

AGENDA

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

2500 Pittsburg-Antioch Highway | Antioch, CA 94509
(Note: There will be no in-person meeting at the District.)
THURSDAY, MARCH 25, 2021
4:30 P.M.

In lieu of a public gathering, the Board of Directors meeting will be accessible via ZOOM to all members of the public as permitted by the Governor's Executive Order N-29-20, which suspends certain requirements of the Ralph M. Brown Act to allow for greater flexibility in conducting public meetings.

The Special Board of Directors Meeting on March 25, 2021 will not be physically open to the public and all Board Members will be teleconferencing into the meeting. Members of the public can observe the meeting by following the steps listed below to view and listen to the Board Meeting.

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

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

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

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

- **Using your computer, access the Zoom meeting at: <https://us02web.zoom.us/j/85654280670>**

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: 856 5428 0670**

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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THURSDAY, MARCH 25, 2021
4:30 P.M.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. PUBLIC COMMENTS

D. RECOGNITION

Introduction of Ryan Cain, Wastewater Treatment Plant Operator II, to the District (Joaquin Gonzalez)

E. CONSENT CALENDAR

- 1) **Approve** Minutes of the Board of Directors Meeting, February 10, 2021 (Cecelia Nichols-Fritzler)
- 2) **Receive** District Monthly Check Register, January 2021 (Eka Ekanem)
- 3) **Receive** Notes from Finance Committee Meeting, March 17, 2021 (Cecelia Nichols-Fritzler)
- 4) **Receive** Notes from Personnel Committee Meeting, March 19, 2021 (Cecelia Nichols-Fritzler)
- 5) **Approve** Onsite Fueling Station Replacement Project and Determination that Project is Categorically Exempt under California Environmental Quality Act (CEQA) Guidelines Class 3; **Authorize** General Manager to File CEQA Notice of Exemption with Contra Costa County Clerk-Recorder and State Clearinghouse; and **Authorize** General Manager to Execute Amendment No. 2 in an Amount Not to Exceed \$9,500, Woodard & Curran, Inc., Engineering Services, Onsite Fueling Station Replacement, Project No. 19112 (Chris Thomas)
- 6) **Authorize** General Manager to Transfer Monies to the Sodium Bisulfite Tanks Replacement Project from the Site Security Improvements Project within the Wastewater Capital Asset Replacement Fund in the Amount of \$50,000, for a Total Project Budget of \$850,000; and Authorize General Manager or His Designee to Approve Construction Contract Change Orders in an Amount Not to Exceed 15% of the Contract Amount for a New Total Contract Authorization of \$578,335, Sodium Bisulfite Tanks Replacement Project No. 17139 (Ian Bronswick)

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- 7) **Authorize** General Manager to Execute Amendment No. 6 to Consulting Services Contract in the Amount of \$75,525, for a New Total Contract Amount Not to Exceed \$2,065,832, Carollo Engineers, Inc., Engineering Services; and **Authorize** General Manager to Execute Amendment No. 1 to Consulting Services Contract in the Amount of \$275,280, for a New Total Contract Amount Not to Exceed \$1,055,461, Psomas, Construction Management and Inspection Services, Headworks Improvements, Project No. 17117 (Thank Vo)
- 8) **Approve** and **Authorize** General Manager to Refund Bay Point Family Apartments, L.P. (BPFA) \$218,590.83 and a Pro-rated Amount of the Second Installment of Fiscal Year 2020/2021 Sewer Service Charges Paid Prior to Connecting BPFA's Development Located at 3600 Willow Pass Road to District's Sewer System in Bay Point, California (Thank Vo)
- 9) **Authorize** Reduction of Capital Facilities Capacity Charges in Accordance with District Code Section 2.16.070; **Approve** and **Authorize** Refund of Pro-rated Sewer Service Charges; and **Authorize** Budget Adjustment Transferring Funds from Wastewater Capital Asset Replacement Fund to Wastewater Expansion Fund, 2575 Railroad Ave., L.P., The Atchison in Pittsburg, California (Thank Vo)
- 10) **Adopt** Resolution to Approve New Operations Support and Construction Coordinator/ Retired Annuitant Classification, Job Description, and Updated District Salary Schedule (Cheryl Rhodes Alexander)
- 11) **Authorize** Amendment to Purchase Order in the Amount of \$28,000, for a New Total Amount Not to Exceed \$348,000, Chemtrade Chemicals US, LLC, Supply and Delivery of Liquid Aluminum Sulfate; and **Authorize** Amendment to Purchase Order in the Amount of \$55,000, for a New Total Amount Not to Exceed \$348,000, Polydyne, Inc., Supply and Delivery of Dry Polymer, for Fiscal Year 2020/2021 (Joaquin Gonzalez)
- 12) **Approve** Updated District Strategic Business Plan (Vince De Lange)

F. PRESENTATIONS AND REPORTS

Receive Report on Financial Impact of Funding Scenarios for Secondary Process Improvements Project (Brian Thomas)

G. DELIBERATION ITEMS

Consider Introducing Ordinance No. 120 to Eliminate the Capital Facilities Capacity Charge Adjustments that May be Available for Specified Developments, and to Require Initial Sewer Service Charges to be Paid as a Condition of the District Engineer's or His Designee's Approval of Connection to District Sewer System; **Waive** Reading; and **Fix** April 14, 2021 for Adoption (Thank Vo)

H. MANAGER'S COMMENTS

I. DIRECTORS' COMMENTS

J. CORRESPONDENCE

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

K. CLOSED SESSION

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

Agency Negotiators: Vince De Lange, Michael Jarvis

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

Unrepresented Employees: All unrepresented employees

L. ADJOURNMENT

The next Board of Directors meeting will be held on April 14, 2021 at 4:30 p.m.

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



ITEM D

March 25, 2021

INTRODUCTION OF RYAN CAIN, WASTEWATER TREATMENT PLANT OPERATOR II,
TO THE DISTRICT

RECOMMENDATION

Welcome Mr. Ryan Cain to the District.

Background Information

The District recently completed a recruitment to create an eligibility list to fill vacant Wastewater Treatment Plant (WWTP) Operator positions. The comprehensive and competitive selection process included an initial oral interview to establish candidate rankings, as well as two additional follow-up interviews. Based on the results of the interviews, Mr. Cain was selected as the most qualified candidate for the WWTP Operator II position. Reference checks confirmed his knowledge, experience, and ability to be a valuable team member.

Analysis

Mr. Cain began his employment with the District on March 10, 2021. He has five years of experience in the wastewater industry. He participated in the Los Medanos College Process Technology Program and completed associated internships at both the District and the City of Brentwood. Mr. Cain holds a Grade II Wastewater Certificate from the State Water Resources Control Board. Prior to joining the District, he was employed as Grade II Operator for the City of Sunnyvale. Mr. Cain possesses a variety of operational and technical skills that will directly support organizational improvement and the District's core mission of protecting public health and the environment.

Financial Impact

Funding for the WWTP Operator II position is included in the District's adopted Fiscal Year 2020/2021 Budget.

Attachments

None

Reviewed by: _____



Dean Eckerson
Resource Recovery Services Director

cc: Ryan Cain, WWTP Operator II
District File No. BRD.01



March 25, 2021

APPROVE MINUTES OF THE BOARD OF DIRECTORS MEETING, FEBRUARY 10, 2021

RECOMMENDATION

Approve Minutes of the Board of Directors Meeting on February 10, 2021.

DRAFT

Minutes of the Board of Directors Meeting

**DELTA DIABLO
February 10, 2021**

The meeting was called to order by Chair Glover at 4:33 p.m. on Wednesday, February 10, 2021, via Zoom. Present were Vice Chair Monica Wilson and Director Juan Banales. Also present on the call were: Mary Ann Mason, District Counsel; Vince De Lange, General Manager; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Dean Eckerson, Resource Recovery Services Director; Brian Thomas, Acting Business Services Director; Cheryl Rhodes Alexander, Human Resources and Risk Manager; Dustin Bloomfield, Acting Maintenance Manager; and Justin McKinney, Maintenance Mechanic II.

Chair Glover read the following statement: “To slow the spread of COVID-19, in lieu of a public gathering, the Board of Directors meeting will be accessible via teleconference to all members of the public as permitted by the Governor’s Executive Order N-29-20, which suspends certain requirements of the Ralph M. Brown Act to allow for greater flexibility in conducting public hearings.

PUBLIC COMMENTS

None.

RECOGNITION

Adopt Resolution Commending Outgoing Chair, Juan Banales, for His Service to the District as Board Chair

Mr. De Lange highlighted the District’s key accomplishments during outgoing Chair Banales’ tenure as Board Chair in 2020, including navigating the District through the COVID-19 pandemic. Chair Glover thanked Director Banales for his service as Board Chair in 2020, acknowledging his many accomplishments, despite the many challenges brought on by the COVID-19 pandemic. Director Wilson also thanked him for his service. Director Banales expressed his appreciation to the Board and staff and acknowledged the District’s commitment to organizational excellence. Chair Glover called for a motion to adopt the Resolution; seconded by Director Wilson and by roll call vote, (Ayes: *Glover, Wilson*; Noes: *None*; Abstain: *Banales*), the Resolution was approved.

Introduction of Justin McKinney, Maintenance Mechanic II, to the District

Mr. Bloomfield introduced Mr. McKinney, who began his employment with the District on January 25, 2021 as a Maintenance Mechanic II. Prior to joining the District, Mr. McKinney most recently worked at Shell Oil Company. The Board welcomed him to the District.



CONSENT CALENDAR

Chair Glover moved approval of the Consent Calendar, seconded by Director Wilson and by a roll call vote (Ayes: *Banales, Glover, and Wilson*, Noes: *None*; Abstain: *None*), the following Consent items were approved: Approve Minutes of the Board of Directors Meeting, January 13, 2021; Receive District Monthly Check Register, December 2020; Authorize General Manager to Execute Amendment No. 2 to Consulting Services Contract in the Amount of \$49,610 for a New Total Contract Amount Not to Exceed \$148,898, IB Consulting, LLC, Financial Services, Financial Plan Update for Wastewater and Recycled Water Rates; Designate District Labor Negotiators; Authorize General Manager to Execute Amendment No. 2 to Consulting Services Contract in the Amount of \$294,486 for a New Total Contract Amount Not to Exceed \$522,525, V.W. Housen & Associates Inc., Engineering Services, Antioch Pump Station and Conveyance System Improvements, Project No. 20121; Authorize General Manager to Execute General Services Agreement in a Total Contract Amount Not to Exceed \$405,000, Presidio Systems, Inc., Inspection Services, Conveyance and Collection Gravity Sewer Inspection Compliance, Project No. 20120; Authorize General Manager to Execute Amendment No. 1 to Consulting Services Contract in the Amount of \$18,000 for a New Total Contract Amount Not to Exceed \$201,798, Kennedy Jenks, Engineering Services, Asset Management Program Development, Project No. 19109; Authorize General Manager to Execute an Agreement in an Amount Not to Exceed \$237,526.15, CDW Government, LLC, Information Technology Equipment and Implementation Services, IT Equipment Replacement, Project 21111; Receive Second Quarter Fiscal Year 2020/2021 District Investment Report; and Accept and Authorize General Manager to File Notice of Completion, Alcal Specialty Contracting, Inc., District Office Building Roof Replacement, Project No. 18112.

DELIBERATION ITEMS

None.

PRESENTATIONS AND REPORTS

None.

MANAGER'S COMMENTS

None.

DIRECTORS' COMMENTS

None.

CORRESPONDENCE

Receive Monthly Lobbyist Report dated January 2021, Key Advocates, Inc., Western Recycled Water Coalition, Project No. 90024

The Board received and filed the report.

CLOSED SESSION

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

Agency Negotiators: Federal Glover, Vince De Lange

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



Unrepresented Employees: All unrepresented employees

Before adjourning to Closed Session, the Secretary to the Board asked if there were any public comments on the Closed Session item. At 4:46 p.m., Chair Glover convened the Board of Directors meeting to Closed Session. Chair Glover reconvened the Board of Directors meeting at 5:43 p.m. and stated there was nothing to report from Closed Session.

ADJOURNMENT

Chair Glover adjourned the meeting at 5:43 p.m.

Juan Banales
Board Secretary

(Recording Secretary:
Cecelia Nichols-Fritzler)

DRAFT



March 10, 2021

RECEIVE DISTRICT MONTHLY CHECK REGISTER, JANUARY 2021

RECOMMENDATION

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

Background Information

Attached is the Check Register for the month of January 2021. The report reflects payments to the District's suppliers, consultants, service providers, and contractors. A total of \$2,131,473.88 was disbursed in the month of January 2021, which includes 157 checks.

Financial Impact

All payments made during the month are within funding levels included in the adopted Fiscal Year 2020/2021 Budget.

Attachment

Check Register for month ending January 31, 2021

Reviewed by:



Brian Thomas
Acting Business Services Director



**CHECK REGISTER
DELTA DIABLO**

CASH DISBURSEMENTS FOR THE MONTH OF JANUARY 2021

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
1/7/2021	AFLAC	53416	34875	1,414.29	INSURANCE	1,414.29
1/7/2021	AIRGAS USA, LLC	53458	34876	62.13	INVENTORY	62.13
1/7/2021	ALHAMBRA & SIERRA SPRGS WATER	53419	34877	174.49	BOTTLED WATER SERVICE	174.49
1/7/2021	ALTEC	53378	34878	308.52	SUPPLIES - ENVELOPES	308.52
1/7/2021	AT&T	53414	34879	1,360.30		1,360.30
1/7/2021	WILLIAM WESLEY BRANNON	53459	34880	1,446.47	EMPLOYEES RECOGNITION	1,446.47
1/7/2021	DARRELL CAIN	53428 53429	34881	4.00 21.00	REIMBURSEMENT REIMBURSEMENT	25.00
1/7/2021	LESLIE J. CAIN	53460	34882	87.00	REIMBURSEMENT	87.00
1/7/2021	CALTEST ANALYTICAL LABORATORY	53330 53331 53332 53389	34883	336.60 336.60 447.30 827.10	PROVIDE LABORATORY SERVICES FOR NPDES TESTING PROVIDE LABORATORY SERVICES FOR NPDES TESTING PROVIDE LABORATORY SERVICES FOR NPDES TESTING PROVIDE LABORATORY SERVICES FOR NPDES TESTING	1,947.60
1/7/2021	CONCENTRA/OCCUPATIONAL HEALTH CENTERS	53461	34884	515.00	PRE EMPL COSTS	515.00
1/7/2021	CONTRACT SWEEPING SERVICES	53362	34885	30,319.86	STREET SWEEPING SERVICES	30,319.86
1/7/2021	COUNTY OF CONTRA COSTA	53421	34886	36.52	OE - OTHER	36.52
1/7/2021	DARRIN G. STANLEY	53436	34887	4,462.61	PN 18109 RELATED WORK BY DARRIN STANLEY	4,462.61
1/7/2021	DELTA FENCE CO	53383	34888	6,164.00	FENCE REPAIRS AT THE TREATMENT PLANT	6,164.00
1/7/2021	DEPT OF GENERAL SERVICES	53462	34889	10,713.19	UTILITIES	10,713.19
1/7/2021	FASTENAL COMPANY	53390	34890	1,425.36	MAINTENANCE CONSUMABLE ITEMS	1,425.36
1/7/2021	FLO-LINE TECHNOLOGY INC.	53388	34891	19,998.62	SCUM MIXER	19,998.62
1/7/2021	MICHAEL CRAMBLIT FOSTER	53377	34892	5,007.61	14" MILLIKEN VALVE	5,007.61
1/7/2021	GOLDEN STATE WATER CO.	53463 53464	34893	1,429.53 782.48	UTILITIES UTILITIES	2,212.01
1/7/2021	GURMUKH SINGH GREWAL	53430 53472	34894	54.96 31.96	REIMBURSEMENT REIMBURSEMENT	86.92
1/7/2021	HACH COMPANY	53375	34895	5,155.93	HACH SOLITAX TS-LINE SC TURBIDITY PROBE	5,155.93
1/7/2021	TIMOTHY J. HAMMETT	53437	34896	27.00	REIMBURSEMENT	27.00
1/7/2021	HUNT & SONS INC	53423	34897	1,408.80	INVENTORY LUBICANTS	1,408.80
1/7/2021	JEFF IMACHI	53466	34898	72.00	REIMBURSEMENT	72.00
1/7/2021	JW BACKHOE & CONSTRUCTION, INC	53456	34899	14,794.92	BRIDGEHEAD FM TEMPORARY BYPASS	14,794.92

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
1/7/2021	KENNEDY/JENKS CONSULTANTS INC.	53329	34900	15,476.27	ASSET MANAGEMENT PROGRAM DEVELOPMENT PN 19109	15,476.27
1/7/2021	KOA HILLS CONSULTING LLC.	53380	34901	87.50	MUNIS CONTRACT SERVICES	87.50
1/7/2021	KONE. INC.	53387	34902	330.07	ELEVATOR SERVICE	330.07
1/7/2021	MANAGED HEALTH NETWORK	53438	34903	379.85	EAP	379.85
1/7/2021	MCCAMPBELL ANALYTICAL, INC.	53393 53394 53395	34904	782.60 1,095.80 522.20	LABORATORY SERVICES FOR PRETREATMENT LABORATORY SERVICES FOR PRETREATMENT LABORATORY SERVICES FOR PRETREATMENT	2,400.60
1/7/2021	OFFICE DEPOT	53396	34905	139.28	OFFICE SUPPLIES	139.28
1/7/2021	PACIFIC GAS & ELECTRIC COMPANY	53417 53467	34906	33,715.04 8,537.39	UTILITIES UTILITIES	42,252.43
1/7/2021	DANNY LEE WILLIAMS	53397	34907	1,058.50	DAYTIME JANITORIAL SERVICES	1,058.50
1/7/2021	CITY OF PITTSBURG	53468	34908	23,470.88	STREET SWEEPING SERVICES	23,470.88
1/7/2021	PSOMAS	53469 53470	34909	56,593.00 62,270.16	CONSTRUCTION MGMT & INSPECTION PN 17117 CONSTRUCTION MGMT & INSPECTION PN 17117	118,863.16
1/7/2021	RUST AUTOMATION & CONTROLS	53382	34910	4,778.18	PRESSURE ASSEMBLIES, PN 17140	4,778.18
1/7/2021	SCHAAF & WHEELER CONSULTING	53385	34911	15,590.87	DESIGN FOR PUMP STATION FACILI	15,590.87
1/7/2021	STANDARD INSURANCE COMPANY	53443	34912	3,663.41	LIFE INSURANCE	3,663.41
1/7/2021	SYSTEM 1 STAFFING	53381 53386	34913	2,074.60 2,626.60	O/S TEMP O/S TEMP	4,701.20
1/7/2021	TYLER BUSINESS FORMS	53379	34914	82.69	SUPPLIES - YEAR END FORMS	82.69
1/7/2021	UNIFIRST CORPORATION	53400 53401 53402	34915	129.74 197.86 31.66	UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE	359.26
1/7/2021	UNITED RENTALS	53408	34916	115.00	10" TRASH PUMP RENTAL	115.00
1/7/2021	UNIVAR USA INC	53344	34917	3,317.53	SODIUM HYPOCHLORITE	3,317.53
1/7/2021	VERIZON WIRELESS	53420	34918	2,860.71	PHONE EXPENSE	2,860.71
1/7/2021	VISION SERVICE PLAN	53439 53440	34919	5.84 1,739.30	COBRA VISION INS VISION INS	1,745.14
1/7/2021	YORKE ENGINEERING, LLC	53309	34920	1,787.75	AIR QUALITY SUPPORT	1,787.75
1/7/2021	ERIKS NORTH AMERICA, INC.	53337	34921	463.14	INVENTORY	463.14
1/7/2021	KEMIRA WATER SOLUTIONS, INC.	53358	34922	6,719.61	FERROUS CHLORIDE	6,719.61
1/7/2021	KEMIRA WATER SOLUTIONS, INC.	53339	34923	6,810.30	FERROUS CHLORIDE	6,810.30
1/14/2021	ALLIANT INSURANCE SERVICES	53486	34924	3,187.00	GEN INS - LIABILITY	3,187.00
1/14/2021	CITY OF ANTIOCH- WATER	53536 53537 53538 53539	34925	66.74 6,109.74 94.60 94.60	UTILITIES UTILITIES UTILITIES UTILITIES	7,749.54

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
		53540		94.60	UTILITIES	
		53541		94.60	UTILITIES	
		53542		1,194.66	UTILITIES	
1/14/2021	APG NEUROS INC.		34926			671.95
		53488		671.95	INVENTORY	
1/14/2021	BUCKLES-SMITH. AKA: ALLIED ELECTRIC		34927			583.52
		53490		583.52	INVENTORY	
1/14/2021	CDW GOVERNMENT, INC.		34928			2,581.02
		53473		1,149.50	VMWARE LICENSE RENEWAL	
		53474		1,431.52	ADOBE RENEWAL	
1/14/2021	CHEMTRADE CHEMICALS US LLC		34929			12,588.30
		53424		4,374.48	ALUMINUM SULFATE	
		53492		4,422.01	ALUMINUM SULFATE	
		53494		3,791.81	ALUMINUM SULFATE	
1/14/2021	COMCAST BUSINESS COMMUNICATIONS, LLC		34930			2,192.76
		53522		548.19	PHONE EXP	
		53523		548.19	PHONE EXP	
		53524		548.19	PHONE EXP	
		53525		548.19	PHONE EXP	
1/14/2021	CONTRA COSTA WATER DISTRICT		34931			27.25
		53535		27.25	UTILITIES	
1/14/2021	DAHL-BECK ELECTRIC		34932			824.52
		53557		824.52	INVENTORY	
1/14/2021	DARRIN G. STANLEY		34933			6,613.08
		53526		4,416.75	EMERGENCY PO: WATER LEAK DISGESTER #3	
		53527		2,196.33	EMERGENCY PO: WATER LEAK DISGESTER #3	
1/14/2021	DATCO		34934			136.50
		53549		136.50	O/S	
1/14/2021	DELL COMPUTER CORP. MARKETING		34935			29,412.83
		53484		29,412.83	2020-2021 Laptops and docks	
1/14/2021	DELTA BEARING AND SUPPLY INC		34936			957.26
		53543		957.26	INVENTORY	
1/14/2021	DIABLO WATER DISTRICT		34937			144.85
		53544		144.85	UTILITIES	
1/14/2021	DISCOVERY BENEFITS, INC.		34938			105.00
		53550		105.00	FSA	
1/14/2021	FLSMIDTH, INC		34939			1,277.59
		53496		1,277.59	INVENTORY	
1/14/2021	G3 ENGINEERING, INC		34940			4,792.29
		53477		4,792.29	SUCTION WEAR RING	
1/14/2021	HACH COMPANY		34941			1,954.03
		53497		1,706.49	INVENTORY	
		53498		247.54	RWF INVENTORY	
1/14/2021	HAZEN & SAWYER		34942			19,367.50
		53529		19,367.50	RESOURCE RECOVERY FACILITY MASTER PLAN PN 18120	
1/14/2021	IN SHAPE HEALTH CLUBS		34943			382.00
		53533		382.00	GYM	
1/14/2021	JENSEN INSTRUMENT CO.		34944			6,008.82
		53376		6,008.82	GBT WAS FLOW METER FIT8300 REPLACEMENT	
1/14/2021	KEN GRADY COMPANY		34945			1,820.59
		53499		1,820.59	INVENTORY	
1/14/2021	KOA HILLS CONSULTING LLC.		34946			7,218.75
		53384		5,993.75	ERP FUNCTIONALITY IMPROVEMENTS	
		53552		1,225.00	ERP FUNCTIONALITY IMPROVEMENTS	
1/14/2021	LEE & RO, INC.		34947			10,582.50
		53551		10,582.50	SWGR DESIGN SERVICES	
1/14/2021	LEGAL SHIELD		34948			122.15
		53534		122.15	LEGAL MEMBERSHIPS	
1/14/2021	MAZE & ASSOCIATES		34949			1,520.00
		53553		1,520.00	AUDIT SERVICES FYE 6/30/2020	
1/14/2021	MCMMASTER CARR SUPPLY CO		34950			554.90
		53500		554.90	INVENTORY	

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
1/14/2021	MDRR PITTSBURG	53530	34951	3,164.20	WASTE	3,164.20
1/14/2021	NWN CORPORATION	53548	34952	4,175.14	PHONE EXPENSE	4,175.14
1/14/2021	OFFICE DEPOT	53374 53442	34953	453.34 51.07	OFFICE SUPPLIES OFFICE SUPPLIES	504.41
1/14/2021	PACIFIC GAS & ELECTRIC COMPANY	53546 53547	34954	58.09 345.15	UTILITIES UTILITIES	403.24
1/14/2021	PHIL'S DIESEL CLINIC INC.	53399	34955	459.00	BIT INSPECTIONS	459.00
1/14/2021	PILLSBURY WINTHROP SHAW PITTMAN LLP	53367 53368	34956	411.00 822.00	LEGAL LEGAL	1,233.00
1/14/2021	PITTSBURG WINSUPPLY	53556	34957	690.33	INVENTORY	690.33
1/14/2021	PSOMAS	53471 53480 53481	34958	87,258.31 13,940.00 19,040.00	CONSTRUCTION MGMT & INSPECTION PN 17117 CONSUTLING SERVICES PN 21123 CONSUTLING SERVICES PN 21123	120,238.31
1/14/2021	PUBLIC EMPLOYEES UNION	3163367	34959	1,489.72	UNION DUES P&T	1,489.72
1/14/2021	PUBLIC EMPLOYEES UNION	3163267	34960	3,564.27	UNION DUES O&M	3,564.27
1/14/2021	RAILROAD MANAGEMENT CO, LLC	53545	34961	170.00	PERMIT & REGULATORY FEE	170.00
1/14/2021	CA STATE DISBURSEMENT UNIT	CS9648320	34962	750.00	GARNISHMENT	750.00
1/14/2021	TELSTAR INSTRUMENTS INC	53502	34963	119.54	INVENTORY	119.54
1/14/2021	TRANSENE COMPANY, INC.	53554	34964	2,918.09	INVENTORY	2,918.09
1/14/2021	UNIFIRST CORPORATION	53403 53404 53405	34965	147.22 177.12 31.66	UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE	356.00
1/14/2021	UNIVAR USA INC	53342 53343 53425 53426 53503 53504	34966	3,318.85 3,316.94 3,317.67 5,561.01 5,461.70 5,476.98	SODIUM HYPOCHLORITE SODIUM HYPOCHLORITE SODIUM HYPOCHLORITE SODIUM BISULFITE SODIUM BISULFITE SODIUM BISULFITE	26,453.15
1/14/2021	USA BLUEBOOK	53555	34967	3,038.05	INVENTORY	3,038.05
1/14/2021	V.W. HOUSEN & ASSOCIATES, INC.	53361	34968	11,317.00	CONSULTING SERVICES BRIDGEHEAD PIPELINE PN 21123	11,317.00
1/14/2021	ZORO TOOLS, INC	53508	34969	962.61	INVENTORY	962.61
1/21/2021	MICHAEL AUER	53609	34970	178.46	REIMBURSEMENT	178.46
1/21/2021	MICHAEL BAKALDIN	53610	34971	178.46	REIMBURSEMENT	178.46
1/21/2021	BAY AREA AIR QUALITY MNGMENT	53431 53432 53433 53434 53435	34972	910.00 557.00 458.00 501.00 417.00	PERMIT & REGULATORY FEE PERMIT & REGULATORY FEE PERMIT & REGULATORY FEE PERMIT & REGULATORY FEE PERMIT & REGULATORY FEE	2,843.00
1/21/2021	BAY AREA COATING CONSULTANT	53602	34973	4,674.00	COATINGS INSPECTION - SBS CONTAINMENT BAY	4,674.00
1/21/2021	SCOT ALLISON CAMPBELL	53489	34974	1,190.65	INVENTORY	1,190.65

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
1/21/2021	BAYVIEW ENGINEERING & CONSTRUCTION	53611	34975	44,946.25	RELEASE OF RETENTION	44,946.25
1/21/2021	DARRELL CAIN	53590	34976	8.00	REIMBURSEMENT	8.00
1/21/2021	CHEMTRADE CHEMICALS US LLC	53495	34977	4,228.37	ALUMINUM SULFATE	4,228.37
1/21/2021	CONTRACT SWEEPING SERVICES	53574	34978	29,655.86	STREET SWEEPING SERVICES	29,655.86
1/21/2021	CORELOGIC INFORMATION SOLUTIONS, INC	53616	34979	165.00	REALQUEST PROPERTY INFORMATION	165.00
1/21/2021	CSRMA	53520	34980	132,890.00	INSURANCE	132,890.00
1/21/2021	EVOQUA WATER TECHNOLOGIES, LLC	53528	34981	323.60	ANNUAL SUPPORT AND MAINTENANCE FOR LAB DI WATER SY	323.60
1/21/2021	FASTENAL COMPANY	53564 53565 53566 53607	34982	385.48 787.54 324.13 842.90	MAINTENANCE CONSUMABLE ITEMS MAINTENANCE CONSUMABLE ITEMS MAINTENANCE CONSUMABLE ITEMS MAINTENANCE CONSUMABLE ITEMS	2,340.05
1/21/2021	FRESCHI AIR SYSTEMS	53567	34983	2,816.00	SLUDGE GAS HEAT EXCHANGER DIAGNOSIS/ REPAIR	2,816.00
1/21/2021	HIRERIGHT, INC.	53465	34984	178.45	PRE EMPL COSTS	178.45
1/21/2021	C.H.W. ENTERPRISES, INC	53577	34985	4,171.90	APS 100HP PUMPS TEMERATURE MONITORING RELAY UNITS	4,171.90
1/21/2021	INFERRERA CONSTRUCTION MANAGEMENT GROUP INC.	53600	34986	85,150.79	CSC PN 80008 (17128, 17129, 17	85,150.79
1/21/2021	MARY THERESA ROEMER	53596	34987	10,624.00	LEGAL SERVICES	10,624.00
1/21/2021	MDRR PITTSBURG	53585	34988	1,175.00	WASTE	1,175.00
1/21/2021	NEW IMAGE LANDSCAPE COMPANY	53478	34989	2,563.00	LANDSCAPE SERVICES	2,563.00
1/21/2021	PACIFIC GAS & ELECTRIC COMPANY	53614	34990	34,075.23	UTILITIES	34,075.23
1/21/2021	ABEL PALACIO	53612	34991	1,105.21	REIMBURSEMENT	1,105.21
1/21/2021	DANNY LEE WILLIAMS	53479	34992	928.00	DAYTIME JANITORIAL SERVICES	928.00
1/21/2021	POLYDYNE INC	53501	34993	53,501.91	DRY POLY	53,501.91
1/21/2021	PONDER ENVIRONMENTAL SERVICES, INC	53604	34994	3,484.90	SCUM PIT CLEANING PN 17117	3,484.90
1/21/2021	REPUBLIC SERVICES #210	53586 53587	34995	5,470.32 1,085.42	WASTE WASTE	6,555.74
1/21/2021	TERRY SPURGEON	53613	34996	332.20	REIMBURSEMENT	332.20
1/21/2021	STREAMLINE	53444	34997	550.00	WEBSITE SUBSCRIPTION	550.00
1/21/2021	SYNAGRO WEST, LLC	53617	34998	62,497.00	BIOSOLIDS HAULING	62,497.00
1/21/2021	TYLER TECHNOLOGIES, INC.	53608	34999	652.00	MUNIS PERMITS AND CODE ENFORCEMENT MODULE	652.00
1/21/2021	UNIFIRST CORPORATION	53482 53483 53485	35000	129.19 291.54 31.66	UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE UNIFORM/ LAUNDRY SERVICE	452.39
1/21/2021	UNIVAR USA INC		35001			15,607.38

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
		53427		3,256.71	SODIUM HYPOCHLORITE	
		53505		5,652.67	SODIUM BISULFITE	
		53506		3,381.65	SODIUM HYPOCHLORITE	
		53507		3,316.35	SODIUM HYPOCHLORITE	
1/28/2021	AFLAC		35002			942.86
		53666		942.86	INSURANCE - JANUARY	
1/28/2021	BAY AREA AIR QUALITY MNGMENT		35003			29,084.00
		53618		29,084.00	PERMIT & REGULATORY FEES	
1/28/2021	C.W.ROEN CONSTRUCTION COMPANY		35004			449,986.50
		53594		449,986.50	CONSTRUCTION SVCS, HEADWORKS IMPROVEMENTS PN 17117	
1/28/2021	CALIFORNIA BANK OF COMMERCE		35005			23,683.50
		53595		23,683.50	RETENTION	
1/28/2021	CHEMTRADE CHEMICALS US LLC		35006			8,703.18
		53558		4,397.35	ALUMINUM SULFATE	
		53559		4,305.83	ALUMINUM SULFATE	
1/28/2021	EAST BAY TIMES		35007			173.32
		53655		173.32	SUBSCRIPTION	
1/28/2021	JOHNSON LAM		35008			1,800.00
		53475		1,800.00	CIWQS eSMR AND 2.5 COMPLAINCE SOFTWARE FOR LAB	
1/28/2021	MICHAEL CRAMBLIT FOSTER		35009			1,343.84
		53560		1,343.84	INVENTORY	
1/28/2021	FRAXIA ENGINEERING		35010			6,792.00
		53657		6,792.00	DESIGN SERVICES BP SEWER REHAB	
1/28/2021	GOVERNMT FINANCE OFFICERS ASSC		35011			345.00
		53630		345.00	BUDGET AWARD REVIEW	
1/28/2021	JAC INDUSTRIAL TECHNOLOGIES, LLC		35012			398.53
		53561		398.53	INVENTORY	
1/28/2021	JW BACKHOE & CONSTRUCTION, INC		35013			18,245.57
		53593		18,245.57	BRIDGEHEAD FM TEMPORARY BYPASS	
1/28/2021	KEY ADVOCATES INC.		35014			7,083.33
		53620		7,083.33	FEDERAL ADVOCACY FOR WRWC PN	
1/28/2021	CELIA KITCHELL		35015			175.00
		53633		175.00	SAFETY SHOES REIMBURSEMENT	
1/28/2021	KOA HILLS CONSULTING LLC.		35016			1,200.00
		53634		880.00	ERP FUNCTIONALITY IMPROVEMENTS	
		53635		160.00	ERP FUNCTIONALITY IMPROVEMENTS	
		53636		160.00	ERP FUNCTIONALITY IMPROVEMENTS	
1/28/2021	LIEBERT, CASSIDY, WHITMORE		35017			76.00
		53651		76.00	LEGAL SERVICES	
1/28/2021	MUFG UNION BANK		35018			875.00
		53621		875.00	INVESTMENT	
1/28/2021	DANNY LEE WILLIAMS		35019			1,392.00
		53639		696.00	DAYTIME JANITORIAL SERVICES	
		53640		696.00	DAYTIME JANITORIAL SERVICES	
1/28/2021	CITY OF PITTSBURG		35020			604.78
		53653		604.78	UTILITIES	
1/28/2021	CITY OF PITTSBURG		35021			15,298.50
		53667		15,298.50	STREET SWEEPING SERVICES	
1/28/2021	REGIONAL GOVERNMENT SERVICES		35022			1,515.00
		53624		1,515.00	LABOR RELATIONS CONSULTING WORK	
1/28/2021	RH TECHNOLOGY		35023			20,633.20
		53642		4,466.00	O/S TEMP	
		53643		3,572.80	O/S TEMP	
		53644		3,572.80	O/S TEMP	
		53645		4,510.80	O/S TEMP	
		53646		4,510.80	O/S TEMP	
1/28/2021	SHARP ELECTRONICS CORP		35024			1,221.67
		53532		1,221.67	SHARP MAINTENANCE SERVICES	
1/28/2021	CA STATE DISBURSEMENT UNIT		35025			750.00
		CS9648321		750.00	GARNISHMENT	
1/28/2021	NICHOLAS STEINER		35026			210.00
		53654		210.00	REIMBURSEMENT	
1/28/2021	SYSTEM 1 STAFFING		35027			2,074.60

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
		53647		2,074.60	O/S TEMP	
1/28/2021	TYLER TECHNOLOGIES, INC.		35028			16,548.00
		53638		16,548.00	APPLICATION - 1ST QRTR	
1/28/2021	UNIFIRST CORPORATION		35029			337.97
		53582		129.19	UNIFORM/ LAUNDRY SERVICE	
		53583		177.12	UNIFORM/ LAUNDRY SERVICE	
		53584		31.66	UNIFORM/ LAUNDRY SERVICE	
1/28/2021	UNIVAR USA INC		35030			8,663.83
		53563		3,316.71	SODIUM HYPOCHLORITE	
		53622		5,347.12	SODIUM BISULFITE	
1/28/2021	WM LYLES COMPANY		35031			329,211.86
		53627		329,211.86	CONSTRUCTION SERVICES PN 80008	
GRAND TOTAL						<u>2,131,473.88</u>

March 25, 2021

RECEIVE NOTES FROM FINANCE COMMITTEE MEETING, MARCH 17, 2021

RECOMMENDATION

Note receipt and file.

Background Information

The Finance Committee met on March 17, 2021. The meeting was attended by Committee Chair, Juan Banales; Vince De Lange, General Manager; Brian Thomas, Acting Business Services Director; Thanh Vo, Acting Engineering Services Director; Dean Eckerson, Resource Recovery Services Director; and Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board.

The purpose of the meeting was to review and comment on the Financial Impact of Funding Scenarios for the Secondary Process Improvements Project; Review and Comment on Capital Facilities Capacity Charge Reduction Request from The Atchison; and Review and Comment on Revisions to District Code Provisions for Capital Facilities Capacity Charge Reduction and Sewer Service Charge Collection. Mr. Thomas provided the first presentation, while Mr. Vo provided the second and third presentations, which are summarized in Attachment 1.

Analysis


Committee Chair Banales recommended the proposed Financial Impact of Funding Scenarios for Secondary Process Improvements Project; Review and Comment on Capital Facilities Capacity Charge Reduction Request from The Atchison; and Review and Comment on Revisions to District Code Provisions for Capital Facilities Capacity Charge Reduction and Sewer Service Charge Collection be submitted for consideration at the Board of Directors meeting on March 25, 2021 meeting. 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, March 17, 2021
2. Finance Committee Agenda, March 17, 2021

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

Reviewed by: 
Vince De Lange
General Manager

AGENDA

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, MARCH 17, 2021

4:30 P.M.

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 Governor's Executive Order N-29-20, which suspends certain requirements of the Ralph M. Brown Act to allow for greater flexibility in conducting public meetings.

The Board of Directors Finance Committee Meeting on March 17, 2021 will not be physically open to the public and the Finance Committee Chair 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 Finance Committee Meeting.

Persons who wish to address the Finance Committee 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.

Presentations will be made available online at <https://www.deltadiablo.org/board-meetings> approximately one hour prior to the start of the Finance Committee 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/81726800022>

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: 817 2680 0022

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

AGENDA

BOARD OF DIRECTORS FINANCE COMMITTEE MEETING

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

WEDNESDAY, MARCH 17, 2021

4:30 P.M.

- A. PUBLIC COMMENTS**
- B. REVIEW AND COMMENT ON FINANCIAL IMPACT OF FUNDING SCENARIOS FOR SECONDARY PROCESS IMPROVEMENTS PROJECT (Brian Thomas)**
- C. REVIEW AND COMMENT ON CAPITAL FACILITIES CAPACITY CHARGE REDUCTION REQUEST FROM THE ATCHISON (Thanh Vo)**
- D. REVIEW AND COMMENT ON REVISIONS TO DISTRICT CODE PROVISIONS FOR CAPITAL FACILITIES CAPACITY CHARGE REDUCTION AND SEWER SERVICE CHARGE COLLECTION (Thanh Vo)**
- E. ADJOURNMENT**

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

MEETING NOTES

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

WEDNESDAY, MARCH 17, 2021
4:30 P.M.

The Finance Committee meeting was called to order by Chair Banales at 4:34 pm. Chair Banales read the following statement: “To slow the spread of COVID-19, the Contra Costa County Health Officer’s Shelter-in-Place Order of March 31, 2020 prevents public gatherings. In lieu of a public gathering, the Finance Committee meeting will be accessible via ZOOM to all members of the public as permitted by the Governor’s Executive Order 29-20, which suspends certain requirements of the Ralph M. Brown Act to allow for greater flexibility in conducting public meetings. Presentations are available online at <https://www.deltadiablo.org/board-meetings>.”

PUBLIC COMMENTS

None.

REVIEW AND COMMENT ON FINANCIAL IMPACT OF FUNDING SCENARIOS FOR SECONDARY PROCESS IMPROVEMENTS PROJECT

Mr. Thomas provided an overview of the existing secondary treatment process at the District’s Wastewater Treatment Plant (WWTP) and the key drivers for replacing the existing tower trickling filters (TTFs) with expanded aeration basin and secondary clarifier capacity. He reviewed the preliminary capital cost estimate (\$60.0 million) and associated cost allocation to District funds, including Wastewater Capital Asset/Capital Asset Replacement (78%), the Wastewater Expansion fund (16%), and the Advanced Treatment Fund (6%).

Following a review of financial sustainability guiding principles, Mr. Thomas highlighted preliminary estimates of the impact of the \$60.0 million new capital investment need on the required 5-year annual sewer service charge (SSC) increases for various funding approaches. He highlighted that staff is likely to recommend a 5.5-6.0% SSC increase for Fiscal Year 2021/2022 (FY21/22), which will provide the District to fund up to approximately 25% of the project cost with cash with the remainder funded by a significant debt issuance.

Chair Banales thanked Mr. Thomas for the presentation and asked clarifying questions regarding the \$60 million cost (versus the \$67 million in reference to the preliminary 5-year CIP), the 5-year SSC increase projection relative to the 4.0% annual SSC increase baseline from last year, staff efforts to prioritize and defer existing CIP projects, the historical timing for identifying the need for the Secondary Process Improvements Project, and the need to implement this project in the next 5-year CIP. Staff provided responses to these questions and noted that the presentation to the Board on March 25, 2021 would include additional information to clarify these points. Chair Banales recommended the item be presented to the Board at its March 25, 2021 meeting.

REVIEW AND COMMENT ON CAPITAL FACILITIES CAPACITY CHARGE REDUCTION REQUEST FROM THE ATCHISON

Mr. Vo provided an overview of District Code provisions for CFCC adjustments and details regarding the associated request from The Atchison. He noted that if approved by the Board, the 75% reduction amount (\$651,085.20) would need to be restored in the Wastewater Expansion Fund from Ad Valorem Tax revenue. Mr. Vo indicated that excess tax revenue above the budgeted amount is expected in FY20/21 to mitigate near-term financial impacts.



Chair Banales thanked Mr. Vo for the presentation and recommended the item be submitted for consideration by the Board at its March 25, 2021 meeting.

REVIEW AND COMMENT ON REVISIONS TO DISTRICT CODE PROVISIONS FOR CAPITAL FACILITIES CAPACITY CHARGE REDUCTION AND SEWER SERVICE CHARGE COLLECTION

Mr. Vo highlighted key issues associated with District Code provisions for CFCC adjustments and initial collection of SSCs for new developments. He provided an overview of District Code provisions for CFCC adjustment, reviewed key financial drivers (including the new \$60.0 million Secondary Process Improvements Project), and noted that staff is recommending that the Board eliminate CFCC reductions (Alternative 1) to increase the annual budgeted Ad Valorem Tax revenue assumption going forward. Mr. Vo also presented an alternative to reduce the magnitude of the CFCC reduction from 75% to 25% with associated individual development (\$250,000) and annual aggregate (\$500,000) caps (Alternative 2).

In addition, Mr. Vo recommended that District Code be revised to initiate collection of SSCs for new developments at the point the District Engineer has confirmed the sewer connection satisfies code requirements and passes inspection rather than the current approach which begins SSC collection at the point of application for a District sewer permit.

Chair Banales thanked Mr. Vo for the report and recommended the item be submitted for consideration by the Board at its March 25, 2021 meeting.

ADJOURNMENT

The meeting was adjourned by Chair Banales at 5:24 pm.

(Recording Secretary: Cecelia Nichols-Fritzler)



March 25, 2021

RECEIVE NOTES FROM PERSONNEL COMMITTEE MEETING, MARCH 19, 2021

RECOMMENDATION

Note receipt and file.

Background Information

The Personnel Committee met on March 19, 2021. The meeting was attended by Committee Chair, Federal Glover; Vince De Lange, General Manager; Dean Eckerson, Resource Recovery Services Director; Brian Thomas, Acting Business Services Director; Cheryl Rhodes Alexander, Human Resources and Risk Manager; and Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board.

The purpose of the meeting was to review and comment on the Operations Support and Construction Coordinator/Retired Annuitant Classification, Job Description, and Salary Schedule. Mr. Eckerson and Ms. Rhodes Alexander provided a summary presentation, which is summarized in Attachment 1.

Analysis


Committee Chair Glover recommended the proposed item be submitted for consideration at the Board Meeting on March 25, 2021 meeting. Committee meeting notes are provided as an informational report at regular Board Meetings as part of the Consent Calendar.


Financial Impact

None

Attachments

1. Personnel Committee Meeting Notes, March 19, 2021
2. Personnel Committee Agenda, March 19, 2021

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

Reviewed by: 
Vince De Lange
General Manager

MEETING NOTES

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

FRIDAY, MARCH 19, 2021
1:00 P.M.

The Personnel Committee meeting was called to order by Chair Glover at 1:30 pm. The Secretary to the Board read the following statement: “To slow the spread of COVID-19, the Contra Costa County Health Officer’s Shelter-in-Place Order of March 31, 2020 prevents public gatherings. In lieu of a public gathering, the Personnel Committee meeting will be accessible via ZOOM to all members of the public as permitted by the Governor’s Executive Order 29-20, which suspends certain requirements of the Ralph M. Brown Act to allow for greater flexibility in conducting public meetings.”

PUBLIC COMMENTS

None.

REVIEW AND COMMENT ON OPERATIONS SUPPORT AND CONSTRUCTION COORDINATOR/RETIRED ANNUITANT CLASSIFICATION, JOB DESCRIPTION, AND SALARY SCHEDULE

Mr. Eckerson highlighted the need for this position, which includes addressing staffing needs in the event of a COVID-19 outbreak in the Operations Division and supporting construction coordination needs at the District’s Wastewater Treatment Plant. Ms. Rhodes Alexander reviewed CalPERS requirements governing formation of a retired annuitant classification, which requires a number of Board-approved actions, including adopting a resolution to approve the associated classification, job description, and salary schedule.

Chair Glover thanked Mr. Eckerson and Ms. Rhodes Alexander for the presentation and recommended that the item be submitted for consideration by the Board at its March 25, 2021 meeting.

ADJOURNMENT

The meeting was adjourned by Chair Glover at 1:43 pm.

(Recording Secretary: Cecelia Nichols-Fritzler)



AGENDA

BOARD OF DIRECTORS PERSONNEL COMMITTEE MEETING

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

FRIDAY, MARCH 19, 2021

1:00 P.M.

A. PUBLIC COMMENTS

B. REVIEW AND COMMENT ON OPERATIONS SUPPORT AND CONSTRUCTION COORDINATOR/RETIRED ANNUITANT CLASSIFICATION, JOB DESCRIPTION, AND SALARY SCHEDULE (Dean Eckerson/Cheryl Rhodes Alexander)

C. ADJOURNMENT

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

March 25, 2021

APPROVE ONSITE FUELING STATION REPLACEMENT PROJECT AND DETERMINATION THAT PROJECT IS CATEGORICALLY EXEMPT UNDER CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINES CLASS 3; AUTHORIZE GENERAL MANAGER TO FILE CEQA NOTICE OF EXEMPTION WITH CONTRA COSTA COUNTY CLERK-RECORDER AND STATE CLEARINGHOUSE; AND AUTHORIZE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 2 IN AN AMOUNT NOT TO EXCEED \$9,500, WOODARD & CURRAN, INC., ENGINEERING SERVICES, ONSITE FUELING STATION REPLACEMENT, PROJECT NO. 19112

RECOMMENDATION

1. Approve the Onsite Fueling Station Replacement Project and determination that the project is categorically exempt under CEQA Guidelines Class 3.
2. Authorize General Manager to file a CEQA Notice of Exemption (NOE) with the Contra Costa County Recorder's Office and the State Clearinghouse for the Project, in accordance with CEQA Guidelines 15062 and in compliance with Public Resources Code Section 21152.
3. Authorize the General Manager to execute Amendment No. 2 to the Consulting Services Contract with Woodard & Curran, Inc. (W&C) to provide additional engineering services in an amount not to exceed \$9,500, for a new total contract amount of \$109,002.

Background Information

In September 2019, the District executed a consulting services contract with W&C for project design services to replace the existing District fueling station storage facilities. Following a project site change during the 90% design phase, the General Manager approved Amendment No. 1 to W&C's contract to incorporate additional design details and demolition requirements associated with the new project site. The project has been placed on hold since May 2020 due to the COVID-19 pandemic. Staff recently resumed design activities and are nearing completion of final design with advertising for public bids anticipated in June 2021.

Analysis

California Code of Regulations Section 15062 requires the District's governing body approve the project prior to filing the CEQA NOE for the project. The project is categorically exempt under CEQA Guidelines (California Code of Regulations Title 14) Class 3 – New Structures or Conversion of Small Structures. A Class 3 categorical exemption consists of the construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another. Staff recommends approval of the project so that the attached NOE can be filed with the Contra Costa County Clerk-Recorder and the State Clearinghouse in compliance with Public Resources Code Section 21152.

CEQA action is required to be filed prior to the commencement of construction to satisfy the State of California's requirements. If the NOE is not filed at this time, the statute of limitations period for legal challenges to the project will increase from 35 days to 180 days, resulting in a risk of project delays and associated costs.

Amendment No. 2 is recommended to add project management and design services that are required to finalize the project design. The amended scope of work and total contract cost estimate including these additional services are summarized in Attachment 2.



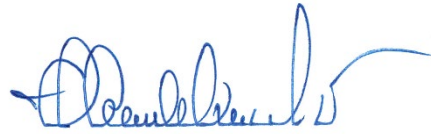
Financial Impact

The adopted Fiscal Year 2020/2021 – 2024/2025 (FY20/21 – FY24/25) Capital Improvement Program (CIP) budget includes prior available budget appropriations of \$490,749 through FY20/21 for the Onsite Fueling Station Replacement Project in the Wastewater Capital Asset Replacement Fund. Sufficient funding is available to complete this work.

Attachments

- 1) Draft Notice of Exemption
- 2) Amendment No. 2 Scope of Work and Cost Estimate Summary

Reviewed by: _____



Thanh Vo
Acting Engineering Services Director

cc: District File No. P.19112.01.01



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
2500 Pittsburg-Antioch Highway
Antioch, CA 94509-1373
Telephone: (925) 756-1900

Vincent P. De Lange, General Manager

Date

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

PROJECT TITLE: On-Site Fueling Station Replacement, Project No. 19112

DATE ON WHICH AGENCY APPROVED THE PROJECT: March 25, 2021

STATE CLEARINGHOUSE NUMBER: N/A

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

PROJECT DESCRIPTION: Replacement of an existing vehicle fueling station facility located at the Delta Diablo Wastewater Treatment Plant. The project includes the replacement of underground diesel and gasoline storage tanks as well as dispensers that are nearing the end of their useful life.

LEAD AGENCY APPROVING AND CARRYING OUT PROJECT: Delta Diablo

CONTACT PERSON: Chris Thomas – (925) 260-5207

EXEMPT STATUS: The Board of Directors of the District finds this project is categorically exempt from CEQA as a Class 3 Categorical Exemption under Public Resources Code Section 21084.

REASONS WHY PROJECT IS EXEMPT: The On-Site Fueling Station Replacement Project is categorically exempt from CEQA as it involves the construction of new, small facilities and minor modifications to utilities and accessory structures.

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

General Manager
Title

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

**AMENDMENT NO. 2
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
<u>AMENDMENT NO. 2 SCOPE OF WORK:</u>	
Project Management	\$4,500
Design Services	\$5,000
	Subtotal
	<u>\$9,500</u>
	TOTAL
	<u><u>\$109,002</u></u>

March 25, 2021

AUTHORIZE GENERAL MANAGER TO TRANSFER MONIES TO THE SODIUM BISULFITE TANKS REPLACEMENT PROJECT FROM THE SITE SECURITY IMPROVEMENTS PROJECT WITHIN THE WASTEWATER CAPITAL ASSET REPLACEMENT FUND IN THE AMOUNT OF \$50,000, FOR A TOTAL PROJECT BUDGET OF \$850,000; AND AUTHORIZE GENERAL MANAGER OR HIS DESIGNEE TO APPROVE CONSTRUCTION CONTRACT CHANGE ORDERS IN AN AMOUNT NOT TO EXCEED 15% OF THE CONTRACT AMOUNT FOR A NEW TOTAL CONTRACT AUTHORIZATION OF \$578,335, SODIUM BISULFITE TANKS REPLACEMENT PROJECT NO. 17139

RECOMMENDATION

- 1) Authorize the General Manager to transfer monies to the Sodium Bisulfite Tanks Replacement Project from the Site Security Improvements Project within the Wastewater Capital Asset Replacement (WW CAR) Fund in the amount of \$50,000, for a total project budget of \$850,000.
- 2) Authorize the General Manager or his designee to approve construction change order authorization up to 15% of the contract amount, for a new total contract authorization of \$578,335.

Background Information

In December 2019, the Board authorized the General Manager to execute a Construction Services Agreement with Pacific Infrastructure Corporation (PIC) in an amount not to exceed \$502,900 to perform work on the Sodium Bisulfite Tanks Replacement Project. In addition, the Board authorized the General Manager or his designee to execute change orders in an amount not to exceed 10% of the contract amount (\$50,290), for a total contract authorization of \$553,190. Construction commenced in early summer 2020 with required completion anticipated by the end of 2020.

Analysis

Construction on the project was significantly impacted by the COVID-19 pandemic, including frequent postponements or altered work approaches to ensure compliance with the local and state health orders and directives. Direct impacts ranged from limited material supply, construction activity slowdowns, and limited availability of District resources to support necessary facility outages. In addition, the District requested necessary changes during construction, including adding a second chemical storage tank to the temporary storage system, reconfiguring piping and appurtenances, and changing layouts to improve workspace efficiency. These factors extended the overall project duration and require an overall project budget increase to complete the remaining project work.

Financial Impact

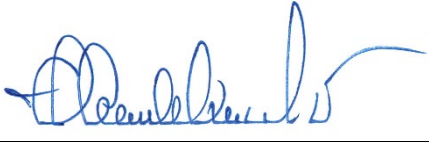
Sufficient funding is available in the Fiscal Year 2020/2021 – 2024/2025 Capital Improvement Program within the WW CAR Fund for completion of work on this project. The recommended



budget transfer will increase the Sodium Bisulfite Tanks Replacement Project budget from \$800,000 to \$850,000 and decrease the Site Security Improvements Project budget from \$1.1 million to \$1.05 million. A summary of the required transfer and estimated costs to complete the project is attached.

Attachment

Summary of Required Transfers within WW CAR Fund

Reviewed by: 

Thanh Vo
Acting Engineering Services Director

cc: District File No. P.17139.01.03



**SODIUM BISULFITE TANKS REPLACEMENT
PROJECT NO. 17139**

**SUMMARY OF REQUIRED TRANSFERS WITHIN
WASEWATER CAPITAL ASSET REPLACEMENT FUND**

Project Task	Estimated Expenditure
Original Budget	
1) Planning and Design	\$ 175,000
2) Administrative	\$ 71,810
3) Construction	\$ 502,900
4) Contingency (10%)	\$ 50,290
Subtotal	\$ 800,000
Additional Budget	
1) Construction	\$ 40,000
2) Staff Labor	\$ 7,500
3) Contingency (5%)	\$ 2,500
Subtotal	\$ 50,000
TOTAL	\$ 850,000

FY20/21 – FY24/25 Wastewater Capital Asset Replacement CIP Projects			
	Existing FY20/21 Budget	Budget Transfer	Revised FY20/21 Budget
Site Security Improvements	\$ 1,100,000	\$ 50,000	\$ 1,050,000
TOTAL	\$ 1,100,000	\$ 50,000	\$ 1,050,000

March 25, 2021

AUTHORIZE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 6 TO CONSULTING SERVICES CONTRACT IN THE AMOUNT OF \$75,525, FOR A NEW TOTAL CONTRACT AMOUNT NOT TO EXCEED \$2,065,832, CAROLLO ENGINEERS, INC., ENGINEERING SERVICES; AND AUTHORIZE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 1 TO CONSULTING SERVICES CONTRACT IN THE AMOUNT OF \$275,280, FOR A NEW TOTAL CONTRACT AMOUNT NOT TO EXCEED \$1,055,461, PSOMAS, CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES, HEADWORKS IMPROVEMENTS, PROJECT NO. 17117

RECOMMENDATIONS

- 1) Authorize the General Manager to execute Amendment No. 6 to the Consulting Services Contract with Carollo Engineers, Inc. (Carollo) to provide additional engineering services during construction for the Headworks Improvements Project in the amount of \$75,525, for a new total contract amount not to exceed \$2,065,832.
- 2) Authorize the General Manager to execute Amendment No. 1 to the Consulting Services Contract with Psomas to provide additional construction management and inspection services for the Headworks Improvements Project in the amount of \$275,280, for a new total contract amount not to exceed \$1,055,461.

Background Information

In November 2019, the Board awarded the Headworks Improvements Project to C.W. Roen Construction Company to rehabilitate the existing headworks structure and replace the mechanical equipment at the District's Wastewater Treatment Plant. In addition, the Board authorized amending the consulting services contract with Carollo to provide engineering services during construction and executing a consulting services contract with Psomas to provide construction management and inspection services for the project. Construction commenced in April 2020 with final completion originally anticipated in early spring 2021.

Analysis

Significant project construction activities were initiated near the onset of the COVID-19 pandemic. Initial implementation of local and state health orders and directives impacted the schedule for completion of these construction activities. The slowdown of global supply chains, particularly for construction materials, delayed delivery of new equipment that impacted critical path work. In addition, the District requested necessary changes during construction, primarily redesign of new duct banks from below ground to aboveground and postponement of implementation of the temporary bypass system due to a non-project related emergency repair, both of which increased the overall project duration.

Project completion is now anticipated in June 2021, approximately 3 to 4 months beyond the anticipated completion date. The current contract budgets for Carollo and Psomas do not include this additional time extension and associated amendments (refer to Attachments 1 and 2) are required to support project management, design, and construction management and inspection services through project completion.




Financial Impact

A total of \$8.0 million in expenditures for the Headworks Improvements Project was included in the Fiscal Year 2020/2021 – 2024/2025 (FY20/21 – FY24/25) Capital Improvement Program. In December 2020, the Board approved an increase of \$3.0 million in FY20/21 budgeted expenditures, which represented a shift in previously planned expenditures (of the same amount) from FY21/22 to FY20/21, for a total available budget of \$11.0 million in FY20/21. Sufficient funding is available to complete these recommended actions.

Attachments

- 1) Scope and Cost Estimate Summary, Amendment No. 6 – Carollo
- 2) Scope and Cost Estimate Summary, Amendment No. 1 – Psomas

Reviewed by: 

Thanh Vo
Acting Engineering Services Director

cc: District File No. P.17117.01.03



**HEADWORKS IMPROVEMENTS
PROJECT NO. 17117**

**AMENDMENT NO. 6
CAROLLO ENGINEERS, INC. (CONSULTANT)**

SCOPE OF WORK AND COST ESTIMATE SUMMARY

<u>DESCRIPTION</u>	<u>PROPOSED COST</u>
ORIGINAL AUTHORIZED CONTRACT AMOUNT	\$815,768
AMENDMENT NO. 1	\$68,300
AMENDMENT NO. 2	\$375,188
AMENDMENT NO. 3	\$15,960
AMENDMENT NO. 4	\$492,575
AMENDMENT NO. 5	\$222,516
<u>AMENDMENT NO. 6 SCOPE OF WORK:</u>	
Project management	\$35,525
Engineering support services	\$40,000
TOTAL	<u><u>\$2,065,832</u></u>

**HEADWORKS IMPROVEMENTS
PROJECT NO. 17117**

**AMENDMENT NO. 1
PSOMAS (CONSULTANT)**

SCOPE OF WORK AND COST ESTIMATE SUMMARY

<u>DESCRIPTION</u>	<u>PROPOSED COST</u>
ORIGINAL AUTHORIZED CONTRACT AMOUNT	\$780,181
<u>AMENDMENT NO. 1 SCOPE OF WORK:</u>	
Project Management and Clerical Support	\$65,235
Construction Manager/Construction Engineer Services	\$110,500
Construction Inspection	\$99,545
TOTAL	<u>\$1,055,461</u>

March 25, 2021

APPROVE AND AUTHORIZE GENERAL MANAGER TO REFUND BAY POINT FAMILY APARTMENTS, L.P. (BPFA) \$218,590.83 AND A PRO-RATED AMOUNT OF THE SECOND INSTALLMENT OF FISCAL YEAR 2020/2021 SEWER SERVICE CHARGES PAID PRIOR TO CONNECTING BPFA'S DEVELOPMENT LOCATED AT 3600 WILLOW PASS ROAD TO DISTRICT'S SEWER SYSTEM IN BAY POINT, CALIFORNIA

RECOMMENDATION

Approve and authorize refund of Sewer Service Charges (SSCs) to Bay Point Family Apartments, L.P. (BPFA) as follows:

- 1) Refund BPFA \$218,590.83 consisting of the initial SSCs in the amount of \$59,295.39, Fiscal Year 2019/2020 (FY19/20) SSCs in the amount of \$105,154.12, and the first installment of FY20/21 SSCs in the amount of \$54,141.32.
- 2) Refund BPFA a pro-rated amount of the second installment of FY20/21 SSCs based on the number of full months that BPFA's project is not connected to the District's sewer system during the period that begins on January 1, 2021, and that ends on the last day of the month that immediately precedes the month in which BPFA's connection to the District's sewer system is approved by the District Engineer, or his designee.

Background Information

In December 2018, BPFA applied for a District sewer permit to develop the Bay Point Family Apartments in Bay Point. Construction for the 193-unit apartment complex commenced in spring 2019 with final completion originally anticipated in late 2020. Project construction is now expected to be completed in late spring 2021.

District Code Section 2.20.040(B) requires initial SSCs to be paid for new developments at the point of application for District sewer permit. In July 2020, with the long delay between initial collection of SSCs and connection to the District's sewer system (i.e., not discharging), BPFA requested a refund of the paid pro-rated SSCs.

Analysis

The District collected pro-rated SSCs from BPFA at the time BPFA applied for sewer service in accordance with District Code Section 2.20.040(B). In addition, BPFA began paying the SSCs starting in the 2019-2020 Contra Costa County fiscal tax year. However, considering the long delay between initial collection of SSCs and the anticipated connection of BPFA to the District's sewer system, staff recommends that the Board approve a refund of the paid SSCs in the amount of \$218,590.83. Staff is also recommending a refund of the pro-rated amount of the second installation of the 2020-2021 SSCs. This pro-rated amount will be based on the number of full months that BPFA's project is not connected to the District's sewer system during the period that begins on January 1, 2021, and that ends on the last day of the month that immediately precedes the month in which BPFA's connection to the District's sewer system is approved by the District Engineer, or designee. The aforementioned refunds are consistent with SSC collection practices at other agencies in the Bay Area.

Financial Impacts

If the Board authorizes the SSC refunds, BPFA would be reimbursed for \$218,590.83 in paid SSCs, which will be refunded within 45 days after the March 25, 2021 Board Meeting and the



pro-rated amount of the second installment of the FY20/21 SSCs, which will be based on the final completion of construction and will be reimbursed within 45 days after the District Engineer, or his designee approves the connection. Sufficient funding is available to implement this SSC refund request.

Attachments

None.

Reviewed by:



Thanh Vo
Acting Engineering Services Director

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



March 25, 2021

AUTHORIZE REDUCTION OF CAPITAL FACILITIES CAPACITY CHARGES IN ACCORDANCE WITH DISTRICT CODE SECTION 2.16.070; APPROVE AND AUTHORIZE REFUND OF PAID PRO-RATED SEWER SERVICE CHARGES; AND AUTHORIZE BUDGET ADJUSTMENT TRANSFERRING FUNDS FROM WASTEWATER CAPITAL ASSET REPLACEMENT FUND TO WASTEWATER EXPANSION FUND, 2575 RAILROAD AVE., L.P., THE ATCHISON IN PITTSBURG, CALIFORNIA

RECOMMENDATION

- 1) Authorize the General Manager to execute an agreement with 2575 Railroad Ave., L.P. (The Atchison) allowing a 75% reduction (\$651,085.20) in Capital Facilities Capacity Charges (CFCCs) for 200 units of the 202-unit The Atchison Affordable Housing Development in Pittsburg, California.
- 2) Approve and authorize the General Manager to refund paid Sewer Service Charges (SSCs) in the amount of \$41,625.35 to The Atchison.
- 3) Authorize budget adjustment transferring \$651,085.20 in Ad Valorem Tax revenue from the Wastewater Capital Asset Replacement (WW CAR) Fund to the Wastewater Expansion (WW Exp) Fund to reimburse the WW Expansion Fund for the reduction in CFCC revenue.

Background Information

CFCC Reduction

District Code Section 2.16.070 allows a 75% reduction in CFCCs for new developments that meet specified criteria for use, including: 1) property is used exclusively for physically or mentally [disabled] persons; 2) property has received a density bonus or other incentive from the public agency with land use jurisdiction, or will be used for low-income housing; 3) property will consist of senior citizen housing; and/or 4) property will be used by a non-profit association as a child day care facility.

The Atchison has requested a reduction of CFCCs for development of low-income family residential units. This development comprises 202 dwelling units, 200 of which will be legally set aside for low-income family households.

In order to be granted the CFCC reduction, District Code Section 2.16.070 requires the developer to execute an agreement (attached) with the District to limit the use of the designated dwelling units. If the dwelling unit usage fails to comply with or is no longer eligible for the reduced CFCCs allowed by District Code, the property owner must pay the District the difference between the reduced CFCC paid now and the future full value of CFCCs applicable to the new development.

District's CFCCs have been developed in compliance with Government Code (GC) Section 66013 and Assembly Bill (AB) 1600, which both include cost-of-service principles that disallow the cross-subsidy or use of rate/fee revenue (i.e., SSC and CFCC revenue) received from one customer class to subsidize fee reductions for another customer class. Instead, CFCC reduction programs are typically funded with Ad Valorem Tax revenue or other revenue sources that are not subject to the GC Section 66013 and AB 1600 restrictions.



SSC Collection

District Code Section 2.20.040(B) requires initial SSCs to be paid for new developments at the point of application for District sewer permit. Due to the long delay between initial collection of SSCs and connection to the District's sewer system, The Atchison has requested a refund of the paid pro-rated SSCs.

Analysis

CFCC Reduction

On March 17, 2021, staff presented The Atchison's CFCC reduction request to the Finance Committee (Committee), and the Committee recommended that the proposed request be presented to the Board for consideration.

The Atchison has provided evidence to the satisfaction of the District that it qualifies for CFCC reduction for 200 of the 202 dwelling units, in accordance with District Code Section 2.16.070. The documentation provided includes a City of Pittsburg (City) Planning Commission resolution from April 2020 approving the development and a draft Low Income Housing Density Bonus Agreement with the City. In addition, staff has confirmed the project drawings are approved for construction by the City. Staff recommends the Board authorize the General Manager to execute an agreement with The Atchison allowing for the reduction of the CFCCs for the development project. The agreement between the District and the developer will include a term that subordinates the agreement to the following two instruments, which will be recorded later:

- 1) A density bonus agreement between the developer and the City of Pittsburg that will be recorded prior to the issuance of a certificate of occupancy, and
- 2) Instruments between the developer and public and private entities including Pacific Western Bank and California Housing Finance Agency connected with financing the project.

All Wastewater CFCC revenue is appropriated to the WW Expansion Fund to fund capital projects that provide for wastewater conveyance and treatment capacity for new developments. Staff recommends the Board authorize a budget adjustment to transfer Ad Valorem Tax revenue of \$651,085.20 in FY20/21, which is currently appropriated to the WW CAR Fund, to reimburse the CFCC revenue reduction in the WW Expansion Fund.

SSC Collection

The District collected pro-rated SSCs from The Atchison at the time The Atchison applied for sewer service in accordance with District Code Section 2.20.040(B), which currently requires collection of SSCs for new developments at the point of application for a District sewer permit. However, considering the long delay between the initial collection of the SSCs and the anticipated connection of The Atchison to the District's sewer system, staff recommends that the Board approve a refund of the pro-rated SSCs in the amount of \$41,625.35. This refund is consistent with SSC collection practices at other agencies in the Bay Area.

Financial Impact

In FY19/20, District received \$3.1 million in Ad Valorem Tax revenue, which was \$1.1 million higher than the \$2.0 million budget assumption. The FY20/21 Budget assumes \$2.0 million in Ad Valorem Tax revenue is received and allocated to the WW CAR Fund. Excess Ad Valorem Tax revenue in excess of the budget assumption is assumed for FY/20/21.


Following application of the 75% CFCC reduction per District Code allowance, the District will still collect \$226,616 CFCC revenue from The Atchison, which represents approximately 12% of

the total CFCC revenue budgetary assumption (\$1,840,000) for FY20/21. In order to maintain the project schedule, The Atchison previously paid the District for the total unreduced CFCC amount. If the Board authorizes the CFCC reduction, pro-rated SSC refund, and associated budget adjustments, The Atchison would be reimbursed for \$651,085.20 in paid CFCCs and \$41,625.35 in paid pro-rated SSCs.

Attachment

Agreement Allowing Reduction of Capital Facilities Capacity Charges

Reviewed by:



Thahn Vo
Acting Engineering Services Director

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



**RECORDING REQUESTED BY, AND
WHEN RECORDED MAIL TO:
Vince De Lange, General Manager
Delta Diablo
2500 Pittsburg-Antioch Highway
Antioch, CA 94509**

Assessor’s Parcel No. – 088-184-006
Agreement No. R 2021-1

**AGREEMENT ALLOWING REDUCTION OF
CAPITAL FACILITIES CAPACITY CHARGES**

This agreement (“Agreement”) is made this _____ day of _____, 2021, by and between Delta Diablo, herein called “DISTRICT”, and 2575 Railroad Ave., L.P., a California limited partnership, herein called “OWNER,” in connection with OWNER’s Atchison Affordable Housing Development, herein called "PROJECT".

RECITALS

1. The OWNER owns certain real property located at 2575 Railroad Avenue (Assessor’s Parcel No. 088-184-006) in the City of Pittsburg, County of Contra Costa, State of California (the "Property"). OWNER’s PROJECT on the Property will include construction of two hundred two (202) housing units on the Property, two hundred (200) of which will be for rental to lower income households, and two (2) of which will be manager units.
2. The DISTRICT supports the development of affordable housing projects through the reduction of Capital Facilities Capacity Charges (CFCCs).
3. As part of the PROJECT, the OWNER wishes to connect the Property to the DISTRICT's sewerage system, and prior to connection the OWNER must pay the DISTRICT's CFCC. The DISTRICT’s CFCC is \$4,358.00 per unit in Fiscal Year 2020/21.
4. The OWNER has requested the DISTRICT approve the reduction of CFCCs in accordance with DISTRICT Code Section 2.16.070.
5. The DISTRICT's sewer service charge, which recovers the DISTRICT’s costs of providing sewer service to the Property, is charged on the property tax bill and is not subject to reduction or deferral.

NOW, THEREFORE, in consideration of the faithful performance of the terms and conditions set forth herein, the parties hereto agree as follows:

ARTICLE 1. The OWNER shall maintain in effect the conditions for the entitlements required by the City of Pittsburg to build and maintain 200 units of housing on the Property for “lower income households,” as defined in California Health and Safety Code Section 50079.5 (the definition of “lower income households” includes “very low” and “extremely low income households”).

ARTICLE 2. The OWNER shall certify and provide evidence to the satisfaction of the DISTRICT’s General Manager, or designee, that OWNER qualifies for the reduction in CFCCs in accordance with DISTRICT Code Section 2.16.070.

ARTICLE 3. In consideration of the OWNER's compliance with the provisions of this Agreement, and in accordance with DISTRICT Code Section 2.16.070, seventy-five percent (75%) of the DISTRICT’s Capital Facilities Capacity Charge is reduced for each unit designated for very low income households. Prior to the City of Pittsburg issuing the first building permit for the PROJECT, the OWNER shall pay the following: (a) twenty-five percent (25%) of the DISTRICT’s then-current CFCC (\$1,089.50 per ERU if paid prior to June 30, 2021) for each of two hundred (200) proposed units designated for very low income households; and (b) the then-current full DISTRICT CFCC (\$4,358.00 if paid prior to June 30, 2021) for each of two (2) proposed units designated as manager units.

ARTICLE 4. If the OWNER, or its successor, fails to comply with or is no longer eligible for the reduced CFCCs allowed by DISTRICT Code Section 2.16.070, the OWNER, or its successor, or both, shall pay forthwith to the DISTRICT the difference between the then-current full CFCC, minus the reduced CFCC paid under this Agreement, for each unit no longer eligible for a reduced CFCC under DISTRICT Code Section 2.16.070.

ARTICLE 5. This Agreement is binding on each party and on its successors in interest.

ARTICLE 6. Subordination.

A. This Agreement is, and will at all times remain, subject and subordinate in all respects to the liens, terms, covenants, conditions, operations, and effects of each of the following instruments (which shall be collectively referred to as the “Senior Loan Documents,” and each of the lenders or parties with a security interest in the Property under the Senior Loan Documents shall be referred to as a “Senior Lender,” and collectively as the “Senior Lenders”):

1. That certain Density Bonus Agreement to be entered into by and between the City of Pittsburg, California, and OWNER, which will be recorded in the Official Records of the County of Contra Costa, California (the “Official Records”) and any documents or instruments necessarily related thereto and required to effectuate the terms of that agreement (collectively, the “Density Bonus Agreement”);

2. That certain deed of trust and any similar or additional required security instruments to be executed by OWNER in favor of the California Housing Finance Agency, a public instrumentality and a political subdivision of the State of California, in its capacity as permanent lender ("CalHFA"), securing a certain Mixed-Income Program/Residual Receipts loan in the anticipated amount of \$10,000,000 ("CalHFA MIP Loan") to be made by CalHFA to OWNER and which will be recorded in the Official Records (the "CalHFA MIP Deed of Trust");
3. That certain regulatory agreement to be entered into by and between CalHFA and OWNER in connection with the CalHFA MIP Loan which will be recorded in the Official Records (the "CalHFA MIP Regulatory Agreement");
4. That certain Deed of Trust, Security Agreement, Absolute Assignment of Leases and Rents and Fixture Filing dated as of December 1, 2020, executed by OWNER as Borrower in favor of CalHFA in its capacity as issuer ("Issuer") of the California Housing Finance Agency Limited Obligation Multifamily Housing Revenue Note (The Atchison) 2020 Issue EE-1 (Tax-Exempt) and the California Housing Finance Agency Limited Obligation Multifamily Housing Revenue Note (The Atchison) 2020 Issue EE-2 (Taxable) (collectively, the "Note") and recorded in the Official Records on December 1, 2020, as Instrument Number 2020] - _____, securing a construction loan made to OWNER in the aggregate amount of \$73,375,000 funded from the proceeds of the Note, as assigned by CalHFA to Pacific Western Bank, a California state-chartered bank ("Pacific Western Bank"), pursuant to that certain Assignment Agreement dated as of December 1, 2020, by and between CalHFA and Pacific Western Bank and recorded in the Official Records on December 1, 2020, as Instrument Number 2020-_____ (collectively, the "Pacific Western Bank Deed of Trust");
5. That certain Regulatory Agreement and Declaration of Restrictive Covenants dated as of December 1, 2020 executed by and among Issuer, OWNER and U.S. Bank National Association, as Fiscal Agent, relating to the Note and recorded in the Official Records on December 1, 2020, as Instrument Number 2020-_____ (the "Bond Regulatory Agreement");
6. That certain regulatory agreement to be entered into by and between the California Tax Credit Allocation Committee ("TCAC") and OWNER relating to the federal and state low income housing tax credits to be issued by TCAC with respect to the Project, which will be recorded in the Official Records (the "TCAC Regulatory Agreement"); and
7. Any and all other documentation connected with the above-specified Senior Loan Documents now or hereafter recorded against the Property required to secure financing for the Project.

- B. The subordination of the Agreement to any Senior Loan Document specified in Section A of this Article shall apply and continue as to that Senior Loan Document until the OWNER repays the loan and satisfies all of its obligations under the Senior Loan Document, notwithstanding (i) the actual date and time of execution, delivery, recording, filing or perfection of any Senior Loan Document and of this Agreement, and (ii) the availability of any collateral to any Senior Lender, including the availability of any collateral other than the Property, but only to the extent the collateral acts as security under the Senior Loan Document.
- C. By reason of, and without in any way limiting, the full subordination of this Agreement as provided herein, all rights and claims of the DISTRICT under this Agreement in or to all or any portion of the Property are expressly subject and subordinate in all respects to the rights and claims of any Senior Lender under the Senior Loan Documents in or to the Property. However, notwithstanding anything to the contrary herein, nothing in this Agreement waives or releases OWNER from OWNER's timely performance of its obligations under this Agreement where the performance of said obligations does not cause an impairment of any Senior Lender's security interest in the Property under a Senior Loan Document.

[Remainder of page left blank. Signatures on next page.]

DELTA DIABLO

2575 Railroad Ave., L.P., a California limited partnership, by its general partner Corporation for Better Housing, a California corporation:

Vince De Lange, General Manager

By: _____

Its: _____

By: _____

Its: _____

March 25, 2021

ADOPT RESOLUTION TO APPROVE NEW OPERATIONS SUPPORT AND CONSTRUCTION COORDINATOR/RETIRED ANNUITANT CLASSIFICATION, JOB DESCRIPTION, AND UPDATED DISTRICT SALARY SCHEDULE

RECOMMENDATION

Adopt resolution to approve a new Operations Support and Construction Coordinator/Retired Annuitant classification, job description, updated District Salary Schedule, as required by the California Public Employees' Retirement System (CalPERS) prior to hiring a retired annuitant.

Background Information

The Operations Division is a work group in the Resource Recovery Services Department that is responsible for continuous operation of the District's wastewater conveyance and treatment systems, and recycled water facilities. In March 2020, the Operations Division implemented a modified staffing plan to maximize staffing availability to ensure effective and reliable provision of these services during the COVID-19 pandemic. In addition, Operations staff worked closely with the Maintenance Division and Engineering Services Department to effectively coordinate increased plant construction-related work needs while ensuring continued compliance with regulatory requirements.

Because these modified staffing plans and planned construction activities continue to exert pressure on maintaining required operational staffing levels, staff is proposing creation of a temporary staffing resource that will allow regular Operations staff to focus on core operational duties and activities. This resource would assist with construction coordination activities, while also providing assistance in the event that staffing levels in the Operations Division are impacted by COVID-19.

The Operations Support and Construction Coordinator/Retired Annuitant position is highly technical and requires in-depth knowledge of the District's Wastewater Treatment Plant (WWTP) and recycled water facilities to provide direction related to facility operations impacted by construction activities. In addition to filling this role on a limited duration basis, the District has a need for a skilled temporary resource in the event staffing levels are impacted for a sustained duration (e.g., during a COVID-19 outbreak). Operations staff must be certified by the State Water Resources Control Board as WWTP Operators to operate the District's facilities. The District has 15 certified WWTP Operators, five of which hold a Grade III certification or higher. The recent retirement of a long-term WWTP Operator has created a temporary gap in the number of lead-level operators (Grade III or higher) required to staff all shifts. This specialized, temporary assistance (up to 960 hours) would provide supplemental technical staff support to the Operations Division. The District anticipates filling this temporary role with a retired annuitant with a valid Grade III WWTP Operator certification and key District knowledge and experience.

Subject to certain requirements, CalPERS allows the District to employ CalPERS retirees (known as "retired annuitants [RA]") without reinstating the retiree in CalPERS as an active member. CalPERS regulations stipulate the following conditions under which a retired annuitant may be employed without reinstatement:



- The RA may only be hired into a position designated as a RA position (not any other full- or part-time position).
- The RA must wait 180 days after their retirement date before returning to work for a CalPERS employer. (District may be able to waive this provision under certain conditions with an associated Board action and CalPERS recognition).
- The compensation must be according to an established pay rate for a classification on the agency's salary schedule.
- The RA cannot receive any other compensation or benefits and does not accrue service credit or any additional retirement rights or benefits.
- The RA is limited without exception, to a maximum of 960 hours in a fiscal year (July 1 to June 30) for employment with all CalPERS employers combined.

To fill the above-described District staffing need, the District anticipates hiring an RA. Consistent with CalPERS regulations, staff recommends that the Board of Directors designate and approve, by Resolution, a job description and salary range for the Operations Support and Construction Coordinator/Retired Annuitant classification. The job description defines the classification, outlines essential duties, qualifications, education, experience, and certification requirements, and identifies working conditions to successfully perform the work.

The Operations Support and Construction Coordinator/Retired Annuitant classification is a non-exempt, non-classified position and does not include benefits (other than those statutorily required by law). This classification is comparable to the WWTP Operator III classification and would have an hourly compensation rate equivalent to the WWTP Operator III salary range (OM 152-00), capped at the top step of the salary range. The position is not represented by the Operations and Maintenance (O&M) Representation Unit/PEU, Local One/AFSCME bargaining unit. The District reviewed the proposed job description with the O&M Representation Unit to discuss any potential impacts to their members. The O&M Representation Unit concurred with the role of the classification within Operations and did not see any impacts to their members.

On March 19, 2021, staff reviewed the proposed new classification, job description, and salary schedule with the Personnel Committee, which recommended consideration of this item at the Board Meeting on March 25, 2021.

Financial Impacts

Sufficient funding is available in the approved Fiscal Year 2020/2021 (FY20/21) Budget. Staff intends to include sufficient funding for this position as part of the proposed FY21/22 Budget, which will be submitted to the Board for consideration by July 2021.

Attachment

Resolution to Approve New Operations Support and Construction Coordinator/Retirement Annuitant Classification, Job Description, and Updated District Salary Schedule

Reviewed by: _____



Brian Thomas

Acting Business Services Director/District Engineer



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

RESOLUTION NO. XX/2021

**Re: (Adopt Resolution to Approve New Operations Support)
(and Construction Coordinator/Retired Annuitant Classification,))
(Job Description, and Updated District Salary Schedule)**

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

WHEREAS, the Board of Directors has authority to establish job classifications and salary ranges, and provide for the General Manager to define and establish duties and requirements for each classification; and

WHEREAS, the District has a need to hire temporary employees to coordinate treatment facilities and process control operations directly impacted by construction project work, and provide supplemental technical support to augment Operations Division staffing limitations; and

WHEREAS, temporary employees may be California Public Employees' Retirement System (CalPERS) retired annuitants, who, subject to certain requirements under CalPERS, need not be reinstated in CalPERS during their employment with the District; and

WHEREAS, the District has determined that a temporary Operations Support and Construction Coordinator/Retired Annuitant classification should be established to comply with CalPERS requirements applicable to retired annuitants employed by the District without reinstatement; and

WHEREAS, the new job description and salary range for the Operations Support and Construction Coordinator/Retired Annuitant classification has been added to the District's Salary Schedule; and

WHEREAS, CalPERS requires the Salary Schedule to be posted on the District's website.

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

1. The Operations Support and Construction Coordinator/Retired Annuitant classification, job description, and updated District Salary Schedule are approved.
2. The updated District Salary Schedule as stated in this Resolution shall become effective on March 26, 2021 and shall be posted on the District's website.

PASSED AND ADOPTED on March 25, 2021, by the following vote:

AYES:

ABSENT:

NOES:

ABSTAIN:

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution adopted by the Board of Directors of Delta Diablo on March 25, 2021.

ATTEST: Juan A. Banales
Board Secretary

By: _____

Exhibits: A – Job Description
B – Updated District Salary Schedule



OPERATIONS SUPPORT AND CONSTRUCTION COORDINATOR/RETIRED ANNUITANT

DEFINITION

Under general supervision, coordinate Operations Division activities and resources with active construction projects and other departments; provide operational support and technical assistance, as needed, in conformance with applicable regulatory compliance, safety, and legal requirements, as well as District guidelines, policies, and procedures.

DISTINGUISHING CHARACTERISTICS

This is an advanced-level Wastewater Treatment Plant (WWTP) Operator classification responsible for coordinating division resources related to construction activities and temporarily augmenting staff and performing normal wastewater conveyance and treatment process and recycled water production and distribution activities.

SUPERVISION RECEIVED AND EXERCISED

This classification receives general supervision from the Operations Supervisor. This position does not directly supervise employees but may act as a leader for assigned District teams and projects, and as such, may coordinate or oversee the work of other District staff directly related to the assigned activity.

TYPICAL DUTIES

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

- Coordinate WWTP, Recycled Water Facility (RWF), pump station infrastructure and other Operations Division resources in support of construction, maintenance, and repair activities conducted by internal staff and external contractors.
- Coordinate and implement Operations Division System Outage Requests and Lockout and Tagout activities related to construction, maintenance, and repair activities.
- Perform wastewater conveyance and treatment processes at the WWTP, pumping stations, and recycled water production and distribution systems at the RWF.
- Conduct routine checks, collect samples, and perform microscopic and laboratory tests to operate and make necessary changes to process control systems, equipment, and devices.
- Mix and prepare chemical solutions using manual and automated mixing devices.
- Record, log, and maintain records of observations, adjustments, and shift activities.
- Maintain, clean, and lubricate tanks, pumps, blowers, motors, and related piping, valves, and other equipment.
- Prepare reports and notify District management of spills and operational conditions for permit and regulatory compliance purposes.
- Operate vehicles, portable equipment, and stationary machinery as required.
- Direct, confirm, log, and accept chemical deliveries; and ensure adequate delivery space and safety protocols. Direct and record biosolids loading for transport adhering to all safety precautions for loading, weighing, and transport.

- Utilize a personal computer or other devices for data entry, record keeping, and to initiate and track work orders.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Working knowledge of the operation, maintenance and cleaning of primary, secondary, and tertiary wastewater treatment equipment and facilities, wastewater treatment principles, energy management, safety rules, first aid, chemical handling, wastewater sampling and process control tests.
- Basic construction, assembly, operational norms, and maintenance of process control systems and equipment involved in operation of District facilities.
- General design, and basic construction, assembly, and operational requirements of hydraulic equipment, power generators, pumps, and controls.
- Applicable federal, state, and local laws, codes, and regulations related to the work.
- District emergency and hazardous materials spill response protocols and procedures.
- Arithmetic, mathematics, and algebraic equations necessary for the performance of the work.
- Safety practice procedures applicable to all aspects District facility operations; procedures for selecting and using appropriate personal protective equipment (PPE); and specific procedures applicable in handling and using hazardous materials and chemicals.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, and District staff.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Communication and conflict resolution techniques for working with contractors and the public.

Skills and Abilities to:

- Apply fundamental principles and best practices of wastewater treatment.
- Interpret and apply the general intent and specific provisions of multiple laws and regulations to operating conditions.
- Understand, apply, and explain specific provisions and procedures contained in technical manuals, drawings, specifications, blueprints, layouts, and schematics.
- Read and understand electrical and mechanical drawings, schematics, blueprints, and information tables.
- Troubleshoot treatment process upsets; and serve as Incident Commander during plant emergencies with effective verbal and written communication skills.
- Collect, record, and perform standard tests on wastewater, wastewater byproduct, and recycled water samples.
- Observe, interpret, and record measurements indicated on gauges, meters and similar measuring devices.
- Recognize abnormal, inefficient, or unsafe conditions and take appropriate actions.
- Perform minor maintenance on wastewater and recycled water equipment and facilities.
- Comprehend, retain, and apply written procedures and verbal instructions.
- Understand, interpret, apply, and provide instruction on appropriate policies and procedures, safety protocols, and select and use appropriate PPE during work.
- Perform mathematical, statistical, geometric, and algebraic calculations common to wastewater treatment, laboratory analysis, and budget work.

- Provide effective verbal and written communications.
- Operate office computers and field communications equipment, safety devices and equipment and apply proper safety procedures in hazardous environments.
- Operate heavy equipment, vehicles, forklift, portable equipment, stationary machinery, electric carts, common hand and power tools, and process controls.

QUALIFYING TRAINING AND EXPERIENCE

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

Education: High school diploma or equivalent supplemented by the required educational points as required by the State Water Resource Control Board (SWRCB) regulations to qualify for the required Wastewater Treatment Plant Operator certification.

Experience: Five (5) years of experience as a Plant Operator.

Licenses and Certifications:

- A valid California Class C driver's license and insurability under the District's driving program must always be maintained.
- A valid Grade III Wastewater Treatment Plant Operator certification issued by SWRCB Office of Operator Certification at time of hire or appointment.
- Failure to maintain the required certifications will result in termination of employment.

PHYSICAL DEMANDS

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

STANDING

Up to 6 hours, per shift. Of varying intervals ranging between a few seconds to 60 minutes, at a time.

WALKING

Up to 5 hours, per shift. Of varying intervals ranging between a few seconds to 60 minutes, at a time.

SITTING

Estimated Duration: Up to 7 hours, per shift. In varying intervals between 15 minutes and 1 hour at a time.

KNEELING/CROUCHING/SQUATTING

Up to 2 hours, per shift, up to 15 minutes of varying intervals ranging between a few seconds to less than 1 minute at a time.

CLIMBING/BALANCING

Up to 20 times per shift. Varying intervals ranging between a few seconds to less than 1 minute at a time.

REACHING

Above Shoulder Level: Up to 1 hour at a time per shift. Varying intervals ranging between a few seconds to less than 2 minutes at a time.

Between Waist and Shoulder Level: Up to 6 hours per shift. Varying intervals ranging between a few seconds to less than 15 minutes at a time.

Below Waist Level: Up to 2 hours per shift. Varying intervals ranging between a few seconds to less than 1 minute at a time.

PUSHING/PULLING

Up to 2 hours per shift. Varying intervals ranging between a few seconds to less than 5 minutes at a time.

TWISTING/ROTATING

Waist: Up to 30 minutes per shift, seconds at a time.

Neck: Up to 3 hours per shift. Varying intervals between a few seconds to less than 5 minutes at a time.

Wrists: Up to 30 minutes per shift, with minutes of varying intervals ranging between a few seconds to less than 5 minutes at a time.

BENDING

Waist: Up to 2 hours per shift. Varying intervals ranging between a few seconds to less than 1 minute at a time.

Head/Neck: Up to 4 hours per shift, with varying intervals ranging between a few seconds to less than 5 minutes.

Wrists: Up to 4 hours per shift, with varying intervals ranging between a few seconds to less than 10 minutes at a time.

LIFTING/CARRYING

0 to 10 lbs.

Objects: Writing utensil, paperwork, telephone handset, metal hook, wrenches, screwdrivers, pliers, valve keys, empty trash containers, drills, bolts, nuts, small parts, samples, 1” hose end, shovel, clipboard, pry bar, ratchet.

Up to 5 hours of varying intervals ranging between a few seconds to less than 15 minutes at a time.

Distance: Less than 100 feet

Height: Ground to shoulder or above.

11 to 25 lbs.

Objects: Valve key.

Up to 10 times per shift with varying intervals of a few seconds at a time.

Distance: Less than 50 feet.

Height: Ground to chest level.

26 to 50 lbs.

Objects: Garbage container, water cannon, winch, confined space entry tripod.

Once a week with varying intervals of a few seconds at a time.

Distance: Less than 10 feet.

Height: Ground to waist level.

SIMPLE GRASPING

Up to 5 hours per shift, with varying intervals ranging between a few seconds to less than 15 minutes at a time.

POWER GRASPING

Up to 2 hours per shift, with varying intervals ranging between a few seconds to less than 5 minutes at a time.

FINE MANIPULATION

Estimated Duration: 1 ½ to 2 hours of varying intervals ranging between a few seconds to less than 5 minutes at a time.

MACHINES/TOOLS

Wrenches	Tripods
Screwdrivers	Slide gates
Hammers	Metal hook
Allen wrenches	Pressure washer
Pry bars	Sump pumps
Gas detectors	Fire Cannon
Lowering tools	Four-wheeled cart
Confined space entry tripod/winch operation	Electric cart
Ratchets	Electric drills
Sockets	Clipboard
Valve key	Writing utensil
Winch	Office equipment/computer

WORKING CONDITIONS

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

- Frequently exposed to outdoor work environment under extreme weather conditions.
- Exposed to confined spaces; fumes or airborne particles; risk of electrical shock; vibration; mechanical hazards; elevated, precarious locations; and hazardous chemicals.
- Risk of electrical shock or mechanical hazards.
- May perform duties that involve a potential risk of exposure to bloodborne pathogens.
- Exposed to power and noise-producing tools and equipment with a work environment noise level that varies from moderate to loud.
- Occasional work in office buildings with controlled lighting and ventilation, and moderate noise levels.

- This position may be required to wear PPE. The specific PPE required for the exposure will be listed in the Operations Division standard operating procedures (SOPs).

EMPLOYMENT CONDITIONS

Fair Labor Standards Act Classification: Non-exempt
Collective Bargaining Representation Unit: N/A
Job Specifications Approved by: Board of Directors on xx/xx/2021
Appointment and Removal Authority: General Manager
Amended & Approved by: General Manager

DRAFT

DELTA DIABLO

**SECTION I - OPERATIONS & MAINTENANCE BARGAINING UNIT
MONTHLY SALARY RANGES (Effective March 25, 2021)**

RANGE	CLASSIFICATIONS	Note	A	B	C	D	E	F	G	H	I	J
OM 120	Utility Laborer	00	\$5,761.83	\$5,905.88	\$6,053.53	\$6,204.87	\$6,359.99	\$6,518.99	\$6,681.96	\$6,849.01	\$7,020.24	\$7,195.74
		01	\$5,905.88	\$6,053.53	\$6,204.87	\$6,359.99	\$6,518.99	\$6,681.96	\$6,849.01	\$7,020.24	\$7,195.74	\$7,375.64
		02	\$6,049.93	\$6,201.17	\$6,356.20	\$6,515.11	\$6,677.99	\$6,844.94	\$7,016.06	\$7,191.46	\$7,371.25	\$7,555.53
OM 124	Maintenance Mechanic Trainee; Maintenance Worker; WWTP Operator-In-Training;	00	\$6,033.21	\$6,184.04	\$6,338.64	\$6,497.11	\$6,659.53	\$6,826.02	\$6,996.67	\$7,171.59	\$7,350.88	\$7,534.65
		01	\$6,184.04	\$6,338.64	\$6,497.11	\$6,659.53	\$6,826.02	\$6,996.67	\$7,171.59	\$7,350.88	\$7,534.65	\$7,723.02
		02	\$6,334.87	\$6,493.24	\$6,655.57	\$6,821.96	\$6,992.51	\$7,167.32	\$7,346.51	\$7,530.17	\$7,718.42	\$7,911.38
OM 126	Electrical/Instrumentation Technician Trainee	00	\$6,197.11	\$6,352.03	\$6,510.83	\$6,673.60	\$6,840.44	\$7,011.46	\$7,186.74	\$7,366.41	\$7,550.57	\$7,739.34
		01	\$6,352.03	\$6,510.83	\$6,673.60	\$6,840.44	\$7,011.46	\$7,186.74	\$7,366.41	\$7,550.57	\$7,739.34	\$7,932.82
		02	\$6,506.96	\$6,669.63	\$6,836.38	\$7,007.28	\$7,182.47	\$7,362.03	\$7,546.08	\$7,734.73	\$7,928.10	\$8,126.30
OM 130	Warehouse Technician I	00	\$6,338.04	\$6,496.49	\$6,658.90	\$6,825.38	\$6,996.01	\$7,170.91	\$7,350.18	\$7,533.94	\$7,722.29	\$7,915.34
		01	\$6,496.49	\$6,658.90	\$6,825.38	\$6,996.01	\$7,170.91	\$7,350.18	\$7,533.94	\$7,722.29	\$7,915.34	\$8,113.23
		02	\$6,654.94	\$6,821.32	\$6,991.85	\$7,166.64	\$7,345.81	\$7,529.46	\$7,717.69	\$7,910.63	\$8,108.40	\$8,311.11
OM 134	Collection Systems Worker I; Maint. Mech. I; WWTP Operator I; Household Hazardous Waste Tech I;	00	\$6,636.54	\$6,802.46	\$6,972.52	\$7,146.83	\$7,325.50	\$7,508.64	\$7,696.36	\$7,888.76	\$8,085.98	\$8,288.13
		01	\$6,802.46	\$6,972.52	\$7,146.83	\$7,325.50	\$7,508.64	\$7,696.36	\$7,888.76	\$8,085.98	\$8,288.13	\$8,495.34
		02	\$6,968.37	\$7,142.58	\$7,321.14	\$7,504.17	\$7,691.78	\$7,884.07	\$8,081.17	\$8,283.20	\$8,490.28	\$8,702.54
OM 140	Electrical/Instrumentation Technician I	00	\$6,816.80	\$6,987.22	\$7,161.90	\$7,340.95	\$7,524.47	\$7,712.59	\$7,905.40	\$8,103.04	\$8,305.61	\$8,513.25
		01	\$6,987.22	\$7,161.90	\$7,340.95	\$7,524.47	\$7,712.59	\$7,905.40	\$8,103.04	\$8,305.61	\$8,513.25	\$8,726.08
		02	\$7,157.64	\$7,336.58	\$7,520.00	\$7,708.00	\$7,900.70	\$8,098.22	\$8,300.67	\$8,508.19	\$8,720.89	\$8,938.91
OM 142	Collection Systems Worker II; Maint. Mech. II; Warehouse Technician II; WWTP Operator II; Household Hazardous Waste Tech. II	00	\$7,300.22	\$7,482.73	\$7,669.80	\$7,861.54	\$8,058.08	\$8,259.53	\$8,466.02	\$8,677.67	\$8,894.61	\$9,116.98
		01	\$7,482.73	\$7,669.80	\$7,861.54	\$8,058.08	\$8,259.53	\$8,466.02	\$8,677.67	\$8,894.61	\$9,116.98	\$9,344.90
		02	\$7,665.23	\$7,856.87	\$8,053.29	\$8,254.62	\$8,460.98	\$8,672.51	\$8,889.32	\$9,111.55	\$9,339.34	\$9,572.83
OM 150	Electrical/Instrumentation Technician II	00	\$7,497.76	\$7,685.20	\$7,877.33	\$8,074.27	\$8,276.12	\$8,483.03	\$8,695.10	\$8,912.48	\$9,135.29	\$9,363.68
		01	\$7,685.20	\$7,877.33	\$8,074.27	\$8,276.12	\$8,483.03	\$8,695.10	\$8,912.48	\$9,135.29	\$9,363.68	\$9,597.77
		02	\$7,872.65	\$8,069.46	\$8,271.20	\$8,477.98	\$8,689.93	\$8,907.18	\$9,129.86	\$9,358.10	\$9,592.06	\$9,831.86
OM 152	Collection Systems Worker III; Maint. Mech. III; WWTP Operator III; Household Hazardous Waste Tech. III;	00	\$8,030.30	\$8,231.06	\$8,436.84	\$8,647.76	\$8,863.95	\$9,085.55	\$9,312.69	\$9,545.51	\$9,784.15	\$10,028.75
		01	\$8,231.06	\$8,436.84	\$8,647.76	\$8,863.95	\$9,085.55	\$9,312.69	\$9,545.51	\$9,784.15	\$10,028.75	\$10,279.47
		02	\$8,431.82	\$8,642.62	\$8,858.68	\$9,080.15	\$9,307.15	\$9,539.83	\$9,778.33	\$10,022.78	\$10,273.35	\$10,530.19
OM 156	Electrical/Instrumentation Technician III Control Systems Specialist	00	\$8,248.35	\$8,454.56	\$8,665.92	\$8,882.57	\$9,104.63	\$9,332.25	\$9,565.55	\$9,804.69	\$10,049.81	\$10,301.05
		01	\$8,454.56	\$8,665.92	\$8,882.57	\$9,104.63	\$9,332.25	\$9,565.55	\$9,804.69	\$10,049.81	\$10,301.05	\$10,558.58
		02	\$8,660.76	\$8,877.28	\$9,099.22	\$9,326.70	\$9,559.86	\$9,798.86	\$10,043.83	\$10,294.93	\$10,552.30	\$10,816.11
OM 158	WWTP Senior Operator	00	\$8,431.80	\$8,642.59	\$8,858.66	\$9,080.13	\$9,307.13	\$9,539.81	\$9,778.30	\$10,022.76	\$10,273.33	\$10,530.16
		01	\$8,642.59	\$8,858.66	\$9,080.13	\$9,307.13	\$9,539.81	\$9,778.30	\$10,022.76	\$10,273.33	\$10,530.16	\$10,793.42
		02	\$8,853.39	\$9,074.72	\$9,301.59	\$9,534.13	\$9,772.48	\$10,016.80	\$10,267.22	\$10,523.90	\$10,786.99	\$11,056.67
OM 160	WWTP Senior Operator - Grade IV/V Maintenance Planner/Scheduler	00	\$8,684.79	\$8,901.91	\$9,124.46	\$9,352.57	\$9,586.39	\$9,826.05	\$10,071.70	\$10,323.49	\$10,581.58	\$10,846.12
		01	\$8,901.91	\$9,124.46	\$9,352.57	\$9,586.39	\$9,826.05	\$10,071.70	\$10,323.49	\$10,581.58	\$10,846.12	\$11,117.27
		02	\$9,119.03	\$9,347.01	\$9,580.69	\$9,820.20	\$10,065.71	\$10,317.35	\$10,575.28	\$10,839.67	\$11,110.66	\$11,388.42

*Note : 00 designates base range. 01 designates base range plus 2.5% longevity adjustment for employees with between 10-15 years of service.
Subrange 02 designates base range plus 5% longevity adjustment for employees with 15 or more years of service.

Approved: _____

Juan A. Banales, Board Secretary Date: _____

CONTINUED FROM PREVIOUS PAGE

RANGE	CLASSIFICATIONS	Note	A	B	C	D	E	F	G	H	I	J
P 146	Junior Engineer	00	\$7,604.15	\$7,794.25	\$7,989.11	\$8,188.83	\$8,393.56	\$8,603.39	\$8,818.48	\$9,038.94	\$9,264.91	\$9,496.54
		01	\$7,794.25	\$7,989.11	\$8,188.83	\$8,393.56	\$8,603.39	\$8,818.48	\$9,038.94	\$9,264.91	\$9,496.54	\$9,733.95
		02	\$7,984.35	\$8,183.96	\$8,388.56	\$8,598.28	\$8,813.23	\$9,033.56	\$9,259.40	\$9,490.89	\$9,728.16	\$9,971.36
P 147	Program Analyst I	00	\$7,953.43	\$8,152.27	\$8,356.08	\$8,564.98	\$8,779.10	\$8,998.58	\$9,223.55	\$9,454.13	\$9,690.49	\$9,932.75
		01	\$8,152.27	\$8,356.08	\$8,564.98	\$8,779.10	\$8,998.58	\$9,223.55	\$9,454.13	\$9,690.49	\$9,932.75	\$10,181.07
		02	8351.1062	8559.8838	8773.8809	8993.22796	9218.05865	9448.5101	9684.72287	9926.84095	10175.01197	10429.387
P 148	Construction Inspector Buyer	00	\$7,989.09	\$8,188.82	\$8,393.54	\$8,603.38	\$8,818.46	\$9,038.92	\$9,264.90	\$9,496.52	\$9,733.93	\$9,977.28
		01	\$8,188.82	\$8,393.54	\$8,603.38	\$8,818.46	\$9,038.92	\$9,264.90	\$9,496.52	\$9,733.93	\$9,977.28	\$10,226.71
		02	\$8,388.55	\$8,598.26	\$8,813.22	\$9,033.55	\$9,259.39	\$9,490.87	\$9,728.14	\$9,971.35	\$10,220.63	\$10,476.14
P 152	Chemist II Environ. Compliance Specialist II	00	\$8,345.45	\$8,554.09	\$8,767.94	\$8,987.14	\$9,211.82	\$9,442.11	\$9,678.16	\$9,920.12	\$10,168.12	\$10,422.32
		01	\$8,554.09	\$8,767.94	\$8,987.14	\$9,211.82	\$9,442.11	\$9,678.16	\$9,920.12	\$10,168.12	\$10,422.32	\$10,682.88
		02	\$8,762.72	\$8,981.79	\$9,206.34	\$9,436.49	\$9,672.41	\$9,914.22	\$10,162.07	\$10,416.12	\$10,676.53	\$10,943.44
P 154	Computer Analyst Program Analyst II	00	\$8,748.77	\$8,967.49	\$9,191.68	\$9,421.47	\$9,657.01	\$9,898.44	\$10,145.90	\$10,399.54	\$10,659.53	\$10,926.02
		01	\$8,967.49	\$9,191.68	\$9,421.47	\$9,657.01	\$9,898.44	\$10,145.90	\$10,399.54	\$10,659.53	\$10,926.02	\$11,199.17
		02	\$9,186.21	\$9,415.87	\$9,651.27	\$9,892.55	\$10,139.86	\$10,393.36	\$10,653.19	\$10,919.52	\$11,192.51	\$11,472.32
P 156	Chemist III	00	\$8,762.73	\$8,981.80	\$9,206.35	\$9,436.50	\$9,672.42	\$9,914.23	\$10,162.08	\$10,416.14	\$10,676.54	\$10,943.45
		01	\$8,981.80	\$9,206.35	\$9,436.50	\$9,672.42	\$9,914.23	\$10,162.08	\$10,416.14	\$10,676.54	\$10,943.45	\$11,217.04
		02	\$9,200.87	\$9,430.89	\$9,666.66	\$9,908.33	\$10,156.04	\$10,409.94	\$10,670.19	\$10,936.94	\$11,210.37	\$11,490.62
P 160	Recycled Water Coordinator	00	\$8,857.86	\$9,079.31	\$9,306.29	\$9,538.95	\$9,777.42	\$10,021.86	\$10,272.41	\$10,529.22	\$10,792.45	\$11,062.26
		01	\$9,079.31	\$9,306.29	\$9,538.95	\$9,777.42	\$10,021.86	\$10,272.41	\$10,529.22	\$10,792.45	\$11,062.26	\$11,338.81
		02	\$9,300.76	\$9,533.28	\$9,771.61	\$10,015.90	\$10,266.29	\$10,522.95	\$10,786.03	\$11,055.68	\$11,332.07	\$11,615.37
P 164	Assistant Engineer	00	\$9,379.28	\$9,613.76	\$9,854.10	\$10,100.46	\$10,352.97	\$10,611.79	\$10,877.09	\$11,149.02	\$11,427.74	\$11,713.43
		01	\$9,613.76	\$9,854.10	\$10,100.46	\$10,352.97	\$10,611.79	\$10,877.09	\$11,149.02	\$11,427.74	\$11,713.43	\$12,006.27
		02	\$9,848.24	\$10,094.45	\$10,346.81	\$10,605.48	\$10,870.62	\$11,142.38	\$11,420.94	\$11,706.47	\$11,999.13	\$12,299.11
P 165	Program Analyst III	00	\$9,623.66	\$9,864.25	\$10,110.86	\$10,363.63	\$10,622.72	\$10,888.29	\$11,160.50	\$11,439.51	\$11,725.50	\$12,018.63
		01	\$9,864.25	\$10,110.86	\$10,363.63	\$10,622.72	\$10,888.29	\$11,160.50	\$11,439.51	\$11,725.50	\$12,018.63	\$12,319.10
		02	10104.844	10357.465	10616.402	10881.8121	11153.8575	11432.704	11718.5215	12011.4845	12311.77163	12619.566
P 170	Operations Supervisor Maintenance Supervisor	00	\$10,408.25	\$10,668.46	\$10,935.17	\$11,208.55	\$11,488.76	\$11,775.98	\$12,070.38	\$12,372.14	\$12,681.45	\$12,998.48
		01	\$10,668.46	\$10,935.17	\$11,208.55	\$11,488.76	\$11,775.98	\$12,070.38	\$12,372.14	\$12,681.45	\$12,998.48	\$13,323.44
		02	\$10,928.67	\$11,201.88	\$11,481.93	\$11,768.98	\$12,063.20	\$12,364.78	\$12,673.90	\$12,990.75	\$13,315.52	\$13,648.41
P 176	Associate Engineer	00	\$10,877.11	\$11,149.03	\$11,427.76	\$11,713.45	\$12,006.29	\$12,306.45	\$12,614.11	\$12,929.46	\$13,252.70	\$13,584.02
		01	\$11,149.03	\$11,427.76	\$11,713.45	\$12,006.29	\$12,306.45	\$12,614.11	\$12,929.46	\$13,252.70	\$13,584.02	\$13,923.62
		02	\$11,420.96	\$11,706.49	\$11,999.15	\$12,299.13	\$12,606.60	\$12,921.77	\$13,244.81	\$13,575.93	\$13,915.33	\$14,263.22

*Note : 00 designates base range. 01 designates base range plus 2.5% longevity adjustment for employees with between 10-15 years of service.
Subrange 02 designates base range plus 5% longevity adjustment for employees with 15 or more years of service.

Approved: _____

Juan A. Banales, Board Secretary Date: _____

DELTA DIABLO
SECTION II - PROFESSIONAL & TECHNICAL BARGAINING UNIT
MONTHLY SALARY RANGES (Effective March 25, 2021)

CONTINUED FROM PREVIOUS PAGE

RANGE	CLASSIFICATIONS	Note	A	B	C	D	E	F	G	H	I	J
P 146	Junior Engineer	00	\$7,604.15	\$7,794.25	\$7,989.11	\$8,188.83	\$8,393.56	\$8,603.39	\$8,818.48	\$9,038.94	\$9,264.91	\$9,496.54
		01	\$7,794.25	\$7,989.11	\$8,188.83	\$8,393.56	\$8,603.39	\$8,818.48	\$9,038.94	\$9,264.91	\$9,496.54	\$9,733.95
		02	\$7,984.35	\$8,183.96	\$8,388.56	\$8,598.28	\$8,813.23	\$9,033.56	\$9,259.40	\$9,490.89	\$9,728.16	\$9,971.36
P 147	Program Analyst I	00	\$7,953.43	\$8,152.27	\$8,356.08	\$8,564.98	\$8,779.10	\$8,998.58	\$9,223.55	\$9,454.13	\$9,690.49	\$9,932.75
		01	\$8,152.27	\$8,356.08	\$8,564.98	\$8,779.10	\$8,998.58	\$9,223.55	\$9,454.13	\$9,690.49	\$9,932.75	\$10,181.07
		02	8351.1062	8559.8838	8773.8809	8993.22796	9218.05865	9448.5101	9684.72287	9926.84095	10175.01197	10429.387
P 148	Construction Inspector Buyer	00	\$7,989.09	\$8,188.82	\$8,393.54	\$8,603.38	\$8,818.46	\$9,038.92	\$9,264.90	\$9,496.52	\$9,733.93	\$9,977.28
		01	\$8,188.82	\$8,393.54	\$8,603.38	\$8,818.46	\$9,038.92	\$9,264.90	\$9,496.52	\$9,733.93	\$9,977.28	\$10,226.71
		02	\$8,388.55	\$8,598.26	\$8,813.22	\$9,033.55	\$9,259.39	\$9,490.87	\$9,728.14	\$9,971.35	\$10,220.63	\$10,476.14
P 152	Chemist II Environ. Compliance Specialist II	00	\$8,345.45	\$8,554.09	\$8,767.94	\$8,987.14	\$9,211.82	\$9,442.11	\$9,678.16	\$9,920.12	\$10,168.12	\$10,422.32
		01	\$8,554.09	\$8,767.94	\$8,987.14	\$9,211.82	\$9,442.11	\$9,678.16	\$9,920.12	\$10,168.12	\$10,422.32	\$10,682.88
		02	\$8,762.72	\$8,981.79	\$9,206.34	\$9,436.49	\$9,672.41	\$9,914.22	\$10,162.07	\$10,416.12	\$10,676.53	\$10,943.44
P 154	Computer Analyst Program Analyst II	00	\$8,748.77	\$8,967.49	\$9,191.68	\$9,421.47	\$9,657.01	\$9,898.44	\$10,145.90	\$10,399.54	\$10,659.53	\$10,926.02
		01	\$8,967.49	\$9,191.68	\$9,421.47	\$9,657.01	\$9,898.44	\$10,145.90	\$10,399.54	\$10,659.53	\$10,926.02	\$11,199.17
		02	\$9,186.21	\$9,415.87	\$9,651.27	\$9,892.55	\$10,139.86	\$10,393.36	\$10,653.19	\$10,919.52	\$11,192.51	\$11,472.32
P 156	Chemist III	00	\$8,762.73	\$8,981.80	\$9,206.35	\$9,436.50	\$9,672.42	\$9,914.23	\$10,162.08	\$10,416.14	\$10,676.54	\$10,943.45
		01	\$8,981.80	\$9,206.35	\$9,436.50	\$9,672.42	\$9,914.23	\$10,162.08	\$10,416.14	\$10,676.54	\$10,943.45	\$11,217.04
		02	\$9,200.87	\$9,430.89	\$9,666.66	\$9,908.33	\$10,156.04	\$10,409.94	\$10,670.19	\$10,936.94	\$11,210.37	\$11,490.62
P 160	Recycled Water Coordinator	00	\$8,857.86	\$9,079.31	\$9,306.29	\$9,538.95	\$9,777.42	\$10,021.86	\$10,272.41	\$10,529.22	\$10,792.45	\$11,062.26
		01	\$9,079.31	\$9,306.29	\$9,538.95	\$9,777.42	\$10,021.86	\$10,272.41	\$10,529.22	\$10,792.45	\$11,062.26	\$11,338.81
		02	\$9,300.76	\$9,533.28	\$9,771.61	\$10,015.90	\$10,266.29	\$10,522.95	\$10,786.03	\$11,055.68	\$11,332.07	\$11,615.37
P 164	Assistant Engineer	00	\$9,379.28	\$9,613.76	\$9,854.10	\$10,100.46	\$10,352.97	\$10,611.79	\$10,877.09	\$11,149.02	\$11,427.74	\$11,713.43
		01	\$9,613.76	\$9,854.10	\$10,100.46	\$10,352.97	\$10,611.79	\$10,877.09	\$11,149.02	\$11,427.74	\$11,713.43	\$12,006.27
		02	\$9,848.24	\$10,094.45	\$10,346.81	\$10,605.48	\$10,870.62	\$11,142.38	\$11,420.94	\$11,706.47	\$11,999.13	\$12,299.11
P 165	Program Analyst III	00	\$9,623.66	\$9,864.25	\$10,110.86	\$10,363.63	\$10,622.72	\$10,888.29	\$11,160.50	\$11,439.51	\$11,725.50	\$12,018.63
		01	\$9,864.25	\$10,110.86	\$10,363.63	\$10,622.72	\$10,888.29	\$11,160.50	\$11,439.51	\$11,725.50	\$12,018.63	\$12,319.10
		02	10104.844	10357.465	10616.402	10881.8121	11153.8575	11432.704	11718.5215	12011.4845	12311.77163	12619.566
P 170	Operations Supervisor Maintenance Supervisor	00	\$10,408.25	\$10,668.46	\$10,935.17	\$11,208.55	\$11,488.76	\$11,775.98	\$12,070.38	\$12,372.14	\$12,681.45	\$12,998.48
		01	\$10,668.46	\$10,935.17	\$11,208.55	\$11,488.76	\$11,775.98	\$12,070.38	\$12,372.14	\$12,681.45	\$12,998.48	\$13,323.44
		02	\$10,928.67	\$11,201.88	\$11,481.93	\$11,768.98	\$12,063.20	\$12,364.78	\$12,673.90	\$12,990.75	\$13,315.52	\$13,648.41
P 176	Associate Engineer	00	\$10,877.11	\$11,149.03	\$11,427.76	\$11,713.45	\$12,006.29	\$12,306.45	\$12,614.11	\$12,929.46	\$13,252.70	\$13,584.02
		01	\$11,149.03	\$11,427.76	\$11,713.45	\$12,006.29	\$12,306.45	\$12,614.11	\$12,929.46	\$13,252.70	\$13,584.02	\$13,923.62
		02	\$11,420.96	\$11,706.49	\$11,999.15	\$12,299.13	\$12,606.60	\$12,921.77	\$13,244.81	\$13,575.93	\$13,915.33	\$14,263.22

*Note : 00 designates base range. 01 designates base range plus 2.5% longevity adjustment for employees with between 10-15 years of service.

Subrange 02 designates base range plus 5% longevity adjustment for employees with 15 or more years of service.

Approved: _____

Juan A. Banales, Board Secretary Date: _____

DELTA DIABLO

**SECTION III - MANAGEMENT ASSOCIATION BARGAINING UNIT
MONTHLY SALARY RANGES (Effective March 25, 2021)**

RANGE	CLASSIFICATIONS	A	B	C	D	E	F	G	H	I	J
M 152	Human Resources Analyst I	\$8,018.12	\$8,218.57	\$8,424.03	\$8,634.64	\$8,850.50	\$9,071.76	\$9,298.56	\$9,531.02	\$9,769.30	\$10,013.53
M 160	Human Resources Analyst II	\$8,819.91	\$9,040.41	\$9,266.42	\$9,498.08	\$9,735.53	\$9,978.92	\$10,228.39	\$10,484.10	\$10,746.20	\$11,014.86
M 165	Senior Accountant	\$9,357.88	\$9,591.82	\$9,831.62	\$10,077.41	\$10,329.34	\$10,587.58	\$10,852.27	\$11,123.57	\$11,401.66	\$11,686.70
M 168	Safety Manager Purchasing Manager	\$9,722.10	\$9,965.15	\$10,214.28	\$10,469.63	\$10,731.37	\$10,999.66	\$11,274.65	\$11,556.52	\$11,845.43	\$12,141.56
M 176	Public Information Manager	\$10,781.23	\$11,050.76	\$11,327.03	\$11,610.21	\$11,900.46	\$12,197.97	\$12,502.92	\$12,815.49	\$13,135.88	\$13,464.28
M 178	Finance Manager	\$11,469.59	\$11,756.33	\$12,050.24	\$12,351.49	\$12,660.28	\$12,976.79	\$13,301.21	\$13,633.74	\$13,974.58	\$14,323.95
M 179	Environmental Programs Manager	\$11,603.70	\$11,893.79	\$12,191.14	\$12,495.91	\$12,808.31	\$13,128.52	\$13,456.73	\$13,793.15	\$14,137.98	\$14,491.43
M 180	Laboratory Manager	\$11,697.35	\$11,989.78	\$12,289.53	\$12,596.76	\$12,911.68	\$13,234.47	\$13,565.34	\$13,904.47	\$14,252.08	\$14,608.38
M 181	Information Technology Manager	\$11,697.94	\$11,990.39	\$12,290.15	\$12,597.40	\$12,912.34	\$13,235.15	\$13,566.02	\$13,905.17	\$14,252.80	\$14,609.12
M 182	Operations Manager Maintenance Manager	\$12,567.98	\$12,882.18	\$13,204.24	\$13,534.34	\$13,872.70	\$14,219.52	\$14,575.01	\$14,939.38	\$15,312.87	\$15,695.69
M 188	Senior Engineer	\$13,134.68	\$13,463.04	\$13,799.62	\$14,144.61	\$14,498.22	\$14,860.68	\$15,232.20	\$15,613.00	\$16,003.33	\$16,403.41
M 198	Government Affairs Manager	\$13,265.63	\$13,597.27	\$13,937.21	\$14,285.64	\$14,642.78	\$15,008.85	\$15,384.07	\$15,768.67	\$16,162.89	\$16,566.96
M 200	Principal Engineer	\$14,264.16	\$14,620.76	\$14,986.28	\$15,360.94	\$15,744.96	\$16,138.59	\$16,542.05	\$16,955.60	\$17,379.49	\$17,813.98

Approved: _____

Juan A. Banales, Board Secretary

Date: _____

DELTA DIABLO

**SECTION IV - UNREPRESENTED MANAGERS
MONTHLY SALARY RANGES (Effective March 25, 2021)**

RANGE	CLASSIFICATIONS	A	B	C	D	E	F	G	H	I	J
GM	General Manager	-	-	-	-	-	-	-	-	-	\$24,094.04
DGM	Deputy General Manager	\$17,781.95	\$18,226.50	\$18,682.16	\$19,149.22	\$19,627.95	\$20,118.64	\$20,621.61	\$21,137.15	\$21,665.58	\$22,207.22
BSD	Business Services Director	\$15,789.51	\$16,184.24	\$16,588.85	\$17,003.57	\$17,428.66	\$17,864.38	\$18,310.99	\$18,768.76	\$19,237.98	\$19,718.93
ESD	Engineering Services Director	\$15,789.51	\$16,184.24	\$16,588.85	\$17,003.57	\$17,428.66	\$17,864.38	\$18,310.99	\$18,768.76	\$19,237.98	\$19,718.93
OSD	Resource Recovery Services Director	\$15,789.51	\$16,184.24	\$16,588.85	\$17,003.57	\$17,428.66	\$17,864.38	\$18,310.99	\$18,768.76	\$19,237.98	\$19,718.93
HRM	Human Resources & Risk Manager	\$11,174.85	\$11,454.22	\$11,740.57	\$12,034.09	\$12,334.94	\$12,643.31	\$12,959.40	\$13,283.38	\$13,615.47	\$13,955.85
OMSB	Office Mgr./Secretary to the Board	\$9,722.23	\$9,965.29	\$10,214.42	\$10,469.78	\$10,731.52	\$10,999.81	\$11,274.81	\$11,556.68	\$11,845.59	\$12,141.73

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

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

DELTA DIABLO

**SECTION V - PART-TIME & TEMPORARY CLASSIFICATIONS
HOURLY SALARY RANGES (Effective March 25, 2021)**

RANGE	CLASSIFICATIONS	A	B	C	D	E	F	G	H	I	J
N/A	Co-Op Laboratory	\$ 15.30	-	-	-	-	-	-	-	-	\$ 18.36
N/A	Co-Op Maintenance	\$ 15.30	-	-	-	-	-	-	-	-	\$ 18.36
FPRA	Finance Professional/Retired Annuitant	\$ 66.17	\$ 67.83	\$ 69.52	\$ 71.26	\$ 73.04	\$ 74.87	\$ 76.74	\$ 78.66	\$ 80.62	\$ 82.64
OSRA	Operations Support and Construction Coordinator/Retired Annuitant	\$ 46.33	\$ 47.49	\$ 48.68	\$ 49.89	\$ 51.14	\$ 52.42	\$ 53.73	\$ 55.07	\$ 56.45	\$ 57.86

Approved: _____

Juan A. Banales, Board Secretary

Date: _____

ITEM E/11

March 25, 2021

AUTHORIZE AMENDMENT TO PURCHASE ORDER IN THE AMOUNT OF \$28,000, FOR NEW TOTAL AMOUNT NOT TO EXCEED \$348,000, CHEMTRADE CHEMICALS US, LLC SUPPLY AND DELIVERY OF LIQUID ALUMINUM SULFATE; AND AUTHORIZE AMENDMENT TO PURCHASE ORDER IN THE AMOUNT OF \$55,000, FOR NEW TOTAL AMOUNT NOT TO EXCEED \$348,000, POLYDYNE, INC., SUPPLY AND DELIVERY OF DRY POLYMER, FOR FISCAL YEAR 2020/2021

RECOMMENDATION

1. Authorize amendment of the Purchase Order with Chemtrade Chemicals US, LLC (Chemtrade), in the amount of \$28,000 for a new total amount not to exceed \$348,000, for supply and delivery of liquid aluminum sulfate for Fiscal Year 2020/21 (FY20/21)
2. Authorize amendment of the Purchase Order with Polydyne, Inc., in the amount of \$55,000 for a new total amount not to exceed \$348,000, for supply and delivery of dry polymer for FY20/21.

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 lowest responsive, responsible bidder in FY20/21 was Chemtrade at \$0.897 per gallon, which is 15% higher than FY19/20.

Dry Polymer (Clarifloc WE-223) is used as part of the solids dewatering centrifuge process at the District's Wastewater Treatment Plant (WWTP). In response to a sole-source solicitation, Polydyne, Inc. agreed to a price of \$2.12 per pound delivered, which is the same price as FY19/20.

Analysis

Although chemical usage projections and budget estimates occur before final chemical pricing is known, staff uses historical data to develop the associated budget estimates. The price increase for liquid aluminum sulfate was higher than past average increases. Staff attempted to implement additional strategies to optimize chemical usage to minimize cost impacts due to the higher chemical unit costs; however, RWF process requirements negated the benefit of these chemical reduction measures.

As part of the Headworks Improvement Project, a temporary screenings bypass system was installed to facilitate construction activities. Due to the temporary nature of this system, removal of screenings and debris material was not as effective as the permanent system, which resulted in additional material being pumped to the digesters from the primary clarifiers. The increase in dry polymer usage and cost is associated with dewatering this material via the solids dewatering centrifuges.



The current Board-approved purchase orders for these two chemicals—\$320,000 for liquid aluminum sulfate and \$293,000 for dry polymer—are anticipated to be exceeded later this fiscal year. The proposed amendments would ensure sufficient funding is available through FY20/21.

Financial Impact

Sufficient funding is available in the approved FY20/21 Budget.

Attachments

None

Reviewed by: _____



Dean Eckerson
Resource Recovery Services Director

cc: Chemtrade Chemicals US, LLC
Polydyne, Inc.
District File No. XXXX



March 25, 2021

APPROVE UPDATED DISTRICT STRATEGIC BUSINESS PLANRECOMMENDATION

Approve minor updates to District Strategic Business Plan.

Background Information

In September 2014, the Board approved the District's Strategic Business Plan, which includes the strategic planning framework (i.e., Mission, Vision, Core Values, Strategic Goals, Strategic Focus Areas) to guide the District's organizational focus in subsequent years. In recent years, staff has presented Strategic Business Plan Initiatives to the Board on an annual basis to identify and implement key activities designed to further the District's strategic goals. However, the existing Strategic Business Plan (dated September 2014) requires a major review and update, which staff intends to complete in concert with the Board of Directors for approval of a new plan by September 2021. In the near term, staff is recommending minor updates to the existing plan, along with a refreshed format, to better facilitate internal discussions and future Board engagement.

Analysis

The revised Strategic Business Plan (draft dated March 2021, refer to Attachment 1), includes the following key updates:

- Added new General Manager's Message, pg.1 (replacing previous 2014 version)
- Updated current Board of Directors with photos, pg.1
- Revised "About Delta Diablo" description and graphics, pg. 1
- Added Strategic Business Plan Initiatives for Fiscal Year 2019/2020, pg. 5 (presented to the Board in September 2019)

No changes were made to the core elements of the Strategic Business Plan (pgs. 2-4), including the Overview, Mission, Vision, Core Values, Strategic Goals, or Strategic Focus Areas. The existing Strategic Business Plan (dated September 2014) is provided as Attachment 2.

The District intends to engage with staff over the next few months to generate ideas and suggested revisions and additions to the existing plan with a focus on the District's mission, vision, and core values. The District's Management Team will focus on identifying strategic goals and associated implementation strategies for discussion and review with staff prior to engaging with the Board to review proposed revisions and receive feedback and direction.

Attachments

- 1) Updated Strategic Business Plan (draft dated March 2021)
- 2) Existing Strategic Business Plan (dated September 2014)

Prepared by:



Vince De Lange
General Manager





Strategic Business Plan

Transforming Wastewater to Resources

Board Adopted
September 2014

Reformatted
March 2021

Our Mission

Protect public health and the environment in our communities by providing wastewater resource recovery services of exceptional quality and value.

About Delta Diablo

Delta Diablo is a special district that provides wastewater conveyance and treatment services for over 214,000 residents in Antioch, Pittsburg, and Bay Point.

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

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

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

General Manager's Message (March 2021)



Vince De Lange

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

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

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

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

Strategic Business Plan Update Status

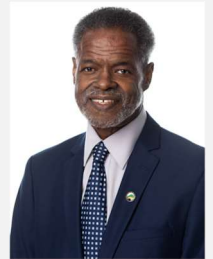
This March 2021 update includes key elements from the last Board-adopted plan (September 2014) with a new "GM's Message" and most recent "Strategic Business Initiatives" from FY19/20. The District intends to complete a major revision to this plan later in 2021.

Board of Directors



Juan Banales

City of Pittsburg
Councilmember



Federal Glover

Contra Costa County Board
of Supervisors



Monica Wilson

City of Antioch
Councilmember



214,000
residents



13 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

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



Strategic Business Plan

Transforming Wastewater to Resources

Board Adopted
September 2014

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March 2021

Overview

Delta Diablo’s Strategic Business Plan was developed as a broad framework to allow for maximum flexibility and accountability in the strategic planning process. The Strategic Business Plan includes the District’s Vision and Mission Statements, Core Values, Strategic Goals and Strategic Focus Areas. Initiatives to achieve the District’s Strategic Goals are reviewed and prioritized annually and those recommended to be implemented in the current fiscal year are presented to the Board of Directors with the proposed budget.

Mission

Protect public health and the environment in our communities by providing *wastewater* resource recovery services of exceptional quality and value.

Vision

Delta Diablo will be a national leader in *wastewater* resource recovery.

Core Values

Integrity

- Maintain the highest ethical standards with our customers, partners, and each other
- Honor our commitments
- Treat others fairly and consistently

Teamwork

- Collaborate to achieve a common vision
- Communicate in an open and timely manner
- Celebrate our successes and achievements

Trust

- Inspire confidence through our words and actions
- Promote a positive work environment through honest, transparent, and respectful interactions
- Encourage and embrace diverse points of view

STRATEGIC GOALS (Original, 2014)

Financial Sustainability

- Serve our customers at the lowest practical long-term cost by operating efficiently and planning effectively
- Identify and pursue opportunities to add beneficial services and expand our customer base
- Maintain prudent reserves and a high bond rating
- Plan for the preservation, replacement, and expansion of District assets

Leadership

- Lead and promote local, regional, and national collaboration to advance wastewater resource recovery
- Develop future leaders
- Nurture a productive and motivated workforce

Operational Excellence

- Produce high quality products and provide services that meet or exceed regulatory requirement, industry standards and customer expectations
- Provide exceptional customer service
- Optimize business and operational practices

Workplace Innovation

- Foster a culture of innovation to improve the environment, benefit our customers and/or advance the industry
- Conserve resources and minimize waste
- Maximize economic resource recovery (energy, water, nutrients, and byproducts)

Stakeholder Engagement

- Build and sustain effective, positive relationships within our community
- Advocate for regulatory and legislative action consistent with the District's interests
- Partner with local government and the business community to support and enhance economic vibrancy in the region
- Educate our community about our operations and services and promote environmental stewardship

STRATEGIC FOCUS AREAS (Original, 2014)

Advocacy

- Lobby and engage federal/state legislators and administrators for legislation and programs to promote and fund wastewater resource recovery projects, programs, research, and development
- Lead or support resource recovery advocacy efforts through regional, state, and national organizations, including the Western Recycled Water Coalition, Bay Area Biosolids to Energy Coalition, California Association of Sanitation Agencies, the WateReuse Association, and the National Association of Clean Water Agencies
- Build upon resource recovery leadership role as the “go-to” agency for relevant information and analysis

Community and Stakeholder Engagement

- Educate and engage stakeholders to the challenges and opportunities in wastewater resource recovery, promote “Utility of the Future” principles, and contribute toward the betterment of our community
- Partner with academic institutions and non-profits, such as BAYWORKS and Opportunity Junction, to further technical and environmental training and educational programs
- Participate in local and regional economic development efforts, including, but not limited to, the Contra Costa Economic Partnership, East Bay Leadership Council, Industrial Association of Contra Costa County, and the Northern Waterfront Economic Development Initiative
- Engage stakeholders through targeted networking and promotional events
- Maintain and further develop relationships with media sources

Organizational Leadership

- Strengthen the organization through leadership development and implementation of management systems
- Develop and launch leadership training and mentorship program
- Expand database to fully document employee training and professional development
- Expand GIS mapping and asset management capabilities

Resource Recovery

- Pursue opportunities to increase recycled water use and production, recover household hazardous waste, extract the energy from biosolids, and develop and expand sources of renewable energy
- Identify and procure outside funding opportunities for Recycled Water Program expansion in addition to the existing low-interest SRF Loan Program
- Expand pharmaceutical recovery opportunities through retail partnerships
- Pursue recycled water expansion and desalination opportunities through regional water planning efforts
- Host and/or participate in biosolids to energy pilot and demonstration projects
- Begin operation of grease receiving facility to increase biofuel production

Technology and Resource Development

- Advance technology development through partnerships with research institutions, private partners, and other government agencies
- Test or pilot promising emerging technologies for advanced treatment, desalination, renewable energy, and resource recovery
- Participate in resource recovery related research efforts through the Water Environment Research Foundation Leaders Innovation Forum for Technology (WERF-LIFT) and Reinventing the Nation’s Urban Water Infrastructure (ReNUWIt)



Strategic Business Plan

Transforming Wastewater to Resources

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March 2021

STRATEGIC BUSINESS PLAN INITIATIVES

Fiscal Year 2019/20

Financial Sustainability
1. Conduct a comprehensive infrastructure condition assessment at the District’s Wastewater Treatment Plant (WWTP) to guide prioritized, long-term capital investment.
2. Navigate potential barriers to implementing a large-scale organics co-digestion effort (“East County Bioenergy Project”) and explore alternative project models and implementation timelines that bolster project viability.
3. Develop a near-term strategy and timeline to guide financial planning for future nutrient management investment at the WWTP (i.e., Advanced Treatment Fund).
4. Complete a utility “Cost-of-Service Study” to ensure District is recovering its costs via sewer service, recycled water service, and capital facilities capacity charges.
Leadership
1. Provide “change management” training to support development and application of new ideas and approaches to improve the organization.
2. Provide biological wastewater treatment process training (e.g., activated sludge, microscopy, process control model) for Operations/Engineering staff.
3. Develop an improved performance planning and appraisal process to support workforce development and management.
Operational Excellence
1. Initiate implementation of a risk-based Asset Management Program that ensures effective asset performance, reliability, and investment through integrated, robust business processes.
2. Conduct disaster response and recovery exercises to support emergency preparedness and resiliency.
3. Conduct a vulnerability assessment at the WWTP to mitigate the impacts of potential infrastructure, equipment, and operational threats to regulatory compliance and safety.
4. Implement priority “best practice” enhancements to District procurement and purchasing procedures, revise signature authority levels, and conduct associated staff training to ensure effective and efficient business processes.
Workplace Innovation
1. Identify and prioritize opportunities to drive organizational effectiveness and efficiency through expanded use of information technology (IT) as part of the IT Assessment.
2. Evaluate the feasibility of implementing interactive, dynamic capital improvement project summaries via a web-based application.
Stakeholder Engagement
1. Enhance external website content and public information materials, and develop targeted fact sheets (e.g., infrastructure investment, nutrient management, rates/budget) in support of the District’s Strategic Communications Plan.
2. Emphasize the increased need for private sector engagement to accelerate development of regional biosolids management facilities through active participation in the Bay Area Biosolids Coalition.



STRATEGIC BUSINESS PLAN



National Association of Clean Water
Agencies Platinum 10 Award

2012 California Mid-Size Wastewater
Treatment Plant of the Year

2013 Safety Plant of the Year Award
California Water Environment
Association

September 2014

TRANSFORMING WASTEWATER TO RESOURCES

ABOUT DELTA DIABLO

General Manager's Message



I am pleased to launch our agency's updated Strategic Business Plan. This document has been prepared after an inclusive internal analysis of our agency, as we strive to meet the future public health needs of our customers, protect the environment, and address the increasing regulatory standards of our industry. More importantly, it has been a time to examine where our agency stands in relation to the evolution of the nation's wastewater industry, an industry historically viewed as simply processing and disposing of wastewater, but is now increasingly recognized as a leader in resource recovery, adding social, environmental, and economic value to the communities it serves.

Our ongoing strategic business planning goals provide a flexible framework, which inspires teamwork while allowing for individual creativity and accountability. It is intended to be a roadmap for the journey we envision our agency must undertake to achieve national leadership status as a "Utility of the Future".

I understand it is no small feat to make a commitment to become a national leader in our industry and am conscious of the ambitious nature of this new Strategic Business Plan. I am excited by the evolution of wastewater agency services and am proud of the integrity, commitment, and resourcefulness of the Delta Diablo team in serving our customers and advancing the nation's resource recovery efforts.

Gary W. Darling
General Manager

BOARD OF DIRECTORS



Nancy Parent



Federal Glover



Wade Harper

District Overview

Delta Diablo is a California special district that provides *wastewater* resource recovery services to the cities of Antioch and Pittsburg, and the unincorporated community of Bay Point. The resource recovery services consist of secondary treatment of wastewater, recycled water production and distribution, pollution prevention, energy recovery, beneficial reuse of biosolids, street sweeping, and household hazardous waste collection. Serving nearly 200,000 residents and encompassing 54 square miles, Delta Diablo is an award winning agency leading technological innovation and resource recovery advocacy efforts at both the regional and national levels.

STRATEGIC PLAN OVERVIEW

Delta Diablo’s Strategic Business Plan was developed as a broad framework to allow for maximum flexibility and accountability in the strategic planning process. The Strategic Business Plan includes the District’s Vision and Mission Statements, Core Values, Strategic Goals and Strategic Focus Areas. Initiatives to achieve the District’s Strategic Goals are reviewed and prioritized annually and those recommended to be implemented in the current fiscal year are presented to the Board of Directors with the proposed budget.

MISSION

Protect public health and the environment in our communities by providing *wastewater* resource recovery services of exceptional quality and value.

VISION

Delta Diablo will be a national leader in *wastewater* resource recovery.

CORE VALUES

Integrity

- ◆ Maintain the highest ethical standards with our customers, partners and each other
- ◆ Honor our commitments
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Teamwork

- ◆ Collaborate to achieve a common vision
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- ◆ Celebrate our successes and achievements

Trust

- ◆ Inspire confidence through our words and actions
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STRATEGIC GOALS

F

Financial Sustainability

- ◆ Serve our customers at the lowest practical long-term cost by operating efficiently and planning effectively
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- ◆ Plan for the preservation, replacement and expansion of District assets

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Leadership

- ◆ Lead and promote local, regional and national collaboration to advance *wastewater* resource recovery
- ◆ Develop future leaders
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Operational Excellence

- ◆ Produce high quality products and provide services that meet or exceed regulatory requirement, industry standards and customer expectations
- ◆ Provide exceptional customer service
- ◆ Optimize business and operational practices

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Workplace Innovation

- ◆ Foster a culture of innovation to improve the environment, benefit our customers and/or advance the industry
- ◆ Conserve resources and minimize waste
- ◆ Maximize economic resource recovery (energy, water, nutrients and byproducts)

S

Stakeholder Engagement

- ◆ Build and sustain effective, positive relationships within our community
- ◆ Advocate for regulatory and legislative action consistent with the District's interests
- ◆ Partner with local government and the business community to support and enhance economic vibrancy in the region
- ◆ Educate our community about our operations and services and promote environmental stewardship

STRATEGIC FOCUS AREAS

Advocacy

Lobby and engage federal/state legislators and administrators for legislation and programs to promote and fund wastewater resource recovery projects, programs, research, and development

- ◆ Lead or support resource recovery advocacy efforts through regional, state and national organizations, including the Western Recycled Water Coalition, Bay Area Biosolids to Energy Coalition, California Association of Sanitation Agencies, the WaterReuse Association, and the National Association of Clean Water Agencies
- ◆ Build upon resource recovery leadership role as the “go-to” agency for relevant information and analysis



Community & Stakeholder Engagement

Educate and engage stakeholders to the challenges and opportunities in wastewater resource recovery, promote “Utility of the Future” principles, and contribute toward the betterment of our community

- ◆ Partner with academic institutions and non-profits, such as BAYWORKS and Opportunity Junction, to further technical and environmental training and educational programs
- ◆ Participate in local and regional economic development efforts, including, but not limited to, the Contra Costa Economic Partnership, East Bay Leadership Council, Industrial Association of Contra Costa County, and the Northern Waterfront Economic Development Initiative
- ◆ Engage stakeholders through targeted networking and promotional events
- ◆ Maintain and further develop relationships with media sources

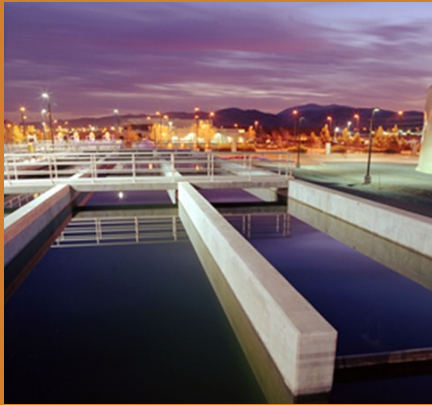
Organizational Leadership

Strengthen the organization through leadership development and implementation of management systems

- ◆ Develop and launch leadership training and mentorship program
- ◆ Expand database to fully document employee training and professional development
- ◆ Expand GIS mapping and asset management capabilities



STRATEGIC FOCUS AREAS



Resource Recovery

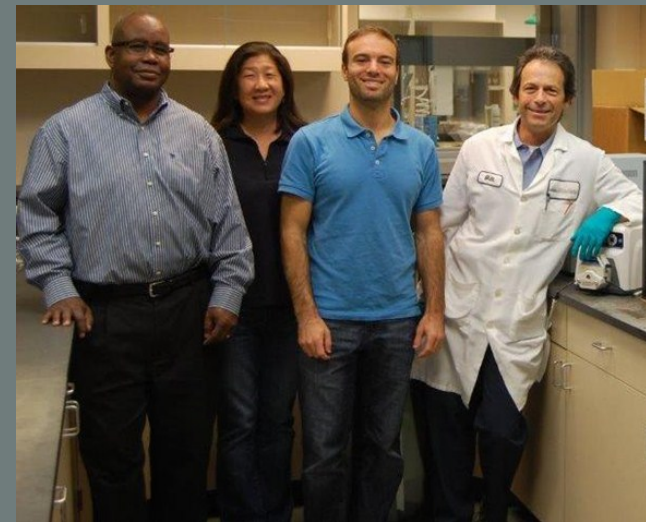
Pursue opportunities to increase recycled water use and production, recover household hazardous waste, extract the energy from biosolids, and develop and expand sources of renewable energy

- ◆ Identify and procure outside funding opportunities for Recycled Water Program expansion in addition to the existing low-interest SRF Loan Program
- ◆ Expand pharmaceutical recovery opportunities through retail partnerships
- ◆ Pursue recycled water expansion and desalination opportunities through regional water planning efforts
- ◆ Host and/or participate in biosolids to energy pilot and demonstration projects
- ◆ Begin operation of grease receiving facility to increase biofuel production

Technology & Resource Development

Advance technology development through partnerships with research institutions, private partners, and other government agencies

- ◆ Test or pilot promising emerging technologies for advanced treatment, desalination, renewable energy, and resource recovery
- ◆ Participate in resource recovery related research efforts through the Water Environment Research Foundation Leaders Innovation Forum for Technology (WERF-LIFT) and Reinventing the Nation’s Urban Water Infrastructure (ReNUWIt)



RESOURCE RECOVERY CHRONOLOGY

- 1981** Cogeneration system placed into service, now providing 40% of the treatment plant's electricity needs from digester gas
- 1990** Beneficial reuse of biosolids through agricultural land application
- 1996** Recycle-only Household Hazardous Waste Facility opened in partnership with Contra Costa County
- 2001** Recycled Water Facility completed to provide cooling water to two power plants and recycled water to city parks in Pittsburg
- 2003** Delta Household Hazardous Waste Collection Facility opened to serve Eastern Contra Costa County
- 2007** Bay Area Biosolids to Energy Coalition (BAB2E) formed among 7 agencies
- 2008** Western Recycled Water Coalition formed (Initially formed as Bay Area Recycled Water Coalition (BARWC))
- 2010** Recycled water distribution facilities expanded to serve the Delta View Golf Course in Pittsburg
- 2012** District joins Water Environment Research Foundation Leaders Innovation Forum for Technology (WERF-LIFT)
- 2012** Recycled water distribution facilities completed to serve Lone Tree Golf Course and city parks in Antioch
- 2012** Solar canopy completed to provide electricity to Administration Building
- 2012** Bay Area Biosolids to Energy Coalition grows to 19 agencies
- 2013** Partnership with Stanford University to pilot innovative ammonia side stream removal process (CANDO)
- 2014** Fats, Oils and Grease (FOG) receiving facility constructed to increase biofuel production



TRANSFORMING WASTEWATER TO RESOURCES

ITEM F

March 25, 2021

RECEIVE REPORT ON FINANCIAL IMPACT OF FUNDING SCENARIOS FOR SECONDARY PROCESS IMPROVEMENTS PROJECT

RECOMMENDATION

Receive report on financial impact of various funding scenarios associated with implementation of the Secondary Process Improvements Project.

Background Information

On March 17, 2021, staff presented this report to the Finance Committee (Committee), and the Committee recommended that this information be presented to the Board of Directors.

As presented to the Board in November 2020 and January 2021, the District is currently anticipating implementation of the Secondary Process Improvements Project over the next five years to address critical aging infrastructure needs, meet future capacity requirements, and ensure long-term regulatory compliance with National Pollutant Discharge Elimination System (NPDES) discharge permit requirements.

Based on key findings from the ongoing Resource Recovery Facility Master Plan (RRFMP), the existing tower trickling filters (TTFs) present a significant risk for structural and/or mechanical failure in the near term. However, continued investment in the TTFs is not recommended because this treatment process unit is not compatible with long-term nutrient removal requirements, which are anticipated for inclusion in the District's NPDES permit in the future. To address this regulatory compliance vulnerability, the existing aeration basin volume (1.9 million gallons [MG]) will need to be expanded: 1) +0.8 MG for replacement of lost TTF treatment capacity, and 2) +0.4 MG to provide sufficient treatment capacity for growth in the service area through the year 2040. In addition, a sixth secondary clarifier will need to be added along with an upgrade of the existing second influent pumping station, aeration basin air feed system, and power distribution system.

Analysis

In the FY19/20-FY23/24 Capital Improvement Program (CIP), staff introduced the Tower Trickling Filter Improvements Project with a \$6.0 million "placeholder" estimate in FY22/23 and FY23/24. This project anticipated the potential need to rehabilitate the aging TTFs, while also allowing for the RRFMP to confirm the best approach to the District's nutrient management strategy. As noted above, the preliminary RRFMP findings determined the TTFs are not compatible with the District's long-term nutrient management strategy and the project was retitled to "Capacity Expansion with Nutrient Management" in the FY20/21-FY24/25 CIP and it was noted that the project scope, schedule, and budget would be modified in the FY21/22-FY25/26 CIP to incorporate additional information from the RRFMP. The current 5-year CIP (FY20/21-FY24/25) totals \$81.3 million including the \$6.0 million Capacity Expansion with Nutrient Management Project.



Based on more detailed evaluation as part of the RRFMP, the preliminary cost estimate for this Secondary Process Improvements Project is now \$60.0 million with the majority of expenditures occurring in Years 3, 4, and 5 of the upcoming 5-year CIP. The key driver for inclusion of a higher project cost estimate is accelerating this project for completion in the next five years to address a significant regulatory compliance vulnerability associated with the existing TTF infrastructure. This presents financial challenges associated with continued cash funding (i.e., “pay as you go”) relative to the 5-year projected increase in Sewer Service Charges (SSCs) to meet operating and capital investment needs.

In order to support long-term financial sustainability, the District has established the following guiding principles (key items bolded):

- Critically review operating budget each year to identify budget adjustment needs and opportunities
- **Ensure effective prioritization of a 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 District customers**
- Meet District policy to maintain minimum reserve balance
- Factor growth into SSC calculation each year to ensure equitable cost allocation across customers
- **Reserve future debt capacity for long-term secondary capacity expansion and nutrient management treatment plant upgrades**
- Maintain SSCs below average relative to peer agencies

Because the Secondary Process Improvements Project includes replacement of infrastructure (TTFs), creation of new assets (aeration basins, power distribution, secondary clarifier, secondary influent pumping station), additional capacity for growth (through the year 2040), and additional capital investment (deeper aeration basins) to ensure compatibility with future nutrient removal requirements, the proposed cost allocation for the \$60.0 million cost is as follows:

Preliminary Capital Cost Allocation by District Fund

District Funds	Description	% of Total (\$60.0 million)	Cost Allocation
WW Capital Asset, WW Capital Asset Replacement ^[1]	Creation of new assets; replacement of existing infrastructure	78%	\$46.8M
WW Expansion ^[2]	Additional capacity for growth in service area	16%	\$9.6M
Advanced Treatment ^[3]	Compatibility with future nutrient removal requirements	6%	\$3.6M
Total		100%	\$60.0M

Notes: [1] Funded by SSCs to support capital investment needs

[2] Funded by growth in service area via collection of Capital Facilities Capacity Charges (CFCCs)

[3] Funded by SSCs to support compliance with long-term nutrient removal requirements

As part of the ongoing development of the proposed FY21/22 operating budget and new 5-year CIP, staff is evaluating the relative priority of previously planned projects and will recommend deferring projects when practical to reduce the overall impact to the District’s funding strategy.




Using this preliminary information, staff has developed an analysis of the financial impacts associated with various funding strategies for the \$60.0 million Secondary Process Improvements Project, which will be highlighted for discussion during the Finance Committee meeting on March 17, 2021. Key scenarios include 100% cash funding, 100% debt financing, and various blends of cash and debt funding.

Financial Impact

As part of development of the proposed SSC increase for FY21/22, staff is working to minimize the magnitude of the near-term financial impacts on its customers, while ensuring sufficient revenue is generated to meet critical capital investment in aging infrastructure needs and ensure continued effective and reliable wastewater conveyance and treatment services for customers. Based on the cost magnitude and near-term timing for implementation, staff is likely to recommend that a significant portion of the Secondary Process Improvements Project cost be debt financed via low-interest loans and/or a revenue bond issuance. Staff intends to pursue the lowest cost of capital and borrowing costs to ensure the highest value for the District's ratepayers.

Attachments

None

Reviewed by: 

Brian Thomas
Acting Business Services Director

cc: District File No.



ITEM G

March 25, 2021

CONSIDER INTRODUCING ORDINANCE NO. 120 TO ELIMINATE CAPITAL FACILITIES CAPACITY CHARGE ADJUSTMENTS THAT MAY BE AVAILABLE FOR SPECIFIED DEVELOPMENTS, AND TO REQUIRE INITIAL SEWER SERVICE CHARGES TO BE PAID AS A CONDITION OF THE DISTRICT ENGINEER'S OR HIS DESIGNEE'S APPROVAL OF CONNECTION TO DISTRICT SEWER SYSTEM; WAIVE READING; AND FIX APRIL 14, 2021 FOR ADOPTION

RECOMMENDATION

Consider introducing Ordinance No. 120 (attached) to eliminate Capital Facilities Capacity Charge (CFCC) adjustments that may be available for specified developments, and to require initial Sewer Service Charges (SSCs) to be paid as a condition of the District Engineer's or his designee's approval of the connection to the District sewer system; Waive reading; and Fix April 14, 2021 for adoption.

Background Information

On March 17, 2021, staff presented the District Code revisions for CFCC reduction and SSC collection to the Finance Committee (Committee), and the Committee recommended that the proposed revisions be presented to the Board for consideration.

CFCC Reduction

In 1988, the District adopted Ordinance 34 to provide for the ability to reduce and defer connection and development fees for certain qualified developments. The deferral portion of the ordinance was removed in early 2000s. The adoption of Ordinance 34 and removal of the deferral portion of the ordinance resulted in the current CFCC reduction program with the following provision:

- District Code Section 2.16.070 allows for a 75% reduction in CFCCs for new developments that meet specified criteria for use, including: 1) property is used exclusively for physically or mentally [disabled] persons; 2) property has received a density bonus or other incentive from the public agency with land use jurisdiction, or will be used for low-income housing; 3) property will consist of senior citizen housing; and/or 4) property will be used by a non-profit association as a child day care facility.

In 2006, the District's CFCCs were updated to comply with Government Code (GC) Section 66013 and Assembly Bill (AB) 1600 to recover costs associated with development projects that require the construction or improvement of its facilities. The development of these CFCCs included cost-of-service principles that disallow the cross-subsidy or use of rate/fee revenue (i.e., SSC and CFCC revenue) received from one customer class to subsidize fee reductions for another customer class. The CFCC reduction program is typically funded with Ad Valorem Tax revenue or other revenue sources that are not subject to the GC Section 66013 and AB 1600 restrictions.

Because Ad Valorem Tax revenue must be used to offset any CFCC reduction, this reduces the availability of tax revenue to meet other District financial needs. The current 75% CFCC



reduction code provision is not capped for an individual development and does not include an aggregate fiscal year limit. Staff is proposing revisions to District Code to increase the availability of Ad Valorem Tax revenue to meet capital investment in infrastructure and operating needs in the future.

SSC Collection

District Code Section 2.20.040(B) requires initial SSCs to be paid for new developments at the point of application for District sewer permit. Staff is proposing revisions to District Code regarding SSC collection to address collection of initial SSCs despite significant delays in a development connecting to the local sewer system (i.e., not discharging).

Analysis

CFCC Reduction

As presented at the November 2020 and January 2021 Board meetings, the District is currently anticipating implementation of a new \$60.0 million Secondary Process Improvements Project as part of the upcoming new 5-year capital improvement program (CIP), which is expected to exert financial pressure on the 5-year SSC increase projection. This project will be highlighted as part of another item on the Finance Committee agenda. Consistent with the District's financial sustainability principles, staff is proposing revisions to District Code regarding CFCC reductions to minimize the potential for sharp SSC increases and maximize cash funding (versus debt financing) of the CIP to ensure the lowest overall costs for District customers.

To ensure maximum utilization of the Ad Valorem Tax revenue for other District financial needs, staff has evaluated two District Code revision alternatives:

- **Alternative 1 (Recommended):** Eliminate CFCC reduction, allowing potential \$1,000,000 increase in annual Wastewater revenue budget assumption for Ad Valorem Tax beginning in FY21/22.
- **Alternative 2:** 25% CFCC reduction, \$250,000 cap for an individual development, \$500,000 cap for fiscal year total, allowing potential \$500,000 increase in annual Wastewater revenue budget assumption for Ad Valorem Tax in FY21/22. Under this alternative, the fiscal year aggregate cap would be set by a resolution adopted by the Board. If necessary, the Board could adjust the cap in future fiscal years by adopting another resolution.

Elimination of CFCC reduction (Alternative 1) is recommended because: 1) these provisions had limited utilization over the last ten years, 2) the uncapped nature of the code language creates financial revenue uncertainty, 3) an associated significant benefit is provided to all ratepayers via Ad Valorem Tax revenue allocation to other needs, and 4) state law does not require a CFCC reduction for these developments.

SSC Collection

Staff is recommending revisions to District Code Section 2.20.040(B), which currently requires collection of SSCs for new developments at the point of application for a District sewer permit (along with payment of CFCCs). Instead, staff proposes to collect initial SSCs for new developments once the District Engineer has confirmed that the sewer connection satisfies code requirements and passes inspection or receipt of Certificates of Occupancy from the cities of Pittsburg, Antioch, or Contra Costa County depending on the location of the new development.



This proposed code revision is consistent with SSC collection practices at other agencies in the Bay Area.

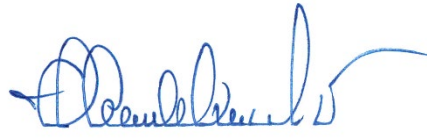
Financial Impact

Implementation of the proposed elimination of District Code provisions for CFCC reduction will allow an additional \$1.0 million in Ad Valorem Tax revenue to be allocated to meet capital investment and/or operating budget needs in FY21/22 with associated increases over time depending on future tax revenue growth. Although the proposed District Code revisions regarding collection of initial SSCs will defer SSC collection until the point of a compliant sewer connection, revenue collection will be better aligned with provision of District services and is not expected to have a significant financial impact.

Attachment

Proposed Ordinance No. 120 – Eliminate CFCC Reduction and Change Timing of SSC Collection

Reviewed by: _____



Thanh Vo
Acting Engineering Services Director

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



ORDINANCE NO. 120

BEFORE THE BOARD OF DIRECTORS
OF DELTA DIABLO

**AN ORDINANCE ELIMINATING CAPITAL FACILITIES CAPACITY CHARGE
ADJUSTMENTS, AND CHANGING THE TIME FOR COLLECTION OF
INITIAL ANNUAL SEWER SERVICE CHARGES**

The Board of Directors of Delta Diablo ordains as follows:

SECTION 1. SUMMARY. This ordinance deletes Section 2.16.070 of the District Code to eliminate the capital facilities capacity charge adjustment that may be available to specified developments. This ordinance also amends Section 2.20.040(B) of the District Code to require initial sewer service charges to be paid at the time the District Engineer, or designee, approves a connection to the District’s sewer system. This ordinance is enacted pursuant to Health and Safety Code section 4766 and other applicable laws.

SECTION 2. CAPITAL FACILITIES CAPACITY CHARGE ADJUSTMENT. Section 2.16.070 (Capital Facilities Capacity Charge Adjustment) of the District Code is deleted in its entirety and of no further force or effect.

SECTION 3. INITIAL ANNUAL SEWER SERVICE CHARGES. Section 2.20.040(B) (“Initial Annual Sewer Service Charges”) is deleted in its entirety and replaced with new Section 2.20.040(B) (“Initial Annual Sewer Service Charges”) to read:

“B. Initial Annual Sewer Service Charges. The initial annual sewer service charges shall be paid to the District following the Engineer’s inspection of the connection to the District’s sewer system, and as a condition of the Engineer’s approval of the connection as having been made in accordance with all applicable District standards and specifications. The initial annual sewer service charges shall be calculated based on the number of months, and portions thereof, remaining in the fiscal year in which the connection is approved by the Engineer, beginning with the month in which the connection is approved. The District’s fiscal year begins on July 1, and it ends on June 30 of the next calendar year. The initial annual sewer service charges for less than one year, and other bills requiring proration, shall be prorated only on the basis of the number of months in the period, and any period less than a full month shall be counted as one full month. (Ord. 120, § 3, 2021; Ord 9, § 4, 1978.)”

SECTION 4. EFFECTIVE DATE. This Ordinance becomes effective 30 days after passage, and within 15 days of passage shall be published once with the names of Directors voting for and

against it in the East Bay Times, a newspaper of published in this county and circulated in the District.

PASSED AND ADOPTED on _____, 2021, by the following vote:

AYES:
NOES:

ABSENT:
ABSTAIN:

Board Chair

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

ATTESTED: _____, 2021

Cecelia Nichols-Fritzler
Secretary to the Board of Directors

DRAFT

ITEM J

March 25, 2021

RECEIVE MONTHLY LOBBYIST REPORT DATED FEBRUARY 2021, KEY ADVOCATES, INC., WESTERN RECYCLED WATER COALITION, PROJECT NO. 90024

RECOMMENDATION

Receive and file report.

Background Information

As lead agency for the Western Recycled Water Coalition, the District administers a contract with a lobbyist, Key Advocates, Inc. (KA), and receives a monthly summary report regarding related lobbying activities.

Analysis

Attached is the report for February 2021, which was produced by KA and distributed to members of the Western Recycled Water Coalition.

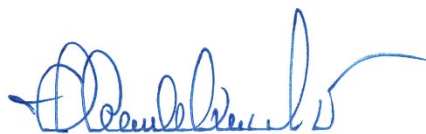
Financial Impact

None

Attachment

Key Advocates Monthly Report, February 2021

Reviewed by:



Thanh Vo
Acting Engineering Services Director

cc: Project File No. P.90024.06.01





Washington, D.C.
(703)340-4666
www.keyadvocates.com

February 26, 2021

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

Infrastructure

The two top legislative priorities for the Biden Administration are COVID stimulus legislation and economic stimulus legislation. The former, which deals exclusively with virus-related issues, is currently pending before Congress with the goal of enactment by March 15. Following that, the plan is to turn to economic stimulus legislation – a mega infrastructure bill. On February 5, the President held a meeting with House committee chairs to discuss the COVID stimulus effort. However, at the end of the meeting, there was brief discussion about infrastructure. During that, the President remarked, as reported in the press, that he “can hardly wait to sit down with Peter DeFazio to work on infrastructure.” On February 11, the President met with key Senators to discuss the importance of economic stimulus. That meeting followed a telephone conversation the previous day with the leaders of China, the result of which seemingly got the President even more committed to an infrastructure initiative. Below is from the President’s campaign plan on the issue.

In the House, we are aware of progress by the Energy and Commerce Committee on its piece of an infrastructure bill – Drinking Water State Revolving Fund (DWSRF), broadband, climate change, etc. Also, the Transportation and Infrastructure Committee is currently working on a multi-year extension of the highway bill and on at least one water bill (noted in a separate section following), both to be included in the infrastructure bill. Both Committees are using H.R.2, the Democratic mega infrastructure bill that passed the House last year, as the starting point. No action in the Senate to date. Also, see below reference to Napolitano’s recently introduced Title XVI WIIN grant bill.

Further, it has been reported that senior Democratic officials have discussed proposing as much as \$3 trillion in new spending as part of what they envision as a wide-ranging jobs and infrastructure package that would be the foundation of Biden’s ‘Build Back Better’ program. That would come on top of Biden’s \$1.9T relief plan, as well as the \$4 trillion in stimulus measures under former President Trump. Aides cautioned that the spending figures were highly preliminary and subject to change. But unlike under Trump, when multiple efforts to address infrastructure faltered before getting off the ground, Biden is expected to take a big swing at the

issue and package together funding for expanded broadband networks, bridge and road repairs, technology that reduces greenhouse gasses, etc.

Last year the House Democrats passed their mega-infrastructure bill, H.R. 2 “Moving Forward Act” (\$1.5T) which included \$40B for the Clean Water SRF, \$25B for the DWSRF, \$600 M for the Alternative Water Source Program (AWSP), and \$500 M for water recycling grants under the WIIN Act with project de-authorization process for inactive projects.

Biden \$2T Campaign Plan –

“Ensuring clean, safe drinking water is a right in all communities – rural to urban, rich and poor – investing in the repair of water pipelines and sewer systems, replacement of lead service pipes, upgrade of treatment plants, and integration of efficiency and water quality monitoring technologies. This includes protecting our watersheds and clean water infrastructure from man-made and natural disasters by conserving and restoring wetlands and developing green infrastructure and natural solutions.”

H.R. 1015, the “Water Recycling Investment and Improvement Act”

On February 11, Congresswoman Napolitano introduced H.R. 1015 with 13 cosponsors. Even though the text and summary of the bill are not as yet online, the Congresswoman’s staff advises us that it is the same bill she introduced last Congress as H.R. 1162. Accordingly, H.R. 1015 increases the WIIN Act authorization for water recycling grants to \$500M, strikes certain requirements, and increases the federal share from \$20 to \$30 M. Last Congress, H.R.1162 was not moved out of committee. It did make it into H.R. 2, the omnibus mega infrastructure bill that passed the House and the Huffman omnibus water bill, but no action was taken by the committee on the latter.

DeFazio, the “Water Quality Protection and Job Creation Act of 2021”

Waiting on the draft of a new DeFazio bill, noted herein, to make sure that it includes the language in H.R. 1497 from the last Congress which we sought regarding eligibility for recycled water projects in the Alternative Water Source Program. Chairman DeFazio will be introducing revisions to that bill with significant increases in funding. Of interest to the Coalition, the “new” bill authorizes \$40B over five fiscal years for the Clean Water SRF (compared to \$14B in his previous bill) and \$1B for the Alternative Water Source Program (compared to \$150M). The funding levels in the “new” bill reflect for the most part those included in H.R. 2.

T&I Hearing

On Feb 23, the Subcommittee on Water Resources and Environment held a hearing on the “Urgent Needs to Invest in America’s Wastewater Infrastructure.” Statement highlights of key participants:

DeFazio:

"According to the most recent U.S. Environmental Protection Agency (EPA) Clean Water Needs Survey, States have documented a need for \$271 billion in investment over the next 20 years—that's almost \$14 billion needed annually for wastewater infrastructure—and it is likely this estimate, which is now almost a decade old, significantly underestimates the REAL need. And yet, do you know how much the Federal government is ACTUALLY investing in wastewater infrastructure annually? About \$1.6 billion in the fiscal year 2021 appropriations bill. At our current rate of federal investment, it will take us almost 170 years just to address existing wastewater infrastructure needs, and that doesn't include investments to address the challenges posed by climate change, extreme weather events, and the resilience of our water utilities."

Napolitano:

"However, for those communities where a State Revolving Fund loan is still not enough to address local affordability needs, we need to ensure other tools are available. We need to fund targeted clean water grants, such as those authorized for combined, and, sanitary sewer overflows and storm water capture, and reuse in the 2018 Water Resources Development Act."

McFoy (Buffalo Sewer Authority, on behalf of NACWA):

"Finally, it is important that local policymakers have the flexibility necessary to use any federal funds in the manner that will result in the greatest good for the greatest number of people in their jurisdiction."

Coalition Projects Bill

Waiting on Mike Stoeber, Legislative Assistant, Congressman McNerney, to see if the Congressman is willing to introduce the bill. Pledged to him our support for helping on cosponsors.

S. 1932 "Drought Resiliency and Water Supply Infrastructure Act"

Waiting on the Senate Energy and Natural Resources Committee regarding the plans for the above bill from last Congress. Last year the Gardner/Feinstein bill, which was in ongoing negotiations, had bipartisan support generally but Senator Manchin had some concerns (unknown) that created a roadblock that was not resolved. The last compromise we heard was the one that proposed \$160 M over 5 years for recycled water projects (WIIN Act). At this point the two unknowns are Republican support in the Committee given that Gardner lost reelection and Manchin's substantive concern(s).

Congressman Huffman's Omnibus Water Bill

Waiting on Congressman Huffman and the WOW Subcommittee regarding the introduction of a Huffman omnibus water bill with expected modifications.

Senator Hirono Water Bill

Senator Hirono staff has said that the Senator will be introducing a water bill. To date, no further information.

Earmarks

Still hearing of interest and leadership support for earmarks for the FY22 appropriations process (Hoyer, DeFazio, DeLauro, etc.). The Senate will typically follow the House on this issue. If earmarks are a go, Members will go out with questionnaires. These questionnaires want information on the project, including the need, justification, and level of support along with the funding request. The Member then decides his or her priorities for the request.

Consolidated Appropriations Act, 2021 and the Coronavirus Response and Relief Supplemental Appropriations Act, 2021

To review, on December 27, the President signed into law, as one vehicle, the Consolidated Appropriations Act, 2021, which funds the government at \$1.4T through next September and the Coronavirus Response and Relief Supplemental Appropriations Act, 2021.

“Water” highlights from the Appropriations portion are \$63.665M for Title XVI, of which \$20M is for WIIN Act projects, and \$55M for WaterSMART grants. Also, funding for the CWSRF and the DWSRF are the same as FY20 - \$1.6B and \$1.1B respectfully.

Title XVI WIIN Grants

Still no further decision/action on the plans for the \$20M appropriated for the next round of grants.

Bill Tracking 117th Congress (2021-2022)

Summaries and updates included as available.

H.R.227 — To provide dedicated funding for the national infrastructure investment program and the capital investment grant program, and for other purposes.

Sponsor: [Rep. Hastings, Alcee L. \[D-FL-20\]](#) (Introduced 01/06/2021) Cosponsors: ([1](#))

Committees: Transportation and Infrastructure; Ways and Means

Latest Action: 01/06/2021 Referred to the Committee on Transportation and Infrastructure, and in addition to the Committee on Ways and Means.