

Delta Diablo

(a California Special District)

Board of Directors Meeting

4:30 PM, Wednesday, May 10, 2023

2500 Pittsburg-Antioch Highway, Antioch, CA 94509

AGENDA

The Board of Directors meeting will be conducted as an in-person meeting that is open to members of the public. In addition, the meeting will be accessible to members of the public via Zoom or phone (access information is provided below).

Persons who wish to address the Board during Public Comments or with respect to a specific Agenda item will be limited to two (2) minutes. The Secretary to the Board will call on members of the public to establish a speaking order during Public Comments and on specific Agenda items. The Board Chair may reduce the amount of time allotted per speaker for Public Comments or specific Agenda item(s) depending on the number of speakers and the business of the day.

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

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

§ **Using your computer, access the Zoom meeting at:**
<https://us02web.zoom.us/j/87222038901>

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

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

§ **Meeting ID: 872 2203 8901**

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

Delta Diablo

(a California Special District)

Board of Directors Meeting

4:30 PM, Wednesday, May 10, 2023

2500 Pittsburg-Antioch Highway, Antioch, CA 94509

AGENDA

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. PUBLIC COMMENTS

D. RECOGNITION

- 1) **Congratulate** Violet Le, Contra Costa County Science and Engineering Fair Winner (Cecelia Nichols-Fritzler)
- 2) **Introduction** of Cody Haight, Maintenance Mechanic II, to the District (Dustin Bloomfield)
- 3) **Introduction** of Mark Guadagni, Associate Engineer, to the District (Sean Williams)

E. CONSENT CALENDAR

- 1) **Approve** Minutes of Board of Directors Meeting, April 12, 2023 (Cecelia Nichols-Fritzler)
- 2) **Receive** District Monthly Check Register for March 2023 (Eka Ekanem)
- 3) **Receive** Notes of Board of Directors Finance Committee Meeting, April 26, 2023 (Cecelia Nichols-Fritzler)
- 4) **Receive** Notes of Board of Directors Personnel Committee Meeting, May 3, 2023 (Cecelia Nichols-Fritzler)
- 5) **Authorize** General Manager to Execute Amendment No. 1 to General Services Contract in the Amount of \$41,000, for a New Total Contract Amount Not to Exceed \$292,538, Lee & Associates Rescue, Inc., Safety Services (Dean Eckerson)
- 6) **Receive** Third Quarter FY22/23 District Investment Report (Anika Lyons)
- 7) **Approve** Project Design; **Award and Authorize** General Manager to Execute Construction Services Contract in an Amount Not to Exceed \$2,788,610, Con-Quest Contractors, Inc.; **Authorize** General Manager to Approve Contract Change Orders in an Amount Not to Exceed 10% of Contract Amount; **Authorize** General Manager to Execute Consulting Services Contract in an Amount Not to Exceed \$244,653, Kennedy Jenks Consultants, Engineering Services; **Authorize** General Manager to Execute Consulting Services Contract in an Amount Not to Exceed \$276,415, Alpha CM, Construction Management Services; and **Take**

Related Actions, Manhole, Gravity Interceptor, and Easement Road Improvements, Project No. 21114 (Celia Kitchell)

- 8) **Authorize** Amendment to Purchase Order in the Amount of \$41,000, for a New Amount Not to Exceed, \$365,000, Chemtrade Chemicals US, LLC., Supply and Delivery of Liquid Aluminum Sulfate for FY22/23 (Joaquin Gonzalez)
- 9) **Approve** Job Description and Salary Range for new Systems Administrator Classification, and Updated Salary Schedule (Niger Edwards)
- 10) **Approve** Job Description and Salary Range for New Senior Construction Inspector Classification, Salary Range Change for Existing Construction Inspector Classification, and Updated Salary Schedule (Niger Edwards)
- 11) **Approve** Project Design; **Award** and **Authorize** General Manager to Execute Construction Services Contract in an Amount Not to Exceed \$233,323, TCB Industrial Contractor; **Authorize** General Manager to Approve Contract Change Orders in an Amount Not to Exceed 10% of Contract Amount; and **Take** Related Actions, RWF Sand Pump Piping Replacement, Project No. 22127 (Stephen Cardiel)

F. DELIBERATION ITEMS

- 1) **Review** Proposed FY23/24-FY27/28 Capital Improvement Program (CIP) and **Set** Public Hearing for June 14, 2023, to Consider Approval of 5-Year CIP (Thanh Vo)
- 2) FY23/24 Operating Budget and Classification Control Plan (Brian Thomas)
 - a. **Receive** Report on Key Assumptions for Proposed FY23/24 Operating Budget
 - b. **Approve** FY23/24 Classification Control Plan

G. PRESENTATIONS AND REPORTS – None.

H. GENERAL MANAGER COMMENTS

I. BOARD MEMBER COMMENTS

J. CORRESPONDENCE

Receive Monthly Lobbyist Report Dated April 2023 Key Advocates, Inc., Western Recycled Water Coalition (Thanh Vo)

K. CLOSED SESSION – None.

L. ADJOURNMENT

The next regular Board of Directors Meeting will be held at 5:30 p.m. on June 14, 2023.

May 10, 2023

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

Recommendation

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

Background Information

The Contra Costa County Science and Engineering Fair is dedicated to providing a high-quality science and engineering regional competition that leads to state, national, and international competitions. The District assisted in sponsoring this event, along with other Contra Costa County water and wastewater agencies, which was held at Los Medanos College from March 8-9, 2023.


Analysis


A total of 110 projects were submitted and carefully considered by volunteer judges, who worked to provide timely feedback to potential young scientists and engineers from the local community on the products of their months-long preparation efforts. Ms. Le, a student at Deer Valley High School in Antioch, submitted a project entitled “Disinfectant Wars: The Quest to Find the Best Weapon Against Bacteria,” and was awarded third place for her entry.

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

Financial Impact – None.

Attachments – None.

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

Reviewed by: 
Vince De Lange
General Manager

cc: District File No. BRD.01-ACTS



May 10, 2023

INTRODUCTION OF CODY HAIGHT, MAINTENANCE MECHANIC II, TO THE DISTRICT

Recommendation

Welcome Mr. Cody Haight, Maintenance Mechanic II, to the District.

Background Information

Following a comprehensive and competitive recruitment and selection process to fill the vacant Maintenance Mechanic II position, Mr. Haight was selected as the most qualified candidate for this position and began employment with the District on April 17, 2023.


Analysis

Mr. Haight has over eight years of mechanical work experience in an industrial environment. Prior to joining the District, he was employed by the City of San Leandro, where he spent two years as a Maintenance Mechanic. Mr. Haight completed his vocational training at Wyoming Technical Institute where he earned his welding certifications. In his role as Maintenance Mechanic II, his responsibilities include mechanical repairs, troubleshooting, project work, and fabrication. As a member of the Maintenance Division team, Mr. Haight will apply his knowledge and experience in support of the District's core mission of protecting public health and the environment, and the Environmental Stewardship and Infrastructure Investment goals in the District's Strategic Plan.

Financial Impact

Sufficient funding for this position is included in the adopted FY22/23 Budget.

Attachments – None.

Reviewed by: 
Dean Eckerson
Resource Recovery Services Director

cc: Mr. Cody Haight, Maintenance Mechanic II
District File No. BRD.01-ACTS



May 10, 2023

INTRODUCTION OF MARK GUADAGNI, ASSOCIATE ENGINEER, TO THE DISTRICT

Recommendation

Welcome Mr. Mark Guadagni, Associate Engineer, to the District.

Background Information

Following a comprehensive and competitive recruitment and selection process to fill a vacant Associate Engineer position, Mr. Guadagni was selected as the most qualified candidate for this position and began employment with the District on April 17, 2023.

Analysis

Mr. Guadagni earned a Bachelor of Science Degree in Mechanical Engineering from the University of California, Berkeley. He also received a Master of Science Degree in Environmental Engineering from Johns Hopkins University and a Master of Business Administration Degree from St. Mary's College of California. Prior to joining the District, Mr. Guadagni worked at Zero Waste Energy LLC as a Project Engineer, and Tesoro (now Marathon) as a Process Reliability Engineer, where he gained extensive design and project management experience. He is expected to apply his extensive engineering knowledge and project management experience in support of the Infrastructure Investment goal in the District's Strategic Plan to ensure the long-term effectiveness and reliability of the District's critical infrastructure. In addition, he will be directly involved with implementing key measures to improve capital project delivery through enhanced coordination, collaboration, and communication.

Financial Impact

Sufficient funding for this position is included in the adopted FY22/23 Budget.

Attachments - None.

Reviewed by: 

Thanh Vo
Acting Engineering Services Director

cc: Mr. Mark Guadagni, Associate Engineer
District File No. BRD.01-ACTS



May 10, 2023

**APPROVE MINUTES OF BOARD OF DIRECTORS MEETING,
APRIL 12, 2023****Recommendation**

Approve Minutes of the Board of Directors Meeting held on April 12, 2023.

DRAFT

Board of Directors Meeting Minutes
DELTA DIABLO
April 12, 2023

The meeting was called to order by Acting Chair Glover at 4:33 pm, on Wednesday, April 12, 2023. Present was Director Monica Wilson. Chair Banales was absent. Also present were Stephen Siptroth, District Counsel; Vince De Lange, General Manager; Stacy Tucker, Acting Office Manager/Secretary to the Board; Brian Thomas, Acting Business Services Director/District Engineer; Dean Eckerson, Resource Recovery Services Director; Thanh Vo, Acting Engineering Services Director; Jason Piper, Information Technology Manager; Niger Edwards, Human Resources and Risk Manager; Anika Lyons, Finance Manager; Todd Ravazza, Safety Manager; Amanda Roa, Environmental Programs Manager (Management Association bargaining unit representative); Dustin Bloomfield, Maintenance Manager; Trevor Simpson, Maintenance Supervisor; Celia Kitchell, Assistant Engineer (Professional and Technical bargaining unit representative); Nick Steiner, Recycled Water Program Coordinator (Professional and Technical bargaining unit representative); and Cindy Kirk, Administrative Assistant III.

PUBLIC COMMENTS

None.

RECOGNITION**Introduction of Todd Ravazza, Safety Manager, to the District**

Mr. Eckerson introduced Mr. Ravazza, who joined the District as a Safety Manager on March 13, 2023. Mr. Ravazza has over 25 years of experience in developing and administering both environmental and industrial health and safety programs, as well as risk management programs. He was most recently employed as the Director of Environmental, Health and Safety at a heavy manufacturing and construction organization for the largest building supplier in North America. Mr. Ravazza possesses a variety of credentials issued by the Board of Certified Safety Professionals (BCSP).

The Board welcomed Mr. Ravazza, who thanked the Board for the opportunity and expressed his interest in contributing to the District.

CONSENT CALENDAR

Director Wilson moved approval of the Consent Calendar, seconded by Acting Chair Glover, and by roll call vote (Ayes: *Glover* and *Wilson*; Noes: *None*; Absent: *Banales*; Abstain: *None*), the following Consent Calendar items were approved: Approve Minutes of Board of Directors Meeting, March 8, 2023; Receive District Monthly Check Register for February 2023; Receive

Notes of Board of Directors Finance Committee Meeting, March 16, 2023; Receive Notes of Board of Directors Personnel Committee Meeting, March 24, 2023; Approve Amendment No. 2 to East County Water Management Association (ECWMA) Agreement Adding Bethel Island Municipal Improvement District as a Party to Agreement, Amending ECWMA's Administrative Procedures, Providing a Procedure for Adding New Members and Authorizing Managers of Member Agencies to Vote on Behalf of Member Agency in the Absence of Governing Board Representative; Adopt Resolution to Approve New Laboratory Management Professional/Retired Annuitant Classification, Job Description, and Updated District Salary Schedule; Ratify General Manager's Execution of General Services Contract and Issuance of Associated Purchase Order in a Total Amount Not to Exceed \$50,000, Harvest Technical Services, Inc., Personnel Services; and Authorize General Manager to Execute Laboratory Equipment Service Agreement in the Amount of \$3,715, Thermo Fischer Scientific Inc., dba Thermo Electron North America, LLC., Laboratory Equipment Services.

DELIBERATION ITEMS

Approve and Authorize Board Chair to Execute New Employment Agreement Between Delta Diablo and Vincent De Lange, General Manager, Effective April 12, 2023 and Expiring June 30, 2027

Mr. Thomas noted that on March 8, 2023, the Board of Directors evaluated the General Manager's performance, and that the General Manager's current employment agreement expires on June 30, 2023. Mr. Thomas stated that the proposed employment agreement, if approved, would have a new effective date of April 17, 2023, and include additional vacation and administrative leave provisions that may be converted to cash if not used by stated dates. If these additional leave balance contributions were converted to cash, Mr. Thomas noted, using the General Manager's current salary, the financial impact would be approximately \$6,185 in FY22/23, \$18,554 in FY23/24, and \$6,185 each year thereafter (beginning in 2024).

No public comments were received. Director Wilson moved approval; seconded by Acting Chair Glover and by roll call vote (Ayes: *Glover and Wilson*; Noes: *None*; Absent: *Banales*; Abstain: *None*), the Board Approved and Authorized Board Chair to Execute New Employment Agreement Between Delta Diablo and Vincent De Lange, General Manager, Effective April 12, 2023 and Expiring June 30, 2027.

PRESENTATIONS AND REPORTS

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

Mr. Thomas highlighted that the District's Strategic Plan (dated August 2021) includes Workforce Development as one of the six goal areas—"Support development of an engaged, skilled workforce that is dedicated to the organizational excellence and exceptional service delivery." He discussed a significant workforce transition in recent years, efforts to blend new team members with long-tenured staff while embracing new ideas, use of retired annuitants to support professional development, and successful promotion of 12 staff members in the last two years.

As part of the FY23/24 Budget development process, Mr. Thomas noted a suite of proposed staffing changes to address supervisory span of control, succession planning, technical leadership, capital project delivery, recruitment, expanded organizational capacity, and promotional opportunity needs in the Operations, Maintenance, Engineering, and Information Technology Divisions. He highlighted staff efforts to prepare a Classification Control Plan for Board consideration as part of the FY23/24 Budget review and approval process, noting that this document is intended to memorialize current understanding of authorized positions and would be reviewed annually and presented to the Board if updates are needed.

Mr. Thomas described the District's intensified focus on professional development and industry engagement at all levels, as well as revamping the District's formalized training (including safety) program by utilizing a range of external training providers. He provided training course examples for various job disciplines at the District. Mr. Thomas noted the District's efforts to support regional job training partnerships to develop effective internship programs across multiple disciplines.

Mr. Thomas reported that as part of the employee engagement focus, the General Manager will hold department meetings on a quarterly basis to share information and engage on key issues. Additionally, the District will conduct information-sharing lunch presentations bi-monthly, reengage various staff-driven committees, as well as support staff engagement with community groups and events.

Mr. Thomas shared next steps to develop a streamlined, effective performance planning and appraisal process, implement formalized training and development plans, encourage staff participation in industry associations and conferences, and prioritize development of updated policies and procedures. Staff will present proposed staffing changes for the FY23/24 Budget at the Personnel Committee Meeting on May 3, 2023.

The Board thanked Mr. Thomas for the presentation. Director Wilson requested a progress update in six months. No public comments were received.

MANAGER'S COMMENTS

Mr. De Lange thanked the Board for their guidance and leadership over the last few years. He noted that it has been an honor working for the Board, the team, and so many employees across the agency. Mr. De Lange commented that, with the pandemic, an extended period of labor negotiations, and many new staff, the Executive Team will be focusing its attention internally in the near term to restore an energetic, engaged environment at the District.

DIRECTORS' COMMENTS

Acting Chair Glover congratulated and thanked Mr. De Lange.

Director Wilson congratulated Mr. De Lange on his contract extension and welcomed Mr. Ravazza to the District.

CORRESPONDENCE

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

The Board received and filed the report.

CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (GOV. CODE SECTION 54957.6)

Agency Negotiators: Vince De Lange, Michael Jarvis

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

Unrepresented Employees: All unrepresented employees

Prior to the Board convening to Closed Session, Ms. Tucker asked if there were any public comments on the Closed Session items; no public comments were received. At 5:03 pm, Acting Chair Glover convened the Board of Directors meeting to Closed Session. Acting Chair Glover

reconvened the Board of Directors Meeting at 5:11 pm and stated there was nothing to report from Closed Session.

ADJOURNMENT

Acting Chair Glover adjourned the meeting at 5:11 pm and noted that the next Regular Board of Directors Meeting will be held at 4:30 pm on May 10, 2023.

Monica Wilson
Board Secretary

(Recording Secretary: Stacy Tucker)

cc: District File No. BRD.01-MINS

DRAFT



ITEM E/2

May 10, 2023

RECEIVE DISTRICT MONTHLY CHECK REGISTER FOR MARCH 2023

Recommendation

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

Background Information

Attached is the Check Register for March 2023. The report reflects payments to the District's suppliers, consultants, service providers, and contractors. A total of \$2,660,498.38 was disbursed in March 2023, which includes 168 checks.

Financial Impact

All payments made during March 2023 are within funding levels included in the adopted FY22/23 Budget.

Attachment

Check Register for month ending March 31, 2023

Reviewed by:



Brian Thomas

Acting Business Services Director/District Engineer

cc: District File No. BRD.01-ACTS



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

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
3/2/2023	AT&T	61061	38825	2,399.06	PHONE EXP	2,399.06
3/2/2023	BRENTWOOD PRESS	61020	38826	89.00	AD	89.00
3/2/2023	CHEMTRADE CHEMICALS US LLC	60923 60988 60989	38827	4,049.21 4,160.31 3,994.52	ALUMINUM SULFATE ALUMINUM SULFATE ALUMINUM SULFATE	12,204.04
3/2/2023	CONTRA COSTA WATER DISTRICT	61062	38828	35.78	UTILITIES	35.78
3/2/2023	EAST BAY TIRE CO.	61030	38829	1,673.06	TIRE SERVICE	1,673.06
3/2/2023	FASTENAL COMPANY	61021	38830	198.38	MAINTENANCE CONSUMABLE ITEMS	198.38
3/2/2023	MEYERS NAVE	61028	38831	4,485.24	LEGAL SERVICES	4,485.24
3/2/2023	NWN CORPORATION	61046	38832	327.25	PHONE EXP	327.25
3/2/2023	ODP BUSINESS SOLUTIONS LLC	61032 61033 61035 61036	38833	33.03 229.45 64.17 10.36	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	337.01
3/2/2023	PACIFIC GAS & ELECTRIC COMPANY	61091	38834	41,050.77	AC# 5138050344-4	41,050.77
3/2/2023	PAN PACIFIC SUPPLY CO.	60530	38835	2,853.47	NETZSCH SEAL REBUILD	2,853.47
3/2/2023	CITY OF PITTSBURG	61082	38836	620.24	UTILITIES	620.24
3/2/2023	QUENVOLD'S	61004	38837	192.61	SAFETY SHOES J.PHAN	192.61
3/2/2023	UNIFIRST CORPORATION	61093 61094 61095 61096 61097 61098 61099 61100 61101 61102 61103 61104 61105 61106 61107	38838	124.94 138.54 128.94 134.90 128.94 131.32 85.34 181.44 194.78 181.69 180.69 169.55 79.85 180.69 180.69	UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE	2,222.30
3/2/2023	V&A CONSULTING ENGINEERS, INC.	60993	38839	9,978.72	CHLORINE CONTACT TANKS CONDITION ASSESSMENT	9,978.72
3/2/2023	YORKE ENGINEERING, LLC	60981	38840	470.50	PREPARE BAAQMD PERMIT APPLICATION PN 17130	470.50
3/9/2023	AFLAC	61130	38841	671.30	INSURANCE	671.30
3/9/2023	AFSCME DISTRICT COUNCIL 57	5627017 5627117	38842	3,252.95 1,125.00	UNION DUES O&M UNION DUES P&T	4,377.95
3/9/2023	CITY OF ANTIOCH- WATER	61172 61173 61177 61178 61179 61180 61181	38843	927.17 99.34 4,795.52 99.34 99.34 99.34 70.55	AC# 004-01513 AC# 004-01510 AC# 013-00110 AC# 013-00210 AC# 013-00022 AC# 013-00024 AC# 013-00023	6,190.60
3/9/2023	ARCO BUSINESS SOLUTIONS	61165	38844	3,380.15	GAS	3,380.15
3/9/2023	ASSOCIATED SERVICES COMPANY	61050	38845	447.91	COFFEE AND COFFEE SUPPLIES	447.91

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
3/9/2023	CHEMTRADE CHEMICALS US LLC	61070	38846	4,124.43	ALUMINUM SULFATE	4,124.43
3/9/2023	CON-QUEST CONTRACTORS, INC	61146	38847	409,961.65	CONSTRUCTION SERVICES FOR PN 21123	409,961.65
3/9/2023	CONCENTRA/OCCUPATIONAL HEALTH CENTERS	61163	38848	257.00	PRE EMPL COST	257.00
3/9/2023	CORELOGIC INFORMATION SOLUTIONS, INC	61193	38849	165.00	REALQUEST PROPERTY INFORMATION	165.00
3/9/2023	VINCENT DE LANGE	61164	38850	178.52	T&M	178.52
3/9/2023	DEE CONSULTANTS	60876 60891	38851	3,480.00 580.00	GENERAL INSPECTION SERVICES GENERAL INSPECTION SERVICES	4,060.00
3/9/2023	DEPT OF GENERAL SERVICES	61084	38852	115,621.55	UTILITIES	115,621.55
3/9/2023	ELK GROVE FORD	61208	38853	107,755.44	(2 EA) FORD F250 SERVICE TRUCK WITH UTILITY BED	107,755.44
3/9/2023	FASTENAL COMPANY	61049	38854	1,852.05	MAINTENANCE CONSUMABLE ITEMS	1,852.05
3/9/2023	FEDERAL EXPRESS	61195	38855	38.99	POSTAGE	38.99
3/9/2023	FLYERS ENERGY LLC	61022 61109	38856	3,131.24 150.00	NET15 TEMPORARY TANK RENTAL AND FUELING PN19112 NET15 TEMPORARY TANK RENTAL AND FUELING PN19112	3,281.24
3/9/2023	GOLDEN STATE WATER CO.	61142 61143	38857	804.21 1,358.41	AC# 32249200000 AC# 07744100004	2,162.62
3/9/2023	GRAINGER	61015 61016 61197	38858	100.09 34.92 (18.67)	INVTY U103720 INVTY U103720 INVTY U103857	116.34
3/9/2023	HACH COMPANY	61026	38859	3,122.43	I/O MODULE, 109004	3,122.43
3/9/2023	IN SHAPE HEALTH CLUBS	61133	38860	533.96	GYM	533.96
3/9/2023	IRONHOUSE SANITARY DISTRICT	61081	38861	2,713.45	PERMIT & REG FEES	2,713.45
3/9/2023	JM SQUARED & ASSOCIATES INC.	61066	38862	287.72	INVTY U103923	287.72
3/9/2023	KENNEDY/JENKS CONSULTANTS INC.	61132 61170 61171	38863	75,274.19 49,067.15 34,379.80	ESDD FOR PN21114 ESDD FOR PN21114 ESDD FOR PN21114	158,721.14
3/9/2023	LINDE GAS & EQUIPMENT INC	61076	38864	1,258.95	OXYGEN RENTAL	1,258.95
3/9/2023	McCAULEY AGRICULTURAL & PEST SERVICES	61052 61053 61054 61055 61056 61057	38865	60.00 75.00 825.00 60.00 60.00 60.00	PEST CONTROL SERVICES PEST CONTROL SERVICES PEST CONTROL SERVICES PEST CONTROL SERVICES PEST CONTROL SERVICES PEST CONTROL SERVICES	1,140.00
3/9/2023	MDRR PITTSBURG	61140 61141	38866	3,851.30 1,428.40	AC# 10-0031550 AC# 10-0018920	5,279.70
3/9/2023	METTLER TOLEDO	61092	38867	1,497.60	SERVICING AND CERTIFICATION OF LAB BALANCES.	1,497.60
3/9/2023	MONUMENT CAR PARTS	61067	38868	141.53	INVTY U103925	141.53
3/9/2023	SUE THOMASON	61119 61120	38869	370.00 370.00	INDOOR PLANT MAINTENANCE INDOOR PLANT MAINTENANCE	740.00
3/9/2023	NORTHPOINT SECURITY SERVICES, INC	61083	38870	5,257.90	SECURITY PATROL SERVICES	5,257.90
3/9/2023	NWN CORPORATION	61125 61126	38871	817.95 3,032.66	PHONE EXP PHONE EXP	3,850.61
3/9/2023	ODP BUSINESS SOLUTIONS LLC		38872			39.06

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
		61034		39.06	OFFICE SUPPLIES	
3/9/2023	READY PRINT		38873			102.07
		61158		102.07	STATIONARY SUPPLIES	
3/9/2023	REPUBLIC SERVICES #210		38874			7,625.57
		61144		1,162.49	WASTE	
		61192		6,463.08	WASTE	
3/9/2023	RH TECHNOLOGY		38875			2,668.95
		61123		2,668.95	O/S TEMP	
3/9/2023	STATE OF CALIFORNIA		38876			125.00
		5988210		125.00	EARNINGS GARNISHMENT	
3/9/2023	STATE WATER RESOURCES		38877			326,357.73
		61169		326,357.73	LOAN PAYMENT	
3/9/2023	SYSTEM 1 STAFFING		38878			6,376.68
		61167		3,623.10	O/S TEMP	
		61168		2,753.58	O/S TEMP	
3/9/2023	TYLER TECHNOLOGIES, INC.		38879			19,429.79
		61029		19,429.79	SOFTWARE RENEWAL	
3/9/2023	UNIFIRST CORPORATION		38880			1,064.87
		61134		211.95	UNIFORM/ LAUNDRY SERVICE	
		61135		180.69	UNIFORM/ LAUNDRY SERVICE	
		61136		138.21	UNIFORM/ LAUNDRY SERVICE	
		61137		206.21	UNIFORM/ LAUNDRY SERVICE	
		61138		136.71	UNIFORM/ LAUNDRY SERVICE	
		61139		191.10	UNIFORM/ LAUNDRY SERVICE	
3/9/2023	UNIVAR USA INC		38881			33,598.61
		61071		5,179.59	SODIUM BISULFITE	
		61072		4,220.12	SODIUM BISULFITE	
		61073		4,125.47	SODIUM BISULFITE	
		61074		6,842.55	SODIUM HYPOCHLORITE	
		61075		6,540.18	SODIUM HYPOCHLORITE	
		61077		6,690.70	SODIUM BISULFITE	
3/9/2023	HD SUPPLY FACILITIES MAINTENANCE LTD		38882			4,050.33
		61069		4,050.33	INVTY U103928	
3/9/2023	VERIZON WIRELESS		38883			2,111.54
		61088		2,111.54	PHONE EXP	
3/16/2023	ALHAMBRA & SIERRA SPRGS WATER		38884			637.00
		61234		637.00	ALHAMBRA WATER	
3/16/2023	ALPHA CM INC		38885			5,000.00
		61112		5,000.00	GENERAL INSPECTION & CONSTRUCTION MGMT SVCS	
3/16/2023	ALPHA MEDIA II LLC		38886			750.00
		61121		750.00	RADIO BROADCASTS FOR PUBLIC EDUCATION CAMPAIGN	
3/16/2023	JUAN AREVALO		38887			110.00
		60904		80.00	REIMBURSEMENT	
		61031		30.00	REIMBURSEMENT	
3/16/2023	BATTALION ONE FIRE PROTECTION, INC		38888			3,770.33
		61048		3,770.33	TEST, CLEAN AND INSPECT FIRE PROTECTION SYSTEMS	
3/16/2023	CALTEST ANALYTICAL LABORATORY		38889			396.00
		61127		396.00	CONTRACT LABORATORY FOR SAMPLE ANALYSIS	
3/16/2023	CENTER FOR HEARING HEALTH, INC		38890			2,040.00
		61269		2,040.00	AUDIOMETRIC TESTING	
3/16/2023	CHEMTRADE CHEMICALS US LLC		38891			8,349.70
		61118		4,132.97	ALUMINUM SULFATE	
		61153		4,216.73	ALUMINUM SULFATE	
3/16/2023	COMCAST BUSINESS COMMUNICATIONS, LLC		38892			860.93
		61257		860.93	PHONE EXP	
3/16/2023	VINCENT DE LANGE		38893			384.15
		61263		384.15	T&M	
3/16/2023	DIABLO WATER DISTRICT		38894			464.83
		61231		464.83	UTILITIES	
3/16/2023	DU-ALL SAFETY, LLC		38895			5,475.00
		61131		5,475.00	TEMPOARY SAFETY MANAGER DUTIES COVERAGE	

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
3/16/2023	DXP ENTERPRISES, INC	61182 61184 61185 61186 61187 61188	38896	4,287.60 4,760.00 5,027.75 3,345.52 2,856.00 2,856.00	TEMPORARY MAINTENANCE BACKFILL LABOR TEMPORARY MAINTENANCE BACKFILL LABOR TEMPORARY MAINTENANCE BACKFILL LABOR TEMPORARY MAINTENANCE BACKFILL LABOR TEMPORARY MAINTENANCE BACKFILL LABOR TEMPORARY MAINTENANCE BACKFILL LABOR	23,132.87
3/16/2023	FASTENAL COMPANY	60604	38897	538.35	MAINTENANCE CONSUMABLE ITEMS	538.35
3/16/2023	GP CRANE & HOIST SERVICES	61058	38898	616.43	DISTRICT CRANE SERVICE/ REPAIRS	616.43
3/16/2023	GRAINGER	61114	38899	1,029.20	CABLE PROTECTOR RAMPS FOR POC GENERATOR TEMP FIX	1,029.20
3/16/2023	HDR ENGINEERING, INC.	61232	38900	7,816.44	GIS SERVICES	7,816.44
3/16/2023	INFERRERA CONSTRUCTION MANAGEMENT GROUP INC.	61161	38901	494.40	CSC PN 80008 (17128, 17129, 17	494.40
3/16/2023	JWC ENVIRONMENTAL	61090	38902	3,768.80	GRINDER DRIVE ASSEMBLY	3,768.80
3/16/2023	KOA HILLS CONSULTING LLC.	61059 61060	38903	437.50 262.50	MUNIS ERP ENHANCEMENT PROJECT KOA HILLS CONSULTING MUNIS SUPPORT SERVICES	700.00
3/16/2023	LARRY WALKER ASSOCIATES	61233	38904	469.50	NPDES LOCAL LIMITS REGULATORY ASSISTANCE	469.50
3/16/2023	LEGAL SHIELD	61221	38905	52.85	LEGAL MEMBERSHIP	52.85
3/16/2023	MANAGED HEALTH NETWORK	61223	38906	358.45	EAP	358.45
3/16/2023	McCAULEY AGRICULTURAL & PEST SERVICES	61085	38907	60.00	PEST CONTROL SERVICES	60.00
3/16/2023	MDRR-PARK (MT. DIABLO RESOURCE RECOVERY PARK)	61162	38908	108.00	WASTE	108.00
3/16/2023	MISSION COMMUNICATIONS, LLC	60992	38909	2,800.80	MANHOLE MONITORING SERVICE PACKAGE	2,800.80
3/16/2023	SUE THOMASON	61258	38910	635.13	INDOOR PLANT MAINTENANCE	635.13
3/16/2023	NEW IMAGE LANDSCAPE COMPANY	61111	38911	2,563.00	LANDSCAPE SERVICES	2,563.00
3/16/2023	PACIFIC GAS & ELECTRIC COMPANY	61228	38912	39,322.82	AC# 4835091675-4	39,322.82
3/16/2023	PACIFIC GAS & ELECTRIC COMPANY	61229	38913	67,165.49	AC# 4887173962-8	67,165.49
3/16/2023	RED WING SHOE STORE 165	61051	38914	205.51	SAFETY SHOES - ERIC WISE	205.51
3/16/2023	TAC AMERICAS, INC.	61116	38915	2,008.31	POC BUILDING HVAC SERVICES	2,008.31
3/16/2023	STATE WATER RESOURCES	61218	38916	125.00	MEMBRS, DUES & PROF LICENS	125.00
3/16/2023	SUBTRONIC CORP.	61080	38917	546.75	UNDERGROUND UTILITY LOCATING & MARKING PN 19112	546.75
3/16/2023	SWEEPING CORP OF AMERICA	61191	38918	36,701.36	FY22/23 ANTIOCH AND BAY POINT STREET SWEEPING	36,701.36
3/16/2023	TOSHIBA INTERNATIONAL CORP	61250	38919	127.18	TOSHIBA COPIER AND PRINTER SUPPLIES	127.18
3/16/2023	TRI-VALLEY JANITORIAL SERVICE & SUPPLY INC,	61159	38920	9,336.00	NIGHTLY JANITORIAL SERVICES	9,336.00
3/16/2023	UNIVAR USA INC	61117 61151 61152	38921	6,833.89 6,849.40 4,337.62	SODIUM HYPOCHLORITE SODIUM HYPOCHLORITE SODIUM BISULFITE	18,020.91
3/16/2023	VISION SERVICE PLAN	61219 61220	38922	50.98 1,638.03	COBRA VISION VISION	1,689.01

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
3/16/2023	WESTERN SCIENTIFIC FASTSERV INC	61260	38923	1,344.27	AUTOCLAVE SERVICE AND CERTIFICATION	1,344.27
3/23/2023	AT&T	61359	38924	2,524.89	PHONE EXP	2,524.89
3/23/2023	MICHAEL AUER	61362	38925	251.72	REIMBURSEMENT	251.72
3/23/2023	MICHAEL BAKALDIN	61363	38926	486.14	REIMBURSEMENT	486.14
3/23/2023	BASIC BENEFITS, LLC	61291	38927	85.00	FSA	85.00
3/23/2023	CALTEST ANALYTICAL LABORATORY	61128 61129	38928	720.00 916.20	CONTRACT LABORATORY FOR SAMPLE ANALYSIS CONTRACT LABORATORY FOR SAMPLE ANALYSIS	1,636.20
3/23/2023	CHEMTRADE CHEMICALS US LLC	61201	38929	4,153.48	ALUMINUM SULFATE	4,153.48
3/23/2023	CLEAN EARTH ENVIRONMENTAL SOLUTIONS, INC	61194	38930	59,031.60	PROVIDE TRANS/DISPOSAL/LABOR FOR HHW & TEMP EVENTS	59,031.60
3/23/2023	CONCENTRA/OCCUPATIONAL HEALTH CENTERS	61373	38931	124.00	PRE EMPL COST	124.00
3/23/2023	JOHNSON LAM	61358	38932	2,150.00	SOFTWARE RENEWAL - IERS CIWQS eSMR 2.0 and 2.5	2,150.00
3/23/2023	FASTENAL COMPANY	60886	38933	1,022.07	MAINTENANCE CONSUMABLE ITEMS	1,022.07
3/23/2023	FLUID COMPONENTS INTL., LLC	61306	38934	4,863.14	FLOWMETER FOR GRIT AIR BLOWER	4,863.14
3/23/2023	GRAINGER	61147 61198	38935	1,160.82 2,309.10	INVTY U103932 INVTY U103921	3,469.92
3/23/2023	HACH COMPANY	61065	38936	3,122.43	INVTY U103909	3,122.43
3/23/2023	TIMOTHY J. HAMMETT	61364	38937	243.41	REIMBURSEMENT	243.41
3/23/2023	IB CONSULTING, LLC	61205	38938	940.00	FY23-24 RATE STUDY	940.00
3/23/2023	JWC ENVIRONMENTAL	61285	38939	7,203.02	CHANNEL GRINDER MOTOR ASSEMBLY	7,203.02
3/23/2023	LEEANN KNIGHT	61365	38940	393.75	REIMBURSEMENT	393.75
3/23/2023	LEGAL SHIELD	61222	38941	52.85	LEGAL MEMBERSHIP	52.85
3/23/2023	LINDE GAS & EQUIPMENT INC	61202	38942	631.48	OXYGEN RENTAL	631.48
3/23/2023	CAROL MARGETICH	61366	38943	389.14	REIMBURSEMENT	389.14
3/23/2023	MUNICIPAL MAINTENANCE	61252	38944	3,491.94	BULLDOG HYDRO CLEANING NOZZLE	3,491.94
3/23/2023	ODP BUSINESS SOLUTIONS LLC	61154 61155 61156 61157 61253	38945	56.16 28.96 39.06 11.61 1,204.05	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	1,339.84
3/23/2023	ABEL PALACIO	61367	38946	567.55	REIMBURSEMENT	567.55
3/23/2023	PITTSBURG WINSUPPLY	61210	38947	279.95	INVTY U103876	279.95
3/23/2023	PLATT ELECTRIC SUPPLY INC	61148	38948	3,077.80	INVTY U103922	3,077.80
3/23/2023	QUENVOLD'S	61214	38949	248.64	SAFETY SHOES J.BOOE	248.64

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
3/23/2023	RH TECHNOLOGY		38950			24,085.85
		61290		3,558.60	O/S TEMP	
		61314		1,603.20	O/S TEMP	
		61315		2,550.33	O/S TEMP	
		61316		2,050.88	O/S TEMP	
		61317		2,563.60	O/S TEMP	
		61318		4,359.28	O/S TEMP	
		61319		(4.94)	O/S TEMP	
		61320		(7.93)	O/S TEMP	
		61321		(7.80)	O/S TEMP	
		61322		(7.80)	O/S TEMP	
		61323		(6.24)	O/S TEMP	
		61324		(4.94)	O/S TEMP	
		61325		(6.24)	O/S TEMP	
		61326		(6.24)	O/S TEMP	
		61327		(10.40)	O/S TEMP	
		61328		(10.40)	O/S TEMP	
		61329		(114.81)	O/S TEMP	
		61330		(108.40)	O/S TEMP	
		61331		(65.04)	O/S TEMP	
		61332		(108.40)	O/S TEMP	
		61333		(108.40)	O/S TEMP	
		61334		(86.72)	O/S TEMP	
		61335		(108.40)	O/S TEMP	
		61336		(86.72)	O/S TEMP	
		61337		(65.04)	O/S TEMP	
		61338		(108.40)	O/S TEMP	
		61339		(108.40)	O/S TEMP	
		61340		(144.18)	O/S TEMP	
		61341		2,563.60	O/S TEMP	
		61342		3,558.60	O/S TEMP	
		61343		2,563.60	O/S TEMP	
3/23/2023	SIEMENS INDUSTRY, INC.		38951			2,001.84
		61199		2,001.84	INVTY U103891	
3/23/2023	TERRY SPURGEON		38952			558.66
		61368		558.66	REIMBURSEMENT	
3/23/2023	STANDARD INSURANCE COMPANY		38953			3,471.22
		61230		3,471.22	LIFE & LTD INS.	
3/23/2023	STATE OF CALIFORNIA		38954			125.00
		5988211		125.00	EARNINGS GARNISHMENT	
3/23/2023	JAYNE STROMMER		38955			128.48
		61369		128.48	REIMBURSEMENT	
3/23/2023	WILLIAM SVOBODA		38956			1,523.35
		61370		1,523.35	REIMBURSEMENT	
3/23/2023	SYSTEM 1 STAFFING		38957			9,106.43
		61289		4,511.33	O/S TEMP	
		61350		4,595.10	O/S TEMP	
3/23/2023	UNIVAR USA INC		38958			13,160.61
		61150		6,832.07	SODIUM HYPOCHLORITE	
		61235		6,328.54	SODIUM BISULFITE	
3/23/2023	V&A CONSULTING ENGINEERS, INC.		38959			8,500.00
		61160		8,500.00	CHLORINE CONTACT TANKS CONDITION ASSESSMENT	
3/23/2023	V.W. HOUSEN & ASSOCIATES, INC.		38960			3,705.87
		61145		3,705.87	DESIGN SERVICES DURING CONSTRUCTION FOR PN21123	
3/30/2023	APGN INC		38961			191,989.58
		61047		191,989.58	GRIT ROOM BLOWERS TO REPLACE FLOOD DAMAGED UNITS	
3/30/2023	CALTEST ANALYTICAL LABORATORY		38962			8,832.00
		61224		1,702.50	CONTRACT LABORATORY FOR SAMPLE ANALYSIS	
		61225		1,306.50	CONTRACT LABORATORY FOR SAMPLE ANALYSIS	
		61226		1,702.50	CONTRACT LABORATORY FOR SAMPLE ANALYSIS	
		61227		2,022.90	CONTRACT LABORATORY FOR SAMPLE ANALYSIS	
		61251		2,097.60	CONTRACT LABORATORY FOR SAMPLE ANALYSIS	
3/30/2023	CHEMTRADE CHEMICALS US LLC		38963			8,284.73
		61268		4,103.91	ALUMINUM SULFATE	
		61301		4,180.82	ALUMINUM SULFATE	
3/30/2023	CLEAN HARBORS ENVIRONMENTAL		38964			16,064.10
		61387		16,064.10	MARINE FLARE COLLECTION EVENT	
3/30/2023	CON-QUEST CONTRACTORS, INC		38965			399,589.84
		61262		399,589.84	CONSTRUCTION SERVICES FOR PN 21123	
3/30/2023	CONTRA COSTA WATER DISTRICT		38966			27.33
		61383		27.33	UTILITIES	
3/30/2023	DXP ENTERPRISES, INC		38967			2,856.00
		61404		2,856.00	TEMPORARY MAINTENANCE BACKFILL LABOR	
3/30/2023	EVOQUA WATER TECHNOLOGIES, LLC		38968			850.05
		61259		850.05	LABORATORY REAGENT GRADE WATER EQUIPMENT AND SERVI	
3/30/2023	FLO-LINE TECHNOLOGY INC.		38969			15,173.66
		61200		3,336.44	INVTY U103926	

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
		61354		11,837.22	INVTY U103899	
3/30/2023	GRAINGER		38970			521.81
		61063		521.81	INVTY U103930	
3/30/2023	HDR ENGINEERING, INC.		38971			1,494.14
		61300		1,494.14	GIS SERVICES	
3/30/2023	KEMIRA WATER SOLUTIONS, INC.		38972			15,182.33
		61237		7,842.84	FERROUS CHLORIDE	
		61238		7,339.49	FERROUS CHLORIDE	
3/30/2023	LINDE GAS & EQUIPMENT INC		38973			916.95
		61266		916.95	OXYGEN RENTAL	
3/30/2023	MCMASTER CARR SUPPLY CO		38974			901.82
		60920		483.92	INVTY U103918	
		61265		417.90	INVTY U103918	
3/30/2023	MEYERS NAVE		38975			6,965.10
		61256		6,965.10	LEGAL SERVICES	
3/30/2023	MISSION COMMUNICATIONS, LLC		38976			2,800.80
		61087		2,800.80	MANHOLE MONITORING SERVICE PACKAGE	
3/30/2023	NORTHPOINT SECURITY SERVICES, INC		38977			9,998.46
		61255		4,740.56	SECURITY PATROL SERVICES	
		61347		5,257.90	SECURITY PATROL SERVICES	
3/30/2023	ODP BUSINESS SOLUTIONS LLC		38978			80.16
		61305		80.16	OFFICE SUPPLIES	
3/30/2023	PACIFIC GAS & ELECTRIC COMPANY		38979			39,467.83
		61382		39,467.83	AC# 5138050344-4	
3/30/2023	PACIFIC GAS & ELECTRIC COMPANY		38980			334.04
		61392		334.04	UTILITIES	
3/30/2023	PACIFIC GAS & ELECTRIC COMPANY		38981			53.70
		61393		53.70	UTILITIES	
3/30/2023	PAN PACIFIC SUPPLY CO.		38982			2,853.40
		61212		2,853.40	INVTY U103931	
3/30/2023	PITTSBURG WINSUPPLY		38983			9,060.25
		61217		9,060.25	10" OD 316 10GA WELD TUBE	
3/30/2023	CITY OF PITTSBURG		38984			625.86
		61384		625.86	UTILITIES	
3/30/2023	CITY OF PITTSBURG		38985			20,755.28
		61394		20,755.28	STREET SWEEPING FOR CITY OF PITTSBURG	
3/30/2023	ROCKWELL SOLUTIONS INC.		38986			69,356.69
		61024		69,356.69	VERTICLE DRY PIT CHOPPER PUMP	
3/30/2023	TAC AMERICAS, INC.		38987			2,008.31
		61386		2,008.31	POC BUILDING HVAC SERVICES	
3/30/2023	SOUTHWEST VALVE & EQUIPMENT LLC		38988			54,756.30
		61274		27,873.90	REPLACEMENT VALVES/ P2402	
		61275		12,148.90	REPLACEMENT VALVES/ ERB PUMPS	
		61276		14,733.50	REPLACEMENT VALVES/ SERVICE WATER	
3/30/2023	T & T VALVE AND INSTRUMENT		38989			3,101.43
		61149		1,326.38	INVTY U103929	
		61209		1,775.05	INVTY U103920	
3/30/2023	UNIFIRST CORPORATION		38990			1,061.19
		61412		191.10	UNIFORM/ LAUNDRY SERVICE	
		61413		209.93	UNIFORM/ LAUNDRY SERVICE	
		61414		191.10	UNIFORM/ LAUNDRY SERVICE	
		61416		136.71	UNIFORM/ LAUNDRY SERVICE	
		61417		169.73	UNIFORM/ LAUNDRY SERVICE	
		61418		162.62	UNIFORM/ LAUNDRY SERVICE	
3/30/2023	UNIVAR USA INC		38991			19,929.03
		61236		6,845.29	SODIUM HYPOCHLORITE	
		61267		6,849.85	SODIUM HYPOCHLORITE	
		61296		6,233.89	SODIUM BISULFITE	
3/30/2023	WECO INDUSTRIES		38992			4,608.81
		61361		4,608.81	MAINTENANCE & REPAIR OF CUES CCTV HARDWARE	
	GRAND TOTAL					<u>2,660,498.38</u>

May 10, 2023

RECEIVE NOTES OF BOARD OF DIRECTORS FINANCE COMMITTEE MEETING, APRIL 26, 2023

Recommendation

Note receipt and file.

Background Information

The Finance Committee met on April 26, 2023. The meeting was attended by Juan Banales, Committee Chair; Vince De Lange, General Manager; Brian Thomas, Acting Business Services Director/District Engineer; Dean Eckerson, Resource Recovery Services Director; Thanh Vo, Acting Engineering Services Director; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; and Anika Lyons, Finance Manager.

The purpose of the meeting was to: 1) review and receive comments on Key Assumptions for the Proposed FY23/24 Operating Budget, and 2) review and receive comments on the Proposed FY23/24-FY27/28 Capital Improvement Program.

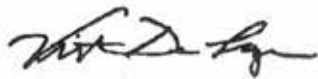
Analysis

Committee Chair Banales recommended that both items be presented to the Board of Directors on May 10, 2023. Committee meeting notes are provided as an informational report at regular Board Meetings as part of the Consent Calendar.

Attachments

1. Finance Committee Meeting Notes, April 26, 2023
2. Finance Committee Agenda, April 26, 2023 (without attachments)

Reviewed by:



Vince De Lange
General Manager

cc: District File BRD.01-ACTS



DRAFT MEETING NOTES

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

(a California Special District)

PLANT OPERATIONS CENTER CONFERENCE ROOM

2500 Pittsburg-Antioch Highway | Antioch, CA 94509

WEDNESDAY, APRIL 26, 2023

4:30 PM

The Finance Committee meeting was called to order by Committee Chair Juan Banales at 4:33 pm on Wednesday, April 26, 2023. Present were Vince De Lange, General Manager; Brian Thomas, Acting Business Services Director/District Engineer; Dean Eckerson, Resource Recovery Services Director; Thanh Vo, Acting Engineering Services Director; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; and Anika Lyons, Finance Manager.

PUBLIC COMMENTS

None.

REVIEW KEY ASSUMPTIONS FOR PROPOSED FY23/24 OPERATING BUDGET

Following an overview of the operating budget development process, Ms. Lyons highlighted that the proposed FY23/24 Operating Budget is \$33.0 million, which represents a \$1.3 million (4.0%) increase from FY22/23. She reviewed the various sources of revenue and presented a breakdown of the operating budget by major cost category. Ms. Lyons proceeded to share key drivers for proposed staffing changes in FY23/24, development a Classification Control Plan, and organizational focus on professional development and staff training. She reviewed staffing levels and noted that the District is currently projecting that staff labor costs will actually be lower in FY23/24 than in FY22/23. Ms. Lyons continued to highlight key budget drivers and associated changes for salaries, benefits, chemicals, utilities, office and operating, and outside services. In addition, she noted that staff will be incorporating a budget projection for FY24/25, which will enhance the District's conformance to GFOA budget reporting guidelines. In closing, Ms. Lyons stated that staff updated the District's financial plan and confirmed that no increase in Sewer Service Charges is required for FY23/24.

During the presentation, Chair Banales asked clarifying questions, to which staff provided responses, regarding the breakdown of outside services costs, recruitment efforts for the Control System Specialist position, the District's success in attracting PTEC/ETEC program graduates from Los Medanos College, changes in CalPERS discount rate assumption, recent trends in the District's CalPERS Unfunded Actuarial Liability, and chemical suppliers and cost increase trends.

Following the presentation, Chair Banales recommended that staff present this item at the Board Meeting on May 10, 2023.

REVIEW REPORT ON PREPARATION OF PROPOSED FY23/24-27/28 CAPITAL IMPROVEMENT PROGRAM

Following an overview of the CIP development process, Mr. Vo highlighted that the proposed 5-year CIP totals \$139.1 million, which represents a \$3.2 million increase compared to the current CIP. He reviewed the major capital project drivers impacting CIP development, which were presented at the March 8, 2023 Board Meeting, including the \$60 million Secondary Process



Improvements Project, the \$18.5 million Antioch Pump Station and Conveyance System Improvements Project, and the \$10 million Cogeneration System Improvements Project. Mr. Vo reviewed proposed 5-year CIP expenditures by major infrastructure area, noting that the vast majority of capital investment needs are in the District's Wastewater Treatment Plant (73%) and conveyance and pumping stations (16%), and by fiscal year. He stated that the proposed 5-year CIP includes ten new projects totaling \$6.0 million. Mr. Vo reviewed planned capital investments in the Bay Point wastewater collection system and upcoming master planning activities.

Regarding the Cogeneration System Improvements Project, Chair Banales asked if project economics have changed with the rise in utility costs. Mr. Thomas and Mr. De Lange noted that the economic analysis of project alternatives was recently completed and incorporated current utility cost assumptions, as well as projections into future years. In addition, they noted that the project is financially viable independent of the assumed federal tax credit (i.e., 30% of capital cost) under the Inflation Reduction Act. Chair Banales inquired as to whether the District had engaged with MCE. Mr. Thomas noted that the District has met with MCE and is aware of MCE's feed-in-tariff program, which could be considered if the District exports power to the electrical grid in the future.

Following a question by Chair Banales regarding details of the referenced contractor outreach efforts, Mr. Vo summarized recent project outreach activities and Mr. De Lange noted that staff would be engaging with peer agencies to identify contractors who have bid on similar projects to support engagement with additional contractors.

Regarding the estimated \$900,000 cost for the POC HVAC System Replacement Project, Chair Banales questioned whether the District has been setting aside funding for these types of projects over time (similar to the City of Pittsburg) given the challenge of completing these projects relative to significant wastewater infrastructure investment priorities. Mr. De Lange stated that a business case evaluation would be conducted prior to recommending project implementation.

Following the presentation, Chair Banales recommended that staff present this item at the Board Meeting on May 10, 2023.

ADJOURNMENT

The meeting was adjourned by Chair Banales at 5:44 pm.

(Recording Secretary: Cecelia Nichols-Fritzler)



AGENDA

BOARD OF DIRECTORS FINANCE COMMITTEE MEETING
DELTA DIABLO
(a California Special District)

PLANT OPERATIONS CENTER CONFERENCE ROOM
2500 Pittsburg-Antioch Highway | Antioch, CA 94509
WEDNESDAY, APRIL 26, 2023
4:30 P.M.

- A. PUBLIC COMMENTS**
- B. REVIEW KEY ASSUMPTIONS FOR PROPOSED FISCAL YEAR 2023/2024 OPERATING BUDGET (Anika Lyons)**
- C. REVIEW REPORT ON PREPARATION OF PROPOSED FISCAL YEAR 2023/2024 - 2027/2028 CAPITAL IMPROVEMENT PROGRAM (Thanh Vo)**
- D. ADJOURNMENT**

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

May 10, 2023

RECEIVE NOTES OF BOARD OF DIRECTORS PERSONNEL COMMITTEE MEETING, MAY 3, 2023

Recommendation

Note receipt and file.

Background Information

The Personnel Committee met on May 3, 2023. The meeting was attended by Committee Chair, Federal Glover; Vince De Lange, General Manager; Brian Thomas, Acting Business Services Director; Dean Eckerson, Resource Recovery Services Director; Thanh Vo, Acting Engineering Services Director; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Niger Edwards, Human Resources and Risk Manager; and Jason Piper, Information Technology Manager.

The purpose of the meeting was to review and receive comments on proposed FY23/24 Classification Control Plan; review new Systems Administrator Classification, job description, and salary range, and review new Senior Construction Inspector Classification, job description, and salary range, and review salary range change for existing Construction Inspector position.

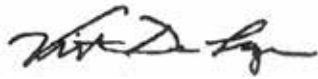
Analysis

Committee Chair Glover recommended the items be presented to the Board of Directors on May 10, 2023. Committee meeting notes are provided as an informational report at regular Board Meetings as part of the Consent Calendar.

Attachments

1. Personnel Committee Meeting Notes, May 3, 2023
2. Personnel Committee Agenda, May 3, 2023 (without attachments)

Reviewed by:



Vince De Lange
General Manager

cc: District File BRD.01-ACTS



Delta Diablo

(a California Special District)

Personnel Committee Meeting

Board Member Federal Glover, Committee Chair

3:00 PM, Wednesday, May 3, 2023

190 East 4th St., Pittsburg, CA 94565

MEETING NOTES

The Personnel Committee meeting was called to order by Committee Chair Federal Glover on Wednesday, May 3, 2023 at 3:00 pm. Present were Vince De Lange, General Manager; Brian Thomas, Acting Business Services Director/District Engineer; Dean Eckerson, Resource Recovery Services Director; Thanh Vo, Acting Engineering Services Director; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Niger Edwards, Human Resources and Risk Manager; and Jason Piper, Information Technology Manager.

Public Comments - None.

Review of Proposed FY23/24 Classification Control Plan

Mr. De Lange reviewed the proposed Classification Control Plan (CCP), which is intended to consolidate Board-approved classifications, maximum staffing levels, and position funding plans in a concise summary document. He noted that staff would review the CCP and propose updates for Board consideration each fiscal year as part of the annual budget review and approval process. Mr. De Lange highlighted that the CCP directly supports the Workforce Development goal in the Strategic Plan. He stated that the CCP incorporates a number of adjustments to existing positions and proceeded to review these proposed changes by department, while highlighting the associated organizational benefits. Mr. De Lange stated the District has engaged with the three bargaining units on the CCP and will continue to engage during development of new positions included in the CCP. Because the majority of the proposed staffing changes are modifications to existing positions, he noted that the changes have been incorporated into the proposed FY23/24 Operating Budget without significant financial impacts.

Following a question from Chair Glover as to whether there is sustained workload for the proposed Electrical Maintenance Supervisor position, Mr. De Lange noted that increased use of process automation and control technologies as the wastewater sector continues to evolve will likely continue to drive the need for associated staff positions in the electrical, instrumentation, and control systems disciplines.

Chair Glover thanked Mr. De Lange for the presentation and recommended that staff submit the item for consideration at the May 10, 2023 Board Meeting.

Review of New Systems Administrator Classification, Job Description, and Salary Range

Mr. Piper provided an overview of major IT Division responsibilities and current staffing levels. He noted that staff is proposing creation of a new Systems Administrator position to support implementation of critical IT initiatives and workload requirements, which are focused on

providing business process IT solutions, procuring necessary equipment, deploying hardware and software applications, and supporting disaster recovery planning and process automation efforts. Mr. Piper noted that staff identified a proposed salary range based on a review of similar positions at peer agencies and sufficient funding has been incorporated in the proposed FY23/24 Operating Budget for this position. He stated that the District has engaged with the Professional & Technical (P&T) bargaining unit, which provided overall agreement with the new position while noting the importance of effective integration into the organization.

Following a clarifying question from Chair Glover regarding current IT staff resources, Mr. Piper noted that the District is using temporary staffing resources and will evaluate the need for the existing Computer Analyst position in the future. Chair Glover acknowledged the need for IT staffing resources to support strategic initiatives and recommended that staff submit the item for consideration at the May 10, 2023 Board Meeting.

Review of New Senior Construction Inspector Classification, Job Description, and Salary Range; and Review of Salary Range Change for Existing Construction Inspector Position

Mr. Vo provided an overview of major Engineering Division responsibilities and staffing levels. He noted challenges in recruitment efforts to fill the vacant Construction Inspector position, which resulted in reconsideration of the staffing approach. Mr. Vo highlighted the benefits of creating a new Senior Construction Inspector position to better assist the District in effective capital project delivery; in particular, in a highly competitive labor market with significant construction activity occurring across the water and wastewater sector. He stated that staff identified a proposed salary range based on a review of similar positions at peer agencies and that sufficient funding has been incorporated in the proposed FY23/24 Operating Budget for this position. In addition, Mr. Vo shared that the salary range for the existing Construction Inspector position needed to be reduced to address a salary compaction issue caused by creation of the new position. He stated that the District has engaged on both positions with P&T, which provided overall agreement with the new position

Following a clarifying question from Chair Glover, Mr. Vo noted that the District has been utilizing outside consultant services for construction management and inspection support in the interim.

Chair Glover thanked Mr. Vo for the presentation and recommended that staff submit the item for consideration at the May 10, 2023 Board Meeting.

Adjournment

The meeting was adjourned by Chair Glover at 3:32 p.m.

(Recording Secretary: Cecelia Nichols-Fritzler)

Delta Diablo

(a California Special District)

Personnel Committee Meeting

Board Member Federal Glover, Committee Chair

3:00 PM, Wednesday, May 3, 2023

190 East 4th St., Pittsburg, CA 94565

AGENDA

- A. Public Comments**
- B. Review of Proposed FY23/24 Classification Control Plan**
(Vince De Lange, General Manager)
- C. Review of New Systems Administrator Classification, Job Description, and Salary Range** (Jason Piper, IT Manager)
- D. Review of New Senior Construction Inspector Classification, Job Description, and Salary Range; and Review of Salary Range Change for Existing Construction Inspector Position**
(Thanh Vo, Acting Engineering Services Director)

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May 10, 2023

AUTHORIZE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 1 TO GENERAL SERVICES CONTRACT IN THE AMOUNT OF \$41,000, FOR A NEW TOTAL CONTRACT AMOUNT NOT TO EXCEED \$292,538, LEE & ASSOCIATES RESCUE, INC., SAFETY SERVICES

Recommendation

Authorize the General Manager to execute Amendment No. 1 to the general services contract with Lee & Associates Rescue, Inc. (Lee & Associates) to provide confined space rescue standby services in the amount of \$41,000, for a new total contract amount not to exceed \$292,538.

Background Information

Staff may periodically perform work in District facilities that have limited means of ingress and/or egress and are not designed for continuous human occupancy (defined as “confined spaces” under Cal/OSHA regulations). Confined spaces, including tanks, vessels, storage bins, vaults, pits, utility access holes, and pipelines, are assessed and classified in accordance with District Safety Directive 3, “Confined Space Operations and Rescue Procedures” to determine specific precautions, safety requirements, and actions necessary throughout the entry process to ensure life-safety.

Analysis

Permit-required confined spaces contain unique hazards, including potentially hazardous atmospheres and other health hazards, or are configured such that the entrant could become trapped or unable to self-rescue. Entry into permit-required confined spaces requires emergency rescue plans and specialized personnel designated to rescue employees from the confined space should an emergency condition develop. While the District utilizes non-entry rescue to the extent possible for all confined space operations, Lee & Associates provides trained and certified rescue specialists who offer standby services with all necessary safety equipment whenever staff are required to enter permit-required confined spaces where non-entry rescue is not feasible, or for complex confined space operations requiring specialized training above and beyond District capabilities. Staff has identified additional work activities over the next few months that require permit-required confined space entries and associated standby rescue services.

Financial Impact

Sufficient funding is available in the adopted FY22/23 Budget for this additional work.

Attachments – None.

Reviewed by:



Dean Eckerson
Resource Recovery Services Director

cc: District File No. BRD.01-ACTS



May 10, 2023

RECEIVE THIRD QUARTER FY22/23 DISTRICT INVESTMENT REPORT

Recommendation

Receive Third Quarter Fiscal Year 2022/2023 (FY22/23) District Investment Report.

Background Information

The purpose of this Investment Report (Quarterly Schedule of Cash and Investments) is to provide the Board with an update of the District's investment portfolio as of March 31, 2023, in accordance with the District's Investment Policy, which was adopted on February 12, 2020. The Investment Report includes a summary of portfolio composition and performance, and other key investment and cash flow information.

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

Analysis

The District's total Cash and Investments as of March 31, 2023, was \$100 million, including \$21.9 million (22%) in cash, \$72.6 million (73%) in LAIF, and \$5.5 million (5%) in the California Asset Management Program (CAMP), which is a California Joint Powers Authority (JPA) established in 1989 to provide public agencies with professional investment services. This represents a decrease of \$5.8 million from the quarter ending December 31, 2022, and an increase of \$14.4 million from last year's balance during the same period of \$85.6 million. The Cash and Investments balance fluctuates from quarter to quarter primarily due to the timing of service charges, receipt of loan proceeds, and disbursement of debt service and/or large construction project progress payments.

At the recommendation of the District's investment advisor (PFM), the District has invested a total of \$5.5 million in CAMP. The District's Investment Policy includes the ability to use the CAMP pool to provide further diversification of invested funds, as it is a permitted short-term cash reserve portfolio for all local agencies under Government Code Section 53601(p) and supports planned short-term cash flow needs for capital projects.

Cash on deposit with Wells Fargo Bank is used for operating purposes. Because the interest earned is used to offset the Wells Fargo service fees, the Wells Fargo balance is excluded from the investment yield calculation. For the quarter ending March 31, 2023, LAIF had an effective yield of 2.74%, while CAMP had a yield of 4.69%. The blended yield for the quarter was 2.88%, which is an increase from the blended yield of 2.19% for the quarter ending December 31, 2022. This blended yield was on par with the target rate-of-return for the overall portfolio, which was designed to exceed LAIF and be comparable to the six-month Treasury Bill rate, which was 4.94% as of March 31, 2023. It should be noted that current economic conditions have resulted



in Treasury Bill rates that are higher than historical averages, which accounts for the significant deviation from the blended yield of the District's investment funds.

Financial Impact

In FY21/22, annual investment earnings contributed approximately \$292,000 (or 1.0%) to the District's total revenue of \$49.5 million. LAIF investments and deposits are made in such a way as to realize the maximum return consistent with safe and prudent fund management. The rate of return is maintained at a consistent level that is representative of current market yield direction, which fluctuates based on several factors including those taken by the Federal Reserve. Staff will continue to monitor yields and implement strategies within policy requirements to maximize yields in support of fiscal stewardship.

Attachment

Quarterly Schedule of Cash and Investments as of March 31, 2023

Reviewed by:



Brian Thomas

Acting Business Services Director/District Engineer

cc: District File No. BRD.01-ACTS



Delta Diablo
Quarterly Schedule of Cash and Investments Ending March 31, 2023

DESCRIPTION OF SECURITY	CUSIP NUMBER	SECURITY TYPE	COUPON RATE	MATURITY DATE	INVESTED AMOUNT	% OF TOTAL INVESTMENTS	PAR VALUE	MARKET VALUE	Quarterly Yield	PRICING SOURCE
<u>FUNDS SUBJECT TO INVESTMENT POLICY</u>										
<i>Cash Accounts</i>										
Cash - Wells Fargo			N/A	N/A	\$ 21,351,906.68	21.35%	\$ 21,351,906.68	\$ 21,351,906.68	See note (1)	
Cash - Cash Held at the County			N/A	N/A	556,737.90	0.56%	556,737.90	556,737.90		
Cash - Petty Cash			N/A	N/A	600.00	0.00%	600.00	600.00		
Cash and Cash Equivalents-MUFG-US Bank			N/A	N/A	1,574.80	0.00%	1,574.80	1,574.80		
				Total Cash	\$ 21,910,819.38	21.91%	\$ 21,910,819.38	\$ 21,910,819.38		
<i>Investment</i>										
LAIF:										
County Treasurer-Capital Exp Project Funds		Public Agency Pool	N/A	N/A	\$ 79,222.64	0.08%	\$ 79,222.64	\$ 78,153.95	2.740%	LAIF
District/Integrated Finance		Public Agency Pool	N/A	N/A	72,550,943.21	72.56%	72,550,943.21	71,572,254.86	2.740%	LAIF
California Asset Management Program (CAMP)		Short-term Cash Portfolio	N/A	N/A	5,446,740.09	5.45%	5,446,740.09	5,446,740.09	4.687%	CAMP
				Total Investments:	\$ 78,076,905.94	78.09%	\$ 78,076,905.94	\$ 77,097,148.90		
				Grand Total	\$ 99,987,725.32	100.00%	\$ 99,987,725.32	\$ 99,007,968.28		

NOTE: This is the information required by Government Code Section 53646 (6).
All report information is unaudited but due diligence was utilized in its preparation with the most current information available.
(1) Interest earned (earnings credit) on account balance is used to offset banking fees and charges for Wells Fargo account.

COMPLIANCE STATEMENT:

I certify that this report reflects all District investments and is in conformity with the Investment Policy of Delta Diablo.
A copy of the investment policy is available at the Administrative building.
The Investment Program provides sufficient cash flow liquidity to meet the next six (6) months expenditure requirements.



Anika Lyons
Finance Manager

May 10, 2023

APPROVE PROJECT DESIGN; AWARD AND AUTHORIZE GENERAL MANAGER TO EXECUTE CONSTRUCTION SERVICES CONTRACT IN AN AMOUNT NOT TO EXCEED \$2,788,610, CON-QUEST CONTRACTORS, INC.; AUTHORIZE GENERAL MANAGER TO APPROVE CONTRACT CHANGE ORDERS IN AN AMOUNT NOT TO EXCEED 10% OF CONTRACT AMOUNT; AUTHORIZE GENERAL MANAGER TO EXECUTE CONSULTING SERVICES CONTRACT IN AN AMOUNT NOT TO EXCEED \$244,653, KENNEDY JENKS CONSULTANTS, ENGINEERING SERVICES; AUTHORIZE GENERAL MANAGER TO EXECUTE CONSULTING SERVICES CONTRACT IN AN AMOUNT NOT TO EXCEED \$276,415, ALPHA CM, CONSTRUCTION MANAGEMENT SERVICES; AND TAKE RELATED ACTIONS, MANHOLE, GRAVITY INTERCEPTOR, AND EASEMENT ROAD IMPROVEMENTS PHASE 1, PROJECT NO. 21114

Recommendations

1. Approve the plans, specifications, and design for the Manhole, Gravity Interceptor, and Easement Road Improvements Phase 1 Project (Project).
2. Award a Construction Services Contract for the Project to Con-Quest Contractors, Inc. (Con-Quest), the lowest responsible bidder, in an amount not to exceed \$2,788,610.
3. Authorize the General Manager to approve construction contract change orders up to 10% of the contract amount (i.e., up to an additional \$278,861), for a total contract authorization of \$3,067,471 with Con-Quest.
4. Authorize the General Manager to execute Consulting Services Contract with Kennedy Jenks Consultants (KJ) to provide engineering services during construction in an amount not to exceed \$244,653.
5. Authorize the General Manager to execute Consulting Services Contract with Alpha CM to provide construction management and inspection services in an amount not to exceed \$276,415.
6. Direct that Con-Quest present two good and sufficient surety bonds in the amount of \$2,788,610 and that the General Manager shall prepare the Construction Services Contract.
7. Authorize the General Manager to execute the Construction Services Contract after Con-Quest has signed the contract and returned to it, together with the bonds, certificates of insurance, and other required documents, and after the General Manager or his designee has reviewed and found them to be sufficient.
8. Direct that, in accordance with the Project specifications and/or upon the execution of the contract by the General Manager, any bonds posted by the bidders be exonerated and any checks or cash submitted for bid security be returned.
9. Declare that, should the contract awarded to Con-Quest be invalidated for any reason, the Board in any event would not have awarded the contract to the other bidder but instead would have exercised its discretion to reject all bids received. Nothing herein shall prevent the Board from awarding the contract to another bidder in cases where the successful bidder establishes a mistake, refuses to sign the contract, or fails to furnish required bonds of insurance (see Public Contract Code, Section 5100-5107).
10. Determine that the repair or replacement of the Shore Acres Interceptor and associated manholes is categorically exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15302 (Replacement or Reconstruction) of the CEQA Guidelines, and



direct the General Manager, or his designee, to file a CEQA Notice of Exemption (NOE) with the County Clerk-Recorder.

Background Information

The adopted FY22/23-FY26/27 Capital Improvement Program (CIP) includes the Manhole, Gravity Interceptor, and Easement Road Improvements Phase 1 Project to replace and/or rehabilitate prioritized manholes and rehabilitate pipeline segments on the District's Shore Acres Interceptor. Staff initiated the project in January 2022 and recently completed project design. The project was advertised for bids on March 20, 2023.

Analysis

Two bids were received for the project on May 3, 2023, as shown in Attachment 1. The low bid was submitted by Con-Quest in the amount of \$2,788,610 which was \$211,390 (~7%) lower than the Engineer's Estimate of \$3,000,000. According to the ACE International Cost Estimate Classification System, the Engineer's Estimate is normally expected to be within -10% to +15% of the submitted bids. Based on this industry standard, the bid submitted by Con-Quest is within the range of industry acceptability.

Staff has completed a detailed review of the submitted bid documents. Based on this review, the lowest responsive and responsible bidder, Con-Quest, which submitted the lowest monetary bid, complied with the bid requirements, and is recommended for contract award.

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

As the project transitions into the construction phase, engineering services during construction (e.g., reviewing submittals, responding to requests for information) are required to support successful project delivery. As the Engineer-of-Record for this project, KJ is the most cost-effective consulting firm to provide these services and ensure continuity with project design intent. A summary of the scope of work and anticipated costs associated with these services is provided in Attachment 2.

The project scope and complexity requires considerable technical and administrative support to effectively manage and inspect the construction activities. Staff is recommending construction management consultant support for these activities to ensure compliance with the project documents. In April 2023, the District solicited proposals from construction management firms. One proposal was received and evaluated. Based on the evaluation, Alpha CM has extensive experience in managing pipeline rehabilitation construction projects, which minimizes "learning curve" issues and enhances effective project administration to support timely project completion. A summary of the scope of work and anticipated costs associated with these services is provided in Attachment 3.

It is also recommended that the Board determine the project is exempt from environmental review in accordance with CEQA under California Code of Regulations, Title 14, Section 15302, Class 2(c) – Replacement or Reconstruction of Existing Utility Systems and authorize the General Manager to file a NOE with the County Clerk-Recorder. The attached draft NOE further describes the justification for the exemption.



Financial Impact

The adopted FY22/23 Budget includes appropriations of \$1.87 million for the Manhole, Gravity Interceptor, and Easement Road Improvements Phase 1 Project from the Wastewater Capital Asset Replacement Fund (70%) and the Bay Point Collection System Capital Asset Fund (30%). Sufficient funding is available in the current fiscal year for the planned expenditures. Staff plans to include an additional budget allocation of \$3.0 million, for a total project budget of \$4.87 million, in the upcoming 5-year CIP to account for construction and inspection activities.

Attachments

- 1) Manhole, Gravity Interceptor, and Easement Road Improvements Phase 1 Project Bid Summary
- 2) KJ Scope and Cost Summary
- 3) Alpha CM Scope and Cost Summary
- 4) Draft CEQA Notice of Exemption

Reviewed by: _____



Thanh Vo
Acting Engineering Services Director

cc: District File No. BRD.01-ACTS





**MANHOLE, GRAVITY INTERCEPTOR, AND EASEMENT
ROAD IMPROVEMENTS PHASE 1 PROJECT
DELTA DIABLO PROJECT NO. 21114**

Bid Opening: May 3, 2023, 2:00 pm

Construction Cost Estimate: \$3,000,000 (Engineer's Estimate)

BID RESULTS

BIDDER(S)

BID AMOUNT(S)

Con-Quest Contractors, Inc. ⁽¹⁾

\$2,788,610

Saboo Inc.

\$3,577,800

Notes:

⁽¹⁾ Apparent lowest responsive and responsible bidder.



**MANHOLE, GRAVITY INTERCEPTOR, AND EASEMENT
ROAD IMPROVEMENTS PHASE 1 PROJECT
DELTA DIABLO PROJECT NO. 21114**

KENNEDY JENKS CONSULTANTS

SCOPE OF WORK AND COST ESTIMATE SUMMARY

<u>DESCRIPTION</u>	<u>PROPOSED COST</u>
Task 1 – Project Management	\$ 33,560
Task 2 – Meetings	\$ 27,600
Task 3 – Submittal Reviews	\$ 106,099
Task 4 – Responses to Requests for Information	\$ 25,599
Task 5 – Change Management	\$ 23,530
Task 6 – General Site Observations and Visits	\$ 5,945
Task 7 – Record Drawings	\$ 22,320
TOTAL COST	\$ 244,653



**MANHOLE, GRAVITY INTERCEPTOR, AND EASEMENT
ROAD IMPROVEMENTS PHASE 1 PROJECT
DELTA DIABLO PROJECT NO. 21114**

ALPHA CM

SCOPE OF WORK AND COST ESTIMATE SUMMARY

<u>DESCRIPTION</u>	<u>PROPOSED COST</u>
Task 1 – Construction Management/Inspection	\$ 237,119
Task 2 – Closeout and Warranty Phase	\$ 9,384
Task 3 – Other Direct Costs	\$ 29,912
	<hr/>
TOTAL COST	\$ 276,415

NOTICE OF EXEMPTION

TO: County Clerk
County of Contra Costa
555 Escobar Street
Martinez, CA 94553

PROJECT APPLICANT: Vincent P. De Lange, General Manager _____
Delta Diablo, Local Public Agency Vincent P. De Lange, General Manager
2500 Pittsburg-Antioch Highway
Antioch, CA 94509-1373
Telephone: (925) 756-1900 Date

SUBJECT: FILING OF NOTICE OF EXEMPTION IN COMPLIANCE WITH PUBLIC RESOURCES CODE 21152

PROJECT TITLE: MANHOLE, GRAVITY INTERCEPTOR, AND EASEMENT ROAD IMPROVEMENT PHASE 1, PROJECT NO. 2114

DATE ON WHICH AGENCY APPROVED THE PROJECT: May 10, 2023

STATE CLEARINGHOUSE NUMBER: N/A

PROJECT LOCATION: Pittsburg and Bay Point, CA

PROJECT DESCRIPTION: The project primarily consists of replacing and rehabilitating 30 critical manholes and two pipe segments on the Shore Acres Interceptor.

LEAD AGENCY APPROVING AND CARRYING OUT PROJECT: Delta Diablo

CONTACT PERSON: Celia Kitchell, Assistant Engineer, (925) 382-5211

EXEMPT STATUS: The Board of Directors of the District finds this project is categorically exempt from CEQA as a Class 2(c) Categorical Exemption under Public Resources Code Section 21084.

REASONS WHY PROJECT IS EXEMPT: The project consists of replacing or reconstructing existing facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced as allowed under CEQA Guidelines 15032, Class 2(c) and Public Resources Code 21084.

AFFIDAVIT OF POSTING

I declare that on _____, I received and posted this Notice as required by Public Resources Code 21152(c). It will remain posted for 30 days.

Signature

Title

May 10, 2023

AUTHORIZE AMENDMENT TO PURCHASE ORDER IN THE AMOUNT OF \$41,000, FOR A NEW TOTAL AMOUNT NOT TO EXCEED \$365,000, CHEMTRADE CHEMICALS US, LLC., SUPPLY AND DELIVERY OF LIQUID ALUMINUM SULFATE FOR FY22/23

Recommendation

Authorize an amendment to the purchase order with Chemtrade Chemicals US, LLC. (Chemtrade), in the amount of \$41,000, for a new total amount not to exceed \$365,000, for supply and delivery of liquid aluminum sulfate for Fiscal Year 2022/2023 (FY22/23).

Background Information

Liquid aluminum sulfate is used for coagulation of solids at the District's Recycled Water Facility (RWF) prior to settling in the tertiary clarifiers. The price obtained from the lowest responsive, responsible bidder in FY22/23 was from Chemtrade at \$0.87 per gallon.

Analysis

Projected recycled water consumption is evaluated annually and determined based on the previous year's demand with additional contingency based on historical unexpected events impacting baseline consumption estimates, such as drought and/or extreme weather conditions. Actual consumption can vary significantly based on the California Independent System Operator (ISO) energy production schedule for the two combined-cycle power plants owned and operated by Calpine. These facilities use between 92-95% of the recycled water produced by the District and consumption is tied directly to Calpine's annual energy production, as well as the ambient temperature, which has resulted in a higher demand than anticipated.

This elevated demand is expected to be sustained as California continues to: 1) experience sustained changes in weather events and patterns with higher ambient temperatures during the summer months, and 2) transition to increased use of electric vehicles and appliances. Although staff works to optimize chemical usage to conserve natural resources and minimize cost, liquid aluminum sulfate is essential for solids removal at sufficient doses to ensure production of permit compliant tertiary recycled water.

Financial Impact

Sufficient funding is available in the approved FY22/23 Budget for these additional costs. The original Board authority of \$324,000 for liquid aluminum sulfate has not yet been exceeded but is anticipated to be fully expended by the end of FY22/23.

Attachments - None.

Reviewed by: _____



Dean Eckerson
Resource Recovery Services Director

cc: District File No. BRD.01-ACTS



May 10, 2023

APPROVE JOB DESCRIPTION AND SALARY RANGE FOR NEW SYSTEMS ADMINISTRATOR CLASSIFICATION, AND UPDATED SALARY SCHEDULE

Recommendation

Approve job description and salary range for new Systems Administrator classification, and updated Salary Schedule.

Background Information

The District's business operations are increasingly dependent on the availability and performance of its information technology (IT) systems. The District's IT Division is responsible for managing and maintaining computer technology devices, applications, and networks; and ensuring the effectiveness of business continuity, disaster recovery, and cybersecurity programs in concert with compliance requirements and industry standards. Historically, the IT Division has included two positions—an IT Manager and a Computer Analyst.

In support of the Organizational Change goal in the District's Strategic Plan (dated August 2021), the District identified an FY22/23 Strategic Initiative to "Develop an IT Program Implementation Roadmap to guide effective investment in prioritized IT enhancements that drive organizational efficiency, support workforce development, and address potential vulnerabilities."

The new Systems Administrator classification, job description, and salary range were presented to the Personnel Committee on May 3, 2023, which recommended submitting this item to the Board for consideration at the May 10, 2023 Board Meeting.

Analysis

Following retirement of the former Computer Analyst approximately eight months ago, the District has been assessing IT needs and associated staffing approaches to support effective prioritization and implementation of critical IT initiatives and workload requirements, while utilizing temporary IT staffing resources in the interim. In order to better support District needs, staff is recommending creation of a new Systems Administrator position, which would provide a highly skilled IT professional to focus on business process technology solutions, equipment procurement, hardware/software deployment and support, disaster recovery planning, and process automation.

The new Systems Administrator position would report to the IT Manager and provide expanded IT resource capabilities compared to filling the vacant Computer Analyst position, which is responsible for configuring user workstations, responding to helpdesk tickets, and installing end-user software applications. In the near term, these duties will be performed by the Systems Administrator while the District further assesses resource and workload requirements for the IT Division.



Based on a review of similar positions at peer agencies, staff identified a proposed monthly salary range (\$10,894.68 to \$13,375.81) that slots between the IT Manager and Computer Analyst classifications.

The District presented the proposed job description (refer to Attachment 1) and salary range (refer to Attachment 2) for the Systems Administrator classification to the Professional & Technical Bargaining Unit (P&T) for review and discussion. In response, P&T requested and received clarification from the District regarding typical duties for the position, and provided overall agreement with the job description and salary range.

Financial Impact

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

Attachments

1. Proposed Systems Administrator Job Description
2. Proposed Systems Administrator Salary Schedule (P&T Bargaining Unit)

Reviewed by:



Brian Thomas

Acting Business Services Director/District Engineer

cc: District File BRD.01-ACTS





Classification Specification

Systems Administrator

DEFINITION

Under general supervision, supports implementation of the District's enterprise-wide information technology network; administers the local area and wide area network for the District; responsible for data network infrastructure, and hardware and software platforms; provides information technology related technical assistance to District staff and the Information Technology Manager.

DISTINGUISHING CHARACTERISTICS

This professional, journey-level classification is expected to use judgment and knowledge of District policies and procedures to complete tasks or projects that support the implementation and maintenance of the District's technology infrastructure, including server hardware, network equipment, operating systems, and desktop/network applications. This position is distinguished from the Information Technology Manager in that the latter is responsible for the overall operation and management of the Information Technology Division. This position is distinguished from the Computer Analyst in that the latter is responsible for workstations, user applications, and initial support contact for the Information Technology Division.

SUPERVISION RECEIVED AND EXERCISED

Under general supervision from the Information Technology Manager and may receive direction from the Business Services Director. The classification provides training, work direction, and functional supervision to lower-level classifications in the Information Technology Division. May act as a leader for assigned District teams and projects, and, as such, may coordinate and review the work of other District staff directly related to the assigned activity.

TYPICAL DUTIES

Duties and responsibilities may include, but are not limited to, the following:

- Identify, analyze, and document business requirements for information technology (IT) systems; and identify, design, develop, acquire, and implement appropriate information system solutions.
- Coordinate a variety of information systems activities, including, but not limited to, financial systems, human resources information systems, training databases, document imaging, records management, library management, internal websites, public websites, and other information systems.
- Modify, upgrade, and maintain software packages/applications utilizing program language specific to designated software, including documentation of any changes/modifications.
- Develop, design, and install new and modified databases, report-writers, and/or information systems utilizing knowledge and skills in systems analysis and database administration.
- Serve as primary resource to District staff regarding software, hardware, networking and/or information systems questions and problems; troubleshoot, analyze, and diagnose specific software application problems/inadequacies and resolve; coordinate problem-solving and resolution process with the District's IT Division and/or outside vendors, as necessary.

- Perform a variety of data extractions and system integrations; and maintain database and system integrity.
- Perform responsible technical duties in assigned computerized databases, information systems, and software applications to maximize efficiency and effectiveness.
- Install, test, and monitor the operations of designated information systems; configure hardware and software for District needs; and coordinate and implement procedures and applications to facilitate transfer of computerized data across various platforms.
- Maintain computer security systems on designated databases/information systems; control access to various District and external information systems and program modules; and provide or design and initiate back-up procedures for departmental users.
- Coordinate and/or conduct user training on a variety of software applications; develop and maintain user manuals; and participate in design of user training courses/modules, as required.
- Serve as initial resource and interface between District users and technical support, application programmers, and hardware/network maintenance contractors/personnel.
- Participate in evaluation of current information systems; research and analyze available software that would better meet user needs and operational requirements; and assist users in the preparation of systems specifications and requirements.
- Participate in review and analysis of submitted vendor proposals for conformity to specifications, expected results, and costs; and assist, as assigned, in selection and monitoring of vendors during installation and implementation of modified or new systems.
- Respond to inquiries, requests, and complaints requiring use of tact, judgment, and interpretation of standards, policies, and procedures; and prepare letters and other forms of correspondence.
- Perform cybersecurity duties such as, but not limited to: On/off boarding of new accounts, group management, software patching, incident reporting, and design reviews.
- Perform business continuity tasks, including, but not limited to, conducting/restoring backups, snapshots, and disaster recovery testing.
- Participate in regular inventory audits and technology replacement procedures.
- Prepare computers, presentations, and other audio-visual equipment for various meeting presentations and perform in-meeting IT assistance, as needed.
- Provide technical orientation to newly-hired employees regarding use of District systems, including creation, coordination, and distribution of employee security badges.
- Support and troubleshoot District telecommunications solutions, including, but not limited to, Voice over Internet Protocol (VoIP), cellular, and other communication technologies.
- Monitor processes throughout process lifecycle for compliance, and update or create new processes for performance improvement and efficiency.
- Perform other work duties and responsibilities consistent with the position on an as needed and assigned basis.

General Organizational Duties

- Support development and implementation of the District's Strategic Plan and associated Strategic Initiatives.
- Promote the District's focus on effective and respectful communications to build better work relationships at all levels in the organization.

- Establish and maintain effective relationships with other staff members, staff at other agencies, and professional organizations.
- Participate in teams engaged in District projects and organizational activities.
- Participate in District related civic events, meetings, committees, and staff functions.
- Provide appropriate, timely, and customer-service focused responses to inquiries from the public.
- Understand and conform with the District's Policies and Procedures, including the Safety Program.
- When qualified to do so, assume responsibility for covering a part of the work assignments of other staff during absences.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, practices, methods, and techniques utilized in the operation, maintenance, and administration of designated software applications, operating systems, computer hardware, and networking equipment.
- Troubleshooting methodologies, such as, but not limited to, the Open Systems Interconnection (OSI) model.
- Principles, practices, and techniques of system management within a virtualized environment.
- Microsoft's infrastructure products, such as, but not limited to, Office365 Suite, Windows Desktop clients, Microsoft Structure Query Language (MSSQL) services, and Active Directory Domain Services (AD DS).
- Cloud architecture and cloud-base solutions, such as, but not limited to, Azure, Amazon Web Services (AWS), and Google Cloud.
- Providing scripting automation solutions using the current best practices within the automation industry via the Command-line interface (CLI), or similar applications.
- Cisco best practices for hardware, protocols, desktop/laptop computers, server hardware, general electronics, peripheral devices, virtual private networks (VPN), and firewalls.
- Working knowledge of protocols such as, but not limited to, Domain Name System (DNS), Quality of Service (QOS), or other services used for proper system specifications, administration, and maintenance.
- Working knowledge of Local Area Networks (LANs), Wide-Area Networks (WANs), Wireless (Wi-Fi) ,and virtual network interfaces and communication protocols.
- Working knowledge of commonly used networking tools.
- Advanced understanding of structured wiring standards used for maintaining ethernet, telephony, fiberoptic, electrical, and VoIP systems.
- Applicable federal, state, and local laws, codes, and regulations related to the work.
- Training and presentation techniques for technical and non-technical audiences.
- Codes, regulations, specifications, ordinances, and enforcement procedures applicable to the area of assigned functions.
- Modern office practices, methods, common computer equipment, and applications related to the work.

Skills and Abilities to:

- Continuously, analyze, identify, interpret, know, observe, problem-solve, remember, understand, and explain designated computer programming, hardware, and software applications; analyze plans; interpret project proposals, plans, and specification; design solutions; understand and explain procedures and terminology; and perform mathematical calculations.
- Apply principles, techniques, procedures, and equipment to design and production of network systems and components.
- Prepare clear and concise procedures, reports, records, correspondence, and other documents.
- Develop and maintain project specifications, and design requirements based on business requirements and analysis; work with management to set project timelines and milestones and coordinate work with cross functional team members; and monitor and report on project status.
- Methodically apply scientific principles, while performing analyses to determine if any alternative courses of action are available to be taken.
- Diagnose, troubleshoot, and resolve technical issues related to software, hardware, networks, and human machine interface systems.
- Review and confirm specifications with advising engineer, IT Division staff, clients, and vendors.
- Plan, review, assign, direct, and train project resources for District initiatives.
- Read, interpret, draft, and illustrate electronic schematic drawings.
- Read, interpret, and apply complex technical information from various operational and instructional manuals.
- Establish and maintain designated documentation and records in an accurate and timely manner.
- Perform a variety of mathematical and statistical calculations in an accurate and timely manner.
- Use handheld power tools and equipment skillfully to install and repair equipment.
- Organize own work, set priorities, and meet critical time deadlines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

QUALIFYING TRAINING AND EXPERIENCE

A combination of training and experience that demonstrates an individual has obtained the required knowledge and is able to perform the required work (with reasonable accommodation if needed). A person with the following combined training and experience would most likely qualify to compete in a selection process:

Education: Possession of a bachelor's degree from a college or university with major coursework in computer science, information technology, or a related field.

Experience: Four (4) years of full-time progressively more responsible work experience with network management, computer systems, software development, and software installation and repair, including database administration, scripting, and report-writing.

Licenses and Certifications:

- A valid California Class C driver's license and insurability under the District's driving program must always be maintained.

ADDITIONAL REQUIREMENTS

- Expected to respond or report to duty in emergency situations, which may occur after hours, on weekends, and/or holidays.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that may be encountered by an employee while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Perform simple grasping, pushing, pulling, and fine manipulation.
- Sitting, standing, walking on level and unlevel surfaces, reaching, twisting, turning, kneeling, bending/stooping, crouching, grasping, and making repetitive hand movements in the performance of daily duties.
- Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer.
- Mobility to visit and observe various work sites.
- Vision to read printed materials and a computer screen, clearly see objects, and observe spatial relationships.
- Finger dexterity is required to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment.

WORKING CONDITIONS

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Typically works in a normal office environment with controlled lighting and ventilation, and moderate noise levels.
- Periodic travel may be required for training, meetings, and other business purposes.
- Noise levels in the field work environment are usually moderate with occasional exposure to loud equipment. This position may enter locations that require personal protective equipment (PPE). The specific PPE required for the exposure will be provided and worn in accordance with current District, state, and federal regulations.
- Employee may interact with the public or private representatives while conducting job duties.

EMPLOYMENT CONDITIONS

Fair Labor Standards Act Classification:	Exempt
Collective Bargaining Representation Unit:	Professional & Technical
Pay Level:	PXXX
Job Specification Approved by:	Board of Directors
Approval Date:	X/XX/23
Appointment and Removal Authority:	General Manager
Revision Approval Authority:	General Manager
Revision Date:	N/A

DELTA DIABLO SALARY RANGES (Effective May XX, 2023)
Section II - Professional & Technical Bargaining Unit

RANGE	CLASSIFICATIONS	Monthly Salary at Step Level				
		A	B	C	D	E
P 109	Administrative Assistant I	\$5,691.69	\$5,976.27	\$6,275.08	\$6,588.84	\$6,918.28
P 117	Administrative Assistant II	\$6,260.84	\$6,573.89	\$6,902.58	\$7,247.71	\$7,610.09
P 118	Account Clerk I	\$6,360.13	\$6,678.13	\$7,012.04	\$7,362.64	\$7,730.77
P 126	Administrative Assistant III, Account Clerk II	\$6,996.11	\$7,345.92	\$7,713.21	\$8,098.88	\$8,503.82
P 128	Human Resources Assistant	\$6,922.48	\$7,268.61	\$7,632.04	\$8,013.64	\$8,414.32
P 129	Laboratory Technician	\$7,408.91	\$7,779.35	\$8,168.32	\$8,576.73	\$9,005.57
P 130	Sr. Admin. Asst./Records Specialist	\$7,695.75	\$8,080.54	\$8,484.57	\$8,908.80	\$9,354.23
P 135	Accounting Technician	\$7,695.96	\$8,080.76	\$8,484.80	\$8,909.04	\$9,354.49
P 141	Engineering Technician	\$8,053.66	\$8,456.34	\$8,879.16	\$9,323.12	\$9,789.28
P 143	Accountant	\$8,466.47	\$8,889.80	\$9,334.29	\$9,801.00	\$10,291.05
P 145	Chemist I, Environ. Compliance Specialist I	\$8,520.21	\$8,946.22	\$9,393.54	\$9,863.21	\$10,356.37
P 146	Junior Engineer	\$8,539.81	\$8,966.80	\$9,415.14	\$9,885.90	\$10,380.19
P 147	Program Analyst I	\$8,932.07	\$9,378.68	\$9,847.61	\$10,339.99	\$10,856.99
P 152	Chemist II, Environ. Compliance Specialist II	\$9,372.33	\$9,840.94	\$10,332.99	\$10,849.64	\$11,392.12
P 154	Computer Analyst, Program Analyst II	\$9,825.28	\$10,316.54	\$10,832.37	\$11,373.99	\$11,942.69
P 156	Chemist III	\$9,840.95	\$10,333.00	\$10,849.65	\$11,392.13	\$11,961.74
P 158	Purchasing Supervisor	\$9,869.33	\$10,362.80	\$10,880.94	\$11,424.99	\$11,996.23
P 160	Recycled Water Program Coordinator	\$9,947.79	\$10,445.18	\$10,967.44	\$11,515.81	\$12,091.60
P 164	Assistant Engineer	\$10,533.36	\$11,060.03	\$11,613.03	\$12,193.68	\$12,803.37
P 165	Program Analyst III	\$10,807.82	\$11,348.21	\$11,915.62	\$12,511.40	\$13,136.97
P 168	Systems Administrator	\$10,894.68	\$11,468.09	\$12,071.67	\$12,707.02	\$13,375.81
P 170	Operations Supervisor, Maintenance Supervisor	\$11,688.95	\$12,273.40	\$12,887.07	\$13,531.42	\$14,207.99
P 176	Associate Engineer	\$12,215.49	\$12,826.27	\$13,467.58	\$14,140.96	\$14,848.01

Approved: _____ **Monica Wilson, Board Secretary** Date: _____

May 10, 2023

APPROVE JOB DESCRIPTION AND SALARY RANGE FOR NEW SENIOR CONSTRUCTION INSPECTOR CLASSIFICATION, SALARY RANGE CHANGE FOR EXISTING CONSTRUCTION INSPECTOR CLASSIFICATION, AND UPDATED SALARY SCHEDULE

Recommendations

Approve job description and salary range for new Senior Construction Inspector classification, salary range change for existing Construction Inspector classification, and updated Salary Schedule.

Background Information

In its Strategic Plan (dated August 2021), the District established an Infrastructure Investment goal to “Ensure the long-term effectiveness and reliability of critical infrastructure through prioritized, cost-effective capital investment and maintenance.” The District’s current 5-year Capital Improvement Program (CIP) totals \$135.9 million, which includes numerous complex construction projects to meet infrastructure renewal and rehabilitation needs in the wastewater collection, conveyance, and treatment systems, and recycled water system.

Historically, the District has utilized a single Construction Inspector position within the Engineering Services Department to perform inspection work related to capital and development projects, construction administration related activities, and other work in support of development projects. Following retirement of the former Construction Inspector in April 2021, the District has been unable to fill this position with a qualified and experienced candidate following two unsuccessful recruitment efforts beginning in October 2021 and May 2022. In the interim, the District has been utilizing outside consulting services to assist with construction management and inspection services on capital and development projects.

The new Senior Construction Inspector classification, job description, and salary range, and salary range change for the Construction Inspector were presented to the Personnel Committee on May 3, 2023, which recommended submitting these items to the Board for consideration at the May 10, 2023 Board Meeting.

Analysis

Because the District’s recruitment efforts may have been impacted by multiple factors, including the COVID-19 pandemic, labor shortages, and significant construction activity in the water and wastewater sector, staff has reconsidered the staffing approach for this critical function. Based on the significant increase in the District’s CIP needs in recent years, intensified labor resource competition with peer agencies, and sustained infrastructure investment needs across the sector over the next ten years, staff is recommending creation of a new Senior Construction Inspector position, which is designed to attract a more highly-skilled, qualified, and experienced professional to effectively support the District’s construction inspection needs at a higher compensation level. The new Senior Construction Inspector position would report to the Senior Engineer in the Engineering Services Department.



Based on a review of similar positions at peer agencies, staff identified a proposed monthly salary range (\$9,420.73 to \$11,450.95) for the Senior Construction Inspector position. Because creation of this position and associated salary range would create a salary compaction issue, staff is recommending that the monthly salary range for the existing Construction Inspector position be reduced (to \$8,564.29 to \$10,409.95 from \$8,972.12 to \$10,905.67).

The District presented the proposed job description (refer to Attachment 1) and salary range (refer to Attachment 2) for the Senior Construction Inspector classification, and salary range change for the Construction Inspector classification to the Professional & Technical Bargaining Unit (P&T) for review and discussion. In response, P&T indicated overall agreement with the job descriptions and salary ranges.

Financial Impact

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

Attachments

- 1) Proposed Senior Construction Inspector Job Description
- 2) Proposed Senior Construction Inspector and Construction Inspector Salary Schedule (P&T Bargaining Unit)

Reviewed by: _____



Thanh Vo
Acting Engineering Services Director

cc: District File No. BRD.01-ACTS





Classification Specification

SENIOR CONSTRUCTION INSPECTOR

DEFINITION

Under general supervision, inspects the construction, repair, and rehabilitation of infrastructure at the District's Wastewater Treatment Plant, Recycled Water Facility, sewer mains, residential and building sewers, and other collection system facilities; reviews construction documents for District and development projects; coordinates construction activities with District staff and contractors; acts as the field representative for the District; performs construction contract administration and project recordkeeping work related to construction management and inspection; and ensures compliance with District standards and/or project plans and specifications.

DISTINGUISHING CHARACTERISTICS

Senior Construction Inspector is the journey-level classification in the Construction Inspector series. This classification is distinguished from the Construction Inspector by the independent performance of the full range of inspection and construction management related duties consistent with District Code and standards as well as other work in support of development projects.

SUPERVISION RECEIVED AND EXERCISED

Under general supervision from the Senior Engineer and may receive direction from the Engineering Services Director/District Engineer. Exercises no direct supervision of staff. May act as a lead when assigned District teams and projects, and as such may coordinate or oversee the work of other District staff directly related to the assigned activity.

TYPICAL DUTIES

Duties and responsibilities may include, but are not limited to, the following:

- Coordinate construction activities with District staff to mitigate impacts to District operations and maintenance activities while ensuring compliance with contract documents and District Code and standards.
- Actively engage with District staff to plan, design, and procure materials and contractor services for emergency construction and construction projects that are not subject to public bidding requirements.
- Perform civil, mechanical, electrical, and instrumentation inspections on capital improvement and rehabilitation construction projects to District conveyance, distribution, collections, and wastewater and recycled water treatment facilities.
- Inspect and observe testing of public and private recycled water and wastewater pipelines and facilities throughout the construction process by other agencies, developers, and customers on behalf of the District.
- Participate in inspections and investigations of reported wastewater discharge violations and recycled water discharges. Coordinate construction resources to enact infrastructure repair activities.

- Ensure compliance with approved plans and specifications, relevant federal, state, and local laws and regulations, District code, and industry standards for materials and methods and coordinate with the assigned Project or Construction Manager to obtain the District Engineer's approval to resolve non-compliance issues.
- Ensure contractors have fulfilled contracted obligations as specified by the District and that work products meet District standards and/or project plans and specifications to effectively close out construction projects and ensure initial compliance with warranty provisions.
- Provide appropriate supporting documentation and assistance to the assigned Project or Construction Manager for change order and extra work provision negotiations.
- Maintain daily construction activity logs with sufficient detail to track project activities, materials, schedule impacts, and costs; record materials onsite and installation dates, and work performed to support progress payment and change order analysis.
- Provide regular construction reports with sufficiently detailed and accurate information to the construction manager and other agencies to ensure effective and timely communication.
- Research and regularly report new materials for consideration and other developments in public works construction practices and recommend changes to the District Code and standards as necessary.
- Coordinate sampling of materials for examination or analysis by outside laboratories as required by contract documents.
- Participate in construction document review process for new public and private sewer and recycled water development infrastructure.
- Participate in reviewing capital improvement project design documents for biddability and constructability issues.
- Participate in department initiatives to document and/or formalize work practices related to construction activities.
- Provide utility locating support in accordance with the District's Underground Service Alert (U.S.A.) procedure.
- Answer general questions and assist in responding to complaints from public or private agencies concerning issues with wastewater and recycled water infrastructure installation and/or locating of those facilities.
- Understand and assess the safety measures on construction sites for conformance with District specifications and standards, as applicable.
- Effectively perform other work duties and responsibilities consistent with the position on an as-needed and assigned basis.

General Organizational Duties:

- Supports development and implementation of the District's Strategic Plan and associated Strategic Initiatives.
- Actively promote the District's focus on effective and respectful communications to build better work relationships at all levels in the organization.
- Establish and maintain effective relationships with other staff members, staff at other agencies, and professional organizations.
- Participate in teams engaged in District projects and organizational activities.
- Participate in District related civic events, meetings, committees, and staff functions.

- Provide appropriate, timely, and customer-service focused responses to inquiries from the public.
- Understand and conform with the District's Policies and Procedures.
- Understand and conform with the District's Safety Program.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Construction project inspection, management, and contract administration practices, including change orders, inspection standards, construction progress documentation, and conflict resolution techniques.
- Practices, methods, materials, and equipment used in the construction, operation, and maintenance of recycled water and wastewater facilities and equipment.
- Legal, regulatory, code, and permit requirements applicable to public works construction projects and construction site activity.
- Applicable federal, state, and local laws, codes, and regulations related to the work.
- Design, construction, and operation of wastewater and recycled treatment plants and supporting facilities, pump stations, sanitary sewer collection and transmission pipelines, and recycled water distribution infrastructure and equipment.
- Techniques for providing a high level of customer service by respectively interacting with the public, contractors, equipment vendors, and District staff.

Skills and Abilities to:

- Interpret and apply the general intent and specific provisions of multiple laws, regulations, and specifications.
- Apply technical public works construction practices to specific issues.
- Record data and information and produce summary reports demonstrating the enforcement of relevant codes and standards.
- Communicate professionally, fairly, respectfully, and clearly to coworkers, supervisors, customers, and the public to effectively communicate ideas and assert a point of view in complex and controversial situations.
- Read and understand construction contract drawings and specifications.
- Evaluate, plan, and establish a sequence of action for multiple project components to progress toward specific objectives.
- Perform mathematical, statistical, and algebraic calculations common to public works construction project quantification, inspection, and recording.
- Apply proper safety procedures as appropriate for the project environment.

QUALIFYING TRAINING AND EXPERIENCE

A combination of training and experience that demonstrates an individual has obtained the required knowledge and is able to perform the required work (with reasonable accommodation if needed). A person with the following combined training and experience would most likely qualify to compete in a selection process:

Education: High school diploma or equivalent, and: 1) a construction inspector's certification/completion of a construction inspection apprenticeship, or

2) an associate degree in construction inspection and/or construction management.

Experience: Five (5) years of progressively more responsible experience in public works construction inspection and/or water or wastewater infrastructure inspection, including two (2) years of experience with construction management.

Licenses and Certifications:

- A valid California Class C driver's license and insurability under the District's driving program must always be maintained.

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

STANDING

Average Frequency: 1 to 1 ½ hours.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Up to 2 hours.

Duration: Seconds to 15 minutes at a time.

Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.

Description: Performs while assisting customers at the front counter, reviewing plans, performing field observations, and assessing measurements, including using a tape measure, GPS unit or camera, communicating with coworkers, contractors, or public, operating standard office equipment, accessing file drawers or shelves, and performing other described job duties.

WALKING

Average Frequency: 1 to 1 ½ hours.

Duration: Seconds to 10 minutes at a time.

Maximum Frequency: Up to 2 hours.

Duration: Seconds to 10 minutes at a time.

Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.

Description: Within a building, to and from offices, relocating plans, files, paperwork, and related items, performing field inspections in conjunction with using tools, and performing other described job duties.

SITTING

Average Frequency: 5 ½ to 6 ½ hours

Duration: ½ hour to 1 hour at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Surfaces: Cushioned vehicle seat or office chair.

Description: Performing various desk station activities including reviewing plans, using a

computer, reading, and writing, driving a vehicle, during meetings, and performing other described job duties.

KNEELING/CROUCHING/SQUATTING

Average Frequency: 2 to 3 times.

Duration: Seconds at a time.

Maximum Frequency: Up to 15 times.

Duration: Seconds at a time.

Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.

Description: Performs while retrieving or positioning paperwork, plans, files, or boxes on and off lower shelves, drawers, ground level or plan holders, performing field inspections including assessing measurements, accessing meter boxes, and performing other described job duties.

CRAWLING

Not a job requirement.

LAYING ON BACK/STOMACH

Not a job requirement.

CLIMBING/BALANCING

Average Frequency: 2 to 4 times per week.

Duration: Seconds at a time.

Maximum Frequency: Up to 60 times per week.

Duration: Seconds at a time.

Surfaces: Stair or ladder steps, vehicle floorboard.

Description: Performs while ascending or descending stairs to access field sites, entering or exiting vehicle cabs, one step, ascending or descending ladders while accessing manholes, pump stations, and related field sites. A variable to using a stepstool includes employee's height.

REACHING

Above Shoulder Level:

Average Frequency: 4 to 6 times.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while accessing or placing files, paperwork, plans, and related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

Between Waist and Shoulder Level:

Average Frequency: 5 to 6 hours.

Duration: Seconds to 20 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office

equipment including a copy or fax machine, handling plans, paperwork or office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, visiting field sites in conjunction with assessing measurements, inspecting equipment including using cameras, measuring tapes, GPS units, etc., using carts to transport supplies or file boxes, and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Below Waist Level:

Average Frequency: 2 to 3 times.

Duration: Seconds at a time.

Maximum Frequency: Up to 15 times.

Duration: Seconds at a time.

Description: Performs while retrieving or positioning paperwork, plans, files, or boxes on and off lower shelves, drawers ground level or plan holders, performing field inspections including assessing measurements, accessing meter boxes, and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

PUSHING/PULLING

Average Frequency: Up to 10 times.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while opening or closing file cabinet drawers, using a four-wheeled cart to transport file boxes or related supplies, opening or closing swing gates at field sites, using a metal hook to remove and replace meter box lids, performed approximately one time per quarter. Unilateral or bilateral arm use.

TWISTING/ROTATING**Waist:**

Average Frequency: Less than 5 minutes.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs incidentally during field visits including during inspections.

Neck:

Average Frequency: 1 to 2 hours.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: During normal body mechanics, performing field inspections, general office tasks, driving and performing other described job duties.

Wrists:

Average Frequency: Up to 15 minutes.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while handling office supplies, paperwork, plans, etc., possibly during field visits and inspections and performing other described job duties. Unilateral or bilateral hand use.

BENDING

Waist:

Alternated with squatting, employee preference.

Head/Neck:

Average Frequency: 2 to 2 ½ hours.

Duration: Seconds to 5 minutes at a time.

Maximum Frequency: Up to 3 hours.

Duration: Seconds to 5 minutes at a time.

Description: Performs during normal body mechanics, reading, writing, reviewing plans and paperwork, operating standard office equipment, performing field inspections, general office tasks and performing other described job duties.

Wrists:

Average Frequency: 2 to 3 hours.

Duration: Seconds to 5 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs during normal body mechanics, during field inspections including using tape measures, GPS units, etc., handling office supplies, plans, and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

LIFTING/CARRYING

0 to 10 lbs.

Objects: Measuring tapes, cameras, portable GPS unit, plans, writing utensils, paperwork/files, telephone handset, office supplies, standard office tools, and other related items.

Average Frequency: 2 to 3 hours.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds to 15 minutes at a time.

Distance: 0 to 25 feet.

Height: Ground to shoulder or above.

Description: Performs while utilizing basic tools during field inspections including measuring tapes, camera or portable GPS unit, using writing utensils to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

11 to 25 lbs.

Objects: File box, set of plans.

Average Frequency: 1 to 2 times.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds at a time.

Distance: Less than 5 feet.

Height: Ground to waist level.

Description: Performs while retrieving and relocating a file box or plans, as needed.

26 to 50 lbs.

Objects: Set of plans, file box.

Average Frequency: 2 to 3 times per week.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds at a time.

Distance: Less than 5 feet.

Height: Ground to waist level.

Description: Performs while retrieving and relocating a set of plans or file box.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

SIMPLE GRASPING

Average Frequency: 2 to 3 hours.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while handling paperwork, files, and plans, using a telephone, driving in conjunction with maneuvering a steering wheel, using a cart, during field inspections including using a measuring tape, camera or portable GPS unit, and performing other described job duties. Unilateral or bilateral hand use.

POWER GRASPING

Average Frequency: 1 to 3 times.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while retrieving and relocating a file box or a set of plans. Bilateral hand use.

FINE MANIPULATION

Average Frequency: 2 ½ to 3 hours.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A.

Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork and plans, pressing telephone buttons to make outgoing calls, operating

office equipment by pressing buttons, using writing utensils to complete paperwork, using a digital camera, a 10-key/adding machine calculator to compute calculations, using a portable GPS unit and performing other described job duties. Unilateral or bilateral hand use.

WEIGHTS AND MEASURES

- File box (full) – up to 30 lbs.
- Set of plans – up to 45 lbs

WORKING CONDITIONS

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee frequently required to talk or hear.
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.
- Occasionally exposed to outside weather conditions or works in confined spaces, where noise levels may be loud.
- Works in an office environment with controlled lighting and ventilation and moderate noise levels.
- This position may be required to wear personal protective equipment (PPE). The specific PPE required for the exposure will be listed in the Engineering Services Department standard operating procedures.

EMPLOYMENT CONDITIONS

Fair Labor Standards Act Classification:	Non-exempt
Collective Bargaining Representation Unit:	Professional & Technical
Pay Level:	PXXX
Job Specifications Approved by:	Board of Directors
Approval Date:	X/XX/23
Appointment and Removal Authority:	General Manager
Revision Approval Authority:	General Manager
Revision Date:	N/A

DELTA DIABLO SALARY RANGES (Effective May XX, 2023)
Section II - Professional & Technical Bargaining Unit

RANGE	CLASSIFICATIONS	Monthly Salary at Step Level				
		A	B	C	D	E
P 109	Administrative Assistant I	\$5,691.69	\$5,976.27	\$6,275.08	\$6,588.84	\$6,918.28
P 117	Administrative Assistant II	\$6,260.84	\$6,573.89	\$6,902.58	\$7,247.71	\$7,610.09
P 118	Account Clerk I	\$6,360.13	\$6,678.13	\$7,012.04	\$7,362.64	\$7,730.77
P 126	Administrative Assistant III, Account Clerk II	\$6,996.11	\$7,345.92	\$7,713.21	\$8,098.88	\$8,503.82
P 128	Human Resources Assistant	\$6,922.48	\$7,268.61	\$7,632.04	\$8,013.64	\$8,414.32
P 129	Laboratory Technician	\$7,408.91	\$7,779.35	\$8,168.32	\$8,576.73	\$9,005.57
P 130	Sr. Admin. Asst./Records Specialist	\$7,695.75	\$8,080.54	\$8,484.57	\$8,908.80	\$9,354.23
P 135	Accounting Technician	\$7,695.96	\$8,080.76	\$8,484.80	\$8,909.04	\$9,354.49
P 141	Engineering Technician	\$8,053.66	\$8,456.34	\$8,879.16	\$9,323.12	\$9,789.28
P 143	Accountant	\$8,466.47	\$8,889.80	\$9,334.29	\$9,801.00	\$10,291.05
P 145	Chemist I, Environ. Compliance Specialist I	\$8,520.21	\$8,946.22	\$9,393.54	\$9,863.21	\$10,356.37
P 146	Junior Engineer	\$8,539.81	\$8,966.80	\$9,415.14	\$9,885.90	\$10,380.19
P 147	Program Analyst I	\$8,932.07	\$9,378.68	\$9,847.61	\$10,339.99	\$10,856.99
P 148	Construction Inspector	\$8,564.29	\$8,992.51	\$9,442.13	\$9,914.24	\$10,409.95
P 152	Chemist II, Environ. Compliance Specialist II	\$9,372.33	\$9,840.94	\$10,332.99	\$10,849.64	\$11,392.12
P 153	Sr. Construction Inspector	\$9,420.73	\$9,891.76	\$10,386.35	\$10,905.67	\$11,450.95
P 154	Computer Analyst, Program Analyst II	\$9,825.28	\$10,316.54	\$10,832.37	\$11,373.99	\$11,942.69
P 156	Chemist III	\$9,840.95	\$10,333.00	\$10,849.65	\$11,392.13	\$11,961.74
P 158	Purchasing Supervisor	\$9,869.33	\$10,362.80	\$10,880.94	\$11,424.99	\$11,996.23
P 160	Recycled Water Program Coordinator	\$9,947.79	\$10,445.18	\$10,967.44	\$11,515.81	\$12,091.60
P 164	Assistant Engineer	\$10,533.36	\$11,060.03	\$11,613.03	\$12,193.68	\$12,803.37
P 165	Program Analyst III	\$10,807.82	\$11,348.21	\$11,915.62	\$12,511.40	\$13,136.97
P 170	Operations Supervisor, Maintenance Supervisor	\$11,688.95	\$12,273.40	\$12,887.07	\$13,531.42	\$14,207.99
P 176	Associate Engineer	\$12,215.49	\$12,826.27	\$13,467.58	\$14,140.96	\$14,848.01

Approved: _____ **Monica Wilson, Board Secretary** Date: _____

May 10, 2023

APPROVE PROJECT DESIGN; AWARD AND AUTHORIZE GENERAL MANAGER TO EXECUTE CONSTRUCTION SERVICES CONTRACT IN AN AMOUNT NOT TO EXCEED \$233,323, TCB INDUSTRIAL CONTRACTOR; AUTHORIZE GENERAL MANAGER TO APPROVE CONTRACT CHANGE ORDERS IN AN AMOUNT NOT TO EXCEED 10% OF CONTRACT AMOUNT; AND TAKE RELATED ACTIONS, RWF SAND PUMP PIPING REPLACEMENT, PROJECT NO. 22127

Recommendations

1. Approve the plans, specifications, and design for the RWF Sand Pump Piping Replacement Project (Project).
2. Award a Construction Services Contract for the Project to TCB Industrial Contractor (TCB), the lowest responsible bidder, in an amount not to exceed \$233,323.
3. Authorize the General Manager to approve construction contract change orders up to 10% of the contract amount (i.e., up to an additional \$23,332), for a total contract authorization of \$256,655 with TCB.
4. Direct that TCB present two good and sufficient surety bonds in the amount of \$233,323 and that the General Manager shall prepare the Construction Services Contract.
5. Authorize the General Manager to execute the Construction Services Contract after TCB has signed the contract and returned to it, together with the bonds, certificates of insurance, and other required documents, and after the General Manager or his designee has reviewed and found them to be sufficient.
6. Direct that, in accordance with the Project specifications and/or upon the execution of the contract by the General Manager, any bonds posted by the bidders be exonerated and any checks or cash submitted for bid security be returned.
7. Declare that, should the contract awarded to TCB be invalidated for any reason, the Board in any event would not have awarded the contract to the other bidder but instead would have exercised its discretion to reject all bids received. Nothing herein shall prevent the Board from awarding the contract to another bidder in cases where the successful bidder establishes a mistake, refuses to sign the contract, or fails to furnish required bonds of insurance (see Public Contract Code, Section 5100-5107).
8. Determine that the replacement of the RWF sand pump piping is categorically exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15302 (Replacement or Reconstruction) of the CEQA Guidelines, and direct the General Manager, or his designee, to file a CEQA Notice of Exemption (NOE) with the County Clerk-Recorder.

Background

The adopted FY22/23-FY26/27 Capital Improvement Program (CIP) includes the RWF Sand Pump Piping Replacement Project to replace corroded stainless steel microsand pump piping and associated valves and supports to ensure ongoing operational reliability. Staff initiated the project in fall 2022 and recently completed project design. The project was advertised for bids on March 23, 2023.

Analysis

Two bids were received for the project on May 3, 2023, as shown in Attachment 1. The low bid was submitted by TCB in the amount of \$233,323 which was \$53,323 (~23%) higher than the



Engineer's Estimate of \$180,000. According to the AACE International Cost Estimate Classification System, the Engineer's Estimate is normally expected to be within -10% to +15% of the submitted bids. Based on this industry standard, the bid submitted by TCB is considered outside of the range of industry acceptability. However, the second bid amount is approximately 39% higher than TCB's bid, which suggests that TCB's bid is competitive within the current bidding environment.

Staff has completed a detailed review of the submitted bid documents. Based on this review, the lowest responsive and responsible bidder, TCB, which submitted the lowest monetary bid, complied with the bid requirements, and is recommended for contract award.

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

It is also recommended that the Board determine the project is exempt from environmental review in accordance with CEQA under California Code of Regulations, Title 14, Section 15302, Class 2(c) – Replacement or Reconstruction of Existing Utility Systems and authorize the General Manager to file a NOE with the County Clerk-Recorder. The attached draft NOE further describes the justification for the exemption.

Financial Impact

The adopted Fiscal Year 2022/23 Budget includes appropriations of \$100,000 for the RWF Sand Pump Piping Replacement Project from the Recycle Water Capital Asset Replacement Fund. Sufficient funding is available in the current fiscal year for the planned expenditures. Staff plans to include an additional budget allocation of \$150,000, for a total project budget of \$250,000, in the upcoming 5-year CIP to account for construction and inspection activities.

Attachments

- 1) RWF Sand Pump Piping Replacement Project Bid Summary
- 2) Draft CEQA Notice of Exemption

Reviewed by: _____



Thanh Vo
Acting Engineering Services Director

cc: District File No. BRD.01-ACTS





**RWF SAND PUMP PIPING REPLACEMENT PROJECT
DELTA DIABLO PROJECT NO. 22127**

Bid Opening: May 3, 2023, 4:00 pm
Construction Cost Estimate: \$180,000 (Engineer's Estimate)

BID RESULTS

<u>BIDDER(S)</u>	<u>BID AMOUNT(S)</u>
<u>TCB Industrial Contractor ⁽¹⁾</u>	<u>\$233,323</u>
<u>Con-Quest Contractors, Inc.</u>	<u>\$325,000</u>

Notes:
⁽¹⁾ Apparent lowest responsive and responsible bidder.

NOTICE OF EXEMPTION

TO: County Clerk
County of Contra Costa
555 Escobar Street
Martinez, CA 94553

PROJECT APPLICANT: Vincent P. De Lange, General Manager _____
Delta Diablo, Local Public Agency Vincent P. De Lange, General Manager
2500 Pittsburg-Antioch Highway
Antioch, CA 94509-1373
Telephone: (925) 756-1900 Date

SUBJECT: FILING OF NOTICE OF EXEMPTION IN COMPLIANCE WITH PUBLIC RESOURCES CODE 21152

PROJECT TITLE: RWF SAND PUMP PIPING REPLACEMENT, PROJECT NO. 22127

DATE ON WHICH AGENCY APPROVED THE PROJECT: May 10, 2023

STATE CLEARINGHOUSE NUMBER: N/A

PROJECT LOCATION: District's Recycled Water Facility in Pittsburg, CA

PROJECT DESCRIPTION: The project primarily consists of replacing approximately 550 feet of stainless steel piping and associated valves and supports for the RWF sand pumps.

LEAD AGENCY APPROVING AND CARRYING OUT PROJECT: Delta Diablo

CONTACT PERSON: Stephen Cardiel, Associate Engineer, (925) 303-9444

EXEMPT STATUS: The Board of Directors of the District finds this project is categorically exempt from CEQA as a Class 2(c) Categorical Exemption under Public Resources Code Section 21084.

REASONS WHY PROJECT IS EXEMPT: The project consists of replacing or reconstructing existing facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced as allowed under CEQA Guidelines 15032, Class 2(c) and Public Resources Code 21084.

AFFIDAVIT OF POSTING

I declare that on _____, I received and posted this Notice as required by Public Resources Code 21152(c). It will remain posted for 30 days.

Signature

Title

May 10, 2023

REVIEW PROPOSED FY23/24-FY27/28 CAPITAL IMPROVEMENT PROGRAM (CIP) AND SET PUBLIC HEARING FOR JUNE 14, 2023, TO CONSIDER APPROVAL OF 5-YEAR CIP

Recommendations

- 1) Review Proposed Fiscal Year 2023/2024-2027/2028 (FY23/24-FY27/28) Capital Improvement Program (CIP).
- 2) Set Public Hearing for June 14, 2023 at 5:30 p.m. to consider approval of the FY23/24-FY27/28 CIP.

Background Information

Staff has developed a new 5-year CIP for FY23/24-FY27/28 to guide planning, design, construction, and financing of prioritized capital projects in the District's wastewater collection, conveyance, and treatment systems, and recycled water system. These critical projects are necessary to ensure the continued effective and reliable operation of existing infrastructure, address future service needs, and meet current and future regulatory requirements. Staff prepares an updated 5-year CIP each year to reflect current priorities, address new project needs, and adjust estimated project costs and implementation schedules. In addition, this process assists in identifying long-term financial and resource needs, and budget appropriations required to support project implementation at the start of each fiscal year.

As presented to the Board on March 8, 2023, the District has experienced significant delays to several major capital projects, which has impacted future cash flow needs and timing and resulted in a staff recommendation to not increase Sewer Service Charges (SSCs) in FY23/24 (i.e., maintain SSCs at same level as in FY22/23). Based on the updated District financial plan, which incorporated the proposed 5-year CIP and FY23/24 Operating Budget, staff has confirmed no SSC increase is required for FY23/24. The preliminary CIP was presented to the Finance Committee on April 26, 2023, which recommended that the proposed CIP be presented to the Board for consideration at the May 10, 2023 Board Meeting.

Supporting documentation used during CIP development includes city and county General Plans, city collection system master plans, and detailed master plans prepared by the District for its wastewater treatment, recycled water, and conveyance system facilities. The District completed a Conveyance System Master Plan update in April 2010, a Recycled Water Master Plan in August 2013, and a Resource Recovery Facility Master Plan (RRFMP) in December 2022.

Recommendations

The proposed FY23/24-FY27/28 CIP includes approximately \$138.7 million in prioritized capital improvements. As reported at the March 8, 2023 Board Meeting, staff has incorporated changes to existing projects, as well as new regulatory requirements, in developing the proposed 5-year CIP. Key CIP highlights include the following:



Secondary Process Improvements Project: The District has identified a \$60 million project to address a significant regulatory compliance vulnerability associated with potential loss of critical infrastructure and associated treatment capacity, ensure compatibility with long-term nutrient management plant upgrades, and accommodate growth in the District's service area through 2040. This project was established as part of the RRFMP to address aging infrastructure needs (i.e., tower trickling filters) and future service area growth. Delayed initiation of this project provides the District with an opportunity to engage with regulators and the scientific community via the Bay Area Clean Water Agencies (BACWA) to understand potential impacts associated with likely accelerated implementation of nutrient limits in future NPDES permits for WWTPs as a result of algal blooms in San Francisco Bay (beginning in late July 2022 through mid-September 2022). In response, the scope of the Secondary Process Improvements Project will now include an evaluation of intermediate, cost-effective treatment process upgrades that could reduce nutrient loading in the District's WWTP effluent by approximately 10-15% (or greater). While the estimated CIP total cost remains relatively unchanged from the previous 5-year CIP, staff has adjusted the timing of cash flow needs based on delays in initiating pre-design and design activities with the bulk of the \$60 million cost now occurring in FY24/25-FY26/27.

Antioch Pump Station and Conveyance System Improvements Project: Implementation of this \$18.5 million project has been delayed by approximately two years as staff completed significant planning and predesign efforts to determine the most effective project approach to address future force main pipe alignments and major changes to pump station configuration.

Cogeneration System Improvements Project: At the November 9, 2022 Board Meeting, staff highlighted the District's focus on expanding biogas utilization, pursuing federal tax credits under the Inflation Reduction Act (approximately 30% of capital cost). At the February 9, 2023 Board Meeting, a consultant contract was awarded for design services with an accelerated project schedule to meet the Inflation Reduction Act requirement that the project must be in construction by December 31, 2024. While the project construction cost is currently estimated to be approximately \$10 million, the proposed 5-year CIP includes \$6.7 million in cash flows and assumes the project will qualify for federal tax credit funding. Staff may request additional budget appropriations in future CIPs once actual construction cost is determined in summer 2024.

Addressing New Infrastructure Needs: The proposed 5-year CIP includes ten new projects totaling \$6.0 million, including \$2.0 million for the Manhole, Gravity Interceptor, and Easement Road Improvements Phase 2 Project and \$0.7 million for the Conveyance System Assessment Project to address infrastructure renewal needs.

Investing in Existing Wastewater Infrastructure Renewal: Approximately 78% of the CIP is allocated to support rehabilitation and/or replacement of existing critical wastewater infrastructure, including Antioch Pump Station and Conveyance System Improvements (\$17.5 million), Cogeneration System Improvements (\$6.7 million), Willow Pass Interceptor Improvements (\$3.0 million), and Manhole, Gravity Interceptor, and Easement Road Improvements Phase 1 (\$1.5 million).

Ensuring Integrity of Bay Point Collection System: The District owns and operates 43 miles of gravity sewers in Bay Point. The CIP includes \$3.9 million to support inspection, repair, and rehabilitation of prioritized segments over the next five years.

Planning for the Future: The proposed 5-year CIP includes \$1.8 million for various master planning efforts to identify near- and long-term strategies, needs, and priorities associated with specific focus area, including recycled water (\$0.3 million FY23/24), biosolids management



(\$0.4 million in FY24/25), electrical systems (\$0.3 million in FY25/26), and supervisory control and data acquisition (SCADA) systems (\$0.5 million in FY26/27).

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

Table 1 – Proposed FY23/24-FY27/28 CIP Totals by Major District Fund

Fund	5-year CIP Total (\$M)	% of 5-Year CIP Total
Wastewater		
Capital Asset	2.0	1.4
Capital Asset Replacement	107.5	77.5
Expansion	13.1	9.4
Advanced Treatment	4.2	3.0
Recycled Water		
Capital Asset	1.4	1.1
Capital Asset Replacement	4.8	3.5
Expansion	0.2	0.1
Bay Point Collection	5.1	3.7
Household Hazardous Waste	0.4	0.3
Total	\$138.7M	100%

The proposed 5-year CIP includes information regarding the location, scope, schedule, budget, risk, financing needs, and other information to adequately justify the need for capital projects. During development of the CIP, staff coordinated with planning agencies in the District’s service area (i.e., the cities of Antioch and Pittsburg, and Contra Costa County) to ensure that recommended projects in the CIP are consistent with the respective agency’s applicable specific and general plans. Staff used previously developed District planning documents to determine the recommended timing, scope, and budget for projects in the CIP. In accordance with the District’s CIP development process, the CIP shall be adopted by, and shall be annually reviewed and revised by, resolution of the Board, following issuance of a notice of public hearing. Notice of the hearing will be given in accordance with Government Code Section 65090. The final CIP will be presented for approval at the same time the FY23/24 Budget is presented for approval. Following the Board’s adoption of the CIP, staff will provide copies of the approved CIP to the planning agencies in the District’s service area and update the District’s website to describe priority projects. Staff anticipates presenting the final CIP for consideration at the June 14, 2023 Board Meeting.

Financial Impact

The proposed FY23/24-FY27/28 CIP includes approximately \$138.7 million in capital investment needs. Although staff is recommending that the majority of the District’s capital spending be cash funded to provide the highest overall value to the District’s customers, the District’s current financial plan includes an assumption of \$30 million in debt financing for the \$60 million Secondary Process Improvements Project. The proposed CIP has been incorporated into the current FY23/24 SSC analysis, which would maintain SSCs at the same level as in FY22/23 and provide sufficient funding to support planned capital expenditures in FY23/24.



Attachment

FY23/24-FY27/28 CIP Program Summary

Prepared by:  _____

Thanh Vo
Acting Engineering Services Director

cc: District File BRD.01-ACTS



**DELTA DIABLO 5-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2023/2024-2027/2028
PROGRAM SUMMARY**

Project Name	Project No.	Lead Dept.	Total Approved Budget	Approved Budget FY22/23	FY23/24		FY24/25		FY25/26		FY26/27		FY27/28		5-Year Total Budget	5-Year Total Cashflow	
					Estimated Budget	Estimated Cashflow	Estimated Budget	Estimated Cashflow	Estimated Budget	Estimated Cashflow	Estimated Budget	Estimated Cashflow	Estimated Budget	Estimated Cashflow			
Wastewater Capital Asset (Fund 120)																	
Asset Management Program	19109	ES	\$ 750,000	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	
Conveyance and Treatment Systems Reliability Improvements	23107	RRS	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	\$ 250,000	
RWF & TP Intertie	TBA	ES										\$ 300,000	\$ 300,000	\$ 1,200,000	\$ 1,200,000		
Wastewater Capital Asset Replacement (Fund 130)																	
Treatment Plant Switchgear Replacement	17120	ES	\$ 12,201,305	\$ 5,000,000	\$ -	\$ 1,633,043	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,633,043	
Treatment Plant Roadway Maintenance Project	18115	ES	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 750,000	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	
Emergency Retention Basin Improvements	19110	ES	\$ 500,000	\$ 500,000	\$ -	\$ 250,000	\$ 500,000	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 1,000,000	
Triangle Pump Station and Force Main Replacement	19111	ES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	
Aboveground Fuel Storage Tank Rehabilitation	20113	ES	\$ 200,000	\$ 100,000	\$ 200,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 400,000	
Pump Station Grinder Replacements	20115	ES	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 200,000	\$ 200,000	
PFM 2401 Dresser Coupling Removal & ARV2001 Repair	21116	ES	\$ -	\$ -	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000	
Remove Sites Connectivity Improvements	21117	IT	\$ 100,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Digester Nos. 1-2 Cleaning and Repair	21118	RRS	\$ 150,000	\$ -	\$ 250,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 350,000	
Small District Capital Asset Project	22100	ES	\$ 25,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	\$ 250,000	
Cogen System Improvements	22114	ES	\$ 350,000	\$ 100,000	\$ 1,500,000	\$ 1,600,000	\$ 4,000,000	\$ 4,000,000	\$ 1,050,000	\$ 1,050,000	\$ -	\$ -	\$ -	\$ -	\$ 6,550,000	\$ 6,650,000	
Dewat Boiler Replacement	22118	ES	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Vector Decant Facility	22121	ES	\$ 100,000	\$ -	\$ -	\$ -	\$ 200,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 300,000	
CCT Analyzer Building Improvements	22123	ES	\$ 100,000	\$ -	\$ 300,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 350,000	
Cathodic Protection Monitoring Program	22124	ES	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 150,000	\$ 150,000	
Manhole Performance Monitoring Program	22125	ES	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 150,000	\$ 150,000	
Unanticipated WW Treatment & Conveyance Infrastructure Repairs	23109	ES	\$ 750,000	\$ 750,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,500,000	\$ 2,500,000	
Lab Equipment Replacement	23110	RRS	\$ 25,000	\$ 25,000	\$ 125,000	\$ 125,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 225,000	\$ 225,000	
IT Equipment Replacement	23111	BS	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 400,000	\$ 400,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 600,000	\$ 600,000	
Vehicle Replacements	23113	RRS	\$ 281,635	\$ 150,000	\$ 450,000	\$ 450,000	\$ 350,000	\$ 350,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,250,000	\$ 1,250,000	
Dewat Polymer Separation	23114	RRS	\$ 160,000	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000	
Willow Pass Interceptor Repair	23118	ES	\$ 300,000	\$ 300,000	\$ 300,000	\$ 500,000	\$ 2,500,000	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,800,000	\$ 3,000,000	
Pump Station Facilities Repair	80008	ES	\$ 14,500,000	\$ 181,086	\$ -	\$ 399,820	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 399,820	
Treatment Plant Outfall Pipeline Cleaning & Inspection	TBA	ES	\$ -	\$ -	\$ 600,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000	
Conveyance System Assessment (New)	TBA	ES	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 700,000	\$ 700,000	
CCT Assessment and Repair (New)	TBA	ES	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	
Biosolids Management Master Plan	TBA	ES					\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	
Electrical System Master Plan	TBA	ES					\$ -	\$ -	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	
Arc Flash Study	TBA	ES					\$ -	\$ -	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	
SCADA Master Plan Update	TBA	ES					\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ 500,000	\$ 500,000	
Primary Clarifier Nos. 1 - 4 Coating	TBA	ES					\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 1,400,000	\$ 1,400,000	
Primary Clarifiers Controls System Improvements	TBA	ES					\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	
Tower Mixing Chamber and Overflow Structure Rehabilitation	TBA	ES					\$ 600,000	\$ 600,000	\$ 900,000	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	
RAS Pump Rehabilitation	TBA	ES					\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ 300,000	\$ 300,000	
Digester No. 3 Cleaning & Repair	TBA	ES					\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	
Secondary Clarifier Area Improvements	TBA	ES					\$ 350,000	\$ 350,000	\$ 650,000	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	
Treatment Plant Structural Assessment & Rehabilitation	TBA	ES					\$ 250,000	\$ 250,000	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ 700,000	
Gravity Belt Thickener Improvements	TBA	ES					\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ 1,300,000	\$ 1,300,000	
WAS Pump Station Rehabilitation	TBA	ES					\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	
RAS Meter Pit Improvements	TBA	ES					\$ -	\$ -	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	
Chemical Canopy Rehabilitation	TBA	ES					\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ 800,000	\$ -	\$ -	\$ 800,000	\$ 800,000	
FEB Slide Gate Replacements	TBA	ES					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	
Condition Assessment of Treatment Plant Underground Piping	TBA	ES					\$ -	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	
Operational Improvements at Aeration Basins	TBA	ES					\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 400,000	\$ 400,000	
Sanitary Drain PS Rehabilitation	TBA	ES					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	
Centrifuge Platform Area Improvements	TBA	ES					\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	\$ 2,000,000	\$ 2,000,000	\$ 3,500,000	\$ 3,500,000	
Improvements at Secondary Effluent Feed to RWF	TBA	ES					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	
CCT Sluice Gates & Chemical Mixer Replacements	TBA	RRS					\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 1,100,000	\$ 1,100,000	\$ 1,500,000	\$ 1,500,000	
POC HVAC System Replacement (New)	TBA	ES					\$ 500,000	\$ 500,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000	\$ 900,000	
Ops Control Room Improvements (New)	TBA	ES					\$ -	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	
Broadway Diversion Facility Water Service Replacement (New)	TBA	ES					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	
PPS Slide Gate & Wetwell Ventilation Improvements (New)	TBA	ES					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	
Portable Generator Procurement (New)	TBA	ES					\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	
Electric Vehicle Charging Stations (New)	TBA	ES					\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	
<i>See Multi-Fund Projects for additional projects with WW CAR funding</i>																	
Wastewater Expansion (Fund 140)																	
<i>See Multi-Fund Projects for additional projects with WW Exp funding</i>																	
Advanced Treatment (Fund 125)																	
Nutrient Technology Research and Innovation	TBA	ES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 500,000	\$ 500,000
<i>See Multi-Fund Projects for additional projects with AT funding</i>																	

**DELTA DIABLO 5-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2023/204-2027/2028
PROGRAM SUMMARY**

Project Name	Project No.	Lead Dept.	Total Approved Budget	Approved Budget FY22/23	FY23/24		FY24/25		FY25/26		FY26/27		FY27/28		5-Year Total Budget	5-Year Total Cashflow	
					Estimated Budget	Estimated Cashflow	Estimated Budget	Estimated Cashflow	Estimated Budget	Estimated Cashflow	Estimated Budget	Estimated Cashflow	Estimated Budget	Estimated Cashflow			
Recycled Water Capital Asset (Fund 220)																	
Small RWF Capital Asset Project	23103	ES	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	\$ 250,000	
RWF IPS, Process Line Modification, and Blowdown	TBA	ES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000	\$ 1,100,000	
TP Flow Equalization Improvements - ESB	TBA	ES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	
<i>See Multi-Fund Projects for additional projects with RW CA funding</i>																	
Recycled Water Capital Asset Replacement (Fund 230)																	
RWF Sand Pump Piping Replacement	22127	RRS	\$ 100,000	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	
Unanticipated Recycled Water Infrastructure Repairs	23104	RRS	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 500,000	
RWF Sand Filter Coupling & Safety Improvements (New)	TBA	ES	\$ -	\$ -	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000	
Recycled Water Distribution System Improvements	TBA	ES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000	
DEC and CCT Valves Replacement	TBA	ES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000	
DEC Storage Tank Rehabilitation	TBA	ES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	
Sand Filter and Filter Cover Improvements	TBA	ES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000	\$ 1,100,000	
DEC Tank Isolation Valves Replacement	TBA	ES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	
RWF Clarifier Liner Rehabilitation	TBA	ES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	
Recycled Water Expansion (Fund 240)																	
Recycled Water Distribution System Expansion	18110	ES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	
Bay Point Collection (Fund 520)																	
Bay Point Collection System Point Repairs	23119	ES	\$ 150,000	\$ 150,000	\$ 250,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 300,000	
Unanticipated Bay Point Repairs	23106	ES	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 500,000	
Bay Point Overlay Manhole Adjustments	20116	ES	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	
Bay Point Sewer Repairs - Phase 5	TBA	ES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000		
<i>See Multi-Fund Projects for additional projects with BP Coll funding</i>																	
Household Hazardous Waste (Fund 310)																	
Household Hazardous Waste Improvements	23105	ES	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 300,000	\$ 300,000	\$ 400,000	\$ 400,000
Split Funding																	
Antioch Pump Station and Conveyance System Improvements	20121	ES	\$ 1,050,000	\$ 300,000	\$ 300,000	\$ 400,000	\$ 1,000,000	\$ 1,000,000	\$ 3,000,000	\$ 3,000,000	\$ 7,000,000	\$ 7,000,000	\$ 6,050,000	\$ 6,050,000	\$ 17,350,000	\$ 17,450,000	
Wastewater Capital Asset Replacement (80%)			\$ 840,000	\$ 240,000	\$ 240,000	\$ 320,000	\$ 800,000	\$ 800,000	\$ 2,400,000	\$ 2,400,000	\$ 5,600,000	\$ 5,600,000	\$ 4,840,000	\$ 4,840,000	\$ 13,880,000	\$ 13,960,000	
Wastewater Expansion (20%)			\$ 210,000	\$ 60,000	\$ 60,000	\$ 80,000	\$ 200,000	\$ 200,000	\$ 600,000	\$ 600,000	\$ 1,400,000	\$ 1,400,000	\$ 1,210,000	\$ 1,210,000	\$ 3,470,000	\$ 3,490,000	
Site Security Improvements	21113	ES	\$ 236,503	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Wastewater Capital Asset Replacement (70%)			\$ 165,552	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Bay Point Collection (20%)			\$ 47,301	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Household Hazardous Waste (10%)			\$ 23,650	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Manhole, Gravity Interceptor, and Easement Road Improvements, Phase 1	21114	ES	\$ 1,500,000	\$ 500,000	\$ 3,000,000	\$ 3,921,010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000	\$ 3,921,010	
Wastewater Capital Asset Replacement (70%)			\$ 1,050,000	\$ 350,000	\$ 2,100,000	\$ 2,744,707	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,100,000	\$ 2,744,707	
Bay Point Collection (30%)			\$ 450,000	\$ 150,000	\$ 900,000	\$ 1,176,303	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900,000	\$ 1,176,303	
Manhole, Gravity Interceptor, and Easement Road Improvements, Phase 2 (New)	TBA	ES	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000	
Wastewater Capital Asset Replacement (70%)			\$ -	\$ -	\$ 350,000	\$ 350,000	\$ 1,050,000	\$ 1,050,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000	\$ 1,400,000	
Bay Point Collection (30%)			\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000	
Secondary Process Improvements	22126	ES	\$ 500,000	\$ 500,000	\$ 600,000	\$ 1,000,000	\$ 9,000,000	\$ 9,000,000	\$ 25,000,000	\$ 25,000,000	\$ 24,500,000	\$ 24,900,000	\$ -	\$ -	\$ 59,100,000	\$ 59,900,000	
Wastewater Capital Asset Replacement (78%)			\$ 390,000	\$ 390,000	\$ 468,000	\$ 780,000	\$ 7,020,000	\$ 7,020,000	\$ 19,500,000	\$ 19,500,000	\$ 19,110,000	\$ 19,422,000	\$ -	\$ -	\$ 46,098,000	\$ 46,722,000	
Wastewater Expansion (18%)			\$ 80,000	\$ 80,000	\$ 96,000	\$ 160,000	\$ 1,440,000	\$ 1,440,000	\$ 4,000,000	\$ 4,000,000	\$ 3,920,000	\$ 3,984,000	\$ -	\$ -	\$ 9,456,000	\$ 9,584,000	
Advanced Treatment (6%)			\$ 30,000	\$ 30,000	\$ 36,000	\$ 60,000	\$ 540,000	\$ 540,000	\$ 1,500,000	\$ 1,500,000	\$ 1,470,000	\$ 1,494,000	\$ -	\$ -	\$ 3,546,000	\$ 3,594,000	
RWF Condition Facility Assessment & Master Plan Update	TBA	ES	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	
Advanced Treatment (50%)			\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	
Recycled Water Capital Asset (50%)			\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	
All Funds Total			\$ 46,287,348	\$ 11,791,086	\$ 11,800,000	\$ 16,363,873	\$ 23,500,000	\$ 23,850,000	\$ 36,350,000	\$ 36,350,000	\$ 40,750,000	\$ 41,150,000	\$ 21,025,000	\$ 21,025,000	\$ 133,425,000	\$ 138,738,873	
Wastewater Capital Asset Fund Total			\$ 800,000	\$ 50,000	\$ 300,000	\$ 300,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 350,000	\$ 350,000	\$ 1,250,000	\$ 1,250,000	\$ 2,000,000	\$ 2,000,000	
Wastewater Capital Asset Replacement Fund Total			\$ 44,121,397	\$ 10,981,086	\$ 8,933,000	\$ 13,062,570	\$ 20,445,000	\$ 20,795,000	\$ 29,925,000	\$ 29,925,000	\$ 31,635,000	\$ 31,947,000	\$ 11,215,000	\$ 11,215,000	\$ 102,153,000	\$ 106,944,570	
Wastewater Expansion Fund Total			\$ 290,000	\$ 140,000	\$ 156,000	\$ 240,000	\$ 1,640,000	\$ 1,640,000	\$ 4,600,000	\$ 4,600,000	\$ 5,320,000	\$ 5,384,000	\$ 1,210,000	\$ 1,210,000	\$ 12,926,000	\$ 13,074,000	
Advanced Treatment Fund Total			\$ 30,000	\$ 30,000	\$ 186,000	\$ 210,000	\$ 540,000	\$ 540,000	\$ 1,500,000	\$ 1,500,000	\$ 1,720,000	\$ 1,744,000	\$ 250,000	\$ 250,000	\$ 4,196,000	\$ 4,244,000	
Recycled Water Capital Asset Fund Total			\$ 50,000	\$ 50,000	\$ 200,000	\$ 200,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	\$ 300,000	\$ 1,100,000	\$ 1,100,000	\$ 1,700,000	\$ 1,700,000	
Recycled Water Capital Asset Replacement Fund Total			\$ 200,000	\$ 100,000	\$ 600,000	\$ 600,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 1,300,000	\$ 1,300,000	\$ 2,400,000	\$ 2,400,000	\$ 4,500,000	\$ 4,500,000	
Recycled Water Expansion Fund Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	
Bay Point Collections Fund Total			\$ 747,301	\$ 410,000	\$ 1,400,000	\$ 1,728,303	\$ 650,000	\$ 650,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 3,100,000	\$ 3,100,000	\$ 5,350,000	\$ 5,676,303	
Household Hazardous Waste Fund Total			\$ 48,650	\$ 30,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 300,000	\$ 300,000	\$ 400,000	\$ 400,000	

May 10, 2023

RECEIVE REPORT ON KEY ASSUMPTIONS FOR PROPOSED FY23/24 OPERATING BUDGET

Recommendations

Receive a report on key assumptions for the proposed Fiscal Year 2023/2024 (FY23/24) Operating Budget.

Background Information

Following critical review of operating budget adjustment needs and opportunities, staff has developed a proposed FY23/24 Operating Budget. This critical review directly supports the District's focus on long-term financial sustainability and effective stewardship of limited ratepayer funds in operating the District's wastewater collection, conveyance, and treatment systems; recycled water system; household hazardous waste collection facility; and street sweeping services program.

On April 26, 2023, staff presented the key assumptions for the FY23/24 Operating Budget to the Finance Committee, which recommended that this item be submitted to the Board for review on May 10, 2023. Following receipt of Board comments on key assumptions for the single-year FY23/24 Operating Budget and the proposed 5-year Capital Improvement Program, staff intends to present the proposed FY23/24 Budget, which will include estimated revenues, operating expenses, and capital expenditures for Board consideration and approval in June 2023. In support of future financial planning considerations, the FY23/24 Budget will include an estimate of the FY24/25 Budget; however, staff will not be requesting the Board to appropriate associated funding until June 2024.

Analysis

The proposed FY23/24 Operating Budget totals \$32.5 million, which represents a \$0.8 million increase (3.0%) relative to FY22/23 (\$31.7 million). This section highlights major cost categories in the FY23/24 Operating Budget, including salaries and benefits, chemicals, utilities, office and operating, and outside services. The District anticipates that it will continue to experience progressive increases in annual operating costs in future years due to escalations in labor, chemicals, energy, materials, supplies, equipment, hauling, and services costs, as well as increasingly more stringent regulatory requirements and has incorporated these cost increases in financial planning activities.

Salaries and Benefits (\$17.5 million): This category represents approximately 54% of the District's FY23/24 Operating Budget.

- § Cost-of-Living Adjustment (COLA): An annual COLA is specified in the memoranda of understanding (MOUs) for each of the District's three bargaining units. The MOUs specify that the District will adjust salaries for the first full pay period after July 1 each year, from a minimum of 2.0% up to 5.0% based on the April-to-April change in the Consumer Price Index (CPI), San Francisco/Bay Area Wage Earners and is estimated to



be 5.0% based on current financial conditions. The actual percentage will be available in May 2023 and the associated labor cost increase will be included in the proposed FY23/24 Operating Budget for Board consideration in June 2023.

- § Position Changes: A total of 81.5 full-time equivalent (FTE) positions, including 4.5 FTEs for part-time positions, are budgeted for FY23/24. This represents an increase of 4.0 FTEs from FY22/23, which includes an additional Junior/Assistant/Associate Engineer, a Laboratory Management Professional/Retired Annuitant, a second Operations Supervisor, and three interns in the Operations and Maintenance Divisions associated with the District's participation in the BAYWORK "stackable" internship program. As highlighted at the April 12, 2023 Board Meeting, staff intends to implement a number of additional modifications to existing positions that do not result in a net increase to total funded positions.
- § Anticipated Salaries and Benefit Savings: Based on an assessment of anticipated vacancies and associated recruitment periods in FY23/24, staff has incorporated a labor cost savings of approximately \$1.0 million in the proposed FY23/24 Operating Budget.
- § Medical Insurance: Annual medical insurance premium costs have decreased by 6%. Although the price of medical insurance premiums has increased by 10%, the District has experienced cost savings due to changes in medical benefit elections by employees and the decrease in the District's required medical coverage benefit in the three bargaining unit MOUs. The cost of other health benefits— vision, Employee Assistance Program, dental, and life insurance—are not expected to increase significantly.
- § California Public Employees' Retirement System (CalPERS) Funding: In November 2011, the Board adopted CalPERS Tier 2 (2.0% at age 55), which applies to employees hired between July 1, 2012 and December 31, 2012, or hired on or after January 1, 2013, as a member of a qualified public pension plan (e.g., CalPERS, Contra Costa County Employee Retirement Plan, etc.). Prior to July 1, 2012, 100% of all employees were enrolled in CalPERS Tier 1 (2.7% at age 55). In addition, the Public Employees' Pension Reform Act of 2013 (PEPRA), effective January 1, 2013, established Tier 3 (2.0% at age 62), which applied to employees hired on or after January 1, 2013, who are not members of a qualified public pension plan.
- In FY23/24, 72% of all employees are assumed to be in either Tier 2 or Tier 3, compared to 68% in FY22/23. Because new hires are no longer eligible to become members of Tier 1, the District receives ongoing savings as employees leave the District and vacant positions are filled at Tiers 2 and 3. The District assumes that new journey-level, professional, and management hires will be in Tier 2, because it is probable that they would have been a CalPERS or a reciprocal plan member. The District assumes that new entry-level hires will be in Tier 3, because it is less likely that these hires would have been CalPERS or a reciprocal plan member. In addition to the lower employer-paid contributions into CalPERS, all new hires pay their full employee contributions into CalPERS.
- § CalPERS Pension Unfunded Liability Contribution: This cost is budgeted at \$1.5 million, which is a decrease of approximately \$0.1 million from FY22/23.
- § Contra Costa County Retirees' Association (CCCERA) Funding: In July 2014, the Board established Contributed Benefit Savings funding levels of 3.75% of salaries to maintain the integrity of the CCCERA plan for District retirees and employees who remained in the CCCERA system after the District transitioned from the CCCERA pension plan to



CalPERS in July 2014. Based on a recent actuarial valuation, the District has incorporated an annual reduction of approximately \$0.5 million in contribution requirements for FY23/24 and FY24/25.

- § OPEB Trust Fund Annual Funding: The Board's adopted OPEB Trust Funding Policy states the intent to fund the District's Actuarially Determined Contribution (ADC) within 30 years, which the District has done each year since the OPEB Trust Fund was established in February 2010. District employees hired prior to the effective dates of the current bargaining unit MOUs pay 3.0% of base salaries into the trust and the District budgets the required 3.0% match for these employees, as well as actual retiree medical costs which are deposited into the OPEB Trust Fund. The FY23/24 Operating Budget includes an ADC of \$0.4 million and will be evaluated in accordance with the OPEB Trust Funding Policy after receipt of audited financial statements for FY22/23.
- § Retiree Health Savings (RHS) Accounts: The District provides all employees with RHS accounts and provides contributions based on an employee's date of hire and specified amounts in the three bargaining unit MOUs. Employees may withdraw funds from the RHS accounts upon separation from District. The total FY23/24 budgeted amount for RHS account contributions is \$0.4 million.
- § Public Agency Retirement Services (PARS) Funding: The FY23/24 Operating Budget includes a one-time payment of \$0.1 million to PARS. The PARS Trust account was established to pre-fund both CalPERS pension obligations and/or OPEB obligations. The additional funds in PARS will provide funding to mitigate future rate revenue required for projected sharp increases in pension or OPEB costs due to decreases in discount rates, an accelerated amortization schedule, and/or investment losses.

Chemicals (\$3.0 million): This cost is approximately 9% of the FY23/24 Operating Budget, and includes \$1.6 million for Wastewater and \$1.4 million for Recycled Water. The District participates in the Bay Area Chemical Consortium (BACC), which administers an annual bidding process for water and wastewater treatment chemicals, to leverage purchasing power among the members and receive cost-effective bids. Although this approach allows the District to benefit from competitive prices, current market conditions (including disruption in production activities and supply chain challenges) have resulted in significant increases in chemical unit costs. Staff continues to refine total annual chemical usage estimates, while working to optimize chemical consumption, to partially offset the impact of higher chemical supply costs. The Chemicals budget increased by \$0.8 million (+36%) to \$3.0 million in FY23/24 from \$2.2 million in FY22/23, which is driven largely by an increase of \$0.6 million in sodium hypochlorite (+104% unit price increase).

Utilities (\$2.8 million): This category represents approximately 9% of the FY23/24 Operating Budget. The budget increased \$0.2 million (9%) due to increased natural gas supply costs and expected increases in wastewater conveyance system pumping costs.

Office and Operating (\$4.1 million): This category represents approximately 12% of the FY23/24 Operating Budget. The budget increased 20% (\$0.7 million) due to expected increases in general insurance premiums, hauling services (include biosolids hauling which accounts for approximately half of the budget increase), and technology systems and applications. Staff training and professional development budget allowances have been augmented to support the District's strategic focus on workforce development.



Outside Services (\$4.5 million): This category represents approximately 14% of the FY23/24 Operating Budget and is relatively unchanged compared to FY22/23. This category includes \$1.1 million for professional services to support organizational improvement and business processes, \$1.7 million for Street Sweeping and Household Hazardous Waste program services, and \$1.7 million for temporary and other services such as legal, facilities, and maintenance.

Other (\$0.6 million): This category represents 2% of the FY23/24 Operating Budget and includes a contingency allowance of \$0.3 million and accounts for transfers to other District funds.

Financial Impact

The proposed FY23/24 Operating Budget totals \$32.5 million, which represents a \$0.8 million increase (+3.0%) relative to FY22/23 (\$31.7 million). The proposed FY23/24 Operating Budget assumptions help ensure the District is recovering its operating expenses, while also highlighting efforts to implement budget adjustment strategies that support long-term financial sustainability and responsible stewardship of limited ratepayer funds. At the March 8, 2023 meeting, staff informed the Board that no increases to Sewer Service Charges (SSCs) are likely to be required for FY23/24 (i.e., SSCs may be maintained at the same level as in FY22/23). Based on the proposed 5-year Capital Improvement Program and FY23/24 Operating Budget, staff has updated the District's financial plan and confirmed no SSC increase is required.

Attachments - None.

Reviewed by:



Brian Thomas

Acting Business Services Director/District Engineer

cc: District File No. BRD.01-ACTS



May 10, 2023

APPROVE FY23/24 CLASSIFICATION CONTROL PLAN

Recommendation

Approve Fiscal Year 2023/2024 (FY23/24) Classification Control Plan.

Background Information

As part of the upcoming FY23/24 Budget development process, staff has prepared a proposed FY23/24 Classification Control Plan, which summarizes Board-approved classifications, staffing levels, and associated position funding plans for the upcoming fiscal year. Following annual review of organizational needs and associated staffing adjustments, staff would submit updated versions for Board consideration in support of the annual budget development and approval process. The Classification Control Plan is intended to serve as a concise reference document that supports effective internal communications and the Workforce Development goal in the District's Strategic Plan (dated August 2021) by clearly presenting the maximum number of approved positions by classification (or combinations of classifications), highlighting promotional opportunities and career pathways, and noting succession planning efforts.

The proposed FY23/24 Classification Control Plan was presented to the Personnel Committee on May 3, 2023, which recommended submitting this item to the Board for consideration at the May 10, 2023 Board Meeting.

Analysis

As presented at the April 12, 2023 Board Meeting, staff has incorporated a suite of proposed staffing changes to better meet organizational needs in the Operations, Maintenance, Engineering, and Information Technology divisions. Most of these changes include conversion of existing positions with incremental cost differentials with several changes pending future Board consideration and approval, as highlighted below.

- § Adding second Operations Supervisor to address succession planning, supervisory span of control needs
- § Creating new Electrical Maintenance Supervisor position to provide technical leadership, address supervisory span of control (subject to future Board approval, not filling Maintenance Planner/Scheduler position)
- § Adding a sixth Junior/Assistant/Associate Engineer position to support capital project delivery needs
- § Creating new Senior Construction Inspector position to address recruitment challenges for Construction Inspector position (subject to future Board approval, not filling Construction Inspector position)
- § Creating new System Administrator position to expand information technology staff capabilities (subject to future Board approval, not filling Computer Analyst position)



- § Adding a fourth Electrical/Instrumentation Technician I/II position (not filling Control Systems Specialist position)
- § Filling a Collection System Worker III position to provide a promotional opportunity (not backfilling Collection System Worker II position)

A total of 81.5 full-time equivalent (FTE) positions, including 4.5 FTEs for part-time positions, are included in the proposed FY23/24 Operating Budget. This represents an increase of 4.0 FTEs from FY22/23, which includes the additional Junior/Assistant/Associate Engineer, a Laboratory Management Professional/Retired Annuitant, the second Operations Supervisor, and three BAYWORK “stackable” intern positions in the Operations and Maintenance divisions.

The District engaged with its three bargaining units on the proposed FY23/24 Classification Control Plan, which did not result in identification of any significant impacts; however, one correction was made to the draft plan to reflect that the Operator-in-Training, Operator I, Operator II, *and* Operator III positions are flexibly staffed (up to stated maximum numbers).

Financial Impact

Sufficient funding is included in the proposed FY23/24 Operating Budget to support the position funding needs included in the FY23/24 Classification Control Plan.

Attachment

Proposed FY23/24 Classification Control Plan

Reviewed by:



Brian Thomas

Acting Business Services Director/District Engineer



Delta Diablo FY23/24 Classification Control Plan

Classifications by Department/Division	No. of Controlled Positions	Funded in FY23/24	FY23/24 Staffing Plan Comments
GENERAL MANAGER'S OFFICE			
General Manager	1	1	
Deputy General Manager	1	1	
ADMINISTRATIVE SERVICES			
Office Manager/Secretary to the Board	1	1	
Senior Administrative Assistant/Records Specialist	1	1	
Administrative Assistant I/II/III	5	4	I/II/III is flexibly staffed
BUSINESS SERVICES DEPARTMENT			
Business Services Director	1	1	
Finance Division			
Finance Manager	1	1	
Senior Accountant	1	1	
Accounting Technician	3	3	
Purchasing Supervisor	1	1	
Warehouse Technician II	1	1	
Warehouse Technician I	1	1	
Finance Professional/Retired Annuitant	0.5	0.5	Limited to 960 hours per fiscal year
Human Resources Division			
Human Resources and Risk Manager	1	1	
Human Resources Analyst I/II	1	1	I/II is flexibly staffed
Human Resources and Risk Management Professional/Retired Annuitant	0.5	0	Limited to 960 hours per fiscal year
Information Technology Division			
Information Technology Manager	1	1	
Systems Administrator	1	1	Added new position
Computer Analyst	1	0	
Public Information Division			
Public Information Manager	1	0	
RESOURCE RECOVERY SERVICES DEPARTMENT			
Resource Recovery Services Director	1	1	
Operations Division			
Operations Manager	1	1	
Operations Supervisor	2	2	Added second position, succession planning
Recycled Water Program Coordinator	1	1	
Senior Operator (Max = 4), WWTP Operator III (Max = 6)	8	8	
Operator-in-Training (Max = 1)/WWTP Operator I/II	7	7	OIT/I/II/III is flexibly staffed
Operations Support-Construction Coordinator/Retired Annuitant	0.5	0.5	Limited to 960 hours per fiscal year
RESOURCE RECOVERY SERVICES DEPARTMENT (cont'd)			
Maintenance Division			
Maintenance Manager	1	1	
Maintenance Supervisor, Maintenance Planner/Scheduler (Max = 1)	2	2	Added second supervisor, funded two supervisors
Maintenance Mechanic I (Max = 2)/II, Maintenance Mechanic III (Max = 1)	7	7	I/II is flexibly staffed
Utility Laborer, Maintenance Worker	1	1	Fund as Utility Laborer
E/I Tech. I/II, E/I Tech. III (Max = 1), Control Systems Specialist (Max = 1)	4	4	I/II is flexibly staffed
Collection System Worker I/II, Collection System Worker III (Max = 1)	3	3	
Safety Division			
Safety Manager	1	1	
Laboratory Division			
Laboratory Manager	1	1	
Chemist III	1	1	
Chemist I/II	2	2	I/II is flexibly staffed
Environmental Compliance Specialist I/II	2	2	I/II is flexibly staffed
Laboratory Management Professional/Retired Annuitant	0.5	0.5	Limited to 960 hours per fiscal year
ENGINEERING SERVICES DEPARTMENT			
Engineering Services Director/District Engineer	1	1	
Engineering Division			
Senior Engineer	1	1	
Junior/Assistant/Associate Engineer (Max Assoc. = 4)	6	6	Flexibly staffed, added sixth position
Senior Construction Inspector, Construction Inspector	1	1	Added Senior CI, funded as Senior CI
Environmental Programs Division			
Environmental Program Manager	1	1	
Household Hazardous Waste Technician I/II/III	1	1	I/II/III is flexibly staffed
Government Affairs Division			
Government Affairs Manager	1	0	

Note: The following positions are not included in the Classification Control Plan, but are recognized positions in the Bargaining Unit MOUs: Accounting Clerk I/II, Accountant, Purchasing Manager, Buyer, Human Resources Assistant, Instrumentation Technician Trainee, Maintenance Mechanic Trainee, Laboratory Technician, Program Analyst I/II/III, Engineering Technician, and Principal Engineer.

ITEM J

May 10, 2023

RECEIVE MONTHLY LOBBYIST REPORT DATED APRIL 2023, KEY ADVOCATES, INC., WESTERN RECYCLED WATER COALITION

Recommendation

Receive and file report.

Background Information

Beginning in January 2022, Ironhouse Sanitary District (ISD) assumed the role of lead agency for the Western Recycled Water Coalition (WRWC). As a member of the WRWC, the District receives a monthly summary report related to lobbying activities from Key Advocates, Inc. (KA).

Analysis

Attached is the report for April 2023, which was produced by KA and distributed by ISD to WRWC members.

Financial Impact - None.

Attachment

KA Monthly Report, April 2023

Prepared by: _____



Thanh Vo
Acting Engineering Services Director

cc: District File No. BRD.01-ACTS





(703) 340-4666

www.keyadvocates.com

April 28, 2023

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

Debt Limit Extension

One of the major issues facing Congress is the debt limit extension. Initially it was reported that the limit of \$31.4T would be hit in May, then June, and now the deadline is unclear. Historically, a clean debt limit extension has been supported by both parties in both Houses. However, as part of the deal to secure the speakership, Congressman McCarthy agreed to use the debt limit bill as the vehicle for addressing cuts in domestic spending and unwinding certain Biden priorities. The Senate Republicans have been silent on the issue, leaving it up to the House Republicans to act first. On Wednesday, April 26, the House passed a McCarthy-led proposal to raise the debt ceiling by \$1.5T for one year, capping FY24 federal spending at the FY22 levels with only 1% annual increases for a decade, amounting to a roughly \$130B cut, and including various programs changes such as restoring work requirements for government benefits programs, repealing green energy tax credits, eliminating increased IRS funding, etc. The Administration supports a clean debt limit extension/ increase with no conditions. Of concern to the Coalition is what the funding cap portion of the McCarthy House-passed proposal may mean for the Clean Water SRF as it relates specifically to funding provided by the Bipartisan Infrastructure Law (BIF). The BIF provided \$2.4B in FY22 for the CWSRF over and above general fund appropriations. For FY24, that figure increases to \$3B. Thus, with an FY22 funding cap, the CWSRF could lose \$600M. The Senate will not pass the House bill. However, its passage does trigger discussions/negotiations with The White House. We have been in touch, as have other water stakeholders, with both the House and Senate Appropriations Committees. The issue is a work in progress.

FY24 Appropriations Bills

No markups yet in either House. A Continuing Resolution is becoming more and more likely. Of concern is the expected threat by the House Republicans, regardless what happens with the debt limit extension effort, to hold discretionary spending at the FY22 levels. Again, while that would not be bad for the CWSRF in terms of general funds, it would be bad if that canceled the FY24 add-on provided by the BIF. The issue is a work in progress.

10-Year Balanced Budget

Another policy that Speaker McCarthy agreed to is a 10-year balanced budget. So far, this has been problematic for the House Republicans. They currently have not developed a proposal. Publically, proposing certain cuts is politically challenging. McCarthy has some makings of a proposal – not public. His Budget Committee Chair has one – also not public – which McCarthy takes issue with and the dispute between the two has spilled over in the press. Budget resolutions – no matter the duration – are not binding on Congress. They don't have the force and effect of law. They are more of a political statement. However, the concern about this effort is that the Republicans will hold future annual appropriations and BIF funding to the budget numbers. We have been in touch, as have other water stakeholders, with both the House and Senate Budget Committees. Again, the issue is a work in progress.

President's FY24 Budget

For the CWSRF, \$1.638B. The President's Budget rejects earmarks as a takedown from the basic SRF funding. For Title XVI, \$4M, the same as the FY23 Biden Budget but increased by the appropriators to \$60M, of which \$20M was for WIIN grants.

Consolidated Appropriations Act, 2023

To review, included in the FY23 omnibus appropriations bill is \$1.639B (state allotments and earmarks) for the Clean Water SRF, which is in addition to the \$2.750B provided in the BIF and "not less than \$20M" for WIIN grants.

Earmarks

The Coalition continues to express concern about what happened last year in the appropriations process regarding final funding of the SRF's and related earmarks. Going into final deliberations of the House and Senate Interior Appropriations Bills, funding for the SRF's was basically about the same in both bills. Then came the decision to reduce spending government-wide. Instead of reducing earmark spending – owing to Member pressure – basic programs were cut including the SRF's which were reduced to accommodate related earmarks. The Coalition stated that continuance of that approach for FY24 and beyond is a real problem and counter to the goal of the BIF, which was to increase SRF spending over and above increases in the traditional appropriations process and not in lieu of reductions by that process. Regarding earmarks in general, the Coalition expressed its support for their continuance in FY24 appropriations bills.

Coalition 2023 WIIN Grant Applications

Received an inquiry from USBR headquarters. They said that they are interested in knowing if any of the Coalition members are considering applying for a 2023 WIIN grant. They said that they are just looking for "best guesses" at this time - nothing binding. Title XVI 2023 WIIN Grants – the USBR announced that \$150M plus what is provided in the FY23 appropriations bill (\$20M) would be available for 2023 WIIN grants. We're hearing closer to \$134M. As previously reported, for 2023 WIIN Act funding opportunities, the USBR is still developing the schedule

but the plan is to first release the funding opportunity for the large-scale water recycling program in the spring with funding opportunities for WIIN grants and desalination construction to follow in the summer.

Issues/Bills of Interest

- a.** Alternative Water Source Program Funding (AWSP) – authorized at \$125M in the BIF but not funded. Also, included the language the Coalition requested that makes USBR recycled water projects that have not received construction funds eligible to apply for AWSP grants.
- b.** Mega Recycled Water Project Funding – continue to look for opportunities to increase funding for mega recycled water projects over and above the \$450M provided in the BIF.
- c.** STREAM Act - introduced last Congress by Senator Feinstein, waiting on reintroduction of the bill which the Feinstein staff said would be in April. Authorizes \$300M for WIIN grants and increases the Federal share to 50%.
- d.** Napolitano WIIN Grant Reform Bill - waiting on her office and the Natural Resources Committee Democrats for next steps. Authorizes \$500M for WIIN grants and increases the Federal share to 50%.

Bill Tracking

Many bills are introduced. Most of them for political reasons. Most do not advance beyond introduction – committee hearing, markup, Floor action. Accordingly, we will only note bills of interest that are advancing through the legislative process and/or come to our attention.