

AGENDA

SPECIAL MEETING OF THE BOARD OF DIRECTORS

DELTA DIABLO
(a California Special District)

2500 Pittsburg-Antioch Highway | Antioch, CA 94509
(Note: There will be no in-person meeting at the District.)
WEDNESDAY, APRIL 20, 2022
4:30 P.M.

In lieu of a public gathering, the Special Meeting of the Board of Directors will be accessible via ZOOM to all members of the public as permitted by the Government Code Section 54953(e).

The Special Meeting of the Board of Directors on April 20, 2022 will not be physically open to the public and all Board Members will be teleconferencing into the meeting. Members of the public can observe the meeting by following the steps listed below to view and listen to the Board Meeting.

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

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

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

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

Using your computer, access the Zoom meeting at: <https://us02web.zoom.us/j/89523033626>

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: 895 2303 3626**

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

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SPECIAL MEETING OF THE BOARD OF DIRECTORS

DELTA DIABLO (a California Special District)

2500 Pittsburg-Antioch Highway | Antioch, CA 94509

(Note: There will be no in-person meeting at the District.)

WEDNESDAY, APRIL 20, 2022

4:30 P.M.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. PUBLIC COMMENTS

D. RECOGNITION

E. CONSENT CALENDAR

- 1) **Approve** Minutes of the Special Meeting of the Board of Directors, March 30, 2022 (Cecelia Nichols-Fritzler)
- 2) **Receive** District Monthly Check Register, February 2022 (Eka Ekanem)
- 3) **Receive** Finance Committee Meeting Notes, April 13, 2022 (Cecelia Nichols-Fritzler)
- 4) **Make** Findings and **Approve** Continuing Teleconference Meetings (AB 361, Government Code Section 54953[e]) (Cecelia Nichols-Fritzler)
- 5) **Authorize** General Manager to Execute Amendment No. 3 in an Amount Not to Exceed \$114,702, for a New Total Contract Amount of \$223,704, Woodard & Curran, Inc., Engineering Services, Onsite Fueling Station Replacement, Project No. 19112 (Chris Thomas)
- 6) **Authorize** General Manager to Execute Utility Agreement with Pacific Gas and Electric Company in an Amount Not to Exceed \$150,000, Installation of New Electrical Service Facilities, Treatment Plant Electrical Switchgear Replacement, Project No. 17120 (Simon Kobayashi)
- 7) **Authorize** General Manager to Establish a New Fiscal Year 2021/2022 Project in the Wastewater Capital Asset Replacement Fund, and to Transfer Monies to this Project from Aboveground Fuel Storage Tank Rehabilitation Project within Wastewater Capital Asset Replacement Fund in the Amount of \$100,000, for a Total Project Budget of \$100,000; and **Approve** Project and **Take** Related Actions under the California Environmental Quality Act, Plant Operations Center Conduit and Generator Wiring Repair, Project No. 22130 (Chris Thomas)
- 8) **Authorize** General Manager to Execute Amendment No. 1 to Consulting Services Contract in an Amount Not to Exceed \$134,243, for a New Total Contract Amount of \$234,208, Kennedy Jenks Consultants, Engineering Services, Manhole, Gravity Interceptor, and Easement Road Improvements, Project No. 21114 (Celia Kitchell)

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- 9) **Authorize** Amendment to Purchase Order in the Amount of \$79,000, for a New Total Amount Not to Exceed \$364,000, Thatcher Company of California, Inc., Supply and Delivery of Liquid Aluminum Sulfate; and **Authorize** Amendment to Purchase Order in the Amount of \$35,000, for a New Total Amount Not to Exceed \$143,000, Polydyne, Inc., Supply and Delivery of Liquid Polymer for Fiscal Year 2021/2022 (Dean Eckerson)
- 10) **Approve** Assignment of Agreement for Street Sweeping Services from Contract Sweeping Services, LLC to SCA of CA, LLC, Effective upon Board Approval; and **Authorize** General Manager to Execute the Assignment (Dean Eckerson)
- 11) **Authorize** General Manager to Execute Amendment No. 2 to General Services Contract in the Amount of \$50,000 for a New Total Contract Amount Not to Exceed \$186,399, Liebert Cassidy Whitmore, Labor Negotiation Services (Brian Thomas)

F. PRESENTATIONS AND REPORTS

None.

G. DELIBERATION ITEMS

Review Proposed Sewer Service Charge Increases for Fiscal Year 2022/23; **Set** Public Hearing for June 22, 2022, at 5:30 p.m., to Consider Protests Against Sewer Service Charge Increases for Fiscal Year 2022/23, and to Consider Authorizing Collection of Fiscal Year 2022/23 Sewer Service Charges on the Tax Roll; and **Authorize** Distribution of Proposition 218 Hearing Notices and Publication of Hearing Notices (Brian Thomas)

H. MANAGER'S COMMENTS

I. DIRECTORS' COMMENTS

J. CORRESPONDENCE

Receive Monthly Lobbyist Report Dated March 2022, Key Advocates, Inc., Western Recycled Water Coalition (Thanh Vo)

K. CLOSED SESSION

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

Agency Negotiators: Vince De Lange, Michael Jarvis

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

Unrepresented Employees: All unrepresented employees

L. ADJOURNMENT

The next Board of Directors meeting will be held on May 11, 2022 at 4:30 p.m.

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April 20, 2022

APPROVE MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS,
MARCH 30, 2022

Recommendation

Approve Minutes of the Special Meeting of the Board of Directors held on March 30, 2022.

DRAFT

Minutes of the Special Meeting of the Board of Directors

DELTA DIABLO

March 30, 2022

The meeting was called to order by Chair Wilson at 4:32 p.m., on Wednesday, March 30, 2022, via Zoom. Present were Vice Chair Juan Banales and Alternate Director Karen Mitchoff. Also present were Mary Ann Mason, District Counsel; Vince De Lange, General Manager; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Brian Thomas, Acting Business Services Director; Dean Eckerson, Resource Recovery Services Director; Thanh Vo, Acting Engineering Services Director; Anika Lyons, Finance Manager; Dustin Bloomfield, Maintenance Manager; Xeng Her, Accounting Technician; Taylor Amaro, Collection Systems Worker II; Anthony Dejesus, Collection Systems Worker II; and Katherine Garcia, Administrative Assistant I.

Chair Wilson read the following statement: “In lieu of a public gathering, the Board of Directors meeting will be accessible via ZOOM to all members of the public as permitted by the Government Code Section 54953(e).”

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

PUBLIC COMMENTS

None.

DELIBERATION ITEMS

Consider Adopting Resolution Authorizing the Board of Directors, in All Its Capacities, and Its Subcommittees to Continue Teleconference Meetings under Government Code Section 54953(e), Make Related Findings, and Take Related Actions

Ms. Nichols-Fritzler presented an overview of Government Code Section 54953(e) and the key provisions of Assembly Bill 361 (AB 361), which amended the teleconferencing provision of the Brown Act effective October 1, 2021. She stated the requirements that the District must follow regarding agenda posting, instructions on how to access the meeting and provide public comment, options for attending a meeting via a call in or internet-based service option, and Board conduct of meetings in a manner that protects the constitutional and statutory rights of the public. In addition, Ms. Nichols-Fritzler noted if there is a disruption in the meeting, the Board must stop the meeting until public access and the ability to comment is restored.

Vice Chair Banales moved approval to adopt a resolution to authorize the Board of Directors, in all its capacities, and its subcommittees, to conduct teleconference meetings under Government Code Section 54953(e) and make related findings; determine that these bodies will hold virtual meetings for the next 30 days; and direct the General Manager to return this matter to the Board for reconsideration as to all bodies covered by the Resolution, seconded by Alternate Director Mitchoff,

and by roll call vote (Ayes: *Banales, Mitchoff, Wilson*, Noes: *None*, Abstain: *None*), the Resolution was adopted.

RECOGNITION

Introduction of Xeng Her, Accounting Technician, to the District

Ms. Lyons introduced Mr. Her, who began his employment with the District on March 21, 2022. Prior to joining the District, he worked for the Yolo County's Department of Finance and has over six years of experience in accounting functions. Mr. Her earned a Bachelor of Science degree in Economics from UC Merced. The Board welcomed Mr. Her to the District.

Introduction of Taylor Amaro, Collection Systems Worker II, to the District

Mr. Bloomfield introduced Mr. Amaro, who began employment with the District on March 21, 2022. Prior to joining the District, he worked for the City of Benicia and the Dublin San Ramon Services District. Mr. Amaro holds certifications as a CWEA Collection System Maintenance Grade 2, Water Distribution Operator Grade 2, Water Treatment Operator Grade 2, and will support maintenance and repair of the District's recycled water distribution system, and wastewater collection and conveyance system. The Board welcomed Mr. Amaro to the District and he thanked the Board for the opportunity.

Introduction of Anthony Dejesus, Collection Systems Worker II, to the District

Mr. Bloomfield introduced Mr. Dejesus, who joined the District on March 28, 2022. Prior to joining the District, he worked at Union Sanitary District in a lead capacity in Collection System Maintenance. He holds certifications as a CWEA Collection System Maintenance Grade 3, and NASSCO Pipeline and Manhole Assessment certifications, and will support maintenance and repair of the District's recycled water distribution system, and wastewater collection and conveyance system. The Board welcomed Mr. Dejesus to the District and he thanked the Board.

Introduction of Katherine Garcia, Administrative Assistant I, to the District

Ms. Nichols-Fritzler introduced Katherine Garcia, who began her employment with the District on March 28, 2022. Prior to joining the District, Ms. Garcia worked in both the public and private sectors for over eight years, where she developed excellent administrative and customer service skills. The Board welcomed Ms. Garcia to the District and she thanked the Board.

CONSENT CALENDAR

Chair Wilson moved approval of Item F/1, Approve Minutes of the Board of Directors Meeting, February 9, 2022, seconded by Vice Chair Banales, and by a roll call vote (Ayes: *Banales and Wilson*, Noes: *None*; Absent: *None*, Abstain: *Mitchoff*), Item F/1 was approved.

Alternate Director Mitchoff moved approval of Items F/2 to F/5, seconded by Vice Chair Banales, and by a roll call vote (Ayes: *Banales, Mitchoff, and Wilson*, Noes: *None*; Absent: *None*, Abstain: *None*), the following Consent items were approved: Receive District Monthly Check Register, January 2022; Authorize General Manager to Approve Construction Contract Change Orders in an Amount Not to Exceed 15% of Construction Contract Amount, for a New Total Construction Contract Authorization of \$7,644,170, Cupertino Electric, Inc., Treatment Plant Electrical Switchgear Replacement, Project No. 17120; Receive Second Quarter Fiscal Year 2021/2022 District Investment Report; and Authorize General Manager to Transfer Monies to Shore Acres Interceptor Emergency Repair Project from Wastewater Capital Asset Replacement Fund Reserves in the Amount of \$125,000, for a Total Project Budget of \$475,000, and Authorize General Manager to Execute Amendment No. 1 to Construction Services Contract in the Amount of \$60,000, for a New Total Contract Amount Not to Exceed \$410,000, Con-Quest Contractors, Inc., Shore Acres Interceptor Emergency Repair, Project No. 22129.

PRESENTATIONS AND REPORTS

Receive Report on Major Factors Impacting Development of New 5-Year Capital Improvement Program (CIP)

Mr. Vo highlighted key infrastructure investment needs in the District's wastewater collection, conveyance, and treatment systems, which is expected to increase the new 5-year CIP (FY22/23-FY26/27) total to \$134 million, which is an increase of \$7 million from the current 5-year CIP. Mr. Vo provided an overview of condition assessment activities, and completed and planned capital investments in the wastewater collection and conveyance systems. He highlighted the upcoming Antioch Pump Station and Conveyance System Improvements Project (\$18.5 million), as well as the Manhole, Gravity Interceptor, and Road Easement Improvements Project (\$1.2 million). Mr. Vo noted recently completed major capital projects at the District's Wastewater Treatment Plant, as well as in progress projects (Switchgear Replacement, \$11.2 million) and upcoming projects (Digester Gas Handling and Cogeneration Engine Improvements, \$7.0 million; Secondary Process Improvements, \$60 million). In support driving sustained organizational improvement over time, Mr. Vo highlighted formation of a cross-divisional team to address critical challenges and enhance capital project delivery at the District. In closing, he reviewed the upcoming 5-year CIP development, review, and approval process.

Chair Wilson thanked Mr. Vo for the report.

MANAGER'S COMMENTS

None.

DIRECTORS' COMMENTS

None.

CORRESPONDENCE

Receive Monthly Lobbyist Report Dated January 2022, Key Advocates, Inc., Western Recycled Water Coalition, Project No. 90024

The Board received and filed the report

CLOSED SESSION

Before convening to Closed Session, the Secretary to the Board asked for public comments on the Closed Session item. No comments were made. At 5:13 p.m., Chair Wilson convened the Board of Directors meeting to Closed Session. Following Closed Session, Chair Wilson reconvened the Board of Director meeting in open session at 6:11 p.m. and stated there was nothing to report from Closed Session.

ADJOURNMENT

Chair Wilson adjourned the meeting at 6:11 p.m. and noted the next meeting scheduled for April 13, 2022 at 4:30 p.m. will be rescheduled to a Special Meeting on April 20, 2022 at 4:30 p.m.

Federal Glover
Board Secretary

(Recording Secretary:
Cecelia Nichols-Fritzler)

cc: District File No. BRD.01-MINS



ITEM E/2

April 20, 2022

RECEIVE DISTRICT MONTHLY CHECK REGISTER, FEBRUARY 2022

Recommendation

Receive District Monthly Check Register for the month ending February 28, 2022.

Background Information

Attached is the Check Register for the month of February 2022. The report reflects payments to the District's suppliers, consultants, service providers, and contractors. A total of \$1,366,580.28 was disbursed in the month of February 2022, which includes 119 checks.

Financial Impact

All payments made during the month are within funding levels included in the adopted Fiscal Year 2021/2022 Budget.

Attachment

Check Register for month ending February 28, 2022

Reviewed by:



Brian Thomas
Acting Business Services Director

cc: District File BRD 01-ACTS



CHECK REGISTER
DELTA DIABLO
CASH DISBURSEMENTS FOR THE MONTH OF FEBRUARY 2022

| CHECK DATE | VENDOR NAME | INVOICE NO. | CHECK NO. | INVOICE AMOUNT | DESCRIPTION | CHECK AMOUNT |
|------------|--|-------------|-----------|----------------|--|--------------|
| 2/7/2022 | ASSOCIATED SERVICES COMPANY | 57311 | 36949 | 255.46 | PROVIDE COFFEE SERVICE TO DISTRICT quote* | 255.46 |
| 2/7/2022 | AT&T | 57299 | 36950 | 3,598.19 | PHONE EXP | 3,598.19 |
| 2/7/2022 | CSRMA | 57314 | 36951 | 153,807.00 | PROPERTY INSURANCE | 153,807.00 |
| 2/7/2022 | EMPLOYMENT DEVELOPMENT DEPARTMENT | 57315 | 36952 | 501.03 | EMPLOYMENT COST | 501.03 |
| 2/7/2022 | HAZEN & SAWYER | 57312 | 36953 | 64,538.75 | RESOURCE RECOVERY FACILITY MASTER PLAN PN 18120 | 118,977.50 |
| | | 57313 | | 54,438.75 | RESOURCE RECOVERY FACILITY MASTER PLAN PN 18120 | |
| 2/7/2022 | JW BACKHOE & CONSTRUCTION, INC | 57316 | 36954 | 17,685.38 | BRIDGEHEAD FM TEMPORARY BYPASS | 85,826.66 |
| | | 57317 | | 13,305.57 | BRIDGEHEAD FM TEMPORARY BYPASS | |
| | | 57318 | | 17,685.38 | BRIDGEHEAD FM TEMPORARY BYPASS | |
| | | 57319 | | 4,178.66 | BRIDGEHEAD FM TEMPORARY BYPASS | |
| | | 57320 | | 7,075.31 | BRIDGEHEAD FM TEMPORARY BYPASS | |
| | | 57321 | | 4,312.75 | BRIDGEHEAD FM TEMPORARY BYPASS | |
| | | 57322 | | 3,898.23 | BRIDGEHEAD FM TEMPORARY BYPASS | |
| | | 57323 | | 17,685.38 | BRIDGEHEAD FM TEMPORARY BYPASS | |
| 2/7/2022 | KEMIRA WATER SOLUTIONS, INC. | 57300 | 36955 | 7,145.38 | FERROUS CHLORIDE | 7,145.38 |
| 2/7/2022 | KOA HILLS CONSULTING LLC. | 57303 | 36956 | 306.25 | KOA HILLS CONSULTING MUNIS SUPPORT SERVICES | 437.50 |
| | | 57304 | | 131.25 | MUNIS ERP ENHANCEMENT PROJECT | |
| 2/7/2022 | MCCAMPBELL ANALYTICAL, INC. | 57301 | 36957 | 22,689.00 | Onsite COVID-19 Testing Services | 22,689.00 |
| 2/7/2022 | NORTHPOINT SECURITY SERVICES, INC | 57309 | 36958 | 5,331.76 | INTERIM SECURITY PATROL SERVICES | 10,515.76 |
| | | 57310 | | 5,184.00 | INTERIM SECURITY PATROL SERVICES | |
| 2/7/2022 | RH TECHNOLOGY | 57305 | 36959 | 3,608.64 | O/S TEMP | 11,079.28 |
| | | 57306 | | 4,510.80 | O/S TEMP | |
| | | 57307 | | 1,982.80 | O/S TEMP | |
| | | 57308 | | 977.04 | O/S TEMP | |
| 2/7/2022 | SENTRY WATER MONITORING AND CONTROL INC | 57302 | 36960 | 16,830.00 | SENTRY Service (1 year) – 1st system - 1 control a | 16,830.00 |
| 2/10/2022 | AFSCME DISTRICT COUNCIL 57 | 562704 | 36961 | 2,997.74 | UNION DUES O&M | 4,241.64 |
| | | 562714 | | 1,243.90 | UNION DUES P&T | |
| 2/10/2022 | ALPHA MEDIA II LLC | 57340 | 36962 | 750.00 | RADIO ADS BY KUIC FOR POLLUTION PREVENTION | 750.00 |
| 2/10/2022 | ARCO BUSINESS SOLUTIONS | 57342 | 36963 | 2,358.62 | GAS | 2,358.62 |
| 2/10/2022 | BAY POWER INC. | 57406 | 36964 | 9,762.72 | PPS BREAKERS FOR VFD'S AND MCC | 9,762.72 |
| 2/10/2022 | WILLIAM WESLEY BRANNON | 57346 | 36965 | 3,026.58 | EMPLOYEE RECOGNITION | 3,026.58 |
| 2/10/2022 | C.W.ROEN CONSTRUCTION COMPANY | 57413 | 36966 | 90,811.63 | CONSTRUCTION SVCS, HEADWORKS IMPROVEMENTS PN 17117 | 90,811.63 |
| 2/10/2022 | CALIFORNIA PRODUCT STEWARDSHIP COUNCIL | 57350 | 36967 | 6,062.21 | ASSIST WITH IMPLEMENTATION OF CALRECYCLE GRANT - | 6,062.21 |
| 2/10/2022 | CLEAN EARTH ENVIRONMENTAL SOLUTIONS, INC | 57353 | 36968 | 45,816.26 | PROVIDE TRANS/DISPOSAL/LABOR FOR HHW & TEMP EVENTS | 45,816.26 |
| 2/10/2022 | CLEAN METHANE SYSTEMS LLC | 57397 | 36969 | 20,058.55 | CARBON MEDIA/ SAG SERIES | 20,058.55 |

| CHECK DATE | VENDOR NAME | INVOICE NO. | CHECK NO. | INVOICE AMOUNT | DESCRIPTION | CHECK AMOUNT |
|------------|-------------------------------------|-------------|-----------|----------------|--|--------------|
| 2/10/2022 | CONTRACT SWEEPING SERVICES | 57399 | 36970 | 32,508.64 | STREET SWEEPING SERVICES | 32,508.64 |
| 2/10/2022 | EVOQUA WATER TECHNOLOGIES, LLC | 57325 | 36971 | 721.84 | SUPPORT & MAINTENACE FOR DI WATER SYSTEM FOR LAB | 721.84 |
| 2/10/2022 | FEDERAL EXPRESS | 57407 | 36972 | 24.97 | POSTAGE | 24.97 |
| 2/10/2022 | FLYERS ENERGY LLC | 57359 | 36973 | 11,179.84 | ENG 8903 LUBE OIL | 11,179.84 |
| 2/10/2022 | GOLDEN STATE WATER CO. | 57326 | 36974 | 154.18 | AC# 07744100004 | 154.18 |
| 2/10/2022 | HAZEN & SAWYER | 57373 | 36975 | 10,041.25 | RESOURCE RECOVERY FACILITY MASTER PLAN PN 18120 | 22,363.75 |
| | | 57375 | | 12,322.50 | RESOURCE RECOVERY FACILITY MASTER PLAN PN 18120 | |
| 2/10/2022 | IN SHAPE HEALTH CLUBS | 57408 | 36976 | 533.96 | GYM | 533.96 |
| 2/10/2022 | KENNEDY/JENKS CONSULTANTS INC. | 57380 | 36977 | 991.59 | ASSET MANAGEMENT PROGRAM DEVELOPMENT PN 19109 | 4,420.58 |
| | | 57381 | | 3,428.99 | ASSET MANAGEMENT PROGRAM DEVELOPMENT PN 19109 | |
| 2/10/2022 | LARRY WALKER ASSOCIATES | 57385 | 36978 | 271.50 | NPDES REGULATORY SUPPORT, LOCAL LIMITS REVISIONS | 271.50 |
| 2/10/2022 | LEGAL SHIELD | 57409 | 36979 | 52.85 | LEGAL MEMBERSHIP | 52.85 |
| 2/10/2022 | MANAGED HEALTH NETWORK | 57387 | 36980 | 342.40 | EAP | 342.40 |
| 2/10/2022 | MDRR PITTSBURG | 57328 | 36981 | 3,533.25 | AC# 10-0031550 | 4,843.65 |
| | | 57329 | | 1,310.40 | AC# 10-0018920 | |
| 2/10/2022 | MSC INDUSTRIAL SUPPLY CO. INC. | 57335 | 36982 | 514.71 | INVENTORY | 514.71 |
| 2/10/2022 | OFFICE DEPOT | 57330 | 36983 | 104.34 | OFFICE SUPPLIES | 160.53 |
| | | 57331 | | 45.23 | OFFICE SUPPLIES | |
| | | 57332 | | 10.96 | OFFICE SUPPLIES | |
| 2/10/2022 | PACIFIC GAS & ELECTRIC COMPANY | 57379 | 36984 | 62,005.43 | AC# 4887173962-8 | 62,005.43 |
| 2/10/2022 | REPUBLIC SERVICES #210 | 57333 | 36985 | 5,181.55 | WASTE | 6,288.68 |
| | | 57334 | | 1,107.13 | WASTE | |
| 2/10/2022 | RH TECHNOLOGY | 57362 | 36986 | 2,123.20 | O/S TEMP | 7,433.04 |
| | | 57363 | | 4,885.20 | O/S TEMP | |
| | | 57364 | | 424.64 | O/S TEMP | |
| 2/10/2022 | SERVICE MASTER RESTORATION SERVICES | 57368 | 36987 | 1,139.93 | BIO CLEANING DUE TO COVID EXPOSURE | 1,139.93 |
| 2/10/2022 | SHAPE INCORPORATED | 57377 | 36988 | 10,303.59 | PARTS TO REBUILD TWAS PUMP 2, P8105 | 10,303.59 |
| 2/10/2022 | STANDARD INSURANCE COMPANY | 57337 | 36989 | 3,575.27 | LIFE & LTD INS. | 3,575.27 |
| 2/10/2022 | SYSTEM 1 STAFFING | 57365 | 36990 | 1,143.75 | O/S TEMP | 3,768.75 |
| | | 57366 | | 1,200.00 | O/S TEMP | |
| | | 57367 | | 1,425.00 | O/S TEMP | |
| 2/10/2022 | THE PITTSBURG OWNER | 57398 | 36991 | 1,820.88 | PAYMENT REFUND | 1,820.88 |
| 2/10/2022 | US POSTAL SERVICE-NEOPOST | 57349 | 36992 | 1,500.00 | POSTAGE | 1,500.00 |
| 2/10/2022 | VERIZON WIRELESS | 57389 | 36993 | 2,161.02 | PHONE EXP | 2,161.02 |
| 2/10/2022 | VISION SERVICE PLAN | 57338 | 36994 | 1,727.52 | VISION INSURANCE | 1,786.65 |
| | | 57339 | | 59.13 | COBRA VISION | |

| CHECK DATE | VENDOR NAME | INVOICE NO. | CHECK NO. | INVOICE AMOUNT | DESCRIPTION | CHECK AMOUNT |
|------------|--|---|-----------|--|--|--------------|
| 2/17/2022 | ALFA LAVAL INC. | 55661 | 36995 | 2,790.46 | INVENTORY | 2,790.46 |
| 2/17/2022 | ALHAMBRA & SIERRA SPRGS WATER | 57469 | 36996 | 215.65 | BOTTLED WATER SERVICE | 215.65 |
| 2/17/2022 | ALPHA MEDIA II LLC | 57341 | 36997 | 750.00 | RADIO ADS BY KUIC FOR POLLUTION PREVENTION | 750.00 |
| 2/17/2022 | CITY OF ANTIOCH- WATER | 57447 57502 57523 57524 57525 57526 57527 | 36998 | 94.60 759.54 94.60 94.60 72.76 94.60 5,013.06 | AC# 004-01510 AC# 004-01513 AC# 013-00021 AC# 013-00022 AC# 013-00023 AC# 013-00024 AC# 013-00110 | 6,223.76 |
| 2/17/2022 | ASSOCIATED SERVICES COMPANY | 57343 | 36999 | 70.08 | PROVIDE PREMIUM COFFEE SERVICE TO DISTRICT quote* | 70.08 |
| 2/17/2022 | MICHAEL AUER | 57520 | 37000 | 245.36 | REIMBURSEMENT | 245.36 |
| 2/17/2022 | MICHAEL BAKALDIN | 57521 | 37001 | 245.36 | REIMBURSEMENT | 245.36 |
| 2/17/2022 | BASIC BENEFITS, LLC | 57514 | 37002 | 70.00 | FSA | 70.00 |
| 2/17/2022 | BATTALION ONE FIRE PROTECTION, INC | 57345 | 37003 | 540.00 | TEST, CLEAN AND INSPECT FIRE PROTECTION SYSTEMS | 540.00 |
| 2/17/2022 | BOUCHER LAW, PC | 57401 57402 57403 57404 57405 | 37004 | 45.00 720.00 14,155.00 12,195.00 1,752.50 | RECRUITMENT SERVICES RECRUITMENT SERVICES COVID-19 ADMINISTRATION SUPPORT RECRUITMENT SERVICES RECRUITMENT SERVICES | 28,867.50 |
| 2/17/2022 | CALIFORNIA PRODUCT STEWARDSHIP COUNCIL | 57453 | 37005 | 988.00 | ASSIST WITH IMPLEMENTATION OF CALRECYCLE GRANT - | 988.00 |
| 2/17/2022 | CALTEST ANALYTICAL LABORATORY | 57347 | 37006 | 960.30 | PROVIDE LAB TESTING FOR NPDES PERMIT COMPLAINCE | 960.30 |
| 2/17/2022 | CONCENTRA/OCCUPATIONAL HEALTH CENTERS | 57493 | 37007 | 40.00 | PRE EMPL COST | 40.00 |
| 2/17/2022 | CONSOLIDATED ELECTRIC DIST INC | 57472 57473 | 37008 | 458.76 18.35 | INVENTORY INVENTORY | 477.11 |
| 2/17/2022 | CONTRA COSTA WATER DISTRICT | 57474 | 37009 | 47.92 | UTILITIES | 47.92 |
| 2/17/2022 | CUPERTINO ELECTRIC, INC | 57410 | 37010 | 53,101.63 | CONSTRUCTION SERVICES FOR PROJECT NO. 17120 | 53,101.63 |
| 2/17/2022 | DEPT OF GENERAL SERVICES | 57437 | 37011 | 22,837.08 | UTILITIES | 22,837.08 |
| 2/17/2022 | DIABLO WATER DISTRICT | 57485 | 37012 | 155.05 | UTILITIES | 155.05 |
| 2/17/2022 | DXP ENTERPRISES, INC | 57354 57355 57356 57357 57435 57436 | 37013 | 3,811.20 4,764.00 4,764.00 3,692.10 4,764.00 3,811.20 | TEMPORARY MAINTENANCE BACKFILL LABOR TEMPORARY MAINTENANCE BACKFILL LABOR TEMPORARY MAINTENANCE BACKFILL LABOR TEMPORARY MAINTENANCE BACKFILL LABOR TEMPOARY MAINTENANCE BACKFILL LABOR TEMPOARY MAINTENANCE BACKFILL LABOR | 25,606.50 |
| 2/17/2022 | FASTENAL COMPANY | 57358 | 37014 | 161.55 | MAINTENANCE CONSUMABLE ITEMS | 161.55 |
| 2/17/2022 | FEDERAL EXPRESS | 57457 | 37015 | 129.88 | POSTAGE | 129.88 |
| 2/17/2022 | HAZEN & SAWYER | 57376 | 37017 | 4,812.50 | RESOURCE RECOVERY FACILITY MASTER PLAN PN 18120 | 4,812.50 |
| 2/17/2022 | JW BACKHOE & CONSTRUCTION, INC | 57480 57497 57503 57506 | 37018 | 13,677.00 3,030.25 6,614.58 6,175.50 | BRIDGEHEAD FM TEMPORARY BYPASS ARCY LANE STEEL PLATE RENTAL PN 90091 BRIDGEHEAD FM TEMPORARY BYPASS (INV# 3706) ARCY LANE STEEL PLATE RENTAL PN 90091 | 29,497.33 |

| CHECK DATE | VENDOR NAME | INVOICE NO. | CHECK NO. | INVOICE AMOUNT | DESCRIPTION | CHECK AMOUNT |
|------------|---------------------------------------|-------------|-----------|----------------|---|--------------|
| 2/17/2022 | LEEANN KNIGHT | 57519 | 37019 | 224.82 | REIMBURSEMENT | 224.82 |
| 2/17/2022 | KOA HILLS CONSULTING LLC. | 57382 | 37020 | 525.00 | KOA HILLS CONSULTING MUNIS SUPPORT SERVICES | 700.00 |
| | | 57383 | | 175.00 | MUNIS ERP ENHANCEMENT PROJECT | |
| 2/17/2022 | KOBAYASHI, SIMON | 57420 | 37021 | 69.00 | TESTING SVC REIMBURSEMENT | 69.00 |
| 2/17/2022 | LEE & ASSOCIATES RESCUE EQUIPMENT INC | 57428 | 37022 | 29,756.25 | RESCUE TEAM SUPPORT | 29,756.25 |
| 2/17/2022 | McCAULEY AGRICULTURAL & PEST SERVICES | 57438 | 37023 | 825.00 | PEST CONTROL SERVICES | 2,085.00 |
| | | 57439 | | 60.00 | PEST CONTROL SERVICES | |
| | | 57440 | | 60.00 | PEST CONTROL SERVICES | |
| | | 57441 | | 60.00 | PEST CONTROL SERVICES | |
| | | 57442 | | 60.00 | PEST CONTROL SERVICES | |
| | | 57443 | | 60.00 | PEST CONTROL SERVICES | |
| | | 57444 | | 75.00 | PEST CONTROL SERVICES | |
| | | 57445 | | 825.00 | PEST CONTROL SERVICES | |
| | | 57446 | | 60.00 | PEST CONTROL SERVICES | |
| 2/17/2022 | NORTHPOINT SECURITY SERVICES, INC | 57414 | 37024 | 5,627.36 | INTERIM SECURITY PATROL SERVICES | 5,627.36 |
| 2/17/2022 | OFFICE DEPOT | 57476 | 37025 | 223.65 | OFFICE SUPPLIES | 583.55 |
| | | 57482 | | 27.62 | OFFICE SUPPLIES | |
| | | 57483 | | 189.72 | OFFICE SUPPLIES | |
| | | 57484 | | 105.52 | OFFICE SUPPLIES | |
| | | 57504 | | 37.04 | OFFICE SUPPLIES | |
| 2/17/2022 | PACIFIC GAS & ELECTRIC COMPANY | 57451 | 37026 | 60,312.75 | AC# 4835091675-4 | 60,700.49 |
| | | 57512 | | 334.04 | UTILITIES | |
| | | 57513 | | 53.70 | UTILITIES | |
| 2/17/2022 | ABEL PALACIO | 57516 | 37027 | 918.63 | REIMBURSEMENT | 918.63 |
| 2/17/2022 | POLYDYNE INC | 57424 | 37028 | 59,577.79 | DRY POLY | 59,577.79 |
| 2/17/2022 | PSOMAS | 57478 | 37029 | 2,372.50 | CM&I SERVICES FOR PN21123 | 13,897.50 |
| | | 57479 | | 7,370.00 | CM&I SERVICES FOR PN21123 | |
| | | 57498 | | 4,155.00 | CM&I SERVICES FOR PN21123 | |
| 2/17/2022 | RH TECHNOLOGY | 57494 | 37030 | 2,123.20 | O/S TEMP | 2,123.20 |
| 2/17/2022 | CHERYL RHODES ALEXANDER | 57517 | 37031 | 96.17 | REIMBURSEMENT | 96.17 |
| 2/17/2022 | SERVICE MASTER RESTORATION SERVICES | 57369 | 37032 | 2,142.45 | BIO CLEANING DUE TO COVID EXPOSURE | 4,959.71 |
| | | 57370 | | 1,581.80 | BIO CLEANING DUE TO COVID EXPOSURE | |
| | | 57371 | | 1,235.46 | BIO CLEANING DUE TO COVID EXPOSURE | |
| 2/17/2022 | TERRY SPURGEON | 57522 | 37033 | 483.62 | REIMBURSEMENT | 483.62 |
| 2/17/2022 | JAYNE STROMMER | 57518 | 37034 | 166.12 | REIMBURSEMENT | 166.12 |
| 2/17/2022 | SYSTEM 1 STAFFING | 57515 | 37035 | 1,500.00 | O/S TEMP | 1,500.00 |
| 2/17/2022 | THATCHER COMPANY OF CALIFORNIA, INC | 57425 | 37036 | 3,361.63 | ALUMINUM SULFATE | 13,430.48 |
| | | 57426 | | 3,354.33 | ALUMINUM SULFATE | |
| | | 57427 | | 3,357.26 | ALUMINUM SULFATE | |
| | | 57487 | | 3,357.26 | ALUMINUM SULFATE | |
| 2/17/2022 | THOMAS & ASSOCIATES | 57395 | 37037 | 2,221.29 | INVENTORY | 2,221.29 |
| 2/17/2022 | TOSHIBA INTERNATIONAL CORP | 57486 | 37038 | 118.06 | COPIER USAGE | 118.06 |
| 2/17/2022 | UNIVAR USA INC | 57430 | 37039 | 6,623.86 | SODIUM BISULFITE | 10,162.60 |
| | | 57431 | | 3,538.74 | SODIUM HYPOCHLORITE | |
| 2/23/2022 | MARINE SCIENCE INSTITUTE | 57528 | 37040 | 20,000.00 | SPONSORSHIP | 20,000.00 |

| CHECK DATE | VENDOR NAME | INVOICE NO. | CHECK NO. | INVOICE AMOUNT | DESCRIPTION | CHECK AMOUNT |
|------------|---|---|-----------|--|--|--------------|
| 2/24/2022 | BATTALION ONE FIRE PROTECTION, INC | 57344 | 37041 | 860.00 | TEST, CLEAN AND INSPECT FIRE PROTECTION SYSTEMS | 860.00 |
| 2/24/2022 | CALIFORNIA DEPT OF TAX AND FEE | 57529 | 37042 | 66.30 | PERMIT & REGULATORY FEE | 66.30 |
| 2/24/2022 | CALTEST ANALYTICAL LABORATORY | 57348 | 37043 | 360.00 | PROVIDE LAB TESTING FOR NPDES PERMIT COMPLAINE | 360.00 |
| 2/24/2022 | CHRIS GATEWOOD INDUSTRIES, INC. | 57544 | 37044 | 19,950.00 | Z6E-CENTRIFUGE RA SERVICE | 19,950.00 |
| 2/24/2022 | CONCENTRA/OCCUPATIONAL HEALTH CENTERS | 57551 | 37045 | 229.00 | PRE EMPL COST | 229.00 |
| 2/24/2022 | CORELOGIC INFORMATION SOLUTIONS, INC | 57530 | 37046 | 165.00 | REALQUEST PROPERTY INFORMATION | 165.00 |
| 2/24/2022 | DEE CONSULTANTS | 57352 | 37047 | 12,642.00 | INSPECTION SERVICES | 12,642.00 |
| 2/24/2022 | EVOQUA WATER TECHNOLOGIES, LLC | 57540 | 37048 | 328.45 | SUPPORT & MAINTENACE FOR DI WATER SYSTEM FOR LAB | 328.45 |
| 2/24/2022 | FRONTIER ANALYTICAL LABORATORY | 57360 | 37049 | 1,600.00 | DIOXIN AND PCB'S ANALYSIS | 1,600.00 |
| 2/24/2022 | GRAINGER | 57336 57391 57392 57394 | 37050 | 2,167.44 2,220.58 200.33 69.65 | INVENTORY INVENTORY INVENTORY INVENTORY | 4,658.00 |
| 2/24/2022 | JEFF IMACHI | 57417 57418 | 37051 | 179.50 52.67 | REIMBURSEMENT REIMBURSEMENT | 232.17 |
| 2/24/2022 | JOHN MUIR HEALTH | 57475 | 37052 | 853.16 | Annual Corporate Wellness Services | 853.16 |
| 2/24/2022 | KONE. INC. | 57384 | 37053 | 114.02 | ELEVATOR SERVICE | 114.02 |
| 2/24/2022 | LYSTEK INTERNATIONAL LIMITED | 57386 | 37054 | 4,016.20 | BIOSOLIDS DISPOSAL | 4,016.20 |
| 2/24/2022 | MCCAMPBELL ANALYTICAL, INC. | 57550 | 37055 | 15,012.00 | ONSITE COVID-19 TESTING SERVICES | 15,012.00 |
| 2/24/2022 | MEYERS NAVE | 57477 | 37056 | 2,585.52 | LEGAL SERVICES | 2,585.52 |
| 2/24/2022 | OFFICE DEPOT | 57547 57549 | 37057 | (21.10) 34.66 | OFFICE SUPPLIES OFFICE SUPPLIES | 13.56 |
| 2/24/2022 | PAN PACIFIC SUPPLY CO. | 57390 | 37058 | 1,158.63 | INVENTORY | 1,158.63 |
| 2/24/2022 | POLYDYNE INC | 57556 | 37059 | 14,539.68 | LIQUID POLYMER | 14,539.68 |
| 2/24/2022 | RED WING SHOE STORE 165 | 57415 | 37060 | 336.48 | SAFETY SHOES N. MUCHMORE & S. REDMOND | 336.48 |
| 2/24/2022 | RH TECHNOLOGY | 57533 57542 57546 57557 57558 | 37061 | 4,885.20 2,123.20 4,885.20 4,589.60 3,671.68 | O/S TEMP O/S TEMP O/S TEMP O/S TEMP O/S TEMP | 20,154.88 |
| 2/24/2022 | STREAMLINE | 57351 | 37062 | 550.00 | SOFTWARE | 550.00 |
| 2/24/2022 | THATCHER COMPANY OF CALIFORNIA, INC | 57488 57489 57490 | 37063 | 3,358.70 3,360.17 3,357.26 | ALUMINUM SULFATE ALUMINUM SULFATE ALUMINUM SULFATE | 10,076.13 |
| 2/24/2022 | TRI-VALLEY JANITORIAL SERVICE & SUPPLY INC. | 57378 | 37064 | 9,336.00 | NIGHTLY JANITORIAL SERVICES | 9,336.00 |
| 2/24/2022 | U.S. BANK CM-9703 | 57555 | 37065 | 875.00 | LOAN# 6736300850 | 875.00 |

| CHECK DATE | VENDOR NAME | INVOICE NO. | CHECK NO. | INVOICE AMOUNT | DESCRIPTION | CHECK AMOUNT |
|--------------------|--------------------------------|-------------|-----------|----------------|---|----------------------------|
| 2/24/2022 | UNIVAR USA INC | | 37066 | | | 17,562.19 |
| | | 57432 | | 3,538.42 | SODIUM HYPOCHLORITE | |
| | | 57433 | | 5,890.25 | SODIUM BISULFITE | |
| | | 57434 | | 3,539.12 | SODIUM HYPOCHLORITE | |
| | | 57545 | | 4,594.40 | SODIUM BISULFITE | |
| 2/24/2022 | V.W. HOUSEN & ASSOCIATES, INC. | | 37067 | | | 25,163.99 |
| | | 57552 | | 21,076.99 | DESIGN SERVICES DURING CONSTRUCTION FOR PN21123 | |
| | | 57553 | | 1,882.00 | DESIGN SERVICES DURING CONSTRUCTION FOR PN21123 | |
| | | 57554 | | 2,205.00 | DESIGN SERVICES DURING CONSTRUCTION FOR PN21123 | |
| 2/24/2022 | WESCO | | 37068 | | | 479.65 |
| | | 57429 | | 479.65 | INVENTORY | |
| GRAND TOTAL | | | | | | <u>1,366,580.28</u> |

April 20, 2022

RECEIVE NOTES FROM FINANCE COMMITTEE MEETING, APRIL 13, 2022

Recommendation

Note receipt and file.

Background Information

The Finance Committee met on April 13, 2022. The meeting was attended by Committee Chair, Juan Banales; Vince De Lange, General Manager; Brian Thomas, Acting Business Services Director; Dean Eckerson, Resource Recovery Services Director; Thanh Vo, Acting Engineering Services Director; Anika Lyons, Finance Manager; and Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board.

The purpose of the meeting was to review and receive comments on proposed Sewer Service Charge (SSC) adjustments for Fiscal Year 2022/2023 (FY22/23) and the draft Proposition 218 Notice detailing the proposed SSC adjustments and notifying property owners of the associated public hearing and receive approval to submit the proposed FY22/23 SSC adjustments, draft Prop. 218 Notice, and public hearing date (June 15, 2022) for consideration at the April 20, 2022 Board Meeting.

Analysis

Committee Chair Banales recommended the proposed Sewer Service Charge (SSC) adjustments for FY22/23, draft Prop. 218 Notice, and public hearing date be submitted for consideration at the Board of Directors meeting on April 20, 2022. Committee meeting notes are provided as an informational report at regular Board Meetings as part of the Consent Calendar.

Financial Impact

None.

Attachments

1. Finance Committee Meeting Notes, April 13, 2022
2. Finance Committee Agenda, April 13, 2022 (without attachments)

Prepared by:



Cecelia Nichols-Fritzler
Office Manager/Secretary to the Board

Reviewed by:



Vince De Lange
General Manager

DRAFT MEETING NOTES

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

2500 Pittsburg-Antioch Highway | Antioch, CA 94509
(Note: There will be no in-person meeting at the District.)
WEDNESDAY, APRIL 13, 2022
5:00 P.M.

The Finance Committee meeting was called to order by Committee Chair Juan Banales on Wednesday, April 13, 2022 at 5:03 p.m. via Zoom. Present on the call were Vince De Lange, General Manager; Brian Thomas, Acting Business Services Director; Dean Eckerson, Resource Recovery Services Director; Thanh Vo, Acting Engineering Services Director; Anika Lyons, Finance Manager; and Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board.

Chair Banales read the following statement: “In lieu of a public gathering, the Board of Directors Finance Committee Meeting will be accessible via ZOOM to all members of the public as permitted by the Government Code Section 54953(e).” He noted that presentations are available at: <https://www.deltadiablo.org/finance-subcommittee-meetings>

PUBLIC COMMENTS

None.

REVIEW AND COMMENT ON PROPOSED SEWER SERVICE CHARGES FOR FISCAL YEAR 2022/2023 AND DRAFT PROPOSITION 218 NOTICE

Mr. Thomas reviewed the District’s Sewer Service Charge (SSC), Capital Improvement Program (CIP), and budget development schedule for Fiscal Year 2022/2023 (FY22/23). He noted the importance of SSC adjustments to ensure sufficient revenue is generated to support critical capital investment needs in aging infrastructure and increasing operating costs. Mr. Thomas reviewed key actions staff has implemented in developing the proposed FY22/23 SSCs to support the District’s guiding principles for ensuring long-term financial sustainability and alignment with the District’s Strategic Plan. He discussed key assumptions used in developing the updated 5-year financial plan, including operating costs, 5-year CIP costs, debt management, Ad Valorem Tax revenue, and utilization of existing Wastewater Operations and Maintenance (O&M) Fund equity.

Mr. Thomas reviewed the proposed FY22/23 SSC increase of 4.5% for residential customers in Antioch/Pittsburg/Bay Point residents, as well as non-residential customers (i.e., commercial, industrial). He stated that the proposed SSC increase is expected to generate an additional \$1.2 million in revenue in FY22/23 to meet the District’s capital and operating financial needs. Mr. Thomas reviewed the proposed allocation of SSC revenue in FY22/23 to various District funds.

Mr. Thomas presented a comparison of the District’s SSCs relative to its peer agencies in the San Francisco Bay Area, which highlighted that the District remains below average costs for providing wastewater collection, conveyance, and treatment services. He compared the updated 5-year SSC increase projection to last year’s projection and noted three key drivers for the lower FY22/23 SSC increase (4.5%) relative to the projected FY22/23 SSC increase (5.8%) at this time

last year—additional SSC revenue due to higher than expected growth in the District’s service area, reduced operating budget expenditures which increased available fund balances, and delay in implementing the \$60.0 million Secondary Process Improvements Project. Mr. Thomas noted inter-fund loans included in the updated 5-year financial plan. He closed by reviewing the draft Proposition 218 Notice, the associated SSC review and approval schedule, and staff recommendations to the Finance Committee.

Chair Banales questioned if the annual operating budget cost escalation assumption for future fiscal years is aligned with historical increases in actual expenditures. Mr. Thomas noted that the District’s historical trend generally aligned with the escalation factor in the financial model. Mr. De Lange stated that the operating budget has actually grown at a smaller rate over the past five years due to staff efforts to critically review the budget development process and effectively manage operating costs.

Chair Banales noted his appreciation for staff’s excellent efforts in effectively managing the SSC, budget, and CIP development process each year; in particular, in achieving a lower proposed SSC increase than last year’s projection, while still meeting the District’s capital investment in infrastructure and operating cost needs. Chair Banales thanked Mr. Thomas for the report and recommended the item be submitted for consideration by the Board at its April 20, 2022 meeting.

ADJOURNMENT

The meeting was adjourned by Chair Banales at 5:37 p.m.

(Recording Secretary: Cecelia Nichols-Fritzler)

AGENDA

BOARD OF DIRECTORS FINANCE COMMITTEE MEETING

(Note: There will be no in-person meeting at the District.)

WEDNESDAY, APRIL 13, 2022

5:00 P.M.

A. PUBLIC COMMENTS

B. REVIEW AND COMMENT ON PROPOSED SEWER SERVICE CHARGES FOR FISCAL YEAR 2022/2023 AND DRAFT PROPOSITION 218 NOTICE (Brian Thomas)

C. ADJOURNMENT

The District will provide reasonable accommodations for persons with disabilities who plan to participate in 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 meeting agenda and distributed by the District to the Committee members less than 72 hours prior to that meeting are available for public inspection on the District website at www.deltadiablo.org and at the District office located at 2500 Pittsburg-Antioch Highway, Antioch, CA 94509.



April 20, 2022

**MAKE FINDINGS AND APPROVE CONTINUING TELECONFERENCE MEETINGS
(AB 361, GOVERNMENT CODE SECTION 54953[e])**

Recommendations

1. Find that the following circumstances exist: (a) the Statewide state of emergency and the Countywide local emergency continue to directly impact the ability of the Board of Directors, in all its capacities, and its subcommittees and advisory bodies, to meet safely in person; and (b) the Contra Costa County Health Officer's recommendations encourage online meetings (i.e., teleconference meetings) to minimize the risk of COVID-19 transmission where practical, as these meetings present the lowest risk of transmission of the virus that causes COVID-19.
2. Authorize the Board of Directors, in all its capacities, and its Subcommittees, to conduct teleconference meetings under Government Code Section 54953(e).
3. Determine that these bodies will hold virtual meetings for the next 30 days.
4. Direct the General Manager to return to the Board acting in all its capacities, within 30 days with an item to reconsider the state of emergency and whether to continue meeting virtually under the provisions of Government Code Section 54953(e) and to make required findings as to all bodies covered by this Board order.

Background Information

On October 13, 2021, November 17, 2021, January 12, 2022, and March 30, 2022, the Board adopted Resolution Nos. 15/2021, 19/2021 and 01/2022, 08/2022, respectively, which authorized the Board, in all its capacities, and subcommittees, to conduct teleconferencing meetings under Government Code Section 54953(e). In addition, the Board also authorized the continuance of teleconference meetings at its December 8, 2021 and February 9, 2022 meetings.

Government Code Section 54953(e), added to the Brown Act by Assembly Bill 361 (AB 361), allows a local agency to use special teleconferencing rules during a declared state of emergency. When a legislative body uses the emergency teleconferencing provisions under Government Code Section 54953(e), the following rules apply:

- The agency must provide notice of the meeting and post an agenda as required by the Brown Act and Better Government Ordinance, but the agenda does not need to list each teleconference location or be physically posted at each teleconference location.
- The agenda must state how members of the public can access the meeting and provide public comment.
- The agenda must include an option for all persons to attend via a call-in or internet-based service option.
- The body must conduct the meeting in a manner that protects the constitutional and statutory rights of the public.
- If there is a disruption in the public broadcast of the meeting, or of the public's ability to comment virtually for reasons within the body's control, the legislative body must stop the meeting and take no further action on agenda items until public access and/or ability to comment is restored.



- Local agencies may not require public comments to be submitted in advance of the meeting and must allow virtual comments to be submitted in real time.
- The body must allow a reasonable amount of time per agenda item to permit members of the public to comment, including time to register or otherwise be recognized for the purposes of comment.
- If the body provides a timed period for all public comment on an item, it may not close that period before the time has elapsed.
- AB 361 sunsets on January 1, 2024.

Analysis

Under Government Code Section 54953(e), if the local agency wishes to continue using these special teleconferencing rules after adopting an initial resolution, the legislative body must reconsider the circumstances of the state of emergency every 30 days and make certain findings. The agency must find that the state declared emergency continues to exist and either that it continues to directly impact the ability of officials and members of the public to meet safely in person, or that state or local officials continue to impose or recommend measures to promote social distancing.

The Board last considered these matters on March 30, 2022, made the required findings, and continued use of special teleconferencing rules. The Board can again make these findings. The statewide state of emergency continues to exist, and the state and the countywide local emergencies continue to directly impact the ability of the Board of Directors, in all its capacities, and its subcommittees to meet safely in person. The current trends as of April 15, 2022 in COVID-19 case rate and COVID-19 hospitalizations have plateaued at this time, but wastewater surveillance data and COVID-19 test positivity has been increasing. In addition to this, the predominant variant of COVID-19 being identified continues to be the Omicron variant, the impact of which on the spread of COVID-19 has shown to dramatically increase COVID-19 transmission.


If the Board wishes to continue teleconferencing under Section 54953(e), at its next meeting, the Board must reconsider the circumstances of the state of emergency and find that one or both of the following circumstances exists: a) the state declared emergency continues to directly impact the ability of members to safely meet in person, or b) state or local officials continue to impose or recommend measures to promote social distancing. If the state declared emergency no longer exists, or if the Board does not make these findings by majority vote, then it and its subcommittees will no longer be exempt from the Brown Act's non-emergency teleconferencing rules.


Fiscal 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



April 20, 2022

AUTHORIZE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 3 IN AN AMOUNT NOT TO EXCEED \$114,702, FOR A NEW TOTAL CONTRACT AMOUNT OF \$223,704, WOODARD & CURRAN, INC., ENGINEERING SERVICES, ONSITE FUELING STATION REPLACEMENT, PROJECT NO. 19112

Recommendation

Authorize the General Manager to execute Amendment No. 3 to the Consulting Services Contract with Woodard & Curran, Inc. (W&C) to provide additional engineering services in an amount not to exceed \$114,702, for a new total contract amount of \$223,704, for the Onsite Fueling Station Replacement Project.

Background Information

In September 2019, the District executed a consulting services contract with W&C for design services to replace the existing District fueling station storage facilities. The District executed Amendment No. 1 to the agreement with W&C during design to incorporate additional details and demolition requirements associated with the new project site. In addition, Amendment No. 2 was executed to complete design work and prepare construction plans and specifications for public bid. W&C completed the project design in May 2021.

Analysis

The Onsite Fueling Station Replacement Project was originally bid in June 2021. Four bids were received for this project with all bids significantly higher than the Engineer's Estimate (i.e., 132% to 158%). Staff conducted a bid evaluation and determined the increased cost resulted from an increase in material and construction costs due to COVID-19 pandemic impacts on the construction supply chain. Based on this evaluation, the Board exercised its discretion under Public Contract Code Section 20783 and rejected all bids for this project in September 2021, without re-advertising it, to allow for further evaluation of the project scope and construction bid environment.

After careful consideration following rejection of all bids, staff evaluated multiple options for project implementation and has confirmed that the original project scope still meets District needs. In addition, recent inspections confirmed the inadequate condition of existing facilities and accelerated the need to immediately remove the underground storage tanks to comply with regulatory requirements. Preparation for rebidding is currently underway and project award is anticipated in May 2022.

Amendment No. 3 is recommended to add additional design and bid support services and engineering services during construction (ESDC). The bid services are required to assist with questions from bidders, site walks, and development of bid package addenda. ESDC will provide for technical support during construction. In addition, this amendment includes an optional services task to develop plans and specifications for expedited removal of the existing underground storage tanks, if necessary. A summary of the amended scope of work and total contract cost estimate is attached.

Financial Impact

The adopted Fiscal Year 2021/2022-2025/2026 (FY21/22-FY25/26) Capital Improvement Program (CIP) budget includes appropriations of \$600,000 through FY21/22 for the Onsite



Fueling Station Replacement Project in the Wastewater Capital Asset Replacement Fund. Sufficient funding is available in the current fiscal year for the planned expenditures. Staff will include an additional appropriation request in the upcoming 5-year CIP to reflect the new total project cost estimate of \$1.25 million, which includes planning, design, construction management and inspection, and contingencies.

Attachment

Amendment No. 3 Scope of Work and Cost Estimate Summary

Reviewed by: 

Thanh Vo
Acting Engineering Services Director

cc: District File No. P.19112.01.01



**ONSITE FUELING STATION REPLACEMENT
PROJECT NO. 19112**

**AMENDMENT NO. 3
WOODARD & CURRAN, INC. (CONSULTANT)**

SCOPE OF WORK AND COST ESTIMATE SUMMARY

| <u>DESCRIPTION</u> | <u>PROPOSED COST</u> |
|--|-----------------------------|
| ORIGINAL AUTHORIZED CONTRACT AMOUNT | \$46,202 |
| Amendment No. 1 | \$53,300 |
| Amendment No. 2 | \$9,500 |
| <u>AMENDMENT NO. 3 SCOPE OF WORK:</u> | |
| Project Management and Clerical Support | \$16,211 |
| Bid Period & Engineering Services During Construction | \$48,491 |
| <i>Optional Services:</i> Underground Storage Tank Removal Design Services | \$50,000 |
| Amendment No. 3 Subtotal | \$114,702 |
| TOTAL | \$223,704 |

April 20, 2022

AUTHORIZE GENERAL MANAGER TO EXECUTE UTILITY AGREEMENT WITH PACIFIC GAS AND ELECTRIC COMPANY IN AN AMOUNT NOT TO EXCEED \$150,000, INSTALLATION OF NEW ELECTRICAL SERVICE FACILITIES, TREATMENT PLANT ELECTRICAL SWITCHGEAR REPLACEMENT, PROJECT NO. 17120

Recommendation

Authorize the General Manager to execute a Utility Agreement with Pacific Gas and Electric Company (PG&E) to pay PG&E an amount not to exceed \$150,000, for installation of new electrical service facilities for the Treatment Plant Electrical Switchgear Replacement Project.

Background Information

The Treatment Plant Electrical Switchgear Replacement Project includes construction of a new electrical switchgear system at the District's Wastewater Treatment Plant. As part of project implementation, staff submitted plans and application documents to PG&E for a new electrical service at the site. PG&E is in the process of reviewing the design of the service installation and will submit agreement documents with fees when complete, which is currently anticipated in July 2022. PG&E's estimated service fee ranges from \$75,000 to \$150,000.

Analysis

The timely procurement of electrical service from PG&E is essential to successful project completion. PG&E indicated its construction crews for installation of the new service equipment cannot be scheduled until after the District enters into a Utility Agreement and pays costs for installing the new service equipment. Although the Utility Agreement is still being prepared by PG&E, it is expected to utilize a standard Utility Agreement form, which will likely require PG&E to install the new electrical service equipment, the District to pay for completion of that work, the District to defend and indemnify PG&E from liabilities that arise from the negligence or willful misconduct of the District, and PG&E's liability to be limited to direct damages arising under the agreement.

To avoid delays, staff recommends that the Board authorize the General Manager to execute the Utility Agreement following approval as to form by District Counsel.

Financial Impact

The adopted Fiscal Year 2021/2022-2025/2026 (FY21/22-FY25/26) Capital Improvement Program (CIP) includes budget appropriations of \$7,201,305 through FY21/22, for a total project budget of \$12,201,305, for the Treatment Plant Electrical Switchgear Replacement Project in the Wastewater Capital Asset Replacement Fund. Sufficient funding is available to support the PG&E Utility Agreement cost, which is not expected to exceed \$150,000.

Attachment

None

Reviewed by:



Thanh Vo
Acting Engineering Services Director

cc: District File No. P.17120.01.01



April 20, 2022

AUTHORIZE GENERAL MANAGER TO ESTABLISH A NEW FISCAL YEAR 2021/2022 PROJECT IN THE WASTEWATER CAPITAL ASSET REPLACEMENT FUND, AND TO TRANSFER MONIES TO THIS PROJECT FROM ABOVEGROUND FUEL STORAGE TANK REHABILITATION PROJECT WITHIN WASTEWATER CAPITAL ASSET REPLACEMENT FUND IN THE AMOUNT OF \$100,000, FOR A TOTAL PROJECT BUDGET OF \$100,000; AND APPROVE PROJECT AND TAKE RELATED ACTIONS UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, PLANT OPERATIONS CENTER CONDUIT AND GENERATOR WIRING REPAIR, PROJECT NO. 22130

Recommendations

- 1) Authorize the General Manager to establish a new Fiscal Year 2021/2022 (FY21/22) project within the Wastewater Capital Asset Replacement (WW CAR) Fund, entitled Plant Operations Center Conduit and Generator Wiring Repair Project, and to transfer monies to this project from the Aboveground Fuel Storage Tank Rehabilitation Project, as shown in Attachment 1, in the amount of \$100,000, for a total project budget of \$100,000.
- 2) Approve the Plant Operations Center Conduit and Generator Wiring Repair Project and determine that the project is exempt from environmental review under 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, as shown in Attachment 2.

Background Information

The Plant Operations Center (POC) standby diesel generator was installed in 1996 as part of the original building construction. This unit provides temporary power to the POC in the event of power outages. The existing POC generator is over 25 years old with aging components that need to be replaced. Recently, the existing control wiring failed, which required a temporary aboveground wiring connection to be installed to restore service to the generator.

Analysis

Staff investigated the failure and determined that while the existing POC generator is in good condition, the associated control wiring is damaged and needs to be replaced. The replacement work will require additional investigation, design, and preparation of construction plans and specifications. Staff recommends that the Board authorize creation of a new capital project to replace the existing control wiring for the POC generator to ensure sufficient long-term operational reliability. In addition, staff recommends that the Board approve the project and 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 NOE further describes the justification for the exemption.



Financial Impact

Sufficient funding is available for transfer from the existing Aboveground Fuel Storage Tank Rehabilitation Project within the WW CAR Fund in the approved FY21/22-FY25/26 Capital Improvement Program for this recommended action.

Attachments

- 1) Summary of Required Transfer within WW CAR Fund
- 2) Draft CEQA Notice of Exemption

Reviewed by:



Thanh Vo
Acting Engineering Services Director

cc: District File No. P. 22130.01.01



**PLANT OPERATIONS CENTER
CONDUIT AND GENERATOR WIRING REPAIR
PROJECT NO. 22130**

SUMMARY OF REQUIRED TRANSFERS WITHIN WW CAR FUND

| Description | Estimated Expenditure through FY21/22 |
|-----------------------------------|--|
| Investigation (i.e., Potholing) | \$ 13,000 |
| Design | \$ 12,000 |
| Construction | \$ 50,000 |
| Construction Contingency (5%) | \$ 2,500 |
| Administrative/Project Management | \$ 22,500 |
| TOTAL | \$ 100,000 |

FY21/22-FY25/26 Wastewater Capital Asset Replacement CIP Project(s)

| | Existing FY21/22 Budget | Budget Transfer | Revised FY21/22 Budget |
|--|--------------------------------|------------------------|-------------------------------|
| Aboveground Fuel Storage Tank Rehabilitation | \$ 300,000 | \$ 100,000 | \$ 200,000 |
| TOTAL | \$ 300,000 | \$ 100,000 | \$ 200,000 |

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: PLANT OPERATIONS CENTER CONDUIT AND GENERATOR
WIRING REPAIR, PROJECT NO. 22130

DATE ON WHICH AGENCY APPROVED THE PROJECT: April 20, 2022

STATE CLEARINGHOUSE NUMBER: N/A

PROJECT LOCATION: 2500 Pittsburg-Antioch Highway, Antioch, CA 94509

PROJECT DESCRIPTION: The project, in general, consists of potholing to locate existing
underground ductbank, installation of a new electrical vault, and replacement of existing
generator control wiring.

LEAD AGENCY APPROVING AND CARRYING OUT PROJECT: Delta Diablo

CONTACT PERSON: Christopher Thomas, Assistant Engineer, (925) 260-5207

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 potholing to locate existing
underground ductbank, installation of a new electrical vault, and replacement of existing
generator control wiring 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

ITEM E/8

April 20, 2022

AUTHORIZE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 1 TO CONSULTING SERVICES CONTRACT IN AN AMOUNT NOT TO EXCEED \$134,243, FOR A NEW TOTAL CONTRACT AMOUNT OF \$234,208, KENNEDY JENKS CONSULTANTS, ENGINEERING SERVICES, MANHOLE, GRAVITY INTERCEPTOR, AND EASEMENT ROAD IMPROVEMENTS, PROJECT NO. 21114

Recommendation

Authorize the General Manager to execute Amendment No. 1 to the consulting services contract with Kennedy Jenks Consultants (KJ) to provide additional engineering services, in an amount not to exceed \$134,243, for a new total contract amount of \$234,208, for the Manhole, Gravity Interceptor, and Easement Road Improvements Project.

Background Information

In February 2022, the District executed a consulting services contract with KJ for design services to replace and/or rehabilitate prioritized manholes as part of the initial phase for the Manhole, Gravity Interceptor, and Easement Road Improvements Project. This multiphase project also includes performing condition assessment of the District's wastewater conveyance system (i.e., gravity interceptors), rehabilitating at-risk gravity interceptors, and improving existing easement roads to provide operational reliability and facilitate future maintenance. Condition assessment is currently underway with design for the manhole scope of work to be completed in June 2022. Staff anticipates returning to the Board in September 2022 to request award of a construction contract to complete high-priority improvements.

Analysis

As the condition assessment work progressed to different sites, staff discovered unforeseen issues with several existing access points and manholes. The existing easement roads are covered with thick vegetation in some locations, which requires additional effort to improve access conditions. Several of the critical manholes are in environmentally-sensitive areas potentially needing state and local approval to construct. In addition, staff identified multiple high priority reinforced concrete pipe (RCP) segments along the Shore Acres Interceptor for inclusion within the initial phase. These RCP segments may be in similar condition as the RCP segment that failed on January 12, 2022, and must be evaluated to determine if immediate rehabilitation is required. These unforeseen issues necessitate a KJ contract amendment to provide additional engineering design services to complete the infrastructure condition assessment work. A summary of the Amendment No. 1 scope of work and estimated cost is attached.

Financial Impact

Sufficient funding is available in the FY21/22 Budget, which includes \$1,000,000 in appropriations for the Manhole, Gravity Interceptor, and Easement Road Improvements Project in the Wastewater Capital Asset Replacement Fund. Based on the outcome of the sewer



condition assessments, additional appropriations may be allocated as part of future CIP planning efforts for priority-based implementation.

Attachment

KJ Scope and Cost Estimate Summary, Amendment No. 1

Reviewed by:



Thanh Vo
Acting Engineering Services Director

cc: District File No. P.21114.01.01



**MANHOLE, GRAVITY INTERCEPTOR, AND EASEMENT ROAD IMPROVEMENTS
PROJECT NO. 21114**

**AMENDMENT NO. 1
KENNEDY JENKS CONSULTANTS (CONSULTANT)**

SCOPE OF WORK AND COST ESTIMATE SUMMARY

| <u>DESCRIPTION</u> | <u>PROPOSED COST</u> |
|---|-----------------------------|
| ORIGINAL AUTHORIZED CONTRACT AMOUNT | \$99,965 |
| <u>AMENDMENT NO. 1 SCOPE OF WORK:</u> | |
| Closed-Circuit Television (CCTV) Inspection of RCP Segments | \$52,109 |
| Engineering Services During Design | \$69,675 |
| Project Management | \$12,459 |
| Amendment No. 1 Subtotal | \$134,243 |
| TOTAL | \$234,208 |

ITEM E/9

April 20, 2022

AUTHORIZE AMENDMENT TO PURCHASE ORDER IN THE AMOUNT OF \$79,000, FOR NEW TOTAL AMOUNT NOT TO EXCEED \$364,000, THATCHER COMPANY OF CALIFORNIA, INC., SUPPLY AND DELIVERY OF LIQUID ALUMINUM SULFATE; AND AUTHORIZE AMENDMENT TO PURCHASE ORDER IN THE AMOUNT OF \$35,000, FOR NEW TOTAL AMOUNT NOT TO EXCEED \$143,000, POLYDYNE, INC., SUPPLY AND DELIVERY OF LIQUID POLYMER FOR FISCAL YEAR 2021/2022

Recommendations

1. Authorize amendment of the Purchase Order with Thatcher Company of California, Inc. (Thatcher), in the amount of \$79,000 for supply and delivery of liquid aluminum sulfate for Fiscal Year 2021/2022 (FY21/22), for a new total amount not to exceed \$364,000.
2. Authorize amendment of the Purchase Order with Polydyne, Inc., in the amount of \$35,000 for supply and delivery of liquid polymer for FY21/22, for a new total amount not to exceed \$143,000.

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 FY21/22 was from Thatcher at \$0.74 per gallon.

Liquid polymer (Clarifloc WE-363) is used for flocculation of solids at the District's RWF prior to settling in the tertiary clarifiers. In response to a sole-source solicitation, Polydyne, Inc. agreed to a price of \$1.44 per pound delivered, which is 9.7% higher than the previous fiscal year.

Analysis

Projected recycled water consumption is evaluated annually and determined based on the previous year's demand and speculation of uncontrollable events, such as drought and/or extreme weather. Actual consumption can vary drastically 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 chemical consumption is directly tied to annual energy production and ambient temperature. This combined with the need to retreat Calpine's blowdown due to higher-than-normal mercury levels resulted in higher than expected chemical consumption from July to October 2021.

It is anticipated that this higher demand will be sustained as California continues into another year of drought and Calpine works to identify the mercury source and eliminate intermittently elevated mercury levels in the blowdown return. Although staff continually strives to optimize chemical usage to conserve natural resources and minimize cost, both liquid aluminum sulfate and liquid polymer are essential for solids removal at sufficient dosage rates to produce permit compliant tertiary recycled water.



The original Board authority of \$285,000 for liquid aluminum sulfate and \$108,000 for liquid polymer has not yet been exceeded but is anticipated to be fully utilized by the end of FY21/22.

Financial Impact

Sufficient funding is available in the approved FY21/22 Budget to cover the additional chemical costs.

Attachments

None

Reviewed by:



Dean Eckerson
Resource Recovery Services Director

cc: District File No. BRD-ACTS 01



April 20, 2022

APPROVE ASSIGNMENT OF AGREEMENT FOR STREET SWEEPING SERVICES FROM CONTRACT SWEEPING SERVICES, LLC TO SCA OF CA, LLC, EFFECTIVE UPON BOARD APPROVAL; AND AUTHORIZE GENERAL MANAGER TO EXECUTE THE ASSIGNMENT

Recommendation

Approve assignment of Agreement for street sweeping services from Contract Sweeping Services, LLC to SCA OF CA, LLC, effective upon Board approval; and authorize the General Manager to execute the assignment. These actions will not impact the agreement end date of June 30, 2023.

Background Information

Street sweeping is one of the many pollution prevention activities performed by the District for residents and businesses within its service area. Street sweeping is required by state and federal regulations under the Clean Water Act, as well as under state stormwater regulations. This service has proven effective in improving water quality by removing pollutants from streets before wind, rain, and water carry them into the storm drain system where they enter local waterways and the Delta without treatment. Sweeping is particularly important during the winter months when heavy rainfall is often experienced and can result in accumulated debris blocking storm water facilities causing local flooding.

The District executed an agreement with Contract Sweeping Services, LLC (CSS) in July 2021 for street sweeping in the Antioch and Bay Point. The City of Pittsburg Department of Public Works performs street sweeping in Pittsburg. The agreement with CSS has been amended several times to extend the term of the agreement, which continues through June 30, 2023. In early March 2022, CCS informed the District that it will no longer perform sweeping services under the current contract and instead has entered into an agreement with SCA OF CA, LLC (SCA) to assume their contractual obligations to the District. The District's agreement with CSS includes a provision for assignment or transfer with the District's written consent.

Analysis

Staff met with representatives of CSS and SCA in March 2022 to discuss the proposed transfer of agreement obligations. SCA provided written background information for the company including a list of municipalities and references currently receiving street sweeping services. SCA also provided written confirmation of its ability and intent to accept the assignment in accordance with all terms and conditions, including pricing, pending written approval from the District.

SCA is the largest power sweeping services company in the United States. SCA performs power sweeping for highways, streets, industrial and commercial applications for both private and government entities. Staff reviewed the company ownership and background information provided by SCA and contacted several references to determine the ability of SCA to perform the necessary services and evaluate the quality of sweeping work they perform.



Based on this review, staff determined SCA is well qualified to perform sweeping services under the terms and conditions of the existing agreement for the remaining contract period. SCA is properly licensed and insured and proposes to use the same experienced sweeper operators currently employed by CSS for Antioch and Bay Point.


Staff has initiated a review of future street sweeping needs, including options for contracting services upon completion of the current agreement in mid-2023. This information and recommendations for future street sweeping services and costs will be presented to the Board for consideration for services that will be required as of July 1, 2023.

Financial Impact

The recommended assignment of the agreement for street sweeping services to SCA maintains the current pricing, so there is no financial impact from the proposed action.

Attachment

None

Reviewed by: 
Dean Eckerson
Resource Recovery Services Director

cc: District File No. BRD.ACTS-01



April 20, 2022

AUTHORIZE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 2 TO GENERAL SERVICES CONTRACT IN THE AMOUNT OF \$50,000, FOR A NEW TOTAL CONTRACT AMOUNT NOT TO EXCEED \$186,399, LIEBERT CASSIDY WHITMORE, LABOR NEGOTIATION SERVICES

Recommendation

Authorize the General Manager to execute Amendment No. 2 to the general services contract with Liebert Cassidy Whitmore (LCW) to provide additional labor negotiation services in the amount of \$50,000, for a new total contract amount not to exceed \$186,399.

Background Information

On January 14, 2021, the District executed a general services contract with LCW for \$99,999 to provide labor negotiation services on behalf of the District with the Local One AFSCME Council 57 Representation Units (Operations and Maintenance, Professional and Technical) and the Management Association. The Memoranda of Understanding (MOUs) with each of the three bargaining units expired on June 30, 2021.

Analysis

Labor negotiations with bargaining units commenced in March 2021. Labor negotiations were expected to be completed by December 2021 when the Board approved Amendment No. 1 in the amount of \$36,400. Because labor negotiations are still ongoing, staff is recommending this contract amendment for LCW to provide services through June 2022.

Financial Impact

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

Attachment

None.

Prepared by:



Brian Thomas
Acting Business Services Director

cc: Liebert Cassidy Whitmore
District File No. BRD.01-ACTS



ITEM G

April 20, 2022

REVIEW PROPOSED SEWER SERVICE CHARGE INCREASES FOR FISCAL YEAR 2022/23; SET PUBLIC HEARING FOR JUNE 22, 2022, AT 5:30 P.M., TO CONSIDER PROTESTS AGAINST SEWER SERVICE CHARGE INCREASES FOR FISCAL YEAR 2022/23, AND TO CONSIDER AUTHORIZING COLLECTION OF FISCAL YEAR 2022/23 SEWER SERVICE CHARGES ON THE TAX ROLL; AND AUTHORIZE DISTRIBUTION OF PROPOSITION 218 HEARING NOTICES AND PUBLICATION OF HEARING NOTICES

Recommendations

- 1) Review proposed Sewer Service Charge (SSC) increases for Fiscal Year 2022/2023 (FY22/23).
- 2) Set public hearing for June 22, 2022 at 5:30 pm, at which the Board will do the following: receive public comments; consider all protests received; consider whether to adopt an ordinance establishing increased SSCs effective FY22/23; and consider whether to adopt a resolution authorizing collection of the increased SSCs on the tax roll.
- 3) Authorize distribution of Proposition 218 Hearing Notices addressing proposed SSC increases and notifying property owners of the associated public hearing; and authorize publication of hearing notices in accordance with Health and Safety Code Section 5473.1.

Summary

The following key actions are associated with the proposed FY22/23 SSC increases:

- § Generate an additional \$1.2 million in annual revenue to meet the District's capital investment and operational financial needs, which represents a 4.5% increase in anticipated FY22/23 revenue
- § Residential Customers
 - Implement a 4.5% SSC increase for Antioch (District Zone 3) and Pittsburg (District Zone 2). The proposed SSC adjustment (does not include wastewater collection services, which are provided by the respective cities) equates to an annual SSC increase of \$19.33 (or approximately \$1.61 per month)
 - Implement a 4.5% SSC increase for Bay Point (District Zone 1). The proposed SSC adjustment (includes wastewater collection services provided by the District) equates to an annual SSC increase of \$26.52 (or approximately \$2.21 per month)
- § Non-residential Customers: Implement a 4.5% SSC increase to specific business classes (refer to Table 2 in attached draft Prop. 218 Notice)
- § 2021 Cost-of-Service (CoS) Study: Key findings from the 2021 CoS Study, which reapportioned certain costs from non-residential customers to residential customers to ensure SSCs accurately reflect the District's cost of providing services to different customer classes, are incorporated into the development of proposed SSC adjustments for FY22/23
- § Street Sweeping Charges: No proposed changes (required service level varies by community)
 - Annual single-family residential: \$4.58 for Bay Point, \$10.26 for Pittsburg, \$5.60 for Antioch
 - Annual non-residential unit: \$45.80 for Bay Point, \$51.35 for Pittsburg, \$56.00 for Antioch



Background Information

In developing proposed SSC adjustments to meet revenue requirements each year, staff utilizes the following guiding principles to ensure long-term financial sustainability, as highlighted under the Fiscal Responsibility goal area in the District's Strategic Plan (dated August 2021):

- § Critically review operating budget each year to identify budget adjustment needs and opportunities
- § Ensure effective prioritization of a capital improvement program (CIP) that addresses critical infrastructure needs
- § Utilize a 5-year rate model to identify SSC revenue needed to meet cost projections without sharp rate increases
- § Maximize cash funding of CIP (vs. debt financing) to ensure lowest overall costs for customers
- § Meet District policy to maintain minimum reserve balance of 40% of annual budgeted operating expenses in the Wastewater Operations & Maintenance (WW O&M) Fund
- § Factor growth into SSC calculation each year to ensure equitable cost allocation across customers
- § Reserve debt management capacity for long-term secondary treatment improvements, which includes infrastructure renewal, capacity expansion, and nutrient management upgrades
- § Maintain SSCs below average relative to peer agencies
- § Comply with legal requirements for revenue collection

During the Board Meeting, staff will highlight the District's efforts to integrate these guiding principles and support Strategic Plan implementation in its financial planning activities.

Staff has developed a 5-year financial plan (with a 10-year outlook) to effectively identify the District's capital investment and operational financial needs, while meeting District fiscal policy requirements. This financial planning approach ensures the District is charging rates that are appropriate to recover costs of providing service and in compliance with California law, including Proposition 218. Staff has determined that the proposed FY22/23 SSC increases are necessary and meet the following requirements:

- § Collects sufficient revenue to meet current and long-term projected costs of operations and maintenance, fund capital investment in aging infrastructure necessary to maintain effective and reliable services, and maintain overall financial stability
- § Complies with state-mandated regulatory requirements
- § Meets and complies with annual debt service requirements
- § Avoids generating operational deficits and depleting reserves
- § Complies with California Constitution Article XIII D, Section 6, which includes the following requirements:
 - An agency cannot collect revenue beyond what is necessary to provide service
 - No charge may be imposed for a service unless that service is actually used or immediately available to the owner of the property
 - Revenues derived from the charge shall not be used for any other purpose other than that for which the charge was imposed
 - The amount of the charge must be proportional to the cost of the service, and the apportionment of total costs of service amongst ratepayer classes must be reasonable (e.g., avoidance of subsidization across customer classes)
- § Meets District fiscal policy to maintain a minimum reserve balance of 40 percent of annual budgeted operating expenditures in the Regional Treatment and Conveyance (WW O&M) Fund
- § Meets commitments made in loan agreements



Each year, the District submits required information to Contra Costa County to place SSCs on the property tax roll for most customers. The wastewater sector is heavily regulated with new and emerging issues competing with aging infrastructure needs, operating budget challenges (e.g., chemical, energy, hauling costs), regulatory compliance obligations, and limited state and federal funding support. Staff endeavors to meet these challenges while ensuring the District's SSCs are among the lowest when compared to its peer agencies in the Bay Area region.

On April 13, 2022, staff presented the proposed SSC increases and associated recommendations to the Finance Committee (Committee), and the Committee recommended that these items be submitted to the Board for consideration on April 20, 2022.

Analysis

Key assumptions in developing the updated 5-year financial plan and associated FY22/23 SSC adjustments include:

- § **Preliminary FY22/23 Operating Budget:** \$28.4M funded by SSCs (\$31.7M total) with escalation in subsequent years to address increasing operating costs over time
- § **Preliminary 5-year CIP:** \$117.0M for Wastewater (\$135.8M total). Staff highlighted major factors impacting capital investment needs at the March 2022 Board meetings, including the \$60M Secondary Process Improvements Project, \$18.5M Antioch Conveyance System and Pump Station Improvements Project, and \$18M for wastewater treatment plant electrical system, digester gas handling, and cogeneration improvement projects.
- § **Debt Utilization:** Consistent with prior Board direction regarding financial impacts associated with various funding approaches for the \$60M Secondary Process Improvements Project, staff continues to recommend that the District fund this project with \$30M in cash with the remainder funded by a new debt issuance (i.e., 50% cash/50% debt scenario).
- § **FY22/23 Service Area Growth:** A total of 520 equivalent residential units (ERUs) to date have been added to the 5-year financial plan, which generates an additional \$225,000 in annual SSC revenue. Staff updates the District's 5-year financial plan each year to reflect any growth that has occurred in the service area during the current year.
- § **Ad Valorem Taxes:** The annual Ad Valorem Tax revenue assumption of \$3.0M remained unchanged from the current fiscal year.
- § **Advanced Treatment (AT) Fund:** Based on the extended timeline for implementation of nutrient removal regulatory requirements, staff is recommending that the District continue suspending collection of this SSC revenue component.
- § **2021 Cost-of-Service (CoS) Study:** As referenced above, the 2021 CoS Study findings were implemented in FY21/22 to rebalance the cost allocation between residential and non-residential customer categories, change the annual minimum charge for non-residential customers (i.e., 80 HCF) and eliminate SSC differences for the same business classes in different District zones. The proposed SSC adjustments incorporate the 2021 CoS recommendations.
- § **Inter-fund Loans:** The 5-year financial plan includes a \$9.6M loan from the WW Capital Asset Replacement (WW CAR Fund) to the Wastewater Expansion Fund in FY24/25 with a subsequent annual \$1.0M payment until the loan is repaid.

In June 2021, the Board adopted an FY21/22 SSC increase of 6.5% for Antioch/Pittsburg customers and 5.9% for Bay Point customers. At that time, staff projected a future FY22/23 SSC increase of 5.8% for Antioch/Pittsburg and Bay Point residential customers (current proposed

FY22/23 SSC increase = 4.5%). Key changes driving these differences from last year's 5-year SSC projection include: 1) a significant increase in the customer base which resulted in increased annual revenue, 2) fund balances were higher than estimated during the previous budget development process, and 3) delay in implementing of the \$60M Secondary Process Improvements Project, which remains as a near-term priority in the proposed 5-year CIP.

Public Communication and Outreach

In compliance with Article XIII D, Section 6 of the California Constitution, and Government Code Section 53750, *et seq.*, notices on proposed rate adjustments are planned to be sent to all utility customer accounts by May 8, 2022 (a minimum of 45 days prior to the public hearing in June) (refer to attachment). The Notice includes the information required under Prop. 218, and outlines the process for protesting the proposed rate adjustments. Written protests can be mailed, or hand delivered to the District on or before the public hearing date or in person at the public hearing that is expected to be set for June 22, 2022. In addition, notices of the public hearing will be published twice in the East County Times, in accordance with Health and Safety Code Section 5473.1 to provide notice of the proposed collection of SSCs on the tax roll. At the close of the public hearing, the Secretary to the Board will announce the total number of protest responses. If written protests against the proposed rate adjustments are presented by a majority of the parcel owners in the District's service area, the District cannot implement SSC increases.

If state and local COVID-19 regulations remain in effect, the June 22, 2022 Board Meeting agenda posted on the District's website will inform members of the public as to how the public hearing will be conducted in accordance with applicable laws, health orders, and Governor's executive orders.


Fiscal Impact

If the Board approves the proposed SSC adjustments after the June 22, 2022 public hearing, an additional \$1.2 million in annual SSC revenue would be generated to meet the District's capital investment and operational financial needs.

Following implementation of the proposed SSC adjustments, the District's cost for providing wastewater collection, conveyance, and treatment services would remain amongst the lowest when compared to peer agencies in the San Francisco Bay Area region. A comparison of District SSCs to regional peer agencies will be highlighted during the Board Meeting.

Attachments

- 1) Finance Committee Staff Report Memorandum dated April 13, 2022 (w/o attachment)
- 2) Draft Prop. 218 Notice for Proposed FY22/23 SSC Increases

Prepared by: 

Brian Thomas
Acting Business Services Director

cc: District File No. BRD.01-ACTS





Notice of Proposed Sewer Service Charge Rate Increases for Fiscal Year 2022/2023

Proposition 218 Notification to Property Owners of Public Hearing

NOTICE IS HEREBY GIVEN that the Delta Diablo Board of Directors will hold a public hearing on **Wednesday, June 22, 2022, at 5:30 p.m., in the Board Room at 2500 Pittsburg-Antioch Highway, Antioch, California**, to consider adoption of proposed rate increases for wastewater utility services. A summary of the proposed rates and associated financial needs and information, and instructions for protesting the rate increases (if desired) are provided below. In addition, related fact sheets and a “Frequently Asked Questions” document are available on the District’s website (www.deltadiablo.org).

If state and local COVID-19 regulations remain in effect, the June 22, 2022 Board Meeting agenda posted on the District’s website will inform members of the public as to how the public hearing will be conducted in accordance with applicable laws, health orders, and Governor’s executive orders.

WHAT IS DELTA DIABLO?

Delta Diablo (“District”) provides wastewater conveyance and treatment services for over 71,000 customer accounts (residential and non-residential), representing approximately 215,000 residents in the cities of Antioch and Pittsburg, and the unincorporated community of Bay Point. As part of our core mission to protect public health and the environment, the District treats 13.6 million gallons of wastewater each day with a focus on exemplary regulatory compliance, innovative and sustainable approaches, and sound stewardship of the public’s resources and trust.

The District has transformed its Wastewater Treatment Plant (WWTP) into a “resource recovery facility” by producing approximately 7.6 million gallons per day of recycled water, generating on-site renewable energy to meet over 55 percent of WWTP power needs, reusing residual biosolids as fertilizer via land application, providing household hazardous waste (HHW) collection services, and further protecting the Delta by providing street sweeping services to remove pollutants that would otherwise enter local stormwater systems.

PROPOSED FISCAL YEAR 2022/2023 SEWER SERVICE CHARGES

The District collects Sewer Service Charges (SSCs) from its customers each year as the primary revenue source needed to fund capital infrastructure investments, labor, energy, chemicals, regulatory compliance obligations, plant maintenance, and Delta HHW Collection Facility operations. For Fiscal Year 2022/2023 (FY22/23) (July 1, 2022 – June 30, 2023), the District is proposing SSC increases of approximately 4.5% (+\$19.33 per year) for residential customers in Antioch and Pittsburg, and approximately 4.5% (+\$26.52 per year) for residential customers in Bay Point.

Because the District’s costs in the categories referenced above will increase in the next fiscal year, SSC increases are required to recover the District’s costs, maintain effective and reliable wastewater conveyance and treatment services, and ensure financial integrity and long-term sustainability. In addition, the proposed FY22/23 SSCs incorporate 2021 Cost-of-Service Study findings, which reapportioned certain costs from non-residential customers to residential customers to ensure SSCs accurately reflect the District’s cost of providing services to different customer classes. SSCs for non-residential customers (i.e., commercial, industrial) were adjusted accordingly in FY21/22 based on customer class. Most District customers are billed on a fiscal-year basis and pay SSCs via annual property tax bills. Property tax bills also include a street sweeping service charge (no increase from FY21/22) that varies by community based on service frequency.

Residential Customers: The impact of the proposed SSC increase on the annual property tax bill for a single-family residential customer is shown in **Table 1**. The total annual charge for residential

properties with multiple units (e.g., duplex, fourplex, apartment complex, etc.) can be calculated by multiplying the applicable per unit SSC charge in **Table 1** by the total number of units.

Table 1 – Example Annual Residential SSC on Property Tax Bills for FY22/23

| Residential Service Customers | Proposed SSC Increase* | Current FY21/22 | Proposed FY22/23 | Annual Change |
|-------------------------------|------------------------|-----------------|------------------|-----------------|
| Antioch/Pittsburg | 4.5% | \$429.42 | \$448.75 | +\$19.33 |
| Bay Point** | 4.5% | \$589.25 | \$615.77 | +\$26.52 |

Notes: * Percentage increases are approximate.

** Delta Diablo provides wastewater collection services for Bay Point customers only (i.e., higher SSC), while the respective cities provide these services for Antioch and Pittsburg customers.

Non-residential Customers: The District is proposing SSCs increases for commercial and industrial customers based on annual potable water consumption data (i.e., the SSC rates are per one hundred cubic feet per year [HCF/y] of potable water consumption) by business class and community, as presented in **Table 2**. If annual water consumption is less than 80 HCF/y, a minimum annual charge of 80 HCF/y multiplied by the applicable rate for each business class will be applied.

Table 2 – Non-residential Proposed User Charges: SSC (\$) per Hundred Cubic Feet per Year

| Business Class (Commercial/ Industrial) | Bay Point (Zone 1) | | Pittsburg (Zone 2) | | Antioch (Zone 3) | |
|---|--------------------|---------------------|--------------------|---------------------|--------------------|---------------------|
| | Current FY21/22 | Proposed FY22/23 | Current FY21/22 | Proposed FY22/23 | Current FY21/22 | Proposed FY22/23 |
| Bakeries/Restaurants | \$9.02 | \$9.43 | \$7.33 | \$7.66 | \$7.33 | \$7.66 |
| Hotels/Motels | \$4.57* | \$4.78* | \$4.57 | \$4.78 | \$4.57 | \$4.78 |
| Institutional | \$5.91 | \$6.18 | \$4.22 | \$4.41 | \$4.22 | \$4.41 |
| Light Industrial | \$5.71 | \$5.97 | \$4.02 | \$4.21 | \$4.02 | \$4.21 |
| Marinas | \$6.03* | \$6.31* | \$6.03 | \$6.31 | \$6.03 | \$6.31 |
| Misc. Commercial | \$5.91 | \$6.18 | \$4.22 | \$4.41 | \$4.22 | \$4.41 |
| Mortuaries | \$5.83* | \$6.10* | \$5.83 | \$6.10 | \$5.83 | \$6.10 |
| Annual Minimum | varies** | varies** | varies** | varies** | varies** | varies** |

Notes: * SSC per HCF/y for FY21/22 provided, although no businesses in these classes are known in Bay Point.

** Annual minimum charge is calculated by multiplying 80 HCF/y by the applicable SSC per HCF/y

WHAT DO SEWER SERVICE CHARGES FUND?

The SSC increases are necessary to fund \$1.2 million in increased costs attributable to providing wastewater services. The District utilizes annual SSC revenue to:

- § **Meet the District's core mission of protecting public health and the environment.** Achieving this mission requires sufficient capital investment and staffing levels to properly operate and maintain the District's complex network of sewer pipes, pump stations, and treatment processes.
- § **Address aging infrastructure through prioritized capital investment.** The District continues to strategically rehabilitate and replace essential elements of the wastewater collection, conveyance, and treatment systems to maintain effective and reliable services.
- § **Recover increases in operating costs.** As a regulated utility that requires specialized employees, materials, and services to meet its mission, the District continues to experience progressive increases in annual operating costs due to escalations in labor, chemical, energy, materials, supplies, hauling, services, and regulatory compliance costs.

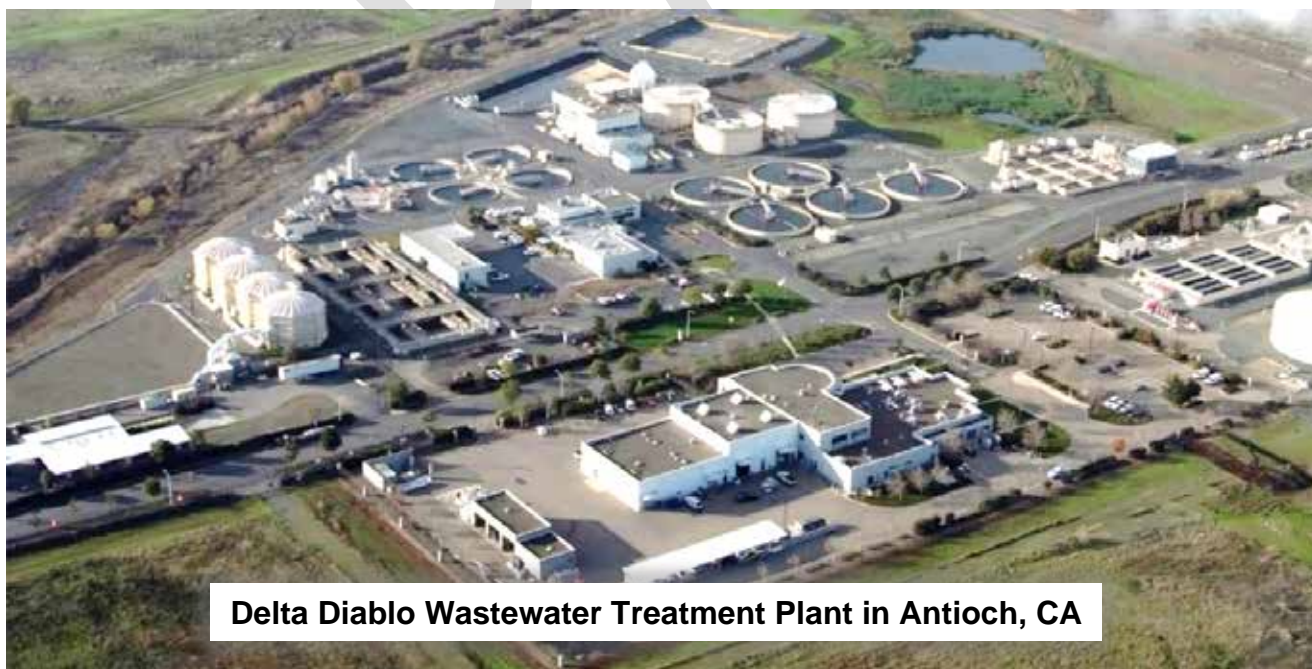
- § **Prevent the need for more significant SSC adjustments in the future.** In developing its 5-year financial plan each year, the District works hard to balance direct economic impacts to customers and the need for sufficient revenue to cover capital investment needs and operating costs. The District continues to maintain its rates below the average of its peer agencies in the Bay Area. If SSC adjustments are not implemented this year, more significant rate adjustments may need to be proposed in subsequent years.
- § **Focus on cash funding versus borrowing for capital improvements.** Increasing overall SSC revenue allows the District to continue cash funding a majority of necessary capital improvements in its wastewater conveyance and treatment systems.

Detailed information on operating and capital costs is available within the District's budget and CIP documents, which are on file at the District's offices.

PUBLIC HEARING AND PROTEST PROCEDURES

The Board of Directors will hold a public hearing on the proposed SSC increases on Wednesday, June 22, 2022, at 5:30 p.m., in the Board Room at 2500 Pittsburg-Antioch Highway, Antioch, California, 94509. If state and local COVID-19 regulations remain in effect, the June 22, 2022 Board Meeting agenda posted on the District's website will inform members of the public as to how the public hearing will be conducted in accordance with applicable laws and health orders. After close of the public hearing and consideration of all public comments and written protests received, the Board of Directors will be asked to take action to implement the proposed SSC increases at this meeting.

Written protests may be sent to the District (attention of "Office Manager/Secretary to the Board", 2500 Pittsburg-Antioch Highway, Antioch, California, 94509) prior to the close of the public hearing and **must include your property address and the Assessor Parcel Number** found on your mailing label. At the close of the public hearing, the Secretary to the Board will announce the total number of protest responses, including any received by the close of the public hearing. If written protests are presented by a majority of the parcel owners in the District's service area, the District cannot implement the SSC increases.



Delta Diablo Wastewater Treatment Plant in Antioch, CA



215,000
residents



13.6 million gallons
of wastewater per day



76 miles of sewer
pipes, force mains



5 pumps stations to
convey wastewater



Wastewater
Treatment Plant



Recycled Water
Facility



2500 Pittsburg-Antioch Highway
Antioch, CA 94509

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

**5:30 PM
WEDNESDAY, JUNE 22, 2022
2500 PITTSBURG-ANTIOCH HIGHWAY
ANTIOCH, CA 94509**



Delta Diablo provides wastewater conveyance and treatment services to approximately 215,000 customers in Pittsburg, Antioch, and Bay Point

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

**Environmental
Stewardship**

In treating 13.6 million gallons of wastewater each day, Delta Diablo has an exemplary regulatory compliance record in meeting federal, state, and local regulatory requirements and protecting the local Delta receiving waters.

**Infrastructure
Investment**

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

**Fiscal
Responsibility**

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

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