

December 16, 2019

Delta Conveyance Design and Construction Authority
Board of Directors

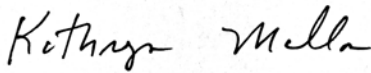
Subject: ***Materials for the December 19, 2019, Regular Board Meeting***

Members of the Board:

The next regular meeting of the Delta Conveyance Design and Construction Authority (DCA) Board of Directors is scheduled for **Thursday, December 19, 2019 at 2:00 p.m.** at the **Capitol Event Center, 1020 11th Street, Second Floor Conference Center, in Sacramento.**

Enclosed are the materials for the Board meeting in a PDF file, which has been bookmarked for your convenience.

Regards,



Kathryn Mallon
DCA Executive Director



**DELTA CONVEYANCE DESIGN AND CONSTRUCTION AUTHORITY
BOARD OF DIRECTORS MEETING**

REGULAR MEETING

Thursday, December 19, 2019
2:00 p.m.

CAPITOL EVENT CENTER
1020 11TH Street, Second Floor Conference Center, Sacramento, CA 95814

AGENDA

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested person must request the accommodation at least two working days in advance of the meeting by contacting the Design and Construction Authority support staff at (916) 347-0486 or info@dcdca.org. Members of the public may speak regarding items on the agenda when recognized by the Chair. Speakers are limited to three minutes each; however, the Chair may limit this time when reasonable based on the circumstances. Persons wishing to speak are requested to complete speaker cards.

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

Members of the public may address the Authority on matters that are within the Authority's jurisdiction but that are not on the agenda. Speakers are limited to three minutes each; however, the Chair may limit this time when reasonable based on the circumstances. Persons wishing to speak are requested to complete speaker cards.

5. APPROVAL OF MINUTES: November 21, 2019 Special Board Meeting

6. CONSENT CALENDAR

Items on the Consent Calendar are considered to be routine by the Board of Directors and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a director so requests, in which event the item will be removed from the Consent Calendar and considered separately.

- a. Informational Update Regarding Movers for relocating from Bonderson to Park Tower

7. DISCUSSION ITEMS

- a. Report out from Stakeholder Engagement Committee Meeting

Recommended Action: Information Only

- b. November DCA Monthly Report

Recommended Action: Information Only

- c. Consider Authorizing Amendment of the Professional Services Agreement with Best Best & Krieger LLP

Recommended Action: Pass Resolution

8. STAFF REPORTS AND ANNOUNCEMENTS

- a. General Counsel's Report
- b. Treasurer's Report
- c. Verbal Reports, if any

9. FUTURE AGENDA ITEMS

10. ADJOURNMENT

* * * * *

Next scheduled meeting: January 16, 2020 Regular Board Meeting at 2:00 p.m. (1:30 p.m. if there is a closed session) in the Sacramento Public Library, Tsakopoulos Library Galleria, 828 I Street, Sacramento, CA 95814

BOARD OF DIRECTORS MEETING

MINUTES

SPECIAL MEETING

Thursday, November 21, 2019

2:00 PM

(Paragraph numbers coincide with agenda item numbers)

1. CALL TO ORDER

The special meeting of the Delta Conveyance Design and Construction Authority (DCA) Board of Directors was called to order in the Park Tower, Second Floor Conference Room, 980 9th Street, Sacramento, CA 95814, at 2:00 p.m.

2. ROLL CALL

Board members in attendance were Richard Atwater, Barbara Keegan, Sarah Palmer, and Stephen Blois constituting a quorum of the Board.

DWR and DCA staff members in attendance were Kathryn Mallon, Nazli Parvizi, Joshua Nelson, Carrie Buckman, and Katano Kasaine.

3. PLEDGE OF ALLEGIANCE

Vice President Richard Atwater convened the open session at approximately 2:00 p.m. and led all present in reciting the Pledge of Allegiance.

4. PUBLIC COMMENT

Vice President Atwater opened Public Comment, limiting speaking time to three minutes each.

Vice President Atwater closed Public Comment.

5. APPROVAL OF MINUTES: October 17, 2019 Regular Board Meeting

Recommendation: Approve the October 17, 2019 Regular Board Meeting Minutes

Ms. Sarah Palmer noted a revision needing to be made on the Minutes indicating that Director Atwater was left off a motion of the approval of last month's Board Minutes.

Move to Approve Minutes from October 17, 2019 as Amended: Palmer

Second: Atwater

Yeas: Atwater, Palmer, Blois, Keegan

Nays: None

Abstains: None

Recusals: None

Absent: None
 Summary: 4 Yeas; 0 Nays; 0 Abstains; 0 Absent. (Motion passed as MO 19-11-01).

6. CONSENT CALENDAR

a. Informational Update Regarding VoIP Services Procurement

b. Informational Update Regarding Meeting Management Software

Move to Receive Informational Updates Regarding VoIP Services Procurement and Meeting Management Software: Palmer

Second: Blois
 Yeas: Atwater, Palmer, Blois, Keegan
 Nays: None
 Abstains: None
 Recusals: None
 Absent: None
 Summary: 4 Yeas; 0 Nays; 0 Abstains; 0 Absent. (Motion passed as MO 19-11-02).

7. DISCUSSION ITEMS:

a. Report out from Stakeholder Engagement Committee Meeting

Ms. Nazli Parvizi, DCA Stakeholder Engagement, summarized the SEC meeting held on November 13th. An orientation was provided of the SEC scope as well a briefing of the Brown Act and Public Records Act (PRA) guidelines. Ms. Parvizi noted that it was clearly outlined in this meeting that the SEC is not a part of the CEQA process and instead will help inform the DCA engineering work that will be provided to DWR to assist in its environmental review.

Mr. Atwater thanked staff for organizing the SEC meeting.

Ms. Palmer noted that the team did a nice job of setting up the meeting as well as offered a good opportunity to distinguish what DCA's role is. Ms. Palmer mentioned that the highlights document is a very useful item to look at to get an understanding of what went on which gets posted the Friday after the meeting. Ms. Parvizi stated the location & time of the next SEC which will be held at the Belle Vie Vineyards from 3pm-6pm on December 11th. This new location offers connectivity in order for the DCA to broadcast the meeting in real time for viewing.

Ms. Keegan wanted to recognize the committee for their participation and spoke about how impressed she was with their commitment, qualification, interest, and their positive attitude. Ms. Keegan was very pleased with the diversity of the committee in terms of background, age, location and ethnicity and feels that this will be one of the best public processes that she will ever have the privilege of participating in. Ms. Palmer mentioned that it is nice to see that these committee members have all different attitudes about the project which gives us the opportunity to look at this in a constructive way.

b. Delta Conveyance Planning Update

Ms. Carrie Buckman, DWR Environmental Manager, gave an update on her presentation from the SEC meeting which clarified DWR's role versus DCA's role. DWR is the lead under the California Environmental Quality Act (CEQA), under the authority of the California Natural Resources Agency. The DCA's responsibilities, under the oversight of DWR, focuses on the engineering and design work looking at design and engineering strategies that will avoid or minimize the effects as well as manage public and stakeholder outreach. Ms. Buckman mentioned the potential release of the NOP in December which will document the intent to develop an Environmental Impact Report (EIR) and trigger the start of scoping as well as identifying the public comment meetings that DWR will have. The NOP will include the proposed project, the project objectives, the proposed area, and the proposed facilities. Ms. Buckman discussed the schedule with key milestones of the environmental process which includes the start of scoping happening before the end of the year. Once scoping starts, the DCA will be concurrently working on the proposed project preliminary design. In addition, the CEQA process will move forward at the end of 2020 and a final EIR is expected in early 2022. This will concurrently happen during the other environmental planning and processing such as the Endangered Species Act, California Endangered Species Act, water rights, etc.

c. October DCA Monthly Report

Ms. Kathryn Mallon briefly discussed the Board report.

Mr. Atwater spoke about his liking of the format and readability of the report. Ms. Mallon gave credit to Claudia Rodriguez who handles most of the presentation work.

Mr. Blois asked if the report was available on the website which Ms. Mallon confirmed that it is.

Ms. Osha Meserve, Local Agencies of the North Delta, discussed the SEC and the constraints of the committee scope which she says is causing the committee members to be frustrated. Ms. Meserve asked if there could be an extension on the comment period of the various draft documents that recently came out due the hindering of people participating around the holidays. Ms. Palmer responded that extensions of the comment period were one of the discussions that occurred in the SEC meeting and DWR is determining whether it can accommodate the request.

d. Review and Accept the 2018-2019 DCA Audit performed by KPMG

Ms. Kasaine, DCA Treasurer, highlighted the Audit report which was performed on a cash basis, showing receipts and disbursements. In addition, a governance letter was completed.

Mr. Atwater noted that the first year, there was not a lot of activity and suggests that the Board receives and file it. In the future, if there are any financial issues the report can be reviewed.

Move to Accept the 2018-2019 DCA Audit performed by KPMG: Atwater

Second:	Palmer
Yeas:	Atwater, Palmer, Blois, Keegan
Nays:	None
Abstains:	None
Recusals:	None

Absent: None
 Summary: 4 Yeas; 0 Nays; 0 Abstains; 0 Absent. (Motion passed as MO 19-11-3).

e. Consider Passing Resolution to Appoint DCA Stakeholder Engagement Committee Member

Recommendation: Appoint DCA Stakeholder Engagement Committee Member

Ms. Parvizi explained that the DCA had one opening for a public member on the SEC for a Solano At-Large member. There were three prospective members that the Ad Hoc committee chose from resulting in the proposed appointment of Thomas Hardesty.

Ms. Palmer thanked everyone who applied to the position.

Move to Appoint DCA Stakeholder Committee Member,
 as Noted: Palmer

Second: Keegan
 Yeas: Atwater, Palmer, Blois, Keegan
 Nays: None
 Abstains: None
 Recusals: None
 Absent: None
 Summary: 4 Yeas; 0 Nays; 0 Abstains; 0 Absent. (Motion passed as Resolution 19-21).

8. STAFF REPORTS AND ANNOUNCEMENTS:

a. General Counsel's Report

A written report was provided in the Board package. Mr. Nelson provided a brief overview of the report. One item brought up was regarding the SEC emails that have been provided to committee members which will help in the event of a PRA requests.

b. Treasurer's Report

A written report was provided in the Board package. Ms. Kasaine wanted to make note of the balance of being at about 1M. In addition, there was a deposit of 280K and few other amounts. Ms. Kasaine clarified that we are expected to be reimbursed for those amounts.

c. DWR Environmental Manager's Report

A written report was provided in the Board package. Ms. Buckman informed the Board that the day prior, DWR released Initial Study and Proposed Mitigation Negative Declaration to analyze potential soil investigations in the Delta. The purpose of this is to better understand the geology of the Delta, to help with alternatives for Delta conveyance, and to gain information that will be useful on other items in the Delta. Currently the public review period is set for December 20th, but due to the various requests to extend this deadline, DWR is working to accommodate an extension and a decision will be made shortly.

d. Verbal Reports

9. FUTURE AGENDA ITEMS:

No requested future agenda items.

10. ADJOURNMENT:

President Estremera adjourned the meeting at 2:23p.m., in the Park Tower, Second Floor Conference Room, 980 9th Street, Sacramento.

Board Memo

Contact: Jennifer Malone, Administration Manager

Date: December 19, 2019

Item No. 6a

Subject:

Informational item concerning award of a contract to Sierra Valley Moving & Storage

Executive Summary:

After preparing business requirements and conducting market research, Sierra Valley Moving & Storage was selected to provide moving services & supplies for the DCA to move into its new office located at 980 9th Street. The not to exceed amount for this one-time service is \$5,300.

Detailed Report:

DCA Program requires one-time service and supplies to move into its new office located at 980 9th Street in January 2020. Services required include the following:

- Packing supplies for each workspace to move all DCA desk and storage items including monitors, printers and ancillary devices.
- Labor and equipment to move

Pursuant to Section 6(a) of the DCA Purchasing & Procurement Policy, procurement of contracts under \$75,000 are not subject to competitive sealed bidding or best value procurement and may be procured by any alternative means. The DCA engaged in an informal procurement process as described above and determined Sierra Valley Moving & Storage to offer supplies & service best meeting the DCA's needs at a reasonable cost.

Funding:

The fiscal year 2019-20 Budget Approval included \$8.43 million for Administration, which includes \$25k for Office Move expenditures of which approximately \$5,300 will be expended on this agreement. DCA expenditures will be funded through contributions provided by the Department of Water Resources (DWR) and the State Water Contractors. Funding for on-going support in successive years will be provided through contributed funds, bonds issued by the DWR, or funds raised by the Delta Conveyance Finance Authority through WIFIA loans or bond issuances.

Recommended Action:

Receive this informational memo regarding the Executive Director's decision to engage in an agreement with Sierra Valley Moving & Storage for one-time moving services and supplies for the not-to-exceed amount of \$5,300.

Attachments:

None.



STAKEHOLDER ENGAGEMENT COMMITTEE (SEC)

MEETING SUMMARY

December 11, 2019

This summary is provided as a resource for committee members and the public to have brief highlights following SEC meetings. In addition to this summary, meeting minutes and video will be available on the dcdca.org website.

MEETING PURPOSE AND OVERVIEW

At the second meeting of the Stakeholder Engagement Committee (SEC), members received background material that will provide a foundation of information and knowledge about various potential facilities ahead of the planned technical discussions in early 2020:

- DWR provided an overview of the CEQA process, its purpose, steps and required documents and also further explained the relationship between DWR, DCA and the SEC.
- DCA engineering staff presented animations, renderings, conceptual site plans and maps that provided an overview of how a typical conveyance system works, the component features needed for

construction and operation, as well as the factors that affect the design and location of component features.

- Members had the opportunity to report out information, updates and concerns from their respective organizations and communities.

The meeting agenda, presentation and supplemental materials are available for review on our website at dcdca.org.

HIGHLIGHTS TO SHARE

- Members received 3-ring binders with reference information that will be updated at each SEC meeting with additional materials that are agendaized.
 - ◆ The information included a committee roster with contact information, a tentative meeting schedule, SEC meeting #1 summary, a preliminary glossary of acronyms, abbreviations and commonly used terms that will be updated at subsequent SEC meetings.
 - ◆ The binders also contained component feature fact sheets, conceptual renderings and conceptual construction site plans as well as fact sheets and maps for siting drivers (factors that affect location). The feature descriptions were discussed to help SEC members understand the key elements that are typically included in a conveyance system; they were based on information from the prior projects because the Delta Conveyance project has not yet been defined.
 - ◆ SEC members can share and copy the information in their binders with the various groups, organizations and communities.
- The DWR anticipates issuing the NOP in the coming weeks, which will define the proposed conveyance project. As such, the SEC meeting schedule and planned topics of discussion will shift.
- SEC members requested clarification about if and/or how the participation of SEC members will be included in the EIR's Public Participation section since it's been consistently stated that this committee is not a part of the CEQA process. DWR and DCA will create a clarification memo for members to address the concern.

To date it has been noted that committee member participation does not indicate agreement with the project, but rather an effort to affect the design that is carried forward for analysis in the EIR. It was also noted that DWR will conduct public outreach as part of its CEQA process, apart from the SEC, where the public can participate and comment.
- Additional maps information and data set references the committee finds relevant or more current can be sent to nazli-parvizi@dcdca.org and she will ensure the appropriate engineer receives it so DCA can update their siting driver maps.

NEXT MEETING

DATE:

January 22, 2019

LOCATION:

TBD

PURPOSE:

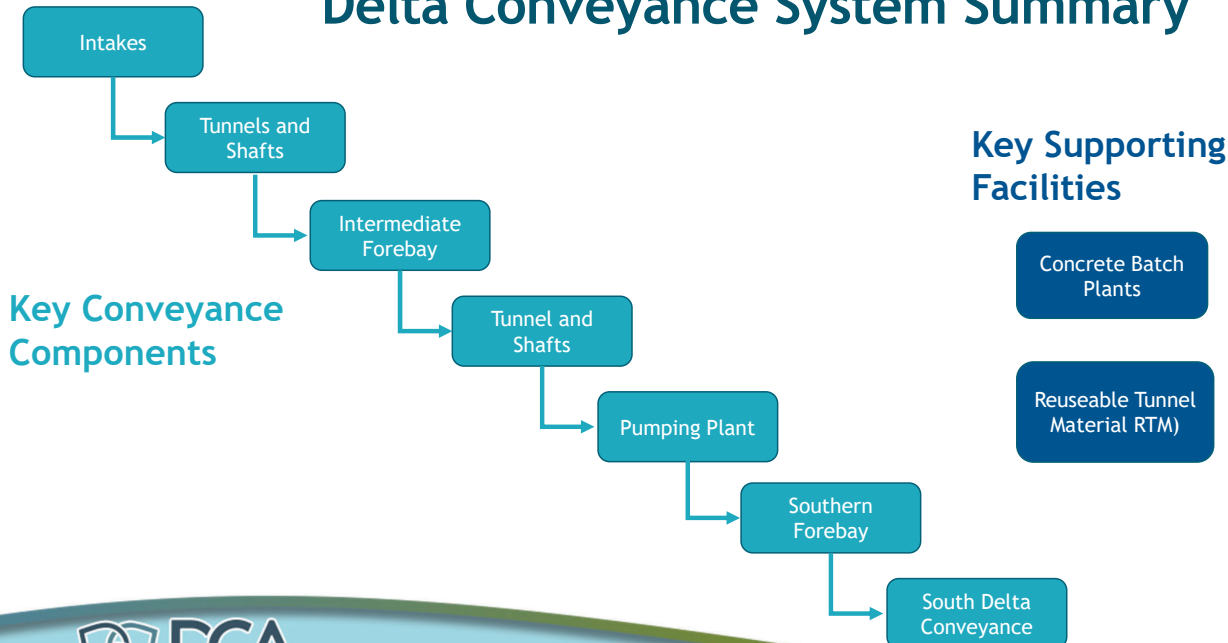
Review NOP (if released); engineering discussion topic TBD

MORE QUESTIONS?

- Meeting minutes and video will be available at dcdca.org
- Contact us at SEC-info@dcdca.org



Delta Conveyance System Summary



COMMITTEE THOUGHT EXCHANGE

The following are next steps resulting from meeting discussion:

- January 8th meeting is cancelled; committee would rather meet after NOP is released so conversations can be more specific, rather than meeting to discuss general information conceptually. This meeting adjustment also addresses concerns about impacted calendars given the increased activities occurring in Delta communities during December and January.
- Members would like print outs of slide presentations at the meeting because they are helpful for note-taking.
- DCA will reach out individually to members who were unable to attend this meeting to ensure they are briefed on the materials that were presented.
- DCA should keep a running-list of discussion topics that should be addressed at future meetings if it is outside the scope of conversation intended for the current meeting.
- Members stressed the importance of mapping tribal and cultural resources, including those that have not yet attained official state or federal designation.
- It would be helpful to have Phil Ryan, Engineering Design Manager, present at all SEC meetings.
- An aggressive timeline could be problematic; it is important to take time to do things right. Accuracy is more important than speed.
- All materials presented at the meeting will be posted on dcdca.org in segments by topic so that files are easier to distribute to the public.
- Information binders and thumb drives with digital files of the component features and siting drivers will be available for viewing and public libraries.



DECEMBER 2019 Monthly Board Report

This document is fully interactive; use menus to navigate on-screen.

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EXECUTIVE
SUMMARY

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& FIELD WORK

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RISK



Agenda Item 7b

Section 1 | Executive Summary

Program Initiation. The program initiation team is focused on rolling out systems and procedures for the highest priority program functions. In November, the team completed development of the business requirements for the budget, cost, and procurement management processes and has initiated system configuration in the PMIS. We also completed configuration and user acceptance testing of the new Customer Service Management software which we will use to track all public contacts, comments and responses.

Engineering. The team has been focused on providing the technical information requested by the DWR Planning Team in support of the upcoming release of the Notice of Preparation. The NOP will include a proposed Project Description. The engineering team has also been advancing the concept design of the individual components of the project and building on the previous work. Work is focused on alternative siting studies, developing design criteria, and identifying methods to reduce the footprints of the facilities.

Field work has been delayed as we await the completion of the CEQA process for the geotechnical work and gain clarity on the permitting requirements for the program from the on-going litigation with the Delta Counties. In the meantime, we continue to analyze the existing data and enter validated data into our geologic model of the Delta.

Stakeholder Engagement. The DCA launched the first Stakeholder Engagement Committee (SEC) meeting in November. The meeting was focused on introductions and orientation of the new members to the upcoming process. Meeting material and meeting minutes are available on the DCA website.

Budget. The DCA has committed approximately \$72.6M of the Board approved budget of \$82M. We are currently forecasting an Estimate at Completion for FY 2019/20 of approximately \$49M. Delays in the implementation of the Field Work program has significantly reduced our cost forecasts. We continue to remain well below the approved budget.

Schedule. The monthly schedule update shows that the program is approximately 6 weeks behind schedule in deliverables. We continue to focus on recovering schedule loss and anticipate closing this gap over the next 3 months.

Monthly Budget Summary (FY 2019/2020)

Category	Current Budget	Current Contingency	Current Commitments	Incurred To Date	EAC	Variance
Program Management	\$ 8,800,000	\$ 1,600,000	\$ 5,897,767	\$ 2,301,923	\$ 4,565,000	(4,235,000)
Project Controls	\$ 5,250,000	\$ 700,000	\$ 4,299,635	\$ 1,919,331	\$ 4,175,000	(1,075,000)
Stakeholder Engagement	\$ 4,700,000	\$ 700,000	\$ 4,682,359	\$ 691,229	\$ 1,800,000	(2,900,000)
Administration	\$ 6,930,000	\$ 1,500,000	\$ 5,652,384	\$ 2,922,973	\$ 6,110,000	(820,000)
Engineering	\$ 31,800,000	\$ 5,800,000	\$ 29,500,684	\$ 4,575,947	\$ 23,285,000	(8,515,000)
Field Work	\$ 21,460,000	\$ 4,900,000	\$ 21,423,155	\$ 1,245,943	\$ 7,200,000	(14,260,000)
Property Access and Acquisition	\$ 3,060,000	\$ 600,000	\$ 1,132,659	\$ 161,063	\$ 2,040,000	(1,020,000)
	\$ 82,000,000	\$ 15,800,000	\$ 72,588,643	\$ 13,818,410	\$ 49,175,000	\$ (32,825,000)

Section 2 | Engineering & Field Work

During this period, the engineering team's focus has been on finalizing its support to the DWR environmental team toward preparation of the Notice of Preparation (NOP). This support included an initial reconnaissance level assessment of potential conveyance alternatives. The engineering team also continued to develop a summary of historical studies, a systemwide hydraulics and capacity study, initial transient and surge modeling, hydraulic and pumping plant design criteria, and investigations into various means to access potential worksites.

In addition to the above, the engineering team continued to perform stakeholder engagement-related activities, including preparing summaries of key features of the planned project, developing presentations and visualizations related to these key features,

conducting meetings with external project stakeholders and making site visits to gain a further appreciation of stakeholder concerns. This key feature material will ultimately be used to support early DCA Delta Stakeholder Engagement Committee sessions planned over the next several months, with the first scheduled in December.

The field work teams continue to screen and digitize available historic data across the Delta to supplement the project data. The comprehensive soils data will enhance potential future development of a model of subsurface conditions.

General Work

Completed

- Draft Pumping Plant Design Criteria
- Draft Key Features Summaries:
 - Intakes
 - South Delta Conveyance Facilities
- Draft Assessment of Potential Delta Conveyance Intake Sites
- Draft Southern Forebay Siting Analysis
- Draft TBM Tunneling Evaluations

Ongoing

- Finalizing Historical Studies TM
- Finalizing Hydraulic Design Criteria TM
- Finalizing Systemwide Hydraulics and Capacity Study
- Finalizing Draft Key Feature Summaries:
 - Tunnels and Shafts
 - Pumping Plant
 - Levees
 - Forebays
 - Site Development and Logistics

Section 2 | Engineering & Field Work

General Work

Completed

- Draft Intake Fish Screen Type Analysis
- Draft River Hydrologic Criteria for Intake Sizing

Ongoing

- Finalizing Intake Sizing Analysis TM
- Analyzing sediment characteristics data and settling length
- Finalizing Hydraulic Design Criteria TM
- Continuing preparation of Phase 1 levee vulnerability study and initiating forebay configurations evaluations
- Continuing Intermediate Forebay siting study
- Finalizing draft TMs on barge and rail transport options
- Developing basis for Traffic Impact Model and obtaining traffic counts
- Finalizing Draft Pre-Cast Yard TM

Field Work

Completed

- NA

Ongoing

- Digitization of available subsurface data.
- Development of subsurface model (Geo-BIM) of the Delta

Section 3 | Stakeholder Engagement

December 11, 2019 Meeting

The second meeting of the SEC was focused on establishing a) basic understanding of the CEQA process, b) providing an overview of what a conveyance system might look like and the individual components that comprise the system, and c) a review of some of the key considerations that influence facility siting.

Carrie Buckman with DWR summarized the purpose of the CEQA process, individual steps in the process, and required documents. She ended her presentation with a discussion of the relationship between the SEC input and the CEQA process.

The DCA engineering staff presented animations, renderings, and conceptual site plans to educate the members on the basic components that would make up a conveyance system. The facilities discussion was proceeded with a review of a series of maps that will be used to help inform the facility siting discussions in future meetings. The maps contained information such as location of schools, habitat areas of Sandhill Cranes, and potential barging routes.

Members had the opportunity to ask questions about the material presented as well as report out information, updates and concerns from their respective organizations and communities.



Upcoming SEC Meeting

Date: January 22, 2020

Time: 3 to 6 PM

Location: TBD

Topics: Roundtable Discussion on Previous Meeting
Summary of NOP (if available)
Basic Logistics Data
Intakes Introduction (if NOP Released)

SEC Meeting Calendar

- February 12, 2020
- February 26, 2020
- March 11, 2020
- March 25, 2020
- April 8, 2020 (if needed)
- April 22, 2020
- May 13, 2020 (if needed)
- May 27, 2020

SEC Meeting Materials & Updates

<https://www.dcdca.org/>

Section 4 | Program Management

Program Management

The program management team continues to work on expansion of the Program Management Information System to include processes for budget management, cost management, and procurement. We have also added a new software product to the program to help manage stakeholder comments and response.

Key Accomplishments

- Developed final business requirements for 8 budget, cost and procurement management processes and initiated PMIS configuration.
- Jambo kickoff, onboarding and training completed, currently importing data and performing User Acceptance Testing.
- Agreement for Meeting Booster in process. Software will be used to manage meeting minutes, action items and invitations.

Program Controls

Program Controls continues to manage and track cost including budget, commitments, invoicing and payments. The program baseline schedule for work in FY 2019/20 and we have developed a methodology for updating the schedule on a monthly basis. We will be looking to expand the baseline program schedule through the design phase in the upcoming months.

Document Management completed migrating all documents from the legacy system and we are approaching full compliance with the new document management system.

Key Accomplishments

- Completed design and configuration of updated Staff Administration process in PMIS
- Completed document migration to new system
- Fully implemented new automated workflow process for invoicing

Administration

The team continues to focus on responding to RFIs, conducting site inspections, procuring necessarily equipment and planning for the move which is on schedule for mid-January of 2020.

Key Accomplishments

- Network & Infrastructure equipment has been purchased and is being configured
- Completed agreements with Consolidated Communications, AT&T, Direct Technology Task Order #1, AVI-SPL
- Continued work to finalize agreements with RingCentral (phones & video conferencing) & Caltronics Business Systems (printers)

Section 5 | Budget

Budget Summary

Budget Forecast FY 2019/20. The DCA has committed approximately \$72.6M of the budgeted \$82M. Our current estimate at completion (EAC) is \$49.2M which is \$32.8M below budget exclusive of contingency. (See pages 7-8). The variance is largely due to delays in launching our field work program.

Budget Change Requests. During the reporting period, there were no budget changes.

Planned Cash Flow. The DCA has secured approximately \$30M in funding including approximately \$10M from three of the participating State Water Contractors (SWC). The DCA is awaiting Board approval from the remaining SWC participants to achieve full funding levels. Our current cost forecast indicates that we will exceed our existing funding levels in the February to March 2020 timeframe. This is based on earned value; there is about a two to three month lag from earned value (work performed) and actual payment. (See page 9).

Budget Detail

WBS	Fiscal Year	Original Budget	Current Budget	Contingency	Commitments	Pending Commitments	Incurred to Date	% Spent	Remaining Budget	% Rem	EAC	Variance
Fiscal Year 18/19 Expenditures	2018/2019	\$ 133,570,000	\$ 14,240,000	\$ -	\$ 14,240,000	\$ -	\$ 13,486,158	95%	\$ 753,842	0	\$ 13,500,000	\$ (740,000)
Delta Conveyance	2019/2020	\$ 97,800,000	\$ 82,000,000	\$ 15,800,000	\$ 72,588,643	\$ 143,562	\$ 13,818,410	17%	\$ 68,181,590	83%	\$ 49,175,000	\$ (32,825,000)
Program Management	2019/2020	\$ 10,400,000	\$ 8,800,000	\$ 1,600,000	\$ 5,897,767	\$ -	\$ 2,301,923	26%	\$ 6,498,077	74%	\$ 4,565,000	\$ (4,235,000.00)
Executive Management	2019/2020	2,000,000	2,000,000	-	1,792,364	-	615,504	31%	1,384,496	69%	1,800,000	(200,000)
Legal Counsel	2019/2020	3,020,000	2,970,000	-	550,000	-	247,564	8%	2,722,436	92%	720,000	(2,250,000)
Audit	2019/2020	100,000	100,000	-	-	-	-	0%	100,000	100%	50,000	(50,000)
Treasury	2019/2020	160,000	160,000	-	153,046	-	75,508	47%	84,492	53%	160,000	-
Health & Safety	2019/2020	100,000	100,000	-	-	-	-	0%	100,000	100%	25,000	(75,000)
Quality	2019/2020	750,000	750,000	-	750,000	-	-	0%	750,000	100%	250,000	(500,000)
Program Initiation	2019/2020	2,130,000	2,180,000	-	2,115,306	-	1,265,014	58%	914,986	42%	1,460,000	(720,000)
Sustainability	2019/2020	540,000	540,000	-	537,052	-	98,334	18%	441,667	82%	100,000	(440,000)
Contingency	2019/2020	1,600,000		1,600,000	-	-	-	0%	-	-	-	-
Program Controls	2019/2020	\$ 5,950,000	\$ 5,250,000	\$ 700,000	\$ 4,299,635	\$ -	\$ 1,919,331	37%	\$ 3,330,669	63%	\$ 4,175,000	\$ (1,075,000)
Cost, Schedule and Document Control	2019/2020	3,950,000	3,950,000	-	3,783,822	-	1,504,349	38%	2,445,651	62%	3,500,000	(450,000)
Procurement	2019/2020	1,020,000	1,020,000	-	287,259	-	159,357	16%	860,643	84%	325,000	(695,000)
Risk Management	2019/2020	280,000	280,000	-	228,553		255,625	91%	24,375	9%	350,000	70,000
Contingency	2019/2020	700,000		700,000	-	-	-	0%	-	0%	-	-

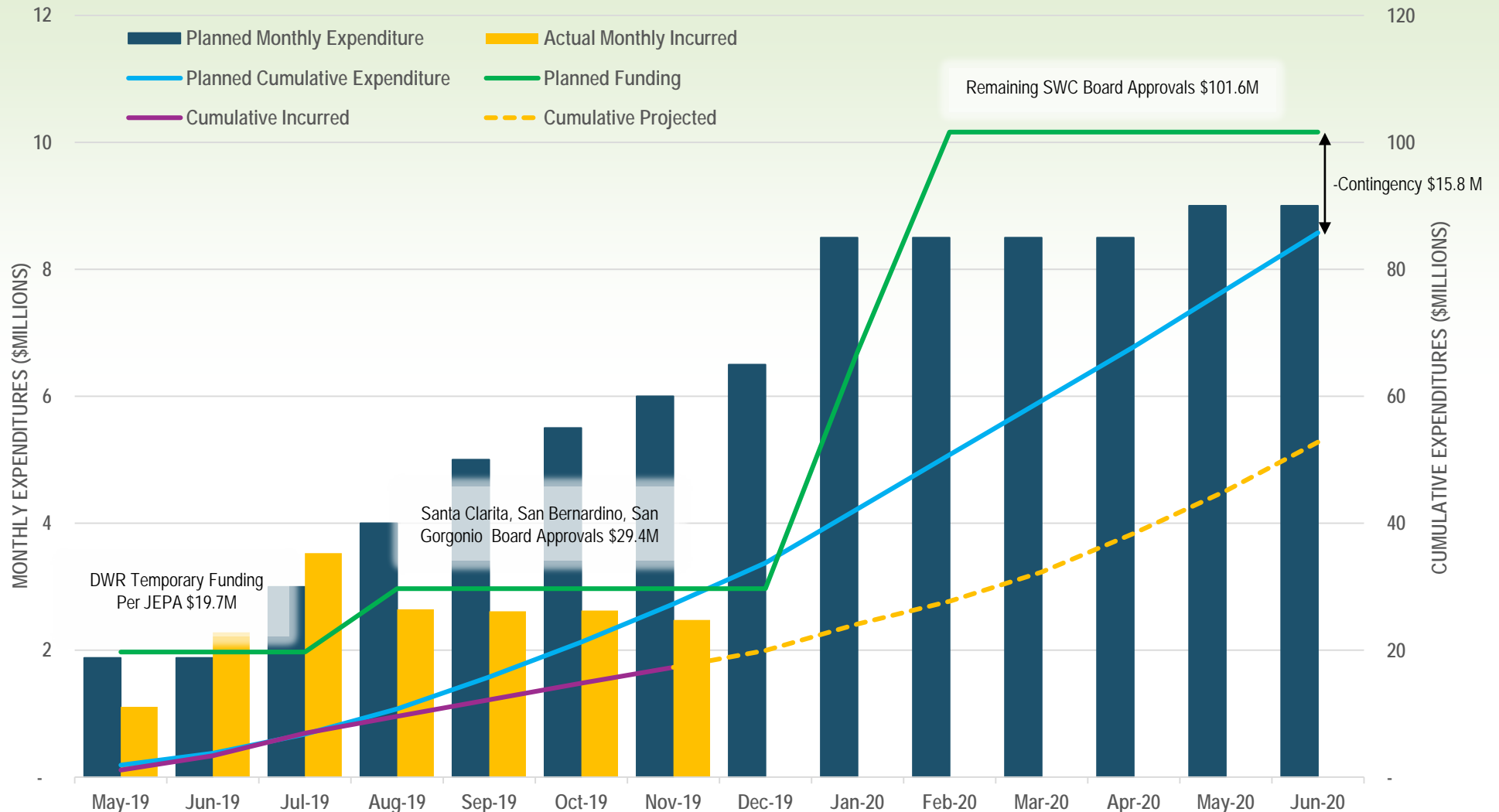
Section 5 | Budget *continued*

Budget Detail

WBS	Fiscal Year	Original Budget	Current Budget	Contingency	Commitments	Pending Commitments	Incurred to Date	% Spent	Remaining Budget	% Rem	EAC	Variance
Stakeholder Engagement	2019/2020	\$ 5,400,000	\$ 4,700,000	\$ 700,000	\$ 4,682,359	\$ 70,000	\$ 691,229	15%	\$ 4,008,771	85%	\$ 1,800,000	\$ (2,900,000)
Engineering Coordination	2019/2020	1,497,000	1,497,000		1,496,447	-	357,409	24%	1,139,592	100%	800,000	(697,000)
Outreach	2019/2020	2,173,000	1,923,000	-	1,765,909	70,000	329,571	17%	1,593,429	83%	500,000	(1,423,000)
Committee Management	2019/2020	-	250,000	-	391,565	-	4,250	2%	245,750	98%	500,000	250,000
Economic Development	2019/2020	1,030,000	1,030,000	-	1,028,438	-	-	0%	1,030,000	100%	-	(1,030,000)
Contingency	2019/2020	700,000		700,000	-	-	-	0%	-	0%	-	-
Administration	2019/2020	\$ 8,430,000	\$ 6,930,000	\$ 1,500,000	\$ 5,652,384	\$ 73,562	\$ 2,922,973	42%	\$ 4,007,027	58%	\$ 6,110,000	\$ (820,000)
Facilities & Operations	2019/2020	3,800,000	3,800,000	-	2,582,141	18,000	1,963,020	52%	1,836,980	48%	3,800,000	-
Human Resources	2019/2020	650,000	650,000	-	210,000	-	62,466	10%	587,534	90%	210,000	(440,000)
Information Technology	2019/2020	2,480,000	2,480,000	-	2,860,243	55,562	897,486	36%	1,582,514	64%	2,100,000	(380,000)
Contingency	2019/2020	1,500,000		1,500,000	-	-	-	0%	-	-	-	-
Engineering	2019/2020	\$ 37,600,000	\$ 31,800,000	\$ 5,800,000	\$ 29,500,684	\$ -	\$ 4,575,947	14%	\$ 27,224,053	86%	\$ 23,285,000	\$ (8,515,000)
Engineering Management	2019/2020	2,900,000	2,300,000	-	600,000	-	102,507.30	4%	2,197,493	96%	825,000	(1,475,000)
Engineering	2019/2020	27,900,000	27,900,000	-	27,883,774	-	4,143,211	15%	23,756,789	85%	21,460,000	(6,440,000)
DWR Engineering Coordination	2019/2020	-	600,000	-	-	-	-	0%	600,000	100%	-	(600,000)
Environmental Coordination	2019/2020	1,000,000	1,000,000		1,016,910	-	330,228	33%	669,772	67%	1,000,000	-
Contingency	2019/2020	5,800,000		5,800,000	-	-	-	0%	-	0%	-	-
Field Work	2019/2020	\$ 26,360,000	\$ 21,460,000	\$ 4,900,000	\$ 21,423,155	\$ -	\$ 1,245,943	6%	\$ 20,214,057	94%	\$ 7,200,000	\$ (14,260,000)
Geotech	2019/2020	20,440,000	20,440,000	-	20,435,957	-	1,152,298	6%	19,287,702	94%	7,100,000	(13,340,000)
Survey	2019/2020	1,020,000	1,020,000	-	987,198	-	93,645	9%	926,355	91%	100,000	(920,000)
Contingency	2019/2020	4,900,000		4,900,000	-	-	-	0%	-	0%	-	-
Property Access & Acquisition	2019/2020	\$ 3,660,000	\$ 3,060,000	\$ 600,000	\$ 1,132,659	\$ -	\$ 161,063	5%	\$ 2,898,937	95%	\$ 2,040,000	\$ (1,020,000)
Property Access Management	2019/2020	360,000	360,000	-	358,659	-	114,890.68	32%	245,109	68%	540,000	180,000
Easements	2019/2020	1,700,000	1,700,000	-	-	-	-	0%	1,700,000	100%	750,000	(950,000)
Temporary Access	2019/2020	1,000,000	1,000,000	-	774,000	-	46,172.74	5%	953,827	95%	750,000	(250,000)
Land Purchases	2019/2020	-	-	-	-	-	-	0%	-	100%	-	-
Contingency	2019/2020	600,000		600,000	-	-	-	0%	-	0%	-	-

Section 5 | Budget *continued*

DCA FY18/19 May & June + FY19/20 Planned Cash Flow



¹Anticipate remaining SWC participants to seek and receive funding approval from respective boards between December 2019 and February 2020

Section 6 | Contracts

Contract Summary. The table on pages 10-13 summarize the status of all executed contracts and task orders to date.

New Commitments. DCA executed one (1) new commitments during the reporting period: VMA Communications for \$391,565 providing facilitation and social media services for the DCA.

Procurement. The DCA has four (4) pending commitments totaling \$143,562 awaiting final approval. See page 15.

S/DVBE Participation. The program has committed approximately 10% of the total contract values for FY 2019/20 to S/DVBEs. Based on actual incurred costs to date, 3% has been paid to our S/DVBE contractors and subcontractors. When the Field Work resumes, we should see an increase in S/DVBE participation. We also added an S/DVBE prime contractor to the program; VMA which is a SBE providing Stakeholder Facilitation Services. See page 16.

Contract Summary

Contracts	Fiscal Year	Contract Budget	Contingency	Commitments	Pending Commitments	Incurred to Date	% Spent
180001 Best Best & Krieger LLP		\$ 900,000	\$ -	\$ 900,000		\$ 591,556	66%
TO#1	FY 18/19			343,992		343,992	100%
TO#2	FY 19/20			556,008		247,564	45%
180002 Management Partners		\$ 375,000	\$ -	\$ 195,000		\$ 192,315	99%
	FY 18/19			\$ 195,000		\$ 192,315	99%
180005 e-Builder		\$ 855,633	\$ -	\$ 423,000		\$ 420,331	99%
	FY 18/19			\$ 310,000		\$ 307,498	99%
	FY 19/20			\$ 113,000		\$ 112,833	100%
180006 Jacobs		\$ 93,000,000	\$ 17,000,000	\$ 43,894,570		\$ 10,785,301	25%
TO#1	FY 18/19			\$ 5,278,820		\$ 4,221,224	80%
TO#2	FY 19/20			\$ 38,615,750		\$ 6,564,077	17%
180007 Fugro		\$ 75,000,000	\$ -	\$ 19,862,519		\$ 1,937,691	10%
TO#1	FY 18/19			\$ 927,796		\$ 927,247	100%
TO#2	FY 19/20			\$ 148,156		\$ 128,453	87%
TO#3	FY 19/20			\$ 18,786,567		\$ 881,992	5%

Section 6 | Contracts *continued*

Contract Summary *continued*

Contracts	Fiscal Year	Contract Budget	Contingency	Commitments	Pending Commitments	Incurred to Date	% Spent
180008 Hamner Jewell Associates		\$ 9,000,000	\$ -	\$ 250,000		\$ 20,088	8%
TO#2	FY 19/20			\$ 250,000		\$ 20,088	0%
180009 Bender Rosenthal		\$ 9,000,000	\$ -	\$ 274,000		\$ 13,944	5%
TO#2	FY 19/20			\$ 274,000		\$ 13,944	0%
180010 Associated ROW Services		\$ 9,000,000	\$ -	\$ 250,000		\$ 12,140	5%
TO#2	FY 19/20			\$ 250,000		\$ 12,140	0%
180011 Michael Baker		\$ 8,000,000	\$ -	\$ 180,000		\$ 3,735	2%
TO#2	FY 19/20			\$ 180,000		\$ 3,735	0%
180013 Psomas		\$ 15,000,000	\$ -	\$ 475,000		\$ 1,563	0%
TO#2	FY 19/20			\$ 475,000		\$ 1,563	0%
180014 CDMSmith		\$ 74,999	\$ -	\$ 47,564		\$ 34,696	73%
TO#1	FY 18/19			\$ 47,564		\$ 34,696	73%
180015 AECOM		\$ 15,000	\$ -	\$ 15,000		\$ 12,579	84%
	FY 18/19			\$ 15,000		\$ 12,579	84%
180016 PlanNet		\$ 74,999	\$ -	\$ 86,999		\$ 86,509	99%
	FY 18/19			\$ 64,677		\$ 62,760	97%
	FY 19/20			\$ 22,322		\$ 23,749	106%
180017 Sextant		\$ 74,999	\$ -	\$ 74,999		\$ 34,962	47%
	FY 18/19			\$ 13,669		\$ 21,889	160%
	FY 19/20			\$ 61,330		\$ 13,073	21%

Section 6 | Contracts *continued*

Contract Summary *continued*

Contracts	Fiscal Year	Contract Budget	Contingency	Commitments	Pending Commitments	Incurred to Date	% Spent
190001 Bentley Systems ProjectWise		\$ 140,860	\$ -	\$ 100,000		\$ 125,625	126%
	FY 18/19			\$ 100,000		\$ 100,000	100%
	FY 19/20			\$ 40,850		\$ 25,625	63%
190003 Ron Rakich Consulting		\$ 6,000	\$ -	\$ 5,831		\$ 5,831	100%
	FY 18/19			\$ 5,831		\$ 5,831	100%
190005 Management Partners		\$ 3,135,000	\$ -	\$ 821,555		\$ 394,106	48%
TO#1	FY 18/19			\$ 194,555		\$ 156,755	81%
TO#1	FY 19/20			\$ 627,000		\$ 237,351	38%
190008 RMW Architecture & Interiors		\$ 15,125	\$ -	\$ 29,625		\$ 29,595	100%
	FY 19/20			\$ 29,625		\$ 29,595	100%
190009 Parsons		\$ 36,000,000	\$ 4,000,000	\$ 6,297,429		\$ 2,986,589	47%
TO#1	FY 18/19			\$ 474,133		\$ 474,133	100%
TO#1	FY 19/20			\$ 5,823,296		\$ 2,512,456	43%
190010 Porter Consulting LLC		\$ 51,150	\$ -	\$ 51,150		\$ -	0%
	FY 19/20			\$ 51,150		\$ -	0%
190011 GV/ HI Park Tower		\$ 8,122,584	\$ -	\$ 2,125,608		\$ 1,592,700	75%
Deposit	FY 19/20			\$ 847,073		\$ 847,073	100%
Tenant Improvements				\$ 654,975		\$ 654,975	100%
Lease	FY 19/20			\$ 623,560		\$ 90,652	15%
190013 Jacqueline Blakeley LLC		\$ 25,000	\$ -	\$ 25,000		\$ 3,500	14%
	FY 19/20			\$ 25,000		\$ 3,500	14%

Section 6 | Contracts *continued*

Contract Summary *continued*

Contracts	Fiscal Year	Contract Budget	Contingency	Commitments	Pending Commitments	Incurred to Date	% Spent
190014 Direct Technology Gov Solutions		\$ 1,840,000	\$ -	\$ 1,210,000		\$ 426,896	35%
	FY 19/20			\$ 1,210,000		\$ 426,896	35%
190015 Audio Visual Innovations, Inc.		\$ 310,000	\$ -	\$ 310,000		\$ -	0%
	FY 19/20			\$ 310,000		\$ -	0%
190016 Consolidatd Communications		\$ 180,000	\$ -	\$ 180,000		\$ -	0%
	FY 19/20			\$ 180,000		\$ -	0%
190017 ATT		\$ 70,380	\$ -	\$ 70,380		\$ -	0%
	FY 19/20			\$ 70,380		\$ -	0%
190018 AP42			\$ -	\$ -		\$ -	0%
	FY 19/20					\$ -	0%
190019 VMA			\$ -	\$ 391,565		\$ 47,384	12%
	FY 19/20			\$ 391,565		\$ 47,384	12%
190020 Miles Treaster & Associates			\$ -	\$ 700,007		\$ 280,003	40%
	FY 19/20			\$ 700,007		\$ 280,003	40%
07252018 Hallmark Group		\$ 1,531,360	\$ -	\$ 1,517,593		\$ 1,408,469	93%
	FY 18/19			\$ 1,517,593		\$ 1,408,469	93%

continued >

Section 6 | Contracts *continued*

Contract Summary *continued*

Contracts	Fiscal Year	Contract Budget	Contingency	Commitments	Pending Commitments	Incurred to Date	% Spent
Department of Water Resources			\$ -	\$ 3,366,035		\$ 3,339,131	99%
	FY 18/19			\$ 3,294,035		\$ 3,294,035	100%
	FY 19/20			\$ 72,000		\$ 45,096	63%
AO5218 Metropolitan Water District			\$ -	\$ 3,728,866		\$ 1,995,365	54%
TO#1	FY 18/19			\$ 1,673,866		\$ 1,486,371	89%
TO#1	FY 19/20			\$ 2,055,000		\$ 508,994	25%
Miscellaneous Vendors			\$ -	\$ 372,971		\$ 238,350	64%
Various	FY 18/19	\$ 132,272	\$ -	\$ 132,272		\$ 131,402	99%
Various	FY 19/20	\$ 164,096	\$ -	\$ 240,699	\$ 143,562	\$ 106,948	44%

Section 6 | Contracts *continued*

Contract Procurement

WBS	Description	Contract Type	Company	Pending Contract Value	Pending Commitment (FY2019/20)	Procurement Method	Procurement Start	Status
Program Management								
Legal	General Counsel Services					RFQ - Best Value	Jan-20	Not started
Human Resources	Payroll Services	Software and Services				Direct Purchase - Existing Agency Contract Price List	Dec-19	Under Analysis
Stakeholder Engagement								
Outreach	Graphic Support Services	Professional Services	AP42			RFQ - Best Value	Aug-19	Pending Execution
Outreach	Ext. Stakeholder Mgmt. & Comms. System	Software as a Service	Silvacom Ltd. (Jambo SaaS Vendor)	\$70,000	\$70,000	Executive Director's discretion - Best Value	Oct-19	Pending Execution
Contract Procurement & Admin.								
Certified Payroll		Software as a Service				Existing Agency Contract Price List	Jul-20	Not Started
Program Controls								
Risk Mgmt.	Risk Register & Risk Analysis	Software as a Service				RFP - Best Value	Dec-19	Under Analysis
eDiscovery	eDiscover & Legal Records Mgmt.	Software as a Service					Mar-20	Not Started
IT Administration								
IT - New Building								
Facilities and Operations	Voice IP	Utilities	Ring Central	\$223,000	\$18,000	Direct Purchase - Existing Agency Contract Price List	Nov-19	Pending Execution
Information Technology	Printers	Material & Services	Caltronics Business Systems	\$166,671	\$32,000	Direct Purchase - Existing Agency Contract Price List	Nov-19	Pending Execution
Information Technology	Laptops/docking stations	Material + Installation	Under Analysis			Direct Purchase	Apr-20	In Progress
Information Technology	Monitors	Material + Installation	Under Analysis			Direct Purchase	Apr-20	In Progress
Information Technology	Ancillary devices - keyboards, headsets, webcams	Material + Installation	Under Analysis			Direct Purchase	Dec-19	In Progress
Information Technology	Meeting Mgmt. & Action Items	Software as a Service	Meeting Booster	\$23,562	\$23,562	Executive Director's discretion - Best Value	Nov-19	Pending Execution
Facilities and Operations	Small Form Factor PC's (Conference Rooms)	Materials + Installation	Under Analysis			AVI Purchase	Dec-19	In Progress
Facilities and Operations	Plant Service	On Premise Service	Under Analysis			Executive Director's discretion - Best Value	Jan-20	In Progress
Facilities and Operations	Beverage Supply Service	On Premise Service	Under Analysis			Executive Director's discretion - Best Value	Jan-20	In Progress
Facilities and Operations	Moving Services	On Premise Service	Under Analysis			Executive Director's discretion - Best Value	Jan-20	In Progress

Section 6 | Contracts *Continued*

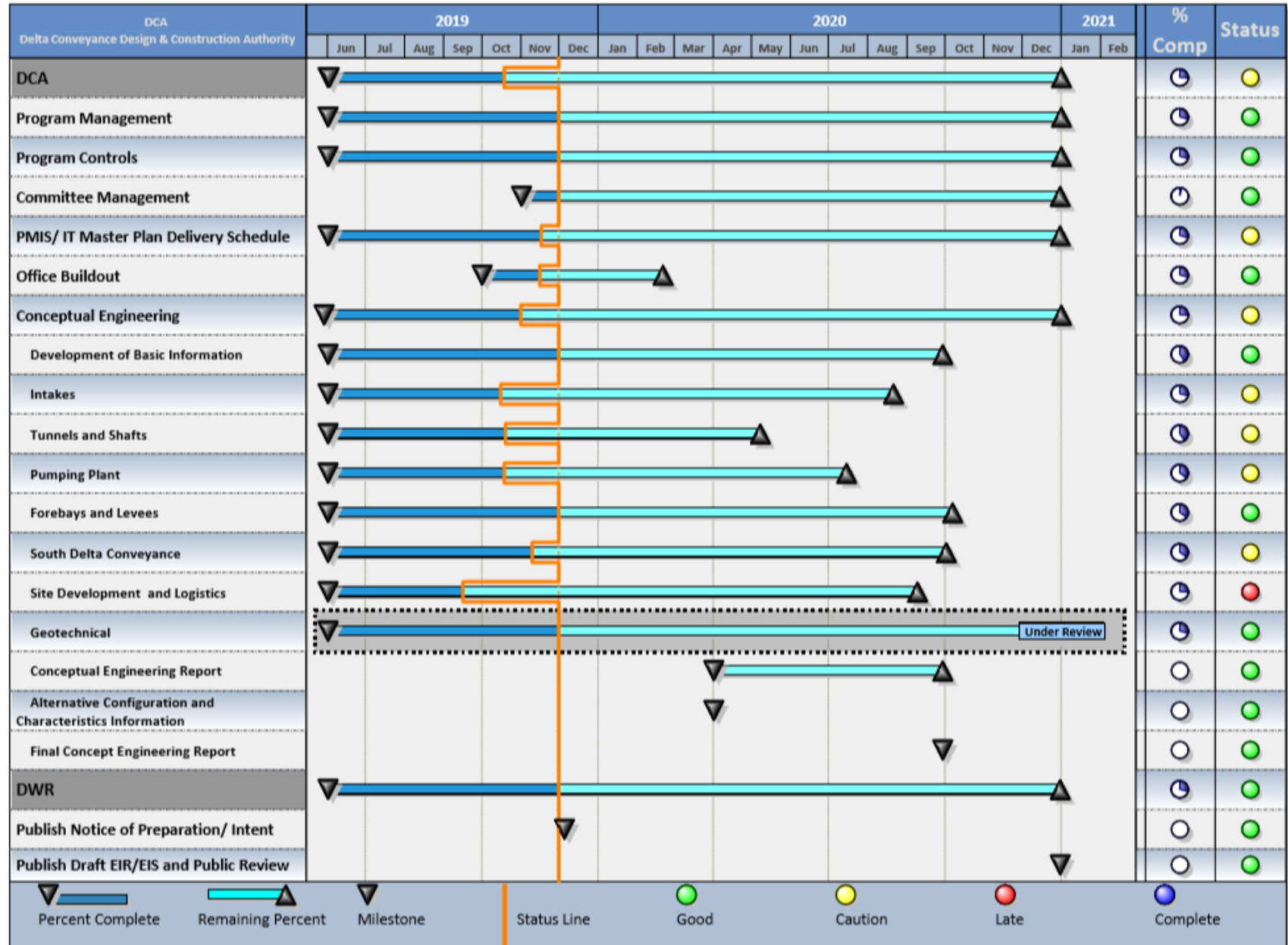
S/DVBE Status FY 2019/20

Contract/Prime	Prime	Committed	Incurred	Firm Name	SBE / DVBE	SBE/DVBE Committed	% SBE/DVBE Committed	SBE/DVBE Incurred	% SBE/DVBE Incurred
180006-02	Jacobs	\$ 38,615,760	\$ 6,564,077			\$ 2,989,550	8%	\$ 253,261	4%
				AnchorCM	DVBE	785,652		64,060	
				EETS, Inc.	SBE	471,957		10,470	
				JMA Civil, Inc.	SBE	125,110		13,452	
				Kearns & West, Inc.	SBE	35,213		34,854	
				Lettis Consulting International	SBE	964,184		2,730	
				Nazparv Consulting LLC	SBE	325,600		44,896	
				Wiseman Consulting	SBE	281,834		82,800	
180007-02&03	Fugro	\$ 18,934,723	\$ 1,010,445			\$ 2,772,364	15%		0%
				Dillard Environmental Services	SBE	408,744		-	
				GeoTech Utility	SBE	121,500		-	
				The LeBaugh Group	SBE	2,242,120		-	
190009-02	Parsons	\$ 5,823,296	\$ 2,155,998			\$ 894,393	15%	\$ 132,438	6%
				Chaves & Associates	SBE	894,393		132,438	
190019-01	VMA	\$ 391,695	\$ 47,384	VMA Communications	SBE	\$ 391,695		\$ 47,384	100%

Section 7 | Schedule

The program continues to run slightly behind schedule based on deliverable status.

The engineering team will need to recover lost time in the next 4 months in order to meet the April 1 Milestone for "Alternative Configuration and Characteristics Information".



Section 8 | Risk

Risk Summary

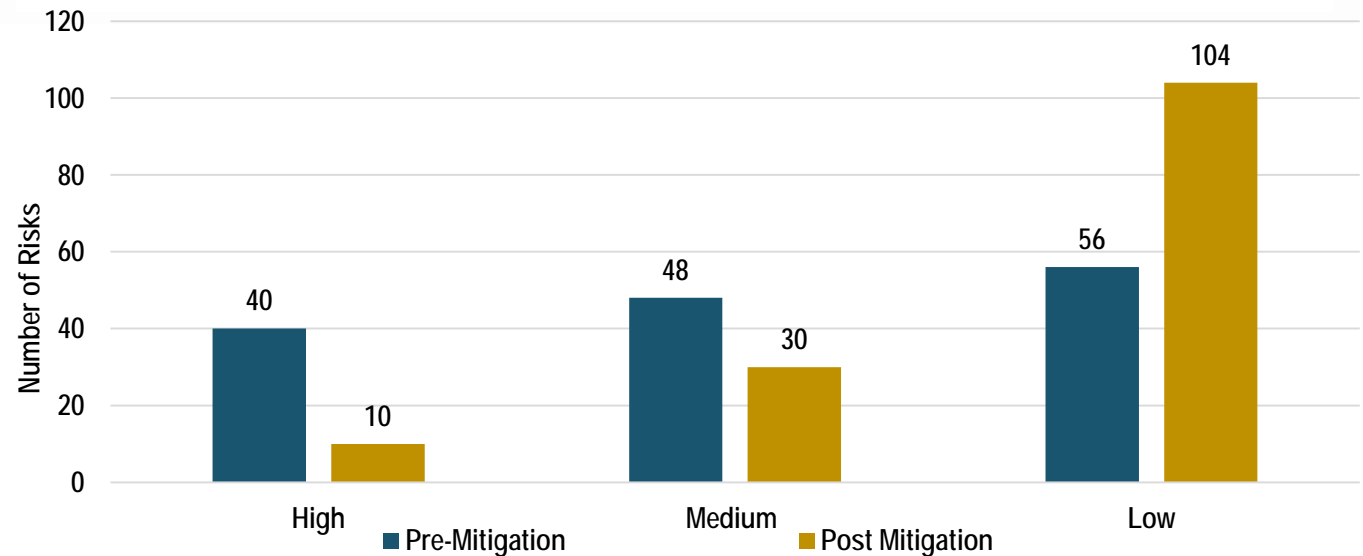
Risk management is a critical component in the overall delivery of the Delta Conveyance Program. In September through November, the DCA Risk Manager completed two rounds of workshops with each of the technical leads to first, identify the primary risks within their respective technical areas, and secondly, identify mitigation measures to reduce risks. The results of the process are summarized in the chart and table to the right.

Overall, the team identified 144 risks distributed in 10 different technical risk categories. The area with the most identified risk was the Construction Logistics category with 36 identified risks and a composite Pre-Mitigated risk score of 300. During the risk mitigation workshops, measures to reduce risk were identified for all medium and high impact risks. The composite risk score was then re-calculated accounting for the mitigation measures ("Post-Mitigated"). Overall, the team was able to reduce the risk profile by between 26% to 77% in the various categories for an overall risk reduction of 50%.

The total number of "high" risks were reduced from 40 to 10 and the number of "medium" risks from 48 down to 30 with the mitigation efforts.

During the Conceptual Engineering phase, the DCA Risk team will be performing formal updates to the Risk Profile semi-annually. In the meantime, the engineering team will continue to identify risks for entry in the risk register.

No.	Risk Category	# Risks	Total Pre-Mitigation Score	Total Post-Mitigation Score	% Reduction From Mitigation
1	Tunnels & Shafts	22	155	84.5	45%
2	Intakes	21	144.5	106.5	26%
3	Pumps	6	64	41	36%
4	Levees & Forebays	8	64.5	15	77%
5	South Delta Conveyance	10	44	26	41%
6	Safety	10	123.5	42	66%
7	Construction Logistics	36	300	121	60%
8	Right-of-Way	8	107	43	60%
9	Geotechnical	14	226.5	120.5	47%
11	Contracting & Market Conditions	9	145	90	38%
Totals		144	1374	689.5	50%



Board Memo

Contact: Kathryn Mallon, Executive Director

Date: December 19, 2019 Board Meeting

Item No. 7c

Subject:

Consider Authorizing Amendment of the Professional Services Agreement with Best Best & Krieger LLP.

Executive Summary:

Staff recommends that the Board authorize the Executive Director to amend the Professional Services Agreement with Best Best & Krieger LLP to continue providing interim General Counsel services until a General Counsel is selected.

Detailed Report:

Best Best & Krieger LLP has been providing interim General Counsel services to the DCA since its formation. The agreement was authorized at the May 17, 2018 DCA Board of Directors meeting for \$425,000 for a term of one year ending on May 16, 2019. It has been amended three times: once to modify the assigned BB&K lawyer, once to change the agreement administrator to the Executive Director and once to extend the term to December 31, 2019 and to increase the total, not-to-exceed amount to \$900,000.

The initial competitive solicitation for General Counsel services was cancelled, and the interim General Counsel services provided Best Best & Krieger LLP are still needed by the DCA.

Based on this, staff recommends that the DCA extend the term of the agreement through April 30, 2020. No adjustment to the not-to-exceed amount is necessary at this time. This will ensure the DCA receives legal services until the General Counsel procurement is completed.

Funding:

The proposed contract is well within the budget for all applicable categories.

Recommended Action:

Adopt the attached resolution authorizing the Executive Director to amend the Professional Services Agreement with Best Best & Krieger LLP to extend the contract.

Attachments:

Draft Resolution 19-xx

**BOARD OF DIRECTORS OF THE DELTA CONVEYANCE
DESIGN AND CONSTRUCTION AUTHORITY
RESOLUTION NO. 19-xx**

Introduced by Director xxxx
Seconded by Director xxxx

AMEND THE PROFESSIONAL SERVICES AGREEMENT WITH BEST BEST & KRIEGER LLP

Whereas, Best Best & Krieger LLP's Professional Services Agreement with the DCA to provide interim General Counsel services is expiring shortly; and

Whereas, the DCA requires interim General Counsel services until the General Counsel procurement is completed;

Now, therefore, the DCA Board finds that a time extension is justified given the continuing need for interim General Counsel services.

Therefore, be it resolved that the DCA Board hereby authorizes the Executive Director to amend the Professional Services Agreement with Best Best & Krieger LLP to extend the term of the Agreement through April 30, 2020.

* * * * *

This Resolution was passed and adopted this 19th day of December 2019, by the following vote:

Ayes:
Noes:
Absent:
Abstain:

Tony Estremera, Board President

Attest:

Sarah Palmer, Secretary

General Counsel's Report

Contact: Josh Nelson, Interim General Counsel

Agenda Date: December 19, 2019

Item No. 8a

Subject: Status Update

Summary:

The General Counsel continues to assist the DCA on legal matters as requested. For this month, this included assisting with (1) the Delta Stakeholder Engagement Committee, (2) on-going procurements and (3) other on-going legal matters.

Detailed Report:

The General Counsel attended the Delta Stakeholder Engagement Committee meeting last week. This included a presentation to the Committee clarifying that members' participation in the Committee does not preclude individual members from participating as private individuals in DWR's environmental process for any potential Delta Conveyance. There were some follow up questions from the Committee on this point that will be addressed at future Committee meetings.

The General Counsel continues to assist staff with procurement issues. This included assisting with some final procurements related to the new building. Lastly, the General Counsel continues to assist with other legal matters as necessary. These matters are confidential and not appropriate for discussion in a public report.

Recommended Action:

Information only.

Treasurer's Report

Contact: Katano Kasaine, Treasurer

Date: December 19, 2019

Item No. 8b

Subject: Treasurer's Monthly Report, November 2019

Summary:

The beginning cash balance for the Delta Conveyance Design and Construction Joint Powers Authority (Authority) at November 1, 2019 was \$1,024,489. During November 2019, receipts totaled \$483,231 representing contributions from the Department of Water Resources, Delta Conveyance Office (DCO) for payment of the Authority's obligations. Total disbursements for the month were \$538,575. The ending cash balance at November 30, 2019 was \$969,145.

As of November 30, 2019, the Authority's receivables totaled \$6,172,493 consisting of nine invoices to the DCO, of which \$1,458,562 was received through December 5, 2019. Various invoices in the amount of \$1,921,919 were also paid out through December 11, 2019 leaving a cash balance of approximately \$505,788.

As of November 30, 2019, prepaid expenses and construction in progress for the same period were \$177,333 and \$15,994,017, respectively. As of November 30, 2019, total accounts payable were \$6,724,651 and total net position was \$16,588,337.

Attachment 1 consists of financial statements for the month ended November 2019, a schedule of Invoices Paid through November 2019, Aging Schedules for Accounts Payable and Accounts Receivable as of November 30, 2019, and a Project to Date Schedule of Construction in Progress.

Attachment 2 consists of Budget versus Actuals by Appropriation through November 2019.

Detailed Report:

See attached statements.

Recommended Action:

Information only.

Attachments:

Attachment 1 – November 2019 Authority Financial Statements

Attachment 2 – November Budget versus Actuals by Appropriation

**DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY**

Statement of Net Position
As of November 30, 2019

Assets:	
Cash	\$ 969,145
Accounts receivable	6,172,493
Prepays	177,333
Construction in progress ⁽¹⁾	<u>15,994,017</u>
Total assets	<u><u>\$ 23,312,988</u></u>
Liabilities:	
Accounts payable	<u>\$ 6,724,651</u>
Total liabilities	6,724,651
Net position:	
Net investment in capital assets	15,994,017
Unrestricted	<u>594,320</u>
Total net position	<u>16,588,337</u>
Total liabilities and net position	<u><u>\$ 23,312,988</u></u>

⁽¹⁾ Certain expenses from July 2018 to September 2019 were reclassified to construction in progress.

**DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY**

Statements of Cash Receipts and Disbursements

	Month Ended Nov '19	Year to Date Jul '19-Nov '19
Receipts:		
Contributions	\$ 483,231	\$ 8,153,370
Disbursements:		
Environmental planning and design		
Program management	99,844	832,175
Project controls	—	548,712
Engineering	—	3,820,759
Property access and acquisition	—	40,958
Stakeholder engagement	6,200	87,371
Office administration	432,531	2,649,837
Total disbursements	538,575	7,979,812
Net changes in cash	(55,344)	173,558
Cash at July 1, 2019	—	795,587
Cash at November 1, 2019	1,024,489	—
Cash at November 30, 2019	\$ 969,145	\$ 969,145

**DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY**

Statements of Revenues, Expenses and Changes in Net Position

	Month Ended Nov '19	Year to Date Jul '19-Nov '19
Expenses: ⁽¹⁾		
Environmental planning and design		
Program management	\$ 402,477	\$ 1,628,892
Stakeholder engagement	84,789	206,247
Office administration	45,832	2,012,424
Total expenses	533,098	3,847,563
Changes in net position before contributions	(533,098)	(3,847,563)
Capital contributions:		
DWR - Invoiced through the DCO ⁽²⁾	4,824,343	12,241,622
Total capital contributions	4,824,343	12,241,622
Changes in net position	4,291,245	8,394,059
Net position at June 30, 2019	—	8,194,278
Net position at October 31, 2019	12,297,092	—
Net position at November 30, 2019	\$ 16,588,337	\$ 16,588,337

* Totals may not foot due to rounding.

** Balances may include prior month accruals that were not previously captured due to timing.

⁽¹⁾ Certain expenses through September 2019 were reclassified to construction in progress.

⁽²⁾ DWR - Department of Water Resources/DCO - Delta Conveyance Office.



DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

Schedule of Invoices Paid
for the Month Ended November 30, 2019

Vendor	Invoice #	Invoice Date	Payment Date	Period of Expense	Invoice Amount	Amount Paid
1 Keogh Multimedia	INV083019-DCA	08/30/19	11/08/19	05/01/19-07/31/19	\$ 313	\$ 313
2 Commuter Industries	190091	09/04/19	11/08/19	09/04/19	1,151	1,151
3 e-Builder	7781	09/11/19	11/08/19	10/27/19-10/26/20	112,833	112,833
4 Bentley	90056201	08/29/19	11/08/19	08/01/19-08/31/19	2,475	2,475
5 PlanNet	165106	06/30/19	11/08/19	06/01/19-06/30/19	13,082	13,082
6 Management Partners	INV07734	09/16/19	11/08/19	08/14/19-09/13/19	47,250	47,250
7 Best, Best, & Krieger	859252	09/18/19	11/08/19	08/01/19-08/31/19	52,594	52,594
8 Sacramento Public Library Authority	3398	09/10/19	11/08/19	09/10/19	500	500
9 Bentley	90056429	09/30/19	11/08/19	09/01/19-09/30/19	14,437	14,437
10 Periscope	SI-5846	10/01/19	11/08/19	11/13/19-11/12/20	522	522
11 Miles Treaster & Associates	107483INV	10/22/19	11/08/19	10/22/19	280,003	280,003
12 Delta Diamond Farm	INV103019	10/30/19	11/19/19	11/13/19	2,450	2,450
13 City of Sacramento	FPP-1917895-Fees-2	10/29/19	11/20/19	10/29/19	7,215	7,215
14 Stakeholder Engagement Committee Members	001	11/15/19	11/26/19	11/13/19	4,250	3,750 ⁽¹⁾
					<u>\$ 539,075</u>	<u>\$ 538,575</u>

* Totals may not foot due to rounding.

⁽¹⁾ Two Stakeholder Committee Members were paid in December 2019.



DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

Accounts Payable Aging Schedule

As of November 30, 2019

Payable To:	1 - 30	31 - 60	61 - 90	≥ 90	Total
Metropolitan Water District of Southern California					
Invoice #501585-1	\$ —	\$ —	\$ 11,402	\$ —	\$ 11,402
Invoice #501585-T-1	—	—	1,151	—	1,151
Invoice #501609	—	—	87,026	—	87,026 ⁽¹⁾
Invoice #501609-1	—	—	3,241	—	3,241
Invoice #501609-T	—	—	11,691	—	11,691
Invoice #501609-T-1	—	—	655	—	655
Invoice #501579	—	960	—	—	960
Invoice #501578	—	2,306	—	—	2,306
Invoice #501582	—	2,150	—	—	2,150
Invoice #501580	—	1,258	—	—	1,258
Best, Best, & Krieger					
Invoice #861889	55,103	—	—	—	55,103
Invoice #864010	46,190	—	—	—	46,190
Management Partners					
Invoice #INV07845	—	47,642	—	—	47,642
Invoice #INV07934	47,843	—	—	—	47,843
Jacobs					
Invoice #W8X97001-04EXP	—	—	—	7,457	7,457
Invoice #W8X97002-01	—	962,035	—	—	962,035
Invoice #W8X97002-02	1,468,292	—	—	—	1,468,292
Invoice #W8X97002-03	1,441,558	—	—	—	1,441,558
Parsons					
Invoice #1907B570	—	—	—	15,236	15,236 ⁽²⁾
Invoice #1908B185	—	541,463	—	—	541,463
Invoice #1909B225	—	723,238	—	—	723,238
Invoice #1908C708	—	30,931	—	—	30,931
Invoice #1908B187	25,042	—	—	—	25,042
Bentley					
Invoice #90056582	1,100	—	—	—	1,100
AR/WS					
Invoice #17525	—	—	1,158	—	1,158
Invoice #17298	—	3,392	—	—	3,392
Invoice #17440	—	7,082	—	—	7,082
Invoice #17702	508	—	—	—	508
PlanNet					
Invoice #1180001-JUL19	—	12,189	—	—	12,189
Invoice #1180001-001	957	—	—	—	957
Invoice #1180001-002	992	—	—	—	992
Invoice #1180001-003	992	—	—	—	992
Invoice #1180001-004	1,445	—	—	—	1,445
Invoice #1180001-005	1,488	—	—	—	1,488
Invoice #1180001-006	1,589	—	—	—	1,589
Invoice #1180001-007	1,969	—	—	—	1,969
Invoice #1180001-008	2,129	—	—	—	2,129
A.N.G Audio Visual Services					
Invoice #16125	—	1,058	—	—	1,058
Bender Rosenthal Inc.					
Invoice #18250.01-1	—	3,308	—	—	3,308
Invoice #18250.01-2	—	5,236	—	—	5,236
Invoice #18250.01-3	—	5,400	—	—	5,400
Fugro USA Land, Inc.					
Invoice #04.72190201-5	—	2,987	—	—	2,987
Invoice #04.72190201-6	—	5,934	—	—	5,934
Invoice #04.72190201-7	—	35,410	—	—	35,410
Invoice #04.72190201-9	—	63,025	—	—	63,025
Invoice #04.72190201-10	—	96	—	—	96
Invoice #04.72190202-1	—	128,026	—	—	128,026
Invoice #04.72190202-2	—	427	—	—	427
Invoice #04.72190203-1	—	127,219	—	—	127,219
Invoice #04.72190203-2	—	20	—	—	20
Invoice #04.72190203-3	—	396,592	—	—	396,592
Invoice #04.72190201-8	108	—	—	—	108
Invoice #04.72190203-5	356,703	—	—	—	356,703
Invoice #04.72190203-6	498	—	—	—	498
Hamner Jewell & Associates					
Invoice #10330	—	4,982	—	—	4,982
Invoice #10405	—	7,824	—	—	7,824
Invoice #190004	6,875	—	—	—	6,875
Psomas					
Invoice #156439	—	1,563	—	—	1,563
Stakeholder Engagement Committee Members					
Invoice #001	500	—	—	—	500
	\$ 3,461,881	\$ 3,123,753	\$ 116,324	\$ 22,693	\$ 6,724,651

*Totals may not foot due to rounding.

⁽¹⁾ Invoice #501609 was reduced by \$2 to offset an overpayment of invoice 501554 in July 2019.⁽²⁾ DCO disallowed \$417 of travel related expenses in November 2019.



DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

Accounts Receivable Aging Schedule ⁽¹⁾
As of November 30, 2019

<u>Receivable From:</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>Total</u>
Department of Water Resources					
Invoice #DCA-1920-029	\$ —	\$ 12,440 ⁽²⁾	\$ —	\$ —	\$ 12,440
Invoice #DCA-1920-036	—	39,731 ⁽³⁾	—	—	39,731
Invoice #DCA-1920-037	—	1,295,632	—	—	1,295,632
Invoice #DCA-1920-038	150,490	—	—	—	150,490
Invoice #DCA-1920-039	1,148	—	—	—	1,148
Invoice #DCA-1920-040	753,295	—	—	—	753,295
Invoice #DCA-1920-041	4,250	—	—	—	4,250
Invoice #DCA-1920-042	3,871,886	—	—	—	3,871,886
Invoice #DCA-1920-043	43,621	—	—	—	43,621
	<u>\$ 4,824,690</u>	<u>\$ 1,347,803</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 6,172,493</u>

*Totals may not foot due to rounding.

⁽¹⁾ Approval date by the DCO determines aging classification.

⁽²⁾ DCO disallowed the funding for \$113 of travel related expenses in November 2019.

⁽³⁾ DCO disallowed the funding for \$215 of professional services related expenses in November 2019.

**DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY**

Construction in Progress

	Month Ended Nov '19	Year to Date Jul '19-Nov '19	Project to Date Jun'18-Nov '19 ⁽²⁾
Construction in progress:			
Environmental planning and design			
Program management	\$ 76,662	\$ 310,265	\$ 310,265
Project controls	50,559	1,323,268	1,323,268
Engineering	2,362,217	4,996,101	4,996,101
Fieldwork	396,794	1,202,387	1,202,387
Property access and acquisition	39,965	122,471	122,471
Stakeholder engagement	16,150	39,285	39,285
Office administration	8,730	383,318	383,318
Executive director ⁽¹⁾	—	—	143,717
External affairs ⁽¹⁾	—	—	112,208
Treasury and accounting ⁽¹⁾	—	—	12,186
Information technology ⁽¹⁾	—	—	113,242
Legal ⁽¹⁾	—	—	38,955
Staffing and administration ⁽¹⁾	—	—	44,230
Program controls ⁽¹⁾	—	—	873,699
Property acquisition ⁽¹⁾	—	—	708,609
Environmental ⁽¹⁾	—	—	1,766,316
Engineering management programmatic ⁽¹⁾	—	—	3,803,760
Total construction in progress	<u>\$ 2,951,077</u>	<u>\$ 8,377,095</u>	<u>\$ 15,994,017</u>

⁽¹⁾ Expense classifications were revised effective July 2019. These classifications were effective prior to July 2019.

⁽²⁾ Certain expenses from July 2018 through September 2019 were reclassified to construction in progress in September 2019.

DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

Statements of Cash Receipts and Disbursements

	Month Ended Nov '19	Year to Date Jul '19-Nov '19
Receipts:		
Contributions	\$ 483,231	\$ 8,153,370
Disbursements:		
Environmental planning and design		
Program management	99,844	832,175
Project controls	—	548,712
Engineering	—	3,820,759
Property access and acquisition	—	40,958
Stakeholder engagement	6,200	87,371
Office administration	432,531	2,649,837
Total disbursements	538,575	7,979,812
Net changes in cash	(55,344)	173,558
Cash at July 1, 2019	—	795,587
Cash at November 1, 2019	1,024,489	—
Cash at November 30, 2019	\$ 969,145	\$ 969,145

Statements of Revenues, Expenses and Changes in Net Position

	Month Ended Nov '19	Year to Date Jul '19-Nov '19
Expenses: ⁽¹⁾		
Environmental planning and design		
Program management	\$ 402,477	\$ 1,628,892
Stakeholder engagement	84,789	206,247
Office administration	45,832	2,012,424
Total expenses	533,098	3,847,563
Changes in net position before contributions	(533,098)	(3,847,563)
Capital contributions:		
DWR - Invoiced through the DCO ⁽²⁾	4,824,343	12,241,622
Total capital contributions	4,824,343	12,241,622
Changes in net position	4,291,245	8,394,059
Net position at June 30, 2019	—	8,194,278
Net position at October 31, 2019	12,297,092	—
Net position at November 30, 2019	\$ 16,588,337	\$ 16,588,337

* Totals may not foot due to rounding.

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⁽¹⁾ Certain expenses through September 2019 were reclassified to construction in progress.

⁽²⁾ DWR - Department of Water Resources/DCO - Delta Conveyance Office.

DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

	Statements of Cash Receipts and Disbursements		Statements of Revenues, Expenses and Changes in Net Position	
	Month Ended Nov '19	Year to Date Jul '19-Nov '19	Month Ended Nov '19	Year to Date Jul '19-Nov '19
Receipts:				
Contributions	\$ 483,231	\$ 8,153,370		
Disbursements/Expenses: ⁽¹⁾				
Environmental planning and design				
Program management	99,844	832,175	\$ 402,477	\$ 1,628,892
Project controls	—	548,712	—	—
Engineering	—	3,820,759	—	—
Property access and acquisition	—	40,958	—	—
Stakeholder engagement	6,200	87,371	84,789	206,247
Office administration	432,531	2,649,837	45,832	2,012,424
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Net position at November 30, 2019			\$ 16,588,337	\$ 16,588,337

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⁽²⁾ DWR - Department of Water Resources/DCO - Delta Conveyance Office.



Delta Conveyance Design and Construction Joint Powers Authority

Budget vs Cost by Appropriation - PTD, YTD

Current Period: NOV-19

<u>Appropriation</u>	Period-to-Date				Year-to-Date				Fiscal Year		
	Actual	Budget	Variance	Variance %	Actual	Budget	Variance	Variance %	Budget	Contingency	Total Budget
Program management	\$ 479,139	\$ 700,000	\$ 220,861	31.6%	\$ 1,939,157	\$ 3,600,000	\$ 1,660,843	46.1%	\$ 7,500,000	\$ 1,600,000	\$ 9,100,000
Project controls	50,559	400,000	349,441	87.4%	1,323,268	2,400,000	1,076,732	44.9%	5,200,000	700,000	5,900,000
Engineering	2,362,217	2,900,000	537,783	18.5%	4,996,101	14,400,000	9,403,899	65.3%	35,000,000	5,800,000	40,800,000
Field work	396,794	1,670,000	1,273,206	76.2%	1,202,387	8,310,000	7,107,613	85.5%	20,000,000	4,900,000	24,900,000
Property access and acquisition	39,965	200,000	160,035	80.0%	122,471	2,900,000	2,777,529	95.8%	4,300,000	600,000	4,900,000
Stakeholder engagement	100,939	400,000	299,061	74.8%	245,532	1,700,000	1,454,468	85.6%	4,000,000	700,000	4,700,000
Office administration	54,562	600,000	545,438	90.9%	2,395,742	4,300,000	1,904,258	44.3%	6,000,000	1,500,000	7,500,000
Total	<u>\$ 3,484,175</u>	<u>\$ 6,870,000</u>	<u>\$ 3,385,825</u>	<u>49.3%</u>	<u>\$ 12,224,658</u>	<u>\$ 37,610,000</u>	<u>\$ 25,385,342</u>	<u>67.5%</u>	<u>\$ 82,000,000</u>	<u>\$ 15,800,000</u>	<u>\$ 97,800,000</u>



Delta Conveyance Design and Construction Joint Powers Authority
Appropriation - Trend
Current Period: NOV-19

Appropriation	Period To Date													
	JUL-19	AUG-19	SEP-19	OCT-19	NOV-19	DEC-19	JAN-20	FEB-20	MAR-20	APR-20	MAY-20	JUN-20	Total	
Program management	\$ 192,453	\$ 158,963	\$ 334,329	\$ 774,274	\$ 479,139	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 1,939,157	
Project controls	109,131	25,842	266,937	870,799	50,559	—	—	—	—	—	—	—	1,323,268	
Engineering	649,330	110,410	1,383,914	490,231	2,362,217	—	—	—	—	—	—	—	4,996,101	
Field work	—	—	—	805,593	396,794	—	—	—	—	—	—	—	1,202,387	
Property access and acquisition	6,327	(112)	349	75,942	39,965	—	—	—	—	—	—	—	122,471	
Stakeholder engagement	346	31,012	27,663	85,573	100,939	—	—	—	—	—	—	—	245,532	
Office administration	1,704,208	196,355	176,608	264,009	54,562	—	—	—	—	—	—	—	2,395,742	
Total	\$ 2,661,795	\$ 522,470	\$ 2,189,800	\$ 3,366,421	\$ 3,484,175	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 12,224,658	

* Totals may not foot/crossfoot due to rounding.