



February 3, 2021

Delta Conveyance Design and Construction Authority
Board of Directors

Subject: ***Final Meeting Materials for the February 3, 2021, Special Board Meeting***

Members of the Board:

Enclosed is the agenda and final meeting materials from today's Special Board meeting.

Regards,

Kathryn Mallon
DCA Executive Director



DELTA CONVEYANCE DESIGN AND CONSTRUCTION AUTHORITY
BOARD OF DIRECTORS MEETING

SPECIAL MEETING

Wednesday, February 3, 2021

10:30 a.m.

Teleconference Meeting Only; No Physical Meeting Location
(Authorized by and in furtherance of Executive Orders N-29-20 and N-33-20)

Additional information about participating by telephone or via the remote meeting solution is available here: <https://www.dcdca.org>

Conference Access Information:

Phone Number: (916)262-7278 Access Code: 1487921622#

Electronic Meeting Link:

Please join my meeting from your computer, tablet or smartphone:

<https://meetings.ringcentral.com/j/1487921622>

AGENDA

In compliance with the Governor's Executive Orders and based on the Sacramento County health order and similar orders statewide, the meeting will be held electronically only through the listed meeting link and telephone number. Assistance to those wishing to participate in the meeting in person or remotely 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 as soon as possible in advance of the meeting by contacting the DCA support staff at (888) 853-8486 or info@dcdca.org. Members of the public may speak regarding items on the agenda when recognized by the Chair as set forth below. Speakers are limited to three minutes each; however, the Chair may limit this time when reasonable based on the circumstances. Persons wishing to provide public comment remotely on Agenda Items should complete a public comment request form at: <https://tinyurl.com/dcapubliccomment> by 10:30 a.m. Additional information will be provided at the commencement of the meeting.

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 whether they are on or off 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 may do so remotely through the electronic meeting link or teleconference number when recognized by the Chair. Parties wishing to provide remote public comment on Agenda Items should complete a public comment request form at: <https://tinyurl.com/dcapubliccomment> by 10:30 a.m.

5. DISCUSSION ITEMS

- (a) New DCA Board of Directors Introductions and Orientation: Overview of DCA Structure, Services and Meetings

Recommended Action: Information Only

6. FUTURE AGENDA ITEMS

7. ADJOURNMENT

* * * * *

Next scheduled meeting: February 18, 2021 Regular Board Meeting at 2:00 p.m. (1:30 p.m. if there is a closed session) and will be held on-line through videoconference (the DCA Board Room, Park Tower, 980 9th Street, Suite 100, Sacramento, CA 95814 is temporarily closed)



DCA

DELTA CONVEYANCE DESIGN & CONSTRUCTION AUTHORITY

DCA NEW BOARD ORIENTATION

February 3, 2021
Agenda Item 5a

WWW.DCDCA.ORG | WWW.WATER.CA.GOV/DELTA CONVEYANCE

Agenda

Welcome & Introductions

Kathryn Mallon, Cindy Messer & Board Members

Highlights of the JPA and JEPA

Josh Nelson, Legal Counsel

DCA Overview

Kathryn Mallon, Executive Director

Introduction to the Stakeholder Engagement Committee

Sarah Palmer, Chair

Basic Board Meeting Logistics

Claudia Rodriguez, Chief of Staff

Housekeeping Items

Claudia Rodriguez, Jennifer Malone, Josh Nelson

Welcome & Introductions

Review JPA and JEPA

Introduction

Alphabet Soup:

- DCDCA: Delta Conveyance Design and Construction Authority
- DCP: Delta Conveyance Project
- DWR: Department of Water Resources
- JPA: Joint Powers Agreement
- JEPA: Joint Exercise of Powers Agreement
- PWA: public water agency
- SWC: State Water Contractors, Inc.
- SWP: State Water Project

DCDCA is a JPA formed by participating PWAs that receive water from the SWP, who are SWC members, providing services to DWR under the terms of the JEPA for consideration of a potential DCP.

Revised JPA

Past and current DCA member agencies have been voting on participation in the upcoming planning work for the Delta Conveyance Project

These votes include:

- (1) level of participation in DCP,
- (2) funding agreement with DWR for DCP, and
- (3) approval of a revised DCA JPA.

DCA is governed by and exists solely as a result of the JPA.

Previous JPA

Previous DCA Members – 4 Members

- Metropolitan Water District (2)
- Valley Water (1)
- Remaining SWCs Rotating Member (1)
- Kern County Water Agency (Vacant)

Revised JPA – 7 Member Board Make-up

- **Metropolitan Water District (MWD) of So Cal**
- **Kern County Water Agency**
- **Valley Water (Santa Clara)**
- **Class 2**
 - Alameda County Flood Control Zone 7 Water District
 - Alameda County Water District
- **Class 3, 7**
 - Dudley Ridge Water District
 - Santa Clarita Valley Water Agency
- **Class 8 (2 Members)**
 - Antelope Valley-East Kern Water Agency
 - Coachella Valley Water District
 - Crestline-Lake Arrowhead Water Agency
 - Desert Water Agency
 - Mojave Water Agency
 - Palmdale Water District
 - San Bernardino Valley Municipal Water Dist.
 - San Geronio Pass Water Agency

New Voting Structure

- All decisions by majority vote
 - Prior JPA has supermajority for some votes.
- BUT, some decisions are subject to ***reconsideration***:
 - Approval/modification of the Budget
 - Construction contracts of \$10m+
 - Services contracts of \$1m+
 - Indebtedness and leases
- Request must be made at initial Board meeting and will be decided at future meeting held 14-30 days in the future
 - Vote on reconsideration requires 70% of Contracted Proportionate Share

Officers

All officers serve 2-year terms (July 1, 2020 - June 30, 2022)

- President (Richard Atwater, MWD)
- Vice-President (Sarah Palmer, Zone 7)
- Secretary (Vacant)
- Treasurer (Katano Kasaine with MWD)

JEPA

The Joint Exercise of Powers Agreement between DWR and the DCA specifies the services provided by the DCA to DWR:

- For WaterFix, initial JEPA provided for design and construction services.
- 1st Amendment approved in June 2019 and outlines DCA services during the “Planning Phase” for DCP
- 2nd-4th Amendments dealt with administrative matters and repayment of the “DWR Initial Contribution” which is currently at \$43.2 million.

DCA Overview

Three Key Functions of DCA – Per JEPA

1. Engineering Service Provider for Planning Phase:

- Develop Concept Engineering Documentation for Alternatives
- Execute Field Work Program (Geotechnical, Surveying, Entry Permits)

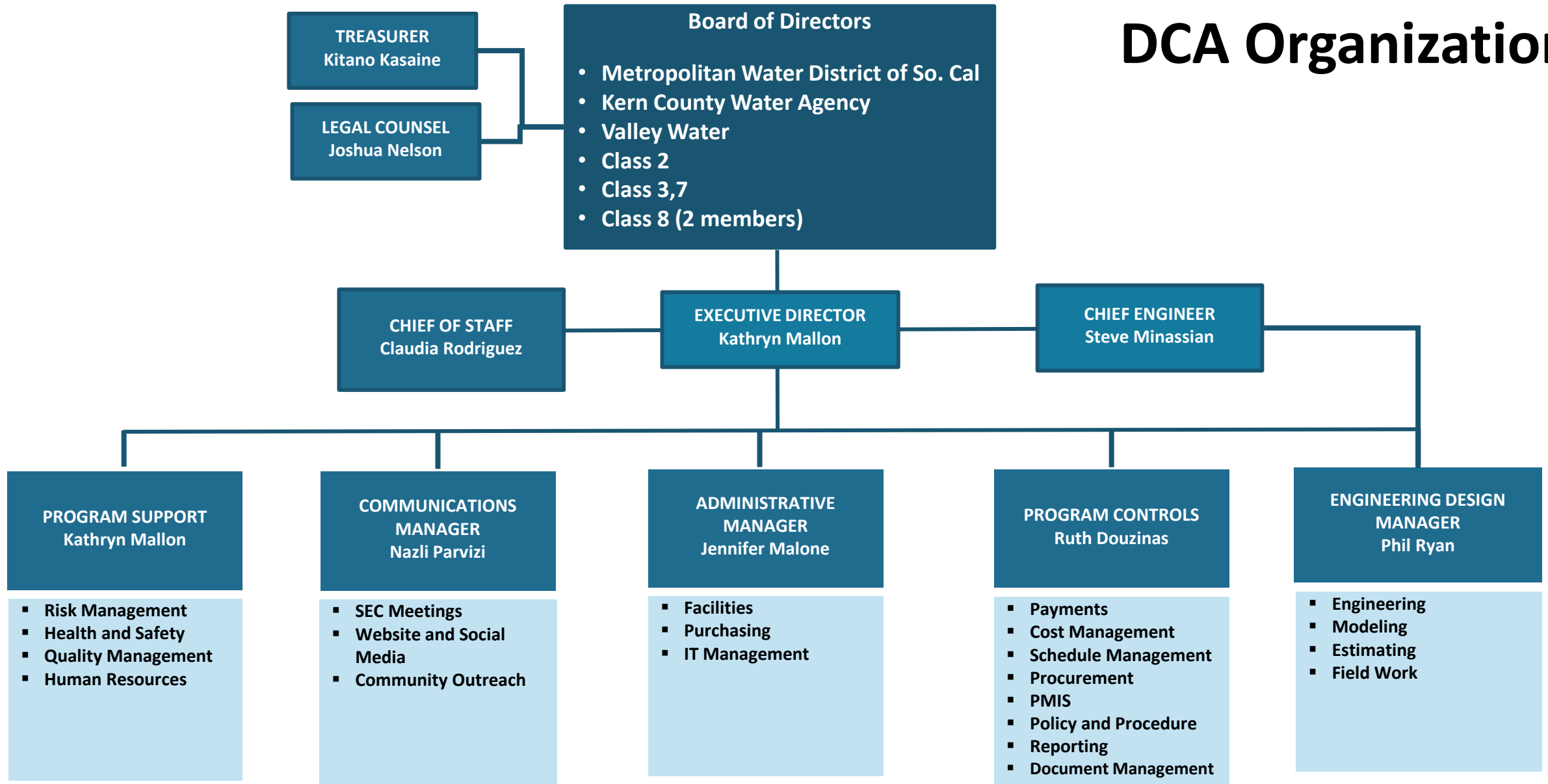
2. Host Stakeholder Engagement Process to Inform Design Work

3. Administrative Functions to Support Organization

Major DCA Vendors

Vendor Name	DCA Function	FY 2019/20	FY 2020/21	Total
Jacobs <i>WSP, GEI</i>	Engineering	\$ 21,778,000	\$ 13,274,000	\$ 35,051,000
Parsons <i>Chaves</i>	Program Controls, Administration, Chief Engineer	\$ 5,906,000	\$ 3,796,000	\$ 9,703,000
Fugro	Geotechnical Work	\$ 1,010,000	\$ 4,057,000	\$ 5,068,000
BBK	General Counsel	\$ 588,000	\$ 620,000	\$ 1,208,000
Management Partners	Executive Director	\$ 569,000	\$ 572,000	\$ 1,141,000
Right of Way (3 Firms)	Temporary Entry Permits	\$ 51,000	\$ 613,000	\$ 664,000
VMA	Stakeholder Engagement Support	\$ 271,000	\$ 375,000	\$ 646,000

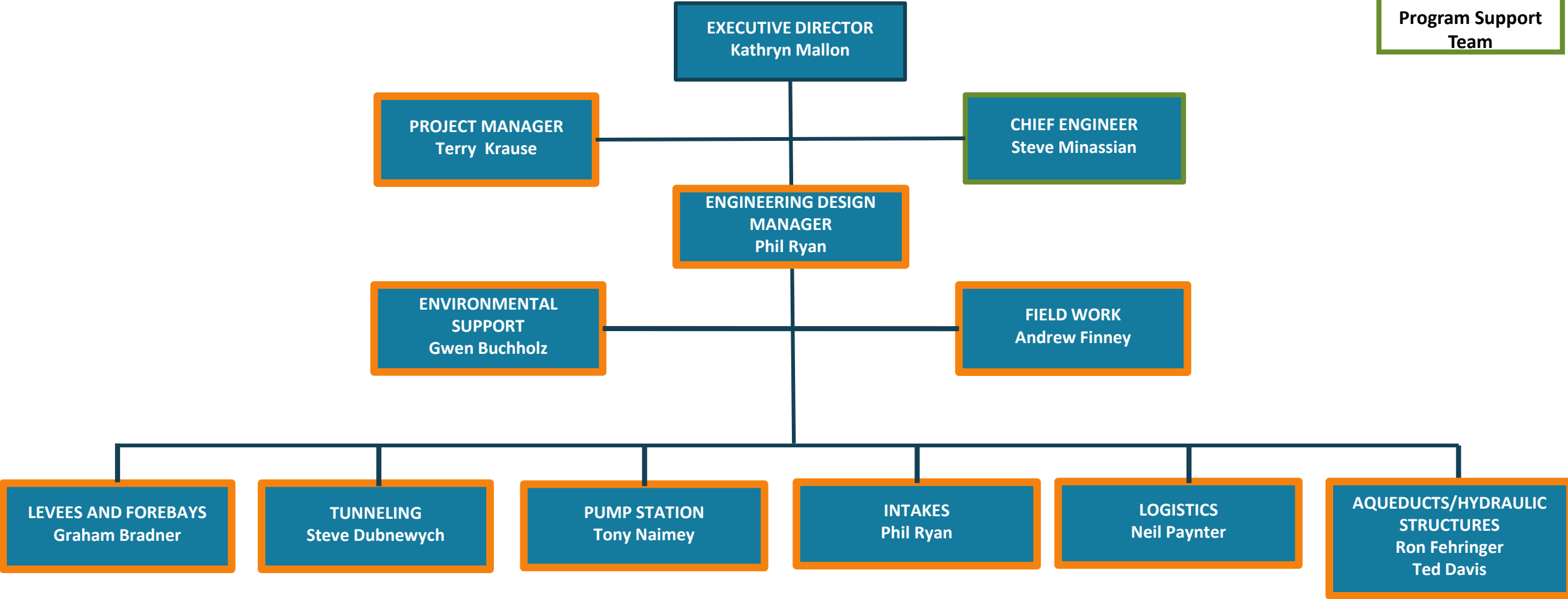
DCA Organization



DCA Engineering Leads

Jacobs
Engineering Team

Parsons
Program Support
Team



DCA Program Controls



Program Controls – Program Management System

e-Builder
A TRIMBLE COMPANY

MEMBER LOG IN

USERNAME OR EMAIL ADDRESS

PASSWORD

LOG IN

Forgot your password? Need help? e-Builder v 9.9.805.1444

e-Builder
A TRIMBLE COMPANY

Switch to Classic style Rob.McCarthy@parsons.com

Home Dashboard Projects Planning Forms Processes Documents Calendar Contacts Cost Schedule Reports Setup

DCA

Recent Pages...

Available Now
DATA WAREHOUSE
Learn more

Quick Start

Action Item

Action Item (AI)

Annual Budget Approval (AB)

Change Order (CO)

Communications - Action Item

Communications - Architect/Engineer Field Observations

Communications - Bulletin

Communications - Communication Tracker

Communications - Contractor's Daily Log

Communications - Daily Site Report

More

Rob McCarthy

All Projects

Workflow in your court

Project	Name	Subject	Step	Date Due	Requested Comment
*Training Sandbox	Action Item #82 - 2	Mistake split on CA219		08/08/2019	
*e-builder Implementation - Parsons	AI - 13	Procurement and Contract file folder structure	Manage Action Item	03/14/2020 02:00pm	
*e-builder Implementation - Parsons	AI - 19	Recommendation of award form(s)	Manage Action Item	03/16/2020 02:00pm	
*e-builder Implementation - Parsons	AI - 24	Develop Resource Library file folder structure	Manage Action Item	03/26/2020 02:00pm	
*e-builder Implementation - Parsons	AI - 29	Deferred all functionality implementation	Manage Action Item	04/15/2020 02:00pm	
*Training Sandbox	INV - 16	Test Company 1 - INV0012300 - 08/28/2019 - \$1,000.00	Technical Review		
*Training Sandbox	INV - 15	Test Company 1 - INV0012300 - 08/28/2019 - \$1,000.00	Admin Review		
*Training Sandbox	INV - 14	Test Company 1 - INV0012300 - 08/28/2019 - \$1,000.00	Admin Review		
*Training Sandbox	INV - 19	Test Company 1 - INV0012300 - 08/28/2019 - \$1,000.00	Executive Director Review		
*Training Sandbox	DCNV - 8	0011223356 - 11/01/2019 - \$4,250.00	DCO Analyst		

Forms | Processes

My first 10 tasks

Project	Task	Finish Date	%	Manager
There are no tasks				

Tasks

Items Pending Approval

Project	Item Type	Item #	Approval Requested By	Date Approval Requested	Amount	Controlling Process
Program Management	Invoice	INV - 00235	George Grigby	09/28/2019	(1,606.20)	INV - 255
Program Management	Invoice	INV - 00296	Keith Caston	09/05/2020	0.00	INV - 596
Program Management	Invoice	INV - 00908	George Grigby	03/07/2020	0.00	INV - 608
Program Management	Invoice	INV - 00278	Keith Caston	03/10/2020	(82.06)	INV - 578
Program Management	Invoice	INV - 00578	Keith Caston	03/10/2020	(97.43)	INV - 578
Program Management	Invoice	INV - 00241 - 2	Keith Caston	03/19/2020	(1,006.92)	INV - 241
Program Management	Invoice	INV - 00395	Keith Caston	03/24/2020	(617.10)	INV - 595
Program Management	Invoice	INV - 00684	George Grigby	04/23/2020	(3,954.40)	INV - 684
Program Management	Invoice	INV - 00677	George Grigby	04/23/2020	215,950.03	INV - 677
Program Management	Invoice	INV - 00678	George Grigby	04/28/2020	219,250.78	INV - 678

E-Builder Workflows

BUDGET MANAGEMENT

- Potential Change Request
- Data Entry – Budget Change

CONTRACT MANAGEMENT

- Task Order
- Consultant Invoice
- Consultant Monthly Progress Report
- Data Entry – Commitment
- Data Entry – Commitment Change
- Consultant Commitment Closeout

PROCUREMENT

- Prequalification
- Contract Procurement
- Direct Purchase Request

COMMUNITY ENGAGEMENT

- Public Feedback Q&A

RESOURCE MANAGEMENT

- Staff Administration

SCHEDULE MANAGEMENT

- Data Entry – Schedule Plan
- Data Entry – Schedule Update

Monthly Report



Monthly Board Report

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

1
EXECUTIVE
SUMMARY

2
ENGINEERING
& FIELD WORK

3
STAKEHOLDER
ENGAGEMENT

4
PROGRAM
MANAGEMENT

5
BUDGET

6
CONTRACTS

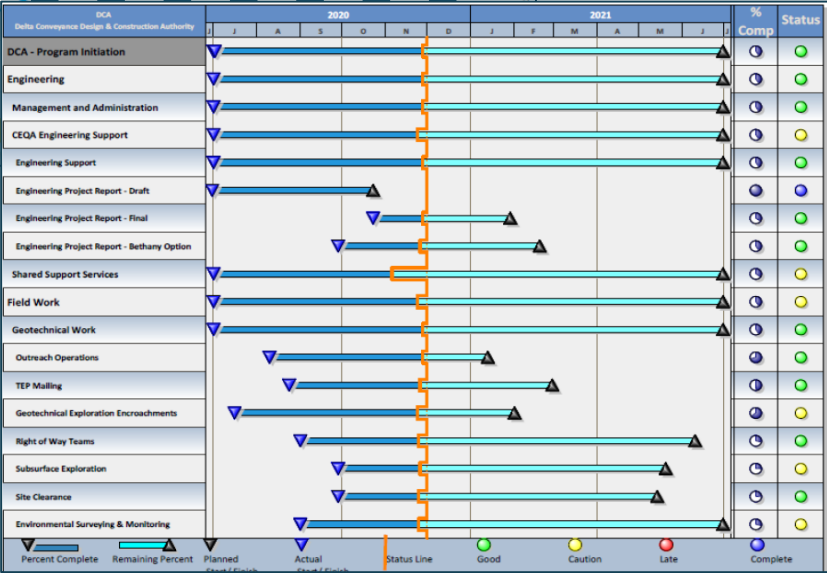
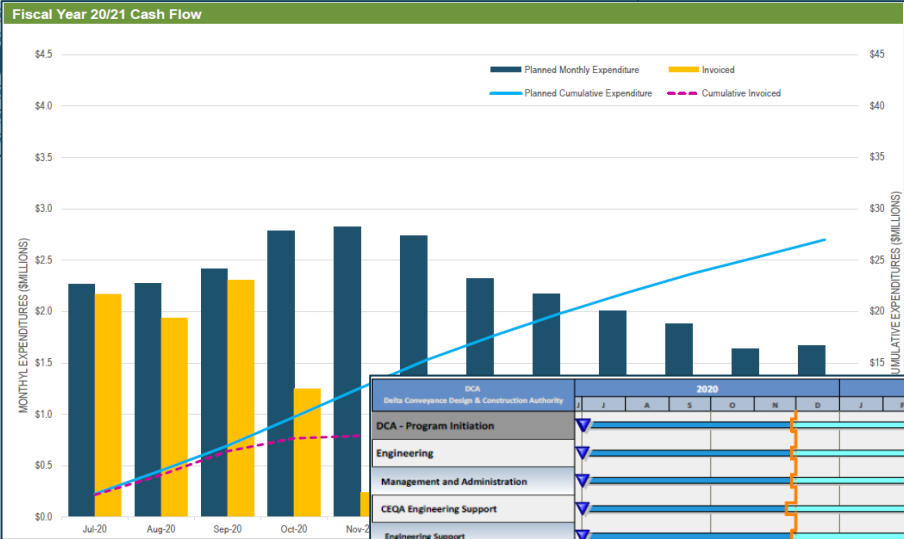
7
SCHEDULE



Agenda Item 7b

DECEMBER 2020
(ACTIVITIES IN NOV)

Monthly Budget Summary (FY 2020/2021)							
Category	Original Budget	Current Budget	Current Commitments	Incurred To Date	EAC	Variance	
Program Management Office							
Executive Office	\$ 2,697,409	\$ 2,796,854	\$ 2,385,620	\$ 884,345	\$ 2,796,854	\$ -	
Community Engagement	\$ 1,301,880	\$ 1,223,223	\$ 1,286,379	\$ 316,606	\$ 1,223,223	\$ -	
Program Controls	\$ 2,527,124	\$ 1,714,329	\$ 1,714,329	\$ 715,321	\$ 1,714,329	\$ -	
Administration	\$ 3,244,410	\$ 2,746,813	\$ 3,008,143	\$ 1,162,462	\$ 2,746,813	\$ -	
Procurement and Contract Administration	\$ 210,000	\$ 109,447	\$ 109,447	\$ 47,732	\$ 109,447	\$ -	
Property	\$ 1,648,758	\$ 1,388,687	\$ 1,788,687	\$ 232,723	\$ 1,388,687	\$ -	
Permitting Management	\$ 1,123,893	\$ 1,123,893	\$ 1,123,893	\$ 300,097	\$ 1,123,893	\$ -	
Health and Safety	\$ 45,000	\$ 20,000	\$ 20,000	\$ 11,700	\$ 20,000	\$ -	
Quality Management							
Sustainability							
Program Initiation Office							
Engineering							
Field Work							



Delta Conveyance – Engineering Work

Three Alignments

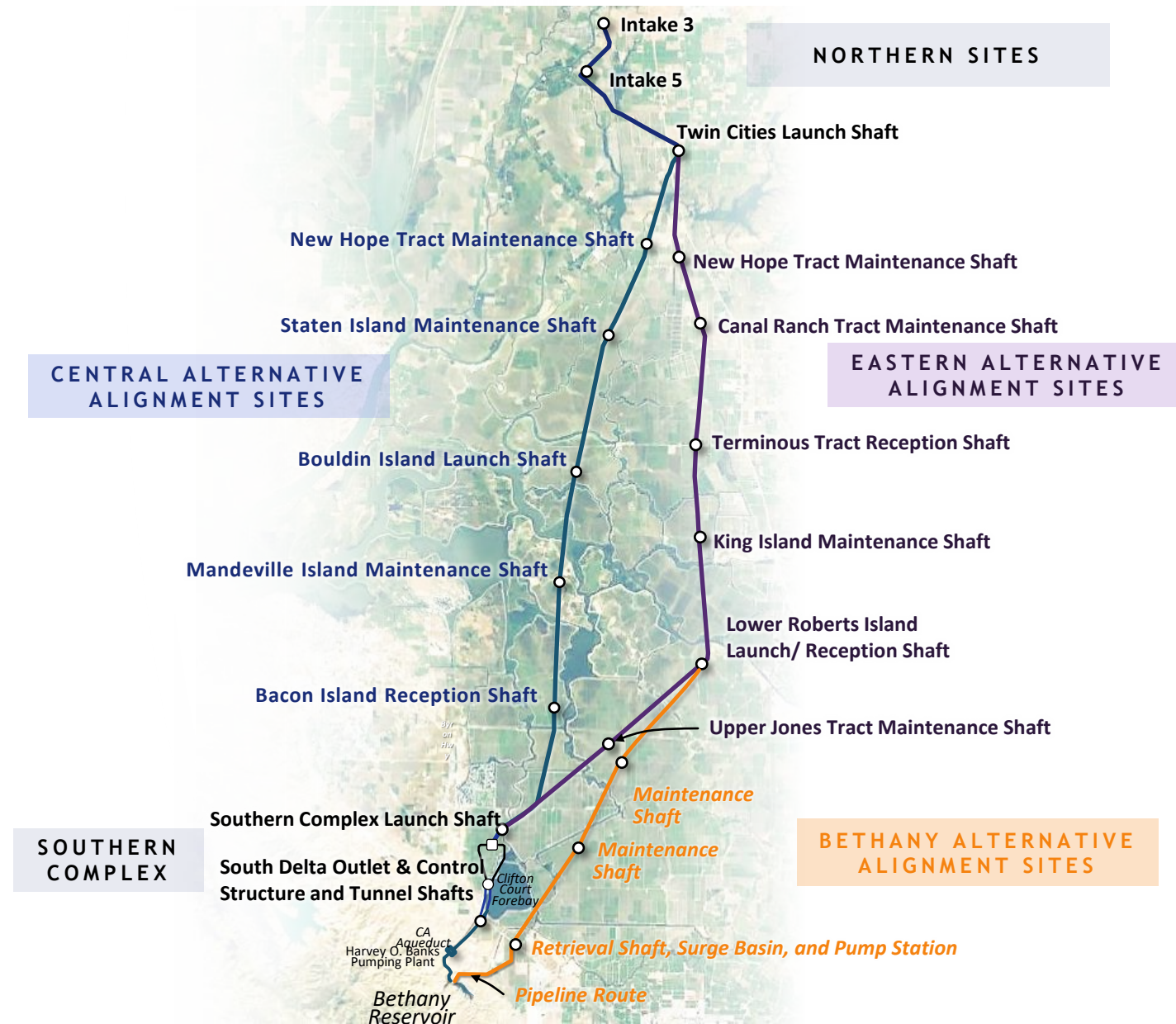
- Central
- East
- Bethany

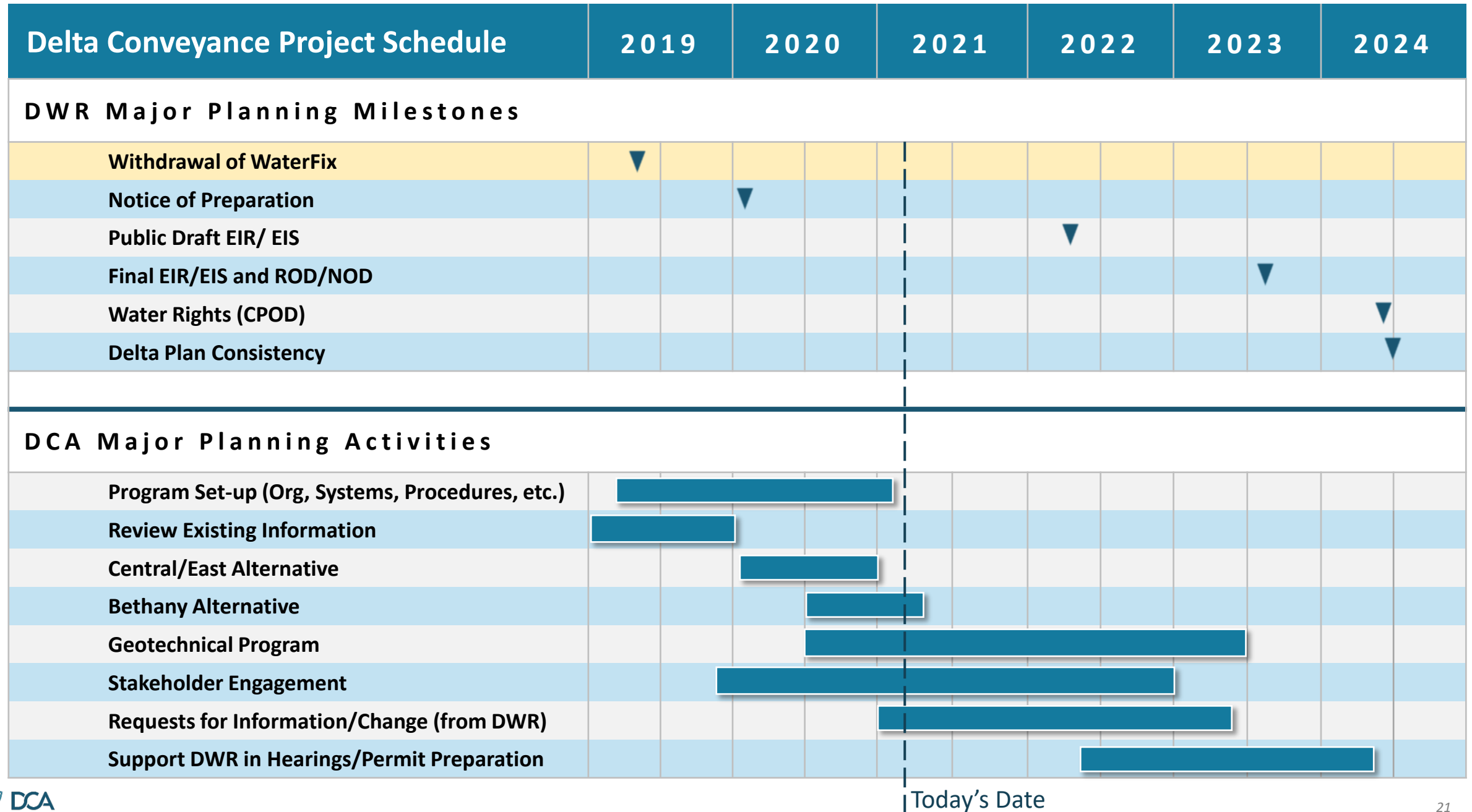
Two Engineering Reports

- East/Central Alternative
- Bethany Alternative

Four Flows

- 3,000 cfs
- 4,500 cfs
- **6,000 cfs – Preferred Project**
- 7,500 cfs





DCA Activities and Annual Budgets – 3 Year Look Ahead

FY 20/21	FY 21/22	FY 22/23
\$27.0 Mil	\$21.5 Mil	\$33.0 Mil
<ul style="list-style-type: none"> • Program management functions • Complete Project Engineering Reports • Initiate Field Work studies to confirm assumptions • Stakeholder Engagement 	<ul style="list-style-type: none"> • Program management functions • Address design questions • Modify facilities as needed based on Environmental Analysis • Continue field work studies • Value Engineering • Stakeholder Engagement/Support 	<ul style="list-style-type: none"> • Program management functions • Initiate preparation for future Design/Construction organizational needs • Assist in permit hearings/testimony • Assist in responding to public comment • Continue field work studies • Value Engineering • Stakeholder Support to DWR

Annual Budget Approval Schedule

April

- Present Work Breakdown Structure (WBS) to cover all anticipated activities
- Discuss contingency management authority

May

- Present DRAFT Budget for review and comment using WBS
- Include further breakdown for major contracts including Program Support, Engineering, and Geotechnical Exploration
- Coordinate review and approval of budget with DWR

June

- Present FINAL Detailed Budget for Board approval

Introduction to Stakeholder Engagement Committee (SEC)

Our Guiding Principles

Provide clear, concise, accessible and timely information to the public

Facilitate public participation in the engineering process

Improve mutual understanding, encourage dialogue and facilitate constructive public input

Build trust through transparency, commitment and follow-through



Basic Framework

20 members appointed by DCA Board via application process

Represent broad range of Delta issues

Members asked to solicit and bring input from their broader Delta constituency

Initially met twice per month followed by monthly

Each session 2.5 to 3 hours

Report out at DCA Board meetings on discussion and feedback

Compensation for time commitment



SEC Team

- Sarah Palmer – Chair
- Barbara Keegan – Vice Chair
- Nazli Parvizi – Communications Manager
- Valerie Martinez – Meeting Facilitator
- Jasmine Runquist – Meeting Host
- Hannah Flannagan – Agenda/Presentation Coordinator
- Jennifer Malone – IT Management



Meeting Framework



Meeting Agenda

- Distribute Q&A Update Log
- Roundtable discussion on previous meeting topic
- Technical presentation with Q&A
- DWR Updates

Follow-up:

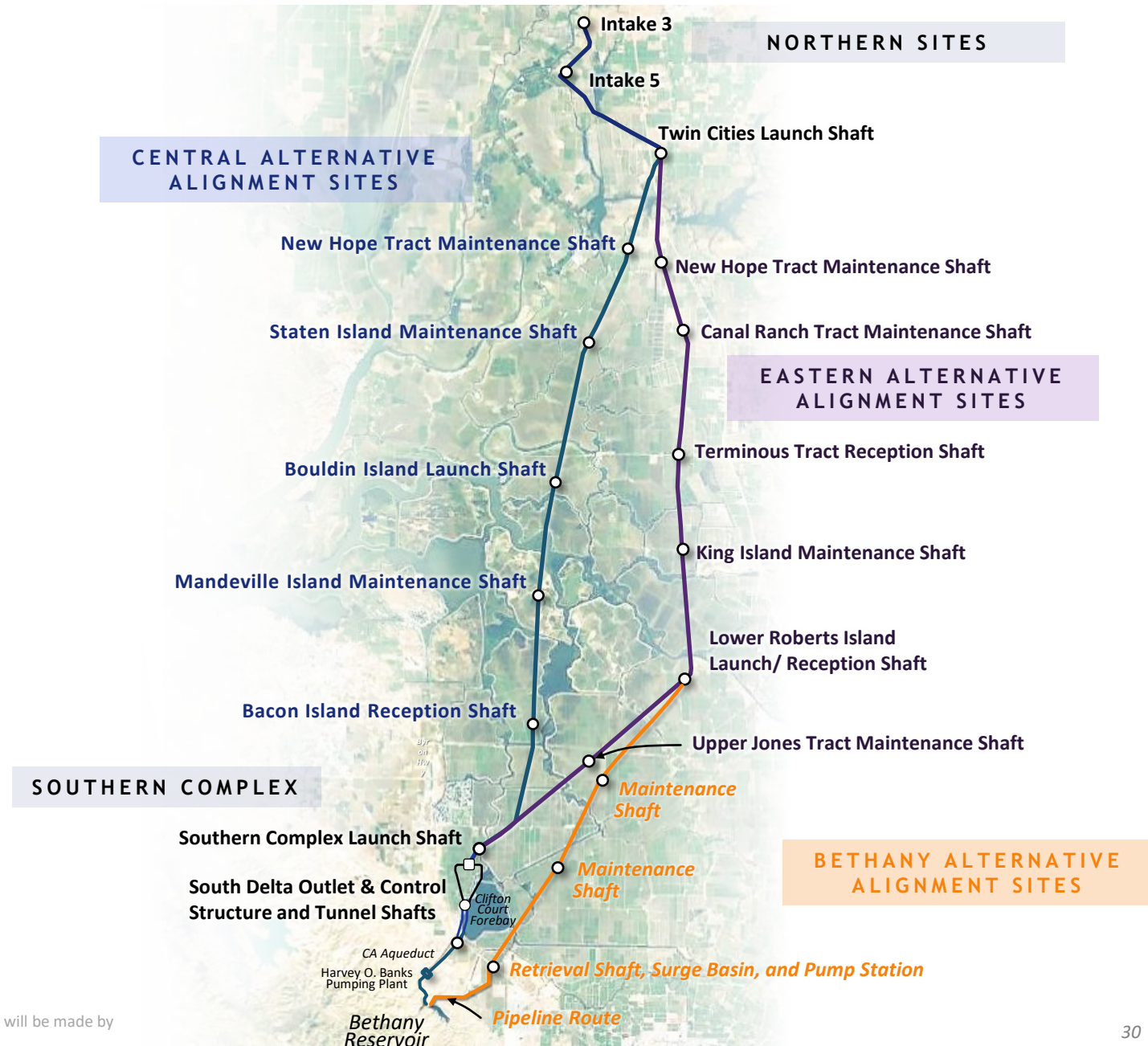
- Periodic support calls
- As-requested support
- Tours scheduled to visit relevant sites

Communications are Transparent & Well-Documented

- Detailed Meeting Minutes
- Two-Page Summaries Issued After Meetings
- Live Stream & Archived Video
- All Questions Logged in Database and Responded to
- DCA Board Updates - General
- DCA Board Updates – “Report Out”

Work to Date....

- ✓ Introduction to the Delta Conveyance System
- ✓ Detailed review of key project elements for all alternatives
- ✓ Results of Siting Alternative Studies
- ✓ Construction and Final Site Footprints
- ✓ Tunnel Material Management
- ✓ Logistics Plans and Traffic Impacts
- ✓ Design changes based on SEC feedback
- ✓ Special Topics Requested by Committee



Board Meeting Logistics

Board Meeting - General

- **Claudia Rodriguez is Board Clerk**
- **Board Meetings are set for the 3rd Thursday of every month at 2:00 p.m.**
 - Closed sessions typically start at 1:30 p.m.
- **Please log-on 15 minutes prior to the start of the meeting to test audio and visual systems**
- **Board Meetings are recorded and video is posted to the dcdca.org website**

Board Meeting - Preparation

- **Calendar Notices (meeting series) are sent out monthly and re-distributed to the group 72 hours prior to the meeting**
- **Meeting Materials Package distributed 72 hours prior to the meeting**
 - Posted to the dcdca.org website

Board Meeting – Standing Agenda Items

- **DCA Progress Update** (*Kathryn Mallon*)
- **SEC Update w/ SEC Member Report Out** (*Nazli Parvizi*)
- **DCA “Spotlight”** (*Various*)
- **Special Topics** (*Various*)
- **DWR Planning Update** (*Carrie Buckman*)
- **Treasurer’s Report** (*Katano Kasaine*)
- **Legal Report** (*Josh Nelson*)

Housekeeping Items

BOD Forms and Information

- Oath of Office
- Conflict of Interest Code
- Form 700
- Bios and Pictures
- Contact Information

Systems and Technology - Email

- A DCA Email address has been provided for you, login Information has been sent to your primary email address
- To access DCA Email go to www.outlook.com or www.office.com and select Outlook
- Recommend adding your DCA email to your primary Calendar Application (*e.g. Outlook or gmail*) to synchronize the invites with your calendar schedule

If you have any questions or require additional training, please reach out to Jennifer Malone at JenniferMalone@dcdca.org

Systems and Technology - RingCentral

Phone & Instant Messaging

- RingCentral is the VoIP communication system used by DCA.
- You have been given a DCA phone number
- You may communicate with DCA staff via the RingCentral Desktop application
- Instructions for RingCentral Desktop application have been sent to your primary email address

Video Conferencing

- RingCentral is the Video Conference system in use by DCA
- One-click access to meetings
- Controls function identical to Zoom
- Instructions for RingCentral Meetings have been sent to your primary email address

If you have any questions or require additional training, please reach out to Jennifer Malone at JenniferMalone@dcdca.org

Systems and Technology – Equipment and Devices

- You can connect to Board Meetings with any laptop, smartphone, smartpad or desktop computer equipped with a camera – no special equipment needed
- For Board Meetings please connect to the meeting 15 minutes prior to the start, DCA staff will perform a sound check
- DCA IT staff can work with your organization's IT department to resolve any issues you may be experiencing
- The most common issues we see are problems with sound. We can assist in helping resolve these issues.

If you have any questions or require additional training, please reach out to Jennifer Malone at JenniferMalone@dcdca.org

Legal Matters

- **Ethics Training**
- **Sexual Harassment Avoidance Training**