

January 11, 2019

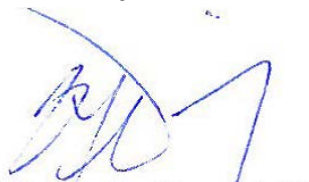
Delta Conveyance Design and Construction Authority
Board of Directors

Members of the Board,

The next meeting of the Delta Conveyance Design and Construction Authority (DCA) Board of Directors is scheduled for **Thursday, January 17, 2019 at 1:30 p.m.** at the **Tsakopoulos Library Galleria, 828 I Street, West Room (1st floor), in Sacramento.**

Enclosed are the materials for the Thursday, January 17, 2019 Board meeting in a PDF file, which has been bookmarked for your convenience.

Sincerely,



Jill Duerig
Interim Executive Director

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

REGULAR MEETING

Thursday, January 17, 2019

1:30 p.m.

SACRAMENTO PUBLIC LIBRARY, TSAKOPOULOS LIBRARY GALLERIA
828 I Street, 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.

1. CALL TO ORDER

2. ROLL CALL

3. CLOSED SESSION – OPEN SESSION TO FOLLOW AT APPROXIMATELY 2:00 P.M.

- (a) Conference with Legal Counsel - Significant exposure to litigation pursuant to Gov't Code section 54956.9(d)(2):
 - a. Delta Stewardship Council California WaterFix Consistency Determination
 - b. Food and Water Watch and Center for Food Safety v. Metropolitan Water District of Southern California, Case No. BC720692.
- (b) Conference with Real Property Negotiator pursuant to Gov't Code section 54956.8:
 - Property: 400 R Street, Sacramento, CA
 - Agency Negotiator: G.F. Duerig
 - Negotiating Party: CBRE
 - Under Negotiation: Lease Price and Terms
- (c) Public Employee Appointment - Pursuant to Government Code Section 54957. Title: Executive Director
- (d) Conference with Labor Negotiators:
 - Agency designated representatives: Jill Duerig, Stefanie Morris
 - Unrepresented employee: Executive Director

4. OPEN SESSION AND PLEDGE OF ALLEGIANCE, APPROXIMATELY 2:00 P.M.

5. REPORT OUT OF CLOSED SESSION

6. PUBLIC COMMENT

Members of the public may address the Authority on matters that are within the Authority's jurisdiction. Speakers are limited to three minutes each. Persons wishing to speak are requested to complete speaker cards.

7. APPROVAL OF MINUTES: December 20, 2018 Special Board Meeting and December 20, 2018 Regular Board Meeting

8. 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. None

9. DISCUSSION ITEMS

- a. Consider Passing Resolution Authorizing Award of Contract to Bentley Systems, Inc.
- b. Consider Authorizing Amendment of the Professional Services Agreement with The Hallmark Group

10. STAFF REPORTS AND ANNOUNCEMENTS

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

11. FUTURE AGENDA ITEMS

12. ADJOURNMENT

* * * * *

Next scheduled meeting: February 21, 2019 Regular Board Meeting at 2 p.m. in the Sacramento Public Library, Tsakopoulos Library Galleria, 828 I Street, Sacramento, CA 95814

BOARD OF DIRECTORS MEETING

MINUTES

REGULAR MEETING

Thursday, December 20, 2018

1:00PM

(Paragraph numbers coincide with agenda item numbers)

1. CALL TO ORDER

The regular meeting of the Delta Conveyance Design and Construction Authority (DCA) Board of Directors was called to order in the Sacramento Public Library, Tsakopoulos Library Galleria, 828 I Street, Sacramento, CA 95814, at 1:00 p.m.

2. ROLL CALL

Board members in attendance were Tony Estremera, Richard Atwater, Steve Blois, and Sarah Palmer constituting a quorum of the Board.

Staff members in attendance were Jill Duerig, Stefanie Morris, June Skillman, Nathan Purkiss, and Sergio Valles.

3. CLOSED SESSION

4. PLEDGE OF ALLEGIANCE/NATIONAL ANTHEM

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

5. REPORT OUT OF CLOSED SESSION

- a. Conference with Legal Counsel - Significant exposure to litigation pursuant to Gov't Code section 54956.9(d)(2):
 - i. Delta Stewardship Council California WaterFix Consistency Determination
 - ii. Food and Water Watch and Center for Food Safety v. Metropolitan Water District of Southern California, Case No. BC720692.

There were no reportable actions taken.

- b. Conference with Real Property Negotiator pursuant to Gov't Code section 54956.8:
 - Property: 400 R Street, Sacramento, CA
 - Agency Negotiator: G.F. Duerig
 - Negotiating Party: CBRE
 - Under Negotiation: Lease Price and Terms

The Board authorized legal counsel to begin negotiations.

- c. Public Employee Appointment - Pursuant to Government Code Section 54957. Title: Executive Director

There were no reportable actions taken.

6. PUBLIC COMMENT

President Estremera opened public comment, limiting speaking time to three minutes each.

There was one verbal comment from the public.

Ms. Osha Meserve, representing LAND and others expressed that concern about further investments in a project that in her opinion is not fully baked, not ready to go and has critical deficiencies. She concluded with mentioning that there is a willingness on LAND's part to discuss ways to meet everyone's needs.

President Estremera closed Public Comment.

7. APPROVAL OF MINUTES: November 15, 2018 Special and Regular Board Meeting

Recommendation: Approve minutes of the November 15, 2018 Special and Regular Board Meeting

Move to Approve Minutes: Atwater

Second: Blois

Yeas: Estremera, Atwater and Blois

Nays: None

Abstains: Palmer

Recusals: None

Absent: None

Summary: 3 Yeas; 0 Nays; 1 Abstention; 0 Absent. (Motion passed as MO 18-12-01)

8. CONSENT CALENDAR

There were no items on this month's consent calendar.

9. DISCUSSION ITEMS:

a. Consider Approving Budget Revision for FY 2018-19.

Recommendation: Adopt the FY 2018/19 Revised Budget by Minute Order.

Ms. June Skillman, DCA Treasurer, provided a staff report. Ms. Skillman reviewed the proposed revised budget information, noting that in July 2018 the Board adopted a FY 2018/19 which included strategic objectives. Starting off with the critical path items necessary for the project, what is being proposed is to revise the expenditure plan to align with the current state of permitting and other scheduling factors. In addition, the FY 2018-19 Adopted Budget has been restructured to be consistent with the budget structure prescribed in the Joint Exercise of Powers Agreement between DWR and the JPA. The original budget approved in July 2018 was \$133.57M and today's proposed revised budget is \$61.88M.

Move to Adopt the FY 2018/19 Revised Budget,

as noted: Atwater

Second: Palmer

Yeas: Estremera, Palmer, Atwater, and Blois.
 Nays: None
 Abstains: None
 Recusals: None
 Absent: None
 Summary: 4 Yeas; 0 Nays; 0 Abstains; 0 Absent. (Motion passed as MO 18-12-02)

b. Consider Passing Resolution Adopting the Delta Conveyance Design and Construction Authority Small and Disabled Veteran Business Enterprise Policy.

Recommendation: Adopt resolution adopting the Small and Disabled Veteran Business Enterprise Policy and authorizing the Interim Executive Director to implement the program.

Mr. Nathan Purkiss, Interim External Affairs Manager, provided a staff report. Mr. Purkiss also provided SBE/DVBE goal comparisons across different agencies for reference. In addition, having a goal provides flexibility between different types of contracts and monitoring and reporting allows staff to amend the policy in the future, should it be needed.

Move to Approve Resolution Adopting the Delta Conveyance Design and Construction Authority Small and Disabled Veteran Business Enterprise Policy,

as noted: Palmer
 Second: Blois
 Yeas: Estremera, Palmer, Atwater, and Blois.
 Nays: None
 Abstains: None
 Recusals: None
 Absent: None
 Summary: 4 Yeas; 0 Nays; 0 Abstains; 0 Absent. (Motion passed as Resolution 18-16)

10. STAFF REPORTS AND ANNOUNCEMENTS

a. Executive Director Report

A written report was provided in the Board package. The Board had no additional questions or comments.

b. General Counsel Report

A written report was provided in the Board package. The Board had no additional questions or comments.

c. Treasurer's Report

A written report was provided in the Board package. The Board had no additional questions or comments.

d. Verbal Reports

President Estremera requested that Ms. Duerig provide a general overview of the status of Executive Director recruitment. Ms. Duerig responded that the Executive Director selection process is moving forward.

11. FUTURE AGENDA ITEMS:

No future agenda items noted.

12. ADJOURNMENT:

The next meeting of the DCA will be held on January 17, at 2 p.m. in the Sacramento Public Library, Tsakopoulos Library Galleria, 828 I Street, Sacramento.

President Estremera adjourned the meeting at 2:18 p.m.

BOARD OF DIRECTORS MEETING

MINUTES

SPECIAL BOARD MEETING
Thursday, December 20, 2018
9:30 a.m.

(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 at The Senator Hotel, 1121 L Street, Suite 1045, Sacramento, CA 95814, at 9:30 a.m.

2. ROLL CALL

Board members in attendance were Tony Estremera, Richard Atwater, Steve Blois, and Sarah Palmer constituting a quorum of the Board.

3. CLOSED SESSION

- a. Public Employee Appointment - Pursuant to Government Code Section 54957. Title: Executive Director

President Estremera adjourned to Closed Session at 9:32 a.m.

4. REPORT OUT OF CLOSED SESSION

There were no reportable actions taken.

5. PUBLIC COMMENT

President Estremera opened public comment but no comments were made.

President Estremera closed Public Comment.

6. ADJOURNMENT:

President Estremera adjourned the meeting at 12:45 p.m.

Board Memo

Contact: Harry Soo, Interim IT Manager
Sergio Valles, Interim Chief Engineer

Date: January 17, 2019 Board Meeting

Item No. 9a

Subject:

Consider Passing Resolution Authorizing Award of Contract to Bentley Systems, Inc.

Executive Summary:

After completing an analysis of the technical requirements for an engineering document management system, staff recommends that the Board authorize the Executive Director to negotiate and execute a sole-source agreement with Bentley Systems, Inc., for their ProjectWise system, which is needed for engineering document management storage and collaboration purposes, in a not-to-exceed amount of \$230,000.

Detailed Report:

During its estimated 15-year construction duration, the California WaterFix (CWF) project requires an Engineering Document Management System for managing engineering document storage and internal-external collaboration for the DCA's engineering design and construction firms and personnel, as well as the Department of Water Resources' Delta Conveyance Office team working on the project.

This Engineering Document Management System must be able to assist the DCA engineers and staff to store documents securely, facilitate internal-external collaboration of engineering files, create and manage project deliverables (e.g., Requests for Information, submittals, transmittals), implement workflows, assign and track document issues, and create performance dashboards. The system, once implemented, will provide digital workflows for accelerated design collaboration, secure storage and traceability of documents, connect field engineers with mobile workflows, improve consistency via templates and workflows, and provide analytics for project insight and optimization.

Bentley Systems, Inc., is an American-based software development company that develops, manufactures, licenses, sells, and supports computer software and services. Staff recommends the award of a sole-source agreement for their ProjectWise system based on the following:

-
- a) ProjectWise is only sold via a manufacturer-direct channel. That is, their proprietary system cannot be purchased from third-party or value-added-resellers. The software and deployment services are only available from Bentley System, Inc., which owns ProjectWise. As such, competitive bidding will be impractical as no other vendor can provide the desired software. Attached is a letter from Bentley Systems dated December 21, 2018 certifying that they are a manufacturer-direct vendor;
 - b) Both DWR and MWD engineering departments use the proprietary ProjectWise system for engineering document management. Consequently, selecting another vendor's proprietary engineering document management system would likely create technical incompatibilities between the existing systems used by DWR and MWD;
 - c) Exemption from competitive bidding is consistent with Metropolitan's procurement policy governed by MWD's Admin Code Article 3, AWARD OF CONTRACTS, §8140. Competitive Procurement Item (2)(e)

(2) A designated product, material, thing, or service by a specific brand or trade name may be exclusively requested, either as a sole source or for competitive procurement, for any of the following purposes

(e) For upgrades, enhancement or additions to hardware or for enhancements or additions to software, where equipment or software from different manufacturers or developers will not be as compatible as equipment or software from the original manufacturer(s) or developer(s), as set forth in the certificate provided below.

When such an article is to be purchased, the General Manager's designee preparing the request for bids or proposals shall certify that the particular article will best serve the purpose of the District, and reasons for such conclusion shall be set forth.

The current staff recommendation is to authorize the Executive Director to negotiate and execute an agreement with Bentley Systems, Inc., with an initial contract amount of \$150,000, with a not-to-exceed total amount of \$230,000 for future ProjectWise optional components such as additional licenses as more engineering staff are hired, annual support over five years, and additional system upgrades to meet evolving DCA needs. The scope of the services includes, but is not limited to, cloud software, deployment services, software support, additional user licenses, maintenance, and system enhancements.

Funding:

The fiscal year 2018-19 Budget Revision included \$17.3 million for Program Management, which includes Information Technology expenditures. California WaterFix expenditures will be funded through contributions provided by the Department of Water Resources (DWR) and the California WaterFix contractors. Funding for on-going support in successive years will be provided through remaining contributed funds, bonds issued by the DWR, or funds raised by the Delta Conveyance Finance Authority through WIFIA loans or bond issuances.

Recommended Action:

Adopt the attached resolution authorizing the Executive Director to negotiate and execute a multi-year agreement with Bentley Systems, Inc., to provide a cloud-based Engineering Document Management System and implementation services to be directed by the Executive Director and staff.

Attachments:

Attachment 1 - Resolution 18-XX

Attachment 2 - Engineering Document Management System Presentation

Attachment 3 - Bentley Systems Letter December 21, 2018

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

RESOLUTION NO. 18-XX

Introduced by Director xxxx

Seconded by Director xxxx

**EXECUTE AN AGREEMENT TO PROCURE AND IMPLEMENT AN ENGINEERING
DOCUMENT MANAGEMENT SYSTEM**

Whereas, there is a need to procure and implement a cloud-based Engineering Document Management System for engineering document management and collaboration purposes; and

Whereas, the Executive Director has determined that ProjectWise will best serve this need as described in the staff report; and

Whereas, Bentley Systems, Inc., an American-based software development company that develops, manufactures, licenses, sells, and supports computer software and services is awarded a sole-source agreement for their ProjectWise system based on the following reasons:

- a) ProjectWise is only sold via a manufacturer-direct channel. That is, their proprietary system cannot be purchased from third-party or value-added-resellers. The software and deployment services are only available from Bentley System, Inc., which owns ProjectWise. As such, competitive bidding will be impractical as no other vendor can provide the desired software. Attached is a letter from Bentley Systems dated December 21, 2018 certifying that they are a manufacturer-direct vendor;
- b) Both DWR and MWD engineering departments use the proprietary ProjectWise system for engineering document management. Consequently, selecting another vendor's proprietary engineering document management system would likely create technical incompatibilities between the existing systems used by DWR and MWD;
- c) Exemption from competitive bidding is consistent with Metropolitan's procurement policy governed by MWD's Admin Code Article 3, AWARD OF CONTRACTS, §8140. Competitive Procurement Item (2)(e)

Now, therefore, be it resolved that the DCA Board hereby authorizes the Executive Director to negotiate and execute an agreement with Bentley Systems, Inc., to provide a ProjectWise cloud solution and implementation services to be directed by the Executive Director and staff, with an initial contract amount of \$150,000;

Be it further resolved that the DCA Board authorizes the Executive Director to issue contract amendments as and when needed for future ProjectWise optional components such as additional licenses as more engineering staff are hired, annual support over 5-years, and additional system upgrades to meet evolving DCA needs, with a total, not-to-exceed total amount of \$230,000.

* * * * *

This Resolution was passed and adopted this 17th day of January, 2019, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Tony Estremera, Board President

Attest:

Sarah Palmer, Secretary



DCA

DELTA CONVEYANCE **DESIGN**
& **CONSTRUCTION AUTHORITY**

California WaterFix

CLOUD-BASED ENGINEERING DOCUMENT MANAGEMENT SYSTEM

Agenda Item No. 9a | Attachment 2
January 17, 2019

RECOMMENDATION

Authorize the Executive Director to negotiate and execute a sole-source agreement with Bentley Systems, Inc., for their ProjectWise system, including:

- an initial contract amount of \$150,000, and
- to meet evolving DCA needs, with a not-to-exceed total amount of \$230,000 over five years

BACKGROUND

An Engineering Document Management System must be able to assist the CWF engineers and staff to:

- Store folders and files securely
- Facilitate internal-external collaboration of engineering files
- Create and manage project deliverables (e.g., RFI's, submittals, transmittals)
- Implement engineering drawing workflows
- Assign and track document issues
- Create performance dashboards

PROJECTWISE FEATURES:



Portable

Supports Distributed
Workforce

Business Defined
Properties

Project Folder
concept

Attribute Exchange

Managed CAD
Workspace

Saved Searches

Full Text Indexing

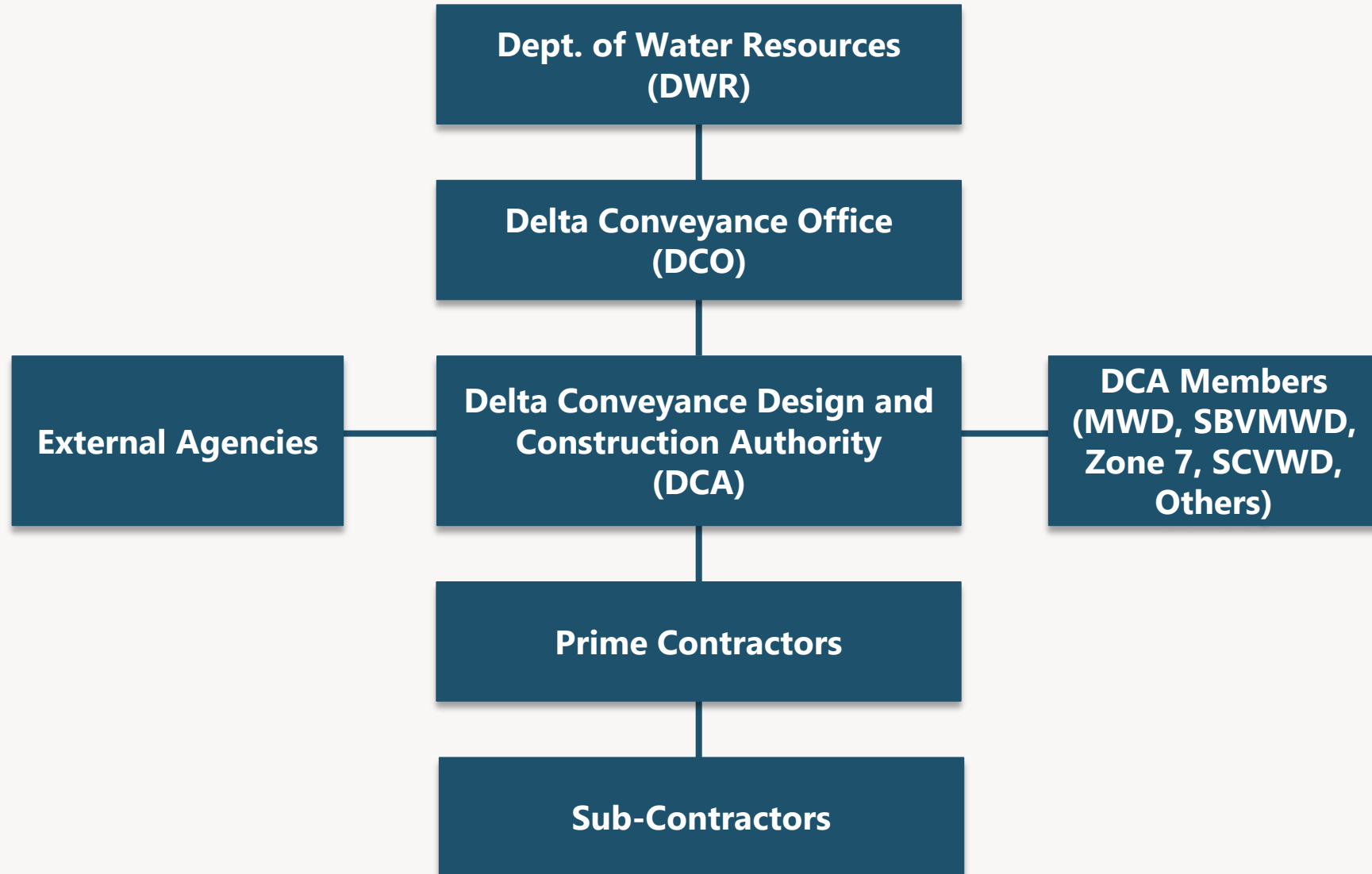
File Locking and
Audit Trail

Workflows and
Document States

Spatial Location

PDF Printing
Services

PROJECTWISE INFORMATION FLOW



SOLE-SOURCE JUSTIFICATION

- ProjectWise is only sold via a manufacturer-direct channel
- Both DWR and MWD engineering departments use the proprietary ProjectWise system for CAD and engineering document management
- Exemption from competitive bidding is consistent with MWD's procurement policy governed by MWD's Admin Code Article 3, AWARD OF CONTRACTS, §8140

SCHEDULE



Board Action



Completion

PROJECTWISE FUNDING REQUEST

- \$150,000 for software licenses, implementation fees, training, maintenance, software assurance, and help desk support
- And, not-to-exceed total amount of \$230,000 for future ProjectWise optional components
 - additional licenses
 - annual support over 5-years
 - additional system upgrades

RECOMMENDED ACTION

- Authorizes the Executive Director to negotiate and execute a sole source agreement with Bentley Systems, Inc., to provide:
 - ProjectWise cloud solution and implementation services, with an initial contract amount of \$150,000
 - Future additional licenses as more engineering staff are hired, document management enhancements, and additional system upgrades, with a total, not-to-exceed amount of \$230,000 over five-years

QUESTIONS?



BENTLEY SYSTEMS, INCORPORATED
685 Stockton Drive
Exton, Pennsylvania 19341-1151
T +1 610-458-5000
F +1 610-458-2900

www.bentley.com

December 21, 2018

The Delta Conveyance Design and Construction Joint Powers Authority
1121 L Street, Suite 1045
Sacramento, CA 95814
Attn: Harry Soo

Dear Mr. Soo:

Bentley Systems, Incorporated ("Bentley") is pleased to provide The Delta Conveyance Design and Construction Joint Powers Authority ("DCA") information about the proprietary nature of Bentley software.

Bentley supplies the MicroStation family of computer-aided design, engineering and manufacturing software, which includes, but is not limited to, ProjectWise. In conjunction with software, Bentley provides a comprehensive software support program through its Bentley SELECT Program.

Software and documentation developed at Bentley's expense are proprietary and confidential. Bentley shall be considered the prime contractor and shall assume the responsibility for maintenance of all Bentley supplied software.

Bentley is the sole provider of the Bentley Success Plan for DCA. No other vendors can perform the specific functions required by DCA as stated in Bentley's published specifications.

Sincerely,

A handwritten signature in purple ink, reading "Mariel Quigley".

Mariel Quigley
Paralegal
Bentley Systems, Incorporated

Board Memo

Contact: Jill Duerig, Interim Executive Director

Date: January 17, 2019 Board Meeting

Item No. 9b

Subject:

Consider Authorizing Amendment of the Professional Services Agreement with The Hallmark Group.

Executive Summary:

Staff recommends that the Board authorize the interim Executive Director to amend the Professional Services Agreement with The Hallmark Group to continue providing transition services supporting the Interim Executive Director until the long-term Executive Director is selected and the Program Management RFQ is awarded.

Detailed Report:

The Hallmark Group has been providing various support services to the DCA since August 1, 2018. The agreement was authorized at the July 19, 2018 DCA Board of Directors meeting for \$1,191,360 for a term of six months ending on January 31, 2019.

Due to the unforeseen length of time required to recruit the long-term Executive Director, the transition support services provided by The Hallmark Group are still needed by the DCA in order to support the Interim Executive Director.

To date, The Hallmark Group's costs have been under the projected spending level, leaving enough funds to do a no-cost contract extension through February 28, 2019. The current average billing is \$170,000 per month. However, in the event additional time and transition support is needed, staff recommends that the DCA add \$340,000 for a total, not-to-exceed amount of \$1,531,360, allowing the continuation of transitional support services at the same level of effort through approximately April 30, 2019.

Funding:

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

Recommended Action:

Adopt the attached resolution authorizing the Interim Executive Director to amend the Professional Services Agreement with The Hallmark Group to extend the contract and provide additional funds of up to \$340,000 for a new total, not-to-exceed amount of \$1,531,360.

Attachments:

Draft Resolution 18-xx

BOARD OF DIRECTORS OF THE DELTA CONVEYANCE
DESIGN AND CONSTRUCTION AUTHORITY

RESOLUTION NO. 18-XX

Introduced by Director xxxx

Seconded by Director xxxx

AMEND THE PROFESSIONAL SERVICES AGREEMENT WITH THE HALLMARK GROUP

Whereas, The Hallmark Group's Professional Services contract with the DCA to provide transitional support services is expiring at the end of January 2019; and

Whereas, there is an urgent need to keep the California WaterFix project on schedule and The Hallmark Group is needed to continue providing transition support services to the DCA;

Now, therefore, the DCA Board finds that a time extension and addition of funds to the sole-source contract are justified given the continuing need for transition support services and given the unique qualifications of the Hallmark Group to provide such services.

Therefore, be it resolved that the DCA Board hereby authorizes the Interim Executive Director to amend the Professional Services Contract with The Hallmark Group to continue providing the DCA with transitional support services to be directed by the Interim Executive Director, for up to \$340,000 for a new total, not-to-exceed amount of \$1,531,360.

* * * * *

This Resolution was passed and adopted this 17th day of January 2019, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Tony Estremera, Board President

Attest:

Sarah Palmer, Secretary

Executive Director's Report

Contact: Jill Duerig, Interim Executive Director

Agenda Date: January 17, 2018

Item No. 10a

Subject: Executive Director's Report

Summary:

Activities since the December meeting have been focused on details of contracts (especially insurance requirements) and providing continued direction to the DCA transition team. Coordination with DWR continues through its Design Construction Oversight (DCO) team.

Detailed Report:

The DCA and DCO teams continue to collaborate. Weekly coordination meetings are ongoing. The DCO has concurred in sole source awards pursuant to Metropolitan Water District's procurement guidelines for two more critical contracts.

Staff completed a three-day discovery and design workshop with the Project Management Information System (e-Builder) project manager in early December. Draft documentation of workshop findings was submitted to the DCA transition staff and is under review. A Request for Qualifications (RFQ) was issued for environmental support services in December. All RFQs are posted on PlanetBids which can be accessed through the DCA website and interested consultants can register in advance if interested in future postings. An independent insurance specialist reviewed the draft contracts and JEPA insurance requirements, providing suggestions that will be used in final contracts with these consultants and future agreement templates. Negotiations with the various consultants on other specific terms remain ongoing.

While agreements are under review and negotiation, the Engineering Design Manager, Jacobs, and the geotechnical consultant, Fugro, began developing a plan for 2019 and identified all the boring and cone penetrometer testing (CPT) locations. Similarly, the real property consultants began engaging in the formation of policies, processes, and procedures that meet regulatory requirements while suggesting ways to streamline where possible. Engaging consultants in this effort will provide the opportunity for input as well as creating a sense of responsibility to follow those rules. Once the agreements are executed, the consultants will also provide input on both the Work Plan and Real Estate Plan, as required under the JEPA agreement.

Attachment:

Summary of contracts executed since last report

DCA CONTRACTS EXECUTED SINCE LAST REPORT

Company Name	Description	Type	Execution Date	Expiration Date	Amount	Board Authority	
						Reso No	Date
Metropolitan Water District	Executive Recruiter Support	Task Order	12/21/18	02/28/19	\$100,000.00	18-2	19-Jul-18
Total Executed Agreements					\$100,000.00		

General Counsel's Report

Contact: Stefanie Morris, Interim General Counsel

Agenda Date: January 17, 2019

Item No. 10b

Subject: General Counsel's Report

Summary:

General Counsel continues to work with the Executive Director and staff on various issues and to monitor litigation and regulatory proceedings that may impact DCA goals and objectives.

Detailed Report:

General Counsel activities focused on assisting procurement staff with contract review and coordination with DWR's Delta Conveyance Office. DWR withdrew its Consistency Certification with the Delta Plan after the strong recommendation from the Delta Stewardship Council chair that it was premature. General Counsel continues to work with DWR staff on issues related to the Delta Plan. DWR's change in point of diversion for WaterFix remains pending before the State Water Resources Control Board. While the evidentiary phases concluded in late 2018, the Hearing Officers have not issued a ruling on several remaining issue, including a schedule for closing briefs.

Recommended Action:

Information, only.

Treasurer's Report

Contact: June Skillman, Treasurer

Agenda Date: January 17, 2019

Item No. 10c

Subject: Treasurer's Report

Summary:

During December 2018, receipts totaled \$657,406, consisting of interest earned on the DCA Start-up Trust cash balance in November 2018 and contributions from the Department of Water Resources, Delta Conveyance Office (DCO). During December 2018, disbursements totaled \$460,060. The DCA cash balance at December 31, 2018 was \$431,763.

As of December 31, 2018, receivables totaled \$234,658, consisting of interest earned on the DCA cash balances during December 2018 and invoices to the DCO. As of December 31, 2018, accounts payable totaled \$9,952 and the total net position was \$657,165.

Attachment 1 consists of financial statements for the month of December 2018, financial statements for the six months ended December 2018, a schedule of Invoices Paid through December 2018, and Aging Schedules for Accounts Payable and Accounts Receivable.

Attachment 2 consists of Budget and Revised Budget ("Forecast") versus Actuals by Program, Organization, and Activity through December 2018.

Detailed Report:

See attached statements.

Recommended Action:

Information, only.

Attachments:

Attachment 1 – December 2018 DCA Financial Statements

Attachment 2 – December 2018 Budget and Revised Budget versus Actuals

DELTA CONVEYANCE DESIGN AND CONSTRUCTION AUTHORITY

Statement of Cash Receipts and Disbursements

Month Ended December 31, 2018

Receipts:

Contributions	\$	656,733	
Interest receipts from November		<u>673</u>	<u>\$ 657,406</u>

Disbursements:

Program management			
Executive director		112,023	
External affairs		3,582	
Information technology		76,311	
Legal		118,561	
Staffing and administration		7,990	
Program controls		133,042	
Property acquisition		2,044	
Environmental		<u>6,507</u>	<u>460,060</u>

Net change in cash		197,346
--------------------	--	---------

Cash at December 1, 2018		<u>234,417</u>
--------------------------	--	----------------

Cash at December 31, 2018		<u><u>\$ 431,763</u></u>
---------------------------	--	--------------------------

* Totals may not foot due to rounding.

DELTA CONVEYANCE DESIGN AND CONSTRUCTION AUTHORITY

Statement of Cash Receipts and Disbursements
for the Six Months Ended December 31, 2018

Receipts:

Contributions	\$	734,951	
Interest receipts		<u>6,514</u>	<u>\$ 741,465</u>

Disbursements:

Program management			
Executive director		313,115	
External affairs		3,582	
Treasury and accounting		30,876 ⁽¹⁾	
Information technology		234,528	
Legal		145,326	
Staffing and administration		40,519	
Program controls		329,643	
Property acquisition		2,044	
Environmental		<u>6,507</u>	<u>1,106,140</u>

Net change in cash (364,675)

Cash at July 1, 2018 796,438

Cash at December 31, 2018 \$ 431,763

⁽¹⁾ Includes insurance premiums.

DELTA CONVEYANCE DESIGN AND CONSTRUCTION AUTHORITY

Balance Sheet

As of December 31, 2018

Assets:

Cash	\$	431,763
Accounts receivable		234,658
Interest receivable		<u>696</u>
Total assets	\$	<u><u>667,117</u></u>

Liabilities:

Accounts payable	\$	<u>9,952</u>
Total liabilities		9,952

Net position

		<u>657,165</u>
Total liabilities and net position	\$	<u><u>667,117</u></u>

DELTA CONVEYANCE DESIGN AND CONSTRUCTION AUTHORITY

Profit & Loss

Month Ended December 31, 2018

	<u>Dec '18</u>	<u>Jul '18 - Dec '18</u>
Revenues		
Contributions	\$ —	\$ 969,608
Interest Income	<u>696</u>	<u>6,169</u>
Total Revenues	<u>696</u>	<u>975,777</u>
Expenses		
Program management		
Executive director	—	305,815
External affairs	—	3,582
Treasury and accounting	—	30,876 ⁽²⁾
Information technology	(215) ⁽¹⁾	237,795
Legal	—	132,963
Staffing and administration	4,409	44,928
Program controls	—	329,643
Property acquisition	—	2,044
Environmental	<u>—</u>	<u>8,784</u>
Total Expenses	<u>4,194</u>	<u>1,096,430</u>
Net Profit (Loss)	<u>\$ (3,498)</u>	<u>\$ (120,652)</u>

* Totals may not foot due to rounding.

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

⁽¹⁾ Certain meal expenses requested by the vendor were disallowed.

⁽²⁾ Includes insurance premiums.

DELTA CONVEYANCE DESIGN AND CONSTRUCTION AUTHORITY

Schedule of Invoices Paid
for the Six Months Ended December 31, 2018

<u>Vendor</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Payment Date</u>	<u>Period of Expense</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>
1 Best, Best, & Krieger	825750	7/5/2018	7/26/2018	6/4/18-6/28/18	\$ 12,363	\$ 12,363
2 Management Partners	INV06081	7/3/2018	8/2/2018	6/1/18-6/29/18	7,300	7,300
3 Best, Best, & Krieger	828084	8/6/2018	8/21/2018	7/2/18-7/31/18	14,402	14,402
4 Liberty Mutual Insurance	002321540AUG18	8/7/2018	8/22/2018	7/25/18-7/24/19	3,040	3,040
5 Alliant	907130	8/22/2018	8/28/2018	8/13/18-8/13/19	27,836	27,836
6 Management Partners	INV06194	8/3/2018	8/31/2018	7/2/18-7/31/18	18,750	18,750
7 Management Partners	INV06305	9/5/2018	10/4/2018	8/6/18-8/30/18	12,312	12,312
8 The Hallmark Group	180004-01	9/11/2018	10/17/2018	8/1/18-8/31/18	197,816	197,816
9 Sacramento Public Library Authority	3119	9/25/2018	10/18/2018	2/19/19-5/16/19	900	900
10 A.N.G Audio Visual Services	15543	9/20/2018	10/26/2018	9/20/2018	822	822
11 Management Partners	INV06459	10/2/2018	11/8/2018	9/4/18-9/28/18	21,500	21,500
12 Spark Street Digital	1623	10/12/2018	11/9/2018	8/16/2018	3,537	3,537
13 Spark Street Digital	1624	10/12/2018	11/9/2018	9/20/2018	3,466	3,466
14 Sacramento Public Library Authority	3143	10/25/2018	11/2/2018	11/15/18-1/16/19	650	650
15 e-Builder	5850	10/30/2018	11/29/2018	10/27/18-10/26/19	157,726	157,726
16 A.N.G Audio Visual Services	15576	10/18/2018	11/7/2018	10/18/2018	822	822
17 The Hallmark Group	180004-02	10/16/2018	11/8/2018	9/1/18-9/30/18	162,837	162,837
Subtotal July - November					646,080	646,080
18 Best, Best, & Krieger	829994	9/7/2018	12/12/2018	8/1/18-8/31/18	7,504	7,504
19 Metropolitan Water District of Southern California	501514	9/27/2018	12/21/2018	7/1/18-7/31/18	24,014	23,007 ⁽¹⁾
20 Metropolitan Water District of Southern California	501518	10/11/2018	12/21/2018	8/1/18-8/31/18	68,875	64,122 ⁽²⁾
21 PlanetBids	1003232	11/7/2018	12/19/2018	8/13/18-8/12/19	31,125	31,125
22 Commuter Industries	180152	11/16/2018	12/12/2018	11/16/2018	944	944
23 Commuter Industries	180144	11/5/2018	12/12/2018	11/5/2018	2,639	2,639
24 Sacramento Public Library Authority	3167	11/27/2018	12/12/2018	6/20/2019	200	200
25 Keogh Multimedia	INV1130182	11/30/2018	12/12/2018	9/1/18-11/30/18	363	363
26 Best, Best, & Krieger	838907	6/30/2018	12/12/2018	5/22/18-5/31/18	6,970	6,970
27 Best, Best, & Krieger	832282	10/3/2018	12/12/2018	9/1/18-9/30/18	14,163	14,163
28 Management Partners	INV06552	11/2/2018	12/14/2018	10/1/18-10/31/18	21,938	21,938
29 The Hallmark Group	180004-03	11/13/2018	12/14/2018	10/1/18-10/31/18	175,205	175,205
30 Management Partners	INV06664	12/4/2018	12/14/2018	10/1/18-10/31/18	21,188	21,188
31 Periscope Intermediate Corp	SI4833	11/13/2018	12/12/2018	11/13/2018	770	770
32 Best, Best, & Krieger	835122	11/7/2018	12/12/2018	10/1/18-10/31/18	57,126	57,126
33 Best, Best, & Krieger	838730	12/4/2018	12/12/2018	11/1/18-11/30/18	32,800	32,800
Subtotal December					465,820	460,060
					<u>\$ 1,111,900</u>	<u>\$ 1,106,140</u>

* Totals may not foot due to rounding.

⁽¹⁾ The difference between the invoice amount and the amount paid is \$1,007. Of this amount, \$47 relates to disallowed expenses that will not be re-submitted by the vendor. The remaining \$960 relates to expenses that the vendor plans to re-submit with additional documentation.

⁽²⁾ The difference between the invoice amount and the amount paid is \$4,753. Of this amount \$170 relates to disallowed expenses that will not be re-submitted by the vendor. The remaining \$4,583 relates to expenses that the vendor plans to re-submit with additional documentation.

DELTA CONVEYANCE DESIGN AND CONSTRUCTION AUTHORITY

Accounts Payable Aging Schedule
As of December 31, 2018

<u>Payable To:</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>≥ 90</u>	<u>Total</u>
Metropolitan Water District of Southern California					
Invoice #501514	\$ —	\$ 960	\$ —	\$ —	\$ 960
Invoice #501518	—	4,583	—	—	4,583
Spark Street Digital					
Invoice #1696	3,589	—	—	—	3,589
ANG Audio Visual					
Invoice #15612	820	—	—	—	820
	<u>\$ 4,409</u>	<u>\$ 5,543</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 9,952</u>

*Totals may not foot due to rounding.

Accounts Receivable Aging Schedule
As of December 31, 2018

<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 2018-02	\$ —	\$ 654	\$ —	\$ —	\$ 654 **
Invoice #DCA 2018-03	234,004	—	—	—	234,004
	<u>\$ 234,004</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 234,658</u>

*Totals may not foot due to rounding.

**This portion of the invoice relates to travel expenses that DCA agreed to deduct and will re-bill at a later period.

MWD Production

Date: 09-JAN-19

13:14:39

DCA Budget vs Cost by Program

Page: 1

Current Period: DEC-18

Currency: USD

No specific APPROPRIATION requested

APPRO	<-----Year-to-date----->						
	Actual	Budget	Forecast	Budget Var	Var %	Forecast Var	Var %
Program Management*	1,103,195	9,843,900	4,926,078	8,740,705	88.8 %	3,822,884	77.6 %
Environmental	6,507	3,393,250	2,517,545	3,386,743	99.8 %	2,511,038	99.7 %
Contingency	0	21,199,410	0	21,199,410	100.0 %	0	0.0 %
Land Acquisition	0	1,000,000	0	1,000,000	100.0 %	0	0.0 %
Design Utilities, Power, & Road	0	16,178,000	0	16,178,000	100.0 %	0	0.0 %
Design Tunnel Pads and Shafts	0	520,542	7,936,146	520,542	100.0 %	7,936,146	100.0 %
Engineering Management Program	0	3,088,000	915,171	3,088,000	100.0 %	915,171	100.0 %
Construction Tunnel Pads & Shafts	0	4,292,750	0	4,292,750	100.0 %	0	0.0 %
Total	1,109,701	59,515,852	16,294,940	58,406,151	98.1 %	15,185,239	93.2 %

* Includes prior fiscal year actuals of \$3,562

MWD Production

Date: 09-JAN-19

13:14:39

DCA Budget vs Cost by Organization

Page: 1

Current Period: DEC-18

Currency: USD

No specific ORGANIZATION requested

ORG	<-----Year-to-date----->						
	Actual	Budget	Forecast	Budget Var	Var %	Forecast Var	Var %
DC DCA	0	22,199,410	0	22,199,410	100.0 %	0	0.0 %
Executive Director*	316,678	490,000	677,199	173,323	35.4 %	360,521	53.2 %
Program Advisory	0	75,000	0	75,000	100.0 %	0	0.0 %
Audit	0	25,000	25,000	25,000	100.0 %	25,000	100.0 %
Program Manager	0	610,000	0	610,000	100.0 %	0	0.0 %
Treasury and Accounting	30,876	220,000	114,317	189,124	86.0 %	83,441	73.0 %
External Affairs	3,582	264,000	532,815	260,418	98.6 %	529,233	99.3 %
Legal	145,326	408,000	141,628	262,674	64.4 %	(3,698)	(2.6) %
Staffing & Administration	40,519	1,310,000	123,177	1,269,481	96.9 %	82,658	67.1 %
QA/QC	0	128,000	0	128,000	100.0 %	0	0.0 %
Program Controls	329,643	1,188,000	658,784	858,357	72.3 %	329,141	50.0 %
Information Technology	234,527	2,457,900	397,864	2,223,373	90.5 %	163,336	41.1 %
Property Acquisition	2,044	2,668,000	2,255,296	2,665,956	99.9 %	2,253,252	99.9 %
Engineering Design	0	19,786,542	8,851,317	19,786,542	100.0 %	8,851,317	100.0 %
Environmental & Planning	6,507	3,393,250	2,517,545	3,386,743	99.8 %	2,511,038	99.7 %
Engineering Construction	0	4,292,750	0	4,292,750	100.0 %	0	0.0 %
Total	1,109,701	59,515,852	16,294,940	58,406,151	98.1 %	15,185,239	93.2 %

* Includes prior fiscal year actuals of \$3,562

MWD Production

Date: 09-JAN-19

13:06:44

DCA Budget vs Cost by Activity

Page: 1

Current Period: DEC-18

Currency: USD

No specific ACTIVITY requested

	<-----Year-to-date----->						
ACTIV	Actual	Budget	Forecast	Budget Var	Var %	Forecast Var	Var %
Staffing	40,519	240,000	64,594	199,481	83.1 %	24,075	37.3 %
Office Management	0	1,070,000	58,583	1,070,000	100.0 %	58,583	100.0 %
Standards	0	96,000	0	96,000	100.0 %	0	0.0 %
Performance Management	0	32,000	0	32,000	100.0 %	0	0.0 %
Project Controls	285,613	888,000	456,232	602,387	67.8 %	170,619	37.4 %
Procure & Contract	44,030	300,000	202,552	255,970	85.3 %	158,522	78.3 %
Central Administration	42,969	99,840	196,638	56,871	57.0 %	153,668	78.1 %
General Tech	191,558	2,358,060	201,226	2,166,502	91.9 %	9,668	4.8 %
Right of Way, Survey, & Mapping	0	1,147,000	1,937,861	1,147,000	100.0 %	1,937,861	100.0 %
Appraisal & Acquisition	2,044	1,521,000	317,434	1,518,956	99.9 %	315,391	99.4 %
Chief Engineer	0	588,000	353,028	588,000	100.0 %	353,028	100.0 %
EDM	0	1,750,000	250,000	1,750,000	100.0 %	250,000	100.0 %
Geo Tech	0	750,000	312,143	750,000	100.0 %	312,143	100.0 %
Environmental Permits	6,507	3,393,250	2,517,545	3,386,743	99.8 %	2,511,038	99.7 %
Feature Design	0	16,698,542	7,936,146	16,698,542	100.0 %	7,936,146	100.0 %
Feature Construction	0	4,292,750	0	4,292,750	100.0 %	0	0.0 %
DCA General Activity *	496,462	24,291,410	1,490,958	23,794,948	98.0 %	994,497	66.7 %
Total	1,109,701	59,515,852	16,294,940	58,406,151	98.1 %	15,185,239	93.2 %

* Includes prior fiscal year actuals of \$3,562