

May 18, 2022

Delta Conveyance Design and Construction Authority  
Board of Directors

Subject: ***Final Materials for the May 19, 2022 Regular Board Meeting***

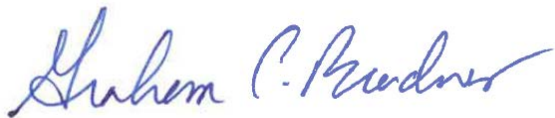
Members of the Board:

The next regular meeting of the Delta Conveyance Design and Construction Authority (DCA) Board of Directors is scheduled for **Tomorrow, May 19, 2022 at 2:00p.m.** and will be a hybrid meeting. Members of the public may attend the meeting in person or virtually. The call-in and video information, as well as meeting location is provided in the attached agenda. Meeting information will also be posted on the [dcdca.org](http://dcdca.org) website.

Please note that given the current COVID-19 guidelines, the DCA will comply with public health recommendations regarding public meetings and social distancing efforts. Any meeting changes or cancellation will be communicated.

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

Regards,



Graham Bradner  
DCA Executive Director



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

**REGULAR MEETING**

Thursday, May 19, 2022

2:00 p.m.

Hybrid Meeting (In Person and Remote Attendance)

DCDCA Boardroom  
980 9th Street, Suite 100  
Sacramento, CA 95814  
(Authorized by AB 361 / Government Code Section 54953(e))

Conference Access Information:

Phone Number: (669) 900-9128 Access Code: 97054984924#

Electronic Meeting Link:

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

<https://sparkstreetdigital.zoom.us/j/97054984924>

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

**AGENDA**

In compliance with Government Code Section 54953(e), the meeting will be held both in person and 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](mailto: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 are encouraged to complete a public comment request form at: <https://tinyurl.com/dcapubliccomment> by 2:15 pm. In addition, members of the public may use the "raise hand" function (\*9 if participating by telephone only) during the meeting to request the opportunity to speak. 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.*

#### 5. APPROVAL OF MINUTES:

- (a) March 17, 2022 Regular Board Meeting
- (b) April 08, 2022 Special Board Meeting
- (c) April 21, 2022 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) Approve Resolution Authorizing Virtual Board and Committee Meetings Pursuant to AB 361.

#### 7. DISCUSSION ITEMS

- (a) April DCA Monthly Report  
Recommended Action: Information Only
- (b) Draft FY 22/23 Budget  
Recommended Action: Information Only
- (c) Conflict of Interest Code Amendment  
Recommended Action: Adopt Resolution
- (d) Travel Policy Update  
Recommended Action: Adopt Resolution

#### 8. STAFF REPORTS AND ANNOUNCEMENTS

- (a) General Counsel's Report
- (b) Treasurer's Report
- (c) DWR Environmental Manager's Report
- (d) Verbal Reports, if any

9. FUTURE AGENDA ITEMS

10. ADJOURNMENT

\* \* \* \* \*

*Next scheduled meeting: June 16, 2022 Special Board Meeting at 2:00 p.m. (1:30 p.m. if there is a closed session).*

BOARD OF DIRECTORS MEETING

# MINUTES

## REGULAR MEETING

Thursday, March 17, 2022

2:00 p.m.

(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 remotely - Conference Access Information: Phone Number: (916)262-7278, code: 1479274252#, <https://meetings.ringcentral.com/j/1479274252> at 2:01 pm.

### 2. ROLL CALL

Board members in attendance were Richard Atwater, Martin Milobar, Tony Estremera, Gary Martin, Robert Cheng, Adnan Anabtawi, and Alternate Director John Weed sitting in for Sarah Palmer, constituting a quorum of the Board.

DCA staff members in attendance were Graham Bradner, Joshua Nelson, Damaris Villalobos-Galindo, and Katano Kasaine.

Department of Water Resources (DWR) staff members in attendance were Carrie Buckman and Janet Barbieri.

### 3. PLEDGE OF ALLEGIANCE

President Richard Atwater convened the open session at approximately 2:01 p.m. and led all present in reciting the Pledge of Allegiance.

### 4. PUBLIC COMMENT

President Atwater opened Public Comment, there were no public comment requests received and he proceeded to close the comment period.

### 5. APPROVAL OF MINUTES: January 20, 2022 Regular Board Meeting, February 17, 2022 Special Board Meeting

Recommendation: Approve the January 20, 2022 Regular Board Meeting, February 17, 2022 Special Board Meeting

Motion to Approve Minutes from January 20, 2022 and February 17, 2022, as

Noted: Anabtawi

Second: Estremera

Yeas: Atwater, Milobar, Estremera, Martin, Cheng, Anabtawi, Weed

Nays: None

Abstains: None  
 Recusals: None  
 Absent: None  
 Summary: 7 Yeas; 0 Nays; 0 Abstain; 0 Absent. (Motion passed as MO 22-03-01).

## 6. CONSENT CALENDAR

Recommendation: Approve Resolution Authorizing Virtual Board and Committee Meetings Pursuant to AB 361

Motion to Approve Resolution Authorizing Virtual Board and Committee Meetings Pursuant to AB 361, as

Noted: Martin  
 Second: Milobar  
 Yeas: Atwater, Milobar, Estremera, Martin, Cheng, Anabtawi, Weed  
 Nays: None  
 Abstains: None  
 Recusals: None  
 Absent: None  
 Summary: 7 Yeas; 0 Nays; 0 Abstain; 0 Absent. (Motion passed as Resolution 21-08-05).

## 7. DISCUSSION ITEMS:

### a) March DCA Monthly Report

#### *Informational Item*

Executive Director Graham Bradner provided an overview of the monthly board report, starting with Section 1: Worked Performed. In regard to Program Management, he informed the Board that DCA staff is continuing to put the finishing touches on the closeout for fiscal year (FY) 2021, as well as continuing the normal processes for the current fiscal year. Staff has also begun budget development for the next fiscal year, FY22/23, with plans to present a draft budget to the Board in the May 2022 meeting. Mr. Bradner provided an update on the Board room hybrid meeting progress, highlighting that a lot of progress has been made but unfortunately there are some key technology equipment shortages. Regarding the engineering progress, the engineering team continues its primary focus on supporting the Department of Water Resources (DWR) and the environmental permitting team by responding to requests for clarification on the information that has been provided. On the Field work side, the DCA is gearing up for a Spring program, projected to start in May 2022. Staff is currently working on obtaining the required permits and coordinating with landowners for site clearances.

Mr. Bradner continued to Section 3: Budget, stating that staff has been working on what the forecast for the estimate at completion (EAC) will be for the current fiscal year. He reminded the Board of the original FY21/22 budget of \$21.5M, which is now currently just under \$24.5M as the Board previously approved two (2) separate actions to roll over the underrun from last fiscal year (FY2021). Based on updated projections, the EAC is at \$22M and Mr. Bradner suspects that the budget will be similar to the original budget, as items are continually refined. The underrun will continue to be tracked and highlighted as it gets closer to the end of the fiscal year. He also went

over planned vs. actuals, noting that the difference between actuals and projected in December and January reflects the delayed start of the Geotechnical program. With the program starting later in the fiscal year, it is likely that there will be another underrun for this fiscal year.

Lastly, Mr. Bradner provided an overview of the program schedule, highlighting that the project is on schedule for this fiscal year.

No questions or comments were presented from the Board.

**b) Sr. Leadership Spotlight – Damaris Villalobos-Galindo**

*Informational Item*

Graham Bradner briefly introduced Damaris Villalobos-Galindo, DCA's Exploration Manager.

Mrs. Villalobos-Galindo thanked the Board for the opportunity to talk about her professional and personal background. She provided a brief description of her role with the DCA. She received a B.S. in Environmental Engineering at the University of California, San Diego, as well as a M.S. in Civil and Environmental Engineering with a focus on environmental fluid mechanics and hydrology at Stanford University. She is also a Registered Professional Civil Engineer (PE) in California, Qualified Stormwater Pollution and Prevention Plan Developer and Practitioner (QSP/D), Certified Floodplain Manager (CFM), and Project Management Professional (PMP). She is originally from Tijuana, Baja California in Mexico. The main reason she came to the US is because she wanted to become a professional classical ballet dancer. She was fortunate enough to get hired by the San Diego Ballet at the end of the 1990's, early 2000's. Unfortunately, her dancing career quickly came to an end due to an injury in 2005. This forced her to find a new career, so she made the decision to go to community college, which she is a big advocate for as it allows those who do not have the typical pathway to a four (4) year university to figure out what they want to do while working. Attending the community college allowed her to transfer to UC San Diego (UCSD). Her mentors at UCSD pushed her to obtain a graduate degree at Stanford University.

Mrs. Villalobos-Galindo is currently part-time with the DCA and spends the other half of her time working at Valley Water as the Associate Civil Engineer. Prior to Valley Water, she was the Supervisor of the Hydraulics and Operational Support Group at the San Francisco Public Utilities Commission. She also worked at San Jose Water Company as an Associate Civil Engineer and at TRC Solutions, San Diego as a Stormwater Inspector. Her role at the DCA as Exploration Manager is composed of coordinating and supporting the DCA exploration team to ensure completion of the current exploration program, scheduling and coordinating environmental, right-of-way, permitting and exploration teams, and managing geotechnical and real estate contracts. She also supports the DCA with field work communications.

Mrs. Villalobos-Galindo worked on various significant projects, including the Pipeline Risk Assessment Study for San Jose Water Company, Proactive Leak Detection Program for San Francisco Public Utilities Commission, Coyote Creek Flood Protection Project for Valley Water, and Upper Pajaro River Watershed Plan for Valley Water.

President Atwater thanked Mrs. Villalobos-Galindo for her presentation. He commended her for her diverse background and talents.

Director Anabtawi notes that Mrs. Villalobos-Galindo has an impressive background and achievements. He stated that it is amazing to see the quality of people supporting and working for DCA and DCO. He also thanked her for her time.

Director Cheng echoed previous comments from other directors and wanted to confirm that Mrs. Villalobos-Galindo is part-time with the DCA.

Mr. Bradner informed the Board that the DCA has a contract with Valley Water, allowing Mrs. Villalobos-Galindo to work part-time with the DCA while working on other projects.

Director Martin also echoed the comments made. He thanked the DCA staff for including DCA Staff Spotlights in the Board meetings as he enjoys hearing about the talented staff. He congratulated Mrs. Villalobos-Galindo for her ability and achievement on switching careers due to an unfortunate event.

Director Estremera stating how proud Valley Water is for Mrs. Villalobos-Galindo work on the Coyote Project and how exceptional she is. He reiterated that she is a great asset to the DCA.

No further questions or comments were presented from the Board.

**c) Consider Passing Resolution to Approve Amendment 6 to the Joint Exercise of Powers Agreement**

*Adopt Resolution*

Josh Nelson presented a Board Memo regarding this item. He informed the Board that the Amendment is an administrative update with two (2) changes. The first is to update the addresses for DWR in the document and the second is to clarify the termination date of the document during the planning phase. This amendment would clarify that it is June 30, 2025. If the project is approved for construction, then the date will go away and the existing dates within the rest of the JEPA will take effect.

No questions or comments were presented from the Board.

Recommendation: Consider Passing Resolution to Approve Amendment 6 to the Joint Exercise of Powers Agreement

Motion to Approve Passing Resolution to Approve Amendment 6 to the Joint Exercise of Powers Agreement, as

Noted:	Estremera
Second:	Martin
Yeas:	Atwater, Milobar, Estremera, Martin, Cheng, Anabtawi, Weed
Nays:	None
Abstains:	None
Recusals:	None
Absent:	None
Summary:	7 Yeas; 0 Nays; 0 Abstain; 0 Absent. (Motion passed as Resolution 22-03).



**8. STAFF REPORTS AND ANNOUNCEMENTS:**

**a. General Counsel's Report**

A written report was provided in the Board package. Mr. Nelson stated that the DCA will continue to monitor the Governor's Declaration of Emergency as well as applicable health and safety orders to see if the Board can continue to meet remotely. If so, then the DCA will explore the hybrid meeting program, and if not, then the Board will be subject to the existing teleconference rules.

**b. Treasurer's Report**

Two written reports were provided in the Board package. Ms. Katano reminded the Board that she is reporting every two (2) months. She proceeded to provide an overview of the cash balances for the month of January and February. She stated that the DCA is still running roughly \$3.3 M below budget.

**c. DWR Environmental Manager's Report**

A written report was provided in the Board package. Ms. Buckman highlighted that DWR is continuing the development of the draft Environmental Impact Report (EIR) which is on track to release this summer.

**d. DWR Communication Manager's Report**

Janet Barbieri provided a verbal update to the Board. Ms. Barbieri informed the Board that the DWR communications team is working on a variety of resources in anticipation of the Draft EIR. Prior to the document coming out, DWR will be providing briefs to as many folks as they can to provide information on how to access the document and provide comments. They are also focusing on providing information about the proposed project. Lastly, Ms. Barbieri mentioned that DWR is doing a bit of work in the environmental justice and disadvantage community arena.

**e. Verbal Reports**

None.

**9. FUTURE AGENDA ITEMS:**

None.

**10. ADJOURNMENT:**

President Atwater adjourned the meeting at 2:34 p.m., remotely - Conference Access Information:

Phone Number: (916)262-7278, code: 1479274252#, <https://meetings.ringcentral.com/j/1479274252>

BOARD OF DIRECTORS MEETING

# MINUTES

SPECIAL MEETING

Friday, April 08, 2022

1:00 p.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 remotely - Conference Access Information: Phone Number: (916) 262-7278, code: 1499042366#, <https://meetings.ringcentral.com/j/1499042366> at 1:00 p.m.

## 2. ROLL CALL

Board members in attendance were Richard Atwater, Martin Milobar, Tony Estremera, Sarah Palmer, Gary Martin, Robert Cheng, and Adnan Anabtawi, constituting a quorum of the Board.

Alternate Director John Weed was also in attendance, the Board Clerk captured his attendance for the record.

DCA staff members in attendance were Graham Bradner and Joshua Nelson.

## 3. PLEDGE OF ALLEGIANCE

President Richard Atwater convened the open session at approximately 1:00 p.m. and led all present in reciting the Pledge of Allegiance.

## 4. PUBLIC COMMENT

President Richard Atwater opened Public Comment, there were no public comment requests received, therefore the comment period was closed.

## 5. DISCUSSION ITEMS:

- a) **Extend Resolution No. 2021-08 Authorizing Virtual Board and Committee Meetings Pursuant to AB 361**

*Approve by Motion*

Recommendation:      Extend Resolution No. 2021-08 Authorizing Virtual Board and Committee Meetings Pursuant to AB 361

Motion to Extend Resolution No. 2021-08 Authorizing Virtual Board and Committee Meetings  
Pursuant to AB 361, as

Noted: Palmer  
Second: Anabtawi  
Yeas: Atwater, Milobar, Estremera, Palmer, Martin, Cheng, Anabtawi  
Nays: None  
Abstains: None  
Recusals: None  
Absent: None  
Summary: 7 Yeas; 0 Nays; 0 Abstain; 0 Absent. (Motion passed as Resolution 21-08-06).

**6. ADJOURNMENT:**

President Atwater adjourned the meeting at 1:03 p.m., remotely - Conference Access Information: Phone Number: (916)262-7278, code: 1499042366#, <https://meetings.ringcentral.com/j/1499042366>

BOARD OF DIRECTORS MEETING

# MINUTES

## SPECIAL MEETING

Thursday, April 21, 2022

2:00 p.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 remotely - Conference Access Information: Phone Number: (916)262-7278, code: 1499495121#, <https://meetings.ringcentral.com/j/1499495121> at 2:01 p.m.

### 2. ROLL CALL

Board members in attendance were Richard Atwater, Martin Milobar, Tony Estremera, Gary Martin, Adnan Anabtawi, constituting a quorum of the Board.

Alternate Dennis LaMoreaux and Alternate John Weed were also in attendance, the Board Clerk captured their attendance for the record.

DCA staff members in attendance were Graham Bradner and Joshua Nelson.

### 3. PLEDGE OF ALLEGIANCE

President Richard Atwater convened the open session at approximately 2:01 p.m. and led all present in reciting the Pledge of Allegiance.

### 4. PUBLIC COMMENT

President Richard Atwater opened Public Comment, there were no public comment requests received, therefore the comment period was closed.

### 5. DISCUSSION ITEMS:

- a) **Extend Resolution No. 2021-08 Authorizing Virtual Board and Committee Meetings Pursuant to AB 361**

*Approve by Motion*

Recommendation:      Extend Resolution No. 2021-08 Authorizing Virtual Board and Committee Meetings Pursuant to AB 361

Motion to Extend Resolution No. 2021-08 Authorizing Virtual Board and Committee Meetings  
Pursuant to AB 361, as

Noted:	Palmer
Second:	Estremera
Yeas:	Atwater, Milobar, Estremera, Palmer, Martin, Anabtawi
Nays:	None
Abstains:	None
Recusals:	None
Absent:	None
Summary:	7 Yeas; 0 Nays; 0 Abstain; 0 Absent. (Motion passed as Resolution 21-08-07).

**6. ADJOURNMENT:**

President Atwater adjourned the meeting at 2:07 p.m., remotely - Conference Access Information: Phone Number: (916)262-7278, code: 1499495121#, <https://meetings.ringcentral.com/j/1499495121>

[Editor's note: In result of the meeting ending before the scheduled time, DCA Staff/Facilitators prepared a meeting adjourned notice stating the time the meeting adjourned. To inform those that joined after the meeting adjourned, DCA Staff/Facilitators kept the meeting room open with the meeting adjourned notice available until the scheduled end time.]

## Board Memo

**Contacts:** Josh Nelson, General Counsel

**Date:** May 19, 2022, Board Meeting

**Item No.** 6a

**Subject:**

Extend Resolution 2021-08 for Thirty Days to Re-Authorize Virtual Public Meetings in Accordance with AB 361.

**General:**

At the November Board Meeting, the Board adopted Resolution 2021-08, authorizing virtual public meetings in accordance with Assembly Bill (AB) 361. Meeting virtually helps contain the spread of the COVID-19 virus and keeps the Board, staff and the public safe.

Pursuant to AB 361, once a resolution is adopted, a local agency may meet virtually for a maximum period of 30 days. Prior to expiration of the 30 -day period, the local agency needs to renew its resolution if the Board would like to continue meeting virtually or in a hybrid format.

In accordance with Resolution 2021-08, the Board of Directors may extend the application of this Resolution, by motion and majority vote by up to thirty days at a time, if it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3). This item would extend Resolution 2021-08 for thirty days given the continued need to meet remotely in response to the COVID-19 pandemic. As set forth in the resolution, State and local officials have recommended social distancing and meeting in person presents imminent risks to the health and safety of attendees.

**Recommended Action:**

By motion, extend Resolution 2021-08 for thirty days to re-authorize virtual public meetings in accordance with AB 361.

**Attachments:**

Resolution 21-08

**BOARD OF DIRECTORS OF THE DELTA CONVEYANCE DESIGN AND CONSTRUCTION AUTHORITY**  
**RESOLUTION NO. 21-08**

**Introduced by Director: Sarah Palmer**

**Seconded by Director: Tony Estremera**

***AUTHORIZING VIRTUAL BOARD AND COMMITTEE MEETINGS PURSUANT TO AB 361***

Whereas, the Delta Conveyance Design and Construction Authority (DCA) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

Whereas, all meetings of DCA's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend and participate in DCA's meetings; and

Whereas, starting in March 2020, in response to the spread of COVID-19 in the State of California, the Governor issued several executive orders aimed at containing the COVID-19 virus; and

Whereas, among other things, these orders waived certain requirements of the Brown Act to allow legislative bodies to meet virtually; and

Whereas, pursuant to the Governor's executive orders, DCA has been holding virtual meetings during the pandemic in the interest of protecting the health and safety of the public, staff, and Directors; and

Whereas, the Governor's executive order related to the suspension of certain provisions of the Brown Act expired on September 30, 2021; and

Whereas, on September 16, 2021 the Governor signed AB 361 (in effect as of October 1, 2021 – Government Code Section 54953(e)), which allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

Whereas, such conditions now exist in the DCA, specifically, a state of emergency has been proclaimed related to COVID-19, Sacramento County officials are imposing and recommending measures to promote social distancing, and because of the ongoing threat of COVID-19, meeting in person would present imminent risks to the health and safety of attendees;

Now, therefore, be it resolved by the DCA Board of Directors as follows:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Remote Teleconference Meetings. Consistent with the provisions of Government Code Section 54953(e), the Board of Directors finds and determines that (1) a state of emergency related to COVID-19 is currently in effect; (2) local officials in Sacramento County have imposed or recommended measures to promote social distancing in connection with COVID-19, including indoor mask requirements; and (3) due to the COVID-19 emergency, meeting in person would present imminent risks to the health and safety of attendees. Based on such facts, findings and determinations, the Board authorizes staff to conduct remote teleconference meetings of the Board of Directors, the Stakeholder Engagement Committee and all other DCA legislative bodies, under the provisions of Government Code Section 54953(e).

Section 3. Effective Date of Resolution. This Resolution shall take effect upon its adoption, and shall be effective for 30 days or until this Resolution is extended by a majority vote of the Board of Directors in accordance with Section 4 of this Resolution.

Section 4. Extension by Motion. The Board of Directors may extend the application of this Resolution by motion and majority vote by up to thirty days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3).

\* \* \* \* \*

This Resolution was passed and adopted this 18<sup>th</sup> day of November, 2021, by the following vote:

Ayes:7

Noes:0

Absent:0

Abstain:0

Attest:

DocuSigned by:

*Richard Atwater*

12/15/2021

0282CDAE01D7427...

Richard Atwater, Board President

DocuSigned by:

*Martin Milobar*

12/15/2021

CC3A6997DF1F4B7...

Martin Milobar, Board Secretary





# Monthly Board Report

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

1

SUMMARY OF  
WORK

2

COMMUNITY  
ENGAGEMENT

3

BUDGET

4

CONTRACTS

5

SCHEDULE



Agenda Item 7a

**MAY 2022**  
(ACTIVITIES IN APRIL)

# Section 1 | Work Performed (April 2022 Activities)

**Program Management.** The team continued program-wide support activities and implementation of the Program Management Information System.

- Continue processing invoices for FY21/22
- Continue processing of Task Orders, Task Order Amendments and Purchase Orders for FY21/22
- Continue budget development for FY22/23 including WBS review and update
- Succession planning and implementation
- Continued development of master programmatic schedule

**Administration.** The Administrative team continued to support functions including IT support, in-person and virtual meetings, Social Media content/updates as well as COVID-19 facility response/preparedness.

- Supported DCA Board of Directors and coordination of DCA events
- FY 22/23 Budget Preparation
- Coordination of DCA Change Board meetings/actions
- DCA Website review and updates
- Pushed DCA updates via Social Media Outlets, created reminders about resource materials
- Created information videos about DCA formation, governance and work
- Continued coordination for Board Room Hybrid Meeting project. Installation activities have continued
- Assisted remote workforce

**Engineering.** The engineering team primarily focused on supporting the Department of Water Resources (DWR) Delta Conveyance Office (DCO) permitting efforts and further developing future engineering studies.

- Progressed engineering studies to document concepts for consideration during future design phases.
- Responded to requests for information from environmental team regarding conceptual designs and/or quantities
- Continued ADA compliance effort for EPRs and TMs
- Provided updated GIS layers identifying potential locations for vegetation planting within permanent footprints.
- Continued support of utility power coordination efforts with DCO
- Continued support of Caltrans draft preliminary design activities for potential state road and highway modifications
- Provided technical comments on EBMUD's Notice of Preparation for proposed Mokelumne Aqueduct tunnel project.

**Field Work.** The field work team continued efforts to collect and evaluate Delta-wide subsurface conditions and validate parameters assumed during development of conceptual designs.

- Continued planning and coordination associated with Spring 2022 Investigation Program
- Coordinated start of environmental clearances for 29 sites in Spring 2022 Investigation Program
- Continued with Cone Penetration Test (CPT) and Standard Penetration Test (SPT) data analysis
- Continued review of existing Delta-wide subsurface information
- Reviewed and prepared responses to comments from USACE on Drilling Program Plan
- Compiled existing DWR groundwater well locations
- Coordinated training needed in anticipation of field work



# Section 1 | One Month Look-Ahead (May 2022 Activities)

## Program Management

- Continue support implementation of the Program Management Information System.
- Continue processing invoices for FY21/22
- Continue processing of Task Orders, Task Order Amendments and Purchase Orders for FY21/22
- Continue budget development for FY22/23 including WBS review and update
- Support Task Order development and new procurements for FY22/23
- Continue development of master programmatic schedule

## Administration

- Continue support to DCA office including all Administrative, Facility and IT functions
- FY 22/23 Budget /Task Order preparation activities
- Continue support for DCA Board of Directors meetings and monthly report generation
- Preparation activities for future hybrid Board of Directors meetings including test hybrid meetings
- Continue coordination of DCA Change Control Board meetings/actions
- Continue support for stakeholder engagement and outreach efforts including community meeting preparation
- Support for DCA Procurement Activities
- Continue to manage and coordinate content for Social Media outlets



## Engineering

- Continue to respond to requests for clarification on conceptual designs and/or quantities from environmental team
- Continue ADA compliance effort for EPRs and TMs
- Continue progressing engineering studies to document concepts for consideration during future design phases
- Continue assisting DWR with agency and utility coordination activities

## Field Work

- Continue planning and coordination associated with Spring 2022 Investigation Program
- Begin collection of subsurface data associated with Spring 2022 Investigation Program
- Continue Cone Penetration Test (CPT) and Standard Penetration Test (SPT) data analysis
- Review of existing Delta-wide subsurface information
- Continue updating Drilling Program Plan and draft Caltrans encroachment permit
- Continue to develop geotechnical exploration scope and budget for FY22/23

## Section 3 | Stakeholder Engagement

### Community Engagement

DCA Staff in coordination with DWR continue efforts to coordinate meetings with Delta communities to provide an overview of the current proposed Delta Conveyance Project (DCP) and an opportunity for question-and-answer sessions. The Executive Director, Graham Bradner, also participated in various agency board meetings this month to provide an update on DCP. Several of the funding agencies agendized voting for continued participation in DCP Planning efforts. Please refer to the calendar to see events and activities that occurred in April 2022.

1. Graham Bradner and Carrie Buckman provided a DCP update to the San Geronio Pass Board
2. Tony Meyer provided a DCP update to the Valley Water Board
3. Graham Bradner provided a DCP update to the Alameda County Water District Board
4. Graham Bradner attended the Zone 7 Board Meeting to answer any questions from the Board on DCP.

### DCA Social Media Updates

- DCA's Facebook received 36 new followers, bringing the total to 1,497 followers
- The DCA Facebook page received 99,801 video plays
- The DCA had a total daily reach of 106, 737 on Facebook
- The DCA Twitter post highlighting our website had a total of 415 impressions

### Engagement and Activity Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
<b>April</b>				1
4	5	6	7	8
11 <b>1. San Geronio's Board Meeting</b>	12 <b>2. Santa Clara Valley Water Board Meeting</b> <b>3. Alameda County's Board Meeting</b>	13	14	15
18	19	20 <b>4. Zone 7 Board Meeting</b>	21	22
25	26	27	28	29

## Section 3 | Budget

**Budget.** The FY21/22 DCA budget is \$24.48M. We are now currently forecasting an Estimate at Completion budget of \$19.6M. The DCA has committed \$17.7M (details in Table 2) and has incurred \$12.2M in expenditures through March

(details in Table 2). Actual and planned cash flow curves are shown in Figure 1.

**Table 1 | Monthly Budget Summary (FY 21/22)**

Category	Original Budget	Current Budget	Current Commitments	Incurred to Date	EAC	Variance
<b>Program Management Office</b>						
Executive Office	\$ 2,202,245	\$ 4,271,146	\$ 2,728,452	\$ 1,775,211	\$ 2,524,120	\$ (1,747,026)
Community Engagement	775,305	775,305	575,771	305,767	420,171	(355,135)
Program Controls	1,472,640	1,565,135	1,546,248	1,012,998	1,546,248	(18,887)
Administration	2,568,238	2,635,238	2,668,365	1,920,850	2,492,139	(143,099)
Procurement and Contract Administration	74,112	74,112	148,308	96,215	148,308	74,196
Property	516,280	393,640	421,000	215,453	352,815	(40,825)
Permitting Management	560,534	560,534	539,191	432,662	592,753	32,219
Health and Safety	21,600	21,600	21,600	-	21,600	-
Quality Management	14,016	14,016	14,016	2,340	14,016	-
<b>Program Initiation Office</b>						
Engineering	7,617,456	8,490,096	8,282,180	6,099,425	8,134,958	(355,138)
Fieldwork	5,677,574	5,677,574	847,266	377,300	3,352,873	(2,324,701)
	<b>\$ 21,500,000</b>	<b>\$ 24,478,396</b>	<b>\$ 17,792,396</b>	<b>\$ 12,238,222</b>	<b>\$ 19,600,000</b>	<b>\$ (4,878,396)</b>

Note: The undefined allowance includes a \$500K cash advance from DWR to be used for prepayments that have short payment windows.

## Section 3 | Budget *continued*

**Table 2 | Budget Detail**

Work Breakdown Structure	Original Budget	Current Budget	Commitments	Pending Commitments	Actuals Received	Remaining Budget	% of Budget Remaining	Estimate At Completion	Variance (Surplus)/Deficit
<b>Delta Conveyance</b>	<b>\$ 21,500,000</b>	<b>\$ 24,478,396</b>	<b>\$ 17,792,396</b>	<b>\$ -</b>	<b>\$ 12,238,222</b>	<b>\$ 12,240,174</b>	<b>50%</b>	<b>\$ 19,600,000</b>	<b>\$ (4,878,396)</b>
<b>Executive Office</b>	<b>2,202,245</b>	<b>4,271,146</b>	<b>2,728,452</b>	<b>-</b>	<b>1,775,211</b>	<b>2,495,935</b>	<b>42%</b>	<b>2,524,120</b>	<b>(1,747,026)</b>
Management	87,884	1,272,884	1,308,900	-	903,843	369,041	71%	1,308,895	36,011
Legal	556,915	556,915	556,915	-	146,801	410,114	26%	337,451	(219,464)
Audit	30,000	30,000	25,000	-	25,000	5,000	83%	25,000	(5,000)
Treasury	254,726	254,726	249,916	-	172,770	81,956	68%	249,916	(4,810)
Human Resources	87,720	87,720	87,720	-	26,797	60,923	31%	87,720	-
Undefined Allowance	1,185,000	2,068,901	500,000	-	500,000	1,568,901	24%	515,137	(1,553,763)
<b>Community Engagement</b>	<b>775,305</b>	<b>775,305</b>	<b>575,771</b>	<b>-</b>	<b>305,767</b>	<b>469,538</b>	<b>39%</b>	<b>420,171</b>	<b>(355,135)</b>
Management	118,877	118,877	144,383	-	110,134	8,743	93%	144,220	25,343
Community Coordination	250,000	250,000	0	-	0	250,000	0%	0	(250,000)
Outreach	406,428	406,428	431,388	-	195,633	210,795	48%	275,951	(130,478)
<b>Program Controls</b>	<b>1,472,640</b>	<b>1,565,135</b>	<b>1,546,248</b>	<b>-</b>	<b>1,012,998</b>	<b>552,137</b>	<b>65%</b>	<b>1,546,248</b>	<b>(18,887)</b>
Management	387,840	387,840	379,590	-	239,708	148,133	62%	379,590	(8,250)
Cost Management	754,560	754,560	733,359	-	543,262	211,298	72%	733,359	(21,201)
Document Management	330,240	330,240	340,804	-	230,029	100,211	70%	340,804	10,564
Governance	0	92,495	92,495	-	0	92,495	0%	92,495	-
<b>Administration</b>	<b>2,568,238</b>	<b>2,635,238</b>	<b>2,668,365</b>	<b>-</b>	<b>1,920,850</b>	<b>714,388</b>	<b>73%</b>	<b>2,492,139</b>	<b>(143,099)</b>
Management	641,280	641,280	612,964	-	432,373	208,907	67%	612,964	(28,316)
Facilities	1,283,297	1,285,297	1,395,110	-	1,099,212	186,085	86%	1,282,426	(2,871)
Information Technology	643,661	708,661	660,291	-	389,265	319,396	55%	596,749	(111,912)
<b>Procurement &amp; Contract Administration</b>	<b>74,112</b>	<b>74,112</b>	<b>148,308</b>	<b>-</b>	<b>96,215</b>	<b>-22,103</b>	<b>130%</b>	<b>148,308</b>	<b>74,196</b>
Procurement Management	74,112	74,112	148,308	-	96,215	-22,103	130%	148,308	74,196
<b>Property</b>	<b>516,280</b>	<b>393,640</b>	<b>421,000</b>	<b>-</b>	<b>215,453</b>	<b>178,187</b>	<b>55%</b>	<b>352,815</b>	<b>(40,825)</b>
Management	245,280	122,640	150,000	-	81,815	40,825	67%	81,815	(40,825)
Property Agents	150,000	150,000	150,000	-	95,668	54,332	64%	150,000	-
Temporary Entrance Permits	121,000	121,000	121,000	-	37,970	83,030	31%	121,000	-



## Section 3 | Budget *continued*

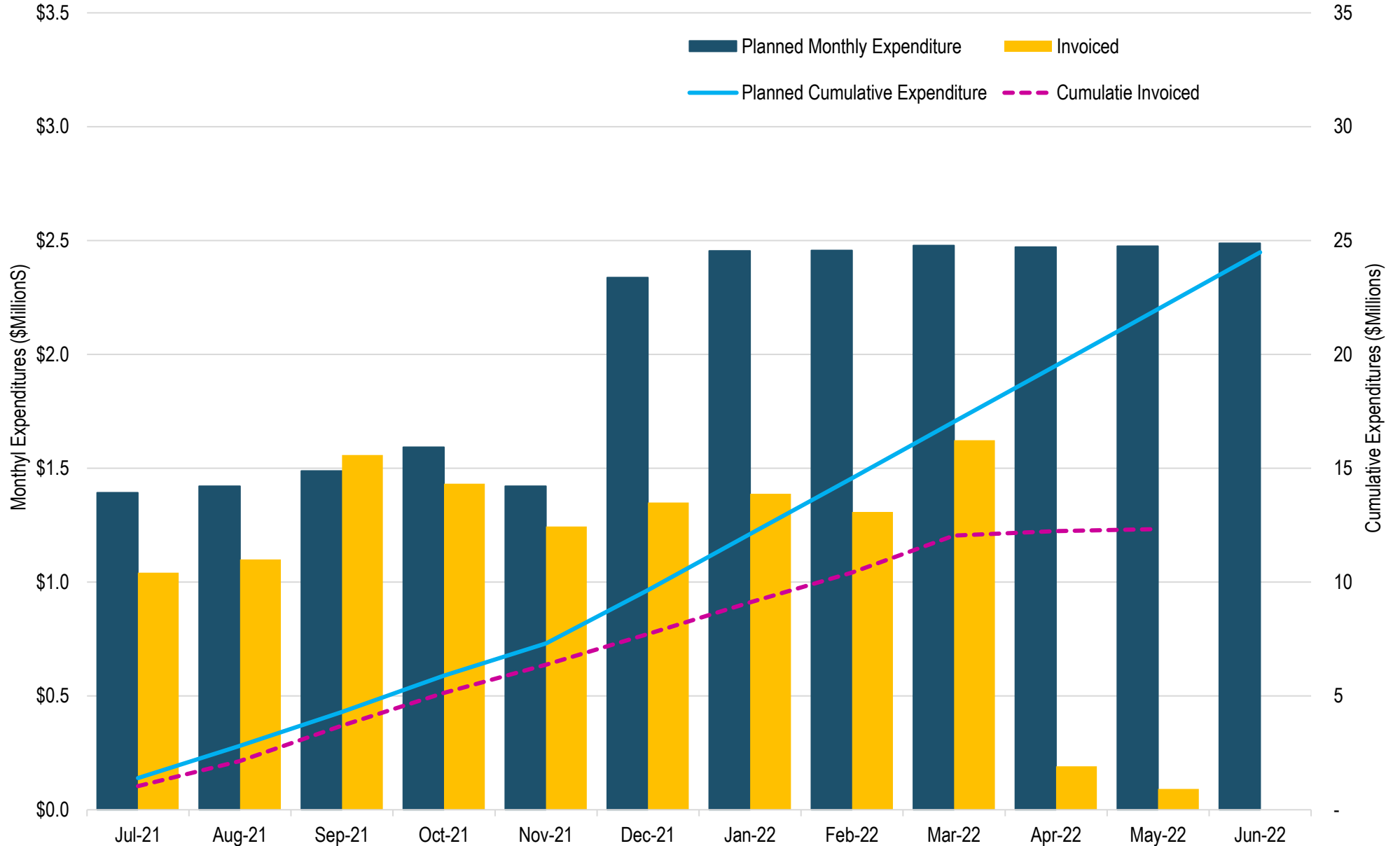
**Table 2 | Budget Detail**

Work Breakdown Structure	Original Budget	Current Budget	Commitments	Pending Commitments	Actuals Received	Remaining Budget	% of Budget Remaining	Estimate At Completion	Variance (Surplus)/Deficit
<b>Permitting Management</b>	<b>560,534</b>	<b>560,534</b>	<b>539,191</b>	<b>-</b>	<b>432,662</b>	<b>127,872</b>	<b>77%</b>	<b>592,753</b>	<b>32,219</b>
Management	560,534	560,534	539,191	-	432,662	127,872	77%	592,753	32,219
<b>Health &amp; Safety</b>	<b>21,600</b>	<b>21,600</b>	<b>21,600</b>	<b>-</b>	<b>0</b>	<b>21,600</b>	<b>0%</b>	<b>21,600</b>	<b>-</b>
Management	21,600	21,600	21,600	-	0	21,600	0%	21,600	-
<b>Quality Management</b>	<b>14,016</b>	<b>14,016</b>	<b>14,016</b>	<b>-</b>	<b>2,340</b>	<b>11,676</b>	<b>17%</b>	<b>14,016</b>	<b>-</b>
Management & Auditing	14,016	14,016	14,016	-	2,340	11,676	17%	14,016	-
<b>Engineering</b>	<b>7,617,456</b>	<b>8,490,096</b>	<b>8,282,180</b>	<b>-</b>	<b>6,099,425</b>	<b>2,390,671</b>	<b>72%</b>	<b>8,134,958</b>	<b>(355,138)</b>
Management & Administration	900,316	1,022,956	988,755	-	668,638	354,318	65%	923,576	(99,380)
Engineering Support	4,436,666	4,436,666	2,211,723	-	2,162,209	2,274,457	49%	2,247,879	(2,188,787)
Facility Studies	2,280,474	2,280,474	5,081,702	-	3,268,579	-988,105	143%	4,963,503	2,683,029
Undefined Allowance	0	750,000	0	-	0	750,000	0%	0	(750,000)
<b>Fieldwork</b>	<b>5,677,574</b>	<b>5,677,574</b>	<b>847,266</b>	<b>-</b>	<b>377,300</b>	<b>5,300,274</b>	<b>7%</b>	<b>3,352,873</b>	<b>(2,324,701)</b>
Management	544,675	544,675	350,039	-	267,030	277,645	49%	385,458	(159,217)
Geotechnical Work	4,548,000	4,548,000	160,924	-	7,830	4,540,170	0%	2,660,924	(1,887,076)
Environmental Monitoring	584,899	584,899	336,303	-	102,440	482,459	18%	306,491	(278,408)

Note: The undefined allowance includes a \$500K cash advance from DWR to be used for prepayments that have short payment windows.

## Section 3 | Budget *continued*

Figure 1 | FY 21/22 Cash Flow





## Section 4 | Contracts

**Contracts.** Table 3 summarizes the status of all active commitments within the DCA for the current fiscal year. Any pending or approved commitment changes

are summarized in Table 4. SBE/DVBE participation in major contracts is summarized in Table 5. Currently, there are no active procurements.

**Table 3 | Contract Summary**

Contract Description	Commitment Amount	Pending Commitments	Invoiced to Date	Percent Invoiced
180005 - e-Builder, Inc.	\$ 86,285	- \$	86,285	100%
180006 - Jacobs Engineering Group	9,266,843	-	6,673,192	72%
180008 - Hamner, Jewell & Associates	20,000	-	6,219	31%
180009 - Bender Rosenthal, Inc.	120,000	-	87,864	73%
190005 - Management Partners	567,800	-	447,227	79%
190009 - Parsons	3,529,094	-	2,364,315	67%
190011 - GV/HI Park Tower Owner, LLC	1,144,787	-	990,811	87%
190014 - Direct Technology	164,224	-	109,385	67%
190015 - Audio Visual Innovations	124,037	-	54,245	44%
190016 - Consolidated Communications, Inc.	51,951	-	30,983	60%
190017 - AT&T	35,451	-	19,726	56%
190019 - VMACommunications, Inc.	282,400	-	136,450	48%
190021 - RingCentral	144,522	-	41,969	29%
190022 - Caltronics Government Services	119,029	-	19,074	16%

## Section 4 | Contracts *continued*

Table 3 | Contract Summary

Contract Description	Commitment Amount	Pending Commitments	Invoiced to Date	Percent Invoiced
190023 - JAMBO-Silvacom LTD	22,000	-	20,370	93%
190024 - Stakeholder Engagement Committee Stipened	17,000	-	5,750	34%
200003 - Best Best & Krieger	556,915	-	146,801	26%
200013 - Metropolitan Water District of S. California	312,512	-	169,550	54%
200014 - Dept of Water Resources	121,000	-	37,970	31%
210005 - Alliant Insurance	26,190	-	26,190	100%
210006 - KPMG LLP	25,000	-	25,000	100%
210010 - Gwen Buchholz, Permit Engineer Inc	150,000	-	123,500	82%
210014 - Spark Street Digital	32,600	-	-	0%
210018 - AECOM Technical Services	216,609	-	17,339	8%
210019 - Santa Clara Valley Water	109,368	-	67,824	62%
- Agreements <\$15K	46,778	-	30,182	65%

Table 4 | Commitment Changes

WBS Description	Current Budget	Amount	% Change	Revised Budget	Description	Budget Source	Status (Pending, Approved)
Permit Management	\$ 150,000.00	\$ 30,000	20%	\$ 180,000	Provide additional support for Accessibility, Schedule, EIR Comment Review	Undefined Allowance	Approved

## Section 4 | Contracts *continued*

**Table 5 | S/DVBE Status (FY 21/22)**

	Commitment Amount	Invoiced to Date	Percent Committed	Percent Invoiced
<b>Delta Conveyance</b>	<b>\$ 17,793,872</b>	<b>\$ 12,238,222</b>		
<b>SBE Participation</b>	<b>1,908,975</b>	<b>1,114,010</b>	<b>10.7%</b>	<b>9.1%</b>
<b>DVBE Participation</b>	<b>\$ 318,189</b>	<b>\$ 157,594</b>	<b>1.8%</b>	<b>1.3%</b>

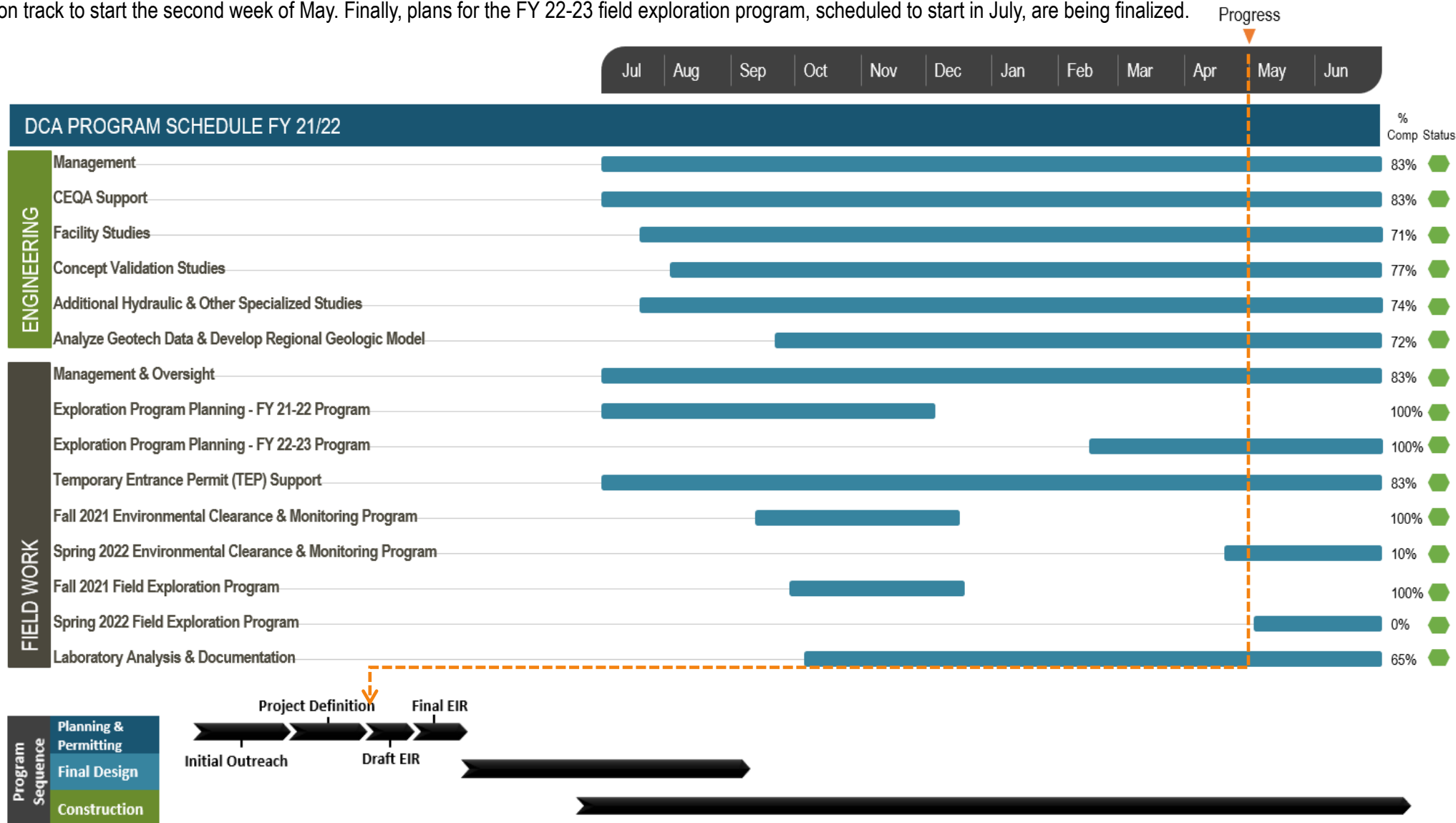
Consultant	Curent Commitment	Percent of Total Commitment	Invoiced to Date	Percent Invoiced SBE/DVBE	SBE/DVBE Status
<b>Jacobs Engineering Group</b>	<b>9,266,843</b>	<b>5.3%</b>	<b>6,673,192</b>	<b>4.2%</b>	
Anchor	318,189	3.4%	157,594	2.4%	SBE/DVBE
EETS	10,000	0.1%	1,593	0.0%	SBE
JMA	20,000	0.2%	12,123	0.2%	SBE
JASpezia	75,506	0.8%	69,386	1.0%	SBE
Nazparv	68,877	0.7%	40,748	0.6%	SBE
<b>Parsons</b>	<b>3,529,094</b>	<b>30%</b>	<b>2,364,315</b>	<b>31.2%</b>	
Chaves	1,060,480	30%	738,625	31%	SBE
<b>Associated Right of Way Services, Inc.</b>	<b>10,000</b>	<b>100%</b>	<b>1,584</b>	<b>100%</b>	<b>SBE</b>
<b>Caltronics Government Services</b>	<b>119,029</b>	<b>100%</b>	<b>19,074</b>	<b>100%</b>	<b>SBE</b>
<b>Hamner Jewell &amp; Associates</b>	<b>20,000</b>	<b>100%</b>	<b>6,219</b>	<b>100%</b>	<b>SBE</b>
<b>VMA Communications</b>	<b>282,400</b>	<b>100%</b>	<b>136,450</b>	<b>100%</b>	<b>SBE</b>

**Table 6 | Contract Procurement Summary**

There are no current procurements to report this month.

## Section 5 | Program Schedule

**Schedule.** Overall, the program remains on schedule. The Engineering Team continues to be ahead of schedule on its top priority activities and support to DWR. The team's main focus remained supporting DWR's CEQA efforts. Additionally, the team made good progress on the planned Facilities Studies and the gap between planned versus actual schedule performance was reduced. Relative to the field work efforts, initial site environmental clearance activities occurring the last week of April. Exploration work is on track to start the second week of May. Finally, plans for the FY 22-23 field exploration program, scheduled to start in July, are being finalized.



## Board Memo

**Contacts:** Graham Bradner, Executive Director

**Date:** May 19, 2022 Board Meeting

**Item No.** 7b

**Subject:** Proposed Draft Budget for Fiscal Year 2022/23

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### Summary:

Attached to this memo is the DCA proposed draft budget for Fiscal Year 2022/23 including both a summary table as well as a more detailed itemized list. We will be presenting our final budget for Board approval at the June meeting. The proposed budget is \$31.16M.

Planned technical work in the upcoming year will largely be focused on the following tasks:

- Providing support to the Department of Water Resources (DWR) preparation of permit documents and applications and preparing responses to public comment on engineering aspects of project alternatives.
- Continued execution of our geotechnical program to better understand conditions across the Delta. The field data will help define or support current assumptions on surface and underground conditions. This data is critical to validating the conceptual design of many of the program components and providing additional information to DWR as it moves through its environmental review of the potential project.
- Consideration of a range of engineering concepts and procurement and contracting strategies to be further evaluated during future design phases.

At this time, the FY 2022/23 budget includes an unallocated reserve of \$750,000 between planned expenditures and available funds. As appropriate, staff will update the Board regarding allocation of unallocated reserve for project implementation. The budget is in part based on an extrapolation of general operating costs from the fiscal years prior to the COVID pandemic. Some assumptions may be revisited in the coming weeks. Any recommended changes will be reflected in our final Annual Budget presented at the June meeting.

### Recommended Action:

Information, only.

### Attachments:

Attachment 1 – DCA Activities Slide

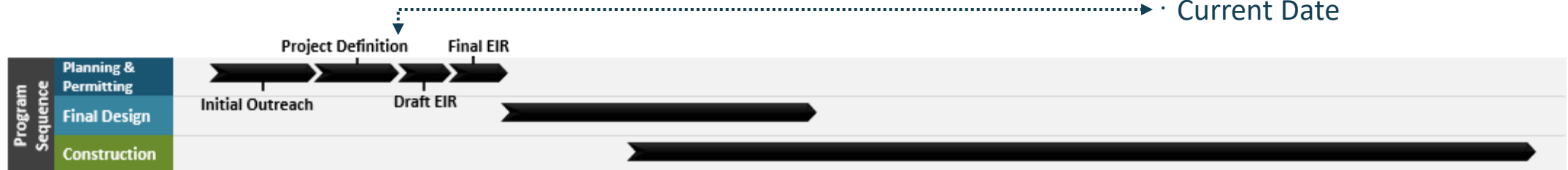
Attachment 2 – FY 2022/23 DRAFT Budget Summary Table

Attachment 3 – FY 2022/23 DRAFT Budget Detail

# Anticipated DCA Planning Phase Schedule

Project Schedule	2019	2020	2021	2022	2023	2024
DCA Major Planning Activities						
Program Set-up (Org, Systems, Procedures, etc.)						
Review Existing Information						
Central/Eastern/Bethany Conceptual Design						
Requests for Information or Design Changes (from DWR)						
Support DWR in Permit Preparation/Hearings						
Stakeholder Engagement						
Geotechnical Program						
Concept Validation Studies						
Program Development & Management						

Current Date



CODE	Description	Proposed FY 22/23 Budget \$
		<b>\$ 31,160,520</b>
<b>10</b>	<b>PROGRAM MANAGEMENT OFFICE</b>	<b>\$ 10,641,575</b>
100	PMO-Executive Office	\$ 3,635,755
110	PMO-Community Engagement	\$ 904,160
120	PMO-Program Controls	\$ 2,062,255
130	PMO-Administration	\$ 2,705,490
140	PMO-Procurement and Contract Administration	\$ 87,175
150	PMO-Property	\$ 490,160
160	PMO-Permitting Management	\$ 589,245
170	PMO-Health and Safety	\$ 50,595
180	PMO-Quality Management	\$ 62,020
190	PMO-Sustainability	\$ 54,720
<b>30</b>	<b>PROGRAM INITIATION</b>	<b>\$ 20,518,945</b>
300	PI-Engineering	\$ 12,785,225
310	PI-Fieldwork	\$ 7,733,720

CODE	Description	Proposed FY 22/23 Budget
		<b>\$ 31,160,520</b>
<b>10</b>	<b>PROGRAM MANAGEMENT OFFICE</b>	<b>\$ 10,641,575</b>
<b>100</b>	<b>PMO-Executive Office</b>	<b>\$ 3,635,755</b>
<b>1000</b>	<b>EO-Management</b>	
10001	EO-Executive Office	\$ 849,435
10002	EO-Chief Engineer	\$ 866,930
10003	EO-DCA Board Meetings	\$ 34,900
<b>1005</b>	<b>EO-General Counsel</b>	
10050	EO-General Counsel	\$ 699,095
<b>1015</b>	<b>EO-Audit</b>	
10150	EO-Audit	\$ 30,000
<b>1020</b>	<b>EO-Treasury</b>	
10200	EO-Treasury	\$ 297,115
<b>1025</b>	<b>EO-Human Resources</b>	
10250	EO-Human Resources	\$ 108,280
<b>1090</b>	<b>EO-Undefined Allowance</b>	
10900	EO-Undefined Allowance	\$ 750,000
<b>110</b>	<b>PMO-Community Engagement</b>	<b>\$ 904,160</b>
<b>1100</b>	<b>CE-Management</b>	
11000	CE-Management	\$ 281,665
<b>1110</b>	<b>CE-Community Coordination</b>	
11001	CE-Community Liaison	\$ 250,000
<b>1115</b>	<b>CE-Outreach</b>	
11002	CE-Stakeholder Engagement	\$ 275,895
11003	CE-Social Media	\$ 96,600
<b>120</b>	<b>PMO-Program Controls</b>	<b>\$ 2,062,255</b>
<b>1200</b>	<b>PCTRL-Management</b>	
12000	PCTRL-Management	\$ 525,330
<b>1210</b>	<b>PCTRL-Cost Mgt</b>	
12002	PCTRL-Cost Mgt	\$ 659,875
<b>1215</b>	<b>PCTRL-Schedule Mgt</b>	
12003	PCTRL-Schedule Mgt	\$ 201,000
<b>1220</b>	<b>PCTRL-Document Mgt</b>	
12004	PCTRL-Document Mgt	\$ 336,000
<b>1230</b>	<b>PCTRL-Program Governance</b>	
12006	PCTRL-Program Governance	\$ 340,050



CODE	Description	Proposed FY 22/23 Budget
<b>130</b>	<b>PMO-Administration</b>	<b>\$ 2,705,490</b>
<b>1300</b>	<b>AD-Management</b>	
13000	AD-Management	\$ 627,840
<b>1305</b>	<b>AD-Facilities</b>	
13001	AD-Office Rent	\$ 1,204,975
13002	AD-Office Furniture	\$ 12,000
13003	AD-Office Supplies	\$ 19,500
13005	AD-Office Utilities	\$ 101,365
<b>1310</b>	<b>AD-Information Technology</b>	
13006	AD-IT Services	\$ 365,430
13007	AD-IT Software	\$ 283,685
13008	AD-IT Hardware	\$ 90,695
<b>140</b>	<b>PMO-Procurement and Contract Administration</b>	<b>\$ 87,175</b>
<b>1405</b>	<b>PCA-Management</b>	
14000	PCA-Management	\$ 87,175
<b>150</b>	<b>PMO-Property</b>	<b>\$ 490,160</b>
<b>1500</b>	<b>PY-Management</b>	
15000	PY-Management	\$ 140,160
<b>1505</b>	<b>PY-Property Agents</b>	
15001	PY-Property Agents	\$ 300,000
<b>1510</b>	<b>PY-Temporary Entrance Permits</b>	
15002	PY-Temporary Entrance Permits	\$ 50,000
<b>160</b>	<b>PMO-Permitting Management</b>	<b>\$ 589,245</b>
<b>1600</b>	<b>PM-Management</b>	
16000	PM-Management	\$ 589,245
<b>170</b>	<b>PMO-Health and Safety</b>	<b>\$ 50,595</b>
<b>1700</b>	<b>HS-Management</b>	
17000	HS-Management	\$ 50,595
<b>180</b>	<b>PMO-Quality Management</b>	<b>\$ 62,020</b>
<b>1800</b>	<b>QM-Management &amp; Auditing</b>	
18000	QM-Management & Auditing	\$ 62,020
<b>190</b>	<b>PMO-Sustainability</b>	<b>\$ 54,720</b>
<b>1900</b>	<b>ST-Management</b>	
19000	ST-Management	\$ 54,720
<b>30</b>	<b>PROGRAM INITIATION</b>	<b>\$ 20,518,945</b>
<b>300</b>	<b>PI-Engineering</b>	<b>\$ 12,785,225</b>
<b>3000</b>	<b>PIE-Management &amp; Administration</b>	
30000	PIE-Management & Administration	\$ 997,695

CODE	Description	Proposed FY 22/23 Budget
<b>3005</b>	<b>PIE-CEQA Engineering Support</b>	
30001	PIE-CEQA Engineering Support	\$ 2,555,065
<b>3010</b>	<b>PIE-Facility Studies</b>	
30002	PIE-Facility Studies	\$ 7,448,095
	<b>PIE-Project Definition Reports</b>	
	PIE-Project Definition Reports	\$ 1,784,370
<b>310</b>	<b>PI-Fieldwork</b>	<b>\$ 7,733,720</b>
<b>3100</b>	<b>PIF-Management</b>	
31000	PIF-Management	\$ 1,349,355
<b>3105</b>	<b>PIF-Geotechnical Work</b>	
31001	PIF-Geotechnical Work	\$ 5,711,380
<b>3115</b>	<b>PIF-Environmental Monitoring</b>	
31003	PIF-Environmental Monitoring & Surveying	\$ 672,985

*Note: Numbers are rounded to the nearest dollar*

## Board Memo

**Contacts:** Josh Nelson, General Counsel

**Date:** May 19, 2022, Board Meeting

**Item No.** 7c

**Subject:**

Adopt Resolution Amending the Authority's Conflict of Interest Code

**General:**

The Political Reform Act (the "Act") requires all public agencies to adopt and maintain a Conflict of Interest Code containing the rules for disclosure of personal assets and the prohibition from making or participating in making governmental decisions that may affect any personal assets. The Conflict of Interest Code must specifically designate all Authority positions that make or participate in the making of decisions and assign specific types of personal assets to be disclosed that may be affected by the exercise of powers and duties of that position.

The Act further requires that the Authority regularly review and update its Code as necessary when directed by the code-reviewing body or when change is necessitated by changed circumstances. (Gov. Code §§ 87306 and 87306.5)

Pursuant to the Act the Authority adopted a Conflict of Interest Code which was last amended by on November 15, 2018. As directed by the Fair Political Practices Commission, review shows that the Code must be amended to include new positions required to be designated, revise titles of existing positions and revise disclosure categories to include a new category.

Attached is a redline version of the amended Code showing the proposed revisions to the Conflict of Interest Code.

**Recommended Action:**

Adopt Resolution to amend the Conflict of Interest Code of the Delta Conveyance Design & Construction Authority and directing that such amendment be submitted to the Fair Political Practices Commission as the Authority's code-reviewing body (Gov. Code § 82011) requesting approval of the amendment as required under Government Code section 87303.

**Attachments:**

Attachment 1 – Resolution No. 22-XX

Attachment 2 - Conflict of Interest Code Legislative Copy (redline)

Attachment 3 – Explanation of Amendment

Attachment 4 - Conflict of Interest Code Clean Copy

**BOARD OF DIRECTORS OF THE DELTA CONVEYANCE  
DESIGN AND CONSTRUCTION AUTHORITY  
RESOLUTION NO. 22-XX**

Introduced by Director xxxx  
Seconded by Director xxxx

**RESOLUTION OF THE --BOARD OF DIRECTORS OF THE DELTA CONVEYANCE DESIGN &  
CONSTRUCTION AUTHORITY AMENDING A CONFLICT OF INTEREST CODE PURSUANT TO THE  
POLITICAL REFORM ACT OF 1974**

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code section 81000, et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Delta Conveyance Design & Construction Authority (the "Authority") and requires all public agencies to adopt and promulgate a conflict of interest code; and

WHEREAS, the Board of Directors adopted a Conflict of Interest Code (the "Code") which was adopted on November 15, 2018, in compliance with the Act; and

WHEREAS, subsequent changed circumstances within the District have made it advisable and necessary pursuant to sections 87306 and 87307 of the Act to amend and update the Authority's Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the Authority being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of the proposed amended Code was provided to each affected designated position and publicly posted for review at the offices of the Authority establishing a 45-day comment period in compliance with Title 2 California Code of Regulations, section 18750.1(c)(3); and

WHEREAS, a public meeting was held upon the proposed Conflict of Interest Code at a regular meeting of the Board of Directors on May 19, 2022, at which all present were given an opportunity to be heard on the proposed amended Conflict of Interest Code.  
NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Delta Conveyance Design & Construction Authority that the Board of Directors does hereby amend the proposed Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Executive Director of the Board and available to the public for inspection and copying during regular business hours;

BE IT FURTHER RESOLVED that the said Conflict of Interest Code shall be submitted to the Fair Political Practices Commission for approval and said amendment to the Code shall become effective upon approval by the Fair Political Practices Commission, as submitted.

\* \* \* \* \*

This Resolution was passed and adopted this 19<sup>th</sup> day of May 2022, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

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Richard Atwater, Board President

Attest:

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Martin Milobar, Secretary

**DELTA CONVEYANCE DESIGN &  
CONSTRUCTION AUTHORITY  
CONFLICT OF INTEREST CODE**

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs. § 18730) that contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing, Regulation 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Delta Conveyance Design & Construction Authority (the "Authority").

Members of the Board of Directors, Board Alternates, Treasurer and Executive Director shall electronically file their statements of economic interests directly with the Fair Political Practices Commission. All other officials and designated positions required to submit a statement of economic interests shall file their statements with the **Executive Director** as the Authority's Filing Officer/Official who shall make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

**APPENDIX**  
**CONFLICT OF INTEREST CODE**  
**OF THE**  
**DELTA CONVEYANCE DESIGN &**  
**CONSTRUCTION AUTHORITY**

**PART "A"**

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

Officials who manage public investments, as defined by 2 California Code of Regulations section 18700.3, are NOT subject to the Authority's Code, but must file disclosure statements under Government Code section 87200. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments<sup>1</sup>:

Members, Board of Directors and Alternates

Treasurer

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<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

**DESIGNATED POSITIONS**  
**GOVERNED BY THE CONFLICT-OF-INTEREST CODE**

<b><u>DESIGNATED POSITIONS'</u></b> <b><u>TITLE OR FUNCTION</u></b>	<b><u>DISCLOSURE CATEGORIES</u></b> <b><u>ASSIGNED</u></b>	
<a href="#">Administrative Manager</a>	<a href="#">5</a>	
▼	▼	<b>Deleted:</b> Appraisal and Acquisition Manager
Chief Engineer	2, 3, 5, 6	<b>Deleted:</b> 2, 3, 5
<a href="#">Communications Manager</a>	<a href="#">5</a>	
Contracting <a href="#">Procurement</a> Manager	4	<b>Deleted:</b> Team
▼	▼	<b>Deleted:</b> Conveyance Mitigation Engineering Manager
▼	▼	<b>Deleted:</b> 5
▼	▼	<b>Deleted:</b> Conveyance Mitigation Planning Manager
<a href="#">Engineering Design Manager</a>	<a href="#">5</a>	<b>Deleted:</b> 2, 3, 5
<a href="#">Engineering Project Manager</a>	<a href="#">5</a>	
▼	▼	<b>Deleted:</b> Engineering Support Team Manager
▼	▼	<b>Deleted:</b> 5
▼	▼	<b>Deleted:</b> Environmental Manager
▼	▼	<b>Deleted:</b> 2, 5
▼	▼	<b>Deleted:</b> Environmental Permits Manager
▼	▼	<b>Deleted:</b> 2
Executive Director	1, 2	<b>Deleted:</b> Estimating Manager
		<b>Deleted:</b> 4
<a href="#">Exploration Manager</a>	<a href="#">5</a>	
▼	▼	<b>Deleted:</b> Finance & Accounting Manager
General Counsel	1, 2	<b>Deleted:</b> 4
▼	▼	<b>Deleted:</b> General Technology Manager
▼	▼	<b>Deleted:</b> 5
▼	▼	<b>Deleted:</b> Geotechnical Manager
<a href="#">HR Manager</a>	<a href="#">5</a>	<b>Deleted:</b> 5



**DESIGNATED POSITIONS'**  
**TITLE OR FUNCTION**

**DISCLOSURE CATEGORIES**  
**ASSIGNED**

		Deleted: Information Technology and Systems Manager
		Deleted: 5
		Deleted: Internal Audit Manager
Program Controls Manager	4	Deleted: 4
		Deleted: and Contracting
		Deleted: Program Control Manager
		Deleted: 5
		Deleted: Program Manager
Program Support Manager	5	Deleted: 1, 2
		Deleted: Property Acquisition Manager
		Deleted: 2, 5
		Deleted: Pumping Plant Team Manager
		Deleted: 5
		Deleted: Safety and Risk Manager
		Deleted: 5, 6
		Deleted: Survey and Mapping, Right of Way Manager
		Deleted: 2, 5
		Deleted: Utilities, Power & Access Team Manager
		Deleted: 5

**Consultants and New Positions\***

\* Individuals providing services as a Consultant defined in Regulation 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Executive Director may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.)The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict-of-Interest Code. (Gov. Code Sec. 81008.)

## **PART “B”**

### **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned “Investment” means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of the Authority.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in, or own real property within the jurisdiction of the Authority.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the Authority.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the Authority.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the Authority.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position’s department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, if such entities or sources have filed claims against the Authority in the past 2 years, or have a claim pending before the Authority.

## DELTA CONVEYANCE DESIGN & CONSTRUCTION AUTHORITY

### EXPLANATION OF CHANGES TO LIST OF DESIGNATED POSITIONS AND THE ASSIGNMENT OF DISCLOSURE RESPONSIBILITIES

After completing a review of its Conflict of Interest Code, the Delta Conveyance Design & Construction Authority (the "Authority") finds it necessary to update and amend the District's Code to reflect changed circumstances within the Authority affecting the list of Designated Positions of the Code and include a new Disclosure Category.

The Designated Positions have been amended as follows:

#### **Administrative Manager – Category 5**

Added with limited disclosure based on duties with Authority. This position is limited to interests in entities that provide services, supplies, etc. of the type used by a Designated Position's department, division or unit. This Category is assigned to positions involved in limited aspects of the Authority so that disclosure requirements can be narrowed to the position's specific area in order to avoid requiring over-disclosure. This Category is also used to assign to Consultants in specific areas. – **NEW POSITION**

Deleted - this position no longer exists with the Authority.

#### **Communications Manager – Category 5**

Added with limited disclosure based on duties with Authority. This position is limited to interests in entities that provide services, supplies, etc. of the type used by a Designated Position's department, division or unit. This Category is assigned to positions involved in limited aspects of the Authority so that disclosure requirements can be narrowed to the position's specific area in order to avoid requiring over-disclosure. This Category is also used to assign to Consultants in specific areas. – **NEW POSITION**

#### **Contracting Procurement Manager – Category 4**

Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions by developing and managing agreements; coordinates contracting and procurement activities across organization; and analyzes equipment supply options and negotiations. Title Change

Deleted - this position no longer exists with the Authority.

**Deleted: Appraisal and Acquisition Manager – Category 2, 3, 5¶**

Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions through managing the planning, valuation and appraisal of real property interests; negotiates with property owners and tenants; develops and monitors budget; provides input on policy and procedures; approves purchases; and acts as project manager....

**Deleted: Team**

**Deleted: Conveyance Mitigation Engineering Manager – Category 5¶**

Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions by providing project management, engineering and design services, preliminary/final construction documents; construction estimates; and budget estimates and cost management

Deleted - this position no longer exists with the Authority.

#### **Engineering Design Manager – Category 5**

Added with limited disclosure based on duties with Authority. This position is limited to interests in entities that provide services, supplies, etc. of the type used by a Designated Position's department, division or unit. This Category is assigned to positions involved in limited aspects of the Authority so that disclosure requirements can be narrowed to the position's specific area in order to avoid requiring over-disclosure. This Category is also used to assign to Consultants in specific areas. – **NEW POSITION**

#### **Deleted: Conveyance Mitigation Planning Manager – Category 2, 3, 5¶**

Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions with responsibilities in providing management, planning, permitting assistance and leading efforts for conveyance mitigation.

#### **Engineering Project Manager – Category 5**

Added with limited disclosure based on duties with Authority. This position is limited to interests in entities that provide services, supplies, etc. of the type used by a Designated Position's department, division or unit. This Category is assigned to positions involved in limited aspects of the Authority so that disclosure requirements can be narrowed to the position's specific area in order to avoid requiring over-disclosure. This Category is also used to assign to Consultants in specific areas. – **NEW POSITION**

Deleted - this position no longer exists with the Authority.

#### **Deleted: Engineering Support Team Manager – Category 5¶**

Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions with responsibilities in managing and overseeing development of design platforms and software purchases and contracts....

Deleted - this position no longer exists with the Authority.

#### **Deleted: Environmental Manager – Category 2, 5¶**

Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions with responsibilities in managing and directing planning priorities, including development strategies and plans; negotiate environmental permits and compliance requirements....

Deleted - this position no longer exists with the Authority.

#### **Deleted: Estimating Manager – Category 4¶**

Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions with responsibilities in performing various project cost and change order estimates; and developing cost estimating guidelines for use by all feature design teams.

#### **Exploration Manager – 4**

Added with limited disclosure based on duties with Authority. This position is limited to interests in entities that provide services, supplies, etc. of the type used by the Authority. This Category is reserved for positions that are involved in the Authority on a broad basis touching a variety of departments and are therefore, unable to be narrowed to one department, division or area. Positions assigned this Category are usually involved in broad areas of administration and fiscal services. – **NEW POSITION**

**Deleted: Environmental Permits Manager – 2** - Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions with responsibilities in directing and coordinating transition from completion of environmental process to design phase, including to develop, submit and coordinate program permits and requirements. ...

Deleted - this position no longer exists with the Authority.

**Deleted: Finance & Accounting Manager – Category 4¶**  
Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions throughout the organization and advises on work to determine the amount and timing of funding needed; manage cash flow requirements; develops short and long term financial plans; oversees vendor payments.

Deleted - this position no longer exists with the Authority.

**Deleted: Geotechnical Manager - 5¶**  
Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions with responsibilities in management, planning, engineering and design services; submits recommendations re tunnel engineering design and construction.

Deleted - this position no longer exists with the Authority.

Deleted - this position no longer exists with the Authority.

#### **HR Manager – 5**

Added with limited disclosure based on duties with Authority. This position is limited to interests in entities that provide services, supplies, etc. of the typed used by a Designated Position's department, division or unit. This Category is assigned to positions involved in limited aspects of the Authority so that disclosure requirements can be narrowed to the position's specific area in order to avoid requiring over-disclosure. This Category is also used to assign to Consultants in specific areas. – **NEW POSITION**

Deleted - this position no longer exists with the Authority.

Deleted - this position no longer exists with the Authority.

#### **Program Controls Manager – Category 4**

Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions with responsibilities in selecting, negotiating and awarding engineering design agreements. – Title change

Deleted - this position no longer exists with the Authority.

Deleted - this position no longer exists with the Authority.

#### **Program Support Manager – 5**

Added with limited disclosure based on duties with Authority. This position is limited to interests in entities that provide services, supplies, etc. of the typed used by a Designated Position's department, division or unit. This Category is assigned to positions involved in limited aspects of the Authority so that disclosure requirements can be narrowed to the position's specific area in order to avoid requiring over-disclosure. This Category is also used to assign to Consultants in specific areas. – **NEW POSITION**

Deleted - this position no longer exists with the Authority.

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Deleted - this position no longer exists with the Authority.

**Deleted: General Technology Manager – Category 5¶**  
Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions with responsibilities in administering contracts for server hardware and software, equipment and services....

**Deleted: Information Technology and Systems Manager – Category 5¶**  
Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions with responsibilities in managing the development and administration of all IT functions, including infrastructure architecture and design; advising on technologies to support business needs; recommend acquisition needs and performance; participate in selection of contractors and manage contracts; develop IT budget and forecast funds needed for equipment, materials and supplies; authorize purchases; and evaluate and approve bids for consultants and service contracts.

**Deleted:** Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions with responsibilities in managing the development and administration of all IT functions, including infrastructure architecture and design; advising on technologies to support business needs; recommend acquisition needs and

**Deleted: Internal Audit Manager – Category 4¶**  
Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions with responsibilities in developing and overseeing budget for audit purpose; management and oversight of

**Deleted: and Contracting**

**Deleted: Program Control Manager – Category 5¶**  
Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions with responsibilities in development and implementation of control and processes to monitor budget.

**Deleted: Program Manager – Category 1, 2¶**  
Added with full disclosure. This position is involved in a broad range of Authority decisions too numerous and varied to narrow....

**Deleted: Property Acquisition Manager – Category 2, 5¶**  
Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions with responsibilities in planning and directing all Right of Way activities, including appraisals, acquisition,

**Deleted: Pumping Plant Team Manager – Category 5¶**  
Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions with responsibilities in budget estimates; develop

**Deleted: Safety and Risk Manager – Category 5, 6¶**  
Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions with responsibilities in development, implementation and management of risk and safety programs, including risk

**Deleted: Survey and Mapping, Right of Way Manager – Category 2, 5¶**  
Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions with responsibilities in managing boundary, right

**Deleted: Utilities, Power & Access Team Manager – Category 5¶**  
Added with limited disclosure based on duties with Authority. This position makes and participates in making governmental decisions with responsibilities in negotiating and managing

## EXPLANATION OF DISCLOSURE CATEGORIES

Disclosure Categories identify the types of investments, business entities, sources of income, including gifts, loans and travel payments, or real property which the Designated Employee must disclose for each disclosure category to which he or she is assigned.

The Authority cannot require the Designated Position to over-disclose. Disclosure Categories must be designed and assigned **depending on the duties and responsibilities of the position held**. Therefore, six Disclosure Categories have been designed to be assigned to the various designated positions listed in Part "A" of the Appendix to the proposed Code. This list of Disclosure Categories provides flexibility in the application of the various Categories to the different designated positions but are narrow enough so as not to require over-disclosure by a Designated Position or Consultant.

### ASSIGNMENT OF DISCLOSURE CATEGORIES:

**Category 1** requires the disclosure of reportable investments, business positions, and sources of income in the jurisdiction of the Authority.

**Category 2** requires the disclosure of reportable interests in all real property (not including personal residence) located in the jurisdiction of the Authority (or within 2 miles thereof).

The assignment of Categories 1 and 2 means the Designated Position has full disclosure requirements of reportable interests that own real property, are located in, do business in or have done business in the Authority's jurisdiction in the past two years of filing a statement. These Categories are usually assigned to General Counsel, and other very broad decision-makers whose responsibilities are too broad to be narrowed and warrant full disclosure. These are also the disclosure requirements provided Consultants, as defined, and New Positions if not narrowed in writing as described above.

**Category 3** is limited to interests in entities involved in land development, construction or buying/selling real property. This is usually assigned narrowly to such positions as planners or engineers, or other project managers.

**Category 4** is limited to interests in entities that provide services, supplies, etc. of the type used by the Authority. This Category is reserved for positions that are involved in the Authority on a broad basis touching a variety of departments and are therefore, unable to be narrowed to one department, division or area. Positions assigned this Category are usually involved in broad areas of administration and fiscal services.

**Category 5** is limited to interests in entities that provide services, supplies, etc. of the type used by a Designated Position's department, division or unit. This Category is

assigned to positions involved in limited aspects of the Authority so that disclosure requirements can be narrowed to the position's specific area in order to avoid requiring over-disclosure. This Category is also used to assign to Consultants in specific areas.

**Category 6** is limited to interests in entities and sources if such have filed claims against the Authority in the past 2 years, or have a claim pending before the Authority. Positions assigned this Category are usually involved with handling or making recommendations regarding claims filed against the agency.

**DELTA CONVEYANCE DESIGN &  
CONSTRUCTION AUTHORITY  
CONFLICT OF INTEREST CODE**

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs. § 18730) that contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing, Regulation 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Delta Conveyance Design & Construction Authority (the "Authority").

Members of the Board of Directors, Board Alternates, Treasurer and Executive Director shall electronically file their statements of economic interests directly with the Fair Political Practices Commission. All other officials and designated positions required to submit a statement of economic interests shall file their statements with the **Executive Director** as the Authority's Filing Officer/Official who shall make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)



**APPENDIX**  
**CONFLICT OF INTEREST CODE**  
**OF THE**  
**DELTA CONVEYANCE DESIGN &**  
**CONSTRUCTION AUTHORITY**

**PART “A”**

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

Officials who manage public investments, as defined by 2 California Code of Regulations section 18700.3, are NOT subject to the Authority's Code, but must file disclosure statements under Government Code section 87200. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments<sup>1</sup>:

Members, Board of Directors and Alternates

Treasurer

---

<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

**DESIGNATED POSITIONS**  
**GOVERNED BY THE CONFLICT-OF-INTEREST CODE**

<b><u>DESIGNATED POSITIONS'</u></b> <b><u>TITLE OR FUNCTION</u></b>	<b><u>DISCLOSURE CATEGORIES</u></b> <b><u>ASSIGNED</u></b>
Administrative Manager	5
Chief Engineer	2, 3, 5, 6
Communications Manager	5
Contracting Procurement Manager	4
Engineering Design Manager	5
Engineering Project Manager	5
Executive Director	1, 2
Exploration Manager	5
General Counsel	1, 2
HR Manager	5
Program Controls Manager	4
Program Support Manager	5

**Consultants and New Positions\***

\* Individuals providing services as a Consultant defined in Regulation 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Executive Director may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.)The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict-of-Interest Code. (Gov. Code Sec. 81008.)

## **PART “B”**

### **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned “Investment” means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of the Authority.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in, or own real property within the jurisdiction of the Authority.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the Authority.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the Authority.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the Authority.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position’s department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, if such entities or sources have filed claims against the Authority in the past 2 years, or have a claim pending before the Authority.

## Board Memo

**Contact:** Graham Bradner, Executive Director

**Date:** May 19, 2022 Board Meeting

**Item No.** 7d

**Subject:**

Consider Passing Resolution Adopting Amendments to the Delta Conveyance Design and Construction Authority Allowable Travel Expenses Policy

**Executive Summary:**

Staff recommends that the Board approve the amended Allowable Travel Expenses Policy.

**Detailed Report:**

In 2020, the Board approved Amendment No. 2 (Amendment) to the Joint Exercise of Powers Agreement (JEPA). In part, this Amendment allows the DCA to adopt and utilize a travel policy for its contractors and consultants (Policy). This policy must be approved by the Board of Directors by resolution and then forwarded to the Department of Water Resources (DWR).

In June 2020, the Board adopted an initial Policy that was subsequently approved by DWR. Of note, the Policy utilizes a “multiplier” approach for travel and similar other direct costs. This adds a multiplier to the rate charged by a consultant or contractor to reimburse them for their travel and other direct costs. This multiplier is negotiated with each contractor at the beginning of the contract or issuance of an applicable task order.

Staff has prepared an amended version of the Policy, including preparation of various travel request or reporting forms to be used in conjunction with and to be attachments to the Policy. This version updates the Policy to reference the following new forms in the appropriate sections: Consultant Travel Authorization, Missing or Lost Receipt Certification, Approval for Lodging Exceeding Maximum GSA Rate, Monthly Mileage Log, and Long Term Travel pre approval form. These forms will be attachments to the Policy.

In addition, the Policy updates certain federal General Service Administration (GSA) website links, and removes certain GSA Meal and Incidental Expenses (“M&IE”) related tables from the Policy, and instead includes an explanation of where to locate the tables on the GSA website. The reason for the latter change is that the M&IE tables are updated annually, and this change avoids the need to update the Policy to include current tables. Further, some of the M&IE examples have been revised for clarity.

The Policy was also updated to allow meal reimbursement only for breakfast or dinner for a trip under 12 hours, if the travel is within certain timeframes. These reimbursements will not be on a per diem basis, and will instead require a receipt and must be within specified maximum limits.

Finally, the Policy was clarified to allow mileage reimbursement regardless of the length of travel, if such reimbursement has been preapproved.

The intent remains that most DCA consultants will not be allowed to claim reimbursement for travel expenses, as the majority of significant DCA contracts include a travel multiplier. Thus, these changes will apply, for the most part, on a limited basis to consultant contracts that do not include a multiplier, and only when pre-approved in accordance with the Policy.

The enclosed resolution adopts the proposed amended Allowable Travel Expenses Policy.

**Recommended Action:**

Adopt the attached Resolution approving the amended Allowable Travel Expenses Policy.

**Attachments:**

Attachment 1 - Draft Resolution 20-XX

Attachment 2 - Adopted Travel Policy - Redline Version

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

**RESOLUTION NO. 22-XX**

**Introduced by Director xxxx**

**Seconded by Director xxxx**

**ADOPTING AMENDMENTS TO THE ALLOWABLE TRAVEL EXPENSES POLICY**

Whereas, consistent with best practices and Section 6(b) and Section 12 of Exhibit F of the amended Joint Exercise of Powers Agreement (JEPA), the Board of Directors wishes to adopt an allowable travel expenses policy;

Now, therefore, the DCA Board of Directors resolves as follows:

1. The Board of Directors hereby adopts the Allowable Travel Expenses Policy (Policy) attached to this Resolution as Exhibit A and incorporated by this reference.
2. The Executive Director is authorized and directed to amend all existing consultant and similar agreements to ensure that such agreements are consistent with the provisions of this Policy. The Agreement Administrator is authorized and directed to make such amendment for the Management Partners agreement, which shall be subject to Part II of the Policy absent further Board direction.
3. This Resolution is effective upon its adoption and shall be transmitted to the Department of Water Resources as required by the JEPA.

\* \* \* \* \*

This Resolution was passed and adopted this 19<sup>th</sup> day of May 2022, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

---

Richard Atwater, Board President

Attest:

---

Martin Milobar, Secretary

**EXHIBIT A**

**Amended Travel Policy**

[attached behind this page]

# **ALLOWABLE TRAVEL EXPENSES POLICY**

## **PART I**

Pursuant to this Allowable Travel Expenses Policy ("Policy"), the DCA does not generally reimburse vendors for travel expenses. Vendors are required to provide fully inclusive rates that include all taxes, surcharges, expenses and fees, including travel expenses, as part of their negotiated other direct cost rate, which must be incorporated as part of the vendor's rates set forth in the fee schedule. Vendors will only be reimbursed travel expenses in the following cases:

- Vendor's agreement with the DCA expressly authorizes such reimbursement; or
- Vendor has requested and received prior written approval from the Executive Director for reimbursement of extraordinary travel expenses not otherwise captured under the negotiated other direct cost rate.

Notwithstanding the foregoing, in the event the vendor's services are paid for in whole or in part using federal funds and provided such federal funds require compliance with the Federal Acquisition Regulations, the provisions of this Part I are superseded by Part II of this Policy, and all travel expenses will be processed in accordance with Part II of this Policy and applicable provisions of the Federal Acquisition Regulations.

## **PART II**

Reimbursement for travel expenses are specifically excluded, unless expressly authorized by the Executive Director, or his or her designee, in writing and memorialized using the Consultant Travel Authorization form attached to this Policy. If approved in advance in writing by the Executive Director, or his or her designee, the DCA shall reimburse vendor for reasonably incurred actual costs in accordance with this Policy, and no markup shall be applied to such actual costs. Expenses incurred without prior approval or which are not in compliance with this Policy may be denied. Any changes from this Policy requires approval by the Executive Director, or his or her designee, in writing. Notwithstanding anything to the contrary and to the extent allowable under existing law, the Executive Director, or his or her designee, may revise this Policy on a case-by-case basis with such revised Policy incorporated in the applicable agreement.

### **BILLING AND SUPPORTING DOCUMENTS**

Vendors shall submit all supporting documents (receipts, invoices, travel itineraries, etc.) for each expense listed below, unless otherwise stated. Attached receipts should itemize each cost and provide descriptive information so that expenses are separately identified. Failure to submit accurate and complete supporting documents may result in less than full reimbursement for travel expenses. Where receipts are not required to be submitted with the monthly invoice, vendors shall keep receipts on file for audit purposes in accordance with Federal Acquisition Regulations. If vendor is missing, is unable to obtain or has lost a receipt, vendor shall complete and submit the Missing or Lost Receipt Certification form attached to this Policy.

### **FEDERAL GENERAL SERVICE ADMINISTRATION ("GSA")**



Expense reimbursements in this Policy are generally based on the GSA rates, and policies. GSA resources can be located on the GSA website at: <https://www.gsa.gov/travel-resources> and via the additional links set forth in this Policy.

### **MEALS & INCIDENTAL EXPENSES (M&IE)**

Meal and incidental expenses (“M&IE”) while on a travel status will be reimbursed at the per diem rate based on the GSA published rate for destinations within the Continental United States. Receipts are not required for M&IE reimbursements. If the DCA requests weekend work assignments, per diem shall be reimbursed.

M&IE includes tax and tips and no separate reimbursement will be made for those costs.

Trips of 24 Hours or More: As set by the GSA, DCA will reimburse a daily per diem rate equal to the GSA rate for meals and incidental expenses including taxes and gratuity. Specific GSA maximum M&IE per diem rates are assigned to designated destinations within each state. The per diem rates are updated annually on October 1st and provided online at the GSA web site <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

- Day travel begins: The per diem allowable shall be three-quarters of the destination M&IE rate.
- Full calendar day of travel: The per diem allowable shall be the full destination M&IE rate, referred to on the GSA website as the “total M&IE rate”.
- Day travel ends: The per diem allowable shall be three-quarters of the total M&IE rate.

M&IE Example\*: vendor leaves residence in Sacramento, CA on 06/20 and travels to Los Angeles, CA. Vendor works a full day in Los Angeles on 06/21. Vendor leaves Los Angeles on 06/22 back to Sacramento, CA.

- Day 1, 6/20: three-quarters of Los Angeles total M&IE Rate of \$74.00 = \$55.50 M&IE per diem allowable
- Day 2, 6/21: Full Los Angeles total M&IE Rate = \$74.00 M&IE per diem allowable
- Day 3, 6/22: three-quarters of Los Angeles total M&IE Rate of \$74.00 = \$55.50 M&IE per diem allowable
- Entire travel M&IE Reimbursed = \$185.00

\* Based on FY 2022 GSA per diem rates.

Trips of More than 12 Hours, but not Exceeding 24 Hours: The rate will be adjusted down for partial days of travel. For partial days, use the breakdown of eligible expenses from this GSA web site: <https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>. For travel more than 12 hours and less than 24 hours, the Vendor’s allowance is three-quarters of the destination M&IE rate.

M&IE Reduction: When all or part of the meals are provided by the project, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets,

or meals that are otherwise provided, the applicable M&IE per diem rate shall be reduced by the amount specified for the relevant meal(s) on the GSA website, as further detailed below.

To determine the amount to deduct, find the applicable M&IE per diem rate and breakdown by meal for travel in the continental U.S. pursuant to the instructions below:

1. Look up the location-specific information for the location where you will be working while on official travel at [www.gsa.gov/perdiem](https://www.gsa.gov/perdiem).
2. On the results page, click Meals & Incidentals (M&IE) Rates to go to the M&IE rates table.
3. Find the row for your travel location and identify the amount listed for the M&IE total, for the relevant meal(s), and for first and last day of travel.

Subtract the amount for the relevant meal(s) from the applicable per diem rate (either the total M&IE rate, or the reduced rate (i) for first and last day of travel, or (ii) for partial days more than 12 hours, but less than 24 hours; which is, in either case, three quarters of the total M&IE rate).

M&IE Reduction Example\*: vendor leaves residence in Sacramento, CA and travels to San Francisco, CA for a conference and travels more than 12 hours and less than 24 hours. Breakfast is included at the conference. Vendor returns home to Sacramento, CA that same day.

- Total M&IE destination rate for San Francisco is \$79.00
- Because the trip is for more than 12 hours and less than 24 hours, the vendor is entitled to three-quarters of the total M&IE rate, or \$59.25
- M&IE Reduction of breakfast provided at San Francisco rate of \$18.00
- Entire travel M&IE Reimbursed = \$41.25

\* Based on FY 2022 GSA per diem rates.

### ***RECEIPT BASED REIMBURSEMENTS FOR TRIPS 12 HOURS OR LESS***

For trips 12 hours or less, breakfast or dinner may be reimbursed as follows:

- Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed
- Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed

The meal rates set forth in the M&IE table shall be the maximum allowance a vendor is entitled to claim for a reimbursable breakfast or dinner for travel 12 hours or less. A receipt shall be required. For travel 12 hours or less, lunch and incidentals may not be claimed.

### **LODGING EXPENSES**

Vendors who incur approved overnight lodging expenses may be reimbursed. Lodging expenses will be reimbursed, on an actual cost basis. An original detailed hotel receipt, showing the single room rate plus taxes, must be submitted with the request for payment, otherwise

reimbursement will be denied. If vendor is requested by the DCA to perform services on the weekend, hotel charges for Saturday and Sunday shall be reimbursable.

Lodging reimbursement will be limited to the GSA lodging rate for the location in question. Please visit [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) to find the rates. Enter the zip code for the location. Please note this amount does not include taxes, which are reimbursed separately. If you are unable to find lodging within the maximum GSA posted rate, you may submit a request for reimbursement of the excess of the maximum reimbursement rate to the Agreements Administrator. You must obtain prior written approval by the Agreements Administrator, on the Approval for Lodging Exceeding Maximum GSA Rate form attached to this Policy, to book the lodging that exceeds the GSA posted rate. The written approval of the DCA is required to be submitted with the invoice for the travel expense.

Hotel cancellations are the responsibility of the vendor. Any hotel expenses charged to the DCA when the vendor had adequate time to cancel the accommodations without charge will be the sole responsibility of the vendor.

#### **METHOD OF TRAVEL**

- Vendors are responsible for determining the need for and method of travel.
- Reimbursement for transportation expenses will be based on the method of transportation that is in the best interest of the project, considering both direct expense and the consultant's time.
- Trips that require travel in excess of 200 miles one way shall be made by commercial airline unless the circumstances dictate otherwise. Reimbursements for transportation costs for trips over 200 miles one way by any form of transportation other than commercial airline shall generally not exceed the standard round-trip airline coach airfare in effect at the time, plus any personal auto mileage and airport parking that would have been incurred and reimbursable if airline transportation had been used.

If a vendor chooses and is authorized to use a method of transportation that is:

- Not the least costly,
- Not the typical method of getting from one location to the other, or
- Not "in the best interest of the state,"

A cost comparison will be prepared, and the consultant shall be reimbursed only the amount that would have been reimbursed had the consultant traveled using the least costly method.

Taxis/Uber/Lyft/Rideshare: When it is an economical choice to use a taxi/Uber/Lyft/rideshare service for approved business travel, the cost of the fare will be reimbursed with a receipt. M&IE includes tips and those costs are not separately reimbursable.

Car Rental: Car rentals shall be the most economical vehicle to fulfill vendor's needs when other modes of transportation are not available. Vendor shall use the most reasonable cost rental vehicle that can accommodate travel requirements. One automobile rental for up to three travelers is acceptable. If a more expensive rental option is required, vendor must provide justification and obtain prior approval from the Executive Director, or his or her designee, the approval must be attached to the invoice. Insurance for collision and personal liability is the responsibility of the vendor and shall not be reimbursed. Rental car receipts are required for all rental car expenses. Claims for rental car gasoline must be supported by original receipts.

Personal Car: Personal automobile reimbursement is allowable only from consultant's local office to project site location or meeting destination as determined by the Executive Director, or his or her designee, and will be paid at the current Federal Internal Revenue Standard ("IRS") allowable mileage rate.

Mileage Reimbursement: Mileage reimbursements are based upon the number of miles driven for DCA related trips. Vendors are required to retain a monthly mileage log. Use the attached template. The log is not required to be submitted with the expense reports or invoices. Vendor must keep the log on file for audit purposes. The length of trip does not determine eligibility for mileage reimbursement that has been approved in accordance with this Policy.

Parking: Receipts for parking while traveling are not required for expenses of \$75.00 or less. Parking for staff located on-site shall not be reimbursable by the DCA.

Tolls: Receipts for tolls are not required. You must include a description of any tolls on your monthly mileage log.

Air Travel: Preapproved airfare will be reimbursed at the actual cost of the airline ticket. Air travel shall be made by commercial airline at coach or economy airfare. If flight accommodations are upgraded from coach or economy airfare, all additional charges shall be paid by the vendor, and not charged to the Agreement. Travel should be by whichever scheduled airline offers the (lowest fare and is not dictated by a vendor's frequent flyer preference or preferred carrier.

Air travel receipts must include the flight itinerary (including flight number, departure time, arrival time, etc.) and proof of payment. Service fees for airline tickets shall be reimbursable as part of the air travel cost. In-flight internet fees are reimbursable for DCA related work while in-flight.

Long Term Travel: Travel over 30 days shall be considered long term travel. Pre-approval request required, using the form attached to this Policy. Reimbursable costs shall include rent, utilities and reduced per diem of \$41.00

### **NON-REIMBURSABLE EXPENSES**

Time spent in travel shall not be compensable unless services are performed during such travel.

Except as otherwise expressly stated herein, and approved in accordance with this Policy, travel expenses will not be reimbursed for travel of twelve hours or less.

## Consultant Travel Authorization

**DCA Travel Policy:** Reimbursement for travel expenses are specifically excluded, unless expressly authorized by the Executive Director, or his or her designee, in writing and memorialized in a written agreement. If approved in advance in writing by the Executive Director, or his or her designee, the DCA shall reimburse vendor for reasonably incurred actual costs in accordance with this Allowable Travel Expenses Policy ("Policy"), and no markup shall be applied to such actual costs. Expenses incurred without prior approval or which are not in compliance with this Policy may be denied.

**Consultant Name:**

**Agreement/Task Order #:**

**Employee Name:**

**Project Role:**

**Travel Locations:**

Traveling From: (City, State)

Travel To: (City, State)

Departure Date:

Return Date:

**Reason for Travel:**

### Estimated Expenditures:

	Description	# of Days	Rate (+ tax)	Base Total
Airfare				
Lodging (GSA Rate)				
Rental Car				
Mileage				
Parking				
Per Diem				
Other				
Total				

**By signing below, I certify that the costs to be incurred and reported will be in accordance with the provisions in the DCA Travel Policy.**

Consultant Lead/Manager

Date:

DCA Executive Director or Designee

Date:

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## Missing or Lost Receipt Certification

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**DCA Travel Policy :** *If vendor is missing, is unable to obtain or has lost a receipt, vendor shall complete and submit the Missing or Lost Receipt Certification form attached to this Policy.*

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This certification attests to the following:

- a. No original receipt obtained for this expense or the original receipt was lost or misplaced and a duplicate cannot be obtained.
- b. The expense was incurred on behalf of DCDCA.
- c. The item and amount of the expense are accurate.
- d. No reimbursement of this expense has been or will be sought or accepted from another source.
- e. I have not previously requested reimbursement of this expense.

Provide a brief description of the expense:

Establishment: \_\_\_\_\_

Expense Amount: \_\_\_\_\_ Date of Expense: \_\_\_\_\_

Description of Expense: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Certification Signatures:

Requestor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Approval for Lodging Exceeding Maximum GSA Rate

**DCA Travel Policy:** *If you are unable to find lodging within the maximum GSA posted rate, you may submit a request for reimbursement of the excess of the maximum reimbursement rate to the Agreements Administrator. You must obtain prior written approval by the Agreements Administrator to book the lodging that exceeds the GSA posted rate. The written approval of the DCA is required to be submitted with the invoice for the travel expense.*

Consultant Name: _____		Date Requested: _____	
Employee Name: _____		Task/Subtask No.: _____	
Reason for exceeding GSA hotel rate:			
TRAVEL DATES & LOCATION		LODGING INFORMATION	
Departure Date: _____ Time: _____		Lodging Name: _____	
Return Date: _____ Time: _____		Address: _____	
From: (City,State) _____			
To: (City,State) _____		Telephone No.: _____	
		Room Rate: _____	
Attending Conference @ Hotel		Yes	No

### Consultant Approval

Date:

DCA Agreement Admin Approval

Date:

\*Instructions: Need to verify that you have looked at atleast 3 rates and selected the least expensive rate



## Monthly Mileage Log

**DCA Travel Policy:** Mileage reimbursements are based upon the number of miles driven for DCA related trips. Vendors are required to retain a monthly mileage log. Use the attached template. The log is not required to be submitted with the expense reports or invoices. Vendor must keep the log on file for audit purposes.

Name:				Month of:		
Consultant:				Mileage Rate:		
Date	From	To	Miles	Mileage Amount	Tolls (if applicable)	Reason
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
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				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
Totals:				\$		

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## Long Term Travel

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**DCA Travel Policy:** Travel over 30 days shall be considered long term travel. Pre-approval request required. Reimbursable costs shall include rent, utilities and reduced per diem of \$41.00.

---

**Consultant Name:**

**Agreement/Task Order #:**

**Employee Name:**

**Project Role:**

**Travel Locations:**

Traveling From: (City, State)

Travel To: (City, State)

Departure Date:

Return Date:

**Reason for Travel:**

### Estimated Expenditures:

	Description	# of Days	Rate (+ tax)	Base Total	Total Estimated Expenses
Rent					
Utilities					
Per Diem					
Other					
Total					

**By signing below, I certify that the costs to be incurred and reported will be in accordance with the provisions in the DCA Travel Policy.**

Consultant Lead/Manager

Date:

DCA Executive Director or Designee

Date:

## **ALLOWABLE TRAVEL EXPENSES POLICY**

### **PART I**

Pursuant to this Allowable Travel Expenses Policy ("Policy"), the DCA does not generally reimburse vendors for travel expenses. Vendors are required to provide fully inclusive rates that include all taxes, surcharges, expenses and fees, including travel expenses, as part of their negotiated other direct cost rate, which must be incorporated as part of the vendor's rates set forth in the fee schedule. Vendors will only be reimbursed travel expenses in the following cases:

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M&IE includes tax and tips and no separate reimbursement will be made for those costs.

**Trips of 24 Hours or More:** As set by the GSA, DCA will reimburse a daily per diem rate equal to the GSA rate for meals and incidental expenses including taxes and gratuity. Specific GSA maximum M&IE per diem rates are assigned to designated destinations within each state. The per diem rates are updated annually on October 1st and provided online at the GSA web site <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

- Day travel begins: The per diem allowable shall be three-quarters of the destination M&IE rate.
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M&IE Example\*: vendor leaves residence in Sacramento, CA on 06/20 and travels to Los Angeles, CA. Vendor works a full day in Los Angeles on 06/21. Vendor leaves Los Angeles on 06/22 back to Sacramento, CA.

- Day 1, 6/20: three quarters of Los Angeles total M&IE Rate of \$74.00 = \$55.50 M&IE per diem allowable
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- Entire travel M&IE Reimbursed = \$185.00

\* Based on FY 2022 GSA per diem rates.

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**M&IE Reduction:** When all or part of the meals are provided by the project, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets,

or meals that are otherwise provided, the applicable M&IE per diem rate shall be reduced by the amount specified for the relevant meal(s) on the GSA website, as further detailed below.

To determine the amount to deduct, find the applicable M&IE per diem rate and breakdown by meal for travel in the continental U.S. pursuant to the instructions below:

1. Look up the location-specific information for the location where you will be working while on official travel at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).
2. On the results page, click Meals & Incidentals (M&IE) Rates to go to the M&IE rates table.
3. Find the row for your travel location and identify the amount listed for the M&IE total, for the relevant meal(s), and for first and last day of travel.

Subtract the amount for the relevant meal(s) from the applicable per diem rate (either the total M&IE rate, or the reduced rate (i) for first and last day of travel, or (ii) for partial days more than 12 hours, but less than 24 hours; which is, in either case, three quarters of the total M&IE rate).

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- Total M&IE destination rate for San Francisco is \$79.00
- Because the trip is for more than 12 hours and less than 24 hours, the vendor is entitled to three-quarters of the total M&IE rate, or \$59.25
- M&IE Reduction of breakfast provided at San Francisco rate of \$18.00
- Entire travel M&IE Reimbursed = \$41.25

\* Based on FY 2022 GSA per diem rates.

### ***RECEIPT BASED REIMBURSEMENTS FOR TRIPS 12 HOURS OR LESS***

For trips 12 hours or less, breakfast or dinner may be reimbursed as follows:

- Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed
- Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed

The meal rates set forth in the M&IE table shall be the maximum allowance a vendor is entitled to claim for a reimbursable breakfast or dinner for travel 12 hours or less. A receipt shall be required. For travel 12 hours or less, lunch and incidentals may not be claimed.

### **LODGING EXPENSES**

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Hotel cancellations are the responsibility of the vendor. Any hotel expenses charged to the DCA when the vendor had adequate time to cancel the accommodations without charge will be the sole responsibility of the vendor.

#### **METHOD OF TRAVEL**

- Vendors are responsible for determining the need for and method of travel.
- Reimbursement for transportation expenses will be based on the method of transportation that is in the best interest of the project, considering both direct expense and the consultant's time.
- Trips that require travel in excess of 200 miles one way shall be made by commercial airline unless the circumstances dictate otherwise. Reimbursements for transportation costs for trips over 200 miles one way by any form of transportation other than commercial airline shall generally not exceed the standard round-trip airline coach airfare in effect at the time, plus any personal auto mileage and airport parking that would have been incurred and reimbursable if airline transportation had been used.

If a vendor chooses and is authorized to use a method of transportation that is:

- Not the least costly,
- Not the typical method of getting from one location to the other, or
- Not "in the best interest of the state,"

A cost comparison will be prepared, and the consultant shall be reimbursed only the amount that would have been reimbursed had the consultant traveled using the least costly method.

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Personal Car: Personal automobile reimbursement is allowable only from consultant's local office to project site location or meeting destination as determined by the Executive Director, or his or her designee, and will be paid at the current Federal Internal Revenue Standard ("IRS") allowable mileage rate.

Mileage Reimbursement: Mileage reimbursements are based upon the number of miles driven for DCA related trips. Vendors are required to retain a monthly mileage log. Use the attached template. The log is not required to be submitted with the expense reports or invoices. Vendor must keep the log on file for audit purposes using the form attached to this Policy. The length of trip does not determine eligibility for mileage reimbursement that has been approved in accordance with this Policy.

Parking: Receipts for parking while traveling are not required for expenses of \$75.00 or less. Parking for staff located on-site shall not be reimbursable by the DCA.

Tolls: Receipts for tolls are not required. You must include a description of any tolls on your monthly mileage log.

Air Travel: Preapproved airfare will be reimbursed at the actual cost of the airline ticket. Air travel shall be made by commercial airline at coach or economy airfare. If flight accommodations are upgraded from coach or economy airfare, all additional charges shall be paid by the vendor, and not charged to the Agreement. Travel should be by whichever scheduled airline offers the (lowest fare and is not dictated by a vendor's frequent flyer preference or preferred carrier.

Air travel receipts must include the flight itinerary (including flight number, departure time, arrival time, etc.) and proof of payment. Service fees for airline tickets shall be reimbursable as part of the air travel cost. In-flight internet fees are reimbursable for DCA related work while in-flight.

Long Term Travel: Travel over 30 days shall be considered long term travel. Pre-approval request required, using the form attached to this Policy. Reimbursable costs shall include rent, utilities and reduced per diem of \$41.00

### **NON-REIMBURSABLE EXPENSES**

Time spent in travel shall not be compensable unless services are performed during such travel.

Except as otherwise expressly stated herein, and approved in accordance with this Policy, travel expenses will not be reimbursed for travel of twelve hours or less.



# MONTHLY MILEAGE LOG

Name: \_\_\_\_\_

Month of: \_\_\_\_\_

CONSULTANT: \_\_\_\_\_

Mileage Rate:

[illegible]

## General Counsel's Report

**Contact:** Josh Nelson, General Counsel

**Agenda Date:** May 19, 2022, Board Meeting

**Item No. 8a**

**Subject:** Status Update

**Summary:**

The General Counsel continues to assist the DCA on legal matters as requested.

**Detailed Report:**

The General Counsel continues to assist staff as necessary. This includes the amendment of the travel policy on the agenda. In addition, we have been assisting with a proposed revision to the procurement policy that will likely appear on the June agenda for Board consideration.

As discussed in prior reports, we continue to closely monitor state and local health guidelines for the COVID-19 pandemic, and the Board may continue to meet remotely or in a hybrid format under AB 361 as long the statewide emergency declaration remains in place or social distancing is recommended. Our office is also monitoring pending bills (AB 1944 and AB 2449) in the Legislature that would provide greater flexibility for teleconference meetings going forward. These bills are both in the early stages of the process, and more information will be provided when/if they progress through the Legislature.

Lastly and as noted in prior reports, we continue 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:** May 19, 2022

**Item No. 8b**

**Subject:** Treasurer's Monthly Report, March/April 2022

**Summary:**

The beginning cash balance for the Delta Conveyance Design and Construction Joint Powers Authority (Authority) at March 1, 2022 was \$422,092. During March and April 2022, receipts totaled \$3,655,731 representing contributions from the Department of Water Resources, Delta Conveyance Office (DCO) for payment of the Authority's obligations. Total disbursements for the two months were \$2,458,015. The ending cash balance at April 30, 2022 was \$1,619,808.

As of April 30, 2022, the Authority's receivables totaled \$1,468,818 consisting of 8 invoices to the DCO.

Balances for prepaid expenses and accounts payable, as of April 30, 2022, were \$93,015 and \$2,585,092, respectively. For the same period, advances totaled \$500,000 and total net position was \$96,549.

Attachment 1 consists of financial statements for the two months ended April 2022, a schedule of Invoices Paid through April 2022, and Aging Schedules for Accounts Payable and Accounts Receivable as of April 30, 2022.

Attachment 2 consists of Budget versus Actuals by Appropriation through April 2022. Year-to-date actual expenses were \$5.4 million lower than budget.

**Detailed Report:**

See attached statements.

**Recommended Action:**

Information, only.

**Attachments:**

Attachment 1 – March/April 2022 Authority Financial Statements

Attachment 2 – March/April 2022 Budget versus Actuals by Appropriation

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

## Statement of Net Position

As of April 30, 2022

## Assets:

Cash	\$	1,619,808
Accounts receivable		1,468,818
Prepays		<u>93,015</u>
Total assets	\$	<u><u>3,181,641</u></u>

## Liabilities:

Accounts payable	\$	2,585,092
Advance for prepayments		<u>500,000</u>
Total liabilities		3,085,092

## Net position:

		<u>96,549</u>
Total liabilities and net position	\$	<u><u>3,181,641</u></u>

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

## Statements of Cash Receipts and Disbursements

	Mar. 1, 2022 - Apr. 30, 2022	Year to Date Apr. 30, 2022
Receipts:		
Contributions <sup>(1)</sup>	\$ 3,655,731	\$ 15,699,026
Disbursements:		
Program management office		
Executive office	123,114	1,304,554
Community engagement	62,478	436,408
Program controls	115,120	1,023,326
Administration	376,539	1,909,289
Procurement	15,116	81,215
Property	13,764	394,609
Permitting management	117,052	508,024
Program initiation		
Engineering	1,562,897	6,472,145
Fieldwork	71,935	1,844,375
Total disbursements	2,458,015	13,973,945
Nonoperating expense		
DCA Return of Stand-up Costs	—	800,000
Net changes in cash	1,197,716	925,081
Cash at July 1, 2021	—	694,727
Cash at March 1, 2022	422,092	—
Cash at April 30, 2022	\$ 1,619,808	\$ 1,619,808

<sup>(1)</sup> DWR contributions invoiced through the DCO and advance funds for prepayments.

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

## Statements of Revenues, Expenses and Changes in Net Position

	Mar. 1, 2022 - Apr. 30, 2022	Year to Date Apr. 30, 2022
Revenues:		
Contributions <sup>(1)</sup>	\$ 3,002,643	\$ 13,876,482
Expenses:		
Program management office		
Executive office	278,011	1,393,095
Community engagement	41,502	371,930
Program controls	224,982	1,131,864
Administration	374,781	1,970,915
Procurement	15,476	96,215
Property	35,390	274,774
Permitting management	104,778	498,034
Quality management	2,340	2,340
Program initiation		
Engineering	1,795,229	6,819,791
Fieldwork	60,052	1,344,365
Total expenses	2,932,541	13,903,323
Nonoperating expense		
DCA Return of Stand-up Costs	—	800,000
Changes in net position	70,102	(826,841)
Net position at June 30, 2021	—	923,390
Net position at February 28, 2022	26,447	—
Net position at April 30, 2022	\$ 96,549	\$ 96,549

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

<sup>(1)</sup> DWR contributions invoiced through the DCO and advance funds for prepayments.

## DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

Schedule of Invoices Paid  
for the Ten Months Ended April 30, 2022

Vendor	Invoice #	Invoice Date	Payment Date	Period of Expense	Invoice Amount	Amount Paid
1 Caltronics Business Systems	3276389	06/21/21	07/01/21	05/21/21-06/20/21	\$ 1,796	\$ 1,796
2 Consolidated Communications	06152021	06/15/21	07/01/21	06/15/21-07/14/21	3,097	3,097
3 ARWS	19283	05/05/21	07/07/21	04/01/21-04/30/21	6,329	6,329
4 Bender Rosenthal, Inc.	18250.03-9	04/30/21	07/07/21	03/27/21-04/30/21	21,210	21,210
5 DirectApps Inc. (Direct Technology)	186339	04/30/21	07/07/21	04/01/21-04/30/21	13,854	13,854
6 Jacobs	W8X97003-10	05/17/21	07/07/21	03/26/21-04/30/21	975,478	975,478
7 Liberty Mutual Insurance	BKS61612217-1	06/08/21	07/07/21	07/01/21-06/30/22	10,966	10,966
8 Management Partners	INV09385	05/04/21	07/07/21	04/01/21-04/30/21	44,500	44,500
9 Metropolitan Water District of So. Ca	501762	05/19/21	07/07/21	04/01/21-04/30/21	19,100	19,100
10 RingCentral	CD_000262108	06/21/21	07/07/21	05/28/21-06/27/21	3,829	3,829
11 VMA Communications	DCA21Apr	04/30/21	07/07/21	04/01/21-04/30/21	31,271	31,271
12 Prime US-Park Tower LLC	20210701	07/01/21	07/14/21	07/01/21-07/31/21	94,284	94,284
13 ARWS	19326	06/03/21	07/21/21	05/01/21-05/31/21	9,440	9,440
14 Bank of America	N/A**	07/21/21	07/21/21	07/21/21	482	482
15 Bender Rosenthal, Inc.	18250.03-10	05/31/21	07/21/21	05/01/21-05/28/21	20,516	20,516
16 Best, Best, & Krieger	905963	05/28/21	07/21/21	04/01/21-04/30/21	18,418	18,418
17 Best, Best, & Krieger	903496	04/29/21	07/21/21	03/01/21-03/31/21	41,651	41,651
18 Liberty Mutual Insurance	BKS61612217-2	07/07/21	07/21/21	07/01/20-06/30/21	1	1
19 Management Partners	INV09464	06/01/21	07/21/21	05/01/21-05/31/21	44,500	44,500
20 Parsons	2106A866	06/10/21	07/21/21	05/01/21-05/28/21	235,792	235,792
21 Hamner, Jewell & Associates	200926	05/20/21	07/26/21	04/01/21-04/30/21	14,669	14,669
22 Stakeholder Committee Member	017	07/06/21	07/26/21	06/23/21	3,000	3,000
23 Carahsoft Technology Corp	IN972968	06/14/21	08/02/21	05/06/21-05/06/22	1,449	1,449
24 Bank of America	N/A**	08/02/21	08/02/21	08/02/21	8,306	8,306
25 Hamner, Jewell & Associates	200984	06/18/21	08/09/21	05/01/21-05/31/21	17,026	17,026
26 Gwen Buchholz, Permit Engineer, Inc.	002	06/18/21	08/09/21	05/01/21-05/31/21	19,125	19,125
27 Jacobs	W8X97003-11	06/11/21	08/09/21	05/01/21-05/28/21	750,938	750,938
28 Fugro USA Land, Inc.	04.00172510-12	06/10/21	08/09/21	05/01/21-05/28/21	429,588	429,588
29 AT&T	3650113603	06/19/21	08/09/21	06/19/21-07/18/21	1,979	1,979
30 Prime US-Park Tower LLC	20210801	08/01/21	08/09/21	08/01/21-08/31/21	94,283	94,283
31 Alliant	1688756	07/02/21	08/09/21	07/01/21-07/01/22	26,190	26,190
32 DirectApps Inc. (Direct Technology)	186694B	07/08/21	08/09/21	05/01/21-05/31/21	12,361	12,361
33 Metropolitan Water District of So. Ca	501768	06/16/21	08/09/21	05/01/21-05/31/21	24,399	24,399
34 AT&T	7592383605	07/19/21	08/11/21	07/19/21-08/18/21	1,979	1,979
35 Consolidated Communications	07152021	07/15/21	08/11/21	07/15/21-08/14/21	3,097	3,097
36 RingCentral	CD_000273835	07/21/21	08/11/21	06/28/21-07/27/21	3,844	3,844
37 Caltronics Business Systems	3296982	07/21/21	08/13/21	06/21/21-07/20/21	2,126	2,126
38 Best, Best, & Krieger	908166	06/23/21	08/27/21	05/01/21-05/31/21	16,883	16,883
39 Best, Best, & Krieger	909014	06/04/21	08/27/21	06/01/21-06/30/21	19,692	19,692
40 Spark Street Digital	3025	07/08/21	08/27/21	02/18/21-06/23/21	775	775
41 Gwen Buchholz, Permit Engineer, Inc.	003	07/01/21	08/27/21	06/01/21	28,250	28,250
42 VMA Communications	DCA21June	07/02/21	08/27/21	06/01/21-06/30/21	35,471	35,471
43 Bender Rosenthal, Inc.	18250.03-11	06/30/21	08/27/21	05/29/21-06/30/21	25,827	25,827
44 ARWS	19444	07/02/21	08/27/21	06/01/21-06/30/21	7,133	7,133
45 Parsons	2107B343	07/19/21	09/01/21	05/29/21-06/30/21	264,475	264,475
46 Consolidated Communications	08152021	08/15/21	09/01/21	08/15/21-09/14/21	3,097	3,097
47 RingCentral	CD_000285699	08/21/21	09/01/21	07/28/21-08/27/21	3,830	3,830
48 Jacobs	W8X97003-12	07/15/21	09/07/21	05/01/21-06/30/21	918,005	918,005
49 Management Partners	INV09534	07/01/21	09/07/21	06/01/21-06/20/21	29,875	29,875
50 DirectApps Inc. (Direct Technology)	187057	06/30/21	09/07/21	06/01/21-06/30/21	15,000	15,000
51 VMA Communications	DCA21May	05/31/21	09/07/21	05/01/21-05/31/21	10,346	10,346
52 Hamner, Jewell & Associates	201004	07/13/21	09/07/21	06/01/21-06/30/21	8,802	8,802
53 AT&T	6878914605	08/19/21	09/07/21	08/19/21-09/18/21	1,979	1,979
54 Prime US-Park Tower LLC	20210901	09/01/21	09/07/21	09/01/21-09/30/21	94,371	94,371
55 Caltronics Business Systems	3320635	08/26/21	09/07/21	07/21/21-08/20/21	2,032	2,032
56 Fugro USA Land, Inc.	04.00172510-13	07/12/21	09/29/21	05/29/21-07/02/21	543,428	543,428
57 Parsons	2107C110	07/26/21	10/04/21	05/29/21-06/30/21	2,034	2,034
58 Gwen Buchholz, Permit Engineer, Inc.	004	08/10/21	10/04/21	07/01/21-07/31/21	9,500	9,500
59 Parsons	2108B390	08/11/21	10/04/21	07/01/21-07/30/21	221,424	221,424
60 Management Partners	INV09624	08/04/21	10/04/21	07/01/21-07/31/21	44,500	44,500
61 Audio Visual Innovations, Inc.	1561910	07/29/21	10/04/21	07/01/21-07/31/21	8,540	8,540
62 Metropolitan Water District of So. Ca	501782	07/30/21	10/04/21	06/01/21-06/30/21	20,261	20,261
63 Keogh Multimedia	MK-2021-03	07/21/21	10/04/21	04/01/21-06/30/21	1,300	1,300

\* Totals may not foot due to rounding.

\*\*Auto-withdrawal for Bank of America Line of Credit fee.



## DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

Schedule of Invoices Paid  
for the Ten Months Ended April 30, 2022  
(Continued)

Vendor	Invoice #	Invoice Date	Payment Date	Period of Expense	Invoice Amount	Amount Paid
64 Jacobs	W8X97004-01	08/17/21	10/04/21	07/01/21-07/30/21	542,104	542,104
65 Fugro USA Land, Inc.	04.00172510-14	08/10/21	10/04/21	07/03/21-07/30/21	123,386	123,386
66 DirectApps Inc. (Direct Technology)	187605	07/31/21	10/04/21	07/01/21-07/31/21	11,909	11,909
67 VMA Communications	DCA21July	08/01/21	10/04/21	07/01/21-07/31/21	9,000	9,000
68 ARWS	19508	08/03/21	10/04/21	07/01/21-07/31/21	784	784
69 Bender Rosenthal, Inc.	18250.04-1	07/31/21	10/04/21	07/01/21-07/31/21	7,021	7,021
70 Hamner, Jewell & Associates	201055	08/18/21	10/04/21	07/01/21-07/31/21	1,247	1,247
71 AT&T	9279655604	09/19/21	10/06/21	09/19/21-10/18/21	1,979	1,979
72 Caltronics Business Systems	3340147	09/24/21	10/06/21	08/21/21-09/20/21	2,032	2,032
73 RingCentral	CD_000297744	09/21/21	10/06/21	08/28/21-09/27/21	3,830	3,830
74 Convergent Systems	40373	09/03/21	10/13/21	07/01/20-09/30/20	534	534
75 Convergent Systems	40374	09/03/21	10/13/21	10/01/20-12/31/20	534	534
76 Convergent Systems	40375	09/03/21	10/13/21	01/01/21-03/31/21	534	534
77 Convergent Systems	40376	09/03/21	10/13/21	04/01/21-06/30/21	534	534
78 Convergent Systems	40377	09/03/21	10/13/21	07/01/21-09/30/21	534	534
79 ARWS	19627	09/07/21	10/13/21	08/01/21-08/31/21	634	634
80 Bender Rosenthal, Inc.	18250.04-2	08/31/21	10/13/21	07/31/21-08/27/21	14,242	14,242
81 Gwen Buchholz, Permit Engineer, Inc.	005	09/10/21	10/13/21	08/01/21-08/31/21	11,750	11,750
82 AirTouch Cellular (Verizon)	9886480395	09/24/21	10/13/21	07/18/21-08/17/21	120	120
83 AirTouch Cellular (Verizon)	9888657505	09/24/21	10/13/21	08/18/21-09/17/21	120	120
84 Prime US-Park Tower LLC	20211001	10/01/21	10/13/21	10/01/21-10/31/21	94,371	94,371
85 Stakeholder Committee Member	018	09/23/21	10/18/21	09/22/21	3,250	3,250
86 DirectApps Inc. (Direct Technology)	187996	08/31/21	10/22/21	08/01/21-08/31/21	12,391	12,391
87 DirectApps Inc. (Direct Technology)	187857	08/31/21	10/22/21	06/01/21-06/30/21	186	186
88 Stakeholder Committee Member	017	07/06/21	10/27/21	06/23/21	(250)	(250)
89 Stakeholder Committee Member	017	07/06/21	11/01/21	06/23/21	250	250
90 Consolidated Communications	09152021	09/15/21	11/03/21	09/15/21-10/14/21	3,097	3,097
91 AT&T	7590906607	10/19/21	11/03/21	09/19/21-10/18/21	1,979	1,979
92 Caltronics Business Systems	3359192	10/21/21	11/03/21	09/21/21-10/20/21	1,753	1,753
93 Consolidated Communications	10152021	10/15/21	11/03/21	10/15/21-11/14/21	3,097	3,097
94 RingCentral	CD_000311242	10/21/21	11/03/21	09/28/21-10/27/21	3,830	3,830
95 Hamner, Jewell & Associates	201122	09/10/21	11/05/21	08/01/21-08/31/21	944	944
96 Management Partners	INV09710	09/01/21	11/05/21	08/01/21-08/31/21	44,500	44,500
97 Management Partners	INV09566	07/07/21	11/05/21	06/21/21-06/30/21	14,625	14,625
98 VMA Communications	DCA21Aug	08/31/21	11/05/21	08/01/21-08/31/21	11,500	11,500
99 Convergent Systems	40627	10/05/21	11/05/21	10/01/21-12/31/21	534	534
100 Prime US-Park Tower LLC	20211101	11/01/21	11/05/21	11/01/21-11/30/21	94,371	94,371
101 Jacobs	W8X97004-02	10/12/21	11/17/21	07/31/21-08/27/21	564,146	564,146
102 Gwen Buchholz, Permit Engineer, Inc.	006	10/07/21	11/17/21	09/01/21-09/30/21	19,750	19,750
103 AirTouch Cellular (Verizon)	9884310936	07/17/21	11/17/21	06/18/21-07/17/21	60	60
104 AirTouch Cellular (Verizon)	9890850505	10/17/21	11/17/21	09/18/21-10/17/21	120	120
105 Fugro USA Land, Inc.	04.00172510-15	09/10/21	11/19/21	07/31/21-09/03/21	168,440	168,440
106 Fugro USA Land, Inc.	04.00172510-16	09/29/21	11/19/21	09/04/21-09/29/21	75,234	75,234
107 KPMG	8003896148	11/12/21	11/23/21	08/02/21-11/18/21	25,000	25,000
108 Parsons	2109B118	10/13/21	12/03/21	07/31/21-08/27/21	270,084	270,084
109 Parsons	2110B447	10/08/21	12/03/21	08/28/21-09/24/21	244,562	244,562
110 Metropolitan Water District of So. Ca	501787	09/20/21	12/03/21	07/01/21-07/31/21	15,510	15,510
111 Metropolitan Water District of So. Ca	501791	10/06/21	12/03/21	08/01/21-08/31/21	19,709	19,709
112 Best, Best, & Krieger	913321	08/31/21	12/03/21	07/01/21-07/31/21	15,602	15,602
113 Best, Best, & Krieger	915548	09/22/21	12/03/21	08/01/21-08/31/21	19,154	19,070
114 Metropolitan Water District of So. Ca	501792	10/11/21	12/03/21	09/01/21-09/30/21	21,698	21,698
115 Commuter Industries, Inc.	210041	04/09/21	12/03/21	04/09/21	152	152
116 Commuter Industries, Inc.	210089	08/03/21	12/03/21	08/03/21	478	478
117 Bender Rosenthal, Inc.	18250.04-3	09/30/21	12/08/21	08/28/21-09/24/21	10,961	10,961
118 ARWS	19721	10/05/21	12/08/21	09/01/21-09/30/21	166	166
119 Management Partners	INV09804	10/04/21	12/08/21	09/01/21-09/30/21	44,500	44,500
120 DirectApps Inc. (Direct Technology)	188453	09/30/21	12/08/21	09/01/21-09/30/21	12,083	12,083
121 Jacobs	W8X97004-03	10/07/21	12/08/21	08/24/21-09/30/21	564,011	564,011
122 Hamner, Jewell & Associates	201191	10/07/21	12/08/21	09/01/21-09/30/21	1,551	1,551
123 VMA Communications	DCA21Sept	10/18/21	12/08/21	09/01/21-09/30/21	9,000	9,000
124 AT&T	7754356606	11/19/21	12/08/21	11/19/21-12/18/21	1,979	1,979
125 Caltronics Business Systems	3379770	11/22/21	11/30/21	10/21/21-11/20/21	2,051	2,051
126 Consolidated Communications	11152021	11/15/21	11/30/21	11/15/21-12/14/21	3,097	3,097
127 RingCentral	CD_000323911	11/21/21	11/30/21	10/28/21-11/27/21	3,817	3,817

\* Totals may not foot due to rounding.





## DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

Schedule of Invoices Paid  
for the Ten Months Ended April 30, 2022  
(Continued)

Vendor	Invoice #	Invoice Date	Payment Date	Period of Expense	Invoice Amount	Amount Paid
128 Prime US-Park Tower LLC	20211201	12/01/21	11/30/21	12/01/21-12/31/21	94,371	94,371
129 AirTouch Cellular (Verizon)	9893061045	11/17/21	11/30/21	10/18/21-11/17/21	120	120
130 Best, Best, & Krieger	917801	10/20/21	12/02/21	09/01/21-09/30/21	20,539	20,539
131 Best, Best, & Krieger	919503	11/08/21	12/02/21	10/01/21-10/31/21	15,482	15,482
132 ACWA	20210929	09/29/21	12/08/21	01/01/22-12/31/22	1,447	1,447
133 eBuilder	11519	11/24/21	12/10/21	10/26/21-10/25/22	86,285	86,285
134 Bender Rosenthal, Inc.	18250.04-4	10/31/21	01/10/22	09/25/21-10/29/21	18,732	18,732
135 Management Partners	INV09898	11/01/21	01/10/22	10/01/21-10/31/21	44,500	44,500
136 DirectApps Inc. (Direct Technology)	188820	10/31/21	01/10/22	10/01/21-10/31/21	11,489	11,489
137 VMA Communications	DCA21Oct	10/31/21	01/10/22	10/01/21-10/31/21	24,000	24,000
138 Miles Treaster & Associates	45969	11/22/21	01/10/22	11/09/21	2,473	2,473
139 Consolidated Communications	20211215	12/15/21	01/10/22	12/15/21-01/14/22	3,097	3,097
140 AT&T	6618207608	12/19/21	01/10/22	12/19/21-01/18/22	1,979	1,979
141 Caltronics Business Systems	3399317	12/21/21	01/10/22	11/21/21-12/20/21	1,824	1,824
142 RingCentral	CD_000336635	12/21/21	01/10/22	11/28/21-12/27/21	3,817	3,817
143 Prime US-Park Tower LLC	20220101	01/01/22	01/14/22	01/01/22-01/31/22	41,918	41,918
144 Stakeholder Committee Member	019	01/04/22	01/14/22	12/08/21	2,500	2,500
145 Parsons	2111A944	11/10/21	01/24/22	09/25/21-10/29/21	321,382	321,382
146 Gwen Buchholz, Permit Engineer, Inc.	007	11/12/21	01/24/22	10/01/21-10/31/21	12,000	12,000
147 Hamner, Jewell & Associates	201261	11/09/21	01/24/22	10/01/21-10/31/21	665	665
148 Management Partners	INV09991	12/01/21	01/24/22	11/01/21-11/30/21	44,500	44,500
149 DirectApps Inc. (Direct Technology)	189069	11/30/21	01/24/22	11/01/21-11/30/21	16,159	16,159
150 Gwen Buchholz, Permit Engineer, Inc.	008	12/06/21	01/24/22	11/01/21-11/30/21	9,375	9,375
151 Jacobs	W8X97004-04	10/01/21	01/24/22	10/01/21-10/29/21	852,160	852,160
152 Hamner, Jewell & Associates	201349	12/20/21	02/07/22	11/01/21-11/30/21	767	767
153 Bender Rosenthal, Inc.	18250.04-5	11/30/21	02/07/22	10/30/21-11/26/21	11,998	11,998
154 VMA Communications	DCA21Nov	11/30/21	02/07/22	11/01/21-11/30/21	13,200	13,200
155 Parsons	2112B486	12/10/21	02/07/22	10/30/21-11/26/21	245,981	245,981
156 Consolidated Communications	20220115	01/15/22	02/07/22	01/15/22-02/14/22	3,097	3,097
157 RingCentral	CD_000349458	01/21/22	02/07/22	12/28/21-01/27/22	3,897	3,897
158 Caltronics Business Systems	3421704	01/26/22	02/07/22	12/21/21-01/20/22	1,845	1,845
159 Prime US-Park Tower LLC	20220201	02/01/22	02/11/22	02/01/22-02/28/22	98,173	98,173
160 Jacobs	W8X97004-05	12/14/21	02/22/22	10/30/21-11/26/21	642,665	642,665
161 Best, Best, & Krieger	923417	12/28/21	02/22/22	11/01/21-11/30/21	21,673	21,673
162 Convergent Systems	41034	01/05/22	02/22/22	01/01/22-03/31/22	534	534
163 Metropolitan Water District of So. Ca	501796	11/23/21	02/22/22	10/01/21-10/31/21	26,277	26,277
164 Metropolitan Water District of So. Ca	501799	12/21/21	02/22/22	11/01/21-11/30/21	16,118	16,118
165 Metropolitan Water District of So. Ca	501803	01/06/22	02/22/22	12/01/21-12/31/21	10,265	10,265
166 Signs Now	J101215	12/13/21	02/22/22	11/17/21-11/19/21	1,316	1,316
167 Parsons	2201A978	01/14/22	02/22/22	11/27/21-12/31/21	301,557	301,557
168 AT&T	6847178604	01/19/22	02/22/22	01/19/22-02/18/22	1,963	1,963
Subtotal July - February*					\$ 11,516,014	\$ 11,515,930
169 Bender Rosenthal, Inc.	18250.04-6	12/31/21	03/07/22	11/27/21-12/31/21	8,895	8,895
170 DirectApps Inc. (Direct Technology)	189534	12/31/21	03/07/22	12/01/21-12/31/21	12,277	12,277
171 Keogh Multimedia	MK-2021-03a	12/20/21	03/07/22	04/01/21-06/30/21	1,688	1,688
172 Gwen Buchholz, Permit Engineer, Inc.	009	01/14/22	03/07/22	12/01/21-12/31/21	19,750	19,750
173 Keogh Multimedia	MK-2022-01	01/21/22	03/07/22	07/01/21-12/31/21	2,275	2,275
174 VMA Communications	DCA21Dec	01/19/22	03/07/22	12/01/21-12/31/21	24,000	24,000
175 Consolidated Communications	20220215	02/15/22	03/07/22	02/15/22-03/14/22	3,101	3,101
176 RingCentral	CD_000362373	02/21/22	03/07/22	01/28/22-02/27/22	3,865	3,865
177 Caltronics Business Systems	3441017	02/22/22	03/07/22	01/21/22-02/20/22	1,787	1,787
178 AirTouch Cellular (Verizon)	9895296213	12/17/21	03/07/22	11/18/21-12/17/21	120	120
179 AirTouch Cellular (Verizon)	9897534437	01/17/22	03/07/22	12/18/21-01/17/22	391	391
180 AirTouch Cellular (Verizon)	9899782923	02/17/22	03/07/22	01/18/22-02/17/22	160	160
181 AT&T	9635088605	02/19/22	03/11/22	02/19/22-03/18/22	1,962	1,962
182 Prime US-Park Tower LLC	20220301	03/01/22	03/11/22	03/01/22-03/31/22	98,173	98,173
183 Jacobs	W8X97004-06	01/18/22	03/25/22	11/27/21-12/31/21	768,833	768,833
184 Audio Visual Innovations, Inc.	1661676	01/31/22	03/25/22	01/01/22-01/31/22	19,065	19,065
185 Audio Visual Innovations, Inc.	1643749	12/28/21	03/25/22	12/01/21-12/31/21	26,641	26,641
186 Signs Now	J101556	01/12/22	03/25/22	01/14/22-01/21/22	95	95
187 Management Partners	INV10137	01/12/22	03/29/22	12/01/21-12/31/21	45,531	45,531
188 Consolidated Communications	20220315	03/15/22	04/08/22	03/15/22-04/14/22	3,101	3,101

\* Totals may not foot due to rounding.



## DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

Schedule of Invoices Paid  
for the Ten Months Ended April 30, 2022  
(Continued)

Vendor	Invoice #	Invoice Date	Payment Date	Period of Expense	Invoice Amount	Amount Paid
189 ACWA	001	03/04/22	04/08/22	03/01/22-03/31/22	620	620
190 AT&T	6743919607	03/19/22	04/08/22	03/19/22-04/18/22	1,962	1,962
191 Prime US-Park Tower LLC	20220401	04/01/22	04/08/22	04/01/22-04/30/22	98,173	98,173
192 AirTouch Cellular (Verizon)	9902071132	03/17/22	04/08/22	02/18/22-03/17/22	160	160
193 Management Partners	INV10176	02/01/22	04/13/22	01/01/22-01/31/22	44,500	44,500
194 Santa Clara Valley Water District	1	02/03/22	04/13/22	12/15/21-12/31/21	2,881	2,881
195 Santa Clara Valley Water District	2	02/07/22	04/13/22	01/01/22-01/28/22	9,196	9,196
196 Bender Rosenthal, Inc.	18250-04-7	01/31/22	04/13/22	01/01/22-01/28/22	2,538	2,538
197 Hamner, Jewell & Associates	201454	02/08/22	04/13/22	01/01/22-01/31/22	220	220
198 Parsons	2202B429	02/10/22	04/13/22	01/01/22-01/28/22	265,284	265,284
199 Jacobs	W8X97004-07	02/17/22	04/13/22	01/01/22-01/31/22	900,528	900,528
200 DirectApps Inc. (Direct Technology)	17673	02/15/22	04/13/22	01/01/22-01/31/22	10,919	10,919
201 Gwen Buchholz, Permit Engineer, Inc.	010	02/13/22	04/13/22	01/01/22-01/31/22	11,375	11,375
202 Keogh Multimedia	MK-2022-02	02/23/22	04/13/22	01/01/22-02/23/22	293	293
203 RingCentral	CD_000375505	03/21/22	04/13/22	02/28/22-03/27/22	3,712	3,712
204 Caltronics Business Systems	3464505	03/25/22	04/13/22	02/21/22-03/20/22	1,852	1,852
205 RingCentral	CD_000379964	03/29/22	04/13/22	03/28/22-04/27/22	3,728	3,728
206 dba A.N.G Audio Visual Services	16241	09/04/20	04/20/22	09/03/20-06/30/21	600	600
207 Hamner, Jewell & Associates	201379	01/11/22	04/20/22	12/01/21-12/31/21	385	385
208 Jambo (Silvacom Ltd)	29503	12/02/21	04/20/22	12/02/21-06/30/22	20,370	20,370
209 Metropolitan Water District of So. Ca	501805	02/10/22	04/20/22	01/01/22-01/31/22	14,051	14,051
210 Santa Clara Valley Water District	3	03/04/22	04/20/22	01/29/22-02/25/22	13,961	13,961
211 VMA Communications	DCA22Jan	01/31/22	04/20/22	01/01/22-01/31/22	9,000	9,000
Subtotal March-April*					\$ 2,458,015	\$ 2,458,015
Total July - April*					\$ 13,974,029	\$ 13,973,945

\* Totals may not foot due to rounding.

# DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

## Accounts Payable Aging Schedule As of April 30, 2022

<u>Payable To:</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>Total</u>
AECOM Technical Services					
Invoice #2000614097	\$ 17,339	\$ —	\$ —	\$ —	\$ 17,339
AirTouch Cellular (Verizon)					
Invoice #9904393752	160	—	—	—	160
AT&T					
Invoice #5971179603	981	—	—	—	981
Barker Photography					
Invoice #100	500	—	—	—	500
Bender Rosenthal, Inc.					
Invoice #18250.04-8	433	—	—	—	433
Invoice #18250-04-9	136	—	—	—	136
Best, Best, & Krieger					
Invoice #925742	12,100	—	—	—	12,100
Invoice #927922	23,589	—	—	—	23,589
Consolidated Communications					
Invoice #20220415	1,551	—	—	—	1,551
DirectApps Inc. (Direct Technology)					
Invoice #17851	10,891	—	—	—	10,891
Gwen Buchholz, Permit Engineer, Inc.					
Invoice #011	12,750	—	—	—	12,750
Invoice #012	17,250	—	—	—	17,250
Hamner, Jewell & Associates					
Invoice #201592	221	—	—	—	221
Invoice #201548	220	—	—	—	220
Jacobs					
Invoice #W8X97004-09	1,014,685	—	—	—	1,014,685
Invoice #W8X97004-08	824,061	—	—	—	824,061
Management Partners					
Invoice #INV10317	45,109	—	—	—	45,109
Invoice #INV10386	44,605	—	—	—	44,605
Metropolitan Water District of So. Ca					
Invoice #501813	15,595	—	—	—	15,595
Invoice #501808	21,539	—	—	—	21,539
Parsons					
Parsons 2204B368	255,090	—	—	—	255,090
Parsons 2203B433	238,952	—	—	—	238,952
Santa Clara Valley Water District					
Invoice #4	18,335	—	—	—	18,335
VMA Communications					
Invoice #DCA22Feb	9,000	—	—	—	9,000
	<u>\$ 2,585,092</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 2,585,092</u>

\*Totals may not foot due to rounding.

**DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY**Accounts Receivable Aging Schedule <sup>(1)</sup>  
As of April 30, 2022

<b><u>Receivable From:</u></b>	<b><u>1 - 30</u></b>	<b><u>31 - 60</u></b>	<b><u>61 - 90</u></b>	<b><u>&gt; 90</u></b>	<b><u>Total</u></b>
Department of Water Resources					
Invoice #DCA-306	\$ 636	\$ —	\$ —	\$ —	\$ 636
Invoice #DCA-307	61,855	—	—	—	61,855
Invoice #DCA-308	3,483	—	—	—	3,483
Invoice #DCA-309	255,090	—	—	—	255,090
Invoice #DCA-310	98,173	—	—	—	98,173
Invoice #DCA-311	1,014,685	—	—	—	1,014,685
Invoice #DCA-312	17,557	—	—	—	17,557
Invoice #DCA-313	17,339	—	—	—	17,339
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	\$ 1,468,818	\$ —	\$ —	\$ —	\$ 1,468,818
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

\*Totals may not foot due to rounding.

<sup>(1)</sup> Approval date by the DCO determines aging classification.

## DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

Statements of Cash Receipts and Disbursements

	Mar. 1, 2022 - Apr. 30, 2022	Year to Date Apr. 30, 2022
Receipts:		
Contributions <sup>(1)</sup>	\$ 3,655,731	\$ 15,699,026
Disbursements:		
Program management office		
Executive office	123,114	1,304,554
Community engagement	62,478	436,408
Program controls	115,120	1,023,326
Administration	376,539	1,909,289
Procurement	15,116	81,215
Property	13,764	394,609
Permitting management	117,052	508,024
Program initiation		
Engineering	1,562,897	6,472,145
Fieldwork	71,935	1,844,375
Total disbursements	2,458,015	13,973,945
Nonoperating expense		
DCA Return of Stand-up Costs	—	800,000
Net changes in cash	1,197,716	925,081
Cash at July 1, 2021	—	694,727
Cash at March 1, 2022	422,092	—
Cash at April 30, 2022	\$ 1,619,808	\$ 1,619,808

Statements of Revenues, Expenses and Changes in Net Position

	Mar. 1, 2022 - Apr. 30, 2022	Year to Date Apr. 30, 2022
Revenues:		
Contributions <sup>(1)</sup>	\$ 3,002,643	\$ 13,876,482
Expenses:		
Program management office		
Executive office	278,011	1,393,095
Community engagement	41,502	371,930
Program controls	224,982	1,131,864
Administration	374,781	1,970,915
Procurement	15,476	96,215
Property	35,390	274,774
Permitting management	104,778	498,034
Quality management	2,340	2,340
Program initiation		
Engineering	1,795,229	6,819,791
Fieldwork	60,052	1,344,365
Total expenses	2,932,541	13,903,323
Nonoperating expense		
DCA Return of Stand-up Costs	—	800,000
Changes in net position	70,102	(826,841)
Net position at June 30, 2021	—	923,390
Net position at February 28, 2022	26,447	—
Net position at April 30, 2022	\$ 96,549	\$ 96,549

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

<sup>(1)</sup> DWR contributions invoiced through the DCO and advance funds for prepayments.

## DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

	Statements of Cash Receipts and Disbursements	Statements of Cash Receipts and Disbursements	Statements of Revenues, Expenses and Changes in Net Position	Statements of Revenues, Expenses and Changes in Net Position
	Mar. 1, 2022 - Apr. 30, 2022	Year to Date Apr. 30, 2022	Mar. 1, 2022 - Apr. 30, 2022	Year to Date Apr. 30, 2022
Receipts/Revenues:				
Contributions <sup>(1)</sup>	\$ 3,655,731	\$ 15,699,026	\$ 3,002,643	\$ 13,876,482
Disbursements/Expenses:				
Program management office				
Executive office	123,114	1,304,554	278,011	1,393,095
Community engagement	62,478	436,408	41,502	371,930
Program controls	115,120	1,023,326	224,982	1,131,864
Administration	376,539	1,909,289	374,781	1,970,915
Procurement	15,116	81,215	15,476	96,215
Property	13,764	394,609	35,390	274,774
Permitting management	117,052	508,024	104,778	498,034
Quality management	—	—	2,340	2,340
Program initiation				
Engineering	1,562,897	6,472,145	1,795,229	6,819,791
Fieldwork	71,935	1,844,375	60,052	1,344,365
Total disbursements/expenses	2,458,015	13,973,945	2,932,541	13,903,323
Nonoperating expense				
DCA Return of Stand-up Costs	—	800,000	—	800,000
Net changes in cash	1,197,716	925,081		
Cash at July 1, 2021	—	694,727		
Cash at March 1, 2022	422,092	—		
Cash at April 30, 2022	\$ 1,619,808	\$ 1,619,808		
Changes in net position			70,102	(826,841)
Net position at June 30, 2021			—	923,390
Net position at February 28, 2022			26,447	—
Net position at April 30, 2022			\$ 96,549	\$ 96,549

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

<sup>(1)</sup> DWR contributions invoiced through the DCO and advance funds for prepayments.



**Delta Conveyance Design and Construction Joint Powers Authority**

Budget vs Cost by Appropriation - PTD, YTD

Current Period: MAR-22 & APR-22

Appropriation	Period-to-Date				Year-to-Date				Fiscal Year
	Actual	Budget	Variance	Variance %	Actual	Budget	Variance	Variance %	Total Budget
<b>Program management office</b>									
Executive office	\$ 278,011	\$ 1,135,283	\$ 857,272	75.5%	\$ 1,393,095	\$ 3,223,762	\$ 1,830,667	56.8%	\$ 4,363,641
Community engagement	41,502	170,572	129,070	75.7%	371,930	604,733	232,803	38.5%	775,305
Program controls	224,982	245,440	20,458	8.3%	1,131,864	1,227,200	95,336	7.8%	1,472,640
Administration	374,781	408,205	33,424	8.2%	1,970,915	2,217,630	246,715	11.1%	2,635,238
Procurement	15,476	12,352	(3,124)	-25.3%	96,215	61,760	(34,455)	-55.8%	74,112
Property	35,390	45,167	9,777	21.6%	274,774	348,473	73,699	21.1%	393,640
Permitting management	104,778	93,422	(11,356)	-12.2%	498,034	467,112	(30,922)	-6.6%	560,534
Health and safety	—	3,600	3,600	100.0%	—	18,000	18,000	100.0%	21,600
Quality management	2,340	2,336	(4)	-0.2%	2,340	11,680	9,340	80.0%	14,016
<b>Program initiation</b>									
Engineering	1,795,229	1,508,130	(287,099)	-19.0%	6,819,791	6,981,965	162,174	2.3%	8,490,096
Fieldwork	60,052	1,487,691	1,427,639	96.0%	1,344,365	4,189,883	2,845,518	67.9%	5,677,574
<b>Total</b>	<b>\$ 2,932,541</b>	<b>\$ 5,112,198</b>	<b>\$ 2,179,657</b>	<b>42.6%</b>	<b>\$ 13,903,323</b>	<b>\$ 19,352,198</b>	<b>\$ 5,448,875</b>	<b>28.2%</b>	<b>\$ 24,478,396<sup>(1)</sup></b>

<sup>(1)</sup> The budget reflects Board approved roll-over of unspent FY20/21 budget of \$2,000,000 in July 2021 and \$978,396 in January 2022.



Delta Conveyance Design and Construction Joint Powers Authority

Appropriation - Trend

Current Period: MAR-22 & APR-22

Appropriation	Period To Date																									
	JUL-21		AUG-21		SEP-21		OCT-21		NOV-21		DEC-21		JAN-22		FEB-22		MAR-22		APR-22		MAY-22		JUN-22		Total	
Program management office																										
Executive office	\$	125,609	\$	127,445	\$	33,329	\$	260,302	\$	174,768	\$	108,503	\$	174,424	\$	110,704	\$	158,010	\$	120,001		—		—	\$	1,393,095
Community engagement		84,899		39,704		11,500		56,409		33,000		28,470		23,260		53,186		18,293		23,209		—		—		371,930
Program controls		119,185		88,437		—		228,844		136,203		91,805		127,288		115,120		108,699		116,283		—		—		1,131,864
Administration		220,619		222,146		141,420		261,558		201,761		185,808		133,934		228,888		204,918		169,863		—		—		1,970,915
Procurement		—		—		—		12,363		14,160		19,680		19,896		14,640		11,051		4,425		—		—		96,215
Property		67,019		27,401		24,872		39,886		20,283		30,710		24,343		4,870		34,813		577		—		—		274,774
Permitting management		65,373		43,633		11,750		74,797		12,000		50,985		48,791		85,927		24,125		80,653		—		—		498,034
Health and safety		—		—		—		—		—		—		—		—		—		—		—		—		—
Quality management		—		—		—		—		—		—		—		—		—		2,340		—		—		2,340
Program initiation																										
Engineering		720,365		481,745		26,700		913,647		26,700		741,559		550,948		1,562,898		26,700		1,768,529		—		—		6,819,791
Fieldwork		623,458		165,355		168,440		179,479		—		63,140		26,467		57,974		13,961		46,091		—		—		1,344,365
Total	\$	2,026,527	\$	1,195,866	\$	418,011	\$	2,027,285	\$	618,875	\$	1,320,660	\$	1,129,351	\$	2,234,207	\$	600,570	\$	2,331,971		—		—	\$	13,903,323

\* Totals may not foot/crossfoot due to rounding.



## Environmental Manager's Report

**Contact:** Carolyn Buckman, DWR Environmental Manager

**Date:** May 19, 2022 Board Meeting

**Item No. 8c**

**Subject:** Environmental Manager's Status Update

### Summary:

The Department of Water Resources (DWR) is working through the California Environmental Quality Act (CEQA) process to analyze a single-tunnel solution to modernizing and rehabilitating the State Water Project infrastructure in the Delta.

### Detailed Report:

DWR is continuing to develop an Environmental Impact Report (EIR) under CEQA. DWR has identified a range of reasonable alternatives to analyze in the EIR, and current efforts are focused on assessing the alternatives' potential impacts on environmental resources and identifying mitigation measures, if needed. The U.S. Army Corps of Engineers (USACE), as part of its permitting review under the Clean Water Act and Rivers and Harbors Act, is preparing a Draft Environmental Impact Statement to comply with the National Environmental Policy Act (NEPA). DWR and USACE are planning to release draft environmental documents for public review in summer 2022.

Field activities under the Initial Study/Mitigated Negative Declaration for Soil Investigations in the Delta (including cone penetration tests, soil borings, and geophysical surveys) have restarted after a wet season break. DWR has added a link to our public information website to help provide information to interested members of the public and are updating a map weekly of the near-term planned explorations (<https://water.ca.gov/Programs/State-Water-Project/Delta-Conveyance/Public-Information>). DWR is continuing to pursue permits for soil survey sites that fall under the jurisdiction of the Rivers and Harbors Act (Section 408). Investigations at any given site will not occur until property owners have been notified and required permits and approvals for that site have been obtained.

### Recommended Action:

Information, only.