\$972
Antioch Landscape Irrigation Services						
Lone Tree Golf Course	\$0.6645	\$0.1955	\$0.86	\$126	\$2,292	\$2,418
City Parks & Medians	\$0.6645	\$0.1955	\$0.86	\$30	\$783	\$813
Antioch RW Project Surcharge	\$0.00	\$0.00	\$0.00	\$6,826	\$0	\$6,826
Other Public Agencies						
Caltrans	\$0.6645	\$0.1955	\$0.86	\$4	\$112	\$116

SCHEDULE OF USER CHARGES

Exhibit C: FY23/24 Commercial User Recycled Water Service Charges

	Consumption Charge per Thousand Gallons (TG)			Fixed Monthly Charges		
	RW O&M Fund	RW CAR Fund	Total Charge per TG	RW Distribution	RW Treatment	Total Monthly Charge
Other Customers						
Contra Costa Waste Service/MDRRP	\$0.6645	\$0.1955	\$0.86	\$18	\$326	\$344

FY23/24 Recycled Water Service Charge Revenue Estimates

	Current RWSCs	Proposed RWSCs	Difference
RW Usage per acre-foot (AF) - Calpine	7,313	7,313	-
RW Usage per AF - All Other Customers	377	377	-
Total Customer Usage	7,690	7,690	-
Fixed Revenue w/o Antioch Surcharge			
Calpine	\$ 1,831,388	\$ 1,918,305	\$ 86,917
Antioch	67,534	38,780	\$ (28,754)
Pittsburg	48,196	20,211	\$ (27,985)
All Other Customers	18,706	17,184	\$ (1,522)
Total Fixed Revenue w/o Antioch Surcharge	\$ 1,965,824	\$ 1,994,480	\$ 28,656
Variable Revenue			
Calpine	\$ 1,796,346	\$ 2,043,469	\$ 247,123
All Other Customers	92,451	105,171	12,720
Total Variable Revenue	\$ 1,888,797	\$ 2,148,640	\$ 259,843
Total Revenue			
Calpine	\$ 3,627,734	\$ 3,961,774	\$ 334,040
All Other Customers	226,887	181,346	(45,541)
Total Revenue	\$ 3,854,621	\$ 4,143,120	\$ 288,499
Estimated Revenue Need	-	\$ 4,143,000	-
Est Gross Revenue less Revenue Need	-	\$ 120	-

Proposed FY23/24 Recycled Water Service Charges

	Current Rates	FY23/24 Proposed	%Change
Variable Rate per Acre-Foot (AF)			
Recycled Water (RW) Facility O&M	\$ 222	\$ 246	11%
RW Capital Asset Replacement	\$ 24	\$ 34	39%
Total Variable Rate per AF	\$ 246	\$ 279	14%
Fixed Monthly Charges			
Calpine			
RW O&M Distribution	\$ 3,274	\$ 2,788	-15%
RW O&M Treatment	\$ 87,517	\$ 104,556	19%
RW Capital Asset	\$ 25,978	\$ 16,667	-36%
Firm Capacity Surcharge	\$ 847	\$ 847	0%
Revenue Stability Surcharge	\$ 35,000	\$ 35,000	0%
Total Calpine Monthly Fixed Charges	\$ 152,616	\$ 159,858	5%
City of Antioch			
O&M Antioch	\$ 5,628	\$ 3,231	-43%
Antioch Project Surcharge	\$ 6,826	\$ 6,826	0%
Total City of Antioch Monthly Fixed Charges	\$ 12,453	\$ 10,057	-19%
City of Pittsburg			
O&M Pittsburg	\$ 4,016	\$ 1,685	-58%
Pittsburg RW Distribution System Project Surcharge	\$ 3,366	\$ -	-100%
Total City of Pittsburg Monthly Fixed Charges	\$ 7,382	\$ 1,685	-77%
Other Users			
Mt. Diablo Resource Recovery Park	\$ 358	\$ 344	-4%
Pittsburg Unified School District	\$ 935	\$ 972	4%
Caltrans	\$ 266	\$ 116	-57%
Total Other Users' Monthly Fixed Charges	\$ 1,559	\$ 1,432	-8%
Assumed Annual Consumption (AF)			
Calpine	7,313	7,313	0%
Antioch	189	189	0%
Pittsburg	97	97	0%
Caltrans	4	4	0%
Pittsburg Unified School District	60	60	0%
Mt. Diablo Resource Recovery Park	27	27	0%
Total Usage (AF)	7,690	7,690	0%

September 13, 2023

INTRODUCTION OF NITISH SHARMA, BUSINESS SERVICES DIRECTOR, TO THE DISTRICT

Recommendation

Welcome Mr. Nitish Sharma, Business Services Director, to the District.

Background Information

Following a comprehensive and competitive recruitment and selection process to fill the vacant Business Services Director position, Mr. Sharma was selected as the most qualified candidate for this position and began employment with the District on August 21, 2023.

Analysis


During his 19-year career, Mr. Sharma has developed significant expertise and experience in key financial management functions, including finance/budget administration, audits, accounting, rate studies, and project/program funding, while working at Richardson & Company, LLP (2.5 years), City of West Sacramento (nearly 12 years), and City of Davis (over 1 year). In addition, he has worked at the Executive Management level as a Chief Administrative Office/Chief Financial Officer for Cosumnes Community Services District (nearly 3 years) and has extensive experience in overseeing the human resources and information technology business functions. Since June 2022, he has provided contracted financial/management support services to multiple agencies across the state as President/Founder of Sharma & Associates.

The District is very excited to have Mr. Sharma join the team, as he brings a positive, enthusiastic, and energetic demeanor to complement his excellent background experience and expertise. He will actively lead the District's efforts to drive sustained organizational excellence and improvement over time in our business processes and financial management activities.

Financial Impact

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

Attachments – None.

Prepared by: 
Vince De Lange
General Manager

cc: Mr. Nitish Sharma
District File No. BRD.01-ACTS



September 13, 2023

CONGRATULATE SANDEEP SIDHU ON HER PROMOTION TO CHEMIST III

Recommendation

Congratulate Ms. Sandeep Sidhu on her recent promotion to Chemist III at the District.

Background Information

Following a competitive recruitment and selection process to fill the vacant Chemist III position, Ms. Sidhu was selected as the most qualified candidate and was promoted to this position, effective September 3, 2023. She joined the District on April 19, 2021 as a Chemist I and promoted to Chemist II on June 13, 2022.

Analysis


Ms. Sidhu's professional career includes over 22 years of laboratory experience including 6 years in water and wastewater public laboratories and 16 years in contract laboratories, serving in a variety of progressively more responsible technical and supervisory positions. She possesses a Bachelor of Science Degree in Chemistry from Punjab University and a California Water Environment Association Laboratory Analyst Grade IV certification.

In her new role as Chemist III, Ms. Sidhu will oversee daily work activities in the laboratory and provide quality assurance for testing and data reporting activities. Based on her extensive laboratory experience and knowledge of the new California Environmental Laboratory Accreditation Program (CA-ELAP) regulations, she will work to ensure the District meets new laboratory compliance requirements, which are effective in January 2024.

Financial Impact

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

Attachment – None.

Reviewed by: 

Dean Eckerson
Resource Recovery Services Director

cc: Ms. Sandeep Sidhu
District File No. BRD.01-ACTS



September 13, 2023

RECOGNIZE TAYLOR AMARO, RYAN CAIN, ANTHONY DEJESUS, TAYLOR SCHOFIELD, TREVOR SIMPSON, AND THANH VO FOR OUTSTANDING RESPONSE, BAY POINT SEWER BLOCKAGE

Recommendation

Recognize Taylor Amaro (Collection System Worker II), Ryan Cain (WWTP Operator II), Anthony Dejesus (Collection System Worker II), Taylor Schofield (WWTP Operator III), Trevor Simpson (Maintenance Supervisor), and Thanh Vo (Senior Engineer) for their outstanding response actions to a sewer blockage in Bay Point, which effectively prevented a sanitary sewer overflow (SSO).

Background Information

On Sunday, August 20, 2023, the District received a customer call in the evening regarding a possible sewer blockage in Bay Point. An outstanding response by a cross-divisional team that worked together under pressure during the middle of the night directly prevented an SSO.

Analysis

In response to the sewer blockage, the team members implemented the following key actions:

- Ms. Schofield (WWTP Operator III) dispatched Mr. Cain (WWTP Operator II) to the customer location on Cleveland Avenue in Bay Point, who quickly confirmed a sewer main blockage. He reported his findings to Ms. Schofield, who contacted Mr. Simpson (Maintenance Supervisor) to secure additional resources to address the issue.
- Mr. Simpson contacted Mr. Amaro (Collection System Worker II), who reported to work and arrived on site with the District's combination jetting/vacuum sewer cleaning truck and worked with Mr. Cain to conduct a high-pressure jetting procedure that did not effectively clear the blockage.
- Mr. Simpson contacted Mr. Dejesus (Collection System Worker II), who reported to work and arrived on site with the District's closed-circuit television truck and determined the sewer was blocked with asphalt material.
- Mr. Simpson contacted Mr. Vo (Senior Engineer), who secured an outside contractor who responded on short notice in the middle of the night to excavate the line at the blockage location and restore normal flow by 5:00 am. Mr. Amaro and Mr. Dejesus continued working throughout this time to periodically vacuum accumulated sewer flows at the upstream manhole to facilitate the sewer line repair and prevent an SSO.


Because the District received timely notification from a customer and responded quickly with the appropriate resources, an SSO was prevented and normal sewer operation was restored without any service disruption. These team members are recognized and congratulated for their outstanding after-hours response to this incident and for their effectiveness in employing all of the necessary resources in a coordinated and effective manner. The combined response of these talented and experienced team members demonstrates their dedication and commitment to



ensuring the District's customers receive a high level of service at all times through successful teamwork and collaboration.

Financial Impact – None.

Attachments – None.

Prepared by: 

Dean Eckerson
Resource Recovery Services Director

cc: District File BRD.01-ACTS
Taylor Amaro, Collection System Worker II
Ryan Cain, WWTP Operator II
Anthony Dejesus, Collection System Worker II
Taylor Schofield, WWTP Operator III
Trevor Simpson, Maintenance Supervisor
Thanh Vo, Senior Engineer



September 13, 2023

APPROVE MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS, AUGUST 17, 2023

Recommendation

Approve Minutes of the Special Meeting of the Board of Directors on August 17, 2023.

DRAFT

Special Meeting of the Board of Directors Minutes
DELTA DIABLO
August 17, 2023

The meeting was called to order by Chair Juan Banales at 4:33 p.m., on Thursday, August 17, 2023. Present were Vice Chair Federal Glover and Director Monica Wilson. Also present were Rebecca Hooley, District Counsel; Vince De Lange, General Manager; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Brian Thomas, Deputy General Manager/District Engineer; Dean Eckerson, Resource Recovery Services Director; Thanh Vo, Acting Engineering Services Director; Niger Edwards, Human Resources and Risk Manager; Anika Lyons, Finance Manager; Jason Piper, Information Technology Manager; Joaquin Gonzalez, Operations Manager (and Management Association bargaining unit representative); Todd Ravazza, Safety Manager; Steve Rodriguez, Operations Supervisor; and Nick Steiner, Recycled Water Coordinator (and Professional & Technical bargaining unit representative).

PUBLIC COMMENTS - None.

RECOGNITION

Receive Silver Peak Performance Award from National Association of Clean Water Agencies

Mr. Gonzalez presented the Board with the 2022 NACWA Silver Peak Performance Award for complete and consistent regulatory compliance achievement. He noted the award is presented to agencies that achieve NPDES permit compliance with no more than five violations in a calendar year. Mr. Gonzalez highlighted that the District has been recognized by NACWA for 19 consecutive years, which directly results from the dedication, expertise, and problem-solving approach of each team member.

Chair Banales thanked Mr. Gonzales and congratulated staff on this achievement. Vice Chair Glover and Director Wilson commended staff on receiving this award.

CONSENT CALENDAR

Vice Chair Glover moved approval of the Consent Calendar, seconded by Director Wilson 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, July 12, 2023; Receive District Monthly Check Register for June 2023; Authorize General Manager to Execute Amendment No. 2 to Consulting Services Contract in the Amount of \$148,790, for a New Total Contract Amount Not to Exceed \$903,305, Lee & Ro, Inc., Engineering Services, Treatment Plant Electrical Switchgear Replacement, Project No. 17120; Authorize General Manager to Execute Amendment No. 2 to General Services Contract in the Amount of \$25,303, for a New Total Contract Amount Not to Exceed \$108,503, Schneider Electric Buildings, Inc., HVAC Services; Receive Fourth Quarter FY22/23 District Investment Report; Authorize General Manager to Establish a New FY23/24 Project in the Wastewater Capital Asset Replacement Fund and Transfer Monies to this Project from Wastewater Capital Asset Replacement Fund Reserves in the Amount of \$250,000, for a Total Project Budget of \$250,000, Tower Trickling Filter Rehabilitation, Project No. 24116; and Authorize General Manager to Execute General Services Contract with Clean Harbors Environmental Services, Inc., with Modified Indemnification Language, in the Amount of \$25,000, for Marine Flare Collection and Disposal Services During Period from August 17, 2023 through June 30, 2024.

DELIBERATION ITEMS

Review and Comment on Preliminary Financial Analysis for Proposed Recycled Water Service Charges and Surcharges and Set Public Hearing for September 13, 2023 at 4:30 p.m. to Consider Adopting Ordinance Establishing Recycled Water Service Charges

Mr. Thomas provided an overview of the District's Recycled Water Facility (RWF), including production rates, end uses, and customer service agreements. He highlighted key drivers requiring RWSC adjustment, including chemical and utilities costs, and discussed the District's long-term financial planning model, key assumptions, and user-specific surcharges. Mr. Thomas stated the District needs to increase annual RWSC revenue by 7.5% and that staff would be presenting a more detailed review of RWSC development at the Finance Committee Meeting on August 24, 2023. In addition, he noted that staff would be initiating development of an update to the Recycled Water Master Plan to fulfill key terms in the recycled water service agreement with Calpine. In closing, Mr. Thomas reviewed the recommended actions and next steps.

In response to a question from Vice Chair Glover, Mr. Thomas confirmed the District is not carrying any outstanding debt related to construction of the RWF. The Board thanked Mr. Thomas for the presentation.

Vice Chair Glover moved approval to Set the Public Hearing for September 13, 2023 at 4:30 p.m. to Consider Adopting Ordinance Establishing Recycled Water Service Charges, seconded by Director Wilson and by roll call vote (Ayes: *Banales, Glover, and Wilson*; Noes: *None*; Absent: *None*; Abstain: *None*) the item was approved.

Rescind Administrative Policy No. 1081, "Mandatory COVID-19 Vaccination for All District Employees"

Mr. Thomas provided a timeline for approval of the original policy in October 2021, as well as a policy revision in November 2022. In support of a recommendation to rescind the policy, he cited the County rescinded its emergency order in May 2023 and a similar

mandatory vaccination policy in July 2023. Mr. Thomas stated that Cal/OSHA does not consider vaccination status when determining workplace response actions to COVID-19 cases. In addition, he noted that this action would follow the District's practice of aligning management actions with federal, state, and local COVID-19 guidelines.

Vice Chair Glover commented that the District needs to continue its diligence in providing information regarding COVID conditions to employees. Mr. Thomas advised that the District continues to maintain a task force to stay abreast of current issues.

Vice Chair Glover moved approval to Rescind Administrative Policy No. 1081, "Mandatory COVID-19 Vaccination for All District Employees," seconded by Director Wilson and by roll call vote (Ayes: *Banales, Glover, and Wilson*; Noes: *None*; Absent: *None*; Abstain: *None*) the item was approved.

PRESENTATIONS AND REPORTS

Receive Update on FY22/23 Strategic Initiatives to Support District Strategic Plan Implementation and District FY22/23 Annual Performance Report

Mr. Eckerson provided an overview of the District's strategic planning activities, including a review of the six goals included in the District's Strategic Plan (dated August 2021). In providing an update on the eight FY22/23 Strategic Initiatives, he noted that staff has completed six of these initiatives with the two outstanding items to be included as part of the upcoming FY23/24 Strategic Initiatives.

In addition, Mr. Eckerson reviewed the District's FY22/23 Annual Performance Report and key outcomes in the Resource Recovery, Regulatory Compliance/Safety, Infrastructure Investment, Workforce Development, Industry Association Awards, Fiscal Responsibility, Strategic Planning, and Sustaining Long-term Organizational Excellence categories. In closing, reviewed next steps and noted staff intends to present the proposed FY23/24 Strategic Initiatives at the September 2023 Board Meeting.

Vice Chair Glover thanked Dean for the report and noted the quality and content of the performance report. Chair Banales complimented staff for the well written document and shared his intent to share it with staff at the City of Pittsburg. In addition, he requested inclusion of safety program performance metrics in future annual reports.

GENERAL MANAGER COMMENTS

Mr. De Lange commented that since staff provided an update on nutrient management in San Francisco Bay in July, algal blooms have recurred in the Bay with water discoloration (but no fish mortality impacts), which continues to drive regulatory pressure on future nutrient removal requirements. He noted the District's near-term focus on cost-effectively maintaining the reliability of the existing tower trickling filters, including creation of a new \$250,000 project to address corrosion issues, despite these filters not factoring into the District's long-term nutrient management strategy.

BOARD MEMBER COMMENTS

Director Wilson commented that she attended the CASA Annual Summer Conference

along with Mr. De Lange and Mr. Thomas and focused on identifying potential funding sources to support the District's needs.

Vice Chair Glover announced that his office is hosting an Annual Youth Summit in September 2023 and encouraged volunteers from the District.

CORRESPONDENCE

Receive Monthly Lobbyist Report Dated July 2023 Key Advocates, Inc., Western Recycled Water Coalition

The Board received and filed the report.

CLOSED SESSION – None.

ADJOURNMENT

Chair Banales adjourned the meeting at 5:31 pm and noted the next regular Board of Directors Meeting will be held at 4:30 p.m. on September 13, 2023.

Monica Wilson
Board Secretary

(Recording Secretary: Cecelia Nichols-Fritzler)

cc: District File No. BRD.01-MINS

September 13, 2023

RECEIVE NOTES OF BOARD OF DIRECTORS FINANCE COMMITTEE MEETING, AUGUST 24, 2023

Recommendation

Note receipt and file.

Background Information

The Finance Committee met on August 24, 2023. The meeting was attended by Committee Chair Juan Banales; Vince De Lange, General Manager; Brian Thomas, Deputy General Manager/ District Engineer; Dean Eckerson, Resource Recovery Services Director; Nitish Sharma, Business Services Director; Thanh Vo, Acting Engineering Services Director; Stacy Tucker, Acting Secretary to the Board; and Anika Lyons, Finance Manager.

The purpose of the meeting was to review the financial analysis for proposed adjustments to Recycled Water Service Charges.

Analysis

Committee Chair Banales recommended the item be presented to the Board of Directors on September 13, 2023. 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, August 24, 2023
2. Finance Committee Agenda, August 24, 2023 (without attachments)

Reviewed by:



Vince De Lange
General Manager

cc: District File BRD.01-ACTS

Delta Diablo

(a California Special District)

Finance Committee Meeting

Board Member Juan Banales, Committee Chair

4:30 PM, Thursday, August 24, 2023

2500 Pittsburg-Antioch Highway, Antioch, CA 94509

MEETING NOTES

The Finance Committee meeting was called to order by Committee Chair Juan Banales on Thursday, August 24, 2023, at 4:34 pm. Present were Vince De Lange, General Manager; Brian Thomas, Deputy General Manager/District Engineer; Dean Eckerson, Resource Recovery Services Director; Nitish Sharma, Business Services Director; Thanh Vo, Acting Engineering Services Director; Stacy Tucker, Acting Office Manager/Secretary to the Board, and Anika Lyons, Finance Manager.

Public Comments - None.

Review of Proposed Adjustments to Recycled Water Service Charges

Mr. Thomas provided an overview of the District's Recycled Water Facility, including production rates, end uses, and customer service agreements. He highlighted key drivers requiring RWSC adjustment, including chemical and utilities costs, and discussed the District's long-term financial planning model, key assumptions, and user-specific surcharges. Mr. Thomas stated the District needs to increase annual RWSC revenue by 7.5% to recover costs and reviewed associated revenue needs and fixed, variable, and total projected costs by customer. In closing, he reviewed the recommended actions and next steps.

Chair Banales asked clarifying questions, to which staff provided responses, and requested that cost and revenue tables by customer be updated to include a summary of fixed costs and projected variable costs by customer (in addition to the total cost). Chair Banales thanked Mr. Thomas for the presentation with a recommendation for Board consideration of approval at the September 13, 2023 meeting.

Adjournment

The meeting was adjourned by Chair Banales at 4:50 p.m.

(Recording Secretary: Stacy Tucker)



Delta Diablo

(a California Special District)

Board of Directors Finance Committee Meeting

4:30 PM, Thursday, August 24, 2023

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

AGENDA

- A. PUBLIC COMMENTS**
- B. REVIEW PROPOSED ADJUSTMENTS TO RECYCLED WATER SERVICE CHARGES (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.

September 13, 2023

RECEIVE DISTRICT MONTHLY CHECK REGISTER FOR JULY 2023

Recommendation

Receive District Monthly Check Register for the month ending July 31, 2023.

Background Information

Attached is the Check Register for July 2023. The report reflects payments to the District's suppliers, consultants, service providers, and contractors. A total of \$2,360,609.75 was disbursed in July 2023, which includes 148 checks.

Financial Impact

All payments made during July 2023 are within funding levels included in the adopted FY23/24 Budget.

Attachment

Check Register for month ending July 31, 2023

Reviewed by:



Nitish Sharma
Business Services Director

cc: District File No. BRD.01-ACTS

CHECK REGISTER
DELTA DIABLO
CASH DISBURSEMENTS FOR THE MONTH OF JULY 2023

ITEM F/3
Attachment

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
7/6/2023	ALHAMBRA & SIERRA SPRGS WATER	62351	39500	423.62	ALHAMBRA WATER	423.62
7/6/2023	ASSOCIATED SERVICES COMPANY	62342	39501	125.89	COFFEE AND COFFEE SUPPLIES	125.89
7/6/2023	RFP DEPOT LLC	62347	39502	7,164.00	SOFTWARE PACKAGE AND ANNUAL LICENSE FEE	7,164.00
7/6/2023	BOOT BARN INC	62308	39503	195.74	SAFETY SHOES - DOUG SCHREINER	195.74
7/6/2023	BROWN AND CALDWELL	62306 62336	39504	82,526.95 77,522.89	PROVIDE CONSULTING SERVICES FOR PN 22114 PROVIDE CONSULTING SERVICES FOR PN 22114	160,049.84
7/6/2023	CALTEST ANALYTICAL LABORATORY	62337 62338	39505	914.40 682.20	CONTRACT LABORATORY FOR SAMPLE ANALYSIS CONTRACT LABORATORY FOR SAMPLE ANALYSIS	1,596.60
7/6/2023	ERIKS NORTH AMERICA, INC.	62299	39506	4,865.14	INVTY U103983	4,865.14
7/6/2023	GALLAGHER BENEFIT SERVICES INC	62315 62316	39507	1,793.75 27,300.00	TOTAL COMP STUDY TOTAL COMP STUDY	29,093.75
7/6/2023	McCAULEY AGRICULTURAL & PEST SERVICES	62333 62334 62335	39508	60.00 75.00 60.00	PEST CONTROL SERVICES PEST CONTROL SERVICES PEST CONTROL SERVICES	195.00
7/6/2023	NEOGOV/GOVERNMENTJOBS.COM	62353	39509	5,159.80	NEOGOV HR APPLICANT TRACKING SUBSCRIPTION RENEWAL	5,159.80
7/6/2023	CECELIA NICHOLS-FRITZLER	62349	39510	54.63	T&M	54.63
7/6/2023	ODP BUSINESS SOLUTIONS LLC	62350	39511	48.97	OFFICE SUPPLIES	48.97
7/6/2023	PSOMAS	62309 62310 62311	39512	11,070.00 875.00 39,915.00	INSPECTION SRVCS ONSITE FUELING STATION PN 19112 CONSTRUCTION INPECT SVCS STONEMAN FM REPAIR 23117 CONSTRUCTION MANAGEMENT SERVICES	51,860.00
7/6/2023	READY PRINT	62302	39513	8,366.46	POSTAGE	8,366.46
7/6/2023	RED WING SHOE STORE 165	62307	39514	264.24	SAFETY SHOES - TODD RAVAZZA	264.24
7/6/2023	ROGERS MACHINERY COMPANY, INC	62260 62298	39515	414.23 821.45	INVTY U103995 INVTY U103995	1,235.68
7/6/2023	TAC AMERICAS, INC.	62285	39516	2,008.34	POC BUILDING HVAC SERVICES	2,008.34
7/6/2023	SNAP-ON TOOLS CORPORATION	62276	39517	201.50	TOOLS/ MECHANIC	201.50
7/6/2023	TYLER TECHNOLOGIES, INC.	62328	39518	19,429.79	SOFTWARE RENEWAL - MUNIS QUARTERLY RENEWAL	19,429.79

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
7/6/2023	UNIFIRST CORPORATION	62345	39519	242.83	UNIFORM/ LAUNDRY SERVICE	242.83
7/6/2023	WORLD OIL ENVIRONMENTAL SERVICES	62317	39520	997.67	DELTA DIABLO HAZARDOUS WASTE PICK-UPS	1,127.67
		62318		45.00	DELTA DIABLO HAZARDOUS WASTE PICK-UPS	
		62319		85.00	DELTA DIABLO HAZARDOUS WASTE PICK-UPS	
7/13/2023	AFSCME DISTRICT COUNCIL 57	5627021	39521	3,258.89	UNION DUES O&M	4,579.75
		5627121		1,320.86	UNION DUES P&T	
7/13/2023	ALLIANT INSURANCE SERVICES	62397	39522	9,566.00	LIABILITY- GEN INSURANCE	9,566.00
7/13/2023	ALPHA MEDIA II LLC	62375	39523	750.00	RADIO BROADCASTS FOR PUBLIC EDUCATION CAMPAIGN	750.00
7/13/2023	CITY OF ANTIOCH- WATER	62363	39524	94.60	AC# 004-01510	9,072.46
		62364		954.90	AC# 004-01513	
		62365		7,666.30	AC# 013-00110	
		62366		94.60	AC# 013-00021	
		62367		94.60	AC# 013-00022	
		62368		72.86	AC# 013-00023	
		62369		94.60	AC# 013-00024	
7/13/2023	ARCO BUSINESS SOLUTIONS	62404	39525	2,934.89	GAS	2,934.89
7/13/2023	BAY AREA NEWS GROUP	62371	39526	232.20	ADS	232.20
7/13/2023	BIOENERGY ASSOCIATION OF CALIFORNIA	62411	39527	3,025.00	M&D	3,025.00
7/13/2023	CLEAN EARTH ENVIRONMENTAL SOLUTIONS, INC	62386	39528	91,338.90	PROVIDE TRANS/DISPOSAL/LABOR FOR HHW & TEMP EVENTS	91,338.90
7/13/2023	CME LIGHTING SUPPLY INC.	62215	39529	23,197.24	CENTRIFUGE AND COGEN AREA LIGHTING	23,197.24
7/13/2023	CON-QUEST CONTRACTORS, INC	62420	39530	97,263.94	CONSTRUCTION SERVICES FOR PN 21123	97,263.94
7/13/2023	CONTRA COSTA COUNTY CLERK	62426	39531	50.00	PERMIT & REGULATORY FEES	50.00
7/13/2023	CONTRA COSTA COUNTY CLERK	62427	39532	50.00	PERMIT & REGULATORY FEES	50.00
7/13/2023	CONTRA COSTA HEALTH SERVICES	62321	39533	4,228.00	PERMIT & REG FEES	21,740.00
		62322		1,404.00	PERMIT & REG FEES	
		62323		842.00	PERMIT & REG FEES	
		62324		842.00	PERMIT & REG FEES	
		62325		437.00	PERMIT & REG FEES	
		62326		842.00	PERMIT & REG FEES	
		62327		13,145.00	PERMIT & REG FEES	
7/13/2023	CONTRA COSTA WATER DISTRICT	62408	39534	27.33	UTILITIES	27.33
7/13/2023	DIABLO WATER DISTRICT	62406	39535	681.23	UTILITIES	681.23
7/13/2023	DLT SOLUTIONS	62331	39536	2,220.00	SOFTWARE RENEWAL - AUTOCAD/REVIT	2,220.00
7/13/2023	EAST BAY TIRE CO.	62413	39537	1,245.72	TIRE SERVICE	1,245.72
7/13/2023	FASTENAL COMPANY	62198	39538	211.41	MAINTENANCE CONSUMABLE ITEMS	211.41

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
7/13/2023	FRESCHI AIR SYSTEMS		39539			2,385.00
		62381		1,720.00	CONTRACTED SERVICES FOR DISTRICT HVAC ASSETS	
		62382		665.00	CONTRACTED SERVICES FOR DISTRICT HVAC ASSETS	
7/13/2023	GOLDEN STATE WATER CO.		39540			2,211.85
		62339		1,376.87	AC# 07744100004	
		62340		834.98	AC# 32249200000	
7/13/2023	HACH COMPANY		39541			734.06
		62217		734.06	MIXED LIQUOR SUSPENDED SOLIDS PROBE REPAIR	
7/13/2023	LEE & ASSOCIATES RESCUE EQUIPMENT INC		39542			16,728.59
		62341		14,531.25	RESCUE TEAM SERVICES/ TRICKLE TOWERS	
		62380		2,197.34	CONFINED SPACE RESCUE HARNESSSES	
7/13/2023	LEE & RO, INC.		39543			38,288.50
		62376		18,696.50	DESIGN SERVICES DURING CONSTRUCTION	
		62377		9,198.50	DESIGN SERVICES DURING CONSTRUCTION	
		62378		10,393.50	DESIGN SERVICES DURING CONSTRUCTION	
7/13/2023	LINDE GAS & EQUIPMENT INC		39544			6,069.14
		62039		1,510.34	OXYGEN RENTAL	
		62080		2,363.33	OXYGEN RENTAL	
		62152		2,195.47	OXYGEN RENTAL	
7/13/2023	MDRR PITTSBURG		39545			5,279.70
		62373		3,851.30	AC# 10-0031550	
		62374		1,428.40	AC# 10-0018920	
7/13/2023	MDRR-PARK (MT. DIABLO RESOURCE RECOVERY PARK)		39546			745.00
		62409		69.00	WASTE	
		62415		676.00	WASTE	
7/13/2023	NEW IMAGE LANDSCAPE COMPANY		39547			2,563.00
		62370		2,563.00	LANDSCAPE SERVICES	
7/13/2023	NORTHPOINT SECURITY SERVICES, INC		39548			5,184.00
		62384		5,184.00	SECURITY PATROL SERVICES	
7/13/2023	NWN CORPORATION		39549			3,032.66
		62388		3,032.66	PHONE EXP	
7/13/2023	PACIFIC GAS & ELECTRIC COMPANY		39550			70,164.80
		62405		70,164.80	AC# 4887173962-8	
7/13/2023	PHIL'S DIESEL CLINIC INC.		39551			639.00
		62393		292.50	BIT INSPECTIONS	
		62394		346.50	BIT INSPECTIONS	
7/13/2023	PITTSBURG AUTOMOTIVE		39552			2,621.35
		62211		889.57	DISTRICT FLEET SERVICES	
		62212		123.60	DISTRICT FLEET SERVICES	
		62291		131.32	DISTRICT FLEET SERVICES	
		62292		1,476.86	DISTRICT FLEET SERVICES	
7/13/2023	CITY OF PITTSBURG		39553			26,756.10
		62407		26,756.10	STREET SWEEPING FOR CITY OF PITTSBURG	
7/13/2023	PRODUCT STEWARDSHIP INSTITUTE		39554			1,500.00
		62330		1,500.00	MEMBRS, DUES & PROF LICENS	
7/13/2023	PSOMAS		39555			20,140.00
		62312		20,140.00	CM&I SERVICES FOR PN21123	
7/13/2023	REPUBLIC SERVICES #210		39556			1,252.00
		62398		1,252.00	WASTE	
7/13/2023	SNAP-ON TOOLS CORPORATION		39557			992.74
		62253		992.74	TOOLS/ MECHANIC	
7/13/2023	STATE OF CALIFORNIA		39558			125.00
		5988219		125.00	EARNINGS GARNISHMENT	

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
7/13/2023	SYNAGRO WEST, LLC	62118	39559	76,113.04	BIOSOLIDS HAULING	76,113.04
7/13/2023	SYSTEM 1 STAFFING	62403	39560	2,705.50	O/S TEMP	2,705.50
7/13/2023	TOTALENERGIES RENEWABLES USA LLC	62395	39561	12,100.97	YEAR 12 O&M SERVICE FEE	12,100.97
7/13/2023	STACY TUCKER	62385	39562	53.97	T&M	53.97
7/13/2023	UNIFIRST CORPORATION	62346 62354 62356 62357 62358 62359 62360 62361 62362	39563	135.60 30.48 135.60 135.60 141.80 30.48 30.48 37.57 30.48	UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE	708.09
7/13/2023	UNIVAR USA INC	62296 62297	39564	5,917.30 6,841.95	SODIUM BISULFITE SODIUM HYPOCHLORITE	12,759.25
7/20/2023	AMARO, TAYLOR	62474	39565	2,500.00	COMPUTER LOAN	2,500.00
7/20/2023	BAYWORK	62429	39566	1,500.00	MEMBRS, DUES & PROF LICENS	1,500.00
7/20/2023	CALIFORNIA AIR RESOURCES BOARD	62431	39567	2,535.00	PERMIT & REGULATORY FEES	2,535.00
7/20/2023	CAROLLO ENGINEERS	62247	39568	7,181.50	RECORDS DRAWINGS & O&M MANUALS	7,181.50
7/20/2023	CHRIS GATEWOOD INDUSTRIES, INC.	62482 62483	39569	15,913.75 32,000.00	CENTRIFUGE REPAIRS CENTRIFUGE REPAIRS	47,913.75
7/20/2023	CHEMTRADE CHEMICALS US LLC	62314	39570	4,230.40	ALUMINUM SULFATE	4,230.40
7/20/2023	COALITION OF CONTROLLING INS COSTS IN CALIFORNIA	62424	39571	1,473.12	FRINGE BENEFITS - EAP	1,473.12
7/20/2023	CONSTRUCTICON CORPORATION	62442	39572	5,700.00	CONSTRUCTION SERVICES FOR PROJECT NO. 19112	5,700.00
7/20/2023	CORELOGIC INFORMATION SOLUTIONS, INC	62479	39573	165.00	REALQUEST PROPERTY INFORMATION	165.00
7/20/2023	CSRMA	62475 62476	39574	252,348.21 221,780.00	PROPERTY INSURANCE F/BEN-WORKER'S COMP	474,128.21
7/20/2023	DKF SOLUTIONS GROUP, LLC	62437	39575	6,000.00	SANITARY SYSTEM WASTE DISCHARGE REQUIREMENTS	6,000.00
7/20/2023	FEDERAL EXPRESS	62372	39576	42.55	POSTAGE	42.55
7/20/2023	HARVEST TECHNICAL SERVICES INC	62401 62421 62422	39577	1,776.00 1,776.00 266.40	O/S TEMP O/S TEMP O/S TEMP	3,818.40
7/20/2023	INFERRERA CONSTRUCTION MANAGEMENT GROUP INC.	62444	39578	674.65	CSC PN 80008 (17128, 17129, 17	674.65
7/20/2023	JOHN MUIR HEALTH	62383	39579	896.60	CORPORATE HEALTH SERVICES	896.60

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
7/20/2023	KEN GRADY COMPANY	62469	39580	110.01	INVTY U103883	110.01
7/20/2023	SUE THOMASON	62329	39581	385.00	PROVIDE WEEKLY INDOOR PLANT MAINTENANCE SERVICES	385.00
7/20/2023	MSC INDUSTRIAL SUPPLY CO. INC.	62449	39582	1,402.17	INVTY U103986	1,402.17
7/20/2023	MIRACLE ODURUKWE	62468	39583	370.00	MEMBRS, DUES & PROF LICENS	370.00
7/20/2023	PACIFIC GAS & ELECTRIC COMPANY	62473	39584	59,132.52	AC# 4835091675-4	59,132.52
7/20/2023	PACIFIC GAS & ELECTRIC COMPANY	62477	39585	53.70	UTILITIES	53.70
7/20/2023	PACIFIC GAS & ELECTRIC COMPANY	62478	39586	334.04	UTILITIES	334.04
7/20/2023	PHIL'S DIESEL CLINIC INC.	62509 62510	39587	822.86 830.00	2 YEAR PM SERVICE YARD GOAT 2 YEAR PM SERVICE YARD GOAT	1,652.86
7/20/2023	READY PRINT	62430	39588	245.84	STATIONARY SUPPLIES	245.84
7/20/2023	REPUBLIC SERVICES #210	62379	39589	9,210.95	WASTE	9,210.95
7/20/2023	SNAP-ON TOOLS CORPORATION	62277 62389	39590	525.17 253.60	TOOLS/ MECHANIC TOOLS/ MECHANIC	778.77
7/20/2023	AMANDA WONG ROA	62439 62440	39591	1,860.20 396.60	T&M T&M	2,256.80
7/20/2023	YORKE ENGINEERING, LLC	62433	39592	2,982.25	AIR QUALITY SUPPORT AND COMPLIANCE ASSISTANCE	2,982.25
7/20/2023	JASON YUN	62511	39593	211.00	MEMBRS, DUES & PROF LICENS	211.00
7/27/2023	AFLAC	62287	39594	1,006.95	INSURANCE	1,006.95
7/27/2023	ALPHA CM INC	62612	39595	4,021.00	CONSTRUCTION MNGMNT & INSPECT SRVS PN 21114 FY23	4,021.00
7/27/2023	MICHAEL AUER	62599	39596	251.72	REIMBURSEMENT	251.72
7/27/2023	MICHAEL BAKALDIN	62600	39597	486.14	REIMBURSEMENT	486.14
7/27/2023	BOOT BARN INC	62465 62466	39598	661.48 212.04	SAFETY SHOES -Ryan Cain, Samuel Gonzalez, JasonYun SAFETY SHOES - Judy Phan	873.52
7/27/2023	BOUCHER LAW, PC	62519 62520 62521 62522	39599	10,574.50 612.00 2,340.85 2,848.50	RECRUITMENT SERVICES FY23 RECRUITMENT SERVICES FY23 RECRUITMENT SERVICES FY23 RECRUITMENT SERVICES	16,375.85
7/27/2023	CALIFORNIA PRODUCT STEWARDSHIP COUNCIL	62575	39600	5.30	ASSIST WITH IMPLEMENTATION OF CALRECYCLE FY23	5.30
7/27/2023	CAROLLO ENGINEERS	62434	39601	12,183.75	RECORDS DRAWINGS & O&M MANUALS	12,183.75

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
7/27/2023	COMCAST BUSINESS COMMUNICATIONS, LLC	62480	39602	860.93	PHONE EXP	860.93
7/27/2023	COMPLETE PAPERLESS SOLUTIONS, LLC	62438	39603	22,910.00	SOFTWARE RENEWAL - LASERFICHE CLOUD	22,910.00
7/27/2023	CONTRA COSTA COUNTY	62590	39604	20,815.00	LEGAL SERVICES FY23	20,815.00
7/27/2023	CONTRA COSTA MOSQUITO	62589	39605	137.80	O/S SERV - PROFESSIONA FY23	137.80
7/27/2023	CUPERTINO ELECTRIC, INC	62513 62514	39606	168,987.60 347,216.33	CONSTRUCTION SERVICES FOR PROJECT NO. 17120 CONSTRUCTION SERVICES FOR PROJECT NO. 17120	516,203.93
7/27/2023	DELL COMPUTER CORP. MARKETING	62419	39607	25,169.96	HARDWARE - Dell Laptop Standardization	25,169.96
7/27/2023	DKF SOLUTIONS GROUP, LLC	62436	39608	1,600.00	SANITARY SYSTEM WASTE DISCHARGE REQUIREMENTS	1,600.00
7/27/2023	DU-ALL SAFETY, LLC	62390	39609	4,650.00	TEMPOARY SAFETY MANAGER DUTIES COVERAGE	4,650.00
7/27/2023	EAST BAY TIRE CO.	62562 62607	39610	1,285.93 3,574.79	TIRES FOR DISTRICT VEHICLES TIRE SERVICE FY23	4,860.72
7/27/2023	FASTENAL COMPANY	62557 62558 62609	39611	68.43 297.70 542.80	FASTENAL BLANKET PO FY-24 FASTENAL BLANKET PO FY-24 MAINTENANCE CONSUMABLE ITEMS FY23	908.93
7/27/2023	GRAINGER	62450 62451 62452	39612	67.56 2,588.76 170.48	INVTY U104002 INVTY U104002 INVTY U104002	2,826.80
7/27/2023	HACH COMPANY	62454	39613	3,571.27	INVTY U103990	3,571.27
7/27/2023	TIMOTHY J. HAMMETT	62601	39614	243.41	REIMBURSEMENT	243.41
7/27/2023	HARVEST TECHNICAL SERVICES INC	62464 62527	39615	1,687.20 2,125.65	O/S TEMP O/S TEMP	3,812.85
7/27/2023	IB CONSULTING, LLC	62399	39616	4,700.00	FY23-24 RATE STUDY	4,700.00
7/27/2023	KENNEDY/JENKS CONSULTANTS INC.	62461	39617	1,203.80	ESDD FOR PN21114 FY22-23	1,203.80
7/27/2023	LEEANN KNIGHT	62602	39618	393.75	REIMBURSEMENT	393.75
7/27/2023	KOA HILLS CONSULTING LLC.	62441 62443	39619	131.25 237.50	MUNIS ERP ENHANCEMENT PROJECT AOD SERVICES FY23/24	368.75
7/27/2023	KONE. INC.	62573 62574	39620	121.82 117.76	ELEVATOR SERVICE FY23 ELEVATOR SERVICE FY23	239.58
7/27/2023	LARRY WALKER ASSOCIATES	62576	39621	5,633.00	NPDES LOCAL LIMITS REGULATORY ASSISTANCE FY23	5,633.00
7/27/2023	LEE & ASSOCIATES RESCUE EQUIPMENT INC	62516 62587	39622	1,464.40 1,099.15	CONFINED SPACE RESCUE HELMETS CONFINED SPACE RESCUE HARNESSES FY23	6,295.01

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
		62588		3,731.46	RESCUE EQUIPMENT - CMC CSR2 PULLEY SYSTEM	
7/27/2023	LYSTEK INTERNATIONAL LIMITED		39623			4,046.30
		62416		4,046.30	BIOSOLIDS DISPOSAL	
7/27/2023	McCAULEY AGRICULTURAL & PEST SERVICES		39624			1,305.00
		62579		300.00	PEST CONTROL SERVICES FY23	
		62580		825.00	PEST CONTROL SERVICES	
		62581		60.00	PEST CONTROL SERVICES FY23	
		62582		60.00	PEST CONTROL SERVICES	
		62583		60.00	PEST CONTROL SERVICES	
7/27/2023	MCMaster CARR SUPPLY CO		39625			359.46
		62453		359.46	INVTY U103979	
7/27/2023	MEYERS NAVE		39626			1,389.42
		62417		1,389.42	LEGAL SERVICES	
7/27/2023	AGS ASSOCIATES LLC		39627			2,546.11
		62556		2,546.11	COOLING FAN FOR AFD2401 AT PPS	
7/27/2023	ODP BUSINESS SOLUTIONS LLC		39628			323.01
		62553		298.67	BLANKET PO FOR OFFICE SUPPLIES 7-2023 TO 6-2024	
		62554		24.34	BLANKET PO FOR OFFICE SUPPLIES 7-2023 TO 6-2024	
7/27/2023	OFFICE RELIEF		39629			652.56
		62515		652.56	OFFICE CHAIR	
7/27/2023	ABEL PALACIO		39630			567.55
		62603		567.55	REIMBURSEMENT	
7/27/2023	PSOMAS		39631			19,908.34
		62621		19,908.34	CM&I SERVICES FOR PN21123 FY23	
7/27/2023	TERRY SPURGEON		39632			558.66
		62604		558.66	REIMBURSEMENT	
7/27/2023	STATE OF CALIFORNIA		39633			125.00
		5988220		125.00	EARNINGS GARNISHMENT	
7/27/2023	NICHOLAS STEINER		39634			305.00
		62543		305.00	MEMBRS, DUES & PROF LICENS FY22-23	
7/27/2023	JAYNE STROMMER		39635			128.48
		62605		128.48	REIMBURSEMENT	
7/27/2023	WILLIAM SVOBODA		39636			1,523.35
		62606		1,523.35	REIMBURSEMENT	
7/27/2023	SWEEPING CORP OF AMERICA		39637			37,523.11
		62577		37,523.11	FY22/23 ANTIOCH AND BAY POINT STREET SWEEPING	
7/27/2023	SWEEPING CORP OF AMERICA		39638			37,388.34
		62578		37,388.34	FY22/23 ANTIOCH AND BAY POINT STREET SWEEPING	
7/27/2023	SYNAGRO WEST, LLC		39639			60,584.81
		62418		60,584.81	BIOSOLIDS HAULING	
7/27/2023	SYSTEM 1 STAFFING		39640			639.16
		62463		639.16	O/S TEMP	
7/27/2023	TOSHIBA INTERNATIONAL CORP		39641			294.57
		62523		294.57	TOSHIBA COPIER AND PRINTER SUPPLIES FY23	
7/27/2023	TRANSENE COMPANY, INC.		39642			1,683.36
		62456		1,683.36	INVTY U104004	
7/27/2023	UNIFIRST CORPORATION		39643			1,223.48
		62535		196.13	UNIFORM/ LAUNDRY SERVICE FY23	
		62536		131.73	UNIFORM/ LAUNDRY SERVICE FY23	
		62537		30.48	UNIFORM/ LAUNDRY SERVICE	
		62563		131.73	UNIFORM/ LAUNDRY SERVICE	
		62564		207.93	UNIFORM/ LAUNDRY SERVICE	
		62565		30.48	UNIFORM/ LAUNDRY SERVICE	
		62566		158.29	UNIFORM/ LAUNDRY SERVICE	
		62567		306.23	UNIFORM/ LAUNDRY SERVICE	
		62568		30.48	UNIFORM/ LAUNDRY SERVICE	

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
7/27/2023	WATER ENVIRONMENT FEDERATION	62410	39644	342.00	M&D	342.00
7/27/2023	WORLD OIL ENVIRONMENTAL SERVICES	62586	39645	754.50	DELTA DIABLO HAZARDOUS WASTE PICK-UPS FY23	754.50
7/27/2023	WRA INC	62624	39646	8,959.00	CEQA PERMITTING, PRECON SURVEY, BIOL PN21114 FY23	8,959.00
7/27/2023	YORKE ENGINEERING, LLC	62435	39647	3,235.50	AIR QUALITY SUPPORT AND COMPLIANCE ASSISTANCE	3,235.50
GRAND TOTAL						<u>2,360,609.75</u>

September 13, 2023

AUTHORIZE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 2 TO CONSULTING SERVICES CONTRACT IN THE AMOUNT OF \$70,000, FOR A NEW TOTAL CONTRACT AMOUNT NOT TO EXCEED \$350,421, PSOMAS, CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES, BRIDGEHEAD PIPELINE REPLACEMENT, PROJECT NO. 21123

Recommendation

Authorize the General Manager to execute Amendment No. 2 to the consulting services contract with Psomas in the amount of \$70,000, for a new total contract amount not to exceed \$350,421, to provide additional construction management and inspection services for the Bridgehead Pipeline Replacement Project.

Background Information

In September 2021, the Board awarded the Bridgehead Pipeline Replacement Project to Con-Quest Contractors, Inc. (Con-Quest) for removal and replacement of a failed 18-inch gravity pipeline suspended on the north side of Wilbur Avenue overpass that conveys flows from Bridgehead Pump Station to Antioch Pump Station. In addition, the Board authorized the General Manager to execute a consulting services contract with Psomas to provide construction management and inspection services for the project in the amount of \$280,421. Construction activities commenced in fall 2021 with completion originally anticipated in June 2022.

Analysis

In February 2023, the District amended Con-Quest's contract to assume responsibility for the temporary bypass piping system through project completion, which was anticipated in May 2023. However, following pressure testing of the new 24-inch ductile iron pipeline in April 2023, it was determined that the original design did not account for lateral loads and a redesign and replacement of the pipe hanger supports was required. This most recent unforeseen issue resulted in another amendment to Con-Quest's contract to increase the change order contingency and extend project completion, which is now anticipated in October 2023.

The previously authorized consulting services contract with Psomas did not include the unanticipated costs associated with this latest significant unforeseen issue. The estimated cost for additional construction management and inspection services associated with redesign and replacement of the pipe hanger supports is approximately \$70,000. Staff recommends increasing the consulting services contract from \$280,421 to \$350,421 to address this unforeseen change.

Financial Impact

The adopted FY23/24 Budget and 5-year Capital Improvement Program includes the \$4.8 million Bridgehead Pipeline Replacement Project, which is funded through the Wastewater Capital Asset Replacement Fund. Sufficient funding is available in the current fiscal year to



address the additional construction management and inspection services associated with this unforeseen change.

Attachment

Psomas Amendment No. 2 Scope and Cost Summary

Reviewed by: 

Brian Thomas
Deputy General Manager/District Engineer

cc: District File No. BRD.01-ACTS



**BRIDGEHEAD PIPELINE REPLACEMENT
PROJECT NO. 21123**

**AMENDMENT NO. 2
PSOMAS (CONSULTANT)**

SCOPE OF WORK AND COST ESTIMATE SUMMARY

<u>DESCRIPTION</u>	<u>PROPOSED COST</u>
Original Authorized Contract Amount	\$280,421
Amendment No. 1 – Contract Time Extension to 12/31/23	\$0
Amendment No. 2 – Projected Remaining Effort through October 2023	
1. Construction Management Services	\$30,000
2. Construction Inspection Services	\$40,000
Amendment No. 2 Subtotal	\$70,000
TOTAL	\$350,421

September 13, 2023

AUTHORIZE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 2 TO CONSULTING SERVICES CONTRACT IN THE AMOUNT OF \$369,253, FOR A NEW TOTAL CONTRACT AMOUNT NOT TO EXCEED \$1,513,827, PSOMAS, CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES, TREATMENT PLANT ELECTRICAL SWITCHGEAR REPLACEMENT, PROJECT NO. 17120

Recommendation

Authorize the General Manager to execute Amendment No. 2 to the consulting services contract with Psomas in the amount of \$369,253, for a new total contract amount not to exceed \$1,513,827, to provide additional construction management and inspection services for the Treatment Plant Electrical Switchgear Replacement (Switchgear) Project.

Background

In January 2021, the Board awarded the construction contract for the Switchgear Project to Cupertino Electric, Inc. to replace the main electrical distribution switchgear equipment at the District's Wastewater Treatment Plant. In addition, the Board authorized executing a consulting services contract with Psomas to provide construction management and inspection services for the project through fall 2022. During construction, to account for the unforeseen PG&E metering requirements, the Board approved Amendment No.1 to the Psomas contract in December 2022 to extend construction management and inspection services through April 2023 to allow for further evaluation of this significant issue.

Analysis

Based on the evaluation, staff determined the PG&E metering requirements resulted in expanded project scope elements that caused significant completion schedule delay. The modification of the new switchgear and procurement of the associated components resulted in extension of construction activities to spring 2024, which is approximately 14 to 16 months beyond the original project completion date.

The previously authorized Amendment No. 1 did not include the unanticipated costs associated with the significant project extension as a result of this unforeseen PG&E metering requirements. The estimated cost for additional construction management and inspection services through spring 2024 is approximately \$369,253. Staff recommends increasing the consulting services contract from \$1,144,574 to \$1,513,827 to address this unforeseen change.

Financial Impact

The adopted FY23/24 Budget and 5-year Capital Improvement Program includes the \$12.2 million for the Switchgear Project, which is funded through the Wastewater Capital Asset Replacement Fund. Sufficient funding is available in the current fiscal year for the planned expenditures. Staff may recommend additional project funding allocation in the future to address construction cost expenditures due to unforeseen conditions and costs associated with the delays.



Attachment

Psomas Amendment No. 2 Scope and Cost Summary

Reviewed by: 

Brian Thomas
Deputy General Manager/District Engineer

cc: District File No. BRD.01-ACTS



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

**AMENDMENT NO. 2
PSOMAS (CONSULTANT)**

SCOPE OF WORK AND COST ESTIMATE SUMMARY

<u>DESCRIPTION</u>	<u>PROPOSED COST</u>
Original Authorized Contract Amount	\$901,618
Amendment No. 1	\$242,956
Amendment No. 2 Projected Remaining Effort through spring 2024	
1. Construction Management/Construction Engineer Services	\$152,200
2. Construction Inspection Services	\$205,600
3. Subconsultant Support (Material Testing, Technical Expert)	\$11,453
Amendment No. 2 Subtotal	\$369,253
	GRAND TOTAL
	\$1,513,827

September 13, 2023

RECEIVE REPORT ON FY23/24 STRATEGIC INITIATIVES TO SUPPORT DISTRICT STRATEGIC PLAN

Recommendation

Receive report on Fiscal Year 2023/2024 (FY23/24) 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 over the subsequent three years. At the beginning of each fiscal year, staff identifies 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 eleven proposed FY23/24 Strategic Initiatives to support Strategic Plan implementation. Following completion of FY23/24, staff will provide a report on the District's progress in completing these initiatives, as well as the FY23/24 Annual Performance Report.

Financial Impact

Sufficient funding for these initiatives is included in the adopted FY23/24 Budget.

Attachment

Proposed FY23/24 Strategic Initiatives

Reviewed by: 

Brian Thomas
Deputy General Manager/District Engineer

cc: District File No. BRD.01-ACTS

FY23/24 Strategic Initiatives	Supports Strategic Plan Goal Area(s)
1) Utilize a strategic, integrated planning, and cost-effective approach in addressing near-term nutrient management regulatory requirements at the District's WWTP, including targeting available funding at the federal and state level to reduce financial impacts to customers.	1 2 3 4 5
2) Maximize receipt of applicable tax credits for the Cogeneration System Improvements Project under the federal Inflation Reduction Act by implementing project decisions and actions (e.g., pre-purchasing major equipment, fast-track design, tax advisor engagement) necessary to ensure start of construction by December 2024.	1 2 3
3) 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
4) Evaluate potential information technology solutions (e.g., laboratory information management systems) to enhance compliance with NPDES permit self-monitoring program requirements and TNI laboratory accreditation standards.	2 3 4 5
5) Encourage employee engagement with District strategic initiatives, peer agency counterparts, and applicable industry associations at all levels in the organization to support workforce development , a "learning culture", continuous improvement through innovation, and information sharing.	5 4 3 6
6) Conduct a detailed review of key business service function (finance/budget administration, accounting, payroll, purchasing/procurement) processes and workflows to identify opportunities to enhance organizational effectiveness and efficiency.	4 3 5 6
7) Implement a streamlined, effective approach to the performance planning and appraisal process that reinforces supervisor-employee engagement, supports professional development, and aligns with District needs, behavioral values, and strategic goals and objectives.	5 6
8) Reinforce effectiveness of the District's Safety Program through an enhanced near-miss program, development of performance indicators, recognition of safety achievements, implementation of a revamped training program, and updates to key safety directives.	5 4 2
9) Ensure development and implementation of updated Business Continuity and Emergency Response Plans to maintain operational effectiveness and resiliency during extreme climate event and/or local emergencies.	2 5 4 6 1
10) Develop recommended updates to the District's Capital Facilities Capacity Charges to ensure effective cost recovery and appropriate allocation to customers; and update associated District Code sections, as needed.	3 1 6
11) 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

September 13, 2023

**RECEIVE MONTHLY LOBBYIST REPORT DATED AUGUST 2023,
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 August 2023, which was produced by KA and distributed to WRWC members.

Financial Impact - None.

Attachment

KA Monthly Report, August 2023

Prepared by:



Brian Thomas
Deputy General Manager/District Engineer

cc: District File No. BRD.01-ACTS





(703) 340-4666

www.keyadvocates.com

August 31, 2023

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

NOTE: Congress is in recess until after Labor Day. However, there are on-going discussions/negotiations between House and Senate staff on the appropriations bills. At this time, it is unclear whether each House will take up its bill after the recess and then look to conference to resolve differences or try to reach agreement during the recess on final versions that would be passed by both Houses, without the need for conferences, when Congress returns. In either case, while Coalition members were encouraged to send support letters during the markup process, given where things stand now, a Coalition position letter was submitted to House Appropriations Full Committee and Interior Subcommittee Democratic leaders and staff, and Senate Appropriations Full Committee and Interior Subcommittee Democratic and Republican leaders and staff.

Clean Water SRF and WIIN Grants: FY24 Appropriations

Clean Water SRF – the House Interior Appropriations bill provides \$1.005B (a general fund base allotment of \$535M plus \$470M for earmarks). The Senate Interior Appropriations bill provides \$1.639B (a general fund base allotment \$1.294B plus \$345M for earmarks). The Bipartisan Infrastructure Law (BIL), which was not changed by either bill, provides an additional \$2.628B for the CWSRF.

For the CWSRF, the President's FY 24 Budget proposed \$1.639B and rejected earmarks as a takedown from the basic SRF funding. For Title XVI, \$4M, the same as the FY23 Biden Budget.

WIIN Grants – both the House and Senate Energy and Water Appropriations bills provide \$20M. The BIL provides an additional \$500M over five years, to be allocated annually by the USBR, with an estimated balance at the end of FY23 of @ \$200M.

Coalition members were encouraged to contact their House and Senate Members to oppose the low general fund base allotment level for the CWSRF to accommodate related earmark funding and to help reduce overall FY24 spending to FY22 levels, a goal of the House Republicans, and to support CWSRF funding at the expected FY24 level. Explanatory memos were provided to Coalition members on this issue along with sample House and Senate Member opposition and support letters for their use.

FY24 Appropriations Bills: General Status

To date, of the 12 appropriations bills, 10 have been approved by the House Appropriations Committee, including the Energy and Water and Interior bills. One bill, Military Construction, has passed the full House. In the Senate, all 12 appropriations bills have been approved by the Committee. None have passed the Senate. Given that only one of the 12 bills has passed either House and given that Congress now heads into a month plus recess, a continuing resolution is likely.

House Republican 10-Year Balanced Budget

Likelihood unclear given differences between the Speaker and his Budget Committee chair regarding what cuts would be included in a balanced budget. Initial report was for a ten year 1% annual increase in discretionary spending starting with the FY24 level. Depends upon the outcome of the FY24 appropriations process.

Earmarks

The Coalition continues to express concern about the FY24 appropriations process regarding final funding of the CWSRF and related earmarks. For FY 22 and 23, earmark funding was a takedown from the SRF base allotments and not from a separate earmark funding account. As a result, the base allotments were adversely impacted. The Coalition's position is that continuance of that approach for FY24 and beyond is a real problem and counter to the goal of the Bipartisan Infrastructure Law which was to increase CWSRF spending over and above increases in the traditional appropriations process and not in lieu of reductions by that process.

Coalition 2023 WIIN Grant Applications

Per July 25 USBR communique, they are going through the review and approval of the NOFO now and said its release will likely be by the end of this month, although it may now be sometime in September. West Bay Sanitary is planning on pursuing a 2023 WIIN grant.

Issues/Bills of Interest

Alternative Water Source Program Funding – authorized at \$125M in the Bipartisan Infrastructure Law but not funded. Included the language the Coalition requested that makes USBR recycled water projects that have not received construction funds eligible to apply for AWSP grants. Continue to pursue funding for the Program.

Mega Recycled Water Project Funding – continue to pursue funding for mega recycled water projects over and above the \$450M provided in the Bipartisan Infrastructure Law.

STREAM Act – Senator Feinstein's office has put out a request for help in getting cosponsors – especially Republicans – to demonstrate support for Floor consideration. We are working on this in coordination with other interested stakeholders. To review, the bill was introduced S.2162 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 is basically the same bill the Senator introduced last Congress and includes the following: \$300M over five years for water recycling, \$750M for surface and groundwater storage and conveyance projects, \$150M for desalination projects, \$100M for projects to provide drinking water for disadvantaged communities, and \$250M for environmental restoration projects.

Napolitano WIIN Grant Reform Bill - they are monitoring action on the Feinstein bill to decide next steps.

Infrastructure Items - if there is an effort to pursue non-controversial infrastructure items, advocate for programs of interest such as those included in the House-passed “Build Back Better” bill:

- \$30B for Safe Drinking Water SRF lead service line replacement projects;
- \$100M for state public water systems;
- \$700M to reduce lead in school drinking water;
- \$100M for large scale water recycling projects;
- \$1.15B for emergency drought relief;
- \$125M for Alternative Water Source Program grants;
- \$2B for sewer overflow and storm water reuse grants;
- \$4B for reduction of carbon in the surface transportation sector;
- \$4B for affordable and safe transportation access; and,
- \$6B for local surface transportation projects.

No funding for the Clean Water SRF is included in the House BBB. It does include new taxes.