

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, JULY 14, 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 08-21, 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 July 14, 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 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/83995519128>

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: 839 9551 9128**

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

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, JULY 14, 2021

4:30 P.M.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. PUBLIC COMMENTS

D. RECOGNITION

E. CONSENT CALENDAR

- 1) **Approve** Minutes of the Regular Board of Directors Meeting, June 9, 2021 (Cecelia Nichols-Fritzler)
- 2) **Receive** District Monthly Check Register, May 2021 (Eka Ekanem)
- 3) **Authorize** the General Manager to Execute a Subscriber Service Agreement and an Agency Security Agreement with Cooperative Organization for the Development of Employee Selection Procedures, A Joint Exercise of Powers Agency, to Pay Fees Specified in the Agreement for Testing Products and Services in Connection with Pre-Employment Testing (Cheryl Rhodes Alexander)
- 4) **Approve** Side Letter Agreement to Memorandum of Understanding with the Professional and Technical Bargaining Unit (Brian Thomas)
- 5) **Authorize** General Manager to Execute Amendment No. 3 to Consulting Services Contract in the Amount of \$3,075 for a New Total Contract Amount Not to Exceed \$151,975, IB Consulting, LLC, Financial Services (Brian Thomas)
- 6) **Approve** and **Authorize** General Manager to Execute New General Services Agreement and Issue Associated Purchase Order in the Amount of \$150,000, Val Security, Inc. Onsite Security Patrol Services (Brian Thomas)

F. DELIBERATION ITEMS

Adopt Resolution Approving Salary Schedules Incorporating New Purchasing Supervisor Classification and 2021 Annual Cost-of-Living Adjustments and **Adopt** Resolution Approving Tier II Applicable Percentage as Provided for in District Bargaining Unit Memoranda of Understanding, Bargaining Unit Side Letter Agreements and Unrepresented Employees' Employment Agreements (Brian Thomas)

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

G. PRESENTATIONS AND REPORTS

Receive Update on Strategic Plan Development (Dean Eckerson)

H. MANAGER'S COMMENTS

I. DIRECTORS' COMMENTS

J. CORRESPONDENCE

Receive Monthly Lobbyist Report Dated May 2021, Key Advocates, Inc., Western Recycled Water Coalition, Project No. 90024 (Jayne Strommer)

K. CLOSED SESSION

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

Agency Negotiators: Vince De Lange, Michael Jarvis

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

Unrepresented Employees: All unrepresented employees

L. ADJOURNMENT

The next Special Board of Directors meeting will be held on August 18, 2021, at 4:30 p.m.

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

July 14, 2021

APPROVE MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING,
JUNE 9, 2021

Recommendation

Approve Minutes of the Regular Board of Directors Meeting held on June 9, 2021.

DRAFT
Minutes of the Regular Board of Directors Meeting

DELTA DIABLO
June 9, 2021

The meeting was called to order by Chair Glover at 4:33 p.m. on Wednesday, June 9, 2021, via Zoom. Present were Vice Chair Monica Wilson and Director Juan Banales. 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; Brian Thomas, Acting Business Services Director; Dean Eckerson, Resource Recovery Services Director; Thanh Vo, Acting Engineering Services Director; and Anika Lyons, Finance Manager.

Chair Glover 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.”

Ms. Nichols-Fritzler read a statement regarding the process for receiving public comments.

PUBLIC COMMENTS

None.

RECOGNITION

Introduction of Anika Lyons, Finance Manager, to the District

Mr. Thomas noted that the District recently completed a recruitment and selection process to fill the vacant Finance Manager position, which resulted in Ms. Lyons being selected as the most highly qualified candidate for this position. She joined the District on May 17, 2021 and has a Bachelor of Science degree in Business Administration from California State University, East Bay and is a Certified Public Accountant. The Board welcomed Ms. Lyons to the District and she thanked the Board.

PUBLIC HEARINGS

Conduct Public Hearing on Fiscal Year 2021/2022 through 2025/2026 Capital Improvement Program; Close Public Hearing and Consider Any Testimony Received; Adopt Resolution Approving the Program; and Authorize Filing of Notice of Exemption in Compliance with Public Resources Code Section 21152



Chair Glover opened the public hearing at 4:47 p.m. Ms. Nichols-Fritzler indicated that no public comments were received.

Mr. Vo provided an overview of the Capital Improvement Program (CIP) development process. He stated that the proposed 5-year CIP totals \$127 million with estimated expenditures of \$18.7 million in Fiscal Year 2021/2022 (FY21/22), which is proposed to be funded with an FY21/22 CIP budget appropriation of \$12.9 million and carryover of \$5.8 million in existing budget appropriations. Mr. Vo presented a breakdown of 5-year CIP expenditures by major components of the District's major infrastructure locations, as well as a comparison of planned expenditures by fiscal year compared to the current 5-year CIP. He also noted staff efforts to address key focus areas as part of the CIP development process, including: 1) Addressing New Infrastructure Needs (16 new projects added = \$10 million), 2) Investing in Existing Wastewater Infrastructure Renewal (79% of CIP), 3) Incorporating the Secondary Process Improvements Project (\$60 million), 4) Ensuring the Integrity of the Bay Point Collection System (\$3.8 million), and 5) Planning for the Future (\$1.8 million for master planning).

Chair Glover called for additional public comments before closing the Public Hearing. Hearing no public comments, Chair Glover closed the Public Hearing at 5:01 p.m. and opened the item to the Board for deliberation.

Vice Chair Wilson moved approval, seconded by Director Banales and by a roll call vote (Ayes: *Banales, Glover, and Wilson*, Noes: *None*; Abstain: *None*), the Board adopted the Resolution approving the Program, and authorized filing of the Notice of Exemption.

Conduct Public Hearing on Sewer Service and Delinquency Charges and Collection System Charges and Surcharges; Determine No Majority Protests Exists; Adopt Ordinance Establishing Charges; and Adopt Resolution Approving Final Written Report and Directing Collection of Certain Sewer Service and Delinquency Charges on County Tax Roll

Chair Glover opened the Public Hearing at 5:03 p.m. Ms. Nichols-Fritzler, indicated no public comments were received.

Mr. Thomas provided an overview of the budget and rates development process, guiding principles, and key assumptions for the FY21/22 Sewer Service Charge (SSC) analysis. He presented the proposed SSC adjustments (6.5%) for Antioch and Pittsburg customers and (5.9%) for Bay Point customers. Mr. Thomas presented a breakdown of District expenses paid by SSCs with labor costs and capital improvements as the largest categories. He highlighted that the District's rates are below the average of its peer agencies. In addition, he reviewed the five-year SSC rate projection. He also noted, as of June 9, 2021, 13 protests letters were received, and requested the recommended actions for Board consideration.

Chair Glover called for additional public comments before closing the Public Hearing. Hearing no public comments, Chair Glover closed the Public Hearing at 5:19 p.m. and opened the item to the Board for deliberation.



Chair Glover inquired regarding the total number of protests received. Ms. Nichols-Fritzler announced that, as of June 9, 2021, a total of 13 protest letters were received, which is less than the number required to determine that a majority protest exists.

Chair Glover thanked staff for the great work in support of the SSC development and approval process.

Director Banales moved approval, seconded by Vice Chair Wilson, and by a roll call vote (Ayes: *Banales, Glover, and Wilson*, Noes: *None*; Abstain: *None*), the Board determined that no majority protest exists, adopted an Ordinance establishing charges to be effective in FY21/22; and adopted a Resolution approving the Final Written Report and Directing Collection of Certain Sewer Service and Delinquency Charges on the County Tax Roll.

CONSENT CALENDAR

Prior to approval of the Consent Calendar, Mr. De Lange noted Item F/7 was corrected and the Board received the updated agenda item prior to the meeting. Vice Chair Wilson moved approval of the Consent Calendar, seconded by Director Banales and by a roll call vote (Ayes: *Banales, Glover, and Wilson*, Noes: *None*; Abstain: *None*), the following Consent items were approved: Approve Minutes of the Regular Board of Directors Meeting, May 12, 2021; Receive Notes from Personnel Committee, June 1, 2021; Receive District Monthly Check Register, April 2021; Approve and Authorize General Manager to Execute Amendment to Construction Services Contract in the Amount of \$432,100 for a New Total Contract Amount Not to Exceed \$1,432,100, Construction Services, J.W. Backhoe & Construction, Inc., Bridgehead Pipeline Replacement, Project No. 21123; Adopt Resolution Establishing Fiscal Year 2021/2022 Appropriations (GANN) Limit for Expenditures That Can Be Funded from Tax Proceeds; Authorize General Manager or His Designee to Approve Construction Contract Change Orders in an Amount Not to Exceed 30% of the Contract Amount, for a New Total Contract Authorization of \$777,835.50, Parkson Corporation, Sand Filter Intermittent Backwash System, Project No. 21121; Authorize General Manager to Execute Amendment No. 4 to Professional Services Agreement, Contract Extension and 8.2% Increase in Unit Costs, Household Hazardous Waste Management Services, Clean Earth, Inc.; Approve and Authorize General Manager to Execute an Agreement, Including Specified Rates, for a Two-Year Term from July 1, 2021 through June 30, 2023, Class A Biosolids Processing Services, Lystek International Limited; Approve Job Description and Salary Range for New Purchasing Supervisor Classification; Approve and Authorize General Manager to Execute Product Supply Agreement and Rider for a Five-Year Term Beginning July 1, 2021, in an Annual Amount Not to Exceed \$33,000, Supply and Delivery of Liquid Oxygen, Praxair Distribution, Inc.; and Approve and Authorize General Manager to Execute Two-Year General Services Contract for a Total Amount Not to Exceed \$390,000 per Year and a Total Contract Amount Not to Exceed \$780,000 from July 1, 2021 through June 30, 2023, Street Sweeping Services, Contract Sweeping Services, Inc.

DELIBERATION

Approve Fiscal Year 2021/2022 Budget and Adopt Resolution Approving Fiscal Year 2021/2022 Budget Appropriations

Mr. Thomas reviewed the FY21/22 Budget and noted that the proposed FY21/22 Budget totals \$43.5 million, which includes an Operating Budget of \$29.3 million (unchanged from FY20/21)

and a Capital Budget of \$14.2 million (includes \$1.3 million in debt service). He presented a breakdown of the proposed operating budget by major category, as well as the source of revenue for each of the District's services. In addition, Mr. Thomas highlighted key budget drivers, including the following six core focus areas: 1) Meet core mission of protecting public health and environment, 2) Address aging infrastructure, 3) Ensure sufficient funding to meet operation costs, 4) Maintain cash funding for capital projects to provide the lowest cost to ratepayers, 5) reserve future debt capacity, and 6) Manage costs to maintain SSCs below average relative to peer agencies in the Bay Area. He also presented a budget breakdown illustrating the fund expenditures in salaries, benefits, utilities, chemicals, office/operation, and outside services.

Vice Chair Wilson thanked staff for their work in preparing the budget.

Vice Chair Wilson moved adoption of the Resolution approving Fiscal Year 2021/2022 Budget Appropriations, seconded by Director Banales and by a roll call vote (Ayes: *Banales, Glover, and Wilson*, Noes: *None*; Abstain: *None*), the Resolution was approved.

PRESENTATION AND REPORTS

None.

MANAGER'S COMMENTS

Mr. De Lange thanked the Board for its support during the rate-setting process, noting the significance of the agenda items included in today's meeting. He also provided an update on development of the District's new Strategic Plan, which has included numerous meetings with staff to ensure organizational engagement regarding the new Mission, Vision, and Value statements. He reported staff has provided excellent input and good progress has been made in coalescing feedback and ideas. Mr. De Lange noted the draft document will be presented to the Board at the July 14, 2021 meeting.

DIRECTORS' COMMENTS

Vice Chair Wilson thanked staff for their excellent work.

CORRESPONDENCE

Receive Monthly Lobbyist Report dated May 2021, 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: Vince De Lange, Michael Jarvis

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. No comments were made. At 5:38 p.m., Chair Glover convened the Board of Directors meeting to Closed Session. Following Closed Session, Chair Glover reconvened the Board of Directors meeting in open session at 5:58 p.m. and stated there was nothing to report from Closed Session.

ADJOURNMENT

Chair Glover adjourned the meeting at 5:59 p.m. and noted the next meeting will be held on July 14, 2021 at 4:30 pm.

Juan Banales
Board Secretary

(Recording Secretary:
Cecelia Nichols-Fritzler)

July 14, 2021

RECEIVE DISTRICT MONTHLY CHECK REGISTER, MAY 2021

Recommendation

Receive District Monthly Check Register for the month ending May 31, 2021.

Background Information

Attached is the Check Register for the month of May 2021. The report reflects payments to the District's suppliers, consultants, service providers, and contractors. A total of \$2,988,458.81 was disbursed in the month of May 2021, which includes 186 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 for month ending May 31, 2021

Reviewed by:



Brian Thomas
Acting Business Services Director

**CHECK REGISTER
DELTA DIABLO**

CASH DISBURSEMENTS FOR THE MONTH OF MAY 2021

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
5/6/2021	AFLAC	54593	35503	942.86	INSURANCE	942.86
5/6/2021	ASSOCIATED SERVICES COMPANY	54516	35504	82.50	PROVIDE PREMIUM COFFEE SERVICE TO DISTRICT	82.50
5/6/2021	BRENTWOOD PRESS	54600	35505	549.00	AD	549.00
5/6/2021	CALTEST ANALYTICAL LABORATORY	54419	35506	960.30	PROVIDE LABORATORY SERVICES FOR NPDES TESTING	960.30
5/6/2021	CDW GOVERNMENT, INC.	54560 54561 54562 54564	35507	49,936.15 39,239.31 602.79 452.09	IT EQUIPMENT REPLACEMENT IT EQUIPMENT REPLACEMENT IT EQUIPMENT REPLACEMENT IT EQUIPMENT REPLACEMENT	90,230.34
5/6/2021	CHEMTRADE CHEMICALS US LLC	54517 54518 54519 54542	35508	4,492.41 4,360.39 4,293.69 4,247.72	ALUMINUM SULFATE ALUMINUM SULFATE ALUMINUM SULFATE ALUMINUM SULFATE	17,394.21
5/6/2021	CLEAN EARTH ENVIRONMENTAL SOLUTIONS, INC	54454	35509	59,453.23	PROVIDE TRANS/DISPOSAL/LABOR FOR HHW & TEMP EVENTS	59,453.23
5/6/2021	COMPLETE PAPERLESS SOLUTIONS, LLC	54440	35510	36,850.00	LASERFICHE INFOLINX CONSOLIDATION CLOUD MIGRATION	36,850.00
5/6/2021	CONCENTRA/OCCUPATIONAL HEALTH CENTERS	54583	35511	215.00	PRE EMPL COST	215.00
5/6/2021	CONTRACT SWEEPING SERVICES	54601	35512	30,210.96	STREET SWEEPING SERVICES	30,210.96
5/6/2021	CSRMA	54584	35513	258.15	INSURANCE CLAIM	258.15
5/6/2021	DBS MANUFACTURING INC	54520	35514	26,649.91	RWF CLARIFIER DRIVE UNIT GEARBOX DBS SX-CF	26,649.91
5/6/2021	EVOQUA WATER TECHNOLOGIES, LLC	54522	35515	710.07	ANNUAL SUPPORT AND MAINTENANCE FOR LAB DI WATER SY	710.07
5/6/2021	MICHAEL CRAMBLIT FOSTER	54547	35516	531.91	3" MILLIKEN VALVE	531.91
5/6/2021	GOLDEN STATE WATER CO.	54603 54604	35517	1,316.86 479.51	UTILITIES UTILITIES	1,796.37
5/6/2021	GRAINGER	54548 54549 54602	35518	307.53 2,152.76 387.41	WET WEATHER BOOTS WET WEATHER BOOTS INVENTORY	2,847.70
5/6/2021	TIMOTHY J. HAMMETT	54523	35519	69.99	REIMBURSEMENT	69.99
5/6/2021	HUNT & SONS INC	54524 54605	35520	1,598.53 2,432.94	DISTRICT FUEL SERVICES INVENTORY LUBICANTS	4,031.47
5/6/2021	JW BACKHOE & CONSTRUCTION, INC	54425 54580 54581	35521	18,000.00 2,761.84 12,906.90	REMOVE & INSTALL 6 MANHOLE FRAMES & COVERS WILBUR BRIDGEHEAD FM TEMPORARY BYPASS BRIDGEHEAD FM TEMPORARY BYPASS	33,668.74
5/6/2021	KEY ADVOCATES INC.	54552	35522	7,083.33	FEDERAL ADVOCACY FOR WRWC PN	7,083.33
5/6/2021	KOA HILLS CONSULTING LLC.	54426 54427	35523	262.50 568.75	MUNIS CONTRACT SERVICES ERP FUNCTIONALITY IMPROVEMENTS	831.25
5/6/2021	MANAGED HEALTH NETWORK	54590	35524	390.55	EAP	390.55
5/6/2021	MCCAMPBELL ANALYTICAL, INC.	54538 54539	35525	315.20 782.60	LABORATORY SERVICES FOR PRETREATMENT LABORATORY SERVICES FOR PRETREATMENT	1,097.80
5/6/2021	MIELE, INC.	54606	35526	1,351.29	PROFESSIONAL SERVICES LAB DISWASHERS	1,351.29
5/6/2021	MSC INDUSTRIAL SUPPLY CO. INC.		35527			328.42

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
		54607		328.42	INVENTORY	
5/6/2021	MUNIQUIP, LLC		35528			4,650.66
		54525		4,650.66	WEMCO REBUILD PARTS	
5/6/2021	OFFICE DEPOT		35529			351.12
		54458		351.12	OFFICE SUPPLIES	
5/6/2021	PACIFIC GAS & ELECTRIC COMPANY		35530			34,895.50
		54526		34,895.50	UTILITIES	
5/6/2021	PITTSBURG WINSUPPLY		35531			692.71
		54608		185.07	INVENTORY	
		54609		112.15	INVENTORY	
		54612		395.49	INVENTORY	
5/6/2021	POLYDYNE INC		35532			51,456.85
		54432		38,390.55	DRY POLY	
		54527		13,066.30	LIQUID POLYMER	
5/6/2021	PUBLIC EMPLOYEES UNION		35533			1,474.98
		3163371		1,474.98	UNION DUES P&T	
5/6/2021	PUBLIC EMPLOYEES UNION		35534			3,572.82
		3163271		3,572.82	UNION DUES O&M	
5/6/2021	READY PRINT		35535			280.96
		54528		280.96	PRINTING SERVICES	
5/6/2021	REGIONAL GOVERNMENT SERVICES		35536			270.00
		54578		270.00	LABOR RELATIONS CONSULTING WORK	
5/6/2021	RH TECHNOLOGY		35537			18,043.20
		54585		4,510.80	O/S TEMP	
		54586		4,510.80	O/S TEMP	
		54587		4,510.80	O/S TEMP	
		54597		4,510.80	O/S TEMP	
5/6/2021	SIERRA OFFICE SUPPLY & PRINTING		35538			114.42
		54529		38.68	OFFICE SUPPLIES	
		54530		75.74	OFFICE SUPPLIES	
5/6/2021	SPIRAC USA INC.		35539			19,993.87
		54611		19,993.87	INVENTORY	
5/6/2021	STANDARD INSURANCE COMPANY		35540			3,771.11
		54589		3,771.11	LIFE & LTD INS	
5/6/2021	CA STATE DISBURSEMENT UNIT		35541			750.00
		CS9648328		750.00	GARNISHMENT	
5/6/2021	STACY TUCKER		35542			70.00
		54531		18.00	REIMBURSEMENT	
		54532		52.00	REIMBURSEMENT	
5/6/2021	UNIFIRST CORPORATION		35543			176.50
		54537		25.92	UNIFORM/ LAUNDRY SERVICE	
		54613		150.58	UNIFORM/ LAUNDRY SERVICE	
5/6/2021	UNIVAR USA INC		35544			21,224.96
		54533		3,318.12	SODIUM HYPOCHLORITE	
		54535		3,333.23	SODIUM HYPOCHLORITE	
		54536		5,553.21	SODIUM BISULFITE	
		54541		5,686.21	SODIUM BISULFITE	
		54559		3,334.19	SODIUM HYPOCHLORITE	
5/6/2021	VERIZON WIRELESS		35545			2,489.92
		54577		2,489.92	PHONE EXPENSE	
5/6/2021	VISION SERVICE PLAN		35546			1,757.50
		54591		1,726.50	VISION INS	
		54592		31.00	VSP COBRA	
5/13/2021	CITY OF ANTIOCH- WATER		35547			12,266.41
		54652		189.20	UTILITIES	
		54653		189.20	UTILITIES	
		54654		189.20	UTILITIES	
		54655		852.78	UTILITIES	
		54656		94.60	UTILITIES	
		54657		10,612.20	UTILITIES	
		54658		139.23	UTILITIES	
5/13/2021	BRENTWOOD PRESS		35548			1,999.00
		54662		1,999.00	AD	
5/13/2021	CDW GOVERNMENT, INC.		35549			56,700.17
		54566		32,833.49	IT EQUIPMENT REPLACEMENT	
		54568		14,944.26	IT EQUIPMENT REPLACEMENT	
		54570		8,922.42	IT EQUIPMENT REPLACEMENT	
5/13/2021	CHEMTRADE CHEMICALS US LLC		35550			4,199.97
		54544		4,199.97	ALUMINUM SULFATE	
5/13/2021	CLEAN EARTH ENVIRONMENTAL SOLUTIONS, INC		35551			39,102.27
		54618		39,102.27	PROVIDE TRANS/DISPOSAL/LABOR FOR HHW & TEMP EVENTS	
5/13/2021	CONTRA COSTA WATER DISTRICT		35552			47.92
		54659		47.92	UTILITIES	
5/13/2021	CORELOGIC INFORMATION SOLUTIONS, INC		35553			165.00
		54664		165.00	REALQUEST PROPERTY INFORMATION	
5/13/2021	DIABLO WATER DISTRICT		35554			151.65
		54660		151.65	UTILITIES	

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
5/13/2021	ENVIRONMENTAL RESOURCE ASSOCIATES, INC		35555			217.76
		54546		217.76	ERA PROFICENCY TESTING SAMPLES	
5/13/2021	FREMONT ANALYTICAL INC.		35556			285.00
		54669		285.00	DIGESTER GAS ANALYSIS	
5/13/2021	GRAINGER		35557			926.20
		54619		926.20	INVENTORY	
5/13/2021	JENSEN INSTRUMENT CO.		35558			7,832.89
		54551		7,832.89	TREX HART COMMUNICATOR	
5/13/2021	KOA HILLS CONSULTING LLC.		35559			1,356.25
		54456		175.00	MUNIS CONTRACT SERVICES	
		54459		1,181.25	ERP FUNCTIONALITY IMPROVEMENTS	
5/13/2021	MCCAMPBELL ANALYTICAL, INC.		35560			1,097.80
		54624		1,097.80	LABORATORY SERVICES FOR PRETREATMENT	
5/13/2021	MDRR PITTSBURG		35561			3,606.60
		54661		3,606.60	WASTE	
5/13/2021	MSC INDUSTRIAL SUPPLY CO. INC.		35562			354.47
		54633		354.47	INVENTORY	
5/13/2021	PACIFIC GAS & ELECTRIC COMPANY		35563			403.24
		54665		58.09	UTILITIES	
		54666		345.15	UTILITIES	
5/13/2021	PSOMAS		35564			57,156.75
		54588		57,156.75	CONSTRUCTION MGMT & INSPECTION PN 17117	
5/13/2021	READY PRINT		35565			279.68
		54371		279.68	OFFICE SUPPLIES	
5/13/2021	DARIN JAMES REINHOLDT		35566			2,398.00
		54610		2,398.00	UNDERGROUND STORAGE TANK DESIGNATED OPERATOR	
5/13/2021	SEMITORR GROUP INC		35567			525.83
		54639		525.83	INVENTORY	
5/13/2021	SNAP-ON TOOLS CORPORATION		35568			32.01
		54640		32.01	TOOLS FOR JUSTIN MCKINNEY	
5/13/2021	STATE WATER RESOURCES		35569			300.00
		54668		300.00	M&D	
5/13/2021	TRANSENE COMPANY, INC.		35570			1,449.75
		54641		1,449.75	INVENTORY	
5/13/2021	UNIFIRST CORPORATION		35571			370.41
		54556		135.82	UNIFORM/ LAUNDRY SERVICE	
		54557		208.67	UNIFORM/ LAUNDRY SERVICE	
		54558		25.92	UNIFORM/ LAUNDRY SERVICE	
5/13/2021	UNIVAR USA INC		35572			8,593.89
		54572		5,261.70	SODIUM BISULFITE	
		54573		3,332.19	SODIUM HYPOCHLORITE	
5/13/2021	USA BLUEBOOK		35573			1,653.94
		54649		1,653.94	INVENTORY	
5/13/2021	V.W. HOUSEN & ASSOCIATES, INC.		35574			24,234.35
		54473		24,234.35	CONSULTING SERVICES BRIDGEHEAD PIPELINE PN 21123	
5/13/2021	ZORO TOOLS, INC		35575			269.90
		54651		269.90	INVENTORY	
5/20/2021	ADVANTAGE ELECTRIC SUPPLY		35576			16,654.87
		54753		137.53	CENTRIFUGE #1 BOWL VFD REPLACE	
		54754		16,517.34	CENTRIFUGE #1 BOWL VFD REPLACE	
5/20/2021	ALHAMBRA & SIERRA SPRGS WATER		35577			182.64
		54706		182.64	BOTTLED WATER SERVICE	
5/20/2021	ALLIANT INSURANCE SERVICES		35578			23,076.38
		54749		23,076.38	INSURANCE	
5/20/2021	BARNETT MEDICAL SERVICES, LLC		35579			1,131.00
		54670		39.00	HHW-SHARPS/PHARMACEUTICAL TRANSPORTATION/DISPOSAL	
		54671		39.00	HHW-SHARPS/PHARMACEUTICAL TRANSPORTATION/DISPOSAL	
		54672		39.00	HHW-SHARPS/PHARMACEUTICAL TRANSPORTATION/DISPOSAL	
		54695		1,014.00	HHW-SHARPS/PHARMACEUTICAL TRANSPORTATION/DISPOSAL	
5/20/2021	BASIC BENEFITS, LLC		35580			80.00
		54740		80.00	FSA	
5/20/2021	CALIFORNIA PRODUCT STEWARDSHIP COUNCIL		35581			5,000.00
		54752		5,000.00	M&D	
5/20/2021	CALTEST ANALYTICAL LABORATORY		35582			583.20
		54614		583.20	PROVIDE LABORATORY SERVICES FOR NPDES TESTING	
5/20/2021	CARASOFT TECHNOLOGY CORP		35583			6,994.92
		54741		6,994.92	DOCUSIGN RENEWAL	

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
5/20/2021	REGINA CARTWRIGHT-MORALES		35584			195.00
		54719		195.00	REIMBURSEMENT	
5/20/2021	CDW GOVERNMENT, INC.		35585			3,562.45
		54571		3,562.45	IT EQUIPMENT REPLACEMENT	
5/20/2021	CHEMTRADE CHEMICALS US LLC		35586			4,276.01
		54616		4,276.01	ALUMINUM SULFATE	
5/20/2021	CITY NATIONAL BANK		35587			71,570.96
		54677		71,570.96	LOAN PAYMENT	
5/20/2021	COMCAST BUSINESS COMMUNICATIONS, LLC		35588			548.36
		54708		548.36	PHONE EXP	
5/20/2021	CWEA - CA WATER ENVIRONMENT		35589			290.00
		54743		290.00	AD JOB POSTING	
5/20/2021	DARRIN G. STANLEY		35590			15,075.95
		54703		6,126.75	VEGETATION REMOVAL IN SUPPORT OF RIVER WATCH CCTV	
		54704		3,029.45	VEGETATION REMOVAL IN SUPPORT OF RIVER WATCH CCTV	
		54705		5,919.75	VEGETATION REMOVAL IN SUPPORT OF RIVER WATCH CCTV	
5/20/2021	DU-ALL SAFETY, LLC		35591			2,400.00
		54744		2,400.00	NFPA 70E NON-QUALIFIED ELECTRICAL TRAINING	
5/20/2021	RACHEL EATON		35592			50.00
		54686		50.00	STUDENT AWARD	
5/20/2021	GOLDEN STATE WATER CO.		35593			1,058.50
		54748		1,058.50	WATER FOR CLEANING & INSPECTION OF PIPES, PN20120	
5/20/2021	GP CRANE & HOIST SERVICES		35594			3,454.93
		54622		3,454.93	DISTRICT CRANE SERVICE/ TESTIN	
5/20/2021	GRAINGER		35595			137.65
		54620		34.92	INVENTORY	
		54621		102.73	INVENTORY	
5/20/2021	HAZEN & SAWYER		35596			33,647.50
		54594		33,647.50	RESOURCE RECOVERY FACILITY MASTER PLAN PN 18120	
5/20/2021	IN SHAPE HEALTH CLUBS		35597			382.00
		54710		382.00	GYM	
5/20/2021	ROXANNA JACKMAN		35598			50.00
		54688		50.00	STUDENT AWARD	
5/20/2021	JW BACKHOE & CONSTRUCTION, INC		35599			3,309.39
		54582		3,309.39	BRIDGEHEAD FM TEMPORARY BYPASS	
5/20/2021	KEMIRA WATER SOLUTIONS, INC.		35600			5,268.69
		54553		5,268.69	FERROUS CHLORIDE	
5/20/2021	CATHERINE KENDERSKI		35601			500.00
		54689		500.00	STUDENT AWARD	
5/20/2021	KONE. INC.		35602			114.02
		54623		114.02	ELEVATOR SERVICE	
5/20/2021	MARIA LAWS		35603			100.00
		54687		100.00	STUDENT AWARD	
5/20/2021	ETHAN LI		35604			200.00
		54691		200.00	STUDENT AWARD	
5/20/2021	McCAULEY AGRICULTURAL & PEST SERVICES		35605			8,775.00
		54625		950.00	VEGETATION MANAGEMENT FOR THE DISTRICT	
		54626		3,500.00	FIRE CODE COMPLIANT DISKING	
		54627		1,250.00	VEGETATION MANAGEMENT FOR THE DISTRICT	
		54628		500.00	VEGETATION MANAGEMENT FOR THE DISTRICT	
		54629		800.00	VEGETATION MANAGEMENT FOR THE DISTRICT	
		54630		500.00	VEGETATION MANAGEMENT FOR THE DISTRICT	
		54631		600.00	VEGETATION MANAGEMENT FOR THE DISTRICT	
		54632		675.00	VEGETATION MANAGEMENT FOR THE DISTRICT	
5/20/2021	MDRR PITTSBURG		35606			9,724.35
		54745		9,724.35	WASTE	
5/20/2021	MEYERS NAVE		35607			3,557.52
		54579		3,557.52	LEGAL SERVICES	
5/20/2021	MOTION INDUSTRIES INC.		35608			1,475.38
		54720		1,475.38	INVENTORY	
5/20/2021	MSC INDUSTRIAL SUPPLY CO. INC.		35609			312.04
		54634		312.04	INVENTORY	
5/20/2021	NEW IMAGE LANDSCAPE COMPANY		35610			12,313.00
		54635		2,563.00	LANDSCAPE SERVICES	
		54636		9,750.00	ARCY LANE LEVELING GRADE PROJECT	

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
5/20/2021	NWN CORPORATION		35611			4,209.57
		54701		4,209.57	PHONE EXPENSE	
5/20/2021	OEM AIR COMPRESSOR CORP.		35612			535.48
		54746		535.48	RWF INVENTORY	
5/20/2021	PACIFIC ECO-RISK LABORATORIES		35613			3,355.00
		54554		3,355.00	QUARTERLY CHRONIC TOXICITY TESTING	
5/20/2021	PACIFIC GAS & ELECTRIC COMPANY		35614			21,117.27
		54675		21,117.27	UTILITIES	
5/20/2021	PAN PACIFIC SUPPLY CO.		35615			19,170.90
		54637		4,387.90	INVENTORY	
		54678		14,783.00	CHESTERTON 170 SEAL WITH STUFFING BOX MODIFICATION	
5/20/2021	KRISTINE PAULSON		35616			100.00
		54690		100.00	STUDENT AWARD	
5/20/2021	CITY OF PITTSBURG		35617			26,553.83
		54755		26,553.83	STREET SWEEPING SERVICES	
5/20/2021	CITY OF PITTSBURG		35618			26,714.25
		54756		26,714.25	STREET SWEEPING SERVICES	
5/20/2021	POLYDYNE INC		35619			13,126.10
		54638		13,126.10	LIQUID POLYMER	
5/20/2021	PRESIDIO SYSTEMS		35620			110,617.10
		54714		110,617.10	CCTV/PACP SCORING FOR RIVER WATCH SETTLEMENT	
5/20/2021	PSOMAS		35621			10,061.50
		54555		10,061.50	CONSTRUCTION MANAGEMENT SERVICES	
5/20/2021	MELANIE QUAN		35622			800.00
		54685		800.00	STUDENT AWARD	
5/20/2021	RED WING SHOE STORE 165		35623			856.22
		54757		175.00	SAFETY SHOES - D. BLOOMFIELD	
		54758		194.84	SAFETY SHOES - T. ROA	
		54759		486.38	SAFETY SHOES FOR 3 STAFF	
5/20/2021	REDWOOD PAINTING CO		35624			5,600.00
		54696		5,600.00	HHW AST Recoating	
5/20/2021	REPUBLIC SERVICES #210		35625			5,658.59
		54760		1,085.42	WASTE	
		54761		4,573.17	WASTE	
5/20/2021	RH TECHNOLOGY		35626			4,510.80
		54715		4,510.80	O/S TEMP	
5/20/2021	SEMITORR GROUP INC		35627			3,135.09
		54700		3,135.09	INVENTORY	
5/20/2021	CA STATE DISBURSEMENT UNIT		35628			750.00
		CS9648329		750.00	GARNISHMENT	
5/20/2021	STREAMLINE		35629			550.00
		54596		550.00	WEB SUBSCRIPTION	
5/20/2021	SYNAGRO WEST, LLC		35630			58,771.00
		54750		58,771.00	BIOSOLIDS HAULING	
5/20/2021	TRI-VALLEY JANITORIAL SERVICE & SUPPLY INC,		35631			13,956.00
		54679		9,336.00	NIGHTLY JANITORIAL SERVICES	
		54680		4,620.00	COVID-19 RESPONSE DAYTIME JANITORIAL SERVICES	
5/20/2021	STACY TUCKER		35632			48.21
		54717		48.21	REIMBURSEMENT	
5/20/2021	UNIFIRST CORPORATION		35633			368.41
		54642		133.82	UNIFORM/ LAUNDRY SERVICE	
		54643		208.67	UNIFORM/ LAUNDRY SERVICE	
		54644		25.92	UNIFORM/ LAUNDRY SERVICE	
5/20/2021	UNIVAR USA INC		35634			9,032.83
		54574		5,704.12	SODIUM BISULFITE	
		54576		3,328.71	SODIUM HYPOCHLORITE	
5/20/2021	WESCO		35635			1,539.78
		54650		1,539.78	INVENTORY	
5/20/2021	WEX HEALTH INC.		35636			105.00
		54716		105.00	FSA	
5/20/2021	WORKERS.COM		35637			1,362.42
		54694		1,362.42	O/S TEMP	
5/20/2021	ROBERT WRIGHT		35638			45.28
		54718		45.28	REIMBURSEMENT	
5/20/2021	SARAH WU		35639			500.00
		54692		500.00	STUDENT AWARD	
5/27/2021	DEPARTMENT OF THE TREASURY		35640			5,071.16
		54811		5,071.16	RETURNING QFSL REFUND	
5/27/2021	ADVANTAGE ELECTRIC SUPPLY		35641			6,558.24
		54762		6,558.24	TOWER PUMP VFD1303 REPLACEMENT VFD	
5/27/2021	ASSOCIATED SERVICES COMPANY		35642			1,033.26

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
		54707		320.32	PROVIDE PREMIUM COFFEE SERVICE TO DISTRICT	
		54836		712.94	PROVIDE PREMIUM COFFEE SERVICE TO DISTRICT	
5/27/2021	MICHAEL AUER		35643			178.46
		54764		178.46	REIMBURSEMENT	
5/27/2021	MICHAEL BAKALDIN		35644			178.46
		54765		178.46	REIMBURSEMENT	
5/27/2021	BARNETT MEDICAL SERVICES, LLC		35645			39.00
		54673		39.00	HHW-SHARPS/PHARMACEUTICAL TRANSPORTATION/DISPOSAL	
5/27/2021	BAYPOINT FAMILY APARTMENTS, LP		35646			218,590.83
		54820		218,590.83	REFUND APPROVED BY BOARD	
5/27/2021	CALTEST ANALYTICAL LABORATORY		35648			1,187.10
		54615		577.80	PROVIDE LABORATORY SERVICES FOR NPDES TESTING	
		54676		609.30	PROVIDE LABORATORY SERVICES FOR NPDES TESTING	
5/27/2021	CDW GOVERNMENT, INC.		35649			3,029.13
		54709		3,029.13	IT EQUIPMENT REPLACEMENT	
5/27/2021	CHEMTRADE CHEMICALS US LLC		35650			4,261.87
		54617		4,261.87	ALUMINUM SULFATE	
5/27/2021	CONVERGEONE INC		35651			1,069.44
		54831		1,069.44	SOLARWINDS RENEWAL	
5/27/2021	CUPERTINO ELECTRIC, INC		35652			195,922.67
		54817		195,922.67	CONSTRUCTION SERVICES FOR PROJECT NO. 17120	
5/27/2021	EMPLOYMENT DEVELOPMENT DEPARTMENT		35653			2,700.00
		54810		2,700.00	EMPLOYMENT COSTS	
5/27/2021	FASTENAL COMPANY		35654			2,608.63
		54837		2,608.63	INVENTORY	
5/27/2021	FRONTIER ANALYTICAL LABORATORY		35655			1,600.00
		54682		1,600.00	DIOXIN AND PCBS ANALYSIS	
5/27/2021	GRAINGER		35656			1,473.01
		54840		1,473.01	INVENTORY	
5/27/2021	HACH COMPANY		35657			2,281.60
		54782		2,281.60	RWF INVENTORY	
5/27/2021	HUNT & SONS INC		35658			737.38
		54809		737.38	DISTRICT FUEL SERVICES	
5/27/2021	IB CONSULTING, LLC		35659			2,460.00
		54595		2,460.00	DATA REQUEST, REVIEW AND ANALYSIS	
5/27/2021	KOA HILLS CONSULTING LLC.		35660			2,275.00
		54598		2,143.75	ERP FUNCTIONALITY IMPROVEMENTS	
		54599		131.25	MUNIS CONTRACT SERVICES	
5/27/2021	LEE & RO, INC.		35661			29,919.66
		54832		29,919.66	DESIGN SERVICES DURING CONSTRUCTION	
5/27/2021	MCCAMPBELL ANALYTICAL, INC.		35662			4,823.40
		54784		315.20	LABORATORY SERVICES FOR PRETREATMENT	
		54785		589.20	LABORATORY SERVICES FOR PRETREATMENT	
		54786		782.60	LABORATORY SERVICES FOR PRETREATMENT	
		54787		943.70	LABORATORY SERVICES FOR PRETREATMENT	
		54788		1,351.80	LABORATORY SERVICES FOR PRETREATMENT	
		54789		840.90	LABORATORY SERVICES FOR PRETREATMENT	
5/27/2021	MCMASTER CARR SUPPLY CO		35663			1,203.59
		54793		1,203.59	INVENTORY	
5/27/2021	MUNIQUEP, LLC		35664			5,791.85
		54842		5,791.85	WEMCO REBUILD PARTS	
5/27/2021	OFFICE DEPOT		35665			288.21
		54773		141.53	OFFICE SUPPLIES	
		54774		146.68	OFFICE SUPPLIES	
5/27/2021	PACIFIC GAS & ELECTRIC COMPANY		35666			84,552.56
		54790		84,552.56	UTILITIES	
5/27/2021	ABEL PALACIO		35667			1,105.21
		54775		1,105.21	REIMBURSEMENT	
5/27/2021	CITY OF PITTSBURG		35668			740.50
		54843		740.50	UTILITIES	
5/27/2021	POLYDYNE INC		35669			46,068.66
		54791		15,356.22	DRY POLY	
		54792		30,712.44	DRY POLY	
5/27/2021	QUADIENT, INC		35670			344.20
		54776		344.20	LEASING OF NEOPOST POSTAGE MACHINE	
5/27/2021	RED WING SHOE STORE 165		35671			122.33

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
		54697		122.33	SAFETY SHOES - S. SIDHU	
5/27/2021	REGIONAL GOVERNMENT SERVICES		35672			105.00
		54828		105.00	LABOR RELATIONS CONSULTING WORK	
5/27/2021	RH TECHNOLOGY		35673			9,021.60
		54816		4,510.80	O/S TEMP	
		54830		4,510.80	O/S TEMP	
5/27/2021	SCHAAF & WHEELER CONSULTING		35674			9,415.84
		54833		9,415.84	DESIGN FOR PUMP STATION FACILI	
5/27/2021	SIERRA OFFICE SUPPLY & PRINTING		35675			605.84
		54834		151.37	OFFICE SUPPLIES	
		54835		454.47	OFFICE SUPPLIES	
5/27/2021	TERRY SPURGEON		35676			332.20
		54777		332.20	REIMBURSEMENT	
5/27/2021	SUBTRONIC CORP.		35677			3,520.00
		54711		3,520.00	UTILITY LOCATING AND MARKING FOR PN 17120	
5/27/2021	SYSTEM 1 STAFFING		35678			15,759.60
		54821		2,626.60	O/S TEMP	
		54822		2,626.60	O/S TEMP	
		54823		2,626.60	O/S TEMP	
		54824		2,626.60	O/S TEMP	
		54825		2,626.60	O/S TEMP	
		54826		2,626.60	O/S TEMP	
5/27/2021	TERRYBERRY		35679			141.48
		54778		141.48	EMPLOYEE RECOGNITION	
5/27/2021	STACY TUCKER		35680			12.48
		54779		12.48	REIMBURSEMENT	
5/27/2021	UNIFIRST CORPORATION		35681			748.71
		54645		133.82	UNIFORM/ LAUNDRY SERVICE	
		54646		181.61	UNIFORM/ LAUNDRY SERVICE	
		54647		25.92	UNIFORM/ LAUNDRY SERVICE	
		54798		407.36	UNIFORM/ LAUNDRY SERVICE	
5/27/2021	UNIVAR USA INC		35682			12,580.65
		54648		3,332.04	SODIUM HYPOCHLORITE	
		54683		3,332.19	SODIUM HYPOCHLORITE	
		54684		5,916.42	SODIUM BISULFITE	
5/27/2021	USA BLUEBOOK		35683			1,646.13
		54796		1,646.13	INVENTORY	
5/27/2021	V.W. HOUSEN & ASSOCIATES, INC.		35684			13,049.00
		54818		13,049.00	ENGINEERING DESIGN SVS APS & CONVEYANCE PN 20121	
5/27/2021	WOODARD & CURRAN INC.		35685			4,718.08
		54721		4,718.08	ON-SITE FUELING STATION REPLACEMENT PN 19112	
5/27/2021	WORKERS.COM		35686			1,879.20
		54827		1,879.20	O/S TEMP	
5/27/2021	WORLD OIL ENVIRONMENTAL SERVICES		35687			433.17
		54812		85.00	DELTA DIABLO HAZARDOUS WASTE PICK-UPS	
		54813		268.17	DELTA DIABLO HAZARDOUS WASTE PICK-UPS	
		54814		80.00	DELTA DIABLO HAZARDOUS WASTE PICK-UPS	
5/28/2021	C.W.ROEN CONSTRUCTION COMPANY		35688			944,796.41
		54844		944,796.41	CONSTRUCTION SVCS, HEADWORKS IMPROVEMENTS PN 17117	
5/28/2021	CALIFORNIA BANK OF COMMERCE		35689			49,726.13
		54845		49,726.13	RETENTION	
GRAND TOTAL						<u>2,988,458.81</u>

July 14, 2021

AUTHORIZE GENERAL MANAGER TO EXECUTE A SUBSCRIBER SERVICE AGREEMENT AND AN AGENCY SECURITY AGREEMENT WITH COOPERATIVE ORGANIZATION FOR THE DEVELOPMENT OF EMPLOYEE SELECTION PROCEDURES, A JOINT EXERCISE OF POWERS AGENCY, TO PAY FEES SPECIFIED IN THE AGREEMENT FOR TESTING PRODUCTS AND SERVICES IN CONNECTION WITH PRE-EMPLOYMENT TESTING

Recommendation

Authorize the General Manager to execute a Subscriber Service Agreement and an Agency Security Agreement with Cooperative Organization for the Development of Employee Selection Procedures (CODESP), a joint exercise of powers agency, to pay fees specified in the Subscriber Service Agreement for testing products and services in connection with pre-employment testing during the period July 1, 2021, through June 30, 2022.

Background Information

The District has engaged with CODESP to develop testing materials that are legal, reliable, valid, and equitable in support of recruitment efforts. These testing materials support an objective evaluation of candidate knowledge, skills, and abilities, which assists the District in making well-informed hiring decisions.

The District's use of the testing materials requires the execution of CODESP's Subscriber Service and Agency Security Agreements. The Agency Security Agreement outlines the measures required to ensure staff use and secure the testing materials consistent with CODESP's policy terms. Board approval is required because: 1) the Subscriber Service Agreement requires users of CODESP materials to indemnify CODESP from liability claims that may arise from the use of the test materials; and 2) CODESP has two annual subscriber options for services and is priced based on the number of budgeted full-time equivalent (FTE) positions. Option 1 provides annual access to proprietary products and tools to create and customize test and interview materials for use in the recruitment and selection process. Option 1 also allows customers to add on online testing services for an additional fee. Option 2 is a modified version of Option 1 without access to the products and tools to create or customize test materials. The annual subscriber fee for less than 100 FTEs is \$1,300 and the scoring services cost \$200 for Fiscal Year 2021/22 (FY21/22). Staff recommends approval of the Subscriber Service Agreement with Option 1 (annual fee totaling \$1,500 for FY21/22).

Financial Impact

Sufficient funding is available in the approved FY21/22 Budget.

Attachments

- 1) CODESP Subscriber Service Agreement
- 2) CODESP Agency Security Agreement

Reviewed by:



Brian Thomas
Acting Business Services Director

cc: District File BRD.01





CODESP SUBSCRIBER SERVICE AGREEMENT

Please read, acknowledge, and agree to the following service agreement terms.

Terms:

All terms of this agreement shall prevail over any terms and conditions to the contrary outlined in purchase orders or any other agreements or documentation provided by the agency named below in order to obtain services from CODESP unless explicitly agreed to in writing by an authorized agent of CODESP.

Services Provided:

CODESP provides online employment selection materials and training presentations to customers who are employed at public agencies that have met all of the subscriber terms. Once the registration process is completed and payment is received your agency will gain access to the secure areas of the website associated with your subscription type.

Modified subscribers will gain access to all content currently posted to the subscribers area of the site including the Interview Builder and posted supplemental application forms and situational, performance, and writing exercises. Additional services include live and recorded webinars, live training (may be subject to an additional fee), a job description builder, sample job analysis questionnaires, an online testing option (subject to an additional fee) and online Links and Resources related to public-sector Human Resources.

Full subscribers will gain access to the CATS (CODESP Automated Test System) Request Form to order test materials in addition to all content noted above. Full subscribers may request multiple-choice test packets along with custom supplemental application forms and situational, performance, and writing exercises. Please refer to the **Test Material Requests** and **New Test Material Development** sections of this agreement for further details regarding these requests.

Payment for Services:

A Purchase Order may be submitted to initiate services, but payment must be received within 45 days after the PO is received. Payment or proof of payment (such as a Purchase Order) for all services must be made in advance of services being provided. Please refer to our current fee schedule for the most current pricing and options. PayPal payment requires an additional service fee.

Service Options:

- **Full year:** A full year payment is for services from July 1, 2021 – June 30, 2022. Fee for services detailed in Exhibit A.
- **Less Than Full Year:** A less than full year payment is for any services initiated after July of the current fiscal year. If joining after July, an agency may choose one of the following options:
 - **Pay the full year rate for the current year with no additional commitment.**
 - **Pay a prorated amount for services for the months remaining in the current fiscal year with a contractual obligation to continue the following year.**
 - The prorated fee shall be one-twelfth (1/12) of the full year fee multiplied by the number of months remaining in the fiscal year. Any months in which services will be rendered will be included in this calculation.
 - By agreeing to this option, the agency agrees to pay for a full year of service the fiscal year following the fiscal year in which services are originated. The fee for the following

year will be in accordance with the posted fee schedule for the following year which shall be made available by no later than February of the preceding fiscal year. In the event that the posted fee schedule for the following year indicates a fee increase in excess of ten (10) percent from the previous year, the agency will have the right to option out of the following full year of service. This agreement may be amended to remove the requirement for an additional year of service under special circumstances wherein an agency policy is provided that supports a limitation set by the governing body of the agency limiting the agency's ability to agree to a multi-year contractual obligation upon consent of the CODESP administration.

CODESP reserves the right to refuse future service or to restrict services provided or service options (as indicated above) for any subscriber that violates, or has previously violated, this or any other CODESP agreement.

Refunds:

Refunds for subscription fees will not be made.

Refunds for fees associated with additional services such as Online Testing will only be made in cases where circumstances arise which prohibit the intended use of such services (e.g. technology issues). Refunds of these costs will be issued in the form of credit for future services and may be applied to future use of additional services or standard subscription fees.

Continuation of Services:

To continue a subscription in good standing, agencies shall pay the subscription fee no later than July 1 or communicate their intent to rejoin through e-mail or other correspondence. Unless the subscription fee is received by September 1, the intent to rejoin becomes null and void, and agency access will be disabled.

Please note that the following terms apply at the start of each fiscal year. Failure to adhere to the following may result in access to the secure areas of the CODESP website being temporarily disabled.

- Payment must be received within 45 days of receipt of a Purchase Order
- A signed copy of the Agency Security Agreement and Service Agreement for the current fiscal year must be received within 45 days of the start of the new fiscal year

Test Material Requests:

Multiple-choice test materials from the online item bank are requested by completing a **CATS Request Form**.

Other test materials such as interviews (Interview Builder), supplemental application forms, writing, situational, and performance exercises (under Test Materials) can be accessed from the secure areas of the website. If customized materials are needed, the customer will complete a CATS Request Form and provide current job information and access to job experts as needed to fulfill such a request.

When submitting requests for test materials, customers must provide a job description and other pertinent information needed to guide CODESP staff in selecting job-related materials. The customer will allow at least 10 business days for the request to be fulfilled. If new test materials need to be developed, the customer acknowledges that these requests take longer to fulfill and will work with CODESP staff on an appropriate timeline for fulfilling the request.

Access to the secure areas of the website and all test materials is restricted to authorized employees who are responsible for accessing test materials and implementing the selection process. Authorization is determined by the customer's Human Resources administrator and subject to approval by CODESP administration. The number of users is based on the size of the agency and approved by CODESP. Generally, no more than 10 users per agency may have access to the secure areas of the website. Exceptions to the restriction on the number of users may be authorized for agencies with an employee count of over 3,000.

A maximum of five test material requests can be submitted by the subscriber per month, unless otherwise approved by CODESP administration. CODESP provides unlimited access to the products and services

accessible from the secure areas of the website that do not require completing a CATS Request Form. Unlimited test products include all questions in the Interview Builder and posted sample test materials such as supplemental application forms and writing, situational, and performance exercises.

New Test Material Development:

CODESP will expand test material job families when resources are available. Job experts are to be provided by the customer whenever possible. CODESP maintains final edit approval on test materials entered into the CATS system. Adding job families and items to the item bank is at the discretion of CODESP. A list of Multiple-Choice Item Banks currently available for public agency customers is available under **Join CODESP / Frequently Asked Questions**. The list is subject to revision and the job families listed do not contain test items for all possible classifications that may fall under a specific job family.

CODESP requires the following to develop new test materials:

- A job expert provided by the customer to assist CODESP staff in the development, edit, and final review of the new materials.
- Technical documents/manuals or other appropriate source material provided by the customer when they are not readily available to CODESP.
- At least 15 business days for development, review, and edits of new test materials. The 15 day period begins after the job expert and/or technical materials are provided to CODESP.

CODESP will not:

- Recreate state licensure, Microsoft certification, or similar examinations that require formal certificates.
- Enter copyrighted materials into our item bank.
- Create test materials for sworn police or fire personnel.
- Create test materials for positions where the type of assessment method requested is inappropriate. For example, multiple-choice tests for senior management or highly technical positions like engineer.

Use of Test Materials:

The final selection of which test materials to use is the responsibility of the agency. A local job analysis is highly recommended to determine test content which is appropriate for your agency's specific position/classification for which you are testing. All test materials should be reviewed by a local job expert prior to use in order to ensure validity.

The use of test materials by a customer agency to test or assess candidates for another agency which is not a customer is strictly prohibited.

The charging of any test administration or related fees to a candidate for any job for taking a test that includes any CODESP materials is strictly prohibited unless otherwise approved by CODESP administration.

Test materials are intended to be used in-person in proctored settings only. The use of any test materials in any non-proctored or remote (proctored or non-proctored) setting is strictly prohibited unless otherwise approved by CODESP administration. This restriction does not apply to materials specifically designated for remote or non-proctored use.

Retention of Test Materials:

Upon termination of a CODESP subscription, the agency shall immediately cease and desist the use of all CODESP test materials and shall cease administering any and all tests that contain CODESP test materials. The agency shall destroy all CODESP test materials, both paper and electronic, except those used to document existing test records. The agency shall inform CODESP at the time of the discontinuation of service of any test materials that are being maintained in order to document existing test records. The agency shall delete CODESP test materials from electronic storage devices, databases, test management systems, and/or item banks that may be accessible by unauthorized individuals, agencies, or vendors, including any third-party testing software.

Legal Acknowledgements:

The terms of this Service Agreement may change prior to the start of each fiscal year as solely determined by the CODESP Board of Directors. A copy of this Service Agreement will be sent to customers in advance of the new fiscal year. Customers must agree to the terms of the current Service Agreement in order to continue services.

To the extent allowable by California law, the agency named below shall defend, indemnify, and hold harmless CODESP, its board members, officers, employees, and agents from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the use of materials or services provided by CODESP unless such liability, loss, expense, or claims is due to CODESP's sole negligence.

CODESP agrees to defend, indemnify, and hold harmless the agency named below, its board members, officers, employees, and agents from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising solely out of negligent activities of CODESP or those of any of its officers, employees, and agents, whether such act or omission is authorized by this Agreement or not. The provisions of this Indemnification do not apply to any damage or losses caused by the negligence of the Agency or any of its board members, officers, employees, and/or agents.

The agency named below understands and acknowledges that it is solely responsible for its employment decisions including, but not limited to, all uses of CODESP materials including, but not limited to, test materials, rating criteria, training materials, statistical reports, and cutoff scores. The agency named below also acknowledges that it is solely responsible for ensuring its employment practices comply with all applicable federal, state, and local laws, regulations, and professional guidelines. It is the exclusive responsibility of the agency named below to ensure that the knowledge, skills, and abilities and/or competencies measured by CODESP test materials are valid job requirements.

By entering into this Service Agreement the agency acknowledges that so far as it pertains to the agency and CODESP, that CODESP is the sole owner of the intellectual property that the agency will have access to under this Agreement, described herein as "content" or "materials," as well as any other intellectual property the agency will have access to under this Agreement. CODESP hereby grants to the agency a non-transferable and non-exclusive license to the materials and content for the purposes described herein. This license shall be in effect only as long as the agency remains as a party in good standing to this Agreement and only while the agency is current in its financial obligations to CODESP. The agency acknowledges that any use of the intellectual property owned by CODESP in violation of this license will constitute an intentional infringement of CODESP's copyright interest in such property. The agency agrees that copyright infringement under this Agreement includes obtaining CODSEP materials while a subscriber and continuing to use such materials after the end of the subscription. The agency agrees that should it infringe upon CODSEP's intellectual property rights that the agency will pay for CODSEP's attorney fees and costs incurred by CODSEP in any ensuing litigation.

Should any portion, term, condition, or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions will not be affected thereby.

I agree with the terms and conditions as stated in this document.

I do not agree with the terms and conditions.

Agency: _____

Signature of Authorized Agency Representative: _____ Date: _____

Printed Name: _____ Title: _____

Signature of HR Administrator (if different from above): _____ Date: _____

Printed Name: _____ Title: _____

Please agree, complete, sign and e-mail a scanned copy to codesp@codesp.com. If you are unable to send a scanned copy via e-mail, please fax a signed copy to: 714-374-8225

Signature of CODESP Executive Director: _____ Date: _____

Printed Name: _____

EXHIBIT A



2021 – 2022 CODESP SUBSCRIBER FEE STRUCTURE

Subscribers include all non-educational public agencies such as cities, counties, rail-transit, courts, utilities, health, airport, and special districts. Fees are based on the number of eligible positions.

Current Fiscal Year: July 1, 2021 through June 30, 2022

Prorated: Prorated amount for any time after August 1, 2021 through June 30, 2022 *with an obligation for a full-year subscription for the following full fiscal year (July 1, 2022-June 30, 2023)*[#]

CODESP has two subscriber options. Option 1 provides full services to our customers as described below. Option 1 customers may also choose to add on online testing at an additional fee. Option 2 provides customers with “modified” services at a discount. This option does not include multiple-choice item bank questions or the ability to request new or customized test materials. Registration instructions and forms are available online under **Join CODESP**. If you have questions or need an invoice, email codesp@codesp.com or call 714-374-8644.

CODESP will not duplicate, or develop new versions of, state or private certification/licensing tests such as those for CPA, Occupational Therapy, Ultrasound/Radiology, RN/LVN, POST, Microsoft, Water, Bus Driver, Mechanic, Telecommunications, Engineering, etc. CODESP will not develop higher level management multiple-choice questions.

OPTION 1 - Products and Services:

Includes:

- Multiple-choice test materials:
 - Customer requests test materials by sending position information/job description
 - Customer is sent test materials online selected by CODESP staff from our multiple-choice item bank.
 - Customer reviews and selects items/test materials online with their job experts
 - Customer selects questions and generates a test online from items sent by CODESP
 - Two multiple choice test format options: Online (extra fee) and paper
 - Scoring and item analysis – Immediate reports available for online tests
 - No per candidate or test rental fees
- Interview Bank and Builder – Accessible online by the customer
- Test materials such as writing exercises, performance tests and supplemental applications – Samples accessible online by the customer. Customer can request materials not found online
- Job Description Builder (not all job families available) – Accessible online by the customer
- Resources, such as the CODESP Employee Selection Handbook and HR Job Postings
- Free HR “hot topics” training: Live training and Webinars (recorded and archived for on-demand viewing)
- Access for up to 10 active Human Resource (must work in employee testing) staff members (additional users may be authorized for agencies with an employee count of over 3,000)

OPTION 1 - FEE SCHEDULE

Number of Budgeted FTEs (Full-Time Equivalent Positions)*	Annual Fee	Prorated Fee^
100 or less	\$1,300	\$108.33/month
101 - 1,000	\$2,600	\$216.67/month
1,001 – 1,500	\$3,100	\$258.33/month
1,501 – 2,000	\$3,600	\$300.00/month
2,001 – 2,500	\$4,100	\$341.67/month
2,501 – 3,000	\$4,600	\$383.33/month
Each additional 500 after 3,000	+\$500	+\$41.67/month

*Police and fire sworn positions are not factored into the number of budgeted positions. Additionally, elected officials should not be included in the position count. No sworn police or fire test products will be provided. No discount available to subscribers with less than 100 budgeted FTEs.

Option 1 - Fee Calculation Example:

Number of total budgeted positions	7,500
Minus sworn police and fire positions*	-600
Minus excluded independent departments**	-2,500
Total Number of Positions Included in Fee:	4,400

Total Annual Fee: \$6,100

Departments that have their own HR staff, and conduct employee assessment for their department, must become customers as a separate subscriber. Their fee is based on the **Subscriber Fee Schedule. For example: LA Department of Water and Power, SF Department of Public Health, etc., are considered separate subscribers and their fees are based on the **Fee Schedule** above. Online testing is optional and includes a separate fee.

Optional Extra Service – Online Testing (available only with Option 1)

- Available Monday – Friday (excluding holidays) from 8:00 – 4:30 pm.
- Fees will be added to the basic service fee listed on the subscriber fee schedule

ONLINE TESTING OPTION - FEE SCHEDULE

Number of Budgeted FTEs (Full-Time Equivalent Positions)*	Annual Fee	Prorated Fee^
100 or less	\$200	\$16.67/month
101 - 500	\$500	\$41.67/month
501 – 1,000	\$1,000	\$83.33/month
1,001 – 1,500	\$1,500	\$125.00/month
1,501 – 2,000	\$2,000	\$166.67/month
2,001 – 2,500	\$2,500	\$208.33/month
2,501 – 3,000	\$3,000	\$250.00/month
Each additional 500 after 3,000	+\$500	+\$41.67/month

OPTION 2 - “MODIFIED” SERVICES

Includes:

- Interview Bank and Builder
- Miscellaneous Test materials –posted supplemental applications, writing, situational, and performance exercises
- Job Description Builder (not all job families available)
- Resources, such as the CODESP Employee Selection Handbook
- Free HR training: Live training and Webinars (recorded and archived for on-demand viewing)
- Access for up to 10 Human Resources (must work in employee testing) staff members (additional users may be authorized for agencies with an employee count of over 3,000)
- NO access to multiple-choice test questions, online testing, or the ability to request new or customized test materials

OPTION 2 - MODIFIED SERVICES FEE SCHEDULE

Number of Budgeted FTEs (Full-Time Equivalent Positions)*	Annual Fee	Prorated Fee^
1,000 or less	\$1,300	\$108.33/month
1,001 – 1,500	\$1,550	\$129.17/month
1,501 – 2,000	\$1,800	\$150.00/month
2,001 – 2,500	\$2,050	\$170.83/month
2,501 – 3,000	\$2,300	\$191.67/month
Each additional 500 after 3,000	+\$250	+\$20.83/month

*No sworn police or fire test products will be provided. No discount available to subscribers with less than 100 budgeted positions.

Option 2 - Fee Calculation Example:

Number of total positions	7,500
Minus sworn police and fire positions*	-600
Minus excluded departments**	-2,500
Total Number of Positions Included in Fee:	4,400
Total Annual Fee:	\$3,050

Departments that have their own HR staff, and conduct employee assessment for their department, must become customers as separate subscribers. Their fee is based on the **Subscriber Fee Schedule.

PAYPAL PAYMENT OPTION: Customers have the option to pay with a credit card through PayPal. Payments through paypal will be subject to an additional 3% service fee.

^Prorated fee is based on a prorated annual fee. This fee will be 1/12th of the annual fee for each month remaining in the current fiscal year (July – June) and must be paid in full at the time an agency becomes a subscriber.

#Fees are adopted each fiscal year by the CODESP Board of Directors and may differ from the fees in the current fiscal year

The final selection of test materials is the customer’s responsibility.



CODESP AGENCY SECURITY AGREEMENT

The parties to this agreement are the Cooperative Organization for the Development of Employee Selection Procedures (CODESP) and the _____ hereinafter known as the Agency. In order to protect the mutual interests of all CODESP agencies, each Agency is required to execute this agreement and fulfill its terms.

- a. It is understood and agreed that the primary signer of this agreement will be an authorized agent of the Agency. The Agency may designate one or more alternates. If the primary signer of this agreement is not an agent of the Agency with responsibility for oversight of the Agency's test administration and selection practices, an alternate signer is required who maintains responsibility in this area. The Agency may also assign an additional alternate signer of its choosing. All alternate signers will be regarded as sharing the responsibility with the primary signer for carrying out the terms of this agreement. CODESP has the right to terminate this agreement and all associated agreements and to withhold or recall CODESP materials and services if terms and conditions of this agreement have been violated.
- b. Test materials obtained through CODESP will be used for the official purposes of the Agency in testing candidates for placement within their Agency or at other approved public agencies who are current customers of CODESP only. The use of test materials by the Agency to test or assess candidates for a non-customer agency is strictly prohibited. Under no circumstances will materials so obtained, including tutorials, be posted on the Agency's website or other websites. Under no circumstances will test materials be stored in any other agency's or private computer systems for sale or disbursement to any other agency or person that is not authorized to have access to such materials, nor will the Agency knowingly permit others to do so. The Agency will not enter any test materials obtained through CODESP into any third-party testing or test management system unless there is an expressed written consent that the third-party will not retain any of the data and that consent has been shared with CODESP administration.
- c. Test materials obtained through CODESP may be reviewed by examiners, subject matter experts, researchers, consultants, test proctors, or others working on the development of examinations. Such persons are not authorized to receive access to the secure areas of the website or to make notes about, copy, or retain any of the actual materials. Any reviews of materials are to be conducted under the general supervision and responsibility of the primary signer (or alternate signer with responsibility over the area of test administration and selection practices) of this agreement. The final selection and use of test materials is the

responsibility of the Agency.

- d. No official, staff member, consultant, or other agent of the Agency may loan, give, sell, nor otherwise make available any testing material obtained through CODESP to any other agency or person that is not authorized to have access to such material, nor will they knowingly permit others to do so. Under no circumstances will CODESP materials be available for study, copying, photographing, reproduction, or re-publication, in whole or in part.
- e. Test materials obtained through CODESP will be used and stored at the Agency in a manner that will prevent unauthorized persons from having access to them. Tests will be administered in-person in proctored environments by an Agency employee to ensure that no test materials are removed from the test site. Test materials shall not be used in any non-proctored or remote (proctored or non-proctored) setting without the expressed written consent of CODESP administration. Test materials specifically designated by CODESP for remote or non-proctored use are exempted. Any test materials entered into any third-party software must be removed immediately upon termination of the Agency's business relationship with the third-party.
- f. All system users and test proctors must be employees of the Agency and must sign the CODESP User Security Agreement. No more than 10 users are allowed per agency (exceptions may apply for agencies with over 3,000 employees). Access to the secure areas of the CODESP website is restricted to employees of the Agency with a direct reporting relationship to an Agency administrator with responsibility for the oversight of the Agency's test administration and selection practices and who are involved in the employment testing process. The sharing of usernames or passwords is strictly prohibited. Employees of third-party vendors serving solely as test proctors for remotely proctored test administrations approved by CODESP in accordance with section E above are exempt from signing the CODESP User Security Agreement.
- g. If candidates are allowed consultation regarding their test results, they may only review the test under a restrictive time-limit with an authorized individual whose signature is on the CODESP User Security Agreement. The candidate may not make notes about, copy, or retain any of the test materials. Under no circumstances will candidates be allowed to view the answer key for an exam or any reports generated from the CODESP website containing such information in an unsupervised environment. No candidate will be allowed to make notes about, copy, or retain any information relating to keyed responses.
- h. If it is necessary that materials obtained through CODESP be presented in any proceeding conducted by a court, administrative body, administrative law judge or hearing officer, or arbitrator, the Agency shall request that the material be covered by a protective order that will safeguard its confidentiality, and CODESP will be promptly notified of the proceedings.
- i. The Agency understands and acknowledges that it is solely responsible for its employment decisions including, but not limited to, all uses of CODESP materials and services including, but not limited to, test materials, rating criteria, training materials, statistical reports, and cutoff scores. The Agency also is solely responsible for ensuring its employment practices comply with all applicable

federal, state, and local laws, regulations, and professional guidelines. It is the exclusive responsibility of the Agency to ensure that the knowledge, skills, and abilities and/or competencies measured by CODESP test materials are valid job requirements.

- j. The Agency agrees that all necessary administrative steps will be taken to ensure that staff members, consultants, or others who may have access to material provided through CODESP will be informed of this agreement and required to comply with it. Any Agency violating test security, intentionally or otherwise, will be denied further test materials and will have access to current materials revoked until the security violation has been resolved to the satisfaction of CODESP administration. The signers of this agreement are authorized to execute this agreement on behalf of the parties.
- k. Upon termination of CODESP membership/subscription, the Agency shall destroy all CODESP test materials, both paper and electronic, except those used to document existing test records. The Agency shall immediately cease and desist the use of all CODESP test materials and shall cease administering any and all tests that contain CODESP test materials. The Agency shall delete CODESP test materials from electronic storage devices, databases, test management systems, and/or item banks that that may be accessible by unauthorized individuals, agencies, or vendors, including any third-party testing software.
- l. If the signer(s) of this agreement find(s) it impossible to ensure fulfillment of this agreement or leave(s) the Agency, an authorized agent of the Agency shall notify CODESP to make arrangements for continuation or termination of the agreement.

Should any portion, term, condition, or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions will not be affected thereby.

Primary Signer:

Print Name: _____ Title: _____

Signature: _____ Date: _____

Human Resources Administrator (if different from above):

Print Name: _____ Title: _____

Signature: _____ Date: _____

CODESP Signer

Print Name: _____

Title: _____

Signature: _____

Date: _____

ITEM E/4

July 14, 2021

APPROVE SIDE LETTER AGREEMENT TO MEMORANDUM OF UNDERSTANDING
WITH THE PROFESSIONAL & TECHNICAL BARGAINING UNIT

Recommendation

Approve Side Letter Agreement to Memorandum of Understanding (MOU) with Professional & Technical (P&T) Bargaining Unit/Local One AFSCME Council 57.

Background Information

At its meeting on June 9, 2021, the Board approved the job description and salary range associated with the new Purchasing Supervisor position. This position will support effective oversight of the procurement and purchasing function, and warehouse activities. The District has initiated the recruitment process for this position, which is anticipated to be completed in early fall 2021.

Analysis

A Side Letter Agreement with the P&T Bargaining Unit/Local One AFSCME Council 57 for approval by the Board to update the job classifications listed in Section I.4 Recognition of the MOU. The approved monthly salary range for the Purchasing Supervisor is between \$8,788.00 and \$10,975.01.

Financial Impact

Sufficient funding for this position is included in the approved Fiscal Year 2021/2022 Budget.

Attachment

Draft MOU Side Letter Agreement with the P&T Bargaining Unit

Reviewed by:



Brian Thomas
Acting Business Services Director

cc: District File No. HR.04.04



SIDE LETTER AGREEMENT

Effective July __, 2021, the Memorandum of Understanding between Delta Diablo and the Professional and Technical (P&T) Representation Unit/Local One AFSCME Council 57 shall be amended by the following provisions:

SECTION 1.4 RECOGNITION

This section is replaced with the following language:

It is understood that for the purposes of this MOU, the P&T/Local One Representation Unit consists of the following District employee classifications:

Account Clerk I	Environmental Compliance Specialist I
Account Clerk II	Environmental Compliance Specialist II
Accountant	Human Resources Assistant
Accounting Technician	Junior Engineer
Administrative Assistant I	Laboratory Technician
Administrative Assistant II	Maintenance Supervisor
Administrative Assistant III	Operations Supervisor
Assistant Engineer*	Program Analyst I
Associate Engineer*	Program Analyst II
Buyer	Program Analyst III
Chemist I	Purchasing Supervisor
Chemist II	Recycled Water Program Coordinator
Chemist III	Senior Administrative Assistant/Records Specialist
Computer Analyst	
Construction Inspector	
Engineering Technician	

New positions will be appended to this MOU.

*Exempt positions, except that any individual bargaining unit position filled on a less than regular full-time basis shall be categorized as non-exempt.

Signatures of Approval:

DELTA DIABLO

Date:

By: _____
Federal D. Glover, Chair
Board of Directors

By: _____
Vincent P. De Lange
General Manager

By: _____
Brian Thomas
Acting Business Services Director

PROFESSIONAL AND TECHNICAL REPRESENTATION UNIT/LOCAL ONE AFSCME
COUNCIL 57

Date:

By: _____
Matthew Gotshall
Chair

By: _____
Nicholas Steiner
Vice Chair

By: _____
Genevieve Vigil
Business Agent, Local One AFSCME Council 57

ITEM E/5

July 14, 2021

AUTHORIZE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 3 TO CONSULTING SERVICES CONTRACT IN THE AMOUNT OF \$3,075 FOR A NEW TOTAL CONTRACT AMOUNT NOT TO EXCEED \$151,973, IB CONSULTING, LLC, FINANCIAL SERVICES

RECOMMENDATION

Authorize the General Manager to execute Amendment No. 3 to the consulting services contract with IB Consulting, LLC (IB Consulting) in the amount of \$3,075 for a new total contract amount not to exceed \$151,973 to provide financial services.

Background Information

On February 7, 2020, the District executed a consulting services contract with IB Consulting for \$89,288 to develop a financial plan for Fiscal Year 2020/2021 (FY20/21), which included development of a refined, long-term financial rate model for wastewater Sewer Service Charges (SSCs) and Recycled Water Service Charges (RWSCs), and an evaluation of cost-of-service factors. The District executed Amendment No. 1 to the IB Consulting contract in the amount of \$10,000 to cover additional costs related to review and analysis of RWSCs for FY20/21. Amendment No. 2 to the IB Consulting contract was executed in the amount of \$49,610 to support development of the FY21/22 financial plan, which included an analysis of funding approaches for the 5-year capital improvement program, continued development of updated cost-of-service factors, and development of proposed RWSCs.

Analysis

Staff is recommending Amendment No. 3 to the IB Consulting contract to prepare additional documentation in support of FY21/22 financial planning activities.

Financial Impact

Sufficient funding is available in the approved FY21/22 Budget.

Attachments

None.

Prepared by:



Brian Thomas
Acting Business Services Director

cc: District File No. BRD.01-ACTS-XXX



July 14, 2021

APPROVE AND AUTHORIZE GENERAL MANAGER TO EXECUTE NEW GENERAL SERVICES AGREEMENT AND ISSUE ASSOCIATED PURCHASE ORDER IN THE AMOUNT OF \$150,000, VAL SECURITY, INC., ONSITE SECURITY PATROL SERVICES

Recommendation

Approve and authorize the General Manager to execute a new General Services Agreement and issue an associated purchase order in the amount of \$150,000 with Val Security, Inc. to provide onsite security patrol services at District facilities for Fiscal Year 2021/22 (FY21/22).

Background Information

The District has utilized Val Security, Inc. to provide nighttime security services at District facilities. The existing contract expired on June 30, 2021 and a new contract is required to provide these services for FY21/22.

Analysis

The District has provided increased onsite security presence in response to recent security breaches of District facilities and to ensure safety for District staff, in particular during non-day shift work hours. Val Security, Inc. has been performing this important function effectively since August 2020.

Financial Impact

Sufficient funding is available in the approved FY21/22 Budget for this work.

Reviewed by:



Brian Thomas
Acting Business Services Director

cc: Val Security, Inc.
District File No. BRD.01-ACTS-XXX



ITEM F

July 14, 2021

ADOPT RESOLUTION APPROVING SALARY SCHEDULES INCORPORATING NEW PURCHASING SUPERVISOR CLASSIFICATION AND 2021 ANNUAL COST-OF-LIVING ADJUSTMENTS AND ADOPT RESOLUTION APPROVING TIER II APPLICABLE PERCENTAGE, AS PROVIDED FOR IN DISTRICT BARGAINING UNIT MEMORANDA OF UNDERSTANDING, BARGAINING UNIT SIDE LETTER AGREEMENTS, AND UNREPRESENTED EMPLOYEES' EMPLOYMENT AGREEMENTS

Recommendations

- 1) Adopt Resolution approving updated District Salary Schedules incorporating the 2021 Cost-of-Living Adjustment (COLA), as provided for in District Bargaining Unit Memoranda of Understanding (MOUs) and unrepresented employees' Employment Agreements, and the new Purchasing Supervisor classification.
- 2) Adopt Resolution approving Tier II Applicable Percentage as provided for in District Bargaining Unit MOU Side Letter Agreements and unrepresented employees' Employment Agreements.

Background Information

Most of the District's employees are represented by one of three separate Bargaining Units: the Operations & Maintenance Bargaining Unit, Local One AFSCME Council 57; the Professional & Technical Bargaining Unit, Local One AFSCME Council 57; or the Management Association Bargaining Unit. Each bargaining unit has a separate Memorandum of Understanding (MOU) with a provision for an annual COLA applied to employee salaries. The MOUs stipulate that the COLA will be based on the San Francisco Bay Area's April-to-April Consumer Price Index (CPI) for San Francisco/Bay Area Wage Earners. The COLA provision is the same in all three MOUs. The individual Employment Agreements for the District's unrepresented management employees have a similar provision that provides the same annual COLA provision as the Management Association.

Analysis

Each MOU provides for a minimum COLA of 2% and a maximum of 5%, based on the April-to-April CPI. In May 2021, the Bureau of Labor Statistics released the April 2020 to April 2021 CPI for the San Francisco/Bay Area Wage Earners. The CPI was 4.1%, which is the percentage by which the Fiscal Year 2021/2022 (FY21/22) salary schedules will be adjusted. The COLA increase would be effective July 11, 2021. Additionally, the P&T salary schedule includes the new Purchasing Supervisor classification that was approved by the Board at its June 9, 2021. The approved monthly salary range for the Purchasing Supervisor prior to the COLA is between \$8,788.00 and \$10,975.01. If approved by the Board, the FY21/22 salary schedules would be posted on the District's website to comply with Government Code Section 20636(d) of the Public Employees Retirement Law, which requires compensation for all authorized classifications and positions to be listed on a publicly available salary schedule.



Effective FY20/21 employees in the Tier I California Public Employees' Retirement System (CalPERS) plan began paying the full cost of the employee CalPERS contribution rate, which is currently capped at 8%. Employees in the Tier II and Tier III retirement plans pay the full cost of the employee CalPERS contribution rate, which is 7.0% and 7.25%, respectively.

Effective July 11, 2021 pursuant to Side Letter Agreements to the MOUs dated September 14, 2016, the District will contribute to each Tier II employee's 401(a) Plan account "an amount equal to the Applicable Percentage of the employee's pensionable compensation with the District." The Applicable Percentage is defined as the difference between the Total Employer Normal Cost percentages for any fiscal year for the 2.5% at age 55 and the 2.0% at age 55 formulas under CalPERS (each with the 3% COLA Class 1 Optional Benefit), as actuarially determined annually by CalPERS. The Side Letters further state, "Should the Applicable Percentage change for a new fiscal year, the revised Applicable Percentage shall be implemented at the same time as the Cost of Living Adjustments." For the upcoming fiscal year, the CalPERS formula was reviewed, and staff has determined that an adjustment is necessary. The current Applicable Percentage is 1.381% and the new Applicable Percentage is 1.370%.

Financial Impact

Sufficient funding was included in the FY21/22 Budget to incorporate the 2021 COLA and new Purchasing Supervisor position. The Applicable Percentage represents an approximate \$244 decrease in the annual District contribution to Tier II employee 401(a) Plans.

Attachments

- 1) Proposed Resolution Approving FY21/22 Salary Schedules
- 2) Proposed Resolution Approving Tier II Applicable Percentage

Reviewed by:



Brian Thomas
Acting Business Service Director

cc: Finance Division
Human Resources Division
District File No. BRD.01-ACTS-XXX



**BEFORE THE BOARD OF DIRECTORS OF
DELTA DIABLO**

**Re: Approving Salary Schedules Incorporating
2021 Cost-of-Living Adjustments)
as Provided for in Bargaining Unit)
Memoranda of Understanding)**

RESOLUTION NO. 08/2021

THE BOARD OF DIRECTORS OF DELTA DIABLO HAS HEREBY DETERMINED THAT:

WHEREAS, Delta Diablo has three separate Memoranda of Understanding (MOU) with individual Bargaining Units (Operations & Maintenance Bargaining Unit/Local One AFSCME Council 57; Professional & Technical Bargaining Unit/Local One AFSCME Council 57; and the Management Association); and

WHEREAS, the authorized salary ranges are administered in accordance with these MOUs; and

WHEREAS, these MOUs provide that salaries are to be adjusted on the first full pay period after July 1, 2021 from a minimum of 2.0% up to a maximum of 5.0% across the board, based on the April 2020 to April 2021 change in the Consumer Price Index (CPI) for the San Francisco/Bay Area Wage Earners; and

WHEREAS, the Unrepresented Managers' individual Employment Agreements provide for the same salary adjustments as the Management Association MOU; and

WHEREAS, the 2021 cost-of-living adjustment factor determined by the change in CPI is 4.1%; and

WHEREAS, updated salary schedules have been prepared to incorporate the cost-of-living adjustment factor.

NOW THEREFORE, the Board of Directors of Delta Diablo DOES HEREBY RESOLVE AND ORDER as follows:

1. The attached Fiscal Year 2021/2022 (FY21/22) salary schedules identifying the salaries for: Section I - Operations & Maintenance Bargaining Unit; Section II - Professional & Technical Bargaining Unit; Section III - Management Association Bargaining Unit; Section IV - Unrepresented Managers; and Section V - Unrepresented Part-Time and Temporary Classifications, shall be as described in the schedules attached hereto and by reference made a part hereof.
2. The salaries as stated in this Resolution shall become effective July 11, 2021.

PASSED AND ADOPTED on July 14, 2021, by the following vote:

AYES:
NOES:

ABSENT:
ABSTAIN:

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution adopted by the Board of Directors of Delta Diablo on July 14, 2021.

ATTEST: Juan A. Banales
Board Secretary

By: _____

Exhibit: FY21/22 Salary Schedules

DELTA DIABLO SALARY RANGES (Effective July 11, 2021)
Section IV - Unrepresented Managers

RANGE	CLASSIFICATIONS	Monthly Salary at Step Level										
		A	B	C	D	E	F	G	H	I	J	
GM	General Manager	-	-	-	-	-	-	-	-	-	-	\$25,081.89
DGM	Deputy General Manager	\$18,511.01	\$18,973.79	\$19,448.13	\$19,934.33	\$20,432.69	\$20,943.51	\$21,467.10	\$22,003.77	\$22,553.87	\$23,117.72	
BSD	Business Services Director	\$16,436.88	\$16,847.80	\$17,268.99	\$17,700.72	\$18,143.23	\$18,596.82	\$19,061.74	\$19,538.28	\$20,026.74	\$20,527.40	
ESD	Engineering Services Director	\$16,436.88	\$16,847.80	\$17,268.99	\$17,700.72	\$18,143.23	\$18,596.82	\$19,061.74	\$19,538.28	\$20,026.74	\$20,527.40	
OSD	Resource Recovery Services Director	\$16,436.88	\$16,847.80	\$17,268.99	\$17,700.72	\$18,143.23	\$18,596.82	\$19,061.74	\$19,538.28	\$20,026.74	\$20,527.40	
HRM	Human Resources & Risk Manager	\$11,633.02	\$11,923.84	\$12,221.94	\$12,527.49	\$12,840.67	\$13,161.69	\$13,490.73	\$13,828.00	\$14,173.70	\$14,528.04	
OMSB	Office Mgr./Secretary to the Board	\$10,120.84	\$10,373.86	\$10,633.21	\$10,899.04	\$11,171.52	\$11,450.80	\$11,737.07	\$12,030.50	\$12,331.26	\$12,639.55	

Note: The General Manager's salary is designated by the Board of Directors; there is no established range

Approved: _____ **Juan Banales, Board Secretary**

Date: _____

DELTA DIABLO SALARY RANGES (Effective July 11, 2021)
Section III - Management Association Bargaining Unit

RANGE	CLASSIFICATIONS	Monthly Salary at Step Level									
		A	B	C	D	E	F	G	H	I	J
M 152	Human Resources Analyst I	\$8,346.86	\$8,555.53	\$8,769.42	\$8,988.66	\$9,213.37	\$9,443.71	\$9,679.80	\$9,921.79	\$10,169.84	\$10,424.08
M 160	Human Resources Analyst II	\$9,181.53	\$9,411.07	\$9,646.34	\$9,887.50	\$10,134.69	\$10,388.06	\$10,647.76	\$10,913.95	\$11,186.80	\$11,466.47
M 165	Senior Accountant	\$9,741.55	\$9,985.09	\$10,234.71	\$10,490.58	\$10,752.85	\$11,021.67	\$11,297.21	\$11,579.64	\$11,869.13	\$12,165.86
M 168	Safety Manager; Purchasing Manager	\$10,120.70	\$10,373.72	\$10,633.06	\$10,898.89	\$11,171.36	\$11,450.64	\$11,736.91	\$12,030.33	\$12,331.09	\$12,639.37
M 176	Public Information Manager	\$11,223.26	\$11,503.84	\$11,791.44	\$12,086.22	\$12,388.38	\$12,698.09	\$13,015.54	\$13,340.93	\$13,674.45	\$14,016.31
M 178	Finance Manager	\$11,939.84	\$12,238.34	\$12,544.30	\$12,857.91	\$13,179.35	\$13,508.84	\$13,846.56	\$14,192.72	\$14,547.54	\$14,911.23
M 179	Environmental Programs Manager	\$12,079.45	\$12,381.44	\$12,690.97	\$13,008.25	\$13,333.45	\$13,666.79	\$14,008.46	\$14,358.67	\$14,717.64	\$15,085.58
M 180	Laboratory Manager	\$12,176.94	\$12,481.36	\$12,793.40	\$13,113.23	\$13,441.06	\$13,777.09	\$14,121.52	\$14,474.55	\$14,836.42	\$15,207.33
M 181	Information Technology Manager	\$12,177.56	\$12,481.99	\$12,794.04	\$13,113.90	\$13,441.74	\$13,777.79	\$14,122.23	\$14,475.29	\$14,837.17	\$15,208.10
M 182	Operations Manager; Maintenance Manager	\$13,083.27	\$13,410.35	\$13,745.61	\$14,089.25	\$14,441.48	\$14,802.52	\$15,172.58	\$15,551.90	\$15,940.69	\$16,339.21
M 188	Senior Engineer	\$13,673.20	\$14,015.03	\$14,365.40	\$14,724.54	\$15,092.65	\$15,469.97	\$15,856.72	\$16,253.14	\$16,659.46	\$17,075.95
M 198	Government Affairs Manager	\$13,809.52	\$14,154.76	\$14,508.63	\$14,871.35	\$15,243.13	\$15,624.21	\$16,014.81	\$16,415.19	\$16,825.56	\$17,246.20
M 200	Principal Engineer	\$14,848.99	\$15,220.22	\$15,600.72	\$15,990.74	\$16,390.51	\$16,800.27	\$17,220.28	\$17,650.78	\$18,092.05	\$18,544.35

Approved: _____ **Juan Banales, Board Secretary**

Date: _____

DELTA DIABLO SALARY RANGES (Effective July 11, 2021)
Section II - Professional & Technical Bargaining Unit

RANGE	CLASSIFICATIONS	Note	Monthly Salary at Step Level									
			A	B	C	D	E	F	G	H	I	J
P 109	Administrative Assistant I	00	\$5,275.87	\$5,407.77	\$5,542.96	\$5,681.54	\$5,823.57	\$5,969.16	\$6,118.39	\$6,271.35	\$6,428.14	\$6,588.84
		01	\$5,407.77	\$5,542.96	\$5,681.54	\$5,823.57	\$5,969.16	\$6,118.39	\$6,271.35	\$6,428.14	\$6,588.84	\$6,753.56
		02	\$5,539.66	\$5,678.16	\$5,820.11	\$5,965.61	\$6,114.75	\$6,267.62	\$6,424.31	\$6,584.92	\$6,749.54	\$6,918.28
P 117	Administrative Assistant II	00	\$5,803.45	\$5,948.53	\$6,097.25	\$6,249.68	\$6,405.92	\$6,566.07	\$6,730.22	\$6,898.47	\$7,070.94	\$7,247.71
		01	\$5,948.53	\$6,097.25	\$6,249.68	\$6,405.92	\$6,566.07	\$6,730.22	\$6,898.47	\$7,070.94	\$7,247.71	\$7,428.90
		02	\$6,093.62	\$6,245.96	\$6,402.11	\$6,562.16	\$6,726.21	\$6,894.37	\$7,066.73	\$7,243.40	\$7,424.48	\$7,610.09
P 118	Account Clerk I	00	\$5,895.48	\$6,042.86	\$6,193.94	\$6,348.78	\$6,507.50	\$6,670.19	\$6,836.95	\$7,007.87	\$7,183.07	\$7,362.64
		01	\$6,042.86	\$6,193.94	\$6,348.78	\$6,507.50	\$6,670.19	\$6,836.95	\$7,007.87	\$7,183.07	\$7,362.64	\$7,546.71
		02	\$6,190.25	\$6,345.01	\$6,503.63	\$6,666.22	\$6,832.88	\$7,003.70	\$7,178.79	\$7,358.26	\$7,542.22	\$7,730.77
P 126	Administrative Assistant III Account Clerk II	00	\$6,485.00	\$6,647.12	\$6,813.30	\$6,983.64	\$7,158.23	\$7,337.18	\$7,520.61	\$7,708.63	\$7,901.34	\$8,098.88
		01	\$6,647.12	\$6,813.30	\$6,983.64	\$7,158.23	\$7,337.18	\$7,520.61	\$7,708.63	\$7,901.34	\$8,098.88	\$8,301.35
		02	\$6,809.25	\$6,979.48	\$7,153.97	\$7,332.82	\$7,516.14	\$7,704.04	\$7,896.64	\$8,094.06	\$8,296.41	\$8,503.82
P 128	Human Resources Assistant	00	\$6,416.75	\$6,577.17	\$6,741.60	\$6,910.14	\$7,082.89	\$7,259.96	\$7,441.46	\$7,627.50	\$7,818.18	\$8,013.64
		01	\$6,577.17	\$6,741.60	\$6,910.14	\$7,082.89	\$7,259.96	\$7,441.46	\$7,627.50	\$7,818.18	\$8,013.64	\$8,213.98
		02	\$6,737.59	\$6,906.03	\$7,078.68	\$7,255.64	\$7,437.03	\$7,622.96	\$7,813.53	\$8,008.87	\$8,209.09	\$8,414.32
P 129	Laboratory Technician	00	\$6,867.63	\$7,039.33	\$7,215.31	\$7,395.69	\$7,580.58	\$7,770.10	\$7,964.35	\$8,163.46	\$8,367.55	\$8,576.73
		01	\$7,039.33	\$7,215.31	\$7,395.69	\$7,580.58	\$7,770.10	\$7,964.35	\$8,163.46	\$8,367.55	\$8,576.73	\$8,791.15
		02	\$7,211.02	\$7,391.29	\$7,576.07	\$7,765.48	\$7,959.61	\$8,158.60	\$8,362.57	\$8,571.63	\$8,785.92	\$9,005.57
P 130	Sr. Admin. Asst./Records Specialist	00	\$7,133.53	\$7,311.86	\$7,494.66	\$7,682.03	\$7,874.08	\$8,070.93	\$8,272.70	\$8,479.52	\$8,691.51	\$8,908.80
		01	\$7,311.86	\$7,494.66	\$7,682.03	\$7,874.08	\$8,070.93	\$8,272.70	\$8,479.52	\$8,691.51	\$8,908.80	\$9,131.52
		02	\$7,490.20	\$7,677.46	\$7,869.39	\$8,066.13	\$8,267.78	\$8,474.48	\$8,686.34	\$8,903.50	\$9,126.08	\$9,354.23
P 135	Accounting Technician	00	\$7,133.72	\$7,312.06	\$7,494.86	\$7,682.24	\$7,874.29	\$8,071.15	\$8,272.93	\$8,479.75	\$8,691.74	\$8,909.04
		01	\$7,312.06	\$7,494.86	\$7,682.24	\$7,874.29	\$8,071.15	\$8,272.93	\$8,479.75	\$8,691.74	\$8,909.04	\$9,131.76
		02	\$7,490.40	\$7,677.67	\$7,869.61	\$8,066.35	\$8,268.01	\$8,474.71	\$8,686.57	\$8,903.74	\$9,126.33	\$9,354.49
P 141	Engineering Technician	00	\$7,465.29	\$7,651.92	\$7,843.22	\$8,039.30	\$8,240.28	\$8,446.29	\$8,657.44	\$8,873.88	\$9,095.73	\$9,323.12
		01	\$7,651.92	\$7,843.22	\$8,039.30	\$8,240.28	\$8,446.29	\$8,657.44	\$8,873.88	\$9,095.73	\$9,323.12	\$9,556.20
		02	\$7,838.55	\$8,034.51	\$8,235.38	\$8,441.26	\$8,652.29	\$8,868.60	\$9,090.32	\$9,317.57	\$9,550.51	\$9,789.28
P 143	Accountant	00	\$7,847.94	\$8,044.14	\$8,245.24	\$8,451.37	\$8,662.66	\$8,879.22	\$9,101.20	\$9,328.73	\$9,561.95	\$9,801.00
		01	\$8,044.14	\$8,245.24	\$8,451.37	\$8,662.66	\$8,879.22	\$9,101.20	\$9,328.73	\$9,561.95	\$9,801.00	\$10,046.03
		02	\$8,240.34	\$8,446.34	\$8,657.50	\$8,873.94	\$9,095.79	\$9,323.18	\$9,556.26	\$9,795.17	\$10,040.05	\$10,291.05
P 145	Chemist I Environ. Compliance Specialist I	00	\$7,897.75	\$8,095.20	\$8,297.58	\$8,505.02	\$8,717.64	\$8,935.58	\$9,158.97	\$9,387.95	\$9,622.65	\$9,863.21
		01	\$8,095.20	\$8,297.58	\$8,505.02	\$8,717.64	\$8,935.58	\$9,158.97	\$9,387.95	\$9,622.65	\$9,863.21	\$10,109.79
		02	\$8,292.64	\$8,499.96	\$8,712.46	\$8,930.27	\$9,153.53	\$9,382.36	\$9,616.92	\$9,857.35	\$10,103.78	\$10,356.37

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*Notes: 00 = base range; 01 = base range plus 2.5% longevity adjustment upon completion of ten (10) years of service; 02 = base range plus 5% longevity adjustment upon completion of fifteen (15) years of service.

Approved: _____

Juan Banales, Board Secretary

Date: _____

RANGE	CLASSIFICATIONS	Note	Monthly Salary at Step Level									
			A	B	C	D	E	F	G	H	I	J
P 146	Junior Engineer	00	\$7,915.92	\$8,113.82	\$8,316.66	\$8,524.58	\$8,737.69	\$8,956.13	\$9,180.04	\$9,409.54	\$9,644.78	\$9,885.90
		01	\$8,113.82	\$8,316.66	\$8,524.58	\$8,737.69	\$8,956.13	\$9,180.04	\$9,409.54	\$9,644.78	\$9,885.90	\$10,133.04
		02	\$8,311.71	\$8,519.51	\$8,732.49	\$8,950.81	\$9,174.58	\$9,403.94	\$9,639.04	\$9,880.01	\$10,127.02	\$10,380.19
P 147	Program Analyst I	00	\$8,279.53	\$8,486.51	\$8,698.68	\$8,916.14	\$9,139.05	\$9,367.52	\$9,601.71	\$9,841.75	\$10,087.80	\$10,339.99
		01	\$8,486.51	\$8,698.68	\$8,916.14	\$9,139.05	\$9,367.52	\$9,601.71	\$9,841.75	\$10,087.80	\$10,339.99	\$10,598.49
		02	\$8,693.50	\$8,910.84	\$9,133.61	\$9,361.95	\$9,596.00	\$9,835.90	\$10,081.80	\$10,333.84	\$10,592.19	\$10,856.99
P 148	Construction Inspector Buyer	00	\$8,316.64	\$8,524.56	\$8,737.67	\$8,956.12	\$9,180.02	\$9,409.52	\$9,644.76	\$9,885.88	\$10,133.02	\$10,386.35
		01	\$8,524.56	\$8,737.67	\$8,956.12	\$9,180.02	\$9,409.52	\$9,644.76	\$9,885.88	\$10,133.02	\$10,386.35	\$10,646.01
		02	\$8,732.48	\$8,950.79	\$9,174.56	\$9,403.92	\$9,639.02	\$9,880.00	\$10,127.00	\$10,380.17	\$10,639.67	\$10,905.67
P 152	Chemist II Environ. Compliance Specialist II	00	\$8,687.61	\$8,904.80	\$9,127.42	\$9,355.61	\$9,589.50	\$9,829.24	\$10,074.97	\$10,326.84	\$10,585.01	\$10,849.64
		01	\$8,904.80	\$9,127.42	\$9,355.61	\$9,589.50	\$9,829.24	\$10,074.97	\$10,326.84	\$10,585.01	\$10,849.64	\$11,120.88
		02	\$9,122.00	\$9,350.05	\$9,583.80	\$9,823.39	\$10,068.98	\$10,320.70	\$10,578.72	\$10,843.19	\$11,114.27	\$11,392.12
P 154	Computer Analyst Program Analyst II	00	\$9,107.47	\$9,335.16	\$9,568.54	\$9,807.75	\$10,052.95	\$10,304.27	\$10,561.88	\$10,825.92	\$11,096.57	\$11,373.99
		01	\$9,335.16	\$9,568.54	\$9,807.75	\$10,052.95	\$10,304.27	\$10,561.88	\$10,825.92	\$11,096.57	\$11,373.99	\$11,658.34
		02	\$9,562.85	\$9,801.92	\$10,046.97	\$10,298.14	\$10,555.59	\$10,819.48	\$11,089.97	\$11,367.22	\$11,651.40	\$11,942.69
P 156	Chemist III	00	\$9,122.00	\$9,350.05	\$9,583.81	\$9,823.40	\$10,068.99	\$10,320.71	\$10,578.73	\$10,843.20	\$11,114.28	\$11,392.13
		01	\$9,350.05	\$9,583.81	\$9,823.40	\$10,068.99	\$10,320.71	\$10,578.73	\$10,843.20	\$11,114.28	\$11,392.13	\$11,676.94
		02	\$9,578.10	\$9,817.56	\$10,063.00	\$10,314.57	\$10,572.44	\$10,836.75	\$11,107.66	\$11,385.36	\$11,669.99	\$11,961.74
P 158	Purchasing Supervisor	00	\$9,148.31	\$9,377.02	\$9,611.44	\$9,851.73	\$10,098.02	\$10,350.47	\$10,609.23	\$10,874.47	\$11,146.33	\$11,424.99
		01	\$9,377.02	\$9,611.44	\$9,851.73	\$10,098.02	\$10,350.47	\$10,609.23	\$10,874.47	\$11,146.33	\$11,424.99	\$11,710.61
		02	\$9,605.73	\$9,845.87	\$10,092.02	\$10,344.32	\$10,602.92	\$10,868.00	\$11,139.70	\$11,418.19	\$11,703.64	\$11,996.23
P 160	Recycled Water Coordinator	00	\$9,221.04	\$9,451.56	\$9,687.85	\$9,930.05	\$10,178.30	\$10,432.76	\$10,693.57	\$10,960.91	\$11,234.94	\$11,515.81
		01	\$9,451.56	\$9,687.85	\$9,930.05	\$10,178.30	\$10,432.76	\$10,693.57	\$10,960.91	\$11,234.94	\$11,515.81	\$11,803.71
		02	\$9,682.09	\$9,924.14	\$10,172.24	\$10,426.55	\$10,687.21	\$10,954.39	\$11,228.25	\$11,508.96	\$11,796.68	\$12,091.60
P 164	Assistant Engineer	00	\$9,763.83	\$10,007.92	\$10,258.12	\$10,514.58	\$10,777.44	\$11,046.88	\$11,323.05	\$11,606.12	\$11,896.28	\$12,193.68
		01	\$10,007.92	\$10,258.12	\$10,514.58	\$10,777.44	\$11,046.88	\$11,323.05	\$11,606.12	\$11,896.28	\$12,193.68	\$12,498.53
		02	\$10,252.02	\$10,508.32	\$10,771.03	\$11,040.30	\$11,316.31	\$11,599.22	\$11,889.20	\$12,186.43	\$12,491.09	\$12,803.37
P 165	Program Analyst III	00	\$10,018.23	\$10,268.69	\$10,525.40	\$10,788.54	\$11,058.25	\$11,334.71	\$11,618.08	\$11,908.53	\$12,206.24	\$12,511.40
		01	\$10,268.69	\$10,525.40	\$10,788.54	\$11,058.25	\$11,334.71	\$11,618.08	\$11,908.53	\$12,206.24	\$12,511.40	\$12,824.18
		02	\$10,519.14	\$10,782.12	\$11,051.67	\$11,327.97	\$11,611.17	\$11,901.44	\$12,198.98	\$12,503.96	\$12,816.55	\$13,136.97
P 170	Operations Supervisor Maintenance Supervisor	00	\$10,834.99	\$11,105.87	\$11,383.51	\$11,668.10	\$11,959.80	\$12,258.80	\$12,565.27	\$12,879.40	\$13,201.39	\$13,531.42
		01	\$11,105.87	\$11,383.51	\$11,668.10	\$11,959.80	\$12,258.80	\$12,565.27	\$12,879.40	\$13,201.39	\$13,531.42	\$13,869.71
		02	\$11,376.74	\$11,661.16	\$11,952.69	\$12,251.51	\$12,557.79	\$12,871.74	\$13,193.53	\$13,523.37	\$13,861.45	\$14,207.99
P 176	Associate Engineer	00	\$11,323.07	\$11,606.14	\$11,896.30	\$12,193.71	\$12,498.55	\$12,811.01	\$13,131.29	\$13,459.57	\$13,796.06	\$14,140.96
		01	\$11,606.14	\$11,896.30	\$12,193.71	\$12,498.55	\$12,811.01	\$13,131.29	\$13,459.57	\$13,796.06	\$14,140.96	\$14,494.48
		02	\$11,889.22	\$12,186.45	\$12,491.11	\$12,803.39	\$13,123.48	\$13,451.56	\$13,787.85	\$14,132.55	\$14,485.86	\$14,848.01

*Notes: 00 = base range; 01 = base range plus 2.5% longevity adjustment upon completion of ten (10) years of service; 02 = base range plus 5% longevity adjustment upon completion of fifteen (15) years of service.

Approved: _____

Juan Banales, Board Secretary

Date: _____

DELTA DIABLO SALARY RANGES (Effective July 11, 2021)
Section I - Operations & Maintenance Bargaining Unit

RANGE	CLASSIFICATIONS	Note	Monthly Salary at Step Level									
			A	B	C	D	E	F	G	H	I	J
OM 120	Utility Laborer	00	\$5,998.07	\$6,148.02	\$6,301.72	\$6,459.27	\$6,620.75	\$6,786.27	\$6,955.92	\$7,129.82	\$7,308.07	\$7,490.77
		01	\$6,148.02	\$6,301.72	\$6,459.27	\$6,620.75	\$6,786.27	\$6,955.92	\$7,129.82	\$7,308.07	\$7,490.77	\$7,678.04
		02	\$6,297.97	\$6,455.42	\$6,616.81	\$6,782.23	\$6,951.78	\$7,125.58	\$7,303.72	\$7,486.31	\$7,673.47	\$7,865.31
OM 124	Maintenance Mechanic Trainee; Maintenance Worker; WWTP Operator-In-Training;	00	\$6,280.57	\$6,437.59	\$6,598.53	\$6,763.49	\$6,932.58	\$7,105.89	\$7,283.54	\$7,465.63	\$7,652.27	\$7,843.57
		01	\$6,437.59	\$6,598.53	\$6,763.49	\$6,932.58	\$7,105.89	\$7,283.54	\$7,465.63	\$7,652.27	\$7,843.57	\$8,039.66
		02	\$6,594.60	\$6,759.46	\$6,928.45	\$7,101.66	\$7,279.20	\$7,461.18	\$7,647.71	\$7,838.91	\$8,034.88	\$8,235.75
OM 126	Electrical/Instrumentation Technician Trainee	00	\$6,451.19	\$6,612.47	\$6,777.78	\$6,947.22	\$7,120.90	\$7,298.93	\$7,481.40	\$7,668.43	\$7,860.14	\$8,056.65
		01	\$6,612.47	\$6,777.78	\$6,947.22	\$7,120.90	\$7,298.93	\$7,481.40	\$7,668.43	\$7,860.14	\$8,056.65	\$8,258.06
		02	\$6,773.75	\$6,943.09	\$7,116.67	\$7,294.58	\$7,476.95	\$7,663.87	\$7,855.47	\$8,051.86	\$8,253.15	\$8,459.48
OM 130	Warehouse Technician I	00	\$6,597.90	\$6,762.85	\$6,931.92	\$7,105.22	\$7,282.85	\$7,464.92	\$7,651.54	\$7,842.83	\$8,038.90	\$8,239.87
		01	\$6,762.85	\$6,931.92	\$7,105.22	\$7,282.85	\$7,464.92	\$7,651.54	\$7,842.83	\$8,038.90	\$8,239.87	\$8,445.87
		02	\$6,927.79	\$7,100.99	\$7,278.51	\$7,460.48	\$7,646.99	\$7,838.16	\$8,034.12	\$8,234.97	\$8,440.85	\$8,651.87
OM 134	Collection Systems Worker I; Maint. Mech. I; WWTP Operator I; Household Hazardous Waste Tech I;	00	\$6,908.64	\$7,081.36	\$7,258.39	\$7,439.85	\$7,625.85	\$7,816.49	\$8,011.91	\$8,212.20	\$8,417.51	\$8,627.95
		01	\$7,081.36	\$7,258.39	\$7,439.85	\$7,625.85	\$7,816.49	\$8,011.91	\$8,212.20	\$8,417.51	\$8,627.95	\$8,843.65
		02	\$7,254.07	\$7,435.43	\$7,621.31	\$7,811.84	\$8,007.14	\$8,207.32	\$8,412.50	\$8,622.81	\$8,838.38	\$9,059.34
OM 140	Electrical/Instrumentation Technician I	00	\$7,096.29	\$7,273.70	\$7,455.54	\$7,641.93	\$7,832.98	\$8,028.80	\$8,229.52	\$8,435.26	\$8,646.14	\$8,862.30
		01	\$7,273.70	\$7,455.54	\$7,641.93	\$7,832.98	\$8,028.80	\$8,229.52	\$8,435.26	\$8,646.14	\$8,862.30	\$9,083.85
		02	\$7,451.11	\$7,637.38	\$7,828.32	\$8,024.03	\$8,224.63	\$8,430.24	\$8,641.00	\$8,857.02	\$9,078.45	\$9,305.41
OM 142	Collection Systems Worker II; Maint. Mech. II; Warehouse Technician II; WWTP Operator II; Household Hazardous Waste Tech. II	00	\$7,599.53	\$7,789.52	\$7,984.26	\$8,183.87	\$8,388.46	\$8,598.17	\$8,813.13	\$9,033.46	\$9,259.29	\$9,490.77
		01	\$7,789.52	\$7,984.26	\$8,183.87	\$8,388.46	\$8,598.17	\$8,813.13	\$9,033.46	\$9,259.29	\$9,490.77	\$9,728.04
		02	\$7,979.51	\$8,179.00	\$8,383.47	\$8,593.06	\$8,807.88	\$9,028.08	\$9,253.78	\$9,485.13	\$9,722.26	\$9,965.31
OM 150	Electrical/Instrumentation Technician II	00	\$7,805.17	\$8,000.30	\$8,200.31	\$8,405.31	\$8,615.45	\$8,830.83	\$9,051.60	\$9,277.89	\$9,509.84	\$9,747.59
		01	\$8,000.30	\$8,200.31	\$8,405.31	\$8,615.45	\$8,830.83	\$9,051.60	\$9,277.89	\$9,509.84	\$9,747.59	\$9,991.28
		02	\$8,195.43	\$8,400.31	\$8,610.32	\$8,825.58	\$9,046.22	\$9,272.37	\$9,504.18	\$9,741.79	\$9,985.33	\$10,234.97
OM 152	Collection Systems Worker III; Maint. Mech. III; WWTP Operator III; Household Hazardous Waste Tech. III;	00	\$8,359.55	\$8,568.54	\$8,782.75	\$9,002.32	\$9,227.38	\$9,458.06	\$9,694.51	\$9,936.87	\$10,185.30	\$10,439.93
		01	\$8,568.54	\$8,782.75	\$9,002.32	\$9,227.38	\$9,458.06	\$9,694.51	\$9,936.87	\$10,185.30	\$10,439.93	\$10,700.93
		02	\$8,777.52	\$8,996.96	\$9,221.89	\$9,452.43	\$9,688.74	\$9,930.96	\$10,179.24	\$10,433.72	\$10,694.56	\$10,961.93
OM 156	Electrical/Instrumentation Technician III Control Systems Specialist	00	\$8,586.53	\$8,801.19	\$9,021.22	\$9,246.75	\$9,477.92	\$9,714.87	\$9,957.74	\$10,206.68	\$10,461.85	\$10,723.40
		01	\$8,801.19	\$9,021.22	\$9,246.75	\$9,477.92	\$9,714.87	\$9,957.74	\$10,206.68	\$10,461.85	\$10,723.40	\$10,991.48
		02	\$9,015.86	\$9,241.25	\$9,472.28	\$9,709.09	\$9,951.82	\$10,200.61	\$10,455.63	\$10,717.02	\$10,984.94	\$11,259.57
OM 158	WWTP Senior Operator	00	\$8,777.50	\$8,996.94	\$9,221.86	\$9,452.41	\$9,688.72	\$9,930.94	\$10,179.21	\$10,433.69	\$10,694.53	\$10,961.90
		01	\$8,996.94	\$9,221.86	\$9,452.41	\$9,688.72	\$9,930.94	\$10,179.21	\$10,433.69	\$10,694.53	\$10,961.90	\$11,235.95
		02	\$9,216.38	\$9,446.79	\$9,682.96	\$9,925.03	\$10,173.16	\$10,427.49	\$10,688.17	\$10,955.38	\$11,229.26	\$11,509.99
OM 160	WWTP Senior Operator - Grade IV/V Maintenance Planner Schedule	00	\$9,040.87	\$9,266.89	\$9,498.57	\$9,736.03	\$9,979.43	\$10,228.92	\$10,484.64	\$10,746.76	\$11,015.42	\$11,290.81
		01	\$9,266.89	\$9,498.57	\$9,736.03	\$9,979.43	\$10,228.92	\$10,484.64	\$10,746.76	\$11,015.42	\$11,290.81	\$11,573.08
		02	\$9,492.92	\$9,730.24	\$9,973.49	\$10,222.83	\$10,478.40	\$10,740.36	\$11,008.87	\$11,284.09	\$11,566.20	\$11,855.35

*Notes: 00 = base range; 01 = base range plus 2.5% longevity adjustment upon completion of ten (10) years of service; 02 = base range plus 5% longevity adjustment upon completion of fifteen (15) years of service.

Approved: _____ **Juan Banales, Board Secretary** Date: _____

DELTA DIABLO SALARY RANGES (Effective July 11, 2021)
Section V - Unrepresented Part-time and Temporary Classifications

RANGE	CLASSIFICATIONS	Hourly Salary at Step Level										
		A	B	C	D	E	F	G	H	I	J	
N/A	Co-Op Laboratory	\$15.30	-	-	-	-	-	-	-	-	-	\$19.11
N/A	Co-Op Maintenance	\$15.30	-	-	-	-	-	-	-	-	-	\$19.11
N/A	Operations Assistant	\$15.30	-	-	-	-	-	-	-	-	-	\$19.11
N/A	Engineering Intern	\$15.30	-	-	-	-	-	-	-	-	-	\$19.11
FPRA	Finance Professional/Retired Annuitant	\$68.89	\$70.61	\$72.37	\$74.18	\$76.04	\$77.94	\$79.89	\$81.88	\$83.93	\$86.03	
OSRA	Operations Support and Construction Coordinator/Retired Annuitant	\$46.33	\$47.49	\$48.68	\$49.89	\$51.14	\$52.42	\$53.73	\$55.07	\$56.45	\$60.23	

Approved: _____ **Juan Banales, Board Secretary**

Date: _____

**BEFORE THE BOARD OF DIRECTORS OF
DELTA DIABLO**

**Re: Approving 2021 Applicable Percentage)
Contribution as Provided for in)
Side Letter Agreements)**

RESOLUTION NO. 09/2021

THE BOARD OF DIRECTORS OF DELTA DIABLO HAS DETERMINED THAT:

WHEREAS, Delta Diablo has three Memoranda of Understanding (MOU) with individual Bargaining Units (Operations & Maintenance Bargaining Unit, Local One AFSCME Council 57; Professional & Technical Bargaining Unit, Local One AFSCME Council 57; and the Management Association); and

WHEREAS, Side Letter Agreements were signed by each Bargaining Unit on September 14, 2016 modifying the retirement benefits for existing and new Tier II "classic" employees on a prospective basis only. Tier II "classic" employees are those employees hired from July 1, 2012 through December 31, 2012; and employees hired on or after January 1, 2013 who are not new members of a public retirement system as defined by Assembly Bill 340; and

WHEREAS, the Applicable Percentage is defined in the Side Letter Agreements as the difference between the Total Employer Normal Cost percentage for any fiscal year for the 2.5% at age 55 and the 2.0% at age 55 formulas under California Public Employees' Retirement System (CalPERS) (each with the 3% Cost-of-Living Adjustment [COLA] Class 1 Optional Benefit), as actuarially determined annually by CalPERS; and

WHEREAS, the three Side Letter Agreements provide that the District shall contribute to each Tier II employee's 401(a) Plan account an amount equal to the Applicable Percentage of the employee's pensionable compensation with the District; and

WHEREAS the three Side Letter Agreements provide that should the Applicable Percentage change for a new fiscal year, the revised Applicable Percentage shall be implemented at the same time as COLA on the first full pay period after July 1, 2021; and

WHEREAS, the Unrepresented Managers' individual Employment Agreements provide for the same contribution adjustments as the Management Association MOU; and

WHEREAS, the 2021 Applicable Percentage adjustment factor determined by CalPERS is -0.011%, which equates to 1.370% of pensionable compensation.

NOW THEREFORE, the Board of Directors of Delta Diablo DOES HEREBY RESOLVE AND ORDER as follows:

1. Effective July 11, 2021, the District shall contribute to each Tier II employee's 401(a) Plan account an amount equal to 1.370% of the employee's pensionable compensation.

PASSED AND ADOPTED on July 14, 2021, by the following vote:

AYES:
NOES:

ABSENT:
ABSTAIN:

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution adopted by the Board of Directors of Delta Diablo on July 14, 2021.

ATTEST: Juan A. Banales
Board Secretary

By: _____

July 14, 2021

RECEIVE UPDATE ON DISTRICT STRATEGIC PLAN DEVELOPMENT**Recommendation**

Receive update on development of the District's Strategic Plan.

Background Information

In September 2014, the Board approved the District's Strategic Business Plan, which includes the strategic planning framework (i.e., Mission, Vision, Core Values, Strategic Goals, Strategic Focus Areas) to guide key decisions, initiatives, and activities at the District. In March 2021, the Board approved minor updates to the existing plan, along with a refreshed format, to better facilitate internal discussions and development of a new District Strategic Plan. Staff will provide a report to the Board regarding progress toward developing the new plan, which is expected to be submitted to the Board for final review and consideration of approval in August and/or September 2021.

Analysis

Since April 2021, the District has engaged with staff over the last three months via numerous meetings to generate ideas and suggested revisions to the District's Mission, Vision, and Value Statements, which will be the focus of the staff presentation on July 14, 2021. In addition, six strategic goal areas along with associated strategies, objectives, and key success indicators have been identified, which will continue to be refined through internal discussions prior to submitting for Board review and approval in August and/or September 2021.

Financial Impact

None

Attachment

Draft Strategic Plan (dated July 2021)

Prepared by: _____



Dean Eckerson
Resource Recovery Services Director

cc: District File BRD.01-ACTS-XXX



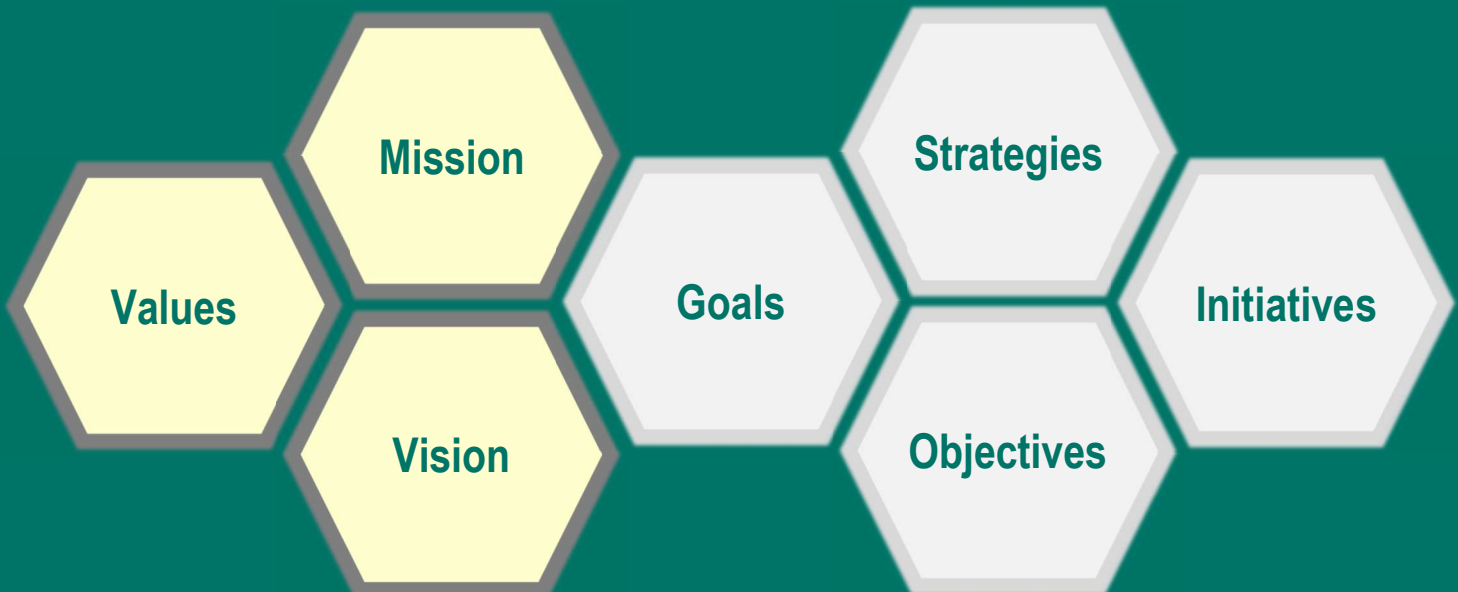


Strategic Plan

Fiscal Year 2021/2022 – 2023/2024

DRAFT

Updated: July 2021





Strategic Plan (DRAFT)

Transforming Wastewater to Resources

FY21/22-FY23/24

Updated July 2021

About Delta Diablo

Delta Diablo is a special district that provides wastewater conveyance and treatment services for over 215,000 residents in Antioch, Pittsburg, and Bay Point.

The District treats 13 million gallons of wastewater each day with a focus on exemplary regulatory compliance, innovative and sustainable approaches, and sound stewardship of the public's resources and trust.

The District has transformed its Wastewater Treatment Plant (WWTP) into a "water resource recovery facility" by:

- ➔ Producing an average of 6 million gallons of recycled water per day
- ➔ Generating on-site renewable energy to meet over 55% of WWTP power needs
- ➔ Reusing residual biosolids as fertilizer through land application at farm sites
- ➔ Providing household hazardous waste (HHW) collection services
- ➔ Protecting the Delta by providing street sweeping services to remove pollutants that would otherwise enter local stormwater systems

General Manager's Message



Vince De Lange

As a nationally-recognized leader and progressive "Utility of the Future," Delta Diablo (District) is firmly committed to organizational excellence, exemplary regulatory compliance, resource recovery, innovative approaches, sustainable solutions, and community engagement. In achieving our core mission of protecting public health and the environment, we are focused on providing effective and reliable services, maintaining reasonable rates, and continuing to serve as responsible stewards of the public's resources and trust.

The District faces a suite of challenges that present opportunities for long-term strategic planning and decision making, including:

- **Addressing aging infrastructure needs** in the District's wastewater collection, conveyance, and treatment systems through increased capital investment
- **Meeting long-term regulatory drivers** (e.g., nutrient removal requirements, biosolids management) and associated significant increases in future capital and operations and maintenance (O&M) costs
- **Navigating a competitive labor market** in the wastewater sector and ensuring existing workforce development
- **Effectively engaging with the local community** and key stakeholders regarding District services, initiatives, and collaboration opportunities
- **Implementing prioritized workflow and process enhancements** to drive sustained organizational improvements over time

This Strategic Plan, coupled with the dedicated leadership of the District's Board of Directors, represents the strategic framework that will guide key decisions, initiatives, and activities at the District.

Board of Directors



Juan Banales

City of Pittsburg
Councilmember



Federal Glover

Contra Costa County Board
of Supervisors



Monica Wilson

City of Antioch
Councilmember



215,000
residents



13 million gallons of
wastewater per day



76 miles of
sewer pipes,



5 pumps stations to
convey wastewater



Wastewater
Treatment Plant



Recycled Water
Facility

MISSION

Delta Diablo protects public health and the environment for our communities by safely providing exceptional wastewater conveyance, treatment, and resource recovery services in a sustainable and fiscally-responsible manner

Expresses our core function, duty, and responsibility

VISION

Delta Diablo will achieve sustained organizational excellence through dedicated commitment to public service, stewardship, innovation, industry leadership, and active engagement at all levels

Expresses what we want to become in fulfilling our mission



We have identified Behavioral Values that directly support success in achieving our shared Mission and Vision

VALUE STATEMENTS

- Stewardship
 - ➔ Serve as responsible stewards of valuable public resources at all levels in the organization
- Public Trust
 - ➔ Maintain public trust and confidence through excellent customer service, community engagement, transparency, and responsiveness
- Work Environment
 - ➔ Ensure a positive, safe, equitable, diverse, and inclusive work environment that promotes honest, transparent, ethical, and respectful interactions
- Communication, Trust
 - ➔ Communicate with integrity to share knowledge, inspire trust and camaraderie, and maintain authentic professional relationships
- Innovation
 - ➔ Embrace and manage change to support implementation of innovative approaches that add value and drive sustained organizational improvement over time
- Teamwork, Engagement
 - ➔ Foster a collaborative, team-based work culture that inspires engagement, solutions-oriented dialogue, and sound decision-making processes to achieve successful outcomes
- Accountability, Ownership
 - ➔ Reinforce accountability and ownership to ensure each employee is supported in effectively contributing to the District’s overall success
- Engaging to Address Key Issues
 - ➔ Model an open, proactive, and productive approach to resolving key issues to enhance organizational unity and alignment
- Learning Culture
 - ➔ Actively seek opportunities to build a “learning” culture by supporting individual and peer professional development; expanding knowledge, skills, and abilities; learning from mistakes and “near misses”; and improving work processes and use of technology



Strategic Goals (FY21/22-23/24)

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

Ensure the long-term effectiveness and reliability of critical infrastructure through prioritized, cost-effective capital investment and maintenance



STRATEGY NO. 1 Identify existing infrastructure vulnerabilities and long-term planning considerations (e.g., service area growth, regulatory requirements, new technologies) that drive future investment in new and existing infrastructure

Key Objectives

- Conduct periodic infrastructure condition assessment activities and document findings in the wastewater conveyance (“linear assets,” including pump stations, gravity sewers, and force mains) and treatment (“vertical assets,” including WWTP, RWF) systems, using multi-faceted evaluation methods
- Prepare comprehensive master plans for major infrastructure focus areas that include infrastructure condition assessments, prioritized capital investment needs, service area growth considerations, and opportunities to improve operating effectiveness and efficiency through new processes or technology

STRATEGY NO. 2 Meet operational needs, support reliability goals, and extend asset life through continued development and implementation of a formalized, risk-based Asset Management Program

Key Objectives

- Expand utilization of computerized maintenance management systems (CMMS) and formalized workflow changes to support reliability-based asset maintenance activities and data-driven decision making
- Utilize an action-based, strategic approach with clear goals, objectives, roles, and responsibilities to support successful Asset Management Program implementation



Ensure the long-term effectiveness and reliability of critical infrastructure through prioritized, cost-effective capital investment and maintenance

STRATEGY NO. 3 Integrate condition assessment, master planning, and asset management findings and recommendations

Key Objectives

- Ensure the 5-year capital improvement program (CIP) reflects prioritized investment to address critical infrastructure needs, while tracking key infrastructure needs over the next 10 years
- Coordinate various master planning efforts to ensure a cohesive and integrated approach

STRATEGY NO. 4 Ensure coordinated and cost-effective capital project delivery during the planning, design, construction, and startup project phases

Key Objectives

- Ensure meaningful engagement with key stakeholders during the planning and design phases to avoid unforeseen scope changes with associated cost impacts
- Consider project lifecycle costs (i.e., operations and maintenance costs) in addition to capital costs during project alternatives evaluation processes to ensure lowest overall value to customers; and “triple bottom line” analyses, when applicable
- Conduct project risk assessments and reviews of potential unintended consequences during the planning and design stages to identify and mitigate potential technological, regulatory compliance, financial, operational, and public acceptance risks
- Integrate reviews of “lessons learned” from prior capital projects to improve future project delivery, including initial and long-term operational experience and issues
- Ensure an effective transition of capital projects from the construction phase to the operational phase
- Formalize roles and responsibilities (e.g., project managers, construction managers, construction inspectors, and key stakeholders) and ensure preparation of proper documentation during each project phase, consistent with District Project Management Manual/Design and Construction Standards

Key Success Indicators: Goal 1 Infrastructure Investment

Indicator	Target
Number of Master Plans included in 5-year CIP	≥3
Meet Completion Schedule for Master Plans and Condition Assessment Activities	varies
Actual Annual Capital Expenditures as Percent of Budgeted Cash Flow (including carry forward)	≥80%
Construction Change Orders (weighted average of completed projects)	<5%
Construction Change Orders due to Design Errors and Omissions (weighted average of completed projects)	<3%
Annual Number of Miles of Wastewater Collection System Pipe Inspected (Bay Point only)	14 miles



STRATEGY NO. 1 Operate District facilities to meet or exceed federal, state, and local regulatory requirements

Key Objectives

- Conduct periodic regulatory compliance vulnerability assessments and implement applicable preventive measures, key recommendations, and contingencies
- Foster a learning culture by capturing “lessons learned” from regulatory non-compliance events, “near miss” incidents, and infrastructure failures through identification of root causes and associated corrective and preventative measures
- Invest in value-added automated process control and monitoring systems to minimize potential for regulatory non-compliance events (“early warning systems”)
- Integrate data, systems, and business/information technology applications to support data-driven decision making and process control
- Ensure appropriate levels of service, reliability, and redundancy is included in capital projects



STRATEGY NO. 2 Maximize wastewater resource recovery via recycled water production, on-site energy production and management, beneficial use of biosolids, and recycling of household hazardous waste materials

Key Objectives

- Ensure effective and reliable operation of District’s Recycled Water Facility (RWF) to maximize facility “uptime” and production and delivery of Title 22 compliant recycled water to customers
- Invest in biogas utilization for energy production to provide environmental benefits and cost savings
- Advocate for continued use of existing biosolids management options as beneficial uses (i.e., land application, composting) and expand future options to ensure a diversified, cost-effective portfolio



Meet or surpass environmental and public health requirements to maintain public trust

STRATEGY NO. 3 Advocate for achievable, sustainable, and cost-effective environmental regulations based on sound science and public health benefits

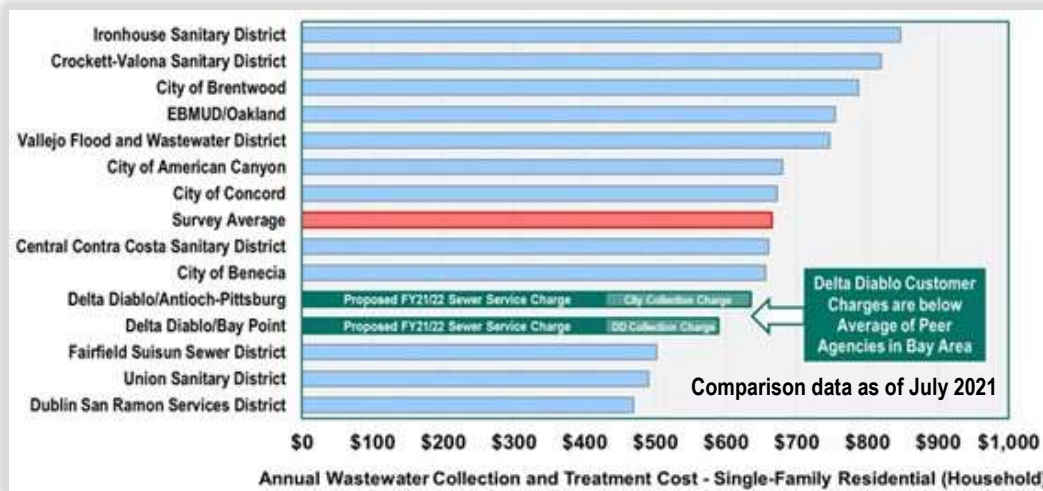
Key Objectives

- Actively engage with regulators and scientific community via Bay Area Clean Water Agencies to continue investment data collection and understanding water quality impacts and public health benefits associated with nutrient management in San Francisco Bay
- Support development of a regional nutrient load “trading” program to reduce capital infrastructure investment costs at the District



Key Success Indicators: Goal 2 Environmental Stewardship	
Indicator	Target
Number of Violations or Exceedances of National Pollutant Discharge Elimination System (NPDES) Permit for District’s Wastewater Treatment Plant (WWTP)	0
Number of Violations or Exceedances of Recycled Water Title 22 Compliance Requirements	0
Number of Violations or Exceedances of Air Permit Title V Compliance Requirements	0
Number of Annual Sanitary Sewer Overflows (Bay Point collection system)	≤1
Annual Environmental Compliance Inspections and Permit Issuances Completed on Schedule	100%
Household Hazardous Waste Facility – Compliance with Requirements	100%
Received recognition from the National Association of Clean Water Agencies for exemplary regulatory compliance (e.g., Gold Award), and industry leadership and excellence (Utility of the Future Today)?	Yes
Annual Recycled Water Production and Distribution (as percent of WWTP influent)	≥50%
Annual On-site Power Generation (as percent of WWTP power demand)	≥55%
Annual Biosolids Beneficial Use (as percent of biosolids production)	100%
Annual Household Hazardous Waste Material Recycled (as percent of recyclable)	100%

Manage financial resources effectively to meet funding needs and maintain fair and reasonable rates



STRATEGY NO. 1 Conduct long-term horizon financial planning to minimize potential for sharp rate increases due to unanticipated funding needs

Key Objectives

- Develop and maintain a 5-year financial model with a 10-year outlook that includes projections for operating and capital expenditures, revenue needs, financing assumptions, and associated rate adjustments
- Ensure sufficient financial reserves during the planning horizon to mitigate potential impacts of significant unforeseen costs due to emergency needs (e.g., major infrastructure failure) and maintain good standing in the financial credit markets
- Critically review operating budget assumptions and staffing levels each year to identify opportunities to reduce costs through “zero-based” budgeting, review of past performance, and contingency levels
- Maximize cash funding of a prioritized CIP to ensure lowest overall costs for District customers, while utilizing debt financing assumptions to offset near-term rate impacts for large-scale CIP projects
- Seek the lowest cost of capital through applicable federal, state, and local grant and low-interest loan programs, and update financing assumptions in financial model
- Reserve debt management capacity for long-term nutrient management WWTP upgrades



STRATEGY NO. 2 Ensure legal, equitable, and cost-of-service based rates with revenue need allocation to appropriate customer categories

Key Objectives

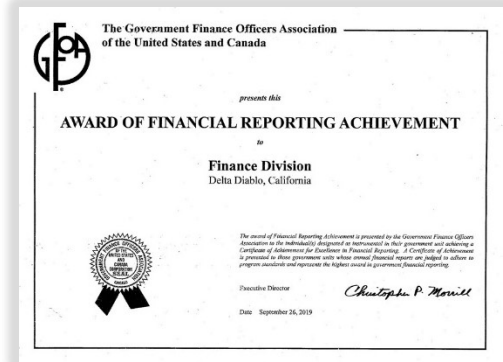
- Review and adjust cost-of-service assumptions and revenue need allocation each year and update financial plan, as needed
- Conduct periodic third-party cost-of-service studies and implement applicable recommendations
- Ensure equitable collection of Sewer Service Charge revenue from existing customers and Capital Facilities Capacity Charges from new customers (i.e., growth in service area)

Manage financial resources effectively to meet funding needs and maintain fair and reasonable rates

STRATEGY NO. 3 Ensure effective communication, transparency, and integrity in financial reporting documentation and make readily available to customers

Key Objectives

- Develop clear, informative, and transparent public communication materials (e.g., Proposition 218 Notices, fact sheets, “Frequently Asked Questions,” and Board communications) in support of the rate-setting, CIP, and budget approval processes
- Prepare a Comprehensive Annual Financial Report (CAFR) each year that meets best practices for excellence and transparency in financial reporting
- Prepare a “Budget Book” that integrates annual operating and capital budget drivers, considerations, and necessary appropriations, as well as a “General Manager’s Message” to provide clear communications to customers
- Conduct regular external financial audits and implement recommended improvements, as necessary



Key Success Indicators: Goal 3 Fiscal Responsibility	
Indicator	Target
Maintain Reasonable Sewer Service Charges when Compared to Peer Agencies in the San Francisco Bay Area	<average of peer agencies
Actual Annual Operating Budget Expenditures as Percentage of Budget	90-100%
Received Annual Recognition from Government Finance Officers Association for Excellence in Financial Reporting for CAFR and Budget Book?	Yes
Number of “Significant Deficiencies” in Internal Controls or “Material Weaknesses” Identified during Annual Third-party Audit of Financial Reports	0
Percent of Third-party Financial Audit Findings Resolved within 90 days	100%
Debt Service Coverage Ratio	≥1.75 (or more current District policy)

Embrace innovation, engagement, and change to enhance service delivery, work processes, and use of technology to drive sustained improvement in organizational effectiveness and efficiency

STRATEGY NO. 1 Promote and value a high-performing organizational culture that is open to new ideas, innovative approaches, and sharing of diverse employee perspectives and experiences

Key Objectives

- Empower employees to share ideas and opportunities to improve the organization’s service delivery, work processes, and use of technology
- Encourage new and existing employees to share alternative approaches and ideas based on previous work experience to support identifying potential organizational improvements
- Actively engage employees in developing annual Strategic Initiatives to support implementation of the District’s Strategic Plan
- Form cross-divisional teams to identify and recommend improvements to critical organizational and business functions, including a summary of key benefits, impacts, transition planning, and training needs
- Recognize employees and teams acting as “change agents” to drive innovation and improvement



STRATEGY NO. 2 Expand value-added use of information technology (IT) services and applications

Key Objectives

- Apply a strategic, prioritized, and value-added focus in implementing IT initiatives to ensure effective utilization of IT resources
- Conduct periodic IT planning assessments to update work completed, identify current business needs and priorities, evaluate and prioritize new IT initiatives, and identify change management and training needs
- Implement new IT services and applications with minimal interruption to internal and external customers

STRATEGY NO. 3 Effectively manage implementation of organizational changes

Key Objectives

- Actively engage with key cross-divisional stakeholders to understand and manage potential impacts associated with implementation of the proposed change(s)
- Identify and implement training needs and prepare necessary documentation or updated documentation to support successful change implementation
- Evaluate change implementation at key schedule milestones and seek opportunities to receive feedback

Key Success Indicators: Goal ④ Organizational Change	
Indicator	Target
Number of Annual Strategic Initiatives Identified	>8
Increased Organizational Effectiveness and Efficiency	varies
Critical IT Application Uptime	100%
IT Customer Satisfaction Results	>95%

Support development of an engaged, skilled workforce that is dedicated to organizational excellence and exceptional service delivery



STRATEGY NO. 1 Ensure a safe, diverse, inclusive, and equitable workplace

Key Objectives

- Ensure each employee has received required training and exhibits behavior consistent with the District's Behavioral Values
- Design training sessions to be dynamic, interactive, and support engagement, connectivity, and retention
- Meet or exceed industrial safety standards in the workplace; expand use of safety-related IT applications; and utilize the Safety Committee to adapt the workplace, procedures, and/or protocols in response to safety incidents, as necessary
- Utilize IT applications to track training records to ensure required training is completed on schedule
- Cultivate a positive, team-based work culture that inspires engagement, strong professional relationships, and reflects commitment to the District's Behavioral Values

STRATEGY NO. 2 Promote employee professional development and training to ensure readiness and adaptability to meet future workforce challenges and needs

Key Objectives

- Engage with individual employees to understand future career progression interests and incorporate applicable professional development plans into annual performance plans and appraisals
- Encourage staff to acquire certifications, licenses, and training, and demonstrate personal commitment to professional development through use of tuition reimbursement programs, and participation in management/supervisory training and/or industry association training, seminars/webinars, and conferences
- Promote employee participation through active engagement and/or leadership roles in key industry associations (e.g., CASA, BACWA, CWEA) to explain District positions and advocate for District interests, while staying abreast of industry challenges and potential impacts to the District
- Clearly communicate performance expectations and standards to employees; conduct regular assessments that include employee strengths and opportunities for development; and integrate coaching and mentoring techniques, and develop targeted plans to improve performance deficiencies, as needed
- Identify and implement opportunities to improve the performance planning and appraisal process to support timely completion, effective supervisor-employee engagement, and professional development



Support development of an engaged, skilled workforce that is dedicated to organizational excellence and exceptional service delivery

STRATEGY NO. 3 Generate awareness of career employment opportunities at the District

Key Objectives

- Partner with local universities, colleges, and community colleges to communicate potential career paths at the District and generate interest in future employment
- Utilize internships and temporary, short-term positions in various workgroups, as needed (e.g., laboratory, operations, maintenance)
- Participate in value-added regional, institutional, and/or peer agency partnerships and coalitions designed to cultivate and produce highly-qualified candidates for future employment
- Target specific employment markets and industry associations, and prepare high-quality job announcements with professional supporting documentation to attract high-quality candidates during recruitment and selection processes



STRATEGY NO. 4 Recognize and celebrate key team and individual achievements

Key Objectives

- Use multi-faceted approaches to consistently recognize employees who demonstrate commitments to teamwork, the District's Behavioral Values, innovation, and organizational excellence via presentations at Board meetings, internal newsletters, staff communications, meetings, and employee recognition events
- Celebrate successes associated with regional partnerships with local communities, industry associations, regulators, and/or peer agencies

Key Success Indicators: Goal 4 Organizational Change	
Indicator	Target
Compliance with Mandatory Training Requirements	100%
Maintain All Required Licenses, Certifications, and Training	100%
Employee Injury and Illness Lost Time Incident Rate	<4.0 (BLS), <5.6 (AWWA)
Annual Performance Plans Completed on Schedule	>95%
Annual Performance Appraisals Completed on Schedule	>95%

Deliver an exceptional customer service experience and embrace opportunities to enhance service value through engagement and collaboration

STRATEGY NO. 1 Enhance customer services by streamlining District communications to share accurate information with the public and effectively resolve potential inquiries or concerns

Key Objectives

- Ensure a timely, professional, and responsive approach to all customer service interactions
- Provide opportunities for customers to provide feedback on their customer service experience
- Develop uniform messaging points and guidance for addressing specific customer inquiry or concern scenarios for the most common customer service engagements—permit counter, Delta Household Hazardous Waste Collection Facility, street sweeping services, pollution prevention, and sharps
- Enhance external website content, organization, and consistency as a key public information tool

STRATEGY NO. 2 Minimize potential impacts to local residences and businesses during normal facility operations and maintenance, construction project activities, and emergency repair work

Key Objectives

- Operate and maintain the District’s WWTP and pump stations to minimize the potential for odor impacts in the local community; and ensure timely, responsive actions are implemented, if conditions warrant
- Develop and distribute public communications materials to effectively support planned construction activities in the local community, including a project hotline, and resolve construction-related issues and/or customer concerns in a timely manner
- Ensure timely, effective response actions to protect public health and the environment during an infrastructure failure event; and provide targeted public communication materials, as necessary

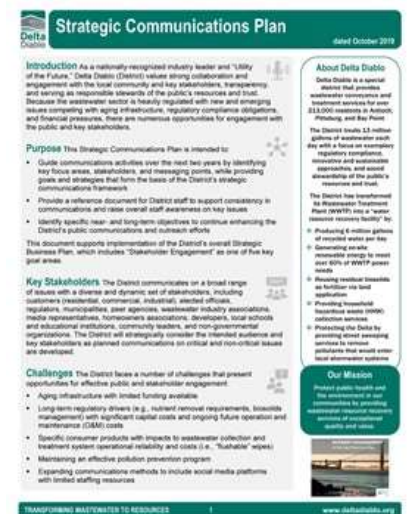
STRATEGY NO. 3 Maintain an updated Strategic Communications Plan

Key Objectives

- Highlight key focus areas and discussion points to ensure consistency and understanding among employees

STRATEGY NO. 4 Ensure development of effective Business Continuity and Emergency Response plans to maintain operational resiliency during extreme climate events and/or local community emergency conditions

STRATEGY NO. 5 Engage in beneficial local community, industry association, regulatory, and/or peer agency partnerships to further environmental protection awareness and address critical issues impacting the District’s operations



Key Success Indicators: Goal 6 Customer Service and Engagement

Indicator	Target
Initial Response Time for Conveyance/Collection System Emergencies	≤30 minutes
Initial Response Time for Customer Voicemails/Emails (during business hours)	≤2 hours
Average External Customer Satisfaction Rating	≥95%
Number of Annual Confirmed Odor Complaints to BAAQMD	0
Number of Annual Unresolved Construction-related Customer Complaints	0

ITEM J

July 14, 2021

RECEIVE MONTHLY LOBBYIST REPORT DATED JUNE 2021, 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 June 2021, which was produced by KA and distributed to members of the Western Recycled Water Coalition.

Financial Impact

None

Attachment

KA Monthly Report, June 2021

Reviewed by:



Thanh Vo
Acting Engineering Services Director

cc: Project File No. P.90024.06.01





(703) 340-4666

www.keyadvocates.com

June 30, 2021

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

Infrastructure: Status

On June 24, after weeks of negotiations, President Biden and a bipartisan group of senators announced a deal on infrastructure spending. The agreement focuses on investments in roads, railways, bridges, and broadband internet, but it does not include investments Biden has referred to as "human infrastructure," including money allocated for childcare and tax credits for families.

According to the White House, the price tag comes in at \$1.2 trillion over eight years, with more than \$500 billion in new spending. How the measure would be paid for was a central point in negotiations, with Republicans opposed to undoing any of the 2017 tax cuts. The bipartisan deal is just the beginning of what could be a long and difficult process. Biden told reporters that he will not sign any legislation unless it is paired with a separate bill to address other elements of his broader infrastructure proposal.

Here's a look at what's included in the agreement, according to the White House fact sheet:

Transportation: \$312 billion

Roads, bridges, major projects: \$109 billion
Safety: \$11 billion
Public transit: \$49 billion
Passenger and freight rail: \$66 billion
Electric vehicles: \$7.5 billion
Electric buses/transit: \$7.5 billion
Reconnecting communities: \$1 billion
Airports: \$25 billion
Ports and waterways: \$16 billion
Infrastructure financing: \$20 billion

Other infrastructure: \$266 billion

Water: \$55 billion

Broadband: \$65 billion
Environmental remediation: \$21 billion
Power, including grid authority: \$73 billion
Western water storage: \$5 billion
Resilience: \$47 billion

How would they pay for it?

The White House said the plan will be paid for with unused coronavirus relief funds, unused unemployment insurance and sales from the Strategic Petroleum Reserve, among other measures. Here's a full look at the sources they've proposed, according to the fact sheet:

- Reduce the IRS tax gap.
- Unemployment insurance program integrity.
- Redirect unused unemployment insurance relief funds.
- Repurpose unused relief funds from 2020 emergency relief legislation.
- State and local investment in broadband infrastructure.
- Allow states to sell or purchase unused toll credits for infrastructure.
- Extend expiring customs user fees.
- Reinstate Superfund fees for chemicals.
- 5G spectrum auction proceeds.
- Extend existing spending restraints over mandatory government programs.
- Strategic Petroleum Reserve sales.
- Public-private partnerships, private activity bonds, direct pay bonds and asset recycling for infrastructure investment.
- The expectation that infrastructure investment will generate economic growth.

Infrastructure: Biden Original Proposal

The original proposal at \$2.25T includes the following: \$621B for highways (\$115B to modernize 20,000 miles of highways, roads, and main streets) and bridges (to fix the most economically significant large bridges and repair the worst 10,000 smaller bridges), highway safety (\$20B), transit (\$85B for modernization and system expansion), rail (including \$80B for Amtrak's repair backlog and to modernize the Northeast Corridor), ports and inland waterways and ferries (\$17B), airports (\$25B); electric vehicles (\$174B to accelerate the shift to electric vehicles, consumer rebates and tax incentives to buy American-made electric vehicles, a new grant and incentive program to build a national network of 500,000 charging stations by 2030, replace 50,000 diesel transit vehicles, and electrify at least 20% of yellow school buses); \$300B for housing; \$300B to bolster U.S. manufacturing including \$50B for semiconductor manufacturing and \$30B for medical manufacturing; \$400B for elderly and disabled care; expand access to long-term Medicaid care services; give caregiving workers the opportunity to join a union; \$213B for housing including building and rehabilitating more than 50,000 homes for low and middle income homebuyers; \$180B for research in critical technologies; \$111B for water infrastructure to replace all lead pipes and service lines and to upgrade clean water, drinking water, wastewater and storm water systems; \$100B to build new schools and upgrade existing buildings, \$12B for community colleges infrastructure needs; \$25B to upgrade child

care facilities; \$100B for broadband; \$100B for workforce development including \$40B to retain dislocated workers; and, \$18B to modernize Veterans Affairs' hospitals and \$10B to modernize federal buildings.

H.R.1015, the “Water Recycling Investment and Improvement Act” and the STREAM Act: “Support to Rehydrate the Environment, Agriculture, and Municipalities Act”

On February 11, Congresswoman Napolitano introduced H.R.1015, the same bill she introduced last Congress. It increases the WIIN Act authorization to \$500M, strikes certain requirements, and increases the Federal share from \$20 to \$30 M. Last Congress, her bill did not move on its own but was included in H.R.2, the omnibus mega infrastructure bill that passed the House but not the Senate. A hearing is expected in the near future.

The STREAM Act is a draft by Senator Feinstein for which letters of support/comments were requested by April 15 – these are currently being reviewed. The Coalition sent a support letter noting the reauthorization of the Title XVI competitive grant program of \$250 million over 5 fiscal years, the increase in the per project maximum Federal funding contribution to \$30 million, and the elimination of the requirement that Congress must approve funding awards for specific projects through designating them by name in an enacted appropriations bill, the newly proposed Reclamation Infrastructure Finance Program and increased funding for, and expedited congressional approval for water storage projects of \$750 million, and \$100 million for desalination projects, both over 5 fiscal years. This draft is viewed as the “son of S. 1932” which stalemated last Congress. The goal of this legislation is with Senate passage to conference with H.R.1015, the Napolitano bill, with the outcome hopefully closer to the higher Napolitano funding levels.

S. 914, “Drinking Water and Wastewater Infrastructure Act of 2021” and H.R. 1915, “Water Quality Protection and Job Creation Act of 2021”

On April 28, the Senate passed the bill which provides \$14.65B over five fiscal years for the Clean Water SRF and \$125M for the AWSP and which includes the Feinstein-Padilla amendment which limits the prohibition against applying for Alternative Water Source Program (AWSP) grants to USBR projects that received construction funds. Receipt of funds for other purposes - for example, feasibility studies - would no longer be a bar as they are in existing law.

On July 1, the House is expected to pass H.R. 3684, the “INVEST in America Act” - the House version of the highway bill. Included in that bill is H.R. 1915 which provides \$40B over five fiscal years for the Clean Water SRF and \$1B for the AWSP. It also includes the same prohibition language as S. 914 regarding eligibility for recycled water projects in the AWSP – that is, projects that have received USBR construction funds would not be eligible for AWSP grants. Lastly, includes reauthorization of the Safe Drinking Water SRF at \$52.94B over ten fiscal years starting in FY22 (H.R. 3291).

In the Senate, the Environment and Public Works Committee and the Commerce Committee have reported their versions of the highway bill. The Banking and Finance Committees have yet to act.

H.R. 3404, the FUTURE Western Water Infrastructure and Drought Resiliency Act

On May 21, Congressman Huffman introduced the FUTURE Act (with 10 cosponsors, all CA Dems), the same bill he drafted last Congress and which was included in H.R. 2. The bill increases the authorization of the Title XVI WIIN grant program to \$500M and the Federal cap share from \$20M to \$30M – per the Napolitano bill above. It also includes a \$300M water trust fund with \$100M earmarked for recycled water projects. Plans going forward are unclear at this time.

H.R. 4099, the “Large Scale Water Recycling Project Investment Act”

On June 24, Reps. Napolitano, Grijalva, Huffman and Lee introduced the above bill which establishes a competitive grant program within the Department of the Interior for large-scale water recycling projects that have a total estimated cost of at least \$500M. The bill authorizes \$750M for the program from FY 23-27. Federal share is 25% but there is provision for increasing that. Projects must be within one of the USBR 17 western states. It has been reported that Senator Cortez Masto plans to introduce companion legislation.

H.R. 3112, To Amend the Reclamation Wastewater and Groundwater Study and Facility Act to Authorize Certain Recycled water Projects and for Other Purposes

On May 11, Congressman McNerney introduced the Coalition’s projects bill with three cosponsors – Reps. Swalwell, Eshoo and Panetta. On June 21 an email, with the official text of the bill, was sent to Angela Ebner in Senator Padilla’s office with the request that the Senator introduce it. Waiting to hear back.

Earmarks

In the House, Congressman McNerney submitted the Ironhouse \$3M STAG request to the Appropriations Committee. In the Senate, Ironhouse submitted the same request to Senator Feinstein. Also, in the Senate, Monterey One Water submitted to both Feinstein and Padilla requesting \$7.2M to expand Pure Water. No word yet from the Senate offices or the Senate Appropriations Committees regarding the status of the asks. Included in the House Interior Appropriations Bill, which is being marked up by the full committee tomorrow, is the \$3M Ironhouse request.

Bill Tracking - 117th Congress (2021-2022)

Summaries and updates included as available.

H.R.1660 — To make certain municipalities eligible for grants under the Federal Water Pollution Control Act, and for other purposes.

Sponsor: Rep. Trahan, Lori [D-MA-3] (Introduced 03/08/2021) Cosponsors: (4)

Committees: House - Transportation and Infrastructure

Latest Action: House - 03/09/2021 Referred to the Subcommittee on Water Resources and Environment

H.R.1563 — To extend the authorities under the Water Infrastructure Improvements for the Nation Act of 2016 providing operational flexibility, drought relief, and other benefits to the State of California.

Sponsor: Rep. Garcia, Mike [R-CA-25] (Introduced 03/03/2021) Cosponsors: (10)

Committees: House - Natural Resources; Science, Space, and Technology

Latest Action: House - 03/03/2021 Referred to the Committee on Natural Resources, and in addition to the Committee on Science, Space, and Technology, for a period to be subsequently determined by the Speaker.

This bill extends the authority of certain federal agencies to provide support for western water infrastructure and extends consultation requirements concerning projects in California. Specifically, the bill extends through 2028 the authority of the Bureau of Reclamation to provide support for projects in certain western states related to federal or state-led water storage, water desalination, and water recycling and reuse. It also extends provisions specific to California, including drought relief and the operations of the Central Valley Project (a hydropower and water management project in California that is operated by Reclamation). Further, the bill extends through 2033 consultation requirements concerning biological assessments and the coordinated operations of the Central Valley Project and the State Water Project in California.

H.R.1881 — To amend the Federal Water Pollution Control Act with respect to permitting terms, and for other purposes.

Sponsor: Rep. Garamendi, John [D-CA-3] (Introduced 03/12/2021) Cosponsors: (5)

Committees: House - Transportation and Infrastructure

Latest Action: House - 03/15/2021 Referred to the Subcommittee on Water Resources and Environment.

This bill revises the National Pollutant Discharge Elimination System (NPDES) program. Under the program, the Environmental Protection Agency issues permits to discharge pollutants into waters of the United States. The bill extends the maximum term for NPDES permits issued to states or municipalities from 5 to 10 years.

H.R.2952 — To amend the Federal Water Pollution Control Act to require a certain percentage of funds appropriated for revolving fund capitalization grants be used for green projects, and for other purposes.

Sponsor: Rep. Williams, Nikema [D-GA-5] (Introduced 04/30/2021) Cosponsors: (0)

Committees: House - Transportation and Infrastructure

Latest Action: House - 05/03/2021 Referred to the Subcommittee on Water Resources and Environment

H.R.2979 — To amend the Water Infrastructure Finance and Innovation Act of 2014 with respect to the final maturity date of certain loans, and for other purposes.

Sponsor: Rep. Garamendi, John [D-CA-3] (Introduced 05/04/2021) Cosponsors: (2)

Committees: House - Transportation and Infrastructure; Energy and Commerce

Latest Action: House - 05/05/2021 Referred to the Subcommittee on Water Resources and Environment.

S.916 — Water Affordability, Transparency, Equity, and Reliability Act of 2021

Sponsor: [Sen. Sanders, Bernard \[I-VT\]](#) (Introduced 03/23/2021) Cosponsors: (3)

Committees: Senate - Environment and Public Works

Latest Action: Senate - 03/23/2021 Read twice and referred to the Committee on Environment and Public Works. Same summary as the next bill.

H.R.1352 — Water Affordability, Transparency, Equity, and Reliability Act of 2021

Sponsor: [Rep. Lawrence, Brenda L. \[D-MI-14\]](#) (Introduced 02/25/2021) Cosponsors: (81)

Committees: House - Transportation and Infrastructure; Energy and Commerce; Ways and Means; Agriculture

Latest Action: House - 04/05/2021 Referred to the Subcommittee on Conservation and Forestry
This bill increases funding for water infrastructure, including funding for several programs related to controlling water pollution or protecting drinking water. Specifically, it establishes a Water Affordability, Transparency, Equity, and Reliability Trust Fund. The fund may be used for specified grant programs. The bill increases the corporate income tax rate to 24.5% to provide revenues for the fund. In addition, the bill revises requirements concerning the clean water state revolving fund (SRF) and the drinking water SRF. It also creates or reauthorizes several grant programs for water infrastructure.

H.R.3282 — To reauthorize funding for drinking water programs under the Safe Drinking Water Act and America's Water Infrastructure Act of 2018, and for other purposes.

Sponsor: [Rep. McKinley, David B. \[R-WV-1\]](#) (Introduced 05/17/2021) Cosponsors: (2)

Committees: House - Energy and Commerce; Transportation and Infrastructure

H.R.3701 — To establish water infrastructure grant programs.

Sponsor: [Rep. Delgado, Antonio \[D-NY-19\]](#) (Introduced 06/04/2021) Cosponsors: (4)

Committees: House - Transportation and Infrastructure; Energy and Commerce