

AGENDA

REGULAR BOARD OF DIRECTORS MEETING

DELTA DIABLO

(a California Special District)

2500 Pittsburg-Antioch Highway | Antioch, CA 94509

DISTRICT BOARD ROOM

WEDNESDAY, APRIL 10, 2019

4:30 P.M.

Persons who wish to address the Board during Public Comment or with respect to an item on the Agenda will be limited to three (3) minutes. The Board Chair may reduce the amount of time allotted per speaker at the beginning of each Item or Public Comment period depending on the number of speakers and the business of the day. Your patience is appreciated. A break may be called, or an item may be taken out of order, at the discretion of the Board Chair.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. PUBLIC COMMENTS

D. RECOGNITION

- 1) **Introduction** of Michael McKinney, Maintenance Mechanic II (Terry Spurgeon)
- 2) **Introduction** of Michael Skillings, Maintenance Mechanic II (Terry Spurgeon)

E. CONSENT CALENDAR

- 1) **Approve** Minutes of Regular Board of Directors Meeting, March 13, 2019 (Cecelia Nichols-Fritzler)
- 2) **Receive** Notes from Finance Committee Meeting, March 19, 2019 (Cecelia Nichols-Fritzler)
- 3) **Receive** Notes from Finance Committee Meeting, April 2, 2019 (Cecelia Nichols-Fritzler)
- 4) **Receive** District Monthly Check Register, February 2019 (Eka Ekanem)
- 5) **Authorize** General Manager to Execute Amendment No. 3 to Consulting Services Contract in an Amount Not to Exceed \$38,990, Carollo Engineers, Inc., Primary Clarifier Area Improvements, Project No. 17140 (Sean Williams)

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 at 2500 Pittsburg-Antioch Highway, Antioch, CA 94509 during normal working business hours.



F. DELIBERATION ITEMS:

The Board will consider and take action on the following:

- 1) **Receive** Presentation on Proposed Fiscal Year 2019/2020 through 2023/2024 Capital Improvement Program and **Set** Public Hearing for June 12, 2019 to Consider Approval of Five-Year Capital Improvement Program (Thank Vo)
- 2) **Review** Proposed Sewer Service Charge Increases, Set Public Hearing for June 12, 2019 and **Authorize** Distribution of Proposition 218 Notice (Carol Margetich)

G. PRESENTATIONS AND REPORTS:

The Board may consider and take action on the following:

Receive Update on Biological Treatment Process Performance at Wastewater Treatment Plant (Dean Eckerson)

H. MANAGER'S COMMENTS

I. DIRECTORS' COMMENTS

J. CORRESPONDENCE

- 1) **Receive** Monthly Lobbyist Report dated March 2019, Key Advocates, Inc., Western Recycled Water Coalition, Project No. 90024 (Jayne Strommer)
- 2) **Receive** Letter Dated March 7, 2019, California Sanitation Risk Management Authority, Pooled Liability Program Twenty-Seventh Dividend Declaration (Cheryl Rhodes Alexander)

K. CLOSED SESSION

L. ADJOURNMENT

The next regular monthly meeting will be **Wednesday, May 8, 2019, 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 at 2500 Pittsburg-Antioch Highway, Antioch, CA 94509 during normal working business hours.



April 10, 2019

INTRODUCTION OF MICHAEL MCKINNEY, MAINTENANCE MECHANIC II

RECOMMENDATION

Welcome Mr. Michael McKinney to the District.

Background Information

The District recently completed a recruitment and selection process to fill two vacant Maintenance Mechanic II positions resulting from the retirement of the incumbents. Based on the results of a comprehensive and competitive selection process, including an oral interview and practical test, Mr. McKinney was selected as one of the two best candidates. The practical test covered a variety of maintenance mechanic skill sets, including welding and fabrication, pipe threading, specialized tool identification, mechanical installation of bearings, pump identification and application, and confined space entry.

Analysis

Mr. McKinney began his employment with the District on March 25, 2019. In his new role as Maintenance Mechanic II, his responsibilities include mechanical equipment servicing, maintenance, and major repair in accordance with regular procedures and approved methods.

Mr. McKinney most recently worked for the City of Livermore as a Water Resource Mechanic I, journey level. He holds several licenses and certifications including California Water Environmental Mechanical Technologist Grade II, Certified Crane Operator, Flygt pump factory trainer, Netzsch pump factory trainer, and a Class A driver license. Mr. McKinney has also completed the State Wastewater Treatment Plant Operator I training class and is scheduled to take the operator certification test.

Mr. McKinney's background and experience in repairing and maintaining pumps is especially beneficial for ensuring the efficient and reliable operation of District equipment.

Financial Impact

Funding for the Maintenance Mechanic II position is included in the District's adopted Fiscal Year 2018/2019 operating budget.

Attachments

None

Prepared by: Terry Spurgeon
Terry Spurgeon
Maintenance Manager

Reviewed by: Dean Eckerson
Dean Eckerson
Resource Recovery
Services Director

cc: Michael McKinney, Maintenance Mechanic
District File HR.01



April 10, 2019

INTRODUCTION OF MICHAEL SKILLINGS, MAINTENANCE MECHANIC II

RECOMMENDATION

Welcome Mr. Michael Skillings to the District.

Background Information

The District recently completed a recruitment and selection process to fill two vacant Maintenance Mechanic II positions resulting from the retirement of the incumbents. Based on the results of a comprehensive and competitive selection process, including an oral interview and practical test, Mr. Skillings was selected as one of the two best candidates. The practical test covered a variety of maintenance mechanic skill sets, including welding and fabrication, pipe threading, specialized tool identification, mechanical installation of bearings, pump identification and application, and confined space entry.

Analysis

Mr. Skillings began his employment with the District on March 25, 2019. In his new role as Maintenance Mechanic II, his responsibilities include mechanical equipment servicing, maintenance, and major repair in accordance with regular procedures and approved methods.

Mr. Skillings most recently worked for Turbo Machinery, Incorporated where he performed heavy mechanical work at a variety of industrial facilities, including Delta Diablo. While working at Delta Diablo, he demonstrated a high level of competency performing various journey level mechanic tasks. With his technical background, along with his experience as fleet manager and fleet mechanic, Mr. Skillings' skills are well suited for the needs of the District.

Financial Impact

Funding for the Maintenance Mechanic II position is included in the Fiscal Year 2018/2019 operating budget.

Attachments

None

Prepared by: *Terry Spurgeon*
Terry Spurgeon
Maintenance Manager

Reviewed by: *Dean Eckerson*
Dean Eckerson
Resource Recovery
Services Director

cc: Michael Skillings, Maintenance Mechanic II
District File HR.01



April 10, 2019

APPROVE MINUTES OF REGULAR BOARD OF DIRECTORS MEETING, MARCH 13, 2019RECOMMENDATION

Approve Minutes of the Regular Board of Directors Meeting of March 13, 2019.

DRAFT**Minutes of the Regular Board of Directors Meeting****DELTA DIABLO****March 13, 2019**

The meeting was called to order by Chair Wright on Wednesday, March 13, 2019 at 4:32 p.m., in the Board Room, located at 2500 Pittsburg-Antioch Highway, Antioch. Present were Chair Sean Wright, and Directors Juan Banales and Federal Glover. Also present were Stephen Siptroth Alternate District Counsel; Vince De Lange, General Manager; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Carol Margetich, Business Services Director; Dean Eckerson, Resource Recovery Services Director; Brian Thomas, Engineering Services Director/District Engineer; Steve Rodriguez, Operations/Maintenance Supervisor; Joaquin Gonzalez, Operations Manager; Darrell Cain, Laboratory Manager; Jayne Strommer, Government Affairs Manager; Amanda Roa, Environmental Programs Manager; Thanh Vo, Senior Engineer; Irene O'Sullivan, Associate Engineer/ P&T Bargaining Unit Representative; Matt Gotshall, Computer Analyst/ P&T Bargaining Unit Representative; and Holland White, City of Pittsburg Councilmember and Supervisor's Aide for Special Projects, Office of Supervisor Federal D. Glover.

PUBLIC COMMENTS

None.

CONSENT CALENDAR

Chair Wright noted that Exhibit A (Records Retention Schedule) was inadvertently not included as part of the Resolution in Item D/2, Adopt Resolution Updating the District's Records Retention Schedule. Chair Wright noted that corrected copies were distributed to the Board Members and that additional copies were available for interested members of the public. Director Banales recused himself from Item D/5, Authorize General Manager to File California Environmental Quality Act (CEQA) Notice of Exemption with Contra Costa County and State Clearinghouse, Permanent Brine Transfer Facility Project No. 18109, noting for the record that he is employed by The Dow Chemical Company. Director Glover moved approval, seconded by Banales, and the Board approved the following consent items D/1 through D/4 by unanimous vote (Ayes: Banales, Glover and Wright; Noes: None, Absent: None) according to staff recommendations: Approve Minutes of Regular Board of Directors Meeting, February 13, 2019; Adopt Resolution Updating the District's Records Retention Schedule; Receive District Monthly Check Register, January 2019; Authorize General Manager to Execute Amendment No. 2 to Consulting Services Contract in an Amount Not to Exceed \$13,000, Lee & Ro, Inc., Engineering Services; Authorize General Manager to File California Environmental Quality Act (CEQA) Notice of Exemption with Contra Costa County and State Clearinghouse, Treatment Plant Electrical Switchgear Replacement, Project No. 17120. Thereafter, Director Glover moved approval, seconded by Chair Wright, and the Board approved the following consent item D/5 (Ayes: Glover and Wright; Noes: None, Absent: None; Abstain: Banales) according to staff recommendations: Authorize



General Manager to File California Environmental Quality Act (CEQA) Notice of Exemption with Contra Costa County and State Clearinghouse, Permanent Brine Transfer Facility Project No. 18109.

DELIBERATION ITEMS

None.

PRESENTATIONS AND REPORTS

Receive Report on Budget and Rates Development Planning Considerations, Rate Comparison Basis, and Funding Approach for Advanced Treatment Reserve Fund for Fiscal Year 2019/2020

Ms. Margetich provided an overview of the budget and rates development process. She reviewed the key guiding principles, including identifying and implementing operating budget reduction strategies and opportunities; ensuring effective prioritization of a capital improvement program (CIP) that addresses critical infrastructure needs; utilizing a 5-year outlook for CIP, budget, and rates to prevent rate spikes; maintaining cash reserves at a minimum of 40% of budgeted operating expenses during the 5-year period; targeting lowest cost of capital; and maintaining rates near average relative to peer agencies.

Ms. Margetich discussed the basis for the peer agency rate comparison and presented an updated comparison highlighting the sewer service charge (SSC) rate component allocated to the Advanced Treatment (AT) Reserve Fund. She reviewed the history of the AT fund formation, which was intended as a proactive measure to prevent significant rate spikes for plant improvements expected to exceed \$125 million, and recent updates regarding the projected timeline for nutrient removal requirements. Ms. Margetich stated that staff would further develop the strategic, technical, and financial approach for nutrient management and AT funding as part of the upcoming Resource Recovery Facility Master Plan. She reviewed the next steps in the budget and rate development process. Director Glover commented that he would like staff to monitor regulatory developments and provide updates to the Board to discuss appropriate AT funding levels as the master plan work progresses. Chair Wright concurred with Director Glover's comment and inquired as to whether peer agencies were currently funding future AT efforts. Mr. De Lange noted that two Bay Area agencies were investing significant capital to upgrade treatment plant infrastructure for nutrient removal, while most agencies were not allocating funds for future AT needs.

Receive Status Report on Facility Condition Assessment Project and Proposed Resource Recovery Facility Master Plan Scope, Project No. 18110

Ms. O'Sullivan provided an update on the Facility Condition Assessment (FCA) Project. She stated the District's focus on effective infrastructure renewal and rehabilitation to maintain system integrity and reliability with the goal of assessing the condition of critical infrastructure systems and prioritizing capital improvements. She noted that the majority of the District conveyance and treatment facilities were construction in the late 1970s and early 1980s. Ms. O'Sullivan discussed Phase 1, which focused on the wastewater collection and conveyance system and the wastewater treatment plant (WWTP) outfall. She highlighted the Phase 1 findings, which found the system is in fair-to-good condition with approximately 10% of the inspected sewer and manholes requiring priority repair. The remaining Phase 1 work (force mains) will be completed in spring 2019.

Mr. Thomas provided an update on the Resource Recovery Facility Master Plan. He reviewed the key focus areas, including Phase 2 (WWTP) of the FCA, long-term flow and load projections, nutrient removal, energy and resource recovery initiatives, process vulnerability and risk assessment, process optimization, monitoring, and control, biosolids management, land use planning, and recycled water. He also highlighted that the RRFMP will have a strategic planning focus by addressing a suite of near- and long-term issues in key areas, including biogas production and use, nutrient removal, infrastructure



management, regulatory compliance, biosolids recycling, recycled water, and land use planning. Mr. Thomas reviewed next steps, which include completing the Phase 1 FCA final report, issuing a request for proposals for the RRFMP, submitting recommendations for the Board's consideration, and completing the RRFMP within an established timeline.

Director Banales inquired if staff is coordinating and prioritizing sewer repair work with planned paving street paving efforts by the cities and county. Mr. Thomas affirmed that staff is coordinating with other agencies. Director Banales asked whether data gathered from the FCA will predict the useful life for the facility and will this information be included into the master plan. Mr. Thomas stated the data will be included as part of the master plan, which will include linear and vertical assets. Chair Wright inquired regarding the FCA Phase 1 results and whether the 10% finding was expected. Ms. O'Sullivan stated that findings are commensurate with the age of the infrastructure and pipe materials. Chair Wright noted the extended timeline for completing the master plan and questioned whether findings for key areas would be timely. Mr. De Lange stated that staff intends to accelerate completion of key tasks early in the master plan schedule, including biogas utilization options, the nutrient management strategic, technical, and financial approach, and the Phase 2 FCA effort.

MANAGER'S COMMENTS

Mr. De Lange commented that the District has experienced several security breaches during the past few months. He noted that the safety of staff is the highest priority and interim measures have been implemented to address immediate concerns. He also noted that additional security measures, such as lighting, keycard access, and surveillance cameras are being investigated. Director Glover commented that the District and neighboring businesses may be experiencing a similar situation and staff should investigate, share information, and resources. Mr. De Lange noted that staff is engaged with Dow and Calpine on security threats and protection measures.

DIRECTORS' COMMENTS

Chair Wright introduced his son, who was present as part of a job shadowing school assignment.

CORRESPONDENCE

Receive Monthly Lobbyist Report dated February 2019, Key Advocates, Inc., Western Recycled Water Coalition, Project No.

The Board received and filed the report.

CLOSED SESSION

None.

ADJOURNMENT

Chair Wright adjourned the meeting at 5:19 pm. The next regular monthly meeting will be Wednesday, April 10, 2019, at 4:30 p.m.

Federal Glover
Board Secretary

(Recording Secretary:
Cecelia Nichols-Fritzler)



ITEM E/2

April 10, 2019

RECEIVE NOTES FROM FINANCE COMMITTEE MEETING, MARCH 19, 2019

RECOMMENDATION

Note receipt and file.

Background Information

The Finance Committee met on March 19, 2019. The meeting was attended by Committee Chair, Sean Wright. Also present at the meeting were Vince De Lange, General Manager; Carol Margetich, Business Services Director; Brian Thomas, Engineering Services Director; Thanh Vo, Senior Engineer; and Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board.

The purpose of the meeting was to review and comment on the Proposed Fiscal Year 2019/2020 – 2023/2024 Capital Improvement Program (CIP). Mr. Vo provided an overview and outlined the goals of the District's five-year CIP, which are summarized in the meeting notes.

Analysis

Committee Chair Wright recommended the proposed CIP be brought forth to the full Board at the April 10, 2019 meeting. Committee meeting notes are provided as an informational report at regular Board Meetings as part of the Consent Calendar.

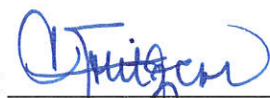
Financial Impact

None.

Attachment

Finance Committee Meeting Notes, March 19, 2019

Prepared by: _____



Cecelia Nichols-Fritzler
Office Manager/Secretary to the Board

Reviewed by: _____



Vince De Lange
General Manager



**DRAFT
MEETING NOTES**

**BOARD OF DIRECTORS FINANCE COMMITTEE MEETING
DELTA DIABLO**

**TUESDAY, MARCH 19, 2019
9:00 A.M.**

The meeting was called to order by Committee Chair Sean Wright on Tuesday, March 19, 2019 at 9:01 am in the Board of Directors' Conference Room, 2500 Pittsburg-Antioch Highway, Antioch, California. Also present at the meeting were Vince De Lange, General Manager; Carol Margetich, Business Services Director; Brian Thomas, Engineering Services Director; Thanh Vo, Senior Engineer; and Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board.

PUBLIC COMMENTS

No public comments.

**REVIEW REPORT ON PREPARATION OF PROPOSED FISCAL YEAR 2019/2020 –
2023/2024 CAPITAL IMPROVEMENT PROGRAM**

Mr. Vo provided an overview of the Fiscal Year 2019/2020 – 2023/2024 (FY19/20 – FY23/24) Capital Improvement Program (CIP) development process, goals, and associated Board interactions. He highlighted that planned capital improvements total \$127 million with over \$30 million funded by State Revolving Fund (SRF) and IBank loans and \$85 million dedicated to rehabilitation and replacement of wastewater and recycled water infrastructure. Mr. Vo noted that 17 new projects have been added with an estimated cost of \$12.4 million. Chair Wright requested that the difference between the \$125 million estimate and the 5-year \$102 million budget request be clarified for the Board meeting. Mr. De Lange stated that the difference was due to \$25 million in prior year appropriations with a significant portion of this amount to be expended in FY18/19. He noted that the impact of capital “carryover” funding would be clarified for the Board presentation. Chair Wright questioned whether the carryover amount is included in the 5-year rate model analysis. Ms. Margetich confirmed that the rate model includes preliminary planned cash expenditures in each fiscal year.

Mr. Vo presented the projected 5-year CIP by fiscal year, noting that the majority (80%) of the estimated cost (\$34 million) for the East County Bioenergy Project (ECBP) is assumed to be rate neutral. He presented a breakdown of planned capital expenditures by major infrastructure area (i.e., collection, conveyance, treatment, advanced treatment, ECBP). Chair Wright requested that the 20% of planned infrastructure improvements should the ECBP not move forward be noted in the CIP breakdowns. Mr. Vo reviewed a breakdown of the nine largest capital projects (not including ECBP), which total \$56.7 million. Mr. Vo presented a list of the 17 new capital projects and closed the presentation with a review of next steps and Board interactions, including presentation of the proposed and final CIP at the April and June Board meetings.

Chair Wright thanked Mr. Vo for the report and recommended the item be brought to the full Board for consideration at the April Board meeting.

ADJOURNMENT

The meeting was adjourned by Chair Wright at 9:22 am.

(Recording Secretary: Cecelia Nichols-Fritzler)

April 10, 2019

RECEIVE NOTES FROM FINANCE COMMITTEE MEETING, APRIL 2, 2019

RECOMMENDATION

Note receipt and file.

Background Information

The Finance Committee met on April 2, 2019. The meeting was attended by Committee Chair, Sean Wright; Vince De Lange, General Manager; Carol Margetich, Business Services Director; Brian Thomas, Engineering Services Director; Thanh Vo, Senior Engineer; and Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board.

The purpose of the meeting was to review and comment on the Preliminary Sewer Service Charge Analysis for Fiscal Year 2019/2020 and the Draft Proposition 218 Notice. Ms. Margetich provided an overview, which is summarized in the meeting notes.

Analysis

Committee Chair Wright recommended the proposed Preliminary Sewer Service Charge Analysis for Fiscal Year 2019/2020 and the Draft Proposition 218 Notice be brought forth to the full Board at the April 10, 2019 meeting. Committee meeting notes are provided as an informational report at regular Board Meetings as part of the Consent Calendar.

Financial Impact

None

Attachment

Finance Committee Meeting Notes, April 2, 2019

Prepared by:



Cecelia Nichols-Fritzler
Office Manager/Secretary to the Board

Reviewed by:



Vince De Lange
General Manager



**DRAFT
MEETING NOTES**

BOARD OF DIRECTORS FINANCE COMMITTEE MEETING
DELTA DIABLO

TUESDAY, APRIL 2, 2019
9:00 A.M.

The meeting was called to order by Committee Chair Sean Wright on Tuesday, April 2, 2019 at 9:03 am in the Plant Operations Center Conference Room, 2600 Pittsburg-Antioch Highway, Antioch, California. Also present at the meeting were Vince De Lange, General Manager; Carol Margetich, Business Services Director; Brian Thomas, Engineering Services Director/District Engineer; Thanh Vo, Senior Engineer; and Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board.

PUBLIC COMMENTS

No public comments.

REVIEW REPORT ON PRELIMINARY SEWER SERVICE CHARGE ANALYSIS FOR FISCAL YEAR 2019/2020 AND THE DRAFT PROPOSITION 218 NOTICE

Ms. Margetich outlined the budget and rates development schedule, guiding principles, and key assumptions used in the sewer service charge (SSC) analysis for Fiscal Year 2019/2020 (FY19/20). She presented a table with the proposed SSC increases for Antioch and Pittsburg customers (4.5%) and Bay Point (3.5%) customers. Chair Wright questioned whether the magnitude of the SSC increase was the same for Antioch/Pittsburg and Bay Point, which Ms. Margetich confirmed while noting that the Bay Point SSC is larger because it includes wastewater collection services. This larger rate translates into a smaller overall rate increase as a percentage for Bay Point customers. She highlighted the various SSC components by fund and noted that the Advanced Treatment (AT) Reserve Fund component is proposed to be maintained at the same level as FY18/19. Ms. Margetich presented a breakdown of District expenses paid by SSC with salaries/benefits (39%) and capital improvements (38%) as the largest categories.

Ms. Margetich presented a preliminary rate comparison table for FY19/20, which highlights that the District's ratepayers pay among the lowest rates relative to peer agencies. She reviewed the projected SSCs increases over the next five years and noted that staff has worked diligently to refine both capital and operating budgets to reduce the rate projection relative to last year's estimate. Chair Wright inquired as to whether other peer agencies are collecting a similar AT Fund charge. Mr. De Lange noted that although two Bay Areas agencies are currently implementing nutrient removal infrastructure improvements in advance of regulatory requirements, most peer agencies are not collecting similar rate components. As presented to the Board at the March 2019 meeting, he stated that staff would be developing the strategic, technical, and financial approach to long-term nutrient management as part of the upcoming Resource Recovery Facility Master Plan. In the near term, the AT Fund rate component is proposed to be maintained at current levels (i.e., no planned increase). Ms. Margetich commented on the Board's very proactive financial planning approach in 2011.

Chair Wright commented that the reduced 5-year rate projection is a very positive outcome and should be shared in response to potential comments raised at the planned Public Hearing.

Ms. Margetich provided an overview of the District's efforts to balance various fund balances each year and presented preliminary budget expenditures by fund for the 5-year period. She provided a comparison of planned revenues and expenses in the Wastewater O&M Fund and use of cash reserves to smooth fund balances and rate impacts. She showed a chart illustrating the severe impacts on the District's ability to maintain cash reserves at 40% of operating budget without the proposed SSC increases; in particular, cash reserves would fall below this target by FY22/23 and be nearly depleted by FY23/24. Mr. De Lange added that this would be reviewed in more detail as part of the budget presentations to the Board in May and June. Ms. Margetich discussed inter-fund transfers and loans and closed the presentation with next steps, including consideration of proposed SSCs and distribution of the associated Proposition 218 Notice by the full Board at the April 10, 2019 meeting.

Chair Wright thanked Ms. Margetich for the report and recommended the item be brought to the full Board for consideration at the April Board meeting.

ADJOURNMENT

Chair Wright adjourned the meeting at 9:29 am.

(Recording Secretary: Cecelia Nichols-Fritzler)

April 10, 2019

RECEIVE DISTRICT MONTHLY CHECK REGISTER, FEBRUARY 2019

RECOMMENDATION

Receive District Monthly Check Register for the month ending February 28, 2019.

Background Information

The Check Register for the month of February 2019 is attached. This report reflects payments to the District's suppliers, consultants, service providers, and contractors. A total of \$859,550.47 was disbursed in the month of February 2019, which includes 188 checks.

Financial Impact

All payments made during the month are within funding levels included in the adopted operating and capital budgets for Fiscal Year 2018/2019.

Attachment

Check Register, month ending February 28, 2019

Prepared by: 
Eka Ekanem
Senior Accountant

Reviewed by: 
Carol Margetich
Business Services Director



CHECK REGISTER

DELTA DIABLO

CASH DISBURSEMENTS FOR THE MONTH OF FEBRUARY 2019

| CHECK DATE | VENDOR NAME | INVOICE NO. | CHECK NO. | CHECK AMOUNT | CHECK AMOUNT DESCRIPTION |
|------------|------------------------------------|-------------|-----------|--------------------------------|--------------------------|
| 2/7/2019 | AMERICAN TROPHIES | | 31084 | 296.89 | |
| | | 46335 | 296.89 | AD | |
| 2/7/2019 | AT&T | | 31085 | 1,110.89 | |
| | | 46293 | 1,110.89 | PHONE | |
| 2/7/2019 | BAY AREA AIR QUALITY MNGMENT | | 31086 | 405.00 | |
| | | 46294 | 405.00 | PERMIT & REGULATORY FEE | |
| 2/7/2019 | CALIFORNIA WATER TECHNOLOGIES,LLC | | 31087 | 4,972.98 | |
| | | 46298 | 4,972.98 | FERROUS CHLORIDE | |
| 2/7/2019 | CHEMTRADE CHEMICALS US LLC | | 31088 | 6,464.13 | |
| | | 46300 | 3,262.96 | ALUMINUM SULFATE | |
| | | 46301 | 3,201.17 | ALUMINUM SULFATE | |
| 2/7/2019 | FRED CIAPUSCI | | 31089 | 50.00 | |
| | | 46282 | 50.00 | EMP REIMB | |
| 2/7/2019 | CONCENTRA/OCCUPATIONAL HEALTH CENT | | 31090 | 299.50 | |
| | | 46269 | 299.50 | OCCUP SAFETY | |
| 2/7/2019 | DATCO | | 31091 | 52.00 | |
| | | 46304 | 52.00 | PRE EMPL COSTS | |
| 2/7/2019 | VINCENT DE LANGE | | 31092 | 96.36 | |
| | | 46278 | 96.36 | T&M | |
| 2/7/2019 | DEPT OF GENERAL SERVICES | | 31093 | 206.16 | |
| | | 46302 | 206.16 | UTILITIES | |
| 2/7/2019 | ENDUSTRA FILTER MANUFACTURERS | | 31094 | 3,626.00 | |
| | | 46303 | 3,626.00 | OPERATION FILTERS | |
| 2/7/2019 | FARMER BROS CO | | 31095 | 414.80 | |
| | | 46260 | 414.80 | COFFEE SERVICE PLAN | |
| 2/7/2019 | FRESCHI AIR SYSTEMS | | 31096 | 178.00 | |
| | | 46272 | 178.00 | INSPECT/TROUBLESHOOT AIR DRYER | |
| 2/7/2019 | GOLDEN STATE WATER CO. | | 31097 | 1,630.56 | |
| | | 46306 | 599.09 | UTILITIES | |
| | | 46307 | 1,031.47 | UTILITIES | |
| 2/7/2019 | HAWKINS DELAFIELD & WOOD LLC | | 31098 | 3,940.00 | |
| | | 46241 | 3,940.00 | LEGAL SERVS DESIGN-BUILD & FEE | |
| 2/7/2019 | ICF JONES & STOKES INC. | | 31099 | 2,000.00 | |
| | | 46336 | 2,000.00 | LAB SPACE - DEPOSIT REFUND | |
| 2/7/2019 | IN SHAPE HEALTH CLUBS | | 31100 | 993.00 | |
| | | 46337 | 993.00 | GYM | |
| 2/7/2019 | DENISE JONES | | 31101 | 18.60 | |

| CHECK DATE | VENDOR NAME | INVOICE NO. | CHECK NO. | CHECK AMOUNT | CHECK AMOUNT DESCRIPTION |
|-------------------|---|--------------------|------------------|---------------------|---------------------------------|
| | | 46284 | | 18.60 | EMP REIMB |
| 2/7/2019 | JWC ENVIRONMENTAL | | 31102 | 12,552.99 | |
| | | 46273 | | 12,552.99 | REPLACMENT PARTS FOR SW1001 |
| 2/7/2019 | KELLEHER, HELMRICH & ASSOCIATES INC. | | 31103 | 2,370.60 | |
| | | 46344 | | 2,370.60 | SDS Management |
| 2/7/2019 | MANAGED HEALTH NETWORK | | 31104 | 390.55 | |
| | | 46339 | | 390.55 | EAP |
| 2/7/2019 | MAZE & ASSOCIATES | | 31105 | 2,200.00 | |
| | | 46271 | | 2,200.00 | Audit Services FYE 6/30/2018 |
| 2/7/2019 | NELSON STAFFING | | 31106 | 3,168.00 | |
| | | 46266 | | 1,980.00 | TEMP O/S |
| | | 46314 | | 1,188.00 | TEMP O/S |
| 2/7/2019 | PACIFIC GAS & ELECTRIC COMPANY | | 31107 | 25,609.97 | |
| | | 46316 | | 25,609.97 | UTILITIES |
| 2/7/2019 | PETTY CASH CUSTODIAN | | 31108 | 64.84 | |
| | | 43920 | | -107.36 | PETTY CASH |
| | | 45320 | | 71.28 | OCTOBER 18 |
| | | 45556 | | -9.20 | PETTY CASH |
| | | 45849 | | -30.24 | PETTY CASH |
| | | 46252 | | 140.36 | PETTY CASH |
| 2/7/2019 | CITY OF PITTSBURG | | 31109 | 585.14 | |
| | | 46315 | | 585.14 | UTILITIES |
| 2/7/2019 | READY PRINT | | 31110 | 452.41 | |
| | | 46254 | | 137.03 | AD |
| | | 46258 | | 36.98 | AD |
| | | 46319 | | 278.40 | O/S PRINTING |
| 2/7/2019 | REPUBLIC SERVICES #210 | | 31111 | 376.61 | |
| | | 46321 | | 376.61 | WASTE |
| 2/7/2019 | RGM AND ASSOCIATES | | 31112 | 1,102.50 | |
| | | 46320 | | 1,102.50 | CONSULTING SERVICES RWF EMERGE |
| 2/7/2019 | RH TECHNOLOGY | | 31113 | 4,134.75 | |
| | | 46268 | | 4,134.75 | TEMP O/S |
| 2/7/2019 | SCHAAF & WHEELER CONSULTING | | 31114 | 83.48 | |
| | | 46246 | | 83.48 | DESIGN FOR PUMP STATION FACILI |
| 2/7/2019 | SHAH KAWASAKI ARCHITECTS | | 31115 | 74,674.37 | |
| | | 46322 | | 28,000.06 | CONSULTING DESIGN SERVICES FOR |
| | | 46323 | | 46,674.31 | CONSULTING DESIGN SERVICES FOR |
| 2/7/2019 | STANDARD INSURANCE COMPANY | | 31116 | 4,064.00 | |
| | | 46325 | | 4,064.00 | LTD INSURANCE |
| 2/7/2019 | STATE OF CALIFORNIA | | 31117 | 325.00 | |

| CHECK DATE | VENDOR NAME | INVOICE NO. | CHECK NO. | CHECK AMOUNT | CHECK AMOUNT DESCRIPTION |
|------------------|---|-------------|--------------|------------------|--------------------------------|
| | | 4461711 | | 325.00 | INCOME TAX WITHOLDING ORDER |
| 2/7/2019 | SYSTEM 1 STAFFING | | 31118 | 6,690.80 | |
| | | 46263 | | 4,602.40 | TEMP O/S |
| | | 46324 | | 2,088.40 | O/S TEMP |
| 2/7/2019 | TAPCO | | 31119 | 5,805.00 | |
| | | 46248 | | 5,805.00 | RRFB CROSSWALK FLASHING BEACON |
| 2/7/2019 | TRI-VALLEY JANITORIAL SERVICE & SUPPL' | | 31120 | 6,966.00 | |
| | | 46342 | | 6,966.00 | JANITORIAL SERVICES |
| 2/7/2019 | UNIFIRST CORPORATION | | 31121 | 305.95 | |
| | | 46281 | | 172.68 | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46289 | | 133.27 | UNIFORM/ LAUNDRY SERVICE AGREE |
| 2/7/2019 | UNION BANK OF CALIFORNIA | | 31122 | 875.00 | |
| | | 46253 | | 875.00 | O/S INVESTMENT |
| 2/7/2019 | UNIVAR USA INC | | 31123 | 22,408.32 | |
| | | 46255 | | 3,166.19 | SODIUM HYPOCHLORITE |
| | | 46256 | | 3,164.78 | SODIUM HYPOCHLORITE |
| | | 46257 | | 4,869.11 | SODIUM BISULFITE |
| | | 46259 | | 4,813.81 | SODIUM BISULFITE |
| | | 46327 | | 3,229.51 | SODIUM HYPOCHLORITE |
| | | 46328 | | 3,164.92 | SODIUM HYPOCHLORITE |
| 2/7/2019 | VERIZON WIRELESS | | 31124 | 5,778.89 | |
| | | 46340 | | 5,778.89 | PHONE EXPENSE |
| 2/7/2019 | VISION SERVICE PLAN | | 31125 | 1,935.42 | |
| | | 46333 | | 1,852.76 | VISION INS |
| | | 46334 | | 82.66 | VISION COBRA INS |
| 2/7/2019 | WECK LABORATORIES, INC. | | 31126 | 1,791.07 | |
| | | 46261 | | 515.86 | CONTRACT LABORATORY SERVICES F |
| | | 46262 | | 515.86 | CONTRACT LABORATORY SERVICES F |
| | | 46265 | | 759.35 | CONTRACT LABORATORY SERVICES F |
| 2/7/2019 | WOLLBORG MICHELSON PERSONNEL | | 31127 | 14,976.00 | |
| | | 46242 | | 3,132.00 | FINANCE CONSULTANT |
| | | 46249 | | 3,384.00 | FINANCE CONSULTANT |
| | | 46250 | | 3,276.00 | FINANCE CONSULTANT |
| | | 46251 | | 3,456.00 | FINANCE CONSULTANT |
| | | 46341 | | 1,728.00 | FINANCE CONSULTANT |
| 2/21/2019 | AIRGAS USA, LLC | | 31128 | 2,237.26 | |
| | | 46464 | | 2,237.26 | INVENTORY |
| 2/21/2019 | ALTAMONT LANDSCAPE SVC, INC | | 31129 | 9,287.00 | |
| | | 46465 | | 1,800.00 | LANDSCAPE UPGRADE |
| | | 46466 | | 150.00 | LANDSCAPE MAINTENANCE SERVICES |

| CHECK DATE | VENDOR NAME | INVOICE NO. | CHECK NO. INVOICE AMOUNT | CHECK AMOUNT DESCRIPTION |
|------------------|--|-------------|-----------------------------|--------------------------------|
| | | 46467 | 7,337.00 | LANDSCAPE MAINTENANCE SERVICES |
| 2/21/2019 | CITY OF ANTIOCH- WATER | | 31130 | 5,924.34 |
| | | 46398 | 811.77 | UTILITIES |
| | | 46400 | 111.30 | UTILITIES |
| | | 46401 | 111.30 | UTILITIES |
| | | 46402 | 111.30 | UTILITIES |
| | | 46403 | 4,667.37 | UTILITIES |
| | | 46435 | 111.30 | UTILITIES |
| 2/21/2019 | JUAN AREVALO | | 31131 | 10.00 |
| | | 46445 | 10.00 | MED REIMB |
| 2/21/2019 | MICHAEL BAKALDIN | | 31132 | 209.45 |
| | | 46404 | 209.45 | REIMBURSEMENT |
| 2/21/2019 | BARTEL ASSOCIATES, LLC | | 31133 | 255.00 |
| | | 46239 | 255.00 | Actuarial Services FY 2019 |
| 2/21/2019 | DARRELL CAIN | | 31134 | 15.00 |
| | | 46446 | 15.00 | MED REIMB |
| 2/21/2019 | LESLIE J. CAIN | | 31135 | 60.00 |
| | | 46385 | 60.00 | M&D |
| 2/21/2019 | CALIFORNIA WATER TECHNOLOGIES,LLC | | 31136 | 10,316.20 |
| | | 46299 | 5,015.13 | FERROUS CHLORIDE |
| | | 46453 | 5,301.07 | FERROUS CHLORIDE |
| 2/21/2019 | CAROLLO ENGINEERS | | 31137 | 5,987.50 |
| | | 46410 | 5,987.50 | PRIMARY CLARIFIER AREA IMPROVE |
| 2/21/2019 | CDW GOVERNMENT, INC. | | 31138 | 2,625.57 |
| | | 46409 | 2,625.57 | ENDPOINT PROTECTION RENEWAL |
| 2/21/2019 | CENTER FOR HEARING HEALTH, INC | | 31139 | 1,311.00 |
| | | 46343 | 1,311.00 | Annual Hearing Test Van |
| 2/21/2019 | CHEMTRADE CHEMICALS US LLC | | 31140 | 12,431.23 |
| | | 46443 | 2,889.52 | ALUMINUM SULFATE |
| | | 46454 | 3,264.30 | ALUMINUM SULFATE |
| | | 46457 | 3,154.15 | ALUMINUM SULFATE |
| | | 46458 | 3,123.26 | ALUMINUM SULFATE |
| 2/21/2019 | CLASS C SOLUTIONS GROUP/ | | 31141 | 223.35 |
| | | 46483 | 223.35 | P.O. FOR INVENTORY OF BOLTS AN |
| 2/21/2019 | COMCAST BUSINESS COMMUNICATIONS, LI | | 31142 | 542.57 |
| | | 46405 | 542.57 | |
| 2/21/2019 | CONCENTRA/OCCUPATIONAL HEALTH CENT | | 31143 | 211.50 |
| | | 46389 | 158.00 | OCCUP SAFETY |
| | | 46413 | 53.50 | OCCUP SAFETY |
| 2/21/2019 | CONTRA COSTA WATER DISTRICT | | 31144 | 209.83 |

| CHECK DATE | VENDOR NAME | INVOICE NO. | CHECK NO. INVOICE AMOUNT | CHECK AMOUNT DESCRIPTION |
|------------------|---|-------------|-----------------------------|--------------------------------|
| | | 46408 | 209.83 | UTILITIES |
| 2/21/2019 | CORELOGIC INFORMATION SOLUTIONS, INC | | 31145 | 165.00 |
| | | 46407 | 165.00 | REALQUEST PROPERTY INFORMATION |
| 2/21/2019 | TOM DACY | | 31146 | 295.16 |
| | | 46447 | 131.58 | MED REIMB |
| | | 46448 | 118.58 | MED REIMB |
| | | 46449 | 45.00 | MED REIMB |
| 2/21/2019 | DIABLO WATER DISTRICT | | 31147 | 563.22 |
| | | 46411 | 563.22 | UTILITIES |
| 2/21/2019 | DISCOVERY BENEFITS, INC. | | 31148 | 136.50 |
| | | 46412 | 136.50 | FSA JANUARY 2019 |
| 2/21/2019 | ENVIRONMENTAL RESOURCE | | 31149 | 2,012.45 |
| | | 46394 | 194.66 | 2019 PT SAMPLES FOR LAB |
| | | 46395 | 1,822.79 | 2019 PT SAMPLES FOR LAB |
| | | 46482 | -5.00 | CREDIT MEMO |
| 2/21/2019 | EPIC COMPLIANCE SYSTEMS, INC. | | 31150 | 150.00 |
| | | 46469 | 150.00 | MONTHLY SITE INSPECTIONS OF GA |
| 2/21/2019 | EVOQUA WATER TECHNOLOGIES, LLC | | 31151 | 611.86 |
| | | 46415 | 611.86 | DI WATER FOR THE LABORATORY |
| 2/21/2019 | FIRE DETECTION UNLIMITED, INC | | 31152 | 3,593.55 |
| | | 46305 | 3,593.55 | EMERGENCY- HHW BLDG FIRE DETEC |
| 2/21/2019 | MICHAEL CRAMBLIT FOSTER | | 31153 | 922.20 |
| | | 46468 | 922.20 | 4" PLUG VALVE WITH VITON COATE |
| 2/21/2019 | FREMONT ANALYTICAL INC. | | 31154 | 1,370.00 |
| | | 46470 | 1,370.00 | DIGESTER GAS ANALYSIS |
| 2/21/2019 | GLOBAL EQUIPMENT COMPANY | | 31155 | 178.01 |
| | | 46473 | 178.01 | INVENTORY |
| 2/21/2019 | GP CRANE & HOIST SERVICES | | 31156 | 3,115.57 |
| | | 46471 | 2,560.57 | MAINTENANCE SHOP CRANE UPGRADE |
| | | 46472 | 555.00 | STOP GAP FOR CRANE INSPECTIONS |
| 2/21/2019 | GRAYBAR ELECTRIC COMPANY, INC. | | 31157 | 8,911.79 |
| | | 46474 | 3,039.25 | PARTS FOR BROADWAY AND PLC 10 |
| | | 46484 | 5,872.54 | PARTS FOR BROADWAY AND PLC 10 |
| 2/21/2019 | GURMUKH SINGH GREWAL | | 31158 | 24.00 |
| | | 46450 | 24.00 | MED REIMB |
| 2/21/2019 | HIRERIGHT, INC. | | 31159 | 44.31 |
| | | 46308 | 44.31 | PRE EMPL COSTS |
| 2/21/2019 | JEFF IMACHI | | 31160 | 116.00 |
| | | 46416 | 71.92 | T&M |
| | | 46417 | 44.08 | T&M |

| CHECK DATE | VENDOR NAME | INVOICE NO. | CHECK NO. | CHECK AMOUNT | DESCRIPTION |
|-------------------|---|--------------------|------------------|---------------------|--------------------------------|
| 2/21/2019 | INTERACTIVE RESOURCES INC. | | 31161 | 3,697.05 | |
| | | 46418 | | 3,697.05 | ROOF REPLACEMENT DESIGN - PN 1 |
| 2/21/2019 | JAC INDUSTRIAL TECHNOLOGIES, LLC | | 31162 | 2,328.07 | |
| | | 46309 | | 2,328.07 | INVENTORY |
| 2/21/2019 | JENSEN INSTRUMENT CO. | | 31163 | 15,186.74 | |
| | | 46475 | | 7,512.28 | PPS REPLACEMENT SEWAGE PUMP FL |
| | | 46476 | | 3,885.87 | PPS REPLACEMENT SEWAGE PUMP FL |
| | | 46477 | | 3,788.59 | PPS REPLACEMENT SEWAGE PUMP FL |
| 2/21/2019 | KENNEDY/JENKS CONSULTANTS INC. | | 31164 | 13,395.79 | |
| | | 46419 | | 13,395.79 | FACILITY CONDITION ASSESSMENT |
| 2/21/2019 | KEY ADVOCATES INC. | | 31165 | 7,250.00 | |
| | | 46310 | | 7,250.00 | FEDERAL ADVOCACY FOR WRWC PN |
| 2/21/2019 | KONE. INC. | | 31166 | 103.28 | |
| | | 46478 | | 103.28 | ELEVATOR SERVICE AGREEMENT |
| 2/21/2019 | LEGAL SHIELD | | 31167 | 139.65 | |
| | | 46397 | | 139.65 | LEGAL MEMBERSHIPS |
| 2/21/2019 | LINDE, INC. | | 31168 | 636.19 | |
| | | 46420 | | 636.19 | LIQUID OXYGEN |
| 2/21/2019 | ANGELA LOWREY | | 31169 | 687.85 | |
| | | 46421 | | 178.31 | T&M |
| | | 46422 | | 199.92 | T&M |
| | | 46433 | | 309.62 | T&M |
| 2/21/2019 | MAZE & ASSOCIATES | | 31170 | 1,400.00 | |
| | | 46312 | | 1,400.00 | Audit Services FYE 6/30/2018 |
| 2/21/2019 | MCMASTER CARR SUPPLY CO | | 31171 | 1,585.25 | |
| | | 46479 | | 154.94 | INVENTORY |
| | | 46480 | | 1,246.36 | INVENTORY |
| | | 46481 | | 183.95 | INVENTORY |
| 2/21/2019 | MEYERS NAVE | | 31172 | 3,203.82 | |
| | | 46391 | | 3,203.82 | LEGAL O/S |
| 2/21/2019 | SUE THOMASON | | 31173 | 265.00 | |
| | | 46338 | | 265.00 | INDOOR PLANT MAINTENANCE |
| 2/21/2019 | NELSON STAFFING | | 31174 | 2,772.00 | |
| | | 46386 | | 1,188.00 | O/S TEMP |
| | | 46438 | | 1,584.00 | O/S TEMP |
| 2/21/2019 | NWN CORPORATION | | 31175 | 3,909.18 | |
| | | 46459 | | 3,909.18 | PHONE EXP |
| 2/21/2019 | PACIFIC GAS & ELECTRIC COMPANY | | 31176 | 403.24 | |
| | | 46427 | | 345.15 | UTILITIES |
| | | 46428 | | 58.09 | UTILITIES |

| CHECK DATE | VENDOR NAME | INVOICE NO. | CHECK NO. | CHECK AMOUNT | DESCRIPTION |
|-------------------|------------------------------|--------------------|------------------|---------------------|--------------------------------|
| 2/21/2019 | ABEL PALACIO | | 31177 | 736.34 | |
| | | 46425 | 736.34 | | MARCH REIMBURSEMENT |
| 2/21/2019 | THE PAPE GROUP INC | | 31178 | 46,505.85 | |
| | | 46287 | 46,505.85 | | WAREHOUSE FORKLIFT |
| 2/21/2019 | PATTERSON LIFT TRUCKS, INC. | | 31179 | 247.67 | |
| | | 46485 | 247.67 | | STOP GAP PREVENTIVE MAINTENANC |
| 2/21/2019 | PETERSON POWER SYSTEMS, INC | | 31180 | 2,563.60 | |
| | | 46489 | 2,563.60 | | 250 HOUR POST OVERHAUL CHECK |
| 2/21/2019 | PHIL'S DIESEL CLINIC INC. | | 31181 | 1,358.73 | |
| | | 46487 | 325.00 | | HEAVY DUTY TRUCK REPAIR(S) |
| | | 46491 | 367.00 | | HEAVY DUTY TRUCK REPAIR(S) |
| | | 46492 | 343.00 | | HEAVY DUTY TRUCK REPAIR(S) |
| | | 46493 | 323.73 | | HEAVY DUTY TRUCK REPAIR(S) |
| 2/21/2019 | PIONEER SANDS LLC | | 31182 | 19,366.20 | |
| | | 46396 | 19,366.20 | | SILICA SAND FILTER MEDIA |
| 2/21/2019 | PITTS. CHAMBER OF COMMERCE | | 31183 | 300.00 | |
| | | 46423 | 300.00 | | SPONSORSHIP |
| 2/21/2019 | POLYDYNE INC | | 31184 | 46,223.10 | |
| | | 46455 | 46,223.10 | | DRY POLY |
| 2/21/2019 | LEONARD M. POMPA | | 31185 | 219.34 | |
| | | 46451 | 166.67 | | MED REIMB |
| | | 46452 | 52.67 | | MED REIMB |
| 2/21/2019 | PUBLIC EMPLOYEES UNION | | 31186 | 1,693.55 | |
| | | 3163344 | 1,693.55 | | UNION DUES P&T |
| 2/21/2019 | PUBLIC EMPLOYEES UNION | | 31187 | 4,175.39 | |
| | | 3163244 | 4,175.39 | | UNION DUES O&M |
| 2/21/2019 | RAIN DEFENSE INC. | | 31188 | 1,945.80 | |
| | | 46511 | 328.90 | | EMERGENCY ROOF REPAIR(S) WET W |
| | | 46512 | 903.90 | | EMERGENCY ROOF REPAIR(S) WET W |
| | | 46514 | 713.00 | | EMERGENCY ROOF REPAIR(S) WET W |
| 2/21/2019 | READY PRINT | | 31189 | 91.35 | |
| | | 46317 | 78.30 | | O/S PRINTING |
| | | 46318 | 13.05 | | O/S PRINTING |
| 2/21/2019 | REGIONAL GOVERNMENT SERVICES | | 31190 | 582.59 | |
| | | 46393 | 582.59 | | JOB DESCRIPTION PROJECT |
| 2/21/2019 | REGIONAL GOVERNMENT SERVICES | | 31191 | 4,615.35 | |
| | | 46432 | 4,615.35 | | JOB DESCRIPTION PROJECT |
| 2/21/2019 | REPUBLIC SERVICES #210 | | 31192 | 5,975.52 | |
| | | 46429 | 950.25 | | WASTE |
| | | 46430 | 5,025.27 | | WASTE |

| CHECK DATE | VENDOR NAME | INVOICE NO. | CHECK NO. | CHECK AMOUNT | DESCRIPTION |
|-------------------|-----------------------------------|--------------------|------------------|---------------------|-------------------------------------|
| 2/21/2019 | RGM AND ASSOCIATES | | 31193 | 1,502.50 | |
| | | 46383 | 1,502.50 | | CONSULTING SERVICES RWF EMERGE |
| 2/21/2019 | SHAH KAWASAKI ARCHITECTS | | 31194 | 76,084.31 | |
| | | 46437 | 76,084.31 | | CONSULTING DESIGN SERVICES FOR |
| 2/21/2019 | SHARP ELECTRONICS CORP | | 31195 | 220.00 | |
| | | 46436 | 220.00 | | OE - OTHER |
| 2/21/2019 | STEPHEN SIPTROTH | | 31196 | 442.28 | |
| | | 46515 | 442.28 | | T&M |
| 2/21/2019 | CA STATE DISBURSEMENT UNIT | | 31197 | 750.00 | |
| | | CS9648274 | 750.00 | | GARNISHMENT |
| 2/21/2019 | STATE OF CALIFORNIA | | 31198 | 325.00 | |
| | | 4461712 | 325.00 | | INCOME TAX WITHOLDING ORDER |
| 2/21/2019 | SYNAGRO WEST, LLC | | 31199 | 37,451.80 | |
| | | 46434 | 37,451.80 | | BIOSOLIDS HAULING |
| 2/21/2019 | SYSTEM 1 STAFFING | | 31200 | 5,280.80 | |
| | | 46387 | 2,640.40 | | O/S TEMP |
| | | 46388 | 2,640.40 | | O/S TEMP |
| 2/21/2019 | TERRYBERRY | | 31201 | 308.11 | |
| | | 46384 | 308.11 | | EMPLOYEE RECOGNITION |
| 2/21/2019 | TURBO MACHINERY, INC | | 31202 | 19,277.04 | |
| | | 46498 | 6,913.14 | | LABOR BACKFILL FOR OPEN MAINTENANCE |
| | | 46499 | 5,583.69 | | LABOR BACKFILL FOR OPEN MAINTENANCE |
| | | 46500 | 6,780.21 | | LABOR BACKFILL FOR OPEN MAINTENANCE |
| 2/21/2019 | UNIFIRST CORPORATION | | 31203 | 886.73 | |
| | | 46274 | 31.75 | | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46279 | 163.85 | | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46280 | 133.31 | | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46283 | 31.75 | | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46285 | 4.11 | | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46286 | 168.43 | | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46288 | 133.27 | | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46501 | 4.11 | | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46502 | 4.11 | | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46503 | 4.11 | | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46504 | 4.11 | | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46505 | 4.11 | | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46506 | 4.11 | | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46507 | 163.85 | | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46508 | 31.75 | | UNIFORM/ LAUNDRY SERVICE AGREE |
| 2/21/2019 | UNITED PARCEL SERVICE | | 31204 | 15.03 | |

| CHECK DATE | VENDOR NAME | INVOICE NO. | CHECK NO. | CHECK AMOUNT | CHECK AMOUNT DESCRIPTION |
|-------------------|---|--------------------|------------------|---------------------|---------------------------------|
| | | 46439 | | 15.03 | OE POSTAGE |
| 2/21/2019 | UNIVAR USA INC | | 31205 | 43,393.44 | |
| | | 46326 | | 5,355.33 | SODIUM BISULFITE |
| | | 46329 | | 5,456.73 | SODIUM BISULFITE |
| | | 46330 | | 3,228.52 | SODIUM HYPOCHLORITE |
| | | 46331 | | 3,166.11 | SODIUM HYPOCHLORITE |
| | | 46444 | | 3,227.54 | SODIUM HYPOCHLORITE |
| | | 46456 | | 2,814.72 | SODIUM HYPOCHLORITE |
| | | 46460 | | 5,523.55 | SODIUM BISULFITE |
| | | 46461 | | 3,164.71 | SODIUM HYPOCHLORITE |
| | | 46462 | | 3,165.63 | SODIUM HYPOCHLORITE |
| | | 46463 | | 5,124.90 | SODIUM BISULFITE |
| | | 46509 | | 3,165.70 | SODIUM HYPOCHLORITE |
| 2/21/2019 | V.W. HOUSEN & ASSOCIATES, INC. | | 31206 | 3,422.20 | |
| | | 46440 | | 2,062.95 | DESIGN WORK |
| | | 46441 | | 1,359.25 | DESIGN FOR BLOWDOWN LINE RE-RO |
| 2/21/2019 | WOLLBORG MICHELSON PERSONNEL | | 31207 | 6,912.00 | |
| | | 46392 | | 3,456.00 | FINANCE CONSULTANT |
| | | 46442 | | 3,456.00 | O/S TEMP |
| 2/21/2019 | WUNDERLICH-MALEC | | 31208 | 1,240.00 | |
| | | 46510 | | 1,240.00 | PROPOSAL # 6118110841 WEBSpace |
| 2/27/2019 | AFLAC | | 31209 | 893.50 | |
| | | 46521 | | 893.50 | INSURANCE FEB 2019 |
| 2/27/2019 | ANTIOCH UNIFIED SCHOOL DIST | | 31210 | 896.00 | |
| | | 46548 | | 896.00 | O/S |
| 2/27/2019 | CITY OF ANTIOCH- WATER | | 31211 | 73.23 | |
| | | 46544 | | 73.23 | UTILITIES |
| 2/27/2019 | AT&T | | 31212 | 1,151.83 | |
| | | 46542 | | 1,151.83 | PHONE EXP |
| 2/27/2019 | BRENTWOOD INDUSTRIES | | 31213 | 20,209.01 | |
| | | 46524 | | 20,209.01 | RWF SETTLING TUBE REPLACEMENT |
| 2/27/2019 | CALIFORNIA WATER TECHNOLOGIES,LLC | | 31214 | 5,032.84 | |
| | | 46526 | | 5,032.84 | FERROUS CHLORIDE |
| 2/27/2019 | CAROLLO ENGINEERS | | 31215 | 3,469.24 | |
| | | 46527 | | 3,469.24 | PROJECT ALTERNATIVES ANALYSIS |
| 2/27/2019 | CDW GOVERNMENT, INC. | | 31216 | 5,693.91 | |
| | | 46529 | | 177.36 | SHARP PN-L703WA DISPLAY BOARD |
| | | 46530 | | 5,516.55 | SHARP PN-L703WA DISPLAY BOARD |
| 2/27/2019 | CHEMTRADE CHEMICALS US LLC | | 31217 | 6,128.29 | |
| | | 46546 | | 3,037.27 | ALUMINUM SULFATE |

| CHECK DATE | VENDOR NAME | INVOICE NO. | CHECK NO. INVOICE AMOUNT | CHECK AMOUNT DESCRIPTION |
|------------------|---|-------------|-----------------------------|--------------------------------|
| | | 46547 | 3,091.02 | ALUMINUM SULFATE |
| 2/27/2019 | CLASS C SOLUTIONS GROUP/ | | 31218 | 558.07 |
| | | 46577 | 223.25 | P.O. FOR INVENTORY OF BOLTS AN |
| | | 46578 | 334.82 | P.O. FOR INVENTORY OF BOLTS AN |
| 2/27/2019 | CONVERGEONE INC | | 31219 | 6,098.40 |
| | | 46543 | 6,098.40 | MULTI-FACTOR AUTHENTICATION SE |
| 2/27/2019 | JOSEPH PETRONIO | | 31220 | 510.00 |
| | | 46532 | 510.00 | CMMS SUPPORT & SERVICES |
| 2/27/2019 | EPIC COMPLIANCE SYSTEMS, INC. | | 31221 | 150.00 |
| | | 46567 | 150.00 | MONTHLY SITE INSPECTIONS OF GA |
| 2/27/2019 | FEDERAL EXPRESS | | 31222 | 62.05 |
| | | 46533 | 62.05 | OE- POSTAGE |
| 2/27/2019 | HDR ENGINEERING, INC. | | 31223 | 6,857.28 |
| | | 46536 | 6,857.28 | EAST COUNTY BIOENERGY PROJECT |
| 2/27/2019 | HUNT & SONS INC | | 31224 | 4,895.44 |
| | | 46534 | 1,948.32 | INVENTORY LUBRICANTS |
| | | 46535 | 906.35 | INVENTORY LUBRICANTS |
| | | 46537 | 2,040.77 | FUEL SERVICES FOR THE TP AND R |
| 2/27/2019 | LIEBERT, CASSIDY, WHITMORE | | 31225 | 1,350.00 |
| | | 46538 | 1,350.00 | TRAINING |
| 2/27/2019 | MDRR PITTSBURG | | 31226 | 1,548.55 |
| | | 46539 | 1,548.55 | WASTE |
| 2/27/2019 | MOSS ADAMS LLP | | 31227 | 11,440.00 |
| | | 46545 | 11,440.00 | Professional Services for Purc |
| 2/27/2019 | PACIFIC GAS & ELECTRIC COMPANY | | 31228 | 31,311.61 |
| | | 46540 | 31,311.61 | UTILITIES |
| 2/27/2019 | PETTY CASH CUSTODIAN | | 31229 | 123.14 |
| | | 46576 | 123.14 | PETTY CASH - FEBRUARY 2019 |
| 2/27/2019 | PITTSBURG UNIFIED SCHOOL DISTR | | 31230 | 1,036.50 |
| | | 46569 | 128.64 | O/S |
| | | 46570 | 193.81 | O/S |
| | | 46571 | 115.24 | O/S |
| | | 46572 | 135.49 | O/S |
| | | 46573 | 178.05 | O/S |
| | | 46574 | 133.78 | O/S |
| | | 46575 | 151.49 | O/S |
| 2/27/2019 | CITY OF PITTSBURG | | 31231 | 581.26 |
| | | 46541 | 581.26 | UTILITIES |
| 2/27/2019 | READY PRINT | | 31232 | 95.70 |
| | | 46550 | 95.70 | SUPPLIES |

| CHECK DATE | VENDOR NAME | INVOICE NO. | CHECK NO. | CHECK AMOUNT | CHECK AMOUNT DESCRIPTION |
|-------------------|---------------------------------------|--------------------|------------------|---------------------|---------------------------------|
| 2/27/2019 | RGM AND ASSOCIATES | | 31233 | 862.50 | |
| | | 46549 | 862.50 | 862.50 | CONSULTING SERVICES RWF EMERGE |
| 2/27/2019 | TAC AMERICAS, INC. | | 31234 | 1,551.67 | |
| | | 46551 | 1,551.67 | 1,551.67 | POC HVAC SYSTEM SERVICE AGREEM |
| 2/27/2019 | SPEARHEAD PROTECTION | | 31235 | 756.00 | |
| | | 46552 | 756.00 | 756.00 | On-Call Security Service |
| 2/27/2019 | CA STATE DISBURSEMENT UNIT | | 31236 | 750.00 | |
| | | CS9648275 | 750.00 | 750.00 | GARNISHMENT |
| 2/27/2019 | STATE OF CALIFORNIA | | 31237 | 325.00 | |
| | | 4461713 | 325.00 | 325.00 | INCOME TAX WITHHOLDING ORDER |
| 2/27/2019 | UNIFIRST CORPORATION | | 31238 | 854.53 | |
| | | 46554 | 4.11 | 4.11 | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46555 | 4.11 | 4.11 | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46557 | 133.27 | 133.27 | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46558 | 4.11 | 4.11 | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46559 | 163.85 | 163.85 | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46560 | 31.75 | 31.75 | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46562 | 133.27 | 133.27 | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46563 | 4.11 | 4.11 | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46564 | 163.85 | 163.85 | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46565 | 48.25 | 48.25 | UNIFORM/ LAUNDRY SERVICE AGREE |
| | | 46566 | 163.85 | 163.85 | UNIFORM/ LAUNDRY SERVICE AGREE |
| 2/27/2019 | UNIVAR USA INC | | 31239 | 5,120.29 | |
| | | 46553 | 5,120.29 | 5,120.29 | SODIUM BISULFITE |
| 2/27/2019 | WOLLBORG MICHELSON PERSONNEL | | 31240 | 3,852.00 | |
| | | 46556 | 3,852.00 | 3,852.00 | O/S TEMP |
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1022019 | 391.49 | |
| | | 46345 | 391.49 | 391.49 | CALCARD |
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1032019 | 806.44 | |
| | | 46346 | 806.44 | 806.44 | CALCARD |
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1042019 | 188.00 | |
| | | 46347 | 188.00 | 188.00 | CALCARD |
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1052019 | 42.56 | |
| | | 46348 | 42.56 | 42.56 | CALCARD |
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1062019 | 188.19 | |
| | | 46349 | 188.19 | 188.19 | CALCARD |
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1072019 | 6,312.50 | |
| | | 46350 | 6,312.50 | 6,312.50 | CALCARD |
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1082019 | 372.36 | |
| | | 46351 | 372.36 | 372.36 | CALCARD |

| CHECK DATE | VENDOR NAME | INVOICE NO. | CHECK NO. | CHECK AMOUNT | DESCRIPTION |
|------------|--------------------------------|-------------|-----------|--------------|-------------|
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1092019 | 2,248.29 | |
| | | 46352 | 2,248.29 | | CALCARD |
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1102019 | 1,440.13 | |
| | | 46353 | 1,440.13 | | CALCARD |
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1122019 | 134.06 | |
| | | 46354 | 134.06 | | CALCARD |
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1132019 | 723.36 | |
| | | 46356 | 723.36 | | CALCARD |
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1142019 | 1,173.45 | |
| | | 46357 | 1,173.45 | | CALCARD |
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1152019 | 3,686.40 | |
| | | 46358 | 3,686.40 | | CALCARD |
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1172019 | 781.39 | |
| | | 46360 | 781.39 | | CALCARD |
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1182019 | 374.64 | |
| | | 46361 | 374.64 | | CALCARD |
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1192019 | 1,819.00 | |
| | | 46362 | 1,819.00 | | CALCARD |
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1202019 | 5,225.01 | |
| | | 46363 | 5,225.01 | | CALCARD |
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1212019 | 695.00 | |
| | | 46364 | 695.00 | | CALCARD |
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1222019 | 486.60 | |
| | | 46365 | 486.60 | | CALCARD |
| 2/11/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1232019 | 90.56 | |
| | | 46366 | 90.56 | | CALCARD |
| 2/11/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1242019 | 1,817.29 | |
| | | 46367 | 1,817.29 | | CALCARD |
| 2/11/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1252019 | 1,599.94 | |
| | | 46368 | 1,599.94 | | CALCARD |
| 2/11/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1262019 | 281.60 | |
| | | 46369 | 281.60 | | CALCARD |
| 2/11/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1272019 | 667.40 | |
| | | 46370 | 667.40 | | CALCARD |
| 2/11/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1282019 | 4,238.20 | |
| | | 46371 | 4,238.20 | | CALCARD |
| 2/11/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1292019 | 3,029.59 | |
| | | 46372 | 3,029.59 | | CALCARD |
| 2/11/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1302019 | 3,939.14 | |
| | | 46373 | 3,939.14 | | CALCARD |

| CHECK DATE | VENDOR NAME | INVOICE NO. | CHECK NO. INVOICE AMOUNT | CHECK AMOUNT DESCRIPTION |
|--------------------|--------------------------------|-------------|-----------------------------|-----------------------------|
| 2/12/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1322019 | 345.00 |
| | | 46375 | 345.00 | CALCARD |
| 2/25/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1332019 | 9.00 |
| | | 46516 | 9.00 | CALCARD |
| 2/25/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 1342019 | 539.99 |
| | | 46520 | 539.99 | CALCARD |
| 2/8/2019 | I.M.P.A.C. GOVERNMENT SERVICES | | 6162019 | 82.37 |
| | | 46359 | 82.37 | CALCARD |
| GRAND TOTAL | | | | <u>859,550.47</u> |

April 10, 2019

AUTHORIZE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 3 TO CONSULTING SERVICES CONTRACT IN AN AMOUNT NOT TO EXCEED \$38,990, CAROLLO ENGINEERS, INC., PRIMARY CLARIFIER AREA IMPROVEMENTS, PROJECT NO. 17140

RECOMMENDATION

Authorize the General Manager to execute Amendment No. 3 to the Consulting Services Contract with Carollo Engineers, Inc. (Carollo) to provide additional engineering services during construction in an amount not to exceed \$38,990, for a new total contract amount of \$619,729.

Background Information

The Primary Clarifier Area Improvements Project is included in the adopted Fiscal Year 2018/2019 – 2022/2023 (FY18/19 – FY22/23) Capital Improvement Program (CIP). This project consists of rehabilitating and replacing equipment and appurtenances in the primary clarifier area that are nearing the end of their useful life. In April 2017, the Board awarded a consulting contract to Carollo for design services. Subsequently, two contract amendments have been executed to incorporate additional electrical design services and engineering services during construction.

Analysis

Construction for the project commenced in April 2018 and was originally scheduled to be completed by the end of March 2019. However, due to approved change order work related to unforeseen site conditions, the construction contract completion date has been extended to July 16, 2019. Carollo's current budget does not account for the additional work to assist with resolving design issues related to the unforeseen site conditions and providing services beyond the original contract completion date. These services are still required during construction for the remainder of the project. Carollo anticipates that the remaining activities necessary to complete its work have an estimated additional cost of \$38,990. Staff recommends that the Board authorize the General Manager to execute an amendment to the existing Consulting Services Contract in an amount not to exceed \$38,990 to retain their services through completion of the project. A summary of the scope of work and anticipated costs associated with these services is attached.

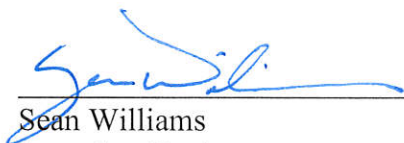
Financial Impact

The adopted FY18/19 – FY22/23 CIP includes an appropriation of \$4 million through FY18/19 for the Primary Clarifier Area Improvements Project in the Wastewater Capital Asset Replacement Fund. With mid-year adjustments in December 2018, the updated project budget is \$3.24 million. There is sufficient budget appropriated in the current fiscal year for the planned work. No additional budget appropriation is needed at this time.


Attachments

Scope and Cost Estimate Summary

Prepared by:


Sean Williams
Associate Engineer

Reviewed by:


Brian Thomas
Engineering Services
Director/District Engineer

cc: Project File No. P.17140.09.02



SCOPE AND COST ESTIMATE SUMMARY – AMENDMENT NO. 3

Project: Primary Clarifier Area Improvements, Project No. 17140

Consultant: Carollo Engineers, Inc.

Scope of Work Items:

Estimated Cost:

| | |
|---|-----------------|
| Estimate of remaining activities to support the construction of the project: <ul style="list-style-type: none">- Additional project management and administration.- Attend 24 construction progress meetings.- Review 4 RFIs.- Review 4 submittals or resubmittals.- Prepare 1 design clarification relating to instrumentation.- Review 2 change order requests (PCOs)- Witness 2 days of pump testing.- Conduct a final walkthrough and compile a pump-list.- Prepare O&M manual update to the sludge and scum pumps.- Prepare record drawings. | \$38,990 |
| TOTAL AMENDMENT NO. 3 | \$38,990 |

April 10, 2019

RECEIVE PRESENTATION ON PROPOSED FISCAL YEAR 2019/2020 THROUGH 2023/2024 CAPITAL IMPROVEMENT PROGRAM AND SET PUBLIC HEARING FOR JUNE 12, 2019 TO CONSIDER APPROVAL OF FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

RECOMMENDATION

- 1) Receive presentation on the District's proposed Fiscal Year 2019/2020 – 2023/2024 (FY19/20 – FY23/24) Capital Improvement Program (CIP).
- 2) Set Public Hearing for June 12, 2019 at 5:30 p.m. to consider approval of the FY19/20 – FY23/24 CIP.

Background Information

The District's five-year CIP is developed to guide the planning, design, construction, and financing of major projects to ensure the continued effectiveness and reliability of existing infrastructure, address future service needs, and meet current and future regulatory requirements. Each year, the District prepares an update to its CIP to reflect projects planned over the next five years. Preparation of a five-year CIP assists in identifying long-term financial and resource needs, while establishing budget appropriations required to support implementation of projects planned for the new fiscal year beginning in July. Anticipated project expenditures and future appropriations are included for the four subsequent years. In addition, the CIP is incorporated into the annual rate analysis to establish required sewer service charges (SSCs). The initial draft CIP was presented to the Finance Committee on March 19, 2019, and the Committee recommended that the proposed CIP be presented to the Board of Directors for consideration.

Supporting documents used for the development of the District's CIP include planning projections from updates to city and county General Plans, city collection system master plans, as well as detailed master plans prepared by the District for its wastewater treatment and conveyance system facilities. The District completed a Conveyance System Master Plan update in April 2010, a Treatment Plant Master Plan update in April 2011, and a Recycled Water Master Plan in August 2013.

Staff reviewed historical growth and development trends for the service area and completed an analysis of expected revenue generated by new development. Based upon this review and analysis, staff recommends including an annual average growth assumption of 400 equivalent residential units (ERUs) throughout the five-year planning period to reflect the current rate of growth and development.

Analysis

The FY19/20 – FY23/24 CIP includes approximately \$127 million in planned improvements. Staff recommends adding 17 new capital projects with an estimated total value of \$12.4 million. The CIP Program Summary (Attachment 1) highlights these new projects along with previously



identified capital projects. These projects are needed to ensure renewal and replacement of critical District capital assets to maintain continued operational effectiveness and reliability.

Wastewater Capital Asset Fund: The District continues to evaluate the feasibility of the East County Bioenergy Project for generating additional biogas and renewable energy. Although a \$34 million budget is included in the CIP, the majority of this cost does not impact the rate-setting process, because this effort is assumed to be rate neutral with associated revenues from tipping fees and renewable energy production offsetting the initial capital costs. The Resource Recovery Facility Master Plan (RRFMP), including the Facility Condition Assessment (FCA) Project, will assist with identifying and prioritizing renewal and rehabilitation of critical infrastructure in the District's wastewater treatment and conveyance system, and recycled water system. The FCA Project will improve the District's ability to proactively repair and replace assets, while reducing costs associated with unexpected infrastructure failure. The Recycled Water Facility (RWF) and Treatment Plant Intertie Project will provide operational flexibility during potential regulatory compliance upset events at the treatment plant.

Wastewater Capital Asset Replacement Fund: The District continues to implement several existing CIP projects including the Pump Station Facilities Repair, Headworks Rehabilitation, Treatment Plant Switchgear Replacement, and District Office Building Improvements. These projects will help ensure continued operational effectiveness and reliability, as well as the security of District facilities. Key new projects include rehabilitation of the Tower Mixing Chamber and Overflow Structure (\$1.4 million), repair of conveyance system manholes and associated access improvements (\$3.0 million), and security enhancements at remote sites (\$800,000). Staff also identified seven new planned maintenance projects (\$1.26 million) to replace critical equipment at the treatment plant and pump stations that are near the end of their service life.

Recycled Water Capital Asset Replacement Fund: A key new project is the rehabilitation of the Delta Energy Center (DEC) Tank (\$1 million). This project will extend the service life of the existing tank and ensure operational reliability at DEC. Additionally, staff incorporated several combined planned maintenance projects at the RWF to replace critical equipment with the intent of maximizing resources and reducing overall engineering costs.

Bay Point Collection Fund: The scope of work for the existing Bay Point Rehabilitation Phase IV Project was expanded, increasing the total project cost from \$2.5 million to \$6 million. The increased project cost will address additional high-priority sewer mains from the FCA findings to ensure collection and conveyance reliability. Staff also added the River Watch Settlement Compliance Project (\$1.39 million) to inspect the remaining gravity mains within its service area for full compliance with the River Watch Settlement Agreement.

Public Code Section 65403 establishes requirements for the content of the CIP document, as well as the timeline for review and consideration of approval. At least 60 days prior to consideration of adoption by the Board, the proposed CIP must be circulated to planning agencies within the District's service area for review. This review ensures that the CIP accurately reflects the District's policy regarding physical and economic development within our service area. As



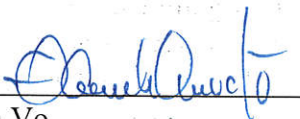
shown in the CIP Preparation Schedule (Attachment 2), staff recommends that the Board consider approval of the CIP at the June 12, 2019 Board meeting so that adopted capital project costs are known when any SSC adjustments considered by the Board.


Financial Impact

The CIP Summary Table shows the draft Project List and anticipated expenditures in each fiscal year. A total of 17 new projects are requested for addition to the CIP, as highlighted in Attachment 1 (CIP Program Summary) with the majority of these projects funded by the Wastewater Capital Asset Replacement Fund. The overall five-year costs are approximately \$127 million with over \$44 million funded with low-interest Clean Water State Revolving Fund and IBank loans. The proposed total CIP budget of \$127 million will be considered in the development of the FY19/20 – FY23/24 rate model and associated SSCs. Please refer to the FY19/20 SSC staff report in this Board Agenda for the full discussion related to SSC changes.

Attachments

- 1) CIP Program Summary Table
- 2) CIP Preparation Schedule

Prepared by: 
Thanh Vo
Senior Engineer

Reviewed by: 
Brian Thomas
Engineering Services Director/
District Engineer

cc: District File No. CORP.09-CORRES



Delta Diablo
FY19/20 - FY23/24 Capital Improvement Program
Program Summary

ITEM F/1
Attachment 1

| Page | Project Name | Project No. | Priority | Lead Dept. | *Approved Budget through FY18/19 | Anticipated Budgets | | | | | |
|--|--|-------------|----------|------------|----------------------------------|---------------------|---------------------|---------------------|--------------------|--------------------|------------------------------|
| | | | | | | FY19/20 | FY20/21 | FY21/22 | FY22/23 | FY23/24 | Estimated Total Project Cost |
| Wastewater Capital Asset (Fund 120) | | | | | | | | | | | |
| CA-3 | Permanent Brine Transfer Facility | 18109 | 1 | ES | 808,741 | \$191,259 | | | | | \$1,000,000 |
| CA-4 | Resource Recovery Facility Master Plan | 18120 | 1 | ES | 200,000 | \$600,000 | \$700,000 | | | | \$1,500,000 |
| CA-5 | Facility Condition Assessment | 18121 | 1 | ES | 617,048 | \$682,952 | | | | | \$1,300,000 |
| CA-5 | Recycled Water Facility and Treatment Plant Intertie | TBA | 1 | ES | | | | \$500,000 | \$1,200,000 | | \$1,700,000 |
| CA-6 | Asset Management Program | 19109 | 3 | ES | 300,000 | | \$100,000 | \$100,000 | \$100,000 | | \$600,000 |
| CA-7 | Conveyance and Treatment Systems Reliability Improvements | 18107 | 3 | RRS | | \$50,000 | \$50,000 | \$50,000 | \$350,000 | | \$500,000 |
| CA-9 | East County Bioenergy Project | 16117 | 3 | ES | 5,634,606 | | \$12,500,000 | \$15,865,394 | | | \$34,000,000 |
| CA-10 | Energy and Water Efficiency Improvements | 18908 | 3 | ES | | \$50,000 | \$50,000 | \$50,000 | \$450,000 | | \$600,000 |
| CA-12 | Small District Capital Asset Project | 19100 | 3 | ES | | \$100,000 | \$100,000 | \$100,000 | \$100,000 | \$100,000 | \$500,000 |
| Wastewater Capital Asset Fund Total | | | | | 7,560,395 | \$1,674,211 | \$13,500,000 | \$16,165,394 | \$1,500,000 | \$1,300,000 | \$41,700,000 |
| Wastewater Capital Asset Replacement (Fund 130) | | | | | | | | | | | |
| CAR-3 | Chlorine Contact Influent Gates Replacement | TBA | 1 | RRS | | | | \$400,000 | \$1,100,000 | | \$1,500,000 |
| CAR-4 | Conveyance System Improvements - Sewer Main Blowoffs | TBA | 1 | ES | | | | | \$200,000 | | \$200,000 |
| CAR-7 | District Office Building Roof Replacement | 18112 | 1 | ES | 2,400,000 | | | | | | \$2,400,000 |
| CAR-8 | District Office Building Rehabilitation | 18113 | 1 | ES | 817,163 | \$700,000 | \$5,000,000 | \$2,482,837 | | | \$9,000,000 |
| CAR-9 | Headworks Improvements | 17117 | 1 | ES | 1,524,286 | \$2,475,714 | \$5,000,000 | \$3,000,000 | | | \$12,000,000 |
| CAR-10 | On-Site Fueling Station Replacement | 19112 | 1 | ES | 200,000 | \$300,000 | | | | | \$500,000 |
| CAR-11 | Primary Clarifier Area Improvements | 17140 | 1 | ES | 3,238,070 | \$761,930 | | | | | \$4,000,000 |
| CAR-12 | Primary Clarifier Nos. 1 - 4 Coating | TBA | 1 | ES | | | | \$400,000 | \$500,000 | \$500,000 | \$1,400,000 |
| CAR-13 | Pump Station Facilities Repair | 80008 | 1 | ES | 4,726,234 | \$5,773,766 | \$3,500,000 | | | | \$14,000,000 |
| CAR-14 | SCADA Communication Network/PLC Processor Upgrade | 18114 | 1 | RRS | 646,855 | \$100,000 | \$100,000 | \$153,145 | | | \$1,000,000 |
| CAR-15 | SCADA Master Plan | TBA | 1 | ES | | | | | \$500,000 | | \$500,000 |
| CAR-16 | Sodium Bisulfite Tank Replacement | 13105 | 1 | ES | 290,443 | \$409,557 | | | | | \$700,000 |
| CAR-17 | Treatment Plant Electrical Switchgear Replacement | 17120 | 1 | ES | 2,006,272 | \$1,243,728 | \$1,250,000 | | | | \$4,500,000 |
| CAR-18 | Treatment Plant Roadway Maintenance Project | 18115 | 1 | ES | 248,972 | \$40,000 | | | \$1,461,028 | | \$1,750,000 |
| CAR-19 | Triangle Pump Station Replacement | 19111 | 1 | ES | 200,000 | \$300,000 | | | | | \$500,000 |
| CAR-22 | Emergency Retention Basin Improvements | 19110 | 2 | ES | | \$50,000 | \$50,000 | \$50,000 | \$750,000 | | \$900,000 |
| CAR-24 | RAS Pump Rehabilitation | TBA | 2 | RRS | | | | | \$300,000 | | \$300,000 |
| CAR-25 | Sewer Permit Software Replacement | 18107 | 2 | ES | | \$50,000 | | | | | \$50,000 |
| New | New Combined Project #2 | | | ES | | | \$200,000 | \$600,000 | | | \$800,000 |
| New | New Combined Project #3 | | | ES | | | \$600,000 | \$1,500,000 | \$900,000 | | \$3,000,000 |
| New | Biosolids Management Master Plan | | | ES | | | | | | \$400,000 | \$400,000 |
| New | Electrical System Master Plan | | | ES | | | | | \$300,000 | | \$300,000 |
| New | Tower Mixing Chamber & Overflow Structure Rehabilitation | | | ES | | | \$550,000 | \$870,000 | | | \$1,420,000 |
| New | PFM 2401 Dresser Coupler Removal | | | ES | | | \$250,000 | | | | \$250,000 |
| New | Aboveground Fuel Storage Tank Rehabilitation | | | ES | | \$100,000 | | | | | \$100,000 |
| New | Aeration Basin Area Rehabilitation | | | RRS | | \$90,000 | \$100,000 | \$100,000 | | | \$290,000 |
| New | Pump Station Grinder Replacements | | | RRS | | \$100,000 | \$100,000 | \$100,000 | \$100,000 | | \$400,000 |
| New | BHPS Sewage Diversion Pump Rebuilds | | | RRS | | | \$60,000 | \$60,000 | | | \$120,000 |
| New | ERB Pump Rebuilds | | | RRS | | | \$77,000 | \$77,000 | \$77,000 | | \$231,000 |
| New | PPS Raw Sewage Pump Rebuilds | | | RRS | | \$215,000 | | | | | \$215,000 |
| New | Vehicle Replacements | | | RRS | | \$645,000 | \$400,000 | | | | \$1,045,000 |
| TBD | Unanticipated Wastewater Treatment and Conveyance Infrastructure Repairs | | | RRS | | \$200,000 | \$200,000 | \$200,000 | \$200,000 | \$200,000 | \$1,000,000 |
| TBD | Lab Equipment Replacement | | | LAB | | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$125,000 |
| TBD | IT Equipment Replacement | | | IT | | \$70,000 | \$325,000 | \$85,000 | \$400,000 | \$100,000 | \$980,000 |
| Wastewater Capital Asset Replacement Fund Total | | | | | 16,298,295 | \$13,649,695 | \$17,237,000 | \$9,782,982 | \$7,683,028 | \$1,225,000 | \$65,876,000 |

Delta Diablo
FY19/20 - FY23/24 Capital Improvement Program
Program Summary Cont'd

ITEM F/1
Attachment 1

| Page | Project Name | Project No. | Priority | Lead Dept. | *Approved Budget through FY18/19 | Anticipated Budgets | | | | | | |
|--|--|-------------|----------|------------|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------------------|--------------------|
| | | | | | | FY19/20 | FY20/21 | FY21/22 | FY22/23 | FY23/24 | Estimated Total Project Cost | |
| Wastewater Expansion (Fund 140) | | | | | | | | | | | | |
| E-3 | Bridgehead Phase IV Expansion - Force Main Completion | 10178 | 3 | ES | | | | | | \$700,000 | \$3,300,000 | \$4,000,000 |
| Wastewater Expansion Fund Total | | | | | 0 | | | | | | \$3,300,000 | \$4,000,000 |
| Advanced Treatment (Fund 125) | | | | | | | | | | | | |
| AT-3 | Nutrient Technology Research and Innovation | 17123 | 1 | ES | 100,000 | | | | | \$250,000 | \$250,000 | \$600,000 |
| Advanced Treatment Fund Total | | | | | 100,000 | | | | | | \$250,000 | \$600,000 |
| Recycled Water Capital Asset (Fund 220) | | | | | | | | | | | | |
| Existing | Existing Combined Project #2 | TBD | 3 | ES | | | | | | \$250,000 | \$850,000 | \$1,100,000 |
| RWA-11 | Recycled Water Distribution System Improvements | 19114 | 3 | ES | | | | | | | \$500,000 | \$500,000 |
| RWA-13 | Recycled Water Master Plan Update | TBD | 3 | ES | | | | \$300,000 | | | | \$300,000 |
| RWA-14 | Small Recycled Water Facility Capital Asset Project | 19103 | 3 | ES | | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$250,000 |
| RWA-15 | Treatment Plant Flow Equalization Improvements - Emergency Storage Basin | TBA | 3 | ES | | | | | | \$125,000 | | \$125,000 |
| Recycled Water Capital Asset Fund Total | | | | | 0 | \$50,000 | \$50,000 | \$350,000 | \$425,000 | \$1,400,000 | \$1,400,000 | \$2,275,000 |
| Recycled Water Capital Asset Replacement (Fund 230) | | | | | | | | | | | | |
| Existing | Existing Combined Project #1 | | | ES | | | | | | \$225,000 | \$375,000 | \$600,000 |
| New | DEC Storage Tank Rehabilitation | | | ES | | | | | | \$250,000 | \$750,000 | \$1,000,000 |
| New | New Combined Project #1 | | | RRS | | \$75,000 | | | | \$500,000 | \$582,000 | \$1,157,000 |
| TBD | Unanticipated Recycled Water Infrastructure Repairs | 19104 | 3 | RRS | | \$100,000 | \$50,000 | \$50,000 | \$25,000 | \$25,000 | \$25,000 | \$250,000 |
| Recycled Water Capital Asset Replacement Fund Total | | | | | 0 | \$175,000 | \$50,000 | \$50,000 | \$775,000 | \$1,357,000 | \$1,357,000 | \$3,007,000 |
| Recycled Water Expansion (Fund 240) | | | | | | | | | | | | |
| RWE-3 | Recycled Water Distribution System Expansion | 18110 | 3 | ES | | | | | | | \$1,000,000 | \$1,000,000 |
| Recycled Water Expansion Fund Total | | | | | 0 | | | | | | \$1,000,000 | \$1,000,000 |
| Bay Point Collection (Fund 520) | | | | | | | | | | | | |
| BP-3 | Bay Point Rehabilitation Phase IV | 18119 | 1 | ES | 798,473 | \$3,951,527 | \$1,250,000 | | | | | \$6,000,000 |
| New | Bay Point Overlay Manhole Adjustments | | | ES | | \$250,000 | | | | | | \$250,000 |
| New | River Watch Settlement Compliance | | | ES | | \$670,000 | \$720,000 | | | | | \$1,390,000 |
| TBD | Unanticipated Bay Point Repairs | | | ES | | \$100,000 | \$100,000 | \$100,000 | \$100,000 | \$100,000 | \$100,000 | \$500,000 |
| Bay Point Collections Fund Total | | | | | 798,473 | \$4,971,527 | \$2,070,000 | \$100,000 | \$100,000 | \$100,000 | \$100,000 | \$8,140,000 |
| Household Hazardous Waste (Fund 310) | | | | | | | | | | | | |
| HHW-3 | Household Hazardous Waste Improvements | 18105 | 3 | ES | | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$300,000 | \$300,000 | \$400,000 |
| Household Hazardous Waste Fund Total | | | | | 0 | \$25,000 | \$25,000 | \$25,000 | | | \$300,000 | \$400,000 |
| | | | | | 24,757,163 | \$20,545,433 | \$32,932,000 | \$26,473,376 | \$10,483,028 | \$10,232,000 | \$126,998,000 | |

Delta Diablo Fiscal Year 2019/2020 - 2023/2024 Capital Improvement Program – Preparation Schedule

| Task | Documents/Preparation | Completion Date | Meeting Time | Status |
|---|---|------------------------|---------------------|---------------|
| Distribute Request for Projects to District Management Staff | Memo via email, attach link for project request form and prep schedule | November 28, 2018 | - | Completed |
| 1 st Check-in Meeting with Staff | Existing Project List | December 5, 2018 | - | Completed |
| 2 nd Check-in Meeting with Staff | Draft Project List | December 12, 2018 | - | Completed |
| Submit Draft Project Request Forms to CIP Manager | Departments submit forms | December 21, 2018 | - | Completed |
| CIP Update Kickoff meeting Develop/Review Draft Project List with Staff | Send out meeting notice, schedule meeting room, prepare Kickoff Agenda, Tables, Email, Memo, and Attachment | January 8, 2019 | 1:00 – 2:00 pm | Completed |
| Finalize Preferred Project List; Confirm Revenue Sources; and Prioritize CIP Projects | Send out project list to confirm with Staff | January 29, 2019 | - | Completed |
| Executive Management review of Draft CIP (SE, ESD, and GM) | Table 1 | March 4, 2019 | 1:00 – 2:00 pm | Scheduled |
| Contact Secretary to Board to schedule Finance Committee Meeting | Call or email request | - | - | Completed |
| Finance Committee Packet Items due for review | Memo, Table 1 | March 12, 2019 | - | Completed |
| Draft CIP Report to Finance Committee | Prepare Memo and Table 1 for meeting | March 19, 2019 | 9:00 – 10:00 am | Scheduled |
| Board Meeting Packet Items due for review | | March 27, 2019 | - | Pending |
| Prepare Final Draft CIP Document: Initiate 40-day Public Review (This date is driven by necessity to meet June Board Meeting) | Prepare updated CIP (copied & bound), letter to Cities/County & mail, internal review with memo to staff | April 10, 2019 | - | Pending |

Delta Diablo Fiscal Year 2019/2020 - 2023/2024 Capital Improvement Program – Preparation Schedule

| Task | Documents/Preparation | Completion Date | Meeting Time | Status |
|---|---|---|-----------------------|---|
| Present Draft CIP to Board and Establish Public Hearing Date | Prepare Docket, New Project Table, CIP Preparation Schedule, & Draft CIP Docs | April 10, 2019 | 4:30 – 5:30 pm | Pending |
| Internal Review Comments on Draft CIP | Update draft CIP with changes/addition from internal review | April 24, 2019 | 1:00 – 2:00 pm | Pending |
| Submit Final Draft to Finance Committee (This meeting is to be scheduled only if necessary due to significant changes or addition during public review period prior to Board Meeting) | Contact Secretary to the Board to schedule. Prepare Agenda item and Tables 1A and 1B | May 1, 2019 (tentative – depends on necessity date TBD) | To be determined | Schedule with Secretary to the Board upon necessity |
| Receive Public Review Comments (This date is driven by 40-day review initiation date) | Receive comments, if any, and update finalize draft CIP document | May 20, 2019 | - | Pending |
| Prepare Final draft CIP Document | Update document | May 30, 2019 | - | Pending |
| Publish Public Hearing Notice (Minimum 10 days prior to Hearing Date) | Senior Engineer to write up notice and Submits to Secretary to the Board to publish | May 30, 2019 | - | Pending |
| Final CIP Document Board Approval, Public Hearing | Prepare Board item, Power Point and Final Draft CIP (copy/bind) | June 12, 2019 | 4:30 – 5:30 pm | Pending |
| Send CIP to printing company | Prepare final CIP in pdf format | June 14, 2019 | 5:00 pm | Pending |
| Distribute finalized CIP document | Prepare transmittals for Cities and County and Interoffice memo for DD Employees | Before July 1, 2019 | 5:00 pm | Pending |
| Update District website | Email link to PIM | Before July 1, 2019 | 5:00 pm | Pending |

April 10, 2019

REVIEW PROPOSED SEWER SERVICE CHARGE INCREASES, SET PUBLIC HEARING FOR JUNE 12, 2019, AND AUTHORIZE DISTRIBUTION OF PROPOSITION 218 NOTICE

RECOMMENDATION

- 1) Review and comment on proposed Sewer Service Charge (SSC) increases for Fiscal Year 2019/2020 (FY19/20).
- 2) Set Public Hearing to receive public comment and respond to questions regarding the proposed SSC increases for wastewater services for June 12, 2019 at 5:30 p.m.
- 3) Authorize distribution of Proposition 218 Notice addressing proposed increases and notifying property owners of the Public Hearing on this matter.

Summary Statement

The proposed rate increases include:

- Applying a 4.5% SSC rate increase for Antioch and Pittsburg customers in FY19/20. The proposed rate increase (does not include wastewater collection) equates to an estimated SSC increase of \$16.79 per year or approximately \$1.40 per month.
- Applying a 3.5% SSC rate increase to Bay Point customers in FY19/20. The proposed rate increase (includes wastewater collection) equates to an estimated SSC increase of \$18.13 per year or approximately \$1.51 per month.

No Proposed Street Sweeping Increase

- Annual street sweeping charges, which vary by community, are not proposed to increase.
- Annual single-family residential: \$4.58 for Bay Point, \$10.26 for Pittsburg, and \$5.60 for Antioch
- Annual non-residential unit: \$45.80 for Bay Point, \$51.35 for Pittsburg, and \$56.00 for Antioch

Background Information

Delta Diablo (District) is a California special district that provides wastewater, street sweeping, and household hazardous waste collection services to the City of Antioch, the City of Pittsburg, and the unincorporated community of Bay Point. For the community of Bay Point (Zone 1), the District also provides wastewater collection services, and Bay Point customers are charged for those additional services through Collection System operating and rehabilitation components added to their SSCs.

SSCs do not pay for any capital costs related to growth, which is funded through the District's Capital Facilities Capacity Charges (CFCCs). Serving approximately 213,000 residents and encompassing 54 square miles, the District is an award-winning agency with a mission to protect public health and the environment. Public ownership of these services allows customers the benefit of reliable service while still having rates among the lowest in the region.



Each year, the District submits required information to Contra Costa County to place SSCs on the property tax roll for most customers. The current rate analysis includes a 5-year financial planning horizon from fiscal years FY19/20 through FY23/24. The analysis meets the legal requirement for setting rates that are proportionate to the cost of services provided. This cost includes utility operations, capital renewal and rehabilitation, state and federal regulatory compliance, household hazardous waste collection, street sweeping services, and adherence to fiscal policies. For the community of Bay Point (Zone 1), the District also provides wastewater collection services, and Bay Point customers are charged for that additional service through an added component to their SSCs. In addition to SSCs, District reserve funds are used consistent with Board policies to keep SSC increases as low as practical. The proposed single-year rate implementation will meet the financial goals of generating sufficient revenues given the current assessment of future expenses and economic reserves.

Based on the financial analysis, staff is recommending adjustments to SSCs rates to remain fiscally sound by:

- Collecting revenues sufficient to meet expenses
- Complying with Proposition 218, which stipulates that:
 - An agency cannot collect revenue beyond what is necessary to provide service
 - No charge may be imposed for a service unless that service is actually used or immediately available to the owner of the property
 - Revenues derived from the charge shall not be used for any other purpose other than that for which the charge was imposed
 - Fairness in apportionment of total costs of service amongst ratepayer classes (avoidance of subsidization within the rates)
- Reflecting adopted fiscal policies for economic reserves of 40% of operating expenditures
- Meeting commitments made in loan agreements

The Board last adopted a rate adjustment in June 2018. The adjustment consisted of a single-year increase of 6.0% for customers in Antioch and Pittsburg and 5.0% for customers in Bay Point, effective FY18/19.

Analysis

The process to establish rates that support fiscal stability relies on long-term financial planning and sound fiscal policies. The District continues to be subject to increases in regulatory, operational, and rehabilitation costs. General cost increases include:

- **Growth.** Because the District uses a multi-year rate model to evaluate and project future costs and revenue requirements, projected growth is one of the key assumptions. To the extent growth is robust, fixed costs are spread over more services and rate adjustments may be lower; to the extent growth is slow, fixed costs are spread over fewer services resulting in marginally higher SSC adjustments. Beginning with the FY12/13 rate analysis, the growth assumption was reduced from 600 to 400 equivalent residential units (ERUs) annually. The average growth rate over the past five years (FY13/14 – FY17/18) has been 429 ERUs, so the assumption of an additional 400 ERUs annually has been maintained for the FY19/20 analysis.



- Operating Expenses. The District has seen costs increase in general. The assumption used for increases in annual operating expenses is 3.0% in the 5-year rate model forecast.
- Salaries. Labor cost inputs were based on salaries in existing negotiated contracts. Salary and benefits were increased by 4.0% annually based on estimated cost-of-living adjustment (COLA) increases. Per the terms of the District’s current labor Memoranda of Understanding (MOUs), COLA impacts are reviewed each year and adjusted as necessary.
- Regulatory Requirements. Wastewater utilities are highly regulated. New requirements, such as unfunded mandated programs, increasingly stringent reporting requirements, or compliance with updated standards, are routine.
- Wastewater Rehabilitation Costs. The District has over \$100 million in wastewater infrastructure assets (net of depreciation) and is currently conducting an assessment of its wastewater conveyance and treatment system infrastructure. The results of this study will better inform the District’s need for long-term infrastructure rehabilitation. An effective rehabilitation program includes evaluations of facilities and proactive repairs and replacements, thus avoiding expenses associated with unexpected infrastructure failure. Alternatively, the District would be obligated to seek bond financing or emergency loan funds to pay for the repairs, with associated high-interest rates.
- Economic Reserves. Maintaining sufficient economic reserves is an essential part of the District’s operating procedures and ensures the continued ability to provide services during budget shortfalls or unforeseen circumstances. The analysis includes a 40% economic reserve target based on operating expenditures.
- Debt Service Coverage. The District is obligated to meet debt service coverage requirements related to long-term debt as part of various loan agreements. The typical rate covenant for debt issued on wastewater capital improvement projects requires a minimum debt service coverage ratio of 1.20 (ratio of net revenues to debt service). Maintaining debt service coverage requirements is crucial to maintaining the District’s good credit rating.

The District’s revenues and expenditures have been calculated for the next fiscal year based on the adopted FY18/19 Operating Budget, future advanced treatment needs, and the draft FY19/20 through FY23/24 capital improvement program (CIP), which have resulted in projected SSC adjustments to ensure that total revenues, including reserve use, cover the cost of providing service. The core components of SSCs are: Regional Treatment and Conveyance, which funds wastewater operations and maintenance (O&M) costs, Capital Asset (CA) for new wastewater reliability capital projects, and Capital Asset Replacement (CAR) for rehabilitation and replacement capital projects. Based on these projected expenditures, the SSCs need to increase for FY19/20, as reflected in Table 1. The projected increases are due to increases in core wastewater service operating and capital needs over the 5-year financial planning horizon.

Table 1 – Example Annual Single Family Residential SSC on Property Tax Bills for FY19/20

| Residential Service | Current FY18/19 | Proposed FY19/20 | Annual Change |
|--|----------------------------|-----------------------------|--------------------------|
| 4.5% SSC Increase for Customers in Antioch (Zone 3*) and Pittsburg (Zone 2*) | \$372.68 | \$389.47 | \$16.78 |
| 3.5% SSC Increase for Customers in Bay Point (Zone 1*) (includes wastewater collection services) | \$522.13 | \$540.26 | \$18.13 |

*Zones 1, 2, and 3 as shown on Map of Zones 1, 2, and 3 on file with the Board Clerk.



As presented at the March 13, 2019 Board meeting, staff intends to develop a Resource Recovery Facility Master Plan that will better define the scope, budget, and implementation schedule associated with future advanced treatment expansion of the Wastewater Treatment Plant to meet future nutrient removal regulatory requirements. The proposed FY19/20 SSC maintains the same rate component funding for the Advanced Treatment (AT) Reserve Fund as in FY18/19.

Inter-fund Transfers

In FY17/18, an additional \$4.1 million transfer was planned from the AT fund to fund the first year of the CAR fund-related CIP. However, as actuals were realized for FY17/18, it was determined the transfer was no longer required.

Other inter-fund transfers are planned within FY19/20 to ensure each “ratepayer”-based fund remains positive. As these funds share the same funding source, loans with interest are not required. However, as documented in the proposed CIP and SSC analysis, these transfers are part of the financing plan needed to address funding needs for each fund. Although inter-fund transfers net to zero organization-wide, the total amount planned to be transferred within funds (in and out) is up to \$378,546.

Inter-fund Loans

Inter-fund loan repayments are also planned from the Capital Expansion fund to the CAR fund to repay funds previously borrowed to cover anticipated shortfalls in CFCC revenue and CFCC-funded debt service. Because the Capital Expansion fund is funded by new development through CFCCs, the loan payments include interest based on Local Agency Investment Fund (LAIF) interest rates. The first repayments to the CAR fund and O&M fund began in FY17/18, because the existing bonded debt was retired in FY16/17. In FY19/20, repayments in the amount of \$1.0 million to the CAR fund and \$0.5 million to the O&M fund are planned.

Street Sweeping Services

Street sweeping service charges are not proposed to increase next year, as they are sufficient to cover the costs of providing these services.

Public Outreach

In compliance with Proposition 218, a California law since 1996, notices on proposed rate increases will be sent to all utility customer accounts by April 19, 2019 (a minimum of 45 days prior to the June 12, 2019 Public Hearing). A copy of the Notice is included in this report as an attachment. The Notice outlines the process for protesting the proposed rate increases. Protest ballots can be mailed or hand delivered to the District on or before the Public Hearing date, or in person at the Public Hearing on June 12, 2019. In addition, pursuant to Government Code requirements, notices of the Public Hearing will be published twice in the East County Times. At the close of the Public Hearing, the Secretary to the Board will announce the total number of protest responses. If written protests against the proposed rate increases are presented by a majority of the parcel owners in the District’s service area, the District cannot implement the SSC rate adjustments.



Staff presented the proposed SSC analyses to the Finance Committee on April 2, 2019, and the Committee recommended that the Board consider the SSC adjustments for FY19/20. The Finance Committee also recommended that authorization to distribute the draft Proposition 218 notice be considered by the full Board.

Fiscal Impact


Without a rate increase, the overall economic reserves would decline rapidly from an approximate 71.9% in FY19/20 to 59.4% in FY20/21, and 43.9% in FY21/22. At the end of five years (FY23/24), the reserves would be nearly depleted at 3.5%, which would not be consistent with the District's financial policy to maintain sufficient reserves to meet 40% of annual operating expenditures.


With the proposed rate increase, Pittsburg and Antioch residential customers would see an estimated increase of \$16.79 per year or approximately \$1.40 per month, an increase of 4.5%. Bay Point residential customers would see an estimated annual increase of \$18.13 or approximately \$1.51 per month, an increase of 3.5%. The proposed SSC adjustments in Pittsburg and Antioch will result in additional revenue of approximately \$1.3 million to the District. There are separate surcharges for service to Bay Point for operation and rehabilitation of that community's Collection System. The proposed rate adjustments will result in additional revenue of about \$10,499 for these services.

The proposed SSC adjustment maintains the District's position as one of the lower overall cost service providers in the region; strengthens the District's capital infrastructure investment program; and maintains economic reserves, helping to ensure fiscal integrity and resiliency. A comparison of District rates, including rates for collections in the cities of Antioch and Pittsburg, with the rates of other regional peer agencies will be provided as part of the Board presentation.

Attachments

- 1) Finance Committee Staff Report Memorandum dated April 2, 2019
- 2) Draft Proposition 218 Notice

Prepared by: 
Carol S. Margetich
Business Services Director

Reviewed by: 
Vince De Lange
General Manager

cc: District File CORP.07-CORRES-XXX





MEMORANDUM

Date: April 2, 2019

To: Sean Wright, Chair, Finance Committee

From: Carol S. Margetich, Business Services Director

SUBJECT: REVIEW AND COMMENT ON PRELIMINARY SEWER SERVICE CHARGE ANALYSIS FOR FISCAL YEAR 2019/2020 AND DRAFT PROPOSITION 218 NOTICES

RECOMMENDATION

- 1) Review and comment on proposed Sewer Service Charge (SSC) increases for Fiscal Year 2019/2020 (FY19/20).
- 2) Review and comment on draft Proposition 218 Notice addressing proposed increases and notifying property owners of the Public Hearing on this matter.
- 3) Approve submitting the proposed FY19/20 SSC, draft Proposition 218 Notice, and Public Hearing date for consideration at the April 10, 2019 Board meeting.

Summary Statement

The proposed rate increases include:

- Applying a 4.5% SSC rate increase for Antioch and Pittsburg customers in FY19/20. The proposed rate increase (does not include wastewater collection) equates to an estimated SSC increase of \$16.79 per year or approximately \$1.40 per month.
- Applying a 3.5% SSC rate increase to Bay Point customers in FY19/20. The proposed rate increase (includes wastewater collection) equates to an estimated SSC increase of \$18.13 per year or approximately \$1.51 per month.

No Proposed Street Sweeping Increase

- Annual street sweeping charges, which vary by community, are not proposed to increase.
- Annual single-family residential: \$4.58 for Bay Point, \$10.26 for Pittsburg, and \$5.60 for Antioch
- Annual non-residential unit: \$45.80 for Bay Point, \$51.35 for Pittsburg, and \$56.00 for Antioch

Background Information

Delta Diablo (District) is a California special district that provides wastewater, street sweeping, and household hazardous waste collection services to the City of Antioch, the City of Pittsburg, and the unincorporated community of Bay Point. For the community of Bay Point (Zone 1), the District also provides wastewater collection services, and Bay Point customers are charged for those additional services through Collection System operating and rehabilitation components added to their SSCs.

SSCs do not pay for any capital costs related to growth, which is funded through the District's Capital Facilities Capacity Charges (CFCCs). Serving approximately 213,000 residents and encompassing 54 square miles, the District is an award-winning agency with a mission to protect public health and the environment. Public ownership of these services allows customers the benefit of reliable service while still having rates among the lowest in the region.

Each year, the District submits required information to Contra Costa County to place SSCs on the property tax roll for most customers. The current rate analysis includes a 5-year financial planning horizon from fiscal years FY19/20 through FY23/24. The analysis meets the legal requirement for setting rates that are proportionate to the cost of services provided. This cost includes utility operations, capital renewal and rehabilitation, state and federal regulatory compliance, household hazardous waste collection, street sweeping services, and adherence to fiscal policies. For the community of Bay Point (Zone 1), the District also provides wastewater collection services, and Bay Point customers are charged for that additional service through an added component to their SSCs. In addition to SSCs, District reserve funds are used consistent with Board policies to keep SSC increases as low as practical. The proposed single-year rate implementation will meet the financial goals of generating sufficient revenues given the current assessment of future expenses and economic reserves.

Based on the financial analysis, staff is recommending adjustments to SSCs rates to remain fiscally sound by:

- Collecting revenues sufficient to meet expenses
- Complying with Proposition 218, which stipulates that:
 - An agency cannot collect revenue beyond what is necessary to provide service
 - No charge may be imposed for a service unless that service is actually used or immediately available to the owner of the property
 - Revenues derived from the charge shall not be used for any other purpose other than that for which the charge was imposed
 - Fairness in apportionment of total costs of service amongst ratepayer classes (avoidance of subsidization within the rates)
- Reflecting adopted fiscal policies for economic reserves of 40% of operating expenditures
- Meeting commitments made in loan agreements

The Board last adopted a rate adjustment in June 2018. The adjustment consisted of a single-year increase of 6.0% for customers in Antioch and Pittsburg and 5.0% for customers in Bay Point, effective FY18/19.

Analysis

The process to establish rates that support fiscal stability relies on long-term financial planning and sound fiscal policies. The District continues to be subject to increases in regulatory, operational, and rehabilitation costs. General cost increases include:

- Growth. Because the District uses a multi-year rate model to evaluate and project future costs and revenue requirements, projected growth is one of the key assumptions. To the extent growth is robust, fixed costs are spread over more services and rate adjustments may be lower; to the extent growth is slow, fixed costs are spread over fewer services resulting in marginally higher SSC adjustments. Beginning with the FY12/13 rate analysis, the growth assumption was reduced from 600 to 400 equivalent residential units (ERUs) annually. The average growth rate over the past five years (FY13/14 – FY17/18) has been 429 ERUs, so the assumption of an additional 400 ERUs annually has been maintained for the FY19/20 analysis.
- Operating Expenses. The District has seen costs increase in general. The assumption used for increases in annual operating expenses is 3.0% in the 5-year rate model forecast.
- Salaries. Labor cost inputs were based on salaries in existing negotiated contracts. Salary and benefits were increased by 4.0% annually based on estimated cost-of-living adjustment (COLA) increases. Per the terms of the District's current labor Memoranda of Understanding (MOUs), COLA impacts are reviewed each year and adjusted as necessary.
- Regulatory Requirements. Wastewater utilities are highly regulated. New requirements, such as unfunded mandated programs, increasingly stringent reporting requirements, or compliance with updated standards, are routine.
- Wastewater Rehabilitation Costs. The District has over \$100 million in wastewater infrastructure assets (net of depreciation) and is currently conducting an assessment of its wastewater conveyance and treatment system infrastructure. The results of this study will better inform the District's need for long-term infrastructure rehabilitation. An effective rehabilitation program includes evaluations of facilities and proactive repairs and replacements, thus avoiding expenses associated with unexpected infrastructure failure. Alternatively, the District would be obligated to seek bond financing or emergency loan funds to pay for the repairs, with associated high-interest rates.
- Economic Reserves. Maintaining sufficient economic reserves is an essential part of the District's operating procedures and ensures the continued ability to provide services during budget shortfalls or unforeseen circumstances. The analysis includes a 40% economic reserve target based on operating expenditures.
- Debt Service Coverage. The District is obligated to meet debt service coverage requirements related to long-term debt as part of various loan agreements. The typical rate covenant for debt issued on wastewater capital improvement projects requires a minimum debt service coverage ratio of 1.20 (ratio of net revenues to debt service). Maintaining debt service coverage requirements is crucial to maintaining the District's good credit rating.

The District's revenues and expenditures have been calculated for the next fiscal year based on the adopted FY18/19 Operating Budget, future advanced treatment needs, and the draft FY19/20 through FY23/24 capital improvement program (CIP), which have resulted in projected SSC adjustments to ensure that total revenues, including reserve use, cover the cost of providing service. The core components of SSCs are: Regional Treatment and Conveyance, which funds wastewater operations and maintenance (O&M) costs, Capital Asset (CA) for new wastewater reliability capital projects, and Capital Asset Replacement (CAR) for rehabilitation and replacement capital projects. Based on these projected expenditures, the SSCs need to increase for FY19/20, as reflected in Table 1. The projected

increases are due to increases in core wastewater service operating and capital needs over the 5-year financial planning horizon.

Table 1 – Example Annual Single Family Residential SSC on Property Tax Bills for FY19/20

| Residential Service | Current FY18/19 | Proposed FY19/20 | Annual Change |
|--|------------------------|-------------------------|----------------------|
| 4.5% SSC Increase for Customers in Antioch (Zone 3*) and Pittsburg (Zone 2*) | \$372.68 | \$389.47 | \$16.78 |
| 3.5% SSC Increase for Customers in Bay Point (Zone 1*) (includes wastewater collection services) | \$522.13 | \$540.26 | \$18.13 |

*Zones 1, 2, and 3 as shown on Map of Zones 1, 2, and 3 on file with the Board Clerk.

As presented at the March 13, 2019 Board meeting, staff intends to develop a Resource Recovery Facility Master Plan that will better define the scope, budget, and implementation schedule associated with future advanced treatment expansion of the Wastewater Treatment Plant to meet future nutrient removal regulatory requirements. The proposed FY19/20 SSC maintains the same rate component funding for the Advanced Treatment (AT) Reserve Fund as in FY18/19.

Inter-fund Transfers

In FY17/18, an additional \$4.1 million transfer was planned from the AT fund to fund the first year of the CAR fund-related CIP. However, as actuals were realized for FY17/18, it was determined the transfer was no longer required.

Other inter-fund transfers are planned within FY19/20 to ensure each “ratepayer”-based fund remains positive. As these funds share the same funding source, loans with interest are not required. However, as documented in the proposed CIP and SSC analysis, these transfers are part of the financing plan needed to address funding needs for each fund. Although inter-fund transfers net to zero organization-wide, the total amount planned to be transferred within funds (in and out) is up to \$378,546.

Inter-fund Loans

Inter-fund loan repayments are also planned from the Capital Expansion fund to the CAR fund to repay funds previously borrowed to cover anticipated shortfalls in CFCC revenue and CFCC-funded debt service. Because the Capital Expansion fund is funded by new development through CFCCs, the loan payments include interest based on Local Agency Investment Fund (LAIF) interest rates. The first repayments to the CAR fund and O&M fund began in FY17/18, because the existing bonded debt was retired in FY16/17. In FY19/20, repayments in the amount of \$1.0 million to the CAR fund and \$0.5 million to the O&M fund are planned.

Street Sweeping Services

Street sweeping service charges are not proposed to increase next year, as they are sufficient to cover the costs of providing these services.

Public Outreach

In compliance with Proposition 218, a California law since 1996, notices on proposed rate increases will

Sean Wright, Chair, Finance Committee

April 2, 2019

REVIEW AND COMMENT ON PRELIMINARY SEWER SERVICE CHARGE ANALYSIS FOR FISCAL YEAR 2019/2020 AND DRAFT PROPOSITION 218 NOTICES

Page 5

be sent to all utility customer accounts by April 19, 2019 (a minimum of 45 days prior to the June 12, 2019 Public Hearing). A copy of the Notice is included in this report as an attachment. The Notice outlines the process for protesting the proposed rate increases. Protest ballots can be mailed or hand delivered to the District on or before the Public Hearing date, or in person at the Public Hearing on June 12, 2019. In addition, pursuant to Government Code requirements, notices of the Public Hearing will be published twice in the East County Times. At the close of the Public Hearing, the Secretary to the Board will announce the total number of protest responses. If written protests against the proposed rate increases are presented by a majority of the parcel owners in the District's service area, the District cannot implement the SSC rate adjustments.

Fiscal Impact

Without a rate increase, the overall economic reserves would decline rapidly from an approximate 71.9% in FY19/20 to 59.4% in FY20/21, and 43.9% in FY21/22. At the end of five years (FY23/24), the reserves would be nearly depleted at 3.5%, which would not be consistent with the District's financial policy to maintain sufficient reserves to meet 40% of annual operating expenditures.

With the proposed rate increase, Pittsburg and Antioch residential customers would see an estimated increase of \$16.79 per year or approximately \$1.40 per month, an increase of 4.5%. Bay Point residential customers would see an estimated annual increase of \$18.13 or approximately \$1.51 per month, an increase of 3.5%. The proposed SSC adjustments in Pittsburg and Antioch will result in additional revenue of approximately \$1.3 million to the District. There are separate surcharges for service to Bay Point for operation and rehabilitation of that community's Collection System. The proposed rate adjustments will result in additional revenue of about \$10,499 for these services.

The proposed SSC adjustment maintains the District's position as one of the lower overall cost service providers in the region; strengthens the District's capital infrastructure investment program; and maintains economic reserves, helping to ensure fiscal integrity and resiliency. A comparison of District rates, including rates for collections in the cities of Antioch and Pittsburg, with the rates of other regional sanitation agencies will be provided as part of the Board presentation.

Attachment

Draft Proposition 218 Notice

CSM/rcm

cc: District File CORP.07-CORRES-XXX
Chron File



Notice of Proposed Sewer Service Charge Rate Increases for Fiscal Year 2019/2020

Proposition 218 Notification to Property Owners of Public Hearing

NOTICE IS HEREBY GIVEN that the Delta Diablo Board of Directors will hold a public hearing on **Wednesday, June 12, 2019 at 5:30 p.m. in the Board Room at 2500 Pittsburg-Antioch Highway, Antioch, California**, to consider adoption of proposed rate increases for wastewater utility services. A summary of the proposed rates, key financial drivers, and instructions for protesting the rate increases (if desired) are provided below.

WHAT IS DELTA DIABLO?

Delta Diablo (“District”) provides wastewater conveyance and treatment services for over 69,000 customer accounts (residential and non-residential), representing approximately 213,000 residents in the cities of Antioch and Pittsburg, and the unincorporated community of Bay Point. As part of our core mission to protect public health and the environment, 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 “resource recovery facility” by producing 6 million gallons per day of recycled water, generating on-site renewable energy to meet over 60 percent of WWTP power needs, reusing residual biosolids as fertilizer via land application, providing household hazardous waste (HHW) collection services, and further protecting the Delta by providing street sweeping services to remove pollutants that would otherwise enter local stormwater systems.

PROPOSED INCREASES TO SEWER SERVICE CHARGES

For Fiscal Year 2019/2020 (FY19/20) (July 1, 2019 – June 30, 2020), the District is proposing approximate Sewer Service Charge (SSC) increases of 4.5% for Antioch and Pittsburg customers, and 3.5% for Bay Point customers. The District collects SSCs from its customers each year to provide the primary revenue source needed to fund labor, energy, chemicals, regulatory compliance requirements, plant maintenance, capital infrastructure renewal and rehabilitation, HHW facility operation, and street sweeping services. Because the District’s costs in these categories will increase in the next fiscal year, SSC adjustments are required to recover the District’s costs, maintain financial integrity, and ensure long-term fiscal sustainability. The SSCs are calculated based on the cost to provide service with customers typically billed on a fiscal-year basis via annual property tax bills.

Residential Customers: The impact of the proposed SSC adjustments on the annual property tax bill for a single-family customer is shown in **Table 1** below. The total annual charge for residential properties with multiple units (e.g., duplex, fourplex, apartment complex, etc.) can be calculated by multiplying the per unit SSC charge below by the number of units.

Table 1 – Example Annual Single-Family Residential SSC on Property Tax Bills for FY19/20

| Residential Service Customers | Proposed SSC Increase * | Current FY18/19 | Proposed FY19/20 | Annual Change |
|-------------------------------|-------------------------|-----------------|------------------|---------------|
| Antioch/Pittsburg | 4.5% | \$372.68 | \$389.47 | \$16.78 |
| Bay Point ** | 3.5% | \$522.13 | \$540.26 | \$18.13 |

Note: * Percentage increases are approximate.

** Delta Diablo provides wastewater collection services for Bay Point customers only, while the respective cities provide these services for Antioch and Pittsburg customers.

SSCs on property tax bills will include an annual street sweeping service charge (no increase) that varies by community based on frequency of service. The FY19/20 residential unit street sweeping charge for Antioch, Pittsburg, and Bay Point customers is \$5.60, \$10.26, and \$4.58, respectively.

Non-residential Customers: The District is proposing increased SSCs for commercial and industrial customers based on annual potable water consumption (i.e., SSC is per hundred cubic feet per year [HCF/y]) as presented in **Table 2** below by business class and city/community. If annual potable water consumption is less than 90 HCF/y, a minimum annual charge will be applied. The annual non-residential unit street sweeping service charge (no increase) for Antioch, Pittsburg, and Bay Point customers is \$56.00, \$51.35, and \$45.80, respectively.

Table 2 – Non-residential Proposed User Charges: Total SSC per Hundred Cubic Feet per year (HCF/y) and Street Sweeping Rate (per Non-residential Unit)

| Business Class (Commercial/ Industrial) | Zone 1 – Bay Point | | Zone 2 – Pittsburg | | Zone 3 – Antioch | |
|---|--------------------|---------------------|--------------------|---------------------|--------------------|---------------------|
| | Current FY18/19 | Proposed FY19/20 | Current FY18/19 | Proposed FY19/20 | Current FY18/19 | Proposed FY19/20 |
| Bakeries/ Restaurants | \$8.83 | \$9.19 | \$7.40 | \$7.74 | \$7.34 | \$7.67 |
| Light Industrial | \$6.11 | \$6.33 | \$4.52 | \$4.72 | \$4.50 | \$4.69 |
| Hotels/Motels | - | - | \$3.96 | \$4.13 | \$4.30 | \$4.48 |
| Marinas | - | - | \$5.83 | \$6.09 | \$5.88 | \$6.13 |
| Misc. Commercial | \$6.11 | \$6.33 | \$4.52 | \$4.72 | \$4.46 | \$4.63 |
| Mortuaries | - | - | \$5.11 | \$5.34 | \$5.13 | \$5.36 |
| Annual Minimum | \$522.13 | \$540.26 | \$372.68 | \$389.47 | \$372.68 | \$389.47 |

WHAT DO SEWER SERVICE CHARGES FUND?

The District's SSC revenue is allocated to several key funds to support ongoing operations, as well as capital investment in existing and future infrastructure, as shown in **Table 3** below.

- Regional Treatment and Conveyance:** Funds facility operation and maintenance costs associated with regional wastewater conveyance and treatment, as well as the HHW facility.
- Capital Asset:** Funds new wastewater capital projects that are not related to new growth (the District charges separate Capital Facilities Collection Charges for growth-related capital costs).
- Capital Asset Replacement:** Funds capital infrastructure renewal and replacement projects.
- Advanced Treatment Reserve:** Provides dedicated funding to meet a future, more stringent regulatory requirement for advanced wastewater treatment, which is estimated to cost over \$150 million. This fund will assist the District in minimizing significant rate increases in the future.
- Bay Point Collections:** This SSC rate component is only collected for Bay Point customers and funds operation and maintenance of the Bay Point collection system.

Table 3 – Example Annual Single-Family Residential SSC by Rate Component for FY19/20

| Sewer Service Charge (SSC) Component | Antioch/Pittsburg | | Bay Point | |
|--|--------------------|---------------------|--------------------|---------------------|
| | Current FY18/19 | Proposed FY19/20 | Current FY18/19 | Proposed FY19/20 |
| Regional Treatment/Conveyance | \$271.09 | \$280.58 | \$271.09 | \$280.58 |
| Capital Asset | \$18.47 | \$18.47 | \$18.47 | \$18.47 |
| Capital Asset Replacement | \$26.07 | \$33.37 | \$26.07 | \$33.37 |
| Advanced Treatment Reserve Fund | \$57.05 | \$57.05 | \$57.05 | \$57.05 |
| Bay Point Collections | N/A | N/A | \$149.45 | \$150.79 |
| Total SSC per Equivalent Residential Unit | \$372.68 | \$389.47 | \$522.13 | \$540.26 |
| Estimated Monthly Charge | \$31.06 | \$32.46 | \$43.51 | \$45.02 |

More information on the District's costs can be found in the District's budget and capital improvement program documents, which are on file at the District's offices.

PUBLIC HEARING AND PROTEST PROCEDURES

The Board of Directors will hold a public hearing on the proposed SSC increases on Wednesday, June 12, 2019 at 5:30 p.m., in the Board Room at 2500 Pittsburg-Antioch Highway, Antioch, California, 94509. Public comments and written protests will be accepted at this Public Hearing, and the Board of Directors will be asked to take action to implement the SSC increases at this meeting.

Written protests may be sent to the District (attention of "Office Manager/Secretary to the Board") prior to the Public Hearing at the address shown on the previous page and **must include your property address and the Assessor Parcel Number** found on your mailing label.

At the close of the Public Hearing, the Secretary to the Board will announce the total number of protest responses, including any received at the Public Hearing. If written protests are presented by a majority of the parcel owners in the District's service area, the District cannot implement the SSC rate adjustments.



Delta Diablo Wastewater Treatment Plant in Antioch, CA



2500 Pittsburg-Antioch Highway
Antioch, CA 94509

**NOTICE OF PUBLIC HEARING
PROPOSED SEWER SERVICE CHARGE
RATE INCREASES**

**5:30 PM
WEDNESDAY, JUNE 12, 2019
2500 PITTSBURG-ANTIOCH HIGHWAY
ANTIOCH, CA 94509**



Delta Diablo provides wastewater conveyance and treatment services to approximately 213,000 customers in Pittsburg, Antioch, and Bay Point.



Our core mission is to protect public health and the environment in our communities by providing wastewater resource recovery services of exceptional quality and value.

**Environmental
Stewardship**

In treating 13 million gallons of wastewater each day, Delta Diablo has an exemplary regulatory compliance record in meeting federal, state, and local regulatory requirements and protecting the local Delta receiving waters.

**Infrastructure
Investment**

Continued capital investment in the Wastewater Treatment Plant, 76 combined miles of sewer pipes and force mains, and five pump stations is critical to maintaining effective, reliable, and high-quality customer service.

**Fiscal
Responsibility**

Delta Diablo is committed to maintaining responsible rates by prioritizing capital investments, managing budgets through operational efficiencies, and targeting available grant and low-interest loan programs.

For more information, visit www.deltadiablo.org or call (925) 756-1900.

ITEM G

April 10, 2019

RECEIVE UPDATE ON BIOLOGICAL TREATMENT PROCESS PERFORMANCE AT WASTEWATER TREATMENT PLANT

RECOMMENDATION

Receive and file report.

Background Information

On Saturday, March 9, 2019, the District experienced an upset of the biological treatment process at the Wastewater Treatment Plant (WWTP), which resulted in elevated effluent total suspended solids (TSS) and biochemical oxygen demand (BOD) results. This threatened compliance with the District's National Pollutant Discharge Elimination System (NPDES) permit. Despite significant staff efforts to implement multiple standard, corrective process control measures, the process upset condition persisted for two additional weeks and highlighted that a unique set of circumstances was likely causing an upset event rarely encountered at the District. On March 25, 2019, the District engaged with a team of industry experts, who worked side-by-side with staff over the next few days to analyze process data, perform microscopic analyses to understand biomass characteristics, collect additional process samples for laboratory analyses, and assess whether a toxic influent event occurred. This team effort yielded several near-term process control actions to assist the District in recovering from the biological process upset event. The team also developed potential working theories to help determine the root cause and contributing factors resulting in the upset condition. Since Monday, April 1, 2019, WWTP operation has stabilized and generally returned to producing normal effluent quality characteristics. The District will continue working to understand causes of the upset event, and will document and/or implement potential preventative and corrective measures and long-term process control actions. The District's ability to maintain NPDES permit compliance during a significant process upset was entirely due to the tremendous staff responsiveness, dedication, and problem-solving focus at all levels and between multiple workgroups in the organization. Staff will provide an overview of the WWTP process upset event and the extraordinary staff efforts at the April 10, 2019 Board meeting.

Analysis

Staff implemented multiple critical mitigation measures to maintain NPDES permit compliance. The most significant measure was installation of two temporary pumping systems to allow additional treatment of nearly half of the WWTP secondary effluent flow at the Recycled Water Facility (RWF) prior to discharge to the Delta receiving waters. As the secondary treatment process continued to perform with elevated secondary effluent TSS and BOD concentrations, this condition began to degrade the quality of recycled water produced at the RWF, which resulted in exceedance of turbidity limits in the District's RWF Title 22 permit on March 22, 2019, and March 23, 2019. The District notified the Regional Water Quality Control Board (Regional Board) regarding the exceedances and associated corrective actions. The Regional Board responded to this notification indicating it will not pursue regulatory action at this time



due to the minor exceedance and prompt actions taken by staff. The District suspended recycled water distribution to all users, including Calpine, for two days, while staff worked to restore RWF performance. Because the District is obligated to provide raw water to Calpine's Los Medanos Energy Center during this condition, this imperiled the District's ability to continue treating half of the WWTP secondary effluent flow through the RWF prior to discharging effluent flow through the outfall. However, an outstanding staff effort on March 22, 2019 resulted in identifying and implementing an operating mode to allow both feeding raw water to Calpine and treating secondary effluent at RWF. This was critical to the District maintaining compliance with its NPDES permit.

Financial Impact

The District has incurred additional costs in a number of categories, including labor, outside services (laboratory analyses, consulting), energy, and chemical usage in response to the biological process upset event; however, staff has not yet quantified these costs.


Attachments

None.

Prepared by:


Dean Eckerson
Resource Recovery
Services Director

Reviewed by:


Vince De Lange
General Manager

cc: OPS.01-REP



ITEM J/1

April 10, 2019

RECEIVE MONTHLY LOBBYIST REPORT DATED MARCH 2019, 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 March 2019, which was produced by KA and distributed to members of the Western Recycled Water Coalition.

Financial Impact

None


Attachment

Monthly Report, March 2019

Prepared by:


Jayne Strommer
Government Affairs Manager

Reviewed by:


Brian Thomas
Engineering Services
Director/District Engineer

cc: Project File No. P.90024.06.01



1701 Pennsylvania Avenue
Suite 300
Washington, D.C. 20006
(202) 722-0167

March 29, 2019

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

According to T&I staff (March 12 meeting with Key Advocates), the Committee is focusing on the next few months as the key window for putting together an infrastructure package and bringing it to the House Floor. Majority Leader Hoyer wants appropriations to happen in the summer, so the Committee believes they need to complete infrastructure before then. They have targeted this month and April for legislative development, and May/June for the House Floor. They say that the biggest hurdles are identifying pay-fors and advancing a package through the Senate. Chairman DeFazio strongly seeks to have a paid-for package. Areas for pay-fors may include (but not limited to) the Harbor Maintenance Trust Fund; indexing the gas tax (technically outside T&I's jurisdiction); airport infrastructure; and, Clean Water State Revolving Fund. The Committee has yet to determine whether they will advance one big bill or multiple bills to be later packaged together. The Committee started hearings this month and will continue next month focusing on key issues and markups. The Chairman is seeking bipartisan support on the infrastructure package but the majority believes they will gain clarity over the next few weeks on whether that is possible. Discussions remain very fluid regarding the scope and size (e.g., \$1 trillion) of a potential infrastructure package. The Committee is interested not just in repairing infrastructure, but building new long-term infrastructure that is environmentally safe, expands capacity, and facilitates innovation (e.g., driverless cars). Key areas for investment mentioned include highways (shoring up the highway trust fund), transit rail investments including the NE corridor; airports (at least \$120 billion in airport infrastructure needs identified); port infrastructure; water infrastructure and safety/contamination; emergency/extreme weather resilience protections in infrastructure; and, broadband infrastructure (including rural areas). The Committee believes there is a limited role for P3, in contrast to the Administration's Infrastructure Blueprint.

According to Senate Environment and Public Works Committee staff (March 17 meeting with Key Advocates), the Committee has asked all Senators to submit their "infrastructure asks" by May 1. Pending that, the plan is to let the House go first on a bill to see what, if anything, it does. Staff is considering "flexible" funding options, such as more authority for states and locals to decide project funding, as part of their process.

Hearings

On March 7, the Subcommittee on Water Resources and Environment of the House Transportation and Infrastructure Committee held a hearing entitled “The Clean Water State Revolving Fund: How Federal Infrastructure Investment Can Help Communities Modernize Water Infrastructure and Address Affordability Challenges.” Witnesses were Mayor David A. Condon, City of Spokane, Washington, *on behalf of the United States Conference of Mayors*; John Mokszycki, Water and Sewer Superintendent, Town of Greenport, New York, *on behalf of the National Rural Water Association*; Catherine Flowers, Rural Development Manager, The Equal Justice Initiative, Montgomery, Alabama; Maureen Taylor, State Chairperson, Michigan Welfare Rights Organization, Detroit, Michigan; Andrew Kricun, P.E., BCEE, Executive Director/Chief Engineer, Camden County Municipal Utilities Authority, Camden, New Jersey, *on behalf of the National Association of Clean Water Agencies*; and, Jill Heaps, Assistant Professor of Law, Vermont Law School, Burlington, Vermont.

On March 6, the Senate Committee on Environment and Public Works held a hearing entitled, “*The Economic Benefits of Highway Infrastructure Investment and Accelerated Project Delivery.*” Witnesses were Patrick McKenna, Vice President, American Association of State Highway and Transportation Officials; Steven Demetriou, Business Roundtable Infrastructure Committee; and, Michael Replogle, Deputy Commissioner for Policy, New York City Department of Transportation.

On March 13, the Subcommittee on Highways and Transit held a hearing titled, “Aligning Federal Surface Transportation Policy to Meet 21st Century Needs.” The hearing focused on whether and how Federal-aid highway and Federal transit policies need to change to ensure that our surface transportation network can meet current and future challenges. Witnesses were Ron Nirenberg, Mayor, City of San Antonio, on behalf of the National League of Cities; Roger Millar, Secretary, Washington State Department of Transportation, on behalf of the American Association of State Highway and Transportation Officials; Darran Anderson, Director of Strategy and Innovation, Texas Department of Transportation, on behalf of the Texas Innovation Alliance; Jack Clark, Executive Director, Transportation Learning Center; Therese W. McMillan, Executive Director, Metropolitan Transportation Commission, on behalf of the Association of Metropolitan Planning Organizations; Al Stanley, Vice President, Stanley Construction Company, Inc., on behalf of the Associated General Contractors of America; and, Michael Terry, President and CEO, IndyGo - Indianapolis Public Transportation Corporation, on behalf of the American Public Transportation Association.

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

To review, on Feb.13, the Congresswoman introduced the above bill (with 17 cosponsors, now 24 – all Dems) which the Coalition reported to her office its support. The Coalition supported her bill last Congress. Two changes were made from last year’s version: 1) the EPA grant program was dropped so the focus could be on Title XVI; and, 2) the cap on the Federal share for individual projects was kept but increased from \$20M to \$30M. Per the Congresswoman’s office, the following summary was provided:

- Increases the WIIN Act authorization for Title XVI from \$50 million to \$500 million

- Makes the WIIN Act Title XVI program permanent as it currently expires in 2021.
- Strikes the requirement that projects must be in drought or disaster areas
- Strikes the requirement that the projects need to be designated in an appropriations legislation
- Increase the limitation on the federal share of individual Title XVI projects from the current \$20 million in October 1996 prices to \$30 million in January 2019 prices.
Does not change the 25% federal cost share.

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

On March Chair DeFazio, Subcommittee Chair Napolitano, and Representatives Don Young and John Katko introduced the above bill which, again, the Coalition advised the Committee of its support. The bill:

- Authorizes \$20 billion in Federal grants over five years for Clean Water SRFs.
- Authorizes \$1.5 billion over five years for grants to implement state water pollution control programs.
- Provides \$600 million over five years for Clean Water pilot programs (including Federal technical assistance and/or grants) for watershed-based or system-wide efforts to address wet weather discharges, to promote storm water best management practices, to undertake integrated water resource management, and to increase the resiliency of treatment works to natural or man-made disasters.
- Authorizes \$375 million in grants over five years for alternative water source projects including projects that reuse wastewater and storm water to augment the existing sources of water.

FY20 President’s Budget

SRF’S –

The Budget includes \$1.98 billion for the State Revolving Funds, \$83 million to begin implementation of the new America’s Water Infrastructure Act of 2018 (AWIA) legislation, and \$25 million for the Water Infrastructure Finance and Innovation Act (WIFIA) program.

WINN Grants-

Title XVI Water Reclamation and Reuse Projects, \$3M, @ \$55.6M below the FY19 enacted level.

WaterSMART Grants, \$10M, \$24M below the FY19 enacted level.

FY20 Congressional Budget Resolution

Congress has an April 15 deadline to pass a Congressional Budget Resolution. Given the slippage in the submission of the President’s Budget, this deadline may slip as well. A budget resolution is in the form of a concurrent resolution – passed by both House and Senate – but does

not have the force of law. It does not go to the President for signature (in contrast to appropriation bills which must be signed into law). A budget resolution sets upper limits for spending under major functions, which serves as the basis for allocating funding levels to the appropriations subcommittees

FY19 Federal Funding Generally

To review, the omnibus appropriations bill to fund the remaining Federal agencies was signed into law on Feb. 15.

FY19 “Water” Funding

- Clean Water SRF — \$1.7 billion, which is equal to the 2018 enacted level and \$300 million above the President’s budget request.
- Safe Drinking Water SRF— \$1.2 billion, which is equal to the 2018 enacted level and \$300 million above the President’s budget request.
- WIFIA— \$68 million, \$5 million above the 2018 enacted level and \$48 million above the President’s budget request.

FY19 Energy and Water Appropriations Bill

This bill was already enacted and included an appropriation of the final \$20M authorized funding for the WIIN Act recycled water grant program.

WIN Grants Round #2

Per call with USBR on March 27, they are still hoping for a spring supplemental. Until the FY18 grantees are listed in an appropriations bill the Bureau cannot release the funds to them and/or begin formal deliberations. Regarding the FY19 NOFA, the Bureau still says two weeks to a month away, with applicants to be given 60 days to apply.

Bill Tracking

S.352 — 116th Congress (2019-2020)

A bill to amend the Internal Revenue Code of 1986 to increase the national limitation amount for qualified highway or surface freight transfer facility bonds.

Sponsor: Sen. Cornyn, John [R-TX] (Introduced 02/06/2019) Cosponsors: (1)

Committees: Senate - Finance

Latest Action: Senate - 02/06/2019 Read twice and referred to the Committee on Finance.

H.R.180 — 116th Congress (2019-2020)

Build America Act of 2019

Sponsor: Rep. Hastings, Alcee L. [D-FL-20] (Introduced 01/03/2019) Cosponsors: (7)

Committees: House - Transportation and Infrastructure, Ways and Means

Latest Action: House - 02/07/2019 Referred to the Subcommittee on Railroads, Pipelines, and Hazardous Materials.

S.146 — 116th Congress (2019-2020)

Move America Act of 2019

Sponsor: Sen. Hoeven, John [R-ND] (Introduced 01/16/2019) Cosponsors: (1)

Committees: Senate - Finance

Latest Action: Senate - 01/16/2019 Read twice and referred to the Committee on Finance.

H.R.658 — 116th Congress (2019-2020)

National Infrastructure Development Bank Act of 2019

Sponsor: Rep. DeLauro, Rosa L. [D-CT-3] (Introduced 01/17/2019) Cosponsors: (60)

Committees: House - Energy and Commerce, Transportation and Infrastructure, Financial Services, Ways and Means

Latest Action: House - 01/17/2019 Referred to the Committee on Energy and Commerce, and in addition to the Committees on Transportation and Infrastructure, Financial Services, and Ways and Means, for a period to be subsequently determined by the Speaker, in each case for consideration of such.

S.353 — 116th Congress (2019-2020)

A bill to amend title 23, United States Code, to improve the transportation infrastructure finance and innovation (TIFIA) program, and for other purposes.

Sponsor: Sen. Cornyn, John [R-TX] (Introduced 02/06/2019) Cosponsors: (1)

Committees: Senate - Environment and Public Works

Latest Action: Senate - 02/06/2019 Read twice and referred to the Committee on Environment and Public Works.

S.403 — 116th Congress (2019-2020)

A bill to encourage the research and use of innovative materials and associated techniques in the construction and preservation of the domestic transportation and water infrastructure system, and for other purposes.

Sponsor: Sen. Whitehouse, Sheldon [D-RI] (Introduced 02/07/2019) Cosponsors: (5)

Committees: Senate - Environment and Public Works

Latest Action: Senate - 02/07/2019 Read twice and referred to the Committee on Environment and Public Works.

H.R.680 — 116th Congress (2019-2020)

Securing Energy Infrastructure Act

Sponsor: Rep. Ruppertsberger, C. A. Dutch [D-MD-2] (Introduced 01/17/2019) Cosponsors: (1)

Committees: House - Science, Space, and Technology

Latest Action: House - 01/17/2019 Referred to the House Committee on Science, Space, and Technology

H.R.228 — 116th Congress (2019-2020) **To authorize programs and activities to support transportation options in areas that are undergoing extensive repair or reconstruction of transportation infrastructure, and for other purposes.** Sponsor: Rep. Velazquez, Nydia M. [D-NY-7] (Introduced 01/03/2019) Cosponsors: (2) Committees: House - Transportation

and Infrastructure Latest Action: House - 01/03/2019 Referred to the Committee on

Transportation and Infrastructure.

[S.611](#) — 116th Congress (2019-2020)

A bill to provide adequate funding for water and sewer infrastructure, and for other purposes.

Sponsor: [Sen. Sanders, Bernard \[I-VT\]](#) (Introduced 02/28/2019) Cosponsors: ([2](#))

Committees: Senate - Environment and Public Works

Latest Action: Senate - 02/28/2019 Read twice and referred to the Committee on Environment and Public Works.

[H.R.880](#) — 116th Congress (2019-2020)

Surface Transportation Investment Act of 2019

Sponsor: [Rep. Brownley, Julia \[D-CA-26\]](#) (Introduced 01/30/2019) Cosponsors: ([1](#))

Committees: House - Ways and Means, Transportation and Infrastructure

Latest Action: House - 02/07/2019 Referred to the Subcommittee on Highways and Transit.

[S.40](#) — 116th Congress (2019-2020)**Bureau of Reclamation Transparency Act** Sponsor: [Sen. Barrasso, John \[R-WY\]](#) (Introduced 01/08/2019) Cosponsors: ([1](#)) Committees: Senate - Energy and Natural Resources Latest Action: Senate - 01/08/2019 Referred to the Committee on Energy and Natural Resources.

[H.R.228](#) — 116th Congress (2019-2020) **To authorize programs and activities to support transportation options in areas that are undergoing extensive repair or reconstruction of transportation infrastructure, and for other purposes.** Sponsor: [Rep. Velazquez, Nydia M. \[D-NY-7\]](#) (Introduced 01/03/2019) Cosponsors: ([2](#)) Committees: House - Transportation and Infrastructure Latest Action: House - 01/03/2019 Referred to the Committee on Transportation and Infrastructure.

April 10, 2019

RECEIVE LETTER DATED MARCH 7, 2019, CALIFORNIA SANITATION RISK MANAGEMENT AUTHORITY, POOLED LIABILITY PROGRAM TWENTY-SEVENTH DIVIDEND DECLARATION

RECOMMENDATION

Receive letter on California Sanitation Risk Management Authority (CSRMA) dividend declaration.

Background

The District has been a participating member of the CSRMA Pooled Liability Program (PLP) since July 1, 1987. The PLP is a risk-sharing insurance program that provides third-party liability coverage specifically for the wastewater industry. Program coverage includes General and Automobile Liability due to Bodily Injury, Property Damage, Personal Injury, Employment Practices Liability, and Public Entity Errors and Omissions. The program's pooled layer limit is \$500,000 and the reinsurance limit is \$25,000,000. The total program coverage limit is \$25,500,000.

The 62-member agencies comprising CSRMA finance the PLP through annual premiums, which are set using a cost-allocation plan and rating formula based on each agency's share of expected losses, program insurance costs, and annual program administrative costs. Since 1988, CSRMA has used a Retrospective Rating Plan to ensure sufficient funds are maintained in the PLP to cover all losses incurred by the PLP. After the close of each program year, CSRMA calculates the amount of any remaining unencumbered funds to be shared among the membership as dividends.

Analysis

CSRMA has been providing service to its member agencies over the past 33 years and has returned over \$24 million in dividends since its inception. At its January 24, 2019 Board meeting, the CSRMA Board declared a dividend totaling \$1,153,995 based on the PLP results from all prior program years (1986/1987 through 2013/2014). The District's share of the declared dividend was \$25,682, which was received on March 8, 2019, along with the attached letter from CSRMA. The dividend is approximately 29% of the annual PLP premium payment for Fiscal Year 2018/2019, which was \$89,385.

Financial Impact

At the April 11, 2012 Board meeting, the Board authorized staff to deposit future CSRMA PLP dividend proceeds into the District's Other Post-Employment Benefits (OPEB) Trust Fund. Therefore, consistent with Board authorization, the dividend of \$25,682 will be deposited into the OPEB Trust Fund.

Attachment

Letter dated March 7, 2019 from CSRMA

Prepared by:



Cheryl Rhodes Alexander
Human Resources and Risk Manager

Reviewed by:



Carol S. Margetich
Business Services Director

cc: District File CORP.10-CORRES-XXX





CSRMA California Sanitation Risk Management Authority

c/o ALLIANT INSURANCE SERVICES, INC.
100 Pine Street, 11th Floor, San Francisco, CA 94111-5101



Insurance License No.: 0C36861
Tel: 415.403.1400 Fax: 415.874.4813

OFFICERS:

Greg Baatrup, *President*
707.429.8930
Craig Murray, *Vice President*
805.684.7214

PAST PRESIDENTS:

Paul Bushee
2014-2018
Russ Baggerly
2010-2014

March 7, 2019

Ms. Carol Margetich
Delta Diablo
2500 Pittsburg-Antioch Hwy
Antioch, CA 94509

**Pooled Liability Program
Twenty-Seventh Dividend Declaration**

Dear Carol:

On January 24, 2019, in accordance with the Board adopted Policy and Procedure, the Board of Directors declared a dividend. Dividends declared reflect favorable results from Program Years 1986/87 – 2012/13. Enclosed is Delta Diablo's dividend share in the amount of \$25,682.

All agencies share in dividends through the formula adopted by the Board of Directors. Dividends are in addition to the Retrospective Rating Program, which limits returns to 25% of a member's original deposit. Any remaining unencumbered funds up to 25% of the amount in any one year are shared among the membership as dividends.

This year, our 33rd year of providing service to our membership, the total amount of the dividend declared is \$1,153,995. This remarkable result is reflective of a continued effort in *effective risk management* by member agencies, as well as through the hard work of the CSRMA claims management staff, Program Committee, and the Executive Board.

We expect to declare dividends again next year, the calculation of which will incorporate all prior program years including 2013/14. Overall, the Pooled Liability Program has returned over \$24 million in dividends since its inception, giving a clear indication that the program continues to remain fiscally healthy and is meeting the needs of the membership.

Thank you for your continued participation.

Sincerely yours,

Greg Baatrup
President

WARNING: DO NOT ACCEPT THIS CHECK UNLESS YOU CAN SEE A TRUE WATERMARK WHEN HOLDING THE CHECK TO THE LIGHT AND PINK LOCK AND KEY ICONS THAT FADE WHEN WARMED

CALIFORNIA SANITATION
RISK MANAGEMENT AUTHORITY
C/O ALLIANT INSURANCE SERVICES, INC.
100 PINE STREET 11TH FLOOR
SAN FRANCISCO, CA 94111

UNION BANK OF CALIFORNIA
GOVERNMENT SERVICES #291
SAN FRANCISCO, CA 94104
16-49-1220

G 21030
02/15/2019

PAYEE NAME & AMOUNT ARE ON FILE AT THE BANK

PAY TO THE
ORDER OF

DELTA DIABLO DIST.

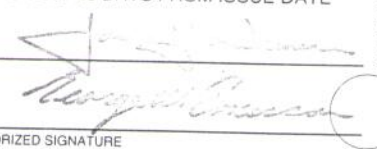
\$ **25,682.00

Twenty-five thousand six hundred eighty-two and 00/100*****

DOLLARS

Delta Diablo Sanitation Dist.
2500 Pittsburg/Antioch-Highway
Antioch, CA 94509

THIS CHECK EXPIRES AND IS VOID 45 DAYS FROM ISSUE DATE



AUTHORIZED SIGNATURE

MEMO

⑈021030⑈ ⑆122000496⑆ 2740026936⑈

RUB OR BREATHE ON THE PINK LOCK & KEY ICONS - COLOR WILL FADE AND RETURN ON AN AUTHENTIC CHECK IF COLOR DOES NOT FADE DO NOT ACCEPT

CALIFORNIA SANITATION RISK MANAGEMENT AUTHORITY C/O ALLIANT INSURANCE SERVICES, INC.

G 21030

02/15/2019 DELTA DIABLO DIST.

| Date | Type | Reference | Original Amount | Balance Due | Payment |
|------------|------|--------------|-----------------|-------------|-----------|
| 02/05/2019 | Bill | Div 12/2018 | 25,682.00 | 25,682.00 | 25,682.00 |
| | | Check Amount | | | 25,682.00 |

COPY

1005.2 General Check

25,682.00

THIS CHECK IS PROTECTED BY PAYEE POSITIVE PAY