



A CALIFORNIA SPECIAL DISTRICT

Board of Directors Meeting

4:30 PM, Wednesday, October 9, 2024

2500 Pittsburg-Antioch Highway, Antioch, CA 94509

Individuals who wish to address the Board during Public Comments or with respect to a specific agenda item will be limited to two minutes. The Board Chair may reduce the amount of time allotted per speaker for Public Comments or specific agenda item(s) depending on the number of speakers and available time.

Presentations will be made available at www.deltadiablo.org/board-meetings approximately one hour prior to the start of the Board meeting. A copy of the presentations will also be available for inspection at the meeting and at the District Administration Building, which is located at 2500 Pittsburg-Antioch Highway, Antioch, California. Disclosable public records related to an open session item on a regular meeting agenda and distributed by the District to a majority of the Board of Directors less than 72 hours prior to that meeting will be made available for public inspection on the District website at www.deltadiablo.org and at the District Administration Building during normal business hours.

The District will provide reasonable accommodations for individuals with disabilities who plan to participate in Board (or committee) meetings by contacting the Secretary to the Board at least 24 hours prior to the scheduled meeting at (925) 756-1927.

AGENDA

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. PUBLIC COMMENTS

D. RECOGNITION

- 1) **Introduction** of Honorina Lam Yuen, Administrative Assistant I, to the District (Cecelia Nichols-Fritzler)
- 2) **Introduction** of Ryan O'Rourke, Maintenance Mechanic II, to the District (Dean Eckerson)
- 3) **Congratulate** Michael Sprague, on His Promotion to Collection System Worker I (Dean Eckerson)

E. CONSENT CALENDAR

- 1) **Approve** Minutes of Special Board of Directors Meeting, September 18, 2024 (Cecelia Nichols-Fritzler)
- 2) **Receive** Notes of Board of Directors Finance Committee Meeting, September 30, 2024 (Cecelia Nichols-Fritzler)

- 3) **Receive** District Monthly Check Register for September 2024 (Eka Ekanem)
- 4) **Receive** Delta Household Hazardous Waste Collection Facility FY23/24 Report (Amanda Roa)
- 5) **Receive** Annual Report on Collection of FY23/24 Capital Facilities Capacity Charges (Anika Lyons)
- 6) **Adopt** Resolution Approving Amendment to District Conflict of Interest Code and **Direct** Staff to Transmit Code to Contra Costa County Clerk of Board of Supervisors (Cecelia Nichols-Fritzler)
- 7) **Receive** FY23/24 Report on Surplus District Property (Judy Phan)

F. DELIBERATION ITEMS

Review Proposed Recycled Water Service Charges and Surcharges and **Set** Public Hearing for November 6, 2024, at 4:30 p.m. to Consider Adopting Ordinance Establishing Recycled Water Service Charges (Anika Lyons)

G. PRESENTATIONS AND REPORTS

Review Capital Facilities Capacity Charge Development Overview and Key Assumptions (Nitish Sharma)

H. GENERAL MANAGER COMMENTS

I. BOARD MEMBER COMMENTS

J. CORRESPONDENCE – None.

K. CLOSED SESSION

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

Agency Negotiators: Vince De Lange, Kelly Tuffo

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

A Special Board of Directors Meeting will be held at 4:30 pm on November 6, 2024.

INTRODUCTION OF HONORINA LAM YUEN, ADMINISTRATIVE ASSISTANT I, TO THE DISTRICT

Recommendation

Welcome Ms. Lam Yuen, Administrative Assistant I, to the District.

Background Information

Following a comprehensive and competitive recruitment and selection process to fill a vacant Administrative Assistant I position, Ms. Lam Yuen was selected as the most qualified candidate and began employment with the District on September 23, 2024.

Analysis

Ms. Lam Yuen previously worked in the private sector where she gained valuable administrative and customer service experience. She is expected to apply her customer service and office operations experience to support the Customer Services and Engagement goal in the District’s Strategic Plan.

Financial Impact

Sufficient funding for this position is included in the adopted FY24/25 Budget.

Prepared By:	Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board	Attachments	
Reviewed By:	Vince De Lange, General Manager	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Scope/Budget
Approved By:	Vince De Lange, General Manager	<input type="checkbox"/> Resolution	<input type="checkbox"/> Contract
File No.	BRD.01-ACTS	<input type="checkbox"/> Ordinance	<input type="checkbox"/> As Listed

INTRODUCTION OF RYAN O’ROURKE, MAINTENANCE MECHANIC II, TO THE DISTRICT

Recommendation

Welcome Mr. Ryan O’Rourke, Maintenance Mechanic II, to the District.

Background Information

Following a comprehensive and competitive recruitment and selection process to fill a vacant Maintenance Mechanic II position, Mr. O’Rourke was selected as the most qualified candidate and began employment with the District on September 23, 2024.

Analysis

Mr. O’Rourke has over 18 years of mechanical work experience in an industrial environment. Prior to joining the District, he was employed by Six Flags Discovery Kingdom as a Ride Maintenance Supervisor where he coordinated mechanical maintenance and repairs on a variety of machinery and equipment. Mr. O’Rourke was also employed as a welder and machinist, gaining a broad range of machining and fabrication skills directly applicable to his new role as a Maintenance Mechanic II. As a member of the Maintenance Division, Mr. O’Rourke will apply his knowledge and experience in support of the District’s core mission of protecting public health and the environment, and the Environmental Stewardship and Infrastructure Investment goals in the District’s Strategic Plan.

Financial Impact

Sufficient funding for this position is included in the adopted FY24/25 Budget.

Prepared By:	Dustin Bloomfield, Maintenance Manager	Attachments	
Reviewed By:	Dean Eckerson, Resource Recovery Services Director	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Scope/Budget
Approved By:	Vince De Lange, General Manager	<input type="checkbox"/> Resolution	<input type="checkbox"/> Contract
File No.	BRD.01-ACTS	<input type="checkbox"/> Ordinance	<input type="checkbox"/> As Listed

CONGRATULATE MICHAEL SPRAGUE ON HIS PROMOTION TO COLLECTION SYSTEM WORKER I

Recommendation

Congratulate Mr. Michael Sprague on his recent promotion to Collection System Worker I at the District.

Background Information

Following a competitive recruitment and selection process to fill a vacant Collection System Worker I position, Mr. Sprague was selected as the most qualified candidate and was promoted to this position, effective September 16, 2024.

Analysis

Mr. Sprague joined the District on July 10, 2023, as a Utility Laborer, after previously serving as a Temporary Maintenance Mechanic at the District. Shortly after joining the District, he was temporarily assigned to support the collection system maintenance team. He possesses a California Water Environment Association Collection System Maintenance Grade 1 certification and a Class B driver's license.

Mr. Sprague has demonstrated a commitment to professional development through training, certification, and gaining experience which directly supports the Workforce Development goal in the District's Strategic Plan. In his new role, he will conduct maintenance and repair work in the District's wastewater collection and conveyance system, and recycled water distribution system.

Financial Impact

Sufficient funding for this position is included in the adopted FY24/25 Budget.

Prepared By:	Dustin Bloomfield, Maintenance Manager	Attachments	
Reviewed By:	Dean Eckerson, Resource Recovery Services Director	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Scope/Budget
Approved By:	Vince De Lange, General Manager	<input type="checkbox"/> Resolution	<input type="checkbox"/> Contract
File No.	BRD.01-ACTS	<input type="checkbox"/> Ordinance	<input type="checkbox"/> As Listed

APPROVE MINUTES OF SPECIAL BOARD OF DIRECTORS MEETING, SEPTEMBER 18, 2024

Recommendation

Approve Minutes of Special Board of Directors Meeting, September 18, 2024.

DRAFT
Special Board of Directors Meeting Minutes
DELTA DIABLO
September 18, 2024

The meeting was called to order by Chair Monica Wilson at 4:30 pm, on Wednesday, September 18, 2024. Present were Vice Chair Federal Glover (arrived at 4:31 pm) and Director Juan Banales. Also present were Rebecca Hooley, District Counsel; Vince De Lange, General Manager; Brian Thomas, Deputy General Manager; Dean Eckerson; Resource Recovery Services Director; Nitish Sharma, Business Services Director; Murat Bozkurt, Engineering Services Director/District Engineer; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Anika Lyons, Finance Manager; Joaquin Gonzalez, Operations Manager; Amanda Roa, Environmental Programs Manager; Jason Piper, Information Technology Manager (and Management Association bargaining unit representative); Jamie Lyn Alfonso, Human Resources and Risk Manager; Nayeli Basulto, Junior Engineer; Max David, Junior Engineer; Judy Phan, Purchasing Supervisor; Eka Ekanem, Senior Accountant; Alex Nepomuceno, Accounting Technician; Jennifer Moniz, Accounting Technician; Steve Baptista, Warehouse Technician II; and Ben Huffman, Warehouse Technician I.

PUBLIC COMMENTS – None.

RECOGNITION

Introduction of Nayeli Basulto, Junior Engineer, to the District

Mr. Bozkurt introduced Ms. Basulto, who joined the District on September 9, 2024. He noted that she earned a B.S. Degree in Environmental Engineering from UC Merced and previously worked at Napa Sanitation District and Lystek, where she gained valuable engineering knowledge and project management experience. Ms. Basulto thanked the Board, which welcomed Ms. Basulto to the District.

Introduction of Max David, Junior Engineer, to the District

Mr. Bozkurt introduced Mr. David, who joined the District on September 3, 2024. He noted that he earned a B.S. Degree in Chemical Engineering from UC Berkeley and previously worked at Central Contra Costa Sanitary District where he gained valuable engineering experience in the wastewater sector. Mr. David thanked the Board, which welcomed Mr. David to the District.

Receive Presentation of Certificate of Achievement for Excellence in Financial Reporting for FY22/23, and Recognize and Commend Finance Division for Receiving Award of Financial Reporting Achievement for FY22/23 from Government Finance Officers Association

Mr. Sharma presented the GFOA Certificate of Achievement for Excellence in Financial Reporting and recognized Finance Division staff for receiving the GFOA Award of Financial Reporting Achievement. The Board congratulated the Finance Division and staff.

Prepared By:	Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board	Attachments	
Reviewed By:	Vince De Lange, General Manager	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Scope/Budget
Approved By:	Vince De Lange, General Manager	<input type="checkbox"/> Resolution	<input type="checkbox"/> Contract
File No.	BRD.01-MINS	<input type="checkbox"/> Ordinance	<input type="checkbox"/> As Listed

CONSENT CALENDAR

Vice Chair Glover moved approval of the Consent Calendar, seconded by Director Banales and by roll call vote (Ayes: *Banales, Glover, and Wilson*; Noes: *None*; Absent: *None*; Abstain: *None*), the following Consent Calendar Items were approved: Approve Minutes of Special Board of Directors Meeting, August 14, 2024; Receive District Monthly Check Register for August 2024; Authorize General Manager to Execute Three-Year Contract for Household Hazardous Waste Management Services with Clean Earth Environmental Solutions, Inc., and Authorize Payments for Services in Amounts Specified in Contract; Authorize General Manager to Execute Construction Services Contract in an Amount Not to Exceed \$238,140, McNabb Construction, Inc. DBA: DK Environmental, and Authorize General Manager to Approve Contract Change Orders in an Amount Not to Exceed 10% of Contract Amount, Emergency Retention Basin Improvements, Project No. 19110; Authorize General Manager to Execute Amendment No. 1 to General Services Contract in the Amount of \$116,239 for a New Total Contract Amount Not to Exceed \$2,847,604, SCA OF CA, LLC, Street Sweeping Services; Authorize General Manager to Execute Engagement Agreement with Indemnification Language in an Amount Not to Exceed \$101,000, S&P Global Ratings, Credit Evaluation and Rating Services; Authorize General Manager to Execute Legal Services Contract, Effective August 14, 2024, Redwood Public Law, As-Needed Labor and Employment Law Legal Counsel; and Authorize General Manager to Execute Amendment No. 3 to General Services Contract in the Amount of \$114,000, for a New Total Contract Amount Not to Exceed \$200,000, Collicutt Energy Services, Inc., Maintenance Services.

DELIBERATION ITEMS – None.

PRESENTATIONS AND REPORTS

Receive Update on San Francisco Bay Nutrient Management Regulations and Other Key Regulatory Issues

Ms. Roa provided an update on key focus areas for nutrient management activities, highlighted recent regulatory challenges related to bioassay testing, noted multiple emerging regulatory compliance issues (PFAS, microplastics, zero-emission fleets), shared successful legislative advocacy efforts for addressing wipes, and reviewed future climate change regulatory requirements. In closing, she reviewed current District focus areas for securing external funding at the state and federal level (Water Infrastructure Funding and Innovation Act, federal Inflation Reduction Act, household hazardous waste collection).

Chair Wilson asked a clarifying question related to future availability of public charging stations, to which Ms. Roa replied that funding is dependent on the number of designated public charging stations. The Board thanked Ms. Roa for the presentation.

GENERAL MANAGER COMMENTS – None.

BOARD MEMBER COMMENTS – None.

CORRESPONDENCE – None.

CLOSED SESSION

The Board convened to Closed Session at 4:58 pm. The Board reconvened to open session at 5:17 pm and Ms. Hooley reported there was nothing to report out of Closed Session.

ADJOURNMENT

Chair Wilson adjourned the meeting at 5:17 pm and noted the next Board of Directors Meeting will be held at 4:30 pm on October 9, 2024.

Juan Banales
Board Secretary

(Recording Secretary: Cecelia Nichols-Fritzler)

**RECEIVE NOTES OF BOARD OF DIRECTORS FINANCE COMMITTEE MEETING,
 SEPTEMBER 30, 2024**

Recommendation

Note receipt and file.

Background Information

The Finance Committee met on September 30, 2024. The meeting was attended by Committee Chair Juan Banales; Vince De Lange, General Manager; Brian Thomas, Deputy General Manager; Nitish Sharma, Business Services Director; Dean Eckerson, Resource Recovery Services Director; Murat Bozkurt, Engineering Services Director/District Engineer; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Anika Lyons, Finance Manager; and Jamie Alfonso, Human Resources and Risk Manager.

The purpose of the meeting was to review: 1) Proposed Adjustments to Recycled Water Service Charges, and 2) the Capital Facilities Capacity Charge Development Overview and Key Assumptions for consideration at the October 9, 2024 Board of Directors Meeting.

Analysis

Committee Chair Banales recommended the items be presented to the Board of Directors on October 9, 2024. Committee meeting notes are provided as an informational report at regular Board Meetings as part of the Consent Calendar.

Attachments

1. Finance Committee Meeting Notes, September 30, 2024
2. Finance Committee Agenda, September 30, 2024 (without attachments)

Prepared By:	Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board	Attachments	
Reviewed By:	Vince De Lange, General Manager	<input type="checkbox"/> None	<input type="checkbox"/> Scope/Budget
Approved By:	Vince De Lange, General Manager	<input type="checkbox"/> Resolution	<input type="checkbox"/> Contract
File No.	BRD.01-ACTS	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> As Listed



A CALIFORNIA SPECIAL DISTRICT

Finance Committee Meeting

Board Member Juan Banales, Committee Chair

4:30 PM, Monday, September 30, 2024

2500 Pittsburg-Antioch Highway, Antioch, CA 94509

MEETING NOTES

The Finance Committee meeting was called to order by Committee Chair Juan Banales on Monday, September 30, 2024, at 4:30 pm. Present were Vince De Lange, General Manager; Brian Thomas, Deputy General Manager; Nitish Sharma, Business Services Director; Dean Eckerson, Resource Recovery Services Director; Murat Bozkurt, Engineering Services Director/District Engineer; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Anika Lyons, Finance Manager; and Jamie Lyn Alfonso, Human Resources and Risk Manager.

Public Comments – None.

Review Proposed Adjustments to Recycled Water Service Charges

Ms. Lyons provided background regarding Recycled Water Facility (RWF) operation and Calpine contract obligations, highlighted facility operating cost pressures and associated revenue increase needs, reviewed key financial modeling assumptions, and proposed RWSC adjustments by customer, including a breakdown of fixed and variable cost components, and projected annual revenue by customer based on future recycled water consumption estimates. Mr. Thomas reviewed preliminary findings from the Recycled Water Master Plan and RWF Condition Assessment Project and noted that current financial planning assumptions regarding future capital investment needs are not expected to be impacted.

Chair Banales inquired regarding the relationship between the recent reduction in recycled water consumption and an associated increase in the Revenue Stability Surcharge for Calpine. In response, Mr. De Lange noted the District's efforts in recent years to shift RWSCs to a more significant fixed cost component (from variable cost component) has helped stabilize fund reserves when actual recycled water consumption is less than projected.

Following the presentation, Chair Banales thanked Ms. Lyons and recommended that staff present this item at the Board Meeting on October 9, 2024.

Review Capital Facilities Capacity Charge Development Overview and Key Assumptions

Mr. Sharma reviewed the CFCC update schedule; provided background regarding current CFCCs, associated revenue, and current fund balance; highlighted recent master planning work to update WWTP flow and loading conditions, available capacity, and capital expansion needs; reviewed guiding principles, the recommended cost allocation methodology, key financial assumptions, and preliminary recommendations, including use of a hybrid cost

allocation method, development of a uniform CFCC for all three District zones, updating CFCCs for accessory dwelling units, considering CFCC adjustment factors, and adjusting CFCCs annually based on a recommended index.

In response to Chair Banales, Mr. De Lange provided more information regarding the timeline for planned engagement with the development community. In addition, Chair Banales requested additional review as to whether certain CFCC adjustment factors should be applied at the District. In response, staff noted future efforts to collect and present additional information on discount factors applied at peer agencies.

Following the presentation, Chair Banales thanked Mr. Sharma and recommended that staff present this item at the Board Meeting on October 9, 2024.

Adjournment

The meeting was adjourned by Chair Banales at 5:28 pm.

(Recording Secretary: Cecelia Nichols-Fritzler)

Delta Diablo

(a California Special District)

Board of Directors Finance Committee Meeting

4:30 PM, Monday, September 30, 2024

Plant Operations Center Conference Room
2500 Pittsburg-Antioch Highway, Antioch, CA 94509

AGENDA

- A. PUBLIC COMMENTS**
- B. REVIEW PROPOSED ADJUSTMENTS TO RECYCLED WATER SERVICE CHARGES (Anika Lyons)**
- C. REVIEW CAPITAL FACILITIES CAPACITY CHARGE DEVELOPMENT OVERVIEW AND KEY ASSUMPTIONS (Nitish Sharma)**
- D. ADJOURNMENT**

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RECEIVE DISTRICT MONTHLY CHECK REGISTER FOR SEPTEMBER 2024

Recommendation

Receive the District Monthly Check Register for the month ending September 30, 2024.

Background Information

Attached is the Check Register for September 2024, which includes 173 payments made to District suppliers, consultants, service providers, contractors, and employees totaling \$2,557,154.80.

Financial Impact

Sufficient funding is included in the adopted FY24/25 Budget for payments made in September 2024.

Attachment

Check Register for the Month Ending September 30, 2024

Prepared By:	Eka Ekanem, Senior Accountant	Attachments	
Reviewed By:	Nitish Sharma, Business Services Director	<input type="checkbox"/> None	<input type="checkbox"/> Scope/Budget
Approved By:	Vince De Lange, General Manager	<input type="checkbox"/> Resolution	<input type="checkbox"/> Contract
File No.	BRD.01-ACTS	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> As Listed

CHECK REGISTER
DELTA DIABLO
CASH DISBURSEMENTS FOR THE MONTH OF SEPTEMBER 2024

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
9/6/2024	SUN LIFE ASSURANCE COMPANY OF CANADA		40246			765.80
		66905		765.80	P/R DENTAL INSURANCE PAYABLE	
9/6/2024	UNIVAR USA INC		40247			47,501.55
		66749		15,816.47	SODIUM HYPOCHLORITE	
		66795		15,880.23	SODIUM HYPOCHLORITE	
		66833		15,804.85	SODIUM HYPOCHLORITE	
9/13/2024	UNIVAR USA INC		40248			31,753.77
		66866		15,839.36	SODIUM HYPOCHLORITE	
		66951		15,914.41	SODIUM HYPOCHLORITE	
9/20/2024	SUN LIFE ASSURANCE COMPANY OF CANADA		40249			16,860.48
		67149		16,072.80	P/R DENTAL INSURANCE PAYABLE 0924	
		67150		787.68	P/R DENTAL INSURANCE PAYABLE 0924	
9/27/2024	UNIVAR USA INC		40250			15,910.53
		67069		15,910.53	SODIUM HYPOCHLORITE	
9/5/2024	ABSOLUTE PLUMBING, INC		42766			1,020.00
		66765		1,020.00	PLUMBING SERVICES	
9/5/2024	AFSCME DISTRICT COUNCIL 57		42767			5,139.49
		5627035		3,651.26	UNION DUES O&M	
		5627135		1,488.23	UNION DUES P&T	
9/5/2024	ALL STAR FORD		42768			3,960.23
		66703		3,960.23	DISTRICT FLEET SERVICES, FORD TRUCKS FY2324	
9/5/2024	ANDRITZ SEPARATION INC		42769			3,778.38
		66482		3,778.38	INVTY U104112	
9/5/2024	STEVEN BAPTISTA		42770			114.97
		66942		114.97	T&M	
9/5/2024	CALTEST ANALYTICAL LABORATORY		42771			478.80
		66893		79.20	CONTRACT LABORATORY TESTING	
		66894		133.20	CONTRACT LABORATORY TESTING	
		66895		133.20	CONTRACT LABORATORY TESTING	
		66896		133.20	CONTRACT LABORATORY TESTING	
9/5/2024	CHEMTRADE CHEMICALS US LLC		42772			7,964.24
		66829		3,964.30	ALUMINUM SULFATE	
		66867		3,999.94	ALUMINUM SULFATE	
9/5/2024	CONTRA COSTA COUNTY CLERK		42773			50.00
		66875		50.00	PERMIT & REGULATORY FEES	
9/5/2024	DXP ENTERPRISES, INC		42774			16,800.00
		66899		5,600.00	TEMPORARY MAINTENANCE BACKFILL LABOR	
		66900		5,600.00	TEMPORARY MAINTENANCE BACKFILL LABOR	
		66901		5,600.00	TEMPORARY MAINTENANCE BACKFILL LABOR	
9/5/2024	EAST BAY TIRE CO.		42775			326.61
		66839		326.61	TIRES FOR DISTRICT VEHICLES	
9/5/2024	GOVERNMT FINANCE OFFICERS ASSC		42776			345.00
		66919		345.00	BUDGET AWARD REVIEW	
9/5/2024	GRAINGER		42777			3,193.55
		66634		271.19	INVTY U104173	
		66635		88.76	INVTY U104173	
		66636		2,724.29	INVTY U104173	
		66637		68.09	INVTY U104173	
		66638		41.22	INVTY U104173	
9/5/2024	HAZARDOUS MATERIALS INSTITUTE		42778			50,461.20
		66808		30,393.10	CONFINED SPACE SUPPORT SERVICES	
		66850		20,068.10	CONFINED SPACE SUPPORT SERVICES	

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
9/5/2024	HDR ENGINEERING, INC.	66807	42779	128,546.36	ENGINEERING DESIGN SERVICES FOR PN 22126	128,546.36
9/5/2024	KEMIRA WATER SOLUTIONS, INC.	66746 66785	42780	16,818.69 16,950.20	FERRIC CHLORIDE FERRIC CHLORIDE	33,768.89
9/5/2024	KONE. INC.	66926	42781	231.55	POC ELEVATOR INSPECTION AND REPAIRS	231.55
9/5/2024	LARRY WALKER ASSOCIATES	66851	42782	452.50	NPDES REGULATORY REISSUANCE & REGULATORY SUPPORT	452.50
9/5/2024	LETICIA SUZANNE WETZEL	66877	42783	500.00	O/S SVC - PROFESSIONAL	500.00
9/5/2024	LGG INDUSTRIAL INC	66639 66792	42784	80.95 324.59	INVTY U104170 INVTY U104170	405.54
9/5/2024	LINDE GAS & EQUIPMENT INC	66797 66831	42785	2,636.21 1,444.60	OXYGEN RENTAL OXYGEN RENTAL	4,080.81
9/5/2024	MAZE & ASSOCIATES	66852	42786	12,500.00	AUDIT SERVICES FYE 6/30/2024	12,500.00
9/5/2024	MCMASTER CARR SUPPLY CO	66841	42787	1,232.61	INVTY U104184	1,232.61
9/5/2024	MONUMENT CAR PARTS	66791	42788	146.98	INVTY U104176	146.98
9/5/2024	SUE THOMASON	66928 66929	42789	500.00 500.00	INDOOR PLANTS LEASING AND WEEKLY MAINTENANCE INDOOR PLANTS LEASING AND WEEKLY MAINTENANCE	1,000.00
9/5/2024	NORTHPOINT SECURITY SERVICES, INC	66771	42790	6,222.42	SECURITY PATROL SERVICES	6,222.42
9/5/2024	ODP BUSINESS SOLUTIONS LLC	66815	42791	43.94	DISTRICT-WIDE OFFICE SUPPLIES	43.94
9/5/2024	OWEN EQUIPMENT SALES	66854	42792	15,382.51	VAC TRUCK RENTAL	15,382.51
9/5/2024	PAN PACIFIC SUPPLY CO.	66794	42793	4,019.51	INVTY U104121	4,019.51
9/5/2024	PLATT ELECTRIC SUPPLY INC	66816 66933	42794	178.62 361.73	PARTS FOR PPS WW ACTUATOR REPAIRS PARTS FOR PPS WW ACTUATOR REPAIRS	540.35
9/5/2024	POLYDYNE INC	66796 66832	42795	19,184.31 3,660.17	LIQUID POLYMER LIQUID ANIONIC POLYMER FOR CEPT TESTING	22,844.48
9/5/2024	PRESIDIO SYSTEMS	66772	42796	4,900.00	CARBON MEDIA CHANGE OUT	4,900.00
9/5/2024	PSOMAS	66836	42797	83,691.25	CONSTRUCTION MANAGEMENT SERVICES	83,691.25
9/5/2024	PUMPTECH INC	66825	42798	57,271.38	PEERLESS PUMP 16HH 50116108	57,271.38
9/5/2024	READY PRINT	66935	42799	1,998.55	PRINTING SERVICES	1,998.55
9/5/2024	STATE OF CALIFORNIA	5988249 6334025	42800	125.00 225.00	EARNINGS GARNISHMENT EARNINGS GARNISHMENT	350.00
9/5/2024	SWRCB-FEES	66874	42801	5,525.00	MEMBRS, DUES & PROF LICENS ELAP FEES	5,525.00

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
9/5/2024	UNIFIRST CORPORATION		42802			809.71
		66777		157.24	UNIFORM / LAUNDRY SERVICE	
		66778		213.51	UNIFORM / LAUNDRY SERVICE	
		66779		43.49	UNIFORM / LAUNDRY SERVICE	
		66821		150.16	UNIFORM / LAUNDRY SERVICE	
		66822		201.82	UNIFORM / LAUNDRY SERVICE	
		66823		43.49	UNIFORM / LAUNDRY SERVICE	
9/5/2024	UNIFIRST FIRST AID CORP		42803			999.75
		66860		999.75	SAFETY TRAINING VENDOR	
9/5/2024	VERIZON WIRELESS		42804			2,316.97
		66941		2,316.97	PHONE	
9/5/2024	ZORO TOOLS, INC		42805			4,545.22
		66644		316.07	INVTY U104168	
		66645		316.07	INVTY U104168	
		66647		529.93	INVTY U104168	
		66787		61.83	INVTY U104181	
		66788		3,321.32	INVTY U104181	
9/11/2024	GOLDEN GATE TRUCK CENTER		42806			13,925.02
		67052		13,925.02	VACALL REPAIRS	
9/12/2024	CITY OF ANTIOCH- WATER		42807			5,925.01
		66975		710.70	AC# 004-01513 08/24	
		66976		94.60	AC# 004-01510 08/24	
		66977		4,744.78	AC# 013-00110 08/24	
		66978		94.60	AC# 013-00021 08/24	
		66979		94.60	AC# 013-00022 08/24	
		66980		91.13	AC# 013-00023 08/24	
		66981		94.60	AC# 013-00024 08/24	
9/12/2024	ASSOCIATED SERVICES COMPANY		42808			207.15
		66843		207.15	COFFEE AND COFFEE SUPPLIES	
9/12/2024	BATTALION ONE FIRE PROTECTION, INC		42809			4,668.29
		66902		783.29	FIRE SUPPRESSION SYSTEM INSPECTION AND MAINTENANCE	
		66903		3,885.00	FIRE SUPPRESSION SYSTEM INSPECTION AND MAINTENANCE	
9/12/2024	BAY AREA NEWS GROUP		42810			174.60
		66961		174.60	ADS 08/24	
9/12/2024	BOOT BARN INC		42811			411.05
		66879		225.10	SAFETY SHOES JOAQUIN GONZALEZ	
		66880		185.95	SAFETY SHOES JASON PIPER	
9/12/2024	CALTEST ANALYTICAL LABORATORY		42812			4,698.90
		66963		855.00	CONTRACT LABORATORY TESTING	
		66964		133.20	CONTRACT LABORATORY TESTING	
		66965		133.20	CONTRACT LABORATORY TESTING	
		66966		133.20	CONTRACT LABORATORY TESTING	
		66967		2,635.20	CONTRACT LABORATORY TESTING	
		66968		809.10	CONTRACT LABORATORY TESTING	
9/12/2024	CHEMTRADE CHEMICALS US LLC		42813			3,874.03
		66949		3,874.03	ALUMINUM SULFATE	
9/12/2024	CON-QUEST CONTRACTORS, INC		42814			659,865.69
		66959		314,307.50	CONSTRUCTION SERVICES PN 21114 FY2324	
		66960		345,558.19	CONSTRUCTION SERVICES PN 21114	
9/12/2024	CONTRA COSTA SPECIAL DISTRICTS ASSOCIATION		42815			150.00
		66973		150.00	M&D	
9/12/2024	FASTENAL COMPANY		42816			1,211.82
		66984		1,211.82	FASTENAL BLANKET PO FY - 25	
9/12/2024	FISHER SCIENTIFIC COMPANY, LLC		42817			1,892.79
		66846		346.13	LAB SUPPLIES	
		66913		422.54	LAB SUPPLIES	
		66914		422.54	LAB SUPPLIES	
		66915		513.63	LAB SUPPLIES	
		66916		187.95	LAB SUPPLIES	

CHECK DATE	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE AMOUNT	DESCRIPTION	CHECK AMOUNT
9/12/2024	FLO TREND		42818			36,962.50
		66904		36,962.50	RB-20-O-S 20CU YD ROLL-OFF STANDARD	
9/12/2024	GOLDEN STATE WATER CO.		42819			1,580.30
		67019		1,580.30	AC# 07744100004 08/24	
9/12/2024	GOLDEN STATE WATER CO.		42820			899.31
		67020		899.31	AC# 32249200000 0824	
9/12/2024	GRAINGER		42821			410.70
		66847		254.82	MAINTENANCE DIVISION REPAIRS AND MAINTENANCE PO	
		66848		155.88	MAINTENANCE DIVISION REPAIRS AND MAINTENANCE PO	
9/12/2024	HAZARDOUS MATERIALS INSTITUTE		42822			875.00
		66883		875.00	CONFINED SPACE SUPPORT SERVICES	
9/12/2024	HUNT & SONS INC		42823			7,196.36
		66921		7,196.36	DISTRICT FUEL SERVICES	
9/12/2024	KEMIRA WATER SOLUTIONS, INC.		42824			16,341.91
		66865		16,341.91	FERRIC CHLORIDE	
9/12/2024	LINDE GAS & EQUIPMENT INC		42825			4,486.64
		66943		1,444.60	OXYGEN RENTAL	
		66944		3,026.73	OXYGEN RENTAL	
		66945		15.31	OXYGEN RENTAL	
9/12/2024	JOSE MARTINEZ		42826			40.00
		67012		40.00	T&M - NUTRIENT REMOVAL SEM OAKLAND CA	
9/12/2024	MDRR PITTSBURG		42827			4,948.35
		67028		4,016.15	AC# 10-0031550 0824	
		67029		932.20	AC# 10-0018920 0824	
9/12/2024	MDRR-PARK (MT. DIABLO RESOURCE RECOVERY PARK)		42828			873.81
		66718		873.81	WASTE	
9/12/2024	MOTION INDUSTRIES INC.		42829			3,930.63
		66702		3,930.63	REPLACEMENT MOTOR/ BEARINGS	
9/12/2024	ODP BUSINESS SOLUTIONS LLC		42830			242.38
		66884		96.12	DISTRICT-WIDE OFFICE SUPPLIES	
		66930		43.89	DISTRICT-WIDE OFFICE SUPPLIES	
		66931		28.86	DISTRICT-WIDE OFFICE SUPPLIES	
		67053		73.51	DISTRICT-WIDE OFFICE SUPPLIES	
9/12/2024	OFFICE RELIEF		42831			768.03
		66853		768.03	OM PARAMOUNT VALUE LINE CHAIR	
9/12/2024	PACIFIC GAS & ELECTRIC COMPANY		42832			95,311.89
		66974		95,311.89	AC# 4887173962-8 08/24	
9/12/2024	CITY OF PITTSBURG		42833			1,199.50
		66909		1,199.50	UTILITIES	
9/12/2024	PSOMAS		42834			3,787.88
		67016		3,787.88	UPDATE STANDARD FRONT-END SPECIFICATIONS 03/24	
9/12/2024	REPUBLIC SERVICES #210		42835			1,314.60
		67049		1,314.60	WASTE 08/24	
9/12/2024	SMARTSIGHTS TECHNOLOGIES LLC		42836			2,195.00
		67045		2,195.00	SOFTWARE RENEWAL - WIN911 SCADA ALERTING SYSTEM	
9/12/2024	TRI-VALLEY JANITORIAL SERVICE & SUPPLY INC,		42837			19,886.67
		67054		9,611.00	NIGHTLY JANITORIAL SERVICES 07/24	
		67055		9,611.00	NIGHTLY JANITORIAL SERVICES 08/24	
		67056		375.00	NIGHTLY JANITORIAL SERVICES	
		67057		289.67	NIGHTLY JANITORIAL SERVICES	

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9/12/2024	UNIFIRST CORPORATION		42838			411.13
		66885		156.69	UNIFORM / LAUNDRY SERVICE	
		66886		210.95	UNIFORM / LAUNDRY SERVICE	
		66887		43.49	UNIFORM / LAUNDRY SERVICE	
9/12/2024	VALLEY POWER SYSTEMS, INC.		42839			2,618.47
		66939		2,618.47	REPLACEMENT ENGINE CONTROLS	
9/12/2024	WOODARD & CURRAN INC.		42840			32,197.17
		66862		32,197.17	ENGINEERING SERVICES PN 24113	
9/19/2024	AFLAC		42841			1,083.06
		67097		1,083.06	INSURANCE 0824	
9/19/2024	BASIC BENEFITS, LLC		42842			105.00
		67098		105.00	FSA 0924	
9/19/2024	JASON BOOE		42843			275.00
		67131		275.00	SAFETY SUPPLIES - EE SAFETY GLASSES - JASON BOOE	
9/19/2024	BROWN AND CALDWELL		42844			84,753.08
		66962		84,753.08	PROVIDE CONSULTING SERVICES FOR PN 22114 06/24	
9/19/2024	CALTEST ANALYTICAL LABORATORY		42845			2,525.20
		66969		133.20	CONTRACT LABORATORY TESTING	
		66970		133.20	CONTRACT LABORATORY TESTING	
		66971		2,125.60	CONTRACT LABORATORY TESTING	
		66972		133.20	CONTRACT LABORATORY TESTING	
9/19/2024	CONCENTRA/OCCUPATIONAL HEALTH CENTERS		42846			961.00
		66986		316.00	POST EMPL COST	
		66987		192.00	PRE EMPL COST	
		66989		387.00	POST EMPL COST	
		66990		66.00	POST EMPL COST	
9/19/2024	CONTRA COSTA MOSQUITO		42847			34.47
		67118		34.47	O/S SERV - PROFESSIONAL SITE TREATMENT 08/24	
9/19/2024	CORELOGIC INFORMATION SOLUTIONS, INC		42848			165.00
		67115		165.00	2024-2025 REALQUEST PROPERTY INFORMATION 0824	
9/19/2024	DATCO		42849			120.00
		67010		120.00	PRE EMPL FEE	
9/19/2024	VINCENT DE LANGE		42850			305.45
		67130		305.45	T&M - CSDA ANNUAL CONFERENCE 0924	
9/19/2024	TIMOTHY J. CLAY		42851			5,421.57
		67123		5,421.57	TREATMENT PLANT BOILER EMERGENCY REPAIR	
9/19/2024	DOT ALLIANCE GROUP		42852			982.00
		67082		982.00	GEN INSURANCE - LIABILITY	
9/19/2024	DXP ENTERPRISES, INC		42853			16,660.00
		66910		5,460.00	TEMPORARY MAINTENANCE BACKFILL LABOR	
		66912		5,600.00	TEMPORARY MAINTENANCE BACKFILL LABOR	
		67011		5,600.00	TEMPORARY MAINTENANCE BACKFILL LABOR	
9/19/2024	E-RECYCLING OF CALIFORNIA		42854			1,089.86
		67154		708.80	EWASTE MANAGEMENT SERVICES FOR HHW PROGRAM	
		67156		381.06	EWASTE MANAGEMENT SERVICES FOR HHW PROGRAM	
9/19/2024	FASTENAL COMPANY		42855			2,027.60
		66982		1,098.37	FASTENAL BLANKET PO FY - 25	
		66983		929.23	FASTENAL BLANKET PO FY - 25	
9/19/2024	FISHER SCIENTIFIC COMPANY, LLC		42856			354.86
		66993		196.84	LAB SUPPLIES	
		66995		158.02	LAB SUPPLIES	

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9/19/2024	KATHERINE GARCIA	67090	42857	50.92	T&M 08/21/24 CCC CLERK RECORDER OFFICE	50.92
9/19/2024	GENERAL ELECTRIC COMPANY	66917	42858	22,992.87	SOFTWARE RENEWAL - CB PACIFIC SCADA IFIX	40,671.27
		66918		17,678.40	SOFTWARE PURCHASE - ADDITIONAL CLIENTS LICENSE	
9/19/2024	GRAINGER	67004	42859	377.70	MAINTENANCE DIVISION REPAIRS AND MAINTENANCE PO	4,644.78
		67005		4,267.08	MAINTENANCE SHOP CEILING FAN	
9/19/2024	HARVEST TECHNICAL SERVICES INC	67007	42860	3,141.30	O/S TEMP	11,469.08
		67008		3,244.16	O/S TEMP	
		67147		3,307.62	O/S TEMP	
		67148		1,776.00	O/S TEMP	
9/19/2024	HAZEN & SAWYER	67015	42861	15,142.75	CONSULTING SERVICES PN 90101 06/24	15,142.75
9/19/2024	IDEXX DISTRIBUTION, INC	66922	42862	114.20	RWF TESTING SUPPLIES	2,877.59
		66992		356.67	WASTEWATER MICRO TESTING SUPPLIES	
		67002		1,627.39	WASTEWATER MICRO TESTING SUPPLIES	
		67160		779.33	RWF TESTING SUPPLIES	
9/19/2024	IN SHAPE HEALTH CLUBS	67059	42863	533.96	GY 08/24	1,067.92
		67060		533.96	GYM 09/24	
9/19/2024	INFERRERA CONSTRUCTION MANAGEMENT GROUP INC.	67018	42864	975.93	CSC PN 80008 (17128, 17129, 17) 07/24	975.93
9/19/2024	KOA HILLS CONSULTING LLC.	66999	42865	855.00	AOD SERVICES FY24/25 08/24	855.00
9/19/2024	KONE. INC.	66925	42866	231.55	POC ELEVATOR INSPECTION AND REPAIRS	231.55
9/19/2024	LEGAL SHIELD	67128	42867	86.75	LEGAL MEMBERSHIP 0924	173.50
		67129		86.75	LEGAL MEMBERSHIP 0824	
9/19/2024	LIEBERT, CASSIDY, WHITMORE	67087	42868	390.50	LABOR NEGOTIATION SERVICES 0724	2,733.50
		67089		2,343.00	LABOR NEGOTIATION SERVICES 0824	
9/19/2024	LYSTEK INTERNATIONAL LIMITED	67013	42869	12,315.08	BIOSOLIDS DISPOSAL 0824	12,315.08
9/19/2024	WILFREDO MARTINEZ	67132	42870	250.00	SAFETY SUPPLIES - EE RELATED SHOES - W.MARTINEZ	250.00
9/19/2024	SUE THOMASON	66927	42871	500.00	INDOOR PLANTS LEASING AND WEEKLY MAINTENANCE	500.00
9/19/2024	PACIFIC GAS & ELECTRIC COMPANY	67062	42872	215,366.04	AC# 4835091675-4 08.24	215,366.04
9/19/2024	PAN PACIFIC SUPPLY CO.	67067	42873	7,571.52	STUFFING BOX MODIFICATION/ SEAL PURCHASE	7,571.52
9/19/2024	PERISCOPE HOLDING INC	67083	42874	3,610.08	SOFTWARE RENEWAL - BIDSUNC FY2425	3,610.08
9/19/2024	PITTSBURG WINSUPPLY	66932	42875	3,688.83	SPRINKLER HEAD REPLACEMENTS	3,688.83
9/19/2024	CITY OF PITTSBURG	67157	42876	21,587.63	STREET SWEEPING SERVICES FOR CITY OF PITTS 0724	21,587.63

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9/19/2024	REPUBLIC SERVICES #210		42877			13,512.26
		67048		13,512.26	WASTE 08/24	
9/19/2024	RH TECHNOLOGY		42878			11,579.49
		66936		2,760.00	O/S TEMP	
		66937		1,682.56	O/S TEMP	
		67026		1,353.94	O/S TEMP	
		67027		2,760.00	O/S TEMP	
		67093		814.99	O/S TEMP	
		67094		2,208.00	O/S TEMP	
9/19/2024	STANDARD INSURANCE COMPANY		42879			4,493.29
		67061		4,493.29	LIFE & LTD INS.	
9/19/2024	STATE OF CALIFORNIA		42880			350.00
		5988250		125.00	EARNINGS GARNISHMENT	
		6334026		225.00	EARNINGS GARNISHMENT	
9/19/2024	SWEEPING CORP OF AMERICA		42881			75,072.43
		67135		75,072.43	FY 24/25 STREET SWEEPING FOR ANTIOCH & BAY P 0824	
9/19/2024	SWEEPING CORP OF AMERICA		42882			75,343.03
		67137		75,343.03	FY 24/25 STREET SWEEPING FOR ANTIOCH & BAY PO 0728	
9/19/2024	SYSTEM 1 STAFFING		42883			7,827.00
		66938		1,740.00	O/S TEMP	
		66991		1,740.00	O/S TEMP	
		67100		1,392.00	O/S TEMP	
		67151		2,955.00	O/S TEMP	
9/19/2024	TRI-VALLEY JANITORIAL SERVICE & SUPPLY INC,		42884			9,611.00
		67058		9,611.00	NIGHTLY JANITORIAL SERVICES 09/24	
9/19/2024	TYLER BUSINESS FORMS		42885			548.12
		67117		548.12	SUPPLIES - YEAR END FORMS	
9/19/2024	UNIFIRST CORPORATION		42886			377.11
		66996		130.68	UNIFORM / LAUNDRY SERVICE	
		66997		202.94	UNIFORM / LAUNDRY SERVICE	
		66998		43.49	UNIFORM / LAUNDRY SERVICE	
9/19/2024	VISION SERVICE PLAN		42887			1,657.74
		67046		1,657.74	VISION 09/24	
9/19/2024	WILSON, MONICA		42888			282.84
		67119		282.84	T&M - CASA CONFERENCE MONTEREY CA 2024	
9/19/2024	WORKERS.COM		42889			3,257.28
		66940		1,779.84	O/S TEMP	
		67096		1,477.44	O/S TEMP	
9/26/2024	AFLAC		42890			1,083.06
		67227		1,083.06	INSURANCE 0924	
9/26/2024	ALHAMBRA & SIERRA SPRGS WATER		42891			552.56
		67215		552.56	BLANKET PO FOR WATER 7-2024 TO 6-2025	
9/26/2024	CALTEST ANALYTICAL LABORATORY		42892			266.40
		67022		133.20	CONTRACT LABORATORY TESTING	
		67091		133.20	CONTRACT LABORATORY TESTING	
9/26/2024	CDW GOVERNMENT, INC.		42893			2,828.91
		67066		2,828.91	HARDWARE PURCHASE - MS SURFACES	
9/26/2024	CHEMTRADE CHEMICALS US LLC		42894			16,067.62
		67036		4,061.36	ALUMINUM SULFATE	
		67037		3,981.61	ALUMINUM SULFATE	
		67038		3,999.94	ALUMINUM SULFATE	
		67121		4,024.71	ALUMINUM SULFATE	
9/26/2024	COMCAST BUSINESS COMMUNICATIONS, LLC		42895			860.93
		67116		860.93	PHONE EXP 0824	

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9/26/2024	CCCERA	67017	42896	300.00	O/S SVC - OTHER	300.00
9/26/2024	DXP ENTERPRISES, INC	66793	42897	33,244.59	INVTY U104157	33,244.59
9/26/2024	E-RECYCLING OF CALIFORNIA	67155	42898	454.20	EWASTE MANAGEMENT SERVICES FOR HHW PROGRAM	454.20
9/26/2024	EAST BAY MUNICIPAL UTILITIES	67201	42899	93,243.00	PERMIT & MEMBRS, DUES & PROF LICENS	93,243.00
9/26/2024	FLO-LINE TECHNOLOGY INC.	66952	42900	12,502.66	INVTY U104172	12,502.66
9/26/2024	GOVINVEST INC	67031	42901	9,925.00	ACTUARIAL SERVICES FYE 6/30/2024	9,925.00
9/26/2024	HACH COMPANY	66828	42902	11,611.55	INVTY U104143	11,611.55
9/26/2024	TIMOTHY J. HAMMETT	61891	42903	243.41	REIMBURSEMENT	243.41
9/26/2024	IDEXX DISTRIBUTION, INC	67173 67174	42904	13,555.24 1,422.93	RWF TESTING SUPPLIES RWF TESTING SUPPLIES	14,978.17
9/26/2024	KEMIRA WATER SOLUTIONS, INC.	67032	42905	15,618.53	FERRIC CHLORIDE	15,618.53
9/26/2024	LEE & RO, INC.	67092	42906	316.50	DESIGN SERVICES DURING CONSTRUCTION 0824	316.50
9/26/2024	LIEBERT, CASSIDY, WHITMORE	67197 67198	42907	4,499.00 1,786.50	LABOR NEGOTIATION SERVICES LABOR NEGOTIATION SERVICES	6,285.50
9/26/2024	MCCAMPBELL ANALYTICAL, INC.	67165 67166 67167 67168 67169 67170 67171 67172	42908	975.00 900.00 660.00 360.00 380.00 400.00 352.00 113.00	PRETREATMENT COMPLIANCE SAMPLE ANALYSES PRETREATMENT COMPLIANCE SAMPLE ANALYSES PRETREATMENT COMPLIANCE SAMPLE ANALYSES PRETREATMENT COMPLIANCE SAMPLE ANALYSES PRETREATMENT COMPLIANCE SAMPLE ANALYSES PRETREATMENT COMPLIANCE SAMPLE ANALYSES PRETREATMENT COMPLIANCE SAMPLE ANALYSES PRETREATMENT COMPLIANCE SAMPLE ANALYSES	4,140.00
9/26/2024	SUE THOMASON	64903	42909	500.00	INDOOR PLANTS LEASING AND WEEKLY MAINTENANCE	500.00
9/26/2024	MOTION INDUSTRIES INC.	66955	42910	2,877.52	INVTY U104175	2,877.52
9/26/2024	MSC INDUSTRIAL SUPPLY CO. INC.	66863 67041	42911	193.27 1,159.62	INVTY U104162 INVTY U104162	1,352.89
9/26/2024	NEW IMAGE LANDSCAPE COMPANY	67162 67163	42912	2,563.00 2,563.00	LANDSCAPE SERVICES 0724 LANDSCAPE SERVICES 0824	5,126.00
9/26/2024	NWN CORPORATION	67205	42913	3,032.69	PHONE EXP 0824	3,032.69
9/26/2024	CHRISTOPHER O'CONNOR	67235	42914	250.00	SAFETY SHOES C.O'CONNOR 0924	250.00

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9/26/2024	ODP BUSINESS SOLUTIONS LLC		42915			537.31
		67021		14.60	DISTRICT-WIDE OFFICE SUPPLIES	
		67023		171.80	DISTRICT-WIDE OFFICE SUPPLIES	
		67106		23.66	DISTRICT-WIDE OFFICE SUPPLIES	
		67107		219.17	DISTRICT-WIDE OFFICE SUPPLIES	
		67108		108.08	DISTRICT-WIDE OFFICE SUPPLIES	
9/26/2024	PITTSBURG WINSUPPLY		42916			989.24
		66994		989.24	SMITH BLAIR SLEEVE	
9/26/2024	POLYDYNE INC		42917			74,789.15
		67033		74,789.15	DRY POLY	
9/26/2024	PRIME MECHANICAL SERVICE INC		42918			1,475.00
		67030		1,475.00	SERVICE AND REPAIRS OF DISTRICT HVAC SYSTEMS	
9/26/2024	PSOMAS		42919			2,890.00
		67047		2,890.00	CONSTRUCTION MANAGEMENT SVC, PN 22114 0824	
9/26/2024	R.F. MCDONALD CO.		42920			1,762.17
		67043		1,762.17	INVTY U104179	
9/26/2024	RH TECHNOLOGY		42921			4,301.33
		67178		2,024.33	O/S TEMP	
		67179		2,277.00	O/S TEMP	
9/26/2024	SANDEEP SIDHU		42922			1,045.34
		65899		1,045.34	T&M - CWEA ANNUAL CONFERENCE 2024	
9/26/2024	SYSTEM 1 STAFFING		42923			3,416.25
		67223		3,416.25	O/S TEMP	
9/26/2024	TELSTAR INSTRUMENTS INC		42924			5,392.02
		67042		5,392.02	INVTY U104163	
9/26/2024	TOSHIBA INTERNATIONAL CORP		42925			428.75
		67025		428.75	TOSHIBA COPIER AND PRINTER SUPPLIES	
9/26/2024	TRANSENE COMPANY, INC.		42926			2,409.94
		66956		2,409.94	INVTY U104178	
9/26/2024	TYLER BUSINESS FORMS		42927			1,304.27
		67183		1,304.27	SUPPLIES - YEAR END FORMS	
9/26/2024	UNIFIRST CORPORATION		42928			396.72
		67063		43.49	UNIFORM / LAUNDRY SERVICE	
		67064		203.07	UNIFORM / LAUNDRY SERVICE	
		67065		150.16	UNIFORM / LAUNDRY SERVICE	
9/26/2024	VISION SERVICE PLAN		42929			1,657.74
		67211		1,657.74	VISION 10/24	
9/26/2024	WECO INDUSTRIES		42930			4,321.44
		67177		4,321.44	DIRECT-READING GAS MONITORS	
9/26/2024	WORKERS.COM		42931			3,601.26
		67180		1,754.46	O/S TEMP	
		67210		1,846.80	O/S TEMP	
9/26/2024	YELLOW ROOF FOUNDATION		42932			4,358.00
		64487		4,358.00	CFCC - REFUND	
9/26/2024	ZORO TOOLS, INC		42933			1,626.01
		66646		1,626.01	INVTY U104168	
GRAND TOTAL						<u>2,557,154.80</u>

RECEIVE DELTA HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY FY23/24 REPORT

Recommendation

Receive Delta Household Hazardous Waste Collection Facility (DHHWCF) Fiscal Year 2023/2024 (FY23/24) Report.

Background Information

In partnership with the cities of Antioch, Brentwood, Oakley, and Pittsburg, and unincorporated areas of eastern Contra Costa County (i.e., Bay Point, Bethel Island, Byron, Discovery Bay, and Knightsen), the District has operated a regional Household Hazardous Waste (HHW) Program since 1996. The HHW Program keeps hazardous waste out of landfills and the wastewater system in support of state regulations and the District’s Pollution Prevention Program by accepting HHW and electronic waste (e-waste) free of charge from east Contra Costa County residents. Eligible small businesses may use the program for a fee. The attached DHHWCF FY23/24 Report summarizes key facility operational information, including utilization, amounts collected, and operating costs.

Analysis

The DHHWCF was constructed adjacent to the District’s Wastewater Treatment Plant in 2003 and provides service to the local community three days per week. The facility performance metrics for FY23/24 are reported below and compared to FY22/23 metrics. The FY23/24 performance metrics are among the highest since the permanent facility began operation.

- A total of 17,297 vehicles (2.1% increase) utilized the facility.
- Approximately 585 tons of waste was delivered in FY23/24 (19.6% increase) with 74.1% (3.8% increase) of material collected being either reused or recycled.
- Approximately 22.4 tons of waste was collected from small businesses (14.1% decrease).
- A total of 2.9 tons of waste was distributed for reuse (28.6% decrease).
- Approximately 199 tons of e-waste was collected (40% increase). E-waste has been accepted at the DHHWCF for 16 years and provides a revenue stream that offsets other HHW program costs. However, disruption in global recycling markets and associated decreases in e-waste value resulted in e-waste program expenses of \$137,923 in FY23/24.

In accordance with the 2002 Household Hazardous Waste Collection Services Contract (amended in 2008 and 2010) between the District and the jurisdictional partners listed above, HHW Program operating costs are split between the jurisdictions based on the actual usage of the facility by residents from their respective jurisdictions. In addition, the 2002 Contract stipulates that HHW Program operating expenses for Antioch, Pittsburg, and Bay Point are capped at \$124,000, \$75,000, and \$27,500 respectively, while the remaining partners pay their full share of the operating costs. The District is responsible for any operating costs exceeding the caps which began regularly occurring for Antioch in 2003, Pittsburg in 2008, and Bay Point in 2021. For FY23/24, the total costs for Antioch, Pittsburg, and Bay Point exceeded the cumulative cap amount by \$557,359.88. HHW Program costs have been increasing beyond the rate of inflation in recent years, because the commercial hazardous waste industry has encountered multiple cost pressures associated with decreased hazardous waste processing capacity

Prepared By:	Amanda Roa, Environmental Programs Manager	Attachments	
Reviewed By:	Murat Bozkurt, Engineering Services Director/District Engineer	<input type="checkbox"/> None	<input type="checkbox"/> Scope/Budget
Approved By:	Vince De Lange, General Manager	<input type="checkbox"/> Resolution	<input type="checkbox"/> Contract
File No.	BRD.01-ACTS	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> As Listed

and increased transportation rates. Additional increases in costs associated with recently implemented prevailing wage requirements are expected in FY24/25.

Financial Impact

In FY23/24, HHW Program expenses totaled \$1,250,450.38, which exceeded the operating budget (\$1,214,829) by 2.9%. In FY23/24, the District's partners paid \$689,389.06 of the expenses and the remaining \$561,061.32 was paid by the District.

Attachment

DHHWCF FY23/24 Report

2023/24
Year-End Report



**Delta Household
Hazardous Waste
Collection Facility**

Introduction

The Delta Household Hazardous Waste Collection Facility (DHHWCF) is made possible through a joint effort between Delta Diablo (District), the cities of Antioch, Brentwood, Oakley and Pittsburg, and Contra Costa County. The facility is available to residents of East Contra Costa County free of charge. This report summarizes the activities at the DHHWCF in Fiscal Year 2023/2024 (FY23/24).

HHW Program History

In 1993, Contra Costa County started the Mobile Household Hazardous Waste Collection Program. The program was multi-jurisdictional and sponsored eight one-day collection events per year - four events in West County and four in East County. The East County portion of the program was funded by the Cities of Antioch, Brentwood and Pittsburg, and Contra Costa County. Residents could bring the entire range of household hazardous waste (HHW), including pesticides, oil-based paints, solvents, old gasoline, aerosols and other toxics.



In 1996, Contra Costa County received a HHW Grant from CalRecycle (formerly the California Integrated Waste Management Board [CIWMB]) to set up a permanent recycle-only collection facility. The facility was located at Delta Diablo. The recycle-only facility was a joint effort between the District, the Cities of Antioch, Brentwood and Pittsburg, and Contra Costa County and the operation was funded by the participating jurisdictions. The facility was open to the public every Saturday from 9:00 am to noon and only accepted recyclable HHW (motor oil, filters, antifreeze, latex paint and lead-acid batteries). The recycle-only facility consisted of a small, paved area, 4 modified 8-foot by 20-foot shipping containers, a hazardous waste storage locker and ancillary equipment for safety, supply storage and office space.

Because of the establishment of permanent facilities in Central and West Contra Costa County, the County discontinued the Mobile Program for the 1999/2000 fiscal year. The discontinuation of the mobile program left East County residents without an option to properly dispose of non-recyclable HHW. This gap in service prompted the District, along with the participating jurisdictions, to set up a series of temporary collection events held at the existing recycle-only facility site. The temporary collection events allowed residents to dispose of non-recyclable HHW during one-day events held on a quarterly basis.

The high costs and infrequent service associated with temporary collection events made it clear that a more cost-effective and user-friendly option was needed to serve East Contra Costa County residents. In November 1999, the District and the participating jurisdictions applied for a CIWMB HHW Grant to fund the construction of a full-scale permanent household hazardous waste collection facility. The CIWMB awarded the District \$150,796 of the requested \$300,000 for the regional project.

To meet the need of East County residents, the District established an Interim Permanent HHW collection facility for the 2000/2001 fiscal year. The acquisition of additional shipping containers led the District to file a Permit-By-Rule Notification for the operation of an interim permanent HHW collection facility in September 2000. This allowed the District to collect most forms of acceptable HHW (except compressed gas cylinders, asbestos and railroad ties) from residents on a weekly basis while the full-scale permanent facility was being designed and constructed. The Interim Permanent Facility was open on Saturdays from 9:00 am to 1:00 pm. Construction of the new permanent facility was completed in March 2003 and the grand opening was held on April 4, 2003.

With the sunset of the residential universal waste exemption on February 8, 2006, it became illegal for residents to throw universal waste such as batteries, fluorescent bulbs and e-waste into the

trash. To accommodate this increase in waste volume the District and participating jurisdictions elected to apply for another CIWMB HHW Grant to expand the facility. The District and partners were awarded a \$300,000 grant from the CIWMB on August 15, 2006. The expansion project included additional square footage, construction of a permanent reuse room, and other miscellaneous improvements. The expanded facility opened to the public on September 9, 2009.

HHW Program Funding

The District provides HHW management services as described in the 2002 Household Hazardous Waste Collection Services contract with the City of Antioch, the City of Brentwood, the City of Pittsburg, the City of Oakley, and the unincorporated areas of East Contra Costa County. Operating costs are split between the jurisdictions based on the actual usage of the DHHWCF by residents from those jurisdictions. The expenditures for Antioch, Pittsburg, and Bay Point are capped at \$124,000, \$75,000, and \$27,500 respectively; the District pays for any operating costs over and above the caps.

Capital costs for the design and construction of the DHHWCF (\$947,372.73 after the grant) are based on the number of housing units in each jurisdiction. Capital costs are amortized over a 15-year period with interest at 6% per annum. The facility expansion totaled \$415,168.87 after a \$300,000 grant. The original facility cost was combined with the expansion costs and the total is amortized over a 25-year period with interest at 6% per annum. The District is paying for the jurisdictions within its service area (Antioch, Pittsburg and Bay Point) and the remainder of the partners are paying their share.

Current DHHWCF Operation

The DHHWCF accepts the full range of HHW (excluding radioactive waste and explosives) and expanded its hours to Thursdays, Fridays, and Saturdays from 9:00 am to 4:00 pm. While the facility is only open to the public for seven hours, technicians typically work an eight-hour day to accomplish all set-up and closing functions. The District manages the program by providing oversight of the contractors who operate the facility and conducting all program administration duties including permitting, reporting, and contract administration.

Clean Earth currently holds the contract for Household Hazardous Waste Management Services at the DHHWCF. They are responsible for staffing the facility and handling a majority of the transportation and disposal of waste. Their contract currently expires on September 30, 2027.



Special Programs

Electronic Waste

On February 8, 2006, when it became illegal for residents and small businesses to throw electronic waste (e-waste) in the trash. The HHW partners decided to explore the acceptance of e-waste at the DHHWCF as an additional e-waste disposal option for East County residents and small businesses.

Because of the newness of e-waste recycling industry and the number of variables that can affect program costs, the partners initially decided to charge customers for e-waste expenses for which there is no other funding source. This would give the program a chance to understand the e-waste market and collect data that would be valuable in determining future impacts to the HHW budget.

The facility began accepting electronic waste (e-waste) on May 15, 2006. FY06/07 was the first full year of accepting e-waste. The pricing structure outlined in Table 1 was utilized to fund e-waste collection.

Table 1: E-waste Charges

Waste Category	Description	Electronic Waste Recycling and Disposal Charge (EWRDC)
1	CRT monitors & TVs, LCD monitors & TVs, laptop computers, plasma TVs	No Charge
2	Small computer peripherals, portable electronic equipment, telephones, answering machines, cameras	\$1.00 per Item
3	Ink jet printers (including inkjet based all-in-ones), VCRs, DVD players/recorders, stereo equipment (excluding receivers/amplifiers), computer speakers, scanners, UPS devices	\$2.00 per Item
4	CPUs, office fax machines, A/V receivers/amplifiers, desktop printers/copiers/combos & microwave ovens	\$5.00 per Item
5	Large copiers/high-volume printers	\$0.20 per Pound

As can be seen in Table 2 below, collection of e-waste has ranged from being cost negative to cost positive depending on the recycling market. With the recent increase in pricing from Clean Earth effective 1/1/23, the cost of e-waste recycling has significantly increased. The District went out to bid for separate e-waste management services and it is expected that e-waste expenses will shift to being cost neutral in FY24/25. Due to unforeseen delays, the e-waste contract was not in place until mid-October 2023 of the second quarter and there was a back log of e-waste in storage due to the anticipated lower disposal pricing.

Table 2: E-waste Collection and Cost Summary

	Pounds of CEDs Collected	Pounds of UWEDs Collected	Total Pounds of E-waste Collected	Recycling Revenue (Expense)
2006/07	94,123	54,148	148,270	(\$6,123.37)
2007/08	118,212	59,851	178,063	\$8,796.04
2008/09	152,347	113,954	266,301	\$32,474.14
2009/10	171,357	136,107	307,464	\$36,127.44
2010/11	174,773	143,392	318,165	\$36,316.17
2011/12	147,456	114,505	261,961	\$30,169.27
2012/13	138,757	92,793	231,550	\$32,009.97
2013/14	111,643	83,241	194,884	\$26,385.87
2014/15	134,771	92,568	227,339	\$31,082.72
2015/16	180,470	123,600	304,070	\$12,379.49
2016/17	166,761	125,906	292,667	\$8,999.61
2017/18	177,825	138,886	316,711	\$5,758.63
2018/19	166,007	168,243	334,250	(\$625.03)
2019/20	110,265	134,846	245,111	\$0.00
2020/21	159,416	211,111	370,527	\$0.00
2021/22	138,153	200,837	338,990	\$0.00
2022/23	131,984	153,353	285,337	(\$144,042.60)
2023/24	150,654	247,662	398,316	(\$137,923.19)

Sharps

With the implementation of California's product stewardship laws and regulations, the HHW Program has transitioned from a self-funded container exchange program to the statewide mail back program. Originally sharps containers were mailed to new customers and exchanged for full sharps containers when returned to the DHHWCF. The HHW Program paid for mailing containers, sharps containers, postage, and disposal. With the new stewardship program, citizens can request sharps containers be mailed directly to their homes and the full containers can be returned via mail or dropped off at the DHHWCF. For this reason, the HHW Program has less visibility as to the actual number of sharps disposed in the service area, which may be reflected in the disposal statistics, however all of the costs are now covered by sharps stewardship organizations. The pounds and costs associated with sharps collection is summarized in Table 3.

Table 3: Historical Sharps Collection and Costs

Fiscal Year	Pounds Disposed	Cost
2013/14	10,327	\$13,940.73
2014/15	12,354	\$28,505.52
2015/16	12,937	\$29,902.46
2016/17	10,172	\$30,594.66
2017/18	10,333	\$27,856.49
2018/19	9,362	\$31,941.33
2019/20	7,011	\$23,701.10
2020/21	10,896	\$18,261.74
2021/22	6,820	\$26,109.80
2022/23	7,989	\$31,674.35
2023/24	9,860	\$19,807.16
Total	10,327	\$282,295.34

Sharps/Pharmaceutical Retail Take Back

The District has partnered with local retail and non-profit establishments to collect sharps and pharmaceutical waste from residents. These take-back locations offer additional convenience to residents through increased collection locations and operating hours. Current take back partners include:

Sharps:

- Central RX Pharmacy in Brentwood (requested pick-ups)

Pharmaceuticals:

- Brighter Beginnings Family Health Clinic

Table 4 shows key sharps and pharmaceutical metrics from the HHW Program's retail collection partners. The District will be working to transition these sites to the statewide stewardship program.

Table 4: Sharps Retail Collection Partner Metrics

Location	Sharps (pounds)	Pharmaceuticals (pounds)	Disposal Costs
Central RX Pharmacy-Brentwood	723	0	\$1,564.00
Brighter Beginnings Family Health Clinic	0	24	\$151.00
Total	724	24	\$1,715.00

Fluorescent Bulbs

Since mercury is a Pollutant of Concern in the San Francisco Bay, in 2003 the Regional Water Quality Control Board (RWQCB) put in a permit requirement for the District to implement an Advanced Mercury Source Reduction Project. Although the requirement specifically addressed fluorescent bulbs, the District sought to promote the proper management and disposal of all mercury-containing products including, but not limited to, mercury thermometers, thermostats, batteries and other novelty items. The District used the DHHWCF as the collection point for the waste received.

The District initially collected 600 pounds of fluorescent bulbs during FY02/03. The permit requirement was to increase the collection to 3,000 pounds in FY05/06. The District initiated an aggressive multi-media outreach campaign and well exceeded the goal of 3,000 pounds. In the FY05/06 the District collected and recycled 12,503 pounds fluorescent bulbs.

While the permit requirement has been satisfied, the District continues to collect fluorescent bulbs and mercury containing devices at the DHHWCF. In 2006, the District expanded its collection locations by partnering with the Contra Costa Clean Water Program to conduct a pilot program for the take-back of fluorescent bulbs and two local Orchard Supply Hardware (OSH) stores. The pilot program was so successful that the District continued to partner with the OSH's to collect bulbs after the end of the pilot program. In mid-2007, three additional Ace Hardware stores were added to the partnership. Table 5 shows the pounds collected over the life of the program. To date, the program has removed and estimated 13.12 pounds of mercury from the waste stream.

Table 5: Historical Mercury Collection

Fiscal Year	Note	DHHWCF (pounds)	Retail Take-Back (pounds)	Total Bulbs (pounds)	Estimated Pounds of Mercury
2000/01	Historical	295		295	0.01
2001/02	Historical	259		259	0.01
2002/03	Baseline	592		592	0.03
2003/04	Campaign Year 1	1,033		1,033	0.05
2004/05	Campaign Year 2	2,648		2,648	0.12
2005/06	Campaign Year 3	8,789	3,714	12,503	0.55
2006/07	Post Campaign	13,049	4,262	17,311	0.76
2007/08	Post Campaign	15,029	4,640	19,669	0.87
2008/09	Post Campaign	9,759	5,466	15,225	0.67
2009/10	Post Campaign	9,331	2,514	11,845	0.52
2010/11	Post Campaign	15,862	1,952	17,814	0.78
2011/12	Post Campaign	16,293	1,732	18,025	0.79
2012/13	Post Campaign	11,387	2,194	13,581	0.60
2013/14	Post Campaign	14,901	1,810	16,711	0.74
2014/15	Post Campaign	12,311	1,566	13,877	0.61
2015/16	Post Campaign	16,676	2,155	18,831	0.83
2016/17	Post Campaign	14,840	3,712	18,552	0.82
2017/18	Post Campaign	13,481	3,140	16,621	0.73
2018/19	Post Campaign	14,501	2,671	17,172	0.76
2019/20	Post Campaign	12,303	3,043	15,346	0.68
2020/21	Post Campaign	15,700	4,930	20,630	0.91
2021/22	Post Campaign	13,481	655	14,136	0.62
2022/23	Post Campaign	13,805	1,665	15,470	0.68
2023/24	Post Campaign	11,441	1,412	12,853	0.57
	Total	257,766	53,233	298,146	13.12

Public Outreach

Table 6 summarizes the public outreach efforts for FY23/24.

Table 6: Public Outreach Expenses

Description	Circulation/ Quantity	Cost
General HHW Ad – Home and Garden Fall 2023 (9/23/23) ½ page ad, one week, all Brentwood Press papers	100,000+ readers/week	\$539.00
Special Event Ad – Brentwood Temp Event (10/6/23) ½ page ad, one week, all Brentwood Press papers	100,000+ readers/week	\$539.00
General HHW Ad – Home and Garden Spring 2024 (4/7/24) ½ page ad, one week, all Brentwood Press papers	100,000+ readers/week	\$539.00
Special Event Ad – Oakley Temp Event ½ page ad, one week, all Brentwood Press papers	100,000+ readers/week	\$629.00
General HHW Ad – Discovery Bay Temp Event ½ page ad, two weeks, all Brentwood Press papers	100,000+ readers/week	\$1,258.00
4Imprint – HHW Give-away items for community events. 6/4/24	144	\$559.86
HHW English Flyers-Restock Paper Tiger/Ready Print 6/10/24	5,000 flyers	\$1,529.92
Total		\$5,593.78

HHW Website

The public has access to general HHW facility, mercury, sharps, small business, and special event information at <https://www.deltadiablo.org/household-hazardous-waste>. Table 7 displays the number of requests for the main HHW page each month. Pageviews were significantly higher in FY20/21, most likely due to COVID-19 rules and air quality closure notifications that referred customers to our website for the current facility information.

Table 7: Historical Website Utilization

Mon	15/16 Pageviews	16/17 Pageviews	17/18 Pageviews	18/19 Pageviews	19/20 Pageviews	20/21 Pageviews	21/22 Pageviews	22/23 Pageviews	23/24 Pageviews
Jul	792	1,030	1,161	1,319	1,283	2,261	1,537	1,746	1,811
Aug	795	943	1,116	1,271	463	2,381	1,280	1,376	1,685
Sep	871	843	949	1,019	559	1,823	1,319	1,300	1,703
Oct	910	791	1,013	1,309	762	1,603	1,145	1,475	1,710
Nov	749	830	939	928	705	1,392	1,021	1,225	1,568
Dec	745	805	826	944	569	1,548	1,256	1,129	1,425
Jan	996	869	969	1,157	1,092	1,678	1,908	1,363	1,702
Feb	863	674	938	931	901	1,292	1,457	1,193	1,573
Mar	927	948	994	1,043	703	1,432	1,691	1,434	1,581
Apr	885	1,020	1,065	1,307	710	1,455	1,571	1,589	1,557
May	892	1,015	1,099	1,340	1,210	1,547	1,672	1,834	1,798
Jun	997	945	1,197	1,259	1,901	1,416	1,570	1,863	1,657
Total	10,422	10,713	12,236	13,827	10,858	19,828	17,427	17,527	19,770

Participation Summary

Vehicles by Jurisdiction

Figure 1 shows the distribution of vehicles per jurisdiction.

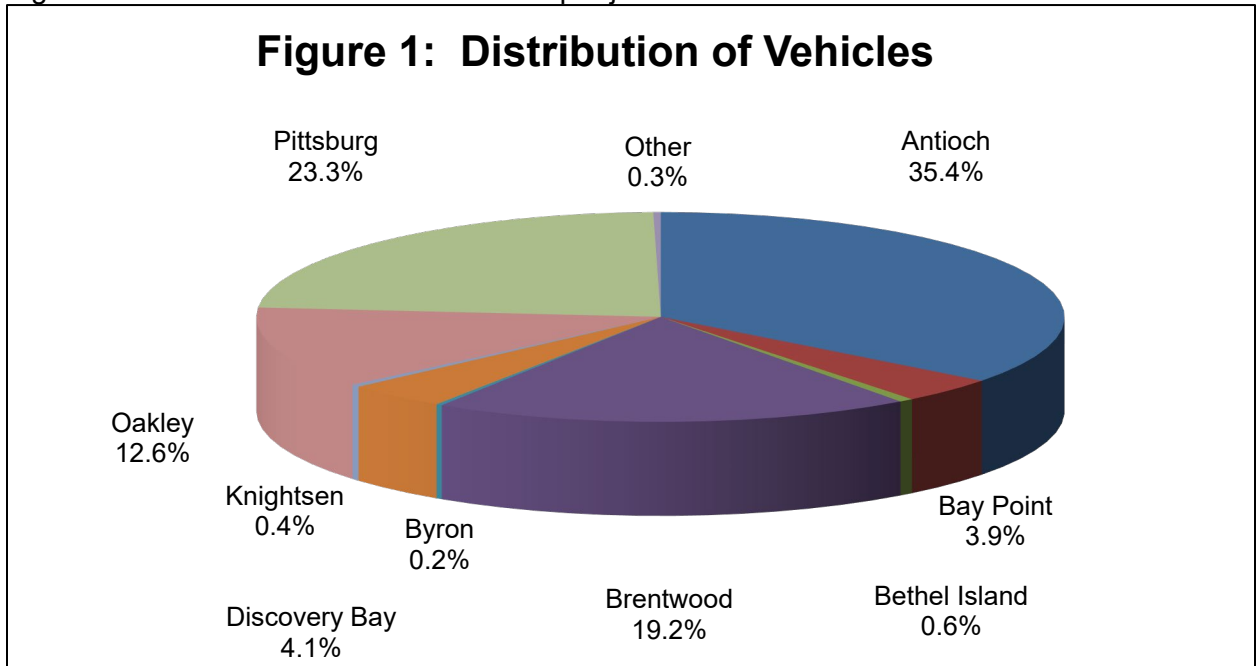
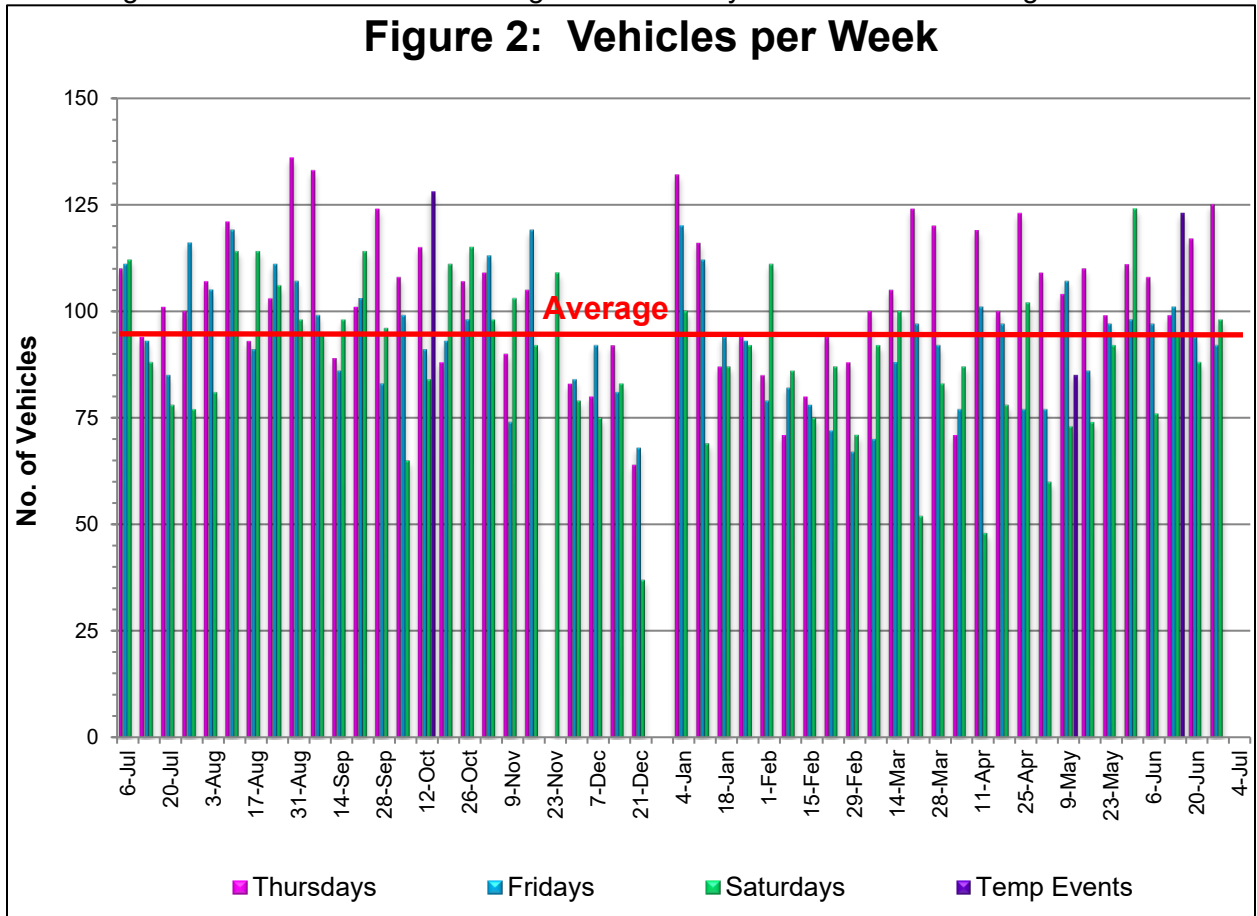


Table 8: HHW Program Participation

Jurisdiction	Q1	Q2	Q3	Q4	YTD	YTD%	HHW Total	E-waste Total	Grand Total
Antioch	1,502	1,090	1,282	1,351	5,225	35.41%	5,225	2,891	6,179
Brentwood	729	711	647	743	2,830	19.18%	2,830	1,636	3,322
County	325	276	320	434	1,355	9.18%	1,355	674	1,551
<i>Bay Point</i>	139	129	147	165	580	3.93%	580	260	657
<i>Bethel Island</i>	22	20	22	20	84	0.57%	84	45	102
<i>Byron</i>	6	8	10	12	36	0.24%	36	25	41
<i>Discovery Bay</i>	135	110	128	229	602	4.08%	602	321	690
<i>Knightsen</i>	23	9	13	8	53	0.36%	53	23	61
Oakley	490	389	464	523	1,866	12.65%	1,866	1,010	2,205
Pittsburg	1,027	750	821	837	3,435	23.28%	3,435	1,735	3,986
Other	6	16	11	11	44	0.30%	44	32	54
Total	4,079	3,232	3,545	3,899	14,755	100.00%	14,755	7,978	17,297

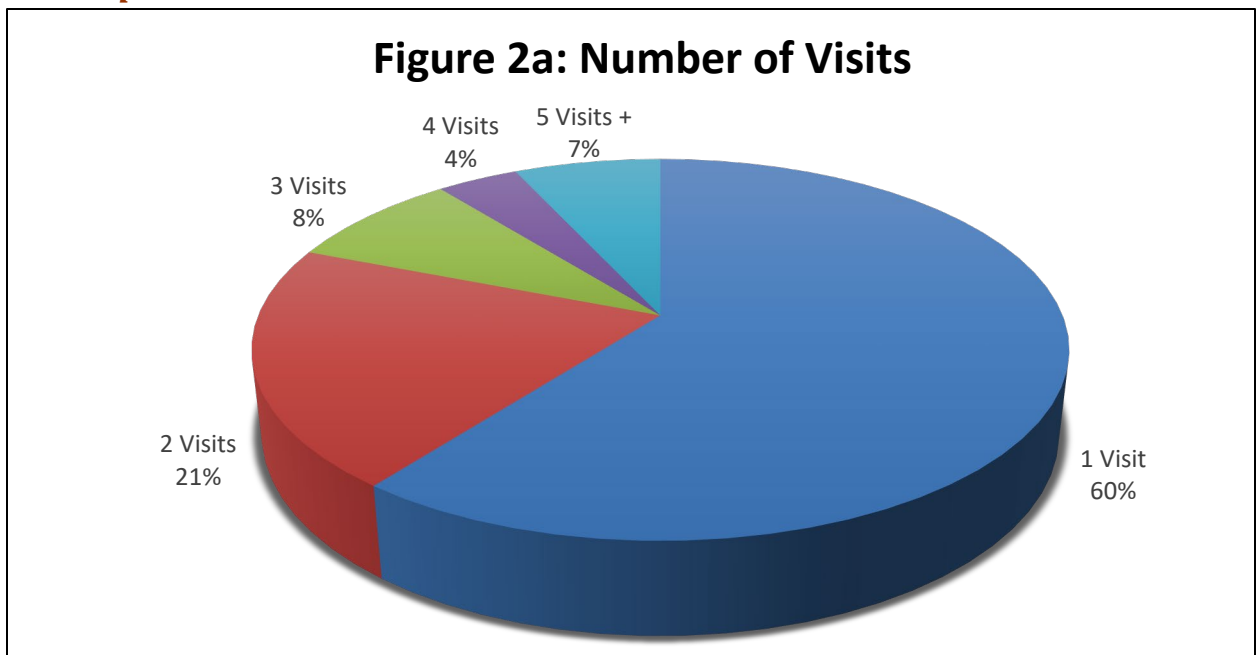
Vehicles by Week

Figure 2 shows the number of vehicles utilizing the facility per week. This count only includes vehicles that brought HHW. Customers who brought e-waste only are not included in Figures 2 or 2a.

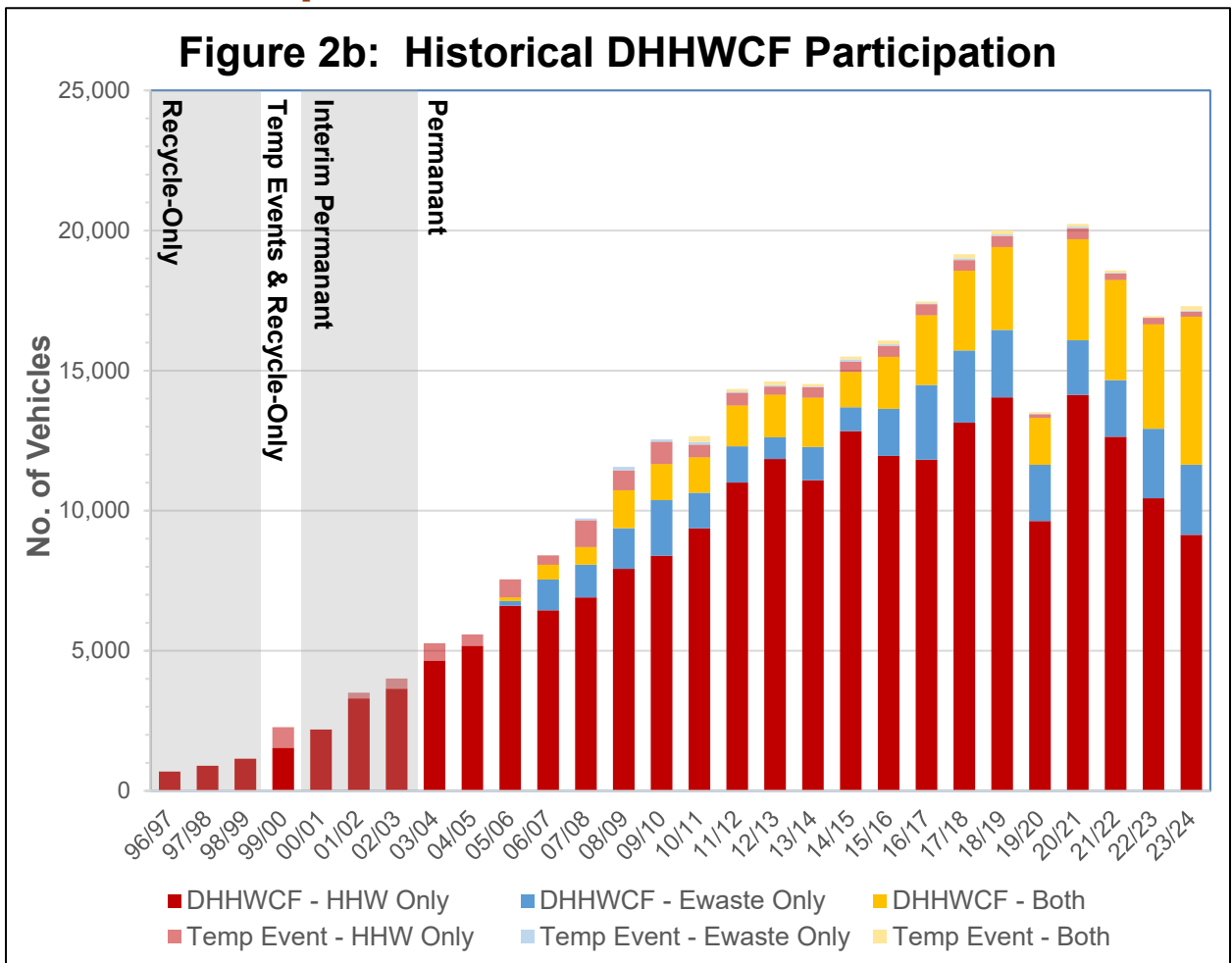


The average number of vehicles per week is 89 for Saturdays, 93 for Fridays, and 103 for Thursdays (HHW vehicles only, no e-waste)

Participation Statistics



Historical Participation



Collection Summary

Waste by Weight

Figure 3 shows the distribution of waste classes collected by weight.

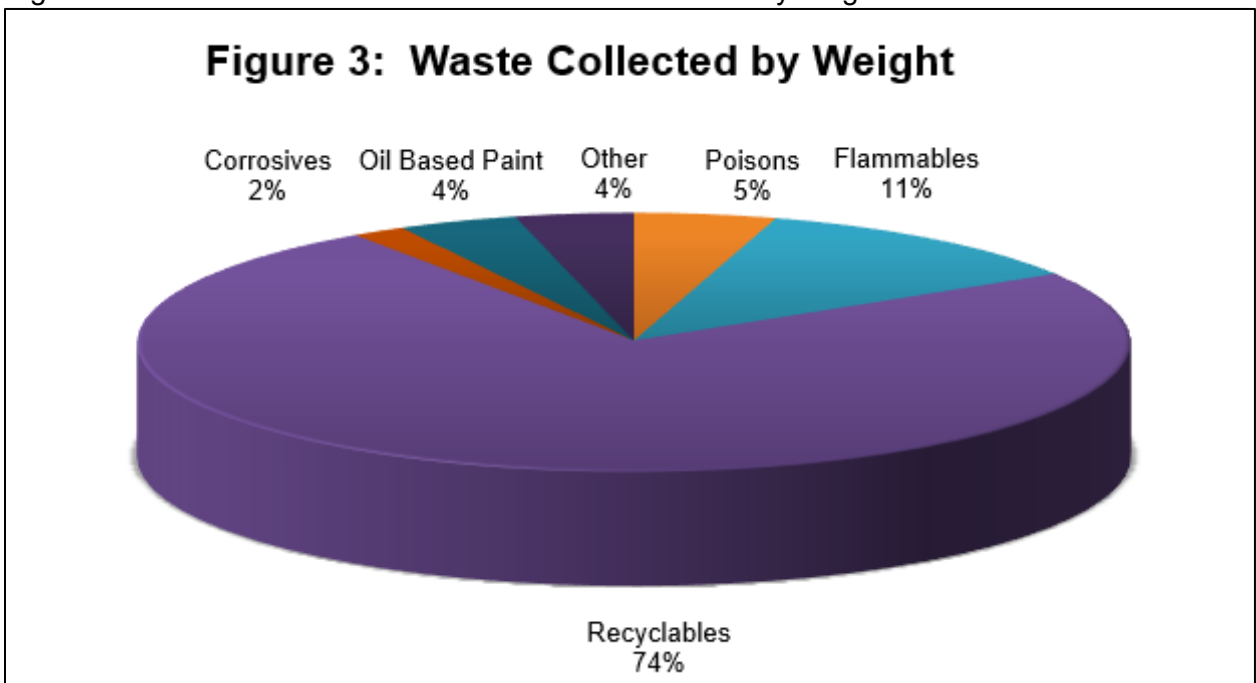


Table 9 summarizes the amount of hazardous waste collected through June 30, 2024, with the associated costs (transportation & disposal costs only, no associated labor or supplies). The pounds collected includes the weight of the container and packing material.

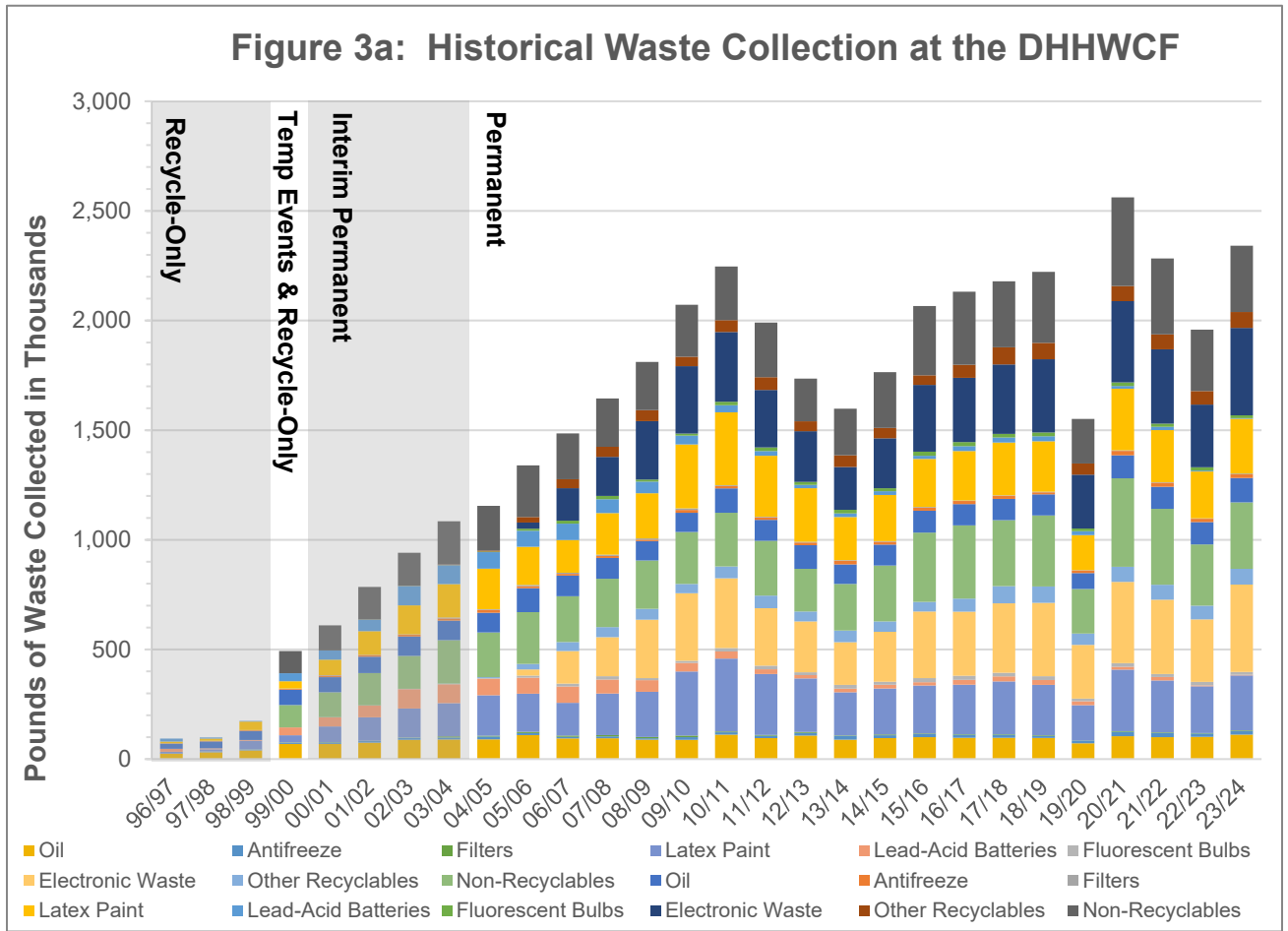
Table 9: HHW Program Waste Collection

Description	DHHWCF Pounds Collected	Temp Event Pounds Collected	CESQG Pounds Collected	Retail Pounds Collected	Reuse Pounds Distributed	Total Pounds Disposed	Total Pounds Collected	Total Cost
Reclaimables								
Antifreeze	15,640.0	1,147.0	384.0		132.0	16,787.0	16,919.0	\$6,076.00
Auto Type Batteries	2,533.0	556.0				3,089.0	3,089.0	\$2,224.08
Latex Paint	236,157.0	12,000.0	9,248.0		2,075.0	248,157.0	250,232.0	\$0.00
Motor Oil/Oil Products	108,545.0	2,488.0	1,061.0		210.0	111,033.0	111,243.0	\$54,831.00
Used Oil Filters	2,884.0	185.0	80.0			3,069.0	3,069.0	\$1,536.40
Subtotal	365,759.0	16,376.0	10,773.0	0.0	2,417.0	382,135.0	384,552.0	\$64,667.48
Universal Waste								
Hg Containing Devices	0.0	0.0				0.0	0.0	\$0.00
Hg Containing Waste (other)	38.0	0.0	1.0			38.0	38.0	\$1,600.00
Fluorescent Tubes/Bulbs	12,039.0	814.0	862.0	1,412.0		12,853.0	12,853.0	\$67,359.90
Rechargeable Batteries	5,591.0	982.0	552.0			6,573.0	6,573.0	\$5,282.30
Other Batteries	28,495.0	1,163.0	889.0	1,332.0		29,658.0	29,658.0	\$33,210.00
Covered Electronic Devices	150,654.0	5,183.0	13,520.0			150,654.0	150,654.0	\$6,505.05
UWEDs	247,662.0	6,778.0	11,357.0			247,662.0	247,662.0	\$131,418.14
Empty Aerosol Containers	0.0					0.0	0.0	\$0.00
Other Universal Waste	0.0	0.0				0.0	0.0	\$0.00
Subtotal	444,479.0	14,920.0	27,181.0	2,744.0	0.0	447,438.0	447,438.0	\$245,375.39
Other Waste								
Home-generated Sharps	9,860.0	0.0		723.0		9,860.0	9,860.0	\$19,807.16
Pharmaceutical Waste	4,763.0	0.0		24.0		4,763.0	4,763.0	\$11,778.00
Compressed Gas Cylinders	15,891.0	678.0				16,569.0	16,569.0	\$41,211.75
Treated Wood	0.0	0.0				0.0	0.0	\$0.00
Non-UW Aerosols	22,516.0	937.0	244.0		40.0	23,453.0	23,493.0	\$30,144.00
Empty Drums	387.0	0.0	48.0			387.0	387.0	\$582.00
Cooking Oil	19,125.0	0.0	701.0			19,125.0	19,125.0	\$0.00
Subtotal	72,542.0	1,615.0	993.0	747.0	40.0	74,157.0	74,197.0	\$103,522.91

Description	DHHWCF Pounds Collected	Temp Event Pounds Collected	CESQG Pounds Collected	Retail Pounds Collected	Reuse Pounds Distributed	Total Pounds Disposed	Total Pounds Collected	Total Cost
Non-Reclaimables								
Flammable Liquid/Solid	94,900.0	5,631.0	4,337.0		997.0	100,531.0	101,528.0	\$128,625.00
Bulked Flammable Liquids	34,375.0	0.0				34,375.0	34,375.0	\$22,161.00
Oil-based Paints	42,346.0	3,471.0	439.0		202.0	45,817.0	46,019.0	\$0.00
Poisons	50,994.00	3,068.0	958.0		557.0	54,062.0	54,619.0	\$73,702.00
Reactive and Explosive	51.0	11.0				62.0	62.0	\$1,074.00
Acids	6,616.0	789.0	14.0		367.0	7,405.0	7,772.0	\$13,689.00
Bases	11,111.0	832.0	47.0		821.0	11,943.0	12,764.0	\$20,498.00
Oxidizers	3,298.0	493.0	93.0		441.0	3,791.0	4,232.0	\$9,616.80
PCB-containing Paint	0.0	0.0				0.0	0.0	\$0.00
Other PCB Waste	3,063.0	88.0				3,151.0	3,151.0	\$9,390.00
Asbestos	0.0	0.0				0.0	0.0	\$0.00
Subtotal	246,754.0	14,383.0	5,888.0	0.0	3,385.0	261,137.0	264,522.0	\$278,755.80
CESQG Revenue								(\$2,056.52)
Electronic Manifest Fees								\$2,650.00
Total	1,129,534.0	47,294.0	44,835.0	3,491.0	5,842.0	1,164,867.0	1,170,709.0	\$692,915.06

The average pounds of waste collected per vehicle was 52 pounds without e-waste and 68 pounds with e-waste (FY-To-Date).

Historical Waste Collection



Cost Summary

Waste by Cost

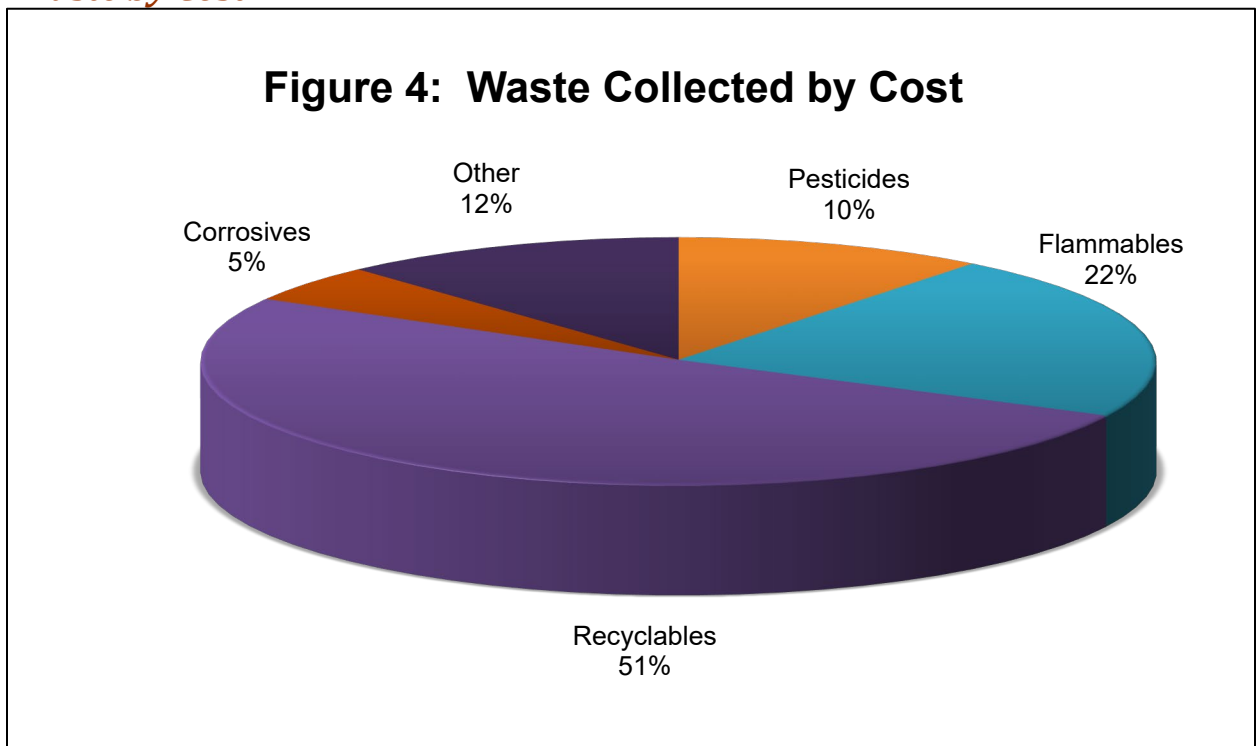


Table 10: HHW Program Budget and Expenses

	Budget	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	YTD	% Rem.
District Salaries & Benefits	\$275,231.00	\$65,798.39	\$64,665.30	\$63,150.61	\$66,784.21	\$260,398.51	5.39%
Transportation & Disposal	\$570,682.00	\$250,138.83	\$159,955.98	\$120,488.48	\$162,331.77	\$692,915.06	-21.42%
Temp Events	\$20,403.00	\$0.00	\$5,764.00	\$0.00	\$11,528.00	\$17,292.00	15.25%
Contract Labor	\$255,460.00	\$54,799.50	\$48,146.00	\$55,261.50	\$54,824.00	\$213,031.00	16.61%
PR/Outreach	\$11,151.00	\$539.00	\$750.16	\$0.00	\$4,515.48	\$5,804.64	47.95%
Utilities	\$45,925.00	\$11,722.56	\$11,722.66	\$12,254.92	\$12,267.19	\$47,967.33	-4.45%
Maintenance & Repairs	\$15,112.00	\$2,548.04	\$2,385.00	\$2,385.00	\$2,385.00	\$9,703.04	35.79%
Materials & Supplies	\$8,430.00	\$155.69	\$117.13	\$0.00	\$39.78	\$312.60	96.29%
Other Costs	\$12,435.00	\$1,697.20	\$0.00	\$1,054.00	\$275.00	\$3,026.20	75.66%
Total	\$1,214,829.00	\$387,399.21	\$293,506.23	\$254,594.51	\$314,950.43	\$1,250,450.38	-2.93%

Table 11: HHW Program Prior Fiscal Year Comparison

	Budget 23/24	Actual 22/23	Actual 23/24	% Budget Remaining	Explanation
Admin Costs	\$275,231	\$228,619	\$260,399	5.39%	
T&D	\$570,682	\$567,866	\$692,915	(21.42%)	Significant rate increases from Clean Earth effective 1/1/23 (especially for incineration and e-waste)
Temp. Events	\$20,403	\$19,248	\$17,292	15.25%	
Contract Labor	\$255,460	\$210,228	\$213,031	16.61%	
PR	\$11,151	\$5,076	\$5,805	47.94%	
Utilities	\$45,925	\$44,903	\$47,967	(4.45%)	Due to a 6% price increase for trash/recyclables at the beginning Q3. Extra service pickups were briefly required due to a surge in residential participation.
Maintenance	\$15,112	\$9,694	\$9,703	35.79%	
Materials & Supplies	\$8,430	\$697	\$313	96.29%	
Other	\$12,435	\$1,304	\$3,026	75.67%	
Total w/E-waste	\$1,214,829	\$1,087,634	\$1,250,450	(2.93%)	Switched to a new e-waste contractor in the 2 nd quarter.
Total w/o E-waste	\$1,214,829	\$943,591	\$1,112,527	8.42%	
With E-waste					
Pounds		979,173	1,170,709		
# Cars		16,940	17,297		
Cost/Car		\$64.21	\$72.00		
Lbs/Car		58	68		
Without E-waste					
Pounds		693,836	772,393		
# Cars		14,446	14,755		
Cost/Car		\$65.32	\$75.40		
Lbs/Car		50.0	48		

Operating costs are split between the cities and the County according to the usage from each area.

Table 12: HHW Program Partner Cost Distribution

Entity	Budget Allocation	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	YTD	% Rem.
Antioch	\$124,000.00	\$124,000.00	\$0.00	\$0.00	\$0.00	\$124,000.00	0.00%
Pittsburg	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	0.00%
Brentwood	\$214,838.80	\$69,236.09	\$64,567.74	\$46,466.19	\$60,017.48	\$240,287.50	-12.00%
County	\$129,788.60	\$30,866.56	\$25,064.26	\$15,008.28	\$21,729.08	\$92,668.18	28.60%
District	\$530,459.95	\$41,759.27	\$168,548.14	\$159,796.53	\$190,957.38	\$561,061.32	-5.77%
Oakley	\$141,041.65	\$35,326.09	\$35,326.09	\$33,323.51	\$42,246.49	\$157,433.38	-11.62%
Total	\$1,214,829.00	\$387,399.21	\$293,506.23	\$254,594.51	\$314,950.43	\$1,250,450.38	-2.93%

The average cost per vehicle comes to \$72 per vehicle. This price includes labor, supplies, other services, and transportation and disposal (with e-waste).

Historical Costs

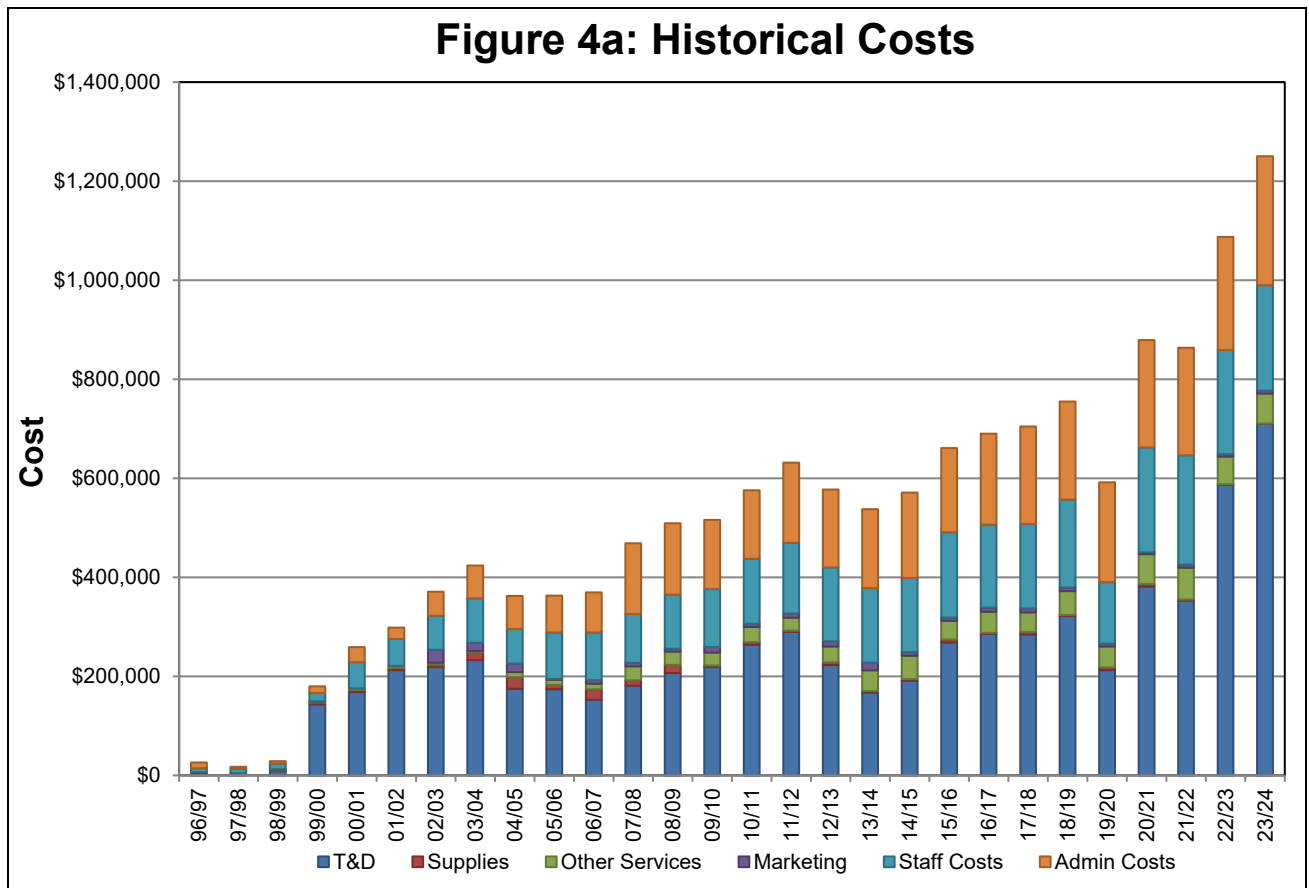
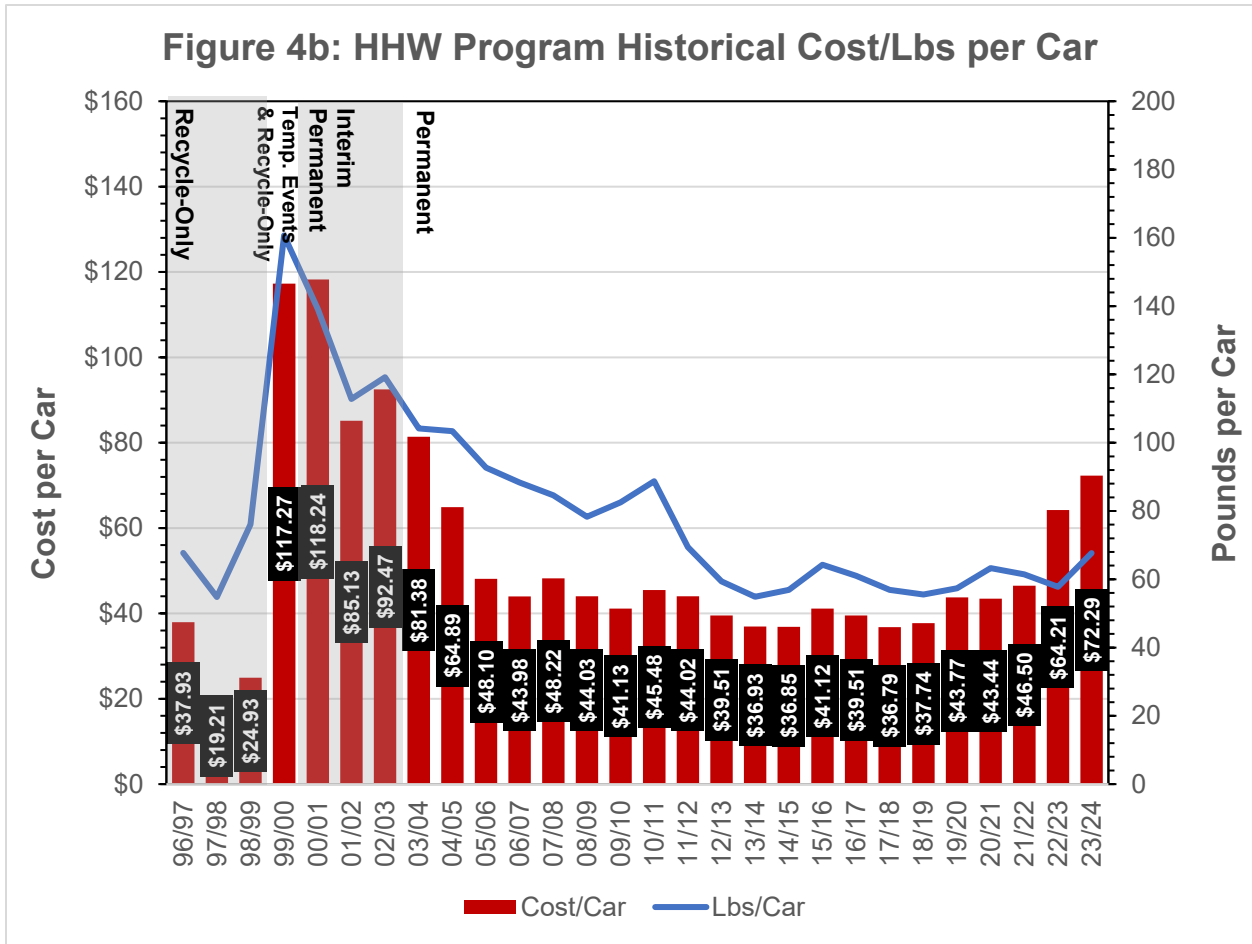


Figure 4b: HHW Program Historical Cost/Lbs per Car



Temporary Collection Events

Table 13 summarizes the temporary collection events for FY23/24:

Table 13: Temporary Collection Event Summary

Event Location EPA ID	Date	# Vehicles (prior year vehicles)	Pounds Collected	Cost
Brentwood – Transfer Station CAH 111 001 407	10/14/23	145 (162)	23,473	\$23,600.99
Oakley – Oakley City Hall Parking Lot CAH 111 001 131	05/11/24	93 (47)	9,806	\$14,449.99
Far East – Discovery Bay Elem. School CAH 111 001 174	06/15/24	134 (78)	14,015	\$18,155.85
Total		372 (287)	47,294	\$56,208.83

https://deltadiablo889.sharepoint.com/sites/Eng/Shared Documents/Household Hazardous Waste/2023_24/2023_24_Year-End Report_docx

RECEIVE ANNUAL REPORT ON COLLECTION OF FY23/24 CAPITAL FACILITIES CAPACITY CHARGES

Recommendation

Receive annual report on Capital Facilities Capacity Charges (CFCCs) collected for Fiscal Year 2023/2024 (FY23/24).

Background Information

In 1987, the California State Legislature passed Assembly Bill 1600 (AB 1600), adding Section 66000, et seq., to the California Government Code (GC), collectively known as the Mitigation Fee Act. GC Section 66013 guides fees imposed for sewer connections to a public sewer system (i.e., “capacity charges”). In compliance with GC Section 66013(c), the District accounts for all CFCCs in a separate capital facilities fees fund to avoid blending with other monies of the District. GC Section 66013(d) requires the District to make certain information available to the public within 180 days after the close of each fiscal year.

The District collects CFCCs for new connections to its wastewater system. CFCCs fund the Wastewater Expansion Fund, which is used to pay for capital costs in two categories:

- A buy-in component designed to recover capital costs from new developments for the proportionate share of existing facilities to provide services to existing and future customers.
- An expansion component based on projected costs of planned facilities needed to serve current and future customers.

Analysis

In FY23/24, CFCC revenue totaled \$2,226,589 from 455 new equivalent residential units (ERUs), which was \$165,411 lower than the budgeted estimate of \$2,392,000. In FY22/23, CFCC revenue of \$4,181,144 was collected based on 861 ERUs. Temporary connections for special discharges subject to capacity rental charges generated additional revenue of \$20,213 in FY23/24. A summary of ERUs, CFCCs, and capacity rental by community/zone is provided in the table below, which does not include any ERUs related to temporary connections.

ERUs, CFCCs, and Capacity Rental by Community/Zone in FY23/24

Community/Zone	Total ERUs	Total CFCCs	Capacity Rental	Total Revenue
Bay Point - Zone 1*	0	\$(901)	\$0	\$(901)
Pittsburg - Zone 2	95	413,093	20,213	433,306
Antioch - Zone 3	360	1,814,397	0	1,814,397
Totals	455	\$2,226,589	\$20,213	\$2,246,802

*Refunds paid exceeded CFCC revenue collected in FY23/24

The breakdown of ERUs by residential, commercial, and industrial connections by zone for the past three fiscal years, which averaged 673 ERUs (refer to Attachment 1). In FY23/24, FY22/23, and FY21/22, there were 393, 716, and 687, total residential connections, respectively. In FY23/24, FY22/23, and FY21/22, there were 62, 145, and 16 commercial connections, respectively. There have

Prepared By:	Anika Lyons, Finance Manager	Attachments	
Reviewed By:	Nitish Sharma, Business Services Director	<input type="checkbox"/> None	<input type="checkbox"/> Scope/Budget
Approved By:	Vince De Lange, General Manager	<input type="checkbox"/> Resolution	<input type="checkbox"/> Contract
File No.	BRD.01-ACTS	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> As Listed

been no industrial connections to report over the past three years. Staff will continue to monitor growth in the service area and make necessary recommendations to the current annual growth assumption of 400 ERUs as part of future long-term financial planning and budget development processes.

In FY23/24, total cash payments from the WW Expansion Fund were approximately \$0.4 million, which included approximately \$0.2 million in capital project expenditures, \$0.1 million in capacity fee refunds, and approximately \$0.1 million for debt service.

As required by AB 1600, the District made an Annual CFCC Report (refer to Attachment 2) available to the public via its website on October 9, 2024.

Financial Impact

CFCC revenue of \$2.2 million collected in FY23/24 was used to support the Wastewater Program's growth-related expenses of \$0.3 million. At the end of FY23/24, the net balance in the WW Expansion Fund was \$15.7 million (after accounting for long-term debt obligations).

Attachments

- 1) Three-Year CFCC Collection Report
- 2) FY23/24 CFCC Annual Report

3-Year Capital Facilities Capacity Charge (CFCC) Collection Report

Zone	Residential Summary					
	FY23/24		FY22/23		FY21/22	
	ERU	Amount	ERU	Amount	ERU	Amount
Zone 1 (BP)	(0.4)	\$ (900.83)	120.2	\$ 473,789.88	13.0	\$ 51,220.00
Zone 2 (P)	36.0	156,888.00	196.0	854,168.00	165.0	67,984.80
Zone 3 (A)	357.0	1,796,781.00	400.0	2,013,200.00	509.0	2,561,797.00
	392.6	\$ 1,952,768.17	716.2	\$ 3,341,157.88	687.0	\$ 2,681,001.80

Zone	Non-Residential Summary					
	FY23/24		FY22/23		FY21/22	
	ERU	Amount	ERU	Amount	ERU	Amount
Zone 1 (BP)	-	\$ -	11.4	\$ 44,916.00	14.5	\$ 57,130.00
Zone 2 (P)	59.1	256,205.08	130.3	567,629.50	-	-
Zone 3 (A)	3.5	17,615.50	2.8	14,092.40	1.0	6,039.60
	62.6	\$ 273,820.58	144.5	\$ 626,637.90	15.5	\$ 63,169.60

Zone	Summary Total					
	FY23/24		FY22/23		FY21/22	
	ERU	Amount	ERU	Amount	ERU	Amount
Zone 1 (BP)	(0.4)	\$ (900.83)	131.6	\$ 518,705.88	27.5	\$ 108,350.00
Zone 2 (P)	95.1	413,093.08	326.3	1,421,797.50	165.0	67,984.80
Zone 3 (A)	360.5	1,814,396.50	402.8	2,027,292.40	510.0	2,567,836.60
	455.2	\$ 2,226,588.75	860.7	\$ 3,967,795.78	702.5	\$ 2,744,171.40

A = Antioch

BP = Bay Point

ERU = equivalent residential unit

P = Pittsburg



Delta Diablo

FY23/24 Capital Facilities Capacity Charges

Annual Report for Compliance with
Assembly Bill 1600

October 9, 2024

Background

Delta Diablo (District) collects Capital Facilities Capacity Charges (CFCCs) for new connections to its wastewater system. In 1987, the California State Legislature passed Assembly Bill 1600 (AB 1600), adding Section 66000, et seq., to the California Government Code (GC), collectively known as the Mitigation Fee Act. GC Section 66013 guides fees imposed for sewer connections to a public sewer system or capacity charges. In compliance with GC Section 66013(c), the District accounts for all CFCCs in a separate fund to avoid blending with other District funds.

Reporting Requirements

GC Section 66013(d) requires a local agency to make available to the public, within 180 days after the last day of the fiscal year, the following information for that fiscal year:

1. A description of the charges deposited in the fund.
2. The beginning and ending balance of the fund and the interest earned from the investment amounts of money in the fund.
3. The amount of CFCC revenues charged in that fiscal year.
4. An identification of the following:
 - a. Each public improvement on which charges were expended and the amount of the expenditure for each improvement, including the percentage of the total cost of the public improvement that was funded with those charges if more than one source of funding was used.
 - b. Each public improvement on which charges were expended that was completed during that fiscal year.
5. The amount of each interfund transfer or loan made from the capital facilities fund. In case of an interfund transfer, the information provided shall identify the public improvements on which the transferred amounts of money are, or will be, expended. In the case of an interfund loan, the information shall include the date on which the loan will be repaid and the rate of interest the fund will receive.

Analysis

CFCCs are a one-time, non-discriminatory charge imposed when a structure is connected to the District's system, directly or indirectly, or an existing structure or category of use is expanded or increased. The charge is to pay for District facilities in existence at the time the charge is imposed or new facilities to be constructed in the future that benefit the property being charged.

Revenues derived from CFCCs are used to fund costs associated with acquisition, construction, and reconstruction of the District's wastewater collection, conveyance, treatment, and disposal facilities; repay principal and interest on debt instruments; or repay federal or state loans for construction and reconstruction of sewerage facilities, including administration costs and provisions for necessary reserves.

Table 1 summarizes Wastewater Expansion Fund financial activity for FY23/24, while Table 2 highlights the planned Wastewater Expansion Fund budget expenditures for FY24/25.

Table 1. Wastewater Expansion Fund: Annual Financial Report

Beginning Fund Balance - July 1, 2023 **\$ 12,898,210 ***

Revenues

CFCCs Collected, net refunds of \$98,658 \$ 2,226,588

Capacity Rental Fees Collected \$ 20,213

Property Taxes \$ 513,848

Interest Income \$ 336,663

Total Revenue **\$ 3,097,312**

Expenditures

14116 Pittsburg Force Main Improvements (principal/interest payments) \$ 127,343 **

22126 Secondary Process Improvements \$ 168,408

Total WW Expansion Fund Expenditures **\$ 295,751**

Ending Fund Balance - June 30, 2024 **\$ 15,699,771**

Notes

* The beginning/ending fund balance is reported as the working capital available for capital expenditures.

** The project was completed in FY17/18; current expenditures relate to loan debt service.

Table 2. CFCC Budgeted Wastewater Expansion Fund for FY24/25

CIP Project #/Name	FY24/25 Budget	%Funded by WW Expansion Revenue	%Funded by Other Revenue	Total WW Expansion	Total Other Revenue
20121 Antioch Pump Station and Conveyance System Improvements	\$1,300,000	20%	80%	\$260,000	\$1,040,000
22126 Secondary Process Improvements	6,000,000	13%	87%	780,000	5,220,000
	\$7,300,000			\$1,040,000	\$6,260,000

ADOPT RESOLUTION APPROVING AMENDMENT TO DISTRICT CONFLICT OF INTEREST CODE AND DIRECT STAFF TO TRANSMIT CODE TO CONTRA COSTA COUNTY CLERK OF BOARD OF SUPERVISORS

Recommendation

Adopt a resolution approving an amendment to the District’s Conflict of Interest Code (Code) and direct staff to transmit the amended Code to the Contra Costa County Clerk of the Board of Supervisors for review and approval.

Background Information

The Political Reform Act, Government Code Sections 81000, et seq., requires every state and local governmental agency to review its Conflict of Interest Code at least biennially to ensure compliance with current law. The 2024 review must be completed and submitted to the Contra Costa County Clerk of the Board of Supervisors by December 27, 2024.

Analysis

Staff and District Counsel reviewed the current Code (adopted in 2022) and identified that the new Software Developer job classification needs to be added to the list of Designated Positions in Exhibit A of the Code.

Financial Impact

None.

Attachments

- 1) Proposed Resolution Amending Conflict of Interest Code
- 2) Local Agency Biennial Notice Form

Prepared By:	Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board	Attachments	
Reviewed By:	Vince De Lange, General Manager	<input type="checkbox"/> None	<input type="checkbox"/> Scope/Budget
Approved By:	Vince De Lange, General Manager	<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Contract
File No.	BRD.01-ACTS	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Listed Above

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

(a California Special District)

RESOLUTION NO. 10/2024

MATTER: Approving Amendment to the District's Conflict of Interest Code

The BOARD OF DIRECTORS OF DELTA DIABLO HAS DETERMINED THAT:

WHEREAS, the Political Reform Act (Government Code Section 81000, et. seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation (California Code of Regulations, Title 2, § 18730) that contains the terms of a standard conflict of interest code, and after public notice and hearing that regulation may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act; and

WHEREAS, in July 2022, the Board amended the District's Conflict of Interest Code to incorporate the terms of California Code of Regulations, Title 2, § 18730 and any amendments to it, duly adopted by the Fair Political Practices Commission; and

WHEREAS, in accordance with the provisions of the Act, the District is required to review its Conflict of Interest Code each even numbered year, and to submit any amendments to the Board of Supervisors of Contra Costa County, the Code reviewing body.

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

1. To ensure the Conflict of Interest Code reflects the current organizational structure of the District, approves the proposed amendments to the Conflict of Interest Code, as attached hereto.
2. Staff shall transmit this amended Code to the Contra Costa County Clerk of the Board of Supervisors for review and approval.
3. The amended Conflict of Interest Code shall become effective upon approval by the Code reviewing body.

PASSED AND ADOPTED on October 9, 2024, by the following vote:

AYES:

ABSENT:

NOES:

ABSTAIN:

I DO HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution adopted by the Board of Directors of Delta Diablo on October 9, 2024.

ATTEST:

Juan Banales
Board Secretary

DELTA DIABLO
CONFLICT OF INTEREST CODE
(Incorporating Fair Political Practices
Commission Model Code)

Adopted October 9, 2024

Secretary to the Board of Directors

Resolution No. 10/2024

**DELTA DIABLO
CONFLICT OF INTEREST CODE**

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Section 2. Where Statements are Filed	1
Exhibit A – Designated Positions	2
Exhibit B – Disclosure Categories	4

**DELTA DIABLO
CONFLICT OF INTEREST CODE**

1. Incorporation of State Model Code by Reference

The Political Reform Act (Government Code § 81000, et. seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (California Code of Regulations, title 2, § 18730) that contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of California Code of Regulations, title 2, § 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Exhibits A and B designating officials and employees and establishing disclosure categories, shall constitute the Delta Diablo Conflict of Interest Code.

2. Where Statements are to be Filed

Persons holding designated positions shall file disclosure statements with the Office Manager/Secretary to the Board. The Office Manager/Secretary to the Board shall retain custody of the statements in accordance with 2 Cal. Code of Regs. Section 18115 and make the statements available for public inspection and reproduction. In the case of the General Manager, Members of the Board of Directors, the Business Services Director, and the Finance Manager, the Office Manager/Secretary to the Board shall make and retain a copy of the disclosure statement and forward the originals to the Contra Costa County Clerk of the Board.

Delta Diablo
Conflict of Interest Code
EXHIBIT A - DESIGNATED POSITIONS

DESIGNATED POSITIONS	DISCLOSURE CATEGORY
Board of Directors ¹	1
Business Services Director ²	1
Construction Inspector	1
Consultants ³	1
Deputy General Manager	1
District Counsel	1
Engineering Services Director/District Engineer	1
Environmental Compliance Specialist I & II	1
Environmental Programs Manager	1
Finance Manager ²	1
General Manager	1
Human Resources and Risk Manager	1
Information Technology Manager	1
Laboratory Manager	1
Maintenance Manager	1
Maintenance Supervisor	1
Office Manager/Secretary to the Board	1
Operations Manager	1
Operations Supervisor	1
Purchasing Supervisor	1
Recycled Water Program Coordinator	1
Resource Recovery Services Director	1
Safety Manager	1
Senior Accountant	1
Senior Engineer	1
Software Developer	1

¹ The members of the Board of Directors may include Chair of the Board of Supervisors and the designated alternate, Mayor or Council Representative of the City of Antioch and the designated alternate, and Mayor or Council Representative of the City of Pittsburg and the designated alternate

² Other Public Officials who Manage Public Investments - these positions are not designated by the Code but file a broad statement of economic disclosure pursuant to Government Code Section 87200: Business Services Director and Finance Manager

³ Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The General Manager may determine in writing that a particular consultant, although a designated position, is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest code.

Delta Diablo
Conflict of Interest Code

EXHIBIT B - DISCLOSURE CATEGORIES

Designated Employees in Group 1 must report:

Investments in any business entity, interests in real property; income and gifts from any source; and status as a director, officer, partner, trustee, employee, or holder of any position of management in any business entity. Financial interests are reportable only if located within the District; or if the business entity is doing business or planning to do business in the District (and such plans are known by the designated employee); or has done business within the District at any time during the two-year period prior to the filing of the statement.

Designated Employees in Group 2 must report:

Investments in any business entity, income and gifts from any source and status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity, which, within the last two years has contracted, or that it is foreseeable that in the future they may contract with the District to provide services, supplies, materials, machinery or equipment.

Designated Employees in Group 3 must report:

Investments in any business entity, income and gifts from any source and status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity which, within the last two years, had contracted or that it is foreseeable that in the future they may contract with Delta Diablo to provide services, supplies, materials, machinery or equipment which are related to one of the following areas:

- A. District Buildings - Maintenance
- B. District Buildings - Construction
- C. District Grounds - Maintenance
- D. Sewer Facility Maintenance
- E. Sewer Facility Construction
- F. Sanitation & Water Supply
- G. Office Supplies & Equipment
- H. Motor Vehicles
- I. Motor Vehicle Parts
- J. Petroleum Products
- K. Landscaping
- L. Electronic Equipment: telephone equipment; computers; instrumentation equipment; including all associated software.
- M. Professional and Other Services including accounting; auditing; banking; engineering; investment and/or legal services.
- N. Any business located in the Delta Diablo service area.

2024 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that *(check one BOX)*:

An amendment is required. The following amendments are necessary:

(Check all that apply.)

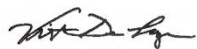
- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other *(describe)* _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

09/24/2024

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2024**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

RECEIVE FY23/24 REPORT ON SURPLUS DISTRICT PROPERTY

Recommendation

Receive FY23/24 Report on District Surplus Property.

Background Information

On January 14, 2009, the Board adopted “Administrative Handbook Policy No. 3070 – Surplus,” authorizing the General Manager or his designee to approve District property items deemed unsuitable or unnecessary for District purposes as surplus assets and dispose of these assets with the goal of maximizing surplus revenues in a manner that protects the best interests of the District, meets all statutes and regulations, and reflects a high level of environmental stewardship. In addition, the Policy directs staff to provide an annual report to the Board, which lists all assets disposed of in the previous fiscal year, the method of disposal, and the amount received (if any) for each item.

Analysis

In FY23/24, surplus assets including IT equipment, office equipment, and mechanical equipment were auctioned off through Public Surplus, which is an online auction service that serves public entities and sold to a scrap metal company. Assets that did not receive a bid through Public Surplus were disposed at the District’s Delta Household Hazardous Waste Collection Facility. The FY23/24 Surplus Assets Disposal Report (refer to attachment) provides additional detail on the disposal of these items.

Financial Impact

Net proceeds from surplus disposal activities in FY23/24 totaled \$227.80, which was deposited into the Wastewater O&M Fund.

Attachment

FY23/24 Surplus Assets Disposal Report

Prepared By:	Judy Phan, Purchasing Supervisor	Attachments	
Reviewed By:	Nitish Sharma, Business Services Director	<input type="checkbox"/> None	<input type="checkbox"/> Scope/Budget
Approved By:	Vince De Lange, General Manager	<input type="checkbox"/> Resolution	<input type="checkbox"/> Contract
File No.	BRD.01-ACTS	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> As Listed

SURPLUS ASSETS DISPOSAL REPORT FISCAL YEAR 2023/2024								
ID	DATE	ITEM DESCRIPTION	MODEL OR SERIAL NUMBER	No. of Bids	TOTAL CUSTOMER PAYMENT	TAX	COMMISSION	DISTRICT NET PROCEEDS (Total Customer Payment less Commission)
Disposals by Direct Sales (Public Surplus)								
N/A	10/25/2023	FISH TANK	N/A	1	\$11.86	\$0.81	\$1.05	\$10.00
SUBTOTAL								\$10.00
Disposals by Direct Sales (Scrap Metal Company)								
N/A	8/5/2021	MOTORS AND CHECK VALVE	N/A	N/A	\$217.80	\$0.00	\$0.00	\$217.80
SUBTOTAL								\$217.80
Disposals by HHW Collection Facility								
N/A	11/30/2023	MOTOR - 1F646A	N/A	0	\$0.00	\$0.00	\$0.00	\$0.00
N/A	11/30/2023	MOTOR - 1F646A	N/A	0	\$0.00	\$0.00	\$0.00	\$0.00
N/A	11/30/2023	DRIVE UNIT - NORD 572.1FN18TC	N/A	0	\$0.00	\$0.00	\$0.00	\$0.00
101840	11/30/2023	MOTOR - 50HP 5K326CN6005P	101840	0	\$0.00	\$0.00	\$0.00	\$0.00
N/A	11/30/2023	DRIVE UNIT - WILLSMITH 8MCTDW	N/A	0	\$0.00	\$0.00	\$0.00	\$0.00
E622	11/30/2023	MOTOR - MARATHON #E622 25 HP	E622	0	\$0.00	\$0.00	\$0.00	\$0.00
M2402T	11/30/2023	MOTOR - BALDOR 10 HP	M2402T	0	\$0.00	\$0.00	\$0.00	\$0.00
1P66TEFC	11/30/2023	MOTOR - 5 HP DRE100LC4FGDH	1P66TEFC	0	\$0.00	\$0.00	\$0.00	\$0.00
N/A	10/25/2023	BUCKETS	N/A	0	\$0.00	\$0.00	\$0.00	\$0.00
N/A	8/22/2023	CHECK VALVE 6" SERIES 39 BROWN	N/A	0	\$0.00	\$0.00	\$0.00	\$0.00
1101318	8/22/2023	CHECK VALVE 6" SERIES 39 RED	1101318	0	\$0.00	\$0.00	\$0.00	\$0.00
N/A	8/22/2023	BUTTERFLY VALVE - DEZURIK	N/A	0	\$0.00	\$0.00	\$0.00	\$0.00
N/A	8/22/2023	BUTTERFLY VALVE - DEZURIK	N/A	0	\$0.00	\$0.00	\$0.00	\$0.00
N/A	8/22/2023	BUTTERFLY VALVE - DEZURIK	N/A	0	\$0.00	\$0.00	\$0.00	\$0.00
7433093	8/22/2023	FISHER CONTROLS - #7433093	7433093	0	\$0.00	\$0.00	\$0.00	\$0.00
130930	8/22/2023	DEZURIK 130930 J060902	130930	0	\$0.00	\$0.00	\$0.00	\$0.00
6388	8/22/2023	VALVE - CHECK 2"	6388	0	\$0.00	\$0.00	\$0.00	\$0.00
N/A	8/22/2023	VALVE - CHECK 2" 402551	N/A	0	\$0.00	\$0.00	\$0.00	\$0.00
7849	8/22/2023	VALVE - CHECK 3"	7849	0	\$0.00	\$0.00	\$0.00	\$0.00
61791	8/22/2023	VALVE - CHECK 2"	61791	0	\$0.00	\$0.00	\$0.00	\$0.00
N/A	8/22/2023	VALVE BODY - DEZURIK 6"	N/A	0	\$0.00	\$0.00	\$0.00	\$0.00
N/A	8/22/2023	CHECK VALVE - 8" Series 39	N/A	0	\$0.00	\$0.00	\$0.00	\$0.00
N/A	8/22/2023	AWWA GATE VALVE - 8" 8 250 DI	N/A	0	\$0.00	\$0.00	\$0.00	\$0.00
C2XZPD2	4/16/2024	P18M	C2XZPD2	0	\$0.00	\$0.00	\$0.00	\$0.00
E6N0CY083	4/16/2024	Q550L NOTEBOOK	E6N0CY083	0	\$0.00	\$0.00	\$0.00	\$0.00
835JKC2	4/16/2024	E5570	835JKC2	0	\$0.00	\$0.00	\$0.00	\$0.00
3QYJKC2	4/16/2024	E5570	3QYJKC2	0	\$0.00	\$0.00	\$0.00	\$0.00
6XV8452	4/16/2024	E5570	6XV8452	0	\$0.00	\$0.00	\$0.00	\$0.00
BVXD4R1	4/16/2024	E6420	BVXD4R1	0	\$0.00	\$0.00	\$0.00	\$0.00
9RBCH12	4/16/2024	E6420	9RBCH12	0	\$0.00	\$0.00	\$0.00	\$0.00
DY69Y52	4/16/2024	E5550	DY69Y52	0	\$0.00	\$0.00	\$0.00	\$0.00
5ZLI8H2	4/16/2024	E5580	5ZLI8H2	0	\$0.00	\$0.00	\$0.00	\$0.00
PPIIL-66L8H71	4/16/2024	D610	PPIIL-66L8H71	0	\$0.00	\$0.00	\$0.00	\$0.00
7M5PXGI	4/16/2024	E5500	7M5PXGI	0	\$0.00	\$0.00	\$0.00	\$0.00
8PP22QD2	4/16/2024	OptiPlex 7040	8PP22QD2	0	\$0.00	\$0.00	\$0.00	\$0.00
8P2TPD2	4/16/2024	OptiPlex 7040	8P2TPD2	0	\$0.00	\$0.00	\$0.00	\$0.00
8P2VPD2	4/16/2024	OptiPlex 7040	8P2VPD2	0	\$0.00	\$0.00	\$0.00	\$0.00
8P20QD2	4/16/2024	OptiPlex 7040	8P20QD2	0	\$0.00	\$0.00	\$0.00	\$0.00
8B3YPD2	4/16/2024	OptiPlex 7040	8B3YPD2	0	\$0.00	\$0.00	\$0.00	\$0.00
8P30QD2	4/16/2024	OptiPlex 7040	8P30QD2	0	\$0.00	\$0.00	\$0.00	\$0.00
8P3WPD2	4/16/2024	OptiPlex 7040	8P3WPD2	0	\$0.00	\$0.00	\$0.00	\$0.00
8P2XPD2	4/16/2024	OptiPlex 7040	8P2XPD2	0	\$0.00	\$0.00	\$0.00	\$0.00
8P3TPD2	4/16/2024	OptiPlex 7040	8P3TPD2	0	\$0.00	\$0.00	\$0.00	\$0.00
8P2IQD2	4/16/2024	OptiPlex 7040	8P2IQD2	0	\$0.00	\$0.00	\$0.00	\$0.00
8P2ZPD2	4/16/2024	OptiPlex 7040	8P2ZPD2	0	\$0.00	\$0.00	\$0.00	\$0.00
8P2YPD2	4/16/2024	OptiPlex 7040	8P2YPD2	0	\$0.00	\$0.00	\$0.00	\$0.00
8P3XDD2	4/16/2024	OptiPlex 7040	8P3XDD2	0	\$0.00	\$0.00	\$0.00	\$0.00
8P32QD2	4/16/2024	OptiPlex 7040	8P32QD2	0	\$0.00	\$0.00	\$0.00	\$0.00
47FT6Y1	4/16/2024	OptiPlex 9010	47FT6Y1	0	\$0.00	\$0.00	\$0.00	\$0.00
47JW641	4/16/2024	OptiPlex 9010	47JW641	0	\$0.00	\$0.00	\$0.00	\$0.00
47JT6Y1	4/16/2024	OptiPlex 9010	47JT6Y1	0	\$0.00	\$0.00	\$0.00	\$0.00
628K7Y1	4/16/2024	OptiPlex 9010	628K7Y1	0	\$0.00	\$0.00	\$0.00	\$0.00
JMBVTV1	4/16/2024	OptiPlex 9010	JMBVTV1	0	\$0.00	\$0.00	\$0.00	\$0.00
CSRVW12	4/16/2024	OptiPlex 9010	CSRVW12	0	\$0.00	\$0.00	\$0.00	\$0.00
21F87V1	4/16/2024	OptiPlex 9010	21F87V1	0	\$0.00	\$0.00	\$0.00	\$0.00
4ZYMZQ14	4/16/2024	T3600	4ZYMZQ14	0	\$0.00	\$0.00	\$0.00	\$0.00
HK23V52	4/16/2024	OptiPlex 9020	HK23V52	0	\$0.00	\$0.00	\$0.00	\$0.00

ID	DATE	ITEM DESCRIPTION	MODEL OR SERIAL NUMBER	No. of Bids	TOTAL CUSTOMER PAYMENT	TAX	COMMISSION	DISTRICT NET PROCEEDS (Total Customer Payment less Commission)
KWC211103Y2	4/16/2024	Csisco-Air-AP1832I-B-K9	KWC211103Y2	0	\$0.00	\$0.00	\$0.00	\$0.00
KWC212103ER	4/16/2024	Csisco-Air-AP1832I-B-K9	KWC212103ER	0	\$0.00	\$0.00	\$0.00	\$0.00
FTX1707K3W4	4/16/2024	AIR-LAP1041N-A-K9	FTX1707K3W4	0	\$0.00	\$0.00	\$0.00	\$0.00
FTX1716k2V9	4/16/2024	AIR-LAP1041N-A-K9	FTX1716k2V9	0	\$0.00	\$0.00	\$0.00	\$0.00
FTX1707K3WB	4/16/2024	AIR-LAP1041N-A-K9	FTX1707K3WB	0	\$0.00	\$0.00	\$0.00	\$0.00
FTX1716K20E	4/16/2024	AIR-LAP1041N-A-K9	FTX1716K20E	0	\$0.00	\$0.00	\$0.00	\$0.00
FTX1707K3W7	4/16/2024	AIR-LAP1041N-A-K9	FTX1707K3W7	0	\$0.00	\$0.00	\$0.00	\$0.00
FLM2040W0R5	4/16/2024	I5R4331	FLM2040W0R5	0	\$0.00	\$0.00	\$0.00	\$0.00
4B12V3P74271	4/16/2024	BE550G	4B12V3P74271	0	\$0.00	\$0.00	\$0.00	\$0.00
CN107375-311	4/16/2024	Novo	CN107375-311	0	\$0.00	\$0.00	\$0.00	\$0.00
FCH2033212Z	4/16/2024	CP-8831	FCH2033212Z	0	\$0.00	\$0.00	\$0.00	\$0.00
FCH2033204V	4/16/2024	CP-8831	FCH2033204V	0	\$0.00	\$0.00	\$0.00	\$0.00
805JGC063	4/16/2024	I920	805JGC063	0	\$0.00	\$0.00	\$0.00	\$0.00
230144000000	4/16/2024	I577	2.30144E+11	0	\$0.00	\$0.00	\$0.00	\$0.00
SJVG487IAA	4/16/2024	Q9C	SJVG487IAA	0	\$0.00	\$0.00	\$0.00	\$0.00
KY0E4610PTT	4/16/2024	Dura-XV	KY0E4610PTT	0	\$0.00	\$0.00	\$0.00	\$0.00
KY0E4610PTT	4/16/2024	Dura-XV	KY0E4610PTT	0	\$0.00	\$0.00	\$0.00	\$0.00
A1387	4/16/2024	iPhone 4s	A1387	0	\$0.00	\$0.00	\$0.00	\$0.00
A1387	4/16/2024	iPhone 4s	A1387	0	\$0.00	\$0.00	\$0.00	\$0.00
A1387	4/16/2024	iPhone 4s	A1387	0	\$0.00	\$0.00	\$0.00	\$0.00
A1387	4/16/2024	iPhone 4s	A1387	0	\$0.00	\$0.00	\$0.00	\$0.00
A1688	4/16/2024	iPhone 6s	A1688	0	\$0.00	\$0.00	\$0.00	\$0.00
A1303	4/16/2024	iPhone 3G	A1303	0	\$0.00	\$0.00	\$0.00	\$0.00
PGVE0B9A402	4/16/2024	PL02EWW	PGVE0B9A4025	0	\$0.00	\$0.00	\$0.00	\$0.00
P7VE01JA5673	4/16/2024	PL02EWW	P7VE01JA5673	0	\$0.00	\$0.00	\$0.00	\$0.00
364VGJ07CZ	4/16/2024	I336	364VGJ07CZ	0	\$0.00	\$0.00	\$0.00	\$0.00
A0GD2B40K03	4/16/2024	PalmOne Kit	A0GD2B40K03J	0	\$0.00	\$0.00	\$0.00	\$0.00
D75066920811	4/16/2024	USB-598	D750669208110	0	\$0.00	\$0.00	\$0.00	\$0.00
D75065917811	4/16/2024	USB-598	D750659178110	0	\$0.00	\$0.00	\$0.00	\$0.00
0M9KCM	4/16/2024	N/A	0M9KCM	0	\$0.00	\$0.00	\$0.00	\$0.00
0PC5F7	4/16/2024	N/A	0PC5F7	0	\$0.00	\$0.00	\$0.00	\$0.00
34599	4/16/2024	L275AM-00	34599	0	\$0.00	\$0.00	\$0.00	\$0.00
H290em-00	4/16/2024	L275AM-00	H290em-00	0	\$0.00	\$0.00	\$0.00	\$0.00
D29UE001L	4/16/2024	L275AM-00	D29UE001L	0	\$0.00	\$0.00	\$0.00	\$0.00
83CFM WC236	4/16/2024	PV903212PSPF	83CFM WC236 - A01	0	\$0.00	\$0.00	\$0.00	\$0.00
D8YJP WC236	4/16/2024	PV903212PSPF	D8YJP WC236 - A01	0	\$0.00	\$0.00	\$0.00	\$0.00
7A1806L49601	4/16/2024	RBC43	7A1806L49601	0	\$0.00	\$0.00	\$0.00	\$0.00
ZS1029002197	4/16/2024	RBC43	ZS1029002197	0	\$0.00	\$0.00	\$0.00	\$0.00
4500009X	4/16/2024	PN-U473	4500009X	0	\$0.00	\$0.00	\$0.00	\$0.00
SUBTOTAL								\$0.00
TOTAL								\$227.80

REVIEW PROPOSED RECYCLED WATER SERVICE CHARGES AND SURCHARGES AND SET PUBLIC HEARING FOR NOVEMBER 6, 2024, AT 4:30 P.M., TO CONSIDER ADOPTING ORDINANCE ESTABLISHING RECYCLED WATER SERVICE CHARGES

Recommendations

1. Review and comment on proposed Fiscal Year 2024/25 (FY24/25) Recycled Water Service Charges (RWSCs) and surcharges.
2. Set a public hearing for November 6, 2024, at 4:30 pm, at which time the Board will receive public comments, consider all protests or objections received regarding proposed adjustments to RWSCs, and consider adopting an ordinance establishing FY24/25 RWSCs.

Background Information

RWSC adjustments ensure recovery of costs to produce recycled water (RW) at the District’s Recycled Water Facility (RWF) and distribute this valuable resource to customers. RWSCs were last approved by the Board in September 2023. Adjustments are necessary to address increases in chemical (+\$0.22 million or 16% increase in FY24/25 Budget [\$1.63 million] versus \$0.81 million in actual expenditures in FY22/23) and utilities costs. The FY24/25 chemical budget increased significantly due to sodium hypochlorite unit price increases in FY23/24 (+104%) and FY24/25 (+14%). The following background information is relevant to this analysis:

- In FY24/25, 6.5 million gallons per day (MGD) of RW was produced from 13.8 MGD of influent flow at the District’s Wastewater Treatment Plant (WWTP).
- Approximately 93-95% of RW produced by the District is used for industrial cooling tower purposes by Calpine Corporation (Calpine) at its Delta Energy Center (DEC) and Los Medanos Energy Center (LMEC) facilities.
- Approximately 5-7% of RW produced by the District is used for irrigation purposes (City of Antioch golf course, parks, medians; City of Pittsburg parks, medians; Pittsburg Unified School District; Mt. Diablo Resource Recovery Park; and Caltrans).
- The District’s RWF was funded by Calpine and placed into service in June 2001. The District utilizes voluntary user service agreements with each RW customer that provide Calpine with the first right to RW and “interruptible” service to all other customers. These agreements require RWSCs to be set by the Board.

In developing the financial analysis for RWSC revenue needs, staff incorporated the following guiding principles:

- Critically review RW operating budget costs by major category to accurately identify cost drivers and potential cost-savings opportunities
- Ensure effective prioritization of RW projects within the District’s 5-year Capital Improvement Program (CIP) to address critical infrastructure needs in a timely manner
- Utilize a 5-year financial plan (with a 10-year outlook) to forecast projected annual operating and capital costs, and develop associated RWSC revenue needs
- Maintain a minimum reserve balance of 40 percent of annual budgeted operating expenses in the Recycled Water Operations & Maintenance (RW O&M) Fund

Prepared By:	Anika Lyons, Finance Manager	Attachments	
Reviewed By:	Nitish Sharma, Business Services Director	<input type="checkbox"/> None	<input type="checkbox"/> Scope/Budget
Approved By:	Vince De Lange, General Manager	<input type="checkbox"/> Resolution	<input type="checkbox"/> Contract
File No.	BRD.01-ACTS	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> As Listed

Staff presented the financial analysis and proposed RWSCs for each of the District's RW customers at the Finance Committee Meeting on September 30, 2024, which recommended presentation of this information to the Board on October 9, 2024.

Analysis

Staff has developed an RWSC financial model that incorporates cash flow projections for current and future fiscal years with rates based on the costs of providing RW service to customers. The proposed RWSCs reflect costs identified in the District's FY24/25 Budget and 5-year CIP, which were adopted by the Board on June 12, 2024. The following key assumptions were incorporated into the financial model to identify revenue needs and the proposed RWSCs:

- **RW Operating Budget:** The RW operating budget for FY24/25 and FY25/26 is estimated at \$3.97 million and \$4.23 million, respectively, which reflects increases in chemical and utilities costs from prior years. Annual cost escalation factors (e.g., utilities, 5%; chemicals, 3%; salaries, 3.5%; benefits, 5%) were used to forecast O&M expenditures beyond FY24/25.
- **RW Capital Budget:** A total of \$1.4 million and \$4.0 million were included for RW Capital Asset (RW CA) Fund and RW Capital Asset Replacement (RW CAR) Fund projects in the 5-year CIP. Capital project expenditures beyond the approved 5-year CIP were estimated for Years 6 through 10.
- **Fixed and Variable-rate Components:** All RW customers pay the same variable-rate RWSC component per unit based on consumption to recover RW CAR, chemicals, and utilities costs. In addition, each RW customer pays its allocable share of fixed costs, including labor, office expenses, outside services, repairs and maintenance, and distribution system O&M costs. Calpine is responsible for paying all of the RW CA project costs per its agreement with the District. Capital assets are categorically funded in this manner because RWF capital funding requirements do not typically change with the addition of other customers.
- **Calpine Firm Capacity Surcharge and Revenue Stability Surcharge:** As part of its fixed-cost component, Calpine also pays a Firm Capacity Surcharge and a Revenue Stability Surcharge. The Firm Capacity Surcharge includes certain costs allocated based on the Calpine receiving "firm" capacity, while irrigation customers receive interruptible service. The District continues to implement the Revenue Stability Surcharge, which was established in FY11/12 to stabilize revenue after Calpine experienced a decline in consumption from historical levels. The Revenue Stability Surcharge (\$20,000-\$35,000 per month) and annual RW consumption (4,516-8,103 acre-feet [AF]) by Calpine has varied significantly since this surcharge was implemented. Staff is proposing to maintain the surcharge at \$35,000 per month to ensure cost recovery.
- **City of Antioch RW Project Surcharge:** In FY12/13, an additional surcharge was established for the city of Antioch to cover its \$1.1 million share of the Antioch Recycled Water Project costs that exceeded the city's \$5 million cap for the low-interest State Revolving Fund (SRF) loan secured by the District. The city of Antioch is paying the District for its share of SRF loan principal and interest for the \$5 million cap amount annually when the SRF loan payments are due. Based on the city of Antioch owning and being able to sell extra capacity in its distribution system, the remaining amount of the city of Antioch's project costs is being repaid to the District over a 20-year period at 4.25% interest through a monthly rate surcharge of \$6,825.65.

Proposed RWSC Adjustments: Assuming future RW consumption is consistent with actual consumption in FY23/24, the RWSC financial analysis indicates annual revenues need to increase by ~6% (+\$109k)

to recover the District’s costs associated with RW production and distribution. The proposed RWSCs would collect an estimated \$2,398,291 (56%) from variable costs and \$1,853,800 (44%) from fixed charges (exclusive of the special project-related surcharge for Antioch). The RWSC revenue covers the total revenue requirement of \$4,252,000. The proposed variable-rate component is expected to increase by approximately 12% (+\$250k) mainly due to a \$221k increase in chemical costs and a \$102k increase in utility costs in the approved FY24/25 Budget. Annual fixed revenue need decreased by \$141k and is largely attributed to a decrease in labor costs due to salary savings in the FY24/25 budget. For irrigation customers, fixed-cost allocations generally decreased. As shown on the FY24/25 RWSC Revenue Estimates (Attachment 1), revenue projections with current and proposed RWSCs are \$4,143,120 and \$4,252,091, respectively, and are based on actual RW consumption in FY23/24.

As shown on the Proposed FY24/25 RWSCs (Attachment 2), the current variable rate is \$279 per AF and the proposed variable rate is \$332 per AF based on planned increases for chemicals and utilities, offset by a decrease in the 5-year CIP for RW CAR projects. This represents an increase of \$53 per AF. Based on the decrease in the FY24/25 RW CA budget, fixed charges for Calpine decreased \$12,954 per month from the current fixed charges of \$159,859 per month. The fixed charges per AF for most irrigation users have decreased. As shown in Table 1 below, by spreading all charges allocated to the cities over projected consumption, the total cost per AF is \$505 for FY24/25 (excluding project-related surcharges) compared to current RWSCs of \$499 per AF. This represents a marginal increase of \$6 per AF (1%). The proposed RWSCs, excluding the city of Antioch surcharge, are well under the estimated cost of water from the Contra Costa Water District for FY24/25, which is estimated to be \$906 per AF for raw water and \$2,958 per AF for treated water.

Customers	Current	Proposed	% Change
Industrial Users	\$542	\$597	10%
Irrigation Users	\$499	\$505	1%
City of Antioch with Surcharge	\$933	\$837	-10%

Proposed RWSCs were reviewed by key recycled water customers at a special Recycled Water Technical Advisory Committee (TAC) meeting on September 24, 2024. Staff is requesting the Board set a public hearing for November 6, 2024, to consider adopting an ordinance adjusting RWSCs. If the Board approves RWSC adjustments, the updated RWSCs would be implemented on RW customer monthly invoices for services beginning in January 2025.

Financial Impact

If RWSC adjustments are approved, sufficient RWSC revenue would be collected to meet the District’s capital investment and operating financial needs. RWSCs would remain below the potable and raw water costs from local agencies.

Attachments

1. FY24/25 RWSC Revenue Estimates
2. Proposed FY24/25 RWSCs

FY24/25 Recycled Water Service Charge Revenue Estimates

	Current RWSCs	FY24/25 Proposed RWSCs	Difference
RW Usage per acre-foot (AF) - Calpine	7,313	6,683	(630)
RW Usage per AF - All Other Customers	377	538	162
Total Customer Usage	7,690	7,221	(469)
Fixed Revenue w/o Antioch Surcharge			
Calpine	\$ 1,918,305	\$ 1,762,862	\$ (155,443)
Antioch	38,780	42,997	4,217
Pittsburg	20,211	19,822	(389)
All Other Customers	17,184	28,119	10,935
Total Fixed Revenue w/o Antioch Surcharge	\$ 1,994,480	\$ 1,853,800	\$ (140,680)
Variable Revenue			
Calpine	\$ 2,043,469	\$ 2,219,605	\$ 176,136
All Other Customers	105,171	178,686	73,515
Total Variable Revenue	\$ 2,148,640	\$ 2,398,291	\$ 249,651
Total Revenue			
Calpine	\$ 3,961,774	\$ 3,982,467	\$ 20,693
All Other Customers	181,346	269,624	88,278
Total Revenue	\$ 4,143,120	\$ 4,252,091	\$ 108,971
Estimated Revenue Need	-	\$ 4,252,000	-
Est Gross Revenue less Revenue Need	-	\$ 91	-

Proposed FY24/25 Recycled Water Service Charges

	Current Rates	FY24/25 Proposed Rates	%Change
Variable Rate per Acre-Foot (AF)			
Recycled Water Facility O&M	\$ 246	\$ 299	22%
RW Capital Asset Replacement	\$ 34	\$ 33	-1%
Total Variable Rate per AF	\$ 279	\$ 332	19%
Fixed Monthly Charges			
Calpine:			
O&M Calpine	\$ 107,345	\$ 102,725	-4%
Capital Asset	\$ 16,667	\$ 8,333	-50%
Firm Capacity Surcharge	\$ 847	\$ 847	0%
Revenue Stability Surcharge	\$ 35,000	\$ 35,000	0%
Total Calpine Monthly Fixed Charges	\$ 159,859	\$ 146,905	-8%
City of Antioch:			
O&M Antioch	\$ 3,232	\$ 3,583	11%
Antioch Project Surcharge	\$ 6,826	\$ 6,826	0%
Total City of Antioch Monthly Fixed Charges	\$ 10,057	\$ 10,409	3%
City of Pittsburg:			
O&M Pittsburg	\$ 1,684	\$ 1,652	-2%
Total City of Pittsburg Monthly Fixed Charges	\$ 1,684	\$ 1,652	-2%
Other Users:			
MDRRP	\$ 344	\$ 342	-1%
PUSD	\$ 972	\$ 937	-4%
Caltrans	\$ 116	\$ 120	4%
Pittsburg Data Hub*	\$ -	\$ 945	-
Total Other Users' Monthly Fixed Charges	\$ 1,432	\$ 2,344	64%
Assumed Annual Consumption (AF)			
Calpine	7,313	6,683	-9%
Antioch	189	248	31%
Pittsburg	97	132	35%
MDRRP	27	23	-14%
PUSD	60	61	2%
Caltrans	4	8	104%
Pittsburg Data Hub*	-	66	-
Total Usage (AF)	7,690	7,221	-6%

*Potential recycled water customer expected to be added in future

REVIEW CAPITAL FACILITIES CAPACITY CHARGE DEVELOPMENT OVERVIEW AND KEY ASSUMPTIONS

Recommendation

Review and comment on Capital Facilities Capacity Charge (CFCC) development overview and associated background assumptions.

Background Information

Staff is currently developing an update to the District’s CFCCs to ensure fair and equitable, and cost-of-service based revenue allocation to appropriate customers, while complying with regulatory and legal requirements for collection of capacity charges. Key background information regarding the District’s CFCCs includes the following:

- Current CFCCs: Per Board Ordinance No. 87 (July 2006), the District currently assesses the following CFCCs in its service area: 1) Bay Point (Zone 1): \$3,940/equivalent residential unit (ERU), 2) Pittsburg (Zone 2): \$4,358/ERU and 3) Antioch (Zone 3): \$5,033/ERU.
- Annual CFCC Revenue Assumption: The approved FY24/25 Budget includes an assumption of \$1.9 million in CFCC revenue. The District incorporates CFCC revenue and growth in its service area into financial planning activities on an annual basis.
- Service Area Growth Trend: Over the past five years, average annual growth in the District’s service area is equal to 745 ERUs, which includes a significant outlier (1,406 ERUs) in 2021.
- Existing CFCC Revenue: The District places CFCC revenue in its Wastewater Expansion Fund, which has a balance of \$15.7 million (as of June 30, 2024), to pay a portion of existing debt service and the cost of new facilities required to serve growth.
- 5-Year CIP – CFCC Funding Allocation: The approved 5-year Capital Improvement Program totals \$187.1 million, which includes \$17.0 million in CFCC-funded capital improvements.

Staff presented the CFCC development overview and associated key assumptions to the Finance Committee on September 30, 2024, which recommended presenting this information to the Board on October 9, 2024.

Analysis

In November 2022, the District completed the Resource Recovery Facility Master Plan, which included future flow and loading projections for the District’s Wastewater Treatment Plant (WWTP), an assessment of available WWTP capacity and capital expansion needs, and recommended capital improvements to address WWTP capacity needs with preliminary cost estimates. The District is currently completing design of the \$110 million Secondary Process Improvements Phase 1 Project, which will address WWTP capacity needs. Based on this foundational information, staff has procured a consultant to develop an updated CFCC Study and proposed CFCCs for consideration by the Board.

Staff will present the cost allocation methodology used in developing updated CFCCs, which includes a “hybrid method” to combine costs associated with the “buy-in method,” in which new development shares in capital costs previously incurred but discounted to factor in the age of existing infrastructure, and the “incremental method,” in which new development pays for projected capital costs to be incurred

Prepared By:	Nitish Sharma, Business Services Director	Attachments	
Reviewed By:	Vince De Lange, General Manager	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Scope/Budget
Approved By:	Vince De Lange, General Manager	<input type="checkbox"/> Resolution	<input type="checkbox"/> Contract
File No.	BRD.01-ACTS	<input type="checkbox"/> Ordinance	<input type="checkbox"/> As Listed

in the future to provide capacity for new development. Key assumptions for each CFCC component are highlighted below.

Buy-In Component (Existing Assets)

- Utilize “Replacement Cost Less Depreciation” approach (versus “Book Value” or “Market Value”) to determine Existing System Value
- Existing System Value = \$161 million
- Capital Work-in-Progress = \$21 million
- Capital-Related Reserves = \$50 million
- Outstanding Debt (Principal) = \$27.9 million
- Interest Secured by CFCCs = \$0.53 million (net present value)

Incremental Component (Future Asset Needs)

Staff has identified two key capital improvement projects with significant CFCC-funding assumptions, because these projects address growth-related needs in the District’s wastewater conveyance and treatment system:

- Secondary Process Improvements Phases 1 (\$110 million) and 2 (\$100 million): An estimated total CFCC revenue of \$32.6 million is required to fund project costs associated with providing wastewater treatment infrastructure to meet forecasted growth needs (estimated at 15.5% of total project cost).
- Antioch Pump Station and Conveyance System Improvements (\$22.0 million): An estimated total CFCC revenue of \$4.1 million is required to fund project costs associated with providing wastewater conveyance infrastructure to meet forecasted growth needs (estimated at 18% of total project cost).

Preliminary CFCC Study Recommendations

The following preliminary recommendations are expected to be included in the CFCC Study:

1. Apply “Hybrid Method” for cost allocation that includes “Buy-in Method” combined with “Incremental Cost Method.”
2. Assess CFCC for Wastewater Treatment for all three District zones (Bay Point, Pittsburg, Antioch) with additional CFCC component for Bay Point only for Wastewater Collection System costs (i.e., CFCCs in Bay Point will be higher due to District-owned collection system, Pittsburg/Antioch own and maintain their respective systems; similar to District Sewer Service Charges, which include surcharge for Bay Point collection system).
3. Implement changes to CFCC assessment for accessory dwelling units (ADUs) consistent with recent changes in regulatory and legal requirements.
4. Index CFCCs to the Engineering News-Record Construction Cost Index (ENR-CCI) to provide for annual CFCC adjustments for each zone.

Staff will highlight planned outreach efforts with local chambers of commerce, the Building Industry Association (BIA), and the development community. Following completion of the CFCC Study, staff intends to present the proposed CFCCs to the Board on November 6, 2024, along with a request to schedule a public hearing for consideration of approval of the proposed CFCCs at the Board Meeting on December 11, 2024.

Financial Impact

None.